

REGIONAL DISTRICT OF NANAIMO
NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE
THURSDAY, FEBRUARY 18, 2016
12:00 PM

RDN OCEANSIDE PLACE

Muti- Purpose Room 1
(830 Island Hwy W, Parksville)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Kim Burden, Parksville and District Chamber of Commerce, re Regional Economic Development

Cheryl Dill, Central Vancouver Island Job Opportunities Building Society (CVIJOBS), re BladeRunners Program, 2015

Joan Miller, Vancouver Island North Film Commission, re Building Capacity to Attract the Film and Media Industry

MINUTES

4 - 5 Minutes of the Northern Community Economic Development Select Committee meeting held on September 15 2015.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

Summary Report – Joan Miller, Director of Vancouver Island Film Commission

UNFINISHED BUSINESS

REPORTS

6 - 25 Northern Community Economic Development Service – Five year Review.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

ADJOURNMENT

IN CAMERA

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE
MEETING HELD ON MONDAY OCTOBER 19, 2015 AT 12:00 PM
AT THE RDN OCEANSIDE PLACE**

Present:

Director J. Stanhope	Chairperson
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director T. Westbroek	Town of Qualicum Beach
Director M. Lefebvre	City of Parksville

Also in Attendance:

Geoff Garbutt	General Manager, Strategic & Community Development
Chris Midgley	Manager, Energy & Sustainability
Bev Farkas	Recording Secretary

CALL TO ORDER

The meeting was called to order at 12:00 p.m. by Chair Stanhope.

DELEGATIONS

Lilo Kallai, Qualicum Beach Downtown Business Association - Website and Mobile Responsive Design Project

Lilo Kallai, Chair of the Qualicum Beach Downtown Business Association, outlined the website and mobile responsive design project.

Bill Preston, Qualicum Beach Community Education and Wellness Society – Vision 2020 Market Development Roadmap

Gil Sampson was scheduled to give a presentation but was unable to attend the meeting. Bill Preston and Dr. Bob Rowe, both co-chairs of the Qualicum Beach Community Education and Wellness Society, provided an overview of the newly formed society and outlined the Vision 2020 Market Development Roadmap project. Janet Thony, President of the Coombs Farmers' Institute, spoke in support of the society and its funding application.

MINUTES

MOVED Director Lefebvre SECONDED Director Rogers that the minutes of the Northern Community Economic Development Select Committee meeting held on May 12, 2015, be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

MOVED Director Veenhof, SECONDED Director Rogers, that an updated cumulative list of funds allocated by this Committee be appended to future Committee agendas for reference.

CARRIED

REPORTS

Northern Community Economic Development Program – Fall 2015 Proposals.

Website and Mobile Responsive Design Project: Qualicum Beach Downtown Business Association

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Website and Mobile Responsive Design project – Qualicum Beach Downtown Business Association be awarded full funding in the amount of \$5,510.25.

CARRIED

Vision 2020 Market Development Roadmap - Qualicum Beach Community Education and Wellness Society

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Vision 2020 Market Development Roadmap project – Qualicum Beach Community Education and Wellness Society be awarded full funding in the amount of \$6,000.00.

CARRIED

IN CAMERA

MOVED Director Lefebvre, SECONDED Director Rogers, that pursuant to Sections 90 (2) (d) the Committee proceed to an In Camera Meeting, for discussions related to third-party business interests.

CARRIED

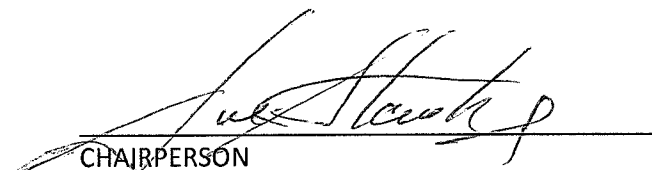
Time 1:23 p.m.

ADJOURNMENT

MOVED Director Lefebvre, SECONDED Director Westbroek, that this meeting be adjourned.

CARRIED

Time 1:35 p.m.


CHAIRPERSON

TO: Geoff Garbutt
 General Manager, Community and
 Strategic Development

DATE: February 15, 2016

MEETING: NCED - February 18, 2016

FROM: Chris Midgley
 Manager, Energy and Sustainability

FILE: 0360-06-NCED

SUBJECT: Northern Community Economic Development Service: Five Year Review

RECOMMENDATION

That the report be received for information.

PURPOSE

To provide background on the establishment of the Northern Community Economic Development service, and a summary on the projects supported to date.

