

## 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          |
|  |           |             |                             | <b>\$ 184,166</b> |



RECEIVED  
JUL 30 2024  
DISTRICT OF NORTH COWICHAN

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](mailto: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 fine~~  
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 3<sup>rd</sup> 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 Friday 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 |
|                     |                 |                   |                                  |
|                     |                 |                   |                                  |
|                     |                 |                   |                                  |

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     | Sept 24-25       |
|--------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------|------------------|
| 6300 -Equipment upgrades |                  |                  |                  |                  |                  |                  |                  |                  |                  | 1,125.00         | 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](http://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](http://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](http://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](http://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<br><b>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.</b> |
| 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:

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

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

(d) Did the fundraiser issue tax receipts on behalf of the charity? ..... **5800**  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)? ..... **5800**  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? ..... **5800**  Yes  No

**C13** Did the charity allow any of its donors to use any of its property? (except for permissible uses) ..... **5200**  Yes  No

**C14** Did the charity issue any of its tax receipts for donations on behalf of another organization? ..... **5820**  Yes  No

**C15** Did the charity have direct partnership holdings at any time during the fiscal period? ..... **5800**  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)<br><b>Steven Kostamo</b>   | Signature<br> |
| Position in charity<br><b>president</b> | Date<br><b>2024-02-28</b>  |
|   | Phone number<br><b>250-612-8048</b>  |

**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               | <b>3790 gibbins rd</b>          | <b>3790 gibbins rd</b>                      |
| City                                  | <b>duncan</b>                   | <b>duncan</b>                               |
| Province or territory and postal code | <b>BC V9L 6E8</b>               | <b>BC V9L 8E8</b>                           |

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

|  |   |   |
|--|---|---|
| Name<br><b>Steven Kostamo</b>  |   |   |
| Company name (if applicable)   |   |   |
| Complete street address<br><b>1729 westlock rd</b>                       |   |   |
| City, province or territory, and postal code<br><b>Duncan BC V9L 5N8</b> |   |   |
| Phone number<br><b>250-612-8048</b>                                      | 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](http://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 \$

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        | \$        |                |
| <b>Total assets (add lines 4100 to 4170)</b>     | <b>4200</b> | <b>\$</b> | <b>206,942</b> |

**Liabilities:**

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

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        |           |               |
| <b>Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)</b>   | <b>4700</b> | <b>\$</b> | <b>30,861</b> |



**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        |           |               |
| <b>Total expenditures before qualifying disbursements (add lines 4800 to 4920) .....</b>                         | <b>4950</b> | <b>\$</b> | <b>35,663</b> |

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        | \$        |               |
| <b>Total expenditures (add lines 4950, 5045 and 5050) .....</b> | <b>5100</b> | <b>\$</b> | <b>35,663</b> |

**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 <b>beginning</b> of the fiscal period ..... | 5900 | \$ |  |
| • The 24 months before the <b>end</b> 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   |
|         | ) |  <b>FIPPA s. 22(1)</b> |
|         | ) | _____  |
|         | ) | 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

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.

Witness

Witness

)  
) THE BOARD OF EDUCATION OF SCHOOL DISTRICT  
) NO. 71 (COMOX VALLEY) by its authorized signatory:  
)  
)  
)  
)  
)  
)  
)  
)  
)  
)

\_\_\_\_\_ Brenda Hooker, Secretary Treasurer



**FIPPA s. 22(1)**

by its authorized signatory:

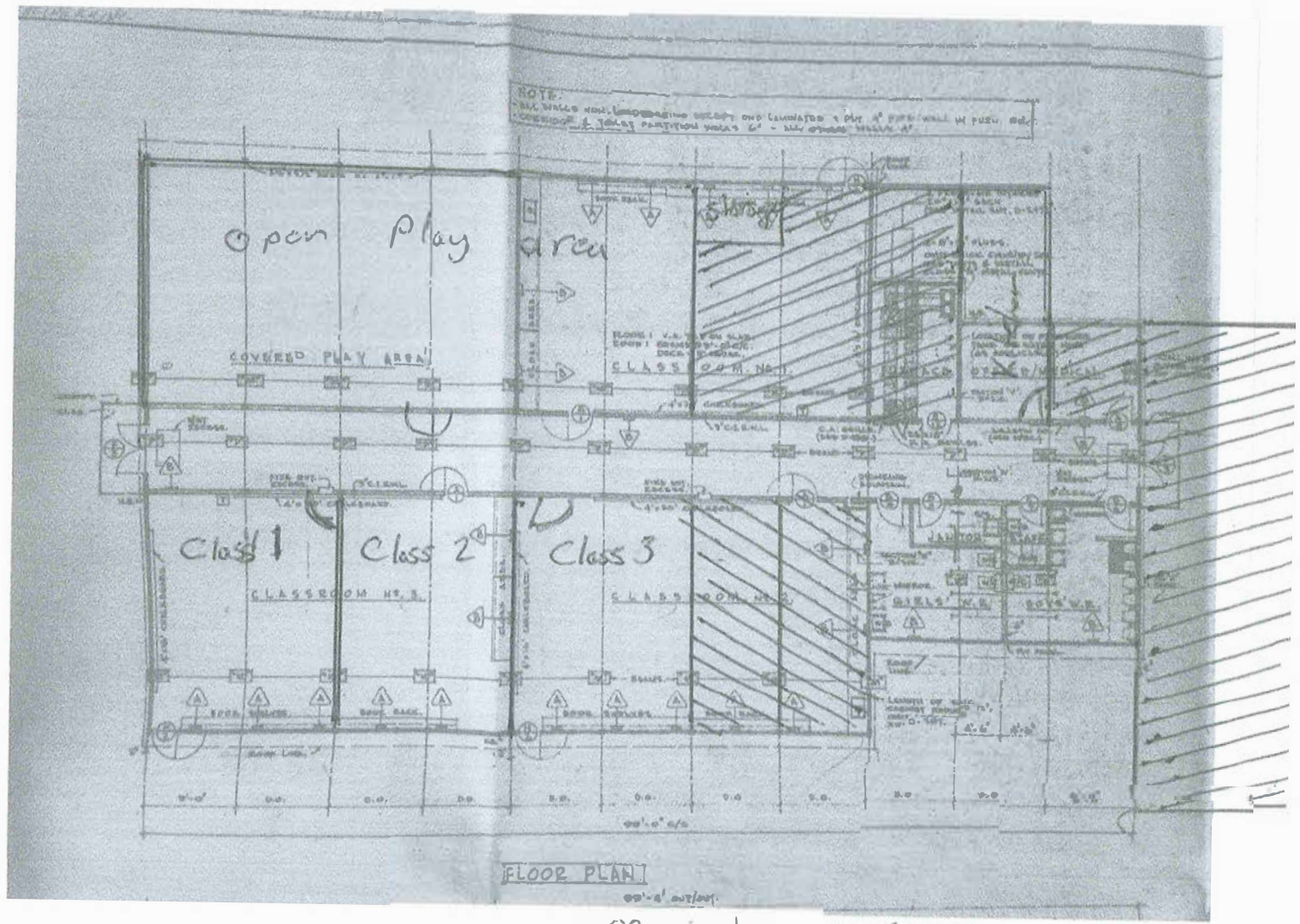
\_\_\_\_\_ *Steven Kostamo (President)*

Name and Title:

# 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](mailto: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 3<sup>rd</sup> 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 |
|--|------------------|------------------|------------------|------------|
| <b>REVENUE</b>                           |                  |                  |                  |            |
| 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          | 118,000          | 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 Income: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           |            |
| <b>TOTAL REVENUE</b>                     | <b>1,302,100</b> | <b>1,305,100</b> | <b>1,173,021</b> |            |
| <b>EXPENSE</b>                           |                  |                  |                  |            |
| <b>Direct Cost</b>                       |                  |                  |                  |            |
| 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              | 154,000 | 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     | 600     | 800         |            |
| Office & Admin - Internet           | 600     | 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          |            |
| <b>Total Direct Cost</b>           | <b>1,216,600</b>    | <b>1,212,870</b> | <b>838,550</b> |            |
| <b>Other Revenue and Expenses</b>  |                     |                  |                |            |
| Deferred contribution amortization | -40,000             |                  | -38,980        |            |
| Amortization                       | 55,000              |                  | 50,069         |            |
| <b>TOTAL EXPENSE</b>               | <b>1,231,600</b>    | <b>1,212,870</b> | <b>851,639</b> |            |
| <b>NET INCOME</b>                  | <b>\$ 70,500.00</b> | <b>92,230</b>    | <b>321,382</b> |            |

**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)*

|  | <b>2024</b>      | <b>2023</b>      |
|--|------------------|------------------|
| <b>Assets</b>                                  |                  |                  |
| <b>Current</b>                                 |                  |                  |
| Cash   | 793,255          | 735,974          |
| Accounts receivable (Note 3)                   | 24,354           | 255              |
| Prepaid expenses                               | 681              | 4,367            |
| Inventory                                      | 38,632           | 25,020           |
|  | 856,912          | 785,616          |
| <b>Capital assets (Note 4)</b>                 | <b>1,368,881</b> | <b>1,458,862</b> |
| <b>Collections (Note 5)</b>                    | <b>73,579</b>    | <b>73,579</b>    |
|  | <b>2,299,376</b> | <b>2,298,057</b> |
| <b>Liabilities</b>                             |                  |                  |
| <b>Current</b>                                 |                  |                  |
| Accounts payable and accruals (Note 7)         | 96,992           | 78,960           |
| Deferred revenue (Note 8)                      | 119,634          | 161,222          |
| Current portion of long-term debt (Note 10)    | -                | 60,000           |
|  | 216,631          | 300,182          |
| <b>Deferred capital contributions (Note 9)</b> | <b>988,763</b>   | <b>1,065,682</b> |
|  | <b>1,205,394</b> | <b>1,365,864</b> |
| <b>Commitments (Note 11)</b>                   |                  |                  |
| <b>Net Assets</b>                              |                  |                  |
| Restricted Fund (Note 12)                      | 252,547          | 264,844          |
| Capital Fund                                   | 604,289          | 464,754          |
| Operating Fund                                 | 336,866          | 200,695          |
|  | 1,093,692        | 930,193          |
|  | <b>2,299,376</b> | <b>2,298,057</b> |

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          |
|  | <b>1,581,891</b> | <b>1,245,402</b> |
| <b>Expenses</b>  |                  |                  |
| 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           |
| <b>Total expenses</b>  | <b>1,410,102</b> | <b>1,255,720</b> |
| <b>Excess (deficiency) of revenue over expenses</b>          | <b>163,789</b>   | <b>(10,318)</b>  |

