



AGENDA FINANCE AND AUDIT COMMITTEE MEETING

November 9, 2017, 10:00 AM - 1:00 PM
Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

Pages

1. CALL THE MEETING OF THE FINANCE AND AUDIT COMMITTEE TO ORDER:
2. INTRODUCTION OF LATE ITEMS:
3. ADOPTION OF AGENDA:
4. ADOPTION OF MINUTES:
5. PRESENTATIONS:
6. REPORTS:

a. Community Engagement Task Force Public Engagement Event

4 - 5

To be introduced by Sheila Gurrie, City Clerk.

Purpose: To obtain Council approval for funding to support a public engagement event on 2017-NOV-23.

Recommendation: That the Finance and Audit Committee recommend that Council approve a \$3,820 funding request from the Community Engagement Task Force in support of a public engagement event scheduled for 2017-NOV-23 at the Vancouver Island Conference Centre.

b. Youth Emergency Winter Shelter

6 - 10

To be introduced by Dale Lindsay, Director of Community Development.

Purpose: To provide a review of the City-funded 2016/2017 youth emergency winter shelter and obtain Council direction.

Recommendation: That the Finance and Audit Committee recommend that Council not provide funding for an emergency shelter for youth for the 2017/2018 winter season.

c. Downtown Event Revitalization Funding Program Revisions

11 - 24

To be introduced by Dale Lindsay, Director of Community Development.

Purpose: To provide Council with an update on the Downtown Event Revitalization Funding Program's 2017 application intake, and to obtain Council approval of revisions for 2018.

Recommendation: That the Finance and Audit Committee recommend Council approve revisions to the 2018 Downtown Event Revitalization Funding Program, including an increase to the program budget from \$117,121 to \$150,000.

d. Travel Assistance Grant - Vancouver Island Raiders Football Club

25 - 28

To be introduced by Richard Harding, Director, Parks and Recreation.

Purpose: To obtain Council approval of a request for a Travel Assistance Grant.

Recommendation: That the Finance and Audit Committee recommend that Council approve the request from the Vancouver Island Raiders Football Club for a Travel Assistance Grant in the amount of \$2,000 for forty (40) players to attend the Canadian National Semi-Finals being held in Saskatoon, Saskatchewan on 2017-OCT-29.

7. OTHER BUSINESS:

8. QUESTION PERIOD:

9. PROCEDURAL MOTION:

That the meeting be closed to the public in order to deal with agenda items under the *Community Charter*:

Section 90(1) A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(c) labour relations or other employee relations;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public;

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under Section 98 [*annual municipal report*];

(n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2); and,

Community Charter Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

10. ADJOURNMENT:

DATE OF MEETING November 9, 2017

AUTHORED BY SHEILA GURRIE, CITY CLERK

**SUBJECT COMMUNITY ENGAGEMENT TASK FORCE PUBLIC
ENGAGEMENT EVENT**

OVERVIEW

Purpose of Report

To obtain Council approval for funding to support a public engagement event on 2017-NOV-23.

Recommendation

That the Finance and Audit Committee recommend that Council approve a \$3,820 funding request from the Community Engagement Task Force in support of a public engagement event scheduled for 2017-NOV-23 at the Vancouver Island Conference Centre.

BACKGROUND

In July 2017, the Community Engagement Committee, an ad hoc committee, was established. This was the result of a Council resolution passed on September 12, 2016. Recently the committee has been renamed the Community Engagement Task Force. This group's mandate is to begin starting and hosting informal community engagement and public conversation sessions.

The first public engagement session is scheduled to be held on November 23, 2017 at the Vancouver Island Conference Centre. The first session will be facilitated by Pam Shaw, the Director of Vancouver Island University's Master of Community Planning Program, with assistance by students of the Masters program. The Community Engagement Task Force is requesting funding for the event in the amount of \$3,820 to cover costs for the event. A breakdown of the funding requirements is as follows:

Description	Cost
VICC Room Rental (<i>Mt. Benson rooms A&B</i>)	\$1,170
Refreshments (<i>coffee, tea & cookies for 200 people</i>)	\$1,400
Honorarium for facilitator services (<i>Vancouver Island University's Master of Community Planning Program</i>)	\$1,000
Audio Equipment Rental (<i>for audio devices to record discussions at each table</i>)	\$200
Other (<i>supplies, etc.</i>)	\$300
TOTAL	\$4,070

