Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda
Electoral Area Services Committee

Wednesday, November 15, 2017 **2:05 PM** **6th Floor Boardroom**
625 Fisgard St.
Victoria, BC V8W 1R7

M. Hicks (Chair), W. McIntyre (Vice Chair), D. Howe, S. Price (Board Chair, ex-officio)

1. Approval of Agenda

2. Adoption of Minutes

2.1. 17-858 Minutes of the October 18, 2017 Electoral Area Services Committee Meeting

Recommendation: That the minutes of the October 18, 2017 Electoral Area Services Committee meeting be adopted as circulated.

Attachments: Minutes

2.2. 17-859 Minutes of the November 1, 2017 Special Electoral Area Services Committee Meeting

Recommendation: That the minutes of the November 1, 2017 Special Electoral Area Services Committee meeting be adopted as circulated.

Attachments: Special Meeting Minutes

3. Chair's Remarks

4. Presentations/Delegations

5. Committee Business

5.1. 17-789 Age-Friendly Communities Program: Grant Application

Recommendation: That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the Capital Regional District Board authorize the submission of an application to the UBCM Age-Friendly Communities grant Program for the North Pender Community Bus project and that the Board support this project through its duration.

Attachments: Staff Report: Age-Friendly Community Grant Application

Appendix A: North Pender Island Action Plan

5.2. 17-773 Bylaw 4214: Capital Reserve Fund for the Salt Spring Island Community Transit Service

Recommendation: That the Electoral Area Services Committee recommend to the CRD Board:
That Bylaw No. 4214, "Salt Spring Island Community Transit Service Capital Reserve Fund Bylaw No. 1, 2017" be introduced and read a first and second time, read a third time, and adopted.

Attachments: Staff Report: Bylaw 4214 Capital Reserve Fund SSI Transit

Appendix A: Bylaw 4214 Capital Reserve Fund SSI Transit

5.3. 17-771 Community Works Fund Applications

Recommendation: That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the following Community Works Fund applications be approved:
1. Southern Gulf Islands (SGI) Administration, SGI Corporate Asset Management Plan: $60,000
2. Saturna Island Lions Club, Saturna Lions Community Shuttle Program Bus Purchase: $25,000

Attachments: Staff Report: Community Works Fund Applications

Appendix A: CRD Board Approved CWF Investments 2017-10-31

Appendix B: SGI Administration CWF Application

Appendix C: Saturna Island Lions Club CWF Application

5.4. 17-772 Community Works Fund - Financial Summary and Process Update

Recommendation: That the Electoral Area Services recommend to the Capital Regional District Board:
That this report be received for information.

Attachments: Staff Report: CWF Financial Summary and Process Update

Appendix A: CWF Financial Summary By Electoral Area

Appendix B: CWF Project Investments by Electoral Area

Appendix C: CWF Grant Application Toolkit

Appendix D: CWF Contribution Agreement Boiler Plate

5.5. 17-710 Grants-in-Aid

Recommendation: That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the following grant-in-aid applications be approved:
1. Island Arts Centre Society - ArtSpring: $3,000.00
2. South Pender Historical Society: $1,600.00
3. Moving Around Pender (For payment in January 2018): $3,836.00
4. Moving Around Pender (For payment in January 2018): $4,907.72

Attachments: Staff Report: Grants-in-Aid

Appendix A: Grants-in-Aid Applications

6. New Business

7. Adjournment

Next Meeting: 2018 (To Be Determined)

Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Electoral Area Services Committee

Wednesday, October 18, 2017 **2:00 PM** **6th Floor Boardroom**
625 Fisgard St.
Victoria, BC V8W 1R7

PRESENT
Directors: M. Hicks (Chair), D. Martin (for W. McIntyre (Vice Chair)), D. Howe
Staff: K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; K. Campbell, Senior Manager, Salt Spring Island Administration; K. Morley, Acting Senior Manager Corporate Services; S. Carby, Senior Manager, Protective Services; R. Gutierrez, Manager, Building Inspection; J. Klassen, Manager, Service Delivery, Southern Gulf Islands Electoral Area; I. Lawrence, Manager Local Area Planning, Juan de Fuca; E. Gorman, Acting Corporate Officer; P. Perna, Committee Clerk (Recorder)

The meeting was called to order at 2:06 pm.

1. Approval of Agenda

MOVED by Director Howe, SECONDED by Alternate Director Martin,
That the agenda for the October 18, 2017 Electoral Area Services Committee meeting be approved as amended to move items 5.3 and 5.4. after item 3.
CARRIED

2. Adoption of Minutes

2.1. 17-753 Minutes of the September 20, 2017 Electoral Area Services Committee Meeting

MOVED by Director Howe, SECONDED by Alternate Director Martin,
That the minutes of the September 20, 2017 Electoral Area Services Committee meeting be adopted as circulated.
CARRIED

3. Chair's Remarks - None.

5. Committee Business

5.3. 17-645 Feasibility Study Reserve Fund

N. Chan provided background on the Feasibility Reserve Fund.

MOVED by Director Howe, SECONDED by Alternate Director Martin,
That the Electoral Area Services Committee recommend to the Capital Regional District Board:

That the Feasibility Study Reserve Fund be discontinued and the proceeds be distributed back to the Electoral Areas.
CARRIED

5.4. 17-709 Community Works Fund Applications

MOVED by Director Howe, SECONDED by Alternate Director Martin,
That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the following Community Works Fund applications be approved:
1. Mayne Island Early Childhood Society, Child Care Facility at Mayne Island School: $41,750
2. Pender Island Parks and Recreation Service, Gardom Pond Dam Decommissioning $100,000
3. Salt Spring Island (SSI) Parks and Recreation Service, SSI Bike Park: $33,000
CARRIED

4. Presentations/Delegations

4.1. 17-759 Presentation: Casey Edge, Victoria Residential Builders Association

Director Howe left the meeting at 2:12 pm.

C. Edge spoke to a presentation on housing affordability and efficiencies, building and construction costs, and building codes.

5. Committee Business, Continued

5.2. 17-726 Implications of the Building Act, Building Regulations, and BC Energy Step Code for the Capital Regional District

By consensus, the Committee moved Item 5.2. to follow the presentation.

K. Lorette provided an overview of the report and summarized changes to the new Building Act.

Discussion ensued on the following:
- the concern for areas with no fire protection services
- the effect on the Electoral Areas when the building code is amended
- the lack of affordable housing for younger working people

MOVED by Director Hicks, SECONDED by Alternate Director Martin,
That the Electoral Area Services Committee recommends to the Capital Regional District Board:
That staff update the building bylaw to reflect language contained in the Municipal Insurance Association document in order to address risk managements perspectives.
CARRIED

5.1. 17-721 2018 Service Plans Review Process

K. Lorette provided an overview of the Service Plans Review Process.

Discussion ensued on the following:

- the amount of revenue and total number of building permits and inspections issued for each individual Electoral Area
- increased coordination with Salt Spring Island Administration, the Salt Spring Island Director, and Island's Trust
- cost and budget allocations for fire equipment

MOVED by Alternate Director Martin, SECONDED by Director Hicks,
That the Electoral Area Services Committee recommends to the Capital Regional District Board:
That the attached service plans be approved as presented.
CARRIED

5.5. 17-694 Salt Spring Island Parks and Trails Naming Convention Policy

K. Campbell provided an overview of the report.

MOVED by Alternate Director Martin, SECONDED by Director Hicks,
That the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Area Service Committee that the Capital Regional District Board approve the attached SSI Community Parks and Community Trails Naming Convention Policy.
CARRIED

6. New Business - None.

7. Adjournment

MOVED by Alternate Director Martin, SECONDED by Director Hicks,
That the October 18, 2017 Electoral Area Services Committee meeting be adjourned at 3:08 pm.
CARRIED

_____
Chair

_____
Recorder

Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Electoral Area Services Committee

Wednesday, November 1, 2017 **10:30 AM** **6th Floor Boardroom**
625 Fisgard St.
Victoria, BC V8W 1R7

Special Meeting

PRESENT:
Directors: M. Hicks (Chair), W. McIntyre (Vice Chair), D. Howe, B. Desjardins (Board Chair, ex-officio)
Staff: R. Lapham, Chief Administrative Officer; K. Lorette, General Manager, Planning and Protective Services; N. Chan, Chief Financial Officer; R. Lachance, Senior Manager, Financial Services; I. Lawrence, Manager Local Area Planning, Juan de Fuca; S. Carby, Senior Manager, Protective Services; K. Campbell, Senior Manager, Salt Spring Island Administration; M. McCrank, Senior Manager, Infrastructure Operations; P. Dayton, Senior Financial Analyst; J. Klassen, Manager, Service Delivery, Southern Gulf Islands Electoral Area; L. Xu, Financial Analyst; R. Gutierrez, Manager, Building Inspection; E. Gorman, Acting Corporate Officer; P. Perna, Committee Clerk (Recorder)
Others: S. Lorette

The meeting was called to order at 10:32 am.

1. Approval of Agenda

MOVED by Director Howe, SECONDED by Director McIntyre,
That the agenda for the November 1, 2017 Special Electoral Area Services Committee meeting be approved as circulated.
CARRIED

2. Presentations/Delegations - None.

3. Chair's Remarks

The Chair gave the floor to the Board Chair who remarked on recognizing the need for the Board Chair to visit the Electoral Areas and attend Electoral Area meetings throughout the term of the Board Chair.

Board Chair Desjardins left the meeting at 10:38 am.

4. Committee Business

4.1. 17-785 2018 Electoral Area Budget Review

N. Chan spoke to a presentation and provided an overview of the 2018 Electoral Area Budget Review.

Discussion ensued on the following:
- percentage of total combined requisition per Electoral Area

- separately budgeting jointly funded services where possible and practical
- shared costs percentage for building inspection and the UBCM convention
- reviewing and clarifying the increase for community transit
- clarification on the inter-island ferry for Salt Spring Island

MOVED by Director Howe, SECONDED by Director Hicks,
That the budgeted joint services currently budgeted for all three Electoral Areas be divided into each individual Electoral Area where is possible and practical.
CARRIED

MOVED by Director Howe, SECONDED by Director McIntyre,
That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the 2018 Electoral Area budgets as presented receive preliminary approval.
CARRIED

5. Adjournment

MOVED by Director McIntyre, SECONDED by Director Howe,
That the November 1, 2017 Special Electoral Area Services Committee meeting be adjourned at 11:07 am.
CARRIED

_____
Chair

_____
Recorder

Making a difference...together

REPORT TO ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 15, 2017

SUBJECT Age-friendly Communities Program Grant Application

ISSUE

Capital Regional District Board authorization is required to enable submission of a Stream 2 grant application to the UBCM Age-friendly Communities Grant Program for the Moving Around Pender Society to provide community bus service for North Pender Island seniors.

BACKGROUND

The Age-friendly Communities Program is intended to assist local governments in BC to best support aging populations, develop and implement policies and plans, or develop projects that enable seniors to age in place and facilitate the creation and sustainability of age-friendly communities. Under the 2018 program, funding is available for two streams: (1) Age-friendly assessments, action plans and planning (up to $25,000) and (2) Age-friendly projects (up to $15,000).

The program specifies that eligible applicants are local governments (municipalities and regional districts) in British Columbia. Therefore, the Capital Regional District (CRD) may apply for the program. Only one application is permitted from each local government, and staff are not aware of other applications from CRD Services. A Board resolution is required to indicate support for the proposed activities and willingness to provide overall grant management.

The Moving Around Pender Society is requesting the CRD apply for a Stream 2 grant of $15,000 to implement a community bus service geared to meet the critical transportation needs of the senior population of North Pender Island. In order to be eligible for Stream 2, applicants are required to have a completed age-friendly assessment or action plan, or demonstrate that their Official Community Plan, Integrated Sustainability Community Plan, or equivalent, is inclusive of age-friendly planning principles. The *Age Friendly North Pender Island Action Plan,* completed in 2015 under the guidance of the North Pender Island Local Trust Committee (Appendix A), would be included in the grant application to demonstrate eligibility.

The application deadline for the current grant call is November 10, 2017.

ALTERNATIVES

Alternative 1
That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the Capital Regional District Board authorize the submission of a grant application to the UBCM Age-friendly Communities Program for the North Pender Community Bus project and that the Board support this project throughout its duration.

Alternative 2
That the Electoral Area Services Committee recommend to the Capital Regional District Board: That the report be referred back to staff for further review.

IMPLICATIONS

SOCIAL IMPLICATIONS

The Pender Island Community Bus would provide increased bus service to reduce anxiety and social isolation of seniors. It may reduce the number of seniors contemplating moving off the island due to the lack of transportation alternatives.

ENVIRONMENTAL IMPLICATIONS

Increased community bus service will reduce the greenhouse gas emissions associated with multiple private vehicles delivering seniors to local events and programs.

CONCLUSION

Grant applications are now being accepted for the 2018 Age-friendly Communities Program. The CRD is eligible to submit an application. Moving Around Pender has proposed an application to support community bus service on Pender Island geared to meet the critical needs of Pender's seniors. A Board resolution is required to indicate support for the proposed activities and willingness to provide overall grant management.

RECOMMENDATION(S)

That the Electoral Area Services Committee recommend to the Capital Regional District Board: That the Capital Regional District Board authorize the submission of a grant application to the UBCM Age-friendly Communities Program for the North Pender Community Bus project and that the Board support this project throughout its duration.

Submitted by:	June Klassen, MCIP, RPP, Manager, Service Delivery SGI
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

JK:ngm

Attachments: Appendix A Age Friendly North Pender Island Action Plan

Age Friendly North Pender Island

Action Plan

Islands Trust

North Pender Island Local Trust Committee • Hope Bay • November 4, 2015

Table of Contents

What is an Age Friendly Community? 2

Baseline Analysis Highlights 4

Listening to the Voices 8

Outdoor Spaces and Buildings 13

Mobility 16

Housing 19

Social Participation 23

Respect and Civic Participation 25

Employment & Volunteer Opportunities 27

Communication & Information 29

Community Support & Health Services 31

Keeping the Plan Alive and Relevant 34

Acknowledgements 35

Actions Summary 36

Potential Bylaw Amendments 41

What is an Age Friendly Community?

WORLD HEALTH ORGANIZATION'S EIGHT AGE FRIENDLY AREAS

An age-friendly community is one in which the policies, services and structures related to the physical and social environment are designed to support and enable older people to "age actively."[1] In an age friendly community citizens can grow older and continue to live in security, enjoy good health and participate fully in society. The World Health Organization (WHO) identifies eight areas that contribute to an age friendly community. These are described below for the North Pender Island context and colour coded to match the respective sections in this plan.

- **Outdoor spaces and public buildings** are pleasant, clean, secure and physically accessible;
- There are opportunities for older adults to **participate** in leisure, social, cultural and spiritual activities with people of all ages and cultures;
- There are safe places to walk, cycle and use **mobility** devices for all ages and abilities and **community based public transportation** is accessible and affordable;
- **Housing** is affordable, appropriately located, well built, well designed and secure;
- Older people are treated with **respect** and are included in **civic life**;
- There are opportunities for **employment** and **volunteerism** that cater to older persons' interests and abilities;
- Age-friendly **communication** and **information** is available; and
- **Community support** and **health services** are tailored to older persons' needs.

[1] World Health Organization definition, referenced at http://www.who.int/ageing/projects/age_friendly_cities/en/ , accessed August 31, 2015

ISLANDS TRUST MANDATE

The Islands Trust Act (The Act) clearly states that the object of the Trust is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia. The implication is clear: partnerships with other governments, agencies and persons is essential to achieving the object of the Trust and in turn the objectives of Local Trust Committees.

Through its Official Community Plan and Land Use Bylaw (zoning and subdivision of land) the North Pender Island Local Trust Committee (LTC) has direct authority and influence on matters of land use —including transitional and special needs housing and phasing of roads and infrastructure—and environmental protection.

Many areas of relevance to age friendly planning place the LTC in an indirect role through cooperation and agreements with other agencies including Provincial and regional government as well as voluntary non profit agencies. The plan recognizes direct and indirect partnership oriented actions.

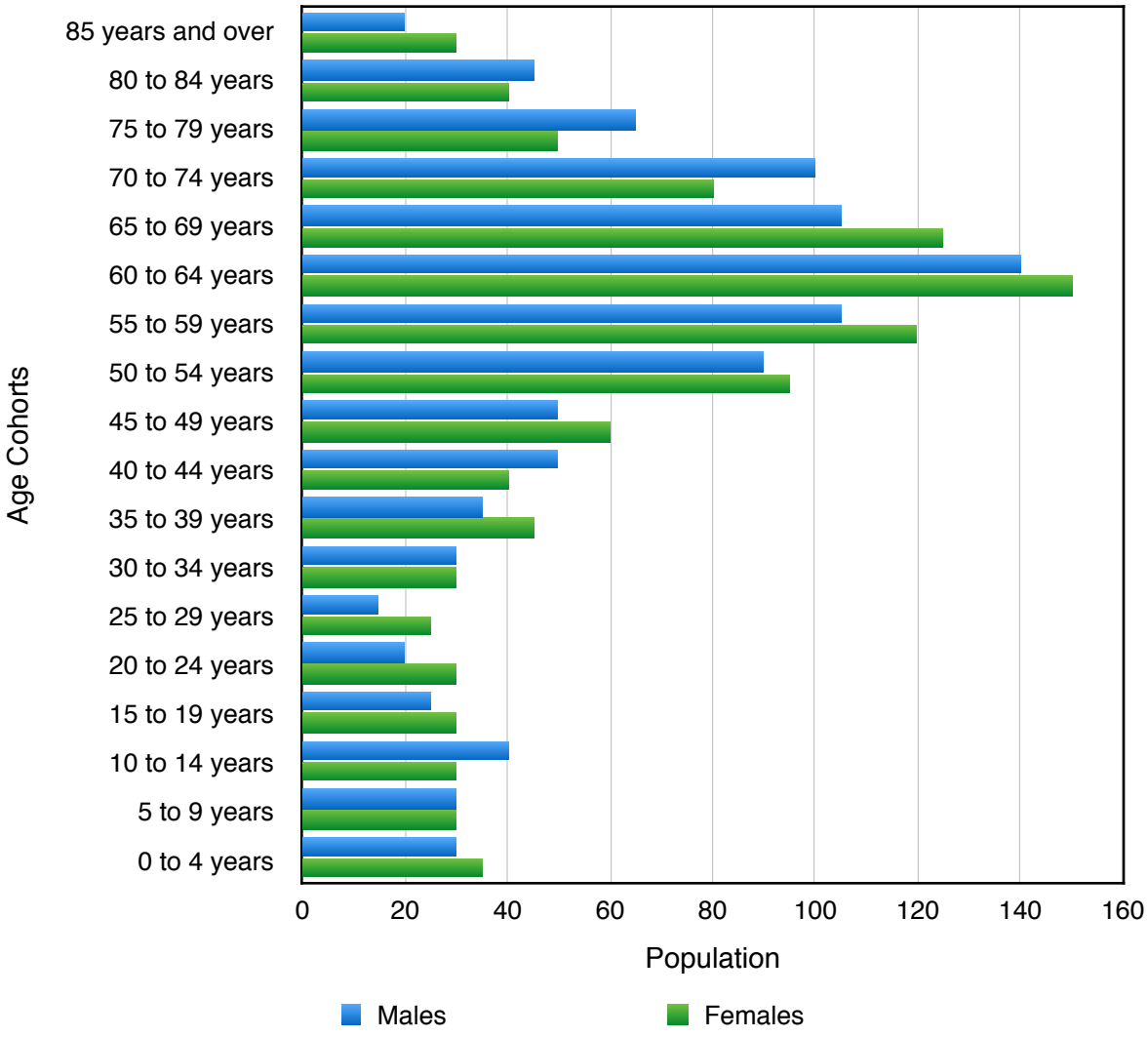
Stock photo

Baseline Analysis Highlights

DEMOGRAPHICS

The island's permanent resident population is 2,035 based on the 2011 Census. This is a 2% increase over the 2006 population of 1,935. Males number 990, or 48.6%; females 1,045, or 51.4%. A majority of the population, 2,020 people, live in private households. The census counts 1,039 occupied private dwellings.

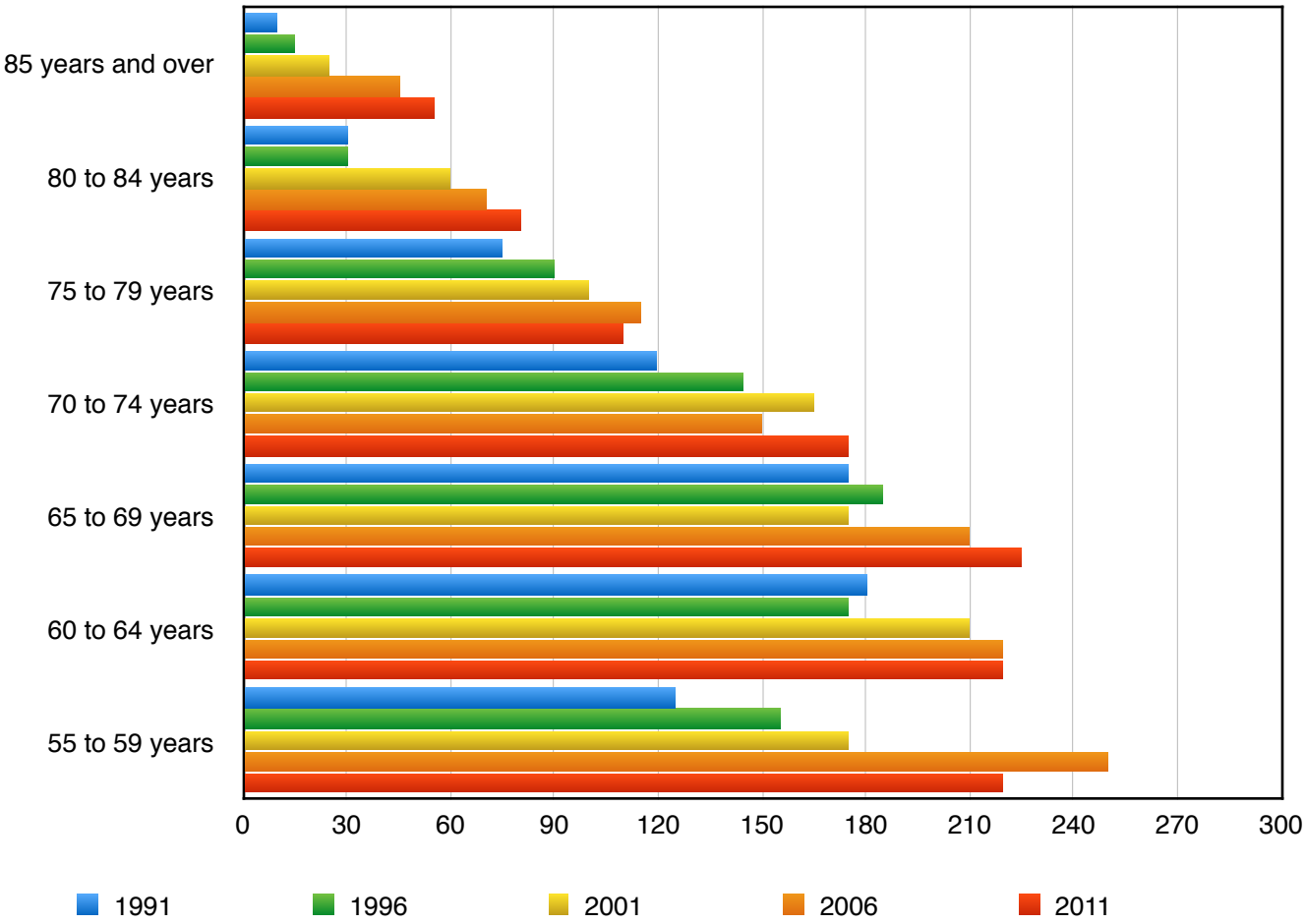
Chart 1 North Pender Island Male & Female Pop. by Cohorts (Census 2011)



Older Adult Population change

Population change for North Pender Island is illustrated in 5 year cohorts between 1991 and 2011, particularly with a focus on the cohorts over age 55.[2] All cohorts have increased in number; the cohorts over 80 and the youngest, 55 to 59, the most.The 80 to 84 year cohort has more than doubled since 1991, rising from 30 to 80. The population of the Gulf Islands is older than both that of BC and Island Health's jurisdiction.[3]

Chart 2 N. Pender Island Population Change 1991-2011 Age 55 to 85+



Source: Statistics Canada, 2011 Census

[2] Source: Adapted from Statistics Canada, Custom Tabulations, 1991-2006 Census. Adapted from Statistics Canada, Semi-custom Profile, 2011 Census. This does not constitute an endorsement by Statistics Canada of this product.

[3] Ibid.

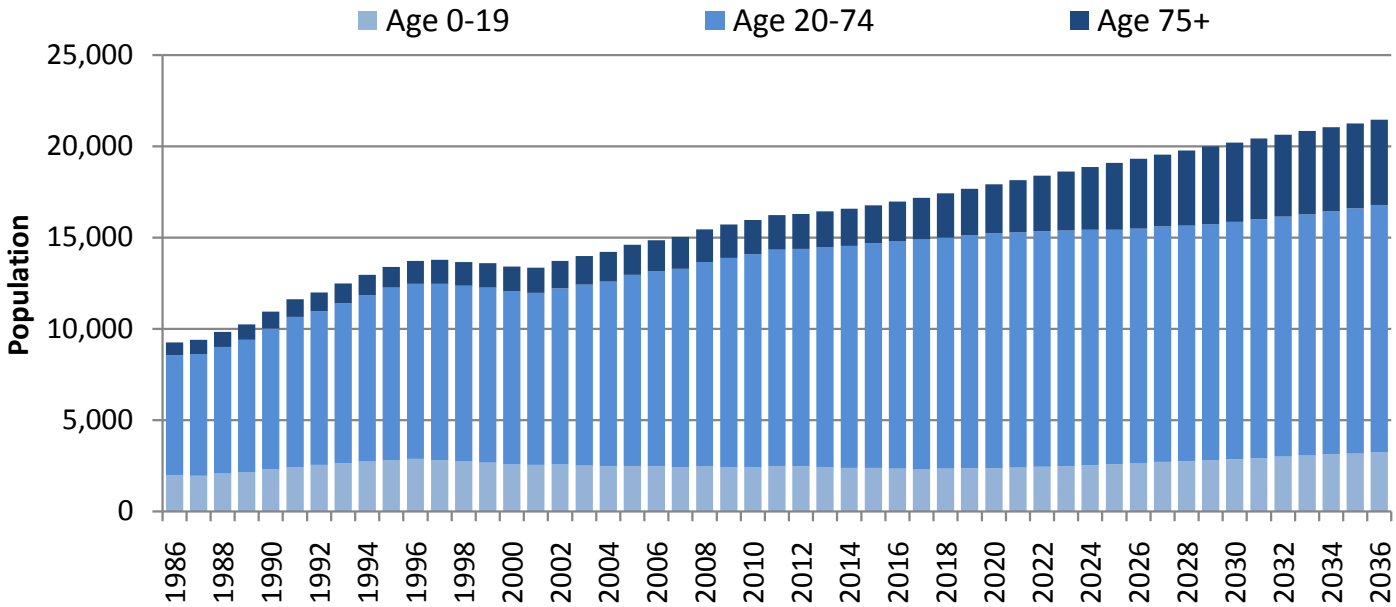
Population change estimates and forecast

Population change estimates and forecast by 5 year cohorts between 2011 and 2041, a 30 year period, is described and illustrated.[4] The forecast is shown in Chart 3 for 10 year intervals. The data is produced by BC Stats' P.E.O.P.L.E. program and published by Island Health for the Gulf Islands Local Health area and includes the islands of North Pender, South Pender, Saturna, Mayne, Galiano, Salt Spring, and Prevost Islands.

