



February 21, 2020

TO: Park Board Chair and Commissioners
FROM: General Manager – Vancouver Board of Parks and Recreation
SUBJECT: Neighborhood Matching Fund - Policy & Terms of Reference

RECOMMENDATION

- A. THAT the Vancouver Park Board approve the updated Neighbourhood Matching Fund Policy, as outlined in this report and attached as Appendix A;
 - B. THAT the Vancouver Park Board approve the updated Neighbourhood Matching Fund Advisory Committee Terms of Reference, as outlined in this report and attached as Appendix B;
- AND FURTHER THAT the Vancouver Park Board approve adjusting the terms of the current NMF Advisory Committee members, as outlined in this report, to align with the updated Terms of Reference proposed above; and
- C. THAT the Vancouver Park Board receive the updated Neighbourhood Matching Fund Procedures for information, as outlined in this report and attached as Appendix C.

REPORT SUMMARY

The Neighbourhood Matching Fund (NMF) facilitates community cultural development and the stewardship of park land and public spaces in Vancouver. The current NMF Policies and Procedures and the NMF Advisory Committee Terms of Reference require updating to reflect changes in scope, clarify commitments, and create alignment with the new guiding policies and strategies approved by the Board.

The proposed NMF Policy (Appendix A) confirms the purpose of the Neighbourhood Matching Fund, along with clarifying project eligibility and funding criteria. The updated NMF Advisory Committee Terms of Reference (Appendix B) outlines the role and mandate of Committee, and the NMF Procedures (Appendix C) provides information on the application and selection process. Together, these refreshed documents reflect current NMF practices and will help guide and support this valuable community engagement program moving forward.

POLICY / PREVIOUS DECISIONS

[Neighborhood Matching Fund Policy & Procedures](#) (1993): Outlines the eligibility criteria and application process.

[Park Board Arts Policy](#) (2003): Recognizes the arts as an essential element in a vital, creative, and balanced city.

[Neighborhood Matching Fund Advisory Committee Terms of Reference](#) (2015): Outlines the composition, role, and responsibilities of the Committee.

[Local Food Action Plan](#) (2013): Provides an action-focussed, feasible, and creative plan to guide the sustainable local food movement in Vancouver.

[Rewilding Vancouver](#) (2014): Improves and enhances experiences of nature, and to increase understanding and awareness of nature in the city.

[Biodiversity Strategy](#) (2016): Increases the amount and quality of Vancouver's natural areas to support biodiversity and access to nature.

On July 23, 2018, the Park Board approved the first two reports of [VanPlay](#), Parks & Recreation Services Master Plan: [Inventory and Analysis](#) & [10 Goals to Shape the Next 25 Years](#). The Neighbourhood Matching Fund supports the following VanPlay goals:

- Goal 1: Grow and renew parks, community centres and recreation assets to keep pace with population growth and evolving needs;
- Goal 4: Focus on core responsibilities of the park board, and be a supportive ally to partners;
- Goal 6: Create a green network that will connect our parks, waterfront and recreation areas; and
- Goal 7: Restore Vancouver's wild spaces and vital biodiversity;
- Goal 8: Foster a system of parks and recreations spaces that are safe and welcoming to all;
- Goal 9: Seek truth as a foundation for reconciliation with Musqueam, Squamish, Tsleil-Waututh Nations.

On October 9, 2019, the Park Board approved the final two reports of [VanPlay](#), Parks & Recreation Services Master Plan: [Strategic Bold Moves](#) & [The Playbook, Implementation Plan](#). The [Strategic Bold Moves](#) presents tools to create a more connected and equitable future for parks and recreation amenities.

BACKGROUND

The objective of the Neighbourhood Matching Fund is to facilitate community cultural development in Vancouver neighbourhoods and foster community stewardship of park land and other public spaces. The NMF supports a variety of community initiated projects that enhance parks and other public land and facilities with lasting projects that reflect the unique character of the community.

The NMF is not a grant as the Vancouver Charter does not permit the Park Board to issue grants. Community groups are awarded funds for project expenses based on a match of volunteer labour, in-kind donations and other cash support. Applications are adjudicated twice annually by the NMF Advisory Committee, which is comprised of eight community members who represent Vancouver's diverse neighbourhoods. An appointed Park Board Commissioner liaison also sits on the Committee as a non-voting member. In addition to adjudicating proposed projects, the Committee makes recommendations to staff about the NMF program and reviews completed projects on an annual basis.