BACKGROUND

The Northern Community Economic Development (NCED) service was established by bylaw at the Regular Board meeting held November 22, 2011 as part of a Regional Services Review completed at that time. The NCED service was modeled after the District 69 Community Justice Service, where an annual parcel tax raises money to be allocated by a Board Select Committee towards projects that meet specific economic development and promotion criteria (see Attachment 1: NCED Select Committee Terms of Reference). The maximum requisition for the NCED service, as dictated by "Northern Community Economic Development Service Establishing Bylaw No. 1649, 2011", is \$50,000 per year. Table 1 identifies the share of NCED funding from each of the participating communities in 2015:

Table 1: Funding Distribution for the NCED Service (2015)

Jurisdiction	Parcel Tax Rate	Total Contribution
Electoral Area 'E'	\$ 2.073	\$ 7,033
Electoral Area 'F'	\$ 2.073	\$ 6,179
Electoral Area 'G'	\$ 2.073	\$ 7,649
Electoral Area 'H'	\$ 2.073	\$ 5,213
City of Parksville	\$ 2.073	\$ 13,952
Town of Qualicum Beach	\$ 2.073	\$ 9,974
		\$ 50,000

The criteria against which projects are evaluated is outlined in the Northern Community Economic Development Program Guide (see Attachment 2: NCED Program Guide - 2015). The first test for projects is whether the applicant is an eligible organization. Pursuant to Section 273 of the *Local Government Act*, "a board must not provide assistance to an industrial, commercial or business undertaking." This means that the NCED Program Guide (the Program) cannot provide funding to individual businesses. Instead, eligible recipients are typically not-for-profit organizations such as community tourism or business associations or local chambers of commerce.

Once an applicant is determined to be eligible, the project itself must also be eligible for program funding. To be eligible, a project must be located in or directly benefit one or more of the communities contributing to the Northern Community Economic Development Service; it must clearly demonstrate economic benefits flowing to the general business community or the community as a whole; and it must ensure that funding is directed to eligible project costs. Table 2 lists eligible and ineligible project costs:

Table 2: Eligible and Ineligible NCED Project Costs

Eligible Project Costs	Ineligible Project Costs
Plans and Studies	Ongoing Operating Costs
Minor Capital and Information Technology	Land Acquisition
Events	Major Capital
Targeted Operating Costs	

Projects that are proposed by eligible recipients for eligible costs are then assessed against the principles and priority areas of the Program, outlined in Table 3. Additional descriptions of principles and priority areas are available in the attached Program Guide:

Table 3: NCED Program Principles and Priority Areas

NCED Principles	NCED Priority Areas
Flexibility	Employment and Skills Training
Foster Diversification	Assistance for Start-ups and Self Employment
Cultivate the Entrepreneurial Spirit	Arts, Culture and Media
Support Innovation in Science and Technology	Agriculture and Aquaculture
Facilitate Cooperation	Forestry and Fisheries
Create Regional Benefits	Renewable Energy and the Green Economy
	High Tech Sector
	Tourism and Recreation

Lastly, a set of evaluation criteria provide a final, practical test to determine the likelihood of success from a more general, project management perspective. Table 4 identifies the Evaluation Criteria found in the NCED Program Guide.

Table 4: Evaluation Criteria

Project Viability	<ul style="list-style-type: none"> • Clear and well-defined project • Strong potential for success • Realistic goals • Sufficient information
Financial and Administrative Feasibility	<ul style="list-style-type: none"> • Realistic budget with clearly identified capacity to undertake work • Evidence that the funds will be well managed • Demonstration of other funding sources
Economic Benefit	<ul style="list-style-type: none"> • Demonstrates quantifiable economic benefits to the Northern Communities of the RDN • Leads to increased economic activity or employment in the Northern Communities of the RDN • Will attract business and investment to the Northern Communities of the RDN
New and Unique	<ul style="list-style-type: none"> • Unique component is evident in the project – the work is not already being attempted • The proposal does not replicate an existing event, program or project • Support will not compete with existing businesses or generate unfair competition for small or local businesses
Community Support	<ul style="list-style-type: none"> • Well-articulated community benefit • Demonstrates partnership with the community or other organizations • Addresses priorities identified in the context of a community vision (Official Community Plan, Regional Growth Strategy or Board Strategic Plan)

For each application received, a Summary Evaluation is completed (see Attachment 3: Summary Evaluation Form Template). Staff do not make recommendations concerning which applications should be supported. Instead, staff identify whether the applicant is eligible; whether the funds will be directed toward eligible costs; which principles and priorities are addressed in the application; and which participating jurisdictions are expected to benefit from the proposed project. For the evaluation criteria, staff provide a simple ‘yes’, ‘no’, or ‘not applicable’ for each of the bulleted points in Table 4. This is intended to make the application process as simple as possible for applicants as well as staff, and to ensure the greatest flexibility possible for directors making decisions on how to award funding.

