Minutes – Executive Policy Committee – July 10, 2013

Minute No. 409
Report – Standing Policy Committee on Protection and Community Services – July 4, 2013

Item No. 2 Community Incentive Grant – Mary Jane's Cooking School Inc. (Daniel McIntyre Ward)

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendations of the Standing Policy Committee on Protection and Community Services and the City Centre Community Committee and submitted the following to Council:

1. That the following eligibility criteria for the Community Incentive Grant Program be waived in this instance, namely:

   A. Total City of Winnipeg contribution is 50% or less.

2. That a Community Incentive Grant in the amount of $1,240.00, funded from the Daniel McIntyre Ward allocation, be approved to Mary Jane's Cooking School Inc. to assist with the cost of the Urban Gardening Project, subject to the following conditions:

   A. Confirmation of other funding sources;
   B. Approval of final plans and specifications for the project by the Director of Community Services; and
   C. The applicant entering into a formal agreement with The City of Winnipeg.

3. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Pursuant to the Voting Requirements By-law No. 126/2003, any Community Incentive Grant that does not comply with the terms contained in the Community Incentive Grant Policy requires approval by two-thirds of the Members present at Council.

Minutes – Executive Policy Committee – July 10, 2013

Report – Standing Policy Committee on Protection and Community Services – July 4, 2013

DECISION MAKING HISTORY:

Moved by Councillor Fielding,

That the recommendations of the Standing Policy Committee on Protection and Community Services and the City Centre Community Committee be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On July 4, 2013, the Standing Policy Committee on Protection and Community Services concurred in the recommendation of the City Centre Community Committee and submitted the matter to the Executive Policy Committee and Council.

COMMUNITY COMMITTEE RECOMMENDATION:

On June 11, 2013, the City Centre Community Committee did not concur in the recommendation of the Winnipeg Public Service and recommended to the Standing Policy Committee on Protection and Community Services:

1. That the following eligibility criteria for the Community Incentive Grant Program be waived in this instance, namely:

    A. Total City of Winnipeg contribution is 50% or less.

2. That a Community Incentive Grant in the amount of $1,240.00, funded from the Daniel McIntyre Ward allocation, be approved to Mary Jane's Cooking School Inc. to assist with the cost of the Urban Gardening Project, subject to the following conditions:

    A. Confirmation of other funding sources;
    B. Approval of final plans and specifications for the project by the Director of Community Services; and
    C. The applicant entering into a formal agreement with The City of Winnipeg.

3. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

ADMINISTRATIVE REPORT

Title: **Community Incentive Grant –** Mary Jane's Cooking School Inc.

Critical Path: City Center Community Committee

AUTHORIZATION

Author	Department Head	CFO	CAO
R. MacKinnon	C. Wightman		

RECOMMENDATIONS

The Community Services Department recommends that the Community Incentive Grant Program (C.I.G.P.) application from Mary Jane's Cooking School Inc., for Urban Gardening Project, in the amount of $1,240.00, be denied.

REASON FOR THE REPORT

Public Service review of Community Incentive Grant proponent applications is required.

IMPLICATIONS OF THE RECOMMENDATIONS

The Community Incentive Grant Program is funded under the Annual Capital Budget.

Project Name: Urban Gardening Project
Amount Requested: $1,240.00
Total Project Cost: $1,240.00

Criteria Exceptions: Total City of Winnipeg contribution is 50% or less. The applicant is requesting funding from the City of Winnipeg for 100% of the total project costs.

HISTORY

Please refer to the attachments.

FINANCIAL IMPACT

Financial Impact Statement

Date: June 6, 2013

Project Name:

Community Incentive Grant

Mary Jane's Cooking School Inc. - Urban Gardening Project

First Year of Program **2013**

	2013	2014	2015	2016	2017
Capital					
Capital Expenditures Required	$ -	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ -	$ -	$ -	$ -	$ -
Less: Incremental Revenue/Recovery	-	-	-	-	-
Net Cost/(Benefit)	$ -	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts	-	-	-	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments:

There are no financial implications associated with this report.

"Original Signed By"

Cindy Fernandes, CMA

Manager, Finance & Administrative Services

CONSULTATION

In preparing this report there was consultation with:

- Mary Jane's Cooking School Inc.

SUBMITTED BY

Department: Community Services
Division: Community Development and Recreation Services
Prepared by: R. MacKinnon, Coordinator, Community Incentive Grant Program
Date: June 6, 2013
File No.

