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## **ELECTORAL AREA SERVICES COMMITTEE**

Notice of Meeting on **Wednesday, May 21, 2014, at 1:30 pm**

Room 107, 1st Floor, 625 Fisgard Street, Victoria, BC

M. Hicks (Chair)

W. McIntyre (Vice Chair)

D. Howe

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### **AGENDA**

1. Approval of Agenda
2. Adoption of Minutes of April 16, 2014
3. Presentations/Delegations
4. Motion to close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose
5. Salt Spring Island Noise Suppression Bylaw
6. Election Bylaw Amendment – Mail Ballots and Provincial Voters List
7. Community Works Fund Allocation – Juan de Fuca (JDF) Water Distribution System Bulk Water Dispensing Station
8. Grants-in-Aid
9. Grants-in-Aid (Supplementary)
10. Experience the Gulf Islands 'Memorandum of Understanding' with the Province Next Steps (Verbal)
11. Association of Vancouver Island Coastal Communities (AVICC) Update on Next Phase of the Ferry Economic Study (Verbal)
12. New Business
13. Adjournment

Next Meeting: June 18, 2014

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*To ensure quorum, please advise Nancy More at 250-360-3024 if you or your alternate cannot attend.*



**Minutes of a Meeting of the Electoral Area Services Committee**  
**Held Wednesday, April 16, 2014, in Room 107, 625 Fisgard St., Victoria, BC**

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**Present:** **Directors:** M. Hicks (Chair), W. McIntyre (Vice Chair), D. Howe  
**Staff:** R. Lapham, Chief Administrative Officer (2:05 pm); D. Lokken, General Manager, Finance and Technology; K. Lorette, General Manager, Planning, Transportation and Protective Services; K. Campbell, Senior Manager, Salt Spring Island Administration; D. Green, Environmental Science Officer; R. Gutierrez, Manager, Building Inspection; T. Whiting, Senior Manager, Protective Services; S. Norton, Deputy Corporate Officer; D. Vanmoerkerke (recorder)

The meeting was called to order at 1:36 pm.

**1. Approval of Agenda**

For the benefit of the delegations, item 6 *Salt Spring Island (SSI) Noise Bylaw Proposed Amendments* was moved after item 3 *Presentations/Delegations*.

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That the agenda and supplementary agenda be approved as amended.

**CARRIED**

**2. Adoption of Minutes**

**MOVED** by Director McIntyre, **SECONDED** by Director Howe,  
That the minutes of the March 19, 2014, meeting be adopted.

**CARRIED**

**3. Presentations/Delegations:**

As requested, it was

**MOVED** by Director Howe, **SECONDED** by Director McIntyre:  
That the order of speakers be revised in the following order: Robert Hiza, Vern Williams, Brian Milne and Greg Harney.

**CARRIED**

1. Robert Hiza spoke against item 6 stating the proposed bylaw does not address concerns regarding noise level and shooting hours. The delegation provided speaking notes which are on file at Legislative Services.
2. Vern Williams spoke against item 6 raising concerns regarding noise level, shooting hours, enforcement and environmental stewardship. The delegation provided speaking notes which are on file at Legislative Services.
3. Brian Milne, representing Churchill Road neighbours of the Salt Spring Island Rod and Gun Club (Gun Club), spoke against item 6 regarding shooting hours and noise levels. The delegation provided speaking notes which are on file at Legislative Services.

4. Greg Harney representing the Gun Club neighbours as legal counsel, spoke against item 6 and outlined the legal history between the Gun Club and its neighbours, suggested the proposed bylaw is too permissive on a scope of shooting, and suggested reconsidering adding noise levels to the bylaw.

**6. Salt Spring Island (SSI) Noise Bylaw Proposed Amendments (30:00)**

T. Whiting spoke to the report. Discussion followed on the merits of postponing making a recommendation on Bylaw No. 3855, "Noise Suppression Bylaw (Salt Spring Island)" No. 1, 2006, Amendment Bylaw No. 1, 2014."

Director McIntyre and staff expressed interest in meeting with the neighbours to evaluate mitigation measures and identified a number of actions that could be taken.

**MOVED** by Director McIntyre, **SECONDED** by Director Howe,  
That Bylaw No. 3855, "Noise Suppression Bylaw (Salt Spring Island)" No. 1, 2006, Amendment Bylaw No. 1, 2014" be referred back to staff to:

- 1) look at results of mitigation measures with the Salt Spring Island Rod and Gun Club (Gun Club);
- 2) get proper noise measurements; and
- 3) review pending court decision.

**CARRIED**

Delegates left the meeting.

**4. Verbal Update on the Revision of the Commission/Committee Handbook**

Legislative and Information Services staff are undertaking a large scale review of the Commission handbook. The goal is to have the handbook available when new appointments are made at the end of the year. In the meantime, a team is developing a simplified version to be made available to Commission members, and governance sessions will be held with the Executive Leadership Team and Commission members on Salt Spring and Southern Gulf islands in early May.

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That the verbal report be received for information.

**CARRIED**

**5. Pender Island Building Inspection Office – Lease**

T. Whiting spoke to the report. R. Gutierrez clarified there is one building inspection office in the Southern Gulf Islands, and that the facility is occupied by various CRD services.

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That it be recommended to the Capital Regional District Board:  
That a lease agreement be approved between Driftwood Properties Ltd and the Capital Regional District for the lease premises located at the Driftwood Centre, Parcel Identifier 018-948-4134, Lot 1, Sections 10 and 15, Pender Island, Cowichan District, Plan VIP59811 for a five year term commencing in 2014 at an average rent of \$19.50 per square foot for year 1 to 3 and \$20.50 for years 4 and 5 plus a proportional share of property taxes and common area costs; with an option for a further renewal.

**CARRIED**

**7. Community Works Fund Allocation – St. Mary Lake Water Quality Study**

D. Green spoke to the report. Director McIntyre commended D. Green for the work he has done with the Salt Spring Island Water Protection Authority.

**MOVED** by Director McIntyre, **SECONDED** by Director Howe,  
That it be recommended to the Capital Regional District Board:  
That a contribution of \$35,000 be authorized from the Salt Spring Island Electoral Area portion of the Federal Gas Tax Community Works Fund to conduct the "St. Mary Lake Field Data Acquisition & Analysis Program for 2014."

**CARRIED**

**8. Community Works Fund Allocation: Magic Lake Estates Water System Upgrade**

D. Lokken spoke to the report.

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That it be recommended to the Capital Regional District Board:  
That the Board authorize a contribution of \$60,000 from the Southern Gulf Islands portion of Community Works Funds to the Magic Lake Estates Water System Upgrade project.

**CARRIED**

**9. Bylaw No. 3954: A Bylaw to Repeal Three Parks and Recreation Defined Area Bylaws**

D. Lokken spoke to the report. The staff report deals with Southern Gulf Islands parks and recreation services, and staff will work with Electoral Area Directors to consider similar bylaws for Salt Spring Island and Juan de Fuca electoral areas.

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That it be recommended to the Capital Regional District Board:  
That Bylaw No. 3954, cited as "Bylaw to Repeal Bylaws No. 2390, "Community Recreational Programs Participating Electoral Areas Bylaw No. 1, 1986, Amendment Bylaw No. 2, 1996", 2403, "Community Parks Participating Electoral Areas Bylaw No. 1, 1992, Amendment Bylaw No. 1, 1996" and 2404, "Community Parks Participating Electoral Areas Bylaw No. 1, 1995, Amendment Bylaw No. 1, 1996" be introduced and read a first and second time, read a third time and adopted.

**CARRIED**

10. Grants-in-Aid

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That it be recommended to the Capital Regional District Board:  
That payments be made for the following grants-in-aid:

- 1) Juan de Fuca Grant-in-Aid as approved by Director Hicks
  - a. Sooke Lions Club – Canada Day Project: \$ 1,000
  - b. Juan de Fuca Community Land Trust \$ 1,500
  - c. East Sooke Neighbourhoods Association \$ 2,000
- 2) Southern Gulf Islands Grant-in-Aid as approved by Director Howe
  - a. Pender Islands Field Naturalists \$ 650
  - b. Pender Islands Marine Association \$ 3,000
- 3) Salt Spring Island Grant-in-Aid as approved by Director McIntyre
  - a. Salt Spring Island Water Council Society \$ 1,500

**CARRIED**

11. New Business

a) Salt Spring Island Transit System Service Review Terms of Reference

T. Whiting spoke to the report. Director McIntyre reported that the Salt Spring Island transit system exceeded 100,000 passengers in the 2013/14 fiscal year.

**MOVED** by Director McIntyre, **SECONDED** by Director Howe:  
That the Electoral Area Services Committee:

Approve the Terms of Reference for the Salt Spring Island Transit Service Review.

**CARRIED**

12. Adjournment

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That the meeting be adjourned at 2:35 pm.

**CARRIED**

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CHAIR

\_\_\_\_\_  
RECORDER

**REPORT TO ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MAY 21, 2014**

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**SUBJECT     SALT SPRING ISLAND NOISE SUPPRESSION BYLAW**

**ISSUE**

The Committee referred the April 16, 2014 report "SSI Noise Bylaw Proposed Amendments" back to staff with direction to undertake certain actions.

**BACKGROUND**

At the January 15, 2014 Electoral Area Services Committee (EASC), a motion was passed directing staff to establish maximum sound levels in regards to use of the Gun Club. Further, at the April 16, 2014 meeting a motion by the Committee directed staff to undertake sound studies, to determine the impact of mitigation efforts by the club and to consider the decision of the judge in the civil matter between Mr. Milne and the Gun Club.

Since the April meeting, staff and Director McIntyre met with the neighbours to further understand their concerns. In that meeting, it was very clear that the neighbours strongly recommend the inclusion of a definition of maximum noise levels.

The Chief Administrative Officer and General Manager of Planning and Protective Services attended the Gun Club property and met with John Foley. At that meeting, they were shown the mitigation efforts made to date by the Gun Club. This included work to reduce noise from the indoor range, and insulation work done on the shooting shed for the 100 yard range. Staff has requested the club provide to the CRD, documentation showing steps being considered and the impact that these would have. This information has been previously requested in writing both to the club and the club's lawyer and was most recently requested on May 8 in a conversation with John Foley. The CRD has yet to receive any the information back. On May 10, 2013, bylaw officers served the Gun Club with two tickets for shooting after hours on the dates of November 12 and 29 and we have not received any further communication from the club.

The EASC also directed staff to review the pending decision in the civil matter that the Gun Club is involved with in order to understand any implications that may arise from that decision. This may include provisions ordered against the Gun Club that may conflict with any CRD bylaw amendments, or alternatively have a cumulative effect of doubling the impact on the Gun Club to an unreasonable level, such as the courts barring the Gun Club from shooting on those days that are allowable under the bylaw. The judge has not rendered a decision on this matter as yet, but staff will continue to monitor for any information that is released.

**MAXIMUM NOISE LEVEL AMENDMENT**

In addition to the bylaw amendments presented in the April 16, 2014 staff report, the following wording that defines a maximum noise level could be considered:

(1) By adding to Section 1 the following definitions:

**"Point of Reception"** means:

- a) for residential uses any place on individual residential premises where sound originating from any source, other than a source of the same individual residential premises, is received; or
- b) for non-residential uses any place on premises where sound originating from any source, other than a source on the entirety of the same non-residential use premises, is received.

(2) By adding Sections 4.9:

- 7. Despite any other provision of this bylaw a person, when discharging a firearm at an Outdoor Shooting Range, may not make noise that exceeds 70 dBA when measured on an Impulse Sound Level Meter set to measure impulse response and expressed in terms of the Logarithmic Mean Impulse Sound Level (LLM) when measured at the Point of Reception.

### **ALTERNATIVES**

That the Electoral Area Services Committee:

- 1. Recommends to the CRD Board that Bylaw No. 3855, "Noise Suppression Bylaw (Salt Spring Island)" No. 1, 2006, Amendment Bylaw No. 1, 2014" be introduced and given first and second reading.
- 2. Direct staff to request the SSI Rod and Gun Club provide to the CRD within 30 days, a letter of commitment outlining potential mitigation efforts for the Gun Club, the impact those efforts would have on the maximum noise levels of the outdoor range, including trap shooting and a timeline for the implementation of those mitigation efforts and that this information be presented back to the EASC prior to consideration of any further bylaw amendments.
- 3. Direct staff to include maximum noise levels in Bylaw No. 3855, "Noise Suppression Bylaw (Salt Spring Island)" No. 1, 2006, Amendment Bylaw No. 1, 2014", and recommends to the CRD Board that the Bylaw be introduced and given first and second reading.
- 4. Direct staff to include the proposed language regarding maximum noise levels in a bylaw amendment for consideration without reduced hours of operation.

### **ENFORCEMENT IMPLICATIONS**

Enforcement of this bylaw in relation to the Gun Club can be challenging given the contentious nature of the file. The proposed amendments prepared in the open staff report of April 16, 2014 define set rules which are enforced based specifically on time of day.

The use of decibel levels creates a far higher level of responsibility in enforcement, and is more likely to be subject to a challenge. In order to successfully prosecute a ticket, enforcement staff will be required to prove that the noise that was created by a specific gunshot exceeded the level prescribed through the bylaw. This includes taking a measurement of the shot that produced the noise or may require monitoring of the Gun Club. This would require CRD to purchase, calibrate and train staff on sound equipment. Alternatively, we would be required to contract with a private company to undertake these studies.

Alternatively, the use of decibel levels could be proactively used to determine allowable activities, with the Gun Club provided the opportunity to demonstrate the type of firearms to be used that can be operated within the tolerance of the maximum noise levels. However, should a

different firearm be used, or if a neighbour feels that a gun was used that exceeded the maximum level, CRD enforcement staff would be required to undertake the steps noted above.

### **GUN CLUB IMPLICATIONS**

Justice Bowden also recognized that the activity of discharging firearms on an outdoor range will create noise and further appears to suggest that the noise would be considered a noise that disturbs. As the Gun Club activities are authorized through a zoning bylaw, it would not be reasonable to use a noise bylaw to eliminate the ability of the Gun Club to undertake their activities.

