

January 14, 2026

To [REDACTED]

RE: 2025 Annual Contribution from CVRD

The following summarizes how our 2025 Annual Contribution funds were utilized for the Mill Bay Community League.

We have completed the following in the Hall and for the Grounds maintenance:

- Installation of two metal ramps at the front and side door into the Hall to make it more accessible for people with mobility issues
- Painting of kitchen cabinet doors and boxes, and fan duct covering
- Gutter removal and replacement with leaf guard
- Installed a double kitchen sink, and a single basin sink
- Annual heat pump maintenance
- Dead trees and dangerous trees removed on the bunny trail
- Post and railing replacement on the bunny trail due to damage from weather
- New gate installed on the tennis courts
- Sprinkler repairs
- Transferred \$10,000 into our septic savings account as we will have to tie into the KP septic at some point. Average cost could be around \$40K
- Annual insurance and property tax, and annual health operating permit for kitchen

The following miscellaneous items have been purchased for the Hall:

- Kettles and tea pot for kitchen
- Step ladder for the hall
- Fridge freezer recordable thermometer
- 2 green machines carpet cleaners to keep hall chairs clean
- Podium, microphone and cables for the speaker

The following donations have been made this year:

- In lieu of hosting our annual volunteer BBQ in June, we donated the cost of the BBQ to the CMS Food Bank
- Legion poppy fund, wreath for Remembrance Day
- Frances Kelsey breakfast and lunch program as many students struggle with not having enough food or a healthy breakfast or lunch
- Hosted two bingo nights to raise funds for the CMS Food Bank as there is a very high need in our community

Upcoming items we are working on:

- Septic will need to be pumped this fiscal year
- Outdoor band stand beside the Hall
- Possible fencing of back step area off kitchen due to vandalism and graffiti
- Refinish the hall hardwood flooring
- Refinish the kitchen flooring
- Steam clean carpets in the boardroom
- TV in the boardroom to increase meeting rentals

1. Tangible outcomes achieved through these contributions:

The 2025 Annual Contribution resulted in clear, practical improvements to the Mill Bay Community League Hall and grounds:

- Installation of two metal ramps improved accessibility for people with mobility challenges.
 - Kitchen upgrades included new sinks, painted cabinetry, and ventilation improvements.
 - Gutter replacement with leaf guards and annual heat pump servicing protected the building and reduced maintenance needs.
 - Safety upgrades included removal of dangerous trees, repairs to posts and railings on the Bunny Trail, a new tennis court gate, and sprinkler repairs.
 - \$10,000 was set aside in a septic savings account toward a future required connection.
 - Essential operating costs were covered, including insurance, property taxes, and health permits.
 - Equipment purchases improved operations and events, including kitchen items, cleaning equipment, and audio-visual equipment.
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2. How the community has benefited

- Improved accessibility allows more residents, including seniors and people with disabilities, to use the hall.
- A safer, well-maintained hall and trails support community events, meetings, and recreation.
- Donations and fundraising supported local food security through the CMS Food Bank and school breakfast and lunch programs.
- Contributions to the Legion poppy fund supported community remembrance.
- Long-term planning, including septic savings and future facility upgrades, helps ensure the hall remains a sustainable community asset.

Please let me know if you are needing any further information.

Kind regards,

Christa Webb (Treasurer)

Shane Ryan (President)



Since 1945
MILL BAY COMMUNITY LEAGUE
2025 PRESIDENT'S REPORT

The Mill Bay Community League history goes back to 1945 and has been an important community entity since then.

Our continuing goal has been to maintain the hall for the use of community groups to meet for functions such as wedding receptions, craft fairs, exercise programmes, seniors' programmes, musical shows, meetings and a variety of other events.

During the past year, we spent a considerable amount maintaining the walking trails on the property. Paying property taxes on the vacant lands located on Partridge Road. Making improvements to the kitchen to stay compliant with the ministry of health, and continue to deal with ongoing issues of vandalism.

In the coming year, we plan to refinish the floors in the kitchen and hall. Plus we're retaining a balance of funds to cover the cost of a future septic connection with Kerry Park.

This year, we were able to host Bingo nights to raise money for the foodbank With special thanks to the community's Area Director Kate Segall who attended.

Our charitable endeavors included donations to the BC Forest Museum, the CMS Food Bank and a waiver of fees for all hall usage by the Mill Bay/Malahat Historical Society rehearsals.

