



## **AGENDA COMMUNITY VITALITY COMMITTEE MEETING**

July 5, 2017, 4:30 PM

Board Room, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

Pages

1. **CALL THE MEETING OF THE COMMUNITY VITALITY COMMITTEE TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**

- a. **Minutes**

3 - 5

Minutes of the Open Meeting of the Community Vitality Committee held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2017-JUN-07 at 4:30 p.m.

5. **ADMINISTRATION:**

- a. **Cancellation of 2017-AUG-02 Community Vitality Meeting**

*Purpose: To advise of the cancellation of the regularly scheduled 2017-AUG-02 Community Vitality Committee Meeting.*

6. **PRESENTATIONS:**

- a. **Mr. Chris Barfoot, Culture and Heritage Coordinator, to provide an update regarding the 2017 Temporary Public Art Program.**

7. **REPORTS:**

- a. **Tommy Douglas Memorial Plaque Location - Additional Sites**

6 - 11

*Purpose: To present information about a proposed Tommy Douglas Memorial Plaque and request the Community Vitality Committee determine a location for the plaque.*

**Recommendation:** That the Community Vitality Committee choose one of six identified sites for the location of a Tommy Douglas Memorial Plaque, along with one back-up site, as directed by Council.

**b. 2016 Culture and Heritage Report Card**

*Purpose: To provide copies of the 2016 Culture & Heritage Report Card for information purposes.*

*[Note: Copies will be distributed at the meeting.]*

**c. 2017 Social Planning Grant Program**

12 - 20

*Purpose: To provide copies of the 2017 Social Planning Grant Program application package for information as approved by Council at its 2017-JUN-26 meeting.*

**8. OTHER BUSINESS:**

**9. QUESTION PERIOD:**

**10. ADJOURNMENT:**

**MINUTES**  
OPEN COMMUNITY VITALITY COMMITTEE MEETING  
BOARD ROOM, SERVICE AND RESOURCE CENTRE  
411 DUNSMUIR STREET, NANAIMO, BC  
WEDNESDAY, 2017-JUN-07 AT 4:30 P.M.

---

PRESENT:   Members:   Councillor G. W. Fuller, Chair  
                              Erin Hemmens (arrived 5:38 p.m.)  
                              Rob McGregor  
                              Dennis McMahon  
                              Ingrid Sly  
                              Paula Waatainen

                  Absent:   Councillor M. D. Brennan  
                              Councillor J. Hong  
                              Councillor W. M. Yoachim  
                              Michele Green

                  Staff:     Bruce Anderson, Manager, Community and Cultural Planning  
                              Chris Sholberg, Culture/Heritage Planner  
                              Peggi Humphreys, Recording Secretary

1.    CALL THE COMMUNITY VITALITY COMMITTEE MEETING TO ORDER:

The Open Community Vitality Meeting was called to order at 4:38 p.m.

2.    PRESENTATIONS

(a)   Heritage Facade and Heritage Home Grants Programs

C. Sholberg, Culture/Heritage Planner, provided a presentation regarding recent Heritage Facade Grant and Heritage Home Grant Programs projects at the following locations:

- Nanaimo Fire Hall #2 (34 Nicol Street); and,
- Young/Pargeter Residence (45 Milton Street).

3.    ADOPTION OF AGENDA:

It was moved and seconded that the Agenda be adopted. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Meeting of the Community Vitality Committee held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2017-MAY-03 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

2. PRESENTATIONS (continued)

(b) *A Cultural Plan for a Creative Nanaimo 2014-2020 Implementation Update*

B. Anderson, Manager, Community and Cultural Planning, provided an overview presentation regarding implementation of the “A Cultural Plan for a Creative Nanaimo 2014-2020”.

C. Sholberg, Culture/Heritage Planner, facilitated a review of a “Strategies/Actions – Priorities List” document distributed to members, which detailed actions currently being taken by the City in support of Cultural Plan directives.

Discussion took place regarding initiatives from the Cultural Plan.

