

**ATTACHMENT B:**  
**Permissive Tax Exemption Application from**  
**Makerspace Nanaimo Association**



**CITY OF NANAIMO**  
**APPLICATION FOR PERMISSIVE**  
**TAX EXEMPTION**

Office Use

ORGANIZATION: <b>Makerspace Nanaimo Association</b>		DATE:	
ADDRESS: <b>2221A McGarrigle Rd</b>		PRESIDENT: <b>M Price Carson</b>	
<b>Nanaimo, British Columbia</b>		SENIOR STAFF MEMBER: <b>Keith Brown</b>	
<b>V9S 4M4</b>		POSITION: <b>Secretary</b>	
		CONTACT: <b>M Price Carson</b>	
TELEPHONE: <b>250 751 3999</b>		TELEPHONE: <b>250 751 3999</b>	
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: <b>City of Nanaimo and surrounding areas</b>			
NO. OF FULL TIME STAFF: <b>Nil</b>		NO. OF PART TIME STAFF: <b>Nil</b>	
NO. OF COMMUNITY VOLUNTEERS: <b>65</b>		NO. OF VOLUNTEER HOURS PER YEAR: <b>100</b>	
CLIENTS SERVED, LAST YEAR: <b>25</b>		CLIENTS SERVED, THIS YEAR (PROJECTED): <b>150</b>	
B.C. SOCIETY ACT REG. NO.: <b>S0062034</b>		REVENUE CANADA CHARITABLE REG. NO.: <b>N/A</b>	
CURRENT BUDGET: <b>\$59,2000</b>		Lot 1, Plan LEGAL DESCRIPTION OF PROPERTY: <b>VIP18947, Sec 18, Rge 8</b>	
INCOME <b>\$59,200 (includes NHFS grant)</b>			
EXPENSES: <b>\$59,200 (includes grant dispersal)</b>		TAX FOLIO NUMBER: <b>05696.000</b>	
NEXT YEAR PROJECTED: <b>\$37,700</b>		CURRENT YEAR TAXES (IF KNOWN): <b>Not Known</b>	
INCOME: <b>\$37,700</b>			
EXPENSES: <b>\$37,700</b>		DATE: <b>12 May 22</b>	
SIGNATURE:			
TITLE/POSITION: <b>Chair</b>			

**NOTE:** YOUR ORGANIZATION'S MOST RECENT YEAR-END FINANCIAL STATEMENTS AND CURRENT YEAR-TO-DATE FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).

## CITY OF NANAIMO GRANT QUESTIONNAIRE

1. Please describe the Purpose or Mandate of your organization in this community.

Our purpose is to provide a space with tools and equipment to enable members of our community to participate in hobbies and learning activities including, but not limited to, woodworking, electronics, robotics, 3D printing, Laser cutting, and metal working.

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2. Please list the programs and services provided by your organization.

MakeTime For Kids: youngsters are introduced to electronics including basic programming as well as robotics and beginner woodworking.

Outreach: We provide assistance to other local not for profit groups such as the South End Community Association by way of our volunteers using their woodworking skills and out equipment to make signage for Heritage designated houses. We are also assisting the Nanaimo Radio Club with meeting space and equipment. We also support special needs adults registered with an existing outreach program through Community Living BC (CLBC) who are brought in for industrial workplace training through the introduction of hand and power tools. This is conducted by a fully qualified member volunteer.

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3. Are you planning to change or add to current programs and services in the future?

Yes. As the Covid threat diminishes the MakeTime For Kids program will be run on monthly basis. We also expect that our free "Drop in" nights will once again become popular. With a brand new suite of wood working power tools courtesy of New Horizons for Seniors we are looking at starting programs aimed at getting our local seniors involved in wood working training and activities as a volunteer program.

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4. Please describe the role of volunteers in your organization.

Our volunteers use their skills and experience to mentor others and to provide volunteer services where appropriate. We welcome all members of our community and are always looking for ways that we can use our talents and equipment to the betterment of the community.

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5. Please list all grants received from the City of Nanaimo, Regional District of Nanaimo, and other governments or service clubs.

We have received one grant from the New Horizons For Seniors for our "Wood Working Shop Upgrade Program" in the amount of \$25,000. This money is being used to purchase a full suite of power wood working tools and will greatly facilitate our current programs as well as adding new ones. Please note that these funds have been included in our current budget as a one time income and expense and will be fully expended prior to year end.

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## CITY OF NANAIMO GRANT QUESTIONNAIRE

6. Please provide details of fees for service in your organization, and how costs and fees are determined.

Membership can be purchased at \$50/mth or \$500/yr. Our fee structure is set to cover ~~our operating expenses such as rent and utilities with a small margin for repairs and~~ maintenance of our equipment and is based on membership numbers.

