



Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

APPLICANT INFORMATION

Name(s): Belinda Pyle		Position: Interim Executive Director
Mailing Address: 4166 Departure Bay Rd.	City: Nanaimo	Postal Code: V9T 4B7
Email: belinda@ndrc.info		Phone: 250-7585547

PROPERTY INFORMATION

Civic Address: 4166 Departure Bay Rd. #2	Folio:
Legal Description: Nanaimo Disability Resource Centre (NDRC)	
Registered Owner (if different from applicant): Non profit organization	

ORGANIZATION INFORMATION

Organization Name: Nanaimo Disability Resource Centre	
Representative Name: Belinda Pyle	Email: belinda@ndrc.info
Is the Organization a registered Society?	<input checked="" type="checkbox"/> Yes - Registration No.: S0025958 <input type="checkbox"/> No
Is the Organization a Registered Charity?	<input checked="" type="checkbox"/> Yes - Registration No.: 128031721-RR 000 <input type="checkbox"/> No
Number of full-time staff: 1	Number of part-time staff: 4
Number of community volunteers: 45	Number of volunteer hours/Year: 1800
Please provide a brief description of the organization's mandate:	
We provide disability parking permits, resource navigation, free income tax preparation and computer school—programs that make a real difference in people's lives. Each of our employees is either a senior or a person with a disability, and we take pride in being an inclusive employer where lived experience is a strength, not a barrier.	
How is the organization funded?	
We are 60 % funded through the fees from our accessible parking program and the remaining is from donations and grants.	
What other organizations provide similar programs and services?	
NDRC fills important gaps in services in the disability and seniors community. We are the only organization north of Duncan to provide accessible parking permits (as mandated by Nanaimo municipal by-law), the only one to offer at home computer visits for seniors for free and also the only one to provide one-on-one resource help for ALL PURPOSES to those trying to navigate government and municipal services to receive disability funding and other services. Our Community Volunteer Income Tax Program is one of two others in the City. Demand for this program increased by 66% this year.	

OTHER GRANT APPLICATION

Revenue Services | pte@nanaimo.ca

Is there a fee to any of the activities/services provided by the organization? ☒ Yes ☐ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
Cost of purchasing a parking permit	\$ 31.00	
	\$	
	\$	

Detail current and/or planned revenue-generating activities by the organization.

Our new Executive Director has deep experience in fundraising and as such, we will be launching a robust and inclusive program including monthly donation clubs and planned giving. Both of these take time to develop but we have very positive indications from our supporters that these will be well received.

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☒ Yes (please complete the table below) ☐ No

Year	Amount	Purpose for Which Assistance Was Used
2024	\$	
	\$	
	\$	

GRANT REQUEST

Amount of grant requested: \$ 4,000

☒ Capital grant ☐ Community event funding ☐ Educational funding ☐ Emergency funding

☐ In-kind funding for facility rental

Facility address:

Rental dates & times:

☐ Other:

Proposed use of funding:

Our resource program has grown dramatically, leaving our staff with a five- to six-week waitlist unacceptable when most clients face urgent financial crises. We are ready to expand, with trained volunteers eager to help, but lack the space to deploy them. To address this, we must construct a wall to create a private office where our resource manager can meet clients confidentially. For safety, a portion must be glass, as some clients present behavioral challenges. Currently, she uses the boardroom, limiting our capacity. With a new office, volunteers can use the boardroom, allowing us to support more clients simultaneously.

How will the use of this funding benefit a large portion of the community?

The primary source of referrals to our Resource Program is government and municipal services. Our clients are low-income individuals, many of whom live with disabilities and mental health challenges. They are often in crisis, urgently seeking support to navigate complex systems and access the services they need to escape severe financial hardship. Many are at risk of losing their housing or going without basic necessities. Through our program, we help ensure they receive the critical funding required to maintain stability, keep a roof over their heads, and put food on the table. Furthermore, our Resource Manager has compiled a list of over 600 community organizations which she refers clients to on a regular basis.

What would be the consequences to not being awarded this funding?

In the last four years, demand for appointments our Resource Program has increased 220% (from 250 to 800 requests). This demand is not slowing down and instead is accelerating at an alarming pace. A five to six-week wait for those in financial crisis is unacceptable but each day without help, this waiting list grows. Without the funding to make the office, we may need to cut available services and have already had to reduce our services to support tenancy issues.