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve a \$3,820 funding request from the Community Engagement Task Force in support of a public engagement event scheduled for 2017-NOV-23 at the Vancouver Island Conference Centre.
 - **Engagement Implication:** Supports Council's motion made on 2016-SEP-12 to encourage community engagement and public conversation through informal, open topic, facilitated sessions.
 - **Strategic Priorities Implication:** Supports community wellness, by facilitating discussions on topics of strong community interest.
2. That the Finance and Audit Committee not recommend that Council approve funds for the public engagement event scheduled for 2017-NOV-23 at the Vancouver Island Conference Centre.
 - **Budget Implication:** Not approving funding would result in the cancellation of the event and forfeit the cost of the venue rental, totaling \$1,170.
 - **Engagement Implication:** Cancelling the event would call to question Council's commitment to the mandate set before the Community Engagement Task Force.

SUMMARY POINTS

- The Community Engagement Task Force is set to hold their first public engagement event at the Vancouver Island Conference Centre on 2017-NOV-23.
- The Director of Vancouver Island University's Master of Community Planning Program has offered to facilitate the event, with assistance by students from the program, for a reasonable honorarium fee.
- Staff recommend the Finance and Audit Committee approve \$3,820 in funding for the event to be held.

Submitted by:

Sheila Gurrie
City Clerk

Concurrence by:

Tracy Samra
Chief Administrative Officer

Staff Report for Decision

DATE OF MEETING November 9, 2017

AUTHORED BY JOHN HORN, SOCIAL PLANNER

SUBJECT YOUTH EMERGENCY WINTER SHELTER

OVERVIEW

Purpose of Report

To provide a review of the City-funded 2016/2017 youth emergency winter shelter and obtain Council direction.

Recommendation

That the Finance and Audit Committee recommend that Council not provide funding for an emergency shelter for youth for the 2017/2018 winter season.

BACKGROUND

At the regular City Council meeting of 2016-DEC-05, Nanaimo resident Audrey Bouvet made a presentation regarding the need for additional sheltering options for youth experiencing homelessness in Nanaimo. Council authorized Staff to allocate \$75,000 from the Housing Legacy Reserve for that purpose, and Tillicum Lelum Aboriginal Friendship Centre was contracted to provide up to 12 youth emergency shelter beds at their Health Centre on Haliburton Street for the period of 2016-DEC-16 to 2017-MAR-24.

A full statistical report is provided (Attachment A). It is worth noting that in the first 35 days, the shelter was accessed by 1 young person on 12 nights. During the 100 days that the shelter was in operation, approximately 9 unique individuals attended. The busiest night (2017-FEB-21) saw a total of 7 youth attend. On 52 nights, no youth attended the shelter.

In support of the shelter operation, an advisory group was formed, comprised of staff from Tillicum Lelum, staff from the Ministry of Children and Family Development (MCFD), Nanaimo Youth Services, members of Nanaimo City Council, City staff and Ms. Bouvet. The advisory group assessed the uptake of shelter beds by youth to determine who were using them and what their circumstances were.

Based on ongoing dialogue between MCFD staff and Tillicum Lelum staff, it became clear that a substantial majority of the youth attending the shelter were MCFD clients who had existing foster placements. The advisory group received reports from shelter staff who were of the opinion that, in some cases, a youth would attend the shelter with a boyfriend/girlfriend because they were not permitted to have their partner stay overnight at their foster placement. In other cases, staff believed that youth attended the shelter because they could engage in substance use and not have to return to their foster homes that night. It was noted by the shelter operators that when the youth were required to connect with their foster placement prior to admission to the shelter, they stopped coming and attendance dropped to zero.

Based on this feedback from the shelter operators and MCFD staff, and after extensive discussion, the advisory group reached two conclusions:

- 1) Staff at the shelter believed that because the shelter was “low barrier”, the youth preferred it because they did not have to follow the same rules they would be expected to follow in their foster placement. Therefore, the youth shelter functioned as an alternative to the youths’ foster homes and undermined those foster placements, to the overall detriment of the youth.
- 2) While housing precarity is an issue for young people in Nanaimo, it does not appear there are youth who are absolutely without shelter options that warrants the provision of a youth emergency shelter.

