

Recreation & Culture Summary

Organization	Folio	PID	Address	Foregone Revenue
744 (Cowichan) Squadron Admin Society – Air Cadets	24001.000	004-409-248	3790 Gibbins Rd	\$ 1,990
BC Forest Museum Society	05469.001	023-378-794	2892 Drinkwater Rd	\$ 4,648
BC Forest Museum Society	05977.000	004-328-124	Drinkwater Rd	\$ 1,957
Camp Qwanoes	08076.000	009-625-399	Smith Road	\$ 6,047
Camp Qwanoes	08630.000	000-031-186	1148 Barnes Rd	\$ 5,750
Camp Qwanoes	08630.001	N/A	Water Licence 106188	\$ 3
Camp Qwanoes	08630.002	N/A	Water Licence 108939	\$ 500
Camp Qwanoes	08630.050	018-006-957	Barnes Rd	\$ 810
Camp Qwanoes	08633.000	006-223-435	1148 Smith Rd	\$ 13,689
Camp Qwanoes	08633.001	No PID	#1 - 1148 Smith Rd	\$ 213
Camp Qwanoes	09542.000	001-258-931	1186 Barnes Rd	\$ 2,416
Chemainus Rod & Gun Club	15004.005	009-863-460	Rifle Range	\$ 574
Chemainus Theatre Festival Society	15086.200	025-871-013	9574 Bare Point Rd	\$ 18,842
Chemainus Theatre Festival Society	15105.100	017-810-680	9737 Chemainus Rd	\$ 27,291
Chemainus Theatre Festival Society	15103-001	018-821-758	9747 Chemainus Rd	\$ 2,528
Chemainus Valley Historical Society	15054.115	015-132-838	#101 – 9799 Waterwheel Cres	\$ 305
Chesterfield Sports Society	01038.001	025-208-292	Beverly St	\$ 2,200
Chesterfield Sports Society	01038.002	025-208-306	5847 Chesterfield Ave	\$ 4,462
Cowichan Exhibition	05099.000	001-811-991	7380 Trans Canada Hwy	\$ 48,215
Cowichan Rugby Club	08548.000	006-404-235	1860 Herd Rd	\$ 5,600
Cowichan Valley Arts Council	03504.003	000-746-703	2685 James Street	\$ 4,232
Cowichan Valley Soccer Association	05567.000	004-110-358	6137 Somenos Rd	\$ 1,564
Cowichan Valley Soccer Association	05999.000	003-809-471	3253 Sherman Rd	\$ 4,017
Crofton Old School Museum Society	12316.010	008-328-765	1507 Joan Ave	\$ 2,532
Duncan Curling Club	06000.000	003-809-510	3191 Sherman Rd	\$ 8,067
Duncan Dynamics Gymnastics Club	03504.003	000-746-703	2865 James Street	\$ 4,232
Friends of Cowichan Cadets Society	08314.000	008-630-607	6722 Beaumont Ave	\$ 1,655
Maple Bay Rowing Club	01640.005	003-868-354	5990 Indian Rd	\$ 21
Maple Bay Rowing Club	08328.000	008-635-919	6735 Beaumont Ave	\$ 3,035
Maple Bay Yacht Club	09119.000	003-507-718	6337 Genoa Bay Road	\$ 2,979
Mount Brenton Golf Course Ltd.	16321-020	015-797-309	2816 Henry Rd	\$ 3,792
				\$ 184,166



7030 Trans-Canada Highway
Duncan, BC V9L 6A1 Canada
www.northcowichan.ca
T 250.746.3101
F 250.746.3313

**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: July 23, 2024
FULL NAME OF ORGANIZATION: 744 Cowichan Squadron Administrative Society
MAILING ADDRESS OF PROPERTY: 3790 GIBBINS Rd Duncan BC V9L 6E8
LEGAL DESCRIPTION:
Lot: 1 Block: _____ Plan: VIP14399
TAX ROLL NUMBER: 04-315-24001.000 PID: 004-409-248
CIVIC ADDRESS OF PROPERTY (if different than mailing address): _____

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

all 3

- Not for profit (registered under societies Act of BC)
- Not for profit (CRA registered)
- Registered Charity
- Other. please specify.

SOCIETY NUMBER: S00 18537 BUSINESS NUMBER: 13091 6794 BC0001
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: _____

Organization Executive:

Title	Name	Phone No.
President	Steven Kostamo	[REDACTED] FIPPA s. 22(1)
Secretary	Stephanie Potter	[REDACTED] FIPPA s. 22(1)
Treasurer	Mitzi Mogden	[REDACTED] FIPPA s. 22(1)

CONTACT DETAILS:

Contact Person & Title: Steven KOSTAMO President FIPPA s. 22(1)

Mailing Address: [REDACTED] Duncan BC [REDACTED]

Phone Number: [REDACTED] FIPPA s. 22(1) Email: [REDACTED] FIPPA s. 22(1)

Did this property receive a Permissive Tax Exemption in previous years?

YES
 NO

YEAR(S) 1986-2023

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

Non-profit organization

Charitable/philanthropic organization

Athletic or Service Club/Associations (including golf course)

Care facility/registered assisted living residence

Partner of the municipality by agreement under s. 225 of the Community Charter

Other local authority

Place of public worship (and land surrounding exempt building)

Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES

NO

If no, please explain:

3. Describe the goals and objectives of your organization:

To give youth many experiences, to teach leadership, discipline, and respect opportunities for youth to contribute to the society they are a part of

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

Community: Air Cadets is a program that prides itself in being a safe, inclusive, and inspiring for the youth involved, and to teach, and promote this in all of its events

Describe the activities your organization carries out that contribute to the well-being of the community?

Air cadets are the for front of the Remembrance Day Ceremonies, and fund raising for the Legion, showing respect to the Veterans with cross placements in the cemeteries

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

teaching skills to the youth that help them become some of the best citizens in the country

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

the organization sponsors the air guitar program which is inclusive of any resident of Canada between the ages of 12-18

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

~~age limit~~
must live in the North Cowichan area

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?

YES
NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?

YES
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged
New Earth Learning Collective	3000 sq ft	\$600/month 10 months/year

4. How is your organization accessible to the public?

- web site
- in person every tuesday night at the air cadet, wednesday nights during the school year at 3790 Gibbins Rd

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: _____ Part-time: _____ Number of Volunteers: 8

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose
Mar 22, 2022	\$4000.00	Canadian Heritage	70th Anniversary Queen Elizabeth II

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

- 5. Prior year actual operating expenses \$ 35,666
- 6. Prior year actual operating revenues \$ 30,861
- 7. Current year annual operating budget of organization (attach a copy) \$ 24,835.00
- 8. Projected annual operating budget of the organization for the year of requested exemption \$ 27,335.00

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

744 (Cowichan) Squadron Administration Society
Budget
September 2017 through August 2018

	Sep '08 - Aug 09	Sep '09 - Aug 10	Sep '10 - Aug 11	Sep '11 - Aug 12	Sep '12 - Aug 13	Sep '13 - Aug 14	Sep '14 - Aug 15	Sep '15 - Aug 16	Sep '16 - Aug 17	Sep '17 - Aug 18	Sept 21 - 22	Sept 23-23	Sept 23-24	Projected Sept 24-25
Incomes														
4000 - Donations, Grants etc														
4010 - From official Sponsor	1,310.00	1,285.95				1,254.82	1,094.91	9,072.27		3,500.00	3,800.00	3,000	3,000	3,700 LSA
4020 - From non-sponsor veterans orgs	1,500.00	2,250.00	2,009.00	1,250.00	3,050.00	3,450.00	2,750.00	6,400.00	500.00	2,000.00	2,000.00	2,000	4,500	Foggy fund
4030 - From other service clubs	500.00	100.00	245.25	170.00										
4050 - Bequests and such	2,181.00	4,075.18	10,714.22	12,500.06	10,215.81	11,728.20	13,737.52	13,545.67	13,355.04	13,380.00	14,000.00	150.00	2,000	2,050 Gámen Estate
4060 - Other non-tax receipted dons		190.00			20.00		615.00	504.00	1,802.15	2,000.00	10,000.00	50.00	5,000	5,000 Contract doc
4070 - Other tax receipted donations	350.00	800.00	1,020.00	200.00	450.00	636.00	1,450.80		310.90					
4080 - Provincial lottery grants	25,967.00		3,820.00											
Total 4000 - Donations, Grants etc	33,303.80	3,411.13	15,815.47	14,120.00	13,745.81	17,119.55	19,697.43	23,761.84	15,168.79	28,780.00	29,800.00	25,000.00	12,000.00	14,700.00
4200 - Gaming - Fund Raising														
4235 - Bingo Income	-625.00	2,712.30	4,542.43	3,516.25	2,675.23	3,302.67	5,748.01	5,240.26	5,590.00	5,000.00		0.00	0.00	0.00
Total 4200 - Gaming - Fund Raising	-625.00	2,712.30	4,542.43	3,909.25	2,675.23	3,302.67	5,748.02	5,240.26	5,850.00	5,000.00		0.00	0.00	0.00
4400 - Other Fund Raising														
4420 - Tag days	1,017.00	1,443.40	2,189.50	1,147.77	954.78	894.90	1,820.08	2,047.93		2,000.00		0.00	0.00	0.00
4430 - Membership dues	20.00	3,800.00	3,800.00	4,755.00	3,900.00	2,000.00	3,100.00	3,500.00	5,400.00	5,500.00	2,500.00	2,500.00	2,500.00	5,000.00 90% complet
4440 - Silent auction	1,553.00	1,883.00	1,315.00	1,252.27	951.00									
4450 - Bottle drives	5,764.00	5,823.45	4,174.89	3,519.95	2,808.05	1,779.45	3,503.10	2,598.55	4,537.39	2,500.00	10,000.00	2,500.00	8,000.00	6,000.00
4460 - Other Fund Raising - net			344.94	749.77	749.77	4,751.90	2,404.87	3,854.85	5,979.84	6,400.00				
4480 - Hall rental	1,910.00	1,910.00	930.00		1,216.00	519.00	1,544.00		2,900.00	2,000.00	2,000.00	12,000.00	11,000.00	6,000.00 Home school
Total 4400 - Other Fund Raising	3,459.00	10,866.65	12,893.33	10,713.99	11,105.60	10,265.25	12,871.95	10,958.83	16,944.23	18,400.00	14,500.00	17,000.00	13,500.00	17,000.00
4600 - Miscellaneous														
4650 - Sale of Ban logo items	662.00	75.00		300.00	81.00		49.25		15.80	500.00		50.00	50.00	50.00
4660 - Interest Income	95.00	32.02	31.55	12.40	34.88	9.16	10.30	22.85	26.57					
4680 - Misc sales			1,212.38	392.50	273.72		3.70			500.00			50.00	200.00
4690 - Miscellaneous - Other			4,499.00					472.30				50.00	50.00	200.00
Total 4600 - Miscellaneous	776.00	108.02	5,742.92	714.90	354.18	9.16	63.25	495.25	41.87	1,000.00		100.00	100.00	250.00
Total Income	47,170.00	22,116.30	28,604.16	29,445.14	27,891.89	30,645.63	38,340.25	40,456.23	37,201.94	45,180.00	44,300.00	42,100.00	31,600.00	31,950.00
Expenses														
6000 - Administrative & Operating Exp														
6010 - Admin and office supplies	972.80	991.46	2,991.42	2,927.15	2,044.28	1,058.69	619.21	1,344.75	1,169.35	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
6020 - Office equip, computers, etc	1,285.00	41.70	715.49	3,227.47	458.15	-11.70	805.16	295.00	265.00	265.00	265.00	265.00	265.00	265.00
6040 - San Quarters exp, RBM, etc	5,359.00	770.95	3,673.42	3,609.45	4,833.94	1,733.72	2,338.67	1,013.66	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00
6050 - Utilities, telephone, internet	5,856.80	4,484.21	7,540.60	6,432.10	6,451.12	8,397.24	5,264.43	7,529.74	3,093.19	6,400.00	5,400.00	5,400.00	5,400.00	5,400.00
6080 - Committee, staff, AGM, meetings	1,016.00	495.75	1,363.21	1,831.21	1,856.68	1,429.02	2,429.79	1,598.20	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00
6080 - Recruiting, PR, etc	196.00	1,190.21	105.00		570.45		685.03	152.73	458.47	230.00	230.00	230.00	230.00	230.00 Facebook, we
6090 - Arm Prov Committee assessment	5,200.00	5,280.00	5,800.00	5,600.00	5,800.00	5,200.00	4,300.80	3,300.80	4,100.00	4,100.00	2,500.00	3,500.00	3,000.00	5,500.00
6100 - Security										540.00	540.00	540.00	540.00	540.00
6110 - Bank charges, etc	91.00	84.27	14.10		2.00	29.00	104.81		57.64					
6120 - Annual Society fee	50.00		25.00	25.00			25.00	25.00		25.00	25.00	25.00	25.00	25.00
6130 - Property Insurance	5,277.30	5,491.00	5,491.00	5,724.00	5,953.00	6,246.00	5,042.00	5,530.00	6,130.00	6,300.00	6,300.00	5,000.00	5,000.00	5,000.00 DND supports
Total 6000 - Administrative & Operating Exp	20,805.00	15,561.55	27,223.24	29,674.98	27,203.62	24,444.97	22,610.32	22,825.91	18,981.51	23,480.00	21,260.00	21,060.00	21,060.00	23,560.00 FTK
6300 - Squadron/Cadet Activities Exp														
6310 - DND ASR supported trg, activities	1,361.00	838.68	842.85	1,044.47	999.30		1,547.69	1,578.44		1,338.75	0.00	4,320.00	0.00	0.00 Band team
6320 - Band equipment, accessories	358.00	43.44	455.84	93.69		-14.21		225.17						0.00 Range team
6330 - Sports & Phys Ed related	85.00	2,400.42	2,452.49					246.34						0.00 Drill team
6340 - Flying and gliding related exp	540.00	1,291.72	490.66	452.88	1,063.50	2,062.24	957.69	1,433.90	426.30	2,250.00	3,250.00	3,250.00	3,250.00	3,250.00 Para side team
6390 - Honours and awards	10.00		64.00			717.52	880.54	218.73	338.55	600.00	600.00	600.00	600.00	600.00 Overseering
6400 - Annual Ceremonial Review	689.00	484.13	1,805.02	2,022.17	1,528.56	1,869.64	1,113.79	1,388.15	504.84	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00 Effective 2008
6410 - Cadet banquet & special events	1,195.00	275.63	865.51	2,559.87	247.15	575.75	1,516.41	1,551.83	1,353.19	2,300.00	2,200.00	2,200.00	2,200.00	2,200.00 Rock climbing
6420 - Non-supported activities			2,223.06	6,652.13	3,350.98	763.70	2,312.78	5,569.43	9,949.43	0.00	6,580.00	0.00	0.00	0.00 DND non-tugs
6430 - DND, ASR reimbursement	-5,479.70	-2,661.66	-4,217.79	-4,532.63	-1,259.30	-1,138.00	-4,174.74	-2,532.13	-4,000.00	-4,000.00	-4,000.00	-4,000.00	-4,000.00	-4,000.00 Field Skills
Total 6300 - Squadron/Cadet Activities Exp	-2,227.00	-120.88	4,181.73	7,479.47	2,667.69	4,716.34	7,532.65	7,839.74	11,991.54	3,500.00	14,370.00	3,550.00	3,550.00	3,550.00 Keyes trip
6600 - Fund Raising Expenses														
6620 - Fund raising expenses	200.00	142.52	767.81	462.26	540.12	508.23	838.13	119.20	215.54	225.00	225.00	225.00	225.00	225.00
Total 6600 - Fund Raising Expenses	200.00	142.52	767.81	462.26	540.12	508.23	838.13	119.20	215.54	225.00	225.00	225.00	225.00	225.00
6800 - Other Expenses														
6820 - Stan Logo resale items	89.00	141.49	75.00	119.28	128.00	84.00	21.00	1,005.58	35.00					
6830 - Van operation	2,372.00	1,354.79	30.00											
Total 6800 - Other Expenses	2,461.00	1,496.28	105.00	118.28	128.00	84.00	21.00	1,026.58	35.00	0.00	0.00	0.00	0.00	0.00
Total Expense	27,693.00	20,103.67	22,515.91	27,712.35	29,543.43	29,653.54	31,052.30	31,890.43	30,213.59	27,235.00	26,455.00	24,835.00	24,835.00	27,335.00
Net Ordinary Income	19,477.00	2,014.63	6,414.65	-8,291.25	-8,651.65	732.09	7,307.95	8,665.80	6,988.35	17,945.00	7,845.00	17,265.00	6,765.00	4,615.00
Other Income/Expenses														
8000 - Building upgrade - windows							13,472.84							
8100 - Building upgrade - see container								3,550.00						
8200 - Building maintenance reserve									6,500.00	16,000.00	6,000.00	6,000.00	6,000.00	6,000.00

744 (Cowichan) Squadron Administration Society
Budget
September 2017 through August 2018

	Sep '08 - Aug 09	Sep '09 - Aug 10	Sep '10 - Aug 11	Sep '11 - Aug 12	Sep '12 - Aug 13	Sep '13 - Aug 14	Sep '14 - Aug 15	Sep '15 - Aug 16	Sep '16 - Aug 17	Sep '17 - Aug 18	Sept 21 - 22	Sept 22-23	Sept 23-24	Sept 24-25
6300 -Equipment upgrades										1,125.00	1,125.00	1,125.00	1,125.00	
Net Income	<u>19,477.00</u>	<u>2,014.63</u>	<u>6,414.65</u>	<u>-8,291.25</u>	<u>-2,651.45</u>	<u>732.09</u>	<u>-6,164.89</u>	<u>8,556.96</u>	<u>3,138.35</u>	<u>10,820.00</u>	<u>-8,290.00</u>	<u>10,140.00</u>	<u>-360.00</u>	<u>-2,610.00</u>

Registered Charity Information Return

Section A: Identification

To help you fill out this form, refer to Guide T4033, Completing the Registered Charity Information Return. It can be found at canada.ca/cra-forms.

Note: Even if a charity is inactive, an information return must be filed to maintain its registered status.

Complete the following:

1. Charity name:

744 Cowichan Squadron Administration Society

2. Return for fiscal period ending:

Year			Month			Day		
2	0	2	3	0	8	3	1	

3. BN/registration number:

130916794 R R 0001

4. Web address (if applicable):

A1 Was the charity in a subordinate position to a head body? **1510** Yes No
If yes, give the name and BN/registration number of the organization.

Name
Air Cadet League of Canada BC Division

BN (9 digits, 2 letters, 4 digits. Example: 123456789RR0001)

A2 Has the charity wound-up, dissolved, or terminated operations? **1570** Yes No

A3 Is the charity designated as a public foundation or private foundation? **1600** Yes No

If yes, you must complete Schedule 1, Foundations. To confirm the charity's designation, go to canada.ca/charities-list and refer to the charity's detail page.

Section B: Directors/trustees and like officials

B1 All charities must complete Form T1235, Directors/Trustees and Like Officials Worksheet. Only the **public** information section of the worksheet is available to the public.

For charities subject to the Ontario Corporations Act.

As of May 15, 2021, the Canada Revenue Agency no longer collects this information on behalf of the Ontario Ministry of Government and Consumer Services. For more information on filing an Ontario annual information return, visit ontario.ca/businessregistry.

Note: If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to canada.ca/charities-giving, select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

Section C: Programs and general information

C1 Was the charity active during the fiscal period? **1800** Yes No
If no, explain why in the "Ongoing programs" space below at C2.

C2 Describe all **ongoing** and **new** charitable programs the charity carried on during this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. **Do not** include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. **Do not** describe fundraising activities in this space.

Do not attach additional sheets of paper or annual reports.

Ongoing programs support for the 744 Alrcadet program, providing the training facilities, and financing for additional training tools, resources, and activities at locations other than 3790 Gibbins Rd.
New programs

Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the Income Tax Act.

C3 Did the charity make gifts or transfer funds to qualified donees or other organizations? 2000 Yes No
Important: If yes, you must complete Form T1236, Qualified donees worksheet/Amounts provided to other organizations.

C4 Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/ program/project outside Canada? 2100 Yes No
Important: If yes, you must complete Schedule 2, Activities outside Canada.

C5 Public policy dialogue and development activities
 This question has been removed.

C6 If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, select all fundraising methods that it used during the fiscal period:

- | | | |
|--|---|--|
| <input type="checkbox"/> 2500 Advertisements/print/radio/ TV commercials | <input type="checkbox"/> 2570 Sales | <input type="checkbox"/> 2630 Telephone/TV solicitations |
| <input type="checkbox"/> 2510 Auctions | <input type="checkbox"/> 2575 Internet | <input type="checkbox"/> 2630 Tournament/sporting events |
| <input type="checkbox"/> 2600 Collection plate/boxes | <input type="checkbox"/> 2580 Mail campaigns | <input type="checkbox"/> 2600 Cause-related marketing |
| <input type="checkbox"/> 2530 Door-to-door solicitation | <input type="checkbox"/> 2530 Planned-giving programs | <input checked="" type="checkbox"/> 2650 Other |
| <input type="checkbox"/> 2630 Draws/lotteries | <input type="checkbox"/> 2600 Targeted corporate donations/sponsorships | <input type="checkbox"/> 2600 Specify: <u>bottle recycling</u> |
| <input type="checkbox"/> 2560 Fundraising dinners/galas/concerts | <input checked="" type="checkbox"/> 2530 Targeted contacts | |

C7 Did the charity pay external fundraisers? 2700 Yes No
If yes, you must complete the following lines, and complete Schedule 4, Confidential data, Table 1.

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity. 5450 \$ _____
 (b) Enter the amounts paid to and/or retained by the fundraisers. 5460 \$ _____

(c) Select the method of payment to the fundraiser:

- | | | |
|---|--|---|
| <input type="checkbox"/> 2530 Commissions | <input type="checkbox"/> 2530 Finder's fee | <input type="checkbox"/> 2770 Honoraria |
| <input type="checkbox"/> 2530 Bonuses | <input type="checkbox"/> 2760 Set fee for services | <input type="checkbox"/> 2530 Other |
| | <input type="checkbox"/> 2790 Specify: _____ | |

(d) Did the fundraiser issue tax receipts on behalf of the charity? 3800 Yes No

C8 Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)? 3800 Yes No

C9 Did the charity incur any expenses for compensation of employees during the fiscal period? 2600 Yes No
Important: If yes, you must complete Schedule 3, Compensation.

C10 Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was not resident in Canada and was not any of the following: 3900 Yes No

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on a business in Canada, nor
- a person having disposed of taxable Canadian property?

Important: If yes, you must complete Schedule 4, Confidential data, Table 2, for each donation of \$10,000 or more.

C11 Did the charity receive any non-cash gifts for which it issued tax receipts? 2600 Yes No
Important: If yes, you must complete Schedule 5, Non-cash gifts.

C12 Did the charity acquire a non-qualifying security? 3800 Yes No

C13 Did the charity allow any of its donors to use any of its property? (except for permissible uses) 3800 Yes No

C14 Did the charity issue any of its tax receipts for donations on behalf of another organization? 3820 Yes No

C15 Did the charity have direct partnership holdings at any time during the fiscal period? 3800 Yes No

C16 Registered charities may make qualifying disbursements by way of grants to non-qualified donees (grantees) as described in the Income Tax Act.

Did the charity make qualifying disbursements by way of grants to non-qualified donees (grantees) in the fiscal period? **4490** Yes No
 If yes, you must complete lines 5841, 5842 and 5843.

Did the charity make grants to any grantees totalling more than \$5,000 in the fiscal period? **4530** Yes No
 If yes, you must complete Form T1441, Qualifying Disbursements: Grants to Non-Qualified Donees (Grantees).

Enter the number of grantees that received grants totalling \$5,000 or less in the fiscal period **5843**

Enter the total amount paid to grantees that received grants totalling \$5,000 or less in the fiscal period **5843** \$

Section D: Financial information

Fill out either Section D or Schedule 6, Detailed financial information.

If any of the following applies to the charity, complete Schedule 6 instead of Section D:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- (c) The charity had permission to accumulate funds during this fiscal period.

Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements." All relevant fields must be filled out.

D1 Was the financial information reported below prepared on an accrual or cash basis? **4020** Accrual Cash

D2 Summary of financial position:

Using the charity's own financial statements, enter the following:

Did the charity own land and/or buildings? **4530** Yes No

Total assets (including land and buildings) **5843** \$ **982,942**

Total liabilities **4350** \$ **- 50**

Did the charity borrow from, loan to, or invest assets with any non-arm's length persons? **4400** Yes No

D3 Revenue:

Did the charity issue tax receipts for gifts? **4490** Yes No

If yes, enter the total eligible amount of all gifts for which the charity has issued or will issue tax receipts **4500** \$

Total amount of 10 year gifts received **4505** \$ **2,700**

Total amount received from other registered charities **4510** \$ **2,700**

Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630) **4530** \$

Did the charity receive any revenue from any level of government in Canada? **4530** Yes No

If yes, total amount received **4530** \$ **9,938**

Total tax-receipted revenue from all sources outside of Canada (government and non-government) **4571** \$

Total non tax-receipted revenue from all sources outside of Canada (government and non-government) **4575** \$

Total non tax-receipted revenue from fundraising **4630** \$

Total revenue from sale of goods and services (except to any level of government in Canada) **4640** \$

Other revenue not already included in the amounts above **4650** \$ **18,223**

Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650) **4700** \$ **30,861**

D4 Expenditures:

Professional and consulting fees **4860** \$

Travel and vehicle expenses **4810** \$

All other expenditures not already included in the amounts above (excluding qualifying disbursements) **4920** \$ **36,666**

Total expenditures (excluding qualifying disbursements) (add lines 4860, 4810, and 4920) **4950** \$ **36,666**

Of the amount at line 4950:

(a) Total expenditures on charitable activities **5000** \$

(b) Total expenditures on management and administration **5010** \$

Total grants made to non-qualified donees (grantees) **5045** \$

Total amount of gifts made to all qualified donees **5050** \$

Total expenditures (add lines 4950, 5045, and 5050) **5100** \$ **36,666**

Section E: Certification

This return must be signed by a person who has authority to sign on behalf of the charity. It is a serious offence under the income Tax Act to provide false or deceptive information.

I certify that the information given on this annual return and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print) Steven Kostamo	Signature 
Position in charity president	Date 2024-02-28
	Phone number 250-612-8048

Section F: Confidential data

F 1 Enter the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

	Physical address of the charity	Address for the charity's books and records
Complete street address	3790 gibbins rd	3790 gibbins rd
City	duncan	duncan
Province or territory and postal code	BC V9L 6E8	BC V9L 8E8

F 2 Name and address of individual who completed this return.

Name Steven Kostamo	
Company name (if applicable)	
Complete street address 1729 westlock rd	
City, province or territory, and postal code Duncan BC V9L 5N8	
Phone number 250-612-8048	Is this the same individual who certified in Section E above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Privacy statement

Personal information is collected under the authority of the Income Tax Act and is used to establish and validate the identity and contact information of directors, trustees, officers, like officials, and authorized representatives of the organization. This information will also be used as a basis for the indirect collection of additional personal information from other internal and external sources, which includes personal tax information, and relevant financial and biographical information. Personal information will be used to assess the risk of registration with respect to the obligations and requirements as outlined in the Act and the common law. The social insurance number (SIN) is collected under subsection 237 of the Act and is used for identification purposes.

The Canada Revenue Agency (CRA) will make the information on this annual information return available to the public on the Charities Directorate website, except for information identified as confidential. Personal information may also be disclosed under information-sharing agreements and in accordance with section 241 of the Act. Incomplete or inaccurate information may result in compliance measures including revocation of registered status.

Personal information is described in personal information bank CRA PPU 200 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information. You are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

Notification to directors and like officials: The CRA strongly encourages the organization to voluntarily inform its directors and like officials that it has collected and disclosed their personal information to the CRA.

I confirm that I have read the Privacy statement above.

Checklist

A charity's complete annual information return includes:

- Form T3010, Registered Charity Information Return, and all applicable schedules
- a copy of the charity's financial statements
- Form T1235, Directors/Trustees and Like Officials Worksheet
- Form T1236, Qualified donees worksheet/Amounts provided to other organizations (if applicable)
- Form T2081, Excess Corporate Holdings Worksheet for Private Foundations (if applicable)
- Form T1441, Qualifying Disbursements: Grants to Non-Qualified Donees (Grantees) (if applicable)

If financial statements are not included, the charity's registration may be revoked.

Foundations

Schedule 1

- 1 Did the foundation acquire control of a corporation? 100 Yes No
- 1 Did the foundation incur any debts other than for current operating expenses, purchasing or selling investments, or in administering charitable activities? 130 Yes No

For private foundations only:

- 3 Did the foundation hold any shares, rights to acquire shares, or debts owing to it that meet the definition of a non-qualified investment? 130 Yes No
- 3 Did the foundation own more than 2% of any class of shares of a corporation at any time during the fiscal period? 130 Yes No
If yes, you must complete and attach Form T2081, Excess Corporate Holdings Worksheet for Private Foundations.

Activities outside Canada

Schedule 2

Important: If you complete this section, you must answer yes to question C4.

For more information, go to canada.ca/charities-giving and see Guidance CG-002, Canadian registered charities carrying on activities outside Canada.

- 1 Total expenditures on activities/programs/projects carried on outside Canada, excluding gifts to qualified donees 200 \$ _____
- 0 Were any of the charity's financial resources spent on programs outside of Canada under any kind of an arrangement including a contract, agency agreement, or joint venture to any other individual or organization (excluding qualifying disbursements)? 200 Yes No

If yes, provide details of the amount reported in question 1 on line 200, that the charity transferred to these individuals or organizations in the following table:

Name of individual/organization	Country code where the activities were carried out (see list at the end of Schedule 2)	Amount (\$) Show amounts to the nearest Canadian dollar

Important: If you entered information in the table above, you must answer yes in line 210.

- 3 Using the table below, enter the countries outside Canada where the charity itself carried on programs or devoted any of its resources.

- 3 Were any projects undertaken outside Canada funded by Global Affairs Canada? 130 Yes No
If yes, what was the total amount the charity spent under this arrangement? 130 \$ _____
- 3 Were any of the charity's activities outside of Canada carried out by employees of the charity? 240 Yes No
- 0 Were any of the charity's activities outside of Canada carried out by volunteers of the charity? 250 Yes No
- 7 Did the charity export goods as part of its charitable activities? 130 Yes No

If yes, list the items exported, their destination, the country code, and their value.

Item exported	Destination (city/region)	Country code	Value (CAN \$)

Compensation

Schedule 3

Important: If you complete this section, you must answer yes to question C9.

1 (a) Enter the **number** of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. **Do not** enter a dollar amount. 300

(b) For the **ten (10)** highest compensated, permanent, full-time positions enter the **number of positions** that are within each of the following annual compensation categories. **Do not** tick the boxes; use numbers.

- | | | |
|--|--|--|
| <input type="checkbox"/> 305 \$1 – \$39,999 | <input type="checkbox"/> 305 \$40,000 – \$79,999 | <input type="checkbox"/> 305 \$80,000 – \$119,999 |
| <input type="checkbox"/> 320 \$120,000 – \$159,999 | <input type="checkbox"/> 305 \$160,000 – \$199,999 | <input type="checkbox"/> 535 \$200,000 – \$249,999 |
| <input type="checkbox"/> 305 \$250,000 – \$299,999 | <input type="checkbox"/> 305 \$300,000 – \$349,999 | <input type="checkbox"/> 545 \$350,000 and over |

2 (a) Enter the **number** of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. 300

(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. 380 \$

3 Total expenditure on all compensation in the fiscal period. 390 \$

Confidential data

Schedule 4

Important: If you complete this section, you must answer yes to question C10.

The information in this schedule is for the CRA's use and may be shared as permitted by law (for example, with certain other government departments and agencies).

1. Information about external fundraisers

Enter the name(s) and arm's length status of each external fundraiser.

Name (confidential)	At arm's length? Yes/No (confidential)

2. Information about donors not resident in Canada

Complete this schedule to report any gift of any kind valued at \$10,000 or more received from any donor that was **not** resident in Canada and was **not** any of the following:

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on business in Canada, nor
- a person having disposed of taxable Canadian property.

Enter the name of each donor and the value of the gift in the table below. Select whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

Name (confidential)	Type of donor (confidential)			Value (CAN \$)
	Organization	Government	Individual	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Non-cash gifts

Schedule 5

Important: If you complete this section, you must answer yes to question C11.

1 Select all types of non-cash gifts received for which a tax receipt was issued:

- | | | |
|--|---|--|
| <input type="checkbox"/> 500 Artwork/wine/jewellery | <input type="checkbox"/> 525 Ecological properties | <input type="checkbox"/> 550 Publicly traded securities/commodities/mutual funds |
| <input type="checkbox"/> 535 Building materials | <input type="checkbox"/> 535 Life insurance policies | <input type="checkbox"/> 555 Books |
| <input type="checkbox"/> 545 Clothing/furniture/food | <input type="checkbox"/> 535 Medical equipment/supplies | <input type="checkbox"/> 545 Other |
| <input type="checkbox"/> 545 Vehicles | <input type="checkbox"/> 545 Privately-held securities | <input type="checkbox"/> 545 Specify: _____ |
| <input type="checkbox"/> 520 Cultural properties | <input type="checkbox"/> 545 Machinery/equipment/computers/software | |

2 Enter the total amount of tax-receipted non-cash gifts 580 \$

Detailed financial information

Schedule 6

Fill out this schedule if any of the following applies to the charity:

- (a) The charity's revenue exceeded \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- (c) The charity had permission to accumulate funds during this fiscal period.

Was the financial information reported below prepared on an accrual or cash basis? 4020 Accrual Cash

Statement of financial position

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

Assets:

Cash, bank accounts, and short-term investments	4100	\$	206,942
Amounts receivable from non-arm's length persons	4110	\$	
Amounts receivable from all others	4120	\$	
Investments in non-arm's length persons	4130	\$	
Long-term investments	4140	\$	
Inventories	4150	\$	
Land and buildings in Canada	4155	\$	
Other capital assets in Canada	4160	\$	
Capital assets outside Canada	4165	\$	
Accumulated amortization of capital assets	4166	\$	
Other assets	4170	\$	
10 year gifts	4580	\$	
Total assets (add lines 4100 to 4170)	4200	\$	206,942

Liabilities:

Accounts payable and accrued liabilities	4300	\$	- 50
Deferred revenue	4310	\$	
Amounts owing to non-arm's length persons	4320	\$	
Other liabilities	4330	\$	
Total liabilities (add lines 4300 to 4330)	4350	\$	- 50

Amount included in lines 4160, 4165, 4166 and 4170 not used in charitable activities

1250 \$

Statement of operations

Revenue:

Total eligible amount of all gifts for which the charity has issued or will issue tax receipts	4500	\$	
Total eligible amount of tax-receipted tuition fees	5610	\$	
Total amount of 10 year gifts received	4505	\$	
Total amount received from other registered charities	4510	\$	2,700
Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630)	4530	\$	
Total revenue received from federal government	4540	\$	9,938
Total revenue received from provincial/territorial governments	4550	\$	
Total revenue received from municipal/regional governments	4560	\$	
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4580	\$	
Total non tax-receipted revenue from all sources outside Canada (government and non-government)	4575	\$	
Total interest and investment income received or earned	4580	\$	
Gross proceeds from disposition of assets	4590	\$	
Net proceeds from disposition of assets (show a negative amount with brackets)	4600	\$	
Gross income received from rental of land and/or buildings	4610	\$	
Total non tax-receipted revenues received for memberships, dues and association fees	4620	\$	
Total non tax-receipted revenue from fundraising	4630	\$	
Total revenue from sale of goods and services (except to any level of government in Canada)	4640	\$	
Other revenue not already included in the amounts above	4650	\$	18,223
Specify type(s) of revenue included in the amount reported at 4650	4655		
Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)	4700	\$	30,861

Expenditures:

Advertising and promotion	4800	\$	
Travel and vehicle expenses.....	4810	\$	
Interest and bank charges.....	4820	\$	4
Licences, memberships, and dues.....	4830	\$	2,185
Office supplies and expenses.....	4840	\$	1,388
Occupancy costs	4850	\$	11,201
Professional and consulting fees.....	4860	\$	
Education and training for staff and volunteers	4870	\$	1,484
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	\$	
Fair market value of all donated goods used in charitable activities	4890	\$	
Purchased supplies and assets	4891	\$	
Amortization of capitalized assets.....	4900	\$	
Research grants and scholarships as part of charitable activities.....	4910	\$	707
All other expenditures not included in the amounts above (excluding qualifying disbursements)	4920	\$	18,694
Specify type(s) of expenditures included in the amount reported at 4920.....	4930		
Total expenditures before qualifying disbursements (add lines 4800 to 4920)	4950	\$	35,663

Of the amounts at lines 4950:

(a) Total expenditures on charitable activities.....	5000	\$	
(b) Total expenditures on management and administration.....	5010	\$	
(c) Total expenditures on fundraising	5020	\$	
(d) Total other expenditures included in line 4950.....	5040	\$	

Total grants made to non-qualified donees (grantees).....	5045	\$	
Total amount of gifts made to all qualified donees	5050	\$	
Total expenditures (add lines 4950, 5045 and 5050)	5100	\$	35,663

Other financial information

Permission to accumulate property:

Only registered charities that have written permission to accumulate should complete this section.