P. Waatainen vacated the Board Room at 5:22 p.m. Quorum was lost at 5:22 p.m.

P. Waatainen returned to the Board Room at 5:24 p.m. Quorum was regained at 5:24 p.m.

E. Hemmens vacated the Board Room at 5:37 pm. Quorum was lost at 5:37 p.m.

E. Hemmens returned to the Board Room at 5:38 p.m. Quorum was regained at 5:38 p.m.

5. REPORTS:

(a) Tommy Douglas Memorial Plaque Location

C. Sholberg introduced the report and provided background information regarding the Council’s resolution instructing the Community Vitality Committee to determine a location for a memorial plaque dedicated to Tommy Douglas being donated by a private citizen.

The pros and cons of ten potential sites identified in the Staff report were discussed. It was suggested by members that the location be a place that is frequented by the public and was of significance to Tommy Douglas during his time in Nanaimo. Alternate sites were suggested near the Seacrest Apartments at 1 Chapel Street where he lived. C. Sholberg committed to investigating the feasibility of the suggested sites and will return to a future Committee meeting with further information to consider.

6. OTHER BUSINESS:

(a) Dennis McMahon – A Cultural Plan for a Creative Nanaimo 2014-2020

Committee discussion took place regarding an update to *A Cultural Plan for a Creative Nanaimo 2014-2020*.

B. Anderson advised that to update the *Cultural Plan* it is large undertaking that would need to be endorsed by Council. The probable start time for a full review of the *Cultural Plan* is the year 2019.

Members discussed the need for space for visual artists to exhibit and sell their artwork. In past years, space for this purpose was offered at the Nanaimo Art Gallery but space for community artists is no longer available there since the Gallery's expansion in recent years. An assessment of needs of the arts community would be the first step toward remedying this deficiency.

It was moved and seconded that the Community Vitality Committee recommend that Council amend *A Cultural Plan for a Creative Nanaimo 2014-2020*, Section 5.5 – "Cultural Asset Priority Plan" to include the following item:

- To support multi-use community arts space.

The motion carried unanimously.

7. QUESTION PERIOD:

- Mr. Dan Appell, Nanaimo Arts Council, asked if support for more community arts space for gallery displays and performances, studio rental, and classroom education, might be best utilized in multiple locations rather than just one.

8. ADJOURNMENT:

It was moved and seconded at 6:30 p.m. that the meeting terminate. The motion carried unanimously.

---

CHAIR

CERTIFIED CORRECT:

---

CORPORATE OFFICER

DATE OF MEETING July 5, 2017

AUTHORED BY CHRIS SHOLBERG, CULTURE/HERITAGE PLANNER

SUBJECT **TOMMY DOUGLAS MEMORIAL PLAQUE LOCATION – ADDITIONAL SITES**

## **OVERVIEW**

### **Purpose of Report**

To present information about a proposed Tommy Douglas Memorial Plaque and request the Community Vitality Committee determine a location for the plaque.

### **Recommendation**

That the Community Vitality Committee choose one of six identified sites for the location of a Tommy Douglas Memorial Plaque, along with one back-up site, as directed by Council.

## **BACKGROUND**

The City has been approached by a citizen of the community with a request to consider the installation of a memorial plaque (Attachment A) to the Honourable Tommy Douglas on City-owned land.

The purpose of the plaque is to recognize the service of Tommy Douglas both locally and at the national level, and to remember the positive, lasting impression he has left both as a federal representative for Nanaimo and as a Canadian politician and historical figure. In particular, the memorial will recognize the following accomplishments:

- His role as first leader of the New Democratic Party from 1961-1971;
- His role as Member of Parliament for the Nanaimo-Cowichan-The Islands riding from 1969-1979;
- His receipt of “Freedom of the City” by the City of Nanaimo on May 25, 1981; and,
- His selection as “The Greatest Canadian” through a Canada-wide CBC poll in January 2004.