The population of the Gulf Islands is expected to grow 27% by 2034 (see Chart 3), while the population over the age of 75 is expected to grow 127% in the same period. This group alone will account for most of the overall population growth.

Ecological, social and economic constraints of the island are limiting factors for future population growth.

Chart 3 Gulf Islands Population Growth



Source: BC Statistics, PEOPLE 2013

[4] Source: BC Statistics, PEOPLE 2013.

LAND USE

The predominant land use on North Pender is single-family residential. Over two-thirds of the land area is designated and zoned for residential use (Rural Residential and Rural). All residential land on the island is zoned to permit single family dwellings (and accessory cottages under certain circumstances). A GIS mapping exercise reveals that under current Land Use Bylaw rules a total of 279 accessory cottages could be built within the Rural, Rural Residential and Agricultural Zone districts on parcels of 1.2 hectares or larger. The exercise did not analyze the number of existing cottages on these parcels and did not consider geometric, topographic, or environmental constraints.

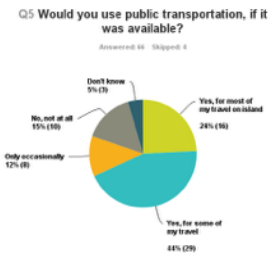
There are no multiple unit buildings and no multiple unit residential zoning. The bulk of the remaining land is designated for agriculture (13%) or has protected status (15%). There are limited areas designated for various institutional and service uses (less than 1% of the island's land area), commercially designated land (also less than 1% of the island) and only around 6 hectares (15 acres) of land designated for industrial uses.

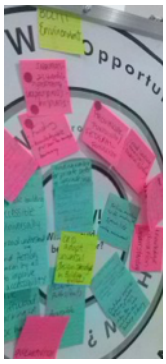
Land use patterns are relevant because this influences where services are relative to where people live, work and play. A more dispersed pattern, for example, places heavier demands on transportation networks and services.

Hope Bay
Photo: Kevin Oke Photography

Listening to the Voices

APPROACH AND HIGHLIGHTS





Photos by James van Hemert

The voices of older adults, stakeholders, and service providers speaking to the needs and aspirations of an aging population were listened to using a variety of methods: direct face-to-face, community questionnaire, and telephone interviews.

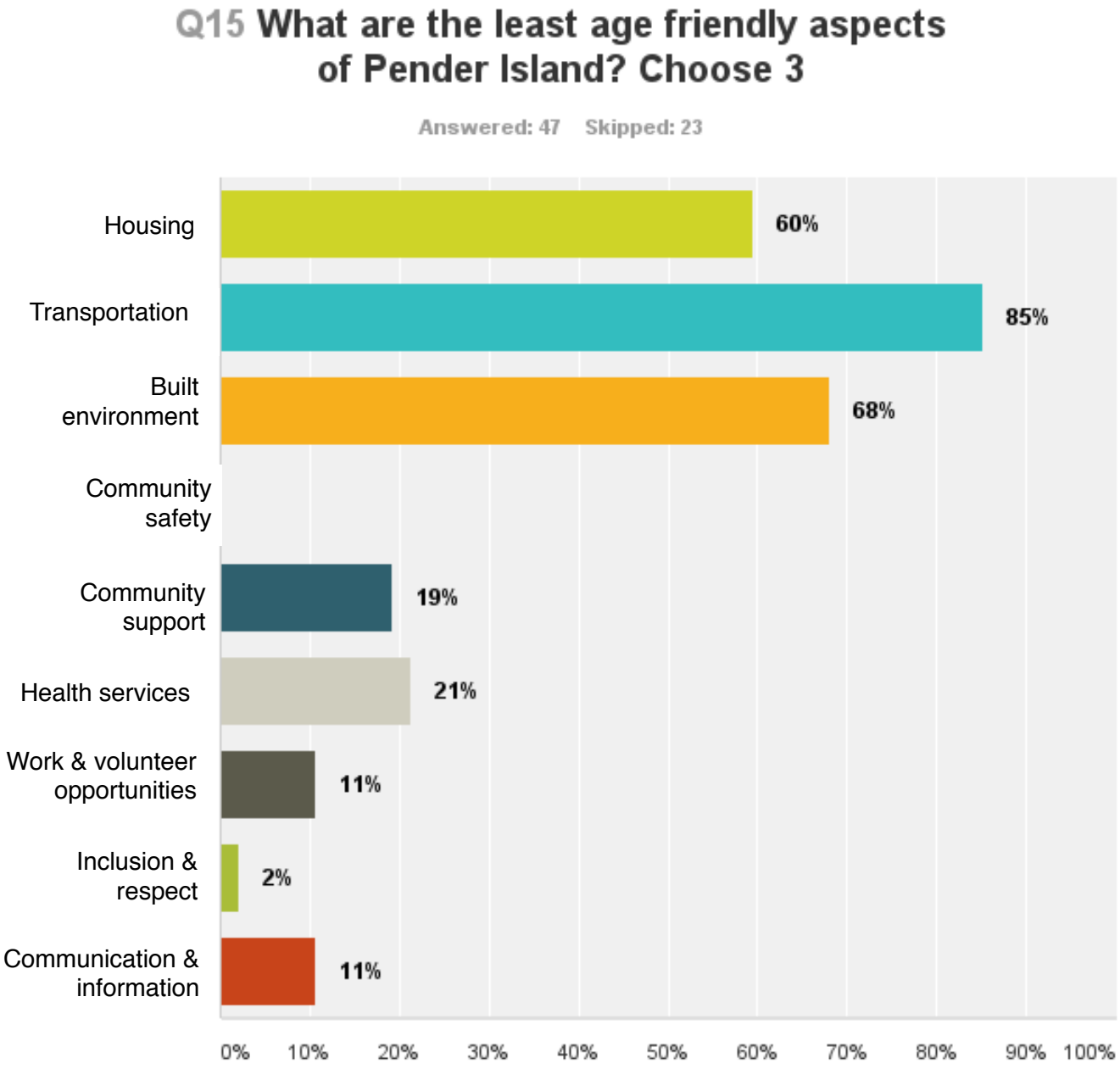
Community Workshop #1

The first community workshop[5] was designed to provide a forum for learning about the challenges faced by an aging population on North Pender Island. The appetite for conversation was set with presentations on age friendly planning, housing for older adults, alternative transportation, community support and health services. Participants engaged in round table conversations on the question of "What is the most important thing or things that need to happen, so that I can live out my days happily and healthfully on Pender Island?" Priority areas identified were expanding housing diversity, more community supports for aging in place, the need for a community bus service, and the desire for safer places to walk and bicycle.

[5] Held on May 19, 2015 at the Pender Islands Community Hall

Community Questionnaire

A community questionnaire was conducted to cast a wider net for community feedback on the extent to which individuals perceived the age friendliness of living on the Pender islands. There were 70 questionnaires completed between May 14 and June 12. The majority were completed directly online at Survey-Monkey, the remainder completed on paper and the data placed online by Islands Trust staff. Topics explored included housing, transportation, the built

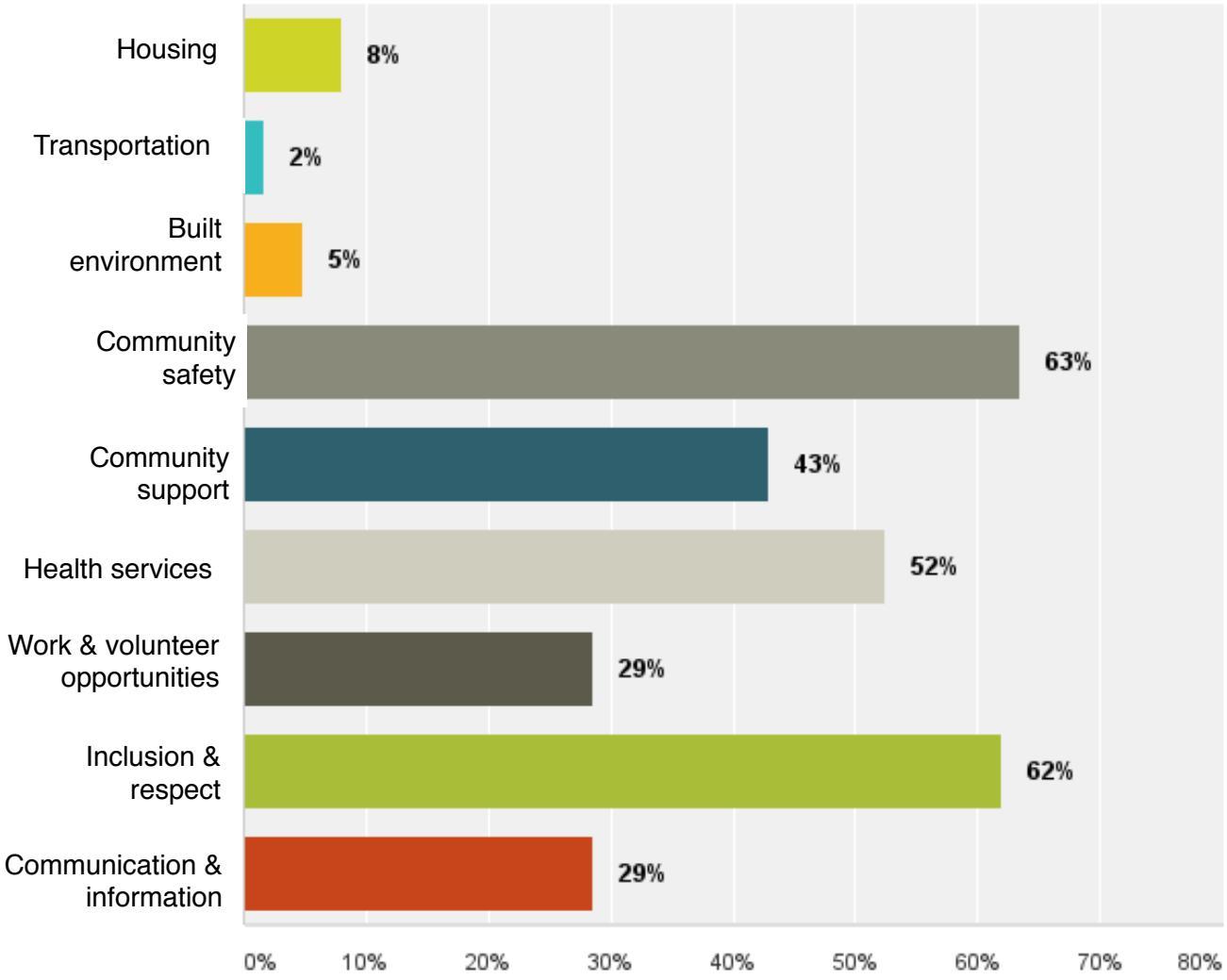


environment, community safety, community support, health services, work & volunteer opportunities, inclusion & respect, and communication & information. The least age friendly aspects reported were transportation, housing, and the built environment. The most age friendly aspects were community safety, inclusion & respect, and health services.

The questionnaire was designed as a voluntary “opt in” or “self selection” survey which anyone could complete. It is not therefore a representative “scientific” sample of a given population.

Q14 What are the most age friendly aspects of North Pender Island? Choose 3

Answered: 63 Skipped: 7



The information gathered is valuable nonetheless because it represents one of several streams of information and data collected in the process of creating the age friendly plan.

Paper copies of the questionnaires were distributed at the workshop of May 19 and completed surveys were dropped off at the Capital Regional District building inspection office in the Driftwood Centre. The URL address for taking the survey online was provided at the workshop and sent out by email through various community channels. Full survey results are available on the Islands Trust website.

Stakeholder Service Provider Interviews

Interviews were conducted by telephone with service providers to learn more about the role their agencies play in advancing age friendly principles, challenges faced, opportunities seen, outcomes desired for the age friendly plan, and the extent to which they would be willing to participate as a partner in the plan.

Those interviewed included Wendy MacDonald, Executive Director of the Pender Islands Senior Housing Society (operates Plum Tree Court), Carolyne Cartwright-Ower, Community Care Coordinator for Island Health, (dual role of case manager for home care and respite care and community nursing), Michael Symons, chair of the Pender Island Parks & Recreation Commission (PIPRC), Andrea Mills, Community Support worker with the Pender Health Care Society, David Howe, Southern Gulf Islands Director for the Capital Regional District, and Christine Culham, Senior Manager for Regional Housing for the Capital Regional District. Many action oriented opportunities identified by these people have been incorporated into the plan.

Photo by Justine Starke

Community Workshop #2

The second community workshop held at the Pender Islands Community Hall offered participants an opportunity to identify action-oriented priorities based on an overview of what was learned through the community questionnaire, stakeholder & service provider interviews, and the baseline analysis. Priorities identified for the built environment included improved accessibility for public facilities such as the ferry terminal and Nu2Yu thrift store; priorities for housing include Land Use Bylaw changes to permit secondary suites and generally expand housing diversity; priority highlights for mobility include a locally controlled agency responsible for community transit and expropriation of rights of way for safety and expanding pedestrian and cycling opportunities.

Pender Islands Community Hall

Photo by Joseph Lopez

Outdoor Spaces and Buildings

Outdoor spaces and public buildings are pleasant, clean, secure and physically accessible.

CHALLENGES

North Pender Island's topography and historical development patterns create a charming but challenging landscape in which to navigate. Finding flat and safe trails and paths to walk and cycle on is difficult, often because of narrow roads and fast driving.

The majority of government and business facilities are not fully accessible to older adults. Shortcomings include inadequate directional signage and stairs with no accompanying ramps.

Best Practice Example

Healthy Saanich Committee's Senior Friendly Business Decal program assesses and recognizes local businesses that apply age-friendly principles and practices.

NORTH PENDER ISLAND GOOD PRACTICES

Community safety, one element of the built environment, achieved the highest ranking (63%) of questionnaire respondents selecting their top three age friendly aspects of North Pender Island.

Pender Islands Parks & Recreation Commission is adopting a Senior Friendly Community philosophy into their projects and attempts to make them suitable for all ability levels.

Bench with a view, Hope Bay.
Photo by Justine Starke

MOVING FORWARD ACTIONS

1. Amend Commercial & Industrial Development Permit Area guidelines of the Official Community Plan to address accessibility.
2. Identify funding and take short term action to modify all government and non-profit buildings to be fully accessible for older adults and those with mobility challenges. Specifically the following can be improved with better accessibility, and signs indicating accessible routes:
    - Ferry terminal, Otter Bay;
    - Islands Trust office in Hope Bay;
    - Post office in Hope Bay; and
    - Nu2Yu thrift store.
3. In partnership with the Southern Gulf Islands Economic Development Commission and Pender Island Chamber of Commerce educate local businesses on the need to make their facilities fully accessible to older adults and those with mobility challenges. Where appropriate, secure financial support for upgrades to private buildings to make them accessible. Specific businesses identified include:
    - Port Browning Pub; and
    - Retail spaces at Hope Bay.
4. Encourage the Pender Islands Parks & Recreation Commission to formally adopt accessibility standards and to identify and prioritize projects that are fully accessible.

5. Explore the feasibility of developing an indoor and outdoor facility for exercise and recreation.

Nu -To-Yu. Photo by Joseph Lopez.

Mobility

The island has safe places to walk, cycle and use mobility devices for all ages, and community based public transportation is accessible and affordable.

CHALLENGES

Mobility options are limited almost entirely to the automobile. This in turn gives rise to the fear of losing one's driver's license and being rendered immobile and dependent on others for rides, or worse, leaving home and the Island.

Night driving road safety is an issue with narrow winding roads and faintly painted lines or a lack of lines.

Reliable transportation is particularly important for attending medical or other appointments. Alternatives to the automobile that are lacking or deficient include:

- Community transit service is not available: 68% of respondents of the community questionnaire stated that they would use public transit for most or some of their travel on the island; and
- Older adults want to walk and cycle more, stay active, but find this difficult here: 83% of questionnaire respondents indicated that there are no safe and comfortable sidewalks or trails to the places they need to go, either most of the time or never.

The cost of living is high: goods and services are available at a premium on the island, or available at the cost of travel off island. When too many choose to go off island for goods and services, the competitive viability of local businesses suffer.

The island's 26 car stops provide a unique means of requesting and sharing rides in a manner that is non-threatening and safe.

The "Moving Around Pender Society" (MAPS) actively studies and facilitates improvements to active forms of transportation, particularly walking and cycling. They produced a thorough and clever Transportation Management Plan in 2012.

Photo by James van Hemert

The Islands Trust has entered into a formal partnership agreement with the Ministry of Transportation and Infrastructure (MOTI) that requires public consultation as part of future road construction or improvements.

Best Practice Example

The Mayne Island Bus Society is a low cost community funded bus service operates a by donation fare bus service that currently uses volunteer bus drivers. Routes focus on getting passengers to and from the BC ferry terminal.

MOVING FORWARD ACTIONS

1. Formally adopt a road and infrastructure phasing plan using the MAPS Transportation Management Plan as a starting point.
2. Support and facilitate a community supported on-island transit service operated by a locally controlled transit organization.
3. Support the Southern Gulf Islands Economic Development Commission's (SGIEDC) inter-island water taxi concept.
4. Support and facilitate the development of alternative transportation routes (ATR) which are designed for use as walking pathways as well as for bicycles, strollers, wheel chairs and other non-motorized vehicles and possibly horses. Specific priority routes and improvements[6] identified by MAPS are:
    - Pedestrian/cycling route from Magic Lake Estates via Shingle Bay through the National Park to Irene Bay and South Otter Bay Road;
    - An extension of Magic Lake —South Otter Bay Road route to the Library and Nu 2 Yu;
    - Bypasses for Einer's Hill and Scarff Road Hill to enhance safety; and
    - Safety improvement of Pender Islands' main thoroughfare, the road from the Ferry Terminal in Otter Bay to the Community Hall and the Driftwood Centre and beyond to Magic Lake Estates.
5. Encourage MOTI to review the road line painting program to ensure regular maintenance and addition of new lines where needed for safety reasons.
6. Expropriate lands for rights of way in critical locations identified in the MAPS Transportation Management Plan to support alternative transportation routes.

[6] Pender Islands Transportation Survey, May-July 2012, Moving Around Pender Society, Capital Regional District, and Pender Island Community Service Society (Nu-To-Yu).

Housing

Housing is diverse, affordable, appropriately located, well built, age-adaptable designed and secure.

CHALLENGES

Safe and affordable housing with home support services is identified as one of the most important decision factors for staying and aging in place on North Pender Island.

Plum Tree Court, operated by the Pender Island Seniors Housing Association

Photo by Islands Trust staff

The island has a very limited range of housing types; almost 100% of homes are single family. This situation is reinforced by the Land Use Bylaw which limits options as follows:

- No secondary suites are permitted;
- Limited opportunity for accessory dwellings (vacation cottages permitted in Rural, Rural Residential, and Agricultural zones on lots larger than 1.2 hectares; and

- No multi-unit housing types such as apartments or townhouses are permitted.

There is an absence of assisted living and complex care facilities.

Support services that are lacking or insufficient include:

- Transportation
- Light yard work
- Minor home repairs
- Light housekeeping

Affordable housing opportunities are very limited. The only purpose built facility is Plum Tree Court with 6 units.

Best Practice Example

The District of Saanich (BC) permits secondary suites within a defined area subject to specific requirements: single family zoning, floor area within the maximum floor space ratio, suite is wholly contained within the single family dwelling, the registered owner of the property must occupy either the single family dwelling or the secondary suite as their principal residence, an Occupancy Permit must be issued, and one additional onsite-parking space for the occupant of the secondary suite is required.

NORTH PENDER ISLAND GOOD PRACTICES

Plum Tree Court is a well managed locally initiated affordable housing project that serves six households with land zoning for future expansion.

The use of existing housing stock represents a valuable asset and is the most affordable way to adapt housing for an aging population.

1. In consultation with the community, explore potential changes to the Land Use Bylaw in the following manner:
    - permit secondary suites in all single family zones: Rural Residential (RR), Rural (R), Rural Comprehensive One (RC1), Rural Comprehensive Two (RC2) Agricultural (AR);
    - expand the number of zones that permit accessory units to include the Rural Residential (RR) zone;
    - reduce the minimum lot size for permitted accessory dwelling units.
    - create a multi-family dwelling zone district; and
    - create or modify a zone district to permit medium density cluster small unit housing designed for older adults.

Example of a small unit cluster housing plan

Source: arboracres.org

2. Attract more support care workers to North Pender Island (enables people to stay in their own homes longer).
3. Support and encourage the Pender Islands Senior Housing Society to expand facilities at Plum Tree Court.
4. Invite the Capital Regional Housing Corporation (CRHC) to host a workshop which will introduce citizens and service providers with their wide

range of potential supports for affordable housing such as best practices, educational support for housing policy, and partnerships to build facilities.

5. Expand housing options by promoting co-housing, leasing bedrooms to young adults.
6. Upon completion of the required zoning bylaw amendment, promote market based small unit clusters (sometimes referred to as patio homes) purpose built for older adults.

Social Participation

Opportunities for older adults are available to participate in leisure, social, cultural and spiritual activities with people of all ages and cultures.

CHALLENGES

Despite the wide ranging social opportunities--which seem "outsized" relative to the island's population--many questionnaire respondents felt the opportunities were insufficient (21%) or didn't know (21%).

Workshop participants emphasized the importance of older adults being able to get out and do things together like walking, swimming, and cooking. This is to connect socially, stay active, physically and mentally.

It is acknowledged that it is important for these activities to connect older adults with other age groups, particular youth.

Stock photo

NORTH PENDER ISLAND GOOD PRACTICES

The Pender Islands Community Hall, fully supported financially and programmatically by island citizens, provides a venue for a wide range of community

cultural, social and leisure activities. The facility is handicap accessible and centrally located.

Best Practice Example

A community older adults' centre was built at Cordova Bay Elementary School (Saanich, BC). Cordova Bay Community Place is the home of the Cordova Bay 55 Plus Association offering recreation and social opportunities for older persons in that community. This unique centre places older persons and children as the focal point of community activities.

MOVING FORWARD ACTIONS

1. Encourage older adults, particularly those who are socially isolated, to participate in mentoring young people in life skills such as cooking, canning, sewing, gardening, and basic carpentry. A mentoring program may be possible in partnership with the Pender Elementary School and the Royal Canadian Legion.
2. Encourage the Pender Island Recreation Commission to develop an age based recreation plan that addresses the particular needs of older adults.

Respect and Civic Participation

Older people are treated with respect and are included in civic life.

CHALLENGES

We learned in the first workshop that older adults receive a high degree of respect in the community and are socially included in local government, community societies and nonprofit boards. A substantial majority (94%) indicated in the questionnaire that they are always or usually treated with respect in the community. A majority (62%) identified respect & social inclusion as the most age friendly aspects.

Stock photo

NORTH PENDER ISLAND GOOD PRACTICES

The Royal Canadian Legion hosts a variety of inter-generational events. Because older adults are almost a majority on North Pender Island, they receive respect.

Best Practice Example

The Gulf Islands School District's Connecting Generations program offers students the opportunity to teach computer skills to older adults.

MOVING FORWARD ACTIONS

1. Explore a Pender Island expansion of Connecting Generations, a program of the Gulf Islands School District operating at the Salt Spring High School, with United Way's Better at Home program.
2. The Local Trust Committee, Health Centre and senior's organizations promote awareness of the services of the BC Senior's Advocate office, which include addressing elder abuse.

Employment & Volunteer Opportunities

There are opportunities for employment and volunteerism that cater to older persons' interests and abilities.

CHALLENGES

The community questionnaire revealed that slightly less than half (48%) of respondents believed there were adequate employment opportunities for older adults.

Older adult mentoring a child.

Stock photo.

NORTH PENDER ISLAND GOOD PRACTICES

"What we have out here is a volunteer economy. It's second nature here."

-- Dave Howe, CRD Area Director, quoted by Jack Knox in the Victoria Times Colonist[7]

[7]Pender Island an urbanite's dream, Victoria Times Colonist, February 16, 2015
more at: http://www.timescolonist.com/news/local/jack-knox-pender-island-an-urbanite-s-dream-1.1764893#sthash.EThzBczu.dpuf

The majority (93%) of community questionnaire respondents are aware of volunteer opportunities.

Best Practice Example

Volunteer Cowichan (Duncan, BC) recruits, interviews, and place volunteers with agencies through a volunteer referral system. They promote volunteerism by organizing and sponsoring events such as the National Volunteer Week, Volunteer Spirit Awards and Volunteer Fairs. They offer training and consultation for volunteer organizations and also assist local employment centres. They have an extensive library.

MOVING FORWARD ACTIONS

1. In partnership with the Southern Gulf Islands Economic Development Commission (SGIEDC), identify ways in which a senior population can participate in a steady state economy.[8]

[8] A steady state economy has zero economic growth, a stable population, and stable consumption.

Communication & Information

Age friendly communication and information is available.

CHALLENGES

Interviews and community workshop reveal that a central website and complimentary traditional media (print, phone calls) for service information would be a helpful improvement.

Not all older adults are computer literate and use email, and still need to be reached by using traditional communication devices.

Stock photo

NORTH PENDER ISLAND GOOD PRACTICES

The Islands Trust's North Pender Island LTC is an excellent web site that provides easy access to bylaws, studies, meeting agendas and minutes, general interest information, and provides an opportunity for receiving notices via email on Islands Trust meetings.

The Pender Island Health Centre offers a wide range of health and social support services. A dedicated staff position serves the social support services with program coordination and communicating information via a website, word of mouth and an email service for social and educational events.

Best Practice Example

Age Friendly Edmonton and "211" introduced a Seniors Information Phone Line in 2014. Seniors can call a single source for information about programs and services. The "211" operators answer straightforward requests for information and ask a few questions to identify the most effective referral to make. If callers require support, and not just information, the call is transferred to one of several senior service agencies that have outreach staff who can help.

MOVING FORWARD ACTIONS

1. Create a central age friendly website focused on the full suite of service information for older adults.
2. Set up a non-internet based person to person communication system to communicate and disseminate information. For example, a one stop information centre at the health clinic.

Community Support & Health Services

Community support and health services are tailored to older persons' needs.

CHALLENGES

Community support

There are not enough qualified people to provide home support services. This is reflected in responses from the community questionnaire: 37% of respondents said that home support services (e.g. meals, delivery, home care) were always or usually adequate; 27% said they were sometimes available; 34% didn't know.

Pender Islands Health Centre.

Photo by Justine Starke

Best Practice Examples

Community Support

A government sponsored program in Victoria, BC, the **Piercy Respite Hotel,** is an example of a facility that offers a safe, secure and supportive environment to guests, enabling their caregivers to have a period of rest and renewal. The dining room, enclosed garden, and fireside lounge provide a comfortable setting for social interaction. The hotel operates 24 hours a day, seven days a week. It is located on the main floor of the Hillside Seniors Health Centre.

Health Services

The ***Integrated Health Care Team*** at the Kaatza Health Clinic in Lake Cowichan is primary health care team consisting of a dietitian, primary health care nurse, social worker/counsellor and a clinical office assistant. The innovative approach was developed by Island Health in consultation with community groups.

Health Services

Health services was identified by half of questionnaire respondents selecting their top age friendly community aspects. Slightly less than half of those surveyed indicated that services were always or usually adequate.

NORTH PENDER ISLAND GOOD PRACTICES

The Pender Islands Health Centre serves as a hub for a wide range of health and community support services.

