



## Notice of Meeting and Meeting Agenda Salt Spring Island Local Community Commission

Thursday, May 16, 2024

9:00 AM

SIMS Boardroom  
124 Rainbow Road  
Salt Spring Island BC

MS Teams Link [Click here](#)

E. Rook (Chair), G. Holman (Vice Chair), G. Baker, B. Corno, B. Webster

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

### 1. Territorial Acknowledgement

### 2. Approval of Agenda

### 3. Adoption of Minutes

3.1. [24-500](#) Minutes of April 18, 2024 Salt Spring Island Local Community Commission

**Recommendation:** That the minutes of the April 18, 2024 meeting be adopted as circulated.

**Attachments:** [Minutes: April 18, 2024](#)

### 4. Chair, Director, and Commissioner Reports

### 5. Presentations/Delegations

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.bc.ca/address](http://www.crd.bc.ca/address) for "Addressing the Salt Spring Island Local Community Commission" no later than 4:30 pm two days before the meeting and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the Salt Spring Island Local Community Commission (LCC) at [saltspring@crd.bc.ca](mailto:saltspring@crd.bc.ca).*

#### 5.1. Presentations

#### 5.2. Delegations

### 6. Commission Business

6.1. [24-496](#) Spring 2024 Grant-In-Aid Salt Spring Island Application - April Intake

**Recommendation:** That the Salt Spring Island Local Community Commission recommends the Salt Spring Island Electoral Area Director:  
1. Approve the Grant-in-Aid applications to the applicants listed in Appendix B, in the amount of \$46,167.54; and  
2.  
3. Not support the Grant-in-Aid applications listed in Appendix C, in the amount of \$17,000.

**Attachments:** [Report Staff: Spring 2024 Grant-In-Aid Salt Spring Island Application - April Intake](#)  
[Appendix A: Spring 2024 Grant-In-Aid Application Summary](#)  
[Appendix B: Spring 2024 Grant-In-Aid Application – Approval Recommended](#)  
[Appendix C: Spring 2024 Grant-In-Aid Application – Not Recommend](#)  
[Appendix D: GIA – Capital Bike](#)  
[Appendix E: GIA – Salt Spring Literacy](#)  
[Appendix F: GIA – Lady Minto Hospital Auxiliary Societ](#)  
[Appendix G: GIA – Bandemonium Music Society](#)  
[Appendix H: GIA – The Circle Salt Spring Education Society](#)  
[Appendix I: GIA – Wagon Wheel Housing Society](#)  
[Appendix J: GIA – Copper Kettle Community Partnership](#)  
[Appendix K: GIA – Gulf Islands Community Radio Society](#)  
[Appendix L: GIA – Transition Salt Spring Society \(1\)](#)  
[Appendix M: GIA – Transition Salt Spring Society \(2\)](#)  
[Appendix N: GIA – Salt Spring Abattoir](#)  
[Appendix O: GIA – Salt Spring Island Farmland Trust Society](#)  
[Appendix Q: GIA – Salt Spring Island Chamber of Commerce](#)  
[Appendix P: GIA – Salt Spring and Southern Gulf Islands Community Services](#)  
[Appendix R: Figure 1 – proposed Ganges Exchange right of way acquisition](#)  
[Appendix S: Figure 2 – Priority Number 12 in the 2021 Transit Future Service re](#)

6.2. [24-497](#) SSI Local Community Commission Services External Grants 2024

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:** [Staff Report: SSI Local Community Commission Services External Grants 2024](#)  
[Appendix A: 2024 SSI LCC Services Grants Tracker](#)

5.1.1 [24-426](#) Presentation: Janey Rowland; Housing Now, Re: Homeshare Registry Project

**Attachments:** [Presentation: Housing NOW](#)

- 6.3. [24-257](#) Housing Now HomeShare Registry Project
- Recommendation:** The Salt Spring Island Local Community Commission approved a \$22,830 contract with the Southern Gulf Islands Community Resource Centre for a Housing Now HomeShare Registry for Salt Spring Island.
- Attachments:** [Staff Report: Housing Now HomeShare Registry Project](#)  
[Appendix A: Housing Now HomeShare Registry Project Work](#)
- 6.4. [24-479](#) Salt Spring Island Parks and Recreation - 2024-2025 Fees and Charges
- Recommendation:** That the Salt Spring Island Local Community Commission recommends that the Electoral Areas Committee and the Capital Regional District Board approve the Salt Spring Island Parks and Recreation 2024/2025 Fees and Charges as presented in Appendix A.
- Attachments:** [Staff Report: Salt Spring Island Parks and Recreation - 2024-2025 Fees and Ch](#)  
[Appendix A: Proposed Changes for 2024-2025 Fees & Charges](#)
- 6.5. [24-492](#) Bus Shelter Betterment Grant
- Recommendation:** Verbal Discussion
- 6.6. [24-456](#) 2024 Rural Island Economic Partnership Forum - November 15-16, 2024
- Recommendation:** That the LCC approves funding of \$5,000 for the 2024 Rural Island Economic Partnership Forum.
- Attachments:** [Rural Islands Economic Partnership November 15-16 2024](#)
- 6.7. [24-473](#) Transportation 2024-2028 Capital Plan and Reserve Balances
- Recommendation:** Verbal discussion
- Attachments:** [1.238B Community Transportation \(SSI\)-Capital Plan and reserve balances](#)
- 6.8. [24-498](#) Chamber/Accommodations Group Round Table
- Recommendation:** Verbal Discussion
- 6.9. [24-499](#) Verbal Staff Updates
- Recommendation:** Staff will provide verbal updates for information on the following:
- \* Audio Video Upgrade at SIMS
  - \* Economic Development Bylaw
  - \* Pool Building Envelope
  - \* LCC Strategic Planning Update
- 6.10 [24-476](#) Project Tracker Quarterly No. 14, 2024
- Recommendation:** There is no recommendation. This is for information only.
- Attachments:** [Project Reporting Dashboard No 14 2024](#)

## 7. Notice(s) of Motion

7.1. [24-501](#) Motion with Notice: Advocacy for Ganges Crosswalk Study (G. Baker)

**Recommendation:** [At the May 09, 2024 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Baker into record to be discussed at the next meeting:]  
That the Chair write a letter to the Ministry of Transportation and Infrastructure (MoTI) asking them to support ICBC's offer to study our Ganges crosswalks, as recommended in the Ganges Active Transportation Network Plan. (This study will be fully-funded by ICBC. Additionally, ICBC will fund MoTI-approved crosswalk improvements identified by this study.)

7.2. [24-502](#) Motion with Notice: Advocacy for Road Sweeping and Painting (G. Baker)

**Recommendation:** [At the May 09, 2024 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Baker into record to be discussed at the next meeting:]  
That the LCC write a letter to MLA Adam Olsen requesting he advocate for more MoTI funding in the 2025 budget for sweeping and line painting on the Southern Gulf Islands and Salt Spring.

7.3. [24-503](#) Motion with Notice: Advocacy for Reflectors on Roadways (G. Baker)

**Recommendation:** [At the May 09, 2024 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Baker into record to be discussed at the next meeting:]  
That the LCC contact ICBC and our local MoTI Area Manager to explore implementing an initiative to add 50 flexible reflectors on the curves of our narrow roads each year for five years.

7.4. [24-504](#) Motion with Notice: Advocacy for Lowering Fulford-Ganges Speed Limits (G. Baker)

**Recommendation:** [At the May 09, 2024 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Baker into record to be discussed at the next meeting:]

That possible advocacy regarding lowering our Fulford-Ganges speed limits be discussed at the June 20, 2024 LCC meeting.

## 8. Adjournment

### Next Meeting:

*-Thursday, June 13, 2024, at 5:00PM in the Salt Spring Island Multi Space (SIMS) Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5*



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**Minutes of the Regular Meeting of the Salt Spring Island Local Community Commission  
Held Thursday, April 18, 2024 at the Salt Spring Island Multi-Space (SIMS)  
124 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

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**DRAFT**

**Present: Commissioners:** G. Holman (Director), G. Baker, B. Webster,

**Staff:** K. Campbell, Senior Manager, Salt Spring Island Administration, D. Ovington  
Parks and Recreation Manager, Salt Spring Island Administration, M. Williamson,  
Committee Clerk, (Recorder)

EP- Electronic Participation

**Regrets: Commissioners:** E. Rook, B. Corno,

These minutes follow the order of the agenda although the sequence may have varied.

The meeting was called to order at 09:00 am.

**1. TERRITORIAL ACKNOWLEDGEMENT**

Commissioner Baker provided a Territorial Acknowledgement.

**2. APPROVAL OF AGENDA**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Webster,  
That agenda for the April 18, 2024, meeting of the Local Community Commission be  
approved with the following amendments:

- addition to agenda item 6.7. verbal updates of “External Grants Update”, “Winter Overnight parking” and “Japanese Garden Society Story Corridor”
- addition of agenda item 6.8. Invitation to Local Island Trust Commission to attend LCC Housing Workshop.
- removal of agenda item 5.1.1. Janey Rowland; Housing Now, Re: Homeshare Registry Project

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1. Minutes of March 21, 2024 Salt Spring Island Local Community Commission**

**MOVED** by Commissioner Webster, **SECONDED** by Director Holman,  
That the minutes of the March 21, 2024 meeting be adopted with the following  
amendments:

- replace the word "Present:" with the word "Regrets:" after the words "EP- Electronic Participation" and before the words "Commissioners: G. Baker,"
- under item 4. second line the addition of the words "Regional Housing" after the words "Alternative approval process for" and before the word "borrowing."
- under item 4. fourth line the replace the word "discussion." With the word "meeting with Island Trust and North Salt Spring Waterworks." After the words "Salt Spring Island Watershed Protection Alliance" and before the words "- Tour of Heiwa Garden..."

**CARRIED**

**3.2. Minutes of March 21, 2024 Special Meeting Salt Spring Island Local Community Commission**

**MOVED** by Commissioner Webster, **SECONDED** by Director Holman,  
That the minutes of the March 21, 2024 special meeting be adopted as circulated.

**CARRIED**

**4. CHAIR, DIRECTOR, AND COMMISSIONER REPORTS**

Director Holman spoke of the following items:

- Class action law suit against oil companies
- Dragonfly housing project update
- Borrowing for CRD Regional Trail request
- Invasive plant drop off planning
- Island Trust coordination with local groups
- Salt Spring Harbour Authority attending future meeting
- Chamber of Commerce garbage bins at Visitor Centre

Commissioner Baker remarked regarding the Dragonfly housing project.

**5. DELEGATIONS/PRESENTATIONS**

**5.1. Presentations**

There were no presentations.

**5.2. Delegation**

**5.2.1. Delegations: James Squier; SSI Pickleball Associations; Re: Item 6.1. Salt Spring Island Portlock Park Site Master Plan**

J. Squier spoke regarding item 6.1.

**MOVED** by Commissioner Webster, **SECONDED** by Commissioner Baker,  
That the rules of the Salt Spring Island Local Community Commission be suspended to allow members from the Salt Spring Pickleball to speak regarding agenda item 6.1. Salt Spring Island Portlock Park site Master Plan.

**CARRIED**

**6. COMMISSION BUSINESS**

**6.1 Salt Spring Island Portlock Park Site Master Plan**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Webster,  
That the Salt Spring Island Local Community Commission approves

1. Additional milestones in the Portlock Park Site Master Plan Project Charter as presented.
2. Draft concept plans to conduct additional consultation as presented.

**CARRIED**

**6.2. Salt Spring Island Park Maintenance and Bus Depot Yard**

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker,  
To consider staff recommendation first and depending on the outcome consider  
Commissioner Webster motions after.

**DEFEATED**

**Opposed Baker, Holman, Webster**

**MOVED** by Commissioner Webster, **SECONDED** by Commissioner Baker,  
That discussion by the Salt Spring Island Local Community Commission (LCC)  
regarding the potential future use of the Kanaka Road properties be deferred until  
after the LCC has reviewed all properties currently held by LCC services and request  
that staff bring information to one of the LCC's future meeting to enable a discussion  
of:

- All properties currently held by LCC services (location, size, current use, future plans)
- Any encumbrances that exist on the use and/or disposal of each property
- Options that would be available to the LCC should it decide to change the use of or dispose of one or more of these properties

**CARRIED**

**Opposed Holman**

**6.3. Farmland Trust Grow Local Food Aggregation Fee for Service Contract**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Webster,  
The Salt Spring Island Local Community Commission approve a 2024 Grow Local  
Food Aggregation fee for service contract with the FLTS in the amount of \$20,000  
for local food aggregation and coordination, educational programming, and BC Land  
Matching program with Young Agrarians.

**CARRIED**

**6.4. Housing Now HomeShare Registry Project**

**MOVED** by Commissioner Baker **SECONDED** by Commissioner Webster,  
That consideration of the Agenda Item 6.4. be deferred to the May 16<sup>th</sup> Local  
Community Commission Meeting.

**CARRIED**

**6.5. Project Tracker Quarterly No. 14, 2024**

There is no recommendation. This is for information only.

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker,  
That the staff prepare amendments to the Five-year Financial Plan to include  
completing right of way surveys and stakeholders' consultation as initial  
implementation of the Ganges Active Transportation Network Plan.  
**CARRIED**

**6.6 Provincial Bill 35**

Discussion ensued regarding Provincial Bill 35 on short term rentals.

**6.7. Staff Verbal Update**

Staff provided verbal updates for information on the following:

- Process for implementation of Bylaw 4605
- Grant-in-Aid process and advertising update
- External Grant Updates
- Winter overnight parking
- Japanese Garden Society Story Corridor

The Commission recessed at 12:03 pm.

The Commission reconvened at 12:33 pm

**MOVED** by Commissioner Webster, **SECONDED** by Commissioner Baker,  
That the meeting be extended past the 3-hour scheduled time.  
**CARRIED**

**6.8. Invitation to Housing Workshop**

**7. Correspondence**

**7.1 Letter Dated February 29, 2024 BC Housing re: Capital Regional District Update**

Was received for information.

**8. Notice(s) of Motion**

**8.1. Motion with Notice: Capacity for Capital Projects of LCC Services (B. Webster)**

[At the March 21, 2024, Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Webster into record to be discussed at the next meeting:]

**MOVED** by Commissioner Webster, **SECONDED** by Commissioner Baker,  
That the Salt Spring Island Local Community Commission (LCC) request that staff  
report on options for increasing the capacity of Salt Spring LCC services to undertake  
capital projects in areas such as transportation, liquid waste and others.  
**CARRIED**

**9. Motion to Close the Meeting**

**9.1. Motion to Close Meeting**

**MOVED** by Commissioner Webster, **SECONDED** by Director Holman  
That the meeting be closed for negotiations under Section 90(1)(k) of the Community  
Charter. [1 item].  
**CARRIED**

The Salt Spring Island Local Community Commission moved to the closed session at  
12:51pm.

The Salt Spring Island Local Community Commission rose from its closed session at  
01:41pm without report.

**10. ADJOURNMENT**

**MOVED** by Commissioner Webster, **SECONDED** by Commissioner Baker,  
That the Local Community Commission adjourn the meeting at 01:41pm.  
**CARRIED**

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**SENIOR MANAGER**



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**REPORT TO LOCAL COMMUNITY COMMISSION  
MEETING OF DAY, MAY 16, 2024**

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**SUBJECT**     **Spring 2024 Grant-In-Aid Salt Spring Island Application - April Intake**

**ISSUE**

To review the Spring 2024 Grant-in-Aid application submissions for the Salt Spring Island Electoral Area.

**BACKGROUND**

The Supplementary Letters Patent for Grant-In-Aid (GIA) requires Capital Regional District (CRD) approval be obtained before any payments for GIA are made on behalf of one or more-member electoral areas to any organization deemed to be contributing to the general interests and advantage of the area.

This service covers the Electoral Areas (EA). Before exercising the powers described above, the Supplementary Letters Patent requires that the Salt Spring Island (SSI) Local Community Commission (LCC) obtain the written approval of the Director of each EA to the proposed GIA for such EA.

The current 2024 GIA budget is \$53,985. The Salt Spring Island 2024 Grant-in-Aid Application Summary (Appendix A) lists GIA application submissions received by the April 30, 2024, intake deadline. Insufficient funds exist to approve all applications, leaving a shortfall of \$9,182.24.

**ALTERNATIVES**

*Alternative 1*

That the Salt Spring Island Local Community Commission recommends the Salt Spring Island Electoral Area Director:

1. Approve the Grant-in-Aid applications to the applicants listed in Appendix B, in the amount of \$46,167.54; and
2. Not support the Grant-in-Aid applications listed in Appendix C, in the amount of \$17,000.

*Alternative 2*

That the Salt Spring Island Local Community Commission recommends the Salt Spring Island Electoral Area Director approve awarding Grant-in-Aid applications in Appendix B, as amended.

*Alternative 3*

That the Salt Spring Island Local Community Commission recommends the Salt Spring Island Electoral Area Director approve awarding to Grant-in-Aid applications in Appendix B and C, as amended.

*Alternative 4*

Refer the Grant-in-Aid applications back to staff for more information.

**FINANCIAL IMPLICATIONS**

**Salt Spring and Southern Gulf Islands Community Services Society (SSICS)**

The purpose of the application is to connect the 105 Kilner Road property connection to the Ganges Sewer system. SSICS purchased the property in 2020 and operates the emergency shelter and homeless services with funding from BC Housing. It would be incumbent upon SSICS to seek funding from other levels of government to convert the building into an emergency shelter. According to the GIA guidelines, the following factors shall be used by the Electoral Area Director in evaluating and prioritizing the Applications for Assistance under the *SLP*:

- The Electoral Area Director and Board do not intend Grants-in-Aid to replace the financial responsibilities of senior levels of government, other government agencies and affiliates.
- Groups, projects or services which fall under the funding jurisdiction of other levels of government, government agencies, affiliates and crown corporations.
- Whether or not all other funding opportunities, i.e., fundraising, grants from senior levels of government, etc. have been exhausted.

**Salt Spring Island Chamber of Commerce**

The purpose of the application is to build and replace the bus shelter adjacent to the Visitor Centre. Funding for bus shelters falls within the transit service. The Ganges Exchange bus shelter is owned by Mouat's Trading Company (MTC) and is located on private property, which is currently leased to the Chamber of Commerce. In 2022, MTC offered the CRD a statutory right of way to transfer the shelter bus to the CRD. At that time, the Transportation Commission declined to take responsibility for the Ganges Exchange. It is recommended that the CRD enter into a contract with the Chamber of Commerce to build a new bus shelter subject to MTC transferring the asset and land through a registered right-of-way agreement (see Appendix R). The CRD cannot provide funding for improvements to assets located on private property. The transit service can ensure sustainable funding for this key bus interchange for maintenance, accessibility, cleanliness, snow removal, curb painting, and expanding the location for two additional bays to accommodate increased peak service identified as a priority number 12 in the 2021 Transit Future Service review (Appendix S).

The Local Community Commission may consider entering into a contract with the Chamber of Commerce in the amount of \$5,000 to build a new bus shelter, subject to the property owner agreeing to transfer the bus shelter asset and land, including the sidewalk and adjacent landscape area from Purvis Lane to the northern property line of 105 Fulford Ganges Road, by way of a registered right-of-way agreement.

**RECOMMENDATION**

That the Salt Spring Island Local Community Commission recommends the Salt Spring Island Electoral Area Director:

1. Approve the Grant-in-Aid applications to the applicants listed in Appendix B, in the amount of \$46,167.54; and
2. Not support the Grant-in-Aid applications listed in Appendix C, in the amount of \$17,000.

Submitted by:	Karla Campbell, MBA, BPA, Senior Manager, Salt Spring Island Administration
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- Appendix A: Spring 2024 Grant-In-Aid Application Summary
- Appendix B: Spring 2024 Grant-In-Aid Application – Approval Recommended
- Appendix C: Spring 2024 Grant-In-Aid Application – Not Recommend
- Appendix D: GIA – Capital Bike
- Appendix E: GIA – Salt Spring Literacy
- Appendix F: GIA – Lady Minto Hospital Auxiliary Society
- Appendix G: GIA – Bandemonium Music Society
- Appendix H: GIA – The Circle Salt Spring Education Society
- Appendix I: GIA – Wagon Wheel Housing Society
- Appendix J: GIA – Copper Kettle Community Partnership
- Appendix K: GIA – Gulf Islands Community Radio Society
- Appendix L: GIA – Transition Salt Spring Society (1)
- Appendix M: GIA – Transition Salt Spring Society (2)
- Appendix N: GIA – Salt Spring Abattoir
- Appendix O: GIA – Salt Spring Island Farmland Trust Society
- Appendix P: GIA – Salt Spring and Southern Gulf Islands Community Services Society
- Appendix Q: GIA – Salt Spring Island Chamber of Commerce
- Appendix R: Figure 1 – proposed Ganges Exchange right of way acquisition
- Appendix S: Figure 2 – Priority Number 12 in the 2021 Transit Future Service review.



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### Appendix A: Salt Spring Island 2024 Grant-In-Aid Application Summary

Applicant	Project Title	Requested Grant (\$)
Capital Bike	Bike Education on SSI	3,150.00
Salt Spring Literacy	Change door to glass panel and purchase space heaters	997.54
Lady Minto Hospital Auxiliary Society	Surveillance/Security system in the Lady Minto Thrift Shop	5,000.00
Bandemonium Music Society	Workshop and year-end concert	2,750.00
The Circle Salt Spring Education Society	Training Google Workspace	3,000.00
Wagon Wheel Housing Society	Equipment - Washer and Dryer	2,500.00
Copper Kettle Community Partnership	Country Grocer Gift Cards	5,000.00
Gulf Islands Community Radio Society	Emergency Response Obligations	2,770.00
Transition Salt Spring Society	Two days public collection for chipping and invasive plants	3,000.00
Transition Salt Spring Society	Organize a pilot roadside pickup and chipping of woody debris	3,000.00
Salt Spring Abattoir	Refurbishment of the Ecoflow Septic system	5,000.00
Salt Spring Island Farmland Trust Society	SSI Indigenous Peoples Weekend event June 21-23	5,000.00
Salish Sea Inter-Island Transportation Society	Support for the Tours des Isles	5,000.00
Salt Spring and Southern Gulf Islands Community Services Society	Sewer Line Connection for the Emergency Shelter	12,000.00
Salt Spring Island Chamber of Commerce	Build a Replacement Bus Shelter at the Ganges Visitor Centre	5,000.00
<b>Spring 2024 GIA Intake Total</b>		<b>\$63,167.54</b>



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**Appendix B: Spring 2024 Grant-In-Aid Application – Approval Recommended**

<b>Applicant</b>	<b>Project Title</b>	<b>Requested Grant (\$)</b>
Capital Bike	Bike Education on SSI	3,150.00
Salt Spring Literacy	Change door to glass panel and purchase space heaters	997.54
Lady Minto Hospital Auxiliary Society	Surveillance/Security system in the Lady Minto Thrift Shop	5,000.00
Bandemonium Music Society	Workshop and year-end concert.	2,750.00
The Circle Salt Spring Education Society	Training Google Workspace	3,000.00
Wagon Wheel Housing Society	Equipment - Washer and Dryer	2,500.00
Copper Kettle Community Partnership	Country Grocer Gift Cards	5,000.00
Gulf Islands Community Radio Society	Emergency Response Obligations	2,770.00
Transition Salt Spring Society	Two days public collection for chipping and invasive plants	3,000.00
Transition Salt Spring Society	Organize a pilot roadside pickup and chipping of woody debris	3,000.00
Salt Spring Abattoir	Refurbishment of the Ecoflow Septic system	5,000.00
Salt Spring Island Farmland Trust Society	SSI Indigenous Peoples Weekend event June 21-23	5,000.00
Salish Sea Inter-Island Transportation Society	Support for the Tours des Isles	5,000.00
<b>Spring 2024 GIA Total</b>		<b>\$46,167.54</b>



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### Appendix C: Spring 2024 Grant-In-Aid Application – Not Recommend

<b>Applicant</b>	<b>Project Title</b>	<b>Requested Grant (\$)</b>
Salt Spring and Southern Gulf Islands Community Services Society	Sewer Line Connection for the Emergency Shelter	12,000.00
Salt Spring Island Chamber of Commerce	Build a Replacement Bus Shelter at the Ganges Visitor Centre	5,000.00
<b>Spring 2024 GIA Intake Total</b>		<b>\$17,000</b>

Capital Dike

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**Capital Regional District**  
**Grant-In-Aid Application Form**  
**FOR ELECTORAL AREAS ONLY:**

**Juan de Fuca**

**Salt Spring Island**

**Southern Gulf Islands**

[Revised November 16, 2012]

## CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

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

Name and Address of Applicant: Capital Bike  
1034 Hillside Avenue  
Victoria, BC V8T 2A5

Contact(s): James Coates 250-920-5775 250-920-5773  
(name) (phone) (fax)  
James.coates@capitalbike.ca  
Email address

### ***Application Summary***

Project or purpose for which you require assistance:

Bike education on Salt Spring Island. We will teach two of our "Everyone Rides" course for grade 3-6 students at Fernwood and Phoenix Elementaries, continuing our mandate of teaching bike safety and skills to all SSI students before they complete elementary school.

Amount of grant requested \$ 3,150

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

Adam Krupper  
(signature of authorized signatory)

Executive Director  
(title)

Adam Krupper  
(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?

Capital Bike is a registered charity governed by a volunteer Board of Directors. Its mandate is to help more people bike more places, more often, safely and enjoyably. We focus our resources on running free, fun, impactful community events and programs that help get people riding bikes! We are the only organization in the Capital Region that offers comprehensive cycling skills training. Our courses and programs are offered to people of all ages and abilities, including over 3,000 elementary school students per year. Our biggest public event is Go By Bike Week (Formerly Bike to Work Week) which runs in the spring and fall. We also run a secure bike valet service called The Locker, group bike rides, and bike lending library. We are the only organization on Vancouver Island that runs these types of programs.

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

The Society operates within the 13 regional municipalities that comprise the Capital Regional District. When possible, we also seek to offer programming on Salt Spring Island and, more recently, in the Cowichan Valley.

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.

Please see attached financial statements.

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

Capital Bike has a current active membership of 236, with approximately 750 volunteers contributing to our programs each year. Capital Bike was incorporated in December 2019 when the Greater Victoria Cycling Coalition and Greater Victoria Bike to Work Society merged. The GVBTWS had been in operation running Bike to Work Week since 1997.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose ( Special Event \_\_\_\_\_ )

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

We are looking to once again partner with Fernwood and Phoenix Elementary schools to deliver Everyone Rides Grades 4 and 5, a two-day course which we have delivered to 9,300 students at over 80 schools since 2020, including all of SSI's four elementary schools. ERG45 brings top-quality cycling training into the classroom and playground and equips kids with the skills to ride safely and confidently.

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

The Everyone Rides course both helps communities reach their goals of creating a safer traffic environment, climate action, equitable mobility, and healthy communities. ERG45 introduces kids to the fundamental cycling skills they need to ride their bike to and from school and in life, helping students safely get daily physical exercise and independence to move within their community. They also learn corresponding rules of the road, safety skills, and how to be courteous to pedestrians on trails and at crosswalks, fostering a generation of safe and conscientious bike riders. Through this program, we also ensure that every student in the CRD learns how to ride a bike before leaving elementary school.

**Funding and Financial Information**

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

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

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

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Community Gaming Grant	\$ 3,150.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

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

Year	\$ Amount	Purpose for which assistance was used
2023	\$3,475.00	ERG45 Salt Spring and Fulford, Bike Freedom 55+ Course
2022	\$3,538.00	ERG45 Fernwood El., Bike Freedom 55+ Course, etc.
2021	\$ 2,600.00	ERG45 courses at Salt Spring and Fulford Elementary
2021	\$ 6,000.00	Go By Bike Week (Spring and Fall)
2020	\$ 6,000.00	Go By Bike Week (Spring and Fall)

2019	\$ 4,200.00	Bike to Work Week (Spring and Fall)
------	-------------	-------------------------------------

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

***Please remember to attach:***

1. Project budget
2. Financial statement for your organization

December 12, 2023

Director, SSI Electoral Area  
Capital Regional District  
P.O. Box 1000  
Victoria, BC  
V8W 2S6

Dear Director Holman, Salt Spring Electoral Area,

I am writing, first of all, to thank you for your recent support of our in-school bike education program "Everyone Rides Grades 4 and 5" (ERG45.) Since we began running the ERG45 program on Salt Spring Island in 2021, we have seen continued demand to return to the region's four elementary schools and are proud to have taught over 388 island students since our first program.

We are seeking funding for ERG45 courses at Fernwood and Phoenix Elementary Schools, continuing our success of offering bike education to all Salt Spring Island students. We first delivered an ERG45 course at Fernwood Elementary in May 2022, teaching 105 students in grades 3-5. Our last program at Phoenix Elementary was October 2021, teaching 29 students in grades 2-6, although we were able to include some Phoenix students in our course at nearby Salt Spring Elementary the following year as well. Our goal is to visit every school two years to teach a new cohort of students and ensure we have truly universal bike education.

Day 1 of the program is a classroom workshop covering road safety theory, helmet fit, and the basics of bike mechanics. Day 2 is on-bike, where kids ride in mock traffic scenarios, learn bike handling skills, and signalling. We provide a fleet of bikes and helmets so all kids can participate, including 3 adaptive bikes for new riders and kids with balancing difficulties.

Feedback for the program, including from Island schools, has been overwhelmingly positive. With matching funds from the Community Gaming Grant for our school courses, we will be in a financial position to offer these programs in your community. We believe that serving our Island communities is very important and want to make this happen. We look forward to our continued partnership and our joint efforts to supporting active, sustainable transportation in 2024!

Sincerely,

Adam Krupper  
Executive Director  
Capital Bike

## **BENEFIT TO THE DISTRICT'S RESIDENTS**

### **Everyone Rides Grades 4 and 5**

The Everyone Rides Grades 4 and 5 program offers students all over British Columbia an introductory cycling skills course where they learn to ride their bikes to and from school. Cycling education for elementary students helps:

- provide a safe way for students to get daily physical exercise and independence to move within their community
- to raise a generation of sustainable transportation users and safe road users
- reach goals related to creating a safer traffic environment, climate action, equitable mobility, and healthy communities

Since the program began in fall 2020, 9,200 students have learned bike skills in our ERG45 program in over 80 schools across the South Island. Students were able to boost their confidence on a bicycle, improve their cycling skills, and increase their awareness of cycling rules and safety. A total of 572 teachers were actively engaged in the program and rated the overall quality of the course, 4.6 out of 5.

By the end of the course, students can identify the benefits of taking active transportation to school, both from an environmental perspective, and for reasons related to mental and physical health.

Providing cycling education in schools is also effective for creating a culture of cycling as transportation. The program impacts the larger community as well: teachers and school staff report that their school's involvement in the ERG45 program encourages them to ride their own bikes more often. Parents and families also reported a shift in attitude, now seeing cycling as an attractive option for recreation and transportation.

"I wish to congratulate Capital Bike on an excellent program. They were excellent to work with, very professional and skilled with working with children. The "real-life" activities with mock roadways and all of the activities matched the interest level of the students which made the program "click." All students had a great day. We had students who had never ridden a bike before actually ride their bike unassisted, which is incredible. I highly recommend this high-quality experience to all schools."

-Grade 5 Teacher, Tillicum Elementary, Spring 2021

"This is the best cycling education for students I have ever been involved in. The stations that teach about traffic, stop signs and following the rules of the road are so important not only as a cyclist, but also as a pedestrian. Practicing bike control, how to be safe and prepared were also taught in a fun and engaging way. All of the instructors took the time to learn students' names and were so kind and helpful. It was a huge success - thank-you!

-Grade 5 Teacher, Macaulay Elementary, Fall 2022

"Wonderful, consistently excellent program year-to-year. Such a super program for students, some of which don't have this opportunity outside of school."

-Principal, KELSEY Elementary, Fall 2021



**Photos from Previous Everyone Rides Grades 4 and 5 Programs**



Students lined up to begin their “snail-paced race”, where the winner is the student with the best balance at the slowest pace. Hope they all geared down!



Students learn about courteous and right of way at a mock multi-use path with a road crossing.

A student makes use of our recumbent trike, one of twenty-five bikes we bring for kids who do not have their own to use.



Capital Bike CRD Grant-in-Aid Supporting Document



Getting the hang of traffic concepts like "right of way" and following other rules of the road.



Practicing riding in a straight line while performing shoulder checks and hand signals.