The donor of the proposed plaque wishes to remain anonymous and recently sought Council approval to proceed with the plaque’s manufacture and installation to be paid for by the donor. Council considered the request at its 2017-MAR-06 Special “In Camera” Meeting and directed Staff to proceed with installation of the proposed plaque in a location to be determined by a Select Committee. For this issue, the most appropriate Select Committee is the Community Vitality Committee.

The donor has requested that the plaque be placed on City-owned land in the downtown area. A number of sites were reviewed at the Committee’s 2017-JUN-07 meeting but none were chosen. The Committee requested staff provide additional sites for review with a focus on the area around the intersection of Bastion and Front Streets as well as in proximity to the sloping park area near the intersection of Front and Chapel Streets. Based on this direction, Staff has

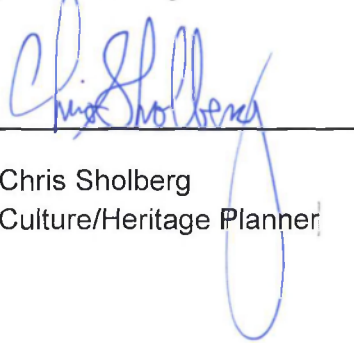
identified six additional sites for consideration (Attachment B) and requests that the Community Vitality Committee identify one site that they feel would best suit the plaque's installation, along with an additional back-up site. Based on this direction, Staff will work with the donor to manufacture and install the plaque.

### **ATTACHMENTS**

Attachment A: Proposed Tommy Douglas Plaque

Attachment B: Additional Locations for Consideration

**Submitted by:**



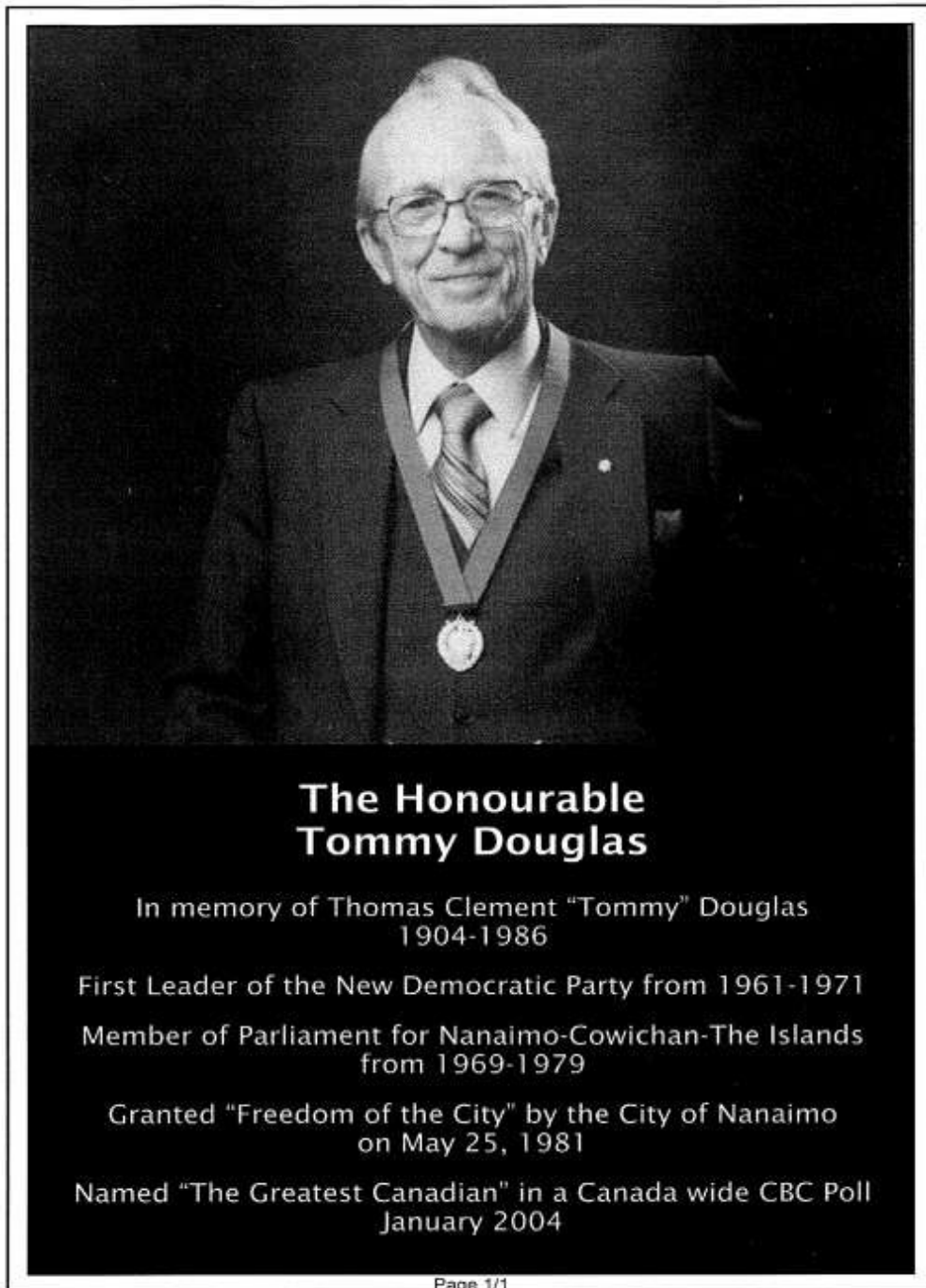
Chris Sholberg  
Culture/Heritage Planner