The Community Care Coordinator is a dual role position which provides case management as well as community nursing. The majority of work is in people's homes. This program is working well, according to Carolyn Cartwright-Owers, who holds the position at Island Health. She notes that it enables people to stay in their homes longer.

Community Support

1. Secure reliable long term funding for a full time community support "career position."
2. Attract more qualified and certified home support workers to live and work on the island.

Health Services

3. Secure respite and palliative care beds.
4. Attract a general practitioner doctor to live and work on the island.
5. Set up an integrated health care team such as the one set up by Island Health for the Town of Lake Cowichan, which provides both public health and primary health care services.

Keeping the Plan Alive and Relevant

1. Establish an inter-agency partnership task force to monitor progress and partnership relationships.
2. Formalize partnerships for active transportation initiatives with the Ministry of Transportation and Infrastructure (MOTI) and Moving Around Pender Society (MAPS).
3. Partner with Southern Gulf Islands Economic Development Commission (SGIEDC) and the Chamber of Commerce in pursuing steady-state economic health.
4. Explore with the community potential OCP and Land Use Bylaw amendments to provide an age friendly lens to planning policy and provide specific direction on relevant topics.

Photo by Elim Home

Acknowledgements

Well over 100 citizens contributed to the making of this plan. Those acknowledged here by name made unique or sustained contributions.

Elected Officials

- Derek Masselink, Trustee, North Pender Island Local Trust Committee
- Dianne Barber, Trustee, North Pender Island Local Trust Committee
- David Howe, Southern Gulf Islands Area Director, Capital Regional District

Islands Trust Staff

- Justine Starke, Island Planner

Key participants

- Andrea Mills, Community Support Worker, Pender Islands Health Centre
- Wendy MacDonald, Executive Director, Pender Islands Senior Housing Society
- Carolyne Cartwright-Owers, Community Care Coordinator, Island health
- Michael Symons, Chair, Pender Islands Recreation Commission
- Niall Parker, Board member, Moving Around Pender Society (MAPS)

Funding agency

- Senior's Housing and Support Initiative of the Union of British Columbia Municipalities (UBCM) and the BC Ministry of Health

Consultants

- James van Hemert, van Hemert & Co.
- Dr. Trevor Hancock

Actions Summary

The actions summary is organized by topic area, priority and recommended partners. Priority levels are immediate (within three months), high (within a year), Medium (one to three years) and ongoing.

Action	Priority	Partners
Outdoor spaces and buildings		
1. Amend Commercial & Industrial Development Permit Area guidelines of the Official Community Plan to address accessibility.	High Within one year	
2. Identify funding and take short term action to modify all government and non-profit buildings to be fully accessible for older adults and and those with mobility challenges.	Immediate Within three months	
3. In partnership Southern Gulf Islands Economic Development Commission (SGIEDC) and Pender Island chamber of commerce, educate local businesses on the need to make their facilities fully accessible to older adults and the those with mobility challenges.	Ongoing	SGIEDC and Pender Island Chamber of Commerce
4. Encourage the Pender Islands Parks & Recreation Commission (PIPRC) to formally adopt accessibility standards and to identify and prioritize projects that are fully accessible.	High Within one year	PIPRC
5. Explore the feasibility of developing an indoor and outdoor facility for exercise and recreation.	High Within one year	PIPRC
Mobility		
1. Formally adopt a road and infrastructure phasing plan using the MAPS Transportation Management Plan as a starting point.	High Within one year	MAPS

Action	Priority	Partners
2. Support and facilitate a community supported on-island transit service operated by a locally controlled transit organization.	High Within one year	SGIEDC
3. Support the Southern Gulf Islands Economic Development Commission's (SGIEDC) inter-island water taxi concept.	Ongoing	SGIEDC
4. Support and facilitate the development of alternative transportation routes (ATR) which are designed for use as walking pathways as well as for bicycles, strollers, wheel chairs and other non-motorized vehicles and possibly horses.	Ongoing	MAPS
5. Encourage Ministry of Transportation and infrastructure (MOTI) to review the road line painting program to ensure regular maintenance and addition of new lines where needed for safety reasons.	Ongoing	MOTI
6. Expropriate lands for rights of way in critical locations identified in the Moving Around Pender Society (MAPS) Transportation Management Plan to support alternative transportation routes.	Ongoing	MAPS, MOTI
Housing		
1. In consultation with the community explore the potential revisions to the Land Use Bylaw to permit secondary suites in all single family zones, expand the number of zones that permit accessory units, reduce the minimum lot size for permitted accessory dwelling units, create a multi-family dwelling zone district, create or modify a zone district to permit medium density cluster small unit housing designed for older adults.	High Within one year	
2. Attract more support care workers to North Pender Island (enables people to remain in their homes longer).	Ongoing	Island Health, Pender Islands Health Centre
3. Support and encourage the Pender Islands Senior Housing Society to expand facilities at Plum Tree Court.	Ongoing	Pender Islands Senior Housing Society

Action	Priority	Partners
4. Invite the Capital Regional Housing Corporation (CRHC) to host a workshop which will introduce citizens and service providers with their wide range of potential supports for affordable housing such as best practices, educational support for housing policy, and partnerships to build facilities.	Immediate Within three months	CRD Regional Housing Corporation
5. Expand housing options by promoting co-housing, leasing bedrooms to young adults.	Ongoing	
6. Upon completion of the required zoning bylaw amendment, promote market based small unit clusters (sometimes referred to as patio homes) purpose built for older adults.	Ongoing	
Social participation		
1. Encourage older adults, particularly those who are socially isolated, to participate in mentoring young people in life skills such as cooking, canning, sewing, gardening, and basic carpentry. A mentoring program may be possible in partnership with the Pender Elementary School and the Royal Canadian Legion.	Ongoing	Pender Elementary School Royal Canadian Legion
2. Encourage the Pender Island Recreation Commission to develop an age based recreation plan that addresses the particular needs of older adults.	Medium One to three years	PIRC
Respect & Civic Participation		
1. Explore a Pender Island expansion of Connecting Generations, a program of the Gulf Islands School District operating at the Salt Spring High School, with United Way's Better at Home program.	Medium One to three years	Gulf Islands School District
2. The Local Trust Committee, Health Centre and senior's organizations promote awareness of the services of the BC Senior's Advocate office, which include addressing elder abuse.	Ongoing	Health Centre
Employment & Volunteer Opportunities		

Action	Priority	Partners
1. In partnership with the Southern Gulf Islands Economic Development Commission (SGIEDC) identify ways in which a senior population can participate in a steady state economy.	Ongoing	SGIEDC
Communication & Information		
1. Create a central age friendly website focused on the full suite of service information for older adults.	Medium One to three years	Health Centre
2. Set up a non-internet based, person to person communication system to communicate and disseminate information. For example, a one stop information centre at the health clinic.	Medium One to three years	Health Centre
Community Support & Health Services		
Community Support		
1. Secure reliable long term funding for a full time community support "career position."	Ongoing	Health Centre
2. Attract more qualified and certified home support workers to live and work on the island.	Ongoing	Island Health
Health Services		
3. Secure respite and palliative care beds.	Medium One to three years	Island Health
4. Attract a general practitioner doctor to live and work on the island.	Ongoing	Island Health
5. Set up an integrated health care team such as the one set up by Island Health for the Town of Lake Cowichan which provides both public health and primary health care services.	Medium One to three years	Island Health Health Centre
Keeping the Plan Alive and Relevant		
1. Establish an inter-agency partnership task force to monitor progress and partnership relationships.	Immediate Within three months, ongoing	

Action	Priority	Partners
2. Formalize partnerships for active transportation initiatives with Ministry of Transportation and Infrastructure (MOTI) and Moving Around Pender Society (MAPS).	Immediate Within three months	MOTI, MAPS
3. Partner with Southern Gulf Islands Economic Development Commission (SGIEDC) and the Chamber of Commerce in pursuing steady-state economic health.	Ongoing	SGIEDC, MAPS
4. Explore with the community potential OCP and Land Use Bylaw amendments to provide an age friendly lens to planning policy and provide specific direction on relevant topics.	Medium Within one year	

Potential Bylaw Amendments

OFFICIAL COMMUNITY PLAN

Goals

1. Specifically reference age-friendly and inclusive as part of a "complete" community.
2. Reference "connected" and "accessible" in Goal 11.

Objectives

1. Residential objective 2: expand and clarify the full spectrum of housing options and that serving the needs of all residents include an older, aging population.
2. Add additional objectives:
    a. Add policy on "aging in place" and recognize the importance of retrofitting existing homes.
    b. To ensure inclusive neighbourhoods that meet the needs of the all residents, including older adults and those with special needs, within close proximity to shopping, personal and medical services, financial services and public transit.
    c. To provide for a broad range of household types and income groups including older adults, and those with special needs.
    d. Senior's housing development is encouraged and may include, for example, independent living, assisted living, independent/supportive and residential care type facilities.
    e. Special needs housing is encouraged in close proximity to, community services, shopping and community transit.
    f. Recognize the need for affordable housing, particularly for special needs population such as the disabled and the elderly.

Policy recommendations

Housing

1. Specifically state “senior’s housing” in the affordable housing type list (Section 6.3.1 12).
2. Add “accessory dwelling units” in the list of housing types list (Section 6.3.1 2).
3. Policies should specifically state:
    a. Permitting secondary suites and/or detached accessory dwellings in some zones
    b. Zoning for increased densities on small lots or multi-family developments in ‘town’ centres or village nodes
    c. Promoting mixed use developments (residential use in commercial zones)
    d. Although not increasing density on the island overall was one of the frequent concerns raised in the responses to the Senior Housing Task Force Report, the only option is to increase density in some locations, and down-zone in other areas to ensure the overall density is maintained. This limitation may be a significant barrier to providing a broader range of housing types.
    e. Affordable housing can be provided by the private, non-profit, cooperative, and public sectors separately or through partnership models.
    f. Affordable housing includes a variety of tenure models including ownership, rental, co-housing, and cooperative.

Outdoor Spaces

1. Identify specific age friendly design elements desired for all public gathering places and parks.
2. Identify parks with specific desired age-friendly features that align with senior’s interests.

Buildings

1. A new subsection in the plan regarding buildings should express that all public buildings, including government owned facilities, should be retrofitted to universal accessibility standards. A target time line for completion is advisable. This effort will require partnerships with other governments, authorities, and agencies.
2. Building policy should also provide incentives for retrofitting existing commercial structures to universal accessibility standards.

Transportation

1. To maintain and develop a transportation network that provides safe and efficient movement for pedestrians, cyclists, transit users, automobiles, and freight.
2. Adopt "complete street" standards to ensure safe access for all transportation modes and for people of all capabilities. Complete streets are designed to ensure safe passage for cyclists, pedestrians and transit, in addition to automobiles.
3. Build a comprehensive network of safe pedestrian and bicycle facilities using government funds, grant funds and developer required improvements in accordance with applicable Bylaws.
4. Ensure safe access for all is provided in the design and modification of all streets, sidewalks and pathways.
5. In partnership with the Ministry of Transportation & Infrastructure, adopt a complete street standard within the Subdivision Bylaw and through selected references and preferences for such within the Master Municipal Construction Documents (MMCD).

Complete Communities

- ✦ Consider a policy section on aging in the same community that reflects a comprehensive and holistic set of policies and actions. An appropriate and inclusive term for this concept is "complete community." This is defined as a community that "meet people's needs for daily living throughout an entire lifetime by providing convenient access to an appropriate mix of jobs,

local services, a full range of housing and community infrastructure including affordable housing, schools, recreation and open space for their residents."

LAND USE BYLAW (LUB)

1. Permit secondary suites in the following zone districts:
    - Rural Residential (RR) Zone;
    - Rural (2) Zone;
    - Rural Comprehensive One RC1) Zone;
    - Rural Comprehensive Two (RC2) Zone; and
    - Agricultural (AG) zone.
2. Permit accessory dwellings in the Rural Residential (RR) Zone. The form of dwelling could be a garden suite (also referred to as a "granny flat"), similar to the currently defined "cottage," a dwelling with a maximum of 56 m^2. which is already permitted in the Rural R , RC1, RC2 and AG zones.
    a. Proposed definition of the accessory dwelling and standards:

        "Garden Suite" refers to a single-unit independent suite in a free-standing, single-story accessory building located behind the primary single family residential dwelling.

    b. Maximum size: limit to 40% of gross floor area of the single family dwelling or 60 square feet, whichever is less;
    c. Minimum size: 30 square metres;
    d. Maximum number of bedrooms: two; and
    e. Access to exterior entrance with outdoor lighting
3. Update the bylaw to reflect uses permitted under the under the Community Care and Assisted Living Act.
4. Proposed new zone districts

Cluster Residential

Purpose:

To provide appropriately sized dwellings in a clustered pattern.

Commentary:

- More flexibility than current Special Needs Housing zone district and no restrictions on ability or need.
- Any age restrictions addressed separately via OCP policy and implementing instruments such as covenants or private society bylaws. Permit detached and semi-detached dwellings (2, 3, or 4 attached) in clustered arrangements.

Standards:

- Maximum density of 0.1 ha per dwelling unit (with community sewer and water).
- Min. lot size of 0.1 ha.
- No secondary suites or accessory dwellings permitted.

Multi-family Residential

Purpose:

To provide multi-family residential housing options.

Standards:

- Permit semi-detached, duplex, triplex, townhouse, apartment style dwellings.
- Max. density of 20 units per hectare.
- Min. parcel/development size of 2 ha.
- Min. lot size of 0.1 ha.
- No secondary suites or accessory dwellings permitted.

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REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 15, 2017

SUBJECT **Bylaw 4214: Capital Reserve Fund for the Salt Spring Island Community Transit Service**

ISSUE

The need to establish a capital reserve fund for the Salt Spring Island (SSI) Community Transit Service.

BACKGROUND

Capital Regional District (CRD) services use capital reserve funds, established by bylaw, to help accumulate resources for future capital expenditures. Periodically, services transfer either budgeted or operating surplus funds to their respective capital reserve fund. The practice of building capital reserves for funding ongoing infrastructure renewal is essential to ensuring long-term sustainability of infrastructure-dependent CRD services.

The SSI Electoral Area Director concurs with the establishment of this proposed capital reserve fund.

ALTERNATIVES

Alternative 1
That the Electoral Area Services Committee recommend to the CRD Board:
That Bylaw No. 4214, "Salt Spring Island Community Transit Capital Reserve Fund Bylaw No. 1, 2017" be introduced and read a first and second time, read a third time, and adopted.

Alternative 2
That the Electoral Area Services Committee recommend to the CRD Board:
That the surplus funds be carried forward as surpluses in each service budget and be offset as contingencies, and that the proposed capital reserve fund bylaws not be adopted.

FINANCIAL IMPLICATIONS

Capital reserve funds provide a readily available source of funding for capital expenditures. Fund balances earn interest. By transferring unused funds at year end to a reserve fund, services are more likely to accumulate the required resources for future capital expenditures.

CONCLUSION

The practice of building capital reserves for funding ongoing infrastructure renewal is essential to ensuring the long-term sustainability of infrastructure-dependent CRD services. As with all capital reserve funds, the resources to build the proposed capital reserve funds can either be part of the respective service budget or result from an operating surplus. The terms of the proposed bylaws specify the kinds of expenditures that are allowed with the reserve funds.

The SSI Electoral Area Director concurs with the establishment of the proposed capital reserve fund.

RECOMMENDATION

That the Electoral Area Services Committee recommend to the CRD Board:
That Bylaw No. 4214, "Salt Spring Island Community Transit Service Capital Reserve Fund Bylaw No. 1, 2017" be introduced and read a first and second time, read a third time, and adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Appendix 1: Bylaw No. 4214

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4214

****

A BYLAW TO ESTABLISH A CAPITAL RESERVE FUND FOR THE SALT SPRING ISLAND COMMUNITY TRANSIT SERVICE

****

WHEREAS:

A. Under Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007", the Capital Regional District established a service for the purpose of providing a public passenger transportation system as defined in the *British Columbia Transit Act* as a community transit service on Salt Spring Island together with a service to address transportation needs within the Electoral Area;

B. Pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District is empowered by Section 188 of the *Community Charter* to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

C. It is deemed desirable to establish a reserve fund for the Salt Spring Island Community Transit Service to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works and related debt servicing payments.

NOW THEREFORE the Board of the Capital Regional District enacts as follows:

1. There shall be and is hereby established a capital reserve fund pursuant to the provisions of Section 188 of the *Community Charter* to be known as the “Salt Spring Island Community Transit Service Capital Reserve Fund”.

2. Surplus monies from the operation of the service may be paid from time to time into the reserve fund.

3. Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capital works and related debt servicing payments.

4. This Bylaw may be cited as the “Salt Spring Island Community Transit Capital Reserve Fund Bylaw No. 1, 2017”.

READ A FIRST TIME THIS	13th	DAY OF	December	2017
READ A SECOND TIME THIS	13th	DAY OF	December	2017
READ A THIRD TIME THIS	13th	DAY OF	December	2017
ADOPTED THIS	13th	DAY OF	December	2017

CHAIR

CORPORATE OFFICER

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REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, November 15, 2017

SUBJECT Community Works Fund Applications

ISSUE

To approve the attached Community Works Fund (CWF) grant applications.

BACKGROUND

The Community Works Fund (CWF) is delivered to all local governments in British Columbia through a direct annual allocation to support local priorities.

The 2014-2024 Community Works Fund Agreement between the CRD and the Union of BC Municipalities (CWF Agreement) specifies the CRD's roles and responsibilities with regard to the expenditure and reporting of CWF.

CWF grant proposals are subject to Electoral Area Director approval prior to being submitted for Capital Regional District Board approval.

IMPLICATIONS

The proposed projects meet the terms and conditions as outlined in the 2014-2024 Community Works Fund Agreement between the CRD and the Union of British Columbia Municipalities (UBCM). Additionally, CRD administrative and operational implications have been taken into consideration.

RECOMMENDATION

That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the following Community Works Fund applications be approved:

	RECIPIENT	PROJECT	AMOUNT
1	Southern Gulf Islands (SGI) Administration	SGI Corporate Asset Management Plan	$ 60,000
2	Saturna Island Lions Club	Saturna Lions Community Shuttle Program – Bus Purchase	$ 25,000

Submitted by:	Carlo Vijandre, PMP, AScT, FMP, Manager, Asset Management
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Appendix A – Board-Approved CWF Investments as of October 31, 2017
Appendix B – SGI Corporate Asset Management Plan CWF Application
Appendix C – Saturna Island Lions Club CWF Application

APPENDIX A: BOARD-APPROVED CWF INVESTMENTS AS OF 2017-10-31

AREA	COMMUNITY	TITLE	PROJECT CATEGORY	BOARD RESOLUTION IN HOTSHEET	GRANT AWARD AMOUNT	GRANTED CWF UNSPENT TO YEAREND 2016	PROJECT SURPLUS (RETURNED TO EA ACCOUNT)	CWF RECEIVED NOT YET ASSIGNED TO PROJECTS
JDF	Shirley	Sheringham Water Works system repairs	Drinking Water	2014-04-09	$ 20,000.00	$ -	$ -	
JDF	Kemp Lake	Kemp Lake Infrastructure Improvement	Recreation	2017-03-08	$ 18,000.00	$ 18,000.00		
JDF	Port Renfrew	Water Service Chlorine Injection Pump	Drinking Water	2016-06-08	$ 10,000.00	$ 1,614.17		
JDF	Shirley	JDF Community Recreation	Recreation	2016-03-09	$ 23,000.00	$ 1,497.91		
JDF	Willis Point	Willis Point Well Upgrade	Drinking Water	2015-10-14	$ 15,000.00	$ -		
JDF	Port Renfrew	JDF Community Recreation - Tennis Court	Recreation	2015-07-08	$ 8,000.00	$ 1,850.00		
JDF	Willis Point	Willis Point Water Tower	Drinking Water	2015-06-10	$ 20,000.00	$ 10,869.18		
JDF	Otter Point	Butler Trail Extension	Active Transportation	2015-04-08	$ 12,000.00	$ -	$ 500.00	
JDF	Otter Point	William Simmons Community Park	Recreation	2015-04-08	$ 45,000.00	$ -	$ 626.54	
JDF	Shirley/Jordan River	Fire Hydrant for Shirley fire service	Disaster Mitigation	2014-11-12	$ 15,000.00	$ -		
JDF	East Sooke	East Sooke Fire Hall	Drinking Water	2014-05-14	$ 25,000.00	$ -		
JDF	East Sooke	Mt Matheson/Roche Lake Connector Trail	Active Transportation	2013-12-11	$ 20,000.00	$ 952.38		
JDF	Juan de Fuca	JDF Admin Building	Energy Systems	2013-10-09	$ 50,000.00	$ 17,196.00		
JDF	Juan de Fuca	JDF Admin Building	Drinking Water	2013-08-14	$ 100,000.00	$ -		
JDF	Juan de Fuca	JDF Admin Building	Energy Systems	2013-08-14	$ 100,000.00	$ 5,057.00		
JDF	Shirley/Jordan River	Shirley/Jordan River OCP	Community Planning	2013-08-14	$ 150,000.00	$ -		
JDF	Willis Point	Willis Point Water Tower	Drinking Water	2013-06-12	$ 40,000.00	$ 0.04		
JDF	Kemp Lake	Kemp Lake Water Quality	Long-term Infrastructure Plan	2013-02-13	$ 11,500.00	$ -		
JDF	East Sooke	East Sooke Fire Hall	Drinking Water	2012-12-12	$ 125,000.00	$ -		
JDF	East Sooke	Wilderness Mountain Water System	Drinking Water	2012-06-13	$ 30,000.00		$ 11,432.00	
JDF	Juan de Fuca	JDF Fire Suppression	Asset Management	2011-12-14	$ 20,000.00	$ -	$ 1,920.83	
JDF	Otter Point	Otter Point. Env. Inventory	Asset Management	2010-04-14	$ 100,000.00		$ 433.61	
JDF	Shirley	Sheringham Point Lighthouse Access Rd.	Local Roads	2016-04-13	$ 10,000.00	$ -		
JDF	Juan de Fuca	Sooke artificial turf playing field	Recreation	2014-10-08	$ 300,000.00	$ 300,000.00		
JDF	Otter Point	Kemp Lake Water Main Extension Project	Drinking Water	2017-06-14	$ 30,000.00	30,000.00		
JDF	Shirley	Sheringham Point Lightouse - Chip Sealing of Access Road	Local Roads	2017-07-12	$ 10,000.00	10,000.00		
JDF	Port Renfrew	Port Renfrew Tourism Trail	Active Transportation	2017-10-11	$ 12,500.00	$ 12,500.00		
JDF					**$ 1,320,000.00**	**$ 409,536.68**	**$ 14,912.98**	**$ 628,212.49**

APPENDIX B: BOARD-APPROVED CWF INVESTMENTS AS OF 2017-10-31

AREA	COMMUNITY	TITLE	PROJECT CATEGORY	BOARD RESOLUTION IN HOTSHEET	GRANT AWARD AMOUNT	GRANTED CWF UNSPENT TO YEAREND 2016	PROJECT SURPLUS (RETURNED TO EA ACCOUNT)	CWF RECEIVED NOT YET ASSIGNED TO PROJECTS
SGI	Pender Islands	Gardom Pond lower dam	Disaster Mitigation	2014-10-08	$ 50,000.00	$ 16,043.51	$ -	
SGI	Saturna island	Lyall Harbour/Boot Cove	Drinking Water	2012-08-08	$ 120,000.00	$ -	$ -	
SGI	Saturna island	Lyall Harbour/Boot Cove	Drinking Water	2013-03-13	$ 20,000.00	$ -	$ -	
SGI	Saturna island	Lyall Harbour/Boot Cove	Disaster Mitigation	2014-11-12	$ 112,000.00	$ 56,433.35		
SGI	SGI	Community Quality of Life and Needs Assessment	Community Planning	2013-07-10	$ 15,000.00	-$ 0.06	$ 14,755.00	
SGI	SGI	Experience the Gulf Islands (ETGI) Concept Plan	Long-term Infrastructure Plan	2016-03-09	$ 35,000.00	$ 211.55	210.34	
SGI	Pender Islands	Magic Lake Estates	Drinking Water	2014-05-14	$ 60,000.00	$ -	$ -	
SGI	Galiano Island	North Galiano Fire Hall Well	Drinking Water	2013-12-11	$ 18,000.00	$ -	$ -	
SGI	Pender Islands	Pender Islands Fire Hall No. 1	Drinking Water	2014-04-09	$ 75,000.00	$ -	$ -	
SGI	Pender Islands	Pender School Solar Roof Project	Energy Systems	2016-02-10	$ 20,000.00	$ -	$ -	
SGI	Galiano Island	Water and Sewer SAMP	Asset Management	2011-08-10	$ 20,000.00	$ -	$ 17,884.00	
SGI	Saturna island	Water and Sewer SAMP	Asset Management	2011-08-10	$ 20,000.00	$ -	$ 19,926.00	
SGI	Mayne Island	Water and Sewer SAMP	Asset Management	2011-08-10	$ 20,000.00	$ 20,000.00	$ -	
SGI	SGI	Standpipe Inventory - Water Supply Systems and Sources	Asset Management	2011-08-10	$ 45,000.00		$ 26,772.01	
SGI	Saturna island	Greening Saturna Community Hall	Energy Systems	2016-02-10	$ 30,000.00	$ -	$ -	
SGI	Pender Islands	Water and Sewer SAMP	Asset Management	2011-08-10	$ 25,000.00	$ -	$ -	
SGI	Pender Islands	PI Community Hall	Energy Systems	2011-08-10	$ 11,000.00	$ -	$ -	
SGI	Saturna island	Water and Sewer SAMP	Asset Management	2011-08-10	$ 20,000.00		$ 19,740.00	
SGI	Galiano Island	Water Meters	Drinking Water	2008-05-14	$ 15,326.00	$ -	$ -	
SGI	Pender Islands	PI Community Hall	Energy Systems	2012-03-14	$ 132,000.00	-$ 0.22	$ -	
SGI	SGI	Cycling/Pedestrian Trail Plan	Long-term Infrastructure Plan	2012-12-12	$ 60,000.00		$ 14,327.45	
SGI	SGI	SGI Food System and Agriculture Strategy	Community Planning	2013-08-14	$ 66,000.00	$ -	$ -	
SGI	Galiano Island	Water Meters	Drinking Water	2008-05-14	$ 29,874.00	$ -	$ -	
SGI	Mayne Island	Water Meters	Drinking Water	2008-05-14	$ 12,620.00	$ -	$ -	
SGI	Pender Islands	Water Meters	Drinking Water	2008-05-14	$ 180,500.00	$ -	$ -	
SGI	SGI	Social Finance Model for SGI Economic Development (Suspended)	Community Planning	2014-07-09	$ -	$ -	$ -	
SGI	Saturna island	Water Meters	Drinking Water	2008-05-14	$ 27,380.00	$ -	$ -	
SGI	Pender Islands	Magic Lake Estates	Wastewater	2014-10-08	$ 60,000.00	$ -	$ -	