The maximum noise level wording provided in this report uses a maximum noise level of 70 dBA based on other jurisdictions researched, most notably Ontario and Australia. These levels will be difficult for the Gun Club to achieve at the 100 yard outdoor range, although significant upgrades and mitigations efforts to the shooting area may make it possible. Trap shooting, which takes place in the open, appears to have no way for the Gun Club to achieve a level of 70 dBA, effectively shutting down the trap range.

### **SOUND STUDY IMPLICATIONS**

The neighbours have provided the CRD a copy of a study undertaken by Wakefield Acoustics that shows maximum noise levels measured during use of the outdoor range. These noise levels exceed 100 dBA in some instances, far exceeding maximum noise levels found in other noise bylaws or other documented gun range guidelines, including that of the RCMP.

Further sound studies at this time would be costly and would most likely only serve to confirm the Wakefield study or a close approximation to. Staff would recommend any sound study be undertaken only once the Gun Club has demonstrated significant mitigation and to determine the impact of that mitigation.

### **ECONOMIC IMPLICATIONS**

As noted above in the enforcement implications, monitoring and enforcement of decibel levels will directly increase the cost of enforcement for this bylaw.

The CRD would be required to purchase, maintain and calibrate measuring devices, as well as undertake training in the operation of such. Alternatively, a third party would be required to attend the Gun Club under contract when a complaint is received.

The noise bylaw budget required a substantial increase in requisition to cover the costs of this file in 2013, where a deficit of \$40k resulted from the associated court case. The 2014 operational budget has some funds remaining in both legal and enforcement, but will need to preserve much of that for complaints not associated with the SSI Gun Club file.

If maximum noise levels are considered, staff will provide the EASC an updated budget request for future years (starting 2015) that will include increased funding for enforcement. In addition, if a sound study is required this year, a request to the EASC will be brought forward for additional funding to be found outside the current noise bylaw budget to cover the costs. A clear definition of the study requested will allow staff to gather quotes, but it would be expected the study would be in the \$5k-\$15k range.



## **CONCLUSION**

The draft Amendment Bylaw prepared for the April 16, 2014 EASC (Attachment 1) did not include language establishing maximum noise levels. This recommendation was based on staff research that use of maximum noise levels creates difficulty and expense on the enforcement of the bylaw and that, when challenged, maximum noise levels may be subject to challenge by the courts.


The decision of the Committee is to either proceed with a bylaw amendment or to provide further opportunity for the Club to provide meaningful mitigation to the noise created by their activities.

If the Committee proceeds with reduced hours of operation, it would provide some restrictions on the Club. The CRD could then provide the club a set time to complete mitigation and then at that date, undertake a study to determine the effects of those works and at that time consider further amending the bylaw to include maximum noise levels.

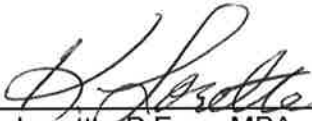
## **RECOMMENDATION**

That the Electoral Area Services Committee


1. Recommends to the CRD Board that Bylaw No. 3855, "Noise Suppression Bylaw (Salt Spring Island)" No. 1, 2006, Amendment Bylaw No. 1, 2014" be introduced and given first and second reading.
2. Direct staff to request the SSI Rod and Gun Club provide to the CRD within 30 days, a letter of commitment outlining potential mitigation efforts for the Gun Club, the impact those efforts would have on the maximum noise levels of the outdoor range, including trap shooting and a timeline for the implementation of those mitigation efforts and that this information be presented back to the EASC prior to consideration of any further bylaw amendments.



Travis Whiting  
Senior Manager, Protective Services



Kevin Lorette, P.Eng., MBA  
General Manager,  
Planning and Protective Services  
Concurrence



Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

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Attachments:

Appendix 1 Bylaw No. 3855 A Bylaw to Amend Bylaw No. 3384

## Appendix 1

### CAPITAL REGIONAL DISTRICT BYLAW NO. 3855

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**A BYLAW TO AMEND BYLAW NO. 3384, BEING "NOISE SUPPRESSION BYLAW  
(SALT SPRING ISLAND) NO. 1, 2006"**  
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The Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 3384, "Noise Suppression Bylaw (Salt Spring Island) No. 1, 2006" is amended as follows:

(1) By adding to Section 1 the following definitions:

**"Outdoor Shooting Range"** – means using the property at 223 Long Harbour Road, Salt Spring Island, as operated by the Salt Spring Island Rod and Gun Club and for all outdoor shooting activities.

**"Indoor Shooting Range"** – means using the indoor shooting range at 223 Long Harbour Road, Salt Spring Island, as operated by the Salt Spring Island Rod and Gun Club for any shooting activities provided that all doors and windows are closed.

**"Permitted Shooting Days"** - means using the Outdoor and Indoor Shooting Range on three Sundays per year if public notification is made 30 days in advance through the local newspaper and/or website of the Salt Spring Island Rod and Gun Club.

(2) By removing Section 3.6:

"No person shall discharge a firearm before 9:00 am or after sunset that disturbs other people as described in Section 2 of this Bylaw."

(3) By adding Section 4.7:

"The use of the Outdoor Shooting Range as follows:

- (i) Tuesday through Friday between the hours of noon and 7:00pm or sunset, whichever is earlier;
- (ii) Saturday between the hours of noon and 5:00pm or sunset, whichever is earlier;
- (iii) Closed Sundays, Mondays and Statutory Holidays, with the exception of Permitted Shooting Days as defined;
- (iv) Trap shooting only on Tuesdays and Fridays between the hours of 4:30pm and 7:00pm or sunset whichever is earlier."

(4) By adding Section 4.8:

"The use of the Indoor Shooting Range shall be on the same days and hours as the Outdoor Shooting Range with a time extension on Tuesdays through Fridays until 9:00pm."

- |                         |        |         |
|-------------------------|--------|---------|
| READ A FIRST TIME THIS  | day of | , 2014. |
| READ A SECOND TIME THIS | day of | , 2014. |
| READ A THIRD TIME THIS  | day of | , 2014. |
| ADOPTED THIS            | day of | , 2014. |

CORPORATE OFFICER

**REPORT TO ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MAY 21, 2014**

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**SUBJECT      ELECTION BYLAW AMENDMENTS – BYLAW No. 3959**

**ISSUE**

Election Bylaw No. 3543 must be amended to allow for mail ballot voting, use of the Provincial Voters List for resident electors; and deletion of the authority to post campaign finance disclosure statements on the CRD website for Local Government Elections or Other Voting opportunities in the CRD Electoral Areas.

**BACKGROUND**

At its meeting held March 12, 2014, the Board considered a staff report from the Electoral Area Services Committee (February 19, 2014) and adopted the following resolution:

- “a) That staff work with the Islands Trust and the School Districts to implement mail ballot voting in the electoral areas for the 2014 Local Government Election; and*
- b) That staff amend the Elections Bylaw to permit the use of the Provincial Voters List to register resident electors only for use in General Local Elections and other voting opportunities.”*

The School Districts have agreed to allow for mail ballots as part of the Local Government Election process and the Islands Trust Council will be considering this at their June 17-19, 2014 Trust Council meeting.

In order to allow for mail ballot voting and use of the Provincial Voters List, it is necessary to amend the Elections Bylaw No. 3543.

In addition, the *Local Elections Campaign Financing Act* (LECFA) was introduced into the Legislature on March 26, 2014 to implement most of the recommendations from the 2010 Local Government Elections Task Force. We are expecting the LECFA to be given Royal Assent at the end of May and to be effective for the November 2014 general local elections.

An important change introduced by LECFA is a new role for Elections BC (EBC) in overseeing aspects of local elections related to campaign financing and election advertising. EBC will assume responsibility for managing campaign financing disclosure requirements, investigations, and enforcement of campaign financing and election advertising provisions. This change will provide greater consistency in application of these provisions, centralized access to campaign financing and third party advertising information, and related investigation and enforcement mechanisms. EBC's role also extends to advertising related to by-elections and referenda held by local governments outside of the general local election cycle.

In the past, campaign finance disclosure statements and supplementary reports were filed with the local government and, if permitted in the respective election bylaw, made publicly available on the website. Our current Election Bylaw No. 3543 allows for public internet access to disclosure statements and supplementary reports from the time of filing until one year after general voting day

for the election to which they relate. The LECFA indicates that the disclosure statements are now to be filed with EBC and therefore our Election Bylaw should be amended to delete this provision.

### **ALTERNATIVES**

That the Electoral Areas Services Committee recommend to the Capital Regional District Board at its July 9, 2014, meeting:

#### **Alternative 1**

That Bylaw No. 3959, "Election and Voting Procedures Bylaw, 2008, Amendment Bylaw No. 1, 2014" be introduced and read a first and second time, read a third time, and adopted.

#### **Alternative 2**

That staff be directed to further amend the Elections Bylaw.

### **IMPLICATIONS**

Mail ballot voting will allow for greater access to voting and increase participation in Local Government Elections. Because we also conduct the elections on behalf of the Islands Trust and partner with School Districts 61, 62, 63 and 64, it will be important for all parties to agree to mail ballot voting to ensure consistency in administration of the election process. There will be additional costs associated with the actual mail out of the ballot packages ballots, which will be shared with all partners. We are unable to estimate the number of mail ballots that will be requested and the associated costs as this is a new service.

Use of the Provincial Voters List for resident electors will ensure greater accuracy of the voters list as Elections BC maintains its list through a variety of processes including registrations and registration updates via the online voter registration (OVR) system, from the National Register of Electors, ICBC and BC Vital Statistics. There are no additional costs associated with this change other than staff time to convert the data provided by Elections BC. The CRD will continue to maintain and use its own database for Non-Resident Property Electors (NRPE) as it is an onerous process to require NRPEs to register for each election.

With the proposed change under LECFA, it is no longer necessary for the CRD to post campaign finance disclosure statements on the CRD website as Elections BC will now be responsible for this.

### **CONCLUSION**

Voting is an important part of our democratic process. Mail ballot voting has been implemented in other local governments over the years to make voting more accessible. In addition, the use of the provincial voters list for resident electors in the election process will help to ensure a more up-to-date and accurate voters list and lessen voter frustration at the polls. Finally the *Local Elections Campaign Financing Act* (LECFA) will no longer require local governments to be responsible for collecting campaign finance disclosure statements.

Staff are awaiting the decision of Islands Trust to indicate its willingness to allow for mail ballots for its Island Trustees as well as Royal Assent for LECFA. As such, staff are recommending that consideration of Bylaw No. 3959 be forwarded to the July Board meeting.

**RECOMMENDATION**

That the Electoral Areas Services Committee recommend to the Capital Regional District Board at its July 9, 2014, meeting:

That Bylaw No. 3959, "Election and Voting Procedures Bylaw, 2008, Amendment Bylaw No. 1, 2014" be introduced and read a first and second time, read a third time, and adopted.



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Sonia Santarossa, MA  
Senior Manager  
Legislative & Information Services



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Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

SS

Attachment: Bylaw No. 3959

## CAPITAL REGIONAL DISTRICT

### BYLAW NO. 3959

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**A BYLAW TO UPDATE THE ELECTION AND VOTING PROCEDURES BYLAW  
PROVISIONS FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTIONS AND OTHER  
VOTING IN THE CAPITAL REGIONAL DISTRICT TO INCLUDE THE USE OF MAIL  
BALLOTS AND THE PROVINCIAL VOTERS LIST FOR RESIDENT ELECTORS**

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WHEREAS Bylaw No. 3543 provides provisions for the conduct of local government elections and other voting in the Capital Regional District;

AND WHEREAS the Board wishes to include various provisions regarding the use of mail ballots and the provincial voters list for resident electors;

NOW THEREFORE, the Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 3543 "Capital Regional District Election and Voting Procedures Bylaw, 2008" is amended as follows:

- a) By deleting heading 8 in its entirety and substituting the following:

**"8. Use of Provincial List of Voters as the Register of Resident Electors"**

- b) By deleting section 8.1 in its entirety and substituting the following:

"8.1 As authorized under section 59 of the *Local Government Act*, the most current list of voters prepared under the *Election Act* existing at the time an election or other voting is to be held is the register of resident electors for the Capital Regional District."

- c) By adding a new section 8.2 as follows:

"8.2 The Provincial list of voters becomes the register of resident electors 52 days before general voting day for each election or other voting for the Capital Regional District."

- d) By adding the following heading after section 14.1:

**"PART 4 – MAIL BALLOT VOTING"**

- e) By adding the following new headings and sections under the heading "PART 4 – MAIL BALLOT VOTING":

**"15. Mail Ballot Voting and Registration Authorized"**

15.1 Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are authorized.

15.2 In accordance with the provisions of section 100(3) of the *Local Government Act* the only electors who may vote by mail ballot are:

- (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, and
- (b) persons who expect to be absent from the regional district on general voting day and at the times of all advance voting opportunities.

15.3 Once a mail ballot package has been accepted by the chief election officer, that voter may only vote by mail ballot.

## **16. Application Procedure for Mail Ballot**

16.1 A person wishing to vote by mail ballot must apply by providing their name and address to the chief election officer or to an election official designated by the chief election officer for such purposes, using the form required by the chief election officer, within the time limits required by the chief election officer, which time limits the Board authorizes the chief election officer to establish.

16.2 Upon receipt of a request for a mail ballot, the chief election officer or designated election official must, within the time limits established by the chief election officer:

- (a) make available to the applicant, a mail ballot package as specified in section 100(7) of the *Local Government Act*, together with:
  - (i) a statement advising the elector that the elector must meet one or more of the mail ballot requirements specified in Section 15.2 of this bylaw, and that they must attest to such fact; and
  - (ii) where required, an elector registration application;
- (b) immediately record and, upon request, make available for inspection:
  - (i) the name and address of the person to whom the mail ballot package was issued; and
  - (ii) information as to whether or not the person is registered as an elector.

## **17. Voting Procedure for Mail Ballot**

17.1 In order to vote using a mail ballot, the elector must mark the ballot in accordance with the instructions contained in the mail ballot package provided by the chief election officer.

17.2 After marking the mail ballot, the elector must:

- (a) place the mail ballot in the secrecy envelope provided, and seal the secrecy envelope;
- (b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
- (c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope; and



- (d) mail, or have delivered, the outer envelope and its contents to the chief election officer at the address specified so that it is received no later than the close of voting on general voting day.

