

# Municipality of North Cowichan

## Committee of the Whole

### AGENDA

Tuesday, January 12, 2021, 6:00 p.m.  
Electronically

Pages

#### 1. CALL TO ORDER

This meeting, though electronic, is open to the public. All representations to Council form part of the public record. Proceedings will be streamed live and archived at [www.northcowichan.ca](http://www.northcowichan.ca).

Members of the public may join this online meeting and participate in the Public Input and Question Period portions of the meeting.

- To join by computer, smartphone, or tablet, visit [northcowichan.ca/virtualmeeting](http://northcowichan.ca/virtualmeeting) for instructions.
- To join by telephone, dial 1.844.426.4405, enter the meeting ID 177 923 0762, and then press # to join the meeting.

#### 2. APPROVAL OF AGENDA

Recommendation:

That the Committee of the Whole agenda be adopted as circulated [or as amended].

#### 3. ADOPTION OF MINUTES

4 - 11

Recommendation:

That the minutes of the Committee of the Whole meetings held December 8, 2020 and December 15, 2020 be adopted, as circulated.

#### 4. PUBLIC INPUT

Opportunity for brief verbal and written input from public participants regarding subsequent agenda items.

- **To submit your comments in writing**, please email [Agenda@northcowichan.ca](mailto:Agenda@northcowichan.ca) by 5:00 p.m. on Monday, January 11, 2020. An Addendum Agenda, with all submissions received, will be published to the website at [northcowichan.ca/agendas](http://northcowichan.ca/agendas) by 6:00 p.m. on Monday, January 11, 2020.
- **To submit your comments verbally**, use the "raise your hand" button or dial \*3 on your phone to be added to the queue. Each speaker will have up to three minutes to share their comments with Council.

#### 5. BUSINESS

Purpose: To present the grant funding requests from eligible non-profit societies so that the Committee of the Whole may make recommendations to Council in accordance with the Grant-In-Aid Policy.

Recommendation:

That the Committee of the Whole recommends:

That Council approve the grant-in-aid amounts as follows:

- \$25,000 to B.C. Forest Discovery Centre - BC Forest Museum
- \$27,500 to Chemainus & District Chamber of Commerce
- \$34,000 to Duncan Cowichan Chamber of Commerce
- \$30,000 to Cowichan Neighbourhood House Association
- \$19,000 to Chemainus BC B.I.A. - Flower Baskets
- \$20,000 to Chemainus Theatre Festival Society
- \$ 250 to St. Michael Church Cemetery (garbage collection)
- \$ 650 to St. Michael Church Cemetery (water)
- \$12,350 to Chemainus Communities in Bloom
- \$ 8,000 to Crofton in Bloom
- \$ 0 to Abbeyfield Houses Society of Duncan
- \$ 0 to BC Conservation Foundation - Wildsafe
- \$ 2,500 to Chemainus Harvest House Food Bank
- \$ 0 to Chemainus Health Care Auxiliary
- \$ 300 to Chemainus Meals on Wheels
- \$ 3,000 to Clement Centre Society
- \$ 0 to Cowichan Family Life Association
- \$ 0 to Cowichan Valley Basket Society
- \$ 0 to Cowichan Valley Naturalists
- \$ 3,000 to Oak Park Heritage Preservation Society
- \$ 0 to Red Willow Womyn's Society
- \$ 2,000 to Somenos Marsh Society
- \$ 0 to Victoria's Quilts Canada - Cowichan Valley
- \$ 1,000 to Volunteer Cowichan
- \$ 500 to Chemainus Rotary Club (Summerfest Parade and Festivities)
- \$ 7,500 to Chemainus Valley Historical Society
- \$ 500 to Christmas in Chemainus - The Little Town Christmas Society
- \$ 4,000 to Cowichan Historical Society
- \$ 200 to Cowichan Music Festival

- \$ 1,000 to Maple Bay Community Association - Canada Day
- \$ 7,000 to Somenos Community Association
- \$ 3,000 to Vimy Community Club (Hall)
- \$ 5,000 to Westholme School Society
- \$ 2,000 to Cowichan Rugby Club - offset water bill

**5.2. Council Strategic Plan: Quarter 4 Update (September 30 to December 31, 2020) 209 - 226**

Purpose: To provide an update on the status of the projects identified within the 2019-2022 Council Strategic Plan for the period from September 30 to December 31, 2020.

**6. NEW BUSINESS**

**7. QUESTION PERIOD**

A 10-minute recess to be provided to give the public an opportunity to submit their questions by email to [QP@northcowichan.ca](mailto:QP@northcowichan.ca) regarding the business discussed at this meeting. Questions will be read out in the order they are received.

**8. CLOSED SESSION**

Recommendation:

That Council close the January 12, 2021 Committee of the Whole meeting at \_\_\_\_ p.m. to the public on the basis of the following section of the *Community Charter*:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

**8.1. Minutes of the September 16, 2020 Closed Committee of the Whole for adoption**

**8.2. Closed under Section 90(1)(a) Environmental Advisory Committee Appointments**

**9. ADJOURNMENT**

Recommendation:

That the meeting be adjourned at \_\_\_\_ p.m.

# **Municipality of North Cowichan Committee of the Whole MINUTES**

**December 8, 2020, 6:00 p.m.  
Electronically**

Members Present	Councillor Tek Manhas, Chair Mayor Al Siebring Councillor Rob Douglas Councillor Christopher Justice Councillor Kate Marsh Councillor Rosalie Sawrie arrived at 6:10 p.m. Councillor Debra Toporowski
Staff Present	Ted Swabey, Chief Administrative Officer (CAO) Sarah Nixon, Deputy Chief Administrative Officer (D/CAO) Mark Frame, General Manager, Financial and Protective Services David Conway, Director, Engineering Clay Reitsma, Senior Manager, Engineering Don Stewart, Director, Parks and Recreation Rob Conway, Director, Planning and Building Shawn Cator, Director, Operations George Farkas, Director, Human Resources and Corporate Planning Walter Wiebe, Senior Manager, Financial Services Jason Birch, Chief Information Officer John Dehoop, Manager, Infrastructure Martin Drakeley, Manager, Fire and Bylaw Services Michele Gill, Manager, Development Jamie Goodman, Manager, Budgets and Infrastructure Megan Jordan, Manager, Communications and Public Engagement Dave Preikshot, Senior Environmental Specialist Shaun Mason, Municipal Forester Michelle Martineau, Corporate Officer Tricia Mayea, Deputy Corporate Officer

## **1. CALL TO ORDER**

There being a quorum present, the Chair called the meeting to order at 6:00 p.m.

## **2. APPROVAL OF AGENDA**

IT WAS MOVED AND SECONDED:

That the Committee of the Whole agenda be adopted as presented.

CARRIED

## **3. ADOPTION OF MINUTES**



IT WAS MOVED AND SECONDED:

That the minutes of the Committee of the Whole meetings held November 10, 2020, November 24, 2020 and December 2, 2020 be adopted, as circulated. CARRIED

#### **4. PUBLIC INPUT**

The Committee received no submissions via email prior to the meeting and there were no public attendees at that time.

#### **5. BUSINESS**

##### **5.1 Presentation of Departmental Business Plans**

The Committee received the following staff presentations:

- Engineering Business Plan
- Environmental Business Plan
- Fire and Bylaw Business Plan
- Forestry Business Plan
- Planning and Building Business Plan

Highlights from each presentation included:

- Organizational structure
- Staffing levels
- Department focus
- Overview of the core areas of business
- COVID-19 impacts
- Projected business plan deliverables
- Statistical information
- Operational budget – supplemental budget requests
- Operating budget
- Capital budget
- Climate emergency priorities
- Key performance indicators

Details of the departmental business plan presentations were included in the agenda package that was published to the District's website. The General Manager of Financial and Protective Services, Mark Frame, responded to questions related to financial matters for each of the presentations.

##### **5.1.1 Engineering Business Plan Presentation**

Senior Manager of Engineering, Clay Reitsma presented the department's business plan. Mr. Reitsma, along with the Manager of Infrastructure, John Dehoop, the Manager of Development, Michelle Gill, and the Director of Engineering, Dave Conway responded to questions of Council.

##### **5.1.2 Environmental Business Plan Presentation**

Director of Engineering, Dave Conway presented the department's business plan.

Mr. Conway, along with the Senior Environmental Specialist, Dave Preikshot responded to questions of Council.

IT WAS MOVED AND SECONDED:

That Council accept the Director of Engineering's December 8, 2020 report for information.

CARRIED

Mayor Siebring left the meeting at 8:15 p.m.

### **5.1.3 Fire and Bylaw Business Plan Presentation**

Manager of Fire and Bylaw Services, Martin Drakeley presented the department's business plan and responded to questions of Council.

IT WAS MOVED AND SECONDED:

That the meeting be extended to 10:00 p.m.

CARRIED

*IT WAS MOVED AND SECONDED:*

*That the Committee of the Whole recommends to Council:*

*That Council direct staff to include an Assistant Fire Chief position in the 2021 Budget effective January 1, 2021.*

IT WAS MOVED AND SECONDED:

That the Committee postpone consideration of the motion "*That the Committee of the Whole recommends to Council: That Council direct staff to include an Assistant Fire Chief position in the 2021 Budget effective January 1, 2021*" to the next Committee of the Whole meeting.

CARRIED

### **5.1.4 Forestry Business Plan Presentation**

Municipal Forester, Shaun Mason, presented the department's business plan. Mr. Mason, along with the Director of Parks and Recreation, Don Stewart responded to questions of Council.

IT WAS MOVED AND SECONDED:

That the Committee postpone consideration of the recommendation to Council "That the Forest Reserve Fund be used to cover the 2021 operating budget deficit for the Forestry department while the forestry review, public engagement and First Nations consultation are on-going" to the next Committee of the Whole meeting.

CARRIED

### **5.1.5 Planning and Building Business Plan Presentation**

Director of Planning and Building, Rob Conway presented the department's business plan and responded to questions of Council.

IT WAS MOVED AND SECONDED:

That the meeting be extended to 11:00 p.m.

CARRIED

Councillor Marsh left the meeting at 10:20 p.m.

IT WAS MOVED AND SECONDED:

That Council accept the Director of Planning and Building's December 8, 2020 report for information.

CARRIED

**6. NEW BUSINESS**

None.

**7. QUESTION PERIOD**

Councillor Manhas called for a recess at 10:22 p.m. to allow viewers to submit questions via email or verbally online on the matters discussed during the meeting. No questions had been submitted when the meeting reconvened at 10:31 p.m.

**8. ADJOURNMENT**

IT WAS MOVED AND SECONDED:

That the meeting be adjourned at 10:32 p.m.

CARRIED

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Certified by Corporate Officer

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Signed by Mayor

# **Municipality of North Cowichan Committee of the Whole MINUTES**

**December 15, 2020, 6:00 p.m.  
Electronically**

Members Present	Councillor Tek Manhas, Chair Councillor Rob Douglas Councillor Christopher Justice Councillor Kate Marsh Councillor Rosalie Sawrie Councillor Debra Toporowski
Members Absent	Mayor Al Siebring
Staff Present	Ted Swabey, Chief Administrative Officer (CAO) Sarah Nixon, Deputy Chief Administrative Officer (D/CAO) Mark Frame, General Manager, Financial and Protective Services David Conway, Director, Engineering Michele Gill, Acting Director, Engineering Shawn Cator, Director, Operations George Farkas, Director, Human Resources and Corporate Planning Jason Birch, Chief Information Officer Megan Jordan, Manager, Communications and Public Engagement John Dehoop, Manager, Infrastructure Chris Hutton, Community Planning Coordinator Michelle Martineau, Corporate Officer Tricia Mayea, Deputy Corporate Officer

## **1. CALL TO ORDER**

There being a quorum present, the Chair called the meeting to order at 6:00 p.m.

## **2. APPROVAL OF AGENDA**

IT WAS MOVED AND SECONDED:

That the Committee of the Whole agenda be adopted as circulated.

CARRIED

## **3. PUBLIC INPUT**

The Committee received 34 submissions via email prior to the meeting regarding agenda item 4.1. There were no public attendees at that time.

## **4. BUSINESS**

### **4.1 Overview of the Five Year Operating Budget and Capital Expenditure Plan**

General Manager, Financial and Protective Services presented an overview of the 2021 – 2025 general operating budget and the 2021-2025 capital expenditure program. Details

of the presentations were included in the agenda package that was published to the District's website. Mr. Frame, along with the Chief Administrative Officer, Ted Swabey, the Deputy Chief Administrative Officer, Sarah Nixon, the Director, Engineering, David Conway, and the Director, Operations, Shawn Cator responded to questions of Council.

The Committee considered their motion related to the Assistant Fire Chief position that they had moved and seconded on December 8, 2020.

IT WAS MOVED AND SECONDED:

That the Committee of the Whole recommends to Council:

That Council direct staff to include an Assistant Fire Chief position in the 2021 Budget effective January 1, 2021. CARRIED

IT WAS MOVED AND SECONDED:

That the Committee of the Whole recommends to Council:

That Council approve including a new Procurement Manager position within the 2021 Operating Budget, effective January 1, 2021. (Opposed: Douglas, Justice, Manhas) DEFEATED

IT WAS MOVED AND SECONDED:

That the Committee of the Whole recommends to Council:

That Council approve including a new Planning Manager position within the 2021 Operating Budget, effective January 1, 2021. (Opposed: Toporowski) CARRIED

IT WAS MOVED AND SECONDED:

That the following motion be amended to add the words '*and that the cost for the position be covered under the Climate Action Reserve Funds*' after the words 'effective January 1, 2021':

*"That the Committee of the Whole recommends to Council:*

*That Council approve including a new Engineering Tech – Environmental position within the 2021 Operating Budget, effective January 1, 2021."*

(Opposed: Justice, Toporowski, Sawrie, Marsh) DEFEATED

IT WAS MOVED AND SECONDED:

That the Committee of the Whole recommends to Council:

That Council approve including a new Engineering Tech – Environmental position within the 2021 Operating Budget, effective January 1, 2021. (Opposed: Douglas, Manhas) CARRIED

IT WAS MOVED AND SECONDED:

That the meeting be extended to 10:00 p.m. CARRIED

IT WAS MOVED AND SECONDED:

That the Committee of the Whole recommends to Council:

That Council direct staff to add the following supplemental items to the 2021 Operating Budget:

- Ten Year Capital Plan
- Subdivision Bylaw Update
- CAEP Implementation
- Biodiversity Protection Policy

CARRIED

IT WAS MOVED AND SECONDED:

That the Committee of the Whole recommends to Council:

That Council direct staff to add the Cemetery Master Plan to the 2021 Operating Budget.  
(Opposed: Manhas, Justice, Douglas)  
DEFEATED

IT WAS MOVED AND SECONDED:

That the following motion be amended to add the words: *"and that the costs be covered under the Climate Action Reserve Funds."* after the words: '2021 Operating Budget':

*"That Council direct staff to add the Somenos Creek/Lake Management Plan to the 2021 Operating Budget."* (Opposed: Justice, Toporowski, Sawrie, Marsh)  
DEFEATED

The main motion was withdrawn through unanimous consent when an alternative motion was suggested by Council.

IT WAS MOVED AND SECONDED:

That the Committee of the Whole recommends to Council:

That Council direct staff to add the Somenos Creek/Lake Management Plan and the Chemainus River Watershed Management Plan to the 2021 Operating Budget. CARRIED

IT WAS MOVED AND SECONDED:

That the Committee of the Whole recommends to Council:

That Council authorize that the Forest Reserve Fund be used to cover the 2021 operating budget deficit for the Forestry department while the forestry review, public engagement and First Nations consultation are ongoing.  
(Opposed: Manhas)  
CARRIED

IT WAS MOVED AND SECONDED:

That the Committee of the Whole recommends to Council:

That Council approve the Capital Expenditure Program as presented. CARRIED

IT WAS MOVED AND SECONDED:

That the Committee of the Whole recommends to Council:

That Council approve, in principle, the 2021 Operating Budget; subject to a maximum 2.31% net tax increase. CARRIED

**5. NEW BUSINESS**

None.

**6. QUESTION PERIOD**

Chair Manhas called for a recess at 9:22 p.m. to allow viewers to submit questions via email or verbally online on the matters discussed during the meeting. One questions had been submitted via email in relation to item 4.1 and one member of the public, Mr. Don Graham, participated verbally using the online platform submitting three questions in relation to item 4.1., when the meeting reconvened at 9:32 p.m.

**7. ADJOURNMENT**

IT WAS MOVED AND SECONDED:

That the meeting be adjourned at 9:38 p.m.

CARRIED

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Certified by Corporate Officer

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Signed by Mayor

District of North Cowichan  
Grants In Aid Request List  
2021

	2020 Approved	2021 Request	2021 Increase	2021 New	2021 Recomm.	2021 Approved
<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	27,500	27,500	0		27,500	
Duncan Cowichan Chamber of Commerce	34,000	34,000	0		34,000	
Cowichan Neighbourhood House Association	30,000	30,000	0		30,000	
Chemainus BC B.I.A. - Flower Baskets	19,000	19,000	0		19,000	
Chemainus Theatre Festival Society	20,000	20,000	0		20,000	
	155,500	155,500	0		155,500	
<b>Grant In Lieu of Taxes and Charges</b>						
St Michael and All Angels Church Cemetery (garb)	250	250	0		250	
St. Michael's Cemetery (water)	650	650	0		650	
<b>Economic Development /Tourism</b>						
Chem. Communities in Bloom	8,000	12,350	4,350		12,350	
Crofton in Bloom	8,000	8,000	0		8,000	
<b>Social/Environmental Services:</b>						
Abbeyfield Houses Society of Duncan		4,000		4,000	0	
BC Conservation Foundation - Wildsafe	3,000	0			0	
Chemainus Harvest House Food Bank	1,000	2,500	1,500		2,500	
Chemainus Health Care Auxiliary	8,000	0			0	
Chemainus Meals on Wheels	300	300	0		300	
Clement Centre Society	3,000	10,000	7,000		3,000	
Cowichan Family Life Association		10,000		10,000	0	
Cowichan Valley Basket Society	3,000	0			0	
Cowichan Valley Naturalists	4,500	0			0	
Oak Park Heritage Preservation Society	3,000	3,000	0		3,000	
Red Willow Womyn's Society	1,000	0			0	
Somenos Marsh Society		2,000	2,000		2,000	
Victoria's Quilts Canada - Cowichan Valley		1,250	1,250		0	
Volunteer Cowichan	3,000	10,000	7,000		1,000	
<b>Arts and Culture</b>						
Chemainus Rotary Club (Summerfest Parade and	500	500	0		500	
Chemainus Valley Historical Society	7,500	7,500	0		7,500	
Christmas in Chemainus - The Little Town Chrstr	500	500	0		500	
Cowichan Historical Society	4,000	6,000	2,000		4,000	
Cowichan Music Festival	200	200	0		200	
Maple Bay Community Assoc. - Canada Day	1,000	0	0		1,000	
<b>Municipally Owned Community Halls:</b>						
Somenos Community Association	7,000	7,000	0		7,000	
Vimy Community Club (Hall)	3,000	3,000	0		3,000	
Westholme School Society	5,000	5,000	0		5,000	
<b>Sports Groups:</b>						
Cowichan Rugby Club - offset water bill	2,000	5,000	3,000		2,000	
	77,400	99,000	28,100	14,000	63,750	0
<b>Total Grants in Aid</b>	232,900	254,500	28,100	14,000	219,250	0
In Preliminary Budget					228,410	



(PLEASE PRINT)

Name of Organization	Chemainus-Crofton & District Chamber of Commerce
Address of Organization	102-9799 Waterwheel Cres., Chemainus, B.C.
Full Mailing Address	Box 575, 102-9799 Waterwheel Cres., 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 growth & development through  
**Category under which greatest portion of services fall:** boosting tourism growth in our community.  
☐ 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:** 42,664 including 883 tour buses

**Approximate number of your clients that reside in North Cowichan:** 1300

(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:** \$27,500.00

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

Please see attached documentation.

**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** October 15 2020

**In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.**

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 Information Management Officer, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.





## Chemainus & District Chamber of Commerce

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)  
Website: [www.chemainus.bc.ca](http://www.chemainus.bc.ca)

**Municipality of North Cowichan**

**October 15, 2020**

**Re: 2021 Grant in Aid for the Chemainus-Crofton & District Visitor Centre**

**Dear Mayor Al Siebring and Council:**

We would like to thank the Municipality for the \$27,500.00 Grant in Aid, that supported the Chemainus Visitor Centre operations, for which the Chemainus & District Chamber of Commerce operates. We continue to be grateful to the Municipality of North Cowichan for our Visitor Centre location and its continued financial support. Although we have seen a drastic reduction in tourism for 2020, we are requesting a grant in the amount of \$27,500.00. We recognize tourism in 2020 has drastically affected tourism in our community and will be using the funds in 2021 to allow us to provide continued support to our Community by developing new programs and services to aid the local community businesses, community members and to attract tourism and economic growth through innovative and creative program and project development.

You will find attached our budget for 2021. In developing our budget for 2021 we have taken a precautionary approach to its development as a result of uncertainties due to Covid-19. As it is uncertain when a vaccine will be available, we have decided to take a cautionary approach to events and program development as well as drastically reduced and in some cases eliminated expenditures in several areas. Please note that this year we have separated our Canada Summer Student funding wages and staff wages. This is for accounting purposes only. Please also find attached our Financial Statements for 2019 that were conducted by Craig Hilton, Chartered Professional Accountant.

Please find attached our report on "a year in review", along with our programs, successes and reviews. Also find attached projects and goals for 2021. Please note the hours of support from our dedicated staff and volunteers whom provide and ensure a seamless visitor experience to Chemainus, Crofton, and Saltair, Cowichan Valley and Vancouver Island tourists and community members.

Grant funding in the amount of 27,500.00 will allow the Chemainus Visitor Centre too accomplish the goals of the Chemainus Visitor Centre and to continue to ensure a seamless visitor experience. It will allow our staff and volunteers to deliver community information and other services to tourists, local residents, businesses and community groups by promoting our community, surrounding communities and Vancouver Island thus contributing to the economic development of Chemainus.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lori Frankson', written over a large, stylized, looping flourish.

Lori Frankson,  
Executive Director



## **Chemainus & District Chamber of Commerce**

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)  
Website: [www.chemainus.bc.ca](http://www.chemainus.bc.ca)

### **The Year Ahead: 2021**

#### **Overarching goal(s) for 2021:**

- Create innovative materials and services that assist in making Chemainus a destination – not just a pit stop.
- Continue to further strengthen relationships between the visitor centre, Chemainus residents and the business community through educating and inspiring.
- Develop a relationship with the local Indigenous groups.
- Continue to enhance and build upon visitor services provided.
- Develop online sales for the visitor centre. Focus on the sale of locally sourced products.
- Update our inhouse sales terminal system to better track our inventory using updated technology and therefor reducing our footprint.

#### **Key 2021 Objectives:**

1. Recruit more volunteers for our Visitor Centre.
2. Increase the overnight stays in our community through our marketing initiatives.
3. Special focus on Staycations. Keeping Covid-19 measures in mind, focus on local, Canada wide tourism

#### **1. New Visitor Materials:**

- a. We have been working closely with Landmark Media to develop a new visitor map set to be printed and distributed all over Vancouver Island, on BC ferries major routes and on Harbour Air. This project was initially due to be launched in 2020 however due to Covid the project has been pushed to 2021
- b. Using the digital photo library stocked by our Digital Media summer student in 2019 and 2020 we are able to create a digital visitor brochure to be emailed to Visitor Centres all





## Chemainus & District Chamber of Commerce

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)  
Website: [www.chemainus.bc.ca](http://www.chemainus.bc.ca)

over BC, throughout Canada and Worldwide. This can also be sent to tour bus and film production companies to showcase a stunning snapshot of our community and promote Chemainus as a destination in itself.

- c. A new website for the Chemainus & District Chamber of Commerce and Visitor Centre including a Chemainus Travel Blog that was set to launch in 2020 however with reduced funding will be launched sometime in 2021.

### 2. Education:

- a. Develop a fun and comprehensive community FAM (familiarization) Tour for our new staff and volunteers.
- b. Host a small, one-day conference to help re-educate and re-inspire residents and business owners on the importance of being a tourist driven community. (Only if Covid-19 restrictions are not in place)
- c. Host educational zoom courses for our business community, utilizing programs available from Destination B.C, Small Business B.C. and local tourism experts. Possible courses would be focused around assisting businesses to enhance their marketing through social media presence, online sales programs, and marketing to mention a few.

### 3. Community Involvement

- a. As the "City of Murals" it's only fitting we help bring to life an inclusive welcome mural on the side of our Visitor Centre. Working together with the Chemainus Festival of Murals Society and ProductCare's Paint Share Project we are hoping to develop a stunning and interactive mural with a sustainable vision using recycled paint. We continue to support the Festival of Murals society by sales of Mural Map Guides, prints and Mural books, in the Visitor Centre. As the Executive Director of the Chemainus & District Chamber of Commerce I also sit on the Board of Directors for the Festival of Murals.
- b. Revisit the **Roaming Ambassador Program** with our summer students in order to have them engaging with more locals as well as visitors. Due to current visitor limitations in



## Chemainus & District Chamber of Commerce

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)  
Website: [www.chemainus.bc.ca](http://www.chemainus.bc.ca)

our location having a roaming ambassador is imperative in order to provide that excellent experience.

- c. **Elder Check in Service**—This is a project that we are wanting to create in our community in order to support seniors that live alone, may not have family or friend near by or are away. A senior daily check-in service calls a senior every day at a certain time. If the senior does not answer after several tries, the service notifies the designated caregivers. If the caregivers do not respond, a phone call would be made to the police to ask for a welfare check on the senior in question.
- d. **Tourism Cowichan** —we continue to be a part of the Tourism Cowichan which meets once a month, to ensure we share a cohesive marketing presence as well as to showcase our events and initiatives.
- e. **CVCAS**—As the Executive Director of the Chamber I also sit on a committee for the financing for the development of a Community Arts Centre.

#### 4. Increase Funding:

- a. Continue to increase merchandise sales by providing locally sourced products for souvenirs. Continue to reach out to local Indigenous groups to develop a relationship and provide a space for sale of Indigenous works within our centre
- b. We are in the process of researching the development of implementing an online shopping component to our website. We are currently engaging with Destination BC and other Visitor Centres that already have this component in order to assist us in its development. This would not only allow for us to develop a new revenue stream but would also allow us to sell locally sourced products.
- c. Offering video service to local tourism-based businesses. We will provide local businesses with the opportunity to purchase, for a reasonable fee, a video of their business for their use, and will also add to our own digital media library.





## **Chemainus & District Chamber of Commerce**

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)  
Website: [www.chemainus.bc.ca](http://www.chemainus.bc.ca)

### **A Year in Review at the Chemainus Visitor Centre**

During our 1,863 operating hours in 2019, the Chemainus Visitor Centre welcomed 42,664 visitors and 883 tour buses, hitting our peak in July with 171 tour buses and 8,625 visitors in just one month. In comparison to 2018, our total visitors are down by -23%, our buses are down by -15% and our operational hours are up by +4%. That being said, 2018 is a difficult year to compare to. With the Cowichan Valley hosting the National Gathering of Elders Conference and the BC Summer Games, our visiting numbers were at an all-time high in 2018, bringing in over 10,000 more visitors in 2018 than in 2017 to be exact.

Our decrease in tour buses can be attributed to two factors. The political climate in China drastically dropped our inbound Chinese tour buses, historically being our largest foreign visiting demographic, as well as changes in the VIA Rail schedule from Vancouver to Toronto. Many national tour companies relied on VIA Rail to transport their customers for a portion of their tour, and this schedule change resulted in discrepancies in dates for accommodations and other bookings – forcing them to cancel a large percentage of their trips.

Our increase in hours occurred during shoulder season, November to December, and was made possible by generous funding by the Chemainus Business Improvement Association. These extra hours allowed us to greet the demographic of people who prefer to travel during shoulder season and over the Holidays, astoundingly launching our winter statistics.

#### **Demographics**

Our main foreign visiting demographics in 2019 consisted of:

- Retired citizens from the Netherlands and Australia entering our community by the busloads.
- Young adult couples from Germany visiting Chemainus while camping and hiking all along the island in their rented RV's.
- American families sailing north and docking their personal boats in Chemainus.



## **Chemainus & District Chamber of Commerce**

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### **The Value of Our Tour Buses**

The amazing work that the Chemainus Festival of Murals Society has put into marketing our world famous outdoor mural gallery, the customer service quality in our phenomenal local businesses, the friendliness of our community members and the way we accommodate our tour busses are what keep them coming to Chemainus. While there are many tourism motivators to Chemainus, our tour buses are the largest portion of our visiting numbers. They often arrive four at a time during peak season, flooding our downtown core with over 200 visitors at once, stopping into our shops and cafes for up to three hours before moving on. This system allows for our local businesses to reap the benefits while avoiding over-tourism, which can overwhelm businesses and frustrate our residents. We continue to provide hourly, daily and weekly statistics to our business members in order to assist them in their daily operations and sales speculations.

### **Staff and Volunteers:**

Our incredible team of hard-working and dedicated volunteers consists of Fran Milne, Heather Crosthwaite, Betty Short, Ellen Lavender and Debbie Kennedy. Our volunteers whole-heartedly tackle so much of the day-to-day office duties, conduct research, develop information pamphlets, assist with tourist inquiries, and provide valued input on projects in developments and so much more. Their presence allows for me to be able to focus on developing more long-term projects to boost tourism to Chemainus, create cohesion within the community and assist in developing a seamless visitor experience in Chemainus. We are incredibly grateful for all **1,780 hours** they have given to us in 2019.

We also feel so lucky to have Kelly-Ann Argue as a part-time member of our team. Kelly works on Saturday's throughout the summer, as well as during the extra winter hours we were granted at the end of 2019. Kelly is a wealth of knowledge on all things Chemainus, and her positive attitude makes every visitor feel an incredibly warm welcome, leaving a lasting positive impression.

In 2019, we received not one, but three Canada Summer Student Grants, two Visitor Services Counsellors/Bus Greeters and a Digital Media & Marketing Coordinator. This was a huge accomplishment that allowed for us to gain serious headway on achieving our goals for 2019 and more.

### **2019 Goals, Objectives and Tactics**

- Enhance Visitor Services.
- Develop a stronger social media presence for Chemainus.





## Chemainus & District Chamber of Commerce

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- Create deeper connections within our community through more collaboration and communication.
- Continue to provide Bus Greeter services.
- Expand merchandise available to meet the needs of individuals getting off the tour buses.

### How We Achieved our Goals

**ACTIVITY AREA 1: Social Media** – We were able to hire a Digital Media summer student to run our Instagram, Facebook, TripAdvisor and Facebook Messenger social media platforms, creating more consistent and relevant content and faster response times to messenger inquiries. Also created this year was our very own YouTube Channel, providing one more platform for our current and potential tourists, to access. Through this position, a massive digital library of photos and videos was created to be used for future marketing projects. Please make sure you check out the Visitor Centre YouTube channel for our Video creations.

**ACTIVITY AREA 2: Monthly Visitor Centre Newsletter** – This newsletter was developed as an effective way to distribute hourly, weekly and monthly visitor statistics in Chemainus so residents and business owners can be well informed. Also, to communicate the projects and initiatives we are working on to boost tourism to Chemainus.

**ACTIVITY AREA 3: Increased Hours** – We formed a community partnership with our local Business Improvement Association where they generously granted us funding to open our office seven days a week throughout October-December 2019 to better serve our visitors and locals.

**ACTIVITY AREA 4: Addressed tourists with barriers.** With the support and donation of two wheelchairs, by the Chemainus Legion, we were able to provide tourists with the opportunity to view our murals who otherwise may have missed them due to their inability to walk and view our murals.

**ACTIVITY AREA 5: Summer Students** – Historically our centre has been granted one or two summer students through Canada Summer Student funding. Our increase in visitor numbers and the work being accomplished from our Centre granted us three summer students in 2019. This allowed for us to implement our **Bus Greeter Program** to form better relationships with each and every tour bus driver entering our community and to create a digital media library.

**ACTIVITY AREA 6: Locally Sourced Souvenirs** – This summer we reached record breaking sale numbers by purchasing more locally sourced and strategic products for visitors to take home as souvenirs of their time here in Chemainus.





## Chemainus & District Chamber of Commerce

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Website: [www.chemainus.bc.ca](http://www.chemainus.bc.ca)

**ACTIVITY AREA 7: Outdoor Community Movie Nights** – We assisted the Chemainus & District Chamber of Commerce in organizing and implemented three outdoor community movie nights this summer for locals in the community and to encourage nearby communities to visit Chemainus. **Trade Shows-** The Visitor Centre also participated in a local trade show “Our Chemainus” showcasing businesses and organizations within the community. It was here that we were able to showcase our services and the programs we have and will be creating.

### Here’s what people are saying about our Visitor Centre:

#### Trip Advisor

**5-star review August 2019** -“Great little centre with lots of info on various regions on Vancouver Island and friendly staff” Its always a good sign when you go into a visitors’ centre and the staff welcome you and spend time showing you around. You feel welcomed and special. That’s what i experienced when i came here during August. The staff could not be more friendly or helpful. I walked about with tons of info about Chemainus and practically every region on the island. Well done.... great local products on sale too.

**5-star review June 2019-** “Brilliant, helpful staff” They told us about lots of different, interesting places to visit that we wouldn’t have known about.