• Enter the amount accumulated for the fiscal period, including income earned on accumulated funds.....	5900	\$	
• Enter the amount disbursed for the fiscal period for the specified purpose.....	5910	\$	

Permission to reduce disbursement quota:

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period	5750	\$	
--	------	----	--

Property not used in charitable activities:

Enter the average value of property not used for charitable activities or administration during:

• The 24 months before the beginning of the fiscal period	5900	\$	
• The 24 months before the end of the fiscal period	5910	\$	

LICENSE TO OCCUPY

(this "Agreement") made as of the 03 day of Oct, 2023

BETWEEN: Steve Kostom President
744 Cowichan Squadron Admin. Soc.
(the "Owner/operator/Operator")

AND: **THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**
607 Cumberland Road, Courtenay, British Columbia, V9N 7G5
Operating as "Heartwood Learning Community"
(the "Licensee")

WHEREAS:

- A. The Owner/operator is the registered owner/operator of the land which has a civic address of 3790 Gibbins Rd Duncan BC and is legally described as:
744 Royal Air Cadet Squadron (the "Land").
- B. The Licensee has requested a license to occupy and use the portion of the Land shown on Schedule A to this Agreement (the "License Area"), which includes the field, forest area, and two classrooms for educational purposes, upon and subject to the terms and conditions set forth in this Agreement;


THEREFORE for good and valuable consideration, the Owner/operator and the Licensee (collectively, the "Parties" and individually, a "Party") hereby covenant with each other as follows:

- 1. Subject to the provisions of Clause 2, the Owner/operator hereby grants the Licensee a non-exclusive license (the "License") to occupy and use the License Area for a term (the "Term") commencing on September, 2023, and ending on the earlier of June 2024, or termination in accordance with the provisions of this Agreement. This Agreement constitutes a contractual license only and does not grant to the Licensee any interest in land relating to the License Area or any other part of the Land.
- 2. The Licensee may only use the License Area for educational purposes. The Owner/operator shall have the right to use and permit others to use the License Area in common with the Licensee, but shall ensure that such use does not interfere with the use by the Licensee. The Licensee may not use or permit its invitees to use the Excluded Areas, or authorise its invitees to park any vehicle anywhere on the Land except in areas designated for parking by the Owner/operator. The Licensee shall at its own risk and

the Owner/operator or any of the Owner/operator's officials, officers, employees, agents, volunteers or invitees.

10. The Owner/operator shall indemnify and save harmless the Licensee from and against all liability in any way relating to any claims, losses, damages, judgments, costs, expenses, actions, and other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or arising out of any negligence or wrongful act or omission on the part of the Owner/operator or any of the Owner/operator's elected or appointed officials, officers, employees, agents, volunteers or invitees in any way relating to the Land, except to the extent caused or contributed to by the Licensee or any of the Licensee's officials, officers, employees, agents, volunteers or invitees.
11. Each of the Parties shall at its own expense observe, fulfil and comply with all applicable laws, ordinances, regulations, requirements and recommendations.
12. Any notice to be given to a Party under this Agreement shall be given or made in writing and may be either delivered personally or sent by fax or registered mail, postage prepaid, addressed to the Party at its address first set out above or at such other address, fax number or email address as the Party may by written notice designate from time to time for delivery of notices.

IN WITNESS WHEREOF the Parties hereto have duly executed and delivered this Agreement.

)	THE BOARD OF EDUCATION OF SCHOOL DISTRICT
)	NO. 71 (COMOX VALLEY) by its authorized signatory:
)	
_____)	_____
Witness)	Brenda Hooker, Secretary Treasurer
)	 FIPPA s. 22(1)
)	_____
)	by its authorized signatory:
)	
)	<u>Steven Kostane (President)</u>
_____)	Name and Title:
Witness)	

expense obtain all municipal permits and licences required for the Licensee to lawfully use the License Area.

3. During the Term, the Licensee must pay to the Owner/operator in lawful money of Canada a monthly license fee of six hundred Dollar (\$600) per month plus GST, due and payable on the first day of each month. The Owner/operator will issue written invoices and receipts to the Licensee for license fees upon request.
4. Either the Licensee or the Owner/operator may terminate this Agreement at any time upon giving the other at least two (2) months' written notice and at the end of the notice period the License will cease to have any force and effect.
5. During the Term, the Licensee shall maintain its participation in the British Columbia Schools Protection Program (the "SPP"), a self-insurance program established and administered by the British Columbia Ministries of Finance and Education that covers all property owned or leased by the Licensee and all activities of the Licensee. The Licensee shall provide the Owner/operator with written confirmation of such coverage on request.
6. During the Term, the Owner/operator shall maintain the License Area in a lawful manner, and maintain property and liability insurance coverage in such forms and amounts as would be maintained by a reasonably prudent owner/operator of property similar to the Land. The Owner/operator shall provide the Licensee with written confirmation of such coverage on request.
7. The Licensee must not erect any signage at the License Area without first obtaining the prior written approval of the Owner/operator, in the Owner/operator's sole discretion. The Licensee's signage at the License Area must conform with all applicable laws, bylaws, and regulations.
8. The Licensee may not place or maintain any structure or fixture on the Land, including without limitation any fencing, without the prior written consent of the Owner/operator, which may be conditioned or withheld in the Owner/operator's sole discretion. Notwithstanding any such consent, at the Owner/operator's request the Licensee shall promptly at the Licensee's own expense relocate or remove any fence or other structure placed on the License Area by the Licensee.
9. The Licensee shall indemnify and save harmless the Owner/operator from and against all liability in any way relating to the Licensee's use or occupation of the License Area including, but not limited to claims, losses, damages, judgments, costs, expenses, actions, and other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or arising out of any negligence or wrongful act or omission on the part of the Licensee or any of the Licensee's elected or appointed officials, officers, employees, agents, volunteers or invitees in any way relating to the Land, except to the extent caused or contributed to by

Leased Space

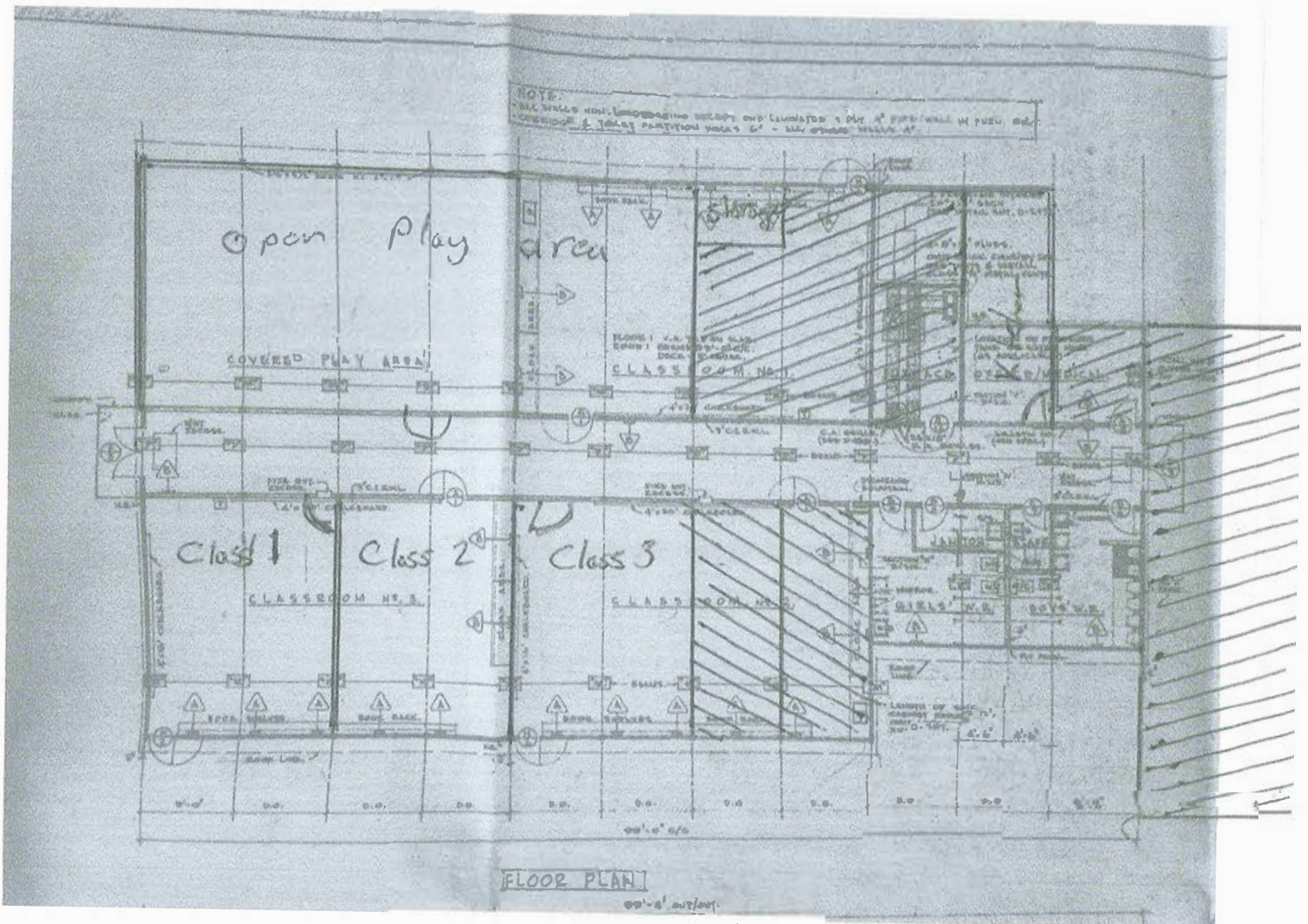
3 class rooms

1 open play area

Bathrooms

Hall ways

Schedule "A"



FLOOR PLAN

off limit
AREA





7030 Trans-Canada Highway
Duncan, BC V9L 6A1 Canada
www.northcowichan.ca
T 250.746.3101
F 250.746.3313

**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax: 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: Aug. 1st
FULL NAME OF ORGANIZATION: BC Forest Museum Society/ BC Forest Discovery Centre
MAILING ADDRESS OF PROPERTY: 2892 Drinkwater Road Duncan BC V9L 6C2
LEGAL DESCRIPTION:
Lot: _____ Block: _____ Plan: _____
TAX ROLL NUMBER: 05469.005 PID: 0000137496
CIVIC ADDRESS OF PROPERTY (if different than mailing address): _____

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

- Not for profit (registered under Societies Act of BC)
- Not for profit (CRA registered)
- Registered Charity
- Other, please specify.

Not for profit registered as a Society

SOCIETY NUMBER: 11,003 BUSINESS NUMBER: 106811896RR0001
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: 106811896RR0001

Organization Executive:

Title	Name	Phone No.
President	Alf Carter	[REDACTED]
Secretary		
Treasurer	Doug Field	[REDACTED]

FIPPA s. 22(1)

FIPPA s. 22(1)

CONTACT DETAILS:

Contact Person & Title: Chris Gale General Manager

Mailing Address: 2892 Drinkwater rd. V9L 6C2

Phone Number: 250 715 1113 ex 24

Email: cgale.bcfdc@shaw.ca

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) since 2005
NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
NO

If no, please explain:

3. Describe the goals and objectives of your organization:

The BC Forest Discovery Centre is a museum with an educational mandate to tell the story of the past present and future of the forest industry in BC. The BCFDC uses artifacts, innovative interactive exhibitions and educational public programming to inform, inspire and entertain the general public. The BCFDC has expanded its community involvement and with its focus on improving accessibility has become a major destination for care homes and senior facilities in the area. Last year volunteers (mostly seniors) donated more than 13,000 hours to the operation of the Centre

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

if yes, please explain:

We provide a safe and inclusive Centre for public and care home facilities

We protect, enhance and educate all ages about the environment

We work closely with our government and stakeholder partners.

We provide a place for seniors to join in and feel included in a group.

Describe the activities your organization carries out that contribute to the well-being of the community?

Numerous events throughout the year. The family tradition of the Christmas train and the Halloween train Canada Day, BC Day, Easter, Father's Day Mother's Day.

Accessibility Days, Two events for the Canucks Autism Foundation. Events held for Cowichan Tribes (two this year) Educational programs for the schools.

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, Indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?
Our name shows how we champion conservation. Through multiple educational programs and our amazing exhibits.
inclusivity. We tailor a number of our programs to those that have physical and mental disabilities.
We have become a destination for care homes and senior Centres from Victoria to Nanaimo.

Diversity is always on our radar screen and we are currently enrolling our staff and board members into Indigenous sensitivity training.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.
75,000

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?
There are no barriers to access and our relationship with the Rick Hansen foundation has aided us in becoming more accessible over the entire site.

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?
YES
NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?
YES
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged
Duncan Chamber of Commerce	approx 15,000	\$10.00

4. How is your organization accessible to the public?
through admission, school programs, free days, on line

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: 15 Part-time: 4 Number of Volunteers: 80

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose
May	58,000	BC Arts Council	operating
June	23,300	Wellbum Memorial funds	restricted
March	25,000	Horizons for Seniors	special projects
July	58,000	Gaming Grant	education
November	25,000	north Cowichan	operating

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc. admission, advance ticket sales, memberships, donations from private sources,

I have included a page from the financial audit that lists the grants received though not the exact dates.

5. Prior year actual operating expenses	\$ 1,418,102
6. Prior year actual operating revenues	\$ 1,581,891
7. Current year annual operating budget of organization (attach a copy)	\$ 1,302,500
8. Projected annual operating budget of the organization for the year of requested exemption	\$ 1,400,000

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

B.C. FOREST DISCOVERY CENTRE
Summary Budget 2024

	2024	2023	2023 actual	Difference
REVENUE				
Attendance Budget	63,000.00	61,000	60,397	(603.00)
conservative attendance number per visit	\$ 10.71	\$ 9.50	\$ 10.92	
Earned Income:Admissions	\$ 674,100	579,500	659,852	
Earned Income:Net	\$ 674,100	579,500	659,852	\$ 80,352
Fundraising Inc:Titus Donation	10,000	10,000	10,000	
Fundraising Doman Building	50,000	0	3,500	
Fundraising Inc:Membership-General	35,000	28,000	29,275	\$ 1,275
Fundraising Inc:Membership-Corporat	7,000	10,000	10,000	\$ -
Fundraising Inc:Gaming Commision	58,000	58,000	51,000	\$ (5,000)
Fundraising Inc:Cash Donations	15,000	15,000	15,000	\$ -
Bill Dumont donation	10,000		0	
Fundraising Income:Net	183,000	119,000	118,775	
Indigenous Forestry Scholarship		0		
other grants didgtlization		0	1,000	
Gov't Grants Income:BC Arts Council	58,000	58,000	75,000	
Gov't Grants Income:North Cowchan	25,000	25,000	25,000	
truck loggers assoc.	10,000	10,000	0	
covld resiliency grant	0	88,000	18,000	
online video exhibit grant	140,000	232,000	31,000	
Government Grants Income:Net	231,000	411,000	148,000	
Interest Income:Wellburn Interest	6,200	6,100	5,184	
Interest Income:Endowment Interest	6,300	6,100	5,228	
Interest Income: Vern & Pat Welburn	6,300	6,100	5,232	
Interest Income:Net	18,800	18,300	15,624	
Misc&Project Inc:Ministry of Forest	12,500	12,500	12,500	
Misc & Project Incoma:Net	12,500	12,500	12,500	
Other: unrestricted held over from 2021		0	15,000	
Wage grants /students not included yet	0			
Wage grants /interns only	18,700	35,000	34,000	
Other Income:Gift Shop Items Revenu	65,000	54,000	64,934	\$ 10,934
Other Income:Concession Revenue	75,000	54,000	78,336	\$ 24,336
Other Income:Net	158,700	143,000	192,270	\$ 35,270
Rental Income:House	6,000	14,800	16,000	
Rental Income: grounds	5,000		0	
Rental Income:Net	11,000	14,800	16,000	
Special Events Inc:Sponsorships	15,000	7,000	10,000	
Special Events Income:Net	15,000	7,000	10,000	
TOTAL REVENUE	1,302,100	1,305,100	1,173,021	
EXPENSE				
Direct Cost				
Buildings Expense:Equipment & Tools	2,000			
Buildings Expense:Materials & Suppl	6,000	5,000	1,300	
Buildings Expense:Repair & Maintena	22,000	20,000	19,000	
Buildings Expense:Gate house	2,000	2,000	4,000	
Buildings Expense:Net	32,000	27,000	24,300	

	2024	2023	2023 actual	Difference
Curatorial Exp:Conservation	4,000	2,000	2,000	
Online video exhibit	140,000	140,000	0	
Curatorial Exp:Exhibition	10,000	8,000	4,000	
Curatorial Expense:Net	164,000	148,000	6,000	
students nlt included yet	0			
Employee Wages & Benefits:Benefits	31,000	30,000	23,322	
Employee Wages & Benefits:CPP & EI	30,000	30,000	23,606	
Employee Wages & Benefits:Wage Expe	432,000	478,730	335,480	
Employee Wages & Benefits:WCB	5,000	3,200	3,122	
Employee Wages & Benefits:Net	498,000	542,930	385,540	
Fundraising Exp: General		500	500	
Fundraising Expenses:Net		500	500	
Grounds Exp:Equip/Tools-Direct Acce	5,000	3,000	5,000	
Grounds Exp:Materials & Supplies	12,000	11,000	10,000	
Grounds Exp:Repair & Maintenance	6,000	5,000	1,000	
Grounds Exp:Janitorial & Garbage	8,000	5,000	7,300	
Grounds Exp:Security	4,000	4,000	3,000	
back hoe capital expense	0	1,000	1,000	
Grounds Expense:Net	35,000	29,000	27,300	
Management - Benefits	14,000	13,200	7,030	
Management - Wages inc. bonus	198,000	188,640	112,080	
Management Wages & Benefits:Net	212,000	201,840	119,110	
Advertising Expense	25,000	30,000	60,000	
Marketing & Advertising Expense:Net	25,000	30,000	60,000	
Office & Admin - Accounting	25,000	24,000	25,000	
Office & Admin - Bank & Interest	7,000	7,000	6,500	
Office & Admin - Finance Charges		0	0	
Office & Admin - Penalties & Intere		0	0	
Office & Admin - Lease	3,500	3,200	3,200	
Office & Admin - Travel	1,500	1,000	1,000	
Office & Admin - Caridian	2,000	2,000	1,600	
Office & Admin - Office Supplies	3,500	3,000	4,000	
Office & Admin - Postage	800	800	800	
Office & Admin - Internet	800	600	600	
Office & Admin - Computers	2,000	3,500	1,000	
Office & Admin - Other	2,000	3,000	0	
Office & Administration Expense:Net	47,900	48,100	45,700	
Operational Expense:Cash short/over	0		0	
Operational Expense:Employees	2,500	2,500	2,500	
Operational Expense:Operations Main			0	
Operational Expense:U.S. Exchange	2,200	2,000	2,400	
Operational Expense:Signage	5,000	4,000	2,000	
Operational Expense:Gift Shop items	30,000	26,000	23,000	
Operational Expense:Alderlea Conces	38,000	35,000	31,000	
Operational Expense:Net	77,700	69,500	60,900	
Other Expenses:Board of Directors	2,000	2,000	2,000	
Other Expenses:Net	2,000	2,000	2,000	
Overhead Expenses - Insurance	32,000	32,000	31,000	
Overhead Expenses:Hydro & Water	24,000	24,000	21,000	
Overhead Expenses:Telephone	3,000	3,000	3,000	
Overhead Expenses:Net	59,000	59,000	55,000	

	2024	2023	2023 actual	Difference
Railway Expense:Locomotive #25	3,000	7,000	4,000	
Railway Expense:Locomotive#26	5,000	3,000	2,000	
Railway Expense:Railway Shop	5,000	5,000	1,000	
Railway Expense:Railway Fuel	18,000	15,000	15,000	
Railway Expense:Locomotive #1	15,000		100	
Railway Expense:Misc Railway Exp	10,000	10,000	12,000	
Railway Expense:Net	56,000	40,000	34,100	
Special Events Exp:Special Event	12,000	10,000	16,000	
Special Events Expense:Net	12,000	10,000	16,000	
Vehicle Expense - On Site Vehicles	2,000	2,000	500	
Vehicle Expense:Hab	2,000	2,000	500	
Vehicle Expense:Vehicles Fuel	2,000	1,000	600	
Vehicle Expense:Vehicles Insurance			500	
Vehicle Expense:Net	6,000	5,000	2,100	
Total Direct Cost	1,216,600	1,212,870	838,550	
Other Revenue and Expenses				
Deferred contribution amortization	-40,000		-38,980	
Amortization	55,000		50,069	
TOTAL EXPENSE	1,231,600	1,212,870	851,639	
NET INCOME	\$ 70,500.00	92,230	321,382	

B.C. Forest Museum Society
Financial Statements
March 31, 2024

Draft - For Management Only

B.C. Forest Museum Society
Statement of Financial Position
As at March 31, 2024
(Unaudited)

	2024	2023
Assets		
Current		
Cash	703,255	735,974
Accounts receivable (Note 3)	24,364	255
Prepaid expenses	681	4,367
Inventory	38,632	25,020
	856,912	785,616
Capital assets (Note 4)	1,368,881	1,458,862
Collections (Note 5)	73,579	73,579
	2,299,376	2,298,057
Liabilities		
Current		
Accounts payable and accruals (Note 7)	98,992	78,960
Deferred revenue (Note 8)	119,634	161,222
Current portion of long-term debt (Note 10)	-	60,000
	218,631	300,182
Deferred capital contributions (Note 9)	988,763	1,065,682
	1,205,394	1,365,864
Commitments (Note 11)		
Net Assets		
Restricted Fund (Note 12)	252,547	264,844
Capital Fund	604,289	484,754
Operating Fund	336,866	200,695
	1,093,692	830,193
	2,299,376	2,298,057

Approved on behalf of the Board

 Director

 Director

The accompanying notes are an integral part of these financial statements

B.C. Forest Museum Society
Statement of Operations
For the year ended March 31, 2024
(Unaudited)

	2024	2023
Revenue, grants, donations and special projects (Schedule 1)	669,846	501,964
Other revenue (Schedule 2)	913,046	743,436
	1,581,891	1,245,402
Expenses		
Advertising and promotion	32,641	25,697
Amortization	176,262	163,876
Audit and accounting system	60,862	27,716
Computer maintenance	7,376	6,765
Concession cost of sales	42,086	35,454
Conservation and education	52,271	11,539
Insurance	19,577	33,991
Interest and bank charges	48,103	42,912
Postage and freight	568	742
Renovation materials	77,138	42,357
Repairs and maintenance	36,184	21,903
Salaries and benefits	707,172	721,845
Special events	42,867	23,504
Supplies	18,132	10,164
Training and education	13	3,331
Travel	2,998	2,177
Utilities and telephone	47,577	43,402
Total expenses	1,410,102	1,255,720
Excess (deficiency) of revenue over expenses	163,789	(10,316)

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The accompanying notes are an integral part of these financial statements

B.C. Forest Museum Society
Statement of Changes in Net Assets
For the year ended March 31, 2024
(Unaudited)

	<i>Operating Fund</i>	<i>Restricted Fund</i>	<i>Capital Fund</i>	2024	2023
Net assets beginning of year	200,595	264,844	464,754	930,193	879,781
Excess (deficiency) of revenue over expenses	194,060	-	(30,271)	163,789	(10,318)
	394,655	264,844	434,483	1,093,982	869,443
Interest transfer	(23,003)	23,003	-	-	-
Net transfers to Operating Fund	35,000	(35,000)	-	-	-
Investment in capital assets	(69,786)	-	69,786	-	60,750
Net assets, end of year	338,866	262,847	504,269	1,093,982	930,193

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The accompanying notes are an integral part of these financial statements

B.C. Forest Museum Society
Statement of Cash Flows
For the year ended March 31, 2024
(Unaudited)

	2024	2023
Cash provided by (used for) the following activities		
Operating		
Cash receipts from grants and Admissions	1,232,297	910,319
Cash received from contributions	78,278	169,864
Cash paid for program service expenses	(427,552)	(274,860)
Cash paid for support service expenses	(22,389)	(18,809)
Cash paid for materials and supplies	13,612	2,930
Cash paid for salaries and benefits	(707,172)	(721,945)
Cash receipts from interest	23,003	21,612
Cash flow from operating	187,067	89,311
Financing		
Repayment of long-term debt	(80,000)	-
Investing		
Purchase of capital assets	(69,785)	(7,558)
Increase in cash resources	57,281	81,753
Cash resources, beginning of year	735,974	654,221
Cash resources, end of year	793,255	735,974

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The accompanying notes are an integral part of these financial statements

B.C. Forest Museum Society
Notes to the Financial Statements
For the year ended March 31, 2024
(Unaudited)

2. **Significant accounting policies** (Continued from previous page)

Long-lived assets and discontinued operations

Long-lived assets consist of capital assets and collections. Long-lived assets held for use are measured and amortized as described in the applicable accounting policies.

The Society writes down long-lived assets held for use when conditions indicate that the asset no longer contributes to the Society's ability to provide goods and services. The asset is also written-down when the value of future economic benefits or service potential associated with the asset is less than its net carrying amount. When the Society determines that a long-lived asset is impaired, its carrying amount is written down to the asset's fair value.

Cash and cash equivalents

Cash and cash equivalents include cash, term deposits and marketable securities with maturities of three months or less. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

3. **Accounts receivable**

	2024	2023
Trade accounts receivable	23,925	-
Goods and Services Tax receivable	439	255
	24,364	255

4. **Capital assets**

	Cost	Accumulated amortisation	2024 Net book value	2023 Net book value
Land	112,600	-	112,600	112,600
Buildings	603,633	304,084	299,579	312,081
Automotive	69,435	35,328	33,107	19,904
Computer equipment	38,331	26,620	11,711	16,730
Equipment	143,659	74,267	69,392	16,954
Office equipment	1,635	1,965	70	87
Paved surfaces	379,547	166,416	180,131	195,795
Forests Forever Exhibit	1,204,365	641,960	662,395	782,831
	2,652,095	1,183,210	1,368,896	1,456,662

5. **Collections**

At March 31, 2024, the Society's collections primarily consists of historical artifacts relevant to the coastal forestry sector. The Society uses its many historical artifacts to provide innovative exhibitions and educational public programming with the purpose of informing, inspiring and entertaining the general public. Many other items, though not historical artifacts, are used to complement these displays throughout the museum.

6. **Operating line of credit**

A line of credit is available from the Bank of Montreal for \$125,000. Interest is charged at prime rate plus 1.25%. The line of credit was unused as at year-end.

As at March 31, 2024 prime rate was 7.20% (2023 - 6.70%).

B.C. Forest Museum Society
Notes to the Financial Statements
For the year ended March 31, 2024
(Unaudited)

7. **Accounts payable and accruals**

	2024	2023
Trade accounts payable	37,061	23,804
Accrued liabilities	10,260	17,125
Wages and benefits payable	49,681	39,031
	96,992	78,960

8. **Deferred revenue**

	2024	2023
BC Arts Council - operating	56,000	144,495
Memberships	14,404	14,801
Gift certificates	2,560	1,926
New Horizons	25,000	-
Truck Loggers Association (Education Project)	10,000	-
Tourism Association (Steam Project)	11,676	-
	119,639	161,222

9. **Deferred capital contributions**

Deferred capital contributions consist of the unamortized amount of contributions received for the purchase of capital assets. Recognition of these amounts as revenue is deferred to periods when the related capital assets are amortized. Deferred capital contributions are amortized at the same rate as the related capital assets. Changes in deferred capital contributions are as follows:

	Parking paving facility	Washroom/ — building	Interactive — displays, computer, — golf cart; vehicles	Forests Forever 10 year straight line	Unused contribution	2024	2023
Contributed capital assets	190,825	72,626	19,735	783,167	-	1,066,254	1,214,514
Additions	-	-	18,500	-	50,000	68,500	-
Less: revenue recognized during the year	(15,266)	(5,262)	(6,037)	(120,438)	-	(145,991)	(148,260)
	175,559	67,274	33,198	662,731	50,000	986,763	1,066,254

The Forests Forever exhibit provides an immersive and interactive experience that will enhance visitors' understanding of why British Columbia's forests are unique in the world, as well as present visitors with opportunities to further explore British Columbia's working forest.

B.C. Forest Museum Society
Notes to the Financial Statements
For the year ended March 31, 2024
(Unaudited)

10. Long-term debt

The Society does not have any debt outstanding, the CEBA loan was paid during the year.

11. Commitments

On May 22, 2013 the Society entered into an agreement with the ~~Duncan-Cowichan~~ Chamber of Commerce to lease one acre of land of the Society's site in Duncan, B.C., expiring May 22, 2043. The annual rent is \$10 plus a percentage of expenses relating to the upkeep and repair of parking facilities, garbage and utility charges.

On October 11, 2005 the Society entered into an agreement with the Municipality of North Cowichan to lease five acres of land adjoining the Society's site in Duncan, B.C. The annual rent is \$1 and the lease period expires June 30, 2035.

12. Restricted net assets

Net assets includes accumulated distributions from the designated funds, as noted below, have been internally restricted by the Board of Directors for projects designated by the endowment and designated beneficiary funds.

	2024	2023
Ethel May Welburn Memorial Fund		
Opening restricted balance	83,395	78,361
Interest received during the year	7,603	7,144
Transfer to unrestricted	-	(110)
	<u>90,998</u>	<u>83,395</u>
BC Forest Heritage Memorial Fund		
Opening restricted balance	50,872	50,834
Interest received during the year	7,897	7,231
Transfer to unrestricted	-	(7,193)
	<u>58,769</u>	<u>50,872</u>
Vern Welburn Truck Fund		
Opening restricted balance	45,577	41,602
Interest received during the year	7,703	7,237
Transfer to unrestricted	-	(3,262)
	<u>53,280</u>	<u>45,577</u>
Other Projects		
Opening restricted balance	85,000	85,000
Funds restricted for wages	5,000	-
Funds restricted for repayment of CEBA loan	(40,000)	-
	<u>50,000</u>	<u>85,000</u>
	<u>252,847</u>	<u>264,844</u>

B.C. Forest Museum Society
Schedule 1 - Schedule of Revenue, Grants, Donations and Special Projects
For the year ended March 31, 2024
(Unaudited)

	2024	2023
Revenue, Grants, donations and special projects		
Deferred capital contribution amortization (Note 9)	145,911	148,260
British Columbia Arts Council	144,495	107,000
Grant revenue	119,997	18,821
Community Gaming Grant - Province of BC	58,000	58,000
Cash donations	60,445	48,857
Government of Canada	41,811	52,566
Contributed services and materials	27,884	10,758
Municipality of North Cowichan	25,000	25,000
New Horizons for Seniors	25,000	-
Interest income - Vancouver Foundation (Note 12)	23,003	21,812
Sponsorships	9,500	5,200
Truck Loggers Association	-	10,000
	368,846	501,964

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B.C. Forest Museum Society
Schedule 2 - Schedule of Other revenue
For the year ended March 31, 2024
(Unaudited)

	2024	2023
Other revenue		
Admissions	701,762	563,261
Concession	81,211	57,524
Gift shop sales	67,334	57,812
Memberships	39,708	37,998
Forest services collections support	12,600	12,500
Rental and other income	10,540	14,355
	913,045	743,438

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**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: July 31, 2024
FULL NAME OF ORGANIZATION: Camp Qwanoes
MAILING ADDRESS OF PROPERTY: Box 250, Crofton, BC, V0R 1R0
LEGAL DESCRIPTION:
Lot: SEE ATTACHED Block: _____ Plan: _____
TAX ROLL NUMBER: _____ PID: _____
CIVIC ADDRESS OF PROPERTY (if different than mailing address): 1148 Smith Road, Crofton; 1148 Barnes

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

Not for profit (registered under Societies Act of BC)
Not for profit (CRA registered)
Registered Charity
Other, please specify.

SOCIETY NUMBER: S-35800 BUSINESS NUMBER: 11882 7682
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: 11882 7682 BC0001

Organization Executive:

Title	Name	Phone No.
President	Executive Director: Scott Bayley	(250) 246-3014
Secretary	Board Chair: Grant McMillan	██████████ FIPPA s. 22(1)
Treasurer	Treasurer: Hugo Ciro	██████████ FIPPA s. 22(1)

CONTACT DETAILS:

Contact Person & Title: Scott Bayley, Executive Director

Mailing Address: Box 250, Crofton, BC, V0R 1R0

Phone Number: 250-246-3014 Email: scott@qwanoes.ca

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) 2013-2024
 NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
 NO

If no, please explain:

3. Describe the goals and objectives of your organization:

Camp Qwanoes is a children and youth-oriented high-adventure Christian camp seeking to love kids to life, helping them discover, live and share life like no other in Christ. Qwanoes provides an ideal setting for life-changing adventure, solid leadership development, and effective support and growth for children and youth.

Purposes include: encouraging commitment to the Lord Jesus Christ and provide biblical, Christ-centered discipleship to individuals; to foster, promote and participate in evangelism, discipleship and leadership training; to provide assistance and encouragement to all member churches, including churches supportive of the camp's mission, in fulfilling their purpose of evangelism, Christian growth and service; to operate as an extension of each member church and strive to serve, promote, and respond to their needs; and to establish, maintain and operate programs and facilities which provide year-round camping, retreat, and conference ministries to individuals of all ages (emphasizing children and youth).

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

We seek to provide affordable housing for camp staff. We seek to protect and enhance our beautiful environment. Our growing year-round and summer staff teams contribute to the economic prosperity of our municipality (note that we have recruited staff from across Canada and around the world who often become long-term residents of this area). We provide a safe and inclusive environment, welcoming people from all backgrounds, teaching and fostering an environment where people with different beliefs can get along and have a great time together. We help our municipality by monitoring and caring for our surrounding area.