## Proposal for: CRD Grant-In-Aid

### Title: Fernwood and Phoenix Elementary Everyone Rides Grades 4 and 5 Courses

Task	Subtotal	Task Total
<b>1. Set up and travel costs</b>		
a. Coordination	\$ 600.00	
b. Transportation	\$ 640.00	
c. Advertising / Outreach	\$ 60.00	
		\$ 1,300.00
<b>2. Course Delivery</b>		
a. Instructors	\$ 2,200.00	
b. Education Manager	\$ 640.00	
c. Program Materials and Supplies	\$ 400.00	
d. Equipment Maintenance	\$ 200.00	
e. Equipment Rentals	\$ 260.00	
		\$ 3,700.00
<b>3. Other costs/ Overhead Fees</b>		
a. Insurance	\$ 200.00	
b. Operational	\$ 800.00	
c. Administration	\$ 300.00	
		\$ 1,300.00
Expenses:		\$ 6,300.00
Community Gaming Grant Funding:		\$ 3,150.00
CRD Grant-in-Aid Requested Funding:		\$ 3,150.00

**Capital Bike Society  
Draft Overall Budget  
Fiscal 2024**

**REVENUE**

**Sales Revenue**

Sales - T-Shirts	12,000.00
Sales	1,000.00
<b>Net Sales</b>	<b>13,000.00</b>

**Other Revenue**

Corporate	55,000.00
Local Governments	90,000.00
Provincial Government	5,000.00
Federal Government	43,000.00
Universities & Colleges	16,000.00
Individual Donations	20,000.00
Donations	8,000.00
Gaming Grant	31,000.00
Grants	23,000.00
Workshops	5,000.00
Cov Bike Valet	30,000.00
The Locker Bike Valet	26,000.00
Bike Locker Rental	-
Bike Smart	5,000.00
ERG45	96,000.00
TipTap	8,000.00
Sticker Challenge	1,000.00
Interest	1,000.00
Miscellaneous	1,000.00
<b>Total Other Revenue</b>	<b>464,000.00</b>

**TOTAL REVENUE 477,000.00**

**EXPENSE**

**Cost of Goods Sold**

COGS - T-Shirts	7,700.00
COGS - Merchandise	300.00
COGS - Other	600.00
<b>Total Cost of Goods Sold</b>	<b>8,600.00</b>

**Payroll Expenses**

Wages & Salaries	9,700.00
WCB Expense	600.00
Employee Benefits	10,300.00
<b>Total Payroll Expense</b>	<b>20,600.00</b>

**General & Administrative Expenses**

Event Coordination	2,800.00
Contractors	60,000.00
Board	9,100.00
Office Rental	19,400.00
Advertising	1,100.00
Finances	7,000.00
Funding	25,000.00
Storage	300.00
Rental Fees	500.00
Office	7,800.00
IT	1,500.00
Website & Apps	2,500.00
Amortization Expense	9,000.00
Program Materials	63,200.00
Interest & Bank Charges	300.00
Media	2,600.00
Bike Valet	200.00
Outreach	1,200.00
Volunteers	2,900.00
Program Planning	83,000.00
Program Implementation	40,000.00
Merchandise	200.00
Transportation	5,400.00
Insurance	3,700.00
Staff Development	18,300.00
Miscellaneous	2,800.00
Travel & Entertainment	100.00
Administration	17,200.00
Legal	1,000.00
Hiring	1,800.00
Training	4,500.00
Service Fees	13,100.00
TipTap	700.00
Branding	13,000.00
Sponsorship	14,000.00
<b>Total General &amp; Admin. Expenses</b>	<b>435,200.00</b>

**TOTAL EXPENSE** 455,800.00 464,400.00

**NET INCOME** 12,600.00



**Capital Bike Society**  
**Statement of Operations**  
**For the Fiscal Years Ended**  
**September 30th 2023 & 2022**

	<u>2023</u>	<u>2023</u>	<u>Budget</u>	<u>Variance</u>	<u>2022</u>
<b>EXPENSE</b>					
<b>Cost of Goods Sold</b>					
COGS - T-Shirts	7,281	13,281	-6,000		12,074
COGS - Merchandise	319	820	-501		745
<b>Total Cost of Goods Sold</b>	<b>7,600</b>	<b>14,101</b>	<b>-6,501</b>		<b>12,819</b>
<b>Gross Margin</b>	2,676	2,083			1,894
<b>Gross Margin %</b>	26%	13%			13%
<b>Payroll Expenses</b>					
Wages & Salaries	9,192	-	9,192		-
WCB Expense	530	1,841	-1,311		1,673
Employee Benefits	9,751	1,749	8,002		1,590
<b>Total Payroll Expense</b>	<b>19,473</b>	<b>3,589</b>	<b>15,883</b>		<b>3,263</b>
<b>General &amp; Administrative Expenses</b>					
Event Coordination	2,600	1,014	1,586		921
Contractors	62,289	50,328	11,961		45,753
Board	8,585	4,771	3,815		4,337
Office Rental	18,270	20,452	-2,182		18,593
Advertising	1,054	1,569	-516		1,427
Finances	7,504	7,660	-156		6,964
Funding	24,704	16,535	8,169		15,032
Storage	365	-	365		-
Rental Fees	544	-	544		-
Office	7,370	8,012	-642		7,284
IT	1,459	7,484	-6,025		-
Website & Apps	2,325	-	2,325		-
Amortization Expense	9,929	-	9,929		12,594
Program Materials	59,618	51,575	8,043		46,886



**Capital Bike Society**  
**Statement of Operations**  
**For the Fiscal Years Ended**  
**September 30th 2023 & 2022**

	<b>2023</b>	<b>2023</b>	<b>Budget</b>	<b>Variance</b>	<b>2022</b>
		<b>Budget</b>			
Interest & Bank Charges	256	-	256	-	-
Media	2,477	4,223	-1,746	3,839	3,839
Bike Valet	150	2,745	-2,595	2,495	2,495
Outreach	1,169	16,876	-15,707	15,342	15,342
Volunteers	2,689	-	2,689	-	-
Program Planning	79,663	84,995	-5,332	77,268	77,268
Program Implementation	38,957	39,565	-607	35,968	35,968
Merchandise	228	-	228	-	-
Transportation	5,105	3,832	1,273	3,484	3,484
Insurance	3,491	4,437	-946	4,034	4,034
Staff Development	17,293	8,008	9,285	7,280	7,280
Miscellaneous	2,635	10,448	-7,812	9,498	9,498
Travel & Entertainment	119	-	119	-	-
Administration	16,858	31,985	-15,127	26,657	26,657
Legal	1,605	310	1,295	282	282
Hiring	1,720	-	1,720	-	-
Training	4,285	4,086	199	3,714	3,714
Service Fees	12,378	5,971	6,407	5,428	5,428
Tip Tap	707	-	707	-	-
Branding	14,318	7,325	6,993	6,659	6,659
Sponsorship	15,098	343	14,755	312	312
<b>Total General &amp; Admin. Expenses</b>	<b>427,818</b>	<b>394,549</b>	<b>33,269</b>	<b>362,050</b>	<b>362,050</b>
<b>TOTAL EXPENSE</b>	<b>454,890</b>	<b>412,239</b>	<b>42,651</b>	<b>378,132</b>	<b>378,132</b>
110%		Of 2023 Budgeted Expenses			
<b>NET INCOME</b>	<b>-28,433</b>	<b>27,421</b>	<b>-55,854</b>	<b>15,545</b>	<b>15,545</b>

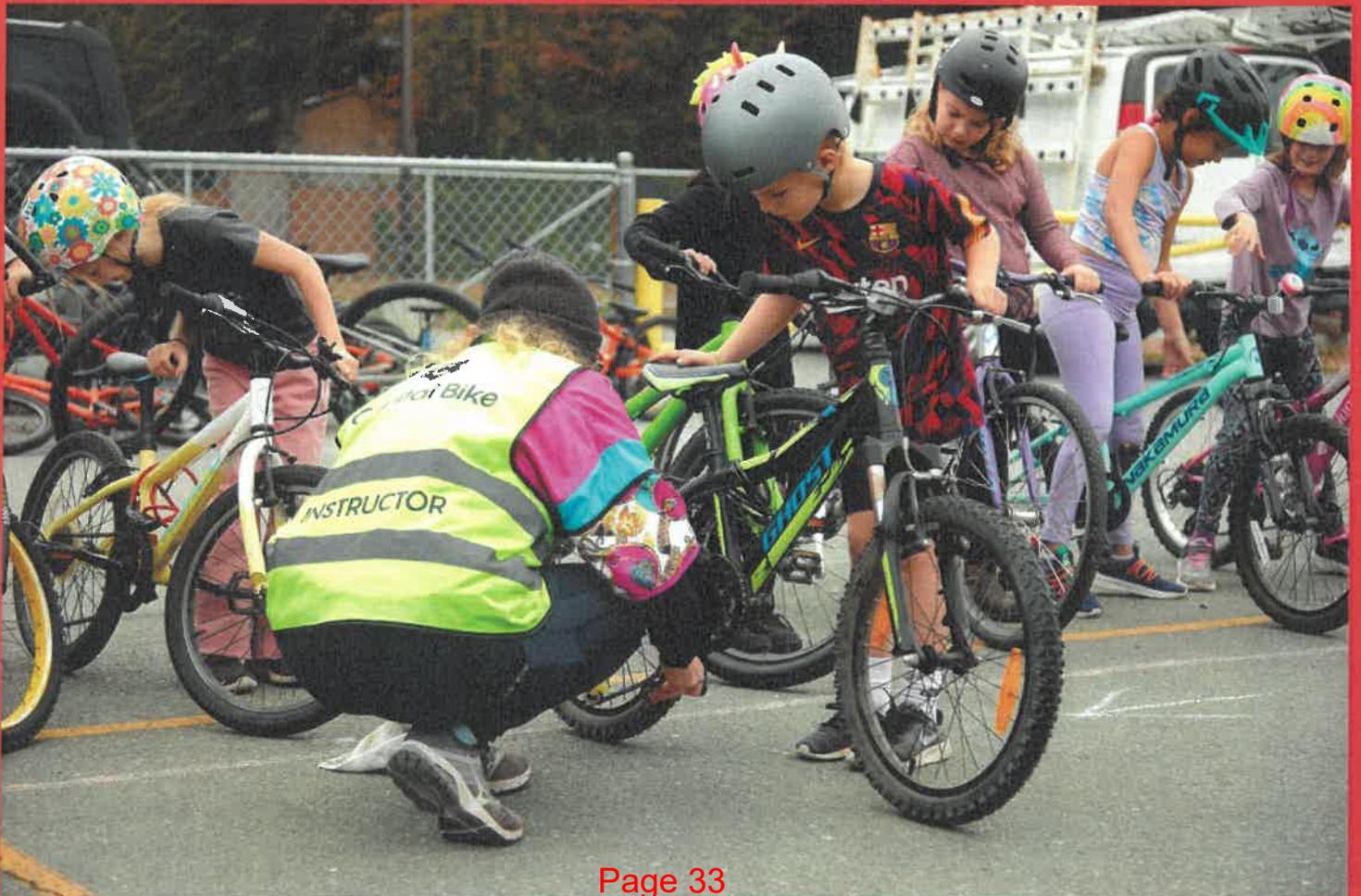
RETURN ON REVENUE -7% 6% 4%



# Capital Bike

## Municipal Sponsor Report

### Bike Education on Salt Spring Island 2023



## Overview

We were pleased to deliver several complimentary bike programs on Salt Spring Island in 2023, including courses for school-aged kids and older adults on E-Bikes. In May 2023 we instructed Salt Spring Elementary's 48 students in grades 3-5 thanks to funds received from the CRD Islands Grant in Aid. In October 2023 we returned to Salt Spring Island to teach 70 students in grades 4-7 at Fulford Elementary. During these courses, we instructed the students in basic bike mechanics, traffic safety, rules of the road, and bike handling skills. During the first "in-class" session we taught the classes about helmet fit, how to make sure their bikes are safe to ride, safety tips and principles of traffic safety. These sessions are 60 minutes long and provide a foundation for the on-bike portion. Taught in 90-minute blocks, the on-bike portion includes 4 stations teaching bike handling skills through fun games, multi-use trail etiquette, rules of the road and right-of-way at intersections, and signalling and shoulder checks.

In addition to our school aged bike programs, we also ran an "E-Bike Freedom 55+" course, in partnership with the local advocacy group Island Pathways. Island Pathways promoted the course, which was offered for free to local residents who had recently taken up e-biking and/or were interested in learning safety skills and best practices. The course, run by our Bike Instructor Todd Kalyniuk, featured in-class, parking lot, and on-road learning, with tips specific to rural and e-bike riding. 4 Salt Spring residents attended the 5.5 hour course, which began at Portlock Park before continuing onto local roads.

The photos included in this report were taken at Campus View Elementary by photographer Jo-Ann Richards, and show an Everyone Rides Grades 4 and 5 course, like the one delivered at Fulford and Salt Spring Elementaries, in action.

## Summary of Results

### Salt Spring Elementary ERG45

Number of students: 48

Number of classes: 2

Grades Instructed: 3, 4, 5,

Number of teachers engaged: 4

### Fulford Elementary ERG45

Number of students: 70

Number of classes: 3

Grades Instructed: 4, 5, 6, 7

Number of teachers engaged: 5

### E-Bike Freedom 55+ Course

Number of students: 4

## Community Benefit

The benefits of the Everyone Rides and related school bike programs extend beyond the students who participate. By offering this bike education we are contributing to healthier, happier, and safer communities. Benefits to the school and community include:

- **Healthier kids:** by giving students the tools they need to bike to school and in their community we give them the opportunity to make physical activity a greater part of their lives.
- **Reduced congestion:** schools in Greater Victoria struggle increasingly with congestion at pickup and drop off times and are increasingly promoting active transportation to ameliorate this issue. By instructing students in safe biking, we aid schools in meeting these goals.
- **Safer communities:** Teaching students aged 9 and 10 about safe cycling helps keep vulnerable road users safe in the local community.
- **Courteous road and trail users:** by teaching how to communicate courteously and follow the rules on roads and trails we are helping foster a community of considerate and polite cyclists in your community.



*Figure 1: Students learn how to be courteous on shared trails and multi-use pathways.*



*Figure 2: Students warm up with bike games on school grounds.*



*Figure 3: Students learn about "Right of Way" and road rules while biking at a mock two-way stop intersection.*



*Figure 4: students practice hand signals and shoulder checks while riding in a straight line between the cones.*

Thank you for your  
continued support!



Capital Bike

**Capital Bike Society**  
**Statement of Operations**  
**For the Fiscal Years Ended**  
**September 30th 2023 & 2022**

	<u>2023</u>	<u>2023</u>	<u>Budget</u>	<u>Variance</u>	<u>2022</u>
<b>REVENUE</b>					
<b>Sales Revenue</b>					
Sales - T-Shirts	9,389	13,908	-4,519		12,644
Sales	887	2,276	-1,389		2,069
<b>Net Sales</b>	<u>10,276</u>	<u>16,184</u>	<u>-5,908</u>		<u>14,713</u>
<b>Other Revenue</b>					
Corporate	49,750	203,535	-153,785		179,018
Local Governments	85,005	95,587	-10,582		86,897
Provincial Government	4,500	23,375	-18,875		21,250
Federal Government	40,788	51,550	-10,762		46,863
Universities & Colleges	15,000	7,150	7,850		6,500
Individual Donations	8,545	11,185	-2,641		10,168
Donations	7,114	1,503	5,611		-
Gaming Grant	29,500	-	29,500		-
Grants	21,510	-	21,510		-
Workshops	2,500	55	2,445		50
Cov Bike Valet	27,608	-	27,608		25,850
The Locker Bike Valet	24,071	28,435	-4,365		-
Bike Locker Rental	318	352	-35		320
Bike Skills	4,226	-	4,226		-
ERG45	90,954	-	90,954		-
TipTap	2,109	-	2,109		1,366.48
Sticker Challenge	630	-	630		-
Interest	1,321	-	1,321		-
Miscellaneous	733	748	-15		680.00
<b>Total Other Revenue</b>	<u>416,181</u>	<u>423,476</u>	<u>-7,294</u>		<u>378,964</u>
<b>TOTAL REVENUE</b>	<u>426,457</u>	<u>439,660</u>	<u>-13,203</u>		<u>393,677</u>
97%					Of 2023 Revenue Goal Achieved



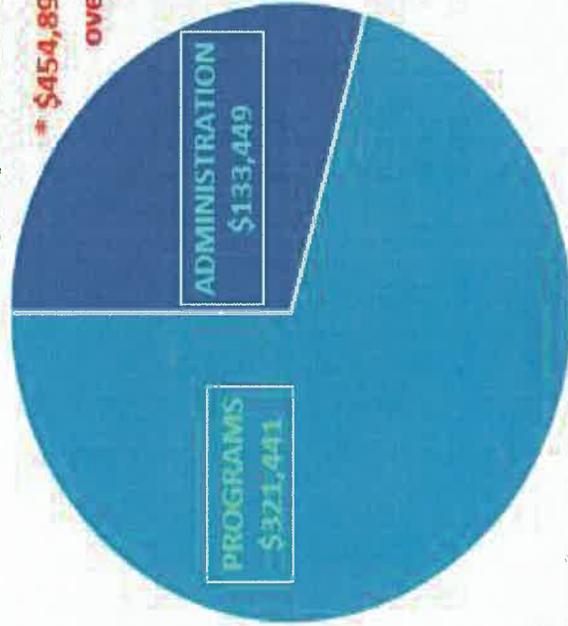
**Capital Bike Society**  
**Statement of Operations**  
**For the Fiscal Years Ended**  
**September 30th 2023 & 2022**

	<u>2023</u>	<u>Budget</u>	<u>2022</u>	<u>Budget</u>	<u>Variance</u>	<u>2022</u>
--	-------------	---------------	-------------	---------------	-----------------	-------------



**Capital Bike Society - Program Service Ratio FY 2022-2023**

\* \$425,427 : 8% Increase in Revenue over 2022  
 \* \$454,890 : 20% Increase in expenses over 2022



\* 97 % of 22/23 Revenue Goal Achieved

\* -7% Return (Deficit) on Revenue

\* Program Service Expense

Ratio 71%, 671 Cents of each \$Dollar spent on Programs, not Admin. Ideal benchmark is 75%.

■ ADMINISTRATION ■ PROGRAMS

*Salt Spring Literacy*

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**Capital Regional District**  
**Grant-In-Aid Application Form**  
**FOR ELECTORAL AREAS ONLY:**

**Juan de Fuca**

**Salt Spring Island**

**Southern Gulf Islands**

[Revised November 16, 2012]

## CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

### Application Submitted By

Name and Address of Applicant: Salt Spring Literacy  
Box 228, Ganges PO  
SSI V8K

Contact(s): Stella Weinert  
(name) (phone) (fax)  
sweinert@saltspringliteracy.org  
Email address

Contact(s): Nancy Gerrish  
(name) (phone) (fax)  
[REDACTED]  
Email address

### Application Summary

Project or purpose for which you require assistance:

We would like to update our facility at SIMS, by changing our solid core door to include a glass panel and by buying space heaters to provide warmth when needed.

Amount of grant requested \$ 997.54

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

Stella Weinert  
(signature of authorized signatory)

Executive Director  
(title)

Stella Weinert  
(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?

Salt Spring Literacy promotes literacy on Salt Spring Island by building awareness in the community and by providing free tutor and other literacy support to adults, seniors, families, and children.

We provide free tutor support to adults wanting help with reading, writing, math, English, computers, and courses of any type. Our One-To-One reading program provides tutors to schools to support children's reading and our 1,000 X 5 program provides books to preschoolers in the belief that if children hear 1,000 books by the age of 5 they will be well-prepared for school success.

We also provide help by appointment with forms, including applying for lost ID. Other services include exam invigilation and the provision of a computer lab for public use.

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

Salt Spring Is.

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

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

none

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

Members: 148

Volunteers: 200

We have been in operation since 2007, 16 years.

## 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.

We would like to update our facility at SIMS, by changing our solid core door to include a glass panel. This will be more welcoming, enabling visitors to see in, and also to keep our space warmer (since we currently keep our door open to be more welcoming).

We would also like to purchase space heaters for use on cold days when the facility's heat is not adequate.

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

We think making the facility more welcoming and comfortable will encourage more community members to use our services and make it more comfortable for staff when working.

## 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)
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

Year	\$ Amount	Purpose for which assistance was used
2023	\$ 1,000.00	chairs for use by volunteer and events

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

***Please remember to attach:***

1. Project budget
2. Financial statement for your organization

Budget Upgrade Project  
Salt Spring Literacy  
Grant-In-Aid application  
Feb. 8/2024

Door Upgrade (glass panel added)	\$800.00
Space Heaters 3 @ \$59 ea	197.54
Total	\$ 997.54

**SALT SPRING LITERACY SOCIETY**  
**Compiled Financial Information**  
**Year Ended December 31, 2021**



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## COMPILATION ENGAGEMENT REPORT

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To the Members of Salt Spring Literacy Society

On the basis of information provided by management, we have compiled the statement of financial position of Salt Spring Literacy Society as at December 31, 2021, and the statements of revenues and expenditures and changes in fund balances for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

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

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

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

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

*McLean, Lizotte, Wheadon and Company*

**MCLEAN, LIZOTTE, WHEADON AND COMPANY**  
Chartered Professional Accountants

Salt Spring Island, British Columbia  
June 10, 2022

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SALT SPRING ISLAND  
340 LOWER GANGES ROAD  
SALT SPRING ISLAND, BC  
V8K 2V3  
250-537-9742  
FAX: 250-637-9792

VICTORIA  
300A-3060 CEDAR HILL ROAD  
VICTORIA, BC  
V8T 3J5  
250-475-3000  
FAX: 250-475-2224

[www.mlwaccounting.ca](http://www.mlwaccounting.ca)  
email: [cpa@mlwaccounting.ca](mailto:cpa@mlwaccounting.ca)

*\*denotes partnership of professional corporations*

**SALT SPRING LITERACY SOCIETY**  
**Statement of Financial Position**  
**December 31, 2021**

	2021	2020
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 199,140	\$ 144,043
Accounts receivable	144	614
Goods and services tax recoverable	1,060	751
	<b>200,344</b>	<b>145,408</b>
<b>CAPITAL ASSETS (Note 2)</b>	<b>7,433</b>	<b>8,759</b>
	<b>\$ 207,777</b>	<b>\$ 154,167</b>
 <b>LIABILITIES AND FUND BALANCES</b>		
<b>CURRENT</b>		
Accounts payable	\$ 7,331	\$ 5,008
Employee deductions payable	-	1,267
Deferred income	46,663	29,203
	<b>53,994</b>	<b>35,478</b>
 <b>FUND BALANCES</b>		
Unrestricted fund	128,261	91,102
Internally restricted fund	18,089	18,826
Invest in capital assets fund	7,433	8,761
	<b>153,783</b>	<b>118,689</b>
	<b>\$ 207,777</b>	<b>\$ 154,167</b>

ON BEHALF OF THE BOARD

Joanna Whalley Director

Karen Dakin Director

See notes to financial information

**SALT SPRING LITERACY SOCIETY**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2021**

	2021	2020
<b>REVENUES</b>		
Grants	\$ 85,613	\$ 71,522
Book and Jewellery sale	47,792	-
Donations	29,025	26,008
Government subsidies	4,620	5,229
Memberships	330	380
Other income	198	290
Interest	48	227
	<u>167,626</u>	<u>103,656</u>
<b>EXPENSES</b>		
Advertising and promotion	1,420	1,515
Amortization	2,074	1,956
Subscriptions, permits and licenses	2,262	2,106
Insurance	1,880	1,581
Interest and bank charges	101	58
Office	1,902	2,269
Programming	15,212	7,942
Subcontract	2,500	2,500
Fundraising	9,821	412
Professional fees	1,583	1,282
Rental	31,663	31,523
Repairs and maintenance	1,585	578
Wages and benefits	57,212	40,197
Utilities	3,317	3,074
	<u>132,532</u>	<u>96,993</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$ 35,094</u>	<u>\$ 6,663</u>

**SALT SPRING LITERACY SOCIETY**  
**Statement of Changes in Fund Balances**  
**Year Ended December 31, 2021**

	Unrestricted Fund	Internally Restricted Fund	Invest in Capital Assets Fund	2021	2020
<b>FUND BALANCES - BEGINNING OF YEAR</b>	\$ 91,102	\$ 18,826	\$ 8,761	<b>\$ 118,689</b>	\$ 112,026
<b>EXCESS OF REVENUES OVER EXPENSES</b>	37,168	-	(2,074)	<b>35,094</b>	6,663
<b>CAPITAL ASSET ADDITIONS</b>	(9)	(737)	746	-	-
<b>FUND BALANCES - END OF YEAR</b>	<b>\$ 128,261</b>	<b>\$ 18,089</b>	<b>\$ 7,433</b>	<b>\$ 153,783</b>	<b>\$ 118,689</b>

See notes to financial information

**SALT SPRING LITERACY SOCIETY**  
**Notes to Compiled Financial Information**  
**Year Ended December 31, 2021**

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**1. BASIS OF ACCOUNTING**

The basis of accounting applied in the preparation of the statement of financial position of Salt Spring Literacy Society as at December 31, 2021, and the statements of revenues and expenditures and changes in fund balances for the year then ended is on the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable less an allowance for doubtful accounts
- capital assets recorded at historical cost and amortized on a declining balance method
- accounts payable and accrued liabilities
- current income taxes payable as at the reporting date
- unspent revenues received during the fiscal year is recorded as deferred revenue

---

**2. CAPITAL ASSETS**

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Equipment	\$ 8,665	\$ 5,347	\$ 3,318	\$ 4,147
Computer equipment	1,720	861	859	705
Leasehold improvements	6,512	3,256	3,256	3,907
	<b>\$ 16,897</b>	<b>\$ 9,464</b>	<b>\$ 7,433</b>	<b>\$ 8,759</b>

---

**3. REMUNERATION**

On November 28, 2016, the new British Columbia Societies Act came into force. Included in the new Act is a requirement to disclose the remuneration paid to all directors, the ten highest paid employees and all contractors who are paid at least \$75,000 annually.

During the year, the Society did not pay any remuneration in excess of \$75,000 to any one director, employee, or contractor.

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# Lady Minto Hospital Auxiliary Society

328 Lower Ganges Rd., Salt Spring Island, BC V8K 2V3



January 26, 2024

Dear Mr. Holman

Please find attached our completed CRD Grant-in-Aid application, the proposed budget for our project, a Profit and Loss Report for 2023, and a Statement of Revenue and Expenses for 2022.

I trust that you will find that our grant application fulfills the necessary eligibility criteria. If you require further information please feel free to contact me by email [REDACTED] or by phone [REDACTED]

Our Board of Directors and LMHAS Thrift Shop volunteers thank you for your consideration of our funding request.

Sincerely yours,

Terri Skjaveland  
for the  
Lady Minto Hospital Auxiliary Society

## CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

<b>Application Submitted By</b>		
Name and Address of Applicant: <u>Lady Minto Hospital Auxiliary Society</u>		
<u>328 Lower Ganges Rd Salt Spring Island, BC V8K 2V3</u>		
Contact(s):	<u>Terri Skjaveland</u>	<u>[REDACTED]</u>
	(name)	(phone)
	<u>[REDACTED]</u>	(fax)
	Email address	
Contact(s):	<u>Judith Wardell</u>	<u>[REDACTED]</u>
	(name)	(phone)
	<u>[REDACTED]</u>	(fax)
	Email address	

<b>Application Summary</b>	
Project or purpose for which you require assistance:	
The Lady Minto Hospital Auxiliary Society (LMHAS) is requesting funding assistance for the installation of a surveillance/security system in the LMHAS run Lady Minto Thrift Shop.	
Amount of grant requested \$ <u>5,000</u>	

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]  
(signature of authorized signatory)

Terri Skjaveland  
(print name)

Lady Minto Hospital  
(title) Auxiliary Society  
member.

## 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 long established Lady Minto Hospital Auxiliary Society (LMHAS) non-profit Thrift Shop is the primary source of funding for the unique services and activities the LMHAS provides to the Southern Gulf Islands community. This includes funding for Art and Therapy programs and the purchase of equipment, supplies and improvements requested for the comfort and care of patients and residents of the Lady Minto Gulf Islands Hospital and Care Facilities including Greenwoods Eldercare Complex and Braehaven Assisted Living. Proceeds from the Thrift Shop are also used to provide scholarships to Gulf Islands Secondary School (GISS) graduates as well as back to school bursaries for mature students.

The LMHAS Thrift Shop provides a much needed affordable shopping alternative, promotes a sustainable environment and serves as an important social hub for our customers, donors, and many volunteers.

2. Describe the geographic area that receives services or benefits from your organization.  
Salt Spring Island and Southern Gulf Islands.

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

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

The Lady Minto Thrift Shop is run strictly by volunteers. We do not have any paid staff and the Lady Minto Hospital Auxiliary Society does not receive any funding via taxation. We are completely separate from the Lady Minto Hospital Foundation.

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

The Lady Minto Hospital Auxiliary Society presently has 140 members . Approximately 100 members volunteer their time at The Lady Minto Thrift Shop.

The organization has been in operation since 1936.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event Purchase and installation of a surveillance/security system

other purpose ( \_\_\_\_\_ )

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

The installation of a surveillance system in The Lady Minto Thrift Shop will enhance the overall security and safety of our many volunteers, customers, and donors.

Deterring theft and harassment of volunteers, minimizing liability, improving customer service, discouraging after hours 'dump and run' of items not fit for resale, monitoring parking area incidents, and reassuring our volunteers, customers and donors that we take security and safety seriously are some of the reasons to support the installation of a surveillance system in our increasingly busy Thrift Shop.

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

A surveillance/security system will serve to enhance the overall security and safety of our volunteers, donors, and customers, all part of our community.

**Funding and Financial Information**

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

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

We have not applied to any other granting agencies for this specific project.

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

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

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

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

Year	\$ Amount	Purpose for which assistance was used
2021	\$4,953.65	Computer upgrade and file cabinets for the the LMHAS office.
2023	\$3,000.00(pending)	Waste Reduction Grant to improve the efficiency of our Recycle efforts.

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**

**Project Budget**

Purchase and installation of a 6 camera surveillance system (Find attached the estimate from FXR Systems)	\$ 5,375.53
ASUS - VA27EHE 27 in. IPS Monitor (1920 × 1080).	\$190.00
Wall mounting hardware for monitor	\$112.00
Total Project Budget	\$5,677.53

# Estimate

**FXR SYSTEMS LTD.**

1940 Musgrave Road,  
Salt Spring Island, B.C. V8K 1V5

Date	Estimate #
2024-01-24	1369

Terri Skjaveland

Qty	Description	Unit	Amount
	This is an estimate only. This job is to be done on a time and material basis.	0.00	0.00
1	8 Camera DVR , 960h Advanced High definition 1080P 2 terabit hard drive, net ready, built in motion detection, usb memory stick back up, PC and MAC compatible, mobile access via IOS, Android	1,098.65	1,098.65
6	1080P IP high definition outdoor bullet camera uses ip over coax cable colour Day / black and white night mode, weather resistant with photocell activated IR LED's & mounting bracket. ( DWD-DWCB7753TIR )	339.25	2,035.50
12	BNC female connector.	8.97	107.64
1	Power bar	15.85	15.85
2	Northern 4 camera 5 amp, 12 vdc power supply	39.85	79.70
200	RG 59 U Copper coax core with copper shield. CCTV cable.	0.49	98.00
200	18 Gage 2 conductor LVT wire per meter	0.99	198.00
50	Cat 5E network cable	0.41	20.50
8	Labour Scott	85.00	680.00
8	Labour Brad	85.00	680.00
	Sub Total		5,013.84
	Electrical Permit.( Based on \$401 - \$1000 job value )	111.00	111.00
	FXR Systems is not a networking company. We will need to work with a network technician to hook up and test the local & remote viewing features of this system, this time is not included in this proposal.	0.00	0.00
	High definition 1080 P Camera system	0.00	0.00
	GST On Sales	5.00%	5,124.84 250.69
<b>GST/HST No.</b> 895201572		<b>Total</b> \$5,375.53	

Ph: 250-537-4399 / Fax: 250-537-4366 / Cell: 250-537-7836  
Thank you for the opportunity to quote on this project.

## **Financial Documentation**

Find attached the Profit and Loss Report for 2023 and the Statement of Revenue and Expenses for 2022.

Please note that for 2023 we have not yet disbursed the pledged amount of \$258,272.23 to Greenwoods Eldercare Facility and the Lady Minto Hospital. Typically, the invoices are received and paid by the end of February 2024, which would leave the Lady Minto Hospital Society with a profit of \$22,220.05 for 2023. We will have an exact figure after the audit at the end of March 2024.

# Lady Minto Hospital Auxiliary Society

## Profit and Loss

January - December 2023

	TOTAL
<b>INCOME</b>	
4-1000 Thrift Store Sales	438,906.22
4-2000 Hospital Showcase	2,547.50
4-3000 Interest Income - General	13,251.33
4-3001 Interest Income - Bldg	491.03
4-4000 Donations	1,448.94
4-4002 - National Diabetes	1,636.00
4-4006 Grant-Renovation	5,400.00
4-5000 Membership Dues	1,000.00
Country Grocer Save a Tape	1,645.52
Sales	102.85
Sales of Product Income	244.84
Uncategorized Income	4.76
<b>Total Income</b>	<b>\$466,678.99</b>
<b>GROSS PROFIT</b>	
	<b>\$466,678.99</b>
<b>EXPENSES</b>	
5-1000 Bank Charges	2,239.17
5-2000 Insurance	3,565.00
5-2010 Insurance- Deductable	2,500.00
5-2500 Advertising - TS	2,912.32
5-5300 Supplies- TS	787.42
5-5401 Janitor	18,342.25
5-5402 Repairs & Maintenance	371.86
5-5403 waste disposal	1,229.46
5-5405 Leasehold Improvments	4,714.52
5-5500 Rent	91,589.78
5-5600 Telephone	2,145.00
5-5700 Utilities	6,026.95
6-1000 Advertising	385.37
6-1201 Vancouver Isld Conference	321.34
6-1300 Gifts & Tray Favours	3,826.30
6-1301 X-mas Luncheon	71.24
6-1400 Rent - Mtg expense	1,212.63
6-1500 Office	1,875.50
6-1600 Professional Fees	14,801.46
6-1605 Bookkeeping Services	5,718.66
6-2000 Dues & Membership	1,741.00
6-5120 Greenwoods	350.00
6-5140 Bursaries	14,000.00
6-5160 Extended Care Unit	2,933.73
Bank Error	-9.99
New Premises Expense	131.81
treasurer's petty cash	2,000.00
Utilities - Office	1,195.18
Web Hosting	127.89
<b>Total Expenses</b>	<b>\$187,105.85</b>

# Lady Minto Hospital Auxiliary Society

## Profit and Loss

January - December 2023

	TOTAL
OTHER INCOME	
4-8000 PST Commission	919.14
<b>Total Other Income</b>	<b>\$919.14</b>
PROFIT	<b>\$280,492.28</b>

**LADY MINTO HOSPITAL AUXILIARY SOCIETY**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2022**

	2022	2021
<b>STORE REVENUES</b>		
Thrift Store Sales	\$ 329,708	\$ 196,857
PST commission	2,113	815
COVID operational grants	-	22,527
	<u>331,821</u>	<u>220,199</u>
<b>COST OF SALES</b>		
Insurance	2,307	2,089
Office and miscellaneous	999	1,437
Rent	93,159	83,123
Repairs and maintenance	25,611	20,583
Supplies	7,544	3,782
Telephone	2,592	2,117
Utilities	7,702	5,700
	<u>139,914</u>	<u>118,831</u>
<b>GROSS PROFIT</b>	<u>191,907</u>	<u>101,368</u>
<b>OTHER REVENUES</b>		
Interest income	11,431	8,736
Donations	1,770	1,199
Membership dues	940	697
Hospital Showcase	175	379
	<u>14,316</u>	<u>11,011</u>
<b>EXPENDITURES</b>		
Advertising and promotion	4,240	6,041
Bookkeeping	5,129	2,617
Dues and memberships	543	266
Education and convention	2,426	-
Insurance	554	827
Interest and bank charges	2,100	1,317
Office and miscellaneous	2,246	2,183
Professional fees	7,700	6,650
Rent	600	2,398
Utilities	-	672
	<u>25,538</u>	<u>22,971</u>
<b>EXCESS OF STORE REVENUES OVER EXPENDITURES BEFORE OTHER ITEMS</b>	<u>180,685</u>	<u>89,408</u>
<b>OTHER ITEM</b>		
Donations and gifts (Note 6)	<u>(121,073)</u>	<u>(53,723)</u>
<b>EXCESS OF STORE REVENUES OVER EXPENDITURES</b>	<u>\$ 59,612</u>	<u>\$ 35,685</u>



Making a difference...together

*Banemonium*

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**Capital Regional District  
Grant-In-Aid Application Form  
FOR ELECTORAL AREAS ONLY:**

**Juan de Fuca**

**Salt Spring Island**

**Southern Gulf Islands**

[Revised November 16, 2012]

## CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

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

Name and Address of Applicant: Bandemonium Music Society  
\_\_\_\_\_  
\_\_\_\_\_

Contact(s): Jennifer Oestreicher [REDACTED] \_\_\_\_\_  
(name) (phone) (fax)

[REDACTED]  
Email address

Contact(s): Marc Sira [REDACTED] \_\_\_\_\_  
(name) (phone) (fax)

[REDACTED]  
Email address

### ***Application Summary***

Project or purpose for which you require assistance:

Jazz improvisation workshop  
Swing dance workshop  
Year-end Concert

Amount of grant requested \$ 2,750.00

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)

Chair, Bandemonium Music Society Bd.  
(title)

John Moore  
(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 Bandemonium Society uniquely benefits the community by furthering an interest in concert and swing band music on SSI; providing a vehicle for musicians of all ages to play and receive concert/swing musical instruction on SSI; and supporting and enriching musical life in the community through performances and workshops. It also functions as a music hub by coordinating practice space for other music groups, loaning expensive difficult to obtain instruments to school and community groups, and by performing at community events such as Canada Day. We work with the local school music teachers to support and promote music development in young musicians in the community both through mentoring and through sitting in with the high school bands in practices and performances. There are no similar orgs.