Park Board staff act as resources to community groups seeking information before and during their project development, and facilitate community interactions with other Park Board staff as projects are realized. Park Board Planning staff manage financial administration of the program.

Historically, the NMF focussed on supporting arts & culture projects and was funded through successive Capital Plans (1993-2017) with an annual budget of \$50,000. In 2018, in order to expand the scope of the program to support environmental stewardship and local food initiatives, an additional \$50,000 was made available from the capital budget to support the NMF. While the focus of the NMF remains on creating unique, creative projects that reflect their neighbourhoods and foster community development, this additional funding allowed the Park Board to support a broader range of community projects, such as Indigenous plant demonstration gardens and permaculture plantings.

DISCUSSION

On April 1, 2019, the Board received a presentation of the Neighbourhood Matching Fund projects approved in 2018. To support the continued success of this valuable community program, the report noted that staff were reviewing the NMF Policy & Procedures, as well as the Terms of Reference for the Advisory Committee, and that recommendations would be brought forward for the Board's consideration. This review has been completed and the proposed updates are outlined below.

Neighbourhood Matching Fund - Policy

The [Neighbourhood Matching Fund Policy & Procedures](#) have not been updated since first being approved by the Board in 1993, and so they do not reflect how the program and process has evolved over the years. In addition to updating the format and language to align with current practices, and separating the operational procedures from the policy document, some of the key changes reflected in the proposed new policy (see Appendix A) include:

- expanding the scope to support environmental stewardship and local food initiatives;
- referencing the policies, plans & strategies that should inform NMF projects;
- clarifying eligibility, budget, and funding criteria;
- identifying the need for an ongoing project maintenance strategy; and
- recognizing the value of volunteer hours based on the living wage for Vancouver.

Neighbourhood Matching Fund Advisory Committee - Terms of Reference

The [Terms of Reference for the Neighbourhood Matching Fund Advisory Committee](#) were first approved in 1995, with some minor revisions made in 2015. As outlined in the current terms of reference, the NMF Committee is comprised of eight community representatives that are appointed by the Board for four year terms to assist with sharing information about the program, adjudicating applications for funding, ensuring the appropriate reviews are undertaken, and making recommendations to the Board. To provide continuity over the years, the practice has been to stagger the terms of the committee members to ensure some overlap of experience.

To bring the terms of reference in line with current best practices around governance and accountability, staff are proposing revisions that clarify the mandate, role, and responsibilities of the NMF Advisory Committee (see Appendix B).

In addition to overall re-organization and language updates, some of the key proposed changes include:

1. Clarifying the authority, composition, and reporting requirements of the Committee;
2. Aligning the Committee term with the elected Park Board term;
3. Including a provision for the interim replacement of Committee members unable to complete their terms.

As noted above, staff are recommending that the committee and member terms be set to align with the term of the elected Park Board. This change builds in a regular opportunity for each elected Board to review the NMF program’s scope and framework to ensure alignment with current priorities and goals. It would also require the Board to establish the committee and appoint its members each term, which is the standard practice followed for other City of Vancouver advisory committees.

As shown in Table 1 below, there are currently six (6) active advisory committee members, one (1) member with a term that expired in fall 2019, and one (1) vacant seat due a member resigning early.

NMF Committee Member	Appointed Term	Proposed Adjustment
Sita Kumar (term ended)	Fall 2015 – 2019	extend term 2 years
Elaine Low	Spring 2017 - 2021	extend term 1 year
VACANT (resigned early)	Fall 2017 - 2021	appoint new member for 2 year term
Susan Faehndrich-Findlay	Fall 2017 - 2021	extend term 1 year
Cyndy Chwelos	Fall 2018 - 2022	no change
Shareen Chin	Fall 2018 - 2022	no change
Julia Gellman	Fall 2018 - 2022	no change
Lori Snyder	Spring 2019 – 2023	shorten term 1 year

Table 1: NMF Advisory Committee Members – Appointed Terms

To align the current committee member terms with the elected Park Board’s term, staff are proposing that the terms of all members be adjusted to end following the fall 2022 project intake and adjudication process (including the member whose term expired in fall 2019), and that a new member be appointed to fill the vacant position in time for the spring 2020 project intake.