The MBCL's major initiative for the coming year will again continue to be a potential rezoning of our Partridge Road properties to support the creation of between 52 and 60 units of below-market affordable seniors' housing. We have already received generous support from the

Mill Bay Waterworks through a commitment for the necessary water for the project. The Cowichan Housing Society is our partner in this endeavor. When this rezoning comes before the CVRD Board, we would be extremely grateful for your support, as there are many seniors in need in our community.

MBCL is a 100% non-partisan organization governed by a volunteer Board of Directors. We oversee the management of our facilities for the benefit and enjoyment of the community. With your support, we can continue our work. New members are always welcome.

Shane Ryan, President

A handwritten signature in black ink, appearing to read 'Shane Ryan', with a stylized, cursive script.

Mill Bay Community League

**MILL BAY COMMUNITY LEAGUE
DRAFT BUDGET FOR 2025-2026
June 30, 2025**

	2026	2025
INCOME:		
Lease	\$ 21,500.00	\$ 21,500.00
Grant	10,000.00	10,000.00
Hall Rentals (Note 2)	27,000.00	16,000.00
Dues	250.00	250.00
Total	\$ 58,750.00	\$ 47,750.00
EXPENSES:		
BC Rural Prop Tax	\$ 2,528.64	\$ 2,100.00
Donations (Note 3)	10,000.00	3,500.00
Grounds Improvement/Mtc (Note 4)	12,000.00	14,000.00
Hall & Equipment: Repairs & Maintenance (Note 5)	7,200.00	6,000.00
Insurance	5,024.00	5,000.00
Janitor Supplies	1,100.00	1,600.00
Kitchen Supplies	150.00	150.00
Licenses & Permits	250.00	250.00
Maintenance Salary	15,500.00	13,200.00
Meetings & Socials (Note 6)	100.00	1,300.00
Office Supplies	450.00	700.00
Septic Fund (StepUp6 Bank Account)	10,000.00	3,000.00
Telephone/Utility	4,100.00	4,100.00
Telus Security	1,200.00	600.00
Web Page/Advertising	100.00	100.00
Professional and Legal Fees (Note 7)	400.00	
Total	\$ 70,102.64	\$ 55,600.00
Net Loss	-\$ 11,352.64	-\$ 7,850.00

MILL BAY COMMUNITY LEAGUE
BALANCE SHEET
At June 30, 2025

2025

ASSETS

Chequing	\$ 23,045.53
Step Up 6 Plus 6 Term - Septic Savings (Note: 1)	24,379.98
ISCU Shares	6.32
Accounts Receivable	-
Savings - Building Repairs	-

Total Assets

\$ 47,431.83

LIABILITIES

Accounts Payable	\$ 283.77
Deferred Income	-

Total Liabilities

283.77

EQUITY

Retained Earnings	\$ 31,466.71
Current Income	15,681.35

Total Equity

47,148.06

Liabilities & Equity

\$ 47,431.83

**MILL BAY COMMUNITY LEAGUE
COMPARATIVE BALANCE SHEET
AT JUNE 30, 2025**

	2025	2024
ASSETS		
Chequing	\$ 23,045.53	\$ 17,892.93
Step Up 6 Plus 6 Term - Septic Savings Account	24,379.98	13,862.97
ISCU Shares	6.32	6.32
Accounts Receivable	-	-
Savings - Building Repairs	-	-
Total Assets	<u><u>\$ 47,431.83</u></u>	<u><u>\$ 31,762.22</u></u>
LIABILITIES		
Accounts Payable	\$ 283.77	\$ 295.51
Deferred Income	-	-
Total Liabilities	<u>283.77</u>	<u>295.51</u>
EQUITY		
Retained Earnings	\$ 31,466.71	\$ 33,690.75
Current Income	15,681.35	- 2,224.04
Total Equity	<u>47,148.06</u>	<u>31,466.71</u>
Liabilities & Equity	<u><u>\$ 47,431.83</u></u>	<u><u>\$ 31,762.22</u></u>

**MILL BAY COMMUNITY LEAGUE
INCOME STATEMENT
AT JUNE 30, 2025**

2025

REVENUE

Dues	\$ 120.00
Hall Rental	37,699.02
CVRD Lease	22,338.50
CVRD Grant	8,071.00
Interest	517.01
Miscellaneous Income	20.00

Total Revenue

\$ 68,765.53

EXPENSES

BC Rural Prop Tax	\$ 2,528.64
Advertising and Promotions	36.75
Donations	7,560.00
Grounds Improvement/Mtc	9,856.72
Hall & Equipment: Repairs & Maintenance	7,064.23
Insurance	5,024.00
Janitor Supplies	1,055.00
Kitchen supplies	-
Licenses and permits	190.00
Maintenance Salary	14,565.12
Meetings, Socials	69.00
Office Supplies	372.11
Telephone/Utility	4,043.02
Telus Security	491.28
Web page expenses	78.31
Professional Fees	150.00

