



REGIONAL SERVICES COMMITTEE SPECIAL AGENDA

Wednesday, March 14, 2018

3:00 PM - BOARD ROOM

1. **APPROVAL OF AGENDA**

2. **PUBLIC INPUT PERIOD**

The purpose of the Public Input Period is to provide the public with an opportunity to comment on an agenda item before the Board / Committee / Commission considers the item. The Public Input Period Procedure Policy provides for the public input period to proceed in a timely fashion. Public Input Period items cannot include matters which are, or have been, the subject of a Public Hearing.

3. **DELEGATIONS**

4. **CORRESPONDENCE**

5. **INFORMATION**

6. **REPORTS**

R1. Report by the General Manager, Corporate Services Re: 2018 Regional Grant-in-Aid Applications

Recommendation For Direction

7. **UNFINISHED BUSINESS**

8. **NEW BUSINESS**

9. **QUESTION PERIOD**

Questions shall be addressed to the Chair and must be truly questions and not statements of opinions. Questioners are not permitted to make a speech.

10. **CLOSED SESSION**

Motion that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

11. **ADJOURNMENT**



STAFF REPORT TO COMMITTEE

DATE OF REPORT March 7, 2018
MEETING TYPE & DATE Regional Services Committee Meeting of March 14, 2018
FROM: General Manager
Corporate Services Department
SUBJECT: 2018 Regional Grant-in-Aid Applications
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to provide the Committee with the eligible 2018 Regional Grant-in-Aid Applications that were submitted by January 31, 2018.

RECOMMENDED RESOLUTION

For direction.

BACKGROUND

The Cowichan Valley Regional District has a newly adopted Regional Grant-in-Aid Policy that includes an online application with a 2018 deadline date of January 31 (see attachment A). The Board has adopted its 2018 Five Year Financial Plan bylaw that includes a Regional Grant-in-Aid amount of \$150,000.

The Grant-in-Aid applications have been distributed early to allow the Board members an opportunity to spend some time reviewing the applications and evaluating them based on the new policies criteria, a matrix with the criteria was also included in that package. For your convenience the new policy, the historical distribution and the applications themselves are attached to this meeting.

ANALYSIS

Based on the Boards new policy, during the entire month of January the CVRD advertised (for the first time) that a Regional Grant-in-Aid program was open for organizations that were eligible, and met the criteria, with a closing date of January 31, 2018. Staff reviewed all applications for eligibility and are now forwarding those that met the eligibility criteria. The new policy requires the Regional Services Committee to evaluate the applications based on the policies five criteria:

- new, incremental initiatives;
- community need;
- geographical scope;
- community development; and
- cost effectiveness.

FINANCIAL CONSIDERATIONS

Total grant funds in function 100 (General Government) is \$150,000 and the 2018 grant applications that are eligible total \$407,436.

COMMUNICATION CONSIDERATIONS

Letters will be sent to all applicants informing them if they were successful or not. Successful applicants will also be informed that they are required to submit a final report detailing how the funds were used and how the community benefited and any outcomes if applicable.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

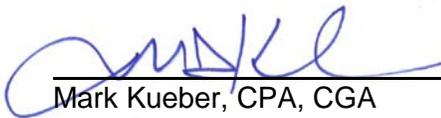
The giving of Grants-in-Aid is not included in the Corporate Strategic Plan.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

Reviewed by:



Mark Kueber, CPA, CGA
General Manager

Not Applicable
Not Applicable

Not Applicable
Not Applicable

ATTACHMENTS:

- Attachment A – Regional Grants-in-Aid Policy
- Attachment B – Regional Grants-in-Aid History
- Attachment C – 2018 Applications



REGIONAL GRANT-IN-AID POLICY

Applicability: All CVRD

Effective Date: November 29, 2017

PURPOSE:

To provide guidelines and structure for the evaluation, award and communicating of regional grants-in-aid.

POLICY:

Authority

Section 263(1)(c) of the *Local Government Act* gives authority for local governments to provide assistance for the purpose of benefiting the community or any aspect of the community.

Regional Grant-in-Aid Purpose

To invest in community led projects and programs that fall outside regular service functions and are important for building a vibrant, resilient and liveable region.

Principles

The following principles should guide applications for, and issuance of regional grants-in-aid:

1. Benefits should be regional in scope. Grants should support projects or initiatives that serve or benefit residents throughout the regional district or in multiple electoral areas and municipalities.
2. The issuance of grants should be transparent in terms of awareness of, and access to the program.
3. Recipients of grants must be accountable for the use of funds in accordance with their application.
4. Grants should support and encourage innovation in the delivery of services or benefits.
5. Applicants should demonstrate their intent to become self-sustainable, in the absence of CVRD grants, in future years.
6. Grants should allow the Board to be flexible and responsive to emerging needs or unique opportunities.

Eligibility

1. Only non-profit registered societies are eligible for grants.
2. No grants will be provided to individuals or private business.
3. The applicant will not give grants to individuals, families or businesses.
4. The organization will not receive taxes or requisition funds from local governments on an

annual basis.

5. Project types may include special events (one time or recurring), the establishment of new or enhanced programs and services, or capital projects for public-use facilities.

Financial

1. The annual regional grant-in-aid budget is limited to \$150,000.
2. Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Application process

1. An open call for applications will be advertised.
2. Applications must be submitted on electronic forms (paper forms for 2018).
3. There will be an application deadline of November 30 (January 31 in 2018). Late applications will not be considered
4. Multi-year projects (up to 3 years) will submit a project renewal request annually by November 30 (January 31 in 2018) that includes an interim progress report.
5. The CVRD will redirect grant-in-aid applicants/applications that are not regional in nature to the more appropriate jurisdiction for consideration.

Approval Process

1. The Assistant Manager, Finance will review all applications for eligibility.
2. Eligible applications will be forwarded to the Regional Services Committee (RSC) for evaluation using the following criteria:
 - a. New, Incremental Initiatives;
 - b. Community Need;
 - c. Geographic Scope;
 - d. Community Development; and
 - e. Cost Effectiveness.
3. The RSC will forward recommended applications to the CVRD Board for approval.
4. Presentations will be made by applicants at the Board's discretion.

Communication

1. The Assistant Manager, Finance will advise successful applicants of their grant amount.
2. Grants will be released upon adoption of the annual budget.
3. Successful applicants will be required to submit a report by February 28 which includes

the following:

- a.** Annual financial statements; and
- b.** Report on:
 - i. How the funds were spent;
 - ii. Achievements; and
 - iii. Outcomes that support that application.

Approved by: CVRD Board Approval date: November 29, 2017

Regional Grant-in-Aid Policy

COWICHAN VALLEY REGIONAL DISTRICT
REGIONAL GRANT-IN-AID HISTORY

Attachment B

	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	Total
Assoc of Vancouver Island & Coastal Communities																	1,000			1,000
Auxiliary to Cowichan District Hospital														1,000	600	600	600	535		3,335
BC Coalition for Health Promotion													500							500
BC Forest Discovery Centre			20,000		50,000	50,000														120,000
BC Seniors Games Society													30,000							30,000
Big Brothers Big Sisters of the Cowichan Valley	10,000	10,000																		20,000
Byte Camp	3,100																			3,100
Canada World Youth Transit Passes													2,565							2,565
Canadian Mental Health Assoc.											7,500	7,500								15,000
Chemainus Theatre Festival Society	12,000	10,000																		22,000
Chemainus Valley Cultural Arts Society				1,942		2,000														3,942
Chesterfield Sports Society				145,111	146,500	100,000	100,000	100,000	80,000	80,000					500		3,500	500		756,111
Children & Family Council of the Cowichan Region & Communities	1,000																			1,000
Cowichan 2008 North American Indigenous Games										250,000	250,000									500,000
Cowichan Community Land Trust			20,000									2,000								22,000
Cowichan Energy Alternatives		20,000		21,364																41,364
Cowichan Estuary Restoration and Conservation Association	5,000																			5,000
Cowichan Exhibition Society																		2,400		2,400
Cowichan Folk Guild																	3,000			3,000
Cowichan Green Community			30,000	29,133	30,000	20,000	15,000				2,200									126,333
Cowichan Historical Society	4,500																			4,500
Cowichan Intercultural and Immigrant Aid Society		12,000	4,000																	16,000
Cowichan Intercultural Festival of Film & Arts Society			5,000																	5,000
Cowichan Lake and River Stewardship Society	5,000																			5,000
Cowichan Lake Salmonid Enhancement Society												5,000								5,000
Cowichan Music Festival Society	5,000																5,500			10,500
Cowichan Therapeutic Riding Association	5,000																			5,000
Cowichan Valley Amateur Radio Society		11,800	12,000																	23,800
Cowichan Valley Arts Council			26,000	18,451	25,000	19,000	16,000							25,000					1,700	131,151
Cowichan Valley Caregivers			20,000	29,133	40,000														3,500	92,633
Cowichan Valley Community Radio Society		6,000																		6,000
Cowichan Valley Fire Chief's Association					40,000															40,000
Cowichan Valley Firefighters Honour Guard		2,500																		2,500
Cowichan Valley Hospice Society				48,555	50,000	3,000														101,555
Cowichan Valley Intercultural - Multicultural Leadership Group	5,000																			5,000
Cowichan Valley Intercultural - Syrian Refugee Fund	7,000																			7,000
Cowichan Valley Naturalists Society	7,500	2,000															3,390			12,890
Cowichan Valley Performing Arts Foundation	8,000	8,000	6,000	2,428																24,428
Cowichan Valley Safer Futures																		8,000		8,000
Cowichan Valley Special Olympics																	155	200		355
Cowichan Valley Symphony Society			5,000																	5,000
Cowichan Women Against Violence Society										27,500	25,000								8,000	60,500
Cowichan Wooden Boat Society	50,000																			50,000
Cycle Cowichan			500																	500
Duncan Firefighters Association																				575
Future Corp Cowichan													500	1,000						1,500
Inclusive Leadership Co-Operative	10,000		10,000																	20,000
Island Corridor Foundation											54,401									54,401
Ladysmith & District Arts Council				3,884		4,000	4,000													11,884
Ladysmith Festival of Lights Society	20,000																			20,000
Ladysmith Little Theatre	7,000	2,000																		9,000
Mill Bay Marine Rescue Society	10,000	10,000																		20,000
Our Cowichan	3,000																			3,000
OUR Ecovillage	25,000								20,000		10,000									55,000
Palm Court Light Orchestra		3,000																		3,000
Providence Farm	7,000	2,000									5,000			2,000						16,000
Raptors Rescue Society		2,834																		2,834
Shawigan Cobble Hill Farmers Institute and Agricultural Society		5,000																		5,000
Social Planning Cowichan										55,000	52,500		2,000							109,500
Somenos Marsh Wildlife Society		2,000																		2,000
South Cowichan Chamber of Commerce																	1,000			1,000
St. John Ambulance														1,000	2,000		1,700			4,700
Vancouver Island Providence Community															1,000		3,000			4,000
Volunteer Cowichan	20,000																			20,000
Warmland House										1,000										1,000
West Coast Men's Support Society			5,000																	5,000
Island Corridor Foundation *		122,025		122,025	244,050															488,100
Totals	\$ 230,100	\$ 231,159	\$ 163,500	\$ 422,026	\$ 625,550	\$ 198,000	\$ 135,000	\$ 100,000	\$ 101,000	\$ 412,500	\$ 406,601	\$ 14,500	\$ 35,565	\$ 30,000	\$ 5,100	\$ 8,220	\$ 20,000	\$ 11,635	\$ 8,000	\$ 3,158,456

*Funds committed, not dispersed

2018 Regional Grants-in-Aid Applicants

		Tax Impact per \$100,000 Residential Assessment
<u>General Regional Grants-in-Aid Applications</u>		
2018 Budget	\$150,000	
BC Forest Discovery Centre	\$18,000	\$0.091
BC Marble International Sculpture Association	\$10,000	\$0.050
Clements Centre Society	\$50,000	\$0.252
Cobble Hill Events Society	\$3,500	\$0.018
Cobble Hill United Merchants Society	\$20,000	\$0.101
Cowichan Beekeepers Society	\$1,500	\$0.008
Cowichan Green Community	\$40,000	\$0.202
Cowichan Historical Society	\$5,000	\$0.025
Cowichan Housing Association	\$10,000	\$0.050
Cowichan Intercultural Society	\$10,000	\$0.050
Cowichan Valley Naturalists' Society	\$7,500	\$0.038
Duncan Cowichan Chamber of Commerce	\$1,800	\$0.009
Handmade Hugs Society	\$1,000	\$0.005
Hiiye'yu Leleum (House of Friendship) Society	\$50,000	\$0.252
Inclusive Leadership Co-operative	\$10,000	\$0.050
Ladysmith Family and Friends Society	\$2,500	\$0.013
Ladysmith Festival of Lights Society	\$40,000	\$0.202
Lake Days Society	\$10,000	\$0.050
Literacy Now Cowichan Society	\$10,000	\$0.050
Mill Bay Marine Rescue Society	\$5,000	\$0.025
Nichiren Buddha Hokkeko (Lotus) Society	\$10,000	\$0.050
Oak Park Heritage Preservation Society	\$20,000	\$0.101
Providence Farm	\$50,000	\$0.252
Scouts Canada 1st Lake Cowichan	\$1,000	\$0.005
Shawnigan Lake Historical Society	\$10,000	\$0.050
South Cowichan Volleyball Club	\$5,636	\$0.028
VIU Foundation	\$5,000	\$0.025
	\$407,436	\$2.054

BC Marble International Sculpture Association

Amount Requested: \$10,000.

Residential Cost Per \$100,000. Assessed Value - .050

REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: **BC Marble International Sculpture Association**

Mailing Address: **Box 166, Chemainus BC**

Postal Code: **V0R 1K0**

Name of Contact Person: **Tom Smith**

Telephone No. **(250) 324-3021**

email: **tom.bcmarbleproducts@shaw.ca**

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? * (see page 3) **Arts/ Culture**

Which electoral areas and municipalities will this project, event or service provide benefit to?

This project will provide benefit to all electoral districts and municipalities in the Cowichan region, as the association will host events and workshops throughout the region in the lead up to its month-long festival and symposium. The festival will be hosted at the Cowichan Exhibition Centre and members of the public will be encouraged to attend sculpture viewings and workshops during the month-long residency at the site. It is estimated that 12 local, regional and international artists will participate in the residency at the Cowichan Exhibition grounds, and additional regional artists will take place in community-based events.

Description of project, event or service: **To host an annual stone sculpting festival to market the region with cooperation from the CVRD Parks and Recreation and Arts and Cultural staff**

Start Date: **August 11th, 2018** _____ End Date: **September 9th, 2018**

Is this project, event or service part of your core operations? **The project is a core function of the association.**

Is the project, event or service already provided in the community by another organization?

No _____

Who will benefit from the project, event or service?

1.) Professional and emerging artists in the region who take part in the planning, implementation and international networking. 2.) Arts students in the region 3.)All Cowichan residents who participate in enjoying this place making event 4.) Businesses will benefit from a festival that attracts visitors to the area and provides an important addition to our cultural tourism 5.) Visitors to the Cowichan Exhibition 150th will be given the opportunity to learn about the medium of stone sculpture from local Vancouver Island marble and take part in family-centred events. 6.) The First Nations community and members will benefit by direct participation in the festival as artists and through opportunities to host and auxiliary events (ie.opening and closing ceremonies)

What will those benefits be? **Included in above**

What are the impacts of not delivering the service or completing the project? **An opportunity which has been in development for more than two years with local artists, residents and businesses will not be realized. An effort is being made to use any resources provided by the CVRD to leverage additional provincial, private sector and individual support**

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism:

This project is centered on building innovative partnerships between local businesses, regional and international artists and local community residents. Implementation of the festival will require the support of more than 50 volunteers drawn from throughout the region.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: **\$ 150,000.00**

Grant in Aid applied for: \$ 10,000.00

Will you receive other sources of funding? Yes

Please describe other sources of funding and amounts as requested or expected:

Amount: **\$100,000.00** Source: Corporate Sponsorships

Amount: \$40,000.00 Source: Other government fundraising, private donations

Regional Grant-in-Aid Application Page 3

Please describe cost reduction strategies employed:

Absorbing as a volunteer organization, all administration costs and supplementing the cost of tools and equipment through in-kind support.

Indicate any volunteer labour and/or in-kind donations contributions:

50 volunteers, 20 hours each = 1,000 hours at a value of \$15.00 per hour = \$15,000.00

Have you included your organization's current annual budget and most recent financial statements?

Yes _____ No _____ ***No** _____ **As a recently formed organization, we do not have recent financial statements, however, in the process of submitting a post-event report, we will also submit an annual report and financial statements**

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

Category:

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

BC Forrest Discovery Centre

Amount Requested: \$18,000.

Residential Cost Per \$100,000. Assessed Value - .091



CVRD
RECEIVED

JAN 26 2018

Finance Division

REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: BC Forest Discovery Centre (BCFDC)

Mailing Address: 2892 Drinkwater road Postal Code: V9L 6C2

Name of Contact Person: Chris Gale

Telephone No. 250-715-1113 ex 24 email: cgale.bcfdc@shaw.ca

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? * (see page 3) Heritage

Which electoral areas and municipalities will this project, event or service provide benefit to?

We believe this new exhibit will benefit all the regions listed below

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: We intend to create a new and exciting exhibit that will focus on telling the story of the Cowichan Tribes' culture, history and customs so as to create a greater appreciation and understanding of their place in the history of the Cowichan Valley. The Somenos Marsh collection of stone tools and artifacts will form the basis of the exhibit and will help illustrate the Cowichan Tribes traditional use of the Somenos lake and wetlands. This exhibit will be developed with the participation and in consultation with the Cowichan Tribes.

Start Date: May of 2017 End Date: November 2017 and ongoing

Is this project, event or service part of your core operations? Yes

Is the project, event or service already provided in the community by another organization?

Yes _____

If yes, provide details: The Cowichan Valley Museum and Archives has a First Nation's exhibit it includes a collection of First Nation's art, archival photos and artifacts. We intend to work closely with them as we develop our designs and content and we will look to them for advice and input.

Who will benefit from the project, event or service? We believe there will be many groups benefiting from this project. School programs developed to complement this exhibition will help us fulfill our mandate of educating the public and students in the history and culture of the Cowichan tribes. The exhibit itself will benefit the BCFDC as it will extend and improve the offering we have for local visitors and tourists. Our entire community will benefit from the increased knowledge gained from knowing more about an important part of our history. The many facets of our tourism sector will benefit from our increased attendance and traffic that will be enticed to visit our Centre. Attendance has already doubled in the past 3 years to over 60,000 and will continue to increase as we add more and varied reasons for visitors to come to our facility and the Cowichan Valley.

What will those benefits be? Benefits will include the building of an effective partnership and linkages with Cowichan tribes. It will allow the BCFDC to manage and preserve the BCFDC's First Nations collection and become a member of the BC Repository Association for the collection and care of other artifacts

Provide access to the collection for First Nations, artists, researchers, scholars and the interested public...A greater understanding of the history, traditions and customs, language and culture of the Cowichan Tribes and other First Nations peoples. We are now one of the most visited pay for admission tourist destinations on the Island and this exhibit will help attract an even greater number of tourists and their dollars to the Cowichan Valley. This exhibit will be one that the entire community can be proud of and at the same time it will create and new and greater appreciation of the Somenos Marsh area.

What are the impacts of not delivering the service or completing the project? An outstanding opportunity for the region will be missed. We hope the CVRD will be eager to become the main sponsor for this exhibit and be excited to be closely connected with such an educational, innovative and timely display and take part in the grand opening ceremonies to receive the media coverage that will accompany such an important exhibit.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism.

Last year our army of volunteers donated more 11,000 hours of their time to the Centre. We will be soliciting Volunteers from the Cowichan Tribes. We hope to be able to employ a few members of the Cowichan Tribes to help with the cataloging, planning and constructing of the exhibit.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$ \$32,000

Grant in Aid applied for: \$ \$18,000

Will you receive other sources of funding? Yes

Please describe other sources of funding and amounts as requested or expected:

Amount: 4,000 Source: Arts council operating grant

Amount: 3,000 Source: truck loggers Education grant

Amount: 4,000 Source: BCFDC operating budget

Amount: 3,000 Source: New horizons -- building facade renovations

Please describe cost reduction strategies employed: _____

Planning and content meetings will be a collaboration between us, Cowichan Tribes, Cowichan Valley museum and the Royal BC Museum. Though we will not attempt to cut corners on this type of exhibit we are sure that we will receive many suggestions on the most efficient way to proceed with this project from the various experts we will be meeting with. The use of students and interns paid through grants is being investigated and looks very promising.

Indicate any volunteer labor and/or in-kind donations contributions:

Continued use of our vast network of volunteers. In house construction with in kind donations of building materials. All electrical labor will be donated with major reductions in cost for materials.

Volunteers will account for the majority of actual preparation of the building and some construction

Have you included your organization's current annual budget and most recent financial statements?

Yes_

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

*** Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.



BC FOREST DISCOVERY CENTRE

operated by: British Columbia Forest Museum

Ended: Nov 30, 2017

Key statistics

	Current Year	Prior Year	Increase (Decrease)
Revenue			
Admission revenue	250,397	212,677	37,720
Memberships (Corp & general)	28,775	28,610	165
Gift Shop	29,607	29,744	(137)
Concession	43,954	38,919	5,035
Wage grants (Students)	40,076	37,328	2,748
Attendance to date	40,568	33,597	6,971
Admission/membership paid per visitor	6.88	7.18	(0.30)
Gift Shop sales per visitor	0.73	0.89	(0.16)
Concession sales per visitor	1.08	1.16	(0.07)
Gross profit			
Gift Shop			
Amount	14,007	11,571	2,436
Percent	47.3%	38.9%	8.4%
Concession			
Amount	15,514	13,888	1,626
Percent	35.3%	35.7%	-0.4%
Wages			
Staff wages and benefits	295,083	281,463	13,620
Management wages and benefits	75,948	72,908	3,040
Wages as % Adm/ Member/ Gross profit/ Wage Grants	106.4%	116.5%	-10.2%
Unrestricted Cash Available	(49,678)	(33,614)	(16,065)
Restricted Cash Available	136,208	55,227	80,980

ADVISORY TO READERS

I have prepared the balance sheet of the British Columbia Forest Museum (DBA BC Forest Discovery Centre) and the statement of income and comparison in my capacity as a Member of the Board of Directors. No independent firm or professional accountants have audited, reviewed, compiled, or otherwise attempted to verify the accuracy or completeness of these financial statements.



Kendra Bajkov, CPA, CA

Comparative Balance Sheet

	As at November 30, 2017	As at November 30, 2016
ASSET		
Current Assets		
Bank Accounts:Net	123,799.76	35,994.67 (1)
Total Floats	2,400.00	2,400.00
Accounts Receivable:Net	0.00	0.00
Prepaid Expense:Net	12,846.00	10,366.00
Inventory: Net	12,897.41	13,649.39
Total Current Assets	151,943.17	62,410.06
Capital Assets		
Total Capital Assets	761,345.55	775,359.00
TOTAL ASSET	913,288.72	837,769.06
LIABILITY		
Current Liabilities		
Total Accounts Payable&Accrued:Net	52,311.31	25,741.33 (2)
Deferred Revenue:Net	135,007.84	25,581.23 (3)
Employee Benefits Payable:Net	16,161.04	10,771.88 (4)
GST/HST Payable:Net	488.73	958.90
P.S.T. Payable	18.21	13.30
Total Current Liabilities	203,987.13	63,066.64
Long Term Liabilities		
Deferred contributions	383,367.20	388,608.00
Total Long Term Liabilities	383,367.20	388,608.00
TOTAL LIABILITY	587,354.33	451,674.64
EQUITY		
Opening - Equity in Capital Assets	383,792.00	395,903.00
Total Unrestricted Equity	-155,410.73	-92,496.02
Internally Restricted Equity:Net	87,548.53	72,935.95 (5)
*Retained Earnings	0.00	0.00
Current Earnings	10,004.59	9,751.49
Total Equities	325,934.39	386,094.42
LIABILITIES AND EQUITY	913,288.72	837,769.06

(1) Increase mainly due to increase of Steam project account of \$25k, Forest Forever project account of \$61k, and chequing account of \$10k.

(2) Timing of invoices - current year includes \$17k payable to ReMark Designs which will be covered by WFP donation.

(3) Includes unspent steam train donations of \$50k, unspent Forest Forever donations of \$60k, 2018 memberships of \$5k, and \$14k in Groupon.

(4) Timing of vacations taken.

(5) Curr yr - Welburn \$47k; Heritage \$23k; Truck \$17k.



Comparative Income Statement - Current year vs Prior year

	To November 30, 2017	To November 30, 2016	Difference
REVENUE			
Income			
Earned Income:Net	262,369.13	227,009.89	35,359.24 (1)
Fundraising Income:Net	120,224.94	135,050.19	-14,825.25 (2)
Government Grants Income:Net	136,126.19	124,685.45	11,440.74 (3)
Interest Income:Net	16,297.62	15,623.79	673.83
Misc & Project Income:Net	0.00	0.00	0.00
Other Income: Net	119,478.02	110,547.52	8,930.50 (4)
Rental Income:Net	7,200.00	8,733.32	-1,533.32
Special Events Income:Net	3,700.00	5,038.10	-1,338.10
Special Projects:Net\NACTIVE	0.00	0.00	0.00
Total Income	665,395.90	626,688.26	38,707.64
EXPENSE			
Buildings Expense:Net	1,318.82	6,846.76	-5,527.94 (5)
Curatorial Expense:Net	50,996.11	5,487.82	45,508.29 (6)
Employee Wages & Benefits:Net	295,083.18	281,463.16	13,620.02 (7)
Fundraising Expenses:Net	609.90	1,102.10	-492.20
Grounds Expense:Net	19,137.65	15,248.11	3,889.54
Management Wages & Benefits:Net	75,947.59	72,907.65	3,039.94
Marketing & Advertising Expense:Net	47,440.48	47,488.99	-48.51 (8)
Office & Administration Expense:Net	40,014.44	38,786.38	1,228.06
Operational Expense:Net	48,121.15	49,773.06	-1,651.91
Operational Special:Net\NACTIVE	0.00	0.00	0.00
Other Expenses:Net	1,849.69	1,248.71	600.98
Overhead Expenses:Net	30,870.73	35,546.67	-4,675.94
Railway Expense:Net	23,023.54	40,601.58	-17,578.04 (9)
Rentals Expense:Net\NACTIVE	0.00	0.00	0.00
Special Events Expense:Net	9,354.91	9,722.86	-367.95
Vehicle Expense:Net	2,330.48	1,219.31	1,111.17
Total Direct Cost	646,098.67	607,443.16	38,655.51
Other Revenue and Expenses			
Deferred Contribution Amortization	-26,037.80	-21,767.79	-4,270.01
Amortization	35,330.44	31,261.40	4,069.04
Total Other Rev and Exp	9,292.64	9,493.61	-200.97
TOTAL EXPENSE	655,391.31	616,936.77	38,454.54
NET INCOME	10,004.59	9,751.49	253.10
Prior year unspent (deferred) steam train donations	0.00	-17,094.86	17,347.96
	10,004.59	-7,343.37	

(1) Increase in attendance of 6,791 over prior year.

(2) Fewer steam train donations (\$49k less) as unspent are now being deferred, offset by donations from WFP (\$36k).

(3) Increase mainly due to \$18,200 grant for Accessibility for renovating lower washrooms.

(4) Increase due to more wage grants received and higher concession income this year.

(5) Prior year included expenses for lighting and electrical upgrades, and new fire extinguishers.

(6) Increase mainly due to expenses to ReMark Designs related to Forests Forever project (covered by a donation from WFP).

(7) Wage increase, more student wages which was covered by an increase in wage grants received.

(8) Advertising expenses excluding Groupon promotional expenses = 2017: \$35,468; 2016: \$33,156.

(9) Prior year included \$16k invoice to Geo-Tech.



Comparative Income Statement - Actual vs Budget

	To November 30, 2017	To March 31, 2018	
	Actual	Budget	Difference
REVENUE			
Income			
Earned Income:Net	262,369.13	390,000.00	-127,630.87
Fundraising Income:Net	120,224.94	118,500.00	1,724.94
Government Grants Income:Net	136,126.19	148,000.00	-11,873.81
Interest Income:Net	16,297.62	15,624.00	673.62
Misc & Project Income:Net	0.00	12,500.00	-12,500.00
Other Income: Net	119,478.02	147,000.00	-27,521.98
Rental Income:Net	7,200.00	16,000.00	-8,800.00
Special Events Income:Net	3,700.00	10,000.00	-6,300.00
Total Income	665,395.90	857,624.00	-192,228.10
EXPENSE			
Buildings Expense:Net	1,318.82	24,300.00	-22,981.18
Curatorial Expense:Net	50,996.11	6,000.00	44,996.11
Employee Wages & Benefits:Net	295,083.18	385,540.00	-90,456.82
Fundraising Expenses:Net	609.90	500.00	109.90
Grounds Expense:Net	19,137.65	27,300.00	-8,162.35
Management Wages & Benefits:Net	75,947.59	119,110.00	-43,162.41
Marketing & Advertising Expense:Net	47,440.48	60,000.00	-12,559.52
Office & Administration Expense:Net	40,014.44	45,700.00	-5,685.56
Operational Expense:Net	48,121.15	60,900.00	-12,778.85
Operational Special:Net(INACTIVE)	0.00	0.00	0.00
Other Expenses:Net	1,849.69	2,000.00	-150.31
Overhead Expenses:Net	30,870.73	55,000.00	-24,129.27
Railway Expense:Net	23,023.54	34,100.00	-11,076.46
Rentals Expense:Net(INACTIVE)	0.00	0.00	0.00
Special Events Expense:Net	9,354.91	16,000.00	-6,645.09
Vehicle Expense:Net	2,330.48	2,100.00	230.48
Total Direct Cost	646,098.67	838,550.00	-192,451.33
Other Revenue and Expenses			
Deferred Contribution Amortization	-26,037.80	-36,960.00	10,922.20
Amortization	35,330.44	50,069.00	-14,738.56
Total Other Rev and Exp	9,292.64	13,109.00	-3,816.36
TOTAL EXPENSE	655,391.31	851,659.00	-196,267.69
NET INCOME	10,004.59	5,965.00	4,039.59



B.C. FOREST DISCOVERY CENTRE
Comparative Income Statement

	Original 2018 Budget	2017 Approved Budget	
REVENUE			
Attendance Budget	57,000	51,000	done
Income			
Earned Income:Educational Program A	0	0	
Earned Income:Admissions	365,000	350,000	done
Earned Income:Net	365,000	350,000	
Fundraising Inc:Designated Donation	10,000	10,000	
Fundraising Inc:HooHoo	3,500	3,500	
Fundraising Inc:Membership-General	32,000	32,000	
Fundraising Inc:Membership-Corporat	7,000	10,000	
Fundraising Inc:Gaming Commision	51,000	51,000	
Fundraising Inc:Cash Donations	15,000	15,000	
Fundraising Inc:Donated Goods&Serv.	0	0	
Fundraising Income:Net	118,500	121,500	
Government Grant - City of Duncan	1,000	1,000	
Gov't Grants Income:BC Arts Council	85,000	75,000	
Gov't Grants Income:North Cowichan	25,000	25,000	
Gov't Grants Income: CVRD	16,000	0	
Gov't Grants Income:New Horizons	24,750	24,750	
Gov't Grants Income: Other	23,000	15,000	
Government Grants Income:Net	174,750	140,750	
Interest Income:Wellburn Interest	5,164	5,000	
Interest Income:Endowment Interest	5,228	5,000	
Interest Income: Vern & Pat Welburn	5,232	5,000	
Interest Income:Bank Interest	0	0	
Interest Income:Net	15,624	15,000	
Misc&Project Inc:Ministry of Forest	12,500	12,500	
Misc & Project Income:Net	12,500	12,500	
Other Income:Other Income	15,000	7,000	
Other Income:Emp/Wages Industry Gra	34,000	34,000	
Other Income:Gift Shop Items Revenu	40,000	38,000	
Other Income:Concession Revenue	58,000	52,000	
Other Income:Net	147,000	131,000	
Rental Income:House/Grounds rental	16,000	12,000	
Rental Income: Tent Rental	0	0	
Rental Income:Net	16,000	12,000	
Special Events Inc:Sponsorships	16,000	16,000	
Special Events Income:Net	16,000	16,000	
TOTAL REVENUE	865,374	798,750	

EXPENSE	Original 2018 Budget	2017 Approved Budget
Direct Cost		
Buildings Expense:Materials & Suppl	1,300	1,300
Buildings Expense:Repair & Maintena	4,000	4,000
Buildings Expense:Gate house	1,000	3,000
Buildings Expense:Net	6,300	8,300
Curatorial Exp:Conservation	1,000	2,000
Curatorial Exp:Curatorial	0	0
Curatorial Exp:Exhibition	32,000	4,000
Curatorial Expense:Net	33,000	6,000
Employee Wages & Benefits:Benefits	22,600	20,300
Employee Wages & Benefits:CPP & EI	24,550	22,020
Employee Wages & Benefits:Wage Expe	335,490	328,010
Employee Wages & Benefits:WCB	2,840	2,550
Employee Wages & Benefits:Net	385,480	372,880
Fundraising Exp:BCFDC Membership	0	0
Fundraising Exp:Roof Expense	0	0
Fundraising Exp:Fundraising Meeting	0	0
Fundraising Exp:Volunteers Exp	0	0
Fundraising Exp:Truck Loggers	0	0
Fundraising Exp: General	500	500
Fundraising Expenses:Net	500	500
Grounds Exp:Equip/Tools-Direct Acce	4,000	4,000
Grounds Exp:Materials & Supplies	3,000	2,000
Grounds Exp:Repair & Maintenance	1,000	1,000
Grounds Exp:Janitorial & Garbage	7,300	8,000
Grounds Exp:Security	3,000	3,800
Grounds Exp:Other	1,000	0
Grounds Expense:Net	19,300	18,800
Management - Benefits	7,400	6,580
Management - Wages	112,080	107,090
Management Wages & Benefits:Net	119,480	113,670
Advertising Expense	60,000	35,000
Marketing & Advertising Expense:Net	60,000	35,000
Office & Admin - Accounting	25,000	21,000
Office & Admin - Bank & Interest	8,500	7,000
Office & Admin - Finance Charges	0	0
Office & Admin - Penalties & Intere	0	0
Office & Admin - Lease	3,200	3,200
Office & Admin - Travel	1,000	1,000
Office & Admin - Office/Admin.	0	0
Office & Admin - Ceridian	1,600	1,400
Office & Admin - Office Supplies	4,000	4,000
Office & Admin - Postage	800	800
Office & Admin - Internet	600	600
Office & Admin - Computers	1,000	8,000
Office & Admin - Other	0	0
Office & Administration Expense:Net	45,700	47,000

	Original 2018 Budget	2017 Approved Budget	
Operational Expense:Cash short/over	0	0	
Operational Expense:Employees	2,500	2,500	
Operational Expense:Operations Main	0	0	
Operational Expense:U.S. Exchange	2,400	1,800	
Operational Expense:Signage	2,000	1,000	
Operational Expense:Gift Shop Items	23,000	23,000	
Operational Expense:Alderlea Conces	31,000	28,000	
Operational Expense:Day Camp Expens	0	0	
Operational Expense:Net	<u>60,900</u>	<u>56,300</u>	
Operat'l Special Projects:Other	0	10,000	
Operational Special Projects:Net	<u>0</u>	<u>10,000</u>	
Other Expenses:Board of Directors	2,000	2,000	
Other Expenses:Other	0	0	
Other Expenses:Net	<u>2,000</u>	<u>2,000</u>	
Overhead Expenses - Insurance	31,000	29,000	
Overhead Expenses:Hydro & Water	21,000	14,000	
Overhead Expenses:Taxes	0	0	
Overhead Expenses:Telephone	3,000	3,000	
Overhead Expenses:Heating Fuel	0	0	
Overhead Expenses:Net	<u>55,000</u>	<u>46,000</u>	
Railway Expense:Locomotive #25	4,000	4,000	
Railway Expense:Locomotive#26	2,000	2,000	
Railway Expense:Railway Shop	1,000	1,000	
Railway Expense:Railway Fuel	15,000	15,000	
Railway Expense:Railway Platform	100	100	
Railway Expense:Misc Railway Exp	12,000	8,000	
Railway Expense:Net	<u>34,100</u>	<u>30,100</u>	
Special Events Exp:Special Event	16,000	11,000	
Special Events Expense:Net	<u>16,000</u>	<u>11,000</u>	
Vehicle Expense - On Site Vehicles	500	500	
Vehicle Expense:Hiab	500	500	
Vehicle Expense:Vehicles Fuel	600	600	
Vehicle Expense:Vehicles Insurance	500	500	
Vehicle Expense:Net	<u>2,100</u>	<u>2,100</u>	
Total Direct Cost	<u>839,860</u>	<u>759,650</u>	
Other Expenses			
Deferred contribution amortization	-30,420	-31,325	
Amortization	44,210	44,920	
TOTAL EXPENSE	<u>853,650</u>	<u>773,245</u>	
NET INCOME	<u>11,724</u>	<u>25,505</u>	



Khowutzun Forest Services P.O. Box 967 200 Cowichan Way Duncan, BC V9L 3Y2

January 24, 2018

Mr. Chris Gale, General Manager
BC Forest Discovery Centre
2892 Drinkwater Road
Duncan BC V9L 6C2

Re: BCFDC Somenos Marsh Stone Collection

Khowutzun Forest Services, in partnership with Cowichan Tribes, is pleased to endorse the proposed Somenos Marsh stone collection exhibit at the BC Forest Discovery Centre. The Somenos Marsh collection of stone tools will form the basis of a First Nations exhibit devoted to the story of the Cowichan Tribes culture, history and customs through the traditional use of Somenos Lake and wetlands. We understand this exhibit will be developed with participation and in consultation with Cowichan Tribes.

As the most populous First Nation in British Columbia, the Cowichan comprises a sizeable percentage of the population living in the Duncan area. Pre-contact, the Cowichan had an expansive territory and more than 15,000 people. Historically, the Cowichan maintained several important winter villages, including Somenos (S-amuna'), the site of the proposed exhibit.

As the Cowichan Nation evolved with the times, territory and traditions have been lost. The proposed exhibit will promote a greater understanding of the history and culture of Cowichan Tribes, both within the nation, and in the greater community, and will create recognition and respect.

We wish the BC Forest Discovery Centre all the best in their request for funding for this very worthwhile project which has great significance for the Cowichan people.

Yours sincerely,

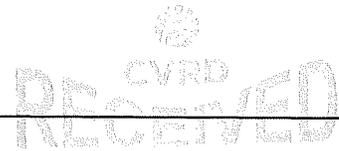
A handwritten signature in black ink, appearing to read 'Margaret Symon', is written over the typed name.

Margaret Symon RPF PCP
Planning Forester
Khowutzun Forest Services, a partnership with Cowichan Tribes

Clements Centre Society

Amount Requested: \$50,000.

Residential Cost Per \$100,000. Assessed Value - .252



JAN 31 2018

Jan 31, 2018

Finance Division

Regional Grant in Aid
CVRD

Enclosed are the supporting documents for our application for the \$50,000.00
Regional Grant in Aid to Build a new accessible Playground at our New Sundrops Child
Development Centre located at 5814 Banks Road in Duncan BC.

The new play area will be used by 500 families in the region and also be accessible to the
families in the Neighborhood for daily use.

Enclosed Documents:

1. Application
2. Site plans
3. Landscape Quote
4. 4 Playground structure Quote
5. Existing site photo
6. Financials
7. Yearly budget
8. Info sheet

Thank you
Linda Roseneck
Director of Advancement
Clements Centre Society
250-732-2331 cell
250 746-4135 x269



5856 Clements Street, Duncan, B.C. V9L 3W3
Phone: (250) 746-4135 Fax: (250) 746-1636





REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Clements Centre Society

Mailing Address: 5856 Clements St Duncan Postal Code: V9L 3W3

Name of Contact Person: Linda Roseneck Director of Advancement

Telephone No. 250-746-4135 x269 email: lroseneck@clementscentre.org

Project/Initiative Scope:

Which category is this project, event or service? * (see page 3) Social

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: Clements Centre has operated the Sundrops Child Development Centre in its current facility on 5856 Clements St as one division offering services to children.. We serve over 500 Families with Infants and children with developmental delays or disabilities in The Cowichan region. The needs of the region are growing as the birthrate increases. As child poverty grows so do early child development indicates rise. We require a larger modern facility to accommodate the growing needs. The Board of directors at Clements Centre have purchased 5814 Banks road to build a new 15,000 sq. ft. Child development Centre for the region. The new facility will provide a central hub for children's services, a teleconference training room, treatment and meeting rooms a Physio gym and day and after school programmes and many other services to the community. The grant to help create an accessible playground area in the front of the lot for the neighborhood and families accessing the services. As one of the mandates of the CVRD is to get children more physically active, this project meets many needs.- please see playground layout attached

Start Date: March 2018

End Date: Sept 2018 (playground only)

Is this project, event or service part of your core operations? Yes x

Is the project, event or service already provided in the community by another organization?

Yes _____

No _____

Who will benefit from the project, event or service?

Over 500 families in the region that access services in speech, occupational and physical therapies for children and infants with developmental delays. Families are referred to the Centre by the hospital after complicated or premature births or suspected delays and complications or their doctors. The general neighborhood will also have full access to the outside playground and basketball courts as well as meeting facilities and other programs.

Sundrops also employs over 50 staff in a variety of capacities from Professional therapist to CCRR and social workers. A new state of the art facility will allow them to provide modern treatment plans for the individuals, with the best of equipment. They will not need to travel outside the region to Victoria, Nanaimo and The mainland as often.

What will those benefits be?

Physical literacy for children and a meeting place for young families as well as "one stop" access to a wide variety of services. It will also provide better outcomes and may attract better practitioners and professionals for child care services ie physio , speech and occupational therapists

What are the impacts of not delivering the service or completing the project?

There are numerous impacts> Currently Parents have to come to the Clements center which provides services to adults with developmental delays. This can be a very daunting experience. We need to separate the two services and provide hope and encouragement to families. Infants with a promise of as Low EDI rates. Frustrated Parents who have to travel outside the region or to a variety of locations throughout the community..

-

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism:

The Cowichan valley is growing. As the birth rate in the region increases, so does the corresponding number of developmental delays. If we do not treat these delays in a timely manner they escalate and result in more dollars having to be invested and children not being school ready EDI
Every other region on Vancouver Island has a modern Child Development Centre proving many services. Cowichan does not have a separate facility. It is well overdue and greatly needed.
The region currently have very few Handicap accessible playground structures. This one will allow access for all children.

After school programs and weekend workshops will also be available at the new site.

We currently have fundraising strategies in place and have raised over 100,000 for the project.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$ 4 million

Grant in Aid applied for: \$ 50,000

Will you receive other sources of funding? Yes

Please describe other sources of funding and amounts as requested or expected:

Amount: 3 million Source: Children's health Foundation Victoria

Amount: 6,000 Source: Coast Capital Insurance

Amount: 100,000 Rick Hanson, Catholic foundation of Vancouver Island and others

Please describe cost reduction strategies employed: we are enlisting many In kind services for the project, a children's community campaign and numerous corporate foundation grants for children. Children with disabilities and gov't funding opportunities

Indicate any volunteer labor and/or in-kind donations contributions:

Pacific energy, West jet, solitaire press, Cowichan Valley landscaping and many others have stepped up to the plate to offer in kind help

Have you included your organization's current annual budget and most recent financial statements?

Yes x

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

*** Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

QUOTE

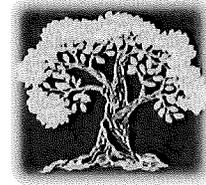
3.

Cowichan Valley Landscaping

5315 Sunrise Terrace
Duncan, B.C. V9L-6V4
Phone: 250-715-7975

01-30-2018
Estimate 012

www.cowichanvalleylandscaping.ca
Prepared by: Ashleigh Koglin



BN/GST#842110587

Linda Roseneck
Clements Centre Society

<u>Clemente Centre Landscape Design and Estimate</u>	
1) From road way to the existing Arbour a blast rock retaining wall to be placed at a height of 4' and 80' in length to retain bank.	\$9,965.98
2) A second blast rock wall to be place at upper section of playground area for retainment from parking lot. A wheel chair accessible ramp will be place from parking lot into playground**see design**	
3) Full load of fill to be brought in (10 yds.) and machine to level ground from road way hill entrance into the playground area	\$1,678.00
4) 2-3 of the specified smaller trees to come out of the treed area.	\$350.00
5) Cart path to be laid from road way hill entrance to playground wheel chair assessable. Fabric underneath cart path for weed control cement slab 6'x3' to be poured at specified location *see design** and a bench to be placed there with a deciduous tree on either side **Bench could have a memorial plaque is wanted**	\$1,855.00
6) Play structure area will be graded with fill. Decided shape of play area to have vinyl edging placed and 3" of chosen base installed (rock or chips etc.) Fabric underneath for weed control.	\$1,840.00
7) 4' high 80' long farm style fence from road way along hill bank into play area for public and Clements centre safety.	\$1,058.00
8) Hydro seed (grass application) along either side of cart path from rd. along hill bank and into playground. Also new coverage for hill **Plus applicable taxes** All overages will be billed separately at end of job	\$900.00
TERMS AND CONDITIONS	\$17,646.98
	GST (5%)
2.Payment will be due at time of delivery of services and goods. 3. Please mail payment to the address above	\$17,646.98

524
SAMPLE
STRUCTURE

\$ 27,000
INSTALLED

PLAY AREA @ THRIFT'S MILL BAY



NEW SITE FOR SUNDEOPS CHILD DEVELOPMENT
• 5814 BANKS RD CENTRE .

• PROPOSED SITE OF PLAY AREA



6.

Grant Thornton LLP
823 Canada Avenue
Duncan, BC
V9L 1V2
T +1 250 746 4406
F +1 250 746 1950
www.GrantThornton.ca

CLEMENTS CENTRE SOCIETY

FINANCIAL STATEMENTS

MARCH 31, 2017

(Audited)

MANAGEMENT'S RESPONSIBILITY

To the Members of the Clements Centre Society

Management has the responsibility for preparing the accompanying financial statements. This responsibility includes selecting appropriate accounting principles and making objective judgments and estimates in accordance with Canadian generally accepted accounting principles.

In discharging its responsibility for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and proper records are maintained to provide reliable information for the preparation of the consolidated financial statements.

The Board of Directors is composed entirely of directors who are neither management nor employees of the Society. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors.

Grant Thornton LLP, an independent firm of Chartered Professional Accountants, is appointed by the members to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both management and the Board of Directors to discuss their audit findings.



Dominic Rockall
Executive Director



Grant Thornton

An instinct for growth™

INDEPENDENT AUDITORS' REPORT

Grant Thornton LLP
823 Canada Avenue
Duncan, BC
V9L 1V2
T +1 250 746 4406
F +1 250 746 1950
www.GrantThornton.ca

To the Members of the Clements Centre Society,

We have audited the accompanying financial statements of Clements Centre Society, which comprises the statement of financial position as at March 31, 2017, and the statements of operations, changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

In common with many charitable organizations, the Society derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of donations was limited to the amounts recorded in the records of the Society, and we were not able to determine whether any adjustments might be necessary to donation revenue, excess of revenue over expenses, assets and fund balances.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis of Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of the Clements Centre Society as at March 31, 2017 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Report on Other Legal and Regulatory Requirements

As required by the Society Act, we report that, in our opinion, the accounting principles in the Canadian accounting standards for not-for-profit organizations have been applied on a consistent basis.

Other Matters

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The current year's Schedule of Program Revenue and Expenses has been presented for the purposes of additional analysis. The financial information in the Schedule of Program Revenue and Expenses has been subjected to the auditing procedures applied in the audit of the financial statements, however, the classifications in the Schedule of Program Revenue and Expenses has not been audited, and therefore, we do not express an opinion on this Schedule.

The financial statements of the Clements Centre Society for the year ended March 31, 2016, were audited by Hayes Stewart Little & Co, who expressed an unmodified opinion on those statements on June 22, 2016. The partners and staff of Hayes Stewart Little & Co joined Grant Thornton LLP subsequent to October 1, 2016.

Grant Thornton LLP

June 19, 2017
Duncan BC

CHARTERED PROFESSIONAL ACCOUNTANTS

CLEMENTS CENTRE SOCIETY

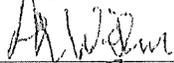
STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2017

(Audited)

				<u>2017</u>	<u>2016</u>
	<u>Operating Fund</u>	<u>Capital Asset Fund</u>	<u>Replacement Reserve Fund</u>	<u>Total</u>	<u>Total</u>
CURRENT ASSETS					
Cash and short term investments	\$ 977,076	\$ -	\$ -	\$ 977,076	\$ 976,956
Accounts receivable	20,438	-	-	20,438	44,708
Goods and services tax receivable	10,490	-	-	10,490	12,721
Inventory	5,688	-	-	5,688	4,437
Prepaid expenses	<u>65,738</u>	<u>-</u>	<u>-</u>	<u>65,738</u>	<u>38,054</u>
	<u>1,079,430</u>	<u>-</u>	<u>-</u>	<u>1,079,430</u>	<u>1,076,876</u>
RESTRICTED CASH (Notes 3 & 13)	<u>556,445</u>	<u>321,667</u>	<u>9,309</u>	<u>887,421</u>	<u>842,769</u>
CAPITAL ASSETS (Notes 4, 10 & 11)	<u>-</u>	<u>2,574,958</u>	<u>-</u>	<u>2,574,958</u>	<u>2,218,873</u>
	<u>\$ 1,635,875</u>	<u>\$ 2,896,625</u>	<u>\$ 9,309</u>	<u>\$ 4,541,809</u>	<u>\$ 4,138,518</u>
CURRENT LIABILITIES					
Accounts payable & accrued liabilities	\$ 357,356	\$ -	\$ -	\$ 357,356	\$ 312,114
Government remittances - Worksafe BC	13,274	-	-	13,274	10,127
Demand bank loan (Note 6)	-	327,624	-	327,624	86,034
Deferred contributions (Note 7)	335,051	-	-	335,051	315,143
Current portion of capital lease (Note 12)	-	4,128	-	4,128	3,979
Current portion of long term debt (Note 10)	<u>-</u>	<u>18,778</u>	<u>-</u>	<u>18,778</u>	<u>18,448</u>
	<u>705,681</u>	<u>350,530</u>	<u>-</u>	<u>1,056,211</u>	<u>745,845</u>
LONG TERM					
Accrued sick leave (Note 2)	226,358	-	-	226,358	208,193
Accrued severance (Note 2)	47,391	-	-	47,391	45,265
Obligations under capital lease (Note 12)	-	12,660	-	12,660	16,787
Long term debt (Note 10)	<u>-</u>	<u>31,401</u>	<u>-</u>	<u>31,401</u>	<u>50,062</u>
	<u>273,749</u>	<u>44,061</u>	<u>-</u>	<u>317,810</u>	<u>320,307</u>
FUND BALANCES					
Invested in capital assets	-	2,180,367	-	2,180,367	2,129,597
Externally restricted (Note 3)	-	-	9,309	9,309	15,918
Internally restricted (Note 13)	556,445	321,667	-	878,112	826,851
Unrestricted	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>100,000</u>	<u>100,000</u>
	<u>656,445</u>	<u>2,502,034</u>	<u>9,309</u>	<u>3,167,788</u>	<u>3,072,366</u>
	<u>\$ 1,635,875</u>	<u>\$ 2,896,625</u>	<u>\$ 9,309</u>	<u>\$ 4,541,809</u>	<u>\$ 4,138,518</u>

APPROVED BY THE BOARD:



Director



Director

CLEMENTS CENTRE SOCIETY
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED MARCH 31, 2017

(Audited)

	<u>Operating Fund</u>	<u>Capital Asset Fund</u>	<u>Replacement Reserve Fund</u>	<u>2017 Total</u>	<u>2016 Total</u>
FUND BALANCES, beginning of year	\$ 632,719	\$ 2,423,729	\$ 15,918	\$ 3,072,366	\$ 3,023,243
EXCESS OF REVENUE OVER EXPENSES	201,682	(106,371)	111	95,422	49,123
INTERFUND TRANSFERS					
Repayment of long term debt and capital lease	(22,318)	22,318	-	-	-
Repayment of demand loan	(111,172)	111,172	-	-	-
Replacement reserve provision	(540)	-	540	-	-
Transfers	83,302	(76,042)	(7,260)	-	-
Capital assets purchased	(238,400)	238,400	-	-	-
FUND BALANCES, end of year	<u>\$ 656,445</u>	<u>\$ 2,502,034</u>	<u>\$ 9,309</u>	<u>\$ 3,167,788</u>	<u>\$ 3,072,366</u>

CLEMENTS CENTRE SOCIETY

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2017

(Audited)

	<u>Operating Fund</u>	<u>Capital Asset Fund</u>	<u>Replacement Reserve Fund</u>	<u>2017 Total</u>	<u>2016 Total</u>
REVENUES					
Government contracts and grants (Note 9)	\$ 6,642,319	\$ 51,361	\$ -	\$ 6,693,680	\$ 6,381,405
Fees for services	18,625	-	-	18,625	12,301
Contract and product sales	25,478	-	-	25,478	22,489
Gaming grant	34,600	-	-	34,600	37,000
Donations	47,973	-	-	47,973	23,191
United Way	20,446	-	-	20,446	21,198
Interest	11,978	2,700	111	14,789	19,772
Fund raising	31,126	-	-	31,126	3,785
Other income	44,875	-	-	44,875	41,225
Rental	<u>30,223</u>	<u>-</u>	<u>-</u>	<u>30,223</u>	<u>22,116</u>
	<u>6,907,643</u>	<u>54,061</u>	<u>111</u>	<u>6,961,815</u>	<u>6,584,482</u>
EXPENSES					
Salaries and benefits	4,782,844	-	-	4,782,844	4,714,463
Program	1,488,287	-	-	1,488,287	1,306,164
Occupancy	252,045	-	-	252,045	201,164
Amortization	-	149,044	-	149,044	137,914
Office	71,769	-	-	71,769	65,108
Transportation	111,016	-	-	111,016	105,284
Interest on long term debt	-	1,513	-	1,513	2,008
Interest on demand loan	<u>-</u>	<u>9,875</u>	<u>-</u>	<u>9,875</u>	<u>3,341</u>
	<u>6,705,961</u>	<u>160,432</u>	<u>-</u>	<u>6,866,393</u>	<u>6,535,446</u>
EXCESS OF REVENUE OVER EXPENSES BEFORE UNDERNOTED	201,682	(106,371)	111	95,422	49,036
Gain on sale of capital assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>87</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 201,682</u>	<u>\$ (106,371)</u>	<u>\$ 111</u>	<u>\$ 95,422</u>	<u>\$ 49,123</u>

CLEMENTS CENTRE SOCIETY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED MARCH 31, 2017

(Audited)

	<u>2017</u>	<u>2016</u>
OPERATING ACTIVITIES		
Cash received from:		
Provincial government for operations	\$ 6,758,788	\$ 6,447,799
Services, contracts and product sales	44,103	34,790
Bingo	34,600	37,000
United Way	20,446	21,198
Donations	47,973	23,190
Interest	14,789	19,712
Miscellaneous, rentals and memberships	106,224	67,126
Cash paid for:		
Salaries and benefits	(4,763,128)	(4,676,846)
Programs	(1,458,624)	(1,292,023)
Occupancy	(280,380)	(193,682)
Transportation and office	(167,870)	(158,522)
Interest	(26,294)	(17,219)
NET CASH GENERATED THROUGH OPERATING ACTIVITIES	<u>330,627</u>	<u>312,523</u>
FINANCING AND INVESTING ACTIVITIES		
Proceeds from capital lease	-	23,410
Proceeds from demand loan	352,763	-
Purchase of capital assets	(505,128)	(212,370)
Repayment of demand loan	(111,172)	(5,536)
Repayment of capital lease	(3,979)	(4,112)
Repayment of long term debt	(18,339)	(23,389)
NET CASH USED BY FINANCING AND INVESTING ACTIVITIES	<u>(285,855)</u>	<u>(221,997)</u>
INCREASE IN CASH AND CASH EQUIVALENTS	44,772	90,526
CASH AND CASH EQUIVALENTS, beginning of year	<u>1,819,725</u>	<u>1,729,199</u>
CASH AND CASH EQUIVALENTS, end of year	<u><u>\$ 1,864,497</u></u>	<u><u>\$ 1,819,725</u></u>
REPRESENTED BY:		
Unrestricted cash	\$ 977,076	\$ 976,956
Internally restricted cash	878,112	826,851
Externally restricted cash	<u>9,309</u>	<u>15,918</u>
	<u><u>\$ 1,864,497</u></u>	<u><u>\$ 1,819,725</u></u>

CLEMENTS CENTRE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2017

(Audited)

1. STATUS AND PURPOSE OF THE SOCIETY

The Clements Centre Society is a registered non-profit charitable organization incorporated in 1957 under the Society Act of British Columbia. The Society envisions a community in which all individuals are included, accepted and valued.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO) and include the following significant accounting policies:

(a) FUND ACCOUNTING

The Society follows the restricted fund method of accounting for contributions. The Operating Fund reports unrestricted assets, liabilities, revenues and expenses related to the Society's operating activities. The Capital Asset Fund reports the ownership and equity related to the Society's capital assets. The Replacement Reserve Fund reports the externally restricted assets, liabilities, revenues, and expenses related to capital asset replacement activities for certain housing operations.