**4-star review August 2019-** “A great spot to take visitors for the afternoon” “We packed up our 6 visitors from Alberta, plus another 7 from Nanaimo, and spent a fun Saturday afternoon in Chemainus: enjoying very tasty, locally-made ice cream at Scoops, checking out the murals, wandering around the downtown shops, and winding down with dinner at the Sawmill . . . and, it all started with a friendly, very helpful and welcoming visit with the well-informed staff at the Visitor Centre.

[Look up: cool carvings along the front of the museum roof!]

#### Facebook Reviews

**5-star rating** “Helpful, friendly staff who know a lot of information especially of the local area. Be sure to pay them a visit while in town. They will steer you in the right direction.”

#### Google Reviews

**4.9-star rating** “If you visit the Vancouver Island, you must visit here. There are the best and the kindest staffs. They help you about everything.”

**Chemainus & District Chamber of Commerce  
2021 Operating Budget**

<b>Revenue</b>	
<b>Chamber-Related Revenue</b>	
Membership Dues	\$ 14,000.00
Member Program Commissions	\$ 2,500.00
Digital Bulletin Board	\$ 1,000.00
Website/Social Media Advertising	\$ 1,000.00
Business Awards Tickets	\$ 3,948.05
Business Awards Auction	\$ 7,280.24
<b>Total Chamber-Related Revenue</b>	<b>\$ 29,728.29</b>
<b>Grants</b>	
North Cowichan Grant in Aid	\$ 27,500.00
Destination BC Sevice Grant (Tourism BC)	\$ 20,688.00
Canada Summer Student Grant	\$ 11,967.00
<b>Total Grants</b>	<b>\$ 60,155.00</b>
<b>Other Revenue</b>	
Photo Copy / Fax Revenue	\$ 300.00
Merchandise Sales	\$ 10,000.00
Beverage Sales	\$ 300.00
PST Commission Sales	\$ 26.36
<b>Total Other Revenue</b>	<b>\$ 10,626.36</b>
<b>TOTAL REVENUE</b>	<b>\$ 100,509.65</b>

<b>Expenses</b>	
Cost of Goods Sold (Merchandise)	\$ 4,000.00
Cost of Goods Sold (Beverages)	\$ 100.00
Staff and Board Conferences	\$ -
BC Chamber Membership Dues	\$ 1,066.00
BC Chamber General Membership	\$ 145.00
Canadian Chamber Membership Dues	\$ 350.00
Business Awards	\$ 3,764.94
Marketing	\$ 180.00
Office Supplies	\$ 1,500.00
PPE Materials	\$ 1,000.00
Accounting	\$ 1,607.50
Insurance (D&O, General Business)	\$ 1,668.00
Telephone and Internet	\$ 1,569.06
Hydro	\$ 1,300.00
Repairs and Maintenance	\$ 150.00
Fire Panel Monitoring	\$ 360.00
Bank Charges/Credit Card Processing Fees	\$ 844.73
Meetings and AGM	\$ 200.00
Postage and Delivery	\$ 113.25
Vehicle @ \$0.55/km	\$ 150.00
Miscellaneous	\$ 183.94
Computer Software (Notion, Canva, Acrobat, Zoom)	\$ 625.00
Rent	\$ 10.00
Awards/Donations	\$ 425.00
Staff Wages	\$ 62,284.32
Student Wages	\$ 11,967.00
Mandatory Employment - Related Costs (MERCs)	\$ 4,945.91
<b>TOTAL EXPENSES</b>	<b>\$ 100,509.65</b>



**Craig R. Hilton**  
Chartered Professional Accountant

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### NOTICE TO READER

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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, 2019 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  
February 27, 2020

CRAIG R. HILTON  
CHARTERED PROFESSIONAL ACCOUNTANT

**CHEMAINUS & DISTRICT CHAMBER OF COMMERCE****Statement of Financial Position****December 31, 2019***(Unaudited - See Notice To Reader)*

	2019	2018
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 5,746	\$ 6,529
Inventory	2,097	2,403
Prepaid expenses	771	712
	<u>8,614</u>	<u>9,644</u>
<b>CAPITAL ASSETS (Note 1)</b>	<u>8,018</u>	<u>9,302</u>
	<u>\$ 16,632</u>	<u>\$ 18,946</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accruals	\$ 3,723	\$ 3,463
Employee deductions payable	970	1,005
Wages payable	651	-
Goods and services tax payable	562	1,100
Deferred revenue	822	167
	<u>6,728</u>	<u>5,735</u>
<b>NET ASSETS</b>		
Unrestricted	1,886	3,909
Investment in capital assets	<u>8,018</u>	<u>9,302</u>
	<u>9,904</u>	<u>13,211</u>
	<u>\$ 16,632</u>	<u>\$ 18,946</u>

**ON BEHALF OF THE BOARD**\_\_\_\_\_  
*Director*\_\_\_\_\_  
*Director*



**CHEMAINUS & DISTRICT CHAMBER OF COMMERCE****Statement of Revenues and Expenditures****Year Ended December 31, 2019***(Unaudited - See Notice To Reader)*

	2019	2018
<b>REVENUES</b>		
Programs and events	\$ 28,941	\$ 28,205
Grants	58,209	48,724
Membership	9,687	11,469
Merchandise sales	16,696	17,579
Other revenue	345	1,404
	<u>113,878</u>	<u>107,381</u>
<b>EXPENDITURES</b>		
Accounting fees	1,945	1,801
Advertising and promotion	213	481
Amortization of capital assets	1,924	2,325
Bank charges	1,394	1,377
Events	7,615	6,364
Insurance	1,795	1,586
Memberships	1,166	1,105
Merchandise purchases	9,792	14,993
Office and general	5,217	3,559
Rental	10	10
Repairs and maintenance	422	494
Salaries and wages	79,197	75,687
Telecommunications	1,569	1,543
Training and conferences	2,665	1,122
Travel	960	1,510
Utilities	1,301	1,223
	<u>117,185</u>	<u>115,180</u>
<b>DEFICIENCY OF REVENUES OVER EXPENDITURES</b>	<u>(3,307)</u>	<u>(7,799)</u>
<b>OTHER ITEMS</b>		
Loss on disposal of assets	-	(104)
<b>DEFICIENCY OF REVENUES OVER EXPENDITURES</b>	<u>\$ (3,307)</u>	<u>\$ (7,903)</u>



**CHEMAINUS & DISTRICT CHAMBER OF COMMERCE**

**Statement of Changes in Net Assets**

**Year Ended December 31, 2019**

*(Unaudited - See Notice To Reader)*

	Unrestricted		Investment in Capital Assets		2019	2018
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$	3,909	\$	9,302	\$ 13,211	\$ 21,114
DEFICIENCY OF REVENUES OVER EXPENDITURES		(2,023)		(1,284)	(3,307)	(7,903)
<b>NET ASSETS - END OF YEAR</b>	\$	1,886	\$	8,018	\$ 9,904	\$ 13,211



**CHEMAINUS & DISTRICT CHAMBER OF COMMERCE**

**Notes to Financial Statements**

**Year Ended December 31, 2019**

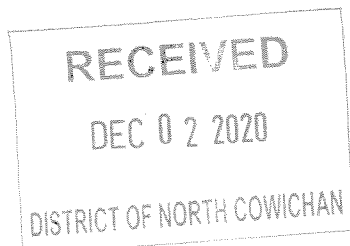
*(Unaudited - See Notice To Reader)*

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1. CAPITAL ASSETS

	2019		2018	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Office and general	\$ 32,449	\$ 24,431	\$ 31,808	\$ 22,506
Net book value	\$ 8,018		\$ 9,302	

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## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Chemainus Cemetery
Address of Organization	9485 Chemainus Rd., Chemainus
Full Mailing Address	PO Box 463, Chemainus, BC, V0R 1K0
Telephone Number & Email	250-246-4470, admin@chemainus.anglican.ca
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: 29

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 towards Dec 2018 storm damage

Applicant's signature Sally Pilyk Date Nov 18, 2020

In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.

Print Form



**ST. MICHAEL AND ALL ANGELS CHURCH CEMETERY, CHEMAINUS, BC**

**Statement of Income and Expenses Ending December 31, 2019**

	<u>2017</u>	<u>2018</u>	<u>2019</u>
<b>GENERAL FUND:</b>			
<b>Bank Balance Forwarded:</b>	<u>1,476.61</u>	<u>2,579.45</u>	<u>4,443.27</u>
<b>Income:</b>			
Bank Interest	-	-	-
GIC Interest	-	-	-
Donations	-	-	1,072.50
Sale of Plots	6,600.00	6,075.00	6,225.00
Transfer from Perpetual Care Fund	-	-	-
Other	-	44.25	822.50
Dioc. C.T. (Reserve) withdrawn	-	<u>2,700.00</u>	-
<b>Total Income</b>	<u>6,600.00</u>	<u>8,819.25</u>	<u>8,681.00</u>
<b>Expenditures:</b>			
Bank Charges	157.50	170.00	163.75
Supplies/Improvements	242.90	35.60	-
Maintenance	207.50	987.50	1,354.72
Office Supplies	362.78	322.20	310.61
Taxes	-	-	-
Administration	3,600.00	3,600.00	3,600.00
Perpetual Care Fund maintenance	-	1,507.50	2,195.20
Perpetual Care Fund to Dioc. C. Trust	725.00	-	-
Reserve Fund to Dioc. Consolidated Trust	-	-	-
Donations/Gifts/Volunteer Lunches	199.48	288.38	179.20
Graves re-purchased	-	-	3,070.00
Other expenses	-	<u>44.25</u>	<u>822.50</u>
<b>Total Expenditures</b>	<u>5,497.16</u>	<u>6,955.43</u>	<u>12,256.98</u>
<b>Bank Ending Balance</b>	<u>2,579.45</u>	<u>4,443.27</u>	<u>867.29</u>
 <b>INVESTMENT ASSETS</b>			
<b>Reserve Fund</b> Diocesan Consolidated Trust			
Opening book value	4,411.27	4,545.36	297.35
Interest Re-invested	134.09	101.99	23.08
Deposits	-	-	-
Withdrawals	-	-2,700.00	-
Transfer to Perpetual Care	-	-1,650.00	-
Unrealized gain/loss	<u>+ 506.91</u>	<u>+377.12</u>	<u>+ 453.75</u>
<b>Total Reserve Funds: Market Value</b>	<u>5,052.27</u>	<u>674.47</u>	<u>774.18</u>
 <b>Perpetual Care Fund</b> Diocesan Consolidated Trust			
Opening book value	42,149.22	44,178.66	47,329.20
Deposits	725.00	1,650.00	-
Interest Re-invested	1,304.44	1,500.54	1,622.66
Unrealized gain/loss	<u>+ 5,243.44</u>	<u>+102.78</u>	<u>+5,493.18</u>
<b>Total Perpetual Care Fund: Market Value</b>	<u>49,422.10</u>	<u>47,431.99</u>	<u>54,445.04</u>
 <b>TOTAL INVESTMENT ASSETS:</b>	<u>\$54,474.37</u>	<u>48,106.46</u>	<u>55,219.22</u>
 <b>TOTAL CEMETERY FUNDS</b>	<u>\$57,053.82</u>	<u>52,549.73</u>	<u>56,086.51</u>



## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Chemainus Communities in Bloom
Address of Organization	10143 Island View Close, Chemainus, BC V0R 1K2
Full Mailing Address	same as above
Telephone Number & Email	250-324-4952 thedussaults@shaw.ca
Contact Person/Title	Laura Dussault, Co-chair

**Primary purpose of organization:** enhance beauty and community spirit 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:** all local residents and tourists

**Approximate number of your clients that reside in North Cowichan:** available to all residents

(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:** \$12,350

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

- planting, maintenance and revitalization of all planted areas and adopt-a-beds
- new planting projects

**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** Laura Dussault **Date** October 7, 2020

*In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.*

Print Form



## CHEMAINUS COMMUNITIES IN BLOOM

10143 Island View Close,  
Chemainus, BC, V0R 1K2

October 7, 2020

Mayor and Council  
Municipality of North Cowichan  
PO Box 278  
North Cowichan, BC  
V9L 3X4



Dear Mayor Siebring and Council,

### **Chemainus Communities in Bloom 2021 Grant-in-Aid Application**

We are still hard at work doing our part in keeping Chemainus beautiful, and are known for our colorful displays of daffodils and pansies in spring and annuals in summer.

During this pandemic, being unable to meet in person, and with social distancing restrictions affecting the entire process of planning, planting and maintenance, we thought we would not be able to continue our efforts. However, with a considerable amount of work on the part of our team, and great cooperation from the membership, we prepared the beds, planted, and maintained all areas that we have in the past.

Please find below a brief description of our activities in 2020 and our plans in support of the 2021 Grant-in-Aid Application.

#### **2020 Projects**

- Developed plan for revitalization of Henry Road roundabout. Completed major pruning of shrubs, and started removal and replacement of overgrown plants.
- Removed overgrown shrubs and perennials from planter located by Post Office and added new soil.
- Pruned rhododendrons and amended soil in gateway beds of Waterwheel Park.
- Refurbished Croft Street bump outs with thick layer of bark mulch.

#### **Maintenance**

- Maintenance of all planted areas in Henry Road roundabout and verges, and 16 adopt-a-beds throughout town, including beds at Waterwheel Park, gardens in Rotary Park, and Croft Street bump outs. This work involves planning, planting of annuals and bulbs, weeding, fertilizing, plant replacement, renewal of bark mulch and pruning.
- Daffodils are planted at the Oak Street roundabout and we help maintain Gerry Smith Park.
- Each year, we purchase and provide maintenance for hanging baskets for Waterwheel Park, the Marina and Kin Park.
- Irrigation is continually monitored in all areas to preserve the plants.

#### **Volunteers**

- Our group of 30 volunteers works year-round with planning, projects and maintenance. This year, we recorded an estimated 1400 volunteer hours.
- Members work as a team planting and maintaining the community areas. Individual members also plant and maintain the adopt-a-beds.
- We continue to be mindful of our safety, working to improve and upgrade our safety practices.

### **Promotion**

- We maintain our monthly column in the Chemainus Valley Courier newspaper, and administration of a Facebook page.
- Our yearly "Flower of the Year" seed distribution is very popular and enjoyed by the public. Due to the pandemic, with most businesses closed at the time, we decided to keep the seeds and distribute them in the following year.

### **Liaison**

- We have an excellent working relationship and support from the Parks and Recreation Department of the Municipality.
- A group of our members was involved in the landscape planning for the Chemainus Road Improvement Project.
- We liaise with the Business Improvement Association to order hanging baskets.
- Community businesses have donated materials, such as Sandpiper Gardens and Glass ("Flower of the Year" seeds) and Paulcan Enterprises (mulch).
- We liaise with other community groups, such as Crofton in Bloom, on matters of shared interest.

### **Proposed Projects for 2021**

- Continue with the revitalization of the Henry Road roundabout, which includes removal and replacement of overgrown plants, pruning of hedging plants and shrubs, and soil renewal.
- Improve the safety of our volunteers, by increasing our signage and inventory of traffic cones and safety vests.

Attached is our budget proposal for 2021, which includes the regular maintenance of existing areas, the Henry Road revitalization, and supplemental safety equipment. In order to continue our efforts and carry out this work, we are requesting a grant of **\$12,350**.

We look forward to another successful year of making improvements in Chemainus, and working in partnership with the Municipality. Should you have any questions, please do not hesitate to contact Laura Dussault, co-chair (250-324-4952) or Diane Raphael, co-chair (250-246-5437).

Sincerely,



Laura Dussault



Diane Raphael

Attachments: Grant Application form, Financial Statement Sept. 2020, Operating Budget 2021, Photos of achievements, Waiver and Release of Claims and Indemnity

## CHEMAINUS COMMUNITIES IN BLOOM

FINANCIAL STATEMENT SEPTEMBER 30, 2020

DATE	CHEQ. #	PLANTS	BULBS	BASKETS	MAINTENANCE	ADMINISTRATION	
March 13, 2020 Balance Fwd							\$10,030.07
May 13, 2020	121	Sandpiper	-\$223.66		-\$37.77		\$9,768.64
May 13, 2020	122	Graden McL.		-\$34.03			\$9,734.61
May 13, 2020	123	Donna F.			-\$13.64		\$9,720.97
May 21, 2020	124	Hilltop Greenhouse	-\$3,575.04				\$6,145.93
May 21, 2020	125	Superior Growers		-\$1,594.74			\$4,551.19
May 21, 2020	126	Cyran Gardens		-\$394.06			\$4,157.13
June 18, 2020	127	Sharon G. FOTY				-\$57.10	\$4,100.03
June 18, 2020	128	Donna F.			-\$19.93		\$4,080.10
June 18, 2020	129	Graden McL.			-\$37.00		\$4,043.10
June 16, 2020		Deposit				\$8,000.00	\$12,043.10
July 15, 2020	130	Louise R.	-\$73.83				\$11,969.27
July 23, 2020	131	Allen S.			-\$48.29		\$11,920.98
Sept. 15, 2020	132	Graden McL.			-\$168.00		\$11,752.98
Sept. 15, 2020	134	Laura D.			-\$40.92		\$11,712.06
Sept. 25, 2020	135	Dinter's Nursery		-\$1,866.37			\$9,845.69



# IslandSavings

A DIVISION OF FIRST WEST CREDIT UNION

Regional Office | 300-499 Canada Avenue | Duncan BC V9L 1T7

## Your September 2020 Statement

Your Account Number

**2128262**

Your Branch

**Chemainus, 1-888-597-1083**

Chemainus Communities In Bloom  
3691 Clifcoe Rd  
Ladysmith, BC V9G 2B4

### Statement Summary

	CAD
Chequing, LOC	9,845.69

### Organization Value chem 2128262

Chemainus Communities In Bloom

Date	Description	Withdrawals	Deposits	Balance
31Aug20	Opening Balance			11,920.98
17Sep20	Cheque #134	40.92		11,880.06
18Sep20	Cheque #132	168.00		11,712.06
29Sep20	Cheque #135	1,866.37		9,845.69
Total withdrawals and deposits		2,075.29		

## Contact Information

24-hour online banking: [www.islandsavings.ca](http://www.islandsavings.ca)

Lost/stolen MemberCard@: 1-866-955-8111

End of statement

## BANKING FROM HOME HAS NEVER BEEN EASIER

Did you know you can call our Member Advice Centre at 1-888-597-1083, use our mobile app or online banking for most transactions?

Visit [islandsavings.ca](http://islandsavings.ca) for details

[islandsavings.ca](http://islandsavings.ca)

Bank. Borrow. Insure. Invest.

## **Chemainus Communities In Bloom**

### **Budget Proposal for 2021**

#### **Projected expenditures for 2021-**

Plantings	\$7,000
Irrigation	\$ 100
Baskets	\$2,000
Soil & maintenance	\$ 800
Promotion & advertising	\$ 400
<b>Total</b>	<b>\$10,300</b>

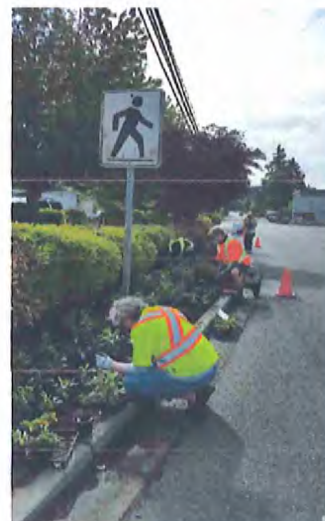
#### **Proposed new projects 2021-**

Replacement Berberis in roundabout	\$ 200
Replacement Heathers in verges	\$ 350
Replace and amend soil in roundabout and verges	\$1,000
Safety equipment upgrade	\$ 500
<b>Total</b>	<b>\$2,050</b>

<b>Amount of Grant Requested</b>	<b>\$12,350</b>
----------------------------------	-----------------



## CHEMAINUS COMMUNITIES IN BLOOM 2021 Grant Application





Waiver and Release of Claims & Indemnity

Please read the following carefully. This waiver form covers the year in which your 'Grant-In-Aid' request is approved for by Council.

**Note: Volunteers signed up with your organization/society must not perform any activities and/or work on District of North Cowichan owned lands in which 'Grant-In-Aid' has been approved for unless this form is completed and submitted as part of that year's 'Grant-In-Aid' submission.**

## WAIVER AND RELEASE OF CLAIMS & INDEMNITY AGREEMENT

In accepting the (Year): 2021 Grant-In-Aid, to assist with the cost of volunteers performing work in areas on North Cowichan owned lands, (Society Name): Chemainus Communities in Bloom agrees **TO FULLY INDEMNIFY, HOLD HARMLESS AND DEFEND** the Corporation of the District of North Cowichan and its directors, councillors, officers and employees (collectively the "District") from and against all claims, demands, actions, suits, liabilities, assessments, damages, penalties, losses, judgment, costs and expenses which may arise as against the District as a result of the (Society Name): Chemainus Communities in Bloom volunteers' and/or workers' participation in activities and/or work, on North Cowichan owned lands.

Has read and fully understands that it is solely responsible for ensuring that it has obtained all lawfully required liability insurance and waivers for its volunteers and workers.

DATED at Chemainus, British Columbia this 8<sup>th</sup> day of October, 2020

Chemainus Communities in Bloom by its authorized signatory(ies):

Print Society's Registered Name

Laura Dussault  
Signature Laura Dussault Co-chair

Diane Raphael  
DIANE RAPHAEL CO-CHAIR

Print Name and Position

Donna Ferguson  
DONNA FERGUSON, Treasurer  
M. Irene Dutton  
IRENE DUTTON - SECRETARY  
Graden McLeod - Past Chair  
Graden McLeod





(PLEASE PRINT)

Name of Organization	Crofton in Bloom
Address of Organization	P.O. Box 8, 1507 Jean Avenue
Full Mailing Address	Crofton, B.C. 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  
**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:** 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 beauty, to purchase plants (annuals/perennials)  
 - to maintain & plant all high visibility areas/municipal garden beds, to involve our local community, including the Elementary School in developing practical skills, ignite community pride.

**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 4, 2020

**In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.**

# Crofton in Bloom

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

## **Crofton in Bloom 2021 Grant-in-Aid Application**

Dear Mayor Siebring and Council,

### **Introduction**

Crofton in Bloom is a volunteer, non-profit, community group focused on showcasing Crofton as the seaside gem it is, igniting community pride, and teaching future generations about the importance of gardening. We are committed to our goal of creating and maintaining a tidy, economically vibrant, visually interesting, and environmentally friendly town. We have received support and appreciation for our beautification efforts from Croftonites, visitors, and local businesses alike. While our activities this year were limited by Covid-19 we managed to grow our volunteer numbers and profile, complete many projects in the community, and have projects in the works for 2021 and beyond.

### **Activities**

With the help of the Municipality Grant-in-Aid received June 2020, the Municipality of North Cowichan Parks & Recreation Department, the support of the Crofton Community Centre and the Crofton Seniors Centre, donations from Croftonites and local businesses, time given by volunteers, and while adhering to all Covid-19 safety protocols we tackled the following projects in 2020:

- 24 municipal garden beds adopted by community volunteers, weeded, cleaned, and planted with annual bedding plants generously purchased by the Crofton Community Centre Society
- Crofton in Bloom purchased 8 yards of soil in June 2020 used mostly to top up the Fire Hall garden bed while the rest was distributed to the other municipal garden beds around Crofton
- Liaised with Parks & Recreation staff including Don Stewart & Bob Green to upgrade and improve irrigation to some municipal garden beds along Joan Avenue and Queen Street.
- Liaised with Parks & Recreation staff to develop and execute plans for the Crofton Museum grounds rejuvenation including removal of existing gardens, irrigation installation, the replacement of 24 yards of soil purchased by Crofton in Bloom, as well as Chrysanthemums bought and planted by Crofton in Bloom for Fall colour
- Walkway between Brook Street and Pauline Street – weeded, weed whacked, cleared of overgrown Himalayan Blackberry canes
- Queen Street and Emily Street Play Parks – weeded and cleared of overgrown Himalayan Blackberry canes near playground structures
- On-going garbage clean up while working on garden beds
- Worked with local businesses to create attractive pollinator friendly-storefront planters
- Purchased 3000 bulbs that will be planted in October in the Municipal Garden beds for Spring 2021
- Created new garden beds in front of the Senior's Centre for Spring bulbs planted by Crofton Students
- In November we will purchase \$3000 in bedding plants picked by Croftonites to plant in May 2021

### **Promotion**

Crofton in Bloom is consistently building community awareness and raising our public profile by engaging with Croftonites through our social media presence. Our posts are regularly viewed by over 1000 people happy to give their input. We also use our time while working on the gardens to engage with the community. We are always working with Croftonites to help shape our community together.



## **Volunteers**

Croftonites are enthusiastic about seeing Crofton bloom. We have had over **50 volunteers** give their time and provide over **800 volunteer hours** in planning, projects, fundraising, planting, and maintenance in 2020. Through social media outreach we were able to recruit volunteers and plan socially distant planting and maintenance schedules that kept everyone's health and safety in mind. We have people seeking out Crofton in Bloom to create new partnerships and projects to grow community and make Crofton shine.

## **Liaison**

We work in collaboration with the Parks and Recreation Department of North Cowichan, with whom we have a respectful and excellent working relationship. We also work in communication and collaboration with other community groups in Crofton, including the Crofton Seniors Centre, the Crofton Historic Society, the Crofton Community Centre Society, the Crofton Fire Hall, and the Crofton Elementary Community School. In addition to that we work with Crofton businesses to help them create attractive storefronts through pollinator-friendly garden beds.

## **Proposed Projects for 2021**

In 2021, Crofton in Bloom will continue to focus on what we have been doing, with room to grow:

- Crofton Museum Garden rejuvenation phase 5&6 - in collaboration with the Parks & Recreation Department we will continue to work on the rejuvenation of the Crofton Museum Gardens by purchasing and planting annual bedding plants, perennials, shrubs and bulbs in the revitalized garden beds as well as purchase and spread mulch to reduce water waste and prevent weeds. We will provide on-going weeding and maintenance
- Work with the Municipality to improve the irrigation system along Joan Ave
- Purchase plants, bulbs, soil, mulch and fertilizer for the other Municipal Garden Beds. Planting in the Spring and Fall and providing on-going weed control and garbage pick up
- Invasive Species removal and weeding at both community playgrounds, the skate park, and the public walkway between Brook Street and Pauline Street
- Community Garden planning and development for 2022 to increase local food security
- Identification of new places to plant pollinator-friendly gardens and provide maintenance and invasive species removal
- Work with Crofton Elementary students to grow and plant flowers for municipal garden beds to help them take pride in their community and learn important life skills

Attached is our **Operating Budget Plan for 2021**. In order to carry out our 2021 plans and continue our efforts in the community we are requesting a grant of **\$8000**.

We look forward to continuing to grow Crofton in Bloom 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, Operating Budget 2021, Financial Statement September 2020, Highlights of 2020 Achievements & Activities

**Crofton in Bloom**  
Proposed Operating Budget for 2021

<b>Item</b>	<b>Cost</b>
Bulbs .....	\$1200.00
Plants.....	\$2500.00
Soil/Mulch/Fertilizer.....	\$2550.00
Trees/shrubs .....	\$500.00
Community Projects .....	\$300.00
Annual Community Group Liability Insurance .....	\$850.00
Administrative Costs .....	\$100.00
<b>Total .....</b>	<b>\$8000.00</b>

# Crofton in Bloom

## Financial Statement September 2020

### Revenue – September 2020

<b>Balance Forward</b>	<b>\$7845.96</b>
General Revenue	\$200.00
Grant-in-Aid	\$0.00
Interest Credit	\$0.02
<b>Total</b>	<b>\$8045.98</b>

### Expenses – September 2020

Bulbs	\$0.00
Plants	\$453.60
Soil/Mulch/Fertilizer	\$1075.20
Promotions/Advertising	\$0.00
Fundraiser Costs/Refunds	\$0.00
Insurance	\$0.00
Administration	\$3.00
<b>Total</b>	<b>\$1531.80</b>

**Balance as of September 30, 2020**


**\$6514.18**

**Annual Total Revenue 2020 - Not including balance carried forward from 2019 of \$1054.24**

Total Revenue from Fundraisers	\$2180.00
Total Revenue from Interest	\$0.21
Total Revenue from Grant-in-Aid	\$8000.00
<b>Total Revenue</b>	<b>\$10180.21</b>

**Annual Total Expenses 2020**

Bulbs	\$1149.12
Plants	\$453.60
Soil/Mulch/Fertilizer	\$1292.55
Promotions/Advertising	\$0.00
Fundraiser Costs/Refunds	\$1088.00
Insurance	\$734.00
Administration	\$3.00
<b>Total Expenses</b>	<b>\$4720.27</b>

  
Jane Grueber  
Crofton in Bloom Chair

  
Mary Patient  
Secretary/Treasurer



## **Highlight of Crofton in Bloom's 2020 Activities and Achievements**

### **January and February 2020**

- Over the winter Crofton in Bloom volunteers were busy planning the 2020 season and a group of volunteers was busy planning the Beer and Burger fundraiser we were planning to hold in March

### **March 2020**

- First general meeting of the 2020 season
- Volunteers worked on the Crofton in Bloom Fundraiser, which, while cancelled due to COVID-19 Provincial Guidelines still netted almost \$1100.00 through ticket sales and donations
- Voted on and ordered annual bedding plants that were paid for by the Crofton Community Centre

### **April 2020**

- Weeding of the 24 municipal garden beds in preparation for 'Adopting' and Planting
- Continue collaborative plans with the Municipality of North Cowichan to revitalize the Crofton Museum garden beds

### **May 2020**

- 8 yards of garden soil bought and delivered to Crofton Fire Hall, 6 yards for the Fire Hall Garden bed and 2 yards were spread around town to build up the soil in the 23 other municipal beds
- The municipal garden beds weeded
- Distributed over 450 annual bedding plants bought by the Crofton Community Centre to 14 different family group volunteers who planted them in the municipal garden beds with their families and bubbles, creating a COVID-safe and socially distant volunteer opportunity for the community

### **June 2020**

- Shell Gas Station planters cleaned up, weeded, soil added and planted with donated plants
- PPWC planter: cleaned up, weeded, soil added, and planted with plants donated by volunteers
- Set up a well-received social media campaign so Croftonites could vote on bulbs for Spring 2021
- Bulbs chosen by community ordered and paid for to be ready for October 2020 planting
- Municipal Garden beds weeded and cared for by community volunteers

### **July 2020**

- Museum Garden Beds weeded, blackberries cut back
- Public Walkway between Brook St. and Pauline St. cleared of blackberries and weeds
- Municipal Garden beds weeded and cared for by community volunteers

## **August 2020**

- Crofton Museum grounds maintenance, weeding and cutting back blackberries
- Queen St. Play park blackberries cut back and cleared
- Emily St. Play park blackberry cut back, paths cleared, weeds pulled and weed wacked
- Lavender in Municipal Garden beds trimmed by volunteers and given to the community
- Municipal Garden beds weeded and cared for by community volunteers

## **September 2020**

- Purchased 24 yards of soil for Crofton Museum grounds rejuvenation
- The North Cowichan Parks & Recreation department removed the existing Museum gardens, put in the soil Crofton in Bloom purchased and installed irrigation
- Purchased and planted 54 Chrysanthemums in the revitalized Museum Garden beds
- The poll went out on Social Media for Croftonites to vote on the bedding plants for 2021 and was met with many post engagements, votes, and page likes
- Sent out an email to all volunteers and interested community members with Crofton in Bloom's 2021 plans and proposed budget for approval ahead of the Grant-in-Aid application
- Municipal garden beds weeded and cared for by volunteers

## **October 2020**

- Teamed up with Ms. Ward's grade 5/6 class from Crofton Elementary and planted bergamot around the revitalized Museum Garden beds
- Student Volunteers pulled weeds from the Municipal Garden beds around the Joan St Greenspace
- Community Volunteers weeded and removed dead and invasive plants from the other Municipal Garden beds
- Between October 16<sup>th</sup> -18<sup>th</sup> Crofton in Bloom volunteers and Crofton Elementary Students will plant over 3000 bulbs for Spring 2021
- The top 6 annual bedding plants for 2021 as voted for by Croftonites were announced
- Garden beds planted with Spring bulbs were created around the two trees in front of the Crofton Seniors Centre
- Sprinkled 25kgs of purchased fertilizer around the Municipal Garden beds to enhance the soil and feed the plants, trees, and shrubs over winter and into Spring

## **November 2020**

- Will hold a year-end General Meeting via Zoom for everyone's health and safety
- Will order and pay for \$3000.00 worth of the annual bedding plants that will be planted in the Municipal Garden beds in May 2021

## **December 2020- February 2021**

- Crofton in Bloom doesn't plan activities between these months but volunteers will continue to weed and check in on the municipal garden beds and we will be busy planning for 2021 and beyond



## Crofton in Bloom 2020 Season Photo Highlights:

### Crofton Museum Rejuvenation



### Emily Street Playpark maintenance:





## Joan Avenue Green Space Municipal Garden Beds

Before



After





## Welcome to Crofton Sign

Early spring 2020



June 2020



## Looking ahead at 2021

Bulbs for 2021 – Chosen by Croftonites and planted by volunteers in October 2020



Spring Bedding Plants 2021- Chosen by Croftonites





## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Abbeyfield Houses Society of Duncan
Address of Organization	5905 Indian Road Duncan BC V9L 5L9
Full Mailing Address	same
Telephone Number & Email	250 748-1352 abbeyfield@live.com
Contact Person/Title	Melinda Hull-House Manager

**Primary purpose of organization:** Senior 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: Seniors over the age of 60

**Total Number of people that used your service last year:** 12

**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:** \$4000

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

PLEASE SEE 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: \_\_\_\_\_

**Applicant's signature** Melinda Hull

**Date** Oct 6, 2020

*In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.*

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 Information Management Officer, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

**From:** [Abbeyfield House](#)  
**To:** [Financial Services](#)  
**Subject:** grant in aid application  
**Date:** Wednesday, October 14, 2020 2:30:38 PM  
**Attachments:** [Grant application 2020.pdf](#)  
[Memorial garden budget.xlsx](#)  
[Proposal letter.docx](#)  
[proposed garden path.pdf](#)  
[20190630 Abbeyfield - Financial Statements - 2019 - Copy.pdf](#)

---

Hello, please find attached our application and supporting documents for the grant in aid.