## **18. Mail Ballot Acceptance or Rejection**

18.1 Until 4:00 p.m. on the Thursday two days before general voting day, upon receipt of the outer envelope and its contents, the chief election officer or designated election official must immediately record the date of such receipt and must then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:

- (a) the identity and entitlement to vote of the elector whose mail ballot is enclosed; and
- (b) the completeness of the certification; and
- (c) the fulfillment of the requirements of section 55 of the *Local Government Act* in the case of a person who is registering as a new elector;

the chief election officer or designated election official must mark the certification envelope as "accepted", and must retain all such certification envelopes in custody to deal with any challenges made in accordance with Section 19 of this bylaw.

18.2 The unopened certification envelopes must remain in the secure custody of the chief election officer or designated election official until 4:00 p.m. on the Thursday two days before general voting day, at which time the certification envelopes containing the secrecy envelopes must be opened in the presence of at least one other person, including any scrutineers present.

18.3 At 4:00 p.m. on the Thursday two days before general voting day, the chief election officer or designated election official must place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.

18.4 Where an outer envelope and its contents are received by the chief election officer or designated election official between 4:00 p.m. on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of Section 18.1 of this bylaw with regard to ballot acceptance apply and the chief election officer or designated election official must retain such envelope in custody until the close of voting and at that time must open such certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelopes containing the ballot into the ballot box containing the other unopened secrecy envelopes.

18.5 After all of the secrecy envelopes have been placed in the ballot box designated for that purpose, and following the close of voting on general voting day, the following procedures must be followed:

- (a) under the direction of the chief election officer or designated election official the ballot box containing the secrecy envelopes must be opened;

- (b) in the presence of at least one other person including any scrutineers present, the secrecy envelopes must be removed and opened and the ballots contained in those envelopes inserted for counting into a vote tabulating unit or portable ballot box; and
- (c) after the procedures set out in paragraphs (a) and (b), the procedures set out in Sections 10 and 13 of this bylaw must be followed to the extent that they are applicable.

18.6 Where:

- (a) upon receipt of an outer envelope, the chief election officer is not satisfied as to the identity of the elector whose mail ballot is enclosed; or
- (b) in the case of a person required to complete an application for registration as an elector, the chief election officer is not satisfied that the person registering as a new elector has fulfilled the requirements of section 55 of the *Local Government Act*; or
- (c) the outer envelope is received by the chief election officer or designated election official after the close of voting on general voting day,

the certification envelope must remain unopened, and the chief election officer or designated election official must mark such envelope as "rejected", and must note his or her reasons for doing so, and the mail ballot contained in such envelope must not be counted in the election.

- 18.7 Any certification envelopes and their contents rejected in accordance with Section 18.6 of this bylaw must remain unopened and are subject to the provisions of section 150(6) of the *Local Government Act* with regard to their destruction.

**19. Challenge of Elector**

- 19.1 A person exercising the right to vote by mail ballot may be challenged in accordance with, and on the grounds specified in section 116 of the *Local Government Act* until 4:00 p.m. on the Thursday two days before general voting day.
- 19.1 The provisions of section 116(2) to (5) of the *Local Government Act* apply, so far as applicable, where a challenge of an elector voting by mail ballot has been made.

**20. Elector's Name Already Used**

- 20.1 Where, upon receiving a request for a mail ballot, the chief election officer or designated election official determines that another person has voted or has already been issued a mail ballot in that elector's name, the provisions of section 117 of the *Local Government Act* apply, so far as applicable.

**21. Replacement of Spoiled Ballot**

## 21.1 Where an elector

- (a) unintentionally spoils a mail ballot before returning it to the chief election officer or designated election official; and
- (b) gives the spoiled ballot package in its entirety to the chief election officer or designated election official;

the elector may request a replacement ballot.

## 21.2 The chief election officer must, upon receipt of the spoiled ballot package, record such fact, and must proceed to issue a replacement mail ballot in accordance with Section 16.2 of this bylaw."

f) By amending the heading "**PART 4 – GENERAL**" to read "**PART 5 – GENERAL**";

g) By renumbering:

- (i) heading 15 and section 15.1 as heading 22 and section 22.1;
- (ii) heading 16 and section 16.1 as heading 23 and section 23.1;
- (iii) heading 17 and section 17.1 as heading 24 and section 24.1.

2. This Bylaw may be cited as "Capital Regional District Election and Voting Procedures Bylaw, 2008, Amendment Bylaw No. 1, 2014".

READ A FIRST TIME THIS	day of	2014
READ A SECOND TIME THIS	day of	2014
READ A THIRD TIME THIS	day of	2014
ADOPTED THIS	day of	2014

---

 CHAIR

---

 CORPORATE OFFICER

**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MAY 21, 2014**

---

**SUBJECT**      **COMMUNITY WORKS FUND ALLOCATION - JUAN DE FUCA (JDF) WATER DISTRIBUTION SYSTEM BULK WATER DISPENSING STATION**

**ISSUE**

Funding is required to construct a bulk water dispensing station in the JDF Water Distribution System near the JDF Electoral Area boundary to facilitate more efficient potable water delivery to the residents of Otter Point and Shirley.

**BACKGROUND**

The JDF Electoral Area Director (Director) is requesting the installation of an additional bulk water dispensing station near the end of the JDF Water Distribution System in the District of Sooke to facilitate efficient potable water delivery to the residents of Otter Point and Shirley.

The Director has advised that approximately 200 families in Otter Point and Shirley (in the JDF Electoral Area) are dependent on the delivery of potable water by a private bulk water hauler which has been accessing water from a fire hydrant near the end of the water distribution system in the District of Sooke. Now that the Capital Regional District (CRD) has installed bulk water dispensing stations to more safely and effectively manage the provision of bulk water from the distribution system, customers in the JDF Electoral Area who rely on the delivery of bulk water for potable use are claiming that water delivery costs have risen by \$40 per load because of the longer travel time and additional fuel costs involved in accessing the closest bulk water dispensing station.

At its April 2014 meeting, the Juan de Fuca Water Distribution Commission directed CRD staff to proceed with the installation of the third and final bulk water dispensing station, with an openness to consider the Director's request of an additional station based on a proposal that identifies costs, funding sources, and implications, and also ensures CRD requirements are met.

The Director has proposed a location in the District of Sooke for the construction of the fourth station that meets the CRD's conceptual approval and the Director has agreed to meet the CRD's technical requirements for the design and construction of the station; prior to construction, the District of Sooke and the Juan de Fuca Water Distribution Commission will need to approve of the installation. Although the design and construction budget for the previously completed bulk water dispensing stations has been \$110,000 each, staff have agreed to review the budget for the proposed station given the lower anticipated site servicing requirements and costs at the proposed location.

For this proposed station, the Director is proposing to allocate gas tax funds from the JDF portion of Community Works Funds to partially fund the installation. The project is eligible for gas tax funding under the Water and Wastewater category of the Federal Gas Tax Agreement, even if it is to be located outside the Juan de Fuca Electoral Area boundary, provided that the CRD owns the facility and it is located within the CRD region.

## **ALTERNATIVES**

That the Electoral Area Services Committee recommend to the Capital Regional District Board:

1. That the Board authorize an allocation of \$80,000 of Juan de Fuca (JDF) Community Works Fund (CWF) resources for development of a bulk water dispensing station near the end of the Juan de Fuca Water Distribution System in the District of Sooke subject to approval by the Juan de Fuca Water Distribution Commission and the District of Sooke.
2. That CWF funding not be allocated to fund the development of a fourth bulk water dispensing station.

## **IMPLICATIONS**

The requested funding is available in JDF's portion of the Gas Tax CWF (Appendix A – CWF statement). These funds can be used to cover the grant-eligible costs of the project as per Schedule B of the Community Works Fund Agreement.

## **CONCLUSION**

It is proposed to allocate \$80,000 in CWF funds to partially fund the development of a bulk water dispensing station near the JDF Electoral Area boundary. A station in the proposed location would assist in mitigating the water rate increases resulting from travel time associated with the existing station locations for the delivery of bulk potable water to the residents of Otter Point, Shirley, and other areas of the Electoral Area.

## **RECOMMENDATION**

That the Electoral Area Services Committee recommend to the Capital Regional District Board:

That the Board authorize an allocation of \$80,000 of Juan de Fuca (JDF) Community Works Fund (CWF) resources for development of a bulk water dispensing station near the end of the Juan de Fuca Water Distribution System in the District of Sooke subject to approval by the Juan de Fuca Water Distribution Commission and the District of Sooke.



Rajat Sharma, MBA, CMA  
Senior Manager, Financial Services



Diana Lokken, CPA, CMA  
General Manager, Finance and Technology Dept.  
Concurrence



Ted Robbins, BSc., CTech  
General Manager, Integrated Water Services  
Concurrence



Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

Attachment: Appendix A – Juan de Fuca Community Works Funds Project Allocations

### Juan de Fuca Community Works Funds Project Allocations

JUAN DE FUCA COMMUNITY WORKS FUNDS								
CWF PROJECT CATEGORY (GL:215091) JDF TOTAL ALLOCATION:	DESCRIPTION	APPROVAL DATE (M/Y)	AMOUNT	ALLOCATED	UNALLOCATED	UNSPENT (as of 12/13)	COMPLETED PROJECT SURPLUSES RETURNED TO EA	BALANCE UNASSIGNED TO PROJECTS
<b>\$1,081,423</b>								
<b>Public Transit/Active Transportation</b>								
Mt Matheson/Roche Lake Connector Trail	Access trail between Roche Cove/Matheson Lake and Mt Matheson Estates	Dec-13	\$ 20,000	\$ 20,000		\$ 20,000		
<b>Community Energy Systems</b>								
JDF Admin Building	Air to water heat pump system for in-slab radiant heating system	Aug-13	\$ 100,000	\$ 100,000		\$ 5,057		
JDF Admin Building	Solar energy technology for the building	Oct-13	\$ 50,000	\$ 50,000		\$ 50,000		
<b>Water and Wastewater</b>								
Wilderness Mountain Water System	To fund shortfall on water treatment plant upgrade.	Jun-12	\$ 30,000	\$ 30,000		\$ 30,000		
East Sooke Fire Hall	Water service line extension to fire hall	Dec-12	\$ 125,000	\$ 125,000		\$ 103,700		
Willis Point Water Tower	Water tank for emergency water supply	Jun-13	\$ 40,000	\$ 40,000		\$ 40,000		
JDF Admin Building	Water and wastewater conservation systems	Aug-13	\$ 100,000	\$ 100,000		\$ 4,832		
JDF Bulk Water Fill Station	Bulk water station for residents of Otter Pt & Shirley	TBC	\$ 80,000					
Sherringham Water Works	Water system infrastructure repair	Apr-14	\$ 20,000	\$ 20,000		\$ 20,000		
<b>Solid Waste management</b>								
<b>Capacity Building</b>								
Otter Pt. Env. Inventory	Otter Pt. Environmental Inventory	Apr-10	\$ 100,000	\$ 100,000		\$ -		
JDF Fire Suppression	Inventory of fire suppression water sources	Dec-11	\$ 20,000	\$ 20,000		\$ -		
Kemp Lake Water Quality	Planning work for safe drinking water infrastructure development	Feb-13	\$ 11,500	\$ 11,500		\$ -		
Shirley/Jordan River OCP	Shirley/Jordan River and East Sooke OCP updates	Aug-13	\$ 150,000	\$ 150,000		\$ 142,331		
<b>Fund Allocation Summary</b>			<b>\$ 846,500</b>	<b>\$ 766,500</b>	<b>\$ -</b>	<b>\$ 406,256</b>	<b>\$ 2,354</b>	<b>\$ 237,277</b>

\*NOTE: This schedule includes an \$80,000 allocation for the proposed bulk water station.

**REPORT TO ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MAY 21, 2014**

---

**SUBJECT     GRANTS-IN-AID**

**ISSUE**

To approve the grants-in-aid applications for the Electoral Areas.

**BACKGROUND**

The Supplementary Letters Patent for grants-in-aid require that Capital Regional District (CRD) Board approval be obtained before any payments for grants-in-aid are made on behalf of one or more member electoral areas to any organization deemed by the Board of the CRD to be contributing to the general interests and advantage of the area. This service covers the Electoral Areas.

Before exercising the powers described above, the Supplementary Letters Patent require that the Board obtain the written approval of the Director of each Electoral Area to the proposed grant-in-aid for such Electoral Area.

**FINANCIAL IMPLICATIONS**


These grants-in-aid are within the budgeted amount requisitioned for the current year.

**RECOMMENDATION**

That the Electoral Area Services Committee recommend to the Capital Regional District Board:

That payments be made for the following grants-in-aid:

- 1) Juan de Fuca Grant-in-Aid as approved by Director Hicks
  - Juan de Fuca Rural Publication Society \$ 2,000
  - Navy League of Canada Sooke Branch \$ 500
  - Sooke Fine Arts Society \$ 2,000
- 2) Southern Gulf Islands Grant-in-Aid as approved by Director Howe
  - Pender Island Child Care Society \$ 2,500
  - Village Bay Improvement Association \$ 4,000
- 3) Salt Spring Island Grant-in-Aid as approved by Director McIntyre
  - Ruckle Heritage Farm Day \$ 1,500
  - Salt Spring Trail and Nature Club \$ 2,400

  
for Diana Lokken, CPA, CMA  
General Manager, Finance & Technology Dept.  
Concurrence

  
Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

DO NOT MAIL

## GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENT

DATE:

02/05/14  
(dd/mm/yy)

FROM: Director Mike Hicks

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: Juan de Fuca

Organization for which the Grant in Aid is requested:

Juan de Fuca Rural Publication Society

Amount Approved: \$ 2,000.00

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF ☒  
100083 – SSI ☐  
100085 – SGI ☐

Requested by:



Director's Signature

Director Mike Hicks

Print Name

Date Received (dd/mm/yy)

FINANCE ONLY

Request received and acted upon by:

Signature

Print Name



## CRD GRANT-IN-AID APPLICATION FORM

### ***Application Submitted By***

Name and Address of Applicant: Juan de Fuca Rural Publication Society

6790 East Sooke Road

Sooke, BC V9Z 1A6

Contact(s): Charlotte Senay 250-642-7282 250-642-7263  
(name) (phone) (fax)

cksenay@telus.net

Email address

Contact(s): Janet Caplan 250-642-4359   
(name) (phone) (fax)

jcapl@telus.net

Email address

### ***Application Summary***

Project or purpose for which you require assistance:

We require assistance to help defray a portion of the costs of publication and distribution of the Rural Observer, the publication we send out to the Juan de Fuca electorate.