(b) REVENUE RECOGNITION

Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund. Unrestricted contributions are recognized as revenue of the Operating Fund in the year received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

(c) MEASUREMENT UNCERTAINTY

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-For-Profit Organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. These estimates include, but are not limited to, accrued sick leave, accrued severance, amortization of capital assets and certain accrued liabilities.

The amounts recorded for accrued severance are estimated based on individual employee contracts for non-union staff in effect as at March 31, 2017. Because the amount was not actuarially determined, the actual liability may vary from this estimate. The current year severance costs included in the salaries and benefits expense are \$1,901 (2016 - \$1,154).

CLEMENTS CENTRE SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2017

(Audited)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) CASH AND SHORT TERM INVESTMENTS

Cash and short term investments consist of cash on hand, balances and term deposits with banks. The term deposits bear interest at rates between 1.2% and 1.75% with maturity dates between November 2017 and October 2019.

(e) INVENTORY

Inventory is valued at the lower of cost and net realizable value. The determination of cost is on a first in first out basis.

(f) CAPITAL ASSETS AND AMORTIZATION

Capital assets are stated at cost or deemed cost less accumulated amortization. Expenditures for additions and expenditures which substantially increase the useful life of existing assets are capitalized.

Capital assets are amortized over their estimates useful lives on a declining balance or straight-line basis at the following rates:

Building - 5%
Furnishings and equipment - 20%
Computers - 3 years
Paving and fencing - 5%
Automotive - 30%

In the years of acquisition and disposition, one-half of the year's amortization is recorded.

(g) LEASES

Leases that substantially transfer all of the benefits of and risks of ownership of property to the Society are accounted for as capital leases. At the time a capital lease is entered into, an asset is recorded along with its related long-term obligations. Equipment recorded under capital lease is being amortized on the same basis as described in note (f) above. Rental payments under operating leases are expensed as incurred.

CLEMENTS CENTRE SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2017

(Audited)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(h) BRITISH COLUMBIA HOUSING REPLACEMENT RESERVE

In accordance with the policies of the BC Housing Society, replacement reserve expenditures are expensed as incurred. This policy is not in accordance with Canadian Accounting Standards for Not-For-Profit Organizations ("ASNPO"). As at March 31, 2017 there have been no material expenditures made from the replacement reserve fund, and therefore, no material deviations from ASNPO have occurred as a result of this policy.

(i) DONATED MATERIALS, EQUIPMENT AND SERVICES

Donated materials, equipment and services that normally would have been purchased by the Society, are recorded at its estimated fair market value if such a value is readily determinable.

(j) FINANCIAL INSTRUMENTS

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

The Society's financial instruments consist of cash and cash equivalents, short-term investments, accounts receivable, accounts payable and accrued liabilities, demand loans, and long term debt.

Unless otherwise noted, it is managements opinion that the Society is not exposed to significant interest rate, currency, or credit risks arising from these financial instruments.

(k) ALLOCATION OF EXPENSES

The Society engages in various programs that meet their internal mandate. The costs of each program includes personnel, premises and other expenses that are directly related to providing the program. In addition the Society incurs a number of general support expenses that are common to the administration of the organization and each of its programs. It is the policy of the Society to allocate the administrative costs to the various programs based on either the programs usage of administration or at the level required by the organization that provides the program funding to the Society. During the year ended March 31, 2017 the Society allocated administration expenses at a rate of 8% to 9% of the programs revenues.

CLEMENTS CENTRE SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2017
(Audited)

2. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

(i) **ACCRUED SICK LEAVE**

Accrued sick leave represents the funding for sick days provided by Government funding that has not been used as of March 31, 2017. Under the terms of employment, unionized employees are allocated one sick day per month of employment and any sick leave not taken in a year is carried forward to a maximum accumulation of 156 days for each employee.

The total accumulated sick leave available to employees as at March 31, 2017 is \$250,821 (2016 - \$252,568). Any individual employee's accumulated sick leave is not required to be paid out on retirement or voluntary departure.

3. **REPLACEMENT RESERVE AND RESTRICTED CASH**

The Campbell Street Reserve Fund is maintained to satisfy agreements with Canada Mortgage and Housing Corporation. Under the agreement the funds for the Campbell Street home increase by \$540 each year plus the amount of interest earned.

The funds in reserve consist of the following:

	<u>2017</u>	<u>2016</u>
Externally restricted cash	\$ <u>9,309</u>	\$ <u>15,919</u>

Details of changes in replacement reserve fund balances are located in Schedule I.

4. **CAPITAL ASSETS**

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2017</u>	<u>2016</u>
Land	\$ 519,664	\$ -	\$ 519,664	\$ 381,664
Buildings	3,163,873	1,351,815	1,812,058	1,614,330
Furnishings, equipment, and computers	931,574	787,966	143,608	155,691
Paving and fencing	58,775	26,585	32,190	33,884
Automotive	<u>306,827</u>	<u>239,389</u>	<u>67,438</u>	<u>33,304</u>
	<u>\$ 4,980,713</u>	<u>\$ 2,405,755</u>	<u>\$ 2,574,958</u>	<u>\$ 2,218,873</u>

Capital assets include equipment purchased under a capital lease with a cost of \$23,410 (2016 - \$23,410) and accumulated amortization of \$6,555 (2016 - \$2,341).

CLEMENTS CENTRE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2017

(Audited)

5. BANK INDEBTEDNESS

The Society has an overdraft agreement to a maximum of \$75,000 which bears interest at the Bank's prime lending rate plus 0.75% per annum. As at March 31, 2017 the balance utilized was \$nil (2016 - \$nil)

6. DEMAND BANK LOAN

The Society has two demand loans with the Bank of Montreal. Both demand loans bear interest at the bank's prime lending rate plus 1% per annum and are repayable in monthly blended payments of \$1,294 and \$1,449. The loans are due on demand and are secured by certain term deposits held at the bank by the Society and certain property with a net book value of \$404,771 (2016 - \$nil).

7. DEFERRED CONTRIBUTIONS

Deferred contributions reported in the Operating Fund represent amounts received that are externally restricted for subsequent years. Changes in the deferred contributions balance are as follows:

	<u>2017</u>	<u>2016</u>
Balance, beginning of year	\$ 315,143	\$ 289,530
Amount recognized as revenue in the year	(291,425)	(108,338)
Amounts received for next years operations	<u>311,333</u>	<u>133,951</u>
Balance, end of year	<u>\$ 335,051</u>	<u>\$ 315,143</u>

8. PENSION LIABILITY

The Society and certain employees contribute to the Municipal Pension Plan (the plan), a jointly trusteed pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 309,000 active, inactive, and retired members.

The most recent valuation as at December 31, 2015 indicated a surplus of \$2.224 million basic pension benefits. The next valuation will be as at December 31, 2018 with results available in 2019. The actuary does not attribute portions of the unfunded liability to individual employers. The Society paid \$276,588 (2016 - \$280,141) for employer contributions to the plan for the year ended March 31, 2017.

CLEMENTS CENTRE SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2017

(Audited)

9. **ECONOMIC DEPENDENCE**

The Society has a significant amount of revenues derived from government contracts. Revenues from government contracts represents 94% (2016 - 95%) of total revenues.

10. **LONG TERM DEBT**

	<u>2017</u>	<u>2016</u>
Canada Mortgage and Housing Corporation - Secured by property located on Campbell Street, Duncan, B.C. with a net book value of \$115,993 (2016 - \$119,835). The amount is payable in monthly payments of \$562 including interest at 1.62% per annum. The mortgage matures March 1, 2018.	6,692	13,275
Bank of Montreal - Secured by property located on Ryall Road, Duncan, B.C. with a net book value of \$90,320 (2016 - \$93,949). The amount is payable in monthly payments of \$1,095 including interest at 2.79% per annum. The mortgage matures June 1, 2018.	<u>43,487</u>	<u>55,235</u>
	50,179	68,510
<u>Less: current portion</u>	<u>(18,778)</u>	<u>(18,448)</u>
	<u>\$ 31,401</u>	<u>\$ 50,062</u>

Principal repayments for the next two years are as follows:

2018		\$ 18,778
2019		<u>31,401</u>
		<u>\$ 50,179</u>

11. **NEW BRITISH COLUMBIA SOCIETIES ACT**

On November 28, 2016 the new British Columbia Societies Act came into force. Included in the new Act is a requirement to disclose the remuneration paid to all directors, the ten highest paid employees and all contractors who are paid at least \$75,000 annually. During the year, the Society paid \$89,879 in remuneration to 1 employee.

CLEMENTS CENTRE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2017

(Audited)

12. LEASE COMMITMENTS

The Society leases property located at 5856 Clements Street, Duncan, B.C. from the Corporation of The District of North Cowichan for \$1 per year. The lease was renewed effective June 2004 for twenty years at a rate of \$1 per year.

The Society leases certain office equipment under a capital lease. The term of the capital lease is 5 years with interest at 3.7%. Included in office expense is \$701 (2016 - \$476) for interest on lease obligations.

The Society has certain automotive assets under an operating lease. The term of the operating lease is 4 years with interest at 4.95%. Included in transportation expense is \$18,119 (2016 - \$18,070) for the operating lease.

Future minimum lease payments relating to capital and operating leases are as follows:

	<u>Capital Lease</u>	<u>Operating Lease</u>
2018	\$ 4,680	\$ 19,079
2019	4,680	19,079
2020	4,680	19,079
2021	3,972	19,079
2022	<u>-</u>	<u>19,079</u>
Total future minimum lease payments	18,012	\$ <u>36,966</u>
Less: Amounts representing imputed interest	<u>1,224</u>	
Present value of obligations under capital lease	16,788	
Less: Current portion of obligations under capital lease	<u>4,128</u>	
	<u>\$ 12,660</u>	

13. INTERNALLY RESTRICTED ASSETS

During the 2009 fiscal year, the Society's board of directors approved the implementation of the following internally restricted reserve funds up to a maximum target of \$1,438,936 (2016 - \$1,330,714):

- Building, furnishings and equipment - 10% of insured value
- Automotive - 20% of replacement cost
- Contingency - 1.5 months of revenue based on the previous fiscal period

The purpose of the reserve is to provide sufficient funds for the future replacement of certain capital assets and for future contingencies. The Society's board of directors has internally restricted \$878,112 (2016 - \$826,851) related to these reserve funds.

14. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform with the current year's presentation.

CLEMENTS CENTRE SOCIETY

SCHEDULE OF CHANGES IN REPLACEMENT RESERVE FUND

AS AT MARCH 31, 2017

(Audited)

	<u>Campbell Street</u>	<u>Ryall Road</u>	<u>2017</u> <u>Total</u>	<u>2016</u> <u>Total</u>
BALANCE, beginning of year	\$ 8,658	\$ 7,260	\$ 15,918	\$ 14,636
Interest income	111	-	111	292
Transfer from operating fund (Note 3)	540	-	540	990
Transfers to operating and capital fund	-	(7,260)	(7,260)	-
BALANCE, end of year	<u>\$ 9,309</u>	<u>\$ -</u>	<u>\$ 9,309</u>	<u>\$ 15,918</u>

CLEMENTS CENTRE SOCIETY

SCHEDULE OF PROGRAM REVENUE AND EXPENSES

FOR THE YEAR ENDED MARCH 31, 2017

(Unaudited)

Programs	Contract Revenue	Other Revenue	Operating Expenses	Surplus/ (Deficit)
Community Living British Columbia				
Campbell Street Group Home	616,327	711	613,521	3,517
Marchmont Street Group Home	503,698	-	525,259	(21,561)
Ryall Road Group Home	646,563	-	660,821	(14,258)
Home Sharing	952,071	200	947,192	5,079
Next Step	4,405	-	5,308	(903)
Semi-Independent Living Program	268,327	-	259,582	8,744
South End Day Program	409,372	1,774	411,731	(585)
Activation leisure Day Program	500,549	8,860	520,102	(10,692)
Lunch on Clements Day Program	191,045	9,688	210,951	(10,218)
Supported Employment Program	204,608	5,149	209,757	-
PIC Day Program	112,614	381	113,776	(781)
Total Community Living	4,409,580	26,763	4,478,001	(41,658)
Ministry of Children and Family Development				
Sundrops	879,813	4,831	905,890	(21,246)
Supported Child Development	707,488	-	696,924	10,564
Behaviour Therapy	62,547	-	63,186	(638)
Children's Family Support Program	240,024	9,055	249,218	(139)
Child Care Resource and Referral - Cowichan	147,351	5,162	154,790	(2,276)
Child Care Resource and Referral - Regional	119,996	5,553	125,523	26
Total Ministry of Children	2,157,220	24,602	2,195,531	(13,710)
Non Ministry Funded				
Mindful Mouthful	-	58,809	62,734	(3,925)
Total Programs Surplus/Deficit	6,566,799	110,173	6,736,266	(59,293)
Total Fundraising	-	131,431	58,496	72,935
Administration				
Administration	-	630,200	624,860	5,340
Clements Buildings	51,361	35,193	10,113	76,441
Total Administration	51,361	665,392	634,973	81,781
	6,618,161	906,996	7,429,734	95,422

27.

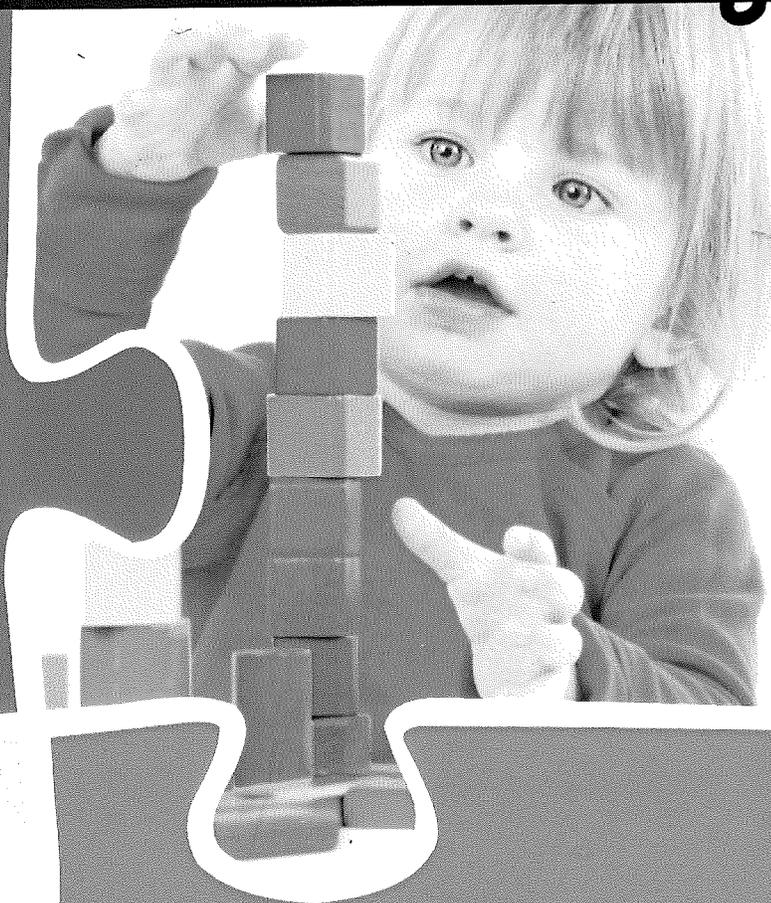
Clements Centre Society

Budget for 2017 - 2018

Community Living Programs				
	per y/	Budget	Budget	surplus(loss)
		revenue	expenses	
Residential Programs				
6 Campbell R		613,603	638,371	(24,768)
7 Marchmont R		503,538	526,922	(23,384)
16 Ryall Rd R		650,924	670,887	(19,963)
72 Homesharing		1,023,323	1,023,323	0
		2,791,388	2,859,503	(68,115)
Day Programs				
9 SIL		269,096	269,096	0
10 Southend		411,742	412,268	(526)
12 Act\Leis		508,491	511,415	(2,924)
13 LOC		202,545	212,103	(9,558)
15 Sup Emp		212,682	212,684	(2)
18 PIC Day		113,414	114,595	(1,181)
60 Next Steps		120,085	120,097	(12)
60 Next Steps		109,043	109,043	0
		1,947,098	1,961,301	(14,203)
Total Community Living Programs				
		4,738,486	4,820,804	(82,318)
Children's Programs				
5 Sundrops		943,703	943,703	0
19 SCD		712,356	712,387	(31)
4 Behaviour Therapy		64,296	64,296	0
14 CFS		247,633	247,633	0
21 CCRR		152,625	152,779	(154)
22 CCRR reg		126,351	126,379	(28)
		2,246,964	2,247,177	(213)
Total Ministry Contracts				
		2,246,964	2,247,177	(213)
Non Funded Program				
33 Mindful Mouthful		96,000	100,300	(4,300)
Administration \ Buildings \ Gaming				
Administration		62,370	39,937	22,433
3 Family Resource		91,540	91,540	0
11 Season's for Living		16,655	16,655	0
26 Class A Raffle		25,000	2,500	22,500
25 Gaming		4,600	510	4,090
Clements Buildings		34,954	(2,854)	37,808
		210,119	145,788	86,831
Totals of all programs and departments				
		7,291,569	7,314,069	0

Approved Budget

THANK YOU FOR YOUR SUPPORT!



Our **NEW CENTRE** at **5814 Banks Road** will be a modern facility that will provide support and services to infants, children and families with a variety of developmental and learning delays. It will be a place for all children to learn, grow and develop for optimal wellbeing.

**NEW SITE FOR
SUNDROPS
CENTRE
for CHILD
DEVELOPMENT
5814 Banks Road**

www.clementscentre.org



To Donate Contact:
iroseneck@clementscentre.org
Director of Advancement
250-746-4135 Ext. 269
5856 Clements St., Duncan

Cobble Hill United Merchants Society

Amount Requested: \$20,000.

Residential Cost Per \$100,000. Assessed Value - .101



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: COBBLE HILL UNITED MERCHANTS SOCIETY (CHUMS)

Mailing Address: PO BOX 196, COBBLE HILL, BC, V0R 1L0

Name of Contact Person: ANITA WILLIS, CHUMS SECRETARY

Telephone No. 250-929-5565 or 250-743-6607 **email:** twohootsgallery@gmail.com

Project/Initiative Scope:

Which category is this project, event or service? Economic Development

Which electoral areas will this project, event or service provide benefit to?

Area C – Cobble Hill

Description of project, event or service:

The Cobble Hill United Merchants Society (CHUMS) requests \$20,000 in financial aid to support the following projects and services:

1) \$10,000 seed money toward the estimated \$35,000 cost of hiring Cobble Hill woodworking and engineering contractors to construct and install a "Welcome to Cobble Hill" timber-frame sign for the community at the Fisher Road intersection with Hwy 1. A local landowner and businessman has offered to host the sign on his commercial property. The remaining \$25,000 would be raised through local CHUMS fundraising initiatives, business contributions, etc.

2) \$5,000 to hire a Cobble Hill graphic designer to create a logo/branding package for Cobble Hill village (including graphics for print media, website and social media, and a design for the proposed village welcome sign) and to create and launch a Cobble Hill village website. The website would host a directory of Cobble Hill businesses (including home-based businesses, local artists, commercial and industrial businesses, non-profit agencies), and would provide a central place for community information and events to be posted (currently much lacking outside of Facebook), for commercial lease opportunities to be shared, and more. Any portion of this \$5,000 not needed for branding and website development would be put toward the welcome sign project.

3). \$5,000 to enhance pedestrian safety in the village core by filling and leveling the gravel verges of the village roads. Currently deep gutters and potholes along roadways fill with water during the rainy season, creating significant hazard to pedestrians and limiting movement by foot around the village. MoT representatives at the 2017 Cobble Hill design charrette indicated they would support our proposed gravelling and grading project so long as road drainage is not compromised and with the understanding that MoT would not be responsible for upkeep of the gravel verges. Volunteer labour would be used to distribute the gravel, and local companies would be engaged to provide the gravel, project management, and the professional required to operate the truck and grader. Any funds remaining would be put toward the welcome sign project.

Start Date: March 1, 2018 **End Date (for #2 and #3):** Dec. 31, 2018

Is this project, event or service part of your core operations? Yes

Is the project, event or service already provided in the community by another organization? No

Regional Grant-in-Aid Application Page 2

Who will benefit from the project, event or service? The residents and business community of Cobble Hill

What will those benefits be?

- A safer, more walkable community for residents and visitors
- Immediate implementation of some aspects of the Cobble Hill Design Toolkit that arose from the 2017 design charrette, underscoring the value of this process and establishing momentum to continue volunteer work to achieve recommendations in the document
- Enhanced community pride, communication, engagement in local events and business offerings
- Economic development through greater awareness, both online and through visual signage, of Cobble Hill as a vibrant business community and desirable location for investment/development
- Stimulate local economy by diverting increasing numbers of highway travellers into the merchant core of Cobble Hill village, encouraging growth of local business and increased local employment
- Build commercial tax base by increasing the number and size of local businesses

What are the impacts of not delivering the service or completing the project?

- Potential for injury to residents and visitors on foot
- Inability of the elderly to safely walk around their village, leading to inability to age in place
- Continued struggle for local merchants to grow their businesses and provide local employment, to serve the Cobble Hill community with services the growing numbers of residents need and want, and contained lack of growing commercial tax base to support other desired services for the growing community

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism:

- The three proposed projects and services will be implemented using the skills of local business people and volunteers. Cobble Hill is unusually blessed with skilled building engineers and woodworking experts needed for the signage project.
- The seed money for the proposed highway welcome sign will be used as a focal point to rally the community in fundraising and volunteer efforts to achieve a tangible visible goal, a literal landmark that identifies Cobble Hill village as a thriving community worth visiting. Creating visual branding for the community online and with a physical highway sign will “put Cobble Hill on the map,” as it were.
- With many newcomers moving to the Cobble Hill district, one central website providing information on local businesses, community groups, non-profit agencies, volunteer opportunities, etc. is greatly needed. At present, a myriad of unconnected groups provide a patchwork of information pages on Facebook, and the lack of a central information hub leads to considerable confusion and inability to disseminate timely and important community information.
- Volunteers will be mobilized to assist with the roadside gravelling and grading project, reducing costs and inviting community engagement in working to resolve a problem all residents recognize.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$45,000

\$35,000 for creation and installation of highway welcome sign

\$5,000 for graphic design/branding and website creation

\$5,000 for village roadside gravel fill and grading

Grant in Aid applied for: \$20,000

Will you receive other sources of funding? No

Regional Grant-in-Aid Application Page 3

Please describe cost reduction strategies employed

- Community volunteers will provide required general labour for roadside gravel distribution
- Local businesses, as community members who will benefit from all projects and services, will provide their skilled services at minimum costs possible
- A local landowner and business man will provide a site for the highway welcome sign at no cost
- The proposed Cobble Hill village website will be populated with written content created by and maintained by CHUMS volunteers (including professional editorial oversight from a former magazine editor); only the technical design of the site, visual branding materials (Iprofessionally designed logo) and cost of Internet hosting will be hired out

Indicate any volunteer labour and/or in-kind donations contributions:

See above.

Have you included your organization's current annual budget and most recent financial statements?

No. The organization's first annual financial statements will be prepared in conjunction with the organization's Annual General Meeting, which will be held in the summer of 2018. The organization's current financial assets are detailed in the financial attachment.

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

Category:

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

ATTACHED DOCUMENTS:

- CHUMS FAQ document
- CHUMS financial statement

Cobble Hill United Merchants Society

CHUMS

FAQ

What is CHUMS?

Early in 2017, a group of Cobble Hill business owners began meeting to see how they might work together to support each other and the community we serve. In July 2017, the group registered the Cobble Hill United Merchants Society (CHUMS) as an official B.C. society.

What is the mandate of CHUMS?

The society's two stated purposes are:

- To build connections among Cobble Hill business owners, residents, and like-minded local and regional organizations to broaden local and regional awareness of Cobble Hill as a vibrant and welcoming community in which to live, work, and play.
- To foster initiatives and events to enhance the beauty, heritage, livability, and social connectivity of Cobble Hill.

Who is on the board of CHUMS?

The following business owners have volunteered to serve on the first CHUMS board:

President:	Phil Newns, Minstrels Music School
Vice-President:	Nick Yaremchuk, Island Computers
Treasurer:	Kim Newns, Paint Nite
Secretary:	Anita Willis, Two Hoots Gift Gallery
Director-at-Large:	Dave Kral, Cobblestone Pub
Director-at-Large:	Candice Johnsson, Union 22 Antique and Vintage
Director-at-Large:	Susan Dumas-Ryan, The Second Hanger

Who can join?

Membership in CHUMS is open to businesses, organizations, and individuals both within and outside of the boundaries of Cobble Hill Regional District. Anyone who supports the society's stated purposes, above, is welcome, including business people and organizations from neighbouring South Cowichan communities who see a benefit in networking with the business people of Cobble Hill.

What are the benefits of a \$10 annual membership in CHUMS?

- * Network with local business owners at fun "Meet and Greet" evenings.
- * Join CHUMS group marketing initiatives to get more for your ad dollars.
- * Participate in CHUMS community-building events and initiatives.
- * Get listed in CHUMS' growing member directory and a future CHUMS website.
- * Lobby for village improvements (like a "Visit Cobble Hill Village" sign on the highway) as a collective group of business owners.
- * Stay "in-the-loop" with newsy updates about changes, improvements, etc. in the Cobble Hill business community.
- * Get CHUMS member discounts at participating local businesses.

COBBLE HILL UNITED MERCHANTS ASSOCIATION
Statement of Accounts as of November 29,2017

Revenues	2017
Membership Fees	310
Fundraising Activities	150
In-Kind Support (Administrative, Meeting Rooms)	2,000
Total:	\$ 2,460.00

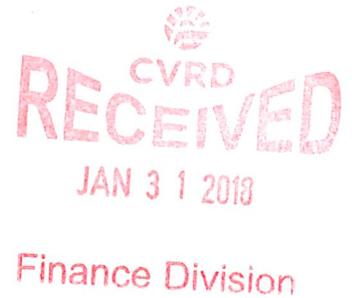
Expenditures	2017
Networking Events	153
Society Registration, Banking Fees	165
Meeting and Administrative Activities	2000
	\$ 2,318.00

Balance	\$ 142.00
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Cobble Hill Events Society

Amount Requested: \$3,500.

Residential Cost Per \$100,000. Assessed Value - .018



Jan. 31, 2018

To whom it may concern:

After two years of organizing and hosting the Vancouver Island Homesteading Fair (VIHF), Cobble Hill Events Society has, with input from literally hundreds of participants, come to realize how unique and defining this event is as our valley adapts itself for the future. The combination of educational opportunities it provides to the growing number of participants, both more established and new, will build our valley economy and, at the same time, will assure that the valley attracts both new business and residential participants who 'understand' our roots and and the clear definition of where we are going in the valley. Therefore, we request that your directorate give due consideration to funding the VIHF as it is centred on innovation, is proven, reflects maintenance of established valley values while looking to the future and, as a result, has significant benefits for all.

We thank you for considering our proposal and look forward to a positive response.

Respectfully submitted,

Ann Baty, Director

Wade Pendlebury, Vice President



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Cobble Hill Events Society

Mailing Address: 1373 Bonner Cres. Cobble Hill Postal Code: V0R 1L2

Name of Contact Person: Wade Pendlebury - Vice President Ann Baty - Director

Telephone No. 250 413 7052 email: cobblehillevents@gmail.com

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? * (see page 3) Economic Development

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: Vancouver Island Homesteading Fair (VIHF)- This Fair, as the first of its kind on the island, has been created with the intention of fostering the exchange of knowledge, skills, and experience in support of a secure, vibrant and sustainable valley community.

Start Date: Sat. May 6, 2018 End Date: Sun. May 7, 2018

Is this project, event or service part of your core operations? Yes X No _____

Is the project, event or service already provided in the community by another organization?

Yes _____ No X

Please describe cost reduction strategies employed: Our biggest expense is renting the facilities of the
the Farmers' Institute. As this activity is complementary to their original mandate, we are hoping to work with
them in reducing those costs. As with all of our events, we work out favourable fees for their services as we are
a non-profit organization. Because volunteers are the mainstay of our organization, the majority of work will be
done by them.

Indicate any volunteer labour and/or in-kind donations contributions:

To implement this event, there will likely be up to 30 volunteer shifts of 2 to 3 hours.

Have you included your organization's current annual budget and most recent financial statements?

Yes _____

No _____

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

***Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

**Cobble Hill Event Society
BUDGET 2017/2018**

Insurance	\$ 2,800.00
Music in the Park	\$ 10,000.00
Sound/electrical equipment	\$ 5,000.00
Homesteading Fair	\$ 4,600.00
Farmers' Market	\$ 750.00
Halloween Haunted Barns	\$ 500.00
Santa's Brunch / photos	\$ 750.00
Promotion & Advertising	\$ 3,800.00
Initiatives	\$ 1,250.00
Legal/Admin	\$ 200.00
Total	<u>\$ 29,650.00</u>

Financial Statement for CHES			
April 1, 2016 - February 28, 2017			
REVENUES			\$ 24,348.44
<u>Grants</u>			\$ 20,750.00
Grant-in-Aid, Cobble Hill Director	\$ 15,000.00		to support costs related to the hosting of Music in the Park, and other community events
Grant-in-Aid, via SCHFIAS	\$ 5,000.00		to host the 1st annual Vancouver Island Homesteading Fair
Grant-in-Aid, Cobble Hill Director	\$ 750.00		additional funds granted to host a Halloween event
<u>Donations</u>			\$ 2,223.15
Cobblestone Pub	\$ 500.00		seed funds to get CHES up and running - registration, web domain, etc
collected during Music in the Park	\$ 1,244.40		
anonymous community donor	\$ 260.00		
collected at Homesteading Fair	\$ 218.75		
<u>Vendor fees</u>			\$ 790.00
collected at farmers' market	\$ 490.00		\$10 per table collected over 13 weeks, (some 'freebies' granted)
collected at Homesteading Fair	\$ 300.00		
<u>Other Sources</u>			\$ 585.29
silent auction (HF)	\$ 202.00		items primarily donated by HF vendors
plant sales (HF)	\$ 30.00		plants donated by Dinter Nursery for re-sale at HF
food sales (HF)	\$ 150.75		opportunity to increase profits at 2017 HF
bank bonus	\$ 200.00		new account opening promotion at Island Savings
Interest Accrued	\$ 2.54		

EXPENDITURES		\$ 20,673.90	
Insurance		\$ 2,778.00	Directors & Operators Insurance policy
Facility Rentals		\$ 2,620.00	
SCHFIAS grounds for Farmers' Market	\$ 1,160.00		
SCHFIAS halls & grounds for HF	\$ 1,400.00		
SCHFIAS hall for Santa party	\$ 60.00		
Music in the Park talent		\$ 5,950.00	(\$6300. - \$350. refunded for show canceled due to rain)
Other Musicians		\$ 425.00	(\$350. farmers' markets + \$175. HF)
Items Purchased		\$ 4,707.61	
Sound/electrical equipment	\$ 1,849.23		(additional equipment borrowed from Kerry Park)
Event supplies - Halloween	\$ 725.93		décor, costumes, Haunted House supplies
Event supplies - Santa party	\$ 417.70		décor, Santa costume, food & beverage supplies
Event supplies - HF	\$ 406.85		
Event supplies - other	\$ 54.62		attempted concession at Farmers Market, failed to turn profit
Stage & sign building supplies	\$ 673.95		lumber, hardware, paint, all purchased at Cobble Hill Rona
Safety & site supplies	\$ 579.33		first aid kit, hi-vis vests, cones, walkie-talkies, barricades, tent, garbage cans
Remuneration Paid		\$ 1,000.00	Contracted Carolyn Morris to develop & execute first annual Homesteading Fair
Administrative supplies		\$ 53.84	
postage	\$ 17.43		
stationery	\$ 36.41		
Promotion/Advertising		\$ 2,866.95	
web hosting & design/domain name	\$ 200.00		
Print media	\$ 2,044.86		(\$1409.63 Echo, \$393.75 Valley Voice, \$241.48 Citizen (HF))
radio ad (HF)	\$ 189.00		
additional signage (HF)	\$ 264.92		(\$140 road sign rental + \$124.92 reusable banner & signs)
poster printing	\$ 168.17		

Legal		\$ 231.50	registration of society & name, rush fee
Bank fees		\$ 41.00	cheque printing, certified cheque charges, other fees
BANK BALANCE (February 28, 2017)		\$ 3,674.54	

*HF refers to The Vancouver Island Homesteading Fair

It should be noted that wherever possible, effort was made to purchase needed items & services within the Cowichan Valley.

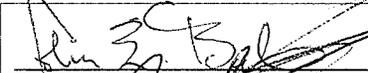
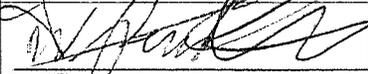
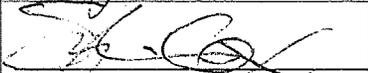
It should also be noted that many local community members and businesses made valuable contributions to our endeavours.

The 2017 year will see the purchase of new sound equipment as this year we relied heavily on used and borrowed equipment which is no longer available to us. While the cost will be a significant portion of our 2017/2018 budget, the investment should last many years, reducing costs in subsequent years. Our first year's budget also accommodated start-up costs such as stage construction, safety gear, and on-site supplies.

Although this year we have been primarily funded by a Grant-in-Aid from the CVRD, we are still actively seeking other funders as we don't expect the same level of support to continue indefinitely as other community initiatives and priorities arise in the future. Receiving this grant enabled us to spark community engagement; as things tend to evolve, we anticipate some of our initiatives to be taken on by the community over time, absorbing the financial burden.

The Cobble Hill Events Society continues to actively seek out and apply for various other grants for which we hope to qualify for the 2018 year.

This Financial Statement was prepared for the Annual General Meeting of the Cobble Hill Events Society and is approved by its Directors:

date <u>Apr 14, 2017</u>		John E Baty, President
date <u>4 APR 2017</u>		Wade Pendlebury, Vice-President
date <u>04/04/2017</u>		Sylvia Cox, Treasurer
date <u>Apr 4/17</u>		Theresa Pendlebury, Secretary
date _____	<u>not in attendance</u>	Simon Cox, Director-at-Large

BREAKDOWN: Cost of events 2016/2017

MUSIC IN THE PARK

Talent	\$ 5,950.00
Sound & electrical equipment	\$ 1,849.23
Stage & sign building supplies	\$ 673.95
On-site supplies & safety	\$ 579.33
50% of promotion expenses	\$ 1,085.78
	\$ 10,138.29
Donations from attendees	\$ 1,244.40
Net cost to CHES	\$ 8,893.89

FARMERS' MARKET

Facility rental	\$ 1,160.00
musicians	\$ 350.00
concession (failed to turn profit)	\$ 52.74
50% of promotion expenses	\$ 1,085.78
	\$ 2,648.52
Vendor fees paid	\$ 490.00
Net cost to CHES	\$ 2,158.52

HOMESTEADING FAIR

Facility rental	\$ 1,400.00
Remuneration paid to organizer	\$ 1,000.00
Musicians hired	\$ 175.00
Onsite supplies	\$ 406.85
Promotion (189.00+264.92+241.48)	\$ 695.40
	\$ 3,677.25
Vendor fees paid	\$ 300.00
Cafe sales revenue	\$ 150.75
Net cost to CHES	\$ 3,226.50

HALLOWEEN HAUNTED HOUSE

Event supplies - décor, costumes, props	\$ 725.93
	\$ 725.93

PHOTOS WITH SANTA

Event supplies - décor, costume, food	\$ 417.70
Facility rental	\$ 60.00
	\$ 477.70

ADDITIONAL ADMINISTRATION COSTS

Insurance	\$ 2,778.00
Admin (postage, stationery)	\$ 53.84
Legal	\$ 231.50
bank fees	\$ 41.00
	\$ 3,104.34

Cowichan Beekeepers Society

Amount Requested: \$1,500.

Residential Cost Per \$100,000. Assessed Value - .008



CVRD RECEIVED

JAN 31 2018

Finance Division

REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Cowichan Beekeepers Society

Mailing Address: Box 274, Cobble Hill Postal Code: V0R 1L0

Name of Contact Person: John Magdanz

Telephone No. 250 510-4413 email: johnmagdanz@gmail.com

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? *(see page 3) environmental

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A - Mill Bay/Malahat
Area B - Shawnigan Lake
Area C - Cobble Hill
Area D - Cowichan Bay
Area E - Cowichan Station/Sahtlam/Glenora
Area F - Cowichan Lake South/Skutz Falls
Area G - Saltair/Gulf Islands
Area H - North Oyster/Diamond
Area I - Youbou/Meade Creek
City of Duncan
District of North Cowichan
Town of Ladysmith
Town of Lake Cowichan

Description of project, event or service: To assist people with the raising of honey bees for honey production and pollination. Field days, guest speakers, mentorship, exhibition - Cobble Hill and Cowichan.

Start Date: Feb. 2018 End Date: No end date.

Is this project, event or service part of your core operations? Yes [checked] No

Is the project, event or service already provided in the community by another organization?

Yes No [checked]

If yes, provide details: _____

Who will benefit from the project, event or service? Anyone that raises bees, is thinking of raising bees and those relying on polination as well as domestic and wild bees.

What will those benefits be? Increased polination. Success in raising bees. A reduction of bee diseases being spread.

What are the impacts of not delivering the service or completing the project? Less polination and fewer bees both domestic and wild.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: I believe that field day events will allow the public to get a better understanding of what is required to raise bees successfully.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$ 2000.00

Grant in Aid applied for: \$ 1500.00

Will you receive other sources of funding? Yes _____ No

Please describe other sources of funding and amounts as requested or expected:

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____

Please describe cost reduction strategies employed: The Cowichan Beekeepers Society is a totally member-funded society relying on membership fees. Many of the events are subsidized by the members.

Indicate any volunteer labour and/or in-kind donations contributions:

Field days, mentorship and working the exhibition booths is all done by volunteers.

Have you included your organization's current annual budget and most recent financial statements?

Yes _____ No _____

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

* Category:

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

To whom it may concern,

The Cowichan Beekeepers is a society of approximately seventy members. The main objective of the club is to support people interested in keeping honey bees. This is done in a variety of ways.

- 1) Hold monthly meetings where we share information and bring in knowledgeable speakers.
- 2) Hold field days throughout the summer for hands-on experience.
- 3) Promote the growth of nectar producing plants.
- 4) Educate new beekeepers on current methods of Varroa mite control.
- 5) Help new members to acquire bees and set up their hives.

While the main focus is on honeybees the things that we do also help the wild bees. There are many things that are affecting bees, both domestic and wild. Today we are well aware of the effects of using insecticides and herbicides on insects and how they have adversely affected bee populations. Habitat loss is another area of concern with higher density housing and intensive monoculture crops. While these may be of concern, it is felt that the greatest concern is the introduction of mites and the diseases that come with them.

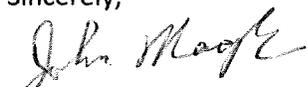
In the fall of 2016 Paul van Westendorp, the head apiculturist for the B.C. ministry of agriculture, came over to speak to our club. He was concerned because the Cowichan Valley is the hot spot for Varroa mites in B.C. There are many reasons for this. We have a high density of beekeepers in a small area with an estimate of approximately 200 with about 70 of these being members of our club. Bees will fly 5 miles to collect nectar for making honey. If someone has infected hives their bees will quickly pass the mites on to other hives through contact. Varroa mites not kept under control will kill the bees.

While it is impossible to eradicate mites they can be kept under control. The methods of control are designated by the B.C. Ministry of Agriculture and change as new methods are found and the mites build up resistance to older methods. As a club we keep each other and new members up to date. We also teach members on how to correctly treat for mites. It is our hope to reach out and teach those that are not in our club because it is in all of our interests as well as those of the bees, both domestic and wild.

As we are a small club we have limited funds because we are funded through membership fees. To inform non club beekeepers and those interested in getting bees about the events we would like to put posters out in key locations. We use local speakers as much as possible but many of the people specializing on bee issues live on the mainland and we need to pay for their travel expenses. We hope by putting these events on where non-members are welcome that the increased knowledge will benefit all bees. It is also our hope that more people will join our club and that we will be able to support ourselves in the future without assistance.

I look forward to your consideration of our application and any questions that you may have.

Sincerely,



John Magdanz
President of the Cowichan Beekeepers
250 510-4413 cell

Cowichan Historical Society

Amount Requested: \$5,000.

Residential Cost Per \$100,000. Assessed Value - .025



PO Box 1014
Duncan, BC
Canada V9L 3Y2

Phone: (250) 746-6612

Fax: (250) 746-6612

cvmuseum.archives@shaw.ca

www.cowichanvalleymuseum.bc.ca

Finance Division

Mark Kueber
General Manager Corporate Services, CVRD
175 Ingram Street
Duncan, BC V9L 1N8

January 16, 2018

Dear Mr. Kueber,

Grant in Aid for the Cowichan Valley Museum & Archives

The 2017 CVRD Grant in Aid provided essential archival storage materials that assisted us in preserving the history of the communities of the Cowichan Valley and contributed to improved access to it. Thank you for awarding us a Grant in Aid last year; receiving the funding acknowledges the work that we do for the communities we serve.

We have two potential projects for consideration:

In 2017, after three years of working with Andre & Associates Museum Design & Interpretation, we began work on the transformation of our First Nations gallery and the construction of a permanent Asian Canadian gallery. This work is a reflection of our collaboration with diverse communities in the Cowichan Valley. A Grant in Aid would assist us with the collection and dissemination of archival material related to these communities. Interviews, photographs and other material will be accessible to visitors.

The second potential project involves digitizing the complete collection of the *Cowichan News Leader Pictorial*, which is stored in the museum. Creating digital access to this resource provides researchers with unprecedented access to this long-term community newspaper.

Like the CVRD, we are committed to community engagement and building bridges between people in an effort to create a healthy community. We are fortunate to have skilled, committed and enthusiastic volunteers who, in service to the museum and archives, keep the work that we do relevant to our community.

Thank you for considering our request for a Grant In Aid for \$5,000.

Sincerely,

A.D. (Tony) Irwin
President, Cowichan Historical Society

Attached: Description of Project, Event or Service

Description of Project, Event or Service:

We have two potential projects for consideration:

In December 2017, after several years of working with Andre & Associates Museum Design & Interpretation, we began work on the transformation of our First Nations gallery and the construction of a permanent Asian Canadian gallery. This work is a reflection of our collaborations with diverse communities in the Cowichan Valley.

We are requesting funding to collect archival content related to diverse communities which will then be made accessible to visitors and researchers. Making this kind of archival material available to visitors during their time in the museum will enhance their experience of the stories we are telling. The new interpretation we have developed will be enriched by archival content, such as interviews with First Nations Elders. This will both appeal to visitors and serve as a powerful reminder to local residents the remarkable story of our community's history.

The second potential project involves digitizing the complete collection of the *Cowichan News Leader Pictorial*, which is stored in the museum. Creating digital access to this resource provides researchers with unprecedented access to this long-term community newspaper.

As an institutional member of the Archives Association of BC, the CVMA is committed to maintaining professional standards of archives management and to provide access, both at our site and online, to the amazing records of the Cowichan Valley. The preservation of archival material is an essential part of what we do to preserve our history.

Who will benefit from the Project, Event or Service:

Local residents will benefit from the easy access to archival material from the museum's collection. Creating access to archival material provides another avenue for local residents to use to learn about history in their community. Museum visitors will gain a deeper appreciation for our community through access to the archival material we collect. The archives collection will be enriched with material that represents a great number of communities in the Cowichan Valley.

With more and more research taking place online, there is greater demand for access to local newspapers, benefiting anyone undertaking research.

Indicate the volunteer labour and/or in-kind donations to be contributed to the Project, Event or Service:

Volunteers will be donating 100 hours to assist with these archives-related projects.

REGIONAL GRANT IN AID APPLICATION

Name of Organization: Cowichan Valley Museum & Archives
Name of Contact Person: A. D (Tony) Irwin
Mailing Address: PO Box 1014 Duncan Postal Code: V9L 3Y2
Telephone No: (250) 746-6612 Fax No: _____
Description of Project, Event or Service: Attached.

Is the Project, Event or Service already provided in the community by another organization?
Yes _____ No ✓

If yes, provide details: _____

Who will benefit from the Project, Event or Service: Attached.

Total cost of the Project, Event or Service: \$ 5,000

Will you receive other sources of funding? Yes _____ No ✓

Please describe other sources of funding and amounts as requested or expected:
_____ \$ _____

Indicate the volunteer labour and/or in-kind donations to be contributed to the Project, Event or Service:
Attached

Have you included your organizations current annual budget and previous years' financial statements?
Yes ✓ No _____

Grant in Aid applied for: \$ 5,000

Note: All applications must be received by the Regional District on or before January 31st of each year to be considered in the current year. Please attach documentation as required by CVRD policy, and any additional documentation supporting your Project, Event or Service.

For office use only:

- All required documentation is included in application
- The applicant is an incorporated society
- The organization has not received 3 or more Regional Grants-in-Aid
- The organization is locally based

		Cowichan Historical Society	
		Budgeted Income and Expenditures	
		2018	2019
		Annual	Annual
		Budget	Budget
		\$	\$
	Income		
	Community Gaming Grant (being requested)	50,000	50,000
	Grants - Municipal	13,500	13,500
	- Duncan Tourist Info Centre	17,000	17,000
	- Federal (Summer student)	4,500	4,500
	Admissions	6,000	6,000
	Sales	15,000	15,000
	Fund Raising	4,000	4,000
	Other	9,000	9,000
	Total	119,000	119,000
	Expenses		
	Salaries	60,000	60,000
	Salaries - Tourist Info Centre	17,000	17,000
	Salaries - Summer student	4,500	4,500
	Office	6,000	6,000
	Supplies and Services	7,300	7,300
	Electricity	6,000	6,000
	Purchases	7,500	7,500
	Maintenance	2,000	2,000
	Insurance	2,200	2,200
	Other	6,500	6,500
	Total	119,000	119,000
	Net Income (Loss)	-	-
	Capital Expenditures - Canada 150 Project (Balance of Canada 150 Grant received in 2017)	46,000	0

Cowichan Valley Museum & Archives
Cowichan Historical Society
2017 Annual Report



Image: Cim MacDonald; Paldi Slipper 991.57.1-2 CVMA

The Cowichan Historical Society, established in 1974, operates the Cowichan Valley Museum & Archives in the heritage designated Duncan Train Station, with one full time curator, one part time staff member, and 39 dedicated and skilled volunteers who worked more than 4,000 hours for the museum and archives. We had 9,684 visitors access the museum and archives in 2017.

In December 2017, the Cowichan Valley Museum & Archives, with financial assistance from various funding awards, began renovations on two new galleries. After three years of planning with Andre & Associates Interpretation and Design, we began to make the changes to the museum that will improve the visitor experience and update the interpretation and displays. The museum and archives received an enormous amount of support from volunteers and the community as we worked towards making the changes to the museum.

Society

May Society Meeting

Tony Irwin and Kathryn Gagnon presented the Museum Renewal plans to the membership at the May Society meeting. Both the ICF's Graham Bruce and the City's John Horgan were invited to speak, and both gave reassurances that a lease for our use of the Duncan Train Station was underway.

Grants

Community Gaming Grant

The Society received \$39,000.

City of Duncan

The City budgeted \$9,100 for the Society.

City of Duncan: Totem Tour Program and Duncan Info Centre Program

The museum received \$17,400 from the City to administer these two programs and pay for summer staff wages. Treasurer Tom McEwan shouldered the work of administering additional payroll.

Municipality of North Cowichan

The Municipality awarded a grant in aid of \$2,000.

Canada 150 Grant

The Society was awarded \$81,000 for our *Many Families in One House* gallery renewal project. This grant is distributed through the BC Museums Association.

Cowichan Valley Regional District

The CVRD awarded the Society \$4,500 for archives-related projects.

University of Victoria's Asian Canadians on Vancouver Island Project

Phase 1 of the new Asian Canadian Gallery was made possible through a \$5,000 grant from the Asian Canadians on Vancouver Island (ACVI) project. André & Associates Interpretation and Design, Langara College intern Alexandra Sia and the museum collaborated on a media installation that highlights stories of local Asian Canadian communities.

ACVI also awarded the museum \$ 1,000 for reprinting and editing *Paldi Remembered*.

Duncan Business Area Improvement Society: Façade Improvement Grant

The museum was awarded the maximum amount for façade improvement measures: \$2,000. This funding is allocated to the new entrance to the museum.

John Porter Archives Endowment

Former treasurer and long-time volunteer John Porter's annual gift of \$750 was used for the preservation of archives.

The Cowichan Watershed

Curatorial services were provided for a temporary display for International Rivers Day display for \$500.

In-Kind Donations

Banner display at the Maple Bay Rowing Club for Canada Day

Paul Considine once again donated the cost of printing the banners for this display. The estimated value of the printed double-sided banners (15 double sided banners at \$200 each) is \$3,000.

Kitchen renovations

Carpenter Adrian Shelley donated his time over the summer to renovate the kitchen. Jay Weeks installed the new sink. Curtis Robinson donated a new fridge.

Action Pages

Trevor Smith, Graphic Design, requested permission again this year to use some of our archival photographs in exchange for a complimentary half page advertisement in Action Pages, a value of \$4,092.

Cynthia Furk

Videographer Cynthia Furk donated her time to film events and interviews throughout the year. She produced a short video about Simon Charlie and our fundraising drive to purchase the painting.

Cim MacDonald

Photographer and graphic artist Cim MacDonald donated her time to developing and printing graphics for our signage.

Fundraising

Cowichan Exhibition Garage Sale

The sale raised \$ 676.40 in 2017. Tony Irwin and volunteers helped organize, set up and staff this fundraising event at the Cowichan Exhibition grounds.

Thrifty Foods Smile Card Program

The Society re-applied for the Thrifty Foods Smile Card Program to raise funds for our 'Archives and Museum Storage' project and was once again approved. The program raised \$1,008.43 for the Society in 2017.

Valleyview Country Grocer and 49th Parallel Grocery

This money is raised through collecting receipts from these stores. Thank you to Stephanie Walter for collecting the receipt tapes for both stores and exchanging them for vouchers. Funds raised through 49th Parallel: \$75. Funds raised through Country Grocer: \$300.

Simon Charlie Portrait Acquisition

This painting by Neil MacDonald will be the centre piece for our updated First Nations Gallery. So far, \$2,382.90 has been raised towards the acquisition cost of \$10,000. Owner Judy Hill, of the Judy Hill Gallery, is allowing the museum to install the painting as part of the new gallery as fundraising efforts continue. The painting has a profound presence and will be seen from the new entrance to the museum.

Paldi Remembered

Author Joan Mayo generously donated the copyright to this book to benefit the museum. The total amount from all sales so far this year is \$3,090.00.

Archives

Lease Renewal for Archives, Third Floor, City Hall

The lease between the City of Duncan and the Society was renewed with an amendment to include space in the Clock Tower Room for additional storage space.

Additional storage and space shelving

The final bound editions of the now defunct *Cowichan News Leader Pictorial* newspaper are now properly stored in the museum.

Curator Presentations

Duncan and North Cowichan Citizens' Assembly

Peter MacLeod, Assembly Chair, invited Kathryn to give a PowerPoint presentation on Saturday, January 22. I gave a brief historical overview of Duncan and the Cowichan Valley for the discussion about amalgamation of the City and the Municipality of North Cowichan.

Island Corridor Foundation Community Round Table

ICF Chair Graham Bruce invited me to give a presentation for a Community Round Table on Friday, February 3 in Parksville about the upcoming improvements to the museum and the construction of a new archives building.

Rotary Club of Duncan

Nora Dowsett, President, invited Kathryn to give a presentation on Monday, April 3. Nora specifically requested that we talk about the plans for the museum and archives. The Rotary is interested in donating their papers to the archives and were interested to hear about our interest in a purpose-built archives building.

Probus Clubs

On June 6 and July 18 Kathryn delivered Power Point presentations to the two local Probus Clubs, focusing on the upcoming museum renewal plans.

Exhibitions and Displays

2017 Preparation for new exhibits and galleries

Museum staff and volunteers spent the summer organizing artifacts in preparation for the renovation work for our new galleries. Working with Andre & Associates, Kathryn has been planning the new displays, writing text, and consulting with community members for the new and updated interpretation. The renovation, funded through a Canada 150 grant, along with other resources, will see visitors enter the museum through a new permanent First Nations Gallery. A new Asian Canadians Gallery will allow us to showcase many of the diverse communities of the Cowichan Valley.

150 Years and Counting: Fighting for Justice on the Coast

Kathryn was invited to co-curate a social justice travelling exhibit, along with Tusa Shea, Program Coordinator, Cultural Resource Management Program at the University of Victoria, and Prof. Imogene Lim at Vancouver Island University, called *150 Years and Counting: Fighting for Justice on the Coast*. The exhibit was completed in the fall and will travel to different host institutions throughout 2018.

Maple Bay Banner Installation, Canada Day

Paul Considine donated his printing services again this year to our temporary outdoor installation at the Maple Bay Rowing Club for Canada Day celebrations. The theme for the banners this year was “Heritage Afloat” and featured details of archival photographs of Cowichan’s waterways. Twelve 8 foot, double-sided banners were installed for the display.

International Rivers Day

The Cowichan Watershed commissioned a temporary display for International Rivers Day on September 30.

Projects

The Punjabi Canadian Legacy Project

The museum co-hosted a Community Consultation at the Paldi Gurdwara on October 16. Members of the Punjabi Canadian community were invited to share their stories in an effort to preserve stories of the contributions of the community to the history of BC and Canada. The Royal BC Museum, in partnership with the University of the Fraser Valley and the South Asian Studies Institute, organized the event.

Museum Renewal Signage

Inspired by the excellent signage designed for the National Museum of Scotland's renewal project, I worked with photographer and graphic arts designer Cim MacDonald to create signage for our renewal project.

Elkington House

The museum continues to work with community members to provide support for the preservation of this heritage designated house.

Events and Programming

Book Signing for Paldi Remembered

On February 17 Joan Mayo read excerpts of the newly re-launched book *Paldi Remembered: 50 Years in the Live of a Vancouver Island Logging Town*. Joan generously transferred the copyright for the book to the Cowichan Historical Society to both preserve it and create a revenue stream. So far, sales have brought in more than \$3,000. The book is distributed in the museum Gift Shop, Volume One Books, the Paldi temple, and Kaatza Station Museum & Archives.

Opening of Phase 1 of the Asian Canadian Gallery: Do You Remember Me?

This media installation, a short video about Asian Canadian communities in the Cowichan Valley, was developed by Andre & Associates, Langara College intern Alexandra Sia, and the museum. The museum received a \$5,000 grant from the University of Victoria's Asian Canadians on Vancouver Island for the project. The video introduces visitors to the often difficult history of Asian Canadians in the Cowichan Valley. The stories include Mayo Singh's logging town of Paldi, Duncan's Chinatown, the uprooting of people of Japanese ancestry from the Cowichan Valley, and the story of the Cowichan Intercultural Society.

November 24 Light Up Night

The museum was open and decorated for Duncan's Christmas Kick Off, despite the closure of two of our galleries. We took the opportunity to show visitors plans for the upcoming renovations and advertise our fundraiser.

November 30 Fundraiser

Our wine and cheese fundraiser and silent auction was well attended. The silent auction, organized by Board Member Theresa Bodger, drew a lot of community support through donations of items and services.

School Programming

The museum continued to deliver school programming for Grade 3, Grade 4, and homeschoolers in 2017.

Staff

Summer Program Staff

Cynthia Furke, Julia Bristow, Dorothy Cantin, and Kim Young were hired for the Duncan Info Centre and Totem Tour Programs. They all did a fantastic job of promoting Duncan and the museum at our busy tourism site.

Interns

Alexandra Sia, Langara College, worked with Andre & Associates Museum Interpretation & Design on the media project for the Asian Canadian gallery, “Do You Remember Me?”

Randy Cormier, Vancouver Island University, worked on the Maple Bay Oral History project during a second internship with the museum.

Volunteers

Volunteer Appreciation and Retirement Party for Ellen Lukaitis

On May 26 Ellen Lukaitis was honoured for her twenty-eight years as a museum volunteer – Front Desk, School Programming, Collections work – at a Volunteer Appreciation event.

Sponsors and Community Support

The Cowichan Historical Society gratefully acknowledges support from the Government of Canada, the Province of British Columbia, the City of Duncan, the Cowichan Valley Regional District, the Municipality of North Cowichan, the Duncan Dabber Bingo Society, the Island Corridor Foundation, Andre & Associates Interpretation and Design, the Department of Canadian Heritage, Valleyview Country Grocer, 49th Parallel, the Duncan BIA, and private donors.

The Society also acknowledges the support of media in our efforts to engage our communities and raise awareness of our programming. They include the *Duncan Free Press*, the *Cowichan Valley Citizen*, *Times Colonist*, *Shaw Cable*, and the *Valley Voice*.

Media

“Paldi remembered as peaceful community”, *Duncan Free Press*, February 2017

“War hero’s medal could be coming home to Duncan” *Duncan Free Press* March 2017

“Mayo’s Memories” *arbutus magazine* Spring 2017

“Saving Elkington” *arbutus magazine* Spring 2017

Do You Know? segments, Shaw Cable – Filmed April 11 and air dates to be announced.