2. Describe the geographic area that receives services or benefits from your organization.  
Salt Spring Island and the local smaller islands

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

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

none

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

Approximately 35-50 members (varies by season)  
The organization has been in operation for three decades.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (2 workshops and a performance)

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

Jazz improvisation workshop. Open to all community members by donation only. Taught by a guest director. Requesting assistance with facility rental cost (specific to the event) and guest musician and director honoraria.

Swing dance workshop and performance. Open to all community members for a nominal fee. Taught by guest director. Requesting assistance with advertising costs, hall rental costs (specific to event) , and guest director and musician honoraria.

Year end concert. Requesting assistance with hall rental costs (specific to event), advertising costs, and guest musician honoraria.

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

As part of the vibrant local music sector on Salt Spring, these projects provide a vehicle for musicians of all ages within the community to play music and receive musical instruction. We believe we offer a unique and important musical resource in our community, particularly in our rural context, where resources are scarce and access to musical opportunities are typically far away and/or limited.

The project events support and enrich musical life in the community by providing opportunities to listen to, learn from, and enjoy music performance and education. Music events such as the proposed workshops and performance bring together diverse user groups to interact, socialize, collaborate, create, and learn from each other. We help build community bonds and contribute to a diversity of cultural experiences on the Island.

**Funding and Financial Information**

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

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

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

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

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

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

Year	\$ Amount	Purpose for which assistance was used

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

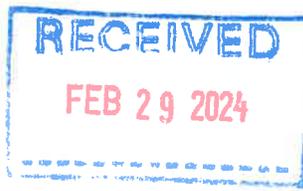
The information provided in Section 4 is for data collection purposes.

### **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

February 5, 2024

**To:** Capital Regional District (CRD), Electoral Area Director and Board

**From:** Bandemonium Music Society of Salt Spring Island, British Columbia

**Contact:** Jennifer Oestreicher, Bandemonium Music Society, Board Member

[Redacted contact information]

John Moore, Bandemonium Music Society, Board Chair

[Redacted contact information]

Marc Sira, Bandemonium Music Society, Board Treasurer

[Redacted contact information]

## Precis:

The Bandemonium Music Society is requesting 100% funding for a special project consisting of two workshops (Improvisation and Swing Dance) and one performance. The sections of this project have a significant educational component, are open to all in the community, and are not offered by any other community organization on Salt Spring Island. The events will take place in the winter/spring of 2024.

The project's budget is detailed below under the table "Typical/Expected Costs" **A financial statement itemizing expenses for the fiscal year is appended below. There are no monies and/or benefits paid to members or officers.** Also below please find an introduction to the Bandemonium Music Society and information about its activities on Salt Spring.

The Bandemonium Music Society of Salt Spring Island appreciates the opportunity to apply for a Grant-in-Aid from the CRD. Any and all funding or support received will be thankfully acknowledged, including on programs, literature, advertising, and social media.

## **Introduction:**

Founded in 1993 and a registered nonprofit, the 35+ member Bandemonium Music Society (Bandemonium) has a broad mandate to:

- further an interest in concert and swing band music on Salt Spring Island;
- provide a vehicle for musicians of all ages to play music and receive musical instruction on Salt Spring Island; and
- support and enrich musical life in the community through performances and workshops.

Bandemonium is the only community organization offering musical instruction and performance in the swing and concert band genres. We believe we offer a unique and important musical resource in our community, particularly in our rural context, where resources are scarce and access to musical opportunities are typically far away and/or limited.

We contribute to our community's well-being in multiple ways, including:

- Offering well-attended concerts, dances, and workshops, including important community performances such as Canada Day and Remembrance Day
- Functioning as a music hub by coordinating practice space for other community music/art groups.
- Loaning expensive and difficult-to-obtain instruments to school, community groups, and musicians who may not otherwise be able to afford these instruments.
- Working with the local school music teachers to support and promote music development in young musicians in the community, both through mentoring and through "sitting in" with the high school bands in practices and performances.
- Liaising with teachers to help identify and support promising young musicians who would benefit from more advanced music opportunities of Bandemonium that are not available in the current school programs.

As part of the Bandemonium Music Society's mandate to provide a vehicle for musicians of all ages to play with music and receive musical instruction on Salt Spring Island, regardless of financial need or ability, the Society provides bursaries, fee waivers, and student fee discounts valued in 2023-2024 at \$1200. The Bandemonium Board believes that making music performance and instruction available to all who wish to participate, regardless of financial need, is fundamental to equitably expanding access and removing barriers to musical opportunities.

The Society is reaching out to the CRD for support as it rebuilds its finances and membership base. These were significantly impacted by the Covid shutdowns, rising costs of rental space on the island, and the drawdown of reserves to pay director salaries during Covid.

Helmed by a dedicated volunteer board that is deeply committed to nurturing, growing, and promoting intergenerational and multigenerational swing and concert music in our community, we believe that the CRD's financial support would significantly contribute to Bandemonium's long-standing mandate to support and enrich musical life in our community.

We also believe, especially with the CRD's support, that we will be on a positive path to sustainability that will allow Bandemonium to continue to offer swing and concert band music opportunities in our rural community for the decades to come.

**2023-2024 Workshop and Performance Project  
 Typical/Expected Costs (Project Budget)**

<b>Event</b>	<b>Cost Categories</b>	<b>Cost Per</b>	<b>Total All</b>
<b>Performance (1) Swing Wkshp (1)</b>	Advertising (x2)	300	600
	Hall Rental (x2)	400	800
	Honouraria (x2)	400	800
<b>Subtotal Costs (2)</b>			<b>\$2400</b>
<b>Improv Wkshp (1)</b>	Advertising (soc. media only)	0	0
	Facility Rental	50	50
	Honouraria	300	300
<b>Subtotal Costs (1)</b>			<b>350</b>
<b>Total Costs (3)</b>			<b>\$2750</b>

***Please remember to attach:***

1. Project budget
2. Financial statement for your organization

**BANDEMONIUM MUSIC SOCIETY**

As of August 31, 2023

**Revenue & Expense**

**September 2022 through August 2023**

**Ordinary Income/Expense**

Income

Advertising	\$100	Sandwich board rental
Concessions	\$0	
Contributions - Tax Receipt	\$0	
Contributions	\$900	Country Grocer Save-a-Tape
Fall Fair	\$0	
BC Gaming Grant	\$6,500	
Membership Dues	\$5,675	
Ticket Proceeds	\$6,619	
Rent Sublease	\$548	Marimba Band
<b>Total Income</b>	<b>\$20,342</b>	

Expense

Advertising & Publicity	\$965	
Awards	\$0	
Concert Expenses	\$142	
Concessions	\$0	
Equipment Maintenance	\$495	Piano Move, Tuba Repair
Equipment Purchase	\$0	
Fundraising	\$0	
Gifts	\$138	
Guest Artists	\$828	
Music - Concert Band	\$352	
Music - Swing Shift	\$429	
Office Expenses	\$332	
Payroll	\$18,200	
Rehearsal Space	\$4,404	SIMS
Rent (Venues)	\$1,552	
Society Fees	\$0	

\$27,836

**Net Ordinary Income** (\$7,495)

**Other Income/Expense**

Interest Earned \$27

**Net Other Income/Expense** \$27

**Net Income** (\$7,468)

The Circle SS Education Society



Making a difference...together

**Capital Regional District**  
**Grant-In-Aid Application Form**  
**FOR ELECTORAL AREAS ONLY:**

**Juan de Fuca**

**Salt Spring Island**

**Southern Gulf Islands**

[Revised November 16, 2012]

## CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

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

Name and Address of Applicant: The Circle Salt Spring Education Society  
100-125B Rainbow Road  
SSI, BC V8K 2V5

Contact(s): Janine Fernandes-Hayden 250-537-1336  
(name) (phone) (fax)  
executivedirector@thecircleeducation.org  
Email address

Contact(s): Eric Ellis [REDACTED]  
(name) (phone) (fax)  
[REDACTED]  
Email address

### ***Application Summary***

Project or purpose for which you require assistance:

Capacity development and training package to leverage technical expertise in both Google Workspace and Keela to coach and support our team to better learn and adopt these software platforms to the best benefit of our specific needs and goals.

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 Director  
(title)

Janine Fernandes-Hayden  
(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 Circle Salt Spring Education Society fosters healthy relationships in order to promote communities free of violence, bullying, discrimination, assault and abuse. We do this by delivering innovative, evidence-based, social-emotional educational programs for children, youth and adults, and by inspiring and training others to deliver our programs. Our programs include The Empathy Project (grades 3-5) and The Respect Project (grades 6-8) which are two in-class programs, as well as our afterschool program, Pass It On (one for boys and one for girls). In addition to working directly with youth, The Circle Education also provides professional development and facilitator training. The Circle Education also engages in public outreach opportunities and collaborates across sectors in working groups, discussions and initiatives that address the health and well-being of local youth.

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

The primary beneficiaries of The Circle Education's work are students and youth living on 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.

Members of The Circle Education do not receive any financial remuneration for their work with the organization.

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

The work of the organization is effected by three part-time staff who run the operations and 4 paid facilitators who deliver the programs. The Circle Education has a board of 5 members. It has volunteers who offer support for the coordination of fundraisers and special events, as well as the programs themselves. The organization has been in operation since 1996.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (Capacity-building \_\_\_\_\_)

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

Attached.

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

This training and capacity building will enable The Circle Salt Spring Education to use its limited public and donor dollars in the most accountable way, as well as ensure that the needs of the community and in particular, the youth, are effectively met.

## Funding and Financial Information

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

**If yes**, complete the following chart. **If no**, please explain There are very few avenues for capacity-building funds. We have applied elsewhere for our programs.

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

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

Year	\$ Amount	Purpose for which assistance was used
2019	\$ 4,000.00	Pass It On Program Development Funds
2022	\$ 5,000.00	2023-2027 Strategic Plan

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**



March 12, 2024

Local Community Commission  
Capital Regional District, SSI  
108-121 McPhillips Avenue

To the Members of the SSI Local Community Commission,

On behalf of The Circle Salt Spring Education Society, please accept this grant application for a CRD Grant-In-Aid.

We are requesting \$3000 for time-defined, short-term capacity support. Enclosed you will find:

- A completed application form
- Financial statements for the current fiscal year
- Project budget/quote

If you have any questions or if additional information is required, please do not hesitate to contact me.

Thank you for your consideration of this application.

Regards,

Janine Fernandes-Hayden



## Project/Proposal Profile

### 2. Please describe the proposal for which you are requesting assistance.

In the Spring of 2023, with the loss of key staff, the org began reassessing its admin systems in an attempt to become more efficient. We hired Alignment Ops to help us to leverage process and technology to be more effective. Specifically, they transitioned the organization to a more comprehensive communications platform - Google Workspace to remove the need for our standalone Dropbox server, to provide easier email management, smoother collaboration between team members, and more robust and centralized administrative controls for our organization. Additionally, they implemented a donor and stakeholder management platform, Keela, as a centralized location for all of our donor and other important stakeholder information and communications, a key feature being that it had built-in communication tools and newsletter features comparable to Mailchimp to better centralize communications and engagement initiatives.

Both migrations are important steps towards becoming a digitally mature and resilient agency. However, there is still a need for skill training and capacity development for the team at The Circle with respect to the use of each platform in order for our agency to fully leverage this investment of time and financial resources.

We would like to engage Alignment Ops to further support our team to continue to leverage these tools and build our internal operations capacity. Specifically, we would like to engage Alignment Ops for a capacity development and training package where the team would leverage their technical expertise in both Google Workspace and Keela to coach and support our team to better learn and adopt these software platforms to the best benefit of our specific needs and goals. Through this support Alignment Ops would provide training and support in:

- Google Workspace and Keela technical function and setup
- Planning and executing technology and operations improvement projects and implementations
- Creating accessible and robust operations documentation (SOPs)
- System refinement processes and best practice

This training will be invaluable in building the internal capacity of our small-but-mighty agency now and for years to come.

Note that the request is for 6 months of support at a rate of \$500/month. The organization feels that this is sufficient time for adequate training and the laying down of a solid foundation with these new systems. The organization has not been able to replace its key admin support position. By re-aligning “leftover” resources, this proves to be a more cost-effective solution. The admin position was \$30/hour for 12 hours/week/52 weeks. The total cost for this realignment, including this piece of work, will have been \$13,000 total. Since last Spring, the organization has been able to manage with the one less staff, thanks to these changes.

***Please remember to attach:***

1. Project budget
2. Financial statement for your organization

## **Appendix A**

Vendor quote and budget

## Operations-as-a-Service

*Align your vision and increase your impact with an Operations Team from Alignment Ops*

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Leverage the right people, experience, and technology to manage your business operations while creating elegant and efficient business systems that will propel your business forward and maximize your impact!

Your Operations Team will take care of all of your daily operational needs while providing guidance, expertise, and executive-level leadership to help your organization avoid roadblocks and ensure you are on the right strategic and operational track for maximum impact.

In addition to managing your current operational responsibilities, your Operations Team will continue to implement and refine the processes and tools in Keela and Google Workspace, and will develop and refine your operating procedures and training documentation.

Your Operations Team includes the below dedicated team members:

### **Director of Operations - Strategic Direction and Systems Architecture**



Rachel Flood is a technology enthusiast, operations consultant, and enterprise architect with over 20 years of experience in both for profit and non-profit settings. Rachel is an adept systems thinker and problem solver who is ready to put her expertise to work for your organization.

### **Operations Design Lead - Process Design and Implementation Specialist**



Max Souders is an experienced administrator and system designer, and a dedicated researcher and analyst with over 5 years of experience in policy development, program management, and data analysis.

### **Operations Coordinator - Day-to-day Operations and Business Process Manager**



Delanie Dyck is a skilled and seasoned management and administration professional with over 12 years of experience. Her solution-focused approach supports business development and long-term company growth.



## The Circle Education Society - Minimum Monthly Package

Your Operations Team is ready to hit the ground running to support The Circle to:

- Manage day-to-day operations and administrative tasks and responsibilities (eg. fulfilling inbound requests, business administration tasks, basic bookkeeping, etc)
- Continue to refine, troubleshoot, and implement processes for and tools available in both Keela and Google Workspace
- Continue to develop and refine the processes and standard operating procedures
- Provide big picture operations and technology strategy and best practice advice

For the equivalent investment required for an entry-level operations and administrative staff position, Alignment Ops Operations-as-a-Service provides Executive-level strategy alongside senior-level operations and administrative support.

The below package shows the minimum monthly agreement available with this offer. This can be customized to suit your requirements and anticipated workload, as needed. See terms below.

<b>Minimum Monthly Agreement</b>			
	<b>Hrs Included</b>	<b>Rate/hr</b>	<b>Total Fees</b>
Director of Operations	1	200	\$200
Operations Design Lead	1	90	\$90
Operations Coordinator	4	50	\$200
			<b>\$490</b>

### Terms

- *Each Business Operations-as-a-Service agreement has a 6-month minimum initial commitment, subsequently moving to a month to month commitment.*
- *At any time during our work together you can choose to increase or decrease the hours allocated to your team, to a minimum of \$490 in total fees per month, as long as your request to make a change is received at least 15 days before the end of the current month.*
- *Month-to-Month agreements can be terminated with at least 30 days written notice.*
- *Your Operations Coordinator is available for a maximum of 20 hrs per week.*
- *Your Operations Design Lead is available for a maximum of 6 hours per week.*
- *Your Director of Operations is available for a maximum of 4 hours per week.*

## **Appendix B**

### **Most Current Financials**

**THE CIRCLE SALT SPRING EDUCATION SOCIETY**  
**Compiled Financial Information**  
**Year Ended July 31, 2023**



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## COMPILATION ENGAGEMENT REPORT

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To the Members of The Circle Salt Spring Education Society

On the basis of information provided by management, we have compiled the statement of financial position of The Circle Salt Spring Education Society as at July 31, 2023, and the statements of revenues and expenditures and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

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

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

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

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

*McLean, Lizotte, Wheadon and Company*

**MCLEAN, LIZOTTE, WHEADON AND COMPANY**  
Chartered Professional Accountants

Salt Spring Island, British Columbia  
November 9, 2023

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SALT SPRING ISLAND  
340 LOWER GANGES ROAD  
SALT SPRING ISLAND, BC  
V8K 2V3  
250-537-9742  
FAX: 250-537-9792

VICTORIA  
300A-3060 CEDAR HILL ROAD  
VICTORIA, BC  
V8T 3J5  
250-475-3000  
FAX: 250-475-2224

www.mlwaccounting.ca  
email: cpa@mlwaccounting.ca

*\*denotes partnership of professional corporations*

**THE CIRCLE SALT SPRING EDUCATION SOCIETY**  
**Statement of Financial Position**  
**July 31, 2023**

	2023	2022
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash (Note 2)	\$ 196,770	\$ 271,921
Accounts receivable	6,356	6,660
Goods and services tax recoverable	-	3,137
Prepaid expenses	3,062	5,595
	<u>206,188</u>	<u>287,313</u>
<b>INVESTMENT</b>	<u>45,000</u>	-
	<u>\$ 251,188</u>	<u>\$ 287,313</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 4,864	\$ -
Wages payable	6,486	3,598
Deposits received	150	-
Goods and services tax payable	68	-
	<u>11,568</u>	<u>3,598</u>
<b>DEFERRED REVENUE (Note 3)</b>	<u>182,335</u>	<u>202,648</u>
	<u>193,903</u>	<u>206,246</u>
<b>NET ASSETS</b>		
General	12,285	36,067
Internally restricted (Note 4)	45,000	45,000
	<u>57,285</u>	<u>81,067</u>
	<u>\$ 251,188</u>	<u>\$ 287,313</u>

**ON BEHALF OF THE BOARD**

Authentisign  
  
 \_\_\_\_\_ Director

Authentisign  
  
 \_\_\_\_\_ Director

See notes to financial information

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**THE CIRCLE SALT SPRING EDUCATION SOCIETY**  
**Statement of Revenues and Expenditures**  
**Year Ended July 31, 2023**

	2023	2022
<b>REVENUES</b>		
Federal grants	\$ 82,881	\$ 78,162
Provincial grants	63,000	67,418
Municipal grants	12,479	17,436
Other grants	30,000	14,867
Donations	25,994	70,728
Revenue from operations	8,256	15,392
Investment income	103	-
	<u>222,713</u>	<u>264,003</u>
<b>EXPENSES</b>		
Advertising and promotion	3,097	2,900
Insurance	2,871	2,495
Meals and entertainment	5,000	3,888
Office	33,032	14,094
Bursaries	500	-
Professional fees	2,000	-
Rental	15,420	28,066
Salaries and wages	156,657	147,501
Sub-contracts	17,338	25,113
Training	7,329	17,496
Travel	222	1,822
Utilities	3,029	3,101
	<u>246,495</u>	<u>246,476</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>\$ (23,782)</b>	<b>\$ 17,527</b>

See notes to financial information

**THE CIRCLE SALT SPRING EDUCATION SOCIETY**  
**Statement of Changes in Net Assets**  
**Year Ended July 31, 2023**

	General	Internally Restricted	2023	2022
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 36,067	\$ 45,000	\$ <b>81,067</b>	\$ 63,540
<b>DEFICIENCY OF REVENUES OVER EXPENSES</b>	(23,782)	-	(23,782)	17,527
<b>NET ASSETS - END OF YEAR</b>	\$ 12,285	\$ 45,000	\$ <b>57,285</b>	\$ 81,067

See notes to financial information

**THE CIRCLE SALT SPRING EDUCATION SOCIETY**  
**Notes to Compiled Financial Information**  
**Year Ended July 31, 2023**

**1. BASIS OF ACCOUNTING**

The basis of accounting applied in the preparation of the statement of financial position of The Circle Salt Spring Education Society as at July 31, 2023, and the statements of revenues and expenditures and changes in net assets for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- Accounts receivable
- Prepaid expenses
- Investments recorded at cost
- Accounts payable and accrued liabilities
- Deferred revenue

**2. CASH**

Cash is comprised of:

	<b>2023</b>	<b>2022</b>
Unrestricted cash	<b>\$ 14,435</b>	<b>\$ 69,273</b>
Restricted cash	<b>182,335</b>	<b>202,648</b>
	<b>\$ 196,770</b>	<b>\$ 271,921</b>

**3. DEFERRED REVENUE**

Deferred revenue is comprised of:

	<b>2023</b>	<b>2022</b>
BC Gaming grant funds	<b>\$ 61,082</b>	<b>\$ 58,582</b>
Pass It On Boys Program	<b>10,000</b>	<b>10,000</b>
Various grants	<b>111,253</b>	<b>134,066</b>
	<b>\$ 182,335</b>	<b>\$ 202,648</b>

**4. INTERNALLY RESTRICTED**

	<b>2023</b>	<b>2022</b>
	<b>\$ 45,000</b>	<b>\$ 45,000</b>
	<b>\$ 45,000</b>	<b>\$ 45,000</b>

Internally restricted funds were set aside by a board motion in July 2021 for \$30,000, and increased to \$45,000 on July 19, 2022 as a contingency reserve.

**THE CIRCLE SALT SPRING EDUCATION SOCIETY**  
**Notes to Compiled Financial Information**  
**Year Ended July 31, 2023**

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**5. REMUNERATION**

On November 28, 2016, the new British Columbia Societies Act came into force. Included in the new Act is a requirement to disclose the remuneration paid to all directors, the ten highest paid employees and all contractors who are paid at least \$75,000 annually.

During the year, the Society did not pay any remuneration in excess of \$75,000 to any one director, employee, or contractor.

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**6. COMPARATIVE FIGURES**

The prior year comparative figures were presented by the treasurer of the Society and some of the figures have been reclassified to conform to the current year's presentation.

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Wagon Wheel Housing Society



**Capital Regional District**  
**Grant-In-Aid Application Form**  
**FOR ELECTORAL AREAS ONLY:**

**Juan de Fuca**

**Salt Spring Island**

**Southern Gulf Islands**

[Revised November 16, 2012]



**CRD GRANT-IN-AID APPLICATION FORM**

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

**Application Submitted By**

Name and Address of Applicant: WAGON WHEEL HOUSING SOCIETY\*  
151 Lawnhill Dr.  
SSI BC VSK 1M9

Contact(s): Cherie Geauvreau 250 531-1027  
 (name) (phone) (fax)

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

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

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

\* The laundromat + SSI Soap Exchange

**Application Summary**

Project or purpose for which you require assistance:

Amount of grant requested \$ \$ 2,500.00

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

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

[Signature]  
 (signature of authorized signatory)

Secretary/Chair  
 (title)

M. Cherie Geauvreau  
 (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?

*As the only Laundromat / Public Shower facility on SST we provide these essential services to our whole community.*

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.

*All volunteer organization. We employ 3 people at the Laundromat.*

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

*Incorporated May 11 2017  
10 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.

We need to increase our laundry load capacity for the upcoming busy season. Due to space limitations we are unable to purchase a large machine. We have room for a domestic washer/dryer and so are looking to purchase/install a stacking G.E unit for this purpose.

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

Having more laundry load capacity allows us to serve our community better during the busy months.

**Funding and Financial Information**

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

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

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

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Health Sciences Association	\$9,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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
2020	\$3500	Shower Tiles @ Laundromat

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

### Project Proposal

- 1 unit G.E. Stacking Washer/Dryer \$1850.-
  - Shipping + Installation \$ 650.-
- 
- \$ 2500.-

**WAGON WHEEL HOUSING SOCIETY**  
**Compiled Financial Information**  
**Year Ended September 30, 2023**



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## COMPILATION ENGAGEMENT REPORT

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To the Management of Wagon Wheel Housing Society

On the basis of information provided by management, we have compiled the statement of financial position of Wagon Wheel Housing Society as at September 30, 2023, and the statements of revenues and expenditures and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

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

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

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

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

*McLean, Lizotte, Wheadon and Company*

MCLEAN, LIZOTTE, WHEADON AND COMPANY  
Chartered Professional Accountants

Salt Spring Island, British Columbia  
January 25, 2024

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SALT SPRING ISLAND  
340 LOWER GANGES ROAD  
SALT SPRING ISLAND, BC  
V8K 2V3

250-537-9742  
FAX: 250-537-9792

VICTORIA  
300A-3060 CEDAR HILL ROAD  
VICTORIA, BC  
V8T 3J5

250-475-3000  
FAX: 250-475-2224

[www.mlwaccounting.ca](http://www.mlwaccounting.ca)  
email: [cpa@mlwaccounting.ca](mailto:cpa@mlwaccounting.ca)

*\*denotes partnership of professional corporations*

**WAGON WHEEL HOUSING SOCIETY**  
**Statement of Financial Position**  
**September 30, 2023**

	<u>2023</u>	<u>2022</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 10,874	\$ 10,399
Goods and services tax recoverable	<u>4,232</u>	<u>28</u>
	<b>15,106</b>	10,427
<b>PROPERTY, PLANT AND EQUIPMENT (Note 2)</b>	<u><b>136,726</b></u>	<u>153,227</u>
	<u><b>\$ 151,832</b></u>	<u>\$ 163,654</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 4,748	\$ 4,122
Employee deductions payable	725	3,200
Due to related parties (Note 3)	<u>126,100</u>	<u>73,500</u>
	<b>131,573</b>	80,822
<b>NET ASSETS</b>	<u><b>20,260</b></u>	<u>82,832</u>
	<u><b>\$ 151,833</b></u>	<u>\$ 163,654</u>

**APPROVED BY THE DIRECTOR**

\_\_\_\_\_ Director

**WAGON WHEEL HOUSING SOCIETY**  
**Statement of Revenues and Expenditures**  
**Year Ended September 30, 2023**

	2023	2022
<b>REVENUES</b>	<b>\$ 116,384</b>	<b>\$ 129,052</b>
<b>FEES</b>	<b>50</b>	<b>250</b>
<b>EXPENSES</b>		
Advertising and promotion	8,111	8,106
Amortization	16,502	20,216
Insurance	4,375	-
Interest and bank charges	12,106	5,673
Legal fees	2,300	2,000
Memberships	1,274	1,274
Office	3,181	2,054
Professional fees	4,917	5,195
Rental	39,327	31,583
Repairs and maintenance	1,820	6,000
Salaries and wages	60,617	65,675
Supplies	9,848	6,225
Travel	133	170
Utilities	14,495	10,237
	<b>179,006</b>	<b>164,408</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ (62,572)</b>	<b>\$ (35,106)</b>

See notes to financial information

**WAGON WHEEL HOUSING SOCIETY**  
**Statement of Changes in Net Assets**  
**Year Ended September 30, 2023**

	2023	2022
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 82,832</b>	<b>\$ 117,938</b>
<b>DEFICIENCY OF REVENUES OVER EXPENSES</b>	<b>(62,572)</b>	<b>(35,106)</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 20,260</b>	<b>\$ 82,832</b>

See notes to financial information

4

**WAGON WHEEL HOUSING SOCIETY**  
**Notes to Compiled Financial Information**  
**Year Ended September 30, 2023**

1. BASIS OF ACCOUNTING

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

- Property, plant and equipment is recorded at historical cost and amortized on a declining balance method;
- Accounts payable and accrued liabilities.

2. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Buildings	\$ 99,098	\$ 11,411	\$ 87,687	\$ 91,341
Equipment	90,435	44,132	46,303	57,878
Motor vehicles	7,608	4,998	2,610	3,728
Computer equipment	1,384	1,258	126	280
	<b>\$ 198,525</b>	<b>\$ 61,799</b>	<b>\$ 136,726</b>	<b>\$ 153,227</b>

3. DUE TO RELATED PARTIES

	2023	2022
	2023	2022
Current portion due to related party		
Due to (from) Cherie Geauvreau	<b>\$ 126,100</b>	<b>\$ 73,500</b>

Advances from a related Board member have no set repayment terms.



Copper Kettle

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**Capital Regional District**  
**Grant-In-Aid Application Form**  
**FOR ELECTORAL AREAS ONLY:**

**Juan de Fuca**  
**Salt Spring Island**  
**Southern Gulf Islands**

[Revised November 16, 2012]



### CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

**Application Submitted By**

Name and Address of Applicant: Copper Kettle Community Partnership  
151 Lawnhill Drive  
Salt Spring Island BC V8K 1M6

Contact(s): Cherie Gauvreau [redacted] (name) (phone) (fax)

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

Contact(s): Jewel Eldstrom [redacted] (name) (phone) (fax)

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

**Application Summary**

Project or purpose for which you require assistance:

Amount of grant requested \$ 5,000.-

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]  
 (signature of authorized signatory)

Administrator  
 (title)

M. Cherie Gauvreau  
 (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?

Copper Kettle currently provides:  
firewood, produce from our community garden,  
Country Grocer grocery cards, grocery shopping  
and delivery, re-distribution of donated food  
4-5 days a week, and networking of goods,  
services, information, housing and people.

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

Salt Spring Is.

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.

N/A

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

We have had hundreds of volunteers over  
time ... since 2002,

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose ( Country Grocer Gift Cards )

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

We are asking to purchase 100 x \$50. — gift cards to Country Grocer.  
Total: \$5,000. — towards this very crucial program.

In 2023 we issued 385 x \$50. — gift cards to folks who need this help.

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

Helps buy food.

## Funding and Financial Information

- 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.
- 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)
SSI Women's Inst.	\$500.-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Painters Guild	\$900.-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Festival of Trees	\$1000.-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Firefighters Assoc People	1,500.-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 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
2023	5000	food gift card program

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

***Please remember to attach:***

1. Project budget
2. Financial statement for your organization

**Your branch address:**

116 FULFORD - GANGES RD  
SALT SPRING ISL., B.C. V8K2S4



BMNEC13100\_3312310\_002 E D 0000 00382  
**THE COPPER KETTLE**  
 151 LAWNHILL DR  
 SALT SPRING ISLAND BC V8K 1M9

**Business Banking**



**Your Branch**  
 SALT SPRING ISLAND  
 Transit number: 0715

**For questions about your statement call**  
 (250) 537-5524

**Direct Banking**  
 1-877-262-5907  
 www.bmo.com

**Business Banking statement**

For the period ending February 09, 2024



**Summary of account**

Account	Opening balance (\$)	Total amounts debited (\$)	Total amounts credited (\$)	Closing balance (\$) on Feb 09, 2024
Community Account [REDACTED]	4,973.91	1,736.99	2,527.86	5,764.78

**Transaction details**

Date	Description	Amounts debited from your account (\$)	Amounts credited to your account (\$)	Balance (\$)
<b>Community Account [REDACTED]</b>				
Jan 10	Opening balance			4,973.91
Jan 11	Cheque, NO.925	130.49		4,843.42
Jan 15	Deposit		300.00 <i>Painters Guild donation</i>	5,143.42
Jan 16	Deposit		100.00	5,243.42
Jan 19	ABM Withdrawal, 116 FULFORD-GA	500.00 <i>gift cards</i>		4,743.42
Jan 23	Cheque, NO.927	100.00		4,643.42
Jan 23	Deposit		50.00 <i>donation</i>	4,693.42
Jan 29	Transfer, 0715-8958-851		907.50 <i>Festival of Trees in Courtenay</i>	5,600.92
Jan 29	Deposit		500.00 <i>Women's Institute</i>	6,100.92
Jan 29	Direct Deposit, 123 ENTERPRISES AP /CC		550.36 <i>Courtenay Guild</i>	6,651.28
Jan 31	Maintenance Fee, MAINTENANCE FEE \$2.50	2.50		6,648.78
Jan 31	Statement Fee	4.00		6,644.78

continued



JTA9541388-0000769-003862-0001-0001-00-

# Transaction details (continued)

Date	Description	Amounts debited from your account (\$)	Amounts credited to your account (\$)	Balance (\$)
<b>Community Account</b> [REDACTED]				<b>(continued)</b>
Feb 02	Deposit		<i>donation</i> 100.00	6,744.78
Feb 02	ABM Withdrawal, 116 FULFORD-GA	<i>gift cards</i> 500.00		6,244.78
Feb 07	Deposit		<i>donation</i> 20.00	6,264.78
Feb 09	ABM Withdrawal, 116 FULFORD-GA	<i>gift cards</i> 500.00		5,764.78
<b>Feb 09</b>	<b>Closing totals</b>	<b>1,736.99</b>	<b>2,527.86</b>	
Number of items processed .....		7	8	

JTA9541368-0000764-00382



G.I. Community Radio

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**Capital Regional District**  
**Grant-In-Aid Application Form**  
**FOR ELECTORAL AREAS ONLY:**

**Juan de Fuca**

**Salt Spring Island**

**Southern Gulf Islands**

[Revised November 16, 2012]

## CRD GRANT-IN-AID APPLICATION FORM

Grants-in-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

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

Name and Address of Applicant: Gulf Island Community Radio Society (GICRS)  
SIMMS, 200 Rainbow Road  
Salt Spring Island

Contact(s): Damian Inwood [REDACTED]  
(name) (phone) (fax)  
president@gicrs.ca  
Email address

Contact(s): David Crouch [REDACTED]  
(name) (phone) (fax)  
treasurer@gicrs.ca  
Email address

### ***Application Summary***

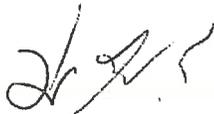
Project or purpose for which you require assistance:

We are looking for assistance to help us meet our emergency response obligations under our CRTC license. This requires two major components: battery and generators to ensure continuity during power outages; and equipment to provide CAP (Common Alerting Protocol) compliant emergency alerting

Amount of grant requested \$ 2,770.00

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)

Treasurer  
(title)

David Crouch  
(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?

