

DATE OF MEETING JUNE 19, 2024

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SUBJECT OTHER GRANT APPLICATION – TOURISM ASSOCIATION OF VANCOUVER ISLAND

OVERVIEW

Purpose of Report

To present the 'Other Grant' application received from the Tourism Association of Vancouver Island for consideration by the Finance and Audit Committee.]

Recommendation

That the Finance and Audit Committee recommend that Council:

- 1) Award an 'Other Grant' in the amount of \$4,100 to the Tourism Association of Vancouver Island to assist in the purchase of a lift to their second-floor unit at 1934 Boxwood Road, with funding being contingent on the installation of the lift being successfully completed.

BACKGROUND

The 'Other Grants' program is guided by the City of Nanaimo's 'Grants Policy and Guidelines' document, and the program includes the following kinds of funding:

- Educational
- Emergency
- In-Kind for facility rental; and
- Capital grants on a matching basis up to a maximum of \$5,000

The criteria for awarding an 'Other Grant' includes:

- Large number of volunteers
- Registered non-profit society
- Sound financial and administrative management
- Demonstrated financial need
- Accessible to a large portion of the community
- Broad base of support
- Other source(s) of financial support
- Must be local in focus and comply with the City of Nanaimo bylaws and policies

A copy of the Grants Policy and Guidelines document is attached to this report as ATTACHMENT A. Specific direction on the evaluation and application for an Other Grant is found under Section 6 (e).

The Tourism Association of Vancouver Island has applied for a Capital Grant of \$5,000 to assist with the purchase of an Inclined Platform Lift to make the second-floor unit more accessible. |

DISCUSSION

The Tourism Association of Vancouver Island (TAVI) works directly with local groups, governments, and tourism organizations to provide expertise and insight into how tourism and hospitality can be delivered and developed. The organization aims to identify opportunities for enhanced visitor experiences on Vancouver Island.

TAVI operates out of 201-1934 Boxwood, and they own this unit in its entirety. The head office is located on the second floor, which currently does not have wheelchair access. The organization has applied for and has been granted funding from the Ministry of Employment and Social Development to fund the purchase of a lift. However, costs have significantly escalated and the purchase and installation price of the lift has escalated by over \$15,000. To date, TAVI has spent over \$16,000 in engineering and electrical costs associated with the project, so the 50% matching component for the capital grant has been met.

City Staff attended the property to ensure that the lift / elevator site was fully contained within the unit owned by TAVI, and not in common areas of the building that would also provide a benefit to other private unit owners in the building. Pictures of the site have been included with the application in ATTACHMENT B.

This capital grant application meets the criteria for awarding an 'Other Grant', and also supports the work of the City's Advisory Committee on Accessibility and Inclusiveness. This Committee has a mandate to identify barriers to inclusion and accessibility. The installation of a lift to make this non-profit organization's office wheelchair accessible supports these initiatives.

Financial Considerations

There is currently \$4,100 remaining in the Other Grants budget for 2024. |

OPTIONS

1. | That the Finance and Audit Committee recommend that Council:
 1. Award an 'Other Grant' in the amount of \$4,100 to the Tourism Association of Vancouver Island to assist in the purchase of a lift to their second-floor unit at 1934 Boxwood Road, with funding being contingent on the installation of the lift being successfully completed.

Advantages:

- The Tourism Association of Vancouver Island would receive the financial support it needs to facilitate the installation of a lift to make the administration office wheelchair accessible
- The funding allocated would not exceed the amount of the available budget

Disadvantages:

- Because there is only \$4,100 of grant funding available, the entire grant request for the \$5,000 maximum amount would not be able to be accommodated

Financial Considerations:

- There is \$4,100 remaining in the existing 'Other Grants' budget for 2024
- The approval of this funding request would fully utilize those funds so there would be none remaining for the rest of the fiscal 2024 year

2. That the Finance and Audit Committee recommend that Council:

1. Deny an 'Other Grant' in the amount of \$4,100 to the Tourism Association of Vancouver Island to assist in the purchase of a lift to their second-floor unit at 1934 Boxwood Road.

Advantages:

- No funds would be expended from the existing 'Other Grants' budget and there would be \$4,100 available to fund future grant requests

Disadvantages:

- The Tourism Association of Vancouver Island would not receive the financial support it needs to facilitate the installation of a lift to make the administration office wheelchair accessible
- Not allocating funding to a project that meets the funding criteria would be inconsistent with past practice and the current 'Grants Policy and Guidelines document'

Financial Considerations:

- If no grant funding is awarded, there would be \$4,100 left of available funding in the 'Other Grants' program budget for 2024

3. Other direction, as provided by the Finance & Audit Committee.

SUMMARY POINTS

- The Tourism Association of Vancouver Island has applied for an 'Other Grant' to assist with the purchase of a lift to make their head office unit wheelchair accessible and more accessible to the general public.
- The application meets the criteria for an Other Grant to be awarded under the existing 'Grants Policy and Guidelines' document, and there is \$4,100 of funding available in this program for 2024.

ATTACHMENTS:

ATTACHMENT A: Grants Policy and Guidelines

ATTACHMENT B: Other Grant Application – Tourism Association of Vancouver Island |

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