



REGIONAL SERVICES COMMITTEE MEETING AGENDA

WEDNESDAY, MARCH 22, 2017
BOARD ROOM
175 INGRAM STREET, DUNCAN, BC

10:30 AM

	<u>PAGE</u>
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Regional Services Committee Meeting of February 22, 2017	1
Recommendation That the minutes of the Regular Regional Services Committee meeting of February 22, 2017 be approved.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
7. <u>REPORTS</u>	
R1 Report from the Parks & Trails Division Re: 2017 Budget Amendment - Function 283 Kinsol Trestle	7
Recommendation That it be recommended to the Board that the 2017 budget for Function 283 Kinsol Trestle be amended to: 1. Increase Provincial Conditional Grants revenue by \$100,000; 2. Decrease Transfer to Capital Reserves by \$50,000; and 3. Increase Capital Lease Improvements by \$150,000.	
R2 Report from the Recycling & Waste Management Division Re: 2017 Budget Amendment – Function 515 Curbside Collection Garbage & Recycling and Function 520 Solid Waste Management Complex	9

Recommendation

1. That it be recommended to the Board that the 2017 budget for Function 515 – Curbside Collection Garbage and Recycling be amended to:

1. Decrease Multi-Material BC (MMBC) contingency amount by \$841;
2. Decrease Surplus by \$841;
3. Increase Minor Capital expense by \$25,000; and,
4. Decrease Capital Equipment expense by \$25,000.

2. That it be recommended to the Board that the 2017 budget for Function 520 - Solid Waste Management Complex be amended to:

1. Increase Municipal Finance Authority long term borrowing by \$628,235;
2. Increase Federal Conditional Grant revenue by \$188,800;
3. Increase Federal Gas Tax Grant revenue by \$248,065;
4. Increase Capital Buildings expense by \$475,050;
5. Increase Capital Land Improvements expense by \$475,050;
6. Increase Long Term Debt interest expense by \$4,548;
7. Decrease Contingency expense by \$4,548;
8. Increase Provincial Conditional Grant revenue by \$25,000;
9. Increase Consultants expense by \$25,000; and,
10. Increase Capital Buildings Improvement expense by \$115,000.

R3 Report from the Environmental Services Division Re: 2017 Environmental Services Budget Amendments - Functions 131, 531, 535, and 540

13

Recommendation

1. That it be recommended to the Board that the 2017 Budget for Function 131 Environmental Initiatives be amended to:

1. Increase Federal Conditional Grants revenue by \$385,438;
2. Increase Provincial Conditional Grants revenue by \$306,388;
3. Increase Partner Contributions revenue by \$59,550;
4. Increase Flood Plain Management expense by \$305,876;
5. Increase Water Study – Project Expenditures expense by \$200,000;
6. Increase Contract for Services expense by \$265,000;
7. Increase Public Education expense by \$14,500; and
8. Reduce Partnership Project expense by \$34,000.

2. That it be recommended to the Board that the 2017 Budget for Function 531 South Cowichan Water Study Plan be amended to:

1. Increase Surplus revenue by \$10,000; and

2. Increase Project Expenditures expense by \$10,000.

3. That it be recommended to the Board that the 2017 Budget for Function 535 Liquid Waste Plan – Central Sector be amended to:

1. Increase Surplus revenue by \$48,644; and
2. Increase Consultants – Engineering expense by \$48,644.

4. That it be recommended to the Board that the 2017 Budget for Function 540 Liquid Waste Plan – South Sector be amended to:

1. Decrease Transfer from Gas Tax revenue by \$7,327; and
2. Decrease Contract for Services expense by \$7,327.

R4 Report from the General Manager, Engineering Services Department 17
Re: 2017 Budget Amendment - Function 575 Engineering Services - Administration

Recommendation That it be recommended to the Board that the 2017 budget for Function 575 Engineering Services - Administration be amended to:
1. Increase surplus/deficit by \$16,183; and
2. Decrease contingency by \$16,183.

R5 Report from the General Manager, Community Services Department 19
Re: Cowichan Community Policing

Recommendation For direction.

R6 Report from the Public Safety Division Re: Community Wildfire Protection Plan - 27
UBCM Grant Application

Recommendation That it be recommended to the Board that a grant application be submitted to the Union of British Columbia Municipalities (UBCM) for the CWPP Update – Cowichan South project under the Strategic Wildfire Prevention Initiative, Community Wildfire Protection Plan & CWPP Update Program.

R7 Report from the Public Safety Division Re: Emergency Management Agreement 43

Recommendation That a five year Emergency Management Agreement be approved between the Cowichan Valley Regional District, the City of Duncan, the Corporation of the District of North Cowichan, the Town of Lake Cowichan and the Town of Ladysmith, effective 2017 to 2022 once all parties have signed.

R8 Report from the General Manager, Community Services Department 59
Re: Sport Tourism Launch

Recommendation For information.

R9 Report from the Parks & Trails Division Re: Streams and Trails Program - 75
Frances Kelsey Secondary School

Recommendation For information.

R10 Report from the Manager, Strategic Services Re: Cowichan Watershed 79
Community Engagement

Recommendation For information.

R11 Report from the General Manager, Corporate Services Department 127
Re: 2017 Regional Grant-in-Aid Applications

Recommendation For direction.

8. **UNFINISHED BUSINESS**

9. **NEW BUSINESS**

NB1 Report from the Water Management Division Re: 2017 Budget Amendment – 489
Function 810 Mesachie Lake Sewer System

Recommendation That it be recommended to the Board that the 2017 budget for Function 810 Mesachie Lake Sewer System be amended to:

1. Increase Grant revenue by \$1,226,567;
2. Increase Transfer from Gas Tax Phase 2 revenue by \$200,000;
3. Increase MFA Long Term Funding revenue by \$200,000;
4. Increase Capital Reserve revenue by \$40,000;
5. Increase Transfer from Operating Reserves revenue by \$10,955;
6. Increase Sundry expenses by \$126;
7. Decrease Consultants expense by \$1,000;
8. Decrease Sludge Disposal expense by \$1,500;
9. Decrease Transfer to Reserve Expense by \$5,000; and,
10. Increase Capital - Engineering Structures expense by \$1,684,896.

10. **QUESTION PERIOD**

11. **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.

CS M1 - Closed Session Regional Services Committee Meeting of November 23, 2016

CS R1 - Verbal Report from the Parks & Trails Division Re: Land Acquisition {Sub (1)(e)}

12. **ADJOURNMENT**

The next Regional Services Committee Meeting will be held Wednesday, April 26, 2017 at 9:30 AM, in the Board Room, 175 Ingram Street, Duncan, BC.

Committee Members

Director A. Stone, Chairperson
Director K. Marsh, Chairperson
Director M. Clement
Director K. Davis
Director B. Day

Director M. Dorey
Director S. Furstenau
Director L. Iannidinardo
Director S. Jackson
Director K. Kuhn

Director J. Lefebure
Director M. Marcotte
Director I. Morrison
Director A. Nicholson
Director T. Walker

Minutes of the Regional Services Committee Meeting held on Wednesday, February 22, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 9:31 AM.

PRESENT: Chair A. Stone
 Director M. Dorey
 Director B. Day
 Director L. Iannidinardo
 Director K. Kuhn
 Director J. Lefebure
 Director K. Marsh
 Director M. Marcotte <after 9:49 AM>
 Director I. Morrison
 Director A. Nicholson
 Director S. Jackson
 Alternate Director S. Acton
 Alternate Director C. Morris
 Alternate Director A. Siebring
 Alternate Director B. Salmon

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
 J. Barry, Corporate Secretary
 J. Elzinga, General Manager, Community Services
 R. Blackwell, General Manager, Planning and Development
 H. Hatami, General Manager, Engineering Services
 C. Lockrey, Manager, Strategic Services
 A. Melmock, Manager, Economic Development
 T. Waraich, Manager, Recycling & Waste Management
 B. Farquhar, Manager, Parks & Trails
 L. Smith, Assistant Finance Manager, Finance
 T. Bowen, Accounting Supervisor, Finance
 A. Tokarek, Senior Environmental Energy Analyst
 P. Turney, Recording Secretary

ABSENT: Director M. Clement
 Director K. Davis
 Director S. Furstenau
 Director T. Walker

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended with the addition of one New Business item:

NB1 Report from the General Manager, Engineering Services Re: Change in Scope - Ladysmith Bio-Solids Composting Facility; and

that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Regional Services Committee Meeting of January 25, 2017

It was moved and seconded that the minutes of the Regular Regional Services Committee meeting of January 25, 2017 be adopted.

MOTION CARRIED

DELEGATIONS

D1 John Baty, Cobble Hill Event Society Re: Vancouver Island Homesteading Fair

John Baty, Cobble Hill Event Society, updated the Committee as to the success of the first Vancouver Island Homesteading Fair, which received funding from the CVRD in 2016.

CORRESPONDENCE

C1 Correspondence Re: Requests to Waive Tipping Fees

1. Canadian Mental Health Association Re: Bings Creek Tipping Fee - Warmland House Shelter
2. Lions Club of Duncan Sassy Lion Thrift Store Re: Free Tipping at Bings Creek
3. Doug Sanford, Re: Mill Bay Beach Clean-Up

It was moved and seconded that the requests to waive tipping fees at Bings Creek be referred to staff for review and that a report be prepared for consideration at the March 22, 2016 Regional Services Committee meeting.

MOTION CARRIED

9:49 AM Director Marcotte joined the meeting at 9:49 AM.

REPORTS

R1 Report from the Manager, Strategic Services Re: 2016 Fourth Quarter Report, was received for information.

R2 Report from the General Manager, Community Services Re: Shunyi District, Beijing Representatives

It was moved and seconded that it be recommended to the Board that the CVRD explore opportunities for exchange, cooperation, and a potential "sister-city" relationship with government officials from Shunyi District of Beijing, China.

It was moved and seconded that the motion be amended by replacing the text "exchange, cooperation, and a potential 'sister-city' relationship" with "exchange and cooperation".

MOTION CARRIED

Voting resumed on the main motion as amended.

It was moved and seconded that it be recommended to the Board that the CVRD explore opportunities for exchange and cooperation with government officials from Shunyi District of Beijing, China.

MOTION CARRIED

R3 Report from the General Manager, Engineering Services Re: Bings Creek Recycling Centre Solar PV Demonstration Project Completion, was received for information.

A. Tokarek, Senior Environmental Energy Analyst, provided a PowerPoint presentation summarizing the completion of the Solar PV Demonstration project at the Bings Creek Recycling Centre.

R4 Report from the Recycling & Waste Management Division Re: Meade Creek Recycling Facility - Landfill Closure & Recycling Facility Construction - Subcommittee

It was moved and seconded that a Meade Creek Capital Project subcommittee be established comprised of Directors Day, Kuhn, and Morrison together with staff from Recycling & Waste Management Division, to monitor the progress of the project, consider project scope change, participate in change management review, and report back to the Regional Services Committee with any recommendations.

MOTION CARRIED

R5 Report from the Recycling & Waste Management Division Re: Meade Creek Temporary Site Lease Agreements

It was moved and seconded that it be recommended to the Board that a 15 month lease from March 1, 2017 to May 31, 2018 with 1051147 B.C. Ltd., with an option for month-to-month extension, be approved for \$3,800 per month, for the purpose of securing a temporary public drop-off site for the duration of the Meade Creek Upgrades & Landfill Closure Project.

MOTION CARRIED

R6 Report from the Finance Division Re: Cowichan Valley Regional District 2016 Audit

It was moved and seconded that it be recommended to the Board that the 2016 Audit Planning Communication Report, as submitted by the audit firm BDO Canada LLP be received.

MOTION CARRIED

R7 Report from the Recycling & Waste Management Division Re: Recycling & Waste Division Short Term Borrowing for 2017 Capital Purchases - Roll Off Hauling Truck and Roll Off Bins

It was moved and seconded that it be recommended to the Board that short-term borrowing of up to \$100,000 be approved for the purchase of a replacement Roll Off Hauling Truck, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*; and

That short-term borrowing of up to \$100,000 be approved for the purchase of Roll Off Bins, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*.

MOTION CARRIED

- R8** Report from the General Manager, Community Services Re: BC Summer Games 2018 Synchronized Swimming

It was moved and seconded that it be recommended to the Board that the City of Nanaimo Council be contacted to request the use of the Nanaimo Aquatic Centre, July 18 to 22, 2018, as a venue for synchronized swimming for the 2018 BC Summer Games.

MOTION CARRIED

- R9** Report from the Parks & Trails Division Re: 2016 Parks and Trails Visitation Summary, was received for information.

MOTION CARRIED

10:47 AM It was moved and seconded that the Committee recess at 10:47 AM.

MOTION CARRIED

10:57 AM The meeting resumed at 10:57 AM.

- R10** Verbal Report from the Manager, Economic Development Division Re: Economic Development Cowichan Update

A. Melmock, Manager, Economic Development Division, provided a PowerPoint presentation of the recent and upcoming actions of the Economic Development Division for information.

NEW BUSINESS

- NB1** Report from the General Manager, Engineering Services Re: Change in Scope - Ladysmith Bio-Solids Composting Facility

It was moved and seconded that the Cowichan Valley Regional District (CVRD) supports amending the scope of work for the UBCM Gas Tax grant (Regionally Significant Project Fund) agreement by changing the location of the Town of Ladysmith bio-solids composting facility to 4142 Thicke Road, Ladysmith, BC.

MOTION CARRIED

ADJOURNMENT

11:51 AM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 11:51 AM.

Chair

Recording Secretary

Dated: _____



STAFF REPORT TO COMMITTEE

DATE OF REPORT March 3, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of March 22, 2017

FROM: Parks & Trails Division
Planning & Development Department

SUBJECT: 2017 Budget Amendment - Function 283 Kinsol Trestle

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to request amendments to the 2017 Budget - Function 283 Kinsol Trestle.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the 2017 budget for Function 283 Kinsol Trestle be amended to:

1. Increase Provincial Conditional Grants revenue by \$100,000;
2. Decrease Transfer to Capital Reserves by \$50,000; and
3. Increase Capital Lease Improvements by \$150,000.

BACKGROUND

The Board, subsequent to approval of the 2017 budget, endorsed applying to a provincial heritage grant program for \$100,000 in funding for ongoing rehabilitation work on the historic Kinsol Trestle. Conditions of the grant, if approved would require completion of the work by March 31, 2018, and a proportional matching of funds by the CVRD. The proposed grant funding project approved by the Board is ongoing rehabilitation work on the northern grouping of inactive Trestle bents.

ANALYSIS

Amendment of the 2017 budget is required at this time, as in the event the grant application for the historic Kinsol Trestle project is approved, timing for undertaking the works is proposed for fall 2017. The option of deferring the project until early 2018 under next year's budget would be of concern due to unpredictable winter weather conditions that could delay or prevent the project from being completed by the grant program deadline of March 31, 2018. The proposed 2017 budget amendment includes addition of \$100,000 in provincial grant funding and re-applying a portion of Transfer to Capital Reserve funds in the amount of \$50,000 to Capital – Lease Improvements that would be applied to the CVRD's funded portion of the project.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

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)*
- Engineering Services *(Environmental Services, Recycling & Waste Management, Water Management)*
- Planning & Development Services *(Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services

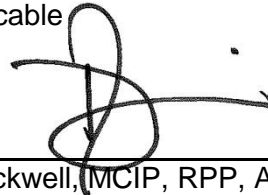
Prepared by:



Brian Farquhar
Manager

Reviewed by:

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager



STAFF REPORT TO COMMITTEE

DATE OF REPORT March 14, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of March 22, 2017

FROM: Recycling & Waste Management Division
Engineering Services Department

SUBJECT: 2017 Budget Amendment –Function 515 Curbside Collection Garbage & Recycling and Function 520 Solid Waste Management Complex

FILE: 0540-20-RSC/05

PURPOSE/INTRODUCTION

The purpose of this report is to request amendments to the 2017 budget for Functions 515 and 520.

RECOMMENDED RESOLUTION

1. That it be recommended to the Board that the 2017 budget for Function 515 – Curbside Collection Garbage and Recycling be amended to:
 1. Decrease Multi-Material BC (MMBC) contingency amount by \$841;
 2. Decrease Surplus by \$841;
 3. Increase Minor Capital expense by \$25,000; and,
 4. Decrease Capital Equipment expense by \$25,000.

2. That it be recommended to the Board that the 2017 budget for Function 520 - Solid Waste Management Complex be amended to:
 1. Increase Municipal Finance Authority long term borrowing by \$628,235;
 2. Increase Federal Conditional Grant revenue by \$188,800;
 3. Increase Federal Gas Tax Grant revenue by \$248,065;
 4. Increase Capital Buildings expense by \$475,050;
 5. Increase Capital Land Improvements expense by \$475,050;
 6. Increase Long Term Debt interest expense by \$4,548;
 7. Decrease Contingency expense by \$4,548;
 8. Increase Provincial Conditional Grant revenue by \$25,000;
 9. Increase Consultants expense by \$25,000; and,
 10. Increase Capital Buildings Improvement expense by \$115,000.

BACKGROUND

Function 515

Recommendations (No. 1 and No. 2):

MMBC provides an annual payment of \$34 per eligible household to help offset the cost of curbside recycling collection services. A portion of this funding was allocated towards a reduction in curbside utility bills. The remaining funds were reflected as contingency in the 2016 Curbside Garbage and Recycling Collection budget Function 515. Expenses in 2016 were marginally higher than revenue, hence the recommendation for an \$841 decrease in Surplus in the 2017 budget (from \$721,018 to \$720,177).

Recommendations (No. 3 and No. 4):

The purchase of recycling and garbage totes in 2017 was budgeted as a Capital equipment expense whereas according to the CVRD purchasing policy, this expense is considered suitable as a Minor Capital expense.

Function 520

Recommendations (No. 1 through No. 7):

The Meade Creek Recycling Centre closure and facility upgrade project is currently underway at a design stage. The Class C (preliminary) estimated cost of the project was \$4.161M. An additional contingency of 20% is added to the estimated cost of the project budget for 2017. Final design, Class B estimate and tendering process are expected to be completed by May 2017.

Recommendations (No. 8 and No. 9):

The Natural Resource Sector of British Columbia has entered into an agreement with the CVRD to provide conditional grant of up to \$25,000 to complete the CVRD Open Burning Emissions Reduction Project. This project will establish the hotspots for backyard burning and land clearing in relation to the CVRD bylaws.

Recommendation (No. 10):

The Bings Creek Transfer Station (Bings Creek) accepts curbside organics materials (primarily food waste) collected in Electoral Areas and member municipalities. Organics collected at Bings Creek are then transported to Coast Environmental Ltd. in Chemainus for processing. Organics at Bings Creek are currently stored in the open and leachate, odour and vectors (rats and birds) are common problems. The CVRD has received Gas Tax Funding of \$200,000 to develop an enclosed storage area for organics at Bings Creek.

ANALYSIS

Function 515

Recommendations (No. 1 and No. 2):

The MMBC Contingency expense amount will decrease from \$547,818 to \$546,977. Due to marginal decrease in contingency, impact to the operational budget is negligible.

Recommendations (No. 3 and No. 4):

An increase in Minor Capital expense and a decrease in General Capital Fund is achieved by the transfer of funds from one General Ledger (GL) code to another. No net change to 2017 budget.

Function 520

Recommendations (No. 1 through No. 7):

A Class C estimated cost of the Meade Creek project was \$4.16M, budgeted in 2016. An additional contingency of 20% or \$832,927 is added to the estimated cost of the project budget of \$4.99M for 2017.

The Meade Creek Recycling Centre project is funded by two grants: Federal Gas Tax (conditional grant) funding of \$2,560,000 and (conditional grant) Green Municipal funding of \$188,800. The remaining amount (including 20% contingency) will be funded through the Municipal Finance Authority (MFA) long term borrowing. To reflect 20% contingency for the project, MFA long term borrowing will be increased by \$628,235. \$133,065 of unspent 2016

Federal Gas Tax revenue for the Meade Creek Recycling Centre project is recommended to be transferred to the 2017 budget. An increase of \$475,050 to both the Capital Buildings expense and Land Improvements expense is recommended.

Recommendations (No. 8 and No. 9):

The Open Burning Emissions Reduction Project will foster the clean air objective of the CVRD. The project will be fully funded by the BC Natural Resource Sector grant.

Recommendations (No. 10):

As of the end of 2016, the Bings Creek organics storage project was approximately 60% complete. Only partial Gas Tax Funding was used for the Bings Creek organics storage project and the Meade Creek Recycling Centre closure and facility upgrade project. The remaining \$248,065 of Gas Tax Funding revenue from the 2016 budget is recommended to be included in 2017 Gas Tax Funding revenue. \$115,000 is recommended for completion of the Bings Creek organics storage project and \$133,065 is for the Meade Creek Recycling Centre closure and facility upgrade project.

FINANCIAL CONSIDERATIONS

Function 515

Recommendations (No. 1 and No. 2):

The MMBC Contingency amount is decreased by \$841. Based on the Board's direction, the MMBC Contingency amount of \$546,977 can be considered for improving curbside recycling related operations and services.

Recommendations (No. 3 and No. 4):

No net change to 2017 budget.

Function 520

Recommendations (No. 1 through No. 7):

MFA long term debt interest cost in 2017 will be \$4,548, as reflected in the recommendation for 2017 budget.

Recommendations (No. 8 and No. 9):

The Open Burning Emissions Reduction Project will be completed using the BC Natural Resource Sector provincial grant along with internal staff resources.

Recommendation (No. 10):

The Bings Creek organics storage project will be completed using the Gas Tax funding already approved by the Board.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Addresses the Regional Strategic Focus Area No. 3 - Sound Fiscal Management.

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*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

Reviewed by:



 Tauseef Waraich
 Manager

 Not Applicable
 Not Applicable



 Hamid Hatami, P. Eng.
 General Manager

ATTACHMENTS: N/A



STAFF REPORT TO COMMITTEE

DATE OF REPORT March 20, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of March 22, 2017

FROM: Environmental Services Division
Engineering Services Department

SUBJECT: 2017 Environmental Services Budget Amendments – Functions 131, 531, 535, and 540

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to request amendments to the 2017 budget for functions 131, 531, 535, and 540.

RECOMMENDED RESOLUTION

1. That it be recommended to the Board that the 2017 Budget for Function 131 Environmental Initiatives be amended to:
 1. Increase Federal Conditional Grants revenue by \$385,438;
 2. Increase Provincial Conditional Grants revenue by \$306,388;
 3. Increase Partner Contributions revenue by \$59,550;
 4. Increase Flood Plain Management expense by \$305,876;
 5. Increase Water Study – Project Expenditures expense by \$200,000;
 6. Increase Contract for Services expense by \$265,000;
 7. Increase Public Education expense by \$14,500; and
 8. Reduce Partnership Project expense by \$34,000.
2. That it be recommended to the Board that the 2017 Budget for Function 531 South Cowichan Water Study Plan be amended to:
 1. Increase Surplus revenue by \$10,000; and
 2. Increase Project Expenditures expense by \$10,000.
3. That it be recommended to the Board that the 2017 Budget for Function 535 Liquid Waste Plan – Central Sector be amended to:
 1. Increase Surplus revenue by \$48,644; and
 2. Increase Consultants – Engineering expense by \$48,644.
4. That it be recommended to the Board that the 2017 Budget for Function 540 Liquid Waste Plan – South Sector be amended to:
 1. Decrease Transfer from Gas Tax revenue by \$7,327; and
 2. Decrease Contract for Services expense by \$7,327.

BACKGROUND

The Environmental Services Division is responsible for preparing budgets for Functions 131, 530, 531, 535, and 540. Following the approval of the 2017 budget, it was learned that a number of grant applications were successful, resulting in the need to amend the 2017 budget for Function 131. Additional budget amendments are required to transfer unspent funds from 2016 to the 2017 budget and to account for a deficit in the 2016 budget for Function 540. The Environmental Services Division relies on grant funding for the majority of the project work carried out by the division and submits numerous grant proposals throughout the year. Funding decisions are still

outstanding on several of the applications submitted in 2016. Further budget amendments may be required should additional grant applications be successful.

ANALYSIS

Function 131

Following 2017 budget approval, it was learned that four grant applications to federal/provincial grant programs were successful, requiring amendments to the 2017 budget for Function 131. Revenues from federal and provincial conditional grants will increase by \$385,438 and \$306,388, respectively. The partner contributions revenue will also increase by \$45,050. The flood plain management expense will be increased by \$305,876 and contract for services expenditures will be increased by \$265,000. Project expenditures under 4107 Water Study will be increased by \$200,000, which includes \$34,000 transferred from partnership project expenditures as the CVRD contribution to one of the grants. The balance of the grant funds will be recognized in the 2018 and 2019 budgets.

A fifth grant for \$15,000 from BC Healthy Communities was also successful. This grant was received in late 2016 but will be spent in 2017 for public education related to air quality and the regional airshed strategy. For the 2017 Function 131 budget, this will increase revenue from partner contributions by an additional \$14,500 and public education expenses by \$14,500.

Function 531

The 2016 budget for Function 531 included \$10,000 to fund a portion of a study on a groundwater budget for the Cobble Hill Area. Due to the consultant being unable to finalize the project in 2016, these funds will not be spent until final deliverables are received in 2017. Therefore it is recommended that the un-used \$10,000 be transferred to the 2017 budget.

Function 535

A plan amendment to the Central Sector Liquid Waste Management Plan related to moving the Joint Utilities Board outfall was submitted to the province and is currently under review. The province has indicated that a full review and amendment of the plan will be required in the future; however, no timeline has been provided. Until such time as work on this amendment begins, funds collected under the current requisition for Function 535 will be used to build a surplus to fund the eventual amendment. It is recommended that the unspent funds from 2016 be transferred to the 2017 budget.

Function 540

The 2017 budget for Function 540 included shifting the realization of gas tax funding from 2016 to 2017 due to delays in releasing the Request for Proposals for a consultant to undertake the development of the South Sector Liquid Waste Management Plan review. The request to shift \$39,418 of gas tax funding to 2017 would have resulted in a deficit of \$7,327 for the 2016 year. It is recommended that \$7,327 of the gas tax funding be realized in 2016 to balance the budget, with the remainder to be realized in 2017.

FINANCIAL CONSIDERATIONS

The recommendations contained in this report will have no impact on the requisition as they involve external funding or transfers of surplus.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Addresses the Regional Strategic Focus Area #3 Sound Fiscal Management

Referred to (upon completion):

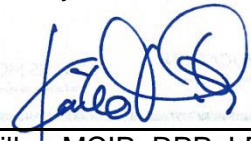
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Recycling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

Prepared by:



Jeff Moore
Environmental Analyst / Technician

Reviewed by:



Kate Miller, MCIP, RPP. LEED AP
Manager



Hamid Hatami, P. Eng.
General Manager



STAFF REPORT TO COMMITTEE

DATE OF REPORT February 16, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of March 22, 2017

FROM: General Manager
Engineering Services Department

SUBJECT: 2017 Budget Amendment – Function 575 Engineering Services - Administration

FILE: 0540-20-RSC/05

PURPOSE/INTRODUCTION

The purpose of this report is to request amendments to the 2017 budget for Function 575 Engineering Services – Administration.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the 2017 budget for Function 575 Engineering Services - Administration be amended to:

1. Increase surplus/deficit by \$16,183; and
2. Decrease contingency by \$16,183.

BACKGROUND

Due to a shortfall in the Capital Projects Budget, Function 577, an allocation of \$45,000 was made from Function 575 Engineering Services – Administration budget, which resulted in a \$16,183 deficit.

ANALYSIS

Due to an unanticipated shortfall in the Capital Projects Budget, Function 577, an allocation from Engineering Services Budget, Function 575, was used to balance this discrepancy. Contingency of \$16,185 can be used to balance this deficit.

FINANCIAL CONSIDERATIONS

In order to incorporate deficits in the 2016 budget, reductions can be made as outlined.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Function 575 Engineering Services – Administration budget falls under essential reliable services.

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*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)

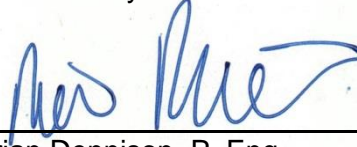
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Louise Knodel-Joy
Senior Engineering Technologist

Reviewed by:



Brian Dennison, P. Eng.
Manager



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

- Attachment A – N/A
- Attachment B – N/A



STAFF REPORT TO COMMITTEE

DATE OF REPORT March 1, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of March 22, 2017

FROM: General Manager
Community Services Department

SUBJECT: Cowichan Community Policing

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to consider the Cowichan Valley Regional District operating the Cowichan Community Policing function, rather than the current financial contribution to a Society.

RECOMMENDED RESOLUTION

For direction.

BACKGROUND

The CVRD currently contributes \$124,900 to the Cowichan Community Policing Advisory Committee Society, for community policing programs. The core partners in the function are Electoral Area D – Cowichan Bay; the City of Duncan; and the District of North Cowichan. The authority specifically allows for a financial contribution to “North Cowichan Duncan RCMP Community Policing”, and does not allow for the CVRD to operate the service. The apportionment of cost to Electoral Area D, the City of Duncan, and the District of North Cowichan is currently based on the caseload in 2004.

Electoral Area E – Cowichan Station / Sahtlam / Glenora provides some grant funding, but is not a core partner in the service currently.

The Cowichan Community Policing Advisory Committee Society has informed elected officials representing the current core partners that the Board members of the Society no longer wish to volunteer, and wish to dissolve the Society.

Elected officials and staff from the Cowichan Valley Regional District, City of Duncan, and District of North Cowichan have met to discuss potential next steps.

It should be noted that there exists currently a South Cowichan Community Policing function, serving Electoral Areas A, B, and C.

ANALYSIS

There is agreement by the core partners that the Cowichan Community Policing activities should continue.

The CVRD’s Legislative Services Division has confirmed that under the existing bylaw, the CVRD can’t operate a Cowichan Community Policing function. The CVRD can only make a financial contribution to an entity that would operate that function. Further, to meet the needs of the financial contribution, the recipient of the funding should be aligned with “North Cowichan Duncan RCMP Community Policing”. Staff interpreted this wording so that only three entities are eligible to receive the funding – the District of North Cowichan, the City of Duncan, or the RCMP directly.

The RCMP is not set up to administer a whole function. They could be eligible as a recipient of

some of the funding for day to day oversight of a community policing volunteer coordinator, under a service agreement.

Staff at the District of North Cowichan and the City of Duncan views this as a sub-regional service, and the responsibility of the CVRD.

To staff's understanding, the three potential options remaining include:

1. Advise the Community Policing Society that for community policing programs to continue, they must continue as a society, and seek other board members.
2. Discontinue the service entirely if the society dissolves.
3. Create a new function, and seek voter approval, to allow the CVRD to operate the service.

Option 3 would require decisions on the following points:

1. Funding partners
2. Service areas
3. Apportionment of costs
4. Budget

Further, operating the service would include creating an agreement with the RCMP for day to day management.

FINANCIAL CONSIDERATIONS

Staff time would be involved in determining new parameters for the service.

There would be communication and voter approval costs.

COMMUNICATION CONSIDERATIONS

The Cowichan Community Policing Advisory Committee Society Board and staff have been advised that the CVRD Board will be considering changes to the existing financial contribution bylaw. The Society Board and staff would be advised of any CVRD Board decisions.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Not applicable.

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*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



John Elzinga
General Manager

Reviewed by:

Not Applicable
Not Applicable

Not Applicable
Not Applicable

ATTACHMENTS:

Attachment A – CVRD Bylaw No. 2590 – North Cowichan Duncan RCMP Community Policing
Annual Contribution Service Establishment Bylaw, 2005



COWICHAN VALLEY REGIONAL DISTRICT

**Bylaw No. 2590
(As Amended by Bylaw No. 3904)**

**BYLAW NO. 2590
– North Cowichan Duncan RCMP Community Policing Annual Contribution
Service Establishment Bylaw, 2005**

**CONSOLIDATED FOR CONVENIENCE ONLY
(April 30, 2015)**

The amendment bylaw(s) listed below have been incorporated into enactment Bylaw No. 2590 for convenience purposes only. Persons making use of the consolidated version of Bylaw No. 2590 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaw(s) must be consulted. Certified copies of original bylaws are available through the Corporate Secretary's office.

AMENDMENT BYLAW

EFFECTIVE DATE

Bylaw No. 3904

February 11, 2015



COWICHAN VALLEY REGIONAL DISTRICT

Bylaw No. 2590 – Consolidated for Convenience with Amending Bylaw No. 3904

A Bylaw to Establish a Service in Electoral Area D – Cowichan Bay, City of Duncan, and District of North Cowichan for the Purpose of Providing an Annual Contribution to North Cowichan Duncan RCMP Community Policing

WHEREAS pursuant to Section 796(1) of the *Local Government Act*, a Regional District may operate any service that the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to establish a service that provides North Cowichan Duncan RCMP Community Policing with an annual contribution to assist with programming and service delivery costs in Electoral Area D – Cowichan Bay, the City of Duncan, and the District of North Cowichan;

AND WHEREAS the Regional Board has published notice that it intends to establish the said service in Electoral Area D – Cowichan Bay, the City of Duncan and the District of North Cowichan;

AND WHEREAS the Board of the Cowichan Valley Regional District has obtained the approval of the service area electors in accordance with the *Local Government Act* and *Community Charter*;

AND WHEREAS the Councils of the City of Duncan and the District of North Cowichan have consented, in writing, to the adoption of this Bylaw;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION:

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 2590 – North Cowichan Duncan RCMP Community Policing Annual Contribution Service Establishment Bylaw, 2005.**"

2. SERVICE BEING ESTABLISHED:

The service established under the authority of this Bylaw provides for an annual contribution to North Cowichan Duncan RCMP Community Policing to assist with programming and service delivery costs in Electoral Area D – Cowichan Bay, the City of Duncan, and the District of North Cowichan.

.../2

3. **BASIS OF ANNUAL CONTRIBUTION:**

Funds will be awarded to North Cowichan Duncan RCMP Community Policing based on the prior year financial statements and budget submissions that detail proposed projects and costs in each and every year that the contribution is to be awarded.

4. **SERVICE AREA BOUNDARIES:**

The boundaries of the service area are the whole of Electoral Area D – Cowichan Bay, the City of Duncan, and the District of North Cowichan.

5. **PARTICIPATING AREA:**

Electoral Area D – Cowichan Bay, the City of Duncan and the District of North Cowichan are the participating areas for this service.

6. **METHOD OF COST RECOVERY:**

The annual costs of providing this service shall be recovered by property value taxes requisitioned and collected on the basis of the net taxable value of land and improvements in the participating area.

7. **APPORTIONMENT:**

The annual cost of providing this service shall be apportioned among the participating areas on the basis of:

Electoral Area D – Cowichan Bay	11%
City of Duncan	31%
District of North Cowichan	58%

8. **MAXIMUM REQUISITION:**

The maximum amount of money that may be requisitioned annually in support of this service shall not exceed One Hundred Thousand (\$124,900) Dollars.

READ A FIRST TIME this 15th day of November, 2004.

READ A SECOND TIME this 15th day of November, 2004.

READ A THIRD TIME this 15th day of November, 2004.

I hereby certify this to be a true and correct copy of Bylaw No. 2590 as given Third Reading on the 15th day of November, 2004.

Joe E. Barry
Secretary

February 25, 2004
Date

APPROVED BY THE INSPECTOR OF MUNICIPALITIES UNDER SECTION (801(1) OF THE LOCAL GOVERNMENT ACT this 2nd day of December 2004.

ADOPTED this 26th day of January, 2005.

Mary Marcotte
Chairperson

Joe E. Barry
Secretary



STAFF REPORT TO COMMITTEE

DATE OF REPORT March 15, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of March 22, 2017

FROM: Public Safety Division
Community Services Department

SUBJECT: Community Wildfire Protection Plan - UBCM Grant Application

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to obtain approval for an application to the UBCM Wildfire Prevention Initiative to cover costs for updating the CVRD Community Wildfire Protection Plan (CWPP).

RECOMMENDED RESOLUTION

That it be recommended to the Board that a grant application be submitted to the Union of British Columbia Municipalities (UBCM) for the CWPP Update – Cowichan South project under the Strategic Wildfire Prevention Initiative, Community Wildfire Protection Plan & CWPP Update Program.

BACKGROUND

As part of the UBCM's Strategic Wildfire Prevention Initiative, the CWPP program assists local governments and First Nations in identifying the risks of wildfire in their community as well as opportunities to reduce those risks.

CWPP's should be reviewed and updated every five years to ensure the plan is in alignment with the current guidelines, completed fuel treatments, FireSmart activities, and local developments. Wildfire risk can change overtime as forest health, fuel hazards are altered, or when there is new or expanded development or changes to infrastructure in the interface.

The CVRD previously developed a CWPP in 2006 with an update in 2011. The 2011 update had some deficiencies in key technical aspects, specifically it was noted that the entire area of the CVRD is much too large to be covered with reasonable detail and accuracy by a single CWPP. Ideally each community and First Nation Reserve within the CVRD should have a stand-alone CWPP.

Considering this information, it was decided to divide our region by geographic areas, using electoral area groupings and locations and have a CWPP for each area. These CWPP's would then "dovetail" to be a living, integrated document. Eventually a CWPP will be created for four areas, Cowichan South, Cowichan Central, Cowichan West, and Cowichan North. This application will be only for Cowichan South (Electoral Areas A, B and C). Subsequent grant applications for CWPP's will be done in the future.

ANALYSIS

All applications for a CWPP update must provide clear rationale for the need for the update and a map of the proposed CWPP Update Area of Interest (AOI). The AOI will indicate specifically where development, environmental, forest or fuel factors have changed since our previous CWPP was completed.

Each of the planned four zones in the CVRD will be considered an Area Of Interest.

FINANCIAL CONSIDERATIONS

The 2017 budget for Emergency Planning (205) has been approved for \$40,000 for consultants to update the CVRD CWPP.

The CWPP program can contribute a maximum of 75% of the cost of eligible activities to a maximum of \$22,500. The remaining 25% is required to be funded through the local government contributions (in-kind costs).

COMMUNICATION CONSIDERATIONS

Consultation has been conducted with the BC Wildfire Service Fuel Management Specialist, First Nations Emergency Services Society (FNESS), area based tenure holders, Forest Land Natural Resources Land Manager, BC Parks South Island Manager, and local fire service officials.

CWPP's from other municipalities and First Nations will be considered in the CVRD plan.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

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*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Jason deJong, CFO
Fire Rescue Services Coordinator

Reviewed by:



Conrad Cowan
Manager



John Elzinga
General Manager

ATTACHMENTS:

- Attachment A – 2017 Application Form
- Attachment B – CWPP Update Activity Proposal 2017 – 2018
- Attachment C – Proposed CWPP CVRD Zones
- Attachment D – Proposed CWPP Proposed South Cowichan Zone 1

Strategic Wildfire Prevention Initiative
Community Wildfire Protection Plan &
CWPP Update Program

2017 APPLICATION FORM

Please type directly in this form or print and complete. Additional space or pages may be used as required. For detailed instructions regarding application requirements, please refer to the *2017 Community Wildfire Protection Plan & CWPP Update Program & Application Guide*.

SECTION 1: APPLICANT INFORMATION

Local Government or First Nation: Cowichan Valley Regional District (CVRD)	Date of Application: March, tbc XX, 2017
Contact Person*: Jason deJong, CFO	Title: Fire Rescue Services Coordinator
Phone: 250-746-2564	E-mail: jdejong@cvrld.bc.ca

* Contact person must be an authorized representative of the applying local government or First Nation.

SECTION 2: PROJECT INFORMATION

1. NAME OF PROJECT.

CWPP update for CVRD Electoral Areas A, B & C,
 hereinafter referred to as "CWPP Update - Cowichan South"

2. CWPP DESCRIPTION.

Please provide a geographic description of the proposed Area of Interest (AOI), including the estimated number of hectares to be included, and a rationale for the need for a CWPP.

"The Cowichan Valley Regional District covers an area of approximately 8,995 square kilometres and has a population of 79,800. The District includes nine electoral areas (A thru I), the four member municipalities (Town of Ladysmith, North Cowichan, Town of Lake Cowichan and City of Duncan) and 10 first nations (8 populated areas)." See attached Electoral map:
<http://www.cvrld.bc.ca/DocumentCenter/Home/View/617>

There are 191 Community Parks within the CVRD

Governance: "The CVRD is governed by a 15-member Board comprised of appointed directors from four municipalities (North Cowichan has three appointees based upon population) and an elected director from each of the nine electoral areas. The CVRD Board elects a Chairperson and Vice-Chairperson annually. The Chairperson is responsible for establishing the committee structure of the Board".

Services: The Regional District provides a broad range of services to its residents. While a small number of these services are mandated by the Province (solid waste, emergency planning, land use planning), the majority of services provided by the CVRD are determined by the Board. However, services can only be provided with the approval of the electors who will receive them

The services provided can be regional, sub-regional or local, they include the following examples:

- Regional Services
 - o solid waste management, 9-1-1, emergency planning, administration, economic development, environmental services, regional parks, capital financing for hospitals;
- Sub-regional Services
 - o land use planning, bylaw enforcement, building inspection, recreation centres, parks, transit; and
- Local Services
 - o fire protection, water and wastewater systems, community parks, community centres, and street lights.

The CWPP Update - Cowichan South:

The South Cowichan Official Community Plan (OCP) is a comprehensive long-range plan that covers three distinct electoral areas. It encompasses some 38,000 hectares, and consists of all land and water surfaces, within Electoral Areas A (Mill Bay/Malahat), B (Shawnigan Lake) and C (Cobble Hill) of the Cowichan Valley Regional District (CVRD)."

- Electoral Area A:

Size:	4,931 hectares
Population (2011):	4,393
Parks (community)	12
Parks (Provincial)	2 (Bamberton & Spectacle Lake)
- Electoria Area B:

Size:	30,605 hectares
Population (2011):	8,127
Parks (community)	14
Parks (Provincial)	3 (Memory Island, Koksilah River & West Shawnigan Lake)
- Electoral Area C:

Size:	2,259 hectares
Population (2011):	4,796
Parks (community)	16
Parks (Provincial)	
- South Cowichan Total:

Size:	37,795 hectares
Population (2011):	17,316
Parks (community)	42
Parks (Provincial)	5

Key fire management players, partners and stakeholders within the CVRD:

Fire Departments:

- Malahat, Sahtlam, Mesachie Lake, Honeymoon Bay, Youbou and North Oyster
 - o Malahat is within CWPP Update - Cowichan South
- Specified areas contracted by CVRD – Eagle Heights, Saltair, Cowichan Lake
- 12 other “mutual-aid” Fire departments (Municipalities, Improvement and Fire Protection Districts)
 - o Mill Bay Fire Protection District and Shawnigan Lake Improvement District Fire

Departments are in CWPP Update - Cowichan South

Local First Nations in CVRD:

- Cowichan Tribes, Malahat, Halalt, Stz'uminus, Lyackson, Penelakut, Lake Cowichan, Ditidaht,
 - o Malahat First Nation is within CWPP Update - Cowichan South

Major Adjacent Forest landowners:

- Island Timberlands LP, TimberWest Forest Corp.

Major Rights of way:

- BC Hydro
- FortisBC natural gas pipeline
- Island Corridor Foundation

Forest Tenure holders:

- BC Timber Sales

BC Parks

- Cowichan Area, Victoria Office
 - o Bamberton, Spectacle Lake, West Shawingan Lake, Koksliah River and Memory Island are within CWPP Update - Cowichan South

Fire Weather Data - 10 year averages

Victoria Airport : Danger Class 3 - 5 Days => 125 days per year

" " " " : Danger Class 4 - 5 Days => 74 days per year

Cedar : Danger Class 3 - 5 Days => 115 days per year

" " : Danger Class 4 - 5 Days => 72 days per year

In summary, the CVRD CWPP (2006) has many deficiencies identified from the 2011 CWPP update application to UBCM, in both spatial and content anomalies. Thus the entire CWPP is in need of updating, starting with the priority Electoral Areas, A, B, C in this CWPP update application.

Is this application for a CWPP Update?

Yes No

If yes, please refer to Section 3 of the Program & Application Guide (Eligible Projects) and provide a detailed rationale for updating an existing CWPP:

Rationale for the need for the update to the CWPP – Cowichan-South AOI:

- The original CWPP for the entire CVRD was completed in 2006. The CWPP update, conducted in 2011, had both CWPP and spatial deficiencies that could not be resolved. As such, funding support from UBCM for the update was not approved;
- The 2006 CWPP indicates that 96% of the CVRD is in High or Extreme Hazard rating; upon reflection, this may be over-stated. CWPP updates are critical in determining/confirming degree of severity and risk in interface potential;
- PSTA data is not incorporated in the existing (2006) CWPP – as such, polygons are likely in need of revision and "overall threat" needs review. UBCM feedback regarding the 2011 update indicated there were "threat point plot" and other irregularities in the spatial data submission;
- The area of the entire CWPP is deemed to be too vast/diverse for a single update; as such CVRD is proposing 4 individual updates over a 2-year period, commencing with Cowichan-South

(the highest priority area). See AOI map for development changes to the Cowichan-South area since 2006;

- The proximity of Cowichan-South to the Greater Victoria area, coupled with much higher housing costs south of the Malahat, continues to create upward demand on Cowichan-South for new housing. Further, the attraction of a rural/small community lifestyle, makes the area doubly attractive for residential development;
- The proximity of Cowichan-South to the Greater Victoria area, coupled with much higher housing costs south of the Malahat, continues to create upward demand on Cowichan-South for new housing. Further, the attraction of a rural/small community lifestyle, makes the area doubly attractive for residential development;
- Since 2011, there have been 159 new subdivisions within the Cowichan-South AOI. From 2015-2017 (past 2 years) there have been 55 new subdivisions within the AOI; per the AOI map, there have been 10 new subdivisions developed with 10+ lots/subdivision.
- Private Forest Land (PFLA) forest companies have significant holdings within the AOI. Harvesting, due to timber age class and proximity to timber processing facilities and fairly buoyant timber market, has led to accelerated liquidation of standing timber inventories. This has resulted in significant changes to fuel typing and risk (slash and forest plantation) within the AOI;
- Recent weather extremes (climate change?), e.g., fire season 2015 + documented local weather trends, suggest that interface fire potential is likely to increase.

The 2017 CWPP update will focus on including improvements and updates from the updated PSTA (Provincial Strategic Threat Analysis), updated BCWS (BC Wildfire Service) Fuel Type mapping etc.

3. MOUNTAIN PINE BEETLE AFFECTED TIMBER. Please indicate if the AOI includes land with Mountain Pine Beetle fuel type.

Yes No

4. COMMUNITY ENGAGEMENT. Please describe all community involvement in wildfire risk mitigation in the past 2 years (as described in Sections 5 and 6 of [2017 CWPP Template](#)), including:

Fuel management:

- Fuel Reduction/FireSmart of key Fire Dept. Radio Repeater within CVRD (2 phase project). Fully "FireSmarted" back 30 meters from "comms installation". The 2nd phase was completed on May 21, 2015 (18 tons of slash debris was treated and transported) to an approved disposal facility.

o This project is not within the CWPP Update - South Cowichan area.

FireSmart planning and activities:

Conducted 7 separate FireSmart "Workshops", involving approx. 140 attendees and 2 FireSmart Presentations, involving approx. 25 attendees.

o Recent workshops in last 2 years held within CWPP Update - Cowichan South:

One (1) Workshop held at Cobble Farmers Institute Hall: 40 attendees

One (1) Workshop scheduled for May 1/17 at Kerry Park Arena (to cover Electoral Areas A, B & C) estimating 40 attendees

Conducted bylaw amendment reviews based upon public safety comments on various issues that may affect safety. Focus of those comments is the need for FireSmart principles, road/ pathway design to allow for emergency egress & access for emergency vehicles, and the information on the Hazard rating for a particular area.

Community education:

Fire Response and Public Safety Coordination staff attended Interface Planning/Awareness Workshop, hosted by the City of Langford – June 15, 2016

Hosted a Builders and Developers Forum on June 23, 2016 on the topic of "Wildfire Protection for Residential Development".

Have issued development permits for subdivision and other forms of development that have implemented wildfire protection development permit guidelines.

Through contracted services from interface fire management experts, conducted an Interface Awareness Workshop involving CVRD Elected Officials, senior interdepartmental CVRD staff and local First Nations reps, focusing on development/planning/response challenges, FireSmart, current and future "interface trends" – July 27, 2016

Local government wildfire response resources:

CVRD Fire Departments have acquired the following apparatus/resources:

Sahtlam FD received a new 1800 gal. Tender in May 2016. This truck enhances water delivery capacity for the area for bush & structure fires, since the area has no hydrants. The truck is outfitted with a 840 gpm pump and Class A foam system.

North Oyster FD received a new 4x4 pickup truck in June 2015. It is used as a command vehicle and is outfitted with first-response wildland equipment during fire season, including 35 sprinklers, Class A foam, hand tools, wildland back packs and forestry hose.

Youbou FD took possession (Feb 06, 2017) of a new pumper (engine), with enhanced Class A foam capabilities, to address that department's inherent rural interface challenges.

Malahat FD received a 2013 New Pumper (freightliner M2, 1050 gpm pump with 1000 gal water – with foam capabilities). This Fire Department is within CWPP Update - Cowichan South.

Purchased a large supply of the (Wasp) Home Sprinkler Protection Kits for public consumption and education.

Mill Bay Fire Protection District and Shawigan Lake Improvement District

(both within CWPP Update - Cowichan South) have acquired the following:

o Recent apparatus acquisitions by these 2 Fire Depts.

- Mill Bay

2010 Freightliner FLD 120SD – 3000 gal tanker truck

- Shawnigan

2012 Dodge Ram PU (command response & equipment)

2011 Kenworth T800 (1250 pump with 2500 gal water) Tanker

Other: Wildland Urban Interface (WUI) FireSmart planning, response, partnership building
CVRD Staff have also:

Participated in the FireSmart Community Champion workshop, a two day workshop (running ~7 hours per day) in Nanaimo 2015.

Participated in Working Together: Effective Fire Service Administration for Fire Chiefs and Local Government Chief Administrative Officers. A Fire Service Administration Educational Program on Vancouver Island September 11-13, 2015, Parksville, BC.

Attended the BC Fire Chief conference in Penticton BC, attending a working group of DEM managers focussing on living in the wildland/urban interface.

Conducted Hazard, Risk and Vulnerability Analysis training under EMBC with a focus on fire protection and evacuation of Cowichan Lake Community

Aided the Community of Lake Cowichan in determining their fire response plan during Sun-fest 2016.

Remained active participants of the longstanding multi-agency "South Island Fire Management Organization" (Wildfire Prevention, Detection and Response Focus) that involves BCWS, Forest Industry, Local Governments/Fire Departments, Fire Management Contractors (including First Nations), BC Parks, Capital Regional District Water and Parks, BC Timber Sales

Updated original UBCM funded CWPP (2006) by internal CVRD CWPP review in 2012 (This activity was 100% funded by CVRD).

Have responded to several "High profile" interface fires, over the past 2 fire seasons:

July 2/15 – North Oyster Area (airport) – 18 ha

July 20/15 – Highway 18 (near Somenos) - 3 ha. (est.)

July 28/15 – Skutz Falls area – 16 ha

June 29/16 – North Oyster Area (Doole Rd) – 3 ha

Aug 25/16 – Bamberton (Malahat) – 3 ha total,

(fire was located within CWPP Update - Cowichan South area

5. CONSULTATION WITH FUEL MANAGEMENT SPECIALIST OR LIAISON. Please describe how the Fuel Management Specialist was consulted in advance of submitting this application.

Direct contact was made with Coastal Fire Centre Fuel Management Specialist, Tony Botica, FIT on January 24, 2017, 1330 hours via phone, plus Jan 31, 2017 e-mail exchange between Tony and Jason on the new approach of splitting the CWPP update down into Electoral Areas. Also see document attachment outlining CVRD CWPP update plan for additional Electoral areas 2017-2018.

6. REVIEW OF PROJECT/APPLICATION. Were any other agencies consulted in the development of the project and/or application prior to submission? Please check all that apply, add contact names and provide any available supporting documentation.

- BC Wildfire Service. Contact person(s): Tony Botica, FIT
- Local fire officials: Local CVRD Fire Chiefs
- Land manager (e.g. MFLNRO resource district of BC Parks). Contact person: South Island Forest District, Mark Palmer, Stewardship Forester, Port Alberni, emailed Feb 6, 2017. BC Parks, Cowichan Area, Don Closson emailed Feb 6, 2017.
- First Nations' Emergency Services Society. Contact person: Jeff Eustache, Feb 06, 2017
- Area-based tenure holders. Contact person: Private Forest Land: Island Timberlands, Jim Hodgson emailed Feb 7, 2017. Timberwest, Shaun Mason emailed Feb 7, 2017
- Other: CVRD internal staff departments such as CVRD Parks, GIS Department, etc

7. CONSULTANT INFORMATION. If a consultant is being used to do some or all of the work, please describe how you will select a qualified individual:

CVRD RFP process and award to successful bidder

If possible, please include the name(s) of the consultants(s).

CWPP Consultant: Successful RFP bidder, and advisors Brian McIntosh, RFT, Pat Hayes (combined 70+ years of wildfire related experience)

GIS Consultant: Internal CVRD and successful RFP bidder

Eligible activities and costs are outlined in Section 5 of the Program & Application Guide (Eligible & Ineligible Costs & Activities).

In Section 3, please include all proposed eligible costs for the development/update of your CWPP and provide a description of each proposed cost.

SECTION 3: PROPOSED ACTIVITIES & COSTS	
Activity	Proposed Cost
<p>Consultation with the Fuel Management Specialist or Liaison, land manager, other local governments, or other stakeholders regarding the proposed CWPP. <i>This activity may take place within 12 months prior to application submission. Please describe:</i> Initiated consultation with Coastal Fuel Management Specialist (Tony Botica, FIT), as well as liaison with Brian McIntosh, RFT and Pat Hayes in consultation towards CWPP update and WUI information sessions and FireSmart enhancements. Ongoing discussions with adjacent local governments (like District of North Cowichan, and Regional District area First Nations, etc.)</p> <p style="text-align: right;">16.7 hrs@ \$90</p>	<p>\$1,500.00</p>
<p>Information sharing with First Nations, as required by the land manager <i>This activity may take place within 12 months prior to application submission. Please describe:</i> As noted above, First Nations liaison is on-going plus FireSmart workshop activities. Contact has also been made with Kamloops FNESS office, and always seeking any partnership opportunities. *See map attachment (Proposed 2017 CWPP Zones) for full listing of First Nation Reserves within CVRD for liaison activities.</p> <p style="text-align: right;">16.7 hrs@ \$90</p>	<p>\$1,500.00</p>

Preparation of the CWPP, including data collection, related to the following:	
Structure and critical infrastructure assessment and identification of cultural and heritage values at risk from wildfire. <u>Please describe:</u> Through internal and external resources, gathering current inventory of key values and giving priority to FireSmart, planning and response needs for wildfire protection (includes key BC Hydro right-of-ways, highway corridors, watersheds, dangerous goods, cultural and archaeological values (BC Archaeology Branch) etc. Another opportunity for building stronger partnerships in these liaisons, mutual aid agreements, etc. 16.7 hrs@ \$90	\$1,500.00
Completion of new or updated Wildfire Threat Assessment worksheets within the WUI area, including updated fuel typing (in areas subject to future prescriptions or operational treatments). <u>Please describe:</u> Any existing or areas previously added to the CVRD administration area will need potential field plots and assessment using the new 2016 Guide and worksheets for revisions to an updated CWPP map. Most recent PSTA (2015 or current 2017) will be utilized to assist in identifying key and potential high to extreme risk areas for future fuel treatment areas, or enhanced FireSmart marketing activities, bylaw revisions, OCP input, etc. 16.7 hrs@ \$90	\$1,500.00
Design and prioritization of fuel treatment units. <u>Please describe:</u> Areas identified in the high to extreme risk category will be identified for potential fuel treatment areas or enhanced FireSmart marketing areas (i.e. private land areas or other). Prevailing winds and other weather, topography, and vegetative fuel type criteria, through the analysis and fire modelling will assist to identify priority fuel treatments units, and recommended fuel treatment type and design. Values at risk, priority areas, will be a key part of this analysis 16.7 hrs@ \$90	\$1,500.00
Planning for FireSmart activities. <u>Please describe:</u> Based on the updated inventory of values at risk, high to extreme risk areas identified on the updated mapping product, a strategy of priority FireSmart activities will be developed with annual target dates and outcomes. Documenting of these activities will be emphasized with a tracking system. Participation in the FireSmart Canada-FireSmart Community Recognition Program and National FireSmart -Wildfire Community Preparedness day involvement and workshops. 5.6 hrs@ \$90	\$500.00
Development of a communications and education strategy. <u>Please describe:</u> In conjunction with internal CVRD media staff and related resources, a communication and education strategy will be a component of the updated CVRD CWPP update. This will be complimented and closely linked within the FireSmart Strategy. See note on utilizing increased social media opportunities below. 2.8 hrs @\$90.00	\$250.00
Preparation of maps, spatial data, and metadata. <u>Please describe:</u> Utilizing both internal CVRD GIS staff and consultant GIS expertise (fire	\$3,200.00

<p>modelling, etc.), the recent version of the PSTA (2015, 2017) will be utilized towards an updated CWPP mapping product for the CVRD, and addressing previous deficiencies. Consultation with BCWS Geomatics specialists will also occur to comply with 2016 Guide components and final products. Initial contact with Jennifer Naylor made January 30, 2017 to request most recent PSTA data, with follow up request via Tony Botica, FIT, January 31, 2017.</p> <p style="text-align: right;">35.6 hrs @\$90.00</p>	
<p>Presentation of the CWPP to the Council, Board or Band Council, tenure holders (if applicable), land manager, community organizations, etc. <u>Please describe:</u> CVRD internal staff along with CWPP consultants team will develop the required presentation to key Councils and stakeholders, and scheduled delivery of key components. CVRD Emergency Services will take the lead of these activities.</p> <p style="text-align: right;">5.6 hrs@ \$90</p>	\$500.00
<p>Amendments to relevant local government or First Nation plans, bylaws and policies that are specific to the CWPP. <u>Please describe:</u> Specific elements relating to the CVRD CWPP updates will need to have synergy and consultation with higher level plans such as the OCP, First Nation and other higher level plans, including review and any subsequent recommendations to CVRD bylaws, policies, procedures (SOP), FireSmart strategies, etc.</p> <p style="text-align: right;">11.1 hrs@ \$90</p>	\$1,000.00
<p>Staff and contractor costs directly related to the development of the CWPP. <u>Please describe:</u> The successful bidder of the CVRD RFP to engage into a gap analysis of prior CWPP products and deficiencies, complete updated inventory of values at risk, addition field plots as required, utilization of recent PSTA (2015-2017), assess fuel typing for fire modelling to identify priority high to extreme risk areas and potential fuel treatments areas. CWPP update will include recommendations for enhanced FireSmart activities, OCP and bylaw revision recommendations, partnership building opportunities, communication plan, etc. Successful consultant will need to closely engage with CVRD internal staff, Emergency Coordinators, Planning, GIS, Fire Chiefs and other stakeholders, and provide updates to progress and completion of the CWPP update in a timely manner. Includes consultation with BCWS Fuel Management, BCWS Geomatics, MFLNRO land manager, local governments within CVRD (i.e. N. Cowichan, etc.) and neighbouring Regional Districts (RDN, CRD).</p> <p>166.7 hrs - See Addendum #2 - Section 3</p>	<p>\$15,003.00</p> <p>166.7 hrs @ \$90</p>
<p>Applicant administration costs directly related to the development of the CWPP. <u>Please describe:</u> In-kind staffing costs and directly related costs will be tracked on a spreadsheet and submitted to UBCM with final updated CVRD CWPP update, in a timely fashion. Administration costs that are eligible will follow UBCM SWPI Guide criteria, such as administering the RFP through to completion, etc.</p> <p style="text-align: right;">8.9 hrs @ \$90</p>	\$800.00
<p>Public information costs directly related to the development of the CWPP. <u>Please describe:</u> There may be public consultations in key strategic areas to initiate and promote FireSmart, and consideration will be given for enhanced communications utilizing available social media. Consideration will be given to posting CWPP update maps and plan to</p>	\$750.00

add to CVRD website as a link under Emergency Planning. 8.3 hrs @ \$90	
Other proposed activities. <u>Please describe</u> : Consultations will be a key activity of the complex CVRD CWPP update, including interactions with BCWS Fuel Management Specialist and Geomatics staff, MFLNRO, UBCM as required, First Nations, Utilities, Forest Industry, Ministry of Transportation, and the various other complex stakeholders within and adjacent to the administration area. 5.6 hrs@ \$90	\$500.00
Total Proposed Costs:	\$30,000.00

The CWPP program can contribute a maximum of 75% of the cost of eligible activities – to a maximum of \$22,500.00 - and the remainder (25%) is required to be funded through community contributions.

Total Grant Requested (see above for grant calculation):	\$22,500.00
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Please note that you will be required to provide detailed information on the community contribution (if required) in the final report. This includes information on contributions from other grant programs. If information is available now, please complete Section 4:

SECTION 4: OTHER GRANTS	
Grant(s) Description:	Estimated Grant Value
Seeking available emerging grant opportunities, on-going	\$0.00

SECTION 5: REQUIRED APPLICATION MATERIALS
<p>Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Local government Council or Board resolution, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management <input checked="" type="checkbox"/> Map of the proposed AOI including administrative boundaries and community locations <input checked="" type="checkbox"/> <u>For CWPP Updates only</u>: In addition to the above requirements, applications for CWPP Updates must also include: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Map of proposed AOI including previous CWPP boundaries, areas of new or expanded development or infrastructure, and completed treatment areas from previous plans. <input checked="" type="checkbox"/> PSTA image or map of relevant fuel type changes

SECTION 6: SIGNATURE (To be signed by Local Government or First Nation Applicant)	
I certify that the area covered by the proposed CWPP: (1) is within the jurisdiction of the local government or First Nation (or appropriate approvals are in place)	
Name: Jason deJong, CFO	Title: Fire Rescue Services Coordinator

Signature: X	Date: March, tbc XX, 2017
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All applications (from local governments and First Nations) should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: swpi@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8









Breakdown of Section 3; Proposed Activities & Costs

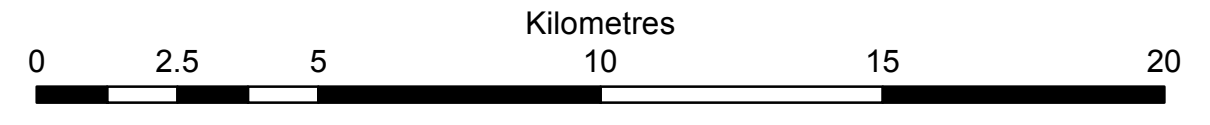
- Staff and Contractor Costs: \$15,000.00

Activity	Estimated hours	Estimated rate	Estimated cost	Comment
Gap Analysis	18.2	\$90 per hour	\$1638.00	Review prior CWPP
Inventory Values at Risk in CVRD	10.0	\$90 per hour	\$900.00	Field and spatial
Consultations with CVRD staff and Stakeholders	35.0	\$90 per hour	\$3150.00	On-going from start to completion, meetings
Field plots	35.0	\$90 per hour	\$3150.00	Establish plots and photos
Review CVRD Bylaws and OCP	25.0	\$90 per hour	\$2250.00	Reviews and recommendations
Develop CWPP update, recommendations	35.0	\$90 per hour	\$3150.00	Written plan, draft reviews
Coordination efforts	8.5	\$90 per hour	\$765.00	Phone, emails, discussions face-face, liaison
Totals:	166.7 hours	\$90 per hour	\$15,003.00	

CWPP Update will follow UBCM Guide parameters to meet or exceed Provincial standards

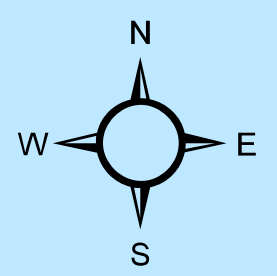
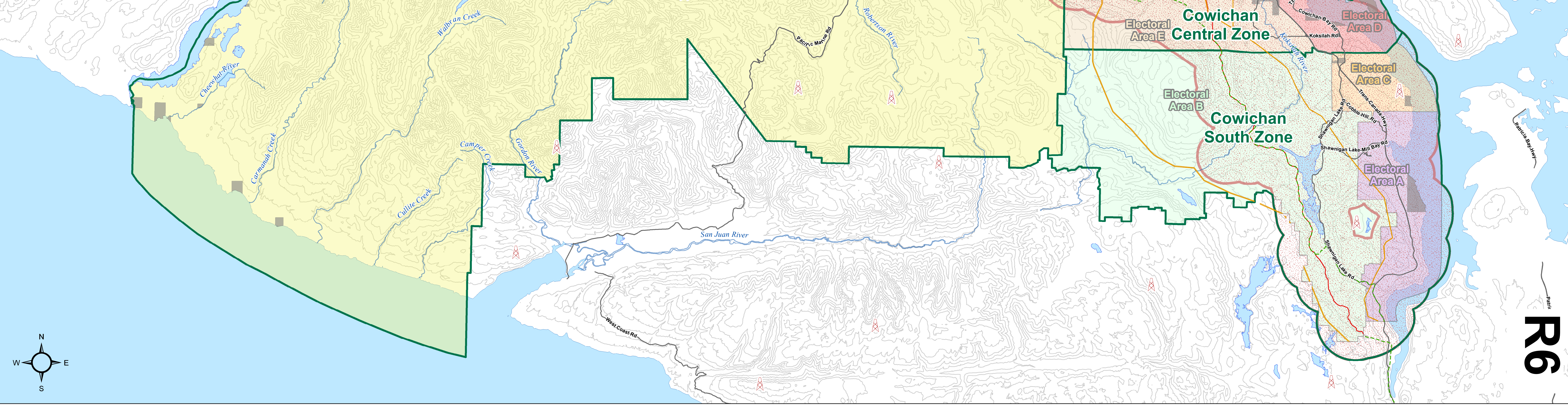
Proposed 2017 CWPP Zones

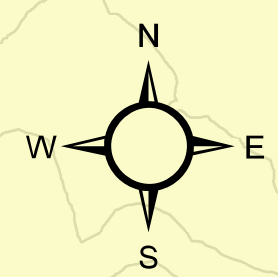
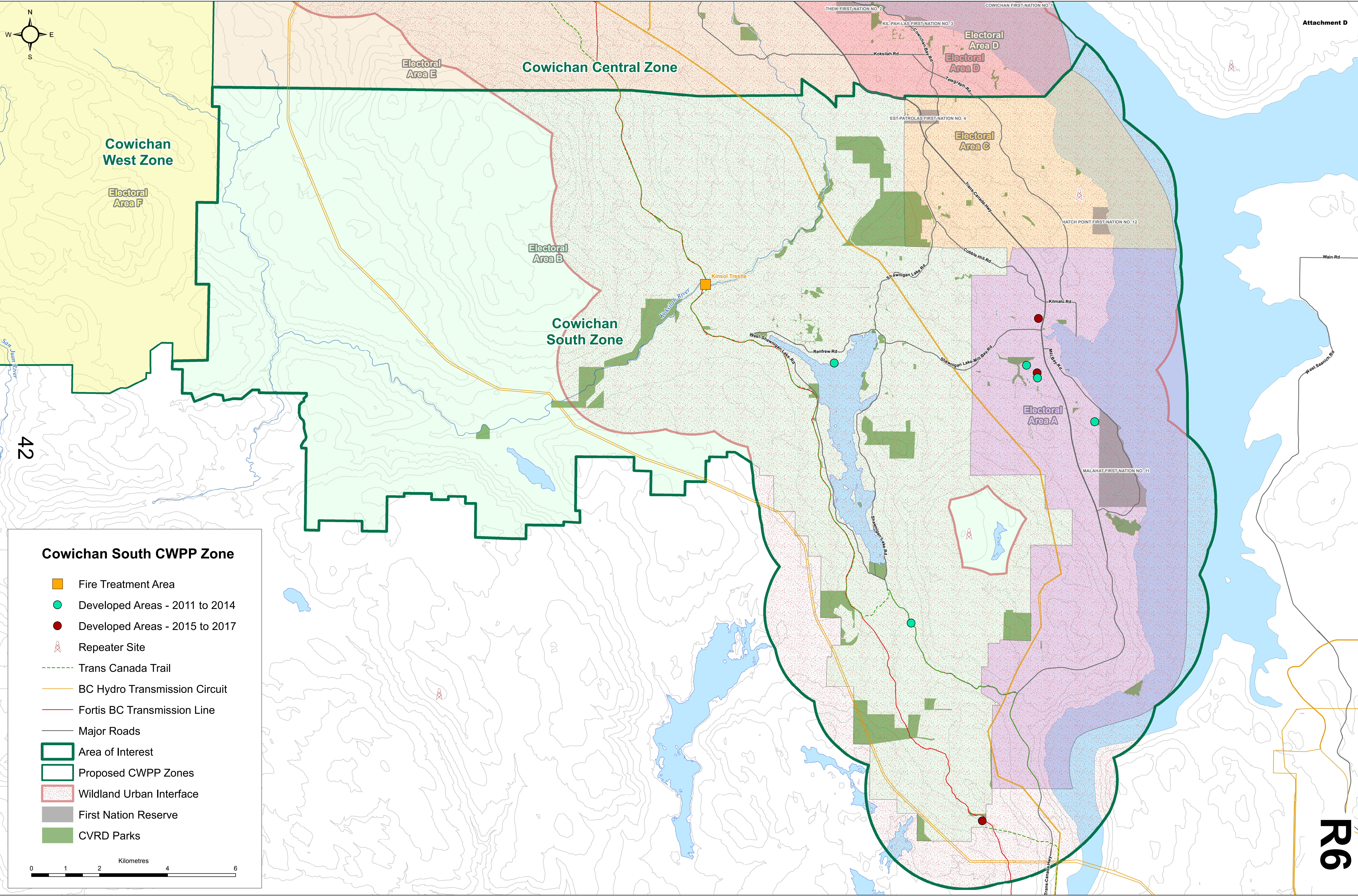
-  Repeater Site
-  Trans Canada Trail
-  BC Hydro Transmission Circuit
-  Fortis BC Transmission Line
-  Major Roads
-  Proposed CWPP Zones
-  First Nation Reserve
-  Wildland Urban Interface



Reserve	Tribe	Electoral Area
Malahat First Nation No. 11	Malahat	A
Est-Patrolas First Nation No. 4	Cowichan	C
Hatch Point First Nation No. 12	Pauquachin	C
Cowichan First Nation No. 9	Cowichan	D
Halalt First Nation No. 1	Halalt	D
Kil-Pah-Las First Nation No. 3	Cowichan	D
Theik First Nation No. 2	Cowichan	D
Cowichan First Nation No. 1	Cowichan	D/E
Tzart-Lam First Nation No. 5	Cowichan	E
Kakalatz First Nation No. 6	Cowichan	E/F
Carmanah First Nation No. 6	Ditidaht	F
Cheewat First Nation No. 4A	Ditidaht	F
Chuckmispap First Nation No. 15	Ditidaht	F
Claoose First Nation No. 4	Ditidaht	F
Cullite First Nation No. 3	Pacheedaht	F
Doobah First Nation No. 10	Ditidaht	F
Malachan First Nation No. 11	Ditidaht	F
Opatseeah First Nation No. 13	Ditidaht	F
Oyees First Nation No. 9	Ditidaht	F
Sai... ion No. 5	Ditidaht	F
Ski... ion No. 7	Cowichan	F
Ski... ion No. 8	Cowichan	F
Wh... ion No. 3	Ditidaht	F
Lyacksun First Nation No. 3	Lyackson	G
Penelakut Island First Nation No. 7	Penelakut	G
Portier Pass First Nation No. 5	Lyackson	G
Shingle Point First Nation No. 4	Lyackson	G
Tent Island First Nation No. 8	Penelakut	G
Chemainus First Nation No. 13	Stzuminus	H
Oyster Bay No. 12 (Chemainus First Nation)	Stzuminus	H
Cowichan Lake First Nation	Lake Cowichan	I

4
7


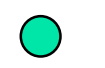
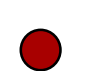









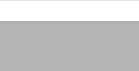


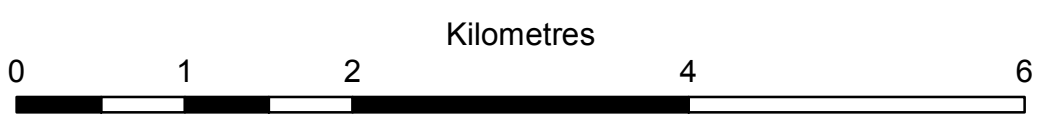


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R6

Cowichan South CWPP Zone

-  Fire Treatment Area
-  Developed Areas - 2011 to 2014
-  Developed Areas - 2015 to 2017
-  Repeater Site
-  Trans Canada Trail
-  BC Hydro Transmission Circuit
-  Fortis BC Transmission Line
-  Major Roads
-  Area of Interest
-  Proposed CWPP Zones
-  Wildland Urban Interface
-  First Nation Reserve
-  CVRD Parks





STAFF REPORT TO COMMITTEE

DATE OF REPORT March 9, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of March 22, 2017

FROM: Public Safety Division
Community Services Department

SUBJECT: Emergency Management Agreement

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to obtain Board approval to formalize the new Emergency Management Agreement between the Cowichan Valley Regional District, the City of Duncan, the Corporation of the District of North Cowichan, the Town of Lake Cowichan and the Town of Ladysmith.

RECOMMENDED RESOLUTION

That a five year Emergency Management Agreement be approved between the Cowichan Valley Regional District, the City of Duncan, the Corporation of the District of North Cowichan, the Town of Lake Cowichan and the Town of Ladysmith, effective 2017 to 2022 once all parties have signed.

BACKGROUND

The Emergency Management Agreement expired August 31, 2016 and has been reviewed and updated for renewal. Changes made to the new agreement over the last two, five year agreements were updates to the terminology and provincial programs to reflect current use. Updates to Schedule "B" were enhanced giving clear direction that in the event of an emergency, the individual parties to the agreement recover their eligible costs from Emergency Management BC (Provincial Emergency Program) and are responsible for ineligible expenditures in accordance with the terms of Schedule "B" of the agreement.

ANALYSIS

The Emergency Management Agreement is an integral component of our ability to respond to a multi-jurisdictional event. The provision of mutual assistance through an Emergency Management Agreement allows for effective integration of emergency services during an emergency/disaster and therefore strengthening community disaster resilience.

FINANCIAL CONSIDERATIONS

The parties agree to the Cost Sharing Principles set out in Schedule "B" - Cost Sharing of Resources, that sets out compensation and payment provisions for what and to whom payments are to be made.

COMMUNICATION CONSIDERATIONS

Copies of the complete Emergency Management Agreement will be sent to the City of Duncan, the Corporation of the District of North Cowichan, the Town of Lake Cowichan and the Town of Ladysmith for signature once Board approved.

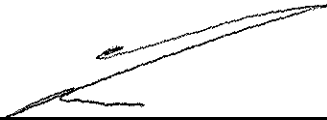
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

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)*
- Engineering Services *(Environmental Services, Capital Projects, Water Management, Recycling & Waste Management)*
- Planning & Development Services *(Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services

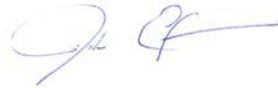
Prepared by:



Conrad Cowan
Manager

Reviewed by:

Not Applicable
Not Applicable



John Elzinga
General Manager

ATTACHMENTS:

Attachment A – Emergency Management Agreement

EMERGENCY MANAGEMENT AGREEMENT

THIS AGREEMENT dated and in effect this _____ day of _____, 2017.

BETWEEN:

COWICHAN VALLEY REGIONAL DISTRICT
175 Ingram Street
Duncan, BC V9L 1N8

AND: THE CITY OF DUNCAN
PO Box 820
200 Craig Street
Duncan, B.C. V9L 3Y2

AND: THE TOWN OF LADYSMITH
PO Box 220
410 Esplanade,
Ladysmith, B.C. V9G 1A2

AND: THE TOWN OF LAKE COWICHAN
PO Box 860
39 South Shore Road
Lake Cowichan, B.C. V0R 2G0

AND: THE CORPORATION OF THE DISTRICT OF NORTH COWICHAN
PO Box 278
7030 Trans Canada Highway
Duncan, B.C. V9L 3X4

(hereinafter called "the parties")

NOW THIS AGREEMENT WITNESSETH:

WHEREAS, it is desirable that the resources and facilities of the parties, and their various departments and agencies, be made mutually available to prevent and combat the effects of emergencies and disasters and,

WHEREAS, "CVRD Bylaw No. 1909 – *Emergency Programs (Emergency Program Act) Extended Service Bylaw, 1999*", enacted under the *Local Government Act*, RSBC 2015 c. 1 grants to the Cowichan Valley Regional District the additional power to provide emergency programs as an extended service under the *Emergency Program Act*. RSBC 1996 c. 111;

WHEREAS, Pursuant to section 263(1)(b), of *the Local Government Act*, RSBC 2015 c. 1 a local authority may enter into a Mutual Aid Agreement with one or more local authorities for emergency resources of all types and subsequent cost recovery.

WHEREAS, it is necessary and desirable that an Emergency Management Agreement be executed for the exchange of mutually beneficial assistance, and for the potential to achieve complete integration of emergency services during an emergency or disaster.

Emergency Management Agreement

NOW THEREFORE in consideration of the agreements and covenants set out herein, it is hereby agreed by each of the parties hereto as follows:

1. Interpretation

In this Agreement:

Disaster means “a calamity that

- (a) is caused by accident, fire, explosion, or technical failure or by the forces of nature, and
- (b) has resulted in serious harm to the health, safety, or welfare of people, or in widespread damage to property.” [*Emergency Program Act*]

Emergency means “a present or imminent event or circumstance that

- (a) is caused by accident, fire, explosion, technical failure, or the forces of nature, and
- (b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety, or welfare of a person or to limit damage to property.” [*Emergency Program Act*]

EOC means Emergency Operations Centre which is a facility where key personnel can gather to coordinate, plan, and manage overall response activities. It provides support to the site by facilitating emergency response operations, providing centralized access to information, and assisting in the identification, prioritization, and allocation of resources.

Emergency Management Program means a program within an organization that assumes overall responsibility for emergency planning and facilitates the implementation of activities during each phase of the emergency management process. This Agreement supports a regional emergency management program that includes all of the Municipalities and Electoral Areas within the Regional District.

Emergency Plan means a document that describes the actions that will be taken when an emergency or disaster occurs, including how people, property, and the environment will be protected in an emergency or disaster.

Local Authority means

- (a) for a municipality, the Mayor and Council;
- (b) for an electoral area, the Chair and Board of the regional district;
- (c) for a First Nation, the Chief and Council.

Municipality of North Cowichan means the Corporation of the District of North Cowichan;

Providing Party means a party providing assistance under this Agreement;

Regional Emergency Operations Centre (REOC) means a centre that combines emergency response resources and has the same function as an EOC, but allows for collaborative decision making, coordinated resource requests, coordinated public messaging and prioritization of scarce resources between local authorities during regional emergencies or disasters.

Requesting Party means a party requesting assistance under this Agreement.

Emergency Management Agreement

Resources means persons, equipment, supplies and other property of the Providing Party which has been designated to be made available to a Requesting Party under this Agreement.

Senior Elected Representative means the Chair of the CVRD or in their absence, the Vice Chair; the Mayors of the City of Duncan, the Town of Ladysmith, the Municipality of North Cowichan, and/or the Town of Lake Cowichan, or in their absence, the Deputy Mayor.

Unified Command means two or more individuals sharing authority over an emergency or disaster in which multiple agencies or jurisdictions are involved.

2. Services

- (a) The parties agree to provide assistance in the case of disaster or emergency in accordance with this Agreement.
- (b) Each party to this Agreement shall provide for the effective mobilization and utilization of its resources to respond to Level 2 or higher emergencies or disasters as defined in Schedule A "EOC Operational Procedures" attached. The said "EOC Operational Procedures" outline where and under what circumstances an Emergency Operation Centre(s) will be located within the boundaries of the CVRD, including the municipalities of Duncan, Ladysmith, North Cowichan and Lake Cowichan, and the command structure that will be implemented to operate the centres.
- (c) Each of the parties to this Agreement are committed to ensuring that the use of personnel, equipment and supplies, and other emergency response resources and capabilities are directed toward maximizing the efficiency of coordinated planning and response to and recovery from major emergencies and disasters within the boundaries of the Cowichan Valley Regional District.
- (d) Where a party determines that a disaster or emergency exists to which the party is unable to adequately respond, it may request assistance from one or more of the parties to this Agreement and subject to paragraphs 2(f) and (g) the party or parties receiving the request for assistance may provide the assistance subject to the conditions set out in this Agreement.
- (e) Requests for assistance may be made by the Chief Administrative Officer of the Requesting Party and may be made to the Chief Administrative Officer of the Providing Party in accordance with provisions set out in Schedule "A".
- (f) If a party requested to provide assistance under paragraph 2(d) is unable to do so because of an emergency or disaster within its own jurisdiction or because it has already deployed its resources to provide assistance to another requesting party, then the Requesting Party shall be advised as soon as possible.
- (g) All parties understand that their resources may be deployed outside their own jurisdiction. The Providing Party shall have the primary interest of protecting the welfare

Emergency Management Agreement

of their own jurisdiction and does not assume any responsibilities or liabilities by not providing provisions as laid out in this Agreement.

- (h) The extent of the assistance provided by a Providing Party will be at the discretion of the Providing Party having regard for its own need for its own resources. The Providing Party shall at all times be able to deploy or re-deploy its own resources for the purpose of protecting its residents and property within its jurisdiction from the effects of a disaster or emergency.
- (i) The parties acknowledge that this Agreement is not intended to replace any Mutual Aid Agreements in force between any of the parties nor to prevent any party from negotiating a new Mutual Aid Agreement or from renewing or amending an existing Mutual Aid Agreement.
- (j) The Providing Party retains the right to recall equipment back to its own jurisdiction should the need to combat an emergency or disaster arise in the Providing Party's jurisdiction.
- (k) It is understood that an Emergency Management Agreement entered into herein may not supplant pre-existing Mutual Aid Agreements nor deny the right of any party hereto to negotiate supplemental Mutual Aid Agreements.
- (l) Assistance extended pursuant to this Agreement may be provided in accordance with current governing legislation, the *Emergency Program Act* RSBC 1996 c. 111 and the *British Columbia Emergency Management System (BCEMS)*.

3. Term

This Agreement may be in effect for a term of five (5) years commencing on _____, 2017 and expiring on _____, 2022 unless otherwise terminated as provided for herein.

4. Cost Sharing of Resources

Schedule "B" " - Cost Sharing of Resources" sets out Compensation and Payment provisions for what and to whom payments are to be made.

5. Claims

Claims for compensation by owners of real or personal property for damage or injury suffered in a disaster should be processed, either individually or jointly through the existing "Compensation and Disaster Financial Assistance Regulation" of the *Emergency Program Act* RSBC 1996 c. 111.

The Emergency Management British Columbia "*Financial Assistance Guide for Local Authorities and First Nations*" will also be utilized as a guideline.

6. Independent Jurisdiction

- (a) Any and all agents, servants or employees of each of the parties, or other persons, while engaged in the performance of any work or services required to be performed by the parties under this Agreement may not be considered employees of any other party, and a party shall not be responsible for any act or omission of any person other than one of its own agents, servants, or employees, except as provided in this Agreement.
- (b) Each party to this Agreement will retain decision-making authority within its own jurisdiction. All parties will ensure that decisions involving multiple jurisdictions are made in consultation with all the authorities involved.
- (c) Each party to this Agreement is responsible for declaring its own “State of Local Emergency” as per the *Emergency Program Act* RSBC 1996 c. 111 should this be deemed necessary. The other parties are to be notified as soon as possible, should this occur.

7. Indemnity

Where a Providing Party supplies resources to a Requesting Party pursuant to this Agreement, the Requesting Party shall indemnify and save harmless the Providing Party from any and all claims, causes of actions, suits and demands whatsoever arising out of the assistance rendered by the Providing Party, its servants, employees or agents, or arising out of the failure to respond to a request for assistance pursuant to this Agreement, the failure to render adequate assistance, or for any other reason.

8. Insurance

Each party to this Agreement agrees to maintain insurance and liability coverage, subject to the terms and conditions of its own insurance policy provided by its own insurer on any and all chattels and equipment owned by the party and utilized pursuant to provisions of this Agreement.

9. Waivers

The failure at any time of any party to enforce any provision of this Agreement or to require at any time performance by any other party of any provision of this Agreement shall not constitute or be construed to constitute a waiver of such provision, nor in any way affect the validity of this Agreement, or the right of any party thereafter to enforce each and every provision of this Agreement.