Once we commence broadcasting in the spring of 2024 we will provide Gulf Island specific radio and podcast programs, many hosted by local programmers. Our primary focus is to provide island specific programs dealing with news, traffic, issues, and music particular to the Gulf Islands. There is no other radio station providing this type of audio-based resources, as other radio stations available on the islands are from major markets / the United States and have a commercial - rather than community - focus. There is one online service and one newspaper that provide some of this coverage but only for Salt Spring. It basically print vs audio based

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

As per our mandate and our CRTC license we are squarely and exclusively focused on Salt Spring, Mayne, Galiano, Pender and Saturna islands.

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

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

All personnel are volunteers and no remuneration is paid

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

GICRS was incorporated under the Society Act in October, 2015. We have approximately 300 members and about 10 to 15 very active volunteers

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose ( CAPITAL EQUIPMENT (couldn't check first item in PDF) )

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

We require assistance with equipment procurement to ensure that we are able to meet our emergency response obligations. This requires special hardware for us to receive national alerts that are automatically broadcast, as required. There are many ways - all quite technical - to meet this requirement. The option we have selected is based on hardware and services provided by another community radio station in Whitehorse, Yukon. In addition, in order to stay on the broadcast air during various weather events - sometimes related to the emergency broadcasts - we need to ensure that we can operate our studios during fluctuating or complete power outages. This will provide the necessary electricity to power our computers, microphones, studio lights and conduit to our transmitters.

Our complete focus over the last 22 months was to raise funding in order to met the CRTC deadline of beginning broadcasting on the FM frequency within 24 months. We have raised well over \$50,000 in order to procure the highly specialized transmitters and antenna required to broadcast in such a mountainous terrain. All of this equipment has been specified, approved and ordered. However, as there are some additional expenses now being incurred as we get into transmitter equipment installation, natural in an endeavour of this size, we are left financially short on the emergency and power redundancy aspects of our operation

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

One of the key criterion for both our CRTC approval and for community interest and involvement was emergency response. The significant power outage on 2018 reminded people that there was no truly local source of broadcast information for the Gulf Islands. In fact, thereafter in many of the neighborhood pods, ham radio became a topic of discussion to provide some of this during emergencies. The proposal that we are submitting for your consideration will greatly enhance GICRS's ability to provide audio based emergency information to residents and visitors of the Gulf Islands, and meet this vital need. It means we can broadvast government originated emergency information as well as being able to stay on the broadcast air even with significant power outages providing our listeners with up to date information on conditions and issues facing the islands during weather or other emergency events

## Funding and Financial Information

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

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

Not enough room left to explain ourselves as only one line is provided

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

- 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
2021	\$ 5,000.00	Broadcast studio equipment

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**

***Please remember to attach:***

1. Project budget
2. Financial statement for your organization

**Capital Regional District**  
**Grant-In-Aid Application Form**  
**FOR ELECTORAL AREAS ONLY:**

**Juan de Fuca**

**Salt Spring Island**

**Southern Gulf Islands**

[Revised November 16, 2012]

## CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

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

Name and Address of Applicant: Gulf Island Community Radio Society (GICRS)  
SIMMS, 200 Rainbow Road  
Salt Spring Island

Contact(s): Damian Inwood [REDACTED]  
(name) (phone) (fax)  
president@gicrs.ca  
Email address

Contact(s): David Crouch [REDACTED]  
(name) (phone) (fax)  
treasurer@gicrs.ca  
Email address

### ***Application Summary***

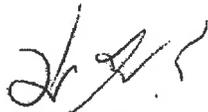
Project or purpose for which you require assistance:

We are looking for assistance to help us meet our emergency response obligations under our CRTC license. This requires two major components: battery and generators to ensure continuity during power outages; and equipment to provide CAP (Common Alerting Protocol) compliant emergency alerting

Amount of grant requested \$ 2,770.00

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)

Treasurer  
(title)

David Crouch  
(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?

Once we commence broadcasting in the spring of 2024 we will provide Gulf Island specific radio and podcast programs, many hosted by local programmers. Our primary focus is to provide island specific programs dealing with news, traffic, issues, and music particular to the Gulf Islands. There is no other radio station providing this type of audio-based resources, as other radio stations available on the islands are from major markets / the United States and have a commercial - rather than community - focus. There is one online service and one newspaper that provide some of this coverage but only for Salt Spring. It basically print vs audio based

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

As per our mandate and our CRTC license we are squarely and exclusively focused on Salt Spring, Mayne, Galiano, Pender and Saturna islands.

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

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

All personnel are volunteers and no remuneration is paid

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

GICRS was incorporated under the Society Act in October, 2015. We have approximately 300 members and about 10 to 15 very active volunteers

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (CAPITAL EQUIPMENT (couldn't check first item in PDF) )

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

We require assistance with equipment procurement to ensure that we are able to meet our emergency response obligations. This requires special hardware for us to receive national alerts that are automatically broadcast, as required. There are many ways - all quite technical - to meet this requirement. The option we have selected is based on hardware and services provided by another community radio station in Whitehorse, Yukon. In addition, in order to stay on the broadcast air during various weather events - sometimes related to the emergency broadcasts - we need to ensure that we can operate our studios during fluctuating or complete power outages. This will provide the necessary electricity to power our computers, microphones, studio lights and conduit to our transmitters.

Our complete focus over the last 22 months was to raise funding in order to met the CRTC deadline of beginning broadcasting on the FM frequency within 24 months. We have raised well over \$50,000 in order to procure the highly specialized transmitters and antenna required to broadcast in such a mountainous terrain. All of this equipment has been specified, approved and ordered. However, as there are some additional expenses now being incurred as we get into transmitter equipment installation, natural in an endeavour of this size, we are left financially short on the emergency and power redundancy aspects of our operation

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

One of the key criterion for both our CRTC approval and for community interest and involvement was emergency response. The significant power outage on 2018 reminded people that there was no truly local source of broadcast information for the Gulf Islands. In fact, thereafter in many of the neighborhood pods, ham radio became a topic of discussion to provide some of this during emergencies. The proposal that we are submitting for your consideration will greatly enhance GICRS's ability to provide audio based emergency information to residents and visitors of the Gulf Islands, and meet this vital need. It means we can broadcast government originated emergency information as well as being able to stay on the broadcast air even with significant power outages providing our listeners with up to date information on conditions and issues facing the islands during weather or other emergency events

## Funding and Financial Information

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

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

Not enough room left to explain ourselves as only one line is provided

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

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

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

Year	\$ Amount	Purpose for which assistance was used
2021	\$ 5,000.00	Broadcast studio equipment

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

***Please remember to attach:***

1. Project budget
2. Financial statement for your organization

**2020**

	Jan	Feb	Mar	Apr
<b>Music Royalties</b>				
SOCAN (Broadcast / Streaming)			105	
<b>TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 105</b>	<b>\$ -</b>
<b>Operating</b>				
Dues and Fees	\$ 65			
Cable / Internet / Telephone	\$ 187	\$ 187	\$ 187	\$ 187
Insurance	\$ 68	\$ 68	\$ 68	\$ 68
Office Rent	\$ 50	\$ 50	\$ 50	\$ 50
Accounting	\$ 23	\$ 23	\$ 23	\$ 23
Web Software and fees		\$ 150		
Streaming / Broadcasting software	\$ -	\$ -	\$ -	\$ -
<b>TOTAL:</b>	<b>\$ 393</b>	<b>\$ 478</b>	<b>\$ 328</b>	<b>\$ 328</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 393</b>	<b>\$ 478</b>	<b>\$ 433</b>	<b>\$ 328</b>

May	Jun	Jul	Aug	Sep	Oct	Nov
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 75				
\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187
\$ 68	\$ 68	\$ 68	\$ 68	\$ 68	\$ 68	\$ 68
\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
\$ 23	\$ 23	\$ 23	\$ 23	\$ 23	\$ 23	\$ 23
					\$ 130	
\$ -	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -
\$ 328	\$ 328	\$ 1,503	\$ 328	\$ 328	\$ 458	\$ 328
\$ 328	\$ 328	\$ 1,503	\$ 328	\$ 328	\$ 458	\$ 328

Dec	TOTAL:
	\$ 105
\$ -	\$ 105
\$ 100	\$ 240
\$ 187	\$ 2,244
\$ 68	\$ 816
\$ 50	\$ 600
\$ 23	\$ 276
	\$ 280
\$ -	\$ 1,100
\$ 428	\$ 5,556
\$ 428	\$ 5,661

**2022 STUDIO FORECASTED EXPENSES**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL:
<b>Music Royalties</b>													
SOCAN (Broadcast / Streaming)			105										\$ 105
<b>TOTAL:</b>	\$ -	\$ -	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105
<b>Operating</b>													
News Services for on-air	\$ 65						\$ 75						\$ 140
Cable / Internet / Telephone	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 2,244
Insurance	\$ 68	\$ 68	\$ 68	\$ 68	\$ 68	\$ 68	\$ 68	\$ 68	\$ 68	\$ 68	\$ 68	\$ 68	\$ 816
Office Rent	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 600
Streaming / Broadcasting software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100
<b>TOTAL:</b>	\$ 370	\$ 305	\$ 305	\$ 305	\$ 305	\$ 305	\$ 1,480	\$ 305	\$ 305	\$ 305	\$ 305	\$ 305	\$ 4,900
<b>TOTAL EXPENSES:</b>	\$ 370	\$ 305	\$ 410	\$ 305	\$ 305	\$ 305	\$ 1,480	\$ 305	\$ 305	\$ 305	\$ 305	\$ 305	\$ 5,005

**2023 STUDIO BUDGETED EXPENSES**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL:
<b>Music Royalties</b>													
SOCAN (Broadcast / Streaming)				105		\$250							\$ 355
<b>TOTAL:</b>	\$ -	\$ -	\$ 105	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 355
<b>Operating</b>													
News Services for on-air	\$ 65						\$ 75						\$ 140
Cable / Internet / Telephone	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 187	\$ 2,244
Insurance	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 1,020
Office Rent and cleaning	\$ 593	\$ 593	\$ 593	\$ 593	\$ 593	\$ 593	\$ 593	\$ 593	\$ 593	\$ 593	\$ 593	\$ 593	\$ 7,118
Accounting	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 480
Web Software and fees	\$ -	\$ 150								\$ 130			\$ 280
Streaming / Broadcasting software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100
<b>TOTAL:</b>	\$ 970	\$ 1,055	\$ 905	\$ 905	\$ 905	\$ 2,080	\$ 905	\$ 2,080	\$ 905	\$ 1,035	\$ 905	\$ 905	\$ 12,380
<b>TOTAL EXPENSES:</b>	\$ 970	\$ 1,055	\$ 1,010	\$ 905	\$ 905	\$ 1,155	\$ 2,080	\$ 905	\$ 905	\$ 1,035	\$ 905	\$ 905	\$ 12,735

## Emergency Response Equipment

INCOME	Budget
Open Broadcaster - CAP Emergency Alerting as Service	\$ 695
Battery - 1500VA and 6 plugs	\$ 575
Gasoline and Propane Generator - 10,000 watts	\$ 1,500
<b>TOTAL:</b>	<b>\$ 2,770</b>

**NOTES on other funding sources**

**Operating Expenses**

see attached pro forma

We operate a used vinyl, CD, and audio equipment store (open on Saturdays) from our broadcast location that provides all of the funding required for our current operating needs

**Master Capital Requirements**

to cover transmitters and antennas plus unique other electrical equipment

We had a concerted fund-raising program primarily aimed at attracting donations from members of the 5 islands that we serve. We did this using a variety of vehicles that resulted in well over \$50,000 to be raised in 2 years



**INCOME**

**CD and Vinyl Sales**

**Donations**

**Corporate Donations**

**Total Donations**

**Grants**

**CRD Grants**

**Total Grants**

**Memberships**

**Club 107.9 members**

**Total Memberships**

**Receipts and Volunteers - Country Grocer**

**Sales of Product Income**

**Special Event Income**

**Total Income**

**COST OF GOODS SOLD**

**Cost of Goods Sold**

**Total Cost of Goods Sold**

**GROSS PROFIT**

**EXPENSES**

**Event Fees**

**Insurance - Liability**

**Internet and Phone**

**Office Rent**

**Technology Master**

**Program Management Software**

**Total Technology Master**

**Uncategorized Expense**

**Total Expenses**

**OTHER INCOME**

**Go Fund Me programs**

**Total Other Income**

**PROFIT**

Mon:

**Gulf Island Community Radio**  
**Profit and Loss**  
 January - December 2022

<b>Total</b>	
	11,171.15
	1,165.00
	1,000.00
<b>\$</b>	<b>2,165.00</b>
	0.00
	5,000.00
<b>\$</b>	<b>5,000.00</b>
	120.00
	6,720.20
<b>\$</b>	<b>6,840.20</b>
	171.52
	1,086.00
	1,130.00
<b>\$</b>	<b>27,563.87</b>
	1,988.20
<b>\$</b>	<b>1,988.20</b>
<b>\$</b>	<b>25,575.67</b>
	158.50
	812.49
	1,705.76
	2,401.45
	0.00
	559.85
<b>\$</b>	<b>559.85</b>
	0.00
<b>\$</b>	<b>5,638.05</b>
	1,376.72
<b>\$</b>	<b>1,376.72</b>
<b>\$</b>	<b>21,314.34</b>

day, Nov. 28, 2022 03:00:27 p.m. GMT-8 - Accrual Basis



**Capital Regional District**  
**Grant-In-Aid Application Form**  
**FOR ELECTORAL AREAS ONLY:**  
**Juan de Fuca**  
**Salt Spring Island**  
**Southern Gulf Islands**

[Revised November 16, 2012]

**CRD GRANT-IN-AID APPLICATION FORM**

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

***Application Submitted By***

Name and Address of Applicant: Transition Salt Spring Society  
P.O. Box 768  
Salt Spring Island, BC V8K 2W3

Contact(s): Bryan Young [REDACTED]  
(name) (phone) (fax)  
bryan@transitionsaltspring.com  
Email address

Contact(s): Darlene Gage [REDACTED]  
(name) (phone) (fax)  
darlene@transitionsaltspring.com  
Email address

***Application Summary***

Project or purpose for which you require assistance:

Transition Salt Spring will mount two public drop-off days for the collection and chipping of invasive plants as we approach fire season. We need financial support to deliver two days in May and June.

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]  
(signature of authorized signatory)

TSS Board Chair  
(title)

Bryan Young  
(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?

Transition Salt Spring (TSS) has been working since 1997 to empower Salt Spring Islanders to build a thriving community, resilient to climate change. We educate and empower islanders to eat locally, waste less, free up our energy systems and get from place to place with a lower carbon footprint.

Transition Salt Spring acts as an ally to existing groups, an initiator and incubator of new projects, and an umbrella organization for programs that foster local resilience and reduce fossil fuels dependence. This flexible support structure is unique on Salt Spring, and allows for new initiatives to emerge over time.

Mission: Respond to climate change. Restore ecosystems. Reimagine community. Together.

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

Salt Spring Island, BC

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.

Officers of the organization receive no remuneration for their services. Members often form Working Groups to undertake projects and will, from time to time, apply for project funding support from TSS and other funders. These are granted for project purposes only and do not benefit any members directly.

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

Transition Salt Spring was founded in 1997.  
Currently there are 1500 members of the Society.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (Two days of drop off and chipping for invasive plants)

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

For the past 14 years, Salt Spring Islanders have had the opportunity to drop off invasive plants for chipping and safe disposal, as an alternative to burning. This effort has been organized by the Native Plant Stewardship Group of Transition Salt Spring.

For 2024, we have designed a plan for two days of invasive plant drop off and chipping in May and June, when invasives like Scotch broom are in bloom. Islanders will be invited to drop off their invasives and have them chipped for a modest fee. (The chips will go to local farmers.)

Unfortunately, this year funding and labour support from the Salt Spring Fire Rescue is not available. Without the SSFR funding and donated labour, the increased user fee necessary to break even would become a barrier to participation.

Our group puts in countless volunteer hours every year to make this program happen and will continue to do so this year. But without funding commensurate with that previously from SSFR, this program will not be viable.

Attached please find a budget for the 2024 program.

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

The BC Wildfire Service is forecasting a very active fire season. Through the collection of highly flammable invasive species, Transition Salt Spring is focused on lowering the amount of residential open burning which reduces fire risks, reduces carcinogenic particulate matter, slows the spread of invasives and provides local farms with an on-island beneficial use of the disposed plant material.

Hundreds of islanders do their part to help meet the goals of this initiative, further building the sense of commitment we need to address the climate risks we face.

The invasives chipping days are what our island does best: a gathering of diverse people looking out for their families, their neighbours, and their island.

**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)
SSFR - FireSmart	\$ 3,000.00	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

Year	\$ Amount	Purpose for which assistance was used
2023	\$ 5,000.00	Stakeholder implementation of CAP 2.0
2023	\$ 925.00	Supplies needed for public workshops at SIMS
2020	\$15,000	Climate Action Implementation startup
2019	\$15,000	Gas Tax Funding for CAP creation

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**

***Please remember to attach:***

1. Project budget
2. Financial statement for your organization

**Invasives Drop-off Program - \$3K CRD GIA**

Dates: Two days while broom is in bloom  
 May 25 and June 9  
 Community Gospel Hall, Fulford Hall  
 Cells in orange are formulae, do not type

**Parameters**

# days 2  
 Customers 100

REVENUE		Projected
Fire Smart Grant		\$0
Conservancy		\$500
CRD - GIA		\$3,000
Donations (last year \$600/day)		\$0
Daria/for Truck		\$200
Sponsorship Revenue		\$900
<b>Subtotal REVENUE</b>		<b>\$4,600</b>

EXPENSE	# days	Rate/day	# hours	Rate/hour	Projected
Coordinator/Sponsor outreach - volunteer			30	\$0	\$0
Signs					\$75
Ad buys					\$100
TSS Organizing team			50	\$0	\$0
Admin Support			6	\$0	\$0
Chipper, truck, 2 people (6 hour day x \$150/hr total)	4	\$900			\$3,600
Extra truck (\$80/hour x 6 hours/day)	2	\$480			\$960
Additional tarp					\$0
Food/Bev for Drop-off Days					\$100
Keela/tracking					\$0
LABOUR (add. to SSFR)					\$0
Volunteer (Native Plant Stewardship group - 8 each day)	2	\$0			\$0
Paid: 2 people x 8 hrs x \$30 = \$480/day	2	\$480			\$960
<b>Subtotal</b>					<b>\$6,795</b>
<b>Contingency (10%)</b>					<b>\$680</b>
<b>Total</b>					<b>\$6,375</b>
<b>Surplus/-Deficit</b>					<b>-\$1,775</b>
<b>Breakeven User Fee</b>					<b>\$18</b>

USER FEE RATES AND SCENARIO	\$/pp	# loads	Total
Car	\$10	37	\$370
Truck	\$20	35	\$700
Trailer	\$23	12	\$276
Van	\$20	8	\$160
Overloaded vehicles	\$75	9	\$675
<b>Total User Fees</b>			<b>\$2,181</b>
<b>Must equal or exceed deficit:</b>			<b>-\$1,775</b>

# Transition Salt Spring Society

## Budget vs. Actuals: TSS Budget 2023 - FY23 P&L

January - December 2023

	Total		
	Actual	Budget	Remaining
<b>Income</b>			
40000 Revenue			0.00
41000 TSS Revenue			0.00
41100 Donations			0.00
41110 Donations - One Time	12,673.21	17,000.00	4,326.79
41120 Donations - Monthly	13,067.98	10,500.00	-2,567.98
41130 Donations - In-Kind	981.00		-981.00
41140 Donations - Organization	29,246.78	2,000.00	-27,246.78
41150 Donations - Other	7,179.72		-7,179.72
<b>Total 41100 Donations</b>	<b>\$ 63,148.69</b>	<b>\$ 29,500.00</b>	<b>\$ 33,648.69</b>
41200 Grants			0.00
41210 BC Lung Grant (COACH)	11,200.00	11,200.00	0.00
41220 Berman Foundation Grant (TSS)	78,000.00	75,000.00	-3,000.00
41230 CRD Grant (COACH/TSS)	32,425.00	21,000.00	-11,425.00
41240 ECCG Grant (CARL)	35,345.00	19,065.00	-16,280.00
41245 EcoCanada Grant (CARL)	12,950.00		-12,950.00
41250 Island Trust Grant (CARL)	10,126.79	11,000.00	873.21
41400 PICS (CARL)	11,500.00	11,500.00	0.00
41410 SSI Foundation Grant (TSS)	22,100.00	7,500.00	-14,600.00
41510 Vancity Grant (TSS)	25,000.00	25,000.00	0.00
41520 Victoria Foundation Grant (TSS)	100,550.00	33,750.00	-66,800.00
<b>Total 41200 Grants</b>	<b>\$ 339,196.79</b>	<b>\$ 215,015.00</b>	<b>\$ 124,181.79</b>
41600 Service Fees			0.00
41610 Project Management Admin Fee CARL (TSS)	2,500.00		-2,500.00
41615 Proj Mgmt Admin Fee COACH (TSS)	6,500.00		-6,500.00
41620 Project Services Fee CRD (TSS)	16,500.00		-16,500.00
41625 Project Service Fee CRD (CARL)	21,000.00		-21,000.00
41630 Project Service Fees NSSWD (CARL)	23,750.00		-23,750.00

Total 41600 Service Fees	\$	70,250.00	\$	0.00	-\$	70,250.00
41700 Sponsorships						0.00
41710 CAC Sponsorship		9,500.00		8,000.00		-1,500.00
Total 41700 Sponsorships	\$	9,500.00	\$	8,000.00	-\$	1,500.00
41800 TSS Events						0.00
41810 TSS Program Event Revenue		16,789.54		10,000.00		-6,789.54
Total 41800 TSS Events	\$	16,789.54	\$	10,000.00	-\$	6,789.54
41900 Other Revenue						0.00
41910 Interest Income		541.98				-541.98
Total 41900 Other Revenue	\$	541.98	\$	0.00	-\$	541.98
Total 41000 TSS Revenue	\$	499,427.00	\$	262,515.00	-\$	236,912.00
45000 WG Revenue						0.00
45100 Biochar Group Revenue		250.00				-250.00
45300 Marine Stewardship Revenue		5,325.00				-5,325.00
45400 NativePlant Stewardship Revenue		5,143.00				-5,143.00
45600 RRPAG Revenue		2,597.22				-2,597.22
Total 45000 WG Revenue	\$	13,315.22	\$	0.00	-\$	13,315.22
Total 40000 Revenue	\$	512,742.22	\$	262,515.00	-\$	250,227.22
Total Income	\$	512,742.22	\$	262,515.00	-\$	250,227.22
Gross Profit	\$	512,742.22	\$	262,515.00	-\$	250,227.22
Expenses						
60000 Expenses						0.00
61000 TSS Expenses						0.00
61100 Advertising & Promotion						0.00
61110 A&P Advocacy		171.25		300.00		128.75
61120 A&P CARL		1,269.82		1,000.00		-269.82
61130 A&P Coach		2,805.17		1,750.00		-1,055.17
61140 A&P Communication		183.81		500.00		316.19
61150 A&P Education		356.51		1,200.00		843.49
Total 61100 Advertising & Promotion	\$	4,786.56	\$	4,750.00	-\$	36.56
61300 Bank ISCU Charges		628.65		300.00		-328.65
61350 Bank Payment Portal Fees		1,373.96		2,100.00		726.04
61360 Credit Card Fees		16.35				-16.35
61400 Contract Services		260.53				-260.53
61410 Administrator		1,650.00		1,650.00		0.00

61420 Bookkeeper	18,813.63	15,387.00	-3,426.63
61430 Coach Lead	1,845.00	1,845.00	0.00
61440 Communications Lead	20,791.58	24,785.00	3,993.42
61450 Education Lead	1,800.00	1,800.00	0.00
61460 Program Lead	1,800.00	1,800.00	0.00
61470 Executive Director	2,520.00	2,520.00	0.00
61480 Advocacy Contractors	1,875.75		-1,875.75
61490 CARL Contractors	42,080.00	30,710.00	-11,370.00
61495 Other Contract Services	8,466.03	6,606.00	-1,860.03
<b>Total 61400 Contract Services</b>	<b>101,902.52</b>	<b>87,103.00</b>	<b>-14,799.52</b>
61500 Digital Tools			0.00
61520 Digital Tools Education		600.00	600.00
61530 Digital Tools TSS General	4,718.98	5,600.00	881.02
<b>Total 61500 Digital Tools</b>	<b>4,718.98</b>	<b>6,200.00</b>	<b>1,481.02</b>
61600 Event Expenses			0.00
61610 E CARL	11,061.66	12,870.00	1,808.34
61620 E Coach	1,616.73	250.00	-1,366.73
61630 E TSS General	3,783.71		-3,783.71
61640 E Education	566.17	2,500.00	1,933.83
61650 E Shared Revenue Event	75.99		-75.99
<b>Total 61600 Event Expenses</b>	<b>17,104.26</b>	<b>15,620.00</b>	<b>1,484.26</b>
61700 Fundraising	2,404.44	1,000.00	-1,404.44
61800 Insurance	3,926.06	2,000.00	-1,926.06
61850 Legal & Accounting	30.62	100.00	69.38
61900 Meeting Expenses TSS General	2,407.49	1,900.00	-507.49
62000 Membership, Licenses & Dues	243.50	400.00	156.50
62100 Miscellaneous Expenses		800.00	800.00
62200 Office Expenses	2,122.94	700.00	-1,422.94
62210 Office Rent	829.37		-829.37
62211 Office Rent TSS	4,843.13	5,812.00	968.87
62215 Office Rent Share	-1,391.70	-1,290.00	101.70
<b>Total 62210 Office Rent</b>	<b>4,280.80</b>	<b>4,522.00</b>	<b>241.20</b>
62250 Professional Development	254.65	1,200.00	945.35
62300 Project Equipment & Supplies			0.00
62310 CARL Projects Equip&Supplies	6,978.79	2,100.00	-4,878.79

62320 Other Project Equip&Supplies									
Total 62300 Project Equipment & Supplies									
62400 Projects Rebates	4,873.87								-4,873.87
62405 Water Rebates SSI-SGI	11,852.66	\$	2,100.00	-\$	9,752.66				0.00
62410 Water Rebates SSI	9,000.00				22,500.00				13,500.00
62415 Water Rebate SGI	3,500.00								-3,500.00
62420 Wood Stove Rebates	12,750.00								-12,750.00
62425 Heat Pump Rebate	5,100.00				15,000.00				9,900.00
62430 TSS Rebate Incentive	10,000.00								-10,000.00
Total 62400 Projects Rebates	200.00		200.00						0.00
62500 Printing & Resources	40,550.00	\$	37,700.00	-\$	2,850.00				0.00
62510 P&R Advocacy	1,220.38				500.00				-720.38
62520 P&R CARL	500.00				2,500.00				2,500.00
62530 P&R Coach	500.00				570.00				70.00
62540 P&R Communications	178.48				200.00				21.52
62550 P&R Education	37.41				200.00				162.59
Total 62500 Printing & Resources	1,936.27	\$	3,970.00	\$	2,033.73				0.00
62600 Travel									
62610 Travel Advocacy					400.00				400.00
62620 Travel Coach					635.00				635.00
62640 Travel TSS General					550.00				550.00
Total 62600 Travel	0.00	\$	1,585.00	\$	1,585.00				0.00
62700 Video Production TSS General	297.00				500.00				203.00
62750 Volunteer Expense					700.00				700.00
62751 Volunteer Expense CARL	1,030.04								-1,030.04
62752 Volunteer Expense TSS General	1,062.41								-1,062.41
Total 62750 Volunteer Expense	2,092.45	\$	700.00	-\$	1,392.45				0.00
62800 Wages & Benefits									
62810 Wage Expense	195,233.56				136,560.00				-58,673.56
62820 Payroll Taxes Expense	15,084.50				16,933.00				1,848.50
Total 62800 Wages & Benefits	210,318.06	\$	153,493.00	-\$	56,825.06				0.00
62900 Website									
62992 W Communication	843.00				2,000.00				1,157.00
Total 62900 Website	843.00	\$	2,000.00	\$	1,157.00				0.00
63000 Working Group Contributions	250.00				500.00				250.00

Total 61000 TSS Expenses	\$	414,341.22	\$	331,243.00	-\$	83,098.22
65000 WG Expenses						0.00
65200 EV Group Expenses		1,195.52				-1,195.52
65300 Marine Stewardship Group Expens		1,955.10				-1,955.10
65400 NativePlant Stewardship Expense		4,174.05				-4,174.05
65600 RRPAG Expenses		3,439.92				-3,439.92
Total 65000 WG Expenses	\$	10,764.59	\$	0.00	-\$	10,764.59
Total 60000 Expenses	\$	425,105.81	\$	331,243.00	-\$	93,862.81
Digital Tools Communications (deleted)		13.50		400.00		386.50
Inactive Travel Education				150.00		150.00
Inactive Video Production Coach (deleted)				540.00		540.00
Inactive Video Production Education (deleted)				1,500.00		1,500.00
Total Expenses	\$	425,119.31	\$	333,833.00	-\$	91,286.31
Net Operating Income	\$	87,622.91	-\$	71,318.00	-\$	158,940.91
Other Expenses						
90000 Corrections		0.00				0.00
Total Other Expenses	\$	0.00	\$		\$	0.00
Net Other Income	\$	0.00	\$	0.00	\$	0.00
Net Income	\$	87,622.91	-\$	71,318.00	-\$	158,940.91

Friday, Jan. 19, 2024 03:49:27 p.m. GMT-8 - Accrual Basis



**Capital Regional District**  
**Grant-In-Aid Application Form**  
**FOR ELECTORAL AREAS ONLY:**

**Juan de Fuca**  
**Salt Spring Island**  
**Southern Gulf Islands**

[Revised November 16, 2012]

## CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

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

Name and Address of Applicant: Transition Salt Spring Society  
P.O. Box 768  
Salt Spring Island, BC V8K 2W3

Contact(s): Bryan Young [REDACTED]  
(name) (phone) (fax)  
bryan@transitionsaltspring.com  
Email address

Contact(s): Darlene Gage [REDACTED]  
(name) (phone) (fax)  
darlene@transitionsaltspring.com  
Email address

### ***Application Summary***

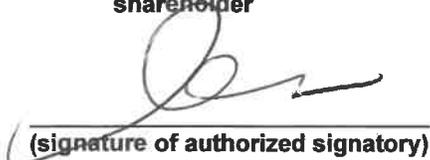
Project or purpose for which you require assistance:

Transition Salt Spring would like to organize a pilot roadside pick-up and chipping of woody debris, modeled on programs that are being offered in many surrounding communities. The purpose of the pilot is to deliver a proof of concept for an island-wide CRD-funded initiative. We need financial support to develop and deliver a pilot in up to three SSI neighbourhoods.

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)

TSS Board Chair  
(title)

Bryan Young  
(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?

Transition Salt Spring (TSS) has been working since 1997 to empower Salt Spring Islanders to build a thriving community, resilient to climate change. We educate and empower islanders to eat locally, waste less, free up our energy systems and get from place to place with a lower carbon footprint.

Transition Salt Spring acts as an ally to existing groups, an initiator and incubator of new projects, and an umbrella organization for programs that foster local resilience and reduce fossil fuels dependence. This flexible support structure is unique on Salt Spring, and allows for new initiatives to emerge over time.

Mission: Respond to climate change. Restore ecosystems. Reimagine community. Together.

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

Salt Spring island, BC

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.

Officers of the organization receive no remuneration for their services.

Members often form Working Groups to undertake projects and will, from time to time, apply for project funding support from TSS and other funders. These are granted for project purposes only and do not benefit any members directly.

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

Transition Salt Spring was founded in 1997.  
Currently there are 1500 members of the Society.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (Roadside Woody Debris Chipping Pilot Program)

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

In many comparable communities, including Saturna, Kelowna and Maple Ridge, roadside woody debris pick-up and chipping is organized by the local waste management department. What is lacking on SSI is a centrally delivered, user-pay model that addresses the fire risk of woody debris, while creating a much-needed product for use in pathways or as mulch.