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

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

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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           |
|---|----------------|----------------|
| <b>Cash provided by (used for) the following activities</b> |                |                |
| <b>Operating</b>  |                |                |
| 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                      | (22,399)       | (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         |
| <b>Cash flow from operating</b>                             | <b>187,067</b> | <b>89,311</b>  |
| <b>Financing</b>  |                |                |
| Repayment of long-term debt                                 | (80,000)       | -              |
| <b>Investing</b>  |                |                |
| Purchase of capital assets                                  | (69,785)       | (7,558)        |
| <b>Increase in cash resources</b>                           | <b>57,281</b>  | <b>81,753</b>  |
| <b>Cash resources, beginning of year</b>                    | <b>735,974</b> | <b>654,221</b> |
| <b>Cash resources, end of year</b>                          | <b>793,255</b> | <b>735,974</b> |

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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<br>Net book value | 2023<br>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 | 1,204,355 | 541,960                  | 662,395                | 782,831                |
|                         | 2,652,095 | 1,163,210                | 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<br>paving<br>facility | Washroom/<br>— building | Interactive<br>— displays,<br>computer,<br>— golf cart;<br>vehicles | Forests<br>Forever<br>10 year<br>straight line | Unused<br>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~~ 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    |
|---|----------|---------|
| <b>Ethel May Welburn Memorial Fund</b>      |          |         |
| Opening restricted balance                  | 83,395   | 78,361  |
| Interest received during the year           | 7,603    | 7,144   |
| Transfer to unrestricted                    | -        | (110)   |
|   | 90,998   | 83,395  |
| <b>BC Forest Heritage Memorial Fund</b>     |          |         |
| Opening restricted balance                  | 50,872   | 50,834  |
| Interest received during the year           | 7,897    | 7,231   |
| Transfer to unrestricted                    | -        | (7,193) |
|   | 58,769   | 50,872  |
| <b>Vern Welburn Truck Fund</b>              |          |         |
| Opening restricted balance                  | 45,577   | 41,602  |
| Interest received during the year           | 7,703    | 7,237   |
| Transfer to unrestricted                    | -        | (3,262) |
|   | 53,280   | 45,577  |
| <b>Other Projects</b>                       |          |         |
| Opening restricted balance                  | 85,000   | 85,000  |
| Funds restricted for wages                  | 5,000    | -       |
| Funds restricted for repayment of CEBA loan | (40,000) | -       |
|   | 50,000   | 85,000  |
|   | 252,847  | 264,844 |

**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           |
|--|----------------|----------------|
| <b>Revenue, Grants, donations and special projects</b> |                |                |
| 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         |
|  | <b>368,848</b> | <b>501,964</b> |

Draft - For Management Only



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

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

*Draft - For Management Only*

**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](mailto: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      | ██████████ <b>FIPPA s. 22(1)</b> |
| Treasurer | Treasurer: Hugo Ciro             | ██████████ <b>FIPPA s. 22(1)</b> |
|           |                                  |                                  |

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 3<sup>rd</sup> 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](mailto:finance@northcowichan.ca)

7030 Trans Canada Highway Duncan BC V9L 6A1, Canada

[www.northcowichan.ca](http://www.northcowichan.ca) T 250.746.3100 F.250.746.3133

**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](mailto: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

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

# PROJECTED OPERATING BUDGET

CAMP QWANOES • 2024/2025

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

# QWANOES YEAR END FINANCIAL SUMMARY

BASED ON OCT. 31, 2023 AUDITED STATEMENTS

| <b>STATEMENT OF OPERATIONS</b>         |                  |                 |                       |                  |                           |                  |
|--|------------------|-----------------|-----------------------|------------------|---------------------------|------------------|
|  | <b>OPERATING</b> | <b>CAMPAIGN</b> | <b>CAPITAL ASSETS</b> | <b>ENDOWMENT</b> | <b>CONSOLIDATED TOTAL</b> |                  |
|  | 2023             | 2023            | 2023                  | 2023             | 2023                      | 2022             |
| <b>RECEIPTS</b>                        |                  |                 |                       |                  |                           |                  |
| 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          |
|  | <b>4,807,894</b> | <b>9,930</b>    |                       |                  | <b>4,817,824</b>          | <b>4,420,339</b> |
| <b>DISBURSEMENTS</b>                   |                  |                 |                       |                  |                           |                  |
| 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.                                  |                  |                 |                       |                  |                           |                  |
|  | <b>4,144,616</b> |                 | <b>560,153</b>        |                  | <b>4,704,769</b>          | <b>4,304,394</b> |
| <b>BALANCE</b>                         | <b>663,278</b>   | <b>9,930</b>    | <b>-560,153</b>       |                  | <b>113,055</b>            | <b>115,945</b>   |

| <b>STATEMENT OF CHANGES IN FUND BALANCES</b>       |                |          |                  |               |                  |                  |
|--|----------------|----------|------------------|---------------|------------------|------------------|
| 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  |                  |               |                  |                  |
| <b>FUND BALANCE</b>                                | <b>512,220</b> |          | <b>4,077,253</b> | <b>52,350</b> | <b>4,641,823</b> | <b>4,528,768</b> |

| <b>STATEMENT OF FINANCIAL POSITION</b> |                  |                 |                       |                  |                           |                  |
|--|------------------|-----------------|-----------------------|------------------|---------------------------|------------------|
|  | <b>OPERATING</b> | <b>CAMPAIGN</b> | <b>CAPITAL ASSETS</b> | <b>ENDOWMENT</b> | <b>CONSOLIDATED TOTAL</b> |                  |
|  | 2023             | 2023            | 2023                  | 2023             | 2023                      | 2022             |
| <b>ASSETS</b>                          |                  |                 |                       |                  |                           |                  |
| 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        |
|  | <b>1,265,017</b> |                 | <b>5,486,645</b>      | <b>52,350</b>    | <b>6,804,012</b>          | <b>7,181,081</b> |
| <b>LIABILITIES</b>                     |                  |                 |                       |                  |                           |                  |
| 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          |
| <b>FUND BALANCES</b>                   |                  |                 |                       |                  |                           |                  |
| 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          |
| <b>TOTAL</b>                           | <b>1,265,017</b> |                 | <b>5,486,645</b>      | <b>52,350</b>    | <b>6,804,012</b>          | <b>7,181,081</b> |

**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](mailto: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 3<sup>rd</sup> 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> |

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

|    |          |                                   |                |             |
|----|----------|-----------------------------------|----------------|-------------|
| 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 |
| <b>Expenses</b>                              |               |          |            |            |            |            |            |            |            |           |          |            |          |             |
| 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](mailto: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

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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 3<sup>rd</sup> 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

## Contents

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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                |
|---|---------------------|---------------------|
| <b>Assets</b>   |                     |                     |
| 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> |
| <b>Liabilities</b>  |                     |                     |
| 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>    |
| <b>Net Assets</b>   |                     |                     |
| 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>  |

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## Chemainus Theatre Festival Society

### Statement of Changes in Net Assets

Year ended December 31

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

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# 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> |



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# **Chemainus Theatre Festival Society**

## **Notes to the Financial Statements**

December 31, 2023

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### **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.

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# Chemainus Theatre Festival Society

## Notes to the Financial Statements

December 31, 2023

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### 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.

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# Chemainus Theatre Festival Society

## Notes to the Financial Statements

December 31, 2023

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### 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.

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### 3. Accounts receivable

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

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# Chemainus Theatre Festival Society

## Notes to the Financial Statements

December 31, 2023

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#### 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.

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#### 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.

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# Chemainus Theatre Festival Society

## Notes to the Financial Statements

December 31, 2023

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### 6. Tangible capital assets

|                       |                     |                                     | <u>2023</u>               | <u>2022</u>               |
|-----------------------|---------------------|-------------------------------------|---------------------------|---------------------------|
|                       | <u>Cost</u>         | <u>Accumulated<br/>Amortization</u> | <u>Net Book<br/>Value</u> | <u>Net Book<br/>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>       |

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### 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> |

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### 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.

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# Chemainus Theatre Festival Society

## Notes to the Financial Statements

December 31, 2023

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### 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.

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### 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

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### 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).

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### 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).

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# Chemainus Theatre Festival Society

## Notes to the Financial Statements

December 31, 2023

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### 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).

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### 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.



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# Chemainus Theatre Festival Society

## Notes to the Financial Statements

December 31, 2023

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### 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.

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### 17. Comparative figures

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

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**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

**DEVELOPMENT**

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

**OTHER REVENUES**

|                |                |
|----------------|----------------|
| Other Revenues | <u>146,547</u> |
|----------------|----------------|

Net plus Fundraising 771,819

**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                                | <u>1,027,774</u> |

**Extraordinary**

Other

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

**Interest Expense & Income**

|                  |               |
|------------------|---------------|
| Interest Income  | 8,747         |
| Interest Expense | 0             |
| Net Expense      | <u>-8,747</u> |

**NET SURPLUS/(DEFICIT)** -247,208

**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](mailto: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 3<sup>rd</sup> 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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| <b>Balance Sheet</b>                                    | <b>2</b>    |
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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.

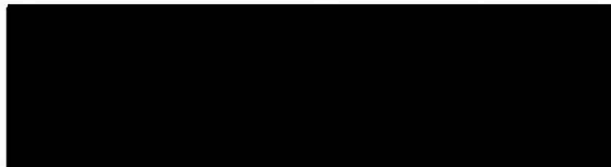
Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

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                 |
|--|----------------------|-------------|----------------|-------------------------|-------------|---------------------------|-------------------------------------|----------------------|----------------------|
| <b>Current Assets</b>  |                      |             |                |                         |             |                           |                                     |                      |                      |
| 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                |
|  | 20,898               | 4,977       | 1,509          | 1,820                   | 1,027       | 2,057                     | 3,772                               | 36,060               | 34,072               |
| <b>Property Plant and Equipment</b>                          |                      |             |                |                         |             |                           |                                     |                      |                      |
| Leasehold Improvements Note 3<br>(less accrued amortization) | 895,622<br>(165,771) |             |                |                         |             |                           |                                     | 895,622<br>(165,771) | 895,622<br>(148,023) |
|  | 729,851              |             |                |                         |             |                           |                                     | 729,851              | 747,599              |
| <b>TOTAL ASSETS</b>  | \$ 750,749           | \$ 4,977    | \$ 1,509       | \$ 1,820                | \$ 1,027    | \$ 2,057                  | \$ 3,772                            | \$ 765,911           | \$ 781,671           |
| <b>Current Liabilities</b>                                   |                      |             |                |                         |             |                           |                                     |                      |                      |
| Accounts Payable   | \$ 2,605             |             |                |                         |             |                           |                                     | \$ 2,605             | \$ 6,735             |
| Prepaid Memberships  | 510.00               |             |                |                         |             |                           |                                     | 510.00               |                      |
|  | \$ 3,115             |             |                |                         |             |                           |                                     | \$ 3,115             | \$ 6,735             |
| <b>Fund Balances</b>   |                      |             |                |                         |             |                           |                                     |                      |                      |
| 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              |
|  | 747,634              | 4,977       | 1,509          | 1,820                   | 1,027       | 2,057                     | 3,772                               | 762,795              | 774,936              |
| <b>TOTAL LIABILITIES and FUND BALANCES</b>                   | \$ 750,749           | \$ 4,977    | \$ 1,509       | \$ 1,820                | \$ 1,027    | \$ 2,057                  | \$ 3,772                            | \$ 765,911           | \$ 781,671           |