Neighbourhood Matching Fund - Procedures

In recognition that the NMF Procedures and Application Processes are operational functions that need to be regularly updated to reflect process, policy, and technology updates, staff are recommending that this information be officially separated from the NMF Policy document.

The proposed new NMF Procedures (see Appendix C) have been updated to summarize the application and approval process, and to align with the changes proposed for the NMF Policy and NMF Advisory Committee Terms of Reference. The NMF Procedures will be finalized once the Board has approved those other two governing documents. Staff have already been using an updated more user-friendly version of the [NMF Application Guidelines](#) that is posted on the program webpage. This document will also be reviewed and updated if needed in order to align with the new policy and procedures once approved.

NEXT STEPS

Staff will soon be accepting applications for the spring project intake period, with a closing deadline of April 30, 2020. To ensure the current vacancy on NMF Advisory Committee is filled in time for project review and adjudication, staff will bring member recommendations for Board approval in March. Subject to the Board's approval of the proposed policy and terms of reference documents, staff will finalize the related procedures document and review the application guidelines to ensure alignment. An update on the 2019 NMF projects will be provided to the Board later this year.

CONCLUSION

For over 25 years, the Park Board has supported [256 projects](#) in Vancouver neighbourhoods through the Neighbourhood Matching Fund, including weaving projects, Indigenous plant demonstration gardens, pollinator plantings and apiaries, digital storytelling and murals. Project reports and photo documentation demonstrate the success of the program in bringing together diverse members of communities as they collaborate on projects that celebrate the local character of Vancouver neighbourhoods.

To support the continued success of this valuable community engagement program, staff recommend the Board approve the policy updates proposed in this report.

General Manager's Office
Vancouver Board of Parks and Recreation
Vancouver, BC

Prepared by:
Marie Lopes - Recreation Coordinator, Arts, Culture & Engagement

/ml/sj/jk/clc



VANCOUVER PARK BOARD POLICIES AND PROCEDURES

TITLE: Neighbourhood Matching Fund - Policy (PROPOSED)	
CATEGORY: Park Board	POLICY NUMBER:

PURPOSE

The Neighbourhood Matching Fund (NMF) program supports community initiated projects that enhance parks and other public land and facilities, and reflect the unique character of the community. The objective of the NMF is to facilitate community cultural development in neighbourhoods and foster community stewardship of park land and other public spaces.

DEFINITIONS

Lasting Contribution: Projects must be available/ accessible to be shared by the community for a minimum of 2 years.

Not-for-Profit: the NMF definition aligns with the Canadian Revenue Agency as follows, and as modified from time to time:

A not-for-profit (NPO), as described in paragraph 149(1)(l) of the Income Tax Act, is a club, society, or association that is not a charity and that is organized and operated solely for:

- social welfare;
- civic improvement;
- pleasure or recreation; and
- any other purpose except profit.

To be considered an NPO, no part of the income of such an organization can be payable to or available for the personal benefit of any proprietor, member, or shareholder, unless the proprietor, member, or shareholder is a club, society, or association whose primary purpose and function is to promote amateur athletics in Canada.

An NPO is exempt from tax under Part I of the Act on all or part of its taxable income for a fiscal period if it meets all of the above requirements for that period.

POLICY STATEMENTS

The NMF program was established to:

- facilitate community development;
- create community connections;
- support community in the expression of the local character of their neighbourhoods; and
- encourage community stewardship of park land and public spaces.

NMF projects are to engage the community engagement and involve the creation of innovative, lasting contributions that provide continued community use, enjoyment, and that express something unique about that community. Projects will focus on arts & culture, local food, environmental stewardship, or a combination of all three.

The Neighbourhood Matching Fund is not a grant program. Applicants must demonstrate

support for the project through a match of volunteer labour, in-kind donations and/or other cash support, and include a maintenance plan and operating budget.

The NMF is overseen by the Neighbourhood Matching Fund Advisory Committee. The Advisory Committee, which is governed by a Terms of Reference approved by the Park Board, plays a critical role in fulfilling the mandate of the NMF. Park Board staff provide operational and technical support for the realization of projects recommended for funding by the Committee.