Do You Know? Shaw Cable: Asian Canadian Gallery story ran on Shaw Channel 4 in May
<https://www.shaw.ca/shawtv/victoria/shows/goisland/>

Do You Know? Shaw Cable: Cowichan Agriculture story runs on Shaw Channel 4 in June
<https://www.shaw.ca/shawtv/victoria/shows/goisland/>

“Museum artist brings the past to life” *Times Colonist* Jun 18, 2017
<https://www.shaw.ca/shawtv/victoria/shows/goisland/>

Kathryn Gagnon
Curator/Manager
Cowichan Valley Museum & Archives
January 15, 2018

COWICHAN HISTORICAL SOCIETY

Financial Statements

Year Ended December 31, 2017

(Unaudited - See Notice To Reader)

COWICHAN HISTORICAL SOCIETY

Index to Financial Statements

Year Ended December 31, 2017

(Unaudited - See Notice To Reader)

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NOTICE TO READER	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4
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NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of COWICHAN HISTORICAL SOCIETY as at December 31, 2017 and the statements of revenues and expenditures and changes in net assets for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Duncan, British Columbia
January 12, 2018



KEVIN WESTWICK
Chartered Professional Accountant

COWICHAN HISTORICAL SOCIETY

Statement of Financial Position

December 31, 2017

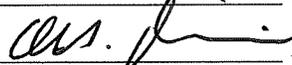
(Unaudited - See Notice To Reader)

	2017	2016
ASSETS		
CURRENT		
Cash	\$ 48,355	\$ 16,233
Term deposits	10,679	10,626
Accounts receivable	20,628	-
Inventory	4,746	5,919
	<u>84,408</u>	<u>32,778</u>
PROPERTY, PLANT AND EQUIPMENT <i>(Note 1)</i>	<u>34,865</u>	-
	<u>\$ 119,273</u>	<u>\$ 32,778</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 5,043	\$ -
NET ASSETS	<u>114,230</u>	<u>32,778</u>
LIABILITIES AND NET ASSETS	<u>\$ 119,273</u>	<u>\$ 32,778</u>

ON BEHALF OF THE BOARD



Director



Director

The accompanying notes form an integral part of these financial statements

COWICHAN HISTORICAL SOCIETY
Statement of Revenues and Expenditures
Year Ended December 31, 2017
(Unaudited - See Notice To Reader)

	2017	2016
REVENUES		
Community Gaming Grant	\$ 39,000	\$ 38,000
Canada 150 Grant <i>(Note 2)</i>	81,000	-
Grants - Municipal <i>(Note 3)</i>	33,050	29,466
Grants - Federal (Summer Students)	-	4,085
Admissions	5,332	5,316
Sales	14,698	12,418
Fund Raising	7,032	2,644
Other Revenue <i>(Note 4)</i>	17,138	17,060
	<u>197,250</u>	<u>108,989</u>
EXPENSES		
Salaries - Regular	58,164	57,998
Salaries - Tourist Info Centre	17,005	16,043
Salaries - Summer Students	-	4,704
Office	3,305	5,129
Supplies	20,456	12,431
Electricity	5,795	4,665
Repairs and Maintenance	416	1,878
Insurance	2,227	2,166
Other	8,430	4,656
	<u>115,798</u>	<u>109,670</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ 81,452</u>	<u>\$ (681)</u>

The accompanying notes form an integral part of these financial statements

COWICHAN HISTORICAL SOCIETY

Statement of Changes in Net Assets

Year Ended December 31, 2017

(Unaudited - See Notice To Reader)

	2017	2016
NET ASSETS - BEGINNING OF YEAR	\$ 32,778	\$ 33,459
Excess of revenues over expenses	<u>81,452</u>	<u>(681)</u>
NET ASSETS - END OF YEAR	<u>\$ 114,230</u>	<u>\$ 32,778</u>

The accompanying notes form an integral part of these financial statements

COWICHAN HISTORICAL SOCIETY

Notes to Financial Statements

Year Ended December 31, 2017

(Unaudited - See Notice To Reader)

1. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Leasehold improvements	\$ 136,312	\$ 136,312	\$ -	\$ -
Canada 150 Capital Improvements	34,865	-	34,865	-
	\$ 171,177	\$ 136,312	\$ 34,865	\$ -

Leasehold Improvements date back to the initial occupation of the Society's current facility and have been fully depreciated.

The Society has no current lease so the Canada 150 Capital Improvements will be depreciated appropriately per the new lease terms once those terms have been finalized.

2. CANADA 150 GRANT

The Society received approval for a Canada 150 Grant amounting to \$81,000.00 in 2017 for use in renovations to the museum.

3. GRANTS - MUNICIPAL

Municipal Grants received in the year were as follows.

District of North Cowichan	\$ 2,000
City of Duncan	\$ 9,150
CVRD	\$ 4,500
City of Duncan re Tourist Info Centre	\$ 17,400

4. OTHER REVENUE

Other revenue consisted of the following.

Donations	\$ 368
John Porter Archival Preservation Fund	\$ 750
Membership Dues	\$ 1,005
Archives	\$ 932
Sundry (Programs, Curator Services, etc.)	\$ 14,083

Cowichan Housing Association

Amount Requested: \$10,000.

Residential Cost Per \$100,000. Assessed Value - .050



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: COWICHAN HOUSING ASSOCIATION

Mailing Address: 5878 YORK RD, DUNCAN BC Postal Code: V9L 3S4

Name of Contact Person: TERRI MARTIN DAME

Telephone No. 250-812-7226 email: terri.dame@cowichanhousing.com

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? * (see page 3) SOCIAL

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: Develop Attainable Housing Strategy/
Action Plan.

Start Date: MARCH 1, 2018 End Date: JANUARY 31, 2019

Is this project, event or service part of your core operations? Yes _____ No ✓

Is the project, event or service already provided in the community by another organization?

Yes _____ No ✓

If yes, provide details: _____

Who will benefit from the project, event or service? Please see attached document

What will those benefits be? Please see attached document

What are the impacts of not delivering the service or completing the project? "

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: "

The project will collaborate/partner with organizations conducting engagement around related issues of health and poverty.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$ 97,500.

Grant in Aid applied for: \$ 10,000.

Will you receive other sources of funding? Yes No In-kind.

Please describe other sources of funding and amounts as requested or expected:

Amount: \$10,000 Source: Social Planning Cowichan

Amount: \$10,000 Source: Our Cowichan Health Network.

Amount: _____ Source: _____

Amount: _____ Source: _____

Please describe cost reduction strategies employed: _____

Project management to be provided 'in house' at a significantly lower cost than could be done by an external consultant.

Indicate any volunteer labour and/or in-kind donations contributions:

\$20,000 In-kind

Have you included your organization's current annual budget and most recent financial statements?

Yes

No

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

*** Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.



January 31, 2018

Board of Directors
Cowichan Valley Regional District
175 Ingram Street
Duncan BC V9L 1N8

Dear Members of the Board,

Re: Request for Grant in Aid – Attainable Housing in the Cowichan Region

Cowichan Housing Association (CHA) has worked over the past year to build capacity and collaboration toward addressing the issue of lack of affordable housing in the Cowichan Region.

During 2018, we will be working on a number of fronts to identify opportunities and partnerships for affordable housing and to leverage resources on behalf of the community. As part of our efforts, we will be developing an Attainable Housing Strategy and Action Plan.

We are writing to request financial assistance in the amount of \$10,000 toward our overall cost of \$97,500 for this project. Appendix A provides a project outline and budget.

Need for an Attainable Housing Strategy and Action Plan

The Cowichan Region is experiencing a lack of supply and variable conditions of affordable and supported rental units. Further, evidence suggests that home ownership is not attainable for many working people. As house prices rise, fewer young households and households with low to moderate incomes are able to purchase a home. This lack of housing impacts employee recruitment and retention and has broader economic development implications.

In 2011, 8,325 or 25% of CVRD households did not meet one or more standards for housing adequacy, suitability or affordability. This number represents an increase of over 100 households since 2006.

The BC Non Profit Housing Association has estimated the number of rental units needed to address the current deficit at 750, and that an additional 1,000+ units will be needed by 2021.

These statistics convey an urgent need for development of affordable rental and ownership housing in the Region. However, they do not tell us about the type or location of the need. As well, census data has just been updated in 2016 and these numbers may have changed.

Appendix B lists several studies that have been undertaken with regard to affordable housing needs and strategies including a 2010 CVRD Affordable Housing Strategy (Regional Affordable Housing Directorate (RHAD) and a 2014 Regional Affordable Housing Needs Assessment (CVRD).



The 2010 report put forward eight strategies relating to policy development, partnerships, awareness raising, preventing loss of existing stock, advocating to other levels of government, monitoring funding practices and working with First Nations governments.

The 2014 Cowichan Regional Affordable Housing Needs Assessment characterized a range of housing needs for both affordable home ownership and affordable rentals. Challenges noted include:

- Choice for students, youth, low-income families and individuals, and those on fixed incomes
- Homeless individuals in Duncan
- Maintenance and upgrades of older rental housing stock
- Existing and emerging core housing needs for homeowners and renters
- Seniors living in rural areas are challenged to find ways to age-in-place.

The report outlined a series of next steps including facilitating housing needs discussions, forming regional policies within the Regional Sustainability Strategy and looking for opportunities to facilitate development of affordable housing.

The benefits of a CVRD Attainable Housing Strategy and Action Plan will be to:

- Assess progress made on the 2010 Strategy and 2014 Needs Assessment
- Provide current statistical data to measure changes and provide a new baseline
- Revisit previous and develop new strategies and an action plan that reflects the current situation in the Region.
- Further, this Strategy would identify in more detail than previous studies, ownership and rental housing needs in communities around the region, and develop strategies, concrete actions and an implementation plan that will support decisions for housing priorities. CHA will monitor and follow up on progress each year.
- Position Cowichan for potential upcoming funding opportunities.

This project would be undertaken during 2018 for completion by January 2019.

Thank you in advance for your consideration of our request.

Sincerely,

A handwritten signature in black ink that reads "Terri Dame".

Terri Mattin Dame
Executive Director, Cowichan Housing Association



APPENDIX A: PROJECT PLAN AND BUDGET

The aim of the project is to develop a CVRD Attainable Housing Strategy and Action Plan, the objectives of which will be to:

1. Provide current demographics and housing statistics and analysis of the region including municipalities and electoral areas
2. Provide current inventory and analysis of government and non-government funding opportunities
3. Engage citizens and local governments (staff and elected officials) from around the region to provide input into the Strategy and to explore potential partnerships for moving forward
4. Establish a five-year action plan for addressing Attainable Housing in the Cowichan Region.

This project will work in partnership with Social Planning Cowichan and Our Cowichan Health Network to plan and conduct community consultations in tandem with consultations around Health and Poverty matters. These organizations will also be part of the Project Steering Committee. The project will liaise with and engage members of the Cowichan Coalition to Address Homelessness and Affordable Housing, as well as members of the Development Community.

PROJECT WORK PLAN

Timeframe	Activities
March 1 – 31, 2018	Project Mobilization: Engage Consultant, develop project Steering Committee, develop Communications and Engagement Plan and materials.
April 1 – June 30, 2018	Prepare research and analysis background report. Prepare research and data analysis background report. Conduct presentations to local governments and key agencies in the Region to provide information and gather preliminary feedback and advice. Conduct 3-6 Community Consultations in areas around the region. Prepare progress report and analysis.
July 1 – September 30, 2018	Conduct 2-3 Community Consultations in areas around the region. Prepare progress report and analysis.
October 1 – December 31, 2018	Conduct 3-6 Community Consultations in areas around the region. Prepare draft comprehensive report. Circulate the report to relevant agencies, organizations for feedback.
January 1 – 31, 2018	Prepare final report for distribution; conduct presentations to local governments and key agencies in the Region.



Cowichan
Housing Association

PROJECT BUDGET

Item	Details	Budget			
		Total Budget	CVRD	CHA	In Kind*
Personnel	CHA Project Management Wages: 10 months @ 20 hours/month	34,000		34,000	
	Partnership In kind Personnel	10,000			10,000
Contracted Personnel	Strategy Consultant fee (includes travel)	25,000	10,000	15,000	
Materials / Supplies	Printed Materials, Facilitation needs, Office Supplies	2,500		2,500	
Travel	Staff mileage @\$.50/km – 9- 13 consultation sessions	1,000		1,000	
Facilities / Refreshments	9 – 13 Public Consultation Sessions	15,000		5,000	10,000
Overhead/ Administration	Rent, utilities, telephones, computer equipment, Administrative support (10 months x \$1,000)	10,000		10,000	
TOTAL		\$97,500	\$10,000	\$67,500	\$20,000

*In kind support for Public Consultations will be provided by Social Planning Cowichan and Our Cowichan Communities Health Network, valued at \$10,000 each.

APPENDIX B: BACKGROUND

Affordable Housing and Homelessness

The issue of affordable housing has been of concern in the Cowichan region for the past decade or more. Several reports have outlined issues and needs including:

1. SPC/RAHD (2007) Inadequate Shelter in the Cowichan Valley
2. SPC/RAHD (2010) Cowichan Region Affordable Housing Strategy
3. SPC/RAHD (2010) Affordable Housing in the Cowichan Valley, A Discussion Paper
4. RAHD/SPC (2014) Aboriginal Off-Reserve Housing Needs in the Cowichan Region
5. RAHD/SPC (2014) Cowichan Region Homelessness Report
6. CVRD (2013) Cobble Hill Age-Friendly Community Report
7. CVRD (2014) Regional Affordable Housing Needs Assessment
8. CVRD (2014) Housing Indicators Report
9. CVRD (2017) Mill Bay Age-Friendly community Report
10. BC Non Profit Housing Association (2012) Our Home, Our Future: Projections of Rental Housing Demand and Core Housing Need – Cowichan Valley Regional District to 2036
11. Cowichan Housing Association (2016) Youth Homelessness and Housing Challenges Community Meetings
12. Emmanuel, Joy (2017) Duncan Winter and Summer Point in Time Homeless Counts
13. Cowichan Housing Association (2017) Affordable Housing Snapshot
14. Cowichan Housing Association (2017) Rental Housing Snapshot
15. Cowichan Housing Association (2017) Cost of Homelessness

In 2015, the Regional Affordable Housing Directorate developed a Business Case for a Cowichan Valley Regional Affordable Housing Trust Fund which outlined the implications of establishing a Housing Trust Fund, essentially a way to assist non-profit housing providers with capital costs related to new affordable housing projects, or renovations to existing affordable housing.

In addition to local studies that have highlighted issues of homelessness and affordable housing, these issues have been discussed at numerous community tables including the Tze Tza Community Advisory Board, CVRD Community Safety Advisory Commission, Cowichan Harm Reduction Roundtable, Our Cowichan Communities Health Network, Social Planning Cowichan, the Cowichan Safe Needle Disposal Committee, the Mental Health and Substance Use Collective Impact table, and Safer Pregnancies Collaborative.

Key challenges in the region include: increasing costs to own, increasing demand and cost for rental housing, declining rental supply plus adequacy issues, and increasing homelessness.

- In 2011, 8,325 or 25% of CVRD households did not meet one or more standards for housing adequacy, suitability or affordability. This number represents an increase of over 100 households since 2006.
- The 2014 Cowichan Regional Affordable Housing Needs Assessment characterized a range of housing needs for both affordable home ownership and affordable rentals.
- 1 in 5 families in the CVRD are renter households.
- In 2011, 3,195 (1 in 2) Renter households in the CVRD were spending more than 30% of their income



on housing.

- The 2017 Point in Time Counts indicate an increase of approximately 26% of absolutely homeless people in the Cowichan Region since 2014.

Costs Associated with Homelessness and Lack of Affordable Housing

Homelessness and inadequate housing are correlated with increased incidence of illness and injury, and incarceration. The annual economic costs of responding to homelessness in Canada through emergency responses such as shelters, policing, and emergency medical services is estimated to be as high as \$7.05 billion, annually.

Current Programming and Initiatives

There are many organizations in the region providing a wide range of services to support the well being of individuals. A number of organizations provide homelessness supports and shelter services, including the local branch of the Canadian Mental Health Association that operates Warmland Shelter (30 plus 10 extreme weather beds). Ladysmith Resource Centre operates 5-10 emergency shelter beds. CMHA also operates scattered site housing and Tenant Support, as well as a Sobering and Detox program. Cowichan Women Against Violence Society Transition House operates 10 shelter beds for women and children. A comprehensive inventory of existing community resources is being prepared through the Regional Community Plan process.

The Cowichan Region has nineteen Non Profit Housing buildings, with approximately 540 units (110 of which are for First Nations families living off-reserve). As at March 2017 there were 154 individuals on wait lists.

The Cowichan Region currently has insufficient supply of housing that is affordable for many people. Statistics indicate 750 renter households in the region are currently in need of a new unit, and rental housing demand in Cowichan Valley is projected to increase by 30% to 34% over the next 25 years. Within five years alone, we will need an additional 1092 units to accommodate the need.

Currently, federal and provincial levels of government are funding housing projects and services to address homelessness in our region. These include:

- Homeless Partnering Strategy Aboriginal Funding (United Way Community Entity) is investing over \$150,000 annually into Aboriginal Homelessness in Duncan. The Tze Tza Watul Community Advisory Board supports investment decisions and currently, HPS is funding a youth outreach program and a breakfast program at Hiiye'yu Lelum - House of Friendship. HPS is also currently funding a regional Community Plan to Address Homelessness and Affordable Housing, and funded the 2 Point-in-Time counts that took place in 2017. HPS is also supporting the Extreme Weather Shelter for women.
- The Homeless Partnering Strategy Innovative Solutions Program is currently funding CHA to work with the Mental Health and Substance Use Collective Impact Team in the development of a Youth Housing First initiative including a comprehensive Needs Assessment, Housing First Plan and Housing Plan.
- Homelessness Partnering Strategy Rural and Remote Funding through CHA supports Tenant and Landlord education, information and referrals and Emergency Housing Assistance.

Investing in Affordable Housing Solutions

The current situation with regard to homelessness and affordable housing in the Cowichan Region mirrors that of many communities across Canada and in depth research into evidence and Best Practices has been done to provide a foundation for action. Responses and solutions that have been successful in other communities indicate the importance of taking a Housing First approach, increasing affordable housing stock, and creating partnerships at local, provincial and federal levels to garner resources and the necessary collaboration to address the complexities of the problem.

- *The BC Housing (2016) Social Return on Investment report noted that for every dollar invested in supporting affordable housing, between two and three dollars in direct social and economic value is created for individuals, governments, and communities.*

National and Provincial Context

Recently, senior levels of government have resumed engagement with housing matters. The federal government, in its 2017 budget, announced \$11.2 billion over 11 years allocated for the implementation of an inclusive National Housing Strategy.

The new National Housing Strategy was released in November 2017 lays out a framework of investments that will be implemented in partnership with local and provincial levels of government.

- The National Housing Strategy is a 10-year, \$40-billion plan with the goal of a 50% reduction in chronic homelessness, 100,000 units of new housing and 300,000 units repaired or renewed.
- It will include a National Housing Co-Investment Fund that will provide \$15.9 billion – including \$4.7 billion in contributions and \$11.2 billion in low interest loans – to repair existing rental housing and develop new affordable housing. The Fund is expected to create up to 60,000 new homes and repair up to 240,000 existing community homes.
- The federal government will invite provinces and territories to partner on a jointly funded \$4-billion Canada Housing Benefit. To be launched in 2020, the Canada Housing Benefit will provide affordability support directly to families and individuals in housing need, including those currently living in social housing, those on a social housing wait-list and those housed in the private market but struggling to make ends meet.

At the Provincial level the mandate letter for the Minister of Municipal Affairs and Housing indicates the intention that through partnerships with local governments, the federal government, and the private and not-for-profit sectors, the Province will begin to build 114,000 units of affordable market rental, non-profit, co-op, supported social housing and owner-purchase housing. In both the provincial and federal cases, there is an expectation that matching funds will be raised by the community.

With the return of senior levels of government to the funding table for affordable housing, there are opportunities for the CVRD to assist non-profit organizations and others in addressing the issues.

**Cowichan Housing Association Operations and Projects Budget
April 1 2017 to March 31 2018**

ITEM	OPS	HPS Project	ESDC/HF Project	TOTAL BUDGET
PERSONNEL	April 2017 - Mar 2018	May 2017- Mar 2018 (11 months)	June 1 2017 - Mar 31 2018	
Wages - ED	34,892.00			34,892.00
Program Coordinator	13,000.00			13,000.00
HPS Wages	360	21,600.00		21,960.00
HPS Wages		24,960.00		
ESDC Project Wages			51,187.50	
ESDC Project Wages			35,789.82	
Sub Total	48,252.00	46,560.00	86,977.32	181,789.32
Merchs and Vacation	5,964.91	5,773.44	10,785.18	22,523.53
Benefits	450.00	282.00		732.00
TOTAL WAGES	54,666.91	52,615.44	97,762.50	205,044.85
PROFESSIONAL FEES				
Honoraria	1,000.00			1,000.00
ESDC			3,000.00	3,000.00
ESDC			2,083.33	2,083.33
ESDC			8,333.33	8,333.33
HF Training			3,000.00	3,000.00
HPS		700.00		700.00
HPS		200.00		200.00
DB	5,000.00			5,000.00
DB	7,500.00			7,500.00
DB	5,000.00			5,000.00
PROGRAM				
Advertising			125.00	125.00
Conferences hosting			2,500.00	
Emergency Assistance Housing		3,000.00		3,000.00
Hospitality			2,500.00	2,500.00
Meeting Expenses	800.00			800.00
Materials, Office Supplies, Postage	150.00	100.00	500.00	750.00
Materials and Supplies R2R		3,800.00		3,800.00
Materials Project				
Materials Project				

Materials Project				
Printing/Photocopying	300.00	585.00	942.83	1,827.83
Travel		400.00		400.00
Travel	250.00			250.00
Travel	600.00		1,750.00	2,350.00
Travel		200.00		200.00
Telephone Project Staff			500.00	500.00
Transition/wind down			500.00	500.00
GST			1,000.00	1,000.00
PROFESSIONAL DEVEL				
Conferences fees	600.00		500.00	1,100.00
Conf fees	120.00			120.00
ADMINISTRATION				
Accounting, year end	2,500.00	1,200.00		3,700.00
Bank	50.00			50.00
Furniture	300.00		700.00	1,000.00
Fees/Dues	150.00			150.00
Information Technology	150.00		500.00	650.00
IT			2,400.00	
IT	2,000.00			2,000.00
IT	1,250.00		500.00	1,750.00
Rent,lease, repairs	4,975.00	2,200.00	2,500.00	9,675.00
TOTAL	87,361.91	65,000.44	131,597.00	283,959.35

COWICHAN HOUSING ASSOCIATION

FINANCIAL STATEMENTS

MARCH 31, 2017

(Unaudited – Notice to Reader)

DOROTHY ALEXANDER, CPA
Chartered Professional Accountant
911 Arbutus Avenue
Duncan, B.C. V9L 5X5
Tel: 250-748-7231 Fax: 250-748-7261

NOTICE TO READER

On the basis of information provided by management, I have compiled the balance sheet of Cowichan Housing Association as at March 31, 2017 and the statement of operations and project report for the ten months then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.



Duncan, British Columbia
August 21, 2017

CHARTERED PROFESSIONAL ACCOUNTANT

COWICHAN HOUSING ASSOCIATION
BALANCE SHEET
MARCH 31, 2017
(Unaudited - see Notice to Reader)

	2017	2016
ASSETS		
<u>Current Assets:</u>		
Cash	199,969	\$ 264,454
Accounts Receivable (Note 1)	17,258	7,183
Prepaid Expenses	0	1,058
	<u>217,227</u>	<u>272,695</u>
 <u>Property Plant and Equipment:</u> (Note 2)	<u>2,042</u>	<u>1,556</u>
 Total Assets	<u>219,269</u>	<u>\$ 274,251</u>
LIABILITIES & NET ASSETS		
<u>Current Liabilities:</u>		
Accounts Payable (Note 3)	8,788	\$ 5,979
Deferred Revenue (Note 4)	210,481	268,272
	<u>219,269</u>	<u>274,251</u>
 <u>Net Assets:</u>		
Balance , beginning of period	0	0
Net Income (Loss) for the period	0	0
Balance, end of period	<u>0</u>	<u>0</u>
 Total Liabilities & Net Assets	<u>219,269</u>	<u>\$ 274,251</u>

Approved by Directors

The accompanying notes are an integral part of these statements.

COWICHAN HOUSING ASSOCIATION
STATEMENT OF OPERATIONS
for the ten months ended March 31, 2017
(Unaudited - see Notice to Reader)

	2017	2016
<u>Revenue:</u>		
Service Canada Grant	30,623	\$ 37,341
Operating Grant	57,791	45,163
Interest Income	1,039	984
Miscellaneous Income	2,250	68
	91,703	83,556
 <u>Expenses:</u>		
Salaries and Benefits	58,889	52,707
Honorariums	968	635
Subcontractors	10,815	4,495
Advertising and promotion	2,529	60
Program supplies and fees	3,161	3,086
Rental Assistance	1,778	7,586
Conferences and training	624	1,084
Insurance	1,042	995
Travel	735	380
Meeting expenses	1,395	729
Meals and refreshments	487	2,048
Accounting and bookkeeping	2,600	2,217
Amortization	495	275
Office supplies and administration	835	1,972
Printing	1,209	912
Rent	4,000	4,375
Non recoverable GST	141	0
	91,703	83,556
 <u>Net Operating Income (Loss) for the period</u>	 0	 \$ 0

The accompanying notes are an integral part of these statements.

**COWICHAN HOUSING ASSOCIATION
PROJECT REPORT
for the ten months ended March 31, 2017
(Unaudited - see Notice to Reader)**

	2017		2016	
	<u>OPS</u>	<u>HPS</u>	<u>OPS</u>	<u>HPS</u>
Revenue:				
Service Canada Grant	\$	\$ 30,623	\$	\$ 37,341
Operating Grant	57,791		45,163	
Interest Income	1,039		984	
Miscellaneous Income	2,250		68	
	<u>61,080</u>	<u>30,623</u>	<u>46,215</u>	<u>37,341</u>
Expenses:				
Salaries and Benefits	35,834	23,055	30,776	21,932
Honorariums	0	968	50	585
Subcontractors	9,855	960	2,880	1,615
Advertising and promotion	2,381	149	388	0
Program supplies and fees	1,093	2,067	1,481	1,605
Rental Assistance	0	1,778	0	7,586
Conferences and training	624		584	500
Insurance	1,042		995	0
Travel	594	140	205	175
Meeting expenses	572	823	574	155
Meals and refreshments	15	473	348	1,700
Accounting and bookkeeping	2,600		2,217	0
Amortization	495		275	0
Office supplies and administration	784	51	1,054	590
Printing	295	913	215	696
Rent	4,000		3,800	575
Non recoverable GST	99	43	0	0
	<u>60,283</u>	<u>31,420</u>	<u>45,842</u>	<u>37,714</u>
Project Income (Loss) for the period	<u>797</u>	<u>-797</u>	<u>373</u>	<u>-373</u>

Cowichan Green Community

Amount Requested: \$40,000.

Residential Cost Per \$100,000. Assessed Value - .202



CVRD
RECEIVED
JAN 31 2018

Finance Division

2018

Cowichan Green Community

Grant in Aid Request

Submitted By:

Judy Stafford
Cowichan Green Community
360 Duncan Street
Duncan, BC
V9L 3W4

www.cowichangreencommunity.org
judy@cowichangreencommunity.org

01/31/2018



Cowichan Green Community
360 Duncan St, Duncan, BC
V9L 3W4 250.748.8506
www.cowichangreencommunity.org

HAND DELIVERED

January 31, 2018

The Cowichan Valley Regional District
175 Ingram Street,
Duncan, British Columbia
V9L 1N8

Attention: CVRD Grant in Aid Committee

Dear Committee Members,

Re: Grant in Aid: Funding for Cowichan Green Community

Please accept this application as a request from Cowichan Green Community (CGC) to be considered a recipient for capital funding from the CVRD to support the new Cowichan Food Recovery Project.

We are requesting support to purchase a vehicle that can be used to transport, collect, and deliver all the food recovered during this project. As you can see in the application, we have received funding from the Ministry of Social Development and Poverty Reduction, however have not provided any capital funding to purchase a vehicle which is essential for the program's long term sustainability.

We therefore are requesting a range of funding. We can purchase a used van for approximately \$15,000 or we can purchase a new van for anywhere up to \$40,000. We are able to work anywhere within that funding range and will always be extremely conscientious with the funding if we were to receive it.

On the following pages, we have attached the application form along with 2016 CGC Financial Statements and Annual Report. The CGC 2017 Statements are not completed yet but we can forward them as soon as they're available.

We sincerely appreciate your consideration this year. We look forward to hearing from you and in working more closely together to launch such a valuable and needed program for our community.

Thank you again for your consideration.

Judy Stafford
Executive Director
Cowichan Green Community

Cowichan Green Community's Grant in Aid Request – January 2018



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Cowichan Green Community

Mailing Address: 360 Duncan Street, Duncan, BC Postal Code: V9L 3W4

Name of Contact Person: Judy Stafford, Executive Director

Telephone No. 250-748-8506 email: judy_l_stafford@yahoo.ca

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? * (see page 3) Social, Environmental, Economical

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: _____

The Cowichan Food Recovery Pilot Project aims to reclaim food currently being wasted or underutilized in the Cowichan Region, diverting it from the landfill. All food recovered will be either redistributed to emergency food providers, such as food banks as well as food programs such as school meal programs, or processed into value-added products for redistribution and sale. All proceeds from the sale of products, will be diverted back into the project to ensure its longer term viability and sustainability. .

Start Date: January 2018 End Date: December 31, 2018

Is this project, event or service part of your core operations? Yes _____ No X

Is the project, event or service already provided in the community by another organization?

Yes X No _____

If yes, provide details: _____

There are a couple of partnerships that have already been formed for redistribution including Chemainus Neighbourhood House that recovers food from the 49th Parallel Grocery Store in Chemainus and Save On provides the Cowichan Valley Basket Society with food as well. This project will be a larger coordination for the entire region to ensure additional partnerships are formed and additional food programs and services have greater access to additional food. Other components will be investigated including pick up, delivery, food storage and processing. There will be dozens of agencies involved and the Cowichan Food Security Coalition will be the steering committee overseeing the project.

Who will benefit from the project, event or service? _____

There will be 3 main areas of benefit - the environment, emergency food providers, and community members who are facing barriers to accessing sufficient food for themselves and their families. There will be economic benefit as well as valuable food will not be wasted and socially the benefits will be expansive to many members of the region.

What will those benefits be? _____

First, the environment will benefit as food will not be dumped into the landfill, helping reduce adverse affects and carbon emissions; Second - emergency food providers will have additional access to food for programming and distribution, making a financially positive contribution as they can divert monies used to purchase food into other resources; And third the community members who will be able to access more food for themselves and their families, resulting in increased health, self-sufficiency, resilience, and capacity to spend their money on other personal needs such as housing.

What are the impacts of not delivering the service or completing the project? _____

This project aligns with the CVRD's Strategic Priorities including priority #2, responding to Climate Change including GHG reduction. A 2017 waste composition study conducted through the CVRD at Blings Creek found a staggering 26.4% of what they received across the electoral area for a single family home was food waste, 9.8% of this was avoidable and 3.5 was donatable. Industrial and commercial waste was even higher, with 44% comprising of food waste and 10% was donatable."

The project will educate the public about reducing personal food waste to meet the challenges ahead. And with over 2,000 people in our region facing poverty and food insecurity, wasting food doesn't seem something we can continue to be doing as a responsible community. But not delivering this program, we will continue to have an adverse affect on climate change, and continue not supporting poverty reduction.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: _____

The innovations used include: being the first project in Cowichan of this magnitude engaging a large number of different organizations who are currently delivering variations of food programming to community members. This includes food banks, school meal programs, church meal programs, food hampers, cooking and preserving classes, among others. There has never been such a large scale coordinated effort to collect and redistribute food in this region. The program will rely on volunteers to keep it sustainable as modeled by other regions including Nanaimo's Leaves and Fishes program and Victoria's Mustard Seed program. Volunteers in those programs help to pick up, sort, and redistribute the food to dozens of other non profits and food programs.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$ \$120,000

Grant in Aid applied for: \$ \$15,000 - \$40,000

Will you receive other sources of funding? Yes x No _____

Please describe other sources of funding and amounts as requested or expected:

- Amount: \$85,000 Source: Ministry of Social Development and Poverty Reduction. They would not include capital expenses in their funding that runs from Jan to Oct but they might be extending until Dec 31 so this amount would increase to approximately \$100,000. They are funding a supervisor and 4 participants to complete the research, feasibility, marketing, and project design and delivery. The CVRD funding would be leveraged to support additional infrastructure for processing and storage in CGC's commercial kitchen.
- Amount: _____ Source: _____
- Amount: _____ Source: _____
- Amount: _____ Source: _____

Please describe cost reduction strategies employed: _____

Cost reduction strategies will include: working with the existing Cowichan Food Security Coalition and leveraging the JCP funding from the Province. CGC's donation of in-kind contributions will support the project and additional volunteers will provide support. Every effort will be made to reduce costs depending on the amount of the funding received. We can purchase a used vehicle to reduce costs, or a new vehicle to ensure a longer term sustainability included reduced maintenance costs. CGC will contribute cost of insurance, fuel, and maintenance. CGC has community members who have skills to help support ongoing servicing of the vehicle.. _____

Indicate any volunteer labour and/or in-kind donations contributions:

CGC is committing \$10,000 in kind support to the project including staff time, kitchen/boardroom space, admin expenses, advertising etc. There is expected to be an additional \$5000 in volunteer time including the 15 member Food Security Coalition Steering Committee.

Have you included your organization's current annual budget and most recent financial statements?

Yes _____ No _____

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

*** Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

COWICHAN GREEN COMMUNITY SOCIETY
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2016

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NOTICE TO READER

On the basis of information provided by management, we have compiled the Statement of Financial Position of COWICHAN GREEN COMMUNITY SOCIETY as at December 31, 2016 and the Statement of Operations for the year then ended.

We have not performed an audit or review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Mill Bay, BC

March 31, 2017

W. Pan & Company, Inc.

Chartered Professional Accountant

**COWICHAN GREEN COMMUNITY SOCIETY
STATEMENT OF FINANCIAL POSITION
AT DECEMBER 31, 2016**

	2016	2015
ASSETS		
CURRENT ASSETS		
Cash	\$ 117,896	\$ 51,854
Accounts Receivable	24,905	45,291
Inventory	-	635
Grants Receivable (note 4)	61,436	31,815
Prepaid Expenses	637	579
TOTAL CURRENT ASSETS	204,874	130,174
TANGIBLE CAPITAL ASSETS (note 2 and 3)		
	5,139	1,789
Investment in Cowichan Green Community Holdings (note 5)	110	110
TOTAL ASSETS	210,123	132,074
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable and Accrued Liabilities	40,020	68,457
Deferred Contributions (note 5)	101,453	87,704
TOTAL CURRENT LIABILITIES	141,473	156,162
NET ASSETS		
Opening Balance Equity	(24,088)	(15,315)
Excess (Deficiency) of Revenue Over Expenses	92,738	(8,773)
TOTAL LIABILITIES AND NET ASSETS	210,123	132,074

Approved by the directors:

_____ Director

**COWICHAN GREEN COMMUNITY SOCIETY
STATEMENT OF OPERATIONS
FOR THE YEARS ENDED DECEMBER 31, 2016**

	2016	2015
REVENUES		
Grant Funding	\$ 487,399	\$ 380,823
Program Revenues	197,646	174,670
Memberships and Donations (Note 6)	186,795	27,336
Other Revenues	88,357	67,613
Workshops and Other Events	-	3,535
TOTAL REVENUE	960,197	664,553
EXPENSES		
Wages and Benefits	\$ 513,083	\$ 369,706
Program Expenses	285,246	179,530
Rent	30,375	30,375
Office Expenses	14,785	9,860
Other Expenses	13,673	22,285
Professional Fees	6,226	13,043
Contractors	2,055	39,560
Amortization expense	1,642	535
Advertising and Promotion	-	430
Workshop and Event Expenses	-	8,003
TOTAL EXPENSES	867,460	673,326
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	92,738	(8,773)

NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED DECEMBER 31, 2016

1. **ACTIVITIES, LEGAL FORM AND INCOME TAX STATUS**

Cowichan Green Community Society (CGC) is a non-profit organization incorporated under the Society Act of British Columbia and was established in 2004.

2. **SIGNIFICANT ACCOUNTING POLICIES**

- a. Revenue Recognition – CGC follows the deferral method of accounting for contributions. Donations and other small contributions are recorded in revenues as General Operations / Administration. Grants and other restricted contributions are recognized as revenue in the period in which the related expenses are incurred. Grants received in 2016 for activity that will occur in 2017 are shown as Deferred Revenue on the Statement of Financial Position.
- b. Tangible capital assets and amortization – Purchased tangible capital assets are recorded at cost and amortized using the declining balance method at annual rates:
 - Office furniture and equipment – 20%
 - Vehicle – 30%

3. **TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated Amortization	2016	2015
Office furniture and equipment	\$12,831	\$9,692	\$3,139	\$1,789
Vehicle	2,857	857	2,000	
	\$5,139	\$793	\$5,139	\$1,789

4. **GRANTS RECEIVABLE**

These are grants that have been awarded but not received prior to the end of 2016; these grantors only advance the funds awarded after receiving confirmation that the work for which they were granted has been completed.

5. **DEFERRED REVENUE:**

Deferred Revenue is grant funding for projects whose life extends beyond the end of the fiscal year. Funds from seven grants are included in the Deferred Contributions, and all of the deferred revenue will be recognized in 2016.

6. **Memberships and Donations:**

CGC received a bequest of \$139,444.48 during 2016 which produced most of the increase in this category over the amount received in prior years.

Cowichan Intercultural Society

Amount Requested: \$10,000.

Residential Cost Per \$100,000. Assessed Value - .050



Cowichan Valley Regional District
175 Ingram Street, Duncan, BC

Finance Division

January 28, 2018

To Whom It May Concern,

The Cowichan Intercultural & Immigrant Aid Society (CIS) respectfully requests a grant in the amount of \$10,000 to assist with costs for our upcoming One World Festival.

We humbly inform you that our festival will foster artistic excellence, strengthen engagement in the arts and in diverse cultural groups, support the richness of aboriginal culture and heritage, and work collaboratively with cultural communities promoting an appreciation of one another's differences and similarities.

CIS has hosted three very successful One World Festivals in the past. We would sincerely appreciate the Cowichan Valley Regional District granting us the requested funds to continue a local tradition that supports the well-being of the community through arts and culture.

Thank you for considering our application.

Sincerely,

Lynn Weaver
Executive Director

where cultures connect



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Cowichan Intercultural Society
Mailing Address: 321 St. Julian St. Postal Code: V9L 3S5
Name of Contact Person: Lynn Weaver, Executive Director
Telephone No. 250-748-3112 email: cis@cis-iwc.org

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? * (see page 3) Social & Arts/Culture

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: One World Festival is a 2-day event that highlights and celebrates multiculturalism in the diverse Cowichan Valley and surrounding areas. A showcase of cultural music, performances, film, food

Start Date: Fri. Sept 14, 2018 End Date: Sat. Sept. 15, 2018 →

Is this project, event or service part of your core operations? Yes _____ No

Is the project, event or service already provided in the community by another organization?

Yes _____ No

and visual arts fosters opportunities for open dialogue between cultural groups and promotes collaboration and diversity. The arts transcend language barriers, helping to create a healthier and more inclusive community.

If yes, provide details: n/a

Who will benefit from the project, event or service? The entire community will benefit - general public, service providers, newcomers, food vendors, children, students - this event reaches the entire area.

What will those benefits be? There will be economic benefits for many listed above but most importantly the festival fosters inclusiveness among diverse populations through various forms of artistic expression, many of which are interactive. Besides being two days

What are the impacts of not delivering the service or completing the project? The impacts would be a lost opportunity to promote cultural inclusion; to engage people in meaningful artistic pursuits and expression; to support local artists financially; to provide examples of the beauty of diversity.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: Innovations in this project - in-kind contributions; using a zero-waste program; participatory dance, Tai chi art, music; cultural expos and fashion show; Eye opener films. We like to think the the entire festival is an innovation because blending cultures in a safe

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$ 77,890

Grant in Aid applied for: \$ 10,000

Will you receive other sources of funding? Yes No

Please describe other sources of funding and amounts as requested or expected:

Amount: <u>\$ 4,000.00</u>	Source: <u>BC Arts Council</u>
Amount: <u>\$ 5,000.00</u>	Source: <u>Dept. of Heritage Canada</u>
Amount: <u>10,000.00</u>	Source: <u>Fundraising</u>
Amount: <u>23,200.00</u>	Source: <u>in-kind (salaries)</u>
<u>25,040.00</u>	<u>in-kind contributions</u>

of arts-rich fun, the festival is educational and promotes tolerance and open-mindedness throughout the community.

and enjoyable environment is a path to peace. One World Festival has a history of inspiring volunteerism over a wide cross-section of the population. After three successful festivals it is known as the largest, most colourful and fun event in the area. Volunteers are mentored before and during the festival, provided with lunch, T-shirts and breaks, and are able to join in activities on and off during the day (Saturday).

Please describe cost reduction strategies employed: Volunteers/Staff/Board
do the bulk of set-up, deliveries, advertising,
clean-up; Festival will be held on our
own premises, planning team is volunteer.

Indicate any volunteer labour and/or in-kind donations contributions:

Volunteer labour - 3 development team staff, 10 task force
leaders, 20 zero-waste monitors, 20 site assistants, 60
fashion presenters, 10 cultural expo booth hosts, 10 kids →

Have you included your organization's current annual budget and most recent financial statements?

Yes

No

audited and
signed

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

*** Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

fun fair assistants, 25 additional task force assistants. We are anticipating the following in-kind contributions:

- VIU - classroom space for cultural workshop
- Duncan United Church - coordination of Eye Opener films
- Volunteer Cowichan - coordination of additional volunteers
- Social Planning Cowichan - coordination of service information booths
- SD 79 - loan of children's program materials/space
- VIFRL - workshop space
- Staples office supplies - donation of children's activities materials



VANCOUVER ISLAND
UNIVERSITY

January 23, 2018

To Whom It May Concern,

Re: Cowichan Intercultural Society - One World Festival

Please accept this letter of support for the Cowichan Intercultural Society's (CIS) application for funding for their bi-annual One World Festival. We had the pleasure of co-hosting the festival on the university grounds in 2016 in celebration of the society's 35th anniversary and our own fifth anniversary in our new location.

The Intercultural Society plays an integral role in our community and Vancouver Island University is supportive of their mission to celebrate diversity and assist newcomers in relocating to the Cowichan Valley. The university aids this end by providing classroom space for workshops and meetings and we envision a continuing, mutually beneficial relationship.

Sincerely,

A handwritten signature in black ink, appearing to read "Warren Weir".

Warren Weir
Campus Academic Administrator
Vancouver Island University, Cowichan Campus

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

NON-CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2017

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INDEPENDENT AUDITOR'S REPORT

Page 1

To the Members of the **COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY**,

We have audited the accompanying non-consolidated statements of the **COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY**, which are comprised of the non-consolidated statement of financial position as at MARCH 31, 2017 and the non-consolidated statements of operations, changes in net assets and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these non-consolidated financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of non-consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these non-consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the non-consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the non-consolidated financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the non-consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the non-consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of financial estimates made by management, as well as evaluating the overall presentation of the non-consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for qualified opinion

In common with many charitable organizations, the organization derives revenue from donations and fundraising the completeness of which is not susceptible to audit verification. Consequently, our verification of these revenues was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to contributions, excess of revenues over expenditures, current assets and net assets.

Qualified opinion

In our opinion, except for the effect of the matters described in the Basis for qualified opinion, the non-consolidated financial statements present fairly, in all material respects, the financial position of the **COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY** as at MARCH 31, 2017 and its financial performance and its cash flows for the year then ended, in accordance with Canadian accounting standards for not-for-profit organizations.

Report on other legal and regulatory requirements

As required by the British Columbia Society Act, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Duncan, BC
June 20, 2017



CHARTERED PROFESSIONAL ACCOUNTANTS

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION AT MARCH 31, 2017

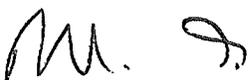
Page 2

	2017	2016
ASSETS		
CURRENT		
Cash	\$ 170,712	\$ 117,330
Grants receivable	175,693	30,129
GST rebate receivable	1,648	2,077
Prepaid expenses	2,852	868
RESTRICTED CASH (Note 10)	350,905	150,404
	43,291	134,579
TANGIBLE CAPITAL ASSETS (Notes 2 and 3)	4,104	5,130
INVESTMENT - GLOBAL VOCATIONAL SERVICES INC. (Note 4)	804,623	803,943
	\$ 1,202,923	\$ 1,094,056
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 14,064	\$ 8,755
Government payable	18,912	16,354
Wages payable	23,139	15,937
Deferred grants (Note 5)	257,824	251,585
	313,939	292,631
FUNDS HELD IN TRUST (Note 11)		
COMMITMENTS (Note 6 and 7)		
MEMBERS' EQUITY		
NET ASSETS (Page 3)	888,984	801,425
	\$ 1,202,923	\$ 1,094,056

APPROVED ON BEHALF OF THE BOARD:



Director



Director

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

NON-CONSOLIDATED STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED MARCH 31, 2017

Page 3

	Gaming Fund Externally Restricted	General Fund Internally Restricted	Unrestricted	2017 TOTAL	2016 TOTAL
REVENUES	\$ 65,189	\$ -	\$ 706,697	\$ 771,885	\$ 1,229,683
EXPENDITURES	32,688	-	751,639	784,326	653,256
EXCESS (DEFICIENCY)	32,501	-	(44,942)	(12,441)	576,427
CONTRIBUTIONS FROM GLOBAL VOCATIONAL SERVICES INC.			100,000	100,000	-
FUND TRANSFERS	-	(84,521)	84,521	-	-
NET ASSETS, beginning of the year	132	95,292	706,001	801,425	224,998
FUND BALANCES	32,633	10,771	845,580	888,984	801,425
DEFERRED	(32,500)	-	32,500	-	-
NET ASSETS, end of the year	\$ 133	\$ 10,771	\$ 878,080	\$ 888,984	\$ 801,425

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

NON-CONSOLIDATED STATEMENT OF CASH FLOWS FOR THE YEAR ENDED MARCH 31, 2017

Page 4

	2017	2016
OPERATING ACTIVITIES		
Excess of expenditures over revenue (Page 3)	\$ (12,441)	\$ 576,427
Items not requiring an outlay of cash:		
Amortization	1,026	1,282
Changes in non-cash working capital:		
Grants receivable	(145,564)	(18,104)
GST rebate receivable	430	(666)
Prepaid expenses	(1,985)	154
Accounts payable and accrued liabilities	5,310	(1,925)
Accrued payroll and related liabilities	9,760	347
Deferred income	6,238	48,125
CASH PROVIDED (USED) BY OPERATING ACTIVITIES	(137,226)	605,640
INVESTING ACTIVITIES		
Contributions from Global Vocational Services Inc.	100,000	-
Acquisition of shares in Global Vocational Services Inc.	(680)	(803,943)
CASH PROVIDED (USED) BY INVESTING ACTIVITIES	99,320	(803,943)
CHANGE IN CASH	(37,906)	(198,303)
CASH, beginning of year	251,909	450,212
CASH, end of year	\$ 214,003	\$ 251,909

CASH IS REPRESENTED BY:

Cash on hand and in bank	\$ 62,420	\$ 16,950
Term deposits	108,292	100,380
Restricted funds (Note 10)	43,291	134,579
	\$ 214,003	\$ 251,909

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

NON-CONSOLIDATED STATEMENT OF OPERATIONS FOR THE YEAR ENDED MARCH 31, 2017

Page 5

	2017	2016
REVENUE		
Federal government	\$ 522,333	\$ 429,568
Provincial government	118,145	93,819
BC Gaming	32,479	30,062
Interest	1,818	4,605
Other Income (Note 8)	97,110	671,629
	771,885	1,229,683
EXPENDITURES		
Advertising and promotion	6,686	5,965
Amortization	1,026	1,282
Bank charges	1,339	1,902
Childcare	8,222	1,813
Computer and technical support	7,757	7,213
Facilitation	12,750	3,348
Honoraria	4,970	5,368
Insurance	2,534	2,048
Interpretation and translation	9,722	-
Memberships	2,352	1,476
Office and miscellaneous	10,822	10,114
Professional development	3,135	2,987
Professional fees	12,775	9,509
Program materials	32,328	25,153
Program photocopying	3,305	1,802
Property search	10,702	-
Rent - facilities	37,629	32,421
Rent - hall and storage	13,691	3,578
Repair and maintenance	4,933	4,232
Sub-contract	15,002	21,844
Telephone and internet	3,657	2,660
Travel	10,079	6,747
Utilities	1,219	1,536
Wages	531,274	467,984
Wage benefits	36,417	32,274
	784,326	653,256
EXCESS OF EXPENDITURES OVER REVENUE	(12,441)	576,427
NET ASSETS, beginning of year	801,425	224,998
CONTRIBUTIONS - GLOBAL VOCATIONAL SERVICES INC.	100,000	-
NET ASSETS, end of year	\$ 888,984	\$ 801,425

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2017

Page 6

1. PURPOSE OF THE ORGANIZATION

The Society was incorporated under the Society Act of British Columbia, June 26, 1981 as a non-profit organization and is a registered charity under the Income Tax Act, as such it is exempt from income tax under section 149(1)(f). The purpose of the society is to provide service and support to new Canadians towards their full integration into the Cowichan Valley community.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The Society prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Economic dependence

Liquidity risk exposure is dependent on the receipt of funds from federal and provincial government grants, local grants, fundraising, membership fees and other sources to enable the Society to pay its liabilities as they become due. Management has adopted a strategy to mitigate this risk.

Fund accounting

The Society follows the restricted fund method of accounting for contributions.

The General Fund accounts for the Society's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

The Gaming Fund reports resources contributed for operation. Investment income earned on resources of the Gaming Fund is reported in the General Fund unless otherwise restricted by contributors of funds for Gaming. Unrealized gains or losses on Gaming Fund investments in publicly traded equity securities are reported as investment income in the Gaming Fund.

Cash and cash equivalents

Cash equivalents are comprised of highly liquid term deposits that are readily convertible to cash.

Tangible capital assets and amortization

Purchased tangible capital assets of \$1,000 or more are recorded at cost. Contributed tangible capital assets of \$1,000 or more are recorded at fair value at the date of contribution. Amortization is recorded on a declining balance basis at the under noted rates:

Office furniture, fixtures and equipment - 20%.

Investments

Investments in controlled profit-oriented enterprises are recorded at cost.

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2017

Page 7

Revenue recognition

Contributions related to general operations are recognized as revenue of the General Fund in the year in which related expenses are incurred. All restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection assured.

Unrestricted investment income earned on General Fund resources is recognized as revenue of the General Fund. Other investment income is recognized as revenue of the General Fund when earned.

Contributed services

Volunteers contribute about **5,363 hours** per year (2016 - 5,988) to assist the Society in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Use of estimates

When preparing financial statements according to ASNPO, the Society makes estimates and assumptions relating to:

- Reported amounts of revenue and expenses;
- Reported amounts of assets and liabilities;
- Disclosure of contingent assets and liabilities

Management's assumptions are based on a number of factors, including historical experience, current events and actions that the organization may undertake in the future, and other assumptions that we believe are reasonable in the circumstances. Actual results could differ from those estimates under different conditions and assumptions.

Comparative figures

Prior year figures have been restated, where applicable, to conform to the current presentation

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2017

Page 8

3. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	2017	2016
Office furniture and equipment	\$ 44,646	\$ 40,542	\$ 4,104	\$ 5,130

4. INVESTMENT

On January 1, 2016 the Society acquired control of the shares of Global Vocational Services Inc. Global Vocational Services Inc., in coordination with community partners, delivers a range of employment services through Work BC Employment Service Centres. Services are focused on meeting the needs of Cowichan Valley job seekers and employers in a shifting labour market. Global Vocational Services Inc. supports individuals eligible to work in British Columbia to gain sustainable employment.

	2017	2016
Shares, at cost	\$ 804,623	\$ 803,943

5. DEFERRED GRANTS

Deferred grants reported in the General Fund represents restricted operating funding received in the current period that is related to the subsequent period. Changes in the deferred operating grant balance are as follows:

	2017	2016
Beginning balance	\$ 251,585	\$ 203,460
Less amount recognized as revenue in the year	(251,585)	(203,460)
Add amounts received related to next year	257,824	251,585
Ending balance	\$ 257,824	\$ 251,585

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2017

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6. GRANTS AND SUBSEQUENT COMMITMENTS

The Society receives funding from various agencies such as:

- Immigration, Refugees and Citizenship Canada
- Canadian Heritage
- Ministry of Jobs, Tourism and Skills Training
- Ministry of Social Development and Social Innovation (Global Vocational Services)
- School District 79
- BC Gaming
- Coast Capital Savings Foundation

The Society is committed to expend certain amounts of its deferred income (Note 5) on programs whose fiscal period do not coincide with that of the Society.

The various funding agencies require that funds be spent only on the projects for which they are allocated. Certain funds advanced which are unused must be returned to the agency or a request made for their other use. As such, the cash and net assets of these funds is externally restricted. (10).

7. OTHER COMMITMENTS

The Society has entered into a lease agreement for premises. It expires September 30, 2018. The annual lease payments required are \$25,159. The remaining payments under the lease are \$41,580. In addition, the Society is obligated to pay a proportion of common area costs and its share of property taxes, which are estimated to cost \$10,269 per annum.

Copier equipment lease - the annual lease payments required are \$1,456. It expires November 30, 2018.

8. OTHER INCOME

	2017	2016
Grants (Note 9)	\$ 63,821	\$ 50,845
Donations	14,239	609,883
Fundraising	10,953	1,136
Service fees	2,602	6,370
Sponsors	2,436	1,822
Miscellaneous	2,344	683
Membership dues	715	890
	\$ 97,110	\$ 671,629

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2017

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9. OTHER GRANTS

	2017	2016
School District 79 (\$40,000)	\$ 27,405	\$ 13,595
Coast Capital Credit Union (\$30,000)	12,006	30,000
Refugee Response Team	6,750	-
Duncan Dabber Bingo	6,250	-
Cowichan Valley Regional District	5,000	4,000
Municipality of North Cowichan	2,500	1,500
Other	3,910	1,750
	\$ 63,821	\$ 50,845

10. RESTRICTED CASH (Note 6)

	2017	2016
Gaming	\$ 32,520	\$ 32,612
Internally restricted	10,771	101,967
	\$ 43,291	\$ 134,579

11. FUNDS HELD IN TRUST

The Society maintains trust funds on behalf of Refugee Fund donors. The balance at March 31, 2017 is \$102,222 (2016 - \$64,720).

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2017

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12. GAMING FUND

BALANCE SHEET AT MARCH 31, 2017

	2017	2016
ASSETS		
CURRENT		
Cash	\$ 12,520	\$ 32,612
Term Deposit	20,000	-
Accounts Receivable - GST	113	-
Total Assets	32,633	32,612
LIABILITIES		
CURRENT		
Deferred income	32,500	32,480
FUND BALANCE	\$ 133	\$ 132

STATEMENT OF OPERATIONS

INCOME		
Gaming funds from prior year	\$ 32,480	\$ 30,000
Community gaming grant	30,000	30,000
Other grant revenue	2,500	2,480
GST rebate	113	-
Interest	96	148
Total income (revenue available for disbursements)	65,189	62,628
EXPENSES		
Community education, immigration aid	21,958	25,507
Administration	4,738	859
Hall rental	950	720
Office expenses/program materials	30	-
Camps	4,763	3,100
Bank charges	54	24
Travel	195	-
Total expenditures	32,688	30,210
Excess of revenue over disbursements	32,501	32,418
Transfer to deferred income	32,500	32,480
FUND BALANCE, beginning	132	194
FUND BALANCE, ending	\$ 133	\$ 132

Cowichan Valley Naturalists' Society

Amount Requested: \$7,500.

Residential Cost Per \$100,000. Assessed Value - .038



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Cowichan Valley Naturalists' Society, Bring Back the Bluebirds Project

Mailing Address: 6-55 Station Street, Duncan, BC
Postal Code: V9L 1M2

Name of Contact Person: Genevieve Singleton

Telephone No. 250-746-8052 email: twinflower4@gmail.com

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? *(see page 3) environmental

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: The Bring Back the Bluebird Project is now in its seventh year of reintroducing the Western Bluebird to the Cowichan Valley. Western Bluebirds became extirpated (locally extinct) over 20 years ago on Vancouver Island. Their preferred habitat on Vancouver Island was Garry Oak ecosystems. They became extirpated due to habitat loss, invasive species and use of pesticides. For the first five

years the project was overseen from Victoria by the Garry Oak Ecosystem Recovery Team, as planned, the Cowichan Valley Naturalists' Society took over after the five-year pilot project finished. It is a big project for a club of some ninety members, but we believe that our community is prepared to assist us in bringing back this iconic bird to our valley. For the first five years Western Bluebirds were translocated under permit, from a stable population in Washington State under the direction of our ornithologist expert, Gary Slater, of Ecostudies Institute. Gary is the leading expert in North America for reintroducing bird populations. In addition, an extensive building and placing nestboxes in appropriate places in the Valley has been implemented to mimic tree cavities that these birds used and that are no longer available. In 2017 and 2018 no translocations are being planned. Numbers were slowly climbing until the hard winter of 2016 when there was a setback. Numbers of bluebirds at the end of August 2017 were nineteen adults, thirty-four juveniles fledged and thirteen nest attempts. We work in concert with the San Juan Island Preservation Trust who are doing a similar project. Our birds are travelling between the islands and we hope eventually that we can develop bluebird trails in other locations on the Island leading to more connectivity with Washington populations.

