

# Municipality of North Cowichan

## Special Council

### AGENDA

Tuesday, November 26, 2019, 6:00 p.m.  
Municipal Hall - Council Chambers

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Recommendation:

That Council approve the November 26, 2019 Special Council agenda as circulated [or as amended].

3. PUBLIC INPUT

Brief public input from registered speakers regarding items on this agenda.

4. BUSINESS

4.1 Duncan-Council Chamber of Commerce

2 - 8

Purpose: To provide Council with background on the Duncan-Cowichan Chamber of Commerce grant application and the rationale for increasing the 2020 "line item" grant from \$30,000 to \$38,000.

Recommendation:

That Council receive, for information the General Manager of Financial and Protective Services November 25, 2019 report.

4.2 Grant-In-Aid Review and Approval

9 - 138

Purpose: To review the 2020 Grant-in-Aid applications.

Recommendation:

That Council direct staff to include funding in the draft Financial Plan to provide grants recommended in the "2020 Grants in Aid List" attached to the General Manager of Financial and Protective Services November 26, 2019 report.

5. NEW BUSINESS

6. QUESTION PERIOD

Public opportunity to ask brief questions regarding the business of this meeting.

7. ADJOURNMENT


Recommendation:

That Council adjourn the November 26, 2019 Special Council meeting at \_\_\_\_ p.m.

# Report

Date November 26, 2019 File: 1850.20

To Council

From M. Frame, General Manager of Financial and Protective Services Endorsed: 

Subject Duncan-Cowichan Chamber of Commerce

## Purpose

To provide Council with background on the Duncan-Cowichan Chamber of Commerce grant application and the rationale for increasing the 2020 "line item" grant from \$30,000 to \$38,000.

## Background

The Duncan-Cowichan Chamber of Commerce receives a "line item" grant of \$30,000 per year to help fund the Cowichan Regional Visitor Information Centre (VIC). The grant was increased from \$25,000 to \$30,000 in 2015, to coincide with the opening of the new building. The VIC costs about \$147,000 to operate. It was funded \$30,000 from North Cowichan, \$30,000 from City of Duncan, \$12,500 from Destination BC and the balance of approximately \$43,000 from the Chamber. For several years now the City of Duncan has been requesting that a funding formula be agreed upon where North Cowichan pays a larger share of the VIC. North Cowichan has previously not agreed to this. In 2019, the City of Duncan reduced their contribution to \$26,000. The City of Duncan recently approved the 2020 Grant to the Chamber of \$22,000. The City has indicated they might increase their grant to \$30,000 if North Cowichan increases their grant to \$38,000.

If North Cowichan increases their grant to \$38,000, the Chamber's total local government contribution could be \$68,000, still far short of the amount required to run the VIC. If North Cowichan keeps their grant at \$30,000, the Chamber's total local government contribution could be \$52,000.

## Discussion

The Cowichan Regional Visitor Information Centre was constructed for approximately \$2 million, funded by:

Grants	\$816,500
North Cowichan	\$440,000
Chamber of Commerce	\$400,000
CVRD	\$293,000
City of Duncan	\$ 70,000

The Duncan-Cowichan Chamber of Commerce contribution was by way of a mortgage that was guaranteed by the District of North Cowichan.

## Options

- Provide Grant of \$30,000
- Increase "Line Item" Grant to \$38,000

## Implications

The Funding received from local government is critical to the year round operation of the VIC. If the Chamber does not have sufficient funding to operate the VIC year round, presumably they would have to reduce service.

## Recommendation

### **For Information only.**

Attachment (1): Letter from Duncan-Cowichan Chamber of Commerce - 2020 Grant Increase Request

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](mailto:manager@duncancc.bc.ca) | W: [www.duncancc.bc.ca](http://www.duncancc.bc.ca)



Municipality of North Cowichan

October 25, 2019

Re: 2020 Grant for the Cowichan Regional Visitor Centre

Dear Mayor Siebring and Council:

We are grateful to the Municipality for the annual grant of \$30,000 to support the year round operations of the Cowichan Regional Visitor Centre, which is operated by the Duncan Cowichan Chamber of Commerce.

Unfortunately, the City of Duncan does not share the same support as the Municipality, as they have once again reduced their funding for operations of the Visitor Centre. Their resolution suggests a fair funding formula from the three local governments – Duncan, North Cowichan and CVRD – for funding the Cowichan Regional Visitor Centre in future years. This is an option that we too wish to pursue.

For 2020, it is hoped the City of Duncan will reconsider returning to a \$30,000 Grant for the Visitor Centre, if North Cowichan will consider an increase to a \$38,000 Grant for the Visitor Centre.

Attached is our 2019 – 2020 Budget with a breakdown of Chamber versus Visitor Centre revenue and expenses. You will note that the Chamber subsidizes the operation of the Visitor Centre, and that the Visitor Centre relies heavily on grants and fee- for- service from our municipal partners and Destination BC. (The budget does not reflect the 2020 Grant decrease from the City of Duncan, nor a Grant increase from the Municipality of North Cowichan.)

Also attached is a report highlighting the Visitor Centre successes and some of the activities that have contributed to our success. Also noted are some “good to knows” that correspond to the value of providing visitor services from the Cowichan Regional Visitor Centre.

What will additional grant funding be used for in 2020: Your funding supports the human resources and operational expenses required to accomplish the goals of the Cowichan Regional Visitor Centre – to provide exceptional and professional visitor services to the communities of Duncan, North Cowichan and the entire Cowichan Region. Delivering community information and other services to visitors, residents, businesses, and community groups, promotes Cowichan and contributes to economic development.

Funding from our municipal partners is critical to our ongoing success of providing year-round exceptional visitor services to Duncan, North Cowichan and the Cowichan Region. We hope you will



recognize the tremendous value that the Cowichan Regional Visitor Centre delivers to the businesses and taxpayers of North Cowichan.

Our request is for North Cowichan to increase the 2020 funding of the Cowichan Regional Visitor Centre to \$38,000.

Please contact President Chris Duncan or myself should you have any questions about the operations of the Visitor Centre and this additional funding request.

Respectfully yours,

A handwritten signature in black ink, appearing to read "Sonja Nagel". The signature is fluid and cursive, with the first name "Sonja" and last name "Nagel" clearly distinguishable.

Sonja Nagel  
Executive Director  
Duncan Cowichan Chamber of Commerce

c. Chris Duncan, President, Duncan Cowichan Chamber of Commerce



### Successes and activities of the Cowichan Regional Visitor in 2019:

- Since relocating to the location at the BC Forest Discovery Centre, the number of visitors served has more than doubled compared to activity in the former location.
- Much of this success can be attributed to the highly visible and accessible location, complimented by lots of parking and easy access for RV's, trailers and buses.
- In November 2019, we will have been in the new location six years.
- YTD to October 2019, we have serviced 20,993 visitors from the Visitor Centre with hopes of reaching our annual target of servicing 25,000 visitors from the Centre. Additionally, YTD to October 2019, we have connected with 4636 visitors via our mobile visitor services program, attending events throughout the Cowichan Region.
- In 2018, we saw 114 buses stop at the Visitor Centre, with an average of 40 passengers per bus. We are becoming well known as accessible stop for tour guides and drivers to bring their tour passengers.
- Downtown Duncan and Totem Tours is tracked as the highest number of referrals for community specific info, followed by the BC Forest Discovery Centre and attractions like The Raptors, Westholme Tea and whale watching. Hiking, cycling, kayaking, river tubing, wineries/cideries also rate high on the interest level of visitors seeking information about the area.
- We continue to see an increase in visitors from Germany and Europe.
- The Visitor Centre is open 7 days a week MAY, JUN, JUL, AUG, and SEP. During the shoulder months, we close on Sundays. We typically close on weekends in JAN and FEB.
- We receive a flat annual \$12,500 fee-for-service from Destination BC. Unfortunately, we are unable to access additional funding from Destination BC. Tourism Cowichan, who provides destination marketing for Cowichan, has access to additional co-op funding from Destination BC.
- In the past, we also received Destination BC funding to support our mobile visitor services program. While this funding is no longer available, we have supported this mobile services program using operational funds from the City of Duncan and Municipality of North Cowichan, as it's an important service for visitors who may not stop at our 'brick and mortar' location.
- In 2019, we received \$7400 for two summer students through the Canada Summer Jobs Funding Program. Our continued thanks to our MP who once again went to bat for us to secure funding for two of the four students requested.

- Note: The Visitor Centre employs one full-time employee, two part-time employees or summer students and 14 volunteers who we rely heavily to deliver year-round visitor services, estimated at over 5000 volunteer hours per year.
- Our professional and accredited travel counsellors continue to make thousands of referrals to businesses throughout the Cowichan. In addition to these referrals, we tracked more than 100 bookings this summer for Cowichan Valley accommodations, dining, activities and attractions.
- Annually, we also hand over 300 Cowichan Relocation Packages to visitors considering relocating to the Cowichan area. The packages contain everything you need to know about Duncan and area: hospitals, schools, real estate, business services, lifestyle, etc.
- For our third year running, the Chamber held a May Membership Campaign. Part of the promotion involved filming members who would give a testimonial to the value of belonging to the Chamber. Many of those filmed, touted the value of the relationship with the Cowichan Regional Visitor Centre...many citing how the Visitor Centre drives visitors and business to their door.
- We share a partnership with the Tourism Cowichan Society as the official distributor of the Cowichan Visitor Guide, responding to visitor requests electronically, by phone, by mail and in person. Both our telephone number and email are the call-to-action on the Tourism Cowichan website.
- In addition to maps and guidebooks, the Centre also stocks and sells "Made in Cowichan" retail products, providing an additional income stream for the Visitor Centre.
- We also have tourism businesses advertising on our big flat screen TV and our poster boards, providing additional income for the Centre.
- The new NC Trail Map, highlighting Maple Mountain and Mount Tzouhalem trails, is one of the best resource tools we have in the Visitor Centre. Many thanks to North Cowichan for developing and printing these and providing large quantities to the Centre.

In the past, we have highlighted a few visitor comments from our guest book. On this report, we are once again presenting a sample of the many reviews we receive on our Trip Advisor site or via email:

*Best visitor centre I've ever been to! Stopped in here a few times on the way from Victoria to points up-Island. The staff are all over it. Very friendly, but more importantly, they really know their stuff and go out of their way to get answers (including calling friends for information they didn't have). Bright and airy space, very clean washrooms, well displayed and up to date information and some interesting displays. BONUS! You can charge your EV at one of the two level 2 chargers in the free parking lot while you browse, or visit the Forestry Museum next door. A great stop along the way. Even if you live in Duncan, you will learn something new about your own back yard and Province if you drop in. Roy C*

**Duncan-Cowichan Chamber of Commerce**  
**2019-2020 Budget**

	Total Budget for 2019/20	Chamber	VIC
<b>REVENUE</b>			
City of Duncan Grant - Visitor Info	26,000	-	26,000
Other - CVRD	1,000	-	1,000
Municipality of N. Cowichan	30,000	-	30,000
Destination British Columbia	12,500	-	12,500
<b>Total Grants</b>	<b>69,500</b>	<b>-</b>	<b>69,500</b>
Advertising	5,000	2,500	2,500
Membership Dues	119,000	119,000	-
Ticket Sales	51,000	51,000	-
Sponsorships	34,000	34,000	-
Auction Items	5,500	5,500	-
Fee for Service	4,000	1,500	2,500
Group Insurance Commissions	29,000	29,000	-
<b>Sub : Chamber Functions</b>	<b>247,500</b>	<b>242,500</b>	<b>5,000</b>
<b>Visitor Info Centre - retail sales</b>	<b>30,000</b>	<b>-</b>	<b>30,000</b>
<b>Interest Earned</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>TOTAL REVENUE</b>	<b>348,000</b>	<b>243,500</b>	<b>104,500</b>
<b>ADMINISTRATIVE EXPENSES</b>			
Advertising	15,000	7,500	7,500
Accounting & Legal	12,000	6,000	6,000
Bank Charges & Interest	1,600	800	800
Credit Card Processing fees	4,500	2,250	2,250
Memberships & Dues	8,000	8,000	-
Meals, Catering & Venues	42,000	42,000	-
Event Speakers & Entertainment	1,200	1,200	-
Telephone	3,800	1,900	1,900
Equipment Lease/Rental	200	100	100
Equipment/Building Maintenance	5,300	1,060	4,240
Managers Expense	1,000	500	500
Insurance	5,500	1,100	4,400
Meetings/Board Expenses	3,500	1,750	1,750
Visitor Info Inventory Purchases	16,000	-	16,000
Mortgage Interest	15,000	3,000	12,000
Office Equipment	800	400	400
Office Maintenance	1,000	500	500
Office Supplies	3,000	1,500	1,500
Postage	1,800	900	900
Printing Costs	5,200	4,300	900
Computer Tech\Training\Upgrades	1,500	750	750
Website	4,000	2,000	2,000
Training/Professional Development	4,000	2,000	2,000
Travel	3,000	3,000	-
Utilities	7,500	1,500	6,000
<b>TOTAL</b>	<b>166,400</b>	<b>94,010</b>	<b>72,390</b>
<b>TOTAL PAYROLL EXPENSES</b>	<b>181,276</b>	<b>106,304</b>	<b>74,972</b>
<b>TOTAL EXPENSE</b>	<b>347,676</b>	<b>200,314</b>	<b>147,362</b>
<b>NET INCOME</b>	<b>324</b>	<b>43,186</b>	<b>- 42,862</b>
<b>PRINCIPAL REPAYMENTS</b>	<b>10,000</b>	<b>2,000</b>	<b>8,000</b>
<b>NET CASH OUTFLOW</b>	<b>- 9,676</b>	<b>41,186</b>	<b>- 50,862</b>

# Report

Date November 26, 2019

File: 1850

To Council

From M. Frame, General Manager of Financial and Protective Services

Endorsed:



Subject 2020 Grants-in-Aid

## Purpose

To provide Council with information on the 2020 Grants-in-Aid applications (Attachment C) and a recommendation to include funding in the draft Financial Plan from the "2020 Grants in Aid Request List" (Attachment B).

## Background

North Cowichan maintains an annual Grant-in-Aid program to award grant funding to eligible non-profit societies operating within the municipality, providing a benefit to the community. Grants-in-Aid must be applied for each year before October 15<sup>th</sup>, for the next year. Grants are categorized as; Tourism, Economic Development, Social/Environmental and Arts and Culture.

The Tourism Category was amended in 2015, to be "Line Item" Grants. This was done to provide stable funding to these groups and not have them discussed each year unless there was a request for an increase.

Each year staff accumulate the grant applications, ensure that they meet the eligibility requirement, evaluate the grants against the evaluation criteria outlined in the *Grant-in-Aid Policy* (Attachment A) and provide Council with recommendations for grants-in-aid.

Applications are evaluated on:

- Program/Project Quality & Merit
- Organizational Effectiveness & Capacity
- Community Engagement & Impact

## Discussion

This year, three of the Tourism (Line Item) applicants have provided applications asking for increases. The total amount for Line Item Grants requested for 2020 is \$167,000 compared to \$144,800 in 2019.

- The Chemainus & District Chamber of Commerce is requesting an increase from \$25,000 to \$35,000. Staff is recommending \$30,000.
- The Duncan Cowichan Chamber of Commerce is requesting an increase from \$30,000 to \$38,000. Staff is recommending \$38,000.

- Chemainus BC BIA is requesting an increase from \$15,000 to \$19,000 for their flower basket program. Staff is recommending \$19,000.

The balance of the grant requests total \$148,050 compared to an approved total of \$71,600 in 2019. Staff is recommending \$72,900 in grants.

### Options

- Approve the grants-in-Aid as recommended by staff on the attached spreadsheet.
- Approve the grants-in-Aid as recommended by staff on the attached spreadsheet with revisions.

### Implications

The preliminary 2020 budget for Line Item Grants is \$148,700. Approving the staff recommended grants of \$167,000 would require a budget increase of \$18,300.

The preliminary 2020 budget for Grants-in-Aid is \$73,700. The balance of the grants recommended total \$72,900. This would leave a contingency for late applications of \$800.

### Recommendation

**That Council direct staff to include funding in the draft Financial Plan to provide grants recommended in the “2020 Grants in Aid List” attached to the General Manager of Financial and Protective Services November 26, 2019 report.**

Attachment(s): (3)

Attachment A – Grant-in-Aid Policy

Attachment B - 2020 Grants-in-Aid Request List

Attachment C - 2020 Grants-in-Aid Applications

## COUNCIL POLICY: GRANT-IN-AID

Council Approval Date: September 5, 2005

Department: Finance

Amended: September 21, 2016

### 1. PURPOSE

Whereas s. 263(1)(c) of the Local Government Act allows local governments to provide assistance for the purpose of benefitting the community, the Municipality of North Cowichan will maintain an annual program to award community grant funding to eligible non-profit societies operating within the Municipality.

Following policy established by the Municipal Council, the Committee of the Whole will consider grant requests under the categories of tourism, economic development, social services, sports groups, and arts and culture, and will make funding recommendations to Council.

### 2. GRANT CATEGORIES

Grants-in-Aid are categorized as follows:

- a. Tourism
- b. Economic Development
- c. Social/Environmental Services [2016-09-21]
- d. Sports Groups (including associated travel for events)
- e. Arts and Culture [2015-09-02]

Grants can be used for capital, operating or one-off special event purposes.

### 3. ELIGIBILITY CRITERIA

Applicants must meet the following mandatory eligibility criteria:

- a. are located in the Municipality of North Cowichan, or alternatively, provide a service which primarily benefits the residents of the Municipality of North Cowichan; [2016-09-21]
- b. can demonstrate sound financial and administrative management;
- c. can demonstrate a financial need;
- d. are in compliance with all relevant Municipality of North Cowichan bylaws; and
- e. are registered as a society under the *BC Society Act*, or as an association under the *Cooperative Association Act*.

**Only applicants that meet the mandatory eligibility criteria listed above will be advanced to the evaluation stage.**

In some instances, assistance in cost-sharing capital improvements to facilities that are not located in North Cowichan may be considered provided that these organizations primarily serve North Cowichan residents.

Assistance towards travel expenses for youth teams may be considered if they are representing



North Cowichan at either a provincial and/or national championship level. Youths participating in individual sports at a provincial and/or national championship level may also be eligible. Grant requests from organizations that are, in the opinion of the Committee of the Whole, providing a regional service will be referred to the Cowichan Valley Regional District (CVRD).

#### **4. APPLICATION PROCESS**

Grants-in-Aid must be applied for each year. Completed applications must be received by October 15 of each year, or the next business day if this falls on a weekend.

The following information must be provided in order for an organization to have its application considered:

- a. completed grant application, including:
  - i. the name and address of the organization;
  - ii. the name of the primary contact person;
  - iii. the amount of financial assistance being requested;
- b. a clear description of the project or event for which funding is requested;
- c. all requested supporting documentation, including:
  - i. financial statements;
  - ii. project budget (if applicable);
- d. disclosure of all sources of assistance previously received from the Municipality such as, but not limited to, cash grants, assistance in-kind, building or rental accommodation or permissive tax exemption; and
- e. a description of how the previous year's grant money was spent (if a grant was received).

#### **5. EVALUATION CRITERIA**

Applicants who have met the mandatory eligibility criteria, will be evaluated under the following three categories:

- a. Program/Project Quality & Merit
- b. Organizational Effectiveness & Capacity
- c. Community Engagement & Impact

The detailed criteria and scoring weights in each category are outlined in *Appendix A*.

#### **6. BUDGET**

The Municipality's grant budget will be set in accordance with the establishment of the Financial Plan. The Committee of the Whole will meet in October of each year to discuss each grant application and will subsequently make recommendations to Council regarding which grants should be approved and the amount to be approved, prior to adoption of the annual budget. Grants-in-Aid are always subject to funding availability. All applicants will be notified of the meeting at which their applications will be considered and of the disposition of their requests.

## **7. LATE APPLICATIONS**

Council may allocate Grant-in-Aid funding in the budget for extraordinary requests received during the calendar year (e.g. one-time grant applications).

## **8. PAYMENT**

No Grants-in-Aid will be disbursed until after adoption of the Financial Plan (after May 15 yearly). All approvals will be considered on a year-to-year basis and continuing support should not be anticipated.

Council reserves the right to place conditions on the awarding of any grant including the provision that it may not disburse the grant funds until appropriate evidence (e.g. submission of receipts) is received that the funds have been expended for the intended purpose.

Representatives of organizations may also be requested to attend a Council meeting to provide a narrative summary of how the funds were expended.

## APPENDIX A

ELIGIBILITY CRITERIA	Y / N	Applicant meets mandatory eligibility criteria
----------------------	-------	--

EVALUATION CRITERIA	SCORE	
<b>PROGRAM/PROJECT QUALITY &amp; MERIT</b> (30 points - maximum of 5 points each)		evidence of financial need, and need for the activity, project or proposal
		alignment with municipal objectives
		complements or extends municipal services
		addresses barriers to services for people with disabilities
		amount of funding requested related to number of residents served
		clear articulation of the degree to which the activity, project, or proposal supports the mandate and objective of the organization
<b>ORGANIZATIONAL EFFECTIVENESS &amp; CAPACITY</b> (30 points - maximum of 5 points each)		clear mandate and competent administration
		financial stability and accountability as demonstrated by prior financial performance
		realistic, balanced budgets and timelines
		diversified sources of revenue
		demonstrated track record of community service
		ongoing organizational capacity and proven ability to carry out the proposal
<b>COMMUNITY ENGAGEMENT &amp; IMPACT</b> (40 points - maximum of 8 points each)		level of public access and participation within the municipality
		number of volunteers
		growing interest and attendance
		level of engagement and cooperation with other community groups
		demonstrated support from the community as evidenced by collaborations, partnerships and in-kind support
		<b>TOTAL (maximum 100 points)</b>

District of North Cowichan  
Grants In Aid Request List  
2020

	2019 Approved	2020 Request	2020 Increase	2020 New	2020 Recomm.
<b>Grants In Aid</b>					
B.C. Forest Discovery Centre - BC Forest Museum	25,000	25,000	0		25,000
Chemainus & District Chamber of Commerce	25,000	35,000	10,000		30,000
Duncan Cowichan Chamber of Commerce	30,000	38,000	8,000		38,000
Cowichan Neighbourhood House Association	29,800	30,000	200		30,000
Chemainus BC B.I.A. - Flower Baskets	15,000	19,000	4,000		19,000
Chemainus Theatre Festival Society	20,000	20,000	0		20,000
	144,800	167,000	22,200		162,000
<b>Grant In Lieu of Taxes and Charges</b>					
St Michael and All Angels Church Cemetery (garbage collection)	250	250	0		250
St. Michael's Cemetery (water)	650	650	0		650
<b>Economic Development /Tourism</b>					
Chemainus BC B.I.A. - event signage		2,800	2,800		
Chemainus BC B.I.A. - light - Henry Rd Bill Board		4,000	4,000		
Chem. Communities in Bloom	8,000	8,000	0		8,000
Chemainus Festival of Murals	7,500		(7,500)		
Crofton in Bloom		8,000		8,000	8,000
Crofton Seniors Society - Banners	1,300			(1,300)	
<b>Social/Environmental Services:</b>					
Abbeyfield Houses Society of Duncan		10,000		10,000	
BC Conservation Foundation - Wildsafe	3,000	3,000	0		3,000
Broombusters Invasive Plant Society	1,350		(1,350)		
Chemainus Harvest House Food Bank	2,500	1,000	(1,500)		1,000
Chemainus Health Care Auxiliary		8,000		8,000	8,000
Chemainus Meals on Wheels	300	300	0		300
Clement Centre Society	5,000	5,000	0		5,000
Cowichan Valley Basket Society	3,000	5,000	2,000		3,000
Cowichan Valley Intercultural and Immigrant Aid Society		3,500	3,500		
Cowichan Valley Naturalists	2,000	2,000	0		2,000
Cowichan Women Against Violence Society		3,000		3,000	
Handmade Hugs Society		2,500		2,500	
Heron's Wood Community Association (& Providence Farm)		1,600		1,600	
Oak Park Heritage Preservation Society	3,000	3,000	0		3,000
Red Willow Womyn's Society		1,000		1,000	1,000
St. John Society (British Columbia & Yukon)		3,000		3,000	
Somenos Marsh Society	1,000		(1,000)		
Somenos Marsh Society	3,000		(3,000)		
Volunteer Cowichan	1,000	3,000	2,000		1,000
<b>Arts and Culture</b>					
Chemainus Rotary Club (Summerfest Parade and Festivities)	500	500	0		500
Chemainus Valley Historical Society	7,500	10,000	2,500		7,500
Christmas in Chemainus - The Little Town Christmas Society	500	500	0		500
Cowichan Folk Guild	0	1,500		1,500	
Cowichan Historical Society	2,000	6,000	4,000		2,000
Cowichan Music Festival	250	200	(50)		200
Duncan-Cowichan Festival Society	0	1,000		1,000	
Maple Bay Community Assoc. - Canada Day	1,000	1,250	250		1,000
<b>Municipally Owned Community Halls:</b>					
Crofton Old School Museum Society		8,000		8,000	
Somenos Community Association	7,000	7,000	0		7,000
Vimy Community Club (Hall)	3,000	3,000	0		3,000
Vimy Community Club - Special Project - Septic System		20,000		20,000	
Westholme School Society	5,000	7,500	2,500		5,000
<b>Sports Groups:</b>					
Cowichan Rugby Club - offset water bill	2,000	3,000	1,000		2,000
	71,600	148,050	10,150	66,300	72,900
<b>Total Grants in Aid</b>	216,400	315,050	32,350	66,300	234,900
In Preliminary Budget					226,150



**Chemainus & District Chamber of Commerce and Visitor Centre**

Box 575, Chemainus, B.C. V0R 1K0

**Phone:** 250-246-3944 **Fax:** 250-246-3251 **Email:** [chamber@chemainus.bc.ca](mailto:chamber@chemainus.bc.ca)

**Email:** [visitorcentre@chemainus.bc.ca](mailto:visitorcentre@chemainus.bc.ca) **Website:** [www.chemainus.bc.ca](http://www.chemainus.bc.ca)

---

October 9, 2019

Mayor and Council  
Municipality of North Cowichan  
7030 Trans-Canada Highway, PO BOX 276  
Duncan, B.C. V9L 3X4

Dear Mayor and Council:

**Subject: Grant-in-Aid Application 2020**

Chemainus has welcomed a 116.4% increase in visitors from 2016 to 2018. With a steady incline in popularity of our community, comes a higher demand for visitor services. This is why we are requesting an increase of \$10,000.00 from our 2018 Grant-in-Aid proposal.