10. Modification

No waiver, modification or amendment to this Agreement shall be binding unless it is in writing and signed by the duly authorized representatives of each of the parties to this Agreement.

11. Termination

Notwithstanding any other provision of this Agreement:

- (a) If any party fails to comply with any provision of this Agreement, then, in addition to any other remedy or remedies available to the other parties, any of those other parties may, at its option, terminate this Agreement by giving written notice of termination to each of the other parties;
- (b) Any party may terminate this Agreement at any time upon giving each of the other parties thirty (30) days written notice of such termination.

Should either option herein be exercised by any party (“the Terminating Party”), the Terminating Party will be under no further obligation to any of the other parties SAVE AND EXCEPT to pay each of the other parties such amount as each of the said parties is entitled to receive for services properly performed and provided to the date written notice is given to the said parties, less any amounts necessary to compensate the Terminating Party for damages or costs incurred by the Terminating Party arising from another party’s failure to comply with any provision of this Agreement.

12. Communication

- (a) Each party will appoint an Information Officer who will be responsible for providing information to the public regarding an emergency or disaster.
- (b) In the course of a multijurisdictional emergency or disaster, the parties may delegate authority to provide information or communication regarding an emergency or disaster to a single Information Officer.
- (c) Chair, Mayors, Council and/or Board members will be kept informed by the EOC Director on a regular basis and will be consulted regarding policy-related issues as required.
- (d) All communications will be directed through the EOC Director to the Incident Commander(s) at the Site Level, the Policy Group, other EOC’s (if activated), and the Provincial Regional Level.
- (e) All parties to the Agreement will meet at least annually to discuss, review and test the effectiveness of the Agreement by participating in an annual exercise.

13. Dispute Resolution

Any and all claims arising out of the implementation of this Agreement will not be brought forward for resolution until the response phase of an emergency is over.

Emergency Management Agreement

All parties to the Agreement will work together and cooperate to mutually resolve any issue arising out of implementation of this Agreement. An external arbitrator may be brought in to assist in resolution of any outstanding issues, if required. The appointment of an arbitrator is to be mutually agreed upon and all costs of arbitration are to be shared equally by those parties who participate in the arbitration.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals as of the day and year first above written.

The Corporate Seal of the
COWICHAN VALLEY REGIONAL DISTRICT
as hereto affixed in the presence of:

_____)
Chairperson)
_____)
Secretary)

The Corporate Seal of the
CITY OF DUNCAN
as hereto affixed in the presence of:

_____)
Mayor)
_____)
City Administrator)

The Corporate Seal of the
TOWN OF LADYSMITH
as hereto affixed in the presence of:

_____)
Mayor)
_____)
Manager of Corporate Services)

The Corporate Seal of the
TOWN OF LAKE COWICHAN
as hereto affixed in the presence of:

_____)
 Mayor)
 _____)
 Chief Administrative Officer)

The Corporate Seal of the
CORPORATION OF THE DISTRICT OF NORTH COWICHAN
as hereto affixed in the presence of:

_____)
 Mayor)
 _____)
 Corporate Officer/
 Deputy CAO)

SCHEDULE "A"

EOC OPERATIONAL PROCEDURES

The parties mutually agree to the following EOC Operational Procedures set out below:

BCEMS and the Use of ICS

The British Columbia Emergency Management System (BCEMS) is the comprehensive management standard to be used by all emergency management personnel involved in this Agreement. BCEMS has been developed provincially to ensure a coordinated and organized response for all emergency incidents. The four operational levels of BCEMS are; Site, Site Support (through an Emergency Operations Centre (EOC)), Provincial Regional Coordination (through a Provincial Regional Emergency Operations Centre (PREOC)), and Provincial Central Coordination (through the Provincial Emergency Coordination Centre (PECC)).

Site

The Incident Command System (ICS) is the emergency management system to be used by all parties to this Agreement. ICS is a modular management system that expands or contracts as the incident escalates or de-escalates.

Establishing Unified Command in large events

It is recommended that Unified Command be established when multiple agencies are involved in a large event, to ensure development of one Incident Action Plan with a common set of response strategies, objectives and tactical decisions without losing or abdicating agency authority, responsibility or accountability. Under Unified Command there would be one Incident Commander (IC) from each of the agencies involved, and one single spokesperson speaking on behalf of the incident team (selected by IC's by consensus).

Site Support

Local Authority Emergency Operations Centres may be established for any event that involves only a single jurisdiction.

The Regional Emergency Operations Centre may be established when one or more participating jurisdictions are affected by an emergency or disaster or when an incident is large or complex enough that it requires extended EOC activation. The primary site for the Regional EOC will be determined according to the location, type and scale of the emergency or disaster.

1. Levels of Response

Levels of Operational Response

Level 1 – Site Response – (Readiness and Routine) - *All ongoing routine response activities by Emergency Services Personnel (Police, Ambulance, Fire) on a daily basis.*

Emergency Management Agreement

Level 2 – Local Authority EOC Response – (Local Emergency) – *A situation confined to one location/jurisdiction that does not affect zone-wide services, population or traffic.*

Level 3 – Regional EOC Response – (Regional Emergency) – *A situation affecting multiple-jurisdiction services, populations and geographical areas.*

Level 4 – PREOC Response, Regional EOC – (Major Disaster) – *A region-wide disaster that involves widespread damages in addition to the disruption of services. A “Provincial Regional Emergency Operations Centre” will be activated and the Minister may declare a “state of Emergency”.*

Level 5 – PECC Response – (Major Disaster) – *A province-wide disaster that involves widespread damages in addition to the disruption of services, requiring additional support and resources from the Federal Government and/or other Provinces. A “Provincial Emergency Coordination Centre” is activated and the Minister may declare a “State of Emergency”.*

Zone Definitions (created to assist with geographic designations):

CVRD Zone 1 – comprises the following areas; CVRD Electoral Areas A – Mill Bay/Malahat, B – Shawnigan Lake, C – Cobble Hill, D – Cowichan Bay and Malahat Nation

CVRD Zone 2 – comprises the following areas; City of Duncan, Municipality of North Cowichan, CVRD Electoral Area E – Cowichan Station/Sahtlam/Glenora, Cowichan Tribes and Halalt First Nation

CVRD Zone 3 – comprises the following areas; Town of Ladysmith, CVRD Electoral Areas G – Saltair/Gulf Islands, H – North Oyster/Diamond, Lyackson First Nation, Penelakut First Nation and Stz’uminus First Nation

CVRD Zone 4 – comprises the following areas; Town of Lake Cowichan, CVRD Electoral Areas F – Cowichan Lake South/Skutz Falls, I – Youbou/Meade Creek, Ditidaht First Nation and Lake Cowichan First Nation

EOC Management (Local Authority) – Municipal and Regional staff have been trained to manage the emergency or disaster response and recovery collaboratively, unless otherwise specified, or mutually agreed upon by all parties to this Agreement affected by the situation.

2. EOC Locations

Site Level (Level 1 Emergency)

An EOC would not normally be established at this level. Should basic support or coordination be required, this would be provided through the Municipal or Regional Offices or through the Emergency Program Coordinator at the CVRD.

Local Authority EOC's (Level 2 Emergency)

A Local Authority EOC may be activated under the following Level 2 Emergency Conditions:

(a) Localized CVRD Electoral Areas Only Emergency

The existing facilities at the CVRD Administration Building would be utilized to establish a CVRD EOC as necessary. Given the widespread nature of the electoral areas, a municipality may be approached to host and assist with a localized response should this be more suitable. The EOC may be jointly and cooperatively set-up and designated EOC Management Staff from some or all participating parties may share management of the EOC as necessary during an emergency or disaster.

(b) Localized City of Duncan Emergency

The existing facilities at the City of Duncan would be utilized to establish a City of Duncan EOC as necessary. The CVRD Administration Building would function as one alternate EOC location as necessary. The request to set up, or move the EOC to an alternate location would come from the EOC Director. The EOC may be jointly and cooperatively set-up and designated EOC Management Staff from some or all participating parties may share management of the EOC as necessary.

(c) Localized Municipality of North Cowichan Emergency

The existing facilities at the Municipality of North Cowichan would be utilized to establish a Municipality of North Cowichan EOC as necessary. The CVRD Administration Building would function as one alternate EOC location as necessary. The request to set up, or move the EOC to an alternate location would come from the EOC Director. The EOC may be jointly and cooperatively set-up and designated EOC Management Staff from some or all participating parties may share management of the EOC as necessary.

(d) Localized Town of Ladysmith Emergency

The existing facilities at the Ladysmith City Hall Council Chambers would be utilized to establish a Town of Ladysmith EOC as necessary. The CVRD Administration Building would function as one alternate EOC location as necessary. The request to set up, or move the EOC to an alternate location would come from the EOC Director. The EOC may be jointly and cooperatively set-up and designated EOC Management Staff from some or all participating parties may share management of the EOC as necessary.

(e) Localized Town of Lake Cowichan Emergency

The existing facilities at the Cowichan Lake Sports Arena would be utilized to establish a Town of Lake Cowichan EOC as necessary. The CVRD Administration Building would function as one alternate EOC location as necessary. The request to set up, or move the EOC to the alternate location would come from the EOC Director. The EOC may be jointly and cooperatively set-up and designated EOC Management Staff from some or all participating parties may share management of the EOC as necessary.

Regional EOC (Level 3 Emergency)

A Regional EOC will be activated under one of the following Level 3 Emergency Conditions:

- (a) Regional Emergency (involving one or more jurisdictions)

The EOC Director would decide which location(s) would be most appropriate to setup the EOC. The EOC would then be jointly and cooperatively set-up and the EOC Management Staff from all participating parties would share management of the EOC as necessary.

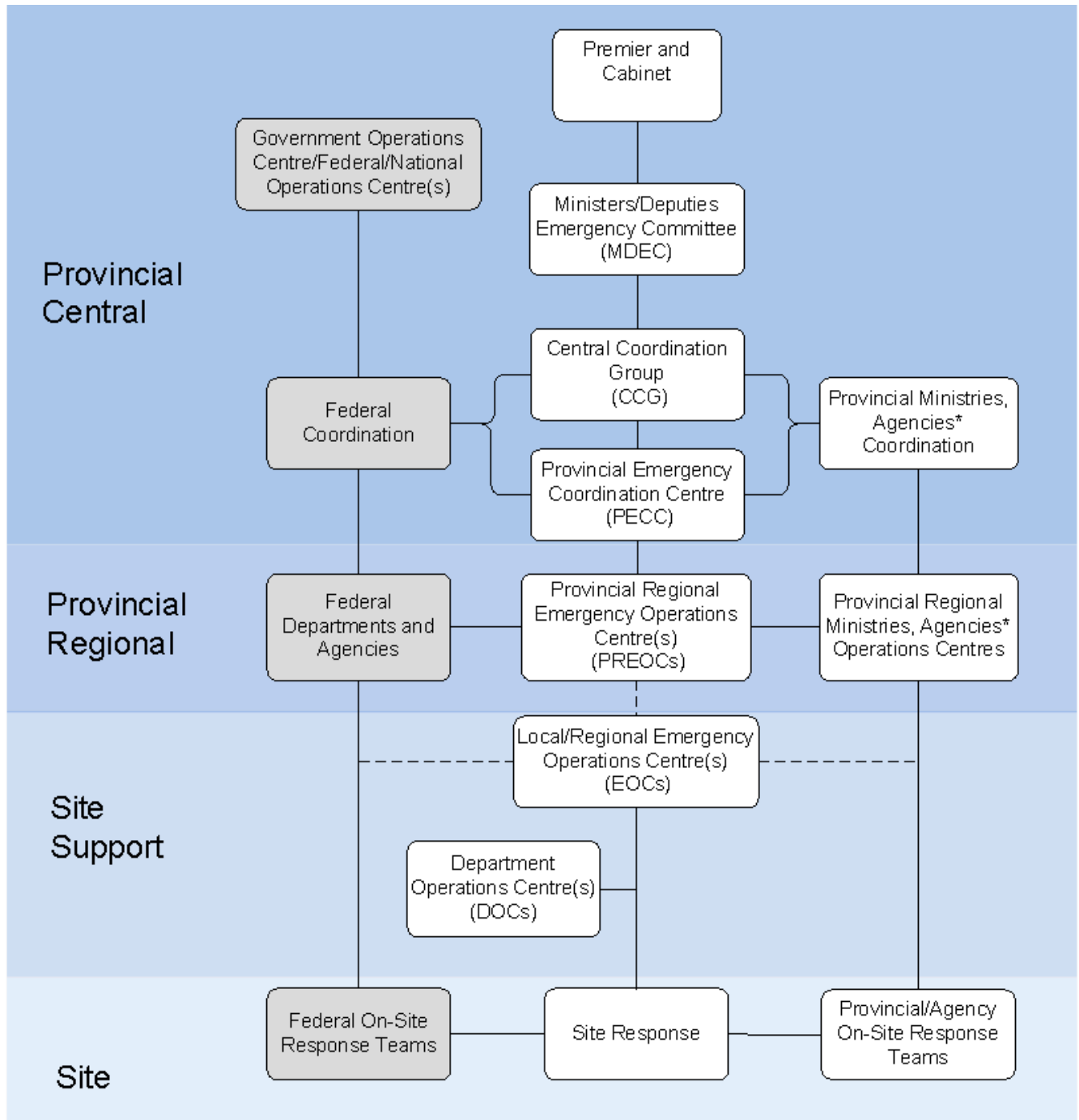
Provincial Regional Coordination Level (Level 4 Emergency)

Provincial Regional Emergency Operations Centre (PREOC) locations are designated by Emergency Management British Columbia (EMBC) officials immediately prior to activation and the communications links are shared with all other levels of operation. The PREOC is activated by EMBC to support local authorities whenever a local authority EOC is activated. Resource requests not available within the region, should be funneled through the PREOC.

Provincial Coordination Level (Level 5 Emergency)

Provincial Emergency Coordination Centre (PECC) is activated by EMBC whenever more than one PREOC is activated. The PECC is the conduit to provincial and federal resources and is accessed only via the PREOC.

EMERGENCY COORDINATION STRUCTURE



Legend:

Required Reporting	—————	Federal Integration	Local/Regional/Provincial Integration
Information Sharing	- - - - -		

* Agencies = Stakeholders

SCHEDULE "B"

COST SHARING OF RESOURCES

The parties agree to the following Cost Sharing Principles set out below:

1. Wherever feasible, the parties will pay their own costs and seek reimbursement from the Province either through the Emergency Management British Columbia "*Financial Assistance Guide for Local Authorities and First Nations*" process or through the "*Wildfire Suppression with Local Governments Standard Operating Guideline*".
2. A Providing Party shall be responsible for any costs incurred in connection with the gathering, movement and deployment of resources to a Requesting Party.
3. A Requesting Party shall pay to the Providing Party:
 - (a) Overtime salaries, wages and other employment expenses of employees or members of volunteer emergency programs, if such volunteers are entitled to compensation under their arrangements with the Providing Party for the time spent by such persons combating the emergency or disaster in the Requesting Party's area.
 - (b) The B.C. Road Builders & Heavy Construction Association, in partnership with the provincial Ministry of Transportation, publishes the "**Blue Book Equipment Rental Rate Guide**". This standard is accepted by the Province and will be used to establish the value and rates of resources consumed or otherwise not returnable to the Providing Party.
3. Following cessation of an emergency or disaster, the Providing Party may submit an invoice to the Requesting Party for payment pursuant to paragraph 2 herein and the Requesting Party shall provide payment within thirty (30 days) of receipt of said invoice.
4. The Requesting Party shall:
 - (a) Be responsible for the operating costs of resources provided; and
 - (b) Be responsible for repair costs for resources in its possession and return those resources to the Providing Party in the state of repair they were in when provided by the Providing Party to the Requesting Party.
5. The Providing Party will retain direction and control over resources provided under this Agreement for the duration of service to the Requesting Party. The Providing Party retains the right to withdraw its resources if these are needed to respond to an emergency in the Providing Party's jurisdiction.
6. Resources provided to a Requesting Party shall be returned to a Providing Party. as soon as they are no longer needed to combat an emergency or disaster. Resources shall be deemed to be provided in good working order unless otherwise noted by the Requesting Party at time of acceptance.
7. Each Party hereto shall within 3 months from the date of this Agreement provide a list of major equipment resources to the CVRD for distribution to each of the other parties. Each year thereafter during the Term of this Agreement, the parties shall each provide an updated resource list to the CVRD for distribution to the other parties.



STAFF REPORT TO COMMITTEE

DATE OF REPORT March 15, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of March 22, 2017

FROM: General Manager
Community Services Department

SUBJECT: Sport Tourism Launch

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to provide an update on the CVRD's sport tourism initiative, and upcoming launch to the community.

RECOMMENDED RESOLUTION

For information.

BACKGROUND

The CVRD Board in 2014 formed a select committee to provide direction on sport tourism. A number of recommendations were adopted by the Board at the July 30, 2014 Board meeting.

In 2015, sport tourism had a budget of \$20,000, with that funding primarily assisting with the CVRD's commitment of \$45,000 to the Cowichan 2018 BC Summer Games.

In late 2016, work began on the Board adopted recommendations.

ANALYSIS

In late 2016, and early 2017, the following recommendations began to be addressed:

1. A sport tourism section of the CVRD website
2. Databases of venues, sport organizations, and a sport schedule of events
3. Hosting packages for use by community organizations
4. A community event equipment inventory

The sport tourism section of the website (including databases), hosting packages, and the event equipment opportunities are being prepared for release to the community.

FINANCIAL CONSIDERATIONS

The 2017 budget for sport tourism is \$55,000 (excluding the previously mentioned BC Games contribution, and the \$25,000 contribution to the National Aboriginal Hockey Championships). This includes \$35,000 for initiatives, and \$20,000 for staff support.

The staff support has been structured so that most of the funding has been expensed in the preparation of the upcoming launch of sport tourism. The remainder will be a maintenance period through December, 2017 to update the website and address community sport organization needs.

COMMUNICATION CONSIDERATIONS

The sport tourism launch will be communicated through email to sport organizations, local government, and other stakeholders, as well as through a media release. Hosting booklets will be

available in prominent locations.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

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*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



John Elzinga
General Manager

Reviewed by:

Not Applicable
Not Applicable

Not Applicable
Not Applicable



CVRD

61

Cowichan Valley Regional District | 2017

Cowichan Sport Tourism Initiative

Background

From 2005 – 2009, Cowichan hosted the BC Seniors Games, the North American Indigenous Games, and the first official mid-day stop of the Olympic Torch Relay, as well as many single sport provincial and regional championships.

Events build community, and take resources.

The CVRD Board in 2014 formed a select committee to provide direction on regional involvement with sport tourism.



Further Background

The Board received the committee's recommendations, and adopted the following direction:

- That a sport tourism function be established under Economic Development
- That the activities include the creation of:
 1. sport tourism website, and social media presence
 2. economic assessment tools
 3. databases of venues, sport organizations, and a schedule of events
 4. hosting packages for use by community organizations
 5. a community event equipment inventory
 6. a partnership with other Island communities on hosting large events
- That a budget of \$55,000 be established to support the function.

Economic Impact of the 2008 North American Indigenous Games

Combined spending of operations and visitors

- Exceeded \$15.6M
- Generated an estimated \$34.3M in BC, of which \$22.3M occurred in Cowichan

Jobs

- \$12.7M in wages in BC
- 345 jobs in BC, of which an estimated 254 were in Cowichan

Total net economic activity

- \$18.1M in BC, of which \$10.0M occurred in Cowichan



Cornerstone Components

65

- Raising awareness of Cowichan as a sport destination
- Providing support to local sports organizations and facilities



Sports Facilities

More than 50 sports facilities or venues throughout the Region

66

Cowichan Valley Sports Facilities



The Cowichan Valley region offers a wide range of sporting opportunities. Search using the drop down lists to learn more about our sport activities, facilities and venues.

Click on the map pins to find a location and see its proximity to services and amenities in each community.

[Printer Friendly](#)

AwesomeTable

[COMMUNITY](#)
[DOCUMENTATION](#)
Cowichan Valley Regional District

Category	Sport	Facility	City
Select... +	Select... v	Select... +	Select... +

1 - 15 / 196

Category	Facility	Facility Website	Phone	Address	City	Directi
Field	Aggie Fields	Aggie Fields Aggie Fields2	250.248.6400		Ladysmith	Direction
Gymnasium/Indoor Sport	Aggie Hall	http://www.ladysmith.ca/parks-recreation-culture/facilities-parks-trails-fields/facilities	250.245.6424	1110 1st Ave	Ladysmith	Direction
Gymnasium/Indoor Sport	Alexander School	http://sd79.bc.ca/services/rentals/rental-faqs/	250.748.0338	2471 Beverly St	Duncan	Direction
Specialty	Arbutus Ridge Golf & Country Club	http://www.golffbc.com/courses/arbutus_ridge	250.743.5000	3515 Telegraph Rd	Cobble Hill	Direction
Outdoor Water Sports	Art Mann Park - Quamichan Lake			5990 Indian Rd	Duncan	Direction
Athletics	Bazet Farm			1114 Bazet Rd	Maple Bay	Direction
Outdoor Water	Bussard			1765	Cowichan	

Sports Organizations

Regional Organization
Archery
BC Summer Games
Brass Knuckles Roller Derby Dames
Brentwood College Athletics
Candy Crushers Roller Derby
Ceevacs Roadrunners
Chemainus & District Baseball Association
Chesterfield Sports Society
Cobble Hill Badminton Club
Cowichan Bay Sailing Association
Cowichan Bay Spirit Dragons
Cowichan Bowmen Archery Club
Cowichan Capitals Junior A Hockey Club
Cowichan Classics Soccer
Cowichan Cougars - Lower Island Women's Soccer Asso
Cowichan Cricket & Sports Club
Cowichan District Riding Club
Cowichan Field Hockey Association
Cowichan Fish and Game Association
Cowichan Fly Fishers Association
Cowichan Hikers
Cowichan Jolly Dragons
Cowichan Kayak & Canoe Club
Cowichan Lake District Skating Club

100 organizations and associations exist to support sports in the Region

Sport Event Equipment Loans Program

Hundreds of items are available to
events organizers



Sport Tourism Web Pages

30 pages on the CVRD website dedicated to promoting the region as a sports destination

Will be used by

- community sport event organizers to support their hosting bids
- sport event participants and spectators
- sport events rights holders who may be scouting for locations
- general public wanting to know what's happening in the world of sport in Cowichan

<http://cvrd.bc.ca/2546/Cowichan-Sports-Tourism>



Sport Hosting Booklet



Why Cowichan?

The Cowichan sports scene is extra-large, just like the world's biggest hockey stick and puck that adorn the arena in Duncan.

A successful sporting event – like a winning team – needs a magic mix of talent and support to make it happen. The Cowichan region has what it takes: proven ability at planning high-calibre events, a huge volunteer base, excellent indoor and outdoor facilities and easy access for visiting teams.

- Print collateral that will drive people to the website
- Used by organizers to support their hosting bids
- Will promote and 'sell' the Cowichan Region as a sports destination
- Distributed through several channels

Looking Forward in 2017

- Launch the website
- Continue to refine the website
- Finalize the hosting package booklet
- Host the National Aboriginal Hockey Championships



Looking Forward (Overall)

Back in 2014, the CVRD Board requested that a report be given to the Board prior to the adoption of the 2017 budget, to address whether the following priorities could be included in the sport tourism mandate:

- Provide resources to attract and host a multi-sport games in the Cowichan region every four to six years.
- Develop a specific sport tourism brand
- Establish a specific budget for bids for events
- Establish a grant program to assist community organizations hosting provincial, regional, national or international events.

Priorities in 2018 and beyond

- Explore sport grants distributed by the sport tourism function, similar to current direction with arts and culture
- Host the Cowichan 2018 BC Summer Games
- Bid to host another multi-sport opportunity, optimally between 2022 and 2024.





STAFF REPORT TO COMMITTEE

DATE OF REPORT March 9, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of March 22, 2017

FROM: Parks & Trails Division
Planning & Development Department

SUBJECT: Streams and Trails Program – Frances Kelsey Secondary School

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to provide an overview of the Streams and Trails Program, a collaborative project between Frances Kelsey Secondary School, Malahat Nation, and the Cowichan Valley Regional District.

RECOMMENDED RESOLUTION

For information.

BACKGROUND

The Streams and Trails concept arose from a desire to provide Frances Kelsey Secondary School students with hands-on, literacy-based education in the environmental field. Through collaboration between Malahat Nation, Frances Kelsey Secondary School, and the CVRD Parks & Trails Division, it was determined that two unique opportunities were possible: stream and ecological restoration on Malahat Nation lands and trail development within CVRD parks. The program splits these two unique subject areas, with stream works to take place next fall and trail development for this spring of 2017.

The program will allow students from grades 10 to 12 with an opportunity to earn credits in their choice of Geography, Earth Science, Social Studies, and Communications by learning concepts in forest ecology, mapping and surveying, trail design and planning, land use studies, and development and presentation of a project proposal. These skills will be put to practice in the construction and renovation of trails on the Polara Hill area within the Cobble Hill Mountain Regional Recreation Area.

ANALYSIS

The Streams and Trails Program will focus on trail planning and development in partnership with the CVRD. Interest in the program has been significant, with 55 students registered. The semester will include 43 school days where students are directly involved in activities related to the themes of trail building and public land use.

Field work will include up to three half-days per week between April 10 and June 21, providing an estimated 3,000 hours of volunteer service by the students. Project elements include layout and construction of new single track trail and renovation to existing trails to add multiple loop opportunities and approximately 2.5 kilometres of trail to the CVRD managed network (see attachment for a map displaying proposed works). All proposed trail work will be approved by Parks & Trails Division staff and will be regularly inspected over the course of the semester while the students under direct supervision provided by teaching staff. The School District will also supply students with tools, transportation, and all other on-site requirements. The CVRD will provide materials, including culverts and import fill as required, though anticipated expenses are

minimal (under \$1,000).

Polara Hill was selected as an ideal site due to its proximity to the school, relatively low trail use, and identification as an area for new trail development in the Cobble Hill Mountain Management Plan (2001). The area also has an active woodlot license operation under agreement with the Ministry of Forests, Lands and Resource Operations, which the proposed trail route and construction has been reviewed with the licensee to ensure the trail will not adversely affect future harvesting plans. For trail users to the Cobble Hill Mountain Regional Recreation area, the trail improvements will provide an extended distance for walking/hiking across a lower elevation hill that will be accessible through all seasons of the year.

FINANCIAL CONSIDERATIONS

It is anticipated that material expenses will be under \$1,000 and will be provided through the Function 280 (Regional Parks) operating budget for Cobble Hill Mountain Regional Recreation Area.

COMMUNICATION CONSIDERATIONS

The CVRD will work with the School District to highlight the field work portion of the program performed by the students, the benefits of the program, the partnership between the School District and the Regional District, as well as support from the woodlot licensee who operates in the area.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

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*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

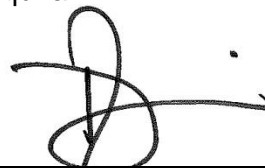


Dan Brown
Parks Planning Technician (Trails)

Reviewed by:



Brian Farquhar
Manager



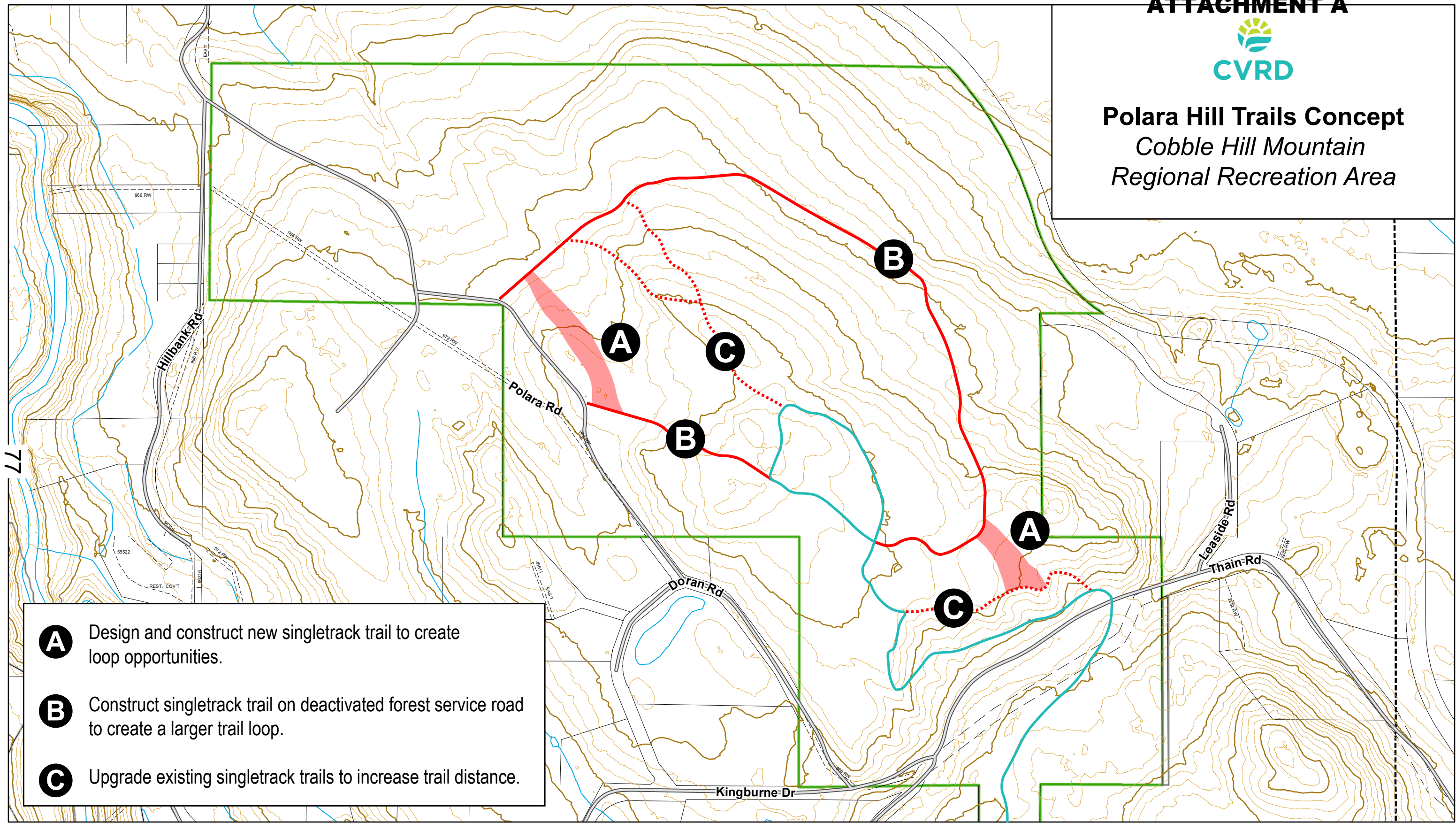
Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

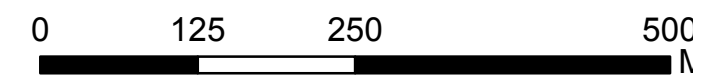
Attachment A – Streams and Trails Project Map – Scope of Work



Polara Hill Trails Concept
Cobble Hill Mountain
Regional Recreation Area



- A** Design and construct new singletrack trail to create loop opportunities.
- B** Construct singletrack trail on deactivated forest service road to create a larger trail loop.
- C** Upgrade existing singletrack trails to increase trail distance.





STAFF REPORT TO COMMITTEE

DATE OF REPORT March 14, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of March 22, 2017

FROM: Strategic Services
Office of the CAO

SUBJECT: Cowichan Watershed Community Engagement

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to provide a summary of community engagement from February 1 to March 12 on the Cowichan Watershed.

RECOMMENDED RESOLUTION

For information.

BACKGROUND

Protection of Water Resources, Response to Climate Change and Engaging our Communities have been identified as Strategic Focus Areas for the Board. For a number of years, low water levels in the Cowichan River have been a concern to the community affecting a broad range of interests.

The importance of the Cowichan system on the region's economy and communities cannot be understated. It has driven the settlement of the region since the early 1800s and prior to that supported the strength of the Cowichan Tribes in establishing itself as a major geopolitical force on the coast. While the region no longer has a direct focus on resource extraction (forestry and fisheries) it still has substantial accrued value in establishing it as a valued and desirable place to live and work, and continuing to driving the region's economy and vibrant communities.

While the natural resources are abundant they are not without limit. Water, a key driver to the viability of the system, has been under stress for a number of years exacerbated by multiple droughts growing in duration and intensity. The CVRD is one of the key partners in the development of the Cowichan Basin Water Management Plan in the early 2000s which identified 89 major recommendations to protect the viability of the watershed. The Board wholeheartedly supported 87 of the recommendations in 2007 but withheld initial support for two of the items –

- adjusting the way that water was deposited over the summer and,
- increasing storage capacity to support additional summer flow.

Since 2007 the Board has re-evaluated its position and provided support to both of these key items with formal motions and funding to develop strategic plans and explore options. At no time has the CVRD made a final decision on how best to implement these actions or who would be the logical "owner" of such actions.

The CVRD recognized the delivery of many of the items in the watershed plan required multijurisdictional cooperation and in 2009 hired a consultant to assist with the development of a multi stakeholder roundtable. As a result, the Cowichan Watershed Board was officially born in 2010. The CVRD has continued to support this process of dialogue and whole watershed thinking

and takes an active role in the ongoing work of the Watershed Board, through funding, leadership and technical support.

With the advent of the revitalized Water Sustainability Act which enables and supports increasing local management of water resources, the CVRD has utilized PlaceSpeak as a vehicle to gauge public interest in a re-examination of the CVRD's direct role in watershed management.

ANALYSIS

Appreciating the complexity and varying opinions regarding water management, a series of community engagement activities were undertaken from February 1 to March 12 involving a conversation with the community about the challenges facing the Cowichan Watershed and the role the CVRD should play in addressing some of these challenges.

Community Open Houses – Two open houses were held at the Duncan Farmers Market on Saturday, February 18 from 10 a.m. to 2 p.m. and at the Cowichan Lake Sports Arena on Sunday, February 19 from 10 a.m. to 2 p.m.

At the Duncan Farmers Market the majority of people were interested in learning more about PlaceSpeak and how they could provide input on the watershed, and other topics. Every person was very positive about new opportunities to comment, with many saying either they don't attend or are not comfortable speaking at open houses and public meetings.

At the Cowichan Lake Sports Arena, people expressed their views with respect to the role the CVRD should take in watershed management with a focus on water storage and Catalyst weir.

PlaceSpeak – The focus of the community engagement was through PlaceSpeak, an online interactive website providing residents with the opportunity to not only comment, but respond to comments from other residents. The engagement on PlaceSpeak for the 40 day period is as follows:

- 1183 topic views
- 175 comments
- 221 connects
- 123 surveys completed

The discussions on PlaceSpeak were, for the most part, very informative and respectful. Residents are clearly concerned about the Cowichan Watershed and feel more action is needed to protect this valuable resource. What action and by whom was often a discussion point, with residents weighing in on each other's comments.

Where misinformation or misunderstanding existed, such as this engagement process being about the CVRD raising or purchasing the weir, additional information was provided through the Placespeak site. We also found other residents worked to correct misinformation or provide additional information.

Emails/website – For individuals who did not want to use PlaceSpeak, information was also provided on the CVRD's website. Residents were encouraged to email their comments to either their elected official or staff. A copy of emails received is attached in this report.

Staff will be preparing a report for the April 22 Regional Services Committee meeting to provide a more thorough analysis of the engagement and survey results and to provide options for the Board to consider in terms of potential CVRD roles in watershed management.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

A link to a copy of this report will be posted on PlaceSpeak so those who participated can review the report as well as see the results of the survey.

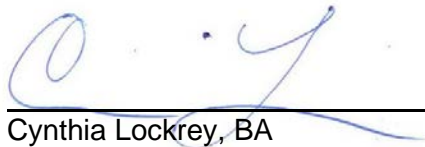
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Protection of Water Resources, Response to Climate Change and Engaging our Communities are Strategic Focus Areas that relate to this community engagement.

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)*
- Engineering Services *(Environmental Services, Recycling & Waste Management, Water Management)*
- Planning & Development Services *(Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services

Prepared by:



Cynthia Lockrey, BA
Manager

Reviewed by:

Not Applicable
Not Applicable


Chief Administrative Officer

ATTACHMENTS:

- Attachment A – Poll responses
- Attachment B – Geographic distribution
- Attachment C - Additional correspondence received
- Attachment D – Survey responses

Attachment A - Poll Responses

• What is the most important action the CVRD should take to assist in managing impacts on the Cowichan Watershed?

- Work to enhance water storage on Cowichan Lake 18
- Partner with other agencies and stakeholders 3
- Develop long term management plans 5
- Monitor water quality and quantity 1
- Advocate for Provincial and Federal management 10
- Enhanced land use and environmental protection policies 10
- None of the above 3

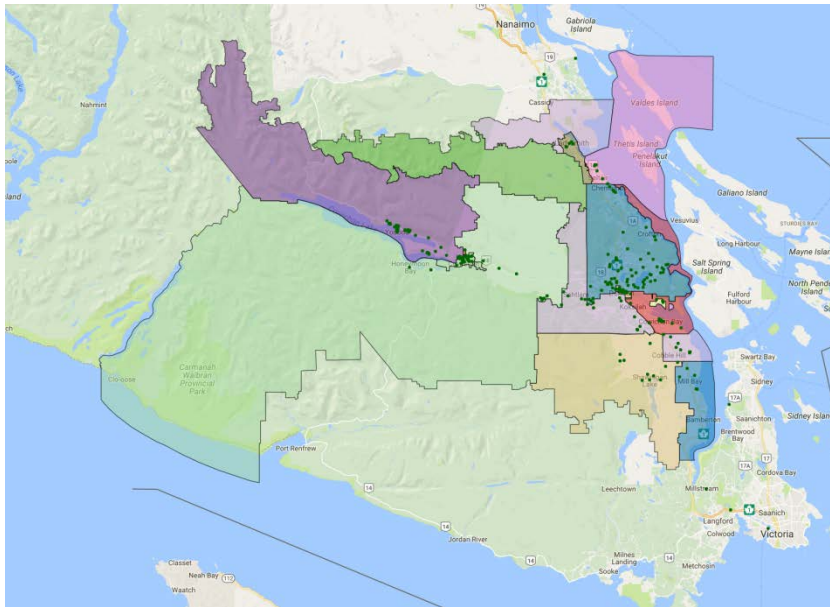
• Our communities rely heavily on the health of our watershed. What are you most concerned about in relation to the Cowichan Watershed?

- Low water flows in summer months 13
- Fish populations and habitat 9
- Irrigation 0
- Groundwater supply 2
- Economic activities (industry, tourism, agriculture) 2
- Recreation opportunities 3
- Drinking water 2
- First Nations cultural uses 0
- Pollution prevention 3

• What do you value the most about the Cowichan watershed?

- Water supply 22
- Recreation 7
- Culture/heritage 1
- Fish and wildlife habitat 10

Attachment B Geographic Distribution of input



Attachment C - Additional Correspondence Recieved
Email correspondence

The ownership and control of the Cowichan Weir should remain in the hands of the Provincial Government and Catalyst. CVRD should not take control!

Sally Frankowski
 10084 Youbou Rd Youbou

I do not support the CVRD raising the weir. CVRD should have two priorities regarding water preservation:

- 1) Control the clear cut logging around the lake so that the watershed retains more of the winter rains into the summer,
- 2) Put pressure on the Provincial Government and force them to do a decent job of controlling water release, Do these first, no need to panic to raise the weir, and if the two items above are not done first then raising the weir is an impulsive waste of money that does not address the problems.

Duncan Hume,
 10670 Youbou Rd., Youbou V0R3E1

As a citizen of the area and Town of Lake Cowichan Taxpayer, I kindly submit my decision of the weir. I do not want the CVRD involved in this project and deciding for the public. This has to do with provincial , federal assets and the company, "Catalyst" need to seek the solutions to the environmental and resource issues.

Thank you in advance for your acknowledgement,

Respectfully,

Les Gardner
 PO Box 1062; Lake Cowichan, BC V0R-2G0

I am a resident of Youbou and have gone to meetings and researched the history of the weir. As a resident I wish to strongly express that I do not want my already huge tax bill to increase to pay for a weir. I feel very strongly that the CVRD should not be expecting cash strapped residents to pay for something that is of absolutely no benefit to your residents. The weir seems to benefit the Mill. If the Mill wishes to have a new weir then they should be paying. It is my understanding that they paid for the original weir as they want to control the water flow so they can make money. Why you expect residents to pay for this business is beyond my understanding. Nature seems more than capable of looking after the spawning fish. With the amount of rain this should not be a problem. I am shocked at the amount of taxes I pay when there seems to be no services. The town is strewn with abandoned vehicles on the side of the roads, that the CVRD does nothing about. Any municipality that I have lived in has not allowed this. There are multiple trailers on residential properties with people living in them. There is even a boat on property that is being lived in. Do this trailers and boat residents pay their share of taxes? There are next to no sidewalks. The roads are filthy from all the logging trucks. My husband and I are on the volunteer fire department and give hundreds of hours to this community and the number of streets that emergency vehicles cannot get through is astounding to me due to derelict vehicles. The Community Hall pays for a person to sit there and do nothing but play computer games, she doesn't even turn the lights on for the pickleball players or move the nets. The heat is on so hot that we have to open doors. It seems money could be saved by better management of services. Taxes should be lower not raised.

Sincerely
 Lori Lafave, Youbou

Hi Cynthia my name is Leo Kasbergan and I live in area E since 1964, so I know a little about the Cowichan Valley. The CVRD have been talking about raising the weir to store more water during the winter months. As you know the weir is the responsibility of Catalyst Paper and Prov. Gov. and I believe the river is the responsibility of the Fed. Gov.

The Province would love to download this on to the CVRD and Catalyst Per would love to see the CVRD take responsibility and the cost of raising the weir and operate the weir , at taxpayer expense

So far I have only seen 2 CVRD directors who are against this down loading and that worries me .

We have a CVRD chairman who is also mayor of North Cowichan , in order to please the mill and it owners he would not mind to put that responsibility on the shoulders of the CVRD tax payers.

This chairman is in conflict of interest and should be 84 oved when this subject is discussed

I have been in contact with Alison Nicholson and she recommended I get in touch with you.
I am absolutely against the CVRD taking on any responsibility or cost.
Our property taxes are going through the roof already we don't need to take on any more.
I like to know why the natives don't go after the 2 levels of gov. to make sure there is enough water coming down the river for the salmon to go up stream
Catalyst had their property taxes reduced and this was put on shoulders of the residential home owners
The Prov. Gov. exempt the mill from paying the Prov. Sales tax on their Hydro bill.
I like to know whether tax payers get to vote on this through A.A.P. or with next election
I also like to know whether Bill Routley and Alistair MacGregor are informed about this matter.
Can you supply with their email addresses, phone number, Thank you Cynthia

Leo Kasbergen
Area E

Kate, let's make sure all authority, policy and decision making are kept with the elected CVRD Board and the CVRD staff, and not delegated to groups of self-appointed activists.

Thank you,
Don Maroc



Results

Survey 10589

Number of records in this query:	123
Total records in survey:	123
Percentage of total:	100.00%



Field summary for 01 [1]

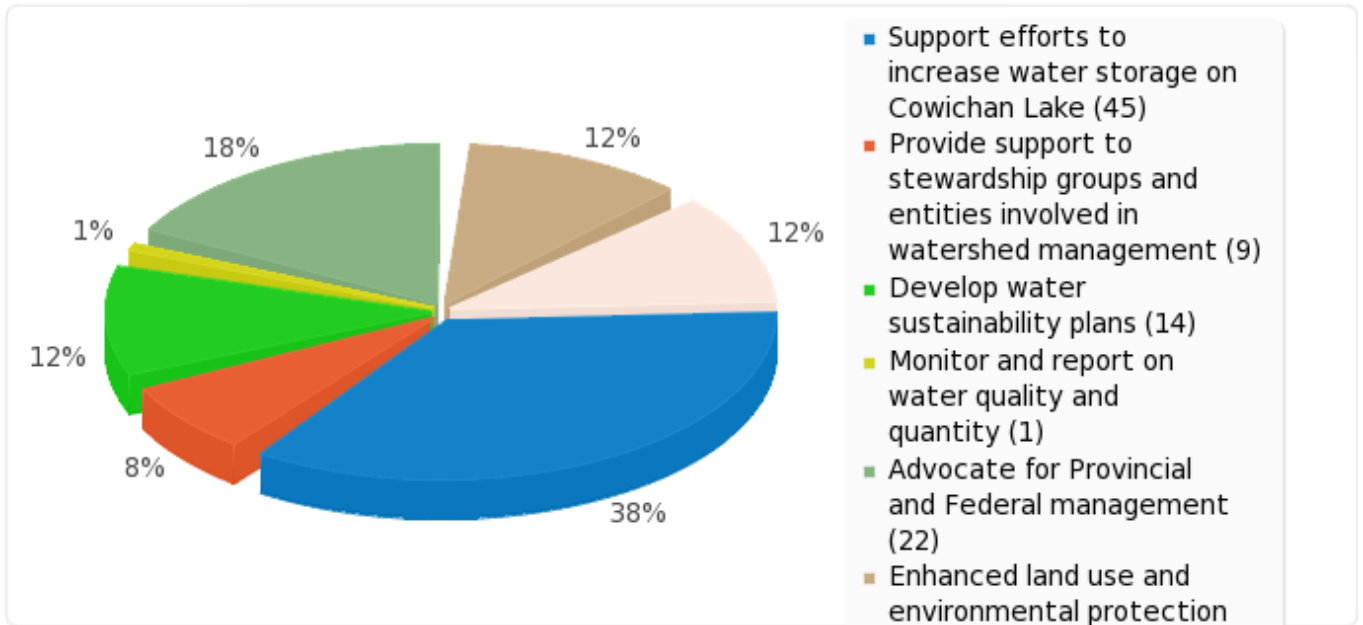
What activities should the CVRD be undertaking to assist in managing impacts on water resources in the Cowichan Watershed? (Please rank in order of preference) [Ranking 1]

Answer	Count	Percentage
Support efforts to increase water storage on Cowichan Lake (A1)	45	37.82%
Provide support to stewardship groups and entities involved in watershed management (A2)	9	7.56%
Develop water sustainability plans (A3)	14	11.76%
Monitor and report on water quality and quantity (A4)	1	0.84%
Advocate for Provincial and Federal management (A5)	22	18.49%
Enhanced land use and environmental protection policies (A6)	14	11.76%
None of the above (A7)	14	11.76%



Field summary for 01 [1]

What activities should the CVRD be undertaking to assist in managing impacts on water resources in the Cowichan Watershed? (Please rank in order of preference) [Ranking 1]



Field summary for 01 [2]

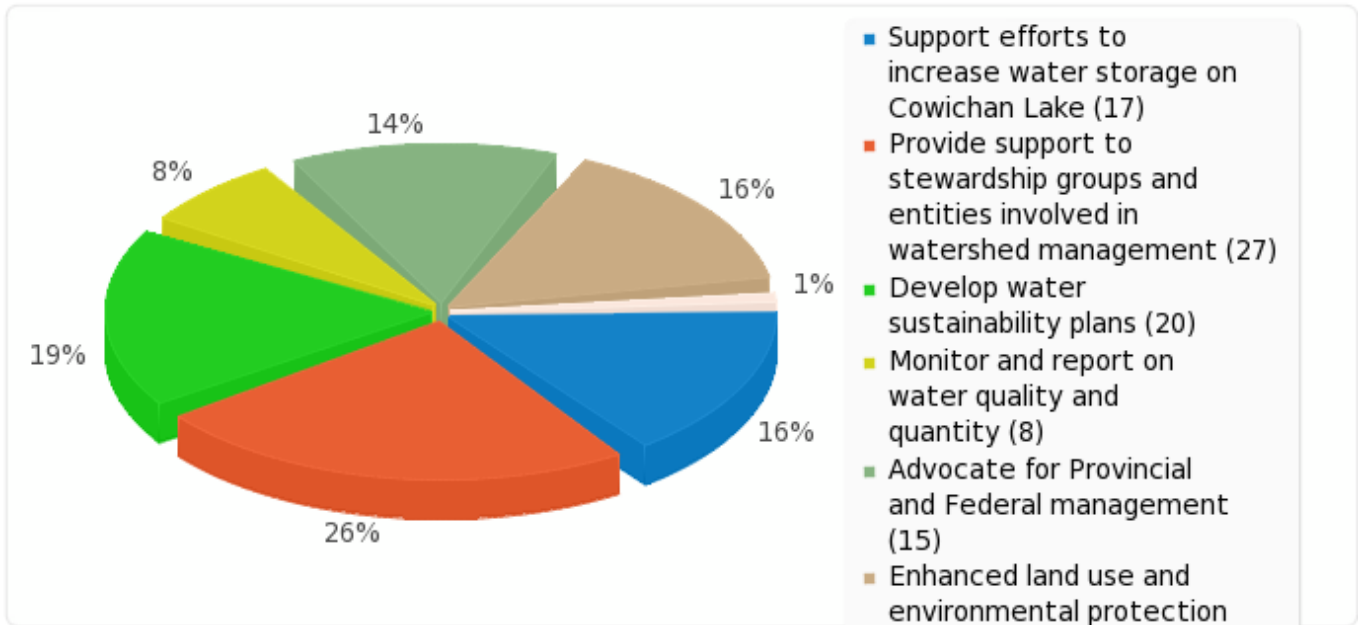
What activities should the CVRD be undertaking to assist in managing impacts on water resources in the Cowichan Watershed? (Please rank in order of preference) [Ranking 2]

Answer	Count	Percentage
Support efforts to increase water storage on Cowichan Lake (A1)	17	16.19%
Provide support to stewardship groups and entities involved in watershed management (A2)	27	25.71%
Develop water sustainability plans (A3)	20	19.05%
Monitor and report on water quality and quantity (A4)	8	7.62%
Advocate for Provincial and Federal management (A5)	15	14.29%
Enhanced land use and environmental protection policies (A6)	17	16.19%
None of the above (A7)	1	0.95%



Field summary for 01 [2]

What activities should the CVRD be undertaking to assist in managing impacts on water resources in the Cowichan Watershed? (Please rank in order of preference) [Ranking 2]





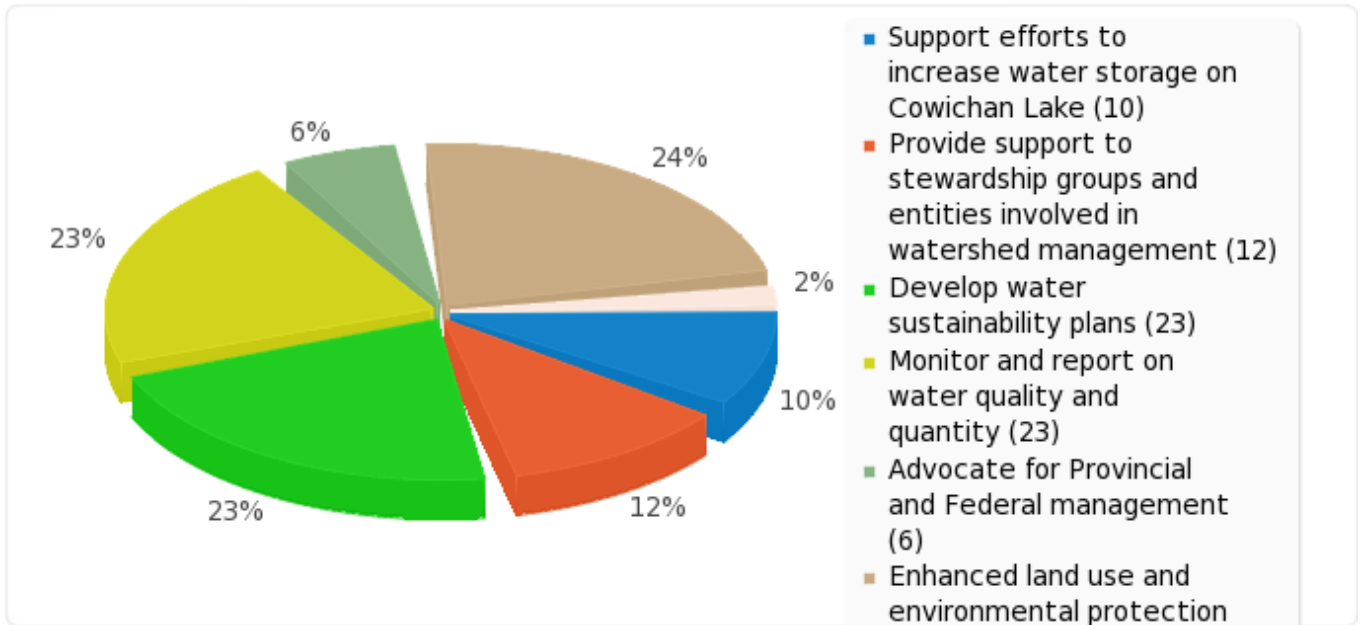
Field summary for 01 [3]

What activities should the CVRD be undertaking to assist in managing impacts on water resources in the Cowichan Watershed? (Please rank in order of preference) [Ranking 3]

Answer	Count	Percentage
Support efforts to increase water storage on Cowichan Lake (A1)	10	10.00%
Provide support to stewardship groups and entities involved in watershed management (A2)	12	12.00%
Develop water sustainability plans (A3)	23	23.00%
Monitor and report on water quality and quantity (A4)	23	23.00%
Advocate for Provincial and Federal management (A5)	6	6.00%
Enhanced land use and environmental protection policies (A6)	24	24.00%
None of the above (A7)	2	2.00%

Field summary for 01 [3]

What activities should the CVRD be undertaking to assist in managing impacts on water resources in the Cowichan Watershed? (Please rank in order of preference) [Ranking 3]



Field summary for 01 [4]

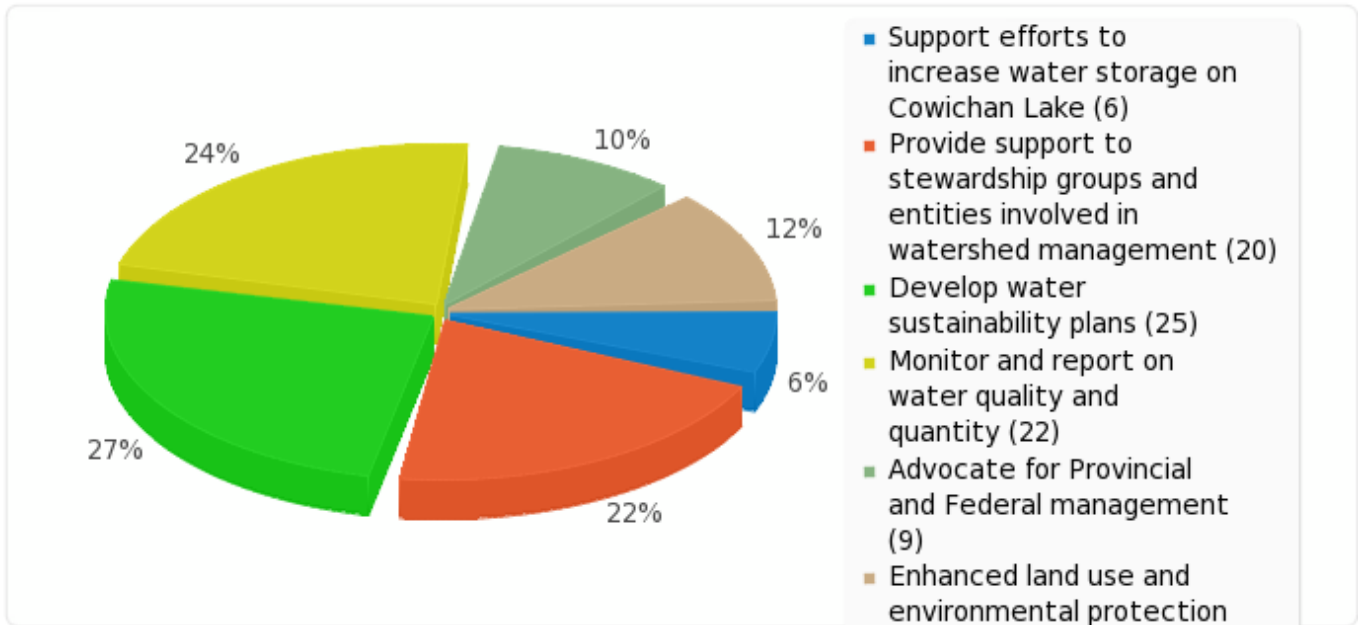
What activities should the CVRD be undertaking to assist in managing impacts on water resources in the Cowichan Watershed? (Please rank in order of preference) [Ranking 4]

Answer	Count	Percentage
Support efforts to increase water storage on Cowichan Lake (A1)	6	6.45%
Provide support to stewardship groups and entities involved in watershed management (A2)	20	21.51%
Develop water sustainability plans (A3)	25	26.88%
Monitor and report on water quality and quantity (A4)	22	23.66%
Advocate for Provincial and Federal management (A5)	9	9.68%
Enhanced land use and environmental protection policies (A6)	11	11.83%
None of the above (A7)	0	0.00%



Field summary for 01 [4]

What activities should the CVRD be undertaking to assist in managing impacts on water resources in the Cowichan Watershed? (Please rank in order of preference) [Ranking 4]





Field summary for 01 [5]

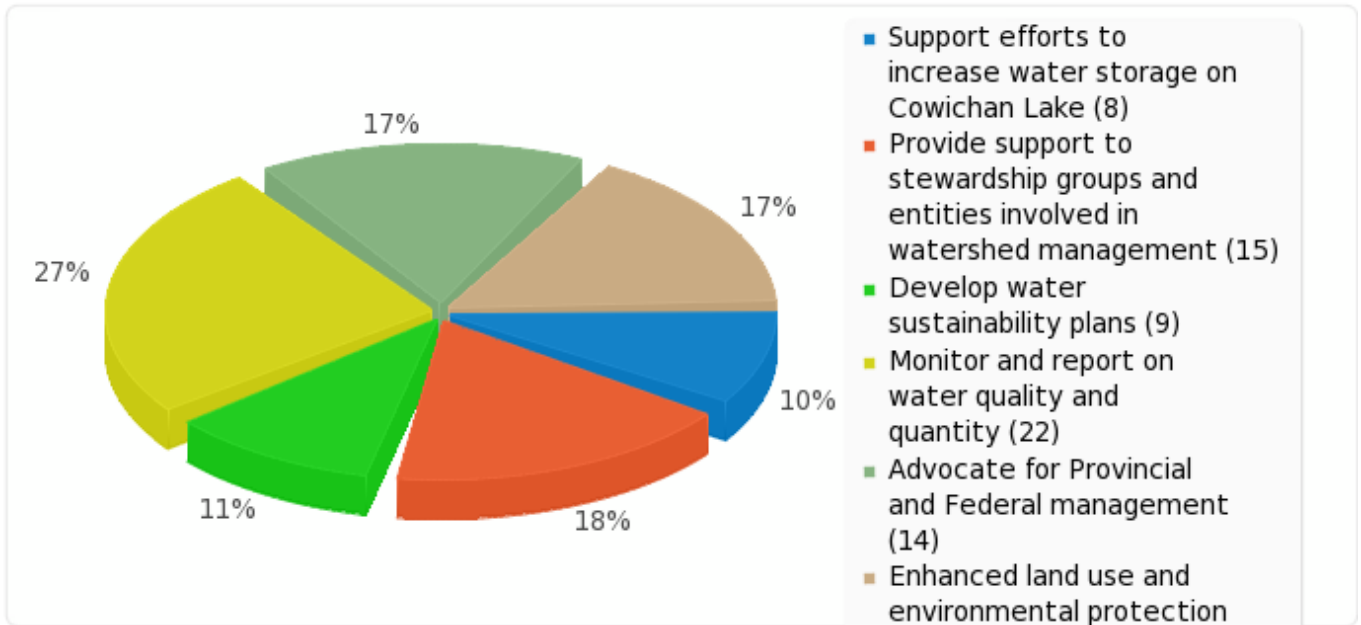
What activities should the CVRD be undertaking to assist in managing impacts on water resources in the Cowichan Watershed? (Please rank in order of preference) [Ranking 5]

Answer	Count	Percentage
Support efforts to increase water storage on Cowichan Lake (A1)	8	9.76%
Provide support to stewardship groups and entities involved in watershed management (A2)	15	18.29%
Develop water sustainability plans (A3)	9	10.98%
Monitor and report on water quality and quantity (A4)	22	26.83%
Advocate for Provincial and Federal management (A5)	14	17.07%
Enhanced land use and environmental protection policies (A6)	14	17.07%
None of the above (A7)	0	0.00%



Field summary for 01 [5]

What activities should the CVRD be undertaking to assist in managing impacts on water resources in the Cowichan Watershed? (Please rank in order of preference) [Ranking 5]



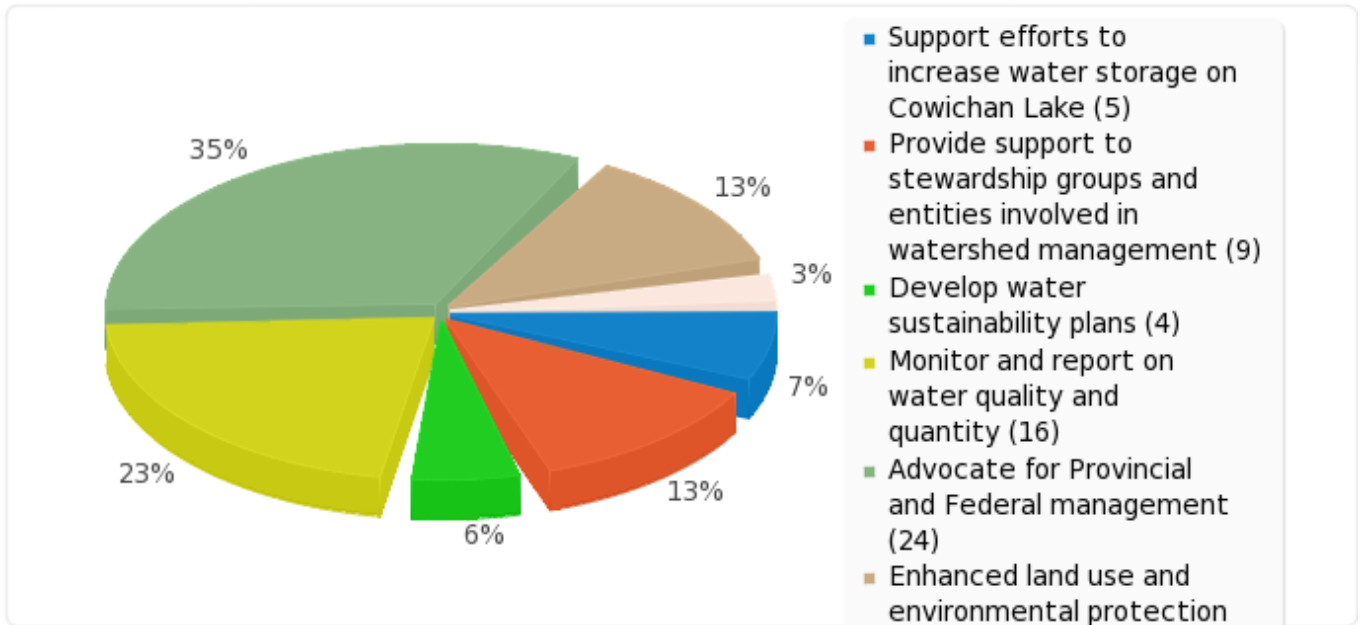
Field summary for 01 [6]

What activities should the CVRD be undertaking to assist in managing impacts on water resources in the Cowichan Watershed? (Please rank in order of preference) [Ranking 6]

Answer	Count	Percentage
Support efforts to increase water storage on Cowichan Lake (A1)	5	7.25%
Provide support to stewardship groups and entities involved in watershed management (A2)	9	13.04%
Develop water sustainability plans (A3)	4	5.80%
Monitor and report on water quality and quantity (A4)	16	23.19%
Advocate for Provincial and Federal management (A5)	24	34.78%
Enhanced land use and environmental protection policies (A6)	9	13.04%
None of the above (A7)	2	2.90%

Field summary for 01 [6]

What activities should the CVRD be undertaking to assist in managing impacts on water resources in the Cowichan Watershed? (Please rank in order of preference) [Ranking 6]



Field summary for 01 [7]

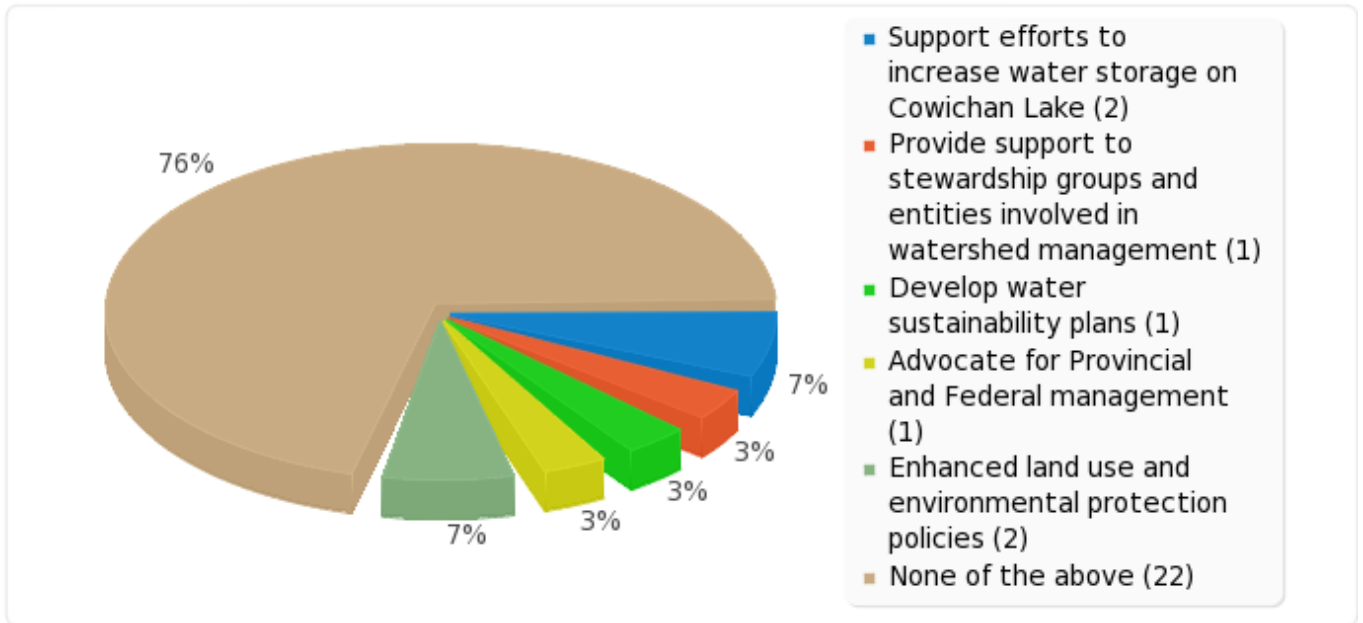
What activities should the CVRD be undertaking to assist in managing impacts on water resources in the Cowichan Watershed? (Please rank in order of preference) [Ranking 7]

Answer	Count	Percentage
Support efforts to increase water storage on Cowichan Lake (A1)	2	6.90%
Provide support to stewardship groups and entities involved in watershed management (A2)	1	3.45%
Develop water sustainability plans (A3)	1	3.45%
Monitor and report on water quality and quantity (A4)	0	0.00%
Advocate for Provincial and Federal management (A5)	1	3.45%
Enhanced land use and environmental protection policies (A6)	2	6.90%
None of the above (A7)	22	75.86%



Field summary for 01 [7]

What activities should the CVRD be undertaking to assist in managing impacts on water resources in the Cowichan Watershed? (Please rank in order of preference) [Ranking 7]





Field summary for 02

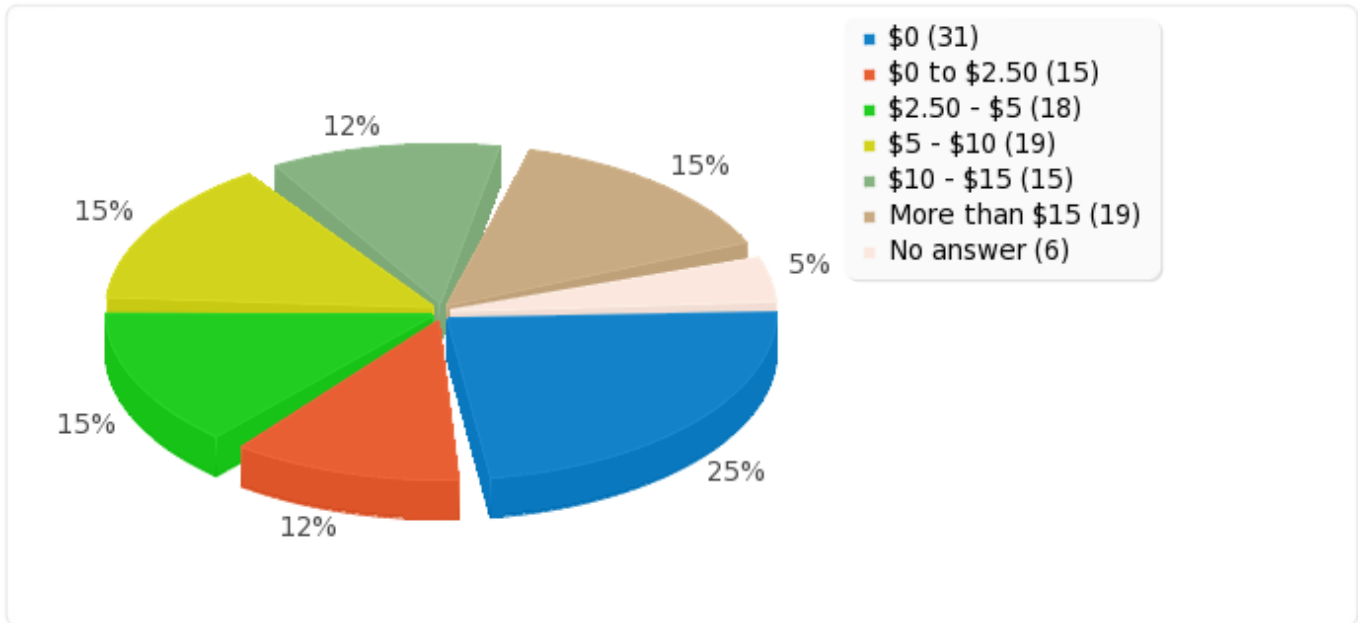
If you selected any of the above activities, what level of annual taxation would be reasonable to support those activities? (\$ per \$100,000 of assessed value)

Answer	Count	Percentage
\$0 (1)	31	25.20%
\$0 to \$2.50 (2)	15	12.20%
\$2.50 - \$5 (3)	18	14.63%
\$5 - \$10 (4)	19	15.45%
\$10 - \$15 (5)	15	12.20%
More than \$15 (6)	19	15.45%
No answer	6	4.88%



Field summary for 02

If you selected any of the above activities, what level of annual taxation would be reasonable to support those activities? (\$ per \$100,000 of assessed value)





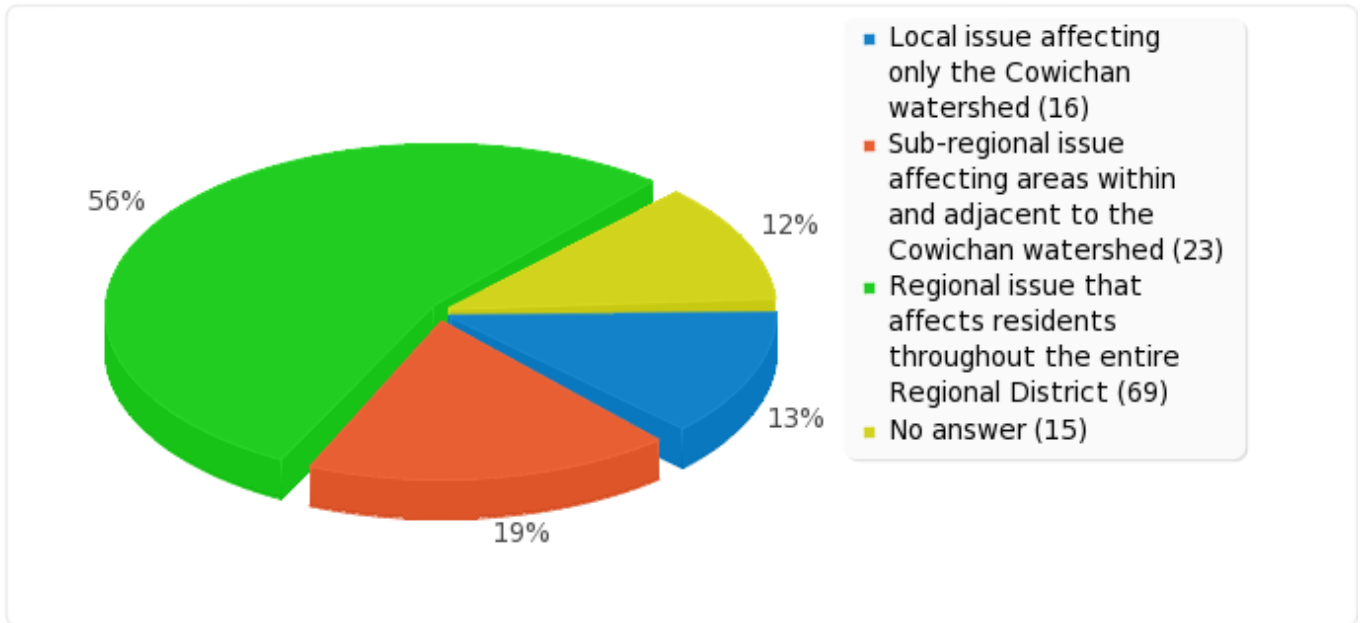
Field summary for 03

In terms of the scope of a potential function, should the CVRD be considering water related management activities in the Cowichan watershed as a:

Answer	Count	Percentage
Local issue affecting only the Cowichan watershed (1)	16	13.01%
Sub-regional issue affecting areas within and adjacent to the Cowichan watershed (2)	23	18.70%
Regional issue that affects residents throughout the entire Regional District (3)	69	56.10%
No answer	15	12.20%

Field summary for 03

In terms of the scope of a potential function, should the CVRD be considering water related management activities in the Cowichan watershed as a:



Field summary for 04 [1]

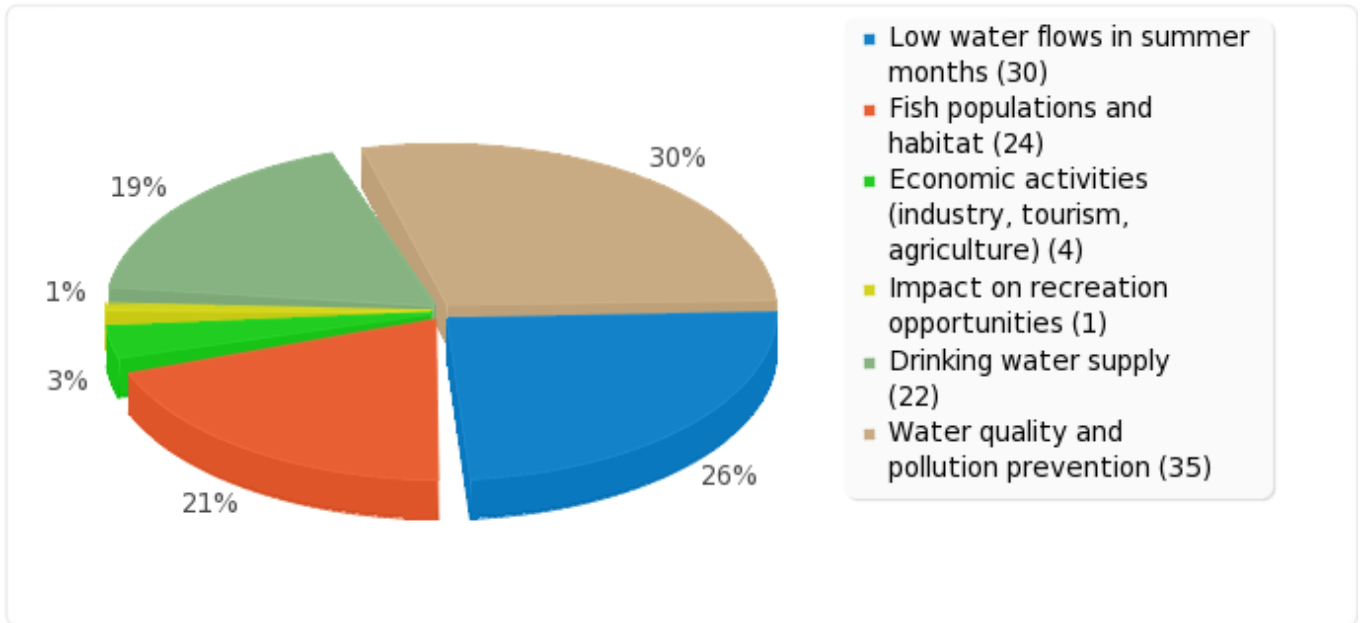
Our communities rely heavily on the health of our watersheds. What are your top five concerns in relation to the Cowichan Watershed?[Ranking 1]

Answer	Count	Percentage
Low water flows in summer months (1)	30	25.86%
Fish populations and habitat (2)	24	20.69%
Economic activities (industry, tourism, agriculture) (3)	4	3.45%
Impact on recreation opportunities (4)	1	0.86%
Drinking water supply (5)	22	18.97%
Cultural and heritage uses (6)	0	0.00%
Water quality and pollution prevention (7)	35	30.17%



Field summary for 04 [1]

Our communities rely heavily on the health of our watersheds. What are your top five concerns in relation to the Cowichan Watershed?[Ranking 1]



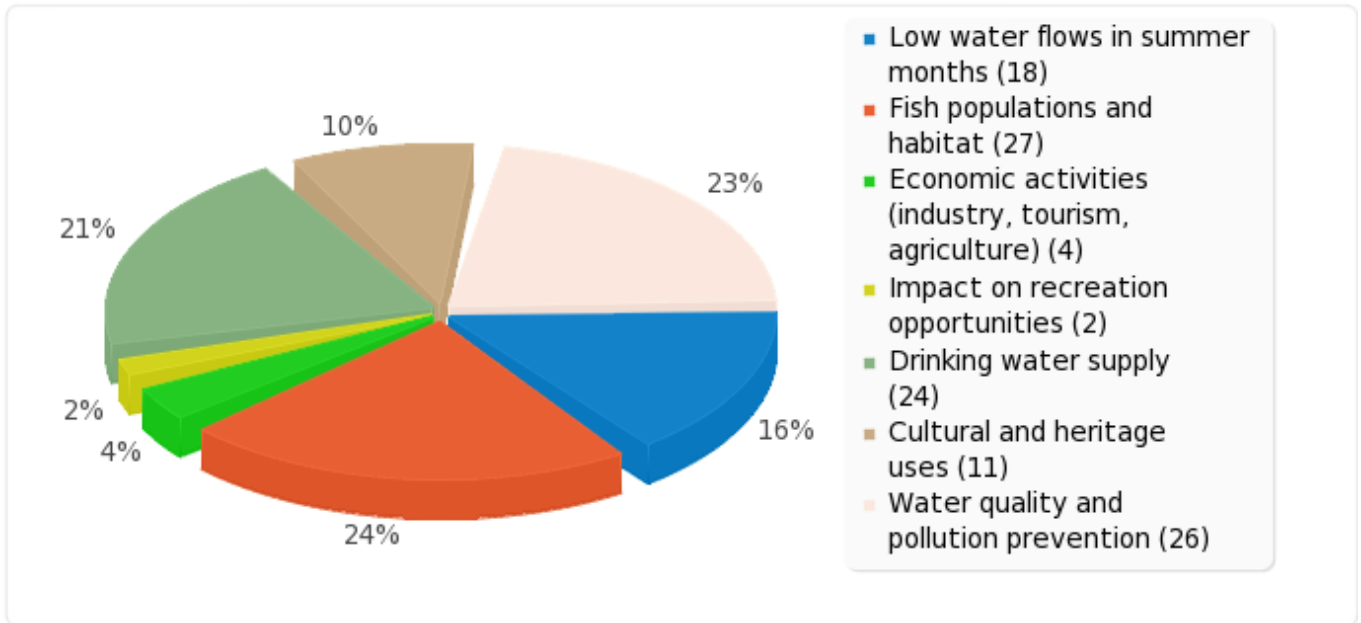
Field summary for 04 [2]

Our communities rely heavily on the health of our watersheds. What are your top five concerns in relation to the Cowichan Watershed?[Ranking 2]

Answer	Count	Percentage
Low water flows in summer months (1)	18	16.07%
Fish populations and habitat (2)	27	24.11%
Economic activities (industry, tourism, agriculture) (3)	4	3.57%
Impact on recreation opportunities (4)	2	1.79%
Drinking water supply (5)	24	21.43%
Cultural and heritage uses (6)	11	9.82%
Water quality and pollution prevention (7)	26	23.21%

Field summary for 04 [2]

Our communities rely heavily on the health of our watersheds. What are your top five concerns in relation to the Cowichan Watershed?[Ranking 2]





Field summary for 04 [3]

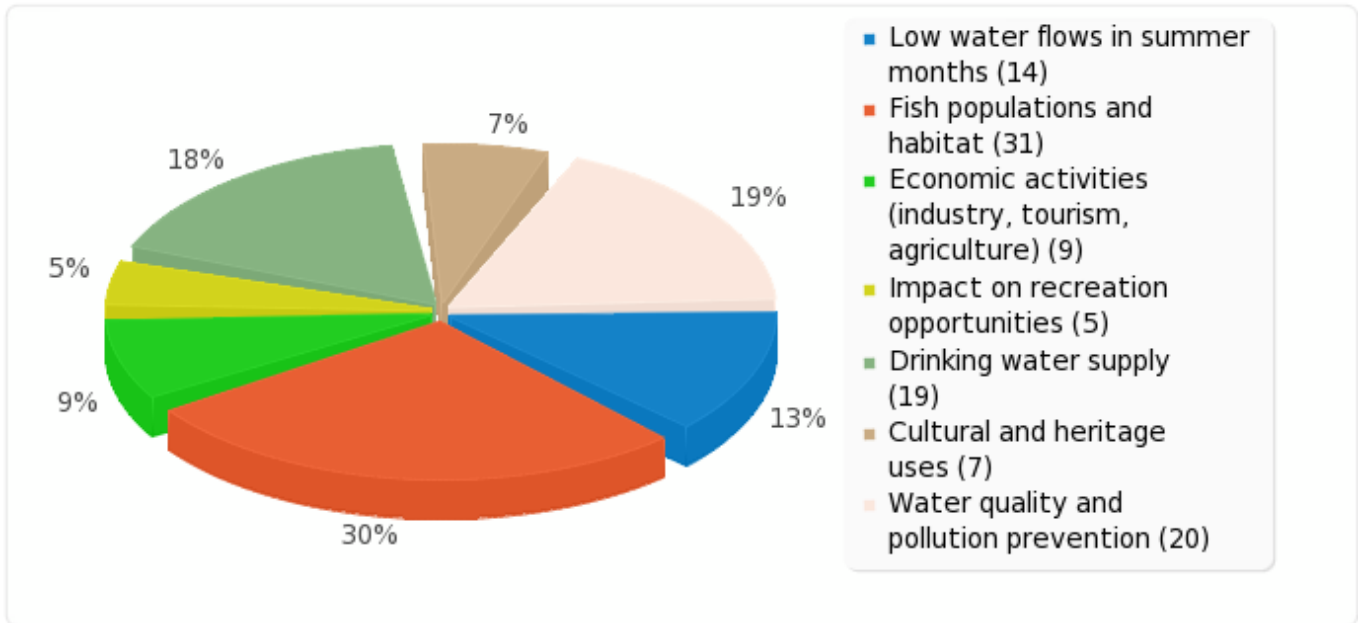
Our communities rely heavily on the health of our watersheds. What are your top five concerns in relation to the Cowichan Watershed?[Ranking 3]

Answer	Count	Percentage
Low water flows in summer months (1)	14	13.33%
Fish populations and habitat (2)	31	29.52%
Economic activities (industry, tourism, agriculture) (3)	9	8.57%
Impact on recreation opportunities (4)	5	4.76%
Drinking water supply (5)	19	18.10%
Cultural and heritage uses (6)	7	6.67%
Water quality and pollution prevention (7)	20	19.05%



Field summary for 04 [3]

Our communities rely heavily on the health of our watersheds. What are your top five concerns in relation to the Cowichan Watershed?[Ranking 3]



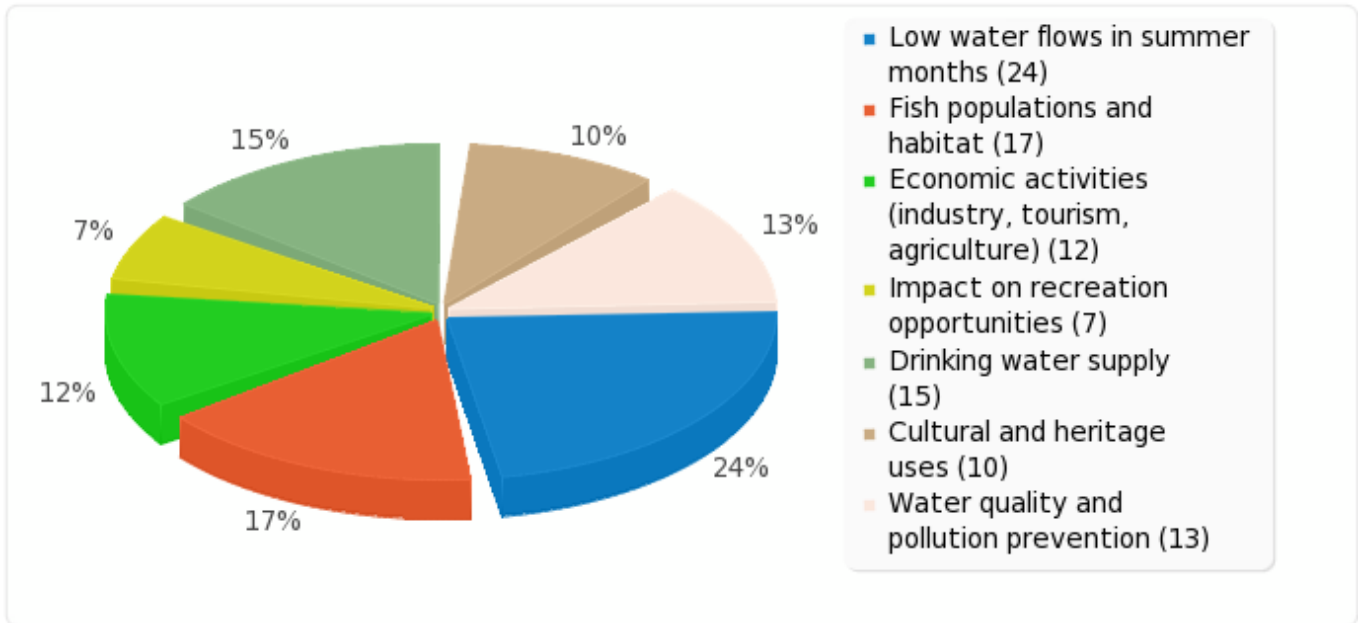
Field summary for 04 [4]

Our communities rely heavily on the health of our watersheds. What are your top five concerns in relation to the Cowichan Watershed?[Ranking 4]

Answer	Count	Percentage
Low water flows in summer months (1)	24	24.49%
Fish populations and habitat (2)	17	17.35%
Economic activities (industry, tourism, agriculture) (3)	12	12.24%
Impact on recreation opportunities (4)	7	7.14%
Drinking water supply (5)	15	15.31%
Cultural and heritage uses (6)	10	10.20%
Water quality and pollution prevention (7)	13	13.27%

Field summary for 04 [4]

Our communities rely heavily on the health of our watersheds. What are your top five concerns in relation to the Cowichan Watershed?[Ranking 4]





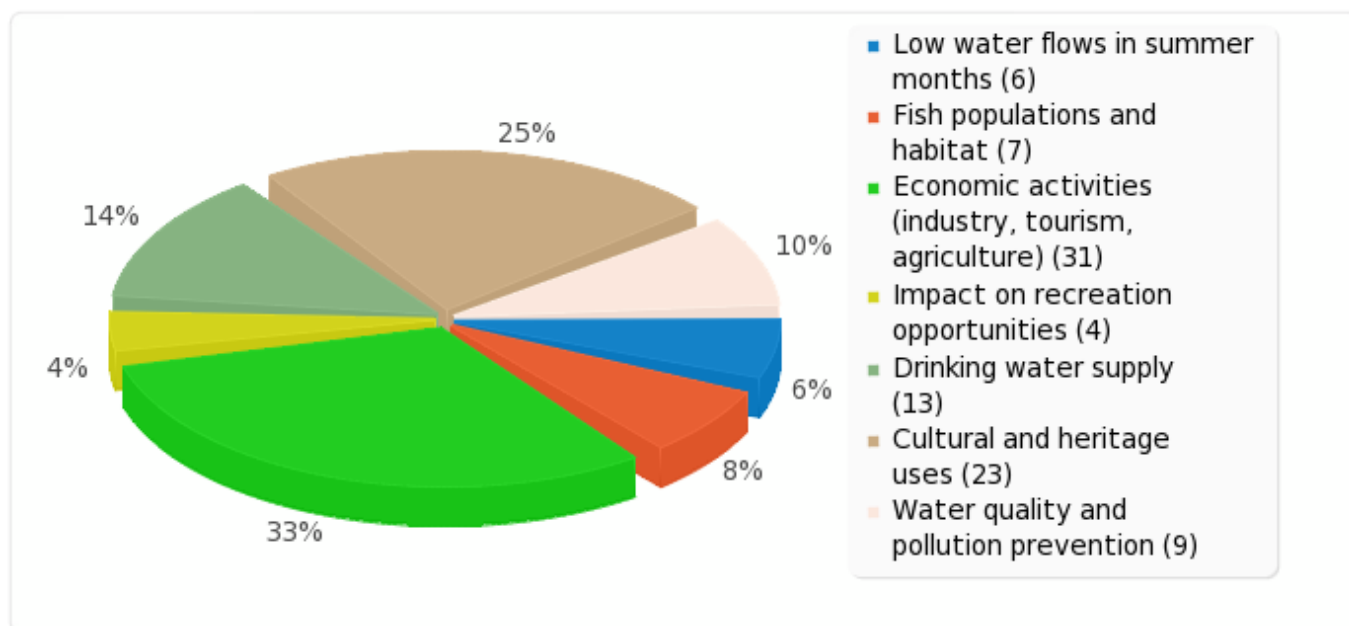
Field summary for 04 [5]

Our communities rely heavily on the health of our watersheds. What are your top five concerns in relation to the Cowichan Watershed?[Ranking 5]

Answer	Count	Percentage
Low water flows in summer months (1)	6	6.45%
Fish populations and habitat (2)	7	7.53%
Economic activities (industry, tourism, agriculture) (3)	31	33.33%
Impact on recreation opportunities (4)	4	4.30%
Drinking water supply (5)	13	13.98%
Cultural and heritage uses (6)	23	24.73%
Water quality and pollution prevention (7)	9	9.68%

Field summary for 04 [5]

Our communities rely heavily on the health of our watersheds. What are your top five concerns in relation to the Cowichan Watershed?[Ranking 5]





Field summary for 04 [6]

Our communities rely heavily on the health of our watersheds. What are your top five concerns in relation to the Cowichan Watershed?[Ranking 6]

Answer	Count	Percentage
Low water flows in summer months (1)	0	0.00%
Fish populations and habitat (2)	0	0.00%
Economic activities (industry, tourism, agriculture) (3)	0	0.00%
Impact on recreation opportunities (4)	0	0.00%
Drinking water supply (5)	0	0.00%
Cultural and heritage uses (6)	0	0.00%
Water quality and pollution prevention (7)	0	0.00%



Field summary for 04 [7]

Our communities rely heavily on the health of our watersheds. What are your top five concerns in relation to the Cowichan Watershed?[Ranking 7]

Answer	Count	Percentage
Low water flows in summer months (1)	0	0.00%
Fish populations and habitat (2)	0	0.00%
Economic activities (industry, tourism, agriculture) (3)	0	0.00%
Impact on recreation opportunities (4)	0	0.00%
Drinking water supply (5)	0	0.00%
Cultural and heritage uses (6)	0	0.00%
Water quality and pollution prevention (7)	0	0.00%

Field summary for 05

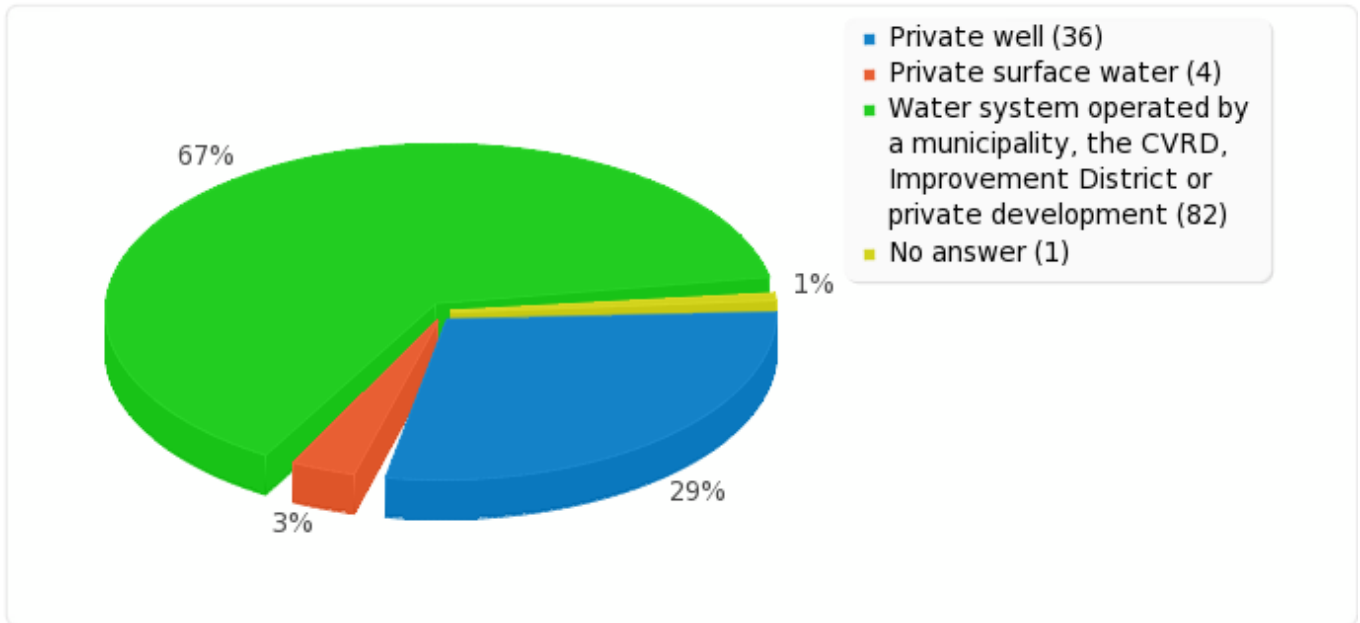
Where does your household water come from?