Start Date: _____ Jan. 1, 2018 _____ End Date: Dec. 31, 2018 _____

Is this project, event or service part of your core operations? Yes x _____
No _____

Is the project, event or service already provided in the community by another organization?

Yes _____ No x _____

If yes, provide details: _____ n/a

Who will benefit from the project, event or service?

The following individuals and groups will benefit from the Bring Back the Bluebird Project: one paid technician to be hired in April, 2018 for five months; over twenty bluebird trail monitors (a bluebird trail is a collection of nest boxes, ranging from three to over twenty in a discrete geographical area that are conveniently grouped for regular checks); over thirty other volunteers assisting in fundraising, presenting programmes, keeping accounts, organizing trail GPS, etc., In addition: the staff of Cow Bay Pub who host our benefit event; donors providing financial support and silent auction items, our in kind donors, public and school programmes who hear of our project and numerous others.

What will those benefits be? Our summer staff person and over twenty bluebird trail monitors will increase their knowledge of bird species and behavior, learn citizen science methods, have physical exercise, build communication skills working in teams and as a large group. Our paid staff person will also, hopefully, take their knowledge of working on an extirpated species to build a career in environmental science. Our other approximately thirty volunteers, working on many aspects of the project, will have the

thrill of being involved with assisting in the return of a rare species and will share their experiences with the local community. In kind donors such as Cow Bay Pub, Raptor Centre, learn more about our project and share this knowledge further leading to increased commitment to concerns about our environment. Donors share their interest with others leading to increased recognition and support of the project. Local residents and land owners hosting nest boxes become aware of the importance of native species and start changing beliefs and patterns and care more about their natural surroundings. Local biodiversity will increase including other species of birds such as swallows and nuthatches benefiting from increased nest box availability. Swallows are in decline in the world, so additional aids to them is most needed. With the additional challenges of climate change this project helps develop resilience by increasing a species that belongs in the rare, endangered ecosystem, Garry Oak ecosystem. Less than five percent of relatively good condition of Garry Oak ecosystems remains in the world. A good portion of this is in the Cowichan Valley. More knowledge of this improves our community in a myriad of ways. Our community as a whole benefit from the physical beauty and spiritual value of this lovely little birds.

What are the impacts of not delivering the service or completing the project? If this project is not supported the Western Bluebird will not live here. Our endangered rare Garry Oak ecosystem is under more and more threats due to building pressures. This project needs support for some time. Bringing back a rare species from local extinction requires a tremendous commitment of volunteer time from the Cowichan Valley Naturalists, partners and community at large. Financial assistance allows us to hire staff person to do professional monitoring making the project more successful.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: The latest scientific evidence is being used to develop this project and holding it to a high standard. The use of "sparrow spookers", a homemade gadget that discourages the invasive house sparrow to attack bluebirds, is proving successful, which is of interest to other bird groups. Different groups and businesses are excited with our project. The Raptor Centre assists us in hosting a display table and donation box and the Cow Bay Pub very kindly hosts our annual Beer and Burger fundraiser. This is the only project of this sort in Canada and this is truly inspiring for our approximately fifty volunteers, landowner stewards and the community at large. There is a high energy and interest in this feels good project.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services. Total cost of the Project, Event or Service: \$ 40,000

Grant in Aid applied for:

\$ 7500

Will you receive other sources of funding? Yes No

Please describe other sources of funding and amounts as requested or expected:

Amount: \$14000 Source: CVNS funds for project on hand

Amount: \$5000 Source: not confirmed, Victoria Natural History Society

Amount: \$500 Source: not confirmed, North Cowichan

Amount: \$2000 Source: not confirmed, BC Nature Foundation

Amount: \$5000 Source: not confirmed, Mountain Equip Coop

Amount: \$6000 Source: not confirmed, Beer and Burger fundraiser, individual donations

Please describe cost reduction strategies employed: We use volunteers for as many duties as possible. We grow our own mealworms rather than buying them from an out of town company.

Indicate any volunteer labour and/or in-kind donations contributions:

We have over \$22,200 of labour and in-kind donations provided and approximately 1500 hours of volunteer hours.

Have you included your organization's current annual budget and most recent financial statements?

Yes No

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

***Category:**

Social – projects that support the health, well-being and diversity of individuals and communities Environmental – projects that enhance or protect, enhance or restore

environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before

January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

CVRD Regional Grant in Aid

**Cowichan Valley Naturalists' Society (CVNS) Bring Back the Bluebirds Project Proposed Budget
for 2018**

Expenditures	Costs)
Labour:	
Gary Slater of Ecostudies Institute, Western Bluebird recovery and translocation expert, based out of Washington State	\$4000
Project biologist	\$22000
Honorariums	\$3000
Direct Costs:	
Travel: Ecostudies Institute	\$500
Manager and Tech staff mileage	\$2000
Site supplies	\$1000
Volunteer support and fundraiser costs	\$2000
Meal worms	\$2000
Communications:	
Photo copying, layout and design of educ. materials	\$2000
Overhead:	
Administration (bookkeeper)	\$1000
Office supplies	\$500
Project total	\$40,000

COWICHAN VALLEY NATURALIST SOCIETY PROFIT AND LOSS DECEMBER 31, 2017

INCOME

BANK INTEREST	\$3.14	\$3.14
DEPOSIT DECEMBER 22/17 CANADA HELPS	\$48.25	\$48.25
DEPOSIT DECEMBER 29/17 - MEMBERSHIP	\$25.00	\$25.00
DEPOSIT DECEMBER 29/17 - BLUE BIRD DONATION	\$100.00	\$100.00

TOTAL INCOME	\$176.39	\$176.39
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EXPENSE

CHQ#151 FRED ROLAND - HON- YOUNG NATURALIST	\$50.00
CHQ#152 CLT - ADMIN COST FOR BLUE BIRD PAYROLL SERVICE	\$207.00
CHQ#153 C. BEAULIEU - HON - BLUE BIRDS	\$500.00
CHQ#154 R. HETCHSO - REIMBURSEMENT BLUE BIRDS	\$615.24
TOTAL EXPENSE	\$1,372.24

NET INCOME DECEMBER 2017	-\$1,195.85	\$176.39
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COWICHAN VALLEY NATURALIST SOCIETY TRIAL BALANCE AS OF DECEMBER 31, 2017

	DEBIT	CREDIT
ISCU - GENERAL ACCOUNT	\$37,093.11	

ACCOUNTS PAYABLE OUTSTANDING		\$150.00
CHQ#131 ST. JOHNS AMBULANCE - RIVER DAYS	\$100.00	
CHQ#151 FRED ROLAND - HON- YOUNG NATURALIST	\$50.00	
TOTAL ASSETS		\$36,948.35
LIABILITES & EQUITY		
BENEVOLENT (CAMP) FUND		\$610.00
BLUE BIRD PROJECT		\$19,413.09
BURSARY FUND		\$1,911.17
COWICHA RIVER 5 FINGERS MONITOR		\$1,445.53
EAGLE HEIGHTS GRASSLANDS		\$578.20
NATURE COWICHAN WEB SITE FUND		\$421.88
YOUNG NATURALIST FUND		\$776.96
KNOTWEED PROJECT		\$435.00
COWICHAN RIVER HERITAGE RIVER DAYS EVENT		\$0.00
GOV. GRANT FOR SUMMER STUDENTS		\$0.00
TOTAL LIABILITES		\$25,591.83
EQUITY		
OPENING BALANCE EQUITY		\$6,082.07
RETAINED EARNINGS		\$5,098.06
NET INCOME		\$176.39
TOTAL EQUITY		\$11,356.52
TOTAL LIABILITES & EQUITY		\$36,948.35

OUTSTANDING CHEQUES	\$150.00	
SUBTOTAL	\$36,943.11	
BENEVOLENT (CAMP) FUND		\$610.00
BLUE BIRD INTRODUCTION PROJECT		\$19,413.09
BURSARY FUND		\$1,911.17
COWICHAN RIVER 5 FINGERS MONITOR		\$1,445.53
EAGLE HEIGHTS GRASSLANDS		\$578.20
NATURE COWICHAN WEB SITE FUND		\$421.88
YOUNG NATURALIST FUND		\$776.96
KNOTWEED PROJECT		\$435.00
GOV. GRANT FOR SUMMER STUDENTS		\$0.00
COWICHAN RIVER HERITAGE RIVER DAYS		\$0.00
BALANCE EQUITY		\$6,082.07
RETAINED EARNINGS		\$5,274.45
ISCU SHARES	\$5.24	
TOTAL	\$36,948.35	\$36,948.35

COWICHAN VALLEY NATURALIST SOCIETY BALANCE SHEET DECEMBER 31, 2017

31-Dec-17

ASSETS

ISCU BANK CLOSING BALANCE DECEMBER 31, 2017		\$37,093.11
ISCU SHARES		\$5.24
TOTAL CHEQUING/SAVINGS		\$37,098.35

**Duncan Cowichan Chamber of
Commerce**

Amount Requested: \$1,800.

Residential Cost Per \$100,000. Assessed Value - .009

Duncan Cowichan Chamber of
Commerce
2896 Drinkwater Rd., Duncan, BC V9L 6C2
T: 250.748.1111 | F: 250.746.8222
E: manager@duncancc.bc.ca | W: www.duncancc.bc.ca



January 26, 2018

Re: Regional Grant-in-Aid Application

Dear Regional Services Committee:

Finance Division

Please accept this letter on behalf of the four Chambers of Commerce in the Cowichan, each operating a Visitor Centre and providing visitor services as: Cowichan Regional Visitor Centre, Chemainus Visitor Centre, Cowichan Lake Visitor Centre and Ladysmith Visitor Centre.

Here is a brief backgrounder to support our request for CVRD funding: Our four Visitor Centres participate in Destination BC's Visitor Services Network Program and we receive some funding to deliver community visitor services. Until 2016, Destination BC provided uniforms at no charge to all trained staff and volunteers in participating Visitor Centres throughout BC. These uniforms included golf shirts, vests, summer and winter jackets – all branded with the "I" (Information) logo and Supernatural BC tagline. Destination BC is no longer supplying these uniforms and they have asked that our frontline visitor services team no longer wear these uniforms. This has forced Visitor Centres to purchase their own uniforms if they wish to brand their community or destination.

The purpose of our request for a Regional Grant in Aid is to support a Cowichan branded uniform for the 80 travel counselors who provide visitor services to over 130,000 visitors in the four Visitor Centres in the Cowichan. We feel a lightweight vest would be a suitable uniform that can be used year round by staff, students and volunteers in the four Visitor Centres.

We have a quote from a local supplier which includes: the cost of the vest, an embroidered Tourism Cowichan or Explore Cowichan logo on the left chest, a screen printed one colour design #explorecowichan on the back, digitization fee and screen printing set up fee – estimated at \$40 per vest plus taxes.

The Tourism Cowichan Society has indicated they will fund 50 % of the costs, provided the vests are branded with a Tourism Cowichan logo. We are requesting that CVRD fund 50 % so that front line staff and volunteers who represent the Cowichan have a unified and professional image when connecting with visitors to the region.

Without CVRD funding, the four Visitor Centres will most likely not have the resources to supply a Cowichan branded uniform to their visitor services team. It will be up to each Visitor Centre to determine if they can afford a community branded uniform or if they will have to forego these uniforms in 2018.

We hope you will consider this 2018 Grant-in-Aid request to fund this project which will enhance and increase awareness of the Cowichan brand and will showcase the exceptional visitor services provided by our four Visitor Centres in the Cowichan.

We would be more than happy to appear as a delegation to discuss visitor servicing in the Cowichan and the importance of presenting a unified Cowichan brand to visitors.

Submitted by,

Sonja Nagel
Executive Director
Duncan Cowichan Chamber of Commerce
Cowichan Regional Visitor Centre

Lori Frankson
Executive Director
Chemainus and District Chamber of Commerce
Chemainus Visitor Centre

Mark Drysdale
Executive Director
Ladysmith Chamber of Commerce
Ladysmith Visitor Centre

Katherine Worsley
Coordinator
Cowichan Lake District Chamber of Commerce
Cowichan Lake Visitor Centre



REGIONAL GRANT IN AID APPLICATION

Organization Information: *Duncan Cowichan Chamber of Commerce on behalf of 4 Visitor Centres: Cowichan Regional Visitor Centre, Chemainus Visitor Centre, Ladysmith Visitor Centre, Cowichan Lake Visitor Centre*
Name of Organization: 4 CRVC
Mailing Address: 2896 Drinkwater Road Postal Code: V9L 6C2
Duncan
Name of Contact Person: Sonja Nagel
Telephone No. 250 748 1111 email: manager@duncancc.bc.ca

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? *(see page 3) Economic Development

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: The 4 Visitor Centres in the Cowichan are hoping Visitor Centre Coordinators, Students, and Volunteer Travel Counsellors will wear "Cowichan Branded" uniforms this year to showcase the region.

Start Date: MAY 2018 End Date: APRIL 2019

Is this project, event or service part of your core operations? Yes No

Is the project, event or service already provided in the community by another organization? Yes No

If yes, provide details: _____

Who will benefit from the project, event or service? Visitors and locals to the Visitor Centres and mobile visitor facilities who will experience a unified Cowichan brand on all travel counsellors providing visitor services

What will those benefits be? Increasing the awareness of the Cowichan brand with a call to action and marketing through #explorecowichan

What are the impacts of not delivering the service or completing the project? Visitor Centres will not be able to support a Cowichan branded uniform (financially) and may not be in a position to provide the visitor services team with a community branded uniform.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: For the most part, the 4 Visitor Centres in Cowichan rely heavily on volunteers to provide visitor services in the Visitor Centre and out in the community.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service:

\$ 3600⁰⁰ for 80 Cowichan
branded vests

Grant in Aid applied for:

\$ 1800⁰⁰

Will you receive other sources of funding? Yes No

Please describe other sources of funding and amounts as requested or expected:

Amount: 1800⁰⁰

Source: Tourism Cowichan Society

Amount: _____

Source: _____

Amount: _____

Source: _____

Amount: _____

Source: _____

Please describe cost reduction strategies employed: The quote for 80 vests includes: the cost of the vest, an embroidered Tourism Cowichan logo on the left chest, a screen printed one colour design #explore cowichan on the back, digitization fee, and screen printing set up fee is estimated at 40.00 plus taxes per vest.

Indicate any volunteer labour and/or in-kind donations contributions:

Each Visitor Centre will be responsible for a community branded golf or t-shirt to wear underneath the Cowichan Branded Vest

Have you included your organization's current annual budget and most recent financial statements?

Yes _____ No Because there are 4 different organizations involved in this grant request

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

***Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

Cover letter with more details included

reverse top
#explorecowichan

logo
Tourism
Cowichan



Handmade Hugs Society

Amount Requested: \$1,000.

Residential Cost Per \$100,000. Assessed Value - .005



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Handmade Hugs Society - Cowichan Valley

Mailing Address: PO Box 104, Lake Cowichan, BC Postal Code: V0R 2G0

Name of Contact Person: Linda Kemp

Telephone No. (250)745-3595 email: handmadehugs@shaw.ca

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? * (see page 3) Social

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: We provide our local service providers with "Winter Woolies" (toques, scarves & mitts) huggable "stuffies", slippers, pajama bottoms, handmade quilts and afghans, and a variety of other products.

We also provide purchased items such as soothers, colouring books & crayons, and toiletry bags (toiletry packets including toothbrush, toothpaste, comb, shampoo etc.

Start Date: 2010 End Date: Ongoing

Is this project, event or service part of your core operations? Yes: Yes No:

Is the project, event or service already provided in the community by another organization?

Yes: yes but not the same scope of diversity No:

If yes, provide details: Heritage Quilters provide quilts to Somenos House

Toques, Toiletries and Toys provide inventory to local food banks and soup kitchens, but no group that we are aware of is

doing exactly what we do. Handmade Hugs Society is very diverse in what we offer, in that we do quilts, afghans and other knitted and crochet items as well as a variety of hand made items for members of the community including "kit bags" , a collection of toiletries in a cotton bag

Who will benefit from the project, event or service? All ages can and do benefit. Our clients range from newborn (through VIHA) to children (schools & daycares) to adults (street people, homeless & those facing stressful situations (loss, illness, transtions)

We also provide individual "Hugs" to nominated individuals, providing comfort and a sense of community caring.

What will those benefits be? This can vary from slippers and afghans to "winter woolies" or kit bags and hand made quilts

Most items are hand made with our hopes that those receiving these items know that someone cares about them, even though they may never have met. Its our feeling that when someone receives something that's been made with love, they will feel that sense of community and that there is light at the end of the tunnel. That the community does care and wants to assist where it can.

What are the impacts of not delivering the service or completing the project? _____

Fewer people will be warm in winter, fewer will have the feeling that someone cares about them and their well being. Even though they may have never met, those creating and those receiving share a sense of community; one of helping, the other of having an advocate that cares.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: We have scheduled "work bee's" for volunteers to come out

to meet everyone and enjoy the work of the group. If they are unable to attend, they can also knit, crochet or sew at home and drop off completed projects or if not "crafty" they cut fabric to specific sizes, assist with sorting or inventory control or drop off to groups that have requested our assistance. Building a sense of community is a building block to building a better community.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$ 2000.00

Grant in Aid applied for: \$ 1000.00 or any amount you feel appropriate

Will you receive other sources of funding? Yes Yes No _____

Please describe other sources of funding and amounts as requested or expected:

Amount: Unknown Source: Donations from the community

Amount: Uniknown Source: Hotdog days

Amount: Unknown Source: Bottle recycling

Amount: _____ Source: _____

3:02 PM

01/28/18

Accrual Basis

HANDMADE HUGS SOCIETY

Balance Sheet

As of January 31, 2018

	<u>Jan 31, 18</u>
ASSETS	
Current Assets	
Chequing/Savings	
BANK - ISCU	1,004.96
PETTY CASH	98.44
Total Chequing/Savings	<u>1,103.40</u>
Accounts Receivable	
Accounts Receivable	100.00
Total Accounts Receivable	<u>100.00</u>
Total Current Assets	<u>1,203.40</u>
TOTAL ASSETS	<u><u>1,203.40</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	1,992.08
Unrestricted Net Assets	12.16
Net Income	-800.84
Total Equity	<u>1,203.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,203.40</u></u>

3:08 PM

01/28/18

Accrual Basis

HANDMADE HUGS SOCIETY
Profit & Loss
February 2017 through January 2018

	<u>Feb '17 - Jan 18</u>
Income	
RECEIPTS	
DONATIONS	670.00
EPICURE	86.10
FUN FAIR	365.75
HOT DOG SALES	365.00
INTEREST INCOME	0.57
MEMBERSHIP	46.00
THRIFTY CARDS	662.75
	<hr/>
Total RECEIPTS	2,196.17
	<hr/>
Total Income	2,196.17
Expense	
BANK CHARGES AND INTEREST	5.00
FUNDRAISING SUPPLIES	117.19
HUGS/DONATIONS	300.00
INSURANCE	254.32
LICENCES DUES AND FEES	40.00
OFFICE	50.40
RENT	367.50
STORAGE	1,428.42
SUPPLIES	434.18
	<hr/>
Total Expense	2,997.01
	<hr/>
Net Income	-800.84
	<hr/> <hr/>

Handmade Hugs Society Cowichan Valley

WINTER WOOLLIES RESULTS

Aaaaand the results are in our disbursement numbers for this year are down quite significantly from last year (which is really good!) but the numbers of needy children are up, also quite significantly (which is not good).

Our total disbursement on Dec 7th was

2,288 pieces.

There will be more requests coming in as the need arises over the coming winter months so the numbers will continue to rise but there shouldn't be a huge leap.

Our thanks to our volunteers who provided us with such an abundance of inventory that we were able to fill all our requests and still have enough left over to service anything that should come up. Our thanks too to all those who so generously answered our plea for mittens and gloves; every facility or school who requested mitts had both their needs and their wish lists fulfilled. That is so impressive when you consider the short time in which it all came together.

We'll be taking a break until the New Year and invite anyone interested to join us then, as the cycle starts once again. You don't need to know how to knit or sew, crochet or stitch, although, if you'd like to learn, we can teach you, but we also need "worker bees" who are willing to help at Hot Dog Sales or other fundraisers, those who are willing to untangle yarn or press fabric, or pack and distribute Winter Woollies!

If you'd like to receive our Newsletter, please PM your email address to us

and we'll add you to our mailing list.

Thank you all.

The Mitten Miracle

For those of you who follow us on Facebook, you'll know this story, but for those who don't, here is our Christmas miracle, excerpted from our Fb post, December 7th, the day before Winter Woollies Distribution:

Sometimes in your life, you get the opportunity to glimpse a miracle first-hand. For me, today was one such time.

For the last couple of weeks, our Handmade Hugs crew had been concerned that we weren't going to have enough product, especially mitts and gloves for little ones, to meet the requests from our clients.

It was unbelievable that we should get orders for 400+ mitts in the last three days of our countdown so we put out a call for help and it was answered in such a remarkable way. Mitts (and gloves) started coming in, in ones and twos, in ten and twenties and then, just today, in fifties and hundreds and two hundreds! It was incredible to watch -- all those that we met face-to-face were beaming and so pleased to help, those who left gift bags included notes of encouragement and offers of more help.

At the first count, we had 113 pairs, at the second count, there were 93 more, in the last 24-hours, we received a whopping 485 MORE! And then, it appeared we were going to be just a tiny bit short and one of the volunteers who was helping to box up our orders, put out a personal call and, Voila!, 50 more pairs of mitts arrived. We filled all the orders and the wish lists and still have a few mitts left for emergencies over the remaining winter months.

I haven't had time to do the final disbursement count but I just had to share this incredible Christmas miracle. Thank you just doesn't cover it, but it's what I have. We live in an amazing and supportive community. We've been

touched by many, and today, thanks to that generosity, we, in turn, have been able to touch many more.

As Tiny Tim said, those many years ago, "God bless us, every one."

**Hiiye'yu Leleum (House of Friendship)
Society**

Amount Requested: \$50,000.

Residential Cost Per \$100,000. Assessed Value - .252



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Hiiye'yu Leleum (House of Friendship) Society

Mailing Address: 5462 Transcanada Highway Postal Code: V9L 3Y2

Name of Contact Person: Debbie Williams or Laura Sjolie

Telephone No. 250-748-2242 email: debbiewilliams@hofduncan.org
lsjolie@hofduncan.org

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? *(see page 3) Social

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: Feasibility study for a new mixed-use affordable housing project focusing on mothers and infants located in the Cowichan Valley to serve the larger CVRD community needs. A feasibility study is the foundation piece required to leverage provincial (BC Housing) and federal (CMHC) funding for an affordable housing project. The study will include: defining community need and demand; vision development with client, partners and stake
holders; Municipal policy review; identification of land and land partnerships; partnership development with stakeholders and community members; conceptual design development and drawings ready for rezoning applications if needed; capital and operational budget development; final feasibility analysis.

Start Date: April 2018 End Date: September 2018

Is this project, event or service part of your core operations? Yes _____ No X

Is the project, event or service already provided in the community by another organization?

Yes _____ No X

If yes, provide details: _____

Who will benefit from the project, event or service? Childbearing families with multiple needs and who face marginalisation; health services, and community support programs; infants and young children; other renters in the community; CVRD residents; the CVRD Affordable Housing Vision, long-term economic benefits for the Valley.

What will those benefits be? Providing stable and secure housing for women during the perinatal period will improve maternal health outcomes in the Cowichan Valley. Wraparound supports to vulnerable families during the perinatal period will ease the strain on social services, physicians/midwives, and community programs because women and children will not be in crisis situations continually. Infant health will be improved as safe, affordable housing will reduce the impact of substance use, increase nutritional opportunities, reduce domestic violence, increase access to proper prenatal and postnatal care. Fewer children will be apprehended at birth by MCFD.

What are the impacts of not delivering the service or completing the project? Our program serves between 20-25% of women giving birth in the Cowichan Valley each year. 98% are low income, many live in substandard housing and/or are homeless, and our LHA faces one of the highest pre-term birth rates in the province and well as one of the highest rates of infant apprehensions and children in care. Without affordable housing for women during the perinatal period, these statistics are likely to remain the same or worsen, and our child-poverty will continue to exceed 30%.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: HBP has been the Cowichan Valley's pregnancy outreach program for over 20 years. Our staff build relationships with clients, connect them with services and care providers. The intent is to build on the social capital created prenatally, and be able to house clients who face domestic violence, substance use issues, and apprehension at birth. Women who are supported through wraparound supports during the perinatal period are shown to have greater chances of success in life. HBP has a strong network of volunteer and in-kind support, which would extend to this housing project.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$ 100,000.00

Grant in Aid applied for: \$ \$50,000

Will you receive other sources of funding? Yes No

Please describe other sources of funding and amounts as requested or expected:

Amount: up to \$50,000 Source: CMHC Seed Funding Program

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____

Please describe cost reduction strategies employed: In-kind time and labour from myself, Laura Sjolie, and the rest of the Healthiest Babies team, contributions from the Hiiye'yu Lelum Society, ongoing cost reduction strategies resulting from working with a nonprofit development company, leaning on local/community knowledge and expertise whenever possible, having initial drawings for building done by Gordon T Burdge Designs, and strategic partnerships to streamline processes.

Indicate any volunteer labour and/or in-kind donations contributions:

M'Akola Development Services in-kind strategic support until funding is achieved: up to \$3000.00

Cowichan Housing Association in-kind support (community engagement, partnership support): up to \$3000.00

Gordon T. Burdge Designs preliminary concept drawings until funding is achieved: up to \$3000.00

Have you included your organization's current annual budget and most recent financial statements?

Yes No

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

*** Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

Income Statement

From: 01-Apr-16 To: 31-Mar-17

		Current Period		YTD	
		Actual	Actual	Budget	Last Year
INCOME					
Revenue					
5020	Aborig Housing Manage Assoc-Departments	257,408.04	257,408.04	257,400.00	257,407.37
5390	Admin contribution - Core-Departments	207,291.31	207,291.31	186,938.70	180,842.94
5070	B.C.A.A.F.C.-Departments	217,484.67	217,484.67	204,348.36	289,419.51
5760	Central & North. VI United Way-Departments	97,477.18	97,477.18	104,008.00	78,100.00
5420	Coast Salish Emp.&Train. Society-Departmen	212,255.00	212,255.00	151,985.00	156,077.00
5520	EMP. ASSISTANCE PRG.-Departments	4,468.79	4,468.79	5,400.00	4,836.56
5130	Gaming Grant-Departments	75,000.00	75,000.00	37,500.00	75,000.00
5150	Human Resources Development-Department	11,311.00	11,311.00	11,871.00	3,642.00
5060	Island Health (form. VIHA)-Departments	241,517.13	241,517.13	191,572.13	186,844.88
5050	Min/Children & Family Develop.-Departments	1,044,289.77	1,044,289.77	1,046,030.01	862,283.76
4050	Opening Surplus-Departments	409,744.00	409,744.00	399,141.01	405,040.00
5550	Other Income #2-Departments	48,137.15	48,137.15	10,000.00	52,097.94
5560	Other Income-various #2-Departments	0.00	0.00	0.00	25.00
5370	Overhead Contribution-Departments	7,532.77	7,532.77	45,500.00	7,368.97
5750	Program Transfer - Project Child-Departments	157,270.00	157,270.00	157,770.00	160,270.00
5510	Program Transfer-Departments	12,117.19	12,117.19	3,190.00	27,670.55
5430	Public Health Agency of Can.-Departments	241,050.00	241,050.00	228,343.98	241,050.00
5380	Rent Contribution-Departments	12,286.00	12,286.00	15,000.00	22,163.76
5030	Right to Play-Departments	15,085.69	15,085.69	13,396.89	0.00
5700	SEC-SpEvntsComm-Departments	770.00	770.00	0.00	907.25
5650	Van Overhead-(Main-Ins)-Departments	11,526.15	11,526.15	0.00	10,428.50
TOTAL: Revenue		3,284,021.84	3,284,021.84	3,069,395.08	3,021,475.99

EXPENSES

Expenses					
7050	Accounting and Audit-Departments	10,424.00	10,424.00	13,100.00	12,192.15
7150	Admin cont.#2-Departments	6,512.50	6,512.50	6,850.00	7,413.88
7160	Admin. Cont-Departments	200,783.31	200,783.31	184,928.52	171,929.06
7060	Advertising-Departments	7,110.84	7,110.84	5,750.00	6,483.83
7120	Bank charges #2-Departments	333.00	333.00	0.00	342.75
7110	Bank Charges-Departments	1,638.30	1,638.30	1,620.00	1,524.35
8040	BEN.-E.I.-EMPR-Departments	31,983.69	31,983.69	32,411.40	30,191.24
8100	Benefits #2-Departments	1,101.09	1,101.09	4,076.50	997.06
8300	Benefits #3-Departments	3,870.85	3,870.85	3,986.50	2,456.33
8500	Benefits #4-Departments	152.21	152.21	208.00	193.73
8550	Benefits #5-Departments	0.00	0.00	245.00	0.00
7910	Benefits-CPP-Empr.-Departments	58,029.97	58,029.97	61,027.52	51,375.67
8060	Benefits-RRSP-Empr-Departments	9,000.38	9,000.38	7,855.64	5,544.62
8080	BEN-HOL.PAY-EMPR-Departments	9,773.22	9,773.22	7,844.89	9,320.12
8090	BEN-MSP-EMPR-Departments	600.00	600.00	450.00	450.00
8050	BEN-WCB-EMPR-Departments	13,376.70	13,376.70	13,074.32	10,775.87
8230	Cap. Purch #2/Rep.&Maint.2-Departments	2,081.15	2,081.15	0.00	5,346.36

Income Statement

From: 01-Apr-16 To: 31-Mar-17

		Current Period		YTD	
		Actual	Actual	Budget	Last Year
8260	Cell Phone-Departments	5,362.56	5,362.56	7,430.00	3,240.04
7810	Childcare-Departments	3,951.21	3,951.21	7,490.00	4,628.62
7100	Coalition Meetings-Departments	248.29	248.29	0.00	377.32
7610	Common Area Costs-Departments	17,810.85	17,810.85	18,000.00	13,797.59
7190	Computer Assist./Supplies-Departments	9,042.42	9,042.42	7,914.21	10,913.60
7210	Computer Lab Operations-Departments	1,366.43	1,366.43	900.00	1,353.88
7680	Consult Fee/Needs Assess-Departments	32,110.00	32,110.00	15,397.33	13,854.00
7240	Contract #2-LSC-Departments	350.00	350.00	0.00	6,180.00
8270	Drop-in Food #2-Departments	439.05	439.05	0.00	459.48
7040	Emerg Support/Rent Supp#2-Departments	830.00	830.00	0.00	0.00
7080	Emergency Support-Departments	119,732.95	119,732.95	137,498.45	127,262.05
7270	Empee Assist. Prg-(EAP)-Departments	7,899.64	7,899.64	9,800.00	9,195.55
7250	Equip Rent /Repair#1-Departments	20,806.90	20,806.90	10,840.00	16,332.48
7280	Evaluation/Clinical Supervision-Departments	8,578.66	8,578.66	8,500.00	5,650.00
7690	Facilitator Wage/POW-Departments	38,514.23	38,514.23	58,837.00	32,602.40
7630	Facility/Classroom Rent-Departments	38,050.04	38,050.04	38,448.00	41,327.48
7740	Fax-Departments	379.04	379.04	2,290.00	740.00
7600	Field Trips/Special Events-Departments	1,636.62	1,636.62	2,268.00	574.65
7340	Food Enrichment-Departments	30,522.45	30,522.45	29,528.10	13,095.28
7710	Food suppl/subsidy-Departments	21,898.64	21,898.64	24,610.00	20,857.72
7360	Food Supplements #2-Departments	11,148.92	11,148.92	10,250.00	12,811.01
7070	General Meetings-Departments	1,380.17	1,380.17	2,500.00	1,123.89
8330	GG-RSP BENEFIT-Departments	13,597.48	13,597.48	25,328.98	14,133.27
7300	GST/HST-Departments	0.67	0.67	4,500.00	0.04
8370	GWL-AD&D-Departments	1,067.04	1,067.04	1,105.34	968.34
8340	GWL-DENTAL-Departments	23,038.90	23,038.90	26,648.27	21,427.80
8360	GWL-Dependant Life-Departments	1,322.94	1,322.94	1,711.71	1,609.10
8350	GWL-Life Insurance-Departments	11,017.14	11,017.14	11,839.89	10,413.04
8320	GWL-LTD-Departments	7,730.24	7,730.24	7,025.08	8,098.43
8390	GWL-MED.SUPP.-Departments	17,519.98	17,519.98	19,664.76	16,040.14
7800	HBP Drop-in & R/N-Departments	7,803.68	7,803.68	9,700.00	7,086.25
8170	Heat & Hydro #2-Departments	420.00	420.00	420.00	720.00
7350	Heat and Hydro-Departments	20,431.62	20,431.62	15,380.00	19,883.48
7380	Honoraria-Departments	13,440.38	13,440.38	31,645.00	10,935.50
7230	Hygiene & Laundry Costs-Departments	1,251.68	1,251.68	0.00	2,368.36
7400	Insurance-Departments	9,495.58	9,495.58	6,601.67	6,561.61
7410	Interest Expense-Departments	836.61	836.61	0.00	474.66
7420	INTERNET-Departments	1,454.63	1,454.63	2,940.00	1,615.05
7440	Janitor/House Supp.-Departments	6,919.22	6,919.22	10,280.00	6,467.59
7140	Janitorial Services-Departments	27,630.00	27,630.00	28,560.00	23,660.00
7450	Legal-Departments	0.00	0.00	1,500.00	0.00
7960	Materials #3-Departments	379.08	379.08	0.00	595.82
7460	Mem. Dues/Lic.-Departments	1,175.00	1,175.00	2,000.00	1,452.00
7500	Miscellaneous-Departments	9,197.23	9,197.23	3,308.00	1,245.04
7550	Modules/HBP Printing-Departments	2,377.44	2,377.44	4,758.00	1,361.08
7780	Nobody's Perfect-FSW-Departments	1,053.81	1,053.81	1,000.00	61.50
7520	Office Supplies-Departments	10,780.87	10,780.87	18,860.00	7,493.47
7560	Photocopy Supp/Maint-Departments	4,213.30	4,213.30	12,290.00	1,840.22
7530	Postage/ Courier-Departments	1,009.87	1,009.87	2,244.00	3,041.85

Income Statement
 From: 01-Apr-16 To: 31-Mar-17

		Current Period		YTD	
		Actual	Actual	Budget	Last Year
7790	Program expense --Departments	7,970.24	7,970.24	9,373.37	2,033.44
7730	Program Supp/Vitamins-Departments	20,298.06	20,298.06	26,085.00	21,146.94
7640	RENT CONT.-Departments	99,346.98	99,346.98	96,230.00	91,388.94
7650	Rent-Departments	14,777.91	14,777.91	20,966.00	32,152.94
7660	Repair and Maint-Departments	3,020.89	3,020.89	4,000.00	630.00
7930	Res. People/Hono#2-Departments	818.00	818.00	600.00	150.00
7540	Resource Materials-Departments	7,290.66	7,290.66	5,088.00	6,576.51
7670	SALARIES #2-Departments	98,874.31	98,874.31	69,777.00	99,546.57
8160	SALARIES #3-Departments	0.00	0.00	0.00	1,534.08
7700	Salaries-Departments	1,174,047.47	1,174,047.47	1,177,297.45	1,050,347.88
7090	SECURITY (Coval)-Departments	2,431.70	2,431.70	2,540.00	2,100.00
7430	Spec Proj#2-SEC/RtoR-Departments	1,175.77	1,175.77	0.00	5,885.56
7840	Spec. Proj #1-Departments	25,792.46	25,792.46	2,000.00	12,120.10
7940	Special Prj#3/Grad exp-Departments	21.25	21.25	0.00	0.00
8110	Staff Dev #2-Departments	238.46	238.46	0.00	1,189.17
8200	Staff Develop. #3-Departments	1,165.31	1,165.31	380.00	0.00
7770	Staff development-Departments	21,479.97	21,479.97	22,061.19	14,294.64
8190	Staff Travel #3-Departments	(1,073.83)	(1,073.83)	0.00	1,578.34
7820	Stipends-Departments	70.00	70.00	0.00	5,260.01
7720	Student/Train/PP Supp.-Departments	0.00	0.00	0.00	1,281.77
7390	Supp(allow)/Client Hono-Departments	22,232.00	22,232.00	0.00	20,722.50
7750	Telephone-Departments	8,069.96	8,069.96	17,130.00	5,441.80
7760	Train. fee-Malaspina&Var.-Departments	127.35	127.35	0.00	130.00
7620	Training facilities-Departments	0.00	0.00	0.00	2,657.10
7850	Transp (Workshops)-Departments	24,820.99	24,820.99	33,322.00	22,150.13
8120	Trav-Acc-Meal-Trav#2-Departments	2,010.12	2,010.12	3,000.00	2,461.79
7830	Travel expense-Departments	41,054.97	41,054.97	43,496.00	31,521.12
7130	Van Maintenance & Fuel-Departments	16,721.34	16,721.34	2,500.00	15,432.06
7900	Wages - Cooks, Drivers-Departments	14,243.42	14,243.42	18,705.00	21,223.22
7920	Wages-LSC/Driver#3-Departments	1,635.50	1,635.50	1,700.00	1,556.25
8130	Wkshp materials #2-Departments	0.00	0.00	460.00	0.00
7870	Workshop Activities-Departments	76,872.10	76,872.10	67,700.00	38,958.95
8150	Wrkshp Fees#2-VIU-T-H-T-Departments	0.00	0.00	0.00	2,321.44
8140	Wrkshp rent #2-Departments	21,670.04	21,670.04	8,120.00	14,906.32
	TOTAL: Expenses	2,631,198.07	2,631,198.07	2,617,771.09	2,351,167.27

OTHER INCOME

Other Income					
5450	Interest Income-Departments	2,734.83	2,734.83	0.00	3,499.42
	TOTAL: Other Income	2,734.83	2,734.83	0.00	3,499.42

OTHER EXPENSES

Other Expenses					
7260	Equip & Furn. Purch.-Departments	8,197.14	8,197.14	12,175.00	29,560.31

Income Statement

From: 01-Apr-16 To: 31-Mar-17

		Current Period		YTD	
		Actual	Actual	Budget	Last Year
8470	Port Alberni Friendship Centre-Departments	58,412.24	58,412.24	58,412.24	59,653.68
9990	Suspense	0.00	0.00	0.00	469.17
8440	TF- Community Kitchens-Departments	7,000.00	7,000.00	5,000.00	5,000.00
8410	TF to FGT-Departments	34,000.00	34,000.00	36,000.00	39,000.00
8420	TF to HBP-Departments	58,270.00	58,270.00	58,270.00	58,270.00
8400	TF to Prog.-General-Departments	842.69	842.69	5,690.00	14,407.16
8430	TF to YFP-Departments	27,000.00	27,000.00	33,500.00	33,000.00
8450	Transfer to FSW-Departments	31,000.00	31,000.00	25,000.00	25,000.00
TOTAL: Other Expenses		<u>224,722.07</u>	<u>224,722.07</u>	<u>234,047.24</u>	<u>264,360.32</u>
NET INCOME / (LOSS)		<u>430,836.53</u>	<u>430,836.53</u>	<u>217,576.75</u>	<u>409,447.82</u>

HIYEYU LELUM (HOUSE OF FRIENDSHIP) SOCIETY
STATEMENT OF FINANCIAL POSITION
AT MARCH 31, 2017

ASSETS

	2017	2016
CURRENT		
Cash - unrestricted	\$ 334,816	\$ 384,778
Accounts receivable (Note 3)	129,733	111,253
Prepaid expenses	19,975	18,852
	<u>484,524</u>	<u>514,883</u>
CASH - internally restricted building fund (Note 9)	114,461	115,634
PROPERTY, PLANT AND EQUIPMENT (Note 4)	<u>100,726</u>	<u>116,525</u>
TOTAL ASSETS	<u><u>\$ 699,711</u></u>	<u><u>\$ 747,042</u></u>

LIABILITIES

CURRENT		
Accounts payable and accrued	\$ 75,795	\$ 94,864
Wages payable and accrued	17,326	18,696
Deferred revenue (Note 6)	74,915	107,391
	<u>168,036</u>	<u>220,951</u>

NET ASSETS

INVESTED IN PROPERTY, PLANT AND EQUIPMENT - Exhibit "B"	100,726	116,525
UNRESTRICTED - Exhibit "B"	<u>430,949</u>	<u>409,566</u>
	<u>531,675</u>	<u>526,091</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 699,711</u></u>	<u><u>\$ 747,042</u></u>

APPROVED BY THE BOARD

Wanda Hernandez, Director

Delon B. Blyden, Director

HIYE'YU LELUM (HOUSE OF FRIENDSHIP) SOCIETY
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2017

	INVESTED IN CAPITAL ASSETS	UNRESTRICTED	2017	2016
BALANCE, beginning of year	<u>\$ 116,525</u>	<u>\$ 409,566</u>	<u>\$ 526,091</u>	<u>\$ 513,911</u>
Property, plant & equipment acquisitions	10,278	(10,278)	-	-
Amortization	(26,077)	26,077	-	-
Net revenue/(expenses) - Exhibit "C"	<u>-</u>	<u>5,584</u>	<u>5,584</u>	<u>12,180</u>
Net change in surplus	<u>(15,799)</u>	<u>21,383</u>	<u>5,584</u>	<u>12,180</u>
BALANCE, end of year - Exhibit "A"	<u><u>\$ 100,726</u></u>	<u><u>\$ 430,949</u></u>	<u><u>\$ 531,675</u></u>	<u><u>\$ 526,091</u></u>

Exhibit "C"

HIIYE'YU LELUM (HOUSE OF FRIENDSHIP) SOCIETY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED MARCH 31, 2017

	2017	2016
REVENUE		
Contributions		
- Aboriginal Housing Management Association	\$ 257,408	\$ 257,407
- BCAAFC	217,455	289,420
- Island Health	241,517	186,845
- Right to Play	15,086	-
- United Way Central and Northern Vancouver Island	97,477	78,100
- Public Health Agency of Canada	241,050	241,050
- Human Resources and Development Canada	11,311	3,642
- Ministry of Children & Family Development	1,044,290	862,284
- Coast Salish Employment & Training Society	<u>212,525</u>	<u>156,077</u>
	2,338,119	2,074,825
Other (Note 7)	<u>126,641</u>	<u>131,530</u>
	<u>2,464,760</u>	<u>2,206,355</u>
EXPENSES		
Accounting and audit	10,424	12,192
Advertising	7,111	6,484
Amortization	26,077	26,057
Bank charges	2,808	2,342
Childcare	3,951	4,629
Drop-in program	8,243	7,546
Equipment rental and repair	20,807	17,408
Emergency support	120,563	127,262
Food supplements/enrichment	63,570	46,764
General Meetings	1,401	1,124
Honorariums	36,415	31,808
Insurance	9,496	6,562
Licenses and dues	1,175	1,452
Office	28,407	28,767
Program costs	37,370	22,139
Program supplies	20,298	21,147
Public workshops	70,430	41,342
Rent and utilities (Note 5)	200,221	194,670
Repairs and maintenance	42,765	22,499
Subcontract	66,993	65,304
Telephone	15,266	11,037
Training	23,081	22,156
Travel	75,916	58,286
Wages and benefits	<u>1,566,388</u>	<u>1,415,198</u>
	<u>2,459,176</u>	<u>2,194,175</u>
NET REVENUE/(EXPENSES) FOR THE YEAR - Exhibit "B"	<u>\$ 5,584</u>	<u>\$ 12,180</u>

PALMER LESLIE
 CHARTERED PROFESSIONAL ACCOUNTANTS

Revenue	FSW	ADDICT	HBP	YFP	PAV	CSJ	ET&S	HAYSS	FASD KEY	CK	KKS	PD	EY	PC	GAMING	HCHF	ASI	FGT	HOME	AHOP	HPP	YIP	Str Spirits	Adm	Total	
MCFD	245684.38								86388.36	16594.31				135263.3	223845.54			153085.21				185168.91			1046030.01	
Community Gaming Grant															37,500			0							37500	
Island Health		83389.98	108182.15															0							191572.13	
BCAAFC					35220.36								21000					0					148128		204348.36	
CSETS							151985											0							151985	
SERVICE CANADA																		0							11871	
AHMA																		0			79400	178000			257400	
UWCNVI								25880										0	78128						104008	
Other income										10000								0						15000	25000	
PHAC			46224								42270							0							228344	
TOTAL REVENUE	245684.38	83389.98	154406.15	0	35220.36	11871	151985	25880	86388.36	26594.31	42270	21000	135263.3	223845.54	37500	139850	153085.21	0	78128	79400	178000	185168.91	0	163128	2258058.5	
Operating Expenses																										
Accounting & Audit	400	450	500		200					300			400				500	400		300	300	200	400		9000	13350
Advertising	400	200	250	100			250		450					300	200	800	300				200	100	200	100	2500	6350
Bank Charges	70	50			100																				1400	1620
Admin. Contribution	24626	8339	14350		3070		11900	3431.7	8755	1659	3500		10348	21760			13382	13793		7805	7940	17800	18516		190974.7	
Computer oper & Lab	400	300	360	250	100		900		350	419.21	200				200					120	200	75	320	4500	8694.21	
Equip Rent&Repair, Maintenance	250	300	360				500		500						480	3000			150			500			11500	17240
Internet	120	120	120						360				120					300		120	120	120	120		1500	3120
Employee Assistance Program	1200	650	1000						1000					750									800		5400	10800
House Supplies	240	180	120	240					180				300	240	240			240			240	120	240		7700	10280
Membership Dues / Licenses	100	300																							1600	2000
Office Supplies	1440	480	360	600	80		720		720	800	240		700	600	600	1500	600		360	480	480	900	100	8000	19760	
Postage & Courier	120	60	120								24				60	840						120			1500	2844
Honoraria			800	2100	4600		600		1000	500			3725	2280	1000	150	5760	2210				300	600	200	25825	
Insurance			400		450				500		250		366.67				500	360		175	200	100	200		3600	7101.67
Janitorial	2600			480									480		2200	1110									25000	31870
Resource Materials	400	200	1479	450			250		1000	100	630			1700			57	200				100	200	750	7516	
Program Supplies			720		6000		900	1875.38	2000	2250				1140	2000	4790	2300	1200				1400	1500		28075.38	
Photocopy	720	600	480	240	80		920		720	730	200		360	480	540			360			360	120	480		5400	12790
Office rent	17400	6300	16200	1500			3900		6000	4200	3000		8250	3600	6000	11002	4800		4200	3840	3600	9600	600	32966	146958	
Workshop Room Rent				2380	1825		4000				500			1900	2800	950	7200	2200	8243						750	32748
Salaries	181803	54072.2	112494	7338.24	10000.33	13369.50	51574.5	15760	58822.4	14400	18816	19000	62247.64	13244	10600	54053	99827	11925	33224	43746.32	42144.96	119504.84	3033	200436	1251435.93	
Emergency support/ Rent supplement								14033.7													16115.17	112000				142148.87
Utilities	360			360			840		720		240		480		600	600	900					600		11000	16700	
Telephone	2160	840	900	240			600		720	480			330	480	960				240	420	600	960		7200	17130	
Cell Phone	1800		850					120	780				880				1200	240				480	1200		7550	
Fax			120	240			60		300				60				60				120	60	120		1150	2290
Staff Development	2000	750	3941.19				500		2000	250			1800	900		3362	3800	500				300	1200	500	3000	24803.19
Workshop Activities	3100	500		650	6000				4000		250		11000		1500			500				1930	1175.37		30605.37	
Food			7340	3120	1705.56		192.54				600	300		1520			2500	2590	5343						25211.1	
Food supplements			24537							4900			16500												45937	
Cook				5160			300				300							4380	14034						24174	
Childcare			2745						900								2280	1810							7735	
Transportation: Van & Driver			7080	3840	6100		750		1125	3100	200		2000	5700	5200	7470	2000	3840				2000			50405	
Facilitators				6500	6770				1500					10779			17630	12000						800	55979	
Travel Expenses	7500	2400	3508	200			1000		6240	750	440	250	2000	480	500	1048	5500		480	900	600	3200	500	9000	46496	
MERC's	15725.96	4569.1	9730.73	1457.01	2026.57	1691.24	4629.2	1953.34	5612.13	1636.1	2380	2403.50	5804.33	2509.15	1663.2	7107.55	8635.04	1031.52	4917	3784.06	3645.54	10337.17	484.87	17337.72	121072.03	
Benefits RSP	5454.09	1622.17	2424.96				1421.24		1371.55				1552.5	397.32		717.89	2994.91	357.75	997	1312.39	1264.35	2731		6013.08	30632.2	
GWL	11871.14	2611	7610.77				3006		2942			993	4358.93	1056	400	1720	4166	479	2588	2852	2720	9180.9		10814.16	68968.9	
Equipment & Furniture Purchase	750	250			75					1200			1200	400	400			400							7500	12175
Contractors/ legal fees							16796		5000		8000														1500	31296
Field Trip/ Recreation							750																		750	
Special events/ board meetings							1218								2000	300									2500	6018
Evaluation			1000								2500						3000				400				6900	
Training: workshop fees, EAS support							47500																		47500	
Security																			240						2300	2540
Special projects , GST			308														1980								4500	6788
TOTAL EXPENSES	283010.19	85543.47	222508.65	37445.25	49182.46	15060.74	155977.48	37174.12	115568.08	37674.31	42270	22946.50	135263.07	72215.47	39743.2	139849.44	167995.95	45863.27	83536	83529.94	186529.85	187909.91	9593.24	406766.96	2663157.55	
PROGRAM TRANSFERS	25000		58270	33500		3190	0	0	0	5000	0	0														

Inclusive Leadership

Co-operative

Amount Requested: \$10,000.

Residential Cost Per \$100,000. Assessed Value - .050



3291 Renita Ridge Road, Duncan, BC, V9L 5J6
Phone: 250-746-6141 Fax: 250-597-2228
Email: inclusiveleaders@gmail.com
Website: www.inclusiveleadershipco-op.org

January 12, 2018

REGIONAL GRANT IN AID APPLICATION TO THE CVRD

Name of Organization: Inclusive Leadership Co-operative

Mailing Address: 3291 Renita Ridge Road, Duncan, BC **Postal Code:** V9L 5J6

Name of Contact Person: Linda Hill

Telephone No: 250-746-6141

Fax No: 250-597-2228

Website: www.inclusiveleadershipco-op.org

Email: inclusiveleaders@gmail.com

Incorporation number: CP-2177

Amount requested: \$10,000

Project/Initiative Scope:

Yes this project is regional in scope and potentially benefits all electoral areas of municipalities.

Which category is this project, event or service?

Social – projects that support the health, well-being and diversity of individuals and communities

Which electoral areas and municipalities will this project, event or service provide benefit to?

- All areas: Areas A, B, C, D, E, F, G, H, I
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service:

We acknowledge with great respect and thankfulness that all our services take place within the traditional territory of Cowichan Tribes, Malahat First Nation, Lake Cowichan Nation, Halalt and other Coast Salish Nations.

The overall purpose of the Inclusive Leadership Co-operative (ILC) is to engage adults and youth from throughout the Cowichan Region in developing skills, awareness and action plans for living, learning and leading more inclusively in our diverse communities. We provide experiential Inclusive Leadership Education that brings our locally developed Inclusive Leadership protocol for preventing and for responding to discrimination, violence and all forms of exclusion to life in our schools, workplaces, and community organizations. (See Appendix 1: Inclusive Leadership Protocol).

Our global goal is for our region to become known internationally as a warm and welcoming region full of Inclusive Leaders who intentionally practice skills for connecting with differences, communicating with compassion, Building Bridges of equality, and skills for responding to situations of discrimination with Anti-Discrimination First Aid.

During 2018, we are focusing our work on addressing the recent escalation of organized youth-against-youth violence. We are addressing this preventatively and responsively by engaging as many youth throughout our region as possible in developing Inclusive Leadership skills, awareness and action plans. Just as children and youth require continuous education and practice to be able to develop their abilities in academics and sports, our children and youth also require continuous education and practice to be able to develop their abilities in social responsibility.

We will accomplish this focus through:

- workshops in schools, community organizations and workplaces throughout the Cowichan Region.
- Inclusive Leadership online education
- two weekend Inclusive Leadership Adventures at Cowichan Lake Education Centre (Fall 2018 and Spring 2019).

Start Date and End Date:

The start date for applying this third Grant in Aid will be April 30, 2018. The end date will be March 31, 2019.

Is this project, event or service part of your core operations?

Yes – our mission is to bring youth and adults from diverse backgrounds together to nurture and mentor Inclusive Leadership development in ourselves, our communities and our world.

Is the project, event or service already provided in the community by another organization?

Yes

The Cowichan Region is fortunate to be made up of many groups and organizations engaged in various aspects of socially and environmentally responsible leadership. However, the Inclusive Leadership Co-operative makes a unique and important contribution to these efforts through our focus on engaging youth and adults from government, schools and the non-profit sector in sharing leadership in living, learning and leading in more inclusive and welcoming ways.

For example, our upcoming Inclusive Leadership Adventure being organized for February 23 to 25, 2018 has filled very quickly with inter-generational teams of youth and adults from: School District 79,

Cowichan Intercultural Society, Safe Youth Cowichan and several informal family teams. By bringing these diverse groups together we will develop and implement positive and possible action plans for welcoming and inclusive events, projects, programs, organizations and communities.

Who will benefit from the project, event or service?

Each year, the services provided by the Inclusive Leadership Co-operative directly benefit hundreds of adults, youth and children in the Cowichan Region and beyond. We expect the following numbers of people and types of groups to benefit from our services from April 1, 2017 to March 31, 2018. This is based on the services we provided from January 2017 to December, 2017:

Over 1500 individuals, families and organizations (including 1100 from the Cowichan Regional District and 400 from other parts of Vancouver Island, other parts of BC, other provinces and countries) will:

- learn about and apply the Cowichan Region's locally developed Inclusive Leadership protocol for building welcoming and inclusive communities free of bullying, racism and other forms of discrimination, isolation and other forms of exclusion.
- develop Inclusive Leadership skills and awareness for connecting with differences, communicating with compassion, standing up for diversity and inclusion, and Building Bridges across differences.
- develop and implement positive and possible action plans for welcoming and inclusive events, projects, programs, organizations and communities.

What Will Those Benefits Be?

These benefits are summarized below according to our main activities.

- Workshops:** Over 1000 children, youth and adults from at least 35 non-profit societies, schools, government, community groups and other organizations will participate in Inclusive Leadership Workshops. We will host workshops in partnership with at least five organizations including: Cowichan Intercultural Society, Clements Centre Society, School District 79, Cowichan Lake Education Centre, and Safe Youth Cowichan (Social Planning Cowichan).
- Inclusive Leadership Weekends:** We will welcome over 125 people from at least 15 organizations at at least two weekend events: Inclusive Leadership Gathering Fall 2018, Inclusive Leadership Adventure Winter 2019.
- Mentoring and Consulting:** The ILC will provide mentoring and consulting to at least 5 organizations in the Cowichan Region including: Cowichan Intercultural Society, School District 79, Social Planning Cowichan, Volunteer Cowichan, and Vancouver Island University).
- On-line Education:** The ILC will welcome at least 40 Inclusive Leaders from the Cowichan Region to join at least 100 Inclusive Leaders from other parts of the world in Inclusive Leadership Online Courses.

- e) **Pro-Active Community Responses:** Members of the Inclusive Leadership Co-operative will participate in meetings organized by SD 79, Social Planning, Cowichan Intercultural Society and other organizations in the Cowichan Region aimed at engaging youth and adults in building a more welcoming and inclusive region.

What are the impacts of not delivering the service or completing the project?

Communities that don't intentionally nurture inclusive, co-operative, healthy relationships between community members from diverse backgrounds tend to be communities that are experienced as somewhat less safe, less respectful, more unfair, more unkind and more unhappy than communities that do intentionally nurture health, well-being and diversity.

We are fortunate to live in a region that places priority on social projects that support the health, well-being and diversity of individuals and communities. This priority and support from the CVRD has made it possible for the work of the Inclusive Leadership Co-operative to spread around the world from this home-base of our warm and welcoming land.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism:

The Inclusive Leadership Co-operative's methodologies are based on two decades of Participatory Action Research and Best Practices resulting from that research. Our Inclusive Leadership Protocol is an innovative gift to our region that has been developed and refined by the participation of thousands of youth and adults in Inclusive Leadership projects since 2002. Our guiding compass and global framework is the international Earth Charter pillars of respect and care for the community of life, ecological integrity, social and economic justice, democracy, non-violence and peace. We are part of the International Co-operative movement made up of people helping people. Inclusive Leaders take action by applying the Building Bridges steps of networking, gathering, building (relationships, community, skills, and awareness), action planning and follow up. The Inclusive Leadership Co-operative facilitates learning through inter-generational, participatory, experiential education for social and environmental change.

Budget Information: Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service:

Our annual budget is \$44,000

Grant in Aid applied for: \$10,000

Will you receive other sources of funding?

Yes

Please describe other sources of funding and amounts as requested or expected:

Book Sales:	\$500
Workshops and Consulting services:	\$7000
Fund-raising:	\$500
Sponsorships:	\$4000
Participant Fees:	\$12,000
Online Course Fees:	\$10,000
Regional Grant in Aid:	\$10,000

Total Amounts from April 1, 2018 to March 31, 2019 \$44,000

Please describe cost reduction strategies employed:

The Inclusive Leadership Co-operative reduces costs through our well researched, cost-effective Inclusive Leadership methodology. We follow an annual work-plan developed during a visioning meeting held once a year. We have a dedicated Board of Directors. We all work from home and meet via telephone conferencing and zoom video-conferencing. We share leadership co-operatively with our community partners.