Describe the activities your organization carries out that contribute to the well-being of the community?

Camp Qwanoes provides summer camps (for children and youth ages 8 to 18), weekend retreats (for children, youth, young adults, men, women and families), leadership training (for high school students, first year college students, intern opportunities, youth workers), guest groups (for a variety of groups from public and private schools, churches and community groups), an annual Open House (all are welcome), follow-up programs to support and encourage children and youth after the summer, missions trips (to communities on Vancouver Island, East Vancouver, Mexico & Guatemala), and community programs (like "Love Crofton" or youth group visits). Qwanoes welcomes all campers regardless of background or beliefs, seeking to love and fully accept each person.

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

We provide extensive programs for children and youth from all backgrounds, including many ethnic groups, and refugee families. We provide a 'Special Needs Support' staff member in the summer and seek to accommodate a variety of needs. Our 'Campership' (financial support) programs help families who can not afford to send their children to camp.

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

We welcome campers from all backgrounds and beliefs. Our staff come from around the world, typically representing six continents and 12-15 countries. Everyone is loved, accepted, and treated the same...it is part of our purpose and faith. Many activities teach respect and care for our natural surroundings, including how to leave the environment as it was found. We follow the 'Leave No Trace' principles with our outdoor adventure program. We have recycling cans all over.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.

650-700 (1800 in past 10 years)

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

Qwanoes has a special 'Campership' fund to provide assistance for people who may not be able to afford some programs. With our 'Side-By-Side' program we partner with churches to raise additional support to provide expanded financial help. We annually give away \$40,000-\$60,000 of campership funds to help families. We provide an annual free Open House where all are welcome. We host a variety of school, church and community groups.

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?

YES
NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?

YES
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?

<see attached> ALL ARE WELCOME: Our programs are open to all groups and individuals. Camps and retreats can be attended by all children, youth and adults, regardless of background or belief. Qwanoes facilities can be rented by all groups. Well over half of Qwanoes programs are attended by people who do not attend a church. We welcome over 1000 people to our annual Open House where all are welcome free of charge, the majority come from our local area.
 PUBLIC PROMOTION: Qwanoes advertises extensively through direct mail, booths and presentations in malls, schools, social media, an Open House, ads in various media (including a magazine displayed in various regional fast-food restaurants), posters, and brochures displayed in various local churches and businesses.
 ASSISTANCE FOR ECONOMICALLY DISADVANTAGED: We work hard to raise funds to help families who cannot afford to send their children to camp (see above).
 QWANOES FACILITIES ARE USED FREQUENTLY BY OTHER GROUPS: An extensive number and variety of groups rent Camp Qwanoes facilities for their own programs. Qwanoes hosts these groups and provides food services and various activities (example: challenge course), and assists with facilitating the group's program needs. Qwanoes is rented by groups for ten months of the year, from September to June.
 Qwanoes welcomes many pastors and missionaries to stay at camp at no cost for an opportunity for personal study and rest.

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income
SEE ATTACHED		

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: 32 Part-time: 3 Number of Volunteers: 200

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.
 Donations: \$550,000

5. Prior year actual operating expenses \$ 4,284,081
6. Prior year actual operating revenues \$ 4,343,212
7. Current year annual operating budget of organization (attach a copy) \$ SEE ATTACHED
8. Projected annual operating budget of the organization for the year of requested exemption \$ SEE ATTACHED

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

CAMP QWANOES

PERMISSIVE TAX EXEMPTION APPLICATION 2024-2027

(DEADLINE AUGUST 1, 2024)

Attention: Finance Department

Director of Finance

Municipality of North Cowichan

Email: finance@northcowichan.ca

7030 Trans Canada Highway Duncan BC V9L 6A1, Canada

www.northcowichan.ca T 250.746.3100 F.250.746.3133

Please also see the PDF application.

This document provides all the information requested in the application.

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: July 31, 2024

FULL NAME OF ORGANIZATION: Camp Qwanoes

MAILING ADDRESS OF PROPERTY: Box 250, Crofton, BC, V0R 1R0

LEGAL DESCRIPTION:

Camp Qwanoes 8076.000	PID 009-625-399	
Camp Qwanoes 8630.000	1148 Barnes Road	
Camp Qwanoes 8630.001	Water License 106188	
Camp Qwanoes 8630.002	Water License 108939	
Camp Qwanoes 8630.050	1148 Barnes Road	
Camp Qwanoes 8633.000	1148 Smith Road	
Camp Qwanoes 8633.001	1 – 1148 Smith Road	(this is a mobile home with no PID)
Camp Qwanoes 9542.000	1186 Barnes Road	

Here are some helpful notes regarding Camp Qwanoes' PID's and street addresses:

- our main site of 1148 Smith Road includes two properties
- PID 006-223-435 is 1148 Smith Road
- PID 009-625-399 is 1148 Smith Road
- PID 001-258-931 is 1186 Barnes Road
- PID 000-031-186 is 1148 Barnes Road
- PID 018-006-957 is Barnes Road (a five acre undeveloped property)
- Water Licenses there are no title certificates

CIVIC ADDRESS OF PROPERTY:

1148 Smith Road, Crofton

1148 Smith Road, Crofton

1186 Barnes Road, Crofton

In what ways is your organization registered?

Not for profit (registered under Societies Act of BC)

Not for profit (CRA registered)

SOCIETY NUMBER: S-35800

BUSINESS NUMBER: 11882 7682

REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: 11882 7682 BC0001

ORGANIZATION EXECUTIVE:

Executive Director:	Scott Bayley	(250) 246-3014
Board Chair:	Grant McMillan	(604) 961-9668
Treasurer:	Hugo Ciro	(250) 888-0235

CONTACT DETAILS:

Contact Person & Title: Scott Bayley, Executive Director
Mailing Address: Box 250, Crofton, BC, V0R 1R0
Phone Number: 250-246-3014
Email: scott@qwanoes.ca

Did this property receive a Permissive Tax Exemption in previous years? YES. YEAR(S) 2013-2024

SECTION 2: ORGANIZATIONAL INFORMATION

- 1. What is the nature of your organization?** Non-profit organization
- 2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?** YES
- 3. Describe the goals and objectives of your organization:**

Camp Qwanoes is a children and youth-oriented high-adventure Christian camp seeking to love kids to life, helping them discover, live and share life like no other in Christ. Qwanoes provides an ideal setting for life-changing adventure, solid leadership development, and effective support and growth for children and youth.

Purposes include: encouraging commitment to the Lord Jesus Christ and provide biblical, Christ-centered discipleship to individuals; to foster, promote and participate in evangelism, discipleship and leadership training; to provide assistance and encouragement to all member churches, including churches supportive of the camp’s mission, in fulfilling their purpose of evangelism, Christian growth and service; to operate as an extension of each member church and strive to serve, promote, and respond to their needs; and to establish, maintain and operate programs and facilities which provide year-round camping, retreat, and conference ministries to individuals of all ages (emphasizing children and youth).

- 4. Do the objectives/goals of your organization align with any or all of North Cowichan’s Strategic priorities?** YES

We seek to provide affordable housing for camp staff. We seek to protect and enhance our beautiful environment. Our growing year-round and summer staff teams contribute to the economic prosperity of our municipality (note that we have recruited staff from across Canada and around the world who often become long-term residents of this area). We provide a safe and inclusive environment, welcoming people from all backgrounds, teaching and fostering an environment where people with different beliefs can get along and have a great time together. We help our municipality by monitoring and caring for our surrounding area.

Describe the activities your organization carries out that contribute to the well-being of the community?

Camp Qwanoes provides **summer camps** (for children and youth ages 8 to 18), weekend **retreats** (for children, youth, young adults, men, women and families), **leadership training** (for high school students, first year college students, intern opportunities, youth workers), **guest groups** (for a variety of groups from public and private schools, churches and community groups), an annual **Open House** (all are welcome), **follow-up** programs to support and encourage children and youth after the summer, **missions trips** (to communities on Vancouver Island, East Vancouver, Mexico & Guatemala), and **community programs** (like “Love Crofton” or youth group visits).

Qwanoes welcomes all campers regardless of background or beliefs, seeking to love and fully accept each person.

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population –caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.? YES

We provide extensive programs for children and youth from all backgrounds, including many ethnic groups, and refugee families. We provide a ‘Special Needs Support’ staff member in the summer and seek to accommodate a variety of needs. Our ‘Campership’ (financial support) programs help families who can not afford to send their children to camp.

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

We welcome campers from all backgrounds and beliefs. Our staff come from around the world, typically representing six continents and 12-15 countries. Everyone is loved, accepted, and treated the same...it is part of our purpose and faith. Many activities teach respect and care for our natural surroundings, including how to leave the environment as it was found. We follow the ‘Leave No Trace’ principles with our outdoor adventure program. We have recycling cans all over.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually. 650-700

Over the past 10 years, an estimated 1,800 people in Duncan, Chemainus, Crofton, and Maple Bay have attended these programs, many on *several* occasions over *many* years.

8. Is membership or enrolment restricted in any way? NO

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

Qwanoes has a special ‘Campership’ fund to provide assistance for people who may not be able to afford some programs. With our ‘Side-By-Side’ program we partner with churches to raise additional support to provide expanded financial help. We annually give away \$40,000-\$60,000 of campership funds to help families. We provide an annual free Open House where all are welcome. We host a variety of school, church and community groups.

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested? YES

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan? N/A

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered? NO

4. How is your organization accessible to the public?

ALL ARE WELCOME: Our programs are open to all groups and individuals. Camps and retreats can be attended by all children, youth and adults, regardless of background or belief. Qwanoes facilities can be rented by all groups. Well over half of Qwanoes programs are attended by people who do not attend a church. We welcome over 1000 people to our annual Open House where all are welcome free of charge, the majority come from our local area.

PUBLIC PROMOTION: Qwanoes advertises extensively through direct mail, booths and presentations in malls, schools, social media, an Open House, ads in various media (including a magazine displayed in various regional fast-food restaurants), posters, and brochures displayed in various local churches and businesses.

ASSISTANCE FOR ECONOMICALLY DISADVANTAGED: We work hard to raise funds to help families who cannot afford to send their children to camp (see above).

QWANOES FACILITIES ARE USED FREQUENTLY BY OTHER GROUPS: An extensive number and variety of groups rent Camp Qwanoes facilities for their own programs. Qwanoes hosts these groups and provides food services and various activities (example: challenge course), and assists with facilitating the group’s program needs. Qwanoes is rented by groups for ten months of the year, from September to June.

Qwanoes welcomes many pastors and missionaries to stay at camp at no cost for an opportunity for personal study and rest.

SECTION 4: FINANCIAL INFORMATION

Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)? YES

If yes, please attach a Fee Schedule and indicate the following:

<u>Activity</u>	<u>Organization/Operator</u>	<u>Annual Income</u>
• Summer Camps & Retreats	Camp Qwanoes	\$2,750,000
• Guest Groups	Camp Qwanoes	\$150,000
• Leadership Programs	Camp Qwanoes	\$320,000

2. Is your organization run by volunteers, paid staff, or a combination of both? COMBINATION

Number of employees:

Full-time: 32 Part-time: 3 Number of Volunteers: 200 (mainly in summer)

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years? NO

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

Donations: \$550,000

5. Prior year actual operating expenses: \$ 4,284,081

6. Prior year actual operating revenues: \$ 4,343,212

7. Current year annual operating budget of organization (attach a copy)
(see attached – “Operating Budget”)

8. Projected annual operating budget of the organization for the year of requested exemption
(see attached – “Projected Operating Budget”)

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

(see attached - “Qwanoes Year-End Financial Summary’ and “Projected Operating Incoming & Expenses”)

OPERATING BUDGET

CAMP QWANOES • 2023/2024

	Actual Oct. 31 2022/2023	Budget Oct. 31 2023/2024
RECEIPTS		
Donations	403,869	576,000
Fees	3,445,613	3,592,000
Other (Including Camp Stores)	493,730	525,000
	4,343,212	\$4,693,000
DISBURSEMENTS		
Admin. & Promotion	787,840	796,000
Operations (Property/Maint/Food Serv.)	552,872	528,000
Program	933,243	974,000
Staff (Y/R & Summer)	2,010,126	2,395,000
	\$4,284,081	\$4,693,000
BALANCE	\$59,131	\$0,000

PROJECTED OPERATING BUDGET

CAMP QWANOES • 2024/2025

	Budget Oct. 31 2023/2024	Budget Oct. 31 2024/2025
RECEIPTS		
Donations	576,000	525,000
Fees	3,592,000	3,550,000
Other (Including Camp Stores)	525,000	505,000
	\$4,693,000	\$4,580,000
DISBURSEMENTS		
Admin. & Promotion	796,000	815,000
Operations (Property/Maint/Food Serv.)	528,000	549,000
Program	974,000	945,000
Staff (Y/R & Summer)	2,395,000	2,340,000
	\$4,693,000	\$4,649,000
BALANCE	\$0,000	-\$69,000

QWANOES YEAR END FINANCIAL SUMMARY

BASED ON OCT. 31, 2023 AUDITED STATEMENTS

STATEMENT OF OPERATIONS						
	OPERATING	CAMPAIGN	CAPITAL ASSETS	ENDOWMENT	CONSOLIDATED TOTAL	
	2023	2023	2023	2023	2023	2022
RECEIPTS						
Donations	885,540	9,930			895,470	922,192
Fees	3,329,059				3,329,059	2,870,322
Other	593,295				593,295	627,825
	4,807,894	9,930			4,817,824	4,420,339
DISBURSEMENTS						
Admin. & Promotion	728,726		81,324		810,050	733,981
Operations (Property/Maint/Food Serv.)	1,159,588				1,159,588	1,047,230
Staff	2,004,801				2,004,801	1,788,881
Program	251,501				251,501	275,098
Development/Investment						
Amortization (1)			478,829		478,829	459,204
Misc.						
	4,144,616		560,153		4,704,769	4,304,394
BALANCE	663,278	9,930	-560,153		113,055	115,945

STATEMENT OF CHANGES IN FUND BALANCES						
Last Years Balance (as at Oct 31, 2023 - adjusted)	409,615		4,066,803	52,350	4,528,768	4,412,823
Excess (deficiency) of revenue over expenses	663,278	9,930	-560,153		113,055	115,945
Financing in Debt		-181,544	181,544			
Purchase of Capital Assets		-389,059	389,059			
Funding of Deficit	-141,928	141,928				
Internally restricted revenue	-418,745	418,745				
FUND BALANCE	512,220		4,077,253	52,350	4,641,823	4,528,768

STATEMENT OF FINANCIAL POSITION						
	OPERATING	CAMPAIGN	CAPITAL ASSETS	ENDOWMENT	CONSOLIDATED TOTAL	
	2023	2023	2023	2023	2023	2022
ASSETS						
Current	837,588				837,588	1,128,116
Long Term	427,429			52,350	479,779	476,549
Capital			5,486,645		5,486,645	5,576,416
	1,265,017		5,486,645	52,350	6,804,012	7,181,081
LIABILITIES						
Current	712,797		1,024,784		1,737,581	2,196,473
Promissory Note Payable						
Long Term Debt	40,000		384,608		424,608	455,840
FUND BALANCES						
Internally restricted			4,077,253		4,077,253	4,066,803
Endowment				52,350	52,350	52,350
Unrestricted	512,220				512,220	409,615
TOTAL	1,265,017		5,486,645	52,350	6,804,012	7,181,081

Notes:

1. Capital Assets are recorded in the Capital Asset Fund and expensed equally over their useful life.
2. Misc is inventory write down.

Figures are based on 2022/2023 final audited statements.

A copy of the complete audited statements are available upon request (scott@qwanoes.ca) or (1-888-997-9266).



**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: August 1, 2024
FULL NAME OF ORGANIZATION: The Chemainus Rod and Gun Club
MAILING ADDRESS OF PROPERTY: P.O. Box 484, Chemainus, BC V0R1K0
LEGAL DESCRIPTION:
Lot: n/a Block: 1 Plan: 691
TAX ROLL NUMBER: 15004.005 PID: 009-863-460
CIVIC ADDRESS OF PROPERTY (if different than mailing address): Section 10, Range 2, Chemainus Portion

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

Not for profit (registered under Societies Act of BC)
Not for profit (CRA registered)
Registered Charity
Other, please specify.

Not for profit (registered under Societies Act of BC)

SOCIETY NUMBER: S0023651 BUSINESS NUMBER: 80111 9918 BC0001
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: _____

Organization Executive:

Title	Name	Phone No.
President	David Alexander	[REDACTED] FIPPA s. 22(1)
Secretary	Amanda Barry	[REDACTED] FIPPA s. 22(1)
Treasurer	Crystal Rettschlag	[REDACTED] FIPPA s. 22(1)

CONTACT DETAILS:

Contact Person & Title: David Alexander, President

Mailing Address: [REDACTED]

Phone Number: [REDACTED] FIPPA s. 22(1) Email: [REDACTED] FIPPA s. 22(1)

Did this property receive a Permissive Tax Exemption in previous years?

YES
NO

YEAR(S) 40

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
NO

If no, please explain:

3. Describe the goals and objectives of your organization:

To promote fair sport in hunting and fishing. To promote and assist Government in enacting and enforcing the laws for conservation of fish and game. To encourage and assist in the raising and maintaining of fish and game sporting events. To encourage and educate people towards good and safe sportsmanship. To educate and guide youth. To create an inclusive environment so that the pleasures of hiking, fishing and hunting can be enjoyed by all the citizens of the Municipality of North Cowichan. To maintain public access to our forested recreation sites.

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

As an outdoor recreation club, we put on events such as "Family Fishing Weekend" and "Fishing for Ever" (for people with disabilities). We also donate to and volunteer at Region 1 Vancouver Island "Kids Camp" which is a free camp for children that teaches fishing, fly tying, survival techniques, wildlife conservation, group leadership and outdoor camping as well as safe gun handling. There is no cost to participants and we encourage diversity. Children from our area apply and are accepted to camp every year.

Describe the activities your organization carries out that contribute to the well-being of the community?

Our Kids camp promotes outdoor education and conservation measures as well as safety in the woods. Our Father's Day Fishing weekend event provides prizes, food and even fishing rods to underprivileged kids in our area. It is inclusive and no cost to participants. Our club membership fees have been kept lower to encourage seniors and families to join. The Cowichan RCMP have used our gun range for qualifications. Our gun range provides a place that citizens can safely teach gun handling.

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

Our club has participated in forestry clean up efforts. We welcome everyone to participate in any of our events. Our Fishing Forever is actually set up for people with disabilities so they can enjoy the outdoors in a safe environment and learn new, enjoyable skills. They are delighted to catch fish. Our club donates to elk enhancement, ungulate enhancement and relocation and to the V.I. Marmot recovery group. We have in the past done stream restoration and built fishing docks at local lakes.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.

300

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

Our 'Fishing Forever' creates the opportunity for people with disabilities to gain access to lakes for fishing and to participate with and enjoy being with other outdoor enthusiasts. By building fishing docks we opened up opportunities for people who can't afford expensive boats and gear. They can fish with a hook, a rod and reel.

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?

YES

NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?

YES

NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?
 Our events are open to the public - members and non members. The gun range is members/guests only. This is due to government range regulations.

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: _____ Part-time: _____ Number of Volunteers: 30

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc. **Membership fees, donations from individuals and businesses and a one yearly awards dinner for members which includes a fundraiser.**

- 5. Prior year actual operating expenses \$ 26,717.44
- 6. Prior year actual operating revenues \$ 28,752.38
- 7. Current year annual operating budget of organization (attach a copy) \$ 34,000.00
- 8. Projected annual operating budget of the organization for the year of requested exemption \$ 36,000.00

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

The Chemainus Rod and Gun Club
Budget for 2024

Income		
	Interest	\$500.00
	Membership	\$16,000.00
	Donations	\$1,700.00
	Fundraiser	\$3,800.00
	Awards Dance Tickets	\$12,000.00
	Total Income	<u>\$34,000.00</u>
Expenses		
	Timberland key fobs	\$525.00
	Bank s/c	\$40.00
	Award dinner - hall rent/catering	\$8,500.00
	Award dinner music	\$1,500.00
	Trophy repairs	\$500.00
	Society Act fee	\$50.00
	Lottery licence	\$100.00
	Post Box and stationary	\$350.00
	Web site fee	\$175.00
	BCWF dues/Insurances	\$13,000.00
	Kid's camp donation	\$1,500.00
	Donation to Marmot recovery	\$100.00
	Donation to ungulant enhancement	\$750.00
	Donation - elk conservation	\$1,000.00
	Fishing Forever	\$1,000.00
	Father's Day Fishing	\$1,500.00
	Delegate fees and travel - BCWF	\$3,260.00
	Signs for Range	\$150.00
	Total Expenses	<u>\$34,000.00</u>

The Chemainus Rod and Gun Club Income Statement For the Year Ended December 31, 2023		
	Income	\$28,752.38
	Expenses	-\$26,717.44
	Net Income	\$2,034.94
The Chemainus Rod and Gun Club Balance Sheet For the Year Ended December 31, 2023		
Coastal Community		
Credit Union	Balance December 2022	\$57,670.54
	Net Income	\$2,034.94
Coastal Community		
Credit Union	Balance December 2023	\$59,705.48
	Total Equity	\$59,705.48

6				
7	Income			
8		Interest		\$650.00
9		Membership		\$17,000.00
10		Donations		\$1,750.00
11		Fundraiser		\$3,600.00
12		Awards Dance Tickets		\$13,000.00
13			Total Income	\$36,000.00
14				
15				
16	Expenses			
17		Timberland key fobs		\$600.00
18		Bank s/c		\$50.00
19		Award dinner - hall rent/catering		\$11,350.00
20		Award dinner music		\$1,700.00
21		Trophy repairs		\$550.00
22		Society Act fee		\$50.00
23		Lottery licence		\$100.00
24		Post Box and stationary		\$500.00
25		Web site fee		\$200.00
26		BCWF dues/Insurances		\$13,000.00
27		Kid's camp donation		\$1,500.00
28		Donation to Marmot recovery		\$100.00
29		Donation to ungulant enhanceme		\$500.00
30		Donation - elk conservation		\$500.00
31		Fishing Forever		\$1,000.00
32		Father's Day Fishing		\$1,500.00
33		Delegate fees and travel - BCWF		\$2,800.00
34		Signs for Range		175.00.
35			Total Expenses	\$36,000.00
36				

The Chemainus Rod and Gun Club - detailed income and expenses for 2023

Income	December 2022	January	February	March	April	May	June	July	August	September	October	November	December	
Alcohol return														
Return of float money/rebates														
Interest	\$12.25	\$13.32	\$12.31	\$13.86	\$13.23	\$745.00	\$282.24	\$300.00						\$282.24
Membership			\$9,005.00	\$1,735.00	\$1,115.00	\$10.77	\$10.44	\$11.17	\$11.32	\$9.85	\$10.20	\$9.07	\$1.90	\$1,045.00
RCMP membership - range use and use of range								\$1,440.00	\$155.00					\$127.44
Donation/tickets			\$330.00						\$3,500.00					\$13,450.00
Lottery tickets					\$1,000.00	\$8,767.70	\$250.00							\$3,500.00
Trap club paid for ins.														\$0.00
Eagles Donation -kids camp														\$0.00
Eagles Kids -education programs														\$0.00
Income total	\$12.25	\$13.32	\$9,347.31	\$1,748.86	\$2,128.23	\$9,523.47	\$842.68	\$1,451.17	\$3,666.32	\$9.85	\$10.20	\$9.07	\$1.90	\$28,752.38
Expenses														
Dance music - Puska							\$500.00							\$500.00
Dance Alcohol cost							\$1,867.52							\$1,867.52
Deposit book fee			\$12.00											\$12.00
Service charges	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$30.00
L. Wasden travel														\$0.00
Region One delegates fee	\$100.00													\$0.00
Region One dues 2023	\$150.00													\$0.00
Region 1 dinner													\$45.00	\$45.00
Region One Kids CAMP				\$1,000.00							419.97			\$1,419.97
Print Craft - cards			\$301.92											\$301.92
Trap insurance														\$0.00
Canada post		\$191.10												\$191.10
Web site fee						\$144.90								\$144.90
Elk Ungulate program				\$500.00									\$100.00	\$600.00
Bucky's hidden weight			\$50.00											\$50.00
Kootenay Wildlife Fund			\$100.00											\$100.00
BCWF insurance - dues		\$351.50				\$6,528.00		\$1,804.50				\$2,607.50		\$11,291.50
Island Timberland fees range						\$525.00								\$525.00
Clarks Engraving- trophies						\$477.12								\$477.12
Stamps & Stationary							\$56.14							\$56.14
Marmot Recovery													\$100.00	\$100.00
Societies Act			\$40.00											\$40.00
Lottery lic/print/station.														\$0.00
Crofton Community Centre				\$1,500.00				\$3,097.50						\$4,597.50
Leon Signs - range							\$62.72							\$62.72
Duncan Print Craft -cards														\$0.00
3 delegates BCWF Conv			\$1,827.00											\$1,827.00
BCWF donation- bums controlled					\$500.00									\$500.00
Food and prizes Fathers Day event							\$1,000.00	\$597.25						\$1,597.25
Dance snacks								\$329.38			43.66			\$373.04
Flowers - Beggs						\$7.76								\$7.76
service charges														\$0.00
Expense total	\$252.50	\$545.10	\$2,333.42	\$3,002.50	\$8,040.38	\$2,633.78	\$4,429.38	\$2,404.25	\$2.50	\$2.50	\$466.13	\$2,610.00	\$247.50	\$26,717.44

**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: July 30, 2024
FULL NAME OF ORGANIZATION: Chemainus Theatre Festival Society
MAILING ADDRESS OF PROPERTY: PO Box 1000, Chemainus, BC, V0R 1K0
LEGAL DESCRIPTION:
Lot: _____ Block: _____ Plan: _____
TAX ROLL NUMBER: 15086.200 PID: 025-871-013
CIVIC ADDRESS OF PROPERTY (if different than mailing address): 9574 Bare Point Road

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

Not for profit (registered under Societies Act of BC)
Not for profit (CRA registered)
Registered Charity
Other, please specify.

SOCIETY NUMBER: S-0050616 BUSINESS NUMBER: _____
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: 140012428RR0001

Organization Executive:

Title	Name	Phone No.
President	Pat Moore	[REDACTED] FIPPA s. 22(1)
Secretary	Larry Myhre	[REDACTED] FIPPA s. 22(1)
Treasurer	Stuart Price	[REDACTED] FIPPA s. 22(1)

CONTACT DETAILS:

Contact Person & Title: Randal Huber
Mailing Address: PO Box 1000, Chemainus, BC, V0R 1K0
Phone Number: (250) 246-9800 ext 703 Email: rhuber@chemainustheatre.ca

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) 25+
NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
NO

If no, please explain:

3. Describe the goals and objectives of your organization:

The Chemainus Theatre Festival Society, a non-profit, charitable organization, exists to serve Vancouver Island and its visitors by creating exceptional theatre that explores and nourishes truth, hope, redemption, love, and the human spirit.

Our goals are: enriching the region, advancing the arts, and being a just, equitable, diverse, inclusive and accessible community.

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

Our goal of being a just, equitable, diverse, inclusive and accessible community aligns with North Cowichan's Accessibility Action Plan to remove barriers.

Our goal of enriching the region aligns with North Cowichan's Economic Development.

Describe the activities your organization carries out that contribute to the well-being of the community?

With regards to accessibility, Chemainus Theatre has accessibility features such as parking, seating, elevator service, hearing assist headsets, and an Auris hearing loop in the theatre. We offer a Relaxed Performance for each production for those who are challenged with a traditional theatre experience. We provide a lower price point for our preview performances as well as student pricing for those for whom finances are a barrier to participating in the arts.

With regards to economic development, Chemainus Theatre is an anchor tourist attraction for the town of Chemainus and an economic driver for the town's small businesses.

See more about inclusivity and diversity below.

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

For the past three years, we have hosted a Mini Film Festival early in the year which features Indigenous content and creators. We also have a Relaxed Performance for each mainstage show in our season where all are welcome and adjustments are made for those who may not feel comfortable with a traditional theatre experience.

Chemainus Theatre Festival is dedicated to building a just, equitable, inclusive, diverse, and accessible workplace and community. We encourage all interested applicants to apply and will consider all submissions inclusive of all ages, ability, gender, race, ethnocultural identity, or any other basis. We invite artists to self-identify if they choose.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.

11,900

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

Relaxed Performances are designed to welcome patrons who may benefit from a less restricted audience environment. There is a relaxed attitude to noise and movement within the auditorium, and some minor production changes may be made to reduce the intensity of light and startling effects. During the performance, patrons may leave and re-enter the theatre as required, and quiet spaces are provided in our lobby.

We also provide discounted pricing and Access tickets for community groups and to those whom finances are a barrier to attending. We have a public preview night for each production which has a lower ticketing cost, and we provide reduced pricing for students.

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?

YES
NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?

YES
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?
 This location is for our administrative and production buildings. Anyone working for the theatre, interacting with those who work at the theatre, or visiting can access these buildings.

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income
Mainstage & Cabaret Shows	Chemainus Theatre Festival Society	\$2,046,995
Rentals	Chemainus Theatre Festival Society	\$39,065

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: 20 Part-time: 9 Number of Volunteers: 60

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose
2023 06 15	\$20,000	Municipality of North Cowichan	Grant In Aid
2024 02 02	\$20,000	BC Arts Council	Operating Assistance
2024 04 19	\$11,000	Government of Canada	Canada Summer Jobs
2023 03 03	\$1,550	CVRD	Arts & Culture Grant
2023 03 20	\$86,339	BC Arts Council	Resilience Supplement

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc. Corporate Sponsorship (Production, Season, Official Hotel, Access, Education, Media), Individual donations, program advertising, fundraising events (annual online auction), Endowment income

5. Prior year actual operating expenses	3,025,441
	\$ _____
6. Prior year actual operating revenues	3,054,764
	\$ _____
7. Current year annual operating budget of organization (attach a copy)	2,872,272
	\$ _____
8. Projected annual operating budget of the organization for the year of requested exemption	
	3,001,800
	\$ _____

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.



Financial Statements

Chemainus Theatre Festival Society

December 31, 2023

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Independent Practitioner's Review Engagement Report

To the Members of
Chemainus Theatre Festival Society

We have reviewed the accompanying financial statements of Chemainus Theatre Festival Society that comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

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

Practitioner's responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Basis for qualified conclusion

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

Independent Practitioner's Review Engagement Report (continued)

Qualified conclusion

Based on our review, except for the effects of the matter described in the Basis for qualified conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Chemainus Theatre Festival Society as at December 31, 2023, 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.

Other matter

As required by the Societies Act of British Columbia, we report that, in our opinion, the accounting policies applied by the Chemainus Theatre Festival Society in preparing and presenting the financial statements have been applied on a basis consistent with that of the preceding year.

Duncan, Canada
July 5, 2024

Chartered Professional Accountants

Chemainus Theatre Festival Society

Statement of Financial Position

December 31	2023	2022
Assets		
Current		
Cash and cash equivalents	\$ 266,590	\$ 209,394
Short term investments	275,162	131,132
Accounts receivable (Notes 3 and 4)	128,625	134,831
Prepaid expenses and deposits	91,509	64,005
Note receivable (Note 5)	-	165,000
Due from related party (Note 4)	142,743	147,745
	<u>904,629</u>	<u>852,107</u>
Internally restricted term deposits	425,727	600,230
Internally restricted cash equivalents	206,760	-
Tangible capital assets (Note 6)	2,166,757	2,261,208
Deferred costs (Note 7)	16,425	19,710
	<u>\$ 3,720,298</u>	<u>\$ 3,733,255</u>
Liabilities		
Current		
Accounts payable and accrued liabilities (Note 8)	\$ 315,323	\$ 221,671
Deferred revenue (Note 9)	569,195	667,420
Current portion of deferred capital contributions (Note 10)	36,031	37,707
	<u>920,549</u>	<u>926,798</u>
Deferred capital contributions (Note 10)	847,953	883,984
	<u>1,768,502</u>	<u>1,810,782</u>
Net Assets		
Net assets invested in capital assets	1,282,773	1,339,518
Unrestricted	36,536	297,915
Internally restricted	632,487	285,040
	<u>1,951,796</u>	<u>1,922,473</u>
	<u>\$ 3,720,298</u>	<u>\$ 3,733,255</u>

Guarantees (Note 6)

On behalf of



FIPPA s. 22(1)

Director



FIPPA s. 22(1)

Director

Chemainus Theatre Festival Society

Statement of Operations

Year ended December 31

	2023	2022
Revenues		
Other revenues	\$ 39,065	\$ 30,781
Theatre	<u>2,046,995</u>	<u>1,394,323</u>
	<u>2,086,060</u>	<u>1,425,104</u>
Direct costs		
Box office	188,269	164,889
Front of house	51,921	31,137
Marketing & publications	227,736	194,638
Theatre	<u>1,655,501</u>	<u>1,161,603</u>
	<u>2,123,427</u>	<u>1,552,267</u>
Gross deficit	<u>(37,367)</u>	<u>(127,163)</u>
Expenditures		
Administration & board	248,755	234,631
Amortization	163,456	166,823
Facilities & information technology	<u>390,185</u>	<u>239,173</u>
	<u>802,396</u>	<u>640,627</u>
Deficiency of revenues over expenditures before development revenues & contributions	<u>(839,763)</u>	<u>(767,790)</u>
Development revenues & contributions		
Advertising & sponsorship	137,432	114,179
Amortization of deferred capital contributions	37,707	39,497
Development expenses	(99,618)	(58,031)
Donations & fundraising events (Note 4)	215,233	337,643
Government assistance (Note 12)	-	111,315
Grants & endowment income (Note 13)	<u>393,540</u>	<u>350,052</u>
	<u>684,294</u>	<u>894,655</u>
(Deficiency) excess of revenues over expenditures before donation income (expense)	<u>(155,469)</u>	126,865
Donation income (expense) (Note 4)	<u>184,792</u>	<u>(124,618)</u>
Excess of revenues over expenditures	<u>\$ 29,323</u>	<u>\$ 2,247</u>

Chemainus Theatre Festival Society

Statement of Changes in Net Assets

Year ended December 31

	Net Assets Invested in Capital Assets	Unrestricted	Internally Restricted	Total 2023	Total 2022
Balance, beginning of year	\$ 1,339,518	\$ 297,915	\$ 285,040	\$ 1,922,473	\$ 1,920,226
Excess (deficiency) of revenues over expenditures	(127,454)	131,211	25,566	29,323	2,247
Capital asset purchases	70,709	(70,709)	-	-	-
Fund transfers	<u>-</u>	<u>(321,881)</u>	<u>321,881</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 1,282,773</u>	<u>\$ 36,536</u>	<u>\$ 632,487</u>	<u>\$ 1,951,796</u>	<u>\$ 1,922,473</u>

Chemainus Theatre Festival Society

Statement of Cash Flows

Year ended December 31

2023

2022

Increase (decrease) in cash

Operating

Excess of revenues over expenditures	\$ 29,323	\$ 2,247
Items not affecting cash		
Amortization	163,456	166,823
Amortization of deferred costs	3,285	5,837
Amortization of deferred contributions	(37,707)	(39,497)
Gain on sale of tangible capital assets	(5,096)	-
	<u>153,261</u>	<u>135,410</u>
Change in non-cash working capital items		
Accounts receivable	6,206	174,767
Prepaid expenses and deposits	(27,504)	(63,505)
Accounts payable and accrued liabilities	93,652	78,975
Deferred revenue	(98,225)	(241,419)
	<u>127,390</u>	<u>84,228</u>

Investing

Purchase of short term investments	(144,030)	(81,452)
Note receivable	165,000	-
Purchase (transfer) of internally restricted investments	174,503	(218,456)
Advances from (to) related party	5,002	(2,206)
Transfer to internally restricted cash equivalents	(206,760)	-
Purchase of tangible capital assets	(70,709)	(51,377)
Proceeds on disposal of tangible capital assets	6,800	-
	<u>(70,194)</u>	<u>(353,491)</u>

Increase (decrease) in cash 57,196 (269,263)

Cash

Beginning of year	<u>209,394</u>	<u>478,657</u>
End of year	<u>\$ 266,590</u>	<u>\$ 209,394</u>

Chemainus Theatre Festival Society

Notes to the Financial Statements

December 31, 2023

1. Basis of presentation and purpose of the organization

Chemainus Theatre Festival Society was incorporated under the Canada Corporations Act and is a registered charity under the Income Tax Act.