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
	\$	
	\$	
	\$	

SUPPORTING DOCUMENTATION

☒ Certificate of Good Standing from BC Registry Services

☒ Confirmation of Charity status per Canada Revenue Agency (if applicable)

☒ Financial Statement for most recent fiscal year

☒ Current year budget

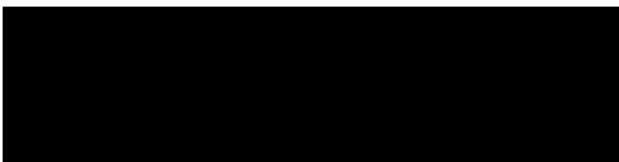
☒ Invoice/quote for capital purchase

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

Signature



May 13, 2025

Date

NOTES

First Intake - May 15th

Second Intake - September 15th (if funding available)

Submit to:

Email: pte@nanaimo.ca

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

RECEIVED STAMP



CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

T.K. Sparks
T.K. SPARKS

STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society Societies Act

NAME OF SOCIETY: **NANAIMO DISABILITY RESOURCE CENTRE SOCIETY**

Incorporation Number:

S0025958

Business Number:

12803 1721 BC0001

Filed Date and Time:

June 27, 2024 11:44 AM Pacific Time

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

2-4166 DEPARTURE BAY ROAD
NANAIMO BC V9T 4B7

Mailing Address:

2-4166 DEPARTURE BAY ROAD
NANAIMO BC V9T 4B7

DIRECTOR INFORMATION

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]



STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]



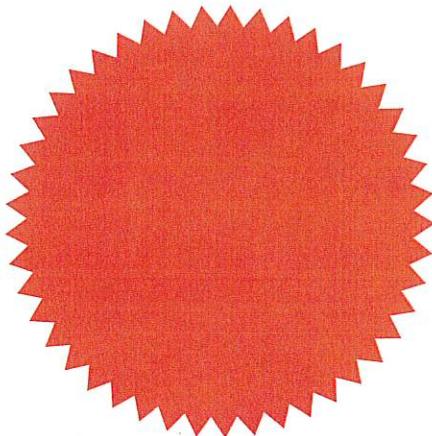


Number: S-0025958

CERTIFICATE OF CHANGE OF NAME

SOCIETY ACT

I Hereby Certify that **THE NANAIMO AND REGION INDEPENDENT LIVING RESOURCE CENTRE ASSOCIATION** has this day changed its name to **NANAIMO DISABILITY RESOURCE CENTRE SOCIETY** on September 14, 2012 at 01:21 PM Pacific Time.



*Issued under my hand at Victoria, British Columbia,
on September 14, 2012*

CAROL PREST
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA

Nanaimo Disability Resource Centre

Annual Budget 2025-2026



REVENUE

CRA Tax program	3,000
Canada Summer Jobs	5,482
Wage Subsidy 2 (WCB Belinda)	1,600
Parking Permits	222,000
Donations	37,000
Memberships	500
Gaming Revenue	57,400
TOTAL REVENUE	326,982

EXPENSE

Wages& Salaries	202,465
EI	6,013
CPP	12,047
WBC	2,500
Total wages/salaries	223,025

Administration

Accounting & Legal	3,400
Advertising and promotion	1,200
Computer Expense	500
Commercial Expense Pmt (NAI-OET)	12,000
Courier , Postage	6,000
Dues,Fees, Licences	100
Equipment rentals	2,600
Furniture & Equip	500
Insurance	3,100
Interest and bank charges	6,000
Bank Charges Gaming Acct	45
Janitorial & Garbage	1,500
Office	4,200
Photocopying	1,300
Software & Media Expense	3,500
Rent	49,660
Telephone	3,500
Travel	250
Misc Expense	250
Utilities	2,500
Staff & Volunteer Appreciation	1500
Repairs & maintenance	100
Total Administration	103,705
TOTAL EXPENSES	326,730

NET INCOME

252

Approve



You have a new estimate from Nanaimo Handyman

Prepared for:

Nanaimo disability Resource Centre

Address:

4166 Departure Bay Rd, Nanaimo, BC V9T 4B7

Expires on:

Fri Jun 06, 2025

Option #1

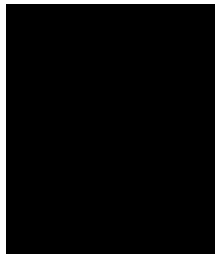


Approve

Estimate Details

Service	Unit Price	Total
Wall installation		
Labour & Materials: Construct and install framing to close off office Secure to floor and walls		
Install window Drywall (tape, mud and sand) Window casing and baseboard installation Paint		
Fasteners and Hardware		
Show more		
Service subtotal		

Subtotal



Total



Not what you were looking for?

Please let us know if you'd like to request some changes.
We'd love to win your business.

Decline all options
Estimate date: May 06, 2025

Contact us

Nanaimo Handyman

[\(250\) 797-9353](tel:2507979353)

andrew@nanaimo-handyman.ca

Approve

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY
Compiled Financial Information
Year Ended March 31, 2024

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY
Index to Compiled Financial Information
Year Ended March 31, 2024

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**CHARTERED
PROFESSIONAL
ACCOUNTANTS**

#102 - 7184 Lantzville Rd, PO Box 70
Lantzville, BC V0R 2H0
t: 250.390.4131
e: info@kmacpa.ca
w: www.kmacpa.ca

COMPILATION ENGAGEMENT REPORT

To the Management of Nanaimo Disability Resource Centre Society

On the basis of information provided by management, we have compiled the statement of financial position of Nanaimo Disability Resource Centre Society as at March 31, 2024, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

KMA Chartered Professional Accountants

Lantzville, British Columbia
June 18, 2024

KMA CHARTERED PROFESSIONAL ACCOUNTANTS

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY**Statement of Financial Position****March 31, 2024**

	2024	2023
ASSETS		
CURRENT		
Cash	\$ 97,941	\$ 120,889
Accounts receivable	1,187	1,425
Inventory	5,192	6,021
Prepaid expenses	1,929	1,840
Restricted Cash	41	5,660
	<u>106,290</u>	<u>135,835</u>
PROPERTY, PLANT AND EQUIPMENT (Note 4)	<u>1,443</u>	<u>2,368</u>
	<u>\$ 107,733</u>	<u>\$ 138,203</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 14,577	\$ 15,227
NET ASSETS	<u>93,156</u>	<u>122,976</u>
LIABILITIES AND NET ASSETS	<u>\$ 107,733</u>	<u>\$ 138,203</u>

ON BEHALF OF THE BOARD

Director

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

Statement of Revenues and Expenditures

Year Ended March 31, 2024

	Budget 2024	Total 2024	Total 2023
REVENUES			
CRA tax preparation program	\$ -	\$ 2,735	\$ 1,125
Canada summer jobs grant	4,800	5,042	4,179
Gaming Grants	82,400	57,400	57,400
Sales of parking permits	150,000	159,619	150,165
Donations	14,000	16,653	15,153
Membership fees	3,000	1,730	3,866
Other grants	1,000	1,300	500
Interest revenue	-	1,640	645
	255,200	246,119	233,033
EXPENSES			
Accounting fees	3,200	3,416	2,921
Advertising and promotion	1,000	-	141
Amortization	700	925	706
Business taxes, licences and memberships	210	40	90
Delivery, freight and express	7,000	5,334	6,860
Donations	1,000	1,000	1,000
Equipment rentals	3,200	3,220	3,113
Insurance	3,100	3,144	2,900
Interest and bank charges	4,050	4,423	4,308
Office	6,700	4,112	6,488
Photocopying	2,000	2,014	1,905
Volunteer appreciation	1,500	1,107	1,507
Parking permits	3,400	3,641	3,614
Rental	33,000	30,918	30,981
Repairs and maintenance	2,700	2,163	2,654
Salaries and wages	186,070	203,452	199,145
Sub-contracts	300	115	-
Telephone	3,300	3,251	3,036
Travel	550	586	608
Utilities	3,000	3,078	2,698
	265,980	275,939	274,675
DEFICIENCY OF REVENUES OVER EXPENSES	\$ (10,780)	\$ (29,820)	\$ (41,642)