Answer	Count	Percentage
Private well (1)	36	29.27%
Private surface water (2)	4	3.25%
Water system operated by a municipality, the CVRD, Improvement District or private development (3)	82	66.67%
Don't know (4)	0	0.00%
No answer	1	0.81%



Field summary for 05

Where does your household water come from?





Field summary for 06

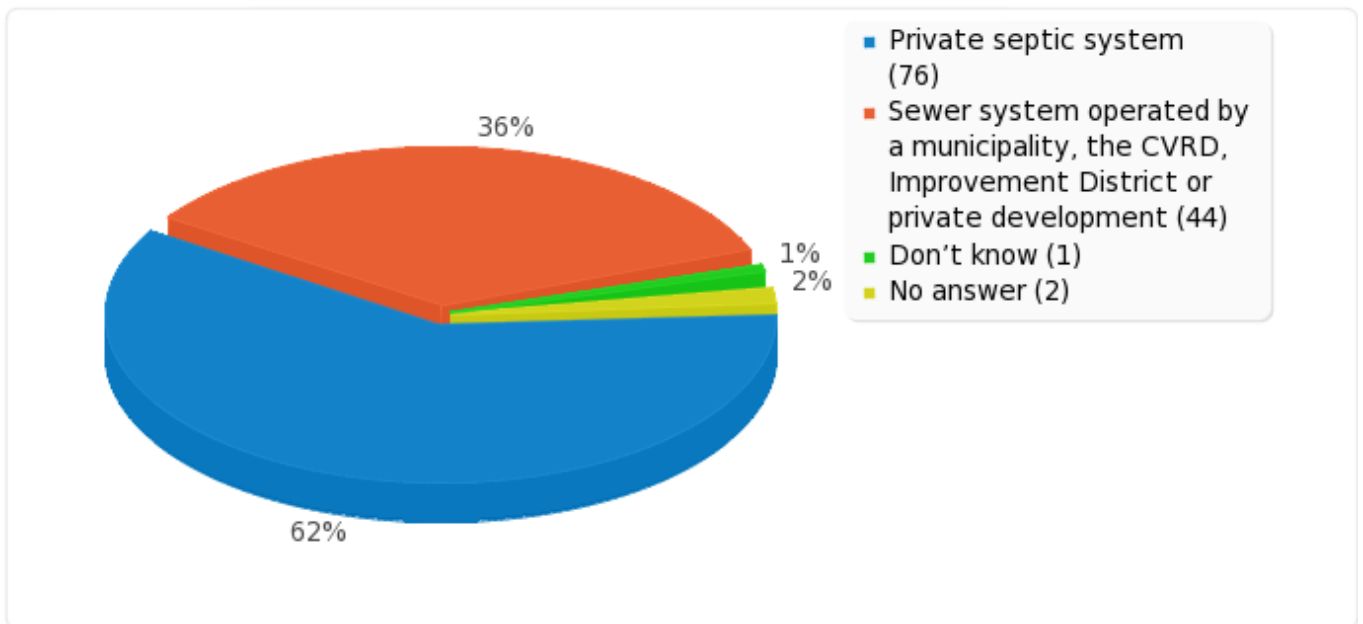
Where does your household wastewater go?

Answer	Count	Percentage
Private septic system (1)	76	61.79%
Sewer system operated by a municipality, the CVRD, Improvement District or private development (2)	44	35.77%
Don't know (3)	1	0.81%
No answer	2	1.63%



Field summary for 06

Where does your household wastewater go?





Field summary for 07

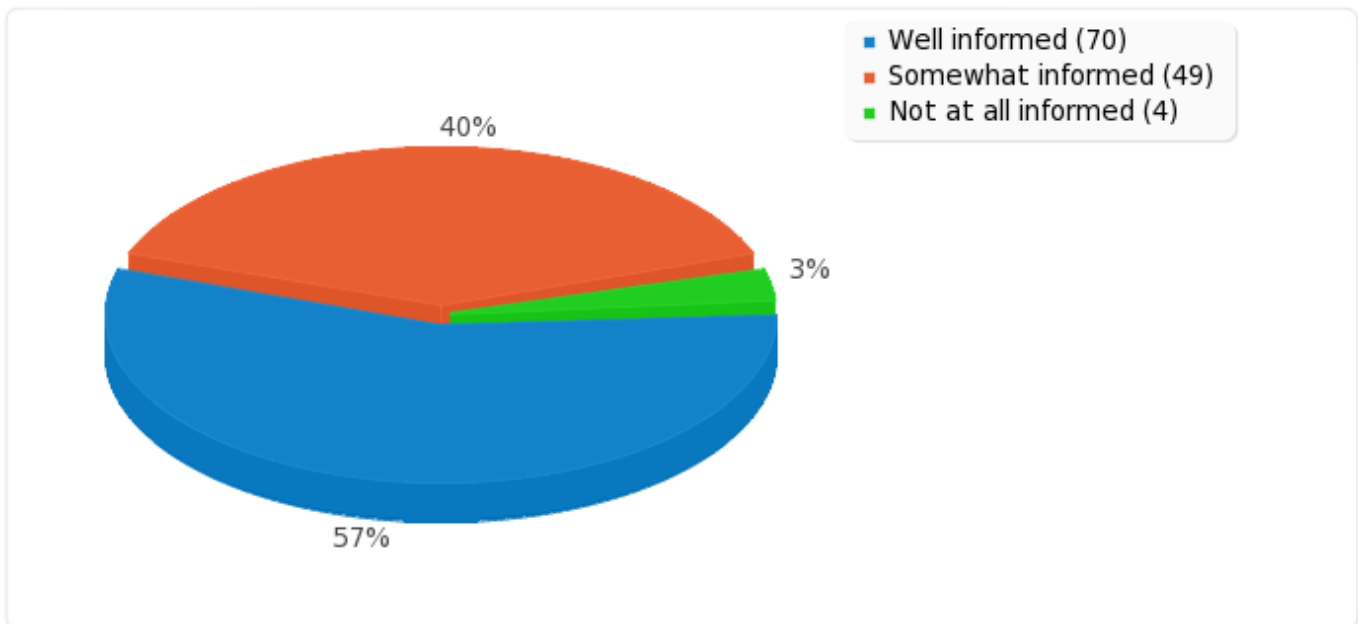
How well informed do you think you are about water issues in the Cowichan watershed?

Answer	Count	Percentage
Well informed (1)	70	56.91%
Somewhat informed (2)	49	39.84%
Not at all informed (3)	4	3.25%
No answer	0	0.00%



Field summary for 07

How well informed do you think you are about water issues in the Cowichan watershed?





Field summary for 08

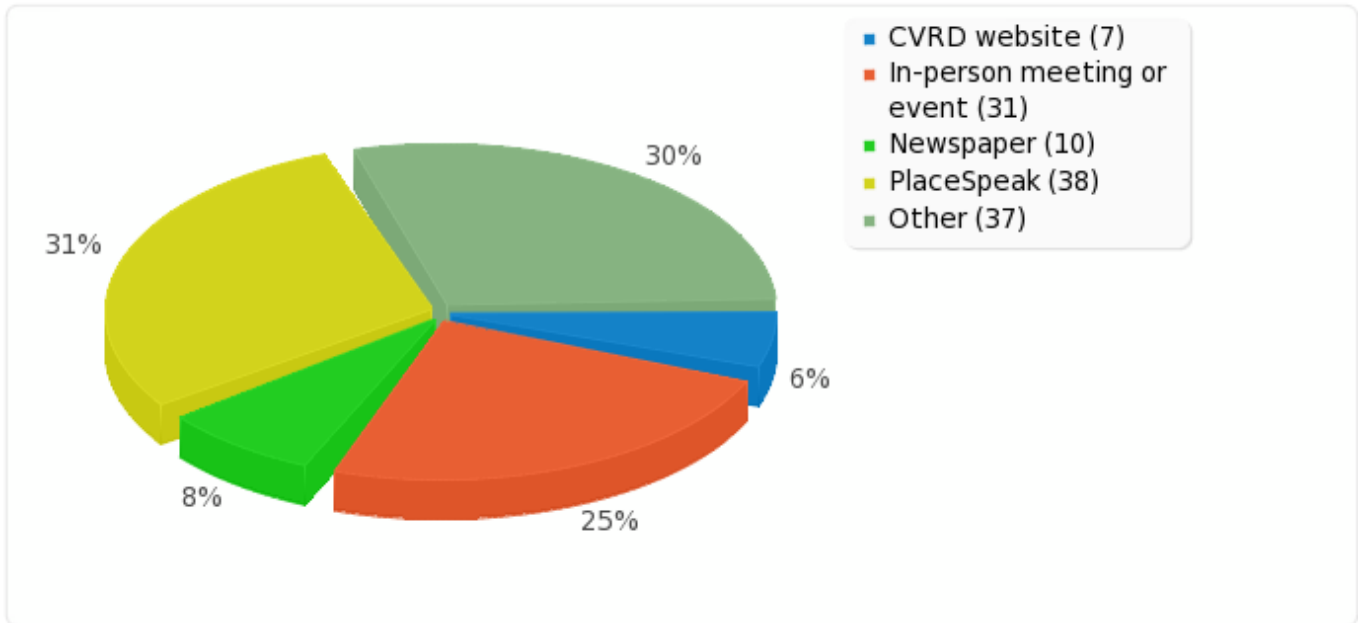
How did you hear about our survey?

Answer	Count	Percentage
CVRD website (1)	7	5.69%
In-person meeting or event (2)	31	25.20%
Newspaper (3)	10	8.13%
PlaceSpeak (4)	38	30.89%
Other	37	30.08%
No answer	0	0.00%



Field summary for 08

How did you hear about our survey?





STAFF REPORT TO COMMITTEE

DATE OF REPORT March 7, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of March 22, 2017

FROM: General Manager
Corporate Services Department

SUBJECT: 2017 Regional Grant-in-Aid Applications

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to provide the Committee with the 2017 Regional Grant-in-Aid Applications that were submitted by January 31, 2017.

RECOMMENDED RESOLUTION

For direction.

BACKGROUND

The Cowichan Valley Regional District has a Regional Grants-in-Aid Policy that includes an on line application with a deadline date of January 31 (see attached). The Board has adopted its 2017 Five Year Financial plan bylaw that includes a Regional Grant-in-Aid amount of 1% of the prior year's requisition, for 2017, this amount is \$340,775. Funding is split between general Regional Grants-in-Aid in the amount of \$310,075 (Function 100, General Government) and Arts and Culture Regional Grants-in-Aid in the amount of \$30,700 (Function 400, Arts and Culture).

The Board has already allocated \$25,000 to fund the National Aboriginal Hockey Championships 2017 that will take place later this year, which will leave \$285,075 available to fund Regional Grants-in-Aid in 2017.

ANALYSIS

There are twenty-two applications requesting a Regional Grant-in-Aid. A separate review process for Arts and Culture grant applications has not yet been established, but is anticipated to be up and running for 2018, as a result, consideration of all applications from the two available amounts for 2017 falls to the Board. Four of the applications are for the Arts and Culture funding, (Chemainus Theatre Festival, Cowichan Valley performing Arts Foundation, Ladysmith Little Theatre, and Cowichan Music Festival Society) totaling \$37,000 and eighteen applications fall under the general Regional Grants-in-Aid category and amount to \$258,100.

In reviewing the applications, eight (8) were successful applicants in 2016, one of the applicants (Cowichan Valley Performing Arts Foundation) that is requesting Arts and Culture funds has reached the current limit of three (3) regional grants. All applications are locally based, provide benefit to the region and have volunteer labour. In addition no application is a for profit entity.

FINANCIAL CONSIDERATIONS

Total grant funds in function 100 (General Government) still available is \$285,075 and the grant applications total \$258,100. Grant funds available in function 400 (Arts and Culture) is \$30,700 and the grant applications total \$37,000.

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*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Planning & Development Services (*Community & Regional 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 – 2017 Applications



REGIONAL GRANTS-IN-AID POLICY

Applicability: CVRD Board

Effective Date: July 9, 2014

PURPOSE:

To establish a policy for CVRD Regional Grants-in-Aid that is consistent, fair, and accountable for taxpayers and applicants.

POLICY:

Background

1. A Regional Grant-in-Aid is to provide financial assistance to an organization that benefits the residents of the Cowichan Valley Regional District.
2. The amount awarded as Regional Grants-in-Aid in any one year by the Regional District is limited to a maximum of 1% of the previous year's total requisition.
3. On an exception basis, the Board may choose to award a Regional Grant-in-Aid beyond the maximum 1% of the previous year's total requisition for an event or expenditure involving interregional, provincial, federal, or international participation, or in a case where there is significant economic benefit to the region as a whole.
4. No organization will receive more than three Regional Grants-in-Aid.
5. Regional Grants-in-Aid are determined on an annual basis.

Eligibility

1. The organization will normally be registered as or belong to a parent Society under the laws of British Columbia and/or Canada.
2. Organizations must be locally based, providing a service that benefits the residents of the region, and whose efforts are regional in nature.
3. An organization applying for a Regional Grant-in-Aid **must** provide the following information in order to have its application considered:
 - a. name of the organization;
 - b. name of the individuals representing the organization;
 - c. description of the project, event, or service for which funding is requested;
 - d. demonstrate that the project, event, or service provided fills a need in the region;
 - e. identify the beneficiaries of the project, event, or service;
 - f. indicate the total cost of the project, event, or service;
 - g. indicate other sources of funding for the project, event, or service;
 - h. indicate whether an application to other local governments has been made;

- i. indicate the volunteer labour and in-kind donations to be contributed towards the project, event, or service by the members of the organization;
 - j. specify the amount of financial assistance required; and
 - k. provide the organization's current annual budget and previous year's financial statement.
4. The Regional District will not provide a Regional Grant-in-Aid to an industrial, commercial, or business organization.

Application Process

1. All Regional Grant-in-Aid applications must be submitted to the General Manager Corporate Services on or before **January 31st** in order to be considered by the Regional District for funding in the upcoming budget.
2. Regional Grant-in-Aid applications received after January 31st will not be considered for funding in that year's budget.
3. The Regional Services Committee will consider all applications for funding received on or before January 31st and make recommendations to the Regional Board of Directors prior to adoption of the Annual Budget.

Release of Regional Grants-in-Aid

1. In April of each year the applicants will be advised in writing as to whether or not they have been awarded a Regional Grant-in-Aid.
2. Organizations awarded a Regional Grant-in-Aid will receive their funds by May 1st each year.
3. Organizations awarded a Regional Grant-in-Aid must submit a final report no later than December 31st of the year the funds were received. The report must include how the funds were used, how the community benefited, and any outcomes if applicable.

Approved by: CVRD Board
Approval date: March 11, 1998
Amended: October 13, 1999
November 12, 2008
July 9, 2014

CVRD Regional Grants-In-Aid Policy

REGIONAL GRANT-IN-AID APPLICATION

Name of Organization: _____

Name of Contact Person: _____

Mailing Address: _____ Postal Code: _____

Telephone No. _____ Fax No: _____

Description of Project, Event, or Service: _____

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: _____

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

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:

Have you included your organizations current annual budget and previous year's financial statements?

Yes _____ No _____

Grant-in-Aid applied for: \$ _____

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 VALLEY REGIONAL DISTRICT
REGIONAL GRANT-IN-AID HISTORY**

Attachment B

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
BC Forest Discovery Centre		20,000		50,000	50,000					
Big Brothers Big Sisters of the Cowichan Valley	10,000									
Chemainus Theatre Festival Society	10,000									
Chemainus Valley Cultural Arts Society			1,942		2,000					
Chesterfield Sports Society			145,111	146,500	100,000	100,000	100,000	80,000	80,000	
Cowichan 2008 North American Indigenous Games									250,000	250,000
Cowichan Community Land Trust		20,000								
Cowichan Green Community		30,000	29,133	30,000	20,000	15,000				2,200
Cowichan Lake Salmonid Enhancement Society										
Cowichan Energy Alternatives	20,000		21,364							
Cowichan Valley Amateur Radio Society	11,800	12,000								
Cowichan Valley Arts Council		26,000	18,451	25,000	19,000	16,000				
Cowichan Valley Caregivers		20,000	29,133	40,000						
Cowichan Valley Community Radio Society	6,000									
Cowichan Valley Fire Chief's Association				40,000						
Cowichan Valley Firefighters Honour Guard	2,500									
Cowichan Valley Hospice Society			48,555	50,000	3,000					
Cowichan Intercultural and Immigrant Aid Society	12,000	4,000								
Cowichan Intercultural Festival of Film & Arts Society		5,000								
Cowichan Valley Naturalist's Society	2,000									
Cowichan Valley Performing Arts Foundation	8,000	6,000	2,428							
Cowichan Valley Symphony Society		5,000								
Cowichan Women Against Violence Society									27,500	25,000
Cycle Cowichan		500								
Inclusive Leadership Co-Operative		10,000								
Island Corridor Foundation										54,401
Ladysmith & District Arts Council			3,884		4,000	4,000				
Ladysmith Little Theatre	2,000									
Mill Bay Marine Rescue Society	10,000									
OUR Ecovillage								20,000		10,000
Palm Court Light Orchestra	3,000									
Providence Farm	2,000									5,000
Raptors Rescue Society	2,834									
Shawnigan Cobble Hill Farmers Institute and Agricultural Society	5,000									
Social Planning Cowichan									55,000	52,500
Somenos Marsh Wildlife Society	2,000									
Warmland House								1,000		
West Coast Men's Support Society		5,000								
Island Corridor Foundation *	122,025		122,025	244,050						
Totals	\$231,159	\$163,500	\$300,001	\$381,500	\$198,000	\$135,000	\$100,000	\$101,000	\$412,500	\$406,601
*Funds committed, not dispersed										

		Tax Impact per \$100,000 Residential Assessment
<u>Arts & Culture Grants-in-Aid Applications</u>		
2017 Budget	\$30,700	
<u>Grant Applications</u>		
Chemainus Theatre Festival	\$12,000	\$0.069
Cowichan Music Festival Society	\$5,000	\$0.029
Cowichan Valley Performing Arts Foundation	\$10,000	\$0.057
Ladysmith Little Theatre	\$10,000	\$0.057
	\$37,000	\$0.212
<u>General Regional Grants-in-Aid Applications</u>		
2017 Budget	\$310,075	
Less: National Aboriginal Hockey Championships	-\$25,000	
Funds available	\$285,075	
<u>Grant Applications</u>		
Big Brothers Big Sisters of the Cowichan Valley	\$10,000	\$0.057
Byte Camp	\$3,100	\$0.018
Children & Family Council of the Cowichan Region & Communities	\$1,000	\$0.006
Cowichan Estuary Restoration and Conservation Association	\$5,000	\$0.029
Cowichan Historical Society	\$4,500	\$0.026
Cowichan Valley Intercultural - Multicultural Leadership Group	\$5,000	\$0.029
Cowichan Valley Intercultural - Syrian Refugee Fund	\$7,000	\$0.040
Cowichan Lake and River Stewardship Society	\$5,000	\$0.029
Cowichan Therapeutic Riding Association	\$5,000	\$0.029
Cowichan Valley Naturalists' Society	\$7,500	\$0.043
Cowichan Wooden Boat Society	\$50,000	\$0.286
Inclusive Leadership Co-Operative	\$20,000	\$0.114
Ladysmith Festival of Lights Society	\$60,000	\$0.343
Mill Bay Marine Rescue Society	\$10,000	\$0.057
Our Cowichan	\$3,000	\$0.017
OUR Ecovillage	\$35,000	\$0.200
Providence Farm	\$7,000	\$0.040
Volunteer Cowichan	\$20,000	\$0.114
	\$258,100	\$1.476

**BIG BROTHERS BIG SISTERS OF THE
COWICHAN VALLEY**

Amount Requested: \$10,000.

Residential Cost Per \$100,000. Assessed Value - .057



Big Brothers Big Sisters of the Cowichan Valley
 #1-60 Ingram Street Duncan, B.C. V9L 1N7
 Registered Charity # 136213873RR0001

Attn: Mark Kueber, General Manager, Corporate Services, CVRD
 175 Ingram Street.
 Duncan, BC V9L 1N8
mkueber@cvrd.bc.ca

January 25, 2017



Dear Mark Kueber, the CVRD Regional Services Committee, and the CVRD Regional Board of Directors

Big Brothers Big Sisters of the Cowichan Valley (BBBSCV) is an independent regional branch of Big Brothers Big Sisters Canada – the country’s leading child and youth mentoring agency. Our organization enables life-changing mentorships that empower at-risk children and youth to reach their full potential.

The affirming relationships made possible through BBBSCV’s differentiated services (including one-on-one, school-based, and group mentoring programs) play an important role in enhancing the resiliency of our community. Not only do these critical relationships make a profound positive difference in the lives of the specific children, families, and volunteers involved with our programs, the interpersonal connections made possible through these supports are intrinsically linked to vital social determinants of health – contributing to long-term improvements of well-being in our community.

In 2016, CVRD Regional Grant in Aid support helped BBBSCV to grow the overall program by 30%. This crucial funding covered the expanded hours of key staff positions – allowing BBBSCV to match and place more mentors/mentees, expanding our services to 24 more children in need and shrinking our waitlist. This funding played a critical role in expanding BBBSCV’s group-based programs (growing “Go Girls!” and introducing “Game On!”) and increasing the reach of our school-based program through new partnerships. The final report submitted at the end of 2016 speaks further to the details of the impact of this support.

BBBSCV submits this Regional Grant-in-Aid request to seek the same amount of financial support in 2017. Your 2016 contribution started some incredible momentum that has the potential to “change the game” for our organization by 2018. Through sound managerial practices, BBBSCV was able to leverage the support of the CVRD to expand the program to meet rising community need *and* take critical steps towards securing the long-term viability of the organization through careful strategic planning and long-term development.

At this juncture, BBBSCV very much needs the support of a CVRD Regional Grant-in-Aid once again so that the organization can continue to expand our services to a growing number of children in a sustainable manner. BBBSCV understands that the CVRD Grant-in-Aid funding is limited and asks for support at this critical moment in time so that we can capitalize on the progress made over the last year and catalyze the possibilities available to the organization in 2017. This request is intended to help BBBSCV successfully make the transition (that started in 2016) to an expanded service model that will accommodate the rising number of at-risk children, helping BBBSCV work towards mitigating (hopefully eliminating) our major program waitlists in the near future. ***We strongly believe that this this grant is a timely and valuable investment in our community.***



Big Brothers Big Sisters of the Cowichan Valley
 #1-60 Ingram Street Duncan, B.C. V9L 1N7
 Registered Charity # 136213873RR0001

As discussed in our 2016 report, one of the ways that BBBSCV is accomplishing this is by expanding our group-based programs (which accommodate more children with fewer resources). BBBSCV's group programs are anticipated to double in size in 2017. In addition, BBBSCV anticipates that our school-based program will grow by 60% as we build on the momentum (e.g. new school partnerships and more teen mentors) developed in 2016. Both the group programs ("Game On!" & "Go Girls") and the school-based program ("In School Mentoring") are experiencing growth as these site-based services (on school grounds, during school hours) tackle some of the most persistent access challenges (e.g. a lack of transportation) that face at-risk children - particularly those from low-income households.



This application seeks support for the expanded hours of our "Case Worker" staff position (see budget). If staff wages are not considered an eligible expense, BBBSCV is happy to put this funding towards any other acceptable service delivery costs (e.g. program supplies, rent, utilities, insurance, etc.) as we continue to expand and stabilize the program in 2017. If this allocation is eligible, the activities of this funded position would be that of direct service delivery including: intake (for both mentors and "littles"), volunteer screening, mentor/mentee matching, and match supervision. Moreover, as this position is able to match and place more volunteers (via increased hours), it grows the numbers of volunteers within the organization. Experience shows that when volunteer numbers grow, it increases the average number of years that volunteers commit to mentoring a child in need. This has the dual effect of amplifying the impact of mentorships and enhancing the sustainability of the program as a whole.

When this is accomplished volunteers often stay for multiple years mentoring a child in need; dually amplifying the impact of the child served as well as increasing the sustainability of the program.

CVRD support is critical to providing services to a growing number of children in need in our community. Last year's Grant-in-Aid made a monumental difference to our organization, allowing us to reach many more children at risk. We sincerely hope that the CVRD chooses to once again invest in this important community service as we continue this important phase of growth and development.

In appreciation and partnership,

Erin Generous
 Executive Director
 Big Brothers Big Sisters of the Cowichan Valley
 250-748-2447
erin.generous@bigbrothersbigsisters.ca



REGIONAL GRANT-IN-AID APPLICATION

Name of Organization: Big Brothers Big Sisters of the Cowichan Valley

Name of Contact Person: Erin Generous

Mailing Address: #1-60 Ingram Street, Duncan BC Postal Code: V9L 1N7

Telephone No. 250-748-2447 Fax No: 250-748-2445

Description of Project, Event, or Service: Big Brothers Big Sisters of the Cowichan Valley (BBBSCV) is an independent regional branch of Big Brothers Big Sisters Canada – the country’s leading child and youth mentoring agency. Our organization enables life-changing mentorships that empower at-risk children and youth to reach their full potential. Please see program description (attached) for more information.

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: At risk and vulnerable children and youth

Total cost of the Project, Event, or Service: \$ 216,000

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

Please describe other sources of funding and amounts as requested or expected:
Organization funding comes from grants, donations, fundraising events/initiatives
This year BBBSCV asked for funding from the City of Duncan (declined) \$ _____ see budget - attached and municipality of North Cowichan (pending) for a "community activities" project.

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

Each year, BBBSCV programs are made possible by about 90 volunteers contributing about 4000 hours of service annually. At minimum wage, this is a value of approx. \$41,800. At the Cowichan Valley living wage (\$18.81/hour), plus board time, this is a value of approx. \$76,800.

Have you included your organizations current annual budget and previous year’s financial statements?

Yes X No _____

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



Big Brothers Big Sisters of the Cowichan Valley
 #1-60 Ingram Street Duncan, B.C. V9L 1N7
 Registered Charity # 136213873RR0001

2017 CVRD Regional Grant-in-Aid Application Big Brothers Big Sisters of the Cowichan Valley

Organization Overview

Big Brothers Big Sisters of the Cowichan Valley (BBBSCV) is an independent regional branch of Big Brothers Big Sisters Canada. BBBSCV provides at-risk children and youth with vital mentoring relationships through a variety of differentiated programs. The organization has served the community since 1978, dramatically improving individual outcomes for youth and positively affecting the social determinants of health in the Cowichan region.

Learn more about BBBSCV at <http://www.bbbscowichan.ca>

Program Summaries

Community Mentoring Program

The community mentoring program encompasses several types of mentorships differentiated by the nature of the match between child and mentor. “Big Brothers” describes boys matched with adult men; “Big Sisters” describes girls matched with adult women; “Cross-Gender” describes boys under 10 matched with adult women; “Couples for Kids” describes boys or girls matched with a stable couple; and “Big Family” describes boys or girls matched with a family where all household children are over age 16. The children served by the community mentoring program are at-risk children aged between 6 – 19 years. Mentors meet with their child for 2-4 hours each week, out-and-about in the community, over the course of a minimum one year commitment (although most matches last much longer).

Video featuring children served by BBBS programs: <https://www.youtube.com/watch?v=ztaEhCuKYxE>

School-Based Mentoring Program

The school-based program offers mentorship matches on-site at participating elementary schools. Collaborating institutions identify at-risk children between grades 2 and 6 that would benefit from interactions with a volunteer mentor. The child and mentor meet during non-academic class time and engage in activities such as arts and crafts; reading; baking; sports/computer/board games; or just spending time outside on school grounds. These interactions are not academic tutoring. The sessions are intended to build a connection between mentor and child with a focus on having fun.

There are 3 sub-categories within the school-based program which differ according to the age group of the volunteer mentors. The “In-School” component partners children with adult role models whereas the “Teen Mentoring” aspect pairs the children with youth volunteering from participating secondary schools. The “Seniors for Kids” facet recruits elders from the community to serve as mentors in the program.



Big Brothers Big Sisters of the Cowichan Valley

#1-60 Ingram Street Duncan, B.C. V9L 1N7

Registered Charity # 136213873RR0001

Participating schools in the Cowichan region include Alexander Elementary, Khowhemun Elementary, Chemainus Elementary, Palsson Elementary, Tansor Elementary, and George Bonner Elementary School. Youth volunteers participating in the Teen Mentoring program are grade 10-12 students attending Cowichan Secondary School, Chemainus Secondary, Frances Kelsey Secondary, and Queen Margaret's School.

Children are referred to the school-based program by personnel at partnering schools (usually principals, counsellors, or teachers). Formal partnership agreements establish and articulate the roles and expectations of the arrangement between BBBSCV and each collaborating school. All of the matches established through the school-based program are managed/overseen by BBBSCV staff with a "School Liaison" appointed as the primary contact for parents/guardians.

Video on the In School aspect of the School Based Program:

<https://www.youtube.com/watch?v=AFpnBFi8AH8>

Group Mentoring Programs

The group programs provided by Big Brothers Big Sisters of the Cowichan Valley (BBBSCV) work with at-risk youths aged 11-14. In 2016, the "Go Girls" service (in place since 2011) was complimented by a "Game On" component – designed for young men.

Activities take place during school hours or after school at partnering elementary and middle schools in Duncan, Chemainus, Shawnigan Lake, Cobble Hill, Mill Bay, Youbou, and Cowichan Lake communities. Particular efforts are made to provide the program in rural areas. The activities are organized into multi-week sessions (weekly events are approximately 1.5-2 hours each) that are coordinated/managed by BBBSCV and facilitated by volunteer mentors from the community. Participants are recommended to the program by staff at partnering schools (counsellors, liaisons, teachers, principals). Partnership agreements define the roles and responsibilities between the participating schools and BBBSCV, with BBBSCV providing program content based on a national curriculum.

These highly interactive programs support 4 key themes: physical activity, healthy eating, self-esteem, and social skills. The overarching goals of these programs reflects BBBSCV's mandate to support youth in reaching their potential through mentorship, but also address the gender-specific challenges faced by young girls and boys during their critical development years (grades 6, 7, & 8).

Through the lens of healthy living, these group programs support children during a highly transitional phase in their life as they navigate self-identity. The activities are intended to introduce and cement healthy life patterns (including physical activity and smart nutrition choices) that nourish self-esteem, confidence, and independence. A key aspect of these programs is the provision of a safe space that creates opportunities for honest communication (particularly focused on mitigating potentially harmful socio-cultural pressures); personal growth/learning moments; and trusting interpersonal relationships (between the participants, their peers, and positive role models/mentors).

Video on the Go Girls! program component: <https://www.youtube.com/watch?v=-tgL6kPXvXA>

Video the Game On! program component: <https://www.youtube.com/watch?v=h6Ec-H3pk6M>



Big Brothers Big Sisters of the Cowichan Valley
 #1-60 Ingram Street Duncan, B.C. V9L 1N7
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Children at Risk

Health Canada recognizes that improving the broader health and wellbeing outcomes of children requires both immediate and preventative solutions. Significant evidence demonstrates that coping skills, social support networks, and personal health practices are key social determinants of current and future population health. BBBSCV's mentoring interventions are proven to develop resiliency by providing supports in these critical areas.

Canadian children from single parent homes (1 in 5) are at greater risk of facing emotional/behavioural problems, strained parental/peer relationships, and having poor physical health (compounded by the obesity/inactivity crisis in children 5-17). Children that lack guidance and a stable home environment/social support network are also significantly more likely to develop mental health challenges, face addiction, and become involved in crime (often, these are linked). When youth "fall through the cracks," it negatively impacts the whole community. For example, Cohen (1998) estimates that the typical "career offender" that starts off as a juvenile accrues approximately \$1.5-1.8 million in costs (1997 USD) across their lifetime.

Mentoring is a critical intervention that addresses our most vulnerable children and youth. A five year study conducted in collaboration with the Centre for Addiction and Mental Health found that mentored youth experience far fewer behaviour problems, peer-related difficulties, and symptoms of depression/ social anxiety. Mentored youth are more likely to report greater self-esteem; display better coping skills and pro-social behaviours; and perceive greater support from/higher quality relationships with peers, teachers, and parents. Moreover, young people are less disposed to delinquent behaviours when they create pro-social attachments, commit to socially appropriate goals, and get involved in conventional activities – circumstances that give mentored youth "more to lose" from the negative consequences of crime (Abbotsford Youth Crime Prevention Project).

Mentors provide children at a social disadvantage with a positive role model during the critical years of their personal development. For children involved with the program, mentors are a safe resource to listen to their concerns, introduce them to new things, and help them make sense of the world. These friendships help develop a child's healthy relationship with self, family, and peers. The program seeks to promote trust, leadership skills, and independent thinking in participating children – attributes linked to healthy decision-making and critical to establishing important social connections.

Volunteers

BBBSCV mentors are volunteers from the community looking to make a difference in the life of a child in need. Each year, BBBSCV programs are made possible by about 80 volunteers contributing about 3500 hours of service annually.

Volunteers that take part in the community-based programs (Big Brothers, Big Sisters, and Big Families) and the school-based programs (In-School Mentoring, Teen Mentoring, Seniors for Kids) provide one-on-one mentoring experiences.



Big Brothers Big Sisters of the Cowichan Valley
 #1-60 Ingram Street Duncan, B.C. V9L 1N7
 Registered Charity # 136213873RR0001

School-based mentorships run during the school year with a general frequency of 1 hour/week, whereas the community-based mentorships run year-round with interactions that are generally more frequent and longer-lasting.

Mentors involved with the group programs (Go Girls! and Game On!) are paired with another mentor and a group of up to 10 children for an 8-week session. Go Girls! and Game On! volunteers follow a comprehensive national curriculum to guide focused weekly activities.

Mentors also benefit from their involvement as a leader and the fulfillment/affirmation that comes with giving back through this rewarding work. This is especially important for teen mentors that develop their communication, leadership, and interpersonal skills through their service as role models. The Teen Mentoring program also provides high school students with valuable opportunities to obtain requisite community service hours, build their resume, and connect to their community. Similarly, elders involved in the Seniors for Kids program benefit from the social connections and inter-generational knowledge-sharing that comes from taking part in the program. For many elders facing isolation, this is especially valuable.

Impact

Children that receive mentoring report higher levels of self-confidence, have lower rates of absenteeism from school, and demonstrate improved academic performance. These children are less likely to use drugs/alcohol and experience better relationships with peers, families, and their community. Studies have demonstrated that these mentor relationships also decrease incidents of bullying and help children avoid risky behaviour by instilling values (e.g. independence) conducive to healthy, life-long decision-making.

Statistics (source: Big Brothers Big Sisters Canada)

During their school years, mentored children are:

- 46% less likely to begin using drugs
- 27% less likely to begin using alcohol
- 33% less likely to become aggressive
- 48% less likely to have behaviour problems in school
- 50% less likely to skip school
- 20% more likely to finish school (than the national average)
- 34% less likely to allow themselves to be victimized or bullied by peers



After their school years, mentored children are:

- 63% more likely to have a post-secondary education
- 17% more likely to be employed
- 13% more likely to report higher earnings
- 47% more likely to hold a leadership position





Big Brothers Big Sisters of the Cowichan Valley
#1-60 Ingram Street Duncan, B.C. V9L 1N7
Registered Charity # 136213873RR0001

Over the course of a lifetime, those mentored in their youth are:

- 78% more likely to transcend cycles of dependence/poverty
- 81% more likely to report financial literacy
- 80% more likely to pursue healthy lifestyles
- 92% more likely to feel confident
- 96% more likely say they're "happy"
- 13% more likely to donate to charity
- 87% more likely to report strong social networks
- 50% more likely to volunteer



On average, mentored youth report a \$315,000 higher lifetime income, donate 20% more money, and spend 30% more time volunteering.

The social return on investment* is \$18 for every \$1 invested in BBBS mentoring. Among economically disadvantaged groups, the ratio is \$1:\$23.

**social ROI comes from higher incomes, increased taxes/spending, & increased volunteering/donation rates.*

Conclusion

It is important to consider a Grant-in-Aid investment in BBBSCV as an investment in our community's future. National research demonstrates that these mentorship interventions boost community resilience by supporting our most vulnerable children during their formative years – helping these at-risk youth to reach their full potential as active, engaged, and contributing citizens.

By supporting BBBSCV's long-standing, proven community programs, the CVRD is proactively investing in a brighter future for *all* local residents.



Big Brothers Big Sisters of the Cowichan Valley
2017 Budget

R11

Description	Other Sources	CVRD Grant-in-Aid	
		Contribution	Total
Revenue			
	bold = received		
Grant Revenue			
Community Gaming Grant	\$ 30,000.00		\$ 30,000.00
Victoria Foundation-ISCU	\$ 20,000.00		\$ 20,000.00
First West Foundation	\$ 5,000.00		\$ 5,000.00
United Way	\$ 12,000.00		\$ 12,000.00
Local Municipal Governments	\$ 2,500.00	\$ 10,000.00	\$ 12,500.00
Pacific Blue Cross	\$ 10,000.00		\$ 10,000.00
Misc. grant funding	\$ 5,000.00		\$ 5,000.00
Grant Revenue Total	\$ 84,500.00	\$ 10,000.00	\$ 94,500.00
Fundraising Revenue			
Clothing Donations	\$ 16,000.00		\$ 16,000.00
Bowl for Kids Sake	\$ 20,000.00		\$ 20,000.00
WestJet Fundraiser	\$ 7,000.00		\$ 7,000.00
Other events and initiatives	\$ 12,000.00		\$ 12,000.00
Fundraising Revenue Total	\$ 55,000.00		\$ 55,000.00
Donation Revenue			
Donations	\$ 15,000.00		\$ 15,000.00
Tim Hortons	\$ 12,000.00		\$ 12,000.00
Sunfest Fundraiser	\$ 3,000.00		\$ 3,000.00
Return It	\$ 3,000.00		\$ 3,000.00
Donation Revenue Total	\$ 33,000.00		\$ 33,000.00
Other Revenue			
Duncan Dabbers Bingo Dividend	\$ 3,500.00		\$ 3,500.00
Misc. Revenue Total	\$ 3,500.00		\$ 3,500.00
Revenue Total	\$ 176,000.00	\$ 10,000.00	\$ 186,000.00

Description	CVRD Grant-in-Aid		Total
	Other Sources	Contribution	
Expenses			
Professional Fees			
Legal Expenses	\$ 500.00		\$ 500.00
Accounting Fees	\$ 6,000.00		\$ 6,000.00
Consultant Fees	\$ 5,000.00		\$ 5,000.00
Misc. Professional Fees	\$ 500.00		\$ 500.00
Professional Fees Total	\$ 12,000.00		\$ 12,000.00
Support Expenses			
Advertising and Promotion	\$ 3,500.00		\$ 3,500.00
Bank Charges	\$ 150.00		\$ 150.00
Repairs and Maintenance	\$ 1,000.00		\$ 1,000.00
Membership fees (BBBS)	\$ 4,500.00		\$ 4,500.00
Computer & Equipment Expenses	\$ 1,000.00		\$ 1,000.00
WCB costs	\$ 700.00		\$ 700.00
Support Expenses Total	\$ 10,850.00		\$ 10,850.00
Administrative Expenses			
Telephone, Internet, & Hydro	\$ 2,750.00		\$ 2,750.00
Postage	\$ 550.00		\$ 550.00
Office Supplies and Materials	\$ 2,750.00		\$ 2,750.00
Staff Wages (part ED & Admin Assist.)	\$ 48,510.00		\$ 48,510.00
Office Expenses Total	\$ 54,560.00		\$ 54,560.00
Program Expenses			
Go Girl Program Materials	\$ 5,000.00		\$ 5,000.00
Game on Program Materials	\$ 5,000.00		\$ 5,000.00
School Base Supplies ("buddy boxes")	\$ 1,000.00		\$ 1,000.00
Milage/Parking (volunteers/staff)	\$ 3,250.00		\$ 3,250.00
Rent	\$ 9,500.00		\$ 9,500.00
Insurance	\$ 5,000.00		\$ 5,000.00
Volunteer Recognition	\$ 500.00		\$ 500.00
Staff Wages (part ED & Case Worker*)	\$ 52,690.00	\$ 10,000.00	\$ 62,690.00
Travel Costs (Big Buddies FKSS)	\$ 3,000.00		\$ 3,000.00
Misc. Program Costs	\$ 1,000.00		\$ 1,000.00
Program Expenses Total	\$ 85,940.00	\$ 10,000.00	\$ 95,940.00

Professional Development Expenses			
Conferences	\$ 2,000.00		\$ 2,000.00
Meetings	\$ 500.00		\$ 500.00
Workshops	\$ 500.00		\$ 500.00
Professional Development Total	\$ 3,000.00		\$ 3,000.00
Fundraising Expenses			
Clothing Donation Expenses	\$ 7,000.00		\$ 7,000.00
Bowl for Kid's Sake Expenses	\$ 2,000.00		\$ 2,000.00
Misc. fundraising expenses	\$ 650.00		\$ 650.00
Fundraising Expenses Total	\$ 9,650.00		\$ 9,650.00
Expenses Total	\$ 176,000.00	\$ 10,000.00	\$ 186,000.00
CVRD funding only towards "Case Worker" position (activities include intake of child and mentors; volunteer screening, mentor/mentee matching, match supervision)			
In Kind Contributions			
Description		Value	
Volunteerism			
Mentors 3500 hours x \$18.81 (Cowichan living wage)			\$ 65,835.00
other volunteers (non-mentor) 250 hours x \$18.81 (Cowichan living wage)			\$ 4,702.50
Board of Directors 250 hours/year x \$25/hour ("skilled labour" wage)			\$ 6,250.00
Volunteerism Value			\$ 76,787.50

BIG BROTHERS BIG SISTERS OF THE COWICHAN VALLEY
Financial Statements
Year Ended December 31, 2015

BIG BROTHERS BIG SISTERS OF THE COWICHAN VALLEY
Index to Financial Statements
Year Ended December 31, 2015

R11

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Revenues and Expenditures	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 8
Operations (<i>Schedule 1</i>)	9
Gaming (<i>Schedule 2</i>)	10

INDEPENDENT AUDITOR'S REPORT

To the Members of BIG BROTHERS BIG SISTERS OF THE COWICHAN VALLEY

We have audited the accompanying financial statements of BIG BROTHERS BIG SISTERS OF THE COWICHAN VALLEY, which comprise the statement of financial position as at December 31, 2015 and the statements of revenues and expenditures, changes in net assets 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.

(continues)

1

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1486 Fisher Road - PO Box 27
Cobble Hill BC V0R 1L0
T 250 743-2861
F 250 743-9906

Independent Auditor's Report to the Members of BIG BROTHERS BIG SISTERS OF THE COWICHAN VALLEY (continued)

Basis for Qualified Opinion

In common with many charitable organizations, the Society derives revenue from donations the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues 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 contributions, excess of revenues over expenses, current assets and net assets.

Qualified Opinion

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the contributions referred to in the preceding paragraph, the financial statements present fairly, in all material respects, the financial position of BIG BROTHERS BIG SISTERS OF THE COWICHAN VALLEY as at December 31, 2015 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.



White Rock, British Columbia
April 24, 2016

CHARTERED PROFESSIONAL ACCOUNTANTS LLP

BIG BROTHERS BIG SISTERS OF THE COWICHAN VALLEY
Statement of Financial Position
December 31, 2015

R11

	2015	2014
ASSETS		
CURRENT		
Cash	\$ 29,887	\$ 22,672
Cash - gaming account	243	187
Accounts receivable	4,000	3,598
Goods and services tax recoverable	680	458
	34,810	26,915
PROPERTY, PLANT AND EQUIPMENT (Note 3)	4,239	1,301
	\$ 39,049	\$ 28,216
 LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 4,074	\$ 4,074
Employee deductions payable	1,488	2,496
	5,562	6,570
 NET ASSETS		
Unrestricted equity	29,248	20,344
Equity in capital assets	4,239	1,302
	33,487	21,646
	\$ 39,049	\$ 28,216

ON BEHALF OF THE BOARD

_____ *Treasurer*

_____ *Moderator*

See notes to financial statements

Anton, Bryson & Schindler Chartered Professional Accountants LLP

BIG BROTHERS BIG SISTERS OF THE COWICHAN VALLEY
Statement of Revenues and Expenditures
Year Ended December 31, 2015

R11

	2015	2014
REVENUE		
Grants	\$ 63,301	\$ 60,305
Fundraising	32,119	35,003
Donations	36,835	26,517
Other revenue	1,887	5,223
	<u>134,142</u>	<u>127,048</u>
EXPENSES		
Salaries and wages	86,394	89,991
Rental	8,408	8,628
Insurance	4,833	2,393
Professional fees	4,415	4,975
Business taxes, licenses and memberships	3,926	4,585
Advertising and promotion	3,714	703
Fundraising expenses	2,849	2,566
Telephone	2,587	1,570
Supplies	2,226	3,089
Office	1,706	2,933
Amortization of property, plant and equipment	616	326
Program activities	316	1,423
Meetings	190	133
Interest and bank charges	121	70
	<u>122,301</u>	<u>123,385</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 11,841</u>	<u>\$ 3,663</u>

See notes to financial statements

Anton, Bryson & Schindler Chartered Professional Accountants LLP

BIG BROTHERS BIG SISTERS OF THE COWICHAN VALLEY
Statement of Changes in Net Assets
Year Ended December 31, 2015

R11

	Unrestricted equity	Equity in capital assets	2015	2014
NET ASSETS - BEGINNING OF YEAR	\$ 20,344	\$ 1,302	\$ 21,646	\$ 17,982
Excess (deficiency) of revenue over expenses	11,841	-	11,841	3,663
Amortization of property, plant and equipment	616	(616)	-	-
Transfer of capital expenditures	(3,553)	3,553	-	-
NET ASSETS - END OF YEAR	\$ 29,248	\$ 4,239	\$ 33,487	\$ 21,645

See notes to financial statements

Anton, Bryson & Schindler Chartered Professional Accountants LLP

BIG BROTHERS BIG SISTERS OF THE COWICHAN VALLEY
Statement of Cash Flows
Year Ended December 31, 2015

R11

	2015	2014
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 11,841	\$ 3,663
Item not affecting cash:		
Amortization of property, plant and equipment	616	326
	12,457	3,989
Changes in non-cash working capital:		
Accounts receivable	(403)	(1,098)
Accounts payable	-	212
Goods and services tax payable (recoverable)	(222)	2,716
Employee deductions payable	(1,008)	(203)
	(1,633)	1,627
Cash flow from operating activities	10,824	5,616
INVESTING ACTIVITY		
Purchase of property, plant and equipment	(3,553)	-
INCREASE IN CASH FLOW	7,271	5,616
Cash - beginning of year	22,859	17,243
CASH - END OF YEAR	\$ 30,130	\$ 22,859
CASH CONSISTS OF:		
Cash	\$ 29,887	\$ 22,672
Cash - gaming account	243	187
	\$ 30,130	\$ 22,859

See notes to financial statements

1. PURPOSE OF THE SOCIETY

BIG BROTHERS BIG SISTERS OF THE COWICHAN VALLEY (the "Society") was incorporated under the Society Act of British Columbia on December 27, 1978, as a not-for-profit organization and is a registered charity under the Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Fund accounting

The Society records accounting transactions using the fund accounting method generally in use for non-profit organizations. A fund is determined for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Each fund has its own statement of operations which presents the results of operations for the fund. The statement of financial position of the Society includes the assets, liabilities and equity of all funds presented in the financial statements.

The various funds (being the operating fund, which includes all of the programs of the Society and the capital fund, which includes all of the capital assets of the Society) have been amalgamated for the purpose of presentation in the financial statements.

All inter-program balances have been eliminated on consolidation.

Property, plant and equipment

Property, plant and equipment are stated at cost or deemed cost less accumulated amortization. Property, plant and equipment are amortized over their estimated useful lives at the following rates and methods:

Equipment	20%	declining balance method
Computer equipment	20%	declining balance method

The Society regularly reviews its property, plant and equipment to eliminate obsolete items.

Revenue recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Restricted contributions for capital assets are recognized as a direct increase in net assets when funds are spent. Donation revenue is recorded when received.

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 tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

(continues)

Notes to Financial Statements
Year Ended December 31, 2015

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

Contributed materials and services

The Society accounts for contributed materials at their fair value if the fair value can be reasonably estimated and they are used in the normal course of operations and would otherwise have been purchased. The value of volunteer labour is not capable of reasonable estimation and is not included in these statements.

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.

3. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2015 Net book value	2014 Net book value
Equipment	\$ 14,053	\$ 13,012	\$ 1,041	\$ 1,301
Computer equipment	3,553	355	3,198	-
	<u>\$ 17,606</u>	<u>\$ 13,367</u>	<u>\$ 4,239</u>	<u>\$ 1,301</u>

4. FINANCIAL INSTRUMENTS AND CONCENTRATIONS OF RISK

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's risk exposure and concentration as of December 31, 2015.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Society is exposed to credit risk from funders. The Society feels this risk is minimal since they do not accept a significant amount of pledges.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Society is exposed to this risk mainly in respect of its receipts from funders and other related sources and accounts payable. The Society feels this risk is minimal since they do not use long-term investments to fund operations.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Society manages exposure through its normal operating and financing activities. The Society feels this risk is minimal since they do not have any debt.

BIG BROTHERS BIG SISTERS OF THE COWICHAN VALLEY

Operations

(Schedule 1,

R11

Year Ended December 31, 2015

	2015	2014
REVENUE		
Grants	\$ 38,301	\$ 38,305
Fundraising	27,359	31,184
Donations	36,835	26,517
Other revenue	1,881	5,219
	<u>104,376</u>	<u>101,225</u>
EXPENSES		
Salaries and wages	61,356	66,098
Rental	8,408	6,561
Insurance	4,833	2,393
Professional fees	4,415	4,975
Business taxes, licenses and memberships	3,926	4,585
Advertising and promotion	3,714	703
Telephone	2,587	1,570
Fundraising expenses	2,528	2,263
Supplies	2,226	3,089
Office	1,706	2,933
Amortization of property, plant and equipment	616	326
Program activities	316	1,423
Meetings	190	133
Interest and bank charges	120	71
	<u>96,941</u>	<u>97,123</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ 7,435</u>	<u>\$ 4,102</u>

See notes to financial statements

Anton, Bryson & Schindler Chartered Professional Accountants LLP

Year Ended December 31, 2015

	2015	2014
REVENUE		
Grants	\$ 25,000	\$ 22,000
Fundraising	4,760	3,819
Other revenue	6	4
	<u>29,766</u>	<u>25,823</u>
EXPENSES		
Salaries and wages	25,038	23,893
Fundraising expenses	322	303
Rental	-	2,066
	<u>25,360</u>	<u>26,262</u>
EXCESS (DEFICIENCY) OF EXPENSES OVER REVENUE	\$ 4,406	\$ (439)

Accolades and Testimonials

Big Brothers Big Sisters of the Cowichan Valley



“I am part of the In-School Mentoring Program with the Big Brother Big Sisters of the Cowichan Valley. This is my fourth year in the program and I’ve loved every moment of it. We spend an hour a week together and we truly are just friends, I think I have learnt just as much from my Little Buddy as I have hopefully taught her. She has showed me how intellectual, compassionate, and fun children can be. I know that I have become a solid figure in her life and hope to continue our friendship for years to come. I have gained so much insight and respect for her and it has changed the way I view life, and view our community.” (Lauren, Big Buddy, In School Mentoring program)

“As a grandmother whose grandchildren live far away I felt the lack of young companionship and missed playing games and doing projects. I have been a mentor for the past 3 years, thoroughly enjoying meeting weekly with my Little Buddy. We do many projects like baking cookies, sewing, knitting, growing plants, word searches as well as reading interesting books. My Little Buddy loves to plan activities and has lively suggestions of what we can do together. We enjoy each other’s company and look forward to our next time together. The impact this has on me is one of enjoyment as I meet with this lively youngster who gets to do things she may not have the opportunity to do otherwise. I like to think that I am opening up her world beyond school and home and bringing out her creative spirit, which is the best part of mentoring.” (Pip Woodcock, Big Buddy, Seniors for Kids program)



“Island Savings has been a strong supporter of Big Brother Big Sister agencies here in our island communities for more than 10 years now, providing both financial and in-kind support...This important program provides encouragement and friendship to elementary school student and mentors coordinated through the agency...Our staff have been proud to serve as mentors to area children and provide countless hours of volunteer support for BBBS fundraisers.” (Chris Waddell, Community Relations Specialist, Island Savings, a division of First West Credit Union)

“Many people know about Big Brothers Big Sisters. However what many people are unaware of is the magnitude of impact that something as simple as a few hours a week can not only have on a child’s (“Littles”) life, but the enriching, robust experiences that it adds to the volunteers (“Bigs”) life. Matched in 2006 to a then 7 year old Kimberly, we set out on developing a friendship that was initially centered on fun activities like bowling, swimming, beachcombing and trips to the library or pet store. It wasn’t long before these conversations changed into talking about nutrition, healthy choices, ones values and dreams. We’ve tried a variety of sports, hiked valley trails, and cooked many homemade meals. It’s been rewarding to see Kimberly mature. I can see the positive impact that our time together has had on her, but what I’ve also gained has helped shape important areas of not only my own life, but my husband’s as well.” (Kristy Martin Hale, Big Couple, Community Mentoring program)



Program Videos

Community Mentoring: <https://www.youtube.com/watch?v=ztaEhCuKYxE>

School-Based: <https://www.youtube.com/watch?v=AFpnBFi8AH8>

Go Girls!: <https://www.youtube.com/watch?v=tgL6kPXvXA>



ALEXANDER ELEMENTARY SCHOOL

2471 Beverly Street, Duncan, B.C. V9L 3A3

Telephone: (250) 748-8148

Fax: (250) 748-3216

To Whom It May Concern;

The Big Brothers Big Sisters (BBBS) of the Cowichan Valley has been involved in the school mentoring program at Alexander Elementary and Khowhemun Elementary Schools for over 13 years now. As the School Counsellor, I have been directly involved in the rewarding process of matching some of our children with positive adult in school mentors, and teen mentors from local high schools. Our children who participate in the program have been identified as needing a positive mentor in their life and are referred by myself, teachers, and the principal. Furthermore, BBBS has offered excellent in school programs for groups of children such as *Game On!* and *Go Girls!* - both of which provide vital activities and skill building for leadership and self-esteem for vulnerable children.

This year, between the two schools, we have over 20 students matched with in-school mentors and/or participating in BBBS sponsored programs. There are many students on the waitlist for mentors.

Both schools provide a caring and supportive learning environment for many learners from low income and socially challenging home environments, many of whom might be considered "at risk." The BBBS mentoring programs continue to give many of our children who "need a friend", a bright spot in their lives every week. To see our Little Buddies laughing and having fun with their Big Buddies is reward enough, but the improvement in the children's self-esteem and socializing skills provides an invaluable spin-off to enhancing academic and personal growth in their school lives.

It is with unequivocal support and enthusiasm I am please to advocate for BBBS of the Cowichan Valley.

Sincerely,

Richard Matthews

District Elementary Counsellor (SD#79)

November 16, 2016

To whom it may concern,

I have been matched with my little sister, Victoria (Vicky) for just over 4 years now. She was 11 when we were first matched and it has been wonderful watching her turn into the lovely teenager she is today.

We have quite a few interests in common which makes our time fun. We like to create things with crafts, DIY, play games and watch movies. Believe it or not, after 4 years, we still see each other every week (barring vacation etc.) ... we never run out of things we like to do.

This little lady has changed my life. You go into a program like this hoping you can somehow help, be a role model and/or a friend and what inevitably happens is that your life is altered. Vicky is my role model. This beautiful young lady is incredibly smart, kind, giving, and loving. Everything I admire and aspire to be.

There have been days when life's usual stresses got me down, where my energy was completely drained but when I see her with her always smiling face and huge hugs, my troubles melt away.

Big Brothers Big Sisters is a big part of helping make this happen. I am so committed to this program that I was on the Board of Directors for several years. Because of this, I know exactly what goes into making this magic work. I have seen the program from both sides.



The training I received to be a Big Sister and the guidance from the Case Worker gave me the confidence to go into the match. To be honest, I was quite nervous going into the match. Vicky's mother was out of the picture and I wondered what I could contribute to her given I was a tried and true tomboy. But we soon connected and I learned that it doesn't matter, it is just about being together and the learning on both sides comes from both the similarities and differences.

I don't have any children of my own, but I can imagine that this is a little bit of what it would be like. To put it simply, I am proud of Vicky

and I am proud to have Vicky as my little sister, my friend.

Julie Rosenthal
Big Sister

Re: In School Mentoring Program

November 4, 2016

To Whom It May Concern;

This is a story is about myself, as a Big Buddy, and my Little Buddy, Maria. We started this journey 2 years ago when she was in grade 2. I initially wanted to be a Big Buddy because I wanted the volunteer experience, but the experience I got from seeing Maria once a week was more than I had bargained for. She is a beautiful little girl with lots of potential. She is caring, compassionate and full of emotion. But, she has a wall built up and will only let so many people in at once. It has taken me so long to reach this point in our relationship, but it is worth it. At the year and a half mark, she even gave me a hug! That, for me, was a huge milestone and demonstrated she trusted me.

Maria and I usually spend our time reading, talking about her class or doing some kind of craft. I always try to incorporate some kind of art work around a holiday so that we can really embrace it. I have seen Maria grow in the last 2 years from a young little girl into the beginning stages of a young woman. Her reading and vocabulary have increased immensely. Maria has taught me patience and perseverance.

This program has also taught me to slow down and appreciate the smaller things in life. I look forward to our once a week interactions and I know it is worth it when I see her run towards me with a giant smile on her face. I think that we all have the capacity, at some point in our lives, to help someone else. I also believe that, as adults, we have the responsibility of ensuring the younger generation can experience everything to the fullest. If you have the time and the willingness to improve a child's life, why wouldn't you? I think you get what you put in. I would definitely recommend this program to others and I would tell them that it is worth their time.

Sincerely,

KARLEIGH MCKINLAY

PS Unfortunately we are unable to share a picture of Big Buddy Karleigh and Little Buddy as Maria is a Child in Care and Media consents are not permitted.

November 17, 2016

To Whom It May Concern,

My name is Victoria Chumsa-Jones, age 15. I was 11 when Julie and I were matched on August 7th. That's 4 years stuck, with someone amazing as her.

The first time I knew that Julie and I would be a good match is on the day we first met. I was eating cherries with the social worker at the time, and couldn't find the garbage to put the pits in. We asked Julie where it was, and instead of showing us she said to spit them out onto her hand. It was this moment I thought Julie was the coolest person ever for not thinking that was gross.

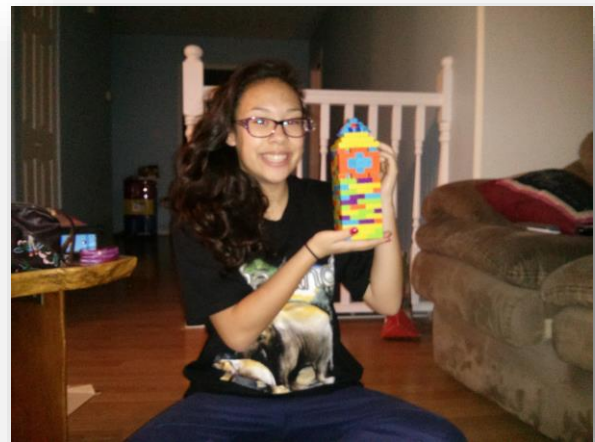


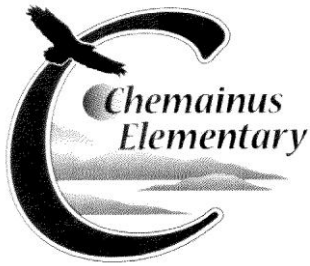
Since then it has been a joyful roller coaster ride with her. We've done so many activities such as; camping, swimming, skating, bowling, painting pottery, watching our TV show together, (Once Upon a Time) cooking/baking and much more. I look forward to seeing Julie because it's a nice way to break up the week.

Julie has been with me through my prime learning and growing up stage, teaching me that I can't be a kid forever now that I'm 15, although I can try. Next May, when I turn 16, hopefully she will help teach me how to drive. Until then, whenever I walk into Save on Foods I will ask for the free cookie they give to kids. They haven't rejected me yet, therefore I am still technically a kid.

The best part of having a big sister is another person to love and appreciate, who loves and appreciates you. She has given me so much happiness over these few years, which sometime in the future I might want to be a big sister myself.

Victoria Chumsa-Jones
Little Sister





CHEMAINUS ELEMENTARY COMMUNITY SCHOOL

3172 Garner St., Chemainus, B.C. V0R 1K2 Tel: (250) 246-3522 · Fax: 250 246-2867

Learning from the Past, Building for the Future

November 9, 2016

To Whom It May Concern:

The Big Brothers Big Sisters (BBBS) of the Cowichan Valley has been coordinating the Teen Mentoring Program, and the In School Mentoring at Chemainus Elementary School since 2004. Over the last several years, BBBS has also implemented a “Go Girls” Program for our intermediate girls (grade 6/7). Chemainus Elementary school provides a caring and supportive learning environment for many learners who might be considered “at risk”.

The BBBS Teen Mentoring Program gives a handful of our most vulnerable children another good reason to attend school, an opportunity to form a positive and healthy relationship with a “Big Buddy”, and learn from a teenager who has likely worked through many of the tough issues facing young people today. The Teen Mentoring program has become an integral part of the much needed support network at Chemainus Elementary School. As the children have transitioned into the later years, I am still seeing and hearing the benefits associated with this program. The children look forward to their buddies coming to school and to sharing their talents and most importantly their ears. Our children are able to move forward in such a positive way because of the impact these relationships have on their lives. It shouldn't go unnoticed that although the child is benefiting greatly from the relationship that the teen themselves also learns organizational, communication, leadership and empathy skills when working and supporting children in this program.

The Go Girls Program is all about positively shaping the minds of young ladies into healthy, active, and positive beings. It is about providing the young ladies an opportunity to recognize the strengths that lie within each of them and for them to realize their full potential. Last year, we had a vulnerable group of young ladies here at Chemainus Elementary. It was difficult to choose who would be able to receive the program and who would have to wait another year. We were blessed with the hard work and dedication of the Director and her staff, who were able to secure another round of mentoring to help provide the most success for our students. They looked at our school community, saw the need, and responded in a positive, impactful way. For this I am truly grateful.

It is with utmost enthusiasm that we would like to express our gratitude and support for the BBBS Teen Mentoring Program, the Go Girls Program, as well as the Executive Director Erin Generous and her staff. It is this program, and the people who organize and run it, that help to propel our students; both the mentors and the littles, as well as our community forward. It is through the generous donations and commitment from the broader community that makes programs like the ones that BBBS offer a priority and sends the message – our children are important!

Sincerely,

Brenda Stevenson

Brenda Stevenson
Principal

BYTE CAMP

Amount Requested: \$3,100.

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

REGIONAL GRANT-IN-AID APPLICATION

Name of Organization: Byte Camp Education Society

Name of Contact Person: Melody Kassiri

Mailing Address: 2201 Chambers St. Postal Code: V8T 3L3

Telephone No. 250-734-3052 Fax No: _____

Description of Project, Event, or Service: Please see attached.

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: Familres with financial barriers.

Total cost of the Project, Event, or Service: \$ 3500

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

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:

Byte Camp will provide \$400.00 in-kind contributions in the form of equipment used for the program.

Have you included your organizations current annual budget and previous year's financial statements?

Yes X No _____

Grant-in-Aid applied for: \$ 3100.00

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

Byte Camp is a creative technology camp for kids. We have been providing top of the line creative tech camps since 2003 and since then we have had over 22,000 kids go through our programs. We are always looking for opportunities to offer our programs within our local communities. At Byte Camp we are aware that there often families who can not participate in our programs due to financial barriers. We hope that with the CVRD Arts & Culture grant that we can offer a free program at Alexander Elementary in Duncan B.C.

Byte Camp would like to provide a 8 week long creative technology camp free of charge to the students of Alexander Elementary. Families of students at this school have been identified as low income and lack access or finances to access programing for their children. By eliminating the cost of registrations for families at Alexander Elementary we hope to also eliminate the barriers in which prevent youth and their families to participate in programs such as ours.

We thank you in advance for your considerations.

Sincerely,

Melody Kassiri
Managing Director

2015-16 DRAFT FS & 2016-17 Budget

	2017	2016	2015
	(forecast) \$	(actual) \$	(actual) \$
REVENUE			
Programs			
After School	70,000	54,136	0
Spring and Summer	500,000	486,250	326,630
Independent Schools	16,000	27,920	20,560
Grant Partners	30,000	4,750	38,018
Other	5,000	325	2,715
Donations	0	0	7,000
Grant	200,000	182,759	158,488
Interest	0	1	20
Other	500	599	550
	821,500	756,740	553,981
EXPENSES			
Accounting Fees	1,050	1,050	1,050
Advertising and Promotion	5,000	3,417	4,163
Insurance	4,000	3,930	3,939
Interest and Bank Charges	9,000	9,946	9,327
Office Expenses	8,000	16,154	5,492
Other Expenses	4,000	3,273	1,790
Rental and Utilities	55,000	31,196	19,096
Salary and wages	575,000	561,188	372,852
Training	5,000	4,729	1,841
Travel Expense	30,000	26,375	31,894
Vehicle Operating	14,000	11,357	13,893
Classroom Expenses	40,000	33,326	32,273
	750,050	705,941	497,610
Excess of Revenue over Expenses before Amortization	71,450	50,799	56,371
Amortization of Assets	32,000	32,263	28,163
Excess of Revenue over expenses	39,450	18,536	28,207

Byte Camp Education Society

Financial Statements
(Unaudited – see Notice to Reader)

August 31, 2016 and 2015

NOTICE TO READER

On the basis of information provided by management, we have compiled the Balance Sheets of Byte Camp Education Society as at August 31, 2016 and 2015, and the Statements of Operations and Changes in Net Assets for the years then ended.

We have not performed an audit or a 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.

Dayna Holland Ltd.

Chartered Professional Accountants

Vancouver, B.C.
January 19, 2017

Byte Camp Education Society**Statements of Operations**

Years ended August 31, 2016 and 2015

(Unaudited – see Notice to Reader)

	2016	2015
REVENUE		
Programs	\$ 573,980	\$ 388,473
Grant	182,759	158,488
Donations	-	7,000
Interest	1	20
Total Revenue	756,740	553,981
EXPENSES		
Accounting fees	1,050	1,050
Advertising and promotion	3,417	4,163
Classroom expenses	33,326	32,273
Insurance	3,930	3,939
Interest and bank charges	9,946	9,327
Loss on disposal of vehicle	-	142
Office expenses	16,154	5,492
Other operating expenses	3,273	1,648
Rental and utilities	31,196	19,096
Salaries and wages	561,188	372,852
Training	4,729	1,841
Travel expense	26,375	31,894
Vehicle operating	11,357	13,893
Total Expenses	705,941	497,610
Excess of revenue over expenses before amortization	50,799	56,371
Amortization of tangible assets	32,263	28,163
Excess of revenue over expenses	\$ 18,536	\$ 28,208

Byte Camp Education Society**Balance Sheets**

As at August 31, 2016 and 2015

(Unaudited – see Notice to Reader)

	2016	2015
ASSETS		
Current		
Accounts receivable	\$ 190,389	\$ 212,609
Long term investments	401	401
Equipment, net of amortization	63,665	61,769
Total Assets	\$ 254,455	\$ 274,779
LIABILITIES AND NET ASSETS		
Current		
Bank indebtedness	\$ 46,834	\$ 66,200
Accounts payable and accrued liabilities	13,193	30,830
Due to related party	99,649	92,977
Total Current Liabilities	159,676	190,007
Long term debt	5,904	14,433
Total Liabilities	165,580	204,440
Net assets	88,875	70,339
Total Liabilities and Net Assets	\$ 254,455	\$ 274,779

Approved on behalf of the board:

_____, Director

Byte Camp Education Society
Statement of Changes in Net Assets
 August 31, 2016
 (Unaudited – see Notice to Reader)

	Capital Assets	Unrestricted Assets	August 31, 2016
Net Assets, Beginning of Year (Note 5)	\$ 61,769	\$ 8,570	\$ 70,339
Excess of revenue over expenses	-	18,536	18,536
	61,769	27,106	88,875
Capital purchases	34,159	(34,159)	-
Amortization of Capital Assets	(32,263)	32,263	-
Net Assets, End of Year	\$ 63,665	\$ 25,210	\$ 88,875

Byte Camp Education Society
Notes to the Financial Statements
 August 31, 2016 and 2015
 (Unaudited – see Notice to Reader)

1. Activities and Legal Form

Established in 2003, Byte Camp Education Society's ("the Society") mission is to:

- (1) To advance education by providing after school computer programs and by operating computer educational summer camps for children and youth
- (2) To advance education by providing courses, seminars, workshops, and mentorship programs in creative computer technology to children and youth
- (3) To undertake activities ancillary and incidental to the attainment of the aforementioned charitable purposes.

On May 14, 2014, Byte Camp Education Society became a registered charitable organization under the Income Tax Act. Canadian Registered Charity #87721 2407 RR00001.

2. Summary of Significant Accounting Policies

- a. Revenue is recorded on an accrual basis. Revenue is recognized in the year in which the related expenses are incurred. Contributions related to expenditures of future years are not recognized as revenue in the year but recorded as deferred revenue.
- b. Capital assets are recorded at cost or fair market value, in the case of contributed property. Capital assets reported on these financial statements are amortized using the declining balance method at the following rates:

	<u>Rate</u>	<u>Method</u>
Office equipment	20%	Declining balance
Classroom equipment	20%	Declining balance
Computer equipment	45%	Declining balance
Vehicle	30%	Declining balance

- c. The Society's financial instruments consist of cash, accounts receivable, and accounts payable. Unless otherwise noted, it is management's opinion that the society is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair value of these financial instruments approximates their carrying values, unless otherwise noted.

Byte Camp Education Society
Notes to the Financial Statements
 August 31, 2016 and 2015
 (Unaudited – see Notice to Reader)

3. Equipment

	Cost	Accumulated Depreciation	2016 Net Book Value	2015 Net Book Value
Office equipment	\$ 5,750	\$ (4,287)	\$ 1,463	\$ 1,153
Classroom equipment	52,443	(44,245)	8,198	10,918
Computer equipment	213,236	(164,686)	48,550	41,907
Vehicle	12,838	(7,384)	5,454	7,791
	\$ 284,267	\$ (220,602)	\$ 63,665	\$ 61,769

4. Due to Related Party

The amount due to the related party is unsecured, interest bearing at prime plus 2%, calculated daily and compounded monthly.

	2016	2015
Director - Dave Hlannon	\$ 99,649	\$ 92,977

5. Correction to Statement of Changes in Net Assets

On the Statement of Changes in Net Assets, the opening Capital Assets balance was corrected to actual after a nominal error in the ending August 31, 2015 statement was realized.

CHEMAINUS THEATRE FESTIVAL

Amount Requested: \$12,000.

Residential Cost Per \$100,000. Assessed Value - .069



31 January 2017



Finance Department – Grants in Aid
 Cowichan Valley Regional District
 175 Ingram Street
 Duncan, BC V9L 1N8

Finance Division

Dear Members of the Regional Services Committee:

RE: Chemainus Theatre Festival Society Grant in Aid Application

I am pleased to submit the Chemainus Theatre Festival Society's Grant in Aid application for consideration in the CVRD's 2017 budget.

Please note that this package includes:

- Grant in Aid Application Form
- Addendum
- Current volunteer Board of Directors
- 2017 Budget
- 2015 Financial Statements (2016 not available)
- 3 copies 2017 Season Brochure

I look forward to hearing about the status of this application and confirmation of my request to appear as a delegation at the Board meeting.

Sincerely,

Randy Huber
 Managing Director
 O: 250.246.9800 ext. 703
 F: 250.246.2324
 E: rhuber@chemainustheatre.ca
 W: www.chemainustheatre.ca

REGIONAL GRANT-IN-AID APPLICATION

R11

Name of Organization: Chemainus Theatre Festival

Name of Contact Person: Randal Huber

Mailing Address: Bag #1000 - 9574 Bare Point Rd **Postal Code:** V0R 1K0

Telephone No. 250-246-9800 ext. 703 **Fax No:** 250.246.2324

Description of Project, Event, or Service:

We are seeking the CVRD's support for financial aid, through the Regional Grant in Aid program, to assist with the funding necessary to produce our 25th Anniversary Season of live professional theatre, as well as support for celebration events planned for this milestone year.

In 2017 the Chemainus Theatre will produce and stage 8 theatre productions between February 17th and December 31st. Our calendar includes 325 performances with a projected audience of 70,000 that will create a significant economic and cultural impact for the region.

Our budget for production costs for the upcoming season is **\$1,951,902**.

The break down by category for production costs is as follows:

Actors, Musicians, Directors & Choreographers	\$642,622
Design and Set Construction	94,838
Costumes and Props	68,868
Show Royalties and Production Fees	358,916
Rehearsal, Script Development and Contingency	22,514
Light, Sound, Equipment, Memberships and General	37,742
Wages: Technical, Set Construction, Costumes and Stage Management	552,774
Wages: Artistic, Education and Production Admin	<u>173,628</u>
TOTAL:	\$1,951,902

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?

Commonly referred to as an Arts & Cultural gem on Vancouver Island, Cowichan residents and their visitors benefit greatly from the Chemainus Theatre Festival; a year round professional producing arts organization and a unique asset rarely seen outside of large urban centers.

91% of the 75,000 attendees during 2016 originated from Vancouver Island with 36% hailing from the Cowichan region. All Theatre goers bring valuable patronage to the restaurants, shops and businesses of Chemainus and the Cowichan region.

Total cost of the Project, Event, or Service: \$ 1,951,902.00

Will you receive other sources of funding? **Yes** X **No** _____

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

Grant - British Columbia Arts Council	\$20,000
Grant - District of North Cowichan	20,000
Sponsorship from the regional business community	113,750
Private Donations from supporters of theatre	81,800
Donations from Foundations	<u>20,000</u>

TOTAL: \$255,550

CVRD Regional Grants-In-Aid Policy

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

In 2016, the Chemainus Theatre was generously supported by an average of 134 volunteers from the Cowichan Region. Their combined efforts contributed **7,166** hours of labour; the areas supported by our volunteers include: Ushers, Costumes, Marketing, Ambassadors, Coat Check, Administration, and Fundraising.