Transition Salt Spring will organize a pilot program to pick up and chip woody debris in up to 60 homes on 3 days with a local chipping company. With the help of POD and neighbourhood leaders and extensive volunteer hours from the TSS team, the pilot will be inexpensive and incorporate a user fee from those submitting debris. The pilot is intended to show the potential for a viable program that meets multiple community and ecosystem needs, with a low cost to users and to the CRD (see attached budgets).

We have designed a plan with a chipping company that will stipulate the types of material to be accepted, along with clear instructions for how and where materials will be left for chipping. Residents will register online and elect to keep the resulting chips or give them to designated receivers.

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

Transition Salt Spring has a heightened focus on reducing fire risk as we approach a potentially lethal summer. We would like to give islanders an alternative to backyard burning of debris and a laissez faire approach to leaving debris around that is flammable.

Wood chips are a useful byproduct as they provide essential material that many need in their gardens and on farms. Our program will greatly reduce the cost of obtaining chips for these gardeners (normally \$150 minimum for a chipper), which gives them a financial incentive to participate.

There are many other benefits to the community in our program including: fire prevention, ease of access to chips, help with eliminating debris, excess chips for local farms, incentives to clean up property, work for our local chipping company, and a sense of shared accomplishment. This program will provide residents with a viable alternative to open burning prior to its anticipated regulation by the BC Government.

**Funding and Financial Information**

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

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
SSFR - FireSmart	\$ 3,000.00	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

Year	\$ Amount	Purpose for which assistance was used
2023	\$ 5,000.00	Stakeholder implementation of CAP 2.0
2023	\$ 925.00	Supplies needed for public workshops at SIMS
2020	\$5,000	Climate Action Implementation startup
2019	\$15,000	Gas Tax Funding for CAP creation

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**

***Please remember to attach:***

1. Project budget
2. Financial statement for your organization

**Woody Debris Roadside Program - \$3K revenue**

Budget for 3 Day Pilot  
 3+ PODS with 20 customers per POD  
 Locations: roadside. Users keep chips  
 Rev & Exp for pilot program  
 Cells in orange are formulae, do not type

Parameters	
# days	3
Customers	60

REVENUE					Projected
SSFD - Fire Smart Grant					\$0
Conservancy					\$0
CRD - GIA					\$3,000
Donations					\$0
Sponsorship Revenue					
<b>Subtotal REVENUE</b>					<b>\$3,000</b>
EXPENSE					Projected
	# days	Rate/day	# hours	Rate/hour	
Coordinator/Sponsor outreach - volunteer			30	\$31	\$930
Signs					\$0
Ad buys					\$0
TSS Organizing team			50	\$0	\$0
Admin Support			6	\$31	\$186
Chipper + 3 units (8 hour day x \$150/hr total)	3	\$1,200			\$3,600
Additional person (8 hours x \$30/hr)	0	\$240			\$0
POD Volunteer					\$0
Food/Bev for Drop-off Days					\$0
Registration database			3	\$31	\$93
PAID LABOUR (add. to SSFR)					\$0
2 people x 3hrs x \$30 = \$180/day	0	\$180			\$0
					\$0
<b>Subtotal</b>					<b>\$4,809</b>
<b>Contingency (10%)</b>					<b>\$481</b>
<b>Total</b>					<b>\$5,290</b>
<b>Surplus/-Deficit</b>					<b>-\$2,290</b>
<b>Breakeven User Fee</b>					<b>\$38</b>

**Woody Debris Roadside Program (Island)**

Dates: Budget per Year for On-going Program  
 Entire Island with Sign-ups on particular days  
 Locations: roadside  
 Rev & Exp for island-wide program  
 Cells in orange are formulae, do not type

<b>Parameters</b>	
# days	3
Customers	3000

REVENUE					Projected
SSFD - Fire Smart Grant					\$0
Conservancy					\$0
CRD - GIA					\$0
Donations					\$0
Sponsorship Revenue					\$0
<b>Subtotal REVENUE</b>					<b>\$0</b>
EXPENSE					Projected
Coordinator/Sponsor outreach - volunteer			300	\$31	\$9,300
Safety/Signs					\$150
Ad buys					\$400
TSS Organizing team			50	\$0	\$0
Admin Support			0	\$31	\$0
Chipper + 3 units (8 hour day x \$150/hr total)	99	\$1,200			\$118,800
Additional person (8 hours x \$30/hr)	99	\$240			\$23,760
POD Volunteer					\$0
Food/Bev for Drop-off Days					\$0
Registration database			10	\$31	\$310
PAID LABOUR (add. to SSFR)					\$0
2 people x 3hrs x \$30 = \$180/day	20	\$180			\$3,600
					\$0
<b>Subtotal</b>					<b>\$156,320</b>
<b>Contingency (10%)</b>					<b>\$15,632</b>
<b>Total</b>					<b>\$171,952</b>
<b>Surplus/-Deficit</b>					<b>-\$171,952</b>
<b>Breakeven User Fee</b>					<b>\$57</b>

# Transition Salt Spring Society

## Budget vs. Actuals: TSS Budget 2023 - FY23 P&L

January - December 2023

	Total		
	Actual	Budget	Remaining
<b>Income</b>			
40000 Revenue			0.00
41000 TSS Revenue			0.00
41100 Donations			0.00
41110 Donations - One Time	12,673.21	17,000.00	4,326.79
41120 Donations - Monthly	13,067.98	10,500.00	-2,567.98
41130 Donations - In-Kind	981.00		-981.00
41140 Donations - Organization	29,246.78	2,000.00	-27,246.78
41150 Donations - Other	7,179.72		-7,179.72
<b>Total 41100 Donations</b>	<b>\$ 63,148.69</b>	<b>\$ 29,500.00</b>	<b>-\$ 33,648.69</b>
41200 Grants			0.00
41210 BC Lung Grant (COACH)	11,200.00	11,200.00	0.00
41220 Berman Foundation Grant (TSS)	78,000.00	75,000.00	-3,000.00
41230 CRD Grant (COACH/TSS)	32,425.00	21,000.00	-11,425.00
41240 ECCCC Grant (CARL)	35,345.00	19,065.00	-16,280.00
41245 EcoCanada Grant (CARL)	12,950.00		-12,950.00
41250 Island Trust Grant (CARL)	10,126.79	11,000.00	873.21
41400 PICS (CARL)	11,500.00	11,500.00	0.00
41410 SSI Foundation Grant (TSS)	22,100.00	7,500.00	-14,600.00
41510 Vancity Grant (TSS)	25,000.00	25,000.00	0.00
41520 Victoria Foundation Grant (TSS)	100,550.00	33,750.00	-66,800.00
<b>Total 41200 Grants</b>	<b>\$ 339,196.79</b>	<b>\$ 215,015.00</b>	<b>-\$ 124,181.79</b>
41600 Service Fees			0.00
41610 Project Management Admin Fee CARL (TSS)	2,500.00		-2,500.00
41615 Proj Mgmt Admin Fee COACH (TSS)	6,500.00		-6,500.00
41620 Project Services Fee CRD (TSS)	16,500.00		-16,500.00
41625 Project Service Fee CRD (CARL)	21,000.00		-21,000.00
41630 Project Service Fees NSSWD (CARL)	23,750.00		-23,750.00

Total 41600 Service Fees	\$	70,250.00	\$	0.00	-\$	70,250.00
41700 Sponsorships						0.00
41710 CAC Sponsorship		9,500.00		8,000.00		-1,500.00
Total 41700 Sponsorships	\$	9,500.00	\$	8,000.00	-\$	1,500.00
41800 TSS Events						0.00
41810 TSS Program Event Revenue		16,789.54		10,000.00		-6,789.54
Total 41800 TSS Events	\$	16,789.54	\$	10,000.00	-\$	6,789.54
41900 Other Revenue						0.00
41910 Interest Income		541.98				-541.98
Total 41900 Other Revenue	\$	541.98	\$	0.00	-\$	541.98
Total 41000 TSS Revenue	\$	499,427.00	\$	262,515.00	-\$	236,912.00
45000 WG Revenue						0.00
45100 Biochar Group Revenue		250.00				-250.00
45300 Marine Stewardship Revenue		5,325.00				-5,325.00
45400 NativePlant Stewardship Revenue		5,143.00				-5,143.00
45600 RRRPAG Revenue		2,597.22				-2,597.22
Total 45000 WG Revenue	\$	13,315.22	\$	0.00	-\$	13,315.22
Total 40000 Revenue	\$	512,742.22	\$	262,515.00	-\$	250,227.22
Total Income	\$	512,742.22	\$	262,515.00	-\$	250,227.22
Gross Profit	\$	512,742.22	\$	262,515.00	-\$	250,227.22
Expenses						250,227.22
60000 Expenses						0.00
61000 TSS Expenses						0.00
61100 Advertising & Promotion						0.00
61110 A&P Advocacy		171.25		300.00		128.75
61120 A&P CARL		1,269.82		1,000.00		-269.82
61130 A&P Coach		2,805.17		1,750.00		-1,055.17
61140 A&P Communication		183.81		500.00		316.19
61150 A&P Education		356.51		1,200.00		843.49
Total 61100 Advertising & Promotion	\$	4,786.56	\$	4,750.00	-\$	36.56
61300 Bank ISCU Charges		628.65		300.00		-328.65
61350 Bank Payment Portal Fees		1,373.96		2,100.00		726.04
61360 Credit Card Fees		16.35				-16.35
61400 Contract Services		260.53				-260.53
61410 Administrator		1,650.00		1,650.00		0.00

61420 Bookkeeper		18,813.63	15,387.00	-3,426.63
61430 Coach Lead		1,845.00	1,845.00	0.00
61440 Communications Lead		20,791.58	24,785.00	3,993.42
61450 Education Lead		1,800.00	1,800.00	0.00
61460 Program Lead		1,800.00	1,800.00	0.00
61470 Executive Director		2,520.00	2,520.00	0.00
61480 Advocacy Contractors		1,875.75		-1,875.75
61490 CARL Contractors		42,080.00	30,710.00	-11,370.00
61495 Other Contract Services		8,466.03	6,606.00	-1,860.03
<b>Total 61400 Contract Services</b>		<b>101,902.52</b>	<b>87,103.00</b>	<b>-14,799.52</b>
61500 Digital Tools				0.00
61520 Digital Tools Education			600.00	600.00
61530 Digital Tools TSS General		4,718.98	5,600.00	881.02
<b>Total 61500 Digital Tools</b>		<b>4,718.98</b>	<b>6,200.00</b>	<b>1,481.02</b>
61600 Event Expenses				0.00
61610 E CARL		11,061.66	12,870.00	1,808.34
61620 E Coach		1,616.73	250.00	-1,366.73
61630 E TSS General		3,783.71		-3,783.71
61640 E Education		566.17	2,500.00	1,933.83
61650 E Shared Revenue Event		75.99		-75.99
<b>Total 61600 Event Expenses</b>		<b>17,104.26</b>	<b>15,620.00</b>	<b>1,484.26</b>
61700 Fundraising		2,404.44	1,000.00	-1,404.44
61800 Insurance		3,926.06	2,000.00	-1,926.06
61850 Legal & Accounting		30.62	100.00	69.38
61900 Meeting Expenses TSS General		2,407.49	1,900.00	-507.49
62000 Membership, Licenses & Dues		243.50	400.00	156.50
62100 Miscellaneous Expenses			800.00	800.00
62200 Office Expenses		2,122.94	700.00	-1,422.94
62210 Office Rent		829.37		-829.37
62211 Office Rent TSS		4,843.13	5,812.00	968.87
62215 Office Rent Share		-1,391.70	-1,290.00	101.70
<b>Total 62210 Office Rent</b>		<b>4,280.80</b>	<b>4,522.00</b>	<b>241.20</b>
62250 Professional Development		254.65	1,200.00	945.35
62300 Project Equipment & Supplies				0.00
62310 CARL Projects Equip&Supplies		6,978.79	2,100.00	-4,878.79

62320 Other Project Equip&Supplies									
Total 62300 Project Equipment & Supplies									
62400 Projects Rebates	4,873.87								-4,873.87
62405 Water Rebates SSI-SGI	11,852.66	\$	2,100.00	-\$	9,752.66				0.00
62410 Water Rebates SSI	9,000.00					22,500.00			13,500.00
62415 Water Rebate SGI	3,500.00								-3,500.00
62420 Wood Stove Rebates	12,750.00								-12,750.00
62425 Heat Pump Rebate	5,100.00					15,000.00			9,900.00
62430 TSS Rebate Incentive	10,000.00								-10,000.00
Total 62400 Projects Rebates	200.00		200.00		0.00				0.00
62500 Printing & Resources	40,550.00	\$	37,700.00	-\$	2,850.00				0.00
62510 P&R Advocacy	1,220.38					500.00			-720.38
62520 P&R CARL	500.00					2,500.00			2,500.00
62530 P&R Coach	500.00					570.00			70.00
62540 P&R Communications	178.48					200.00			21.52
62550 P&R Education	37.41					200.00			162.59
Total 62500 Printing & Resources	1,936.27	\$	3,970.00	\$	2,033.73				0.00
62600 Travel									
62610 Travel Advocacy						400.00			400.00
62620 Travel Coach						635.00			635.00
62640 Travel TSS General						550.00			550.00
Total 62600 Travel	0.00	\$	1,585.00	\$	1,585.00				203.00
62700 Video Production TSS General	297.00					500.00			700.00
62750 Volunteer Expense						700.00			700.00
62751 Volunteer Expense CARL	1,030.04								-1,030.04
62752 Volunteer Expense TSS General	1,062.41								-1,062.41
Total 62750 Volunteer Expense	2,092.45	\$	700.00	-\$	1,392.45				0.00
62800 Wages & Benefits									
62810 Wage Expense	195,233.56					136,560.00			-58,673.56
62820 Payroll Taxes Expense	15,084.50					16,933.00			1,848.50
Total 62800 Wages & Benefits	210,318.06	\$	153,493.00	-\$	56,825.06				0.00
62900 Website									
62992 W Communication	843.00					2,000.00			1,157.00
Total 62900 Website	843.00	\$	2,000.00	\$	1,157.00				250.00
63000 Working Group Contributions	250.00					500.00			250.00

Total 61000 TSS Expenses	\$	414,341.22	\$	331,243.00	-\$	83,098.22
65000 WG Expenses						0.00
65200 EV Group Expenses		1,195.52				-1,195.52
65300 Marine Stewardship Group Expens		1,955.10				-1,955.10
65400 NativePlant Stewardship Expense		4,174.05				-4,174.05
65600 RRPAG Expenses		3,439.92				-3,439.92
Total 65000 WG Expenses	\$	10,764.59	\$	0.00	-\$	10,764.59
Total 60000 Expenses	\$	425,105.81	\$	331,243.00	-\$	93,862.81
Digital Tools Communications (deleted)		13.50		400.00		386.50
Inactive Travel Education				150.00		150.00
Inactive Video Production Coach (deleted)				540.00		540.00
Inactive Video Production Education (deleted)				1,500.00		1,500.00
Total Expenses	\$	425,119.31	\$	333,833.00	-\$	91,286.31
Net Operating Income	\$	87,622.91	-\$	71,318.00	-\$	158,940.91
Other Expenses						
90000 Corrections		0.00				0.00
Total Other Expenses	\$	0.00	\$		\$	0.00
Net Other Income	\$	0.00	\$	0.00	\$	0.00
Net Income	\$	87,622.91	-\$	71,318.00	-\$	158,940.91

Friday, Jan. 19, 2024 03:49:27 p.m. GMT-8 - Accrual Basis



**Capital Regional District**  
**Grant-In-Aid Application Form**  
**FOR ELECTORAL AREAS ONLY:**

**Juan de Fuca**

**Salt Spring Island**

**Southern Gulf Islands**

[Revised November 16, 2012]

# CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

## Application Submitted By

Name and Address of Applicant: Salt Spring Abattor  
1447b Fulford Ganges Rd  
Salt Spring Island V8K 2B2

Contact(s): Abey Scaglione [REDACTED] [REDACTED]  
(name) (phone) (fax)  
abey@ruckleheritagefarm.com  
Email address

Contact(s): Anne Macey [REDACTED] [REDACTED]  
(name) (phone) (fax)  
[REDACTED]  
Email address

## Application Summary

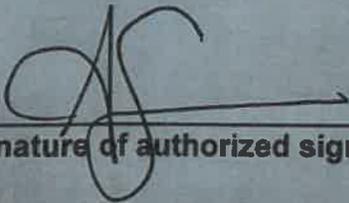
Project or purpose for which you require assistance:

The Abattoir's Ecoflo septic system, a sustainable wastewater treatment system used to protect the environment, is in need of refurbishment.

Amount of grant requested \$ 5,000.00

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



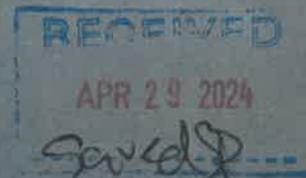
(signature of authorized signatory)

Director

(title)

Abey Scaglione

(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 abattoir helps us meet our climate goals by providing local food and reducing our need for transportation and our reliance on fossil fuels. Local food provides our community with food security and recent years have highlighted the need for local food in times of uncertainty and climate disasters. Having a local processing facility saves farmers time and money. Taking animals off island is not only stressful for the animals but this travel costs money, is not environmentally sustainable and uses up farmers' valuable time which could be the deciding factor as to whether or not a farmer is able to continue producing food for their community. If we lose the abattoir we may well lose animal agriculture on Salt Spring Island.

2. Describe the geographic area that receives services or benefits from your organization.  
Primarily Salt Spring Island but also surrounding Gulf Islands

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

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

n/a

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

We have been in operation for over eleven years. In 2023 we had seventy members and fifteen active volunteers.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (capital project since it involves replacement of infrastructure )

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

Project will involve the extraction and refurbishment of the septic system.

Please note that in section 4 "Provide services that fall within the mandate of either a senior government or a local service agency?" we replied yes because of meat inspection.

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

As described above, having a local meat processing facility is important for food security and providing local food. It is important to keep farming on the island. This year the abattoir invested in a manager rather than having volunteers do bookings and staff scheduling etc. It's important for quality assurance to have a manager but prioritizing this means that we do not have surplus funds for infrastructure replacement without additional fundraising.

## Funding and Financial Information

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

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

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

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

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

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

Year	\$ Amount	Purpose for which assistance was used
		No direct grant in aid but want to note:
prior to 2014		Ag Alliance recd a grant in aid for the abattoir project
2021		recd \$40,000 for composter project from gas tax funding

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**

**Salt Spring Abattoir Grant in Aid Request**

**Budget for Ecoflow biofilter replacement ( based on estimates from contractor)**

**Expense**

Extract & dispose of existing filter	\$1,800
Biofilter (peat or coir)	\$2,000
Management, transport & reassembly	\$1,200
	<u>\$5,000</u>

**Income**

Grant -in-Aid	<u>\$5,000</u>
---------------	----------------

## Abattoir Operations 2024 Budget

	Actual 2023	Budget 2024
<b>INCOME</b>		
Donations	3,031.66	3000
Fundraising	16,335.41	14,000
Memberships	2840	2800
Sales income	90,474.00	103,068
<b>TOTAL</b>	<b>112,681.07</b>	<b>122868</b>
<b>EXPENSES</b>		
Bad Debts	357.37	
Bank charges	242.6	250
Dues & subscriptions	250	250
Fundraising Expenses	9439.9	
Insurance	6546.52	6960
Work Safe premiums	1780.5	2329
Professional Fees	1183.5	2880
Office/admin expense	1277.74	1200
Payroll Expenses/taxes		
Payroll	61250.53	74270
Subcontractors		
Rent	9000	9000
Repairs & maintenance	4485.07	3000
Supplies	5799.43	6000
Taxes & licenses	200	200
Training	415.57	
Utilities	5566.77	5940
Misc	977.04	1200
<b>TOTAL</b>	<b>108772.54</b>	<b>113479</b>
Surplus/Deficit	3,908.53	9,389.00



**Capital Regional District**  
**Grant-In-Aid Application Form**  
**FOR ELECTORAL AREAS ONLY:**

**Juan de Fuca**

**Salt Spring Island**

**Southern Gulf Islands**

[Revised November 16, 2012]

## CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

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

Name and Address of Applicant: Salt Spring Island Farmland Trust Society

189 Beddis Road

Salt Spring Island, BC V8K 2J2

Contact(s): Jon Cooksey [REDACTED] [REDACTED]  
(name) (phone) (fax)

[REDACTED]  
Email address

Contact(s): Sheila Dobie [REDACTED] [REDACTED]  
(name) (phone) (fax)

chair@ssifarmlandtrust.org

Email address

### ***Application Summary***

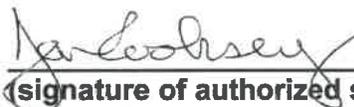
Project or purpose for which you require assistance:

The Salt Spring Island Farmland Trust wants to expand its indigenous engagement and collaboration with other groups and organizations on the island, by being part of a group of partners putting on the Salt Spring Island Indigenous Peoples Weekend event June 21-23.

Amount of grant requested \$ 5,000.00

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)

Board Member  
(title)

Jon Cooksey  
(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 SSI Farmland Trust (FLT) was created to receive a donation of what is now the Burgoyne Valley Community Farm, where it offers inexpensive family garden plots and a few larger farm acreages. It also operates Salt Spring's only food hub, The Root, where it hosts a variety of tenants involved in food production and distribution, as well as providing a commercial kitchen for community use and hosting the SSI Seed Sanctuary. It provides educational programs related to growing and preserving food, facilitates land-matching, supports sustainable farming models, encourages collaboration across the food sector (both locally and regionally), pursues reconciliation and collaboration with Indigenous groups and nations, and now has a special focus on food security through its Food Summit, 50 Farms, Grow Local and other programs. Most of these services are unique, but we do collaborate where we can.

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

The FLT is mostly focused on Salt Spring Island, but since the Nov 2023 Food Summit, we are also part of a regional food production, processing and distribution conversation with groups on Vancouver Island and across the Southern Gulf Islands.

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

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

Board members (officers) do not receive any remuneration, other than reimbursements for out of pocket expenses. Board members are the only voting members of our organization, as dictated by our bylaws.

We do not have an official membership program, but are about to implement a "Friends of the Farmland Trust" opportunity. This will provide reduced rates for equipment rentals and education programs.

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

FLT was established in 2009. We have an all-volunteer Board (presently 8 members) and 3 part-time employees to manage our volunteer program, the Root operations and programming through Grow Local as subcontractors. Volunteer base is 50+ and growing, including food recovery/gleaning (20), community farm work parties (15), and Root permaculture gardens (12). We are also in the process of hiring 2 Food Security Coordinators for a 50 Farms-related grant from the Investment Agriculture Foundation, who will interact with POD system volunteers for island-wide emergency prep.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose ( SPECIAL EVENT )

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

FLT is one of several partners already committed to putting on the SSI Indigenous Peoples Weekend event, including: Bullock Lake Farm, Francis Bread, Love's Galettes, Mateada Yerba Lounge, Quw'utsun Cultural Connections Society, Rural Islands Economic Partnership, Salt Spring Arts Council, Salt Spring Island Chamber of Commerce, SSI Public Library, Southern Gulf Islands Tourism Partnership and the Stqeeye' Learning Society. Because it is a charity, FLT has agreed to be the fiduciary for receiving grants to support the Weekend, and has already received \$5,000 from the Salt Spring Island Foundation to be used for honoraria and travel allowances for Indigenous participants in the overall Weekend event. In that partner role it is requesting \$1,350 from the CRD for Weekend-related expenses (ads, etc.)

But FLT is also putting on its own event as part of the Weekend: a community-wide Potluck Feast, tentatively to be held on the 10 acre property recently acquired by Stqeeye' Learning Society, as an opportunity for the whole SSI community to come together to welcome the members of that organization back to their traditional unceded territory. The estimated costs of this event are in the budget attached, totalling \$2,650, with an extra \$1,000 requested for associated honoraria for Stqeeye' members.

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

This is the first time since Contact that the Quw'utsun people are returning full-time to their traditional territory, and the benefits of that will be enormous, ranging from mitigating climate change to job creation for endangered Indigenous Youth. Our focus, of course, is on protecting and boosting food production, processing and distribution to provide greater food security and access for everyone on SSI, and we look forward to collaborating with Stqeeye' -- the newest full-time Indigenous addition to our community -- as well as assisting them in recovering the food sovereignty they've lost since Contact, for the benefit of their own members and all Quw'utsun people.

But this collaboration must go far beyond the Farmland Trust, and incorporate all Salt Springers, who have much to contribute and also much to gain from the return of Stqeeye's indigenous Elders, staff and Land Guardians. Many of these benefits are practical (learning how to restore our wetlands and streams, how to protect against wildfire) but many are spiritual, and that means we have to be in personal contact, spend time eating and talking and learning together. Our Potluck Feast is intended to be the first step down that road of reconciliation, reciprocity and welcome.

## 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)
SSI Foundation	\$ 5,000.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SGI Tourism Partnership	\$ 500.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**

***Please remember to attach:***

1. Project budget
2. Financial statement for your organization

2024 SSI Indigenous Peoples Weekend (IPW) & FLT Potluck Feast budget  
 Submitted by SSI Farmland Trust  
 As of 4/28/24

ITEM =====	AMOUNT =====	Details =====				
Rental expense/Potluck Feast	\$1,200.00	Tables, chairs, dishes, glasses, cutlery, tents in case of rain - truck rental				
Ice & non-alcoholic drinks	\$300.00					
Port-a-potty rentals	\$750.00					
Labour (2 parking monitors)	\$300.00	2 people x \$25/hour x 6 hours				
Gas for volunteer vehicles	\$100.00	Pick up/drop off of rentals, etc.				
IPW - IT labour - webpage	\$425.00	Setup of IPW web page, updating and maintenance of Weekend calendar of events				
IPW - Blankets and gifts	\$350.00	For welcoming indigenous folks from off-island				
IPW - Advertising	\$150.00	Press and social media for the Weekend				
IPW - Printing	\$175.00	Calendar flyers for posting around the island and signs for events				
IPW - Indigenous consultation	\$250.00	On the design of the Weekend and the potluck feast event				
<b>Indigenous Folk</b>			<b>How many?</b>	<b>Honorarium</b>	<b>Travel</b>	<b>Other</b>
-----						
Elders/various nations	\$3,000.00	TBD	10	250	50	0
Other indigenous participants	\$3,750.00	TBD	15	200	50	0
	=====					
<b>TOTAL</b>	<b>\$10,750.00</b>	<b>Subtotal for honoria</b>		<b>\$6,750.00</b>		
<b>FUNDING</b>						
=====						
SSIF grant	\$5,000.00					
CRD grant-in-aid	\$5,000.00	Requested in this application				
Islands Trust	\$250.00	Laura Patrick suggested there may be funding - waiting to hear from staff				
SIGI Tourism Partnership	\$500.00	They've agreed to put in funds for 2 indigenous participants coming from off-island				
	=====					
<b>TOTAL</b>	<b>\$10,750.00</b>					
<b>Add'l funds needed</b>	<b>\$0.00</b>					

**SALT SPRING ISLAND FARMLAND TRUST SOCIETY**  
**Compiled Financial Information**  
**Year Ended December 31, 2022**



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## COMPILATION ENGAGEMENT REPORT

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To the Members of Salt Spring Island Farmland Trust Society

On the basis of information provided by management, we have compiled the statement of financial position of Salt Spring Island Farmland Trust Society as at December 31, 2022, and the statements of revenues and expenditures and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

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

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

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

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

*McLean, Lizotte, Wheadon and Company*

**MCLEAN, LIZOTTE, WHEADON AND COMPANY**  
Chartered Professional Accountants

Salt Spring Island, British Columbia  
April 10, 2023

**SALT SPRING ISLAND FARMLAND TRUST SOCIETY**  
**Statement of Financial Position**  
**December 31, 2022**

	2022	2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 141,029	\$ 137,047
Accounts receivable	429	5,947
Goods and services tax recoverable	2,788	3,948
	<u>144,246</u>	146,942
PROPERTY, PLANT AND EQUIPMENT (Note 3)	2,237,031	2,152,678
LONG TERM INVESTMENTS	41,571	40,942
	<u>\$ 2,422,848</u>	<u>\$ 2,340,562</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 4,148	\$ 31,539
Current portion of long term debt (Note 4)	-	13,201
Deferred capital contributions	646,840	587,982
Deferred BC Rural Dividend contribution	18,547	30,404
	<u>669,535</u>	663,126
LONG TERM DEBT (Note 4)	360,788	349,769
	<u>1,030,323</u>	1,012,895
<b>NET ASSETS</b>		
Unrestricted	58,638	28,819
Capital assets	1,333,887	1,298,848
	<u>1,392,525</u>	1,327,667
	<u>\$ 2,422,848</u>	<u>\$ 2,340,562</u>

ON BEHALF OF THE BOARD

*Nicole Melanson*

Director

*Stephane Aucoin*

Director

**SALT SPRING ISLAND FARMLAND TRUST SOCIETY**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2022**

	2022	2021
<b>REVENUES</b>		
Donations	\$ 65,770	\$ 8,608
Government grant	29,389	43,417
Rentals	10,550	9,352
	<u>105,709</u>	<u>61,377</u>
<b>EXPENSES</b>		
Advertising and promotion	9,267	2,258
Amortization	4,423	4,691
Business taxes, licenses and memberships	790	55
Consulting fees	2,144	6,434
Insurance	6,159	8,900
Interest and bank charges	94	98
Office	368	2,682
Workshops	850	1,278
Fundraising	-	258
Bookkeeping	2,827	-
Garden supplies	245	4,303
Professional fees	6,167	3,345
Repairs and maintenance	607	3,007
Salaries and wages	859	32,508
Sub-contracts	475	238
Training	-	145
Travel	-	660
Utilities	9,751	3,249
	<u>45,026</u>	<u>74,109</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<u>60,683</u>	<u>(12,732)</u>
<b>OTHER INCOME</b>		
Interest income	1,177	369
Deferred capital contribution	2,998	1,831
	<u>4,175</u>	<u>2,200</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<u>\$ 64,858</u>	<u>\$ (10,532)</u>

**SALT SPRING ISLAND FARMLAND TRUST SOCIETY**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2022**

	Unrestricted		Capital Assets	
			<b>2022</b>	<b>2021</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$</b>	<b>28,819</b>	<b>\$</b>	<b>1,298,848</b>
<b>EXCESS OF REVENUES OVER</b>			<b>\$</b>	<b>1,327,667</b>
<b>EXPENSES</b>			<b>\$</b>	<b>1,338,199</b>
INTERFUND TRANSFERS		66,283	(1,425)	64,858
CAPITAL ASSET ADDITIONS		52,312	(52,312)	(10,532)
		(88,776)	88,776	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$</b>	<b>58,638</b>	<b>\$</b>	<b>1,392,525</b>
			<b>\$</b>	<b>1,327,667</b>

**SALT SPRING ISLAND FARMLAND TRUST SOCIETY**  
**Notes to Compiled Financial Information**  
**Year Ended December 31, 2022**

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**1. BASIS OF ACCOUNTING**

The basis of accounting applied in the preparation of the statement of financial position of Salt Spring Island Farmland Trust Society as at December 31, 2022, and the statements of revenues and expenditures and changes in net assets for the year then ended is on the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable and gst receivable
  - property, plant and equipment recorded at historical cost and amortized on a declining balance method
  - accounts payable and accrued liabilities
  - revenues received in the current year for the following year are deferred
  - revenues received in the current year for the capital assets are deferred and recognized as revenues on the same basis as the capital asset amortization
- 

**2. PURPOSE OF THE ORGANIZATION**

Salt Spring Island Farmland Trust Society (the "organization") is a not-for-profit organization of British Columbia. As a registered charity the organization is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The society operates to preserve farmland and maintain community farm, and to create and operate community gardens.

As a registered not-for-profit organization, the society is dependent on various government, foundation and corporate entities and individuals for grants and donations to subsidize its operations. The Board of Directors is confident that support from these organizations will continue through the next year.

---

**3. PROPERTY, PLANT AND EQUIPMENT**

	Cost	Accumulated amortization	<b>2022 Net book value</b>	2021 Net book value
Land	\$ 1,062,780	\$ -	\$ 1,062,780	\$ 1,062,780
Buildings	1,178,013	15,619	1,162,394	1,078,865
Equipment	20,580	8,733	11,847	11,011
Computer equipment	856	846	10	22
	<b>\$ 2,262,229</b>	<b>\$ 25,198</b>	<b>\$ 2,237,031</b>	<b>\$ 2,152,678</b>

The Beddis road property is a 0.6 hectare property of vacant land that was gifted to the Salt Spring Island Farmland Trust Society on December 7, 2012 as a condition of a rezoning application. No charitable receipt was issued.

The Fulford-Ganges road property is a 25 Hectare property that was gifted to the Salt Spring Island Farmland Trust Society as an amenity in a rezoning application. The property was transferred from the SSI Farmers Institute in January 2013. No charitable receipt was issued.

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**SALT SPRING ISLAND FARMLAND TRUST SOCIETY**  
**Notes to Compiled Financial Information**  
**Year Ended December 31, 2022**

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**4. LONG TERM DEBT**

	<b>2022</b>	<b>2021</b>
951624 Ontario Ltd. loan bearing interest only at 2% per annum, repayable in monthly payments of \$601. The loan matures on January 22, 2024 .	<b>\$ 360,788</b>	<b>\$ 362,970</b>
Amounts payable within one year	<b>-</b>	<b>(13,201)</b>
	<b>\$ 360,788</b>	<b>\$ 349,769</b>

On March 1, 2022, the mortgage was renegotiated with the lender to allow for interest only payments.

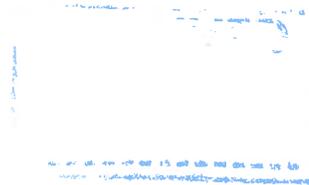
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**5. REMUNERATION**

On November 28, 2016, the new British Columbia Societies Act came into force. Included in the new Act is a requirement to disclose the remuneration paid to all directors, the ten highest paid employees and all contractors who are paid at least \$75,000 annually.

During the year, the Society did not pay any remuneration in excess of \$75,000 to any one director, employee, or contractor.