See notes to financial information

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

Statement of Changes in Net Assets

Year Ended March 31, 2024

	2023 Balance	Deficiency of revenues over expenses	Contributions	Withdrawals	2024 Balance
Unrestricted Net Assets	\$ 114,918	\$ (23,246)	\$ -	\$ -	\$ 91,672
Restricted Gaming Account	5,690	(5,649)	-	-	41
Invested in Equipment	2,368	(925)	-	-	1,443
	<u>\$ 122,976</u>	<u>\$ (29,820)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 93,156</u>
	2022 Balance	Deficiency of revenues over expenses	Contributions	Withdrawals	2023 Balance
Unrestricted Net Assets	\$ 103,323	\$ 11,595	\$ -	\$ -	\$ 114,918
Restricted Gaming Account	60,996	(55,306)	-	-	5,690
Invested in Equipment	299	2,069	-	-	2,368
	<u>\$ 164,618</u>	<u>\$ (41,642)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 122,976</u>

See notes to financial information

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY**Statement of Cash Flows****Year Ended March 31, 2024**

	2024	2023
OPERATING ACTIVITIES		
Deficiency of revenues over expenses	\$ (29,820)	\$ (41,642)
Item not affecting cash:		
Amortization of property, plant and equipment	925	706
	<u>(28,895)</u>	<u>(40,936)</u>
Changes in non-cash working capital:		
Accounts receivable	238	(440)
Employee Advances	-	750
Inventory	829	(3,313)
Accounts payable	(650)	5,117
Prepaid expenses	(89)	(166)
Restricted Cash	5,619	55,336
	<u>5,947</u>	<u>57,284</u>
Cash flow from (used by) operating activities	<u>(22,948)</u>	<u>16,348</u>
INVESTING ACTIVITY		
Purchase of property, plant and equipment	-	(2,775)
Cash flow from (used by) investing activity	<u>-</u>	<u>(2,775)</u>
INCREASE (DECREASE) IN CASH FLOW	(22,948)	13,573
Cash - beginning of year	<u>120,889</u>	<u>107,316</u>
CASH - END OF YEAR	\$ 97,941	\$ 120,889

See notes to financial information

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

Notes to Compiled Financial Information

Year Ended March 31, 2024

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Nanaimo Disability Resource Centre Society as at March 31, 2024, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- Accounts receivable less an allowance for doubtful accounts;
- Investments recorded at cost;
- Inventory valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis;
- Property, plant and equipment amortized over its useful life;
- Accounts payable and accrued liabilities;
- Revenues from the sale of Parking Permits are recognized at the time of sale;
- Contributions are accounted for using the deferral method of accounting;
- Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured;
- Endowment contributions are recognized as direct increases in net assets.

2. PURPOSE OF THE ORGANIZATION

Nanaimo Disability Resource Centre Society (the "organization") is a not-for-profit organization of British Columbia. As a registered charity the organization is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The organization operates to provide assistance to the mentally and physically challenged individuals of the greater Nanaimo region. The goal is to enhance independence.

3. SHORT-TERM INVESTMENTS

	2024	2023
<u>Short-term investments of the current year consist of the following:</u>		
Royal Bank Redeemable GIC maturing November 24, 2024	\$ 41,427	\$ 40,220
Royal Bank Redeemable GIC matured March 8, 2024	-	26,293
	<u>\$ 41,427</u>	<u>\$ 66,513</u>

4. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Computer equipment	\$ 14,331	\$ 14,109	\$ 222	\$ 333
Furniture and fixtures	17,976	16,755	1,221	2,035
	<u>\$ 32,307</u>	<u>\$ 30,864</u>	<u>\$ 1,443</u>	<u>\$ 2,368</u>

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

Notes to Compiled Financial Information

Year Ended March 31, 2024

5. UNRESTRICTED NET ASSETS

The funds are used for the day-to-day operations of the society.

6. RESTRICTED GAMING ACCOUNT

Disbursements from this account are restricted to specific expenditures as approved by the Gaming Policy and Enforcement Branch of British Columbia.

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

Key Performance Indicators

Year Ended March 31, 2024

(Unaudited - See Notice To Reader)