PROGRAM SCOPE

The NMF supports projects intended to provide a lasting contribution to a community through community development and connections. Priority consideration is given to projects that meet the following criteria:

- fulfills a neighbourhood need (physical, social, environmental, etc.);
- shows how the community is taking leadership to address neighbourhood interests and/or concerns;
- demonstrates broad community support and includes a detailed public communication and/or engagement plan;
- sponsor organization, project lead(s), partner(s), and/or artist(s) demonstrate experience and/or capacity to undertake the proposed project;
- encourages community participation in all areas (planning, designing, hands-on creation of physical elements, etc.);
- recognizes and includes diverse members of the community including those with barriers to participation;
- provides opportunities for meaningful dialogue and new understanding among neighbours;
- creatively enhances public space or expands green space;
- expresses something unique about the neighbourhood;
- incorporates a reasonable and well thought out delivery schedule; and
- includes ongoing capacity and a clear strategy for maintaining physical enhancements.

ELIGIBILITY

Projects eligible for consideration by the NMF for financial support, must meet the following requirements:

- be developed by community members who are actively involved in the planning and creation stages of the project;
- have a sponsoring not-for-profit organization (informal neighbourhood-based groups may apply in partnership with a registered not-for-profit organization);
- be located on land stewarded by the Park Board or another public land trustee within Vancouver's city limits (City of Vancouver Engineering, Vancouver Public Library, Vancouver School Board); Park Board staff can assist with obtaining permits and other permissions;

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- comply with City of Vancouver, Vancouver Park Board, and Vancouver School Board policies;
 - be completed within 2 years; and
 - provide a Lasting contribution to the community.

Schools and parent committees must apply in partnership with a non-profit organization based outside of the school and are only eligible for greening projects that take place outside of school hours and engage neighbours who are not already involved with the school.

Projects not eligible for this fund are:

- equipment provided as part of the Vancouver Park Board's regular operations, such as playgrounds, park benches, and other manufactured items;
- new community gardens -- only creative garden projects will be eligible for funding, e.g. pollinator plantings and medicine wheel herb gardens; and
- celebrations, parades, performances and workshops; these activities may be elements of a larger, lasting project but cannot be the exclusive focus.

Eligible Project Examples

To provide examples of the types of projects eligible for funding, following is a list of projects previously supported by the NMF:

- community parklet built from reclaimed lumber and planted with local permaculture plantings at Mount Pleasant Neighbourhood House;
- community mural at Marpole Library with Joy Kogawa House Society;
- living, woven fence surrounding a community garden space at the West Point Grey Community Centre;
- Indigenous education garden in Strathcona Park with the Indigenous Food Sovereignty Group.

BUDGET & FUNDING CONSIDERATIONS

The NMF is funded through the Parks and Recreation Capital Plan. The amount of this funding may vary from plan to plan, however best efforts will be made to ensure funding levels remain consistent. A capital project budget is approved by the Park Board annually, which establishes the amount of funding available in each specific year to support NMF projects.

Any funds provided through the NMF must comply with following conditions:

- a maximum of \$10,000 may be provided to individual projects;
- if applicant has secured other City of Vancouver funding, the combined maximum amount of total City and Park Board funding is \$10,000;
- NMF matches community contributions of volunteer labour, in-kind supplies and services donated and/or other funds raised;
- volunteer labour hours are to be valued based on the effective living wage for Vancouver applicable at the time (source: www.livingwageforfamilies.ca);

- matching funds will not be granted for resources already expended;
- once the applicant has submitted a signed NMF agreement and supporting documents including proof of insurance and a valid business licence, funding will be provided in two payments of up to \$5000 each upon receipt of an invoice; and
- approval of fund disbursements will follow PB expenditure approval authority.

REPORTING

Upon project completion, successful applicants are required to provide a comprehensive final report that includes budget reconciliation supported by receipts, and an accounting of volunteer, participant, and audience hours in support of the project.

On behalf of the Advisory Committee, Park Board staff will provide an annual update to the Board outlining the projects supported by the NMF in the most recently completed fiscal year.