Best regards,

Melinda Hull, House Manager

Abbeyfield Houses Society Of Duncan

5905 Indian Rd

Duncan B.C

(250)748-1352



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 strives to keep 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. Pre-Covid, we had a large event every summer which we would invite all of our neighbours to attend. We particularly liked to reach out to our elderly neighbours by inviting them to activity days at Abbeyfield. We have several volunteers that help out in the garden, play games with the residents and help at large events. Hopefully, we will be able to have these events again in the near future.

Currently, Abbeyfield has a large wait list of 23 people which speaks to the need of affordable senior housing in the Cowichan Valley. In the past, we have worked in partnership with many local groups such as, 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 kitchen project last year. So far, we have donations for this project of \$250 from Forester Insurance and \$300 from The BC Trust Society.

Abbeyfield Duncan is run by a seven member board with a diverse skill set. Our president is the property manager of a large senior's complex in Nanaimo. Our treasurer is a retired bookkeeper. We also have a Royal Roads University student, a realtor with a paralegal back ground, a retired bank secretary and two members who have over 10 years of experience with Abbeyfield. Our board of directors regularly participates in The Cowichan Exhibition and The Seniors Expo and one of

our directors sits on the board of the Clements Centre which enables us to occasionally share resources.

Fundraising for our projects enables us to keep our rents as low as possible for our seniors. We operate solely on our rental revenue.

In keeping with our mandate of providing a high quality of living for our seniors, we are planning on developing some unused space at the back of our property. Currently, it is filled with weeds and blackberry bushes. Our plan is to create a memorial garden where our residents can walk, sit and enjoy nature. While our seniors are confined to their homes, it is particularly important that they have a safe place to enjoy nature. We would need to clear the area, put down a weed barrier, spread topsoil for planting and crushed rock for a walking path. Later, we hope to place benches and memorial stones to remember some of our beloved, late residents. We would like to make it a 'bee friendly' garden and will choose plants accordingly. We will be reaching out to some of the local garden clubs and our volunteers list to help with some of the labour involved. After Covid, we hope to be part of the Cowichan Valley Garden Tour so that the greater Community can enjoy our garden.

As stated in the North Cowichan Official Community Plan, "The demand for seniors-oriented housing is anticipated to increase as the population ages" and "Parks and recreation facilities, as well as access to natural areas, are essential features of a healthy community." Abbeyfield strongly agrees with these principles and protecting and improving the spaces we have for seniors.

Please see attached the budget and drawing for this project as well as our most recent financial statement.

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

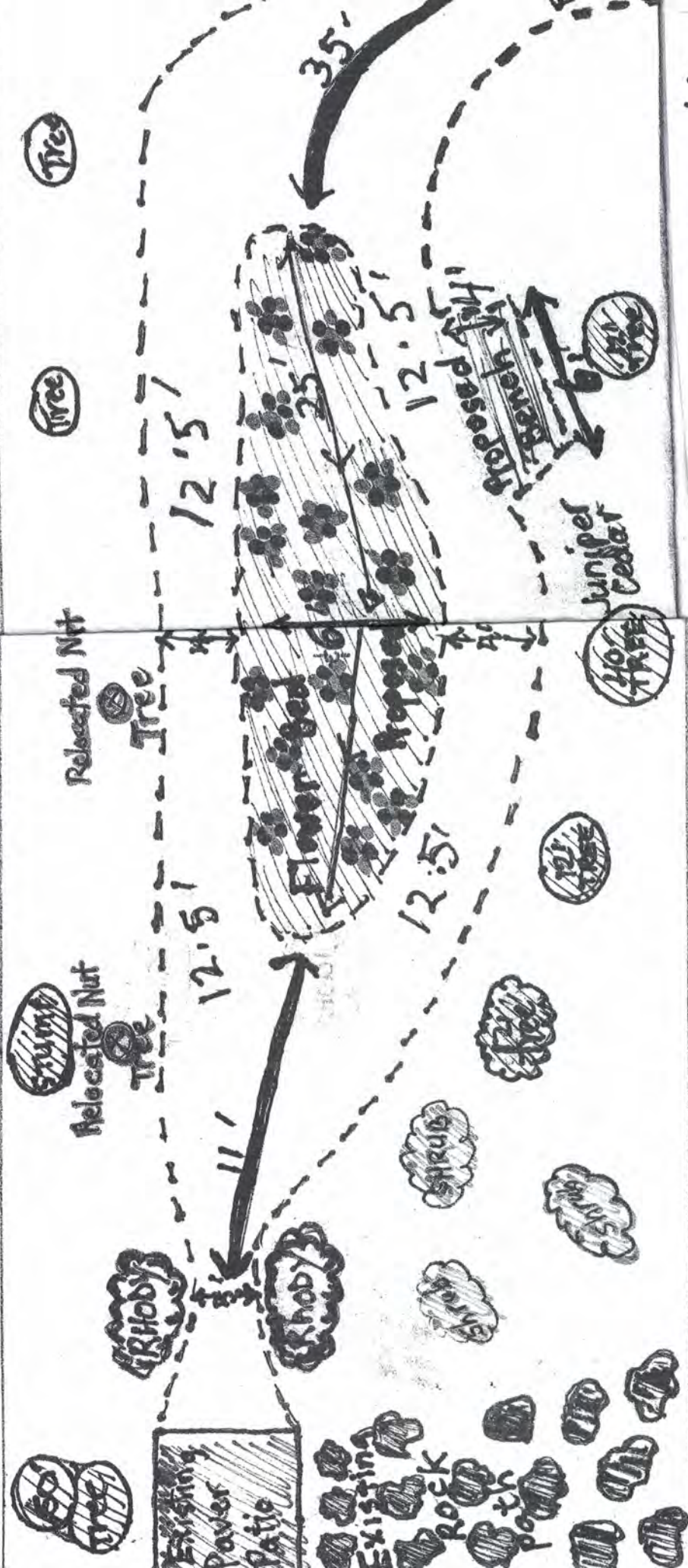
Best regards,

Melinda Hull, Abbeyfield House Manager

250 748 1352



# REAR PROPERTY LINE



Removal of 3 Holly and Path weeds  
in Proposed area's

— Brandies taken back from  
large Juniper at Back Corner of House

Gravel Driveway chip  
8.14 Yards

Soil 11.5 Yards  
Lawn Roller to  
Compact Pathway  
before Gravel  
\$10.00 a day  
about



Memorial Garden Project	
Applicant: CRA #: Date:	Abbeyfield Houses Society of Duncan 897 427 613 Oct. 1, 2020

	Details	Funding for This Request	Funding From Other Sources	Project Budget	% of Total Income
<b>Income Sources</b>					
This Request		4,000.00		5,050.00	100%
In-Kind Support	volunteer labour		500.00	0.00	0%
Donations	Forester Insurance and BC Trust		550.00		0%
		<b>4,000.00</b>	<b>1,050.00</b>	<b>* 0.00</b>	<b>100%</b>

<b>Expenses</b>					
Labour and Equipment		1,520.00		1,520.00	33.8%
Trucking and disposal		800.00		800.00	17.8%
Aggregate and soil		1,128.00		1,128.00	25.1%
Plants, trees and shrubs		875.00		875.00	0.0%
volunteer labour (in kind)		500.00		500.00	0.0%
				0.00	0.0%
				0.00	0.0%
				0.00	0.0%
				0.00	0.0%
				0.00	0.0%
				0.00	0.0%
<b>Total Expenses*</b>		<b>4,823.00</b>	<b>0.00</b>	<b>4,823.00</b>	<b>76.6%</b>

**Additional Notes:**

Expense items do not include GST/PST
--------------------------------------

# **ABBNEYFIELD HOUSES SOCIETY OF DUNCAN**

## **FINANCIAL STATEMENTS** (Unaudited)

**JUNE 30, 2019**

# ABBNEYFIELD HOUSES SOCIETY OF DUNCAN

JUNE 30, 2019

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## **NOTICE TO READER**

We have compiled the statement of financial position of Abbeyfield Houses Society of Duncan as at June 30, 2019 and the statements of operations and changes in net assets for the year then ended from information provided by management. We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Readers are cautioned that these statements may not be appropriate for their purposes.

Duncan, British Columbia  
October 22, 2019.

MCPHEE TAX & ACCOUNTING INC.  
Chartered Professional Accountant



**STATEMENT OF FINANCIAL POSITION**  
(Unaudited)

**AS AT JUNE 30, 2019**

<b>ASSETS</b>		
	<b>2019</b>	<b>2018</b>
<b>CURRENT</b>		
Cash and short term deposits	\$ 46,954	\$ 28,289
GST receivable	908	1,390
	47,862	29,679
<b>INVESTMENTS</b>	32,398	34,122
<b>CAPITAL ASSETS</b>	316,881	318,240
<b>TOTAL ASSETS</b>	<b>\$ 397,141</b>	<b>\$ 382,041</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 8,202	\$ 8,530
Security deposits	6,252	6,954
<b>LONG TERM (Note 1)</b>		
Mortgage - ISCU	56,287	91,717
<b>TOTAL CURRENT AND LONG TERM LIABILITIES</b>	<b>70,741</b>	<b>107,201</b>
<b>NET ASSETS</b>		
<b>UNRESTRICTED</b>	326,400	274,840
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 397,141</b>	<b>\$ 382,041</b>

**APPROVED ON BEHALF OF THE BOARD:**

\_\_\_\_\_ Director

\_\_\_\_\_ Director

**STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS**  
(Unaudited)

**FOR THE YEAR ENDED JUNE 30, 2019**

<b>REVENUES</b>	<b>2019</b>	<b>%</b>	<b>2018</b>	<b>%</b>
Rent revenue	\$ 172,446	84.04	\$ 168,637	83.78
Donations and dues	29,083	14.17	31,804	15.80
Other income	1,348	0.66	845	0.42
Fund raising events	2,325	1.13	-	-
<b>TOTAL REVENUE</b>	<b>\$ 205,202</b>	<b>100.00</b>	<b>\$ 201,286</b>	<b>100.00</b>
<b>EXPENSES</b>				
Amortization	10,985	5.35	10,445	5.19
General and administrative	2,268	1.11	444	0.22
Groceries	19,803	9.65	19,714	9.79
Insurance	4,441	2.16	4,441	2.21
Interest and bank charges	666	0.32	298	0.15
Interest on long term debt	4,843	2.36	7,271	3.61
Legal and accounting	5,109	2.49	4,512	2.24
Membership fees	2,962	1	2,588	1
Promotion	361	0.18	695	0.35
Property taxes	967	0.47	923	0.46
Repairs - building	7,551	3.68	17,375	8.63
Supplies	3,083	1.50	2,099	1.04
Salaries and benefits	77,490	37.76	83,642	41.55
Utilities	13,112	6.39	10,604	5.27
	<b>153,641</b>	<b>74.87</b>	<b>165,051</b>	<b>82.00</b>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>51,561</b>		<b>36,235</b>	
<b>OTHER INCOME</b>	<b>-</b>		<b>-</b>	
<b>NET INCOME</b>	<b>51,561</b>		<b>36,235</b>	
<b>SURPLUS beginning of year</b>	<b>274,839</b>		<b>238,605</b>	
<b>SURPLUS end of year</b>	<b>\$ 326,400</b>		<b>\$ 274,840</b>	

**STATEMENT OF CHANGES IN FINANCIAL POSITION**  
(Unaudited)

**JUNE 30, 2019**

	<b>2019</b>	<b>2018</b>
<b>CASH PROVIDED BY OPERATING ACTIVITIES</b>		
Net income	\$ 51,561	\$ 36,234
Items not requiring an outlay of cash:		
Amortization	10,985	10,445
Security deposits	(702)	(107)
	61,844	46,572
<b>CHANGES IN NON-CASH WORKING CAPITAL BALANCES</b>		
GIC's	1,724	23,112
Prepaid expenses and deferred charges	482	756
Accounts payable and accrued liabilities	(328)	1,137
	63,722	71,577
<b>FINANCING ACTIVITIES</b>		
Decrease in long term debt	(35,431)	(53,846)
<b>INVESTING ACTIVITIES</b>		
Additions to capital assets	(9,625)	(316)
<b>INCREASE IN CASH</b>	18,666	17,415
<b>CASH, beginning of year</b>	28,288	10,872
<b>CASH, end of year</b>	\$ 46,954	\$ 28,288

# NOTES TO THE FINANCIAL STATEMENTS

## 1. Significant Change in Accounting

Due to a request from United Way and with approval of the Board of Directors; the method of accounting had changed from cash basis to accrual accounting in 2013.

### Deferred capital contributions

The society follows deferral method of accounting for contributions.

## LONG TERM LIABILITIES

**Mortgage - Island Savings Credit Union** - \$56,287 is the balance of this mortgage on June 30th, 2019. The Commercial Mortgage is amortized over 25 years, interest at 4.65%, Matures June 1, 2022.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Operating revenue and expenses: Expenses include depreciating the building at 4% which does not constitute a cash expense.

(b) Capital Assets

Capital assets are recorded at cost. Only capital improvements to the building have been posted to assets. All other capital assets have been expensed in the year they were incurred as is normal with a non-profit organization. Amortization is provided annually at rates calculated to write-off the assets over their estimated useful lives as follows:

Building	- 4% diminishing balance
Machinery, equipment, furniture and fixtures	- 20% diminishing balance



### 3. INVESTMENTS

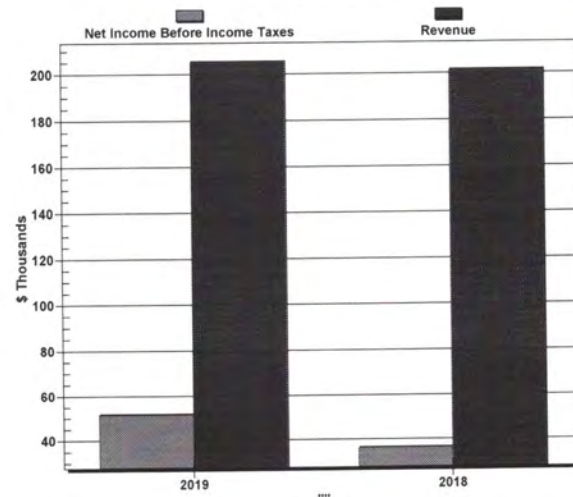
	2019	2018
ISCU Term Deposits		
Cash in account	\$ 32,237	\$ 34,000
Accrued interest	161	122
	\$ 32,398	\$ 34,122

### 4. CAPITAL ASSETS

	Cost	Accumulated Amortization	Net 2019	Net 2018
Furniture and Equipment	11,045	1,519	9,526	1,079
Land	\$ 72,000	\$ -	\$ 72,000	\$ 72,000
Building and Improvements	462,353	226,998	235,355	245,161
	\$ 545,398	\$ 228,517	\$ 316,881	\$ 318,240

# ABBEYFIELD HOUSES SOCIETY OF DUNCAN

## Financial Highlights



# Abbeyfield Houses Society of Duncan

Year End: June 30, 2019

Revenue

Prepared by	Reviewed by
EW 2019-09-23	CM 2019-10-09

20

Account	Rep 19	Annotation	Rep 18	%Chg	Rep 17	%Chg	Rep 16	%Chg	Rep 15	%Chg
4000 Rent	-172,445.86		-168,636.80	2	-165,966.40	2	-147,425.58	13	-140,806.04	5
4620 Investment Interest	-573.82		0.00	0	0.00	0	0.00	0	0.00	0
<b>20 Rent Income</b>	<b>-173,019.68</b>		<b>-168,636.80</b>	<b>3</b>	<b>-165,966.40</b>	<b>2</b>	<b>-147,425.58</b>	<b>13</b>	<b>-140,806.04</b>	<b>5</b>
<b>20.1 Other Income</b>	<b>0.00</b>		<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
4330 Donations received	-28,742.50		-29,283.32	-2	-475,006.065		-443.60	7	-2,260.00	-80
<b>20.2</b>	<b>-28,742.50</b>		<b>-29,283.32</b>	<b>-2</b>	<b>-475,006.065</b>		<b>-443.60</b>	<b>7</b>	<b>-2,260.00</b>	<b>-80</b>
4020 Donations	0.00		0.00	0	0.00	0	-50.00	-100	-100.00	-50
4110 Membership dues	-340.00		-190.00	79	-300.00	-37	-520.00	-42	-140.00	271
<b>20.3 Donations and Dues</b>	<b>-340.00</b>		<b>-190.00</b>	<b>79</b>	<b>-300.00</b>	<b>-37</b>	<b>-570.00</b>	<b>-47</b>	<b>-240.00</b>	<b>138</b>
3350 Fundraiser Income	-2,325.41		0.00	0	0.00	0	0.00	0	0.00	0
4220 Auction Income	0.00		0.00	0	-380.00	-100	0.00	0	0.00	0
<b>20.4</b>	<b>-2,325.41</b>		<b>0.00</b>	<b>0</b>	<b>-380.00</b>	<b>-100</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
4460 Unclaimed Damage Deposits	0.00		-2,331.00	-100	0.00	0	0.00	0	0.00	0
<b>20.5</b>	<b>0.00</b>		<b>-2,331.00</b>	<b>-100</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
	<b>-204,427.59</b>		<b>-200,441.12</b>	<b>2</b>	<b>-167,121.40</b>	<b>20</b>	<b>-148,439.18</b>	<b>13</b>	<b>-143,306.04</b>	<b>4</b>

# **Breakdown of Statement of Operations**

	2019	2018	2017	2016
<b>REVENUE</b>				
4000 Rent	172,446	168,637	165,966	147,426
4020 Donations	0	0	0	50
4110 Membership dues	340	190	300	520
4220 Fundraiser Income	2,325	0	380	0
4330 Donations received	28,743	29,283	475	444
4630 Interest income	652	845	606	159
4740 Other income	696	2,331	1,607	0
	205,202	201,286	169,335	148,598

# **EXPENSES**

## **Payroll**

5110 House Manager wages	0	1,187	5,477	0
5114 HM Cook wages	0	22,721	26,830	0
5116 Cook Wages	0	37,869	31,166	0
5122 Night Distress Assistant wages	8,440	8,960	8,835	0
5124 Contra - Night Responder	-8,440	-8,960	-8,835	0
5128 Housekeeping - wages	0	3,487	3,507	0
5134 Grocery Shopping wages	280	2,230	1,611	0
5136 Gardening wages	0	1,791	1,050	1,884
5140 Vacation Pay	0	3,557	3,477	0
5146 Overtime Pay	0	0	4	0
5152 Stat Holiday Pay	0	2,198	804	0
5158 Wage Advance	2,290	1,925	0	0
5184 Bonus	875	725	775	0
5220 EI Expense	1,769	1,737	2,246	2,573
5230 CPP Expense	2,154	2,350	1,961	2,140
5240 WCB expense	1,692	500	1,778	1,106
5410 Salaries and benefits	68,186	0	0	74,235
5484 Night Attendant Expense	0	1,365	0	0
	77,246	83,642	80,685	81,938

## **Operations**

5015 Elevator maintenance	0	692	0	2,545
5045 Groundskeeping - supplies	0	0	0	117
5200 Repairs - building	0	0	0	2,776
5250 Repairs - other	0	0	0	836
5418 Groceries	19,803	19,714	19,131	17,707
5426 Cleaning Supplies	13	56	57	718
5430 Gardening Expense	1,525	1,150	993	0
5434 General Expenses	42	247	563	0
5442 New Household Items	0	272	133	0
5458 Meals and Entertainment	0	155		



5470 Activities Expense	1,503	275	725	0
5474 Petty Cash Expense	0	50	0	0
5478 SID Expense	0	0	1,426	0
	<u>22,886</u>	<u>22,611</u>	<u>23,028</u>	<u>24,699</u>

#### **Repairs & Maintenance**

6376 Renovations and Improvements	0	5,852	0	0
6370 Maintenance and Repairs	7,551	10,832	5,762	0
	<u>7,551</u>	<u>16,684</u>	<u>5,762</u>	<u>0</u>

#### **Utilities**

5300 Utilities	0	0	0	397
5310 Utilities - Cable	0	366	0	2,349
5330 Garbage	396	0	0	45
5350 Telephone	1,815	0	0	1,659
6320 Internet Expenses	3,312	3,490	4,280	0
6330 Utilities - Electricity	4,943	4,663	5,202	3,968
6340 Gas	1,896	1,779	2,696	2,278
6350 Utilities - Water	750	307	187	0
	<u>13,112</u>	<u>10,605</u>	<u>12,364</u>	<u>10,696</u>

#### **Administration**

5625 Interest and bank charges	0	8	0	205
5630 Donations	0	0	0	0
5675 Postage	133	0	0	51
5677 Adjustments	0	0	0	0
5685 Reimbursement expenses	0	0	0	625
5686 Subcontractors	245	0	0	858
7510 Interest on long term debt	4,843	7,271	8,155	8,570
7514 Property Taxes	967	923	1,008	898
7518 Membership Canada Fees	2,782	2,340	2,274	-857
7522 Insurance - liability	4,441	4,441	4,441	4,341
7530 Amortization	10,985	10,445	10,496	10,350
7534 Office supplies	2,080	292	524	2,508
7538 Advertising	361	588	977	1,140
7540 Legal and accounting	1,400	1,955	1,254	1,492
7542 Bookkeeping	3,709	2,557	2,971	0
7546 Bookkeeping Software	0	0	229	0
7550 Licences and permits	55	152	149	349
7552 Memberships and Dues	180	248	0	0
7554 Bank Fees and Interest	522	232	276	0
7558 Non deductible interest & penalties	144	58	378	121
7714 GST Expensed (1/2 total)	0	0	0	0
	<u>32,847</u>	<u>31,510</u>	<u>33,133</u>	<u>30,653</u>

Total Expenses

<u>153,641</u>	<u>165,051</u>	<u>154,973</u>	<u>147,985</u>
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Net Income

51,561	36,235	14,362	613
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**Breakdown of Statement of Financial Position**

	2019	2018	2017	2016
1020 Buildings	462,353	462,353	462,353	192,000
1024 Accum. Depreciation - Buildings	-226,998	-217,191	-206,976	-196,591
1420 Furniture and Equipment	11,045	1,420	1,104	0
1425 Accum. depreciation - Equipment	-1,519	-341	-110	0
1350 Land	72,000	72,000	72,000	72,000
1370 Building Renovations	0	0	0	258,085
	316,881	318,241	328,371	325,494
1102 Reserve Term Deposit GIC03	10,000	12,000		
1103 Reserve Term Deposit GIC01	11,099	11,000	15,610	0
1104 ISCU Term Deposits GIC02	11,138	11,000	41,624	51,188
1065 GIC term	0	0	0	15,447
1105 Interest accrued on investments	161	122		
	32,398	34,122	57,234	66,635
1005 Grocery Float	0	0	0	0
1010 Petty cash	0	0	0	0
1019 ISCU Chequing	0	0	0	0
1030 ISCU Plan 24	13,390	6,043	0	0
1033 Coast Capital Savings	0	0	0	0
1050 ISCU Shares	5	0	0	0
1160 Prepays	0	0	0	52
1540 ISCU Household Account	33,559	22,246	10,872	0
1710 GST Receivable	908	1,390	645	802
1730 GST Refundable Previous Years	0	0	1,501	0
	47,862	29,679	13,018	854
Total Assets	397,141	382,042	398,623	392,982
2000 Accounts payable	6,515	1,147	1,843	0
1540 Overdraft - ISCU Household Account	0	0	0	2,490
2060 Accrued liabilities	1,200	950	0	4,720
2070 Vacation Payable	0	0	0	0
2100 Security Deposits	0	0	7,060	6,977
2150 Wages Payable	0	5,431	3,883	0
2180 EI Payable	0	0	282	322
2185 CPP Payable	0	189	321	294
2195 WCB payable	487	-129	452	576

2316 PST provincial tax	0	0	0	0
2340 Property tax payable	0	0	0	0
2350 HST	0	0	0	0
2380 Federal Income Tax payable	0	944	614	374
2510 Loan - Weston Foundation	0	0	0	0
2520 Loan - Hooper, M (elevator)	0	0	0	0
2522 Commercial Mortgage	0	0	0	0
2530 Loan - Allan Case	0	0	0	0
2540 Loan - B. Little	0	0	0	0
2542 Deferred capital contributions	0	0	0	0
2560 Mortgage - G & A Pennell	0	0	0	0
2590 Mortgage - ISCU	56,287	91,717	145,564	152,990
2630 Debentures	0	0	0	0
2640 Loan - Carol Hunt	0	0	0	0
2720 Refundable Damage Deposits	6,252	6,954		
	<u>70,741</u>	<u>107,203</u>	<u>160,017</u>	<u>168,742</u>
3400 Net assets - beginning	274,839	238,605	224,242	223,629
Excess of income over expenses	51,561	36,234	14,362	613
	<u>397,141</u>	<u>382,042</u>	<u>398,621</u>	<u>392,983</u>



7030 Trans Canada Highway  
Duncan, BC V9L 6A1, Canada  
www.northcowichan.ca  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	CHEMAINUS HARVEST HOUSE
Address of Organization	9814 Willow St, (Bsm)
Full Mailing Address	P.O. Box 188, Chemainus, BC V0R1K0
Telephone Number & Email	250-246-3455
Contact Person/Title	BARBARA SWANSON / TREASURER

Primary purpose of organization: Feed our Community 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:

Total Number of people that used your service last year: 5402

Approximate number of your clients that reside in North Cowichan: 5402

(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: \$ 2500.00

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: Barbara Swanson

Date: Oct 7/20

In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.

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 Information Management Officer, (250) 746-3100; 7030 Trans Canada Highway



**CHEMAINUS HARVEST HOUSE SOCIETY****Index to Financial Statements****Year Ended March 31, 2020***(Unaudited - See Notice To Reader)*

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

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*For Sarah.*

*Budget proposal  
not available right now  
but will get to you asap.*

*Thank you*

*Sarah Swanson  
Cheminus Harvest  
House*



Alex E. Palmer, C.P.A., C.A.\*  
 Tammy Leslie, C.P.A., C.G.A., C.A.\*  
 Tavish Annis, C.P.A., C.G.A.\*

\*A Professional Corporation

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## NOTICE TO READER

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On the basis of information provided by management, we have compiled the statement of financial position of Chemainus Harvest House Society as at March 31, 2020 and the statements of revenues and expenditures and changes in net assets for the year then ended.

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

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

Duncan, British Columbia  
 June 4, 2020

 A handwritten signature in black ink, appearing to read 'Alex E. Palmer', is written over a horizontal line. Below the signature, the words 'CHARTERED PROFESSIONAL ACCOUNTANTS' are printed in a bold, all-caps, sans-serif font.
 

CHARTERED PROFESSIONAL  
ACCOUNTANTS

301-394 Duncan Street  
 Duncan, BC V9L 3W4

T | 250 748 1426  
 F | 250 748 2805

Toll Free | 1 800 818 5703  
 Email | [info@plcpa.ca](mailto:info@plcpa.ca)  
 Web | [www.palmerleslie.ca](http://www.palmerleslie.ca)

101-626 First Avenue, PO Box 1396  
 Ladysmith, BC V9G 1A9

T | 250 245 1429  
 F | 250 245 1421

**CHEMAINUS HARVEST HOUSE SOCIETY****Statement of Financial Position****March 31, 2020***(Unaudited - See Notice To Reader)*

	2020	2019
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 103,238	\$ 80,961
Prepaid expenses	<u>1,368</u>	<u>982</u>
	104,606	81,943
<b>PROPERTY, PLANT AND EQUIPMENT (Note 4)</b>	<u>3,214</u>	-
	<u><b>\$ 107,820</b></u>	<u><b>\$ 81,943</b></u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 2,117	\$ 2,982
<b>NET ASSETS</b>	<u>105,703</u>	<u>78,961</u>
<b>LIABILITIES AND NET ASSETS</b>	<u><b>\$ 107,820</b></u>	<u><b>\$ 81,943</b></u>

**APPROVED BY**

 Director

The accompanying notes form an integral part of these financial statements

**CHEMAINUS HARVEST HOUSE SOCIETY**  
**Statement of Revenues and Expenditures**  
**Year Ended March 31, 2020**  
*(Unaudited - See Notice To Reader)*

	2020	2019
<b>REVENUE</b>	<b>\$ 87,947</b>	<b>\$ 78,289</b>
<b>EXPENSES</b>		
Advertising and promotion	952	1,406
Amortization	82	-
Business taxes, licenses and memberships	102	84
Christmas gifts	-	2,100
Food purchases and gift certificates	45,905	62,928
Insurance	1,595	2,622
Interest and bank charges	-	3
Mileage	741	1,226
Office	3,901	2,525
Professional fees	2,426	916
Rental	3,000	3,000
Repairs and maintenance	115	39
Stipend	400	-
Training	1,586	-
Utilities	1,772	1,558
	<u>62,577</u>	<u>78,407</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FROM OPERATIONS</b>	<b>25,370</b>	<b>(118)</b>
<b>OTHER INCOME</b>		
Interest income	<u>1,372</u>	<u>414</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$ 26,742</b>	<b>\$ 296</b>



**CHEMAINUS HARVEST HOUSE SOCIETY****Statement of Changes in Net Assets****Year Ended March 31, 2020***(Unaudited - See Notice To Reader)*

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	2020	2019
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 78,961</b>	<b>\$ 78,665</b>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>26,742</b>	<b>296</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 105,703</b>	<b>\$ 78,961</b>

**CHEMAINUS HARVEST HOUSE SOCIETY****Notes to Financial Statements****Year Ended March 31, 2020***Unaudited - See "NOTICE TO READER" dated June 4, 2020.***1. DESCRIPTION OF BUSINESS**

The Charity was incorporated under the BC Societies Act on April 16, 2002. It's mission is to help those in need. The Society's goal is to feed the hungry and facilitate self-sufficiency.

**2. PROGRAMS AND PARTNERSHIPS**

The Harvest House Food Bank also provides the following:  
Chemainus Elementary School breakfast program and after school program  
Lunch program for Chemainus High School

Our partnerships are with the following businesses:

49th Parallel Grocery in Chemainus  
KFC in Ladysmith  
Island Savings in Chemainus  
Loaves and Fishes Food Bank in Nanaimo  
SPCA in Duncan

**3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**Property, plant and equipment

Property, plant and equipment is stated at cost or deemed cost less accumulated amortization. Property, plant and equipment is amortized over its estimated useful life on a declining balance basis at the following rates and methods:

Equipment	20%
-----------	-----

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

Property, plant and equipment acquired during the year but not placed into use are not amortized until they are placed into use. If placed into use, newly acquired equipment is amortized at half the normal rate in the first year.

**4. PROPERTY, PLANT AND EQUIPMENT**

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Equipment	\$ 3,296	\$ 82	\$ 3,214	\$ -

An amortization of \$82 was recorded in the current year (2019 - nil).

**5. DONATED HOURS**

The Society does not recognize volunteer hours in its accounting records. However, volunteer time is tracked by the Society, and volunteer hours if valued at \$20 per hour, would have exceeded \$78,160 for the year ended March 31, 2020.

# **Chemainus Harvest House Society** **Income Statement 04-01-2020 to 04-30-2020**

2020-2021 Annual Budget

## **REVENUE**

Sales Revenue	
Donations	96,660.00
Donations in Kind	0
Grant Revenue	0.00
Grant in Aid	0.00
Other Revenue	0.00
Memberships	90.00
Hamper Fund Donations	0.00
<b>Total Revenue</b>	<b><u>96,750.00</u></b>

Other Revenue	
Freight Revenue	0.00
Interest Revenue	1,510.00
Miscellaneous Revenue	0.00
<b>Total Other Revenue</b>	<b><u>1,510.00</u></b>

**TOTAL REVENUE 98,260.00**

## **EXPENSE**

Cost of Goods Sold	
Food Purchases	39,965.00
Food Purchases Credits	<u>-1,275.00</u>
Net Purchases	38,690.00
Purchases-Misc	420.00
Freight Expense	0.00
<b>Total Cost of Goods Sold</b>	<b><u>39,110.00</u></b>

General & Administrative Expenses	
Accounting & Legal	2,670.00
Advertising & Promotions	705.00
Business Fees & Licenses	0.00
Courses/Education/Conferences	200.00
Gifts	2,883.00
Donations	1,000.00
Postage and Box Rental	512.00
Mileage	820.00
Amortization Expense	0.00
Food Bank Data	672.00
Fundraising Costs	0.00

Hamper Gifts	0.00
Income Taxes	0.00
Insurance	2,280.00
Directors Ins	0.00
Bank Charges	0.00
Stipend Expense	1,200.00
Office Expense	600.00
Office Supplies	720.00
Cleaning/Pest Control	1,100.00
Gift Certificates	8,640.00
Hamper Gifts	0.00
Food bank dues	115.00
Miscellaneous Expenses	0.00
Media Expense	0.00
Rent	3,000.00
Supplies	265.00
Repair & Maintenance-Equipment	115.00
Repairs & Maintenance-Bldg	12.00
Shaw Cable	600.00
Garbage Disposal	<u>1,300.00</u>
Total General & Admin. Expenses	<u>29,409.00</u>
 TOTAL EXPENSE	 <u>58,908.00</u>
 NET INCOME	 <u>39,352.00</u>

Generated On: 05-06-2020





## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	CHEMAINUS MEALS ON WHEELS
Address of Organization	P.O. Box 278
Full Mailing Address	Chemainus BC V0R 1K0
Telephone Number & Email	250-246-2422 glenest@shaw.ca
Contact Person/Title	ESTHER CRAIG

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: \_\_\_\_\_

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: \$ 300.00

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

Operating expenses - increased from impact of COVID 19 -

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 08 Oct 2020

**In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.**

Print Form



**CHEMAINUS MEALS ON WHEELS**  
**YEARLY REPORT**  
**DECEMBER 1, 2018– NOVEMBER 30, 2019**

During the year we have delivered a total of 1,468 meals.