Since 2012, the year the projects began receiving funding, 41 applications have been received. Of those, 23 projects have been funded for a total of \$177,721.51 in economic development funding (see Attachment 4: NCED Application Summary – 2012 to 2015).

ALTERNATIVES

There are no alternatives. This report is provided for information purposes only.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this report. If the NCED Select Committee directs staff to revise the program, staff will provide a report to the committee outlining a range of implications, including financial implications.

STRATEGIC PLAN IMPLICATIONS

The underlying logic of the NCED Program aligns with the RDN Board of Directors' previous vision for a sustainable regional economy. This vision provided a very high level view of the economy as one that is healthy, diverse and growing; provides meaningful employment to residents; and that favours environmentally responsible local businesses.

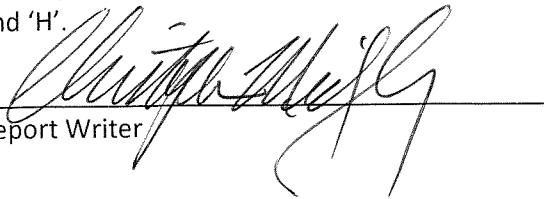
Diving into greater detail, the Program Guide builds on the Board Strategic Plan Integrated Solutions for a Sustainable Future, and the Regional Growth Strategy (RGS). That strategic plan included Economic Resilience as a key Strategic Priority, which meant seeking out opportunities to advance sustainable approaches to the traditional sectors that built the regional economy, while strengthening tourism and emerging sectors. Similarly, the RGS includes Enhanced Economic Resiliency as a goal. This includes support for strategic economic development and linking commercial and industrial strategies to the land use and rural and environmental protection priorities of the region.

As the current Board completes its Strategic Plan, it is relevant to review the 2015 NCED Program Guide, as well as the general purpose of the Program to ensure alignment between the Program and any new strategic priorities for the Board. It is also important to ensure that the Program continues to deliver on the expectations of community members and elected officials.

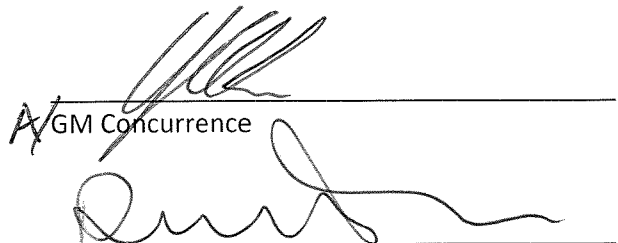
SUMMARY/CONCLUSIONS

As the Program enters its fifth year of activity, it is timely to review the Program to evaluate its efficacy at delivering economic benefits to the participating communities, and to gauge whether and how the Program could be revised. This is particularly relevant at present considering that it is important for the Program to be aligned to the Board Strategic Plan, and that the Board is in the final stages of completing a Strategic Plan for the 2016-2019 period. Therefore, it is necessary to confirm with Directors whose jurisdictions contribute to the NCED service and how the service could contribute better economic development outcomes in the communities of Parksville, Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H'.

Report Writer



AGM Concurrence



C.A.O. Concurrence

Attachment 1:
REGIONAL DISTRICT OF NANAIMO
NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE
TERMS OF REFERENCE

January 2012

PURPOSE:

The purpose of this Select Committee is to:

1. Recommend to the Regional District of Nanaimo (RDN) Board of Directors eligibility and evaluation criteria for distributing funds raised through the Northern Community Economic Development Service (the Service);
2. Receive and evaluate requests for funds raised through the Service;
3. Recommend recipients for funding to the RDN Board of Directors for approval; and to
4. Consider additional roles that the Regional District might have with respect to economic development initiatives in the Service area.

MEMBERSHIP:

One Director from each: the City of Parksville, the Town of Qualicum Beach and Electoral Areas E, F, G and H, appointed by the RDN Board Chair.

CHAIRPERSON:

Appointed by the RDN Board Chair.

MEETINGS:

The Committee shall meet at the call of the Chair a minimum of twice per year. At the first annual meeting, Committee members will establish or update evaluation and eligibility criteria as well as any program priorities for that year, determine timelines for submission, and review any proposals submitted by that time.