OPTIONS

1. That the Finance and Audit Committee recommend that Council not provide funding for an emergency shelter for youth for the 2017/2018 winter season.
 - **Budget Implication:** Last year Council allocated \$75, 000 for the youth winter shelter, this option would mean that no money is allocated for that purpose this year.
 - **Strategic Priorities Implication:** This is in line with Nanaimo’s community values identified in the Strategic Plan update 2016 – 2019 – Social Equity.
2. That the Finance and Audit Committee recommend that Council provide alternate direction.

SUMMARY POINTS

- The youth shelter was open for 100 nights during the 2016/2017 winter season; no youth availed of the service on 52 of those nights.
- Close to 100% of the youth who attended had foster care placements through the Ministry of Children and Family Development, and thereby did have a home to go to, albeit one with rules.
- The advisory group concluded that the incidence of absolute homelessness amongst youth in Nanaimo is minimal, and the provision of an emergency shelter option is not warranted nor advisable.

ATTACHMENTS

Attachment A: Youth Winter Shelter Attendance 2016/2017

Submitted by:

Bruce Anderson
Manager, Community and Cultural Planning

Concurrence by:

Dale Lindsay
Director, Community Development

ATTACHMENT A

Youth Winter Shelter Attendance 2016/2017

2016	December					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16 1 (shelter opens)	17 0
18 1	19 0	20 1	21 0	22 1	23 0	24 0
25 1	26 0	27 0	28 0	29 0	30 0	31 0

2017	January					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01 1	02 0	03 0	04 1	05 1	06 0	07 0
08 0	09 0	10 1	11 0	12 1	13 1	14 0
15 0	16 0	17 1	18 0	19 0	20 3	21 0
22 2	23 0	24 1	25 0	26 1	27 1	28 1
29 3	30 5	31 4	01	02	03	04

2017	February					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	01 0	02 2	03 2	04 4
05 1	06 2	07 1	08 1	09 1	10 1	11 1
12 7	13 3	14 6	15 2	16 0	17 0	18 0
19 2	20 4	21 3	22 2	23 2	24 2	25 3
26 0	27 0	28 0	01	02	03	04

2017	March					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	01 0	02 4	03 1	04 0
05 1	06 1	07 0	08 1	09 1	10 0	11 0
12 0	13 0	14 0	15 0	16 0	17 0	18 0
19 0	20 0	21 0	22 0	23 0	24 (shelter closes)	25
26	27	28	29	30	31	01

DATE OF MEETING November 9, 2017

AUTHORED BY CHRIS BARFOOT, CULTURE AND HERITAGE COORDINATOR,
COMMUNITY AND CULTURAL PLANNING

SUBJECT **DOWNTOWN EVENT REVITALIZATION FUNDING PROGRAM
REVISIONS**

OVERVIEW

Purpose of Report

To provide Council with an update on the Downtown Event Revitalization Funding Program's 2017 application intake, and to obtain Council approval of revisions for 2018.

Recommendation

That the Finance and Audit Committee recommend Council approve revisions to the 2018 Downtown Event Revitalization Funding Program, including an increase to the program budget from \$117,121 to \$150,000.

BACKGROUND

In 2017, Council established the Downtown Event Revitalization Funding Program to support events, initiatives and the vibrancy of the downtown, attract residents and visitors to the downtown and, stimulate business activity.

The total budget available in 2017 was \$117,121. In February, the City issued a call for grant application submissions with a deadline of 2017-MAR-03. A total of 29 applications were received, with only 21 meeting funding eligibility.

The downtown event grant assists with the costs of staging annual, festive, outdoor public events in downtown Nanaimo. It is intended to recognize the value that annual events have in building vitality in the downtown and enhancing Nanaimo's profile as a destination of choice, and to serve as an incentive to event organizers to enhance, expand and improve their events.

Application intake in 2017 revealed a significant oversubscription of funding requests (\$213,879 requested for the budgeted \$117,121). As well, concerns with the Grant Guidelines and Criteria were identified. Concerns included the allowance of businesses to apply for municipal funding and the timing of application intake/review.

The \$117,121 allocation for 2017 events and downtown revitalization activities was based on Council direction to set aside 50% of the matching funds for the former Downtown Nanaimo Business Improvement Association (DNBIA). The budget allocation for subsequent year funding of the program needs to be determined.