Attachments


Application.PDF


Evaluation.PDF


Supporting Documentation.PDF

Community Incentive Grant Program Application Form

Winnipeg This application will be photocopied; please print in ink or type.

1. Legal name of the organization	Mary Jane's Cooking School, Inc		
2. Permanent mailing address of the organization	Address: 252 Arlington St	City/Town: Wpg	Postal Code: R3G 1Y8
	Organization e-mail: Mjcooking@mymts.net	Phone: 204 775-2522	Fax: Same
3. Names of organization's representatives who will be overseeing the project	Primary Contact: Mary Jane Eason	Title: Program Coordinator	
	Business Phone: 204 775-2522	Residence Phone:	Email:
	Secondary Contact: Eveline Caners	Title: President, Mary Jane's Cooking School	
	Business Phone:	Residence Phone:	Email:
4. Year the organization was formed			Year: 1998
5. C.I.G.P. requested amount Up to 50% of the total project cost to a maximum of $225,000			$ 1,240

6. List other sources of project funding including other grants, funds on hand, and proposed fund-raising. Indicate whether or not each source of funding is confirmed.

Note: no other City funds may be used towards the applicant's 50% share of the project cost.

Source	Amount	Confirmed
1.	$ 0	☐ Yes ☐ No
2.	$	☐ Yes ☐ No
3.	$	☐ Yes ☐ No
4.	$	☐ Yes ☐ No
5.	$	☐ Yes ☐ No
6.	$	☐ Yes ☐ No

7. Total project cost Project costs should be supported by at least two contractor quotes or estimates. Enter the costs provided by the preferred contractor.	$ 1,240
8. Has this project received prior funding through the Community Incentive Grant Program?	☐ Yes ☒ No

9. Project name Assign your project an accurate, descriptive name to be used in all correspondence.

Urban Gardening Project

10. Project Site Address Provide a complete, accurate indication of exactly where the project is planned. A site plan is helpful. Backyard of Mary Jane's Cooking School	Property owned by: Mary Jane Eason
11. Anticipated Start & End Dates Start Date: May 15, 2013	End Date: June 30, 2013

12. Detailed Project Description: Attached on separate sheets or use the space on back of this form. Provide a detailed description of the project which addresses the selection criteria. Please include a description of the project objectives and how the project will accomplish those objectives, a detailed scope of work and, if possible, preliminary project plans or drawings.

APPLICANT SIGNATURES I/We hereby certify that I/we am/are the **authorized signing officer(s)** of the applying organization and this application is accurate to the best of my/our knowledge.

Signature of authorized signing officer	Title/Position	Date
[signature]	Treasurer	
Signature of authorized signing officer	Title/Position	Date
[signature]	Past President	Jan 2/2013

Winnipeg

COMMUNITY INCENTIVE GRANT PROGRAM
APPLICATION EVALUATION

Applicant: Mary Jane's Cooking School Inc.

Project Description: Urban Gardening Project

Date of Application: June 5, 2013

Total Project Cost: $1,240.00

Grant Requested: $1,240.00

Maximum Allowed: $620.00

% of Total Project Cost: 100.0 %

	Meets Program Eligibility and Selection Criteria	Yes	No
1	Organization is a non-profit community organization that contributes to the health and well being of the community.	X	
2	The project is a capital improvement or the purchase of a capital asset that will be retained for more than 1 year.	X	
3	The project is available for public use or will enhance public use of the space or facility.	X	
4	Projects must be initiated and substantially completed within two (2) years of award.	X	
5	Total City of Winnipeg contribution is 50% or less.		X

Criteria Exceptions:

The applicant is requesting financial support from the City of Winnipeg for 100% of the total project cost.

Department Financial Implications:

Departmental Recommendations:

That this application be denied.

Prepared By: Community Services Department

Date: **June 5, 2013**

Application Evaluation Revised September 18, 2012

Detailed Project Description

Urban Gardening Project

(A Sustainable Garden Project and Teaching Tool)

The project will be used as a teaching tool to address healthy eating, food security and environmental responsibility through the following objectives:

Objectives

1. To complement the classes in nutritional home cooking by providing vegetables, greens and herbs that can be used in the classes

2. To teach food preservation methods such as drying, freezing and canning using produce from the garden beds.

3. To encourage backyard gardening as a way of enhancing the diet and lowering the food budget.-

4. To educate participants about "growing the soil" through composting using food scraps and garden and plant wastes that can be turned into soil.