The Chemainus Visitor Centre actively strives to ensure a seamless visitor experience in our town and surrounding areas, thus leading to an increase in return visitation and establishes positive ambassadors for the Cowichan Valley Region globally. We act as a central hub of communication for our community and believe in creating strong relationships through collaboration with our local businesses and associations. Working collectively is the only way to provide our visitors with the best possible experience throughout all five sectors of tourism in Chemainus.

We believe that with an increase in funding, we can do so much to boost tourism through more sustainable and modernized methods. The implementation of user-friendly and accessible digital resources, such as, re-imagining our current website and developing a digital visitor guide of Chemainus. Through a raise in funding, we could increase our operating hours and allot more time to regularly run and maintain our social media platforms. Visually showcasing Chemainus through stunning imagery, videography and insightful blog posts that align with the branding of Destination BC. Lastly, we could significantly decrease the amount of paper distributed to visitors by working with professional developers on designing our own town map. Creating a tangible resource of all the top visitor requested information, in one place. These projects are all in an effort towards boosting tourism to Chemainus and fostering the culture of shopping local, all year round. An effort to help enable our businesses to stay open for longer hours throughout the year and afford to hire more employees, resulting in an even healthier, thriving, and accessible tourism based community.

We kindly ask for your continued, generous support by requesting a Grant-in-Aid in the amount of \$35,000.00.

Sincerely,

Lori Frankson,  
Executive Director



7030 Trans-Canada Highway  
Duncan, BC V9L 6A1 Canada  
[www.northcowichan.ca](http://www.northcowichan.ca)  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Chemainsus-Crofton Chamber of Commerce
Address of Organization	102-9799 Waterwheel Cres., Chemainus, B.C.
Full Mailing Address	Box 575, 102-9799 Waterwheel Crescent, Chemainus B.C. V0R 1K0
Telephone Number & Email	250-246-3944 email: chamber@chemainus.bc.ca
Contact Person/Title	Lori Frankson - Executive Director

**Primary purpose of organization:** To promote economic development through fostering tourism growth in our community

**Category under which greatest portion of services fall:**

☐ Social Service ☐ Sports ☐ Cultural ☒ Economic Development ☒ Other Tourism

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 55,206

**Approximate number of your clients that reside in North Cowichan:** 1,543

*(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)*

**Amount of grant requested:** 35,000.00

**Describe how the grant will be used:** *(e.g. special projects, operations, maintenance, etc.)*

Operational cost of the Visitor Centre

Increased operational hours to the Visitor Centre

Implementation of new, sustainable projects to improve the visitor experience to Chemainus and surrounding communities outlined in the attached cover letter.

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

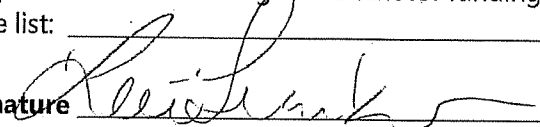
1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

**Applicant's signature** 

**Date** Oct 10, 2019

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

**Chemainus & District Chamber of Commerce**

**2020 Operating Budget**

<b>Revenue</b>		<b>Expenses</b>	
Memberships	\$10,242.30	Cost of Goods Sold	\$8,000.00
Commissions	\$3,076.50	Cost of Goods Sold (Beverages)	\$400.00
Digital Bulletin Board	\$250.00	Staff & Board Conferences	\$5,400.00
Website/Social Media Advertising	\$0.00	BC Chamber Membership Dues	\$1,105.00
Non-Member Racking Fees	\$0.00	Wednesday Market	\$1,548.53
Revenue for Communication/Education	\$0.00	Giant Street Market	\$300.00
<b>Total Chamber-related Revenue</b>	<b>\$13,568.80</b>	Advertising and Promotion - Other	\$1,000.00
Wednesday Market	\$7,000.00	Golden Brush Advertising	\$1,163.20
July Giant Street Market	\$6,294.08	Golden Brush Food & Other	\$4,350.00
Golden Brush Awards	\$10,612.29	Movie Night Concession	\$275.00
Multi-Community Event(still in the planning)	<b>\$2,303.45</b>	<b>Total Fundraising Expenses</b>	<b>\$8,636.73</b>
Movie Night Sponsorships	\$2,300.00		
Movie Night Concession	\$525.00		
<b>Total Fundraising</b>	<b>\$29,034.82</b>	Office Supplies	\$3,700.00
North Cowichan Grant in Aid	\$35,000.00	Tourism Maps	\$3,050.00
Destination BC Service Grant (Tourism BC)	\$20,688.00	Accounting ( Annual reports and bookkeeping)	\$1,800.00
Canada Summer Student Grant	\$9,972.00	Insurance (\$400 D&O and \$1,454.00 General Business	\$1,854.00
CBIA Grant in Aid	\$2,475.00	Telephone & Internet	\$1,554.10
		Hydro	\$1,200.00
<b>Total Grants</b>	<b>\$68,135.00</b>	Repairs & Maintenance	\$750.00
Internet / Fax Revenue	\$800.00	Bank charges & fees	\$1,400.00
Merchandise Sales	\$17,000.00	Meeting Expenses (including AGM)	\$1,400.00
Beverage Sales	\$725.00	Postage & Delivery	\$350.00
Pst Commission Sales	\$96.50	Staff Training	\$700.00
		Staff Mileage	\$275.00
<b>Total Other Revenue</b>	<b>\$18,621.50</b>	Miscellaneous	\$300.00
		Website	\$10.00
		Rent	\$10.00
		Program/Scholarship/donation	\$325.00
		<b>Total Other Operating Expense</b>	<b>\$18,678.10</b>
		Wages	\$81,140.05
		Mandatory Employment - Related Costs (MERCS)	\$6,000.24
		<b>Total Wages &amp; MERCS</b>	<b>\$87,140.29</b>
<b>Total Revenue</b>	<b>\$129,360.12</b>	<b>Total Expenses</b>	<b>\$129,360.12</b>
<b>Net Retained Earnings</b>	<b>\$0.00</b>		



**CHEMAINUS & DISTRICT CHAMBER OF COMMERCE**

**Financial Statements**

**Year Ended December 31, 2018**

*(Unaudited - See Notice To Reader)*

---

	Page
NOTICE TO READER	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4
Notes to Financial Statements	5



**Craig R. Hilton**  
Chartered Professional Accountant

---

### NOTICE TO READER

---

On the basis of information provided by management, I have compiled the statement of financial position of Chemainus & District Chamber of Commerce as at December 31, 2018 and the statements of revenues and expenditures and changes in net assets for the year then ended.

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

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

Chemainus, British Columbia  
March 3, 2019

CRAIG R. HILTON  
CHARTERED PROFESSIONAL ACCOUNTANT

**CHEMAINUS & DISTRICT CHAMBER OF COMMERCE**  
**Statement of Financial Position**  
**December 31, 2018**  
*(Unaudited - See Notice To Reader)*

	2018	2017
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 6,529	\$ 9,126
Accounts receivable	-	84
Inventory	2,403	2,900
Prepaid expenses	712	673
	<u>9,644</u>	<u>12,783</u>
<b>CAPITAL ASSETS (Note 1)</b>	<u>9,302</u>	<u>11,731</u>
	<u>\$ 18,946</u>	<u>\$ 24,514</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accruals	\$ 3,463	\$ 1,116
Employee deductions payable	1,005	1,441
Goods and services tax payable	1,100	843
Deferred revenue	167	-
	<u>5,735</u>	<u>3,400</u>
<b>NET ASSETS</b>		
Unrestricted	3,909	9,383
Investment in capital assets	9,302	11,731
	<u>13,211</u>	<u>21,114</u>
	<u>\$ 18,946</u>	<u>\$ 24,514</u>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director



**CHEMAINUS & DISTRICT CHAMBER OF COMMERCE****Statement of Revenues and Expenditures****Year Ended December 31, 2018***(Unaudited - See Notice To Reader)*

	2018	2017
<b>REVENUES</b>		
Programs and events	\$ 28,205	\$ 17,115
Grants	48,724	60,906
Membership	11,469	11,116
Merchandise sales	17,579	15,789
Other revenue	1,404	514
	<u>107,381</u>	<u>105,440</u>
<b>EXPENDITURES</b>		
Accounting fees	1,801	1,600
Advertising and promotion	481	1,087
Amortization of capital assets	2,325	2,779
Bank charges	1,377	1,208
Insurance	1,586	1,575
Memberships	1,105	1,309
Office and general	3,559	3,966
Merchandise purchases	14,993	7,264
Events	6,364	1,391
Destination BC expenses	-	728
Rental	10	10
Repairs and maintenance	494	495
Salaries and wages	75,687	75,639
Telecommunications	1,543	1,475
Training and conferences	1,122	3,509
Travel	1,510	799
Utilities	1,223	1,346
	<u>115,180</u>	<u>106,180</u>
<b>DEFICIENCY OF REVENUES OVER EXPENDITURES</b>	<u>(7,799)</u>	<u>(740)</u>
<b>OTHER ITEMS</b>		
Loss on disposal of assets	(104)	-
<b>DEFICIENCY OF REVENUES OVER EXPENDITURES</b>	<u>\$ (7,903)</u>	<u>\$ (740)</u>



**CHEMAINUS & DISTRICT CHAMBER OF COMMERCE**

**Statement of Changes in Net Assets**

**Year Ended December 31, 2018**

*(Unaudited - See Notice To Reader)*

	Unrestricted	Investment in	2018	2017
		Capital Assets		
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 9,383	\$ 11,731	\$ 21,114	\$ 21,854
<b>DEFICIENCY OF REVENUES OVER EXPENDITURES</b>	(5,474)	(2,429)	(7,903)	(740)
<b>NET ASSETS - END OF YEAR</b>	\$ 3,909	\$ 9,302	\$ 13,211	\$ 21,114



**CHEMAINUS & DISTRICT CHAMBER OF COMMERCE**

**Notes to Financial Statements**

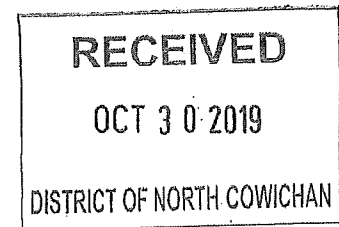
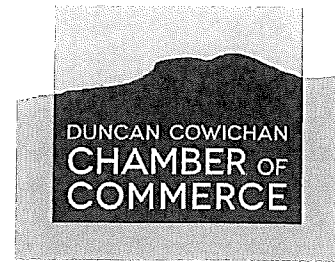
**Year Ended December 31, 2018**

*(Unaudited - See Notice To Reader)*

**1. CAPITAL ASSETS**

	2018		2017	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Office and general	\$ 31,808	\$ 22,506	\$ 32,033	\$ 20,302
Net book value	\$ 9,302		\$ 11,731	

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](mailto:manager@duncancc.bc.ca) | W: [www.duncancc.bc.ca](http://www.duncancc.bc.ca)



Municipality of North Cowichan

October 25, 2019

Re: 2020 Grant for the Cowichan Regional Visitor Centre

Dear Mayor Siebring and Council:

We are grateful to the Municipality for the annual grant of \$30,000 to support the year round operations of the Cowichan Regional Visitor Centre, which is operated by the Duncan Cowichan Chamber of Commerce.

Unfortunately, the City of Duncan does not share the same support as the Municipality, as they have once again reduced their funding for operations of the Visitor Centre. Their resolution suggests a fair funding formula from the three local governments – Duncan, North Cowichan and CVRD – for funding the Cowichan Regional Visitor Centre in future years. This is an option that we too wish to pursue.

For 2020, it is hoped the City of Duncan will reconsider returning to a \$30,000 Grant for the Visitor Centre, if North Cowichan will consider an increase to a \$38,000 Grant for the Visitor Centre.

Attached is our 2019 – 2020 Budget with a breakdown of Chamber versus Visitor Centre revenue and expenses. You will note that the Chamber subsidizes the operation of the Visitor Centre, and that the Visitor Centre relies heavily on grants and fee- for- service from our municipal partners and Destination BC. (The budget does not reflect the 2020 Grant decrease from the City of Duncan, nor a Grant increase from the Municipality of North Cowichan.)

Also attached is a report highlighting the Visitor Centre successes and some of the activities that have contributed to our success. Also noted are some “good to knows” that correspond to the value of providing visitor services from the Cowichan Regional Visitor Centre.

What will additional grant funding be used for in 2020: Your funding supports the human resources and operational expenses required to accomplish the goals of the Cowichan Regional Visitor Centre – to provide exceptional and professional visitor services to the communities of Duncan, North Cowichan and the entire Cowichan Region. Delivering community information and other services to visitors, residents, businesses, and community groups, promotes Cowichan and contributes to economic development.

Funding from our municipal partners is critical to our ongoing success of providing year-round exceptional visitor services to Duncan, North Cowichan and the Cowichan Region. We hope you will



recognize the tremendous value that the Cowichan Regional Visitor Centre delivers to the businesses and taxpayers of North Cowichan.

Our request is for North Cowichan to increase the 2020 funding of the Cowichan Regional Visitor Centre to \$38,000.

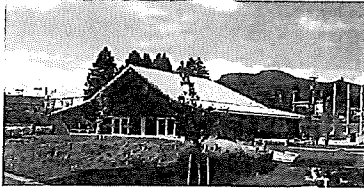
Please contact President Chris Duncan or myself should you have any questions about the operations of the Visitor Centre and this additional funding request.

Respectfully yours,

A handwritten signature in black ink, appearing to read "Sonja Nagel". The signature is fluid and cursive, with the first name "Sonja" and last name "Nagel" clearly distinguishable.

Sonja Nagel  
Executive Director  
Duncan Cowichan Chamber of Commerce

c. Chris Duncan, President, Duncan Cowichan Chamber of Commerce



### **Successes and activities of the Cowichan Regional Visitor in 2019:**

- Since relocating to the location at the BC Forest Discovery Centre, the number of visitors served has more than doubled compared to activity in the former location.
- Much of this success can be attributed to the highly visible and accessible location, complimented by lots of parking and easy access for RV's, trailers and buses.
- In November 2019, we will have been in the new location six years.
- YTD to October 2019, we have serviced 20,993 visitors from the Visitor Centre with hopes of reaching our annual target of servicing 25,000 visitors from the Centre. Additionally, YTD to October 2019, we have connected with 4636 visitors via our mobile visitor services program, attending events throughout the Cowichan Region.
- In 2018, we saw 114 buses stop at the Visitor Centre, with an average of 40 passengers per bus. We are becoming well known as accessible stop for tour guides and drivers to bring their tour passengers.
- Downtown Duncan and Totem Tours is tracked as the highest number of referrals for community specific info, followed by the BC Forest Discovery Centre and attractions like The Raptors, Westholme Tea and whale watching. Hiking, cycling, kayaking, river tubing, wineries/cideries also rate high on the interest level of visitors seeking information about the area.
- We continue to see an increase in visitors from Germany and Europe.
- The Visitor Centre is open 7 days a week MAY, JUN, JUL, AUG, and SEP. During the shoulder months, we close on Sundays. We typically close on weekends in JAN and FEB.
- We receive a flat annual \$12,500 fee-for-service from Destination BC. Unfortunately, we are unable to access additional funding from Destination BC. Tourism Cowichan, who provides destination marketing for Cowichan, has access to additional co-op funding from Destination BC.
- In the past, we also received Destination BC funding to support our mobile visitor services program. While this funding is no longer available, we have supported this mobile services program using operational funds from the City of Duncan and Municipality of North Cowichan, as it's an important service for visitors who may not stop at our 'brick and mortar' location.
- In 2019, we received \$7400 for two summer students through the Canada Summer Jobs Funding Program. Our continued thanks to our MP who once again went to bat for us to secure funding for two of the four students requested.

- Note: The Visitor Centre employs one full-time employee, two part-time employees or summer students and 14 volunteers who we rely heavily to deliver year-round visitor services, estimated at over 5000 volunteer hours per year.
- Our professional and accredited travel counsellors continue to make thousands of referrals to businesses throughout the Cowichan. In addition to these referrals, we tracked more than 100 bookings this summer for Cowichan Valley accommodations, dining, activities and attractions.
- Annually, we also hand over 300 Cowichan Relocation Packages to visitors considering relocating to the Cowichan area. The packages contain everything you need to know about Duncan and area: hospitals, schools, real estate, business services, lifestyle, etc.
- For our third year running, the Chamber held a May Membership Campaign. Part of the promotion involved filming members who would give a testimonial to the value of belonging to the Chamber. Many of those filmed, touted the value of the relationship with the Cowichan Regional Visitor Centre...many citing how the Visitor Centre drives visitors and business to their door.
- We share a partnership with the Tourism Cowichan Society as the official distributor of the Cowichan Visitor Guide, responding to visitor requests electronically, by phone, by mail and in person. Both our telephone number and email are the call-to-action on the Tourism Cowichan website.
- In addition to maps and guidebooks, the Centre also stocks and sells "Made in Cowichan" retail products, providing an additional income stream for the Visitor Centre.
- We also have tourism businesses advertising on our big flat screen TV and our poster boards, providing additional income for the Centre.
- The new NC Trail Map, highlighting Maple Mountain and Mount Tzouhalem trails, is one of the best resource tools we have in the Visitor Centre. Many thanks to North Cowichan for developing and printing these and providing large quantities to the Centre.

In the past, we have highlighted a few visitor comments from our guest book. On this report, we are once again presenting a sample of the many reviews we receive on our Trip Advisor site or via email:

*Best visitor centre I've ever been to! Stopped in here a few times on the way from Victoria to points up-Island. The staff are all over it. Very friendly, but more importantly, they really know their stuff and go out of their way to get answers (including calling friends for information they didn't have). Bright and airy space, very clean washrooms, well displayed and up to date information and some interesting displays. BONUS! You can charge your EV at one of the two level 2 chargers in the free parking lot while you browse, or visit the Forestry Museum next door. A great stop along the way. Even if you live in Duncan, you will learn something new about your own back yard and Province if you drop in. Roy C*

# Duncan-Cowichan Chamber of Commerce

2019-2020 Budget

	Total Budget for 2019/20	Chamber	VIC
<b>REVENUE</b>			
City of Duncan Grant - Visitor Info	26,000	-	26,000
Other - CVRD	1,000	-	1,000
Municipality of N. Cowichan	30,000	-	30,000
Destination British Columbia	12,500	-	12,500
<b>Total Grants</b>	<b>69,500</b>	<b>-</b>	<b>69,500</b>
Advertising	5,000	2,500	2,500
Membership Dues	119,000	119,000	-
Ticket Sales	51,000	51,000	-
Sponsorships	34,000	34,000	-
Auction Items	5,500	5,500	-
Fee for Service	4,000	1,500	2,500
Group Insurance Commissions	29,000	29,000	-
<b>Sub : Chamber Functions</b>	<b>247,500</b>	<b>242,500</b>	<b>5,000</b>
Visitor Info Centre - retail sales	30,000	-	30,000
Interest Earned	1,000	1,000	-
<b>TOTAL REVENUE</b>	<b>348,000</b>	<b>243,500</b>	<b>104,500</b>
<b>ADMINISTRATIVE EXPENSES</b>			
Advertising	15,000	7,500	7,500
Accounting & Legal	12,000	6,000	6,000
Bank Charges & Interest	1,600	800	800
Credit Card Processing fees	4,500	2,250	2,250
Memberships & Dues	8,000	8,000	-
Meals, Catering & Venues	42,000	42,000	-
Event Speakers & Entertainment	1,200	1,200	-
Telephone	3,800	1,900	1,900
Equipment Lease/Rental	200	100	100
Equipment/Building Maintenance	5,300	1,060	4,240
Managers Expense	1,000	500	500
Insurance	5,500	1,100	4,400
Meetings/Board Expenses	3,500	1,750	1,750
Visitor Info Inventory Purchases	16,000	-	16,000
Mortgage Interest	15,000	3,000	12,000
Office Equipment	800	400	400
Office Maintenance	1,000	500	500
Office Supplies	3,000	1,500	1,500
Postage	1,800	900	900
Printing Costs	5,200	4,300	900
Computer Tech\Training\Upgrades	1,500	750	750
Website	4,000	2,000	2,000
Training/Professional Development	4,000	2,000	2,000
Travel	3,000	3,000	-
Utilities	7,500	1,500	6,000
<b>TOTAL</b>	<b>166,400</b>	<b>94,010</b>	<b>72,390</b>
<b>TOTAL PAYROLL EXPENSES</b>	<b>181,276</b>	<b>106,304</b>	<b>74,972</b>
<b>TOTAL EXPENSE</b>	<b>347,676</b>	<b>200,314</b>	<b>147,362</b>
<b>NET INCOME</b>	<b>324</b>	<b>43,186</b>	<b>42,862</b>
<b>PRINCIPAL REPAYMENTS</b>	<b>10,000</b>	<b>2,000</b>	<b>8,000</b>
<b>NET CASH OUTFLOW</b>	<b>- 9,676</b>	<b>41,186</b>	<b>- 50,862</b>

## Cowichan Neighbourhood House Attachment

Neighbourhood House moved into 9806 Willow Street four years ago, after the Old Fire Hall – our home for 16 years -- was slated for demolition. We renovated the new location, including in a commercial kitchen, wheelchair accessible bathroom, flooring, etc.

Unit 1 hosts our public area for our daily Drop In, Youth Drop In & Nights, weekly Friday Free Store, and special events. Unit 1 also includes our commercial kitchen for our Zero Food Waste program, Soup'er Group, weekly Youth Cooking, community dinners as well as for various adult cooking workshops. Unit 2 is used daily to store food and Free Store items. Unit 3 hosts free workshops, weekly yoga, meetings, fundraisers, space for other community groups and becomes Santa's workshop during our Adopt-a-Family for Christmas.

Due to uncertainty with the new affordable housing building on Willow Street, we have renewed our lease with Cowichan Estates for the building at 9806 Willow Street and entered a 2 year lease ending December 31, 2020. For reference, the current annual rent is \$29,585.18 plus GST of \$1,479.26, of which we receive back 50% as a GST rebate, **for a total cost of \$30,324.81.**

Thankfully, given our diverse sources of revenue, we are able to eliminate financial barriers by offering all activities and resources free of charge, including First Aid and Food Safe certification.

We would like to close by taking this opportunity to highlight our continued growth: our Zero Food Waste program now hands out over 2000lbs/month of food; our youth involvement grew exponentially to over 100 youth participants; daily Drop Ins seeking help or resources often reaches over 25, and over 100 attend our Friday Free Store. We look forward to this year's Adopt-a-Family for Christmas, and expect to again help over 100 local families this year.

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Cowichan Neighbourhood House Association
Address of Organization	9806 Willow St., Chemainus, BC
Full Mailing Address	Box 457, 9806 Willow St., Chemainus, BC, V0R 1K0
Telephone Number & Email	cnhaoffice@gmail.com 250-246-3203
Contact Person/Title	Christopher Robinson, Program Coordinator

**Primary purpose of organization:** free community centre with education & recreation for everyone & resources for needy

**Category under which greatest portion of services fall:**

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** +600

**Approximate number of your clients that reside in North Cowichan:** +500

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

**Amount of grant requested:** \$30,000

**Describe how the grant will be used:** (e.g. special projects, operations, maintenance, etc.)

Rental cost at 9806 Willow, which is \$30,325/year, for the 2020-21 fiscal year (See attached details).

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☒ Yes ☐ No

If yes, please list: CVRD "Our Cowichan" grant of \$1000 for youth programs

**Applicant's signature** Christopher Robinson

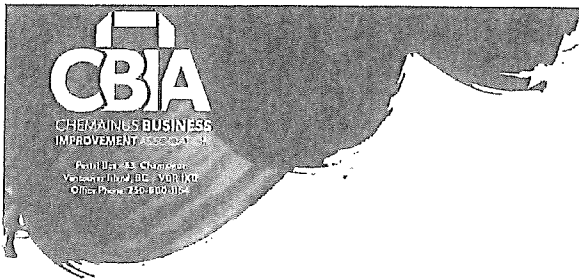
Digitally signed by Christopher Robinson  
Date: 2019.10.09 10:48:44 -07'00'

**Date** Oct 9, 2019

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1



October 12, 2019

Municipality of North Cowichan  
7030 Trans-Canada Highway, Box 278  
Duncan, BC, V9L 3X4

Dear Council and Department of Finance,

We would like to thank you for your continued work to improve the Chemainus community for the residents, the appealing nature for tourists and all of things you do to make North Cowichan the place it is today. We, as the Chemainus BIA (CBIA), like to think we have a small part in your vision by executing the Chemainus Summer Hanging Basket Program. Highly regarded by residents, business owners and tourists, our town is transformed by its vibrant baskets in the summer, aiding in tourist visits and boosting resident pride. However, we are struggling to execute this program effectively within the constraints of the budget due to the impact of annual inflation on goods and service costs. These shortfalls directly impact business community, as we are required to remove vital funding from other areas of our budget.