APPENDIX B: BOARD-APPROVED CWF INVESTMENTS AS OF 2017-10-31

AREA	COMMUNITY	TITLE	PROJECT CATEGORY	BOARD RESOLUTION IN HOTSHEET	GRANT AWARD AMOUNT	GRANTED CWF UNSPENT TO YEAREND 2016	PROJECT SURPLUS (RETURNED TO EA ACCOUNT)	CWF RECEIVED NOT YET ASSIGNED TO PROJECTS
SGI	Mayne Island	Mayne Island Demo Trail	Active Transportation	2014-11-12	$ 60,000.00	$ 40,238.72	$ -	
SGI	Pender Islands	Magic Lake Estates Sewerage Treatment Options	Wastewater	2015-08-01	$ 15,000.00		$ 2,481.00	
SGI	Mayne Island	Mayne Island Bus Society - Community busses (2) purchase	Public Transit	2016-05-11	$ 50,000.00	$ -		
SGI	Galiano Island	Galiano Museum Building - heat pump	Energy Systems	2016-12-14	$ 20,000.00	$ 20,000.00		
SGI	Galiano Island	Galiano Childcare Centre	Recreation	2017-03-08	$ 34,500.00	$ 34,500.00		
SGI	Mayne Island	Mayne Island Bus Society - Community bus purchase (Deferred)	Public Transit	2016-09-14	$ -	$ -	$ -	
SGI	SGI	SGI Community Economic Sustainability Economic Development Framework	Community Planning	2016-09-14	$ 50,000.00	$ 20,203.00	$ -	
SGI	Pender Islands	Magic Lake Estates Emergency Access/Egress Route	Active Transportation	2016-10-12	$ 50,000.00	$ 47,977.32		
SGI	SGI	Housing Needs Assessment for the SGI	Long-term Infrastructure Plan	2016-10-12	$ 40,000.00	$ 40,000.00		
SGI	Pender Islands	Pender Islands Community Hall solar roof	Energy Systems	2017-04-12	$ 15,000.00	$ -		
SGI	Mayne Island	Miners Bay Dock Infrastructure Improvements	Short-sea Shipping	2016-12-14	$ 15,000.00	$ 15,000.00		
SGI	Pender Islands	Pender Library (SGI Library Service)	Energy Systems	2016-12-14	$ 15,000.00	$ -		
SGI	SGI	SSI and SGI Regional Trails Plan	Long-term Infrastructure Plan	2016-12-14	$ 10,000.00	$ 10,000.00		
SGI	Mayne Island	Mayne Reading Centre Renovation Project	Culture	2017-02-08	$ 4,000.00	$ 4,000.00		
SGI	Pender Islands	Pender Library (SGI Library Service)	Energy Systems	2017-03-08	$ 5,000.00	$ 5,000.00		
SGI	Pender Islands	SGI Community Resource Centre - SGI Visitor Centre	Tourism	2017-07-12	$ 36,000.00	$ 36,000.00		
SGI	Mayne Island	Dinner Bay Park Surface Replacement - Gravel, Grass, and Light Machinery	Recreation	2017-07-12	$ 27,000.00	$ 27,000.00		
SGI	Galiano Island	Community Hall Energy Upgrades	Energy Systems	2017-07-12	$ 13,947.40	$ 13,947.40		
SGI	SGI	Tourism Visiter Centre and Kiosks	Tourism	2017-07-12	$ 24,600.00	$ 24,600.00		
SGI	Galiano Island	Galiano Community playground development	Recreation	2017-08-02	$ 50,673.00	$ 50,673.00		
SGI	SGI	SGI Sustainability - Phase 2 Cooperative Planning	Community Planning	2017-08-02	$ 34,000.00	$ 34,000.00		
SGI	Pender Islands	Thieves Bay Park Lawn Enhancement (Approved initially at 2017-08-02)	Recreation	2017-09-13 (Update)	$ 46,100.00	$ 46,100.00		
SGI	Mayne Island	Vehicle Acquisition for a Community Bus Service	Public Transit	2017-10-11	$ 25,000.00	$ 25,000.00		
SGI	Pender Islands	Epicentre Family Playground	Recreation	2017-10-11	$ 12,000.00	$ 12,000.00		
SGI					**$ 1,952,520.40**	**$ 598,927.57**	**$ 116,095.80**	**$ 266,991.46**

APPENDIX B: BOARD-APPROVED CWF INVESTMENTS AS OF 2017-10-31

AREA	COMMUNITY	TITLE	PROJECT CATEGORY	BOARD RESOLUTION IN HOTSHEET	GRANT AWARD AMOUNT	GRANTED CWF UNSPENT TO YEAREND 2016	PROJECT SURPLUS (RETURNED TO EA ACCOUNT)	CWF RECEIVED NOT YET ASSIGNED TO PROJECTS
SSI	Ganges	Drake Road - Hydrology Study Ph 2	Drinking Water	2017-07-12	$ 15,000.00	$ 15,000.00		
SSI	Ganges	Drake Road - Hydrology Study	Drinking Water	2017-02-22	$ 30,000.00	$ 30,000.00		
SSI	SSI	Experience the Gulf Islands (ETGI) Concept Plan	Long-term Infrastructure Plan	2016-12-14	$ 10,000.00	$ 10,000.00		
SSI	Maliview	Maliview Sewer System	Wastewater	2016-11-09	$ 195,000.00	$ 181,685.00		
SSI	Ganges	Ganges Boardwalk and Pecks Cove Park	Long-term Infrastructure Plan	2016-10-12	$ 150,000.00	$ 150,000.00		
SSI	SSI	Experience the Gulf Islands (ETGI) Concept Plan	Long-term Infrastructure Plan	2016-03-09	$ 25,000.00	$ 151.11		
SSI	Ganges	Nth Ganges Transportation Plan	Active Transportation	2016-02-10	$ 685,280.00	$ 685,280.00		
SSI	Maliview	Maliview Sewer System	Wastewater	2015-05-13	$ 35,000.00	$ 2,452.08		
SSI	SSI	Cycling/Pedestrian Trail Map (Experience the Gulf Islands)	Community Planning	2014-05-14	$ 25,000.00		$ 25,000.00	
SSI	St. Mary Lake	St. Mary's Lake Water Quality Assessment	Asset Management	2014-05-14	$ 35,000.00	$ -		
SSI	Ganges	Nth Ganges Transportation Plan	Active Transportation	2013-07-10	$ 100,000.00	$ 64,776.00		
SSI	Highland Fernwood	Highland/Fernwood	Drinking Water	2012-12-10	$ 150,000.00	$ -		
SSI	Highland Fernwood	Highland/Fernwood	Drinking Water	2012-12-10	$ 50,000.00	$ -		
SSI	Ganges	Nth Ganges Transportation Plan	Active Transportation	2012-04-11	$ 340,540.00	$ 2,406.00		
SSI	Highland Fernwood	Highland/Fernwood	Asset Management	2011-10-12	$ 87,937.00	$ -		
SSI	Highland Fernwood	Highland/Fernwood	Asset Management	2011-10-12	$ 72,063.00	$ -		
SSI	Ganges	Nth Ganges Transportation Plan	Active Transportation	2010-11-10	$ 338,134.00	$ -		
SSI	Beddis	Strategic Plan for Sewer and Water	Asset Management	2009-11-18	$ 24,550.00	$ 24,550.00		
SSI	Beddis	Beddis Water Treatment Plant	Drinking Water	2009-11-18	$ 142,000.00		$ 28,400.00	
SSI	Cedars of Tuam	Cedars of Tuam Water Treatment Plant	Drinking Water	2009-11-18	$ 30,400.00	$ 1,832.65		
SSI	Fernwood	Strategic Plan for Sewer and Water	Asset Management	2009-11-18	$ 24,550.00	$ 24,550.00		
SSI	Fulford	Strategic Plan for Sewer and Water	Asset Management	2009-11-18	$ 13,569.00	$ 5,535.00		
SSI	Fulford	Fulford Water Treatment Plant	Drinking Water	2009-11-18	$ 75,000.00	-$ 10,000.00		
SSI	Highland	Strategic Plan for Sewer and Water	Asset Management	2009-11-18	$ 24,550.00	$ 19,290.00		
SSI	Maliview	Strategic Plan for Sewer and Water	Asset Management	2009-11-18	$ 2,781.00	$ -		
SSI	Burgoyne Bay	Composting Pilot	Wastewater	2008-07-11	$ 30,000.00	$ -		
SSI	Ganges	Pathways	Active Transportation	2008-07-11	$ 425,000.00	$ -		
SSI	Ganges	Pathways	Active Transportation	2008-03-12	$ 50,000.00	$ -		
SSI	St. Mary Lake	St. Mary's Lake Compressor	Drinking Water	2007-07-05	$ 25,000.00	$ -		
SSI	Ganges	Ganges Transportation Management/ Conceptual Design	Active Transportation	2006-10-11	$ 30,000.00		$ 5,012.00	
SSI					**$ 3,241,354.00**	**$ 1,207,507.84**	**$ 58,412.00**	**$ 1,081,167.95**

Community Works Fund (CWF) Grant Application – CRD Service

SECTION 1: Ultimate Recipient Information

DEPARTMENT ACRONYM	SERVICE	SERVICE NO.
SGI Admin	Southern Gulf Islands Administration	1.1100

SECTION 2: Project Information

PROJECT TITLE	ELIGIBLE PROJECT CATEGORY
Southern Gulf Islands (SGI) - Corporate Asset Management Plan (CAMP)	Asset Management

DESCRIBE THE PROJECT PUROSE (MAX. 400 CHARACTERS).

We are building on the long-term practice of asset management (i.e.Water,Sewer,Buildings,Parks,etc) in the SGI. In order to sustain the level of service (LOS) our infrastructure provides, a CAMP needs to be developed to gain a complete view of all the assets to help in prioritizing our capital investments to have the greatest impact on social, environment and financial elements in our community.

USING THE ELIGIBLE PROJECT EXAMPLES TABLE ON PAGES 9-10, IDENTIFY AN EXAMPLE PROJECT THAT RELATES MOST CLOSELY TO THE PROPOSED PROJECT (MAX. 200 CHARACTERS)

Asset Management Plan

DESCRIBE HOW THE PROPOSED PROJECT IN ITS COMMUNITY CONTEXT RELATES TO THE ELIGIBLE PROJECT EXAMPLE IDENTIFIED ABOVE (MAX. 500 CHARACTERS)

Our assets are a core element in delivering services to the community. Each asset has an expected service life that is greatly affected by demand and maintenance planning; without having a long-term forecast on the risks, costs and asset condition, the service delivery will be compromised. Establishing an asset management plan for the SGI will ensure service delivery is maintained for future generations.

DESCRIBE HOW THE PROJECT RELATES TO THE GAS TAX FUNDING OBJECTIVES OF SUPPORTING PRODUCTIVITY AND ECONOMIC GROWTH, A CLEAN ENVIRONMENT, AND STRONG CITIES AND COMMUNITIES. (MAX. 800 CHARACTERS)

Developing a corporate asset management plan will ensure sustainability in service delivery with our assets which will build strong communities and cities now and for future generations. Additionally, as it relates to clean environment, it will analyze the GHG emissions of our assets as a part of our commitment to reducing climate change.

SECTION 3: Project Administration and Sustainability Considerations

PROJECT MANAGER TITLE	NAME (LAST, FIRST)	EMAIL ADDRESS	TEL. NO.
Carlo	Vijandre	cvijandre@crd.bc.ca	(250) 360-3175

DESCRIBE HOW THE PROJECT ALIGNS WITH A CRD SERVICE PLAN AND/OR CAPITAL PLAN (MAX. 300 CHARACTERS).

The project aligns with the Corporate Priorities under Regional Infrastructure in developing long-term asset management plans.

IF THE PROJECT INVOLVES A TANGIBLE CAPITAL ASSET, HOW WILL THE COST OF SUSTAINING IT OVER ITS LIFECYLE BE FUNDED? (MAX. 400 CHARACTERS)

n/a

ESTIMATED PROJECT START DATE:	ESTIMATED PROJECT ENDDATE:
1-Dec-2017	30-Mar-2018

SECTION 4: Project Budget

PROJECT COSTS AND SOURCES OF FUNDING:

Total Project Cost	$ 60,000.00
CWF Request	$ 60,000.00
Borrowing	$ 0.00
Internal Contributions	$ 0.00
Other 3rd Party funds	$ 0.00

Is the CWF requested replacing other available funding sources for the project?	☐ YES ■ NO
CWF-ELIGIBLE EXPENDITURES: *See Eligible Expenditures definition on p. 6*	
Consultant	$ 60,000.00
Sub-Total: Eligible Expenditures:	$ 60,000.00
CWF-INELIGIBLE EXPENDITURES: *See Ineligible Expenditures definition on p. 6*	
n/a	$ 0.00
Sub-Total: Eligible Costs:	$ 0.00
TOTAL COSTS	$ 60,000.00

SPECIFY HOW THE PROJECT'S CWF-INELIGIBLE EXPENDITURES WILL BE COVERED? (MAX. 100 CHARACTERS)

n/a

SECTION 5: Project Authorization

PROJECT MANAGER:

I hereby certify that this completed application provides a truthful and accurate representation of the proposed project in keeping with the CWF guidelines explained in CWF Grant Application Toolkit – CWF Reference Materials.

TITLE	NAME	SIGNATURE	DATE: DD/MM/YR
Manager, Asset Management	Carlo Vijandre		20-Oct-17

CRD FINANCIAL SERVICES:

This is certify that:

1. The proposed project complies with the terms and conditions of the CWF Agreement;
2. The project's Electoral Area has sufficient funds in its CWF Account to award the grant requested;
3. The Service involved in the project has the resources to cover the project's CWF-ineligible expenditures.

AUTHORIZED SIGNATORY TITLE	NAME	SIGNATURE	DATE: DD/MMM/YYYY
Chief Financial Officer	Nelson Chan, MBA, CPA, CMA		20-Oct-2017

ELECTORAL AREA DIRECTOR APPROVAL:

ELECTORAL AREA	DIRECTOR NAME	SIGNATURE	DATE: DD/MMM/YYYY
☐ JDF ■ SGI ☐ SSI	Director Howe		20-Oct-2017

SUBMIT APPLICATION TO THE CRD FINANCE AND TECHNOLOGY DEPT, ATTN: MANAGER, ASSET MANAGEMENT

Community Works Fund (CWF) Grant Application – Third Party

SECTION 1: Ultimate Recipient Information

ORGANIZATION	ORGANIZATION TYPE (SEE DEFINITIONS ON PAGE 4)
Saturna Island Lions Club	FP NGO (NFP) BC-T

SECTION 2: Project Information

PROJECT TITLE	ELIGIBLE PROJECT CATEGORY
Saturna Lions Community Shuttle Progam	Public transport (para-transit vehicles)

DESCRIBE THE PROJECT PUROSE (MAX. 800 CHARACTERS).

The project's purpose is to extend the life of Saturna Island's no charge shuttle/bus service. The Saturna Lions club launched a scheduled service with a 21-passenger wheelchair equipped bus in 2014. Since then the Lion's shuttle/bus program has been refined to a para-transit service to better reflect actual demand and further augmented with a donated passenger van adapted to higher frequency and lower passenger loads. The 20 year old bus requires major repairs that likely exceed its market value and the minivan is being retired in November. Without a significant capital infusion to replace the minivan and the 21 passenger bus, the program will cease operation

USING THE ELIGIBLE PROJECT EXAMPLES TABLE ON PAGES 9-10, IDENTIFY AN EXAMPLE PROJECT THAT RELATES MOST CLOSELY TO THE PROPOSED PROJECT (MAX. 200 CHARACTERS)

"Infrastructure which supports a shared passenger transport system which is available for public use" fits the description of Saturna's Community shuttles. They provide no cost transportation to users, support other regional community bus services and integrate with inter-island water transport.

DESCRIBE HOW THE PROPOSED PROJECT IN ITS COMMUNITY CONTEXT RELATES TO THE ELIGIBLE PROJECT EXAMPLE IDENTIFIED ABOVE (MAX. 1000 CHARACTERS)

The acquisition of a newer bus and minivan will allow for continuation of Saturna Island's para-transit service for years five through eight (2018 through 2020) and substantially improve service reliability. With newer vehicles, maintenance costs will likely decline, offset by increased insurance costs. Moreover, current restrictions on operations will likely not apply to a newer bus, allowing travel outside the SGI's, enhancing the service.

While the existing 21-passenger bus and our minivan have proven good value (extending a one year pilot to over four years of operation), both require repair and rehabilitation in the next quarter, where those costs exceed their market value. Furthermore, costs of that rehabilitation and repair would fully deplete the existing operations account.

DESCRIBE HOW THE PROJECT RELATES TO THE GAS TAX FUNDING OBJECTIVES OF SUPPORTING PRODUCTIVITY AND ECONOMIC GROWTH, A CLEAN ENVIRONMENT, AND STRONG CITIES AND COMMUNITIES. (MAX. 800 CHARACTERS)

The service enhances community resilience and sustainability through no charge transport to community organizations, residents, visitors, external organizations (supporting Parks Canada, universities, secondary schools, NGO's, etc). The program has reduced vehicular traffic and successfully promoted a lower cost and carbon footprint option for visiting and moving around Saturna and the other Southern Gulf Islands (SGI's). The service supports other SGI community bus societies through shuttle and driver loans, strengthening regional ties and paving the way to future SGI transportation integration (booking & administration). The program provides a viable transportation safety net for seniors and those with mobility challenges and has the support of the RCMP in keeping our roads safe.

SECTION 3: Project Administration and Sustainability Considerations

PROJECT LEAD TITLE	NAME (LAST, FIRST)	EMAIL ADDRESS	TEL. NO.
Lions Shuttle Chair	Brent, Paul	pbrent@mac.com	(250) 539-5454

IF THE PROJECT INVOLVES A TANGIBLE CAPITAL ASSET, HOW WILL THE COST OF SUSTAINING IT OVER ITS LIFE CYCLE BE FUNDED? (MAX. 800 CHARACTERS)

The Saturna Lions Club is a not-for-profit society that has provided sustained community services for over forty-five years through fund-raising efforts and the receipt of donations. The Saturna Lions Club has funded and operated the existing community bus service since late 2013, including the original acquisition of a 1998 E350 21 passenger bus with wheelchair lift. Since the establishment of the community shuttle service, donations from individuals and business to the Lions have increased by $6,000 to $7,000 annually, attributable to significant community support for the no-fee island transportation service. These donations have sustained the existing service for over four years. However, a looming capital overhang for vehicle replacement (bus and minivan) will more than fully deplete operating reserves. With replacement vehicles and a newly-invigorated donation drive in support of newer vehicle operations, costs will be covered through the project end date.

ESTIMATED PROJECT START DATE	ESTIMATED PROJECT ENDDATE
30-Apr-2018	31-Mar-2021

SECTION 4: Project Budget

PROJECT COSTS AND SOURCES OF FUNDING:	
Total Project Cost	$ 50,000.00
CWF Request	$ 25,000.00
Borrowing	
Internal Contributions	$ 25,000.00
Other 3rd Party funds	

Is the CWF requested replacing other available funding sources for the project?	☐ YES ☒ NO
CWF-ELIGIBLE EXPENDITURES: *See Eligible Expenditures definition on p. 6*	
15 to 21-passenger bus (liklely ex BC Transit or Cost Mountain Bus)	$ 15,000.00
7 to 8 passenger van	$ 10,000.00
Sub-Total: Eligible Costs:	$ 25,000.00
CWF-INELIGIBLE EXPENDITURES (*See Ineligible Expenditures definition on p. 6) AND OTHER:*	
Operating costs (Insurance, fuel, communications)	$ 17,000.00
Repairs & Maintenance	$ 8,000.00
Sub-Total: Ineligible and other Costs:	$ 25,000.00
TOTAL COSTS:	$ 50,000.00

SPECIFY HOW THE PROJECT'S CWF-INELIGIBLE AND OTHER EXPENDITURES WILL BE COVERED? (MAX. 100 CHARACTERS)

The Saturna Lion's Club will fund operations from current reserves and future fundraising & donations

SECTION 5: Project Authorization

THIRD PARTY PROJECT LEAD:

I hereby certify that this completed application provides a truthful and accurate representation of the proposed project in keeping with the CWF guidelines explained in CWF Grant Application Toolkit – CWF Reference Materials.

TITLE	NAME	SIGNATURE	DATE: DD/MMM/YY
Lions Club Director & Past President	Paul Brent		30-Oct-17

CRD FINANCIAL SERVICES:

This is certify that:

1. The proposed project complies with the terms and conditions of the CWF Agreement;
2. The project's Electoral Area has sufficient funds in its CWF Account to award the grant requested;
3. The Service involved in the project has the resources to cover the project's CWF-ineligible costs.

AUTHORIZED SIGNATORY TITLE	NAME	SIGNATURE	DATE: DD/MMM/YY
Chief Financial Officer	Nelson Chan, MBA, CPA, CMA		1-Nov-17

ELECTORAL AREA DIRECTOR APPROVAL:

ELECTORAL AREA	DIRECTOR NAME	SIGNATURE	DATE: DD/MMM/YY
☐ JDF ☒ SGI ☐ SSI	David Howe	David Howe	30/10/17

SUBMIT APPLICATION TO THE CRD FINANCE AND TECHNOLOGY DEPT, ATTN: SENIOR MGR, FINANCIAL SERVICES

Making a difference...together

REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 15, 2017

SUBJECT **Community Works Fund – Financial Summary and Process Update**

ISSUE

This report summarizes updates to the Community Works Fund (CWF) grant process.

BACKGROUND

CWF Grant Application

A new process for administration of CWF applications was presented at the Electoral Area Services Committee meeting of April 19, 2017, and at the subsequent Capital Regional District (CRD) Board meeting of May 10, 2017. The first iteration of the process has now been successfully implemented. Already, it has enabled enhanced efficiency, transparency, and due diligence in processing CWF requests. The work of optimizing administrative processes for CWF Agreement-compliant investments in local community priorities is ongoing. The updates presented in this submission feature:

- Enhanced application process guidance (see Toolkit pages 10-11);
- Expanded project substantiation requirements for heightened due diligence and risk management; which in turn ensures CWF records will be thorough for audit purposes. The new questions added are highlighted in yellow on the application forms in the Toolkit (see pages 12-22);
- Heightened accountability at the Project Attestation stage. Anyone who accesses CWF Funding is compelled to be familiar with the terms and conditions of the CWF Contribution Agreement, the UBCM-CRD CWF Agreement, as well as the overarching Administrative Agreement on Gas Tax Funding for BC;
- Enhanced functionality of the online fillable application forms inclusive of: drop-down menus, pop-up instructions, auto-alerts of missing information.

CWF Grant Approval

It has been the CRD's practice to have all CWF grants approved by the CRD Board. Based on CRD Legislative Services' review of the UBCM-CRD Community Works Fund Agreement, CRD Board approval is not required for these grants, regardless of whether they are assigned to a CRD Service or to a Third Party recipient.

On that basis, the CWF administrative process will be further streamlined by having CWF grants approved and Third Party CWF Contribution Agreements executed in accordance with CRD Delegation Bylaw 4186:

"7. *(a) Subject to subsection (b), the Board hereby delegates to the District's officers and employees listed below all of the Board's powers, duties and functions under section 263(1)(a) and 263(1)(b) to make grant applications and enter into agreements respecting the receipt and use of grants:*
The Chief Administrative Officer, the Chief Financial Officer, and all General Managers, to a maximum of $500,000 where this is consistent with the approved financial plan of the Capital Regional District.

(b) The authority under subsection (a) does not include authority delegated under section 5(a) of this Bylaw. "

Adherence to Bylaw 4186 Section 7 will result in more efficient CWF grant administration. Given the process rigor now in place, due diligence and risk management of CWF investments is assured. The CRD Board will be kept apprised of CWF project investments in the Electoral Areas through quarterly reporting.

In 2016 there were 20 approved CWF applications for the 3 Electoral Areas. Through the first 3 quarters of 2017 there have been 21 approved applications. In addition to the approved applications there are a number of projects and applications the CRD reviews and evaluates for eligibility of CWF requirements.

ALTERNATIVES

Alternative 1

That the Electoral Area Services recommend to the Capital Regional District Board:
That this report be received for information.

Alternative 2

That the report be referred back to staff for further review.

IMPLICATIONS

Growth Management Implications

The volume of work in grants administration overall is growing at an accelerating pace; opportunities for improving processes are continuously scanned. The process enhancements described in this report will further improve the high quality of CWF grants administration work.

CONCLUSION

The first iteration of the CWF process improvements has now been successfully implemented enabling enhanced efficiency, transparency, and due diligence. Implementing the enhancements described in this report will build on the progress achieved since May, 2017.

RECOMMENDATION

That the Electoral Area Services recommend to the Capital Regional District Board:
That this report be received for information.