Staff are seeking direction from Council regarding the 2018 funding source and the budget allocation for the Downtown Event Revitalization Funding program. Based on a review of the

recent process, and the amount of the 2017 funding requests totaling \$213,879, Staff recommends an increase in the program budget from \$117,121 to \$150,000. By increasing the budget, the program can better achieve its target objectives.

In regard to allowing businesses to apply for Downtown Event Grants, both Council policy and the *Community Charter* legislation does not allow a municipality to provide assistance to a business. Council's Grants Policy and Guidelines (2011-AUG-29) requires that an applicant for funding be a registered non-profit society. Section 25 of the *Community Charter*, "General Prohibition Against Assistance to Business and Expectations" specifies, "*A council must not provide a grant, benefit, advantage or other form of assistance to a business*". Staff recommends that the reference to "business" be removed from the Grant Guidelines and Criteria.

In order to provide groups and organizations with adequate time to effectively plan and implement their projects in 2018, a one-time intake and a deadline of 2017-NOV-06 is recommended.

Another minor component that should be included in the application process is an acknowledgement form, which has proven to be a positive tool used for the Culture and Heritage Grant Program.

OPTIONS

1. That the Finance and Audit Committee recommend Council approve revisions to the 2018 Downtown Event Revitalization Funding Program, including an increase to the program budget from \$117,121 to \$150,000.
 - **Budget Implication:** The proposed budget of \$150,000 for 2018 reflects an increase of \$32,879 over the 2017 program budget.
 - **Policy Implication:** The grant recommendations implement and further support the objectives of the Downtown Event Revitalization Funding program.
 - **Strategic Priorities Implication:** The Downtown Event Revitalization Funding program provides support for events in the downtown and furthers the goals of Economic Health and Cultural Vitality in the City of Nanaimo.
2. That the Finance and Audit Committee recommend Council provide Staff with an alternative direction.

SUMMARY POINTS

- Staff has conducted a review of the Downtown Event Revitalization Funding Program.
- Staff recommends an increase in the 2018 grant program budget, for a total of \$150,000.
- Staff recommends minor revisions to the Grant Guidelines and Criteria.

ATTACHMENTS

Attachment 1 – Revised Guidelines and Criteria
Attachment 2 – Acknowledgement Form

Submitted by:

Bruce Anderson
Manager
Community and Cultural Planning

Concurrence by:

Dale Lindsay
Director
Community Development



City of Nanaimo Downtown Event and Revitalization Funding Program

Grant Guidelines & Criteria

2018 Grant Deadline

Monday, November 6, 2017 (no later than 4:30 pm)



**For more information, please contact Community & Cultural Planning
at 250-755-4483 or cultureandheritage@nanaimo.ca.**

Last updated: September 2017

Downtown Event and Revitalization Funding Program

The City of Nanaimo is committed to supporting its Downtown. The Event Grant Funding Program is intended to support events and initiatives which attract residents and visitors to the Downtown, support the vibrancy of the Downtown, and stimulate business activity.

Purpose

Grant funding can be used to assist with the costs of staging annual, festive, outdoor public events in Downtown Nanaimo. The intention of the grant is to recognize the value annual events have in building vitality in the Downtown and enhancing Nanaimo's profile as a destination of choice. The grants will serve as an incentive to event organizers to enhance, expand and improve their events.

Assessment of Events

Determination of successful application will be based on whether the event:

- Promotes the Downtown as a great place to visit and experience for residents and visitors
- Supports local business
- Enhances the vitality and vibrancy of the Downtown
- Promotes local arts, products, culture, history and attractions
- Fosters partnerships
- Contributes to building a sustainable celebration series and annual festivals
- Has strong potential to attract out-of-town visitors and overnight stays
- Is accessible to the general public (with or without gated admission)

Application Requirements

Successful Applicants will need to demonstrate:

- How the enhancement or new event concept will positively impact the Downtown
- The clarity of objectives, deliverables and distinctiveness
- Alignment of the event objectives with some or all of the City's priorities
- How the funding will improve, enhance or expand the event
- The ability of the applicant/organization to execute the event
- How the event will provide good value-for-money including out of town visitation
- The event will not duplicate existing initiatives
- The proposed budget is balanced, reasonable and sufficiently detailed to assess success (grant applications can be submitted for up to 35% of the total event budget) requests above 35% will be reviewed on a case-by-case basis)

Eligibility

Applicants must be an incorporated non-profit society or community organization, active for at least a full year prior to application, and based on Nanaimo. Individuals are also eligible to apply. Charitable status is not required.