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               |
|---|--------------------|--------------------|
| <b>Revenue</b>  |                    |                    |
| Goods and Services  | \$ 10,906          | \$ 8,040           |
| Interest Income   | 153                | 69                 |
| BC Hydro Reimbursement                                    | 3,067              | 4,301              |
| <b>Contributions</b>                                      |                    |                    |
| Donations   | 9,581              | 9,333              |
| Grants  | 23,627             | 29,993             |
| Gaming  | 15,000             | 15,000             |
| <b>Total Revenue and Contributions</b>                    | <b>\$ 62,334</b>   | <b>\$ 66,736</b>   |
| <b>Cost of Goods Sold</b>                                 |                    |                    |
| Purchases/materials                                       | 5,022              | 2,283              |
| Direct wages and benefits                                 | 28,140             | 33,212             |
| <b>Cost of Goods Sold</b>                                 | <b>33,162</b>      | <b>35,495</b>      |
| <b>Operating Expenses</b>                                 |                    |                    |
| 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              |
| <b>Total Operating Expenses</b>                           | <b>\$ 41,313</b>   | <b>\$ 56,874</b>   |
| <b>Excess of revenues and Contributions over Expenses</b> | <b>\$ (12,141)</b> | <b>\$ (25,633)</b> |
| <br>  |                    |                    |
| Fund Balances - beginning                                 | \$ 774,936         | \$ 800,569         |
| Excess of revenues and Contributions over Expenses        | (12,141)           | (25,633)           |
| <br>  |                    |                    |
| <b>Fund Balances - ending</b>                             | <b>\$ 762,795</b>  | <b>\$ 774,936</b>  |

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<br>Depreciation | 2023<br>Net Book<br>Value | 2022<br>Net Book<br>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<br><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              |
| <b>Total Revenue and Contributions</b> | <b>\$66,736.00</b> | <b>\$62,334.00</b> | <b>\$72,075.00</b>       |
| <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              |
| <b>Cost of Goods Sold</b>              | <b>\$35,495.00</b> | <b>\$33,162.00</b> | <b>\$41,750.00</b>       |
| <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](mailto: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 3<sup>rd</sup> 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               |
|---|---------------------|
| <b>INCOME</b>   |                     |
| 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          |
| <b>Total 3001 Grants &amp; Funding -Gov't/Corporate</b> | <b>241,094.10</b>   |
| 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               |
| <b>Total 3100 Donation Income</b>                       | <b>243,294.56</b>   |
| 3104 In Kind Donation                                   | 47,404.75           |
| 3109 City of Duncan                                     | 1,963.27            |
| <b>Total 3104 In Kind Donation</b>                      | <b>49,368.02</b>    |
| 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            |
| <b>Total 3200 User Fees</b>                             | <b>74,208.25</b>    |
| 3300 CONCESSION Sales & Vending                         | 405.95              |
| 3500 Advertising Sales                                  | 4,604.76            |
| 3502 Storage Fee  | 3,460.00            |
| <b>Total Income</b>                                     | <b>\$616,435.64</b> |
| <b>GROSS PROFIT</b>                                     | <b>\$616,435.64</b> |
| <b>EXPENSES</b>   |                     |
| 4100 ADVERTISING  | 46,787.00           |
| 4102 Marketing & Communications                         | 1,726.42            |
| 4850 Sport & Recreation Fair                            | 3,607.14            |
| <b>Total 4100 ADVERTISING</b>                           | <b>52,120.56</b>    |
| 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           |
| <b>Total 4600 OFFICE EXPENSES</b>           | <b>28,829.34</b>    |
| <b>4700 REPAIRS AND MAINTENANCE</b>         | <b>36.13</b>        |
| 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              |
| <b>Total 4700 REPAIRS AND MAINTENANCE</b>   | <b>43,848.93</b>    |
| <b>4900 Utilities sub total</b>             |                     |
| 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          |
| <b>Total 4900 Utilities sub total</b>       | <b>35,365.12</b>    |
| <b>5165 PAYROLL EXPENSES</b>                | <b>6,941.88</b>     |
| 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          |
| <b>Total 5165 PAYROLL EXPENSES</b>          | <b>297,620.55</b>   |
| Purchases                                   | -0.24               |
| QuickBooks Payments Fees                    | 3.29                |
| <b>Total Expenses</b>                       | <b>\$457,787.55</b> |
| <b>OTHER INCOME</b>                         |                     |
| 3802 Interest Income                        | 8,241.75            |
| 3986 CF Unrealized Gain/Loss on Investments | 19,885.53           |
| <b>Total Other Income</b>                   | <b>\$28,127.28</b>  |
| <b>PROFIT</b>                               | <b>\$186,775.37</b> |



## RENTAL FEES

Effective Date: September 1st, 2024

Add 5% GST

Add 5% GST

| <b>Ball Diamond (per ball diamond)</b>                               | <b>Hourly</b> | <b>Day Rate</b> |
|--|---------------|-----------------|
| Member   | \$20.00       | \$132.00        |
| Public   | \$32.00       | \$242.00        |
| <b>Grass Field (Infield of Track)</b>                                |               |                 |
| Member   | \$20.00       | \$132.00        |
| Public   | \$32.00       | \$242.00        |
| <b>Lacrosse Box</b>  |               |                 |
| Member   | \$20.00       | \$132.00        |
| Public   | \$32.00       | \$242.00        |
| <b>Track &amp; Field</b>   |               |                 |
| Member   | \$20.00       | \$132.00        |
| Public   | \$32.00       | \$242.00        |
| <b>Track &amp; Field Private (closed to the general public)</b>      |               |                 |
| Member   | \$30.00       | \$208.00        |
| Public   | \$32.00       | \$377.00        |
| <b>Turf</b>  |               |                 |
| 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        |
| <b>Small Turf</b>  |               |                 |
| Member   | \$16.00       | na              |
| Public   | \$17.00       | na              |
| Tournaments (when renting the main turf)                             | \$5.00        | na              |
| <b>Fitness Classes - highjump, front lawn, small turf, promenade</b> | \$17.00       | na              |
| <b>Vending</b>   |               |                 |
| Daily  | \$28.00       | na              |
| Week   | \$110.00      | na              |
| Tournaments Daily  | \$83.00       | na              |
| <b>Miscellaneous</b>   |               |                 |
| 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         |
| <b>TOTAL</b>                                  | <b>\$ 369,788.00</b> |

| INCOME - DONATIONS | BUDGET              |
|--------------------|---------------------|
| <b>TOTAL</b>       | <b>\$ 23,900.00</b> |

| INCOME - RESTRICTED | BUDGET               |
|---------------------|----------------------|
| <b>TOTAL</b>        | <b>\$ 205,000.00</b> |

| INCOME - IN KIND DONATIONS | BUDGET              |
|----------------------------|---------------------|
| <b>TOTAL</b>               | <b>\$ 44,700.00</b> |

| INCOME - OTHER | BUDGET              |
|----------------|---------------------|
| <b>TOTAL</b>   | <b>\$ 27,000.00</b> |

| INCOME - USER FEES | BUDGET              |
|--------------------|---------------------|
| <b>TOTAL</b>       | <b>\$ 68,700.00</b> |

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

| EXPENSES - OFFICE | BUDGET             |
|-------------------|--------------------|
| <b>TOTAL</b>      | <b>\$ 9,500.00</b> |

| EXPENSES - MAINTENANCE | BUDGET              |
|------------------------|---------------------|
| <b>TOTAL</b>           | <b>\$ 59,650.00</b> |

| EXPENSES - ADMINISTRATION | BUDGET              |
|---------------------------|---------------------|
| <b>TOTAL</b>              | <b>\$ 66,000.00</b> |

| EXPENSES - SALARY / STAFF | BUDGET               |
|---------------------------|----------------------|
| <b>TOTAL</b>              | <b>\$ 315,700.00</b> |

|                            |                      |
|----------------------------|----------------------|
| <b>INCOME</b>              | <b>\$ 534,088.00</b> |
| <b>INCOME (RESTRICTED)</b> | <b>\$ 205,000.00</b> |
| <b>EXPENSES</b>            | <b>\$ 532,850.00</b> |
| <b>PROFIT / LOSS</b>       | <b>\$ 1,238.00</b>   |

**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](mailto: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                      YEAR(S) 2010-2024  
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:

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 3<sup>rd</sup> 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.<sup>1</sup>

Sarah Brimacombe, C.P.A.\*

\*A professional corporation.

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## COMPILATION ENGAGEMENT REPORT

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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](mailto:info@plcpa.ca)  
Web | [www.palmerleslie.ca](http://www.palmerleslie.ca)

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

T | 250 245 1429  
F | 250 245 1421

**COWICHAN EXHIBITION SOCIETY**  
**Statement of Financial Position**  
**November 30, 2023**

|  | 2023                | 2022                |
|--|---------------------|---------------------|
| <b>ASSETS</b>                              |                     |                     |
| <b>CURRENT</b>                             |                     |                     |
| 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 (Note 4)     | 4,118,464           | 4,141,174           |
|  | <u>\$ 4,720,767</u> | <u>\$ 4,604,404</u> |
| <b>LIABILITIES AND NET ASSETS</b>          |                     |                     |
| <b>CURRENT</b>                             |                     |                     |
| Accounts payable                           | \$ 15,982           | \$ 14,591           |
| Current portion of long term debt (Note 5) | 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 (Note 6)                   | 29,649              | 29,119              |
|  | <u>126,506</u>      | <u>81,906</u>       |
| LONG TERM DEBT (Note 5)                    | 121,210             | 198,633             |
|  | <u>247,716</u>      | <u>280,539</u>      |
| <b>NET ASSETS</b>                          | <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              |
|---|-------------------|-------------------|
| <b>Revenues</b>   |                   |                   |
| 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>    |
| <b>EXPENSES</b>   |                   |                   |
| 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>    |
| <b>EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS</b> | <b>144,319</b>    | <b>127,360</b>    |
| OTHER INCOME  | 4,867             | 2,043             |
| <b>EXCESS OF REVENUES OVER EXPENSES</b>                 | <b>\$ 149,186</b> | <b>\$ 129,403</b> |

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

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              |
|---|-------------------|-------------------|
| <b>OPERATING ACTIVITIES</b>                   |                   |                   |
| 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>    |
| <br>  |                   |                   |
| 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>   |
| <br>  |                   |                   |
| Cash flow from operating activities           | <u>272,301</u>    | <u>235,541</u>    |
| <b>INVESTING ACTIVITY</b>                     |                   |                   |
| Purchase of property, plant and equipment     | <u>(89,674)</u>   | <u>(34,818)</u>   |
| <b>FINANCING ACTIVITY</b>                     |                   |                   |
| Repayment of long term debt                   | <u>(37,477)</u>   | <u>(20,905)</u>   |
| <br>  |                   |                   |
| <b>INCREASE IN CASH FLOW</b>                  | <b>145,150</b>    | <b>179,818</b>    |
| <br>  |                   |                   |
| Cash - beginning of year                      | <u>434,377</u>    | <u>254,559</u>    |
| <br>  |                   |                   |
| <b>CASH - END OF YEAR</b>                     | <b>\$ 579,527</b> | <b>\$ 434,377</b> |
| <b>CASH CONSISTS OF:</b>                      |                   |                   |
| 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**

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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.