During the past twelve months, we have delivered to 15 clients.

At present, we are serving 4 female clients and 4 male clients.

During the year we performed the following hours:

Drivers	310
Coordinators	<u>400</u>
TOTAL HOURS	<u>710</u>

We wish to thank the hospital administrator and the kitchen staff for their continued support.

The Corporation of the District of North Cowichan approved our yearly grant of \$ 300. The Service Agreement with The Vancouver Island Health Authority is still in effect and we received \$ 3,670.00 and insurance coverage under their general liability policy. Under the Service Agreement with VIHA we are required to maintain Criminal Check, Vehicle Registration, Vehicle Insurance and Drivers License records for our drivers.

At present, we have 13 regular drivers and 3 spare drivers. During the year spare drivers drove 54 times.

Our committee consists of: Chairperson, Betty Martindale, Coordinator, Esther Craig, Secretary/Treasurer, Jan Mitchell, and committee member Susan Hart.

Respectfully submitted,

  
Betty Martindale

CHEMAINUSMEALSONWHEELSyearlyreport.doc

**CHEMAINUS MEALS ON WHEELS**  
**FINANCIAL REPORT**  
**December 1, 2018 - November 30, 2019**

	<u>2019</u>	<u>2018</u>
<b>INCOME</b>		
Government grant	\$ 3,600.00	3,670.00
District of North Cowichan grant	300.00	300.00
Interest income	14.83	14.10
Meals served income	8,457.75	9,894.50
Donations	-	-
Overpaid meals	-	828.25
	<u>12,372.58</u>	<u>14,706.85</u>
<b>EXPENSES</b>		
Advertising	-	-
Per diem	2,500.00	2,400.00
Gifts	102.90	191.50
Office	442.37	247.15
Driver expenses	685.00	663.60
Meals purchased	9,168.50	9,894.50
Unpaid meals	710.75	-
	<u>13,609.52</u>	<u>13,396.75</u>
<b>NET INCOME (LOSS)</b>	<u><b>\$ (1,236.94)</b></u>	<u><b>\$ 1,310.10</b></u>

	<u>2019</u>	<u>2018</u>
<b>OFFICE EXPENSES</b>		
Post office box	\$ 177.45	\$ 174.30
Postage	57.10	17.85
Printer cartridges	126.53	-
Office supplies	21.29	15.00
Hospital Auxiliary membership	40.00	40.00
Hospital Auxiliary lunch	20.00	-
	<u><b>\$ 442.37</b></u>	<u><b>\$ 247.15</b></u>
<b>GIFTS</b>		
Clients birthday cakes	\$ 110.00	\$ 110.00
Christmas gifts	102.90	81.50
	<u><b>\$ 212.90</b></u>	<u><b>\$ 191.50</b></u>

**CHEMAINUS MEALS ON WHEELS**  
**BUDGET**  
**DECEMBER 1, 2019- NOVEMBER 30, 2020**

Based on 50% of estimated annual revenue

**INCOME**

VIHA Government grant	\$ 3,600.00
District of North Cowichan grant	300.00
Interest income	<u>15.00</u>
	<u>3,915.00</u>

**EXPENSES**

Per Diem	2,400.00
Fuel	700.00
Miscellaneous	<u>500.00</u>
	<u>3,600.00</u>

<b>NET INCOME (LOSS)</b>	<b><u>\$ 315.00</u></b>
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**Budget calculation**

2019 meals served	1,467
x \$6.25	<u>9,168.75</u>
x 50%	<u>\$ 4,584.38</u>



## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Clements Centre Society
Address of Organization	5856 Clements St
Full Mailing Address	Duncan Bc V9L3W3
Telephone Number & Email	250-746-4135 x222
Contact Person/Title	Linda Roseneck Director of Advancement

**Primary purpose of organization:** Adults and Children with Developmental Delays and disabilities

**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:** 900

**Approximate number of your clients that reside in North Cowichan:** 800

*(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:** 10,000.00

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

COVID-19 has changed how we must offer our services to people with disabilities. Traditionally day time supports for adults with developmental disabilities have occurred in large groups, for the most part indoors. We are limited with indoor space. Clements intends to create an outdoor space for our programs for adults who previously attended large group programs. To do so, we are expanding and modifying our outdoor space thru the use of the Seasons Gardening Program by installing accessible tables and seating as well as raised planter boxes, creating a beautiful, workable, safe outdoor space for all our adults with disabilities. Being outdoors as much as possible reduces the risk of exposure for adults. We are requesting a \$10,000 grant for partial subsidy for accessible outside seating structures and soil and shrubs which will be planted and maintained by our Seasons therapeutic 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: \_\_\_\_\_

**Applicant's signature** \_\_\_\_\_ **Date** Oct 13, 2020

**In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.**

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 Information Management Officer, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.



Oct 13, 2020

Municipality of North Cowichan  
7030 Trans Canada Highway  
Duncan, BC  
V9L 6A1

Dear Finance Grant Committee:

Clements Centre has been operating as a registered charity since 1957 and currently serves over 180 adults with disabilities with programs, residential housing and services in North Cowichan. We strive to bring hope, belonging and independence to all families and people we serve.

Thank you for past grants that have helped us expand our services and for the opportunity to apply for assistance in 2020. This year we are asking for a grant for outdoor program seating space to meet COVID19 Provincial recommendations and Health and Safety regulations..

COVID-19 has changed how we must offer our services to people with disabilities. Traditionally day time supports for adults with developmental disabilities have occurred in large groups, for the most part indoors. We are limited with indoor space. Clements intends to create an outdoor space for our programs for adults who previously attended large group programs. To do so, we are expanding and modifying our outdoor space thru the use of the Seasons Gardening Program by installing accessible tables and seating as well as raised planter boxes, creating a beautiful, workable, safe outdoor space for all our adults with disabilities. Being outdoors as much as possible reduces the risk of exposure for adults. We are requesting a \$10,000 grant for partial subsidy for accessible outside seating structures and soil and shrubs which will be planted and maintained by our Seasons therapeutic program.

This modification to our Duncan property at 5658 Clements St, would allow more people with disability access to the day program during the pandemic and afterwards.

The manufactures quote for seating, budget for the actual Seasons program is attached as is our Annual audited budget.



Thank you for reviewing our application and assisting us in finding creative innovative ways of continuing to make programs and services available to our most vulnerable citizens of the Cowichan region.

Sincerely,

Linda Roseneck  
Director of Advancement  
Clements Centre Society  
Ph: 250-597-4135 ext.104

# Clements Centre Society

## Budget for 2020 - 2021

Community Living Programs				
	per y	Budget revenue	Budget expenses	surplus(loss)
<b>Residential Programs</b>				
6 Campbell R		648,953	663,912	-14,959
7 Marchmont R		785,473	798,572	-13,099
16 Ryall Rd R		748,636	763,516	-14,880
72 Homesharing		1,581,700	1,588,101	-6,401
		3,764,762	3,814,101	-49,339
<b>Day Programs</b>				
9 SIL		389,580	389,580	-0
10 Southend		478,896	478,905	-9
12 Act\Leis		534,625	538,107	-3,482
13 LOC		226,950	228,888	-1,938
15 Sup Emp		282,388	282,388	0
18 PIC Day		110,421	110,531	-110
60 Next Steps		268,055	268,258	-203
61 Yellow House		163,387	163,387	-0
		2,454,302	2,460,043	-5,741
<b>Total Community Living P</b>				
		6,219,064	6,274,144	-55,080
<b>Children's Programs</b>				
5 Sundrops		1,311,674	1,311,674	-0
4 Behaviour Therapy		71,597	71,829	-232
14 CFS		276,544	276,544	0
19 SCD		1,124,561	1,124,589	-28
21 CCRR		136,490	136,490	0
22 CCRR reg		52,342	52,342	-0
		2,973,208	2,973,468	-260
<b>Total Ministry Contracts</b>				
		2,973,208	2,973,468	-260
<b>Non Funded Program</b>				
33 Mindful Mouthful		113,500	128,320	-14,820
<b>Administration \ Buildings \ Gaming</b>				
<b>Administration</b>		173,202	105,471	67,731
3 Family Resource		73,038	73,038	0
11 Season's for Living		13,300	16,650	-3,350
25 Gaming		4,040	455	3,585
<b>Clements Buildings</b>		52,399	50,205	2,194
		315,979	245,819	70,160
<b>Totals of all programs and departments</b>				
		9,621,751	9,621,751	0

passed Mar 26. 2020



**CLEMENTS CENTRE SOCIETY**  
**FINANCIAL STATEMENTS**  
**MARCH 31, 2020**  
**(Audited)**

## Independent auditor's report

To the Members of the  
**CLEMENTS CENTRE SOCIETY**

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Grant Thornton LLP  
823 Canada Avenue  
Duncan, BC  
V9L 1V2

T +1 250 746 4406  
F +1 250 746 1950  
[www.GrantThornton.ca](http://www.GrantThornton.ca)

### Qualified Opinion

We have audited the financial statements of Clements Centre Society ("the Society"), which comprises the statement of financial position as at March 31, 2020, and the statements of operations, changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, except for the effects of the matter described in the Basis of Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of the Clements Centre Society as at March 31, 2020 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

### Basis for Qualified Opinion

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

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### Other Regulatory Matter

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

*Grant Thornton LLP*

Duncan, BC, Canada  
June 25, 2020


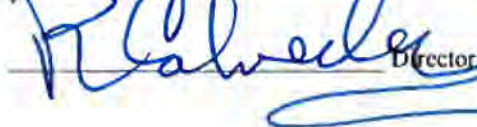
Chartered Professional Accountants



**CLEMENTS CENTRE SOCIETY**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT MARCH 31, 2020**

	(Audited)		<u>2020</u>	<u>2019</u>
	Operating Fund	Capital Asset Fund	Total	Total
<b>CURRENT ASSETS</b>				
Cash and short term investments	\$ 1,218,879	\$ -	\$ 1,218,879	\$ 1,078,672
Accounts receivable	25,630	-	25,630	22,580
Goods and services tax receivable	17,437	-	17,437	20,918
Inventory	5,683	-	5,683	5,014
Prepaid expenses	<u>116,013</u>	<u>-</u>	<u>116,013</u>	<u>99,323</u>
	<u>1,383,642</u>	<u>-</u>	<u>1,383,642</u>	<u>1,226,507</u>
RESTRICTED CASH (Note 10)	<u>650,805</u>	<u>999,538</u>	<u>1,650,343</u>	<u>1,033,351</u>
CAPITAL ASSETS (Note 3)	-	2,960,979	2,960,979	3,247,466
	<u>\$ 2,034,447</u>	<u>\$ 3,960,517</u>	<u>\$ 5,994,965</u>	<u>\$ 5,507,324</u>
<b>CURRENT LIABILITIES</b>				
Accounts payable & accrued liabilities	\$ 362,115	\$ -	\$ 362,115	\$ 284,825
Government remittances - Worksafe BC	20,579	-	20,579	17,637
Demand bank loan (Note 5)	-	425,921	425,921	818,707
Deferred contributions (Note 6)	584,211	-	584,211	530,994
Current portion of capital lease	-	-	-	4,445
Current portion of long term debt	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,632</u>
	<u>966,905</u>	<u>425,921</u>	<u>1,392,826</u>	<u>1,669,240</u>
<b>LONG TERM</b>				
Accrued sick leave (Note 2)	254,529	-	254,529	237,068
Accrued severance (Note 2)	62,208	-	62,208	55,977
Obligations under capital lease	-	18,931	18,931	3,930
Long term debt	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,471</u>
	<u>316,737</u>	<u>18,931</u>	<u>335,668</u>	<u>303,446</u>
<b>FUND BALANCES</b>				
Invested in capital assets	-	2,516,128	2,516,128	2,401,284
Internally & externally restricted (Note 10)	650,805	999,538	1,650,343	1,033,354
Unrestricted	<u>100,000</u>	<u>-</u>	<u>100,000</u>	<u>100,000</u>
	<u>750,805</u>	<u>3,515,666</u>	<u>4,266,471</u>	<u>3,534,638</u>
	<u>\$ 2,034,447</u>	<u>\$ 3,960,517</u>	<u>\$ 5,994,965</u>	<u>\$ 5,507,324</u>

APPROVED BY THE BOARD:

 Director  
 Director



**CLEMENTS CENTRE SOCIETY**  
**STATEMENT OF CHANGES IN FUND BALANCES**  
**FOR THE YEAR ENDED MARCH 31, 2020**

(Audited)

			<u>2020</u>	<u>2019</u>
	Operating Fund	Capital Asset Fund	Total	Total
FUND BALANCES, beginning of year	\$ 801,471	\$ 2,733,167	\$ 3,534,638	\$ 3,288,277
EXCESS OF REVENUE OVER EXPENSES	522,128	209,705	731,833	246,361
INTERFUND TRANSFERS				
Repayment of long term debt & capital lease	(8,547)	8,547	-	-
Repayment of demand loan	(392,786)	392,786	-	-
Transfers	75,207	(75,207)	-	-
Capital assets purchased	<u>(246,668)</u>	<u>246,668</u>	<u>-</u>	<u>-</u>
FUND BALANCES, end of year	\$ 750,805	\$ 3,515,666	\$ 4,266,471	\$ 3,534,638
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**CLEMENTS CENTRE SOCIETY**  
**STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED MARCH 31, 2020**

(Audited)

	Operating Fund	Capital Asset Fund	<u>2020</u> Total	<u>2019</u> Total
<b>REVENUES</b>				
Government contracts and grants (Notes 8, 11)	\$ 9,176,388	\$ 250,000	\$ 9,426,388	\$ 8,419,451
Fees for services	49,324	-	49,324	21,874
Contract and product sales	76,730	-	76,730	59,585
Gaming grant	34,660	-	34,660	34,600
Donations	129,692	-	129,692	46,852
United Way	3,644	-	3,644	11,007
Interest	22,367	3,174	25,541	17,044
Fund raising	13,903	-	13,903	10,832
Other income	53,325	-	53,325	68,825
Rental	<u>49,042</u>	<u>-</u>	<u>49,042</u>	<u>40,782</u>
	<u>9,609,075</u>	<u>253,174</u>	<u>9,862,249</u>	<u>8,730,852</u>
<b>EXPENSES</b>				
Salaries and benefits	6,216,338	-	6,216,338	5,727,034
Program	2,290,868	-	2,290,868	1,983,059
Occupancy	315,854	-	315,854	288,969
Amortization	-	206,101	206,101	202,710
Office	122,859	-	122,859	101,329
Transportation	141,028	-	141,028	142,571
Interest on long term debt & demand loan	<u>-</u>	<u>32,636</u>	<u>32,636</u>	<u>38,819</u>
	<u>9,086,947</u>	<u>238,737</u>	<u>9,325,684</u>	<u>8,484,491</u>
<b>EXCESS OF REVENUE OVER EXPENSES BEFORE UNDERNOTED</b>	522,128	14,437	536,565	246,361
Gain on sale of capital assets (Note 11)	<u>-</u>	<u>195,268</u>	<u>195,268</u>	<u>-</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 522,128</u>	<u>\$ 209,705</u>	<u>\$ 731,833</u>	<u>\$ 246,361</u>

**CLEMENTS CENTRE SOCIETY**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED MARCH 31, 2020**

(Audited)

	<u>2020</u>	<u>2019</u>
<b>OPERATING ACTIVITIES</b>		
Cash received from:		
Provincial government for operations	\$ 9,446,632	\$ 8,686,046
Services, contracts and product sales	126,054	81,459
Bingo	34,660	34,600
United Way	3,644	11,007
Donations	129,692	46,852
Interest	25,541	17,044
Miscellaneous, rentals and memberships	311,538	120,440
Cash paid for:		
Salaries and benefits	(6,145,508)	(5,676,312)
Programs	(2,278,683)	(1,929,358)
Occupancy	(332,544)	(300,510)
Transportation and office	(231,979)	(217,380)
Interest	(64,544)	(65,339)
<b>NET CASH GENERATED THROUGH OPERATING ACTIVITIES</b>	<u><b>1,024,503</b></u>	<u><b>808,549</b></u>
<b>FINANCING AND INVESTING ACTIVITIES</b>		
Proceeds from capital lease	20,985	-
Proceeds from the sale of capital assets	380,694	-
Proceeds from demand loan	-	40,039
Purchase of capital assets	(246,668)	(241,183)
Repayment of demand loan	(392,786)	(51,030)
Repayment of capital lease	(10,430)	(4,284)
Repayment of long term debt	(19,102)	(12,297)
<b>NET CASH USED BY FINANCING AND INVESTING ACTIVITIES</b>	<u><b>(267,307)</b></u>	<u><b>(268,755)</b></u>
<b>INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>757,196</b>	<b>539,794</b>
<b>CASH AND CASH EQUIVALENTS, beginning of year</b>	<u><b>2,112,026</b></u>	<u><b>1,572,232</b></u>
<b>CASH AND CASH EQUIVALENTS, end of year</b>	<u><b>\$ 2,869,222</b></u>	<u><b>\$ 2,112,026</b></u>
<b>REPRESENTED BY:</b>		
Unrestricted cash	\$ 1,218,879	\$ 1,078,672
Internally & externally restricted cash	<u>1,650,343</u>	<u>1,033,354</u>
	<u><b>\$ 2,869,222</b></u>	<u><b>\$ 2,112,026</b></u>

**CLEMENTS CENTRE SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2020**

(Audited)

**1. STATUS AND PURPOSE OF THE SOCIETY**

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

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

**(a) FUND ACCOUNTING**

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

**(b) REVENUE RECOGNITION**

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

**(c) MEASUREMENT UNCERTAINTY**

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

The amounts recorded for accrued severance are estimated based on individual employee contracts for non-union staff in effect as at March 31, 2020. Because the amount was not actuarially determined, the actual liability may vary from this estimate.



**CLEMENTS CENTRE SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2020**  
(Audited)

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

**(d) CASH AND SHORT TERM INVESTMENTS**

Cash and short term investments consist of cash on hand, balances and term deposits with banks. The term deposits bear interest at rates between 0.65% and 3.00% with maturity dates between December 2020 and December 2023.

**(e) INVENTORY**

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

**(f) CAPITAL ASSETS AND AMORTIZATION**

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

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

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

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

On April 1, 2019, the Society adopted the new Section 4433 Tangible Capital Assets Held by Not-for-Profit Organizations, which requires the application of Property Plant and Equipment, Section 3061 and Asset Retirement Obligations, Section 3110 in Part II of the Handbook for tangible capital assets held by not-for-profit organizations and provides guidance on contributed assets and write-downs of tangible capital assets. This change in accounting policy was applied prospectively and the figures for 2019 have not been restated, as prescribed by the transitional provisions in the Section. The adoption of the new Section resulted in no adjustments for the financial statements.

**(g) LEASES**

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

**CLEMENTS CENTRE SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2020**  
**(Audited)**

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

**(h) DONATED MATERIALS, EQUIPMENT AND SERVICES**

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

**(i) FINANCIAL INSTRUMENTS**

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

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

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

**(j) ALLOCATION OF EXPENSES**

The Society engages in various programs that meet their internal mandate. The costs of each program includes personnel, premises and other expenses that are directly related to providing the program. In addition the Society incurs a number of general support expenses that are common to the administration of the organization and each of its programs. It is the policy of the Society to allocate the administrative costs to the various programs based on either the programs usage of administration or at the level required by the organization that provides the program funding to the Society. During the year ended March 31, 2020 the Society allocated administration expenses at a rate of 8% to 9% of the programs revenues.

**(k) ACCRUED SICK LEAVE**

Accrued sick leave represents the funding for sick days provided by Government funding that has not been used as of March 31, 2020. Under the terms of employment, unionized employees are allocated one sick day per month of employment and any sick leave not taken in a year is carried forward to a maximum accumulation of 156 days for each employee.

**CLEMENTS CENTRE SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2020**

(Audited)

**3. CAPITAL ASSETS**

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2020</u>	<u>2019</u>
Land	\$ 723,373	\$ -	\$ 723,373	\$ 815,664
Buildings	3,502,651	1,620,075	1,882,576	2,052,823
Furnishings, equipment & computers	1,062,649	898,362	164,287	193,376
Paving and fencing	89,319	32,154	57,165	33,378
Automotive	<u>466,540</u>	<u>332,962</u>	<u>133,578</u>	<u>152,225</u>
	<u>\$ 5,844,532</u>	<u>\$ 2,883,553</u>	<u>\$ 2,960,979</u>	<u>\$ 3,247,466</u>

**4. BANK INDEBTEDNESS**

The Society has an overdraft agreement to a maximum of \$75,000 which bears interest at the Bank's prime lending rate plus 0.75% per annum. As at March 31, 2020 the balance utilized was \$nil (2019 - \$nil)

**5. DEMAND BANK LOAN**

The Society has four demand loans with the Bank of Montreal. Demand loans bear interest at the bank's prime lending rate plus 1% per annum and are repayable in monthly blended payments that range from \$681 and \$3,014. The loans are due on demand and are secured by certain term deposits held at the bank by the Society and certain property with a net book value of \$988,646 (2019 - \$1,026,770).

**6. DEFERRED CONTRIBUTIONS**

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

	<u>2020</u>	<u>2019</u>
Balance, beginning of year	\$ 530,994	\$ 371,785
Amount recognized as revenue in the year	(538,914)	(344,074)
Amounts received for next years operations	<u>592,131</u>	<u>503,283</u>
Balance, end of year	<u>\$ 584,211</u>	<u>\$ 530,994</u>

**CLEMENTS CENTRE SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2020**  
**(Audited)**

**7. PENSION LIABILITY**

The Society and certain employees contribute to the Municipal Pension Plan (the plan), a jointly trustee pension plan. The Public Service Pension Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. The plan has about 330,000 active, inactive, and retired members.

The most recent valuation as at December 31, 2018 indicated a surplus of \$2.87 million basic pension benefits. The next valuation will be as at December 31, 2021 with results available in 2022. The actuary does not attribute portions of the unfunded liability to individual employers. The Society paid \$327,167 (2019- \$319,876) for employer contributions to the plan for the year ended March 31, 2020.

**8. ECONOMIC DEPENDENCE**

The Society has a significant amount of revenues derived from government contracts. Revenues from government contracts represents 88% (2019 - 93%) of total revenues.

**9. EMPLOYEE REMUNERATION**

As required by the Societies Act of British Columbia, the Society paid \$324,000 (2019 - \$77,530) in employment remuneration to four (2019 - one) staff whose remuneration was at least \$75,000 during the fiscal year.

**10. RESTRICTED ASSETS**

**Internally Restricted**

During the 2009 fiscal year, the Society's board of directors approved the implementation of the following internally restricted reserve funds up to a maximum target of \$1,657,581 (2019 - \$1,778,883):

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

The purpose of the reserve is to provide sufficient funds for the future replacement of certain capital assets and for future contingencies. The Society's board of directors has internally restricted \$1,400,343 (2019 - \$1,033,354) related to these reserve funds.

**Externally Restricted**

During the March 31, 2020 fiscal year, the Society received a grant of \$250,000 from the Provincial Community Gaming Grant Program. The funding agency has restricted the use of the grant for the capital project outlined in Note 11.



**CLEMENTS CENTRE SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2020**

(Audited)

**11. CAPITAL PROJECT**

During the year, the Society began a capital project to build a new facility on the South End property, the estimated cost to complete the project is \$700,000. In order to fund this project, portions of the South End property were sold during the March 31, 2020 fiscal period and the Board internally restricted the proceeds from the sales to this capital project; additionally the Society obtained an externally restricted grant of \$250,000 (Note 10). As at March 31, 2020 the project is in the planning stages, with construction expected to begin during the fiscal year ending March 31, 2021.

**12. SUBSEQUENT EVENT**

Since December 31, 2019, the spread of COVID-19 has severely impacted many local economies around the globe. In many countries, including Canada, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

On March 15, 2020 the Society had to close temporary day programs and Sundrops service at the direction of Federal and Provincial governments. After year end, as of April 1, 2020, day program service has been provided on an as needed basis, while adhering to social distancing rules and regulations. The Sundrops program has been able to provide services virtually continuously since March 15, 2020.

Subsequent to year end the Society has received approval from regular funders to use undelivered services funds, held by the Society as deferred revenues, for unexpected expenses related to the pandemic. These events have been determined to be non-adjusting subsequent events. Accordingly, the financial position and results of operations as of and for the year ended March 31, 2020 have not been adjusted to reflect their impact. The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Society for future periods.

**Clements Centre Society**  
**Schedule of Program Revenue and Expenses**  
**For The Period Ended March 31,2020**

(Unaudited)

Programs	Contract Revenue	Other Revenue	Operating Expenses	Surplus/ (Deficit)	per Budget
<b>Community Living British Columbia</b>					
Campbell Street Group Home	\$ 650,906	\$ 3,368	\$ 641,027	\$ 13,247	\$ (16,063)
Marchmont Street Group Home	\$ 624,392	\$ 8,196	\$ 640,193	\$ (7,605)	\$ (16,255)
Ryall Road Group Home	\$ 741,728	\$ -	\$ 725,105	\$ 16,623	\$ (17,065)
Home Sharing	\$ 1,620,864	\$ 536	\$ 1,590,403	\$ 30,998	\$ -
Semi-Independent Living Program	\$ 402,184	\$ -	\$ 375,061	\$ 27,123	\$ -
South End Day Program	\$ 438,523	\$ 664	\$ 421,242	\$ 17,945	\$ (211)
Activation leisure Day Program	\$ 519,402	\$ 4,583	\$ 523,720	\$ 266	\$ (5,189)
Lunch on Clements Day Program	\$ 219,951	\$ 7,381	\$ 228,890	\$ (1,559)	\$ (4,148)
Supported Employment Program	\$ 270,678	\$ 2,897	\$ 255,163	\$ 18,412	\$ -
PIC Day Program	\$ 118,077	\$ -	\$ 111,957	\$ 6,120	\$ (178)
Next Step	\$ 243,840	\$ 1,401	\$ 243,599	\$ 1,642	\$ (2,999)
Yellow House Program	\$ 156,045	\$ 64	\$ 145,019	\$ 11,089	\$ -
<b>Total Community Living</b>	<b>\$ 6,006,590</b>	<b>\$ 29,090</b>	<b>\$ 5,901,380</b>	<b>\$ 134,301</b>	<b>\$ (62,108)</b>
<b>Ministry of Children and Family Development</b>					
Sundrops - CDT	\$ 1,240,374	\$ 36,215	\$ 1,293,832	\$ (17,242)	\$ (20,637)
Supported Child Development	\$ 1,041,583	\$ 4,550	\$ 1,083,662	\$ (37,529)	\$ (58,009)
Behaviour Therapy	\$ 71,660	\$ -	\$ 71,769	\$ (109)	\$ (619)
Children's Family Support Program	\$ 273,279	\$ 3,822	\$ 269,865	\$ 7,237	\$ -
Child Care Resource and Referral - Cowichan	\$ 199,707	\$ 4,195	\$ 196,343	\$ 7,559	\$ -
Child Care Resource and Referral - Regional	\$ 124,057	\$ 3,245	\$ 124,812	\$ 2,490	\$ -
<b>Total Ministry of Children</b>	<b>\$ 2,950,660</b>	<b>\$ 52,027</b>	<b>\$ 3,040,281</b>	<b>\$ (37,594)</b>	<b>\$ (79,265)</b>
<b>Non Ministry Funded</b>					
Mindful Mouthful		\$ 102,392	\$ 149,298	\$ (46,906)	\$ (32,878)
<b>Total Programs Surplus/Deficit</b>	<b>\$ 8,957,251</b>	<b>\$ 183,509</b>	<b>\$ 9,090,959</b>	<b>\$ 49,801</b>	<b>\$ (174,251)</b>
<b>Fundraising</b>					
Family Resource	\$ -	\$ 8,618	\$ 71,281	\$ (62,663)	\$ (56,660)
Seasons / Ryall Road Gardens	\$ -	\$ 3,523	\$ 16,057	\$ (12,534)	\$ (14,500)
Donations		\$ 129,692	\$ -	\$ 129,692	\$ 88,000
Gaming/Bingo		\$ 7,051	\$ 756	\$ 6,294	\$ 6,285
Community Gaming Grants		\$ 34,660		\$ 34,660	\$ 34,660
Grants		\$ 382,049		\$ 382,049	\$ 136,400
<b>Total Fundraising</b>	<b>\$ -</b>	<b>\$ 565,592</b>	<b>\$ 88,094</b>	<b>\$ 477,498</b>	<b>\$ 194,185</b>
<b>Administration</b>					
Administration	-	256,739	96,635	160,104	(50,474)
Clements Buildings	47,046	49,042	51,657	44,431	30,540
<b>Total Administration</b>	<b>47,046</b>	<b>305,781</b>	<b>148,292</b>	<b>204,535</b>	<b>(19,934)</b>
	<b>9,004,297</b>	<b>1,054,882</b>	<b>9,327,346</b>	<b>731,833</b>	<b>-</b>

# Classic Displays

5959 Ambler Dr  
Mississauga, ON  
L4W 2K2

Phone #	Fax #
905 282 8888	905 282 1832

## Quote

Date	Quote #
2020-08-31	11825

Name / Address
Clements Centre Society Linda Roseneck 5856 Clements Street Duncan, BC V9L3W3

Ship To
To be confirmed

P.O. No.	Terms	Due Date	Rep	FOB	Project
LINDA	Net 30	2020-09-30	DM		

Item	Description	Qty	Rate	Total	Tax
AVF4	Green, 8' Accessible Galvanized, V Table, 100% Recycled Plastic Slat Picnic Table UNASSEMBLED (IF ASSEMBLY REQUIRED - PLEASE ADD 10%)	1	1,875.00	1,875.00	A
MISC3	AccessAbility Table - March of Dimes Table - Green - 100% Recycled Plastic Slat Picnic Table - Game table top.	2	3,345.00	6,690.00	A
MISC3	Classic Heritage Seat, 3' Recycled Plastic Slats, Distance Seating Line - Green - 100% Recycled Plastic Slat Picnic Table	4	1,275.00	5,100.00	A
FREIGHT	Delivery charge for product, Dock to Dock. TO BE CONFIRMED - Awaiting Freight Quote		0.00	0.00	A
	*additional \$55.00 for tailgate will apply if no loading dock available GST On Sales		5.00%	683.25	

This quote is valid for 30 days

Classic Displays is registered and in good standing with the following Health and Safety Programs:  
Contractor Check and Comply Works

Subtotal	CAD 13,665.00
Tax	CAD 683.25
Total	CAD 14,348.25

GST/HST No.

105601025

Signature

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Cowichan Family Life Association
Address of Organization	28-127 Ingram Street
Full Mailing Address	Duncan, BC V9L 1N8
Telephone Number & Email	250-748-8281 ed@cowichanfamilylife.org
Contact Person/Title	Tina Short Acting Executive Director

**Primary purpose of organization:** Mental Health and Wellness

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

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

**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:** 136 out of the norm than usual less than usual.

**Approximate number of your clients that reside in North Cowichan:** 110

(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.)

See attached | Appendix A

**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 Not to my knowledge?

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

If yes, please list: City of Duncan - Included but not sure if we will get it.