Indicate any volunteer labour and/or in-kind donations contributions:

Donation	Value of this Donation
Co-ordinating the Inclusive Leadership Co-operative: 20 hours per week X 50 weeks per year X \$25 per hour	\$25,000
Book-keeping: 10 hours per month X 12 months per year X \$25 per hour	\$3000
Volunteer co-facilitators and consultants: 2 volunteers X 10 hours per workshop or consulting session X 10 events X \$20 per hour	\$4000
Volunteer Online Course Mentors: 2 volunteers X 40 hours per course X 6 courses per year X \$20 per hour	\$9600
Volunteer Inclusive Travel Guides for weekend Inclusive Leadership events: 20 volunteers X 40 hours X \$20 per hour	\$16,000
Venues, refreshments and photocopying provided by our community partners hosting workshops.	\$1000
Volunteers donating mileage, use of computers, use of printers and paper. 50 volunteers X \$100	\$5000
TOTAL value of in-kind donations and volunteering	\$63,600

Have you included your organization's current annual budget and most recent financial statements?

Yes

Reporting Requirements:

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

Inclusive Leadership Co-operative
Balance Sheet
March 31, 2017

ASSET

Current Assets

Cash to be deposited	0.00	
Cash Draws	0.00	
Petty Cash	0.00	
Savings Bank Account	0.00	
Chequing Bank Account	16,418.67	
Total Cash		16,418.67
Visa Receivable	0.00	
Total Credit Card Receivables		0.00
Investments		0.00
Accounts Receivable	0.00	
Allowance for Doubtful Accc	0.00	
Advances & Loans	0.00	
Total Receivable		0.00
Prepaid Expenses		0.00
Total Current Assets		<u>16,418.67</u>

TOTAL ASSET

16,418.67

LIABILITY

Current Liabilities

Accounts Payable		9,033.20
Corporate Taxes payable		0.00
Vacation payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
WCB Payable		0.00
Total Current Liabilities		<u>9,033.20</u>

Long Term Liabilities

Memberships		760.00
Loans from Shareholders		0.00
Total Long Term Liabilities		<u>760.00</u>

TOTAL LIABILITY

9,793.20

EQUITY

Retained Earnings

Retained Earnings - Previous Year	5,592.79
Current Earnings	<u>1,032.68</u>
Total Retained Earnings	<u><u>6,625.47</u></u>

TOTAL EQUITY	<u><u>6,625.47</u></u>
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LIABILITIES AND EQUITY	<u><u>16,418.67</u></u>
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Generated On: 2017-05-22

Prepared by Susan Norris

Up and Running Bookkeeping Services

**Inclusive Leadership Co-operative
Income Statement
Apr 1, 2016 - Mar 31, 2017**

REVENUE

Sales Revenue

CVRD Grant Revenue	3,262.00
Book Sales	234.40
Consulting Services	1,400.00
Fundraising	2,160.00
Grants	3,450.00
Sponsorships	1,860.00
Workshop Services	10,600.75
Participant Fees	7,502.30
Video Conference Fees	225.00
Net Sales	<u>30,694.45</u>

Other Revenue

Interest Revenue	0.66
Total Other Revenue	<u>0.66</u>

TOTAL REVENUE 30,695.11

EXPENSE

Cost of Services

Facilitator Fees	350.00
Leadership Training Courses	1,960.00
Honorarium Expense	50.00
Rental Expenses	15,617.70
Workshop Supplies	1,690.03
Total Cost of Services	<u>19,667.73</u>

Payroll Expenses

Wages & Salaries	5,160.43
WCB Expense	90.48
Casual Wages	480.00
Total Payroll Expense	<u>5,730.91</u>

**Inclusive Leadership Co-operative
Income Statement
Apr 1, 2016 - Mar 31, 2017**

General & Administrative Expenses

Advertising & Promotions	169.45
Business Fees & Licenses	50.00
Insurance	1,100.00
Interest & Bank Charges	6.00
Office Supplies	123.22
Printing & Photocopying	1,516.58
Postage & Courier	14.93
Mileage	120.00
Conference Expenses	473.81
Travel & Entertainment	597.99
Travel & Ent:Non-Reimbursable	91.81
Total General & Admin. Expenses	<u>4,263.79</u>
 TOTAL EXPENSE	 <u>29,662.43</u>
 NET INCOME	 <u><u>1,032.68</u></u>

Generated On: 2017-05-22

Prepared by Susan Norris

UP and Running Bookkeeping Services

**Inclusive Leadership Co-operative
Comparative Income Statement
April 1 - Dec 31, 2017**

	Actual 2017-04-01 to 2017-12-31	Budget 2017-04-01 to 2018-03-31
REVENUE		
Sales Revenue		
CVRD Grant Revenue	10,000.00	10,000.00
Book Sales	169.44	500.00
Consulting Services	825.00	3,000.00
Fundraising	45.00	500.00
Sponsorships	2,190.00	4,000.00
Workshop Services	5,608.86	4,000.00
Participant Fees	6,978.37	12,000.00
On-Line Course Fees	638.88	10,000.00
Net Sales	<u>26,455.55</u>	<u>44,000.00</u>
Other Revenue		
Interest Revenue	0.99	0.00
Total Other Revenue	<u>0.99</u>	<u>0.00</u>
TOTAL REVENUE	<u>26,456.54</u>	<u>44,000.00</u>
EXPENSE		
Cost of Services Provided		
Facilitator Fees	1,200.00	500.00
On-Line Course Platform	1,674.12	1,200.00
Consulting Services	0.00	1,000.00
Rental Expenses	9,258.20	19,000.00
Workshop Supplies	1.30	1,000.00
Total Cost of Goods Sold	<u>12,133.62</u>	<u>22,700.00</u>
Payroll Expenses		
Wages & Salaries	7,021.20	8,350.00
El Expense	149.03	190.55
CPP Expense	213.49	413.33
WCB Expense	0.00	120.00
Casual Wages	360.00	600.00
Employee Allowance	0.00	420.00
Total Payroll Expense	<u>7,743.72</u>	<u>10,093.88</u>

General & Administrative Expenses

Business Fees & Licenses	50.00	0.00
Courier & Postage	16.46	50.00
Insurance	0.00	1,200.00
Interest & Bank Charges	36.92	0.00
Licenses & Subscriptions	458.00	458.00
Office Supplies	61.15	500.00
Printing & Photocopying	82.02	1,000.00
Postage & Courier	0.00	50.00
PayPal Transaction Fees	113.09	300.00
Stripe Transaction Fees	<u>6.29</u>	<u>0.00</u>
Total Credit Card Commissions	119.38	300.00
Total General & Admin. Expenses	<u>823.93</u>	<u>3,558.00</u>
TOTAL EXPENSE	<u>20,701.27</u>	<u>36,351.88</u>
NET INCOME	<u><u>5,755.27</u></u>	<u><u>7,648.12</u></u>

Interim Financial Statements

Created by: Susan Norris

01-Jan-17



3291 Renita Ridge Road, Duncan, BC, V9L 5J6
Phone: 250-746-6141 Fax: 250-597-2228
Email: inclusiveleaders@gmail.com
Website: www.inclusiveleadershipco-op.org

INCLUSIVE LEADERSHIP PROTOCOL

For Cultivating Inclusive and Welcoming Communities

Take a moment to imagine cycling, walking, driving, or taking a bus through your neighbourhood one morning. Perhaps you are on your way to school, work, or a meeting. Maybe you are going shopping, doing errands, or on your way to to meet a friend at a park or recreation centre. Now imagine that, along the way and even after you arrive at your destination, everything is the same as it has always been except for one thing. That one change is this. People are no longer reacting to differences as problems to fight against, avoid or even solve. Instead, everyone is welcoming differences in other people and in nature as gifts to value and treasure.

This is the vision of the Cowichan Region's locally developed **Inclusive Leadership Protocol** for building welcoming and inclusive communities that are free of racism and other forms of discrimination. Thousands of adults, youth and children have been developing Inclusive Leadership skills, awareness and action plans since 2005. Much of this on-going Participatory Action research, education, and community-development has been hosted by Cowichan Intercultural Society and funded by the Government of BC, Organizing Against Racism and Hate (OARH) program.

The Inclusive Leadership Protocol consists of four sets of Inclusive Leadership skills:

- Skills for connecting with differences
- Compassionate communication skills
- Anti-discrimination First Aid skills for responding to situations of discrimination
- Skills for Building Bridges within and between groups.

Everyone can help with implementing the Inclusive Leadership Protocol by learning and practising these Inclusive Leadership skills for embracing diversity in all living beings as gifts that enrich our communities.. The outcome of implementing the Inclusive Leadership protocol is that we are transforming our communities in inclusive and welcoming ways.

Skills for Connecting with Differences

1. Relaxing About Differences

The skill of being calm and curious instead of rigid and furious is the key to disarming instinctive fight/flight reactions to differences. The way to relax is to consciously and intentionally take long deep breaths. You can do this by meditating, laughing, exercising, playing with children, and losing yourself in music, art or other creative activities. By relaxing, you are disarming your unthinking instincts to react negatively to differences, and you are keeping your parasympathetic nervous system open to learning. With a relaxed body and an open-mind, you become receptive to considering new information, exploring new ideas, and learning new things about tending and befriending diversity.

2. Daring to be Different

Daring to be different means valuing differences as gifts that enrich our communities instead of seeing differences as problems. Instead of trying to make everyone conform to and fit in with the mainstream majority, the skill of daring to be different encourages everyone to stand out and be proud of who we each are. This is a courageous skill because standing up for diversity and inclusion challenges the dominant world-view that there are certain groups or individuals who are superior to other living beings. You are daring to be different when you speak out about ways others could understand and accommodate differences in your culture, traditions, religion, race, age, family background, ability differences, life-style, gender or sexual orientation, life circumstances, or other aspects of your background. You are daring to be different when you are curious, appreciative and informed about your own and others differences.

3. Connecting with Circles

The skill of connecting with circles builds inclusive and welcoming a communities because it is the skill of making it easy for everyone to travel safely, respectfully, peacefully and enjoyably from group to group. Connecting with circles involves a strong and balanced combination of culturally-appreciative participation and personally-responsive self care to manage the stresses and strains of culture shock as you

- join new groups and adapt to different cultures and sub-cultures within new groups.
- welcome visitors and newcomers to groups that you belong to.
- bring members of different groups together in inclusive and welcoming ways

4. Leaving Out Losing

Leaving out losing involves intentionally shifting away from exclusion and oppression based on race, ethnicity, faith, culture, ability, gender, sexual orientation and other differences by replacing competition and hierarchies with cooperation at every opportunity. In diverse groups, cooperation leads to more equal and more creative sharing of skills, resources, power and influence. Although it is true that the people on top of a competitive system tend to use their power and influence to stay on top, it is amazingly easy for people who are skilled at leaving out losing to create cooperative groups within competitive systems. One way is to suggest co-operative alternatives such as a festival instead of a tournament. Another way is to invite people to co-operatively and collaboratively listen to and consider hopes and dreams for win-win ideals from groups and individuals from throughout a community.

5. Refocusing and Reframing

Refocusing and reframing is the skill of exploring multiple perspectives and alternative points of view instead of getting tricked into polarized either/or thinking or “my way or the highway” arguments. You are practising this skill when you ask open questions and make suggestions that encourage people to consider the middle ground and the full range of ideas that are in between opposing positions. You are practising this skill when you shift from focusing on problems to more appreciative points of view: *Let's share our different perspectives on the situation. I wonder if there are some more possibilities to consider? Let's open up the floor to everyone's input. What are some positive aspects of the situation?*

6. Following the Leaders Behind Us

Following the leaders behind us is the skill of inviting and valuing contributions of people who are in the background. The skill of inviting background leaders to come forward is powerful because leaders in the background can see the big picture and so they often share observations and make suggestions that shift everyone to see things from new angles, look at multiple ideas, and discover more tools for moving toward new ideas for solutions to our interconnected challenges. Following the leaders behind us also means learning from history and supporting the voices of people on the margins to be heard:

children, elders, and people living below the poverty line. Instead of putting background leaders on the spot, be careful to ask permission and develop a plan for sharing leadership first. Remember – in an inclusive group everyone has the right to pass.

Compassionate Communication Skills

1. Listening with Intention, Attention and Balance

The skill of listening with intention, attention, and balance involves the conscious intention to be present, focused, and balanced in your interactions with an individual or a group of people. Be caring and careful in listening to each person's stories, feelings, values and needs and in sharing your perspectives. Do the math: In a balanced discussion with 2 people it is fine to spend about half the time listening and half the time talking. In a balanced discussion with 10 people, each person spends about 90% of the time listening and 10% of the time talking.

2. Tuning in with Empathy

Tuning in with empathy means joining in harmony with another person's feelings, values and needs. Tuning in with empathy means listening without judgment to what other people communicate with their hearts, minds, actions and words. There is no need to ask questions, give advice, tell your story. Just listen, listen, listen with all your heart.

3. Facts, Feelings and Values

Both compassionate listening and compassionate talking focus on facts, feelings and values:

- share observable facts without analyzing or judging
- share feelings and check into how others are feeling about what is going on
- consider what is important to others (their needs and their values) and share what is important to you (your needs and your values)

4. Compassionately Asking Questions and Making Requests

Compassionately asking questions and making requests involves inviting people to choose how they want to answer and how they want to respond instead of making demands. When you listen and connect with compassion as part of asking questions or making requests you open doors to choice and mutual consideration. Remember that too many questions and too many requests put people on the spot – so one or two thoughtful questions or requests is enough. Also remember that open questions and requests give much more choice than yes/no questions.

5. Understanding in Any Language

Understanding in any language involves reaching across differences in language, vocabulary, facial expressions, body language and other ways of communicating. Understanding in any language involves giving extra time, being creative in listening, and trusting that we don't need to understand every single word. When people speak different languages, support from fluent communicators such as interpreters is often helpful to bridge the communication gaps and deepen understanding. However, when interpreters are not present, use all your senses, your heart and your creativity to understand and to be understood.

Anti-Discrimination First Aid Skills for Responding to Situations of Discrimination

Diversity education is similar to driver education. Both are highly effective in raising awareness, building skills, improving safety and preventing people from getting hurt. However, no amount of

preventative education can reduce the risk of a traffic accident or an incident of discrimination to zero. Even seemingly minor 'fender-benders' such as racist jokes, homophobic remarks, put-downs or insults may cause much more damage on the inside than can be seen on the outside.

Therefore, just as many people take Emergency First Aid training in case they are on the scene of an accident, many inclusive leaders take Anti-Discrimination First Aid training in case they are on the scene of an incident of discrimination. Anti-discrimination First Aid is a set of skills you hope you won't have to use very often. But – like all First Aid – it is important to practice these skills so that you are ready and able to respond if needed.

A. Assess the Situation

The skill of assessing the situation is the skill of observing and deciding what to do when you witness someone being mistreated, excluded or discriminated against in other ways. Ask yourself:

1. Is it safe for me to help or do I go and get help?
2. What is the best way for me to help?
3. Which of the A, B C's of Anti-Discrimination First Aid should I do next?

A. Is also for Assert Access Rights and Advocacy

Although everyone has the right to participate fully and freely in all aspects of community life, many people get left out of places and activities that others take for granted. Asserting Access Rights helps shift situations of exclusion toward inclusion. This skill involves offering your support to the individual or group who is being left out. Two or more heads are often much better than one lone voice for identifying the barriers, finding allies, making a plan and then taking action to shift to inclusion.

B. Take a Break

Taking a break is the skill of inviting and supporting at least one person take time-out from a situation of discrimination or any kind of conflict. When people take a break, then everyone can cool down and start thinking instead of being in defensive fight/flight mode. The steps are to go somewhere safe, talk the situation over, consider who might be able to help, think about what to do next, and develop a thoughtful plan for what to do and who else to involve.

C. Communicate Your Concerns With Care

Communicating your concerns with care involves thoughtfully choosing what to say that will do at least one of these things:

- put a stop to an incident of discrimination
- communicate support to those who have been hurt
- open up opportunities for talking about what is going on.

You can say what you have to say to everyone, the person who may have caused the hurt, those who may have been hurt or other witnesses. You can communicate your concerns by interrupting the incident, or expressing your values and feelings, or asking an open question, or pointing out the discrimination, or making a request.

D. Debrief and Defuse

Debriefing and defusing is a follow up skill with two parts. Debriefing is talking with someone you trust who has the skills and authority to do something about a discriminatory situation. Defusing is co-operating with this person in authority to bring the people involved together to discuss the impact of what happened and come up with plans for restoring safety, respect, and fairness.

E. Ethical Witnessing

Ethical Witnessing means taking responsible social action to challenge and try to change unfair

practices and systems. Some methods are: speaking out about what you are observing, letter writing, presentations, petitions, drama, music, art, workshops, clubs, support groups, alliances. By being an ethical and active witness, we can lead the way toward the changes we want to see in the world.

F. Forming Circles of Support

Forming Circles of Support is the skill of inviting others to help you create sanctuaries of safety, respect, choice and fun for people and other living beings that are experiencing discrimination. Within these safe places individuals are valued, protected, and have opportunities to relax, thrive and plan how to address discrimination. Some examples of supportive circles are support groups, art, music and theatre groups, clubs, alliances, collaborative, buddy-groups and circles of friends.

Building Bridges Within Groups and Building Bridges Between Groups

In inclusive and welcoming communities, Inclusive Leaders are applying the steps of networking, gathering, building, action planning and follow-up over and over again. The Building Bridges steps can be applied to build bridges between individuals and between groups (such as different families, organizations, classrooms, schools, or government departments) in order to support any event, program, project or other initiative to be more welcoming and inclusive.

Step 1: Networking

Networking is the skill of personally inviting people to get involved. Perhaps you are supporting people in a group to get to know each other. Perhaps you are forming a new group, planning an event, organizing a project, or reaching out to include more people. Whatever your goals, networking is most effective when you meet with formal and informal leaders, invite people within your circles of influence and interest, and help people get across barriers such as time, money, anxiety, and uncertainty. When we work together we can find ways of supporting everyone to get involved by providing supports such as child care, interpreting, alternate text formats, wheelchair access, and culturally-comfortable venues).

Step 2: Gathering

Gathering is the skill of creating a relaxed, welcoming and 'disarming' atmosphere that feels satisfying and beneficial for everyone involved. Gathering people together as equals involves acknowledging and valuing everyone's identities (including the place you are meeting). The goal of gathering is to relax people, disarm fight/flight reactions and open up people's minds. When everyone is gathered, it becomes easier to share leadership and to learn with and from each other.

Step 3: Building Relationships

Building meaningful relationships means replacing assumptions, stereotypes and judgments with understanding of each others truths, feelings and values. Building relationships involves being open to interacting, mutual learning, and co-operation. Building relationships means spending time sharing: stories, traditions, information, feelings, ideas, challenges, struggles, passions, concerns, teachings, and successes.

Step 4: Building Community

Building community means sharing leadership in building a culture based on safety, respect, equality, choice and fun. Usually sharing leadership involves listening, being friendly, building each other up, and co-operating. Cooking and sharing food together is a simple example of a community-building project that will benefit everyone involved.

Step 5: Building Skills

Building skills within groups and between groups involves learning and applying all the skills that are in this protocol: Skills for connecting with differences, skills for communicating with compassion, skills for responding with Anti-discrimination First Aid, and skills for Building Bridges. When you put these skills into practice over and over again, you are playing a strong leadership role in building a welcoming and inclusive community that is free of racism and other forms of discrimination.

Step 6: Building Awareness

Building awareness means learning to listen locally and think globally about our interconnected environmental, economic, political, social, and spiritual challenges. Listening is the key to building awareness about each others passions, concerns, histories, hopes, fears and dreams for the future.

Step 7: Action Planning

Individuals and groups can create plans and commitments for what we want to do to build a more welcoming and inclusive world. The most sustainable action plans involve doing something about our concerns by doing what we love.

Step 8: Follow Up

Every journey begins with a single step, and step by step Inclusive Leaders go forward in a spiral of networking, gathering, building, action planning and more follow up. By bringing our differences together and by applying these skills over and over again we will succeed in building welcoming and inclusive communities where everyone belongs and everyone is valued.

How the Inclusive Leadership Protocol was Developed

Dr. Linda Hill, Ra Gill and other community leaders began developing Inclusive Leadership in 2002 through inter generational/ intercultural Participatory Action Education and Research. In 2005, Cowichan Intercultural Society contracted with Linda to develop Inclusive Leadership into a protocol for preventing and responding to “critical incidents” of racism and other forms of discrimination. This three year process funded by the Government of BC involved several thousand adults and youth from non-profit organizations, schools, government departments. Many Cowichan Intercultural Society staff and volunteers contributed including current staff members Linda McDaniels, Ray Anthony, Pema Rigzin, and Christine Chan. From 2007 to 2011, the Government of BC funded Cowichan Intercultural Society to provide Inclusive Leadership education to rural communities throughout the Province of BC that were involved in Organizing Against Racism and Hate (OARH Communities)

In 2013, the Inclusive Leadership Co-operative was incorporated as a non-profit, community service association with a vision of engaging adults and youth from around the world in Inclusive Leadership. Each year hundreds of adults and youth from throughout the Cowichan Region and beyond become involved in learning and implementing the Inclusive Leadership protocol. As the international Earth Charter (www.earthcharter.org) says, *“Every individual, family, organization, and community has a vital role to play. The arts, sciences, religions, educational institutions, media, businesses, nongovernmental organizations, and governments are all called to offer creative leadership.”*

Ladysmith Festival of Lights Society

Amount Requested: \$40,000.

Residential Cost Per \$100,000. Assessed Value - .202



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Ladysmith Festival of Lights Society
Mailing Address: PO Box 98 Ladysmith Postal Code: V9G1A1
Name of Contact Person: Tammy Leslie
Telephone No. 250-416-5159 email: tleslie@plcpa.ca
office 250-245-5883

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? *(see page 3) Sport/Recreation + Heritage

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: Annual Festival of Lights display in downtown Ladysmith including Light Up night at commencement - we are in the process of upgrading all lights to LED technology as well as creating new heritage relevant decorations

Start Date: November 29/18 End Date: January 13/19

Is this project, event or service part of your core operations? Yes No

Is the project, event or service already provided in the community by another organization? Yes No

If yes, provide details: _____

Who will benefit from the project, event or service? Town of Ladysmith will receive cost savings due to reduced hydro. Town and merchants will also benefit from event as it brings thousands of spectators to town on light up night and beyond
What will those benefits be? _____

- hydro savings
- increased traffic to local business
- show casing of central Island area
- show casing Ladysmith history and heritage

What are the impacts of not delivering the service or completing the project? _____

- significant decrease in traffic and persons to town
- increased hydro costs
- loss of heritage

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: _____

- we use 3,700 volunteer hours to accomplish this event this in turn inspires others to volunteer
- we are creating new, state of the art heritage inspired decorations to showcase our heritage

Budget Information:

Annual individual grants are limited to \$50,000 (for capital projects) and \$10,000 for events/services.

Total cost of the Project, Event or Service: _____

\$ 40,000-

Grant in Aid applied for: _____

\$ 40,000-

Will you receive other sources of funding? Yes No _____

Please describe other sources of funding and amounts as requested or expected:

Amount: unknown

Source: Town of Ladysmith grant in aid for operations

Amount: unknown

Source: Province of BC gaming grant for operations

Amount: _____

Source: _____

Amount: _____

Source: _____

Please describe cost reduction strategies employed:

- 3700 volunteer hours used to create decorations, repair current ones and hold event.
- replacing incandescent bulbs with LED

Indicate any volunteer labour and/or in-kind donations contributions:

3700 hours/year including BC Hydro bucket trucks and tree service crane trucks

Have you included your organization's current annual budget and most recent financial statements?

Yes No

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

*** Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

Ladysmith Festival of Lights Society
Budgeted Income Statement
For the years ended February 28, 2018 and 2019

REVENUE	February 28, 2018	February 28, 2019
General Revenue		
General Donations	\$ 20,000.00	\$ 20,000.00
Donation Cans; Shuttle Bus; Bottles	2,000.00	2,000.00
Street Vendors	1,500.00	1,500.00
Town of Ladysmith Grant	12,000.00	12,000.00
CVRD Grant	40,000.00	40,000.00
Membership Dues	150.00	150.00
Craft Fair	2,800.00	2,800.00
Spaghetti Dinner Sales	4,000.00	3,500.00
Promo Sales - New Merchandise	4,000.00	4,000.00
Net General Revenue	<u>86,450.00</u>	<u>85,950.00</u>
Other Revenue		
Gaming Grant	35,000.00	35,000.00
Donations from Gaming Accounts	1,000.00	1,000.00
Miscellaneous Revenue	1,000.00	1,000.00
Total Other Revenue	<u>37,000.00</u>	<u>37,000.00</u>
TOTAL REVENUE	<u>123,450.00</u>	<u>122,950.00</u>
EXPENSE		
Cost of Goods Sold		
COGS - Spaghetti Dinner	1,500.00	1,500.00
COGS - Merchandise (new Stock)	3,500.00	3,000.00
Total Cost of Goods Sold	<u>5,000.00</u>	<u>4,500.00</u>
Payroll Expenses		
Wages & Salaries	16,000.00	16,000.00
Total Payroll Expense	<u>16,000.00</u>	<u>16,000.00</u>
General & Administrative Expenses		
Advertising & Promotions	4,000.00	4,000.00
Decorations - Bulbs and Garland	20,000.00	20,000.00
Decorations - New Heritage and repair of existing	30,000.00	30,000.00
Chuck Perrin Tree upgrades	500.00	500.00
Donations	1,500.00	1,500.00
Event Expenses - Supplies	100.00	100.00
Event Expenses-Sound System	7,000.00	7,000.00
Event Expenses - Crowd Control	12,000.00	12,000.00
Event Expenses - Other	1,000.00	1,000.00

Volunteer Meals	1,500.00	1,500.00
Event Expenses - Entertainment	1,100.00	1,100.00
Event Expenses - Light Up	500.00	500.00
Licences, Dues, & Fees	250.00	250.00
Hydro & Gas	3,200.00	3,200.00
Insurance - Building and contents	3,000.00	3,000.00
Insurance -Directors & Officers	700.00	700.00
Insurance - Liability	250.00	250.00
Interest & Bank Charges	20.00	20.00
Office Supplies	1,000.00	1,000.00
Fireworks	13,000.00	13,000.00
Repair & Maintenance - general	200.00	200.00
Building repairs and upgrades	1,000.00	1,000.00
Telephone & Internet	1,800.00	1,800.00
Utilities: Water, Garbage	450.00	450.00
Total General & Admin. Expenses	<u>104,070.00</u>	<u>104,070.00</u>
TOTAL EXPENSE	<u>125,070.00</u>	<u>124,570.00</u>
NET INCOME	<u><u>\$ (1,620.00)</u></u>	<u><u>\$ (1,620.00)</u></u>

Program Description

The Ladysmith Festival of Lights Society is about to host its thirty-first (31st) year as an event in the community of Ladysmith. It started with the sole purpose to provide the community of Ladysmith with a festive "Light Up" event and a spectacular light display during the Christmas season. After thirty-one years this event has become a part of the history of this little heritage town. The townspeople have worked very hard over the last thirty-one years to maintain the heritage look of the town including the buildings, the sidewalks, atmosphere of the businesses and the ambiance of enjoying our amenities. The Festival of Lights event now attracts people from all over Vancouver Island, BC and the world to view and enjoy the heritage flavour of the town and our annual light up to kick off the Christmas season.

The community supports the program with hundreds of volunteers who provide over 3,700 volunteer hours and over \$80,000 of in-kind services maintaining aging decorations, providing services and boom trucks to help lift the decorations to the top of buildings and decorating the trees along the main street in Ladysmith.

The board and staff work with the business community and key volunteers to refurbish or build newer decorations each year to help change the look of the display and to keep the program as brilliant as possible with the funds we have available.

This year, we again, need to continue to increase the LED technology in the light scheme without sacrificing the quality of the display and to purchase new decoration frames to replace the older worn out decorations, shopping locally for these products whenever we can. The cost savings to the Town of Ladysmith through reduced hydro bills due to our switch-over to LED technology is estimated to be 25 to 30% to date with more savings to come as more and more of the lights are switched to the LED technology. We are also in the process of creating new heritage decorations for the buildings downtown. These decorations are intended to celebrate and showcase the history of the town. In fiscal 2018 we created and installed a replication of Locie Train #11, our resident antique train. Already in the works is a Coasts Salish Canoe to be installed on the roof of the Credit Union building. We have plans for enhancements to Bob Stuart Park at the north end of town. We hope to turn it into an enchanted winter forest utilizing icicle lights amongst other lights and decorations. We are working towards animation for our decorations starting with the Locie Train #11 installed on the RBC building this past Festival.

Much of the labour required to build these new heritage decorations will come from local community members donating their time but we will need funding to pay for the materials and bulbs required to create these showcase pieces plus the additional labour required to build these pieces before our event this fall.

We are also needing to replace our stringers and garland as they are getting old and worn. These stringers are front and centre to our light display. The cost of garland of this size and quality is quite prohibitive.

It is estimated that this past year over 30,000 people came to see the light up kick-off event and more came nightly for the remainder of the season to walk our town and photograph the lights. We expect a similar number this year for our event. Light up night is attended by people from all over Vancouver Island and the lower mainland. Our ongoing festival of lights, which lasts into January each year, is also

attended by people from all over Vancouver Island and the lower mainland as people come to the town each night to walk the streets and photograph the lights. What started as a local event has become an event for people from all over British Columbia. It has become so large that we are having a special meeting in February to discuss the possibility of changing the Light Up kick off event to the last Saturday in November rather than the Thursday to give spectators and volunteers more time to get to town.

We have had to increase our budget for crowd control for our Light Up Parade substantially due to new regulations and rules from the Department of Highways. What was originally a \$5,000 to \$7,000 cost has become over \$12,000 in costs to satisfy Highways and allow our Light Up Parade to occur.

Our light up event night is fully accessible to all including handicap parking spaces and shuttle buses to carry people to the downtown core where the event takes place. The main street is closed to vehicle traffic thus allowing foot traffic, strollers, wheelchairs, walkers and scooters easy access. The community supports it as shown in the in-kind and volunteer hours given. The program builds a large amount of community pride as it is a premier event on Vancouver Island and allows our shopkeepers to access customers that would not otherwise be available to them.



Ladysmith Family and Friends Society

Amount Requested: \$2,500.

Residential Cost Per \$100,000. Assessed Value - .013



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Ladysmith Family and Friends Society (LaFF)

Mailing Address: PO Box 1830 Postal Code: V9G 1B4

Name of Contact Person: Jacqueline Neligan

Telephone No. (250) 210-0870 email: laffexecutivedirector@shaw.ca

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? * (see page 3) Social

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: Ladysmith Family and Friends Society's 'Grow with Me' Project is a fun, educational, and multi-generation initiative bringing our community together and providing caregivers and their children knowledge about food security. Our 'Grow with Me' initiative includes a three week long period in the spring at LaFF's Morning program where children plant seeds and begin to watch them grow. During a Planting Party at Ladysmith's Community Gardens children will plant their seeds, as well as create colourful planters filled with marigolds, peas, tomatoes and other plants which they can take home for their own enjoyment. We will also rent a bus to provide transportation for Stz'uminus families to attend the Planting Party, bringing different communities together. Herbs will be planted in our new playspace, which LaFF will be able to use in the meals we regularly make and share during programming. LaFF's Harvest Party in the fall will be a celebration of our garden, and LaFF families will harvest the food they planted and share amongst themselves.

Start Date: April 2018 End Date: October 2018

Is this project, event or service part of your core operations? Yes _____ No X

Is the project, event or service already provided in the community by another organization?

Yes _____ No X

If yes, provide details: N/A

Who will benefit from the project, event or service? LaFF is an inclusive, barrier-free Family Resource Program open five mornings/week, serving over 500 families with children ages 0-6 and offering many different programs and services to meet the varied needs of our families and community. In 2017 we had over 13,500 visits from families living in Ladysmith and surrounding areas, including Lake Cowichan, Duncan, Chemainus, Saltair, and Crofton. There are no financial barriers to our program, and all of our families are able to participate in the various 'Grow With Me' Activities. Beneficiaries include families from many different areas of the CVRD, particularly children ages 0-6, Ladysmith's Community Garden, our senior volunteers and the CVRD community overall.

What will those benefits be? Benefits include: Families and their children learning about growing food and the plant lifecycles; curious young minds will get to see seeds sprouting and the plants growing and changing; families will take home a colourful planter filled with marigolds, peas and tomatoes to enjoy and eat from; community relationships will form and strengthen as multiple generations bond together over dirt, insects and planting activities; children feel a sense of pride and belonging when they visit the Ladysmith Community Gardens and see the beans and pumpkins they planted growing; families will receive healthy meals and snacks during Grow With Me activities, as well as enjoy some of the harvest at home; families will spend time outside and learn about Community Gardens.

What are the impacts of not delivering the service or completing the project? Impacts include fewer meaningful volunteer opportunities for seniors and other community members, loss of learning about healthy food and how to grow it, loss of intergenerational bonding opportunities, loss of opportunities for young children to experience curiosity, pride and learning during the important 0-6 years, loss of opportunities for families to learn about growing food and food security, loss of opportunities for families from different electoral areas/municipalities/ cultures to connect, loss of opportunities for families to experience outdoors together.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: LaFF is always looking at new ideas to inspire community and support young families. This project combines many innovative ideas and builds capacity by: providing meaningful volunteer opportunities (particularly for our seniors); creating opportunities for different generations to bond together; teaching mindfulness to our children during the important early years (by asking questions such as 'how does the dirt feel, what colour is it, what shape is the seed?') and helping them create a toolbox of skills to use when they enter school; creating opportunities to improve physical literacy (digging, pulling, being outside); and removing barriers to participation so families can experience healthy food in a supportive environment without any stigmas.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$ 4,600

Grant in Aid applied for: \$ 2,500

Will you receive other sources of funding? Yes X No _____

Please describe other sources of funding and amounts as requested or expected:

Amount: \$200 Source: Ladysmith Health Care Auxiliary (Food) - confirmed

Amount: \$800 Source: Local merchants and individual donations for supplies - pending

Amount: \$1100 Source: Ladysmith Family and Friends - confirmed

Amount: _____ Source: _____

Please describe cost reduction strategies employed: LaFF is non profit and is always looking for ways to reduce costs.

For this project we will look for donations for soil, seeds and bedding plants to use in the various planting activities. We also rely heavily on our
volunteers to help prepare and serve snacks and to assist with planting activities. The Town of Ladysmith provides Aggie Hall in kind for most of
LaFF's regular programming. Ladysmith Health Care Auxiliary has already contributed funds to offset food costs during activities.

Indicate any volunteer labour and/or in-kind donations contributions:

LaFF has over 85 volunteers who contributed over 2100 volunteer hours in 2017. For this project we will have master gardener volunteers working
with families during planting as well as senior volunteers preparing and serving healthy snacks and meals. LaFF will also be looking for donations
of seeds, bedding plants and planters. The Town of Ladysmith provides Aggie Hall in kind for most of LaFF's regular programming.

Have you included your organization's current annual budget and most recent financial statements?

Yes X

No _____

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

*** Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

**LADYSMITH FAMILY AND FRIENDS
FINANCIAL STATEMENT**

	DEC 2017 ACTUAL	MAY -DEC 2017 ACTUAL	MAY - DEC 2017 BUDGET	MAY 2017 - APR 2018 BUDGET
REVENUE				
Grant Revenue				
MCFD	2,654.37	21,235	20,622	30,933
MCFD - Make Children First	458.04	3,664	3,706	5,560
MCFD - OTO Funding	5,000.00	20,000	-	-
BC Gaming Grant	6,795.81	37,986	25,333	38,000
United Way	4,875.00	14,625	13,333	20,000
United Way - Play boxes	750.00	2,250	-	-
United Way - Coord Top Up (LEYP)	-	2,500	-	-
Children's Health Foundation	213.87	7,296	-	-
LEYP	1,146.80	8,352	4,884	7,326
In Kind - Rent	3,333.00	26,664	26,667	40,000
Grant Revenue - Other	-	10,812	-	-
Total Grant Revenue	25,226.89	155,383	94,546	141,819
Donations				
Drop in	552.00	3,875	3,667	5,500
Super Hero - Monthly Donations/Individual	1,025.00	2,120	2,307	3,460
Business/Service Groups	600.00	8,750	6,000	9,000
LDCU - LaFF Passes	-	-	1,000	1,500
LHCA - Food Security	7,000.00	7,000	6,333	9,500
Town of Ladysmith /Grant in Aid	2,500.00	3,500	1,667	2,500
Memberships	-	-	167	250
Hosted Event Funds - billed	-	600	667	1,000
Fundraising Events	-	2,011	4,667	7,000
Breakfast with Santa	7,953.00	10,318	8,000	12,000
Golf Tournament	-	19,935	13,333	20,000
Other Fundrasing	-	730	-	-
Interest Earned	-	-	-	-
Total Donations	19,630.00	58,839	47,807	71,710
TOTAL REVENUE	44,856.89	214,223	142,353	213,529
EXPENSE				
Program Supplies				
General Program supplies	754.64	3,378	1,000	1,500
Program Food	772.37	3,069	3,333	5,000
Total Program Supplies	1,527.01	6,447	4,333	6,500
Wages				
Program Coordinator	2,852.43	23,958	23,395	35,092
Children's First Coordinator	990.00	7,770	3,452	5,178
Program Facilitators	2,169.81	21,662	19,240	28,860
LaFFternoon	117.72	1,507	1,218	1,826
Family Frolic Facilitators	133.04	638	732	1,098
Administrator	1,785.00	15,113	13,525	20,287
Finance Coordinator	365.40	5,040	5,987	8,980
Volunteer Coordinator	141.60	1,132	1,133	1,699
Summer Student	-	4,725	-	-
Outreach Facilitator	96.15	1,400	-	-
Pro D Hours	-	742	420	630
Special Events/Fundraising	1,137.25	1,993	697	1,045
Staff Meetings	-	408	557	836
Vacation Pay	322.72	3,010	4,890	7,335
CPP and EI Expense	657.67	6,048	4,283	6,425
RRSP Contribution	-	1,200	800	1,200
Staff Recognition	-	1,900	-	-
Work Safe BC	-	-	520	780
Total Wages	10,768.79	98,246	80,847	121,271
General & Administrative Expenses				
Office Supplies	554.37	1,995	846	1,450
Advertising & Promotion	-	2,122	292	500
Printing	139.44	1,409	292	500
Phone	-	1,000	875	1,500
Board/Staff Meeting Exp	-	149	146	250
Recognition and Honorariums	772.33	967	875	1,500
Professional Development	-	1,178	875	1,500
Consulting	1,301.75	3,054	5,530	9,480
Professional Fees	-	1,575	875	1,500
Insurance	-	1,353	1,196	2,050
License and Fees	144.00	420	263	450
Rent	787.50	4,488	3,675	6,300
Rent in kind	3,333.00	26,664	23,333	40,000
Interest & Bank Charges	15.00	156	58	100
Mileage & Travel	46.43	780	467	800
LEYP Expenses	435.70	1,560	2,524	4,326
Event/Fundraising Expense	923.27	10,042	7,000	12,000
Amortization	-	-	73	125
Total General & Admin. Expenses	8,452.79	58,914	49,193	84,331
TOTAL EXPENSE	20,748.59	163,606	134,373	212,102
NET INCOME	24,108.30	50,616	7,979	1,427

*It takes a
community to
support a family
to raise a child.*

*Thank-you to
LaFF's Partners,
Supporters and
Volunteers.*



LaFF is an accredited member of FRP-BC
(BC Association of Family Resource Programs)

Programs

LaFF Mornings

September – June

9:30 - 12:00

Monday to Friday: Aggie Hall

Each day begins with the set up of **Aggie Hall** (1110-1st Ave., by the roundabout). Together with staff, participants are invited to create numerous play and learning stations for everyone to explore and enjoy. These include a reading centre, craft area, Brio train station, snack tables, and more. For ages 0-6 years old and parents/caregivers.

July – August

9:30 - 12:00

Tuesday: LaFF Mornings at Aggie Hall

Wednesday: LaFF Outside at Transfer Beach

Thursday: LaFF Outside at Brown Drive Park

\$2.00 suggested donation per family.

Community Sponsored LaFF Passes available

LaFF Outside

Mornings of outdoor adventure, play & exploration. Held from 9:30-12 most Pro-D days and during summer programming. Check out the Community Calendar on our website or our Facebook page for dates and locations.

\$2.00 suggested donation per family.

Community Sponsored LaFF Passes available



Family Frolics

October - April

5:45 - 6:45 pm

**Tuesday: Frank Jameson Community Centre
at 810 - 6th Ave.**

Family Frolics is the perfect opportunity for you and your child(ren), aged 0 to 6, to burn off energy playing in the big gym before bedtime and have tons of fun doing it!

\$2.00 suggested donation per family.

Community Sponsored LaFF Passes available



LaFFternoon

12:30 - 1:45

Thursday: Aggie Hall (1110-1st Ave.)

Unlike our morning program, LaFFternoon offers a more intimate and slower paced atmosphere. You can expect the same child friendly play based activities, however, in the afternoon we play together with a smaller number of participants (usually no more than 10 families). If you are wanting/need a calmer, less intense experience LaFFternoon's will be perfect for you and your children ages 0-6 years old.

\$2.00 suggested donation per family.

Community Sponsored LaFF Passes available





Our caring and knowledgeable staff will ensure an inclusive environment through engaging interactive and play based learning. Located in the town of Ladysmith we welcome you to join us in creating a happy, healthy and nurturing place to grow and learn.

Resource Providers visit LaFF

Visiting community & health Service Providers offer resources and knowledge to our LaFF programs in many ways, including Speech and Language Pathology, Dental Hygiene, child development, etc.



Volunteer!

LaFF's success relies on the continued commitment and enthusiastic involvement of volunteers – *you!*

To find out more, please call the LaFF Executive Director today at (250) 210-0870, or by email: laffexecutivedirector@shaw.ca



created: August, 2017



About LaFF

Ladysmith Family and Friends Society (LaFF) is run by a volunteer Board of Directors. We are a non-profit society created by local parents and caregivers in 1995. Our programs seek to reduce the isolation many parents feel, provide opportunities for children to socialize, and to build community amongst families and children.



Mailing Address:

**LaFF, Box 1830
Ladysmith, BC, Canada V9G 1B4**

Phone: (250) 210-0870

Email: laffexecutivedirector@shaw.ca

Website: www.FamilyAndFriends.ca



Ladysmith Family and Friends, better known as "LaFF", is a Family Centre Program (FRP) and non-profit society that provides inclusive, interactive opportunities for the development of children, families and community. LaFF programming is for children ages newborn to 6 years old and their parents/caregivers.



Literacy Now Cowichan Society

Amount Requested: \$10,000.

Residential Cost Per \$100,000. Assessed Value - .050



213B – 80 Station Street, Duncan. BC. V9L 1M4

Lyle Smith,
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

January 19, 2018

Dear Mr. Smith,

On behalf of the Board of Directors of the Literacy Now Cowichan Society, please accept this letter of request for 2018 funding for the *Pathways to Learning* community adult literacy program in the amount of \$10,000.

The Literacy Now Cowichan Society and the *Pathways to Learning* program are supported by many dedicated volunteers who ensure that free tutoring is available for adults in our region who need to increase their literacy in reading, writing, math, speaking or reading in English or using digital devices to access services on the internet. We have worked with over 1200 adult learners in the past 6 years, many of whom are of working age but also large number of seniors whose need for digital literacy is staggering.

According to the OECD's 2013 international adult literacy survey, 16% of British Columbians aged 16-65 cannot read well enough to perform basic functions like reading street signs, a menu or directions on a medicine bottle let alone reading from webpages or newspapers. That's over 13,000 citizens in our region!

Let me thank you in advance for considering our first grant-in-aid application to the CVRD. Please don't hesitate to contact me if you require any further information, need me to speak to your department or committee or need clarification on any part of the application.

Yours very sincerely,

A handwritten signature in black ink that reads "Kathleen Erickson". The signature is written in a cursive, flowing style.

Kathleen Erickson, Executive Director

COWICHAN VALLEY REGIONAL DISTRICT - REGIONAL GRANT IN AID APPLICATION

Name of Organization: Literacy Now Cowichan Society

Name of Contact Person: Kathleen Erickson, Executive Director

Mailing Address: 213B-80 Station Street

Postal Code: V9L 1M4

Telephone No. 250-597-1776

Fax No: No fax number

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is the project, event or service? Social

Which electoral areas and municipalities will this project, event or service provide benefit to?

- ✓ Area A – Mill Bay/Malahat
- ✓ Area B – Shawnigan Lake
- ✓ Area C – Co9bble Hill
- ✓ Area D - Cowichan Bay
- ✓ Area E – Cowichan Station/Sahtlam/Glenora
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- ✓ Area I – Youbou/Meade Creek]
- ✓ City of Duncan
- ✓ District of North Cowichan
- Town of Ladysmith
- ✓ Town of Lake Cowichan

Description of Project, Event or Service: For the past 6 years, Literacy Now Cowichan has operated an adult literacy program called *Pathways to Learning*, based in Duncan, serving citizens of the Cowichan Valley. To date we have worked with over 1200 adult learners. Our clients are people who wish to improve their skills in reading, writing, math, computers and other technology, use of the internet, filling out forms (especially for government) as well as speaking, writing and reading in English. Often their motivation is to improve their skills for getting a job, or getting a better job or to be able to function better in their communities. Our services are free and we offer a very ‘learner centered’ program with 1-2-1 tutoring using highly trained volunteer tutors.

Start Date: On-going, all year round **End Date:** on-going

Is this project, event or service part of your core operations? Yes

Is the Project, Event or Service already provided in the community by another organization?

Yes _____ No X

If yes, provide details: _____

Who will benefit from the Project, Event or Service: Beneficiaries include adult citizens of the Cowichan region and, by extension, their families.

What will those benefits be?

Literacy is the foundation to individuals' active participation in society. Literacy builds strong, resilient communities because people with higher literacy skills:

- Earn more
- Work more
- Need less social assistance

People with higher literacy skills:

- Make better health choices
- Lead healthier lives
- Live longer and more independently

People with higher literacy skills:

- Are less involved with crime
- Are more likely to vote, volunteer, get involved in their communities
- Ensure that their children have strong literacy skills

The Cowichan region has a strong social safety net and the *Pathways to Learning* program is one strand in that web of support. The program builds on the current community assets by filling the gaps for those citizens for whom the school experience was less than optimal. The *Pathways to Learning* program offers people a free, safe, inclusive learning environment where their needs are met on an individual basis with one-to-one support from a caring volunteer tutor. Learners set goals and learn to break down those goals into manageable and achievable steps. Success then builds on success and learners are challenged to look beyond our program for the next goal they want to achieve. Programs like *Pathways to Learning* bridge learners to other programs in our community such as credit educational programs, workplace programs, jobs and volunteer opportunities. While going through the process of 'getting back to school' learners work on new skills but, in reality, are strengthening their capacity and developing resiliency to meet the demands of today's complicated society.

What are the impacts of not delivering the service or completing the project?

As our world becomes increasingly complex and there are expectations from government and society to access services and information online, many of our citizens are being left behind. Accessing services online not only requires very good digital literacy skills but the ability to read and write at a high level.

According to the OECD, the Organization for Economic Cooperation and Development's *International Adult Literacy Survey* of 2013, 16% of British Columbians are at Level 1 literacy or below and another 29% rated at Level 2 out of a 5 level scale on this survey. This means that 45% of British Columbians aged 16 to 65 have difficulty accomplishing some daily living tasks which require literacy skills in reading and writing including filling out a form, comparison shopping and understanding instructions. Out of the 83,000 citizens of the Cowichan region, 37,000 people need assistance with operating successfully in today's world.

The survey's results for digital literacy are worse with 20% of British Columbians aged 16 to 65 reporting *no previous computer experience or did not pass the basic computer skills test* or opted out of the computer-based test. A further 13% are below Level 1 and have very limited computer skills, generally using one function in a familiar environment, such as basic email. Therefore, 33% of our valley citizens aged 16-65 cannot independently access online services, search for information

on the internet or search and apply for jobs. The barriers of low literacy mean less participation in the community, higher poverty rates, lower health outcomes and higher incidents of criminal behaviour.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism.

Inspiring Volunteerism: Each of our learners is supported with one-to-one tutoring with a highly trained volunteer. The work tutors do with their learner is often life-changing. Learners, who before believed themselves “stupid” and unable to learn, begin to gain self-confidence and enthusiasm for learning. Their body language changes, they make more eye contact and smile more. And the relationship with their tutor becomes that of a friend and mentor. Our tutors, who are mostly retired, choose to stay with Literacy Now Cowichan because the work is so rewarding and they can see the difference they make.

Small Innovation: Many of our learners come from the most vulnerable in our community and often have multiple barriers to sustaining the investment of learning. Supporting learners to continue with the work they do in the *Pathways to Learning* program is critical and we have found an innovative way to keep up their enthusiasm and help them to learn. Each year we apply for a small grant from Decoda Literacy Solutions which is specifically focused on this type of support. The \$640 we received last year bought bus tickets, healthy food, book store gift certificates, paid for driver’s license tests and the occasional meal when we know the learner hasn’t eaten. The funds are awarded by the tutor in consultation with LNC staff. Sometimes this tiny bit of support makes all the difference to a learner’s success.

Building capacity: Raising literacy skills builds capacity in the individual which then strengthens community capacity and involvement. One learner, who has been coming to our center for a year and a half, and was virtually a nonreader, voted for the first time in the recent provincial election. He and his tutor discussed the possible candidates and platforms (his reading is now at a grade 2 level so this was all done orally) and they went together to the polling station. He studied for and earned his L driver’s license and has been thinking about getting a job.

Budget Information:

Total cost of the Project, Event or Service: \$76,500

Grant-in-Aid applied for: \$10,000

Will you receive other sources of funding? Yes X No _____

Please describe other sources of funding and amounts as requested or expected:

Ministry of Advanced Education - confirmed	\$30,000
Fundraising & Donations - expected	\$ 2,500
Services we offer for a fee - expected	\$ 8,000
Community Gaming Grant - expected	\$20,000
Island Savings Community Endowment – requested	\$ 5,000

Please describe cost reduction strategies employed:

Literacy Now Cowichan has implemented a number of cost reduction strategies to make our operation as efficient as possible. We sublet a portion of our office to a local computer company thereby reducing our rent and receiving monthly free tech support. We use volunteer labour where we can such as with office cleaning and admin support. Once the volunteer has establish his/her credentials in the position, we offer references to them should they need that for a job application. When we need to make a purchase, we do cost comparisons and try to buy locally. This has built a reputation with local businesses and, when needed, we can call on them for donations.

Indicate the volunteer labour and/or in-kind donations to be contributed to the Project, Event or Service:

Volunteer Labour (20 tutors x 112 hr/yr x \$20/hr)	\$ 44,800
Bookkeeping (3hrs/mo x 12mo x \$25hr)	\$ 900
Office cleaning (2hrs/wk x 45wks @ \$20/hr)	\$ 1,800
Storage (\$50/mo)	\$ 600
Network and computer tech support (\$50/mo)	\$ 600
Materials and Services	\$ 6,500
Total	\$ 55,200

Have you included your organizations current annual budget and previous years' financial statements?

Yes **X** No _____ Please note: our year end is December 31st. The unaudited financial statement for 2017 is not fully prepared as of this date so I have included financials for 2015 and 2016. I can submit the 2017 year end as soon as it is ready. Please let me know.

Grant in Aid applied for: \$10,000

Note: All applications must be received by the Regional District on or before January 31st of each year to be considered in the current year. Please attach documentation as required by CVRD policy, and any additional documentation supporting your Project, Event or Service.

For office use only:

- All required documentation is included in application
- The applicant is an incorporated society
- The organization has not received 3 or more Regional Grants-in-Aid
- The organization is locally based

Literacy Now Cowichan Society			
Draft Organization Budget 2018			
		Actual	Budget
		2017	2018
REVENUE			
Ministry of Advanced Ed. Grant		30,000.00	30,000.00
Decoda Literacy Solutions Grant		27,004.58	27,000.00
Decoda - Additional Grants		1,639.74	2,140.00
CVRD operating grant		0.00	10,000.00
Charitable donation income		425.00	500.00
Fundraising Events		2,819.00	2,800.00
Donations and other Grants		6,363.01	5,000.00
Gaming Grant		20,000.00	20,000.00
Service Income		3,130.00	3,500.00
Other Income - rental income		1,684.75	1,800.00
TOTAL REVENUE		93,066.08	102,740.00
EXPENSE			
Program Supplies		3,546.75	1,500.00
Wages		73,795.76	77,973.00
EI Expense		1,689.87	1,271.00
CPP Expense		3,161.47	3,859.00
WCB Expense		0.00	225.00
Advertising		490.05	
Website		1,432.92	175.00
Entertainment		0.00	
Events		750.36	750.00
Equipment lease		1,432.48	1,230.00
Accounting (donated)		0.00	0.00
Bank Charges		125.51	126.00
Learner Support		711.53	75.00
Insurance		1,780.87	1,800.00
Licenses and Fees		158.85	200.00
Meeting expenses		209.27	200.00
Miscellaneous		0.00	0.00
Office Supplies		682.05	700.00
Rent		16,089.57	18,000.00
Repairs and Maintenance - Renovations		5,213.41	0.00
Telephone and Cable		1,224.24	1,395.00
Training and Conferences		190.48	200.00
Travel		665.25	300.00
Utilities		390.42	1,050.00
Volunteer training and support		561.73	575.00
TOTAL EXPENSE		114,302.84	111,604.00
NET INCOME		(21,236.76)	(8,864.00)

LITERACY NOW COWICHAN SOCIETY

FINANCIAL STATEMENTS

DECEMBER 31, 2016

(Unaudited - Prepared Internally)

LITERACY NOW COWICHAN SOCIETY
BALANCE SHEET
DECEMBER 31, 2016
(Unaudited - Prepared Internally)

	2016	2015
ASSETS		
<u>Current Assets:</u>		
Cash	\$ 56,110	\$ 45,961
Accounts Receivable (Note 1)	1,622	2,266
Prepaid Expenses	1,500	1,407
	59,232	49,634
 <u>Property Plant and Equipment:</u> (Note 2)	2,335	2,700
 Total Assets	\$ 61,567	\$ 52,334
LIABILITIES & NET ASSETS		
<u>Current Liabilities:</u>		
Accounts Payable (Note 3)	\$ 2,156	\$ 2,660
Deferred Revenue (Note 4)	22,303	31,340
	24,459	34,000
 <u>Net Assets:</u>		
Balance , beginning of period	18,334	23,644
Net Income (Loss) for the period	18,774	-5,310
Balance, end of period	37,108	18,334
 Total Liabilities & Net Assets	\$ 61,567	\$ 52,334

Approved by Directors

The accompanying notes are an integral part of these statements.

LITERACY NOW COWICHAN SOCIETY
STATEMENT OF OPERATIONS
for the year ended December 31, 2016
(Unaudited - Prepared Internally)

	2016	2015
Revenue:		
Adult learning program grant	\$ 36,667	\$ 40,000
Government grants	31,393	42,101
Fundraising and donations	13,535	6,211
Services	16,566	8,240
Gaming Grant	20,000	0
	118,161	96,552
 Expenses:		
Salaries and Benefits	72,921	74,471
Honorariums	0	100
Website	253	221
Advertising and promotion	511	228
Amortization	365	0
Program supplies	3,718	3,241
Event costs	2,002	767
Subcontractors	0	2,000
Conferences and training	0	250
Insurance	1,760	1,764
Repairs and maintenance	108	0
Travel	66	341
Telephone and Cable	1,813	2,064
Equipment lease	1,362	1,362
Office supplies and administration	1,186	1,728
Rent	13,322	13,325
	99,387	101,862
 Net Operating Income (Loss) for the period	 \$ 18,774	 \$ -5,310

The accompanying notes are an integral part of these statements.

LITERACY NOW COWICHAN SOCIETY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016
(Unaudited - Prepared Internally)

Literacy Now Cowichan Society is a not for profit organization incorporated under the BC Society Act on June 1, 2009 for the purpose of coordinating, intergrating, and supporting literacy programs in the Cowichan Valley.

Note 1 Accounts Receivable

Accounts receivable consists of the following:

	2016	2015
GST refund	248	531
Other	227	0
Service Income	880	560
Payroll tax rebates receivable	267	1,175
	1,622	2,266

Note 2 Property, Plant and Equipment

Property, plant and equipment are recorded at cost. Amortization is calculated on a declining balance basis at the following rates, except in the year of acquisition where one half of the rate is used:

		Cost	Accumulated Amortization	2016 Net	2015 Net
Office Equipment	10%	800	80	720	800
Computers	15%	1,900	285	1,615	1,900
		2,700	365	2,335	2,700

Note 3 Accounts Payable

Accounts payable consist of the following:

	2016	2015
Trade payables	252	960
Due to employees	137	137
Due to government agencies	1,767	1,563
	2,156	2,660

Note 4 Deferred Revenue

Deferred revenue consists of the portions of grants received in the current year that are to cover expenses incurred in the next fiscal period.