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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.

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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<br>amortization | 2023<br>Net book<br>value | 2022<br>Net book<br>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                    |
|                       | <b>\$ 6,209,283</b> | <b>\$ 2,090,819</b>         | <b>\$ 4,118,464</b>       | <b>\$ 4,141,174</b>       |

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. | <b>\$ 142,656</b> | \$ 180,133        |
| CEBA loan bearing interest at 0% per annum, repayable on December 31, 2023.   | <b>40,000</b>     | 40,000            |
|   | <b>182,656</b>    | 220,133           |
| Amounts payable within one year   | <b>(61,446)</b>   | (21,500)          |
|   | <b>\$ 121,210</b> | <b>\$ 198,633</b> |

Principal repayment terms are approximately:

|            |           |                |
|------------|-----------|----------------|
| 2024       | \$        | 61,446         |
| 2025       |           | 24,534         |
| 2026       |           | 25,781         |
| 2027       |           | 27,090         |
| 2028       |           | 28,467         |
| Thereafter |           | 15,338         |
|            | <b>\$</b> | <b>182,656</b> |

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**

|                                       | <b>2023</b>   | <b>2022</b>   |
|---------------------------------------|---------------|---------------|
| <b>Grant fund disbursements</b>       |               |               |
| 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         |
| <b>Grant fund disbursements total</b> | <b>30,000</b> | <b>30,000</b> |

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         |
| <b>Total General Revenue</b> | <b>369,500.00</b> | <b>381,700.00</b> | <b>392,200.00</b> | <b>402,900.00</b> |

### 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         |
| <b>Total Fair Revenue</b>     | <b>293,700.00</b> | <b>292,300.00</b> | <b>296,500.00</b> | <b>299,900.00</b> |

## 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          |
| <b>Total Fair Expenses</b>   | <b>137,300.00</b> | <b>138,100.00</b> | <b>136,850.00</b> | <b>138,250.00</b> |

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          |
| <b>Total General &amp; Administrative Expense</b> | <b>291,550.00</b> | <b>302,500.00</b> | <b>319,650.00</b> | <b>326,000.00</b> |

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            |
| <b>Total Wages Expense</b> | <b>157,600.00</b> | <b>163,100.00</b> | <b>165,400.00</b> | <b>168,900.00</b> |

TOTAL EXPENSES

|                       |                   |                   |                   |                   |
|-----------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Total Expenses</b> | <b>586,450.00</b> | <b>603,700.00</b> | <b>621,900.00</b> | <b>633,150.00</b> |
|-----------------------|-------------------|-------------------|-------------------|-------------------|

NET INCOME/LOSS

|                        |                  |                  |                  |                  |
|------------------------|------------------|------------------|------------------|------------------|
| <b>Net Income/Loss</b> | <b>76,750.00</b> | <b>70,300.00</b> | <b>66,800.00</b> | <b>69,650.00</b> |
|------------------------|------------------|------------------|------------------|------------------|

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](mailto: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 3<sup>rd</sup> 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<br>Fund  | Gaming<br>Fund   | Capital<br>Asset Fund | Field<br>Project | Junior Develop.<br>Memorial<br>Fund | 2023              | 2022              |
|----------------------------------|------------------|------------------|-----------------------|------------------|-------------------------------------|-------------------|-------------------|
| <b>REVENUE</b>                   |                  |                  |                       |                  |                                     |                   |                   |
| 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>  |
| <b>EXPENDITURES</b>              |                  |                  |                       |                  |                                     |                   |                   |
| 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<br>Fund | Gaming<br>Fund | Capital<br>Asset Fund | Field<br>Project  | Thibodeau<br>Memorial<br>Fund | 2023              | 2022              |
|--|-----------------|----------------|-----------------------|-------------------|-------------------------------|-------------------|-------------------|
| <b>CURRENT ASSETS</b>                        |                 |                |                       |                   |                               |                   |                   |
| Cash   | \$ 6,494        | \$ -           | \$ 17,743             |                   | \$ 11,190                     | \$ 35,427         | \$ 37,631         |
| FIXED ASSETS (Note 4)                        |                 |                | 216,912               |                   |                               | \$ 216,912        | \$ 231,132        |
| <b>Total Assets</b>                          | <b>\$ 6,494</b> | <b>\$ -</b>    | <b>\$ 234,655</b>     | <b>\$ -</b>       | <b>\$ 11,190</b>              | <b>\$ 252,339</b> | <b>\$ 268,763</b> |
| <b>CURRENT LIABILITIES</b>                   |                 |                |                       |                   |                               |                   |                   |
| Accounts Payable                             | \$ 3,452        |                |                       |                   |                               | \$ 3,452          | \$ 1,791          |
| <b>LONG TERM LIABILITIES</b>                 |                 |                |                       |                   |                               |                   |                   |
| Mortgage Payable                             |                 |                |                       | \$ 94,423         |                               | \$ 94,423         | \$ 99,416         |
| <b>FUND BALANCES</b>                         |                 |                |                       |                   |                               |                   |                   |
| 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            |
| <b>Total Fund Balances</b>                   | <b>\$ 3,042</b> | <b>\$ -</b>    | <b>\$ 234,655</b>     | <b>-\$ 94,423</b> | <b>\$ 11,190</b>              | <b>\$ 154,464</b> | <b>\$ 167,556</b> |
| <b>Total Liabilities &amp; Fund Balances</b> | <b>\$ 6,494</b> | <b>\$ -</b>    | <b>\$ 234,655</b>     | <b>\$ -</b>       | <b>\$ 11,190</b>              | <b>\$ 252,339</b> | <b>\$ 268,763</b> |

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

|   |     | 2023   |    | 2022   |
|---|-----|--------|----|--------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>         | -\$ | 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  |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>         |     |        |    |        |
| Purchase of Capital Assets                          |     | -4,800 |    | -4,936 |
| <b>INCREASE IN CASH AND CASH EQUIVALENTS</b>        | -\$ | 2,204  | \$ | 4,356  |
| <b>CASH AND EQUIVALENTS, beginning of year</b>      |     | 37,631 |    | 33,275 |
| <b>CASH AND EQUIVALENTS, end of year</b>            |     | 35,427 |    | 37,631 |
| <hr/> <b>CASH AND CASH EQUIVALENTS CONSISTS OF:</b> |     |        |    |        |
| 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<br>Amortization | 2023<br>Net       | 2022<br>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

| <b>Revenue</b>       | <b>Amount</b>        |
|----------------------|----------------------|
| 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         |
| <b>Total Revenue</b> | <b>\$ 105,000.00</b> |

| <b>Expenses</b>              | <b>Amount</b>       |
|------------------------------|---------------------|
| 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        |
| <b>Total Expenses</b>        | <b>\$ 92,000.00</b> |

**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](mailto: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  
 NO

YEAR(S) 2022, /23, /24

**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 3<sup>rd</sup> 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 activites |
| 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](mailto: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](mailto: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](mailto: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:<br>(I have read and understand the terms and conditions outlined in this contract)   | Executive Director:<br>Tel: 250-746-1633 |
| Date:   | Date:                                    |
| <p><b>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.</b></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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## 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").

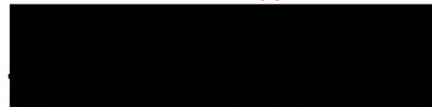
Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

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              |
|--|-------------------|-------------------|
| <b>ASSETS</b>                            |                   |                   |
| <b>CURRENT</b>                           |                   |                   |
| 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>      |
|  | <b>\$ 132,929</b> | <b>\$ 101,742</b> |
| <b>LIABILITIES</b>                       |                   |                   |
| <b>CURRENT</b>                           |                   |                   |
| 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>     |
| <b>NET ASSETS</b>                        |                   |                   |
| Unrestricted                             | <u>61,090</u>     | <u>41,798</u>     |
|  | <b>\$ 132,929</b> | <b>\$ 101,742</b> |

APPROVED ON BEHALF OF THE BOARD



Director **FIPPA s. 22(1)**



Director

**COWICHAN VALLEY ARTS COUNCIL  
STATEMENT OF CHANGES IN NET ASSETS  
YEAR ENDED MARCH 31, 2023**

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|  | <b>Internally<br/>Restricted</b> | <b>Unrestricted</b> | <b>2023</b>   | <b>2022</b>     |
|--|----------------------------------|---------------------|---------------|-----------------|
| Balance, beginning of year                       | \$ -                             | \$ 41,798           | \$ 41,798     | \$ 83,957       |
| Excess (Deficiency) of<br>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       |

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**COWICHAN VALLEY ARTS COUNCIL  
STATEMENT OF OPERATIONS  
YEAR ENDED MARCH 31, 2023**

Page 4

|  | <b>2023</b>      | <b>2022</b>        |
|--|------------------|--------------------|
| <b>REVENUES</b>  |                  |                    |
| 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>     |
| <b>EXPENSES</b>  |                  |                    |
| 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>     |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENSES BEFORE OTHER INCOME</b> | <b>\$ 19,292</b> | <b>\$ (42,159)</b> |

**COWICHAN VALLEY ARTS COUNCIL  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED MARCH 31, 2023**

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**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**