Amount of grant requested \$ 4,000.00

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT** available for the personal benefit of any individual, proprietor, member or shareholder

Charlotte K Senay  
(signature of authorized signatory)

Juan de Fuca Rural Publication Society  
(title)

CHARLOTTE SENAY  
(print name)

We believe that a grant of \$5000 would provide sufficient funds in the bank to cover publication and distribution of one complete issue. This would give us the stability we need to move forward.

We hope that you see the benefits to the Electoral Area of continued publication of the *Rural Observer* and will be able to assist with a grant.

Thank you for your consideration. We look forward to hearing from you.

Sincerely,

Charlotte Senay  
Chair  
[cksenay@telus.net](mailto:cksenay@telus.net)

June Roots  
Sec/Treas.  
[juneroots@shaw.ca](mailto:juneroots@shaw.ca)

Janet Caplan  
Director  
[jcapl@telus.net](mailto:jcapl@telus.net)

Juan de Fuca Rural  
Publication Society  
c/o 6790 East Sooke Road  
Sooke, BC  
V9Z 1A6



CAPITAL  
REGIONAL  
DISTRICT

Corporate Services

524 Yates St. PO Box 1000 Victoria BC V8W 2S6 | T 250.360.3000 | F 250.360.3023 | www.crd.bc.ca

CRD FINANCE

APR 17 2014

RECEIVED

DO NOT MAIL

## GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENT

DATE: 16/04/14  
(dd/mm/yy)

FROM: Director Mike Hicks

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: Juan de Fuca

Organization for which the Grant in Aid is requested:

Navy League of Canada Sooke Branch

Amount Approved: \$ 500.00

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF ✓  
100083 – SSI      
100085 – SGI    

Requested by:

[Signature]  
Director's Signature

Director Mike Hicks  
Print Name

Date Received (dd/mm/yy)

FINANCE ONLY

Request received and acted upon by:

Signature

Print Name

## CRD GRANT-IN-AID APPLICATION FORM

### ***Application Submitted By***

Name and Address of Applicant: Navy League of Canada Sooke Branch

PO Box 412

Sooke, BC V9Z-1H4

Contact(s): Julie Muttitt

(name)

778-425-0387

(phone)

(fax)

muttittj@shaw.ca

Email address

Contact(s): Merle Fulton

(name)

250-642-7248

(phone)

(fax)

sookenavyleague@gmail.com

Email address

### ***Application Summary***

Project or purpose for which you require assistance:

Renovating training space for the Cadets at the Sooke Legion

Amount of grant requested \$ 500.00

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

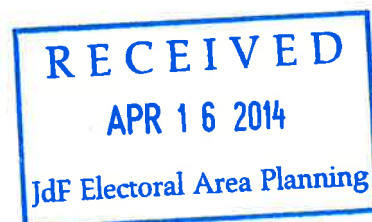
- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT available for the personal benefit of any individual, proprietor, member or shareholder**

  
(signature of authorized signatory)

secretary

(title)

Merle Fulton  
(print name)



## **Applicant Profile**

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

The Cadet program, as a youth program, offers youth ages 9-13 for Navy League Cadets and 12-18 for Sea Cadets the opportunity, under a Naval umbrella, to learn valuable life skills such as teamwork, leadership, a sense of duty and respect for others. Older Cadets then help teach the younger Cadets, thus creating a full circle for learning. While the Sea Cadets do receive some help from DND in partnership with the civilian Navy League, the Navy League Cadets receive no government funding, which is provided through the hard work of dedicated volunteers and generous support of the community.

The Sooke NL Branch is made up from members of the community who volunteer their time and energy to help ensure the success of our Corps. Most members of the NL work directly at the community level with the Cadet Corps in areas of fund-raising and recruiting.

2. Describe the geographic area that receives services or benefits from your organization.

The Cadets parade, train and live in Sooke and the surrounding CRD area.

3. Is your organization voluntary and non-profit? ☐ NO ☒ YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

All positions with Sooke Branch are voluntary and unpaid. Navy League officers are volunteers, while Sea Cadet officers receive a small remuneration through DND.

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

Currently there are approximately 60 members. The Navy League of Canada -Sooke Branch has been operating in conjunction with the Cadet Corps for almost 20 years.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose ( Updating current training space in the Legion )

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

The local Cadet Corps have paraded in the Sooke Legion for many years, using the upper hall as their training space. It is now showing the wear and tear of years of parade boots, training activities and constant weekly use. With important anniversary dates coming up for the Corps, Sooke Branch would like to take on some badly needed renovations and update the space, benefiting the Cadets and ultimately the Legion.

By replacing the existing lattice screens with a new hanging system, charts and training aids can be displayed for training purposes and moved if needed. We are recommending using a system specifically designed for concrete block walls so to minimize wall damage and maximum flexibility for the items hung.

The Legion is aware that we are pursuing funding for renovations and are in agreement to allowing this to proceed.

3. Please describe how this proposal will benefit the community.

For the Cadets, there are limitations due to the lack of storage space and the open concept which can make teaching classes difficult. With renovating we can achieve a brighter space and rearrange existing items such as tables and chairs in the space to maximize it's usage. Having a brighter, cleaner space can only have a positive effect on the Cadets morale and esprit-de-corps. While the Cadets are primary users of the upper hall at the Legion, other user groups will also be able to enjoy a brighter, fresher space for their events as well.

## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? ☐ NO ☒ YES

*If yes*, complete the following chart. *If no*, please explain \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
District of Sooke	\$ 22,377.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

☐ NO ☒ YES..... *If yes*, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2012	\$ 500.00	CPR manikins

4. Does your organization:

Offer direct financial assistance to individuals or families?

☐ Yes ☒ No

Provide services that fall within the mandate of either  
a senior government or a local service agency?

☐ Yes ☒ No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)?

☒ Yes ☐ No

Or, is your organization:

part of a Provincial or National fund raising campaign?

☐ Yes ☒ No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

**1. Acknowledgement**

**2. Reporting**





# THE ROYAL CANADIAN LEGION

Branch No. 54

Box 337, Sooke, BC V9Z 1G1

E-Mail: [secretary@rcl54.shawbiz.ca](mailto:secretary@rcl54.shawbiz.ca)

Telephone: 642-2052 Telephone and Fax: 642-4414

12 March 2014

To whom it may concern

The Sooke Navy League is seeking funding and donations for their renovation of the Upstairs of the Legion where they parade weekly. This endeavor has our complete support. This renovation will be the highlight of the Anniversary Events for the Sooke Navy League for next year. Please contact myself if you have any questions.

Janice Watson  
President

# Legion Renovation Project Proposed Budget Apr-14

Submitted by the Navy League of Canada Sooke Branch

Main Hall		Proposed Cost
Painting main hall		\$1,250.00
Painting stage		\$150.00
Painting bathrooms (2)		\$700.00
Painting ceiling		\$2,500.00
		<hr/>
		\$4,600.00
	Taxes (12%)	\$552.00
	<b>Total Painting estimate</b>	<b>\$5,152.00</b>
Flooring sub-floor		\$1,750.00
Flooring supplies		\$6,500.00
Flooring installation (labour costs)		\$5,000.00
		<hr/>
		\$13,250.00
	Taxes (12%)	\$1,590.00
	<b>Total Flooring estimate</b>	<b>\$14,840.00</b>
<b>Hanging System (see attached quote)</b>		<b>\$500.00</b>
Lighting - replace ceiling fans (6)		\$900.00
	Taxes (12%)	\$108.00
	<b>Total Lighting</b>	<b>\$1,008.00</b>
<b>Miscellaneous Expenses</b>		
Window Film		\$30.00
Storage doors below stage - plywood, brackets, 2x4 for frame, hinges		\$300.00
Replace stairs to stage		\$200.00
Curtains for stage area		\$200.00
Waste Disposal bin		\$500.00
		<hr/>
		\$1,230.00
	Taxes (12%)	\$147.60
	<b>Total Misc.</b>	<b>\$1,377.60</b>
<b>Total Proposed Budget</b>		<b>\$22,877.60</b>

Note: Our funding for this project is dependent on grant monies as all our current funds are allocated for cadet training purposes. Our by-laws preclude us from using any of these monies for this project.



Hanging Systems

**AS Hanging Systems**

3600 Matte Blvd., Unit L  
Brossard QC J4Y 2Z2 Canada  
Toll-free: 866 935 6949  
Phone: 450 619 7999  
www.ASHanging.com

**Quote  
#628635**

**CUSTOMER  
#1017647**

Order Date MAR-31-2014	Order Number 628635	Terms/Paid by Quote	Due Date	Shipped via Canada Economy (2	Currency CAD
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**BILLING ADDRESS**

**Navy league of Canada Sooke Branch**  
Merle Fulton  
PO BOX 412  
Sooke British Columbia V9Z1H4  
Canada  
Tel: 2506427248  
Email: sookenavyleague@gmail.com

**SHIPPING ADDRESS**

**Navy league of Canada Sooke Branch**  
Merle Fulton  
PO BOX 412  
Sooke British Columbia V9Z1H4  
Canada  
Tel: 2506427248  
Email: sookenavyleague@gmail.com

PO# :

Shipping options:  
Note: Canada economy (2-8 business days) 36.20\$  
(included by default)  
Canada express (2 business day) 53.30\$

Product	Product Description	Quantity	Unit Price	Total
A1004HB	Wall Track - Natural, 72-in	12	19.64	235.68
H3007AA	Self-Gripping Hook	15	7.98	119.70
C2001GL	J-End Galvanized Steel Cable (patented), 48-in	15	4.94	74.10

Reference	Shipping Description	Total
eco-ca16	Canada Economy (2 to 8 business days)	36.20

Products \$429.48		Shipping \$36.20		Sub-Total \$465.68	GST BC (5%) \$23.28		Total \$488.96
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**Disclaimers**

This quote is valid for 90 days.

The amount of materials ordered for this project is the responsibility of the buyer, not AS Hanging Systems.

# Navy League of Canada

## Sooke Branch

### STATEMENT OF

### Actual Revenue & Expenses

### For

January 1 to December 31, 2013

<b>REVENUE</b>	<b>100 - SEA CADET PROGRAM</b>	<b>101 - NAVY LEAGUE CADET PROGRAM</b>	<b>102 - GENERAL FUND</b>	<b>GAMING FUND</b>	<b>TOTALS</b>
Bank Interest	\$0.75	\$0.52	\$1.14	\$0.78	\$3.19
Donation - from govt sources	\$0.00	\$0.00	\$3,845.20	\$0.00	\$3,845.20
Donation - from other non-profit organization	\$750.00	\$1,800.00	\$0.00	\$0.00	\$2,550.00
Donation - General (no tax rect)	\$20.00	\$0.00	\$468.00	\$0.00	\$488.00
Donation - Tax Receipted	\$700.00	\$0.00	\$1,525.00	\$0.00	\$2,225.00
Federal Funding (note 1)	\$2,043.34	\$0.00	\$0.00	\$2,205.20	\$4,248.54
Fundraising (note 2)	\$865.36	\$909.08	\$9,100.03		\$10,874.47
Municipal Funding	\$1,500.00	\$0.00	\$2,484.00	\$0.00	\$3,984.00
Program (note 3)			\$1,565.00		\$1,565.00
Provincial Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training (note 5)		\$2,050.00			\$2,050.00
Transfers In (note 4)	\$223.40	\$0.00	\$300.00		\$523.40
<b>Total Revenue</b>	<b>\$6,102.85</b>	<b>\$4,759.60</b>	<b>\$19,288.37</b>	<b>\$2,205.98</b>	<b>\$32,356.80</b>

<b>EXPENSES</b>	<b>100 - SEA CADET PROGRAM</b>	<b>101 - NAVY LEAGUE CADET PROGRAM</b>	<b>102 - GENERAL FUND</b>	<b>GAMING FUND</b>	<b>TOTALS</b>
Administration (note 9)	\$1,720.49	\$307.86	\$535.36		\$2,563.71
Allocations - diving program				\$1,429.12	\$1,429.12
Allocations - Duke of Ed program				\$0.00	\$0.00
Assessments (note 8)			\$2,714.44		\$2,714.44
Bin expenses				\$1,168.12	\$1,168.12
Equipment (note 11)	\$590.47	\$1,922.46	\$940.17	\$478.13	\$3,931.23

Events (note 14)	\$137.03	\$5.69			\$142.72
Functions (note 10)	\$1,066.83	\$837.22	\$1,239.49		\$3,143.54
Fundraising			\$3,729.87		\$3,729.87
Grants - Municipal (note 13)			\$3,162.81		\$3,162.81
Maintenance (note 12)			\$687.64		\$687.64
Rent - NL				\$0.00	\$0.00
Rent - SC				\$0.00	\$0.00
Training (note 15)	\$613.48	\$3,536.60			\$4,150.08
Transfers Out (note 7)	\$2,090.23	\$0.00	\$75.00	\$3,605.20	\$5,770.43
<b>Total Expenses</b>	<b>\$6,218.53</b>	<b>\$6,609.83</b>	<b>\$13,084.78</b>	<b>\$6,680.57</b>	<b>\$32,593.71</b>
<b>Surplus/Deficit for FY2013</b>	<b>-\$115.68</b>	<b>-\$1,850.23</b>	<b>\$6,203.59</b>	<b>-\$4,474.59</b>	<b>-\$236.91</b>

<b>Bank Balances:</b>					
Opening Balances - as of January 1, 2013 (note 16)	\$2,409.75	\$3,110.13	\$1,093.36	\$4,515.73	\$11,128.97
plus Total Revenue	\$6,102.85	\$4,759.60	\$19,288.37	\$2,205.98	\$32,356.80
minus Total Expenses	\$6,218.53	\$6,609.83	\$13,084.78	\$6,680.57	\$32,593.71
Closing Balance - as of Dec 31, 2013	\$2,294.07	\$1,259.90	\$7,296.95	\$41.14	\$10,892.06
Uncleared cheques as of Dec 31, 2013 (note 6)	\$0.00	\$27.59	\$176.65	\$0.00	\$204.24

**Notes:**

(1) Local Support Allocation (LSA) provided by Regional Cadet Support Unit Pacific through Memorandum of Understanding and Department of National Defence, GST/HST rebate

(2) Fundraising income includes bottle drives, tag days, car wash, bulbs, scrap metal, cash donations during fundraising

(3) Program - includes money received from award sponsorship, NL reg fees, membership fees

(4) Transfers - transfers between accounts to correct banking mistake, or to repay amount

(5) Training - the Navy League program charges additional fees to attend training

(6) Uncleared cheques are already accounted in total expenses but have not been debited from account by recipient

(7) Transfers Out - transfer out is to correct the deposit amount into the wrong account ie. Bank deposited into wrong account, and money was taken out to correct mistake

(8) Assessments - based on number of cadets at the end of the training year (June 30), annual fee

(9) Administration - costs associated with administration of programs ie. Office supplies, postal box rental, bank fees, wreath....