The Theatre also receives significant in kind support from businesses, over and above the sponsorship totals provided above. The types of in-kind support ranges from repairs of the theatre's production vehicle and significant support from media companies to donations of good & services to the theatre's fundraising initiatives.

Have you included your organizations current annual budget and previous year's financial statements?

Yes X – 2015 statements included. 2016 unavailable at this time **No** _____

Grant-in-Aid applied for: \$ 12,000.00

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



January 25, 2017

Dear Members of the Regional Services Committee,

First off, thank you for your support of Chemainus Theatre's 2016 season of programming, it was a successful season both artistically and at the box office. Support from the CVRD was very welcome and greatly appreciated by staff, artists, volunteers and the 75,000 patrons who attended Chemainus Theatre in 2016.

2017 marks the Chemainus Theatre Festival Society's 25th Anniversary Season and plans are presently underway to stage a community celebration in front of the Theatre on June 23rd 2017. It is a joy for us to reside and produce Theatre in this beautiful part of the world and it is hard to believe that we're now preparing to celebrate a quarter century of entertaining and enriching the lives of Cowichan residents and their visitors.

Enclosed is the Chemainus Theatre's request for a \$12,000 Grant-In-Aid in support of our programming and the celebration events planned for our 25th Anniversary Season.

The Chemainus Theatre Festival is a charitable, not-for-profit, professional, regional theatre that will build and stage 8 professional theatrical productions in 2017. We will produce 6 mainstage series productions in our 274 seat venue at 9737 Chemainus Road, and one show in our 60 seat studio venue at 9574 Bare Point Road. We also produce and stage *A Theatre for Young Audiences* production each summer and provide educational programming that includes: Summer Theatre Camps and Discover Theatre workshops under the auspices of the Island Savings Discover Theatre program. In 2016, we travelled to 40 schools on Vancouver Island providing in-class workshops for 1,200 grade school kids.

We are the only professional theatre in the CVRD and operate under the Canadian Independent Theatre Agreement with the Canadian Actor's Equity Association. We are also members of the Professional Association of Canadian Theatre. Each year we draw over 150 actors, directors and designers to our company making Chemainus Theatre one of the largest theatrical employers in British Columbia. The Theatre also employs up to 70 staff members during peak periods and is powered by the generous support of 134 active community volunteers, all of whom reside in the CVRD.

Similar to all theatres in Canada (including the largest such as Shaw and Stratford Festivals), we rely on the support of the community through donations, sponsorships and government grants to sustain our operations. The average professional theatre in Canada receives 25% of its operating budget from government grants while The Chemainus Theatre receives 1%.

It is standard for Canadian professional theatre's to receive support at the regional level. Below, we've attached a table showing total of regional & municipal grants received by professional theatres in British Columbia in the same budget category as Chemainus Theatre.

Theatre	Location	Annual Costs	Regional/ Municipal Grants	Percent
Chemainus Theatre Festival Society	Chemainus	3,036,039	30,000	1%
Belfry Theatre	Victoria	2,756,498	205,000	7%
Richmond Gateway Theatre Society	Richmond	2,465,648	1,150,051	47%
Western Canada Theatre Company Society	Kamloops	2,000,320	177,806	9%
Carousel Theatre Society	Vancouver	1,066,430	166,000	16%
Theatre North West Society	Prince George	1,020,100	115,500	11%

Growing our support through partnerships with all levels of government is one of the paramount keys to sustaining the Chemainus Theatre. As long as the Chemainus Theatre remains underfunded by provincial and national standards, the Theatre will remain an at-risk organization.

In 2016 we drew 75,000 theatre-goers to our productions. 36% of our attendance came from the CVRD representing 27,000 people. The balance of attendees came from the following areas: 30% Nanaimo and North Island, 25% Victoria and South Island, and 9% off Island. One of the questions in our annual patron survey conducted during *A Christmas Story* queried if theatre goers visited local shops, cafes etc. while attending the show. 60% of 880 respondents indicated that they did. This documentation is a good example of how the benefits, from the theatre, contribute to the economic health of the community. The Conference Board of Canada has determined an economic multiplier of seven is generated by the theatre sector. When applied to Chemainus Theatre Festival Society's 3.3 million dollar budget, the resulting economic impact is 23.1 million dollars.

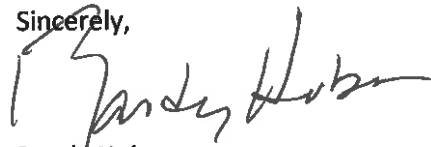
Arts and culture enrich our region in both measurable and immeasurable ways. It inspires people to participate, engage and contribute. Arts & culture adds to and builds quality of life for residents of the CVRD.

This is just a brief overview of the structure and activities of the Chemainus Theatre. It would be our pleasure to present in person a more detailed overview of our organization at any time suited to your committee.

We hope that you will look favorably upon our enclosed request for \$12,000 through the CVRD Grant-in-Aid program for our 2017 theatre season and partner with the Chemainus Theatre as we launch our 25th Anniversary Season of live professional theatre.

Please feel free to contact me with any questions or to provide additional information.

Sincerely,



Randy Huber

Managing Director

rhuber@chemainustheatre.ca

250.246.9800 x 703



2017 Volunteer Board of Directors

Chemainus Theatre Festival Society	Member Start
Chair: Pat Moore – Chartered Accountant, <i>Ladysmith BC</i>	2006
Vice Chair: Tim Erickson – Hotel Operator, <i>Honeymoon Bay BC</i>	1995
Treasurer: Maria Ridewood – Retired Educator, <i>Duncan BC</i>	2007
Irma Andersen – Pharmacist, <i>Duncan BC</i>	2015
Kerry McIntyre – Retired Clergy, <i>Saltair BC</i>	2015
Larry Myhre – Financial Advisor, <i>Duncan BC</i>	2016
David Pink – Business owner, <i>Duncan BC</i>	2009
Mike Skene – Engineer, <i>Cobble Hill BC</i>	2009



2017 Budget

REVENUES

Theatre: Mainstage, Discovery & Education	2,611,461
Front of house	<u>23,661</u>
	<u>2,635,122</u>

DIRECT COSTS

Theatre	1,979,015
Front of house	65,499
Box Office	184,949
Marketing & Publications	<u>346,127</u>
	<u>2,575,590</u>

GROSS SURPLUS (DEFECIT)59,532**OTHER REVENUES**1,000**EXPENSES**

Administration & Board	180,161
Facilities & Information technology	219,957
Amortization	230,974
Interest expenses	<u>8,701</u>
	<u>639,793</u>

NET DEFICIENCY BEFORE DEVELOPMENT REVENUES & CONTRIBUTIONS-579,261**DEVELOPMENT REVENUES & CONTRIBUTIONS**

Advertising Sponsorship	174,700
Donations & Fundraising events	100,803
Grants & Endowment income	296,384
Amortization of deferred capital contributions	<u>98,586</u>
	<u>670,473</u>

Development costs

89,840**NET DEVELOPMENT INCOME**580,633**DEFICIENCIES OF REVENUES OVER EXPENSES**1,372

CHEMAINUS THEATRE FESTIVAL SOCIETY
FINANCIAL STATEMENTS
DECEMBER 31, 2015
(Unaudited)

REVIEW ENGAGEMENT REPORT

To the Members of the Chemainus Theatre Festival Society

We have reviewed the statement of financial position of the Chemainus Theatre Festival Society as at December 31, 2015 and the statements of operations, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Society.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

In common with many charitable organizations, the Society derives revenues from cash donations, the completeness of which is not susceptible of satisfactory review procedures. Accordingly, our review of donations was limited to amounts recorded in the records of the Society, and we were not able to determine whether any adjustments might be necessary to donations, excess of receipts over disbursements, assets and net assets.

Except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to complete our review of donations, as described in the preceding paragraph, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

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.

Hayes Stewart Little & Co.

Duncan, BC
May 13, 2016

CHARTERED PROFESSIONAL ACCOUNTANTS

VICTORIA
901-747 Fort St.
Victoria, BC V8W 3E9
Tel: 250.383.8994 | Fax: 250.383.8904

DUNCAN
823 Canada Ave.
Duncan, BC V9L 1V2
Tel: 250.746.4406 | Fax: 250.746.1950

NANAIMO
30 Front St.
Nanaimo, BC V9R 5H7
Tel: 250.753.2544 | Fax: 250.754.1903

Victoria: 855.383.8994 | Duncan: 888.746.4406 | Nanaimo: 888.754.9551

CHEMAINUS THEATRE FESTIVAL SOCIETY

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2015

(Unaudited)

	<u>2015</u>	<u>2014</u>
ASSETS		
CURRENT		
Cash and cash equivalents (Note 2)	\$ 103,179	\$ 96,769
Short-term investments (Note 2 & 4)	405,077	54,416
Accounts receivable	210,542	181,087
Prepaid expenses and deposits	97,863	51,332
Inventory (Note 2)	<u>482</u>	<u>308</u>
	<u>817,143</u>	<u>383,912</u>
DEFERRED COSTS (Note 5)	<u>17,861</u>	<u>20,412</u>
CAPITAL ASSETS (Note 2 & 6)		
	<u>Cost</u>	<u>Accumulated Amortization</u>
Land	\$ 386,839	\$ 386,839
Building	4,300,853	1,875,738
Equipment	725,353	591,539
Computer hardware	143,356	130,703
Computer software	40,066	37,708
	<u>\$ 5,596,467</u>	<u>\$ 2,635,688</u>
	<u>2,960,778</u>	<u>3,161,314</u>
	<u>\$ 3,795,782</u>	<u>\$ 3,565,638</u>

APPROVED BY THE BOARD:

 Director

 Director

CHEMAINUS THEATRE FESTIVAL SOCIETY

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2015

(Unaudited)

	<u>2015</u>	<u>2014</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities (Note 8 & 13)	\$ 392,148	\$ 376,333
Deferred revenue (Note 9)	938,426	829,507
Due to related party (Note 13)	4,586	69,600
Current portion of deferred capital contributions (Note 11)	81,394	111,459
Current portion of long term debt (Note 10)	310,958	24,465
Current portion of obligation under capital lease (Note 12)	<u>613</u>	<u>-</u>
	<u>1,728,125</u>	<u>1,411,364</u>
DEFERRED CAPITAL CONTRIBUTIONS (Note 2 & 11)	<u>1,190,803</u>	<u>1,272,197</u>
LONG TERM DEBT (Note 10)	<u>204,893</u>	<u>515,851</u>
OBLIGATION UNDER CAPITAL LEASE (Note 12)	<u>2,735</u>	<u>-</u>
	<u>\$ 3,126,556</u>	<u>\$ 3,017,294</u>
NET ASSETS		
Net assets invested in capital assets	1,579,798	1,664,768
Unrestricted	<u>(910,572)</u>	<u>(1,298,542)</u>
	<u>669,226</u>	<u>366,226</u>
	<u>\$ 3,795,782</u>	<u>\$ 3,565,638</u>

CHEMAINUS THEATRE FESTIVAL SOCIETY

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2015

(Unaudited)

	Net Assets Invested in Capital Assets	Unrestricted	2015	2014
NET ASSETS, beginning of year	\$ 1,664,768	\$ (1,298,542)	\$ 366,226	\$ 377,420
(Deficiency) excess of revenues over expenses for the year	(127,887)	430,887	303,000	(11,194)
Allocations	13,454	(13,454)	-	-
Net investment in capital assets	<u>29,463</u>	<u>(29,463)</u>	<u>-</u>	<u>-</u>
NET ASSETS, end of year	<u>\$ 1,579,798</u>	<u>\$ (910,572)</u>	<u>\$ 669,226</u>	<u>\$ 366,226</u>

CHEMAINUS THEATRE FESTIVAL SOCIETY

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2015

(Unaudited)

	<u>2015</u>	<u>2014</u>
REVENUES		
Theatre	\$ 2,675,793	\$ 2,403,076
Front of house	24,404	25,880
Ticket fees, charges & commissions	<u>292</u>	<u>45</u>
	<u>2,700,489</u>	<u>2,429,001</u>
DIRECT COSTS		
Theatre	1,762,410	1,786,566
Front of house	64,599	63,966
Box Office	173,099	179,672
Marketing & Publications	<u>304,773</u>	<u>320,757</u>
	<u>2,304,881</u>	<u>2,350,961</u>
GROSS SURPLUS	<u>395,608</u>	<u>78,040</u>
OTHER REVENUES	<u>1,212</u>	<u>843</u>
EXPENSES		
Administration & Board	197,329	163,914
Facilities & Information Technology	210,030	212,643
Amortization	233,872	240,594
Interest expenses	<u>22,038</u>	<u>32,857</u>
	<u>663,269</u>	<u>650,008</u>
NET DEFICIENCY BEFORE DEVELOPMENT REVENUES & CONTRIBUTIONS	<u>(266,449)</u>	<u>(571,125)</u>
DEVELOPMENT REVENUES & CONTRIBUTIONS		
Advertising & Sponsorship	149,235	142,917
Donations & Fundraising events (Note 13)	209,355	312,248
Grants & Endowment Income	167,289	169,241
Amortization of deferred capital contributions (Note 11)	<u>111,459</u>	<u>115,140</u>
	<u>637,338</u>	<u>739,546</u>
Development costs	<u>67,889</u>	<u>179,615</u>
NET DEVELOPMENT INCOME	<u>569,449</u>	<u>559,931</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ 303,000</u>	<u>\$ (11,194)</u>

CHEMAINUS THEATRE FESTIVAL SOCIETY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2015

(Unaudited)

	<u>2015</u>	<u>2014</u>
OPERATING		
Net (deficiency) excess of revenues over expenses	\$ 303,000	\$ (11,194)
Adjustments for non-cash items:		
Amortization of capital assets	233,872	240,594
Amortization of intangible assets	2,552	2,552
Amortization of deferred contributions	<u>(111,459)</u>	<u>(115,139)</u>
	427,965	116,813
Accounts receivable	(29,455)	(61,077)
Prepaid expenses and other assets	(46,532)	(6,515)
Inventory	(174)	374
Accounts payable and accrued liabilities	15,815	8,159
Deferred revenue	<u>108,919</u>	<u>61,657</u>
CASH PROVIDED BY OPERATING	<u>476,538</u>	<u>119,411</u>
INVESTING AND FINANCING		
Due to related party	(65,014)	(42,585)
Purchase of short term investments	(350,661)	(502)
Proceeds from long term debt	-	298,500
Proceeds from obligation under capital lease	3,871	-
Repayment of long term debt	(24,465)	(16,738)
Purchase of capital assets	(33,336)	(251,007)
Repayment of capital lease	<u>(523)</u>	<u>(4,008)</u>
CASH USED FOR INVESTING AND FINANCING	<u>(470,128)</u>	<u>(16,340)</u>
INCREASE IN CASH AND CASH EQUIVALENTS	6,410	103,071
CASH AND CASH EQUIVALENTS, beginning of year	<u>96,769</u>	<u>(6,302)</u>
CASH AND CASH EQUIVALENTS, end of year	<u>\$ 103,179</u>	<u>\$ 96,769</u>
CASH AND CASH EQUIVALENTS CONSISTS OF:		
Cash	<u>\$ 103,179</u>	<u>\$ 96,769</u>

CHEMAINUS THEATRE FESTIVAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

(Unaudited)

1. BASIS OF PRESENTATION AND PURPOSE OF THE ORGANIZATION

The Chemainus Theatre Festival Society ["Society"] is incorporated under the Canada Corporations Act and is a registered charity under the Income Tax Act.

The objectives of the Society are to:

- fund, create, develop, facilitate, promote and carry on programs, materials and quality artistic productions including a selection of classics, plays of international and Canadian distinction, adaptations from classical literature and also plays produced specifically for young audiences.

- fund, develop and facilitate the creation, management and production of public forums and facilities in which to carry out and produce the foregoing productions, materials and programs in an environment which is conducive to family and community participation.

- fund, facilitate and promote the education and involvement of artists and artisans in creating, producing, marketing and carrying on the quality artistic production, materials and programs.

- educate and increase the public's understanding and appreciation of the arts by providing performances of an artistic nature in public places, senior citizen homes, churches, community centre and educational institutions and by providing seminars on topics relating to such performances.

The Society controls the Chemainus Theatre Foundation ["Foundation"], a not-for-profit organization. In accordance with Canadian Accounting Standards for Not-for-Profit Organizations, the Society's management has chosen to present selected financial statement information of the Foundation at Note 12.

2. SIGNIFICANT ACCOUNTING POLICIES

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

(a) REVENUE RECOGNITION

Revenue is recognized for the theatre after the production is shown; and for advertising when the advertising is displayed in the publication.

The Society 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.

Capital assets contributed and 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.

Government grants are accounted for as unrestricted contributions or externally restricted contributions in accordance with the terms of the funding.

CHEMAINUS THEATRE FESTIVAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

(Unaudited)

2. SIGNIFICANT ACCOUNTING POLICIES (continued)**(b) DONATED MATERIALS, SERVICES AND EQUIPMENT**

Donated materials, services and equipment that would otherwise have been purchased by the organization in the normal course of operations are recorded at fair value only when a fair value can be reasonably estimated, otherwise they are recorded at a nil value. Volunteer activities include administration, marketing, fundraising and ushering.

(c) CAPITAL ASSETS AND AMORTIZATION

Capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Where the fair value of contributed capital assets cannot be reasonably determined, they are recorded at a nominal amount. Expenditures for additions and expenditures which substantially increase the useful life of existing assets are capitalized.

Amortization is calculated on the estimated economic life of the asset on the following annual basis:

Building - 4% declining balance method
 Building improvements - 10 years straight line basis
 Equipment - 20% - declining balance method
 Computer hardware – 3 years – straight line basis
 Computer software – 5 years – straight line basis

(d) INVENTORY

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

(e) 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 would be amortized on the same basis as described in Note 2(c) above. Rental payments under operating leases are expensed as incurred.

(f) CASH AND CASH EQUIVALENTS

Cash and cash equivalents consist of cash on hand and cash held in banks.

(g) SHORT-TERM INVESTMENTS

Short-term investments are recorded at fair market value. Short-term investments include investments with original maturities of 90 days or greater and the investment income consists of interest.

(h) INCOME TAXES

The Society is a registered charity under the Income Tax Act and therefore is not subject to income taxes.

CHEMAINUS THEATRE FESTIVAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

(Unaudited)

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(i) 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 requiring the use of management estimates relate to the valuation of doubtful accounts, investments, the useful lives of assets for amortization, and the amounts recorded as accrued liabilities.

(j) FINANCIAL INSTRUMENT 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 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 and long term debt.

(k) PRESENTATION OF THE CONTROLLED FOUNDATION

The Chemainus Theatre Foundation, which is controlled by the Chemainus Theatre Festival Society, is not consolidated in the Society's financial statements.

3. FINANCIAL INSTRUMENTS

The Society is exposed to credit risks and interest rate risk through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's credit and interest rate risk exposure and concentration as of December 31, 2015.

The Society is exposed to credit risks arising from accounts receivable and short-term investments.

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in interest rates. In seeking to minimize the risks from interest rate fluctuations, the Society manages exposure through its normal operating and financing activities. The Society is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

Liquidity risk is the risk that an entity will encounter difficulty meeting obligations associated with financial liabilities. The Society is exposed to this risk mainly in the respect of its receipts from its customers and other related sources, long term debt and accounts payable.

CHEMAINUS THEATRE FESTIVAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

(Unaudited)

4. SHORT-TERM INVESTMENTS

Short-term investments consist of term deposits the details of which are as follows:

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>2015</u>	<u>2014</u>
1.25%	May 24, 2017	\$ 20,000	\$ 20,000
0.75%	July 14, 2016	5,307	5,244
1.40%	February 4, 2018	7,503	7,300
1.75%	March 13, 2016	7,846	7,710
0.75%	July 14, 2016	9,250	9,141
1.25%	April 13, 2018	5,171	5,021
0.85%	November 17, 2016	75,000	-
0.85%	November 25, 2016	75,000	-
0.90%	November 30, 2016	100,000	-
0.90%	December 8, 2016	100,000	-
		<u>\$ 405,077</u>	<u>\$ 54,416</u>

\$52,611 (2014 - \$52,611) of short-term investments are securing two letters of credit held by Coastal Community Credit Union.

5. DEFERRED COSTS

During the 2012 fiscal year the Society incurred costs totaling \$25,516 related to the implementation of a pricing strategy to be used in the operations of the theatre. The costs are deferred and amortized on a straight-line basis over the estimated useful life of 10 years. Included in the administration and board expense is \$2,552 [2014 - \$2,552] for the amortization of these costs.

6. CAPITAL ASSETS

Capital assets includes equipment purchased under a capital lease with a cost of \$3,871 [2014 - \$0] and accumulated amortization of \$774 [2014 - \$0].

7. BANK INDEBTEDNESS

The bank indebtedness with Island Savings fluctuates under an overdraft agreement to a maximum of \$300,000 which bears interest at the Island Savings prime lending rate plus 0.5% per annum and is secured by a Commercial Security Agreement granting a first priority interest in all present and after-acquired property of the Society, an indemnity agreement signed with the Chemainus Theatre Foundation, and an umbrella mortgage in an unlimited amount registered against land located at 9574 Bare Point Road, Chemainus, BC.

8. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2015</u>	<u>2014</u>
Trade and accrued liabilities	\$ 342,631	\$ 327,484
GST, PST and Worksafe BC payable	49,518	48,849
	<u>\$ 392,149</u>	<u>\$ 376,333</u>

 HAYES
STEWART
LITTLE & CO.
CHARTERED PROFESSIONAL ACCOUNTANTS

CHEMAINUS THEATRE FESTIVAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

(Unaudited)

9. DEFERRED REVENUE

Deferred revenues represent theatre revenues collected for productions that will occur in the next fiscal year.

10. LONG-TERM DEBT

	<u>2015</u>	<u>2014</u>
Mortgage (Island Savings Credit Union) - repayable at \$2,252 per month including interest at 4.1% per annum, secured by land and building at 9574 Bare Point Road, Chemainus, BC with net book value of \$1,130,743 [2014 - \$1,164,899]. The mortgage matures on January 1, 2016, however prior to December 31, 2015 the Society renewed the mortgage for a 3 year term. Therefore the subsequent principal payments have been presented in accordance with the renewed mortgage.	\$ 222,823	\$ 240,316
Mortgage (Island Savings Credit Union) - repayable at \$1,600 per month including interest at 4.1% per annum, secured by land and building at 9737 Chemainus Road, Chemainus, BC with net book value of \$996,219 [2014 - \$1,034,568]. The mortgage matures on December 9, 2016.	<u>293,028</u>	<u>300,000</u>
	515,851	540,316
Less: Current portion of long-term debt	<u>310,958</u>	<u>24,465</u>
	<u>\$ 204,893</u>	<u>\$ 515,851</u>

The principal payments for the next five years are as follows:

2016	\$ 310,958
2017	18,651
2018	19,431
2019	<u>166,811</u>
	<u>\$ 515,851</u>

Included in interest expense is \$21,611 [2014 - \$30,400] for interest on these long term debt obligations.

11. DEFERRED CAPITAL CONTRIBUTIONS

	<u>2015</u>	<u>2014</u>
BALANCE, beginning of year	\$ 1,383,656	\$ 1,498,796
Amounts amortized to revenue during the year	<u>111,459</u>	<u>115,140</u>
BALANCE, end of year	1,272,197	1,383,656
Current portion	<u>81,394</u>	<u>111,459</u>
	<u>\$ 1,190,803</u>	<u>\$ 1,272,197</u>

Deferred capital contributions represent donations and grants relating to the theatre building, the construction of the production and administration facilities, and the refit of the theatre building.

CHEMAINUS THEATRE FESTIVAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

(Unaudited)

12. OBLIGATION UNDER CAPITAL LEASE

	<u>2015</u>
Equipment lease - repayable at \$75 per month including interest at 8.2% per annum, secured by specific equipment with net book value of \$3,097 [2014 - \$0]	\$ 3,348
Less: Current portion of obligation under capital lease	<u>613</u>
	<u>\$ 2,735</u>
Future minimum capital lease payments are approximately:	
2016	\$ 905
2017	905
2018	905
2019	905
2020	<u>373</u>
Total minimum lease payments	3,993
Less: amount representing interest at 8.2%	<u>645</u>
Present value of minimum lease payments	<u>\$ 3,348</u>

13. RELATED PARTY TRANSACTIONS

During the year ending December 31, 2015 the Foundation and the Society incurred the following transactions:

- (i) The Foundation donated \$125,010 [2014 - \$112,448] cash to the Society.
- (ii) The Foundation utilized the employees and volunteers of the Society for which no credit has been recorded or disclosed, respectively, in the Society's financial statements.
- (iii) Included in accounts payable is \$29,100 [2014 - \$36,273] related to the retail and food operations assumed by the Foundation.
- (iv) The Foundation guaranteed a mortgage in the amount of \$300,000 secured by the Society in 2013.

At December 31, 2015 the balance due to the Foundation is \$4,586 [2014 - \$69,600]. The balance is without specific terms of repayment and is unsecured.

CHEMAINUS THEATRE FESTIVAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

(Unaudited)

14. CHEMAINUS THEATRE FOUNDATION

The Foundation is incorporated under the Canada Corporations Act and is a registered charity under the Income Tax Act. Its principal purpose is to fund, create, develop, facilitate, promote and carry on programs, materials and quality artistic productions in an environment which is conducive to family and community participation, and encourage the development of a caring community and Christian character.

The Society and the Foundation have a separate board of directors. The Foundation raises and donates funds to the Society (Note 13) to assist the Society in achieving its purpose as described in Note 1.

The following is selected financial statement information of the Foundation:

STATEMENT OF FINANCIAL POSITION

	<u>2015</u>	<u>2014</u>
Total assets	\$ <u>840,570</u>	\$ <u>916,810</u>
Total liabilities	333,565	364,752
Net assets	<u>507,005</u>	<u>552,058</u>
	<u>\$ 840,570</u>	<u>\$ 916,810</u>

STATEMENT OF OPERATIONS

	<u>2015</u>	<u>2014</u>
Revenues	\$ 1,416,052	\$ 1,248,184
Expenses and distributions	<u>1,461,105</u>	<u>1,312,825</u>
Deficiency of revenues over expenses and distributions	<u>\$ (45,053)</u>	<u>\$ (64,641)</u>

STATEMENT OF CASH FLOWS

	<u>2015</u>	<u>2014</u>
Cash used for operating activities	\$ 10,776	\$ 3,111
Cash provided by (used for) investing and financing	<u>(83,208)</u>	<u>67,429</u>
(Decrease) increase in cash and cash equivalents	(72,432)	70,540
Cash and cash equivalents, beginning of year	<u>82,082</u>	<u>11,542</u>
Cash and cash equivalents, end of year	<u>\$ 9,650</u>	<u>\$ 82,082</u>

The Foundation established an Endowment Fund with the Vancouver Foundation in 2005 to which it and other parties contribute endowment donations. The Chemainus Theatre Festival Society is the income beneficiary while the capital of the fund remains the property of the Vancouver Foundation. As at December 31, 2015, the total contributions made to the fund were \$1,037,073 [2014 - \$1,011,738] with a market value of \$1,198,346 [2014 - \$1,115,883].

**CHILDREN & FAMILY COUNCIL OF
THE COWICHAN REGION &
COMMUNITIES**

Amount Requested: \$1,000.

Residential Cost Per \$100,000. Assessed Value - .006



REGIONAL GRANT-IN-AID APPLICATION

Finance Division

Name of Organization: Children's Family Council of the Cowichan Region and Communities

Name of Contact Person: Mary Dolan

Mailing Address: 3112 Channel Blvd., Chemainus Postal Code: V0R1K2

Telephone No. 2502461735 Fax No: N/A

Description of Project, Event, or Service: A foundational Council, Group of

Dedicated persons bringing forward the voice of Children and Families. Advocating and educating in community & provincially on their behalf.
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: Children Families Community. The positive spin off shall have long lasting social/economic benefit.

Total cost of the Project, Event, or Service: \$1,000

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

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

We have not applied for other funds \$ N/A

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

We anticipate 2,000 plus volunteer hours based on performance of last two years.

Have you included your organizations current annual budget and previous year's financial statements?

Yes _____ No N/A as no funds have been applied for or given.

Grant-in-Aid applied for: \$1,000

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

email
channelviewholidayhome
@ yahoo.com

3112 Bhammel B1R1,
bhemaurus
VORIK2
30th Jan/17
↓ PH 250 246 1735

Dear Tammy,
the Children and Family Council
(C.F.C.) gave a presentation to the
C.U.R.D. on 11th May/16. In their
response we heard interest, appreciation
and encouragement towards our action
focused mandate (see enclosed)

Their suggestion that we apply
for a grant was welcome. Thank you
for reminding me of the deadline
for submission. Brief information
has been given on the application
form. Please also be aware that
for two years, without any funds,
professional, retired persons have
volunteered, combining efforts with
other service providers who have also
'stretched' to work extra hours and
taken on extra tasks and responsibilities.

The result of this passionate determination
is the existence and growing establishment
of a foundational community council,
C.F.C. It is collaborating and
advocating on behalf of children's families
and for necessary services, and programs
which benefit children. It devotes energy
to promoting programs in danger of

Hilroy

being lost in the 'ebb & flow' **R14**
 funding changes. We support a rally
 innovative ideas which are likely to
 add to quality of community life -
 eg 'The Children's Inspiration Station' - Art
 inspired by presentation of recycled materials.

We continue to educate and raise
 awareness about 'The Rights of the Child'
 We have involved youth in the process
 and stood with Laura Coert / Success By 6
 as she presented to community leaders.

We advocate for community connections
 and the 'weaving together of passion and
 skills. This will strengthen the social
 fabric of our communities.

To continue our work we do
 require some funds, we have not
 gone the route of becoming non-profit
 choosing instead to work with those
 which already are established. We are
 hopeful that this choice will not
 deter C.F.C. from receiving an
 investment from C.V.R.D. in the form
 of this Grant-in-aid.

We can assure the C.V.R.D. that
 funds entrusted to this 'grassroots'
 movement shall be used wisely and
 with transparency by our organization
 as it continues to build trusting
 relationships in a spirit of co-operation
 towards the well being of children & Families

Yours Truly

Mary Dolan - Chair of Child & Family Council
 of the Cowichan Region & Communities

Budget for 2017

Office supplies	\$ 100.00
Food	100.00
Volunteer Stipends	300.00
Gas/Travel Expenses	200.00
Promotional Materials Educational Resources	150.00
Professional Development Team Building	150.00
	<hr/>
	\$1000.00

We shall appreciate freedom to use the grant according to our priorities over the year, thus using funds to best advantage to serve children and families. Above budget is anticipated priority.

We have no financial statement for last year because we had no funds at all to work with. We depended on the generosity of the members of Council. Everything was volunteered or donated.

respectfully submitted by
Mary Dolan for Children's Family Council of Cov. Region
& Communities

Motions for Strategic Plan Development

Motion 01 Our Name

Our Name shall be Children and Family Council

Motion 02. Who We Are

We are the Children and Family Council, a diverse group of community members, who are dedicated to and supportive of all children (0-12) within the Cowichan Valley's numerous communities and First Nations.

Motion 03 Why Established

We decided to establish an organized-voice within the community that advocates for the well-being of children and families in the Cowichan Valley.

Motion 04 What Envisioned

Our vision is that children and families, in the Cowichan Valley, will thrive and reach their potential because of a caring and supportive community.

Motion 05 How Organized

As an organized entity, we will focus on community asset building; community and family engagement; advocacy; and the enrichment of the lives of children and families in the Cowichan Valley. We are guided by an executive body, and advisory board and an array of working-groups that are focused on the priorities identified at the community level.

Motion 06 Vision Statement

Our vision is that the Cowichan Valley's children (0-12) will thrive and reach their potential because of a caring and supportive community

Motion 07 Mission

Our mission is to promote and facilitate the coming-together of all interested community stakeholders, so as to better understand the importance of childhood and the need for services and resources to support their potential as citizens within the Cowichan Valley.

Motion 08 Mandate

Our mandate is to engage and collaborate with community partners; to facilitate information sharing; to support mutual understanding and cooperative engagement; and to advocate for supports and resources for children and families.

Motion 09 Benefit to Community

As the eyes of the community, we observe the need for services and resources for children and families. As the ears of the community, we will listen and heed the voices of the community, its children and families. As the voice of the community, we will advocate when and where needed.

Motion 10 Core Values

Our core values are:

Transparency

Collaboration

Inclusion

Action Orientation

Advocacy

Care and Connection



REGIONAL GRANTS-IN-AID POLICY

Applicability: CVRD Board

Effective Date: July 9, 2014

PURPOSE:

To establish a policy for CVRD Regional Grants-in-Aid that is consistent, fair, and accountable for taxpayers and applicants.

POLICY:

Background

1. A Regional Grant-in-Aid is to provide financial assistance to an organization that benefits the residents of the Cowichan Valley Regional District.
2. The amount awarded as Regional Grants-in-Aid in any one year by the Regional District is limited to a maximum of 1% of the previous year's total requisition.
3. On an exception basis, the Board may choose to award a Regional Grant-in-Aid beyond the maximum 1% of the previous year's total requisition for an event or expenditure involving interregional, provincial, federal, or international participation, or in a case where there is significant economic benefit to the region as a whole.
4. No organization will receive more than three Regional Grants-in-Aid.
5. Regional Grants-in-Aid are determined on an annual basis.

Eligibility

1. The organization will normally be registered as or belong to a parent Society under the laws of British Columbia and/or Canada.
2. Organizations must be locally based, providing a service that benefits the residents of the region, and whose efforts are regional in nature.
3. An organization applying for a Regional Grant-in-Aid **must** provide the following information in order to have its application considered:
 - a. name of the organization;
 - b. name of the individuals representing the organization;
 - c. description of the project, event, or service for which funding is requested;
 - d. demonstrate that the project, event, or service provided fills a need in the region;
 - e. identify the beneficiaries of the project, event, or service;
 - f. indicate the total cost of the project, event, or service;
 - g. indicate other sources of funding for the project, event, or service;
 - h. indicate whether an application to other local governments has been made;

- i. indicate the volunteer labour and in-kind donations to be contributed towards the project, event, or service by the members of the organization;
 - j. specify the amount of financial assistance required; and
 - k. provide the organization's current annual budget and previous year's financial statement.
4. The Regional District will not provide a Regional Grant-in-Aid to an industrial, commercial, or business organization.

Application Process

- 1. All Regional Grant-in-Aid applications must be submitted to the General Manager Corporate Services on or before **January 31st** in order to be considered by the Regional District for funding in the upcoming budget.
- 2. Regional Grant-in-Aid applications received after January 31st will not be considered for funding in that year's budget.
- 3. The Regional Services Committee will consider all applications for funding received on or before January 31st and make recommendations to the Regional Board of Directors prior to adoption of the Annual Budget.

Release of Regional Grants-in-Aid

- 1. In April of each year the applicants will be advised in writing as to whether or not they have been awarded a Regional Grant-in-Aid.
- 2. Organizations awarded a Regional Grant-in-Aid will receive their funds by May 1st each year.
- 3. Organizations awarded a Regional Grant-in-Aid must submit a final report no later than December 31st of the year the funds were received. The report must include how the funds were used, how the community benefited, and any outcomes if applicable.

Approved by:	CVRD Board
Approval date:	March 11, 1998
Amended:	October 13, 1999
	November 12, 2008
	July 9, 2014

CVRD Regional Grants-In-Aid Policy

**COWICHAN ESTUARY RESTORATION
AND CONSERVATION ASSOCIATION**

Amount Requested: \$5,000.

Residential Cost Per \$100,000. Assessed Value - .029



REGIONAL GRANT-IN-AID APPLICATION

Name of Organization: Cowichan Estuary Restoration and Conservation Association (CERCA)

Name of Contact Person: Dr. Goetz Schuerholz

Mailing Address: 1069 Khenipsen Road, Duncan BC, Postal Code: V9L 5L3

Telephone No. 250 748 4878

Finance Division

Description of Project, Event, or Service: Identify the blue carbon sequestration potential of the Cowichan Estuary with research focus on the mudflats with results being used to negotiate carbon offsets

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

Who will benefit from the Project, Event, or Service: CVRD, society in combating climate change

Total cost of the Project, Event, or Service: \$ 74,800

Will you receive other sources of funding? Yes

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

Ducks Unlimited \$ 1,000

Indicate the volunteer labour and/or in-kind donations to be contributed to the Project, Event, or Service: Volunteer labor (in-kind) by CERCA: \$ 12,500, cash contribution by CERCA 6,800

Have you included your organizations current annual budget and previous year's financial statements? Yes

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 CVRD Regional Grants-In-Aid Policy

Carbon Sequestration in the Cowichan Bay Mudflats

Grant Proposal under the Cowichan Valley Regional District (CVRD) Grants-in-Aid Program.

Proponent: Cowichan Estuary Restoration and Conservation Association (CERCA)

Introduction

The Cowichan Estuary Restoration and Conservation Association (CERCA) is a non-governmental organization that leads projects to rehabilitate, protect, and study the Cowichan Estuary. Our goal is to facilitate a responsible, transparent and shared stewardship of the Cowichan Estuary, involving all major stakeholders.

CERCA projects to date include successfully rehabilitating the salt marsh on Mariners Island, breaching the Westcan Causeway that artificially divides the Cowichan Estuary, and modifying dock pilings to enhance Herring-spawning. Another CERCA project in progress focuses on the construction of a 1.4 km long self-guided, wheel-chair accessible nature trail along the Westcan Causeway, in the centre of the Cowichan Estuary. The trail provides an open-air classroom educational tool to serve numerous target groups in the Cowichan Valley and beyond.

Our success to date has been made possible through our collaborations, partnerships and in-kind support from local businesses, industry and First Nations, including but not limited to Island Savings, Western Stevedoring and Cowichan Tribes.

Carbon Project Background

CERCA's next major project will investigate the carbon sequestration potential of the Cowichan Estuary. Estuaries have been demonstrated to mitigate climate-change through the sequestration of "blue carbon," which refers to the carbon captured by coastal ecosystems.

Earlier this year the Comox Valley Project Watershed Society published a report ("Comox study") to the North American Partnership for Environmental Community Action where they estimated carbon stores and carbon sequestration rates in the eelgrass and salt marshes of the K'omoks Estuary. The Comox study found that the estuary has a yearly storage capacity of as much as 58 tons of carbon.

Whereas the Comox study focused on salt marshes and sea grasses as carbon sinks, the proposed CERCA project will investigate the role of estuarine mudflats. Estuarine mudflats are ranked among the most productive marine ecosystems, and play a crucial role in determining the sediment transport balance between terrestrial and marine environments. This is in large part due to the activity of the microbial "biofilms," which are complex agglomerates of microorganisms such as bacteria and algae that live on and near the surface of the sediment. These biofilms not only play a critical role in regulating primary production of benthic food webs, but also may facilitate the storage of blue carbon, much like sea grasses, by storing it in the organic-rich sediments for millennia.

It is CERCA's goal to determine the carbon sequestration rate of the Cowichan Estuary mudflats. Since these mudflats represent a large proportion of the estuary acreage, we hypothesize that they act as a major estuarine blue carbon sink. This project would have great potential for further study. For example, it may be useful to identify the microbial community structure of the mudflat biofilms, how environmental factors such as temperature, pH, salinity and pollution habitat degradation affect the microbial composition, and what implications this has on the carbon sequestering potential of the estuary.

Project Approach

The workflow of this project would consist of three major components: (1) stratify the Cowichan Estuary into habitat polygons at a scale of 1:2000 with the use of high resolution aerial photos, a drone survey, and GPS ground-truth surveys for the production of a 3-D model that will provide a comprehensive GIS-based atlas of the estuary and floodplain; (2) conduct a benthos inventory of the identified habitat polygons; and (3) estimate total carbon sequestration in the Cowichan Estuary tidal mudflats using radiometric analyses (^{137}Cs and ^{210}Pb) and the Loss on Ignition method.

Project Budget

Total	Description	Fund requ.	Other funders			
			Funder	confirmed	in-kind	pending
4,500	Drone aerial photo coverage		CERCA	3,000	1,500	0
2,800	3-d elevation model of estuary		CERCA	2,800		0
3,200	Habitat mapping		Ducks Unl.	1,000		
			CERCA		1,000	1,200
3,000	Benthos survey and data processing		CERCA		3,000	0
3,800	Carbon sampling		CERCA		1,800	2,000
5,000	sample processing	5,000				?
4,500	data collection, processing, write-up				2,500	2,000
3,700	GIS map layers for Estuary Atlas		CERCA			
			CERCA	1,000	2,700	0
38,000	Stipend for UVIC Master Student			38,000		0
Equipment						
4,000	GPS Unit (1)					4,000
2,300	miscellaneous					2,300
74,800		5,000		45,800	12,500	11,500
"Risk Network" Consultants Ltd. provide drone and mapping services at a 50% discount to this project and are already included in the budget						

Alignment with CVRD Climate goals/objectives

This project aligns with the CVRD's *Strategic Plan, 2014-2018*, one of the goals of which is to "[ensure] the impacts of climate change are understood and appropriate strategies and policies are developed to mitigate and adapt to a changing climate." The *Strategic Plan* also commits to completing a climate change adaptation strategy by 2018 that will focus on green infrastructure including ecosystems and natural areas, as priority areas. The results of this study will inform the CVRD's climate change adaptation strategy by quantifying the carbon sequestration potential of the Cowichan Estuary, identifying those areas with the greatest potential for mitigating the impacts of climate change, and providing a basis for both government and industry to negotiate carbon offsets.

Mill Bay Branch 250-743-5534
 Member Number 2259471
 Statement Date January 31, 2016
 Page 2 of 3

COWICHAN ESTUARY RESTORATION AND CONSERVATION

FWCU MEMBERSHIP SHARES

Date	Description	Number	Withdrawals	Deposits	Balance
	2259471 Mill Bay				
	Total Withdrawals and Deposits		.00	.12	

ACCOUNT SUMMARY

Deposits	US Dollars	Canadian Dollars
Chequing	.00	9,468.53
Savings	.00	23,053.96
Term Deposits	.00	.00
Registered Plans	.00	.00
Shares	.00	5.12
Total Deposits	.00	32,527.61
Credit		
Line of Credit	.00	.00
Overdraft Protection	.00	.00
Personal Loans	.00	.00
Mortgage	.00	.00
Total Credit	.00	.00
Total Relationship with Island Savings	.00	32,527.61

continued...

What does your future look like? WITH OUR GREAT TERM DEPOSITS[†], YOU CAN HAVE IT ALL.

StepUp [®] 18PLUS18 term deposit [†]	FIRST 18 MONTHS 0.70% *	SECOND 18 MONTHS 2.80% *	15-month non-redeemable term deposit [†]	PREMIUM INTEREST RATE 1.50% *
--	-----------------------------------	------------------------------------	---	---

islandsavings.ca/Invest

[†] The Credit Union Deposit Insurance Corporation of British Columbia, a statutory corporation, fully guarantees all deposits. Credit Union equity shares and investments such as mutual funds or RSP equity plans are not covered by deposit insurance.
 * Rates as of January 4, 2016 subject to change without notice. Interest rates are per annum. Terms and conditions apply.

Statement is correct within 30 days of statement date.

Mill Bay Branch 250-743-5534
 Member Number 2259471
 Statement Date January 31, 2016
 Page 1 of 3

COWICHAN ESTUARY RESTORATION AND CONSERVATION
 M Riess
 3244 Fraser Rd
 Duncan BC V9L 5Z9

ORGANIZATION VALUE

Date	Description	Number	Withdrawals	Deposits	Balance
2259471 Mill Bay					
31 Dec 2015	Opening Balance				10,474.76
05 Jan 2016	Clearing Cheque	103	1,400.00		9,074.76
27 Jan 2016	Transfer in from 2144905 mlbay cheq			30.00	9,104.76
27 Jan 2016	Cheque Deposit M. Riess/R. Marshall - Mbrship Fees			30.00	9,134.76
27 Jan 2016	Transfer in from 789909 dcntr cheq			30.00	9,164.76
29 Jan 2016	Cheque Deposit			150.00	9,314.76
29 Jan 2016	Deposit			155.00	9,469.76
31 Jan 2016	Paper Statement Fee		2.00		9,467.76
31 Jan 2016	Credit Interest			.77	9,468.53
	Total Withdrawals and Deposits		1,402.00	395.77	

PREMIUM SAVINGS BUSINESS

Date	Description	Number	Withdrawals	Deposits	Balance
2259471 Mill Bay					
31 Dec 2015	Opening Balance				18,040.65
05 Jan 2016	Cheque Deposit Firstwest CU - donation			5,000.00	23,040.65
31 Jan 2016	Credit Interest			13.31	23,053.96
	Total Withdrawals and Deposits		.00	5,013.31	

PREMIUM SAVINGS BUSINESS 1

Date	Description	Number	Withdrawals	Deposits	Balance
2259471 Mill Bay					
31 Dec 2015	Opening Balance				.00
	Total Withdrawals and Deposits		.00	.00	

FWCU MEMBERSHIP SHARES

Date	Description	Number	Withdrawals	Deposits	Balance
2259471 Mill Bay					
31 Dec 2015	Opening Balance				5.00
21 Jan 2016	Dividends	9229		.12	5.12

continued...

What does your future look like? WITH OUR GREAT TERM DEPOSITS*, YOU CAN HAVE IT ALL.

StepUp® 18PLUS18 term deposit†	FIRST 18 MONTHS 0.70%	SECOND 18 MONTHS 2.80%	15-month non-redeemable term deposit†	PREMIUM INTEREST RATE 1.50%
--	---------------------------------	----------------------------------	---	---------------------------------------

islandsavings.ca/Invest

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 * Rates as of January 4, 2016 subject to change without notice. Interest rates are per annum. Terms and conditions apply.

Statement is correct within 30 days of statement date.

IslandSavings

A DIVISION OF FIRST WEST CREDIT UNION

Statement of Accounts

Mill Bay Branch 250-743-5534
 Member Number 2259471
 Statement Date December 31, 2016
 Page 1 of 2

COWICHAN ESTUARY RESTORATION AND CONSERVATION
 M Riess
 3244 Fraser Rd
 Duncan BC V9L 5Z9

ORGANIZATION VALUE

Date	Description	Number	Withdrawals	Deposits	Balance
2259471 Mill Bay					
30 Nov 2016	Opening Balance				19,405.84
20 Dec 2016	Cheque Deposit Mbrship - B. Thacker			25.00	19,430.84
31 Dec 2016	Paper Statement Fee		2.00		19,428.84
31 Dec 2016	Credit Interest			1.65	19,430.49
	Total Withdrawals and Deposits		2.00	26.65	

PREMIUM SAVINGS BUSINESS

Date	Description	Number	Withdrawals	Deposits	Balance
2259471 Mill Bay					
30 Nov 2016	Opening Balance				9,419.82
31 Dec 2016	Credit Interest			4.28	9,424.10
	Total Withdrawals and Deposits		.00	4.28	

PREMIUM SAVINGS BUSINESS 1

Date	Description	Number	Withdrawals	Deposits	Balance
2259471 Mill Bay					
30 Nov 2016	Opening Balance				.00
	Total Withdrawals and Deposits		.00	.00	

FWCU MEMBERSHIP SHARES

Date	Description	Number	Withdrawals	Deposits	Balance
2259471 Mill Bay					
30 Nov 2016	Opening Balance				5.12
	Total Withdrawals and Deposits		.00	.00	

continued...

IMPORTANT NOTICE

KPMG LLP are presently engaged in the year-end audit of First West Credit Union's financial statements for the year ended December 31, 2016. They wish to determine whether our records at December 31, 2016 agree with yours. Please compare the information in the statement to your records and if there are any discrepancies or issues with the statement, please contact our external auditor at: KPMG LLP, 777 Dunsmuir Street, PO BOX 10426, Pacific Centre, Vancouver BC V7Y 1K3 Attention: Jonathan Wong

Statement is correct within 30 days of statement date.



Mill Bay Branch 250-743-5534
Member Number 2259471
Statement Date December 31, 2016
Page 2 of 2

COWICHAN ESTUARY RESTORATION AND CONSERVATION

ACCOUNT SUMMARY

Deposits	US Dollars	Canadian Dollars
Chequing	.00	19,430.49
Savings	.00	9,424.10
Term Deposits	.00	.00
Registered Plans	.00	.00
Shares	.00	5.12
Total Deposits	.00	28,859.71
Credit		
Line of Credit	.00	.00
Overdraft Protection	.00	.00
Personal Loans	.00	.00
Mortgage	.00	.00
Total Credit	.00	.00
Total Relationship with Island Savings	.00	28,859.71

End of statement

IMPORTANT NOTICE

KPMG LLP are presently engaged in the year-end audit of First West Credit Union's financial statements for the year ended December 31, 2016. They wish to determine whether our records at December 31, 2016 agree with yours. Please compare the information in the statement to your records and if there are any discrepancies or issues with the statement, please contact our external auditor at: KPMG LLP, 777 Dunsmuir Street, PO BOX 10426, Pacific Centre, Vancouver BC V7Y 1K3 Attention: Jonathan Wong

Statement is correct within 30 days of statement date.

COWICHAN HISTORICAL SOCIETY

Amount Requested: \$4,500.

Residential Cost Per \$100,000. Assessed Value - .026

PO Box 1014
 Duncan, BC
 Canada V9L 3Y2

Phone: (250) 746-6612
 Fax: (250) 746-6612

cvmuseum.archives@shaw.ca
 www.cowichanvalley.museum.bc.ca



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

January 26, 2017

Dear Mr. Kueber,

Grant in Aid for the Cowichan Valley Museum & Archives

The Cowichan Valley Museum & Archives is a repository for the history of the whole Cowichan Valley. The most important part of this history is stored in the Archives portion of its collection held on the third floor of Duncan City Hall. These documents and pictures are preserved and maintained by volunteers under the supervision of the Cowichan Historical Society. The collection is a resource that is made available to residents, visitors, businesses and other organizations such as the CVRD for research purposes.

Recently the Archives received an extensive collection of documents and pictures from the now closed Bamberton Museum. Bamberton was a very important part of the industrial history of South Cowichan and this collection needs to be preserved and made available to researchers. The archives also has received the archival collection of the Cobble Hill Museum. Cobble Hill does not have the facility or the expertise to maintain this collection, so they donated it to what is effectively the CVRD regional archives.

These donations along with the growing collection from the rest of the CVRD area has caused a backlog in getting them made available to users. The collections are sitting in file boxes and bags in piles on the floor, wherever they can be stacked. The Archives did not have the space to properly process, catalog or index the new material.

Fortunately the City of Duncan has kindly given the Cowichan Historical Society a new lease that has expanded the area we can use for storage and possessing. What we need now and are asking you for is a grant in aid for shelving, filing cabinets, archival storage boxes and associated material. This will enable the proper processing, cataloging, indexing, storage and preservation of the new material. We need make these artifacts accessible for researchers now and into the future.

Thank you for your consideration of this request. This new storage area and associated shelving will allow the Archives to manage its growing collection for the foreseeable future.

A.D. (Tony) Irwin

President, Cowichan Historical Society

COWICHAN VALLEY MUSEUM & ARCHIVES
 in the *Heritage Duncan Train Station*

REGIONAL GRANT IN AID APPLICATION

Name of Organization: Cawichan Historical Society
 Name of Contact Person: A.D. (Tony) Irwin, President
 Mailing Address: PO Box 1014, Dunroan Postal Code: V9L 3Y2
 Telephone No. 250-746-6612 Fax No: /
 Description of Project, Event or Service: Please see 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: Please See attached

Total cost of the Project, Event or Service: \$ 4,500

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:
Please See attached

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

Grant in Aid applied for: \$ 4,500

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 Valley Museum & Archives
Regional Grant in Aid Application 2017

Description of Project, Event or Service:

How we see ourselves, and what we hope for in the future rely on an informed engagement with our history. Archives are repositories for this material evidence our past. Original archival documents are unique and one of a kind; once destroyed they cannot be replaced. Archives include photographs, information files, newspapers, family records, obituaries, oral histories, maps, deeds and other legal documents, diaries, records of local organizations, video/audio material, and artwork. We learn information largely through secondary sources but by accessing primary archival sources we can form our own opinions and draw our own conclusions to better understand past events objectively.

The proposed Project will allow the Cowichan Valley Museum & Archives (CVMA) to provide storage, including purchasing archival quality storage containers, shelving, and filing cabinets for our communities' archival assets. Recently more communities and organizations within the CVRD have donated their archives collections to the CVMA. Currently, we hold the collections of both Cobble Hill and Mill Bay Malahat, which includes the extensive holdings of the Bamberton Museum. The archivists of the CVMA have the expertise and experience to administer, manage and catalogue archival material, and we work in conjunction with these societies, not in opposition to them. Historical societies donate their collections to the CVMA because they do not have the space, staff or expertise to handle the many requests by researchers for these precious documents.

As an institutional member of the Archives Association of BC, the CVMA is committed to maintaining professional standard of archives management and to provide access, both at our site and online, to the amazing records of the Cowichan Valley.

Who will benefit from the Project, Event or Service:

The archives provide essential and practical services to our citizens. They include municipal planners, students, educators, veterans, filmmakers, novelists, tourists, people researching their local families, genealogists, academics, engineers doing environmental studies, and news reporters.

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

The archives is operated by volunteers, who will be donating 75 hours to install shelving, arrange archival material in storage boxes, and organize archival material in the filing cabinets.

Cowichan Historical Society Income and Expenditures To December 31, 2016			
			12 Months Actual \$
Income			
Community Gaming Grant			38,000
Grants - Municipal			11,150
- Duncan Tourist Info Centre (2015)			916
- Duncan Tourist Info Centre (2016)			17,400
- Federal (Summer students)			4,085
Admissions			5,316
Gift shop sales			12,418
Fund Raising			
Smile card			796
Other			1,848
Other			
Donations			2,108
John Porter Memorial Fund			750
Membership dues			645
Archives			899
Sundry (programs, bingo dividends, etc.)			12,657
			-
			17,060
Total			108,989
Expenses			
Salaries - Regular			57,997
Salaries - Tourist Info Centre			16,043
Salaries - Summer student			4,704
Office			5,129
Supplies and Services			7,412
Equipment, Improvements & other assets			-
Electricity			4,665
Purchases			5,019
Maintenance			1,878
Insurance			2,166
Other			4,656
Total			109,670
Net Income (Loss)			(682)
Bank balances at December 31, 2016			
Main Account			16,050
Gaming Account			28
Term Deposit			10,626
Total			26,704

Cowichan Historical Society
Balance Sheet
To December 31, 2016

		\$
Assets		
Cash		
Bank, Main Account	16,050	
Bank, Gaming Account	28	
Petty Cash	155	
	16,233	
Short Term Investments		
CIBC, Term Deposit		10,626
Total Cash		26,859
Equipment, Improvements & other assets		136,312
		163,171
Total Assets		163,171
Liabilities		
Investment in Fixed Assets		136,312
Members' Equity		26,859
		163,171
Total Liabilities		163,171

Approved by the Board



President



Treasurer

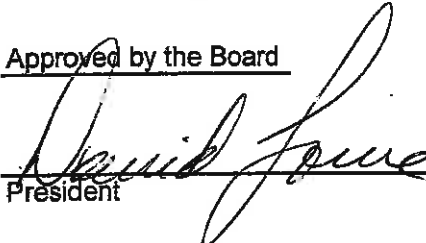
Cowichan Historical Society
Income and Expenditures
To December 31, 2014

	12 Months Actual \$
<u>Income</u>	
Community Gaming Grant	38,000
Grants - Municipal	10,700
- Duncan Tourist Info Centre	4,014
- Federal (See below)	1,871 *
Admissions	5,538
Sales	9,683
Fund Raising	-
	1,488
	<u>1,488</u>
Other	10,006
	<u>81,300</u>
<u>Expenses</u>	
Salaries	63,529
Office	3,371
Supplies and Services	2,259
Equipment, Improvements & other assets	-
Electricity	3,886
Purchases	5,092
Maintenance	1,084
Other	5,291
Total	<u>84,513</u>
Net Income (Loss)	(3,213)
Bank balances at December 31, 2014	
Main Account	21,492
Gaming Account	287
Term Deposit	10,489
	<u>32,268</u>
Total	32,268
Federal Grants:	
Summer Students	1,871
Total	<u>1,871 *</u>

Cowichan Historical Society
 Balance Sheet
 To December 31, 2014

	<u>\$</u>
Assets	
Cash	
Bank, Main Account	21,492
Bank, Gaming Account	287
Petty Cash	<u>155</u>
	21,934
Short Term Investments	
CIBC, Term Deposit	<u>10,489</u>
Total Cash	32,423
Equipment, Improvements & other assets	136,312
	<u>168,735</u>
Total Assets	168,735
Liabilities	
Investment in Fixed Assets	136,312
Members' Equity	<u>32,423</u>
	<u>168,735</u>
Total Liabilities	168,735

Approved by the Board



 President



 Treasurer

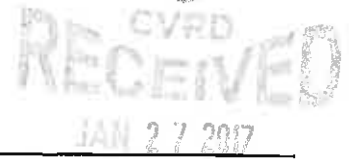
Cowichan Historical Society
Budgeted Income and Expenditures

	<u>2015</u>	<u>2016</u>
	Annual Budget \$	Annual Budget \$
<u>Income</u>		
Grants - Municipal	13,500	13,500
- Community Gaming Grant (to be requested)	50,000	50,000
- Federal (Summer students)	4,000	4,000
Admissions	5,000	5,000
Sales	8,000	8,000
Fund Raising	1,500	1,500
Other	10,000	10,000
	<hr/>	<hr/>
Total	92,000	92,000
<u>Expenses</u>		
Salaries	65,000	65,000
Office	5,000	5,000
Supplies and Services	5,000	5,000
Equipment, Improvements, other assets	2,000	2,000
Electricity	4,000	4,000
Purchases	5,000	5,000
Maintenance	2,000	2,000
Other	6,000	6,000
	<hr/>	<hr/>
Total	94,000	94,000
Net Income (Loss)	(2,000)	(2,000)

**COWICHAN VALLEY INTERCULTURAL
– MULTICULTURAL LEADERSHIP
GROUP**

Amount Requested: \$5,000.

Residential Cost Per \$100,000. Assessed Value - .029



REGIONAL GRANT-IN-AID APPLICATION

Name of Organization: Cowichan Intercultural Society

Name of Contact Person: Lynn Weaver

Finance Division

Mailing Address: Suite 205, 394 Duncan St, Duncan Postal Code: V9L 3W4

Telephone No. 250-748-3112 Fax No: 250-748-1335

Description of Project, Event, or Service: The Multicultural Leadership Group is a youth based, intergenerational and intercultural group of volunteers that comes together on every Wednesday for 2.5 hours from 3:15 – 5:45pm. Local youth can join after school to help any project within the Cowichan Valley that requested volunteerism. It is a receptive group of leaders who welcome anybody to be in the circle and work together to make Cowichan Valley a safe, friendly, and inclusive community. The program provides snacks and beverages, as well as facilitating cultural presentations, professional workshops, and fun activities to ensure participants a memorable time. Specifically, the grant money requested from the municipality will be used to fund:

- 1. 1/3 of Project Coordinator Wages (5 hours/week) - \$25/hr x 36 weeks (\$125 x 36) = \$4500
- 2. 1/3 Program Materials - \$500

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

If yes, provide details: n/a

Who will benefit from the Project, Event, or Service: This is a multi-generational group, however the majority of the direct participants are SD79 youth between the ages of 12-19. As this is a community service based group, the participants organize various projects/events throughout the year which involve hundreds of indirect participants from the various Cowichan Valley communities.

Total cost of the Project, Event, or Service: \$26,000

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

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

<u>Community Gaming Grant</u>	<u>\$4000 - requested</u>
<u>Municipality of North Cowichan</u>	<u>\$2000 – expected</u>
<u>Canada 150 Fund</u>	<u>\$10,000 – requested</u>

CVRD Regional Grants-In-Aid Policy

<u>Hamber Foundation</u>	<u>\$1,000 – expected</u>
<u>Other Grants (CIBC Children’s Foundation, Telus Community Grants)</u>	<u>\$4,000 - expected</u>

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

The Multicultural Leadership Group depends on the dedication and enthusiasm of volunteers. Weekly, various volunteers assist with the execution of the weekly meetings. On average, 3 volunteers assist the Project Coordinator weekly. In addition, all of the participants of the Multicultural Leadership are volunteers in service of the community, as the program is focused on finding/creating opportunities for volunteerism for the youth participants.

Have you included your organizations current annual budget and previous year’s financial statements?

Yes XXXXXXXX No _____

Grant-in-Aid applied for: \$ 5000

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
INTERCULTURAL
SOCIETY

IMMIGRANT
WELCOME CENTRE
OF COWICHAN

Appendix I

Program Reach & Student Testimonials

MLG is designed as an after school program running in conjunction with the school year. Over the course of the season MLG:

- hosts 36 Wednesday drop ins per season
- averages 25 – 30 participants each week
- sees over 100 direct participants throughout the season
- helps out, collaborates and volunteers with 5-10 other community groups and events each season
- impacts 100's more Cowichan Valley citizens through hosting special events, projects, and partaking in random actions of unknown kindness

MLG provides a unique opportunity for both young and old, creating the safety need to that enables people to celebrate the different cultures, traditions, faiths and identities, and most importantly allows people to be relaxed about their own unique differences and to see themselves as contributing members of our communities. Below is a sample of the impact MLG has for individuals who attend MLG:

"In MLG I found friends, a support group to look forward to each week, volunteer work and I was introduced to Inclusive Leadership. I loved how everyone could make friends with anyone."

"MLG has helped me a lot in my life; the group has brought me new friends, skills and opportunities."

"MLG is so inclusive and I always feel welcomed! Everyone is so caring! I love coming here."

'I like how there is no discrimination here, no one cares what colour skin you have or culture you come from, in fact, this is what this group is all about!'

"I just love MLG because I get to be me"

where cultures connect

**Multicultural Leadership Group Budget from September 2017 -
June 2018**

Wages	Cost
Project Coordinator 15 hrs/ week @ \$25 x 36 weeks	\$ 13,500
MERCs (15% of salary)	\$ 2,025
Administrative wages (15% total budget)	\$ 3,900
	\$ 19,425
General Project Costs	
Photocopying and office supplies	\$ 555
Program Material	\$ 1,500
Advertising	\$ 200
Venue Rental \$60/wk x 36 wks	\$ 2,160
Project Supplies (Refreshments, etc.) \$60/week x 36 times	\$ 2,160
	\$ 6,575
Total Costs	\$ 26,000
Projected Revenue	
Gaming Grant	\$ 4,000
CVRD Grant-in-aid	\$ 5,000
North Cowichan Grant-in-aid	\$ 2,000
Canada 150 (Sept-Dec 2017)	\$ 10,000
Hamber Foundation	\$ 1,000
Other - CIBC Children's Foundation, Telus Community Grants	\$ 4,000
Total Confirmed Revenue	\$ 26,000

Multicultural Leadership Group Project 2017-18

Activities	Description of Deliverables	Participants	Community benefits	Sustainability	Community support
Networking and preparation 3hrs a week	<ul style="list-style-type: none"> • Creative weekly action plan • Creative connections with program participants, friends, and new people • Creative collaboration with the community members and community projects • Prepare registration forms: Sign ins, consents, etc. • Personal Development Plan • Professional guest educators/speakers • Community Service Project Delivery • Stay current and updated 	200 - 450	<ul style="list-style-type: none"> • Taking advantage of opportunities to be a part of an inclusive community • Accessibility for the community, multi- generational, multi-cultural, multi-faith, etc. • Engaging and fun activities • Updated information • Engage in community service projects, supporting other organizations in the region 	<ul style="list-style-type: none"> • Consistent communication • Supportive environment focused on community sustainability • Stay connected with community businesses, events, organizations • Promotes personal wellness and the Earth Charter 	<ul style="list-style-type: none"> • Engage in community service projects, supporting other organizations in the Region • Community participation • Promote diversity, anti-discrimination and anti- bullying
Wednesday Gatherings 2.5 hrs a week	<ul style="list-style-type: none"> • Every Wednesday from 3:15 to 5:45 pm – meant to be intergenerational – supporting youth leaders. • Opening and closing circles activities, facilitate the actual project of the day 	30 - 60	<ul style="list-style-type: none"> • Helping community based projects • Be a part of a receptive, welcoming and friendly team • Leadership skill development • Philanthropic activities for community • Building friendship • Volunteer opportunities 	<ul style="list-style-type: none"> • Engaging activities for youth and adults • Creative work plan • Empowers youth • Develops leadership skills • Current information always 	<ul style="list-style-type: none"> • Empowers youth • Engages schools • Includes newcomers and adults • Mentorship opportunities • Promotes CIS programs and services
MLG Social Media 1hr a week	<ul style="list-style-type: none"> • Promote MLG • Stay current • Announce current projects • Other project invitations 	200	<ul style="list-style-type: none"> • Awareness of Community Service programs • Signup for possible opportunities • Share ideas and questions • Keep in touch with the network of people 	<ul style="list-style-type: none"> • Links to important promotional materials/information • Keeps networks fresh and up to date, allows sharing and instant feedback 	<ul style="list-style-type: none"> • Encourages civic engagement • Promotes CIS programs and services • Reminding friends

70
DUPLICATE

CANADA
PROVINCE OF BRITISH COLUMBIA

NUMBER
5-16500



Province of British Columbia
Ministry of Consumer and Corporate Affairs
REGISTRAR OF COMPANIES

SOCIETY ACT

Certificate of Incorporation

I HEREBY CERTIFY THAT

CONWICHAN VALLEY INTERCULTURAL AND IMMIGRANT A&D SOCIETY

HAS THIS DAY BEEN INCORPORATED UNDER THE SOCIETY ACT

GIVEN UNDER MY HAND AND SEAL OF OFFICE

AT VICTORIA, BRITISH COLUMBIA

THIS 26th DAY OF JUNE, 1951

L. G. HICK
DEPUTY REGISTRAR OF COMPANIES



Cowichan Valley Intercultural and Immigrant Aid Society

2016-17 BUDGET (April 1st 2016 - March 31st, 2017)

REVENUES	IRCC	CIS	GVS	Total Annual			
				BUDGET			
Program Revenue - IRCC	410,555			432,555			
April - June top up	9,000						
July - March top up	13,000						
Program Revenue - BC		110,000		110,000		*Other Revenue Sources	
Deferred wages for IPN		58,000		58,000		Gaming	30,000 confirmed
Other Revenue Sources*		91,350		91,350		Coast Capital	20,000 confirmed
Childcare capital funding		35,000		35,000		CVRD	12,000 confirmed
GVS**			100,000	100,000		Canada Summer Jobs	6,000 confirmed
Total Revenues	432,555	294,350	100,000	826,905		Provincial Refugee Team	8,550 confirmed
						Interaction	14,800 pending
							91,350
EXPENSES				BUDGET			
GST / PST Expenses	1,100	200		1,300			
Advertising, Marketing & Promotions	1,500	3,500		5,000			**GVS: conservative estimate of \$300k profits minus \$200k investment
Audit	0	6,000		6,000			
Bank Charges	0	1,600		1,600			
Board of Directors, including AGM	0	2,000		2,000			
Childcare support/materials	500	350		850		Possible Additions:	
Computer, Tech Support & Software	2,000	5,000		7,000		reception/office manager	28,000
Client Contingency Fund		500		500		benefits	50,000
Group Workshops, Meeting, Social	1,000	1,000		2,000		Refugee Response Coordinator	12,000
Dues & Subscriptions	0	1,200		1,200		CIS cell phone for Settlement Staff use	50/mos
Equipment Replacement & Leasing	1,000	3,000		4,000			
Events, including OWF & Summit	0	30,000		30,000			
Human Resources/Security	0	100		100			
Insurance	0	2,800		2,800			
Office Cleaning	3,744	1,000		4,744			
Office Supplies	400	3,000		3,400			
Program Delivery tools and materials	1,700	800		2,500			
Postage	0	800		800			
Professional Development	2,000	5,000		7,000			
Professional & Consultant Fees	2,000	3,000		5,000			
Rent/mortgage	26,000	9,000		35,000			
Repair & Maintenance	0	2,000		2,000			
Telephone / Internet / Voice Mail	1,000	2,000		3,000			
Travel & Mileage	3,000	6,000		9,000			
Client Transportation	500	500		1,000			
Utilities	2,000	600		2,600			
Volunteer Appreciation	500	3,000		3,500			
Wages & Benefits	393,078	198,580	46,000	637,658			
Moving expense/renovations		in mortgage					
Creation of Childcare space		35,000		35,000			
TOTAL EXPENSES	443,022	327,530	46,000	816,552			
Net Income (Loss)	(10,467)	(33,180)	54,000	10,353			

232

R11

**COWICHAN VALLEY INTERCULTURAL AND
IMMIGRANT AID SOCIETY**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2016**

INDEX

	Page
INDEPENDENT AUDITORS' REPORT	1
STATEMENT OF FINANCIAL POSITION	2
STATEMENT OF CHANGES IN NET ASSETS	3
STATEMENT OF CASH FLOWS	4
STATEMENT OF OPERATIONS	5
NOTES TO THE FINANCIAL STATEMENTS	6 - 10

INDEPENDENT AUDITOR'S REPORT

Page 1

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

We have audited the accompanying statements of the **COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY**, which comprise the statement of financial position as at MARCH 31, 2016 and the 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 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 judgement, 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 audit opinion.

Basis for qualified opinion

On January 1, 2016 the Society acquired control of two profit-oriented enterprises (Note 4). Canadian accounting standards for not-for-profit organizations require that the financial statements of a profit-oriented enterprise be consolidated with the Society's financial statements or that the profit-oriented enterprise be accounted for using the equity method. The financial information for these entities at March 31, 2016 is not currently available, therefore, the investment has been recorded at cost only. Consequently, we were not able to determine whether any adjustments might be necessary to excess of revenues over expenditures, current and long-term assets, current and long-term liabilities and net assets.

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 financial statements present fairly, in all material respects, the financial position of the **COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY** as at MARCH 31, 2016 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 21, 2016



CHARTERED PROFESSIONAL ACCOUNTANTS


COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

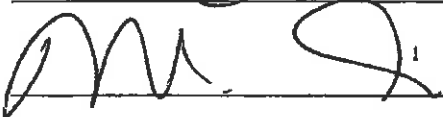
STATEMENT OF FINANCIAL POSITION AT MARCH 31, 2016

Page 2

	2016	2015
ASSETS		
CURRENT		
Cash	\$ 124,005	\$ 308,324
Accounts receivable	30,129	12,026
GST rebate receivable	2,077	1,411
Prepaid expenses	868	1,021
	157,079	322,782
RESTRICTED CASH (Note 10)	199,299	141,888
TANGIBLE CAPITAL ASSETS (Notes 2 and 3)	5,130	6,412
INVESTMENT - GLOBAL VOCATIONAL SERVICES INC. (Note 4)	803,943	-
	\$ 1,165,451	\$ 471,082
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 8,755	\$ 10,680
Government payable	16,354	12,163
Wages payable	15,937	19,781
Refugee sponsors payable	71,395	-
Deferred income (Note 5)	251,585	203,460
	364,026	246,084
COMMITMENTS (Note 6 and 7)		
MEMBERS' EQUITY		
NET ASSETS (Page 3)	801,425	224,998
	\$ 1,165,451	\$ 471,082

APPROVED:


 _____ Director


 _____ Director

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED MARCH 31, 2016

Page 3

	Refugee Fund	Gaming	Internally Restricted	Unrestricted	TOTAL
REVENUES	\$ 148	\$ 62,628	\$ -	\$ 1,166,907	\$ 1,229,683
EXPENDITURES	174	30,210	-	622,872	653,256
EXCESS (DEFICIENCY)	(26)	32,418	-	544,035	576,427
FUND TRANSFERS	63,671	-	(8,749)	(54,922)	-
NET ASSETS, beginning of the year	7,750	194	104,041	113,013	224,998
FUND BALANCES	71,395	32,612	95,292	602,126	801,425
DEFERRED	-	(32,480)	-	32,480	-
NET ASSETS, end of the year	\$ 71,395	\$ 132	\$ 95,292	\$ 634,606	\$ 801,425

MCKINNON GERMANN GRANGER
Chartered Professional Accountants

237

R11

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED MARCH 31, 2016

Page 4

	2016	2015
OPERATING ACTIVITIES		
Excess of revenues over expenditures (Page 3)	\$ 576,427	\$ 63,229
Items not requiring an outlay of cash:		
Amortization	1,282	1,605
Changes in non-cash working capital:		
Accounts receivable	(18,104)	69,399
GST rebate receivable	(666)	(220)
Prepaid expenses	154	273
Accounts payable and accrued liabilities	69,470	4,310
Accrued payroll and related liabilities	347	(288)
Deferred income	48,125	(54,928)
CASH PROVIDED (USED) BY OPERATING ACTIVITIES	677,035	83,380
INVESTING ACTIVITIES		
Acquisition of tangible capital assets	-	(3,916)
Acquisition of shares in Global Vocational Services Inc.	(803,943)	-
CASH PROVIDED (USED) BY INVESTING ACTIVITIES	(803,943)	(3,916)
CHANGE IN CASH	(126,908)	79,464
CASH, beginning of year	450,212	370,748
CASH, end of year	\$ 323,304	\$ 450,212

CASH IS REPRESENTED BY:

Cash on hand and in bank	\$ 23,625	\$ 18,324
Term deposits	100,380	290,000
Restricted funds (Note 10)	199,299	141,888
	\$ 323,304	\$ 450,212

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

STATEMENT OF OPERATIONS FOR THE YEAR ENDED MARCH 31, 2016

Page 5

	2016	2015
REVENUE		
Federal government	\$ 429,568	\$ 445,899
Provincial government	84,412	146,262
BC Gaming	30,062	34,776
Interest	4,605	7,462
Other Income (Note 8)	681,036	56,885
	1,229,683	691,284
EXPENDITURES		
Advertising and promotion	5,965	7,765
Amortization	1,282	1,605
Bank charges	1,901	1,516
Childcare	1,813	375
Computer and technical support	7,213	5,780
Facilitation	3,348	4,801
Honoraria	2,570	3,355
Insurance	2,048	2,143
Memberships	1,476	1,996
Office and miscellaneous	10,114	9,797
Professional development	2,987	4,650
Professional fees	9,509	10,150
Program materials	25,153	24,137
Program photocopying	1,802	1,816
Rent	36,000	37,340
Repair and maintenance	4,232	4,329
Sub-contract	21,844	23,013
Telephone and internet	2,660	2,841
Travel	6,747	7,657
Utilities	1,536	1,051
Volunteer appreciation	2,798	1,773
Wages	467,984	440,007
Wage benefits	32,274	30,158
	653,256	628,055
EXCESS OF REVENUE OVER EXPENDITURES	576,427	63,229
NET ASSETS, beginning of year	224,998	161,769
NET ASSETS, end of year	\$ 801,425	\$ 224,998

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

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

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 accounting

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

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 either on a consolidated basis or on the equity basis.

Revenue recognition

Restricted contributions related to general operations are recognized as revenue of the General Fund in the year in which 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 General Fund in the year received or receivable if the amount to be recorded can reasonably estimated and collection reasonably assured. Membership fees are recognized as revenue of the General Fund when collected.

Contributed services

Volunteers contribute about **5,988 hours** per year 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. The Society recognized **\$2,200** in-kind for contributed goods and services used in the course of operations.

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

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

Page 7

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 reclassified, where applicable, to conform to the current presentation

3. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	2016	2015
Office furniture and equipment	\$ 44,646	\$ 39,516	\$ 5,130	\$ 6,412

4. INVESTMENT

On January 1, 2016 the Society acquired control of the shares of 0975641 B.C. Ltd. which, in turn, owns all of the shares of Global Vocational Services Inc.

	2016	2015
Shares, at cost	\$ 803,943	\$ -

5. DEFERRED INCOME

Deferred income represents funding received in the current period that is related to the subsequent period. Changes in the deferred income balance are as follows:

	2016	2015
Beginning balance	\$ 203,460	\$ 258,388
Less amount recognized as revenue in the year	(203,460)	(258,388)
Add amounts received related to next year	251,585	203,460
Ending balance	\$ 251,585	\$ 203,460

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

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

Page 8

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
- Municipality of North Cowichan
- City of Duncan

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. (Note 9 and 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 \$24,560. The remaining payments under the lease are \$64,658. 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 \$10,025 per annum.

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

8. OTHER INCOME

	2016	2015
Grants (Note 9)	\$ 50,845	\$ -
Sales	683	1,522
Service fees	6,370	5,670
Fundraising	12,365	6,222
Other	-	6,868
Donations	609,883	9,277
Membership dues	890	165
Miscellaneous grants	-	27,161
Total	\$ 681,036	\$ 56,885

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

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

Page 9

9. OTHER GRANTS

	2016
Coast Capital Credit Union	\$ 30,000
Telus	750
Cowichan Valley Regional District	4,000
Municipality of North Cowichan	1,500
School District 79 (\$36,900 less deferred of \$23,305)	13,595
Frances Kelsey Secondary School	1,000
	\$ 50,845

10. RESTRICTED CASH (Note 6)

	2016	2015
Refugee Fund	\$ 71,395	\$ 7,750
Gaming	32,612	30,097
Internally restricted	95,292	104,041
	\$ 199,299	\$ 141,888

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

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

Page 10

11. GAMING FUND

BALANCE SHEET AT MARCH 31, 2016

	2016	2015
ASSETS		
CURRENT		
Cash	\$ 32,612	\$ 10,097
Term Deposit	-	20,000
Accounts Receivable - GST	-	97
Total Assets	32,612	30,194
LIABILITIES		
CURRENT		
Deferred income	32,480	30,000
FUND BALANCE	\$ 132	\$ 194

STATEMENT OF OPERATIONS

INCOME		
Gaming funds from prior year	\$ 30,000	\$ 34,970
Community gaming grant	30,000	30,000
Other grant revenue	2,480	-
Raffle licence	-	4,377
GST rebate	-	97
Interest	148	179
Total income (revenue available for disbursements)	62,628	69,623
EXPENSES		
Community education, immigration aid	25,507	31,826
Administration	859	1,627
Hall rental	720	1,140
Office expenses/program materials	-	530
Camps	3,100	4,082
Bank charges	24	24
Travel	-	200
Total expenditures	30,210	39,429
Excess of revenue over disbursements	32,418	30,194
Transfer to deferred income	32,480	30,000
FUND BALANCE, beginning	194	-
FUND BALANCE, ending	\$ 132	\$ 194

**COWICHAN VALLEY INTERCULTURAL
– SYRIAN REFUGEE FUND**

Amount Requested: \$7,000.

Residential Cost Per \$100,000. Assessed Value - .040



Finance Division

REGIONAL GRANT-IN-AID APPLICATION

Name of Organization: Cowichan Intercultural Society

Name of Contact Person: Lynn Weaver

Mailing Address: Suite 205, 394 Duncan St, Duncan **Postal Code:** V9L 3W4

Telephone No. 250-748-3112 **Fax No:** 250-748-1335

Description of Project, Event, or Service: The Cowichan Intercultural Society is applying for a 2017 CVRD Grant-in-Aid to support our Syrian Refugee Response Fund. CIS is the leading community resource in the Cowichan Valley for immigrant settlement services, and for education and awareness in developing welcoming and inclusive communities. In 2015, CIS was granted Sponsorship Agreement Holder (SAH) status with the Federal government. Coming full circle from our roots as a Society wrapping around the Vietnamese Refugees in our Community (this is how CIS began 35 years ago, in 1981), Constituency Groups can now sponsor directly via our organization, streamlining the process for all involved. In the past two years, CIS and our community has welcomed 13 Syrian families (over 70 individuals), both through private sponsorship and through the government assistance program.

The requested funds will be used to support the refugee families through childcare programming, transportation support, translation/interpretation, counselling and mental health support, and other support as required to ensure full access to settlement programming. These vital support services are not covered by federal funding, as they fall outside of regular settlement/English language support. Additionally, many of the local Syrians are nearing their one-year anniversary in Canada, which means that their federal funding or sponsorship funding will cease, and some services that were previously offered/funded, will need to be funded through alternative methods, such as Grants-in-Aid and/or other grants/fundraising.

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

If yes, provide details: n/a

Who will benefit from the Project, Event, or Service: The direct beneficiaries of this project/service are the Syrian refugees who have resettled in the Cowichan Valley. In addition, The CIS refugee support program benefits the citizens of the Cowichan Valley Regional District and the local CVRD Regional Grants-In-Aid Policy

community by helping create an inclusive and welcoming community for all residents of the Cowichan Valley. This program enriches the cultural diversity of the valley and contributes to the cultural knowledge of Duncan's citizens through education, social programs and family-based events which connect refugees and Duncan citizens. Successful integration also means that the community benefits from the skills and views of the newcomers in our region.

Total cost of the Project, Event, or Service: \$ 15,250

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

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

<u>Our Cowichan</u>	<u>\$1250 confirmed</u>
<u>City of Duncan</u>	<u>\$2500 requested</u>
<u>CIS fundraising</u>	<u>\$5000 expected</u>

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

The Cowichan Intercultural Society relies on the dedication and hard work that our 150+ volunteers provide our organization. In terms of the Syrian Refugee Response Fund, and the role of volunteer labour in dealing with the wave of Syrian refugees in the Cowichan valley, CIS already engages volunteers on a variety of levels in the support of our Syrian newcomers. Currently, CIS volunteers assist in English classes, serve as tutors for Syrians, spend time in our childminding facility, and volunteers assist the refugees in a myriad of ways as they learn to navigate the ins and outs of our community. Additionally, in-kind donations are regularly accepted by CIS for the Refugee Response Fund, and examples include housewares, clothing, and food hampers.

Have you included your organizations current annual budget and previous year's financial statements?

Yes XXXXXXXX No _____

Grant-in-Aid applied for: \$ 7000

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: CIS Refugee Support Program	
Organization: COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY	
2017-2018	
Program Revenues/Expenses	
	Proposed/Confirmed (P/C) (2016/2017)
Revenues	
City of Duncan - Grant-in-aid	\$2000 P
CIS Fundraising/Private Donations	\$5000 C
Our Cowichan	\$1250 C
CVRD Grant-in-aid	\$7000 P
Total	\$15,250
Expenses	
First Aid Courses & Professional Development	\$750
Childcare Program Supplies	\$3,000
Healthy snacks, hygiene products, culinary supplies	\$1,250
Transportation Support	\$1,000
Translation and Interpretation Services	\$4,000
Counselling and Mental Health Support	\$4,000
Administration & Wages	\$1,250
Total	\$15,250

DUPLICATE

CANADA
PROVINCE OF BRITISH COLUMBIA

NUMBER

S-16500



Province of British Columbia
Ministry of Consumer and Corporate Affairs
REGISTRAR OF COMPANIES

SOCIETY ACT

Certificate of Incorporation

I HEREBY CERTIFY THAT

COMSCHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

HAS THIS DAY BEEN INCORPORATED UNDER THE SOCIETY ACT

GIVEN UNDER MY HAND AND SEAL OF OFFICE

AT VICTORIA BRITISH COLUMBIA

THIS 26TH DAY OF JUNE, 1961

L. G. HUCK
DEPUTY REGISTRAR OF COMPANIES



Cowichan Valley Intercultural and Immigrant Aid Society							
2016-17 BUDGET (April 1st 2016 - March 31st, 2017)							
REVENUES	IRCC	CIS	GVS	Total Annual			
				BUDGET			
Program Revenue - IRCC	410,555			432,555			
April - June top up	9,000						
July - March top up	13,000						
Program Revenue - BC		110,000		110,000			
Deferred wages for IPN		58,000		58,000			
Other Revenue Sources*		91,350		91,350			
Childcare capital funding		35,000		35,000			
GVS**			100,000	100,000			
Total Revenues	432,555	294,350	100,000	826,905			
EXPENSES				BUDGET			
GST / PST Expenses	1,100	200		1,300			
Advertising, Marketing & Promotions	1,500	3,500		5,000			
Audit	0	6,000		6,000			
Bank Charges	0	1,800		1,800			
Board of Directors, including AGM	0	2,000		2,000			
Childcare support/materials	500	350		850			
Computer, Tech Support & Software	2,000	5,000		7,000			
Client Contingency Fund		500		500			
Group Workshops, Meeting, Social	1,000	1,000		2,000			
Dues & Subscriptions	0	1,200		1,200			
Equipment Replacement & Leasing	1,000	3,000		4,000			
Events, including OWF & Summit	0	30,000		30,000			
Human Resources/Security	0	100		100			
Insurance	0	2,800		2,800			
Office Cleaning	3,744	1,000		4,744			
Office Supplies	400	3,000		3,400			
Program Delivery tools and materials	1,700	800		2,500			
Postage	0	800		800			
Professional Development	2,000	5,000		7,000			
Professional & Consultant Fees	2,000	3,000		5,000			
Rent/mortgage	26,000	9,000		35,000			
Repair & Maintenance	0	2,000		2,000			
Telephone / Internet / Voice Mail	1,000	2,000		3,000			
Travel & Mileage	3,000	6,000		9,000			
Client Transportation	500	500		1,000			
Utilities	2,000	600		2,600			
Volunteer Appreciation	500	3,000		3,500			
Wages & Benefits	393,078	198,580	46,000	637,658			
Moving expense/renovations		in mortgage					
Creation of Childcare space		35,000		35,000			
TOTAL EXPENSES	443,022	327,530	46,000	816,552			
Net Income (Loss)	(10,467)	(33,180)	54,000	10,353			

*Other Revenue Sources		
Gaming	30,000	confirmed
Coast Capital	20,000	confirmed
CVRD	12,000	confirmed
Canada Summer Jobs	6,000	confirmed
Provincial Refugee Team	8,550	confirmed
Interaction	14,800	pending
	91,350	

**GVS: conservative estimate of \$300k profits minus \$200k investment		
Possible Additions:		
reception/office manager	28,000	
benefits	50,000	
Refugee Response Coordinator	12,000	
CIS cell phone for Settlement Staff use	50/mos	

250

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**COWICHAN VALLEY INTERCULTURAL AND
IMMIGRANT AID SOCIETY**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2016**

INDEX

	Page
INDEPENDENT AUDITORS' REPORT	1
STATEMENT OF FINANCIAL POSITION	2
STATEMENT OF CHANGES IN NET ASSETS	3
STATEMENT OF CASH FLOWS	4
STATEMENT OF OPERATIONS	5
NOTES TO THE FINANCIAL STATEMENTS	6 - 10

INDEPENDENT AUDITOR'S REPORT

Page 1

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

We have audited the accompanying statements of the **COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY**, which comprise the statement of financial position as at MARCH 31, 2016 and the 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 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 judgement, 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 audit opinion.