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**NOTE 4 DEFERRED CONTRIBUTIONS**

|  | <b>2023</b>      | <b>2022</b>      |
|--|------------------|------------------|
| 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**

|                 | <b>2023</b>      | <b>2022</b>      |
|-----------------|------------------|------------------|
| 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**

| <b>Cowichan Valley Arts Council</b> |                           |   |                       |
|-------------------------------------|---------------------------|---|-----------------------|
| <b>Final Budget 2024 - 2025</b>     |                           |   |                       |
|                                     | <b>2023-24<br/>Budget</b> | <b>2023-24<br/>Projected Year<br/>End</b> | <b>2024-25 Budget</b> |
| <b>REVENUE</b>                      |                           |   |                       |
| <b>Earned Revenue</b>               |                           |   |                       |
| 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                   |
| <b>Total Earned Revenue</b>         | <b>81,550</b>             | <b>83,246</b>                             | <b>100,010</b>        |

| <b>Net Endowment and Investment Income</b> | <b>2023-24 Budget</b> | <b>2023-24 Projected Year End</b> | <b>2024-25 Budget</b>          |
|--|-----------------------|-----------------------------------|--------------------------------|
| Bank Interest/Dividends                    | 0                     | 1,200                             | 1,500                          |
| <b>Total Net Endowment and Investment</b>  | <b>0</b>              | <b>1,200</b>                      | <b>1,500</b>                   |
|  |                       |                                   |                                |
| <b>Private Sector Revenue</b>              |                       |                                   |                                |
| 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                          |
| <b>Total Private Sector Revenue</b>        | <b>14,200</b>         | <b>16,584</b>                     | <b>22,000</b>                  |
|  |                       |                                   |                                |
| <b>Public Sector Revenue</b>               | <b>2023-24 Budget</b> | <b>2023-24 Projected Year End</b> | <b>2024-25 Proposed Budget</b> |
| 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                         |
| <b>Total Public Sector Revenue</b>         | <b>100,000</b>        | <b>93,276</b>                     | <b>75,629</b>                  |
|  |                       |                                   |                                |
| <b>TOTAL REVENUE</b>                       | <b>195,750</b>        | <b>194,306</b>                    | <b>199,139</b>                 |

| <b>EXPENSE</b>   | <b>2023-24 Budget</b> | <b>2023-24 Projected Year End</b> | <b>2024-25 Budget</b> |
|--|-----------------------|-----------------------------------|-----------------------|
| <b>Artistic and Program Salaries/Fees</b>                    |                       |                                   |                       |
| Prizes   | 0                     | 1,500                             | 1,500                 |
| <b>Total Artistic and Program Salaries/Fees</b>              | <b>0</b>              | <b>1,500</b>                      | <b>1,500</b>          |
| <b>Programming Expenses</b>                                  |                       |                                   |                       |
| 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                     |
| <b>Total Programming Expenses</b>                            | <b>38,275</b>         | <b>48,606</b>                     | <b>41,925</b>         |
| <b>Programming Wages &amp; Benefits (Summer Camps)</b>       |                       |                                   |                       |
| Child & Youth Program Wages & Benefits                       | 19,360                | 18,164                            | 18,144                |
| <b>Total Programming Wages &amp; Benefits (Summer Camps)</b> | <b>19,360</b>         | <b>18,164</b>                     | <b>18,144</b>         |



| <b>Administrative Expenses</b>             | <b>2023-24 Budget</b> | <b>2023-24 Projected Year End</b> | <b>2024-25 Budget</b> |
|--|-----------------------|-----------------------------------|-----------------------|
| 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                 |
| <b>Total General &amp; Admin. Expenses</b> | <b>138,115</b>        | <b>137,420</b>                    | <b>137,570</b>        |
| <b>TOTAL EXPENSE</b>                       | <b>195,750</b>        | <b>205,689</b>                    | <b>199,139</b>        |
| <b>NET INCOME</b>                          | <b>0</b>              | <b>-11,384</b>                    | <b>0</b>              |

**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](mailto: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

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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 3<sup>rd</sup> 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](http://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               |
|---|---------------------|
| <b>INCOME</b>                               |                     |
| 4000 Primary Income                         | 0.00                |
| 4002 Soccer Registration Fees Senior        | 58,215.00           |
| 4003 Soccer Registration Fees Youth         | 214,584.38          |
| <b>Total 4000 Primary Income</b>            | <b>272,799.38</b>   |
| 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            |
| <b>Total Income</b>                         | <b>\$315,379.15</b> |
| <b>GROSS PROFIT</b>                         | <b>\$315,379.15</b> |
| <b>EXPENSES</b>                             |                     |
| 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            |
| <b>Total Expenses</b>                       | <b>\$267,361.31</b> |
| <b>PROFIT</b>                               | <b>\$48,017.84</b>  |





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](mailto: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 3<sup>rd</sup> 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 assessable

**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 +         |
|      | 65.00 +         |      | 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

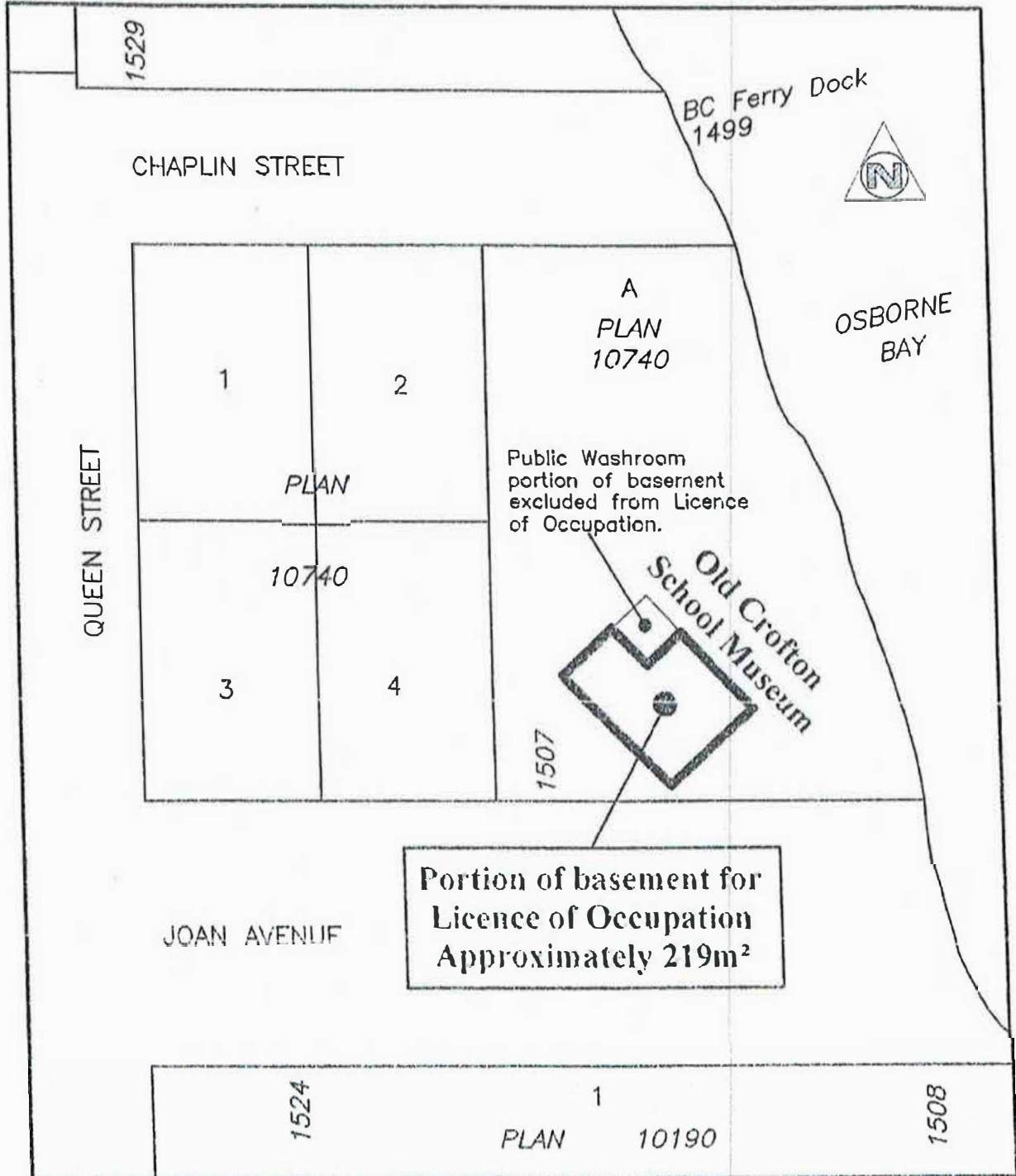
|  |                |           |
|--|----------------|-----------|
| Insurance  | 850.00         |           |
| B.C. Annual Report                                     | 40.00          |           |
| Toilet Repair  | 125.95         |           |
| Purchases for resale<br>(T-shirts, hoodies, Novatties) | 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](mailto: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 juniors<sup>1</sup>.

Community Engagement: Strengthen community ties by hosting social events, fundraisers, and community outreach programs<sup>1</sup>.

Skill Development: Provide coaching and training opportunities to help members improve their curling skills, from beginners to advanced players<sup>2</sup>.

Facility Maintenance and Improvement: Ensure the curling facilities are well-maintained and continuously improved to provide a safe and enjoyable experience for all members<sup>3</sup>.

Inclusivity and Accessibility: Create an inclusive environment where everyone feels welcome, regardless of their background or experience level<sup>4</sup>

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 environments. 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 friendships<sup>1</sup>.

**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 lifestyle<sup>2</sup>.

**Charity and Fundraising:** Many curling clubs organize events and bonspiels (tournaments) to raise funds for local charities and community projects<sup>2</sup>. 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 activity<sup>1</sup>.

**Volunteering Opportunities:** Clubs rely on volunteers for various roles, from coaching to event organization, which fosters a sense of community involvement and pride<sup>1</sup>.

**Economic Impact:** Hosting events and tournaments can bring visitors to the area, benefiting local businesses such as hotels, restaurants, and shops<sup>2</sup>.

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 3<sup>rd</sup> 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**

|                           | <b>2024</b> | <b>2023</b> |
|---------------------------|-------------|-------------|
| 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><br><u>2024</u> | <u>Apr 30</u><br><u>2023</u> |
|---|------------------------------|------------------------------|
| <b>INCOME</b>                           |                              |                              |
| 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>            |
| <b>PURCHASES</b>                        |                              |                              |
| Bonspiel, Bar, Pro shop & other         | <b>52,772</b>                | <b>37,741</b>                |
|   | <u>\$ 169,158</u>            | <u>\$ 136,498</u>            |
| <b>EXPENSES</b>                         |                              |                              |
| 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>            |
| <b>NET INCOME(LOSS) FROM OPERATIONS</b> | <u>\$ (34,424)</u>           | <u>\$ (39,577)</u>           |
| <b>OTHER INCOME AND EXPENSES</b>        |                              |                              |
| 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>             |
| <b>NET INCOME(LOSS) for the Period</b>  | <u>\$ 3,949</u>              | <u>\$ (20,643)</u>           |