~~We are projecting that as the Covid threat decreases and our newly equipped wood shop goes into operation, we will see an increase in membership which could result in a decrease of membership fees.~~

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7. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.

We are not a part of a larger organization.

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8. If you lease or rent out part of your premises: please note the amount of space rented (sq ft), total square feet of the premises, name of organization renting the space, and the annual rent received.

We are tenants in our space and do not sub-let any of our space.

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9. Please describe current or planned approaches to self generated income.

Our self generated income is primarily through small membership fees as noted previously. We charge a small fee for training and certification on our more expensive and complicated equipment such as the Laser cutter and the CNC machine. This training is open to non members at the same low rate as for members at \$50 for each machine.

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## CITY OF NANAIMO GRANT QUESTIONNAIRE

10. Is there any other information about your organization that you would like to provide to support your application?

Makerspace is now in its 8th year in Nanaimo. We have and continue to provide a Covid ~~safe environment for all members of the community with emphasis on our seniors who~~ are most at risk of the detrimental effects of isolation. Our facility is open 24/7 for our members and it is an ideal way to meet new friends, be active in a hobby, and continue the learning experience.

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Our motto is: "Be Excellent to Each Other"

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11. In what ways would you recognize the City's support, should you receive a Permissive Tax Exemption?

Should we receive the exemption we would be pleased to recognize the City's support by ~~acknowledging it on our website and our Facebook page.~~

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We also have a space on the wall of our main meeting room for acknowledging outside support and would be happy to work with you to put up an appropriate recognition item

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***"Freedom of Information and Protection of Privacy Act (FOIPPA)*** Information collected on this form is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. 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."

# CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Makerspace Nanaimo Association

## ATTACHMENTS

Makerspace Annual report, 2 pages  
Makerspace Balance Sheet, 2 pages  
Makerspace Profit and Loss  
Makerspace Annual Budget 2022  
Benefit passed to lessee letter  
Floor Plan/ Sq footage document  
% of lessee occupancy Sq footage calculation



## 2022 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **MAKERSPACE NANAIMO ASSOCIATION**

Incorporation Number: S0062034

Business Number: 82742 0837 BC0001

Filed Date and Time: April 25, 2022 07:22 AM Pacific Time

Annual General Meeting (AGM) Date: March 22, 2022

### REGISTERED OFFICE ADDRESS INFORMATION

**Delivery Address:**

2221A MCGARRIGLE RD  
NANAIMO BC V9S 4M4

**Mailing Address:**

2221A MCGARRIGLE RD  
NANAIMO BC V9S 4M4

### DIRECTOR INFORMATION AS OF March 22, 2022

**Last Name, First Name Middle Name:**

BONNER, DON

**Delivery Address:**

2237 NORTHFIELD RD  
NANAIMO BC V9S 3C3

**Last Name, First Name Middle Name:**

BROWN, KEITH

**Delivery Address:**

3837 HONEY LOCUST DR  
NANAIMO BC V9T 6B9

**Last Name, First Name Middle Name:**

CARSON, M. PRICE

**Delivery Address:**

402 - 6738 DICKINSON RD  
NANAIMO BC V9V 1T3

**Last Name, First Name Middle Name:**

HALL, RICK

**Delivery Address:**

1655 SHERWOOD DR  
NANAIMO BC V9T 1H2

**Last Name, First Name Middle Name:**

JONGKIND, YONAS

**Delivery Address:**

205 - 347 SEVENTH ST  
NANAIMO BC V9R 1E3

**Last Name, First Name Middle Name:**

KLAPSTEIN, KENTON

**Delivery Address:**

3506A PACIFIC EDGE WAY  
NANAIMO BC V9T 0H6

**Last Name, First Name Middle Name:**

RATTINK, RON

**Delivery Address:**

7071 LANTZVILLE RD  
LANTZVILLE BC V0R 2H0

**Last Name, First Name Middle Name:**

SWAIN, KEN

**Delivery Address:**

715 HALIBURTON ST  
NANAIMO BC V9R 4W8

#### **CERTIFICATION**

I, Keith Brown, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.