(10) Functions - Annual Ceremonial Review, Vancouver Island Annual General Meeting/Gala

(11) Equipment - all equipment purchases for either programs

(12) Maintenance - includes office/hall maintenance

(13) Grants - Municipal


(14) Events - different from a function ie. Annual picnic, halloween, anything not part of training

(15) Training - the NLC program covers the cost of officers to attend training, and transportation costs. These costs are not reflected in the Training income, hence why the difference is almost \$1500 over

(16) - #102 GENERAL ACCOUNT - 3 cheques were written in 2012 but not deposited by recipients until Jan 2013 - the amount of 168.23 should have been reported in 2012 financial statement under 'uncleared' cheques but weren't, 01-Jan-2013 opening balance has been adjusted to reflect this

Submitted by:

  
Treasurer - Julie Muttitt

  
Secretary - Merle Fulton



524 Yates St. PO Box 1000 Victoria BC V8W 2S6 | T 250.360.3000 | F 250.360.3023 | [www.crd.bc.ca](http://www.crd.bc.ca)

## GRANT IN AID REQUEST FORM (Vendor 900)

DATE: 30/04/14  
(dd/mm/yy)

Electoral Area: Juan de Fuca

Sooke Fine Arts Society

Amount Approved: \$ 2,000.00

PO

**Cost Centre**

544000

100082 - JDF   ✓    
100083 - SSI             
100085 - SGI           

**Director's Signature**

Print Name

FINANCE ONLY

Request received and acted upon by:

**Signature**

---

**Print Name**

Date Received (dd/mm)yy

## CRD GRANT-IN-AID APPLICATION FORM

### ***Application Submitted By***

Name and Address of Applicant: Sooke Fine Arts Society

PO Box 471

Sooke, BC V9Z 1H4

Contact(s): Catherine Keogan 250-642-7256   
(name) (phone) (fax)

sfas@sookefinearts.com  
Email address

Contact(s):     
(name) (phone) (fax)

Email address

### ***Application Summary***

Project or purpose for which you require assistance:

Sooke Fine Arts Show

Amount of grant requested \$ 2,000.00

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT** available for the personal benefit of any individual, proprietor, member or shareholder



(signature of authorized signatory)

Executive Director  
(title)

Catherine Keogan  
(print name)



## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

The Sooke Fine Arts Show is one of the largest juried art shows in the province, attracting more than 8000 visitors to Sooke each summer and showcasing the talents of hundreds of local and regional artists. It is a unique community event in a region with limited access to art galleries and exhibitions. The show features special events and programs for visitors of all ages, such as artist demos, to foster an appreciation of the arts, encourage a hands-on engagement with many artistic techniques and connect with the artists. Children and youth are given live musical performance opportunities, and a Youth Art Gallery displays nearly 100 works by local students. Seniors socialize with their peers and experience the show at 2 Senior's Teas. Daily live music also provides the opportunity for more than 30 professional musicians from the CRD to perform to a wide audience.

2. Describe the geographic area that receives services or benefits from your organization.

The show is open to artists across BC's coastal islands. 634 artists submitted in 2013, 82% from within the CRD. 75% of last year's 8200 show guests were also from the CRD. The 2014 Youth Art Gallery will include work from students of EMCS, Belmont Secondary and Journey Middle School. 90% of volunteers are from Sooke.

3. Is your organization voluntary and non-profit? ☐ NO ☒ YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

The Sooke Fine Arts Society employs two staff members (one full-time and one part-time), with wages and benefits projected at \$67,640 for 2014. Volunteers and board members are not remunerated, but their efforts are recognized with small gifts, lunches, a volunteer celebration after the show, and occasional gatherings during the year.

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

The Sooke Fine Arts Show is coming up on its 28th year. It was operated by the Sooke Historical Society until 2005, and resumed by the newly-founded Sooke Fine Arts Society in 2006. There are currently 66 members, including the board of directors, and more than 300 volunteers take part in the planning, organization and operation of the show.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose ( Gallery lighting - electrical contracting and equipment )

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

The Sooke Fine Arts Show occupies a temporary 16,000-square-foot gallery built within the SEAPARC Leisure Complex's hockey arena. More than 375 works of art are individually lit to showcase them to best effect. Lighting is also needed for a small gift shop, featuring smaller works for sale by show artists, and the stage which features live music and artist talks daily. Professional gallery and stage lighting contribute greatly to the gallery's ambience and high-quality presentation and an outstanding guest experience.

An electrical contractor, Sooke Harbour Electric, is hired to obtain the permits and connect the lighting panel, and Paul Croy Stage Lighting Co. sets up the stage lighting for the duration of the show. Both contractors discount their services considerably (in excess of \$1000 each). The Sooke Fine Arts Show requests assistance in defraying \$2000 of the total \$6500 in fees, supplies and permits needed for gallery lighting.

3. Please describe how this proposal will benefit the community.

Now coming into its 28th year, the show has become a vital element of the local community's economy with an estimated economic spin-off of more than \$500,000. It is also a tremendous source and focus of community spirit and skill-building thanks to the concerted efforts of 300+ volunteers who plan, build and operate the show.

In 2014 the Society launched two new programs to support young artists: a Youth Arts Scholarship for an EMCS student wishing to pursue post-secondary studies in the arts, and an "Artists in Class" program that brings show artists into local classrooms. These initiatives would not be possible without the Sooke Fine Arts Show as a core element of the Society's operations. The existence of a world-class fine arts show in Sooke greatly increases the availability of cultural experiences locally, attracts a wide audience to the community, promotes the region as a cultural tourism destination, and supports the talents of regional artists and future artists.

## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.
2. Have you applied for a grant / funding from another source(s)? ☐ NO ☒ YES  
 If yes, complete the following chart. If no, please explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Canadian Heritage	\$ 59,555.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BC Gaming	\$ 2,500.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
District of Sooke	\$ 7,000.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?  
☐ NO ☒ YES..... If yes, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2013	\$ 2,000.00	Electrical contracting - 2013 Sooke Fine Arts Show
2012	\$ 2,000.00	Electrical contracting - 2012 Sooke Fine Arts Show

4. Does your organization:

Offer direct financial assistance to individuals or families? ☐ Yes ☒ No

Provide services that fall within the mandate of either  
a senior government or a local service agency? ☐ Yes ☒ No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)? ☒ Yes ☐ No

Or, is your organization:

part of a Provincial or National fund raising campaign? ☐ Yes ☒ No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the ***Grant-In-Aid - Application Completion Guide*** regarding the following:

**1. Acknowledgement**

**2. Reporting**

**Sooke Fine Arts Society**  
**Financial Statements**  
**Year Ended December 31, 2012**  
*(Unaudited - See Notice To Reader)*

**SOOKE FINE ARTS SOCIETY**  
**Index to Financial Statements**  
**Year Ended December 31, 2012**  
*(Unaudited - See Notice To Reader)*

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	<b>Page</b>
<b>NOTICE TO READER</b>	<b>1</b>
<b>FINANCIAL STATEMENTS</b>	
Statement of Financial Position	<b>2</b>
Statement of Operations	<b>3</b>
Statement of Changes in Net Assets	<b>4</b>
Statement of Cash Flows	<b>5</b>
Notes to Financial Statements	<b>6 - 7</b>

# JAMIESON & IRWIN ASSOC.

Chartered Accountants

A Partnership of Incorporated Professionals

## SOOKE OFFICE

102-6661 Sooke Rd

Sooke, BC V9Z 0A1

tel: 250.642.5277

fax: 250.642.4047

jamiesonco.com

## VICTORIA OFFICE

550-2950 Douglas St

Victoria, BC V8T 4N4

tel: 250.370.1067

fax: 250.370.1073

info@jamiesonco.com

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### NOTICE TO READER

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On the basis of information provided by management, we have compiled the statement of financial position of Sooke Fine Arts Society as at December 31, 2012 and the statements of operations, changes in net assets and cash flows for the year then ended.

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

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

Sooke, British Columbia

February 8, 2013

*Jamieson Irwin & Associates*

Chartered Accountants

**SOOKE FINE ARTS SOCIETY**  
**Statement of Financial Position**  
**December 31, 2012**  
*(Unaudited - See Notice To Reader)*

	2012	2011
<b>Assets</b>		
Current		
Bank - General	\$ 52,721	\$ 57,883
Bank - Direct Access Gaming (Note 3)	15	4
Bank - Term Deposits	38,066	37,135
Bank - Cultural Mapping and Planning Project	-	4,722
Accounts receivable	-	1,965
Goods and services tax recoverable	693	549
Prepaid expenses	1,635	789
	<b>93,130</b>	<b>103,047</b>
Capital assets (Note 4)	45,316	53,899
	<b>\$ 138,446</b>	<b>\$ 156,946</b>
<b>Liabilities and Net Assets</b>		
Current		
Accounts payable and accrued liabilities	\$ 3,612	\$ 2,581
Due to Cultural Mapping and Planning Project	-	4,722
Deferred income	5,000	-
	<b>8,612</b>	<b>7,303</b>
Net Assets		
Unrestricted fund	59,518	70,744
Capital asset fund	45,316	53,899
Asset development fund	25,000	25,000
	<b>129,834</b>	<b>149,643</b>
	<b>\$ 138,446</b>	<b>\$ 156,946</b>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_  
Director  
\_\_\_\_\_  
Director

See accompanying notes to financial statements.  
**JAMIESON IRWIN & ASSOC.**

Chartered Accountants

Jamiesonco.com



**SOOKE FINE ARTS SOCIETY**  
**Statement of Operations**  
**Year Ended December 31, 2012**  
*(Unaudited - See Notice To Reader)*

	2012	2011
<b>Sales</b>		
Art	\$ 76,828	\$ 120,853
Gift shop	36,823	47,330
	<b>113,651</b>	<b>168,183</b>
<b>Cost of sales</b>		
Art purchases	57,821	94,210
Gift shop purchases	26,390	33,804
Damage and breakage	-	713
	<b>84,011</b>	<b>128,727</b>
<b>Gross profit (26%; 2011 - 23%)</b>	<b>29,640</b>	<b>39,456</b>
<b>Other Income</b>		
Advertising in programs	8,103	5,013
Artist fees	31,987	31,401
Corporate sponsors	19,200	20,050
Donations - tax receipted charitable donations	12,426	27,547
Fundraising events	8,605	10,353
Gaming grants	3,450	2,650
Interest income	1,000	609
Miscellaneous revenues	1,229	1,449
Operating grants	19,000	29,188
Other donations and memberships	628	2,134
Ticket sales	46,242	46,973
	<b>150,869</b>	<b>177,367</b>
	<b>180,509</b>	<b>216,823</b>
<b>Expenses</b>		
Administration	16,361	15,835
Advertising and promotion	37,395	36,772
Amortization	9,236	8,876
Artist awards and honoraria	14,700	14,350
Education and volunteer costs	5,526	6,982
Gallery setup and event costs	45,685	58,966
Occupancy costs	25,234	25,625
Professional fees	525	1,745
Wages and benefits	45,655	15,168
	<b>200,316</b>	<b>184,319</b>
<b>Excess (deficiency) of sales over expenses from operations</b>	<b>(19,809)</b>	<b>32,504</b>
<b>Other income (expenses)</b>	<b>-</b>	<b>(2,000)</b>
<b>Excess (deficiency) of sales over expenses</b>	<b>\$ (19,809)</b>	<b>\$ 30,504</b>

See accompanying notes to financial statements.

**JAMIESON IRWIN & ASSOC.**

Chartered Accountants

jamiesonco.com

3

**Sooke Fine Arts Society**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2012**  
*(Unaudited - See Notice To Reader)*

	Unrestricted Fund	Capital Asset Fund	Asset Development Fund	2012	2011
<b>Net assets -</b>					
beginning of year	\$ 70,744	\$ 53,899	\$ 25,000	\$ 149,643	\$ 119,139
Excess (deficiency) of sales over expenses	(10,573)	(9,236)	-	(19,809)	30,504
Interfund transfers	(853)	653	-	-	-
<b>Net assets - end of year (Note 5)</b>	<b>\$ 59,518</b>	<b>\$ 45,316</b>	<b>\$ 25,000</b>	<b>\$ 129,834</b>	<b>\$ 149,643</b>

See accompanying notes to financial statements.

**JAMIESON IRWIN & ASSOC.**

Chartered Accountants

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4



Making a difference...together

4<sup>th</sup> Floor | 625 Fisgard St. PO Box 1000 Victoria BC V8W 2S6 | T 250.360.3000 | F 250.360.3023 | www.crd.bc.ca

CRD FINANCE

MAY 07 2014

RECEIVED

DO NOT MAIL

## GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENT

DATE: May 14  
(dd/mm/yy)

FROM: David Howe

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: SG1

Organization for which the Grant in Aid is requested:

Pender Island Child Care Society

Amount Approved: \$ 2500

Tax Code:

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF \_\_\_\_\_  
100083 – SSI \_\_\_\_\_  
100085 – SGI \_\_\_\_\_

Requested by: David Howe  
Director's Signature

David Howe  
Print Name

FINANCE ONLY

Request received and acted upon by:

Signature

Print Name

Date Received (dd/mm/yy)

## CRD GRANT-IN-AID APPLICATION FORM

### ***Application Submitted By***

Name and Address of Applicant: Pender Island Child Care Society  
5714 Canal Road, Pender Island, BC  
V0N 2M2

Contact(s): Carole Nicholson 250-629-3039   
(name) (phone) (fax)  
dragonflyfamilycentre@yahoo.ca  
Email address

Contact(s):     
(name) (phone) (fax)  
  
Email address

### ***Application Summary***

Project or purpose for which you require assistance:

Imagine Nation Journeys Day Camp for 3 to 5 year olds ( 4 days)  
Art Extravaganza 2014 for 3 to 5 year olds (3 days)

Amount of grant requested \$ 2,500.00

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT available for the personal benefit of any individual, proprietor, member or shareholder**

Chicholson  
(signature of authorized signatory)

Facility and Program Manager  
(title)

Carole Nicholson  
(print name)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

Pender Island Child Care Society; Mission Statement

The mission of PICCS is to provide high-quality, affordable child care and offer Family Resource programs and services that foster the emotional, social, cognitive and physical development of children, involve and support parents. These programs enhance the lives of children and families and provide a caring and vital community service.