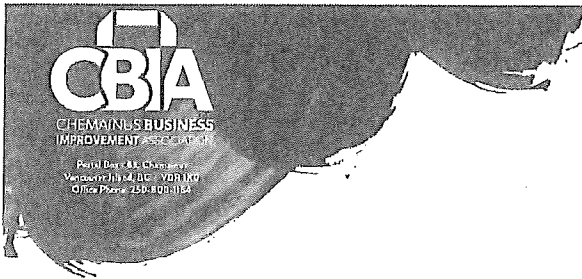
In 2019, we faced a budget shortfall of \$3,638. Basket costs for the summer of 2020 are expected to surpass that shortfall increasing to approximately \$4,000. These costs have been slowly rising due to inflation since the amount allocated was originally defined in 2016. These increases are no longer small increments and are becoming a great concern to our Board and our members. We simply are unable to remove funds from other tourism and resident promotion programs to maintain the deficit we will be facing for the baskets in the summer of 2020. As you are aware, our overall budget is slim for the amount of work we produce in a year and we are very conscious of every penny spent, therefore for us to have a \$4,000 deficit is a major challenge. While we are grateful for the \$15,000 funding you provide currently, we are requesting additional assistance through financial contributions or municipal maintenance services to account for the shortfall we are facing for 2020.

Please consider the following when reviewing our request:

- Initial cost allotted was based on 2016 basket costs, thusly the cost was used to identify the budget item for the 2017 fiscal
- There have been no budget increases since initial grant allotment, meaning we have not kept pace with inflation
- A deficit has been carried annually between the discrepancy of the costs and grant
- In 2016 a motion was defeated by council to increase budget to \$17,500
- Ernie Mansueti was tasked by the Council to conduct an assessment and had identified a shortfall in funding with a recommendation to increase funds which was rejected by council
- Each year we conduct an exhaustive RFP process, during which time we review the needs for the next year and what we can change to decrease the budget. We also take measures to review all bids for

chemainusbia.ca





October 12, 2019

competitiveness and accuracy. We award on these criteria, and have tried many suppliers in order to reduce costs. Last year's RFP is attached so that you may review our process.

- We have reduced 40+ baskets from the original allotment from 2015, and continue to make adjustments every year to reduce where we are able
- We typically maintained a lower cost per basket ratio over other communities when we compared costs in previous years. Our plant and maintenance costs have been 60% to 70% of as compared to Duncan, Sydney, Langford, Ladysmith, Qualicum Beach and Courtney (their programs are operated by their local municipalities or city governments).
- For reference the 2018 costs were as follows:
  - Total basket hard cost: \$14,364
  - Maintenance cost: \$4,274
  - This equates to a total of \$18,638
  - Total cost per basket is \$88 each (plant material and maintenance)

If an increase in budget is not possible for your 2020 fiscal or the additional funds can not be found in the grant program, we ask that the following instead be considered in its place:

- A) The CBIA would continue to allocate time to plan, purchase, manage and coordinate the baskets program with the caveat that all maintenance would then be performed by the Municipality of North Cowichan.
- B) Integrate the Chemainus Summer Hanging Basket Program directly under the purview of the Municipality of North Cowichan.

We need assistance to find a solution as we are currently looking at a drastic cut to the number and quality of baskets for the 2020 program in order to match the grant provided. We do not want this to happen and we know our business owners do not want this either. The Board and our members have asked that you come to you for support to find an effective solution together so that we may continue to deliver a program that we can all be proud of.

We sincerely appreciate your consideration. Should you have any questions or wish for us to address Council with a formal presentation, please let us know and we would be happy to do so at your request.

Sincerely,

Krystal Adams – Executive Director for the Chemainus BIA  
p. 250-800-1164 | e. krystal@chemainusbia.com | w. chemainusbia.com

chemainusbia.ca

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Chemainus Business Improvement Association
Address of Organization	PO BOX #83, Chemainus Vancouver Island, BC, V0R1K0
Full Mailing Address	PO BOX #83, Chemainus Vancouver Island, BC, V0R1K0
Telephone Number & Email	250-800-1164, info@chemainusbia.com
Contact Person/Title	Krystal Adams - Executive Director

**Primary purpose of organization:** Beautification, Marketing, and Tourism in Chemainus

**Category under which greatest portion of services fall:**

☐ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☒ Other Tourism & Beautification

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 400,000+ (he estimated number of tourists in Chemainus)

**Approximate number of your clients that reside in North Cowichan:** 100,000+

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

**Amount of grant requested:** \$4,000

**Describe how the grant will be used:** (e.g. special projects, operations, maintenance, etc.)

Please see the attached letter for details regarding the Chemainus Hanging Basket Program and the below mentioned budget shortfall. This is a request for funding to support a projected shortfall of \$4,000 for our 2020 Summer Flower Hanging Baskets program. The projected shortfall is based on increases due to inflation, which have been increasing annually since the amount was originally allocated and added as a line item to the Municipality of North Cowichan's budget.

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☒ Yes ☐ No

If yes, please list: The base costs for the Chemainus Hanging Basket Program is a line item with the Municipality of North Cowichan's budget. The above grant is for the Shortfall.

**Applicant's signature** \_\_\_\_\_ **Date** Oct 14, 2019

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received **no later than October 15th, 2019**.*

[Print Form](#)

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1

## REQUEST FOR PROPOSAL | 2019 HANGING BASKETS AND/OR MAINTENANCE

DATE OF RFP: January 14, 2019

PROPOSAL CLOSES: February 5 at 3:00 pm

### PROJECT SCHEDULE:

Commencement Date: June 3, 2019

Project Ending Date: November 1, 2019

---

The Chemainus Business Improvement Association (CBIA) has issued this Request for Proposals (RFP) to obtain proposals from interested and qualified parties to supply the following (to be hung on June 3, 2019):

#### Hanging Baskets AND/OR Maintenance of Baskets

Please submit proposals that provide the best possible hanging basket and/or maintenance you are able to provide for the below indicated cost. Images will follow showcasing our standards, along with what has been completed in the past for reference. Subcontractor work is not permitted unless noted in proposal and approved by the CBIA.

The CBIA retains the right to select the contractor with the best qualifications. The decision will not be based solely on price. All contractor proposals will be treated as equal, no previous contracts or relationships will be taken into consideration when deliberating on a final decision. By submitting a proposal, each organization shall be deemed to have agreed that no contractual obligations will arise between the CBIA and yourself/any contractor until a formal written contract to preform the work within this RFP has been signed by both parties.

#### 1.0 DELIVERABLES:

The following is to be provided by the quotee to supply baskets and/or the maintenance associated:

- Baskets Component
  - Hanging Baskets – Commencement of contract (installation date): June 3, 2019
    - Wire basket frame, moss & plant materials, fertilizer, plus labour, greenhouse and physical space required to construct, maintain, move and 'weather' the baskets prior to hanging:
      - Moss Sun Baskets 70 at 16" round with 24+ plants in each
      - Moss Shade Baskets 140 at 16" round with 24+ plants in each
- Maintenance & Service Component
  - Hanging of Baskets & Removal – Commencement of contract: June 3, 2019 & Completion of contract: November 1, 2019
    - Hooks provided/Loop Basket onto hook and around
      - Cost must include winding simple wire between basket and hangar for only 80 baskets as a theft deterrent (time & materials)

- A listing of which types of baskets types & locations will be provided upon award that should be followed
- Fertilization of Baskets - Duration of contract: June 3 - November 1, 2019
  - Large water tank available – please denote its use in proposal if required
- Maintenance of Baskets - Duration of contract: June 3- November 1, 2019
  - Drip irrigation has been installed in the majority of locations, monitor
  - General care and maintenance as plants proliferate (deadheading, trimming, etc)
- Disposal/recycling of baskets & waste - Completion of contract: November 1, 2019
- General Discussion and communication
  - Shop owners and CBIA will need to be notified if the basket is in poor health and about to die. General quick on-site communication with the shop owner and a weekly email update to the CBIA with this info is required to maintain our records and communication with businesses.

## 2.0 BUDGET & DISBURSEMENTS:

The contract may not exceed \$14,500 for the duration of this fiscal (excluding tax). The majority of the budget will be allocated to baskets (approx.\$10,250 - \$12,250) and the remaining for maintenance and care (approx. \$2,250 - \$4,250). Payment schedule and terms will be discussed upon successful contract allotment.

Please Note: Change orders during the contract due to a misquote will not be accepted (with the exception of unforeseen circumstances which must be approved before proceeding with any additional costs). All disbursements are to be identified within the budget parameters during the RFP phase. It will be the responsibility of the successful bid to allot costs for the equipment required within budget constraints and pay those fees.

## 3.0 STANDARDS

The following is a list of standards in which the hanging baskets and care must confirm to:

- Baskets must be received in a high quality and vigorously growing state
- Plant species may not be invasive or toxic in any way
- Baskets must be without damage (sun, fertilizer burn, handling or other issues not indicated here)
- Moss coverage to be uniform with no holes or voids from settling/water erosion
- Free of weeds, pests and known diseases
- All baskets must have correct plant numbers and type\*
- Basket size and design must be as agreed upon
- Plant material shed during maintenance must be swept up upon section completion in the same day
- Fertilizer should be used for the plan species within the baskets and should not be to harsh as to "burn"
- All maintenance and employees should act professionally and courteously when onsite

\*Plant substitutions will not be accepted without the prior written approval of the CBIA and must include at least 24+ plants per basket.

Proposed plant material must have a proven reliability of providing a consistent and vibrant floral display throughout the contract period. All plant materials, mosses, soil, general materials, fertilizer and pesticide use must comply with all WCB, Municipal Bylaws, Provincial and Federal regulations.

#### 4.0 DEFICIENCIES

Contractor will correct deficiencies within three business days, to the satisfaction of the CBIA representative.

#### 5.0 PROPOSAL CONTENTS

Your proposal must include the following information in whichever format/template you wish to supply it in (must be received by February 5 at 3:00 pm to be accepted).

1. Describe any support you will require from the CBIA (written statement)
2. Deadline for confirming acceptance of RFP and/or ordering (date)
3. Plant species/material identification and overall look and feel (written statement)
4. Costs broken out into the following line items (budget):
  - a) Baskets & Material:
    - Basket (material costs) broken out per basket
  - And/or
  - b) Maintenance & Service:
    - Hanging, fertilization, maintenance, and disposal costs broken out per basket
    - Provisions/disbursements - foreseeable
  - c) Tax breakdown
5. Methods of quality control (written statement):
  - Basket control practices used to ensure a pest and disease free
  - Fertilization & general health monitoring/practices
  - Staff supervision, quality assurance, deficiencies (how addressed and timing)
6. Communication preferences (written statement)
7. Security suggestions and examples - includes costs outside of budget (written statement & budget)

Preference will be given to companies that have previous experience of this magnitude, along with the ability to manage and maintain all aspects of the contracting process. Additional consideration will be given to those that can devise/implement a security measure to keep baskets from being removed through low cost and effective measures (costs may be presented as a separate line item in the breakdown within the budget, please include examples). Please describe.

#### 6.0 SUBMISSIONS:

Please provide your quotation for completing the work via email or addressed in a sealed envelope (must arrive before closing date) and be clearly marked 'Confidential' to:

- Mail: Chemainus BIA Board, RE: Baskets  
To: PO Box #83, Chemainus, BC V0R 1K0
- Email: [coordinator@chemainusbia.com](mailto:coordinator@chemainusbia.com)

The organization submitting this proposal will act as an independent contractor, and must agree to keep the CBIA indemnified against all claims, actions or demands that may be brought, made, or arise in respect of anything done, or omitted to be done, by its employees. Current WCB insurance coverage must be provided upon awarding the contract. Proposal must be signed by an authorized officer of the company only to be accepted.

#### 7.0 CONTACT & QUESTIONS:

For questions or additional information, please contact:

- Shelley Johnstone at [coordinator@chemainusbia.com](mailto:coordinator@chemainusbia.com) or 250-800-1164

#### 8.0 IMAGES:

The following are images from previous baskets when first installed in June of 2016 in the infancy growth stage. Throughout the year their blooms proliferate and their creeping vines grew down (images courtesy of Getty Images – Keyword Chemainus). Please note the colour mix we are looking for.



#### 9.0 ADDITIONAL CONTRACT FOR COMMUNITIES IN BLOOM:

We also coordinate baskets for Communities in Bloom that require 18 baskets and maintenance for the same timeframe with the exact same specifications. On a separate contract please quote using the same parameters above breaking down the costs for:

- Baskets -12 shade + 6 sun as per contract specifications above
- Maintenance + hanging – as per contract specifications above

Although these contracts are separated for billing purposes, it is essential that they mirror the above specifications, as the selected company will also be chosen for this smaller contract. The only breakdown and difference would be ensuring costs are allotted to the correct organization.



7030 Trans-Canada Highway  
Duncan, BC V9L 6A1 Canada  
[www.northcowichan.ca](http://www.northcowichan.ca)  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Chemainus Cemetery
Address of Organization	9485 Chemainus Road, Chemainus
Full Mailing Address	PO Box 463, Chemainus, BC, V0R 1K0
Telephone Number & Email	250-246-4470, admin@chemainusanglica
Contact Person/Title	Sally Pilyk, Administrator

Primary purpose of organization: Community Cemetery

Category under which greatest portion of services fall:

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

Services available to all members of community: ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

Total Number of people that used your service last year: 32

Approximate number of your clients that reside in North Cowichan: 100%

*(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)*

Amount of grant requested: water & garbage taxes

Describe how the grant will be used: *(e.g. special projects, operations, maintenance, etc.)*

In order to be considered for a Municipal grant, please **ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

Other Information:

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: For previous years taxes plus an additional grant toward Dec. 2018 storm damage

Applicant's signature \_\_\_\_\_ Date October 9, 2019

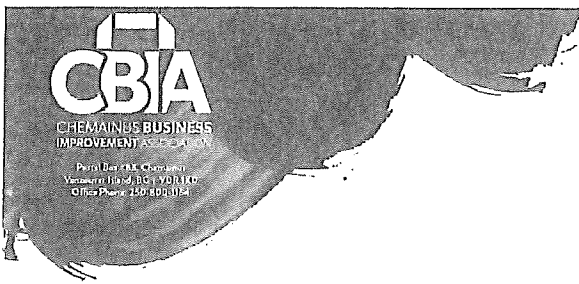
*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*



Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100;

7030 Trans-Canada Highway, Duncan, BC V9L 6A1





October 12, 2019

Municipality of North Cowichan  
7030 Trans-Canada Highway, Box 278  
Duncan, BC, V9L 3X4

Dear Council and Department of Finance,

We are writing to you today to request that the Chemainus Business Improvement Association (CBIA) and Municipality of North Cowichan review a possible joint initiative to enhance Chemainus visibility from the Trans Canada Highway (TCH). Chemainus has always struggled with bringing visitors off of the TCH into town as it is not directly visible. Over the past two years, our members have been furthered hindered by the removal of previously approved signage that, due to a bylaw change at the Ministry of Transportation and Infrastructure, is no longer allowed. With these current, strictly enforced signage bylaws, our only potential to heighten visibility from the TCH is to further the effectiveness of our billboard signage. We are asking for your assistance, exploration and funding to bring this project to fruition.

As you know, we are responsible for the printing, management and maintenance of the billboard at Fuller Lake. The billboard is effective during the day when it can be well seen. However, the corridor surrounding that area is quite dark in the evening, and the billboard's position and the surrounding lighting renders it virtually unseen. We are requesting your assistance to improve the lighting by running electricity to the billboard and for lights to be installed. This will aid in fall/winter visibility with shortened daylight hours, and will also enhance night visibility for tourists in the summer season. The CBIA membership would see advancements on this billboard as a positive for Chemainus visibility from the TCH.

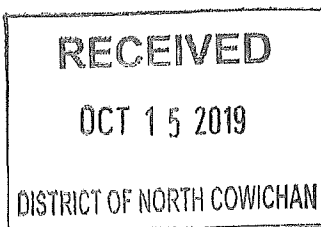
We are not asking for direct funding as there are many considerations regarding costs that we can not estimate. We ask that this be considered an initiative for the Municipality of North Cowichan within the current or upcoming fiscal year.

We sincerely appreciate your consideration. Should you have any questions or wish for us to address Council with a formal presentation, please let us know and we would be happy to do so at your request.

Sincerely,

Krystal Adams - Executive Director for the Chemainus BIA  
p. 250-800-1164 | e. krystal@chemainusbia.com | w. chemainusbia.com

chemainusbia.ca



7030 Trans-Canada Highway  
Duncan, BC V9L 6A1 Canada  
[www.northcowichan.ca](http://www.northcowichan.ca)  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Chemainus Business Improvement Association
Address of Organization	PO BOX #83, Chemainus Vancouver Island, BC, V0R1K0
Full Mailing Address	PO BOX #83, Chemainus Vancouver Island, BC, V0R1K0
Telephone Number & Email	250-800-1164, info@chemainusbia.com
Contact Person/Title	Krystal Adams - Executive Director

**Primary purpose of organization:** Beautification, Marketing, and Tourism in Chemainus

**Category under which greatest portion of services fall:**

☐ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☒ Other Tourism & Beautification

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 400,000+ (he estimated number of tourists in Chemainus)

**Approximate number of your clients that reside in North Cowichan:** 100,000+

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

**Amount of grant requested:** 2,800

**Describe how the grant will be used:** (e.g. special projects, operations, maintenance, etc.)

Special Projects: Events Signage - Used for the identification of events primarily for the purpose of tourism to help generate additional walking visibility leading tourists back into the community. Our aim is to create signage for community events that all local organizations will have access to by way of a double sided permanent signage box that can be changed as often as needed. Residents will also benefit from this project as well. BIA will simply manage and maintain this box ensuring it has a focused purpose and a clean readable look that is consistent with the brand the already existing Chemainus Waypoint Signage that was completed with. See attachment.

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☐ Yes ☒ No Not applied for this project

If yes, please list: \_\_\_\_\_

**Applicant's signature** Krystal Adams **Date** Oct 14, 2019

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

## CHEMAINUS COMMUNITIES IN BLOOM

C/O Graden McLeod, Chair  
9831 CHEMAINUS ROAD  
CHEMAINUS, B.C.  
V0R 1K5

October 10, 2019

Mayor and Council,  
Municipality of North Cowichan,  
P.O. Box 278, North Cowichan, B.C. V9L 3X4

Dear Mayor Sebring and Council:

### CHEMAINUS COMMUNITIES IN BLOOM 2020 GRANT-IN-AID APPLICATION

We are still hard at work doing our part in keeping Chemainus beautiful. The community continues to enjoy our efforts and enriches our community spirit.

#### **2019 Projects completed -**

- Replacement of three trees in Gerry Smith Park.
- Revamped Rotary Sign area.
- Major pruning of 'liquid amber tree' and revitalized the soil surrounding the tree.
- Revitalized Croft Street area with plantings and mulch.
- The completion and maintenance of the annuals display.

#### **Maintenance -**

- Maintenance continues on the Henry Road traffic circle and verges, plus 16 adopt-a-beds, plus the gardens in Rotary Park and the Croft Street bump outs. This work includes planting of annuals and bulbs, and continuous weeding, fertilizing and pruning.
- Members work as a team planting the Community areas, plus individual members plant and maintain 16 adopted beds.
- Each year we continue to purchase and provide maintenance for hanging baskets for Waterwheel Park, the Marina and Kin Park.
- Continual monitoring of the Irrigation system for the preservation of all the plantings.

#### **Volunteers -**

- To date this year we have recorded 1220 volunteer hours.
- Our very small group of 20 volunteers works year round with projects, planning, planting and maintenance.

#### **Promotion -**

- We continue our monthly column in the Chemainus Valley Courier newspaper and a Facebook page administered by our volunteers.
- Our "Flower of the Year" seed distribution is enjoyed by the public and raises our profile in the community.
- Volunteers attended the "Celebrate Chemainus" event hosted by the Chamber of Commerce on September 28 to promote our group and enlist new members.

.....2

### **Community Liaison -**

- We have a good working relationship with the Parks and Recreation Department of the Municipality. .e.g. 'walk abouts' with staff and have cleaned up some problem areas.
- We liaison with other community groups on matters of shared interest.
- We liaison with the Business Improvement Association for the hanging baskets on Municipal Property.
- A committee from our group was formed to provide input re Chemainus Road plans.

### **Proposed New Projects For Next Year -**

- Revitalize beds which are aging out. e.g. Henry Road

Attached is our budget plan for 2020 to continue our efforts, including the ongoing existing areas, new areas and community involvement. In order to carry out this work we are requesting a grant of **\$8,000**.

We look forward to another successful year of making improvements in Chemainus and to working in partnership with the Municipality. Should you have any questions, please do not hesitate to contact either myself Graden McLeod, chair (250-210-2750) or Donna Ferguson, treasurer (250-416-0605).

Sincerely,



Graden McLeod, Chair

### **Attachments:**

- Grant Application Form
- Financial Statement, September, 2019
- Operating Budget, 2020
- Photos of achievements.

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	CHEMAINUS COMMUNITIES IN BLOOM
Address of Organization	4% DONNA FERGUSON 3691 CLIFDE RD
Full Mailing Address	(TREASURER) LADY SMITH BC V9B 2B4
Telephone Number & Email	250-416-8605 dmferg@live.ca
Contact Person/Title	GRADEN MCLEOD, CHAIR 250-246-9512

Primary purpose of organization: \_\_\_\_\_

Category under which greatest portion of services fall:

☐ Social Service ☐ Sports ☐ Cultural ☒ Economic Development ☐ Other \_\_\_\_\_

Services available to all members of community: ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

Total Number of people that used your service last year: \_\_\_\_\_

Approximate number of your clients that reside in North Cowichan: \_\_\_\_\_

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$8000

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.)

To continue the beautification of the town for the benefit of the community.

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. the most recent financial statement, and
2. the proposed operating budget.

Other Information:

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

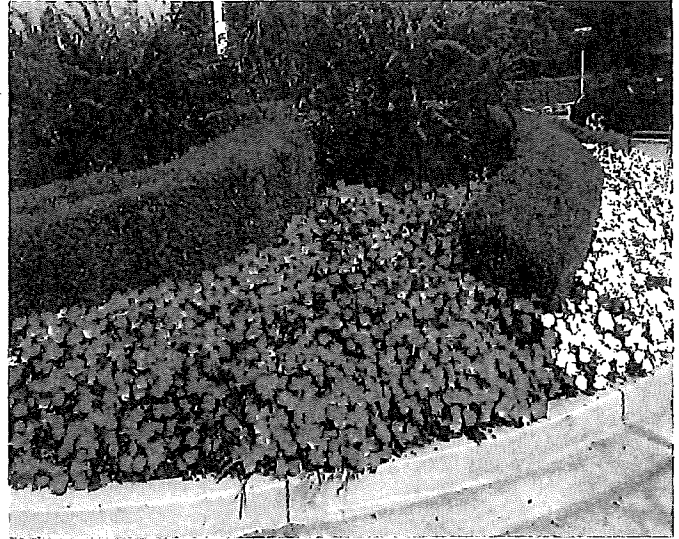
Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

Applicant's signature Graden McLeod Date Oct 11/19

In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.

Print Form



# Crofton in Bloom

P.O. Box 8, 1507 Joan Ave Crofton, BC V0R 1R0

## Crofton in Bloom 2020 Grant-in-Aid Application

Dear Mayor Siebring and Council,

### Introduction

Crofton in Bloom is a new, non-profit, community group focused on igniting community pride and showcasing Crofton as the seaside gem it is. Our goal is creating and maintaining a tidy, economically vibrant, visually interesting, and environmentally friendly town with a strong sense of community. This goal has been readily embraced by Croftonites and we have a steadily growing group of volunteers and supporters. Our weeding, cleaning, and beautification efforts have been met with appreciation from locals, visitors, and businesses alike.

### Projects/Maintenance

With the help of the Municipality, the support of the Crofton Community Centre, and plants and soil donated by Croftonites and local businesses, we tackled the following projects in 2019:

- Crofton Clean Ups (March & September) - the community worked together to remove 5 yards of garbage from Crofton's boulevards, ditches, waterways, and parking lots
- Welcome to Crofton Sign - weeded, planted, maintained, irrigation system fixed
- Fire hall garden beds (Musgrave Street) - weeded, planted, maintained
- Museum Rejuvenation begun - cut back all overgrown shrubs, weeded regularly, pruned trees/shrubs, removed blackberry bushes, maintained
- PPWC planter (York Street) - cleaned, soil replace, planted, maintained
- Shop 'n Wash Planter (Joan Avenue) - cleaned, soil replace, planted and maintained
- Joan Avenue - regular weeding and cleaning events along sidewalks, curbs, catch basins and planters
- Senior's Centre - walkway and parking lot weeded

### Volunteers

Croftonites are enthusiastic about seeing Crofton bloom and we have already recorded over **800 volunteer hours** in planning, projects, and events since our first meeting in March 2019. Our events and meetings have all been attended by between 5 and 48 volunteers happy to work together to show our pride in Crofton and make it an even more welcoming place.

### Promotion

Crofton in Bloom is consistently building community awareness and raising our public profile in the following ways:

- Monthly newsletter for interested subscribers
- Social media presence on Facebook and Instagram, with 107 and 100 followers respectively and up to 1500 weekly page views
- Regular updates and event announcements on Crofton's various community Facebook pages
- Radio and newspaper coverage for larger events

## **Liaison**

Crofton in Bloom works collaboratively and in communication with Don Stewart and the Parks and Recreation Department of the Municipality of North Cowichan. We have respectful relationships with the local businesses in town. We cooperate and work together on matters of shared interest with other community groups including, the Crofton Senior's Centre, the Crofton Old School Museum Society, the Crofton Community Centre Society, the Crofton Fire Hall, and the Crofton Elementary Community School.