RELATED POLICIES

[Park Board Arts Policy](#)

[Local Food Action Plan](#)

[Rewilding Vancouver](#)

[Biodiversity Strategy](#)

[VanPlay - Parks & Recreation Services Master Plan](#)

Neighborhood Matching Fund - Advisory Committee Terms of Reference (pending approval)

Neighborhood Matching Fund - Procedures (pending approval)

APPROVAL HISTORY

Version 1	APPROVED BY: Vancouver Park Board	DATE: Nov 1993
Version 2	APPROVED BY: Vancouver Park Board	DATE: <i>pending</i>

Prepared by: Arts, Culture & Engagement, Parks and Recreation



VANCOUVER PARK BOARD POLICIES AND PROCEDURES

TITLE: Neighbourhood Matching Fund - Advisory Committee Terms of Reference (PROPOSED)	
CATEGORY: Park Board	POLICY NUMBER:

OVERVIEW

The Neighbourhood Matching Fund (NMF) program supports community initiated projects that enhance parks and other public land and facilities, and reflect the unique character of the community. The objective of the NMF is to facilitate community cultural development in neighbourhoods and foster community stewardship of park land and other public spaces.

The NMF is not a grant program. Applicants must demonstrate support for the project through a match of volunteer labour, in-kind donations and/or other cash support, and include a maintenance plan and operating budget.

AUTHORITY

The Neighbourhood Matching Fund Advisory Committee is established by resolution of the Vancouver Board of Parks and Recreation.

MANDATE

As per the criteria, conditions and processes outlined in the related policies and procedures, the Neighbourhood Matching Fund Advisory Committee:

- participates in the semi-annual adjudication of NMF applications;
- approves projects to be awarded financial support;
- ensures technical reviews have been completed by appropriate staff;
- ensures conceptual approval from appropriate staff is in place before funding decisions are confirmed;
- reviews completed projects on an annual basis;
- recommends changes as needed to approved NMF policies; and
- engages with the community to share information about the NMF program.

MEMBERSHIP COMPOSITION & TERMS

Member Criteria

Nominations for NMF Advisory Committee members are sought from community agencies, community associations and other neighbourhood-based organizations. To be appointed to the Advisory Committee, members must meet the following essential criteria:

- be residents of Vancouver;
- have experience with community-engaged project work (in arts, culture, local food or environmental stewardship);
- have experience working with community organizations;

- are passionate about and demonstrate commitment to community-driven projects; and
- as a group, represent:
 - the many different neighbourhoods/areas of Vancouver; and
 - the diverse communities and age groups within Vancouver.

Composition

- 8 community representatives;
- 1 non-voting Park Board Commissioner liaison; and
- non-voting staff liaisons (as needed).

Term Length

- community representatives are appointed by the Park Board for terms not to exceed the term of the committee (aligned with term of elected Board);
- member terms will align with the bi-annual project intake periods (spring & fall);
- community representatives may serve no more than two consecutive terms.

In the event that a member leaves the committee prior to completion of their appointed term, staff may select a suitable candidate to fill the vacancy on an interim basis to ensure the project intake and adjudication process is not unduly delayed, until a new member can be appointed by the Board.

REMUNERATION

NMF Advisory Committee Members shall serve without remuneration.

MEETING & ADMINISTRATIVE PROCEDURES

- The Committee meets twice annually, aligned with the spring and fall project intake periods;
- A Committee Chair is selected on an annual basis by consensus or by majority vote; the Chair speaks for the Committee and signs correspondence on behalf of the Committee;
- A quorum shall consist of four (4) members present; when deemed necessary, absent committee members may be polled for their vote following the meeting; and
- The Committee will determine its own administrative procedures within the framework of the NMF policy.

Park Board staff will:

- bring recommendations to the Park Board regarding member appointments and provide program updates;
- review applications for eligibility and for technical concerns prior to submitting them to the Committee for adjudication;
- provide information to the Committee as needed;

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- where appropriate and required, provide administrative and other support to the Committee including, but not limited to, developing meeting agendas and facilitating meetings;
 - assist with the widest possible dissemination of information about the program, providing translation where appropriate;
 - process payment of invoices for approved projects; and
 - maintain an ongoing archive of Committee decisions and projects.

REPORTING & ACCOUNTABILITY

The Advisory Committee will review completed projects on an annual basis. On behalf of the Committee, Park Board staff will provide an annual update to the Board outlining the projects supported by the NMF in the most recently completed fiscal year.