The grant is **not** intended for:

- Events where participation is based on fundraising pledges
- Events that receive other financial or in-kind support from the City of Nanaimo sources in excess of 75% of event costs
- Events or activities which are politically partisan or primarily focused on commercial activity (e.g. tradeshow), religion or health care.
- Events occurring outside of the Downtown. The City reserves the right to determine the boundaries of the Downtown for the purpose of this funding program.

Downtown Event and Revitalization Funding Program

Review Process

Grant applications will be accepted until November 6, 2017 (no later than 4:30 pm). All applications received by this date will be evaluated together and funds distributed accordingly. Applications received after November 6, 2017 will be considered if funds are available. Grant applications will be reviewed by staff based on program criteria and will be forwarded to Council for final approval.

Funding Acknowledgement

Successful applicants must acknowledge the support of the City of Nanaimo in all print and publicity material for the special event (e.g. brochures, banners, on-site signs). The City of Nanaimo will provide grant recipients with an acknowledgement statement and access to the appropriate materials including logos.

Post Event Report

Successful applicants will provide a **Final Report** in the prescribed format to the City of Nanaimo within 90 days of completion of the event. The focus of the final report is to determine how well the event met the objectives of the grant and how the City's support benefits their organization and future event plans. This report provides an opportunity for event assessment and discussion with staff on future plans for improvement. Receipt of the Final Report is a pre-condition for consideration of an applicant's future grant applications in any funding program offered by the City of Nanaimo. Download the **Final Report** template online at www.nanaimo.ca/culture-environment/grants/downtown-event-and-revitalization-funding-program or contact us directly.

Confidentiality

All documents submitted by applicants to the City of Nanaimo become property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and the committee for the purpose of evaluation and analysis. The City will not release this information to the public except required under the Province of BC's Freedom of Information and Protection of Privacy Act or other legal disclosure process.



City of Nanaimo Downtown Event and Revitalization Funding Program

Grant Application Form (2018)

How to Submit your Application

Submit completed application packages **by 4:30 pm on Monday, November 6, 2017:**

- **By Mail:** c/o Community & Cultural Planning, City of Nanaimo
455 Wallace Street, Nanaimo BC V9R 5J6
- **In Person:** c/o Community & Cultural Planning, City of Nanaimo
Service & Resource Centre, 411 Dunsmuir Street, Nanaimo BC
(after hours drop box slot located outside beside front door)

✱ Late applications will only be considered if funds are available.

✱ Applicants who have received funding in previous years **MUST** provide a complete **Final Report** within 90 days of completion of the event OR before a new funding request is submitted for consideration. Failure to provide a final report will result in the rejection of new applications.



**For more information, please contact Community & Cultural Planning
at 250-755-4483 or cultureandheritage@nanaimo.ca.**

Last updated: September 2017

City of Nanaimo
**Downtown Event and Revitalization
Funding Program**

Grant Application Form (2018)

Grant Request Details

Year: _____ Grant Request Amount: \$ _____ (max. 35% of total operating budget for year)

Total Event Budget: \$ _____

Timing & Location

Event Date: _____ Event Time: _____

Event Location (list all venues): _____

Amount of Funding Requested: _____ Number of years event has been held in Nanaimo: _____

Applicant Information

Event/Project Name: _____ Date of Application: _____

Legal Name of Organization: _____

Mailing Address: _____ Postal Code: _____

City: _____

Phone Number: _____ Fax: _____

Primary Contact Person: _____ Position: _____

Email Address: _____

BC Society Registration Number (if applicable): _____

Is your society in good standing with the BC Registrar?:

- ☐ Yes
☐ No

Does your organization operate within the City of Nanaimo?

- ☐ Yes
☐ No

Does your event require a street closure?