At the second meeting of the year, the Committee will review all funding requests and recommend how funding for that year is to be distributed.

A quorum of five out of six Committee members is required to conduct Committee business.

The General Manager of Development Services will be responsible for assigning staff to support the Committee including the coordination of agendas and staff contacts for Committee members.

NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SERVICE (Bylaw No. 1649, 2011):

1. The primary use of funding raised under Bylaw No. 1649 will be to promote economic development in the service area or that may benefit the service area.
2. Funds will be distributed following the approval of the RDN Annual Budget.
3. The maximum annual requisition for this Service is Fifty Thousand Dollars (\$50,000). The Select Committee shall be responsible for determining the best use of the funds.
4. At a meeting of the Select Committee, delegations may be requested to advise the Committee on the state of the regional economy and strategic economic development opportunities for the Service area.

Northern Community Economic Development

Program Guide

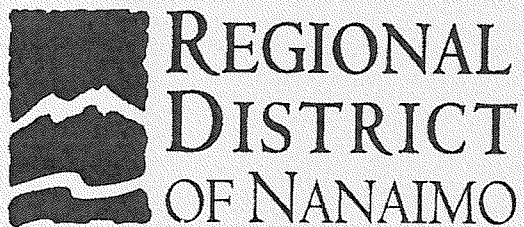
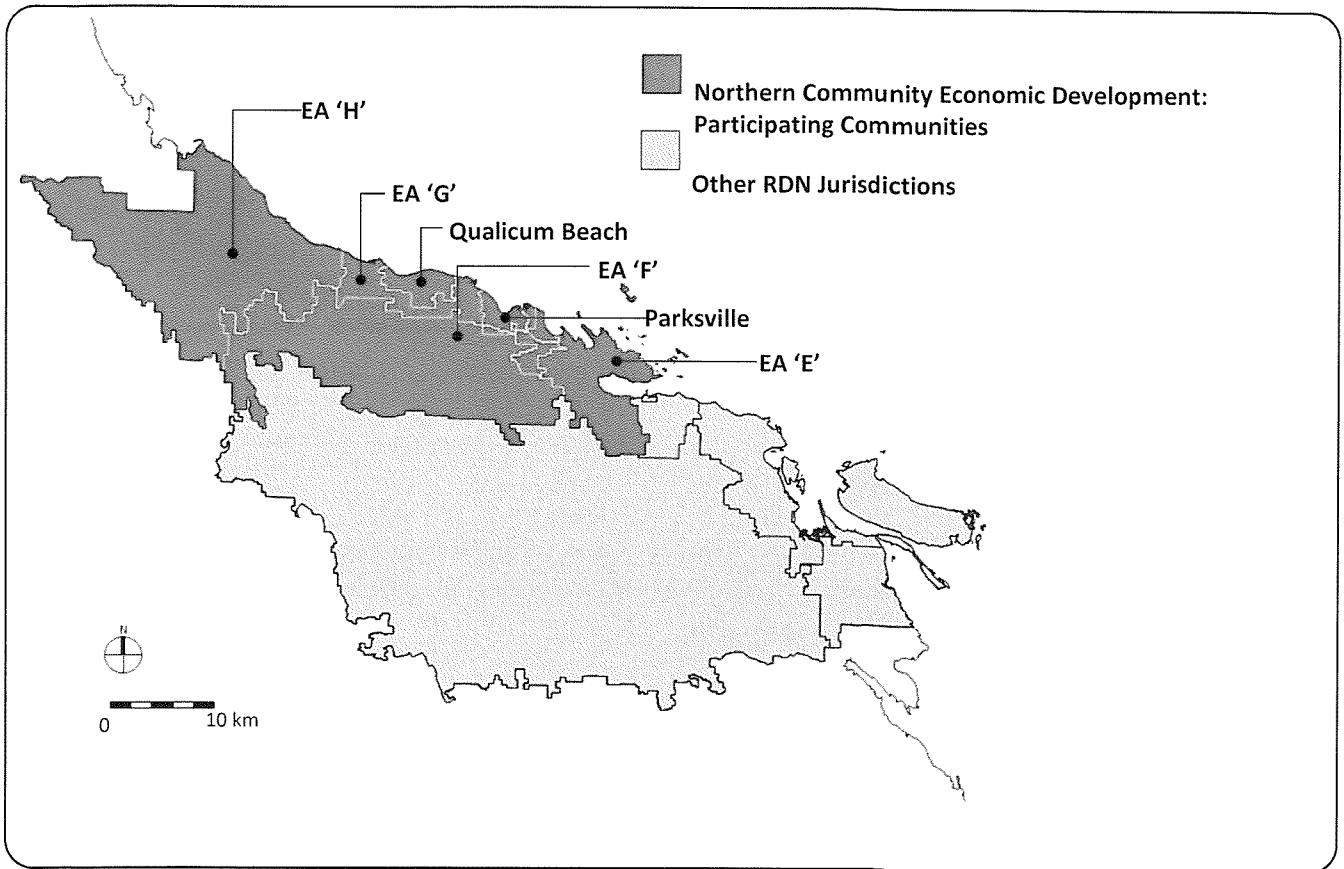