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**Capital Regional District**  
**Grant-In-Aid Application Form**  
**FOR ELECTORAL AREAS ONLY:**

**Juan de Fuca**

**Salt Spring Island**

**Southern Gulf Islands**

[Revised November 16, 2012]

## CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

### Application Submitted By

Name and Address of Applicant: Salt Spring and Southern Gulf Islands Community  
Services Society | 268 Fulford-Ganges Road  
Salt Spring Island, BC, V8K 2K6

Contact(s): Rob Grant (250) 537-9971 250 537-9974  
(name) (phone) (fax)  
rgrant@ssics.ca  
Email address

Contact(s): Rob Wiltzen (250) 537-9971 250 537-9974  
(name) (phone) (fax)  
rwiltzen@ssics.ca  
Email address

### Application Summary

Project or purpose for which you require assistance:

Connection of Salt Spring Island Emergency Shelter to sewer line running adjacent to property.

Amount of grant requested \$ 12,000.00

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

**Rob Grant**

Digitally signed by Rob Grant  
DN: cn=Rob Grant, o=Island  
Community Services, ou,  
email=rgrant@ssics.ca, c=CA  
Date: 2024.04.30 13:17:42 -07'00'

(signature of authorized signatory)

Executive Director

(title)

Rob Grant  
(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?

Island Community Services provides the only Emergency Shelter and homelessness services available on Salt Spring Island other than the Transition House that is specific to women and children fleeing domestic violence. The Shelter is operated 24 hours per day and 365 days per year. Among the over 30 different services in 8 different program areas, the Emergency Shelter is central to providing for the basic needs of the population for the marginalized and at-risk population that are without the necessities of food, clothing and shelter. The Emergency Shelter Program is funded by BC Housing while the property and facilities are the responsibility of Island Community Services, the operator.

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

The Society provides services in all of the Southern Gulf Islands and the only homelessness services in the Southern Gulf Islands. The Emergency Shelter is focused on providing shelter for the local population of Salt Spring Island as a priority.

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

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

There is no remuneration or funds otherwise paid to members, directors, officers of the society. The society runs on a mix of volunteer labour and paid staff.

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

Island Community Services was first incorporated in 1975 and currently runs through a combination of 110 casual, part-time and full-time staff, and over 50 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.

Due to an aging and failing septic system, we are now under immediate pressure to tie the property in to the Ganges Sewer system. The application for inclusion into the service area was accepted and approved the local Ganges Sewer Local Services Commission at a special meeting on Monday April 29th, 2024.

In anticipation of the current circumstances we applied for inclusion back in December, 2022 and are pleased that we have finally been approved, although 18 months later. In that time we borne significant unforeseen expenses in mitigating the impact to neighbours and the environment with the septic system with regular monthly pumpouts, sand spreading etc.

The quote for the actual work of tying the property into the sewer is attached and amounts to \$12,382.65. We are seeking assistance with this as our resources with the shelter have been severely impacted over the last year with the Shelter due to the current circumstances and other significant costs related to this project.

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

The funding will help secure solid infrastructure and resiliency with the provision of the Emergency Shelter facility, which very often is subject to unforeseen circumstances and conditions. The shelter program is funded by BC Housing but the building, facilities and its infrastructure are all the responsibility of Island Community Services.

Beyond the relief of the high cost of providing this infrastructure, there is ongoing benefit to neighbours and public health with regard to the most responsible and appropriate way for an Emergency Shelter to be disposing of its sewage waste.

## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.
2. Have you applied for a grant / funding from another source(s)?  NO  YES  
*If yes*, complete the following chart. *If no*, please explain We had not been approved by the local Commission yet so funding applications not appropriate.

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

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

Year	\$ Amount	Purpose for which assistance was used

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**

***Please remember to attach:***

1. Project budget
2. Financial statement for your organization

## 105 Kilner Road Connection to Ganges Sewer System Project Budget

**Cost:**

Charlie's Excavating Quote	\$12,382.65
Tank pump / Septic decomission	\$5,000.00
Project Management	\$2,000.00
Landscaping	\$1,000.00
CRD Application Fee	\$1,000.00
Herald Engineering	\$1,200.00
Capacity purchase surcharge	\$8,938.60
<b>Total</b>	<b>\$31,521.25</b>

**Funding Sources:**

CRD Grant-in-Aid	\$12,000
Island Community Services	\$19,521.25
<b>Total</b>	<b>\$31,521.25</b>

**Salt Spring and Southern Gulf Islands Community Services Society**  
**Financial Statements**  
**Year Ended March 31, 2023**

## Independent Auditor's Report

**To the Members of Salt Spring and Southern Gulf Islands Community Services Society**

### Report on the Financial Statements

#### Opinion

We have audited the financial statements of Salt Spring and Southern Gulf Islands Community Services Society (the Society), which comprise the statement of financial position as at March 31, 2023, and the statements of changes in net assets, revenues and expenditures and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

#### Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

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

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

(continues)



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

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

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

#### **Report on Other Legal and Regulatory Requirements**

As required by the Societies Act of British Columbia, we report that, in our opinion, the accounting policies applied in preparing and presenting the financial statements in accordance with Canadian Accounting Standards for Not-for-profit Organizations have been applied on a basis consistent with that of the preceding year.

*Dusanj & Wirk*

Victoria, British Columbia  
December 21, 2023

Chartered Professional Accountants

**Salt Spring and Southern Gulf Islands Community Services Society**  
**Statement of Financial Position**  
**March 31, 2023**

	2023 \$	2022 \$
<b>Assets</b>		
Current		
Cash and term deposits	682,412	895,797
Accounts receivable	591,864	225,952
Government remittances receivable	-	58,938
Prepaid expenses	84,432	82,679
	<u>1,358,708</u>	<u>1,263,366</u>
Property and equipment (Note 3)	<u>19,264,658</u>	<u>18,399,207</u>
<b>Total assets</b>	<u><b>20,623,366</b></u>	<u><b>19,662,573</b></u>
<b>Liabilities</b>		
Current		
Accounts payable and accrued liabilities (Note 5)	602,362	442,552
Government remittances payable	3,866	-
Deferred contributions (Note 6)	499,505	541,327
Current portion of long term debt (Note 4)	1,605,956	6,947,683
	<u>2,711,689</u>	<u>7,931,562</u>
Long term debt (Note 4)	10,126,407	3,390,865
Deferred contributions related to property and equipment (Note 7)	<u>6,653,574</u>	<u>6,762,292</u>
<b>Total liabilities</b>	<u><b>19,491,670</b></u>	<u><b>18,084,719</b></u>
<b>Net Assets</b>		
Unrestricted	(157,382)	72,621
Internally restricted (Note 8)	363,452	363,452
Invested in property and equipment (Note 9)	925,626	1,141,781
	<u>1,131,696</u>	<u>1,577,854</u>
<b>Total liabilities and net assets</b>	<u><b>20,623,366</b></u>	<u><b>19,662,573</b></u>

Contingent liabilities (Note 10)

**Approved on behalf of the Board**

\_\_\_\_\_ Director

\_\_\_\_\_ Director

**Salt Spring and Southern Gulf Islands Community Services Society**  
**Statement of Changes in Net Assets**  
**Year Ended March 31, 2023**

	Unrestricted \$	Internally Restricted \$	Invested in Property and Equipment \$	2023 \$	2022 \$
<b>Net assets - beginning of year</b>	72,621	363,452	1,141,781	1,577,854	1,436,606
Deficiency of revenues over operating expenses	(230,003)	-	(216,155)	(446,158)	141,248
<b>Net assets - end of year</b>	<b>(157,382)</b>	<b>363,452</b>	<b>925,626</b>	<b>1,131,696</b>	<b>1,577,854</b>

**Salt Spring and Southern Gulf Islands Community Services Society**  
**Statement of Revenues and Expenditures**  
**Year Ended March 31, 2023**

	2023	2022
	\$	\$
<b>Revenues</b>		
BC Housing	1,447,235	1,341,001
Community Living BC	1,063,255	1,066,169
Rental and room and board	702,156	719,661
Ministry for Children and Families	629,600	629,600
Subsidies and fees	447,256	399,432
Public Health Agency of Canada	435,720	435,720
Donations	380,221	229,542
Grants	297,212	465,048
Capital Regional District	278,692	274,573
Amortization of deferred capital contributions	243,007	238,413
Vancouver Island Health Authority	182,474	206,017
Prince George Nechako AETA	179,803	254,177
Canadian Mental Health Association	166,141	162,454
Recycled products and depot fees	153,555	122,044
United Way of the Lower Mainland	139,534	118,234
Vancouver Foundation	120,000	125,000
Loan forgiveness	95,680	95,680
School District #64	92,605	93,037
Ministry of Justice	77,053	74,803
United Way of Greater Victoria	47,500	11,000
Salt Spring Island Foundation	16,000	20,223
Victoria Foundation	7,101	39,492
Other revenue	497	2,146
	<u>7,202,297</u>	<u>7,123,466</u>
<b>Operating expenses</b>		
Advertising and promotion	8,291	11,882
Amortization of property and equipment	459,163	407,616
Centre expenses	66,908	51,488
Community programs	667,471	708,402
Food	382,820	292,012
Insurance	69,468	96,621
Interest on long term debt	303,178	101,608
Office	40,674	32,992
Other expenses (recoveries)	33,235	(27,390)
Professional fees	119,198	25,455
Program materials and supplies	106,615	180,846
Public Health Agency of Canada expenses	435,720	435,720
Rent	39,950	93,595
Repairs and maintenance	409,263	409,883
Staff development	10,709	5,805
Telephone and fax	47,289	48,653
Travel and vehicle	52,476	38,471
Wages and employee benefits	4,127,302	3,872,971
Water, utilities, and property taxes	268,725	195,588
	<u>7,648,455</u>	<u>6,982,218</u>
<b>Excess (deficiency) of revenues over operating expenses</b>	<u>(446,158)</u>	<u>141,248</u>

**Salt Spring and Southern Gulf Islands Community Services Society**  
**Statement of Cash Flows**  
**Year Ended March 31, 2023**

	2023 \$	2022 \$
<b>Operating activities</b>		
Excess (deficiency) of revenues over operating expenses	(446,158)	141,248
Items not affecting cash:		
Amortization of deferred capital contributions	(243,007)	(238,413)
Amortization of property and equipment	459,163	407,616
Loan forgiveness	(95,680)	(95,680)
	<u>(325,682)</u>	<u>214,771</u>
<b>Changes in non-cash working capital:</b>		
Accounts receivable	(365,912)	(37,340)
Government remittances receivable	58,938	359,246
Prepaid expenses	(1,753)	(27,819)
Accounts payable and accrued liabilities	159,809	91,692
Government remittances payable	3,866	-
Deferred contributions	(41,822)	(31,467)
	<u>(186,874)</u>	<u>354,312</u>
<b>Cash flow from (used by) operating activities</b>	<u>(512,556)</u>	<u>569,083</u>
<b>Investing activity</b>		
Purchase of property and equipment	(1,324,612)	(1,530,830)
<b>Financing activities</b>		
Proceeds from long term debt	1,570,919	1,050,674
Repayment of long term debt	(81,426)	(146,538)
Increase in deferred contributions related to property and equipment	134,290	213,186
	<u>1,623,783</u>	<u>1,117,322</u>
<b>Cash flow from financing activities</b>	<u>1,623,783</u>	<u>1,117,322</u>
<b>Increase (decrease) in cash flow</b>	(213,385)	155,575
<b>Cash - beginning of year</b>	<u>895,797</u>	<u>740,222</u>
<b>Cash - end of year</b>	<u>682,412</u>	<u>895,797</u>
<b>Cash consists of:</b>		
Cash	507,095	771,282
Term deposits	175,317	124,515
	<u>682,412</u>	<u>895,797</u>

# Salt Spring and Southern Gulf Islands Community Services Society

## Notes to Financial Statements

Year Ended March 31, 2023

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### 1. Purpose of the Society

Salt Spring and Southern Gulf Islands Community Services Society (the "Society") is incorporated under the Societies Act of British Columbia as a not-for-profit organization. As a registered charity, the Society is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The objectives of the Society are to promote, plan, and develop comprehensive quality community services; to foster community planning of social services in the community and to provide services to those in need; and to assist individuals, local groups, and organizations in gaining information and access to resources and personal and/or government funding for citizens' groups.

### 2. Significant accounting policies

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and include the following significant accounting policies:

#### Fund accounting

The Unrestricted Fund reports revenues and expenses related to program delivery and administrative activities.

The Internally Restricted Fund reports the assets, liabilities, revenues, and expenses that are internally restricted for the purposes detailed in Note 8.

The Invested in Property and Equipment Fund reports the assets, liabilities, revenues, and expenses related to the Society's property and equipment and building improvements campaign.

#### Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life on a straight-line basis at the following rates:

Buildings	38 - 50 years
Furniture and equipment	4 - 10 years
Leasehold improvements	Term of lease
Paving and asphalt	10 years
Vehicles	5 - 10 years

Property and equipment donated to the Society are recorded at fair market value on the date of donation if readily determinable.

Property and equipment under construction are not amortized until the asset is placed into use.

#### Capitalized costs

Capitalized costs include development costs, mortgage interest, realty taxes, interest on general borrowing, and administrative and general expenses incurred in the connection with the acquisition, development and construction of properties.

#### Donated Services

The Society and its members benefit greatly from donated services in the form of volunteer time for various committees. However, due to the difficulty in determining their fair value, donated services are not recognized in the financial statements.

(continues)

**Salt Spring and Southern Gulf Islands Community Services Society**  
**Notes to Financial Statements**  
**Year Ended March 31, 2023**

**2. Significant accounting policies (continued)**

Revenue recognition

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

Financial instruments policy

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

Financial assets measured at amortized cost include accounts receivable and government remittances receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, government remittances payable, and long term debt.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Employee future benefits

The Society and its employees contribute to the Municipal Pension Plan, a multi-employer plan for group benefits. Defined contribution plan accounting is applied to multi-employer defined benefit plans and accordingly, contributions to these plans are expensed.

**3. Property and equipment**

	2023		2022	
	Cost \$	Accumulated amortization \$	Cost \$	Accumulated amortization \$
Land	5,842,362	-	5,054,862	-
Buildings	15,378,452	2,254,714	14,849,480	1,889,671
Furniture and equipment	289,372	178,256	281,232	128,568
Leasehold improvements	85,852	85,852	85,852	81,639
Paving and asphalt	36,900	7,380	36,900	3,690
Vehicles	341,182	183,260	343,697	149,248
	<u>21,974,120</u>	<u>2,709,462</u>	<u>20,652,023</u>	<u>2,252,816</u>
Net book value		<u>19,264,658</u>		<u>18,399,207</u>

# Salt Spring and Southern Gulf Islands Community Services Society

## Notes to Financial Statements

Year Ended March 31, 2023

### 4. Long term debt

	2023 \$	2022 \$
British Columbia Housing Management, non-interest bearing forgivable loan, registered April 23, 2007, forgiven 1/25 each year, commencing in the 11th year, secured by a mortgage, restrictive covenant, and an option to purchase in favour of the Provincial Rental Corporation.	997,120	1,049,600
British Columbia Housing Management, funds provided to assist with construction costs related to the 176 Bishops Walk Road development, balance repaid during the year.	-	6,522,029
Canada Housing and Mortgage Corporation Residential Rehabilitation Assistance Program, interest is included in the fully advanced amount.	50,400	93,600
Coast Capital Savings Federal Credit Union, monthly payments of \$26,311 including interest at 2.70% per annum, due April 1, 2032, secured by property at 176 Bishops Walk Road.	7,044,871	-
First National Financial, monthly payments of \$7,556 including interest at 3.53% per annum, due August 1, 2023, secured by property at 167 Rainbow Road.	1,320,691	1,364,250
Vancity Credit Union, monthly payments of \$1,862 including interest at 5.75% per annum, due April 16, 2028, secured by property at 129 Hereford Avenue.	247,721	252,702
Vancity Credit Union, monthly payments of \$2,270 including interest at 4.03% per annum, due March 5, 2025, secured by property at 129 Hereford Avenue and 105 Kilner Road.	397,979	409,069
Vancity Credit Union, monthly payments of \$3,793 including interest at 3.75% per annum, due September 15, 2025, secured by property at 143 Scotton Place.	625,504	647,298
Vancity Credit Union, monthly payments of \$6,806 including interest at 6.14% per annum, due February 15, 2028, secured by property at 131 Brinkworthy Road.	1,048,077	-
	11,732,363	10,338,548
Less: current portion of long term debt	(1,605,956)	(6,947,683)
	<u>10,126,407</u>	<u>3,390,865</u>

Principal repayment terms are approximately:

	\$
2024	1,605,956
2025	631,051
2026	796,920
2027	223,949
2028	1,172,399
Thereafter	7,302,088

**Salt Spring and Southern Gulf Islands Community Services Society**  
**Notes to Financial Statements**  
**Year Ended March 31, 2023**

**5. Accounts payable and accrued liabilities**

Included in accounts payable and accrued liabilities is an equipment replacement reserve of \$19,000 (2022: \$19,000) for Lautman Drive as permitted by BC Housing.

**6. Deferred contributions**

Deferred contributions represent contributions received in the current year that are related to a subsequent year. Changes in the deferred contributions balance are as follows:

	2023 \$	2022 \$
Balance, beginning of year	541,327	572,794
Less: amounts recognized as revenue during the year	(413,982)	(382,232)
Add: amounts received related to subsequent years	372,160	350,765
Balance, end of year	<u>499,505</u>	<u>541,327</u>

**7. Deferred contributions related to property and equipment**

Deferred contributions related to property and equipment represent contributions restricted to acquiring property and equipment. Deferred contributions related to property and equipment are amortized on the same basis as the related property and equipment. The changes in the deferred contributions related to property and equipment balance for the year are as follows:

	2023 \$	2022 \$
Balance, beginning of year	6,762,292	6,774,180
Add: contributions related to property and equipment	134,289	226,525
Less: amounts amortized to revenue	(243,007)	(238,413)
Balance, end of year	<u>6,653,574</u>	<u>6,762,292</u>

**8. Internally restricted net assets**

Internally restricted amounts are not available for other purposes without the approval of the Board of Directors. Internally restricted net asset balances are as follows:

	2023 \$	2022 \$
Building and Equipment Replacement	190,053	190,053
Food Bank	113,205	113,205
Core Inn	38,267	38,267
Emergency Shelter Fund	20,178	20,178
Murakami Gardens Community Housing Funds	1,749	1,749
	<u>363,452</u>	<u>363,452</u>

**Salt Spring and Southern Gulf Islands Community Services Society**

**Notes to Financial Statements**

**Year Ended March 31, 2023**

**9. Net assets invested in property and equipment**

	2023 \$	2022 \$
Property and equipment ( <i>Note 3</i> )	19,264,658	18,399,207
Cash (deficit) relating to spent deferred capital contributions	46,905	(156,586)
Less amounts financed by:		
Long term debt ( <i>Note 4</i> )	11,732,363)	10,338,548)
Deferred contributions related to property and equipment ( <i>Note 7</i> )	<u>(6,653,574)</u>	<u>(6,762,292)</u>
	<u>925,626</u>	<u>1,141,781</u>

**10. Contingent liabilities**

The Society has a potential liability for sick leave totaling \$431,727 (2022: \$412,991).

The Society has a line of credit facility available of \$100,000 at a rate of prime + 1%, repayable on demand. The Society also has a letter of credit of \$10,050 available at a rate of prime + 2%, with the Capital Regional District being the beneficiary. The total balance outstanding at March 31, 2023 is \$nil.

**11. Community Action Program for Children (CAPC)**

The Society is the Host Agency for a coalition of twelve members that are funded by the Public Health Agency of Canada.

	2023 \$	2022 \$
Receipts:		
Public Health Agency of Canada	<u>435,720</u>	<u>435,720</u>
Disbursements (grants to Coalition Members):		
Burnside Gorge Community Association	19,259	19,259
Esquimalt Neighbourhood House Society	19,260	19,260
Fairfield Gonzales Community Association	19,260	19,260
Fernwood Neighbourhood Resource Group Society	19,260	19,260
Island Metis Family & Community Services Society	46,270	46,270
James Bay Community Project	69,227	69,227
Quadra Village Community Centre	19,260	19,260
Saanich Neighbourhood Place	19,260	19,260
Salt Spring and Southern Gulf Islands Community Services	53,980	53,980
Sooke Family Resource Society	54,170	54,170
Victoria Native Friendship Centre	39,356	39,356
Young Parents Support Network	<u>57,158</u>	<u>57,158</u>
	<u>435,720</u>	<u>435,720</u>
Excess of receipts over disbursements	<u>-</u>	<u>-</u>

**Salt Spring and Southern Gulf Islands Community Services Society**  
**Notes to Financial Statements**  
**Year Ended March 31, 2023**

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**12. Remuneration paid to directors, employees, and contractors**

Under the Societies Act, societies must disclose remuneration paid to directors, employees, and contractors whose remuneration was at least \$75,000 for the fiscal year. During the year, there were eight (2022: seven) employees who met this criterion and the total amount of remuneration paid to these people was \$692,312 (2022: \$592,066). The Board of Directors receive no remuneration for their services other than reimbursement of expenses.

**13. Municipal Pension Plan**

The Society and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 217,000 active members and approximately 118,000 retired members.

Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of the plan funding. The most recent actuarial valuation as at December 31, 2021 indicated a \$3,761 million funding surplus for basic pension benefits. The actuary does not attribute portions of the unfunded liability/surplus to individual employers. The next valuation will be as at December 31, 2024 with results available in 2025.

The Society paid \$204,131 for employer contributions to the Plan in 2023 (2022: \$163,808).

**14. Economic dependence**

The Society is economically dependent on the Province of British Columbia for operating funding.

**15. Financial risks and concentration of risks**

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's risk exposure and concentration as of March 31, 2023. There have been no significant changes in the Society's risk exposure from the prior year.

**Credit risk**

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Society is potentially exposed to credit risk from its accounts receivable. Accounts receivable are not concentrated with a single party, and therefore, the Society is not subject to any significant concentration of credit risk. An allowance for doubtful accounts is established when factors surrounding the credit risk of specific accounts, historical trends, and other information indicate that an amount may not be collectible. At year end, an allowance for doubtful accounts is not required.

**Interest rate risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Financial instruments that potentially subject the Society to interest rate risk consist primarily of long term debt. The Society manages this risk by having a substantial amount of its long term debt at fixed rates of interest.

*(continues)*

**Salt Spring and Southern Gulf Islands Community Services Society**  
**Notes to Financial Statements**  
**Year Ended March 31, 2023**

---

**15. Financial risks and concentration of risks *(continued)***

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Society does not face significant liquidity risk exposure.

Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Society does not face significant currency risk exposure.



570 Blackburn rd., Salt Spring Island, BC V8K 2H2  
Tel- 250-537-2692, Fax-250-537-9267  
chxssi@gmail.com

Feb 14th 2024

Kilner Rd septic tie in to 8"sewer running thru Community Services property

Saltspring

Engineering by others

Install Tank (machine time, labour and Trucking)	7,185.00
Concrete Manhole c/w lid	2,808.00
Pipe and fittings	680.00
Bedding material	1,120.00
<b>Labour and Material</b>	<b>11,793.00</b>
GST	<u>589.65</u>
<b>Total</b>	<b>12,382.65</b>

Based on 4" line from Kilnear house tying into Community services Property with the installation of a manhole.



*Received  
30-Apr-2024*

**Capital Regional District  
Grant-In-Aid Application Form  
FOR ELECTORAL AREAS ONLY:**

**Juan de Fuca**

**Salt Spring Island**

**Southern Gulf Islands**

[Revised November 16, 2012]

## CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

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

Name and Address of Applicant: Salt Spring Island Chamber of Commerce  
\_\_\_\_\_  
\_\_\_\_\_

Contact(s): Matthew Quetton [REDACTED]  
(name) (phone) (fax)  
matthew@saltspringchamber.com  
Email address

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

### ***Application Summary***

Project or purpose for which you require assistance:

Build replacement bus shelter at the Ganges Visitor Centre, with more benches and protection and architectural appeal to anchor this important corner in Ganges centre

Amount of grant requested \$ 5,000.00

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

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

  
(signature of authorized signatory)

Executive Director  
(title)

Matthew Quetton  
(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?

Among the benefits the Chamber provides to the business community, we also develop and host a variety of civic projects in and around Ganges that provide benefit to all residents and visitors. These have recently included the permanent instillation of public garbage bins around the Visitors Centre and Bus Shelter, and extend to our representation in the Harbour Walk, and seasonal events around Ganges.

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

Our business member benefits extend across Salt Spring, and our civic improvement projects focus on publicly accessible areas around Ganges.

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

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

The Chamber currently has one part-time contracted staff member, the Executive Director. In the summer months, 2-5 summer students are recruited as paid staff to supplement the work generously provided by our more than 40 volunteers. Business members receive no funds from the Chamber.

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

Members = 240  
Volunteers = 40+  
In operation for over 50 years

## **Project / Proposal Profile**

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (Capital project to build new bus shelter \_\_\_\_\_)

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

Salt Spring will get a new, locally built and architecturally-designed bus shelter near the Visitors' Centre this year thanks to a collaboration of nonprofit organizations and individuals. Accommodating more riders with better protecting, this shelter will be an attractive symbol in the heart of Ganges and signal of community accomplishment. Windsor has offered \$2,500 for materials, the Men's Shed has offered to build it, a local architect has offered to design it, and citizens have stepped forward to offer \$2,500 for this project. With a total estimated cost of \$10,000, above the in-kind contributions, \$5,000 has already been identified. If the LCC elects to support this project, the Chamber will submit working drawings to Islands Trust, then on approval to the Building Department for a permit. Full approvals are expected by June-July with construction completed by September-October. Having secured funds and partners, the Chamber is excited to also have created a fulsome partnership with local government in this inspiring project.

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

The current shelter, a generous donation from the Lions, has outlived its utility at this location, become unsightly due to wear and damage, and will be returned to the Lions as a shelter behind the Hall. Salt Spring deserves a marque, locally-built shelter that accommodates many bus riders with protection from weather. With the completion of this shelter, expected to be Sept-Oct 2024, riders will not be forced to wait for the bus on adjacent stone steps. Significantly more riders will be protected from inclement weather, including wind, rain, snow and even beating sun. While designed with bus riders in mind, this shelter will also be a pleasing structure in the heart of our village, replacing a scarred metal building by one with a soaring, angled roof; glass; and plentiful handcrafted bench seating (see attached rendering). Expected to be an important source of community pride, it will please not only local bus riders and visitors, but it is also expected to put a smile on the faces of locals as well.

## Funding and Financial Information

- 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.
- 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)
Windsor (In-Kind)	\$ 2,500.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. Maguire (In-Kind)	\$ 5,000.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Men's Shed	\$ 5,000.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 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
2021	\$ 5,000.00	Public Garbage Bins

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**

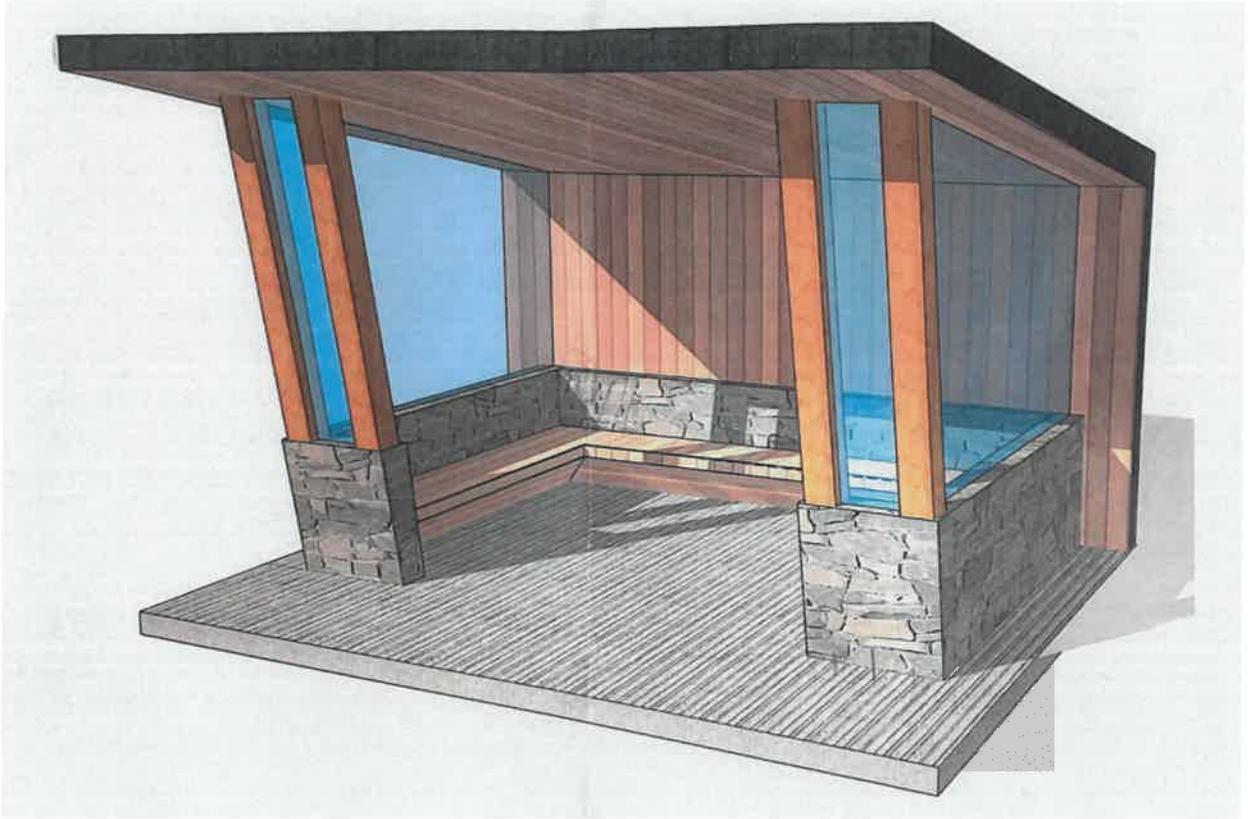
**2. Reporting**

***Please remember to attach:***

1. Project budget
2. Financial statement for your organization

**SALT SPRING CHAMBER OF COMMERCE**  
**Grant-in-Aid Application**  
**Ganges Bus Shelter**

**Project Rendering**



**Project Budget**

Concrete and Formwork	\$	1,000
Safety Glass and Installation	\$	1,500
Materials and Fasteners	\$	2,500
<b>TOTAL</b>	<b>\$</b>	<b>5,000</b>

# **SALT SPRING ISLAND CHAMBER OF COMMERCE**

## **FINANCIAL INFORMATION**

**MARCH 31, 2023**

### **TABLE OF CONTENTS**

	<b>Page</b>
<b>Compilation Engagement Report</b>	
<b>Financial Information</b>	
Statement of Financial Position	1
Statement of Operations and Changes in Net Assets	2
Notes to the Financial Information	3



## COMPILATION ENGAGEMENT REPORT

To the Management of Salt Spring Island Chamber of Commerce:

On the basis of information provided by management, I have compiled the statement of financial position as of March 31, 2023, the statement of operations and changes in net assets for the year then ended, and note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

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

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

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

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

Victoria, BC  
June 26, 2023

*Liquid Accounting and Tax*

Liquid Accounting and Tax Inc.  
Chartered Professional Accountant

**SALT SPRING ISLAND CHAMBER OF COMMERCE**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT MARCH 31**

	<b>2023</b>	<b>2022</b>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 134,859	\$ 150,141
Accounts receivable	54	11,969
Prepaid expenses	1,455	1,455
	<b>136,368</b>	<b>163,565</b>
<b>Property, plant and equipment (note 3)</b>	<b>2,895</b>	<b>3,619</b>
	<b>\$ 139,263</b>	<b>\$ 167,184</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 5,233	\$ 15,403
Deferred revenue (note 3)	134,402	132,105
	<b>139,635</b>	<b>147,508</b>
<b>CEBA loan (net of forgivable portion)</b>	<b>30,000</b>	<b>30,000</b>
	<b>169,635</b>	<b>177,508</b>
<b>NET ASSETS</b>		
<b>NET ASSETS</b>	<b>(30,372)</b>	<b>(10,324)</b>
	<b>\$ 139,263</b>	<b>\$ 167,184</b>

Approved on behalf of the Board

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

**SALT SPRING ISLAND CHAMBER OF COMMERCE**  
**STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED MARCH 31**

	<b>2023</b>	<b>2022</b>
<b>REVENUES</b>		
Grants	\$ 126,711	\$ 205,688
Sponsorships and events	39,868	125
Memberships	37,264	31,959
Commissions and rebates	7,673	6,948
Visitor Centre	924	739
Interest income	460	407
Advertising	-	10,899
	<b>212,900</b>	<b>256,765</b>
<b>EXPENDITURES</b>		
Advertising and promotion	3,484	61,111
Amortization	724	904
Bad debts	-	1,757
Bank charges and interest	963	794
Board and committee travel and meetings	2,480	493
Bookkeeping and clerical	20,400	22,900
Dues and subscriptions	601	510
Fundraising and events	5,200	19
Grant expenses (note 2)	64,252	42,674
Insurance	5,160	2,438
Occupancy costs	20,695	29,444
Office	5,022	9,696
Professional fees	1,100	1,150
Salaries and related benefits	97,468	107,882
Telephone and internet	3,424	2,982
Website	1,975	6,082
	<b>232,948</b>	<b>290,836</b>
<b>DEFICIENCY OF REVENUES OVER EXPENDITURES</b>	<b>(20,048)</b>	<b>(34,071)</b>
<b>NET ASSETS, BEGINNING OF YEAR</b>	<b>(10,324)</b>	<b>23,747</b>
<b>NET ASSETS, END OF YEAR</b>	<b>\$ (30,372)</b>	<b>\$ (10,324)</b>

**SALT SPRING ISLAND CHAMBER OF COMMERCE**  
**NOTES TO THE FINANCIAL INFORMATION**  
**AS AT MARCH 31, 2023**

**1. BASIS OF ACCOUNTING**

The accompanying compiled financial information has been prepared on the historical cost basis, reflecting cash transactions with the addition of:

- ◆ accounts receivable less an allowance for doubtful accounts
- ◆ property, plant and equipment at cost with amortization on a systematic basis
- ◆ accounts payable and accrued liabilities

**2. GRANT EXPENSES**

	<b>2023</b>	<b>2022</b>
Subcontractor fees	\$ 23,916	\$ 31,349
Artist fees	37,700	-
Honorariums	2,500	-
Travel	136	-
Contest prizes	-	11,325
	<b>\$ 64,252</b>	<b>\$ 42,674</b>

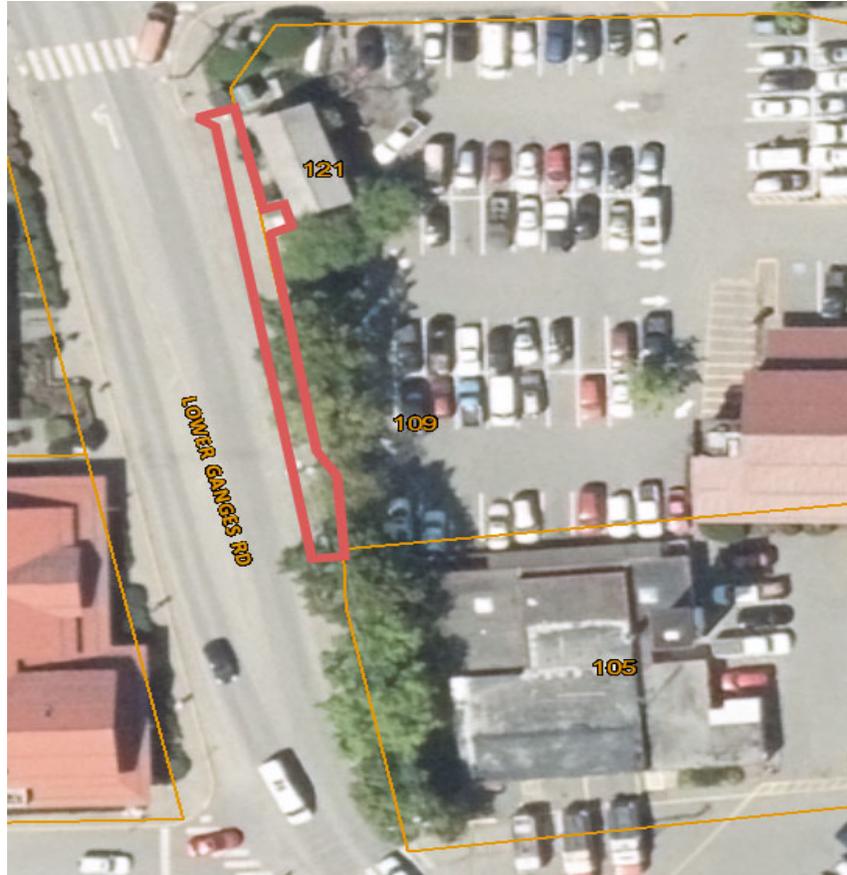
**3. PROPERTY, PLANT AND EQUIPMENT**

	<b>Cost</b>	<b>Accumulated amortization</b>	<b>2023</b>	<b>2022</b>
Computer equipment	\$ 9,063	\$ 7,149	\$ 1,914	\$ 2,392
Equipment	11,176	10,195	981	1,227
	<b>\$ 20,239</b>	<b>\$ 17,344</b>	<b>\$ 2,895</b>	<b>\$ 3,619</b>

**4. DEFERRED REVENUE**

Deferred revenue consists of memberships paid in advance and the unspent portion of grant funding received during the year.