Since 2005 our Family Resource Centre has been providing programs and services that allow families to grow and share new experiences together. Programs are open to all parents and children and are led by trained facilitators in our friendly and welcoming Dragonfly Centre. Please see our brochure for a list of some of the programs that we offer.

2. Describe the geographic area that receives services or benefits from your organization.

North and South Pender Islands

3. Is your organization voluntary and non-profit? ☐ NO ☒ YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

The Pender Island Child Care Society (PICCS) is a non-profit society administered by a volunteer Board of Directors. We have 4 to 5 part time paid staff as well as parent volunteers.

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

Our organization has been founded in 1996. We have an average of 5 board members in any given year. We currently have 51 members in good standing which represents 51 families with young children on Pender Island.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (Two weeks of camps for children 3 to 5)

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

Week 1: Imagine Nation Journeys is a summer day camp for children aged 3.5 – 5 years old. The activities will be focused on deepening our connection with the natural world. Each day we will explore one of the four elements; water, earth, air and fire. This will be an hands-on learning experience integrated and expressed through art and movement (yoga & dance).

Week 2: Art Extravaganza will provide 3-5 years old an opportunity to experiment with color. By using items found around the house and providing a booklet complete with recipes the program will encourage parents to engage in art activities at home.

3. Please describe how this proposal will benefit the community.

The camps will enhance the art experience of all the children involved. It will give parents a much need respite during the summer months when many programs have closed.

## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - project budget,
  - grants / funding from other sources,
  - funding contributed by applicant through fund raising activities or other sources of revenue and,
  - financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? ☐ NO ☒ YES

**If yes**, complete the following chart. **If no**, please explain \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Green Angels	\$ 500.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

☐ NO ☒ YES..... **If yes**, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2012	\$ 2,150.00	re mediation of garden space after wind storm
2013	\$ 3,500.00	2 weeks of art camp for children 3 to 6

4. Does your organization:

Offer direct financial assistance to individuals or families?

☐ Yes ☒ No

Provide services that fall within the mandate of either  
a senior government or a local service agency?

☐ Yes ☒ No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)?

☒ Yes ☐ No

Or, is your organization:

part of a Provincial or National fund raising campaign?

☐ Yes ☒ No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the ***Grant-In-Aid - Application Completion Guide*** regarding the following:

**1. Acknowledgement**

**2. Reporting**



**Pender Island Child Care Society**  
**Income Statement 04/01/2013 to 03/31/2014**

**REVENUE**

**CENTRE REVENUE**

Child Care Fees from Parents	26,093.50
Gov't Operating Funds Per Child	2,436.54
Gov't Subsidies for Parents	1,347.50
Gaming Grant	10,250.00
Fundraising	543.00
Other Income	19,570.68
Interest Income	21.59

**TOTAL CENTRE REVENUE** 60,262.81

**PROJECT REVENUE**

Dad & Me	2,050.94
HOP	2,185.63
Music Program	25.00
Op./Training Funds	0.00
Parent Education	2,154.07
Parents & Babes	4,137.71
Resource & Referral	5,089.27
Book/Toy Library	566.32
Victoria Foundation	2,690.82
CRD grant-in-aid garden	1,091.64
Camp Fund	5,395.70

**TOTAL PROJECT REVENUE** 25,387.10

**TOTAL REVENUE** 85,649.91

**EXPENSE**

**CENTRE EXPENSES**

Amortization	1,761.88
Bookkeeping	183.75
SD64 Operating Agreement	3,500.00
Insurance/Fees/WCB	1,885.83
Leasehold Improvements	386.99
Office Supplies	1,589.25
Childcare Supplies	1,017.33
Telephone/Utilities	1,057.93
Miscellaneous Expense	1,094.63
Training	255.90
Fundraising	360.19
Wages (Gross)	37,135.73
Vacation Pay	2,599.82
Employer's EI Premiums	1,499.51
Employer's CPP Contributions	1,970.51

**TOTAL CENTRE EXPENSES** 56,299.25

**PROJECT EXPENSES**

Dad & Me	2,050.94
HOP	2,185.63
Music Programs	25.00
Op./Training Funds	0.00
Parent Education	2,154.07
Parents & Babes	4,137.71
Resource & Referral	5,089.27
Book/Toy Library	566.32
Victoria Foundation	2,668.82
CRD Garden Expenses	1,113.64
Camp Fund Fees	5,395.70

**TOTAL PROJECT EXPENSE** 25,387.10

**TOTAL EXPENSE** 81,686.35

**NET INCOME** 3,963.56

# **Pender Island Child Care Society**

## **Balance Sheet As at 03/31/2014**

### **ASSET**

#### **CURRENT ASSETS**

GIC Term Deposit (2255792)	2,500.00
ISCU General Account (2255792)	12,548.70
ISCU Gaming Account (2269900)	<u>10,261.46</u>
<b>TOTAL CURRENT ASSETS</b>	<b><u>25,310.16</u></b>

#### **CAPITAL ASSETS**

Computer Items	1,269.78
Computer Items - Less Accum Depr.	-1,002.24
Other Indoor Items	9,794.05
Other Indoor Items - Less Accum Dep	-5,849.02
Outdoor Items	6,253.79
Outdoor Items - Less Accum Depr	<u>-4,012.43</u>
<b>TOTAL CAPITAL ASSETS</b>	<b><u>6,453.93</u></b>
<b>TOTAL ASSET</b>	<b><u><u>31,764.09</u></u></b>

### **LIABILITY**

#### **CURRENT LIABILITIES**

EI Premiums Payable	0.00
CPP Contributions Payable	0.00
Income Tax Remittance Payable	<u>0.00</u>
Total CRA Remittance Payable	0.00
Accounts Payable	<u>0.00</u>
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>0.00</u></b>
<b>TOTAL LIABILITY</b>	<b><u>0.00</u></b>

### **EQUITY**

#### **MEMBER'S EQUITY**

Retained Earnings - Previous Years	17,812.33
Current Earnings	3,963.56
Project Reserve: Dad & Me	355.79
Project Reserve: HOP	3,413.55
Project Reserve: Music Program	178.34
Project Reserve: Op./Training Funds	0.00
Project Reserve: Parent Education	402.05
Project Reserve: Parents & Babies	1,861.36
Project Reserve: Resource&Referral	2,134.79
Project Reserve: Book/Toy Library	500.00
Project Reserve:Victoria Foundation	768.48
Reserve: CRD grant-in-aid garden	340.84
Reserve: Gaming Grant	0.00
Fundraising Reserve	<u>33.00</u>
<b>TOTAL MEMBER'S EQUITY</b>	<b><u>31,764.09</u></b>

<b>TOTAL EQUITY</b>	<b><u>31,764.09</u></b>
---------------------	-------------------------

<b>LIABILITIES AND EQUITY</b>	<b><u><u>31,764.09</u></u></b>
-------------------------------	--------------------------------

Generated On: 04/28/2014

## Dragonfly Summer Camp 2014

### Budget

ITEM	PROJECTS COSTS	IN KIND DONATIONS	FEEES	
Facility Use Fee	1000.00	200.00		
Camp Leaders	2700.00			
Supplies	500.00			
Registration fees			2000.00	
Administration	500.00			
	4700.00	200.00	2000.00	
<b>TOTAL REQUESTED</b>				<b>2500.00</b>



Making a difference...together

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CRD FINANCE

MAY 07 2014

RECEIVED

DO NOT MAIL

## GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENT

DATE: May 14  
(dd/mm/yy)

FROM: David Rowe

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: SG1

Organization for which the Grant in Aid is requested:

Village Bay Improvement Association

Amount Approved: \$ 4000

Tax Code:

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF \_\_\_\_\_  
100083 – SSI \_\_\_\_\_  
100085 – SGI \_\_\_\_\_

Requested by: David Rowe  
Director's Signature

Print Name

Date Received (dd/mm/yy)

FINANCE ONLY

Request received and acted upon by:

Signature

Print Name

**CAPITAL REGIONAL DISTRICT  
Grant-In-Aid Application****Application Submitted By:**

Name and Address of Applicant:

J. Carole Neill3426 Allison WayNanaimo, B.C. V9T 5L4

Contact(s):

J. Carole Neill  
(name) Vice President250-751-0091  
(phone) (fax)Jill Nelli  
(name) President250-539-2898  
(phone) (fax)**Application Summary**

Project or purpose for which you require assistance:

Removal of seaweed  
from tidal flats Village BayAmount of grant requested \$ 4,000.00Village Bay Improvement Association

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is **NOT** being made on behalf of an industrial, commercial, or business undertaking or a private individual.

J. Carole Neill  
(signature of authorized signatory)J. Carole Neill  
(print name)Vice President  
(title)  
Village Bay Improvement  
Association

N.B. Please direct cheque to Jill Nelli  
511 Dalson Drive  
Mayne Island  
VON 2J2

### Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency? *No.*

*Village Bay Improvement Association harvests the seaweed at the head of Village Bay to provide fertilizer for local farms and gardens. We have a Ford Bronco and two stainless steel seaweed trailers and we deliver to farms and gardens within a km of beach head. Trailers are able to attach to ordinary tow hitches.*

2. Describe the geographic area that receives services or benefits from your organization.

*Gardens and farms located on Mayne Island*

3. Is your organization voluntary and non-profit? ☒ YES ☐ NO

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

*No remuneration is paid to members.*

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

*V.B.I.A. has approximately 25 members around the bay. We have had this operation going since 2000. Volunteers handle maintenance on our equipment, a Ford Bronco and two stainless steel seaweed trailers.*

**Project / Proposal Profile**

## 1. Assistance is being requested for:

\_\_\_ capital project and/or equipment

\_\_\_ special event

\_\_\_ other purpose Wages for students and local labourers.

## 2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

Removal of seaweed from tidal flats Village Bay  
Grant pays salary for boys harvesting ulva  
and maintenance of equipment.

Beach ramp 150 feet went out without permits  
and traps seaweed on either side.

We have Ford Bronco and two stainless steel  
seaweed trailers to remove for local farms and  
gardens. Putrefaction caused foul odours.

## 3. Describe how this proposal will benefit the community.

Elimination of foul odours for 12 years.  
Before our project locals would appeal their  
taxes and win significant reductions.

**Funding and Financial Information**

1. Attach supporting financial information, ie., budget / financial report. Ensure the following information is clearly itemized:

- total cost of project / proposal
- grants / funding from other sources
- funding contributed by applicant through fund raising activities or other sources of revenue
- total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? ☐ YES ☒ NO

If yes, complete the following chart. If not, please comment. \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

☒ YES ☐ NO If yes, complete the following chart.

Year:	\$ Amount	Purpose for which assistance was used
2000 2004	4000	Wages and Equipment Maintenance
2004 2012	3500	Wages and Equipment Maintenance
2013	4000	Wages and Equipment



***Funding and Financial Information  
(Continued)***

4. Does your organization:

(a) Offer direct financial assistance to individuals or families? ☐ Yes ☒ No

(b) Provide services that fall within the mandate of either  
a senior government or a local service agency? ☐ Yes ☒ No

(c) Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)? ☐ Yes ☒ No

Or, is your organization:

(d) part of a Provincial or National fund raising campaign? ☐ Yes ☒ No

The information provided in Section 4 is for data collection purposes.

**Don't forget to attach the required financial report.**

*End of Application*

David Howe,  
Director, Southern Gulf Islands  
Capital Regional District

Regarding Grant-In-Aid – Village Bay Improvement Association \$4000

Budget for Labour is set at \$2400 for 12 weeks June 30 to September 30th  
Local Volunteer Labour used extensively so we do not exceed this budget.  
Student Wages @ \$15.00 per hour

We budget \$200 per week for wages and hours are monitored by our President, Jill Noll. As job is labour intensive so we ensure at least a two day break. Last summer we employed a family with 4 boys. Volunteer labour is required from June 15<sup>th</sup> to June 30<sup>th</sup> when the students begin. It is also required from the end of August until September 30 when the seaweed is particularly heavy. Equipment consists of rubber boots, pitchforks and rakes which deteriorate rapidly in the salt water, so these items are replaced as necessary. Tire repairs are required as needed. Repairs to the vehicles, the Bronco and stainless 2 steel trailers made especially for our project are done by one of our volunteer members. Generally, we supply the parts required for the vehicle and a volunteer installs them. Vehicle insurance for the 3 months and fuel and oil for the vehicle are purchased with the remaining budget.