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Purpose

The Northern Community Economic Development Program provides the RDN Board of Directors with a tool to activate projects that advance the Board’s vision for a strong local economy and support the Board Strategic Plan and Regional Growth Strategy (RGS) through economic development initiatives that benefit the City of Parksville, the Town of Qualicum Beach, and Electoral Areas ‘E’, ‘F’, ‘G’, and ‘H’.



Board Vision: Our Economy

The RDN Board’s vision for a strong, thriving and creative local economy is as follows:

Residents in the Region are employed in a wide variety of interesting and rewarding occupations. Our downtowns are vibrant places, and there is a wide variety of different sizes and types of businesses in the Region. The economy of the Region is healthy and continues to diversify and grow. Businesses in the Region are environmentally responsible, and there are systems in place to favour these businesses. It is economically viable to produce goods and services in the Region that are environmentally friendly, and residents favour these goods and services over those made available from outside the Region.

This vision will guide decision makers when considering funding for economic development proposals.

Goal: Enhanced Economic Resilience

A resilient regional economy can withstand instability originating from outside our borders and adapt to change when necessary. This relies on industries built around the efficient use of local natural resources, developing regional expertise in emerging sectors, retaining youth and young professionals, attracting investment from abroad, and using shifting community demographics to our best advantage.

Principles

Flexibility

Decision-makers will have the flexibility to support a wide range of project types that support local economic development and offer the greatest potential for sustained regional economic benefit.

Foster Diversification

Projects will encourage diversification in the local value-added economy, create opportunities for transition in traditional industrial sectors, or broaden the region's attractiveness as a tourism destination.

Cultivate the Entrepreneurial Spirit

Projects will build skills through training, education and professional development for small business owners and aspiring entrepreneurs, particularly those seeking to develop markets for socially and environmentally responsible goods and services.

Support Innovation in Science and Technology

Science and technology are essential economic drivers, providing new solutions to environmental challenges and improving efficiencies in existing sectors. The program will support projects that generate economic opportunity through innovation in science and technology.

Facilitate Cooperation

Cooperative action and solid partnerships achieve real results. Initiatives that demonstrate partnerships between complementary organizations, leverage funding from multiple stakeholders, or establish enduring networks of communication offer economic potential for the region.

Create Regional Benefits

Ideal projects will be those that identify and address a regional economic development need, produce economic benefits that stay within the northern communities of the RDN, and result in a measurable economic impact in the region.

Priority Areas

Employment and Skills Training

Training to support:

- The development of a skilled workforce adapting to the emerging trends of the 21st Century;
- Transitional programs for the unemployed and under-employed, especially youth;
- HR programs for employers working to create the best possible working environments.

Assistance for Start-ups and Self Employment

Programs to assist small businesses with:

- Development of business plans and strategies, networking, and market research;
- Acquisition of information, business technology and communications systems.

Arts, Culture and Media

Building cultural institutions in the Region through:

- Community cultural events that support local businesses and attract visitors;
- Promotion of arts and cultural activities in non-urban areas to promote regional tourism.

Agriculture and Aquaculture

Strengthening the economic viability of agriculture and aquaculture by:

- Promoting and marketing regional food producers and the Vancouver Island diet;
- Supporting local farmers with business development and management training;
- Cultivating growth in agri-tourism.

Forestry and Fisheries

Advancing sustainable approaches to the resource sectors that built the Island economy by:

- Accelerating the transition toward value added products and processes for small businesses;
- Promoting adaptive management practices for small scale commercial operators;
- Supporting educational opportunities that benefit the forestry and fisheries sectors.