# Makerspace Nanaimo

## Balance Sheet

Basis: Accrual

		2021/12/31	2022/12/31
Account	Account Code	Total	Total
<b>ASSETS</b>			
<b>Current Assets</b>			
Bank			
CCCU Checking	1001	22,128.27	15,709.92
New Horizons Saving		0.00	8,410.77
		22,128.27	24,120.69
Total Current Assets		22,128.27	<b>24,120.69</b>
TOTAL ASSETS		22,128.27	<b>24,120.69</b>
<b>LIABILITIES &amp; EQUITIES</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Due to Members		0.00	0.00
Don Bonner		0.00	170.78
Keith Brown		40.00	0.00
Ron Rattink		0.00	18.42
<b>Total for Due to Members</b>		40.00	189.20
Payables		0.00	6,684.16
Total Current Liabilities		40.00	<b>6,873.36</b>
Total Liabilities		40.00	<b>6,873.36</b>
<b>Equities</b>			
Current Year Earnings		7,391.53	-4,840.94
Retained Earnings		14,696.74	22,088.27
Total Equities		22,088.27	<b>17,247.33</b>
TOTAL LIABILITIES & EQUITIES		22,128.27	<b>24,120.69</b>

\*\*Amount is displayed in your base currency CAD



	Jan 2021 - Dec 2021	Jan 2022 - Dec 2022
Account	Total	Total
Janitorial Expense	0.00	315.70
Other Expenses	40.00	0.00
Rent Expense	24,990.00	11,830.00
Taxes and Fees	0.00	0.00
BC Registry	40.00	40.00
<b>Total for Taxes and Fees</b>	<b>40.00</b>	<b>40.00</b>
Insurance	0.00	0.00
Directors and Officers Insurance	1,021.70	349.19
General Liability Insurance	795.28	266.00
<b>Total for Insurance</b>	<b>1,816.98</b>	<b>615.19</b>
Utilities	0.00	0.00
Electricity	3,355.31	1,380.00
<b>Total for Utilities</b>	<b>3,355.31</b>	<b>1,380.00</b>
Repairs and Maintenance	0.00	0.00
Lights	0.00	100.80
Other Improvements	0.00	113.62
Paint	0.00	35.84
Tables, Chairs and Furniture	0.00	63.84
<b>Total for Repairs and Maintenance</b>	<b>0.00</b>	<b>314.10</b>
<b>Total for Operating Expense</b>	<b>30,270.79</b>	<b>14,641.99</b>
<b>Operating Profit</b>	<b>7,391.53</b>	<b>-4,840.94</b>
<b>Non Operating Income</b>		
<b>Total for Non Operating Income</b>	<b>0.00</b>	<b>0.00</b>
<b>Non Operating Expense</b>		
<b>Total for Non Operating Expense</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Profit/Loss</b>	<b>7,391.53</b>	<b>-4,840.94</b>

\*\*Amount is displayed in your base currency CAD

# Makerspace Nanaimo

## Profit and Loss

Basis: Accrual

	Jan 2021 - Dec 2021	Jan 2022 - Dec 2022
Account	Total	Total
<b>Operating Income</b>		
Interest Income	0.00	0.77
Membership Fees	39,436.00	10,323.39
New Horizons Grant	0.00	25,000.00
<b>Total for Operating Income</b>	<b>39,436.00</b>	<b>35,324.16</b>
<b>Cost of Goods Sold</b>		
Tools & Equipment	0.00	0.00
3D Printers	0.00	24.58
Woodworking	0.00	3,202.08
Bandsaw	30.80	0.00
Chop saw	64.34	0.00
Planer and Jointer	0.00	19,666.08
<b>Total for Woodworking</b>	<b>95.14</b>	<b>22,868.16</b>
Computers	185.82	0.00
Dust Collector	0.00	829.94
Laser Cutter	500.00	1,395.98
Metal Working	0.00	34.99
Other	108.42	170.78
Routers	884.30	0.00
Sewing Machine	0.00	198.68
<b>Total for Tools &amp; Equipment</b>	<b>1,773.68</b>	<b>25,523.11</b>
<b>Total for Cost of Goods Sold</b>	<b>1,773.68</b>	<b>25,523.11</b>
<b>Gross Profit</b>	<b>37,662.32</b>	<b>9,801.05</b>
<b>Operating Expense</b>		
Advertising And Marketing	0.00	120.00
Bank Fees and Charges	28.50	27.00

# **Makerspace Annual Budget 2022**

**FY**

## **Income**

Membership	\$34,000.00
New Horizons Grant	\$25,000.00
Donations	\$200.00
	<u>\$59,200.00</u>

Note 1

## **Expenses**

Rent	\$24,990.00
Hydro	\$3,358.00
Repairs and Maintenance	\$3,000.00
Consumables	\$1,000.00
Bank Fees	\$30.00
Insurance	
General Liability	\$800.00
Directors	\$1,022.00
Wood Shop Upgrade purchases	\$25,000.00
	<u>\$59,200.00</u>