## **Proposed New and Continuing Projects for 2020**

1. Joan Avenue - planter bed maintenance, sidewalk weed control, and planting of bulbs, annuals and perennials
2. York Street - weed control
3. Chaplin Street - weed control and development of new garden bed on corner of Chaplin & Queen Street
4. Sea walk planter - planting, adding fresh soil and mulch, and weed control
5. Welcome to Crofton Sign – bulb, annual and perennial planting, adding fresh soil and mulch, weeding, and maintenance
6. Fire hall Garden, Musgrave Street - bulb planting, adding fresh soil and mulch, weeding, and maintenance
7. Queen Street Park - weeding and invasive species control
8. Walkway between Brook Street and Pauline Street - maintenance, weed control, invasive species removal
9. Crofton Pool area - weed control
10. Crofton Museum/Seniors Centre rejuvenation - in collaboration with the Parks & Recreation Department - removal of existing garden beds, installation of underground irrigation system, soil, annual and perennial planting, mulch, maintenance, and weed control
11. Crofton Clean Up - Spring & Fall, dates to be announced, community wide garbage clean up focused along the main streets and high litter areas

To help fund Crofton in Bloom's 2020 activities as proposed we are kindly requesting a grant of **\$8000**. In addition to the grant, we are also holding several fundraisers. As of this application date Croftonites and local businesses have given \$1125.05 toward our 2020 operating budget goal.

We are grateful to the municipality, the council, and the mayor for their time and support of Crofton in Bloom. We look forward to continuing to build up our volunteer base and public support while working with the municipality to help North Cowichan reach its community planning goals. Please do not hesitate to contact me should you have any questions. Jane Grueber, Chair, 250- 714-3450 or [janegrueber@gmail.com](mailto:janegrueber@gmail.com).

Sincerely,

  
Jane Grueber

Attachments: Grant Application Form, Proposed Operating Budget 2020, September 2019 Financial Statement, Highlights of 2019 Achievements & Activities



## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Crofton in Bloom
Address of Organization	P.O. Box 8, 1507 Joan Avenue
Full Mailing Address	Crofton, BC V0R 1R0
Telephone Number & Email	250-714-3450 croftoninbloom@yahoo.com
Contact Person/Title	Jane Grueber (chair)

Primary purpose of organization: to enhance our beautiful seaside community through

Category under which greatest portion of services fall: people, plants & pride.

☐ Social Service ☐ Sports ☒ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

Services available to all members of community: ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

Total Number of people that used your service last year: residents, businesses & tourists

Approximate number of your clients that reside in North Cowichan: \_\_\_\_\_

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$8,000

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.) To beautify Crofton & showcase its seaside charm by cleaning, planting & maintaining high visibility areas as well as to ignite community pride & participation, support economic growth and champion ecological stewardship.

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. the most recent financial statement, and
2. the proposed operating budget.

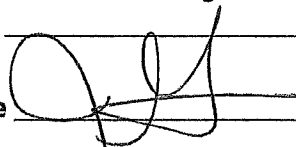
### Other Information:

Have you received a previous grant from the Municipality? ☐ Yes ☒ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

Applicant's signature



Date

October 7/19

In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.

Print Form

## Crofton in Bloom Activities 2019



### March 2019

Initial meeting: 34 community members attended and discussed priorities for beautifying Crofton. All at meeting agreed to begin with a cleanup of the town.

Crofton Clean Up: 48 volunteers picked up 4 yards of garbage from around town

*Crofton in Bloom*  
**COMMUNITY IN BLOOM  
 COMMITTEE**  
**CALL FOR VOLUNTEERS**  
 Meet & Greet  
 Saturday, March 9, 2019  
 10 am - 11 am  
 Crofton Community Center (near the  
 on Robert Street across from the H&M)  
 Crofton, MD  
**WHAT'S YOUR  
 VISION?**  
 CroftoninBloom@yahoo.com  
 ph 250-711-3450

*Crofton in Bloom*  
 Presents  
**CROFTON CLEAN UP**  
 Saturday, March 30, 2019  
 10 am - 12 pm  
 MEET AT  
 Joan Avenue Green Space  
 Between E. Ferry Street & M. St. in Crofton, MD  
**EVERYONE IS  
 WELCOME**  
 We are looking for people to help us  
 make our town a better place to live  
 and a more beautiful place to visit.  
 CroftoninBloom@yahoo.com  
 ph 250-711-3450

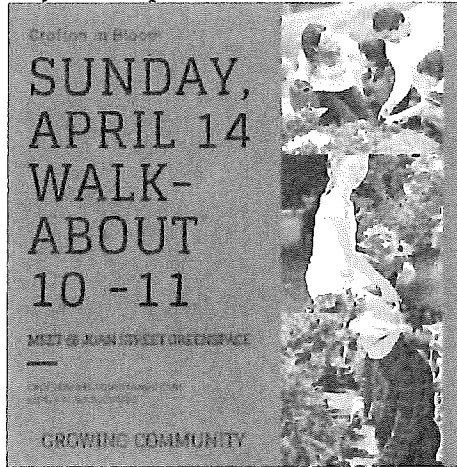


## April 2019

Welcome to Crofton Sign: cleaned, weeded, irrigation system repair initiated, plants donated by community members and local businesses

Fire hall garden beds: weeded/cleaned up, soil donated by local farm

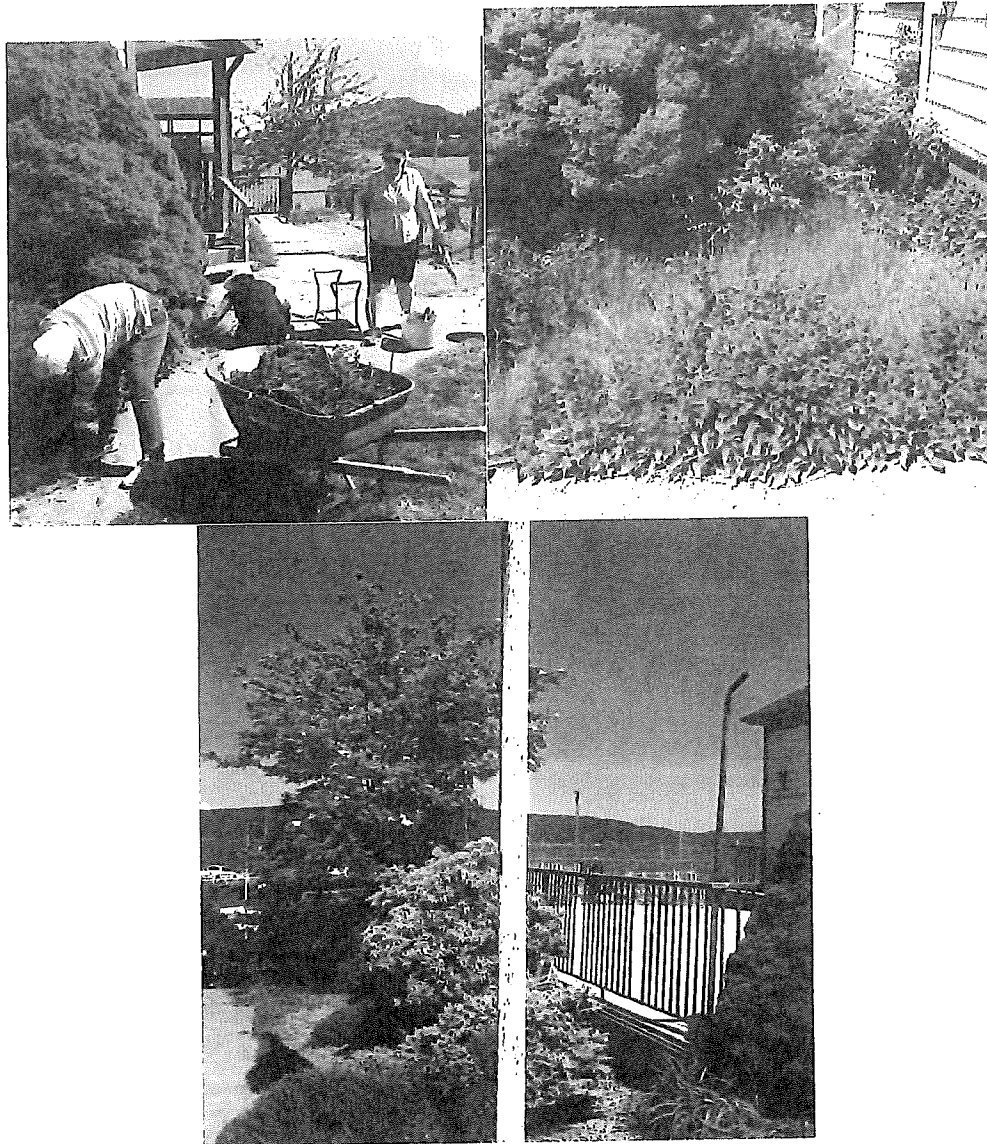
Community members met to identify municipal areas that could use our attention



May 2019

Museum/Seniors Centre Grounds Rejuvenation begun: Planning with the Parks and Recreation Department, weed and clean event held, volunteers weeded gardens and cut back overgrown shrubs from sidewalks





## June 2019

PPWC planter: cleaned up, weeded, soil added, and planted with plants donated by local business', and individuals

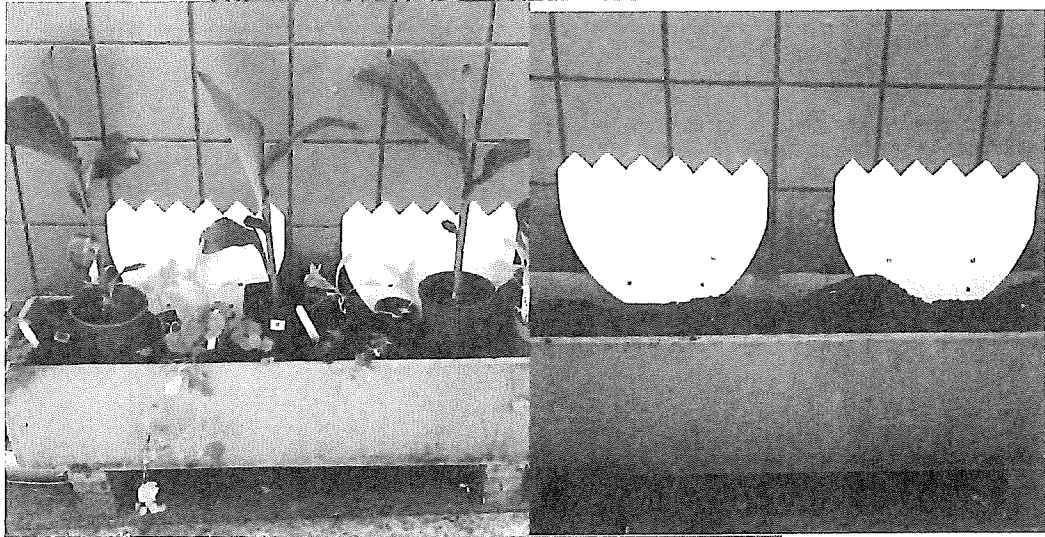
Shop 'n Wash Planter: weeded, soil added, plants donated by local businesses, and individuals planted

Joan Avenue: 1 weeding event held, planters, sidewalks, and gutters weeded

Watering bags around trees at Senior's Centre

Work done by the Municipality at the Crofton Museum - trimmed back shrubs






### July 2019

Joan Avenue: 2 weeding events held – weeding sidewalks, gutters, and planters, cleaning of clogged catch basins

Senior's Centre: Weeding along sidewalk, and parking lot

Municipality weeded along York Street



**WEED & FEED!**


**CROFTON IN BLOOM**

---

SATURDAY, JULY 6, 2019  
 4 TO 5 PM  
 JOAN AVENUE  
 MEET @ GALLETTO'S  
 BRING GLOVES, BUCKETS, BROOMS &  
 YOUR FAVORITE WEEDING TOOL

---

*Building Community*



**WEED**

**CROFTON IN BLOOM**

---

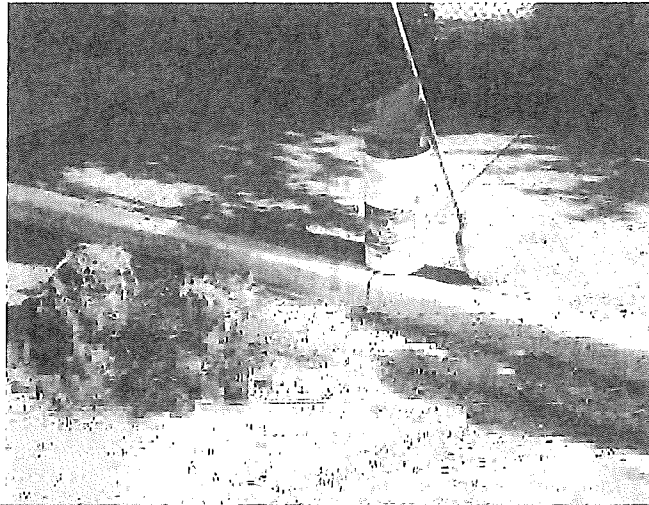
SATURDAY, JULY 13, 2019  
 11AM TO 12 PM  
 JOAN AVENUE  
 MEET IN FRONT OF OSBORNE BAY CAFE  
 BRING GLOVES, BUCKETS, BROOMS &  
 YOUR FAVORITE WEEDING TOOL

---

*Building Community*

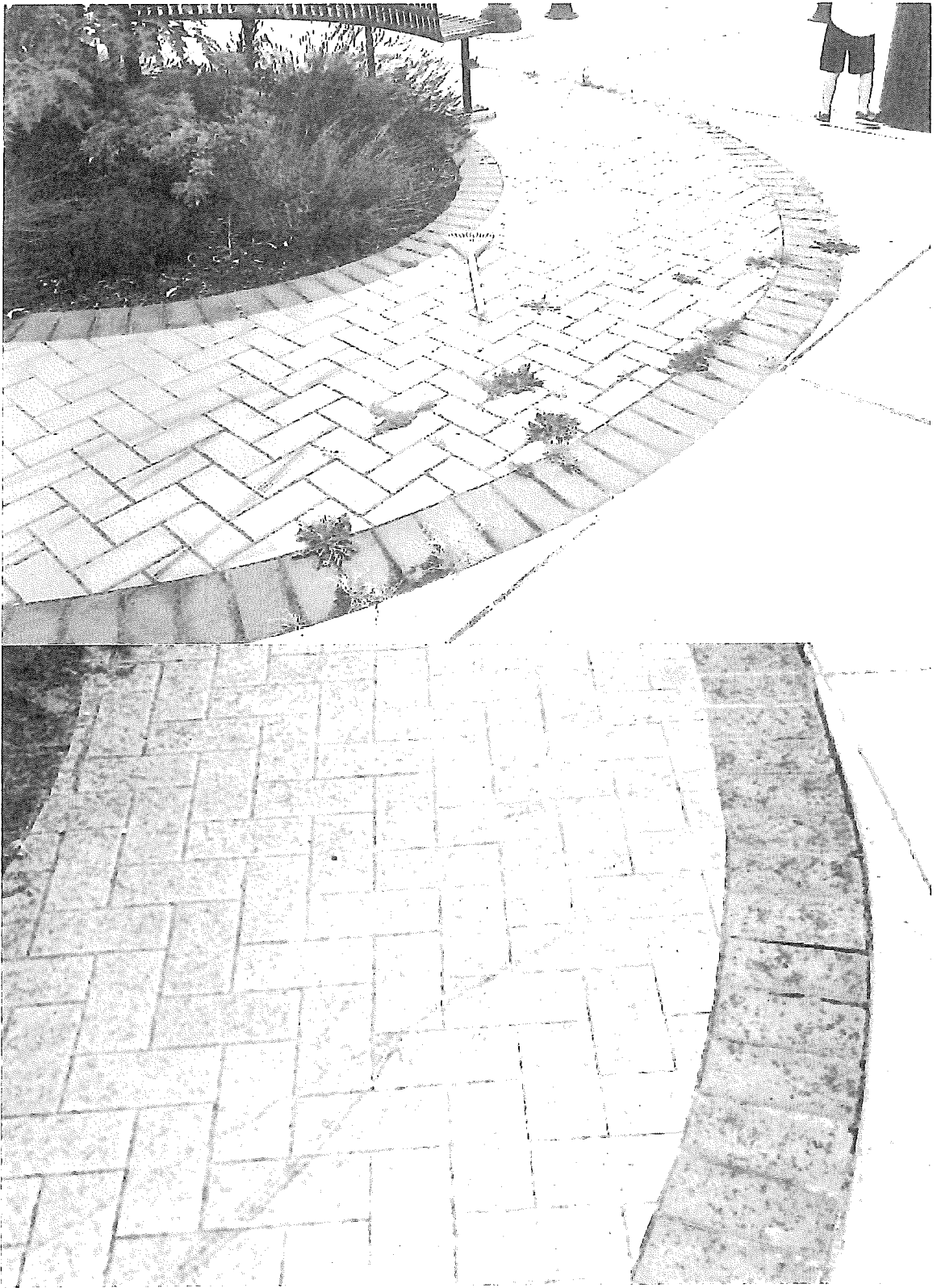
i.













August 2019


Crofton Museum: 2 Weeding events held - pruning of overgrown shrubs, bushes, trees, blackberry bushes, and weeding and cleaning of Museum deck.

Before





September 2019

*Crofton in Bloom*  
Presents  
**CROFTON CLEAN UP**  
**Saturday, September 28, 2019**  
**10 am - 12 pm**  
MEET AT  
**Joan Avenue Green Space**  
Beside BC Ferry Terminal & Museum/Senior's Centre  
**EVERYONE IS  
WELCOME**  
We will be cleaning up garbage (wrappers, paper,  
cans) on public property in high visibility areas  
Coffee & Treats for Volunteers to follow  
  
[CroftonInBloom@yahoo.com](mailto:CroftonInBloom@yahoo.com)  
ph. 250-714-3450







Abbeyfield House is an independent living home for seniors. It was established in 2000 by a group of volunteers who saw a need for quality, affordable housing in the community. Abbeyfield provides a balance between privacy and companionship with private bedrooms and bathrooms and shared meal times and common areas. Abbeyfield House is not for profit and we strive to keep our rents as affordable as possible while still maintaining a quality, home environment. Our main goals are to make sure our residents are safe, secure and feel valued.

We like to engage the greater community whenever possible. We have a large event in the summer where we invite all of our neighbours to attend. We particularly like to reach out to our elderly neighbours by inviting them to activity days. We have several volunteers that help out in the garden, and play games with the residents.

Currently, Abbeyfield has a large wait list of 27 people which speaks to the need of affordable senior housing in the Cowichan Valley. In the past, we have enjoyed support from the Kinsmen, the United Way, The Cowichan Valley Arts Council, The Cedar Boughs youth group, The Citizen, Country Grocer, the BC Forest Discovery Centre as well as many school groups. We have had letters of support from MP Alistair MacGregor and Kate Rosetto from The Cowichan Seniors Community Foundation for our recent, new kitchen project.

Abbeyfield Duncan is run by a board of directors. We have seven members with a diverse skill set. Our president is the property manager of a large senior's complex in Nanaimo. Our treasurer is an investment consultant. We also have a carpenter, a realtor with a paralegal back ground, a retired bank secretary and two members who have over 10 years of experience with Abbeyfield.

Abbeyfield House was built in the early 1900s and as with any old house, repairs and upgrades are necessary. When the floor in the kitchen started to rot from past water damage, and the cabinets started to fall apart, we began a fundraising project to build a new kitchen in another room. This enabled us to continue

making meals for the residents while the new kitchen was being built. Now we are at the stage where we need to repair the old kitchen and convert it into a self-serve breakfast room for our seniors. The redesign of the space will make it safer and more 'walker friendly'. Enabling residents to do more for themselves gives them purpose, makes them more active and more independent.

Fundraising for our projects enables us to keep our rents as low as possible for our seniors. If we are unable to secure funding, we have a contingency fund that we could use. This money is earmarked for a new furnace but since this repair is now a safety issue we would have no other choice but to use those funds.

This renovation is important to Abbeyfield and the community. Senior housing is limited in the Cowichan Valley and protecting the assets we have is of the utmost importance so that they are sustainable for years to come.

Thank you so much for considering our application. If you need any other information I will be happy to provide it.

Best regards,

Melinda Hull, Abbeyfield House Manager

250 748 1352

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	ABBNEYFIELD HOUSES SOCIETY OF DUNCAN
Address of Organization	5905 INDIAN RD.
Full Mailing Address	DUNCAN BC V9L 5L9
Telephone Number & Email	250 748-1352 abbneyfield@live.com
Contact Person/Title	MELINDA HULL, HOUSE MANAGER

Primary purpose of organization: SENIORS HOUSING

Category under which greatest portion of services fall:

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

Services available to all members of community: ☐ Yes ☒ No

If no, please list criteria for receiving your service: INDEPENDENT SENIORS OVER 60 YRS.

Total Number of people that used your service last year: 11

Approximate number of your clients that reside in North Cowichan: ALL, CURRENTLY 9

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$10,000

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.)

PLEASE SEE ATTACHED SUPPORTING DOCUMENTS.

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. the most recent financial statement, and
2. the proposed operating budget.

Other Information:

Have you received a previous grant from the Municipality? ☐ Yes ☐ No UNKNOWN

Have you applied to another local government for funding? ☐ Yes ☒ No

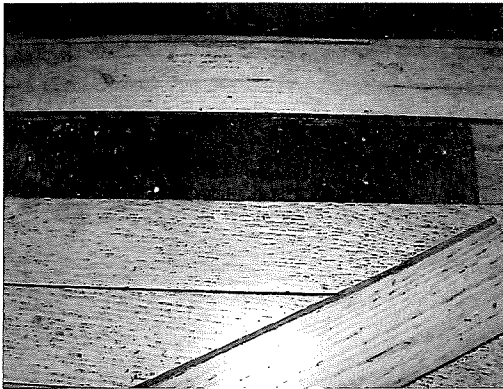
If yes, please list: WE HAVE A PROPERTY TAX EXEMPTION UNTIL 2023

Applicant's signature Melinda Hull Date OCT. 4, 2019

In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.

Print Form







BC Conservation Foundation,  
Northern Regional Office  
1B - 1445 McGill Road Kamloops BC V2C 6K7  
T 250-828-2551 • F 250-828-2597  
Web: [www.wildsafebc.com](http://www.wildsafebc.com)



## North Cowichan Grant-In-Aid Application 2020

### Description of the project

The British Columbia Conservation Foundation's WildSafeBC Program uses innovation, education and cooperation to reduce human-wildlife conflicts in British Columbia. Our goal is to "keep wildlife wild and communities safe" and we have done this through the implementation of the WildSafeBC Program in the North Cowichan. The local WildSafeBC Cowichan Valley Community Coordinator (WCC):

- provides strategies to residents and visitors on how to reduce human-wildlife conflict and stay safe through public booths, door-to-door campaigns, bin tagging, social and traditional media outreach
- develops collaborations with other organizations that share mutual goals
- provides WildSafe Ranger school presentations
- provides bear spray workshops for groups and the public
- works with local municipalities on human-wildlife conflict reduction strategies
- liaises with local bylaw officers and the Conservation Officer Service

The end result is fewer conflicts with wildlife in the community with the intention of increasing public safety and decreased injury or destruction of wildlife as a result of conflict.

Thanks to ongoing support and valuable community partnerships, the WildSafeBC Cowichan Valley Program is well received. In 2018, the second year of the program, the WCC focused on door-to-door campaigns early in the season and reached over 1,700 people. This coincided with garbage tagging activities where over 750 garbage and organic totes were tagged with educational stickers. The WCC delivered the WildSafe Ranger Program to 4 schools and 540 participants. Along with 5 community presentations, the WCC attended eight community events and contacted over 1,550 people. Furthermore, weekly notices in local newspapers, signage, community newsletters, radio updates and the use of social media were all very effective in keeping both residents and visitors informed. Full details of the delivery program are included in the 2018 Cowichan Valley WildSafeBC report: <https://wildsafebc.com/wp-content/uploads/2018/12/WildSafeBC-Cowichan-Valley-Regional-District-Annual-Report-2018-min.pdf>. The 2019 program is still ongoing; however, to date there has been an information booth on Canada Day in Chemainus, a bear spray workshop at Fuller Lake Arena, and garbage tagging throughout North Cowichan. The annual report will be posted online in December 2019.

In 2020, the WCC will continue door-to-door campaigns, garbage tagging, community presentations, and the WildSafe Ranger program. Further opportunities will be summarize in the Annual Report.



BC Conservation Foundation,  
Northern Regional Office  
1B - 1445 McGill Road Kamloops BC V2C 6K7  
T 250-828-2551 • F 250-828-2597  
Web: [www.wildsafebc.com](http://www.wildsafebc.com)



### **Who will benefit from the project?**

Citizens of the North Cowichan will benefit through door-to-door campaigns, garbage tagging, and community presentations. School children will benefit from the WildSafe Ranger Program. The education gained from these outreach programs will help keep community members safe and wildlife wild.

### **Additional Information**

#### *Why is this project needed?*

As the Town of North Cowichan continues to grow and develop, the potential for human-wildlife conflict will continue to grow as will the need for proper education and legislation. Unsecured attractants cause conflicts with wildlife that can lead to safety concerns and damage to property. With limited options, the Conservation Officer Service may be required to destroy black bears as relocations are often unsuccessful and can lead to poor outcomes for the bears. By providing education about wildlife safety and preventing human-wildlife conflict through attractant management, the WildSafeBC Cowichan Valley program helps to keep wildlife wild and communities safe.

#### *Acknowledgement*

The WildSafeBC program plays a critical role in keeping reducing human-wildlife conflict. The WildSafeBC Cowichan Valley program would greatly benefit from funding from North Cowichan. If this application is approved, the Town of North Cowichan would be acknowledged for its contributions in all media and in the 2020 annual report.



## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	WildSafeBC Cowichan Valley
Address of Organization	1B - 1445 McGill Road, Kamloops, BC, V2C6K7
Full Mailing Address	1B - 1445 McGill Road, Kamloops, BC, V2C6K7
Telephone Number & Email	250-828-2551 ext 102, tradford@bccf.com
Contact Person/Title	Trina Radford

**Primary purpose of organization:** To keep wildlife wild and the community safe.

**Category under which greatest portion of services fall:**

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☒ Other environmental

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** Over 5800 people contacted directly in 2018

**Approximate number of your clients that reside in North Cowichan:** approximately 2200 in 2018

*(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)*

**Amount of grant requested:** 3000

**Describe how the grant will be used:** *(e.g. special projects, operations, maintenance, etc.)*

The WildSafeBC Coordinator for the Cowichan Valley educates residents and visitors about wildlife safety and preventing human-wildlife conflict through door to door education campaigns, garbage tagging, bear spray and wildlife safety demonstrations for adults, and presentations for school groups. Please see attachment for more information.

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☒ Yes ☐ No

If yes, please list: Lake Cowichan, Cowichan Valley Regional District, Ladysmith

**Applicant's signature** Heather Richardson

Digitally signed by Heather Richardson  
Date: 2019.10.15 13:06:42 -07'00'

**Date** Oct 15, 2019

**In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.**

Print Form

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	CHEMAINUS HARVEST House Foodbank.
Address of Organization	9814 Willow St, (basement,
Full Mailing Address	P.O. Box 188, Chemainus BC V0R 1K0
Telephone Number & Email	
Contact Person/Title	

Primary purpose of organization: to feed the needy in Chemainus & Crofton AREA.

Category under which greatest portion of services fall:

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

Services available to all members of community: ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

Total Number of people that used your service last year: 5,441.

Approximate number of your clients that reside in North Cowichan: 5441

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$1,000. -

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.)

to purchase much needed fresh and CANNED Food as well as meat.

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. the most recent financial statement, and
2. the proposed operating budget.

Other Information:

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

Applicant's signature Barbara Swanson. Date Oct 29 /19.

In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.

Print Form



9867 Maple Street  
Chemainus, B.C.  
V0R 1K1

7 October, 2019

Mayor and Council  
Municipality of North Cowichan  
7030 Trans-Canada Highway  
Duncan, B.C.  
V9L 6A1

Dear Mayor and Council:

Re: Grant In-Aid

The Chemainus Health Care Auxiliary wishes to apply for a Grant In-Aid for the sum of \$8000, which represents the parking levy required of our Auxiliary in making improvements to the efficiency of our Thrift Shop at 9867 Maple Street in Chemainus.

In December, 2018, our representatives met with officials of the Municipality to clarify the requirement to pay \$8,000 toward parking in Chemainus. During this meeting we were advised that there was no option for our organization to be excluded from such a payment; however, there was an excellent possibility that we could recover our cost by making application for a Grant In-Aid. Thus we are making this application.

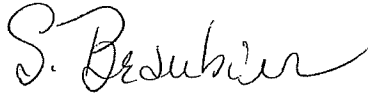
As you know, our volunteers put in many hours to raise an average of \$260,000/ year to support health care that serves Chemainus and surrounding area residents of all ages. The fee in question, of \$8000, reduces our ability, by that amount, to donate to health care. Our Auxiliary's work, in addition to direct financial support to health care, also recycles enormous amounts of goods and thereby reduces the amount of items going to landfill. We pride ourselves in providing jobs, including those for three students/year that is the equivalent of a retail internship. We provide three Chemainus student bursaries for young people pursuing a human health career. Our Thrift Shop is an essential economical

retail outlet for many on limited income. While more subtle, we know that our organization is fundamental to the health and wellbeing of many of our members. The social support, friendships and the opportunity to give back to one's community, provided by the Auxiliary, is huge.

We are very pleased and proud to give to our community in these many ways and of the tremendous support we have from our community. We do not believe the \$8,000 levy is appropriate in that it diminishes our capacity to give.

Thank you for your consideration of this application. With your approval of this grant in-aid, we can assure our supporters and donors that funds raised by the Auxiliary can be fully directed to health care priorities for the residents of Chemainus and surrounding areas.

Respectfully

A handwritten signature in cursive script, reading "S. Beaubier". The signature is fluid and elegant, with a large initial "S" and a long, sweeping underline.

Susan Beaubier

President

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	CHEMAINUS HEALTH CARE AUXILIARY
Address of Organization	9867 MAPLE STREET
Full Mailing Address	9867 MAPLE ST. CHEMAINUS BC V0R 1K1
Telephone Number & Email	(250) 246-2476 CHEMAINUShealthcareauxiliary.com
Contact Person/Title	SUSAN BEAUBIER, PRESIDENT

Primary purpose of organization: PROMOTING HEALTH CARE FOR RESIDENTS OF CHEMAINUS

Category under which greatest portion of services fall:

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

Services available to all members of community: ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

Total Number of people that used your service last year: MANY THOUSANDS (SEE ATTACHED LETTER.)

Approximate number of your clients that reside in North Cowichan: 95%

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$8000.00

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.)

DONATIONS TO VARIOUS HEALTH CARE ORGANIZATIONS SUCH AS CHEMAINUS HEALTH CARE CENTRE, DUNCAN (CDH) HOSPITAL AND OTHERS. SEE ATTACHED LETTER.

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. the most recent financial statement, and
2. the proposed operating budget.

### Other Information:

Have you received a previous grant from the Municipality? ☐ Yes ☒ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

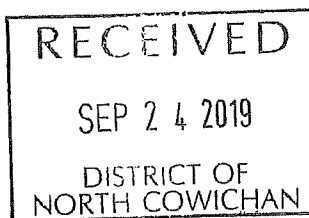
Applicant's signature Susan Beaubier Date 7 OCT/19

250 416-0666  
In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.





7030 Trans-Canada Highway  
Duncan, BC V9L 6A1 Canada  
[www.northcowichan.ca](http://www.northcowichan.ca)  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	CHEMAINUS MEALS ON WHEELS
Address of Organization	PO BOX 278
Full Mailing Address	CHEMAINUS, BC V0R 1K0
Telephone Number & Email	250 246-2422, or 250 246-9702
Contact Person/Title	Esther Craig or Betty Martindale

**Primary purpose of organization:** Deliver meals to needy

**Category under which greatest portion of services fall:**

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 19

**Approximate number of your clients that reside in North Cowichan:** 19

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

**Amount of grant requested:** \$ 300.00

**Describe how the grant will be used:** (e.g. special projects, operations, maintenance, etc.)

OPERATING EXPENSES

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☒ Yes ☐ No

If yes, please list: ISLAND HEALTH

**Applicant's signature** Esther Craig **Date** Sep 16, 2019

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

**Municipality of North Cowichan  
7030 Trans-Canada Highway  
Duncan BC**

**V9L6A1**

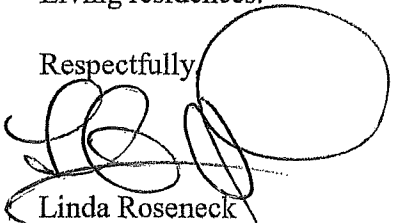
Grant in Aid Committee,

Enclosed please find our application and supporting documents for a Grant in Aid to pave the entrance and parking of two of our neighboring homes for 11 adults with developmental disabilities at #1 6124 and #2 6124 Ryall Road. The Clements Centre operates two group homes in the North Cowichan District jurisdiction. Currently as shown in the accompanying photos there are accessible but not paved driveways or parking areas for the caregivers and staff. As the age of our residents increases so does their requirements for safe and easy accessibility and the requirement for paving for ease of access.

Clements Centre is securing support from the Rick Hansen Accessibility program but we are required to come up with the other 50% of the 22 thousand dollar project to complete the grading and paving. Additional funding is required to prepare and grade the site and provide an accessible walkway

It would help greatly if the Municipality of North Cowichan could contribute \$5,000.00 to the overall project and make these locations accessible to handicap residents in these community Living residences.

Respectfully,

  
Linda Roseneck  
Director of Advancement  
Clements Centre

**Clements Centre Society**

[www.ClementsCentre.org](http://www.ClementsCentre.org)

P: 250-746-4135 | F: 250-746-1636

5856 Clements Street, Duncan, BC V9L 3W3

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	CLEMENTS CENTRE SOCIETY
Address of Organization	5856 CLEMENT ST
Full Mailing Address	DUNCAN, BC V9L2P3
Telephone Number & Email	250-746-4135 / rosenek@clémentscentre.org
Contact Person/Title	LINDA ROSENEK, DIRECTOR OF

Primary purpose of organization: CHILDREN & ADULTS @ DISABILITY ADVANCEMENT

Category under which greatest portion of services fall:

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

Services available to all members of community: ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

Total Number of people that used your service last year: 1000 + over

Approximate number of your clients that reside in North Cowichan: 80% 90

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$5,000

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.)

PAIDING OUR GROUP RESIDENCE FACILITY - REPAIRING DRIVEWAY FOR WHEEL CHAIR ACCESS & RAMP.

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. the most recent financial statement, and
2. the proposed operating budget.

### Other Information:

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☒ Yes ☐ No

If yes, please list: CURD - CITY OF DUNCAN

Applicant's signature

Date Oct. 03. 2019

In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.

Print Form



# DUNCAN PAVING COMPANY

(Division of O.K. Industries Ltd.)

Telephone (250) 748-2531

Business Address: Corner of Drinkwater Road and Lake Cowichan Highway, Duncan, B.C.

Mailing Address: P.O. Box 815, Duncan, B.C. V9L 3Y2

Fax (250) 748-3627

TO: Clements Centre Society  
5856 Clements Street  
Duncan, B.C.  
V9L 3W3

DATE: May 27, 2019

TELEPHONE: (250) 746-4315 ext. 269

CELL: (250) 732-2331

ATTENTION: Linda Roseneck

FAX:

**MAILED**

LOCATION: 6124 Ryall Road, Duncan, British Columbia

EMAIL: lroseneck@clementscentre.org

## PROPOSAL AND CONTRACT

We are pleased to submit this proposal to furnish all labour, materials and equipment required for the performance of the following work:

### Asphalt Paving of Driveway

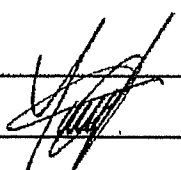
- Regrade and compact existing base materials
- Supply and install an average compacted thickness of 75 millimetres of 25 millimetre minus well graded crushed gravel base material on a sub-base that has been prepared as noted above and approved by others
- Supply and install an average compacted thickness of 50 millimetres of hot mix asphalt on a crushed gravel base that has been prepared as noted above

Based on an estimated area of 330 square metres  
The Lump Sum Price will be \$21,750.00

### THE ABOVE PRICES ARE SUBJECT TO:

#### - APPLICABLE TAXES NOT INCLUDED

- If there is a discovery of unsuitable base or sub-base material (black dirt/clay) below the depth referenced above for removal, the removal and backfill of these materials is not included but can be done for an additional fee
- Please see the enclosed information sheet for further information
- This quotation is for new asphalt mix materials only. This is a durable product providing a longer life for your asphalt surface

Per:  Larry Squire, Estimator **DUNCAN PAVING COMPANY**

It is understood and agreed that this proposal is offered for a period of 30 days and shall become a binding contract upon written acceptance by the Company's representative and approval of the Customer's credit. Upon such acceptance it shall constitute the entire contract between the parties hereto and it is further agreed that there are no other express or implied agreements. Additional work requested by the customer shall be deemed "extras" and the customer shall be charged at the company's normal charge-out rates which are attached to this quotation or at an agreed price

This proposal includes the terms set forth as attached to this quotation

This proposal is hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_  
LS/hm

Customer

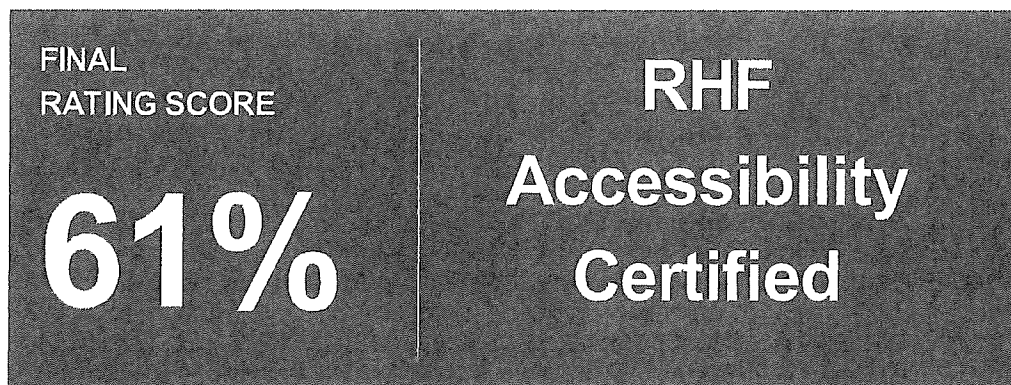


CLEMENTS CENTRE/SUNDROPS CHILD DEVELOPMENT CENTRE

# MARCHMONT GROUP HOME

#2 6124 Ryall Rd., Duncan British Columbia Canada

## CERTIFICATION LEVEL

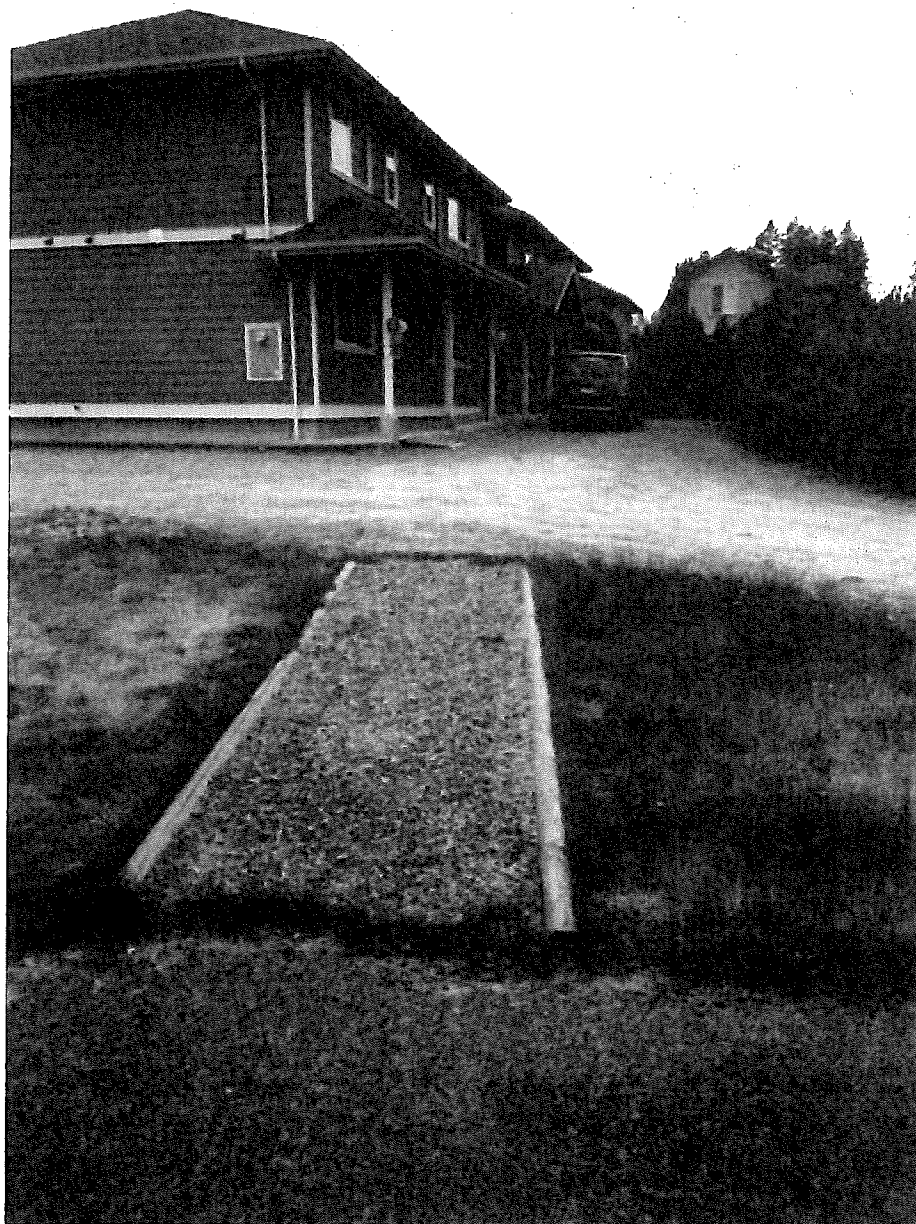


SCORECARD ISSUED:	March 28, 2019
PERIOD OF CERTIFICATION:	2019-03-20 to 2024-03-20
REGISTRATION NUMBER:	RHF-720-00717
RATING SURVEY VERSION:	Rating Survey (Apr 2018 Release)
RHFAC PROFESSIONAL:	Megan Edwards, Rick Hansen Foundation
RHFAC ADJUDICATOR:	Patrick Simpson

1. Vehicular Access		Earned	Available
1.1	General Vehicular Access	4	10
1.2	Parking	10	31
	<b>Innovation</b>	0	
Total Points for Vehicular Access		14	41

2. Exterior Approach and Entrance		Earned	Available
2.1	Exterior Pathways to Facilities on Site	23	30
2.2	Exterior Stairs	18	38
2.3	Main Entrance or Alternative Accessible Entrance	33	44
	<b>Innovation</b>	0	
Total Points for Exterior Approach and Entrance		74	112

3. Interior Circulation		Earned	Available
3.1	Corridors and Hallways	15	19
3.2	Interior Doors and Doorways (not including Sanitary Facilities)	22	32
3.3	Interior Stairs	20	37
3.4	Path of Travel	15	16
	<b>Innovation</b>	0	
Total Points for Interior Circulation		72	104







Marchmont Group home is a 2,200 square foot building located in Duncan, BC. The building is a licensed care facility that is home to five adults with developmental and physical disabilities. It consists of two storeys (upstairs contains rentals that are excluded from the assessment), with the main floor containing bedrooms, washrooms, kitchens, an office, and living space for residents. All of these areas were assessed for accessibility, including emergency preparedness by the Rick Hansen Foundation

As indicated in the enclosed accessibility assessment done by the RH Foundation, the driveway and parking at the location did not meet the requirements and reduced our accessibility rating substantially. We have applied for a RHFA grant for 50% of the costs to grate, pave, and add a ramped walkway to make the two adjoining locations accessible. We have enclosed a quote to do the project from Duncan paving which includes in kind services.

**We are asking North Cowichan for a \$5000.00 grant to complete the full project.**

Clements' Centre for Community Living support adults with developmental disabilities to participate in vocational, recreational, and social activities. Community support workers provide a comprehensive range of services to help adults maximize their full potential. Since 1957, Clements has supported the quality of life for the persons we serve by ensuring that their physical, social, vocational, educational and medical needs are met in the Cowichan region. We operate three group residences. We are the largest not for profit in the region with a staff of 150 which provide services to 195 adults with developmental disabilities and over 800 families with children with developmental delays and /or disabilities. Funding for our operations are covered by MCFD and Community Living BC but not capital costs such as facilities or buildings. The majority of our funding supports salaries and operation; we have a very limited budget for building and site improvements.

Project cost	21,750.00
Rick Hansen Grant	10,000.00
Clements Centre	5000.00
North Cowichan grant	5000.00
In Kind Duncan Paving	1750.00



**Cowichan Valley Basket  
Society**  
5810 Garden Street,  
Duncan, B.C. V9L 3V9  
Email: [CVBS@Shaw.ca](mailto:CVBS@Shaw.ca)

"they came to share what they had - and none went hungry"  
October 2019

File:  
Tarah Stenberg, B.TM  
Secretary  
Fire & Bylaw Services | Financial & Protective Services  
Municipality of North Cowichan  
[tarah.stenberg@northcowichan.ca](mailto:tarah.stenberg@northcowichan.ca)

7030 Trans Canada Highway,  
Duncan BC V9L 6A1  
Dear Tarah,

I have enclosed our application for a Grant in Aid. Thank you for the reminder notice. The expenses to continue to provide quality nutritional food and the operational costs of running the food bank continue to rise.

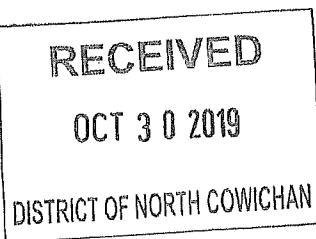
Our soup kitchen and hamper program demand has not lessened. We realize the importance of providing nutritional food: when people are fed they are more likely to be able to face the many struggles of today's world.

The Cowichan Valley Basket Society is much more than that, we provide a safe environment of acceptance, where people come to form relationships and share resources. We are their "Community center with good food and good service as major attractions" We are not a hand out, indeed only a hand up for as long as needed.

There are 2 full time staff, 5 part time and just over 100 volunteers that strive each day to make our folks lives just a little easier.

I have included a copy of the most recent financial statement of our year end as well as our budget for 2019-2020  
Thank you for your consideration,

Jennifer Millar  
Manager of the Cowichan Valley Basket Society.



7030 Trans-Canada Highway  
Duncan, BC V9L 6A1 Canada  
[www.northcowichan.ca](http://www.northcowichan.ca)  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Cowichan Valley Basket Society
Address of Organization	5810 Garden Street
Full Mailing Address	5810 Garden Street Duncan, BC V9L 3V9
Telephone Number & Email	250-746-1566 cvbs@shaw.ca
Contact Person/Title	Jennifer Millar - Manager

**Primary purpose of organization:** We are a soup kitchen and a food bank

**Category under which greatest portion of services fall:**

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 30,000 approximately

**Approximate number of your clients that reside in North Cowichan:** 50%

*(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)*

**Amount of grant requested:** \$5000

**Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.)**

We have appreciated the ongoing support of the Municipality. The need in the valley for those struggling to pay their bills and putting a roof over their family's heads, makes the need for the soup kitchen and hamper program a vital part of their survival. We have seen a reduction of cash donations from the community and value this grant to maintain the ability to provide nutritious food.

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

**Applicant's signature** Jennifer Millar

Digitally signed by Jennifer Millar  
Date: 2019.10.29 09:23:31 -07'00'

**Date** Oct 29, 2019

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Cowichan Intercultural Society
Address of Organization	321 St. Julian Street
Full Mailing Address	Duncan, British Columbia V9L 3S5
Telephone Number & Email	T: 250.748.3112 E: elizabeth@cis-iwc.org
Contact Person/Title	Elizabeth Croft, Director of Development

**Primary purpose of organization:** CIS is the leading community resource for immigrant settlement services, and for education and awareness in developing welcoming and inclusive communities.

Category under which greatest portion of services fall:

☒ Social Service ☐ Sports ☒ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

Services available to all members of community: ☒ X Yes ☐

If no, please list criteria for receiving your service: \_\_\_\_\_

Total Number of people that used your service last year: 870

Approximate number of your clients that reside in North Cowichan: 650

*(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)*

Amount of grant requested: \$3500

**Describe how the grant will be used:** (e.g. special projects, operations, maintenance, etc.)

The grant will be used to fund the One World Festival (OWF) which the Cowichan Intercultural Society (CIS) hosts every 2 years; the upcoming Festival is September 19, 2020. As a street festival, the location is flat & wheelchair accessible. If needed, the CIS office (located on the Festival site) is also wheelchair accessible for the main & uppers floors. OWF is a free, family-friendly event.

CIS has served our communities for 38 years by providing settlement services & continued opportunities for intercultural engagement & celebration. This will be our fifth OWF - we have an experienced in-house team & relationships in place for 2020. Past OWF partners include: Volunteer Cowichan, Vancouver Island University, the Cowichan Valley Regional District, Cowichan Valley Arts Council, the Vancouver Island Regional Library, Social Planning Cowichan, media sponsors and others. We've balanced the budget each year.

Successful from the start, each OWF attracts 1500 - 3000 attendees & more than 100 volunteers. While we welcome performers from across the Island, about 80% are from Cowichan. CIS also hold dozens of events annually. For example: a weekly cooking club with a handful of members, quarterly family nights with +/- 60 attendees and celebrations for 200 or more.

The Festival benefits North Cowichan's residents by celebrating diversity through entertainment, education & engagement. It's a colourful, "around-the-world" experience where attendees have dozens of opportunities to connect with people, crafts & arts from around the globe. It's also residents who comprise Festival volunteers, exhibitors, partners & performers.

The One World Stage hosts performers from many different cultures. Performers & models from the International Fashion Show stroll the grounds in full cultural dress/regalia; they connect with attendees to chat about the meaning behind their performances & clothing. Fashion Show hosts share the stories & meaning behind each model's cultural dress. Dozens of stalls offer global goods for sale and attendees can try their hands at tea ceremonies, calligraphy, tying a sari and more.

The event attracts 100+ volunteers who work on planning and implementation. OWF is a street festival along St. Julien Street. We make exhibit space available to local non-profit agencies and collaborate with the arts sector on the multicultural art exhibition. The Festival has been the end point for the Walk of Nations - participants extended Welcoming remarks and the T'zinquaw Dancers opened the One World Stage performances.

The Festival is a free, family event. There's space in front of the stage where kids et al dance along with performances. The Victoria Symphony sends their Instrument Zoo so kids can explore sound & rhythm with support from volunteer musicians. And Vancouver Island Regional Library hosts a reading area so kids can have a little quiet room if needed. We strive to ensure families have a great day WITH friends and family, and WITHOUT screens.

With generous media sponsors, we mount an aggressive media campaign that provides significant exposure for everyone involved, including sponsors & funders.

One World Festival has the size, scope and vitality to realize cross-sectoral benefits for families, volunteers, businesses, partners, professional & non-professional performance artists and non-profit organizations.

Thank you for considering our application!