Basis for qualified opinion

On January 1, 2016 the Society acquired control of two profit-oriented enterprises (Note 4). Canadian accounting standards for not-for-profit organizations require that the financial statements of a profit-oriented enterprise be consolidated with the Society's financial statements or that the profit-oriented enterprise be accounted for using the equity method. The financial information for these entities at March 31, 2016 is not currently available, therefore, the investment has been recorded at cost only. Consequently, we were not able to determine whether any adjustments might be necessary to excess of revenues over expenditures, current and long-term assets, current and long-term liabilities and net assets.

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 financial statements present fairly, in all material respects, the financial position of the **COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY** as at **MARCH 31, 2016** 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 21, 2016



CHARTERED PROFESSIONAL ACCOUNTANTS

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

STATEMENT OF FINANCIAL POSITION AT MARCH 31, 2016

Page 2

	2016	2015
ASSETS		
CURRENT		
Cash	\$ 124,005	\$ 308,324
Accounts receivable	30,129	12,026
GST rebate receivable	2,077	1,411
Prepaid expenses	868	1,021
	157,079	322,782
RESTRICTED CASH (Note 10)	199,299	141,888
TANGIBLE CAPITAL ASSETS (Notes 2 and 3)	5,130	6,412
INVESTMENT - GLOBAL VOCATIONAL SERVICES INC. (Note 4)	803,943	-
	\$ 1,165,451	\$ 471,082
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 8,755	\$ 10,680
Government payable	16,354	12,163
Wages payable	15,937	19,781
Refugee sponsors payable	71,395	-
Deferred income (Note 5)	251,585	203,460
	364,026	246,084
COMMITMENTS (Note 6 and 7)		
MEMBERS' EQUITY		
NET ASSETS (Page 3)	801,425	224,998
	\$ 1,165,451	\$ 471,082

APPROVED:

 Director

 Director

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED MARCH 31, 2016

Page 3

	Refugee Fund	Gaming	Internally Restricted	Unrestricted	TOTAL
REVENUES	\$ 148	\$ 62,628	\$ -	\$ 1,166,907	\$ 1,229,683
EXPENDITURES	174	30,210	-	622,872	653,256
EXCESS (DEFICIENCY)	(26)	32,418	-	544,035	576,427
FUND TRANSFERS	63,671	-	(8,749)	(54,922)	-
NET ASSETS, beginning of the year	7,750	194	104,041	113,013	224,998
FUND BALANCES	71,395	32,612	95,292	602,126	801,425
DEFERRED	-	(32,480)	-	32,480	-
NET ASSETS, end of the year	\$ 71,395	\$ 132	\$ 95,292	\$ 634,606	\$ 801,425

255

MCKINNON GERMANN GRANGER
Chartered Professional Accountants

R11

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED MARCH 31, 2016

Page 4

	2016	2015
OPERATING ACTIVITIES		
Excess of revenues over expenditures (Page 3)	\$ 576,427	\$ 63,229
Items not requiring an outlay of cash:		
Amortization	1,282	1,605
Changes in non-cash working capital:		
Accounts receivable	(18,104)	69,399
GST rebate receivable	(666)	(220)
Prepaid expenses	154	273
Accounts payable and accrued liabilities	69,470	4,310
Accrued payroll and related liabilities	347	(288)
Deferred income	48,125	(54,928)
CASH PROVIDED (USED) BY OPERATING ACTIVITIES	677,035	83,380
INVESTING ACTIVITIES		
Acquisition of tangible capital assets	-	(3,916)
Acquisition of shares in Global Vocational Services Inc.	(803,943)	-
CASH PROVIDED (USED) BY INVESTING ACTIVITIES	(803,943)	(3,916)
CHANGE IN CASH	(126,908)	79,464
CASH, beginning of year	450,212	370,748
CASH, end of year	\$ 323,304	\$ 450,212

CASH IS REPRESENTED BY:

Cash on hand and in bank	\$ 23,625	\$ 18,324
Term deposits	100,380	290,000
Restricted funds (Note 10)	199,299	141,888
	\$ 323,304	\$ 450,212

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

STATEMENT OF OPERATIONS FOR THE YEAR ENDED MARCH 31, 2016

Page 5

	2016	2015
REVENUE		
Federal government	\$ 429,568	\$ 445,899
Provincial government	84,412	146,262
BC Gaming	30,062	34,776
Interest	4,605	7,462
Other Income (Note 8)	681,036	56,885
	1,229,683	691,284
EXPENDITURES		
Advertising and promotion	5,965	7,765
Amortization	1,282	1,605
Bank charges	1,901	1,516
Childcare	1,813	375
Computer and technical support	7,213	5,780
Facilitation	3,348	4,801
Honoraria	2,570	3,355
Insurance	2,048	2,143
Memberships	1,476	1,996
Office and miscellaneous	10,114	9,797
Professional development	2,987	4,650
Professional fees	9,509	10,150
Program materials	25,153	24,137
Program photocopying	1,802	1,816
Rent	36,000	37,340
Repair and maintenance	4,232	4,329
Sub-contract	21,844	23,013
Telephone and internet	2,660	2,841
Travel	6,747	7,657
Utilities	1,536	1,051
Volunteer appreciation	2,798	1,773
Wages	467,984	440,007
Wage benefits	32,274	30,158
	653,256	628,055
EXCESS OF REVENUE OVER EXPENDITURES	576,427	63,229
NET ASSETS, beginning of year	224,998	161,769
NET ASSETS, end of year	\$ 801,425	\$ 224,998

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

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

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 accounting

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

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 either on a consolidated basis or on the equity basis.

Revenue recognition

Restricted contributions related to general operations are recognized as revenue of the General Fund in the year in which 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 General Fund in the year received or receivable if the amount to be recorded can reasonably estimated and collection reasonably assured. Membership fees are recognized as revenue of the General Fund when collected.

Contributed services

Volunteers contribute about **5,988 hours** per year 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. The Society recognized **\$2,200** in-kind for contributed goods and services used in the course of operations.

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

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

Page 7

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 reclassified, where applicable, to conform to the current presentation

3. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	2016	2015
Office furniture and equipment	\$ 44,646	\$ 39,516	\$ 5,130	\$ 6,412

4. INVESTMENT

On January 1, 2016 the Society acquired control of the shares of 0975641 B.C. Ltd. which, in turn, owns all of the shares of Global Vocational Services Inc.

	2016	2015
Shares, at cost	\$ 803,943	\$ -

5. DEFERRED INCOME

Deferred income represents funding received in the current period that is related to the subsequent period. Changes in the deferred income balance are as follows:

	2016	2015
Beginning balance	\$ 203,460	\$ 258,388
Less amount recognized as revenue in the year	(203,460)	(258,388)
Add amounts received related to next year	251,585	203,460
Ending balance	\$ 251,585	\$ 203,460

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

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

Page 8

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
- Municipality of North Cowichan
- City of Duncan

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. (Note 9 and 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 \$24,560. The remaining payments under the lease are \$64,658. 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 \$10,025 per annum.

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

8. OTHER INCOME

	2016	2015
Grants (Note 9)	\$ 50,845	\$ -
Sales	683	1,522
Service fees	6,370	5,670
Fundraising	12,365	6,222
Other	-	6,868
Donations	609,883	9,277
Membership dues	890	165
Miscellaneous grants	-	27,161
Total	\$ 681,036	\$ 56,885

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

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

Page 9

9. OTHER GRANTS

	2016
Coast Capital Credit Union	\$ 30,000
Telus	750
Cowichan Valley Regional District	4,000
Municipality of North Cowichan	1,500
School District 79 (\$36,900 less deferred of \$23,305)	13,595
Frances Kelsey Secondary School	1,000
	\$ 50,845

10. RESTRICTED CASH (Note 6)

	2016	2015
Refugee Fund	\$ 71,395	\$ 7,750
Gaming	32,612	30,097
Internally restricted	95,292	104,041
	\$ 199,299	\$ 141,888

COWICHAN VALLEY INTERCULTURAL AND IMMIGRANT AID SOCIETY

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

Page 10

11. GAMING FUND

BALANCE SHEET AT MARCH 31, 2016

	2016	2015
ASSETS		
CURRENT		
Cash	\$ 32,612	\$ 10,097
Term Deposit	-	20,000
Accounts Receivable - GST	-	97
Total Assets	32,612	30,194
LIABILITIES		
CURRENT		
Deferred income	32,480	30,000
FUND BALANCE	\$ 132	\$ 194

STATEMENT OF OPERATIONS

INCOME		
Gaming funds from prior year	\$ 30,000	\$ 34,970
Community gaming grant	30,000	30,000
Other grant revenue	2,480	-
Raffle licence	-	4,377
GST rebate	-	97
Interest	148	179
Total income (revenue available for disbursements)	62,628	69,623
EXPENSES		
Community education, immigration aid	25,507	31,826
Administration	859	1,627
Hall rental	720	1,140
Office expenses/program materials	-	530
Camps	3,100	4,082
Bank charges	24	24
Travel	-	200
Total expenditures	30,210	39,429
Excess of revenue over disbursements	32,418	30,194
Transfer to deferred income	32,480	30,000
FUND BALANCE, beginning	194	-
FUND BALANCE, ending	\$ 132	\$ 194

**COWICHAN LAKE AND RIVER
STEWARDSHIP SOCIETY**

Amount Requested: \$5,000.

Residential Cost Per \$100,000. Assessed Value - .029

Living rivers
 GEORGIA BASIN
 VANCOUVER ISLAND

December 13, 2016


 RECEIVED
 DEC 15 2016

Finance Division

Mr. Mark Kueber
 General Manager
 Corporate Services
 Cowichan Valley Regional District
 3rd Floor – 175 Ingram Street
 Duncan, BC V9L 1N8

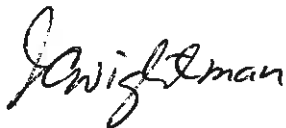
Dear Mr. Kueber:

Re: Regional Grant-In-Aid Application for Cowichan Shoreline Stewardship Project (2017-2018)

Please find attached our application for a CVRD Regional Grant-In-Aid to support the *Cowichan Shoreline Stewardship Project (CSSP)* in 2017-18. We trust you will find the information complete and consistent with your Regional Grants-In-Aid Policy of July 9, 2014.

Should you have any questions about the application please don't hesitate to call me at your convenience.

Yours truly,



J.C. (Craig) Wightman, RPBio.
 Senior Fisheries Biologist
 BC Conservation Foundation
 Lantzville, BC
 250-390-2525 (ext. 225)
 Cell: 250-327-9027

REGIONAL GRANT-IN-AID APPLICATION

Name of Organization: BC CONSERVATION FOUNDATION / COWICHAN LAKE & RIVER STEWARDSHIP SOCIETY

Name of Contact Person: CRAIG WIGHTMAN, RPBIO, SN. FISHERIES BIOLOGIST, BCCF

Mailing Address: PO BOX 7, #1-7217 LANTZVILLE RD. Postal Code: VOR 2H0
LANTZVILLE, BC

Telephone No. 250-390-2525 (EXT. 225) Fax No: 250-390-2049

Description of Project, Event, or Service: COWICHAN SHORELINE STEWARDSHIP PROJECT (PHASE 2 BEGINNING IN 2017-18)

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: LOCAL STREAM/LAKE SHORE RESIDENTS, COWICHAN YOUTH, AQUATIC ECOSYSTEMS, FIS # & WILDLIFE SPECIES

Total cost of the Project, Event, or Service: \$116,500

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

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

NINE OTHER PARTNERS HAVE BEEN REQUESTED TO CONTRIBUTE IN 2017-18 \$ 111,500

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

AN ESTIMATED 500 HOURS OF VOLUNTEER TIME WILL BE DEVOTED TO THE PROJECT IN 2017-18; 380 HRS. FROM CURSS AND THE BALANCE FROM BCCF, COWICHAN VALLEY NATURALISTS & ENVIRONMENTAL SERVICES LTD.

Have you included your organizations current annual budget and previous year's 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

1. Legal name of applying organization: BC Conservation Foundation

2. Full mailing address:

#206 - 17564 56A Avenue
Surrey, BC V3S 1G3

3. Website: <http://www.bccf.com/>

4. Project Contacts:

Name & Title: Deborah Gibson, Executive Director

Name & Title: Craig Wightman, Senior Biologist

Phone: 604-576-1433

Phone: 250-390-2525

Email: dgibson@bccf.com

Email: cwightman@bccf.com

5. Organization type

Your organization is a:

Society Provide registered provincial society number: S-8351

Charity Provide registered charitable tax number (BN#): 123042822RT0001

Other Indicate organizational type:

6. Board of Directors:

Wilf Pfleiderer
Carmen Purdy
Joan Lindsay
Bill Bosch
Jesse Zeman
Doug Janz
Jared Wilkison

Ted Brookman
Ed George
Wally Kampen
Jim Helsdon
Jim Glaicar
John Shepherd



**Application for CVRD Regional Grant-In-Aid for 2017-2018
Cowichan Shoreline Stewardship Project (CSSP)**

10582 Maple Ridge Road, Youbou



Planting was done by hand using a combination of mattocks, shovels, and staking bars and planting holes were filled by hose or buckets from the lake.

Locker hoses, which minimize evaporation, were placed around the plants and used for approximately 2 hours each day.

Myrica gale was planted in front of the retaining wall. The foreshore is submerged much of the year.



Applicant: BC Conservation Foundation in partnership with Cowichan Lake and River Stewardship Society and Polster Environmental Services Ltd.

Organization Contacts: Craig Wightman, RPBio., Senior Fisheries Biologist, BCCF (Lantzville) & Deborah Gibson, Executive Director, BCCF (Surrey)

Project Description: To slow & reverse critical shoreline & wetland habitat destruction in the upper Cowichan River basin (~30km of lakeshore already impacted by development), the Cowichan Shoreline Stewardship Project (CSSP) engages resource professionals, youth, volunteers, private landowners, & the community at large in ecological restoration & riparian education.

BC Conservation Foundation (BCCF) and Cowichan Lake & River Stewardship Society (CLRSS) personnel work closely with supportive landowners to restore lake & river shoreline properties & use these as practical demonstrations of enhanced stewardship of valuable riparian and wetland habitats. A plant ecologist and fish & wildlife habitat experts mentor and direct a planting team consisting of a VIU Natural Resource Protection graduate & 4 local secondary students to implement each shoreline restoration plan. Over the next year, at least 10 properties will have their shorelines restored (2,500 square meters/yr), using science-based methods & 'lessons learned' from the previous 3 years of project investments.

Project Benefits: Annual employment of Cowichan Valley youth (secondary students & university under-grads) as the field planting crew is an especially important element of the CSSP. This has consolidated a strong working relationship between the CLRSS and Cowichan Lake School, which adds considerable value to the students' environmental education and knowledge. In turn, students through social media and community networks become great ambassadors for the CSSP, extending the message of shoreline protection/restoration to family and friends.

In the field, students are familiarized with a range of native tree and shrub species suitable for riparian planting, as well as site conditions for optimum growth, erosion resistance and ecological value to fish and wildlife. Invasive plant species & herbivory control, drought mitigation and monitoring protocols are part of the 'learning by doing' project experience. In the first 3 years of CSSP, there has been a carry-over of some students between years which emphasizes the valuable experience gained, pride in project achievements, and camaraderie among members of the planting crew.

Outreach and networking remain essential components of the CSSP. The project continues to pursue broader partnerships including those with local governments and First Nations. BCCF and the CLRSS have made recent presentations to the Cowichan Watershed Board, Cowichan Stewardship Roundtable, CVRD Area Planning Committees (Areas I and F), and CVRD Planning Department staff to outline progress in the first three years and describe the challenges ahead. The project appears well-aligned with regional environmental sustainability goals (CVRD Environment Commission 2014), so a more fulsome relationship with the regional district appears possible. Benefits from this project should be long-lasting as property owners volunteer their shorelines as restoration candidates, and formally sign-off on project completion declarations. Moreover, by committing to riparian restoration they demonstrate a palpable behaviour shift in favour of conservation, rather than further shoreline damage, alienation and environmental consequences.

In 2017-18, the following CSSP objectives will be addressed:

Objective 1: Complete a minimum of 10 riparian restoration properties to restore 2,500 - 3,000 square meters of critical shoreline habitat. Demonstrate how maintaining shoreline ecological integrity & diversity is compatible with enhanced property values, lifestyle satisfaction and owner land use practices.

Objective 2: Conduct at least 75 visits/year with lake and river shoreline property owners to promote the benefits of natural aquatic/riparian habitats. Survey owner knowledge and attitudes about shoreline protection bylaws and regulations in the Cowichan watershed, as well as the intrinsic value of intact natural shorelines for lake & river ecosystem health.

Objective 3: Engage youth and the broader community in stewardship activities to promote the cultural/behavioral shifts necessary to ensure long-term shoreline ecological integrity.

Objective 4: Continue to work closely with the Cowichan Watershed Board, First Nations, all levels of government and landowners (including privately owned forest land) to more fully protect riparian habitats throughout the watershed.

Beneficiaries of the Project: Cowichan youth and shoreline property owners are the immediate beneficiaries of a planned Phase 2 of CSSP. From 4-5 Cowichan secondary students or university undergrads are hired annually as the riparian planting crew at a respectable wage of \$16/hr. Students are guaranteed a full two months of work, allowing them to potentially save towards the cost of higher education. Moreover, they learn practical skills related to native riparian plant husbandry, including species-specific soil, water and light preferences; the risks of herbivory (from elk, deer, beavers); invasive plant competition; and, the ecological goods and services of fully protected/restored natural shorelines.

Participating shoreline owners are presented with much of the same resource information, and provided with a CLRSS-designed "*Native Foreshore Plant Care and Maintenance*" manual upon completion of each property's restoration plan. Each owner also signs-off on a formal project completion form attesting to their overall satisfaction with work completed to date. *Shoreline Stewardship Participant* signs will be erected at each restored shoreline site. Since its inception in 2014, CSSP has restored native shoreline vegetation on 26 Cowichan properties totaling 7,200 square meters and nearly 1 linear km of lake & river riparian habitats.

Shoreline owner satisfaction and support for CSSP accomplishments has been reflected by personal financial contributions exceeding \$13,000 towards the project since 2014. Much of these donations have been used to offset the annual cost of nursery stock plants, the largest on-going *operational expense*.

The CSSP leadership team (BCCF, CLRSS and Dave Polster) continue to visit each property at least once a year to monitor new plant survival and growth response over time. This provides other opportunities for owner engagement and conversations about shoreline protection and water quality issues in the lake and/or river.

In 2017, CLRSS Board members will continue 'neighbor to neighbor' visits and surveys of shoreline property owners on the lake and upper Cowichan River. The purpose remains three-fold: Firstly, to engage the owner/occupant in a conversation about the value of natural shoreline habitats to biodiversity and water quality; Secondly, to conduct a standardized survey of owner/occupant knowledge of environmental protection regulations, environmental health 'indicators' and personal preferences for maintenance of natural shoreline vegetation; and, Thirdly, to recruit new candidate properties for restoration in future years. Results of standardized surveys are analyzed and included in an annual CSSP progress report, which can be used as a gauge of the 'stewardship message' success over time.

Since 2014, CLRSS Board members have met with more than 350 riparian landowners and conducted nearly 200 standardized surveys. These face-to-face meetings are unprecedented among Vancouver Island communities where environmental sustainability remains a 'front-burner' issue on the public's agenda.

Total Project Cost: The forecasted CSSP budget for 2017-18 is \$116,500, not including an estimated 500 hours of volunteer time from the major project partners (valued at \$7,500 based on a volunteer rate of \$15/hr). Since its inception in 2014, CSSP has averaged about \$90,000 a year for the habitat restoration component only, which is arguably the highest profile part of project delivery. For 2017-18, grant applications have been or will be sent to 10 different bodies representing senior governments, the private sector, conservation-based NGO's and the CVRD (this Grant-In-Aid). The available budget will not be fully known until April 2017, when the fate of these collective applications becomes clear.

While the major partners are convinced of the environmental and social value of this multi-year initiative, the fact remains there is currently no foundational funding which guarantees baseline operations year-over-year. In addition, managing 10 or more funding sources annually now requires a not-for-profit entity like BCCF with full-time administrators to efficiently track and attribute costs according to professional accounting standards (i.e., subject to audit).

Potential Sources of Funding: The following table outlines the scope of CSSP funding sought in 2017-18, through discretionary grant applications from BCCF:

a) Organization name : Description of activities to be funded and valuation of support	b) \$ value federal cash support	c) \$ value provincial / territorial / municipal cash support	d) \$ value other cash support	e) \$ value in-kind support	f) \$ total	g) Confirmed (yes/no)
Habitat Conservation Trust Foundation			\$30,000		\$30,000	No
National Wetland Conservation Fund (Environment Canada)	\$30,000				\$30,000	No
RBC Blue Water Fund			\$10,000		\$10,000	No
Island Savings Community Endowment			\$4,000		\$4,000	No
Youbou Nature & Habitat Fund (CVRD)			\$5,000		\$5,000	No
Real Estate Foundation of BC			\$5,000		\$5,000	No
Municipal Equipment Coop Community Contributions			\$5,000		\$5,000	No
Bonny Anglers Association			\$2,500		\$2,500	Yes
Pacific Salmon Foundation			\$5,000		\$5,000	No
Volunteer support from CVRD, CVNS, BCCF, Potlatch Environmental Services Ltd. (500 hrs @ \$15/hr)				\$7,500	\$7,500	Yes
Add a line (-)						
Fisheries and Oceans Canada (RFCPP): See table 7.1. for details.	\$20,000				\$20,000	No
Total:	\$50,000		\$66,500	\$7,500	\$124,000	

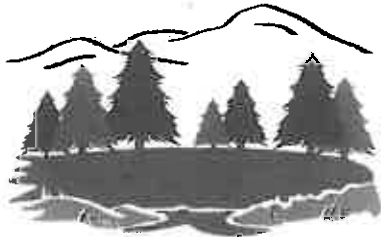
NB. The Youbou Nature & Habitat Fund will be replaced by this Regional Grant-In-Aid, if successful.

Applications to Other Local Governments: No other grant applications to other local governments in the Cowichan Valley or CVRD have been made, not are any contemplated at this time.

Volunteer Labour & In-Kind Donations: The CLRSS has committed 380 volunteer hours in 2017-18 in support of CSSP, for a broad scope of activities that are integral to the project's ultimate success (see attached letter). In addition, BCCF staff, the Cowichan Valley Naturalists' Society and Polster Environmental Services Ltd. will contribute another 120 hours of volunteer time for a total of 500 hours in the new fiscal year. Total volunteer hours are conservatively valued at \$7,500, as donated professional time has been fully discounted from 'industry standards' to \$15/hour, matching CLRSS and CVNS volunteers.

It is currently uncertain how many in-kind services or materials will be donated by shoreline property owners, including local governments like the Town of Lake Cowichan. In 2016, heavy equipment time was donated by the Town of Lake Cowichan to help remove deeply rooted invasive plants at one Town-owned site. Private property owners have also donated cash to help offset the cost on new native plants installed on their properties. Since 2014, the latter has exceeded \$13,000, but it is impossible to forecast annual amounts as donations are entirely volitional.

Amount of CVRD Financial Assistance Required for CSSP: BCCF/CLRSS are requesting \$5,000 from the CVRD's Regional Grants-In-Aid for the 2017-18 fiscal year (i.e., April 1, 2017 to March 31, 2018).



**Cowichan Lake & River
Stewardship Society**

The Cowichan Lake and River Stewardship Society
PO Box 907
Lake Cowichan
VoR 2Go

To Whom it May Concern:

Re: Cowichan Shoreline Stewardship Project – Phase II

The Cowichan Lake and River Stewardship Society (CLRSS) supports the Cowichan Shoreline Stewardship Program (CSSP) and the British Columbia Conservation Foundation (BCCF) application for funding for the project.

Phase I of the Shoreline Project (2014 – 2016), under the administration of CLRSS, proved beneficial to salmon stock through restoration of shoreline habitat on the Cowichan Lake and River. It also enhanced the knowledge of waterfront property owners, as well as the community at large, about riparian values and stewardship. Phase II, under the administration of BCCF and Craig Wightman, will continue and likely exceed these successes.

The CLRSS will partner with the BCCF and will commit to the project at least 380 volunteer hours at a cost of \$5700.

Yours truly,

Diana Gunderson
(CLRSS Vice-President)

CLRSS/CSSP Volunteer Hours (2017-18): 380 Hours @ 15 dollars/hr = \$5700

Shoreline visits (75) and surveys	2 volunteers for 20 days for 3h/day 0.5h/day*20 days record-keeping	130 h	\$ 1 950
Community Events			
LC Health Fair	2 volunteers for 5h	10h	\$150
LCS Health Fair	2 volunteers for 3h	6h	\$90
Lake Days	2 volunteers for 5h	10h	\$150
Country Grocer Appreciation Day	2 volunteers for 3h	6h	\$90
Salmon and Mushroom Festival	2 volunteers for 6h	12h	\$180
Site work			
Live-staking work parties	3 volunteers for 4h/day on 2 days	24h	\$360
Invasive removal work parties	12 volunteers for 5h/day on 1 day	60h	\$900
Working with student team	1 volunteer for 8h during summer	8 h	\$120
Site tours	2 volunteers for 3h on 4 tours/year	24h	\$360
Regional Meetings			
CSRT	1 volunteers for 3h for 10 days	30h	\$450
CWB TAC	1 volunteers for 3 hrs on 4 days	12h	\$180
CSSP reports to the Board	1 volunteer for 12h	12h	\$180
CLRSS co-ordination with BCCF	1 volunteer for 12 hours/year	12h	\$180
Clerical	1 volunteer for 2 hours/month	24h	\$360
E-mails, phone calls, reading reports, etc.			
Total:		380	\$5700

**BRITISH COLUMBIA CONSERVATION
FOUNDATION**

Financial Statements

Year Ended March 31, 2016

(Unaudited)

REVIEW ENGAGEMENT REPORT

To the Members of British Columbia Conservation Foundation

We have reviewed the statement of financial position of British Columbia Conservation Foundation as at March 31, 2016 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Foundation.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Surrey, BC

DALE MATHESON CARR-HILTON LABONTE LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

BRITISH COLUMBIA CONSERVATION FOUNDATION

Statement of Financial Position

March 31, 2016

(Unaudited)

	2016	2015
ASSETS		
CURRENT		
Cash and cash equivalents <i>(Note 4)</i>	\$ 1,489,776	\$ 2,273,477
Accounts receivable	1,452,050	1,079,788
Prepaid expenses	25,969	14,753
	<u>2,967,795</u>	<u>3,368,018</u>
PROPERTY AND EQUIPMENT <i>(Note 5)</i>	<u>395,615</u>	<u>339,466</u>
	<u>\$ 3,363,410</u>	<u>\$ 3,707,484</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 382,519	\$ 497,701
Excess funding payable <i>(Note 6)</i>	37	81,338
Employee deductions payable	60,195	61,179
Deferred contributions <i>(Note 7)</i>	1,065,076	1,371,010
	<u>1,507,827</u>	<u>2,011,228</u>
NET ASSETS		
Unrestricted reserves	656,672	382,532
Internally restricted reserves <i>(Note 9)</i>	803,297	974,258
Investment in capital assets	395,614	339,466
	<u>1,855,583</u>	<u>1,696,256</u>
	<u>\$ 3,363,410</u>	<u>\$ 3,707,484</u>
LEASE COMMITMENTS <i>(Note 8)</i>		

ON BEHALF OF THE BOARD

Bill Boak Director

Lindsay Director

See notes to financial statements

BRITISH COLUMBIA CONSERVATION FOUNDATION

Statement of Revenues and Expenditures

For the Year Ended March 31, 2016

(Unaudited)

	2016	2015
REVENUE		
Ministry of Environment Recoverable Programs	\$ 3,114,654	\$ 2,038,755
Federal	2,872,876	1,961,277
Other	133,849	75,558
Miscellaneous projects	434,706	593,071
Habitat Conservation Trust Fund	261,544	217,640
Provincial Other	228,591	208,100
Gaming	76,927	79,891
Living Rivers	34,363	192,430
Provincial Ministries	354,898	733,148
Municipalities	59,019	106,483
Foundations/Grants/Donations	876,879	719,918
WildSafe BC	321,922	68,531
	<u>8,770,228</u>	<u>6,994,802</u>
EXPENDITURES		
Projects (Schedule 1)	7,706,934	6,085,380
Administrative (Schedule 1)	875,306	790,995
Amortization	24,598	11,830
	<u>8,606,838</u>	<u>6,888,205</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 163,390</u>	<u>\$ 106,597</u>

BRITISH COLUMBIA CONSERVATION FOUNDATION

Statement of Changes in Net Assets

Year Ended March 31, 2016

(Unaudited)

	General Fund	Restricted Fund	Third Fund	2016	2015
NET ASSETS - BEGINNING OF YEAR	\$ 382,532	\$ 974,258	\$ 339,466	\$ 1,696,256	\$ 1,612,967
Excess of revenue over expenses	163,390	-	-	163,390	106,597
	110,750	(170,961)	56,148	(4,063)	(23,308)
NET ASSETS - END OF YEAR	\$ 656,672	\$ 803,297	\$ 395,614	\$ 1,855,583	\$ 1,696,256

See notes to financial statements

BRITISH COLUMBIA CONSERVATION FOUNDATION

Statement of Cash Flow

Year Ended March 31, 2016

(Unaudited)

	2016	2015
OPERATING ACTIVITIES		
Excess of revenue over expenditures	\$ 163,390	\$ 106,597
Item not affecting cash:		
Amortization of property and equipment	24,598	11,830
	<u>187,988</u>	<u>118,427</u>
Changes in non-cash working capital:		
Accounts receivable	(372,262)	(135,839)
Accounts payable and accrued liabilities	(115,183)	92,324
Deferred contributions	(305,934)	(28,577)
Prepaid expenses	(11,216)	3,834
Employee deductions payable	(984)	13,960
Excess funding payable	(81,301)	81,338
	<u>(886,880)</u>	<u>27,040</u>
Cash flow from (used by) operating activities	<u>(698,892)</u>	<u>145,467</u>
INVESTING ACTIVITIES		
Purchase of property and equipment	(80,746)	(327,948)
Contributions by restricted funds	(5,284)	(26,213)
Donations from external donors	1,221	2,905
Cash flow used by investing activities	<u>(84,809)</u>	<u>(351,256)</u>
DECREASE IN CASH FLOW	(783,701)	(205,789)
Cash - beginning of year	<u>2,273,477</u>	<u>2,479,266</u>
CASH - END OF YEAR (Note 4)	\$ 1,489,776	\$ 2,273,477

See notes to financial statements

BRITISH COLUMBIA CONSERVATION FOUNDATION

Notes to Financial Statements

Year Ended March 31, 2016

(Unaudited)

1. INCORPORATION, PURPOSE AND NATURE OF OPERATIONS

Incorporation

The British Columbia Conservation Foundation (the "Foundation") was incorporated May 6th, 1969 under the Society Act of British Columbia. The Foundation is a non-profit registered charity as defined in Section 149 of the Income Tax Act.

Purpose

The Foundation's purpose is to contribute significantly to the perpetuation and expansion of fish and wildlife habitats and forest resources by efficiently implementing conservation projects. The Foundation works with public agencies, private groups and corporations to enhance the fish, wildlife and forest resources.

Nature of operations

The Foundation's principal activities involve the management and administration on behalf of government and other funding organizations of a wide variety of projects intended to protect, preserve and improve the environment within the province of British Columbia.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Revenue recognition

The Foundation follows the deferral method of accounting for contracts from government and other funding organizations. Funds for projects and programs received in advance are deferred and recognized as revenue as the related expenses are incurred. Other contributions are recorded when receivable and collection is reasonably certain. Where contributions are received in excess of actual expenses incurred, these excess funds are repaid upon completion of the contract

Unrestricted contributions are recognized as revenue when received.

Reserves

The Foundation follows the restricted fund method of accounting for contributions received in respect of the Capital Asset Reserve, and five Internally Restricted Reserves.

The Unrestricted Reserve accounts for contributions received and expenses incurred to carry out the general objectives of the Foundation. The Capital Asset Reserve accounts for the Foundation's property and equipment, the amortization thereon, and any related liabilities. The Internally Restricted Reserves are maintained for various purposes (*Note 9*).

(continues)

BRITISH COLUMBIA CONSERVATION FOUNDATION

Notes to Financial Statements

Year Ended March 31, 2016

(Unaudited)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*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 tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Property and equipment

The Foundation capitalizes the costs of property and equipment purchased for its use. The Foundation also capitalizes the fair value of donated property where reasonably determinable; otherwise, donated property is recorded at nominal amounts. Such donations have been immaterial to date. Substantially all property and equipment of the Foundation have been purchased with the Foundation's general funds.

Amortization of property and equipment is provided on a straight-line basis over the assets' estimated useful lives, which range from three to seven years.

The Foundation also acquires property and equipment on behalf of funding organizations in connection with the management and administration of certain projects. All such costs are charged as direct project expenses as title to the assets remains with the project funding organization at all times. If, at the conclusion of a project or projects, the funding organization elects to donate the asset to the Foundation, it is recorded as a capital asset of the Foundation in accordance with the above-noted policy for donated property.

The carrying value of all categories of property and equipment is reviewed for impairment whenever events or circumstances indicate the recoverable value may be less than the carrying amount. Recoverable value is based on estimates of undiscounted future net cash flows expected to be recovered from specific assets or groups of assets through use or future disposition.

Impairment charges are recorded in the reporting period in which determination of impairment is made by management.

Contributed services

Directors and other volunteers contribute substantial amounts of time to assist the Foundation in the pursuit of its purpose. Due to the difficulty of determining their fair value, contributed services are not recognized in these financial statements.

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 expenditures 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.

BRITISH COLUMBIA CONSERVATION FOUNDATION

Notes to Financial Statements

Year Ended March 31, 2016

(Unaudited)

3. FINANCIAL INSTRUMENTS

The Foundation's financial instruments consist of cash, accounts receivable, investment, accounts payable, accrued liabilities and deferred contributions. Unless otherwise noted, it is management's opinion that the Foundation is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Foundation's main credit risks relate to its accounts receivables. The Foundation provides credit to its clients in the normal course of its operations.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Foundation is exposed to interest rate risk on its fixed rate financial instruments. The fixed rate instruments subject the Foundation to a fair value risk.

4. CASH AND CASH EQUIVALENTS

Cash and cash on hand consist of cash on hand, balances with banks and investments in guaranteed investment certificates less cheques issued and outstanding. Cash and cash equivalents included in the Statement of Cash Flow comprise the following Balance Sheet amounts:

	<u>2016</u>	<u>2015</u>
Cash on hand and balances with the bank	\$ 180,271	\$ 343,928
Cheques issued and outstanding	(437,298)	(107,254)
Guaranteed investment certificates	<u>1,746,803</u>	<u>2,036,803</u>
	<u>\$ 1,489,776</u>	<u>\$ 2,273,477</u>

The Foundation has established a line of credit with a total borrowing facility of \$490,000. The line of credit was established to meet short term funding obligations. At year end the line of credit balance was \$nil (2015 - \$nil).

BRITISH COLUMBIA CONSERVATION FOUNDATION

Notes to Financial Statements

Year Ended March 31, 2016

*(Unaudited)***5. PROPERTY AND EQUIPMENT**

	Cost	Accumulated amortization	2016 Net book value	2015 Net book value
Land	\$ 140,220	\$ -	\$ 140,220	\$ 140,220
Buildings	254,125	12,706	241,419	180,728
Equipment	64,439	63,998	441	1,075
Computer equipment	46,045	39,086	6,959	14,946
Equipment recoverable	15,951	15,951	-	-
Furniture and fixtures	29,314	22,738	6,576	-
Leasehold improvements	-	-	-	2,497
	\$ 550,094	\$ 154,479	\$ 395,615	\$ 339,466

6. EXCESS FUNDING PAYABLE

Excess funding payable resulted from funding received from the Recreational Fisheries Conservation Partnership Programs (RFCPP) for a project that was subsequently cancelled. During the year, these funds were repaid.

BRITISH COLUMBIA CONSERVATION FOUNDATION

Notes to Financial Statements

Year Ended March 31, 2016

*(Unaudited)***7. DEFERRED CONTRIBUTIONS**

	<u>2016</u>	<u>2015</u>
Columbia River Integrated Environmental Management Program	\$ 124,497	\$ 123,517
Gaming	62,468	67,396
Living Rivers	77,933	112,296
Provincial Ministries	284,720	441,921
Various projects	444,966	625,880
WildSafeBC	70,490	-
	<u>\$ 1,065,074</u>	<u>\$ 1,371,010</u>

Deferred contributions represents the unspent portion of funding programs. The deferred amounts will be held by the Foundation for future initiatives and will be recognized in revenue in the year which the expenditures are incurred. Upon completion of individual programs the Foundation is required to prepare a report for the grantor showing how the funds were actually spent.

8. LEASE COMMITMENTS

The Foundation has entered into operating leases for head office and regional office premises. The future minimum lease payments for future fiscal years are as follows:

2017	\$ 78,565
2018	57,861
2019	25,476
	<u>\$ 161,902</u>

BRITISH COLUMBIA CONSERVATION FOUNDATION

Notes to Financial Statements

Year Ended March 31, 2016

(Unaudited)

9. INTERNALLY RESTRICTED RESERVES

From time to time the Directors of the Foundation appropriate funds from the Unrestricted Reserve to an Internally Restricted Reserves as described below:

Land Acquisition Reserve

During 1997, the Directors of the Foundation established a Land Acquisition Reserve, with the purpose of purchasing land for conservation or to make contributions to other conservancy organizations for the purchase of land. During the year, \$1,694 of donations from external donors were received. At year end the balance of the Land Acquisition Reserve is \$368,136 (2015-\$366,442).

Working Capital Deficiencies Reserve

The Foundation experiences working capital deficiencies from time to time due to certain project expenditures that are incurred before the related funding is received. In order to ensure that funds are available when these deficiencies occur, the Directors of the Foundation periodically make appropriations from the Unrestricted Reserve to the Working Capital Deficiencies Reserve. At year end the balance of the Working Capital Deficiencies Reserve is \$300,000 (2015 - \$300,000).

John B Holdstock Scholarship Reserve

On April 13th 2011 the Directors of the Foundation established the John B Scholarship Reserve, and approved \$20,000 to be allocated to the reserve. During the year \$1,188 of donation revenues and \$1,216 of interest earned were received in this reserve. At year end the balance of the John B Holdstock Scholarship Reserve was \$80,230 (2015 - \$77,826).

Contribution Reserve

On April 28, 2009, the Directors of the Foundation established an Internally Restricted Reserve called the Contribution Reserve by way of an appropriation from the Unrestricted Reserve. During the year the Directors approved appropriations to the reserve as follows: to BC Wildlife Federation for their Wild Kidz Camp in the amount of \$4,000 and to the Wildlife Collision Program in the amount of \$2,500. During 2015, the Directors approved that the Foundation appropriate \$50,000 to assist in funding for the Study; *Preferences in Wildlife Management in British Columbia* by Dr. John Janmaat, and approved an additional appropriation for the BC Wildlife Federation to assist in funding part of this documentary in the amount of \$10,000. At year end the balance of the Contribution Reserve is \$47,500 (2015 \$47,500).

Building Acquisition Reserve

On March 31, 2014, the Directors of the Foundation established the General Operations Reserve by way of an appropriation of \$500,000 from the Unrestricted Reserve with the purpose of acquiring office space. Subsequent to the office acquisition the remainder of the reserve is dedicated to future repairs and maintenance of the acquired office space. During the year, \$75,000 was spent on capital additions and the Directors approved the return of \$100,000 to the Unrestricted Reserve. At year end the balance of the Building Acquisition Reserve is \$7,431 (2015 \$182,490).

BRITISH COLUMBIA CONSERVATION FOUNDATION

Project and Administration Expenses

(Schedule 1)

Year Ended March 31, 2016

(Unaudited)

	2016	2015
PROJECTS		
Wages and benefits	\$ 3,388,451	\$ 3,270,872
Subcontractors	2,817,061	1,950,045
Equipment materials, supplies, and communications	845,444	380,039
Travel and accommodation	370,438	324,193
Housing	179,175	85,811
Goods and services tax	70,083	39,355
Miscellaneous	16,998	23,655
Training and safety	19,284	11,409
	<u>7,706,934</u>	<u>6,085,379</u>
ADMINISTRATION		
Wages and benefits	602,302	536,039
Office and rent	125,244	114,452
Training	27,674	23,322
Computer maintenance and support	25,646	28,151
Sundry, insurance	22,159	24,624
Communications	18,865	17,105
Supplies	17,454	12,317
Directors Expense	13,786	8,029
Professional fees	9,000	13,585
Travel and accommodation	8,599	8,895
Interest and bank charges	4,578	4,476
	<u>\$ 875,307</u>	<u>\$ 790,995</u>

See notes to financial statements

**BRITISH COLUMBIA CONSERVATION
FOUNDATION**

Financial Statements

Year Ended March 31, 2015

(Unaudited)

BRITISH COLUMBIA CONSERVATION FOUNDATION

Index to Financial Statements

Year Ended March 31, 2015

(Unaudited)

	Page
REVIEW ENGAGEMENT REPORT	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 10
Project and Administration Expenses (<i>Schedule 1</i>)	11



DALE MATHESON CARR-HILTON LABONTE LLP
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REVIEW ENGAGEMENT REPORT

To the Members of British Columbia Conservation Foundation

We have reviewed the statement of financial position of British Columbia Conservation Foundation as at March 31, 2015 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Foundation.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.



White Rock, BC
July 30, 2015

DALE MATHESON CARR-HILTON LABONTE LLP
CHARTERED PROFESSIONAL
ACCOUNTANTS

PARTNERSHIP OF:

VANCOUVER Robert J. Burkart, Inc. Kenneth P. Chong, Inc. Alvin E. Dale Ltd. Donald L. Furnay, Ltd. David J. Goertz, Inc. Matthew G. Goodson, Inc. Barry S. Hartley, Inc. Reginald J. LaBonte Ltd. Robert J. Matheson, Inc. Mihir Patel Inc. Lorraine W. Rinfret, Inc. Brad A. Robin, Inc.
WHITE ROCK Michael K. Braun, Inc. Peter J. Donaldson, Inc. Hargit S. S. 289 Inc. TRI-CITIES Fraser G. Ross, Ltd. Brian A. Shaw, Inc.

BRITISH COLUMBIA CONSERVATION FOUNDATION

Statement of Financial Position

March 31, 2015

(Unaudited)

	2015 <i>(unaudited)</i>	2014 <i>(audited)</i>
ASSETS		
CURRENT		
Cash	\$ 236,674	\$ 92,463
Term deposits	2,036,803	2,386,803
Accounts receivable	1,079,788	943,949
Prepaid expenses	14,753	18,587
	3,368,018	3,441,802
PROPERTY AND EQUIPMENT <i>(Note 4)</i>	339,466	23,348
	\$ 3,707,484	\$ 3,465,150
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 497,701	\$ 405,377
Excess funding payable <i>(Note 6)</i>	81,338	-
Employee deductions payable	61,179	47,219
Deferred contributions <i>(Note 7)</i>	1,371,010	1,399,587
	2,011,228	1,852,183
NET ASSETS		
Unrestricted	382,532	349,543
Internally restricted <i>(Note 9)</i>	974,258	1,240,076
Investment in capital assets	339,466	23,348
	1,696,256	1,612,967
	\$ 3,707,484	\$ 3,465,150
LEASE COMMITMENTS <i>(Note 8)</i>		

ON BEHALF OF THE BOARD

Director

Director

See notes to financial statements

BRITISH COLUMBIA CONSERVATION FOUNDATION

Statement of Revenues and Expenditures

Year Ended March 31, 2015

(Unaudited)

	2015 <i>(unaudited)</i>	2014 <i>(audited)</i>
REVENUE		
Ministry of Environment Recoverable Programs	\$ 2,038,755	\$ 1,645,648
Federal	1,876,812	1,586,539
Other	159,229	138,021
Miscellaneous projects	1,419,472	839,228
Provincial Ministries	733,148	783,982
Living Rivers	192,430	370,258
Habitat Conservation Trust Fund	217,640	191,909
Provincial Other	208,100	254,058
Gaming	79,891	74,818
Columbia River Integrated Environmental Program	794	37,977
WildSafe BC	68,531	78,328
	<u>6,994,802</u>	<u>6,000,766</u>
EXPENDITURES		
Projects (Schedule 1)	6,085,380	5,215,941
Administrative (Schedule 1)	790,995	674,997
Amortization	11,830	8,420
	<u>6,888,205</u>	<u>5,899,358</u>
EXCESS OF REVENUE OVER EXPENDITURES	<u>\$ 106,597</u>	<u>\$ 101,408</u>

BRITISH COLUMBIA CONSERVATION FOUNDATION
Statement of Changes in Net Assets
Year Ended March 31, 2015

	Unrestricted		Internally restricted reserves				Invested in capital assets	2015 (unaudited)	2014 (audited)
		Land Acquisition	Working Capital	John B Holdstock Scholarship Award	Contribution Reserve	Building Acquisition		TOTAL	TOTAL
BALANCE, BEGINNING OF YEAR	\$ 349,543	\$ 365,537	\$300,000	\$74,539	\$ -	\$ 500,000	\$ 23,348	\$ 1,612,967	\$ 1,618,308
Excess of revenue over expenses for the year	118,427	-	-	-	-	-	(11,830)	106,597	101,408
Appropriation to Contribution reserve (Note 9)	(75,000)	-	-	-	75,000	-	-	-	-
Contributions received from external donors (Note 9)	-	905	-	2,000	-	-	-	2,905	12,762
Contribution to The Nature Conservancy of Canada	-	-	-	-	-	-	-	-	(100,000)
Contribution to various organizations (Note 9)	-	-	-	-	(27,500)	-	-	(27,500)	(20,804)
Interest earned on appropriated funds (Note 9)	-	-	-	1,287	-	-	-	1,287	1,293
Investment in capital assets	(10,438)	-	-	-	-	(317,510)	327,948	-	-
BALANCE, END OF YEAR	\$ 382,532	\$ 366,442	\$300,000	\$ 77,826	\$ 47,500	\$ 182,490	\$ 339,466	\$ 1,696,256	\$ 1,612,967

See notes to financial statements

BRITISH COLUMBIA CONSERVATION FOUNDATION

Statement of Cash Flows

Year Ended March 31, 2015

(Unaudited)

	2015 (unaudited)	2014 (audited)
OPERATING ACTIVITIES		
Excess of revenue over expenditures	\$ 106,597	\$ 101,408
Item not affecting cash:		
Amortization of property and equipment	11,830	8,420
	<u>118,427</u>	<u>109,828</u>
Changes in non-cash working capital:		
Accounts receivable	(135,839)	40,012
Accounts payable and accrued liabilities	92,324	151,751
Deferred contributions	(28,577)	304,894
Prepaid expenses	3,834	4,677
Employee deductions payable	13,960	(7,180)
Excess funding payable	81,338	(3,288)
	<u>27,040</u>	<u>490,866</u>
Cash flow from operating activities	<u>145,467</u>	<u>600,694</u>
INVESTING ACTIVITIES		
Purchase of property and equipment	(327,948)	(18,708)
Contributions by restricted funds	(26,213)	(119,511)
Donations from external donors	2,905	12,762
Cash flow used by investing activities	<u>(351,256)</u>	<u>(125,457)</u>
INCREASE (DECREASE) IN CASH FLOW	(205,789)	475,237
Cash - beginning of year	<u>2,479,266</u>	<u>2,004,029</u>
CASH - END OF YEAR	\$ 2,273,477	\$ 2,479,266
CASH CONSISTS OF:		
Cash	\$ 236,674	\$ 92,463
Term deposits	<u>2,036,803</u>	<u>2,386,803</u>
	\$ 2,273,477	\$ 2,479,266

BRITISH COLUMBIA CONSERVATION FOUNDATION

Notes to Financial Statements

Year Ended March 31, 2015

(Unaudited)

1. INCORPORATION, PURPOSE AND NATURE OF OPERATIONS

Incorporation

The Foundation was incorporated May 6th, 1969 under the Society Act of British Columbia. The Foundation is a non-profit registered charity as defined in Section 149 of the Income Tax Act.

Purpose

The Foundation's purpose is to contribute significantly to the perpetuation and expansion of fish and wildlife habitats and forest resources by efficiently implementing conservation projects. The Foundation works with public agencies, private groups and corporations to enhance the fish, wildlife and forest resources.

Nature of operations

The Foundation's principal activities involve the management and administration on behalf of government and other funding organizations of a wide variety of projects intended to protect, preserve and improve the environment within the province of British Columbia.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPO).

Method of accounting

The Foundation follows the deferral method of accounting for contracts from government and other funding organizations. Funds for projects and programs received in advance are deferred and recognized as revenue as the related expenses are incurred. Other contributions are recorded when receivable and collection is reasonably certain. Where contributions are received in excess of actual expenses incurred, these excess funds are repaid upon completion of the contract.

Unrestricted contributions are recognized as revenue when received.

Reserves

The Foundation follows the restricted fund method of accounting for contributions received in respect of the capital asset reserve, and five internally restricted reserves.

The unrestricted reserve accounts for contributions received and expenses incurred to carry out the general objectives of the Foundation. The capital asset reserve accounts for the Foundation's property and equipment, the amortization thereon, and any related liabilities. The internally restricted reserves are maintained for various purposes (see Note 7).

(continues)

BRITISH COLUMBIA CONSERVATION FOUNDATION**Notes to Financial Statements****Year Ended March 31, 2015***(Unaudited)*

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*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 tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Property and equipment

The Foundation capitalizes the costs of capital assets purchased for its use. The Foundation also capitalizes the fair value of donated property where reasonably determinable; otherwise, donated property is recorded at nominal amounts. Such donations have been immaterial to date. Substantially all property and equipment of the Foundation have been purchased with the Foundation's general funds.

Amortization of property and equipment is provided on a straight-line basis over the assets' estimated useful lives, which range from three to seven years.

The Foundation also acquires property and equipment on behalf of funding organizations in connection with the management and administration of certain projects. All such costs are charged as direct project expenses as title to the assets remains with the project funding organization at all times. If, at the conclusion of a project or projects, the funding organization elects to donate the asset to the Foundation, it is recorded as a capital asset of the Foundation in accordance with the above-noted policy for donated property.

The carrying value of all categories of property and equipment is reviewed for impairment whenever events or circumstances indicate the recoverable value may be less than the carrying amount. Recoverable value is based on estimates of undiscounted future net cash flows expected to be recovered from specific assets or groups of assets through use or future disposition.

Impairment charges are recorded in the reporting period in which determination of impairment is made by management.

Contributed services

Directors and other volunteers contribute substantial amounts of time to assist the Foundation in the pursuit of its purpose. Because of the difficulty of determining their fair value, contributed services are not recognized in these financial statements.

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.

BRITISH COLUMBIA CONSERVATION FOUNDATION

Notes to Financial Statements

Year Ended March 31, 2015

(Unaudited)

3. FINANCIAL INSTRUMENTS

The company's financial instruments consist of cash, accounts receivable, investment, accounts payable, accrued liabilities and deferred contributions. Unless otherwise noted, it is management's opinion that the Foundation is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Foundation's main credit risks relate to its accounts receivables. The Foundation provides credit to its clients in the normal course of its operations.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Foundation is exposed to interest rate risk on its fixed rate financial instruments. The fixed rate instruments subject the Foundation to a fair value risk.

4. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2015 Net book value	2014 Net book value
Land	\$ 140,220	\$ -	\$ 140,220	\$ -
Buildings	180,728	-	180,728	-
Equipment	64,595	63,520	1,075	2,150
Computer equipment	44,422	29,476	14,946	18,077
Equipment recoverable	18,086	18,086	-	-
Furniture and fixtures	21,643	21,643	-	-
Leasehold improvements	3,121	624	2,497	3,121
	<u>\$ 472,815</u>	<u>\$ 133,349</u>	<u>\$ 339,466</u>	<u>\$ 23,348</u>

On March 31, 2015, the Foundation completed the purchase of land and building in Kamloops BC. No amortization of the building has been taken in the current fiscal year as the Foundation had not yet put the property into use.

5. BANK INDEBTEDNESS

The Foundation has an operating line of credit of \$250,000 with a Canadian chartered bank. As at March 31, 2015 the line of credit balance was \$nil (2014 - \$nil).

BRITISH COLUMBIA CONSERVATION FOUNDATION

Notes to Financial Statements

Year Ended March 31, 2015

(Unaudited)

6. EXCESS FUNDING PAYABLE

Excess funding payable resulted from funding received from the Recreational Fisheries Conservation Partnership Programs (RFCPP) for a project that was subsequently cancelled. Subsequent to year end, these funds have been repaid.

7. DEFERRED CONTRIBUTIONS RECEIVED IN ADVANCE OF EXPENSES

Deferred contributions relating to projects and programs are as follows:

	<u>2015</u>	<u>2014</u>
Columbia River Integrated Environmental Management Program	\$ 123,517	\$ 81,980
Gaming	67,396	67,287
Living Rivers	112,296	16,617
Provincial Ministries	441,921	526,226
Various projects/carry forward	625,880	707,477
	<u>\$ 1,371,010</u>	<u>\$ 1,399,587</u>

8. LEASE COMMITMENTS

The Foundation has entered into operating leases for head office and regional office premises. The future minimum lease payments for future fiscal years are as follows:

2016	\$ 108,292
2017	78,565
2018	57,861
2019	25,476
	<u>\$ 270,194</u>

BRITISH COLUMBIA CONSERVATION FOUNDATION

Notes to Financial Statements

Year Ended March 31, 2015

(Unaudited)

9. INTERNALLY RESTRICTED RESERVES

From time to time the directors of the Foundation appropriate funds from the unrestricted reserve to an internally restricted reserves as described below:

Land Acquisition Reserve

During 1997, the Directors of the Foundation established a land acquisition reserve, the purpose of which is to purchase land for conservation purposes or make contributions to other conservancy organizations for the purchase of land. Donations from external donors totaled \$905, and at year end the balance of this reserve is \$366,442 (2014- \$365,537).

Working Capital Deficiencies Reserve

The Foundation experiences working capital deficiencies from time to time due to certain project expenditures that are incurred before the related funding is received. In order to ensure that funds are available when these deficiencies occur, the Directors of the Foundation periodically make appropriations from the unrestricted reserve to the working capital deficiencies reserve. At year end the balance of this reserve is \$300,000 (2014 - \$300,000).

John B Holdstock Scholarship Reserve

On April 13th 2011 the board of directors established the John B Scholarship award reserve, and approved \$20,000 to be put into the reserve. In the current year \$2,000 of donation revenues and \$1,287 of interest earned were credited to this fund. At year end the balance of this reserve was \$77,826 (2014 - \$74,539).

Contribution Reserve

On April 28, 2009, the Directors of the Foundation established an internally restricted reserve called the Contribution Reserve by way of an appropriation from the unrestricted reserve. In the current year the board of directors approved appropriations to the reserve as follows: to BC Wildlife Federation for their Wild Kidz Camp in the amount of \$4,000, to the Wildlife Collision Program in the amount of \$2,500, and to the West Arm Outdoors Club for the rebuilding of a fishing platform for kid's fishing opportunities and access for wheel chairs in the amount of \$8,500. The Directors also approved that the Foundation appropriate \$50,000 to assist in funding for the Study; *Preferences in Wildlife Management in British Columbia* by Dr. John Janmaat, and approved an additional appropriation for the BC Wildlife Federation to assist in funding part of this documentary in the amount of \$10,000. Contributions to these various organizations throughout the year totaled \$27,500, and at year end, the balance of this reserve is \$47,500 (2014 \$Nil).

Building Acquisition Reserve

On March 31, 2014, the board of directors established the General Operations Reserve by way of an appropriation of \$500,000 from the unrestricted reserve. The purpose of this reserve is to fund the possible purchase of an office in Surrey, BC or Kamloops, BC. In the current year, a property was purchased in in Kamloops, BC for \$317,510 resulting in a year end balance of \$182,490 (2014 \$500,000).

BRITISH COLUMBIA CONSERVATION FOUNDATION

Project and Administration Expenses

(Schedule 1)

Year Ended March 31, 2015

(Unaudited)

	2015	2014
PROJECTS		
Wages and benefits	\$ 3,270,872	\$ 2,834,608
Subcontractors	1,950,045	1,633,965
Equipment materials, supplies, and communications	380,039	301,269
Travel and accommodation	324,193	351,279
Housing	85,812	42,274
Goods and services tax	39,355	33,058
Miscellaneous	23,655	7,937
Training and safety	11,409	11,551
	6,085,380	5,215,941
ADMINISTRATION		
Salaries and wages	536,039	426,414
Office and rent	126,769	124,710
Computer maintenance and support	28,151	21,707
Sundry, insurance	24,624	26,612
Training	23,322	17,694
Communications	17,105	16,014
Professional fees	13,585	18,000
Travel, accommodation and food	8,895	6,221
Directors Expense	8,029	7,954
Interest and bank charges	4,476	3,955
Bad debts	-	5,716
	\$ 790,995	\$ 674,997

COWICHAN MUSIC FESTIVAL SOCIETY

Amount Requested: \$5,000.

Residential Cost Per \$100,000. Assessed Value - .029



JAN 31 2017

REGIONAL GRANT IN AID APPLICATION

Finance Division

Name of Organization: Cowichan Music Festival Society

Name of Contact Person: Delores Wagg - Sec. / Treasurer

Mailing Address: 6041 Hyacinth Pl. Duncan Postal Code: V9L 3Y8

Telephone No. 250-748-3973 Fax No:

Description of Project, Event or Service: Annual Music Festival in the disciplines of Voice, Dance, Piano, Instruments including Bands & Strings. All ages of students, including some adults. (over)

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: The whole community, particularly the students & their teachers. (this includes all of School District #79 and Lady Smith. Total cost of the Project, Event or Service: annual \$45,000.-

Will you receive other sources of funding? Yes No [checked]

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:

We have 50-75 volunteers annually. We receive up to \$10,000 each festival from the community, all of which is given to the participants. Have you included your organizations current annual budget and previous years' financial statements? Yes [checked] No

Grant in Aid applied for: \$5,000.00

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

We would like to be able to purchase a new computer and software to enable us to offer online registration. This would require the services of a professional.

R11

COWICHAN MUSIC FESTIVAL

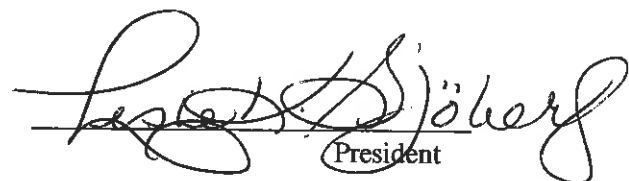
R11

FINANCIAL STATEMENT TO JULY 31, 2016

	July 31, 2016	July 31, 2015
RECEIPTS:		
Admissions, Programs & Syllabus	17,083.75	16,326.28
Entry Fees	21,460.00	18,857.00
Donation		
Bursaries, scholarships	10,568.00	9,360.00
Miscellaneous – HST Rebate	378.43	363.45
Interest	<u>948.08</u>	<u>619.66</u>
	\$50,438.26	\$45,526.39
DISBURSEMENTS:		
Adjudicator expenses	14,363.86	14,560.27
Dues and Fees	3,794.10	3,601.80
Bursaries and scholarships	8,755.00	10,032.00
Hall, Theatre, Piano rentals	6,505.75	6,780.61
Salaries (Theatre)	7,888.87	6,677.75
Office expenses	1,303.39	1,465.62
Honorarium	1,000.00	1,000.00
Donation	200.00	
Insurance	1,175.00	1,130.00
Miscellaneous – Piano Tuning	795.20	739.20
Web Page Construction/Main.	190.00	308.00
Bank Charges	8.00	8.00
Advertising	115.76	
Provincial Travel Awards	<u>1,650.00</u>	—
	\$47,744.93	\$46,303.25
Excess of Receipts over Disbursements	\$ 2,693.33	
Cash in Hand Beginning of Year	\$ 38,160.05	
Less Cash in Hand at Present		
GIC	32,550.62	
Chequing	8,302.76	<u>40,853.38</u>
	\$ 2,693.33	

Approved:


Treasurer


President

**COWICHAN THERAPEUTIC RIDING
ASSOCIATION**

Amount Requested: \$5,000.

Residential Cost Per \$100,000. Assessed Value - .029



Cowichan Therapeutic Riding Association. **R11**

at Providence Farm 1843 Tzouhalem Rd., Duncan, B.C. V9L 5L6

Attn: Mark Kueber, General Manager, Corporate Services, CVRD
Re: CVRD Regional Grant in Aid Program – 2017

Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

January 18, 2017

Dear CVRD Regional Services Committee and
CVRD Regional Board of Directors,



Please find attached an application from the Cowichan Therapeutic Riding Association (CTRA) for Regional Grant-in-Aid funding to support the pilot year of our new therapeutic vaulting program. Please also find attached an overview of therapeutic vaulting, a budget for our organization, a budget for the therapeutic vaulting program (spring – winter sessions 2017), and our 2015 financial statements (please note: our 2016 financial statements will be available soon and we are happy to forward upon request).

The Cowichan Therapeutic Riding Association provides therapeutic riding and equine-based wellness programs for persons with disabilities – the majority of whom are children and youth. Services include therapeutic riding, therapeutic horsemanship, para-equestrian sport, stable management vocational development, and spring & summer horse camps - with a therapeutic vaulting program commencing this year. Through proven therapeutic interventions and opportunities for volunteerism, CTRA helps hundreds of individuals and families each year to build healthy lives, gain empowerment, and discover a place of belonging. CTRA's long-standing, nationally-renowned program serves as a community hub and catalyst for human potential – positively contributing to the social determinants of health in our region by enriching the lives of countless residents in the Cowichan region.

This application seeks funding to help launch CTRA's new therapeutic vaulting program in 2017. Thanks to the support of PricewaterhouseCoopers, the Horse Council of BC, and Variety, CTRA was able to develop the new program over the spring/summer of 2016 and establish a pilot therapeutic vaulting program that began this fall.

Regional Grant-in-Aid funding would help subsidize the new vaulting program, across the Spring II, Fall I, and Fall II sessions of 2017 – ensuring that this new service gains traction as it is established. This funding, (received May 2017) will enable CTRA to keep user fees frozen at a highly accessible rate during this period of transition. This contribution will be used to ensure that this new service integrates successfully into CTRA's general program in a sustainable manner (e.g. providing training to volunteers so that certain roles – such as Instructor Assistants – can be transitioned to unpaid personnel).

Phone: (250)746-1028 Fax: (250)746-1033

info@ctra.ca www.ctra.ca

Charity Number 305.723843RR0001



Cowichan Therapeutic Riding Association. **R11**

at Providence Farm 1843 Tzouhalem Rd., Duncan, B.C. V9L 5L6

Therapeutic riding and equine-based therapies (including therapeutic vaulting) assist individuals with a wide variety of special needs. Significant evidence supports the tremendous benefit that these services provide for physical outcomes (strength, flexibility, coordination, balance, reduced spasticity, etc.) as well as behavioral/emotional goals (self-control, independence, confidence, empowerment, etc.). Therapeutic riding and equine-based therapies are similarly associated with improved attention skills related to classroom learning and academic performance.

Connecting everything is the undeniable social impact for participants. Using the horse as a conduit for communication and a love of these animals as essential common ground, participants learn valuable social skills and gain a sense of belonging in our community (the group-based nature of the therapeutic vaulting program offers additional opportunities for social connection). This sense of inclusion and “found family” extends to volunteers, families, and visitors alike.

This new program will offer a highly engaging “first contact” experience that will introduce new participants/families to the benefits of equine-facilitated interventions and will offer existing participants an exciting, low-cost supplemental activity to further enrich their experiences in the program.

We sincerely thank the committee for their time in considering this application and welcome any requests for additional information or follow-up questions. We also invite the Councillors, at any time, to visit the CTRA facility and see first-hand what CTRA means to the people of the Cowichan region.

In gratitude,

Anne Muir
Executive Director,
Cowichan Therapeutic Riding Association
anne@ctra.ca
250-746-1028



Phone: (250)746-1028 Fax: (250)746-1033

info@ctra.ca www.ctra.ca

Charity Number 306.723843RR0001

REGIONAL GRANT IN AID APPLICATION

Name of Organization: Cowichan Therapeutic Riding Association (CTRA)

Name of Contact Person: Anne Muir or Jennifer Barnes van Elk

Mailing Address: 1843 Tzouhalem Road, Duncan, BC **Postal Code:** V9L 5L6

Telephone No. 250-746-1028 **Fax No:** 250-746-1028

Description of Project, Event or Service: This application seeks to help establish the new therapeutic vaulting program at CTRA in 2017. Therapeutic vaulting is a group-based therapeutic activity that combines dance and gymnastic movements on a moving horse - blending the additional benefits of teamwork and artistic dance expression with the therapeutic value of horseback riding.

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: persons with disabilities - particularly children and youth

Total cost of the Project, Event or Service: \$ 35,000

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

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

See budget for breakdown \$ 30,000

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

As with all of CTRA's services, volunteers play an integral role. Our vaulting program will be assisted by volunteers in the barn (helping to care for the horses/prepare them for sessions); volunteers in the arena (directly assisting with the vaulting sessions); and volunteer horse trainers. Donated materials include equipment and supplies to help care for/feed the vaulting horses.

Have you included your organizations current annual budget and previous years' financial statements?

Yes X vaulting program and organization budget attached No _____

Grant in Aid applied for: \$ 5000

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

Therapeutic Vaulting Program – CTRA

The Cowichan Therapeutic Riding Association (CTRA) is a Duncan-based charity that provides therapeutic riding and equine-facilitated therapeutic interventions for persons with disabilities. While services are offered to clients of all ages, the vast majority of program participants are children and youth. 2016 CTRA marked CTRA's 30th year of service. The association looks to the future with a new program: therapeutic equestrian vaulting.

Equestrian vaulting is a gymnastic-type performance on a moving horse set to music, blending the traditions of dance and gymnastics with equestrian sport. Developed in postwar Germany as a means of introducing children to equestrian sport, vaulting has a well-established history in Europe and a strong following in the United States. Canada is beginning to grow the sport under VaultCanada – a discipline committee of Equine Canada (the national governing association for horse sport). Provincially, equestrian vaulting is managed by the Equestrian Vaulting Association of BC (EVA of BC). While not yet recognized as an Olympic sport, vaulting has been demonstrated at the 1984 and 1996 games and has been a component of the World Equestrian Games since 1990. The first full vaulting squad to represent Canada competed at the WEG in 2014.

Unlike most riding in which the rider exerts primary influence on the horse's "way of going" (speed, direction of travel, cadence, etc.), vaulting requires the horse to travel in a consistent circle (approximately 15-20 meters in diameter) controlled by a "lunger" (a trained equestrian positioned at the centre of the circle). A bridle or special lunging "cavesson" (headstall) and "lunge line" (long rope from headstall to handler) is used to communicate with the horse, replacing the action of reins. A specialized back pad and "surcingle" (a belly strap with hand grips and stirrup-like loops for the vaulter's feet) is used instead of a saddle. Unlike traditional, independent equestrian disciplines, vaulters work in teams, assisting each other with maneuvers and creating a seamless multi-player aesthetic. Instruction is provided by certified coaches. In British Columbia, these instructors are accredited under EVA of BC. CTRA's therapeutic vaulting instructor staff are dually certified by the Canadian Therapeutic Riding Association (the national governing body for therapeutic riding).

Vaulters progress from unmounted exercises using barrels, gym mats, trampolines, and other stationary equipment to work with horses. As skills advance, the pace of the horse moves from the walk to the canter. Vaulting horses possess sturdy conformation; move with a balanced, rhythmic gait; and demonstrate exceptional sense and patience. They are rigorously trained for this specific job, usually over many years.

Therapeutic vaulting is an adaptation of the equestrian vaulting discipline. Therapeutic vaulting provides many of the same benefits as therapeutic riding in a format that offers existing clients a supplementary service option and new clients a highly engaging "first-contact" experience. In addition to the myriad positive outcomes common to CTRA's core services, therapeutic vaulting program participants develop strength, flexibility, balance, poise, and self-confidence while benefitting from the responsibility, trust, and teamwork inherent to the group-based structure.

An additional advantage of this program is that unlike the typical model, vaulting programs can accommodate multiple riders at a time utilizing one horse. Anne Muir, Executive Director for CTRA notes that this new program is designed to be highly accessible for individuals and families in the Cowichan Valley. "The vaulting format uses one horse for a group of participants," Muir states. "This efficiency greatly reduces the cost of service delivery, allowing our association to provide this program for a much lower user fee."



Thanks to funding from PricewaterhouseCoopers, Variety, and the Horse Council of British Columbia, CTRA began piloting the new therapeutic vaulting program in fall 2016. Sessions run in six week blocks, with a two hour group lesson (max. 6 participants) taking place each week. CTRA hopes that local municipal funding will help provide some of the support required to establish this program in its first year so that this service can be successfully integrated as one of CTRA's core therapeutic interventions going into the future.

CTRA Vaulting Program - Pilot Year

Timeline: March 27 - Dec 16 2017

Inclusive of sessions:

Spring I, Spring II, Fall I, Fall II and summer vaulting camp (25 weeks total)

Income	General	CVRD GIA	Total
Grants			
Local gov't grants in Aid (\$1000 received)	2,500.00	5,000.00	7,500.00
Community Gaming Grant (portion allocated)	5,000.00		5,000.00
Coastal Communities Credit Union (March 15 deadline)	5,000.00		
Service/User Fees	7,000.00		7,000.00
Fundraising allocation	5,000.00		5,000.00
Donations allocation	5,000.00		5,000.00
Other revenue allocation	500.00		500.00
Income Total	30,000.00	5,000.00	35,000.00

Expenses	General	CVRD GIA	Total
Facility Expenses allocation			
includes hydro, rent, insurance, maintenance, tractor rental, etc.	2,500.00	2,000.00	4,500.00
Horse Expenses allocation			
includes feed, hay, veterinary care, farrier (excludes stable staff wages)	7,000.00	3,000.00	10,000.00
<i>CVRD Regional GIA support to vaulting horses only (3)</i>			
Program Expenses allocation			
includes insurance, membership dues, equipment, etc. (excludes wages)	2,500.00		2,500.00
Administrative Expense			
includes bank/cc fees, office costs, admin. staff support (NO CVRD FUNDS)	12,000.00		12,000.00
Vaulting Instructor Wages			
10 hours instruction per week @ \$23/hr x 25 weeks + MERC costs	6,000.00		6,000.00
Expense Total	30,000.00	5,000.00	35,000.00

In Kind Contributions

Volunteerism			
Stable Volunteers	250 hours x \$15/hour		3,750.00
Vaulting Volunteers	575 hours x \$20/hour		11,500.00
Donated materials (specific to vaulting program)	donated equipment/supplies		5,000.00
In Kind Total			20,250.00

**Cowichan Therapeutic Riding Association
Organizational Budget Jan 1 - Dec 31 2017**

R11

Revenue

Grants

Thrifty Foods Smile Card Program	confirmed	\$ 2,000.00
Municipal Grants-in-Aid	unconfirmed	\$ 1,000.00
Canada Summer Jobs Program	unconfirmed	\$ 6,000.00
Community Gaming Grant (BC Gov't)	confirmed (may be less)	\$ 60,000.00
Duncan Dabbers Bingo Dividend	confirmed	\$ 5,000.00
Children's Health Foundation of VI	unconfirmed	\$ 35,000.00
Rexall Foundation	unconfirmed	\$ 10,000.00
Coast Capital Savings	unconfirmed	\$ 10,000.00
Greygates Foundation	unconfirmed	\$ 3,000.00
Hamber Foundation	unconfirmed	\$ 2,000.00
Island Savings GIFT Program	unconfirmed	\$ 2,000.00
social enterprise grants (tack shop)	unconfirmed	\$ 10,000.00
misc. grants	unconfirmed	\$ 25,000.00
total grants		\$ 171,000.00

Service Fees

horse shows, clinics, & workshop entries	\$ 1,500.00
facility rentals	\$ 2,500.00
registration and membership fees	\$ 3,500.00
user Fees (incl. camp registration)	\$ 121,000.00
total service fees	\$ 128,500.00

Fundraising Events & Initiatives

silent auction table	\$ 1,000.00
Jane James Used Tack Shop sales	\$ 10,000.00
Annual Ride-a-Thon Event	\$ 18,000.00
total fundraising	\$ 29,000.00

Donations

major annual donor	\$ 20,000.00
recurring horse sponsorships	\$ 10,000.00
interest from endowment fund (VF)	\$ 3,500.00
other donations	\$ 16,650.00
total donations	\$ 50,150.00

Total Revenue	\$ 378,650.00
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Facility Costs

tractor rental	\$	2,250.00
building repairs and maintenance	\$	5,000.00
hydro	\$	5,000.00
janitorial supplies	\$	600.00
rent	\$	19,800.00
stable bedding	\$	3,500.00
total facility costs	\$	36,150.00

Horse Care and Upkeep

hay	\$	20,000.00
feed (grain and supplements)	\$	4,000.00
farrier (blacksmith and horseshoes)	\$	11,000.00
veterinary calls (routine and emergency)	\$	7,000.00
misc. supplies	\$	1,500.00
stable staff wages	\$	82,300.00
total horse care and upkeep	\$	125,800.00

Program Expense

insurance	\$	5,500.00
advertising and promotion	\$	2,000.00
volunteer development and recognition	\$	1,500.00
staff professional development	\$	2,500.00
membership dues (HCBC, CanTRA, EC)	\$	1,000.00
equipment purchases	\$	2,000.00
staff wages*	\$	115,000.00

* activities/roles associated with direct service delivery incl. instructor staff, volunteer coor., & allocations of ED/DO hours

total program expense	\$	129,500.00
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Administrative Expense

accounting costs - review engagement	\$	4,000.00
bank charges and credit card fees	\$	1,500.00
office supplies & equipment	\$	4,000.00
telephone/fax/internet	\$	1,000.00
staff wages*	\$	61,200.00

* activities/roles associated with administrative duties incl. admin assistant, financial coordinator, & allocations of ED/DO hours

total administrative expense	\$	71,700.00
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Fundraising Expense

fundraising materials and supplies	\$	1,500.00
Ride-a-Thon expenses	\$	1,000.00
Jane James Used Tack Shop expenses	\$	10,000.00
total fundraising expense	\$	12,500.00

Capital Costs

facility upgrades and improvements	\$	-
horse purchase (if necessary)	\$	3,000.00
total capital costs	\$	3,000.00

Total Expenses	\$	378,650.00
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In-Kind Contributions

R11

Volunteerism

program volunteers (sessions/stable)	5000 hours @ \$18/hour*	\$	90,000.00
skilled volunteers (technical/consult)	1000 hours @ \$30/hour	\$	30,000.00
staff volunteer time	500 @ \$20/hour (average of wages)	\$	10,000.00

total volunteerism value		\$	130,000.00
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** based on Cowichan region living wage*

Donated Goods and Services

donated services (e.g. plumber, vet, etc.)	100 hours @ \$50/hour	\$	5,000.00
donated goods (to program and store)	assessed at fair market value	\$	30,000.00
horses loaned/donated to program	5 horses @\$5000 (average fair market value)	\$	25,000.00

total donated goods and services		\$	60,000.00
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Facility Subsidy

annual value* of reduced rent from landlord & community partner "Providence Farm"		\$	10,000.00
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total facility subsidy		\$	10,000.00
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**based on FMV of \$30,000 year or \$2500/month*

Total In-Kind Contributions		\$	200,000.00
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Financial Statements of
COWICHAN THERAPEUTIC
RIDING ASSOCIATION
Year Ended December 31, 2015
(Unaudited)

INDEX

Review Engagement Report
Statement of Financial Position
Statement of Changes in Net Assets
Statement of Operations
Cash Flow Statement
Notes to the Financial Statements

REVIEW ENGAGEMENT REPORT**To: The Members of Cowichan Therapeutic Riding Association**

We have reviewed the statement of financial position of Cowichan Therapeutic Riding Association (the "Society") as at December 31, 2015 and the statements of changes in net assets, operations and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Society.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Victoria B.C.
February 19, 2016

Chartered Professional Accountants

STATEMENT OF FINANCIAL POSITION

(Unaudited)

DECEMBER 31,	2015	2014
	\$	\$
ASSETS		
CURRENT		
Cash	140,600	156,689
Cash - Gaming	454	863
Accounts receivable	28,456	22,899
Due from government agencies	3,583	1,387
Inventory <i>(Note 3)</i>	18,547	16,436
Prepaid expenses and deposits	1,209	1,409
	<u>192,849</u>	<u>199,683</u>
PROPERTY AND EQUIPMENT <i>(Note 4)</i>	<u>195,284</u>	<u>153,198</u>
	<u><u>388,133</u></u>	<u><u>352,881</u></u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	25,196	13,707
Due to government agencies	5,386	3,767
Deferred revenue <i>(Note 6)</i>	29,615	50,989
	<u>60,197</u>	<u>68,463</u>
DEFERRED CAPITAL CONTRIBUTIONS <i>(Note 7)</i>	<u>12,110</u>	<u>-</u>
	<u><u>72,307</u></u>	<u><u>68,463</u></u>
NET ASSETS		
INVESTED IN PROPERTY AND EQUIPMENT	183,175	153,198
INTERNALLY RESTRICTED	50,002	12,656
GAMING	409	863
UNRESTRICTED	82,240	117,701
	<u>315,826</u>	<u>284,418</u>
	<u><u>388,133</u></u>	<u><u>352,881</u></u>

COMMITMENT *(Note 11)*

Approved by the Board:

_____ Director

_____ Director

See accompanying notes

COWICHAN THERAPEUTIC RIDING ASSOCIATION

STATEMENT OF CHANGES IN NET ASSETS

(Unaudited)

YEAR ENDED DECEMBER 31,

	<u>Available for Use</u>				2015 Total \$	2014 Total \$
	Invested in Property and Equipment \$	Internally Restricted \$	Gaming \$	Unrestricted \$		
NET ASSETS, beginning of year	153,198	12,656	863	117,701	284,418	268,335
ADDITIONS / CONTRIBUTIONS	56,888	-	-	(56,888)	-	-
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	(14,491)	9	(454)	46,344	31,408	23,994
(LOSS) ON DISPOSAL OF PROPERTY AND EQUIPMENT	-	-	-	-	-	(7,911)
DEFERRED CONTRIBUTIONS RECEIVED	(12,420)	-	-	12,420	-	-
INTERFUND TRANSFERS	-	37,337	-	(37,337)	-	-
NET ASSETS, end of year	183,175	50,002	409	82,240	315,826	284,418

See accompanying notes

COWICHAN THERAPEUTIC RIDING ASSOCIATION

R11

STATEMENT OF OPERATIONS

(Unaudited)

YEAR ENDED DECEMBER 31,	2015	2014
	\$	\$
REVENUE		
Arena rentals	2,275	1,800
Donations <i>(Note 8)</i>	77,833	85,739
Fundraising <i>(Note 9)</i>	33,201	44,392
Gaming	47,389	48,622
Grant revenue <i>(Note 10)</i>	133,865	83,891
Horse sponsors	3,601	5,800
Integrated lesson fees	15,175	11,485
Investment income	737	125
Other revenues	7,639	9,228
Registration fees	1,935	1,980
Sale of CTRA items	521	267
Summer programs	11,375	8,675
Therapeutic lesson fees	87,200	84,191
	<u>422,746</u>	<u>386,195</u>
EXPENSES		
Advertising and promotion	2,922	3,426
Amortization	14,801	17,260
Bank charges	1,468	1,466
Barn expenses <i>(Schedule 1)</i>	40,737	29,351
Dues and licenses	961	840
Fundraising <i>(Note 9)</i>	10,701	13,295
Horse expenses <i>(Schedule 2)</i>	47,681	50,271
Office	18,290	8,204
Other operating expenses	5,625	4,046
Professional fees	4,003	3,586
Staff and volunteer development	3,538	1,665
Telephone	907	1,039
Wages and benefits	239,704	227,752
	<u>391,338</u>	<u>362,201</u>
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	31,408	23,994
OTHER EXPENSE		
Loss on disposal of property and equipment	-	7,911
EXCESS OF REVENUE OVER EXPENSES	<u>31,408</u>	<u>16,083</u>

See accompanying notes

CASH FLOW STATEMENT

(Unaudited)

YEAR ENDED DECEMBER 31,	2015	2014
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess of revenue over expenses	31,408	16,083
Adjustments for:		
Amortization	14,801	17,260
Loss on disposal of assets	-	7,911
	46,209	41,254
Changes in non-cash working capital		
Accounts receivable	(5,557)	(17,505)
Inventory	(2,111)	1,234
Prepaid expenses	200	621
Accounts payable and accrued liabilities	11,491	340
Due to government agencies	(578)	1,116
Deferred revenue	(21,374)	10,847
Deferred capital contributions	12,110	-
Cash flows from operating activities	40,390	37,907
CASH FLOWS (USED IN) INVESTING AND FINANCING ACTIVITIES		
Additions to property and equipment	(56,888)	(14,851)
Proceeds from disposal of property and equipment	-	4,000
	(56,888)	(10,851)
NET INCREASE (DECREASE) IN CASH	(16,498)	27,056
CASH - beginning of the year	157,552	130,497
CASH - end of year	141,054	157,552
CASH is comprised of the following:		
Cash	140,600	156,689
Cash - Gaming	454	863
	141,054	157,552

See accompanying notes

NOTES TO THE FINANCIAL STATEMENTS

*(Unaudited)*YEAR ENDED DECEMBER 31, 2015

1. PURPOSE OF THE ORGANIZATION AND NATURE OF ACTIVITIES

Cowichan Therapeutic Riding Association (the "Society") is a non profit organization that provides horse riding programs for mentally, physically and emotionally handicapped children and adults throughout Southern Vancouver Island. The Society was incorporated under the Society Act on December 2, 1991 and is a registered charity for income tax purposes.

The Society is exempt from income taxation under Section 149 of the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Revenue Recognition

The Society follows the restricted fund method of accounting for contributions received. Net assets available for use reports the funds which have not been designated by the donor or which have been internally restricted by the board of directors. Net assets invested in property and equipment reports the funds which have been used to purchase equipment, horses and leasehold improvements.

Donations, fees, sponsorships, sales and fundraising revenue are recognized when the amount is received or when collection is reasonably assured. Gaming revenue is deferred and recognized when the related expenses are incurred. Grants received towards general operations from government and non-government sources are recorded immediately in revenue, unless they are restricted to specific expenditures in which case they are deferred and recognized as the expenditures are incurred.