The objectives of the Society are to:

- Fund, create, develop, facilitate, promote and carry on programs, materials and quality artistic productions including a selection of classics, plays of international and Canadian distinction, adaptations from classical literature and also plays produced specifically for young audiences.
- Fund, develop and facilitate the creation, management and production of public forums and facilities in which to carry out and produce the foregoing productions, materials and programs in an environment which is conducive to family and community participation.
- Fund, facilitate and promote the education and involvement of artists and artisans in creating, producing, marketing and carrying on the quality artistic production, materials and programs.
- Educate and increase the public's understanding and appreciation of the arts by providing performances of an artistic nature in public places, senior citizen homes, churches, community centre and educational institutions and by providing seminars on topics relating to such performances.

The Society controls the Chemainus Theatre Foundation ("Foundation"), a not-for-profit organization. In accordance with Canadian Accounting Standards for Not-for-Profit Organizations, the Society's management has chosen to present selected financial statement information of the Foundation at Note 11.

2. Significant accounting policies

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

Cash and cash equivalents

Cash and cash equivalents consist of cash on hand and cash held in bank, including cashable term investments and investments with an initial maturity of three months or less.

Chemainus Theatre Festival Society

Notes to the Financial Statements

December 31, 2023

2. Significant accounting policies (continued)

Tangible capital assets

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

Amortization is calculated on the estimated economic life of the asset at the following methods and rates:

Buildings	4% Declining balance
Equipment	20% Declining balance
Computer hardware	33% Declining balance
Computer software	20% Declining balance
Building improvements	10 years Straight-line

Impairment of long-lived assets

The Society tests long-lived assets for impairment whenever events or changes in circumstances indicate that its carrying amount may not be recoverable. An impairment loss is recognized when the carrying amount of the asset exceeds the sum of the undiscounted cash flows resulting from its use and eventual disposition. The impairment loss is measured as the amount by which the carrying amount of the long-lived asset exceeds its fair value.

Revenue recognition

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

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Capital assets contributed and externally restricted contributions for the purchase of capital assets are deferred and amortized over the life of the related capital asset. Unamortized deferred capital contributions relating to capital asset dispositions are recognized as revenue in the period of disposition, provided that all restrictions have been complied with.

Government grants are accounted for as unrestricted contributions or externally restricted contributions in accordance with the terms of the funding. The Society recognizes other government assistance toward current expenses in the statement of operations. When government assistance received is specified to relate to future expenses, the company defers the assistance and recognizes it in the statement of earnings as the related expenses are incurred.

Chemainus Theatre Festival Society

Notes to the Financial Statements

December 31, 2023

2. Significant accounting policies (continued)

Donated material, services and equipment

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

Measurement uncertainty

The preparation of financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. Significant areas requiring the use of management estimates relate to the collectibility of accounts receivable and amounts due from a related party, valuation of short term investments and internally restricted term deposits, useful life of tangible capital assets, valuation of deferred revenue including gift cards expected not to be redeemed and the amounts recorded as accrued liabilities.

Financial instruments

The Society initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The Society subsequently measures in financial assets and liabilities at amortized cost

Financial assets measured at amortized cost include cash and cash equivalents, accounts receivable, short term investments, amounts due from a related party, internally restricted term deposits and internally restricted cash equivalents.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Presentation of the controlled foundation

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

3. Accounts receivable

	<u>2023</u>	<u>2022</u>
Other Accounts receivable	<u>\$ 128,625</u>	<u>\$ 134,831</u>

Chemainus Theatre Festival Society

Notes to the Financial Statements

December 31, 2023

4. Due from related party and related party transactions

(a) Related party transactions

During the year ended December 31, 2023, the Foundation and the Society engaged in the following transactions which were in the normal course of operations and were measured at the exchange amount:

1. The Foundation donated \$184,792 (2022 - \$31,151) to the Society. The Society donated \$10,000 (2022 - \$135,769) to the Foundation.

2. The Foundation utilized the employees and volunteers of the Society for which no credit has been recorded or disclosed in the Society's financial statements.

3. Included in other revenues is interest earned of \$863 (2022 - \$4,587) on the note receivable from the Foundation as disclosed in Note 5.

(b) Due from related party

	<u>2023</u>	<u>2022</u>
Due from the Foundation	<u>\$ 142,743</u>	<u>\$ 147,745</u>

The balance is without specific terms of repayment and is unsecured.

(c) Guarantees

The Society is the guarantor of a mortgage in the amount of \$361,464 (2022 - \$412,276) acquired by the Foundation in 2016.

5. Note receivable

The Foundation issued a promissory note to the Society in January 2020, in the amount of \$165,000. This note bears interest to be paid annually at the rate of 3%. The balance is due February 1, 2023 and was fully repaid to the Society in the year.

Chemainus Theatre Festival Society

Notes to the Financial Statements

December 31, 2023

6. Tangible capital assets

			<u>2023</u>	<u>2022</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Land	\$ 386,839	\$ -	\$ 386,839	\$ 386,839
Buildings	3,242,386	1,714,740	1,527,646	1,591,297
Equipment	1,059,541	885,621	173,920	152,928
Computer hardware	193,909	184,320	9,589	10,798
Computer software	62,122	56,905	5,217	6,521
Building improvements	1,194,811	1,131,265	63,546	112,825
	<u>\$ 6,139,608</u>	<u>\$ 3,972,851</u>	<u>\$ 2,166,757</u>	<u>\$ 2,261,208</u>

7. Deferred costs

During the 2012 fiscal year, the Society incurred costs totaling \$25,516 related to the implementation of a pricing strategy to be used in the operations of the theatre. During the 2019 fiscal year, the Society incurred additional costs totaling \$32,850 related to the implementation of this pricing strategy. The costs are deferred and amortized on a straight-line basis over the estimated useful life of 10 years. Included in the administration and board expense is \$3,285 (2022-\$5,837) for the amortization of these costs.

8. Accounts payable and accrued liabilities

	<u>2023</u>	<u>2022</u>
Trade and accrued liabilities	\$ 283,984	\$ 196,065
GST, PST, and Worksafe BC payable	<u>31,339</u>	<u>25,606</u>
	<u>\$ 315,323</u>	<u>\$ 221,671</u>

9. Deferred revenue

Deferred revenue represents theatre revenues collected for productions that will occur in the next fiscal year and gift certificates issued that have not been redeemed.

Chemainus Theatre Festival Society

Notes to the Financial Statements

December 31, 2023

10. Deferred capital contributions

	<u>2023</u>	<u>2022</u>
Balance, beginning of year	\$ 921,691	\$ 961,188
Amounts amortized to revenue during the year	(37,707)	(39,497)
Current portion	<u>(36,031)</u>	<u>(37,707)</u>
	<u>\$ 847,953</u>	<u>\$ 883,984</u>

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

11. Chemainus Theatre Foundation

The Foundation is incorporated under the Canada Corporations Act and is a registered charity under the Income Tax Act. Its principal purpose is to fund, create, develop, facilitate, promote and carry on programs, materials and quality artistic productions in an environment which is conducive to family and community participation, and encourage the development of a caring community and Christian character.

The Society and the Foundation have a separate board of directors. The Foundation raises and donates funds to the Society (Note 4) to assist the Society in achieving its purpose as described in Note 1.

The following is selected financial statement information of the Foundation:

	<u>2023</u>	<u>2022</u>
Statement of Financial Position		
Total assets	\$ 2,315,148	\$ 2,429,510
Total liabilities	560,856	820,968
Net assets	1,754,292	1,608,542

As at December 31, 2023, \$968,348 of net assets are internally restricted (2022 - \$979,661).

Statement of Operations

Revenues	\$ 1,492,840	\$ 1,342,390
Expenses and distributions	<u>(1,347,090)</u>	<u>(1,118,871)</u>
Excess of revenues over expenses and distributions	<u>\$ 145,750</u>	<u>\$ 223,519</u>

Statement of Cash Flows

Cash provided by operating activities	\$ 145,523	\$ 238,094
Cash used for investing and financing activities	(107,802)	(385,210)
Cash and cash equivalents, beginning of the year	<u>3,083</u>	<u>150,196</u>

Cash and cash equivalents, end of the year	<u>\$ 40,804</u>	<u>\$ 3,080</u>
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Chemainus Theatre Festival Society

Notes to the Financial Statements

December 31, 2023

11. Chemainus Theatre Foundation (continued)

The Foundation established an Endowment Fund with the Vancouver Foundation in 2005 to which it and other parties contribute endowment donations. The Chemainus Theatre Festival Society is the income beneficiary, while the capital of the fund remains the property of the Vancouver Foundation. As at December 31, 2023, the total contributions made to the fund were \$1,293,360 (2022 - \$1,243,260) with a market value of \$1,656,309 (2022 - \$1,524,627).

12. Government Assistance

In the beginning of April 2020, the Society applied for funding from the Federal government under the Canada Emergency Wage Subsidy Program ("CEWS"). Under the CEWS program, the Society is entitled to receive a subsidy equal to a calculated percentage of an employee's wages - up to a set amount per week. The Society has determined that it has been eligible for CEWS for the duration of the program. The CEWS program was terminated in October 2021, and a replacement Tourism and Hospitality Recovery Program ("THRP") was in effect from October 2021 to May 2022. The Society has determined it is eligible for subsidies issued under this program.

During the year ended December 31, 2023, the Society recognized payroll subsidies under CEWS and THRP totaling \$nil (2022 - \$111,315). These subsidies were recognized as development revenues & contributions.

13. Grants and endowment income

The Society received the following grants and endowment income during the year:

	<u>2023</u>	<u>2022</u>
Federal Grants	\$ 59,635	\$ 39,457
Provincial Grants	20,000	50,400
Province of BC - Special support grant	86,339	46,000
Municipal Grants	21,550	25,000
Municipal Grants - Property taxes grant	130,594	116,977
Endowment Fund	<u>75,422</u>	<u>72,218</u>
	<u>\$ 393,540</u>	<u>\$ 350,052</u>

14. Credit facilities

The bank indebtedness with Island Savings Credit Union ("ISCU") fluctuates under an overdraft agreement to a maximum of \$300,000 which bears interest at the ISCU prime lending rate plus 0.5% per annum and is secured by a Commercial Security Agreement granting a first priority interest in all present and after-acquired property of the Society, an indemnity agreement signed with the Chemainus Theatre Foundation, and an umbrella mortgage in an unlimited amount registered against land located at 9574 Bare Point Road, Chemainus, BC. At December 31, 2023, the balance owing on this credit facility was \$nil (2022 - \$nil).

Chemainus Theatre Festival Society

Notes to the Financial Statements

December 31, 2023

15. Employee remuneration

As required by the Societies Act of British Columbia, the two highest paid individuals and persons under a contract for services that each exceeded \$75,000 of annual remuneration were paid a total sum of \$179,471 (2022 - \$176,914).

16. Financial instruments

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's risk exposure and concentration as of December 31, 2023.

(a) Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Society is exposed to credit risk from accounts receivable from customers. The Society has a significant number of customers which minimizes concentration of credit risk. Significant credit is only extended to customers with a good credit history, further reducing credit risk.

The credit risk regarding cash and cash equivalents, short-term investments, internally restricted term deposits and internally restricted cash equivalents is considered to be negligible because they are held by a reputable financial institution with an investment grade external credit rating.

(b) Liquidity risk

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

(c) Market risk

Market risk is the risk that the fair value or expected future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Organization is mainly exposed to interest rate risk.

Chemainus Theatre Festival Society

Notes to the Financial Statements

December 31, 2023

16. Financial instruments (continued)

(c) Market risk (continued)

(i) Interest rate risk

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate due to changes in the market interest rate.

(I) To the extent that prevailing market interest rates differ from the interest rate on the Society's monetary assets and liabilities.

(ii) To the extent that payments made or received on the Society's monetary assets and liabilities are affected by changes in prevailing market interest rates.

The Society is not exposed to interest rate price risk due to the credit facility not being drawn on.

The Society is not exposed to interest rate cash flow risk due to the investments being short term.

17. Comparative figures

Comparative figures have been adjusted to conform to changes in the current year presentation.



2024 Final

OPERATIONS

Theatre

Revenues - Mainstage & Discovery	1,946,185
Expenses - Mainstage & Discovery	1,740,751
Other Production Income	-1,200
Education Income	-10,125

Net from Operations	194,109
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DEVELOPMENT

Donations & Other Fundraising	129,550
Sponsorship & Advertising Revenues	142,500
Grants	165,860
Endowment Income	77,000
Foundation Donation	20,000
	534,910
Development Costs	103,747
Net Development	431,163

OTHER REVENUES

Other Revenues	146,547
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Net plus Fundraising	771,819
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Other Expenses

Marketing & Advertising Expenses	224,774
Front of House - Gross Profit from Concession	-7,798
Front of House - Labour & Overhead	43,803
Box Office	180,284
Board	28,206
Administration & General	188,342
Facilities	356,704
Information Technology	13,460
Total Overhead	1,027,774

Extraordinary

Other

Surplus (Deficit) before Interest & Investment Income	-255,955
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Interest Expense & Income

Interest Income	8,747
Interest Expense	0
Net Expense	-8,747

NET SURPLUS/(DEFICIT)	-247,208
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**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: July 30, 2024
FULL NAME OF ORGANIZATION: Chemainus Valley Historical Society
MAILING ADDRESS OF PROPERTY: P. O. Box 172, Chemainus, BC V0R 1K0
LEGAL DESCRIPTION:
Lot: _____ Block: _____ Plan: _____
TAX ROLL NUMBER: 15054-115 PID: 015-132-838
CIVIC ADDRESS OF PROPERTY (if different than mailing address): 101-9799 Waterwheel Crescent

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

Not for profit (registered under Societies Act of BC)
Not for profit (CRA registered)
Registered Charity
Other, please specify.

SOCIETY NUMBER: S0006694 BUSINESS NUMBER: 12803 1085
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: _____

Organization Executive:

Title	Name	Phone No.
President	Ron Waller	[REDACTED] FIPPA s. 22(1)
Secretary	Val Galvin	[REDACTED] FIPPA s. 22(1)
Treasurer	David Lambert	[REDACTED] FIPPA s. 22(1)

CONTACT DETAILS:

Contact Person & Title: David Lambert (Treasurer)

Mailing Address: P. O. Box 172, Chemainus, BC V0R 1K0

Phone Number: (250) 246-2445 Email: cvhsmuseum@shaw.ca

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) 2023
NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
NO

If no, please explain:

3. Describe the goals and objectives of your organization:

To Promote and sponsor research and knowledge about and to publish, record, restore, preserve and maintain interest in information, data, records, cairns, plaques, buildings, sites, boundaries and locations of, or pertaining to, the history of Chemainus Valley and its geographical historical boundaries.

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

ENVIRONMENT: We protect and enhance the environment.

ECONOMY: We have a prosperous municipality

COMMUNITY: We have safe, inclusive and inspiring neighbourhoods.

Describe the activities your organization carries out that contribute to the well-being of the community?

Promote Chemainus and Chemainus Valley with community events and by operating museum with educational programs and tours, and research for individuals and community at large.

Creating fun family events at Museum during BIA Fall Fest event, Canada Day, and other local events such as CVCAS. Provide school tours, community organization tours and, conducting special historical research for individuals, organizations, and businesses.

Supporting local Legion by volunteering at their events.

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

Our Society encourages including volunteers with diversity and inclusivity in mind. It is written in our By-Laws and is required and audited to qualify for many government grants. A visit to museum will demonstrate this.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.

8462 visitors in 2023 including 2500

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?

YES
NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?

YES
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?

Our Society designed the Museum to be wheelchair accessible and welcoming to all. We continually train our volunteers and staff to be welcoming and supportive to all visitors. We have an elevator for staff and volunteer use, and for public access as appropriate. A review of our visitor comments in our Visitors book will support this. Operating hours are seasonal. Currently we are open 7 days a week from 9:30 am to 3:30 pm.

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: _____ Part-time: 2 Number of Volunteers: 26

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose
July 6, 2023	\$3605.00	Canada Summer Jobs	Temp summer staff
August 30, 2023	\$8500.00	MNC Grant-In-Aid	Staff wages and operating expenses
October 5, 2023	\$1457.00	Canada Summer Jobs	Temp summer staff
August 30, 2023	\$15000.00	BC Community Gaming Grant	Staff wages and operating expenses

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

Membership fees: \$1344.00
 Special events: Memories Unveiled, \$2761.00

- 5. Prior year actual operating expenses \$ 56,727.00
- 6. Prior year actual operating revenues \$ 62,334
- 7. Current year annual operating budget of organization (attach a copy) \$ 56,727.00
- 8. Projected annual operating budget of the organization for the year of requested exemption \$ 61,250.00

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

Chemainus Valley Historical Society

Financial Statements

December 31, 2023

Chemainus Valley Historical Society

December 31, 2023

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COMPILATION ENGAGEMENT REPORT

To the Directors of Chemainus Valley Historical Society

On the basis of information provided by management, I have compiled the balance sheet of the Chemainus Valley Historical Society as at December 31, 2023, the statement of income and fund balances for the year then ended and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

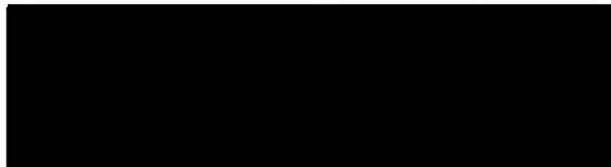
Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on related Services (CSRS)4200, Compilation Engagements, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

FIPPA s. 22(1)



Penelope Mears CPA
10735 Edgelow Rd S
Ladysmith, BC

Chemainus Valley Historical Society
Balance Sheet
As at 31 December, 2023

	General Fund	Gaming Fund	Gift Shop Fund	Media & Publishing Fund	Copier Fund	Building Maintenance Fund	Archives, Artifacts & Displays Fund	Total	2022
Current Assets									
Cash in Bank	\$ 12,079	\$ 4,977	\$ 1,509	\$ 1,820	\$ 1,027	\$ 2,057	\$ 3,772	\$ 27,241	\$ 25,113
Accounts Receivable	599							599	654
GST Refund receivable	264							264	906
Inventory	2,831							2,831	2,544
Prepaid Expenses	1,861							1,861	1,645
Short-term Investments	3,264							3,264	3,210
	<u>20,898</u>	<u>4,977</u>	<u>1,509</u>	<u>1,820</u>	<u>1,027</u>	<u>2,057</u>	<u>3,772</u>	<u>36,060</u>	<u>34,072</u>
Property Plant and Equipment									
Leasehold Improvements Note 3 (less accrued amortization)	895,622 (165,771)							895,622 (165,771)	895,622 (148,023)
	<u>729,851</u>							<u>729,851</u>	<u>747,599</u>
TOTAL ASSETS	<u>\$ 750,749</u>	<u>\$ 4,977</u>	<u>\$ 1,509</u>	<u>\$ 1,820</u>	<u>\$ 1,027</u>	<u>\$ 2,057</u>	<u>\$ 3,772</u>	<u>\$ 765,911</u>	<u>\$ 781,671</u>
Current Liabilities									
Accounts Payable	\$ 2,605							\$ 2,605	\$ 6,735
Prepaid Memberships	510.00							510.00	
	<u>\$ 3,115</u>							<u>\$ 3,115</u>	<u>\$ 6,735</u>
Fund Balances									
Externally Restricted	-	4,977						4,977	-
Internally Restricted		-						-	1,500
Unrestricted	747,634	-	1,509	1,820	1,027	2,057	3,772	757,818	773,436
	<u>747,634</u>	<u>4,977</u>	<u>1,509</u>	<u>1,820</u>	<u>1,027</u>	<u>2,057</u>	<u>3,772</u>	<u>762,795</u>	<u>774,936</u>
TOTAL LIABILITIES and FUND BALANCES	<u>\$ 750,749</u>	<u>\$ 4,977</u>	<u>\$ 1,509</u>	<u>\$ 1,820</u>	<u>\$ 1,027</u>	<u>\$ 2,057</u>	<u>\$ 3,772</u>	<u>\$ 765,911</u>	<u>\$ 781,671</u>

Approved by:

(Director)

(Director)

the accompanying notes are an integral part of these financial statements

Chemainus Valley Historical Society

Statement of Income and Changes in Fund Balances For the Year Ended December 31, 2023

	2023	2022
Revenue		
Goods and Services	\$ 10,906	\$ 8,040
Interest Income	153	69
BC Hydro Reimbursement	3,067	4,301
Contributions		
Donations	9,581	9,333
Grants	23,627	29,993
Gaming	15,000	15,000
Total Revenue and Contributions	\$ 62,334	\$ 66,736
Cost of Goods Sold		
Purchases/materials	5,022	2,283
Direct wages and benefits	28,140	33,212
Cost of Goods Sold	33,162	35,495
Operating Expenses		
Advertising and promotion	1,393	1,306
Depreciation of property plant and equipment	17,749	17,749
Insurance	2,899	2,850
Interest and bank charges	110	640
Memberships and licences	470	616
Office expenses	431	2,688
Professional fees	5,087	4,786
Collections, artifacts and displays	1,789	2,354
Repairs and maintenance	4,217	14,269
Supplies	468	295
Utilities	6,701	9,321
Total Operating Expenses	\$ 41,313	\$ 56,874
Excess of revenues and Contributions over Expenses	\$ (12,141)	\$ (25,633)
Fund Balances - beginning	\$ 774,936	\$ 800,569
Excess of revenues and Contributions over Expenses	(12,141)	(25,633)
Fund Balances - ending	\$ 762,795	\$ 774,936

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, 2023

1. The basis of accounting applied to the preparation of the compiled financial information is on the historical cost basis, reflecting cash transactions with the addition of:

- accounts receivable, accounts payable and accrued liabilities
- property, plant and equipment amortized over their useful life

2. Date and place of incorporation, and 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 operates the Chemainus Valley Museum and a gift shop connected to the museum.

3. Leasehold Improvements

Leasehold improvements are carried at historical cost. Depreciation is calculated using the straight-line method over the estimated useful lives of the assets. The depreciation rate for the building is 2% per year, based on a useful life of 50 years.

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

The society owns a cemetery property at 10560 South End Road on Penelakut Island. The land was donated to the society, and the cost of the cemetery property has not been determined. For this reason it is not reflected in the financial information.

Leasehold Improvements consist of the following:

	Cost	Accumulated Depreciation	2023 Net Book Value	2022 Net Book Value
Building	\$ 887,430	\$ 157,579	\$ 729,851	\$ 747,599
Furnace	8,192	8,192	-	-
	<u>\$ 895,622</u>	<u>\$ 165,771</u>	<u>\$ 729,851</u>	<u>\$ 747,599</u>

Chemainus Valley Historical Society

Notes to the Financial Statements

For the Year Ended December 31, 2023

4. Collections

The value of collections (artifacts, specimens and documents) is not reported on the Balance Sheet. 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 are expensed in the year of acquisition.

5. Volunteers

During the year, volunteers contributed 2862 hours in support of the society. Their activities included a variety of programs that enriched visitor experiences of the 8462 guests at the museum, and the society's profile in the community. Due to the complexities involved in valuing these services, they have not been reflected in the financial information.

Chemainus Valley Historical Society

Statement Of Income and Changes in Fund Balances
For the Year Ended December 31, 2023

	<u>2022</u>	<u>2023</u>	Projected <u>2024</u>
<u>Revenue</u>			
Goods and Services	\$8,040.00	\$10,906.00	\$10,000.00
Interet Income	\$69.00	\$153.00	\$75.00
BC Hydro Reimbursement	\$4,301.00	\$3,067.00	\$3,000.00
<u>Contributions</u>			
Donations	\$9,333.00	\$9,581.00	\$9,000.00
Grants	\$29,993.00	\$23,627.00	\$25,000.00
Gaming	\$15,000.00	\$15,000.00	\$25,000.00
Total Revenue and Contributions	\$66,736.00	\$62,334.00	\$72,075.00
<u>Expenses</u>			
<u>Cost of Goods Sold</u>			
Purchases/materials	\$2,283.00	\$5,022.00	\$4,000.00
Direct Wages and benefits	\$33,212.00	\$28,140.00	\$37,750.00
Cost of Goods Sold	\$35,495.00	\$33,162.00	\$41,750.00
<u>Other Expenses</u>			
Advertising and Promotion	\$1,306.00	\$1,393.00	\$1,300.00
Insurance	\$2,850.00	\$2,899.00	\$2,850.00
Interest and bank charges	\$640.00	\$110.00	\$150.00
Memberships and licenses	\$616.00	\$470.00	\$400.00
Office expenses	\$2,688.00	\$431.00	\$500.00
Professional fees	\$4,786.00	\$5,087.00	\$5,000.00
Collections, artifacts and displays	\$2,354.00	\$1,789.00	\$1,800.00
Repairs and maintenance	\$14,269.00	\$4,217.00	\$0.00
Supplies	\$295.00	\$468.00	\$500.00
Utilities	\$9,321.00	\$6,701.00	\$7,000.00

Total Operating Expenses	\$74,620.00	\$56,727.00	\$61,250.00
Excess of revenues and Contributions over Expenses	(\$43,379.00)	(\$27,555.00)	(\$30,925.00)
Fund Balances - beginning	\$800,569.00	\$774,936.00	\$762,795.00
Excess of Revenues and Contributions over Expense:	(\$43,379.00)	(\$27,555.00)	(\$30,925.00)
Fund Balances - ending	\$757,190.00	\$747,381.00	\$731,870.00
	\$74,620.00	\$56,727.00	\$61,250.00



7030 Trans-Canada Highway
Duncan, BC V9L 6A1 Canada
www.northcowichan.ca
T 250.746.3101
F 250.746.3313

**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: July 28th, 2024
FULL NAME OF ORGANIZATION: Chesterfield Sport Society
MAILING ADDRESS OF PROPERTY: 5847 Chesterfield Road, Duncan, BC, Canada, V9L 3M3
LEGAL DESCRIPTION:
Lot: 2 Block: _____ Plan: VIP73093
TAX ROLL NUMBER: 01038-002 PID: 025-208-292
CIVIC ADDRESS OF PROPERTY (if different than mailing address): _____

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

- Not for profit (registered under Societies Act of BC)
- Not for profit (CRA registered)
- Registered Charity
- Other, please specify.

Registered Charity / Not for Profit

SOCIETY NUMBER: S-0034957 BUSINESS NUMBER: 887776094 BC0001
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: 887776094 BC0001

Organization Executive:

Title	Name	Phone No.
President	Teri Anslow	[REDACTED] FIPPA s. 22(1)
Secretary	Jim Dias	[REDACTED] FIPPA s. 22(1)
Treasurer	Cara Light	[REDACTED] FIPPA s. 22(1)

CONTACT DETAILS:

Contact Person & Title: Chris Jaycox - Executive Director
Mailing Address: 5847 Chesterfield Road, Duncan, BC, Canada, V9L3M3
Phone Number: 250-746-5666 Email: ed@cowichansportsplex.com

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) 2014-2024
 NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES YES WE ARE
 NO

If no, please explain:

3. Describe the goals and objectives of your organization:

The Cowichan Sportsplex aims to promote sports and physical activity within the community.

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES YES WE DO NO

If yes, please explain:

We offer community sports programs, fitness classes, host events and tournaments. Additionally, we have summer camp, sport-specific training and allow field rentals for events and practices.

Describe the activities your organization carries out that contribute to the well-being of the community?

We offer community sports programs, fitness classes, host events and tournaments. Additionally, we have summer camp, sport-specific training and allow field rentals for events and practices.

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES NO

If yes, please explain:

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

The Cowichan Sportsplex fosters diversity and inclusivity through programs, accessible facilities, and family friendly events. We implement sustainable practices, maintain green spaces, and offer sports and recreation events.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually. 200,000

8. Is membership or enrolment restricted in any way? YES NO XXX

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

The Cowichan Sportsplex offers programs such as sports leagues, fitness classes, and adaptive sports for individuals with disabilities to reduce barriers to access. We partner with local organizations to do this. Additionally, the Sportsplex hosts inclusive community events and workshops aimed at promoting diversity and breaking down barriers to participation.

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?
YES
NO XXX

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?
YES XXX
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged
20-40 Different groups	Various areas of the facility	Between \$20-60/h

4. How is your organization accessible to the public?
 We rent fields and areas of the facility to various sports groups.

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?
 YES NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income
See rate attached rate sheet		

2. Is your organization run by volunteers, paid staff, or a combination of both?
 Number of employees: Full-time: 5 Part-time: 2 Number of Volunteers: 5

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?
 YES NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose
Duncan Operations Grant	\$16,050.00	COD	Operations
Water - Duncan	\$34,000.00	COD	Operations
CVRD Contribution	\$79,615.00	CVRD	Operations
MNC Operations Grant	\$177,623.00	MNC	Operations

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

INCOME - IN KIND DONATIONS TOTAL	\$44,700.00
INCOME - DONATIONS TOTAL	\$23,900.00
INCOME - OTHER TOTAL	\$27,000.00
INCOME - USER FEES TOTAL	\$68,700.00

- | | |
|--|------------|
| 5. Prior year actual operating expenses | \$ 491,900 |
| 6. Prior year actual operating revenues | \$ 466,484 |
| 7. Current year annual operating budget of organization (attach a copy) | \$ 532,850 |
| 8. Projected annual operating budget of the organization for the year of requested exemption | \$ 540,000 |

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

Cowichan Chesterfield Sports Society

Profit and Loss

May 2023 - April 2024

	TOTAL
INCOME	
3001 Grants & Funding -Gov't/Corporate	7,500.00
3012 Municipality of North Cowichan	110,980.10
3013 City of Duncan	15,500.00
3061 CVRD Operating Grant	107,114.00
Total 3001 Grants & Funding -Gov't/Corporate	241,094.10
3100 Donation Income	10,842.93
3101 Island Return It Donations	6,133.06
3103 Capital Restricted Donations	211,222.57
3105 Donation of Stock - Unrestricted Portion	15,000.00
3106 Pay-Pal Donations	96.00
Total 3100 Donation Income	243,294.56
3104 In Kind Donation	47,404.75
3109 City of Duncan	1,963.27
Total 3104 In Kind Donation	49,368.02
3200 User Fees	
3201 Baseball Fields Income	16,088.00
3202 Fitness Classes Income	1,327.50
3203 Infield & Track Income	7,753.00
3204 Lacrosse Income	3,715.50
3205 Field Hockey Turf (Sm & Lg)	21,747.25
3206 School District #79- Annual Fee (deleted)	20,531.00
3207 Vender Fee's	-75.00
3208 Parking Lot Rental	400.00
3209 Sportsplex Membership Fee Income	2,721.00
Total 3200 User Fees	74,208.25
3300 CONCESSION Sales & Vending	405.95
3500 Advertising Sales	4,604.76
3502 Storage Fee	3,460.00
Total Income	\$616,435.64
GROSS PROFIT	\$616,435.64
EXPENSES	
4100 ADVERTISING	46,787.00
4102 Marketing & Communications	1,726.42
4850 Sport & Recreation Fair	3,607.14
Total 4100 ADVERTISING	52,120.56
4600 OFFICE EXPENSES	606.56
4400 Insurance	12,709.64
4501 Accounting & Legal	8,179.75
4604 Dues & Subscriptions	1,966.22
4606 Courier/Postage/Freight	599.43
4637 Office Supplies and Materials	1,562.43
4640 Bank Charges & Interest	795.15
4644 Computer & Software Expenses	1,037.00
4655 Meetings	1,969.68

Cowichan Chesterfield Sports Society

Profit and Loss

May 2023 - April 2024

	TOTAL
4670 Telephone, Internet	1,524.17
4675 Travel	1.00
4681 GST Adjustments	-2,121.69
Total 4600 OFFICE EXPENSES	28,829.34
4700 REPAIRS AND MAINTENANCE	36.13
4616 Facility Repairs	-2,424.34
4674 Safety & Training	1,046.00
4701 Supplies and Small Tools	4,833.62
4703 Janitorial	3,880.75
4704 Irrigation	6,051.55
4705 Landscape Materials	1,335.95
4706 Fuel	4,837.51
4707 Composting & Dump	896.65
4708 Field Marking & Paint	225.24
4709 Field Health & Fertilizer	13,751.45
4710 Ice & Snow Melt	599.20
4712 Lighting & Repair Replacement	130.47
4713 Arborist -Tree Removal	975.00
4715 Repair & Maintenance on Equipment	6,848.75
4800 Security	825.00
Total 4700 REPAIRS AND MAINTENANCE	43,848.93
4900 Utilities sub total	
4905 Utilities in Kind - City of Duncan	27,837.29
4906 North Cowichan Garbage	9,716.49
4907 North Cowichan Utilities	9,844.49
4937 Utilities	-12,033.15
Total 4900 Utilities sub total	35,365.12
5165 PAYROLL EXPENSES	6,941.88
4667 Worksafe BC Expense	1,649.32
5166 CPP & EI Expense	21,196.60
5168 Benefits Expense	-270.63
5169 Salaries & Wages	268,103.38
Total 5165 PAYROLL EXPENSES	297,620.55
Purchases	-0.24
QuickBooks Payments Fees	3.29
Total Expenses	\$457,787.55
OTHER INCOME	
3802 Interest Income	8,241.75
3986 CF Unrealized Gain/Loss on Investments	19,885.53
Total Other Income	\$28,127.28
PROFIT	\$186,775.37



RENTAL FEES

Effective Date: September 1st, 2024

Add 5% GST

Add 5% GST

Ball Diamond (per ball diamond)	Hourly	Day Rate
Member	\$20.00	\$132.00
Public	\$32.00	\$242.00
Grass Field (Infield of Track)		
Member	\$20.00	\$132.00
Public	\$32.00	\$242.00
Lacrosse Box		
Member	\$20.00	\$132.00
Public	\$32.00	\$242.00
Track & Field		
Member	\$20.00	\$132.00
Public	\$32.00	\$242.00
Track & Field Private (closed to the general public)		
Member	\$30.00	\$208.00
Public	\$32.00	\$377.00
Turf		
Member	\$47.00	\$336.00
Public	\$69.00	\$449.00
Field Hockey (Cowichan Field Hockey Association)	\$42.00	\$275.00
Volume Discount Rate - Masters Soccer	\$49.00	\$336.00
Small Turf		
Member	\$16.00	na
Public	\$17.00	na
Tournaments (when renting the main turf)	\$5.00	na
Fitness Classes - highjump, front lawn, small turf, promenade	\$17.00	na
Vending		
Daily	\$28.00	na
Week	\$110.00	na
Tournaments Daily	\$83.00	na
Miscellaneous		
Event Radio (\$100 damage deposit)	na	\$28.00
PA System (\$100 damage deposit)	na	\$55.00
Tents	na	\$30.00
Stage on-site (Four 4x8 sections) \$500 damage deposit	na	\$110.00
Stage off-site (Four 4x8 sections) \$500 damage deposit	na	\$220.00
Parking Lot Rental	na	\$220.00



Actively inspiring a healthy community

Chesterfield Sport Society 2024 Projected Operating Budget

INCOME - MUNICIPAL / GRANTS	BUDGET
MNC Operations Grant	\$ 177,623.00
CVRD Usage Contribution	\$ 79,615.00
Duncan Operations Grant	\$ 16,050.00
Utilities - MNC (Grant / In Kind)	\$ 42,000.00
Garbage & Porta Potty - MNC (Grant / In Kind)	\$ 6,000.00
Water - Duncan (Grant / In Kind)	\$ 34,000.00
CVRD Sport & Recreation Fair Contribution	\$ 1,500.00
BC GOV Sport & Recreation Fair Grant	\$ 3,000.00
BC GOV Gaming Grant	\$ 10,000.00
TOTAL	\$ 369,788.00

INCOME - DONATIONS	BUDGET
TOTAL	\$ 23,900.00

INCOME - RESTRICTED	BUDGET
TOTAL	\$ 205,000.00

INCOME - IN KIND DONATIONS	BUDGET
TOTAL	\$ 44,700.00

INCOME - OTHER	BUDGET
TOTAL	\$ 27,000.00

INCOME - USER FEES	BUDGET
TOTAL	\$ 68,700.00

EXPENSES - WATER & UTILITIES	BUDGET
Utilities - MNC	\$ 42,000.00
Water - Duncan	\$ 34,000.00
Garbage & Porta Potty - MNC (Grant / In Kind)	\$ 6,000.00
TOTAL	\$ 82,000.00

EXPENSES - OFFICE	BUDGET
TOTAL	\$ 9,500.00

EXPENSES - MAINTENANCE	BUDGET
TOTAL	\$ 59,650.00

EXPENSES - ADMINISTRATION	BUDGET
TOTAL	\$ 66,000.00

EXPENSES - SALARY / STAFF	BUDGET
TOTAL	\$ 315,700.00

INCOME	\$ 534,088.00
INCOME (RESTRICTED)	\$ 205,000.00
EXPENSES	\$ 532,850.00
PROFIT / LOSS	\$ 1,238.00

**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: July 26/2024
FULL NAME OF ORGANIZATION: Cowichan Exhibition
MAILING ADDRESS OF PROPERTY: 7380 Trans Canada Hwy
LEGAL DESCRIPTION:
Lot: _____ Block: _____ Plan: _____
TAX ROLL NUMBER: 05099.000 PID: 001-811-991
CIVIC ADDRESS OF PROPERTY (if different than mailing address): _____

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

Not for profit (registered under Societies Act of BC)
Not for profit (CRA registered)
Registered Charity
Other, please specify.