**Applicant's signature** Tina Short

**Date** \_\_\_\_\_

*In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.*

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 Information Management Officer, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

# Cowichan Family Life Association

## BALANCE SHEET

As of September 30, 2020

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1010 Clearing Account	0.00
1020 Petty Cash	212.50
1030 General Bank Acct - 76554	21,450.76
1032 FWCU Shares 76554	5.60
1033 Investment Savings 76554	1.08
1035 Thrift Store Acct - 136556	0.00
1036 FWCU Shares 36556	0.00
1055 Gaming Acct	64.68
1056 Credit Union Share Accounts	0.00
1078 In-Kind Clearing	0.00
Savings	1.08
Shares acct	0.00
<b>Total Cash and Cash Equivalent</b>	<b>\$21,735.70</b>
Accounts Receivable (A/R)	
1200 Accts Receivable	816.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$816.00</b>
1080 GST Receivable	0.00
1085 GST Rebates	0.00
1310 Receivable at Year End	0.00
1322 Prepaid Expenses	0.00
<b>Total Current Assets</b>	<b>\$22,551.70</b>
Non-current Assets	
Property, plant and equipment	
1810 Equipment	10,433.52
1815 Accum Amort - Equipment	-9,863.52
1840 Computer	8,612.44
1845 Accum. Amort - Computer	-8,389.44
1880 Furniture	6,908.95
1885 Accum. Amort - Furniture	-6,837.95
<b>Total Property, plant and equipment</b>	<b>\$864.00</b>
<b>Total Non Current Assets</b>	<b>\$864.00</b>
<b>Total Assets</b>	<b>\$23,415.70</b>



# Cowichan Family Life Association

## BALANCE SHEET

As of September 30, 2020

	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2100 Accounts Payable	246.52
<b>Total Accounts Payable (A/P)</b>	<b>\$246.52</b>
2101 Accrued Liabilities	2,000.00
2182 Gift Certificates - Clients	0.00
2200 Payroll Taxes Payable	1,462.66
2235 Vacation Payable	54.57
2240 WCB Payable	0.00
2245 MSP Payable	0.00
2250 Taxable Benefits HBT	0.00
2255 Extended Health Payable	0.00
2256 Def Rev GAMING	0.00
2260 MPP Payable	0.00
2310 GST Payable	-187.24
2370 Thrift Store PST Payable	0.00
2380 GST(ITC) 50% Payable	-579.89
<b>Total Current Liabilities</b>	<b>\$2,996.62</b>
<b>Total Liabilities</b>	<b>\$2,996.62</b>
Equity	
3510 Opening Balance Equity	1.08
Retained Earnings	8,453.27
Profit for the year	11,964.73
<b>Total Equity</b>	<b>\$20,419.08</b>
<b>Total Liabilities and Equity</b>	<b>\$23,415.70</b>

# Cowichan Family Life Association

## INCOME STATEMENT

April - September, 2020

	TOTAL
<b>INCOME</b>	
4050 REV Duncan Dabber Bingo	6,000.00
4239 CRA Donations	
4240 CRA Cash Donations	640.00
4241 CRA In Kind Donations	500.00
<b>Total 4239 CRA Donations</b>	<b>1,140.00</b>
4355 General Donations	12,624.00
4370 Fee for Service	2,900.00
4397 GST Rebate	527.06
4862 Auction Revenue	1,060.00
<b>Total Income</b>	<b>\$24,251.06</b>
<b>GROSS PROFIT</b>	<b>\$24,251.06</b>
<b>EXPENSES</b>	
5020 Accounting & Legal	1,600.00
5045 Bookkeeping Costs	700.00
5060 Contract Services	3,000.00
5070 Copier Lease & Expenses	283.03
5085 Fees and Licences	406.86
5115 Interest, Bank & Merchant Charges	174.71
5150 Office Expense	343.85
5220 Rent & Storage	2,048.78
5240 Telephone & Internet	1,077.72
5410 Wages Expense	1,043.33
5420 Payroll Taxes Expense	1,468.05
5820 Uncategorized Expense	140.00
<b>Total Expenses</b>	<b>\$12,286.33</b>
<b>PROFIT</b>	<b>\$11,964.73</b>

## Appendix A

### COVID-19 IMPACTS ON COWICHAN FAMILY LIFE ASSOCIATION

As with most businesses and non-profits, COVID-19 has had many adverse effects on our organization and programs. With the government announcement of the pandemic, we closed our physical offices in mid-March of 2020. We were forced to lay off our In-take Counsellor and Administrative Assistant, with the reporting and administrative requirements taken on by volunteers.

However, recognizing the increased mental health needs of our clients and community, we have adapted to the pandemic by developing virtual sessions for our clients via Zoom and telephone. We were able to engage 4 volunteer counsellors as they had just completed the Volunteer Counselling training. The training course is offered at a reduced price to those who are willing to provide 100 hours of counselling.

Unfortunately, our revenues have dropped significantly due to the scarcity of funding opportunities and the loss of many fundraising events planned for the year. Local businesses and individuals are struggling financially and thus may not have as much money for charitable giving. Numerous community fundraising events were cancelled: A pub event with a live band and silent auction; The Dinter's Nursery Mother's Day basket making in mid-May; and the Annual CFLA Garden Tour (our major fundraiser) scheduled May 24th. Various organizations that are associated with our fundraising events donate to CFLA as their charity of choice. Many of these generous sponsors have also been negatively affected by COVID-19 and are unable to support us as they have in the past.

Fortunately for CFLA, at the eleventh hour private donations from 100 Men Who Care, and Duncan Dabber Bingo were received. We are now able to re-open our doors at the beginning of November. We have re-hired our Clinical In-take Counsellor and our Administrative Assistant as of October 1, 2020. In preparation for our office re-opening staff and volunteers are taking safety courses through the Red Cross, we have sanitized our offices and have written a CFLA COVID-19 Safety Plan based on WorkSafeBC and government agency guidelines.

More than ever, we need your support to ensure that we can provide more affordable individual counselling, run our Volunteer Counselling Training, Healing Anger and our Personal Empowerment and Self Esteem Workshops. Due to social distancing, our office space will only allow for 6 individuals at a time rather than our usual 12. Our program costs will therefore double or triple because of the requirement to rent facilities to allow for social distancing. We are now researching rooms large enough to accommodate the social distancing requirements. The CFLA Peer Volunteer training is a top priority as having maximum participation of 12 trainees greatly extends our ability to support more individuals and families in the Cowichan Valley, particularly in our current challenging societal climate. We are researching the viability of restarting our couples counselling service as more and more couples have added strains on their lives caused by COVID-19. We offered couples counselling in the past and had a wait list. However, the cost of this service is significant as this type of counselling requires the employment of a Registered Clinical Counsellor (RCC).

Our programs have never been more needed, and we anticipate increased demand once our doors open again. Additional grant monies will be critical to our success in the coming year, not only with our ability to cope with the social distance and masking requirements, but with the need and expense of recruiting, hiring, and compensating additional qualified counsellors. An RCC counsellor charges \$125 to \$250 per hour. CFLA charges clients on a sliding scale up to \$30 an hour, we will never turn away a client for inability to pay. Once our doors open, we anticipate increasing our clients from 139 to 300 clients or more per year. Eventually, as funds permit, we would like to run two Volunteer Workshops per year and add couples and children's counselling programs. As well, we have plans to develop a Money Management workshop at the low cost of \$45 in addition to our Healing Anger and Personal Power and Self Esteem workshops. CFLA is unique in that it is all inclusive, we are open to everyone and do not offer service and counselling to just women or men. We support all individuals and families no matter their personal or financial situation. We focus on strengthening each client and the family unit, thus our community.

CFLA has a new Board of Directors of 8 members (4 returning and 4 new). It is a strong and passionate board with extensive experience and education from a variety of industries: professional counselling; grant writing and fundraising; Early Childhood Education; Event Planning and Communications; a Canadian Forces Veteran; and banking and business background. Each Board Member is committed to strengthening and increasing the services CFLA provides to the Cowichan Valley.

CFLA is excited about hiring a new permanent Executive Director who through collaboration with the Board will grow and strengthen our presence in the community through positive networking with other service organizations and public education. CFLA also intends to develop and update policies to meet current community needs, build and implement a new strategic plan considering the lessons learned in the face of COVID-19. We are also implementing new and improved methods of statistical gathering. We are in full compliance with CRA, BC Registries and Gaming so the future is looking brighter than ever.

The funds we are requesting will be applied to additional volunteer training programs, advertising and educating the community that we are re-opening our doors to provide the Cowichan Valley much needed affordable, available In-Person, Virtual and Phone Counselling services, education and self development programs.

Thank you in advance, for your consideration. Should you have any questions, please feel free to contact us at [ed@cowichanfamilylife.org](mailto:ed@cowichanfamilylife.org)

**COWICHAN FAMILY LIFE ASSOCIATION**  
**FINANCIAL STATEMENTS**  
**MARCH 31, 2020**

**INDEX**

Notice to Reader

Statement of Financial Position

Statement of Operations and Changes in General Fund

Statement of Operations and Changes in Gaming Fund

Notes to Financial Statements



### NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of Cowichan Family Life Association as at March 31, 2020 and the statement of operations and changes in fund balances 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 financial statements may not be appropriate for their purposes.

Victoria, BC

August 17, 2020



Chartered Professional Accountant

**COWICHAN FAMILY LIFE ASSOCIATION  
STATEMENT OF FINANCIAL POSITION  
MARCH 31, 2020**

**ASSETS**

	<u>2020</u>	<u>2019</u>
<b>CURRENT</b>		
Cash (note 1)	\$ 10,459	\$ 48,808
Accounts receivable	-	1,331
Due from government agencies	<u>-</u>	<u>896</u>
	10,459	51,035
 <b>CAPITAL ASSETS (note 2)</b>	 <u>864</u>	 <u>977</u>
	<u><u>\$ 11,323</u></u>	<u><u>\$ 52,012</u></u>

**LIABILITIES AND FUND BALANCES**

<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 2,087	\$ 5,109
Wages and benefits payable	55	79
Due to government agencies	454	-
Deferred contributions (note 3)	<u>-</u>	<u>44,400</u>
	2,596	49,588
 <b>FUND BALANCES</b>		
GAMING FUND	1,582	43,501
GENERAL FUND	<u>7,145</u>	<u>(41,077)</u>
	8,727	2,424
	<u><u>\$ 11,323</u></u>	<u><u>\$ 52,012</u></u>

**COWICHAN FAMILY LIFE ASSOCIATION**  
**STATEMENT OF OPERATIONS AND CHANGES IN GENERAL FUND**  
**YEAR ENDED MARCH 31, 2020**

	<u>2020</u>	<u>2019</u>
REVENUE		
Grant Revenue		
Duncan Dabber Bingo	\$ 6,607	\$ -
United Way	1,250	3,750
Thrift store sales	-	97,789
Fees for service	7,115	6,829
In kind donations	16,342	67,323
Fundraising	14,458	-
Donations	6,808	6,082
Commission and rebates	-	5,227
Interest income and other	<u>23</u>	<u>3,466</u>
	<u>52,603</u>	<u>190,466</u>
EXPENSES		
Advertising	2,086	1,447
Amortization	934	415
Contract services	6,927	8,478
In kind donations expensed	16,217	67,447
Insurance, fees and licences	5,996	6,007
Interest and bank charges	804	2,009
Meals	107	223
Office expenses	2,248	4,211
Professional fees	1,306	18,464
Rent	3,925	46,836
Repairs and maintenance	-	990
Training	30	210
Travel	-	78
Utilities	843	8,683
Wages and benefits	<u>8,195</u>	<u>62,595</u>
	<u>49,618</u>	<u>228,093</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	2,985	(37,627)
FUND BALANCE, beginning of the year	2,424	4,143
INTERFUND TRANSFERS	<u>1,736</u>	<u>(7,593)</u>
FUND BALANCE, end of the year	<u>\$ 7,145</u>	<u>\$ (41,077)</u>

**COWICHAN FAMILY LIFE ASSOCIATION**  
**STATEMENT OF OPERATIONS AND CHANGES IN GAMING FUND**  
**YEAR ENDED MARCH 31, 2020**

	<u><b>2020</b></u>	<u><b>2019</b></u>
REVENUE		
Grant Revenue		
Community Gaming Grant	\$ 44,400	\$ 43,443
Interest income and other	<u>26</u>	<u>15</u>
	<u>44,426</u>	<u>43,458</u>
EXPENSES		
Advertising	720	-
Contract services	18,320	4,392
Insurance, fees and licences	884	-
Interest and bank charges	-	50
Office expenses	1,393	-
Professional fees	84	-
Rent	7,350	2,100
Training	250	-
Utilities	1,121	160
Wages and benefits	<u>10,984</u>	<u>848</u>
	41,106	7,550
EXCESS OF REVENUE OVER EXPENSES	3,320	35,908
FUND BALANCE, beginning of the year	43,501	43,443
INTERFUND TRANSFERS	<u>(45,239)</u>	<u>(35,850)</u>
FUND BALANCE, end of the year	<u>\$ 1,582</u>	<u>\$ 43,501</u>

**COWICHAN FAMILY LIFE ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2020**

Cowichan Family Life Association is a non-profit society which works with children at risk and their families and has volunteer counsellors helping individuals and couples. Cowichan Family Life Association was incorporated under the Societies Act of British Columbia on the 25th day of March 1970 and is a registered charity under the Income Tax Act.

Note 1 Cash

	<u>2020</u>	<u>2019</u>
Gaming	\$ 1,582	\$ 43,501
Unrestricted	<u>8,877</u>	<u>5,307</u>
	<u>\$ 10,459</u>	<u>\$ 48,808</u>

Note 2 Capital assets

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2020</u>	<u>Net</u> <u>2019</u>
Computer equipment	\$ 8,612	\$ 8,389	\$ 223	\$ 176
Equipment	10,434	9,864	570	712
Furniture and fixtures	<u>6,909</u>	<u>6,838</u>	<u>71</u>	<u>89</u>
	<u>\$ 25,955</u>	<u>\$ 25,091</u>	<u>\$ 864</u>	<u>\$ 977</u>

Note 3 Deferred contributions

Deferred contributions represent operating funding in the current period that is related to expenditures that will be made in subsequent period. Changes in the deferred contributions balance are as follows:

	<u>Opening Balance</u>	<u>Received</u>	<u>Spent</u>	<u>2020</u>	<u>2019</u>
Gaming - Grant 2019	\$ 44,400	\$ -	\$ (44,400)	\$ -	\$ 44,400
Gaming - Grant 2020	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 44,400</u>	<u>\$ -</u>	<u>\$ (44,400)</u>	<u>\$ -</u>	<u>\$ 44,400</u>



Expenses

	2020											2021				
	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH				
Source Deductions	\$ 216.40	Covid Layoff	Covid Layoff	Covid Layoff	Covid Layoff	Covid Layoff	\$ 448.71	\$ 448.71	\$ 448.71	\$ 448.71	\$ 448.71	\$ 448.71		2,908.66		
HSM Insurance	\$ 211.00	\$ 211.00	\$ 211.00	\$ 211.00	\$ 211.00	\$ 211.00	\$ 211.00	\$ 211.00	\$ 211.00	\$ 211.00	\$ 211.00	\$ 211.00		2,532.00		
Copy Lease and copies	\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00		-		
Office Expenses	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00		1,140.00		
Quickbooks	\$ 44.80	\$ 44.80	\$ 44.80	\$ 44.80	\$ 44.80	\$ 44.80	\$ 44.80	\$ 44.80	\$ 44.80	\$ 44.80	\$ 44.80	\$ 44.80		-		
WCB	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00		537.60		
Computer for Admin area							\$ 1,000.00							-		
Garden Tour was cancelled due to COVID-19	\$ -													240.00		
Zoom	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00		1,000.00		
Telephone/Internet	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00		-		
COVID safety office re-opening costs						\$ 1,500.00								264.00		
Interest and Bank Charges	\$ 56.30	\$ 56.30	\$ 62.01	\$ 59.56	\$ 56.30	\$ 56.30	\$ 56.30	\$ 56.30	\$ 56.30	\$ 56.30	\$ 56.30	\$ 56.30		1,920.00		
Adverting for programs	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00		1,500.00		
Rent	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00		684.57		
Admin Assistant	\$ 1,043.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,260.55	\$ 2,260.55	\$ 2,260.55	\$ 2,260.55	\$ 2,260.55	\$ 2,260.55		1,735.00		
Intake Counsellor (Rick)	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00		12,600.00		
Executive Director	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00		16867.18		
Bookkeeper	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00		\$ 10,000.00		
Accountant				\$ 1,680.00										\$ 21,000.00		
Healing Anger						\$ 480.00		\$ 480.00		\$ 480.00		\$ 480.00		\$ 1,500.00		
Volunteer (Peer to Peer )														\$ 1,680.00		
Counselling							\$ 7,500.00			\$ 7,500.00				\$ 1,920.00		
Rental of Training space that is COVID compliant								\$ 320.00	\$ 640.00	\$ 640.00	\$ 320.00			\$ 15,000.00		
Personal Power & Self Esteem	\$ 480.00					\$ 480.00		\$ 480.00				\$ 7,500.00		\$ 1,440.00		
														\$ 7,500.00		
														\$ 7,500.00		
														\$ 104,509.01		
Total Expenses																
Revenue																
Auction Revenue			\$ 1,060.00					\$ 2,000.00				\$ 2,000.00		\$ 5,060.00		
Duncan Bingo Dabber			\$ 6,000.00											\$ 6,000.00		
Fee for Service	\$ -	\$ 152.00	\$ 390.00	\$ 562.16	\$ 560.00	\$ 230.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00		\$ 3,394.16		
100 Men Who Care				\$ 11,600.00		\$ 225.00								\$ 2,390.00		
General Donations				\$ 765.00	\$ 275.00	\$ 275.00	\$ 275.00	\$ 150.00	\$ 150.00	\$ 200.00	\$ 150.00	\$ 150.00		\$ 3,000.00		
Fund Raisers					\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00		\$ 500.00				\$ 1,000.00		
Membership				\$ 400.00		\$ 300.00	\$ 300.00							\$ 20,844.16		
*Actual														\$		
** Office closed due to COVID														\$	83,664.85	

**From:** [Paul Gowland](#)  
**To:** [Financial Services](#)  
**Subject:** Application for Grant-in-Aid  
**Date:** Monday, September 28, 2020 8:48:31 AM  
**Attachments:** [North Cowichan Grant Application October 2020 Attachment.pdf](#)  
[Grant in aid application form 2020.pdf](#)

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Attached are the two documents to support the application of the Oak Park Heritage Preservation Society for a Grant-in-Aid for 2020.

Thank you,

Paul Gowland  
Secretary Treasurer  
Oak Park Heritage Preservation Society

## GRANT APPLICATION

(PLEASE PRINT)

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

**Primary purpose of organization:** Heritage preservation of Elkington House at Oak Park

**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 new business 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** Richard Paul Gowland      Digitally signed by Richard Paul Gowland  
Date: 2020.09.22 18:26:48 -07'00'

**Date** Sep 22, 2020

**In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.**

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 Information Management Officer, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

## **North Cowichan Grant Application October 2020 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 founded as a registered not-for-profit society dedicated to the preservation, restoration and future provision of 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 acquisition.

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

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 had 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 impact of the spread of the Covid 19 virus has slowed further progress to date (summer 2020) but the Society members, with BC Heritage Branch support, are confident of being selected as a heritage component of the British Columbia Community Economic Recovery Infrastructure Program (CERIP).

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. The operational plan will become part of a fully developed business plan as required by CERIP. The current request to the Municipality of North Cowichan will fund completion of the business plan.

### 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 business 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 2021 membership drive

#### Number of clients who reside in North Cowichan:

Prior to the outbreak of Covid 19, members of the Oak Bay Heritage Preservation Society were actively involved in conducting tours of the Gary Oak Preserve and in caretaking and promoting the site. In 2019, an estimated 400 people took part in the society's tour activities.

Total number of people that the used the service in 2019:

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

Visitor activities at the preserve have been curtailed by Covid 19.

#### 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 business plan (consultant)	\$5,000
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	Somenos Marsh Wildlife Society
Address of Organization	
Full Mailing Address	PO Box 711, Duncan, BC, V9L 3Y1
Telephone Number & Email	250 732-0462, paul@fletcherfoto.ca
Contact Person/Title	Paul Fletcher, President

**Primary purpose of organization:** Conservation restoration and awareness

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

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

**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:** 10,000

**Approximate number of your clients that reside in North Cowichan:** 8,000

*(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:** \$2,000

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

To support our 2021 October WildWings Nature & Arts Festival expenses. ie printed materials and advertising costs. See attached 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: City of Duncan

**Applicant's signature** Paul Fletcher

**Date** September 21/2020

**In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.**

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 Information Management Officer, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.



### **WildWings Nature & Arts Festival 2021**

The WildWings Nature & Arts Festival is an annual series of community events that coincide with the late fall arrival in the Cowichan Valley of the iconic Trumpeter Swans, North America's largest waterfowl. Established in 2009 by the Somenos Marsh Wildlife Society, the purpose of the Festival is to bring attention to the important ecosystems of the Cowichan Valley by using nature as a background to celebrate the interconnectedness of nature, art, culture, and community.

Art, nature and cultural events take place throughout October, with outdoor activities mostly happening in the earlier part of the month when the weather is friendly, and indoor events mostly filling the sometimes-wetter, second half of the month.

Outdoor events include: 'Celebrate Somenos' Family Day at the Somenos Marsh Open Air Classroom; 'Afloat in a Boat', a bring-your-own-boat guided tour of Somenos Lake; and our newest event, 'Cowichan Make a Difference Day', where volunteers pick up the garbage in and around the Somenos waterways.

To learn more about WildWings and to view past events please visit our website at [www.wildwingsfestival.com](http://www.wildwingsfestival.com)

## WildWings Nature & Arts Festival 2020 Budget

### Income

#### Grants:

North Cowichan	2,000
City of Duncan	1,000
CVRD	1,400
TD Canada Trust	3,000
Summer Student	2,500
Nature Canada	1,800

#### Donations:

Friends of Somenos	3,000
Nature Trust	500
Beer sales 2019- rec'd	400

#### Event Income:

Art & Photography sales	1,300
Art & Photo show fees	1,500
Merchandise	1,000
Event Ticket sales/donations	7,000

#### Fundraiser

Silent Auction	2,000
Gala 2021	11,000

<b>Total Income</b>	<b>\$39,400</b>
---------------------	-----------------

### Expenses

#### Wages:

Coordination wages	9,500
Student wages	2,400
Assistant wages	3,000

#### Event expense:

Advertising & Promotion	3,000
Printing	1,500
Merchandise	1,000
Event expenses	5,800
Honourariums	3,000
Insurance	200

#### Fundraising Event expense:

Gala 2020	10,000
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<b>Total</b>	<b>\$39,400</b>
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**Somenos Marsh Wildlife Society  
Statement of Revenue & Expenses  
for the year ended December 31, 2019**

		<u>General Fund</u>	<u>Gaming Fund</u>	<u>Total</u>
<b>INCOME</b>				
Federal Government grants	<b>Note 3</b>	80,415		80,415
Provincial Government grants	<b>Note 4</b>	4,950		4,950
Municipal Government grants	<b>Note 5</b>	6,400		6,400
Other grants	<b>Note 6</b>	27,207		
Gaming grant		-	\$ 25,000	25,000
Donations		27,437		27,437
Events		24,627		24,627
Membership		2,609		2,609
Refunds		1,227		1,227
Sale of boat trailer		550		550
Merchandise		130		130
Misc		29		29
		-		-
		<u>175,581</u>	<u>\$ 25,000</u>	<u>173,374</u>
<b>EXPENSES</b>				
Administration	<b>Schedule 2</b>	5,241		5,241
Wages	<b>Schedule 3</b>	87,667	\$ 13,907	101,574
Dues/fees	<b>Schedule 5</b>	639	\$ 2,156	2,795
Event	<b>Schedule 4</b>	24,549		24,549
Projects	<b>Schedule 1</b>	141,366	\$ 2,575	143,941
Rent/storage		2,386		2,386
		<u>261,848</u>	<u>\$ 18,638</u>	<u>280,485</u>
Excess of Revenue over Expenditures		\$ (86,267)	\$ 6,363	\$ (107,111)
Fund Balances, beginning of the year		\$ 137,813	18,364	156,177
Fund Balances, end of the year		<u>\$ 51,546</u>	<u>\$ 24,727</u>	<u>\$ 49,066</u>

**Somenos Marsh Wildlife Society**  
**Balance Sheet**  
**As at December 31, 2019**

	<b>General Fund</b>	<b>Gaming Fund</b>	<b>Total</b>
Bank Account- Main	\$ 51,546	\$ -	\$ 51,546
Bank Account- Gaming	\$ -	\$ 24,727	\$ 24,727
Total Current Assets	<u>\$ 51,546</u>	<u>\$ 24,727</u>	<u>\$ 76,273</u>
	<u>\$ 51,546</u>	<u>\$ 24,727</u>	<u>\$ 76,273</u>
Accounts Payable	\$ -	\$ -	\$ -
Total Current Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Balances			
Internally Restricted	\$ 48,760	\$ 24,427	\$ 73,187
Unrestricted	\$ 3,086	\$ -	\$ 3,086
	<u>\$ 51,846</u>	<u>\$ 24,427</u>	<u>\$ 76,273</u>
	<u>\$ 51,846</u>	<u>\$ 24,427</u>	<u>\$ 76,273</u>

**Note 1**  
**Note 2**



**Somenos Marsh Wildlife Society**  
**Notes to Financial Statements**  
**As at December 31, 2019**

	General Fund	Gaming Fund	Total
<b>1. Internally Restricted Funds</b>			
Wild Wings	8,099		8,099
Gaming	-	24,427	24,427
Research	1,084		1,084
CSP	6,973		6,973
Facilities	1,021		1,021
Land Acquisition	3,147		3,147
Water Quality	161		161
Parrot Feather	4,512		4,512
Green Streams	5,945		5,945
Clean Water Action	17,820		17,820
	-		-
	48,760	24,427	73,187

The SMWS Board internally restricts the above funds as they are designated for specific funded projects or other ongoing Community Stewardship Program activities. The balances often reflect project amounts that are deferred into the new year.

	General Fund	Gaming Fund	Total
<b>2. Unrestricted Funds</b>			
Operations	266		266
Support	2,820		2,820

3,086	-	3,086
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### 3. Federal Grants

ENVIR. CLIMATE CHANGE CANADA - CWAP	47,965
ENVIR. CLIMATE CHANGE CANADA - SESP	6,854
ENVIR. CLIMATE CHANGE CANADA - ST	3,446
CANADIAN HERITAGE GRANT - WW	5,100
CANADA STUDENT GRANT- CSP	8,250
CANADA GRANT- SCHRP	8,800
	<u>80,415</u>

### 4. Provincial Grants

PROV. OF BC - BINGS CREEK	4,950
	<u>4,950</u>

### 5. Municipal Grants

CVRD-ARTS GRANT- WW	1,400
DIST. OF NORTH COWICHAN - WW	1,000
DIST. OF NORTH COWICHAN - CWAP	3,000
DIST. OF NORTH COWICHAN - PF	1,000
	<u>6,400</u>

### 6. Other Grants

PACIFIC SALMON - WQ	1,457
WWF - CANADA - CWAP	18,750
TD FRIENDS OF ENVIRONMENT GRANT - PF	5,000
NATURE CANADA GRANT - WW	2,000
	<u>27,207</u>

CWAP- Clean Water Action Project  
PF- Parrots Feather Management Project  
WQ- Water Quality Monitoring Program  
SESP- Somenos Ecosystem Stewardship Project (final)  
ST- Stormwater & Fish Habitat Wetland Project  
SCHRP- Somenos Creek Habitat Restoration Project  
WW- WildWings Nature & Arts Festival  
CSP- Miscellaneous Community Stewardship Projects

**Somenos Marsh Wildlife Society  
Statement of Project Expenses  
for the year ended December 31, 2019**

<b>PROJECT EXPENSES</b>	<b>General Fund</b>	<b>Gaming Fund</b>	<b>Total</b>
Gaming		2,575	2,575
Misc	-		-
Operations	1		1
Support	464		464
Wild Wings	174		174
Green Way	-		-
Facilities	15,674		15,674
Water Quality	1,493		1,493
Parrot Feather	1,955		1,955
Wet Lands	1,445		1,445
Somenos Eco	4,576		4,576
Clean Water	42,396		42,396
Restoration	-		-
Viewing Tower	72,063		72,063
Somenos Creek	1,125		1,125
			-
	<b>141,366</b>	<b>2,575</b>	<b>143,941</b>

**Somenos Marsh Wildlife Society  
Statement of Administration Expenses  
for the year ended December 31, 2019**

<b>ADMINISTRATION</b>	<b>General Fund</b>	<b>Gaming Fund</b>	<b>Total</b>
Gaming	-	-	-
Misc	-	-	-
Operations	4,640	-	4,640
Support	300	-	300
Wild Wings	-	-	-
Green Way	-	-	-
Facilities	-	-	-
Research	300	-	300
Water Quality	-	-	-
Parrot Feather	-	-	-
Wet Lands	-	-	-
Somenos Eco	-	-	-
Clean Water	-	-	-
Restoration	-	-	-
Viewing Tower	-	-	-
Somenos Creek	-	-	-
	<b>5,241</b>	<b>-</b>	<b>5,241</b>



**Somenos Marsh Wildlife Society**  
**Statement of Wages Expenses**  
**for the year ended December 31, 2019**

<b>WAGES</b>	<b>General Fund</b>	<b>Gaming Fund</b>	<b>Total</b>
Gaming	-	13,907	13,907
Misc	338		338
Operations	1,930		1,930
Support	3,547		3,547
Wild Wings	15,820		15,820
Green Way	7,729		7,729
Facilities	90		90
Water Quality	5,968		5,968
Parrot Feather	7,278		7,278
Wet Lands	6,525		6,525
Somenos Eco	3,540		3,540
Clean Water	30,016		30,016
Restoration	271		271
Viewing Tower	-		-
Somenos Creek	4,615		4,615
			-
	<b>87,667</b>	<b>13,907</b>	<b>101,574</b>

**Somenos Marsh Wildlife Society  
Statement of Fees Expenses  
for the year ended December 31, 2019**

<b>FEES</b>	<b>General Fund</b>	<b>Gaming Fund</b>	<b>Total</b>
Gaming		2,156	2,156
Misc			-
Operations	221		221
Support			-
Wild Wings			-
Green Way			-
Facilities	418		418
Water Quality			-
Parrot Feather			-
Wet Lands			-
Somenos Eco			-
Clean Water			-
Restoration			-
Viewing Tower			-
Somenos Creek			-
			-
	<b>639</b>	<b>2,156</b>	<b>2,795</b>

RECEIVED

SEP 28 2020

DISTRICT OF NORTH COWICHAN

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

250.746.3100

250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Victoria's Quilts Canada - Cowichan Valley
Address of Organization	31-700 Grenville Avenue
Full Mailing Address	Victoria, BC V9A 7J7
Telephone Number & Email	250-361-3227 magel5@shaw.ca
Contact Person/Title	Chris Magel/Chair, Victoria Branch

Primary purpose of organization: QUILTS FOR PEOPLE WITH CANCER

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: 32Approximate number of your clients that reside in North Cowichan: 32

(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: \$1,250

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

Funds will be used to purchase cotton fabric, cotton batting and flannelette to make the quilts.

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 ☒ NoHave you applied to another local government for funding? ☒ Yes ☐ NoIf yes, please list: Parkville Qualicum Foundation, Chilliwack Foundation, Victoria FoundationApplicant's signature Chris MagelDate May 27, 2020In 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

# Victoria's Quilts Canada



*Comforting People with Cancer  
Réconforter les personnes avec le cancer*

VICTORIA, PARKSVILLE, COWICHAN VALLEY AND CHILLIWACK  
31-700 Grenville Avenue  
Victoria, BC V9A 7J7

Tel: 250-361-3227

Email: [victoria@victoriasquiltsCanada.com](mailto:victoria@victoriasquiltsCanada.com)

September 18, 2020

## GRANT APPLICATION

### COWICHAN VALLEY FRIENDS GROUP

Victoria's Quilts Canada (VQC) is a non-profit Canadian registered charity (No 88036 4815 RR0001) whose mission is to provide handmade quilts to people living with cancer in Canada. By providing these quilts, we bring physical comfort to those undergoing treatment as well as spiritual comfort in knowing that they are not alone in their struggle. We are the only registered charity in Canada doing such work, and we are not affiliated with any religious order or denomination. VQC has no paid staff and the members of its National Board of Directors are volunteers.

VQC was established in 1999 by a group of 12 friends in Ottawa, Ontario, and it distributed 16 quilts in the first year of operation. The organization, including the Ottawa National Office has since grown to 1,300 volunteers. As of March 31, 2020, VQC has delivered **78,227** quilts.

Our branch, located in Victoria, BC is one of 24 branches in Canada and we provide quilts to recipients in the province of BC. We delivered **532** quilts in 2019 and as of the end of March 2020 we delivered **2702** quilts since our beginning in 2010. We have a friends group located in Duncan, BC with 29 volunteers quilting and delivering quilts in your catchment area. They meet once a month at the Kiwanis Housing Building, September to June (except July and August). Under the leadership of Jayne Shaw of Duncan, they spend their time sewing, sandwiching and working on quilts, seeking out new patterns, making fabric selections, having technical discussions and mini lessons by their members.

Our quilts are a gift and no cost will ever be passed on to the recipient or the requester. In order to make and deliver these quilts, we rely entirely on fundraising, on donations from individuals, upon the generosity of our volunteers and upon organizations, such as yours who want to support charities who make a difference in peoples lives within their communities.



With this letter, we are appealing to the North Cowichan Foundation for financial assistance of **\$1,250** which will allow us to purchase cotton fabrics, batting and flannel backing. With this fabric we will be able to make approximately **25** quilts which we can then deliver to people in your catchment area. The National Office has estimated it costs \$50 per quilt to produce.

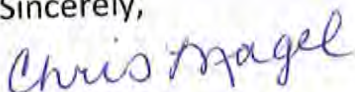
As a result of the comments we receive from recipients and requesters, we know that our quilts bring immeasurable comfort to individuals suffering from cancer. We are extremely proud of our work and the comfort that our small gesture brings.

We invite you to view our website at [www.victoriasquiltsCanada.com](http://www.victoriasquiltsCanada.com) within which you can find more information about VQC along with our complete history, information about our branch, quilt delivery statistics and VQC's latest annual report and testimonials.