**Duncan Curling Club**  
**Statement of Cash Flow**  
**Period Ending April 30, 2024**

|   | <b>Apr 30<br/>2024</b> | <b>Apr 30<br/>2023</b> |
|---|------------------------|------------------------|
| <b>OPERATING ACTIVITIES</b>             |                        |                        |
| Net Income Per Analysis                 | \$ 3,949               | \$ (20,643)            |
| Depreciation                            | -                      | -                      |
| Gain on Disposal of assets              | -                      | -                      |
|   | <b>\$ 3,949</b>        | <b>\$ (20,643)</b>     |
|   |                        |                        |
| 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                 |
|   | <b>\$ 3,775</b>        | <b>\$ 97,714</b>       |
| Cash flow from operating activities     | <b>\$ 7,724</b>        | <b>\$ 77,071</b>       |
|   |                        |                        |
| <b>INVESTING ACTIVITIES</b>             |                        |                        |
| Purchase of capital assets              | \$ (0)                 | \$ (252,591)           |
| Proceeds on sale of assets              | -                      | -                      |
| Change in mortgage receivable           | 28,847                 | 27,753                 |
|   | <b>\$ 28,847</b>       | <b>\$ (224,838)</b>    |
|   |                        |                        |
| <b>INCREASE (DECREASE) IN CASH FLOW</b> | <b>\$ 36,571</b>       | <b>\$ (147,767)</b>    |
|   |                        |                        |
| Cash beginning of the year              | <b>\$ 79,403</b>       | <b>\$ 227,170</b>      |
|   |                        |                        |
| <b>CASH (DEFICIENCY) - END OF YEAR</b>  | <b>\$ 115,974</b>      | <b>\$ 79,403</b>       |
|   |                        |                        |
| <b>CASH (DEFICIENCY) CONSISTS OF:</b>   |                        |                        |
| Cash                                    | <b>\$ 115,974</b>      | <b>\$ 79,403</b>       |

**Duncan Curling Club**  
**Income Statement**  
**Period Ending April 30, 2024**

|   | Apr 30<br>2024     | Total<br>Budget<br>2025 | Apr 30<br>2023     |
|---|--------------------|-------------------------|--------------------|
| <b>INCOME</b>                           |                    |                         |                    |
| 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              |
|   | <b>\$ 221,930</b>  | <b>\$ 237,500</b>       | <b>\$ 174,239</b>  |
| <b>PURCHASES</b>                        |                    |                         |                    |
| 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                   | -                  |
|   | <b>\$ 52,772</b>   | <b>\$ 40,000</b>        | <b>\$ 37,741</b>   |
| <b>GROSS PROFIT</b>                     |                    |                         |                    |
|   | <b>\$ 169,158</b>  | <b>\$ 197,500</b>       | <b>\$ 136,498</b>  |
| <b>EXPENSES</b>                         |                    |                         |                    |
| 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                |
|   | <b>\$ 203,582</b>  | <b>\$ 217,500</b>       | <b>\$ 176,075</b>  |
| <b>NET INCOME(LOSS) FROM OPERATIONS</b> |                    |                         |                    |
|   | <b>\$ (34,424)</b> | <b>\$ (20,000)</b>      | <b>\$ (39,577)</b> |
| <b>OTHER INCOME AND EXPENSES</b>        |                    |                         |                    |
| 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)                 | -                  |
|   | <b>\$ 38,373</b>   | <b>\$ 20,000</b>        | <b>\$ 18,934</b>   |
| <b>NET INCOME(LOSS) for the Period</b>  |                    |                         |                    |
|   | <b>\$ 3,949</b>    | <b>\$ -</b>             | <b>\$ (20,643)</b> |

**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](mailto: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: Duncan Dynamics Gymnastics Club  
MAILING ADDRESS OF PROPERTY: 2687 James Street, Duncan BC  
LEGAL DESCRIPTION:  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
TAX ROLL NUMBER: 03504-003 PID: 000-745-561  
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 under Societies Act of BC)

SOCIETY NUMBER: S36488 BUSINESS NUMBER: 878118744 BC0001  
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: N/A

Organization Executive:

| Title     | Name                              | Phone No.                 |
|-----------|-----------------------------------|---------------------------|
| President | Hilary Else                       | [REDACTED] FIPPA s. 22(1) |
| Secretary | Stephanie Somers (Vice President) | [REDACTED] FIPPA s. 22(1) |
| Treasurer | Zoe Mitchell                      | [REDACTED] FIPPA s. 22(1) |
|           |                                   |                           |

CONTACT DETAILS:

Contact Person & Title: Karisa Steinwand

Mailing Address: 2687 James Street, Duncan BC

Phone Number: (250) 746-0193

Email: info@ddgc.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 build community through gymnastics by promoting fun, fitness, fundamentals and friendships.

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:

1. Community Health and Wellbeing - we promote physical fitness and mental wellness through gymnastics.
2. Youth Engagement and Development - we offer programs to youth of all capabilities from ages 4 to 19 encouraging skills development and training opportunities for coaching.
3. Community Engagement and Inclusivity - our club is accessible to different socioeconomic backgrounds and promotes various funding opportunities.
4. Economic Development - our club contributes to the local economy by employing residents as coaches and admin staff.

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

Gymnastics and gymnastics related activities including: organized gymnastics programs for competitive and recreational gymnasts as well as gymnastics birthday parties and drop-in classes.  
Duncan Dynamics Gymnastics Club is a not for profit organization that is run by an elected volunteer Board of Directors. The profit earned by the club is re-invested back into the club to pay for coaches and equipment. We offer a valuable service to the community as a safe and healthy place for youth to learn, make friends and enjoy the sport of gymnastics. Many of our athletes have had success at the Provincial and National level. Former athletes often return as coaches and give back to the sport that gave them structure and confidence throughout their childhood.

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?

1. Foster diversity - we hire coaches and staff from diverse backgrounds to provide role models for all club members and to bring varied perspectives to our programs.
2. Promote inclusivity - we strive to keep fees as low as possible to cater to different socioeconomic backgrounds. We also design programs that cater to participants of all abilities and levels.
3. Champion conservation - we have sustainable cleaning practices which prioritize the health and safety of our participants and the environment.

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

800

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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?

None currently, but we will bring this to our Head Coach to evaluate opportunities for the future. We are increasing our coaching capacity in the fall and may be able to offer programs that aim to reduce disparities and/or barriers to access.

### 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 3<sup>rd</sup> 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?  
100% 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 |
|------------|---------------------------------|---------------|
| Gymnastics | Duncan Dynamics Gymnastics Club | \$746,580     |
|            |                                 |               |

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

Number of employees: Full-time: 3 Part-time: 18 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                             |
|--------------------------------------|---------------------|----------------------------------|-------------------------------------|
| June 2023/Dec 2023                   | \$26,000 / \$62,920 | BC Gaming Grant                  | Program funding / floor replacement |
| June 2022                            | \$19,550            | BC Gaming Grant                  | Program funding                     |
| June 2024                            | \$30,000            | BC Gaming Grant                  | Program funding                     |
| May 2024                             | \$2,000             | CVRD - Sport Tourism Event Grant | Orca Invitational Competition       |
| May + Sep 2023 / Dec 2022 + May 2023 | \$1,125 / \$800     | CVRD - Sport Tourism Event Grant | Orca Invitational                   |

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc. Membership fees, gymnastics program fees, camps, competition fees and associated gymnastics merchandise.

- 5. Prior year actual operating expenses \$ 700,930
- 6. Prior year actual operating revenues \$ 746,580
- 7. Current year annual operating budget of organization (attach a copy) \$ 124,135
- 8. Projected annual operating budget of the organization for the year of requested exemption \$ 125,000

**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.**



**Duncan Dynamics Gymnastics Club**  
**F2024 Budget to Actual at Jun 30, 2024**

Remaining Mos. Of Yr 17%

|                                      | Approved Budget   | YTD 2024          | Remaining - \$    | Remaining - % |
|--------------------------------------|-------------------|-------------------|-------------------|---------------|
| <b>REVENUE</b>                       |                   |                   |                   |               |
| 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>    |
| <b>COST OF SALES</b>                 |                   |                   |                   |               |
| 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>     |
| <b>GROSS PROFIT</b>                  | <u>\$ 136,224</u> | <u>\$ 46,117</u>  | <u>\$ 90,107</u>  | <u>66%</u>    |
|                                      | 18%               | 7%                |                   |               |
| <b>OPERATING EXPENSES</b>            |                   |                   |                   |               |
| 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%               |                   |               |
| <b>NET INCOME BEFORE OTHER ITEMS</b> | <u>\$ 12,089</u>  | <u>-\$ 38,495</u> | <u>\$ 50,584</u>  | <u>418%</u>   |
|                                      | 2%                | -6%               |                   |               |
| <b>OTHER INCOME/EXPENSES</b>         |                   |                   |                   |               |
| 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> |                   |               |
| <b>NET PROFIT</b>                    | <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           |
|--|----------------|----------------|
| <b>Assets</b>                              |                |                |
| <b>Current</b>                             |                |                |
| Cash (Note 3)                              | 338,474        | 224,468        |
| Accounts receivable                        | 190,906        | 215,855        |
| Prepaid expenses                           | 1,678          | 1,267          |
|  | 531,058        | 441,590        |
| <b>Capital assets (Note 4)</b>             | <b>44,893</b>  | <b>43,673</b>  |
|  | 575,951        | 485,263        |
| <b>Liabilities</b>                         |                |                |
| <b>Current</b>                             |                |                |
| Accounts payable and accruals              | 34,936         | 9,414          |
| Canada Emergency Business Account (Note 5) | 60,000         | 60,000         |
|  | 94,936         | 69,414         |
| <b>Deferred contributions (Note 6)</b>     | <b>317,571</b> | <b>298,055</b> |
|  | 412,507        | 367,469        |
| <b>Net Assets</b>                          | <b>163,444</b> | <b>117,794</b> |
|  | 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            |
|---|----------------|-----------------|
| <b>Revenue</b>                                      |                |                 |
| 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             |
|   | <b>746,580</b> | <b>535,139</b>  |
| <b>Expenses</b>                                     |                |                 |
| 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           |
| <b>Total expenses</b>                               | <b>700,930</b> | <b>615,502</b>  |
| <b>Excess (deficiency) of revenue over expenses</b> | <b>45,650</b>  | <b>(80,363)</b> |
| <b>Net assets</b>                                   | <b>117,794</b> | <b>198,157</b>  |
| <b>Net assets, end of year</b>                      | <b>163,444</b> | <b>117,794</b>  |

**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:

|                      | 2023    | 2022    |
|----------------------|---------|---------|
| 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.

|                    | Cost   | Accumulated<br>amortization | 2023<br>Net book<br>value | 2022<br>Net book<br>value |
|--------------------|--------|-----------------------------|---------------------------|---------------------------|
| 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         | -              |
|                    | <b>317,571</b> | <b>298,055</b> |



**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](mailto: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 15 2024  
FULL NAME OF ORGANIZATION: Friends of Cowichan Cadets Society  
MAILING ADDRESS OF PROPERTY: 6722 Beaumont Ave., Duncan BC V9L 5X8  
LEGAL DESCRIPTION:  
Lot: 4 Block: 15 Plan: VIP729  
TAX ROLL NUMBER: 04-315-08314.000 PID: 008-630-607  
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.