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. **the most recent financial statement** *is a separate document & sent as an attachment*
2. **the proposed operating budget** *is below*

**Other Information:**

**Have you received a previous grant from the Municipality?** ☐ **X Yes**

**Have you applied to another local government for funding?** ☐ **X Yes**

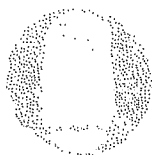
**If yes, please list:** We have applied to the City of Duncan for a Grant in Aid. We will also submit applications to the CVRD, Canadian Heritage, BC Arts Council & BC Gaming. All have provided funding for One World Festival previously. We may apply to other funders if/as opportunities arise. This is a major, free event that requires multiple funding streams in order to proceed. Though we've received funding from these agencies for previous Festivals, this doesn't guarantee that we'll receive the same support for 2020. While we receive core funding to deliver settlement services & encourage a welcoming community, we are expected to find other sources for outreach & event programming.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

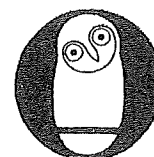
**Print Form**

**Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.**



BRITISH  
COLUMBIA  
CONSERVATION  
FOUNDATION

October 11<sup>th</sup>, 2019



BRITISH  
COLUMBIA  
CONSERVATION  
FOUNDATION

Grant Review Committee,  
Municipality of North Cowichan  
7030 Trans-Canada Highway  
Duncan, BC V9L 3X4

To the Municipality of North Cowichan Grant Review Committee:

The British Columbia Conservation Foundation (BCCF) is happy to announce their partnership with The Cowichan Valley Naturalist Society as the new proponent for the Bring Back the Bluebirds project. By providing quality, cost-effective services via strategic partnerships with all levels of government, industry, non-governmental organizations, private groups, educational institutions and First Nations, BCCF has implemented over 7000 conservation projects since 1986.

I, Lisa Limerick, will provide project management services for the administration, implementation and delivery of this project. Genevieve Singleton will continue to guide and support the project in an advisory role with Jacquie Taylor (BCCF) stepping into the role of Bring Back the Bluebird coordinator. We feel this collaboration will strengthen our efforts to bring the Western Bluebird population back to our Cowichan Valley.

### **PURPOSE OF THE PROJECT**

The Bring Back the Bluebirds Project is an initiative to re-establish a healthy breeding population of Western Bluebirds (which have been locally-extinct since the mid-1990s) to their historic habitat in the Cowichan Valley. Less than five per cent of original Garry oak habitat is left in the world. We are fortunate to have a large proportion of this very rare habitat in the Valley, making it a perfect location to reintroduce these iconic birds.

Since the project's inception in 2012, the local bluebird population has grown from just one reintroduced breeding pair and their 9 chicks at the Cowichan Garry Oak Preserve in Maple Bay to a peak of over 65 chicks throughout the Quamichan and Somenos Lakes area in 2016. Since 2016 numbers have been declining which means we need to initiate again more translocations. CVNS established relationships with 70 landowners in North Cowichan, who volunteered to host bluebird nest boxes on their property, providing the Western Bluebird population with the habitat it needs to flourish. CVNS also built a strong volunteer group of nest box monitors and set up eighteen Bluebird Trails (groupings of bluebird nest boxes that are

### **Head Office**

#206 - 17564 56A Ave  
Surrey, B.C. V3S 1G3  
Tel: (604) 576-1433  
Fax: (604) 576-1482  
[www.bccf.com](http://www.bccf.com)

### **Regional Offices**

#1B - 1445 McGill Rd  
Kamloops, B.C. V2C 6K7  
Tel: (250) 828-2551  
Fax: (250) 828-2597

PO Box 7, 1 - 7217 Lantzville Rd.  
Lantzville, B.C. V0R 2H0  
Tel: (250) 390-2525  
Fax: (250) 390-2049  
[nanaimo@bccf.com](mailto:nanaimo@bccf.com)



Thank you for considering this project.

Sincerely,

Lisa Limerick  
BCCF Vancouver Island Project Coordinator

#### **Head Office**

#206 - 17564 56A Ave  
Surrey, B.C. V3S 1G3  
Tel: (604) 576-1433  
Fax (604) 576-1482  
[www.bccf.com](http://www.bccf.com)

#### ***Regional Offices***

#1B - 1445 McGill Rd  
Kamloops, B.C. V2C 6K7  
Tel: (250) 828-2551  
Fax (250) 828-2597

PO Box 7, 1 - 7217 Lantzville Rd.  
Lantzville, B.C V0R 2H0  
Tel: (250) 390-2525  
Fax: (250) 390-2049  
[nanaimo@bccf.com](mailto:nanaimo@bccf.com)



## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	British Columbia Conservation Foundation
Address of Organization	Head Office: #206-17564 56A Ave., Surrey, BC V3S 1G3,
Full Mailing Address	#206-17564 56A Ave., Surrey, BC V3S 1G3,
Telephone Number & Email	250-889-1892, jtaylorbluebird@gmail.com
Contact Person/Title	Jacquie Taylor - Bluebird Coordinator

**Primary purpose of organization:** To promote and assist in the conservation of the fish and wildlife resources of the Province of British Columbia

**Category under which greatest portion of services fall:**

☐ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☒ Other Nature Conservation

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 700

**Approximate number of your clients that reside in North Cowichan:** 450

*(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)*

**Amount of grant requested:** \$2000.00

**Describe how the grant will be used:** *(e.g. special projects, operations, maintenance, etc.)*

This grant will support the efforts of over 70 North Cowichan volunteers who put in more than 2600 hours each year to re-introduce Western Bluebirds, a species that would no longer exist in Cowichan Valley without their dedication. The funds would be used to pay for project supplies and to print educational materials.

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

**Applicant's signature**  **Date** Oct 15, 2019

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form



## COWICHAN VALLEY NATURALISTS' SOCIETY

Grant Review Committee,  
Municipality of North Cowichan,  
7030 Trans-Canada Highway,  
Duncan, BC V9L 3X4

October 15, 2019

To the Municipality of North Cowichan Grant Review Committee,

While our Bluebirds have finished nesting for the year, our project has found a new nest of its own. The Cowichan Valley Naturalist Society (CVNS) has partnered with the BC Conservation Foundation (BCCF), who will now be the main proponent for the Bring Back the Bluebird project. BCCF has three offices throughout the province; head office in Surrey and two regional offices (Lantzville and Kamloops).

BCCF has a great reputation for keeping BC conservation projects on track. This collaboration will strengthen our efforts to bring the Western Bluebird population back to our Cowichan Valley.

I, Genevieve Singleton, will continue on as a Project Advisor, however, Jacquie Taylor (BCCF) will now take on the role of the Bring Back the Bluebirds Coordinator.

If you require any additional information to assist you in considering this request please don't hesitate to contact Jacquie Taylor, Project Coordinator at 250-889-1892.

The \$2000 grant received last year was most appreciated. The increase in amount was fantastic and was used to help fund office and project supplies, photocopying of pamphlets and other educational materials.

The Cowichan Valley Naturalist Society would like to thank you for your continued support over the years and we are honoured to have you as one of our partners. Every cent is carefully used and the support of North Cowichan Municipality is critical to our success.

Sincerely,

Genevieve Singleton  
Project Advisor  
CVNS Bring Back the Bluebirds Project

[www.naturecowichan.net](http://www.naturecowichan.net)

[cvns@naturecowichan.net](mailto:cvns@naturecowichan.net)

#6-55 Station Street  
Duncan, BC, V9L 1M2



7030 Trans-Canada Highway  
Duncan, BC V9L 6A1 Canada  
[www.northcowichan.ca](http://www.northcowichan.ca)  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Cowichan Women Against Violence Society
Address of Organization	246 Evans St. Duncan
Full Mailing Address	246 Evans St. Duncan, BC V9L 1P8
Telephone Number & Email	250-748-7000 <a href="mailto:exec.dir@cwav.org">exec.dir@cwav.org</a>
Contact Person/Title	Debbie Berg, Executive Director

Primary purpose of organization: Caring for women and children fleeing violence

Category under which greatest portion of services fall:

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

Services available to all members of community: ☐ Yes ☒ No

If no, please list criteria for receiving your service: Mainly women and children, although some programming now for men

Total Number of people that used your service last year: over 1059 individuals

Approximate number of your clients that reside in North Cowichan: probably 95% but we don't track all details

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$3000.00

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.)

We would like to facilitate a Boys Support Group (ages 10-14) similar to the one that we currently do with girls of that age (Rise Up). This would be a support group for young male teens dealing with sexualized violence. We would run the group for two 6 week sessions in the summer. We have trained staff that would be able to run the program and would look at finding some male volunteers to assist. We would follow our policies regarding requiring Police Security Clearances for any volunteers we bring into the program.

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. the most recent financial statement, and
2. the proposed operating budget.

Other Information:

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☒ Yes ☐ No

If yes, please list: City of Duncan

Applicant's signature

Date

Oct. 8/19

In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1

Budget - Boys Support Group	Requested funds	In-Kind
2 Facilitators*	\$ 2,700.00	
Admin fees	\$ 150.00	\$ 1,125.00
Snacks		\$ 100.00
Facility costs		\$ 1,200.00
Volunteer honorarium & support	\$ 150.00	\$ 350.00
Advertising, bookkeeping		\$ 50.00
Photocopying, office supplies		\$ 175.00
Total	\$ 3,000.00	\$ 3,000.00
* 2 facilitators @4 hr/week x 12 weeks + MERC		
Note: we will try to access snacks from donated sources		

We have received a Grant-in-Aid in Dec. 2018/Jan. 2019 for funds to help with start up of the Women's Night Shelter (along with a 3 year TUP). The money was used to purchase ~~new~~ cots for the women.



7030 Trans-Canada Highway  
Duncan, BC V9L 6A1 Canada  
[www.northcowichan.ca](http://www.northcowichan.ca)  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	HANDMADE HUGS SOCIETY
Address of Organization	DUNCAN, BC.
Full Mailing Address	BOX 1814, LAKE COWICHAN BC V0R 2G0
Telephone Number & Email	250-932-1290
Contact Person/Title	ANDREA d'HAENE, VICE PRESIDENT.

Primary purpose of organization: PROVIDING HANDMADE COMFORT ITEMS TO PEOPLE IN NEED.

Category under which greatest portion of services fall:

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

Services available to all members of community: ☐ Yes ☒ No

If no, please list criteria for receiving your service: TO ALL THOSE IN NEED.

Total Number of people that used your service last year: APPROXIMATELY 2500

Approximate number of your clients that reside in North Cowichan: ANY IN NEED.

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$2500. WILL BE GRATEFUL FOR ANY AMOUNT.

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.)

TO BUY NEEDED SUPPLIES, OPERATING COSTS. MOST OF OUR YARN MATERIAL IS DONATED BUT ALWAYS THERE ARE SHORTISHES.

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. the most recent financial statement, and
2. the proposed operating budget.

### Other Information:

Have you received a previous grant from the Municipality? ☐ Yes ☐ No

Have you applied to another local government for funding? ☒ Yes ☐ No

If yes, please list: CURD, TIMBERWEST, LIONS

Applicant's signature A. d'haene Date June 30/2019.

In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100;  
7030 Trans-Canada Highway, Duncan, BC V9L 6A1

**Spring Faire...Proposed operating budget**

**October 5, 2019**

**Submitted by: The Herons Wood Community Association and Providence Farm**

**300... Promotional material: printing or advertising.**

**600... Transport logistics: van rental and or handy dart service.**

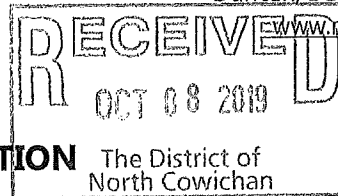
**200.... Community engagement: art and craft supplies.**

**200...Recycling and garbage.**

**300...Honorariums for special guest leaders: minstrels, potters wheel demonstration, puppeteers.**

**\$ 1600...total requested please.**

**Thank you for your consideration.**



## GRANT APPLICATION The District of North Cowichan

(PLEASE PRINT)

Name of Organization	Heron's Wood Community Association (+ Providence Farm)
Address of Organization	3112 Heron's Way (North Cowichan)
Full Mailing Address	3112 Heron's Way, Duncan, BC V9L 6Z3
Telephone Number & Email	250.732-7649 dominic8@telus.net
Contact Person/Title	Petronella van Oyen ; Director

**Primary purpose of organization:** Food Forest, Permaculture, community building

**Category under which greatest portion of services fall:**

☐ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other ecological, Food Security

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 4 local schools, neighbors

**Approximate number of your clients that reside in North Cowichan:** 300 - 500 students + families

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

**Amount of grant requested:** \$ 1600

**Describe how the grant will be used:** (e.g. special projects, operations, maintenance, etc.)

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and ☒
2. the proposed operating budget. ☒

**Other Information:**

Have you received a previous grant from the Municipality? ☐ Yes ☒ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

**Applicant's signature** Petronella van Oyen

**Date** October 7, 2019

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.



7030 Trans-Canada Highway  
Duncan, BC V9L 6A1 Canada  
[www.northcowichan.ca](http://www.northcowichan.ca)  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Oak Park Heritage Preservation Society
Address of Organization	5965 Genoa Bay Road, Duncan, BC, V9L 5Y5
Full Mailing Address	5965 Genoa Bay Road, Duncan, BC, V9L 5Y5
Telephone Number & Email	250 701-5714 rpgowland@gmail.com
Contact Person/Title	Paul Gowland, Treasurer

**Primary purpose of organization:** Restoration and public utilization of the Elkington house

**Category under which greatest portion of services fall:**

☐ Social Service ☐ Sports ☒ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** (please see attachment)

**Approximate number of your clients that reside in North Cowichan:** (please see attachment)

*(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)*

**Amount of grant requested:** \$3000.00

**Describe how the grant will be used:** *(e.g. special projects, operations, maintenance, etc.)*

The grant money will be used to create a detailed operational plan for restoration and future use of the Elkington house at Oak Park on Maple Bay Rd. Website and social media development work will be continued. Advertising material to attract restoration funding and society membership will be created.

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

**Applicant's signature**

*Paul Gowland*

**Date**

*11 Oct. 2019*

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form



## **North Cowichan Grant Application October 2019 Attachment: Application from the Oak Park Heritage Preservation Society**

### Purpose of the Organization:

The Oak Park Heritage Preservation Society (Incorporation # 50068199, Business # 78988 6918 BCOOOI) was formed as a registered not-for-profit organization in October 2017, in order to preserve, restore and eventually provide public access to the historic property commonly known as Elkington House. The house, located at 1241 Maple Bay Road in North Cowichan, is part of the larger Garry Oak Preserve that is owned by the Nature Conservancy of Canada (NCC).

"Oak Park" is the name that the Elkington family gave to the house and surrounding grounds when the family first established residency at the property in 1884. Over the years, the property was occupied by successive generations of the Elkington family before it was purchased by the Nature Conservancy of Canada in 1999. Many local volunteers and community members who are now part of the Oak park Heritage Preservation Society contributed to raising the funds for this important conservation effort.

The Oak Park Heritage Preservation Society is negotiating a lease for Elkington House with the Nature Conservancy of Canada so that preservation and restoration of the building can be initiated. Significant progress has recently been made in this regard, through the generous assistance of Roger Tinney, Manager of Stewardship and Historic Places with the B.C. Heritage Branch.

The Society has also developed a framework for a long-term operational plan for Elkington House that takes into consideration the cost of fully restoring and renovating the building, providing educational programming and establishing public amenities such as meeting rooms and office space. It is anticipated that the operational plan will be fully developed once the lease agreement has been finalized.

Updated Statement of Significance documents and Condition Assessment documents were finalized in 2019 with the support of Heritage BC

In the past year, the Oak Park Preservation Society has benefited from the support and guidance of Economic Development Cowichan and the BC Heritage Branch. Through this support, the Society has been encouraged to increase its overall membership to 60 new members and to map out strategies for a fundraising campaign that will involve seeking private and corporate funding for the building restoration.

### Request for Grant Support

The Oak Bay Heritage Preservation Society is seeking a \$3000 grant-in-aid from the North Cowichan Grant program in order to:

- Prepare a detailed operational plan based upon the framework developed in the past 2 years.
- Continue development of social media sites (Website, Facebook, etc.)
- Create advertising campaign material for 2020 membership drive

Number of clients who reside in North Cowichan:

Throughout the past year, members of the Oak Bay Heritage Preservation Society have been actively involved in conducting tours of the Gary Oak Preserve and in caretaking and promoting the site. During the past year, an estimated 400 people took part in the society's tour activities.

Total number of people that the used the service last year:

An estimated 50% of the visitors to the site (200 people) came from the North Cowichan area.

Financial Statements and Proposed Operating Budget

At the time of preparing this application, the Oak Park Preservation Society has not prepared financial statements or a review engagement because the society has not processed significant expenditures or revenues. The Society has established a bank account and put in place a finance committee and treasurer in order to effectively manage future fund raising activities.

To date, the expenditures of the Oak Park Preservation Society have been as follows:

\$100 for filing a not-for-profit business incorporation application

\$31.50 for filing a Name Approval Request

\$22 for renewing the domain name oakparksociety.ca

\$80 for filing a BC Society Annual Report

The proposed operating budget for the project is as follows:

**Estimated Expenditures:**

Preparation of detailed operational plan (consultant)	\$3,000
Social media development (Website, Facebook)	\$500
Web hosting fees	\$100
Advertising material, advertisement in local press for membership drive and fundraising	<u>\$500</u>
Total:	\$4,100

**Estimated Revenue:**

In kind content development support (Oak Park Preservation Society)	\$600
Financial Support (Oak Park Heritage Preservation Society)	\$500
Municipality of North Cowichan grant-in-aid	<u>\$3,000</u>
Total:	\$4,100

## GRANT APPLICATION

PLEASE PRINT:

Name of Organization	Red Willow Women's Society
Address of Organization	#1 Kenneth Place
Full Mailing Address	Duncan BC V9L 5G3
Telephone Number & Email	250.732.7543 redwillowca@yahoo.com
Contact Person/Title	Patricia Dawn / Serena Haure

Primary purpose of organization: Advocacy, outreach support for families

Category under which greatest portion of services fall:

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other

Services available to all members of community:

☒ Yes ☐ No

If no, please list criteria for receiving your service:

Total Number of people that used your service last year: 69

Approximate number of your clients that reside in North Cowichan: 38

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$1000.00

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.)

Our weekly drop-in educating and providing Advocacy is how we would put the funds towards transportation, printing & snacks & coffee

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. the most recent financial statement, and
2. the proposed operating budget

### Other Information:

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☒ Yes ☐ No

If yes, please list: CVCB, Vancouver Foundation, Lush Foundation, Service groups

Applicant's signature

Date Oct 18/2019

In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.

Page Four

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(1) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3130.

RED WILLOW WOMYN'S SOCIETY  
Redwillowsociety@gmail.com

Re: grant aid application North Cowichan

Tansi/ E'che il/ Hello:

Thank you for your time today. We appreciate the opportunity to be included in the consideration for a grant and aid potential with North Cowichan. Over the years of our work North Cowichan has supported us contributing to the advancement of servicing our families of the Cowichan Valley.

The intent of this letter is a summary to offer insight to our work. Red Willow Womyn's Society has participated interrupting 4 potential apprehensions at birth in 2018. There are other measures we have been involved in to engage with the colonial practice of child apprehension in our community.

We have engaged in a pilot project with Warmland , CHMA in Cowichan. This project is now a year old. We have learnt a lot and support a family in sustaining housing, having children returned, negotiating service delivery with MCFD.

We have engaged at the community level in hosting calls to action alerting the legislative level of MCFD service delivery. In this we are also able to assist education and awareness at a local level.

We have many hours of volunteer hours spent and a Red Willow community has emerged. We are often consulted by other agencies , families and national media due to what we experience on the frontline of serving families.

Our mandate is to end child apprehension and this old colonial mindset. In this work is to create inclusion and to serve all families surviving the child apprehension process and its traumatic impacts that ripple into the community.

We are progressing to establishing an online presence to create service that is consistent and provides access to anyone sharing information and rights based awareness.

At present we have a weekly drop in for Indigenous womyn to join each other in peer to peer support, access advocacy and rights based education. We are at the library and in 2020 we will have weekly access to this space. This is growing quickly and fathers are now reaching out to us for

support. We see families aspiring in a good way through this circle of service and inclusion. We are looking forward to being available consistently next year.

The funding we are applying for will allow for this to be possible. We want to be reliable and fluid for families to be able to access us easily.

We welcome the chance to showcase our work with you, North Cowichan council and anyone else who may be interested.

Next year we are also aligned with having global interest in our work and consideration of fully funding our organization. We are in process of this at this time , creating the initial application to insure we can be considered.

Thank you so much for all you do. We feel inspired to walk alongside you together in lifting our families and community to a new level of being as One.

Any further information or questions please email us at the above address.  
Wishing you all goodness and wellness.

Hiy hiy

All My Relations

Huy ch qu'

Aho

Patrici Dawn

Red Willow Advocate





7030 Trans-Canada Highway  
Duncan, BC V9L 6A1 Canada  
[www.northcowichan.ca](http://www.northcowichan.ca)  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	St. John Society (British Columbia and Yukon)
Address of Organization	201-6111 Cambie Street, Vancouver BC V5Z 3B2
Full Mailing Address	201-6111 Cambie Street, Vancouver BC V5Z 3B2
Telephone Number & Email	604-321-2652 ext. 2720/ natasha.victorino@sj.ca
Contact Person/Title	Natasha Victorino/Grant Writer and Fundraising Specialist

**Primary purpose of organization:** To enable Canadians to improve their health, safety, and quality of life by providing first aid and CPR training and charitable programs

**Category under which greatest portion of services fall:**

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 500+ people

**Approximate number of your clients that reside in North Cowichan:** Approximately more than 1,000 people

*(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)*

**Amount of grant requested:** \$3,000

**Describe how the grant will be used:** *(e.g. special projects, operations, maintenance, etc.)*

The grant will be used to support St. John Ambulance's Medical First Responders (MFR) program, which provides local community events, tournaments, and festivals with medically trained volunteers. The funding will help our MFR volunteers purchase MFR kits (\$1000/kit x 2) and an MFR tent (\$1000 x 1), which they require to be able to continue attending events to provide first aid services. By providing our volunteers with the tools they need to serve their communities, we will be able to enhance our MFR's capabilities to attend more events and serve a larger number of people in the North Cowichan region. Since this is a charitable program that relies on donations and funding to operate, the Municipality will make a significant impact in our community first aid and safety work in North Cowichan.

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☐ Yes ☒ No

Have you applied to another local government for funding? ☒ Yes ☐ No

If yes, please list: City of Duncan

**Applicant's signature** NATASHA VICTORINO **Date** Oct 8, 2019

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.



October 15<sup>th</sup>, 2019

Municipality of North Cowichan  
7030 Trans-Canada Highway  
Duncan, BC  
V9L 3X4

Re. Grant in Aid Request

Dear Sir/Madam,

Please find attached our grant-in-aid request for your review and consideration. Please contact me if there are questions or concerns.

Best Regards

A handwritten signature in black ink, appearing to read "Jennifer Lazenby".

Jennifer Lazenby  
Executive Director



7030 Trans-Canada Highway  
Duncan, BC V9L 6A1 Canada  
[www.northcowichan.ca](http://www.northcowichan.ca)  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Volunteer Cowichan
Address of Organization	#1 Kenneth Place, Duncan, BC V9L 5G3
Full Mailing Address	#1 Kenneth Place, Duncan BC, V9L 54G3
Telephone Number & Email	250 748-2133 ed@volunteercowichan.bc.ca
Contact Person/Title	Jennifer Lazenby, Executive Director

**Primary purpose of organization:** Volunteer Cowichan assists initiatives, projects, and organizations to meet community needs and interests.

**Category under which greatest portion of services fall:**

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

**Services available to all members of community:**

☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 4500

**Approximate number of your clients that reside in North Cowichan:** 2000

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

**Amount of grant requested:** 3000

**Describe how the grant will be used:** (e.g. special projects, operations, maintenance, etc.)

Program description attached

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☒ Yes ☐ No

If yes, please list: Our Cowichan

**Applicant's signature** \_\_\_\_\_

**Date** Oct 15, 2019

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.



## Volunteer Cowichan Youth 2020

### Objectives:

Volunteer Cowichan has created a youth outreach component to add to our programming. It is a program where Youth can explore opportunities, learn new skills and impact community. We recruit volunteers, run workshops to develop leadership qualities and job skills, while generating creative impact for community based projects through a youth problem solving lens. As our organization has been forced to downsize its office (Oct. 2019), a community member has donated office space for use specifically around youth engagement. We intend to use this grant to cover utilities and internet costs.

Youth are innovative, determined, and visionary. With support from peers, mentors, and community specialists, and armed with new knowledge and service learning, we anticipate that 100 youth will manage and lead 10 community service and volunteer action projects in North Cowichan by March 31, 2021.

Youth with no strategy for volunteerism or knowledge of community service give 10% fewer hours each year than their peers with knowledge. After leaving high school, youth with barriers to engagement and obstacles to inclusion not only give fewer hours, they are less likely to use volunteerism as a tool to build employment skills, connections to community, and to engage in positive risk-taking. (Youth Legacy Report 2016.) Youth with barriers who live in rural communities on Vancouver Island face additional challenges and have access to fewer opportunities.

Youth 2020 Cowichan will ensure that youth participants identify local and regional needs, work with other diverse youth and specialists in our communities to lead and manage projects that have meaning to youth and impact community. Youth will be engaged and learn; having the flexibility to determine how and when they contribute. They will also have to offer a rationale for why they have chosen to host their events/activities.

Each activity or event will be planned and managed by youth with the support of local supervisors. The events or activities are hosted in partnership with neighbourhoods, community groups, or organizations, and can include participation from children, youth, and adults not directly involved in the program.

Youth will receive training in volunteer management, vision building, and community development to ensure that they gain skills to help them build and connect to community after participation in our program.