Summer Labour	\$2400.00
Vehicle Insurance 3 Mos.	600.00
Equipment – Forks/Rakes	100.00
Fuel and Oil	150.00
Vehicle Maintenance	700.00
(Brakes Fluids, etc.)	
Miscellaneous	50.00

**TOTAL \$4,000**

We have been diligent in keeping this project going and would appreciate your cooperation. We would like to discuss our project at some point and possibly invite you to come to Mayne Island to see it in person.  
G.Nolli 1-250-539-2898. President



Carole Neill  
Vice President

*April 4, 2014*

*This application for Grant In Aid was to be the last, as you felt this was not the appropriate source of funding but you felt it was a worthy project. Perhaps we could meet later in the summer to discuss the future funding. or*

## **RATIONALE FOR CONTINUING CRD GRANT FOR SEAWEED REMOVAL IN VILLAGE BAY, MAYNE ISLAND**

The following points are intended to support the decision to continue the annual CRD grant:

- The 150 foot boat ramp was built on the Crown foreshore, although all permits were denied at the time of its illegal construction.
- Both Environment Canada and Department of Fisheries and Oceans each state that part of the pollution problem is the boat ramp. Seaweed has always come into Village Bay, however the boat ramp has created a trap. The higher end of the bay no longer flushes and seaweed collects and rots unless removed constantly throughout the summer months.
- The pollution problem caused by rotting seaweed exists and had been overlooked by the CRD for many years prior to 2000 when the Grant-in-Aid was awarded.
- There is considerable disparity between CRD and Environment Canada reports as to the reporting of fecal coliform counts. Environment Canada uses more sophisticated equipment and copies of their reports dating back to 1978 are on file with a local homeowner. CRD reports routinely under reported these levels. Environment Canada determined there is serious problem with fecal coliform counts. Dye tests determined two septic fields were leaking into the bay. Village Bay Improvement District was notified and the problem was corrected. B C Ferries washroom facilities was also identified as a problem and corrected. Ships were warned not to discharge near Village Bay. It is not known whether compliance with this provision is routinely monitored.
- Prior to 2000, a group of homeowners on Village Bay appealed their property taxes because the putrid smell caused property values to plunge. CRD granted tax relief. This will be the case again should the CRD grant-in-aid be rescinded.
- Riparian rights of homeowner Al Cannon, 539 Dalton Drive directly in front of the Village Bay boat ramp, were to be addressed in any potential solution. He has legal standing and the Grant-in-Aid that began in 2000 satisfied this issue.
- Homeowners on the bay worked with DFO beginning in 2000 and Deacon Creek or M10 was substantially improved by building a weir with DFO approval to keep seaweed out of the creek during the summer season. Debris such as oil drums, large quantities of discarded linoleum and discarded railway track and ties were taken to the Hartland Landfill.



CAPITAL  
REGIONAL  
DISTRICT

Corporate Services

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**DO NOT MAIL**

## **GRANT IN AID REQUEST FORM (Vendor 900)**

TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENT

DATE: April 23, 2014  
(dd/mm/yy)

FROM:

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Salt Spring Island

Organization for which the Grant in Aid is requested:

Ruckle Heritage Farm Day

Amount Approved: \$ 1,500.00

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 - JDF \_\_\_\_\_  
100083 - SSI \_\_\_\_\_  
100085 - SGI \_\_\_\_\_

Requested by:

[Signature]  
Director's Signature

WAYNE MCINTYRE  
Print Name

16/04/14  
Date Received (dd/mm/yy)

FINANCE ONLY

Request received and acted upon by:

Signature

Print Name

## CRD GRANT-IN-AID APPLICATION FORM

### Application Submitted By

Name and Address of Applicant: Ruckle Heritage Farm Day  
c/o M. Lane  
1801 Beaver Point Rd., SS Isl. V8K 1W3

Contact(s): Marjorie Lane 250-653-4071 778-353-1516  
(name) (phone) (fax)

rucklefarm@shaw.ca  
Email address

Contact(s): \_\_\_\_\_  
(name) (phone) (fax)

\_\_\_\_\_  
Email address

### Application Summary Re: Ruckle Farm Day

Project or purpose for which you require assistance: While trying to maintain a "Free Family Fun" Event, expenses are incurred for advertising; in providing payment for music/video/honorariums for volunteer time+expenses. Our account needs "working capital" to get us operating ahead of other hoped-for Grant assistance from BC Parks, which comes later in form of re-impursement.

Amount of grant requested \$ 1500.<sup>00</sup>

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- NOT being made on behalf of an industrial, commercial, or business undertaking
- NOT available for the personal benefit of any individual, proprietor, member or shareholder

  
(signature of authorized signatory)

Organizer for Ruckle Heritage  
(title) Farm Day

Marjorie Lane  
(print name)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

- Ruckle Farm Day provides a fun, free, family day at the Farm / Park to educate visitors in farming & experience a Historical perspective on farming. This is an interactive event with fun for the whole family. It provides a setting for folks to mingle & visit with friends, family, neighbors & visitors alike.
- The closest similar community event would be the Fall Fair.

2. Describe the geographic area that receives services or benefits from your organization.

All of Salt Spring Isl. benefits in business we might bring to the island drawing from Van. Isl. & nearby communities as our invited participants & as those coming to attend Farm Day. (Emails come from off-isl. asking for date of event)

3. Is your organization voluntary and non-profit? ☒ YES ☐ NO

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

100% volunteer organization - no payment or benefits for our members/officers. Honorariums paid where possible to assist travel exp. to guests ask to display for the day: ie) Blacksmithing, Horse trailoring etc.

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

- Myself & 2 others do the pre-preparation work toward Farm Day. Day-of event, involves more than 100 volunteers.
- This event must be around 20 years in operation.

## Project / Proposal Profile

1. Assistance is being requested for:

☐ capital project and / or equipment

☒ special event

☐ other purpose (\_\_\_\_\_)

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

- see attached press-release for description of event.
- we request funding assistance for working capital to pay costs such as advertising ; music + video hires ; we try to look after the many volunteers to assist their travel expenses ; provide free burger + drink as "thanks for being here" ; hope they'll return again next year. We try to develop our setup / presentation with purchases of tent canopy ; folding tables.

3. Please describe how this proposal will benefit the community.

- (see attached press-release)
- This event draws off-island attendance, perhaps for weekend stays @ our many B+B's / restaurants.
- Members of our community enjoy a day at the Park, sharing a farm atmosphere with their children, friends ; neighbors.
- One of the few remaining FREE events available to our young families in our community.

4. Does your organization:

Offer direct financial assistance to individuals or families?

\_\_\_ Yes ☒ No

Provide services that fall within the mandate of either  
a senior government or a local service agency?

\_\_\_ Yes ☒ No

Provide an opportunity for individuals to make direct

Contributions to the project (e.g., fundraising for the project?) ☒ Yes \_\_\_ No

*By means of a Donation Box @ Welcom-Table ... got \$20. donation*

Or, is your organization:

part of a Provincial or National fund raising campaign?

\_\_\_ Yes ☒ No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the **Grant-In-Aid - Application Completion Guide** regarding the following:

**1. Acknowledgement**

**2. Reporting**



## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized:
  - ✓ total cost of project / proposal, *(see attached Financial Statement)*
  - ✓ grants / funding from other sources, *(see below)*
  - ✓ funding contributed by applicant through fund raising activities or other sources of revenue and, *(our own personal Loan)*
  - total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.
2. Have you applied for a grant / funding from another source(s)? ☒ YES ☐ NO  
 If yes, complete the following chart. If no, please explain \_\_\_\_\_  
 \_\_\_\_\_

Name of Grant or Funding Agency	# Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
BC Parks	Hope for \$2500.00			✓
	but unknown what grant available			awaiting notice of availability
			Previously their Grants come as "reimbursement of expenses incurred"	

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?
  - ☒ YES ☐ NO
  - If yes, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2011	\$1500.00	as described prev. pages: Ruckle Farm Day
(previous years Grant - Applic. may have been via our local 4-H Club for Farm Day participation - I do not have access to those records)		

Ruckle Heritage Farm Day is a long standing educational family day for the community and visitors alike. Scheduled for Sunday, May 4, 10:00 to 3:00, this event displays heritage farming and crafts side-by-side with nature in the beautiful Ruckle Farm's setting. As few free family events remain, this day has proven in the past to bring out a large crowd to experience the beauty of this magnificent Park, made particularly unique & special with the '*oldest operating family farm in BC*' tucked right into the middle. The day is geared toward children & educational farm related themes, free family fun! This event invites participation on every level, be it volunteering, attending, or taking part in the day's many hands-on activities. Last year's fun filled day was thanks to over 100 volunteers giving of their time.

Typically, the day and event will look something like this... Educational booths are located in the Heritage Farm area demonstrating such old crafts as spinning & weaving, basket making, fruit tree grafting & propagation and others. The Blacksmithing group & the Leather-Crafter are alongside the old forge building, and the ice cream & butter are being churned fresh at the Milk House with the Jersey cow nearby. The 4-H Club provide their information & animals for display as well as sell baked goods. The Lions Club are making BBQ'd burgers & hotdogs while the kids are getting their faces painted or trying their hand at log sawing or nail hammering or the fish pond or the tug-of-war! Alongside the old heritage barn are farm product displays such as wool, hide items, and antique tool display. The Quilters are busy on a project while other finished works are displayed around the barn for viewing. Inside the barn the old farm equipment is on display while a film of '*The Making of Ruckle Park*', featuring interviews with Lotus Ruckle & other local farmers is being shown. Later, the farm manager runs his border collies through their paces doing a sheep herding demonstration. Also on hand are the farm's turkeys, bottle-fed lambs and the 4-H animals. The Firehall displays their old & new trucks and we have "then & now" tractors for all to see. Local acoustical music groups are there for added entertainment! Folks can walk all over the grounds enjoying a day at the farm - don't forget to look inside the white heritage house for another peek into the past. Sunny skies on order!

Volunteers may contact Marjorie Lane at 250-653-4071 or [rucklefarm@shaw.ca](mailto:rucklefarm@shaw.ca)

Remains?

Number	Date	Description of Transaction	C Debit (-)	Credit (+)	Balance
ck # 10	May 9/13	Driftwood Volunteer Thankyou	\$61.90		\$217.57
ck # 1	May 10/13	Art Filardro tools display / signs / mileage	\$50.00		\$167.57
ck#128	May 13/13	C. Mackie Banner Hydro/Chambe	\$56.00		\$111.57
deposit	May 14/13	LOAN FROM M&M LANE		\$1,500.00	\$1,611.57
ck # 133	May 17/13	Henry Brade blacksmith Honorarium	\$100.00		\$1,511.57
deposit	Jun 4/13	Rebate from Lions Club on Volunteer Burgers		\$100.00	\$1,611.57
deposit	Jun 19 /13	donation to Farm Day		\$20.00	\$1,631.57
deposit	Jun 30/13	System Generated Entry		\$0.12	\$1,631.69
bank fee	July 31/12	Statement Fee	\$2.00		\$1,629.69
	Jul 31/13	System Generated Entry		\$0.14	\$1,629.83
ck# 11	Aug 1/13	M. Lane Hughes Excavating Gravel Delivery	\$130.00		\$1,499.83
ck # 13	Aug. 26/13	D. Davies Laminator & film, fish pond toys	\$117.81		\$1,382.02
ck# 14	Aug. 26/13	M. Lane plywood, bulbs, hardware, cream	\$155.54		\$1,226.48
		OUTSTANDING CK# 12 Hughes Excavating	\$186.27		\$1,040.21
		OUTSTANDING CK# 6 Firefighter's Old Truck	\$100.00		\$940.21
INSUFFICIENT FUNDS		M&M LANE LOAN REPAYMENT FROM MAY 14	\$1,500.00		-\$559.79

# RUCKLE HERITAGE FARM DAY 2013

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
deposit	July 21/12	System Generated Entry			\$0.13	\$1,575.51
	Aug. 31/12					
	Sept. 30/12					
	Oct. 31/12					
	Nov. 30/12					
	Dec. 31/12	balance Forward				\$3,024.20
deposit	Jan. 31/13	System Generated Entry			\$0.26	\$3,024.46
deposit	Feb. 28/13	System Generated Entry			\$0.23	\$3,024.69
deposit	Mar. 18/13	Cheque Deposit			\$250.00	\$3,274.69
deposit	Mar. 31/13	System Generated Entry			\$0.26	\$3,275.95
ck# 125	Apr.02/13	Tents X2 Tables X4		\$862.37		\$2,412.58
ck# 126	Apr. 25/13	Driftwood Ad and Spring Leisure Ad		\$392.64		\$2,019.94
deposit	Apr. 30/13	System Generated Entry			\$0.17	\$2,020.11
ck# 127	May 1/13	TNT Signs for 2 Banners		\$640.64		\$1,379.47
ck# 4	May 6/13	Barley Brothers Music		\$200.00		\$1,179.47
ck# 129	May 6/13	Lion's Club free burgers for volunteers		\$500.00		\$679.47
ck# 2	May 7/13	Weavers and Spinners		\$50.00		\$629.47
ck # 132	May 7/13	L. Rithaler 4-H Honorarium		\$100.00		\$529.47
ck # 5	May 7/13	Peter Prince Videography		\$200.00		\$329.47
ck # 8	May 9/13	Leatherworks - Honorarium		\$50.00		\$279.47



Corporate Services

4<sup>th</sup> Floor | 625 Fisgard St. PO Box 1000 Victoria BC V8W 2S6 | T 250.360.3000 | F 250.360.3023 | www.crd.bc.ca

DO NOT MAIL

**GRANT IN AID REQUEST FORM (Vendor 900)**TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENTDATE May 8, 2014  
(dd/mm/yy)

FROM:

08/05/2014

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area:

Salt Spring Island

Organization for which the Grant in Aid is requested:

SALT SPRING TRAIL AND NATURE CLUBAmount Approved: \$ ~~2,400.00~~ 2,400.00

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

 100082 - JDF \_\_\_\_\_  
 100083 - SSI \_\_\_\_\_  
 100085 - SGI \_\_\_\_\_

Requested by:

Director's Signature

WAYNE H. MCINTYRE

Print Name

01/05/2014

Date Received (dd/mm/yy)

FINANCE ONLY

Request received and acted upon by:

Signature

Print Name

**CRD GRANT-IN-AID APPLICATION FORM****Application Submitted By**Name and Address of Applicant: Salt Spring Trail and Nature ClubPO Box 203, Ganges POSalt Spring Island, BC V8K 2V9Contact(s): David Denning250-537-0664

(name)

(phone)

(fax)

ddenning@telus.net

Email address

Contact(s): Nieke Visser250-537-5443

(name)

(phone)

(fax)

nieke.visser46@gmail.com

Email address

**Application Summary**

Project or purpose for which you require assistance:

The Salt Spring Trail and Nature Club is requesting funds to conduct Phase I of the Salt Spring Atlas of Shorelines, a shoreline inventory of ecological and anthropogenic features of Ganges and Fulford Harbour.

Amount of grant requested \$ 2,420.00

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT** available for the personal benefit of any individual, proprietor, member or shareholder


  
(signature of authorized signatory)
President

(title)

Nieke Visser

(print name)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

We organize weekly nature excursions for members (for non-members on a limited basis), monthly nature oriented presentations open to members and the general public. A few times a year we organize excursions with a special theme (e.g. birding, wild flower, marine biology, visit to Prevost Island etc.)