Should you require additional information please do not hesitate to reach out to me directly at (250)361-3227 or [magel5@shaw.ca](mailto:magel5@shaw.ca). I would be more than pleased to provide any additional information you require.

Thank you for your kind consideration of our request.

Sincerely,



Chris Magel  
Branch Coordinator  
Victoria Branch  
Victoria's Quilts Canada



# Victoria's Quilts Canada

## PROFIT AND LOSS VICTORIA

January - December 2019

	TOTAL
<b>INCOME</b>	4,015.00
4051 Branch Donations Receipted	369.25
4055 Branch Donations Not Receipted	2,500.00
4056 Branch Community Grants	6,388.85
4061 Transferred Funds to Branches - Donations Received at National	3,311.89
4062 Transferred Funds to Branches - Postage Reimbursement	532.36
4063 Transferred Funds to Branches - GST Rebate	319.20
4258 Branch Special Events	1,960.74
4259 Sobeys's Thrifty's Smile Card	\$19,397.29
<b>Total Income</b>	<b>\$19,397.29</b>
<b>GROSS PROFIT</b>	
<b>EXPENSES</b>	5,334.67
5020 Batting	1,628.37
5021 Cotton	9,233.29
5022 Flannel	126.83
5026 Notions and Equipment under \$1000	4,509.29
5028 Canada Post (Mailing of Quilts)	240.17
5029 Envelopes to Mail Quilts	74.46
5032 Thread	780.60
5151 Branch Payments to National - Levy	226.47
5153 Branch Payments to National - Printed Materials	68.96
5213 Office Supplies	40.00
5214 Provincial Registrations	13.83
5219 Stamps and Canada Post Special Delivery	46.20
5321 Branch Bank Charges - Operating Account	\$22,323.14
<b>Total Expenses</b>	<b>\$ -2,925.85</b>
<b>PROFIT</b>	

# Victoria's Quilts Canada

## Branch Executive Information

*To be forwarded to National office by January 31st annually OR within one month of any change to Executives.*

Branch: VICTORIA Completed by: Chris Magel

<b>Committee Member #1 – Position:</b>	Co Chair
Name	Elaine Crossley
Street	3306 Camrose Court
City/ Province/PC	Victoria, BC
Postal Code	V8P 5N9
Tel No.	(250)381-5137
E-mail Address	ecrossley@shaw.ca
<b>Committee Member #2 – Position:</b>	Co Chair/Secretary
Name	Chris Magel
Street	31-700 Grenville Avenue
City/Province/PC	Victoria, BC
Postal Code	V9A 7J7
Tel No.	(250)361-3227
E-mail Address	magel5@shaw.ca
<b>Committee Member #3 – Position:</b>	Treasurer
Name	Beth Barnes
Street	629 Harbinger Avenue
City/Province/PC	Victoria, BC V8V 4H9
Tel No.	(250)386-7272
E-mail Address	beth.b@shaw.ca
<b>Committee Member #4 – Position:</b>	Member at Large Fabric Expeditior
Name	Frances McLeod
Street	13-5110 Cordova Bay Road
City/Province/PC	Victoria, BC V8Y 2K5
Tel No.	(250)477-6068
E-mail Address	fem@mcleodhome.ca
<b>Committee Member #5 – Position:</b>	
Name	
Street	
City/Province/PC	
Tel No.	
E-mail Address	

Jan 2010

Date: JUNE 2020

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Volunteer Cowichan
Address of Organization	135 Third Street Duncan BC V9L 1R9
Full Mailing Address	135 Third Street Duncan BC V9L 1R9
Telephone Number & Email	250-748-2133, extention 1
Contact Person/Title	Jennifer Lazenby

**Primary purpose of organization:** Encourages volunteerism and community initiatives

**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:** 6000

**Approximate number of your clients that reside in North Cowichan:** 3,000

*(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:** 10,000

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

Special Project: This grant will be used to purchase supplies and support 60 volunteers to sew 3000 non-medical, biodegradable, masks to give to residents of North Cowichan, free of charge; to educate and encourage a culture of habitually using best-practices in hygiene, including how to safely wear and care for a non-medical mask to help our community members and businesses thrive through the COVID-19 pandemic

**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** Jennifer Lazenby **Date** Oct 14, 2020

**In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.**

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 Information Management Officer, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

**From:** [Gina Talbot](#)  
**To:** [Financial Services](#)  
**Cc:** [Jennifer Lazenby](#)  
**Subject:** Volunteer Cowichan Grant in Aid Application  
**Date:** Wednesday, October 14, 2020 5:05:59 PM  
**Attachments:** [VC\\_MTV\\_Budget\\_Municipality\\_of\\_North\\_Cowichan\\_Grant\\_in\\_Aid\\_2021.pdf](#)  
[Volunteer Cowichan - Financial Statements.pdf](#)  
[VC\\_MTV\\_Description\\_North\\_Cowichan\\_Grant\\_in\\_aid\\_2021.pdf](#)  
[VC\\_MTV\\_Municipality\\_of\\_North\\_Cowichan\\_Grant-in-Aid\\_2021.pdf](#)

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Financial and Protective Services  
Walter Wiebe Senior Manager, Financial Services

Greetings,

Attached is a Grant in Aid Application, from Volunteer Cowichan, for the Mask the Valley Project.  
Please confirm receipt of this application.

Contact Jennifer Lazenby, if you have any questions.

Thank you for considering our request,

Gina Talbot  
for  
Jennifer Lazenby  
Volunteer Cowichan, 250-748-2133



Volunteer Cowichan raises awareness of the power of service and encourages people to volunteer; we assist organizations and initiatives to meet community needs. With 42 years in Cowichan, Volunteer Cowichan continues to be a leader in our community. In addition we link residents to local supports and services; The Cowichan Region Better at Home program supports seniors in living social, healthy, active and independent lives. This includes supports of friendly visiting, phone calls and grocery shopping provided by volunteers and contracted housekeeping. The Youth 20/20 Can program is recruiting, supporting, training and connecting youth aged 15-29. We are offering Board development workshops in partnership with local professionals to support non-profits and charities in Cowichan. Volunteer Cowichan is the host agency of the BC Community Response Network, raising awareness of abuse, neglect and self neglect in anyone over the age of 19. As a result of a community initiative COVID Action Cowichan, our Mask the Valley Project was created to support the Cowichan Region during the global pandemic. This 100% volunteer driven project is focused on keeping Cowichan safe and healthy. Details are outlined below.

## **Mask the Valley 2020**

With the COVID 19 virus spreading through the world, we are acutely aware of how the transmission of this virus puts the health, economy and environment of the North Cowichan at risk. The goal of the Mask the Valley project is to make sure every person (83,739) in the Cowichan Valley has access to a quality-made, non-medical mask and is informed on best practices of how to safely wear and care for masks. We have developed a strong, task oriented, network of volunteers who can carry this vision forward. Our team is adept at evaluating and maximizing production, resourcing and allocating materials, recruiting new volunteers, developing systems and safety protocols, collaborating with supporting groups and finding innovative solutions and techniques for product improvement.

Wearing non-medical masks safely, provides reciprocal protection that will help reduce the transmission of COVID 19 in our community. The BC Center for Disease Control states “some people can spread the virus when they have very mild symptoms or may not know that they are infected. In this case, wearing a mask can help protect others by containing your own droplets when talking, laughing, singing, coughing, or sneezing.”

The local economy will continue to open up and thrive when both employees and customers feel safe. Having access to and wearing masks is an additional layer of protection that will help prevent the transmission of droplets. Small businesses are vital to local, provincial and national economy.

100% cotton masks are better for the environment: They can be re-used, upcycled, re-purposed and biodegrade if they are disposed of. If everyone (29,676) in North Cowichan wore two disposable masks a day, for one year, that would amount to approximately 21.5 million disposable masks in our landfills, oceans and anywhere they get dropped. With your financial support of this project we hope to reduce this number in North Cowichan.

Since March 2020, our team of 60 volunteers have produced 7,657 100% cotton biodegradable masks, with filter pockets for residents, and over 2,000 scrub caps for hospital workers. With each mask





distributed, a use and care information is enclosed. Masks are distributed free of charge to children, youth, adults and seniors. We have made a concerted effort to support vulnerable populations. Mask the Valley has supplied a wide range of agencies, businesses and governments. This includes but not limited to: CWAV Women's Shelter, RCMP Victim Services, Somenos Transition House, Drinkwater Elementary, Quamichan School, Sasquatch Clan Patrol, Nourish Cowichan, Cowichan Search and Rescue, Hospital patients, CDH Auxiliary, Alert Bay Residents, Duncan Fire Department, Cowichan Region Better at Home seniors, Abbott House Group Home, Le'lum'uy'lh Daycare, Black Lives Matter Rally, Cowichan Green Community, St. Peters Church, Cowichan Meals on Wheels, Malahat Nation, ALS, Tsartlip First Nation, Cowichan Tribes, Community Living Care, Cowichan Valley Youth Services, CC Elders, Beecher Bay First Nation, Halalt First Nation, Acacia Lodge, Tsewultun Health Centre and Missing and Murdered Women Group.

Through our volunteers and organization Mask the Valley has relationships with many First Nations communities on the Island. We have been able to serve these communities with donations of masks, education and training. As this project has evolved, an Elder has joined the steering committee; she is passionate about protecting her people.

Mask the Valley has created digital platforms to recruit, engage and support volunteers for mask making initiatives. On our Facebook page "COVID Action Cowichan" and website [COVIDActionCowichan.ca](https://www.COVIDActionCowichan.ca) there is a wide range of resources including mask-making patterns and support for those who want to make their own masks with their own supplies.

Volunteer Cowichan relies on donations from the community including donations of fabric & notions, cash and volunteer time for the overall success of the Mask the Valley Program. A grant was received through the Victoria Foundation Rapid Relief Fund in May to support this initiative. In addition the United Way of Central and Northern Vancouver Island has granted the funds to the project with the objective of increasing distribution to vulnerable youth in Cowichan.

## **Mask the Valley - Benefits and Outcomes:**

### *Public health:*

Wide-spread mask use will help prevent the spread of COVID 19 and continue to 'flatten the curve.' People can wear and learn to use masks correctly through government sanctioned instructions shared on our information cards, website and Facebook page.

### *A positive impact on the health and well-being of the volunteers:*

As this project evolves, the sewing volunteers are developing a strong communication and mental health support system unlike any other in our community. It has helped some people with physical or mental health issues, to not only cope with the fear and anxiety precipitated by the COVID-19 pandemic, but to grow and thrive through it. The sense of purpose, similar to the 'war effort' of the past, has brought together people of all skills and abilities to work for a common purpose to protect our community.

### *Skill development:*

Volunteers are developing skills in management, communication, resourcing materials, sewing, problem solving and innovation, implementing hygiene protocols and building team dynamic interpersonal skills.



Many are retired or not currently working professionals who are sharing their skills and expertise as mentors.

*Patient/client mental health:*

Feedback from essential workers, is patients and clients respond positively to the colourful scrub caps and masks. It humanizes the person behind the mask and prompts conversation, which improves the caregiver/client relationship.

*Essential worker mental health:*

Medical service workers reported feeling isolated to Mask the Valley volunteers. Wearing the community-made scrub caps and masks brightens their day and makes them feel loved and supported by the community; 'like wearing a hug,' they say. Retail employees are grateful for a good quality mask that makes them feel safer at work.

*The economic factor:*

By keeping our community healthy, Mask the Valley will help support the local economy and lay the foundation for a speedier recovery.

We are generating a large group of people who are developing sewing, teamwork, marketing and distribution skills. The more well-embedded a skill-set is, the greater the likelihood of a business enterprise developing. There are already a few local retail clothing design and manufacturers in North Cowichan; the addition of many more people with new-found sewing skills could result in a larger sewing industry developing here.

*Community resilience and capacity building:*

Building capacity for community driven health initiatives will positively influence local health outcomes well into the future. Your support for active locally based emergency solutions will build trust and resources in our community to respond to and manage future crisis.

*Collaboration and innovation:*

Our team continues to come up with innovative solutions to access resources and product design. We continue to develop local cross sector partnerships, collaborations and support.

The intention is to buy local, hire local, and use local businesses and artists as much as possible in this process to provide support for the local economy.

*Links:*

CDC, <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>

Dr. Henry, <https://www.cbc.ca/news/canada/british-columbia/dr-henry-expects-british-c Columbians-to-be-wearing-masks-1.5633657>

Government of Canada Public Health, <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>

*Contact:*

Jennifer Lazenby, Executive Director, Volunteer Cowichan at [ed@volunteercowichan.bc.ca](mailto:ed@volunteercowichan.bc.ca)

Or Gina Talbot, volunteer, at [talbotgina@gmail.com](mailto:talbotgina@gmail.com)

### Mask the Valley-North Cowichan Component Budget

Income	Total	In Kind	Grants	Proposed Municipal Contribution
Victoria Foundation Rapid Relief Fund			3,000	
Municipality of North Cowichan Grant in Aid			10,000	
In Kind volunteer Donations		44675		
<b>Total Income</b>	57675			

### Expense

<b>Production Costs</b>				
Fabric & Notions	9,425			6,425
Labour - sewing volunteers (Est @ \$6.91/mask @ 3,000 masks)	20,730	20,730		
Equipment rental/maintenance/disability supports	600			600
<b>Delivery Costs</b>				
Paper bags and other packaging ( 500/case @ \$82.50/ea)	195			195
Mileage Reimbursement @ \$0.55/km (pick and deliver of material and masks)	1,000			1,000
<b>Laundry Costs</b>				
Laundering	780			780
<b>Coordination Costs</b>				
Volunteer coordination, material coordinaion, communications \$3373/month86 months	22,400	22,400		
Project Accounting and Reporting (10% of total budget)	1,545	1,545		
<b>Other Expenses</b>				
Education material	1,000			1,000
<b>Total</b>	<b>\$ 57,675</b>	<b>\$ 44,675</b>	<b>\$ 3,000</b>	<b>\$ 10,000</b>

# **V.C. VOLUNTEER COWICHAN**

## **FINANCIAL STATEMENTS**

(Unaudited)

**MARCH 31, 2020**

# V.C. VOLUNTEER COWICHAN

MARCH 31, 2020

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## **NOTICE TO READER**

We have compiled the statement of financial position of V.C. Volunteer Cowichan as at March 31, 2020 and the statements of operations and changes in net assets for the year then ended from information provided by management. We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Readers are cautioned that these statements may not be appropriate for their purposes.

Duncan, British Columbia  
July 27, 2020.

MCPHEE TAX & ACCOUNTING INC.  
Chartered Professional Accountant

# V.C. VOLUNTEER COWICHAN

## STATEMENT OF FINANCIAL POSITION (Unaudited)

AS AT MARCH 31, 2020

ASSETS		2020	2019
<b>CURRENT</b>			
Cash	\$	65,276	\$ 29,753
Accounts receivable		2,543	13,752
Prepaid expenses		950	522
GST receivable		10	172
		68,779	44,199
<b>INVESTMENT IN OAK TRANSIT</b>		11	11
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>68,790</b>	<b>\$ 44,210</b>
<b>LIABILITIES</b>			
<b>CURRENT</b>			
Accounts payable and accrued liabilities	\$	5,021	\$ 2,385
Unearned revenue		26,533	21,869
		31,554	24,254
<b>TOTAL LIABILITIES</b>		<b>31,554</b>	<b>24,254</b>
<b>SURPLUS</b>		37,236	19,956
<b>TOTAL LIABILITIES &amp; SURPLUS</b>	<b>\$</b>	<b>68,790</b>	<b>\$ 44,210</b>

APPROVED ON BEHALF OF THE BOARD:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

Unaudited: See Notice to Reader

# V.C. VOLUNTEER COWICHAN

## STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS (Unaudited)

FOR THE YEAR ENDED MARCH 31, 2020

	2020	2019
<b>REVENUE</b>	\$ 223,786	\$ 191,744
<b>EXPENSES</b>		
Advertising	1,155	1,041
Bad Debt	414	2,400
Insurance	2,170	4,324
Interest and bank charges	228	208
Office expenses	16,278	9,631
Professional fees	6,787	7,563
Rent	13,007	15,442
Salaries and benefits	126,820	77,217
Staff travel & training	3,720	3,780
Sub-contractors	31,664	61,268
Telephone	63	2,705
Volunteer travel	4,202	7,860
	206,508	193,440
<b>EXCESS OF REVENUE (DEFICIENCY)</b>	17,278	(1,696)
<b>SURPLUS</b> beginning of year	19,958	21,653
<b>SURPLUS</b> end of year	\$ 37,236	\$ 19,956

Unaudited: See Notice to Reader

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Rotary Club of Chemainus
Address of Organization	Box 297 Chemainus BC V0R 1K0
Full Mailing Address	as above
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:** 150 due to mostly virtual event

**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:** \$500

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

To help fund our community Summer Fest event

**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 11, 2020

*In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.*

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 Information Management Officer, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

**ROTARY CLUB OF CHEMAINUS**  
**CHEMAINUS SUMMER FEST 2021**  
**BUDGET – LIVE EVENT**

**Income:**

Donations*	\$ 500.00
Refund of equipment bond	<u>\$ 300.00</u>
TOTAL	\$ 800.00

**Expenses:**

Signage	\$ 0
Advertising/Paper/Copying	\$ 400.00
Rosettes for winning parade floats	\$ 65.00
Entertainment	\$2500.00
Sound system and engineer CVCAS	\$ 200.00
Supplies (marking paint, tape, etc.)	\$ 200.00
Equipment Bond (Municipality)	\$ 300.00
Books for reading tent	<u>\$ 500.00</u>
TOTAL	\$4165.00

**PROJECTED  
PROFIT/LOSS**

**\$3365.00**

Please note: The above does not include expenses and revenue from food sales. The money raised from food sales is directed back into the community via requests from individuals and organizations. Chemainus Rotary disperses these funds to recipient individuals and organizations in the Chemainus area from our Service account. Other qualifying requests benefit from our Trust/Gaming account. The club funds the Chemainus Summer Fest account to underwrite our expenses for each year's community building event.

\* Anticipated Grant from Municipality

**See over for virtual event**



**ROTARY CLUB OF CHEMAINUS**  
**CHEMAINUS SUMMER FEST 2021**  
**BUDGET – VIRTUAL EVENT**

**Income:**

Donations*	<u>\$ 500.00</u>
TOTAL	<u>\$ 500.00</u>

**Expenses:**

Signage	\$ 0
Advertising/Paper/Copying	\$ 500.00
Gift certificate giveaways and prizes	\$1600.00
Welcome speaker honourarium and gift	\$ 200.00
Supplies	\$ 200.00
Books for children	<u>\$ 500.00</u>
TOTAL	\$3000.00

**PROJECTED  
PROFIT/LOSS**

**\$2500.00**

\* Anticipated Grant from Municipality

**ROTARY CLUB OF CHEMAINUS**  
**CHEMAINUS SUMMER FEST 2020**  
**EVENT FINANCIAL STATEMENT**  
**FINAL**

**Income:**

Donation*		\$ 500.00
	<b>TOTAL</b>	<b>\$ 500.00</b>

**Expenses:**

Signage		\$ 0
Advertising – Newspaper and Social Media		\$ 308.44
Gift certificate giveaways and prizes		\$ 934.70
Speaker honorarium and gift		\$ 150.00
Children's books giveaway		\$ 200.00
	<b>TOTAL</b>	<b>\$1593.14</b>

<b>PROFIT/LOSS</b>	<b>\$1093.14</b>
--------------------	------------------

\* \$500 Grant from Municipality



## 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, Past President & Board member

**Primary purpose of organization:** to operate Chemainus Valley Museum and preserve and promote local history

**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:** 17,545 official clicker count

**Approximate number of your clients that reside in North Cowichan:** 5,000 - 6,000

*(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:** 7,500.00

**Describe how the grant will be used:** (e.g. special projects, operations, maintenance, etc.)  
to support operations and maintenance of the Society and Museum so that we can continue and expand our programs to community both on site and virtually through our website and Facebook as well as through local newspapers and print. (see additional comments)

**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** 14 Oct 2020

**In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.**

Print Form

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

2020 has been a challenging year. The Museum opened as usual March 1 and then shut down almost immediately mid-month due to COVID-19. We re-opened July 1 after re-designing the entrance, exit and flow of the museum and changed our operations to satisfy COVID requirements. Given the age of our volunteer base and staff, and nature of museum traffic and visitors we adjusted procedures as needed and required. Social media and internet use increased to continue to provide the Society's contact and programs with the public as best as possible. We have taken the opportunity in 2020 to attend to some deferred maintenance of the facilities and re-organize artifacts and archives both physically and in our computer records.

In 2018 and 2019 our visitor count was 17,250 and 17,545. Our visitor count this summer was about 20% of last year, not considering June as we were closed due to COVID, and only 13% of 2019 totals.

Our volunteers logged over 3500 hours in 2019 and similar in 2018. 2020 reflects reduced but strong volunteer support to keep the museum open Thursday – Sundays. We continue to actively recruit new volunteers/members to support operations and have increased membership over 15% in the past two years.

Operations continue to include cataloguing and storing newly donated archival materials and artefacts, re-designing and creating new displays, providing museum tours and recounting history of Chemainus Valley. The Museum continues to promote the Festival of Murals Society and their historical murals in town 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.

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, 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; events which we anticipate can return in a modified form in 2021.

Re-organization and updating our Artifacts and Archival Collections continue with reduced staffing and volunteer help throughout this year, even when the museum is closed to the public. This is important to increase future access to the public; and provide historical moments/stories to the public now through social media and print. We have also started new programs creating videos with retired MacMillanBloedel employees telling stories about the 60's and 70's, and soon: First Nation elders describing Chemainus Valley before and during non-native development in the area. 1964 the historical society was gifted the Pioneer cemetery in Lamalchi Bay, Penelakut Island by Audrey Ginn. We are currently organizing a joint program with First Nations to maintain and document the cemetery. In 2021 we plan to create more videos about Chemainus in the 80's with stories by locals, with a focus on the new mill and its impact on the community.



# CHEMAINUS VALLEY HISTORICAL SOCIETY

## PROPOSED BUDGET 2017 - 2021

	FYE	FYE	FYE	Projected	Projected
	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
<b><u>REVENUE and CONTRIBUTIONS</u></b>					
Gift Shop	10,864	8,306	8,460	1,500	6,000
Interest Income	14	16	19	20	20
BC Hydro reimbursement - 60%	4,258	3,429	3,234	2,750	3,235
Donations - (2017 incl Muni for Addition)	62,454	13,816	20,089	8,000	10,000
Grants - Muni, YCW, Heritage (2018 incl Muni Addition\$)	10,704	64,850	12,385	9,500	15,000
Gaming - Community Gaming & Raffles	16,148	15,734	11,898	11,250	12,000
<b>TOTAL REVENUES and CONTRIBUTIONS</b>	<b>104,442</b>	<b>106,151</b>	<b>56,085</b>	<b>33,020</b>	<b>46,255</b>
<b><u>EXPENSES</u></b>					
Purchases/materials	4,331	2,684	3,491	500	2500
Direct Wages	26,305	20,277	26,910	10,000	23,900
Advertising/Promotion	2,263	1171	1,919	500	2,000
Amortization of tangible assets	9,173	8,765	17,489	17,500	17,500
Insurance	3,791	2,553	2,730	2,723	2,800
Interest and bank charges	778	940	475	350	475
Memberships and licenses	304	353	412	395	400
Office expenses	2,796	1,531	2,678	1,200	2,000
Other operating expenses	0	55	160	150	200
Professional fees	4,760	4,561	4,715	3,000	4,000
Collections and Artifacts	43,850		865	400	500
Repairs and maintenance	1,222	1,918	8,535	8,400	2,500
Supplies	718	66	137	250	250
Travel expenses	1,131	0	10	0	0
Utilities	8,346	7,454	7,154	6,717	7,000
<b>TOTAL EXPENSES</b>	<b>109,768</b>	<b>52,328</b>	<b>77,680</b>	<b>52,085</b>	<b>66,025</b>
<b>Excess REV. &amp; CONTR. Over EXPENSES</b>	<b>- 5,326</b>	<b>53,823</b>	<b>-21,595</b>	<b>-19,065</b>	<b>-19,770</b>
<b><u>Building Expansion</u></b>					

# Chemainus Valley Historical Society

## Comparative Balance Sheet

	As at 08/31/2020	As at 08/31/2019
<b>ASSET</b>		
<b>Current Assets</b>		
Chemainus Dollars	\$ 100.00	\$ 100.00
Credit Union - Main Acct	11,817.16	19,901.27
Cash On Hand	(63.00)	(13.23)
Publishing Savings Account	3,015.19	2,539.99
Credit Union - Gaming Account	8,259.09	7,627.13
Copier Account	6,009.85	745.32
New Building/Expansion Account	-	2,627.91
Foreign Cash	-	3.49
Maintenance Building Account	1,938.14	105.88
Archive/Artifact Account	3,719.31	-
Cash: Total	34,795.74	33,637.76
Total Inventory	3,394.23	3,493.18
Prepaid Expenses	1,227.00	1,246.00
HST Input Tax Credits	586.55	2,029.69
Contingency Fund	5,687.42	5,561.86
CAFT GIC	5,297.98	5,216.69
Credit Union Shares	474.58	469.62
<b>Total Current Assets</b>	<b>\$ 51,463.50</b>	<b>\$ 51,654.80</b>
<b>Capital Assets</b>		
Building Expansion	608,965.57	601,797.21
Net: Building	185,790.38	203,278.88
<b>Total Capital Assets</b>	<b>794,755.95</b>	<b>805,076.09</b>
<b>TOTAL ASSET</b>	<b>\$ 846,219.45</b>	<b>\$ 856,730.89</b>
<b>LIABILITY</b>		
Accounts Payable	\$ 2,395.84	\$ 2,314.51
Mastercard Payable	(0.01)	-
Collabria Mastercard	(89.93)	-
Total Receiver General	(0.01)	893.50
WCB Payable	20.17	47.37
PST Payable	32.70	103.37
<b>TOTAL LIABILITY</b>	<b>\$ 2,358.76</b>	<b>\$ 3,358.75</b>
<b>EQUITY</b>		
Capital - Museum	284,293.22	284,293.22
Retained Earnings - Previous Year	545,545.37	566,859.90
Current Earnings	14,022.10	2,219.02
<b>TOTAL EQUITY</b>	<b>843,860.69</b>	<b>853,372.14</b>
<b>LIABILITIES AND EQUITY</b>	<b>\$ 846,219.45</b>	<b>\$ 856,730.89</b>



# Chemainus Valley Historical Society

## Comparative Income Statement

January to August 2020

January to August 2019

### EXPENSE

#### Cost of Goods Sold

Net Purchases	138.03	2,412.97
Freight Expenses	-	15.52
<b>Total Cost of Goods Sold</b>	<b>138.03</b>	<b>2,428.49</b>

#### Payroll Expenses

Wages	5,930.99	17,439.84
EI Expenses	131.17	395.56
CPP Expenses	89.46	377.69
WCB Expenses	20.17	47.40
<b>Total Payroll Expenses</b>	<b>6,171.79</b>	<b>18,260.49</b>

#### General Expenses

Accounting & Legal	512.50	-
Advertising	271.71	242.46
Promotions	-	803.75
Crafts Supplies	13.14	-
Artifacts Supplies	356.16	-
Dues & Subscriptions	381.22	411.60
Travel Expense	-	9.76
Courier & Postage	-	3.05
Gaming & Raffle Expenditures	-	10.00
Gifts & Honorarium	100.00	194.90
Kitchen & Misc. Supplies	164.13	15.29
Janitorial	322.40	14.73
Insurance	2,118.78	2,223.00
Bank Charges	311.76	511.45
Office & Administration	479.64	999.97
Expansion Expenses	-	6,108.45
Museum Displays	67.37	-
Security Expenses	676.41	3,033.22
Repairs & Maintenance	2,258.58	4,084.35
Telephone	537.28	554.87
Internet Costs	744.62	613.24
Hydro Costs	2,436.16	2,984.62
Cash over/short	(2.26)	0.14
<b>Total General Expenses</b>	<b>11,749.60</b>	<b>22,818.85</b>
<b>TOTAL EXPENSE</b>	<b>18,059.42</b>	<b>43,507.83</b>

#### NET INCOME

\$ 14,022.10	\$ 2,219.02
--------------	-------------

# **Chemainus Valley Historical Society**

## **Financial Statements**

**December 31, 2019**

*(Unaudited - see Notice to Reader)*

# Chemainus Valley Historical Society

December 31, 2019

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**Notice to Reader**

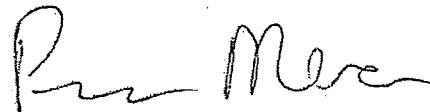
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I have compiled the statement of financial position of Chemainus Valley Historical Society as at December 31, 2019 and the Statements of operations and Statement of Changes in Net Assets for the year then ended from information provided by the society's management. 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.

Prior to compiling the financial statements of Chemainus Valley Historical Society, I performed bookkeeping services, which included the preparation of journal entries and a trial balance.

**Penelope Mears CPA**  
Chartered Professional Accountant

Ladysmith, BC  
February 21, 2020



# Chemainus Valley Historical Society

## Statement of Financial Position

December 31, 2019

(Unaudited - see Notice to Reader)

	Note	2019	2018
<b>Assets</b>			
<b>Current Assets</b>			
Cash (see Schedule of Cash)	\$	22,928	\$ 33,794
Short term investments		11,455	11,200
Accounts receivable, net of allowances		1,884	668
Inventory		3,394	3,493
Prepaid Expenses		1,227	1,246
GST Recoverable		419	1,561
<b>Total Current Assets</b>		<b>41,307</b>	<b>51,962</b>
Property, plant and equipment, net of accumulated amortization	2.	794,756	805,076
<b>Total Assets</b>	\$	<b>836,063</b>	<b>\$ 857,038</b>
<b>Liabilities and Shareholders' Equity</b>			
<b>Current Liabilities</b>			
Accounts payable and accrued liabilities	\$	6,207	\$ 5,885
Taxes payable		17	-
<b>Total Current Liabilities</b>		<b>6,224</b>	<b>5,885</b>
<b>Net Assets</b>			
Net Assets - ending		829,839	851,153
<b>Total Liabilities and Net Assets</b>	\$	<b>836,063</b>	<b>\$ 857,038</b>

Approved on Behalf of the Board:

\_\_\_\_\_  
\_\_\_\_\_

The accompanying notes are an integral part of these financial statements.



# Chemainus Valley Historical Society

## Statement of Operations

For the Year Ended December 31, 2019

(Unaudited - see Notice to Reader)

	Note	2019	2018
<b>Revenue</b>			
Goods and services	\$	8,460	\$ 8,306
Interest income		19	16
BC Hydro Reimbursement		3,234	3,429
<b>Contributions</b>			
Donations		20,089	13,816
Grants		12,385	164,850
Gaming		11,898	15,734
<b>Total revenue and contributions</b>		<b>56,085</b>	<b>106,151</b>
<b>Cost of goods sold</b>			
Purchases/materials		3,491	2,684
Direct wages		26,910	20,277
<b>Cost of goods sold</b>		<b>30,401</b>	<b>22,961</b>
<b>Operating expenses</b>			
Advertising and promotion		1,919	1,171
Amortization of tangible assets		17,489	8,765
Insurance		2,730	2,553
Interest and bank charges		475	940
Memberships and licenses		412	353
Office expenses		2,678	1,531
Other operating expenses		160	55
Professional fees		4,715	4,561
Collections and Artifacts	3.	865	-
Repairs and maintenance		8,535	1,918
Supplies		137	66
Travel expenses		10	-
Utilities		7,154	7,454
<b>Total operating expenses</b>		<b>47,279</b>	<b>29,367</b>
<b>Excess of revenues and contributions over operating expenses</b>		<b>(21,595)</b>	<b>53,823</b>

The accompanying notes are an integral part of these financial statements.

# Chemainus Valley Historical Society

## Statement of Operations

For the Year Ended December 31, 2019

(Unaudited - see Notice to Reader)

	Note	2019	2018
<b>Contributions for building expansion</b>			
Donations		10	1,877
Interest		271	270
<b>Total contributions for building expansion</b>		<b>281</b>	<b>2,147</b>
<b>Excess of revenues and contributions over expenses</b>		<b>\$ (21,314)</b>	<b>\$ 55,970</b>

The accompanying notes are an integral part of these financial statements.

# Chemainus Valley Historical Society

## Statement of Changes in Net Assets

For the Year Ended December 31, 2019

(Unaudited - see Notice to Reader)

	2019	2018
Net assets - beginning	\$ 851,153	\$ 795,183
Excess of revenues and contributions over expenses	(21,314)	55,970
Net assets - ending	\$ 829,839	\$ 851,153

The accompanying notes are an integral part of these financial statements.

# Chemainus Valley Historical Society

## Notes to the Financial Statements

For the Year Ended December 31, 2019

(Unaudited - see Notice to Reader)

### 1. Date and place of incorporation, commencement of operations

Chemainus Valley Historical Society (the "society") was incorporated on 7 August 1963 under the Societies Act of BC. The society became a registered charitable organization on 1 November 1989. The society is engaged in the business of operating the Chemainus Valley Museum and Gift Shop.