Submitted by:	Carlo Vijandre, PMP, AScT, FMP, Manager, Asset Management
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

RF:ngm

ATTACHMENTS
Appendix A – Community Works Fund Account Summary by Electoral Area
Appendix B – Community Works Fund Project Investments by Electoral Area
Appendix C – Community Works Fund Grant Application Toolkit
Appendix D – Community Works Fund Contribution Agreement Boiler Plate

COMMUNITY WORKS FUND SUMMARY BY ELECTORAL AREA

ELECTORAL AREA	JUAN DE FUCA	SALT SPRING ISLAND	SOUTHERN GULF ISLANDS
	GL 215091	GL 215092	GL 215093
FUNDING SUMMARY			
CWF Funding Received (2006 - 2016)	$ 1,799,378.95	$ 3,973,204.73	$ 1,973,022.62
LESS: Funding Assigned to Projects as of 2017-Oct-11	$ (1,320,000.00)	$ (3,241,354.00)	$ (1,952,520.40)
PLUS: Project surplusses returned to EA accounts	$ 14,912.98	$ 58,412.00	$ 116,095.80
PLUS: CWF 2017 Installment 1 Received August, 1, 2017	$ 133,920.56	$ 290,905.22	$ 130,393.44
Subtotal: CWF Balance as of 2017-Oct-11 Board	$ 628,212.49	$ 1,081,167.95	$ 266,991.46
LESS: CWF Requests Pending Approval at 2017-Nov-8 Board	$ -	$ (33,000.00)	$ (141,750.00)
Subtotal: CWF Balance Projected as of 2017-Nov-8 Board	$ 628,212.49	$ 1,048,167.95	$ 125,241.46
LESS: CWF Requests Pending Approval at 2017-Dec-13 Board	$ -	$ -	$ -
PLUS: CWF 2017 Installment 2 Receivable by December 31, 2017	$ 133,920.56	$ 290,905.22	$ 130,393.44
Subtotal: CWF Balance Projected as of 2017-Dec-31	$ 762,133.05	$ 1,339,073.17	$ 255,634.90
PLUS: Projected CWF Installments Receivable by December 31, 2018	$ 276,916.60	$ 601,524.39	$ 269,623.32
CWF Balance Projected Inclusive of 2018 CWF Installments	$ 1,039,049.65	$ 1,940,597.56	$ 525,258.22

APPENDIX B: BOARD-APPROVED CWF INVESTMENTS AS OF 2017-10-31

AREA	COMMUNITY	TITLE	PROJECT CATEGORY	BOARD RESOLUTION IN HOTSHEET	GRANT AWARD AMOUNT	GRANTED CWF UNSPENT TO YEAREND 2016	PROJECT SURPLUS (RETURNED TO EA ACCOUNT)	CWF RECEIVED NOT YET ASSIGNED TO PROJECTS
JDF	Shirley	Sheringham Water Works system repairs	Drinking Water	2014-04-09	$ 20,000.00	$ -	$ -	
JDF	Kemp Lake	Kemp Lake Infrastructure Improvement	Recreation	2017-03-08	$ 18,000.00	$ 18,000.00		
JDF	Port Renfrew	Water Service Chlorine Injection Pump	Drinking Water	2016-06-08	$ 10,000.00	$ 1,614.17		
JDF	Shirley	JDF Community Recreation	Recreation	2016-03-09	$ 23,000.00	$ 1,497.91		
JDF	Willis Point	Willis Point Well Upgrade	Drinking Water	2015-10-14	$ 15,000.00	$ -		
JDF	Port Renfrew	JDF Community Recreation - Tennis Court	Recreation	2015-07-08	$ 8,000.00	$ 1,850.00		
JDF	Willis Point	Willis Point Water Tower	Drinking Water	2015-06-10	$ 20,000.00	$ 10,869.18		
JDF	Otter Point	Butler Trail Extension	Active Transportation	2015-04-08	$ 12,000.00	$ -	$ 500.00	
JDF	Otter Point	William Simmons Community Park	Recreation	2015-04-08	$ 45,000.00	$ -	$ 626.54	
JDF	Shirley/Jordan River	Fire Hydrant for Shirley fire service	Disaster Mitigation	2014-11-12	$ 15,000.00	$ -		
JDF	East Sooke	East Sooke Fire Hall	Drinking Water	2014-05-14	$ 25,000.00	$ -		
JDF	East Sooke	Mt Matheson/Roche Lake Connector Trail	Active Transportation	2013-12-11	$ 20,000.00	$ 952.38		
JDF	Juan de Fuca	JDF Admin Building	Energy Systems	2013-10-09	$ 50,000.00	$ 17,196.00		
JDF	Juan de Fuca	JDF Admin Building	Drinking Water	2013-08-14	$ 100,000.00	$ -		
JDF	Juan de Fuca	JDF Admin Building	Energy Systems	2013-08-14	$ 100,000.00	$ 5,057.00		
JDF	Shirley/Jordan River	Shirley/Jordan River OCP	Community Planning	2013-08-14	$ 150,000.00	$ -		
JDF	Willis Point	Willis Point Water Tower	Drinking Water	2013-06-12	$ 40,000.00	$ 0.04		
JDF	Kemp Lake	Kemp Lake Water Quality	Long-term Infrastructure Plan	2013-02-13	$ 11,500.00	$ -		
JDF	East Sooke	East Sooke Fire Hall	Drinking Water	2012-12-12	$ 125,000.00	$ -		
JDF	East Sooke	Wilderness Mountain Water System	Drinking Water	2012-06-13	$ 30,000.00		$ 11,432.00	
JDF	Juan de Fuca	JDF Fire Suppression	Asset Management	2011-12-14	$ 20,000.00	$ -	$ 1,920.83	
JDF	Otter Point	Otter Point. Env. Inventory	Asset Management	2010-04-14	$ 100,000.00		$ 433.61	
JDF	Shirley	Sheringham Point Lighthouse Access Rd.	Local Roads	2016-04-13	$ 10,000.00	$ -		
JDF	Juan de Fuca	Sooke artificial turf playing field	Recreation	2014-10-08	$ 300,000.00	$ 300,000.00		
JDF	Otter Point	Kemp Lake Water Main Extension Project	Drinking Water	2017-06-14	$ 30,000.00	30,000.00		
JDF	Shirley	Sheringham Point Lightouse - Chip Sealing of Access Road	Local Roads	2017-07-12	$ 10,000.00	10,000.00		
JDF	Port Renfrew	Port Renfrew Tourism Trail	Active Transportation	2017-10-11	$ 12,500.00	$ 12,500.00		
JDF					**$ 1,320,000.00**	**$ 409,536.68**	**$ 14,912.98**	**$ 628,212.49**

APPENDIX B: BOARD-APPROVED CWF INVESTMENTS AS OF 2017-10-31

AREA	COMMUNITY	TITLE	PROJECT CATEGORY	BOARD RESOLUTION IN HOTSHEET	GRANT AWARD AMOUNT	GRANTED CWF UNSPENT TO YEAREND 2016	PROJECT SURPLUS (RETURNED TO EA ACCOUNT)	CWF RECEIVED NOT YET ASSIGNED TO PROJECTS
SGI	Pender Islands	Gardom Pond lower dam	Disaster Mitigation	2014-10-08	$ 50,000.00	$ 16,043.51	$ -	
SGI	Saturna island	Lyall Harbour/Boot Cove	Drinking Water	2012-08-08	$ 120,000.00	$ -	$ -	
SGI	Saturna island	Lyall Harbour/Boot Cove	Drinking Water	2013-03-13	$ 20,000.00	$ -	$ -	
SGI	Saturna island	Lyall Harbour/Boot Cove	Disaster Mitigation	2014-11-12	$ 112,000.00	$ 56,433.35		
SGI	SGI	Community Quality of Life and Needs Assessment	Community Planning	2013-07-10	$ 15,000.00	-$ 0.06	$ 14,755.00	
SGI	SGI	Experience the Gulf Islands (ETGI) Concept Plan	Long-term Infrastructure Plan	2016-03-09	$ 35,000.00	$ 211.55	210.34	
SGI	Pender Islands	Magic Lake Estates	Drinking Water	2014-05-14	$ 60,000.00	$ -	$ -	
SGI	Galiano Island	North Galiano Fire Hall Well	Drinking Water	2013-12-11	$ 18,000.00	$ -	$ -	
SGI	Pender Islands	Pender Islands Fire Hall No. 1	Drinking Water	2014-04-09	$ 75,000.00	$ -	$ -	
SGI	Pender Islands	Pender School Solar Roof Project	Energy Systems	2016-02-10	$ 20,000.00	$ -	$ -	
SGI	Galiano Island	Water and Sewer SAMP	Asset Management	2011-08-10	$ 20,000.00	$ -	$ 17,884.00	
SGI	Saturna island	Water and Sewer SAMP	Asset Management	2011-08-10	$ 20,000.00	$ -	$ 19,926.00	
SGI	Mayne Island	Water and Sewer SAMP	Asset Management	2011-08-10	$ 20,000.00	$ 20,000.00	$ -	
SGI	SGI	Standpipe Inventory - Water Supply Systems and Sources	Asset Management	2011-08-10	$ 45,000.00		$ 26,772.01	
SGI	Saturna island	Greening Saturna Community Hall	Energy Systems	2016-02-10	$ 30,000.00	$ -	$ -	
SGI	Pender Islands	Water and Sewer SAMP	Asset Management	2011-08-10	$ 25,000.00	$ -	$ -	
SGI	Pender Islands	PI Community Hall	Energy Systems	2011-08-10	$ 11,000.00	$ -	$ -	
SGI	Saturna island	Water and Sewer SAMP	Asset Management	2011-08-10	$ 20,000.00		$ 19,740.00	
SGI	Galiano Island	Water Meters	Drinking Water	2008-05-14	$ 15,326.00	$ -	$ -	
SGI	Pender Islands	PI Community Hall	Energy Systems	2012-03-14	$ 132,000.00	-$ 0.22	$ -	
SGI	SGI	Cycling/Pedestrian Trail Plan	Long-term Infrastructure Plan	2012-12-12	$ 60,000.00		$ 14,327.45	
SGI	SGI	SGI Food System and Agriculture Strategy	Community Planning	2013-08-14	$ 66,000.00	$ -	$ -	
SGI	Galiano Island	Water Meters	Drinking Water	2008-05-14	$ 29,874.00	$ -	$ -	
SGI	Mayne Island	Water Meters	Drinking Water	2008-05-14	$ 12,620.00	$ -	$ -	
SGI	Pender Islands	Water Meters	Drinking Water	2008-05-14	$ 180,500.00	$ -	$ -	
SGI	SGI	Social Finance Model for SGI Economic Development (Suspended)	Community Planning	2014-07-09	$ -	$ -	$ -	
SGI	Saturna island	Water Meters	Drinking Water	2008-05-14	$ 27,380.00	$ -	$ -	
SGI	Pender Islands	Magic Lake Estates	Wastewater	2014-10-08	$ 60,000.00	$ -	$ -	

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SGI	Mayne Island	Mayne Island Demo Trail	Active Transportation	2014-11-12	$ 60,000.00	$ 40,238.72	$ -	
SGI	Pender Islands	Magic Lake Estates Sewerage Treatment Options	Wastewater	2015-08-01	$ 15,000.00		$ 2,481.00	
SGI	Mayne Island	Mayne Island Bus Society - Community busses (2) purchase	Public Transit	2016-05-11	$ 50,000.00	$ -		
SGI	Galiano Island	Galiano Museum Building - heat pump	Energy Systems	2016-12-14	$ 20,000.00	$ 20,000.00		
SGI	Galiano Island	Galiano Childcare Centre	Recreation	2017-03-08	$ 34,500.00	$ 34,500.00		
SGI	Mayne Island	Mayne Island Bus Society - Community bus purchase (Deferred)	Public Transit	2016-09-14	$ -	$ -	$ -	
SGI	SGI	SGI Community Economic Sustainability Economic Development Framework	Community Planning	2016-09-14	$ 50,000.00	$ 20,203.00	$ -	
SGI	Pender Islands	Magic Lake Estates Emergency Access/Egress Route	Active Transportation	2016-10-12	$ 50,000.00	$ 47,977.32		
SGI	SGI	Housing Needs Assessment for the SGI	Long-term Infrastructure Plan	2016-10-12	$ 40,000.00	$ 40,000.00		
SGI	Pender Islands	Pender Islands Community Hall solar roof	Energy Systems	2017-04-12	$ 15,000.00	$ -		
SGI	Mayne Island	Miners Bay Dock Infrastructure Improvements	Short-sea Shipping	2016-12-14	$ 15,000.00	$ 15,000.00		
SGI	Pender Islands	Pender Library (SGI Library Service)	Energy Systems	2016-12-14	$ 15,000.00	$ -		
SGI	SGI	SSI and SGI Regional Trails Plan	Long-term Infrastructure Plan	2016-12-14	$ 10,000.00	$ 10,000.00		
SGI	Mayne Island	Mayne Reading Centre Renovation Project	Culture	2017-02-08	$ 4,000.00	$ 4,000.00		
SGI	Pender Islands	Pender Library (SGI Library Service)	Energy Systems	2017-03-08	$ 5,000.00	$ 5,000.00		
SGI	Pender Islands	SGI Community Resource Centre - SGI Visitor Centre	Tourism	2017-07-12	$ 36,000.00	$ 36,000.00		
SGI	Mayne Island	Dinner Bay Park Surface Replacement - Gravel, Grass, and Light Machinery	Recreation	2017-07-12	$ 27,000.00	$ 27,000.00		
SGI	Galiano Island	Community Hall Energy Upgrades	Energy Systems	2017-07-12	$ 13,947.40	$ 13,947.40		
SGI	SGI	Tourism Visiter Centre and Kiosks	Tourism	2017-07-12	$ 24,600.00	$ 24,600.00		
SGI	Galiano Island	Galiano Community playground development	Recreation	2017-08-02	$ 50,673.00	$ 50,673.00		
SGI	SGI	SGI Sustainability - Phase 2 Cooperative Planning	Community Planning	2017-08-02	$ 34,000.00	$ 34,000.00		
SGI	Pender Islands	Thieves Bay Park Lawn Enhancement (Approved initially at 2017-08-02)	Recreation	2017-09-13 (Update)	$ 46,100.00	$ 46,100.00		
SGI	Mayne Island	Vehicle Acquisition for a Community Bus Service	Public Transit	2017-10-11	$ 25,000.00	$ 25,000.00		
SGI	Pender Islands	Epicentre Family Playground	Recreation	2017-10-11	$ 12,000.00	$ 12,000.00		
SGI					**$ 1,952,520.40**	**$ 598,927.57**	**$ 116,095.80**	**$ 266,991.46**

APPENDIX B: BOARD-APPROVED CWF INVESTMENTS AS OF 2017-10-31

AREA	COMMUNITY	TITLE	PROJECT CATEGORY	BOARD RESOLUTION IN HOTSHEET	GRANT AWARD AMOUNT	GRANTED CWF UNSPENT TO YEAREND 2016	PROJECT SURPLUS (RETURNED TO EA ACCOUNT)	CWF RECEIVED NOT YET ASSIGNED TO PROJECTS
SSI	Ganges	Drake Road - Hydrology Study Ph 2	Drinking Water	2017-07-12	$ 15,000.00	$ 15,000.00		
SSI	Ganges	Drake Road - Hydrology Study	Drinking Water	2017-02-22	$ 30,000.00	$ 30,000.00		
SSI	SSI	Experience the Gulf Islands (ETGI) Concept Plan	Long-term Infrastructure Plan	2016-12-14	$ 10,000.00	$ 10,000.00		
SSI	Maliview	Maliview Sewer System	Wastewater	2016-11-09	$ 195,000.00	$ 181,685.00		
SSI	Ganges	Ganges Boardwalk and Pecks Cove Park	Long-term Infrastructure Plan	2016-10-12	$ 150,000.00	$ 150,000.00		
SSI	SSI	Experience the Gulf Islands (ETGI) Concept Plan	Long-term Infrastructure Plan	2016-03-09	$ 25,000.00	$ 151.11		
SSI	Ganges	Nth Ganges Transportation Plan	Active Transportation	2016-02-10	$ 685,280.00	$ 685,280.00		
SSI	Maliview	Maliview Sewer System	Wastewater	2015-05-13	$ 35,000.00	$ 2,452.08		
SSI	SSI	Cycling/Pedestrian Trail Map (Experience the Gulf Islands)	Community Planning	2014-05-14	$ 25,000.00		$ 25,000.00	
SSI	St. Mary Lake	St. Mary's Lake Water Quality Assessment	Asset Management	2014-05-14	$ 35,000.00	$ -		
SSI	Ganges	Nth Ganges Transportation Plan	Active Transportation	2013-07-10	$ 100,000.00	$ 64,776.00		
SSI	Highland Fernwood	Highland/Fernwood	Drinking Water	2012-12-10	$ 150,000.00	$ -		
SSI	Highland Fernwood	Highland/Fernwood	Drinking Water	2012-12-10	$ 50,000.00	$ -		
SSI	Ganges	Nth Ganges Transportation Plan	Active Transportation	2012-04-11	$ 340,540.00	$ 2,406.00		
SSI	Highland Fernwood	Highland/Fernwood	Asset Management	2011-10-12	$ 87,937.00	$ -		
SSI	Highland Fernwood	Highland/Fernwood	Asset Management	2011-10-12	$ 72,063.00	$ -		
SSI	Ganges	Nth Ganges Transportation Plan	Active Transportation	2010-11-10	$ 338,134.00	$ -		
SSI	Beddis	Strategic Plan for Sewer and Water	Asset Management	2009-11-18	$ 24,550.00	$ 24,550.00		
SSI	Beddis	Beddis Water Treatment Plant	Drinking Water	2009-11-18	$ 142,000.00		$ 28,400.00	
SSI	Cedars of Tuam	Cedars of Tuam Water Treatment Plant	Drinking Water	2009-11-18	$ 30,400.00	$ 1,832.65		
SSI	Fernwood	Strategic Plan for Sewer and Water	Asset Management	2009-11-18	$ 24,550.00	$ 24,550.00		
SSI	Fulford	Strategic Plan for Sewer and Water	Asset Management	2009-11-18	$ 13,569.00	$ 5,535.00		
SSI	Fulford	Fulford Water Treatment Plant	Drinking Water	2009-11-18	$ 75,000.00	-$ 10,000.00		
SSI	Highland	Strategic Plan for Sewer and Water	Asset Management	2009-11-18	$ 24,550.00	$ 19,290.00		
SSI	Maliview	Strategic Plan for Sewer and Water	Asset Management	2009-11-18	$ 2,781.00	$ -		
SSI	Burgoyne Bay	Composting Pilot	Wastewater	2008-07-11	$ 30,000.00	$ -		
SSI	Ganges	Pathways	Active Transportation	2008-07-11	$ 425,000.00	$ -		
SSI	Ganges	Pathways	Active Transportation	2008-03-12	$ 50,000.00	$ -		
SSI	St. Mary Lake	St. Mary's Lake Compressor	Drinking Water	2007-07-05	$ 25,000.00	$ -		
SSI	Ganges	Ganges Transportation Management/ Conceptual Design	Active Transportation	2006-10-11	$ 30,000.00		$ 5,012.00	
SSI					**$ 3,241,354.00**	**$ 1,207,507.84**	**$ 58,412.00**	**$ 1,081,167.95**

Community Works Fund

Grant Application Toolkit

Capital Regional District | November 2017 (Version 1.1)

Developed by:

CRD Finance and Technology – Grants Coordinator
November 2017 (Version 1.1)

TABLE OF CONTENTS

INTRODUCTION 1

CWF REFERENCE MATERIALS 3

Key Definitions 3

Eligible Project Categories 3

Ineligible Project Categories 4

Eligible and Ineligible Expenditures 5

Eligible Project Examples 6

CWF PROPOSAL SCREENING AND APPLICATION PROCESS GUIDE 10

STEP 1: Review the CWF Reference Materials. 10

STEP 2: Answer questions A to G for a preliminary screening on project eligibility. 10

STEP 3: Use this checklist to verify that an application is complete. 11

CWF APPLICATION FORM - CRD SERVICE 12

CWF APPLICATION FORM - THIRD PARTY 17

INTRODUCTION

The Community Works Fund (CWF) is delivered to all local governments in British Columbia through a direct annual allocation to support local priorities.

2014-2024 Community Works Fund Agreement between the CRD and the Union of BC Municipalities (CWF Agreement) specifies the CRD's roles and responsibilities with regard to the expenditure and reporting of CWF.

This toolkit is designed to help ensure the CRD's compliance with the CWF Agreement. It provides the resource material needed to determine project eligibility for CWF and to assist in applying for funding. It is comprised of the following sections:

1. CWF Reference Materials
2. CWF Proposal Screening and Application Process Guide
   This form is included for demonstration purposes only; it is provided as a standalone fillable form for use in requesting feedback from the Finance and Technology Department on project eligibility.
3. CWF Application Forms:
   The following forms are included in the CWF Toolkit for demonstration purposes.
   - For applications aimed at supporting projects in CRD services;
   - For applications aimed at supporting Third Party projects.

   The fillable PDF versions of these forms are provided as a separate attachment to the Toolkit.

CWF REFERENCE MATERIALS

Unless otherwise specified, the following materials are extracted from the Administrative Agreement on the Federal Gas Tax Fund in British Columbia (the GTA).

Key Definitions

As defined in Annex A of the GTA, the following definitions are provided for ease of reference:

ASSET MANAGEMENT	Includes planning processes, approaches or plans that support integrated, lifecycle approaches to effective stewardship of infrastructure assets in order to maximize benefits and manage risk. It can include: ○ asset inventory ○ conditions of assets review ○ level of service framework ○ risk assessment ○ cost analysis ○ community priority setting ○ long-term financial planning
INFRASTRUCTURE	Means municipal or regional, publicly or privately owned tangible capital assets in British Columbia primarily for public use or benefit.
ULTIMATE RECIPIENT	a) A Local Government or its agent (including its wholly owned corporation; b) A non-municipal entity including, subject to a CRD Board resolution in support of the project: ○ FP – For Profit ○ NGO – Non-governmental organization ○ NFP – Not-for-profit (includes BC Improvement Districts) ○ BC-T – BC Transit

Eligible Project Categories

Schedule B of the GTA describes the eligible Project Categories as follows:

Infrastructure construction, renewal or material betterment (See betterment vs. maintenance on p. 7)

1. Local roads, bridges – roads, bridges and active transportation infrastructure (e.g.: cycling lanes and paths, sidewalks, hiking and walking trails);
2. Highways – highway infrastructure;
3. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean;
4. Regional and local airports – airport-related infrastructure, excluding the National Airport System;
5. Broadband connectivity – infrastructure that provides internet access to residents, business, and/or institutions in Canadian communities;
6. Public transit – infrastructure that supports a shared passenger transport system which is available for public use;
7. Drinking Water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems;
8. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems;

9. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal or recyclables, compostable materials and garbage;
10. Community energy systems – infrastructure that generates or increases the efficient usage of energy;
11. Brownfield redevelopment – remediation or decontamination and redevelopment of a brownfield site within CRD boundaries, where the redevelopment includes:
    a. the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or
    b. the construction of a CRD park and publicly-owned social housing;
12. Sport infrastructure – amateur sport infrastructure;
13. Recreational infrastructure – recreational facilities or networks;
14. Cultural infrastructure – infrastructure that supports arts, humanities, and heritage;
15. Tourism infrastructure – infrastructure that attracts travelers for recreation, leisure, business or other purpose;
16. Disaster mitigation – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.

Capacity building to strengthen the ability of Local Government to develop long-term planning practices.

Capacity building includes investments related to strengthening the ability of the CRD to develop long-term planning practices. Project expenditures can include:

1. Capital investment plans
2. Integrated community sustainability plans
3. Life-cycle cost assessments
4. Asset Management Plan
5. Studies, strategies, or systems related to asset management (e.g.: software acquisition and implementation)
6. Training directly related to asset management planning
7. Long-term infrastructure plans

Ineligible Project Categories

Schedule B of the GTA describes the in-eligible Project Categories as follows:

1. Response and emergency services related infrastructure: fire halls, fire trucks, fire services equipment, emergency service vehicles, buildings and equipment;
2. Investments in health infrastructure (hospitals, convalescent and seniors centres);
3. Investments in the National Airport System;
4. Investments in facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League);
5. The purchase of vessels, infrastructure that supports passenger-only ferry services;
6. Rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging;
7. Feasibility studies under the capacity building stream (see Reference Guide p.5)

Eligible and Ineligible Expenditures

Schedule C of the GTA describes eligible and ineligible expenditures.

Eligible Expenditures

1. Expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset;
2. Expenditures directly related to the joint communication activities and with federal project signage for GTF funded projects;
3. Expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life cycle costs assessments, and Asset Management Plans. These expenditures could include:
    a. Studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
    b. Training directly related to asset management planning
    c. Long-term infrastructure plans
4. Employee and equipment costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:
    a. The Ultimate Recipient demonstrates that it is not economically feasible to tender a contract;
    b. The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
    c. The arrangement is approved in advance and in writing by UBCM.

Ineligible Expenditures

1. Leasing costs;
2. Overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient;
3. Direct or indirect operating or administrative costs;
4. Costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures describe above;
5. Taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
6. Purchase of land or any interest therein, and related costs;
7. Legal fees; and
8. Routine repair and maintenance costs.

Betterment vs. Routine Repair and Maintenance

A betterment is a material cost incurred to enhance the service potential (useful life or capacity) of a tangible capital asset. A betterment will:

1. Increase the previously assessed physical output or service capacity;
2. Significantly lower associated operating costs (efficiency);
3. Extend the life of the property; or
4. Improve the quality of the output.

Eligible Project Examples

CATEGORY	DESCRIPTION	EXAMPLES
Public Transit	Infrastructure which supports a shared passenger transport system which is available for public use	○ Transit infrastructure such as rail and bus rapid transit systems, and related facilities ○ Buses, rail cars, ferries, para-transit vehicles, and other rolling stock and associated infrastructure ○ Intelligent Transport Systems such as fare collection, fleet management, transit priority signaling, and real time traveler information system at stations and stops ○ Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals
Local Roads, Bridges, and Active Transportation	Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel)	○ New and rehabilitation of roads ○ New and rehabilitation of bridges ○ Cycling lanes, paths, sidewalks and hiking trails ○ Intelligent Transportation systems ○ Additional capacity for high occupancy/ transit lanes, grade separations, interchange structures, tunnels, intersections and roundabouts
Regional and Local Airports	Airport related infrastructure (excludes National Airport System)	○ Construction projects that enhance airports and are accessible all year- round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.) ○ Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities
Short-line Rail	Railway related infrastructure for carriage of passengers or freight	○ Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal ○ Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel ○ Construction, development or improvement of facilities to improve interchange of goods between modes ○ Procurement of technology and equipment used to improve the interchange of goods between modes ○ Short-line operators must offer year- round service
Short-sea Shipping	Infrastructure related to the movement of	○ Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities ○ Capitalized equipment for loading/unloading required

CATEGORY	DESCRIPTION	EXAMPLES
	cargo and passengers around the coast and on inland waterways, without directly crossing an ocean	for expansion of short-sea shipping o Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS) *Note: The purchase of vessels, infrastructure that supports passenger- only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding*
Community Energy Systems	Infrastructure that generates or increases efficient use of energy	o Renewable electricity generators o Electric vehicle infrastructure/fleet vehicle conversion o Hydrogen infrastructure (generation, distribution, storage) o Wind/solar/thermal/geothermal energy systems o Alternative energy systems that serve local government infrastructure o Retrofit local government buildings and infrastructure
Drinking Water	Infrastructure for drinking water conservation, collection, treatment and distribution	o Drinking water treatment infrastructure o Drinking water distribution system (including metering)
Wastewater	Infrastructure that supports wastewater and storm water collection, treatment and management systems	o Wastewater collection systems and or wastewater treatment facilities or systems o Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization o Separate storm water collection systems
Sport Infrastructure	Amateur sport infrastructure	o Sport infrastructure for community public use o Sport infrastructure in support of major amateur athletic events *NOTE: Excludes facilities, including arenas, which would be used as a home of professional sports teams or major junior hockey teams*
Recreation Infrastructure	Recreational facilities or networks	o Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, or other facilities that have sport and/or physical activity as a primary rationale o Community centers that offer programming to the community at large, including all segments of the

CATEGORY	DESCRIPTION	EXAMPLES
		population o Networks of parks, fitness trails and bike paths
Cultural Infrastructure	Infrastructure that supports arts, humanities, and heritage	o Museums o The preservation of designated heritage sites o Local government owned libraries and archives o Facilities for the creation, production, and presentation of the arts o Infrastructure in support of the creation of a cultural precinct within an urban core
Tourism Infrastructure	Infrastructure that attract travelers for recreation, leisure, business or other purposes	o Convention centers o Exhibition hall-type facilities o Visitor centres
Disaster Mitigation	Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.	o Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change o Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme national events and impacts or events related to climate change *NOTE: this category is related to disaster prevention (such as dykes, berms, seismic upgrades etc.) and not response (such as fire trucks, fire halls etc.)*
Broadband Connectivity	Infrastructure that provides internet access to residents, businesses, and/or institutions in BC.	o High-speed backbone o Point of presence o Local distribution within communities o Satellite capacity
Brownfield Redevelopment	Remediation or decontamination and re-development of a brownfield site within municipal boundaries.	o New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement o New construction of municipal use public parks and affordable housing. *NOTE: For this category, redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the GTF, and/or the construction of municipal use public parks and publicly-owned social housing.*

CATEGORY	DESCRIPTION	EXAMPLES
Asset Management	Increase local government capacity to undertake asset management planning practices.	○ Asset Management Practices Assessment ○ Current State of Assets Assessment ○ Asset Management Policy ○ Asset Management Strategy ○ Asset Management Plan ○ Long-Term Financial Plan ○ Asset Management Practices Implementation Plan ○ Asset Management Plan Annual Report
Integrated Community Sustainability Plans	Increase local government capacity to undertake integrated community sustainability plans.	○ Integrated community sustainability plans ○ Regional growth strategies ○ Community development plans ○ Community plans
Long-term Infrastructure Plans		○ Transportation plans ○ Infrastructure development plans ○ Liquid waste management plans ○ Solid waste management plans ○ Long-term cross-modal transportation plans ○ Water conservation/demand management plans ○ Drought management contingency plans ○ Air quality plans ○ GHG reduction plans ○ Energy conservation plans

CWF PROPOSAL SCREENING AND APPLICATION PROCESS GUIDE

STEP 1: Review the CWF Reference Materials.

The CWF Reference Materials are provided to help you assess the eligibility of your proposed project using questions A-F. The table below identifies the relevant reference(s) for each question.

QUESTION	REFERENCE MATERIAL	QUESTION	REFERENCE MATERIAL
A	Key Definitions (See Ultimate Recipient)	C, D	Eligible and Ineligible Expenditures
B	Eligible Project Categories	F	Eligible Project Examples

(THIS SCREENING FORM IS AVAILABLE AS A FILLABLE PDF)

STEP 2: Complete and send the Screening Form to an Electoral Area Administrator; see contacts below.