SOCIETY NUMBER: 3785 BUSINESS NUMBER: 122338650 RT0001
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: _____

Organization Executive:

Title	Name	Phone No.
President	Anthony Irwin	[REDACTED] FIPPA s. 22(1)
Secretary	Shari Paterson	[REDACTED] FIPPA s. 22(1)
Treasurer	Loreen John	[REDACTED] FIPPA s. 22(1)

CONTACT DETAILS:

Contact Person & Title: Shari Paterson - Executive Director

Mailing Address: 7380 Trans Canada Hwy, Duncan, BC V9L 6B1

Phone Number: 250-748-0822

Email: cowex@shaw.ca

Did this property receive a Permissive Tax Exemption in previous years?

YES
NO

YEAR(S) 2010-2024

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
NO

If no, please explain:

N/A

3. Describe the goals and objectives of your organization:

The Cowichan Exhibitions goal is to host an Agricultural Fair and Exhibition annually.

Our mission is to create an environment where our community can come together to make memories, be entertained, be involved, be inspired, learn about food security, support local businesses, and connect with family, friends and neighbors to celebrate the beauty and diversity of our region in a family safe environment.

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

The Cowichan Exhibition's mandate is to preserve our agricultural and rural roots, and to continue to generate significant economic activity for the community. Local businesses benefit from the fair and the many other events that take place on the grounds.

Describe the activities your organization carries out that contribute to the well-being of the community?

The Cowichan Exhibition has a significant impact on the community, both socially and economically. It brings together people from all walks of life and provides a venue for local farmers and businesses to showcase their products and services. The event also helps to promote agriculture and raise awareness about food security and sustainable living. The Exhibition generates significant economic activity for the community. It attracts thousands of visitors each year, many of whom stay in local hotels, dine in restaurants and shop locally. The event also creates job opportunities for local residents and provides a boost to the local economy. The community benefits as well as the fair from the tourists that attend, some come to participate, such as out of town vendors and entertainers, some to see the sights, and enjoy the well-rounded cultural experience that the fair has to offer. The Loggers Sports competition brings in athletes from all over BC and the USA to participate in this time honoured tradition and is a highlight of our fair.

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

N/A

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

Community engagement is our primary goal, we hold events that cater to a very diverse group in our region. We work very closely with our local First Nations members. Our parking crew "Team Shadow Hawk" has been working with the fair for close to 50 years and are always thrilled to be part of it. We also invite newcomers to the Valley to participate in events that they would not otherwise take part in, and we offer them opportunities to learn from local farmers and members of the community. On Friday we host Young Farmers day and invite students and teachers from the local schools to attend the fair for free. The students get to take part in events that help them make healthy decisions and show them a way of life that they may not otherwise had the opportunity to experience.

Each year our goal is to find new ways to nurture our Mandate to put on an Agricultural Fair that attracts community members and tourism from other communities to come and enjoy all that the fair has to offer. The fair is inclusive to all and embraces those with challenges. The Exhibition celebrates Cowichan History, and by supporting local agriculture producers, connects them with the wider community.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually. 50,000

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

N/A

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

The Cowichan Exhibition provides a venue for events such as the Metis Rendezvous, Cowichan Tribes Little Raven Pow Wow, Cowichan Tribes largest grad celebration hosted 450 guests. Wheel chair rugby practices at the Cowichan Exhibition and hosts tournaments here.

The Cowichan Exhibition made a board decision to continue with the same admission prices as we have had for over 10 years, making it affordable for all to attend the fair.

The Exhibition also offers opportunities for new members of the community to attend the fair free of charge. Every School in the CVRD is invited to attend the fair on Young Farmers Day free of charge. We support 4H groups throughout the year and during the fair, we also offer reduced pricing for small not for profit groups that are in need of assistance. Many local organizations use this facility that would not be able to find a more suitable location in the Valley.

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?

YES

NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?

YES

NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?

The Cowichan Exhibition welcomes the public to the majority of the events that take place on site, except for some private events that are not open to the public, such as weddings or private group meetings.

The facility is easily accessible to the community and has wheelchair and stroller friendly entrances to all buildings on site. Washrooms are accessible to all patrons.

The Exhibition grounds is easily accessible by car. During the fair we offer rides to those that would otherwise not be able to attend.

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income
Facility Rentals		339,709.00

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: 2 Part-time: 1 Number of Volunteers: 85

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose
May 8, 2024	20,200.00	BCFFE	Fair funding
July 15, 2024	15,000.00	BC Gaming Funds	Fair Funding
June 21, 2023	30,000.00	BC Gaming Funds	Fair Funding
May 17, 2023	26,500.00	BCFFE	Fair Funding

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

Membership fees received in the past year are \$675.00

Donations \$4500.00

- 5. Prior year actual operating expenses \$ 506,284.00
- 6. Prior year actual operating revenues \$ 650,603.00
- 7. Current year annual operating budget of organization (attach a copy) \$ See attached for 2024
- 8. Projected annual operating budget of the organization for the year of requested exemption \$ See attached for 2025-2027

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

COWICHAN EXHIBITION SOCIETY
Compiled Financial Information
Year Ended November 30, 2023

COWICHAN EXHIBITION SOCIETY
Index to Compiled Financial Information
Year Ended November 30, 2023

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Tammy Leslie, C.P.A., C.G.A., C.A.*

Lori John, C.P.A., C.G.A.*

Jaime Court, C.P.A.¹

Sarah Brimacombe, C.P.A.*

*A professional corporation.

COMPILATION ENGAGEMENT REPORT

To the Management of Cowichan Exhibition Society

On the basis of information provided by management, we have compiled the statement of financial position of Cowichan Exhibition Society as at November 30, 2023, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and Note 3, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Duncan, British Columbia
February 21, 2024

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
Web | www.palmerleslie.ca

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

T | 250 245 1429
F | 250 245 1421

COWICHAN EXHIBITION SOCIETY
Statement of Financial Position
November 30, 2023

	2023	2022
ASSETS		
CURRENT		
Cash	\$ 399,527	\$ 434,377
Term deposits	180,000	-
Accounts receivable	4,986	12,129
Prepaid expenses	17,790	16,724
	<u>602,303</u>	<u>463,230</u>
PROPERTY, PLANT AND EQUIPMENT <i>(Note 4)</i>	4,118,464	4,141,174
	<u>\$ 4,720,767</u>	<u>\$ 4,604,404</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 15,982	\$ 14,591
Current portion of long term debt <i>(Note 5)</i>	61,446	21,500
Goods and services tax payable	12,598	13,262
Wages payable	-	20
Employee deductions payable	6,831	3,414
Deferred income <i>(Note 6)</i>	29,649	29,119
	<u>126,506</u>	<u>81,906</u>
LONG TERM DEBT <i>(Note 5)</i>	121,210	198,633
	<u>247,716</u>	<u>280,539</u>
NET ASSETS	<u>4,473,051</u>	<u>4,323,865</u>
	<u>\$ 4,720,767</u>	<u>\$ 4,604,404</u>

ON BEHALF OF THE BOARD

Director

Director

FIPPA s. 22(1)

COWICHAN EXHIBITION SOCIETY
Statement of Revenues and Expenditures
Year Ended November 30, 2023

	2023	2022
Revenues		
Fair revenue	\$ 247,886	\$ 227,658
Rental revenue	339,709	284,183
Membership	675	580
Donations	4,433	4,495
Other grants	26,500	17,000
Donation in kind	1,400	7,500
Grant Fund Disbursements (<i>Schedule 1</i>)	30,000	30,000
	<u>650,603</u>	<u>571,416</u>
EXPENSES		
Accounting fees	4,123	5,041
Advertising and promotion	7,384	5,595
Amortization	112,384	116,977
Business taxes, licenses and membership:	2,197	2,941
Equipment rentals	2,849	3,790
Insurance	22,674	21,349
Interest and bank charges	5,761	4,032
Interest on long term debt	12,523	9,095
Miscellaneous	2,457	11,547
Office	12,068	8,629
Fair expenses	119,802	90,288
Repairs and maintenance	34,985	32,502
Salaries and Wages	141,648	105,881
Supplies	7,713	8,537
Utilities	17,716	17,852
	<u>506,284</u>	<u>444,056</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	144,319	127,360
OTHER INCOME	4,867	2,043
EXCESS OF REVENUES OVER EXPENSES	\$ 149,186	\$ 129,403

The accompanying notes form an integral part of the financial information

COWICHAN EXHIBITION SOCIETY
Statement of Changes in Net Assets
Year Ended November 30, 2023

	General Fund	Restricted Fund	Invested in capital assets Fund	2023	2022
NET ASSETS -					
BEGINNING OF					
YEAR	\$ 100,532	\$ -	\$ 4,223,333	\$ 4,323,865	\$ 4,194,462
Excess of revenues over expenses	149,186	-	-	149,186	129,403
Board restricted funds to GIC	(180,000)	180,000	-	-	-
November 30, 2023 board restrictions	(150,000)	150,000	-	-	-
Purchase of capital assets	(89,725)	-	89,725	-	-
Amortization	118,973	-	(118,973)	-	-
NET ASSETS - END OF					
YEAR	\$ (51,034)	\$ 330,000	\$ 4,194,085	\$ 4,473,051	\$ 4,323,865

The accompanying notes form an integral part of the financial information

COWICHAN EXHIBITION SOCIETY
Statement of Cash Flows
Year Ended November 30, 2023

	2023	2022
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 149,186	\$ 129,403
Item not affecting cash:		
Amortization of property, plant and equipment	<u>112,384</u>	116,977
	<u>261,570</u>	<u>246,380</u>
Changes in non-cash working capital		
Accounts receivable	7,143	(11,373)
Accounts payable	1,391	5,278
Deferred income	530	(7,345)
Prepaid expenses	(1,066)	(1,618)
Goods and services tax payable	(664)	9,734
Wages payable	(20)	-
Employee deductions payable	<u>3,417</u>	<u>(5,515)</u>
	<u>10,731</u>	<u>(10,839)</u>
Cash flow from operating activities	<u>272,301</u>	<u>235,541</u>
INVESTING ACTIVITY		
Purchase of property, plant and equipment	<u>(89,674)</u>	<u>(34,818)</u>
FINANCING ACTIVITY		
Repayment of long term debt	<u>(37,477)</u>	<u>(20,905)</u>
INCREASE IN CASH FLOW	145,150	179,818
Cash - beginning of year	<u>434,377</u>	<u>254,559</u>
CASH - END OF YEAR	\$ 579,527	\$ 434,377
CASH CONSISTS OF:		
Cash	\$ 399,527	\$ 434,377
Term deposits	<u>180,000</u>	<u>-</u>
	<u>\$ 579,527</u>	<u>\$ 434,377</u>

The accompanying notes form an integral part of the financial information

COWICHAN EXHIBITION SOCIETY
Notes to Compiled Financial Information
Year Ended November 30, 2023

1. DESCRIPTION OF BUSINESS

The Cowichan Exhibition Society is a Not-for-Profit agency incorporated under the provincial business corporations act. The Cowichan Exhibition Society hosts an annual exhibition to encourage the general development of agricultural resources and household arts in the community. During the year Cowichan Exhibition rents out its facilities to numerous organizations in the Cowichan Valley.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash includes cash and bank balances with banks net of bank overdrafts.

Fund accounting

Cowichan Exhibition Society follows the deferral method of accounting for contributions.

Revenues and expenses related to program delivery and administrative activities are reported in the General Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to Cowichan Exhibition Society's capital assets and building improvements campaign.

Property, plant and equipment

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

Buildings	4%	declining balance method
Equipment	20%	declining balance method
Motor vehicles	30%	declining balance method
Computer equipment	50%	declining balance method
Other machinery and equipment	20%	declining balance method
Furniture and fixtures	20%	declining balance method

The Society regularly reviews its property, plant and equipment to eliminate obsolete items. Government grants are treated as a reduction of property, plant and equipment cost.

3. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Cowichan Exhibition Society as at November 30, 2023, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable less an allowance for doubtful accounts;
 - rent receivable based on lease terms less an allowance for doubtful accounts;
 - property, plant and equipment are recorded at historical cost and amortized on a declining balance method;
 - Accounts payable and accrued liabilities
-

COWICHAN EXHIBITION SOCIETY
Notes to Compiled Financial Information
Year Ended November 30, 2023

4. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Land	\$ 1,671,064	\$ -	\$ 1,671,064	\$ 1,671,064
Buildings	4,138,518	1,767,033	2,371,485	2,387,993
Equipment	266,385	228,779	37,606	41,600
Computer equipment	7,929	7,710	219	486
Furniture & equipment	22,987	18,706	4,281	5,350
Roads	60,263	37,151	23,112	22,796
Fencing	42,137	31,440	10,697	11,885
	\$ 6,209,283	\$ 2,090,819	\$ 4,118,464	\$ 4,141,174

Amortization for 2023 was \$118,973 (2022 - \$116,977).

5. LONG TERM DEBT

	2023	2022
BMO loan bearing interest at 4.966% per annum, repayable in monthly blended payments of \$2,500. The loan matures on November 30, 2029.	\$ 142,656	\$ 180,133
CEBA loan bearing interest at 0% per annum, repayable on December 31, 2023.	40,000	40,000
	182,656	220,133
Amounts payable within one year	(61,446)	(21,500)
	\$ 121,210	\$ 198,633

Principal repayment terms are approximately:

2024	\$ 61,446
2025	24,534
2026	25,781
2027	27,090
2028	28,467
Thereafter	15,338
	\$ 182,656

6. DEFERED INCOME

The society has deferred revenues which consist of deposits for the rental of the facility grounds and buildings that will take place within the following year. The current years rental deposits are \$9,941 for 23 different events to take place at the Exhibition grounds as well as \$19,709 in prepaid storage fees.

COWICHAN EXHIBITION SOCIETY**Grant Fund Disbursements****(Schedule 1)****Year Ended November 30, 2023**

	2023	2022
Grant fund disbursements		
Advertising	\$ -	\$ 750
Childrens education	4,300	2,000
Displays	1,000	3,350
Entertainment	2,900	4,275
Equipment rental	2,800	3,200
GFL Environmental	1,200	1,260
Facility cleaning	1,500	1,400
Fair wages	10,800	10,765
First aid attendants	1,500	1,000
Security	2,000	-
Tractor pull and demonstration	2,000	2,000
Grant fund disbursements total	30,000	30,000

The accompanying notes form an integral part of the financial information

Cowichan Exhibition Society - Budget Forecast

Jul-24

2024 2025 2026 2027

REVENUE

General Revenue

ATM	1,500.00	1,400.00	1,300.00	1,200.00
Barn Wedding	10,000.00	11,000.00	12,000.00	13,000.00
Barn Rental	20,000.00	21,000.00	23,000.00	24,000.00
Barn Light Horse	2,500.00	2,700.00	2,900.00	3,100.00
Camping	2,500.00	2,700.00	2,900.00	3,100.00
Deck the Hall	28,000.00	28,000.00	29,000.00	30,000.00
Demonstration Farming	3,000.00	3,000.00	3,000.00	3,000.00
Donations	5,000.00	5,000.00	5,000.00	5,000.00
Equipment Rental	2,500.00	2,500.00	2,500.00	2,500.00
Field Rental	5,000.00	3,500.00	3,500.00	3,700.00
Horse Ring Rental	3,500.00	3,600.00	3,700.00	3,800.00
Interest Income	4,500.00	4,700.00	4,800.00	4,900.00
Grounds Rentals	10,000.00	12,000.00	13,000.00	14,000.00
Meeting Room Rentals	16,000.00	17,000.00	17,000.00	17,000.00
Midway Rental	15,000.00	16,000.00	17,000.00	18,000.00
Livestock Ring Rental	200.00	300.00	300.00	300.00
Mellor Hall Rentals	145,000.00	150,000.00	152,000.00	155,000.00
Membership	600.00	600.00	600.00	600.00
Misc. Income	1,500.00	1,500.00	1,500.00	1,500.00
Pickleball	20,000.00	20,000.00	22,000.00	22,000.00
Scout Hall Rental	15,000.00	16,000.00	16,000.00	17,000.00
Storage Space Rental	40,000.00	41,000.00	41,000.00	42,000.00
TELUS Tower	18,200.00	18,200.00	18,200.00	18,200.00
Total General Revenue	369,500.00	381,700.00	392,200.00	402,900.00

Fair Revenue

Community Gaming Grant	15,000.00	30,000.00	30,000.00	30,000.00
Additional Grant Funding BCFE	20,200.00			
Beverage Garden	3,000.00	3,000.00	3,000.00	3,000.00
Catalogue Advertising	9,000.00	9,000.00	9,000.00	9,000.00
Class Sponsorship	2,000.00	2,000.00	2,000.00	2,000.00
Commercial Vendors	16,000.00	17,000.00	17,000.00	18,000.00
Concessionaires	19,000.00	20,000.00	20,000.00	21,000.00
Corporate Sponsorship	5,000.00	5,500.00	5,600.00	5,800.00
Donations	2,000.00	2,000.00	2,000.00	2,000.00
Gate	150,000.00	151,000.00	152,000.00	153,000.00
Hall Entry	2,000.00	2,200.00	2,300.00	2,400.00
Livestock Entry	1,500.00	1,600.00	1,600.00	1,700.00
Loggers Sports	9,000.00	9,000.00	10,000.00	10,000.00
Midway/Rides	40,000.00	40,000.00	42,000.00	42,000.00
Total Fair Revenue	293,700.00	292,300.00	296,500.00	299,900.00

TOTAL REVENUE

663,200.00 674,000.00 688,700.00 702,800.00

EXPENSE

FAIR EXPENSE

Fair - Advertising/Promotion	4,500.00	4,600.00	4,700.00	4,800.00
Fair - Beverage Garden	1,000.00	500.00	500.00	600.00
Fair - Cashier Wages	2,000.00	2,000.00	2,000.00	2,000.00
Fair - Catalogue Printing & Signs	9,000.00	9,500.00	9,500.00	9,600.00
Fair - Entertainment, Stage, Sound Equipment	20,000.00	22,000.00	22,000.00	22,000.00
Fair - Equipment (inc.fencing, garbage, toilets, tents, tables,	10,000.00	11,000.00	11,000.00	11,500.00
Fair - Displays & Demos (tractors, chainsaw...)	21,000.00	20,000.00	20,000.00	20,000.00
Fair - First Aid	1,500.00	1,600.00	1,700.00	1,800.00

Fair - Garbage Disposal	1,300.00	1,400.00	1,450.00	1,450.00
Fair - Hydro	3,000.00	3,000.00	3,000.00	3,000.00
Fair - Hall Prize Money	8,000.00	8,000.00	8,000.00	8,000.00
Fair - Hospitality	4,000.00	4,000.00	4,000.00	4,000.00
Fair - Judges Fees/Travel	3,000.00	3,000.00	3,000.00	3,000.00
Fair - Kids Corral	5,000.00	4,000.00	3,000.00	3,000.00
Fair - Livestock Prize Money	9,000.00	9,000.00	9,000.00	9,000.00
Fair - Loggers Sports	13,000.00	13,000.00	13,000.00	13,000.00
Fair - Misc. expense	2,000.00	2,000.00	2,000.00	2,000.00
Fair - Office	2,000.00	2,000.00	2,000.00	2,000.00
Fair - Repair & Maintenance	3,000.00	3,000.00	3,000.00	3,000.00
Fair - Gate Expense	500.00	500.00	500.00	500.00
Fair - Ribbons/Rosettes	2,500.00	2,500.00	2,500.00	2,500.00
Fair - Security	7,000.00	7,000.00	7,000.00	7,000.00
Fair - Signage	2,000.00	1,500.00	1,000.00	1,500.00
Fair - Supplies	1,500.00	1,500.00	1,500.00	1,500.00
Fair - Volunteers	1,500.00	1,500.00	1,500.00	1,500.00
Total Fair Expenses	137,300.00	138,100.00	136,850.00	138,250.00

GENERAL & ADMINISTRATIVE EXPENSE

Advertising	4,000.00	4,000.00	4,000.00	4,000.00
Accounting & Legal	3,200.00	3,300.00	3,300.00	3,300.00
Amortization of Capital Assets	113,000.00	112,000.00	111,000.00	100,000.00
Association Dues/ Meetings	2,500.00	2,500.00	2,500.00	2,500.00
Capital expenditure	15,000.00	20,000.00	25,000.00	30,000.00
Bank charges	6,000.00	6,000.00	6,000.00	6,000.00
Building Office	1,000.00	1,200.00	1,400.00	1,600.00
Deck the Hall	2,500.00	1,500.00	1,500.00	1,500.00
Equipment Leasing	3,000.00	3,200.00	3,400.00	3,600.00
Fuel	2,000.00	2,200.00	2,400.00	2,600.00
Garbage Disposal	1,600.00	1,650.00	1,700.00	1,750.00
Grounds	15,000.00	16,000.00	17,000.00	18,000.00
Hydro	16,000.00	16,000.00	17,000.00	17,500.00
Insurance	25,000.00	25,000.00	26,000.00	26,000.00
Interest - other	150.00	150.00	150.00	150.00
Improvements	15,000.00	20,000.00	25,000.00	30,000.00
Mobile Home	300.00	300.00	300.00	300.00
Mortgage Interest	11,000.00	10,000.00	9,000.00	8,000.00
Office supplies	3,000.00	3,000.00	3,000.00	3,000.00
Property Taxes	-	0.00	0.00	0.00
Repairs, Maintenance	25,000.00	30,000.00	35,000.00	40,000.00
Professional Fees	2,000.00	2,200.00	2,500.00	2,800.00
Security	1,500.00	1,500.00	1,500.00	1,500.00
Signage	800.00	500.00	700.00	600.00
Supplies	7,000.00	7,000.00	7,000.00	7,000.00
Telephone & Internet	10,000.00	11,000.00	11,000.00	12,000.00
Water	3,000.00	800.00	800.00	800.00
Web Tec	3,000.00	1,500.00	1,500.00	1,500.00
Total General & Administrative Expense	291,550.00	302,500.00	319,650.00	326,000.00

WAGES EXPENSE

General Wage Expense				
Wages Benefits	150,000.00	155,000.00	157,000.00	160,000.00
EI	3,000.00	3,200.00	3,300.00	3,500.00
CPP	4,000.00	4,200.00	4,300.00	4,500.00
WCB	600.00	700.00	800.00	900.00
Total Wages Expense	157,600.00	163,100.00	165,400.00	168,900.00

TOTAL EXPENSES

Total Expenses	586,450.00	603,700.00	621,900.00	633,150.00
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NET INCOME/LOSS

Net Income/Loss	76,750.00	70,300.00	66,800.00	69,650.00
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Permissive Tax Exemption Application
(2024-2027)

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax: 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: July 4 2024
FULL NAME OF ORGANIZATION: Cowichan Rugby Club
MAILING ADDRESS OF PROPERTY: 1860 Herd Rd. Duncan, B.C. V9L 5W4
LEGAL DESCRIPTION:
Lot: A Block: _____ Plan: VIP2247
TAX ROLL NUMBER: 8548000 PID: 006-404-235
CIVIC ADDRESS OF PROPERTY (if different than mailing address): _____

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

Not for profit (registered under Societies Act of BC)
 Not for profit (CRA registered)
 Registered Charity
 Other, please specify.

SOCIETY NUMBER: 50008152 BUSINESS NUMBER: 84874 0080
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: _____

Organization Executive:

Title	Name	Phone No.
President	Andrew Wright	[REDACTED] FIPPA s. 22(1)
Secretary	Amoray Aloisi	[REDACTED] FIPPA s. 22(1)
Treasurer	Sean Williams	[REDACTED] FIPPA s. 22(1)

CONTACT DETAILS:

Contact Person & Title: Sean Williams Treasurer

Mailing Address: [REDACTED]

Phone Number: [REDACTED] **FIPPA s. 22(1)** Email: treasurer@cowichanrugby.ca

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) 62
 NO

SECTION 2: ORGANIZATIONAL INFORMATION

- What is the nature of your organization?
 - Non-profit organization
 - Charitable/philanthropic organization
 - Athletic or Service Club/Associations (including golf course)
 - Care facility/registered assisted living residence
 - Partner of the municipality by agreement under s. 225 of the Community Charter
 - Other local authority
 - Place of public worship (and land surrounding exempt building)
 - Senior's home
- To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
 NO

If no, please explain:

3. Describe the goals and objectives of your organization:

Our goals are to promote rugby within the Cowichan Valley especially within our local schools. We encourage player development such as skills, team building and coaching. Being apart of a community is a big goal for us as it builds a strong relationship between club and community. Developing kids and adults grows our member base and attracts new players.

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

12/15/22 2:13

If yes, please explain:

Describe the activities your organization carries out that contribute to the well-being of the community?

We provide Youth Development programs for all ages boys & girls, we host community events such as fundraisers, social rugby games and festivals. We provide volunteer experience for kids and adults. We promote health and fitness which provides good health and overall well being in individuals. We promote social inclusion by welcoming individuals from diverse backgrounds. Lastly we promote mental health awareness within the club.

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

Cowichan Rugby Club takes pride in having people from diverse backgrounds participate and feel belonged. The Cowichan Rugby Club creates a welcoming and supportive environment where individuals ~~to~~ come together to share their passion for the sport.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.

275 350ish

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?

YES

NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?

YES

NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES

NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?

We welcome all ages, skill levels to join and participate. We encourage team building, volunteering, or just visiting the rugby club. Everyone is very welcoming and supportive.

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES

NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income
<i>Clothing Sales</i>	<i>Cowichan Rugby Club</i>	<i>\$7,000</i>

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: _____ Part-time: _____ Number of Volunteers: *50ish*

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES

NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose
March 28 2024	\$ 10,000	BC Government	Insurance/registration fees
June 19 2023	\$ 5,000	North Cowichan	Water/insurance
June 13 2024	\$ 5,000	North Cowichan	Water/insurance

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

Membership fees \$ 11,000
 Bottle Drive money \$ 4,000 - \$ 5,000/year

- 5. Prior year actual operating expenses \$ 89,466
~~\$ 86,976~~
- 6. Prior year actual operating revenues \$ ~~87,876~~ \$ 87,126
- 7. Current year annual operating budget of organization (attach a copy) \$ 92,000
- 8. Projected annual operating budget of the organization for the year of requested exemption \$ 92,000

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

Notice to Reader


I have compiled the Statement of Operations of the Cowichan Rugby Club as at April 30, 2023 and the statements of Financial Position and Cash Flows for the April 30, 2023 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.
November 13, 2023

FIPPA s. 22(1)


Sharon Moss

COWICHAN RUGBY CLUB
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED APRIL 30, 2023
(Unaudited)

	General Fund	Gaming Fund	Capital Asset Fund	Field Project	Junior Develop. Memorial Fund	2023	2022
REVENUE							
Concession and Gate	\$ 36,971					\$ 36,971	\$ 21,379
Bingo	-	\$ 10,000				10,000	10,000
Donations and Grants	5,490		\$ 9,143			14,633	17,031
Fundraising	1,450					1,450	2,996
Membership Dues	12,323					12,323	15,451
Interest			137		\$ 308	445	258
Travel Recovery	2,520					2,520	370
Clothing	9,089					9,089	3,846
Sponsorship	2,250					2,250	18,135
	<u>\$ 70,093</u>	<u>\$ 10,000</u>	<u>\$ 9,280</u>	<u>\$ -</u>	<u>\$ 308</u>	<u>\$ 89,681</u>	<u>\$ 89,466</u>
EXPENDITURES							
Advertising & Promotions	\$ 439					\$ 439	\$ 179
Amortization			\$ 19,020			19,020	18,782
Bank Charges and Interest	1,984			\$ 4,645		6,629	5,497
Concession/Team Meals	11,828	330				12,158	1,584
Property Insurance	10,112	3,132				13,244	8,693
Licences/Dues/Referee	4,623	\$785				5,408	5,713
Office/Annual Awards	3,239					3,239	2,402
Repairs and Maintenance	17,525	497				18,022	4,463
Scholarships/Donations	852	500				1,352	1,100
Tournaments and Travel	2,713	1,756				4,469	1,703
Uniforms and equipment	7,415	1,492				8,907	22,943
Utilities	8,378	1,508				9,886	14,067
	<u>\$ 69,108</u>	<u>\$ 10,000</u>	<u>\$ 19,020</u>	<u>\$ 4,645</u>	<u>\$ -</u>	<u>\$ 102,773</u>	<u>\$ 87,126</u>
Net Fund	\$ 985	\$ -	\$ 9,740	\$ 4,645	\$ 308	\$ 13,092	\$ 2,340
Fund Transfers	-9,330	0	0	9,638	-308	0	0
Excess (deficiency)	-8,345	0	-9,740	4,993	0	-13,092	2,340
Fund balances, Beginning of year	<u>\$ 11,387</u>	<u>\$ -</u>	<u>\$ 244,395</u>	<u>\$ 99,416</u>	<u>\$ 11,190</u>	<u>\$ 167,556</u>	<u>\$ 165,216</u>
Fund balances, end of year	<u>\$ 3,042</u>	<u>\$ -</u>	<u>\$ 234,655</u>	<u>\$ 94,423</u>	<u>\$ 11,190</u>	<u>\$ 154,464</u>	<u>\$ 167,556</u>

COWICHAN RUGBY CLUB
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED APRIL 30, 2023
(Unaudited)

	General Fund	Gaming Fund	Capital Asset Fund	Field Project	Thibodeau Memorial Fund	2023	2022
CURRENT ASSETS							
Cash	\$ 6,494	\$ -	\$ 17,743		\$ 11,190	\$ 35,427	\$ 37,631
FIXED ASSETS (Note 4)			216,912			\$ 216,912	\$ 231,132
Total Assets	\$ 6,494	\$ -	\$ 234,655	\$ -	\$ 11,190	\$ 252,339	\$ 268,763
CURRENT LIABILITIES							
Accounts Payable	\$ 3,452					\$ 3,452	\$ 1,791
LONG TERM LIABILITIES							
Mortgage Payable				\$ 94,423		\$ 94,423	\$ 99,416
FUND BALANCES							
Invested in Capital Assets			\$ 216,912			216,912	231,132
Internally restricted			17,743	-94,423	\$ 11,190	-\$ 65,490	-\$ 74,963
Unrestricted	\$ 3,042	\$ -				3,042	11,387
Total Fund Balances	\$ 3,042	\$ -	\$ 234,655	-\$ 94,423	\$ 11,190	\$ 154,464	\$ 167,556
Total Liabilities & Fund Balances	\$ 6,494	\$ -	\$ 234,655	\$ -	\$ 11,190	\$ 252,339	\$ 268,763

COWICHAN RUGBY CLUB
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED APRIL 30, 2023
(Unaudited)

	2023		2022
CASH FLOWS FROM OPERATING ACTIVITIES	-\$	13,092	\$ 2,340
Excess of Revenue over expenses			
Item not requiring an outlay of funds			
Amortization of Capital Assets		19,020	18,782
Changes in non cash working capital			
Accounts Payable		1,661	-4,409
Mortgage		-4,993	-7,421
	\$	2,596	\$ 9,292
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of Capital Assets		-4,800	-4,936
INCREASE IN CASH AND CASH EQUIVALENTS	-\$	2,204	\$ 4,356
CASH AND EQUIVALENTS, beginning of year		37,631	33,275
CASH AND EQUIVALENTS, end of year		35,427	37,631
<hr/> CASH AND CASH EQUIVALENTS CONSISTS OF:			
Cash	\$	24,237	\$ 26,441
Term Deposit	\$	11,190	\$ 11,190

COWICHAN RUGBY CLUB NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED APRIL 30, 2023

- 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 The Capital Asset Fund, during the year ended April 30, 2021 a Capital Savings Bank Account was created and funded through on-line donations, specifically set up to finance future capital improvements. A Long Term Planning Committee has been established to research and budget for such improvements. In the unlikely event of the dissolution of the club, 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 Municipality of North Cowichan.
- 3 The Memorial Fund is an internally restricted fund, held in a GIC, set up to provide scholarships to help pay for higher education. Interest earned funds annually partially fund scholarships.

4 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 in the accounts.

COWICHAN RUGBY CLUB NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED APRIL 30, 2023

4 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%
Land improvements	straight line method over 20 years.

With the exception of:

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, 2023

5	FIXED ASSETS	Cost	Accumulated Amortization	2023 Net	2022 Net
	Land	\$49,083		\$ 49,083	\$ 49,083
	Land Improvements	296,653	\$ 185,415	111,238	126,071
	Buildings	183,933	138,290	45,643	43,121
	Equipment	132,083	127,081	5,002	6,251
	Bus	10,598	4,652	5,946	6,606
		<u>\$672,350</u>	<u>\$ 455,438</u>	<u>\$ 216,912</u>	<u>\$ 231,132</u>

6	CAPITAL ASSET FUND	2023	2022
	Fund balance, beginning of the year: \$	13,263	\$ 6,808
	Add: Donations	9,143	10,149
	Interest	137	6
	Less: Capital Improvements	-4,800	-3,700
	Fund balance, end of the year: \$	<u>17,743</u>	<u>\$ 13,263</u>

Capital Improvements in 2023 were upgrades to the clubhouse washrooms and in 2022 partial payment of club tent

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 18, 2022 with monthly payments of \$867.35. The balance outstanding on the mortgage at April 30, 2023 is \$94,423.