### 2. Property, plant and equipment

Property, plant and equipment is carried at cost. Depreciation is calculated using the straight-line method over estimated useful lives. Depreciation expense for December 31, 2019 was \$ 17,489 (2018 - \$ 8,765). The costs associated with the building expansion have been capitalized at half the normal rate for the first year of use. Depreciation is calculated at 3% per year

The museum building sits on land licenced from the Municipality of North Cowichan. Currently, the municipality has granted the society a licence to occupy the licenced area from July 1, 2003 to June 30, 2033.

The society owns a cemetery property at 10560 South End Road on Kuper Island. The land was donated to the society, and the cost of the cemetery property has not been determined. The Assessed value at July 1, 2015 was \$55,800.

#### a. Cost less accumulated depreciation - net book value by period

Property, plant and equipment consist of the following:

			2019	2018
	Cost	Accumulated Depreciation	Net Book Value	Net Book Value
Building	\$ 887,430	\$ (92,674)	\$ 794,756	\$ 805,076

### 3. Collections

The value of collections (artifacts, specimens and documents) is not reported on the Statement of Financial Position. Donated collections are reported as revenue, estimated at the fair market value of the gift based on appraisal by independent appraisers. The acquisition of both donated and purchased collections is expensed.

### 4. Volunteers

During the year, volunteers contributed 3526 hours in support of the society. Their activities included a variety

# Chemainus Valley Historical Society

## Notes to the Financial Statements

For the Year Ended December 31, 2019

*(Unaudited - see Notice to Reader)*

### 4. Volunteers continued

of programs that enrich the visitors, experiences at the museum and its profile in the community. Due to the complexities involved in valuing these services, they have not been reflected in the financial statements,

# Chemainus Valley Historical Society

For the Year Ended December 31, 2019

## Schedule of Cash

(Unaudited - see Notice to Reader)

	2019	2018
Cash on hand - domestic currency	\$ 100	\$ 17
Cash on hand - foreign currency	-	(7)
Main Account	5,929	17,590
CAFT Account	-	744
Publishing Savings Account	3,013	2,535
Gaming Account	61	5,185
Building Maintenance Account	2,822	106
Building Expansion Account	-	7,624
Copier Account	6,002	-
Artifacts Account	5,001	-
<b>Total Cash</b>	<b>\$ 22,928</b>	<b>\$ 33,794</b>

The accompanying notes are an integral part of these financial statements.





(PLEASE PRINT)

Name of Organization	The Little Town Christmas Society
Address of Organization	C/O 401A, 3000 Oak St Chemainus, B.C. V0R 1K1
Full Mailing Address	as above
Telephone Number & Email	250-324-5058 godboltc@telus.net
Contact Person/Title	Christina Godbolt

**Primary purpose of organization:** Provide event for low income children in Chemainus Valley  
**Category under which greatest portion of services fall:** "CHRISTMAS EVENT @ SANTA"

☐ Social Service ☐ Sports ☐ Cultural ☐ Economic Development ☒ Other Arts & Culture

**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:** 140

(35 volunteers if service ok)

**Approximate number of your clients that reside in North Cowichan:** 140

(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:** \$500.00

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

For advertising the event and purchasing gifts for children

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

- the most recent financial statement, and "attached"
- 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<sup>th</sup> / 2020

In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.

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 Information Management Officer, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

**Little Town Christmas Society**  
**2020/21**

	<b>YEAR-END Budgeted Amount</b>	<b>ACTUAL AMOUNT</b>
<b>REVENUE:</b>		
Grants	\$500.00	\$500.00
Raffle	\$500.00	
Donations/Sponsors	\$1,500.00	\$500.00
Food Donations	\$600.00	
Membership Fees	\$50.00	
Interest	\$0.25	
<b>Total Revenue</b>	<b>\$3,150.25</b>	<b>\$1,000.00</b>
<b>EXPENSES:</b>		
Prizes	\$1,100.00	\$551.60
Food	\$300.00	
Raffle Expenses	\$50.00	
Society Registration	\$50.00	
Miscellaneous	\$600.00	\$100
Advertising	\$500.00	
AGM meeting	\$100.00	
Rental	\$ 425.00	\$ 435.50
<b>Total Expenses</b>	<b>\$3,125.00</b>	<b>\$1,086.84</b>
<b>Profit</b>	<b>\$25.25</b>	<b>\$ (86.84)</b>

**Little Town Christmas Society**  
**2020/21**

**BUDGET**

**YEAR-END**  
**Budgeted**  
**Amount**

**ACTUAL**  
**AMOUNT**

**REVENUE:**

Grants	\$500.00	
Raffle	\$500.00	
Donations/Sponsors	\$1,500.00	
Food Donations	\$600.00	
Membership Fees	\$50.00	
Interest	\$0.25	
<b>Total Revenue</b>	<b>\$3,150.25</b>	

**EXPENSES:**

Prizes	\$1,100.00	
Food	\$300.00	
Raffle Expenses	\$50.00	
Society Registration	\$50.00	
Miscellaneous	\$600.00	
Advertising	\$500.00	
AGM meeting	\$100.00	
Rental	\$ 425.00	
<b>Total Expenses</b>	<b>\$3,125.00</b>	

**Profit**

**Little Town Christmas Society**  
**2019/20**

**YEAR-END  
Budgeted  
Amount**

**ACTUAL  
AMOUNT**

**REVENUE:**

Grants	\$500.00	\$	500.00
Raffle	\$500.00	\$	436.25
Donations/Sponsors	\$1,500.00	\$	1,600.00
Food Donations	\$600.00	\$	209.20
Membership Fees	\$50.00		
Interest	\$0.25		
<b>Total Revenue</b>	<b>\$3,150.25</b>	<b>\$</b>	<b>2,745.45</b>

**EXPENSES:**

Prizes	\$1,000.00		\$1,391.29	
Food	\$300.00	\$	122.02	
Raffle Expenses	\$50.00	\$	10.00	
Society Registration	\$50.00	\$	40.00	
Miscellaneous	\$300.00	\$	943.11	Signs flags
Advertising	\$900.00	\$	115.76	
AGM meeting	\$100.00			
Rental	\$ 450.00	\$	440.50	
<b>Total Expenses</b>	<b>\$3,150.00</b>	<b>\$</b>	<b>3,062.68</b>	

<b>Profit</b>	<b>\$0.25</b>	<b>\$</b>	<b>(317.23)</b>
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## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Cowichan Historical Society
Address of Organization	130 Canada Avenue
Full Mailing Address	PO Box 1014, Duncan, BC B9L 3Y2
Telephone Number & Email	(250) 746-6612 cvmuseum.archives@shaw.ca
Contact Person/Title	Kathryn Gagnon, Curator/Manager

**Primary purpose of organization:** Museum and 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:** 12,300

**Approximate number of your clients that reside in North Cowichan:** 5,000

*(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:** \$6,000

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

Funding will be used to support organizational activities, such as the delivery of school and public programming, public exhibitions, and providing archival services. Funding helps to offset operational costs and contributes to ongoing maintenance.

**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** Oct 8, 2020

**In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.**

Print Form

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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 9, 2020

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 2019 Grant in Aid of \$4,000. The generous increase was most welcome and appreciated and supported the activities we deliver, such as school and public programming and providing archival services.

The Cowichan Valley Museum & Archives, as a regional museum, provides services to the residents of North Cowichan. When the Cowichan Historical Society was established in 1974, it committed to collecting historical material related to areas encompassing North Cowichan.

The pandemic has altered the way we deliver programming and services, but not our commitment to deliver them. Like other museums and cultural organizations, we are working towards putting our collections and programming online so that we can continue to deliver programs to elementary schools, post-secondary institutions, private educational institutions, and to home schooled children.

Last year, the Grant in Aid from North Cowichan was used to support the delivery of programming and helped offset operational costs. 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:
1. 2020 Grant Application
  2. Program Quality and Merit, Organizational Effectiveness and Capacity, and Community Engagement and Impact
  3. Recent Financial Statement
  4. Proposed Operating Budget

**COWICHAN VALLEY MUSEUM & ARCHIVES**  
in the *Heritage Duncan Train Station*



## Cowichan Historical Society/Cowichan Valley Museum & Archives

### **Program Quality and Merit, Organizational Effectiveness and Capacity, and Community Engagement and Impact**

#### **Program Quality and Merit**

A Grant in Aid will help us to: provide indispensable services to the residents of North Cowichan, such as archival services, school and public programming, and maintain a site that offers excellent cultural tourism to the entire Cowichan region.

Our organization's goals are aligned with Municipal goals, such as supporting inclusivity, fostering a safe and accessible environment, and community engagement through collaborative relationships with diverse Cowichan communities. Collaborative partnerships have been formed with local organizations and educational institutions, such as Frances Kelsey Secondary School, 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 are committed to improving physical access to our site for people with disabilities and to remove barriers. Despite the small spaces we occupy, these areas are wheelchair accessible.

Students and teachers from North Cowichan access our site for school programming, which complements the new K-12 curriculum and supplies teachers with the content to discuss diversity and Indigenous culture for their lesson plans. We are working towards putting our programming online to create access during the current restrictions brought on by the pandemic.

We provide a site that is inclusive and welcoming to all communities in the Cowichan Valley. We provide services that support the Municipality's mandate to build a healthy and sustainable community and create the best quality of life for the residents of North Cowichan.

#### **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, the Archives Association of BC and the Duncan Cowichan Chamber of Commerce.

We have maintained financial stability since we were established as the Cowichan Historical Society in 1974. Sources of funding are diverse, ensuring that that we are able to maintain the continuity of our organization. We are committed to maintaining a repository of the community's history and heritage for the future.

We have had realistic, balanced budgets and timelines, have no debts, and are in good standing with our affiliations and as a member of BC Societies.

Diversified sources of revenue include applying for and receiving 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), gift shop revenues, revenue from archival services and publications.

A demonstrated record of service can be seen in our work with 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, the University of Victoria, the University of Fraser Valley and the South Asian Institute.

Organizational capacity is increased through 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**

Usually, we enjoy a high level of public access and participation within the municipality. In October 2019, the museum co-hosted a regional heritage symposium for the benefit of local government and those who have an interest in preserving local heritage. Programming planned for 2020 was impacted by the pandemic and, like other cultural institutions, we cancelled scheduled exhibitions and other programming. We are working to create access through the development of online programming and exhibitions.

There are 38 volunteers in our organization, who contributed approximately 2,500 hours of their time in 2019.

Over the last decade our visitor numbers have dramatically increased, along with the amount of revenue from admission donations and gift shop sales. We had our highest visitor numbers ever in 2019. This is due to both the decision to implement admission by donation in 2012, and to renovate the museum's galleries in 2018.

As demonstrated by the number of organizations and institutions listed above, we have demonstrated support for the community through our collaborations and partnerships.

The Cowichan Valley Museum & Archives is committed to collecting, documenting and presenting the history and heritage of the Cowichan Valley. Our goal is to be relevant to the communities we serve. Funding from the Municipality of North Cowichan assists our organization to provide a rewarding and compelling experience to everyone who visits us, or uses our services. Along with other cultural institutions in Cowichan, we are caretakers of the community's history and 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, 2020

**COWICHAN HISTORICAL SOCIETY**

**Financial Statements**

**Year Ended December 31, 2019**

*(Unaudited - See Notice To Reader)*

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**COWICHAN HISTORICAL SOCIETY**

**Index to Financial Statements**

**Year Ended December 31, 2019**

*(Unaudited - See Notice To Reader)*

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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

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### NOTICE TO READER

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On the basis of information provided by management, I have compiled the statement of financial position of Cowichan Historical Society as at December 31, 2019 and the statements of revenues and expenditures and changes in net assets for the year then ended.

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

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

Duncan, British Columbia  
January 30, 2020

  
KEVIN WESTWICK, INC.  
Chartered Professional Accountant



**COWICHAN HISTORICAL SOCIETY**

**Statement of Financial Position**

**December 31, 2019**

*(Unaudited - See Notice To Reader)*

	2019	2018
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 6,000	\$ 19,632
Term deposits	10,791	10,727
Accounts receivable	545	1,822
Inventory	5,408	5,939
	<u>22,744</u>	<u>38,120</u>
<b>PROPERTY, PLANT AND EQUIPMENT (Note 1)</b>	<u>75,362</u>	<u>79,483</u>
	<u>\$ 98,106</u>	<u>\$ 117,603</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ -	\$ 1,166
<b>NET ASSETS</b>	<u>98,106</u>	<u>116,437</u>
<b>LIABILITIES AND NET ASSETS</b>	<u>\$ 98,106</u>	<u>\$ 117,603</u>

ON BEHALF OF THE BOARD

Shala Kitson Director

Jim Director

The accompanying notes form an integral part of these financial statements

**COWICHAN HISTORICAL SOCIETY**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2019**  
*(Unaudited - See Notice To Reader)*

	2019	2018
<b>REVENUES</b>		
Community Gaming Grant	\$ 39,000	\$ 39,000
Grants - Municipal (Note 2)	31,898	28,898
Grants - Other (Note 3)	7,957	9,000
Admissions	11,166	10,500
Sales - Gift Shop	17,897	13,491
Fundraising	6,158	8,431
Other Revenue (Note 4)	10,690	26,026
	<u>124,766</u>	<u>135,346</u>
<b>EXPENSES</b>		
Amortization	4,120	2,932
Salaries - Regular	88,035	59,396
Wages - Totem Tour/Tourist Info Centre	17,152	15,686
Office	4,683	3,126
Supplies	10,873	15,811
Collection and Artifacts (Note 5)	-	20,000
Electricity	5,399	5,219
Repairs and maintenance	839	3,770
Insurance	2,327	2,276
Other	9,669	4,923
	<u>143,097</u>	<u>133,139</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<u>\$ (18,331)</u>	<u>\$ 2,207</u>

The accompanying notes form an integral part of these financial statements

**COWICHAN HISTORICAL SOCIETY**

**Statement of Changes in Net Assets**

**Year Ended December 31, 2019**

*(Unaudited - See Notice To Reader)*

	2019	2018
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 116,437</b>	<b>\$ 114,230</b>
<b>DEFICIENCY OF REVENUES OVER EXPENSES</b>	<b>(18,331)</b>	<b>2,207</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 98,106</b>	<b>\$ 116,437</b>

The accompanying notes form an integral part of these financial statements

# COWICHAN HISTORICAL SOCIETY

## Notes to Financial Statements

Year Ended December 31, 2019

(Unaudited - See Notice To Reader)

### 1. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Canada 150 Capital Project	\$ 82,415	\$ 7,053	\$ 75,362	\$ 79,483

The Leasehold Improvements completed under the Canada 150 Capital Project will be amortized by the straight line method over the 20 years of the current building lease.

### 2. GRANTS - MUNICIPAL

Municipal Grants received in the year were as follows.

District of North Cowichan	\$ 2,000
City of Duncan	\$ 9,150
City of Duncan re Tourist Info Centre	\$ 17,748
Cowichan Valley Regional District	\$ 3,000

### 3. GRANTS - OTHER

Other grants received in the year were as follows.

Duncan Dabber Bingo Society Grant	\$ 6,607
Heritage BC	\$ 1,350

### 4. OTHER REVENUE

Other revenue consisted of the following.

Donations	\$ 3,133
John Porter Archival Preservation Fund	\$ 750
Membership Dues	\$ 1,230
Archives	\$ 619
Sundry (Programs, Curator Services, etc.)	\$ 4,958

### 5. COLLECTIONS AND ARTIFACTS

In accordance with museum policy, the collections, including art and historic treasures, are not recorded as assets in the financial statements. Donated collections are recorded as revenue estimated at the fair market value of the gift based on appraisals by independent appraisers. The acquisition of both donated and purchased collections are expensed.

### 6. RAFFLE FUNDRAISER

The Society ran a raffle fundraiser, B.C. Gaming Commission license number 108482, beginning in late fall 2018. Ticket sales ended on January 11, 2019, and the prize draw took place on January 15, 2019. The raffle raised a total of \$5,550.00, of which \$1,600.00 was reported in the 2018 fiscal year and \$3,950.00 in the 2019 fiscal year.

Cowichan Historical Society				
Budgeted Income and Expenditures				
				2020
				Annual Budget
				\$
		Income		
		Community Gaming Grant (being requested)		42,000
		Grants - Municipal		13,150
		- Duncan Tourist/Info Centre		17,500
		- Other		5,000
		Admissions		10,000
		Sales		13,000
		Fund Raising		4,000
		Other		9,000
		Total		113,650
		Expenses		
		Salaries - Operations		50,500
		Salaries - Tourist/Info Centre staff		17,500
		Contract Services		12,650
		Office		3,000
		Supplies and Services		4,000
		Electricity		6,000
		Purchases (net)		9,500
		Maintenance		3,000
		Insurance		2,500
		Other		5,000
		Total		113,650
		Net Income (Loss)		-

# Cowichan Music Festival

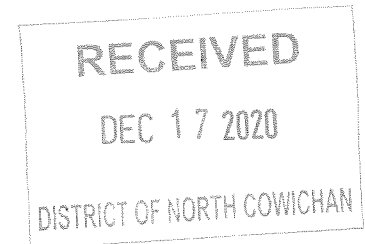
DUNCAN, B.C.

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)

December 3, 2020



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.

Although at this writing it is impossible to predict exactly what will happen due to the corona virus pandemic, we are hopeful that the Cowichan Music Festival will happen in some form. At best, it will be in person, as it has been for the past 71 years. We have made the decision to have **SOLO** performances only. This will drastically reduce the number of entries we will receive. However, if circumstances dictate, we will try to offer an on-line version. We will follow the guidelines set out by Dr. Henry and decide about going ahead with the Festival during the first week of January. This decision will be posted on our website [www.cowichanmusicfestival.com](http://www.cowichanmusicfestival.com) and our Facebook Page.

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.

We suggest that if you do wish to continue supporting the Festival and your award was used for a group performance last year, we will hold in until the 2022 Festival.

**Please forward your donation to: Mrs. Delores Wagg, 6041 Hyacinth Pl., Duncan, BC V9L 3Y8 by February 1, 2021.**

**Or:** 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.

Sadly, we will not be holding our Gala and Highlights Concerts this year. Awards will be presented by their teacher/studio.

Thank you again for your generous support in the past, we truly appreciate it.

Sincerely,

COWICHAN MUSIC FESTIVAL COMMITTEE

Delores Wagg,  
Corresponding Secretary



## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	SOMENOS COMMUNITY ASSOCIATION
Address of Organization	3048 Cowichan Valley Hwy. DUNCAN BC V9L 5Z4
Full Mailing Address	as above
Telephone Number & Email	Somenoscommunityhall@gmail.com 250.610.5255
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: Oct 2019 - Oct 2020 1700 (down in #'s due to Covid)

Approximate number of your clients that reside in North Cowichan: 9090

(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.)

We would like to paint the hall, install new gutters and a cement sidewalk to the side door

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 10, 2020

In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.

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 Information Management Officer, (250) 746-3100; 7030 Trans Canada Highway, Duncan, BC V9L 6A1.

October 10, 2020

Municipality of North Cowichan  
7030 Trans-Canada Highway  
Duncan, BC V9L 6A1

**Re: Grant-In-Aid Application 2021**

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.

This year we added an indoor stair lift for people with difficulty getting up the stairs. Originally we were going to do an outside ramp, but having it inside allows people to get out of the weather and have a comfortable trip upstairs. It has been very well received. We have also put up new exit lights, added new fire extinguishers, replaced outside doors and locks, removed flooring from downstairs in order to fix a mould problem, and renewed the flooring.

Due to the Covid, we stopped all social functions. We had a small group rent the hall from May thru August filling hampers as a Pandemic Response, complete social distancing was adhered to. We also have individual people rent the kitchen space (it is VIHA approved). West View Learning is renting the basement space as a learning centre for high functioning children.

We would like to give the hall a much needed facelift with an exterior paint job in the spring, and gutter replacement. We have had a quote of \$11,500. We would also like to add a heat pump system to the hall, when we have enough funds.

When able to do so, we will continue as an affordable space for social gatherings, group meeting such as Girl Guides, children birthday parties, and celebrations of Life.

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 gutters and painting of the hall.

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)

**SOMENOS COMMUNITY ASSOCIATION  
OCTOBER 1, 2019 - OCTOBER 1, 2020**

**INCOME**

Group and Social Rentals .....	8,400.00
Fundraisers .....	600.00
Municipal Grant .....	7000.00
Cash in Account .....	<u>6273.00</u>

Total Income .....22273.00

**EXPENSES**

Hydro .....	971.00
Furnace Fuel .....	800.00
Garbage Disposal .....	692.00
Bank Charges .....	240.00
Water, Taxes, License .....	429.00
Yard/Lawn Maintenance and Fuel .....	930.00
Bookkeeping and Phone .....	500.00
Janitorial Supplies .....	800.00
Hall Supplies .....	747.00
Smoke Alarms, Fire Extinguishers, Exit Lights .....	385.00
Rekey Door, Metal Plate, Door Handle .....	577.00
Indoor Stairlift .....	<u>3295.00</u>

Total Expenses .....10,366.00

Income over expenses as of October 1, 2020 ..... 11,907.00

(Painting Project in the Spring is estimated at \$11,495.00)

## PROJECTED BUDGET FOR 2020 - 2021

### Projected Income

Group Rentals ( small groups ).....	12,000
Social Rentals ( no large groups due to Covid )	
Municipal Grant .....	7,000
Fundraisers .....	600
<b>Projected Total Income .....</b>	<b>19,600</b>

### Projected Expense

Utilities ( Hydro, Fuel etc. ) .....	4,000
General Expenses ( Bank, Bookkeeping etc.) .....	1,700
Maintenance ( Janitorial, Yard Upkeep, Supplies ) .....	3,000
Taxes, Water, License .....	500
Painting the Hall (quote) .....	11,500

**Projected Total Expense ..... 20,700**

The above figures are approximate.



**From:** [Mark Frame](#)  
**To:** [Tarah Stenberg](#)  
**Subject:** FW: Grant-in-Aid submission for Vimy Hall  
**Date:** Thursday, November 26, 2020 12:38:17 PM  
**Attachments:** [GIA 2020-11-20 cover letter - operating grant.docx](#)  
[GIA 2020-11-20 application - operating grant.doc](#)  
[GIA 2020-11 Financials.pdf](#)

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**From:** Lisa Hartman <hartman\_lisa@hotmail.com>  
**Sent:** Thursday, November 26, 2020 12:24 PM  
**To:** Mark Frame <Mark.Frame@northcowichan.ca>  
**Subject:** Grant-in-Aid submission for Vimy Hall

Hello Mark,

Enclosed are three files that comprise the annual GIA submission for Vimy Hall:

Cover Letter

Application

Financials

The application is late due to changes in our operations stemming from the Covid-19 closure; it is my hope that under these unusual circumstances it can be accepted nonetheless.

Please let me know if a paper copy is preferred, or if the submission needs to be re-routed to another recipient.

Thank you very much,

Lisa Hartman

President - Vimy Hall

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Vimy Community Club
Address of Organization	3968 Gibbins Road
Full Mailing Address	3968 Gibbins Rd Duncan BC V9L 6G4
Telephone Number & Email	250-748-7483    hartman_lisa@hotmail.com
Contact Person/Title	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:**    7809 (2019)

**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 building 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: \_\_\_\_\_

**Applicant's signature** \_\_\_\_\_ **Date** Nov 20 2020



Vimy Community Club  
3968 Gibbins Rd  
Duncan BC V9L 6G4

Nov 20 2020

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

Re: Grant-in-Aid application - Operations

Enclosed is an application for a Grant-in-Aid to cover operational expenses for Vimy Hall for 2021. Unfortunately, we missed the deadline for this application; the hall has been closed since March due to Covid-19 concerns and pending the repair of damaged roof trusses, and this has had an influence on the routine meeting and management of the hall by the board. We sincerely hope that under these unusual circumstances you may be able to accept this late submission.

Prior to the hall closure, the VCC carried out routine hall activities, including:

- Annual Community Potluck
- Community-led Clothing Exchange
- Ongoing hall rentals (usage increased dramatically in 2019)
- Building upkeep (e.g. service furnace/fire extinguishers, regularly treat and test water, grade parking lot in winter to maintain access to community mailboxes, etc.)
- Quotes and planning for bathroom renovations, to be funded by successful DDBS application

Following the hall closure, we focused on strategic activities, including:

- Covid-19 response management
- Planning potential infrastructure improvements
- Liaising with MNC and Engineer on required roof repairs
- Completion of Hazmat Assessment & Legal Land Survey

The Vimy Community Club greatly appreciates the ongoing funding we have received from the Municipality for the operation of the building, and the recent support in dealing with the above-mentioned roof issues. As both the roof and Covid-19 concerns are resolved, we look forward to continuing to operate this valuable venue for local services and community connection. The Grant-in-Aid provides essential support in doing this.

We thank you for considering our application, and helping to keep the doors of Vimy Hall open to the community.

Sincerely,

Lisa Hartman  
President – Vimy Community Club

## VIMY COMMUNITY CLUB - FINANCIAL SUMMARY

	Proposed	Jan.1-Nov.13 YTD	Annual
	2021	2020	2019
<b>Revenue</b>			
Rentals	1,000	1,604	10,704
Fundraising/Memberships	150	380	1,722
Donation in-kind		2,160	789
DDBS Grant		6,000	6,606
Grant-in-Aid	3,000	3,000	3,000
Total Revenue	4,150	13,144	22,821
<b>Expenses</b>			
Oil	1,600	1,364	3,385
Hydro	470	420	576
Insurance	1,511	1,511	1,470
Repairs & Improvements	6,000		886
Supplies	500	1,822	5,034
Goods & Services in-kind		2,160	789
Total Expenses	10,081	7,277	12,140
<b>Net Gain (Loss)</b>	(5,931)	5,867	10,681

### Operating Account

Opening Balance	4,316.66
Total Revenue	13,144.00
Total Expenses	(7,276.78)
Operating Acct Balance	<b>10,183.88</b>

### Capital Project Fund

Capital Project Fund	<b>30,000.00</b>
----------------------	------------------

Total balance	<b>40,183.88</b>
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- . Anticipate low to nil 2021 DDBS funding availability due to Covid-related Casino closure
- . Bathroom improvements funded by 2020 DDBS grant deferred to 2021, pending roof repair
- . Anticipate low revenues for 2021, dependent upon roof repair, Covid-19 and return of regular renters
- . Still require minimal heating and water treatment



## 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 (250-246-9170)

**Primary purpose of organization:** Preservation of a historical school and community meeting ce

**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 75 - due to COVID-19

**Approximate number of your clients that reside in North Cowichan:** 90% - the remainder are out

(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:** \$5000.00

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

The heritage building requires ongoing maintenance. Painting and extensive prep work is required. Unfortunately we have been unable to raise funds as we have in the past due to COVID-19. The school requires insurance, heat, electricity, security and routine maintenance which amounts to approximately \$5000. per year.

**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**

Dale R. Jensen

**Date**

Oct 13 2020

**In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.**

Print Form



# 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

\*Award  
Winning  
Restoration

October 12, 2020

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. I am aware that part of the application is a budget. I would appreciate your consideration in accepting the budget at a later date. We are, unfortunately locked out of our online bank account ☺ and are unable to get into the bank to sort this out for another couple of weeks.

Thank-you very much for your review of our application.

Yours Sincerely,

Alison Smith

Treasurer, Westholme School Society

	<h1>Westholme School Society</h1>	<p>2558 Mt. Sicker Rd. Box 76 Westholme BC V0R 3C0</p>
	<p><i>Our Mandate</i> To restore, preserve &amp; maintain our historic one room schoolhouse in Westholme To use the building as a community meeting centre To mount displays of photographs &amp; other items related to the Westholme area</p>	<p>GST # 86595 00180</p>

November 17, 2020

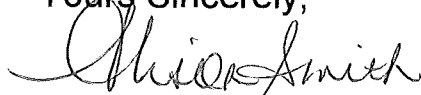
Municipality of North Cowichan  
7030 Trans-Canada Highway  
Duncan, BC V9L 6A1

Dear Council Members,

Please find enclosed the 2019-2020 expenses and 2020-2021 proposed budget for the Westholme School Society. We were unfortunately unable to attach the budget to the application for a grant which was submitted in October.

Thank-you for your consideration of our application.

Yours Sincerely,



Alison Smith

Treasurer

Westholme School Society

## **Westholme School Society Financial Report**

**September 1, 2019 to August 31, 2020**

### **Revenue**

Memberships	\$180.00
Donations (in kind)	\$75.00
Hall/Yard Rental	\$695.00
Insurance Payout (final payment)	\$997.50
Interest/Dividends	\$3.96

**Net Revenue** **\$1951.46**

**Grants – Municipality of North Cowichan** **\$5000.00**

**Total Revenue.....\$6951.46**

### **Expenses**

Maintenance	\$56.04
Utilities:	
Shaw (phone)	\$542.71
ADT Security	\$500.24
BC Hydro	\$1000.70
R. Gillrie (replacement of stolen canopy)	\$758.00
Insurance (Building and Directors)	\$3257.00

**Total Expenses.....\$6114.69**

**Net Income.....\$836.77**

**\*\*Grounds/septic/water testing was carried out and the expenses for the 2019-2020 year were donated by a Westholme School Society Member\*\***



## **Westholme School Society**

### **Proposed Budget for Setpember 1, 2020 to August 31, 2021**

#### **Income**

Memberships	\$200.00
Donations	\$500.00
Fund Raising	\$500.00
Camping, yard and hall rental	\$700.00
Catering	\$500.00
Interest	\$3.00

**Anticipated Income.....\$2403.00**

#### **Expenses**

Painting of Buildings including labour	\$6000.00
Repairs and maintenance	\$2500.00
Grounds/septic/water testing – including chemical analysis	\$700.00
Advertising/promotion	\$40.00
Fund raising costs	\$100.00
Shaw (Telephone)	\$565.00
ADT Security	\$510.00
BC Hydro	\$1200.00
<u>Insurance (Building and Directors)</u>	\$3500.00

**Anticipated Expenses.....15115.00**

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Cowichan Rugby Club
Address of Organization	1860 Herd Rd, Duncan, B.C. V9L 5W4
Full Mailing Address	1860 Herd Rd, Duncan, B.C. V9L 5W4
Telephone Number & Email	250-746-7513 treasurer@cowichanrugby.ca
Contact Person/Title	Sean Williams / Treasurer

Primary purpose of organization: Recreational Sports 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: Sports club for recreational Athletes

Total Number of people that used your service last year: 175

Approximate number of your clients that reside in North Cowichan: 140

(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.)

Water - \$2,000

Field Maintenance - \$1,500

Hydro - \$1,500

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

October 11 2020

In order to be eligible for consideration for a 2021 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2020.

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 Information Management Officer, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

# Cowichan Rugby Football Club

## Senior Rugby Program Budgets

<b>Revenue</b>	<b>2020-2021</b>
Concession & Gate	\$ 10,000.00
Gaming Revenue-Bingo	\$ 6,000.00
Donation/Grants	\$ 12,000.00
Fundraising	\$ 1,200.00
Membership Dues	\$ 8,000.00
Miscellaneous	\$ 2,000.00
<b>Total Revenue</b>	<b>\$ 39,200.00</b>

<b>Expenses</b>	
Advertising & Promotion	\$ 500.00
Bank Charges	\$ 2,000.00
Concession	\$ -
ICBC Bus Insurance	\$ 3,000.00
Property/Liability Insurance	\$ 6,500.00
Field Maintenance	\$ 10,000.00
Hydro	\$ 5,000.00
Water	\$ 6,000.00
Rugby Kit & Equipment	\$ 5,000.00
Travel	\$ -
Miscellaneous	\$ 4,000.00
<b>Total Expenses</b>	<b>\$ 42,000.00</b>


Notice to Reader

I have compiled the Statement of Operations of the Cowichan Rugby Club as at April 30, 2019, and the statements of Financial Position and Cash Flows for the April 30, 2019 then ended from information provided by management.

I have not audited, reviewed, or otherwise attempted to verify the accuracy or completeness of such information.