A. Does your organization comply with the 'Ultimate Recipient' definition? ___ YES ___NO

If you answered 'NO', proceed to item H; otherwise, proceed to item B.

B. What category of tangible outcome will be created? ___ 1 ___2 ___NEITHER

1. Infrastructure construction, renewal or material betterment primarily for public use and benefit.
2. Capacity building to strengthen the CRD's ability to develop long-term planning practices.

If you answered 'NEITHER', go to item H; if you answered '1' go to item D; if you answered '2' go to item C.

C. Could the project outcome be a recommendation that no further action be taken (E.g.: an analysis that recommends a no-go decision)? ___ YES ___NO

If you answered 'YES' go to item H; otherwise, proceed to item D.

D. a) Does your proposed use of CWF comply with the Eligible Expenditures ___ YES ___NO
b) Do you have the funding to cover the project's non-eligible expenditures? ___ YES ___NO

If you answered 'NO' to a) and/or b), go to item H; otherwise, proceed to item E.

E. a) Can you describe, in your community's context, how your project aligns with at least one of the CWF eligible project examples listed in Eligible Project Examples? ___ YES ___NO
b) Can you identify a similar project in the UBCM List of Funded Projects (2015)? ___ YES ___NO
If yes, please specify the project: _____

If you answered 'NO' to both a) and b), go to item H; otherwise, proceed to item F.

F. Does the project area's Electoral Area Director support the project? ___ YES ___NO

If you answered 'NO', go to item H; otherwise, proceed to item G.

G. If you made it to this point, your project may be eligible for application. Submit this completed screening form to your Electoral Area Administrator for confirmation of eligibility.

Once eligibility is confirmed, use the appropriate fillable PDF form from the 2 options below. Samples of both forms are provided on pages 12-22. Upon completing the form, go to Step 3.

1. For a CWF grant to support a CRD Service, fill out: CWF Application – CRD Service
2. For a CWF grant to support an eligible Third Party, fill out: CWF Application – Third Party

H. It is highly unlikely that the proposed project will qualify for a CWF grant. If you wish to discuss this conclusion with someone at the CRD, please contact the Administrator for your Electoral Area (see contact information below).

ELECTORAL AREA ADMINISTRATORS - CONTACT INFORMATION:

Juan de Fuca: Iain Lawrence ■ Salt Spring Island: Karla Campbell ■ Southern Gulf Islands: June Klassen

STEP 3: Use this checklist to verify that an application is complete.

- ○ Use the online fillable form applicable to your organization type:

  a) CRD Service Application Form

  OR

  b) Third Party Application Form.

- ○ Verify that all the fields are completed and that you have followed the instructions provided in the form.

- ○ Ensure the supporting documentation, in accordance with the specifications for the type of project proposed, is attached in PDF format:

  TYPE 1 – Infrastructure Construction, Renewal, or Material Betterment

  - ○ Drawings and Specifications
  - ○ Product Specifications
  - ○ Permits (e.g. Construction)

  TYPE 2 – Capacity Building

  - ○ Terms of Reference
  - ○ Workplan
  - ○ Statement of Qualifications (For sole sourcing)

- ○ If the project involves a Direct Award Contract, be sure to fill out the Direct Award Rationale Form (Section 9 for CRD Service Application; Section 10 for Third Party Application)

- ○ Submit the application and supporting documents in PDF format to your Electoral Area Administrator:

ELECTORAL AREA ADMINISTRATORS - CONTACT INFORMATION:

Juan de Fuca: Iain Lawrence ■ Salt Spring Island: Karla Campbell ■ Southern Gulf Islands: June Klassen

Community Works Fund (CWF) Grant Application – CRD Service

SECTION 1: Ultimate Recipient Information

CRD DEPT.	SERVICE NAME:	SERVICE NO.:

SELECT THE ELECTORAL AREA WHERE THE PROJECT LOCATED:

LIST THE COMMUNITY/IES THE PROJECT WILL BENEFIT:

ESTIMATED # OF PEOPLE WHO WILL BENEFIT FROM THE PROJECT:

SECTION 2: Project Summary

PROJECT TITLE:

ELIGIBLE PROJECT CATEGORY:

SPECIFY THE PROJECT OUTCOME IN TERMS OF INFRASTRUCTURE AND/OR PLANS THAT THE CWF FUNDING WILL HELP ACHIEVE:

SELECT THE PROJECT TYPE (TYPE 1 OR 2) AND ATTACH IN APPENDIX A THE ADDITIONAL PROJECT INFORMATION IN PDF FORMAT TO YOUR APPLICATION AS SPECIFIED FOR THAT PROJECT TYPE:

☐ TYPE 1: Infrastructure construction, renewal, or material betterment
- Drawings and Specifications
- Product Specifications
- Permits (e.g. Construction)

☐ TYPE 2: Capacity Building
- Terms of Reference
- Workplan
- Statement of Qualifications (For sole sourcing)

WILL THE PROJECT OBTAIN PROPER INSURANCE? ☐ IF YES, SPECIFY TYPE: IF NO, DESCRIBE WHY:

WILL THE PROJECT OBTAIN ALL APPROVALS, CERTIFICATE(S), AND PERMITS REQUIRED BY ANY GOVERNMENT AUTHORITY? ☐ IF NO, DESCRIBE WHY:

IS THIS PROJECT PART OF A MULTI-PHASE PROJECT? ☐ IF YES, WHAT IS THE PHASE #: ☐ HOW WILL THE WORK BE TENDERED?

IF DIRECT-AWARD, PLEASE COMPLETE SECTION 9 TO PROVIDE THE RATIONALE.

FOR CAPACITY BUILDING PROJECTS, SKIP TO SECTION 4.

SECTION 3: Infrastructure Project Details

AT WHAT PHASE IS THIS PROJECT?	WHAT IS THE PROPERTY OWNERSHIP TYPE?
WHAT IS THE SERVICE TYPE?	DO YOU HAVE AN ASSET MANAGEMENT PLAN FOR THE RESULTING INFRASTRUCTURE?

HOW WILL THE LIFE-CYLCE COST OF THE RESULTING INFRASTRUCTURE BE FUNDED?

SECTION 4: Project Strategic Alignment

DESCRIBE HOW THE PROPOSED PROJECT ALIGNS WITH THE ELECTORAL AREA STRATEGIC DIRECTION:

USING THE ELIGIBLE PROJECT EXAMPLES TABLE, IDENTIFY AN EXAMPLE PROJECT THAT RELATES MOST CLOSELY TO THE PROPOSED PROJECT:

DESCRIBE HOW THE PROPOSED PROJECT IN ITS COMMUNITY CONTEXT RELATES TO THE ELIGIBLE PROJECT EXAMPLE IDENTIFIED ABOVE:

WHICH OF THE GAS TAX OBJECTIVE(S) DOES YOUR PROJECT SUPPORT?

☐ PRODUCTIVITY AND ECONOMIC GROWTH ☐ A CLEAN ENVIRONMENT ☐ STRONG CITIES AND COMMUNITIES

DEMO DEMO DEMO DEMO

Community Works Fund (CWF) Grant Application – CRD Service

SECTION 5: Project Budget and Schedule

PROJECT BUDGET SUMMARY AND SCHEDULE	AMOUNT
Planning Cost (Including consultant, design, and tendering):	
Implementation Cost (including construction , materials purchase, labour):	
Other Costs (E.g.: Contingency, permits, etc…):	
Total Cost :	
Estimate Class:	
CWF Grant Request:	
Is the CWF grant requested replacing other available funding sources for the project?	

SCHEDULE: Estimated Start Date: _____ Estimated End Date: _____ Project duration (months): _____

COST DETAILS (See Toolkit Page 6 for Expenditure Guidelines)	AMOUNT
CWF Request Expenditure Breakdown:	
Eligible Costs:	

Other Funding Expenditure Breakdown:

FUNDING SOURCE	EXPENDITURE	
	Ineligible Costs:	

SECTION 6: Project Attestations

CAPITAL REGIONAL DISTRICT PROJECT MANAGER:

○ I hereby certify that this completed application provides a truthful and accurate representation of the proposed project in compliance with the CWF guidelines explained in the CWF Grant Application Toolkit;

○ I have reviewed and understand the Capital Regional District's (CRD) Procurement Policy (Section 8).

NAME	TITLE	EMAIL	Tel. No.	DD/MM/YYYY

CAPITAL REGIONAL DISTRICT ELECTORAL AREA ADMINISTRATOR:

○ I hereby certify that this completed application provides a truthful and accurate representation of the proposed project in compliance with the CWF guidelines explained in the CWF Grant Application Toolkit.

NAME	TITLE	EMAIL	Tel. No.	DD/MM/YYYY

CAPITAL REGIONAL DISTRICT ELECTORAL AREA DIRECTOR:

○ I hereby certify that this completed application provides a truthful and accurate representation of the proposed project in compliance with the CWF guidelines explained in the CWF Grant Application Toolkit.

NAME	ELECTORAL AREA	SIGNATURE	DD/MM/YYYY

CAPITAL REGIONAL DISTRICT FINANCIAL SERVICES:

○ I hereby certify that this completed application provides a truthful and accurate representation of the proposed project in compliance with the CWF guidelines explained in the CWF Grant Application Toolkit.

NAME	SIGNATURE	DD/MM/YYYY
Nelson Chan, Chief Financial Officer		

VERIFY THAT YOUR APPLICATION IS COMPLETE AND SUBMIT IT TO THE ELECTORAL AREA ADMINISTRATOR:

Juan de Fuca: Iain Lawrence ■ Salt Spring Island: Karla Campbell ■ Southern Gulf Islands: June Klassen

DEMO DEMO DEMO

Community Works Fund (CWF) Grant Application – CRD Service

SECTION 7: Project Supporting Documentation

In this section, please insert supporting documentation in PDF format relevant to the type of project proposed.

☐ TYPE 1: Infrastructure construction, renewal, or material betterment ▪ Drawings and Specifications ▪ Product Specifications ▪ Permits (e.g. Construction)	☐ TYPE 2: Capacity Building ▪ Terms of Reference ▪ Workplan ▪ Statement of Qualifications (For sole sourcing)

DEMO DEMO DEMO DEMO

SECTION 8: Capital Regional District Procurement Policy

To be added to online fillable PDF form.

DEMO DEMO DEMO DEMO

Community Works Fund (CWF) Grant Application – CRD Service

SECTION 9: Direct Award Rationale Form

To be added to online fillable PDF form.

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Community Works Fund (CWF) Grant Application – Third Party

(SCHEDULE D of the Capital Regional District-CWF Contribution Agreement)

SECTION 1: Ultimate Recipient Information

ORGANIZATION LEGAL NAME:

ORGANIZATION TYPE:

ORGANIZATION MAILING ADDRESS:

SELECT THE ELECTORAL AREA WHERE THE PROJECT LOCATED:

LIST THE COMMUNITY/IES THE PROJECT WILL BENEFIT:

ESTIMATED # OF PEOPLE WHO WILL BENEFIT FROM THE PROJECT:

SECTION 2: Project Summary

PROJECT TITLE:

ELIGIBLE PROJECT CATEGORY:

SPECIFY THE PROJECT OUTCOME IN TERMS OF INFRASTRUCTURE AND/OR PLANS THAT THE CWF FUNDING WILL HELP ACHIEVE:

SELECT THE PROJECT TYPE (TYPE 1 OR 2) AND ATTACH IN APPENDIX A THE ADDITIONAL PROJECT INFORMATION IN PDF FORMAT TO YOUR APPLICATION AS SPECIFIED FOR THAT PROJECT TYPE:

☐ TYPE 1: Infrastructure construction, renewal, or material betterment
- Drawings and Specifications
- Product Specifications
- Permits (e.g. Construction)

☐ TYPE 2: Capacity Building
- Terms of Reference
- Workplan
- Statement of Qualifications (For sole sourcing)

WILL THE PROJECT OBTAIN PROPER INSURANCE? ☐ IF YES, SPECIFY TYPE: IF NO, DESCRIBE WHY:

WILL THE PROJECT OBTAIN ALL APPROVALS, CERTIFICATE(S), AND PERMITS REQUIRED BY ANY GOVERNMENT AUTHORITY? ☐ IF NO, DESCRIBE WHY:

IS THIS PROJECT PART OF A MULTI-PHASE PROJECT? ☐ IF YES, WHAT IS THE PHASE #: ☐ HOW WILL THE WORK BE TENDERED?

IF DIRECT-AWARD, PLEASE COMPLETE SECTION 10 TO PROVIDE THE RATIONALE.

FOR CAPACITY BUILDING PROJECTS, SKIP TO SECTION 4.

SECTION 3: Infrastructure Project Details

AT WHAT PHASE IS THIS PROJECT?

WHAT IS THE PROPERTY OWNERSHIP TYPE?

WHAT IS THE SERVICE TYPE?

DO YOU HAVE AN ASSET MANAGEMENT PLAN FOR THE RESULTING INFRASTRUCTURE?

HOW WILL THE LIFE-CYLCE COST OF THE RESULTING INFRASTRUCTURE BE FUNDED?

IF THE PROPERTY OWNERSHIP IS PRIVATE FOR A PRIVATE SERVICE, HOW WILL THE PROJECT'S REQUIREMENT OF BEING PRIMARILY FOR PUBLIC USE AND BENEFIT BE MET?

SECTION 4: Project Strategic Alignment

DESCRIBE HOW THE PROPOSED PROJECT ALIGNS WITH THE ELECTORAL AREA STRATEGIC DIRECTION:

USING THE ELIGIBLE PROJECT EXAMPLES TABLE, IDENTIFY AN EXAMPLE PROJECT THAT RELATES MOST CLOSELY TO THE PROPOSED PROJECT:

DESCRIBE HOW THE PROPOSED PROJECT IN ITS COMMUNITY CONTEXT RELATES TO THE ELIGIBLE PROJECT EXAMPLE IDENTIFIED ABOVE:

WHICH OF THE GAS TAX OBJECTIVE(S) DOES YOUR PROJECT SUPPORT?

☐ PRODUCTIVITY AND ECONOMIC GROWTH ☐ A CLEAN ENVIRONMENT ☐ STRONG CITIES AND COMMUNITIES

DEMO DEMO DEMO

Community Works Fund (CWF) Grant Application – Third Party

(SCHEDULE D of the Capital Regional District-CWF Contribution Agreement)

SECTION 5: Project Budget and Schedule

PROJECT BUDGET SUMMARY AND SCHEDULE	AMOUNT
Planning Cost (Including consultant, design, and tendering):	
Implementation Cost (including construction , materials purchase, labour):	
Other Costs (E.g.: Contingency, permits, etc…):	
Total Cost :	
Estimate Class:	
CWF Grant Request:	
Is the CWF grant requested replacing other available funding sources for the project?	

SCHEDULE: Estimated Start Date: _____ Estimated End Date: _____ Project duration (months): _____

COST DETAILS	AMOUNT
CWF Request Expenditure Breakdown:	
Eligible Costs:	
Other Funding Expenditure Breakdown:	

FUNDING SOURCE	EXPENDITURE	
	Ineligible Costs:	

SECTION 6: Project Attestations

THIRD PARTY PROJECT LEAD:

◯ I hereby certify that this completed application provides a truthful and accurate representation of the proposed project in compliance with the CWF guidelines explained in the CWF Grant Application Toolkit;

◯ I have reviewed and understand the terms in the CWF 3rd Party Contribution Agreement Boiler Plate (Section 8);

◯ I have reviewed and understand the Capital Regional District's (CRD) Procurement Policy (Section 9).

NAME	TITLE	EMAIL	Tel. No.	DD/MM/YYYY

CAPITAL REGIONAL DISTRICT ELECTORAL AREA ADMINISTRATOR:

◯ I hereby certify that this completed application provides a truthful and accurate representation of the proposed project in compliance with the CWF guidelines explained in the CWF Grant Application Toolkit.

NAME	TITLE	EMAIL	Tel. No.	DD/MM/YYYY

CAPITAL REGIONAL DISTRICT ELECTORAL AREA DIRECTOR:

◯ I hereby certify that this completed application provides a truthful and accurate representation of the proposed project in compliance with the CWF guidelines explained in the CWF Grant Application Toolkit.

NAME	ELECTORAL AREA	SIGNATURE	DD/MM/YYYY

CAPITAL REGIONAL DISTRICT FINANCIAL SERVICES:

◯ I hereby certify that this completed application provides a truthful and accurate representation of the proposed project in compliance with the CWF guidelines explained in the CWF Grant Application Toolkit.

NAME	SIGNATURE	DD/MM/YYYY
Nelson Chan, Chief Financial Officer		

VERIFY THAT YOUR APPLICATION IS COMPLETE AND SUBMIT IT TO THE ELECTORAL AREA ADMINISTRATOR:

Juan de Fuca: Iain Lawrence ■ Salt Spring Island: Karla Campbell ■ Southern Gulf Islands: June Klassen

DEMO DEMO DEMO

Community Works Fund (CWF) Grant Application – Third Party

(SCHEDULE D of the Capital Regional District-CWF Contribution Agreement)

SECTION 7: Project Supporting Documentation

In this section, please insert supporting documentation in PDF format relevant to the type of project proposed.

☐ TYPE 1: Infrastructure construction, renewal, or material betterment ▪ Drawings and Specifications ▪ Product Specifications ▪ Permits (e.g. Construction)	☐ TYPE 2: Capacity Building ▪ Terms of Reference ▪ Workplan ▪ Statement of Qualifications (For sole sourcing)

DEMO DEMO DEMO DEMO

Community Works Fund (CWF) Grant Application – Third Party

(SCHEDULE D of the Capital Regional District-CWF Contribution Agreement)

SECTION 8: CWF Contribution Agreement Boiler Plate

To be added to the online fillable PDF form.

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SECTION 9: Capital Regional District Procurement Policy

To be added to the online fillable PDF form.

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SECTION 10: Direct Award Rationale Form

To be added to the online fillable PDF form.

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AGREEMENT NO.: FTG _____ - _____
YYYY NUMBER

Contribution Agreement Regarding Use of Community Works Funds

This Agreement dated effective _____.
DD/MM/YYYY

BETWEEN:

CAPITAL REGIONAL DISTRICT

625 Fisgard Street
Victoria, B.C. V8W 1R7

(herein called the "**CRD**")

OF THE FIRST PART

AND:

(herein called "the **Recipient**")

OF THE SECOND PART

WHEREAS:

A. The Regional Board of the CRD has entered into a Community Works Fund ("**CWF**") Agreement (the "**CWF Agreement**") with the Union of British Columbia Municipalities ("**UBCM**") to enable the CRD to build and revitalize public infrastructure that supports productivity, economic growth, a clean environment and strong cities and communities, and to benefit from the CWF in accordance with the terms and conditions of the Administrative Agreement on the Federal Gas Tax Fund in British Columbia dated April 1, 2014 between Canada, British Columbia, and the UBCM (the "**Administrative Agreement**");

B. The CWF Agreement contemplates that Local Governments will enter into Contracts with other Ultimate Recipients for the implementation of Eligible Projects;

C. The CRD has been advised by UBCM that an entity such as the Recipient may be considered an Ultimate Recipient pursuant to the CWF Agreement, and the CRD may enter into Agreements with Ultimate Recipients to receive funds for Eligible Projects, provided that all requirements of the CWF Agreement are met;

D. The Recipient operates on a non-commercial basis and therefore is not considered to be an "industrial, commercial or business undertaking" as contemplated by the *Local Government Act,* R.S.B.C. 2015, c. 1 making it permissible for the CRD to provide assistance;

E. If CWF funding is used for an Eligible Project, the CRD remains the Ultimate Recipient of the CWF funding and must fulfill its commitments to the UBCM under the CWF Agreement in relation to the Eligible Project;

F. The funding provided by this agreement is for the purpose described in Schedule D, and herein referred to as “the Project”’

G. The Recipient and the CRD agree that the Project is needed for the reason(s) described in Schedule D;

H. The CRD has indicated support for the Project as an Eligible Project through a formal resolution of its Board of Directors, and wishes to enter into an agreement (the **“Contribution Agreement”**) between the CRD and the Recipient stipulating the contribution amount and defining the work and content of the Project;

I. The CRD and the Recipient must comply at all times with the terms and conditions of the CWF Agreement in respect of the use of the CWF for the Eligible Project.

NOW THEREFORE THIS AGREEMENT WITNESSES that the parties hereto in consideration of the monies to be paid by the CRD to the Recipient as hereinafter set forth and of the premises and the mutual covenants hereinafter contained the parties hereto agree as follows:

1. The following Schedules, originating in whole or part from the Administrative Agreement, and appended to the CWF Agreement, are attached to and form part of this Contribution Agreement:

    Schedule A – Definitions
    Schedule B – Eligible Project Categories
    Schedule C – Eligible and Ineligible Expenditures

    Capitalized terms not otherwise defined in this Contribution Agreement have the meanings as defined in the above Schedule A.

2. Schedule D describes the purpose of this agreement and is part of this Contribution Agreement.

3. (a) Subject to the terms and conditions of this Contribution Agreement, the CRD shall provide funding as specified in Schedule D from the funds received through the CWF Agreement (the "**Contribution**") to the Recipient for the purpose of the Project described in Schedule D.

    (b) The CRD shall pay the Contribution, to the Recipient within 30 days of the date of this Agreement;

    (c) The Recipient shall ensure that the entirety of the Contribution amount provided pursuant to section 3(b) is paid or disbursed in respect of the Eligible Expenditures by the project end date specified in Schedule D;

    (d) In the event that the Recipient does not spend the Contribution or any portion thereof on an Eligible Expenditure for the Project, as required under section 3(c), the Recipient shall immediately return the Unspent Funds to the CRD. The Recipient shall provide receipts for all funds allocated to the Eligible Expenditures for the project at the project end date specified in Schedule D;

(e) The CRD shall be not obliged to make any payment under this Contribution Agreement more than one year after Project Completion, after which date the payment obligations of the CRD in respect of the Contribution shall be terminated.

4. The term of this Contribution Agreement shall be from the date of execution until the day that is 5 years after Project Completion (the "Term").

5. Subject to this Contribution Agreement, the Recipient may spend the Contribution for the purposes of the Project only on those expenditures that constitute Eligible Expenditures, as described at Schedule C.

6. The Recipient shall:

(a) ensure that the Project is conducted in a safe and efficient manner to a standard that is equal to or higher than if the Project were to be conducted by CRD directly;

(b) implement the project with sufficient capacity to meet the anticipated needs of the target communities individually and collectively;

(c) obtain and maintain in force all approvals, certificates and permits required by any government authority in connection with the construction and/or implementation of the Project;

(d) where applicable, comply with all relevant policies and procedures of the CRD with respect to use of the Contribution for the award of Contracts and any other agreements for the purposes of the Project;

(e) ensure that all components of the Project are operated in accordance with any and all instructions provided by the Project designer, installer, manufacturer or other qualified professional, and maintained in good working condition;

(f) assume all responsibility related to the proper operation and routine maintenance of all aspects of the Project upon completion of the Project.

7. The Recipient will, without limiting its obligations or liabilities herein, provide and maintain insurances with insurers licensed in Canada with coverage of a type, and in amounts, that any similar business, acting reasonably, would procure for a project of the scope, size and exposure of this Project, during the term of this Agreement and for any subsequent ongoing operations and maintenance of the resulting infrastructure.

8. The Recipient shall require and ensure that each Third Party maintains insurances comparable to those required in Section 7.

9. The Recipient shall indemnify, release and save harmless the CRD, its elected and appointed officers, employees and agents and the Government of Canada, British Columbia and UBCM and any of their officers, servants, employees or agents, from and against any and all claims, suits, demands, actions, causes of action, damages, costs, fees, fines, and penalties whatsoever, including legal fees and liability, that the Recipient has or may have or that a Third Party or any person has or may have, caused by or arising from the Contribution or the implementation of the Project by the Recipient, including liability arising out of any claim, allegation or determination that the CRD has breached the CWF Agreement by transferring the Contribution to the Recipient pursuant to this Contribution Agreement, including without limitation any obligation to repay funds to

UBCM or Canada pursuant to the CWF Agreement or the Administrative Agreement, except to the extent to which such claims or losses relate to the negligence or willful misconduct of an officer, servant, employee, or agent of the CRD, Canada, British Columbia or the UBCM in the performance of his or her duties.

10. Nothing in this Contribution Agreement shall be interpreted as creating an agency, joint venture, principal-agent, or partnership relationship between any of the CRD, UBCM or Canada and the Recipient, nor an employment relationship between any of CRD, UBCM or Canada and the Recipient and its employees or volunteers.

11. The Recipient warrants and represents to the CRD that it has sufficient legal authority to carry out the Project as contemplated by this Contribution Agreement, with the intention that the CRD will rely upon such warranty and representation.

12. The Recipient acknowledges and agrees that it has been provided with copies of the Administrative Agreement and the CWF Agreement and that the Recipient has reviewed those agreements and is aware of the terms and conditions contained therein.

13. The CRD represents and warrants that UBCM considers the Recipient to be an Ultimate Recipient pursuant to the CWF Agreement, and the parties acknowledge and agree that this Contribution Agreement constitutes a Contract between the Recipient and the CRD pursuant to the CWF Agreement.

14. The Recipient acknowledges that the CRD retains responsibility for the use of the Contribution under the CWF Agreement and reporting on the use of funds received under the CWF Agreement. The Recipient , as the owner of the funded assets acquired with the Contribution, shall during the Term of this Contribution Agreement and at its cost:

    (a) maintain all administrative, corporate and accounting records related to the receipt and expenditure of all the Contribution (the "**Records**") in accordance with generally accepted accounting principles, and retain these records for at least six (6) years following completion of the Project;

    (b) provide access to all Records to CRD, UBCM or Canada auditors upon request by the CRD;

    (c) spend the Contribution only on Eligible Expenditures of Eligible Projects as defined in the CWF Agreement;

    (d) ensure that any Contract or agreement with a Third Party in relation to the Project shall:

        (i) ensure that the Recipient remains in compliance with all requirements of this Contribution Agreement;

        (ii) contain terms that oblige such Third Party to comply with the terms and conditions of this Contribution Agreement; and

        (iii) not cause the CRD to be out of compliance with the CWF Agreement;

    (e) where the CRD has contributed funds for the Project in the previous calendar year, report to the CRD and provide to the CRD on or before March 31 of each year all other information necessary or useful to permit the CRD to fulfill its reporting

requirements to UBCM required under section 6 of the CWF Agreement and section 9 of Schedule A of the Administrative Agreement; and

(f) provide further information, documentation and reports upon request by CRD, acting reasonably.

15. The Recipient acknowledges that the CRD will rely upon information provided to CRD under section 14 of this Contribution Agreement to fulfill its commitments to UBCM pursuant to the CWF Agreement, including to complete reporting in relation to the Project and Eligible Expenditures.

16. The Recipient will not alter the agreed use of the Contribution for the Project without the written agreement of the CRD, which may be withheld in the sole and complete discretion of the CRD.

17. The Recipient shall retain ownership of and title to the Project, including all materials, components, devices and equipment acquired with the use of the Contribution, as long as Recipient retains ownership of the improvements benefitting from the Project.

18. If the Recipient disposes of the Project or any interest in the Project through the sale, lease, encumbrance or other disposal of an asset resulting from the Project (the "**Disposition**") within five (5) years of the date of completion and the Disposition is made to, or granted in favour of, a person or entity other than the CRD or a person or entity approved in writing by the CRD, acting reasonably, the Recipient shall pay any revenue generated or arising from such Disposition to the CRD to be invested by the CRD into other Eligible Projects in accordance with section 6.1(H) of the CWF Agreement.