Renewable Energy and the Green Economy

Encourage investment and job creation in renewable energy, conservation and low carbon sectors with:

- Support for events, outreach and education programs that promote renewable energy systems;
- Support for business, school or community based organizations that actively promote renewable energy, carbon management, emission reductions or energy conservation initiatives.

High Tech Sector

Promote development within the high tech sector by:

- Identifying needs and opportunities to attract high tech businesses to the region;
- Supporting events and education, and establishing business networks within the sector.

Tourism and Recreation

Attracting more visitors with:

- Enhanced communications, advertising and outreach to draw people to the region;
- Support for innovative or unique events that showcase the region's recreational, environmental and tourism amenities.

Grant Amount

Total annual funding available to be shared across all projects is \$50,000. To maintain flexibility in approving project funding, no maximum dollar amount for an individual project will be set. However, it is the intent of the program to fund the broadest range of projects possible, providing the greatest net economic benefit to the region. Prospective applicants are encouraged to contact RDN staff to discuss project ideas and scope.

Eligibility

Eligible Projects

To be eligible for funding, projects must be located in or directly benefit one or more of the communities participating in the Northern Community Economic Development Service, and must clearly demonstrate economic benefits flowing to the general business community as well as the community as a whole.

Ineligible Projects

Ineligible projects are those located outside the Service area or that do not provide a direct economic benefit to one or more of the participating communities. In addition, projects that provide direct financial assistance to support business or commercial activities cannot be funded through this Program¹. To ensure eligibility for funding, businesses are encouraged to build partnerships with complementary businesses or organizations to develop eligible projects.

Eligible Costs

Funds awarded through this program can be used for the following purposes:

1. **Plans and Studies:** Expenditures by project proponents, including consultant fees, to undertake economic development related research projects, plans and feasibility studies.
2. **Minor Capital and Information Technology:** Investment in minor capital and information technology for eligible projects in support of local business development.
3. **Events:** Costs associated with coordinating and hosting conferences, trade shows, community cultural and other events that provide measurable economic development opportunities.
4. **Targeted Operating Costs:** Any operating costs that are temporary in nature, and incurred through the delivery of a project that promotes or results in direct economic benefits for the community.

¹ Section 273 of the *Local Government Act* prohibits a Regional Board from providing assistance, including grants, to business, commercial or industrial undertakings.

Ineligible Costs

Funds awarded through this program cannot be used for the following purposes:

1. **Ongoing Operating Costs:** Any operating costs that are permanent in nature, including but not limited to energy bills, tax, rent or lease payments and wages for permanent employees.
2. **Land Acquisition:** Funding from this program cannot be used for the purchase of land or buildings.
3. **Major Capital:** Due to limited funding availability, this program will not provide support for investment in major capital works or infrastructure projects.

Evaluation Criteria

Projects will be evaluated against the following criteria:

Project Viability

- Clear and well-defined project;
- Strong potential for success;
- Realistic goals;
- Sufficient information provided.

Financial and Administrative Feasibility

- Realistic budget with clearly identified capacity to undertake work;
- Evidence that the funds will be well managed;
- Demonstration of other funding sources.

Economic Benefit

- Demonstrates quantifiable economic benefits to the Northern Communities of the RDN;
- Leads to increased economic activity or employment in the Northern Communities of the RDN;
- Will attract business and investment to the Northern Communities of the RDN.

New and Unique

- Unique component is evident in the project – the work is not already being attempted;
- The proposal does not replicate an existing event, program or project;
- Support will not compete with existing businesses or generate unfair competition for small or local businesses.

Community Support

- Well-articulated community benefit;
- Demonstrates partnership with the community or other organizations;
- Addresses priorities identified in the context of a community vision (Official Community Plan, Regional Growth Strategy or Board Strategic Plan).

Approval and Payment of Grant

Application Deadline

There is no application deadline. Applications will be received at any time during the year, and reviewed a minimum of twice annually by the Northern Community Economic Development Select Committee. Hard copies are to be sent to the following address:

Northern Community Economic Development Program
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC, V9T 6N2

Digital copies in pdf format can be sent to nced@rdn.bc.ca.

Application Package

Applicants must submit a completed Application Form, as well as any supporting material deemed necessary to communicate the project idea to the Select Committee.

Awarding of Projects

The Northern Community Economic Development Select Committee will recommend projects to receive funding to the RDN Board. This committee is comprised of elected representatives from each of the communities participating in the program: the City of Parksville, the Town of Qualicum Beach, and Electoral Areas 'E', 'F', 'G', and 'H'. While the committee will strive for consensus in awarding projects, final recommendations will be made by vote.