5. To promote water conservation through the collection of water in rain barrels and gardening techniques such as mulching, using wood chips and permaculture that conserve water

Educational Benefits:

1. Healthy Eating:

Participants can get an understanding about what kinds of plants can be grown, how they can be used in seasonal dishes and how herbs can be used to provide flavour. Participants will also have the opportunity to learn about the harvesting of vegetables and preservation through drying, freezing or canning.

2.**Environmental Benefits:**

Participants will also have the opportunity to learn the basics of composting and its importance to soil. Organic food wastes will be put into the compost after each class. An understanding of soil as also being grown through the use of composted materials and compost tea illustrates the connections between soil and nutrients and the production of healthy food.

The project will:

- Conserve water
- Renew and rebuild the garden soil by returning organic material such as food wastes, leaves and grass clippings to the soil
- Prevent organic material from going into the landfill where it produces green house gases
- Avoid the use of pesticides and chemical fertilizers by using organic material.
- Encourage diversity through the presence of beneficial insects and birds that are attracted to natural non –toxic environments.

Food Security:

The project will promote food security by teaching participants the basics of gardening and maintaining a healthy soil. Participants will be encouraged to engage in gardening projects to increase their supply of healthy organically grown food.

Selection Criteria

Mary Jane's Cooking School, a non for profit organization with charitable status offers classes in nutritional home cooking. We are located in a duplex at 252 Arlington Street which has a space at the back for gardening. We would like to develop this space to provide an area in which vegetables, greens and herbs can be grown in raised beds for use in our classes and as a teaching tool to complement the classes. This is a one-time request for a grant to cover the capitol expenses for the garden project which will be self-sustaining and maintained by staff and volunteers for years to come.

The project would include:

- Two 4x8 ft raised beds with soil
- Double Compost Bin
- Two rain barrels
- Bedding plants and/or seeds

The raised beds would contain vegetables, greens and herbs.
The compost bin would be built from untreated used lumber.
The rain barrels would be installed under a drain pipe and would require an attachment to the drain pipe at the back and front of the building.

Features of the Project:

- The garden will have vegetables, herbs and greens that can be incorporated into the classes
- The garden will utilize non chemical methods of fertilizing, using composted material, mulch and compost tea. The project will promote an awareness of the importance of organically grown food.

- Collected rainwater conserves our city water, and is most suitable for plants which do not like cold chlorinated tap water.

Budget:

Raised beds 2 (4'x 8' x 12'), soil and wood chips	300.00
Bedding plants and seeds and plant installation	215.00
Double Compost Bin	250.00
Rain Barrels	175.00
Landscaping adjustments	150.00*
Total Cost	$1240.00

* additional expenses relating to the installation of the rain barrels and some landscaping expenses related to the raised beds.

To: Mary Jane's Cooking School

252 Arlington ST
Winnipeg, MB

Salesperson	Job	Payment Terms	Due Date
Mark	Beds & Bins		

Qty	Description	Unit Price	Line Total
1.00	Double Compost Bin	$250.00	$250.00
2.00	4'x8' Bed	400.00	800.00
1.00	Plants & Seeds for both Beds	150.00	150.00
1.00	Plant Installation	65.00	65.00
1.00	Consultation	50.00	50.00

Subtotal	$1,315.00
Sales Tax	
Total	**$1,315.00**

Make all checks payable to [Urban Eatin' Gardeners Worker Co-op]
Thank you for your business!

34 Knappen Ave Wpg MB, R3G 0Y5

Rainbarrels Home Depot 3 models

$98
$159
$119

Can. Tire start at $70 + up

June 3, 2013

Community Incentive Grant Program
Community Services Department
8th floor, 395 Main Street
Winnipeg, Manitoba
R3B 3N8

To Whom It May Concern:

Thank you for the opportunity to apply for a Community Incentive Grant. Please find enclosed

- an application form for a Community Incentive Grant
- a description of the Urban Gardening Project
- a detailed budget
- price quote

Should you have any questions please contact: Mary Jane Eason at 204 775-2522 or Eveline Caners at 204 269-6816. Thank you.

Sincerely,

Mary Jane Eason

Mary Jane Eason
Program Coordinator/Community Nutritionist
Mary Jane's Cooking School, Inc.
252 Arlington Street, Winnipeg
Tel: 204 775-2522
www.maryjanescookingschool.org