We maintain trails in the provincial parks on the island and just signed a contract with BC Parks to that effect. We also maintain trails in other natural areas and right-of-ways not managed by other organizations and hold an annual broom pull where needed.

? why  
not Park,

2. Describe the geographic area that receives services or benefits from your organization.

Salt Spring Island.

3. Is your organization voluntary and non-profit? ☐ NO ☒ YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

None

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

Current members in good standing: about 150. The Salt Spring Trail & Nature Club exists since the late 1970 (no record available), and was officially declared a naturalist club on 29 January 1980.



## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (Shoreline ecological survey and community engagement project)

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

This is Phase I of a project to conduct an inventory of the shoreline ecological and human made features in high profile/high use areas of Salt Spring (Ganges and Fulford Harbours), and to increase public awareness about the ecological importance of shorelines and near-shore areas by engaging volunteers in ecological inventory development. The objectives of the project are as follows: 1) Raise public awareness of shoreline ecological, geophysical, and diversity issues through beach walks, presentations, volunteer training and data collection. 2) Map ecological and human-made features of the backshore, shoreline and nearshore as a baseline inventory for monitoring ecosystem health and environmental impacts. The data as a GIS database and appropriate map tools will provide planners and members of the public with information for science based decision-making, identification of essential biological habitats, information and stewardship opportunities. 3) Conduct intertidal survey of key indicator species along sections of the shoreline study area that are walkable at low tide, using volunteers to collect the data. 4) Establish an ecological rating of shorelines in the study area as part of a full Island shoreline monitoring program (Phase II). 5) Present results to SSI Local Trust Committee and the public through presentations and publications.

3. Please describe how this proposal will benefit the community.

Salt Spring Island is rimmed by waters of the Salish Sea and has a great diversity of shoreline types and features. The ecological importance of shorelines and nearshore areas is not widely understood by the public. Shorelines are ecologically and physically dynamic places. Backshore vegetation filters pollution, provides habitat for wildlife and provides nutrients to the nearshore. As juvenile salmon forage along the shore and are dependent on insects that drop off overhanging vegetation for up to 60% of their diet. Pacific sand lance and surf smelt spawn on sandy beaches and are critical sources of food marine birds and adult salmon. Nearshore habitats like eelgrass and kelps provide nurseries and feeding grounds for fish, seabirds, crabs and mammals. Eelgrass stabilizes sediments and kelp forests buffer the impact of wave action on shores. As sea levels rise nearshore habitats need to be able to migrate shoreward. We need to raise public awareness about protecting the ecological function and maintaining resilience of shorelines. This project will provide critical baseline ecological data from which to monitor impacts such as oil spills or improvements such as conservation and restoration efforts.



### Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - project budget,
  - grants / funding from other sources,
  - funding contributed by applicant through fund raising activities or other sources of revenue and,
  - financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? ☐ NO ☒ YES

*If yes*, complete the following chart. *If no*, please explain \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
BC Nature	\$ 2,000.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

☒ NO ☐ YES..... *If yes*, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used

## 4. Does your organization:

Offer direct financial assistance to individuals or families?

☐ Yes ☒ NoProvide services that fall within the mandate of either  
a senior government or a local service agency?☐ Yes ☒ No

yes ?

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)?☐ Yes ☒ No

Or, is your organization:

part of a Provincial or National fund raising campaign?

☐ Yes ☒ No

The information provided in Section 4 is for data collection purposes.

**Followup:**Please refer to Page 6 of the **Grant-In-Aid - Application Completion Guide** regarding the following:**1. Acknowledgement****2. Reporting**

<b>Budget</b>	<b>Cash</b>	<b>In-Kind</b>	<b>BC Nature</b>	<b>Grant in Aid</b>
Publicity - posters,newspaper ads	\$70		\$70	
Hall Rental – (2 @ \$75)	\$150		\$50	\$100
Consultant/Trainer (Boyer): 8 days @ \$250/day	\$2,000		\$780	\$1,220
Educator/Trainer (Denning): 4 days @ \$250/day	\$1,000		\$500	\$500
Underwater camera rental: 8 days @ \$50/day	\$400		\$200	\$200
Gas and Oil for boat (8 days @ \$50/day)	\$400		\$200	\$200
Administration fee (for Salt Spring Trail and Nature Club)	\$400		\$200	\$200
<b>Total:</b>	<b>\$4,420</b>		<b>\$2,000</b>	<b>\$2,420</b>
In-kind costs to be contributed (largely secured):				
Community volunteers: 5 (30 hours each @ \$15/hr)		\$2,250		
Community Volunteers: 10 (8 hours each @\$15/hr)		\$1,200		
Boat use: (8 days @ \$250/day)		\$2,000		
Forage Fish Survey Trainer 2 days @ \$250		\$500		
<b>Total:</b>		<b>\$5,950</b>		
<b>Total Project Budget:</b>	<b>\$10,370</b>			

**Salt Spring Trail & Nature Club  
Balance Sheet As At 31/12/2013**

**Current Assets**

ING Savings Acct	5,417.42	
Bank of Montreal	<u>4,450.99</u>	
Total Cash (per Bank Statements)		9,868.41
Outstanding cheques		<u>0.00</u>
Total Cash (per SST&N accts)		9,868.41

**Other Assets**

Prepaid Expenses	0.00	
Equipment - projector	550.00	
Depreciation on equip	<u>(550.00)</u>	
Total Other Assets		<u>0.00</u>

**TOTAL ASSETS** 9,868.41  
=====

**LIABILITIES**

**Current Liabilities**

Tax, CPP, EI	137.76	
Pre-paid memberships	<u>1,953.33</u>	
Total Current Liabilities		2,091.09

**TOTAL LIABILITIES** 2,091.09

**EQUITY**

Retained Earnings - Previous Year	9,048.09	
Current Earnings	<u>(1,270.77)</u>	
Total Retained Earnings		7,777.32

**TOTAL EQUITY** 7,777.32

**LIABILITIES AND EQUITY** 9,868.41  
=====

Salt Spring Trail & Nature Club  
Income Statement 01/01/2013 to 31/12/2013

<b>Revenue</b>	
Donations	1,095.10
Membership Dues	<u>3,441.67</u>
Member Revenue	4,536.77

<b>Other Revenue</b>	
CRD Grant	11,302.87
UVIC grant	14,025.00
SS Foundation grant	1,200.00
Interest income	108.28
Xmas lunch tkt sales	1,225.00
Other Income	<u>42.00</u>
<b>Total Other Revenue</b>	27,903.15

<b>TOTAL REVENUE</b>	<b>32,439.92</b>
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**EXPENSE**

<b>General &amp; Admin Expenses</b>	
PARC project payroll	25,303.93
Fees/Ins (BCNF)	1,873.40
Bank Charges	48.84
Office Expenses	751.27
Socials & meetings	840.81
Xmas lunch expenses	1,225.00
Trails	1,219.67
Travel	472.77
Society registration & Gov't chgs	75.00
Donations, gifts & honoria	<u>1,900.00</u>
<b>Total General &amp; Admin</b>	<b>33,710.69</b>

<b>TOTAL EXPENSE</b>	<b>33,710.69</b>
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<b>NET INCOME</b>	<u>(1,270.77)</u>
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**Salt Spring Trail & Nature Club  
Budget 2014**

<u>INCOME</u>	<u>Budget 2013</u>	<u>Actual 2013</u>	<u>Budget 2014</u>
Donations & Grants (see Note below)	1200	2361	500
Interest	120	108	100
Membership dues	3900	3442	3,500
Other	0	42	
<b>Total</b>	<b>5,220</b>	<b>5,911</b>	<b>4,100</b>
<u>EXPENSES</u>			
BC Nature Dues	2,100	1,873	2,000
Socials, meetings	370	841	500
Donations	500	1,900	500
Office & Oystercatcher	600	751	500
Travel (BC Nature)	400	473	400
Trails	1,200	1,220	50
Bank charges	50	49	0
Gov't fees	<u>100</u>	<u>75</u>	<u>100</u>
<b>Total</b>	<b><u>5,320</u></b>	<b><u>7,182</u></b>	<b><u>4,050</u></b>
<b>Surplus/ -Deficit</b>	<b>-100</b>	<b>-1,271</b>	<b>50</b>

Note: 2013 Actual does not include grants from UVIC & PARC as this project came after last year's AGM



**REPORT TO ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MAY 21, 2014**

**SUBJECT     GRANTS-IN-AID**

**ISSUE**

To approve the grants-in-aid applications for the Electoral Areas.

**BACKGROUND**

The Supplementary Letters Patent for grants-in-aid require that Capital Regional District (CRD) Board approval be obtained before any payments for grants-in-aid are made on behalf of one or more member electoral areas to any organization deemed by the Board of the CRD to be contributing to the general interests and advantage of the area. This service covers the Electoral Areas.

Before exercising the powers described above, the Supplementary Letters Patent require that the Board obtain the written approval of the Director of each Electoral Area to the proposed grant-in-aid for such Electoral Area.

**FINANCIAL IMPLICATIONS**

These grants-in-aid are within the budgeted amount requisitioned for the current year.

**RECOMMENDATION**

That the Electoral Area Services Committee recommend to the Capital Regional District Board:

That payment be made for the following grant-in-aid:

- 1) Southern Gulf Islands Grant-in-Aid as approved by Director Howe
  - Mayne Island Integrated Water Systems \$ 2,000

Diana Lokken, CPA, CMA  
General Manager, Finance & Technology Dept.  
Concurrence

Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

Attachments: 1 Application



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## GRANT IN AID REQUEST FORM (Vendor 900)

TO: ACCOUNTS PAYABLE SUPERVISOR  
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 14/05/14  
(dd/mm/yy)

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:

Mayne Island Integrated Water Systems

Amount Approved: \$ 2000.00

Tax Code:

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF \_\_\_\_\_  
100083 – SSI \_\_\_\_\_  
100085 – SGI \_\_\_\_\_

Requested by: [Signature]  
Director's Signature

David Howe  
Print Name

FINANCE ONLY

Request received and acted upon by:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

May 15, 2014  
Date Received (dd/mm/yy)



## CRD GRANT-IN-AID APPLICATION FORM

### ***Application Submitted By***

Name and Address of Applicant: Bill Warning, Chair, Mayne Is. Integrated Water Systems

562 Bayview

Mayne Island, B.C. VON 2J0

Contact(s): Bill Warning

(name)

250-539-2399

(phone)

(fax)

bkwarning@shaw.ca

Email address

Contact(s): Diane Plucinak

(name)

250-539-3701

(phone)

(fax)

Mayne263@shaw.ca

Email address

### ***Application Summary***

Project or purpose for which you require assistance:

Amount of grant requested \$ 2500.00

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT** available for the personal benefit of any individual, proprietor, member or shareholder

Marie Elliott  
(signature of authorized signatory)

Secretary, MIWSS  
(title)

Marie Elliott  
(print name)

## **Applicant Profile**

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

MIWSS is the sole society on Mayne Island providing education to water users. We are facilitators of workshops for the individual well owner and technical workshops for water systems operators. We draw mainly from 5 southern Gulf Islands (Salt Spring, Galiano, Pender, Saturna and Mayne) but are based on Mayne.

2. Describe the geographic area that receives services or benefits from your organization.

The southern Gulf Island region and adjacent portions of Vancouver Island (Cowichan).

3. Is your organization voluntary and non-profit? ☐ NO ☒ YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

There are none.

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

MIWSS was formed in the mid 1980s. The combined systems from all islands totals 32, and individual memberships 120.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (\$2,500 for operator training, certification maintenance and community education workshop)

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

MIWSS brings in experts in various fields pertinent to the EOCP requirements for maintenance of the operator's certification process. We open the day to our entire island communities so that users have a better education on well maintenance, water board trustee training and, in general, how to protect their supply and aquifers. (Off island participants are met at our two public docks and the presentations begin early to accommodate ferry schedules.) Operators share their knowledge by replying to questions in a free-wheeling and island casual atmosphere. The community users are more likely to ask here where there may be a simple solution, than get involved with hiring someone.

3. Please describe how this proposal will benefit the community.

It is imperative that we have an educated group of operators in the southern Gulf Islands/Vancouver Island region who know one another and can share knowledge and support. They also need to be regularly updated on the latest technology and equipment. Their knowledge becomes more valuable to the community in general as they update to the latest available methods and equipment.

## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? ☒ NO ☐ YES

*If yes, complete the following chart. If no, please explain* \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

☐ NO ☒ YES..... *If yes, please complete the following chart.*

Year	\$ Amount	Purpose for which assistance was used
2013	\$1500	Operator certification & community education workshop
2012	\$3000	Operator certification & community education workshop
2011	\$3600	Septic savvy workshop
2010	\$3,500	Operator certification & community education workshop

4. Does your organization:

Offer direct financial assistance to individuals or families?

☐ Yes ☒ No

Provide services that fall within the mandate of either  
a senior government or a local service agency?

☐ Yes ☒ No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)?

☐ Yes ☒ No

Or, is your organization:

part of a Provincial or National fund raising campaign?

☐ Yes ☒ No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the **Grant-In-Aid - Application Completion Guide** regarding the following:

**1. Acknowledgement**

**2. Reporting**

# Mayne Island Integrated Water Systems Society

## BUDGET

Operator Training, Certification Maintenance  
and Community Education Workshop - January 2014

Income	\$ 675.00
Expenses:	
Food/Beer/etc.	600.00
Hall rental/liq. Lis.	150.00
Speaker exp.(ferry/B&B)	500.00
Advertising	500.00
EOCP	200.00
<u>Contingency</u>	<u>200.00</u>
<u>Total</u>	<u>2150.00</u>

**Mayne Island Integrated Water System Society  
2013 Budget**

**Income:**

Membership	\$ 500.00
Water System Membership	640.00
Workshops	1200.00
CRD Grant	1500.00
BCWWA Donation	1000.00
Green Angels Donation	<u>500.00</u>

**Total**

**\$5340.00**

**Expenses:**

**Membership:**

Society Act	\$ 25.00
CWSA Membership	50.00
Website	600.00
Advertising	600.00
Office Supplies	250.00
Meeting Exp.	<u>400.00</u>

Workshops	\$ 1925.00
Education and Outreach( Water Week )	1600.00
Fall Fair	1650.00
	<u>150.00</u>

**\$ 5235.00**