Total Expenses

53,084.18

Net Income

\$ 15,681.35

**MILL BAY COMMUNITY LEAGUE
COMPARATIVE INCOME STATEMENT
AT JUNE 30, 2025**

	2025	2024
REVENUE		
Dues	\$ 120.00	\$ 240.00
Hall Rental	37,699.02	14,309.50
CVRD Lease	22,338.50	21,500.00
CVRD Grant	8,071.00	7,957.00
Interest	517.01	468.50
Miscellaneous	20.00	-
Total Revenue	<u>\$ 68,765.53</u>	<u>\$ 44,475.00</u>
EXPENSES		
BC Rural Prop Tax	\$ 2,528.64	\$ 2,087.53
Advertising and Promotion	36.75	-
Donations	7,560.00	2,560.00
Grounds Improvement/Mtc	9,856.72	12,619.88
Hall & Equipment: Repairs & Maintenance	7,064.23	3,436.31
Insurance	5,024.00	4,795.00
Janitor Supplies	1,055.00	1,450.00
Kitchen Supplies	-	-
Licenses & Permits	190.00	230.00
Maintenance Salary	14,565.12	12,879.71
Meetings, Socials	69.00	1,235.87
Office Supplies	372.11	459.95
Telephone/Utility	4,043.02	3,797.48
Telus Security	491.28	472.38
Web Page	78.31	674.93
Professional & legal fees	<u>150.00</u>	<u>-</u>
Total Expenses	<u>53,084.18</u>	<u>46,699.04</u>
Net Income	<u>\$ 15,681.35</u>	<u>-\$ 2,224.04</u>

MILL BAY COMMUNITY LEAGUE
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

**** Items not completed in 2024-2025 or are done on an ongoing basis**

Note 1: StepUp6 Account - Septic Savings

- ~ our goal is to top this up to \$40,000.
- ~ at some point we will have to tie into Kerry Park's system and we want to do it before more developments get completed.
- ~ we were able to transfer in \$10,000 at end of 2024-25 fiscal year

Note 2: Hall Rentals

- ~ this amount fluctuates depending on when funds get deposited
- ~ almost \$13,000 of hall revenue is from our 2023-24 year, but wasn't deposited until July and Nov 2024 in our new 2024-25 fiscal year.

Note 3: Donations

- ~ we would like to increase our donations to our local food bank as there is a desperate need that is continually growing
- ~ we would like to increase our donations to our local high school food program as so many students go to school without having had breakfast or able to bring a packed lunch

Note 4: Grounds Improvement/Maintenance

- ~ continual painting from graffiti **
- ~ possible fencing of the back step area due to vandalism and graffiti
- ~ upkeep tree mtc/removal on trail foot path for safety
- ~ looking at getting monitored camera security with Telus, due to continued vandalism
- ~ septic pumping this year

Note 5: Hall and Equipment

- ~ replacement & installation of 3 sinks and a hand wash station in kitchen, due to health regulations **
- ~ refinish hardwood flooring in hall
- ~ refinish floors in kitchen and hallways
- ~ steam clean carpets in boardroom
- ~ tv for board room to increase meeting rentals

Note 6: Meetings & Socials

~ we have chosen not to do our Volunteer BBQs and in place make a donation to the food bank on behalf of all volunteers, as this helps out our community

Note 7: Professional Fees (new account)

~ with leasing of Partridge road, papers need to be notarized

~ includes Insurance writing fee

NOTES FROM 2024-2025 YEAR

~ repair sink or replace if needed - now in progress **

~ replacing/purchasing cleaning equipment for our kitchen rental use

~ continual painting to cover graffiti outside

~ security cameras for vandalism on back of building

~ replace some tables

~ possible donation to tennis club to replace court floor, they are looking at a grant though

MILL BAY COMMUNITY LEAGUE
BALANCE SHEET
At June 30, 2024

2024

ASSETS

Chequing	\$ 17,892.93
Step Up 6 Plus 6 Term	13,862.97
ISCU Shares	6.32
Accounts Receivable	-
Savings - Building Repairs	-