### Confirmed Partners:

Volunteer Cowichan – Cowichan Valley  
Cowichan Intercultural Society  
Work BC  
Hijye Lelum, House of Friendship

Inclusive Leadership  
Habitat for Humanity  
Cowichan Green Community  
Cowichan Earth Guardians  
Cowichan Estuary  
Chemalhus Crofton Schools Association  
Family and Children Council  
Big Brother and Big Sisters of Cowichan  
Warmland Restorative Justice  
Providence Farm

### **Expected Results of the Program**

#### **Short Term**

- 100 youth develop and enhance personal and professional skills ;
- 70% of youth with self-identified barriers to engagements, and 30% who do not report barriers but may have hidden barriers;
- Learn about community service and the benefits of service and are more likely to engage in community;
- Youth will contribute an average of 10 hours each of service learning and are engaged in service to community;
- Youth will lead and manage 10 diverse projects or activities per project year;
- Youth will be invited to complete 3 training workshops;
- Youth will report back to community partners and stakeholders;
- Youth build in confidence and skills
- Youth will support the program by onboarding new youth and delivering training and learning;
- A supportive network of Project Lead Partners is formed to exchange knowledge and skills around the targeted youth audience.

#### **Intermediate Term**

- Youth connect with community and increase their skills, connections, and employability;
- Community partners increase their capacity to welcome and include diverse and under-represented youth as service volunteers;
- Youth identify community needs and work with community to find solutions;
- Community needs are met through youth-led projects and activities;
- Community will demonstrate that they value the youth led and managed activities/ events and will invite youth to participate in other service learning activities;
- Community will invest knowledge, time or in-kind contributions, or cash into youth led events/activities;

### **Long-term**

- Youth report stronger ties to community, more knowledge about how to build and support community, increased skills and knowledge, and improved employability;
- Community reports greater engagement with and inclusion of youth with barriers;
- Community needs are identified and addresses with the participation of youth.

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Rotary Club of Chemainus
Address of Organization	Box 297 Chemainus, BC V0R 1K0
Full Mailing Address	Box 297 Chemainus, BC V0R 1K0
Telephone Number & Email	(250) 246-2994 chemainusrotary@gmail.com
Contact Person/Title	Shannon Bellamy - Summer Fest Committee Chair

Primary purpose of organization: Community Service

Category under which greatest portion of services fall:

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

Services available to all members of community: ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

Total Number of people that used your service last year: 1200

Approximate number of your clients that reside in North Cowichan: 90%

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$500

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.)

Summer Fest Parade

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. the most recent financial statement, and
2. the proposed operating budget.

Other Information:

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

Applicant's signature

*Anita Vojt*

Date Oct 8, 2019

In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100;

7030 Trans-Canada Highway, Duncan, BC V9L 6A1

## **Chemainus Valley Historical Society dba Chemainus Valley Museum**

CVHS is applying for a \$10,000 grant to support our 2020 operations, the costs of which are increasing from prior years to meet minimum salary requirements and other increasing operating expenses. The grant increase is also needed to support an additional part time staff member with curator skills to better organize and preserve the artefacts and archives; this will provide better access to as well as research assistance for local residents in response to their queries about Chemainus Valley family and community history.

Last year's grant of \$7,500 was used to support operations and maintenance of the Society and Museum. Operations included cataloguing and storing newly donated archival materials and artefacts, re-designing and creating displays particularly during the move, providing museum tours and recounting history of Chemainus Valley. The Museum promotes the Festival of Murals Society and their historical murals throughout the town by selling their map brochures and showcasing and explaining their maquettes (mini-murals), which are displayed throughout the Museum. We also serve as the Visitor Information Centre when it is not open in the slower off-season.

The Museum supports the Cowichan Valley with educational tours to residents of all ages and group tours to associations and schools, and provides research, information, and copies of archival material and access to artefacts as requested when possible. The Museum is also a key contributor to popular local events such as Canada Day Celebration, Halloween BIA event, National Indigenous Peoples Day June 21 as well as other community events.

We greet between 20,000 – 25,000 visitors yearly. Last year it was down to 17,250. Our volunteers donate over 5,000 hours a year and two part time staff work over 1500 hours a year as well as volunteer additional time. We continue to actively recruit new volunteers/members to support operations.

2019 - 2020 Museum hours are 9AM – 4PM June, July and August and 10AM – 3PM the rest of the year except December 16 – February 28 when the Museum is closed.

Overall, we are looking for continued support from the Municipality to allow the Museum to be open to the public as much as possible and to continue to serve our community, Island, mainland BC and Canadian visitors, and International tourists by providing education/information about Chemainus Valley history in a lively and relevant way.

### **Notes and Explanation of Financials and Projections**

(FYE 12/31/2018 and interim August 2019 both prepared by Penny Mears, CPA)

A detailed review is offered as non-cash donations and the expansion project can confuse year-to-year financial comparisons. 2019 Budget uses August 2019 actuals and then projects to the end of 2019 using 2018 and 2017 actual results for September through December as a guide.

### **REVENUES and EXPENSES:**

#### **REVENUES:**

1. 2018 and 2019 **Gift Shop** Revenues decreased as we downsized the Gift Shop with the move to the expansion and recognizing the expanded Gift Shop at the Visitor Information Centre competes with some of our Gift Shop items. The Gift Shop generated \$4,698 gross sales through August 2019. Typically the Gift Shop generates about \$6,000 net annually and is now about half that. We are looking for a volunteer with retail experience to rebuild the Gift Shop.

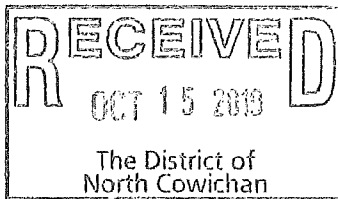
2. 2017 and 2018 Cash Donations were down, but 2019 Donations are increasing again as we have repositioned our donation "boxes" and are using an attraction getting artefact to collect donations. We are also encouraging the Front Desk to be more creative in ways to solicit donations from visitors. 2019 Duncan Dabbers donations were up \$1600 this year (note: not recorded as Gaming but as a Donation per Duncan Dabbers and Accountant).
3. **2019 Gaming** includes (provincial) BC Community Gaming, and Raffles. The provincial grant was decreased from \$15,000 to \$11,250 in 2019 apparently due to excess cash on the year-end 2018 Balance Sheet, which included grants and donations to complete expansion construction costs, and some Certificates for anticipated equipment replacements and possible expansion overages. Before year end we plan to have the Board specifically designate by board motion any remaining "excess" Cash in the General Account and formally specify all the other Cash accounts and the Certificates with purpose, dates and deadlines to comply with stricter provincial requirements; and then in 2020 request the provincial grant be returned to \$15,000 level for the next funding period if financials and programs support provincial requirements. This is reflected in projections.
4. **2019 Grants** represent the \$7,500 Municipal Grant, and (federal) Young Canada Works grant; the latter is funded at 75% of the summer student salary. **2018 Grants** also includes the \$50,000 Municipal Grant to complete the expansion. **2020 and 2021 Grants** projection includes this requested \$10,000 Municipal Grant along with the YCW grant.

#### **EXPENSES:**

5. August 2019 actual Cost of Goods Sold is higher than August 2018 as we stopped most ordering in 2018 for the move and then started ordering again to restock.
6. 2018 reflected less **Staff expense** as senior staff needed to decrease their part time hours from 6 to 4 days a week. 2019 Staff expense is up as part time staffing started increasing this summer back to 2017 levels of 5-6 days a week for our two part time staff, when our new hire replaced one senior staff member who retired this year. We continue to increase staff and summer intern pay to meet minimum wages, which will increase again this June.
7. **2020 and 2021 Staffing** expense reflects one additional staff with curator skills at 400 hours a year.
8. **Utilities** reflect BC Hydro, Telephone and Internet. Muni Hydro support is shown in Revenues.
9. **Repairs and Maintenance** is up in 2019 with: a) repairs or maintenance of some deferred items, b) a new maintenance contract with the new Prices expanded security system.
10. **Other Operating Expenses** shows the required maintenance contract for the new Elevator.
11. **Construction/Expansion** and capital expenses on August statement will be capitalized on Balance Sheet at year-end as any other like expenses until year-end.
12. The negative (\$17,435) balance at the bottom of the projected 2019 Operating Budget reflects the estimated year-end increased amortization of expanded building (\$12,000), reduced Income, and increased repairs and maintenance costs.

#### **BALANCE SHEET NOTES for August 2019 statement:**

1. Cash accounts: Main account balance has a higher balance, which reflects anticipated year-end expenses for operations, Professional / accounting fees and other major expenses charged near year-end. The balance also covers completing some Storage Room expenses such as securing donated library shelving and building a new cedar closet for clothing and other like artefacts. Capitalized assets on balance sheet will confirm this. **AT YEAR END.**
2. Publishing account is reserved to reproduce our historical books for public (sales) as inventory is exhausted. These are popular items in Gift Shop.
3. Gaming Account covers salaries and is always down close to "0" by year-end, as required.
4. Expansion Account – this balance will be consumed by outstanding expansion expenses and the new Storage Room expenses, before Main account is tapped.
5. The GIC's are reserved primarily for office and general equipment replacement, which we anticipate in 2020 or 2021.



## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Chemainus Valley Historical Society
Address of Organization	9799 Waterwheel Crescent, Chemainus, BC V0R 1K0
Full Mailing Address	Box 172, Chemainus, BC V0R 1K0
Telephone Number & Email	250-246-2445 cvhs@telus.net
Contact Person/Title	Amy Trippe Brophy, President

**Primary purpose of organization:** to operate Chemainus Valley Museum and to preserve history of area

**Category under which greatest portion of services fall:**

☐ Social Service ☐ Sports ☒ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 17250

**Approximate number of your clients that reside in North Cowichan:** 5000 - 6500

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

**Amount of grant requested:** \$10,000

**Describe how the grant will be used:** (e.g. special projects, operations, maintenance, etc.)

to support operations and maintenance of the Society and Museum. The attached remarks provide more details.

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

**Applicant's signature**

**Date** Oct 12, 2019

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form

The Delegation to North Cowichan Council Sept. 28, 2019 provided an overview of Chemainus Valley Historical Society and Museum and its significance to the Chemainus community.

Since the Historical Society's incorporation in 1963 the community has supported preserving Chemainus Valley history.

The Chemainus Valley Historical Society has significantly shaped a key asset in Chemainus: Water Wheel Plaza. In 1990-1991 the Society collaborated with the Municipality to build both the original Museum and Public Bathrooms alongside Water Wheel Park with funding by local private donations and the Municipality. 2009+ the Museum and Municipality collaborated again and the Historical Society built both the expanded Museum and the Chamber's Visitor Information Centre since the Chamber lost its home when the old Fire Hall was demolished. The Municipality funded the cost of the Visitor Centre - \$281,000+ - which opened in 2015. Between 2009 and 2018 the Museum raised over \$400,000 in private, provincial and federal funds to expand the museum but fell short of completing construction in 2015. The Municipality provided \$115,000 to support completion, and with additional private donations and lots of volunteer support, the expanded Museum opened March 1, 2019. A ribbon cutting ceremony was held on the Society's Anniversary August 17, 2019 with the Mayor, key supporters and the community. The lion share of Municipal funds for all construction was from forestry profits.

The Museum greets 20,000 – 25,000 visitors a year from: around the world, across Canada and USA, the Mainland, up and down Vancouver Island and our local community. Volunteers donate over 5,000 hours a year and two part time staff work over 1500 hours a year as well as volunteer additional time. Operating the Museum and Society includes: Museum tours, providing information to tourists particularly when the Visitor Centre is closed, promoting the Murals with the maquettes displayed at the Museum, managing the historical displays and collection of donated archives and artefacts, and researching and answering queries about family and community history. The Society and Museum operates with support from Federal, Provincial and Municipal grants as well as Donations and Gift Shop sales.

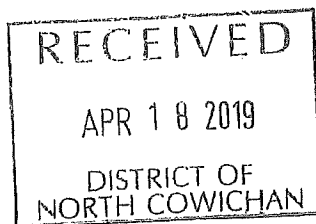
The Historical Society's vision and plans for the future is a modern approach to museum management, which includes improved signage and story-telling, new exhibits on loan, and events that attract the public and that better engage our own community. Improved social media presence on Facebook and the Society's website continues to be increasingly important and popular.

The Society also has a huge task to better organize the artefacts and archives in the expanded storage space downstairs to create new displays and better answer queries on family and community history. The Library is supporting this effort by donating their shelving when they move to their new home later this year.

The members have received many compliments on the redesigned museum with the improved displays, its open spaces, wonderful natural lighting from the large picture windows, its high ceilings, dramatic Douglas fir posts and beams, and enhanced internal lighting.

If you have not had a chance to visit the Museum so far, please do come and see the new museum! Keep posted for new activities and events that engage the community! Key to the Society's and Museum's future success is volunteer manpower. So consider volunteering! It is very flexible and fun!





## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	LITTLE TOWN CHRISTMAS SOCIETY
Address of Organization	401A, 3000 OAK ST.
Full Mailing Address	Chemainus, B.C. V0R 1K1
Telephone Number & Email	250-384-5058 or godbolte@telus.net
Contact Person/Title	CHRISTINA GODBOLT

**Primary purpose of organization:** Provide an Xmas event for low income children residing in the Chemainus valley

**Category under which greatest portion of services fall:**

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☒ Other Arts & culture

**Services available to all members of community:**

☒ Yes

☐ No

Parents & seniors also attend

If no, please list criteria for receiving your service:

**Total Number of people that used your service last year:** 180 children, plus parents

**Approximate number of your clients that reside in North Cowichan:** All

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

**Amount of grant requested:** \$500

**Describe how the grant will be used:** (e.g. special projects, operations, maintenance, etc.)

Will be used for purchasing food that is provided to the children @ no cost & advertising (hot dogs)

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality?

☒ Yes ☐ No

Have you applied to another local government for funding?

☐ Yes ☒ No

If yes, please list:

**Applicant's signature**

*[Signature]*

**Date**

April 10/19

In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.

Print Form

Volunteers - Member from Rotary, Legion, & Lions & high school students assist in setting up & taking down tables & chairs & moving boxes etc to Water Wheel Park. Also Society volunteers, Community Band members & Baptist Church 200.

Society Act #50053875

Last Years Grant: Used to purchase gifts for children as was out the previous year.

~~Other~~ Assistance: Rotary Club, Legion 191<sup>#</sup>, Eagles/Aviation

Raffle: Prizes are donated & a gaming license obtained: Mid-Island Co-Op, Dist of N. Cavichano, Clemens Theatre, Soap Factory, 49th Parallel, BHH Tire, & Clemens Auto Parts.  
- earnings go to cost of event.

Thank You



7030 Trans-Canada Highway  
Duncan, BC V9L 6A1 Canada  
[www.northcowichan.ca](http://www.northcowichan.ca)  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Cowichan Folk Guild
Address of Organization	1843 Tzouhalem Road
Full Mailing Address	P.O. Box 802, V9L 3Y1
Telephone Number & Email	(250) 748-3975 admin@cowichanfolkguild.ca
Contact Person/Title	Glen McDonald

**Primary purpose of organization:** To preserve and promote folk music within the community

**Category under which greatest portion of services fall:**

☐ Social Service ☐ Sports ☒ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 2,600

**Approximate number of your clients that reside in North Cowichan:** 1,000

*(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)*

**Amount of grant requested:** \$1,500

**Describe how the grant will be used:** *(e.g. special projects, operations, maintenance, etc.)*

See attached document

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☐ Yes ☒ No

Have you applied to another local government for funding? ☒ Yes ☐ No

If yes, please list: City of Duncan \$1,500

**Applicant's signature** \_\_\_\_\_ **Date** Sep 9, 2019

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100;  
7030 Trans-Canada Highway, Duncan, BC V9L 6A1

## **Purpose of the Organization**

The Cowichan Folk Guild is a registered non-profit Society with the purpose:

- to preserve and promote folk performing arts in Duncan and the Cowichan Valley;
- to promote concerts and other artistic events for the purpose of increasing the public's understanding and appreciation for folk performing arts;
- and to develop and offer to all interested persons whatever programs and functions that help to achieve these objectives.

We have been in existence for over 35 years.

We provide opportunities for the community to gather and share artistic events and work together as volunteers, assisting in the social and economic development of our community by providing regular coffee houses, dances and concerts throughout the year, the Islands Folk Festival in July, and working with and supporting other Cowichan Valley organizations whenever we can with infrastructure, expertise and contracts.

We rent our office in North Cowichan, from Providence Farm, and hold our Festival there each year, providing them with over \$18,000 annually; we rent about \$2,000 of performance space each year from Duncan United Church, Providence Farm Chapel and other venues such as the Hub in Cobble Hill; we provide about \$5,000 each year to employ Cowichan Tribes for Traffic and Parking Control, and the The Tzinquaw Dancers as performers at the Festival; and purchase over \$160,000 of goods & services each year, much of which comes from local suppliers in the Cowichan Valley.

Currently about 65% of our revenue comes from earnings from the events we put on, about 10% comes from donations from the private sector and 25% comes from the federal (9%), provincial (14%) and local governments (2%). These figures are exceptional for a small non-profit organization.

All sources of revenue are important to our continued success – some years we make money and others we lose money, often from factors that are out of our control, including weather, other periodic events like the BC Games, etc.

## **Proposed Use of Grant**

We will use the \$1,500 (or any other amount) to help offset some of the costs of the Islands Folk. One of the areas that is always a struggle is feeding our volunteers, most of whom work long days at the festival. This year we spent well over \$8,000 to provide food to both performers and volunteers. This grant-in-aid will be used to help offset some of the expenses and provide additional variety for the lunches, dinners, snacks and beverages to performers and volunteers over the three days of the festival.



PO Box 1014  
Duncan, BC  
Canada V9L 3Y2

Phone: (250) 746-6612  
Fax: (250) 746-6612  
cvmuseum.archives@shaw.ca  
www.cowichanvalleymuseum.bc.ca

Mayor Al Siebring and Council  
Municipality of North Cowichan  
7030 Trans Canada Highway, Box 278  
Duncan, BC  
V9L 3X4

October 8, 2019

Dear Mayor Siebring and Council,

**Re: Request for a \$6,000 Grant in Aid in the Category of Arts and Culture**

Thank you for the 2018 Grant in Aid of \$2,000. The 2018 Grant in Aid was used to support the operations of the Cowichan Valley Museum & Archives, including programming, providing archives services and maintaining our facilities.

The Cowichan Valley Museum & Archives is a regional museum that provides school and public programming, including exhibitions both in the museum and off site, and archival services to the residents of North Cowichan. Our location in the Duncan Train Station provides a cultural tourism site that serves the entire region.

Although we are located in downtown Duncan, we are mandated to collect, preserve and present historical material related to areas in North Cowichan: from Cobble Hill to Westholme, and from Paldj to Maple Bay, for the benefit of all residents in the Cowichan Valley.

The 2018 renovation of the museum has enhanced our school programming, which has undergone development to better reflect the goals of the new K-12 curriculum. We deliver programs to elementary schools, post-secondary institutions, private educational institutions, and to home schooled children. The renovation, which was nominated for a BC Museums Association Award in Exhibit Excellence, has allowed us to present stories of diverse communities in the valley that were previously underrepresented.

Last year, the Grant in Aid from North Cowichan was used to help offset the cost of operating the museum and archives. This year we respectfully request a Grant in Aid for \$6,000.

Thank you for considering our application.

Sincerely,

Kathryn Gagnon  
Curator/Manager, Cowichan Valley Museum & Archives

Attachments: 2019 Grant Application  
Recent financial statement  
Proposed operating budget

**COWICHAN VALLEY MUSEUM & ARCHIVES**  
in the *Heritage Duncan Train Station*



7030 Trans-Canada Highway  
Duncan, BC V9L 6A1 Canada  
[www.northcowichan.ca](http://www.northcowichan.ca)  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Cowichan Historical Society
Address of Organization	130 Canada Avenue
Full Mailing Address	PO Box 1014
Telephone Number & Email	250.746.6612 cvmuseum.archives@shaw.ca
Contact Person/Title	Kathryn Gagnon Curator/Manager

Primary purpose of organization: Museum & Archives

Category under which greatest portion of services fall:

☐ Social Service ☐ Sports ☒ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

Services available to all members of community: ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

Total Number of people that used your service last year: 10,956

Approximate number of your clients that reside in North Cowichan: 7,500

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$ 6,000

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.) \*

Operations of the Cowichan Valley Museum & Archives  
\* Please see attached statement (3 pages)

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. the most recent financial statement, and
2. the proposed operating budget.

### Other Information:

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

Applicant's signature Kathryn Gagnon Date 25 September 2019

In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.

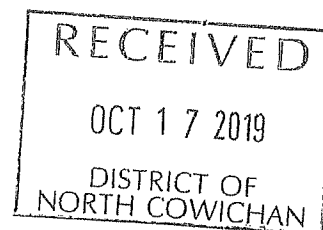
Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

# Cowichan Music Festival

DUNCAN, B.C.  
6041 Hyacinth Pl., Duncan, BC V9L 3Y8 Tel: (250) 748-3973  
E-mail: [deloreswagg@shaw.ca](mailto:deloreswagg@shaw.ca)  
Website: [www.cowichanmusicfestival.com](http://www.cowichanmusicfestival.com)

October 15, 2019



The Corporation of the District of North Cowichan  
PO Box 278  
Duncan, BC V9L 3X4

Dear Council:

The Cowichan Music Festival would like to thank The Corporation of the District of North Cowichan for your donation last year of \$200 for The Cowichan Music Festival Scholarship awarded to the Most Outstanding Senior in Piano Classes. We would be very grateful if you would consider continuing your award(s). The awards are a very important part of the Festival and create a special challenge for excellence on the part of the participants.

**Please forward your donation to:** Mrs. Delores Wagg, 6041 Hyacinth Pl., Duncan, BC V9L 3Y8 by **February 1, 2019.**

**New this year** – you can eTransfer your donation to: [cmfest@shaw.ca](mailto:cmfest@shaw.ca) No password is required, but please put the name of the Individual or Group making the donation on the message.

Please be reminded that we will not require you to be available to present your award at the gala or concerts. The section chairs will present their appropriate awards. By doing this we will have time to include more performances during each concert. Concert dates and times are on our website (address above), if you wish to attend.

Thank you again for your generous support in the past, we truly appreciate it.

Sincerely,

COWICHAN MUSIC FESTIVAL COMMITTEE

A handwritten signature in cursive script that reads "Delores Wagg".

Delores Wagg,  
Corresponding Secretary

for Grant-in-aid  
Jacob Stenberg

CAO	<input type="checkbox"/>	FILE NO.
GM Corp Services	<input type="checkbox"/>	Council
GM Fin. & Protective Services	<input type="checkbox"/>	COW
GM Comm. Services	<input type="checkbox"/>	Com.
Director Eng	<input type="checkbox"/>	Info Pack
Director Plan	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
For Action	<input type="checkbox"/>	

## **Cowichan Valley Museum & Archives/Cowichan Historical Society**

### **Statement of Program Quality & Merit, Organizational Effectiveness and Capacity, and Community Engagement and Impact**

#### **Program Quality and Merit**

The attached budget, which shows a funding shortfall, illustrates our need for additional funding. A Grant in Aid will help us to: provide indispensable services to the residents of North Cowichan such as school and public programming, maintain a site that offers excellent cultural tourism, and, as an institutional member of the Archives Association of BC, provide archives services (which complement municipal services).

Our organization is aligned with municipal goals: inclusivity, fostering a safe and accessible environment, community engagement through collaborative relationships, including Cowichan Tribes. We also have collaborative partnerships with organizations like the Cowichan Intercultural Society, and work with educational institutions such as Vancouver Island University and the University of Victoria to provide learning opportunities and increase our capacity for research. We advocate for Cowichan Valley's heritage, both tangible and intangible.

We continue to improve access and remove barriers for people with disabilities; in 2018 we installed double doors in the museum's entrance to improve access to the building. We are working towards making other improvements to remove barriers to those with mobility issues, such as renovating the toilets in our facility.

The amount of funding we are requesting likely underrepresents the numbers of residents of North Cowichan residents we serve. For example, we have many students and teachers who access our site because of the school programming that supports the new K-12 curriculum, thus giving teachers content about diversity and Indigenous issues that complement their lesson plans.

Our values align with those of the Municipality and support its mandate, particularly those values that address building a healthy and sustainable community by engaging with stakeholders to create the best quality of life for the people of the Cowichan Valley. We do this by providing a site that is inclusive, welcoming all communities in the Cowichan Valley.

#### **Organizational Effectiveness and Capacity**

The mandate of the Cowichan Historical Society is to gather and preserve information and records connected with the history of the Cowichan area and to maintain a museum and archives to preserve objects of historic interest and value.



Competent administration is demonstrated by our good standing in the community, with the BC Societies Registrar, and with the many institutions we are affiliated with, including the BC Museums Association, Canadian Museums Association, BC Heritage Federation, Heritage BC and the Archives Association of BC.

We have maintained financial stability since we established a permanent museum in the Duncan Train Station in 1989, and since the Cowichan Historical Society was established in 1974. Sources of funding are diverse, ensuring that that we are able to maintain the continuity of our organization, which is a driving goal for us as a repository of the community's history and heritage.

We have had realistic, balanced budgets and timelines, have no debts, and are in good standing with our affiliations and as a member of the Society of BC.

We have diversified sources of revenue, such as writing project-specific grants, acquiring commissions for curatorial work (for example, developing offsite exhibits for the Duncan Business Improvement Society, the Cowichan Intercultural Society, the Cowichan Exhibition and the Paldi Temple), increasing our gift shop sales, charging for archival services, and publications.

We have a demonstrated record of service, evidenced by our work with many and diverse communities and organizations. We have worked with School District 79, the Cowichan Valley Métis Association, the Cowichan Intercultural Society, the Duncan Volunteer Fire Department, and private educational facilities. We have partnered with post graduate institutions to improve our programming, exhibitions and research, such as Simon Fraser University's Dr. Donna Gerdt's on Hul'q'umi'num' language preservation projects since 2008, the University of Victoria's "Asian Canadians on Vancouver Island: Race, Indigeneity and the Trans Pacific" research project since 2014, the University of Fraser Valley's Punjabi Canadian Legacy Project, 2016-2018, and the University of Victoria's Landscapes of Injustice Project.