**Concurrence by:**



Bruce Anderson  
Manager, Community and Cultural Planning

## Attachment A – Proposed Tommy Douglas Plaque





## Attachment B – Additional Locations for Consideration



1. Planter Near Bastion



2. Concrete Planter in Pioneer Plaza





3. Fountain in Pioneer Plaza

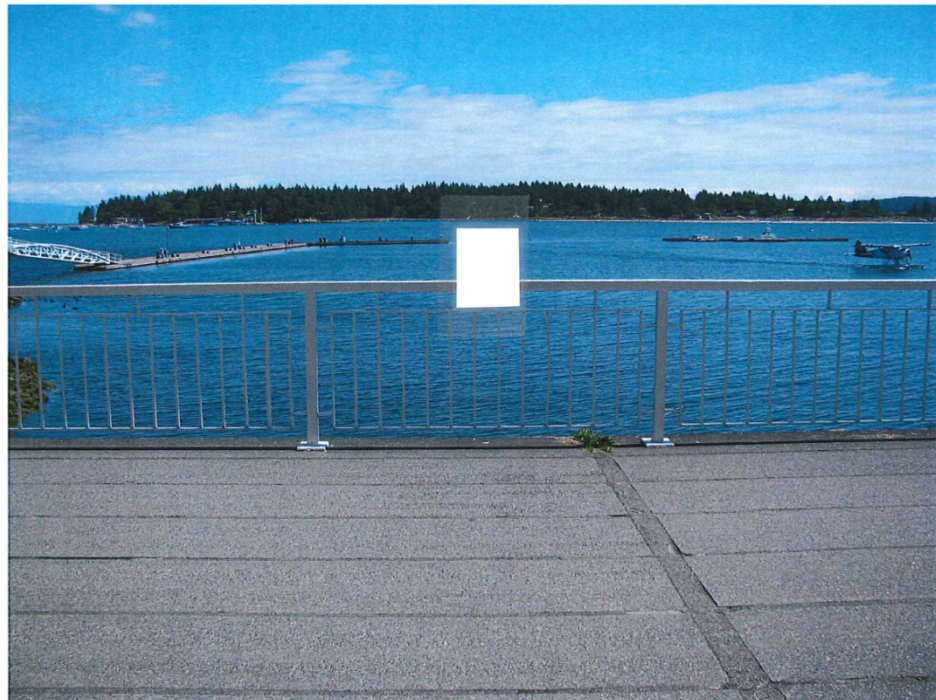


4. Retaining Wall Near Bastion





5. Retaining Wall at Dallas Square (War Memorial)



6. Waterfront Walk Near Georgia Park (Canoe Park)



# City of Nanaimo **Social Planning Grants**

## **Guidelines & Criteria**

**2017 Deadline:**

**4:00 p.m., Monday, July 24th, 2017**

**For more information, please contact Community & Cultural Planning  
at 250-755-4464 or [socialplanning@nanaimo.ca](mailto:socialplanning@nanaimo.ca).**