LITERACY NOW COWICHAN SOCIETY

FINANCIAL STATEMENTS

DECEMBER 31, 2015

(Unaudited - see Notice to Reader)

LITERACY NOW COWICHAN SOCIETY
BALANCE SHEET
DECEMBER 31, 2015
(Unaudited - see Notice to Reader)

	2015	2014
ASSETS		
<u>Current Assets:</u>		
Cash	\$ 45,961	\$ 51,645
Accounts Receivable (Note 1)	2,266	962
Prepaid Expenses	1,407	1,343
	49,634	53,950
 <u>Property Plant and Equipment:</u>		
Office Equipment	800	0
Computers	1,900	1,400
	2,700	1,400
 Total Assets	 \$ 52,334	 \$ 55,350
LIABILITIES & NET ASSETS		
<u>Current Liabilities:</u>		
Accounts Payable (Note 2)	\$ 2,660	\$ 2,753
Deferred Revenue (Note 3)	31,340	28,953
	34,000	31,706
 <u>Net Assets:</u>		
Balance , beginning of period	23,644	9,620
Net Income (Loss) for the period	-5,310	14,024
Balance, end of period	18,334	23,644
 Total Liabilities & Net Assets	 \$ 52,334	 \$ 55,350

Approved by Directors

The accompanying notes are an integral part of these statements.

LITERACY NOW COWICHAN SOCIETY
STATEMENT OF OPERATIONS
for the year ended December 31, 2015
(Unaudited - see Notice to Reader)

	2015	2014
<u>Revenue:</u>		
Adult learning program grant	\$ 40,000	\$ 40,000
Government grants	42,101	60,836
Fundraising and donations	6,211	4,882
Services	8,240	3,800
Golf Tournament	0	3,999
	96,552	113,517
 <u>Expenses:</u>		
Salaries and Benefits	74,471	73,023
Honorariums	100	0
Website	221	188
Advertising and promotion	228	234
Program supplies	3,241	2,100
Event costs	767	1,833
Subcontractors	2,000	0
Conferences and training	250	1,541
Insurance	1,764	1,728
Travel	341	1,039
Telephone and Cable	2,064	2,073
Accounting and bookkeeping	0	820
Equipment lease	1,362	297
Office supplies and administration	1,728	1,292
Rent	13,325	13,325
	101,862	99,493
 <u>Net Operating Income (Loss) for the period</u>	 \$ -5,310	 \$ 14,024

The accompanying notes are an integral part of these statements.

LITERACY NOW COWICHAN SOCIETY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2015
(Unaudited - see Notice to Reader)

Literacy Now Cowichan Society is a not for profit organization incorporated under the BC Society Act on June 1, 2009 for the purpose of coordinating, intergrating, and supporting literacy programs in the Cowichan Valley.

Note 1 **Accounts Receivable**

Accounts receivable consists of the following:

	2015	2014
GST refund	531	522
Service Income	560	440
Payroll tax rebates receivable	1,175	0
	2,266	962

Note 2 **Accounts Payable**

Accounts payable consist of the following:

	2015	2014
Trade payables	960	818
Due to employees	137	168
Due to government agencies	1,563	1,767
	2,660	2,753

Note 3 **Deferred Revenue**

Deferred revenue consists of the portions of grants received in the current year that are to cover expenses incurred in the next fiscal period.

Lake Days Society

Amount Requested: \$10,000.

Residential Cost Per \$100,000. Assessed Value - .050



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Lake Day's Society Finance Division

Mailing Address: _____ Postal Code: _____

Name of Contact Person: Dustin Mayo

Telephone No. (250) 701-5253 email: dustin-m@hotmail.ca

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? *(see page 3) _____

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: Annual event that brings families, friends, neighbours & community together to celebrate Lake Cowichan's Heritage

Start Date: June 3rd 2018 End Date: June 10th 2018

Is this project, event or service part of your core operations? Yes No _____

Is the project, event or service already provided in the community by another organization? Yes _____ No

If yes, provide details: n/a

Who will benefit from the project, event or service? a community as a whole

What will those benefits be? creates + maintains a sense of community connection that helps Lake Cowichan be a thriving community. It also creates opportunity for community + social connection for families + community members alike.

What are the impacts of not delivering the service or completing the project? Lack of community connection, spirit + heritage.

 Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: Please see attached.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$ _____

Grant in Aid applied for: \$ 10,000

Will you receive other sources of funding? Yes _____ No

Please describe other sources of funding and amounts as requested or expected:

- Amount: _____ Source: _____

Please describe cost reduction strategies employed: Volunteer hours
+ community donations such as
Food + drink donation for concession,
monetary donations from local businesses,
service clubs and individual community members

Indicate any volunteer labour and/or in-kind donations contributions:

95% of the event is run/organized by volunteers.
The only hired individuals include security and ^{youth + adult} entertainment

Have you included your organization's current annual budget and most recent financial statements?

Yes _____ No _____

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

*** Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.



Please describe innovations used in this project, event or service and how it builds capacity in community to address a need as well as inspires volunteerism...

- Our event builds capacity in the community by:

1. Insuring events important to Lake Cowichan heritage are included such as logger sports and Lady of the Lake.
2. By meeting the changing demographics of the community such as including family friendly activities, targeting all age groups, by providing free activities and by donation entrance ~~free~~ making it affordable for all community members to participate in Lake Days.

These innovations help us to foster inclusiveness, social connections and community spirit. They also encourage volunteerism from a variety of community members such as;

- Kinette + Kinsmen Clubs of Lake Cowichan
- Cowichan Lake District Chamber of Commerce
- Radio Cowichan
- 1st Lake Cowichan Scouts.
- Lake Cowichan Food Bank.
- Individual Community members.

In total, Lake Days 2017 had approximately 100 plus volunteers.

Lake Days Celebration Society Budget 2017				
Balance Dec 30/2016			\$12,937.47	
Name	Proposed	Actual		
	2017	2017		
Revenue				
50/50 Draw	1000.00	1425.00		
Area I and F breakfast	1100.00	550.00		
Beer Garden	6000.00	13855.55		
Childrens games	1000.00	2700		
Concession	2000.00	3446.6		
Donations stage	4500.00	4500		
Donations re Loggers sports	1700.00	1500.00		
floats	3400.00	3400		
Gate Admission/donation	2000.00	1494.75		
Raffle	1000.00	633.00		
Vendors Commission	1000.00	789.00		
Total	\$ 24,700.00	34293.9	0	0
Name	Proposed	Actual		
	2017	2017		
Expense				
50/50 Draw	30.00			
Advertising AGM	49.50	49.61		
Area I and F breakfast	598.00	658.00		
Bank Charges	30.00			
Banners		403.2		
Beer Garden	3000.00	5994.93		
Childrens games	1750.00	1937.25		
Road closure				
Coast Environment/fencing	1500.00	1314.49		
Carvers				
Carvers wood		150		
Consession	100.00	80		
Dinner tix	150.00	150		
Donation to Kinsmen		10463		
Dunk Tank	100.00	190.42		
Electricity	1057.00	1699.13		
Float	3400.00	3400		
Gaming licence	50.00			
Home Center ?	137.77	276.78		
Insurance	800.00	760.00		
Leon Signs	200.00			
Logger Sports/Carvers	635.92	514.97		
Misc		51.5		
Music	2400.00	2500		
PO box rental	185.85	185.85		
Posters/Printing	50.00			
Raffle	500.00	547		
Security	735.00	1417.50		
Society's act	45.00	40.00		
Stage	900.00	350.00		
Stage Decorations				
Stage set up	250.00			
Tent rental		300		
Tickets/paper/supply	100.00			
Trophy	500.00	264.14		
Web page	325.00	325		
Total	\$ 19,549.04	34022.77	\$0.00	0
Net profit/loss			\$5,150.96	0
Balance to Date		\$13,208.60		

Mill Bay Marine Rescue Society

Amount Requested: \$5,000.

Residential Cost Per \$100,000. Assessed Value - .025



Corporate Services Department

Att:-General Manager Mark Kueber

175 Ingram Street,

Duncan, British Columbia V9L 1N8

January 25, 2018

Dear Sir,

Ref: Request for **Regional Grants-in-Aid** - for Mill Bay Marine Rescue Society -\$5000 Requested for 2018,

Please find attached a document indicating, what we do as RCMSAR34 and about the larger Royal Canadian Marine Search and Rescue organization. Our unit needs to fundraise \$65,000.00 by end of 2019 to get ready for engine replacements. A completed application for the Regional Grants-in-Aid is enclosed.

We would like to request the CVRD to become a partner in our fundraising program and consider a Regional Grants-in-Aid to the RCMSAR34 unit.

Thank you for considering this request.

Yours truly,

Jacobus Zwaan

Mill Bay Marine Rescue Society*

Fundraising Coordinator

Active member of RCMSAR34

Mill Bay Marine Rescue Society

PO Box 62,

Mill Bay, BC, V0R 2P0

***Mill Bay Marine Rescue Society** is the Non Profit Society, that supports the RCMSAR34 Operations financially – 890953946RR0001

Website: <http://rcmsar34.com/>

Facebook: <https://www.facebook.com/rcmsar34.ca/>



REGIONAL GRANT-IN-AID APPLICATION 2018

REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Mill Bay Marine Rescue Society

Mailing Address: Box 62, Mill Bay, BC Postal Code: V0R 2P0

Name of Contact Person: Jaap Zwaan

Telephone No. 250-744-0009 email: jaapzwaan@gmail.com

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? * (see page 3) Social & Sport/Recreation

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

X Denotes immediate areas, however all would benefit from marine rescues, if calamity occurs on the inlet waters.

Description of project, event or service: _____

- ***Across the British Columbia coast, the volunteer-based Royal Canadian Marine Search and Rescue (RCM-SAR) organization has developed a strategy to replace their engines, when they reach 1,500-2,000 hours.***
- ***RCM-SAR Station 34, located in Mill Bay, current engine hours are at 1,100 hours,***

Start Date: Late 2019 End Date: Beginning 2020

Is this project, event or service part of your core operations? Yes X No _____

Is the project, event or service already provided in the community by another organization?

Yes _____ No X

If yes, provide details: _____

Who will benefit from the project, event or service?

- **Commercial mariners, recreational boaters and the general public throughout the waters of Saanich Inlet, including Cowichan Bay, Samsun Narrows, Maple Bay and Swartz Bay.**

What will those benefits be?

RCM-SAR Station 34 provides year round marine search and rescue services. And recently RCMSAR signed a Memorandum of Understanding, which allows our unit to participate in other Emergency situations, when requested by other agencies.

What are the impacts of not delivering the service or completing the project? **Vessel might not be able to respond to Emergency Situation.**

- Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: **RCM-SAR Station 34 promotes boating safety and provides boating safety education and Pleasure Craft safety checks as requested. Volunteers are always needed and being trained. The Kids Don't Float program is a RCM-SAR prevention initiative that has been in operation since 2002. They can be seen at some of the marinas in our area.**

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$ 65,000.00

Grant in Aid applied for: \$ 5,000.00 (2018) 5,000.00 (2019)

Will you receive other sources of funding? Yes No

Please describe other sources of funding and amounts as requested or expected:

Amount: \$55,000.00 Source: **Donations are and will be requested from organizations in our area influence.**

Amount: \$30,000.00 Source: Gaming Grants

Amount: \$25,000.00 Source: **Fundraising initiatives like the Conquer Cobble Hill Fundraiser 2018 & 19, and the Fall Fishing Derby 2018 &19 with the MBMG**

Amount: _____ Source: _____

RCM Search and Rescue Unit #34
Proposed Budget 2018
November 2017 through October 31 2018

10-Jan-18

Mill Bay Marine Rescue Society

Projected Budget- Revenue and Expense

	<u>Actual 2017</u> <u>Wise Financial</u> Nov 1,16- Oct 01 2017	<u>Projected 2018</u> Nov 1, 2017- Oct 31 2018
Revenue -C Income		
Community Donations anticipated	34,955.91	10,000.00
Gaming Revenue	65,200.00	14,450.00
Fundraising anticipated		15,000.00
CVRD Grant in Aid anticipated	10,000.00	5,000.00
Interest	102.93	50.00
GST Rebate		3,000.00
Anticipatec RCMSAR- P Training & Incidents	15,185.07	14,500.00
TOTAL Income	\$ 125,443.91	\$ 62,000.00
Other Income		
Credit Interest	328.02	
TOTAL other income	\$ 328.02	\$ -
Expenses-Operating		
Advertising and Promotion	155.00	800.00
Bank Charges and Interest	55.80	60.00
Boat Fuel	7,256.87	8,000.00
Boat house Repairs		1,500.00
Boat Repairs and maintenance	10,632.60	4,000.00
Business Registration Fees	-	55.00
Equipment and Rental Repair	672.90	500.00
First Aid Supplies	869.98	1,000.00
Fundraising Expenses	2,941.91	3,000.00
Insurance	2,628.65	2,655.00
Meals and Entertainment	1,525.49	2,000.00
Ministry Of Finance (BC) Expense	-	-
Moving Expenses	-	3,000.00
Moorage \$140+ GST	-	1,650.00
Office Expenses	1,647.69	1,800.00
Professional Fees	1,300.00	1,400.00
Reconciliation Discrepancies	- 0.63	-
Telecommunications	1,610.64	3,500.00
Training	1,379.77	2,200.00
BC Corporate Registry		
Education Outreach Kids Don't Float		1,880.00
Expenses-Capital		
Boat Refit -Titan		165,750.00
Boat Dock hydraulics, pontoons		2,500.00
Personal Protective gear (Vests, Cruiser Suits new Crew)	-	2,000.00
Safety Equipment		1,000.00
Total Expenses	\$ 32,676.67	\$ 210,250.00
Net Income(Loss)	\$ 93,095.26	\$ (148,250.00)

Note: Titan Boat Refit Cost \$165,750.00 covered by Gaming Grant \$100,000.00 and Fund Raising account \$65,750.00

RCM Search and Rescue Unit #34

BALANCE SHEET As of October 31, 2017

	TOTAL
Assets	
Current Assets	
Undeposited Funds	0.00
Cash and cash equivalents	
Island Savings - Fundraising	76,536.91
Island Savings - Gaming	116,377.66
Island Savings - General	11,509.38
Island Savings - Shares	5.12
Total Cash and cash equivalents	\$204,429.07
Total Current Assets	\$204,429.07
Non-current Assets	
Sales Tax	0.00
Property, plant and equipment:	
Property, Plant and Equipment	127,769.90
Accumulated Amortization	-27,478.72
Total Property, Plant and Equipment	100,291.18
Total Property, plant and equipment:	\$100,291.18
Total Non-current Assets	\$100,291.18
Total Assets	\$304,720.25
Liabilities and Equity	
Current Liabilities	
GST/HST Payable	-1,946.35
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$ -1,946.35
Equity	
Retained Earnings	213,571.34
Profit for the year	93,095.26
Total Equity	\$306,666.60
Total Liabilities and Equity	\$304,720.25

RCM Search and Rescue Unit #34

PROFIT AND LOSS

November 2016 - October 2017

	TOTAL
Income	
Donations	34,955.91
Gaming Fund	65,200.00
Grant Income	10,000.00
Investments	
Interest-Savings, Short-term CD	102.93
Total Investments	102.93
RCMSAR 34 Incident Payments	15,185.07
Total Income	\$125,443.91
GROSS PROFIT	\$125,443.91
Other Income	
Credit Interest	328.02
Total Other Income	\$328.02
Expenses	
Advertising and Promotion	155.00
Bank Charges & Interest	55.80
Boat Fuel	7,256.87
Boat Repairs and Maintenance	10,632.60
Equip Rental and Maintenance	672.90
First Aid Supplies	869.98
Fundraising Expenses	2,941.91
Insurance	2,628.65
Meals and Entertainment	1,525.49
Ministry of Finance (BC) Expense	0.00
Office Expense	1,647.69
Professional Fees	1,300.00
Reconciliation Discrepancies	-0.63
Telecommunications	1,610.64
Training	1,379.77
Total Expenses	\$32,676.67
PROFIT	\$93,095.26



Royal Canadian Marine Search and Rescue

Station 34

About us

The Royal Canadian Marine Search and Rescue - Station 34 is a volunteer-based organisation located in Mill Bay dedicated to saving lives on the water. We serve coastal communities throughout the Saanich Inlet on Southern Vancouver Island, British Columbia, providing year round search and rescue services to assist commercial mariners, recreational boaters and the general public. We also promote boating safety by providing free pleasure craft safety checks. We are one of 42 marine rescue stations located across British Columbia, and part of the Royal Canadian Marine Search and Rescue (www.rcmsar.com) headquartered in Sooke.

Our Crew

Our crew are able-bodied men and women of all ages. We train extensively in search and rescue prevention and techniques to maintain a level of professionalism that is expected by the communities we serve. We promote ourselves and rely on other volunteers to help with fundraising, accounting, special events, maintenance and other essential roles that keep our station running.

Our Vessel & Training

Our vessel is a Titian 249T rigid hull inflatable powered by twin 150HP outboard engines. It is equipped with a wide range of communication systems, state of the art electronics and specialised search and rescue equipment.

Intensive training provides our crew with the latest in marine search and rescue techniques. As crew move through our programs they learn a variety of skills, acquiring Transport Canada Certifications, that enable them to be confident and in control of their surroundings while responding effectively to any given situation.

Funding

We rely on several sources of funding to support our training program, maintaining and updating search and rescue equipment, and support operational cost related to our vessel. Our funding partners and sources are:

- Mill Bay Marine Rescue Society;
- Royal Canadian Marine Search and Rescue;
- Province of British Columbia;
- Corporate donations;
- Public donations and contributions.

Contact Us

You can also contact us by email at station34@rcmsar.com. Or by Telephone 1-250-743-8437. If you require any further information please visit www.rcmsar.com or visit us on [facebook.com/rcmsar34.ca](https://www.facebook.com/rcmsar34.ca).

**Nichiren Buddha Hokkeko
(Lotus) Society**

Amount Requested: \$10,000.

Residential Cost Per \$100,000. Assessed Value - .050




RECEIVED
JAN 30 2018

Finance Division

Nichiren Buddha Hokkeko [Lotus] Society ©

Vancouver Island Retreat Garden

Home of Nichiren Peace Center

Location: #4 - 3904 Johnny Bear Road,

Office -365 Day Road, Duncan, BC V9L 3K4

Txt & ☎ 250.710.7594

e-Mail: peace@viretreats.com

Website: www.VIRetreats.com

Monday, January 29, 2018

Regional Grant In Aids - CVRD

Attn: **Kirsten Schrader**

Manager Arts & Culture

HAND DELIVERED

Greetings:

Enclosed please find our application for Regional Grant In Aids, we are seeking a one time Grant of between \$5,000 and \$10,000 for a Water Well that will greatly assist our BC non profit - S-48418 , registered charity BN# 859168833 to continue providing services to everyone that comes to us for assistance.

Our organization has been assisting local residents of all backgrounds, faiths, cultures since 2003, and as noted on the Application Form this includes all areas as outlined. We do in fact assist others from beyond our local region.

We are grateful for this opportunity to make this application.

Respectfully, Henry Landry, Administrator



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Nichiren Buddha Society @
Mailing Address: 365 Day Rd. Duncan Postal Code: V9L 3K4
Name of Contact Person: HENRY LANDRY
Telephone No. 250. 710. 7594 email: peace@vibetreats.com

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? *(see page 3) ENVIRONMENTAL

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: We are fund raising for a "water well" on our property which consists of two hectares here in North Cowichan.

Start Date: OCTOBER 2017 End Date: December 2018

Is this project, event or service part of your core operations? Yes No

Is the project, event or service already provided in the community by another organization? Yes No

If yes, provide details: N/A

Who will benefit from the project, event or service? individuals people from all districts that come for assistance with life's challenges. Our local membership.

What will those benefits be? Ability to continue with our Community Garden so we can help others with fresh Herbs and garden vegetables. Allowing water for our Community Kitchen

What are the impacts of not delivering the service or completing the project? We will have to continue having water brought to our property. A difficult situation.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: We are grateful to the volunteers who come and assist work on our projects, having a water well will enable us to continue with our solar projects as our society is off grid.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$12,000.

Grant in Aid applied for: \$5000 - 10,000

Will you receive other sources of funding? Yes No

Please describe other sources of funding and amounts as requested or expected:

- Amount: 2,000 Source: members of our society.
- Amount: 500 Source: Volunteers
- Amount: ??? Source: garage sales.
- Amount: other Source: fund raising.

Please describe cost reduction strategies employed: Volunteers will prepare site for water well to reduce costs before and after the well is producing water

Indicate any volunteer labour and/or in-kind donations contributions: In kind donations have included major tools to prepare site. Also water experts on how and where to drill for water.

Have you included your organization's current annual budget and most recent financial statements?

Yes _____ No _____

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.



*** Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required. peace@vibe-treats.com

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

INCOME		2016	2017
030700	Member Donations	\$ 5652.00	\$ 9746.00
030705	Fund Raising Donations	\$ 2570.00	\$ 6161.00
030710	Meditation Retreats, Books	\$ 1588.00	\$ 1785.00
	Sub Total Donations	\$ 9810.00	\$ 17,692.00
030715	Supporting Donations	\$ 9880.75	\$ 4368.78
	Annual Total Income	\$ 19,690.75	\$ 22,060.78
030720	Bank Balance	\$ 73.56	\$ 283.87
030725	Land Legacy Account	\$ 150.00	\$ 1,000.00

EXPENSE		2016	2017
2016	Total	Total	
Gifts, Fees / Temple Donations	\$ 490.15	\$ 246.03	
Computers, Printers	\$ 933.17	\$ 340.00	
Rent	\$ 600.00	\$ 600.00	
Office Supply	\$ 1382.45	\$ 1056.31	
Travel Fund Raise	\$ 790.67	\$ 0.00	
Building Supply	\$ 1250.93	\$ 5325.11	
Hired Labour	\$ 585.00	\$ 780.00	
Postage	\$ 195.46	\$ 104.09	
Education Internet Webinars	\$ 12.00	\$ 383.49	
PR, Marketing	\$ 595.82	\$ 360.00	
Internet / Telephone	\$ 1667.56	\$ 2504.78	
Incense, Book, Supplies	\$ 523.68	\$ 498.00	
Heat/Fuel/	\$ 759.29	\$ 641.21	
Food/Entertainment.	\$ 248.41	\$ 211.33	
Lotus Land Gateway	\$ 2994.68	\$ 0.00	
Janitorial/ Maintenance	\$ 196.33	\$ 602.01	
Auto Repair/Maintenance	\$ 393.98	\$ 1066.54	
Auto Insurance	\$ 705.00	\$ 730.00	
Auto Fuel [50%]	\$ 905.02	\$ 3254.07	
Equipment Repair/Tools	\$ 458.56	\$ 691.65	
Garden	\$ 805.89	\$ 413.26	
Solar Project	\$ 1645.59	\$ 1444.22	
Road Expansion	\$ 1349.88	\$ 549.42	
Snow Removal	\$ 0.00	\$ 259.26	
Total Expenses:	\$ 19,690.75	\$ 22060.78	
Donations	\$ 9810.00	\$ 17692.00	
SAD Annon Supporting Donations	\$ 9880.75	\$ 4368.78	
Total Revenue	\$ 19,690.75	\$ 22060.78	

Nichiren Peace Center, Vancouver Island Retreat Garden
a Buddhist Community



YOU CAN HELP ~ RECEIVE MERIT AND BENEFIT

Fund Raising Goal for 2018 "The Year of Hope" is for a

WATER WELL

ACCOMPLISHMENTS WITH THANKS TO OUR GENEROUS DONORS

- 1] Two Hectares of Forest Land fully paid
- 2] Lotus Temple Meditation Room fully paid
- 3] Friendship Gateway seismic protected fully paid
- 4] Three Retreat Cabins built fully paid
- 5] Meditation Pathways in construction

2018 Goal is a *Water Well* at a cost of: \$12,000

Donations to date: \$1,400

Add your Tax Deductable Donation of: \$ _____

E-Transfer Your Donations to: peace@viretreats.com

Cheques simply made out to N.B.S. [Nichiren Buddha Society®]

Thank You.

A Non Profit Registered Charity BN# 85916 8833

Administration: 365 Day Road Office, Duncan, BC V9L 3K4

Videos & Web www.viretreats.com

Txt. & Ph: 250. 710. 7594

E-Mail: peace@viretreats.com



THANK YOU

We assist all who come here; youth and families in difficulty, those suffering from stress and anxiety, people seeking further Life Skills; including a Pathway to Peace.

Within the busy world we live in the importance of a place for *Personal Retreat* becomes more and more important, your support a major help. As four out of ten Canadians live with a high a degree of stress, with up to a quarter of our population living with mental disabilities; the realization that in slowing down we can do more stands tall. Thank you, your suggestions, questions, donations. Our long term goal is to assist all who come here with their health, happiness and prosperity!

The Nichiren Peace Center

We have a place of retreat, a peaceful parkland, a gathering place, a landscape of natural forest that runs alongside the protected *Heritage Cowichan River* on Vancouver Island. Here is a place to find harmony in everyday life. Your generous assistance makes a real difference! Thank you for donating today. Tax receipts may be a benefit to you?

As we know our *social network* is no longer just the neighbour next door, today it reaches into many new and exciting social dimensions. Thank you for becoming a legacy leader passing the word along. Share our Videos and Website at:

www.VIRetreats.com

Or perhaps you know someone in your circle who is having difficulty with life's challenges; we invite them to come for a **Formal Tea Ceremony** and voice their concerns. Our Teacher/Monk has over thirty years of assisting and listening.

We have accomplished much in the past seven years, thanks to people and companies like you and yours. We will be happy to come visit you personally for a further discussion of how our Charity is at work assisting others.

P.S. If You Prefer your donations can remain anonymous.

Giving To A Charity Check out the Registry -
Search the Canada Revenue Agency Charities Listings:

Visit: cra.gc.ca/donors

Nichiren Buddha Hokkeko Society® **Thank You**

Thus It Is Shared, Respectfully, Henry Landry, LSC, BGT, Administrator



Nichiren Buddha Hokkeko {Lotus} Society®

TOP TEN EVENTS SERVICES TO INDIVIDUALS & COMMUNITY

*** from 2017 Annual General Meeting*



- 1] Major expansion of Retreat Hut #1
- 2] New gravel and repair to Johnny Bear Rd. and parking lot
- 3] Eight, Personal, Couples, Group Retreats
- 4] Finished roofing Retreat Hut #3, new siding on Retreat Hut #2
- 5] Home visitations 26, Hospital visitations 12, 2 Memorials, offering assistance with many in personal difficulties, Twice Weekly Meditation
- 6] Marketing of our two books at Beijing International Book Fair, in China and specialty FaceBook Media Marketing to increase our Book Royalites
- 7] Major Upgrading of Website, use of Social Media for continuous Outreach
- 8] Second Greenhouse year for our Nichiren Community Garden
- 9] Upgrading of our Solar Projects, for off grid Light and Energy
- 10] Fund Raising for our Water Well, to continue into 2018

NICHIREN PEACE CENTER, A BUDDHIST COMMUNITY

Located at #4 - 3904 Johnny Bear Rd. North Cowichan

Admin. Office - 365 Day Road, Duncan, BC Canada V9L 3K4 ☎ 250. 710. 7594

E-Mail: peace@viretreats.com

Websites: www.VIRetreats.com

OnLine Donations at: www.GoFundMe.com / Buddha Peace Society

** To be completed by December 15th,

Full 2017 Report OnLine at: www.VIRetreats.com/2017 AGM

Nichiren Buddha Hokkeko [Lotus] Society®

Nichiren Buddha Hokkeko [Lotus] Society®

Fall ~ Winter 2017

Our Buddhist Community

15th Annual AGM

As the Year of Many Treasures comes to a completion with our 15th Annual AGM we are blessed in so many ways here at the Nichiren Buddha Center, we are grateful for all that is!

Thanks to the many Volunteers, *Kelly, Scott, Penny, Robert, Janet, John, Larry, Allan, Gerhardt, Karen, Shelly & Arnie, Scott, Desmond, Teresa, Maria, Michael* and others, who all assist in different ways, these persons truly Treasures of respect.

We celebrate nearly 3,000 years since the establishment of the Buddha Dharma, of 797 years since the Sage Nichiren Daishonin was born and on December 8th we respect the 32nd Anniversary of our Founder/Teacher/Monk, *N. Henry, Nyudo Buddha*

ANCIENT NICHIREN MANDALAS

One of the most profound blessings we have received this year has been the donation of two Mandalas. These ancient *GoHonzon Mandala*, over 100 years old, as confirmed by BC Museum Archives and by Period Fine Bindings of Ancient Books and Manuscripts have a beautiful *Tien Tai* history. Our NICHIREN BUDDHA HOKKEKO [LOTUS] SOCIETY® honoured that they have found a new permanent home with us! The official Eye Opening Ceremony was held on Sunday 12th of November.

They now hold places of honour in our *Nichiren Lotus Temple Room*.

ASSISTING ALL WHO COME HERE

This past year we have worked with supporting people in need. Almost half my Hospital visits being with those people suffering from addictions and mental issues and the same with some of those who came to our Retreat Centre for help. Our Life Skills and Counselling offered freely to all who come to us seeking to awaken to their holistic BE-ing. We

are open to people of all cultures and backgrounds. Our Buddhist goal to free people from their suffering through faith, practice, meditation and wisdom.

So far this year our commitment to Service has included: 12 Hospital visits, and 26 Home Visitations, offering Buddhist services, life skills coaching, helping the sick, assisting with Will preparations. We held several Formal Buddhist Tea Ceremonies. We assisted with two Funeral/Memorials. We are busy year round with personal counselling for people coming forward seeking assistance with life's difficulties.

Our Community Garden

This past Season as we still work on bringing good soil to cover the clay, the production was only so-so. Our Plum tree is really doing well, one of the Apple Tree also, work needs to be done to care for other trees in our Orchard.

We are learning more about seed planting of Herbs and Vegetables in our Green Houses for Micro Greens. Thanks to *Shelly and Arnie* for the early assistance with starter veggies and herbs.



WEBSITE UPGRADE

We are pleased to share our major upgrade to our Website www.VIRetreats.com with gratitude to *Paul Mycroft of Market2All* in Ladysmith. Paul is also responsible for the new layout of our weekly ***Buddha Blog*** software. Make our website one of your Favourites and keep up with the latest breaking News, enjoy the Videos and send your Comments. Let your Social Friends know about our website so they can get included in our Buddhist Messages.

OUR OFF GRID SOLAR PROJECT

Phase Three of our solar project has done really well providing us with light and energy even in the winter. Thanks to ***Gerhardt*** for his generous donation of batteries. The process has been a real learning experience one that brings smiles to our faces and light to our buildings. Our total investment in Solar now comes to just over \$4,000. as we have power for the Kitchen, Lotus Meditation Room and Retreat Hut #1, and even our Tool Shed each with their own power source.
How wonderful!

FUND RAISING

Now that our Friendship Gateway Project is complete and fully paid for, we are now Fund Raising for our "**Water Well**," with \$1,000 now raised for this Project. Official drawings have been made up for our *Nichiren Lotus Buddha Temple* our goal of completion within the next couple of years.

BOOK SALES

As part of our Fund Raising we are reminded that ***Buddha Nature Now***, was featured in the New York International Book Fair last year, and this lead to it being featured this year in the Beijing International Book Fair. Hopefully this will lead to its discovery by a bigger publishing

house and perhaps even into Chinese translation.

"Meditation the Art and Act of Mindfulness" is being marketed on Facebook to one million hits of people seeking direct information on meditation. Hopefully we can make some better royalties from these events. We also continue to donate our books to Women's Transition Homes and Prisons. Donations to help us do this always appreciated, if you have a special place for these books please advise and we will make sure they get sent out.

Major Events in 2017 our Year of Many Treasures

2017 truly has been a Year of Many Treasures with the assistance of Volunteers and hired labour we completed the roof on Retreat Hut #3, and new permanent siding on Retreat Hut #2. With the generosity of Island Tractor we were able to widen our entrance ways, parking lot, meditation pathways and prepare the new lot for the move of and major expansion of Retreat Hut #1; with thanks to *Cowichan Towing* for moving Retreat Hut #1 to its new location. You are invited to come sit on our nice new Sun Deck and tell me all your stories!

As we begin 2018, "The Year of Hope"

Nichiren Buddha Hokkeko [Lotus] Society®
Nichiren Peace Center
Vancouver Island Retreat Garden

Administration Office - 365 Day Road Duncan
BC Canada V9L 3K4
Buddha Center located at #4 - 3904 Johnny Bear
Text & Phone: 250. 710. 7594
E-Mail: peace@viretreats.com
Web: www.VIRetreats.com

Social Network

Twitter: Buddha_Now
FaceBook: Nichiren Buddha Center
LinkedIN: Nichiren Buddha Center
Instagram: Nichiren Buddha Center

Oak Park Heritage Preservation Society

Amount Requested: \$20,000.

Residential Cost Per \$100,000. Assessed Value - .101



Finance Division

REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Oak Park Heritage Preservation Society
Mailing Address: 5965 Genoa Bay Rd., Duncan, BC Postal Code: V9L 5V5
Name of Contact Person: R. Paul Gowland
Telephone No. 250 701-0607 email: paul.gowland@gmail.com

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? * (see page 3) Heritage

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: Projects to assist this new heritage society are:

1. Preparation of business plan for the society by a heritage consultant registered with Heritage BC.
2. Preparation of building assessment report by registered building inspector
3. Repair of collapsed rain gutter system around roof perimeter of the house

Start Date: April 2018 End Date: October 2018

Is this project, event or service part of your core operations? Yes x No _____

Is the project, event or service already provided in the community by another organization?
Yes _____ No x

If yes, provide details: _____

Who will benefit from the project, event or service? Residents of the Cowichan Valley and visitors to the valley will benefit from completion of these initial startup projects for the Oak Park Heritage Preservation Society. Restoration of the house will, where possible, use local craftspersons.

What will those benefits be? The goal of the Oak Park Heritage Preservation Society is to facilitate public access to the restored Elkington heritage home on Maple Bay Rd. Visitors will also be able to view and learn about the largest remaining Garry oak savanna habitat in BC. The society will work with School District 79, First Nations representatives, and the Nature Conservancy of Canada to provide educational services to the community.

What are the impacts of not delivering the service or completing the project? _____
The Society wishes to begin restoration of the Elkington heritage house urgently to stop further deterioration in the condition of the building. A business plan is required to attract corporate sponsorship and grants from senior levels of government.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: _____

1. The society intends to exploit social media/crowd sourcing to raise funds.
2. The property will be leased, not purchased, from the Nature Conservancy of Canada.
3. There is currently no public access to the Elkington house or adjacent 2.77 acre lot.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$ 20,000.00

Grant in Aid applied for: \$ 20,000.00

Will you receive other sources of funding? Yes _____ No x

Please describe other sources of funding and amounts as requested or expected:

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____

Please describe cost reduction strategies employed: _____

1. The Society will assist in providing background research materials that are crucial to the development of the business plan.

2. The Society will look for the lowest cost solution for gutter repair.

Indicate any volunteer labour and/or in-kind donations contributions:

The Society will assist in providing background research materials that are crucial to the development of the business plan.

Have you included your organization's current annual budget and most recent financial statements?

Yes _____ No _____

Note: the Oak Park Heritage Preservation Society was incorporated on October 10, 2017. The Society is new and does not have an annual budget or financial statements to provide at this time.

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

*** Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

5965 Genoa Bay Rd., Duncan, BC, V9L 5Y5

January 25, 2018

To: the Cowichan Valley Regional District, Regional Grant-in-Aid program

Concerning: Cover letter to support application for a Grant-in-Aid

The Oak Park Heritage Preservation Society has been recently incorporated with the goal of restoring and maintaining the designated heritage house known as "Oak Park" at 1241 Maple Bay Rd in North Cowichan. This house is the former residence of the Elkington family, who were well known early residents of the Cowichan valley. The house and surrounding 2.77 acre property are owned by the Nature Conservancy of Canada. The society proposes to operate under a lease arrangement between the NCC and the municipality.

Because the society has just been incorporated, we are not able to supply some documentation normally required for a Grant-in-Aid. The proposed use of a Grant-in-Aid, should one be forthcoming, will be to make some immediate urgent repairs to the house, obtain a professional assessment of the house condition, and to retain the help of a heritage consultant in preparing a business plan. A draft outline of a business plan is appended to this letter.

Renovation of Oak Park house will be well supported by the local community. At the annual open house held at the adjacent Cowichan Garry Oak Preserve, many visitors signed a sheet indicating their interest in becoming members of the new society. There are currently over 50 people who have expressed interest in participating in this project.

The society will fund raise from the community at large, from corporate sources, and from the public sector. Once renovation of the house is complete, there will be a continuing need for funding to maintain its condition. Renovation and maintenance costs will be determined once the house condition and its future uses are better known. Renovation work will be done by local craftspeople where possible.

The intent of the Oak Park Heritage Preservation Society will be to make the house and its grounds as accessible as possible to the public. Oak Park and the adjacent Cowichan Garry Oak Preserve (also owned by the NCC) were acquired after a well-publicized public campaign. The community raised nearly \$150,000 towards acquiring these properties, but has had only limited access for the past 18 years. The new society will make the house available for community functions. A prime focus will be on educational uses in cooperation with School District 79, First Nations, and the Nature Conservancy of Canada.

Oak Park is a prominent sight on Maple Bay Rd. It can be a focus for community interest and pride once it is restored. The grounds around the house are potentially very attractive and will make an ideal small park. Together, the house and grounds will comprise a point of interest for visitors to the valley.

Thank you,

Paul Cowland.

5965 Genoa Bay Rd., Duncan, BC, V9L 5Y5

Director, Oak Park Heritage Preservation Society

Appendix: Outline of proposed business plan

Executive Summary

- History and Importance of Oak Park, the former Elkington House
- Overview of Key Business Plan Objectives

Operating Plan

Introduction: Guiding Principles

- Ensuring Year-Round Community Access
- Promoting Biodiversity and Providing Ongoing Educational Programming
- Creating a Sustainable Business Model

Governance Model

- Society Structure and Objectives
- Partnering Entities (Nature Conservancy of Canada, North Cowichan, etc.)

Programming Objectives

- Community Outreach and Accessibility
- Educational Purpose (liaison with local school board)
- Biosphere Educational Focus

Estimated Annual Operating Expenditures

- Administrative Costs (Part-time staffing, bookkeeping, janitorial costs, event costs)
- Programming Costs
- General Building Operations and Ongoing Infrastructure Maintenance

Estimated Annual Operating Revenues

- Space Rental Rates
- Programming Revenues
- Annual Fundraising Revenues

Renovation Plan

- Overview of the Renovation Plan
- Detailed Renovation Cost Estimates
- Renovation Timelines and Project Oversight

Fundraising

- Overview of the Fundraising Plan
- Fundraising Categories
- Implementation Plan

5965 Genoa Bay Rd., Duncan, BC, V9L 5Y5

Communications Strategy

- Promotional and Advertising Activities during Fundraising and Renovation
- Ongoing Communications Strategy (Social Media, Print Advertising, etc.)

Attachments (future)

- Historical Background Information
- Building Designs
- Expressions of Interest from Potential Building Users
- Letter of Support from Nature Conservancy, other Partners
- Proof of Registration: Not-for-Profit Society (to come)

Providence Farm

Amount Requested: \$50,000.

Residential Cost Per \$100,000. Assessed Value - .252



Attn: Lyle Smith, Assistant Manager, Finance Division,
members of the Regional Services Committee, & CVRD Directors

Cowichan Valley Regional District
175 Ingram Street.
Duncan, BC V9L 1N8

January 31, 2018

Dear Mr. Smith, members of the Regional Services Committee, and CVRD Directors,

Please find attached an application on behalf of Vancouver Island Providence Community Association (VIPCA or "Providence Farm"). We are seeking multi-year funding in order to complete a much-needed restoration project of Providence Farm's characteristic "Providence House" (aka the "Big House").

The CVRD's support is critical to this project and required so that this dynamic community space can continue to serve its important purpose. Please see the attached support letters as further demonstration of the importance of this project to our community.

Multi-year contributions are essential to this project as this financial commitment will be leveraged to secure additional grant funding (e.g. a matching Community Gaming Grant - Major Capital Project grant) for this important project and catalyze donations to this campaign.

Please note that revenue and expense estimates have been sourced from multiple bidders (minimum 3) in order to ensure due diligence. As you will see from the budget and work plan documents (attached), we are still working on finalizing the exact revenues and expenses for years 2 and 3 of this multi-year project, as we are seeking additional financial and in-kind contributions and must wait for various quotes to be completed. Annual renewal requests will update this information as we receive it.

We assure the CVRD that we see this funding as a community investment and look forward to working in close partnership on this important project, ensuring transparency and accountability every step of the way. We encourage adjudicators to request a presentation, or join us on-site for a facility tour, so that we may tell you more about this exciting project.

Please contact Leah Boisvert at leah@providence.bc.ca or 250-746-4204 for more information.



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Vancouver Island Providence Community Association (VIPCA or "Providence Farm")

Mailing Address: 1843 Tzouhalem Road, Duncan, BC Postal Code: V9L 5L6

Name of Contact Person: Leah Boisvert, Administrative Assistant & Donor Relations

Telephone No. 250-746-4204 email: leah@providence.bc.ca

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? * (see page 3) Social (and Heritage)

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: Please see attached document

Start Date: Spring 2018 End Date: Spring 2021

Is this project, event or service part of your core operations? Yes _____ No X

Is the project, event or service already provided in the community by another organization?

Yes _____ No X

If yes, provide details: n/a

Who will benefit from the project, event or service? please see attached document

What will those benefits be? please see attached document

What are the impacts of not delivering the service or completing the project? please see attached document

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: please see attached document

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$ year 1 = \$62,957 / year 2 = \$124,577.75 /
year 3 = \$160,958.00

Grant in Aid applied for: \$ \$50,000 per year x 3 years

Will you receive other sources of funding? Yes X No _____

Please describe other sources of funding and amounts as requested or expected:

Amount: _____	Source: <u>Please see project budget (attached)</u>
Amount: _____	Source: _____
Amount: _____	Source: _____
Amount: _____	Source: _____

Please describe cost reduction strategies employed: please see attached document

Indicate any volunteer labour and/or in-kind donations contributions:
please see attached document

Have you included your organization's current annual budget and most recent financial statements?
Yes X No _____

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

*** Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

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Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

Vancouver Island Providence Community Association (VIPCA) CVRD Regional Grant-in-Aid

2018-2020 Application

Description of project, event or service:

This application seeks support for a 3 year renovation project to save Providence Farm's iconic "Providence House" This historic structure has been standing since 1921 and understandably, shows its age. The renovation activities planned under this restoration project will remedy the building's most time-sensitive maintenance needs, preventing further damage/degradation and ensuring that this important community amenity will remain accessible for future generations of Cowichan Valley residents.



As is described in greater detail in the Budget and Work Plan (attached), this restoration project is broken up into 3 phases over 3 years.

In the first year, VIPCA will replace all gutters and downspouts on the Providence House, preventing further deterioration in the areas where leaks have caused damage. This will be followed by the resurfacing and re-sealing of 2 decks also at risk of continued moisture damage. Finally, the exterior walls and attic will be insulated to leverage the fiscal and environmental benefits of the farm's new gas boiler heating system.

In the second year, VIPCA will scrape and paint the entire building to protect the wooden structure from future water damage.

In the third year, VIPCA will replace all or some of the building's original wood-framed windows. While the preference is to replace these unique windows, at an estimated \$1000 per window (the high cost is due to the unique nature of these windows), and 135 windows to replace,

limited funding may mean that some of the less damaged windows are selected to remain in place for the time-being.

Who will benefit from the project, event or service?

As an extensively utilized public space, Providence Farm is a resource that benefits all community members. In addition to the hundreds of clients and vulnerable persons that access the farm's programs and services each year, Providence Farm provides all local residents with a vital space of education, recreation and restoration.



In addition to the many public amenities available on the site (Farm Fashions, the healing labyrinth, hiking trails, etc.), the farm's buildings – in particular Providence House – provide an accessible, affordable location for countless events (e.g. weddings, graduations, celebrations of life) and community group gatherings/practices (including yoga groups, choirs, local non-profits, etc.), benefitting thousands of community members every year.

What will those benefits be?

First and foremost, this project will benefit the vulnerable populations served by VIPCA's therapeutic programming. There is significant need for services addressing those living with special needs (including mental illness and addiction, disabilities, age-related challenges) in the Cowichan Valley, a region with the province's largest per capita number of persons with a developmental or disability challenge (Social Planning Cowichan, 2007) and rates of chronic mental illness and hospitalizations due to and alcohol or drugs that exceed provincial averages (Island Health, 2015). Programs like VIPCA's Greenways and Segues services (both provided directly out of Providence House) are proven interventions that go beyond medical intervention to address social and cultural rights (Rioux and Daly, 2010) including determinants of health like education, employment, and income; social inclusion and supportive relationships; and personal health practices and coping/life skills (Mikkonen & Raphael, 2010; Our Cowichan Communities Health Network, 2014).

VIPCA's therapeutic programs and services help vulnerable persons dealing with multiple (often intersecting) barriers overcome challenges, develop resiliency, and make positive changes. This program provides a safe haven for those that may not easily be accepted elsewhere.

Empowering activities (most taking place directly in Providence House) foster self-efficacy – encouraging participants to take responsibility for their own well-being by providing them with the tools, knowledge, and caring environment necessary to overcome struggles, reach their potential, and live fulfilling lives. Services intentionally overlap to offer a diverse range of participants with highly-individualized, comprehensive supports. (See Organizational Summary document - attached)

Providence House is where participants take part in music therapy, craft/textiles/art therapy, and join in with many group activities (e.g. Farm Fit, mindfulness and yoga practice). It is the site of life-skill and vocational training in the farm's kitchen and the Farm Fashions store. This building houses program amenities like the Resource Room, Segues Lounge, Craft Room, and Art Studio – important spaces of exploration, growth, and belonging for the farm's diverse clients. It is also the hub of all the administrative work that is required to keep these vital services benefiting those in need in our community.



Providence Farm provides the Cowichan region with a range of publicly accessible recreational/educational/restorative spaces and important resources. Many of these are situated in Providence House including the popular Farm Fashions store and Farm Table Restaurant. Moreover, Providence House is home to the programs of many community partners (e.g. Cowichan Folk Guild, Beekeepers Association, and Cowichan Youth Choir – to name a few) and local groups (e.g. yoga classes, knitter's guilds). In addition, many non-profit organizations (including Volunteer Cowichan, Cowichan Intercultural Society, Cowichan Therapeutic Riding Association) rely on VIPCA's low-cost room rentals for important gatherings. Finally, Providence House is an important location for community events like the farm's Christmas Craft Fair and The Cowichan Folk Guild's annual Folk Fest, as well as countless

weddings, graduations, family reunions, and other celebrations – all of which are attended by thousands of residents and visitors every year.

What are the impacts of not delivering the service or completing the project?

Providence Farm, and Providence House at the figurative and literal centre of it all, is a hub of community activity and plays an essential role in Cowichan life.



As this application and the attached documents should demonstrate, this structure is a landmark in our community that is actively and thoroughly used by a large number of diverse residents of the Cowichan Valley. Moreover, many local services, programs, and community initiatives would not be possible if not for the existence of this vital space.

Providence Farm’s “Big House” is a tremendous part of Cowichan Valley History, our present-day culture, and our community's future. Providence House should be viewed as an invaluable community amenity - one that has benefited countless people over the past 97 years, and one that needs to be preserved for future generations to enjoy.

If this project is not undertaken, we risk losing the use of this building (and the building itself) for the want of maintenance. Because Providence House is so much more than just a structure, this is unthinkable.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism

Providence Farm is a leader in social innovation, pioneering many programs, social enterprises, and integrated services that have put our region on the map. VIPCA’s programs and services build individual capacity within our region’s most vulnerable populations and shape a more diverse, resilient future for our community. (See Organizational Summary document - attached)

On Providence Farm, volunteers of all ages, abilities, and backgrounds to join together to care for the land and each other. This sense of belonging is a shared value and fundamental inspiration for participants, volunteers, and visitors alike.

As a charitable organization of limited means that has been managing Providence Farm's 400 acres of land with its many historic buildings for almost 40 years, VIPCA approaches every project with creativity and problem solving in order to maximize efficiency and conserve resources (both fiscal and environmental). The renovation/restoration of Providence House will be no different. (See Budget and Work Plan document - attached).

Please describe cost reduction strategies employed:

Further to the previous question, VIPCA plans on deploying every cost-reduction strategy possible in order to leverage existing resources, utilize in-kind contributions, and ultimately reduce the financial burden of this project. As described in the Budget and Work Plan document (attached), VIPCA will repurpose materials when possible and will involve participants (specifically those looking to develop vocational skills) and volunteers in the process when appropriate in order to reduce the expense of contracted professionals.

Indicate any volunteer labour and/or in-kind donations contributions:

As is outlined in the Project and Work Plan (attached), volunteer labour (specifically for preparation work and clean up duties) will be used when appropriate. While most of the materials required for this project will have to be purchased outright, VIPCA will actively seek in-kind contributions (or partial donations) of materials/supplies when possible and will salvage any materials that can be saved (for this project or future ones).



Vancouver Island Providence Community Association (VIPCA) Organizational Summary

Overview

Providence Farm is a 400 acre farm at the foot of Mt. Tzouhalem in Duncan, BC. The land was pioneered by the Sisters of St. Ann in 1867 and eventually transformed, with the Sister's help, into a secular therapeutic farm managed by the Vancouver Island Providence Community Association or VIPCA (est. 1979). In 2009, on the farm's 30th anniversary, ownership of the property was formally transferred (gifted) to VIPCA.

VIPCA's programs serve adults (18+) with special needs - including acquired and congenital physical, cognitive/intellectual and/or developmental disabilities (including addiction/substance use issues). Frequent reasons for referrals include brain injuries, Downs' syndrome, dementia, autism, and fetal alcohol syndrome.



Programs, services, and grounds/facility upkeep are overseen by some 20 full time staff, 9 part time staff, and 70+ dedicated volunteers. Personnel also include interns, practicum students, and supported employees (clients with paid employment on the farm). Approximately 130 participants access farm programs every year (about 75 attend each week). Over 12,000 lunches are served on the farm each week – providing many clients with their only nutritious meal of the day.



Best described as a radically inclusive community centre, Providence Farm provides a local hub for participation, achievement, and social connection – extending benefits to and beyond registrants and positively impacting the entire region. The Therapeutic Farm Program provides community members of all abilities with life-enriching services and empowering supports elemental to key social determinants of health.

Programs and Services

Greenways Self Help

Serves: Men and women of all (adult) ages. 80 spaces are available each week (each space amounts to one six hour day). Participants access the program on a contract basis via Island Health (including: Mental Health and Substance Use – MHSU, Brain Injuries Program – BIP, and Early Psychosis Intervention – EPI); Community Living BC (CLBC); and trusts/boards established for the purpose of an individual’s care.

Supported by: 8 full time staff + volunteers

Running since: 1979

Operates: Monday – Friday, 9am - 3pm; 50 weeks/year

Follows a: Psychosocial Rehabilitation (PSR) model

Description: The Greenways program provides participants with horticulture/nature based therapy, animal therapy, music therapy, as well as opportunities to develop skills and explore self-expression through woodworking, textiles, and arts/crafts. Workshops, educational events, and field trips complement these areas of interest. Life skills and vocational development are primary activities - including applied hospitality training in the kitchen (where participants prepare a healthy meal for the whole farm and also learn about nutrition) and retail experience in the Farm Fashions store (a thriving “free” store that provides clothing outreach). Group activities include “Farm Fit” (fitness training), mindfulness meditation, and yoga practice. Each client’s schedule is customized to include the interventions, activities, and experiences that best suit their strengths, needs, and goals. Peer mentoring encourages participants to flourish in their area of expertise/interest, share their knowledge with others, and assume a leadership role on the farm.



Segues

Serves: Adult male clients that require a higher level of support than is offered by the Greenways program. Approximately 10 men are enrolled in the Segues program at any given time. Like Greenways, participants access the program through Island Health and Community Living BC contracts.

Supported by: 3 full time staff + volunteers.

Running since: 2006

Operates: Monday – Friday, 9am - 3pm; 50 weeks/year

Follows a: Psychosocial Rehabilitation (PSR) model

Description: Through a Horticultural/Nature-Based therapeutic approach, participants learn life skills, develop self-efficacy, and discover abilities through agricultural activities (e.g. firewood cording, apple cider production, garden maintenance) and hands-on work around the farm (e.g. grounds keeping, recycling, laundry, seasonal displays, and event set up/tear down).

When appropriate, and with staff support, Segues clients will be incorporated into Greenways program activities/initiatives to provide additional experiences/opportunities, expand skills, and enhance social interactions. A standing example of this is the “Monday Morning Sing-Along,” a favourite of participants in both the Greenways and Segues cohorts.



Saint Ann’s Garden Club

Serves: older adults with age-related medical or mental health challenges and/or isolated seniors. The Saint Ann’s Garden Club welcomes approximately 28 members each week. Participants are referred to the club by Island Health (Seniors Outreach Team).

Supported by: 2 full time staff + volunteers.

Running since: 1990

Operates: Tuesday – Friday, 9:30am – 2:30 pm; 50 weeks/year

Follows a: Psychosocial Rehabilitation (PSR) model

Description: Based on a horticultural/nature-based therapy model, SAGC provides seniors with a homelike setting (including a beautiful clubhouse), use of the solarium and/or greenhouse, and an accessible personal garden plot (a hip-height raised bed) to grow one's own flowers or vegetables. What is grown can be taken home and shared with families or contributed to the club's daily hot lunch program.



Activities include seed sowing, transplanting, harvesting, canning/freezing fruits and vegetables, arts and crafts, woodworking, baking, movies, music singalongs, arts/crafts and board/card games/puzzles.

The club provides seniors impacted by age-related disease/disability and loneliness with valuable recreation/entertainment, opportunities for self-determination, and vital social connections – enabling many participants to continue to live independently or within their own support systems (e.g. assisted living, families).

One-on-One Support

Serves: participants requiring continuous, one-on-one supervision. Approximately 5 individuals each year enroll for one-on-one support either through contracts (as described for Greenways/Segues) or directly via VIPCA.

Supported by: As many staff members as are required for enrollment

Running Since: 2008

Operates: flexible - according to enrollment.

Follows a: Psychosocial Rehabilitation (PSR) model

Description: One-on-one programming is provided by personal support workers and is tailored to each participant's unique circumstances with a focus on developing life skills and building independence. Designed for clients that require intensive supervision, this service also provides respite for families and caregivers of persons with significant needs for support. Through integration with ongoing programs (e.g. joining in on group activities) and opportunities to work alongside farm personnel (staff, volunteers, participants), one-on-one participants are assured a range of experiences and opportunities for beneficial social connections.



Farm Amenities

Community Gardens

102 allotment garden plots are rented to community members that do not have access to gardens/land. Rentals include access to the farm's tool sheds, irrigation systems, and home-made fertilizer.

Farm Fashions

Farm Fashions is a booming "free store" that operates like a thrift store, providing clothing outreach to hundreds of vulnerable persons each year (including farm clients). In addition to the skill and employment training this setting provides to program participants, Farm Fashions is a frequent destination for local service providers (including Cowichan Lodge, Cowichan Tribes, and Island Health) and is visited by approximately 50 community members each day.



Labyrinth

Honoring the traditions of healing landscapes and herbal medicine, the Labyrinth is a publicly-accessible meditative space that is filled with indigenous plants known for their healing properties.



General Store

Often the "starting point" for visitors to the farm, the General Store sells farm produce along with artisanal products created on-site by program participants.

Farm Table Restaurant

This partnership between VIPCA and Vancouver Island University's culinary program provides high-quality hospitality training for students in our region (as well as an affordable, world-class dining experience for local residents).

Recreation

Providence Farm is open to the public every day, providing community members (and visitors) with a beautiful, highly accessible space for recreation, education, and restoration. Hiking trails, strolling gardens, and a self-guided historical tour are just some of the enjoyments afforded to thousands of visitors each year.

Agricultural Production

Providence Farm provides our community with fresh, high-quality, organic agricultural products (e.g. veggies, eggs, beef, chickens) that are accessed through the General Store, Veggie Box program, and Duncan Farmer's Market. VIPCA's agricultural activities provide our region with a working example of sustainable, small-scale farming that attracts visitors to region, supports the local green-economy, and contributes to food security in our community.



Facility Rentals

The buildings and grounds of picturesque Providence Farm provide our region with a one-of-a-kind, de-facto community centre. Countless weddings, celebrations of life, graduations, and family reunions have been celebrated on farm grounds. Groups including the Cowichan Youth Choir, Cowichan Beekeepers Association, Cowichan Intercultural Society, and Volunteer Cowichan use the farm's buildings for meetings, practices, and other community gatherings. Annual events taking place on the farm include the Island's Folk Festival, Special Woodstock, BCSPCA's "Paws for a Cause" walk; and Hike for Hospice.

Therapeutic Community

Providence Farm is home to a number of complementary associations including the Cowichan Folk Guild, School District 79's Alternate School, and the Cowichan Therapeutic Riding Association. These organizations are more than just tenants. These community partners work in harmony with VIPCA programs and each other to create a symbiotic therapeutic community and integrated service delivery model on Providence Farm.



Coming to the Farm...

Bunnies in a Basket

Participants working with therapy bunnies will take special field trips and visit different community locations (e.g. schools, seniors homes) to raise awareness about animal therapy and provide beneficial interactions to target populations (e.g. children, the elderly). Moreover, this outreach will provide participants with important opportunities for leadership and pride of ownership.



Willow Tree Club

With seed funding from the 100 Women Who Care project, VIPCA will pilot this stand-alone program in 2018/19. The Willow Tree Club will support the program's long-standing participants as they face age-related challenges (such as Alzheimer's), allowing them to "age-in-place" at the farm they've come to know as home.