**Appendix R: Figure 1 – proposed Ganges Exchange right of way acquisition**





Making a difference...together

## Appendix S: Figure 2 – Infrastructure Priority Number 12 - 2021 Transit Future Service Review

### 12 Infrastructure Priorities 2022-2026

Priority	Description	Resources/Partners
Ganges Exchange: 2 Additional Bays	2 additional bays needed for increase of peak service	Ganges Village Plan integration opportunity (Islands Trust)



Making a difference...together

**REPORT TO THE SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION  
MEETING OF Thursday, May 16, 2024**

---

**SUBJECT     SSI Local Community Commission Services External Grants 2024**

**ISSUE**

This report provides an update on new and in progress external grants activity for a period from January to May 2024.

**BACKGROUND**

A summary of the external grant applications (Appendix A) details grants submission and the application status. Several projects in the Five-Year Financial Plans under the delegated authority of the Salt Spring Island Local Community Commission (LCC) are reliant on grant funding to proceed.

**IMPLICATIONS**

*Financial Implications*

**New Grants / Contributions Awarded**

1. \$14,616 Summer Student Grant – to fund additional Summer Camp staff.
2. \$4,000 Salt Spring Island Foundation Community Grant – To fund new bleachers for Portlock Park.
3. \$10,000 Salt Spring Island Foundation Community Grant – To fund revitalization of the well at Portlock for irrigation.
4. \$5,000 Salt Spring Island Foundation Community Grant – To fund new mirrors and barres for the dance classroom at SIMS.
5. \$100,000 Salt Spring Island Land Protection Fund – to fund environmental assessments, trail development and signage for Mount Maxwell Community Park.

**Upcoming Grants**

1. \$20,000 BC Hydro Integrated Energy Audit - To fund an energy audit of Salt Spring Island Multi Space (SIMS).

**CONCLUSION**

The Capital Regional District (CRD) recognizes grants are a supplementary funding source to address the needs of under the scope of the Local Community Commission services. A number of services under the LCC are reliant on grant funding to proceed.

**RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Dan Ovington, BBA, Manager, Parks and Recreation
Concurrence:	Karla Campbell, MBA, BPA, Senior Manager, Salt Spring Electoral Area

Appendix A: 2024 SSI LCC Services Grants Tracker

## 2024 SSI LCC Services Grants Tracker

(Updated as of 30-Apr-24)

 Approved	 Pending	 Unsuccessful
8	0	1
\$733,791	\$0	\$100,000

### 2024 Approved Grants

Service	Grant Program	Date Submitted	Project Status	Amount
Salt Spring Island Parks and Recreation	SSI Foundation- Special Events Coordinator (Extension approved for 2024 Easter Event)	30-Sep-19	100%	\$675
	SSI Foundation - Land Protection Fund (Mount Maxwell Assessments & Trail Development)	28-Oct-23	5%	\$100,000
	Summer Student Grant	3-Feb-24	100%	\$14,616
	SSI Foundation- Portlock Park Bleachers	28-Feb-24	5%	\$4,000
	SSI Foundation- Portlock Well Revitalization	28-Feb-24	5%	\$10,000
	SSI Foundation- SIMS Dance Studio Mirrors & Barres	20-Mar-24	5%	\$5,000
	Growing Communities Fund-Park Maintenance Yard Site Prep and utilities	6-Jun-23	5%	\$487,500
Salt Spring Island Transportation	BC Active Transportation- Merchant Mew Pathway	25-Oct-23	5%	\$112,000
<b>Total</b>				<b>\$733,791</b>



### 2024 Pending Grants

Service	Grant Program	Date Submitted	Project Status	Amount
<b>Total</b>				<b>\$0</b>



### 2024 Unsuccessful Grants

Service	Grant Program	Date Submitted	Project Status	Amount
Salt Spring Island Parks and Recreation	Rural Economic Diversification Fund (Harbourwalk Designs)	20-Oct-23	0%	\$100,000
<b>Total</b>				<b>\$100,000</b>

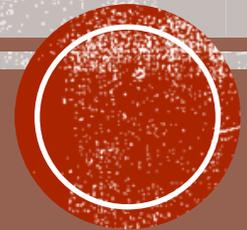


# THE HOUSING NOW HOMESHARE REGISTRY

Designed for the Rural Gulf Islands



A Southern Gulf Island Community Resource Centre Initiative



**WITH GREAT RESPECT, HOUSING NOW ACKNOWLEDGES THAT OUR WORK  
TAKES PLACE ON THE TRADITIONAL, ANCESTRAL, AND UNCEDED  
HOMELANDS OF THE COAST SALISH PEOPLES.**

**WE ARE SITUATED ON THE UNCEDED TERRITORIES OF THE W̱SÁNEĆ,  
HUL'QUMI'NUM, AND COAST SALISH PEOPLE OF GALIANO WHO HAVE  
LIVED HERE SINCE TIME IMMEMORIAL.**

**WE STRIVE TO FORGE RESPECTFUL AND RECIPROCAL WORKING  
RELATIONSHIPS WITH ALL INDIGENOUS PEOPLES FOR THE BENEFIT OF  
EVERY BEING WHO RESIDE ON THESE LANDS.**

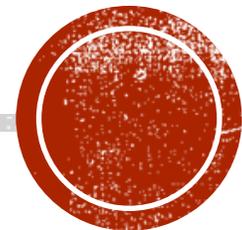


# THE HOUSING NOW HOMESHARE REGISTRY PROGRAM

Empowering home & property owners to take the next step in helping to create rental housing supply throughout the Gulf Islands

## Connecting Homeowners & Homeseekers

- ✓ **Solution Focused**
- ✓ **Expedient**
- ✓ **Permitted**
- ✓ **Potential**



# **INTENTIONALLY DESIGNED**

---

**Gentle Density Housing Supply**

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**Economically Inclusive**

---

**Community Engagement**

---

**Homesharer Supports**



# HOMESHARE JUST MAKES SENSE

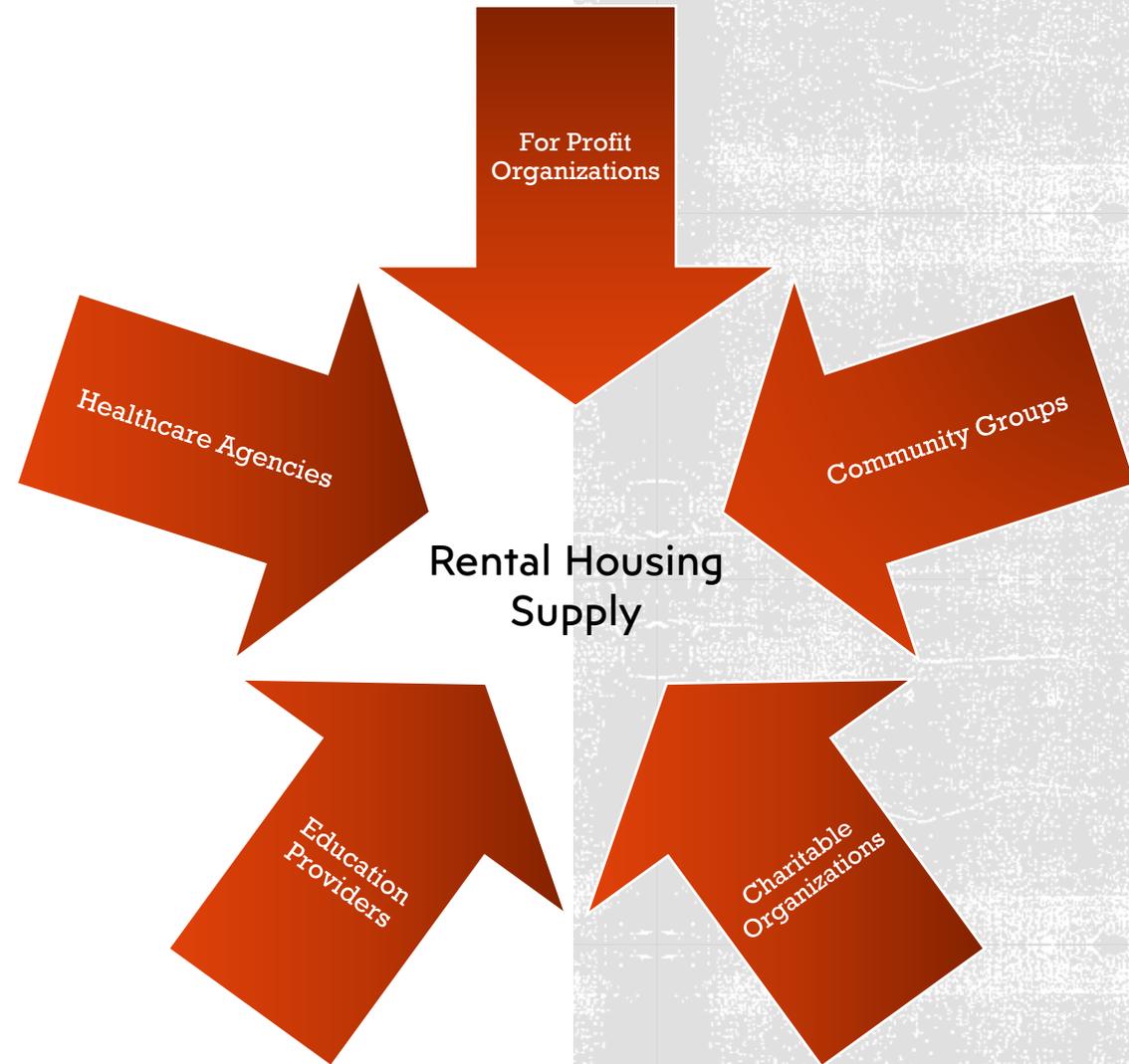
Stats. Can. 2021 reports

**“Private Households occupied  
with one person”** in the

Southern Gulf Islands **1,210**

Salt Spring Island **1,590**

If we convert even **10%** of  
those households to  
homeshare, that’s **280** rental  
units across 5 communities!





**2023**

# **IMPACTS ON COMMUNITY**

- 22 homeowners participated
- 32 homeseekers participated
- 7 homesharer connections made
- 4 of the 7 were hospitality workforce





# Housing NOW HOMESHARE REGISTRY



DISCOVER THE VALUE OF A  
RELIABLE HOUSEMATE

Whether you're in search of a rental or have a spare room to offer, let Housing NOW help take the guess work out of finding a like-minded housemate.

CONTACT US

[housingnow@sgicomunityresources.ca](mailto:housingnow@sgicomunityresources.ca)

[www.linktr.ee/sgihousing](http://www.linktr.ee/sgihousing)



# 2024

## GOALS & OBJECTIVES

- 15 - 20 Homesharer Matches
- HN Island Associate Initiative
- 2024 Business Rental Housing Needs Poll
- Senior Homesharers
- Finding Resolutions
- Podcast & App

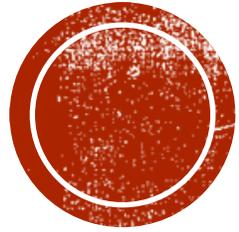




# 2024 BUSINESS RENTAL HOUSING NEEDS POLL

- Anonymous Participation
- Business Profile
- Rental Housing Needs for Employees
- Current State Of Housing Availability Being Experienced
- Businesses' Self Driven Initiatives to Address Rental Housing Shortages
- Hiring Changes Due To Lack Of Affordable Rental Housing
- Service Capacity Changes Due To Lack Of Employee Housing
- And More!





# HOMESHARE AS A CONCEPT

- Awareness & Education
- Building Trust
- Regulatory Compliance
- Strategic Partnerships. Page 242

**THANK YOU  
FROM THE  
HOUSING NOW  
TEAM**





Making a difference...together

## REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF THURSDAY, MARCH 21, 2024

---

**SUBJECT**     **Housing Now HomeShare Registry Project**

### **ISSUE SUMMARY**

To consider a contract to develop a multi-functional housing registry model in support of workforce housing on Salt Spring Island (SSI)

### **BACKGROUND**

In 2022 the Southern Gulf Islands Economic Sustainability Commission developed a Housing Now program with a HomeShare toolkit, home registry, and website. The Housing NOW project gathered data and responses through community engagement with businesses, community organizations, and private residents, to document the Southern Gulf Island housing experience. The program created opportunities for the registry's growth and sustainability by seeking collaboration with the Southern Gulf Island Tourism Partnership (SGITPS) to include Salt Spring Island as an additional service community of the Registry. The financial support supplied by the SGITPS allowed for the creation of a Salt Spring Island coordinator for this new branch of the Housing NOW Registry, as well as an additional advertising and print media budget.

On October 19, 2023, Local Community Commission staff were directed to work with Housing NOW to develop an SSI specific plan. The Housing NOW Project is a multi-functional housing registry model designed for the Southern Gulf Islands and Salt Spring. The next step is funding the SSI Housing Now HomeShare Registry project (Appendix A), which will produce an SSI housing Now Island associate onboarding and training program, conduct a business housing needs poll, home share community awareness campaign, business housing needs report, employer guarantor registry, SSI Housing Now landing pages, and a HomeSharer Finding Resolutions publication.

The employer guarantor is a component of the existing Housing NOW home share registry program, which supports workforce housing on Salt Spring Island. The employer guarantor component will be designed in consultation with the Salt Spring Chamber of Commerce and other for-profit organizations to determine the program parameters. This data collection will aid Housing Now in building a workforce housing toolkit of resources specific to Salt Spring Island and guide the creation of a fee-for-service payment structure that will apply to a diverse size range of employers in the region.

The Housing Now HomeShare registry project will create a functioning SSI housing registry model to facilitate numerous home-sharing opportunities. The contract work is \$22,830.00 to be funded from the economic development service.

### **ALTERNATIVES**

*Alternative 1*

The Salt Spring Island Local Community Commission approve a \$22,830 contract with the Southern Gulf Islands Community Resource Centre for a Housing Now HomeShare Registry for Salt Spring Island.

*Alternative 2*

That this report be referred back to staff for additional information.

**IMPLICATIONS**

*Financial Implications*

The Housing Now HomeShare Registry project will be funded from 1.124 Economic Development service budget.

*Social Implications*

The Housing Now Homeshare Registry will support building a workforce housing toolkit of resources specific to Salt Spring Island and guide the creation of a fee-for-service payment structure that will apply to a diverse size range of employers in the region.

**CONCLUSION**

Seed funding from the SGI Community Economic Sustainability Commission and the SGITP, in 2023, allowed for the foundations of a Home Share Registry. With additional funding, the SSI Housing Now HomeShare Registry can continue to improve its function and be better equipped to address Salt Spring’s more immediate workforce housing needs more broadly.

**RECOMMENDATION**

The Salt Spring Island Local Community Commission approve a \$22,830 contract with the Southern Gulf Islands Community Resource Centre for a Housing Now HomeShare Registry for Salt Spring Island.

Submitted by:	Karla Campbell, MBA, BPA, Sr. Manager, SSI Electoral Area Administration
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: Housing Now HomeShare Registry Project Work

# Housing NOW Project

## Statement of Work

Project Name: Housing NOW HomeShare Registry  
 Contractor Name: Southern Gulf Island Community Resource Centre  
 Dept./ Division: SSI Capital Regional District  
 Prepared by SGICRC Staff: Janey Rowland, PPA

## Project Overview

The Housing NOW Project is proceeding in its next stage of development in creating a multi-functional Housing Registry model designed for the Southern Gulf Islands and Salt Spring. The aim of the Southern Gulf Islands Community Resource Centre (SGICRC) is to design and implement an **Employer Guarantor** (EG) component to the existing Housing NOW (HN) HomeShare Registry Program, in support of workforce housing on Salt Spring Island.

The EG component will be designed under consultation with Salt Spring Chamber of Commerce members as well as other for-profit organizations, to support us in determining program parameters. This collection of data will aid HN in building a **Workforce Housing Toolkit** of resources specific to Salt Spring Island and guide us in the creation of a fee for service payment structure that will apply to a diverse size range of employers in the region.

Seed funding from the SGI Community Economic Sustainability Commission and the SGI Tourism Partnership Society, in 2023, has allowed for the foundations of our HomeShare Registry to be built. With additional support afforded the program by the SSI CRD/Local Community Commission; and with dedicated administration by the SGICRC, the HN HomeShare Registry can continue to improve its function and be better equipped to broadly address Salt Spring’s more immediate workforce housing needs.

## SCOPE

In Scope	Out of Scope
SSI HomeShare Community Awareness Campaign	Populating Database
SSI Housing NOW Landing Pages	
SSI Business Housing Poll/Survey	
SSI Business Housing Needs Report	
Employer Guarantor Registry Program Component	
HomeSharer Conflict Resolution Processes	
HomeSharer ‘Finding Resolutions’ Publication	

## PROJECT DELIVERABLES

	Deliverables
1.	SSI Housing NOW Island Associate Initiative
2.	SSI Business Housing Needs Poll
3.	SSI HomeShare Community Awareness Campaign
4.	SSI Business Housing Needs Report
5.	Employer Guarantor Registry Component
6.	SSI Housing NOW Landing Pages
7.	HomeSharer 'Finding Resolution' Publication

## TIMELINE

Milestones	Delivery Date
SSI Housing NOW Island Associate Initiative	April 30, 2024
SSI Business Housing Needs Poll	May 15, 2024
SSI HomeShare Community Awareness Campaign	May 30, 2024
Employer Guarantor Registry Component	June 30, 2024
SSI Business Housing Needs Report	July 15, 2024
SSI Housing NOW Website Landing Pages	July 30, 2024
HomeSharer 'Finding Resolution' Publication	September 1, 2024

## PROJECT TEAM

Role	Team Member	Implementation	Project Review
Project Sponsor	SSI CRD, LCC		
CRD Project Manager	Karla Campbell, CRD		
CRC Project Manager	Melody Pender, CRC	Management, Budget, Final Deliverables, and Program Oversight	

Program Manager	Janey Rowland, CRC	Creation, Coordination, and Execution of Project Plan	
Housing Registry Coordinator	Jacqueline Dupuis, CRC	Redesign and Execution of Registry Processes, Communications, HomeSharer Support	
SSI Housing NOW Coordinator	Max Baron-Veale	Execution of Program Directives, Community Engagement, Program Reporting	
SSI Housing NOW Island Associate	TBD	Coordinator Support, Community Engagement	
Project Support	Karla Campbell, CRD	Advisory	

**KEY STAKEHOLDERS**

Stakeholder	Affected or interested	Role or Involvement
SSI, SGI EA - Capital Regional District	The project will help to address both short- and long-term housing shortages in the SGI and SSI Electoral Areas	I
SGI Community Economic Sustainability Commission	The project will create a functioning Housing Registry model that will facilitate numerous homesharing opportunities in the SGIs	C, A
SSI Local Community Commission (LCC)	The project will create a functioning Housing Registry model that will facilitate numerous homesharing opportunities in the SGIs	C, A
SGI Tourism Partnership Society	The project will create opportunities for workforce housing in support of the entire region’s visitor economy	C,
SGI Community Resource Centre	The project will support community capacity building through the creation of workforce housing	PD, A
SSI, SGI Businesses and NPOs	The project will support functionality of community services and programs through the creation of workforce housing	I
SSI, SGI General Public	The project will help in the creation of immediate and affordable housing opportunities in the region	I

## WORK PLAN

Timeline	Description
April 1 - 30	Employee onboarding and training, SSI business consultation and community outreach
April 1 - 30	Business Housing Needs poll - design, engagement strategy, systems of procedure
May 1 - 30	Community awareness campaign - program design, media engagement and implementation
June 1 - 30	Employer Guarantor Component - Community engagement strategy, business outreach
June 1 - 30	Employer Guarantor Component - Registry document (redesign), data (research and collection), community engagement
July 1 - 30	Conflict Resolution Processes - Restorative Justice SSI, Community Justice Program (SGI)
July 15	SSI Business Housing Needs Report
July 1 - 30	Webmaster - website revisions and SSI landing page
Aug 1 - 30	HomeSharer Conflict Resolution - processes, document design, community engagement
Sept 1-30	Marketing/Community Engagement - In - person and online community events, outreach



Making a difference...together

**REPORT SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION  
MEETING OF THURSDAY, MAY 16, 2024**

**SUBJECT**     Salt Spring Island Parks and Recreation - 2024-2025 Fees and Charges

**ISSUE**

To provide the Salt Spring Island Local Community Commission with recommendations for the 2024-2025 Recreation Services and Facilities Fees and charges Bylaw, effective September 1, 2024.

**BACKGROUND**

Each year, all Capital Regional District (CRD) recreation centres are required to review and analyze their fees and charges and recommend any changes for approval by the CRD Board.

The annual process for reviewing Fees and Charges includes consideration of:

- Past and actual budget expenses and revenues
- Activity and usage levels
- Recognition of desired recovery rates and operational deficits
- Operational assumptions regarding access, facility enhancements and recovery
- Fees and charges at other municipal recreation departments
- Previous year's fee increases
- Social and economic conditions; and
- Salt Spring Island Parks and Recreation Fees and Charges Guidelines

The primary consideration in the review of recreation fees and changes is to find a balance between fiscal accountability, access to recreation services, and the marketplace. User fees and other income generate revenue and offset the tax requisition required to provide parks and recreation services and programs.

<b>Revenue Sources as a % of Total Revenue:</b>	<b>2023 (Actual)</b>	<b>2024 (Budget)</b>
Requisition	71.26%	77.17%
Pool	11.13%	8.63%
Park Land	6.30%	4.91%
Community Recreation	8.17%	8.33%
Community Parks	3.14%	0.96%
<b>Total</b>	<b>100%</b>	<b>100%</b>

Wages, operating costs and inflation impact the cost to operate facilities and deliver programs and services. While revenues have increased over the past two years, escalating operating costs and annual wage increases have resulted in year-end deficits. Staff are recommending a 3-4% increase to most fees and charges. Fees and charges are updated annually in amendments to Bylaw No. 3623, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009", which contains fees for all CRD recreation Centres.

**Salt Spring Island Local Community Commission – May 16, 2024**  
**Salt Spring Island Parks and Recreation Services – 2024-2025 Fees and Charges**

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All fees are to be rounded to the nearest nickel and are listed before applicable tax. Program registration fees are not included in the fees and charges bylaw. Fees included in the fees and charges bylaw include:

- Recreation Centre Admission Fees (SIMS & Rainbow)
- Rainbow Recreation Pool Rental Rates
- Field and Court Rental Rates
- Gym Rental Rates
- Classroom and Storage Rental Rates
- Park Use Rental Rates
- Miscellaneous Fees

Proposed Fees and Charges Adjustments and Changes (Appendix A)

- **Recreation Centre Admission Fees:**
  - 3% increase to adult single admission and timed passes
  - Apply formulas to offer reduced admission fees for youth (75%), child (60%), family (200%) and tot (0%).
  - The addition of a \$5.00 roller skating rental fee
  - \$25.00 annual staff pass for admission at SSI Recreation facilities.
    - A discounted annual staff pass for drop in programs is also recommended to improve employee recruitment and retention and overall health and wellness of our staff. While other recreation centres in the Greater Victoria area provide free drop-in admissions to staff including Panorama and SEAPARC, Salt Spring Island Recreation services are unique given reduced capacity and financial implications.
- **Rainbow Recreation Pool Rental Rates:**
  - 3-4% increase to commercial booking rates
  - Apply formulas to offer reduced rental rates for non-profit adult (75%) and youth (60%).
- **Field and Court Rental Rates:**
  - 4% increase to commercial booking rates
  - Apply formulas to offer reduced rental rates for non-profit adult (75%) and youth (60%).
  - \$5.00 daily playing field rental fee.
    - The addition of a playing field rental fee is also recommended for organized sport groups. A nominal daily fee is recommended initially with a plan to phase in a higher hourly fee in future years to minimize any cost barriers to participation.
- **Gym Rental Rates:**
  - 4% increase to commercial booking rates
  - Apply formulas to offer reduced rental rates for non-profit adult (75%) and youth (60%).
- **Classroom and Storage Rental Rates:**
  - 3-4% increase to commercial booking rates
  - Apply formulas to offer reduced rental rates for non-profit adult (75%) and youth (60%).

**Salt Spring Island Local Community Commission – May 16, 2024**  
**Salt Spring Island Parks and Recreation Services – 2024-2025 Fees and Charges**

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- **Park Use Rental Rates:**
  - 3-4% increase to commercial park use rental rates
  - Apply formulas to offer reduced rental rates for non-profit adult (75%) and youth (60%).
  - Removal of Saturday Market vendor daily and seasonal fees
  
- **Miscellaneous Fees:**
  - 3-4% increase to miscellaneous fees excluding lockers

**ALTERNATIVES**

That the Salt Spring Island Local Community Commission recommends to the Electoral Areas Committee and the Capital Regional District Board:

*Alternative 1*

Approve the Salt Spring Island Parks and Recreation 2024/2025 Fees and Charges as presented in Appendix A.

*Alternative 2*

Approve the Salt Spring Island Parks and Recreation 2024/2025 Fees and Charges as amended in Appendix A.

**IMPLICATIONS**

*Social Implications*

The proposed increase to admission and rental rates ensures fees remain comparable across greater Victoria and accounts for increased operating costs associated with inflation, while keeping recreation accessible to our community members encouraging active living.

*Financial Implications*

User fees collected are used to reduce the tax requisition and for the delivery of recreation services. Recreation fees and charges continue to be reasonable and affordable for most residents and visitors and are in alignment with user fees across Greater Victoria. It is anticipated that the proposed increase will generate sufficient revenue to achieve targets for the 2024/2025 budget years.

**CONCLUSION**

Each year, the fees and charges for recreation services are re-evaluated to determine if new charges are required and if existing fees need to be adjusted. Comparing fees to other recreation centres and looking at social and financial factors, the recommendation is that most fees should be increased by an average of 3.5%.

**Salt Spring Island Local Community Commission – May 16, 2024**  
**Salt Spring Island Parks and Recreation Services – 2024-2025 Fees and Charges**

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**RECOMMENDATION**

That the Salt Spring Island Local Community Commission recommends that the Electoral Areas Committee and the Capital Regional District Board approve the Salt Spring Island Parks and Recreation 2024/2025 Fees and Charges as presented in Appendix A.

Submitted by:	Dan Ovington, BBA, Manager, Parks and Recreation
Concurrence:	Karla Campbell, MPA, BPA, Senior Manager, SSI Electoral Area
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B.Sc., C Tech., Chief Administrative Officer

**ATTACHMENT:**

Appendix A – Proposed Changes for 2024-2025 Fees and Charges

Appendix A: Proposed Changes for 2024-2025 Fees & Charges

**SALT SPRING ISLAND PARKS AND RECREATION FEES AND CHARGES**

2023 Bylaw 4557 Fees and Charges			Proposed Changes for 2024-2025	% Change
<b>RECREATION CENTRES (General Admission Fees; Subject to applicable tax)</b>				
Adult (19 yrs and older)	Single Admission	\$6.30	\$6.50	3%
	*10x	\$56.70	\$58.50	3%
	*20x	\$107.10	\$110.50	3%
	1 month	\$62.90	\$65.10	3%
	*Annual Pass (12 months)	\$428.90	\$443.90	3%
Youth (13-18 yrs or valid student card)	Single Admission	\$4.70	\$4.90	4%
	*10x	\$42.30	\$44.10	4%
	*20x	\$80.00	\$83.30	4%
	1 month	\$47.20	\$48.85	3%
	*Annual Pass (12 months)	\$321.70	\$332.95	3%
Child (5-12 yrs)	Single Admission	\$3.80	\$3.90	3%
	*10x	\$34.20	\$35.10	3%
	*20x	\$64.60	\$66.30	3%
	1 month	\$37.75	\$39.05	3%
	*Annual Pass (12 months)	\$257.35	\$266.35	3%
Tot (4 yrs and under)		No charge	No charge	
Family (Maximum 5)	Single Admission	\$12.60	\$13.00	3%
	*10x	\$113.40	\$117.00	3%
	*20x	\$214.20	\$221.00	3%
	1 month	\$125.20	\$130.20	4%
	*Annual Pass (12 months)	\$853.70	\$887.80	4%
Aquatic Fitness	Single Admission	\$7.85	\$8.10	3%
	*10x	\$70.65	\$72.90	3%
	*20x	\$133.45	\$137.70	3%
	1 month	\$70.90	\$73.40	4%
	*Annual Pass (12 months)	\$601.50	\$622.55	3%
* Punch and timed passes are currently not available for purchase or use at SIMS - Single admission rates apply to each entry per day. - Showers and half price swim times are half price of single admission. - \$5.00 roller skate rental fee - \$25.00 Annual Staff Pass				
<b>RAINBOW RECREATION POOL RENTAL (Rates per hour unless otherwise noted; Subject to applicable tax)</b>				
Commercial	Per Lane	\$24.75	\$25.60	3%
	*Entire Facility	\$148.50	\$153.70	4%
Adult Non-Profit	Per Lane	\$18.55	\$19.20	4%
	*Entire Facility	\$111.30	\$115.20	4%
Youth Non-Profit	Per Lane	\$14.85	\$15.35	3%
	*Entire Facility	\$89.10	\$92.20	3%
Lifeguard/Instructor (additional staff)	Per Lane	\$32.55	\$33.70	4%
* Lifeguard/Instructor is additional charge outside of regular operating hours or where additional staff is needed.				