Financial Instruments

Financial assets and financial liabilities are initially measured at fair value, except for certain non-arm's length transactions. Financial assets and financial liabilities are subsequently measured at amortized cost with gains or losses recognized in the statement of operations in the period in which they occur. Financial assets measured at cost are tested for impairment when there are indicators of impairment.

Inventory

Inventory is measured at the lower of cost and net realizable value.

Property and Equipment

Property and equipment are accounted for at cost. Amortization is provided using the straight-line method at rates intended to amortize the cost of assets over their estimated useful lives. Property and equipment are carried at cost if purchased, or fair value at the date of acquisition if received by gift. Proceeds of disposals, less carrying values, of these assets are reported in the statement of operations as gains or losses on disposal.

Barn equipment	10 years
Horses	20 years
Leasehold improvements	20 years
Office and computer equipment	10 years
Program equipment	10 years
Tack	10 years

In the year of acquisition only one-half the normal rate is applied.

NOTES TO THE FINANCIAL STATEMENTS

*(Unaudited)***YEAR ENDED DECEMBER 31, 2015**

Use of Estimates

The preparation of these 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 and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Accounts receivable are stated after evaluations to their collectibility and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of property and equipment.

These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. Actual results could differ from those estimates.

Contributed Materials and Services

Contributed materials and services are recognized in the financial statements when their fair value can be reasonably determined and they are used in the normal course of operations and would otherwise have been purchased.

Volunteers contribute approximately 4500 hours per year to assist the Society in carrying out its service delivery activities. Because of the difficulty in determining their fair value, volunteer services are not recognized in the financial statements.

3. INVENTORY

	2015	2014
	\$	\$
Feed, hay and bedding	9,567	7,547
Promotional stock	119	119
Tack store inventory	8,861	8,770
	<u>18,547</u>	<u>16,436</u>

4. PROPERTY AND EQUIPMENT

	2015		2014	
	\$		\$	
	Cost	Accumulated Amortization	Net	Net
Barn equipment	12,351	12,351	-	-
Horses	62,500	14,571	47,929	42,342
Leasehold improvements	255,901	111,206	144,695	109,751
Office and computer equipment	1,152	214	938	1,053
Program equipment	16,764	16,764	-	52
Tack	1,813	91	1,722	-
	<u>350,481</u>	<u>155,197</u>	<u>195,284</u>	<u>153,198</u>

NOTES TO THE FINANCIAL STATEMENTS

(Unaudited)

YEAR ENDED DECEMBER 31, 2015

5. BANK INDEBTEDNESS

The Society has an operating line of credit facility with Island Savings Credit Union to a maximum of \$5,000 at prime plus 3.00%. The balance of the line of credit at December 31, 2015 is nil (2014: nil).

6. DEFERRED REVENUE

Deferred revenue relates to: amounts received for prepaid riding fees from clients for future therapeutic lessons, and for operating grants received which are specified for programs and activities that will be completed in a future period. The decrease of \$21,374 is due to full recognition of prior year deferred amounts less amounts received in the current year deferred for a future period. At year-end the balances are as follows:

	2015	2014
	\$	\$
Prepaid riding fees	5,032	4,276
Deferred operating grants	24,583	46,713
	29,615	50,989
	29,615	50,989

7. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions represent the unamortized amount of donations received for the purchase of capital assets. The amortization is recorded as revenue in the statement of operations.

	2015	2014
	\$	\$
Balance beginning of year	-	-
Add: Current year deferred contribution	12,420	-
Less: Amortization	(310)	-
Balance end of year	12,110	-
	12,110	-

8. DONATIONS

	2015	2014
	\$	\$
Cash	52,786	56,105
In Kind	25,047	29,634
	77,833	85,739
	77,833	85,739

NOTES TO THE FINANCIAL STATEMENTS

(Unaudited)

YEAR ENDED DECEMBER 31, 2015

9. FUNDRAISING

	2015	2014
	\$	\$
Revenue	33,201	44,392
Expenses	10,701	13,295
	<u>22,500</u>	<u>31,097</u>

10. GRANT REVENUE

	2015	2014
	\$	\$
CKNW Orphan's fund	3,000	4,000
Morris & Helen Belkin	4,000	-
Children's Health Foundation of Vancouver Island	52,500	19,750
Community Organizations	28,591	32,902
CVRD	1,666	333
Jumpstart Charities	26,400	-
Canada Post Community Foundation	1,667	-
Horse Council of BC	250	500
Local Government Grants	3,500	3,500
Neil Squire Society	1,292	2,906
Vancity Credit Union	6,000	1,000
Vancouver Foundation	3,000	4,000
Victoria Foundation	2,000	15,000
	<u>133,866</u>	<u>83,891</u>

11. COMMITMENT

The Society entered into a fifteen year lease with the Vancouver Island Providence Community Association for the premises commencing July 1, 2010 and ending June 30, 2025, with the option to renew a subsequent fifteen year lease on July 1, 2016. Either party may terminate the lease with written notice prior to May 30, 2021. Monthly rent will be as follows:

Until June 30, 2020	\$1,650 per month
Until June 30, 2025	\$1,900 per month

NOTES TO THE FINANCIAL STATEMENTS

*(Unaudited)*YEAR ENDED DECEMBER 31, 2015

12. FINANCIAL INSTRUMENTS

Financial instruments include cash, accounts receivable, and accounts payable and accrued liabilities. The estimated fair value of these financial instruments approximates their respective carrying values due to their short term nature.

The risks that arise from transacting financial instruments include credit risk, liquidity risk and market risk. Market risk is comprised of interest rate risk, currency risk and other price risk. It is management's opinion that the Society is not exposed to significant credit, liquidity or market risks arising from these financial instruments except as described below:

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Society's main credit risks relate to its accounts receivable. Accounts receivable are not concentrated with any single party, and therefore the Society is not subject to any significant concentration of credit risk.

13. PRIOR PERIOD ADJUSTMENT

Previously the Society recognized an endowment fund held at The Victoria Foundation as an asset and as a component of equity. Changes in the fair market value of this fund were recorded in income. It has now been determined that the historical contribution of the endowment fund to The Victoria Foundation was irrevocable and as such the fund does not represent an asset or component of equity of the Society. Consequently the comparative financial statements have been adjusted as follows: a decrease in the opening net assets of the year of \$87,552, a decrease in excess of revenue over expenses for the year of \$5,562, a decrease in the endowment fund asset at year-end of \$93,113, and a corresponding decrease in net assets at the end of the year.



Cowichan Independent Living

103-121 First Street, Duncan, BC V9L 1R1
 Telephone: (250) 746-3930
 Fax: (250) 746-3662
 Website: www.cvilrc.bc.ca
 Email: cvilrc@cvilrc.bc.ca

Promoting a new perspective on disability

Dear Sir or Madam,

Cowichan Independent Living is the Valley's longest serving, cross disability program and service provider in the Cowichan Valley. As a non-profit registered Charity, we provide these programs and services to anyone that self discloses the fact that they live with a disability; this includes mobility, sensory and mental illness.

As Recreation Director at CIL and a wheelchair user myself I understand the importance of activities for the disabled community. The ability to conquer a seemingly impossible task, such as riding a horse, creates the confidence needed to conquer the daily challenges of disability. The contact and communication between horse and rider creates a new way of communication for the non communicative. Given the vast area and high concentration of PWD in the valley maintaining the programs we have is of utmost importance for the most vulnerable in our society.

We fully support the Cowichan Therapeutic Riding Association, the work done and the people doing it.

Ray Hedstrom
 Recreation Director
 Cowichan Independent Living

“Did you know that 1 in 7 of our citizens in Cowichan Valley live with a disability? The highest percentage per capita in British Columbia.” (HALS Survey 2001)

January 19, 2016

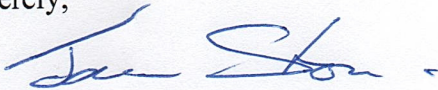
To whom it may concern:

On behalf of the Cowichan District Riding Club I am pleased to write this letter of support for the Cowichan Therapeutic Riding Association. CTRA has been providing a valuable opportunity for people with disabilities for decades. The physical and mental benefits of therapeutic riding are well known and it is wonderful that this program is offered in the Cowichan Valley.

CTRA has become a fixture in the equestrian community, one that we are happy to partner with and support through our club. CTRA is also well known and supported by the general community who recognize the wonderful work they do.

The huge group of enthusiastic volunteers and dedicated staff that keep CTRA running is a testament to the valuable service they provide to the disabled in our community as well as the organization itself. This worthwhile organization is deserving of your support so they can continue to do their wonderful work.

Sincerely,



Jane Stone
Cowichan District Riding Club



15 April 2016

Cowichan Therapeutic Riding Association

The Rotary Club of Duncan is pleased to be a supporter of CTRA and their great work in our community to support those with disabilities.

CTRA's programs include a wide range of activities that provide individuals with disabilities the opportunity to learn and grow in a nurturing environment.

Rotary's motto of 'Service above Self' is lived by all of the volunteers at CTRA. The work being done by these volunteers to give back and create a better community for all compliments Rotary's overall purpose.

Thank you for the work you are all doing, it is making a positive and lasting impact on our community.

Regards in Rotary,

Corrine Thompson

President, Rotary Club of Duncan BC



Vancouver Island Providence Community Association

1843 Tzouhalem Road Tel 250 746 4204 www.providence.bc.ca
 Duncan, BC V9L 5L6 Fax 250 746 8616 provfarm@providence.bc.ca

To Whom It May Concern

I am writing to support CTRA's application for funding.

The Cowichan Therapeutic Riding Association plays an important role in the life of our community in the Cowichan Valley. CTRA have been resident at Providence Farm for many years. They are important contributors to the general ambiance and therapeutic environment we cultivate together at the Farm.

CTRA offers numerous opportunities for volunteers of all ages, and provides hope and success for so many local parents of children with developmental and mental health issues. They prove time and again how important our connection to nature is for maintaining our well-being. Their work with children is inspiring as they help ease suffering, create joy, and improve the psychological lives of so many of our valley's most vulnerable members.

But while their many successes show the dedication of their team and the efficient use of their limited resources, these powerful therapeutic programs do need community support to function. I hope that their application is successful, as it will undoubtedly benefit numerous children.

Please don't hesitate to call me should you like to discuss this in person.

Thank you

Chris Holt

Chris Holt, Executive Director

1843 Tzouhalem Road, Duncan, BC V9L 5L6

Phone:(250) 746-4204

"The ultimate goal of farming is not the growing of crops, but the cultivation and perfection of human beings." -Masanobu Fukuoka

We are committed to serving needs and fostering talents of people in the Cowichan Valley especially of those not easily accepted elsewhere, through our therapeutic community at Providence Farm.

Our focus shall be upon the renewal of body and spirit, and upon people caring for the soil, and the soil nurturing the people.



Laura Court
Cowichan Success By 6
6359 Lane Road
Duncan BC
V9L-5Y9

November 21, 2016

To Whom It May Concern:

Cowichan Success By 6® is pleased to write this letter of support on behalf of Cowichan Therapeutic Riding Association.

Success By 6® is a community building initiative that has a common vision: to ensure that all children receive the nurturing and care they need in their first six years, and are ready to learn and succeed as they enter school. As a result, Cowichan Success By 6® works closely with many community agencies in their endeavour to provide services and supports for all children and families in our community.

Therapeutic Riding Association provides therapeutic riding and equine-based therapeutic services for persons with disabilities. Through ongoing funding opportunities, they are able to continue to develop programs, which support, enrich, and have a positive impact on the early childhood experiences for both the children and families within the region. This agency has worked in good standing and has provided many services and programs for many years in the Cowichan Valley.

Sincerely,

Laura Court
Cowichan Success By 6
Coordinator



United Way

United Way Success By 6® Partners

**COWICHAN VALLEY NATURALISTS'
SOCIETY**

Amount Requested: \$7,500.

Residential Cost Per \$100,000. Assessed Value - .043



REGIONAL GRANT IN AID APPLICATION

Name of Organization: Cowichan Valley Naturalists' Society (CVNS)

Finance Division

Name of Contact Person: Genevieve Singleton

Mailing Address: 6-55 Station Street, Duncan, B.C. **Postal Code:** V9L 1N9

Telephone No. 250-746-8052 **Fax No:** _____

Description of Project, Event or Service:

Imagine being in a Cowichan Garry Oak meadow on a lovely summer day. A blue streak flashes across the horizon and you hear the low chirps of a Western Bluebird calling to its mate. After twenty years of bluebird silence we are starting to bring these birds back! These iconic birds disappeared from the Cowichan Valley due to habitat destruction, predators, and use of pesticides. For five years now the Cowichan Valley Naturalists' Society (CVNS) has worked with the Garry Oak Ecosystem Recovery Team (GOERT) and other partners to bring these flying jewels back to our Warmland. Six years ago, there were no Western Bluebirds here, and in the fall of 2016 we counted almost 100! This included 29 adults (with 8 breeding pairs) and 67 juveniles. It is an expensive and time-consuming project to bring back a species from local extinction. For the first five years, the project consisted of translocating birds from a healthy population in Washington State, as well as providing nesting sites in favourable habitats by installing nest boxes, which the CVNS now monitors and maintains. The five-year pilot project is now finished, and as planned, the CVNS will now be the lead to continue to build the Western Bluebird population to an effective sustainable population in coming years. The bluebirds will enhance visitors' and local residents' experiences on the beautiful trails and parks in our valley.

From the beginning in 2012, GOERT and CVNS and partners have been supported by a network of experts including, but not limited to, an ornithologist, a species at risk biologist and naturalists from local organizations and the Provincial Government.

From 2012-2016 GOERT staff and members of the CVNS led the translocation project with guidance from Gary Slater of the Ecostudies Institute, Washington State, who provided expertise and conducted the translocations.

Over 50 volunteers will be working on the project this summer and we expect them to put in over 1500 hours monitoring bluebirds this year. This field season, for the first time, the Cowichan Valley Naturalist Society's network of volunteers will monitor and maintain the 18 bluebird nest box trails. A bluebird nest box trail includes a series of nesting boxes in a specified area. Some of these trails are on public property with many on private property. We are most appreciative of the landowners who allow nest boxes on their property, and sometimes assist the

project by monitoring the birds on their own land. Training manuals for bluebird trail volunteering have been developed for this new initiative.

Our volunteers include many skilled naturalists, who are responsible for collecting and recording day-to-day information and maintaining the nest box sites. CVNS Bring Back the Bluebird Project staff will be responsible for compiling the information and managing the data, as well as banding the new bluebird juveniles. Every bluebird in the Cowichan population is banded, which helps volunteers to provide detailed and accurate information in monitoring for return success in future years.

2017 Schedule

Feb. 24 – Volunteer training event to brush up on skills and learn expected procedures.

Late March 2017 – Volunteers begin to check their assigned nest boxes and survey the Valley for bluebird presence, in hopes of finding potential mating pairs.

April 2017 – Bluebirds return to the valley and begin to nest. Volunteers and CVNS staff collect data on brood sizes, hatch success, fledge success and band the juveniles when conditions are right.

May to September 2017 – Volunteers continue monitoring the birds, which potentially, may have second clutches.

In addition, volunteers and CVNS staff visit schools, community groups, host outreach events to and do fundraisers to create public awareness and understanding of this project and the lives of these beautiful birds.

The CVNS staff are responsible for overseeing the activities and ensuring the goals, tasks and timelines are met. Genevieve Singleton and Ryan Hetschko are the lead hands in overseeing these activities.

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:

Our paid and volunteer staff will increase their knowledge of bird behavior and contribute to citizen science. Our paid staff will hopefully take their learnings on to build careers in environmental science. Our fifty plus volunteers will have the thrill of bringing back a rare species and experience the joy of active stewardship, and also share their project experiences with local residents. Our community benefits from the physical beauty and spiritual value of these lovely birds as neighbours and common seasonal residents in our Valley. The local residents also become aware of the importance of their native species, start changing beliefs and attitudes, and start behaving in ways that care for their natural surroundings. This builds

a sense of stewardship and leaves a legacy of protected habitat and wildlife for future generations. Our very rare Garry Oak ecosystem (of which less than 5% of undisturbed areas are left in the world) will benefit by having its biodiversity increased.

Total cost of the Project, Event or Service: \$50000

Will you receive other sources of funding? Yes x No

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

Please note that in previous years we were under GOERT's umbrella, so our financial needs were small, which is why we only requested \$2000 from CVRD last year. We have much higher expenses this year since we are for the first time funding the whole project.

Our confirmed sources of funds so far are:

Cowichan Valley Naturalists' Society	\$7298.37
North Cowichan Grant in Aid	\$500
Total of confirmed sources	\$7798.37

Non-confirmed sources are:

Habitat Acquisition Trust Fund	\$30000
CVNS beer and burger fundraiser	\$2000
Mountain Equipment Co-op	\$1000
Baillie Fund	\$1000
South Interior Bluebird Trail Society	\$750
Canada Summer Jobs	\$7000
GOERT funds	\$15000
BC Nature grant	\$2000

We apply for many grants, and often do not receive them. There are no guarantees with the non-confirmed sources.

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

We expect over a total of over 1500 hours of volunteer labour to be contributed to the Bring Back the Bluebirds Project involving approximately 50 volunteers. We hope for \$1000 of in-kind auction donations at our annual Beer and Burger fundraiser from local businesses and another \$1000 in-kind donations from professional help with editing, printing, photography, computer use, and musicians.

Have you included your organization's current annual budget and previous years' financial statements?

Yes x No

Grant in Aid applied for: \$7500

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

2017 – Budget for Cowichan Valley Naturalists' Society	Operating funds	
Income		
Bank Interest	50.00	
Donations	100.00	
Membership	2000.00	
Miscellaneous	200.00	
Bluebird Project		50000.00
TOTAL	\$2350.00	
Expenses		
BC Nature Membership & Insurance	1200.00	
Memberships	50.00	
Licenses and Permits	40.00	
Newsletter and Postage	160.00	
Rent and file storage at Cowichan Land Trust	170.00	
Registration Fees	50.00	
Fees for display tables	50.00	
Honorariums / Conference Expenses	630.00	
Bluebird Project		50000.00
TOTAL	\$2350.00	

Financial report
Cowichan Valley Naturalists' Society

Profit & Loss January – December, 2016

INCOME	
Bank interest	51.71
Donations	10.00
Grant	1,000.00
Membership dues	1,965.00
Miscellaneous	138.00
TOTAL	\$3,164.71
EXPENSES	
BC Nature Memb.	1,114.35
Donations	1,539.82
Grant ¹	1,000.00
Licence/permits	40.00
Membership	25.00
Newsletter/mail	289.53
Office supplies	34.16
Registration Fees	25.00
Rent	135.00
TOTAL	\$4,337.86
NET INCOME	-\$1,173.15

Notes:

1. From BC Nature Foundation passed to SMWS for Swan Conference

Balance Sheet as of 31 December 2016

ASSETS		
Chequing/Savings		
ISCU – General a/c	24,886.77	
ISCU – Share	5.00	
TOTAL	\$24,891.77	
LIABILITIES & EQUITY		
Liabilities	<u>2015</u>	<u>2016</u>
Blue Bird Fund		7,298.37
Bursary Fund ²	2,601.17	1,901.17
Camp Fund ³		825.00
Cow.Est.Prot.Fund ⁴	200.18	
Cowichan River ⁵	6,445.53	1,445.53
Eagle Heights Fund	192.20	578.20
Nature Cowichan	563.08	510.58
Young Nat. Fund	1,411.96	1,126.96
TOTAL	\$11,414.12	\$13,685.81
EQUITY		
Opening Balance	6,082.07	
Retained earnings	6,297.04	
Net Income 2016	-1,173.15	
TOTAL	\$11,205.96	

TOTAL LIABILITIES & EQUITY \$24,891.77

Notes:

2. Bursary of \$ was paid and \$200 added.
3. New fund opened with \$1000, \$175 spent.
4. Used toward \$1000 for marker buoys
5. \$5000 to maintenance at Stoltz Bluffs

Cowichan Valley Regional District Regional Grant in Aid**Cowichan Valley Naturalists' Society (CVNS) Bring Back the Bluebirds Project Budget
2017**

Expenditures	Costs)
Labour:	
Gary Slater of Ecostudies Institute, Western Bluebird recovery and translocation expert based out of Washington State	\$10000
Project manager	\$15000
Project technician	\$10000
Project coordinator honorarium	\$1000
Direct Costs:	
Travel: Ecostudies Institute	\$500
Manager and Tech staff mileage	\$3000
Site supplies (includes bird watching scope and binoculars)	\$4000
Office supplies	\$500
Volunteer support and fundraiser costs	\$500
Meal worms	\$2000
Communications:	
Photo copying	\$300
Overhead:	
Administration (bookkeeper, Cowichan Land Trust support of doing payroll, etc.)	\$3000
Office supplies	\$200
Project total	\$50,000

**COWICHAN VALLEY PERFORMING
ARTS FOUNDATION**

Amount Requested: \$10,000.

Residential Cost Per \$100,000. Assessed Value - .057

REGIONAL (Arts & Culture) GRANT-IN-AID APPLICATION

Finance Division

Name of Organization: Cowichan Valley Performing Arts Foundation**Name of Contact Person:** Olivia Boudreau, President**Mailing Address:** PO Box 366, Duncan BC**Postal Code:** V9L 3X5**Telephone:** 250-732-8949**Fax No.:** N/A**Email:** info@cvperformingarts.ca**Description of Project, Event or Service:**

The CVPAF (incorporated in 2012) is the only locally-founded, not-for-profit organization in the Cowichan Valley dedicated to providing financial assistance and funding through bursaries and scholarships solely to youth (aged 18 and under) applicants requiring support to pursue performing arts activities and education in music, theatre, dance and singing. The CVPAF is a trusted organization in the Cowichan Valley, and a federally registered charity under the Canada Revenue Act (83476 8681 RR0001). We offer a unique opportunity to support both youth AND the arts that works to benefit and strengthen the valley and Cowichan families.

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

If yes, please provide details:

CVPAF is similar to KidSport and JumpStart, but funds performing arts activities as opposed to sports. It is home-grown in the Cowichan Valley, and does not currently benefit from any major corporate sponsorships.

Who will benefit from the Project, Event or Service: Cowichan youth (18 and under) requiring financial assistance to participate in performing arts activities.

Total Cost of the Project, Event or Service: Please refer to the 2017 annual operating budget attached.

Will you receive other sources of funding: Yes, we will be applying for municipal grants-in-aid as well as other corporate/charitable grant programs, holding our own fundraisers and focusing on increasing donations through promotions and marketing projects. We are currently working with local photographer Kurt Knock and several local dance studios and music instructors to produce a professional promotional video for prospective donors and grant agencies.

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

We have applied to the City of Duncan (\$1000 - approved) and the Municipality of North Cowichan (\$3000 requested). In 2017, we also plan to approach 100 Women Who Care – Cowichan Valley Chapter and continue to raise awareness of the Foundation in order to increase individual and corporate donations.

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

CVPAF is run entirely by volunteers, including a 5-member Board of Directors who attend monthly meetings and regularly volunteer to plan and attend Foundation initiatives, as well as a pool of volunteer supporters who help out at various events. Our Review Panel is also comprised of 5 members – they review funding applications and determine bursary awards for Board approval. Board members give approximately 5-10 hours each month of their time; Review Panel members give approximately 15 hours per year, and the broader volunteer pool give approximately 10-12 hours per year.

Have you included your organization’s current annual budget and previous year’s financial statements?

Yes No

Grant in Aid applied for: \$10,000

We respectfully request the Board’s consideration of increased funding to the CVPAF as the only locally-founded, not-for-profit organization in the Cowichan Valley dedicated to providing financial assistance and funding through bursaries and scholarships solely to youth (aged 18 and under) in the performing arts.

For office use only:

- All required documentation is included in application
- The applicant is an incorporated society
- The organization has no received 3 or more Regional Grants-in-Aid
- The organization is locally based



Message from the CVPAF Executive

The Cowichan Valley Performing Arts Foundation respectfully requests consideration of a 2017 CVRD Regional (Arts & Culture) Grant in Aid in the amount of \$10,000. We continue to fundraise and work closely with our community partners to diversify our revenue sources. In 2016, we welcomed several new key donors and community supporters including Peninsula Co-op, Unsworth Winery and the Downtown Duncan Business Improvement Association. We also successfully piloted a ticket surcharge program with the CVRD’s Cowichan Performing Arts Centre which we hope to formalize in 2017, and successfully implemented an online donation tool through Canada Helps – supporters can now make convenient, secure donations online and receive a tax receipt immediately by email. Despite consistent increases in the amount of funding requested each year by Cowichan families, we continue to fulfill an incrementally higher percentage of bursary requests (see Figure 1 below) – this is particularly notable given that the Foundation is 100% volunteer driven. We are deeply grateful to the Cowichan Valley Regional District, District of North Cowichan and City of Duncan for their ongoing support of our mission.

What is the Need?

In 2015, the B.C. Child Poverty Report Card, by child advocacy group First Call BC, indicated the Cowichan Valley is in first place in BC for children living in low-income families. 31% of all children aged 0 – 17 years old in the Cowichan Valley are living in low-income families. Demand for CVPAF funded bursaries continues to increase. This is due to increased awareness of the foundation and also due to the economic pressures families are feeling to accommodate performing arts programs in their children's lives. This foundation is integral to families and children in the Cowichan Valley, without this assistance, some of these children would never have the opportunity to pursue these programs. It not only allows these kids to participate but also offers local service providers (dance studios, music instructors, etc.) improved economic viability as well.

Figure 1 – CVPAF Applications & Bursaries 2013-2016¹

Year	# of Applicants	Amount Requested	Amount Awarded
2013	20	\$9,441	\$3,030 (32%)
2014	29	\$13,283	\$7,300 (55%)
2015	26	\$14,869	\$9,275 (62%)
2016	30	\$17,038	\$11,826 (69%)

¹ Amounts may not equal total bursaries in the CVPAF annual P&L statements due to the fact that bursaries from our December intake are reported, for statistical purposes, in the following calendar year since they are for spring classes. For example, bursaries awarded in December of 2015 are reported in 2016 statistics as they are for 2016 classes.

Why Support the CVPAF?

The CVPAF (incorporated in 2012) is the only locally-founded, not-for-profit organization in the Cowichan Valley dedicated to providing financial assistance and funding through bursaries and scholarships solely to youth (aged 18 and under) applicants requiring support to pursue performing arts activities and education in music, theatre, dance and singing. The CVPAF is a trusted organization in the Cowichan Valley, and a federally registered charity under the Canada Revenue Act (83476 8681 RR0001). We offer a unique opportunity to support both youth AND the arts that works to benefit and strengthen the valley and Cowichan families.

What are the Benefits of Supporting Youth in the Performing Arts?

The benefits to youth in the performing arts are well-documented. In general, performing arts programs have been shown to promote gains in math, reading, cognitive ability, critical thinking and verbal skills and also helps to develop and improve motivation, concentration, confidence and teamwork. For at-risk youth in particular, performing arts programs promote positive behaviour and social connections; improve memorization, concentration & public speaking skills; increase self-confidence, and improve school performance. More broadly, as a community organization, the CVPAF also promotes:

Inclusiveness – through the removal/reduction of financial barriers to youth participation in the performing arts.

Social Support Networks – youth that would otherwise not be able to participate are able to build important friendships and social ties in the performing arts community, increasing their sense of attachment, self-confidence and belonging;

Education and Literacy – research has shown that involvement in the performing arts helps to promote gains in math, reading, cognitive ability, critical thinking and verbal skills.

Personal Health Practices and Coping Skills – unlike organized sport, there are very few programs to support participation in the performing arts, yet these activities also promote physical activity and an engaged, healthy lifestyle.

Healthy Child Development – in addition to physical activity and overall coordination, performing arts helps to improve memorization, concentration, teamwork and public speaking skills.

Culture – the performing arts is an important outlet for creative and cultural expression, which may help to reduce the impact of any marginalization.

Local Economy – it is not unusual for local service providers to forego payment from students whose families are struggling financially. As one local service provider recently wrote in a reference letter for a bursary applicant: “I have taught *Student X* for a few years, some of the time without any remuneration because she is a lovely, friendly, truly nice girl that loves to dance (and needs to) dance so much. It is a healthy activity for her mind and her physical health and I believe that dance classes should not just be for the children of parents who can afford it.” The CVPAF helps to bridge this gap and mitigate the impact to these owners of small local businesses.

*On behalf of Cowichan youth, our members and local service providers,
thank you for your consideration*

Cowichan Valley Performing Arts Foundation		2017		
CVPAF 2017 BUDGET				
SUMMARY	ACTUAL	BUDGETED	OVER BUDGET	UNDER BUDGET
Total income	0.00	25,500.00		
Total expenses	0.00	25,500.00		
Income less expenses:				
INCOME DETAILS	ACTUAL	BUDGETED	OVER BUDGET	UNDER BUDGET
Membership Fees	0.00	1,000.00		
Interest earned	0.00	0.00		
Grants	0.00	15,000.00		
Donations	0.00	2,500.00		
Paint Night Series	0.00	1,500.00		
Sunfest Volunteer Fundraising	0.00	3,000.00		
Raffle	0.00	2,000.00		
50/50	0.00	500.00		
	0.00	0.00		
Total income:		25,500.00		
EXPENSE DETAILS	ACTUAL	BUDGETED	OVER BUDGET	UNDER BUDGET
SELLING				
Fall Scholarships - Sept	0.00	8,500.00		
Winter Scholarships - Dec	0.00	8,500.00		
Floating Scholarship	0.00	3,000.00		
	0.00	0.00		
	0.00	0.00		
	0.00	0.00		
Total sales expenses:		20,000.00		
Percent of total:		78.43%		
ADMINISTRATIVE				
Salaries and wages	0.00	0.00		
Promotions & Advertising	0.00	2,500.00		
Insurance	0.00	0.00		
Office Supplies	0.00	1,150.00		
Travel	0.00	0.00		
Postage & PO Box Rental	0.00	200.00		
Bank Fees	0.00	50.00		
Other	0.00	0.00		
Total admin. expenses:		3,900.00		
Percent of total:		15.29%		
SERVICE & EQUIPMENT				
Accounting	0.00	500.00		
Legal	0.00	0.00		
Rentals for Venues	0.00	500.00		
Telephone	0.00	500.00		
Tax Fees	0.00	100.00		
	0.00	0.00		
Other	0.00	0.00		
Total S&E expenses:		1,600.00		
Total Expenses		23,500.00		

11:12 PM

Cowichan Valley Performing Arts Foundation

Profit & Loss

08-01-17

January through December 2016

Accrual Basis

	<u>Jan - Dec 16</u>
Ordinary Income/Expense	
Income	
Direct Public Support	
Corporate and Business Grants	13,500.00
Corporate Contributions	500.00
Nonprofit Organization Grants	<u>1,500.00</u>
Total Direct Public Support	15,500.00
Fundraising	
Adage 2nd Hand Donations	10.00
Donations	133.00
Online Donations	241.25
Raffles	5,049.50
Shows	892.00
Silent Auction	1,955.00
Unsworth Vineyard Fundraiser	<u>890.00</u>
Total Fundraising	9,170.75
Program Income	
Membership Dues	<u>375.00</u>
Total Program Income	<u>375.00</u>
Total Income	25,045.75
Expense	
Accounting	270.50
Operations	
Bank Fees	82.54
Supplies	<u>66.00</u>
Total Operations	148.54
Other Types of Expenses	
Advertising Expenses	<u>3,662.37</u>
Total Other Types of Expenses	3,662.37
Scholarships/Programs	
Scholarships	<u>10,100.90</u>
Total Scholarships/Programs	<u>10,100.90</u>
Total Expense	<u>14,182.31</u>
Net Ordinary Income	<u>10,863.44</u>
Net Income	<u><u>10,863.44</u></u>

COWICHAN WOODEN BOAT SOCIETY

Amount Requested: \$50,000.

Residential Cost Per \$100,000. Assessed Value - .286



REGIONAL GRANT IN AID APPLICATION Finance Division

Name of Organization: Cowichan Wooden Boat Society

Name of Contact Person: Sharon McLeod

Mailing Address: Box 22, 1761 Cowichan Bay Rd. Postal Code: VOR1N0

Telephone No. 250-746-4955 Fax No: _____

Description of Project, Event or Service: Pier Reconstruction Project - Bring pier to like new condition by replacing deteriorated creosote treated pilings with steel piles.

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: Cowichan Region

Total cost of the Project, Event or Service: \$ 550,000

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

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

BC/Canada 150 celebrating B.C. Communities Program \$ 100,000

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

2 volunteers x 4 hours per week x 24 weeks x 2 years x \$12 per hour = \$4,608

Have you included your organizations current annual budget and previous years' financial statements?

Yes ✓ No _____

Grant in Aid applied for: \$ 50,000

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 BAY MARITIME CENTRE

January 31, 2017

Mr. Mark Kueber
General Manager, Corporate Services
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

Dear Mr. Kueber,

On behalf of the Cowichan Wooden Boat Society, you will find enclosed a Regional Grant-in-Aid Request from the Cowichan Wooden Boat Society in support of its **Pier Reconstruction Project**. An application form along with the following supporting documents are enclosed:

- 1) Project Description
- 2) Pile and Bracing Plan by Herold Engineering
- 3) Cowichan Bay Maritime Centre Visitors Log
- 4) Annual Society Budget
- 5) 2015/2016 Financial Statements
- 6) Project Budget
- 7) Letters of Support
- 8) Board of Directors Listing

Thank you for your consideration of this request. A Regional Grant-in-Aid will be a significant boost to the fundraising efforts of the CWBS and will help to ensure success in future grant applications. It will also reflect the region's commitment to preserving important heritage sites for generations to come.

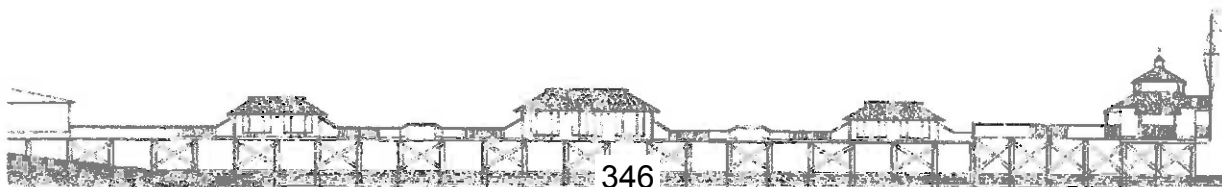
We look forward to your reply. If you have any questions or require more information, please contact me at sharon@classicboats.org or 250.815.5335.

Yours truly,



Sharon McLeod
General Manager

Encl.



**Cowichan Wooden Boat Society
Pier Reconstruction Project
Regional Grants-In-Aid Request**

Submitted: January 31, 2017

Project Details

The Cowichan Bay Maritime Centre is operated by the Cowichan Wooden Boat Society (CWBS). The CWBS estimates that between 15,000 and 20,000 people visit the Cowichan Bay Maritime Centre annually and take a walk down its pier. The 89 metre pier is a community icon and a major tourist attraction. Along it sit three pods and a pavilion which house archived photos and exhibits of local First Nations and early European settlers, a collection of small outboard motors, classic wooden boats, examples of traditional lapstrake boat construction, a children's model boatbuilding booth, replica ships, a meeting space, and other amenities.

The Maritime Centre's pier was built in 1925 by Standard Oil as a fuel loading dock. In 1988, the CWBS took possession of the pier and the subsequent property lease. In 2014, the society commissioned an engineer's survey of the pier. The survey found the pier to be in "poor but serviceable condition" due to the decaying creosote treated pilings that support the structure. The survey recommended replacing the existing pilings with new creosote treated pilings within two to five years. After consulting with local community groups, the CWBS requested a second survey in early 2016 that looked at using steel replacements instead of wood. While much costlier, steel better aligns with conservation and restoration efforts being made by local groups and Cowichan Tribes whose goal is to be able to harvest shellfish in the bay by 2020. Steel will improve the environmental health of the estuary by removing creosote, a known carcinogen, from the water. Further, it will ensure longevity of the pier for future generations. The complete reconstruction will cost approximately \$550,000 and is required for continued use of the pier.

The CWBS plans to tackle the Pier Reconstruction Project in four phases. Phase 1 includes completing an Archaeological Impact Assessment (AIA) in collaboration with Cowichan Tribes. Phase 2 includes replacing pilings 20 – 27 A & B which have less than 50% support life remaining. These pilings are critical to the structural integrity and safety of the pier. Please refer to the attached pile and bracing plan provided by Herold Engineering to identify these bearing piles which are marked in red and blue. Phase 3 includes replacing Pilings 24 – 26 CDEFG which have less than 50% support life remaining. Phase 4 includes replacing pilings 1 through 19 with less than 50% support life remaining and wrapping all original pilings that have significant support life remaining and which will not be removed.

The Pier Reconstruction Project will bring the pier back to like new condition and will ensure it can accommodate the growing number of tourists who visit Cowichan Bay each year. It will also ensure the presence of a community cultural icon for generations to come. The pier was recently added to the Cowichan Valley Regional District Community Heritage Register, which includes important heritage sites established to promote local tourism, support heritage conservation, and increase public awareness (see attached letter).

Project Benefits

The Cowichan Bay Maritime Centre plays an important role in the tourism economy for Electoral Area D and throughout the Cowichan Region. Cowichan Bay is a charming seaside village with a strong sense of place. Residents are passionate about preserving its historical roots. The Cowichan Bay Maritime Centre is considered the keeper of the community's past through its preservation of the local maritime heritage and culture, including three dugout canoes and artifacts representing the rich history of First Nations in Cowichan



Bay. But the Maritime Centre is more than that. Often referred to as a living museum, the Cowichan Region benefits from the Cowichan Bay Maritime Centre, and specifically the pier, in a number of ways:

1. The CWBS specializes in classic wooden boats and operates a traditional marine ways positioned next to the pier which serves as an important asset for boaters who come from near and far. For wooden boat owners the cradle used on the CWBS ways is preferred to the sling used by most commercial ways operators.
2. The pier is the focal point of the annual wooden boat festival, now in its 32nd year, and well attended by residents and visitors alike.
3. Guided group and school tours are offered along the pier throughout the year.
4. The CWBS owns a 1948 pilot house cutter, Halycon II, which is moored at the end of the pier. The boat is showcased at wooden marine festivals across the Island and afar. Halycon II provides opportunities for people to take a sailing trip or lesson and serves as an ambassador for the centre and community at other festivals.
5. A small fleet of rowing and sailing dinghies is accessible from the pier and available for public use for a nominal charge.
6. The CWBS offers a selection of marine-related workshops and classic wooden boatbuilding courses that benefit from use of the centre's fully equipped woodworking workshop and pier. Courses previously offered include family boatbuilding, marine photography, knot tying, navigation, children's boatbuilding, traditional lapstrake boat construction, and summer camps.
7. The pier provides a venue for weddings, potluck dinners, meeting space in the pavilion, short term moorage for visitors and residents, and is the home of the Cowichan Valley Dragon Divas (a locally based dragon boat team whose boat is moored along one of our lower docks, accessible from the pier).
8. A children's boatbuilding station in the second pod along the pier is very popular. In 2016 alone, over 3,200 model boats were built at this station.
9. The pier takes visitors 89 metres into the estuary and provides beautiful views of the scenery and sea critters below. It also shows visitors the vastness of the Cowichan Koksilah estuary and the importance of the local ecology.

Project Need

Tourism and agriculture are now the two leading industries in Cowichan Bay (see Official Community Plan). Since 1988, the presence of the Cowichan Bay Maritime Centre in the community has helped to reshape the economy. When fishing and forestry waned in the 1980s and 1990s, the Maritime Centre became a focal point for the village and helped the community transition to a tourism-based economy. Since that time, the Maritime Centre has continued to draw visitors and residents to the village of Cowichan Bay. This in turn has benefited the various businesses that have sprung up in the village; restaurants, a pub, a kayak rental store, ice cream store, artisans, whale watching outfit, and more.

Visitors come to Cowichan Bay from both near and far (see attached Visitor Log). A survey conducted by Tourism Cowichan, the Sociable Scientists, and Vancouver Island University, between June and October 2015, summarized the findings from 478 visitors to the Cowichan Region. The results show that museums, historical sights, and cultural centres were visited by 24%, 20% and 10% of visitors respectively. Further, self-guided sightseeing was chosen by 42% of visitors and groups of visitors spent an average of \$432 per day. If 20,000 visitors visited the Cowichan Bay Maritime Centre in 2015, in parties of four on average, this would mean that visitors to Cowichan Bay alone spent more than \$2 million in the region. For a rural community like Cowichan Bay, this is a significant source of revenue for the local economy.

If the pier is deemed unsafe and needs to be closed to the public before it can be restored, it will have a widespread impact on the community. It will cripple the operations of the Maritime Centre, which houses 75% of its exhibits on the pier. This will most certainly mean lost revenue for the community as some tour companies



and tourists will no longer stop in Cowichan Bay on their way to other attractions in the Cowichan region. It will also become a liability for the community. A decrepit pier will be an eyesore and its disposal will be difficult and strain the community's resources. It could also become a marine navigation hazard, making it difficult for boaters moving in and out of their mooring slips to get to and from open water at the marinas neighbouring the pier. Further, a closed pier will mean unemployment for the centre's 2.5 permanent employees, numerous casual instructors, and the summer student positions that are filled annually.

Project Funding Sources

Funds secured through the CVRD's Regional Grants-in-Aid Program will be leveraged with applications for funding made to Western Economic Diversification Canada, Island Coastal Economic Trust, and the Province of British Columbia. All three funders require a significant portion of funds be secured prior to submitting an application and many funders will match dollar for dollar funds already in place towards a project's completion.

An application is being submitted to the **British Columbia I Canada 150 Celebrating B.C. Communities and their Contributions to Canada program**. The program is investing in legacy, culture and heritages projects in communities throughout the province. The application deadline is February 10, 2017 and, if successful, the program requires projects be completed by March 2018. The CWBS will be able to complete Phase 1 and 2 of the Pier Reconstruction Project if both this program grant and a regional grant-in-aid are received. Our application request amount for the British Columbia I Canada 150 program will be \$100,000.

In addition to the aforementioned funding sources, the CWBS is seeking funding from local and provincially based businesses, local and provincially based organizations and individual donors. Further, the CWBS is now in its second year of hosting annual fundraising events for the Pier Reconstruction Project to raise awareness of the project and raise funds. The project goal is to raise all of the necessary funds for Phase 1 and 2 within the next two years.

About the Cowichan Wooden Boat Society

The Cowichan Wooden Boat Society is a BC registered society (S-22606) with Canadian charitable status (12859 6830 RR0001). The CWBS is run by a board of volunteers who report to the membership of approximately 300 people. A committee of board directors, staff, and members manages the Pier Reconstruction Project. The committee is chaired by one of the Board Directors, Lew Penney, who oversaw a project of similar size and scope between 2008 and 2012 when the CWBS decided to undertake a significant construction project which added a two storey timber-framed building to the front of the property. The building cost the centre approximately \$800,000. All of these funds were generated through fundraising efforts by the society including grant applications, fundraising events, and financial donations.

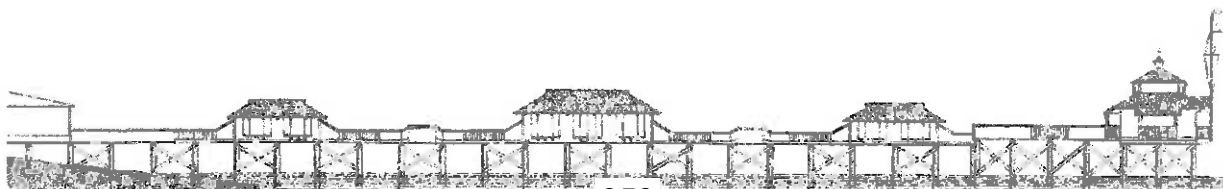
The CWBS has been financially sustaining itself since 1988 when it took over the property lease from the BC Ministry of Forests, Lands & Natural Resources (current lease has 23 years remaining). Since that time it has hosted, and continues to host, a variety of community events including an annual maritime boat festival which is now in its 32nd year, add a two-storey timber framed building, add to and maintain its displays, house a nautical library of over 2,000 books and carry on the day-to-day business of offering marine-related classes and workshops, operating a busy marine ways and fully equipped woodworking shop, welcoming thousands of visitors from near and far every year, and providing a venue for local community group meetings and events. The heritage marine ways provide a substantial source of income for the operation of the Maritime Centre. Individual and family memberships also provide income, as does a successful boat raffle and gaming funds. Another source of income is boat acquisitions and sales.

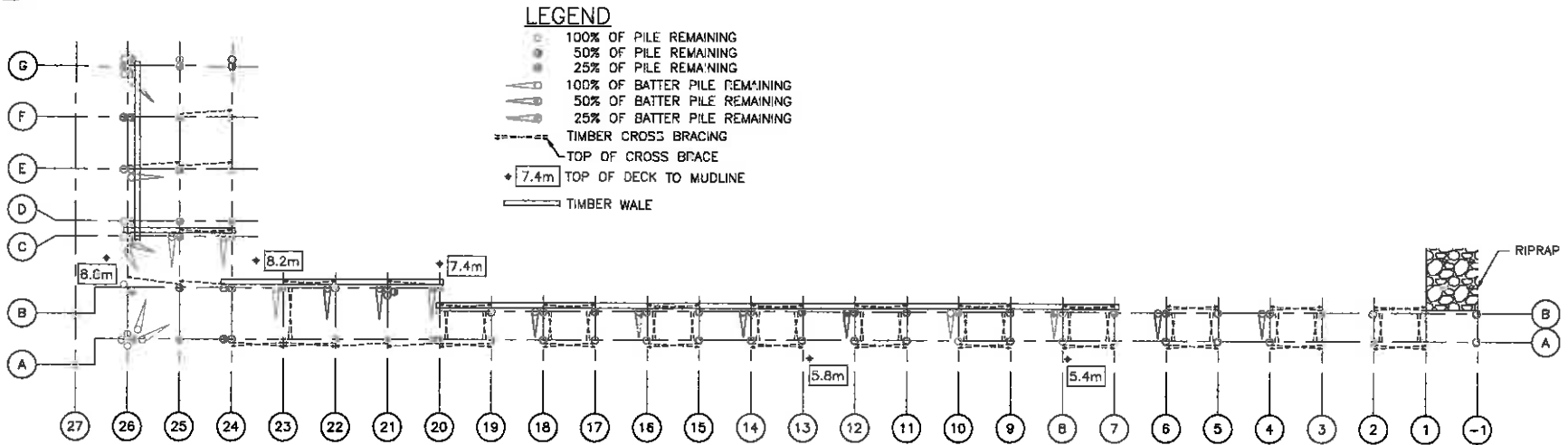
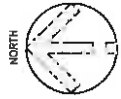
The CWBS currently employs two full-time and two part-time employees. In addition, students are hired each summer, as well as shipwrights and seasonal skilled instructors for traditional boatbuilding courses and various



marine related workshops. Further, work from resident and visiting boat owners is often referred from the centre to qualified individuals based in Cowichan Bay. Reconstructing the pier to like-new condition will ensure the existing positions are retained. Once the pier project is complete, the CWBS hopes to hire an Exhibit Manager and Communication Specialist who can rotate the displays, facilitate exchanges with similar centres on Vancouver Island, the Mainland and Sunshine Coast and market the centre more fully to attract even more visitors.

The Cowichan Bay Maritime Centre is well regarded in the community. It has been considered a community leader since its early days when it turned a derelict pier into a tourist attraction. The CWBS continues to demonstrate its community leadership role through its responsible and safety-minded approach to this project. When asked to write letters of support for the Pier Reconstruction Project the responses were resoundingly supportive and letters have been received from Alistair MacGregor (MP for Cowichan-Malahat-Langford), Bill Routley (MLA for Cowichan Valley), Lori Iannidinardo (Regional Director for Area D Cowichan Bay), Cowichan Tribes, Tourism Cowichan, Duncan Cowichan Chamber of Commerce, Cittaslow Cowichan Bay, Cowichan Bay Improvement Association, Cowichan Land Trust and Cowichan Estuary Restoration and Conservation Association. These individuals, organizations and associations are committed to preserving the unique identity of Cowichan Bay in an environmentally friendly way. Copies of these supporter letters are included for your reference.





LEGEND

- 100% OF PILE REMAINING
- ◐ 50% OF PILE REMAINING
- ◑ 25% OF PILE REMAINING
- ▲ 100% OF BATTER PILE REMAINING
- ◐ 50% OF BATTER PILE REMAINING
- ◑ 25% OF BATTER PILE REMAINING
- TIMBER CROSS BRACING
- TOP OF CROSS BRACE
- +7.4m TOP OF DECK TO MUDLINE
- ▬ TIMBER WALE

PILE & BRACING PLAN

1:250

GENERAL NOTES:

1. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE.
2. ALL ELEVATIONS ARE IN METERS AND ARE TO TIDE AND CH/RT DATUM.
3. PILE POSITIONS ARE APPROXIMATED AND HAVE BEEN LOCATED RELATIVE TO EACH OTHER.
4. ALL DIMENSIONS ARE APPROXIMATE.

ISSUES		HEROLD ENGINEERING	MARITIME CENTRE WHARF ASSESSMENT PILE AND BRACING PLAN	
No.	DATE			
A	2014.07.14	REPORT		
		3701 Shelton Rd, Moncton, BC V8T 2H1 Tel: 250-751-8580 Fax: 250-751-8559 Email: mail@heroldengineering.com		
DRAFTED	SCALE	PROJECT No.	HEL DRAWING No.	REVISION
PHU	AS SHOWN	3316-001	S02	A

DESTROY ALL DRAWINGS SHOWING PREVIOUS REVISION

Cowichan Bay Maritime Centre - Visitors Log

DATE	NAME	COMMENTS	HOME PORT
May 6	Loace Phibbard	amazing	
May 6	Eric Koehn	amazing	Edmonton
May 7	JHEG ER OSUIN	beautiful	Frankfort / GER
May 10	Jalle Jean Jacques	very nice!	Bonland AB
May 11	J. J.	well done	Bonland AB
May 11	Celine Martin	beautiful boat! amazing, awesome!	The Northwicks
May 12/16	Barbara & Bob Marocchi	Very Interesting Information. Thank you!!	Nanaimo BC
May 12/16	Team Todd & Cini	Beautiful crafted boat - amazing art!	Nelson Bay Australia
May 12/16	Yacht Alliance Kella	amazing - perfect - moving in	Colony, VA
May 13/16	Craig & Rhonda Schaeffer	Cool!	Simcoe, ON
May 13/16	Remo Lorenz	WASSER - 8 Beautiful! Works of art! Fine Craftsmen!	Port of Spain, Suriname
May 13/16	Les Cakelott	well work preserving	U.K.
May 13/16	Pam & Dave Bishop	Very interesting	Manchester UK
May 13/16	Domine	LOVING IT!!	COW bay
May 14	Janice Reagan	Really Cool	Winnipeg
May 14	TARDOR HENSHAW	originally from Hastings N.B. New Zealand	Richmond, B.C.
May 14/16	POSE YARDEN	I made a boat, awesome, so cool	Cow Bay BC
May 14/16	Astra Verge	great place	Cow Bay BC
May 15/16	Loe & Macy	Awesome place & nice old history	Victoria BC (The Firm)
May 15	Rob & Cole Williams	First time - great place	Cow Bay
May 15	GA V V age 6	Very excited about the building a boat	Stamagoula
May 15	Ann & Dan MacIntyre	amazing collection	Charlottesville VA

Cowichan Bay Maritime Centre - Visitors Log

DATE	NAME	COMMENTS	HOME PORT
50	Bob Wood		
Apr 27/16	Melissa & Al	Beautiful canoe - really cool collection!	Nelson, BC
Apr 28/16	Kathy & Alan Johnson	Great collection of wooden marine instruments	Gymnast, Australia
27 th April	Hannah & William	Beautiful!	Gold Coast, Australia
30 April	Cindy Armstrong	Beautiful and incredibly interesting	Gabriola, BC
30 th April	Josephine Wierwini	What a wonderful achievement	Gabriola B.C.
April 29/16	Katie Harris & Kevin (Crested)	Love! Boat, nice wood!	Island & Calgary
April 29/16	Scrumptious Catering & Party	new fabric / repair work	
April 30/16	Caroline Spill & Gordon	As Van Dyke's canoe is our favorite!	Nechesin BC
Apr 30/16	Mary & Alan Partridge	Beautiful Boat, loved Capt. Sauer	Comox Valley BC
Apr 30/16	Ruben Balanada	great work!	Richmond BC
Apr 30/16	THE SPUS	Beautiful!	Elkford BC
Apr 30/16	Patrick Tahi	Nice!	Vancouver BC
May 1/16	THE BENNETTS	Stunning timber canoe, Great Canoe!	Tamworth, Australia
May 2/16	Michael Lee	Very beautiful & nice work	Wesley, BC (Amillan)
May 1, 2016	Tom & Lisa	Nice!	Chico Hills, CA, USA
May 1/2016	MARK RICHSON	INCREDIBLE CRAFTSMANSHIP!	ESTERON, SK
"	Dev & Julie Baker	- enjoy our visit every couple of years.	Mill Bay BC
May 3/2016	TRACY & PEG BART	Very nice work on canoe	ST. WILFRED ST. LAW
May 3/16	TRACY	Nice!!	NAGOYA (JAPAN)
May 4/16	Mike & Lee	Fantastic craftsmanship!	Calgary, AB.
May 4/16	Suzanne & Bernard	Very nice, very	Victoria, BC
May 5/16	Bob & Susan + Dora	Love it!	Nanaimo BC

COWICHAN WOODEN BOAT SOCIETY						
BUDGETS FOR OPERATIONS (Year end August 31st.)						
		<u>2014/15</u>	<u>2014/15</u>	<u>2015/2016</u>	<u>2015/2016</u>	<u>2016/2017</u>
	<u>Income</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Grants*	47,300.00	59,560.00	57,000.00	2,090.00	70,000.00
2	Community Partnerships	4,300.00	3,389.00	3,500.00	1,830.00	4,500.00
3	Donations	17,150.00	34,072.00	18,500.00	25,990.23	21,000.00
4	Memberships	7,000.00	7,659.00	6,500.00	5,860.00	7,000.00
5	Ways	19,850.00	18,636.00	21,500.00	25,967.00	22,000.00
6	Workshop	4,000.00	3,398.00	3,000.00	1,737.00	1,500.00
7	Storage	5,500.00	5,649.00	5,500.00	11,597.00	8,000.00
8	Boat Raffle	7,500.00	6,597.00	6,500.00	6,392.00	7,500.00
9	Boat Sales	22,500.00	5,220.00	12,500.00	14,178.00	14,000.00
10	Capital Project Fundraising	16,500.00	5,000.00	10,000.00	10,890.00	12,000.00
11	Festivals & Events	5,500.00	11,242.00	12,000.00	18,216.95	12,000.00
12	Course Registration Fees	10,500.00	25,358.00	10,500.00	3,782.00	6,000.00
13	Outboard Motors	5,000.00	2,350.00	3,500.00	3,981.00	3,500.00
14	Merchandise Sales	1,500.00	495.00	1,250.00	1,434.00	1,500.00
15	Building Rentals	1,500.00	1,224.00	1,500.00	1,911.50	1,500.00
16	Miscellaneous	1,000.00	209.00	500.00	685.00	500.00
	Total Revenue	176,600.00	190,058.00	173,750.00	136,541.68	192,500.00

	<u>Expenses</u>	<u>2014/15</u>	<u>2014/15</u>	<u>2015/2016</u>	<u>2015/2016</u>	<u>2016/2017</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Administration & Professional Fees	16,600.00	17,931.00	16,500.00	17,761.00	18,500.00
2	Marketing & Communication	8,500.00	4,175.00	4,500.00	964.00	4,500.00
3	Ways	4,000.00	2,755.00	2,500.00	339.00	3,000.00
4	Maintenance - Building, Pier & Grounds	12,250.00	5,328.00	9,000.00	8,533.00	12,000.00
5	Shop	5,000.00	6,070.00	6,000.00	3,425.00	6,000.00
7	Boat Fleet Maintenance and Repair	4,300.00	795.00	1,200.00	351.00	1,500.00
8	Courses	13,000.00	20,388.00	9,500.00	5,677.00	10,500.00
9	Outboard Motors	1,000.00	736.00	1,000.00	316.00	750.00
10	Boat Raffle	850.00	632.00	750.00	176.00	1,000.00
11	Boat Acquisition Costs	1,000.00	306.00	1,000.00	1,741.00	1,500.00
12	Museum Acquisitions/ Display Upgrades	4,000.00	515.00	500.00	5.00	2,500.00
13	Utilities	12,500.00	9,765.00	12,000.00	12,391.00	15,000.00
14	Wages and Benefits	80,000.00	95,694.00	90,000.00	76,303.60	93,250.00
15	Festival Cost	5,000.00	5,418.00	7,000.00	8,566.00	9,000.00
16	Merchandise	1,500.00	0.00	1,800.00	1,455.00	1,000.00
17	Miscellaneous	2,500.00	142.00	500.00	-506.00	500.00
18	Transfer to Capital Projects	10,000.00	0.00	10,000.00	10,225.00	12,000.00
	Total Expenses	165,400.00	170,650.00	173,750.00	147,722.60	192,500.00
	Net Ordinary Income(-Deficit)	11,200.00	19,408.00	0.00	-11,180.92	0.00
<p><i>*Please note that our 2016 annual contribution from the CVRD was received after our fiscal year end. It will show up twice in our 2016/2017 fiscal year. Also, we were approved for a \$36,000 Community Gaming Grant shortly after the 2016 fiscal year end. Usually the Gaming Grant arrives just before August 31.</i></p>						

Cowichan Wooden Boat Society

BALANCE SHEET
As of August 31, 2016

	TOTAL	
	AS OF AUG 31, 2016	AS OF AUG 31, 2015 (PY)
ASSETS		
Current Assets		
1160 Wage Subsidy - Students	0.00	0.00
1170 Prepaid Expenses	0.00	0.00
1190 Inventory	748.57	0.00
12000 Undeposited Funds	119.90	360.00
1300 Fleet Inventory	15,405.00	15,000.00
Cash and cash equivalents		
1000 Cash clearing	0.00	0.00
1020 ISCU Building	0.00	0.00
1030 ISCU Chequing 2 Pier Account	8,000.00	
1115 Organization Value 1 - Building Fund	320.00	320.00
1116 Island Regular - Hold Back	-3.00	-3.00
1120 ISCU Shares	5.00	5.00
1130 Petty Cash	811.08	286.10
1140 Term Deposits	0.00	0.00
1145 Restricted Use Term Deposits for Pier	22,891.14	22,731.87
1899574 OPERATING Chequing Acct	17,703.16	2,028.13
1899608 1899608 GAMING	6,295.86	37,610.93
Total Cash and cash equivalents	\$56,023.24	\$62,979.03
Accounts receivable (A/R)		
1150 Accounts Receivable	4,184.35	5,644.83
Total Accounts receivable (A/R)	\$4,184.35	\$5,644.83
Total Current Assets	\$76,481.06	\$83,983.86
Non-current Assets		
Property, plant and equipment:		
1200 Building and Pier	309,488.57	309,457.54
1210 Shop Equipment	24,975.40	23,915.21
1220 Building Upgrade	427,584.87	427,341.49
Total Property, plant and equipment:	\$762,048.84	\$760,714.24
Total Non-current Assets	\$762,048.84	\$760,714.24
Total Assets	\$838,529.90	\$844,698.10
LIABILITIES AND EQUITY		
Current Liabilities		
2100 Accrued Fees Payable	0.00	0.00
2130 Deferred Income - Bingo	0.00	0.00
2135 Deferred Revenue	0.00	0.00
2140 GST/HST Payable	84.31	1,392.83
2160 Payroll Liabilities	3,903.76	1,478.02
2170 Worksafe BC Payable	384.08	384.08
2180 Vacation Payable	-93.23	909.97
2185 Employee Deductions	0.00	0.00
2200 Prawn Festival clearing	0.00	0.00
25550 PST Payable (BC)	1,636.13	1,368.81
Accounts Payable		

	TOTAL	
	AS OF AUG 31, 2016	AS OF AUG 31, 2015 (PY)
2000 Accounts Payable	5,534.52	171.75
Total Accounts Payable	\$5,534.52	\$171.75
Total Current Liabilities	\$11,449.57	\$5,705.46
Non-current liabilities:		
2300 Deposit for Sea Breeze repairs	0.00	0.00
Total Non-current liabilities:	\$0.00	\$0.00
Equity		
3000 Reserve - Roof / Pods	0.00	0.00
3050 Reserve - Pier Refurbishment	22,891.14	22,731.87
3100 Reserve - R Moore Fund for Sail	0.00	0.00
3110 Reserve Fund	0.00	0.00
3200 Unrestricted Net Assets	52,677.47	32,908.67
3300 Invested in Fixed Assets	763,583.30	763,583.30
Profit for the year	-12,071.58	19,768.80
Total Equity	\$827,080.33	\$838,992.64
Total Liabilities and Equity	\$838,529.90	\$844,698.10

Cowichan Wooden Boat Society

PROFIT AND LOSS

September 2015 - August 2016

	TOTAL	
	SEP 2015 - AUG 2016	SEP 2014 - AUG 2015 (PY)
INCOME		
4000 Ways - staff labour Charges	2,634.00	1,805.00
4100 Ways - Haul Fee	21,471.66	15,780.60
4110 Ways - Lay day fee	576.00	
4125 Ways - Environmental Fee	1,025.00	1,050.00
4130 Ways - Power Wash Fee/Rental	260.00	
4210 Shop - Rental space		452.00
4220 Shop - Material Sales	1,737.45	2,946.33
4300 Storage Hard		60.00
4310 Storage Wet Moorage	11,597.26	5,589.19
4400 Courses - Boatbuilding Fees	2,529.50	19,414.17
4410 Fund Raising Projects		5,000.00
4420 Boat Program - Acq. & Sales	2,327.70	5,219.64
4430 Merchandise Sales	1,433.61	658.55
4450 Donations - Collection boxes	25,247.44	16,632.14
4455 Mezzanine Rental	1,675.00	
4460 Donations - Other	742.79	16,714.52
4462 Donations - Pier Restoration	10,890.00	
4475 CVRD - Annual Contribution		13,717.23
Total 4460 Donations - Other	11,632.79	30,431.75
4467 Sponsorship/Partnership funds		930.00
4468 Gaming Account Funds		
4470 Gaming - Community Grant	705.00	34,000.00
4471 Boat Raffle	6,391.50	6,596.91
Total 4468 Gaming Account Funds	7,096.50	40,596.91
4469 Duncan Dabber Bingo Society	500.00	2,459.02
4476 Grants - Summer Students	1,385.00	11,843.17
4480 Membership Fees - Individual	3,180.00	5,898.51
4485 Memberships Corporate	950.00	
4490 Membership Fees - Family	1,730.00	1,760.00
4500 Mezzanine Rental	236.50	1,223.75
4510 Courses/Workshops/Edu	1,252.85	5,943.43
4511 Small Engine Repairs and Sales	3,981.09	2,350.32
4513 Special Events		
4513.1 Shifty Sailors 2015	803.50	81.00
4514 CrabFest 2015	9,885.89	
4515 Boat/ Maritime Festival	145.00	9,183.00
4518 Wooden Boat Festival 2016	6,207.56	
Total 4513 Special Events	17,041.95	9,264.00
4517 Donations - Tours & Field Trips	485.00	725.00
4555 Misc.	-3.28	209.33
4560 Moneris Credit Card Deposit	404.95	
Total 4555 Misc.	401.67	209.33
4600 Garage Sales	1,175.00	1,978.25
Uncategorized Income	200.00	
Total Income	\$123,762.97	\$190,221.06

	TOTAL	
	SEP 2015 - AUG 2016	SEP 2014 - AUG 2015 (PY)
COST OF GOODS SOLD		
5100 Ways - Materials, Supplies	284.16	199.29
5120 Ways - Subcontract		0.00
5200 Shop - Shipwright Labour	60.20	378.00
5210 Shop - Materials Supplies	2,416.20	4,658.74
5240 Shop - Tools	380.36	210.69
Total 5210 Shop - Materials Supplies	2,796.56	4,869.43
5220 Shop - Materials Sold	-156.63	777.51
5230 Shop - Repairs, Maintenance	724.83	45.49
5300 Courses - Shipwright Labour	2,600.00	11,390.00
5305 Courses - Instructor Fees	790.00	440.00
5310 Courses - Materials, Supplies	1,641.47	7,669.39
5320 Courses - Boat Building	645.67	888.70
5400 Boat Program - Shipwright Wages	1,000.00	
5410 Boat Program - Repairs, Maint	714.19	306.32
5411 Small Engine Repairs - Costs	315.67	735.55
5416 Halcyon - Costs	350.71	415.84
5430 Merchandise costs	1,455.37	-164.00
Total Cost of Goods Sold	\$13,222.20	\$27,951.52
GROSS PROFIT	\$110,540.77	\$162,269.54
OTHER INCOME		
7000 Interest Earned	6.99	16.96
7130 Building Fund Grants	-25.00	
7140 Boat Sales	11,850.00	
Total Other Income	\$11,831.99	\$16.96
EXPENSES		
5413 Boat Rowing project		378.90
5415 Event- Festivals Community	68.00	264.75
4519 Festival 2016 Expenses	3,182.38	
5414 Event- CWBS Boat Festival	22.53	5,152.83
5415.1 Event Shifty Sailors 2015	287.12	
5415.2 Event CrabFest 2015	5,005.71	
Total 5415 Event- Festivals Community	8,565.74	5,417.58
5418 Raffle Costs	176.07	632.13
5600 Garage sale	45.77	
6000 Bank Charges, Credit Card Comm	2,746.09	2,008.63
6110 Moneris Fees	695.64	
Total 6000 Bank Charges, Credit Card Comm	3,441.73	2,008.63
6100 Board Meetings/Expenses	136.22	279.30
6120 Office Expense	2,953.42	2,455.90
6130 Late Fees Paid	14.78	
6140 Accounting Legal & Society	245.00	1,950.00
6200 Advertising and Promotion	953.49	3,898.60
6205 Community Partner Projects	-100.00	
6218 Pier Restoration	10,224.93	
6220 Special Projects	-481.04	141.99
6305 Maintenance - Building and Pier	4,162.14	3,044.59
5250 Ways - Upgrade	55.14	2,556.13
6300 Janitorial Supplies	1,649.16	1,638.48
6301 Janitorial Services	2,721.86	645.00
6306 Library		151.99

	TOTAL	
	SEP 2015 - AUG 2016	SEP 2014 - AUG 2015 (PY)
Total 6305 Maintenance - Building and Pier	8,588.30	8,036.19
6310 Insurance	10,760.16	11,236.97
6320 Utilities - Gas	983.67	973.71
6330 Utilities - Telephone	538.02	470.20
6340 Utilities - Internet Fees	731.57	529.04
6341 Accounting Software QuickBooks	125.19	
Total 6340 Utilities - Internet Fees	856.76	529.04
6350 Utilities - Hydro	7,604.78	5,906.68
6360 Utilities - Water	545.94	498.65
6370 Utilities - Sewer	507.81	207.00
6380 Utilities - Alarm	435.09	264.00
6390 Utilities - Garbage	1,043.62	916.14
6400 Salaries and Wages	69,425.84	92,493.66
6410 Wages - Students		
Youth Staff Expenses		96.25
Total 6410 Wages - Students		96.25
6460 Staff Certifications	85.00	
6500 Workers Compensation	867.68	425.73
6600 Hospitality Expenses	10.48	276.72
66000 Payroll Expenses	4,728.20	2,678.29
Wages	1,281.88	
Total 66000 Payroll Expenses	6,010.08	2,678.29
Donations made from CWBS	0.00	163.38
Ministry of Finance (BC) Expense	0.00	0.00
Reconciliation Discrepancies		-172.55
Uncategorized Expense		
void	0.00	0.00
Total Uncategorized Expense	0.00	0.00
Total Expenses	\$134,439.34	\$142,183.09
OTHER EXPENSES		
5260 Displays Expense	5.00	362.73
Reconciliation Discrepancies-1		-8.12
Total Other Expenses	\$5.00	\$354.61
PROFIT	\$ -12,071.58	\$19,768.80

COWICHAN WOODEN BOAT SOCIETY
Pier Reconstruction Project Budget

<u>Income</u>	<u>2013/14</u> <u>Actual</u>	<u>2014/15</u> <u>Actual</u>	<u>2015/2016</u> <u>Actual</u>	<u>2016/2017</u> <u>Budget</u>	<u>2016/2017</u> <u>YTD Actual</u>	<u>2017/2018</u> <u>Budget</u>	<u>2018/2019</u> <u>Budget</u>	<u>2019/2020</u> <u>Budget</u>
Term Deposit (reallocation of funds to Pier Project)	0.00	0.00	22,484.53	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	150,000.00	0.00	140,000.00	125,000.00	0.00
Sponsorships	0.00	0.00	5,400.00	5,000.00	0.00	15,000.00	7,500.00	0.00
Donations - Corporate	0.00	0.00	3,000.00	3,000.00	2,000.00	5,000.00	5,000.00	0.00
Donations - Individual	0.00	0.00	2,490.00	2,500.00	800.00	4,000.00	3,000.00	0.00
Fundraising Events	0.00	0.00	8,750.00	8,750.00	7,615.00	8,750.00	8,750.00	8,500.00
Total Revenue	0.00	0.00	42,124.53	169,250.00	10,415.00	172,750.00	149,250.00	8,500.00

<u>Expenses</u>	<u>2013/14</u> <u>Actual</u>	<u>2014/15</u> <u>Actual</u>	<u>2015/2016</u> <u>Actual</u>	<u>2016/2017</u> <u>Budget</u>	<u>2016/2017</u> <u>YTD Actual</u>	<u>2017/2018</u> <u>Budget</u>	<u>2018/2019</u> <u>Budget</u>	<u>2019/2020</u> <u>Budget</u>
Administration	0.00	0.00	0.00	400.00	0.00	550.00	550.00	550.00
Marketing Materials - Signs, Print, Online	0.00	0.00	744.93	1,200.00	82.68	1,200.00	1,200.00	1,200.00
Engineering Fees (Surveys and Drawings)	7,507.50	5,460.00	2,100.00	1,200.00	840.00	7,500.00	7,500.00	5,000.00
Contract Wages	0.00	0.00	1,480.00	4,000.00	0.00	5,000.00	5,000.00	5,000.00
Fundraising Events	0.00	0.00	5,156.00	5,000.00	4,696.00	4,800.00	4,600.00	4,400.00
Archaeological Impact Assessment, Phase 1	0.00	0.00	0.00	15,000.00	5,082.50	0.00	0.00	0.00
Reconstruction of Pier Pilings, Phase 2 (#20-#27 AB)	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00
Reconstruction of Pier Pilings, Phase 3 (#24-#26 CDEF)	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00
Reconstruction of Pier Pilings, Phase 4 (#1-#19)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	140,000.00
Total Expenses	7,507.50	5,460.00	9,480.93	26,400.00	10,701.18	168,500.00	168,300.00	156,150.00
Net Profit	-7,507.50	-5,460.00	32,643.60	142,850.00	-286.18	4,250.00	-19,050.00	-147,650.00

Total Project Revenue **541,874.53**

Total Project Expenses **541,798.43**

Net Profit **76.10**

Ottawa

Room 519, Confederation Building
 Ottawa, Ontario K1A 0A6
 Tel.: 613-943-2180
 Fax: 613-993-5577

Constituency

126 Ingram Street Suite 101
 Duncan, British Columbia V9L 1P1
 Tel: 1-866-609-9998
 Fax: 250-746-2354



Alistair MacGregor

Member of Parliament/Député
 Cowichan-Malahat-Langford
 Alistair.MacGregor@parl.gc.ca

Ottawa

Pièce 519, Édifice de la Confédération
 Ottawa (Ontario) K1A 0A6
 Tél: 613-943-2180
 Téléc: 613-993-5577

Circonscription

126, rue Ingram suite 101
 Duncan (Columbia Britannique) V9L 1P1
 Tél: 1-866-609-9998
 Téléc: 250-746-2354

Cowichan Bay Maritime Centre
 1761 Cowichan Bay Rd,
 Cowichan Bay BC V0R 1N0

May 13, 2016

To Whom It May Concern:

I am pleased to write this letter to offer my support for the Cowichan Bay Maritime Centre's Pier Restoration Project.

The Cowichan Bay Maritime Centre's pier has been a great benefit to our community. The Cowichan Wooden Boat Society transformed an old run down petroleum facility into the Cowichan Bay Maritime Centre. The Cowichan Bay Maritime Centre's pier was built in 1925 by Standard Oil as a fuel loading dock and in 1988 the Cowichan Wooden Boat Society took possession of the pier's lease. Since then three pods and a pavilion have been built along the pier to house historic maritime displays and exhibits. Every year, over 15,000 people visit the Cowichan Bay Maritime Centre to take a stroll down the pier, view the many maritime displays, build a boat at the popular children's boatbuilding station and capture a beautiful view of the bay and estuary. Unfortunately, after many years of use, the facility's pier is now in need of major restoration.

An engineer's survey, commissioned by the Cowichan Wooden Boat Society, found the Cowichan Bay Maritime Centre's 82 metre pier needed significant repairs that will cost in the range of \$500,000. The Cowichan Wooden Boat Society, in consultation with local community groups, has decided to replace the decaying creosote treated pilings with steel piles and cross braces. The Cowichan Wooden Boat Society has committed to upholding the highest environmental standards. Steel pilings fall in line with the restoration goals and efforts being made by the local government and community groups working to remediate the Cowichan Bay estuary.

The Cowichan Bay Maritime Centre's pier was also recently added to the Cowichan Valley Regional District Community Heritage Register which includes important heritage sites established to promote local tourism, support heritage conservation, and increase public awareness.

I trust that Cowichan Bay Maritime Centre's will be successful in their request for funding for this important restoration project.

Sincerely,

A handwritten signature in black ink, reading "Alistair MacGregor". The signature is written in a cursive style with a long horizontal flourish at the end.

Alistair MacGregor, MP
Cowichan – Malahat – Langford

AM/jh UFCW 232

Parliament Buildings
 Victoria, BC V8V 1X4
 Telephone 250.387.3655
 Fax 250.387.3480
bill.routley@leg.bc.ca



Province of
 British Columbia
 Legislative Assembly

Community Offices:

273 Trunk Road
 PO Box 599
 Duncan, BC V9L 3X9
 Telephone 250.715-0127
 Fax 250.715.0139
 Toll Free 1.877.715.0127



Bill Routley, MLA
 (Cowichan Valley)

Sharon McLeod
 1765 Cowichan Bay Road
 Cowichan Bay, BC

May 13, 2016

Dear Sharon McLeod

RE: Cowichan Bay Maritime Centre's application for the Funding for their Pier Restoration Project.

Please accept my letter of support for the Cowichan Bay Maritime Centre application for their funding application for the Pier Restoration Project.

The Cowichan Bay Maritime Centre was built in 1925 by Standard Oil as a fuel loading dock. In 1988 the Cowichan Wooden Boat Society took possession of the lease. Since then three pods and a pavilion have been built along the pier to house historic maritime displays and exhibits

Every year, over 15,000 people visit the Cowichan Bay Maritime Centre to take a stroll down the pier, view the many maritime displays, build a boat at the popular children's boatbuilding station and obtain a better view of the bay and estuary.

Please accept this as endorsement for their proposal to secure funding and do not hesitate to contact me should there be any further questions.

Sincerely,

Bill Routley, MLA
 Cowichan Valley



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

May 27, 2016

Cowichan Wooden Boat Society

Subject: Letter of Support for the Pier Restoration Project

To whom it may concern:

The Duncan Cowichan Chamber of Commerce is pleased to offer this letter of support of the Cowichan Bay Maritime Centre’s Pier Restoration.

The Cowichan Bay Maritime Society has been a long standing member of the Duncan Cowichan Chamber of Commerce. The Chamber owns and operates the Cowichan Regional Visitor Centre, located adjacent the BC Forest Discovery Centre. Our travel counsellors refer thousands of visitors to Cowichan Bay, and in particular to the Maritime Centre. We fully support the Cowichan Wooden Boat Society’s efforts to uphold the highest environmental standards of this important heritage site in the Cowichan Valley.

The Cowichan Wooden Boat Society has demonstrated a cooperative relationship with the tourism and the business community of the Cowichan Region. We are hopeful the Society will be successful in their grant applications to secure funding for pier repairs at the Cowichan Bay Maritime Centre.

Sincerely,

Sonja Nagel

Executive Director

Duncan Cowichan Chamber of Commerce.



Cowichan Estuary Restoration
& Conservation Association

18 May 2016

LETTER OF SUPPORT

It is with great pleasure to provide this letter of support to the Cowichan Wooden Boat Society for the planned replacement of the decaying creosote-treated pilings with environmentally friendly concrete pilings at the Maritime Centre's pier in Cowichan Bay. CERCA appreciates this extra effort by the Society paying tribute to the highest environmental standards to be applied to a very fragile and ecologically sensitive ecosystem as part of the Cowichan Estuary.

The Maritime Centre has turned into a prime tourist attraction in Cowichan Bay contributing substantially to the tourism - driven economy of the area, a healthy alternative to non-compatible uses of the estuary allocated primarily to conservation management.

CERCA as the successor of the Cowichan Estuary Society, one of the oldest environmental non-profit societies in the Cowichan Valley (1975) and as one of the most vocal advocates of a healthy Cowichan Estuary, is fully supportive of the Wooden Boat Society's effort to maintain this important local heritage site.

Against this background CERCA sincerely hopes that the fund-raising for this ambitious undertaking will be successful.

Sincerely,

Dr. Goetz Schuerholz
Conservation Ecologist
Chair CERCA

CERCA: 1069 Khenipsen Road, Duncan BC, V9L 5L3. Tel: 250-748 4878 www.cowichanestuary.com



Deborah Fahlman, President
 Cittaslow Cowichan Bay
 PO Box 22
 Cowichan Bay, BC, V0R 1N0

May 25, 2016

To Whom it May Concern:

Letter of Support for the Cowichan Bay Maritime Centre's Pier Restoration Project.

As President of Cittaslow Cowichan Bay, I am pleased to write this letter in support of the Cowichan Bay Maritime Centre's Pier Restoration Project.

The Maritime Centre is an integral part of the history and education of the Cowichan Bay estuary. Each year, over 15,000 people visit the Centre to take a stroll down the pier, view the many maritime displays, build a boat at the popular children's boat building station and obtain a better view of the bay and estuary.

The maritime history is a long one in Cowichan Bay. The pier itself was built in 1925 by Standard Oil as a fuel loading dock. In 1988 the Cowichan Wooden Boat Society took possession of the lease. Recently, the pier was added to the Cowichan Valley Regional District Community Heritage Register which includes important heritage sites established to promote local tourism, support heritage conservation, and increase public awareness.

It is this heritage that Cittaslow is committed to supporting. Cittaslow Cowichan Bay became North America's first Cittaslow community in 2009 and is part of an international network of over 165 towns in 25 countries. Our mission and the Cittaslow Charter includes the commitment to preserve the heritage of our community.

An engineer's survey, commissioned by the Cowichan Wooden Boat Society, found the Cowichan Bay Maritime Centre's 82 metre pier to be in need of significant repairs. The Cowichan Wooden Boat Society has begun the considerable task of raising \$500,000.

As a Cittaslow Community we support the efforts to restore this historic piece of our community. One of our activities will include hosting the Centre's Wooden Boat Festival fundraising pancake breakfast in the village this June.

Sincerely,

for Deborah Fahlman
 President, Cittaslow Cowichan Bay
www.cittaslowcowichan.org



Cowichan Land Trust

#6-55 Station Street
Duncan, BC V9L 1M2
Phone: (250) 746-0227 ♦ Email: info@cowichanlandtrust.ca

May 30, 2016

Sharon MacLeod
Cowichan Wooden Boat Society
1761 Cowichan Bay Rd.
Cowichan Bay, BC V0R 1N0

Dear Mrs. McLeod,

The Cowichan Land Trust would like to express our support for the Cowichan Wooden Boat Society's application for funding to restore the Cowichan Bay Maritime Centre's pier.

The Cowichan Land Trust has owned and operated the Cowichan Estuary Nature Centre in Cowichan Bay since 2012. We have also been working to protect and restore the important ecosystems in Cowichan Bay, such as the eelgrass beds, for over 20 years. This has been accomplished through community engagement, monitoring programs and restoration efforts.

The Cowichan Wooden Boat Society has been a valuable partner over the years. The Cowichan Maritime Centre is an invaluable resource to the community offering a unique look at Cowichan Bay. Visitors and locals can learn about the history of Cowichan Bay, and the deep nautical history including boat building.

We support the restoration of the pier as it will ensure that this important attraction is preserved for the future. The restoration will also make considerable environmental improvements as the old creosote pilings are replaced with more environmentally friendly steel. This will support the protocols for peer replacement that are recommended by the BC Ministry of Forests Lands & Natural Resources, Cowichan Estuary Restoration and Conservation Association, and the Cowichan Estuary Environmental Management Committee.

The Cowichan Land Trust is "committed to conserving, protecting, and enhancing the quality of the human and natural environment in and near the Cowichan Valley Regional District, British Columbia, Canada" and we believe this project will be beneficial to both the human and natural environments in our community.

Sincerely,

Ms. Kai Rietzel
Executive Director

May 24, 2016

To whom it may concern,

I am writing this letter to voice support for the Cowichan Bay Maritime Centre's Pier Restoration Project. I am representing the Cowichan Bay Improvement Association (CBIA). We are the group that represents the Merchant Community in Cowichan Bay Village. We are concerned with building and maintaining the wonderful place that we have and bringing in people to enjoy it with us.

The Maritime Centre is a huge draw for people coming to visit the Bay. People come from all over to visit the displays and kids absolutely love building their own wooden boats to take home. It is so wonderful to have a place where folks can learn about the rich and interesting history of the area. The shipyard aspect of the Centre is also really important to the boating community. The Maritime Centre is for sure a vital asset to Cowichan Bay.

We support the pier restoration project because we would hate to see the Maritime Centre disintegrate! This major heritage site needs to be preserved so that future generations can continue to enjoy all that they offer. It is exciting to think that the society will be restoring the facility with great environmental standards using steel pilings.

If there is anything else that we can do to help, please don't hesitate to ask!

Sincerely yours,



Colleen Underwood

(Representing the Cowichan Bay Improvement Association)

PO Box 2326

Cowichan Bay, BC

V0R 1N0



May 18, 2016

RE: BC Rural Dividend Program Funding Application

To Whom It May Concern,

This letter is to confirm that I fully support the application for pier restoration funding submitted by the Cowichan Wooden Boat Society. The Cowichan Bay Maritime Centre pier is an icon in our community and an important hub of activity for community members of all ages. It is also a significant source of economic development for our area, attracting approximately 20,000 visitors annually.

If this application for funding is accepted, I will assist the Cowichan Wooden Boat Society in seeing this project through to completion. I will do so by aiding their fundraising efforts and by raising awareness of the importance of restoring the pier to a safe and structurally sound condition.

Yours Truly,

A handwritten signature in cursive script that reads 'Lori L. Iannidinardo'.

Lori Iannidinardo

CVRD Director for Cowichan Bay, Area D



Cowichan Tribes

5760 Allenby Road Duncan, BC V9L 5J1
Telephone (250) 748-3196 Fax: (250) 748-1233

Friday, June 10, 2016

RTS: e734-180516

Cowichan Wooden Boat Society & Cowichan Bay Maritime Centre
c/o Sharon McLeod

To Whom It May Concern:

Re: Cowichan Wooden Boat Society (CWBS) Pier Replacement Project

This letter serves to inform funders that in general Cowichan Tribes supports the replacement of old creosote infused pilings with steel piles and specifically we support the CWBS project and the Society's applications to obtain funding to replace the old pilings.

Cowichan Tribes is aware that creosoted timbers have long-term adverse effects on the organisms and ecology of the marine environment. Most new constructions are moving away from creosote to using steel pilings and other steel construction materials when infrastructure is in contact with the marine environment.

Cowichan Tribes appreciates that the CWBS is contacting an archaeological firm from the current list of our preferred archaeological consultants, to provide advice. We have recommended to the CWBS that since Cowichan Bay Village is set upon at least one historical Cowichan village, that an Archaeological Impact Assessment (AIA) is needed. Cowichan Tribes have occupied Cowichan Bay for at least 5,000 years and any digging in the marine environment could uncover artifacts or even human remains.

We recognize that the public education displays of the CWBS pier provides good historical information about the presence of Cowichan people in Cowichan Bay. Therefore we support their efforts to maintain this facility. If you have any questions, please contact me or Tracy Fleming, Referrals Coordinator, at Tracy.Fleming@cowichantribes.com.