Note 2

Note 3

Note 1: Based on average of 68 members

Note 2: includes new laser light @ approx \$1000

Note 3: New Horizons Grant dispersals

May 12, 2022

Jamie Slater  
Manager, Revenue Services  
411 Dunsmuir Street  
Nanaimo, BC V9R 5J6

Dear Mrs. Slater,

Re: Permissive Tax Exemption – 2221A McGarrigle Rd

I am writing to inform you that Makerspace Nanaimo Association is currently in a Lease Agreement with 102512 Holdings Ltd for the term of 2 years. The organization occupies (16.80%) of the property defined below:

Folio: 05696.000  
Civic Address 2221 McGarrigle Rd, Nanaimo V9S 4M4  
Lot 1, Plan VIP18947, Section 18 Range 8  
Area: 04 Jurisdiction: 250 Roll #: 05696000  
PID: 003-820-441

It is my understanding that Nanaimo Makerspace Association has applied for property tax relief through the Permissive Tax Exemption program with the City of Nanaimo. In the event that the above-mentioned organization is granted a tax exemption, the entirety of such exemption will be passed on to the benefit of the above-mentioned organization.

If you require further information on this matter, please contact me at your convenience

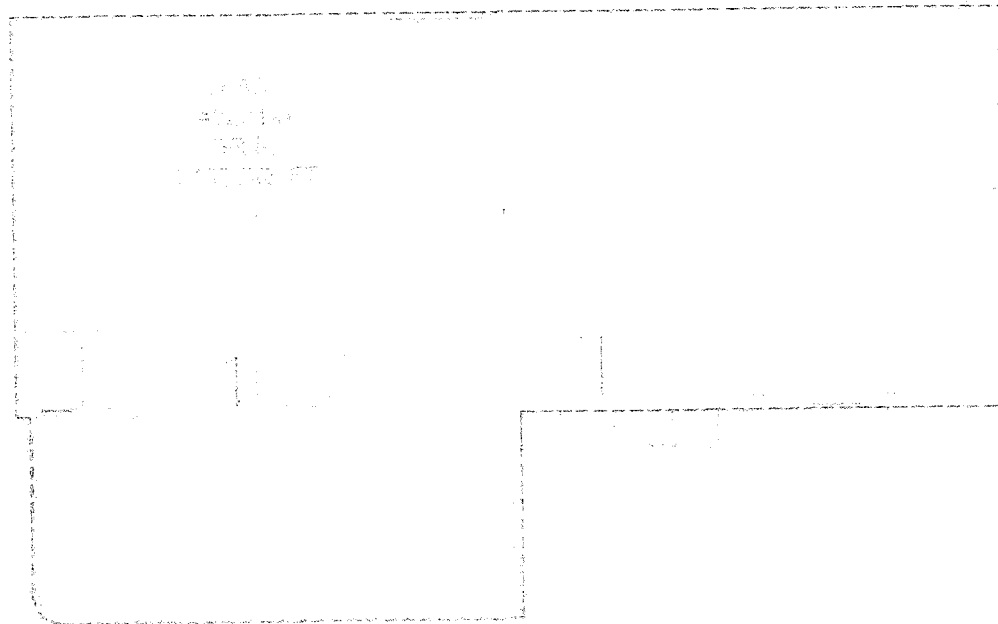
Sincerely,



Brent Stetar  
250-618-3536  
bstetar@gmail.com  
Authorized Representative  
Director  
Suite 2603 – 154 Promenade Drive, Nanaimo BC V9R 6Y3

TENANCY	AREA SQ FT PROP SHARE	
2219 A	952	4.63%
2218 B	998	4.85%
2219 C	998	4.85%
2219 D	1,011	4.92%
2221A Main (Makerspace)	3,455	16.80%
2221A Upper Office	1,381	6.72%
2221A Upper Res	1,380	6.71%
2221B Main	2,365	11.50%
2221B Garage	1,245	6.05%
2221C Main	2,807	13.65%
2221C Upper	2,124	10.33%
2221D	1,846	8.98%
<b>TOTAL</b>	<b>20,562</b>	<b>100.00%</b>

Lease 2221-A Gr	Sq.ft.
OA - Rentable	3,455



**Makerspace**

<b>Floor Total: Ground</b>	<b>Sq.ft.</b>
Rentable Area	3,455
Occupant Area (O.A.)	3,455
Load Factor	1.0000
Floor Service Area (FSA)	-
Building Amenity Area	-
Building Service Area (BSA)	-
Rentable Exclusions	-

MEASURED OCT 2021

#2221-A  
GROUND FLOOR  
2221 McGARRIGLE RD  
  
NANAIMO BC

LEASE PLAN 31 DEC 2021  
  
21-2826 1/16" = 1'0"