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

Duncan, B.C.  
October 28, 2019

  
\_\_\_\_\_  
Sharon Moss



COWICHAN RUGBY CLUB  
STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED APRIL 30, 2019  
(Unaudited)

	General Fund	Gaming Fund	Capital Asset Fund	Field Project	Thibodeau Memorial Fund	2019	2018
<b>CURRENT ASSETS</b>							
Cash	1,415				11,190	12,605	11,313
Accounts Receivable	2,152					2,152	-
<b>FIXED ASSETS (Note 5)</b>			273,733			273,733	291,627
<b>Total Assets</b>	<u>\$3,567</u>	<u>-</u>	<u>\$273,733</u>	<u>-</u>	<u>\$11,190</u>	<u>288,490</u>	<u>302,940</u>
<b>CURRENT LIABILITIES</b>							
Line of Credit (Note 8)						-	214
Accounts Payable	1,421					1,421	7,194
Deferred Revenue (Note 2)	5,785	-		-		5,785	20,618
<b>Total Liabilities</b>	<u>7,206</u>	<u>-</u>		<u>-</u>		<u>7,206</u>	<u>28,026</u>
<b>LONG TERM LIABILITIES</b>							
Mortgage Payable				113,860		113,860	118,289
<b>FUND BALANCES</b>							
Invested in Capital Assets			273,733			273,733	291,627
Externally restricted		-				-	-2,027
Internally restricted				-113,860	11,190	-102,670	-107,099
Unrestricted	-3,639					-3,639	-25,876
<b>Total Fund Balances</b>	<u>-3,639</u>	<u>-</u>	<u>273,733</u>	<u>-113,860</u>	<u>11,190</u>	<u>281,284</u>	<u>156,625</u>
<b>Total Liabilities &amp; Fund Balances</b>	<u>\$3,567</u>	<u>-</u>	<u>\$273,733</u>	<u>\$0</u>	<u>\$11,190</u>	<u>288,490</u>	<u>302,940</u>

SIGNED



TREASURER



PRESIDENT

COWICHAN RUGBY CLUB  
STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED APRIL 30, 2019  
(Unaudited)

	General Fund	Gaming Fund	Capital Asset Fund	Field Project	Junior Develop. Memorial Fund	2019	2018
REVENUE							
Concession and Gate	33,871					33,871	\$35,571
Bingo	5,000	12,400				17,400	17,150
Donations and Grants	17,456					17,456	10,903
Membership Dues	8,096					8,096	6,474
Interest	15	1			123	139	355
Travel Recovery	2,600					2,600	-
Clothing						-	3,795
Sponsorship	5,491					5,491	2,240
Add: prior year deferred revenue	18,468	2,150				20,618	35,451
Less: current year deferred revenue	-5,785					-5,785	-20,618
	<u>\$85,212</u>	<u>\$14,551</u>	<u>-</u>	<u>-</u>	<u>\$123</u>	<u>99,886</u>	<u>\$91,321</u>
EXPENDITURES							
Advertising & Promotions	799					799	913
Amortization			18,794			18,794	18,512
Bank Charges and Interest	6,370					6,370	8,354
Concession	15,496					15,496	9,478
Property/Liability Insurance	6,178					6,178	5,482
Licences and Dues	1,225	4,025				5,250	7,150
Office	242					242	355
Repairs and Maintenance	8,121	994				9,115	12,404
Referee	2,417					2,417	2,608
Scholarships/Sponsorship	250					250	1,187
Tournaments and Travel	1,777	109				1,886	282
Uniforms and equipment	3,251	3,707				6,958	8,919
Utilities	11,643	3,689				15,332	13,170
	<u>\$ 57,769</u>	<u>\$ 12,524</u>	<u>\$ 18,794</u>	<u>\$ -</u>	<u>\$ -</u>	<u>89,087</u>	<u>\$88,814</u>
Net Fund	27,443	2,027	-18,794	-	123	10,799	2,507
Fund Transfers	-5,206		900	4,429	-123	-	-
Excess (deficiency)	<u>22,237</u>	<u>2,027</u>	<u>-17,894</u>	<u>4,429</u>	<u>-</u>	<u>10,799</u>	<u>2,507</u>
Fund balances, beginning of year	-25,876	-2,027	291,627	-118,289	11,190	156,625	154,118
Fund balances, end of year	<u><u>-\$3,639</u></u>	<u><u>\$0</u></u>	<u><u>\$273,733</u></u>	<u><u>-\$113,860</u></u>	<u><u>\$11,190</u></u>	<u><u>167,424</u></u>	<u><u>\$156,625</u></u>



COWICHAN RUGBY CLUB  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED APRIL 30, 2019  
(Unaudited)

	2019	2018
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>\$10,799</b>	<b>\$2,507</b>
Excess of Revenue over expenses		
Item not requiring an outlay of funds		
Amortization of capital assets	18,794	18,512
Changes in non cash working capital		
Accounts Payable	-5,773	3,444
Accounts Receivable	-2,152	-
Deferred Contribution-Capital Assets	-14,833	-14,833
Mortgage	-4,429	-6,406
	<u>-8,393</u>	<u>717</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of capital assets	-900	-10,598
	<u>-900</u>	<u>-10,598</u>
<b>DECREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$1,506</b>	<b>-\$7,374</b>
<b>CASH AND EQUIVALENTS, beginning of year</b>	<b>11,099</b>	<b>18,473</b>
<b>CASH AND EQUIVALENTS, end of year</b>	<b>12,605</b>	<b>11,099</b>
<b>CASH AND CASH EQUIVALENTS CONSISTS OF:</b>		
Cash	\$12,605	\$11,099

COWICHAN RUGBY CLUB NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED APRIL 30, 2019

- 1 The Gaming Fund receives proceeds from a share of charity bingo games and spends this money to support Junior Rugby. Junior uniform and equipments costs are paid along with a percentage of repair & maintenance (including utilities) costs. The operation of this fund is restricted under gaming regulations of the Government of British Columbia.

- 2 Deferred Revenue in the Gaming Fund relates to the following grants received 2011 from the B.C. Provincial Gaming Branch:

	2019	2018
Major Capital Grant - Field Reconfiguration Externally Restricted	\$ 5,785	\$ 20,618
	<u>\$ 5,785</u>	<u>\$ 20,618</u>

Deferred grant revenue for land improvement is recognized over 20 years using the straight line method.

- 3 The Capital Asset Fund is unrestricted except in the event of the dissolution of the club. In this case, any cash remaining after liquidating the Club's assets and satisfying liabilities must be donated to a charity of like cause or given to the District of the Municipality of North Cowichan.

- 4 The Memorial Fund is an internally restricted fund set up to provide scholarships to help pay for higher education. Interest earned funds annually partially fund scholarships.

- 5 SIGNIFICANT ACCOUNTING POLICIES

REVENUE RECOGNITION

The non-profit association follows the deferral method of accounting for contributions. Restricted contributions related to capital are recognized over the useful life of the asset. Contributions which are not restricted are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Cash donations are recognized as revenue when received. Donations in kind are not recognized

COWICHAN RUGBY CLUB NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED APRIL 30, 2019

5      SIGNIFICANT ACCOUNTING POLICIES (continued)

CAPITAL ASSETS

Purchased capital assets are recorded at cost. Amortization is recorded on a declining balance basis as follows:

	Land	not applicable
	Building	5%
	Equipment	20%
	Bus	10%
With the exception of:	Land improvements	straight line method over 20 years.

In the year of acquisition, capital assets are amortized at one-half their normal rate and no amortization is recorded in the year of disposition. Assets under construction are not amortized until completed, until then the asset is classified as Work in Process.

USE OF ESTIMATES

When preparing financial statements according to Canadian GAAP, there may be some estimates and assumptions relating to:

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

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

COWICHAN RUGBY CLUB NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED APRIL 30, 2019

6      FIXED ASSETS

	Cost	Accumulated Amortization	2019 Net	2018 Net
Land	\$49,083		\$ 49,083	\$ 49,083
Land Improvements	296,653	\$ 126,082	170,571	185,404
Buildings	170,905	129,418	41,487	43,671
Equipment	127,147	123,616	3,531	3,401
Bus	10,598	1,537	9,061	10,068
	<u>\$654,386</u>	<u>\$ 380,653</u>	<u>\$ 273,733</u>	<u>\$ 291,627</u>

7      MORTGAGE

During the year ended April 30, 2012 a \$160,000 mortgage was secured with the Island Savings Credit Union for field improvements. The mortgage is on the property amortized over 20 years, and was renewed November 6, 2017 with monthly payments of \$771.20. The balance outstanding on the mortgage at April 30, 2019 is \$113,860.

8      FINANCIAL INSTRUMENTS

This non-profit association's financial instruments consist of cash, accounts receivable, short-term investments, accrued liabilities and deferred revenue. Unless otherwise noted, it is management's opinion that the association is not exposed to significant interest, currency or credit risks arising from these financial instruments.

# 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
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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>

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	
Address of Organization	
Full Mailing Address	
Telephone Number & Email	
Contact Person/Title	

**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:** \_\_\_\_\_

**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** \_\_\_\_\_ **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

# Report

Date: January 12, 2021

File:

To: Council

From: George Farkas, Director, Human Resources and Corporate Planning Endorsed



Subject: Council Strategic Plan: Quarter 4 Update (September 30 to December 31, 2020)

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## Purpose

To provide an update on the status of the projects identified within the 2019-2022 Council Strategic Plan for the period from September 30 to December 31, 2020.

## Background

In early 2019, Council created North Cowichan's first-ever Council Strategic Plan. The 2019-2022 Council Strategic Plan (the "Plan") outlines what Council aims to accomplish during its term and sets out several years' worth of projects and initiatives to help them realize their vision and strategic objectives. With the support of an external consultant, Council engaged in a priority-setting exercise to identify an initial project list based on the available capacity in 2019 for each of the departments.

On March 4, 2020, Council adopted the Council Strategic Plan Administrative Policy (the "Policy") to establish an administrative process to ensure accountability and transparency to the public. The Policy supports Council's oversight role of monitoring staff progress towards implementing the Plan by providing clear direction to staff on how that progress is to be reported. That reporting requirement includes quarterly updates to Council by March 31, June 30, September 30 and December 31 of each year to outline staff progress towards meeting the Plan's objectives.

Council was presented with Departmental Business Plans (the "Business Plans") during the February 3, 2020 Committee of the Whole ("COW") meeting, which highlighted how the Municipality would be operationalizing the Plan and the "Operational Strategic Plan" objectives, including those action items that were not completed in 2019. The Business Plans established a timeline for completing each priority over the next three years. Of the 49 projects identified in the Plan, 34 projects were planned to commence in 2020; 14 projects are planned to commence in 2021, and one project is planned to commence in 2022.

The Q1 Update for the period from January 1 to March 31 demonstrated substantial progress on all of the key initiatives commenced during the first three months of 2020. The staff report highlighted that the COVID-19 Pandemic had required the Municipality to take several precautionary measures for staff and the community's health and safety. The staff report also highlighted that subsequent quarterly updates would begin to identify the longer-term implications from the COVID-19 Pandemic to the Plan's priorities, including mitigation efforts

that have been put in place to ensure continued progress towards implementation of Council's priorities.

Despite the significant time and effort dedicated to establishing new ways of doing business in response to the COVID-19 Pandemic, the Q2 report showed strong progress in advancing Council's strategic projects from April 1 to June 30, 2020. One of the key risks identified in the Q2 report for Q3 was sustaining the pace of progress on Council's strategic priorities. The Municipality's internal services resource capacity (from both technological and internal services staff perspectives) was impacted due to supporting the rapid COVID-19 business transformation from face-to-face and paper-based business processes to virtual and electronic service delivery, and the significant safety and personnel requirements undertaken to resume in-person services where appropriate.

The Q3 Update continued to show progress in advancing Council's strategic projects from July 1 to September 30, 2020. During Q3, Council made several decisions in support of open and transparent communications with the public during the COVID-19 Pandemic.

The Municipality also continued to modernize its practices in Q3 by providing direction on Budget 2021 engagement, to ensure the public and staff's safety, and developed an electronic application process for building permit and development applications. In Q3, Council also reconsidered its approach to the Forestry Review. As a result, Council enacted a 60-day pause on the public engagement process to facilitate a government-to-government consultation with local First Nations.

One of the key risks identified in the Q2 report that materialized in Q3, and continued in Q4, is the Municipality's internal resource capacity to support its rapid business transformation from face-to-face to electronic service delivery. Due to the focus required to adapt our business processes as quickly as possible to meet the challenges presented by COVID-19, staff began to report some difficulty in meeting existing project timelines in 2020.

## **Discussion**

Council was presented with 2021 Business Plans during the November 24 and December 8, 2020 COW budget meetings. Action items were identified for deferral due to internal resource capacity on when the commencement of certain projects could be anticipated. As a result, two projects have been deferred from 2020 to 2022, and seven projects have been deferred from 2021 to 2022. These projects are identified on page 12 of the Update.

In early January 2021, each department provided progress updates on each of the Plan projects that work either commenced or continued during the Q4 reporting period (September 30 to December 31, 2020). The information was summarized by corporate planning staff, reviewed by the Senior Leadership Team and compiled into the 2020 Quarter 4 Update (the "Update") attached as Appendix A.

Despite the ongoing challenges related to the COVID-19 Pandemic and a very busy fall budget building process, the Municipality continued to make strong progress on key priorities of Council. In addition, the Municipality turned its attention to capitalizing on emergent opportunities that arose in Q4. For example, the Municipality became the beneficiary of a \$4.4M COVID-19 Restart Grant and commenced planning in Q4 to ensure that the funding is fully and effectively utilized.

During Q4, a number of other grants were applied for by staff, including the FCM Green Municipal Fund for net-zero RCMP building (\$1.5m grant \$10m loan); Investing in Canada Infrastructure Program (ICIP) – COVID-19 Resiliency Infrastructure Stream for the Cowichan Aquatic Centre Roof (\$1.7 million); the ICIP – Community, Culture and Recreation for Maple Bay/Crofton Trail (\$1.46 million); the Community Economic Recovery Infrastructure Grant for Fuller Lake Arena Roof (\$720,000); and Tourism Dependent Community Grant for Parks projects including a washroom, two parking lots and trail development (\$998,000).

The Municipality also continued to modernize its practices in Q4 to meet the public's evolving needs and expectations as they have become more amenable to online services as a result of the pandemic. For example, the Municipality moved to accepting online credit card payments for dog license renewals and made 2021 Budget COW meetings available to the public for online/telephone participation. Numerous actions were also taken to support open and transparent communications with the public during COVID 19, including communications and/or engagement activities related to the Community Engagement Policy and Framework Project; the newly re-instated Environmental Advisory Committee application process; a second online Step Code session; the next OCP engagement survey; Joint Utility Board Relocation Project community engagement; re-opening of Municipal recreational facilities and program resumption; and the grand re-opening of the renovated Cowichan Aquatic Centre.

In addition, the Municipality continued to amend its practices to ensure greater participation in Council meetings through electronic COW budget meetings; the use of a Consent Agenda as a means for Council to discuss in public any correspondence that was received between meetings; and Addendum Agendas to share the comments received with both Council and the public.

Commencing in this quarterly Update, the Municipality will be reporting out on initiatives that contribute to Council's Strategic Plan commitment to maintain and strengthen the Municipality as an economically thriving and sustainable community of unique and inclusive towns and neighbourhoods. There has been an increased focus and effort in Q4 to engage with those we do not usually hear from (such as youth, seniors, newcomers, and others). Through, for example, the utilization of captions in social media videos for those who may have a hearing impairment and increased usage of radio ads to more effectively reach out to members of the community who may struggle with literacy or not have access to a computer/newspaper. The



Municipality has also commenced reviewing its existing human resources policies and procedures to support diversity and inclusion within the Municipality.

As required under the Policy, the Update will be made available on the Municipal website after it has been approved.

**Recommendation**

For information purposes only.

Attachment: Appendix A: Council Strategic Plan Quarter 4 Update



## **2020 Quarter 4 Update**

October 1 - December 31, 2020

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# **Council Strategic Plan** **2019-2022**

# INTRODUCTION

*Quarter 4 Update: October 1 - December 31, 2020*

The Municipality has made strong progress on advancing key priorities of Council during the reporting period of October 1 to December 31 despite ongoing challenges related to the COVID-19 pandemic and a typically very busy fall budget building process.

The Municipality continued to modernize its practices in Q4 to meet the evolving needs and expectations of the public, who have become more amenable to online services as a result of the pandemic. For example, the Municipality moved to accepting online credit card payments for dog license renewals, and made 2021 Budget Committee of the Whole (COW) meetings available to the public for online and telephone participation. Numerous actions were also taken to support open and transparent communications with the public during COVID-19. In addition, the Municipality continued to amend its practices to ensure greater participation in Council meetings through electronic COW budget meetings; the use of a Consent Agenda as a means for Council to discuss in public any correspondence that was received between meetings; and Addendum Agendas to share the comments received with both Council and the public.

As referenced in the Q3 Update, Council was presented with 2021 Business Plans during the November 24 and December 8, 2020 COW budget meetings, which identified action items that had needed to be deferred due to internal resource capacity and a recommendation on when the project was anticipated to commence. As a result, two projects have been deferred from 2020 to 2022 and seven projects have been deferred from 2021 to 2022. These projects are identified on page 12 of this update.

In addition to advancing Council's Strategic Plan priorities, the Municipality has also turned its attention to capitalizing on emergent opportunities that arose in Q4. For example, as part of the COVID-19 Restart Grant, the Municipality became the beneficiary of a \$4.4M COVID-19 Restart Grant and commenced planning in Q4 to ensure that the funding is fully and effectively utilized. During Q4, a number of other grants were applied for, including: the FCM Green Municipal Fund for net zero RCMP building; COVID-19 Resiliency Infrastructure Stream for Cowichan Aquatic Centre Roof; the ICIP – Community, Culture and Recreation for Maple Bay/Crofton Trail; the Community Economic Recovery Infrastructure Grant for Fuller Lake Arena Roof; and the Tourism Dependent Community Grant for Parks projects including washroom, two parking lots and trail development.

Beginning in this quarterly update, the Municipality will also be reporting out on initiatives that contribute to Council's Strategic Plan commitment to maintain and strengthen the Municipality as an economically thriving and sustainable community of unique and inclusive towns and neighbourhoods. There has been an increased focus and effort in Q4 to engage with those we do not usually hear from (such as youth, seniors, newcomers, and others) through, for example, the utilization of captions in social media videos for those who may have a hearing impairment and increased usage of radio ads to more effectively reach out to members of the community who may struggle with literacy or not have access to a computer/newspaper. The Municipality has also commenced reviewing its existing human resources policies and procedures to support diversity and inclusion within the Municipality.

# SERVICE



We provide responsive, efficient, transparent and engaged service that contributes value to the community.

<b>Action</b>	<b>2020 Quarter 4 Update</b>
Maintain the existing high level of service in the community	<ul style="list-style-type: none"> <li>✓ Online credit card payments are now accepted for dog licence renewals. The new process was communicated through the website, a press release, and an insert was included with dog licence renewal notices that were sent to residents in December.</li> <li>✓ The 2021 Budget COW meetings were made available to the public for online and telephone participation and were promoted to raise awareness of the 2021 budget process and how residents could participate in it.</li> <li>✓ Remote building permit applications and inspections were implemented. An online process for applying for development applications was also implemented.</li> </ul>
Develop a long-term plan for the municipal forest reserve	<ul style="list-style-type: none"> <li>✓ On October 7, Council extended the pause on the public engagement until an agreed upon way of moving forward is reached during the First Nations consultation process.</li> </ul>
Recognize the great work of staff	<ul style="list-style-type: none"> <li>✓ A survey was launched to seek employee input on a prospective employee recognition program that will be developed in 2021 based on the feedback received.</li> <li>✓ Holiday cards signed by the Senior Leadership Team were sent to each employee in the Municipality.</li> <li>✓ A holiday video message from the CAO and email from the Mayor was sent to all staff.</li> </ul>
Ensure open and transparent communications with the public	<ul style="list-style-type: none"> <li>✓ 16 news releases were sent out.</li> <li>✓ A communications campaign was implemented to support engagement on the Community Engagement Policy and Framework Project.</li> <li>✓ A communications and marketing plan was implemented to attract applications for the re-instated Environmental Advisory Committee.</li> <li>✓ A second online Step Code session was held via WebEx on October 29.</li> <li>✓ Communications to support the next OCP engagement survey took place.</li> <li>✓ Community engagement for the Joint Utility Board Relocation Project kicked off.</li> <li>✓ Communications announcing the re-opening of municipal recreational facilities and program resumption were released.</li> <li>✓ The grand re-opening of the Cowichan Aquatic Centre took place virtually via a video showcasing the facility's completed renovations and improvements.</li> <li>✓ Three Virtual Budget meetings were held (November 24, December 8, December 15) where the public was invited to participate electronically and share any comments or questions they had verbally.</li> </ul>



<b>Action</b>	<b>2020 Quarter 4 Update</b>
Ensure open and transparent communications with the public, <i>continued</i>	<ul style="list-style-type: none"> <li>✓ The use of a Consent Agenda was initiated on October 21 as a means for Council to discuss in public any correspondence that they received between meetings. From October 21 to December 15, 33 pieces of correspondence have been included in the Consent Agendas.</li> <li>✓ Addendum Agendas were published beginning September 16 as a means to share the comments received with both Council and the public. Approximately 65 comments from the public have been included in the Addendum Agendas.</li> </ul>
Identify potential new sources of revenue	<ul style="list-style-type: none"> <li>✓ Development/Building Permit fees review commenced.</li> <li>✓ Fire inspection program development underway through a consultant (fees will be part of the inspection program).</li> </ul>
Review RCMP service levels	<ul style="list-style-type: none"> <li>✓ Review underway by Kevin Ramsey (Innova Strategy Group) and is expected to be complete by March 31, 2021.</li> <li>✓ Community Safety Response Model Gap Analysis (formerly referred to as RCMP Gap Analysis) RFP closes January 12. All anticipated community stakeholders have been notified of the project.</li> </ul>
Maintain opportunities for multi-modal transportation	<ul style="list-style-type: none"> <li>✓ Master Transportation Plan is underway with engagement strategy preparation, traffic count collection, and analysis of existing conditions. RFP information shared with City of Duncan to assist their transportation planning.</li> <li>✓ Chemainus Road completion extended to February 12, 2021 to complete landscaping, irrigation, and electrical works (inc. street lights) due to very unfavourable weather and supply issues (electrical). All other infrastructure such as the roadway, bike lanes and sidewalks are complete and fully operational.</li> <li>✓ Completion of two signalized pedestrian crossings satisfying ICBC grants (\$7,100 Donnay Dr and \$9,700 Victoria Rd/Garner).</li> <li>✓ Henry Rd and Maple Bay Rd signalized pedestrian crossings completed.</li> <li>✓ RCMP station and Ford Rd designs have been awarded to consultants and design has begun. This work includes cycling lanes and sidewalks.</li> <li>✓ MOTI Crofton Rd widening has begun which will include shoulders for pedestrians and cyclists similar to Osborne Bay Rd.</li> </ul>

# ENGAGEMENT



Through collaborative relationships with other governments, Indigenous peoples, stakeholder partners and engaging the community at large, we achieve optimum outcomes for all.

<b>Action</b>	<b>2020 Quarter 4 Update</b>
Continue to develop strong relationships with Indigenous peoples	<ul style="list-style-type: none"> <li>✓ Continuing to actively engage with First Nations on the JUB STP Outfall Relocation Project and the Chemainus STP Municipal Waste Regulation Outfall Environmental Impact Study. Starting discussions with Cowichan Tribes on potential pipeline routes, some of which run through Reserve.</li> <li>✓ Council approved First Nations training (Working Effectively with Indigenous People) and will receive it on January 22, 2021.</li> <li>✓ Applied for UBCM grant to host a spring forum to bring together Cowichan Tribes and participants from local governments to discuss common goals and opportunities for joint action.</li> <li>✓ OCP outreach and engagement with all interested First Nations.</li> <li>✓ MOU being developed with Cowichan Nations related to Forest Reserve activities.</li> </ul>
Support community groups and organizations	<ul style="list-style-type: none"> <li>✓ No change from Q3.</li> </ul>
Work collaboratively with regional government partners, ensuring a strong relationship with the Cowichan Valley Regional District (CVRD)	<ul style="list-style-type: none"> <li>✓ Staff continue to sit on Committee overseeing the CVRD Flood Function.</li> <li>✓ Review of Emergency Management roles and responsibilities underway.</li> <li>✓ Renewed MOU with Duncan underway.</li> </ul>
Lobby the CVRD, provincial and federal governments to support North Cowichan through grants, funding, and tax revenues	<ul style="list-style-type: none"> <li>✓ Received \$4.4million COVID-19 Safe Restart Grant for 2020-2022.</li> <li>✓ Application for FCM Green Municipal Fund for net zero RCMP building submitted (\$1.5m grant \$10m loan).</li> <li>✓ Application for Investing in Canada Infrastructure Program (ICIP) – COVID-19 Resiliency Infrastructure Stream for Cowichan Aquatic Centre Roof underway (\$1.7million).</li> <li>✓ Application for ICIP – Community, Culture and Recreation for Maple Bay/Crofton Trail submitted (\$1.46 million).</li> <li>✓ Application for Community Economic Recovery Infrastructure Grant for Fuller Lake Arena Roof submitted (\$720,000).</li> <li>✓ Application for Tourism Dependent Community Grant for Parks projects including washroom, two parking lots, and trail development submitted (\$998,000).</li> </ul>



<b>Action</b>	<b>2020 Quarter 4 Update</b>
Provide a strong voice at the CVRD table, advocating for sustainable development in the region	<ul style="list-style-type: none"> <li>✓ New Fire dispatch contract will result in significant savings to the region.</li> <li>✓ Working with Cowichan Housing on homelessness issues and other housing affordability issues.</li> </ul>

# HOUSING

We have sustainable housing opportunities that represent the interests of all our citizens.



<b>Action</b>	<b>2020 Quarter 4 Update</b>
Seek opportunities to partner and support affordable housing initiatives	<ul style="list-style-type: none"> <li>✓ Leases and Housing Agreement for Sherman and Willow Street affordable housing projects finalized and endorsed by Council on December 2.</li> </ul>
Create opportunities for new forms of housing (e.g. condos above neighbourhood commercial)	<ul style="list-style-type: none"> <li>✓ BC Housing supportive housing project at Drinkwater Road proceeding.</li> <li>✓ Development planning staff working with development applicants on housing projects.</li> <li>✓ OCP and Zoning Bylaw updates to consider housing opportunities.</li> </ul>
Explore opportunities for additional housing that meets the needs of the community	<ul style="list-style-type: none"> <li>✓ Housing Needs Assessment to be presented to Council in Q1, 2021.</li> <li>✓ Staff have commenced working on secondary enforcement policy report to Council.</li> </ul>

# ENVIRONMENT



We lead in environmental policies and practices to support the future health of our community.

<b>Action</b>	<b>2020 Quarter 4 Update</b>
Strengthen environmental policy in all land use planning	<ul style="list-style-type: none"> <li>✓ Environmental regulation and policy review to be presented to Council in Q1, 2021.</li> </ul>
Remodel and implement the Climate Action and Energy Plan	<ul style="list-style-type: none"> <li>✓ Action items and economic modelling completed and will be presented to COW, public and likely new Environmental Advisory Committee in January, 2021.</li> <li>✓ March 31 has been identified as updated Federation of Canadian Municipalities deadline for completion.</li> <li>✓ Staff brought forward a report to Council on options to form a new Environmental Advisory Committee. Formation of Environmental Advisory Committee to be considered in Q1, 2021.</li> </ul>
Reconsider the Urban Containment Boundary and where future growth should be concentrated, especially in relation to the Quamichan watershed	<ul style="list-style-type: none"> <li>✓ To be addressed as part of the OCP update.</li> <li>✓ Growth Management Seminar being planned with Council for Q1, 2021.</li> </ul>
Relocate the Joint Utility Board Sewage Outfall Location	<ul style="list-style-type: none"> <li>✓ RFP for design consultants for design of new pump, land-based pipe, and marine-based pipe closed Dec 31.</li> <li>✓ DFO staff have been assigned to the project and are starting to work with staff to move project forward.</li> <li>✓ Consultation with First Nations regarding the location of the outfall terminus to Cowichan Bay is complete. The Ministry of Environment is now undertaking their consultation with First Nations regarding the Liquid Waste Management Plan Amendment related to the relocation of the outfall to Cowichan Bay.</li> <li>✓ Consultation with First Nations regarding the pipe route (land and marine components) is continuing.</li> <li>✓ Commenced consultation with stakeholders and the community regarding the pipe route (land and marine components).</li> </ul>
Evaluate options for environmental improvements to Quamichan and Somenos Lakes	<ul style="list-style-type: none"> <li>✓ Ongoing monitoring in Q4. Potential provincial collaboration and funding is being explored.</li> <li>✓ A funding application under the Adaptation, Resilience &amp; Disaster Mitigation (ARDM) Program will be submitted in January 2021 for the next phases and completion of the Beverly Street constructed wetland project. Requested funding represents over 90% of project estimated costs.</li> <li>✓ Negotiations with Somenos Marsh Society for multi-year program for water quality improvements, riparian enhancement are underway subject to Council budgeting.</li> </ul>

<b>Action</b>	<b>2020 Quarter 4 Update</b>
Review requirements for gray water reuse, solar power, and charging stations in new development	✓ To be considered as part of the OCP review.
Review opportunities for district energy system partnerships	✓ New high school not considering district or geo – exchange as a source of heating / cooling energy.
Support the health of our beaches, including advocacy with other levels of government	✓ Large tires successfully removed from Chemainus Bay in a coordinated effort of staff, DFO, and others.
Integrate natural assets into the overall asset management program	<ul style="list-style-type: none"> <li>✓ Project will commence in 2022.</li> <li>✓ Bings Creek Ecological accounting project underway funded by CVRD, Partnership for Water Sustainability in BC (PWSBC), Real Estate Foundation of BC, and others with in kind contribution from the Municipality. This will inform future integration into natural assets and future of existing RCMP site.</li> </ul>
Increase awareness of waste reduction	<ul style="list-style-type: none"> <li>✓ A video was implemented over the holidays to encourage reduction and proper disposal of holiday waste materials. This was a first step in a larger educational strategy to communicate to residents on this topic. More to come in 2021.</li> <li>✓ A study was conducted to improve curbside collection by outlining the options available for replacement of existing garbage trucks with automated collection. This report will be presented to COW in early 2021.</li> </ul>

# ECONOMY



We attract and retain great talent and sustainable businesses, and have opportunities for all.

<b>Action</b>	<b>2020 Quarter 4 Update</b>
Support, retain, and attract light industry	✓ Included as part of OCP update.
Review options to provide any future municipal forest timber to local businesses for secondary industry	✓ UBC's work continues to be paused while Council extended the pause on public engagement at the October 7 Council Meeting.
Develop a long-range strategic plan for North Cowichan-owned real estate	<ul style="list-style-type: none"> <li>✓ Council reviewed list of properties for immediate disposition.</li> <li>✓ Council resolved to wait until Forestry Review and OCP are complete to look at long term strategy.</li> </ul>
Support small scale innovative agriculture	✓ To be considered as part of OCP update.
Create conditions that will facilitate the development of specialty services in and around the new Cowichan District Hospital	<ul style="list-style-type: none"> <li>✓ Ongoing meetings with applicants and land owners about development in the Bell McKinnon area.</li> <li>✓ Staff are working with a consultant on drafting zoning for Bell McKinnon lands.</li> <li>✓ The Municipality has secured agreements with the 3 property owners for SRW to facilitate the sewer extension.</li> </ul>
Consider the merits of implementing an Economic Development Committee	✓ Report to consider merits of Economic Development Committee coming in Q1, 2021.
Support sport tourism and in particular Rowing Canada Aviron's entry into the community	✓ Continue to support Rowing Canada initiatives. Waiting for Forestry engagement to conclude and consider implications for tourism.
Lobby the provincial government to locate offices in North Cowichan	✓ No change from Q1.

# COMMUNITY



We are a mix of unique, inspiring, sustainable, and safe neighbourhoods enjoyed by residents, businesses, and visitors.

<b>Action</b>	<b>2020 Quarter 4 Update</b>
Rewrite the Official Community Plan, forming the basis for local area plans throughout the community (e.g. Quamichan area, Berkey's Corner area, and Maple Bay Village)	<ul style="list-style-type: none"> <li>✓ Presentation and workshops held with Advisory Committee and Council. Draft Vision, Goals and Principles Report completed.</li> <li>✓ Community character mapping process developed and initiated.</li> <li>✓ OCP consultation process endorsed by Council on December 16.</li> </ul>
Incentivize or prioritize new growth in areas close to existing core development	<ul style="list-style-type: none"> <li>✓ To be addressed in OCP review.</li> </ul>
Provide more input into managing the opioid crisis	<ul style="list-style-type: none"> <li>✓ Work with BC Housing to have new facility built on Drinkwater Rd. DP issuance expected in January, 2021.</li> </ul>
Continue to implement existing neighbourhood plans (e.g. Chemainus Revitalization Plan, Crofton Local Area Plan, etc.)	<ul style="list-style-type: none"> <li>✓ Local area plans being implemented through development review and approval process.</li> <li>✓ Chemainus Road Upgrade, planning for Bell McKinnon Road sewer, planning of new Cowichan Secondary School and Cowichan District Hospital all proceeding as per applicable Local Area Plans.</li> </ul>





## *New for Q4!* **INCLUSION**

Council will act to maintain and strengthen North Cowichan as an economically thriving and sustainable community of unique and inclusive towns and neighbourhoods

### ***2020 Quarter 4 Update***

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Increased focus and effort to engage with those we do not usually hear from including youth, seniors, newcomers, and others.

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Captions are being added to social media videos for those who may have a hearing impairment.

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Increased usage of radio ads to include those who may struggle with literacy, or do not have access to a computer/the newspaper.

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The Municipality has commenced reviewing its existing human resources policies and procedures to support diversity and inclusion in the Municipality.

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# UPCOMING

The following list of Action Items have a start date beyond 2020

<b>Action</b>	
Create a biodiversity protection policy	2021
Update the Subdivision Bylaw	2021
Review developer utilization of the professional reliance model	2022
Develop incentives for creating compact development (e.g. infill)	2022
Develop a business case for innovative development (e.g. site adaptive planning, conservation development, residential cluster development, etc.)	2022
Renew the Zoning Bylaw	2022
Encourage appropriate development charges and amenities to support greater development (e.g. Development Cost Charge review)	2022
Review the potential for creating a heritage protection policy	2022
Integrate natural assets into the overall asset management program	2022
Develop a comprehensive climate change risk & vulnerability registry	2022
Update the Agricultural Implementation plan and encourage the use of arable land	2022
Improve pedestrian safety on Boys Road	2022

# COMPLETED

The following list of Action Items have been completed

<b>Action</b>	
Utilize local business when it can be demonstrated through the procurement process that they can deliver comparable value for money to non-local business	2019
Evaluate the merits of adopting the Energy Step Code	2020