Sincerely,

Larry George
Smaalthun

Manager of Lands, Governance and Fisheries



May 25, 2016

175 Ingram Street
Duncan, BC V9L 1N8
www.cvr.bc.ca

Office: 250.746.2500
Fax: 250.746.2513
Toll Free: 1.800.665.3955

Sharon McLeod
1761 Cowichan Bay Road, PO Box 22
COWICHAN BAY BC V0R 1N0

Dear Sharon McLeod:

Re: Notification of Community Heritage Register Resolution

Please be advised that, at its regular meeting of October 14, 2015, the Cowichan Valley Regional District (CVRD) Board of Directors passed the following Resolution No.15-532.2:

That it be recommended to the Board that the Shawnigan Lake Museum, 5241 Koksilah Road House, Cowichan Bay Maritime Centre, The Masthead, and Cowichan Lake Research Station be added to the Community Heritage Register.

The Cowichan Bay Maritime Centre was placed on the Community Heritage Register because it has significant heritage value. The value of this historic place includes its historic and architectural integrity, and its possible association with important historic individuals.

Heritage registry status ensures recognition of heritage value but does not ensure permanent protection from demolition, alteration or removal of the resource. The CVRD has recognized the Cowichan Bay Maritime Centre as having significant heritage value that may warrant further preservation actions in the future.

The CVRD would like to thank you for your long-term dedication in preserving this valuable heritage site. Enclosed please find a Statement of Significance. For more information please contact the undersigned at 250-746-2629 or at hkauer@cvrd.bc.ca.

Sincerely,

Heather Kauer, AICP, Senior Planner
Community & Regional Planning Division,
Planning & Development Department

HK/II

WCVRDSTORE1\HomeDir\DS\Casuals\Correspondence\Planning\Notification Letter CB Maritime Centre - Heather K.docx

Statement of Significance for Cowichan Bay Maritime Centre

Description of Historic Place

The Cowichan Bay Maritime Centre is a large ocean-front converted warehouse and pier, located at 1761 Cowichan Bay Road, in Cowichan Bay, British Columbia. This historic place is specific to the original warehouse and the pier.

Heritage Value

The Cowichan Bay Maritime Centre's heritage value can be found in its educational use and location. This historic place also represents the shift in cultural and economic development of the community. As well, the Cowichan Bay Maritime Centre illustrates the long-term community values of Cowichan Bay.

The old Chevron Oil warehouse is believed to have been built in the 1930s and was abandoned by Chevron in the 1970s. The abandoned quality of the warehouse symbolizes a historic shift in development of the community, as Cowichan Bay's tourism and fishing industry declined. The warehouse's later transition to a maritime centre greatly contributed to the increasing local tourism industry during the 1990s. This warehouse is significant as it provides a historic example of both a slowing local industry and a later upswing in local tourism, two important stages in Cowichan Bay's growth.

The Cowichan Wooden Boat Society bought the old Chevron Oil warehouse and pier in 1988 and converted the site into the Cowichan Bay Maritime Centre. Since its opening in 1989, the maritime center has continuously provided the community with educational and historical displays, technical courses, and fun community events.

As a community that has thrived from maritime ventures, Cowichan Bay has always valued and highlighted its nautical qualities. The local community members focus highly on maintaining the coastal fishing town character of this small village. The Cowichan Bay Maritime Centre illustrates the important values of the community and heritage value is easily viewed in the center's representation of the character and history of Cowichan Bay.

Character-Defining Elements

Key elements that define the heritage character of the Cowichan Bay Maritime Centre include:

- Use as an educational tool for the community
- Position on original location
- The exterior weathered character and design of the original warehouse
- The unique character of the weathered pier with the Expo'86 pavilions and the B.C. Supercargo Pavilion that is easily recognized as a significant cultural landmark feature in Cowichan Bay

Cowichan Wooden Boat Society
2016/ 2017 Board of Directors

FIRST NAME	LAST NAME	POSITION	PHONE	E-MAIL
Ion	BARNES	President	250.743.9855, 250.710.0562	ionbarnes@hotmail.com
George	KARRAS	Vice-President	250.634.4567	georgekarras@shaw.ca
Victor	LIRONI	Director	250.746.7102 c) 250.744.0226	vlironi@shaw.ca
Len	MAYEA	Secretary	250.746.5347	lwmayea@shaw.ca
Carmel	NELSON	Director	250-999-0622	c.nelson@shaw.ca
Lew	PENNEY	Treasurer	250.715.0911	lrpenney@telus.net
Steve	TAYLOR	Director	250-488-2835	habstaylor@gmail.com

**INCLUSIVE LEADERSHIP CO-
OPERATIVE**

Amount Requested: \$20,000.

Residential Cost Per \$100,000. Assessed Value - .114



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 27, 2017

Jon Lefebure, Chair
Cowichan Valley Regional District
Grant in Aid Committee
175 Ingram Street, Duncan,
British Columbia V9L 1N8

Dear Jon and all members of the CVRD Board,

Re: Application for a Grant In Aid from CVRD for 2017/2018

I am writing on behalf of the Inclusive Leadership Co-operative (ILC) to apply for a second grant-in-aid from the Cowichan Valley Regional District. The ILC is very grateful for our first regional grant-in-aid of \$10,000. for 2015/2016. This grant was so helpful in developing our non-profit, community service co-operative association. This grant has had a long term, positive impact on building the ILC's capacity for offering, promoting and proving excellent Inclusive Leadership educational services. In turn, Inclusive Leadership educational services are showing some solid outcomes in terms of building our region's capacity for building welcoming and inclusive schools, organizations, work-places and entire communities.

Unfortunately, our 2016/2017 application for a grant in aid that I hand-delivered to the CVRD in January, 2016 somehow was misplaced and was not submitted to the CVRD Board for consideration.

We look forward to your consideration of this application for a second grant in aid in the amount of \$20,000 for 2017 to 2018.

Yours sincerely,



Linda Hill, Co-ordinator
Inclusive Leadership Co-operative

CVRD REGIONAL GRANT IN AID APPLICATION

Name of Organization: Inclusive Leadership Co-operative

Incorporation number: CP-2177

Name of Contact Person: Linda Hill

Mailing Address: 3291 Renita Ridge Road, Duncan, BC Postal Code: V9L 5J6

Telephone No: 250-746-6141

Fax No: 250-597-2228

Website: www.inclusiveleadershipco-op.org

Email: inclusiveleaders@gmail.com

Amount requested: \$20,000 (this is the same amount requested in 2015)

Description of Project, Event or Service:

“We believe in our hearts that this country’s unique diversity is a blessing bestowed on us by previous generations of Canadians — Canadians who stared down prejudice and fought discrimination in all its forms. We know that our enviable, inclusive society didn’t happen by accident, and won’t continue without effort...” (Prime Minister Justin Trudeau, October 19, 2015).

“Life often involves tensions between important values. This can mean difficult choices. However, we must find ways to harmonize diversity with unity, the exercise of freedom with the common good, short-term objectives with long-term goals. 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. The partnership of government, civil society, and business is essential for effective governance.” (The Earth Charter).

The purpose of the Inclusive Leadership Co-operative (ILC) is to make the on-going effort required to engage adults and youth from diverse backgrounds in:

- a) identifying ourselves and each other as leaders and potential leaders with vital roles to play in our communities,
- b) sharing leadership in building inclusive, welcoming and sustainable neighbourhoods, schools, work-places and communities based on respect for diversity.

The vision of the ILC is communities transformed by people embracing diversity in all living beings as gifts that enrich the world. The mission of the ILC is to bring together new and experienced leaders from diverse generations, cultures and other backgrounds to nurture and develop Inclusive Leadership awareness, skills, and action plans for building welcoming, inclusive and sustainable communities.

The Inclusive Leadership Co-operative is applying for a grant-in-aid from the Cowichan Valley Regional District to support our organization to offer the following services within the Cowichan Region.

1. Experiential Inclusive Leadership workshops for non-profit organizations, schools, government, community groups and other organizations.

2. Bringing together new and experienced leaders from diverse cultures, generations, and backgrounds for two weekend Inclusive Leadership Experiential Education retreats per year held at Cowichan Lake Education and Outdoor Centre.
3. Mentoring support for individuals and organizations that are engaged in organizing welcoming and inclusive events, projects and programs in the Cowichan Region and other parts of BC.
4. On-line Inclusive Leadership education through:
 - our website www.inclusiveleadershipco-op.org
 - Facebook page (www.facebook.com/InclusiveLeadership/)
 - video conferencing (new in 2016)
 - books and manuals
 - on-line Inclusive Leadership courses (new in 2017)

Is the Project, Event or Service already provided in the community by another organization?

The Cowichan Region is fortunate to be made up of many groups and organizations engaged in various aspects of socially and environmentally responsible leadership. The Inclusive Leadership Co-operative's unique contribution is to bring together adults and youth from government, schools, and the non-profit sector to:

- learn about the Cowichan Region's locally developed Inclusive Leadership protocol for building welcoming and inclusive communities free of racism and other forms of discrimination
- develop Inclusive Leadership skills and awareness
- develop and implement positive and possible action plans for welcoming and inclusive events, projects, programs, organizations and communities.

The Inclusive Leadership Co-operative grew out of a decade of Inclusive Leadership projects hosted by CIS from 2002 to 2012. Inclusive Leadership activities eventually matured into a separate non-profit, community service association incorporated under the BC Co-operative Association Act in 2013.

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 2016 to December, 2016:

1. **Workshops:** Over 1000 children, youth and adults from at least fifty different 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, Leadership Vancouver Island, Arcadian Day Care Society, School District 79, Cowichan Green Community. Participants will develop inclusive attitudes and Inclusive Leadership skills for connecting with differences, communicating with compassion, standing up for inclusion, and Building Bridges across differences.
2. **Inclusive Leadership Weekends:** We will welcome over 100 people from at least twenty different organizations at two weekend retreats (Cultivating Inclusive Leadership Skill-Building Weekend and Harvesting Inclusive Leadership Annual Gathering). Participants will develop skills, awareness and action plans for developing welcoming and inclusive events, projects, and

programs. They will implement these plans with support from the groups they represent.

3. **Mentoring and Consulting:** The ILC will provide mentoring and consulting to at least five of the following organizations that are engaged in organizing welcoming and inclusive events, projects and programs in the Cowichan Region and other parts of BC: Cowichan Intercultural Society, Leadership Vancouver Island, School District 79, Social Planning Cowichan, Cowichan Women Against Violence, Arcadian Day Care Society, Lunch on Clements, Volunteer Cowichan, Cowichan Green Community, OUR Ecovillage, Vancouver Island University, Hiiye'yu Lelum Society, Safe Youth Cowichan, and Municipal Governments).
4. **On-line Education:** We will offer at least three on-line Inclusive Leadership Practice Groups per year. Each group can accommodate twelve Inclusive Leaders. We will develop at least one on-line Inclusive Leadership course and pilot that course with 100 participants. Visits to our website and Facebook pages will continue to increase by 15% per year (we currently have 950 followers and 3000 visitors per year. Our most popular post in 2016 had 5000 views.) We will continue to sell 200 books and manuals per year.

Based on the past decade of Inclusive Leadership development we know that 50 to 60% of participants will be CVRD residents and 40 to 50% will be visiting the CVRD from other parts of Vancouver Island, BC and the world.

Outcomes:

Inclusive Leadership education has a multiplicative effect on participants. Follow-up research shows that within a year, most participants will have created waves of change that ripple outwards throughout their communities that we call "The Power of Ten times Ten." What we mean by this is that each participant in workshops and immersion weekends will go on to involve an average of ten more people in working together on inclusive, welcoming and sustainable events, projects and activities. These ten people will each impact 10 more people in inclusive, welcoming and sustainable ways (1 person X 10 people X 10 more people = 100 people). In other words, the 1500 people from over 50 organizations who participate in Inclusive Leadership Education this coming year will each go on to involve ten more people in their action plans (1500 X 10 = 15,000). These 15000 people will positively impact 150,000 (15000 X 10) more people in inclusive, welcoming and sustainable ways.

The qualitative impact of the ripple effect is that more and more community members and visitors of all ages, cultures, and backgrounds will identify themselves as Inclusive Leaders who are:

- proud of and comfortable with their own diverse identities
- aware of their social and environmental rights and responsibilities
- developing and applying skills for connecting with differences, communicating with compassion, building bridges within and between groups, and responding effectively to situations of exclusion, discrimination or other forms of injustice
- sharing leadership with others in building welcoming, inclusive and sustainable families, groups, organizations, and entire communities that are enriched by diversity.
- guiding other adults, youth and children in their groups, schools, and organizations to interact safely, respectfully, equally and joyfully.

A few examples of many local action plans that participants in Inclusive Leadership education have developed and implemented in the past two years include:

- Cowichan Community Land Trust staff integrated Inclusive Leadership activities into their summer environmental camps (2 summer staff shared Inclusive Leadership with 160 children).

- One Grade 12 student at Chemainus Secondary School worked with 20 volunteers from the ILC, 5 teachers at CSS and 20 Grade 10-12 Leadership students from CSS to organize an inclusive transition day for 100 Grade 7 students from Crofton, Penalakut and Chemainus Elementary Schools. Students and volunteers found this one day event to be life-changing.
- Amy and Tafadzwa Matamba, Zimbabwe Music Society organized an inclusive community musical fund-raiser at the Hub that was attended by over 200 community members from diverse backgrounds. Funds raised are supporting plans to bring eye care and wells in Zimbabwe.
- The ILC has mentored Cowichan Intercultural Society staff and volunteers through our step by step process for developing and co-facilitating numerous workshops and community events that have engaged over 1,000 children, youth and adults in developing Inclusive Leadership skills for embracing diversity.
- The ILC shared leadership with Volunteer Cowichan and CIS in involving 30 volunteer co-ordinators in developing inclusive guidelines for being more culturally welcoming of volunteers from diverse backgrounds.
- Our Anti-Racism Public Service Announcement Video: “What Do You Do?” was created by 20 youth and adults in the Cowichan Region and has been viewed by over 10,000 people to date. The video is being shown in school, university and community settings as part of our Anti-Discrimination First Aid Training.

There are many testimonials on our website: (www.inclusiveleadershipco-op.org) about the value of Inclusive Leadership for educators and other professionals, volunteers and students, youth and their families. <https://inclusiveleadershipco-op.org/what-past-participants-say/>

Letters of support from three community partners are attached (note that these are the same letters attached to the ILC application to the CVRD in 2016 that was somehow misplaced). References from other community partners are available on request.

Total cost of the Project, Event or Service: We are requesting \$20,000. Our budget for April 2017 to March 31, 2018 is attached.

Will you receive other sources of funding? Yes

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

Anticipated Revenue from grants, fees, sales, and fund-raising

Grant-in-aid for 2016-2017 from CVRD	\$20,000
Fees for Consulting Services	\$1,000
Fees for Facilitating Workshops	\$4,000
Participant Fees	\$12,000
Sponsorships	\$4,000
Book Sales	\$2,000
Fund raising	\$2000
New Membership Shares	\$100
TOTAL revenue	\$45,100

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

The Inclusive Leadership Co-operative runs on volunteerism.

In-kind donations of volunteer labour, computers, venue rental, and meals

Half time mentor, facilitator trainer and co-ordinator of Participatory Action Research (Linda Hill)	\$20,000
Volunteer co-facilitators of Inclusive Leadership events and workshops	\$20,000
Office rental, computers, printing, internet communication donated by personnel and volunteers	\$2,400
Venue, snacks and lunches during workshops provided by workshop hosts	\$4,000
TOTAL in-kind contributions	\$46,400

Have you included your organizations current annual budget and previous years' financial statements? yes

Grant in Aid applied for: \$20,000

Notes:

In 2015, the ILC requested \$20,000 from the CVRD. CVRD provided a \$10,000 grant in aid. This grant-in-aid was invaluable to the Inclusive Leadership Co-operative in developing and strengthening our services and multiplying the positive impact of Inclusive Leadership on the Cowichan Region.

In 2016, the ILC again applied for \$20,00 from the CVRD. Unfortunately, our application that was hand-delivered to the CVRD office was somehow misplaced by the CVRD and so was not considered for a grant in aid.

We anticipate that a Grant-in-Aid of \$20,000 for 2017 will help us hire a part time person who will help us with arranging, organizing, registering, and follow up communication for workshops, weekend retreats, and on-line courses. This administrative position will greatly increase our efficiency, our reach and numbers of people involved in Inclusive Leadership Education. Our services are very timely, the Inclusive Leadership is becoming well known as a centre of excellence in the field of diversity education. We anticipate eventual long term financial sustainability through increased income from consulting, workshops, participant fees, sponsorships, on-line courses and book sales. In turn this will increase our capacity to support the Cowichan Region to filled with Inclusive Leaders who are sharing leadership in building an ever more inclusive and welcoming Cowichan Region.

 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

CVRD Regional Grants-in-Aid Policy

INCLUSIVE LEADERSHIP CO-OPERATIVE
 Budgets and Financial Statements 2014 to 2018
 prepared by Linda Hill, January, 2017

	Financial Statement	Budget	Financial Statement	Annual Budget	Projected	Financial Statement	Annual Budget
	2014/2015	2015/2016	2015/2016	2016-2017	First 3 quarters	2016/2017	2017-2018
					2016/2017		
INCOME							
Operating Funds Carried Forward	\$500	\$3,875	\$3,875	\$7,764	\$7,764	\$7,774	\$1,545
Consulting Services	\$850	\$1,000	\$0	\$500	\$800	\$800	\$1,000
Balance of CVRD Grant carried over				\$3,262	\$3,262	\$3,262	\$3,262
Workshop Services	\$1,700	\$2,000	\$3,725	\$2,000	\$2,950	\$3,000	\$3,000
Shares Purchased	\$160	\$200	\$80	\$100	\$120	\$120	\$100
Book sales	\$2,424	\$2,000	\$2,463	\$2,000	\$182	\$200	\$2,000
Fund-raising	\$112	\$200	\$0	\$2,000	\$1,890	\$1,900	\$2,000
Participant Fees	\$7,255	\$10,500	\$10,449	\$10,000	\$5,324	\$10,000	\$10,000
Sponsorships	\$3,100	\$3,000	\$12,830	\$3,750	\$2,900	\$3,750	\$4,000
Balance of OARH sponsorship carried over				\$1,250	\$1,250	\$1,250	
Grants	\$1,000	\$11,000	\$10,000	\$2,500	\$500	\$500	\$20,000
Interest	\$0	\$0	\$1	\$1	\$1	\$1	\$1
Refunds	\$410	\$0	\$0	\$0	\$18	\$18	\$0
	\$17,511	\$33,775	\$43,424	\$35,127	\$26,960	\$32,575	\$46,908

Continued on page 2

Continued from page 1

INCLUSIVE LEADERSHIP CO-OPERATIVE
 Budgets and Financial Statements 2014 to 2018
 prepared by Linda Hill, January, 2017

Projected

	Financial Statement	Budget	Financial Statement	Annual Budget	First 3 quarters	Financial Statement	Annual Budget
	2014/2015	2015/2016	2015/2016	2016-2017	2016/2017	2016/2017	2017-2018

Operating Expenses

384

Accommodation, Meals, Venue Rentals	\$11,095	\$12,000	\$17,751	\$15,000	\$8,300	\$17,000	\$20,000
Child care, life guards etc during events				\$500	\$505	\$550	\$600
Insurance	\$1,325	\$1,100	\$1,181	\$1,200	\$0	\$1,200	\$1,200
Travel	\$86	\$0	\$0	\$1,000	\$1,000	\$1,000	
Photocopying and Office Supplies	\$626	\$625	\$0	\$1,500	\$1,363	\$1,500	\$1,500
What Do You Do Video Project				\$250	\$300	\$300	
Workshop Supplies	\$242	\$300	\$1,680	\$1,500	\$250	\$1,000	\$1,000
Postage	\$197	\$200	\$486	\$200	\$25	\$50	\$50
Operating Fees (Gov, Website, Pay Pal)	\$64	\$150	\$66	\$100	\$300	\$400	\$500
ILC Workshop Facilitators	\$0		\$2,933	\$0	\$290	\$290	\$500
ILC Developer	\$0	\$10,000	\$6,738	\$7,000	\$6,063	\$6,100	\$7,000
ILC Education Co-ordinator							\$14,000
Consulting Services	\$0	\$0	\$0	\$0	\$0	\$1,200	\$0
TOTAL EXPENSES	\$13,636	\$24,375	\$30,833	\$28,250	\$18,396	\$30,590	\$46,350
Ending Balance	\$3,875.15	\$9,400.45	\$12,590.57	\$6,877.00	\$8,564.71	\$1,985.00	\$558.00
Membership Share Reserve	\$260.00	460	\$320.00	\$400.00	\$320.00	440	\$400.00
Amount available to carry forward	\$3,615.15	\$8,940.45	\$12,270.57	\$6,477.00	\$8,244.71	\$1,545.00	\$158.00

January 13th, 2016

Dear Directors, Cowichan Valley Regional District;

This letter indicates our support for the Inclusive Leadership Co-operative (ILC). The ILC contributes to our community's on-going efforts to build a welcoming and inclusive Cowichan Region, by providing experiential Inclusive Leadership education opportunities to intercultural/intergenerational groups of youth and adults, from diverse backgrounds.

Our vision is of a community where everyone feels a sense of belonging, and can contribute to their full potential. The work of ILC supports this vision. In particular, Inclusive Leadership engages youth and adults from diverse backgrounds, including culture, economic circumstances and so on, in working together to explore social and environmental concerns, develop Inclusive Leadership skills and forge inclusive solutions that work for our organization and the wider community.

Inclusive Leadership is the Cowichan Region's locally developed protocol for building welcoming and inclusive communities. Since 2002 our organization has encouraged and often financially supported staff, volunteers and individuals we serve to participate in Inclusive Leadership workshops, Inclusive Leadership Adventures, Participatory Action Research and Development projects. We use the Protocol as a foundation for other Programs we offer, including Compassionate Leaders and the Multicultural Leadership Group.

This is a valuable service to the Cowichan Region and to other communities on Vancouver Island and beyond.

Please feel welcome to contact me should you require any additional information.

Sincerely,



Lynn Weaver
Executive Director



January 4 2016

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

Dear Sirs,

Please accept this letter of support for the Inclusive Leadership Co-operative's (ILC) request for a grant in aid from Cowichan Valley Regional District for 2016. The ILC wants to expand on their contribution to the CVRD's on-going efforts to build a welcoming and inclusive Cowichan Region by bringing together youth and adults, community members and visitors, professionals and volunteers, educators and students from diverse backgrounds for participatory Inclusive Leadership Education, action planning and follow up support.

Cowichan Green Community (CGC) is a local non-profit organization that focuses on the importance of local food production by delivery programs and initiatives that help to cultivate food, community, and resilience.

CGC has continued to support the ILC's mission over years and we appreciate how their programs help to engage youth (some of whom have worked at CGC) and adults from diverse cultures, economic circumstances and other backgrounds in working together to explore social and environmental concerns, develop Inclusive Leadership skills and forge inclusive solutions that work for our organization and the wider community.

The Inclusive Leadership Co-operative provides effective inter-generational and inter-cultural education in how to go about building welcoming and inclusive communities based on respect for diversity. This is a valuable service to the Cowichan Region and to other communities on Vancouver Island and beyond.

Thank you very much for your consideration of their application for funding. If you have any questions, please do not hesitate to contact me.

Yours truly,

J. Stafford

Judy Stafford
Executive Director



Cowichan Women Against Violence Society

103-255 Ingram St. Duncan BC V9L 1P3 250-748-7000 Fax 250-748-9364
Email: cwav@cwav.org Registered Charitable Organization #118878339RR0001

January 5, 2016

To Cowichan Valley Regional District,

Somenos House
Ph: 250-748-8544
Fax: 250-748-8539
somenos@shaw.ca

WAVAW
Community-based
Victim Services &
Counselling
Programs
Ph: 250-748-7000
Fax: 250-748-9364
cwav@cwav.org

Children Who
Witness Abuse
Counselling
Program
Ph: 250-748-7000
Fax: 250-748-9364
cwav@cwav.org

Horizons
Employment
Program
Ph: 250-748-7000
Fax: 250-748-9364
horizons@cwav.org

Safer Futures
Program
Ph: 250-748-7000
Fax: 250-748-9364
saferfutures@cwav.org

This is a letter of support for the Inclusive Leadership Co-operative's request for a grant in aid from Cowichan Valley Regional District. The ILC plans to contribute to the CVRD's ongoing efforts to build a welcoming and inclusive Cowichan Region. They propose to do this by providing experiential Inclusive Leadership education opportunities to intercultural/intergenerational groups of youth and adults, community members and visitors, professionals and volunteers, educators and students from diverse backgrounds for participatory Inclusive Leadership Education, action planning and follow up support.

Inclusive Leadership is the Cowichan Region's locally developed protocol for building welcoming and inclusive communities. Since 2002 our organization has encouraged and often financially supported staff, volunteers and individuals we serve to participate in Inclusive Leadership workshops, Inclusive Leadership Adventures, Facilitating and Mentoring Inclusive Leadership educational programs and Participatory Action Research and Development projects.

Cowichan Women Against Violence Society (CWAV) Society works from a feminist perspective to provide a supportive environment to all members of the community who have faced abuse and/or marginalization. We support diversity, change, choice and growth through education, community development, prevention, counselling, advocacy, and crisis response. We know many people face barriers in their communities especially those from marginalized backgrounds when accessing their communities. Positive relationship building and inclusive leadership skills help to build protective factors for these marginalized individuals empowering them to have a voice and build capacity in accessing services and resources within their communities.

We especially appreciate how Inclusive Leadership engages youth and adults from diverse cultures, economic circumstances and other backgrounds in working together to explore social and environmental concerns, develop Inclusive Leadership skills and forge inclusive solutions that work for our organization and the wider community. The Inclusive Leadership Co-operative provides effective inter-generational and inter-cultural education in how to go about building welcoming and inclusive communities based on respect for diversity. This is a valuable service to the Cowichan Region and to other communities on Vancouver Island and beyond.

Please do not hesitate to contact me if you require further information at 250-748-7000 Ext. 229 or at christyvilliers@cwav.org.

Sincerely,

Christy Villiers
Safer Futures / CWAV Society, Project Coordinator

**LADYSMITH FESTIVAL OF LIGHTS
SOCIETY**

Amount Requested: \$60,000.

Residential Cost Per \$100,000. Assessed Value - .343



Finance Division
REGIONAL GRANT-IN-AID APPLICATION

Name of Organization: Ladysmith Festival of Lights Society

Name of Contact Person: Tammy Leslie

Mailing Address: PO Box 98 Ladysmith BC Postal Code: V9G 1A1

Telephone No. office 250245-5888 Fax No: 250245-0311

Description of Project, Event, or Service: replacement of seasonal lighting to commercial

grade LED bulbs from incandescent for our 30th annual festival of lights celebration which goes beyond the light up night + creation of new heritage theme
Is the Project, Event, or Service already provided in the community by another organization? decalatious
Yes _____ No ✓

If yes, provide details: _____

Who will benefit from the Project, Event, or Service: Town of Ladysmith will receive cost savings of reduced hydro - community of Ladysmith will experience greatly enhanced light display
Total cost of the Project, Event, or Service: \$160,000+

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

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

Town of Ladysmith grant in aid and gaming grant for regular operations \$ amounts unknown at this time estimate

Indicate the volunteer labour and/or in-kind donations to be contributed to the Project, Event, or Service: \$20-30k

1/3 of the total volunteer hours estimated at 3,700 x 1/3: 1,233 hours

Have you included your organizations current annual budget and previous year's financial statements?

Yes ✓ No _____

Grant-in-Aid applied for: \$ 60,000.00

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

The Ladysmith Festival of Lights Society is entering its thirtieth (30th) 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 years this event has become a part of the heritage of this little heritage town. The town has worked very hard over the last thirty 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 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 find 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.

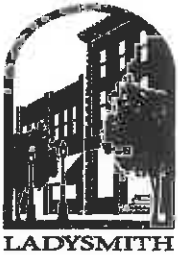
This year, we again, need to continue to increase the LED technology in the light scheme without sacrificing the quality of the display and to purchase new decoration frames to replace the older worn out decorations, shopping locally for these products whenever we can. The cost savings to the Town of 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 estimate we still need to convert over 18,000 bulbs @ \$3.00 per bulb to the LED technology for a total cost of between \$55,000 and \$60,000.

With our thirtieth (30th) year approaching this year our intent is to put in place a plan which will help us create our largest celebration ever. To help celebrate our heritage as a mining and logging community we plan to add decorations that celebrate and showcase the history of the town of Ladysmith. This plan includes the building of several new decorations in the form of a steam train, logging truck and other pieces which represent our heritage as a mining and logging town. As part of the fiscal plan to accomplish this we will be required to expend significantly more funds on decorations and bulbs. Most 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.

It is estimated that over 20,000 people come to see the light up kick-off event and more come nightly for the remainder of the season to walk our town and photograph the lights. We expect closer to 30,000 for our thirty year event next year.

The program 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.



TOWN OF LADYSMITH

410 Esplanade, P.O. Box 220, Ladysmith, B.C. V9G 1A2
 Municipal Hall (250) 245-6400 • Fax (250) 245-6411 • info@ladysmith.ca • www.ladysmith.ca

January 17, 2017

To Whom It May Concern:

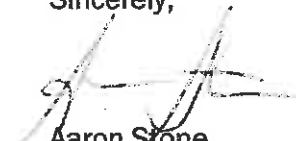
RE: LETTER OF SUPPORT - LADYSMITH FESTIVAL OF LIGHTS COMMITTEE GRANT APPLICATION

I am very pleased to provide this letter of support for the Ladysmith Festival of Lights Committee's grant application for the 30th anniversary celebration of the Festival.

Every year our community shines its brightest thanks to the incredible Festival of Lights and, in 2017 we will celebrate its 30th anniversary. Light-up caps off a month of intense, hard work by an army of volunteers and an entire year of planning and preparation. Light-up brings us together to celebrate the season and our community, and draws thousands of visitors. It is truly a remarkable feat for a community the size of Ladysmith and showcases our residents' amazing volunteer spirit and generosity which is a large part of what makes Ladysmith so special, and helps to define who we are as a community. The time, energy and commitment of so many dedicated, community-minded volunteers is inspiring.

The Council of the Town of Ladysmith strongly supports this project, and wish the Ladysmith Festival of Lights Committee every success in securing the grant for this community celebration event. Do not hesitate to get in touch with me if you require more information.

Sincerely,



Aaron Stone
 Mayor



cowichan



**Ladysmith Festival of Lights Society
Balance Sheet As at Feb 29, 2016**

R11

ASSET

Current Assets

Bank - General Chequing Account	43,181.47	
CU General A/C Shares	50.42	
Bank - Gaming Account	27.31	
CU - Gaming A/C Shares	50.42	
Petty Cash - Office	1.07	
Total Cash		43,310.69
Prepaid Expenses		1,343.00
Total Current Assets		<u>44,653.69</u>

Capital Assets

Building		200,000.00
Decorations		184,694.00
Accumulated Depreciation Building		-100,000.00
Accum Dep - Decorations		-169,434.03
Total Capital Assets		<u>115,259.97</u>

TOTAL ASSET 159,913.66

LIABILITY

Current Liabilities

Accounts Payable		766.09
EI Payable	58.56	
CPP Payable	57.62	
Federal Income Tax Payable	133.52	
Total Receiver General		249.70
WCB Payable		15.62
Deferred Revenue		12.00
Total Current liabilities		<u>1,043.41</u>

TOTAL LIABILITY 1,043.41

EQUITY

Owners Equity

Retained Earnings - Previous Year		150,708.30
Current Earnings		8,161.95
Total Owners Equity		<u>158,870.25</u>

TOTAL EQUITY 158,870.25

LIABILITIES AND EQUITY 159,913.66

**Ladysmith Festival of Lights Society
Comparative Income Statement**

	Actual Mar 01, 2015 to Feb 29, 2016	Budget Mar 01, 2016 to Feb 28, 2017	Difference
REVENUE			
General Revenue			
General Donations	24,183.94	24,000.00	183.94
Donation Cans; Shuttle Bus; Bottles	2,396.20	2,000.00	396.20
Adopt a Tree - Restricted for 30th	17,500.00	15,000.00	2,500.00
Street Vendors	1,425.00	1,400.00	25.00
Town of Ladysmith Grant	12,000.00	13,500.00	-1,500.00
Nanaimo Airport Commission Donation	15,000.00	0.00	15,000.00
Membership Dues	180.00	200.00	-20.00
Craft Fair	2,955.50	2,900.00	55.50
Spaghetti Dinner Sales	4,006.00	4,000.00	6.00
Promo Sales - New Merchandise	5,174.00	5,000.00	174.00
Net General Revenue	84,820.64	68,000.00	16,820.64
Other Revenue			
Gaming Grant	35,000.00	38,000.00	-3,000.00
Donations from Gaming Accounts	1,000.00	1,000.00	0.00
Interest Revenue	2.90	5.00	-2.10
Miscellaneous Revenue	1,850.00	500.00	1,150.00
Total Other Revenue	37,652.90	39,505.00	-1,852.10
TOTAL REVENUE	122,473.54	107,505.00	14,968.54
EXPENSE			
Cost of Goods Sold			
COGS - Spaghetti Dinner	1,516.80	1,500.00	16.80
COGS - Craft Fair	10.71	0.00	10.71
COGS - Merchandise (new Stock)	3,047.80	3,000.00	47.80
COGS - Lions Booth	6.99	0.00	6.99
Total Cost of Goods Sold	4,582.30	4,500.00	82.30
Payroll Expenses			
Wages & Salaries	10,608.21	14,000.00	-3,391.79
EI Expense	277.21	0.00	277.21
CPP Expense	152.76	0.00	152.76
WCB Expense	73.73	0.00	73.73
Vehicle Expenses (incl Mileage)	156.82	0.00	156.82
Total Payroll Expense	11,268.73	14,000.00	-2,731.27
General & Administrative Expenses			
Advertising & Promotions	4,260.82	4,000.00	260.82
Decorations - Bulbs	26,068.57	23,000.00	3,068.57
Decorations - Other	7,232.86	27,000.00	-19,767.14
Chuck Perrin Tree Upgrades	9,273.60	0.00	9,273.60
Courier & Postage	115.71	100.00	15.71
Donations	1,465.00	1,500.00	-35.00
Event Expenses - Supplies	33.60	1,500.00	-1,466.40
Event Expenses-Sound System	6,428.80	6,500.00	-71.20
Event Expenses - Crowd Control	4,639.05	5,700.00	-1,060.95
Event Expenses - Other	901.02	1,000.00	-98.98
Volunteer Meals	1,643.93	1,800.00	-156.07
Event Expenses - Entertainment	1,100.00	1,100.00	0.00
Event Expenses - Light Up	1,438.66	0.00	1,438.66
Licences, Dues, & Fees	119.00	200.00	-81.00
Hydro & Gas	3,246.63	3,300.00	-53.37
Amortization/Capital savings	8,492.99	0.00	8,492.99
Insurance - Assets	4,346.00	4,400.00	-54.00
Insurance -Directors & Officers	250.00	250.00	0.00
Insurance - Event Day	89.00	250.00	-161.00
Interest & Bank Charges	15.00	20.00	-5.00

**Ladysmith Festival of Lights Society
Comparative Income Statement**

	Actual Mar 01, 2015 to Feb 29, 2016	Budget Mar 01, 2016 to Feb 28, 2017	Difference
Office Supplies	891.38	900.00	-8.62
Fireworks	14,120.00	13,000.00	1,120.00
Repair & Maintenance - general	213.81	1,000.00	-786.19
Building repairs and upgrades	0.00	2,000.00	-2,000.00
Telephone & Internet	1,793.13	1,800.00	-6.87
Utilities: Water, Garbage	282.00	300.00	-18.00
Total General & Admin. Expenses	<u>98,460.56</u>	<u>100,620.00</u>	-2,159.44
TOTAL EXPENSE	<u>114,311.59</u>	<u>119,120.00</u>	-4,808.41
NET INCOME	<u><u>8,161.95</u></u>	<u><u>-11,615.00</u></u>	19,776.95

LADYSMITH LITTLE THEATRE

Amount Requested: \$10,000.

Residential Cost Per \$100,000. Assessed Value - .057

 **R11**
RECEIVED
JAN 23 2017

Josée Duffhues
4781 Shell Beach Road
Ladysmith, BC V9G 1L7
Phone: 250-245-8480

January 20, 2017

 **RECEIVED**
JAN 23 2017

Finance Division

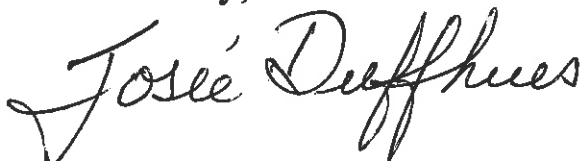
CVRD
General Manager of Corporate Services
175 Ingram St.
Duncan, BC V9L 1N8

Dear General Manager,

Enclosed you will find our application for a Grant-in-Aid. I trust it has been completed as required. However, due to the loss of our former Artistic Director, Bill Johnson, who had completed the application for the theatre last year, I'm feeling slightly out of my depth. I hope you will call me and allow me time to provide you with anything else that may be required.

We truly wish our theatre to continue to be a bright light in the region, and a grant from the CVRD will help us to meet our goal in bringing the best of affordable entertainment to our island residents.

Sincerely,



Josée Duffhues, Director at Large, LLTS

REGIONAL GRANT-IN-AID APPLICATION

Name of Organization: Ladysmith Little Theatre Society

Name of Contact Person: Josée Duffhues, Member of the Board, LLTS

Mailing Address: 4985 Christie Road, Ladysmith, BC Postal Code: V9G1A2

Telephone No. 250-924-0658 or Josée @ 250-245-8480 Fax No: _____

Description of Project, Event, or Service: Production of 5 plays per season. Each with a minimum cost of \$8000 at a total annual cost of \$40,000. (more when a musical is produced), NOT including operating expenses.

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 Vancouver Island from Victoria to Comox Please see attached Appendix "A"

Total cost of the Project, Event, or Service: \$ \$40,000.00

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

Please describe other sources of funding and amounts as requested or expected:
BC Gaming Grant and Ladysmith Grant in Aid. \$ \$9000.

Indicate the volunteer labour and/or in-kind donations to be contributed to the Project, Event, or Service:
Volunteers contribute in excess of 20,000 hours of labour annually, however, more is described in Appendix "A"

Have you included your organizations current annual budget and previous year's financial statements?
Yes X No _____

Grant-in-Aid applied for: \$ 10,000.00

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

Description of Project or Event:

Ladysmith Little Theatre, a non-profit, society with charity status, produces 5 plays per season. Each production costs an average of \$17,000.00, though I'm including operating costs here, and involves over 50 volunteers from the community and from as far as Cobble Hill and the north end of Nanaimo, as well as from Duncan, Cedar, Saltair and Chemainus.

Production costs, excluding operating expenses, averaged \$8000 each this past year, and with 5 plays per season, this amount comes to approximately \$40,000.00. These costs are actually quite a bit higher than previous years, and costs are also higher for musicals. We plan a musical in our 2018 spring line-up of shows. In order to continue to produce excellent value we must cover royalties, scripts, set building, costuming, hair and make-up, props and more, and it is our sincere hope to obtain \$10,000 in funding toward these expenses.

The benefits of our theatre:

Ladysmith and its surrounding area are the obvious first beneficiaries of our theatre from the perspective of offering residents live theatre. However, as noted, our audiences come from much further afield. The cost of live theatre is kept to a minimum (non-members \$25, members \$20 per show), offering people an alternative to far more expensive professional theatre attendance.

However, the benefits of a local theatre company extend beyond audiences, offering theatre members an opportunity to participate and learn all that is involved in bringing culturally and socially exciting performing arts to CVRD communities. From acting on stage, (perhaps starting in small parts), to learning the operation and design of lighting, sound, set-building, costuming, make-up, front-of-house, stage-managing, producing, and even set-dressing, theatre members find creative joy and valuable friendship through their volunteer participation and commitment to bringing audiences the best of experiences.

It must be stressed that this theatre has been in business as a volunteer society for 13 years, proving the dedication of many of its volunteers. In addition, the theatre owns its building (albeit still with a mortgage), and intends to continue to bring live theatre while continually striving to improve its facility and the variety of theatre it offers.

Volunteer Contribution:

The theatre has a working Board of Directors, each carrying portfolios designed to deliver the best in Amateur Theatre to residents of Vancouver Island. Duties of the Board include fund-raising, accounting, community outreach and education, marketing, technical maintenance (lights and sound), property maintenance, building maintenance, secretarial and record-keeping, artistic direction and more. Volunteers work as heads of the costume department, props department, and set construction shop and more. Volunteers also work in our concession and on our front of house for ticket sales. The average number of hours volunteers work annually amount to over 20,000 in total.

While the theatre has no paid staff, it must of course acquire a large variety of materials from rights through to construction materials, props, materials for costumes, costumes created by purchasing items in thrift shops, fresh make-up for actors to prevent the spread of infections and more. Materials and supplies require money. The creation of everything else relies on volunteers.

With respect to other sources of funding:

In 2016, the theatre received a grant for \$2000 from the CVRD, and these funds were used to pay half the costs of a musician hired for the Musical of Musicals. We provide audiences with the joy of experiencing a musical production once every two years. Royalties and music rights, as well as the need for music directors, choreographer and so forth, increase the cost of musical productions, not only for purchasing of stage and musical rights, but also in the number of months required of volunteers to deliver such a production.

The theatre also received a \$500 grant in aid from the Town of Ladysmith. This grant was made possible because of the receipt of a grant from the CVRD, and we are most thankful.

The BC Gaming Grant in the amount of \$8500.00 was approved to assist in the cost of promotion and advertising. We anticipate receipt of these grants again in 2017, and since our actual 2016 advertising expense reached a total of \$16,856.70, we will request an increase in funding toward this expense.

Naturally, our main source of income is derived from ticket sales. Each season we sell approximately 2100 tickets. In 2016, this gross revenue generated just over \$66,000.00.

Additional Notes:

With the understanding that operating costs were not to be granted funds, and being the very first application made by the Ladysmith Little Theatre Society, our initial request for aid was rather small. We've managed to grow our attendance and our ability to produce live shows over many years, but our theatre had the benefit of private funding to get it established and that kind of funding is no longer available.

We do receive donations, and we have paid members, currently there are 145 up-to-date paid members, more have yet to pay their annual membership fee.

In 2016, we had the benefit of \$3,400 from sponsors and sold just over \$4000 worth of program advertising.

Community Outreach and Education:

In addition to providing workshops for actors and technicians, our theatre also provides free space for Community Links. This program allows youth with developmental challenges access to a theatre experience and use of our theatre for a 4-week program. Past participants have expressed thorough enjoyment and filled our house for their final performance.

We also Summer Theatre Camps for Children, employing qualified BC teachers to provide kids aged 7-14 an opportunity to learn about and experience theatre, helping them to grow more confident in all aspects of their lives.

Board of Directors – Ladysmith Little Theatre Society

President	Susan Carthy, 18-711 Malone Rd. Ladysmith, V9G1S4
Vice-President	Brenda Clarke, 5118 Brenton-Page Rd. Ladysmith, V9G 1L6
Past President	David Brown, 524 Wilrose Place, Ladysmith, V9G1B2
Founding Member & Past President	Bruce Mason, 377 Shell Beach Rd. Ladysmith, V9G1A2
Secretary	Lynnia Clark, 3069 Ingram Rd. Cedar, V9X1W1
Treasurer	Lindsey Woods, 1136-2 nd Ave, Ladysmith V9G1B8
Executive Producer	Susan Carthy
Artistic Director	Mort Paul, 4550 Woodwinds Cres., Nanaimo, V9T5K2
Directors at Large	
Front of House	Brenda Clarke
Technical	Charles Harman, 711 Howard Ave., Nanaimo, V9R3S9
Theatre Management	Greg Heide, 2144 Dockside Way, Nanaimo, V9R6T7
Lighting Design Management	Wendy Potter, 201-55 Dawes St. Nanaimo V9S1A2
Community Events/Education	Josee Duffhues, 4761 Shell Beach Rd. Ladysmith, V9G1L7
Marketing Team	Susan Carthy
Additional Non-Board Positions	
Costumes Manager	Sue Trimble
Properties Manager	Sandy Rankin
Make Up Manager	Jill Dashwood
Workshop Manager	Michael Lamoureux

LADYSMITH LITTLE THEATRE
BUDGET

SALES REVENUE	ACTUAL Jul-17	BUDGET Jul-17	ACTUAL Jun-16	BUDGET Jul-16	ACTUAL Jul-15
Foh		\$68,000.00	\$63,628.14	\$68,000.00	\$66,550.88
Concession		\$17,500.00	\$10,273.88	\$17,500.00	\$16,514.56
Membership		\$1,300.00	\$1,000.00	\$1,325.00	\$1,325.00
Sponsorship		\$4,000.00	\$4,100.00	\$3,700.00	\$3,400.00
Advertising		\$3,000.00	\$2,317.20	\$4,200.00	\$4,090.00
Donation Income		\$2,500.00	\$2,495.00	\$3,000.00	\$3,055.00
Grant Revenue		\$0.00	\$2,500.00	\$0.00	\$8,500.00
Other Revenue		\$2,000.00	\$2,234.04	\$1,700.00	\$1,608.21
TOTAL REVENUE		\$98,300.00	\$88,548.26	\$99,425.00	\$105,043.65
EXPENSE					
COST OF SALES					
Cost of Concession		\$4,900.00	\$5,862.67	\$4,900.00	\$4,643.84
Catering		\$15,000.00	\$13,285.08	\$8,160.00	\$8,595.03
Royalties		\$10,000.00	\$10,257.07	\$7,500.00	\$6,298.55
Production		\$11,000.00	\$14,046.13	\$9,580.00	\$9,636.74
		\$40,900.00	\$43,450.95	\$30,140.00	\$29,174.16
GEN. & ADMIN					
Accounting		\$1,200.00	\$850.00	\$1,200.00	\$1,200.00
Advertising		\$15,000.00	\$13,271.54	\$15,000.00	\$16,856.70
Bank Charges		\$325.00	\$82.22	\$325.00	\$342.26
Casual Labour		\$0.00	\$0.00	\$0.00	\$5,000.00
Cast/Crew Party		\$500.00	\$446.06	\$500.00	\$843.99
Crockery & Cutlery		\$0.00	\$0.00	\$0.00	\$0.00
Credit Card Charges		\$1,750.00	\$1,535.28	\$2,005.00	\$2,118.02
Insurance		\$4,700.00	\$0.00	\$4,000.00	\$3,463.60
Licence		\$700.00	\$240.00	\$600.00	\$526.43
Liquor Licence		\$2,500.00	\$1,349.83	\$2,500.00	\$2,374.44
Office		\$450.00	\$515.67	\$450.00	\$351.98
Rental		\$250.00	\$150.00	\$250.00	\$210.00
R & M		\$5,000.00	\$5,814.15	\$5,000.00	\$6,235.65
Shop Tools Supplies		\$200.00	\$251.06	\$200.00	\$312.03
Telephone, Internet		\$1,500.00	\$986.71	\$1,500.00	\$1,476.13
Workshop		\$500.00	\$1,225.24	\$500.00	\$200.00
Utilities		\$4,100.00	\$3,278.96	\$3,715.00	\$3,452.62
Total Gen. & Admin		\$38,675.00	\$29,996.72	\$37,745.00	\$44,963.85
TOTAL EXPENSE		\$79,575.00	\$73,447.67	\$67,885.00	\$74,138.01
NET INCOME		\$18,725.00	\$15,100.59	\$31,540.00	\$30,905.64
MORTGAGE PAYMENT		\$7,800.00	\$7,800.00	\$7,800.00	\$7,800.00
NET INCOME		\$10,925.00	\$7,300.59	\$23,740.00	\$23,105.64

LADYSMITH LITTLE THEATRE SOCIETY
FINANCIAL STATEMENT
JANUARY 16 2012

Business Account			\$5,141.58
O/S Deposits (Paypal)			\$0.00
O/S Deposits (First Data)			
O/S Deposit (Bank)			
O/S Cheques	L/S CHAMBER OF COMM	1615	-\$84.00
	SUSAN CARTHY	1616	-\$300.00
	LBDA	1618	-\$62.50
Balance			<u>\$4,695.08</u>

Business Account	\$4,695.08
Cash Floats	\$600.00
Membership Equity	\$78.96
Membership Equity (Gaming)	\$27.15
Property/Donation	\$2,918.38
Contingency	\$2,080.57
Building/Savings	\$5,215.14
Gaming	\$523.17
Term Deposit 5 yr @ 1.5% (Contingency)	\$5,075.20
Term Deposit 3 yr Rate Climber (Property/Donation)	\$5,151.33
Term Deposit 3 yr Rate Climber (Property/Donation)	\$5,000.00
Term Deposit 3 yr Rate Climber (Property/Donation)	<u>\$5,000.00</u>
TOTAL AS PER BANK ACCOUNT	<u>\$36,314.98</u>

Notes:	Term Deposit 5 yr Redeemable for Contingency		1.50%
	Term Deposit 3 yr Rate Climber for Property/Donation	1st yr	2.25%
	Term Deposit 5 yr Rate Climber for Property/Donation	1st yr	1.75%
	Term Deposit 4 yr Rate Climber for Property/Donation		1.50%
	Mortgage with School District #68, interest @ 6%, 5 yr term		\$120,400.00
	Line of Credit (\$20,000.)		\$0.00



Ms. Lindsey Woods
Treasurer
Ladysmith Little Theatre Society
4985 Christie Road
Ladysmith BC V9G 1A2

Your file

Our file
3050800

October 3, 2013

**Subject: Ladysmith Little Theatre Society
Notification of Registration**

Dear Ms. Woods:

We are pleased to inform you that Ladysmith Little Theatre Society (the Charity) meets the requirements for charitable registration under the *Income Tax Act*.

Along with the privileges of charitable status, there are also certain obligations. The information on the back of this letter and the enclosed materials include important information about the operating requirements and obligations of the Charity. **Please take the time to review them and keep them for future reference.**

You should also provide a copy of this letter and the enclosed materials to the person responsible for completing the Charity's annual information return, also referred to as Form T3010, *Registered Charity Information Return*.

Congratulations on becoming a Canadian registered charity. We wish you every success.

Yours sincerely,

Elizabeth Glover
Charities Analyst
for Cathy Hawara,
Director General
Charities Directorate

Registration Information for Ladysmith Little Theatre Society

- **Official Name**
The Charity is registered under the name that appears on its governing document: Ladysmith Little Theatre Society.
- **Business Number/Registration Number**
The Charity's registration number is 86244 3306 RR0001.
- **Effective Date of Registration**
The Charity is registered effective September 24, 2013.
- **Designation**
The Charity is designated as a Charitable Organization.
- **Reason for Registration**
The Charity is granted charitable registration based on the information provided in its application and its purposes found in its governing document dated September 24, 2013, issued under the *Society Act* of British Columbia. The Charity should have a governance structure in place that ensures that it can comply with all of the requirements of maintaining its charitable status. This includes regularly reviewing its purposes in its governing document.
- **Fiscal Period End**
The Charity's fiscal period end is established as July 31.
- **Due Date for Form T3010, Registered Charity Information Return**
The Charity must file its first information return on or before January 31, 2015, for the fiscal period ending July 31, 2014. The Charity must use Form T3010 (13) when filing. The Charity must file a complete information return every year within 6 months of its fiscal period end. If the Charity has not filed a complete information return, the CRA may revoke the Charity's charitable status.

If you have any questions regarding the information in this letter, please contact our Client Service Section at: 1-800-267-2384.

EG/cs

Public
Access
Room
Private

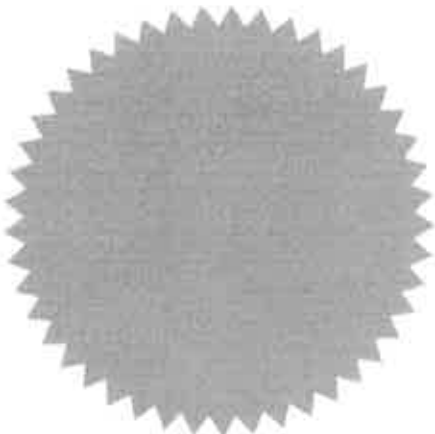


Number: S-0047145

**CERTIFICATE
OF
CHANGE OF NAME**

SOCIETY ACT

I Hereby Certify that **LADY SMITH'S LITTLE THEATRE** has this day changed its name to **LADYSMITH LITTLE THEATRE SOCIETY** on January 16, 2013 at 02:50 PM Pacific Time.



*Issued under my hand at Victoria, British Columbia,
on January 16, 2013*

CAROL PREST

Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA



GD ACCOUNTING SERVICES LTD.

PROFESSIONAL ACCOUNTING SERVICES

LADY SMITH'S LITTLE THEATRE SOCIETY
FINANCIAL STATEMENT
FOR THE PERIOD ENDING JULY 31, 2016

Accountant's Report

Exhibits:

- A. Balance Sheet**
- B. Statement of Income and Deficits**
- C. Statement of Change in Cash Position**
- D. Note to Financial Statement**

NOTICE TO READER

On the basis of the information provided by the management of Lady Smith's Little Theatre Society, we have compiled this statement as of July 31, 2016.

We have not performed an audit or a review engagement in respect of such information, and accordingly, we express no assurance thereon.

Readers are cautioned that this statement may not be appropriate for their purposes.

Ladysmith, B.C.
September 30, 2016

G. Desjardins
GD Accounting Services Ltd.
Tel: 250-245-9803

**LADY SMITH'S LITTLE THEATRE
BALANCE SHEET
FOR THE PERIOD ENDING JULY 31, 2016**

	2016	2015
ASSETS		
CURRENT ASSETS		
Cash	\$ 25,105	\$ 32,087
Accounts Receivable	697	2,170
Prepaid Expenses	<u>2,769</u>	<u>2,520</u>
Total Current Assets	28,570	36,777
FIXED ASSETS, at cost	<u>194,930</u>	<u>186,622</u>
Total Assets	<u>\$ 223,500</u>	<u>\$ 223,399</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable & Accruals	\$ 4,139	\$ 5,733
Due to Bruce Mason	2,830	2,830
Corporate Tax Payable	<u>-</u>	<u>-</u>
Total Current Liabilities	6,969	8,563
LONG TERM LIABILITIES		
Mortgage Payable	<u>124,300</u>	<u>132,100</u>
Total Liabilities	\$ 131,269	\$ 140,663
SOCIETY EQUITY		
Share Capital	-	-
RETAINED EARNINGS	<u>92,231</u>	<u>82,736</u>
Total Shareholder Equity	<u>92,231</u>	<u>82,736</u>
Total Liabilities and Shareholder Equity	<u>\$ 223,500</u>	<u>\$ 223,399</u>

**LADY SMITH'S LITTLE THEATRE
STATEMENT OF RETAINED EARNINGS
FOR THE PERIOD ENDING JULY 31, 2016**

	2016	2015
REVENUE		
Sales	\$ 93,625	\$ 104,901
Interest Income	251	142
	<hr/>	<hr/>
TOTAL REVENUE	93,877	105,044
COST OF SALES		
Cost of Productions	41,740	29,174
	<hr/>	<hr/>
GROSS PROFIT	\$ 52,137	\$ 75,869
EXPENSES		
Accounting & Legal	850	1,200
Advertising & Promotion	13,491	16,857
Bank Charges & Interest	2,456	2,460
Casual	-	5,000
Cast/Crew Party	446	844
Donation	-	-
Insurance	4,179	3,464
Licences Dues & Subscriptions	1,318	2,901
Office & Miscellaneous	1,471	352
Rental	150	210
Repair & Maintenance	6,578	6,236
Shop and Tools Supplies	251	312
Telephone	987	1,476
Utilities	3,461	3,453
Workshops	5,398	200
	<hr/>	<hr/>
TOTAL EXPENSES	41,038	44,964
NET INCOME for the year	\$ 11,099	\$ 30,906
RETAINED EARNINGS, BEGINNING OF PERIOD	81,132	51,830
	<hr/>	<hr/>
RETAINED EARNINGS, ENDING OF PERIOD	<u>\$ 92,231</u>	<u>\$ 82,736</u>

*LADY SMITH'S LITTLE THEATRE
STATEMENT OF CHANGE IN CASH POSITION
FOR THE PERIOD ENDING JULY 31, 2016*

	2016	2015
Cash provide from (used for)		
Operation		
Net Income (loss)	\$ 9,495	\$ 30,906
Depreciation & Amortization	-	-
	<u>9,495</u>	<u>30,906</u>
Change in		
Accounts Receivable	1,473	364
Prepaid Expenses	(249)	(551)
Payable & accruals	<u>(1,594)</u>	<u>(5,181)</u>
	9,126	25,537
Financing		
Mortgage Payable	(7,800)	(7,800)
Investing		
Purchase of Fixed Assets	<u>(8,308)</u>	<u>-</u>
	<u>(13,108)</u>	<u>(7,800)</u>
	<u>\$ (6,982)</u>	<u>\$ 17,737</u>

LADY SMITH'S LITTLE THEATRE SOCIETY

NOTES TO FINANCIAL STATEMENTS

FOR THE PERIOD ENDING JULY 31, 2016

1. ACCOUNTING POLICIES

Depreciation of fixed assets is recorded on the declining balance method at the rates indicated in Note 2. Fixed assets acquired during the year are depreciated at one half the indicated rates and no depreciation is recorded on year of sales.

2. FIXED ASSETS

	Rate	Cost	Accumulated Depreciation	Net Book Value
Land	0%	\$ 73,100	\$ 0.00	\$ 73,100
Building	4%	85,900	0.00	85,900
Light & Technical Equip.	20%	17,586	0.00	17,586
Furniture & Equipment	20%	14,046	0.00	14,046
Kitchen & Concession	20%	3,311	0.00	3,311
Workshop Equipment	20%	241	0.00	241
Sets, Costumes & Props	20%	279	0.00	279
Signage	20%	467	0.00	467
		<u>\$ 194,930</u>	<u>\$ 0.00</u>	<u>\$ 194,930</u>

3. SALES DETAIL

	July 16	July 15
Sales FOH	\$ 67,459	\$ 66,551
Sales Concession	9,785	16,515
Sales Membership	1,030	1,325
Sales Sponsorship	4,100	3,400
Sales Advertising	2,317	4,090
Donation	4,411	3,055
Miscellaneous	2,024	1,466
Revenue Total	<u>91,126</u>	<u>96,402</u>

4. LAND & BUILDING

Land and Building were acquired on May 30, 2013. According to the BC Assessment office in Nanaimo, the assess value of the property is at \$474,000 divided as follows:

Land = \$243,000 Building = \$231,000

MILL BAY MARINE RESCUE SOCIETY

Amount Requested: \$10,000.

Residential Cost Per \$100,000. Assessed Value - .057



Corporate Services Department
 Att:-General Manager Mark Kueber
 175 Ingram Street,
 Duncan, British Columbia V9L 1N8
 January 2, 2017

Dear Sir,

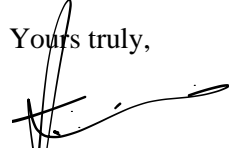
Ref: Request for **Regional Grants-in-Aid** - for Mill Bay Marine Rescue Society - \$10,000 for 2016 (received) and \$10,000 applied for 2017

Please find attached a couple of documents indicating, what we do as RCMSAR34 and about the larger Royal Canadian Marine Search and Rescue organization. Also attached is a document indicating the rationale for the need of our unit to fundraise \$50,000 by 2017. 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



REGIONAL GRANT-IN-AID APPLICATION 2017

Name of Organization: **Mill Bay Marine Rescue Society**

Name of Contact Person: **Jaap Zwaan**

Mailing Address: **Box 62, Mill Bay , BC,** Postal Code: **V0R 2P1**

Telephone No. **250-744-0009** Home No: **250-929-7227** Email: **jaapzwaan@gmail.com**

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 modernize their fleet of rescue vessels, with two standard platforms, the Type 1 and the Type 2. As well, criteria has been established for refitting/rebuilding older vessels to ensure the refit is both economically viable and more importantly, retains or enhances the safety integrity of the vessel to provide marine search and rescue services.**
- **RCM-SAR Station 34, located in Mill Bay, has been identified for a vessel rebuild to occur in early 2018.**

Is the Project, Event, or Service already provided in the community by another organization?

- **No it is not.**

If yes, provide details:___

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

- **RCM-SAR Station 34 provides year round marine search and rescue services to assist commercial mariners, recreational boaters and the general public throughout the waters of Saanich Inlet, including Cowichan Bay, Maple Bay and Swartz Bay.**

Total cost of the Project, Event, or Service:

- **The volunteers at RCM-SAR Station 34 need to raise approximately \$50,000 to support their vessel rebuild. (Total rebuild costs are \$150,000.00, \$100,000.00 is expected to be funded by BC Gaming Grants.)**

Will you receive other sources of funding? Yes no

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

- **Donations are and will be requested. Commitments received to date Peninsula Coop \$2500 - 2016 and \$2500 – 2017, Thrifty Smile Card \$1200- 2016, expected again in 2017, RBC Foundation \$500, RBC Mill Bay \$1000 , Private individuals \$1500, CI Investments \$500, “Conquer Cobble Hill Fundraiser 2016”- \$8,000. Expected “Conquer Cobble Hill Fundraiser 2017”- \$6,000, Hyundai Duncan \$300, Coastal Outboards \$450, Volvo Victoria \$500, Brentwood School \$425, Vital Youth Frances Kelsey \$800, Return It \$228, Remaining funds to be requested from private businesses and individuals.**

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

- **Twenty-one volunteers at RCM-SAR Station 34 provide year round 24/7 marine search and rescue services, train at least 3 hours every other week on the water, attend class room sessions once a month and are ready to respond to Mayday and Pan-Pan calls when on call.**

Have you included your organizations current annual budget and previous year’s financial statements? Yes no

Grant-in-Aid applied for: \$10,000.00 (2016) Received thank you and applied for \$10,000 (2017)

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

RCM Search and Rescue Unit #34
Balance Sheet Prev Year Comparison
As of October 31, 2016

	<u>Oct 31, 16</u>	<u>Oct 31, 15</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Chequing/Savings				
Island Savings - Fundraising	32,846.63	1,500.41	31,346.22	2,089.2%
Island Savings - Gaming	51,318.75	267.15	51,051.60	19,109.7%
Island Savings - General	27,644.31	27,558.59	85.72	0.3%
Island Savings - Shares	5.12	5.00	0.12	2.4%
Total Chequing/Savings	<u>111,814.81</u>	<u>29,331.15</u>	<u>82,483.66</u>	<u>281.2%</u>
Total Current Assets	<u>111,814.81</u>	<u>29,331.15</u>	<u>82,483.66</u>	<u>281.2%</u>
Fixed Assets				
Property, Plant and Equipment	100,291.18	127,769.90	-27,478.72	-21.5%
Total Fixed Assets	<u>100,291.18</u>	<u>127,769.90</u>	<u>-27,478.72</u>	<u>-21.5%</u>
Other Assets				
Sales Tax	2,396.93	2,396.93	0.00	0.0%
Total Other Assets	<u>2,396.93</u>	<u>2,396.93</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>214,502.92</u>	<u>159,497.98</u>	<u>55,004.94</u>	<u>34.5%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
GST/HST Payable	937.42	0.00	937.42	100.0%
Total Other Current Liabilities	<u>937.42</u>	<u>0.00</u>	<u>937.42</u>	<u>100.0%</u>
Total Current Liabilities	<u>937.42</u>	<u>0.00</u>	<u>937.42</u>	<u>100.0%</u>
Total Liabilities	<u>937.42</u>	<u>0.00</u>	<u>937.42</u>	<u>100.0%</u>
Equity				
Retained Earnings	159,497.98	8,557.19	150,940.79	1,763.9%
Net Income	54,067.52	150,940.79	-96,873.27	-64.2%
Total Equity	<u>213,565.50</u>	<u>159,497.98</u>	<u>54,067.52</u>	<u>33.9%</u>
TOTAL LIABILITIES & EQUITY	<u>214,502.92</u>	<u>159,497.98</u>	<u>55,004.94</u>	<u>34.5%</u>

RCM Search and Rescue Unit #34
Profit & Loss Prev Year Comparison
November 2015 through October 2016

	Nov '15 - Oct 16	Nov '14 - Oct 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
CCGA-P Incident	5,013.55	8,025.46	-3,011.91	-37.5%
CCGA-P Training & Incidents	6,638.27	9,784.67	-3,146.40	-32.2%
Donations	10,951.00	7,017.24	3,933.76	56.1%
Fundraising	2,703.88	2,291.75	412.13	18.0%
Gaming Fund	86,900.00	854.00	86,046.00	10,075.6%
General Fund	8,618.05	167,445.26	-158,827.21	-94.9%
Grant Income	0.00	10,000.00	-10,000.00	-100.0%
Insurance Repayment	0.00	11,339.89	-11,339.89	-100.0%
Reimbursement Income	0.00	65.12	-65.12	-100.0%
Total Income	120,824.75	216,823.39	-95,998.64	-44.3%
Expense				
Advertising and Promotion	1,988.57	405.00	1,583.57	391.0%
Amortization Expense	27,478.72	27,478.71	0.01	0.0%
Bank Charges & Interest	0.00	50.00	-50.00	-100.0%
Boat House Repairs	1,672.38	315.00	1,357.38	430.9%
Business Registration Fees	55.00	45.00	10.00	22.2%
Fuel	6,599.66	6,690.69	-91.03	-1.4%
Fundraising Expenses	1,527.82	1,115.14	412.68	37.0%
Insurance	2,655.00	2,944.00	-289.00	-9.8%
Meals and Entertainment	1,637.23	453.89	1,183.34	260.7%
Office Expense	579.98	942.06	-362.08	-38.4%
Professional Fees	1,300.00	0.00	1,300.00	100.0%
Repairs and Maintenance	3,881.36	19,670.75	-15,789.39	-80.3%
Supplies	13,512.79	1,629.85	11,882.94	729.1%
Telecommunications	2,135.60	2,219.27	-83.67	-3.8%
Training	1,880.00	1,929.49	-49.49	-2.6%
Total Expense	66,904.11	65,888.85	1,015.26	1.5%
Net Ordinary Income	53,920.64	150,934.54	-97,013.90	-64.3%
Other Income/Expense				
Other Income				
Credit Interest	146.88	6.25	140.63	2,250.1%
Total Other Income	146.88	6.25	140.63	2,250.1%
Net Other Income	146.88	6.25	140.63	2,250.1%
Net Income	54,067.52	150,940.79	-96,873.27	-64.2%

**Mill Bay Marine Rescue Society
Notes to the Financial Statements
For the Year Ended October 31, 2016**

Note 1: ACCOUNTING POLICY

The accompanying financial statements are prepared on an accrual basis of accounting. Pursuant to this method of accounting the Society recognizes revenues and expenses at the time in which the transactions occurred.

Note 2: RESTRICTED CASH - GAMING

As at October 31, 2016 CAD \$50,000 represents externally restricted funds reserved for the 2017 Boat retro-fit.

Note 3: RESTRICTED CASH - FUNDRAISING

As at October 31, 2016 CAD \$32,846.63 represents restricted funds reserved for the 2017 Boat retro-fit.

Note 4: PROPERTY, PLANT & EQUIPMENT

Property, plant and equipment are recorded at cost. The Society provides for amortization using the following methods at rates designed to amortize the cost of property, plant and equipment over their estimated useful lives. The amortization methods are as follows:

Boat House	20 Years straight-line
Gear and Boat Equipment	5 Years straight-line
Vessel - Hayes Responder	10 Years straight-line
Yamaha - Outboard Engines	10 Years straight-line

Note 5: BANK BALANCES

The prior Year Balance Sheet has been restated to adjust for a carried forward error in the Gaming account.

The change has been netted to the carried forward Surplus (Retained Earnings)



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).

Local Marine Search and Rescue Station

Needs Your Support



- Across the British Columbia coast, the volunteer-based Royal Canadian Marine Search and Rescue (RCM-SAR) organization has developed a strategy to modernize their fleet of rescue vessels, with two standard platforms, the Type 1 and the Type 2. As well, criteria has been established for refitting/rebuilding older vessels to ensure the refit is both economically viable and more importantly, retains or enhances the safety integrity of the vessel to provide marine search and rescue services.
- RCM-SAR Station 34, located in Mill Bay, has been identified for a vessel rebuild to occur in 2017. RCM-SAR Station 34 provides year round marine search and rescue services to assist commercial mariners, recreational boaters and the general public throughout the waters of Saanich Inlet, including Cowichan Bay, Maple Bay and Swartz Bay.
- The volunteers at RCM-SAR Station 34 need to raise approximately \$50,000 to support their vessel rebuild. They have launched an expeditious fundraising campaign targeting a number of local businesses, governments and the general public to help meet this goal.

How Can You Help!

1) Online Donations Accepted

You can make a one-time donation, monthly donations and even send a charity gift card! Canada Helps accepts donations by credit card, including Visa, MasterCard, Amex, Visa Debit and Interac.

Please visit www.canadahelps.org/en/charities/mill-bay-marine-rescue-society/ to make a donation amount of your choice.

2) Send a Cheque

You can send a cheque payable to the Mill Bay Marine Rescue Society with a donation amount of your choice. Cheques can be mailed to:

Mill Bay Marine Rescue Society
PO Box 62, Mill Bay, BC, V0R 2P0

3) Use Paypal – send to

You can make a donation amount of your choice using Paypal. Send your donation to station34@rcmsar.com.

All donations will be provided with an official tax receipt with a registered BC Charity number.

Contact Us

If you have any questions regarding your donation and or have some general enquiries, please contact us by email at station34@rcmsar.com or phone at (250)743-8437. If you are interested in our organization, please follow us on facebook.com/rcmsar34.ca or visit www.rcmsar.com.

OUR COWICHAN

Amount Requested: \$3,000.

Residential Cost Per \$100,000. Assessed Value - .017

REGIONAL GRANT-IN-AID APPLICATION

Name of Organization: Our Cowichan Communities Health Network (OCCHN)

Name of Contact Person: Cindy Lise

Mailing Address: PO Box 20106 Postal Code: V9L 5H1

Telephone No. 250-748-5866 office 250-709-5062 cell Fax No: _____

Description of Project, Event, or Service: The CVRD has been undertaking air quality studies in partnership with BCMOE for a number of years. The outcomes of that work and analysis formed the basis for the development of the Regional Air Quality strategy identified in the CVRD's prior corporate strategy. That work was completed in 2015 with the recommendation of a multi-stakeholder roundtable to carry on the work. The Board provided funding to assist in the facilitation of that work for 2016 with Our Cowichan (OCCHN) providing that service.

For 2017, OCCHN proposes to continue to facilitate the Cowichan Regional Airshed Roundtable. The role includes administration, hosting and facilitation of two roundtable discussion sessions, identifying new participants, and reporting on the progress towards the goals of the strategy. The roundtable is eventually proposed to be self sustaining as an associated group, however until that time it will require some level of administrative support.

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: All residents in the CVRD

Total cost of the Project, Event, or Service: \$ \$4,000

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

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

The BC Ministry of Environment \$ 1,000

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

300 hours of in-kind contributions are estimated for meeting planning and participation and involves a wide array of agencies and public participation.

Have you included your organizations current annual budget and previous year's financial statements?

Yes X No _____

Grant-in-Aid applied for: \$ 3,000

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 Valley Regional District
Income Statement By Cost Center

GL5250

Page :

R11

Date : Jan. 23, 2017

Time : 2:07 pm



Fiscal Year : 2016

Period : 13

Account Code : - - -

To : - - -

Budget Type : RB

Function Type : Selective

GENERAL REVENUE FUND

101 - COMMUNITY HEALTH NETWORK

Income Statement

For the period ended December 31, 2016

	Current Month	Year to Date	Annual Budget	Budget Remaining
REVENUES				
2000 GRANTS				
01120002111 PROVINCIAL GRANT	0.00	-3,648.00	0.00	3,648.00
01120002121 PROVINCIAL CONDITIONAL	0.00	-320,000.00	-80,000.00	240,000.00
Total GRANTS	0.00	-323,648.00	-80,000.00	243,648.00
4433 RECOVERY OF COSTS				
01144332132 FROM OTHER FUNCTIONS	0.00	-5,486.25	0.00	5,486.25
9110 SURPLUS/DEFICIT - CURRENT				
01191100000 SURPLUS/DEFICIT	0.00	-42,463.66	-32,838.00	9,625.66
Total REVENUES	0.00	-371,597.91	-112,838.00	258,759.91
EXPENSES				
1120 GENERAL EXPENDITURES				
01211202210 ADVERTISING	0.00	0.00	125.00	125.00
01211202330 CONSULTANTS	0.00	15,016.00	13,900.00	-1,116.00
01211202340 TRAINING & DEVELOPMENT	0.00	0.00	2,000.00	2,000.00
01211202379 SECURITY	0.00	516.01	885.00	368.99
01211202575 CONTRACT SERVICES - LEAD	0.00	78,295.25	76,992.00	-1,303.25
01211202576 CONTRACT SERVICES - SUPPORT	0.00	560.00	0.00	-560.00
01211205121 MEETING EXPENSES	0.00	2,403.20	2,600.00	196.80
01211205920 SUPPLIES - OFFICE	0.00	1,242.15	1,200.00	-42.15
01211205982 AIRSHED STRATEGY	0.00	6,034.05	0.00	-6,034.05
01211207500 GRANT IN AID	0.00	16,050.00	4,000.00	-12,050.00
01211209910 CONTINGENCY	0.00	0.00	6,136.00	6,136.00
Total GENERAL EXPENDITURES	0.00	120,116.66	107,838.00	-12,278.66
1128 COMMUNITY FORUMS				
01211282610 RENTALS - BUILDING	0.00	165.85	3,000.00	2,834.15
1129 COMMUNICATIONS				
01211292005 COMMUNITY INFORMATION	0.00	553.87	1,000.00	446.13
01211292352 WEB PAGE	0.00	1,000.00	1,000.00	0.00
Total COMMUNICATIONS	0.00	1,553.87	2,000.00	446.13
Total EXPENSES	0.00	121,836.38	112,838.00	-8,998.38
Surplus/Deficit	0.00	-249,761.53	0.00	249,761.53
Surplus/Def	0.00	-249,761.53	0.00	249,761.53

Proposed Budget Moving Forward 2016 to 2019

Our Cowichan Budget Proposal	2016	2017	2018	2019	4 year Budget
Revenue (Surplus 2015)	42, 463.66				42,463.66
Revenue Contract Fees	60,000.00	80,000.00	20,000.00		160,000.00
Island Health Operations Grant (240,000.00)	60,000.00	80,000.00	80,000.00	20,000.00	240,000.00
Airshed Roundtable Grant	5,000.00				5,000.00
BCCRN Grant	3,648.00				3648.00
Total Revenue	171,111.66	160,000.00	100,000.00	20,000.00	451,111.66
Expenditures					
1 Advertising	1,500.00	2,000.00	2,000.00	500.00	6,000.00
2 Consultants/ Projects	25,000.00	25,000.00	25,000.00		75,000.00
3 Training- Development	2,250.00	3,000.00	3,000.00		8,250.00
4 Security	885.00	885.00	885.00	0	2,655.00
5 Contract Services- Lead	80,000.00	80,000.00	80,000.00	0	240,000.00
6 Contract Services Admin support	1,875.00	2,500.00	2,500.00	625	7,500.00
7 CVRD Administration	3,200.00	3,200.00	3,200.00		9,600.00
8 Meeting Expenses	2,000.00	3,000.00	3,000.00	1000.00	9,000.00
9 Supplies -Office	1,500.00	1,900.00	1,900.00	300.00	5,600.00
10 Grants	15,000.00	20,000.00	15,000.00		50,000.00
11 Contingency				6.66	6.66
12 Community Forums					
• Advertising	2,500.00	2,500.00	2,500.00	0	7500.00
• Rentals- building	1,000.00	1,000.00	1,000.00		3,000.00
• Audio visual	500.00	500.00	500.00		1,500.00
• Refreshments	2,500.00	2,500.00	2,500.00		7,500.00
13 Communication/ -Community Awareness -Website	3,000.00 1,000.00	3,000.00 1,000.00	3,000.00 1,000.00	1000.00	10,000.00 3,000.00
14 Airshed Strategy	5,000.00				5,000.00
Total	148,710.00	151,985.00	146,985.00	3,431.66	451,111.66

1. **Advertising-** Calls for proposals, community gatherings,
2. **Consultants/ Projects-**Including research, services not provided by facilitator. Increased fees reflect preparation for Cowichan Communities Health Profile update
3. **Training and Development-** Professional development for network members
4. **Security-** Monthly security at CVRD for Our Cowichan meetings
5. **Contract Services Lead-** Facilitator
6. **Contract Services Admin-** Occasional admin support
7. **CVRD Administration-** Fees for CVRD accounting services \$240,000.00 x 4% (previous accounting fees paid in 2015)
8. **Meeting Expenses-**Food and expenses for network meetings and strategic planning
9. **Supplies-** Paper, ink, photocopying and resources for OCCHN projects, meetings and activities
10. **Grant in Aid-** \$20,000.00 – small grants projects providing grants up to \$2,000.00 each
11. **Contingency**
12. **Forums-** Advertising -rentals -audio visual- refreshments- facilitation
13. **Communications-** Community information- new brochures, potentially magazine inserts or news paper inserts and promotion of OCCHN- Website- ongoing support for updating website
14. **Airshed Strategy Round Table Grant- for first year-** OCCHN stewards this initiative – facilitation, hosting and documentation of Regional Airshed Strategy. If OCCHN continues to be stewards for 2017, 2018 we seek additional funding.

O.U.R. ECOVILLAGE

Amount Requested: \$35,000.

Residential Cost Per \$100,000. Assessed Value - .200



January 29, 2017

Cowichan Valley Regional District
Mark Kueber
General Manager Corporate Services

Please find attached:
OUR ECOVILLAGE's "**Grant-In-Aid Application**" 2017.

This application is a community based project titled "**The Cowichan Connector: Teach Local – Outreach Global**" With the support of OUR Ecovillage and a wide range of community stakeholders and businesses and large team is ready to move this project forward.

This application is an extension of the 2015/2016 Grant in Aid Applications which were inaccurately considered ineligible. It is OUR every hope that you proceed with this much needed global showcase project for 2017, and all the years beyond, and that you allow OUR ECOVILLAGE to serve the wider Cowichan community with coordination of this project and assisting with coordinating the stakeholders.

With thanks –

A handwritten signature in cursive script that reads "Caroline Weatherhead".

Caroline Weatherhead
Executive Administrator

Brandy Gallagher
Education & Outreach Coordinator

REGIONAL GRANT-IN-AID APPLICATION

Name of Organization: O.U.R. ECOVILLAGE

Name of Contact Person: Brandy Gallagher, Education & Outreach Coordinator

Mailing Address: Box 530, Shawnigan Lake, BC **Postal Code:** V0R 2W0

Telephone No. 250-743-3067

Fax No: 250-743-3019

Description of Project, Event, or Service: The “**The Cowichan Connector: Teach Local – Outreach Global**” brings together a lifelong value of partnerships between community stakeholders...and future generations within the Cowichan Valley Regional District. By working with OUR ECOVILLAGE'S showcase Demonstration Site and Education Centre – this serves the Cowichan community, and it's many visitors, to come together in an even more positive, healthy model for learning the design and install of Canadian precedence setting examples of sustainable living and award winning ecological design. By creating:

- 1) **By creating a local Cowichan based ‘Canada 150’ educational series in Sustainable Living and inviting thousands of people in person, through online, and through digital storytelling.** OUR has been granted the Federal funding the a Cowichan ‘Canada 150 Grant’ and this would document and outreach all of the process and track all of the outcomes that have been created through the work of the 6 months of education process through a historic film documentary and through livestream. **also filming the full development of the historic community process for the ‘multi-purpose building’ (in the design of old train station) for Shawnigan Lake**.
- 2) **An international focus on the Cowichan for OUR Ecovillage’s worki with provincial and federal regulatory bodies to continue to showcase the 18 years of work done to design and install innovative, code approved, or new regulatory modelling for systems and technology which is rarely available to be seen in Canada (ie: building code approvals for ecological design, solar district system design for affordable housing, comprehensive zoning, alternative waste water innovation to demonstrate new BC Health Regulations, Climate change adaptation design for food systems and drought resiliency)**
- 3) **An ‘outreach project’ which livestream for: conference which happen onsite, trainings with regulatory officials, access for Universities/Colleges to have digital analysis for project based work and major academic analysis for legal, engineering, design and economic development modelling. Through a Federally funded analysis it has been identified that OUR Ecovillage has the highest demand internationally for folks travelling to research “Sustainability, desgin, learning models, sustainable food systems**

Is the Project, Event, or Service already provided in the community by another organization? No – there may be other organizations involved in Canada 150 Projects (hopefully) but are livestreaming out all over the world or continuing on for a full year of C150. This project will live on with education and outreach which happens in perpetuity through Cowichan events and livestream out for regulatory approval of demonstration projects and for education of Universities and public/private k-12 schools.

If yes, provide details: N/A

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

This project will serve literally thousands of people yearly. With a range of diverse ways of bringing together all stakeholders in our Cowichan community – and with years of outreach and education experience...this is the year for action “**The Cowichan Connector: Teach Local – Outreach Global**” given it is Canada’s 150 birthday! We in the Cowichan are able to be proud of our heritage – and our future – in a whole new way...sharing it with as many as possible. The key to the success of the global image of the Cowichan Region is education and outreach. As a world known showcase OUR Ecovillage is one of the key players in this success strategy. As a grantee as one of the Canada 150 leads we aim to take this as far and wide as possible. As a well known advocacy site for legal and regulatory work focusing on sustainable design and installation of precedent setting projects....this is an outstanding project for the Cowichan to showcase ourselves now – and into the indefinite future

This type of community building project brings together a lifelong value of partnerships between Cowichan [and beyond] Businesses, parks folks, heritage/museum programs, schools, crafts people, farmers, musicians, artists...and future generations within the Cowichan Valley Regional District. By working with OUR ECOVILLAGE’S showcase Demonstration Site and Education Centre – this team will serve as the coordination and organizing leadership to bring together the below 3 project focus areas: With over 17 years of intensive community development experience, and major project management experience, OUR ECOVILLAGE is well poised to support this community process and all the community stakeholders from near and far with this education and outreach project.

By creating a series of education and outreach projects that really highlight the Cowichan Region at this 150th Anniversary of Canada....we bring our community all the more onto the map. The ability to offer Livestream services and onsite video documentary work of sustainability project and community events is not yet available anywhere else in the Cowichan on an ongoing basis for conferences, any University/College, K-12 public/private schools, Museums, etc for any event or project. *(though VIU has an option for the Cowichan campus , CVRD is able to livestream their own meetings, and larger shows are available for livestream through Cowichan Performing Arts).*

Intensive participatory design and consultation has happened within the South Cowichan community to work on these projects and they are:

- 1) Canada 150 projects with heritage projects which have been designed for community spaces over many years.
- 2) Demonstration Projects and Educational activities which span wide range of sustainable living, community development, and green economy projects onsite at OUR Ecovillage’s 25 acre Sustainable Living Demonstration Site and Education Centre...and a diverse range of offsite public projects which are known locally but deserve global outreach as well.

3) To co-facilitate the creation of an online project with SHAW TV (educational series with local schools hosting youth who research and outreach information in relation to all of the Cowichan based sustainable living, ecological design, organic food systems, alternative energy and systems projects, etc), the creation of documentary film footage with youth/seniors working together, and livestream for conferences, gatherings and educational events.

Total cost of the Project, Event, or service: **\$ \$240,000**

Will you receive other sources of funding? Yes
Please describe other sources of funding and amounts as requested or expected: as below.

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

- Canada 150 Grant – **cash \$10K**
- Federal Job Creation Training Program - 6 training program participants with skill development areas of a) ecological/community design, b) multi-media and social media and outreach, c) youth program and curriculum development with the Canadian Earth Institute, d) partnership development and tracking, e) market coordination and liaison, f) senior/youth mentorship program coordinator. **Full funding \$40**
- various film companies, Stream of Consciousness Livestream, SHAW **\$\$40K**
- Local Media and Outreach Company; Corinne Segure **In-Kind \$5K**
- Google Ads in-kind **\$15K** (per month but only counted one month given they are covering other events we do as well).
- OUR ECOVILLAGE cash **\$20k**
- Various local businesses and wide variety of volunteers, community groups etc. In kind: **\$25K**

Have you included your organizations current annual budget and previous year’s financial statements? yes

Grant-in-Aid applied for: **\$35,000**

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 YES
- The applicant is an incorporated society YES [O.U.R. (One United Resource) Community Association] S-41542
- The organization has not received 3 or more Regional Grants-in-Aid Only 2 so far
- The organization is locally based (south Cowichan – Area B)



NUMBER: S-41542

SOCIETY ACT

CERTIFICATE OF INCORPORATION

I Hereby Certify that

O.U.R. (ONE UNITED RESOURCE) COMMUNITY ASSOCIATION

has this day been incorporated under the *Society Act*

Issued under my hand at Victoria, British Columbia

on May 11, 2000

A handwritten signature in black ink that reads "J. Powell".