The committee will meet at least twice annually, once in the spring and once in the fall, to recommend projects to receive funding to the Board of Directors and to review Project Summary Reports. Final authorization of funding will be subject to the approval of the Regional District of Nanaimo Board.

Payment of Grant

Once successful projects have been approved, a one-time payment in the total grant amount will be made to the applicant identified on the Application Form.

Reporting Outcomes

Recipients of funding are required to complete and submit a Summary Report and present project results to the Northern Community Economic Development Select Committee at the conclusion of the project, or 12 months after receiving funding. The Summary Report will be made available to the public via the RDN website, and will identify how program funding was ultimately used, whether the objectives of the project were met, and will include attachments of reports, brochures, or other documents produced as a result of the project. A Summary Report template is included in this Guide.

Northern Community Economic Development

Forms:

Application Form
Summary Report

NAME OF ORGANIZATION:		AMOUNT REQUESTED:
MAILING ADDRESS:		
CONTACT PERSON:	TELEPHONE NUMBER: FAX NUMBER:	E-MAIL ADDRESS:

PROJECT TITLE:
PROJECT DESCRIPTION:
(Please attach any supporting materials and documents produced as a result of the project.)
PROJECT AREA (SELECT ALL THAT APPLY):
<input type="checkbox"/> PARKSVILLE <input type="checkbox"/> QUALICUM BEACH <input type="checkbox"/> EA 'E' <input type="checkbox"/> EA 'F' <input type="checkbox"/> EA 'G' <input type="checkbox"/> EA 'H'
DESCRIBE IN DETAIL WHAT THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT FUNDS WILL BE USED FOR:
(Please attach additional pages as necessary.)
LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER SOURCES:
(Please attach additional pages as necessary.)

Please Note: The Regional District of Nanaimo is subject to the provisions of *The Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

EXPLAIN HOW YOUR PROJECT SUPPORTS THE PRINCIPLES AND PRIORITY AREAS OF THE PROGRAM:

(Please attach additional pages as necessary.)

LIST ANY MEASURABLE ECONOMIC BENEFITS OR OTHER OUTCOMES THAT WILL RESULT FROM THIS PROJECT:

(Please attach additional pages as necessary.)

PLEASE PROVIDE THE FOLLOWING SUPPLEMENTAL MATERIAL:

- An Organizational Chart illustrating the structure of your organization, including Directors and volunteers.
- A copy of a bank statement showing your organization's name and address.
- A copy of your organization's financial statements for the current year and one year prior.
- A copy of your organization's budget for the current year and one year prior.
- Any supporting materials you consider necessary to communicate your project idea.

SIGNATURE	DATE:
By signing here, you confirm that you have read the Program Guide and that you are signing on behalf of an eligible applicant.	

SUBMIT HARD COPIES TO: **NORTHERN COMMUNITY ECONOMIC DEVELOPMENT PROGRAM**
REGIONAL DISTRICT OF NANAIMO
6300 HAMMOND BAY ROAD
V9T 6N2

SUBMIT DIGITAL COPIES TO: nced@rdn.bc.ca

OFFICE USE ONLY:	
DATE RECEIVED:	RECEIVED BY:
COMMENTS:	
FUNDING AWARDED: <input type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT AWARDED:

Please Note: The Regional District of Nanaimo is subject to the provisions of *The Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

PROJECT TITLE		
NAME OF ORGANIZATION:		
CONTACT PERSON:	TELEPHONE NUMBER:	E-MAIL ADDRESS:
	FAX NUMBER:	
TOTAL NCED PROGRAM FUNDING:	TOTAL PROJECT BUDGET:	
PROJECT START DATE (YYYY/MM/DD):	PROJECT END DATE (YYYY/MM/DD):	
PERCENT COMPLETE:		
IF NOT COMPLETE, WHAT ASPECTS OF THE PROJECT REMAIN? PROVIDE ESTIMATED COMPLETION DATE:		
PROJECT AREA (SELECT ALL THAT APPLY):		
<input type="checkbox"/> PARKSVILLE <input type="checkbox"/> QUALICUM BEACH <input type="checkbox"/> EA 'E' <input type="checkbox"/> EA 'F' <input type="checkbox"/> EA 'G' <input type="checkbox"/> EA 'H'		
PLEASE PROVIDE A SUMMARY OF THE PROJECT RESULTS:		
(Attach any documents or other materials produced as a result of this project).		
DESCRIBE THE ECONOMIC BENEFITS OR OTHER OUTCOMES THAT HAVE RESULTED FROM THIS PROJECT:		
(Please attach any supporting information that quantifies the economic benefits of the project.)		
PLEASE DESCRIBE HOW THE PROJECT HAS MET THE PROGRAM PRINCIPLES AND PRIORITY AREAS:		
(Please attach additional pages as necessary.)		
OFFICE USE ONLY:		
DATE RECEIVED:	RECEIVED BY:	POSTED ONLINE: <input type="checkbox"/> YES <input type="checkbox"/> NO

Please Note: Completed Summary Reports will be posted publicly on the Regional District of Nanaimo website.