<b>FIELD AND COURT RENTAL (Rates per hour unless otherwise noted; Subject to applicable tax)</b>				
Tennis Courts (per court)	Youth Non-Profit	No charge	No charge	
	Adult Non-Profit	No charge	No charge	
	Commercial	\$6.90	\$7.15	4%
Tennis Courts (Per Tournament)	Youth Non-Profit	\$26.90	\$27.85	4%
	Adult Non-Profit	\$26.90	\$27.85	4%
	Commercial	See Park Use fees		
Multisport Court	Youth Non-Profit	\$7.05	\$7.30	4%
	Adult Non-Profit	\$8.90	\$9.10	2%
	Commercial	\$11.75	\$12.15	3%
Ball Diamonds	Youth Non-Profit	No charge	\$5.00/day	
	Adult Non-Profit	No charge	\$5.75/day	
	Commercial	See Park Use fees		
Ball Diamonds (Per Tournament)	Youth Non-Profit	\$26.90	\$27.85	4%
	Adult Non-Profit	\$26.90	\$27.85	4%
	Commercial	See Park Use fees		
Main Field / Side Field– Portlock	Youth Non-Profit	No charge	\$5.00/day	
	Adult Non-Profit	No charge	\$5.75/day	
	Commercial	See Park Use fees		
Main or Side Field – Portlock (Per Tournament)	Youth Non-Profit	\$26.90	\$27.85	4%
	Adult Non-Profit	\$26.90	\$27.85	4%
	Commercial	See Park Use fees		
Main or Side Field – Portlock (Per Tournament)	Youth Non-Profit	\$26.90	\$27.85	4%
	Adult Non-Profit	\$26.90	\$27.85	4%
	Commercial	See Park Use fees		
Jogging Track		No charge	No charge	
<b>GYM RENTAL (Subject to applicable tax)</b>				
<b>Gym Rental (Day fee based on five hours of use):</b>				
Youth Non-Profit	Per Hour	\$49.70	\$51.45	4%
	Per Day	\$248.50	\$257.10	3%
After School Gropu	Per Hour	\$25.00	\$25.90	4%
Adult Non-Profit	Per Hour	\$62.10	\$64.30	4%
	Per Day	\$310.50	\$321.40	4%
Commercial	Per Hour	\$82.80	\$85.70	4%
	Per Day	\$414.00	\$428.50	4%
<b>ROOM AND STORAGE RENTAL (Rates per month; Subject to applicable tax)</b>				
Small Classroom	Youth Non-Profit	\$341.55	\$353.50	3%
	Adult Non-Profit	\$426.95	\$441.85	3%
	Commercial	\$569.25	\$589.15	3%
Large Classroom	Youth Non-Profit	\$372.60	\$385.65	4%
	Adult Non-Profit	\$465.75	\$482.05	3%
	Commercial	\$621.00	\$642.75	4%
Small Storage Room	Youth Non-Profit	\$46.55	\$48.20	4%
	Adult Non-Profit	\$58.20	\$60.20	3%
	Commercial	\$77.60	\$80.30	3%
Large Storage Room	Youth Non-Profit	\$93.15	\$96.40	3%
	Adult Non-Profit	\$116.45	\$120.50	3%
	Commercial	\$155.25	\$160.70	4%
Meeting Room / Classroom (per hour)	Youth Non-Profit	\$16.15	\$16.70	3%
	Adult Non-Profit	\$20.20	\$20.90	3%
	Commercial	\$26.90	\$27.85	4%
Dance Room (per hour)	Youth Non-Profit	\$21.00	\$21.70	3%
	Adult Non-Profit	\$26.25	\$27.15	3%
	Commercial	\$35.00	\$36.20	3%

<b>PARK USE (Rates per day unless otherwise noted; Subject to applicable tax)</b>				
<b>Commercial Filming</b>		\$324.75	\$336.10	3%
<b>Commercial Service or Activity</b>		\$224.10	\$231.95	4%
	Rate per Week	\$560.15	\$579.75	3%
<b>Commercial Temporary One-Time Use</b>	Rate per Hour	\$112.00	\$115.90	3%
<b>Research Activity</b> – such as specimen collection, surveys, inventories, monitoring plots		\$33.65	\$34.85	4%
Wedding Ceremony		\$258.75	\$267.80	3%
<b>Special Event or Activity:</b> (Day fee based on five hours of use)				
Youth Non-Profit	Rate per Hour	\$9.70	\$10.00	3%
	Rate per Day	\$48.50	\$50.15	3%
Adult Non-Profit	Rate per Hour	\$12.10	\$12.55	4%
	Rate per Day	\$60.50	\$62.70	4%
Commercial	Rate per Hour	\$16.15	\$16.70	3%
	Rate per Day	\$80.75	\$83.60	4%
<b>Gazebo and Picnic Shelters:</b> (Day fee based on five hours of use)				
Youth Non-Profit	Rate per Hour	\$7.05	\$7.30	4%
	Rate per Day	\$35.75	\$36.95	3%
Adult Non-Profit	Rate per Hour	\$8.90	\$9.10	2%
	Rate per Day	\$44.50	\$46.20	4%
Commercial	Rate per Hour	\$11.75	\$12.15	3%
	Rate per Day	\$59.50	\$61.60	4%
<b>MISCELLANEOUS FEES (Subject to applicable tax)</b>				
Tent Rental (Plus staff time)		\$45.20	\$46.80	4%
Road Sign at Portlock (Commercial)	Rate per Week	\$28.00	\$29.00	4%
Clean Up Fee	Rate per Hour	\$42.25	\$43.75	4%
Maintenance Staff	Rate per Hour	\$42.25	\$43.75	4%
Table Rental (per table)	Rate per Day	\$11.55	\$11.95	3%
Chair Rental (per chair)	Rate per Day	\$2.25	\$2.35	4%
Refund Fee (No charge to leave credit on account)	(non-taxable)	\$5.00	\$5.20	4%
NSF Cheque Fee/Declined Credit Card	(non-taxable)	\$20.00	\$20.70	4%
Membership Card Replacement	(non-taxable)	\$5.00	\$5.20	4%
Locker (Small/Medium)	(non-taxable)	\$0.25	\$0.25	0%
Locker (Large)	(non-taxable)	\$0.50	\$0.50	0%
Water/Wash Station	Rate per Season	\$48.60	\$50.30	3%
Power	Rate per Season	\$34.65	\$36.40	5%
Damage Deposit (Major Event/Tournament)		20% of Contract		

# A One-Of-A-Kind Virtual Event

Rural Islands Economic Partnership

## RIEP FORUM

November 15-16 2024

**CONNECT** - Reconnect and make new connections in small groups and 1-on-1. Get to know the faces and hear the experiences of other BC rural islanders like you, from North to South, Sointula to Salt Spring - islanders who support achieving sustainable local economies for keeping our islands resilient and vibrant.

**REFLECT** - Join with other rural islanders as we share our common stories via Roundtables and Spotlights. Explore the known and unknown. When we make time to reflect upon shared experiences, it's easier to chart a path forward.

**COLLABORATE** – Together to map out an enduring Socio-Cultural-Economic EcoSystem Unique To Island Life – facilitated by local and provincial champions representing the community economic development sector, funders, government, NPOs and academics.

**LEARN** – About and share innovative examples, solutions and key lessons learned for advancing inclusive regenerative local economies - from the arts and food security to housing, transportation and employment attraction-retention – join in on inspiring conversations for good change

**MOVE FORWARD** – Jump into our mini-action labs – identify and brainstorm opportunities specific to your business/organization/community. We'll apply a RIEP collaborative lens to opportunities that participants identify, share resources and perspectives, and brainstorm potential actions.

### WHAT ISLANDERS ARE SAYING

Excerpt from Salt Spring RIEP new member profile– Robin Jenkinson, Island Pathways

*“...the RIEP Forum brought so many brilliant people together in one place! At the end, I realized that the participants and I were completely aligned in our values and goals for a more connected and sustainable world”*

*“During the Forum I got to know people from different islands who are working on the same kinds of projects.”*

*“Many of the participants, and in particular members of the RIEP team, expanded my perspective about cycle paths—that they’re not only for individuals or tourists to get around. They shared a vision for zero-carbon cargo bike movement of goods, and cutting down on ferry line-ups and road congestion.”*

*“After the Forum, I followed up on an invitation from one of my new connections to visit the trails on Hornby Island. Not only did this lead to new friendships, but also the discovery of transportation innovations, like the electric wheelbarrow they'd invented to move and compact gravel as their community volunteers built their island trails!”*

## **More ....**

*"I found the RIEP forum incredibly helpful to learn about how the various islands are tackling the many issues we all face."*

*"A great group that was very engaged with helping their own islands within the scope and understanding of working together for the greater good."*

*"A grassroots conference that feels more like a community gathering than a professional meeting that tackles big topics with great minds and focuses on values-based outcomes for problem solving while supporting community economic development in our region"*

*"As a great way to connect with other people who understand the struggles as an island business/ person and share same values that you would have but also offer fresh eyes to the situation because from another island. Great way to connect!!!"*

*"An opportunity to meet other islanders who experienced many of the same things but may have had different ways of dealing with issues and different solutions to common problems/experiences."*

*"A deeply informative, fun and friendly opportunity to learn from rural islanders and to share solutions that benefit all our efforts"*

*"A great opportunity to connect and build collaborative relationships with folks living and working on island communities to build capacity overall."*

*"An incredible way to feel a part of a larger effort to engage rural islanders and better understand opportunities and challenges directly from people who live there."*

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2024 - 2028  
Service #: 1.2318

Community Transportation (51)

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Completed	2024	2025	2026	2027	2028	5 - Year Total (sub-population)
22-03	New	Construction Program for Pathway Network (McPhillips Avenue (300 m))	Construction of pathway along McPhillips Avenue to east end of Larkspur Lane. (70% BICAP, 30% SWF)	\$ 290,000	Pathway	Grant	\$ -	\$ 290,000	\$ -	\$ -	\$ -	\$ -	\$ 290,000
22-04	New	Construction Program for Pathway Network (Mermaid Meads (300 m))	GRD Project Management	\$ -	Pathway	Fee	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
24-01	New	Strategic Asset Management Plan & Accessibility Assessment	Strategic Asset Management Plan & Accessibility Assessment	\$ 80,000	Pathway	Fee	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
24-01	New	Strategic Asset Management Plan & Accessibility Assessment	GRD Project Management	\$ -	Pathway	Fee	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
24-09	New	Lower Ganges Road - Barrier removal or relocation	Removal of barrier along Lower Ganges Road from Baker Road south. Includes CRD project management.	\$ 14,000	Pathway	Fee	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ 14,000
24-08	New	Lower Ganges Road - Concrete barrier removal or relocation	Removal of concrete barrier along Lower Ganges Road from Baker Road north. Includes CRD project management.	\$ 60,000	Pathway	Fee	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
24-12	New	Design and Construction of Pathway - Rainbow Road (350 m)	Design an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-187 Street. Includes construction administration and CRD project management.	\$ 1,070,000	Pathway	Fee	\$ -	\$ -	\$ -	\$ 1,070,000	\$ -	\$ -	\$ 1,070,000
24-12	New	Design and Construction of Pathway - Rainbow Road (350 m)	Construct an asphalt sidewalk along the north side of Rainbow Road from Lower Ganges Road to 100-187 Street. Includes construction administration and CRD project management.	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ 10,000	\$ 700,000	\$ -	\$ 710,000
24-12	New	Design and Construction of Pathway - Rainbow Road (350 m)	Design of pathway network sections that has been designed in the previous year - Swanton Road from Alberta Drive to end of Larkspur Lane. Includes construction administration and CRD project management.	\$ 483,000	Pathway	Grant	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
24-14	New	Design and Construction of Pathway - Swanton Road (600 m)	Design of pathway network sections that has been designed in the previous year - Swanton Road from Alberta Drive to end of Larkspur Lane. Includes construction administration and CRD project management.	\$ -	Pathway	Grant	\$ -	\$ -	\$ 10,000	\$ 310,000	\$ -	\$ -	\$ 320,000
24-14	New	Design and Construction of Pathway - Swanton Road (600 m)	Design of pathway network sections that has been designed in the previous year - Swanton Road from Alberta Drive to end of Larkspur Lane. Includes construction administration and CRD project management.	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ 135,000	\$ -	\$ -	\$ 135,000
24-01	New	Design and Construction of Pathway - Park Drive (200 m)	Design of pathway network sections that has been designed in the previous year - Park Drive from Larkspur Lane to end of Larkspur Lane. Includes construction administration and CRD project management.	\$ 190,000	Pathway	Fee	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
24-01	New	Design and Construction of Pathway - Park Drive (200 m)	Design of pathway network sections that has been designed in the previous year - Park Drive from Larkspur Lane to end of Larkspur Lane. Includes construction administration and CRD project management.	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
24-01	New	Design and Construction of Pathway - Park Drive (200 m)	Design of pathway network sections that has been designed in the previous year - Park Drive from Larkspur Lane to end of Larkspur Lane. Includes construction administration and CRD project management.	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000
24-09	New	Design and construction of Pathway along Harbour side on Lower Ganges Road (140 m)	Design and engineering of a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to 100-187 Street. Includes construction administration and CRD project management. (70% BICAP)	\$ 1,180,000	Pathway	Fee	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 100,000
24-03	New	Design and construction of Pathway along Harbour side on Lower Ganges Road (140 m)	Design of pathway network sections that has been designed in the previous year - Park Drive from Larkspur Lane to end of Larkspur Lane. Includes construction administration and CRD project management. (70% BICAP)	\$ -	Pathway	Grant	\$ -	\$ 10,000	\$ 750,000	\$ -	\$ -	\$ -	\$ 760,000
24-03	New	Design and construction of Pathway along Harbour side on Lower Ganges Road (140 m)	Construction of a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection of Larkspur Lane. Includes construction administration and CRD project management. (70% BICAP)	\$ -	Pathway	Grant	\$ -	\$ -	\$ 320,000	\$ -	\$ -	\$ -	\$ 320,000
24-02	New	Design and Construction of Pathway - White Road (300 m)	Detailed design and construction of pathway network sections that has been designed in the previous year - White Road from Miller to North End Road. Includes construction administration and CRD project management. (50% BICAP)	\$ 250,000	Pathway	Fee	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
24-02	New	Design and Construction of Pathway - White Road (300 m)	Construction of a pathway along White Road from Miller to North End Road. Includes construction administration and CRD project management. (50% BICAP)	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 140,000
24-02	New	Design and Construction of Pathway - White Road (300 m)	Construction of a pathway along White Road from Miller to North End Road. Includes construction administration and CRD project management. (50% BICAP)	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000
24-01	New	Design and Construction of Pathway - Sunset Road (500 m)	Detailed design and construction of pathway network sections that has been designed in the previous year - Sunset Road from Vancouver Bay Road to Duck Creek Park. Includes construction administration and CRD project management. (70% BICAP)	\$ 400,000	Pathway	Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
24-01	New	Design and Construction of Pathway - Sunset Road (500 m)	Construction of a pathway along Sunset Road from Vancouver Bay Road to Duck Creek Park. Includes construction administration and CRD project management. (70% BICAP)	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
24-01	New	Design and Construction of Pathway - Sunset Road (500 m)	Construction of a pathway along Sunset Road from Vancouver Bay Road to Duck Creek Park. Includes construction administration and CRD project management. (70% BICAP)	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310,000	\$ 310,000
24-09	New	Pathway Standards and Maintenance Development	Develop a set of standards and specifications for pathway design, construction and maintenance. Includes purchase of equipment for snow removal and pathway repair and maintenance.	\$ 22,000	Pathway	Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000
24-05	New	Pathway Maintenance Equipment	Purchase of equipment for snow removal and pathway repair and maintenance.	\$ 50,000	Pathway	Capex	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ 90,000
24-05	New	Pathway Maintenance Equipment	Purchase of equipment for snow removal and pathway repair and maintenance.	\$ -	Pathway	Fee	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
24-03	New	McPhillips Avenue Pedestrian Facilities	Design of pedestrian facilities along McPhillips Avenue. Includes 30% of construction and CRD project management.	\$ 270,000	Pathway	Fee	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000
24-03	New	McPhillips Avenue Pedestrian Facilities	Construction of pedestrian facilities along McPhillips Avenue. (70% BICAP)	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
24-01	New	Design and Construction of Pathway - Drake Road (350 m)	Detailed design and obtain permit and regulatory approvals - Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management. (70% BICAP)	\$ 485,000	Pathway	Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 485,000
24-01	New	Design and Construction of Pathway - Drake Road (350 m)	Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management. (70% BICAP)	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
24-04	New	Design and Construction of Pathway - Drake Road (350 m)	Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management. (70% BICAP)	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
24-04	New	Design and Construction of Pathway - Drake Road (350 m)	Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management. (70% BICAP)	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 130,000
24-01	New	Design and Construction of Pathway - Jackson Road (310 m)	Seek service area outside approval to fund projects. Public Engagement for Future Projects	\$ 35,000	Pathway	Fee	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
24-01	New	Design and Construction of Pathway - Jackson Road (310 m)	Detailed design and obtain permit and regulatory approvals - Rainbow Road to Swallow Avenue along Jackson Road. Includes construction administration and CRD project management. (70% BICAP)	\$ 250,000	Pathway	Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
24-01	New	Design and Construction of Pathway - Jackson Road (310 m)	Construction of a pathway from Rainbow Road to Swallow Avenue along Jackson Road. Includes construction administration and CRD project management. (70% BICAP)	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
24-01	New	Design and Construction of Pathway - Jackson Road (310 m)	Construction of a pathway from Rainbow Road to Swallow Avenue along Jackson Road. Includes construction administration and CRD project management. (70% BICAP)	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000
24-02	New	Legal Survey of Drake Road proposed pathway	Legal survey of Drake Road proposed pathway to further understand pedestrian and cycling options. Includes purchase of equipment for snow removal and pathway repair and maintenance.	\$ 15,000	Pathway	Fee	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000
24-02	New	Prepare design in support of application for the BC Active Transportation Infrastructure Grant	Prepare design in support of application for the BC Active Transportation Infrastructure Grant for the Drake Road proposed pathway. Includes purchase of equipment for snow removal and pathway repair and maintenance.	\$ 120,000	Pathway	Grant	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
24-02	New	Prepare design in support of application for the BC Active Transportation Infrastructure Grant	Prepare design in support of application for the BC Active Transportation Infrastructure Grant for the Drake Road proposed pathway. Includes purchase of equipment for snow removal and pathway repair and maintenance.	\$ -	Pathway	Grant	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
<b>GRAND TOTAL</b>													\$ 4,310,000
													\$ 48,000
													\$ 4,358,000

Community Transportation (SSI)  
 Reserve Summary Schedule  
 2024 - 2028 Financial Plan

Reserve/Fund Summary

	Actual		Budget			
	2023	2024	2025	2026	2027	2028
Operating Reserve Fund	19,987	29,757	34,487	36,487	38,487	40,487
Pathways Capital Reserve Fund	355,426	248,426	238,426	150,426	165,426	120,426
<b>Total</b>	<b>375,413</b>	<b>278,183</b>	<b>272,913</b>	<b>186,913</b>	<b>203,913</b>	<b>160,913</b>

**Reserve Schedule**

**Reserve Fund: 1.238B Transportation (SSI) - Operating Reserve Fund - Bylaw 4146**

For non-recurring repairs and maintenance on paths and trails

**Reserve Cash Flow**

	Fund:	Actual	Budget					
			2023	2024	2025	2026	2027	2028
Fund Centre:	1500 105539							
Beginning Balance		19,068	19,987	29,757	34,487	36,487	38,487	
Transfer from Ops Budget		-	9,770	4,730	2,000	2,000	2,000	
Planned Purchase		-	-	-	-	-	-	
Interest Income*		919						
<b>Ending Balance \$</b>		<b>19,987</b>	<b>29,757</b>	<b>34,487</b>	<b>36,487</b>	<b>38,487</b>	<b>40,487</b>	

**Assumptions/Background:**

\*Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

**Reserve Schedule**

**Reserve Fund: 1.238B Transportation (SSI) - Capital Reserve Fund - Bylaw 3943**

For Pathway and Bike Lane infrastructure

**Reserve Cash Flow**

Fund: Fund Centre:	1086 102142	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		391,522	355,426	248,426	238,426	150,426	165,426
Transfer from Ops Budget		61,454	40,000	100,000	100,000	100,000	100,000
Transfer from Capital Fund		-					
Planned Purchase		(115,000)	(147,000)	(110,000)	(188,000)	(85,000)	(145,000)
Interest Income*		17,450					
<b>Ending Balance \$</b>		<b>355,426</b>	<b>248,426</b>	<b>238,426</b>	<b>150,426</b>	<b>165,426</b>	<b>120,426</b>

**Assumptions/Background:**

Fund balance to provide for capital expenditures for or in respect of capital projects, land, machinery or equipment for them and extension or renewal of existing capital works and related debt servicing payments. Should allow for CRD to participate in partnership with Island Pathways on planned projects

\*Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# Salt Spring Island Administration Project Tracker

Report No. 14, 2024 | January - March



Project	Description	Status	%	Comments	Timing
<b>Priority Area: Drinking Water</b>					
Fulford Water Main Distribution System Replacement	Investigation, analysis, design and strategy for replacement of asbestos/concrete (A/C) sections of Fulford water main distribution system.	In-Progress	80	Consultant contract awarded Q4 2022. Draft Technical Report complete. Commission reviewed and provided comments. CRD responding to Commission questions and to bring forward report to Commission to finalize A/C replacement strategy.	Q4 2024
Beddis Intake Construction	Construct and install intake screen and pipe improvements	In-Progress	10	Seeking regulatory approval prior to procurement. Procuring riparian report. Preparing tender package. Requesting additional Grant funding to support this project.	Q4 2024
Highland Fernwood Intake Construction	Construct and install intake screen and pipe improvements	In-Progress	10	Seeking regulatory approval prior to procurement. Procuring riparian report. Preparing tender package. Requesting additional Grant funding to support this project.	Q4 2024
Highland/Fernwood - DAF Float Waste Pump Design and Construct	Design and construct waste pump.	On-Hold	80	Design complete. Delayed to 2023 due to insufficient funds available for construction in 2022. Revised operations procedures may preclude requirement	Q2 2024
Highland (Legacy Service Area)	Highland Upper Reservoir Repair.	In-Progress	50	Detailed design essentially complete. Coordinate and include back up power design. Class A cost estimate required. Funding process (debt) for construction.	Q2 2025
Highland / Fernwood Back Up Power	Design back up power system for Highland /Fernwood water system.	In-Progress	95	Engineering and design essentially complete. Need to integrate final design with Upper Reservoir project.	Q1 2024
Fulford Water System Connection	Request to include a proposed development connected to the Fulford System	In-Progress	90	Draft impact study reviewed and feedback provided. Consulting internal CRD stakeholders. Report to be presented Q2 2024.	Q1 2024
Cedars of Tuam	New well and water treatment plant designs and construction; and water conservation plan.	On-Hold	10	Federal/provincial Investing in Canada Infrastructure Program grant application submitted February 2022. Grant application unsuccessful. Staff to develop alternatives. Staff seeking grant funding alternatives	Q1 2024
Cedar Lane	Manganese treatment system engineering designs - Phase 1.	On-Hold	95	Engineering and design complete. Staff preparing report on the next steps to advance the infrastructure improvement and ratepayer consultation. Investigating alternate well. Grant funding has been received to support this project	Q1 2024
Dam Safety	Review weir and water licenses; and CRD responsibilities	On-hold	5	Consultation with province on inspection and reporting requirements.	Q1 2024
Lake level monitoring	Install lake level monitors in Weston and Cusheon Lake	In-Progress	10	Purchase and install lake level monitors	Q2 2024
Dragonfly Commons Water System	Dragonfly water systems transfer to CRD ownership	On-Hold	20	Owner to provide housing agreement and required to build water system to CRD standards.	NA
Turbidity meter on influent line	Install turbidity meter on influent line on Fulford water system.	In-Progress	95	Turbidity meters purchased	Q1 2024
Install in-line strainers	Install in-line strainers at Stewart Creek and Sunnyside pressure control stations on Beddis system.	In-Progress	10	Specifying equipment. Grant funding has been received to support this project.	Q4 2024
Design and install lifting apparatus	Design and install lifting apparatus for saturator lid at Fulford, Beddis and Highland Fernwood	In-Progress	95	Grant funding has been received to support this project. Design contract is essentially complete. Construction will be awarded.	Q2 2024

# Salt Spring Island Administration Project Tracker

Report No. 14, 2024 | January - March



Project	Description	Status	%	Comments	Timing
Replace Impellers at Sunnyside Pump Station	Replace impellers at Sunnyside Pump Station to match Fulford WTP capacity.	In-Progress	15	Specifying impellers. Grant funding has been received to support this project.	Q2 2024
<b>Priority Area: Sewer/Liquid Waste</b>					
Ganges WWTP Storage	Concept Design for Storage at Ganges WWTP.	In-Progress	75	Currently reviewing preliminary design, analysis and cost estimates, as well as evaluating various options to optimize the construction of the storage/work area building. Coordinating with Aeration project	Q2 2024
Ganges WWTP Aeration System Design	Design for upgrade to Ganges WWTP aeration system.	In-Progress	20	Consultant contract awarded Q4 2022. Providing flow data and testing results to consultant. Continuing to gather data to support design. Preliminary report received.	Q2 2024
Ganges WWTP VFD Installation	VFD installation for the EQ Tank at the Ganges WWTP.	In-Progress	5	Project initiated. Included in Aeration System.	Q2 2024
Maliview WWTP Upgrade Detailed Design	Detailed design and cost estimation for upgrading of Maliview WWTP	In-Progress	45	Major equipment proposals received and being evaluated. Issued purchase order for major equipment (MBBR). Grant funding has been received to support this project. All Shop drawings received for major equipment have been received. Detailed design underway.	Q2 2024
Maliview Electoral Assent for Borrowing	Electoral assent for borrowing of funds for the upcoming Maliview WWTP Upgrading Project	On-Hold	20	Grant awarded in the amount of \$1.98M. Staff hosted public open house/consultation March 2021. On hold until detailed designs and cost estimates are completed to determine amount of borrowing. Preparing FAQ for status update to ratepayers.	Q3 2024
Composting Facility	Community based composting facility and service agreement	In-Progress	70	Executing service planning and procurement of capital works to operationalize composting facility. Shelter redesign required for shelter foundation. Requesting an extension on the grant deadline (March 2024) to allow for improved ground conditions to install foundation. Grant funding has been received to support this project. Grant extension granted until June 30, 2024 to allow for facility completion due to ground conditions. Operating agreement and land tenure completed.	Q2 2024
Liquid Waste Treatment Upgrades	Public consultation and engagement strategy	On-Hold	5	Prepare a public consultation and engagement strategy to gather comments and input from the community on Option 4. On-hold while staff report back on the possibility of including geotubes pilot test study in the options.	Q2 2024
Liquid Waste Treatment Upgrades	Geotube Pilot Study	In-Progress	5	Preparing project scope and budget.	Q3 2024
Maliview Inflow and Infiltration Program	Investigation of sewer collection system to determine inflow and infiltration points and strategy for repair.	In-Progress	5	Project initiated.	Q4 2024
Ganges WWTP Membrane Lifting Brackets	Replace MBR membrane lifting brackets.	Complete	100		
Liquid Waste Burgoyne Grit Chamber	Design and install Grit Chamber to reduce maintenance on pumps and improve process	In-Progress	10	Project initiated. Design under way with Operations.	Q2 2024

# Salt Spring Island Administration Project Tracker

Report No. 14, 2024 | January - March



Project	Description	Status	%	Comments	Timing
Ganges Sewer Service Area Modelling	Update expand and recalibrate sewer model	In-Progress	5	Project initiated. RFP Posted.	Q3 2024
<b>Priority Area: Transportation</b>					
Merchants' Mews Pathway Design	Design a separate pathway along Upper Ganges Rd from Leisure Lane to Merchants Mews	In-Progress	90	Contract awarded to Island Pathways to develop detailed designs to meet Min. of Transportation specifications; BC Active Transportation (BCAT) grant submitted Oct/22. Grant declined due to the designs not meeting standards. Drawings have been revised and BCAT Grant application to be submitted in October 2023; approved April 2024. Awaiting MoTI approval of drawings for anticipation fo tendering and construction in Q4.	Q2 2024
Rainbow Road Pathway Design	Design an asphalt sidewalk along Rainbow Road from 167 to Lower Ganges Road	On-Hold	5	Preparing Project Charter to define project scope. On-hold until Merchant Mews designs complete.	Q4 2024
Swanson Road Pathway Design	Design a pathway along Swanson Road from Atkins to Leisure Lane.	On-Hold	5	Preparing Project Charter to define project scope. On-hold until Rainbow Road designs complete.	Q4 2024
Bus Shelter	Design and construction for West Horel bus shelter	On Hold	20	Survey complete. Dec/22 application submitted through BC Transit's Bus Shelter Program. Will apply to MoTI's Minor Betterments program for funding. Grant funding has been received to support this project. On Hold	Q4 2024
Bus Shelter	Design and construction of art-inspired bus shelter at Mobrae Avenue and Vesuvius Bay Road	On-Hold	5	Design/build contract being developed with local contractor. Contractor has declined to work on project. Will apply to MoTI's Minor Betterments program for funding. Grant funding has been received to support this project. On hold	Q4 2024
Speed Reader Boards	Costing and installing speed reader boards at speed transition zones	Complete	100	Three of five locations approved by MoTI. Speed Reader Boards purchased. Support structure designed. Grant funding has been received to support this project. Installation completed.	Q1 2024
Transit Bus Depot	Concept designs for a transit bus dept including EV chargers	See Parks Works Yard		Please see Parks Works Yard project under Park Land section for updates on a shared facility to accommodate park maintenance facility and bus depot including EV chargers for both buses and CRD vehicles	
Bus Tour Parking	Ganges Village Tour Bus Parking Study	In-Progress	75	Assessment of potential locations within Ganges Village for designated tour bus parking. Concept plans to be presented in June/24.	Q1 2024
Parking Proposal	Review parking proposal for additional Saturday parking in Ganges	Issue has arisen	20	Proponent will not be submitting a proposal	NA
<b>Priority Area: Economic Development</b>					
Economic Sustainability Bylaw Review	Review economic development service authority limits	In-Progress	20	Review economic development service authority to expand authority scope to do promotion of economic development broadly and address housing needs.	Q4 2023

# Salt Spring Island Administration Project Tracker

Report No. 14, 2024 | January - March



Project	Description	Status	%	Comments	Timing
<b>Priority Area: Parks and Recreation</b>					
<b>Park Land:</b>					
Ganges Harbour Walk	A steering committee has been established to secure right of ways, develop designs and consult with the community to build the Ganges Harbour walk.	In-Progress	25	Application submitted to the Province to secure foreshore right of way within existing alignment. Province requested detailed designs be submitted. Conceptual designs are being drafted for consultation with upland owners, First Nations and the community to inform detailed design and Class D estimates (+/- 40%).	Q3 2024
Parks Works Yard	Maintenance facility designs and costing	In-Progress	5	Initiated conceptual designs to move ahead with approvals. Designs will be coordinated with SSI transit O&M facility planning project for EV bus charging infrastructure and storage. Grant funding has been received to support this project.	Q4 2024
Parkland Acquisition - Playing Fields	Purchase additional parkland for the purpose of playing fields	Issue has arisen	0	On hold until suitable land outside of ALR become available	
Portlock Park Master Plan	Develop a master plan to reconfigure the park with the replacement of failing infrastructure	In-Progress	20	Staff and stakeholder workshop, draft designs presented to LCC and two community surveys are now complete. Information received was presented to LCC and incorporated into one draft design for LCC consideration. LCC has referred back to staff for additional consultation with stakeholders.	Q2 2024
Hydrofield - Field Upgrades	Proposed enhancement project to upgrade fields with two minor baseball and a soccer practice	Issue has arisen	5	Conceptual designs and cost estimates have been obtained. CRD has formalized a joint use agreement with SD64 for construction and field bookings. A private donation has been received to support this project	Q4 2024
<b>Community Parks:</b>					
Mt. Maxwell Community Park Management Plan	Management Plan to inform use and open to the public.	In-Progress	5	RFP has closed and contract has been awarded. Consultation with First Nations is underway. Community consultation scheduled to begin in the spring.	Q3 2024
131 Brinkworthy Road	Private owner offered CRD a statutory right of way to develop a pedestrian pathway to connect Lower Ganges Road to the Brinkworthy community, alongside the western portion of the property along Brinkworthy Road	On-Hold	50	Land survey identifying SRW and trail location has been completed and right of way registered on title. Project is reliant on Community Works Funding (CWF) or grant funding for the project to proceed	Q3 2024
Trail Development - Trincomali	Development of a connector trail from Dunbabin Park to Trincomali Heights	On-Hold	25	Survey and environmental assessment now complete. Initial brush clearing partially complete. Project is on hold until additional staff resources become available.	
Fernwood Dock	Continue with maintenance and repairs as identified in the Condition Assessment report.	In-Progress	10	Completed condition assessment in 2023 to plan for capital works in 2024. Preventative maintenance has been completed in 2023.	Q4 2024

# Salt Spring Island Administration Project Tracker

Report No. 14, 2024 | January - March



Project	Description	Status	%	Comments	Timing
Centennial Park Plaza	Replace plaza and install lighting in Centennial Park	Complete	100	Grant funding has been secured, detailed designs complete. Construction began in November 2023 and is scheduled for completion in March 2024. Grant funding has been received to support this project.	Q1 2024
Saturday Market	CRD to hand over the operation and management of the Saturday Market.	Complete	100	LoC for Market operation and management has been awarded to a local not for profit group.	Q1 2024
Drummond Park Playground	Replace the Drummond Park playground structure	Issue has arisen	5	An archaeologist has been retained to submit permits for approval of ground altering works on this site.	Q4 2024
Centennial Boardwalk Repair	Repair or replace boardwalk and railing as identified in the 2021 condition assessment report.	Complete	100	Preventative maintenance completed in 2023. Railing and piling repairs and been completed s to damaged section following a sail boat tying up to the railing.	Q1 2024
<b>Community Recreation:</b>					
Program Development	Develop additional programming for seniors, adults, and youth. Additional programming to better utilize PARC bus	In-Progress	25	Recreation Program Assistant has been approved for 2024 to support additional program offerings including drop in gym activities and bus.	Q1 2024
<b>Pool:</b>					
Pool Electrical	Replacement of the Rainbow Recreation Centre electrical system	In-Progress	75	Assessment has been completed and so has a more detailed report with recommendations. Electrical room has been isolated and electrical equipment design is now complete. Tender has been awarded with replacement scheduled April 2024. CWF has been received to support this project.	Q2 2024
Pool Structural	Structural assessment for pool exterior wall	In-Progress	25	Assessment has been completed. Recommendations and costing have been brought back to LCC with a recommendation for debt borrowing. Alternative Approval Process (AAP) 2024 - repairs 2025.	Q3 2025
Pool Cold Water Piping Replacement	Replacement of leaking piping above family change room at the Rainbow Recreation Centre	In-Progress	5	Piping above family change room began leaking in December. Several sections of pipe needing to be replaced. CWF has been allocated to support this project.	Q2 2024
Pool DDC Replacement	Replacement of pool DDC controls at the Rainbow Recreation Centre	In-Progress	5	DDC Controls were identified for replacement during last pool shutdown. CWF has been allocated to support this project.	Q2 2024
<b>Other</b>					
Library	Archives climate control system replacement	In-Progress	5	Climate control system to be replaced. CWF funding approved. Work will proceed upon Board budget approval in March 2024.	Q2 2024