- ☐ Yes
☐ No

Organization & Experience

Provide a brief description of your organization's mandate, and experiences you bring in hosting the proposed event (attach additional sheets if needed):

List any events that your group has hosted in the last five years:

Event Description

Provide a brief description of your event including all activities/components (attach additional sheets if needed):

How does your event enhance and/or promote the vitality of Downtown Nanaimo? How does it align with stated City/Council priorities? Attach additional sheets if needed.

Anticipated Attendees

Who is your target audience? Please provide anticipated numbers (explain assumptions)

# Participants	# Organizers	# Volunteers	# Spectators
<div></div>	<div></div>	<div></div>	<div></div>

Additional Comments

Age Profile of Participants

# under 19	# over 19	# out of town
<div></div>	<div></div>	<div></div>

Partnering & Sponsorship

Are you partnering with an existing community group/organization? Yes ____ No ____

If yes, please identify the group/organization detailing the nature of their involvement, including roles and responsibilities (attach letter/s of commitment/support).

Marketing & Promotion

How will your event be publicized? Please include any marketing enhancements and any marketing that is being done to target out of town visitors (attach marketing plan if available).

Is the event open to the public and promoted as such? Yes ____ No ____

Funding Sources

Please provide an explanation of event funding (you may attach a detailed sheet). Include projected expenditures, revenues, donations and sponsorships (in kind and cash).

What other sources of revenue are you pursuing?

If this is an ongoing initiative, how do you intend to ensure its sustainability beyond this funding?

City of Nanaimo

**Downtown Event and Revitalization
Funding Program**

Grant Application Form (2018)

Is there an admission fee? (include anticipated revenues in the budget) Yes ____ No ____

Further support material (no more than 4 pages, single sided, no staples) Yes ____ No ____

Attach further support materials (i.e. scanned programs, a poster or brochure of on event in previous or current year).

Signature and Declaration

I hereby certify that the information included with this application is complete, is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above-named organization.

I hereby declare that if our organization is successful in obtaining a City of Nanaimo Culture & Heritage Operating Grant that we give the City of Nanaimo (or a third party appointed by the City) the right to review the project / program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

_____ Signature	_____ Position	_____ Date
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Freedom of Information and Protection of Privacy Act Statement: Information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the *Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services Department at 250-755-4405.

ATTACHMENT B



City of Nanaimo Downtown Event and Revitalization Funding Program

Acknowledgement Form



For more information, please contact Community & Cultural Planning.

Phone: 250-755-4483

Email: cultureandheritage@nanaimo.ca

Office: Service & Resource Centre, 411 Dunsmuir Street

Mailing: 455 Wallace Street, Nanaimo BC, V9R 5J6

Last Updated: September 2017

Downtown Event and Revitalization Funding Program Acknowledgement Form

Organization Details

Legal Name of Organization: _____

Phone Number: _____ Fax: _____

Contact Person: _____ Position: _____

Email Address: _____

Grant Type: _____ Grant Amount: _____ Grant Year: _____

City of Nanaimo Logo Use

Public acknowledgement of support is mandatory for all grant recipients. Please ensure that all materials (including copies of reports, advertising, oral presentations and publicity relating to the project(s) or programming credit the support of the grant.

Please ensure **proper logo use** when crediting the City of Nanaimo's support. You can request logo files by contacting cultureandheritage@nanaimo.ca.



Final Reports

All grant applicants must refer to the ***Downtown Event and Revitalization Funding Program Final Report*** when submitting their final report. Applicants must provide final reports within 90 days of the conclusion of the project/event. **Failure to provide a final report will result in the rejection of all new applications.**

Any substantial changes to your original proposal must be noted and detailed in your final report.

**** Please note: This is for approval for funding under the grant program. It is the responsibility of the event organizer to obtain all other necessary permits and applications prior to commencing the project/event.**

Signature and Declaration

I hereby acknowledge that the information included with my application is complete, is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this acknowledgement on behalf of the above-named organization.

Signature

Position

Date

FOR STAFF USE ONLY

Staff Signature

Position
24

Date

DATE OF MEETING NOVEMBER 9, 2017

AUTHORED BY MARY SMITH, MANAGER, RECREATION SERVICES
PARKS AND RECREATION

SUBJECT TRAVEL ASSISTANCE GRANT – VANCOUVER ISLAND RAIDERS
FOOTBALL CLUB

OVERVIEW

Purpose of Report

To obtain Council approval of a request for a Travel Assistance Grant. |

Recommendation

That the Finance and Audit Committee recommend that Council approve the request from the Vancouver Island Raiders Football Club for a Travel Assistance Grant in the amount of \$2,000 for forty (40) players to attend the Canadian National Semi-Finals being held in Saskatoon, Saskatchewan on 2017-OCT-29.