Friends of Cowichan Cadets Society

SOCIETY NUMBER: S0056781 BUSINESS NUMBER: 80598 8862 BC0001  
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: 110453

Organization Executive:

| Title     | Name                      | Phone No.                 |
|-----------|---------------------------|---------------------------|
| President | Michael Irving (Director) | [REDACTED] FIPPA s. 22(1) |
| Secretary | Sharon Irving (Director)  | [REDACTED] FIPPA s. 22(1) |
| Treasurer | N/A                       |                           |
|           |                           |                           |

CONTACT DETAILS:

Contact Person & Title: Michael Irving, Director

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) 1970 and ~~before 1970~~  
 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:

Friends of Cowichan Cadets Society was created to provide and care for a building to house the Royal Canadian Sea Cadet corps in the Cowichan Valley. The society maintains the building and provides the building for the use of training sea cadets

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:

provision of community youth organization

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

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?  
Membership in Royal Canadian Sea Cadets is open to all you youth ages 12 to 19

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.  
20-30  
\_\_\_\_\_

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

If yes, please explain:  
Membership only ages 12 to 19

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 3<sup>rd</sup> 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?  
Sea Cadets is open for membership to youth between ages 12 and 19

**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: <sup>3</sup>\_\_\_\_\_ Number of Volunteers: <sup>3</sup>\_\_\_\_\_

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 from local service organizations (Legions) , Gaming as a registered charity**

- 5. Prior year actual operating expenses \$ nil
- 6. Prior year actual operating revenues \$ nil
- 7. Current year annual operating budget of organization (attach a copy) \$ nil
- 8. Projected annual operating budget of the organization for the year of requested exemption \$ nil

**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   |
|                                  |        |            |
|                                  |        |            |
|                                  |        |            |
|                                  |        |            |

|                      |               |                   |
|----------------------|---------------|-------------------|
| <b>Total Revenue</b> | <b>\$0.00</b> | <b>\$8,441.02</b> |
|----------------------|---------------|-------------------|

| Expenditures                                 | Gaming     | General    |
|--|------------|------------|
| Sea Cadets                                   | \$1,405.00 | \$829.50   |
| Heat Pump Loan payments \$400 X<br>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   |

|                           |                   |                    |
|---------------------------|-------------------|--------------------|
| <b>Total Expenditures</b> | <b>\$1,405.00</b> | <b>\$18,752.97</b> |
|---------------------------|-------------------|--------------------|

|   |                    |                     |
|---|--------------------|---------------------|
| <b>Excess of Revenues over expenses</b> | <b>-\$1,405.00</b> | <b>-\$10,311.95</b> |
|---|--------------------|---------------------|

|  |                   |                    |
|--|-------------------|--------------------|
| <b>Fund Balances - beginning of year</b> | <b>\$1,452.42</b> | <b>\$17,847.71</b> |
|--|-------------------|--------------------|

|                                    |                |                   |
|------------------------------------|----------------|-------------------|
| <b>Fund Balances - end of year</b> | <b>\$47.42</b> | <b>\$7,535.76</b> |
|------------------------------------|----------------|-------------------|

## Teri Vetter

---

**From:** Sharon Irving [REDACTED] **FIPPA s. 22(1)**  
**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](mailto: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 PID: 008-635-919  
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 | [REDACTED] FIPPA s. 22(1) |
| Secretary | Judy Smith      | [REDACTED] FIPPA s. 22(1) |
| Treasurer | Neil Bevan      | [REDACTED] FIPPA s. 22(1) |
|           |                 |                           |

CONTACT DETAILS:

Contact Person & Title: Neil Bevan, Treasurer  
Mailing Address: 6735 Beaumont Ave., Duncan, B.C. V9L 5X4  
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:  
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

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 3<sup>rd</sup> 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: <sup>1</sup> \_\_\_\_\_ Part-time: <sup>5</sup> \_\_\_\_\_ Number of Volunteers: <sup>100</sup> \_\_\_\_\_

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**

| <b>ASSETS</b>                       |                         |                         |
|-------------------------------------|-------------------------|-------------------------|
|                                     | <b>2023</b>             | <b>2022</b>             |
| <b>CURRENT</b>                      |                         |                         |
| 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>           |
| <b>DIRECT ACCESS GAMING ACCOUNT</b> | <u>7,828</u>            | <u>417</u>              |
| <b>CAPITAL ASSETS</b>               |                         |                         |
| 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> |
| <b>LIABILITIES</b>                  |                         |                         |
| <b>CURRENT</b>                      |                         |                         |
| 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>           |
| <b>BILL MURRAY - BURSARY FUND</b>   | <u>1,423</u>            | <u>1,939</u>            |
| <b>JUSTIN FRYER - SERVICE AWARD</b> | <u>350</u>              | <u>350</u>              |
| <b>MEMBERS' EQUITY</b>              |                         |                         |
| <b>EQUITY - END OF YEAR</b>         | <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                    |
|---|-------------------------|-------------------------|
| <b>REVENUES</b>                             |                         |                         |
| 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>           |
| <b>TOTAL REVENUES - NET</b>                 | <u>142,580</u>          | <u>111,561</u>          |
| <b>EXPENDITURES</b>                         |                         |                         |
| 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>              |
| <b>TOTAL EXPENDITURES</b>                   | <u>139,980</u>          | <u>85,554</u>           |
| <b>EXCESS OF REVENUES OVER EXPENDITURES</b> | 2,600                   | 26,007                  |
| <b>EQUITY - BEGINNING OF YEAR</b>           | <u>369,971</u>          | <u>343,964</u>          |
| <b>EQUITY - END OF YEAR</b>                 | <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 |
| <b>REVENUES</b>                    |                                 |  |  |                 |                 |                 |                 |
|                                    | 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 dues                     |  |  | 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      |
| <b>EXPENSES</b>                    |                                 |  |  |                 |                 |                 |                 |
|                                    | 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](mailto: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: Maple Bay Yacht Club  
MAILING ADDRESS OF PROPERTY: 6337 Genoa Bay Road Duncan BC V9L 5Y4  
LEGAL DESCRIPTION:  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
TAX ROLL NUMBER: 09119-000 PID: 003-507-718  
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 under Societies Act of BC)

SOCIETY NUMBER: \_\_\_\_\_ BUSINESS NUMBER: 12249 4289 BC00001  
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: 50001673

Organization Executive:

| Title     | Name           | Phone No.                 |
|-----------|----------------|---------------------------|
| President | Jim Fisher     | [REDACTED] FIPPA s. 22(1) |
| Secretary | Phil Gregory   | [REDACTED] FIPPA s. 22(1) |
| Treasurer | Marsha Stanley | [REDACTED] FIPPA s. 22(1) |
|           |                |                           |

CONTACT DETAILS:

Contact Person & Title: Jim Fisher Commodore

Mailing Address: 6337 Genoa Bay Road Duncan BC V9L 5Y4

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

Email: Commodore@mbyc.bc.ca

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

YES                      YEAR(S) unkown  
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 purposes of the Club shall be: to encourage the development of yachting, both power and sail;  
(1) to enhance the Members' yachting skills and knowledge, particularly with respect to seamanship and safety;  
(2) to foster a high level of sportsmanship amongst the Members through competitive sailing and power boat events;  
(3) to provide moorage facilities for the benefit of Members; and  
(4) to provide social facilities and functions for the benefit of Members.

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:

MBYC fosters a thriving and sustainable community of unique and inclusive towns and neighbourhoods, preserving our agricultural rural countryside, and stewarding healthy forests, rivers and lakes and oceans.

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

Maple Bay Yacht Club takes on the role of Park Hosting in Provincial Marine Parks, we provide maintenance and clean up. Our youth sailing program promote sailing and sportsmanship and is open to all youth in 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?

Our Marina has an ongoing commitment to adhere to all environmental rules and regulations. As we replace components in our marina we have environmental over-site from outside sources. We actively seek people from all walks of life and diversity for both members and staff. MBYC communicates with all stake holders in the area and will often invite council members to attend events.

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

680

---

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 sailing school will meet with families that have intellectual difficulties to see if we can meet the needs of the student. Our clubhouse and bar area has mobility device access.

### 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 3<sup>rd</sup> 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?

Non-members may access the facilities with a member as a guest, or may come in and meet with Club Manager or meet other members to find out more about the club.

**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: 3 Part-time: 3 Number of Volunteers: 680

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.
- Moorage fees.
- Bar revenue.

|    |   |            |
|----|---|------------|
| 5. | Prior year actual operating expenses  | \$ 862,192 |
| 6. | Prior year actual operating revenues  | \$ 834,348 |
| 7. | Current year annual operating budget of organization (attach a copy)                      | \$ 660,672 |
| 8. | Projected annual operating budget of the organization for the year of requested exemption | \$ 792,800 |

**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.**

**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

|  | <u>2023</u>         | <u>2022</u>         |
|--|---------------------|---------------------|
| <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              |
|  | <u>348,428</u>      | <u>328,442</u>      |
| <u>Property, Plant and Equipment:</u> (Note 4) | <u>3,982,401</u>    | <u>3,717,558</u>    |
|  | <u>\$ 4,330,829</u> | <u>\$ 4,046,000</u> |

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              |
|   | <u>736,954</u>      | <u>369,468</u>      |
| <u>Long Term Debt</u> (Note 7)                    | <u>212,257</u>      | <u>266,345</u>      |
| <u>Deferred Capital Contributions</u> (Note 8)    | <u>17,140</u>       | <u>17,865</u>       |
|   | <u>966,351</u>      | <u>653,678</u>      |
| <u>Net Assets</u>                                 |                     |                     |
| General fund                                      | 3,160,881           | 3,236,025           |
| Internally restricted (Note 9)                    | 203,597             | 156,297             |
|   | <u>3,364,478</u>    | <u>3,392,322</u>    |
|   | <u>\$ 4,330,829</u> | <u>\$ 4,046,000</u> |

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<br>Fund     | Internally<br>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)

|  | 2023       | 2022       |
|--|------------|------------|
| <u>Revenue</u> (Schedule 1)                  | \$ 834,348 | \$ 766,621 |
| <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          |
|  | 862,192    | 745,494    |
| <u>Net Income for the period</u>             | \$ -27,844 | \$ 21,127  |

**MAPLE BAY YACHT CLUB**  
**SCHEDULE OF REVENUE**  
 Year ended September 30, 2023  
 (Unaudited - Internally Prepared)

Schedule 1

|                                   | <u>2023</u> | <u>2022</u> |
|-----------------------------------|-------------|-------------|
| 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<br>and amortization | <u>716,390</u>    | <u>618,381</u>    |
| 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                                      | <u>-6,640</u>     | <u>-3,636</u>     |
|  | <u>65,250</u>     | <u>112,093</u>    |
| <br><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   | <u>47,300</u>     | <u>48,647</u>     |
|  | <u>-340,717</u>   | <u>-314,526</u>   |
| <br><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  | <u>-16,413</u>    | <u>-14,883</u>    |
|  | <u>296,992</u>    | <u>132,424</u>    |
| <br>Change in cash position  | 21,525            | -70,009           |
| <br>Cash position, beginning of period                                       | <u>200,315</u>    | <u>270,324</u>    |
| <br>Cash position, end of period   | <u>\$ 221,840</u> | <u>\$ 200,315</u> |
| <br><u>Represented by:</u>   |                   |                   |
| Cash   | \$ 35,768         | \$ 53,515         |
| Term Deposits  | <u>186,072</u>    | <u>146,800</u>    |
|  | <u>\$ 221,840</u> | <u>\$ 200,315</u> |