RELATED POLICIES

[Park Board Arts Policy](#)

[Code of Conduct Policy](#)

[Local Food Action Plan](#)

[Rewilding Vancouver](#)

[Biodiversity Strategy](#)

[VanPlay - Parks & Recreation Services Master Plan](#)

Neighborhood Matching Fund - Policy (pending approval)

Neighborhood Matching Fund - Procedures (pending approval)

APPROVAL HISTORY

Version 1	APPROVED BY: Vancouver Park Board	DATE: Mar 1995
Version 2	APPROVED BY: Vancouver Park Board	DATE: <i>pending</i>

Prepared by: Arts, Culture & Engagement, Parks and Recreation



TITLE: Neighbourhood Matching Fund – Procedures (PROPOSED)	
CATEGORY: Administrative	PROCEDURE NUMBER:

OVERVIEW

The Neighbourhood Matching Fund (NMF) program supports community initiated projects that enhance parks and other public land and facilities, and reflect the unique character of the community. The objective of the NMF is to facilitate community cultural development in neighbourhoods and foster community stewardship of park land and other public spaces.

The NMF is not a grant program. Applicants must demonstrate support for the project through a match of volunteer labour, in-kind donations and/or other cash support, and include a maintenance plan and operating budget.

PROJECT INTAKE & APPROVAL PROCESS

Application Intake Process

There are two project intake periods each year that occur in the spring and fall. Potential applicants are required to submit a pre-application to Park Board staff to determine project and location feasibility and provide comments to applicants that need to be addressed in their full application. If approved to proceed to the next step, applicants must then submit a full application, following the [application guidelines](#) posted on the program webpage, for review by the NMF Advisory Committee.

Review & Approval Process

Park Board staff review full applications for eligibility and technical concerns prior to submitting to the NMF Advisory Committee for consideration. Projects are reviewed by the Committee using the following criteria:

- project fulfills a neighbourhood need (physical, social, environmental, etc.);
- project shows how the community is taking leadership to address neighbourhood interests and/or concerns;
- project demonstrates broad community support and includes a detailed public communication/engagement plan;
- sponsor organization, project lead(s), partner(s), and/or artist(s) demonstrate(s) experience and/or capacity to undertake the proposed project;
- project encourages community participation in all areas (planning, designing, hands-on creation of physical elements, etc);
- project recognizes and includes diverse members of the community including those with barriers to participation;
- proposed activities provide opportunities for meaningful dialogue and new understanding among neighbours;
- project creatively enhances public space or expands green space;
- project expresses something unique about the neighbourhood;

- project schedule is reasonable and well thought out; and
- there is ongoing capacity and a clear strategy to maintain any resulting physical legacies.

The Committee adjudicates applications and approves project funding twice per year. Park Board staff and the Park Board Commissioner liaison may attend meetings, but do not participate in the voting process. Applicants will be notified as to the success of their applications typically within 8 weeks of the application deadline.

The Committee reserves the right to award conditional approvals for proposals that require additional information, permissions and/or documented community support. The applicant may be required to lead a community consultation process (supported by Park Board staff) before proceeding with their proposed project.

Budget & Funding

The total number of projects supported through the NMF is limited by the funding approved as part of the Parks and Recreation Capital Plan. As outlined in the NMF Policy, \$10,000 is the maximum amount of funding for any individual project, which includes any other City of Vancouver funding the applicant may have received. The NMF matches community contributions of volunteer labour, in-kind supplies and services donated and/or other funds raised, but will not cover resources already expended. Applicants must submit a signed agreement with the required supporting documents before any funding can be provided.

Accountability & Reporting

Projects are monitored by staff through to completion with bi-annual check-ins and problem-solving support on an as-needed basis. Upon project completion, successful applicants are required to provide a comprehensive final report that includes budget reconciliation supported by receipts and an accounting of volunteer, participant and audience hours in support of the project.

RELATED POLICIES

[Park Board Arts Policy](#) (2003)

[Local Food Action Plan](#) (2013)

[Rewilding Vancouver](#) (2014)

[Biodiversity Strategy](#) (2016)

[VanPlay - Parks & Recreation Services Master Plan](#) (2018 & 2019)

Neighborhood Matching Fund Policy (2020 pending approval)

Neighborhood Matching Fund Advisory Committee Terms of Reference (2020 pending approval)

APPROVAL HISTORY

Version 1	APPROVED BY: Vancouver Park Board	DATE: Nov 1993
Version 2	APPROVED BY: Park Board General Manager	DATE: <i>pending</i>

Prepared by: Arts, Culture & Engagement, Parks and Recreation