8 FINANCIAL INSTRUMENTS

This non-profit association's financial instruments consist of cash, accounts receivable, short-term investments and accrued liabilities. 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.

Cowichan Rugby Football Club

2024/2025 Budget

Revenue	Amount
Concession	\$ 35,000.00
Merchandise	\$ 13,000.00
Grants	\$ 15,000.00
Sponsorship	\$ 8,000.00
Registration	\$ 12,000.00
Miscellaneous	\$ 12,000.00
Legacy Fund	\$ 10,000.00
Total Revenue	\$ 105,000.00

Expenses	Amount
Mortgage	\$ 10,000.00
Advertising & Promotion	\$ 500.00
Bank Charges	\$ 1,500.00
Concession	\$ 15,000.00
ICBC Bus Insurance	\$ 1,500.00
Property/Liability Insurance	\$ 9,500.00
Field Maintenance	\$ 5,000.00
Hydro	\$ 4,500.00
Water	\$ 8,000.00
Propane	\$ 1,500.00
Rugby Kit & Equipment	\$ 7,000.00
Travel	\$ 6,000.00
Miscellaneous	\$ 5,000.00
BC Rugby Registration	\$ 6,000.00
Referee Fees	\$ 1,000.00
R&M Building	\$ 10,000.00
Total Expenses	\$ 92,000.00

**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: June 27, 2024
FULL NAME OF ORGANIZATION: Cowichan Valley Arts Council (CVAC)
MAILING ADDRESS OF PROPERTY: 2687 James Street, Duncan BC V9L 2X5
LEGAL DESCRIPTION:
Lot: LOT A Block: _____ Plan: PLAN VIP77154
TAX ROLL NUMBER: _____ PID: 025-966-677
CIVIC ADDRESS OF PROPERTY (if different than mailing address): _____

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

Not for profit (registered under Societies Act of BC)

Not for profit (CRA registered)

Registered Charity

Other, please specify.

Registered Charity

SOCIETY NUMBER: 9097 BUSINESS NUMBER: 86765 4022 RT 0001
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: 867654022 RR 0001

Organization Executive:

Title	Name	Phone No.
President	Brenda Isaak Takao	[REDACTED] FIPPA s. 22(1)
Secretary	Diana Batchelor	[REDACTED] FIPPA s. 22(1)
Treasurer	Victoria Blouin	[REDACTED] FIPPA s. 22(1)

CONTACT DETAILS:

Contact Person & Title: Elizabeth Croft

Mailing Address: 2687 James Street, Duncan BC V9L 2X5

Phone Number: 250.746.1633 Email: manager@cowichanvalleyartscouncil.ca

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) 2022,/23, /24
 NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
NO

If no, please explain:

3. Describe the goals and objectives of your organization:

The Cowichan Valley Arts Council's purpose is to enrich our community through the lens of arts & culture & make arts accessible to all by offering art exhibitions, youth programs & workshops.

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

ECONOMY: Arts & culture attract tourism. Centrally located, gallery attendance rose from 12,000 to 17,500 in the past 2 years. We contribute to the arts/tourism economic sector by: providing a venue where artists promote/sell their art; below-market rates on gallery rentals; & sales commission is half commercial rates. We hire artist instructors – another revenue stream for artists. CVAC's grants bring in ~\$74,000 annually, returning federal & provincial tax dollars to Cowichan.
COMMUNITY: Exhibitions offer compelling themes for artists, learners & visitors. We are a community hub for 400+ members, 600 newsletter-readers & 53 volunteers who contribute 3000 volunteer hrs. A recent UN study concluded that arts directly benefit the population with improved mental & physical health & increased civic engagement.

Describe the activities your organization carries out that contribute to the well-being of the community?

CVAC mounts 30+ exhibitions per year showcasing local & Islands artists. Our community signaled their appreciation via the recent 45% increase attendance. We promote, honour & recognize young/new talent via the annual Youth Arts Showcase (secondary school) & Introducing: Emerging Artists (post-secondary studies/training) exhibitions. We provide 12 weeks of children's arts-themed camps annually. Camps are full with many returning children. There are Pro-D Day camps throughout the school year – camps fill up weeks in advance. There are workshops for all ages: painting, drawing, multi-media, figure drawing & more. Free programming includes Opening Studio & outdoor painting/drawing sessions (en plien air)

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

While we aren't resourced to provide life essentials, we try to support constituencies with financial barriers. We started weekly, free Open Studio sessions & summer en plien air sessions (outdoor painting/sketching). Exhibition admission is always free. We regularly welcome Clements Society tours, have provided free workshops to Cowichan Intercultural Society clients, & provide free "overflow" meeting space to Cowichan Valley Youth Services.

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

CVAC's purpose is to "enrich our community through the lens of art". Thus, we strive to foster such values through art. We host culturally varied art exhibitions including the renowned artist Ice Bear. A presentation about the First Nations relationship to cedar attracted 200 attendees. We've hosted: the Francophone Women's exhibition, the Cowichan Women's Health Cooperative show "Period Poverty", & a show considering the generational effects of the WWII Japanese interment. Another installation promoted watershed stewardship & we're hosting "Project 84,000" which explores ecological grieving. Our organization is re-visioning the Equity, Diversity & Inclusion (EDI) Policy. CVAC's community consultation takes place in mid-October. The dialogue will inform EDI & all Policies, operations & programming.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.

17,5000

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

[Empty text box for explanation]

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

Please see notes above regarding free programming.

For the first time this fall, we're seeking federal funding for a suite of free seniors programming. This is in response to member input & the same members are designing the programming. (Prospective Grant is New Horizons for Seniors)

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?

YES

NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?

YES

NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES NO

Please note: we have appended a list of renters for the 2023/24 fiscal. We've also provided the standard rental contract. (Rather than attaching 20 rental agreements.)

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged
Various	450	\$175 per week
Various	1400	\$400

4. How is your organization accessible to the public?

We are centrally located in the Cowichan Community Centre. The Centre has ample parking and is on bus routes. We're on the main level and fully accessible for wheelchairs and similar conveyances.

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income
<small>Earned Revenue: Entrance fees, memberships, commission, tickets, workshops, camps, rentals</small>	Various	\$100,010
Pls. see Financial attachments		

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: 1 Part-time: 2 Number of Volunteers: 53

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose
March 12, 2024	\$19,000	CVRD	Operating
December 8, 2023	\$22,000	BC Community Gaming	Support for all activities
February 8, 2024	\$17,000	BC Arts Council	Operating Expenses
Spring 2023	\$3,000	North Cowichan	North Cowichan 150
June 8, 2023	10,100	Island Health	Art & Wellness

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

Please see the attached financial materials, as required.

5. Prior year actual operating expenses	\$ 205,689
6. Prior year actual operating revenues	\$ 194,306
7. Current year annual operating budget of organization (attach a copy)	\$ 199,139
8. Projected annual operating budget of the organization for the year of requested exemption	\$ 199,139

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

Addendum – Gallery Rentals & Rental Agreements

CVAC has two, adjoined galleries. They are rented separately. The Main Gallery is 1400 sq. ft. and the Annex Gallery is 450 sq. ft. On occasion, we may rent out the 900 square foot Studio.

Renters sign a standard rental agreement (appended).

The renters for the 2023/24 fiscal year were:

Artists: Cam Russell, Dennis Del Torre, Dennis Malkin, John Robertson

Life Drawing Group - Sharon Campbell

Artist: Jim Malo

Warmland Calligraphers

Celebre Ensemble: Francophone Women

Vancouver Island Surface Design Association

Julie Proulx & associates

Calleigh Quinn & associates

Tzouhalem Spinners (Fabric arts group)

Cowichan Women's Health Cooperative

Artist: Rora Xiao bai

Artist: Judy Brayden

Artist: Iris Churcher

Artist: Leah Terpsma

Artists: Pauline Dueck & Val Konig

Artists: Penny Ciochetti & Barb Mortell

Artist: Sherrard Grauer

Artists: Mary Moore & Ann Antonides



Standard GALLERY Rental Contract

Artist/Group (Renter): _____

Show Title _____

Contact Person: _____ Phone: .. _____

E-mail: _____

Booking Dates: _____ Reception Date/Time: _____

Drop Off: _____ Installation: _____ Take-Down/Pick Up: _____

Basic Rent: _____ 50% Non-refundable Deposit of _____ due upon signing Contract. Balance, including Extra Costs, due one week prior to Show opening.

Thank you for renting the CVAC Gallery. All individuals or group renters must be members in good standing of Cowichan Valley Arts Council (CVAC). The Renter confirms that the Renter and all members of a Renter Group will comply with the rules, policies and procedures set by CVAC relating to the use of its galleries. Artworks must be received during the scheduled drop-off date/time in order to be installed.

BASIC INFORMATION:

- **GALLERY HOURS:** Monday-Friday 11am – 4 pm; Saturday noon – 4 pm. Please note, we are **closed on Statutory Holidays.**
- **Main Gallery RENT:** minimum of one month (Monday to Saturday) including installation and take-down days @ \$1600.
- **Annex Gallery RENT:** minimum of 2 week rental @ \$175 per week
- **EXTRA COSTS:**
 - \$25 for each additional installation or take-down day
 - Evening Reception: Staffing fee: \$25.00 per person; Set-up/clean-up fee: \$25.00.
 - Rental of CVAC equipment (projector, microphone, etc.)
- **COMMISSION:** with the exception of cards, all sold art works are subject to **20% commission.**
- **CURATION OF SHOW:** CVAC's Curation Team (Curator), will hang the Show, between 9 am and 5 pm on the Installation Day. The Renter acknowledges the decision of the Curator, as to best placement of art works, is final. Once the Show is installed, items cannot be changed in or out, nor can additional pieces be incorporated.

- **POSTER etc:** Promotional poster, inventory book and title cards to be prepared by CVAC in accordance with information provided by Renter (see below).

Please note the following terms and conditions:

1. **Promotion:** CVAC provides limited promotion/marketing. This includes our weekly newsletter, website, select local media outlets, FB and other social media sites as accessible and appropriate. Any additional marketing/advertising is up to and at the discretion of the Renter. **NOTE: CVAC requires that all promotional materials prepared by the Renter must include the CVAC logo, which will be provided electronically to the Renter, and refer to the PORTALS Annex.**
2. **Poster:** Renter to submit electronically to manager@cowichanvalleyartscouncil.ca at least 6 weeks prior to show opening]: (a) a selection of images in high resolution, 300 dpi; and (b) 25-50 word description of the show. CVAC will prepare the poster and submit to the Renter for approval. Once the poster is final, an electronic version will be provided to the Renter for advertising purposes.
3. **Inventory and Title Cards:** Renter to submit to manager@cowichanvalleyartscouncil.ca two weeks prior to show opening using the templates provided by CVAC, an inventory sheet for each artist and a title card for each art piece. The title cards and inventory book will be prepared by CVAC for the Installation Day. If the Renter is also displaying cards for sale, each card (or packet of cards) must have a separate number and be listed on the artists' inventory sheet. Listing of items on the inventory sheet (art work and cards) to include the initials of the artist, and be numbered consecutively.

If a group or organization renting the gallery anticipates 3 or more exhibiting artists, the group is responsible to gather the inventory information and provide to CVAC on a single Excel spreadsheet.

4. **Artist Biography:** Renter to submit to manager@cowichanvalleyartscouncil.ca or hand deliver to the CVAC Office, on or before one month prior to show opening a biography or artist statement. These statements will be assembled together in a book or displayed alongside the art work.
5. **Drop Off day between 10 am and 12 noon:** Renter to deliver final selections, prepared with wires for hanging in accordance with instructions provided and as listed on the inventory sheet(s) submitted. Pieces that are incorrectly wired will not be accepted for hanging. Each art piece to be labelled on the back in accordance with the number on the inventory sheet.
6. **Take-down/Pick-up day :** All artwork and any furniture or other items provided by the Renter must be removed from the gallery.
7. **Sales:** Sold work will be marked with a red dot and left in place until the end of the Show. All sales to be completed by CVAC Volunteers and processed through CVAC's receipt book. After deduction of the **20% commission**, the remainder of the price will be paid to each artist within 30 days of the Show end date. Artists are to make special arrangements with a purchaser, should the purchaser be unable to pick up purchased work at the end of the Show. **NOTE:** all items are to be for sale or marked "Not for Sale." A pre-sold item will not be hung unless the commission is pre-paid to CVAC.

8. **Holds:** A potential purchaser will be permitted a 24-hour hold on artwork by marking it with a green dot.
9. **Insurance:** Renter is responsible for insuring the artwork for the duration of the Show. CVAC carries public liability insurance only. Should loss or damage occur, the Renter will be notified as soon as possible.
10. **Photography:** CVAC does not allow photography or any other form of reproduction of the artwork, except for promotional purposes, or with the express consent from the artist or artist group.
11. **Volunteers:** In order to assist CVAC with its scheduling of volunteer gallery hosts, we request that you or members of the artist group sit the gallery from time to time, either as a host to answer questions or to work on a piece of art pertaining to the Show. This is in addition to any talks or demonstrations held by the Renter. Please provide the Manager with a list of names and the dates available.
12. **Show Openings:** CVAC encourages show openings, artist talks, demonstrations, and other activities to augment your Show. Please discuss your ideas and additional charges with the Manager. Unfortunately, alcohol cannot be served at your opening due to licensing and insurance requirements.
13. **Natural Disaster:** Should a natural disaster or pandemic be declared, the venue may be closed. Any bookings will be cancelled for the duration.

14. CVAC Art Policy

Basic requirements for all shows:

Copyright

- Only original art, that is your own idea, composition and image. It cannot be a direct copy of a photograph unless you took the photo yourself or obtained permission to use the image; it cannot be a copy of another artists' creative work or an image from a publication or the Internet unless permission is obtained from the artist or publication.
- Artists' work must be culturally appropriate in its content with images that the artist is authorized to use.
- CVAC reserves the right to disallow entries that are deemed offensive, or promote hate.
- Eligibility of any artwork is up to the discretion of CVAC.

Presentation

- All art works must be framed or suitably prepared for hanging. No clip frames allowed.
- Metal wire securely attached to the sides of the back of frame
- Frames and matting must be clean and in good condition.
- Works on canvas cradles do not require frames but must be wired
- Wrapped canvases must be painted on the sides with no staples showing.
- Oil paintings must be dry and odour free.

Deadlines

- Art that is delivered past the deadline will not be hung/installed.

Solo/retrospective or rental shows

- The artist's own show inventory must be composed of no more than 50% reproductions including giclée, photocopies, etc. Hand-pulled prints by printmakers are not considered reproductions. Artists can display cards and unframed prints in a folder for sale.
- The age of the art does not matter but it must not have been shown at CVAC in the past two years.

Artist/Renter Signature: (I have read and understand the terms and conditions outlined in this contract)	Executive Director: Tel: 250-746-1633
_____ Date:	_____ Date:
<p>FOR OFFICE USE ONLY: Ten (10) days prior to the Show, the Manager will electronically invoice the Renter for the balance owing, payable seven (7) days in advance of the Show.</p> <p style="text-align: center;">50% Deposit to be received on signing contract.</p> <p>50% Deposit Received in the amount of: _____ Paid by: _____</p> <p style="text-align: center;">Final payment of \$ _____ received on _____</p>	

COWICHAN VALLEY ARTS COUNCIL

FINANCIAL STATEMENTS

MARCH 31, 2023

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YOLANDE GORE INC.
Chartered Professional Accountant
211-80 Station Street, Duncan, B.C. V9L 1M4



Phone: (250) 748-0312
Fax: (250) 748-5626 Email:
yrgore@telus.net

Yolande Gore, CPA

Page 1

COMPILATION ENGAGEMENT REPORT

To the Members of the
Cowichan Valley Arts Council

On the basis of information provided by management, I have compiled the balance sheet of Cowichan Valley Arts Council as at March 31, 2023, the statements of operations and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

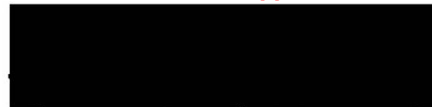
Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

FIPPA s. 22(1)



Chartered Professional Accountant

Duncan, BC
May 26, 2023

**COWICHAN VALLEY ARTS COUNCIL
STATEMENT OF FINANCIAL POSITION
MARCH 31, 2023**

	2023	2022
ASSETS		
CURRENT		
Cash and cash equivalents	\$ 126,170	\$ 96,036
Accounts receivable	4,247	3,410
Goods and services tax recoverable	735	340
Prepaid expenses	<u>1,777</u>	<u>1,956</u>
	\$ 132,929	\$ 101,742
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 5,291	\$ 4,687
Wages payable	2,096	1,291
Payroll deductions payable	5,698	4,370
Deferred contributions (Note 5)	37,000	31,000
Unearned revenue (Note 6)	<u>21,754</u>	<u>18,596</u>
	<u>71,839</u>	<u>59,944</u>
NET ASSETS		
Unrestricted	<u>61,090</u>	<u>41,798</u>
	\$ 132,929	\$ 101,742

APPROVED ON BEHALF OF THE BOARD

[Redacted Signature]

Director **FIPPA s. 22(1)**

[Redacted Signature]

Director

**COWICHAN VALLEY ARTS COUNCIL
STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED MARCH 31, 2023**

	Internally Restricted	Unrestricted	2023	2022
Balance, beginning of year	\$ -	\$ 41,798	\$ 41,798	\$ 83,957
Excess (Deficiency) of revenues over expenses	<u>-</u>	<u>19,292</u>	<u>19,292</u>	<u>(42,159)</u>
Balance, end of year	\$ -	\$ 61,090	\$ 61,090	\$ 41,798

**COWICHAN VALLEY ARTS COUNCIL
STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2023**

Page 4

	2023	2022
REVENUES		
British Columbia Arts Council	\$ 66,000	\$ 31,000
British Columbia Community Gaming Grant	23,500	15,000
Cowichan Valley Regional District	19,000	19,000
Canada Summer Student Grant	11,241	-
Digital Innovation Group Grant	-	2,832
Council for Business and the Arts	-	1,637
Artist entrance and commissions	15,116	16,306
Gallery rentals	14,025	10,465
Workshop fees	39,281	24,291
Donations	9,586	10,174
Memberships	9,860	7,451
Fundraising	8,331	756
Other Revenue	2,665	1,813
	<u>218,605</u>	<u>140,725</u>
EXPENSES		
Advertising	10,669	8,442
Bank charges	3,702	3,252
Child and youth programming	2,835	6,823
Equipment lease (Note 4)	1,167	1,077
Exhibit expenses	487	-
Facility improvements	1,182	36,065
Facility rentals and refreshments	6,208	3,612
Fundraising	4,148	-
Furniture and equipment	14,043	1,221
Insurance	943	918
Licenses, dues and fees	511	213
Office and miscellaneous	4,885	4,692
Professional development	570	214
Professional fees	2,074	5,210
Program leaders	7,255	5,369
Property taxes	219	-
Show coordinators	-	4,000
Outreach/Volunteers	959	967
Telephone and internet	2,102	2,097
Wages and benefits	121,446	89,096
Website improvements	4,705	2,671
Workshops	9,203	6,945
	<u>199,313</u>	<u>182,884</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER INCOME	\$ 19,292	\$ (42,159)

**COWICHAN VALLEY ARTS COUNCIL
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED MARCH 31, 2023**

NOTE 1 BASIS OF ACCOUNTING

The basis of accounting to be applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the additions of:

- Grants receivable
- Goods and services tax recoverable
- Prepaid expenses
- Accounts payable and accrued liabilities
- Wages and payroll deductions payable
- Deferred contributions
- Unearned revenue

NOTE 2 PURPOSE OF THE ORGANIZATION

The Cowichan Valley Arts Council's goal is to encourage and foster appreciation of the broad spectrum of arts and culture in the Cowichan Valley by serving artists and residents through advocacy, by building connections and partnerships and by enhancing exposure and participation in arts and culture. The Cowichan Valley Arts Council was incorporated under the Societies Act on February 2, 1971, and is a registered charity under the Income Tax Act.

NOTE 3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

REVENUE RECOGNITION

The Society uses the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

TANGIBLE CAPITAL ASSETS

The Society expenses all tangible capital assets when acquired. During the current fiscal year, the Cowichan Valley Arts Council expended \$ 14,043 on furniture and equipment, \$ 1,182 on facility improvements and \$ 4,705 on website improvements.

CONTRIBUTED SERVICES

Volunteers contribute many hours per year to assist the Society in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

**COWICHAN VALLEY ARTS COUNCIL
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED MARCH 31, 2023**

NOTE 4 DEFERRED CONTRIBUTIONS

	2023	2022
Funding for expenses of the next year:		
Cowichan Valley Regional District	\$ 19,000	\$ 19,000
British Columbia Arts Council	17,000	12,000
City of Duncan	1,000	-
	<u>\$ 37,000</u>	<u>\$ 31,000</u>

NOTE 5 UNEARNED REVENUE

	2023	2022
Memberships	\$ 3,662	\$ 3,701
Rental deposits	5,802	9,525
Workshop fees	3,920	3,315
Entrance fees	8,370	1,515
Other	-	540
	<u>\$ 21,754</u>	<u>\$ 18,596</u>

Cowichan Valley Arts Council Budget
April 1, 2024 – March 31, 1025
Recommended by the Finance Committee on Apr.26/24
Approved by the Board of Directors on May 29/24

Cowichan Valley Arts Council			
Final Budget 2024 - 2025			
	2023-24 Budget	2023-24 Projected Year End	2024-25 Budget
REVENUE			
Earned Revenue			
Artist Entrance fees	11,000	11,365	12,100
Artists Commission	7,500	5,140	6,000
Admin Fee	200		
Event Tickets	1,500	2,040	2,000
Bar Sales	500	606	750
Workshop Fees - Child and Youth	18,700	25,000	29,000
Workshop Fees	18,000	19,000	25,000
Membership Dues and Fees - 1 year	8,500	9,500	11,200
Sales - Books/art supplies	0	570	0
Gallery Rental	8,500	1,505	8,000
Annex Rental	5,500	5,760	5,760
Studio Rental	1,650	2,760	200
Total Earned Revenue	81,550	83,246	100,010

Net Endowment and Investment Income	2023-24 Budget	2023-24 Projected Year End	2024-25 Budget
Bank Interest/Dividends	0	1,200	1,500
Total Net Endowment and Investment	0	1,200	1,500
Private Sector Revenue			
Donation Box - Cash Donations	1,200	1,800	3,000
Individual Donations	3,000	3,745	3,500
Corporate Donations/Sponsorships	4,500	5,050	8,000
Fundraising Event Revenue	5,500	5,989	7,500
Total Private Sector Revenue	14,200	16,584	22,000
Public Sector Revenue	2023-24 Budget	2023-24 Projected Year End	2024-25 Proposed Budget
Council for Business & the Arts	0	2,500	0
City of Duncan	1,000	1,000	1,000
Vancouver Island Health: Project	0	10,100	0
BC Prov Arts Council: Operating	17,000	17,000	17,000
BC Prov Arts Council : Resilience	8,000	16,691	0
BC Prov Arts Council: Accelerate	10,000	0	0
CVRD: Operating	19,000	19,000	19,000
BC Prov Gaming Grant	30,000	22,000	22,000
Canada Summer Job Grant	15,000	4,985	16,629
Total Public Sector Revenue	100,000	93,276	75,629
TOTAL REVENUE	195,750	194,306	199,139

EXPENSE	2023-24 Budget	2023-24 Projected Year End	2024-25 Budget
Artistic and Program Salaries/Fees			
Prizes	0	1,500	1,500
Total Artistic and Program Salaries/Fees	0	1,500	1,500
Programming Expenses			
Advertising	9,000	12,000	5,000
Exhibit Expenses	500	250	250
Program/Workshop Expenses	7,850	8,800	8,800
Facility Rent	3,500	4,000	3,805
Child & Youth Programming	3,000	2,000	2,750
Events/Refreshments	1,000	3,293	2,000
Musician Fees	550	150	150
Professional Development	500	500	0
Workshop Leader Fees	9,125	14,600	16,220
Fundraising	2,000	1,742	1,750
Volunteer Recognition	1,000	1,200	1,200
Outreach	250	71	0
Total Programming Expenses	38,275	48,606	41,925
Programming Wages & Benefits (Summer Camps)			
Child & Youth Program Wages & Benefits	19,360	18,164	18,144
Total Programming Wages & Benefits (Summer Camps)	19,360	18,164	18,144

Administrative Expenses	2023-24 Budget	2023-24 Projected Year End	2024-25 Budget
Staff Wages & Benefits	119,390	116,300	115,189
Mandatory EE Ben. - WorkSafeBC	250	235	325
Legal Fees, Accounting Fees	2,000	2,000	6,000
Property Tax	225	230	249
Telephone	400	375	400
Furniture & Equipment	1,000	537	0
Facility Improvements	500	559	500
Office Expenses	1,500	2,000	1,000
General Copying and Printing	500	700	700
Photocopier Equipment Lease	1,100	1,100	1,080
E-Mail and Internet Services	1,800	1,900	1,970
Website services	2,500	4,724	3,000
Computer Software, Support & Maintenance	1,500	1,700	1,900
Staff Training	1,000	333	65
Staff Travel/Meals	0	156	200
Board Meetings, Annual Gen Meeting	500	300	500
General Liability Insurance/Dire	1,000	958	1,000
Assoc Dues & Fees	300	512	512
Bank Service Charges	500	500	510
Credit/Debit Card Charges	2,150	2,300	2,470
Total General & Admin. Expenses	138,115	137,420	137,570
TOTAL EXPENSE	195,750	205,689	199,139
NET INCOME	0	-11,384	0

**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: July 29 2024
FULL NAME OF ORGANIZATION: Cowichan Valley Soccer Association
MAILING ADDRESS OF PROPERTY: Box 708 Duncan BC V9L 3Y1
LEGAL DESCRIPTION:
Lot: _____ Block: _____ Plan: _____
TAX ROLL NUMBER: 05999-000 and 05567-000 PID: 003-809-471 and 004-110-358
CIVIC ADDRESS OF PROPERTY (if different than mailing address): 3253 Sherman Rd

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

Not for profit (registered under Societies Act of BC)
Not for profit (CRA registered)
Registered Charity
Other, please specify.

Not for Profit

SOCIETY NUMBER: S-57959 BUSINESS NUMBER: _____
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: _____

Organization Executive:

Title	Name	Phone No.
President	William Keserich	250 748 8354
Secretary	Darian Achurch	[REDACTED] FIPPA s. 22(1)
Treasurer	Ryan Connelly	[REDACTED] FIPPA s. 22(1)

CONTACT DETAILS:

Contact Person & Title: Peter de Lange Vice president

Mailing Address: [REDACTED] FIPPA s. 22(1)

Phone Number: [REDACTED] FIPPA s. 22(1) Email: [REDACTED] FIPPA s. 22(1)

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) yes
NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
NO

If no, please explain:

3. Describe the goals and objectives of your organization:

CVSA wants to make soccer available to as many people as possible, to promote physical and mental well-being. We aim to do this in an all-inclusive environment.

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

The aim is for a better level of health, where everyone feels welcome and appreciated

Describe the activities your organization carries out that contribute to the well-being of the community?

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

CVSA has a committee that deals with diversity.
We have a section in our bylaws to ensure that everyone is welcome and that we can handle complaints properly. CVSA also falls under Canada Soccer which has the same requirements and can be seen on our website Cowichansoccer.com
CVSA has coaches and players from all corners of the world and have arrangements with the local native community.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.

1200

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?

YES
NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?

YES
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?

Through cowichansoccer.com and facebook and Instagram.

On site at Sherman Rd.

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income
concession	CVSA	\$ 15,000

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: _____ Part-time: _____ Number of Volunteers: 200

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

I could not get a hold of the treasurer and found out he is on holidays.

We will get the paper copies of the financials to you as soon as he is back

5.	Prior year actual operating expenses	\$ 267,361
6.	Prior year actual operating revenues	\$ 315,379
7.	Current year annual operating budget of organization (attach a copy)	\$ 275,000
8.	Projected annual operating budget of the organization for the year of requested exemption	\$ 275,000

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

CVSA

Profit and Loss

May 2023 - April 2024

	TOTAL
INCOME	
4000 Primary Income	0.00
4002 Soccer Registration Fees Senior	58,215.00
4003 Soccer Registration Fees Youth	214,584.38
Total 4000 Primary Income	272,799.38
4060 Concession donation	620.00
4061 Concession interest	9.11
4062 Concession food sales	29,874.50
4064 Concession Bottle Returns	647.00
4100 Interest earned	1,149.16
4115 End of Year Party	1,825.00
4200 Tide affiliation fees	3,385.00
4210 Donations	120.00
4215 Adult Soccer Sponsorship Income	4,950.00
Total Income	\$315,379.15
GROSS PROFIT	\$315,379.15
EXPENSES	
5000 Concession COS Food	13,996.13
5001 Concession COS Other	515.20
5002 Concession VIHA Permit	62.50
5005 Accounting/Legal Fees	3,139.13
5010 Bank charges	441.63
5011 Bank charges TeamSnap / Paypal charges	1,311.72
5020 Building R & M	4,365.76
5035 Coaching aids - on line	5,738.73
5040 Equipment Soccer Ball etc	28,810.02
5041 Annual photos	7,680.00
5050 Field Maintenance	323.54
5051 Field rentals	13,987.93
5070 Gym Rentals	13,626.85
5080 Lower Island Registration fees	58,688.00
5081 Lower Island Womens Soccer	8,375.00
5085 Insurance	5,403.00
5090 Office Supplies	239.40
5099 Referees	16,997.71
5120 Reimbursement	4,420.13
5130 Technical Directors	23,477.50
5140 Telephone & Cell Phone	300.89
5150 Utilities Hydro	8,320.11
5155 Uniforms	19,811.65
5160 VISL registration	18,020.00
5170 Website Hosting	289.75
5180 Security	4,069.03
5190 Adult Soccer Sponsorship	4,950.00
Total Expenses	\$267,361.31
PROFIT	\$48,017.84



7030 Trans-Canada Highway
Duncan, BC V9L 6A1 Canada
www.northcowichan.ca
T 250.746.3101
F 250.746.3313

**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: JULY 14, 2024.
FULL NAME OF ORGANIZATION: Crofton Old School Museum Society
MAILING ADDRESS OF PROPERTY: PO Box 49 CROFTON, BC V0R 1R0
LEGAL DESCRIPTION:
Lot: _____ Block: _____ Plan: 10M40
TAX ROLL NUMBER: 04-315-12,316.010 PID: 008-328-1765
CIVIC ADDRESS OF PROPERTY (if different than mailing address):
1504 Joan Ave. Crofton, BC.

In what ways is your organization registered? (Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance).

- Not for profit (registered under Societies Act of BC)
- Not for profit (CRA registered)
- Registered Charity
- Other, please specify.

SOCIETY NUMBER: 50010386 BUSINESS NUMBER: 891316 0331 BC 0001
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: N/A

Organization Executive:

Title	Name	Phone No.
President	Doreen Knight	[REDACTED] FIPPA s. 22(1)
Secretary	Margo Glover	[REDACTED] FIPPA s. 22(1)
Treasurer	Lorelei Rondeau	[REDACTED] FIPPA s. 22(1)

CONTACT DETAILS:

Contact Person & Title: Doreen Knight - president
Mailing Address: [REDACTED] Crofton, BC [REDACTED]
Phone Number: [REDACTED] Email: [REDACTED]
FIPPA s. 22(1) FIPPA s. 22(1)

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) _____
NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
NO

If no, please explain:

3. Describe the goals and objectives of your organization:

Museum - preserving Crofton's history

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

N/A

If yes, please explain:

Describe the activities your organization carries out that contribute to the well-being of the community?

- preserving the community history for generations to come
- provide local information to public

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population - caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

- open to public
- preserving history

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.

1,000 visitors

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

- free access to all - donation box
- wheelchair accessible

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?

YES
NO

Building owned by Crofton Old School
Museum Society
Land owned by Municipality of North Cowichan

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?

YES
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?

- open daily throughout the summer
& by appointment year round
- wheelchair assessible

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: _____ Part-time: _____ Number of Volunteers: 14

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose

- property tax exemption

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

- membership fees - \$1 annually
 - donation box
 - sell bottled water & frozen treats

- 5. Prior year actual operating expenses \$ 1,153.47
- 6. Prior year actual operating revenues \$ 1,633.00
- 7. Current year annual operating budget of organization (attach a copy) \$ _____
- 8. Projected annual operating budget of the organization for the year of requested exemption \$ _____

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

22

Merch People

08 28	CLOSED		
08 29			15
08 30	1 bookmark	2.00	06
			2.00
08 31			05
09 01	1 med. Tee-shirt	30.00	
			30.00

Merchandise Visitors

2023	153.00 +	2023	124.00 +
	186.00 +		90.00 +
	85.00 +		11.00 +
	157.00 +		42.00 +
	170.00 +		51.00 +
	50.00 +		127.00 +
	50.00 +		15.00 +
	50.00 +		25.00 +
	<u>859.00</u> *		<u>759.00</u> *

26 3200

04

09 01	2.00	2.00
-------	------	------

Donations 2023

0.00	*
20.00	+
8.00	+
48.00	+
38.15	+
25.10	+
62.35	+
198.65	+
11.20	+
21.90	+
43.90	+
52.70	+
62.25	+
160.10	+
2.00	+
<u>794.30</u>	*

Crofton Old School Museum Society
Financial Statement May 4, 2022 to May 4, 2023

Balance forward 6253.41

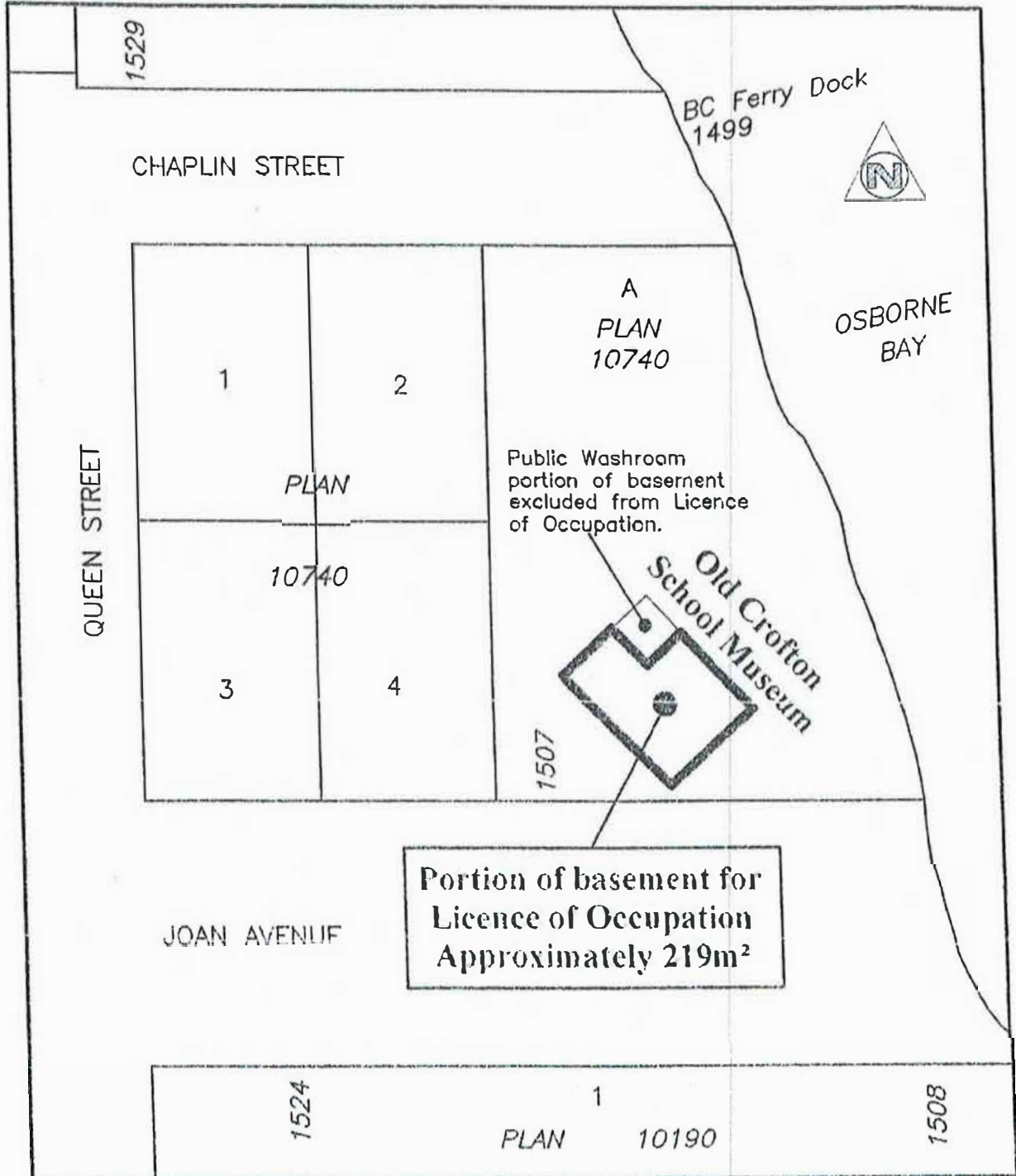
Expenses

Insurance	850.00	
B.C. Annual Report	40.00	
Toilet Repair	125.95	
Purchases for resale (T-shirts, hoodies, Novatties)	1487.23	
	<u>2503.18</u>	= 3750.23

Income Sales & Donations 4736.03 = 8486.26

New Balance 8486.26

SCHEDULE



CroftonSeniorSociety.dwg

**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: August 1 2024
FULL NAME OF ORGANIZATION: Duncan Curling Club
MAILING ADDRESS OF PROPERTY: 3191 Sherman Road, Duncan BC V9L4B3
LEGAL DESCRIPTION:
Lot: 2 SOMENOS LAND DISTRICT Block: SECTION 1, RANGE 4 Plan: VIP18897
TAX ROLL NUMBER: 06000-000 PID: 003-809-510
CIVIC ADDRESS OF PROPERTY (if different than mailing address): _____

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

Not for profit (registered under Societies Act of BC)
Not for profit (CRA registered)
Registered Charity
Other, please specify.