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<br>Amortization | Net<br>2023 | Net<br>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/<br>Kitchen | House<br>Grounds | Membership     | Marine         | Hospitality &<br>Communica | Fleet<br>Racing | Youth         | Staff<br>Captain | Total          | Actual<br>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               |
| <b>Total</b>                   | <b>12,500</b> | <b>114,450</b>  | <b>1,500</b>     | <b>216,000</b> | <b>425,567</b> | <b>20,820</b>              | <b>14,000</b>   | <b>36,135</b> | <b>3,950</b>     | <b>844,922</b> | <b>834,348</b>      |
| <b>Expenses</b>                |               |                 |                  |                |                |                            |                 |               |                  |                |                     |
| 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/<br>Kitchen | House<br>Grounds | Membership     | Marine         | Events&<br>Communica | Fleet<br>Racing Youth |                | Staff<br>Captain | Total          | Actual<br>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               |
| <b>Total expenses</b>                 | <b>157,969</b>  | <b>140,957</b>  | <b>102,427</b>   | <b>6,450</b>   | <b>228,529</b> | <b>19,280</b>        | <b>17,060</b>         | <b>48,423</b>  | <b>11,225</b>    | <b>732,320</b> | <b>732,805</b>      |
| <b>Net Income before amortization</b> | <b>-145,469</b> | <b>-26,507</b>  | <b>-100,927</b>  | <b>209,550</b> | <b>197,038</b> | <b>1,540</b>         | <b>-3,060</b>         | <b>-12,288</b> | <b>-7,275</b>    | <b>112,602</b> | <b>101,543</b>      |

**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](mailto: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 | [REDACTED] <b>FIPPA s. 22(1)</b> |
| Secretary |             |                                  |
| Treasurer |             |                                  |
|           |             |                                  |

CONTACT DETAILS:

Contact Person & Title: Arden Chailer, Office Manager  
Mailing Address: 2816 Henry Rd. Chemainus BC V0R 1K5  
Phone Number: [REDACTED] **FIPPA s. 22(1)** 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 3<sup>rd</sup> 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.**



**MOUNT BRENTON GOLF COURSE LTD.**

**Financial Statements**

**Year Ended December 31, 2023**

MOUNT BRENTON GOLF COURSE LTD.

Index to Financial Statements

Year Ended December 31, 2023

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## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

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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.

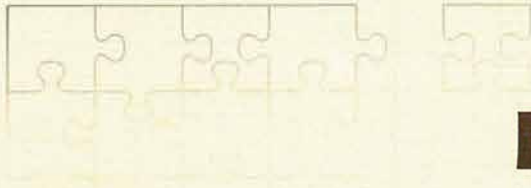
**FIPPA s. 22(1)**



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Gregory Brennan, Finance Director

Chemainus, BC  
April 10, 2023



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## INDEPENDENT AUDITOR'S REPORT

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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.

**FIPPA s. 22(1)**



Nanaimo, British Columbia  
April 10, 2024

ROBBINS & COMPANY  
CHARTERED PROFESSIONAL ACCOUNTANTS

**MOUNT BRENTON GOLF COURSE LTD.**

**Balance Sheet  
December 31, 2023**

|                               | 2023                | 2022                |
|-------------------------------|---------------------|---------------------|
| <b>ASSETS</b>                 |                     |                     |
| <b>CURRENT</b>                |                     |                     |
| Cash                          | \$ 445,764          | \$ 520,640          |
| Accounts receivable           | 7,381               | -                   |
| Inventory (Note 5)            | 110,010             | 99,153              |
| Prepaid expenses              | 28,285              | -                   |
|                               | <u>591,440</u>      | 619,793             |
| CAPITAL ASSETS (Note 6)       | <u>2,242,192</u>    | 2,094,903           |
|                               | <u>\$ 2,833,632</u> | <u>\$ 2,714,696</u> |
| <b>LIABILITIES</b>            |                     |                     |
| <b>CURRENT</b>                |                     |                     |
| 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              |
|                               | <u>541,899</u>      | 571,028             |
| <b>SHAREHOLDERS' EQUITY</b>   |                     |                     |
| Accumulated surplus           | 2,134,558           | 1,981,318           |
| Share capital (Note 9)        | 157,175             | 162,350             |
|                               | <u>2,291,733</u>    | 2,143,668           |
|                               | <u>\$ 2,833,632</u> | <u>\$ 2,714,696</u> |

**APPROVED BY THE DIRECTORS**

\_\_\_\_\_  
Director **FIPPA s. 22(1)**

\_\_\_\_\_  
Director **FIPPA s. 22(1)**

The accompanying notes are a part of these financial statements

**MOUNT BRENTON GOLF COURSE LTD.**

**Statement of Operations**

**Year Ended December 31, 2023**

|  | <b>Total<br/>2023</b> | <b>Total<br/>2022</b> |
|--|-----------------------|-----------------------|
| <b>REVENUE</b>                                   |                       |                       |
| 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>      |
| <b>EXPENSES</b>                                  |                       |                       |
| 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>      |
| <b>NET INCOME (LOSS)</b>                         | <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**

---

|  | <b>Total<br/>2023</b>      | <b>Total<br/>2022</b>      |
|--|----------------------------|----------------------------|
| <b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b> | <b>\$ 1,981,318</b>        | <b>\$ 2,144,733</b>        |
| <b>NET INCOME (LOSS)</b>                       | <u><b>153,240</b></u>      | <u><b>(163,415)</b></u>    |
| <b>ACCUMULATED SURPLUS - END OF YEAR</b>       | <u><b>\$ 2,134,558</b></u> | <u><b>\$ 1,981,318</b></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              |
|---|-------------------|-------------------|
| <b>OPERATING ACTIVITIES</b>                   |                   |                   |
| 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>     |
| <b>INVESTING ACTIVITY</b>                     |                   |                   |
| Purchase of capital assets                    | <u>(340,994)</u>  | <u>(161,398)</u>  |
| <b>FINANCING ACTIVITIES</b>                   |                   |                   |
| 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>        |
| <b>DECREASE IN CASH FLOW</b>                  | <u>(74,876)</u>   | <u>(78,606)</u>   |
| Cash - beginning of year                      | <u>520,640</u>    | <u>599,246</u>    |
| <b>CASH - END OF YEAR</b>                     | <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

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### 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

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#### 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**

|   | <u>Cost</u>         | <u>Accumulated<br/>amortization</u> | <u>2023<br/>Net book<br/>value</u> | <u>2022<br/>Net book<br/>value</u> |
|---|---------------------|-------------------------------------|------------------------------------|------------------------------------|
| 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<br>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 \$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

|                           | <u>2023</u> |                | <u>2022</u> |                |
|---------------------------|-------------|----------------|-------------|----------------|
| 208 Class A common shares | \$          | 55,675         | \$          | 55,750         |
| 738 Class B common shares |             | <u>101,500</u> |             | <u>106,600</u> |
|                           | \$          | <u>157,175</u> | \$          | <u>162,350</u> |

Share transactions during the year

|   | <u>2023</u>   |                  | <u>2022</u>   |                  |
|---|---------------|------------------|---------------|------------------|
|   | <u>Shares</u> | <u>Amount</u>    | <u>Shares</u> | <u>Amount</u>    |
| Class A   |               |                  |               |                  |
| Shares outstanding at the beginning of the year | 209           | \$ 55,750        | 211           | \$ 56,250        |
| Redeemed  | <u>(1)</u>    | <u>(75)</u>      | <u>(2)</u>    | <u>(500)</u>     |
| Shares outstanding at the end of the year       | <u>208</u>    | <u>\$ 55,675</u> | <u>209</u>    | <u>\$ 55,750</u> |

|   | <u>2023</u>   |                   | <u>2022</u>   |                   |
|---|---------------|-------------------|---------------|-------------------|
|   | <u>Shares</u> | <u>Amount</u>     | <u>Shares</u> | <u>Amount</u>     |
| Class B   |               |                   |               |                   |
| Shares outstanding at the beginning of the year | 771           | \$ 106,600        | 751           | \$ 105,800        |
| Issued  | 40            | 4,000             | 52            | 5,200             |
| Redeemed  | <u>(73)</u>   | <u>(9,100)</u>    | <u>(32)</u>   | <u>(4,400)</u>    |
| Shares outstanding at the end of the year       | <u>738</u>    | <u>\$ 101,500</u> | <u>771</u>    | <u>\$ 106,600</u> |

**MOUNT BRENTON GOLF COURSE LTD.**

**Notes to Financial Statements**

**Year Ended December 31, 2023**

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**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)**

|                              | <b>2023</b>       | <b>2022</b>       |
|------------------------------|-------------------|-------------------|
| <b>EXPENSES</b>              |                   |                   |
| 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

|                      | 2023                | 2022                |
|----------------------|---------------------|---------------------|
| <b>REVENUES</b>      |                     |                     |
| Proshop retail       | \$ 146,533          | \$ 125,391          |
| <b>COST OF SALES</b> | <u>109,941</u>      | <u>118,895</u>      |
| <b>GROSS MARGIN</b>  | <u>36,592</u>       | <u>6,496</u>        |
| <b>EXPENSES</b>      |                     |                     |
| Retainer             | 201,098             | 189,803             |
| Proshop supplies     | <u>3,408</u>        | <u>3,454</u>        |
|                      | <u>204,506</u>      | <u>193,257</u>      |
| <b>NET EXPENSE</b>   | <u>\$ (167,914)</u> | <u>\$ (186,761)</u> |

**MOUNT BRENTON GOLF COURSE LTD.**

**Facilities**

**(Schedule 3)**

**Year Ended December 31, 2023**

|                        | <u>2023</u>       | <u>2022</u>       |
|------------------------|-------------------|-------------------|
| <b>EXPENSES</b>        |                   |                   |
| 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            |
|                        | <u>\$ 112,310</u> | <u>\$ 126,294</u> |

**MOUNT BRENTON GOLF COURSE LTD.**

**Grounds**

**(Schedule 4)**

**Year Ended December 31, 2023**

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|                                      | <b>2023</b>       | <b>2022</b>       |
|--------------------------------------|-------------------|-------------------|
| <b>EXPENSES</b>                      |                   |                   |
| 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> |

# 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           |
| <b>Budgeted Total Revenue</b>                          | <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          |
| <b>Budgeted Total Expenses</b>                         | <u>\$ 1,578,231</u> |
|  |                     |
| <b>Budgeted Net Income</b>                             | <u>\$ 235,541</u>   |
|  |                     |
| <b>Budgeted &amp; Proposed Capital Spending - 2024</b> | <u>\$ 230,000</u>   |
|  |                     |
| Excess (Deficiency)                                    | \$ 5,541            |