BACKGROUND

The City of Nanaimo provides a contingency account for amateur sports and cultural groups, and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups qualifying in Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C., or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward a recommendation to the Finance and Audit Committee for recommendation to Council.

On 2017-OCT-25, Staff reviewed a Travel Assistance Grant application submitted by the Vancouver Island Raiders Football Club for a Travel Assistance Grant in the amount of \$2,000 for forty (40) players to attend the Canadian National Semi-Finals being held in Saskatoon, Saskatchewan on 2017-OCT-29. Staff determined that this application met all of the grant criteria and recommend the Finance and Audit Committee recommend Council approve the application. |

OPTIONS

1. That the Finance and Audit Committee recommend Council approve the request from the Vancouver Island Raiders Football Club for a Travel Assistance Grant in the amount of \$2,000 for forty (40) players to attend the Canadian National Semi-Finals being held in Saskatoon, Saskatchewan on 2017-OCT-29.

- **Budget Implication:** To date there has been \$3,800 allocated or pending from the 2017 Travel Grant Contingency Funds. If the above travel grant of \$2,000 is approved, \$1,700 will remain available for additional travel grant requests.
 - **Engagement Implication:** Promotes excellence in sports and culture
2. That the Finance and Audit Committee deny the application.
- **Budget Implication:** To date there has been \$3,800 allocated or pending from the 2017 Travel Grant Contingency Funds. If the grant application is denied, \$3,700 will remain available for additional 2017 travel grant requests.

SUMMARY POINTS

- Funds are allocated yearly for Travel Assistance Grants
- The group applying meets all of the required criteria.
- To date there has been \$3,800 allocated or pending from the 2017 travel grant contingency funds and \$3,700 remains available for 2017 travel grant requests.

ATTACHMENTS

Travel Assistance Grant Application
Travel Assistance Grant Evaluation Form

Submitted by:

Mary Smith
Manager, Recreation Services

Concurrence by:

Richard Harding
Director, Parks and Recreation



CITY OF NANAIMO
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

Rec'd Oct 24/17.

MS

ORGANIZATION: <i>Vancouver Island Raiders</i>		DATE: <i>Oct 24, 2017</i>	
ADDRESS:		PRESIDENT:	
		SENIOR STAFF MEMBER: <i>Curtis Hansen</i>	
		POSITION:	
		CONTACT:	
TELEPHONE:		TELEPHONE:	
TOTAL NUMBER OF PERSONS TRAVELLING: <i>52</i>	TOTAL NUMBER OF COMPETITORS TRAVELLING: <i>40</i>	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: <i>40</i>	TOTAL AMOUNT REQUESTED: <i>\$2,000.00</i>
DESTINATION: <i>Saskatoon</i>		DATE OF DEPARTURE: <i>October 28, 2017</i>	
EVENT TO BE ATTENDED: <i>Canadian National Semi-Final</i>			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: <i>B.C. Championship</i>			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: <i>• CFFL - paid for cost of plane & food</i>			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? <i>• The V.I. Raiders have been very good ambassadors for the City of Nanaimo. The team has exposed Nanaimo through its participation in many national championships.</i> <i>• Every year we get more & more people coming here, staying here & living here. Greater exposure for the City.</i>			
SI		DATE: <i>Oct 24/17</i>	
BY SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *			
NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

City of Nanaimo
Department of Parks, Recreation & Environment

Travel Assistance Grant Evaluation

APPLICANT: Vancouver Island Raiders DATE: October 25, 2017

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		BC Championship
B. Attending a Provincial, Regional, National, or International Championship	✓		Canadian National semi-finals
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	✓		Saskatoon, Sask.
D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	N/A	N/A	
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached		✓	

RECOMMENDED FOR FUNDING (✓) : yes AMOUNT: \$2,000.00

OR

NO GRANT RECOMMENDED (✓) : N/A DOES NOT MEET CRITERIA: _____

EVALUATOR: Mary Smith POSITION: Manager, Recreation Services

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