19. Default

If either Party is in default of any of its obligations under this Contribution Agreement and, upon receiving written notice of the default from the other Party, fails to correct the default or to take steps to correct the default within ten (10) business days of having received the notice, or such other time as the Parties may agree in writing, the other Party may provide ninety (90) days written notice to the defaulting Party to terminate the Contribution Agreement.

20. If this Contribution Agreement is terminated within the first five (5) years of the Term due to an uncorrected default of the Recipient, then the Recipient will reimburse the CRD for the full amount of the Contribution, to be invested by the CRD into other Eligible Projects in the complete discretion of the CRD.

21. Notices

(a) Each notice sent pursuant to this Contribution Agreement ("**Notice**") shall be in writing and shall be sent to the relevant Party at the relevant address, facsimile number or e-mail address set out below. Each such Notice may be sent by registered mail, by commercial courier, by facsimile transmission, or by electronic mail;

(b) The Contact Information for the parties is in Schedule D.

(c) Each Notice sent by electronic mail ("**E-Mail Notice**") must show the e-mail address of the sender, the name or e-mail address of the recipient, and the date and time of transmission, must be fully accessible by the recipient, and unless

receipt is acknowledged, must be followed within twenty-four (24) hours by a true copy of such Notice, including all addressing and transmission details, delivered (including by commercial courier) or sent by facsimile transmission;

(d) Subject to sections 21(a) through 21(c), each Notice shall be deemed to have been given or made at the following times:

(i) if delivered to the address (including by commercial courier), on the day the Notice is delivered;

(ii) if sent by registered mail, seven (7) days following the date of such mailing by sender;

(iii) if sent by facsimile transmission, on the date the Notice is sent by facsimile transmission; or

(i) if sent by electronic mail, on the date the E-Mail Notice is sent electronically by e-mail by the sender;

(e) If a Notice is delivered, sent by facsimile transmission or sent by electronic mail after 4:00 p.m., or if the date of deemed receipt of a Notice falls upon a day that is not a Business Day, then the Notice shall be deemed to have been given or made on the next Business Day following;

(f) Notice given by facsimile transmission in accordance with the terms of this section 21 will only be deemed to be received by the recipient if the sender's facsimile machine generates written confirmation indicating that the facsimile transmission was sent;

(g) If normal mail service, facsimile or electronic mail is interrupted by strike, slow down, force majeure or other cause beyond the control of the parties, then a Notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the Notice shall utilize any other such services which have not been so interrupted or shall personally deliver such Notice in order to ensure prompt receipt thereof;

(h) Each Party shall provide Notice to the other Party of any change of address, facsimile number, or e-mail address of such Party within a reasonable time of such change.

22. The Recipient shall take all reasonable steps to ensure that no act or omission of the Recipient causes the CRD not to be in compliance with all terms and conditions of the CWF Agreement, and, without limiting the foregoing, the Recipient shall:

(a) take no action that would place the CRD in breach of any provision of the CWF Agreement;

(b) comply, where applicable, with all requirements of the Local Government contained at section 6.1 of the CWF Agreement; and

(c) upon receiving written notice from the CRD of an amendment to the CWF Agreement made under section 10 of the CWF Agreement, take all required actions and execute all documents as may be applicable and reasonably required to comply with the Recipient’s obligations under this section.

23. This Agreement has been executed on behalf of the Recipient and the CRD by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the Agreement.

24. Compliance with Laws

The Recipient shall comply with all statutes, regulations and bylaws applicable to the Project, any requirements of the Recipient's insurers and underwriters and all other applicable orders, codes and requirements related to or arising from the Project.

25. Taxes and Charges

The Recipient shall pay all taxes, charges, levies, duties, licenses, permits and assessments of every nature due and payable with respect to or arising as a result of this Agreement and the Project.

26. Oral Agreements

No oral instruction, objection, claim, or notice by any party to the other shall affect or modify any of the terms or obligations contained in this Agreement, and none of the provisions of this Agreement shall be held to be waived or modified by reason of any act whatsoever, other than by a waiver or modification in writing and agreed to by the parties to the Agreement.

27. Non-Waiver

Any failure by the CRD at any time, or from time to time, to enforce or require the strict keeping and performance of any of the terms or conditions of the Agreement will not constitute a waiver of such terms or conditions and will not affect or impair such terms or conditions in any way or the right of the CRD at any time to avail itself of such remedies as it may have for any breach of such terms or conditions. No provision in this Agreement, which imposes or may be deemed to impose extra or specific responsibilities or liabilities on the Recipient shall restrict the general or other responsibilities or liabilities of the Recipient in any way.

28. No Derogation from Statutory Powers

Nothing contained or implied herein shall prejudice or affect the rights and powers of the CRD in the exercise of its functions under any public or private statute, bylaw, order or regulation, all of which may be fully and effectively exercised in relation to this Agreement as if this Agreement had not been executed and this Agreement shall be subject to and consistent with the statutory restrictions imposed on the CRD under the *Local Government Act,* R.S.B.C. 2015, c. 1 and the *Community Charter,* S.B.C. 2003, c. 26.

29. Liability

The Recipient shall not, at any time, hold the CRD responsible for any claims or losses of any kind that the Recipient or its successors may suffer in relation to any matter related to the CRD's supply of oral or written information to the Recipient or the carrying out of the CRD's responsibilities under this Agreement and the Recipient waives for itself and its successors the right to sue the CRD in tort for any loss, including economic loss, damage, cost or expense arising from or connected with any error, omission or misrepresentation occurring in the supply of oral or written information to the Recipient or the carrying out of

the CRD's responsibilities under this Contribution Agreement, except to the extent to which such claims or losses relate to the negligence or willful misconduct of an officer, employee, or agent of the CRD in the performance of his or her duties.

30. Further Assurances

The parties hereto shall execute such further and other documents and do such further and other things as might be necessary to carry out and give effect to this Agreement.

31. Survival

Except as otherwise provided under this Contribution Agreement, all of the Recipient's obligations under this Agreement that are for the benefit of the CRD, Canada or UBCM shall survive early termination of this Agreement.

32. Severance

If any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.

33. Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the subject matter of the Agreement and contains all of the representations, warranties, covenants and agreements of the respective parties and may not be amended or modified except by an instrument in writing executed by all parties. This Agreement supersedes all prior agreements, memoranda and negotiations between the parties.

34. Binding Effect

The Agreement shall enure to the benefit of and be binding upon the parties and their successors, executors, administrators, and permitted assigns.

35. Extended Meanings

Words importing the singular number include the plural and vice versa, and words importing the masculine gender shall include the feminine and neuter genders.

36. Headings

Headings have been inserted for ease of reference and shall not be used in interpreting this Agreement.

37. No Assignment

(a) Neither party may assign any right or entitlement granted under this Contribution Agreement to any person.

(b) For greater clarity, any access rights granted to the general public in respect of the Sport Court as contemplated by this Contribution Agreement will not be considered or deemed an assignment hereunder.

38. Time

Time is of the essence in this Agreement.

39. Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the same instrument. To evidence its execution of an original counterpart of this Agreement, a party may send a copy of its original signature on the execution page hereof to the other party by fax transmission and such transmission shall constitute delivery of an executed copy of this Agreement to the receiving party.

IN WITNESS WHEREOF this Agreement has been executed by the parties hereto:

_____**,** by its
RECIPIENT'S LEGAL NAME

Authorized signatory:

_____
NAME

_____
TITLE

_____ _____
SIGNATURE DATE (DD/MM/YYYY)

CAPITAL REGIONAL DISTRICT, by its

Authorized signatory:

Nelson Chan, MBA, CPA, CMA
NAME

Chief Financial Officer
TITLE

_____ _____
SIGNATURE DATE (DD/MM/YYYY)

FOR ADMINISTRATIVE PURPOSES ONLY: AGREEMENT AUTHORIZATION

CONTENT		INITIAL	DATE (DD/MM/YYYY)
	Procurement		
	Financial Plan		
	Content		
GM Approval			
Form			
Authority			

SCHEDULE A – DEFINITIONS

"**Administrative Agreement**" means the Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

"**Annual Report**" means the duly completed annual report to be prepared and delivered by UBCM to Canada and British Columbia, as described in Schedule D (Reporting and Audits).

"**Asset Management**" **(AM)** includes planning processes, approaches or plans that support integrated, lifecycle approaches to effective stewardship of infrastructure assets in order to maximize benefits and manage risk. AM is further described in Schedule F (Asset Management) of the 2014-2024 of the Community Works Fund Agreement, and can include:

- an inventory of assets;
- the condition of assets;
- level of service;
- risk assessment;
- a cost analysis;
- community priority setting;
- long-term financial planning.

"**Base Amount**" means an amount established over a time-period, reflecting non-federal investments in Infrastructure and against which GTF investments will be measured to ensure that GTF investments are incremental.

"**Chief Financial Officer**" means in the case of a municipality, the officer assigned financial administration responsibility under s. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under s. 237 of the *Local Government Act*, R.S.B.C. 2015, c. 1.

"**Communications Protocol**" means the protocol by which all communications activities related to GTF funding will be delivered as described in Schedule E (Communications Protocol) of the 2014-2024 Community Works Fund Agreement.

"**Community Works Fund**" means the fund provided from the Federal gas tax revenues to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

"**Community Works Fund Agreement**" means this Agreement made between UBCM and Local Government.

"**Contract**" means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

"**Eligible Expenditures**" means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

"**Eligible Projects**" means projects as described in Schedule B (Eligible Project Categories).

"**First Agreement**" means the agreement for the transfer of federal gas tax revenues entered into on September 19, 2005 by the Government of Canada, British Columbia and UBCM, with an expiry date of March 31, 2019, as amended.

"**First Community Works Fund Agreement**" means the agreement entered between UBCM and Local Government in order to administer the Community Works Fund under the First Agreement.

"**Funding Agreement**" means an agreement between UBCM and an Ultimate Recipient setting out the terms and conditions of the GTF funding to be provided to the Ultimate Recipient as entered under the First Agreement or the Agreement.

"**GTF**" means the Gas Tax Fund, a program established by the Government of Canada setting out the terms and conditions for the administration of funding that may be provided by Canada to recipients under section 161 of the *Keeping Canada's Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act*, No. 1, S.C. 2013, c. 33, or any other source of funding as determined by Canada.

"**Ineligible Expenditures**" means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

"**Infrastructure**" means municipal or regional, publicly or privately owned tangible capital assets in British Columbia primarily for public use or benefit.

"**Local Government**" means a municipality as defined in the *Community Charter* [S.B.C. 2003] Chapter 26, a regional district as defined in the *Local Government Act,* R.S.B.C. 2015, c. 1, and the City of Vancouver as continued under the *Vancouver Charter* [S.B.C. 1953] Chapter 55.

"**Outcomes Report**" means the report to be delivered by March 31, 2018 and again by March 31, 2023 by UBCM to Canada and British Columbia which reports on how GTF investments are supporting progress towards achieving the program benefits, more specifically described in Schedule D (Reporting and Audits) in the 2014-2024 Community Works Fund Agreement.

"**Partnership Committee**" means the Committee required to be established by the Agreement to govern the implementation of the Agreement and further described in Annex C of the Agreement.

"**Party**" means Canada, British Columbia or UBCM when referred to individually and collectively referred to as "Parties".

“Project Completion” means the date on which the parties confirm in writing that the work described in section 3(a) has been completed to the reasonable satisfaction of both parties.

"**Third Party**" means any person or legal entity, other than Canada, British Columbia, UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

"**Ultimate Recipient**" means a Local Government.

"**Unspent Funds**" means Funds (as defined by the First Agreement) that have not been spent towards an Eligible Project (as defined under the First Agreement) prior to the effective date of the Agreement.

SCHEDULE B – ELIGIBLE PROJECT CATEGORIES

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories:

A. Local roads, bridges- roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).

B. Highways – highway infrastructure.

C. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.

D. Short-line rail – railway related infrastructure for carriage of passengers or freight.

E. Regional and local airports – airport-related infrastructure (excludes the National Airport System).

F. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.

G. Public transit – infrastructure that supports a shared passenger transport system which is available for public use.

H. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.

I. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems.

J. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.

K. Community energy systems – infrastructure that generates or increases the efficient usage of energy.

L. Brownfield Redevelopment – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the redevelopment includes:

- the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
- the construction of Local Government public parks and publicly-owned social housing.

M. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League).

N. Recreational infrastructure – recreational facilities or networks.

O. Cultural infrastructure – infrastructure that supports arts, humanities, and heritage.

P. Tourism infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes.

Q. Disaster mitigation – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.

Eligible Projects also include:

R. Capacity building – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

SCHEDULE C – ELIGIBLE AND INELIGIBLE EXPENDITURES

1. ELIGIBLE EXPENDITURES

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

A. the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset;

B. for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:

- studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
- training directly related to asset management planning; and
- long-term infrastructure plans;

C. the expenditures directly associated with joint communication activities and with federal project signage for GTF-funded projects.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- the arrangement is approved in advance and in writing by UBCM.

1.3 Administration expenses of UBCM related to program delivery and implementation of this Agreement, in accordance with Section 9 (Use and Recording of Funds by UBCM) of Annex B (Terms and Conditions).

2. INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

A. project expenditures incurred before April 1, 2005;

B. project expenditures incurred before April 1, 2014 for the following investment categories:
   - highways;
   - regional and local airports;
   - short-line rail;
   - short-sea shipping;

- disaster mitigation;
- broadband connectivity;
- brownfield redevelopment;
- cultural infrastructure;
- tourism infrastructure;
- sport infrastructure; and
- recreational infrastructure;

C. the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;

D. taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;

E. purchase of land or any interest therein, and related costs;

F. legal fees; and

G. routine repair and maintenance costs.

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REPORT TO ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 15, 2017

SUBJECT **Grants-in-Aid**

ISSUE

To approve the grant-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 applications comply with the CRD Grants-In-Aid guidelines and budgets.

RECOMMENDATION

That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the following grant-in-aid applications be approved:

Island Arts Centre Society - ArtSpring	$	3000.00
South Pender Historical Society	$	1600.00
Moving Around Pender (For payment in January 2018)*	$	3836.00
Moving Around Pender (For payment in January 2018)*	$	4907.72

Submitted by:	Carlo Vijandre, PMP, AScT, FMP, Manager, Asset Management
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

(*) Payment timing as requested by Director Howe

Appendix A: Grant-In-Aid Applications

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GRANT-IN-AID APPROVAL FORM

APPLICATION INFORMATION	
APPLICANT:	Islands Arts Centre Society (ArtSpring)
ELECTORAL AREA:	**Juan de Fuca** **Salt Spring Island** **Southern Gulf Island**
GRANT AMOUNT REQUESTED:	$3,000
RECOMMENDED FOR APPROVAL: **(by Electoral Area Director)**	$3,000
DATE APPLICATION RECEIVED:	October 30, 2017

FINANCIAL CODING			
TAX	**P/O**	**G/L**	**COST CENTRE**
PO	**1001**	**544000**	**100082 – JDF** **100083 – SSI** **100085 - SGI**

ELECTORAL AREA DIRECTOR APPROVAL

Director Name: Wayne McIntyre

Director Signature: _____ **Date:** Nov. 3, 2017

FOR COMPLETION BY FINANCE – ACCOUNTS PAYABLE

Request received and acted on by:	**Date:**
Name _____ **Signature** _____	

Island Arts Centre Society
ARTSPRING

CRD Director, Salt Spring Island
108-121 McPhillips Ave
Salt Spring Island, BC
V8K 2T6

October 27, 2017

Re: Island Arts Centre Society (ArtSpring) Tax Levy increase

Dear Director McIntyre,

ArtSpring was expecting a 25% increase over three years as agreed with you in 2015: 15% in 2016, 5% in 2017, and 4% in 2018. We received an email from Peggy Dayton on August 2, 2016 confirming that the increases would be as described above. However when we received the 2017 tax levy it fell short by 4%, which leads us to worry about 2018.

On October 4, 2017 Island Arts Centre Society President Debbi Toole, Treasure Carole Eyles, and I met with Karla Campbell and Dan Ovington regarding the above described discrepancy. Karla Campbell suggested that we apply for a Grant in Aid to make up the difference in what was received and what we should have received. Please find attached the Grant in Aid application.

Considering the more than 20,000 people who purchase tickets annually at ArtSpring, the 40 days per year that GISS/GISPA spend in rehearsal and performance at ArtSpring, the many community members who use this facility for performance and exhibition we hope you can appreciate the impact that ArtSpring has in this community. We need your support. Please consider this application and please ensure that we receive the final 8% increase on ArtSpring's tax levy for 2018.

Sincerely,

Cicela Månsson
Executive/Artistic Director
ArtSpring
250.537.2125
cicela@artspring.ca

Island Arts Centre Society
100 Jackson Avenue
Salt Spring Island
British Columbia V8K 2V8
Office: 250.537.2125
Box Office: 250.537.2102
1.866.537.2102
fax: 250.537.8310
info@artspring.ca

CRD GRANT-IN-AID APPLICATION FORM

Application Submitted By

Name and Address of Applicant: Island Arts Centre Society (ArtSpring)

Contact(s): Cicela Månsson (name) | 250-537-2125 (phone) | _____ (fax)

cicela@artspring.ca
Email address

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

_____
Email address

Application Summary

Project or purpose for which you require assistance:

Funding is being requested from the CRD for assistance with ArtSpring's Gallery Lighting Project.

Amount of grant requested $ 3,000.00

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 and Artistic Director
(title)

Cicela Månsson
(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 services and benefits that the Island Arts Centre Society (ArtSpring) provides to the community are unique. ArtSpring is the only profession theatre on the island of Salt Spring. ArtSpring offers preferential rates to artists in the community. The Gallery Lighting Project will bring the lighting in that space up to professional standards. It puts the Gallery equipment standard to the same level as what is available to performing artists in the theatre. This project will result in Salt Spring artists and artisans having access to an affordable gallery space with professional lighting equipment. The visual arts community of Salt Spring has been extremely supportive and excited about this upgrade.

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.

   No remuneration is paid to board, members, or officers of the organization. A small honorarium is given to the volunteers who take on the responsibility of Front of House during events at the theatre. Most volunteers do not receive any remuneration but the Front of House volunteers hold responsibility for the safety of the public and are required to lead evacuation procedures in emergency situations. Because of the level of responsibility they are offered an honorarium for their volunteer work.

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

   Island Arts Centre Society (ArtSpring) was formed in 1989. Currently there are 11 board members, approximately 170 members, and approximately 250 volunteers.

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.

   Island Arts Centre Society (ArtSpring) is requesting assistance for the Gallery Lighting Project. This project will update the gallery lighting to professional gallery standards.

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

   This project will update the gallery lighting to professional gallery standards. The community uses the gallery space as an exhibition and workshop space. They have access to this space for a very affordable rate. This project will bring the the gallery standard to a level equal to the equipment available to the community in the theatre.

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)
		○	○	○
		○	○	○
		○	○	○
		○	○	○

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	◉ 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**

CRD Grant in Aid Application
Island Arts Centre Society (ArtSpring)
Gallery Lighting Project Budget
2017 October

Expenses	
Design work	$3,200.00
Lighting equipment	$18,100.00
metal work	$4,750.00
electrical work	$4,450.00
architectural work (donated)	$0.00
	$30,500.00
Income	
donations for project	$27,250.00
expense minus income	$3,250.00

ISLAND ARTS CENTRE SOCIETY

FINANCIAL STATEMENTS

AUGUST 31, 2016

	Page
Independent Auditor's Report	1
Statement of Financial Position	2
Statement of Operations	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
Notes to the Financial Statements	6 - 11
Schedules to the Financial Statements	12 - 13

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Chartered Professional Accountants

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Chartered Professional Accountants

Catherine W. McLean, CPA, CGA*
Trina B. Lohr, CPA, CGA*
Nina G. Pollock, CPA, CGA
Frédéric Lizotte, CPA, CGA*
Paula M. Wheadon, CPA, CGA*
Carol D. Gevers, CPA, CGA

INDEPENDENT AUDITOR'S REPORT

To the Members of Island Arts Centre Society,

Report on the Financial Statements
We have audited the accompanying financial statements of Island Arts Centre Society, which comprise the statement of financial position as at August 31, 2016 and the statement of operations, statement of changes in net assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

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

Auditor's Responsibility
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Qualified Opinion
Island Arts Centre Society derives a significant portion of its revenues from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the organization. Therefore, we were unable to determine whether any adjustments were necessary.

Qualified Opinion
In our opinion, except for the effect of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Island Arts Centre Society as at August 31, 2016, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other legal and Regulatory Requirements
As required by the *British Columbia Society Act*, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Other Matter
The statement of financial position as at August 31, 2015, and the statement of operations, changes in net assets and cash flows for the year then ended, were audited by another firm of Chartered Professional Accountants who expressed an opinion without qualification on October 31, 2015.

McLean, Lizotte, Wheadon and Company

November 16, 2016
Salt Spring Island, British Columbia

McLEAN, LIZOTTE, WHEADON AND COMPANY
Chartered Professional Accountants

ISLAND ARTS CENTRE SOCIETY
STATEMENT OF FINANCIAL POSITION
AUGUST 31, 2016

	Total 2016	Total 2015
CURRENT ASSETS		
Cash and cash equivalents - Note 2	$ 113,622	$ 117,228
Accounts receivable	1,897	1,170
Prepaid expenses	13,489	10,660
	129,008	129,058
INVESTMENTS - Notes 2	388,160	352,890
CAPITAL ASSETS - Notes 2 & 3	1,557,291	1,608,652
	$ 2,074,459	$ 2,090,600
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	$ 21,987	$ 14,984
Due to government agencies - Note 4 & 12	28,316	4,896
Wages payable	7,562	3,997
Unearned revenue and deposits - Note 5	40,442	54,632
Deferred contributions - Note 6	23,814	20,635
	122,121	99,144
NET ASSETS		
Invested in capital assets	1,557,291	1,608,652
Endowment - Note 7	239,374	205,705
Externally restricted - Note 8	92,785	92,507
Internally restricted - Note 9	62,888	84,592
Unrestricted	-	-
	1,952,338	1,991,456
	$ 2,074,459	$ 2,090,600

CONTINGENCIES - Note 12

ON BEHALF OF THE BOARD OF DIRECTORS:

Treasurer

President

The accompanying notes are an integral part of these statements

MLW McLEAN, LIZOTTE, WHEADON AND COMPANY Chartered Professional Accountants

ISLAND ARTS CENTRE SOCIETY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED AUGUST 31, 2016

	Total 2016	Total 2015
REVENUES		
Sales, rentals and services	$ 188,126	$ 201,350
Federal and other government grants	124,619	104,610
Donations and other grants - Schedule 1	122,969	120,382
Investment income	46,885	(6,390)
Other income	35,419	26,005
Sponsorships	29,479	34,454
Capital replacement surcharge	16,152	20,046
	563,649	500,457
EXPENSES		
Administration expenses - Schedule 2	250,765	218,673
Arts programming - Schedule 3	164,682	173,549
Facilities operations and related costs - Schedule 4	177,631	142,972
General fundraising	9,689	10,421
	602,767	545,615
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(39,118)	(45,158)
NET ASSETS, BEGINNING OF YEAR	1,991,456	2,036,614
NET ASSETS, END OF YEAR	$ 1,952,338	$ 1,991,456

The accompanying notes are an integral part of these statements

MLW McLEAN, LIZOTTE, WHEADON AND COMPANY Chartered Professional Accountants

ISLAND ARTS CENTRE SOCIETY
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED AUGUST 31, 2016

	UNRESTRICTED	*INVESTED IN CAPITAL ASSETS*	*ENDOWMENT FUND*	*EXTERNALLY RESTRICTED*	*INTERNALLY RESTRICTED*	*Total 2016*	*Total 2015*
NET ASSETS, BEGINNING OF YEAR	$ -	$ 1,606,652	$ 205,705	$ 92,507	$ 84,592	$ 1,991,456	$ 2,036,614
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(84,548)	(63,444)	33,669	60,453	14,752	(39,118)	(45,158)
PURCHASE OF CAPITAL ASSETS	-	12,083			(12,083)	-	
INTERFUND TRANSFERS	84,548			(60,175)	(24,373)	-	
NET ASSETS, END OF YEAR	$ -	$ 1,557,291	$ 239,374	$ 92,785	$ 62,888	$ 1,952,338	$ 1,991,456

The accompanying notes are an integral part of these statements

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ISLAND ARTS CENTRE SOCIETY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED AUGUST 31, 2016

	Total 2016	Total 2015
OPERATING ACTIVITIES:		
Excess (deficiency) of revenues over expenses	$ (39,118)	$ (45,158)
Items not affecting cash:		
Amortization of tangible capital assets	63,444	63,994
Changes in non-cash working capital:		
Accounts receivable	(727)	(148)
Prepaid expenses	(2,829)	1,024
Accounts payable	7,003	1,161
Due to government agencies	23,420	4,730
Wages payable	3,565	176
Unearned revenue and deposits	(14,190)	404
Deferred revenue	3,179	(8,912)
	43,747	17,271
INVESTING ACTIVITIES:		
Unrealized (gain) loss of investments	(35,270)	21,565
Purchase of investments	-	(1,977)
Purchase of capital assets	(12,083)	(10,428)
	(47,353)	9,160
CHANGE IN CASH DURING THE YEAR	(3,606)	26,431
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	117,228	90,797
CASH AND CASH EQUIVALENTS, END OF YEAR	$ 113,622	$ 117,228

The accompanying notes are an integral part of these statements

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NOTE 1 - PURPOSE OF THE ORGANIZATION

The Island Arts Centre Society ("Artspring") is incorporated under the *British Columbia Society Act* as a not-for-profit organization and is exempt from income tax as a registered charity under the *Income Tax Act*.

In accordance with its constitution, Artspring provides:

- Support for the advancement of the performing, visual and creative arts and crafts on Salt Spring Island;
- A facility comprised of a theatre, gallery, display space and workshop space for those engaged in the performing, visual and creative arts and crafts as well as other groups and individuals engaged in activities of community benefit.
- Development and delivery of public education to support the performing, visual and creative arts and crafts; and
- Music, dance, theatre and other professional performances by high quality British Columbian, Canadian, and international performing artists to audiences on Salt Spring Island.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The Society prepares its financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO) and includes the following significant accounting policies:

Cash and cash equivalents

Cash equivalents are comprised of funds held in financial institutions and term deposits that are readily convertible to cash with maturities that are less than three months from the date of acquisition, and which are expected to be redeemed during the next fiscal year.

Capital assets

Capital assets are recorded at cost. Contributed capital assets are recorded at fair market value at the date of contribution. Amortization expense is reported in the Invested in Capital Asset Fund. The assets are being amortized over their estimated useful lives at the following annual rates, except for the Steinway piano which is not being amortized:

Automotive	30%	declining balance
Buildings	40 years	straight line
Furniture and equipment	10%	declining balance
Musical and theatre equipment	20%	declining balance
Office furniture and equipment	20%	declining balance
Computer hardware	30%	declining balance
Software	50%	declining balance

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NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Investments

Investments are initially recorded at fair value at the date of acquisition. Unrealized gains or losses are recognized in the statement of operations. Transaction costs, such as management fees, arising from investments are expensed when incurred.

Investments are comprised of term deposits held by a financial institution, an endowment held by Phillips, Hager & North Investment Funds and an endowment to be retained in perpetuity by the Vancouver Foundation.

The funds invested with the Vancouver Foundation is pooled with the Common Trust Fund of the Foundation, and invested in accordance with the Investment Policy of the Foundation as approved by its Board of Directors. The Society is entitled to a prorated portion of the annual returns of the Common Trust Fund less an annual administration fee.