## Introduction

The City of Nanaimo recognizes the importance of fostering a socially sustainable community that nurtures a caring, healthy, inclusive and safe environment, and which empowers all of its citizens to realize their aspirations. The Social Planning function, housed within the Community and Cultural Planning section, has a mandate to support initiatives and actions that further the community's social objectives.

## Purpose

The purpose of the Social Planning grant program is to assist organizations in responding to issues of a social nature with initiatives that enhance social cohesion, address the root causes and effects of poverty, contribute to the vitality of our community and foster social inclusion and social equity.

## Eligibility Criteria

Organizations applying for funding must be based in Nanaimo and/or be proposing a project that primarily serves Nanaimo residents.

The following types of organizations are eligible to apply:

- A non-profit society incorporated under the BC Provincial Societies Act or federally designated as a registered charity ;
- A recognized religious group with ongoing activities and a congregation; or,
- A neighbourhood association recognized by the municipality.

## Strategic Priorities

The City of Nanaimo's strategic funding priorities for the Social Planning Grant program are as follows:

- Social Equity (e.g. Projects addressing issues related to poverty or social exclusion)
- Community Diversity (e.g. Projects that support multiculturalism and the integration of newcomers)
- Community Wellness (e.g. Projects addressing the social determinants of health)
- Vibrant Neighbourhoods (e.g. Projects that build community by enhancing social connectivity)

Project proposals should respond to one or more of the above categories.

## Grant Categories

There are two categories of Social Planning Grants, which are allocated on an annual basis:

- **Social Response Grants** (previously the Social Development Grant Program)  
*Intended for initiatives and projects of a more significant scope. The total budget available for this category is \$60,000; individual applications for up to \$60,000 will be accepted.*
- **Community Vitality Grant** (previously the Community Service Grant Program)  
*Intended for projects of a smaller scale. The total budget available for this category is \$25,000; individual applications for up to \$10,000 will be accepted.*

### Ineligible Projects

Funds from the Social Planning Grants may not be used for the following purposes:

- Ongoing operational expenses incurred during the normal course of business;
- Projects occurring outside the City of Nanaimo; or
- Payment of pre-existing debts.

Projects will not be funded for more than two consecutive years in a row.

### Application Review Criteria

#### 30% - Merit

Proposal quality, project alignment with organization's mandate, community support

#### 40% - Relevance/Feasibility

Does project reflect City's identified priorities?

What is the capacity and demonstrated ability of applicant?

#### 30% - Potential Impact

How many will be impacted? How great the impact? How critical is the issue being addressed?

### Grant Process

Applications will be received and reviewed by the Social Planning section, and recommendations will be forwarded to the Finance and Audit Committee and then to Nanaimo's City Council for approval. Once disbursed, funding must be spent within the next twelve (12) months and a report provided at project completion or at the end of the twelve month period, whichever comes first.



# City of Nanaimo Social Planning Grants

## Social Response Grant Application Form (2017)

This is an application for the City of Nanaimo's Social Planning - Social Response Grant. Before completing the application form, please refer to the ***Social Planning Grant Guidelines & Criteria***.

### How to Submit your Application

**Submit completed application packages by 4:00 p.m. on Monday, July 24th, 2017**

- **By Email:** [socialplanning@nanaimo.ca](mailto:socialplanning@nanaimo.ca)
- **By Mail:** c/o Community & Cultural Planning,  
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)

NOTE: Late applications will not be reviewed.