Total Assets

\$ 31,762.22

LIABILITIES

Accounts Payable	\$ 295.51
Deferred Income	-

Total Liabilities

295.51

EQUITY

Retained Earnings	\$ 33,690.75
Current Income	- 2,224.04

Total Equity

31,466.71

Liabilities & Equity

\$ 31,762.22

**MILL BAY COMMUNITY LEAGUE
COMPARATIVE BALANCE SHEET
AT JUNE 30, 2024**

	2024	2023
ASSETS		
Savings - Septic	\$ -	\$ -
Chequing	17,892.93	24,220.34
Step Up 6 Plus 6 Term	13,862.97	13,394.71
ISCU Shares	6.32	6.08
Accounts Receivable	-	-
Savings - Building Repairs	-	-
Total Assets	<u>\$ 31,762.22</u>	<u>\$ 37,621.13</u>
LIABILITIES		
Accounts Payable	\$ 295.51	\$ 4,045.38
Deferred Income	-	-
Total Liabilities	<u>295.51</u>	<u>4,045.38</u>
EQUITY		
Retained Earnings	\$ 33,690.75	\$ 61,277.15
Current Income	- 2,224.04	- 27,701.40
Total Equity	<u>31,466.71</u>	<u>33,575.75</u>
Liabilities & Equity	<u>\$ 31,762.22</u>	<u>\$ 37,621.13</u>

**MILL BAY COMMUNITY LEAGUE
INCOME STATEMENT
AT JUNE 30, 2024**

2024

REVENUE

Dues	\$ 240.00
Hall Rental	14,309.50
CVRD Lease	21,500.00
CVRD Grant	7,957.00
Interest	468.50
Miscellaneous Income	-

Total Revenue

\$ 44,475.00

EXPENSES

BC Rural Prop Tax	\$ 2,087.53
Donations	2,560.00
Grounds Improvement/Mtc	12,619.88
Hall & Equipment: Repairs & Maintenance	3,436.31
Insurance	4,795.00
Janitor Supplies	1,450.00
Kitchen supplies	-
Licenses and permits	230.00
Maintenance Salary	12,879.71
Meetings, Socials	1,235.87
Office Supplies	459.95
Telephone/Utility	3,797.48
Telus Security	472.38
Web page expenses	674.93

Total Expenses

46,699.04

Net Income

-\$ 2,224.04

**MILL BAY COMMUNITY LEAGUE
COMPARATIVE INCOME STATEMENT
AT JUNE 30, 2024**

	2024	2023
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REVENUE		
Dues	\$ 240.00	\$ 190.00
Hall Rental	14,309.50	19,267.43
CVRD Lease	21,500.00	28,638.49
CVRD Grant	7,957.00	4,000.00
Interest	468.50	142.95
Miscellaneous	-	280.00
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Total Revenue	\$ 44,475.00	\$ 52,518.87
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EXPENSES		
BC Rural Prop Tax	\$ 2,087.53	\$ 2,031.86
Donations	2,560.00	-
Grounds Improvement/Mtc	12,619.88	2,648.10
Hall & Equipment: Repairs & Maintenance	3,436.31	46,408.66
Insurance	4,795.00	7,475.00
Janitor Supplies	1,450.00	710.00
Kitchen Supplies	-	24.00
Licenses & Permits	230.00	150.00
Maintenance Salary	12,879.71	13,871.17
Meetings, Socials	1,235.87	937.03
Office Supplies	459.95	697.93
Telephone/Utility	3,797.48	3,918.53
Telus Security	472.38	226.74
Web Page	674.93	1,016.25
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Total Expenses	46,699.04	80,115.27
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Net Income	-\$ 2,224.04	-\$ 27,596.40
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**MILL BAY COMMUNITY LEAGUE
NOTES TO FINANCIAL STATEMENTS
June 30, 2024**

**** Items not completed in 2023-2024 or are done on an ongoing basis**

Note 1: Ground Improvements/Mtc

- ~ continual painting from graffiti **
- ~ repair/replace soffit and light outside the kitchen due to vandalism **
- ~ possible fencing of the back step area due to vandalism and graffiti
- ~ upkeep tree mtc/removal on trail foot path for safety

Note 2:

- ~ painting kitchen cabinets/cupboards **
- ~ repair sink or replace if needed **
- ~ replacing/purchasing cleaning equipment for our kitchen rental use
- ~ buy 2 small bissell portable carpet cleaners to clean hall chairs instead of replacing them

Note 3:

- ~ this amount is now part of our Kerry Park maintenance invoice

NOTES FROM 2023-24

Note 1:

- ~ painting kitchen cabinets/cupboards; plumbing repairs
- ~ security cage around heat pump
- ~ keypad lock/door for tennis courts
- ~ continual painting to cover graffiti outside
- ~ security cameras for vandalism on back of building
- ~ soffit and light repairs/replacement due to vandalism
- ~ replace some tables