JOHN S. POWELL
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA



10:30 PM

O.U.R Ecovillage Cooperative

Profit & Loss

January through December 2016

31/01/17

Accrual Basis

	Jan - Dec 16
Ordinary Income/Expense	
Income	
8000 · Community Programs Revenue	
8000.1 · Community Programs - Schools	32,328.00
8000.2 · Community Programs - Events	
Return to the Village	40.00
8000.2 · Community Programs - Events - Other	120.00
Total 8000.2 · Community Programs - Events	160.00
Total 8000 · Community Programs Revenue	32,488.00
8001 · Education Revenue	
8001.1 · Education Revenue - Courses	
Ecovillage Explorer	950.00
Integrated Environ. Sus. Prog.	125.00
Kids Camp	90.00
Miscellaneous Multi Day	308.34
Miscellaneous Single Day	80.48
Natural Building	
Application Fee	300.00
Natural Building - Other	5,398.48
Total Natural Building	5,698.48
Permaculture	
Intro to Permaculture	481.44
PDC EAT EDE	35,673.43
Perm Teacher Training	6,384.14
Permaculture - Other	5,905.00
Total Permaculture	48,444.01
Wellness	2,764.18
8001.1 · Education Revenue - Courses - Other	1,080.00
Total 8001.1 · Education Revenue - Courses	59,540.49
8001.2 · Education Revenue - Interns	
Homesteader Intern	31,300.06
Total 8001.2 · Education Revenue - Interns	31,300.06
Total 8001 · Education Revenue	90,840.55
8002 · Guests & Tours	
8002.1 · Guests & Tours - Group Visits	747.27
8002.2 · Guests & Tours - Tours	1,810.24
8002.3 · Guests & Tours - Overnight B&B	16,774.97
8002.4 · Guests & Tours - Visits	268.10
Total 8002 · Guests & Tours	19,600.58
8003 · Private Functions Revenue	
8003.4 · Commercial Renters	100.00
Total 8003 · Private Functions Revenue	100.00
8004 · Residents and Staff Revenue	
8004.1 · Hearthkeepers	200.00
8004.2 · Residents	37,516.14
8004.3 · Day Staff and Volunteers	200.00
8004 · Residents and Staff Revenue - Other	376.00
Total 8004 · Residents and Staff Revenue	38,292.14
8005 · Product Sales	680.75
8006 · Private - Tent Rental	1,500.00

10:30 PM

O.U.R Ecovillage Cooperative

Profit & Loss

January through December 2016

31/01/17

Accrual Basis

	Jan - Dec 16
8103 · Interest from Bank	
8103.1 · Bank Interest	94.43
8103.2 · Bank Interest US\$	0.24
Total 8103 · Interest from Bank	94.67
8121 · Commissions	
8121.1 · PST Commission	363.05
Total 8121 · Commissions	363.05
8223 · Donations	
8223.1 · General Donations	65,920.37
8223.2 · Sustainers	170.00
8223 · Donations - Other	338.00
Total 8223 · Donations	66,428.37
8239 · Administraion Fees	100.00
8298 · Uncategorized Income	606.29
9420 · Crop Revenues	
9426 · CSA Boxes	2,465.00
Total 9420 · Crop Revenues	2,465.00
9470 · Egg Sales	973.60
Total Income	254,533.00
Cost of Goods Sold	
8518 · Total Cost of Goods Sold	
8320 · Cost of Goods Sold - Purchases	
8320.1 · COGS - Program Supplies & Costs	2,839.56
8320.2 · COGS - Food Supplies	43,860.23
8320.3 · COGS - Accomodation Supplies	975.13
Total 8320 · Cost of Goods Sold - Purchases	47,674.92
8340 · Cost of Goods Sold - Wages	
8340.1 · COGS - Program Professionals	34,149.52
Total 8340 · Cost of Goods Sold - Wages	34,149.52
Total 8518 · Total Cost of Goods Sold	81,824.44
Total COGS	81,824.44
Gross Profit	172,708.56
Expense	
*Reconciliation Discrepancies	6.76
8520 · Advertising & Promotion	
8521 · Advertising	1,425.22
8522 · Donations	
8522.1 · Gift Certificates Donated	550.00
8522 · Donations - Other	450.00
Total 8522 · Donations	1,000.00
8524 · Promotion	336.61
8520 · Advertising & Promotion - Other	14.81
Total 8520 · Advertising & Promotion	2,776.64
8620 · Payroll Expenses	
8622 · Source Deductions	1,555.39
Total 8620 · Payroll Expenses	1,555.39

10:30 PM

O.U.R Ecovillage Cooperative

Profit & Loss

January through December 2016

31/01/17

Accrual Basis

	Jan - Dec 16
8690 · Insurance Expense	
8692 · Insurance - General	2,677.67
Total 8690 · Insurance Expense	2,677.67
8710 · Interest and Bank Charges	
8713 · Mortgage Interest	
8713.1 · Vancity Mortgage	25,684.41
8713.2 · Concentra Mortgage	3,600.00
Total 8713 · Mortgage Interest	29,284.41
8715 · Bank Charges	394.52
8717 · PayPal Stripe Airbnb Cft Fees	3,025.99
Total 8710 · Interest and Bank Charges	32,704.92
8760 · Business Taxes, Licences	
8761 · Memberships	25.00
8764 · Fees	20.00
Total 8760 · Business Taxes, Licences	45.00
8810 · Office Expenses	
8811 · Office Stationary and Supplies	729.15
8812 · Office Equipment	3,142.41
8814 · Online Systems	1,938.01
8810 · Office Expenses - Other	140.01
Total 8810 · Office Expenses	5,949.58
8860 · Professional Fees	
8861 · Legal Fees	148.66
8862 · Accounting Fees	12,908.75
8863 · Consulting Fees	11,050.00
Total 8860 · Professional Fees	24,107.41
8914 · Equipment Rental	587.00
8960 · Repairs and Maintenance	
8961 · Buildings	362.37
8964 · Equipment Upkeep	462.14
Total 8960 · Repairs and Maintenance	824.51
9010 · Other Repairs and Maintenance	
9014 · Garbage Removal	975.20
Total 9010 · Other Repairs and Maintenance	975.20
9020 · Building Materials	1,209.46
9066 · Employee Salaries	21,117.83
9110 · Contract Staff	
9110.1 · Building Staff	1,395.76
9110.2 · Accommodation Staff	17,122.50
9110.3 · Eatery Staff	9,162.50
9110.5 · Outside Contract Services	1,114.24
9110.7 · Maintenance Staff	5,498.00
Total 9110 · Contract Staff	34,293.00

10:30 PM

O.U.R Ecovillage Cooperative

Profit & Loss

January through December 2016

31/01/17

Accrual Basis

Jan - Dec 16

9130 · Supplies	
9131 · Small Tools	149.39
9132 · Shop Supplies	66.49
9133 · Site Supplies	4,525.14
9140 · Fuel for Machinery	934.36
9142 · Safety Supplies	139.64
9143 · Hospitality Supplies	470.78
9144 · Kitchen Supplies	1,520.14
9145 · Kitchen Equipment	500.00
9147 · Water Treatment Supplies	160.36
Total 9130 · Supplies	8,466.30
9150 · Computer Related Expenses	
9151 · Hardware	154.81
9152 · Internet	1,793.68
Total 9150 · Computer Related Expenses	1,948.49
9180 · Property Taxes	2,196.67
9200 · Travel Expenses	
9202 · Travel	144.10
9200 · Travel Expenses - Other	114.15
Total 9200 · Travel Expenses	258.25
9220 · Utilites	
9221 · Hydro	9,715.61
9225 · Telephone	1,241.70
Total 9220 · Utilites	10,957.31
9224 · Fuel Costs	
9224.1 · Propane for kitchen	2,529.00
9224 · Fuel Costs - Other	281.58
Total 9224 · Fuel Costs	2,810.58
9270 · Other Expenses	
9275 · Delivery & Shipping Costs	1,450.25
9277 · Post Box Rental	156.00
Total 9270 · Other Expenses	1,606.25
9660 · Crop Expenses	
9664 · Seeds and Plants	403.79
9665 · Supplies and Soil	631.47
9667 · Irrigation Equipment	386.66
Total 9660 · Crop Expenses	1,421.92
9710 · Livestock Expenses	
9711 · Animal Feed and Bedding	4,804.50
9712 · Livestock Purchases	5,175.00
9713 · Veterinary Fees, Medicine	65.22
9715 · Equipment	36.23
9716 · Livestock Processing	120.00
Total 9710 · Livestock Expenses	10,200.95
9999 · Uncategorized Expenses	1,217.14
Total Expense	169,914.23
Net Ordinary Income	2,794.33
Net Income	2,794.33

10:45 PM

O.U.R Ecovillage Cooperative

Balance Sheet

As of 31 December 2016

31/01/17

Accrual Basis

31 Dec 16

ASSETS

Current Assets

Chequing/Savings

1001 · Petty Cash	480.75
1001.1 · Petty Cash US\$	117.00
1001.2 · PayPal	-7,819.54
1001.3 · Stripe	261.80
1002.1 · Vancity Community Service	17,880.81
1002.2 · Vancity - Courses	10.39
1002.3 · Vancity - Hearthkeepers	1,012.44
1002.5 · Vancity - Taxes	500.12
1003 · ISCU General	20,035.46
1003.2 · ISCU US\$	542.09

Total Chequing/Savings 33,021.32

Accounts Receivable

1060 · Accounts Receivable 14,762.38

Total Accounts Receivable 14,762.38

Other Current Assets

1075 · Prepaid Insurance 5,355.33

Total Other Current Assets 5,355.33

Total Current Assets 53,139.03

Fixed Assets

Property Deposit 100,000.00

1600 · Land and Buildings

1601 · Land and Buildings	530,000.00
1602 · Capitalized Improvements	561,745.06
1603 · Capitalized Debt	69,977.00
1604 · Capitalized Fee Expense	335.00
1605 · Capitalized legal fees	15,402.57
1610 · Tiny House	5,643.27
1615 · Garden Cob	928.04
1620 · Commons	20,073.18
1621 · Commercial Kitchen	12,354.32
1622 · Teaching Kitchen	9,234.61
1625 · Well	6,245.70
1630 · Solar	25,240.00
1635 · Art Studio	62.16
1640 · Taj II	3,496.71
1645 · Enabling Access Infrastructure	41,085.48
1650 · Waste Water System	29,296.66

Total 1600 · Land and Buildings 1,331,119.76

2012 · Goodwill 100,000.00

Total Fixed Assets 1,531,119.76

Other Assets

2310 · Vancity Shares 5.00

Total Other Assets 5.00

TOTAL ASSETS 1,584,263.79

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2620 · Accounts Payable 16,062.00

Total Accounts Payable 16,062.00

10:45 PM

O.U.R Ecovillage Cooperative

Balance Sheet

As of 31 December 2016

31/01/17

Accrual Basis

	31 Dec 16
Other Current Liabilities	
2627 · Payroll Liabilities	357.28
2680 · Taxes Payable	
2680.1 · GST/HST Payable	-119.45
2680.2 · PST Payable (BC)	18.90
2680.3 · PST 8% Payable	15.60
Total 2680 · Taxes Payable	-84.95
2770 · Deferred Revenue	3,799.94
2781 · Due to Shareholders	
2781.2 · Due to Patricia Henderson	1,000.00
2781.4 · Brandy Gallagher	57,350.99
Total 2781 · Due to Shareholders	58,350.99
Total Other Current Liabilities	62,423.26
Total Current Liabilities	78,485.26
Long Term Liabilities	
2775 · Inter Entity Account	36,668.28
3141 · Vancity Mortgage Principal	600,000.00
3142 · Concentra Mortgage	120,000.00
Total Long Term Liabilities	756,668.28
Total Liabilities	835,153.54
Equity	
3000 · Opening Balance Equity	-29,506.06
3200 · Unrestricted Net Assets	-55,492.95
3300 · Ecotopia Equity	-495.03
3302 · Gallagher Berg	-182.95
3305 · Freya's House	-7,082.66
3310 · Econest Equity	60,696.69
3315 · Turtle House	-1,621.12
3500 · Shares	
Hearthkeeper	715,000.00
Membership	65,000.00
Total 3500 · Shares	780,000.00
Net Income	2,794.33
Total Equity	749,110.25
TOTAL LIABILITIES & EQUITY	1,584,263.79



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ACT Grant Award

Unique Zoning for Model Ecovillage, Shawnigan Lake, B.C.

The issue

O.U.R. (One United Resource) Community Association is building an ecovillage that embodies four distinctive features: co-operative housing, a "permaculture farm", an educational institute, and an environmental protection covenant to protect all sensitive ecosystems on its site. The group owns 10.1 hectares with rolling fields, wetlands, a lake, running water and plenty of room for building sites. To permit development that includes all four features, the land needed to be rezoned.

The plan

The new zone is the first of its type in Canada. The Cowichan Valley Regional District developed a proposal with the proponents for a unique zone called "Rural Residential Comprehensive Development Zone" that permits a combination of land uses, allowing creation of a multi-functional, holistic ecovillage.

The group is using the ACT funding to assist with rezoning and demonstrating an innovative model for ecovillages that features an environmentally-sensitive design and the use of natural materials and appropriate technology.

As a trailblazer, O.U.R. ECOVILLAGE has become a model for more than 30 other Canadian groups with similar projects in mind.

The project team

O.U.R. Community Association
GreenPlan Consulting
Cowichan Valley Regional District
BC Ministry of the Environment
Cowichan Community Land Trust
Cobworks, architect

Affordability and Choice Today

Find out about ACT regulatory reform projects carried out across Canada, and how to get funding for a new idea:

ACT

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ACT Solutions

Unique Zoning, Building Construction and Environmental Protection Covenant Create a Model Ecovillage

OUR Community Association

Shawnigan Lake, British Columbia

Issue

One United Resource (OUR) Community Association wanted to create an ecovillage embodying four distinctive features: co-operative housing, a 'permaculture farm', an educational institute, and an environmental protection covenant to protect all sensitive ecosystems on its site. The group owned 10.1 hectares (25 acres) with rolling fields, wetlands, a lake, running water and plenty of room for building sites. To permit development that allowed all four features would require the creation of a new zone, the first of its kind in Canada.

Plan

Cowichan Valley Regional District agreed to work with OUR Community Association to develop the new zone, called "Rural Residential Comprehensive Development Zone". This zone would permit a combination of land uses and allow the creation of a multi-functional, holistic ecovillage.

The ACT project would also include construction of a demonstration building featuring an environmentally sensitive design and the use of natural materials, specifically cob construction (sand, clay and straw mixed with water), earthen floors and a green roof.

Project team

OUR Community Association
GreenPlan Consulting
Cowichan Valley Regional District
BC Ministry of the Environment
Cowichan Community Land Trust
Elke Cole, Architectural Designer

Results

"Essentially, what we focused on in the ACT phase was the larger regulatory processes associated with land management design," says OUR Community Association Executive Director Brandy Gallagher-MacPherson. "From the local to the federal level, there were 11 regulatory authority agencies involved in this project."



OUR Ecovillage's demonstration building features cob construction, a green roof and an earthen floor.

Source: OUR Community Association

Creating the new zone as a full-featured community was a significant achievement, in that it brought together people from within the environmentalist movement and people entrusted with upholding the regulatory process. Each carried preconceived fears and concerns, which were largely overcome through research, education, open dialogue, on-site open houses and off-site events.

It could work for you!

Program Partners:



OUR Ecovillage was respectful of all concerns, including fears that it would become a site for “illegal activities, transients, and youth who might be irresponsible”. If someone had a particular concern, they were invited for a tour. Then if appropriate, they were invited to work with the design team to provide feedback and monitor the process. This contributed to a high level of integrity and credibility, and created alliances with members of the local community.

The jewel of OUR Ecovillage — beyond the success of attaining new zoning and a development permit for a non-conventional building design — is the on-site Climate Change Demonstration Building. This building in all aspects — the floor plan, the cob construction, the green roof and so forth — will serve as a model for the residential units to be built at a later date, possibly beginning in the spring of 2007.

The demonstration building thus far has exceeded structural expectations. It has also been highly educational in its use of green construction techniques. Regulatory authorities, including the local building inspection department, are monitoring the building through 2013.

“We have put together a business plan to do the next nine houses and develop a co-op for the housing group,” Gallagher-MacPherson says. “The biggest issues surround ownership, governance and financing.”

Innovative financing options were explored because some of even the most forward-thinking banks could not fit the Ecovillage structure into their succinct models for ownership.

The team developed a unique ownership model in partnership with VanCity Credit Union that Gallagher-MacPherson describes as ‘hybrid and holistic’. It is a multi-featured mortgage that allows financing for such eventualities as build-outs and additions, she says, noting VanCity Credit Union is willing to share the model with other Canadian jurisdictions.

The team initiated design of an economic modeling software tool that quickly formulates variables in the innovative financing plan.

The project also resulted in the creation of a unique land trust covenant for environmental protection of sensitive ecosystems, rather than attempting to covenant the property through conventional means of Regional District covenants.

Gallagher-MacPherson says the local government appreciates the new management plan – which is updated every five years – because it shifts the financial responsibility for upkeep and maintenance of the property from the taxpayer to the landowner.

Experts in alternative energy, alternative wastewater treatment and water reclamation have been contracted to design infrastructure for the next nine homes and an extended community that could include food and accommodation services and an unlimited number of businesses related to value-added agriculture. All aspects of construction, including the cost and effect of transporting materials and the use of salvaged and recycled material, will be considered as OUR Ecovillage strives to build affordable and healthy homes.

“This model has had national applications and has been the

topic of research across North America,” Gallagher-MacPherson says. OUR Ecovillage has been used as a blueprint by more than 40 other Canadian groups, even though the project has had relatively little financial backing to this point. “All of our work has been done at the grassroots using mostly volunteers and the ACT grant.”

It could work for you!

PROVIDENCE FARM

Amount Requested: \$7,000.

Residential Cost Per \$100,000. Assessed Value - .040

REGIONAL GRANT-IN-AID APPLICATION

Name of Organization: Vancouver Island Providence Community Association ("Providence Farm")

Name of Contact Person: Chris Holt, Executive Director

Mailing Address: 1843 Tzouhalem Road, Duncan, BC **Postal Code:** V9L 5L6

Telephone No. 250-746 4204 **Fax No:** 250-746-8616

Description of Project, Event, or Service: Providence Farm is seeking Regional Grant-in-Aid funding to support the pilot year of a new "Mixed Media Self-Portraiture Project" carried out in collaboration with Providence Farm program participants (artists with disabilities) and interdisciplinary artists from the community. (see project overview - attached - for full description)

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: Persons with disabilities, local artists, general public (see project overview - attached - for full description)

Total cost of the Project, Event, or Service: \$ 27,000

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

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

Sisters of St. Ann - Esther's Dream Fund Grant \$ \$20,000

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

Volunteerism value, donated materials, and in-kind facility use is approx. \$46,000 (see budget)

Have you included your organizations current annual budget and previous year's financial statements?

Yes X No _____

Grant-in-Aid applied for: \$ 7,000

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

CVRD 2017 Regional Grant-in-Aid Request: Arts and Culture Mixed Media Self-Portraiture Project for Persons with Disabilities

Project Outline: Year 1 (Pilot Year) 2017

Submitted By: Vancouver Island Providence Community Association (VIPCA or “Providence Farm”)

Project Summary

Vancouver Island Providence Community Association (VIPCA or “Providence Farm”) is seeking Regional Grant-in-Aid funding, under the Arts and Culture funding stream, to support the pilot year of a new “Mixed Media Self-Portraiture Project” carried out in collaboration with Providence Farm program participants (artists with disabilities) and interdisciplinary artists from the community.

This mixed-media self-portraiture project is designed to provide individual social supports for PWD (through art therapy) while disrupting misinformed/stigmatizing representations of disability (via radically inclusive art and media products). Artists with disabilities will create self-portraits using textile, visual, performance, written/spoken, and film art – using these mediums to embark upon personal discovery/evolution and create cultural products that will shift perspectives on disability.

The first year of this multi-year project will include 7 months of workshops (encompassing approximately 25 2-hour workshops); the filming/production of a documentary film; and several exhibition events towards the conclusion of the pilot period.

Providence Farm

The Vancouver Island Providence Community Association (VIPCA) or “Providence Farm” has served the Cowichan region since 1979, providing a vital community hub devoted to empowering individuals of all abilities and building a healthy society through inclusive social action.

VIPCA operates a number of programs designed to fit the unique needs, abilities, and goals of a diverse user population. Services including horticulture, animal, and art therapy intentionally intersect to provide participants with a dynamic experience intended to foster personal development and build affirming social connections.

While some 130 individuals access the farm as clients each year, hundreds more engage as volunteers, visitors, supporters, and collaborators from the community. Defined by a horizontal structure, farm programs and projects share a commitment to the fundamentally egalitarian involvement of community members of all ages, identities, cultures, abilities, backgrounds, and social positions.

This project fulfils the farm’s mandate by providing innovative therapeutic supports to individual participants while also building pan-ability interpersonal connections conducive to a more inclusive and resilient community. This work also seeks to disrupt harmful patterns of exclusion by reconstructing perceptions of difference across a large audience.

Need

According to Mikkonen and Raphael’s 2010 report on the social determinants of health in Canada, disability is a primary contributor factor of social exclusion; 11.5% of Canadian adults aged 15-64 report a disability.

It is clear that programs/projects that foster/facilitate social connections are an important and necessary intervention for persons with disabilities. This is supported by the Council of Canadians with Disabilities and the Canadian Association

for Community Living – both of whom consider supports for inclusion a key strategy for improving social health. This need is echoed by a 2006 federal government profile that showed over half of this age group (adults with disabilities 15-64) desire more social activities, citing prohibitive costs and a lack of community programs/facilities as primary barriers to this social participation.

This exclusion is perpetuated by a long history of media that objectifies and distances PWD by using disability as a character trait – reinforcing negative attitudes towards PWD and ignorance of the disability experience (Shakespeare 1999). This representation is paralleled by a disenfranchising history of hierarchical art culture that equates the value of the artistic product with the identity of the artist – often treating art created by PWD as a “second class” product (Yamamoto, 2016).

Activities (Pilot Year)

In the pilot year (2017), artists with disabilities will be recruited from Providence Farm’s program to take part in the “Mixed Media Self-Portraiture Project.” These participants will take part in multi-media art workshops (including textiles, visual, performance, written/spoken, film mediums) over the course of 7 months and will use these artistic techniques to explore self-expression.



The workshops will be carried out in collaboration between program participants (and their support personnel when applicable), Providence Farm staff, external professional artists, and volunteers from the community. The workshops will be cumulative, with each workshop using the lessons/products of the previous event to work towards creating pieces that will be featured at the year-end exhibition event (to be held on Providence Farm at about the 10-12 month mark – exact date TBD). The exhibition will be a large-scale public event, open to the public and inclusive of many key community groups.

The project will also entail a documentary film aspect, whereby the entire project (including the art pieces created by participants) will be made into a film piece (created by DV Media) that will be presented at two separate screening events and then shared/circulated online to help raise awareness about the work/impact of the project.

Project Goals

Goal #1: Provide individual supports to PWD through art therapy and opportunities for social inclusion/community participation

Through affirmative art-making, participants will better understand and appreciate the value of their identity and their contributions in our community. This project provides participants with disabilities with an important opportunity to understand their own capabilities through artistic expression and achievement. Moreover, the collaboration between program peers, partnering artists, and the broader public (via exhibition/outreach events) presents participants with a wonderful opportunity to develop interpersonal connections and build a sense of belonging in the community.

Goal #2: Catalyze artistic diversity – specifically recognizing the contributions of artists with diverse abilities

Through the collaborative process, local artists involved with this project will develop a better understanding of the disability experience. It is believed that through their relationships with participants, collaborating artists will experience

a perspective shift that will positively influence art and media culture – creating more informed and inclusive representations in the future.

It is believed that the “ripple-effect” that will inform a more inclusive art world will begin with this grass-roots, Cowichan-based project, and will propagate through the awareness-raising activities (exhibitions events, the documentary film/screenings, art sales, public performances, etc.). This outreach will escalate in the second and third years of this project.

Goal #3: Influence social/cultural perceptions about disability through artistic representations

This project seeks to disrupt and change the representation of people with disabilities in our society. The social challenge that this project seeks to tackle is the way that persons with special needs are marginalized through the social construction of their identity as a one-dimensional, “other,” and often “less-than.”

Persons with disabilities have long been isolated and disenfranchised by our socio-cultural tendency to “speak for” this segment of our population. Neurodiversity and physical/developmental differences have been used to justify the exclusion of the disability community – creating an imbalance in the flow of knowledge where able-bodied, neuro-typical people have inherited the power to define the identities, and narrate the experiences, of differently abled people.

This project will disrupt negative portrayals of PWD in art/media by providing artists with disabilities with the means to radically self-express/self-represent. By providing participants with the artistic mechanisms to explore and determine their own identity, and the platform by which to express it, this project seeks to shift the flow of knowledge so that people with disabilities control the depiction of their experience.

It is our belief that these new representations will challenge problematic beliefs on what it means to have special needs, and how differently abled people participate in our culture. By changing fundamental beliefs, action follows – resulting in a more inclusive and resilient society.

Evaluation

The goals/outcomes of this project (see previous section) will be measured throughout the project process and monitored by project members (VIPCA staff, collaborating artists, participants/their support networks).

Questionnaires/surveys will be circulated 3 times throughout the project period (middle, ¾ point, and end) and supplemented by round-table evaluations (video-documented). The first two evaluation processes (mid and ¾ points) will include participants/support networks and project personnel (staff, collaborating artists, volunteers) and will measure results related to the individual supports and artistic diversity outcomes outlined above. The final evaluation will also include “external” persons (e.g. audiences of performances/media products) in order to also measure outcomes related to shifts in social/cultural perspectives.

The evaluation process will be purposefully designed to honor the horizontal structure of the project and include input from persons of all abilities (e.g. through modified forms of data collection).

Collaboration

The horizontal culture of VIPCA’s program will inform the development process, involving a diverse set of contributors throughout the planning phase and going forward into the adaptive cycle. The involvement of persons with disabilities in the building, execution, and eventual evaluation of this project reflects Westley’s assertion that social resilience is tied to engaging vulnerable populations as active participants/contributors (2008). This egalitarian approach seeks to ensure that this “social innovation not only serves vulnerable populations, it is served by it.” (Westley, The Social Innovation

Dynamic, 2008). A key aspect of this development process will be to build the active participation and leadership of persons with disabilities into all facets of the project plan.

Since the systemic issue addressed by this social innovation extends beyond individuals with special needs to affect all members of our community, the development process will also involve a dynamic cross-section of our society inclusive of individual contributors, representatives from local social organizations, and project partners. The planning process will seek to identify and explore collaborations with various community stakeholders and cultural tastemakers in order to determine methods/strategies by which to export the lessons and cultural offerings of this work “off-site” to broader social circles/systems for maximum impact.

Sustainability

This project is designed to create a long-lasting impact via “legacy materials” like a documentary film product and art pieces that will record and propagate the learnings of this project (both “in person” – via exhibits/performances, and online – via websites/social media). Providence Farm also hopes to extend the impact of this project through the inherent replicability/scalability of the model. It is intended that this project will be scaled within the organization/community and easily replicated by other organizations beyond our community.

In terms of financial sustainability, this application seeks support for the pilot year of this multi-year project in order to kick-start what is to become a rapidly self-sustaining endeavour.

The second and third years of this project will use the foundation established in this first funded year to supplement grant/donation funding with income from revenue-generating activities including:

- Community workshops (year 2 and 3 art workshops will be opened up to the public and will generate user fees)
- Events such as “outsider art fairs,” rotating exhibits, public performances, and film festivals
- Sales of project products such as:
 - the art pieces themselves
 - DVDs of the documentary film,
 - and document/“artist’s” books (books made by the contributing artists that accompany/supplement the self-portraiture art pieces)



CVRD Art and Culture Regional Grant-in-Aid Program

R11

2017 Application Submitted By:

VIPCA or "Providence Farm"

Mixed media self-portraiture project for PWD

Description	CVRD GIA funding	Other Sources	Total
Expenses			
Facilitation Expenses			
Cost of materials (art supplies for 7 month project period)	\$ 3,000.00	\$ 4,500.00	\$ 7,500.00
Documentary Video Costs (editing facility, software, equipment, etc.)	\$ 500.00	\$ 1,000.00	\$ 1,500.00
Total Facilitation Expenses	\$ 3,500.00	\$ 5,500.00	\$ 9,000.00
Outreach and Awareness Expenses			
Exhibition/Celebration Event Costs (stage construction, props, advertisement/promotion)	\$ 2,000.00	\$ 3,000.00	\$ 5,000.00
Video Screening Events (facility rental, equipment, advertisement/promotion)	\$ 500.00	\$ 1,500.00	\$ 2,000.00
Publication Expenses (document/"artist's" books - supplies and publication costs)	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Total Outreach and Awareness Expenses	\$ 3,500.00	\$ 5,500.00	\$ 9,000.00
Personnel Expenses			
Administration Expenses	\$ -	\$ 4,700.00	\$ 4,700.00
Professional Art Director/Curator	\$ -	\$ 1,800.00	\$ 1,800.00
Contract film-maker fees	\$ -	\$ 2,500.00	\$ 2,500.00
Total Personnel Expenses	\$ -	\$ 9,000.00	\$ 9,000.00
Total Project Expenses	\$ 7,000.00	\$ 20,000.00	\$ 27,000.00
Revenues			
Esther's Dream Fund (Sisters of St. Ann)	\$ -	\$ 20,000.00	\$ 20,000.00
CVRD Regional Grant in Aid	\$ 7,000.00	\$ -	\$ 7,000.00
Total Project Revenues	\$ 7,000.00	\$ 20,000.00	\$ 27,000.00

CVRD Art and Culture Regional Grant-in-Aid Program

R11

2017 Application Submitted By:

VIPCA or "Providence Farm"

Mixed media self-portraiture project for PWD

In-Kind Contributions

Volunteerism Value

Art Director (200 hours @\$50/hr)	\$	10,000.00
Art Therapist (100 hours @\$30/hr)	\$	3,000.00
Collaborating Artists (350 hours @ \$30/hr)	\$	10,500.00
Filmmaker (100 hours @\$50/hr)	\$	5,000.00
VIPCA staff volunteer hours (130 hours @\$30/hour)	\$	3,900.00
Other Volunteers hours (250 hours @\$18/hr)	\$	4,500.00
VIPCA staff hours contributed in-kind (70 hours @\$30/hour)	\$	2,100.00
Volunteerism Value Total	\$	39,000.00

In-Kind Facility Use

Providence Farm facility use (rooms, stages, grounds, etc) incl. insurance costs	\$	5,000.00
Facility Use Total	\$	5,000.00

Donated Materials

Food and drink for events (exhibition/screenings) by VIPCA kitchen program	\$	2,000.00
Donated Project Materials Total	\$	2,000.00

Total In-Kind Contributions **\$ 46,000.00**

Vancouver Island Providence Community Association

Budget Projection 2016/17 - Fiscal year ending March 31 2017

		April 1 to August 31, 2016	September 2016	As at September 30, 2016	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017	Total
Revenue											0
	Contract Revenue	326,356	57,149	383,504	55,532	55,532	60,995	55,532	55,532	55,532	722,160
	Social Enterprise	177,580	47,418	224,999	31,225	22,355	22,496	18,354	18,354	18,354	356,137
	Donations	143,276	5,355	148,630	6,101	65,964	24,834	12,400	5,725	5,725	269,379
	Grants	41,898	11,850	53,748	6,850	6,850	7,667	36,850	6,850	6,950	125,765
	Fundraising	15,376	889	16,265	3,538	2,184	6,156	1,375	1,375	1,375	32,268
	User Fees	8,398	930	9,328	870	1,190	487	950	950	950	14,725
	VIU Rental	4,260									4,260
	Interest and Other	3,547	9	3,556	60	3,155	679	679	679	679	9,487
	VIPCA Memberships	1,526	125	1,651	148	288	1,961	200	200	200	4,648
Total Revenue		722,216	123,725	845,940	104,324	157,518	125,275	126,340	89,665	89,765	1,538,827
Expenditures											
	Wages and Benefits	403,421	75,126	478,547	88,671	79,860	102,203	80,000	80,000	80,000	989,281
	Repairs and Maintenance	56,271	8,053	64,324	6,104	5,204	10,248	6,956	6,956	6,956	106,748
	Amortization and depreciation	50,000	10,000	60,000	10,000	10,000	10,000	10,000	10,000	10,000	120,000
	Program Materials	39,107	4,770	43,877	4,646	5,458	2,755	7,878	7,878	7,878	80,370
	Utilities	19,704	4,047	23,751	1,371	5,447	1,391	5,068	5,068	5,068	47,164
	Social Enterprise Costs	21,852	4,515	26,367	4,830	2,429	2,225	2,225	2,225	2,225	42,526
	Insurance, Taxes, Other	27,322	185	27,507	4,573	4,573	4,500	4,500	4,500	4,500	54,653
	Vehicles	10,750	4,601	15,351	948	399	62	1,913	1,913	1,913	22,499
	Tools and Equipment	4,565	8,713	13,278	370	477	453	50	50	50	14,728
	Office Expenses	11,523	2,316	13,840	1,814	1,530	2,221	1,396	1,396	1,396	23,593
	Professional fees	14,205		14,205	1,584	287	621	306	306	306	17,615
	Training and Incentives	5,565	864	6,429	904	884	1,442	1,442	1,442	1,442	13,985
	Security	4,218	820	5,038	1,186	1,288	600	780	780	780	10,452
	Fundraising	8,834	365	9,199	765	2,215	2,118	2,118	2,118	2,118	20,651
	Advertising and Promotion	2,340	260	2,600	629	640	688	271	271	271	5,370
Total Expenditures		679,677	124,634	804,311	128,395	120,691	141,527	124,903	124,903	124,903	1,569,633
Excess (Deficit) of Revenue over Expenditures		42,539	-910	41,629	-24,071	36,827	-16,252	1,437	-35,238	-35,138	-30,806

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION
Financial Statements
Year Ended March 31, 2015
(Unaudited)

REVIEW ENGAGEMENT REPORT

To the Members of Vancouver Island Providence Community Association

We have reviewed the statement of financial position of Vancouver Island Providence Community Association as at March 31, 2015 and the statements of revenues and expenditures and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Association.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

In common with many charitable organizations, the Association derives revenue from donations and fundraising activities, the completeness of which is not susceptible of satisfactory review procedures. Accordingly, our review of these revenues was limited to the amounts recorded in the records of the Association. Therefore, we were not able to determine whether any adjustments might be necessary to donation and fundraising revenues, excess of revenues over expenses, cash flows from operations for the years ended March 31, 2015 and March 31, 2014, current assets as at March 31, 2015 and 2014, and net assets as at April 1 and March 31 for both the 2015 and 2014 years.

Except for the effects of the matter described in the preceding paragraph, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

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

Hayes Stewart Little & Co.

Duncan, BC
July 7, 2015

CHARTERED PROFESSIONAL ACCOUNTANTS

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Tel: 250.753.2544 | Fax: 250.754.1903

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

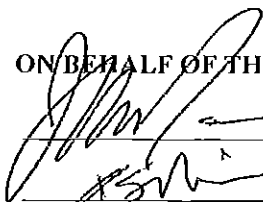
Statement of Financial Position

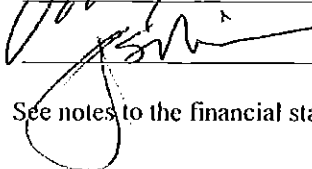
March 31, 2015

(Unaudited)

	2015	2014
ASSETS		
CURRENT		
Cash (Note 5)	\$ 215,552	\$ 162,001
Term deposits (Note 5)	289,963	285,598
Accounts receivable	9,123	41,285
Goods and services tax recoverable	4,622	5,642
Inventory (Note 6)	19,621	53,973
Prepaid expenses	-	8,456
	<u>538,881</u>	<u>556,955</u>
CASH AND INVESTMENTS RESTRICTED FOR ENDOWMENT PURPOSES (Note 4)	28,475	26,990
TANGIBLE CAPITAL ASSETS (Note 7)	<u>5,045,986</u>	<u>5,140,354</u>
	\$ 5,613,342	\$ 5,724,299
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 34,647	\$ 53,307
Provincial sales tax payable	406	328
Worksafe BC payable	2,977	3,315
Employee deductions payable	17,071	14,047
Deferred income (Note 9)	109,304	114,767
Current portion of deferred capital contributions (Note 10)	6,939	8,455
	<u>171,344</u>	<u>194,219</u>
DEFERRED CAPITAL CONTRIBUTIONS (Note 10)	<u>44,409</u>	<u>51,348</u>
	<u>215,753</u>	<u>245,567</u>
NET ASSETS		
Unrestricted	246,346	253,062
Internally restricted (Note 11)	128,130	118,130
Endowment (Note 4)	28,475	26,990
Invested in capital assets	4,994,638	5,080,550
	<u>5,397,589</u>	<u>5,478,732</u>
	\$ 5,613,342	\$ 5,724,299

ON BEHALF OF THE BOARD

 _____ Director

 _____ Director

See notes to the financial statements

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Statement of Changes in Net Assets

Year Ended March 31, 2015

(Unaudited)

	Unrestricted	Internally Restricted	Endowment Fund	Invested in Capital Assets	2015	2014
NET ASSETS, beginning of year	\$ 253,062	\$ 118,130	\$ 26,990	\$ 5,080,550	\$ 5,478,732	\$ 5,560,166
455 Excess (deficiency) of revenues over expenses	29,398	-	702	(112,026)	(81,926)	(82,319)
Investment in capital assets	(26,114)	-	-	26,114	-	-
Endowment contributions	-	-	783	-	783	885
Internal restrictions (Note 11)	(10,000)	10,000	-	-	-	-
NET ASSETS, end of year	\$ 246,346	\$ 128,130	\$ 28,475	\$ 4,994,638	\$ 5,397,589	\$ 5,478,732

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Statement of Revenues and Expenditures

Year Ended March 31, 2015

(Unaudited)

	2015	2014
REVENUES		
Contracts <i>(Note 15)</i>	\$ 825,844	\$ 808,741
Donations	189,526	151,881
Fundraising	58,232	42,826
Gaming	88,550	88,550
Grants	8,455	4,540
Interest	7,517	4,538
Memberships	3,430	4,100
Rentals	126,852	127,280
Sales	228,983	221,909
User fees	10,579	16,594
	<u>1,547,968</u>	<u>1,470,959</u>
EXPENSES		
Advertising	12,586	13,095
Amortization	120,481	122,959
Automotive	14,466	20,897
Bad debts	732	364
Bank charges	9,314	3,174
Equipment and tools	14,094	22,073
Fundraising <i>(Note 13)</i>	30,370	19,750
Insurance	50,737	50,858
Office	25,001	27,213
Professional fees	21,759	69,087
Program materials and development	183,746	130,998
Repairs and maintenance	73,839	87,143
Security	8,075	5,128
Telephone	11,926	11,847
Training allowance <i>(Note 14)</i>	39,223	27,760
Utilities	45,654	48,904
Wages and benefits	967,891	892,528
	<u>1,629,894</u>	<u>1,553,778</u>
DEFICIENCY OF REVENUES OVER EXPENSES FROM OPERATIONS	(81,926)	(82,819)
OTHER INCOME		
Gain on disposal of assets	-	500
DEFICIENCY OF REVENUES OVER EXPENSES	\$ (81,926)	\$ (82,319)

See notes to the financial statements

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Statement of Cash Flows

Year Ended March 31, 2015

(Unaudited)

	2015	2014
OPERATING ACTIVITIES		
Deficiency of revenues over expenses	\$ (81,926)	\$ (82,319)
Items not affecting cash:		
Amortization of tangible capital assets	120,481	122,959
Gain on disposal of assets	-	(500)
	<u>38,555</u>	<u>40,140</u>
Changes in non-cash working capital:		
Accounts receivable	32,162	(27,923)
Inventory	34,352	5,235
Accounts payable and accrued liabilities	(18,656)	(12,576)
Deferred income	(5,463)	(4,601)
Deferred capital contribution	(8,455)	18,644
Prepaid expenses	8,456	(8,206)
GST payable (receivable)	1,020	(892)
PST payable (receivable)	78	328
Worksafe BC payable	(338)	3,315
Employee deductions payable	3,024	13,701
	<u>46,180</u>	<u>(12,975)</u>
Cash flow from operating activities	<u>84,735</u>	<u>27,165</u>
INVESTING ACTIVITIES		
Purchase of capital assets	(26,114)	(30,692)
Proceeds on disposal of property, plant and equipment	-	500
Cash flow used by investing activities	<u>(26,114)</u>	<u>(30,192)</u>
FINANCING ACTIVITY		
Endowment fund contributions	780	885
INCREASE (DECREASE) IN CASH FLOW	59,401	(2,142)
Cash - beginning of year	<u>474,589</u>	<u>476,731</u>
CASH - END OF YEAR	\$ 533,990	\$ 474,589
CASH CONSISTS OF:		
Cash (Note 5)	\$ 215,552	\$ 162,001
Term deposits (Note 5)	289,963	285,598
Cash and investments restricted for endowment purposes	<u>28,475</u>	<u>26,990</u>
	<u>\$ 533,990</u>	<u>\$ 474,589</u>

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2015

*(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 POLICIESBasis of presentation

The financial statements were 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 tested for 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.

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2015

*(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, 2015, 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 involving the use of management estimates relate to the valuation of amounts recorded as inventory and accounts receivable, the useful lives of capital assets for amortization, accrued liabilities, deferred income, and deferred capital contributions.

(continues)

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2015

*(Unaudited)***2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**Going concern

These financial statements have been prepared on a going concern basis, which contemplates the realization of assets and the payment of liabilities in the ordinary course of business. Should the Association be unable to continue as a going concern, it may be unable to realize the carrying value of its assets and to meet its liabilities as they become due.

The Association's ability to continue as a going concern is dependent upon its ability to attain profitable operations and generate funds there from, and to continue to obtain funding and grants sufficient to meet current and future obligations and payables. These financial statements do not reflect the adjustments or reclassification of assets and liabilities, which would be necessary if the Association were unable to continue its operations. Management has made its assessment and concluded there is no issue regarding the Society's ability to continue as a going concern.

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, 2015.

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 with respect to term deposits and accounts receivable. The Associates assesses, on a continuous basis, accounts receivable on the basis of amounts it is virtually certain to receive. The credit risk with respect to term deposits is insignificant since they are held in large financial institutions.

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. 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.

	2015	2014
Endowment - cash	\$ 6,419	\$ 5,628
Endowment - term deposits	22,056	21,362
	<u>\$ 28,475</u>	<u>\$ 26,990</u>

Term deposits are held at Island Savings Credit Union bearing an interest rate of 4% and mature in February 2016.

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2015

*(Unaudited)***5. CASH AND TERM DEPOSITS**

A portion of cash and term deposits are restricted as follows:

	2015	2014
Cash		
Cash- unrestricted	\$ 179,405	\$ 71,550
Cash- restricted	36,147	90,451
	<u>215,552</u>	<u>162,001</u>
Term deposits		
Term deposits- unrestricted	111,833	117,468
Term deposits- restricted	178,130	168,130
	<u>289,963</u>	<u>285,598</u>
Grand total	<u>\$ 505,515</u>	<u>\$ 447,599</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 5 years and interest rates ranging between 1.35% and 1.75%. \$50,000 of the term deposits are held as security over the line of credit disclosed in Note 8, and the rest are internally restricted as disclosed in Note 11.

6. INVENTORY

	2015	2014
General store	\$ 5,810	\$ 11,140
Nursery and greenhouse	11,901	38,988
Furniture shop	1,910	3,845
	<u>\$ 19,621</u>	<u>\$ 53,973</u>

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2015

(Unaudited)

7. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2015 Net book value	2014 Net book value
Land	\$ 2,869,487	\$ -	\$ 2,869,487	\$ 2,869,487
Buildings	2,852,504	858,402	1,994,102	2,077,190
Computer equipment	37,681	33,996	3,685	5,265
Farm equipment	54,597	52,070	2,527	3,610
General equipment	410,621	351,138	59,483	65,994
Greenhouse	157,598	101,829	55,769	59,885
Office equipment	12,685	9,346	3,339	4,174
Parking lot	70,161	23,982	46,179	48,187
Vehicle	88,179	76,764	11,415	6,562
	<u>\$ 6,553,513</u>	<u>\$ 1,507,527</u>	<u>\$ 5,045,986</u>	<u>\$ 5,140,354</u>

8. CREDIT FACILITY

The Association has a credit facility agreement with Island Savings Credit Union, which includes an operating line of credit to a maximum of \$50,000 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 the line of credit (2014 - \$ nil). The Credit Union requires that the Association hold \$50,000 in term deposits as security for this agreement.

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.

	2015	2014
Balance, beginning of year	\$ 114,767	\$ 119,368
Less: recognized as revenue in the year	(114,767)	(119,368)
Add: received related to the following year		
Community Gaming Grant	32,000	88,550
Island Health programs	32,560	10,706
Other programs	33,094	8,061
Prepaid rentals	11,650	7,450
Balance, end of year	<u>\$ 109,304</u>	<u>\$ 114,767</u>

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2015

*(Unaudited)***10. DEFERRED CAPITAL CONTRIBUTIONS**

Deferred capital contributions represent grants for improvement of certain property and equipment. These contributions will be recognized as revenue in future periods as the related property and equipment is amortized. Changes in the deferred capital contribution balances are as follows:

	2015	2014
Balance, beginning of year	\$ 59,803	\$ 41,159
Add: capital contributions received during the year	-	23,184
Less: amount recognized as revenue in the year	<u>(8,455)</u>	<u>(4,540)</u>
Balance, end of year	51,348	59,803
Less: current portion of deferred capital contributions	<u>(6,939)</u>	<u>(8,455)</u>
Long term portion of deferred capital contributions	<u>\$ 44,409</u>	<u>\$ 51,348</u>

11. INTERNAL RESTRICTIONS

During the year the Association's Board of Directors resolved to restrict a total of \$10,000 (2014- \$10,000) of net assets. The internally restricted reserves are to be used for the maintenance and replacement of the Association's building and vehicles. The Association may not use these internally restricted amounts for any other purpose without the approval of the Board of Directors.

The total internal restrictions as of March 31, 2015 consist of the following:

	2015	2014
Building replacement reserve	\$ 82,754	\$ 77,754
Equipment and vehicle replacement reserve	45,376	40,376
	<u>\$ 128,130</u>	<u>\$ 118,130</u>

12. DONATIONS IN KIND

Donated materials, services and equipment of \$31,768 (2014 - \$23,243) have been included in revenues, of which \$nil (2013 - \$nil) has been capitalized with the remaining amounts 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.

VANCOUVER ISLAND PROVIDENCE COMMUNITY ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2015

*(Unaudited)***14. TRAINING ALLOWANCE**

	2015	2014
Training allowance is comprised of the following:		
Program participants	\$ 31,570	\$ 17,970
Staff and board development	7,653	9,790
	<u>\$ 39,223</u>	<u>\$ 27,760</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 52% (2014 - 54%) of total revenues.

16. CONDITIONAL CONTRIBUTION

During the 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. COMPARATIVE FIGURES

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



Thursday, January 19, 2017

Yuko Yamamoto
Providence Farms
Duncan, BC

RE: Mixed Media Self-Portraiture Project for Persons with Disabilities

Dear Yuko,

We are happy to be part of your project:
“Mixed Media Self-Portraiture Project for Persons with Disabilities”

What I suggest is that we film parts of your workshops to be used later on by the artists in their self portraits.
In my workshop I will take the participants through the steps from filming, editing leading to creating a short video.

We will charge you \$2,500.00 for this. It will cost a lot more to do this but we will donate our time that it takes to do this.
We think it's a very worthwhile project that could give the participants many weeks of inspiration.

We are also planning to create a short documentary on this worthwhile endeavour.

Looking forward working with you on this great project.

Kind regards
Nick Versteeg
DV Media Inc/ DV Cuisine

1770 Fenwick Road Cowichan Bay, BC V0R 1N1 Canada - phone: (250)746-4510 www: dvmedia.ca - nick@dvmedia.ca

VOLUNTEER COWICHAN

Amount Requested: \$20,000.

Residential Cost Per \$100,000. Assessed Value - .114

REGIONAL GRANT-IN-AID APPLICATION

Name of Organization: Volunteer Cowichan

Name of Contact Person: Jennifer Lazenby

Mailing Address:#1 Kenneth Street Duncan BC Postal Code: V9L-5G3

Telephone No.250-748-2133 Fax No: _____

Description of Project, Event, or Service: EPIC Communities In Action Project- **See Appendix A for more information**

EPIC's, (Eldercare Project In Cowichan), shared vision is "aging with cultural safety, respect, opportunity and choice". Our overarching goal is to promote healthy living at home with the right support by understanding and addressing the service gaps in the community to achieve this goal. A project lead with the aid of the Community Steering Group will work to address identified barriers and possibilities with the intent to establish spectrum of care provided by volunteers and community services outside of the health system. This spectrum of community care would directly link into EPIC and the Primary Care home for delivering health services to older adults with more complex medical conditions in the Cowichan communities. The **Community in Action** project will work in partnership with community agencies, Island Health and local government on five identified projects (**Communication/ Awareness Project, Transportation Project, Frailty and Assessment Tool, Volunteer Strategy and (Mill Bay Age Friendly project-already in progress)**, that will contribute to the health and wellbeing of seniors residing in the Cowichan communities and will contribute to the overall goals of EPIC. (Appendix A- outlines full EPIC Project) The grant in aid request will support the community stream of the project.

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: All senior aged 65 + residents in the CVRD

Total cost of the Project, Event, or Service: \$ 20,000

Will you receive other sources of funding? Yes X No

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

(expected) Island Health Wellness Grant –for frailty scale component provided by Cowichan Family Caregivers Support Society (will know by February 6). \$12,000

Mill Bay Age Friendly project confirmed as one portion of the project \$19,000

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

1324.00 (at an estimated \$40.00 per hour) in hours of in-kind contributions are estimated for meeting planning and participation and involves a wide array of agencies and public participation.

Have you included your organizations current annual budget and previous year's financial statements?

Yes X **No**

Grant-in-Aid applied for: \$

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



#1 Kenneth Place, Duncan, BC V9L 5G3
250 748-2133

Project Title- *EPIC Community in Action*

Organization: Volunteer Cowichan

Organization Number of years in operation- 39 years

Mailing Address: #1 Kenneth Place Duncan BC V9L-5G3

Email: ed@volunteercowichan.bc.ca

Grant addresses: Frail and isolated seniors

Amount Requested \$20,000.00

Project Description:

Proposed Project

EPIC, (Eldercare Project in Cowichan), is a Collective Impact initiative that involves over 70 partners and is one of the largest transformational frail seniors projects our region has ever seen. The initiative effort is distributed across four streams of work; Residential Care/End of Life, Cowichan District Hospital, Community Health/ Primary Care Home/ Community Health Services and the Community. 18 distinct projects fall under these streams of work. EPIC has a shared vision, shared measurement, common agenda and a backbone organization at the helm. EPIC's, shared vision is **"aging with cultural safety, respect, opportunity and choice"**. Our overarching goal is to promote healthy living at home with the right support by understanding and addressing the service gaps and identifying the strengths in the community to achieve this goal. This project for the purpose of this grant application will focus on the Community stream of EPIC. A project lead with the aid of the Community Steering Group will work to address identified barriers and possibilities with the intent to establish spectrum of care provided by volunteers and community services outside of the health system. This spectrum of community care would directly link into EPIC and the Primary Care home for delivering health services to older adults with more complex medical conditions in the Cowichan communities. Once the project lead has been hired, the **EPIC Community in Action** project will work in partnership with community agencies, Island Health and local government on five identified projects (**Communication/ Awareness Project, Transportation Project, Caregivers Project, Volunteer Strategy and Mill Bay Age Friendly Community Planning Project**). These projects will improve the health and wellbeing of seniors residing in the Cowichan communities and will impact the overall goals of EPIC.

How will it improve our local community?

- Enhancing local partnerships and existing community resources to address the health and wellness of the population. As the value of health promotion and education for illness/injury prevention is becoming more widely recognized, we want to work together with our community partners and Island Health to positively influence individual and community well-being, and promote health together.

- Aligning community resources, systems, services and caregiver support with the needs of the seniors to help them remain living at home.
- Improve communication and awareness of services between health care providers, community service providers, families and the seniors themselves
- Identify Seniors and caregivers at risk for health decline
- Connect with seniors to understand what they need to improve the quality of life and for them to remain living at home
- Increase volunteerism for those who support seniors as well as providing more opportunities for seniors to become active volunteers.
- Improve awareness of community services for health care providers, seniors and their caregivers so they know where to go and who can help.
- Improve seniors access to and participation in community services that will help them maintain good health

2. Describe your community for the purpose of this project

Areas of focus, including target populations: EPIC focuses on realignment of programs, services and administrative structures to a more community-based model to improve patient experience and interactions with seniors and their families. In the CVRD, 10,490 people over the age of 65 were identified with low medium chronic conditions (i.e., hypertension, depression, diabetes, osteoarthritis, osteoporosis, epilepsy, angina, rheumatoid arthritis, heart attack, multiple sclerosis, Parkinson's disease), and 3,790 people were identified with frailty or high chronic conditions (heart failure, stroke, dementia, cystic fibrosis, kidney transplant). EPIC has the goal to specifically focus on these 3,790 people with frailty and high chronic conditions. Overall, while the emphasis of EPIC is on preventative health care for those with frail or high chronic conditions, however, the remainder of the 10,490 people would also benefit from the implementation of EPIC in Cowichan Valley and is of particular focus of the community steering group. Our geography extends from the Gulf Island of Valdes in the east to the mouth of the Nitinat in the west and from the Malahat in the South to North Oyster in the north. This area includes four municipalities, nine electoral areas, nine First Nations and Métis groups, local government organizations and a population of approximately 81,000.00.

3. Community Partners

Partners

- **Our Cowichan Communities Health Network-** Project facilitator for community stream. Currently providing administration, co-chairing community steering committee and project liaison with regional steering committee.
- **Cowichan Valley Division of Family Practice (CVDFP):** Providing integration of physicians within EPIC. Co-chairing the steering group and assuring the presence of physician in every sub-working group of EPIC. The Cowichan Division of Family Practice End of Life/ Residential Care lead is working closely with the community steering committee to identify gaps in services, communication and information sharing.
- **Cowichan Caregivers Support Society-** Will be leading the Frailty Scale Project with caregivers.
- **Cowichan Valley Regional District.** The CVRD in collaboration with Island Health, senior serving organizations, seniors groups, Our Cowichan and other community based programs is

undertaking and age friendly assessment of the community of Mill Bay. Little is known about the specific needs of seniors in this community aside from the recognition that there are many seniors and that the level of services in this community do not seem adequate for aging in place. The Age Friendly Seniors Project will come up with a plan of action to address the identified needs.

- **Cowichan Seniors Foundation-** providing support for Transportation project and some co facilitation of steering committee when needed. Cowichan Seniors foundation also sits at the
- **BC Community Response Network-** providing support for minutes
- **Ts'i'ts'uwatul Lelum-** Assisted Living that provides meeting space, refreshments and all beverages for Community Steering Committee
- **Cowichan Tribes:** Facilitating integration of First Nations, Cowichan Tribes within EPIC. Participating in the steering committee
- **First Nations Health Authority:** Coordinating the integration of First Nations within EPIC. Participating in the steering committee and in all the working groups.

Island Health

- **Population & Community Health:** Providing leadership for EPIC
- **Home & Community Care, Acute care, Residential Care and End of Life in Geo 3 (Cowichan Communities):** Coordinating system's transformation.
- **Professional Practice Office:** Providing professional practice support that will help define current state of role, scope and function of professional, help design future state and implement the strategy for the Primary Care Home, for the elder friendly principles at hospital, help merge the teams that will provide wrap around services for the patients
- **Seniors and Spiritual Health:** Collaborating with seniors care expertise including support implementing tools like the CHSA Clinical Frailty Scale.
- **Aboriginal Health:** Supporting inclusion of aboriginal communities and assuring that aboriginal voice is present in EPIC planning.
- **Patient Advisory Council:** Engaging patient advisors in every stage of EPIC
- **Process Improvement:** Providing support to develop to develop a new model of care (process mapping)
- **I-Health:** Supporting the integration of services via the electronic health record
- **Quality Governance:** Providing quality framework to include patient experience, providing project management, patients voice support, and linkage to quality indicators
- **Communications and Public Relations:** Sustaining support in key messaging, communication and relation with public

Name and contact information for partner references:

Our Cowichan Communities Health Network- Cindy Lise cindylisecchn@shaw.ca

Bev Suderman Cowichan Valley Regional District bsuderman@cvrd.bc.ca

Val Nicol Cowichan Division of Family Practice vnicol@cvsfp.ca

Jodie MacDonald Cowichan Caregivers Support Society jodie@familycaregiverssupport.org

4. Project Goals

- This project will enhance existing community resources, systems and networks that can positively influence health outcomes of our seniors and their caregivers.
- People will know what services for seniors exist across the region, who qualifies for services and where to access those services

- This project will shift the frailty and assessment tool from something that is completed within a physician’s office or health care setting to a tool that becomes commonplace for Cowichan seniors, seniors programs and caregivers. Its preventative focus will help to identify at risk seniors before costly interventions are required.
 - By creating transportation and volunteer strategies we will be better able to support those who need it in their communities and neighbourhoods
 - The EPIC Community in Action project will integrate the activities and findings of the Mill Bay Age Friendly Community Planning Project into EPIC and with the project lead, Our Cowichan and EPIC steering committee will enhance access to services in this underserved community. This project is intended to assist Mill Bay in becoming a more inclusive, age friendly community by addressing the needs of the community as identified by the seniors in that community itself. A needs assessment report will be compiled and action strategies will be developed in consultation with the community and relevant agencies. This project is intended to be a catalyst for action which will improve the health conditions and the quality of life of the population.
- a. How will the project accomplish what you want it to do?**
- a. Hire project lead to undertake the facilitation of the projects identified as well as tasks identified by the EPIC Community Steering Group
 - b. Communications project
 - c. Seniors transportation strategy
 - d. Caregivers project
 - e. Volunteer environmental scan and mapping project
 - f. Supporting the Mill Bay Age Friendly Community Planning Initiative
- b. What do you see change as a result of this project?**
- a. Fewer seniors will go to the emergency department
 - b. Fewer admissions to the hospital
 - c. More conversation about frailty in the community
 - d. More at risk seniors being identified
 - e. Awareness of what resources exist that support seniors
 - f. Improving the ability for caregivers to keep caring
- c. How will you know the work you are doing is successful?**
- a. More registrations at seniors programs
 - b. Survey to measure awareness of Frailty and risk assessment
 - c. Created Seniors transportation strategy
 - d. Completed volunteer environmental scan and map
 - e. Leveraging Island Health RAI data for homecare clients with caregivers within Community Health Services

5. Project Activities:

1. **Community stream project lead** – The Community project lead will work closely with all EPIC leads, Mill Bay Age Friendly Project and the Cowichan Community Caregivers Project and will work 25

hours per week on the identified projects included within the proposal. The community lead during this process will also continue to build relationships and connections with community partners, Island Health, senior's centres, local government, volunteer organizations and seniors. Tasks that arise at the steering committee will be tended to with the capacity of having a project lead at the helm.

2 **Communication project** –Will raise the awareness of prevention and identification of those at risk through the Frailty Assessment Tool. It will inform seniors, families and health care providers of services and supports across all areas of care.

- a. The project lead will further develop the Frailty Assessment Tool that is easy to read that can be disseminated to seniors serving organizations, caregivers, seniors and families to assist in identifying those at risk or to self identify those that may be missed.
- b. Prototyping and disseminating the Frailty and Assessment Tool to seniors serving organizations, caregiver and seniors across the region. The Frailty Assessment tool and project would also be integrated into a Caregivers Support Circle project with the Cowichan Caregivers Support Society (CCSS). The project lead would work with the CCSS on specific caregiver frailty assessment pilot project identified below.
- c. Identify the top 10 community based resources that would be most beneficial to support the needs of frail seniors. The information would be provided to care coordinators, patient medical home (physicians' offices), health care providers, patients and families and to the primary care home in establishing wrap around services to keep seniors safe and supported in the community. Once identified the project would then include dissemination of this information in the most effective manner which may comprise clinic presentations, printed resources or specific section within FETCH. This would be determined by the project lead and consultation with the Division of Family Practice, Island Health and community seniors serving organizations.
- d. Both parts of the project would include presentations in places where seniors gather such as luncheons, senior's centres or events specifically designed for seniors. It may include building the capacity of a group of senior champions who can carry on the messaging and information sharing within their organizations or networks

3. **Transportation Project-** Will create a seniors transportation strategy with the intent of improving seniors access to medical services, daily living activities and social opportunities.
- a. The project lead would work with organizations that provide transportation including CVRD, Better at Home, Cowichan Seniors Community Foundation, Oak Transit, Cowichan Tribes, H'ulh-etun Health Society and others to identify what options exist, how seniors access services and how seniors qualify for services
 - b. The project lead would engage with seniors to identify barriers and to work towards solutions. The project lead would work with **Mill Bay Age Friendly Community Planning**

Project to learn about mobility issues and ways to address social isolation challenges particularly with those who are no longer able to drive. We can incorporate these learning into other areas throughout the Cowichan Region.

4. Caregivers Project

Identifying frail seniors may be possible through family physicians and service providers but identifying frail caregivers becomes more of a challenge. In the event that caregivers become unwell or unable to care for loved ones we have now doubled our strain on the system. Working with the Cowichan Caregiver Support Society an emphasis will be placed on the wellness of the caregiver through the “Circles of Support Project.” The Community Frailty and Assessment tool will be shared with the CFCSS facilitators and will be included in the circles of support training modules. Once people are trained, they will incorporate the model into their work, increasing the number of frail seniors identified, improving quality of life and community connection for seniors and caregivers, preventing caregiver burnout and decreasing inappropriate use of formal healthcare services. The training program will increase community capacity to identify and care for frail seniors by training professionals and community members in the model, which strengthens personal networks.

- a. As caregivers become a priority in health care across the province the collaboration between the project lead and CSCSS and EPIC will ensure a best practices approach to service in Cowichan
- b. Those caring for loved ones would be identified as at risk sooner and more efficiently and would be followed closely by physicians and community support services.
- c. Caregivers would be provided with the frailty assessment tool and other resources to ensure that they too can self identify when health or other life challenges impact their ability to care.

5. Volunteer Project

85 % or more of all community support services for seniors are provided by volunteers who are often seniors themselves. The project would entail an environmental scan of all programs and services including faith based and seniors’ centres that operate with volunteers.

- a. The goal will be to map out and understand the kind of services volunteers provide
- b. Map out programs that use volunteers
- c. How many exist?
- d. What do volunteers do?
- e. What geographic areas have access to volunteers?
- f. How do they recruit volunteers?
- g. How can we get more seniors engaged in volunteering?
- h. How can we enhance peer support?
- i. A final report will be presented to EPIC

6. Mill Bay Age Friendly Project- Our community partners at the CVRD are undertaking an age friendly assessment of the community of Mill Bay. Little is known about the specific needs of

approximately 2700 people living in the Village of Mill Bay, of whom it is estimated that 500 are aged 65+. It is recognized that the level of services in this community do not seem adequate for aging in place. The Age Friendly Seniors Project will come up with a plan of action to address the identified needs. The EPIC Community in Action project lead will be expected to work together with the MBAFP in developing the plan. The project lead will ensure that the information will be linked back into the EPIC Community in Action Project and EPIC so we can better meet the needs of seniors within the Mill Bay area and learn what can be better done elsewhere. Incorporate those learnings throughout the rest of the Cowichan Valley

The project will include:

- a. Community assessment
- b. Background research
- c. Community consultation with research questions developed by advisory committee
- d. Community engagement with programs and activities that include seniors
- e. Community workshops

Inputs- needed to carry out the planned activities:

- Staff time of 12 hours per week
- Project lead would work out of a home office and be responsible for their own space, phone, internet, have their own computer and vehicle
- Administrative support for financial management
- Steering committee support
- Background research and data collection
- Community consultation with seniors
- Consultation with agencies and organizations that provide transportation and volunteers
- Travel
- Incidental expenses for printing, hosting meetings, forums, food
- Meeting space
- Access to FETCH Website and other websites supporting seniors to disseminate information
- Graphic design for frailty tool

Short term outcomes- Participants will gain from this project:

- Physicians within the primary care home, Health Services such as Cowichan District Hospital, and Home and Community Care, families and seniors themselves have an awareness of services offered in the community to support
- Participation/ registrations at seniors programs increase
- Seniors access supports in a timely manner to keep them at home of their choice
- Decrease in mental health challenges due to seniors feeling engaged and contributing in their communities
- Number of seniors receiving support before crisis or failed health increases
- Seniors are engaged in social and daily living activities in the community

Data Collection- measuring the short term outcomes:

- Counting the number of seniors and seniors serving organizations that have attended and been provided the frailty assessment resource
- Count the number of printed resource documents handed to seniors
- Count number of presentations to family physicians, health care providers and seniors regarding top 10 community services they could include in their primary care home planning
- Counting the number of visits to the FETCH online resource guide
- Counting the number of referrals/ requests for services to the Cowichan Caregivers Support Society, Better At Home services, Cowichan Seniors Foundation for supported transportation and services identified in the top 10 resources.
- For the Caregivers project we would measure: The number of trainings given, the number of people trained, the number of circles of support formed, the number of seniors served.

Long term outcomes- The long term effects of this project will be:

- Reduced hospital admissions and ED visits for seniors
- Health status improves
- Improved quality of life
- Life expectancy increases

Volunteer Cowichan

Current Agency Budget 2016-2017

	Agency Budget 2016-2017 current year
Income	
United Way-Cowichan	0
Other Grants	118,432
Com. Gaming Grant	27,500
Total Grants	145,932
Fund Raising	
Fund Raising	1,000
VC Donations	500
Misc Revenue	0
Total Fund Raising	1,500
Revenue	
Staff Services	0
Admin Fee (Program funds/B@H)	10,300
Service charges (rent etc)	10,700
Social Enterprise Dividend(Oak Transit)	0
Interest	0
Total Revenue	21,000
Total Income	168,432
Expenses	
General Expenses	
Bank Charges	200
Office Expenses	6,680
Subscription/Membership	506
Advertising	6,000
Fundraising Expenses	2,000
Computer/Furniture	0
Accounting, Legal and Consulting	9,200
Contractors	103,681
PFC Designated Funds	2,000

Telephone/Maintenance/Internet	5,100
Postage	1,000
Liability Insurance	3,979
Rent	1,669
Leasehold Improvements	0
Jan. Expenses	3,600
Website Maintenance	500
Total General Exp.	<u>146,115</u>
Volunteers	
Travel and Training	250
Appreciation	1,000
Promotion of Volunteerism	10,850
Total Volunteers	<u>12,100</u>
Staff	
Wages	0
Staff Travel	0
Staff Training	0
Summer Students (2)Wages	9,477
Total Staff	<u>9,477</u>
Total Expenses	<u>167,692</u>
Income/Loss	<u>740</u>

EPIC Communities in Action

Budget Appendix B

Budget Item	In Kind	CVRD	Total
Administration fee @10% Volunteer Cowichan		2,000.00	2,000.00
Community Stream Project Lead		12 hours per week at \$26.50 318.00 X 52 weeks \$16,536.00	16,536.00
Honorariums for First Nations Elders		12 hours FN Elder Honorariums at 25.00 per hour	300.00
Meeting Expenses		4 community meetings \$200.00 X4	800.00
Office Supplies			364.00
Total Grant Expenses			20,000.00
	In Kind		
Project Lead/ Facilitation	Our Cowichan (estimated 60 hours) \$2,400.00		\$2,400.00
Steering Committee Planning, consultation, evaluation	Community Stream Steering Committee and Regional Steering Committee (estimated at 1224 hours 48,960.00		\$48,960.00
Transportation Project Facilitation	Cowichan Seniors Community Foundation (estimated 40 hours) \$1,600.00		\$1,600.00
Frailty Scale Implementation	Cowichan Family Caregivers Support Society - \$12,000.00		\$12,000.00
Mill Bay Age Friendly Communities – Information	CVRD \$19,000.00		\$19,000.00
	\$83,960.00		\$83,960.00

V.C. VOLUNTEER COWICHAN
Non-Consolidated Financial Statements
Year Ended March 31, 2016
(Unaudited - See Notice To Reader)



NOTICE TO READER

On the basis of information provided by management, we have compiled the non-consolidated statement of financial position of V.C. Volunteer Cowichan as at March 31, 2016 and the non-consolidated statements of operations and changes in net assets for the year then ended.

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

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

Duncan, BC
June 21, 2016

Hayes Stewart Little & Co.

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Victoria, BC V8W 3E9
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Victoria: 855.383.8994 | Duncan: 888.746.4406 | Nanaimo: 888.754.9551

V.C. VOLUNTEER COWICHAN
Non-Consolidated Statement of Financial Position
March 31, 2016
(Unaudited - See Notice To Reader)

	2016	2015 <i>Restated</i>
ASSETS		
CURRENT		
Cash	\$ 37,969	\$ 39,574
Accounts receivable	4,606	4,146
Goods and services tax recoverable	1,051	328
Prepaid expenses	1,343	1,601
	44,969	45,649
INVESTMENTS <i>(Note 1)</i>	11	11
DUE FROM RELATED PARTIES	4,407	6,608
	\$ 49,387	\$ 52,268
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 7,961	\$ 10,818
Wages payable	-	3,080
Employee deductions payable	-	20,099
Deferred revenue	46,095	57,296
	54,056	91,293
NET DEFICIT	(4,669)	(39,025)
	\$ 49,387	\$ 52,268

ON BEHALF OF THE BOARD

_____ Director

_____ Director

See notes to financial statements

 **HAYES
STEWART
LITTLE & CO.**
CHARTERED PROFESSIONAL ACCOUNTANTS

V.C. VOLUNTEER COWICHAN
Non-Consolidated Statement of Operations
Year Ended March 31, 2016
(Unaudited - See Notice To Reader)

	2016	2015 <i>Restated</i>
REVENUES		
Administrative services	\$ 24,355	\$ 25,402
Better at Home	100,000	100,000
Donations and fundraising	23,278	5,162
Gaming Policy and Enforcement Branch	25,343	2,360
Interest income	38	207
Other grants	5,000	-
United Way	3,000	8,000
	<u>181,014</u>	<u>141,131</u>
EXPENSES		
Accounting, legal and consulting	7,263	6,042
Advertising and promotion	772	-
Bad debts	246	-
Insurance	3,829	4,162
Office and miscellaneous	6,427	16,876
Rent	1,810	1,851
Staff training, travel and appreciation	14	655
Sub-contracts	98,982	40,952
Telephone and fax	3,176	4,752
Volunteer training and appreciation	22,083	7,978
Wages and benefits	459	87,140
Website maintenance	1,597	1,667
	<u>146,658</u>	<u>172,075</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	34,356	(30,944)
OTHER EXPENSES		
Discontinued operations - handyDART	-	14,068
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FOR THE YEAR	\$ 34,356	\$ (16,876)

See notes to financial statements

V.C. VOLUNTEER COWICHAN
Non-Consolidated Statement of Changes in Net Assets
Year Ended March 31, 2016
(Unaudited - See Notice To Reader)

	2016	2015 <i>Restated</i>
NET DEFICIT - BEGINNING OF YEAR	\$ (39,025)	\$ (50,248)
Loss of subsidiary corporation	-	(1,455)
Excess of revenues over expenses	<u>34,356</u>	<u>(16,876)</u>
As originally stated	(4,669)	(68,579)
Prior period adjustment (Note 1)	-	<u>29,554</u>
NET DEFICIT - END OF YEAR	\$ (4,669)	\$ (39,025)

See notes to financial statements

V.C. VOLUNTEER COWICHAN
Notes to Non-Consolidated Financial Statements
Year Ended March 31, 2016
(Unaudited - See Notice To Reader)

1. INVESTMENTS

A prior period adjustment was recorded as Volunteer Cowichan changed the method of accounting for the 100% owned subsidiary from the equity method to the cost method. The investment in Oak Transit is now recorded at the original cost of \$1.

V.C. VOLUNTEER COWICHAN
Non-Consolidated Volunteer Centre
Year Ended March 31, 2016
(Unaudited - See Notice To Reader)

(Schedule 1)

	2016	2015 <i>Restated</i>
REVENUE		
Administration services	\$ 13,822	\$ 23,231
BC Gaming Commission	25,343	2,360
Donations and fundraising	21,386	3,692
Interest	32	202
Other grants	5,000	-
United Way	3,000	8,000
	<u>68,583</u>	<u>37,485</u>
EXPENSES		
Insurance	3,829	4,162
Office and miscellaneous	18,159	8,228
Professional fees	5,819	4,533
Rent	1,810	1,851
Staff training, travel and appreciation	14	324
Telephone	1,056	2,690
Volunteer training and appreciation	18,768	3,958
Wages and benefits	2,149	58,864
Website maintenance	779	860
	<u>52,383</u>	<u>85,470</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ 16,200</u>	<u>\$ (47,985)</u>

See notes to financial statements

V.C. VOLUNTEER COWICHAN
Non-Consolidated handyDART
Year Ended March 31, 2016
(Unaudited - See Notice To Reader)

(Schedule 2)

	2016	2015
REVENUE		
BC Transit Authority	\$ -	\$ 255,381
EXPENSES		
Audit and bookkeeping	-	4,342
Gas and oil	-	21,971
Insurance	-	9,490
Office and miscellaneous	-	9,621
Repairs and maintenance	-	36,252
Training and uniforms	-	763
Wage and benefits	-	158,874
	-	241,313
EXCESS OF REVENUE OVER EXPENSES	\$ -	\$ 14,068

Non-Consolidated Better at Home
Year Ended March 31, 2016
(Unaudited - See Notice To Reader)

(Schedule 3)

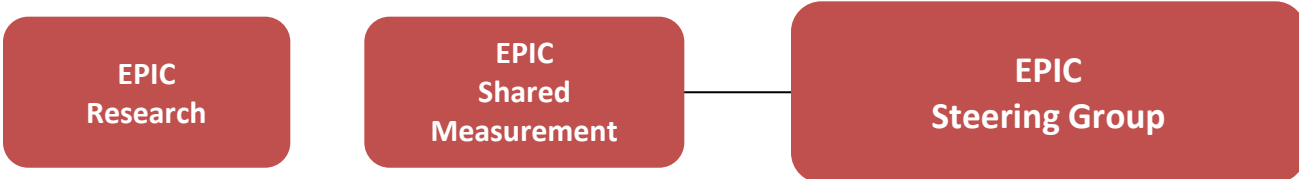
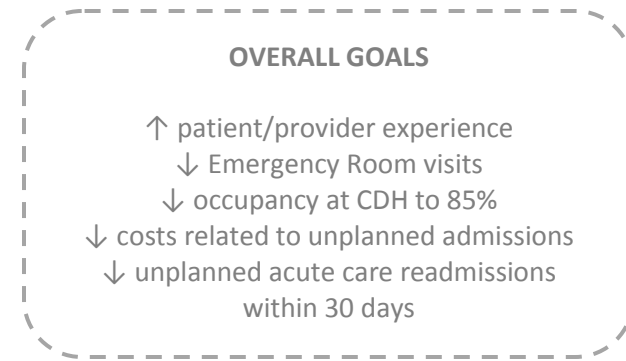
	2016	2015
REVENUE		
Client Fees	\$ 10,535	\$ 2,172
Donation	1,300	750
Fundraising	592	720
Interest	5	5
UWLM	100,000	100,000
	112,432	103,647
EXPENSES		
Advertising	772	-
Bad debts	246	-
Fundraising expense	-	784
Office	87,004	49,387
Telephone	2,121	2,062
Travel	-	331
Volunteer training and appreciation	3,315	3,235
Wages	-	30,000
Website Maintenance	818	807
	94,276	86,606
EXCESS OF REVENUES OVER EXPENSES	\$ 18,156	\$ 17,041

See notes to financial statements

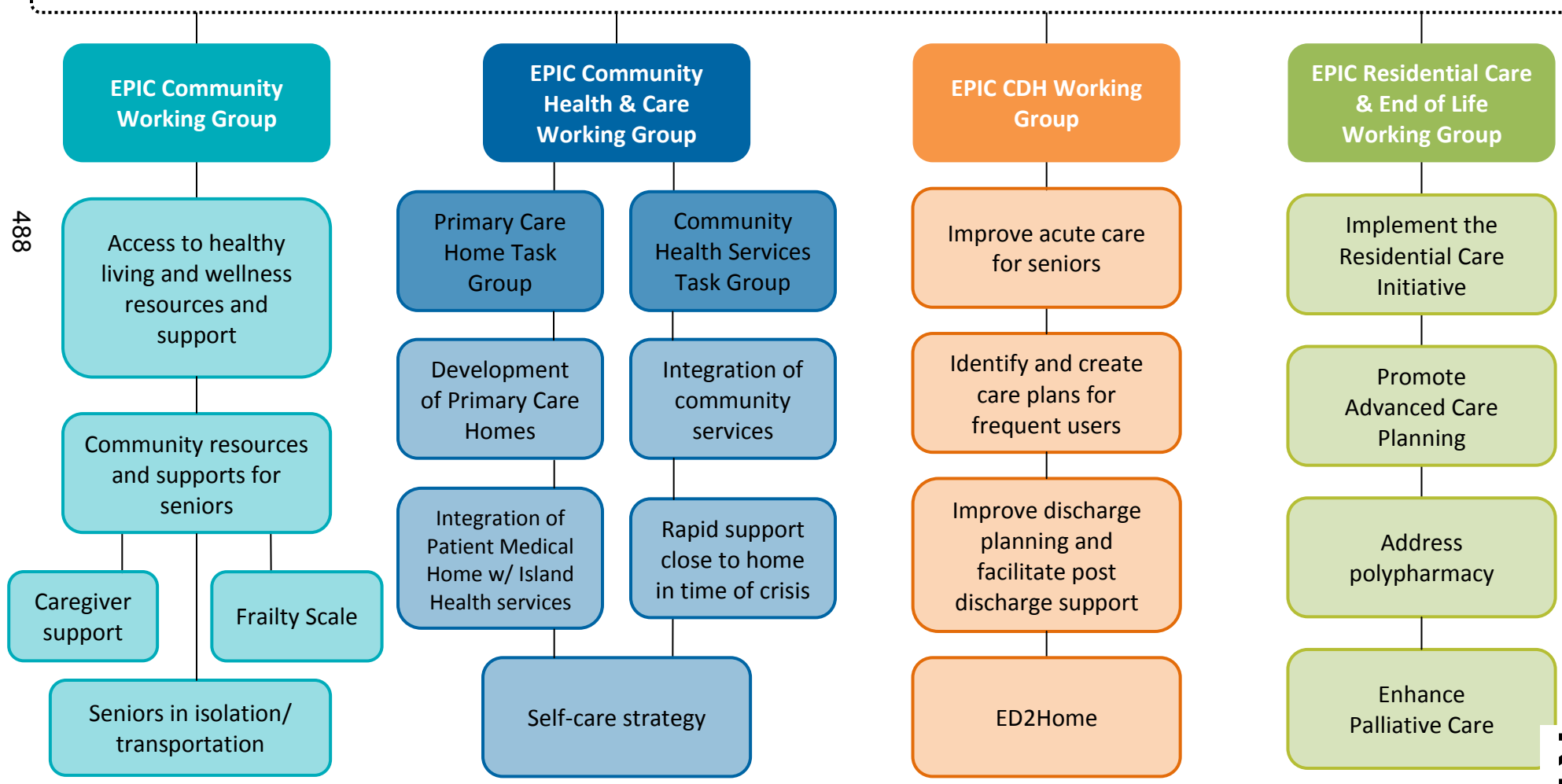
EPIC

Collective Impact Framework – Governance Structure

Aging with cultural safety, respect, opportunity and choice



Education - Health Promotion - Prevention





STAFF REPORT TO COMMITTEE

DATE OF REPORT March 17, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of March 22, 2017

FROM: Water Management Division
Engineering Services Department

SUBJECT: 2017 Budget Amendment – Function 810 Mesachie Lake Sewer System

FILE: 0520-20-RS/05

PURPOSE/INTRODUCTION

The purpose of this report is to request amendments to the 2017 budget for Function 810 Mesachie Lake Sewer System.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the 2017 budget for Function 810 Mesachie Lake Sewer System be amended to:

1. Increase Grant revenue by \$1,226,567;
2. Increase Transfer from Gas Tax Phase 2 revenue by \$200,000;
3. Increase MFA Long Term Funding revenue by \$200,000;
4. Increase Capital Reserve revenue by \$40,000;
5. Increase Transfer from Operating Reserves revenue by \$10,955;
6. Increase Sundry expenses by \$126;
7. Decrease Consultants expense by \$1,000;
8. Decrease Sludge Disposal expense by \$1,500;
9. Decrease Transfer to Reserve Expense by \$5,000; and,
10. Increase Capital - Engineering Structures expense by \$1,684,896.

BACKGROUND

At the Board meeting of November 9, 2016, the following resolution was moved and seconded:

1. That applications to the New Clean Water and Wastewater Fund be submitted for the following projects as listed in priority order:
 - a. Cowichan water supply structured decision model (SDM) development (Regional)
 - b. Mesachie Lake Wastewater Treatment and Collection Upgrade Project (Area F)**
 - c. Saltair Water Treatment Upgrade Project (Area G)
 - d. Shawnigan Lake North Water Treatment Upgrade Project (Area B)
 - e. Cobble Hill Wastewater Integration and Re-use Upgrade Project (Area C)
 - f. Mill Bay Wastewater Integration Project (Area A)
 - g. Sustainable Watershed Systems, through Asset Management (Multi-regional partnership)
2. That, subject to New Clean Water and Wastewater funding approval, partnership agreements be prepared for the 17% program share of costs and all ineligible costs for items 1.a and 1.g as listed in the October 21, 2016 Engineering Services Department's staff report.

3. That, subject to New Clean Water and Wastewater funding approval, capital reserve funds and operating reserve funds be used and loan authorization bylaws be prepared, and public approval be obtained to allow for borrowing to cover the remaining funds needed to pay for the 17% local share of project and all ineligible costs for items 1.b through 1.f.

ANALYSIS

In March 2017, staff received notice that funding has been granted for the following project:

Mesachie Lake Wastewater Treatment and Collection Upgrade Project - Phase 1(Area F)

The Mesachie Lake wastewater system is an archaic and failed system which was built in the 1940s to support a small community of 50 homes. The sub-standard collection system infrastructure is in poor condition and subject to regular blockages caused by root intrusion and minimal gradients for clay pipes. The ground disposal systems are also sub-standard and there are no formal plans, records or permits. Primary concerns for this system are environmental and public health as this existing wastewater disposal lies near the shores of Bear Lake.

This proposal is to combine Mesachie Lake and Honeymoon communities with a central wastewater treatment plant in Honeymoon Bay. Land for treatment and disposal has been negotiated with a land owner, however, costs for collection, pumping, treatment and disposal infrastructure encompass this project.

This project is a high priority as it has considerable liability for the Cowichan Valley Regional District and funding provided by the small community is limited. Phase 1 will provide pumping stations and a sewer force main from Mesachie Lake to disposal system in Honeymoon Bay.

FINANCIAL CONSIDERATIONS

In order to incorporate Federal and Provincial grant funding, capital and operational reserve funding, MFA Long Term borrowing and Community Works Gas Tax funding in the 2017 budget, amendments must be made. Estimated cost of the Phase 1 Mesachie Lake upgrade is \$1,484,896 with an additional \$200,000 estimated for other phasing and associated costs.

COMMUNICATION CONSIDERATIONS

Liaise with the community regarding the project and public approval process for borrowing.


STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Water management budgets fall under essential reliable services.

Referred to (upon completion):

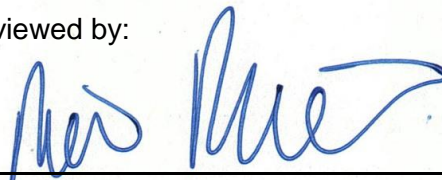
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Recycling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

Prepared by:



Louise Knodel-Joy
Senior Engineering Technologist

Reviewed by:



Brian Dennison, P. Eng.
Manager



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

Attachments – N/A