**For more information, please contact Community & Cultural Planning  
at 250-755-4464 or [socialplanning@nanaimo.ca](mailto:socialplanning@nanaimo.ca).**

### Grant Request Details

Year: \_\_\_\_\_ Applicant: \_\_\_\_\_

Grant Amount Requested: \$ \_\_\_\_\_ Project Name: \_\_\_\_\_

### Project Focus

Please indicate which of the following categories your project addresses:

- ☐ **Social Equity**
- ☐ **Community Diversity**
- ☐ **Community Wellness**
- ☐ **Vibrant Neighbourhoods**

### Organization Details

Legal Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

City: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

### Project Information

**Please state the project name/title and provide a brief summary in the following space. This information may be used in public communications and on the City's website (150 words maximum).**

---

---

---

---

Does your activity take place in Nanaimo?

- ☐ Yes
- ☐ No

Have we funded this project before?

- ☐ Yes - Year: \_\_\_\_\_
- ☐ No



Please describe in detail the project/program for which grant funding is being sought. Be sure to provide information on all aspects of its operation including: timelines, location, zoning, staffing, target market, potential programming, and community partnerships. Please provide information on the scalability of your project in case we are unable to grant you the full amount requested.

---

---

---

**Project Evaluation:** Please describe expected outcomes and outline how you will evaluate the project/program to capture measurable results.

---

---

---

**Budget**

Attach the following information:  
☐ A detailed budget of the proposed project, outlining all revenues including sources and expenditures, using the attached form

**Signature and Declarations**

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

_____ Signature	_____ Position	_____ Date
--------------------	-------------------	---------------

I hereby declare that if our organization is successful in obtaining a City of Nanaimo Social Planning Grant that we give the City of Nanaimo (or 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
--------------------	-------------------	---------------

*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.



# City of Nanaimo Social Planning Grants

## Community Vitality Grant Application Form (2017)

This is an application for the City of Nanaimo's Social Planning - Community Vitality Grant. Before completing the application form, please refer to the ***Social Planning Grant Guidelines & Criteria***.

### How to Submit your Application

Submit completed application packages **by 4:00 p.m. on Monday, July 24th, 2017**

- **By Email:** [socialplanning@nanaimo.ca](mailto:socialplanning@nanaimo.ca)
- **By Mail:** c/o Community & Cultural Planning,  
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)

NOTE: Late applications will not be reviewed.

For more information, please contact Community & Cultural Planning  
at 250-755-4464 or [socialplanning@nanaimo.ca](mailto:socialplanning@nanaimo.ca).

### Grant Request Details

Year: \_\_\_\_\_ Applicant: \_\_\_\_\_

Grant Amount Requested: \$ \_\_\_\_\_ Project Name: \_\_\_\_\_

### Project Focus

Please indicate which of the following categories your project addresses:

- ☐ Social Equity
- ☐ Community Diversity
- ☐ Community Wellness
- ☐ Vibrant Neighbourhoods

### Organization Details

Legal Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

City: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

### Project Information

Please state the project name/title and provide a brief summary in the following space. This information may be used in public communications and on the City's website (150 words maximum).

---

---

---

---

Does your activity take place in Nanaimo?

- ☐ Yes
- ☐ No

Have we funded this project before?

- ☐ Yes - Year: \_\_\_\_\_
- ☐ No

In the following box, please describe in detail the project/program for which grant funding is being sought. Be sure to provide information on all aspects of its operation including: timelines, location, zoning, staffing, target market, potential programming, and community partnerships. Please provide information on the scalability of your project in case we are unable to grant you the full amount requested.

---

---

---

---

---

---

---

**Budget**

Attach the following information:

- ☐ A detailed budget of the proposed project, outlining all revenues including sources and expenditures, using the attached form

**Signature and Declarations**

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

_____ Signature	_____ Position	_____ Date
--------------------	-------------------	---------------

I hereby declare that if our organization is successful in obtaining a City of Nanaimo Social Planning Grant that we give the City of Nanaimo (or 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
--------------------	-------------------	---------------

*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.