Attachment 3: Summary Evaluation Template

Appendix X: Project Title

Summary Evaluation

Proponent:

Amount Requested: \$

Summary:

Eligibility: X is an eligible organization. Eligible costs in the proposal include *Events; Plans and Studies*; and *Targeted Operating Cost*.

Priority Areas: *Employment and Skills Training;*
Arts, Culture and Media
Agriculture and Aquaculture;
Tourism and Recreation;

Evaluation Criteria:

<i>Project Viability:</i>	Yes	No/ NA
Clear and well-defined project	✓	
Strong potential for success		
Realistic goals		
Sufficient information provided		

<i>Financial and Administrative Feasibility:</i>	Yes	No/ NA
Realistic budget with clearly identified capacity to undertake work		
Evidence that the funds will be well managed		
Demonstration of other funding sources		

<i>New and Unique:</i>	Yes	No/ NA
Unique component is evident in the project – the work is not already being attempted		
The proposal does not replicate an existing event, program or project		
Support will not compete with existing businesses or generate unfair competition for small or local businesses		

<i>Economic Benefit:</i>	Yes	No/ NA
Demonstrates quantifiable economic benefits to the participating communities		
Leads to increased economic activity or employment in the participating communities		
Will attract business and investment to the Northern Communities of the RDN		

<i>Community Support:</i>	Yes	No/ NA
Well-articulated community benefit		
Demonstrates partnership with the community or other organizations		
Addresses priorities identified in the context of a community vision (Official Community Plan, Regional Growth Strategy or Board Strategic Plan)		

Project Area: PARKSVILLE QB EA 'E' EA 'F' EA 'G' EA 'H'

Attachment 4: NCED Application Summary (2012 - 2015)

2012									
SPRING									
Applicant	Project Title	Amount Requested	Amount Received	Benefiting Areas					
				E	F	G	H	Q	P
Oceanside Community Arts Council	2012 Artist Studio Guide for Parksville/ Qualicum Beach Area	\$ 5,000.00	Deferred to Fall	✓	✓	✓	✓	✓	✓
Parksville and District Chamber of Commerce	Oceanside Initiatives – Community Economic Development Assessment	\$ 9,450.00	\$ 9,450.00	✓	✓	✓	✓	✓	✓
Qualicum Beach Chamber of Commerce	Commerce Ambassador Program	\$ 14,250.00	\$ 7,500.00					✓	
Town of Qualicum Beach	Qualicum Beach Airport -Fuel Spill Containment at Aircraft Refuelling Pumps	\$ 15,000.00	\$ 15,000.00						✓
Spring 2012 Sub-total		\$ 43,700.00	\$ 31,950.00						
FALL 2012									
Mid-Island Bluegrass Society	Mid-Island Bluegrass Festival 2013	\$ 8,000.00	Denied (RDN paid for electrical upgrade out of operational budget)						
Oceanside Community Arts Council	Marketing the Arts in Oceanside	\$ 5,000.00	Denied	✓	✓	✓	✓	✓	✓
Lighthouse Country Business Association	Lighthouse Country Village Signs	\$ 5,000.00	Deferred until conclusion of PQBTA re branding				✓		
North Island Wildlife Recovery Centre	Public Picnic and Rest Area	\$ 14,112.00	Denied	✓					
Qualicum Beach Historical and Museum Society	Museum Analysis/ Feasibility Study for Proposed Expansion	\$ 8,000.00	Denied	✓	✓	✓	✓	✓	✓
Qualicum Beach Chamber of Commerce	Commerce Ambassador Program (Phase II)	\$ 6,750.00	Deferred to Spring 2013	✓	✓	✓	✓	✓	✓
Lighthouse Country Business Association	LCBA Trade Show	\$ 3,000.00	\$ 3,000.00				✓		
FALL 2012 Sub-Total		\$ 49,862.00	\$ 3,000.00						
2012 Grand Total			\$ 34,950.00						