VIPCA Providence House Restoration Project
Budget - Year 1 (Fiscal Y/E 2018-2019)

Expense	General	CVRD	In-Kind	Total
Gutter and Downspout Replacement				
<u>Labour</u>				
Removal of old gutter system (professional)		\$ 5,000.00		\$ 5,000.00
Clean up/disposal of old system - 20 hours (volunteers)			\$ 800.00	\$ 800.00
Installation of new system (professional)		\$ 2,500.00		\$ 2,500.00
Project management (VIPCA staff)	\$ 460.00			\$ 460.00
<u>Materials</u>				
Gutters, facial boards, assorted supplies	\$ 272.45	\$ 8,000.00		\$ 8,272.45
<u>Rentals</u>				
Boom Lift	\$ 142.84	\$ 1,000.00		\$ 1,142.84
Contingency (15%)	\$ 1,606.29	\$ 1,000.00		\$ 2,606.29
Total - Gutter replacement	\$ 2,481.58	\$ 17,500.00	\$ 800.00	\$ 20,781.58
Resurface and Seal Decks				
<u>Labour</u>				
Powerwashing and Prep Labour (professional)	\$ 200.00			\$ 200.00
Resurfacing of decks - 70 hours (volunteer)			\$ 1,400.00	\$ 1,400.00
Project management (VIPCA staff)	\$ 230.00			\$ 230.00
<u>Materials</u>				
Behr Paint (2011 sq. feet)	\$ 326.00	\$ 1,000.00		\$ 1,326.00
<u>Rentals</u>				
Tool and equipment rentals		\$ 1,500.00		\$ 1,500.00
Contingency (15%)	\$ 698.40			\$ 698.40
Total - Resurfacing/sealing decks	\$ 1,454.40	\$ 2,500.00	\$ 1,400.00	\$ 5,354.40
Insulation (Exterior Walls and Attic)				
<u>Labour</u>				
Retrofit and insulate exterior walls (professional)	\$ 756.25	\$ 23,000.00		\$ 23,756.25
Patching work - 90 hours (volunteers)			\$ 1,800.00	\$ 1,800.00
Project management (VIPCA staff)	\$ 460.00			\$ 460.00
<u>Materials</u>				
Attic venting and insulation	\$ 237.00	\$ 6,000.00		\$ 6,237.00

VIPCA Providence House Restoration Project
Budget - Year 1 (Fiscal Y/E 2018-2019)

Contingency (15%)	\$ 3,567.99	\$ 1,000.00		\$ 4,567.99
Total - Insulation	\$ 5,021.24	\$ 30,000.00	\$ 1,800.00	\$ 36,821.24
Total Year 1 Renovation Project Expense	\$ 8,957.22	\$ 50,000.00	\$ 4,000.00	\$ 62,957.22
Revenue	General	CVRD	In-Kind	Total
<u>Grants</u>				
CVRD Regional Grant-in-Aid		\$ 50,000.00		\$ 50,000.00
Organization's Contributions*	\$ 8,957.22			\$ 8,957.22
* derived from unrestricted fundraising, donations, and social enterprise activities				
In-Kind Contributions (200 hours valued at \$20/hour)			\$ 4,000.00	\$ 4,000.00
Total Year 1 Renovation Project Revenue	\$ 8,957.22	\$ 50,000.00	\$ 4,000.00	\$ 62,957.22
Revenue Over Expenses	\$ -	\$ -	\$ -	\$ -

VIPCA Providence House Restoration Project
Budget - Year 2 (Fiscal Y/E 2019-2020)

Expense	General	CVRD	In-Kind	Total
Painting of Building				
<u>Labour</u>				
Painting (professional)	\$ 46,940.00	\$ 40,000.00		\$ 86,940.00
Prep work and clean up - 60 hours (volunteer)			\$ 1,200.00	\$ 1,200.00
Project management (VIPCA staff)	\$ 920.00			\$ 920.00
<u>Materials</u>				
Paint and supplies	\$ 5,500.00	\$ 5,000.00		\$ 10,500.00
<u>Rentals</u>				
Arial Lift	\$ 3,925.00	\$ 5,000.00		\$ 8,925.00
Contingency (15%)	\$ 16,092.75			\$ 16,092.75
Total	\$ 73,377.75	\$ 50,000.00	\$ 1,200.00	\$ 124,577.75
Total Year 2 Renovation Project Expense	\$ 73,377.75	\$ 50,000.00	\$ 1,200.00	\$ 124,577.75
Revenue	General	CVRD	In-Kind	Total
<u>Grants</u>				
CVRD Regional Grant-in-Aid		\$ 50,000.00		\$ 50,000.00
Community Gaming Grant: Major Capital Project	\$ 50,000.00			\$ 50,000.00
Community Gaming Grant: Minor Capital Project	\$ 15,000.00			\$ 15,000.00
Other Grants	\$ 5,000.00			\$ 5,000.00
Organization's Contributions*	\$ 3,377.75			\$ 3,377.75
* derived from unrestricted fundraising, donations, and social enterprise activities				
In-Kind Contributions (60 hours valued at \$20/hour)			\$ 1,200.00	\$ 1,200.00
Total Year 2 Renovation Project Revenue	\$ 73,377.75	\$ 50,000.00	\$ 1,200.00	\$ 124,577.75
Revenue Over Expenses	\$ -	\$ -	\$ -	\$ -

VIPCA Providence House Restoration Project
Budget - Year 3 (Fiscal Y/E 2020-2021)

Expense	General	CVRD	In-Kind	Total
Replacement of Windows				
<u>Labour</u>				
Installation \$200 per window x 135 (professional)	\$ 17,000.00	\$ 10,000.00		\$ 27,000.00
Prep work - 30 hours (volunteer)			\$ 600.00	\$ 600.00
Project management (VIPCA staff)	\$ 920.00			\$ 920.00
<u>Materials</u>				
Windows @ \$800 each x 135	\$ 68,000.00	\$ 40,000.00		\$ 108,000.00
Contingency (15%)	\$ 24,438.00			\$ 24,438.00
Total	\$ 110,358.00	\$ 50,000.00	\$ 600.00	\$ 160,958.00
Total Year 3 Renovation Project Expense	\$ 110,358.00	\$ 50,000.00	\$ 600.00	\$ 160,958.00
Revenue	General	CVRD	In-Kind	Total
<u>Grants</u>				
CVRD Regional Grant-in-Aid		\$ 50,000.00		\$ 50,000.00
Community Gaming Grant: Major Capital Project	\$ 75,000.00			\$ 75,000.00
Community Gaming Grant: Minor Capital Project	\$ 15,000.00			\$ 15,000.00
Other Grants	\$ 15,000.00			\$ 15,000.00
Organization's Contributions*	\$ 5,358.00			\$ 5,358.00
* derived from unrestricted fundraising, donations, and social enterprise activities				
In-Kind Contributions (30 hours valued at \$20/hour)			\$ 600.00	\$ 600.00
Total Year 3 Renovation Project Revenue	\$ 110,358.00	\$ 50,000.00	\$ 600.00	\$ 160,958.00
Revenue Over Expenses	\$ -	\$ -	\$ -	\$ -

Vancouver Island Providence Community Association
Organizational Budget
April 1, 2018 to March 31, 2019

Revenue

	Pending	Confirmed	Total
Contract Revenue			
CLBC contracts	\$ -	\$ 416,555.12	\$ 416,555.12
VIHA Contracts	\$ -	\$ 261,610.00	\$ 261,610.00
total contract revenue	\$ -	\$ 678,165.12	\$ 678,165.12
Donations			
Individuals	\$ 73,157.00	\$ -	\$ 73,157.00
Businesses	\$ 13,350.00	\$ -	\$ 13,350.00
Community Organizations	\$ 10,000.00	\$ -	\$ 10,000.00
Foundations	\$ 25,000.00	\$ -	\$ 25,000.00
total donations	\$ 121,507.00	\$ -	\$ 121,507.00
Fundraising Events			
Calendar sales	\$ 859.00	\$ -	\$ 859.00
Farm Dance	\$ 9,905.00	\$ -	\$ 9,905.00
Feast of Fields	\$ 4,000.00	\$ -	\$ 4,000.00
Island Folk Fest	\$ 5,000.00	\$ -	\$ 5,000.00
Pumpkin Hay Rides	\$ 3,100.00	\$ -	\$ 3,100.00
Special Woodstock	\$ 2,000.00	\$ -	\$ 2,000.00
Tours	\$ 780.00	\$ -	\$ 780.00
Christmas Craft Fair	\$ 4,600.00	\$ -	\$ 4,600.00
total fundraising events	\$ 30,244.00	\$ -	\$ 30,244.00
Grants			
CVRD Regional Grant in Aid	\$ 50,000.00	\$ -	\$ 50,000.00
Community Gaming Grant - Program Funding	\$ 82,200.00	\$ -	\$ 82,200.00
Wage Subsidies	\$ 7,000.00	\$ -	\$ 7,000.00
SSA Esthers Dream Fund	\$ 25,000.00	\$ -	\$ 25,000.00
Other Grants	\$ 60,000.00	\$ -	\$ 60,000.00
total grant revenue	\$ 224,200.00	\$ -	\$ 224,200.00
Interest and Other Revenue			
Miscellaneous Income	\$ 8,516.88	\$ -	\$ 8,516.88
Endowment Fund Interest Income	\$ -	\$ 6,400.00	\$ 6,400.00
total interest and misc. revenue	\$ 8,516.88	\$ 6,400.00	\$ 14,916.88
Rental Revenue			
Occasional Revenue	\$ 22,000.00	\$ -	\$ 22,000.00
Wedding Revenue	\$ 30,000.00	\$ -	\$ 30,000.00
Tenant Rental	\$ -	\$ 98,469.00	\$ 98,469.00
total rental revenue	\$ 52,000.00	\$ 98,469.00	\$ 150,469.00

Sales Revenue

Farming	\$	120,000.00	\$	-	\$	120,000.00
General Store	\$	36,600.00	\$	-	\$	36,600.00
Farm Fashions	\$	12,394.00	\$	-	\$	12,394.00
Woodworking	\$	19,000.00	\$	-	\$	19,000.00
Kitchen sales	\$	13,500.00	\$	-	\$	13,500.00
SAGC Products	\$	1,700.00	\$	-	\$	1,700.00
Textiles products	\$	700.00	\$	-	\$	700.00
Segues Sales	\$	2,500.00	\$	-	\$	2,500.00
total sales revenue	\$	206,394.00	\$	-	\$	206,394.00

User Fees

Allotment Gardens	\$	-	\$	3,300.00	\$	3,300.00
SAGC Fees	\$	-	\$	11,290.00	\$	11,290.00
total user fees	\$	-	\$	14,590.00	\$	14,590.00

Membership Revenue

families	\$	300.00	\$	-	\$	300.00
Individuals	\$	1,200.00	\$	-	\$	1,200.00
total membership revenue	\$	1,500.00	\$	-	\$	1,500.00

Total Revenue	\$	644,361.88	\$	797,624.12	\$	1,441,986.00
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Expenses

	General		Total			
Administration Costs						
Advertising and Promotion	\$	3,650.00	\$	-	\$	3,650.00
PST expense	\$	2,319.00	\$	-	\$	2,319.00
janitorial supplies	\$	600.00	\$	-	\$	600.00
Office Supplies	\$	9,596.00	\$	-	\$	9,596.00
Bank and 3rd party charges	\$	10,569.00	\$	-	\$	10,569.00
Postage and Freight	\$	2,060.00	\$	-	\$	2,060.00
total Administration costs	\$	28,794.00	\$	-	\$	28,794.00

Fundraising Expenses

Farm Dance	\$	5,000.00	\$	-	\$	5,000.00
Christmas Craft Fair	\$	1,000.00	\$	-	\$	1,000.00
Pumpkin Hay rides	\$	700.00	\$	-	\$	700.00
Feast of Fields	\$	100.00	\$	-	\$	100.00
Island Folk Fest	\$	700.00	\$	-	\$	700.00
Calendars	\$	500.00	\$	-	\$	500.00
Other	\$	13,000.00	\$	-	\$	13,000.00
total fundraising expenses	\$	21,000.00	\$	-	\$	21,000.00

Professional Fees

Accountant	\$	10,500.00	\$	-	\$	10,500.00
Information Technology	\$	3,874.00	\$	-	\$	3,874.00
Veterinarian/Animal care	\$	500.00	\$	-	\$	500.00
Other	\$	11,000.00	\$	-	\$	11,000.00
total program expense	\$	25,874.00	\$	-	\$	25,874.00

Program Materials

Food Supplies	\$	31,000.00	\$	-	\$	31,000.00
Program Supplies	\$	9,300.00	\$	-	\$	9,300.00
Therapeutic Animal Expense	\$	1,100.00	\$	-	\$	1,100.00
Plants, seeds, soil, fertilizer	\$	5,100.00	\$	-	\$	5,100.00
Woodwork Supplies	\$	2,751.00	\$	-	\$	2,751.00
Shuttle Service	\$	1,500.00	\$	-	\$	1,500.00
Safety Supplies	\$	700.00	\$	-	\$	700.00
total program materials expense	\$	51,451.00	\$	-	\$	51,451.00

Social Enterprise Expense

Farming	\$	37,505.00	\$	-	\$	37,505.00
General Store	\$	14,703.00	\$	-	\$	14,703.00
Rentals	\$	4,640.00	\$	-	\$	4,640.00
total social enterprise expense	\$	56,848.00	\$	-	\$	56,848.00

Security and Insurance Expense

Insurance	\$	56,000.00	\$	-	\$	56,000.00
Security Expenses	\$	10,800.00	\$	-	\$	10,800.00
total security and insurance expense	\$	66,800.00	\$	-	\$	66,800.00

Site and Maintenance Expense

Building and site repairs and maintenance	\$	117,200.00	\$	-	\$	117,200.00
Inspections	\$	2,800.00	\$	-	\$	2,800.00
Tools and Equipment	\$	6,500.00	\$	-	\$	6,500.00
Janitorial	\$	15,000.00	\$	-	\$	15,000.00
total site and maintenance expense	\$	141,500.00	\$	-	\$	141,500.00

Staff and Board Development

Staff Training, Development and Expenses	\$	16,500.00	\$	-	\$	16,500.00
Board Expenses	\$	3,700.00	\$	-	\$	3,700.00
Volunteer Expenses	\$	500.00	\$	-	\$	500.00
total staff and board development	\$	20,700.00	\$	-	\$	20,700.00

Training Incentives for Participants

Segues	\$	4,826.00	\$	-	\$	4,826.00
CLBC Contract	\$	3,509.00	\$	-	\$	3,509.00
total training incentives	\$	8,335.00	\$	-	\$	8,335.00

Utilities

Hydro	\$	35,000.00	\$	-	\$	35,000.00
Internet	\$	6,000.00	\$	-	\$	6,000.00
Natural Gas	\$	7,000.00	\$	-	\$	7,000.00
Propane	\$	300.00	\$	-	\$	300.00
Property Taxes	\$	386.00	\$	-	\$	386.00
Telephone	\$	4,500.00	\$	-	\$	4,500.00
Water	\$	100.00	\$	-	\$	100.00
total utilities	\$	53,286.00	\$	-	\$	53,286.00

Vehicle Insurance

Diesel	\$	1,000.00	\$	-	\$	1,000.00
Gas	\$	4,600.00	\$	-	\$	4,600.00
Mileage	\$	500.00	\$	-	\$	500.00
Licence Plates and Insurance	\$	4,000.00	\$	-	\$	4,000.00
Repairs and maintenance	\$	7,200.00	\$	-	\$	7,200.00
total staff and board development	\$	17,300.00	\$	-	\$	17,300.00

Wages and Benefits

Supported Employees	\$	37,000.00	\$	-	\$	37,000.00
Regular Staff	\$	718,480.00	\$	-	\$	718,480.00
Relief Staff	\$	27,000.00	\$	-	\$	27,000.00
Benefits	\$	86,118.00	\$	-	\$	86,118.00
CPP & EI	\$	62,000.00	\$	-	\$	62,000.00
WCB	\$	19,500.00	\$	-	\$	19,500.00
total wages and benefits	\$	950,098.00	\$	-	\$	950,098.00

Total Expenses	\$	1,441,986.00	\$	-	\$	1,441,986.00
					\$	-

In-Kind Contributions

Volunteerism

<u>General Program</u>						
program & site volunteers	6000 hours @ \$18/hour*		\$			108,000.00
staff volunteer time	300 @ \$23/hour (average wage)		\$			7,500.00
<u>Providence House Restoration</u>						
volunteer labour (skilled)	200 hours @\$20/hour		\$			4,000.00
total volunteerism value			\$			119,500.00

* based on Cowichan region living wage

Donated Goods and Services

donated services (e.g. plumber, vet, etc.)	75 hours @ \$50/hour		\$			3,750.00
donated goods (to program and store)	assessed at fair market value		\$			8,800.00
total donated goods and services			\$			12,550.00

Total In-Kind Contributions			\$			132,050.00
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VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Statement of Financial Position

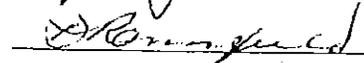
March 31, 2017

(Unaudited)

	2017	2016
ASSETS		
CURRENT		
Cash (Note 6)	\$ 374,243	\$ 228,559
Term deposits (Note 6)	357,928	353,321
Accounts receivable	12,197	4,392
Goods and services tax recoverable	-	2,181
Inventory (Note 4)	27,018	17,460
	<u>771,386</u>	<u>605,913</u>
CASH AND INVESTMENTS RESTRICTED FOR ENDOWMENT PURPOSES (Note 5)	30,491	30,017
TANGIBLE CAPITAL ASSETS (Note 7)	<u>4,913,570</u>	<u>4,991,576</u>
	<u>\$ 5,715,447</u>	<u>\$ 5,627,506</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 51,721	\$ 49,211
Goods and services tax payable	8,105	-
Provincial sales tax payable	1,841	857
Worksafe BC payable	3,403	2,065
Employee deductions payable	7,097	6,477
Deferred income (Note 9)	161,908	154,966
Current portion of deferred capital contributions (Note 10)	8,218	6,431
	<u>242,293</u>	<u>220,007</u>
DEFERRED CAPITAL CONTRIBUTIONS (Note 10)	<u>69,075</u>	<u>55,834</u>
	<u>311,368</u>	<u>275,841</u>
NET ASSETS		
Unrestricted	392,881	251,508
Internally restricted (Note 11)	144,430	140,830
Endowment (Note 5)	30,491	30,017
Invested in capital assets	<u>4,836,277</u>	<u>4,929,310</u>
	<u>5,404,079</u>	<u>5,351,665</u>
	<u>\$ 5,715,447</u>	<u>\$ 5,627,506</u>

ON BEHALF OF THE BOARD

 Director

 Director

See notes to financial statements

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Statement of Changes in Net Assets

Year Ended March 31, 2017

(Unaudited)

	Unrestricted	Internally Restricted	Endowment Fund	Invested in Capital Assets	2017	2016
NET ASSETS, beginning of year	\$ 251,509	\$ 140,830	\$ 30,016	\$ 4,929,310	\$ 5,351,665	\$ 5,397,589
Excess (deficiency) of revenues over expenses	157,148	-	175	(105,209)	\$ 52,114	(46,579)
Investment in capital assets	(35,176)	-	-	35,176	-	-
Endowment contributions	-	-	300	-	300	655
Transfers	23,000	-	-	(23,000)	-	-
Internal restrictions (Note 11)	(3,600)	3,600	-	-	-	-
NET ASSETS, end of year	\$ 392,881	\$ 144,430	\$ 30,491	\$ 4,836,277	\$ 5,404,079	\$ 5,351,665

See notes to the financial statements

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Statement of Revenues and Expenditures

Year Ended March 31, 2017

(Unaudited)

	2017	2016
REVENUES		
Contracts (Note 15)		
Donations	\$ 725,697	\$ 806,857
Fundraising	289,199	346,666
Gaming	31,913	50,149
Grants	82,200	32,000
Interest	24,268	7,408
Memberships	5,419	5,953
Rentals	7,686	3,143
Sales	152,026	144,808
User fees	254,554	234,583
	<u>17,181</u>	<u>12,613</u>
	<u>1,590,143</u>	<u>1,644,180</u>
EXPENSES		
Advertising	5,448	5,267
Amortization	113,180	116,687
Automotive	19,705	17,985
Bad debts	1,108	-
Bank charges	6,202	4,335
Donations	-	150,000
Equipment and tools	10,020	7,715
Fundraising (Note 13)	14,717	22,750
GST adjustments	19,279	-
Insurance	50,699	54,583
Office	19,544	17,900
Professional fees	20,988	17,606
Program materials and development	117,170	150,998
Repairs and maintenance	93,835	98,257
Security	10,622	8,359
Telephone	12,651	13,083
Training allowance (Note 14)	10,166	24,902
Utilities	48,220	47,893
Wages and benefits	<u>964,475</u>	<u>932,709</u>
	<u>1,538,029</u>	<u>1,691,029</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	52,114	(46,849)
OTHER INCOME		
Gain on disposal of assets	-	270
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ 52,114</u>	<u>\$ (46,579)</u>

See notes to financial statements

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Statement of Cash Flows
Year Ended March 31, 2017

(Unaudited)

	2017	2016
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ 52,114	\$ (46,579)
Items not affecting cash:		
Amortization of tangible capital assets	113,180	116,687
Gain on disposal of assets	-	(270)
	<u>165,294</u>	<u>69,838</u>
Changes in non-cash working capital:		
Accounts receivable	(7,805)	4,731
Inventory	(9,558)	2,161
Accounts payable and accrued liabilities	2,511	14,564
Deferred income	6,942	45,662
Deferred capital contribution	15,029	10,916
GST	10,286	2,441
PST	984	451
Worksafe BC	1,338	(912)
Employee deductions	620	(10,594)
	<u>20,347</u>	<u>69,420</u>
Cash flow from operating activities	<u>185,641</u>	<u>139,258</u>
INVESTING ACTIVITIES		
Purchase of capital assets	(35,176)	(63,266)
Proceeds on disposal of tangible capital assets	-	1,260
Cash flow used by investing activities	<u>(35,176)</u>	<u>(62,006)</u>
FINANCING ACTIVITY		
Endowment fund contributions	300	655
INCREASE IN CASH FLOW	150,765	77,907
Cash and cash equivalents - beginning of year	<u>611,897</u>	<u>533,990</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 762,662	\$ 611,897
CASH AND CASH EQUIVALENTS CONSISTS OF:		
Cash (Note 6)	\$ 374,243	\$ 228,559
Term deposits (Note 6)	357,928	353,321
Cash and investments restricted for endowment purposes (Note 5)	30,491	30,017
	<u>\$ 762,662</u>	<u>\$ 611,897</u>

See notes to financial statements

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2017

(Unaudited)

1. PURPOSE OF THE ASSOCIATION

Vancouver Island Providence Community Association (the "Association") is incorporated under the Societies Act of British Columbia and is a registered charity under the Income Tax Act. The Association's principal activity is to provide opportunities for social integration, pre-vocational and vocational training, and skill explorations for persons with barriers to education and employment.

Its mandate is to serve those disadvantaged and disabled whose needs are not met elsewhere in the community, and to provide good husbandry to the animals and buildings of the site.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for Not-for-Profit Organizations (ASNFPPO).

Inventory

Inventories are stated at the lower of cost and net realizable value. Net realizable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs for sale. The Association uses a standard cost method to approximate cost which is reviewed and updated annually.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and assessed for indicators of impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Tangible capital assets

Tangible capital assets are stated at cost or deemed cost less accumulated amortization. Tangible capital assets are amortized over their estimated useful lives on a declining balance basis at the following rates:

Land	non-depreciable
Buildings	4%
Computer equipment	30%
Farm equipment	30%
General equipment	20%
Greenhouse	20%
Office equipment	20%
Parking lot	8%
Vehicle	30%

Amortization is recorded at half of the above rates in the year of acquisition.

The Association regularly reviews its property and equipment to eliminate obsolete items.

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

(continues)

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2017

(Unaudited)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Contributed materials and services

Contributed materials, services and equipment that would otherwise have been purchased by the organization in the normal course of operations are recorded at fair market value at the date where the fair value can be reasonably estimated. Contributed services are occasionally not recognized in the financial statements due to the difficulty of determining their fair value.

Revenue recognition

The Association follows the deferral method of accounting for contributions. 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 in the year.

Externally restricted contributions for the purchase of capital assets are deferred and amortized over the life of the related capital asset. Unamortized deferred capital contributions relating to capital asset dispositions are recognized as revenue in the period of disposition, provided that all restrictions have been complied with.

Sales of goods and services are recorded when title passes to the customer, which generally coincides with the delivery or acceptance of goods or services.

Revenue earned from the rental of residential or commercial properties and the facilities is recognized monthly or at the time of the event.

Allocation of expenses

The Association engages in various programs that meet their internal mandate. The costs of each program include the costs of personnel, premises and other expenses that are directly related to providing the program. In addition, the Association incurs a number of general support expenses that are common to the administration of the organization and each of its programs. It is the policy of the Association to allocate the administrative costs to the various programs based on either the programs usage of administration or at the level required by the organization that provides the program funding to the Association. During the year ended March 31, 2017, the Association allocated administration expenses at a rate of 7% to 10% of the programs revenues.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. Significant areas involve requiring the use of management estimates relate to the valuation of amounts recorded as accounts receivable, the useful lives of capital assets for amortization, accrued liabilities, deferred income, and deferred capital contributions.

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2017

(Unaudited)

3. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments. The following analysis provides information about the Association's risk exposure and concentration as of March 31, 2017.

(a) Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from accounts receivable. The Association regularly assess accounts receivable based on the amounts it is virtually certain to receive.

The credit risk regarding cash and term deposits is considered to be negligible because they are held by a reputable financial institution with an investment grade external credit rating.

(b) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its receipt of funds from government and non-government funders and other related sources, and accounts payable.

4. INVENTORY

	2017	2016
General store	\$ 5,818	\$ 5,710
Nursery and greenhouse	-	6,759
Furniture shop	9,200	4,991
Other	12,000	-
	<u>\$ 27,018</u>	<u>\$ 17,460</u>

5. CASH AND INVESTMENTS RESTRICTED FOR ENDOWMENT PURPOSES

Contributions received by the Association for the internally restricted endowment fund are recognized as a direct increase in net assets. The purpose of the fund is to provide future financial stability and growth of the Association; the fund builds a balance of which the interest earnings are to help sustain the organization and the principle remains intact.

	2017	2016
Endowment - cash	\$ 7,387	\$ 7,080
Endowment - term deposits	23,104	22,937
	<u>\$ 30,491</u>	<u>\$ 30,017</u>

Term deposits are held at Island Savings Credit Union bearing an interest rate of 1.65% and mature in February 2021.

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2017

(Unaudited)

6. CASH AND TERM DEPOSITS

A portion of cash and term deposits are restricted as follows:

	2017	2016
Cash		
Cash- unrestricted	\$ 280,061	\$ 135,552
Cash- restricted	94,182	93,007
	<u>374,243</u>	<u>228,559</u>
Term deposits		
Term deposits- unrestricted	163,498	162,491
Term deposits- restricted	194,430	190,830
	<u>357,928</u>	<u>353,321</u>
	<u>\$ 732,171</u>	<u>\$ 581,880</u>

The restricted cash is externally restricted and is to be used for specific programs. Term deposits are held at Island Savings Credit Union with maturity dates between 1 to 4 years and interest rates ranging between 1.30% and 1.65%. \$50,000 of the term deposits are held as security over the line of credit disclosed in Note 8, and the remaining are term deposits internally restricted as disclosed in Note 11.

7. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Land	\$ 2,869,487	\$ -	\$ 2,869,487	\$ 2,869,487
Buildings	2,890,703	1,016,629	1,874,074	1,942,463
Computer equipment	37,681	35,875	1,806	2,580
Farm equipment	54,597	53,359	1,238	1,769
General equipment	447,928	380,744	67,184	70,885
Greenhouse	171,633	123,309	48,324	44,615
Office equipment	12,685	10,548	2,137	2,672
Parking lot	70,161	31,075	39,086	42,485
Vehicle	95,979	85,745	10,234	14,620
	<u>\$ 6,650,854</u>	<u>\$ 1,737,284</u>	<u>\$ 4,913,570</u>	<u>\$ 4,991,576</u>

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2017

(Unaudited)

8. CREDIT FACILITY

The Association has the following credit facility agreements:

An operating line of credit to a maximum of \$50,000 with Island Savings Credit Union, bearing interest at the Bank's prime lending rate plus 0.5% per annum. As at the year-end date, the Association has no draws against this line of credit (2016 - \$ nil). The Credit Union requires that the Association hold \$50,000 in term deposits as security for this agreement. Subsequent to year-end, this operating line of credit was cancelled.

An operating loan to a maximum of \$50,000 with Coastal Community Credit Union, bearing interest at the Bank's prime rate plus 1% per annum. As at the year-end date, the Association has no draws against this operating loan (2016 - \$ nil). The operating loan is secured by a general security agreement consisting of a first ranking security interest in all personal property of the Association.

9. DEFERRED INCOME

Deferred income consists of funds received in the current period that are related to the subsequent period. Specifically, the balance represents unearned contract revenue, unearned grant revenue, and rental deposits. Changes in the deferred income balance are as follows:

	2017	2016
Balance, beginning of year	\$ 154,966	\$ 109,304
Less: recognized as revenue in the year	(154,966)	(109,304)
Add: received related to the following year		
Community Gaming Grant	82,200	82,200
Island Health programs	11,635	22,805
Other programs	58,624	30,411
Prepaid rentals	9,449	19,550
	\$ 161,908	\$ 154,966
Balance, end of year	\$ 161,908	\$ 154,966

10. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions represent grants for the purchase or improvement of certain tangible capital assets. These contributions will be recognized as revenue in future periods as the related tangible capital asset is amortized. Changes in the deferred capital contribution balances are as follows:

	2017	2016
Balance, beginning of year	\$ 62,265	\$ 51,348
Add: capital contributions received during the year	23,000	18,220
Less: amount recognized as revenue in the year	(7,972)	(7,303)
	77,293	62,265
Balance, end of year	77,293	62,265
Less: current portion of deferred capital contributions	(8,218)	(6,431)
	69,075	55,834
Long term portion of deferred capital contributions	\$ 69,075	\$ 55,834

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2017

(Unaudited)

11. INTERNAL RESTRICTIONS

The internally restricted reserves of the Association are to be used for the maintenance and replacement of the Association's building, equipment, and vehicles. The Association may not use these internally restricted amounts for any other purpose without the approval of the Board of Directors. During the year the Association's Board of Directors resolved to transfer a total of \$3,600 (2016 - \$12,700) into the internally restricted reserves.

The internally restricted reserves consist of the following as at March 31, 2017:

	2017		2016
Building replacement reserve	\$ 94,054	\$	90,454
Equipment and vehicle replacement reserve	50,376		50,376
	<u>\$ 144,430</u>	\$	<u>140,830</u>

12. DONATIONS IN KIND

Donated materials, services and equipment of \$25,802 (2016 - \$65,876) have been included in revenues, of which \$2,253 (2016 - \$24,300) is included in capital assets, \$12,000 (2016 - \$nil) is included in inventory, and the remaining amounts are included in the operating expenses.

13. FUNDRAISING EXPENDITURES

These expenditures relate to costs incurred by the Association to organize and conduct fundraising events. The fundraising costs specifically include printing, catering, gaming licenses and supplies.

14. TRAINING ALLOWANCE

	2017		2016
Training allowance is comprised of the following:			
Program participants	\$ 3,523	\$	12,919
Staff and board development	6,643		11,983
	<u>\$ 10,166</u>	\$	<u>24,902</u>

15. ECONOMIC DEPENDENCE

The Association has a significant amount of revenues derived from government contracts. These government contracts are mainly with Island Health and Community Living BC to provide services for people with physical and mental health challenges. Revenues from government contracts represents 45% (2016 - 48%) of total revenues.

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2017

(Unaudited)

16. CONDITIONAL CONTRIBUTION

During the fiscal year ended March 31, 2010 the Sisters of Saint Ann ("Sisters") contributed land and buildings with a fair value of \$4,400,000 to the Association. The Sisters included certain covenants as part of the contribution of the land and buildings as follows:

1. The contributed land and buildings cannot be otherwise assigned or disposed of without written consent from the Sisters;
2. The Association is required to protect the contributed land and buildings to ensure that non-renewable resources are sustained and preserved;
3. First Nations peoples of the Cowichan Valley, the Sisters and the Roman Catholic Diocese of Victoria shall be permitted to use the land providing it is consistent with the stewardship of the contributed land and buildings;
4. Vancouver Island Providence Community Association must continue to operate as a non-profit association.

17. VICTORIA FOUNDATION

The Association has established an Endowment Fund with the Victoria Foundation to which it and other parties contribute endowment contributions. The capital of the fund remains the property of the Victoria Foundation and the Association becomes the income beneficiary only. Details of the fund as at March 31, 2017 are as follows:

	<u>2017</u>
PROVIDENCE FARM MISSION EDUCATION FUND	
Contributed by the Association and others	\$ 181,303
Contributed by the Victoria Foundation	<u>7,500</u>
	<u>\$ 188,803</u>

During the year, the Association received grants of \$37,638 from the fund. The market value of the fund at March 31, 2017 is \$176,958 (2016 - \$161,733).

18. REMUNERATION DISCLOSURE

On November 28, 2016, the new British Columbia Societies Act came into force. Included in the new Act is a requirement to disclose remuneration paid to all directors, the ten highest paid employees and all contractors who are paid at least \$75,000 annually. During the year, the Association did not pay employees or contractors amounts greater than the remuneration threshold.

19. SUBSEQUENT EVENTS

Subsequent to the year end, the Association spent approximately \$37,000 related to upgrades on specific equipment.



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Alistair MacGregor

MEMBER OF PARLIAMENT - COWICHAN-MALAHAT-LANGFORD

Parliamentary Office
519 Confederation Building
Ottawa, ON K1A 0A6

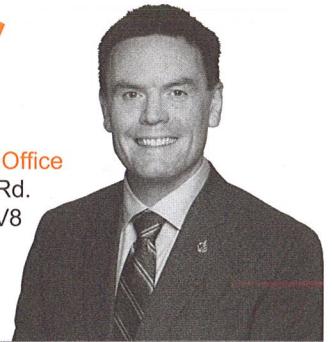
Duncan Community Office
101-126 Ingram St.
Duncan, BC V9L 1P1

Langford Community Office
3202B Happy Valley Rd.
Langford, BC V9C 2V8

Ottawa Tel.: 613-943-2180

Community Office Toll Free Tel.: 1-866-609-9998

Email: Alistair.MacGregor@parl.gc.ca **Web:** alistairmacgregor.ca



January 24, 2018

Grant Advisory Council
Cowichan Valley Regional District
175 Ingram St.
Duncan, BC V9L 1N8

To Whom It May Concern:

Subject: Letter of Support – Vancouver Island Providence Community Association Application - Regional Grant in Aid, Capital Projects

I would like to express my full support for the Vancouver Island Providence Community Association and their funding application they need in order to continue their invaluable work and contribution to our community.

As a rural community centre, the mission of Vancouver Island Providence Community Association (VIPCA) includes the stewardship of 400 acres of land while serving the needs and fostering the talents of people not easily accepted elsewhere. Providence Farm currently provides therapeutic services to a number of people in the Cowichan Valley with mental and developmental disabilities. I believe the work of Providence Farm to be an integral component of community involvement and acceptance, enhancing the quality of life for many in the Cowichan Valley, while promoting and supporting healthy life choices.

I support VIPCA's application to CVRD for the Regional Grant in Aid, Capital Project. Providence House, the 1921 iconic red building situated at the forefront of the 400-acre property, requires extensive upgrades to extend the life of the building so it can continue to run these programs. Providence House is the site for many non-profit local community users including the innovative Vancouver Island University Culinary Training Program, the Cowichan Folk Guild and many local non-profit users of its rental spaces. As such, the building is in constant use by both public and programming users who benefit from its rural but easily accessible location and affordable rates. Continued public and program accessibility is an essential component of the Cowichan Valley community.

Further, I believe that my support for the valuable work of this charity reflects our commitment to ensuring its continued success as a centre for therapeutic programming excellence in senior's outreach, mental health, substance use programming, and community integration. Funding for programming frequently excludes allocations for capital improvements or routine maintenance; the iconic building could not continue in its current or projected use without this important source of income.

For these reasons, I offer my full support to VIPCA in its application for this Regional Grant in Aid.

Sincerely,



Alistair MacGregor
Member of Parliament
Cowichan-Malahat-Langford
rm



Cowichan Valley Youth Choir
Director: Sheila Hilton Johnson
Telephone: 250-597-0114
Email: jsjconcenti@shaw.ca

January 27, 2018

To whom it may concern

Since 2003, the Cowichan Valley Youth Choir has rehearsed weekly in the chapel at Providence Farm. Our rehearsals take place every Thursday afternoon from September until May, with short breaks over Christmas and in the Spring. The chapel is a great venue for us as it is a good size, has lovely acoustics, and a piano. I have also attended performances in this facility over the years.

Our choirs (now four levels - we have grown since 2003), currently comprise fifty children aged 7 - 18. It often happens that new young choir members tell me that they have never been inside a chapel before, and are in awe of that new experience, especially when I explain a little of the history of the building. When I tell them how old it is they find it hard to even imagine.

I have talked with several people about the feeling of peace that descends whenever I enter the driveway from Tzouhalem Road, and have discovered that I am not alone in that experience. Coming originally from a country (England) where our local parish church was built in the 13th. century, it is not often that a building here in our beautiful Cowichan Valley causes me to stop in wonderment of its history. Just seeing the building appear across the fields is something I look forward to every time I am there. I also enjoy meeting some of the people who take part in the many programmes held in and around the main building. There is always an atmosphere of general happiness and contentment.

It is my opinion that the "Big House" of Providence Farm deserves to be valued as one of Cowichan's most important assets, and preserved to be enjoyed for generations to come.

Sheila Hilton Johnson



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA



Sonia Furstenau, MLA
Cowichan Valley

January 30, 2018

Grant Advisory Council
Cowichan Valley Regional District
175 Ingram St.
Duncan, BC V9L 1N8

To Whom it May Concern:

Please accept this letter as a show of support for Providence Farm's application for Regional Grant-in-Aid.

As a rural community centre, the mission of Vancouver Island Providence Community Association (VIPCA) includes the stewardship of 400 acres of land while serving the needs and fostering the talents of people not easily accepted elsewhere. Providence Farm currently provides therapeutic services to a number of people in the Cowichan Valley with mental and developmental disabilities.

I believe the work of Providence Farm to be an integral component of community involvement and acceptance, enhancing the quality of life for many in the Cowichan Valley, while promoting and supporting healthy life choices.

Thank you,

Sonia Furstenau
MLA for Cowichan Valley

Constituency Office:

1 - 16 High Street
Ladysmith, BC V9G 1A2
Telephone: 250 245-9375
Facsimile: 250 245-8164

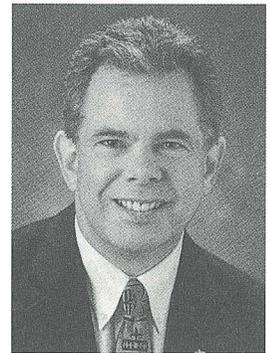
Unit 112 - 50 Tenth Street
(Southgate Shopping Centre)
Nanaimo, BC V9R 6L1
Telephone: 250 716-5221
Facsimile: 250 716-5222

Legislative Office:

Parliament Buildings
Victoria, BC V8V 1X4
Telephone: 250 953-4739
Facsimile: 250 387-4680
e-mail: douglas.routley.mla@leg.bc.ca
website: www.dougroutley.ca



**Province of
British Columbia**
Legislative Assembly



Doug Routley, MLA
(Nanaimo-North Cowichan)

January 26, 2018

Grant Advisory Council
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

Re: Vancouver Island Providence Community Association Application - Regional Grant-in-Aid, Capital Projects

As MLA for Nanaimo-North Cowichan, I am pleased to write this letter in support of the application by the Vancouver Island Community Association for the Regional Grant-in-Aid, in order for them to provide upgrades and maintenance for the Providence House.

The Vancouver Island Providence Community Association is an integral component of our community, in which provides programs relating to seniors outreach, mental health, substance use, and community integration. I believe that these valuable programs are necessary and widely beneficial for many residents in our region.

Providence House, a space in which many local non-profit organizations promote health, education, and therapy, and a place for the public to enjoy, is a vital structure located at Providence Farm. The Regional Grant-in-Aid will allow for the continued use of Providence House. Further, it will support the Vancouver Island Providence Community Association in their effort to continue to provide the excellent, and essential programs that they bring to the Cowichan Valley and its residents.

Please feel free to contact me if you have any questions or comments.

Regards,

Doug Routley, MLA
Nanaimo-North Cowichan

DR:cm

To whom it may concern,

I am writing this letter in support of Providence Farm's application for Capital Funds for the repairs to Providence House. In my opinion there are many reasons why Providence Farm should receive Capital Funds.

Providence Farm serves many groups from non-profit organizations to family gatherings as well as weddings and their VIPCA clients to mention a few. The Cowichan Beekeepers has held their monthly meetings at Providence House for the past two years. A lot of research was put into selecting this site. Providence Farm was very willing to make accommodations for us. The Cowichan Beekeepers are a member funded society with a modest budget and we needed a room large enough to accommodate approximately one hundred people.

As well as groups like the Cowichan Beekeepers using Providence House for their meetings, VIU also uses the Providence House kitchen for their Kitchen Program. Several of our members have had meals at Providence House prior to our meeting and have commented on what a wonderful program it is.

Cowichan House is also a landmark within the Cowichan Valley and has been here for 97 years. For the last 38 years it has operated as a charity giving back to the community. As such it deserves to be preserved for future generations.

Like any other structure, regular maintenance must be done. As a former carpenter and high school shop teacher I can see that Providence House needs some repairs. There is a fine line in putting off these repairs as the humid west coast weather quickly escalates the damage increasing the cost of repairs substantially.

Providence House is many things. It is a place for people to come and be accepted unconditionally and to have self-worth. It is a place for families to get together and celebrate and also a place to get married. Providence House serves non-profit groups with a place to hold their meetings and it is a place for those aspiring to be chefs to train in a commercial kitchen and to have the public enjoy their meals. Providence House is also a part of the Cowichan Valleys past. In a time when the past has become so important it would be a shame to lose a structure that has become a part of our future as well. Without the help of the CVRD all of this could be lost.

It is my hope that the importance of this iconic building is not lost on the CVRD and that they can contribute to keep Providence House around for the generations to come.

Sincerely,



John Magdanz

President of the Cowichan Beekeepers Society

**Scouts Canada 1st Lake
Cowichan**

Amount Requested: \$1,000.

Residential Cost Per \$100,000. Assessed Value - .005



1st Lake Cowichan Scouts

CVRD
RECEIVED
JAN 31 2018

Finance Division

January 29th, 2018

To Whom it May Concern:

RE: Grant-in-Aid Funding Application for 2017-2018 Scouting Year

Dear Sirs/Madames:

The 1st Lake Cowichan Scouts would like to submit an application for funding to offset some programming costs for the 2017-2018 Scouting year.

This scout year, the youth are working on the plans to attend some very exciting overnight events and we would like to request some financial assistance to allow for these expenditures. We are making application to each of the local governments for assistance of a 1/3 portioned share of the budgeted costs for three (3) events that are approved and sanctioned by Scouts Canada.

We look forward to hearing back favourably from you on our application.

With Kind Regards,

K McClain

Treasurer
1st Lake Cowichan Scouts
C/O Karen McClain
Box 714
Lake Cowichan, BC
V0R 2G0
knmcclain@gmail.com
250-749-3454

REGIONAL GRANT-IN-AID APPLICATION

Name of Organization: 1st Lake Cowichan Scouts

Name of Contact Person: Karen McClain

Mailing Address: Box 714 Lake Cowichan Postal Code: VOR 2G0

Telephone No. 250-749-3454 Fax No: email: Kmclain@gmail.com

Description of Project, Event, or Service: Scouts Canada Compulsory

programming requirements (Scouts are required to do 12 overnight activities)

Is the Project, Event, or Service already provided in the community by another organization?
Yes _____ No ✓

If yes, provide details: —

Who will benefit from the Project, Event, or Service: Youth in our Community

Total cost of the Project, Event, or Service: \$ 3000⁰⁰

Will you receive other sources of funding? Yes ✓ No _____

Please describe other sources of funding and amounts as requested or expected:

Grant request from Areas F, I and Town of Lake Cowichan \$ 1/3 of request

Indicate the volunteer labour and/or in-kind donations to be contributed to the Project, Event, or Service:

Group Community members, parent participation, four trained leaders

Have you included your organizations current annual budget and previous year's financial statements?

Yes ✓ No _____

Grant-in-Aid applied for: \$ 1000⁰⁰

Note: All applications must be received by the Regional District on or before January 31st of each year to be considered in the current year. Please attach documentation as required by CVRD policy, and any additional documentation supporting your Project, Event, or Service.

For office use only:

- All required documentation is included in application
- The applicant is an incorporated society
- The organization has not received 3 or more Regional Grants-in-Aid
- The organization is locally based

Program Description

Scouts Canada offers youth opportunities to learn new skills, independence, social and leadership skills through camps and other events. Youths become aware of their community as well as their natural environment. Our youth programs are open to everyone in the community.

We meet on a weekly basis at a local hall that we rent, as well as regular weekend adventures and camps... We focus on building skills in Youth based on Scouts Canada's SPICES. SPICES stand for a set of youth development goals covering six areas: Social, Physical, Intellectual, Character, Emotional, and Spiritual. SPICES represent one of the main elements of the [Canadian Path](#).

- **Social** - Acquire the concept of interdependence with others, explore a sense of being part of a diverse group and develop my abilities in cooperation and leadership.
- **Physical** - Be responsible for the care and well-being of my own body.
- **Intellectual** - Develop my ability to think, to plan, to innovate and to use information in an original way to adapt to new situations.
- **Character** - Learn responsibility towards myself while at the same time balancing that with respect for others.
- **Emotional** - Recognize my own feelings and learn to express them in a healthy manner while respecting the feelings of others.
- **Spiritual** - Learn to recognize that I am a part of a larger spiritual reality and to respect the spiritual choices of others.

The other elements of the Canadian Path that we use include: Youth-led, Plan-Do-Review (where leadership skills are formed and Adventure.

In Adventure, There are a series of badges in 9 areas that youth can work toward attaining as they build skills in these adventure areas (such as paddling, aquatics, emergency aid, winter skills, camping, trail skills, vertical skills, sailing, and scout craft). Many of our camps and weekend activities that we require funding for fall within these 9 program areas. We would like to take the kids snowshoeing; learn about winter survival, go rock climbing, etc. etc.

We try really hard to offer a balanced program in the six Program Areas: Environment & Outdoors, Leadership, Active & Healthy Living, Citizenship, Creative Expression and Beliefs & Values.

Our Group's story:

Scouting was alive and well in the Cowichan valley for many many years, especially

here in Lake Cowichan where there was a very active group. And then in approximately 2003-4, it disappeared from our area. In 2014 (after a 10 year gap) there was a group of individuals, mainly parents of youth in the community, who started chatting on Face Book asking why there were no Scouts here. And so it began. A group was reborn in this area, and we have been going strong ever since. We have a regular struggle of recruiting volunteers, but there is no lack of children and youth wanting to participate in the programs. We are now in our 4th year of operation since starting again in spring 2014. This is the first time we have applied for Gaming money since reforming. During these 4 seasons of operation, we have had Beavers, Cubs and Scouts active, although this year we currently only have Scouts up and running due to a lack of volunteers. We are actively recruiting more leaders (Scouters) as there are kids who want to be in both Beavers and Scouts. We should be increasing our membership and starting up another section in the New Year.

Being a smaller community and a community where there is a high level of poverty and low employment opportunities, we struggle to find the funds needed to run a program. We are incredibly fortunate to have a lot of support from local groups such as the Kinsmen, Lions, Legion, and local Business, but that only goes so far. Our Scouters (leaders) and Group Committee, and parents of Scouts work tirelessly to fundraise so that the adventures we undertake are realistic financially for the kids who participate. We regularly do hotdog fundraisers at our local grocery store, we cut and sell kindling, we participate in scout's Popcorn and apple day campaign, and we approach local business for donations. Our Rent is subsidized by the local CVRD government and they see the importance of helping us keep costs low so that we can operate, but it is still a struggle. When we do hot dog sales, the grocery store donates the supplies to us. When we do kindling sales, the wood is donated, and the labour is donated. Even for our Apple day's campaign, the apples are donated.

It matters to us that all of the youth have equal opportunity to participate, and so we try and keep the outings reasonable and within economic reach for the families here. Most of us have children in the program, and believe in the value that this program offers. That is why we are willing to volunteer the hours that we do. And the community believes in us, which is reflected in the support we receive.

When kids are active in healthy activities, there is less boredom, which equates to less trouble. And our community sees that. Our Scouts participate in many community events which help them have ownership in their community, and that pays off. They recently took part in fundraising for some fruit trees for the Community Garden, and took part in planting them as well as beans. Our scouts also help the Legion selling poppies for Remembrance Day, and participate in the parade to the cenotaph. Again, this all helps them belong and take ownership of their community. We are also building leaders for the future. A large part of Scouts

is leadership (- planning, reviewing and do-ing), and our scouts will go out into the world stronger than they were before this program, and that again benefits our community.

Becoming a Scout is accessible to everyone, and no one is left out. It is open to all genders, ability, races and ethnicities. Right now we have a great blend of both male and female, and everyone works together wonderfully. It is a treat to be able to witness the youth share their skills and support each other in their own particular strengths.

We plan on having scouts remain in this community for many many years. We are looking at succession planning with our leaders so that the program will continue, and have it in our financials that a small reserve be held for the following year's group start-up.

We want to use this funding to offset the costs of some of the planned adventures this year.

Scouts Canada 1st Lake Cowichan

Statement of Revenue and Expenditures September 1, 2016 - August 31, 2017

September 1, 2016 Beginning Balance:

Operations Account	\$	4,839.03	
Savings Account		525.06	
			\$ 5,364.09

Revenue	Operating-interest	0.41	
	-Scouts Can	43.00	
	-Equipment refund	198.95	
	-Fundraisers	2,860.08	
	-Rec'd for uniforms	207.89	
	-Donations	648.00	
	-Tree Grant	300.00	
	-Rec'd for group events	1,875.50	
	-Registrations	400.00	6533.83
	Savings -Interest	3.13	
	-Fundraisers	909.04	
	-Scouts Can. NOLB	1,510.00	2,422.17

Expenses	Meeting Hall rental	288.75	
	Registrations	600.00	
	Scouts Can.	763.50	
	Equipment	143.95	
	Training	243.00	
	Uniforms / Badges	630.92	
	Scout Booth/Legion #210/Gift	173.00	
	Group event supplies	1,160.13	
	Group Events	4,653.79	
	Camps	585.00	9242.04

August 31, 2016 Ending Balance

Operations Account	\$	2,130.82	
Savings Account		2,947.23	
			\$ 5,078.05

1st Lake Cowichan Scouts

2017-2018 Year
 Budget Actual Diff

REVENUE

	Budget	Actual	Diff	
Registration Fees	\$0.00			Registration done through myscouts.ca
Uniforms	\$250.00	\$251.39	100.56%	
No One Left Behind (NOLB)	\$0.00			Funding is no longer available
Banking - Interest Earned	\$3.00	\$1.14	38.00%	
Fundraisers				
Country Grocer Till Tapes	\$300.00	\$128.95	42.98%	
Apple Day	\$150.00	\$144.50	96.33%	
Hot Dog Fundraiser -1	\$200.00		0.00%	
Hot Dog Fundraiser -2	\$200.00		0.00%	
Kindling	\$300.00	\$258.00	86.00%	
Popcorn Sales	\$700.00	\$595.00	85.00%	
Activities/Events				
³ Mt. Washington	\$325.00		0.00%	
⁴ Nite Hike	\$325.00		0.00%	
⁵ Science World	\$650.00		0.00%	
Donations				
Kinsmen	\$500.00	\$500.00	100.00%	
Other _____				
Youth Sponsorship	\$200.00	\$200.00	100.00%	
Bottles/Cans	\$20.00	\$25.00	125.00%	
GrantinAid - Area F	\$1,000.00		0.00%	
Grantin Aid - Area I	\$1,000.00		0.00%	
Grantin Aid - Town	\$1,000.00		0.00%	
Tree Canada Grant		\$300.00		
Equipment				
	\$7,123.00	\$2,403.98	33.75%	

2017-2018 Year
Budget Actual Diff

EXPENSES

Corn Roast - Registration Night	\$100.00	\$59.78	59.78%
Tree Canada Grant	\$300.00	\$302.60	100.87%
Popcorn Sales - Cost	\$500.00	\$324.50	64.90%
Scout Shop			
Uniforms	\$250.00	\$251.39	100.56%
Badges /Sliders/Crests	\$150.00	\$95.55	63.70%
Flags/Manuals	\$100.00		0.00%
Investure Ceremony			
Hall Rental	\$300.00	\$288.75	96.25%
Scouter Training			
Wood Badge/First Aid	\$200.00		0.00%
Respect in Sports	\$100.00	\$63.00	63.00%
Other	\$100.00		0.00%
Safety Equipment	\$250.00		0.00%
Activities/Events			
1 Hall Sleepover	\$100.00		0.00%
2 Rock Climbing	\$150.00		0.00%
3 Mt. Washington	\$1,080.00		0.00%
4 Nite Hike	\$750.00		0.00%
5 Science World	\$1,700.00		0.00%
6 Camp Woodlands	\$200.00		0.00%
7 Archery	\$75.00		0.00%
8 Survivor Challenge	\$50.00		0.00%
9 Gold Panning	\$50.00		0.00%
10 Romper Room	\$150.00		0.00%
11 Christmas Parade	\$50.00	\$19.60	39.20%
12 Remembrance Day	\$30.00	\$30.00	100.00%
13 Lake Days Parade	\$50.00	\$27.99	55.98%
14 Avatar Grove	\$50.00		0.00%
15 Denman Island	\$615.00		0.00%
Annual Year End BBQ	\$50.00		0.00%
Programing Supplies	\$150.00		0.00%
Group Committee Supplies	\$150.00		0.00%
Registration- Scouts Canada			
No One Left Behind (NOLB)			
Capital Items			
Knives	\$300.00		0.00%
Compasses	\$250.00		0.00%
Flints	\$100.00		0.00%
	\$8,450.00	\$1,463.16	
	-\$1,327.00	\$940.82	

Shawnigan Lake Historical Society

Amount Requested: \$10,000.

Residential Cost Per \$100,000. Assessed Value - .050



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: Shawnigan Lake Historical Society

Mailing Address: Box 331 Shawnigan Lake Postal Code: V0R 2W0

Name of Contact Person: Lori Treloar

Telephone No. 250 743 8675 email: shawniganlakemuseum@shaw.ca

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? * (see page 3) ① Social ② Heritage

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: see attached document

Start Date: Feb 2018 End Date: Jan 2021

Is this project, event or service part of your core operations? Yes _____ No X

Is the project, event or service already provided in the community by another organization? Yes _____ No X

If yes, provide details: _____

Who will benefit from the project, event or service? see attached document

What will those benefits be? see attached document

What are the impacts of not delivering the service or completing the project? see attached document

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism:

see attached document

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service:

\$ 30000 (\$10k per year)

Grant in Aid applied for:

\$ \$10000

Will you receive other sources of funding? Yes _____ No unknown

Please describe other sources of funding and amounts as requested or expected:

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____

Please describe cost reduction strategies employed: see attached

Indicate any volunteer labour and/or in-kind donations contributions: see attached.

Have you included your organization's current annual budget and most recent financial statements?

Yes X

No _____

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

*** Category:**

- Social – projects that support the health, well-being and diversity of individuals and communities
- Environmental – projects that enhance or protect, enhance or restore environmental values
- Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events
- Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities
- Heritage – projects that protect and interpret the region's heritage values
- Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

History of Cowichan lands: Pre-colonization Project grant

Project/Initiative Scope: Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this Project? *(see page 3) Heritage & Social

Description of Project:

Collect and curate archival records, Indigenous stories and artifacts relating to Cowichan land pre-European contact. Collaborate with Cowichan Tribes to collect an accurate FN perspective of their history on Cowichan land, pre-colonization. The hope of this project is to help dispel European myths and documents on the use of Cowichan Traditional lands. The process will be to reach out to First Nations communities to collect stories from elders as well as documented archives from Cowichan Tribes. This will result in a series of exhibits on-site, supportive on-line curriculum for schools and community groups. In this process the museum hopes to establish a stronger relationship between the people of Cowichan Tribes and the community members of Cowichan Valley.

Start Date: February 2018

End Date: Jan 2021

Year 1: 2018. Gather research from archives, initiate and establish relationships with tribal elders, record stories from elders, create audio-library, share via interactive installment in museum, outreach and deliver stories to schools. Reconciliation event on traditional grounds. Commemoration project (CMA)

Year 2: 2019. Collect and curate artifacts. Create and display exhibits on traditional foods/medicines; tools/baskets; art/clothing; recreation/leisure.

Year 3: 2020. Produce film based on research and previous year's process. Continue to nurture relationship, art installation, traveling road show...

Is this project, event or service part of your core operations? No

Is the project, event or service already provided in the community by another organization? No

Regional Grant-in-Aid Application Page 2

Who will benefit from the project, event or service?