Revenue recognition

The Society follows the deferral method of accounting for contributions which include donation and government grants. Grants are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Donations are recorded when received since pledges are not legally enforceable claims. Unrestricted contributions are recognized as revenue when initially recorded in the accounts. Externally restricted contributions are deferred when initially recorded in the accounts and recognized as revenue in the year in which the related expenses are recognized. Membership fees are recognized when received. Revenue from the sale of goods and services is recorded when the goods are delivered and the services are rendered.

Use of estimates

When preparing financial statements according to ASNPO, the Association makes estimates and assumptions relating to:

- Reported amounts of revenue and expenses;
- Reported amounts of assets and liabilities; and
- Disclosure of contingent assets and liabilities.

Management's assumptions are based on a number of factors, including historical experience, current events and actions that the organization may undertake in the future, and assumptions that we believe are reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions. Estimates were used when accounting for certain items, such as the useful lives of capital assets and impairment of long-lived assets.

Donated services

Volunteers contribute numerous hours per year to assist the Society in carrying out its activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

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NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Financial Instruments

Financial assets and financial liabilities are initially recognized at fair value. The Society subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments, which are measured at fair value. Changes in fair value are recognized in the statement of operations.

Financial assets and liabilities measured at amortized cost include cash, accounts receivable, accounts payable and accrued liabilities, wages payable, unearned revenue and deposits and deferred contributions.

For financial assets subsequently measured at cost or amortized cost, the Society regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and the organization determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in operations in the year the reversal occurs.

NOTE 3 - CAPITAL ASSETS

	COST		ACCUMULATED AMORTIZATION		NET BOOK VALUE	
	2016	2015	2016	2015	2016	2015
Building	$ 2,118,632	$ 2,112,632	$ 837,145	$ 784,254	$ 1,281,487	$ 1,328,378
Furniture and equipment	201,996	201,996	167,400	163,556	34,596	38,440
Licence	141,400	141,400	-	-	141,400	141,400
Office equipment	35,777	31,411	29,248	28,161	6,529	3,250
Musical and theatre equipment	58,627	58,627	42,898	38,966	15,729	19,661
Steinway piano	72,961	72,961		-	72,961	72,961
Computer hardware	36,222	34,504	31,794	30,264	4,428	4,240
Software	14,639	14,639	14,478	14,317	161	322
	$ 2,680,254	$ 2,668,170	$ 1,122,963	$ 1,059,518	$ 1,557,291	$ 1,608,652

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NOTE 4 - DUE TO GOVERNMENT AGENCIES

This figure is comprised of the following:

	2016	2015
GST/HST Payable	$ 24,646	$ 2,006
Payroll deductions	3,238	2,686
WorksafeBC	432	166
PST Payable	-	38
	$ 28,316	$ 4,896

NOTE 5 - UNEARNED REVENUE AND DEPOSITS

	2016	2015
Box office ticket sales	$ 21,390	$ 41,430
Rental deposits	8,126	3,664
Unredeemed box office credits	7,668	7,014
Unredeemed gift certificates	3,258	2,524
	$ 40,442	$ 54,632

NOTE 6 - DEFERRED CONTRIBUTIONS

Deferred contributions represent the restricted operating grant received in the current period that is related to the subsequent period.

	2016	2015
CRD Operating grant	$ 23,814	$ 20,635
	$ 23,814	$ 20,635

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NOTE 7 - ENDOWMENT

Endowment net assets record the accumulation of externally restricted endowment contributions and unrestricted contributions internally designated as endowments by the Board.

External restrictions refer to any conditions or specific uses that have been requested or required by the donor(s) in making a gift to the Society. Internal restrictions refer to those funds which the Board has earmarked for this specific purpose, where the donor(s) have not placed any restrictions on their use.

NOTE 8 - EXTERNALLY RESTRICTED

Externally Restricted net assets report externally restricted contributions designated for specific purposes. They are comprised of:

	2016	2015
Arts Exploration Fund	$ 39,087	$ 47,665
Programs Fund	43,680	44,824
Capital replacement Fund	10,000	
Gaming Fund	18	18
	$ 92,785	$ 92,507

NOTE 9 - INTERNALLY RESTRICTED

Internally Restricted net assets reports unrestricted funds that the Board has designated for specific purposes. They are comprised of:

	2016	2015
Capital Replacement Fund	$ 48,399	$ 57,200
Operating Contingency	14,489	27,392
	$ 62,888	$ 84,592

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NOTE 10 - FINANCIAL INSTRUMENTS

The Society uses risk management to monitor and manage its risk arising from financial instruments. These risks include credit risk, interest rate risk, liquidity risk and market risk. The Society does not use any derivative financial instruments to mitigate these risks.

Credit risk
Credit risks arise from two sources: cash and cash equivalents and accounts receivable. Cash and cash equivalents are deposited with a reputable, financial institution to limit the credit risk exposure. The credit risk arising from accounts receivable is not considered significant.

Investment risk
The maximum investment risk to the Society is presented by the fair value of the investments.

Interest rate risk
The Society is exposed to interest rate risk with respect to the fixed-rate term deposits.

Liquidity risk
Liquidity risk arises from the possibility of not having sufficient available funds to enable the Society to pay its liabilities as they become due. The Society is not exposed to significant risk. Accounts payable and accrued liabilities are generally paid within 30 days.

NOTE 11 - LICENSE AND LEASE AGREEMENT

In September 1991, the Society transferred two commercial lots, which cost $141,400 to the Capital Regional District in return for a license entitling the Society to utilize the original two lots plus additional land. The current lease agreement is for a period of 10 years commencing on April 1, 2011. The obligation is $2 per annum, due on April 1st of each year. The Board expects that the Capital Regional District will continue to renew the lease of the land upon retirement of the current lease agreement.

NOTE 12 - CONTIGENCIES

The Society is subject to audits from Federal and Provincial tax authorities in the normal course of business which can give rise to assessments related to applicable sales taxes. During this fiscal year, the Canada Revenue Agency (CRA) performed an audit of the Society's application of the GST/HST sales tax. The audit has not yet been completed, but we anticipate that the Society will receive an assessment payable of approximately $48,824. We further anticipate that the Society will be entitled to the Public Services GST rebate of approximately $24,412. The overall result will likely be a balance owing to the CRA of $24,412 plus applicable interest which will have to be funded from future operations. The figures are estimates based on documentation received from the CRA and have been recorded in the financial statements.

NOTE 13 - COMPARATIVE FIGURES

The prior year's figures were audited by another accountant. We have not audited these figures, but they have been restated where necessary to conform to the current presentation.

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SCHEDULE 1 - SALES, RENTALS AND SERVICES

	2016	2015
House event ticket sales	$ 118,865	$ 123,416
Theatre rentals	52,286	59,279
Exhibition rentals	16,975	18,655
	$ 188,126	$ 201,350

SCHEDULE 2 - DONATIONS AND OTHER GRANTS

	2016	2015
Treasure fair	$ 54,835	$ 51,375
Annual appeal	52,570	50,330
Donations	15,564	18,677
	$ 122,969	$ 120,382

SCHEDULE 3 - ADMINISTRATION EXPENSES

	2016	2015
Advertising and printing	$ 7,103	$ 4,821
Contract services	5,476	6,655
Donor and volunteer recognition	2,137	892
GST/HST ITCs payable net of Public Sector Rebate - Note 12	24,412	-
Insurance	779	891
Interest and bank charges	7,417	6,385
License	3,792	2,398
Office	7,865	7,146
Organizational development	3,569	2,059
Professional fees	6,000	4,500
Telephone	4,033	2,935
Travel	7,074	4,380
Wages	171,108	175,611
	$ 250,765	$ 218,673

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SCHEDULE 4 - ARTS PROGRAMMING

	2016	2015
Advertising	$ 11,905	$ 14,804
Artist	100,067	107,802
Artist travel and accomodation	7,712	4,856
Concession	4,412	4,787
Contract services	4,488	3,407
Educational workshops	1,237	1,809
Hospitality	2,177	789
Royalties	12,974	16,503
Supplies	415	2,654
Wages	19,295	16,138
	$ 164,682	$ 173,549

SCHEDULE 5 - FACILITIES OPERATIONS AND RELATED COSTS

	2016	2015
Amortization	$ 63,444	$ 63,994
Contract services	25,888	2,679
Garbage	1,968	640
Ground maintenance	1,641	1,782
Hydro	20,941	16,666
Insurance	8,010	7,970
Janitorial	20,249	12,569
License	146	138
Repairs and miscellaneous	6,900	7,758
Security	1,869	2,072
Supplies	7,617	4,588
Wages	15,898	20,280
Water/Sewer	3,060	1,836
	$ 177,631	$ 142,972

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GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER, ACCOUNTING SERVICES
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 29/10/17 (dd/mm/yy)

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:
South Pender Historical Society

Amount Approved: $ 1600.

Tax Code: P0

Account Assignment:

B/A	G/L	Cost Centre
1001	544000	100082 – JDF _____ 100083 – SSI _____ 100085 – SGI _____

Requested by: D Howe
Director's Signature

David Howe
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: South Pender Historical Society
9920 Gowlland Point Rd.
Pender Island V0N 2M3

Contact(s): Paul Petrie (name) 250-589-5436 (phone) _____ (fax)
pmpetrie@shaw.ca
Email address

Contact(s): Robert Dill (name) 250-629-6639 (phone) _____ (fax)
rdill@penderling.com
Email address

Application Summary

Project or purpose for which you require assistance:

The Historical Society requires supplementary funding for a major 2017 reconciliation initiative with our Tsawout First Nation neighbours. We currently have grants from Heritage Canada and the Victoria Foundation to cover 80% of the initiative.

Amount of grant requested $ 1,600.00

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**

Paul Petrie
(signature of authorized signatory)

President
(title)

Paul Petrie
(print name)

Oct. 23, 2017

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 SPHS is a registered non-profit society with a 9 member board of directors representative of the Pender Community. We provide community events around the now closed Church of the Good Shepherd on South Pender Island focusing on historical, educational and social activities to foster community engagement. We host an annual community heritage picnic, a growers and makers heritage market, a Christmas Eve sing-along, and an outdoor art show. In addition we have periodic historical presentations. Our First Nations history series that was made possible by a previous CRD grant-in-aid has been very popular in our community. The 2017 Pender Reconciliation Initiative provides an opportunity to deepen that engagement.

   No other Pender organization offers our range of community activities.

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

   We serve both the South and North Pender communities.

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.

   No remuneration is paid to directors or members. All of our activities are presented through volunteer in kind contribution. We do reimburse receipted expenses for required travel and other out of pocket expenses. We pay presenters honorariums and documented expenses.

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

   We currently have 54 members. We were established in November 2013.

Project / Proposal Profile

1. Assistance is being requested for:

   capital project and / or equipment

   special event

   other purpose (First Nations Guidance on installation of cultural signage)

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

   Poets Cove resort guests have been accessing Tsawout reserve land adjacent to their property without authorization to use the shell beach there. Concerns were raised this summer because of potential fire hazard on the reserve land. Rather than putting up a "no trespassing" sign to keep people out, Poets Cove Resort has agreed to contribute $900 to install a culturally appropriate sign recognizing the importance of protecting W̱SÁNEĆ culture and respecting the privacy of reserve land. The historical society is seeking a modest CRD grant to provide capacity for elder participation and guidance for this installation including travel expenses and honoraria. The proposed sign will incorporate the 13 moon image - SḴÁU LṮE - created by local W̱SÁNEĆ artist MENEṮIYE that illustrates the Natural Laws of the W̱SÁNEĆ People.

   This grant that supports Tsawout Elder guidance for the sign installation respects the reconciliation principle — "Nothing about us without us".

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

   Poets Cove resort rests on land that was a 4,000-5,000 year old historical village site. Redevelopment of the resort in 2003 involved disruption of burial grounds in violation of the Heritage Conservation Act. The resort has made efforts since then to restore a level of trust with their First Nations neighbours. The Pender community has been involved in a recognition initiative with the Tsawout First Nation in the last four years. This initiative includes installation of a W̱SÁNEĆ 13 moon calendar sign and related events on June 30 and July 1, 2017 including a community celebration of W̱SÁNEĆ culture and history with support from the CRD and the Victoria Foundation. Encouraging a harmonious and respectful relationship between our First Nations neighbours and Poets Cove Resort supports our efforts to build a stronger community to community relationship with the Tsawout First Nation. The Historical Society also has a grant from the Department of Canadian Heritage to support a Tsawout – Pender Youth Leadership project through the Pender Elementary School and the Tsawout FN.

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)
Poets Cove Resort	900	◉	○	○
South Pender Historical Society	In Kind Support	◉	○	○
		○	○	○
		○	○	○

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
2016	$ 4,500.00	First nations History Series, School Pit Cook, etc
2017	$ 3,500.00	Pender Reconciliation Initiative

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**

CRD Grant in Aid Budget 2018

Reconciliation signage at boundary of Poets Cove Resort and Tsawout Reserve Land

Cost of the sign and frame (Poets Cove Resort) est.	$900.00

Tsawout First Nation Elder participation and guidance

1. Appt. of Elder/approval for use of SḴÁU LṮE cultural image:	
meeting with Tsawout leadership (travel)	$55.35
meeting with MENEṮIYE	
meeting with appointed Elder (travel)	$55.35
2. consultation with Poets Cove resort signage siting and content	
Elder travel & honorarium	$255.35
Elder preparation of signage text with approvals	400.00
3 guidance on Installation of sign	
Elder travel and honorarium	200.00
4. Event for unveiling of sign	
Elder & Tsawout representative (travel & Honorarium)	455.00
5. Historical Society expenses & coordination (includes travel)	178.60
Total CRD grant	$1600.00

South Pender Historical Society — Financial Statement

March 14, 2016 to March 21, 2017

Balance as of March 13, 2016	$2,430.27
REVENUE	
CRD grant 2016	$4,500.00
Greenangels donation	600.00
Misc. donations	345.95
Membership (54@ $5)	270.00
Pender Is. Field Naturalists (plant walk)	150.00
Art Of The Fence	300.00
CRD grant 2017	$3,500.00
Interest (credit union)	5.92
Total	**$9,671.87**
EXPENSES	
St. Peter's Parish (contribution &repairs)	$700.00
Pit Cook Honoraria	500.00
Pit Cook expenses	392.23
Plant walk honoraria	300.00
Ethnobotany presentation honoraria	300.00
Ethnobotany expenses	200.75
Travel expenses	341.70
Heritage picnic	55.97
Art Off The Fence	47.56
Advertising	133.80
Books, print and supplies	330.00
Credit Union	84.21
Directors liability insurance	304.00
Total	**$3,690.22**
Balance as of March 18, 2017	$8,411.92
Outstanding commitments (CRD)	
Pender Reconciliation Initiative	$3,500.00
Youth Leadership project	1,500.00
Reef Net Fishery support	820.00
Total	$5,820.00
SPHS uncommitted balance	**$2,591.92**

South Pender Historical Society — Financial Statement

Department of Canadian Heritage Grant	**$8,000.00**
Expenses to date	
Tsawout honoraria	$600.00
Project expenses	279.75
Heritage Grant balance as of March 18, 2017	**$7,120.25**

NB: Victoria Foundation Grant ($10,000) for the Pender Reconciliation Initiative is being administered through St. Peter's Parish.

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GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER, ACCOUNTING SERVICES
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 29/10/17 (dd/mm/yy)

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:

Moving Around Pender

Amount Approved: $ 3836.

Tax Code: P0

Account Assignment:

B/A	G/L	Cost Centre
1001	544000	100082 – JDF _____ 100083 – SSI _____ 100085 – SGI _____

Requested by: D Howe
Director's Signature

David Howe
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: Peter Pare (on behalf of Moving Around Pender)

Pender Island, BC, V0N 2M1

Contact(s): Peter Pare (chair) (name) 250-629-6919 (phone) _____ (fax)

Peter.Pare@hli.ubc.ca
Email address

Contact(s): Lisa Baile (treasurer) (name) 250-222-0308 (phone) _____ (fax)

lbaile69@gmail.com
Email address

Application Summary

Project or purpose for which you require assistance:

Moving Around Pender has been parking the Community Bus at the Community Hall. This is distant from the start site of the route and thus requires a long drive each morning and evening. Considerable cost savings can be gained by relocating to the PIPRC shed.

Amount of grant requested $ 3,836.00

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**

Lisa Baile
(signature of authorized signatory)

Treasurer MAP
(title)

Lisa Baile
(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?

   Moving Around Pender Alternative Transportation Society [MAP] is a BC certified Society that was formed to promote alternative forms of transportation on the Islands. These include bike and pedestrian routes, car-sharing, a network of multi-use trails and inter-island travel using vessels suited for walk-on passengers with or without bicycles. MAP has carried out several surveys of residents and visitors regarding transportation options, established the car stop program, developed trails on private land and is responsible for the bike shelter at the Ferry terminal. A major goal of MAP is the establishment of a Community Bus.
   For the last year the Bus has been parked at the Community Hall. This is not the optimal location. Considerable savings in fuel can be accomplished by parking the bus close to its start point in Magic Lake Estates.

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

   MAP includes residents of North & South Pender Island. MAP is an active supporter of,and collaborator with, the Experience the Gulf Islands (ETGI) project of the SGI EDC. MAP worked with the trails societies of the other SGIs to establish the Gulf Island Trails Society (GITS) and the Salish Sea Inter-Island Transportation Society.

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.

   Members of MAP receive no remuneration all are volunteers

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

There are ~ 40 volunteer members of MAP. MAP was incorporated as a registered BC Society in 2008

Project / Proposal Profile

1. Assistance is being requested for:

   capital project and / or equipment

   special event

   other purpose (Establshment of a Parking Facility for Pender Community Bus)

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

   Since September 2016 MAP has operated a regularly scheduled Community Bus Service on North Pender Island. The Community Hall agreed to have the bus stored, free of charge, on their grounds when not in use. This location is not ideal since the bus route originates in Magic Lake Estates some 6km from the parking area at the Hall. This requires the volunteer drivers to drive to the start of the route each morning and return the bus to the Hall each evening of operation. We have estimated that this costs over $300/year in extra fuel and contributes to green house gas emissions.
   With the support of our CRD Director we have gained permission to park the bus at the Pender Island Parks and Recreation Commission Work Shed on Ketch Road (see attached MOU).
   The agreement includes the rental of the space to MAP for $100/month. In addition we are requesting funds to improve the parking area and erect a shelter for the bus which will protect it from the elements and preserve this valuable community asset. See attached MOU and budget.

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

   The benefits of Pender Bus are many: for many islanders it's too far to walk to the ferry, buy our groceries or get to the Community Hall without driving; Pender Bus will allow seniors to remain on the island when they can no longer drive, and individuals and young families who may not be able to afford to own a vehicle to work and live on Pender. By getting cars off our roads we will reduce our carbon footprint too. Island businesses will benefit from increased numbers of clients. The bus will benefit visitors as well. Increasingly tourists and users of the commercial marinas on Pender are recognizing the value of the bus.
   Relocating the parking spot for the bus will save money and protecting the bus will increase its longevity.

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 See additional financial information attached

Name of Grant or Funding Agency	$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Green Angels	$ 600.00	◉	○	○
Lions Club	$ 1,200.00	◉	○	○
Nu to Yu	$ 6,000.00	○	◉	○
Island Savings Foundation	$ 5,368.00	◉	○	○

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
2014	$ 4,423.64	Surveyed SGI re inter-island water-taxi service.
2014	$ 3,000.00	Survey Alice Church Road (aka Einar's Bypass)
2014	$ 2,265.00	Tour des Isles ground transporation
2016	$ 4,907.00	Pender Community Bus Operations

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**

DRAFT

MEMOURANDUM OF UNDERSTANDING
MOVING AROUND PENDER(MAP) AND PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC) – RE MAP BUS PARKING

1. For the duration of the Community Bus Pilot Project (Till Dec 31, 2018) MAP will be able to park the Community Bus on the PIPRC workshop lot at 4710 Ketch Road, Pender Island
2. MAP will situate a 15 x 30 foot portable, fabric shelter for the bus on the site as indicated in the attached drawing.
3. PIPRC and CRD will not provide MAP any insurance for the bus or the shelter
4. The maintenance of the shelter and the bus will be the responsibility of MAP
5. PIPRC will allow MAP to use an external electrical outlet for bus maintenance.
6. PIPRC will apply through the CWF for the funds needed to purchase and erect the bus shelter (as per attached budget items)

Budget Pender Bus Parking

	BUDGET	
1	Bus shelter + taxes	$2,240.00
2	8 pressure treated 2x6 @ $40 each	$240.00
3	Hardware to attach beams	$100.00
4	1/3 yard of gravel	$30.00
5	1/3 yard of sand	$26.00
6	Rental $100/month x 12	$1,200.00
	Total	$3,836.00

Account Activity

View
Pender Bus 1 [Balance: $2,126.34]

Timeframe
This month

Search or Filter Transactions
Select one

Date	Description	Amount	Balance
03-Oct-2017	Interac eTransfer Outgoing -642.33	-$643.83	$2,126.34
03-Oct-2017	Interac eTransfer Outgoing -350.00	-$351.50	$2,770.17
03-Oct-2017	Interac eTransfer Outgoing -400.00	-$401.50	$3,121.67
03-Oct-2017	Interac eTransfer Outgoing -232.56	-$234.06	$3,523.17

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GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER, ACCOUNTING SERVICES
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 29/10/2017 (dd/mm/yy)

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:

Moving Around Pender

Amount Approved: $ 4907.72

Tax Code: P0

Account Assignment:

B/A	G/L	Cost Centre
1001	544000	100082 – JDF _____ 100083 – SSI _____ 100085 – SGI _____

Requested by: D Howe
Director's Signature

David Howe
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: Lisa Baile (on behalf of Moving Around Pender)

Pender Island, BC, V0N 2M1

Contact(s): Lisa Baile (treasurer) (name) | 250-629-6919 (phone) | (fax)

lbaile69@gmail.com
Email address

Contact(s): Peter Pare (name) | 250-222-0358 (phone) | (fax)

Peter.Pare@hli.ubc.ca
Email address

Application Summary

Project or purpose for which you require assistance:

Moving Around Pender has recieved capital funding for purchase of a bus/van to run a Community Bus Pilot Project on Pender Island. The pilot has now been in operation for 11 months. We have raised $ to operate the bus. We seek $5000 to complete the pilot phase.

Amount of grant requested $ 4,907.72

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**

Lisa Baile
(signature of authorized signatory)

Treasurer MAP
(title)

Lisa Baile
(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?

   Moving Around Pender Alternative Transportation Society [MAP] is a BC certified Society that was formed to promote alternative forms of transportation on the Islands. These include bike and pedestrian routes, car-sharing, a network of multi-use trails and inter-island travel using vessels suited for walk-on passengers with or without bicycles. MAP has carried out several surveys of residents and visitors regarding transportation options, established the car stop program, developed trails on private land and is responsible for the bike shelter at the Ferry terminal. A major goal of MAP is the establishment of a Community Bus. After 11 months of the pilot project, ridership is increasing steadily. To adequately test the viability of the system we need an additional year of testing.

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

   MAP includes residents of North & South Pender Island. MAP is an active supporter of,and collaborator with, the Experience the Gulf Islands (ETGI) project of the SGI EDC. MAP worked with the trails societies of the other SGIs to establish the Gulf Island Trails Society (GITS) and the Salish Sea Inter-Island Transportation Society.

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.

   Members of MAP receive no remuneration all are volunteers

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

There are ~ 40 volunteer members of MAP. MAP was incorporated as a registered BC Society in 2008

Project / Proposal Profile

1. Assistance is being requested for:

   capital project and / or equipment

   special event

   other purpose (Operating funds for the Pender Pilot Bus Project)

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

   Since September 2016 MAP has operated a regularly scheduled Community Bus Service on North Pender Island. The bus meets most Ferries from Swartz Bay and Tsawwassen on the days it operates. The route serves the major populations centers, businesses and public facilities on North Pender including ; Magic Lake Estates, Medicine Beach Market, the School and Health Center, The Driftwood Center, the Community Hall, the Library, Epicenter and Nu to Yu, Hope Bay and the Hardware Store.
   Ridership on the bus is slowly increasing but has not reached a level where we could suggest that it is a viable to continue as a community bus or recommend to BC Transit as their next expansion route. An additional year or 18 months of operation is needed to properly assess the project. We are seeking a contribution from CRD to operate the bus for the next year. See attached documents including the annual report .

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

   The benefits of Pender Bus are many: for many islanders it's too far to walk to the ferry, buy our groceries or get to the Community Hall without driving; Pender Bus will allow seniors to remain on the island when they can no longer drive, and individuals and young families who may not be able to afford to own a vehicle to work and live on Pender. By getting cars off our roads we will reduce our carbon footprint too. Island businesses will benefit from increased numbers of clients. The bus will benefit visitors as well. On island public transportation is critical to the success of the Experience the Gulf Island project. As shown by the recent Tour des Isles success, there is an appetite for inter-island exploration. Public transport to meet the inter-island water transportation is critical.
   MAP operated the bus using existing funds over the weekend of the Fall Fair (Aug 26-28). There was enthusiastic community support for the bus and a number of individuals signed on to be volunteer drivers and/or to provide financial support.

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 See additional financial information attached

Name of Grant or Funding Agency	$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Green Angels	$ 600.00	◉	○	○
Lions Club	$ 1,200.00	◉	○	○
Nu to Yu	$ 6,000.00	○	◉	○
Island Savings Foundation	$ 5,368.00	◉	○	○

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
2014	$ 4,423.64	Surveyed SGI re inter-island water-taxi service.
2014	$ 3,000.00	Survey Alice Church Road (aka Einar's Bypass)
2014	$ 2,265.00	Tour des Isles ground transporation
2016	$ 4,907.00	Pender Community Bus Operations

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

Grant in Aid Budget:

The funds requested through this CRD GIA will be used specifically for driver training and to defray part of the costs of insurance and maintenance of the vehicle. Critical to the operation of the bus is a significantly large pool of volunteer drivers so that each driver does not have to do more than 3 shifts per month. Specifically we have had 6 island individuals train obtain a class 4 unrestricted license which is necessary to drive the bus. We have at least 4 additional residents who are planning on taking the tests. The cost of the testing and medical examination is $68 per person.

To take the driver's test we will need to take the vehicle to the ICBC office in Sidney. The return trip cost for the bus is $118.83. We have budgeted for 4 return trips to accommodate all of the prospective driver's tests. We have also budgeted $400 for fuel and insurance for training sessions as well as for group sessions.

The insurance costs to operate a commercial vehicle for one year is $3531.00. We are requesting $2000.00

Mandatory bi-annual vehicle safety inspections cost $244.20. We are requesting funds for 2 inspections.

We are budgeting $4000 for vehicle maintenance. We are requesting $1000.00

Driver training	$544.00
Ferry cost for drivers tests	$475.32
Trainee insurance, fuel costs, group sessions	$400
Contribution to insurance	$2000.00
Semi-annual safety inspections x 2	$488.40
Maintenance	$1000.00
TOTAL	$4907.72

Account Activity

View
Pender Bus 1 [Balance: $2,126.34] ▼

Timeframe
This month ▼

Search or Filter Transactions
Select one ▼

Date ▼	Description	Amount	Balance
03-Oct-2017	Interac eTransfer Outgoing -642.33	-$643.83	$2,126.34
03-Oct-2017	Interac eTransfer Outgoing -350.00	-$351.50	$2,770.17
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03-Oct-2017	Interac eTransfer Outgoing -232.56	-$234.06	$3,523.17