We have worked to improve our organizational capacity by increasing the services we offer and engaging skilled volunteers to meet the demands of a busy museum and archives. Every year we develop and deliver school and public programming.

### **Community Engagement and Impact**

We enjoy a high level of public access and participation within the municipality as evidenced by the programming we have offered so far in 2019: the museum designed "100 Years of the Paldi Gurdwara" for the centennial celebrations of the Paldi Temple; we created posters featuring the stories of *Cowichan Youth Athletes* - curated by Don Bodger - for Canada Day at Maple Bay; we contributed a display for *The Suitcase Project* - exploring the Japanese Canadian internment during WWII - at the Cowichan Community Centre, including hosting the Landscapes of Injustice Project presentation on July 26; and we were awarded a grant from Heritage BC called Taking Action: Leading toward Diversity, Equity, Accessibility, and Inclusion

through Collaboration, Capacity, and Change which provides a small amount of financial assistance to develop Indigenous school and public programming. The goals of the Taking Action grant are “to build capacity and resources and help cultural leaders work toward the diversity, equity, accessibility, and inclusion that reflect their organizational ideals and the communities they serve.” Collaborations with diverse communities, and local governments and organizations, and educational institutions ensure that we produce relevant exhibitions, including offsite interpretive signage installations.

There are 30 dedicated volunteers without whom the museum and archives could not operate. Volunteers contributed approximately 3,500 hours to our organization in 2018.

Over the last decade our visitor numbers have dramatically increased, along with the amount of revenue from admission donations and gift shop sales. This is due to both the decision to offer admission by donation in 2012, and to renovating the museum’s galleries in 2018, for which we received a nomination for an Award in Exhibition Excellence through the BC Museums Association. The museum has been featured in a number of publications, including the *Cowichan Valley Citizen*, the Canadians Museums Association magazine *MUSE*, the BC Museums Association *Roundup*, the *Cowichan Valley Voice* and other media outlets.

As demonstrated by the number of organizations and institutions listed above, we have demonstrated support for the community through our collaborations and partnerships. The level of in-kind support of the renovation of the museum in 2018 exceeded 1,500 hours of work.

The Cowichan Valley Museum & Archives is committed to collecting, documenting and presenting the history and heritage of the Cowichan Valley. We continue to work to be relevant to the communities we serve. Funding from the Municipality of North Cowichan supports our organization in providing a rewarding and compelling experience to everyone who visits us, or uses our services. As caretakers of the community’s history, the funding we receive helps to maintain the continuity of the museum and archives for the benefit of current and future residents of the Cowichan Valley.

Kathryn Gagnon  
Curator/Manager  
October 8, 2019

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Duncan-Cowichan Festival Society
Address of Organization	Caboose - Canada Ave Duncan
Full Mailing Address	PO Box 154 Duncan BC V9L 3X3
Telephone Number & Email	250 701-7096 rickmar1957@gmail.com
Contact Person/Title	Rick Martinson

**Primary purpose of organization:** to deliver a summer festival to the Cowichan Valley

**Category under which greatest portion of services fall:**

☐ Social Service ☐ Sports ☒ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 50,000

**Approximate number of your clients that reside in North Cowichan:** 30,000

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

**Amount of grant requested:** 1,000

**Describe how the grant will be used:** (e.g. special projects, operations, maintenance, etc.)

The grant will be used to fund the Grande Parade

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☒ Yes ☐ No

If yes, please list: City of Duncan \$10,000; CVRD \$3,200

**Applicant's signature** R. Martin

**Date** Oct 15, 2019

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

## **DUNCAN-COWICHAN FESTIVAL SOCIETY**

### **Attachment to District of North Cowichan Grant-In-Aid Application October 15, 2019**

**Purpose of organization:** To give the citizens of the Cowichan Region and visitors the opportunity to participate in and enjoy festivals. *(From the DCFS Constitution)*

#### **Statement of value**

- Fun!
- Accessible for all
- Celebrates community
- Free
- Family friendly
- Raises the image of Cowichan

#### **Vision**

To increase the richness of our community by promoting and delivering arts and cultural events in the Cowichan Valley.

#### **Mission**

DCFS will make the Cowichan Region “a rather fun place to be” for both citizens and tourists, through the organization and delivery of free, accessible, family-friendly festivals. DCFS will be a catalyst for building a local sense of community and for providing its citizens with incentives and opportunities to develop their arts and cultural talents.

#### **Proposed Use of Grant:**

Grande Parade - The Grande Parade has been the cornerstone of the festival for all of its 40 years. It draws about 10,000 people into the downtown core. The 2020 Grande Parade will take place on July 18. The direct cost of the parade is \$7,500 due to the extensive use of volunteers. Grant application:

**\$1,000**

#### **Previous Municipality assistance:**

Every year the Municipality supplies barricades free of charge to the Society.

Prior to 2018 the Municipality granted \$500 per year to the Society to assist with the Grande Parade.

No grant was received from the Municipality in 2018 or 2019.

**Program quality and merit:**

The Society presents The 39 Days of July every summer. The Grande Parade is the Society's focal event and is attended by 10,000 residents of the Cowichan Valley. It supports all of our values: Fun; Accessible for all; Celebrates community; Free; Family friendly; Raises the image of Cowichan. The parade begins and ends within the boundaries of North Cowichan. The mayor of North Cowichan participates in the parade. Parade costs increase every year – flaggers are more difficult to get and are often working at overtime rates, barricades are in short supply every summer and extra need to be rented, insurance is costly. The \$7,500 of annual expenses are offset by parade sponsors (\$1,500) and parade entry fees (\$2,000). The \$4,000 shortfall comes from grants from City of Duncan and Municipality of North Cowichan.

**Organization effectiveness and capacity:**

The Society has been presenting the parade for 40 years. The Society is governed by 7 directors – see attached list. We have an experienced parade coordinator, Adam Clutche. Our artistic director, John Falkner, has been in that position for ten years. The Society operates on a non-profit basis with diverse sources of revenue – Provincial and municipal grants, corporate sponsorships, program ads and donations.

**Community engagement and impact:**

The 39 Days of July is an established, and much anticipated, annual event in the Cowichan Valley. Every year the quality of the performers has been ratcheted up. All events are free and family-friendly. We estimate that the audience increased to 50,000 attendees in 2019 - a 10% increase over 2018. The Grande Parade volunteers are from the Daybreak Rotary Club and number about 20. Another dozen volunteers help with the daily chores throughout the 39 Days of July with stage and chair setup and takedown, distributing programs and various other tasks. We communicate with the Cowichan Valley Arts Council and the Cowichan Folk Guild to coordinate programming. The Lions Club of Duncan funds the Duncan Has Talent prizes. Cowichan Valley music teachers are provided an hour a day to showcase their students on a stage using professional sound equipment. Approximately 200 of the performances are by Cowichan Valley artists.

Maple Bay Community Association.

October 09 2019

Attn. Finance Committee. Grant in Aid application 2020

Members, Staff.

Due to the unfortunate death of our Treasurer Mr. Ian Milne earlier this year, and that the Director of the MBCA who has taken over the responsibility of Treasurer, Mr. David Messier I find myself struggling to provide all the information North Cowichan is requesting.

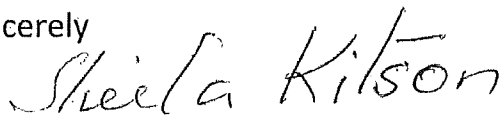
Mr. Messier is away for an extended period and will not be returning until after the deadline for the 2020 Grant -in- Aid applications to be received by the Committee. The information is on line which I do not have access to!.

Therefore I am providing the Canada Day expenses for 2019, plus the Statement of Accounts for both July and August 2019 from Island Savings Credit Union showing the activity and balances. I hope that this will provide some of the needed information until Mr. Messier returns and can provide further information.

For a budget to cover the major activity of the Maple Bay Community Association, Canada Day 2020 I anticipate an increase in expenses of approximately ten percent (10%.)

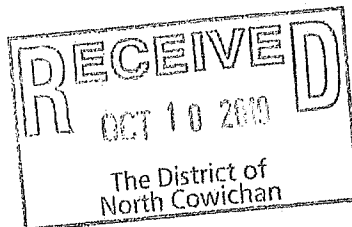
Thank you for your understanding,

Sincerely

A handwritten signature in cursive script that reads "Sheila Kitson".

Sheila Kitson,

President, Maple Bay Community Association.



7030 Trans-Canada Highway  
Duncan, BC V9L 6A1 Canada  
[www.northcowichan.ca](http://www.northcowichan.ca)  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Maple Bay Community Association
Address of Organization	5965 Genoa Bay Road
Full Mailing Address	5965 Genoa Bay Road, Duncan BC V9L 5Y5
Telephone Number & Email	250-748-8569, viwac@shaw.ca
Contact Person/Title	Sheila Kitson, President.

**Primary purpose of organization:** To enhance & safeguard the quality of life in Maple Bay.

**Category under which greatest portion of services fall:**

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☒ Other Community celebration

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 400 plus.

**Approximate number of your clients that reside in North Cowichan:** ? Many attend from all areas of North Cowichan

*(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)*

**Amount of grant requested:** \$1250.00

**Describe how the grant will be used:** *(e.g. special projects, operations, maintenance, etc.)*

The 17th annual celebration of July 01, Canada Day, the event occurs because of the involvement of many community volunteers.

The celebration is open to everyone, not just residents of Maple Bay, but those from North Cowichan, and visitors alike.

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

**Applicant's signature**

*Sheila Kitson*

**Date**

*October 10 '19*

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

# Crofton Old School Museum Society

1507 Joan Ave Crofton, BC V0R 1R0

## 2020 Grant-in-Aid Application

Dear Mayor Siebring and Council,

### Introduction

The Crofton Old School Museum Society is a Non-Profit organization, registration S-0010386, focused on conserving Crofton's Heritage. The Crofton Old School Museum is an integral part of the community as a point of interest in Crofton for local residents and visitors alike. We are committed to our goal of preserving local history and culture. Croftonites, and visitors, have continued to show their interest in maintaining the Museum and have it open regularly.

### Projects/Maintenance

We have started a revitalization of the museum and its grounds with the help of Crofton in Bloom and the Municipality of North Cowichan. We will soon be receiving artifacts from the now former Chemainus/Crofton Eagles and incorporating these into our museum to preserve them. Members have been trying to get the necessary repairs done to the building and have started with the windows that were broken.

### Volunteers

Crofton Old School Museum Society is in the process of developing a volunteer recruitment plan for 2020 and a new Board Member has plans to oversee this process. While these last few years have been hard as members get older, we are now looking at new ways to inspire community involvement and pride in our history and cause.

### Promotion

Crofton Old School Museum Society has a published book, *Crofton: The Early Years*, detailing local history. All copies have now been sold and grant money will be used to print more copies.

### Liaison

We work in collaboration with Crofton in Bloom, the Crofton Community Centre Society, the Municipality of North Cowichan, and the Crofton Elementary Community School.

### Proposed Projects for 2020

1. Replace window blinds
2. Repair broken window panes
3. Update security system
4. Reprint 200 copies of Museum Book, *Crofton: The Early Years*
5. Paint the interior and exterior of museum and complete small repairs

The museum is in need of repairs and paint to preserve this historic building and attract locals and visitors. To carry out this necessary revitalization we are requesting a **grant of \$8000**.

We look forward to the ongoing preservation of Crofton's history, completing the necessary repairs, building up our volunteer base, and opening our doors regularly to locals and visitors. Please do not hesitate to contact Doreen Knight, President at 250-246-4213 or [myland@telus.net](mailto:myland@telus.net) should you have any questions.

Sincerely,

x

Doreen Knight

Attachments: Grant Application Form, Operating Budget 2020, Financial Statement September 2019



## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Crofton Old School Museum Society
Address of Organization	1507 Joan Avenue, P.O. Box 49
Full Mailing Address	Crofton, BC V0R 1R0
Telephone Number & Email	250-246-4213
Contact Person/Title	Doreen Knight (president)

Primary purpose of organization: Conservation of Crofton's Heritage

Category under which greatest portion of services fall:

☐ Social Service ☐ Sports ☒ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

Services available to all members of community: ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

Total Number of people that used your service last year: local residents, school, tourists, local businesses

Approximate number of your clients that reside in North Cowichan: \_\_\_\_\_

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$8,000

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.) Grant money will be used for buying new window blinds, completing small repairs including broken windows needed to protect the Museum's artifacts. Additionally, the grant will be used to reprint the Museum's Book "Crofton: The Early Years", detailing Crofton's beginnings

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. the most recent financial statement, and
2. the proposed operating budget.

### Other Information:

Have you received a previous grant from the Municipality? ☐ Yes ☒ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

Applicant's signature [Signature]

Date Oct 9, 2019

In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100;

7030 Trans-Canada Highway, Duncan, BC V9L 6A1

October 1, 2019

Municipality of North Cowichan  
7030 Trans-Canada Highway  
Duncan, BC V9L 6A1

**Re: Grant-In-Aid Application 2020**

Dear Mark Frame, Director of Financial Services,

Thank you for your generous support in the past. The Somenos Community Association is continuing to improve the hall as a result of your support.

The hall is in need of a handicap accessible ramp. This will be a costly venture, but one we feel is a high priority. We have had a number of functions unable to be held at the hall due to inaccessibility. We hope to proceed in 2020.

With your support we have completely renovated both exit door porch roofs. We also replaced the ceiling tiles in the hall and the florescent light fixture covers. Thank you so much for your financial help with those projects.

We would also like to give the hall a much needed facelift with a new exterior paint job. That project is second on our priority list.

Many of the upgrades in the coming year will be self-supported by the hall's influx of new activities. The Directors have initiated a graduated renewal project that is breathing new life into this historical community building. The renewal project will return the Hall to its role as a vibrant communal gathering space and provide local residents with an affordable facility for community functions, non-profits fundraisers and recreational activities.

The hall kitchen is now licensed, allowing for cooking classes to take place in the hall. We have an additional Guiding Group ( the Sparks) this year, the Aikido Club as well as a new Karate Club, using the hall each week. We have seen a large increase in children's birthday parties, due to its affordability and the fully fenced back yard. There has also been and increase in "Celebrations of Life" functions which we offer by donation as a service to the community.

The Somenos Community Hall and its patrons have benefitted greatly from the Municipality of North Cowichan's generous, consistent financial support. This year we would like to request \$7,000 to help with the installation of the handicap /wheelchair accessible ramp.

Thank you for your support and consideration of this request.  
Sincerely,



Celine and John Degraaf  
Directors, Somenos community Hall

**Somenos Community Association**  
3248 Cowichan Valley Highway, Duncan BC V9L 5Z4  
[somenoscommunityhall@gmail.com](mailto:somenoscommunityhall@gmail.com)

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Somenos Community Association
Address of Organization	3248 Cowichan Valley Hwy Duncan BC V9L 5Z4
Full Mailing Address	as above
Telephone Number & Email	250-510-5255 somenoscommunityhall@gmail.com
Contact Person/Title	Celine Degraaf, Director cceline@shaw.ca

Primary purpose of organization: Community Service

Category under which greatest portion of services fall:

☒ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

Services available to all members of community: ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

Total Number of people that used your service last year: 3500

Approximate number of your clients that reside in North Cowichan: 9020

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$7,000

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.)

*Our number one priority is to install a handicap/wheelchair accessible ramp to enable more community members access to our hall  
Our second project is to paint the exterior of the hall*

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. the most recent financial statement, and
2. the proposed operating budget.

Other Information:

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

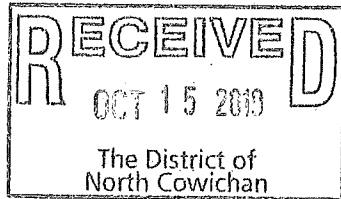
Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

Applicant's signature Celine Degraaf Date Oct 3, 2019

In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.

Print Form



Vimy Community Club  
3968 Gibbins Rd  
Duncan BC V9L 6G4

October 11 2019

Municipality of North Cowichan  
7030 Trans-Canada Highway  
Box 278  
Duncan BC V9L 3X4

Re: Grant-in-Aid application - Special Project

The Vimy Community Club is a small non-profit Society, composed of volunteers, who manage and maintain Vimy Hall for the benefit of the broader community. We typically receive an annual operating grant to offset Hall utility costs, and we appreciate this consistent support.

This year we are also submitting the (enclosed) application for a Special Project grant to replace the hall septic system. As the Hall is a municipal property, and the septic system is a key part of the hall infrastructure, it falls beyond our authority to undertake this project independently, and beyond the scope of our budget to fully fund it.

The board is able to commit 3K in surplus funds from our DDBS grant, and to oversee completion of the project according to standard procedures (collection of a minimum of three estimates by certified practitioners, and supervision of work onsite). The grant request has been offset accordingly.

Vimy Hall has been a part of this community for many decades, steadily maintained by local residents. It serves as a venue for many events, including private functions, community programs (e.g. Brownies), and services (e.g. Elections BC and Elections Canada). We hope you will continue to support this historic and consistently used hall.

If you require any clarification regarding this application please don't hesitate to contact me. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lisa Hartman".

Lisa Hartman  
President - Vimy Community Club

250-748-7483 (h)  
250-510-4131 (c)  
hartman\_lisa@hotmail.com

## GRANT APPLICATION

(PLEASE PRINT)

<b>Name of Organization</b>	Vimy Community Club
<b>Address of Organization</b>	3968 Gibbins Road
<b>Full Mailing Address</b>	3968 Gibbins Rd Duncan BC V9L 6G4
<b>Telephone Number &amp; Email</b>	250-748-7483 hartman_lisa@hotmail.com
<b>Contact Person/Title</b>	Lisa Hartman - President

**Primary purpose of organization:** To support our local community by a) maintaining and improving the Vimy Hall venue for the benefit of the community, b) providing services and c) hosting local events

**Category under which greatest portion of services fall:**

☐ Social Service ☐ Sports ☒ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

**Services available to all members of community:** ☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 4422 (2018)

**Approximate number of your clients that reside in North Cowichan:** Most to all

*(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)*

**Amount of grant requested:** \$20,000.00

**Describe how the grant will be used:** Special project

We are requesting this grant to replace our septic system. While functional, the current system was installed in 1968 and last formally inspected (and passed) in 1992. Septic regulations have since undergone significant changes, and as part of our goal of improving the hall's fundamental infrastructure we would like to bring this aging system up to current standards.

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

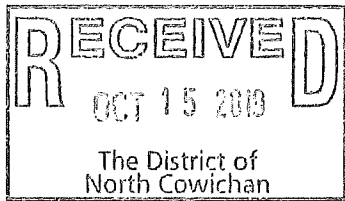
Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

**Applicant's signature** Lisa Hartman **Date** Oct 3 2019

*In order to be eligible for consideration for a 2018 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2018.*



Vimy Community Club  
3968 Gibbins Rd  
Duncan BC V9L 6G4

October 11 2019

Municipality of North Cowichan  
7030 Trans-Canada Highway  
Box 278  
Duncan BC V9L 3X4

Re: Grant-in-Aid application - Operations

The Vimy Community Club is a volunteer society that oversees the management and maintenance of Vimy Hall. We sincerely appreciate the ongoing funding we have received from the Municipality of North Cowichan for the operation of this building, which serves as a valuable venue for local services and a hub for connecting community.

Major activities (Oct 2018 - Oct 2019) include:

*Community Outreach*

- Weekly Sport Night for youth in Feb/19
- Annual Community Potluck
- Welcome Potluck for new Syrian family

*Fundraising*

- Ongoing hall rentals (individuals and community groups)
- Annual Community Garage Sale
- Successful DDBS application

*Maintenance and Improvements*

- Routine upkeep of building (e.g. service furnace/fire extinguishers, regularly treat and test water, grade parking lot in winter to maintain access to community mailboxes, pump septic tank, repair chimney)
- Purchase of new hall chairs

*Strategic planning*

- Preliminary planning for potential hall infrastructure improvements, including new roof and accessible washroom

The small but committed board have overseen these various activities and improvements while remaining on track with a very lean budget. The funding provided by the Grant-in-Aid provides essential support in doing this.

We thank you for considering our application, and look forward to continuing to deliver services that improve and bring together our community.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lisa Hartman".

Lisa Hartman  
President - Vimy Community Club

## GRANT APPLICATION

(PLEASE PRINT)

<b>Name of Organization</b>	Vimy Community Club
<b>Address of Organization</b>	3968 Gibbins Road
<b>Full Mailing Address</b>	3968 Gibbins Rd Duncan BC V9L 6G4
<b>Telephone Number &amp; Email</b>	250-748-7483 hartman_lisa@hotmail.com
<b>Contact Person/Title</b>	Lisa Hartman - President

**Primary purpose of organization:** To support our local community by maintaining and improving the Vimy Hall venue, providing services and hosting local events

**Category under which greatest portion of services fall:**

☐ Social Service ☐ Sports ☒ Cultural ☐ Economic Development ☐ Other \_\_\_\_\_

**Services available to all members of community:**

☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** 4422 (2018)

**Approximate number of your clients that reside in North Cowichan:** Most to all

*(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)*

**Amount of grant requested:** \$3,000.00

**Describe how the grant will be used:** *(e.g. special projects, operations, maintenance, etc.)*

We rely on the grant to offset operational costs of the hall; the cost of oil and insurance alone exceed the value of the annual grant. Our team of volunteers covers remaining ongoing operational, maintenance and repair costs, as well as selected improvements, with revenue from hall rentals, memberships and fundraisers. Where we achieve a net gain we set aside funds to contribute toward major anticipated expenses (i.e. roof).

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

**Applicant's signature** Lisa Hartman **Date** Oct 3 2019

*In order to be eligible for consideration for a 2018 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2018.*

Ed Dev



# Westholme School Society

2558 Mt. Sicker Rd.

Box 76

Westholme BC

V0R 3C0

## *Our Mandate*

*To restore, preserve & maintain our historic one room schoolhouse in Westholme  
To use the building as a community meeting centre  
To mount displays of photographs & other items related to the Westholme area*

GST #

86595 00180

October 14, 2019

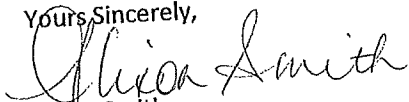
Municipality of North Cowichan  
7030 Trans-Canada Highway  
Box 278  
Duncan, BC V9L 3X4

Dear Council Members,

I am submitting a Grant Application on behalf of the Westholme School Society. Our school is a heritage school located at 2558 Mt. Sicker Road in Westholme. We have applied for and received grants from the Municipality of North Cowichan in the past for which we have been very grateful. We are committed to the preservation of this heritage school and would not be able to keep up with the repairs and maintenance a building such as this requires without your generous assistance. Unfortunately, our donor pool is declining as the alumni of this school pass away. It is important to the members of the Westholme School Society to maintain this beautiful building in their memory and to keep the history of Westholme alive. Attached please find an application for a grant from the Municipality of North Cowichan to assist with the ongoing maintenance of the school.

Thank-you very much for your consideration of our request.

Yours Sincerely,

  
Alison Smith

Treasurer, Westholme School Society



## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Westholme School Society
Address of Organization	2558 Mt. Sicker Rd, Westholme, BC V0R 3C0
Full Mailing Address	Box 76, Westholme, BC V0R 3C0
Telephone Number & Email	250-246-4796 (westholmeschoolsociety@gmail.com)
Contact Person/Title	Dale Jensen - President

**Primary purpose of organization:** Preservation of a historical school and community meeting centre

**Category under which greatest portion of services fall:**

☐ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☒ Other Community Service

**Services available to all members of community:**

☒ Yes ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** Approximately 500 per annum

**Approximate number of your clients that reside in North Cowichan:** 90% - the remainder are out of town alumni

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

**Amount of grant requested:** \$7500.00

**Describe how the grant will be used:** (e.g. special projects, operations, maintenance, etc.)

This heritage building requires ongoing maintenance. Painting and extensive prep work is required. We are having to put in a new water system and replace the wooden stairs for safety reasons. We also had unanticipated expenses when we had to replace the lawn mower and cement mixer as well as repair the fence due to vandalism and theft. Our insurance covered approximately 50% of the cost of repair/replacement.

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality? ☒ Yes ☐ No

Have you applied to another local government for funding? ☐ Yes ☒ No

If yes, please list: \_\_\_\_\_

**Applicant's signature** Oliver Smith

**Date** Oct 14, 2019

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Cowichan Rugby Club
Address of Organization	1860 Herd Rd Duncan B.C.
Full Mailing Address	1860 Herd Rd Duncan B.C V9L 5W4
Telephone Number & Email	250-746-7513     ajgudmundseth@shaw.ca
Contact Person/Title	Angie Gudmundseth / President

Primary purpose of organization: Recreational Rugby Club

Category under which greatest portion of services fall:

☐ Social Service   ☒ Sports   ☐ Cultural   ☐ Economic Development   ☐ Other \_\_\_\_\_

Services available to all members of community:   ☒ Yes   ☐ No

If no, please list criteria for receiving your service: \_\_\_\_\_

Total Number of people that used your service last year: Around 150-200 people

Approximate number of your clients that reside in North Cowichan: 150 people

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$3000

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.)

The grant will be used to cover a portion of our water costs, our two full sized fields are used year round by players aged 6 & up

In order to be considered for a Municipal grant, please ensure that you enclose the following:

1. the most recent financial statement, and
2. the proposed operating budget.

### Other Information:

Have you received a previous grant from the Municipality?   ☒ Yes   ☐ No

Have you applied to another local government for funding?   ☐ Yes   ☒ No

If yes, please list: \_\_\_\_\_

Applicant's signature Sean Williams     Date Oct 11 2019

Sean Williams - Treasurer

*In order to be eligible for consideration for a 2020 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2019.*

Print Form