SOCIETY NUMBER: S/0007110 BUSINESS NUMBER: 1012 42North Cowichan Bus Lic
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: _____

Organization Executive:

Title	Name	Phone No.
President	Susanne Grundison	[REDACTED] FIPPA s. 22(1)
Secretary	Kathy Pernak	250-748-9313
Treasurer	Barb Foster	[REDACTED] FIPPA s. 22(1)

CONTACT DETAILS:

Contact Person & Title: Susanne Grundison
Mailing Address: 3191 Sherman Road Duncan BC V9L 4B3 FIPPA s. 22(1)
Phone Number: [REDACTED] FIPPA s. 22(1) Email: [REDACTED]

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) 2019 - 2024?
NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
NO

If no, please explain:

3. Describe the goals and objectives of your organization:

The Duncan Curling Club, located at the Glen Harper Curling Centre in Duncan, BC, aims to foster a welcoming and inclusive environment for curlers of all ages and skill levels. Here are some of their key goals and objectives:

Promote the Sport of Curling: Encourage participation in curling through various leagues, tournaments, and events for men, women, seniors, and juniors¹.

Community Engagement: Strengthen community ties by hosting social events, fundraisers, and community outreach programs¹.

Skill Development: Provide coaching and training opportunities to help members improve their curling skills, from beginners to advanced players².

Facility Maintenance and Improvement: Ensure the curling facilities are well-maintained and continuously improved to provide a safe and enjoyable experience for all members³.

Inclusivity and Accessibility: Create an inclusive environment where everyone feels welcome, regardless of their background or experience level⁴

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

SOCIAL DETERMINANTS OF HEALTH -Two of the key components is recreational and safe enviroments. Our mandate is to provide safe sport for all in an inclusive and welcoming environment.

Describe the activities your organization carries out that contribute to the well-being of the community?

Curling clubs play a significant role in their communities by fostering social connections, promoting physical activity, and supporting local causes. Here are some key ways they contribute:

Social Hub: Curling clubs often serve as a gathering place for community members, providing a space for social interaction and building friendships¹.

Promoting Physical Activity: By offering a sport that is accessible to people of all ages and skill levels, curling clubs encourage physical fitness and a healthy lifestyle².

Charity and Fundraising: Many curling clubs organize events and bonspiels (tournaments) to raise funds for local charities and community projects². These events not only support important causes but also bring the community together.

Youth Engagement: Curling clubs often have programs specifically designed for youth, helping to develop their skills and interest in the sport while providing a positive and structured activity¹.

Volunteering Opportunities: Clubs rely on volunteers for various roles, from coaching to event organization, which fosters a sense of community involvement and pride¹.

Economic Impact: Hosting events and tournaments can bring visitors to the area, benefiting local businesses such as hotels, restaurants, and shops².

Overall, curling clubs contribute to the community by promoting inclusivity, physical activity, and social cohesion. Are you involved with a curling club or considering joining one?

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

Curling is generally considered an affordable sport, especially compared to many other winter sports. Here are some factors that contribute to its affordability:

Club Membership Fees: Many curling clubs offer reasonably priced memberships, which often include access to leagues, practice ice, and social events.

Equipment Costs: Basic curling equipment, such as shoes, brooms, and sliders, is relatively inexpensive. Some clubs also provide rental equipment for beginners.

Community Support: Curling clubs often have programs and sponsorships that help reduce costs for youth and new curlers.

Shared Costs: Since curling is a team sport, costs can be shared among team members, making it more affordable for individuals.

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?
Inclusivity and Accessibility: Create an inclusive environment where everyone feels welcome, regardless of their background or experience or economical level.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.
380

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?
Our Ice is accessible to all levels of ability

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?
YES
NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?
YES
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?
We are a member operated club. Membership open to all. The public is welcome to come enjoy watching the game of curling for any league.

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income
Hall Rental	Duncan Curling Club	\$5000

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: 1 Part-time: 2 Number of Volunteers: 50

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose
January 2023	1775	Sport Tourism Event Grant	Under 21 provincials

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

Membership Fees
Fundraising

- 5. Prior year actual operating expenses \$ 203,582.00
- 6. Prior year actual operating revenues \$ 221,930.00
- 7. Current year annual operating budget of organization (attach a copy) \$ 189,200.00
- 8. Projected annual operating budget of the organization for the year of requested exemption \$ 189,200.00

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

Duncan Curling Club
Balance Sheet
as of April 30, 2024

	2024	2023
Bank Account- Operating	\$ 115,974	\$ 79,403
Security Deposit	4,087	3,949
Account Receivables	3,737	2,985
Inventory	7,236	13,125
Prepaid Expenses	11,325	6,160
Total Current Assets	\$ 142,359	\$ 105,622
Mortgage Receivable	264,266	293,113
Capital Assets	404,910	404,910
	\$ 811,535	\$ 803,645
Accounts Payable	\$ 3,332	\$ 4,066
Deferred Income	4,675	-
Total Current Liabilities	\$ 8,007	\$ 4,066
Opening Net Assets	\$ 799,579	\$ 720,316
Plant replacement fund	-	99,906
Net Income for the period	3,949	(20,643)
	\$ 803,528	\$ 799,579
	\$ 811,535	\$ 803,645

Duncan Curling Club
Income Statement
Period Ending April 30, 2024

	<u>Apr 30</u> <u>2024</u>	<u>Apr 30</u> <u>2023</u>
INCOME		
Dues	\$ 97,129	\$ 80,157
Rentals	21,705	7,454
Bonspiel	20,411	24,578
Bar	56,984	41,207
Advertising	15,389	19,525
Pro shop	10,312	1,318
	<u>\$ 221,930</u>	<u>\$ 174,239</u>
PURCHASES		
Bonspiel, Bar, Pro shop & other	52,772	37,741
	<u>\$ 169,158</u>	<u>\$ 136,498</u>
EXPENSES		
Accounting & legal	\$ 10,080	\$ 8,467
Advertising	666	1,695
Bank charges & interest	2,057	1,546
Cash (over) short	122	65
Contract - Bar staff	8,310	18,575
Contract - Ice maker	63,332	39,464
Contract - Manager	21,714	-
Curling supplies	4,631	2,698
Donations	1,200	-
Garbage	855	2,767
Insurance	7,625	5,671
Janitorial	1,930	3,275
Licences & dues	6,817	6,440
Light, heat & power	41,245	40,714
Office and miscellaneous	4,783	2,051
Property lease	1	1
Repairs & maintenance	24,098	38,971
Telephone & cable	1,968	1,671
Utilities	1,649	1,543
WCB	499	461
	<u>\$ 203,582</u>	<u>\$ 176,075</u>
NET INCOME(LOSS) FROM OPERATIONS	<u>\$ (34,424)</u>	<u>\$ (39,577)</u>
OTHER INCOME AND EXPENSES		
Donations	\$ 6,486	\$ 477
Fundraising	58,502	2,935
Interest	11,964	12,230
Other Income	1,723	3,292
Kitchen Renovation	(40,302)	-
	<u>\$ 38,373</u>	<u>\$ 18,934</u>
NET INCOME(LOSS) for the Period	<u>\$ 3,949</u>	<u>\$ (20,643)</u>

Duncan Curling Club
Statement of Cash Flow
Period Ending April 30, 2024

	Apr 30 2024	Apr 30 2023
OPERATING ACTIVITIES		
Net Income Per Analysis	\$ 3,949	\$ (20,643)
Depreciation	-	-
Gain on Disposal of assets	-	-
	\$ 3,949	\$ (20,643)
Changes in Non-cash working capital		
Accounts receivable	\$ (752)	\$ (1,688)
Inventory	5,888	(1,312)
Prepaid expense	(5,165)	(2,106)
Security deposit	(138)	(106)
Accounts payable	(733)	3,019
Deferred Income	4,675	-
Ice Plant Replacement Fund	-	99,907
	\$ 3,775	\$ 97,714
Cash flow from operating activities	\$ 7,724	\$ 77,071
INVESTING ACTIVITIES		
Purchase of capital assets	\$ (0)	\$ (252,591)
Proceeds on sale of assets	-	-
Change in mortgage receivable	28,847	27,753
	\$ 28,847	\$ (224,838)
INCREASE (DECREASE) IN CASH FLOW	\$ 36,571	\$ (147,767)
Cash beginning of the year	\$ 79,403	\$ 227,170
CASH (DEFICIENCY) - END OF YEAR	\$ 115,974	\$ 79,403
CASH (DEFICIENCY) CONSISTS OF:		
Cash	\$ 115,974	\$ 79,403

Duncan Curling Club
Income Statement
Period Ending April 30, 2024

	Apr 30 2024	Total Budget 2025	Apr 30 2023
INCOME			
Dues	\$ 97,129	\$ 106,000	\$ 80,157
Rentals	21,705	25,000	7,454
Bonspiel	20,411	25,000	24,578
Bar	56,984	60,000	41,207
Advertising	15,389	20,000	19,525
Pro shop	10,312	1,500	1,318
	\$ 221,930	\$ 237,500	\$ 174,239
PURCHASES			
Bonspiel	\$ 9,294	\$ 10,000	\$ 12,716
Bar	17,861	25,000	22,270
Pro shop	14,858	-	2,755
Other	10,759	5,000	-
	\$ 52,772	\$ 40,000	\$ 37,741
GROSS PROFIT	\$ 169,158	\$ 197,500	\$ 136,498
EXPENSES			
Accounting & legal	\$ 10,080	\$ 8,000	\$ 8,467
Advertising	666	1,000	1,695
Bank charges & interest	2,057	2,000	1,546
Cash (over) short	122	-	65
Contract - Bar staff	8,310	9,000	18,575
Contract - Ice maker	63,332	22,000	39,464
Contract - Manager	21,714	75,000	-
Curling supplies	4,631	3,500	2,698
Donations	1,200	-	-
Garbage	855	1,500	2,767
Insurance	7,625	8,900	5,671
Janitorial	1,930	2,500	3,275
Licences & dues	6,817	7,000	6,440
Light, heat & power	41,245	40,000	40,714
Office and miscellaneous	4,783	3,000	2,051
Property lease	1	-	1
Repairs & maintenance	24,098	30,000	38,971
Telephone & cable	1,968	2,000	1,671
Utilities	1,649	1,600	1,543
WCB	499	500	461
	\$ 203,582	\$ 217,500	\$ 176,075
NET INCOME(LOSS) FROM OPERATIONS	\$ (34,424)	\$ (20,000)	\$ (39,577)
OTHER INCOME AND EXPENSES			
Donations	\$ 6,486	6,000	\$ 477
Fundraising	58,502	50,000	2,935
Interest	11,964	10,800	12,230
Other Income	1,723	1,000	3,292
Dehumidifier (refit)	-	(41,800)	-
Kitchen Renovation	(40,302)	(6,000)	-
	\$ 38,373	\$ 20,000	\$ 18,934
NET INCOME(LOSS) for the Period	\$ 3,949	\$ -	\$ (20,643)

**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: _____

FULL NAME OF ORGANIZATION: _____

MAILING ADDRESS OF PROPERTY: _____

LEGAL DESCRIPTION:

Lot: _____ Block: _____ Plan: _____

TAX ROLL NUMBER: _____ PID: _____

CIVIC ADDRESS OF PROPERTY (if different than mailing address): _____

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

- Not for profit (registered under Societies Act of BC)
- Not for profit (CRA registered)
- Registered Charity
- Other, please specify.

SOCIETY NUMBER: _____ BUSINESS NUMBER: _____

REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: _____

Organization Executive:

Title	Name	Phone No.
President		
Secretary		
Treasurer		

CONTACT DETAILS:

Contact Person & Title: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) _____
NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

Non-profit organization

Charitable/philanthropic organization

Athletic or Service Club/Associations (including golf course)

Care facility/registered assisted living residence

Partner of the municipality by agreement under s. 225 of the Community Charter

Other local authority

Place of public worship (and land surrounding exempt building)

Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
NO

If no, please explain:

3. Describe the goals and objectives of your organization:

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

Describe the activities your organization carries out that contribute to the well-being of the community?

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?
YES
NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?
YES
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES

NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES

NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: _____ Part-time: _____ Number of Volunteers: _____

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES

NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

- 5. Prior year actual operating expenses \$ _____
- 6. Prior year actual operating revenues \$ _____
- 7. Current year annual operating budget of organization (attach a copy) \$ _____
- 8. Projected annual operating budget of the organization for the year of requested exemption \$ _____

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.



Duncan Dynamics Gymnastics Club
F2024 Budget to Actual at Jun 30, 2024

Remaining Mos. Of Yr 17%

	Approved Budget	YTD 2024	Remaining - \$	Remaining - %
REVENUE				
Competitions	\$ 90,000	\$ 94,543	-\$ 4,543	-5%
Grants	\$ 26,000	\$ 2,000	\$ 24,000	92%
Invitational programs	\$ 230,334	\$ 192,800	\$ 37,534	16%
Membership fees and other income	\$ 49,683	\$ 48,852	\$ 831	2%
Recreational programs	\$ 371,628	\$ 283,184	\$ 88,444	24%
	<u>\$ 767,645</u>	<u>\$ 621,379</u>	<u>\$ 146,266</u>	<u>19%</u>
COST OF SALES				
Competition fees and expenses	\$ 85,000	\$ 89,183	-\$ 4,183	-5%
Merchant and program fees	\$ 28,186	\$ 20,477	\$ 7,709	27%
Payroll and benefits	\$ 498,184	\$ 445,980	\$ 52,204	10%
Purchases and supplies	\$ 20,051	\$ 19,624	\$ 427	2%
	<u>\$ 631,421</u>	<u>\$ 575,262</u>	<u>\$ 56,159</u>	<u>9%</u>
GROSS PROFIT	<u>\$ 136,224</u>	<u>\$ 46,117</u>	<u>\$ 90,107</u>	<u>66%</u>
	18%	7%		
OPERATING EXPENSES				
Advertising	\$ 868	\$ 609	\$ 259	30%
Amortization	\$ 10,300	\$ -	\$ 10,300	100%
Bad debts	\$ 1,800	\$ 352	\$ 1,448	80%
Bank charges and fees	\$ 729	\$ 807	-\$ 78	-11%
Club and staff events	\$ 3,160	\$ 3,361	-\$ 201	-6%
Coaches gear and training	\$ 4,628	\$ 1,841	\$ 2,787	60%
Insurance	\$ 1,200	\$ 1,738	-\$ 538	-45%
Janitorial	\$ 21,786	\$ 16,774	\$ 5,012	23%
Office expenses	\$ 10,092	\$ 9,166	\$ 926	9%
Professional fees	\$ 24,700	\$ 15,523	\$ 9,177	37%
Rent	\$ 33,993	\$ 28,603	\$ 5,390	16%
Repairs and maintenance	\$ 4,000	\$ -	\$ 4,000	100%
Telephone and utilities	\$ 6,879	\$ 5,838	\$ 1,041	15%
	<u>\$ 124,135</u>	<u>\$ 84,612</u>	<u>\$ 39,523</u>	<u>32%</u>
	16%	14%		
NET INCOME BEFORE OTHER ITEMS	<u>\$ 12,089</u>	<u>-\$ 38,495</u>	<u>\$ 50,584</u>	<u>418%</u>
	2%	-6%		
OTHER INCOME/EXPENSES				
BC Gaming Grant (Equipment)	\$ -	\$ 62,920		
Flood Damage	\$ -	\$ 39,459		
Gain on Sale of Assets	\$ -	\$ 1,848		
CEBA Loan Foregiven	\$ -	\$ 20,000		
	<u>\$ -</u>	<u>\$ 124,227</u>		
NET PROFIT	<u>\$ 12,089</u>	<u>\$ 85,732</u>		
	2%	14%		

Duncan Dynamics Gymnastics Club
Compiled Financial Information
August 31, 2023

To the Board of directors of Duncan Dynamics Gymnastics Club:

On the basis of information provided by management, we have compiled the statement of financial position as at August 31, 2023, and the statements of operations and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Duncan, British Columbia

May 8, 2024

Chartered Professional Accountants

Duncan Dynamics Gymnastics Club
Statement of Financial Position

As at August 31, 2023

	2023	2022
Assets		
Current		
Cash (Note 3)	338,474	224,468
Accounts receivable	190,906	215,855
Prepaid expenses	1,678	1,267
	531,058	441,590
Capital assets (Note 4)	44,893	43,673
	575,951	485,263
Liabilities		
Current		
Accounts payable and accruals	34,936	9,414
Canada Emergency Business Account (Note 5)	60,000	60,000
	94,936	69,414
Deferred contributions (Note 6)	317,571	298,055
	412,507	367,469
Net Assets	163,444	117,794
	575,951	485,263

Duncan Dynamics Gymnastics Club
Statement of Operations and Changes in Net Assets

For the year ended August 31, 2023

	2023	2022
Revenue		
BC Gaming Grant revenue	26,800	19,550
Competition fees and sponsorships	84,095	89,670
Recreational & invitational programs	586,108	382,482
Membership fees	49,577	43,069
Other revenue	-	368
	746,580	535,139
Expenses		
Advertising	542	2,125
Amortization	10,369	9,287
Bad debts	6,261	25,453
Bank charges and interest	615	486
Competition fees and expenses	79,808	94,846
Insurance	1,188	1,138
Janitorial	21,414	17,144
Office expense	10,075	6,288
Repairs and maintenance	3,553	-
Professional fees	25,425	10,121
Rent	32,685	31,733
Merchant and program fees	25,539	16,309
Club and staff events	2,583	1,098
Salaries and benefits	441,132	361,097
Supplies	23,525	22,881
Training and education	9,748	6,323
Utilities	6,468	9,173
Total expenses	700,930	615,502
Excess (deficiency) of revenue over expenses	45,650	(80,363)
Net assets	117,794	198,157
Net assets, end of year	163,444	117,794

Duncan Dynamics Gymnastics Club Notes to the Compiled Financial Information

For the year ended August 31, 2023

1. Basis of accounting

The basis of accounting applied in the preparation of the financial information of Duncan Dynamics Gymnastics Club as at August 31, 2023 is on the historical cost basis, reflecting cash transactions with the addition of:

- accounts receivable less an allowance for doubtful accounts
- deferred contributions recorded if pertain to subsequent fiscal years
- capital assets amortized on the same basis as capital cost allowance rates
- accounts payable and accrued liabilities

2. Incorporation and nature of the organization

Duncan Dynamics Gymnastics Club (the "Organization") was registered with the Society's Act of British Columbia on August 20, 1997. The Organization's main activity is gymnastics programming for all levels of participants.

3. Cash reserves

During the year, the Organization reserved funds for the Canada Emergency Bank Account (CEBA) repayment and capital improvements. The balance held in the reserve as at August 31, 2023 is as follows:

	<i>2023</i>	<i>2022</i>
CEBA repayment	60,000	60,000
Capital improvements	150,000	150,000
	210,000	210,000

4. Capital assets

The capital assets listed below have been amortized at a rate of 20% for equipment and 55% for computer equipment.

	<i>Cost</i>	<i>Accumulated amortization</i>	<i>2023 Net book value</i>	<i>2022 Net book value</i>
Computer equipment	3,662	1,696	1,966	564
Equipment	86,794	43,867	42,927	43,109
	90,456	45,563	44,893	43,673

5. Canada Emergency Business Account

The CEBA loan is repayable and was repaid by the Organization on January 18, 2024. As the loan was repaid by such date, \$20,000 will be forgiven.

Duncan Dynamics Gymnastics Club
Notes to the Compiled Financial Information

For the year ended August 31, 2023

6. Deferred contributions

Deferred contributions are comprised of registration fees for gymnastics programming that starts in September of each year and events to be held throughout the gymnastics season. These fees are recognized as deferred contributions at year-end and are recognized as revenue throughout the year as they are earned.

	2023	2022
Competitive	136,115	89,960
Recreational	75,546	78,547
Developmental	-	41,065
Interclub	44,827	37,360
Membership	38,635	20,514
Mental performance	-	8,600
Preschool plus	5,023	8,034
Competitions	-	6,510
Birthday parties	7,425	3,825
Interclub	-	3,640
Equipment	10,000	-
	317,571	298,055

**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: _____

FULL NAME OF ORGANIZATION: _____

MAILING ADDRESS OF PROPERTY: _____

LEGAL DESCRIPTION:

Lot: _____ Block: _____ Plan: _____

TAX ROLL NUMBER: _____ PID: _____

CIVIC ADDRESS OF PROPERTY (if different than mailing address): _____

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

- Not for profit (registered under Societies Act of BC)
- Not for profit (CRA registered)
- Registered Charity
- Other, please specify.

SOCIETY NUMBER: _____ BUSINESS NUMBER: _____

REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: _____

Organization Executive:

Title	Name	Phone No.
President		
Secretary		
Treasurer		

CONTACT DETAILS:

Contact Person & Title: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) _____
NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
NO

If no, please explain:

3. Describe the goals and objectives of your organization:

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

Describe the activities your organization carries out that contribute to the well-being of the community?

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?
YES
NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?
YES
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES

NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES

NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: _____ Part-time: _____ Number of Volunteers: _____

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES

NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

- 5. Prior year actual operating expenses \$ _____
- 6. Prior year actual operating revenues \$ _____
- 7. Current year annual operating budget of organization (attach a copy) \$ _____
- 8. Projected annual operating budget of the organization for the year of requested exemption \$ _____

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

Navy League of Canada - Cowichan Branch
 Financial Statement Report
 Dec. 1, 2022 - Nov. 30, 2023

Accounts	GAMING	GENERAL
Gaming deposits	\$0.00	
Trust account interest/dividends		\$3,841.02
Legion		\$4,500.00
Donation		\$100.00

Total Revenue	\$0.00	\$8,441.02
----------------------	---------------	-------------------

Expenditures	Gaming	General
--------------	--------	---------

Sea Cadets	\$1,405.00	\$829.50
Heat Pump Loan payments \$400 X 12 Months		\$4,800.00
Legion - poppy funds		\$115.00
Shaw Telephone		\$551.36
BC Hydro		\$3,418.40
Garbage Pick up		\$1,161.65
Building maintenance		\$3,372.08
Building insurance		\$3,785.20
Water bill CVRD		\$719.78

Total Expenditures	\$1,405.00	\$18,752.97
---------------------------	-------------------	--------------------

Excess of Revenues over expenses	-\$1,405.00	-\$10,311.95
---	--------------------	---------------------

Fund Balances - beginning of year	\$1,452.42	\$17,847.71
--	-------------------	--------------------

Fund Balances - end of year	\$47.42	\$7,535.76
------------------------------------	----------------	-------------------

Teri Vetter

From: Sharon Irving <slirving@shaw.ca>
Sent: Friday, July 26, 2024 10:40 AM
To: Teri Vetter
Subject: Friends of Cowichan Cadets Society

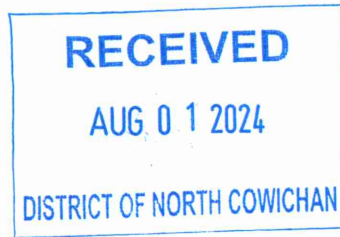
Good morning. The Society was created a number of years ago in order to transfer ownership of the cadet hall which had been held in trust for many years by several trustees. The building was held in trust, and continues to be held in trust for the use of Navy League of Canada and currently the training facility for the Admiral Mainguy sea cadets.

Any expenses for utilities etc. are paid by Navy League of Canada Cowichan Branch. The Society has no income or bank account. Navy League's funds come mainly from donation and gaming.

I trust you will find this explanation to be in order.

Sharon Irving
Trustee for
Friends of Cowichan Cadets Society

Sent from my Galaxy



7030 Trans-Canada Highway
Duncan, BC V9L 6A1 Canada
www.northcowichan.ca
T 250.746.3101
F 250.746.3313

**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: July 31, 2024
FULL NAME OF ORGANIZATION: MAPLE BAY ROWING CLUB
MAILING ADDRESS OF PROPERTY: 6735 Beamont Ave., Duncan, B.C. V9L 5X4
LEGAL DESCRIPTION:
Lot: _____ Block: _____ Plan: _____
TAX ROLL NUMBER: 08328-000 and 01640-005 PID: 008-635-919 and 003-868-354
CIVIC ADDRESS OF PROPERTY (if different than mailing address): _____

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

- Not for profit (registered under Societies Act of BC)
- Not for profit (CRA registered)
- Registered Charity
- Other, please specify.

SOCIETY NUMBER: S-0013801 BUSINESS NUMBER: 6846308948RT0001
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: S-0013801

Organization Executive:

Title	Name	Phone No.
President	Kathy Thibodeau	250-252-5316
Secretary	Judy Smith	250-537-7970
Treasurer	Neil Bevan	250-715-813

CONTACT DETAILS:

Contact Person & Title: Neil Bevan, Treasurer

Mailing Address: 6735 Beaumont Ave., Duncan, B.C. V9L 5X4

Phone Number: 250-715-8123

Email: neilbevan@shaw.ca

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) YES
NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
NO

If no, please explain:

3. Describe the goals and objectives of your organization:

To provide recreational and competitive rowing for junior and master rowers. Provide support for the National Rowing Team when needed.

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

We provide facilities for physical activities, rowing being the main program. We also have yoga and other activities to promote physical well being. The building is available for community events such as Canada Day celebrations, New Years Day polar bear swim and community meetings such as the Government Dock strategy plan.

Describe the activities your organization carries out that contribute to the well-being of the community?

See item 4

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.
250

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?

YES
NO North Cowichan

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?

YES
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged
Lindsay Wise	1200	\$1,000.00 /mo.

4. How is your organization accessible to the public?
 Arrangements are made by contacting the executive.

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income
hall rentals	Maple Bay Rowing Club	\$4,600 +/-

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: ¹_____ Part-time: ⁵_____ Number of Volunteers: ¹⁰⁰_____

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose
Sep 20, 2021	27,920.00	Prov. of B.C.	expenses/boat purchase
Oct. 18, 2022	20,000.00	Prov. of B.C.	expenses
July 20, 2023	7,700.00	Duncan Dabber Bingo	safety equipment
Oct. 27, 2023	20,000.00	Prov. of B.C.	expenses
Dec. 28, 2023	60,000.00	Prov. of B.C.	Building renovation

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

- Membership rowing fees
- Membership social dues
- MBRC annual regatta at Quamichan Lake
- Social event fundraisers
- Fundraiser - bottles, purdies, etc
- Boat storage -members only

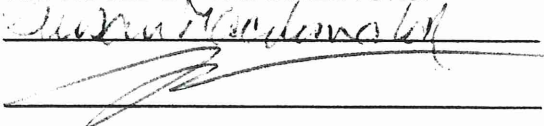
5. Prior year actual operating expenses	\$ 139,980
6. Prior year actual operating revenues	\$ 142,580
7. Current year annual operating budget of organization (attach a copy)	\$ -12,705
8. Projected annual operating budget of the organization for the year of requested exemption	\$ 1,825

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

**MAPLE BAY ROWING CLUB
STATEMENT OF FINANCIAL POSITION
AT AUGUST 31, 2023**

ASSETS		2023	2022
CURRENT			
Cash		\$5,569	\$4,542
Internally restricted funds		60,000	60,000
Accounts receivable		5,928	5,808
Inventory		664	417
Deposit		<u>100</u>	<u>100</u>
		<u>72,261</u>	<u>70,867</u>
DIRECT ACCESS GAMING ACCOUNT		<u>7,828</u>	<u>417</u>
CAPITAL ASSETS			
Rowing shells & blades		400,363	400,363
Coach boats & motors		56,098	50,098
Rowing equipment		<u>30,069</u>	<u>25,172</u>
		486,530	475,633
Accumulated amortization		<u>(184,810)</u>	<u>(159,165)</u>
		<u>301,720</u>	<u>316,468</u>
		<u><u>\$381,809</u></u>	<u><u>\$387,752</u></u>
LIABILITIES			
CURRENT			
Accounts payable and accrued		\$6,377	\$11,592
Prepaid deposits		588	3,400
Damage deposit		<u>500</u>	<u>500</u>
		<u>7,465</u>	<u>15,492</u>
BILL MURRAY - BURSARY FUND		<u>1,423</u>	<u>1,939</u>
JUSTIN FRYER - SERVICE AWARD		<u>350</u>	<u>350</u>
MEMBERS' EQUITY			
EQUITY - END OF YEAR		<u>372,571</u>	<u>369,971</u>
		<u><u>\$381,809</u></u>	<u><u>\$387,752</u></u>

APPROVED BY THE DIRECTORS:



**MAPLE BAY ROWING CLUB
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED AUGUST 31, 2023**

	2023	2022
REVENUES		
Junior fees	\$19,781	\$20,579
Masters' fees	25,962	19,935
Learn to row	13,015	10,601
MBRC regatta - net	3,642	6,917
Social dues	1,638	38
Social events - net	685	(308)
Social entertainment - net	2,480	163
Clothing sales - net	95	9
Rentals - apartment	12,000	7,625
- hall	2,572	3,667
Fundraising - net	8,337	2,854
Boat storage	3,669	3,243
Donations	13,966	1,090
Grants - net	14,738	6,842
Direct Access Grant	<u>20,000</u>	<u>28,306</u>
TOTAL REVENUES - NET	<u>142,580</u>	<u>111,561</u>
EXPENDITURES		
Administration	3,420	860
Loss on disposal of Capital Assets	0	1,200
Amortization of Capital Assets	25,645	16,266
Bank charges	330	492
Boats & blade maintenance	5,976	3,337
Coaching wages & benefits	53,402	34,805
Coach boat fuel	1,829	1,533
Consulting fees	5,463	1,148
Insurance	9,885	9,603
Membership - RCA & Rowing B C	640	516
Regatta entry fees	0	529
Regatta travel	758	0
Safety supplies - Covid 19	571	34
Training	70	650
Trophies	81	0
Uniforms	0	1,087
6735 Beaumont Ave. - expenses	24,508	9,572
Art Mann Park - expenses	4,675	3,117
Telephone & internet	<u>2,727</u>	<u>805</u>
TOTAL EXPENDITURES	<u>139,980</u>	<u>85,554</u>
EXCESS OF REVENUES OVER EXPENDITURES	2,600	26,007
EQUITY - BEGINNING OF YEAR	<u>369,971</u>	<u>343,964</u>
EQUITY - END OF YEAR	<u><u>\$372,571</u></u>	<u><u>\$369,971</u></u>

MAPLE BAY ROWING CLUB

PROJECTED REVENUES & EXPENSES

FOR THE YEAR ENDED AUGUST 31, 2025

				Budget	Budget	Budget	Budget
				August 31, 2022	August 31, 2023	August 31, 2024	August 31, 2025
REVENUES							
	Membership fees - Juniors			\$ 14,000	\$ 20,000	\$ 20,000	\$ 20,000
	Membership fees - Masters			23,500	20,000	26,000	26,000
	Learn to Row			8,000	8,000	13,000	8,000
	Social diues			550	700	1,500	2,000
	Rental - apartment			9,000	12,000	12,000	12,000
	Rental - hall			1,000	2,000	2,500	5,000
	MBRC Regatta - net			5,000	5,000	4,000	4,500
	Social events - net			200	200	1,000	5,500
	Boat storage			3,100	3,100	3,600	4,400
	Fundraising and donations - net			4,000	2,000	15,000	10,000
	Direct Access Grant			-	-	-	20,000
				\$ 68,350	\$ 73,000	\$ 98,600	\$ 117,400
EXPENSES							
	Coaching wages & benefits			20,000	30,000	55,000	58,000
	Boat fuel			650	1,000	2,000	1,500
	Boats & blade maintenance			4,000	4,000	6,000	7,000
	Insurance			9,600	9,000	11,600	13,600
	Bank charges			312	350	360	360
	Consulting fees			1,500	1,500	2,500	2,000
	Training			-	1,000	500	500
	Trophies			-	250	250	250
	Membership - RCA & Rowing BC			500	516	640	810
	Safety supplies			1,000	500	500	1,000
	Regatta travel - net			500	500	500	500
	Janitorial			3,000	3,000	6,000	6,000
	Building repairs			5,000	10,000	15,000	15,000
	Hydro			2,500	4,000	2,400	2,000
	Water			300	250	310	310
	Art Mann site - hydro			2,500	3,000	3,000	3,000
	Administration			1,000	1,000	2,000	1,000
	Telephone & internet			525	525	2,745	2,745
				\$ 52,887	\$ 70,391	\$ 111,305	\$ 115,575
Net				\$ 15,463	\$ 2,609	\$ (12,705)	\$ 1,825

**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: _____

FULL NAME OF ORGANIZATION: _____

MAILING ADDRESS OF PROPERTY: _____

LEGAL DESCRIPTION:

Lot: _____ Block: _____ Plan: _____

TAX ROLL NUMBER: _____ PID: _____

CIVIC ADDRESS OF PROPERTY (if different than mailing address): _____

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

- Not for profit (registered under Societies Act of BC)
- Not for profit (CRA registered)
- Registered Charity
- Other, please specify.