Cowichan Valley Community members, Students of School District #79, Private School students in Cowichan Valley, Visitors, and indirectly all Canadians as we serve to indigenize our history, members of Cowichan Tribes, Indigenous people in general.

What will those benefits be?

To address the mandate from United Nations, Federal and Provincial Canadian Governments to reconcile accurate accounts of history as told by First Nations people including stories from pre and post colonization. Colonization. Through acquiring an accurate knowledge of the historical land-use and the significance for the people of Cowichan Tribes we hope to engender positive relationships between settler and non-settler communities with the ultimate goal of decreasing racism., Our hope is to with the meet this challenge issued by the United Nations and Canadian governments to create a,

collaborative opportunity of listening and hearing the stories of our local First Nations community members and which reflect the local government's commitment to working with indigenous partners. See addendum below.

What are the impacts of not delivering the service or completing the project?

Tokenism of the Truth and Reconciliation recommendations that the Federal Government has shared with the Canadian people. Without this project a continued misunderstanding of the traditional land use and history of Cowichan people in regards to their lands pre-contact, there will be a missed opportunity of greater aboriginal awareness and a missed opportunity for relationship with Cowichan tribes. The continued myths surrounding First Nations people often result in racism which is devastating to the CVRD and all those who live here.

See notes below for further clarification

Please describe innovations used in this project and how it builds capacity in the community to address a need as well as inspires volunteerism:

Collaboration between the two entities will establish and nurture a fundamental relationship between settler and non-settler societies. Our current museum houses only post-contact artifacts, and exhibits and displays. This endeavor will honor the significance of local indigenous people and land-use in the CVRD, Vancouver Island, the West Coast and the role of Indigenous stories in Canadian history. Recommendations from the TRC notes that the arts are critical to reshaping collective history, making peace and creating a better future for us all.

See outcomes below.

By engaging our indigenous community, we can view history through a different lens shared in the traditional oral art of storytelling. For it is in the sharing of our stories that we come to know the truths of others' lives and history..

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project: \$50,000 Grant in Aid applied for: \$10, 000 (per year for three years)

Will you receive other sources of funding? Unknown

Please describe other sources of funding and amounts as requested or expected:

Amount: _____	Source: ___CMA 150 commemoration project
Amount: _____	Source: _____
Amount: _____	Source: _____
Amount: _____	Source: _____

Regional Grant-in-Aid Application Page 3

Please describe cost reduction strategies employed:

Travel and time spent in the First Nations communities at the current elder lunch in order to collect stories. Using the stories/research already in place and housed by Cowichan Tribes archives. Utilizing Interns and summer students to transcribe the tapes and help with various tasks related to the project.

Indicate any volunteer labour and/or in-kind donations contributions:

Christine Westland, retired Clinical Nurse Special for the First Nations Health Authority has contacts and knowledge of Cowichan Tribes, is volunteering to lead this project in a culturally safe manner.

Indigenous storytellers/elders. Other Society volunteers will be involved as well. Special event assistants. Anticipate artifact and art donations from Cowichan Tribe members.

Addendum:

67. We call upon the federal government to provide funding to the Canadian Museums Association to undertake, in collaboration with Aboriginal peoples, a national review of museum policies and best practices to determine the level of compliance with the United Nations Declaration on the Rights of Indigenous Peoples and to make recommendations.

68. We call upon the federal government, in collaboration with Aboriginal peoples, and the Canadian Museums Association to mark the 150th anniversary of Canadian Confederation in 2017 by establishing a dedicated national funding program for commemoration projects on the theme of reconciliation.

69. We call upon Library and Archives Canada to:

- i. Fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples and the United Nations Joint-Orientlicher Principles, as related to Aboriginal peoples' inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools.
- ii. Ensure that its record holdings related to residential schools are accessible to the public.
- iii. Commit more resources to its public education materials and programming on residential schools.

70. We call upon the federal government to provide funding to the Canadian Association of Archivists to undertake, in collaboration with Aboriginal peoples, a national review of archival policies and best practices to:

- i. Determine the level of compliance with the United Nations Declaration on the Rights of Indigenous Peoples and the United Nations Joint-Orientlicher Principles, as related to Aboriginal peoples' inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools.
- ii. Produce a report with recommendations for full implementation of these international mechanisms as a reconciliation framework for Canadian archives.

Notes:

Cowichan Tribes

Coast Salish: Used to be tribes, now called Bands. Extends to US, up to Campbell River? With colonization came reservations, 9 tribes within BC decided to come together. 5000 people in many communities. Malahat separate from Cowichan Tribes.

Politically language has come from Indian Act. Important to get language right to get story right. How did they come together and why and how did that impact the land. Came together for funding. Pre colonization, this was a feasting grounds. Lots of contradictory stores, due to oral storytelling. Take those stories/threads "Threads of Truth".

Needs:

Access to work/research that's already been done. UVic/UBC thesis writers? Malaspina College.

Paid Cultural Advisor and student from indigenous community

Sharing with children/adults all cultural backgrounds

Documentary Film Maker

Transportation is a challenge
Hiring indigenous student is a challenge
Will take 3x longer, cost 3x as much
Need to recognize they operate differently than settler society
Traditional healing ceremonies/herbs/times

Outcomes:

- the story of Cowichan land as expressed by members of Cowichan Tribes.
- Oral stories available for museum visitors through visual and audible means.
- Educational program about Cowichan Lands pre-colonization
- Connect with Cowichan tribes to get their researched-based history into museum and education program to become mainstream – understanding of history of region. This has not been shared with local settler society and visitors.

Film, Gathering Event,
Currently not available. Provide the function to deliver that info.

2018 Projection

Shawnigan Lake Historical Society
Income Statement
For the Twelve Months Ended December 31,
 (Prepared by management)

	2017	2016
Receipts:		
Donations	3,964.92	8,403.65
Gift Shop	5,677.10	2,137.19
Membership	1,715.00	1,096.97
Thrifty's Smile Card	1,402.08	738.67
Grants	55,171.43	27,517.49
Other	2,275.81	609.31
Total Receipts	70,206.34	40,503.28
Disbursements:		
Repairs & Upgrades	5,362.82	2,989.28
Utilities	2,639.81	2,524.68
Gift Shop	3,095.58	1,997.35
Thrifty's Smile Card	462.00	210.00
Office	2,752.01	4,162.64
Telephone & Internet	1,432.46	1,511.91
Payroll	37,428.21	19,454.15
Insurance	4,050.79	3,718.46
Other	7,228.53	849.80
Total Disbursements	64,452.21	37,418.27
Excess of Receipts	\$5,754.13	\$3,085.01

Shawnigan Lake Historical Society
Balance Sheet
As at December 31,
 (Prepared by management)

	2017	2016
Assets:		
Current Assets:		
Cash	\$393.31	\$74.02
General Bank	14,719.38	16,290.78
Gaming Bank	10,199.27	8,836.97
Building Project Bank (Note 1)	191,562.70	98,117.37
GST Receivable	671.73	
Inventory - Gift Shop	1,000.00	
Total Current Assets	218,546.39	123,319.14
Fixed Assets:		
Building In Progress (Note 1)	18,014.20	5,407.63
Furniture and Equipment (Note 2)	1.00	1.00
Fine Art (Note 2)	1.00	1.00
Exhibitions (Note 2)	1.00	1.00
Total Fixed Assets	18,017.20	5,410.63
	236,563.59	128,729.77
Liabilities and Equity:		
Liabilities:		
Accounts Payable & Accrued	8,778.96	66.00
Deferred Building Fund Revenue (Note 1)	196,891.73	103,525.00
Total Liabilities	205,670.69	103,591.00
Equity:		
Equity, Beginning of Year	25,138.77	22,053.76
Excess of Receipts for the Year	5,754.13	3,085.01
Equity, End of Year	30,892.90	25,138.77
Total Liabilities and Equity	\$236,563.59	\$128,729.77

	Projected 2018
Gift Shop Revenue	4,817.10
Fundraising Revenue	14,457.00
Community Events (Programs) Revenue	314.85
School Program Revenue	925.00
Events and Conference Revenue	-
Book Revenue	800.00
Donations - Door Revenue	3,022.80
Donations - Contributions	1,442.12
Membership	1,715.00
Thrifty's Smile Card Revenue	1,402.08
Miscellaneous Revenue	235.15
Interest Earned	12.79
Gov. Grants - Federal	-
Gov. Grants - Gaming	24,000.00
Grant Revenue - Local	24,362.00
Canada Summer Job Grant	6,500.00
Grant Revenue - Other	300.00
	-
	-
	-
	-
Deferred Building fund	-
	-
	84,305.89
Disbursements	
Gift shop Supplies/Calendar	2,408.55
Fundraiser	2,875.00
Community Events (Programs)	1,567.51
School Program Expenses	47.56
Event and Conference Expenses	-
Book Expenses	400.00
Society and Membership Expenses	-
Advertising and Promotion	1,534.49
Thrifty Smile Card Expense	1,869.56
Displays, remodel and repairs	2,063.66
Software / Hardware Upgrades	2,400.00
Internet / Telephone	1,432.46
Electricity / Heat	2,135.81
Security	400.00
Insurance	4,145.00
Facility Repairs	-
Wages & Benefits	47,045.66
Professional Fees	4,800.00
Legal Fees	500.00
Education, Training Museum Conferences	-
Office Expense	1,493.07
Collections, E.J. Hughes	-
Volunteer Recognition	827.22
Water	504.00
Credit Card, ATM Fees	180.00
Interest and Service Charges	-
Miscellaneous Expense	-
	-
Building Amortization	-
	-
	-
	-
Service charge	-
	78,629.55

South Cowichan Volleyball Club

Amount Requested: \$5,636.

Residential Cost Per \$100,000. Assessed Value - .028



Finance Division

January 9, 2018

Cowichan Valley Regional District
Grant In Aid Application

Arts and Culture Division

Re: South Cowichan Volleyball Club (Incorporation No. S66957)

Please find attached an application for a 2018 Grant In Aid. We appreciate your consideration of our application.

The South Cowichan Volleyball Club (SCVC) was founded in late 2015 by a group of local volleyball enthusiasts. Incorporation as a BC Society was February 23, 2017. The club's mission is to provide female athletes (youth: age 10-18) with a high level of training and competition, within a fun and supportive environment. The club promotes a love for the game by encouraging athletes to embrace every opportunity given to them in order to strengthen their leadership and sportsmanship skills.

January 2018 marks the beginning of SCVC's third season of girls' volleyball in the Cowichan Valley. The number of girls playing has increased each season, and girls come to play from many areas of the valley, including Lake Cowichan. The Club practices in Mill Bay at George Bonner school. The teams participate in various tournaments held on Vancouver Island or the lower Mainland. The Club also hosted its own tournament last season and several teams from Campbell River, Courtney, Parksville and Victoria attended.

We currently provide volleyball to 60 girls. The number of girls wanting to participate has increased each season and has resulted in the Club struggling to meet this demand. More equipment, jerseys and balls are needed. Teams have had to share balls and jerseys which required exchanges between coaches, tournaments and practises. Once we are able to reach our goal of all teams having enough balls and equipment, then our Club start-up costs will diminish.

One of the policies of Volleyball BC is that coaches meet specific certification requirements. The process takes time, plus there is a cost associated with this. (\$536 per coach) SCVC does have several certified coaches, but not enough to meet the current number of girls wishing to play volleyball. (We have several "assistant" coaches that are seeking certification.) Therefore, at last month's tryouts, the Club had to turn girls away. Not an ideal situation. Our number of 60 girls in the Club would be higher with more certified coaches.

SCVC has worked hard to keep the registration fees for the girls at an affordable level. Each season, the girls, coaches and parents participate in fundraising activities to help offset costs. However, like any young organization the start-up costs can be difficult to manage. It has been challenging to budget the gym rental fees, equipment purchases, and coaching certifications.

We are respectfully requesting a Grant In Aid of \$5,636. This amount will equip 2 teams and certify 2 coaches so that even more girls in the Cowichan Valley can enjoy the game of volleyball.

Thank you again for your consideration.

L Parsons

Linda Parsons Board Director

on behalf of:

Andrea Dougan

Club Manager/coach

Dannie Richards

Club Founder/coach

Attachments



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: South Cowichan Volleyball club (scvc)

Mailing Address: 904 Frayne Rd. Mill Bay Postal Code: VOR 2P1

Name of Contact Person: Linda Parsons or Dannie Richards

Telephone No. 250-743-8646 email: 250-510-4008
wharf@shaw.ca dannierichards6@gmail.com

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? * (see page 3) sport/recreation

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: SCVC is beginning its 3rd season of providing volleyball coaching & team play to girls (ages 10-18) in the Cowichan Valley. Mill Bay is our club base (practices at Bonner School). Sixty girls in the club are from several regions in the CVRD, including Lake Cowichan.

Start Date: Jan 2018 End Date: Dec 2018

Is this project, event or service part of your core operations? Yes No

Is the project, event or service already provided in the community by another organization? Yes No

If yes, provide details: _____

Who will benefit from the project, event or service? 60+ girls (ages 10-18) living in the Cowichan Valley who are interested in playing volleyball.

What will those benefits be? The girls will receive high level training from a group of dedicated coaches, who are not only passionate about the game, but who also are role models to the girls and coach with the highest degree of integrity, respect & enthusiasm. The girls will learn competitive volleyball in a fun & supportive environment.

What are the impacts of not delivering the service or completing the project? No opportunity for girls to participate in team volleyball outside a school setting.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: SCVC is the first & only incorporated volleyball club in CVRD for youth girls. The club is run by volunteer coaches & parents. The club continues to grow in numbers each season. SCVC provides not only the opportunity to promote youth fitness but encourages the girls to develop teamwork, and leadership skills through hard work, positive outlooks, & respecting others off & on the court.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or **Service:** \$26,000 per season
Grant in Aid applied for: equipment and coaching certification \$ 5,636 (see attachment)

Will you receive other sources of funding? Yes maybe No _____

Please describe other sources of funding and amounts as requested or expected:

- Amount: \$200-\$300 Source: VIA sport BC - ferry transportation
- Amount: _____ Source: _____
- Amount: _____ Source: _____
- Amount: _____ Source: _____

Please describe cost reduction strategies employed: teams double-up on practice nights to keep gym rental costs down. Players and parents fundraise in April through bottle drives, silent auctions & beer/burger nights.

Indicate any volunteer labour and/or in-kind donations contributions:

scvc relies on volunteer coaches & parents to operate club. Fundraising activities take place each Spring.

Have you included your organization's current annual budget and most recent financial statements?

Yes No

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

*** Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

SOUTH COWICHAN VOLLEYBALL CLUB

Summary of Costs

Cost to equip two (2) teams = \$4564.00

Cost to certify two (2) coaches = \$1,072.00

Equipment	Qty	Amount	Total
Volleyballs	12	\$ 74.00	\$ 888.00
Jerseys	16	\$ 75.00	\$1,200.00
Ball Bag	2	\$ 38.00	\$ 76.00
Score flip cards	1	\$ 46.50	\$ 46.50
Ball Pump	1	\$ 11.50	\$ 11.50
Med Kit	1	\$ 60.00	\$ 60.00
		Total	\$2,282.00
Coaching Development (Two Coaches)	Qty	Amount	Total
Emodules	2	\$ 89.00	\$ 178.00
Making Ethical Decisions	2	\$ 89.00	\$ 178.00
Making Headway	2	\$ 150.00	\$ 300.00
Coaching Development Workshop	2	\$ 150.00	\$ 300.00
Volleyball BC Membership	2	\$ 58.00	\$ 116.00
		Total	\$1,072.00
		Grand Total	\$3,354.00

South Cowichan Volleyball Club Income Statement as of January 8, 2018

Income:

Club Registration Fees \$13,162

Expenses:

Equipment \$ 3,368

Gym Rental \$ 2,246

Volleyball BC \$ 4,357

Coaching \$ 6,400

Other \$ 940

Net Loss: (\$ 5,717)

* strong 2018 fundraising will offset the loss

VIU Foundation

Amount Requested: \$5,000.

Residential Cost Per \$100,000. Assessed Value - .025



REGIONAL GRANT IN AID APPLICATION

Organization Information:

Name of Organization: VIU Foundation (Applied Environmental Research Laboratories)

Mailing Address: 900 Fifth Street, Nanaimo Postal Code: V9R 5S5

Name of Contact Person: William Litchfield, AVP Univ Relations (Erik Krogh, AERL)

Telephone No. 250-740-6602 email: William.Litchfield@viu.ca
(Erik.Krogh@viu.ca)

Project/Initiative Scope:

Projects and initiatives submitted for grant-in-aid consideration must be regional in scope (benefits between six and nine electoral areas and two and four municipalities).

Which category is this project, event or service? * (see page 3) Environment

Which electoral areas and municipalities will this project, event or service provide benefit to?

- Area A – Mill Bay/Malahat
- Area B – Shawnigan Lake
- Area C – Cobble Hill
- Area D – Cowichan Bay
- Area E – Cowichan Station/Sahtlam/Glenora
- Area F – Cowichan Lake South/Skutz Falls
- Area G – Saltair/Gulf Islands
- Area H – North Oyster/Diamond
- Area I – Youbou/Meade Creek
- City of Duncan
- District of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

Description of project, event or service: _____

This project will involve working with the CVRD and existing community partners to support airshed protection strategies and public education. We will provide advanced geographically based air quality information obtained from a moving vehicle including particulate matter size fractions and individual volatile organic compounds not previously measured.

Start Date: April, 2018 End Date: April, 2019

Is this project, event or service part of your core operations? Yes _____ No X

Is the project, event or service already provided in the community by another organization?

Yes _____ No X

If yes, provide details: _____

Who will benefit from the project, event or service? _____

General public, regional and municipal planners and decision makers, youth and post-secondary students.

What will those benefits be? _____

The project will provide planners and decision makers with information to support evidenced based strategic policy initiatives related to airshed protection. More broadly, the project will support the education and training of students and promote community engagement with post-secondary institutions. We will work with CVRD staff and the VIU Cowichan Campus on public engagement and communication events related to the protection of air quality.

What are the impacts of not delivering the service or completing the project? _____

Not completing this project represents a lost opportunity to gather novel environmental information and participate in a larger mid-island air quality mapping initiative supported by matching funding from Vancouver Island University and made possible through prior infrastructure investments in education and research by both provincial and federal levels of government.

Please describe innovations used in this project, event or service and how it builds capacity in the community to address a need as well as inspires volunteerism: _____

This project will support the development of novel methods to assess air quality, identify potential odorants, and will provide several opportunities for public outreach and knowledge mobilization on issues related to air quality. Furthermore, this initiative will showcase state-of-the-art technologies that serve to inspire youth, promote environmental awareness and support knowledge based economic development.

Budget Information:

Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

Total cost of the Project, Event or Service: \$ 15,000

Grant in Aid applied for: \$ 5,000

Will you receive other sources of funding? Yes No

Please describe other sources of funding and amounts as requested or expected:

Amount: \$5,000 (cash) Source: VIU, Regional Initiatives Fund

Amount: \$5,000 (in-kind) Source: Vancouver Island University

Amount: _____ Source: _____

Amount: _____ Source: _____

Please describe cost reduction strategies employed: _____

This project includes substantial in-kind and cash contributions from VIU including staff, student and faculty time. This project is made possible by a \$1M investment in scientific instrumentation supporting research and development through the Applied Environmental Research Laboratories at VIU.

Indicate any volunteer labour and/or in-kind donations contributions:

VIU staff, student and faculty time contribute in-kind to this project.

Have you included your organization’s current annual budget and most recent financial statements?

Yes X (#S-31837) No _____

Reporting Requirements

If your organization is successful you will be required to submit a report which includes annual financial statements and a description of how the grant funding was spent and outcomes that were achieved by February 28 of the year following receipt of the funds.

*** Category:**

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

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Heritage – projects that protect and interpret the region’s heritage values

Economic Development – projects related to creating or enhancing economic opportunities

Email will be used if additional information is required.

Note: All applications must be received by the Regional District on or before January 31, 2018 to be considered for a 2018 grant. Please attach any additional documentation supporting your Project, Event or Service.

Regional Air Quality Mapping Pilot Project

In collaboration with Vancouver Island University researchers, this project will generate neighborhood scale geographic information systems (GIS) that display the geospatial distribution of atmospheric constituents that have an immediate impact on regional air quality, including size fractionated particulate matter, greenhouse gases, nitrogen oxides, ground level ozone, and individual volatile organic compounds. This project is enabled by the recent completion of a nationally funded state-of-the-art mobile research lab that is capable of making real-time air quality measurements in a moving vehicle. The result is the ability to collect data that depicts chemical concentration and composition as it varies over time and space. In addition to supporting leading science and student training, this work supports strategic policy objectives that inform sustainability initiatives and land-use planning, and the protection of human and environmental health.



Project Objectives

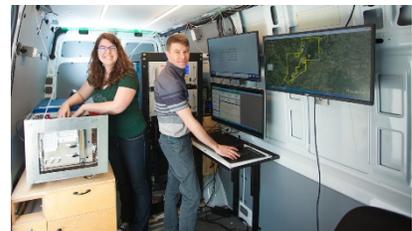
- Identify how air quality varies over time and space in urban and rural communities on Vancouver Island.
- Assist local/regional government partners in promoting strategic policy objectives related to clean air.
- Support research and development initiatives that are aimed at using real-time mass spectrometry to identify and apportion sources of volatile organic compounds, and contribute to dispersion models.
- Support meaningful scholarly and student connections that respond to community needs in promoting sustainable management, conservation, and protection of the environment.

Project Timelines

The project will run from April, 2018 to April, 2019 and includes at least one intensive, multi-day sampling campaign in both the summer and winter months. Mobile and stationary sampling deployments will be conducted near and around fixed monitoring stations. Additional sampling may be arranged in consultation with community partners.

Project Funding

Cash contributions from community partners will be matched by Vancouver Island University and the Province of British Columbia through the Regional Initiatives Fund. We are anticipating \$5,000 from each of four regional districts/municipalities for a total cash contribution of \$20,000 from community partners. This will be used to leverage \$20,000 cash from the Regional Initiatives Fund and \$20,000 in-kind support. Funding goes to support student stipends; transportation and consumable costs; and expenses associated with meetings, reporting, and public dissemination.



Project Partners (to date)

Community partners will work with the principal investigators to set strategic priorities on specific air quality parameters, plan sampling times and locations, and assist in the public dissemination of results. To date, we have received interest from the following community partners; Regional District of Nanaimo, City of Nanaimo, Alberni-Clayoquot Regional District, City of Port Alberni, Cowichan Valley Regional District, Centre for Coastal Health, Mount Arrowsmith Biosphere Region Research Institute, and the BC Ministry of Environment.

Example preliminary air quality data from the mobile lab

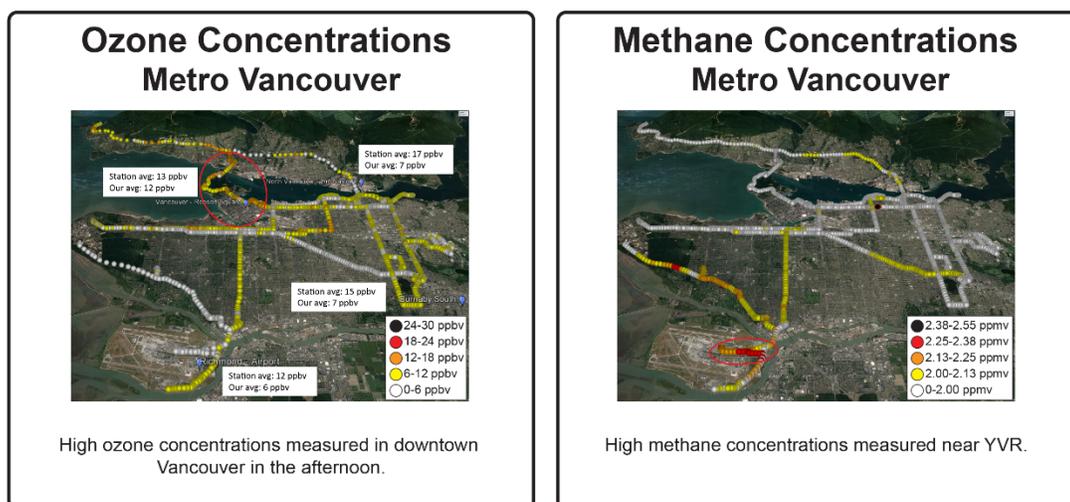


Figure 1: Ground level ozone and methane concentrations in Metro Vancouver (2016). Concentrations denoted by data colour. Project supported by the Fraser Basin Council (BC Clean Air) and Mitacs (Accelerate).

Untargeted Chemometric Analysis of MIMS Field Data Metro Vancouver Field Campaign September 2016 (3 days)

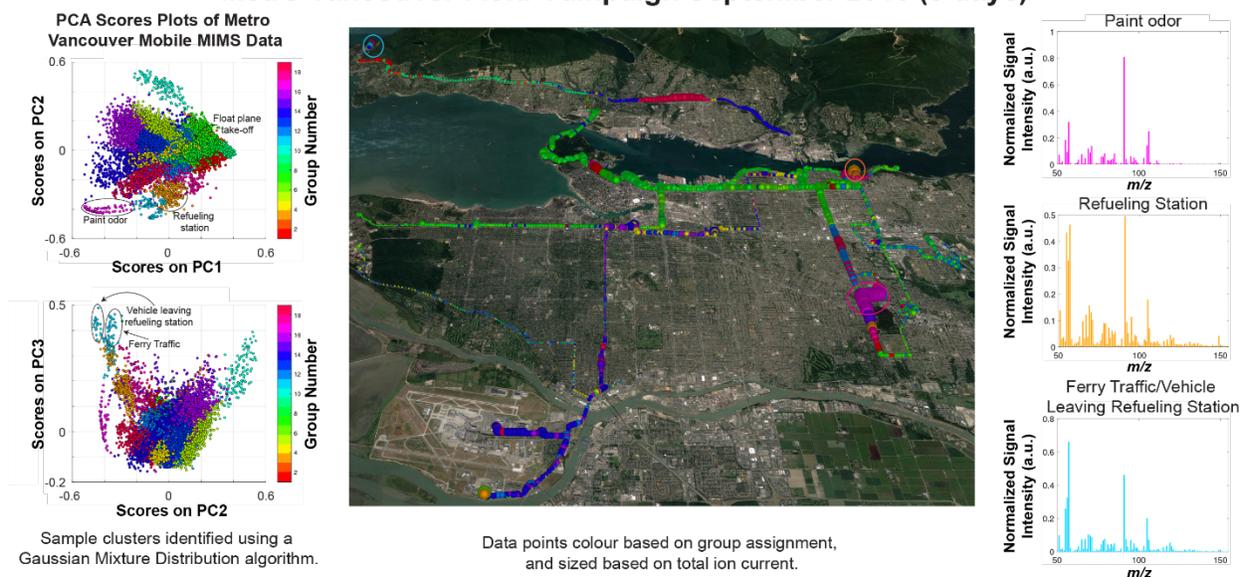


Figure 2: Mobile mass spectrometry data of whole air samples used to fingerprint air masses in Metro Vancouver (2016). The size of the data points depicted in the map is proportional to the total concentration of volatile organic compounds. The colour of the data points is used to denote specific sources. Project supported by the Fraser Basin Council (BC Clean Air) and Mitacs (Accelerate).

For more information about this project contact; Erik Krogh erik.krogh@viu.ca or Chris Gill chris.gill@viu.ca

**Timelines and milestones for Regional Air Quality Mapping Pilot Project
2018/2019**

Phase	Task	Timeline	Responsibility	Output
PROJECT PLANNING & DEVELOPMENT	Partner Consultations (multiple)	Jan-Feb 2018	EK, CG	Review priority pollutants and locations
	Preliminary Trials	Feb 2018	UG, ND	May involve PM only, evening drives
	Planning Meetings	Apr 2018	EK, CG, LR, NG	Review sampling plan with project partners
PROJECT IMPLEMENTATION	Data Collection I	July 2018	UG, LR, ND	Collect full suite of AQ data (one week)
	Data Analysis	Aug 2018	UG, LR, ND	Generate maps and chemometrics
	Stakeholder Workshop	Sept 2018	EK, CG, LR, NG	Report on progress
	Data Collection II	Dec 2018	UG, LR, ND	Collect full suite of AQ data (one week)
PROJECT WRAP UP	Data Analysis	Jan 2019	LR, ND	Generate maps and chemometrics
	Stakeholder Workshop	Feb 2019	EK, CG, LR, NG	Report on progress
	Community Presentations	Feb - Mar 2019	EK, CG	Public outreach on request
	Final Report	Mar 2019	EK, CG, LR, NG	Maps and interactive digitized data files

UG = undergraduate student
 LR = Larissa Richards
 ND = Nick Davey
 CG = Chris Gill
 EK = Erik Krogh

Budget for CVRD Grant-in-Aid

Summary of Project Revenues

Project Partner	Cash Contributions	In-kind	Comments
CVRD	\$5,000 (request)	✓	
VIU Regional Initiative Fund	\$5,000 (matching)	\$5,000	Staff, faculty and student time
Totals	\$10,000	\$5,000	

✓ additional in-kind contributions; technical advice, site access and/or meeting space.

Summary of Project Expenses

Expense	Budget	Comments
Undergraduate students	\$2,710	Matched in-kind
Graduate Student	\$2,670	Matched in kind
Technical Support	\$1,800	
Supplies & Maintenance	\$780	
Travel	\$1,040	
Knowledge Mobilization	\$1,000	
Totals	\$10,000	

Budget Justification

Student Researchers: We estimate 8 weeks of full time work for students on this project. This includes preparations, fieldwork, data analysis and reporting. We have budgeted \$5,420 and \$5,340 for undergraduate and graduate students involvement, respectively. We have cost shared this with 50% charged to this project and the remaining 50% arising from internal VIU sources.

Technical Support: We have budgeted for 36 hours at rate of \$50/hr for technical support in including maintenance and calibration of instrumentation and associated software/hardware for a total of \$1,800.

Supplies and Maintenance: Supplies associated with calibration standards, high purity gases, and sampling are anticipated to cost \$780.

Travel and Accommodation: This project involves several multi-day field campaigns (summer/winter) and associated travel costs for a three person crew, the mobile lab and a support vehicle. We anticipate 6 full days of sampling in the CVRD, plus an additional 4 partial days of sampling. We have budgeted a total of \$1,040 as follows.

Vehicle costs: \$1,040 (2,000 km x \$0.52/km)

Knowledge Mobilization: We will work with Community Partners on public education and knowledge mobilization, including one event in the regional district and one joint event to bring together partners from several regional districts. We budgeted \$1,000 to support this activity.

January 15, 2018

Dr. Erik Krogh
Department of Chemistry

Dear Dr. Krogh,

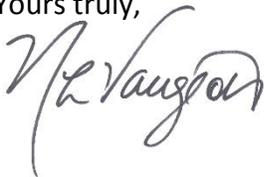
Thank you for the revised proposal that you submitted to the Vancouver Island University Regional Initiatives Fund Committee for your project, "Regional Air Quality Mapping Pilot Project."

The Committee has completed its review and is pleased to advise that funding of up to \$20,000 has been approved for your project, which is to be disbursed for the purposes outlined in your proposed budget. Congratulations! We feel this project will be extremely valuable to the VIU region and provide valuable learning opportunities for students to engage in applied research.

Please review the notes on the second page of this letter to process your award. If you have any questions, please feel free to contact Lyn Locke, at local 6324 or Lyn.Locke@viu.ca, or myself at local 6291 or Nicole.Vaugeois@viu.ca.

Thank you for your work in developing your research proposal. On behalf of the VIU Regional Initiatives Fund Committee, I wish you every success in the completion of your project.

Yours truly,



Nicole Vaugeois,
AVP, Scholarship, Research, and Creative Activity
Chair, VIU Regional Initiatives Fund Committee

NLV/II

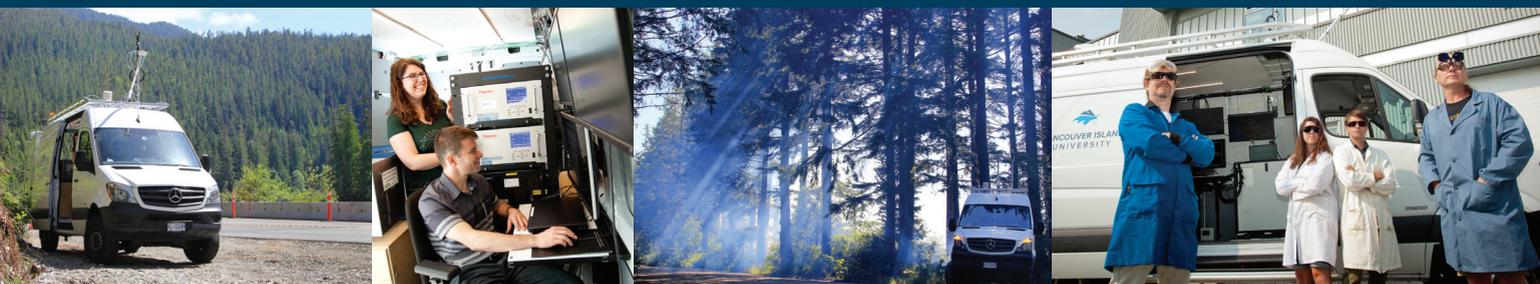
cc: Don Noakes, Dean, Science and Technology

Processing your Award

1. You will receive via email a Research Cost Centre Request package. Please complete the paperwork and return to the Research Office as soon as possible. If you need assistance with these forms, please contact Lyn Locke, at Lyn.Locke@viu.ca. Once the paperwork has been processed, you will be able to access the funds through purchase orders, travel advances, and/or expense claims with an authorizing signature from your Dean.
2. If you will be purchasing any capital equipment, it must be purchased through VIU's regular purchasing procedures. (See Policy 42.31 [Purchasing Department | Vancouver Island University](#) and [Purchasing Department website](#)). All equipment will be under the use and care of the proponent for the duration of the project, but ownership and eventual disposition will remain with the institution.
3. For assistance with student hiring, please see the [SRCA website](#).
4. Grants from the Vancouver Island University Regional Initiatives Fund usually fund projects over a one-year period. Unused funds will be returned to the VIU Regional Initiatives Fund cost centre no later than three months after the end date of the award and at this time a **final report** will be due. If you require an extension for your award, please notify Lyn Locke with an update on the project and rationale to be considered by the Chair of the RIF Committee.
5. The Committee also reminds you that it is expected that successful applicants should be prepared to make a public presentation of their findings.
6. Finally, please be aware that any major changes to your project would void your existing award and require re-application as a new project to the VIU Regional Initiatives Fund Committee. As well, if you anticipate any minor changes in timeline, activities, or expenditures, notify Nicole Vaugeois.

INTRODUCING ...

THE MASS SPECMOBILE



BY JENN MCGARRIGLE

Is there something *strange* in your neighbourhood's air or water?

VIU's Applied Environmental Research Labs is developing new technologies that could revolutionize how we figure out what's going on in our environment.

Thanks to a \$1-million investment from the Canada Foundation for Innovation and BC Knowledge Development Fund, VIU scientists are developing new technologies in a state-of-the-art mobile mass spectrometry lab, a.k.a. the Mass Specmobile, to make chemical measurements of air and water quality on-the-run.

A mass spectrometer sorts molecules based on how heavy they are and can detect very low levels. The Mass Specmobile is essentially the world's most sensitive nose, "sniffing" the air as it wheels around the block, or "sipping" water samples on-site to detect the unseen.

Unique in Canada, the new research vehicle allows for the continuous

measurement of molecules that impact the environment and human health.

Why is this so innovative? Right now, measuring contaminants in the air or water involves taking a sample and bringing it back to a lab, where it is analyzed and results are returned a few weeks later. The Mass Specmobile, which is still in the prototype phase, brings these analytical tools to the field, enabling scientists to understand the extent and degree of contamination at a study site in real-time. This molecular-level information can be mapped over time and space, allowing for a greater understanding of regional scale impacts.

"It gives us that information when and where it is needed, allowing for

a better understanding of what happens to certain molecules in the real-world," explains Dr. Erik Krogh, co-director of VIU's AERL. "This research vehicle will help us answer fundamental questions about the fate and distribution of environmental contaminants, both in the air and in the water, questions that are significant both locally and around the world."

Aside from Krogh and the lab's other director, Dr. Chris Gill, undergraduate, graduate and post-doctoral students are involved in this research and development project.

For more details, email Gill and Krogh at Chris.Gill@viu.ca or Erik.Krogh@viu.ca.

MOBILE MASS SPECTROMETRY LAB

a.k.a. the Mass Specmobile

Unique in Canada, the Mass Specmobile is a state-of-the-art mobile lab dedicated to measuring air and water quality. Here's what's on board!

A **sonic anemometer** measures wind speed and direction. A high-resolution GPS keeps track of current location and calculates the true wind speed and direction while driving.

Ground-level ozone and nitrogen oxides are associated with poor air quality and are measured by **photometric instruments**.

Sampling lines continuously deliver air to advanced instrumentation inside for chemical analysis.

A **weather station** keeps track of ambient conditions including temperature, pressure and relative humidity.



A **greenhouse gas analyzer** measures carbon dioxide and methane using optical spectroscopy.

A **particulate matter sensor** measures the number of particles in the air as well as their size distribution. Particulate matter is a key determinant of respiratory health.

A **membrane introduction mass spectrometer** is very selective, allowing researchers to directly determine the identity of trace organic contaminants in complex samples.

The vehicle has been customized with **additional on-board power** to run instruments with the engine off for up to eight hours.

On **computer screens**, gigabytes of measured data are collated, calibrated and converted to a form that can be plotted on a Google Earth map for real-time viewing.



Larissa Richards
VIU alum and PhD student

Dr. Erik Krogh
Chemistry Professor
and Co-Director of the
Applied Environmental
Research Laboratories

Dr. Chris Gill
Chemistry Professor
and Co-Director of the
Applied Environmental
Research Laboratories

Nick Davey
VIU alum and post-doctoral researcher

A **proton-transfer time-of-flight mass spectrometer** measures a wide range of volatile and semi-volatile organic compounds. This instrument is very sensitive — measuring down to a few molecules in a trillion.

a haiku inspired by the specmobile
*"White, four-wheeled bloodhound;
 maps made from its memories.
 Hose for a nose. Sniff!"*
 — Dr. Caroline Tong,
 VIU Chemistry Professor

photo credit: Island Expressions Photography



VANCOUVER ISLAND UNIVERSITY
EXPLORE. DISCOVER. EXCEL.

VANCOUVER ISLAND UNIVERSITY FOUNDATION

FINANCIAL STATEMENTS

MARCH 31, 2017

VANCOUVER ISLAND UNIVERSITY FOUNDATION

Financial Statements Table of Contents

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Statement of Administrative Responsibility for Financial Statements

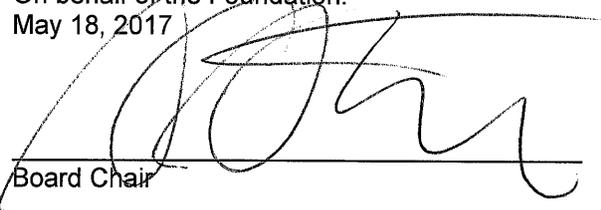
Administrative management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Public Sector Accounting Standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

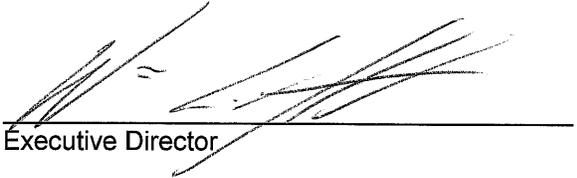
In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors carries out its responsibility for review of the financial statements principally through its Finance Committee. The members of the Finance Committee are not employees or management of the Foundation. The Finance Committee meets with management and with the external auditors to discuss the results of audit examinations and financial reporting matters.

KPMG, an independent firm of Chartered Professional Accountants, is appointed by the members to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically with, both the Finance Committee and management to discuss their audit findings.

On behalf of the Foundation:
May 18, 2017


Board Chair


Executive Director



KPMG LLP
St. Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7
Canada
Telephone 250-480-3500
Fax 250-480-3539

INDEPENDENT AUDITORS' REPORT

To the Members of Vancouver Island University Foundation

Report on the Financial Statements

We have audited the accompanying financial statements of Vancouver Island University Foundation, which comprise the statement of financial position as at March 31, 2017, the statements of operations and accumulated operating surplus, changes in net financial assets, cash flows and remeasurement gains and losses for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Vancouver Island University Foundation as at March 31, 2017, and its results of operations, its remeasurement gains and losses, its changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Report on Other Legal and Regulatory Requirements

As required by the Society Act (British Columbia), we report that, in our opinion, the accounting policies applied in preparing and presenting the financial statements in accordance with Canadian public sector accounting standards have been applied on a basis consistent with that of the preceding year.

KPMG LLP

Chartered Professional Accountants

May 18, 2017
Victoria, Canada

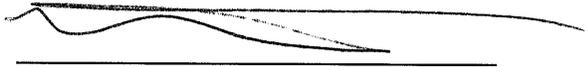
VANCOUVER ISLAND UNIVERSITY FOUNDATION
Statement of Financial Position

As at March 31, 2017 with comparative information for March 31, 2016

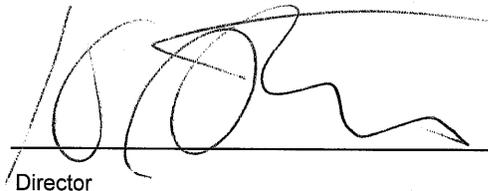
	2017		2016
Financial assets			
Cash and cash equivalents	\$ 2,430,152	\$	2,022,117
Accounts receivable	12,029		6,309
Portfolio investments (Note 4)	9,654,954		8,434,201
	12,097,135		10,462,627
Liabilities			
Accounts payable	8,500		8,500
Deferred revenue (Note 5)	11,265,932		9,579,443
Payable to Vancouver Island University (Note 6)	254,325		526,756
	11,528,757		10,114,699
Net financial assets	568,378		347,928
Non-financial assets			
Restricted endowment investments (Note 4)	9,582,554		9,190,085
Accumulated surplus	\$ 10,150,932	\$	9,538,013
Accumulated surplus is comprised of:			
Accumulated operating surplus (Note 7)	\$ 9,698,645	\$	9,292,472
Accumulated remeasurement gains	452,287		245,541
	\$ 10,150,932	\$	9,538,013

The notes form an integral part of these financial statements.

On behalf of the Board:



Director



Director

VANCOUVER ISLAND UNIVERSITY FOUNDATION

Statement of Operations and Accumulated Operating Surplus

Year ended March 31, 2017, with comparative information for March 31, 2016

	Budget (Note 2)	2017	2016
Revenue			
Donations and other revenue	\$ 4,547,100	\$ 3,696,660	\$ 2,374,624
Gaming revenue	76,000	63,927	72,006
Gifts in kind	120,000	163,464	134,648
Investment income	341,300	637,681	578,406
Realized gain on investments	-	7,157	7,784
	<u>5,084,400</u>	<u>4,568,889</u>	<u>3,167,468</u>
Expenses (Note 8)			
Fundraising	137,000	196,055	29,667
One-time extraordinary item	-	-	348,758
Gaming	38,000	35,699	37,672
Investment fees	-	61,045	58,326
Scholarships, bursaries and gifts	4,490,000	4,261,408	2,710,720
	<u>4,665,000</u>	<u>4,554,207</u>	<u>3,185,143</u>
Annual operating surplus (deficit)	419,400	14,682	(17,675)
Endowment contributions (Note 9)	500,000	391,491	289,337
Annual surplus	919,400	406,173	271,662
Accumulated operating surplus, beginning of year	9,292,472	9,292,472	9,020,810
Accumulated operating surplus, end of year	\$ <u>10,211,872</u>	\$ <u>9,698,645</u>	\$ <u>9,292,472</u>

The notes form an integral part of these financial statements.

VANCOUVER ISLAND UNIVERSITY FOUNDATION

Statement of Changes in Net Financial Assets

Year ended March 31, 2017, with comparative information for March 31, 2016

	Budget (Note 2)	2017	2016
Annual surplus:	\$ 919,400	\$ 406,173	\$ 271,662
Acquisition of prepaid expense	-	-	200,000
Net restricted endowment contributions	(500,000)	(392,469)	(308,645)
Net remeasurement gains (losses)	-	206,746	(233,624)
	(500,000)	(185,723)	(342,269)
Increase (decrease) in net financial assets	419,400	220,450	(70,607)
Net financial assets, beginning of year	347,928	347,928	418,535
Net financial assets, end of year	\$ 767,328	\$ 568,378	\$ 347,928

The notes form an integral part of these financial statements.

VANCOUVER ISLAND UNIVERSITY FOUNDATION

Statement of Cash Flows

Year ended March 31, 2017, with comparative information for March 31, 2016

	2017	2016
Cash provided by (used in):		
Operations:		
Cash received from contributions and gaming	\$ 4,606,856	\$ 3,141,473
Cash received from investment revenue	857,781	993,324
Cash paid for administration and to generate revenue	(231,754)	(217,707)
Cash paid for gifts, scholarships and bursaries	(4,370,375)	(2,423,930)
	<u>862,508</u>	<u>1,493,160</u>
Financing activities:		
Increase in endowment contributions	391,491	289,337
Investing activities:		
Purchase of investments and reinvested income	(845,964)	(1,794,533)
Net change in cash	408,035	(12,036)
Cash and cash equivalents, beginning of year	2,022,117	2,034,153
Cash and cash equivalents, end of year	<u>\$ 2,430,152</u>	<u>\$ 2,022,117</u>

The notes form an integral part of these financial statements.

VANCOUVER ISLAND UNIVERSITY FOUNDATION

Statement of Remeasurement Gains and Losses

Year ended March 31, 2017, with comparative information for March 31, 2016

	2017	2016
Accumulated remeasurement gains, beginning of year	\$ 245,541	\$ 479,165
Unrealized gains (losses) attributed to:		
Equity investments	199,589	(241,408)
Amounts reclassified to the statement of operations:		
Equity investments	7,157	7,784
Net remeasurement gains (losses) for the year	206,746	(233,624)
Accumulated remeasurement gains, end of year	\$ 452,287	\$ 245,541

The notes form an integral part of these financial statements.

VANCOUVER ISLAND UNIVERSITY FOUNDATION

Notes to Financial Statements
Year Ended March 31, 2017

1. Incorporation and operations

Vancouver Island University Foundation (the "Foundation") was incorporated under the Society Act (British Columbia). The Foundation is a registered charity and is exempt from income taxes as long as certain conditions are met. The Foundation's purpose is to help Vancouver Island University with its student programs and services by developing strong ties to the communities and by raising funds. The accounts of the Foundation are included in the consolidated financial statements of Vancouver Island University.

2. Significant accounting policies

The financial statements are prepared in accordance with the following principles:

Basis of accounting

These financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards.

Revenue recognition

Revenue is recognized when amounts can be reasonably estimated and when collection is reasonably assured as follows:

Unrestricted donations and grants are recorded as revenue when receivable if the amounts can be estimated and collection is reasonable assured.

Externally restricted donations are deferred and recognized as revenue in the period in which the related expenses are incurred. Externally restricted amounts are to be used for the purposes designated by the contributors.

Investment income includes interest recorded on an accrual basis, dividends recorded as declared and realized gains and losses on the sale of investments.

Investment income that is externally restricted is recorded as deferred revenue and is recognized as revenue in the year which the related expenses (disbursements) are incurred.

Endowment contributions are reported as revenue on the Statement of Operations in the period in which they are received.

Gifts in kind are recorded when received and when the amount can be reasonably estimated.

Pledges

Pledges are recorded as revenue only when the donations are received by the Foundation. At March 31, 2017, the Foundation has pledges receivable amounting to approximately \$1,223,955 (2016 - \$1,095,476). These pledges are not included in these financial statements because their ultimate collection cannot be reasonably assured.

VANCOUVER ISLAND UNIVERSITY FOUNDATION

Notes to Financial Statements
Year Ended March 31, 2017

2. Significant accounting policies (continued)

Cash resources

Cash and cash equivalents include cash and highly liquid investments with a maturity date of 90 days or less at the date of purchase. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

Investments

Investments managed and evaluated as a group are carried at fair value. Unrealized gains and losses on investments not related to endowments are recorded on the Statement of Remeasurement Gains and Losses, until realized. Unrealized gains and losses related to endowments are deferred until used for their specific purpose. Valuation of pooled securities are based on quoted market prices of the underlying securities at the close of business on the statement of financial position date.

Works of art and cultural and historical assets

Works of art and cultural and historical assets are not recorded as assets in these financial statements.

Measurement uncertainty (use of estimates)

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in future years. As adjustments to estimates become necessary they are reported in earnings in the period in which they become known.

Financial instruments

Financial instruments are classified into two categories: fair value or cost.

- (i) Fair value category: Cash resources are recorded at fair value due to the short term nature of the instrument. Investments that are managed and evaluated as a group are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date. Unrealized gains and losses from changes in fair value of financial assets are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal, or impaired. At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and Accumulated Operating Surplus and related balances reversed from the Statement of Remeasurement Gains and Losses.
- (ii) Cost category: Gains and losses are recognized in the Statement of Operations and Accumulated Surplus when the financial asset is derecognized due to disposal, or impaired.
 - (a) Accounts receivable are measured at amortized cost using the effective interest method.

VANCOUVER ISLAND UNIVERSITY FOUNDATION

Notes to Financial Statements
Year Ended March 31, 2017

2. Significant accounting policies (continued)

- (b) Accounts payable and accrued liabilities are measured at amortized cost using the effective interest method. Any gains, losses or interest expense is recorded in the annual surplus (deficit) depending on the nature of the financial liability that gave rise to the gain, loss or expense.

Budget figures

Budget figures have been provided for comparative purposes. The budget was approved by the Board of Directors of the Foundation on November 17, 2015. - The budget is reflected in the Statement of Operations and Accumulated Operating Surplus and Statement of Changes in Net Financial Assets.

3. Financial instruments

Fair value of financial instruments

Public Sector Accounting Standards define the fair value of a financial instrument as the amount at which the instrument could be exchanged in a current transaction between willing parties. The Foundation uses the following methods and assumptions to estimate the fair value of each class of financial instruments for which the carrying amounts are included in the Statement of Financial Position under the following captions:

- Cash and cash equivalents, accounts receivable and accounts payable approximate fair value because of the short maturity of these instruments.

The Standards require an organization to classify fair value measurements using a fair value hierarchy, which includes three levels of information that may be used to measure fair value:

- Level 1 – Unadjusted quoted market prices in an active market for identical assets or liabilities,
- Level 2 – Observable or corroborated input other than level 1, such as quoted prices for similar assets or liabilities in inactive markets or market data for substantially the full term of the assets or liabilities; and
- Level 3 – Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities

Bonds and fixed term investments and pooled funds are classified as level 2 in the fair value hierarchy.

Financial asset impairment

At each year-end date, the Foundation is required to evaluate and record any other-than-temporary impairment of its financial assets, other than those carried at fair value. Accordingly, the Foundation has compared the carrying value of each of these financial assets to its fair value as at March 31, 2017. No provision for impairment was recorded in the current year, as the fair value of all financial assets exceeded or did not differ significantly from their carrying value.

VANCOUVER ISLAND UNIVERSITY FOUNDATION

Notes to Financial Statements
Year Ended March 31, 2017

3. Financial instruments (continued)

Risk management policy

The Foundation, as part of operations, has established avoidance of undue concentrations of risk as risk management objectives. In seeking to meet these objectives, the Foundation follows a risk management policy approved by its Board of Directors. The Foundation manages this risk by diversifying its market holdings between fixed income and equity securities and through regular meetings with financial advisors.

Foreign currency risk

The Foundation has minimal transactions denominated in foreign currency.

Credit risk

Financial instruments that potentially subject the Foundation to concentrations of credit include accounts receivable and investments in other than equity investments. The maximum credit risk exposure is \$2,241,672 (2016 - \$2,208,925).

Management believes there is minimal credit risk associated with its accounts receivable and investments in other than equity investments as the Foundation expects that its counterparties will meet their obligation because they consist of Federal government receivables and because their deposits are fully insured under the Credit Union Deposit Insurance Corporation.

Interest rate risk

Interest rate risk is the risk that the fair value or cash flows of a financial instrument might be adversely affected by a change in interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Foundation manages exposure through diversifying its interest bearing investments.

The Foundation is exposed to interest rate risk with respect to investments, which are invested in mutual funds that hold a widely diversified portfolio of investments of equity and fixed income with varying interest rates and maturity dates.

Liquidity risk

Liquidity risk is the risk that the Foundation will encounter difficulty in meeting obligations associated with financial liabilities. Liquidity risk is managed by reviewing the Foundation's future net cash flows for the possibility of a negative net cash flow. The Foundation manages the liquidity risk resulting from amounts owing to Vancouver Island University by investing in liquid investments as defined in their investment policy.

VANCOUVER ISLAND UNIVERSITY FOUNDATION

Notes to Financial Statements
Year Ended March 31, 2017

3. Financial instruments (continued)

Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or foreign currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Foundation enters into transactions to purchase investments, for which the market price fluctuates. The Foundation manages this risk through its investment policy which prescribes the maximum amount of investments that can be made in any one investment type.

4. Investments

	2017	2016
Cash and cash equivalents	\$ 1,179,734	\$ 1,172,241
Bonds and fixed term instruments - at fair value	1,049,909	1,030,375
Pooled funds – at fair value	17,007,865	15,421,670
	\$ 19,237,508	\$ 17,624,286
Classified as:		
Portfolio investments	9,654,954	8,434,201
Restricted endowment investments	9,582,554	9,190,085
	\$ 19,237,508	\$ 17,624,286

Fixed term investments mature between September 2017 – March 2022 and have a total maturity/face value of \$1,115,008 (2016 - \$1,097,041). Interest rates range between 1.40% and 2.50%.

The Foundation also holds a beneficial interest in funds held by the Vancouver Foundation, an independent public foundation. The market value of funds held by the Vancouver Foundation is \$568,060 (2016 - \$526,218). By agreement with the Vancouver Foundation, the Foundation is to receive annual income from the funds held. These funds are held in perpetuity and controlled by the Vancouver Foundation and are therefore not included in these financial statements. Investment income from these funds is recorded by the Foundation when received.

VANCOUVER ISLAND UNIVERSITY FOUNDATION

Notes to Financial Statements
Year Ended March 31, 2017

5. Deferred revenue

Deferred revenue includes unspent externally restricted contributions. The main components are unspent annual fund contributions, externally restricted earnings and Vancouver Island University endowment matching contributions.

	2017	2016
Annual fund	\$ 2,651,255	\$ 1,971,471
Endowment earnings	4,991,625	4,212,543
Externally restricted earnings	632,716	577,300
VIU endowment matching contributions	2,522,493	2,317,203
VIU funded awards	429,358	469,813
Gaming fund	38,485	31,113
	\$ 11,265,932	\$ 9,579,443

6. Payable to Vancouver Island University

Amounts owing to Vancouver Island University are unsecured, with no interest charges and no specified terms of repayment.

7. Accumulated operating surplus

Accumulated operating surplus is comprised of the following:

	2017	2016
Endowments (Note 9)	\$ 9,582,554	\$ 9,190,085
Unrestricted	116,091	102,387
Total accumulated operating surplus	\$ 9,698,645	\$ 9,292,472

VANCOUVER ISLAND UNIVERSITY FOUNDATION

Notes to Financial Statements
Year Ended March 31, 2017

8. Expenses by object

The following is a summary of expenses by object:

	2017	2016
Salaries & benefits	\$ 603	\$ 251
Capital contributions	1,101,056	89,002
Gifts in kind	163,464	134,648
Gaming	35,699	37,622
Hospitality	250	4,095
Investment fees	61,045	58,326
One-time extraordinary item	-	348,758
Other expenses	41,106	16,834
Scholarships, bursaries, and gifts	3,128,337	2,487,071
Services	22,647	8,536
	<u>\$ 4,554,207</u>	<u>\$ 3,185,143</u>

The Foundation's primary purpose is to receive donations for distribution for scholarships and bursaries so segmented reporting was not presented as it does not provide any additional material information.

9. Endowments

Endowments form part of the accumulated surplus balance and consist of externally restricted donations, the principal of which is required to be maintained. The endowment fund balance is restricted to be maintained into perpetuity. Investments are managed by an external fund management company.

The Foundation has donor agreements in place which balances the intention to protect the value of the fund against inflation with the intention to maintain stability and predictability of income. Consistent with these agreements, a portion of the expendable fund of these endowments may be capitalized to endowment principal to provide a larger investment base for future years.

Endowments included as part of accumulated surplus is as follows:

	2017	2016
Balance, beginning of year	\$ 9,190,085	\$ 8,881,440
Contributions received	391,491	289,337
Capitalized interest	978	19,308
Balance, end of year	<u>\$ 9,582,554</u>	<u>\$ 9,190,085</u>

VANCOUVER ISLAND UNIVERSITY FOUNDATION

Notes to Financial Statements
Year Ended March 31, 2017

10. Related party transactions

Included in donations and other revenue is \$46,018 (2016 - \$25,132) received from Directors and from companies controlled by Directors. Included in deferred revenue is \$2,522,493 (2016 - \$2,317,203) in matching funds donated by Vancouver Island University. Expenses for gifts to Vancouver Island University are measured at cost at the date of contribution.

Foundation management and staff as well as the facilities out of which the Foundation operates are provided by Vancouver Island University. These gifts in kind are not recognized in these financial statements.

11. Economic dependence

The Foundation is economically dependent on Vancouver Island University as it receives services of administration, personnel, supplies and facilities and equipment from Vancouver Island University at no charge.