SOCIETY NUMBER: _____ BUSINESS NUMBER: _____

REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: _____

Organization Executive:

Title	Name	Phone No.
President		
Secretary		
Treasurer		

CONTACT DETAILS:

Contact Person & Title: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) _____
NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

Non-profit organization

- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
NO

If no, please explain:

3. Describe the goals and objectives of your organization:

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

Describe the activities your organization carries out that contribute to the well-being of the community?

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?
YES
NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?
YES
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES

NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES

NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: _____ Part-time: _____ Number of Volunteers: _____

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES

NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

- 5. Prior year actual operating expenses \$ _____
- 6. Prior year actual operating revenues \$ _____
- 7. Current year annual operating budget of organization (attach a copy) \$ _____
- 8. Projected annual operating budget of the organization for the year of requested exemption \$ _____

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

MAPLE BAY YACHT CLUB

FINANCIAL STATEMENTS

SEPTEMBER 30, 2023

(Unaudited - Internally Prepared)

MAPLE BAY YACHT CLUB
BALANCE SHEET
SEPTEMBER 30, 2023
(Unaudited - Internally Prepared)

ASSETS

	2023	2022
<u>Current Assets:</u>		
Cash (Note 1)	\$ 35,768	\$ 53,515
Term deposits (Note 1)	186,072	146,800
Accounts receivable (Note 2)	33,394	34,626
Inventory (Note 3)	31,967	38,914
Prepaid expenses	61,227	54,587
	348,428	328,442
<u>Property, Plant and Equipment:</u> (Note 4)	3,982,401	3,717,558
	\$ 4,330,829	\$ 4,046,000

LIABILITIES & NET ASSETS

<u>Current Liabilities:</u>		
Line of Credit (Note 6)	\$ 333,815	\$ 150,398
Accounts payable and accrued liabilities (Note 5)	349,325	167,710
Current portion of long term debt	53,814	51,360
	736,954	369,468
<u>Long Term Debt</u> (Note 7)	212,257	266,345
<u>Deferred Capital Contributions</u> (Note 8)	17,140	17,865
	966,351	653,678
<u>Net Assets</u>		
General fund	3,160,881	3,236,025
Internally restricted (Note 9)	203,597	156,297
	3,364,478	3,392,322
	\$ 4,330,829	\$ 4,046,000

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

MAPLE BAY YACHT CLUB
STATEMENT OF CHANGES IN NET ASSETS
 Year ended September 30, 2023
 (Unaudited - Internally Prepared)

	General Fund	Internally Restricted	2023	2022
Net Assets, beginning of year	\$ 3,236,025	\$ 156,297	\$ 3,392,322	\$ 3,371,195
Net operating income (loss)	-27,844		-27,844	21,127
Internal transfer of initiation fees	<u>-47,300</u>	<u>47,300</u>	<u>0</u>	<u>0</u>
Net Asset, end of year	<u>\$ 3,160,881</u>	<u>\$ 203,597</u>	<u>\$ 3,364,478</u>	<u>\$ 3,392,322</u>

MAPLE BAY YACHT CLUB
STATEMENT OF INCOME
Year ended September 30, 2023
(Unaudited - Internally Prepared)

	<u>2023</u>	<u>2022</u>
<u>Revenue</u> (Schedule 1)	\$ <u>834,348</u>	\$ <u>766,621</u>
<u>Expenses:</u>		
Advertising	1,053	0
Amortization	129,389	112,233
Bad debts	2,619	600
Bank charges and credit card charges	16,924	15,202
Executive, committee, and volunteer expenses	1,667	1,995
Contractor services	1,460	3,190
Entertainment	5,617	4,374
Food purchases	41,693	27,793
Foreshore lease	15,283	15,283
Insurance	52,778	48,592
Interest on long term debt	16,413	14,883
Liquor purchase	39,829	29,181
Licenses and dues	13,329	12,564
Merchandise purchases	7,932	3,897
Office expenses	4,872	5,959
Outstation expense	5,428	4,262
Printing	11,845	9,767
Professional fees	8,632	8,376
Property taxes	31,010	29,424
Repairs and maintenance	88,910	61,783
Rentals	10,538	7,337
Supplies	35,937	33,221
Wages and benefits	254,583	238,874
Travel	4,207	1,350
Trophies and prizes	2,582	2,556
Utilities	47,104	52,798
Key fob inventory write down	10,558	0
	<u>862,192</u>	<u>745,494</u>
 <u>Net Income for the period</u>	 <u>\$ -27,844</u>	 <u>\$ 21,127</u>

MAPLE BAY YACHT CLUB
SCHEDULE OF REVENUE
 Year ended September 30, 2023
 (Unaudited - Internally Prepared)

Schedule 1

	2023	2022
Moorage fees	\$ 373,227	\$ 370,729
Membership dues	162,283	160,402
Bar Sales	93,479	72,247
Initiation	47,300	48,647
Social events	13,858	4,091
Food sales	23,005	10,340
Sailing school and junior program	31,950	450
Regatta	9,051	13,007
Racing and cruising events	3,924	4,073
Merchandise sales	3,787	1,626
Utilities	31,801	36,961
Rentals	1,512	0
Interest	4,533	3,038
Yearbook	11,150	11,635
Miscellaneous (Note 9)	1,416	1,900
Donations and fundraising	789	2,498
Participation Program	20,558	23,948
Gaming income (Note 7)	725	1,029
	\$ 834,348	\$ 766,621

MAPLE BAY YACHT CLUB
STATEMENT OF CASH FLOW
Year ended September 30, 2023
(Unaudited - Internally Prepared)

	2023	2022
Cash provided by (used in):		
<u>Operations</u>		
Revenues, excluding initiation fees	\$ 787,048	\$ 717,974
Operating expenses, excluding interest on long term debt and amortization	716,390	618,381
Operating Income	70,658	99,593
Changes in non-cash working capital components:		
Decrease (Increase) in accounts receivable	1,232	16,136
Decrease (Increase) in prepaid expenses	-6,640	-3,636
	65,250	112,093
<u>Investing:</u>		
Proceeds of disposition of property, plant and equipment	0	14,286
Purchase of property, plant and equipment	-394,239	-371,590
Decrease (Increase) in Inventory assets	6,947	-4,840
Increase (Decrease) in deferred capital contributions re grants	-725	-1,029
Initiation fees received	47,300	48,647
	-340,717	-314,526
<u>Financing:</u>		
Line of credit	183,417	150,398
Change in accounts payable and accrued liabilities	181,621	46,491
Loan repayments	-51,633	-49,582
Interest paid	-16,413	-14,883
	296,992	132,424
Change in cash position	21,525	-70,009
Cash position, beginning of period	200,315	270,324
Cash position, end of period	\$ 221,840	\$ 200,315
Represented by:		
Cash	\$ 35,768	\$ 53,515
Term Deposits	186,072	146,800
	\$ 221,840	\$ 200,315

MAPLE BAY YACHT CLUB
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023
(Unaudited - Internally Prepared)

Note 1 Cash and Term Deposits

Cash and term deposits include \$203,597 which is internally restricted as described in Note 9 plus \$1,399 in restricted gaming funds. The term deposits are held at Island Savings Credit Union and bear interest at 3.1% to 4.75% per annum maturing at March 23, 2023 and beyond.

Note 2 Accounts Receivable

Accounts receivable consist of the following:

	2023	2022
Trade accounts receivable	17,829	17,770
Sales tax recoverable	15,565	16,882
	33,394	34,652
Allowance for Doubtful Accounts	0	0
	33,394	34,652

Note 3 Inventories

Inventories consist of bar stock, regalia, food, dry goods and hospitality supplies valued at cost. The inventory of keb fobs was written off in the current year as they will no longer work with the new locking mechanism on the entrance gate.

Note 4 Property, Plant and Equipment

Acquisitions are recorded at cost. Amortization has been recorded in the accounts at the following number of years on a straight line basis, except in the year of acquisition when one half of the listed rate is applied.

	Years	Cost	Accumulated Amortization	Net 2023	Net 2022
Land		1,557,815		1,557,815	1,557,815
Docks	40	2,835,883	1,267,441	1,568,442	1,514,878
Buildings	40	585,038	289,627	295,411	244,991
Computers	3	23,120	20,438	2,682	97
Training Boats	10	220,343	174,569	45,774	55,734
Furniture and equipment	20	183,428	150,597	32,831	38,679
Boathouses	40	426,336	221,568	204,768	216,518
Paving	30	329,664	54,986	274,678	88,846
		6,161,627	2,179,226	3,982,401	3,717,558

Real estate assets are pledged as security for the mortgage payable described in Note 8. The deemed cost of land increased by \$1,454,191 with a credit to opening members equity of the same amount.

MAPLE BAY YACHT CLUB
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023
(Unaudited - Internally Prepared)

Note 5 Accounts Payable and Accrued Liabilities

Accounts payable and accrued liabilities consists of the following:

	2023	2022
Trade accounts payable	256,088	71,324
Wages payable	16,928	13,307
Due to government agencies	5,936	11,399
Sales taxes payable	1,093	1,180
Customer deposits and prepayments	69,280	70,503
	349,325	167,713

Note 6 Line of Credit

The Club negotiated a \$450,000 line of credit to cover the cost of C Dock improvements, piling project, house renos and paving. The balance at September 30 is \$333,815 including interest to September 30. The current interest rate on the line of credit is 8.2%

Note 7 Long Term Debt

Long term debt is payable to Island Savings Credit Union. The loan is repayable in blended monthly payments of \$5320.02 including interest at 4.15%. The loan matures on April 1, 2027 and is secured by a mortgage on land and building. Prepayments without penalty are allowed in the amount of \$38,856 per year.

	2023	2022
Island Savings Credit Union	266,071	317,705
Less: Current Portion	53,814	51,360
	212,257	266,345

Principal repayments due over the next 5 years are as follows:

2024	53,814
2025	56,090
2026	58,463
2027	60,936
Thereafter	36,768
	266,071

Note 8 Deferred Capital Contributions

	2023	2022
Balance, beginning of year	17,865	18,894
Less:		
Amounts recognized as revenue during the year	725	1,029
Balance, end of year	17,140	17,865

MAPLE BAY YACHT CLUB
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023
(Unaudited - Internally Prepared)

Note 8 Deferred Capital Contributions, continued

Deferred capital contributions from gaming grants are transferred to income annually at the amount of amortization taken on the assets purchased with gaming grants.

Note 9 Internally Restricted Net Assets

The Board has internally restricted net assets for capital expenditures on specified capital projects, as follows:

	2023	2022
Balance, beginning of year	156,297	107,650
Add:		
Initiation fees internally restricted net asset from operations	47,300	48,647
	203,597	156,297
Less:		
Capital expenditures made funded from restricted capital	0	0
	0	0
Balance, end of year	203,597	156,297

Note 10 Income Statement

Miscellaneous income consists of:

	2023	2022
Late fees	700	800
Cost recoveries	0	300
PST commissions earned	532	437
Cash back due on credit card	184	274
Other	0	89
	1,416	1,900

Note 11 Contributed Services

A substantial number of individuals have contributed significant time and expertise to the Yacht Club in projects and operations. However, since no objective basis exists for determining fair values, no amounts have been recorded in the financial statements relating to these services.

Note 12 Comparative Figures

Some comparative figures have been restated to conform to current year presentation.

MAPLE BAY YACHT CLUB 2023 - 2024 OPERATING BUDGET

Revenue	Admin	Bar/ Kitchen	House Grounds	Membership	Marine	Hospitality & Communicat	Fleet Racing	Youth	Staff Captain	Total	Actual 2022-2023
Moorage revenue					387,067					387,067	365,976
Reciprocal/ Visitor Moorage					4,500					4,500	4,151
Utilities					31,000					31,000	31,801
Moorage Sublet fees	1,500									1,500	650
Membership fees				163,000						163,000	162,283
Initiation fees				30,000						30,000	47,300
Bar revenue		92,000								92,000	93,479
Event Revenue					3,000	9,670				12,670	13,858
Food sales		22,150					5,000			27,150	27,167
Merchandise Sales	2,000	300		3,000			2,500			7,800	4,785
Racing revenue							6,500			6,500	6,954
Cruising revenue									3,950	3,950	860
Sailing school								35,000		35,000	31,864
Interest income	8,500							60		8,560	4,533
Late fees	500									500	700
Year book advertising						11,150				11,150	11,150
Rentals			1,500							1,500	1,512
Donations, Fundraising								350		350	875
Participation				20,000						20,000	20,558
Other								725		725	3,892
Total	12,500	114,450	1,500	216,000	425,567	20,820	14,000	36,135	3,950	844,922	834,348
Expenses											
Accounting/Audit	7,500									7,500	8,632
Advertising								850		850	1,053
Bad Debts										0	2,619
Bank charges	500									500	2,811
Credit card fees	12,000						320	250		12,570	14,114
Computer supplies	250									250	346
Contract services						150	1,000			1,150	1,460
Decorations						250				250	816
Donations (incl Marine Parks)									800	800	597
Insurance	2,580		16,462		32,900			3,287		55,229	52,778
Interest	43,101									43,101	16,413
Legal										0	
Licences and Fees	3,650	825			4,026	680	510	1,170	515	11,376	13,329
Miscellaneous										0	
Office Supplies	1,650			50	400					2,100	2,044
Office Equipment Rental	1,872									1,872	1,476
Officer & Committee Expenses	275				5,000					5,275	275

MAPLE BAY YACHT CLUB 2023 - 2024 OPERATING BUDGET

	Admin	Bar/ Kitchen	House Grounds	Membership	Marine	Events& Communicat	Fleet Racing	Youth	Staff Captain	Total	Actual 2022-2023
Postage	775									775	1,005
Printing	2,550	120			1,000	6,000	250	100		10,020	11,845
Liquor purchases		37,900				1,375				39,275	39,829
Cleaning			13,600							13,600	14,638
Entertainment					150	1,850	1,825		1,300	5,125	5,617
Food Purchases		19,150		500	4,000	8,050	3,500	1,100	3,000	39,300	41,693
Foreshore Lease					15,283					15,283	15,283
Garbage disposal			3,080		3,080					6,160	5,093
Merchandise purchases	2,000	250		2,750			1,850	1,500		8,350	7,932
Outstation leases									4,000	4,000	5,428
Property taxes			17,555		17,555					35,110	31,010
Rentals	1,675		750		2,550	825	4,020			9,820	10,538
Repairs and maintenance			29,500		30,000				250	59,750	45,369
Repairs - equipment		2,000	350		5,000			3,100		10,450	16,494
Safety equipment			500		400			1,000		1,900	1,753
Security			1,070		2,500					3,570	1,070
Snow removal			3,000		1,500					4,500	6,246
Sponsorships										0	
Supplies	2,848	16,000	7,750	3,000	3,225		2,450		250	35,523	43,926
Travel	1,300	525	150		1,000	50	500	500		4,025	4,207
Trophies & prizes	250			150	150	50	750		1,050	2,400	2,582
Telephone					1,050					1,050	1,241
Cable & internet	2,800		2,765							5,565	2,763
Utilities			5,700		35,000					40,700	43,100
Volunteer expenses			195		2,000		85		60	2,340	796
Wages	63,500	56,756			52,715			32,500		205,471	227,917
EI	1,403	1,295			1,203			727		4,628	5,085
CPP	3,570	3,168			2,720			1,116		10,574	8,957
WCB	445	392			370			223		1,430	1,585
Other HR expenses	600	825			1,100			1,000		3,525	6,202
Medical	875	1,751			2,652			0		5,278	4,838
Total expenses	157,969	140,957	102,427	6,450	228,529	19,280	17,060	48,423	11,225	732,320	732,805
Net Income before amortization	-145,469	-26,507	-100,927	209,550	197,038	1,540	-3,060	-12,288	-7,275	112,602	101,543

**Permissive Tax Exemption Application
(2024-2027)**

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process

Please submit application to the Finance Department

Director of Finance
Municipality of North Cowichan
Duncan, BC V9L 6A1
Fax. 250.746.3133
Email: finance@northcowichan.ca

APPLICATION DEADLINE: AUGUST 1

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: July 25, 2024
FULL NAME OF ORGANIZATION: Mount Brenton Golf Course Ltd.
MAILING ADDRESS OF PROPERTY: 2816 Henry Rd. Chemainus BC V0R 1K5
LEGAL DESCRIPTION:
Lot: B Section 14 Block: Range 5 Plan: VIP 49554
TAX ROLL NUMBER: 163-21-020 PID: 015-797-309
CIVIC ADDRESS OF PROPERTY (if different than mailing address): _____

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

Not for profit (registered under Societies Act of BC)
Not for profit (CRA registered)
Registered Charity
Other, please specify.

Not for profit (CRA registered)

SOCIETY NUMBER: _____ BUSINESS NUMBER: 121416804

REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: _____

Organization Executive:

Title	Name	Phone No.
President	Tom Andrews	250-210-2402
Secretary		
Treasurer		

CONTACT DETAILS:

Contact Person & Title: Arden Chailer, Office Manager
Mailing Address: 2816 Henry Rd. Chemainus BC V0R 1K5
Phone Number: 250-246-2588 Email: mtbrentonoffice@gmail.com

Did this property receive a Permissive Tax Exemption in previous years?

YES YEAR(S) 2023
NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- Non-profit organization
Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
Care facility/registered assisted living residence
Partner of the municipality by agreement under s. 225 of the Community Charter
Other local authority
Place of public worship (and land surrounding exempt building)
Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES
NO

If no, please explain:



3. Describe the goals and objectives of your organization:

The Club Seeks to attract and retain loyal members and encourages all residents and visitors to enjoy its golf facilities and natural beauty.

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

- Provides employment for local people.
- Entices tourists to the area
- Maintains a healthy eco-environment for recreation and green space (Municipal forest)
- Open to all (no exclusions)
- Low cost to play as a member or guest

Describe the activities your organization carries out that contribute to the well-being of the community?

Mount Brenton Golf Course provides the community with recreational golf.

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

- Annual donation to Chemainus Harvest House Society Food Bank
- Supports National Aboriginal Day with donation
- Involves the Indigenous community in our Junior Golf Program

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?
Everyone is welcome at Mount Brenton Golf Course.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.
4000-5000 people

8. Is membership or enrolment restricted in any way? YES NO

If yes, please explain:

Our membership is capped at 500 people.

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?
Junior Golf Program - Free golf lessons/rounds for ages 10 - 18 years

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?

YES
NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?

YES
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged
Rachael Scott-Screaton	2216	\$2500/month

4. How is your organization accessible to the public?
 90% of the buildings and property are accessible to the public; with the exception of the maintenance buildings.

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: 12 Part-time: 4 Number of Volunteers: 10

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose
Jan.1/21-Oct. 23/21	\$123,645.59	Govt. of Canada	CEWS

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.
Membership dues

- | | | |
|--|---------------|-------|
| 5. Prior year actual operating expenses | \$ 1,581,927 | _____ |
| 6. Prior year actual operating revenues | \$ 1,735,167 | _____ |
| 7. Current year annual operating budget of organization (attach a copy) | \$ 230,000 | _____ |
| 8. Projected annual operating budget of the organization for the year of requested exemption | Same as above | _____ |

A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.

M B G C Proposed 2024 Budget

Summary Overview

Member Revenue	\$ 908,360
Visitor Revenue - Total	\$ 720,000
Pro Shop Retail	\$ 127,000
Other (Cart Storage and Advertising)	\$ 58,412
Budgeted Total Revenue	<u>\$ 1,813,772</u>
Labour Cost Total - Grounds and Office	\$ 776,781
Office and Pro Shop	\$ 421,550
Facilities	\$ 159,900
Grounds Maintenance	\$ 220,000
Budgeted Total Expenses	<u>\$ 1,578,231</u>
Budgeted Net Income	<u>\$ 235,541</u>
Budgeted & Proposed Capital Spending - 2024	<u>\$ 230,000</u>
Excess (Deficiency)	\$ 5,541

MOUNT BRENTON GOLF COURSE LTD.
Financial Statements
Year Ended December 31, 2023

MOUNT BRENTON GOLF COURSE LTD.

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Year Ended December 31, 2023

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The financial statements of Mount Brenton Golf Course Ltd. have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

The integrity and reliability of Mount Brenton Golf Course Ltd.'s reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

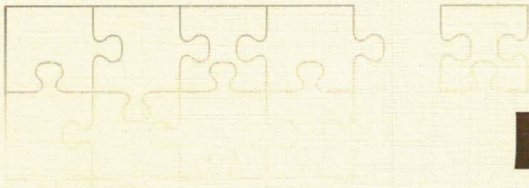
The Board of Directors is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Board carries out this responsibility principally through its Finance Committee. The Finance Committee is appointed by the Board and meets periodically with management and the shareholders' auditors to review significant accounting, reporting and internal control matters. Following its review of the financial statements and discussions with the auditors, the Finance Committee reports to the Board of Directors prior to its approval of the financial statements. The Committee also considers, for review by the Board and approval by the shareholders, the engagement or re-appointment of the external auditors.

The financial statements have been audited on behalf of the shareholders by Robbins & Company Chartered Professional Accountants, in accordance with Canadian generally accepted auditing standards.



Gregory Brennan, Finance Director

Chemainus, BC
April 10, 2023



INDEPENDENT AUDITOR'S REPORT

To the Members of Mount Brenton Golf Course Ltd.

Qualified Opinion

We have audited the financial statements of Mount Brenton Golf Course Ltd. (the company), which comprise the balance sheet as at December 31, 2023, and the statements of operations, accumulated surplus and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the company as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Qualified Opinion

Because of the company's corporate share registry not being accurately maintained on a historical basis, we were unable to verify the share capital balance included in the financial statements totaling \$157,175. The company is in the process of updating these corporate share registry records with its legal counsel, but does not expect to complete this on a timely basis nor are they assured that they will be able to support the amount shown above. Accordingly, we were not able to determine whether any additional adjustments might be necessary to share capital, accounts payable, accumulated surplus and net income as a result.

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 company in accordance with 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 audit opinion.

Other Matter

The financial statements for the year ended December 31, 2022 were audited by another auditor who expressed an unmodified opinion on those financial statements on April 5, 2023.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, 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.

(continues)

Independent Auditor's Report to the Members of Mount Brenton Golf Course Ltd. *(continued)*

In preparing the financial statements, management is responsible for assessing the company'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 company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the company'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.

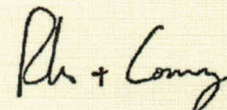
As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- 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 company'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 company'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 company 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.

Independent Auditor's Report to the Members of Mount Brenton Golf Course Ltd. *(continued)*

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.

Nanaimo, British Columbia
April 10, 2024



ROBBINS & COMPANY
CHARTERED PROFESSIONAL ACCOUNTANTS

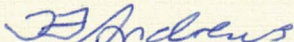
MOUNT BRENTON GOLF COURSE LTD.

Balance Sheet


December 31, 2023

	2023	2022
ASSETS		
CURRENT		
Cash	\$ 445,764	\$ 520,640
Accounts receivable	7,381	-
Inventory (Note 5)	110,010	99,153
Prepaid expenses	28,285	-
	591,440	619,793
CAPITAL ASSETS (Note 6)	2,242,192	2,094,903
	\$ 2,833,632	\$ 2,714,696
 LIABILITIES		
CURRENT		
Accounts payable (Note 8)	\$ 147,796	\$ 119,995
Goods and service tax payable	41,100	38,328
Prepaid membership dues	353,003	372,705
CEBA loan	-	40,000
	541,899	571,028
 SHAREHOLDERS' EQUITY		
Accumulated surplus	2,134,558	1,981,318
Share capital (Note 9)	157,175	162,350
	2,291,733	2,143,668
	\$ 2,833,632	\$ 2,714,696

APPROVED BY THE DIRECTORS



 Director



 Director

The accompanying notes are a part of these financial statements

MOUNT BRENTON GOLF COURSE LTD.

Statement of Operations

Year Ended December 31, 2023

	Total 2023	Total 2022
REVENUE		
Members	\$ 819,636	\$ 748,525
Visitor green fees	688,618	522,529
Cart rentals	135,975	108,079
Cart storage	38,962	33,756
Other income	51,976	11,870
	<u>1,735,167</u>	<u>1,424,759</u>
EXPENSES		
Salaries and wages	701,221	680,780
General and administrative (<i>Schedule 1</i>)	244,043	215,035
Pro shop (<i>Schedule 2</i>)	167,914	186,761
Facilities (<i>Schedule 3</i>)	112,310	126,294
Grounds (<i>Schedule 4</i>)	162,735	208,813
Amortization	193,704	170,491
	<u>1,581,927</u>	<u>1,588,174</u>
NET INCOME (LOSS)	<u>\$ 153,240</u>	<u>\$ (163,415)</u>

The accompanying notes are a part of these financial statements

MOUNT BRENTON GOLF COURSE LTD.

Statement of Accumulated surplus

Year Ended December 31, 2023

	Total 2023	Total 2022
ACCUMULATED SURPLUS - BEGINNING OF YEAR	\$ 1,981,318	\$ 2,144,733
NET INCOME (LOSS)	153,240	(163,415)
ACCUMULATED SURPLUS - END OF YEAR	<u>\$ 2,134,558</u>	<u>\$ 1,981,318</u>

The accompanying notes are a part of these financial statements

MOUNT BRENTON GOLF COURSE LTD.

Statement of Cash Flows

Year Ended December 31, 2023

	2023	2022
OPERATING ACTIVITIES		
Cash receipts from customers	\$ 1,708,084	\$ 1,454,119
Cash paid to suppliers and employees	(1,417,817)	(1,353,511)
Bank charges and interest paid	(18,974)	(18,116)
Cash flow from operating activities	<u>271,293</u>	<u>82,492</u>
INVESTING ACTIVITY		
Purchase of capital assets	<u>(340,994)</u>	<u>(161,398)</u>
FINANCING ACTIVITIES		
Shares issued	4,000	5,200
Shares redeemed	(9,175)	(4,900)
Cash flow from (used by) financing activities	<u>(5,175)</u>	<u>300</u>
DECREASE IN CASH FLOW	(74,876)	(78,606)
Cash - beginning of year	<u>520,640</u>	<u>599,246</u>
CASH - END OF YEAR	<u>\$ 445,764</u>	<u>\$ 520,640</u>

The accompanying notes are a part of these financial statements

MOUNT BRENTON GOLF COURSE LTD.

Notes to Financial Statements

Year Ended December 31, 2023

1. INCORPORATION AND NATURE OF THE ORGANIZATION

Mount Brenton Golf Course Ltd. (the "company") was incorporated provincially under the Business Corporations Act of British Columbia on July 26, 1973.

The company operates a golf course in Chemainus, BC. As a non-profit organization operating exclusively for the pleasure and recreation of its members, the Company is exempt under Section 149(1)(l) of the Income Tax Act from paying income taxes except on property income. There are no distributions to shareholders, and the company articles specify that in the event of wind up, any accumulated surplus would be transferred to the British Columbia Golf Association for the advancement and development of junior golfers.

2. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

3. COMPARATIVE FIGURES

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

4. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Revenue recognition

Mount Brenton Golf Course Ltd. follows the deferral method of accounting for contributions. Fund presentation is not used in these financial statements.

Members

Membership dues are billed for each calendar year and are recorded as revenue in the year to which they apply. Initiation fees are recognized in the year the membership agreement is signed.

Visitors

Green fees, rentals and miscellaneous revenue are recognized when the service is provided.

Pro shop

Pro shop retail sales are recognized as revenue when the sale has occurred and collection is reasonably assured. Pro shop revenue is disclosed in schedule 2.

Financial instruments

The company recognizes its financial instruments when the company becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management. Financial assets and liabilities originated and issued in all other related party transactions are initially measured at their carrying or exchange amount in accordance with CPA Canada Handbook Section 3840 Related Party Transactions.

At initial recognition, the company may irrevocably elect to subsequently measure any financial instrument at fair value. Fair value is determined by reference to recent arm's length transactions.

(continues)

MOUNT BRENTON GOLF COURSE LTD.

Notes to Financial Statements

Year Ended December 31, 2023

4. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The company subsequently measures investments in equity instruments quoted in an active market at fair value. Fair value is determined by published price quotations. Investments in equity instruments are not quoted in an active market are subsequently measured at cost less impairment. All other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the excess of revenue over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

Inventory

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

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Buildings	20 years	straight-line method
Golf carts	10 years	straight-line method
Computer equipment	2 years	straight-line method
Equipment	10 years	straight-line method
Furniture and fixtures	7.5 years	straight-line method
Paved surfaces	20 years	straight-line method
Cart paths	20 years	straight-line method
Course expansion	38 years	straight-line method
Irrigation, drainage and land improvements	20 years	straight-line method
Pumphouse	20 years	straight-line method

The company regularly reviews its capital assets to eliminate obsolete items.

Impairment of long lived assets

The company tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

Use of estimates

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. By their nature, these estimates are subject to measurement uncertainty and actual results could differ. In particular, management prepares estimates for certain items such as allowance for doubtful accounts, useful lives of capital assets and accrued liabilities.

Government assistance

Claims for assistance under various grant programs are recognized when there is reasonable assurance that the company has complied and will continue to comply with all conditions related to the program.

MOUNT BRENTON GOLF COURSE LTD.

Notes to Financial Statements

Year Ended December 31, 2023

5. INVENTORY

	<u>2023</u>	<u>2022</u>
Ground supplies	\$ 47,939	\$ 54,949
Pro shop inventory for resale	62,071	44,204
	<u>\$ 110,010</u>	<u>\$ 99,153</u>

The cost of pro shop inventory for resale recognized as an expense and included in schedule 2 amounted to \$109,941 (2022 - \$118,895).

6. CAPITAL ASSETS

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Land	\$ 500,130	\$ -	\$ 500,130	\$ 500,130
Buildings	1,217,818	560,500	657,318	604,362
Golf carts	212,754	72,345	140,409	161,685
Computer equipment	3,768	3,768	-	-
Equipment	981,271	739,526	241,745	126,118
Furniture and fixtures	131,953	58,981	72,972	84,937
Paved surfaces	82,882	29,689	53,193	56,854
Cart paths	103,969	102,150	1,819	2,571
Course expansion	600,815	505,949	94,866	110,677
Irrigation, drainage and land improvements	1,189,582	780,615	408,967	371,352
Pumphouse	108,882	38,109	70,773	76,217
	<u>\$ 5,133,824</u>	<u>\$ 2,891,632</u>	<u>\$ 2,242,192</u>	<u>\$ 2,094,903</u>

7. BANK INDEBTEDNESS

The company has a line of credit agreement with Island Savings Credit Union ("ISCU") approved to a maximum of of \$350,000 with interest at ISCU prime plus 0.5% (2022 - prime plus 0.5%). It is secured by a debenture for \$1,000,000. At December 31, 2023 the balance on the line of credit was \$NIL (2022 - \$NIL) and the effective interest rate was 7.70% (2022 - 6.70%).

8. ACCOUNTS PAYABLE

	<u>2023</u>	<u>2022</u>
Trade payables	\$ 119,979	\$ 93,261
Wages payable	13,286	13,286
Source deductions payable	14,532	13,448
	<u>\$ 147,797</u>	<u>\$ 119,995</u>

MOUNT BRENTON GOLF COURSE LTD.

Notes to Financial Statements

Year Ended December 31, 2023

9. SHARE CAPITAL

Authorized

- 500 Class A voting common shares without par value, redeemable at face value ranging from \$100 to \$400 per share
- 4500 Class B voting common shares without par value, redeemable at face value ranging from \$100 to \$400 per share

Issued

	2023	2022
208 Class A common shares	\$ 55,675	\$ 55,750
738 Class B common shares	101,500	106,600
	\$ 157,175	\$ 162,350

Share transactions during the year

	2023		2022	
	Shares	Amount	Shares	Amount
Class A				
Shares outstanding at the beginning of the year	209	\$ 55,750	211	\$ 56,250
Redeemed	(1)	(75)	(2)	(500)
Shares outstanding at the end of the year	208	\$ 55,675	209	\$ 55,750

	2023		2022	
	Shares	Amount	Shares	Amount
Class B				
Shares outstanding at the beginning of the year	771	\$ 106,600	751	\$ 105,800
Issued	40	4,000	52	5,200
Redeemed	(73)	(9,100)	(32)	(4,400)
Shares outstanding at the end of the year	738	\$ 101,500	771	\$ 106,600

MOUNT BRENTON GOLF COURSE LTD.

Notes to Financial Statements

Year Ended December 31, 2023

10. FINANCIAL INSTRUMENTS

The company is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the company's risk exposure and concentration as of December 31, 2023.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The company is exposed to credit risk from customers. The company has a significant number of customers which minimizes concentration of credit risk.

Interest rate risk

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

Unless otherwise noted, it is management's opinion that the company is not exposed to significant other price risks arising from these financial instruments.

11. COVENANT

The Island Savings Credit Union bank indebtedness is subject to a normal financial covenant being that the company must maintain a debt service coverage ratio comprising of earnings before interest and taxes, depreciation and amortization (EBITDA) divided by debt service coverage payments to be no less than 1.20:1.

As at December 31, 2023 the company was in compliance with this banking covenant.

MOUNT BRENTON GOLF COURSE LTD.**General and administrative
Year Ended December 31, 2023****(Schedule 1)**

	2023	2022
EXPENSES		
Advertising and promotion	\$ 3,326	\$ 6,042
Cleaning services	28,981	25,914
Communications	11,412	11,291
Dues and licenses	39,218	27,212
Insurance	27,876	22,634
Interest and bank charges	18,973	18,115
Meetings	1,938	1,254
Office expenses and supplies	38,842	22,108
Professional fees	26,537	35,159
Restaurant contract	36,000	36,000
Security	7,075	7,182
Training	3,865	2,124
	<u>\$ 244,043</u>	<u>\$ 215,035</u>

MOUNT BRENTON GOLF COURSE LTD.

Pro shop

(Schedule 2)

Year Ended December 31, 2023

	<u>2023</u>	<u>2022</u>
REVENUES		
Proshop retail	\$ 146,533	\$ 125,391
COST OF SALES	<u>109,941</u>	<u>118,895</u>
GROSS MARGIN	<u>36,592</u>	<u>6,496</u>
EXPENSES		
Retainer	201,098	189,803
Proshop supplies	<u>3,408</u>	<u>3,454</u>
	<u>204,506</u>	<u>193,257</u>
NET EXPENSE	<u>\$ (167,914)</u>	<u>\$ (186,761)</u>

MOUNT BRENTON GOLF COURSE LTD.

Facilities

(Schedule 3)

Year Ended December 31, 2023

	2023	2022
EXPENSES		
Cart maintenance	\$ 10,291	\$ -
Clubhouse repairs	21,209	10,662
Miscellaneous	1,442	6,666
Other building repairs	10,607	48,261
Property taxes	23,532	22,006
Utilities	45,229	38,699
	<hr/>	
	\$ 112,310	\$ 126,294

MOUNT BRENTON GOLF COURSE LTD.

Grounds

(Schedule 4)

Year Ended December 31, 2023

	2023	2022
EXPENSES		
Aggregates	\$ 29,487	\$ 35,060
Equipment and supplies	20,690	13,658
Fertilizer, pesticides and chemicals	34,711	82,091
Fuels and lubricants	26,724	31,857
Other maintenance and repairs	51,123	46,147
	<u>\$ 162,735</u>	<u>\$ 208,813</u>