

Agenda

Town of Gibsons

Committee-of-the-Whole

April 20, 2021 at 3:00pm

Held Electronically as per Ministerial Order M192

Council Chambers

Town Hall, 474 South Fletcher Road, Gibsons

604-886-2274 - www.gibsons.ca

Council



Mayor Bill Beamish
Councillor David Croal
Councillor Annemarie De Andrade
Councillor Aleria Ladwig
Councillor Stafford Lumley

STRATEGIC PLAN 2019 - 2022

OUR CORE OBJECTIVES

Increase Community Engagement

- We will inspire and encourage citizens of all ages to engage in the decision-making process
- We will actively listen to the ideas of all our stakeholders
- We will help our citizens understand the challenges and competing demands facing the community

Manage Our Assets

- We will focus on fiscal sustainability and support our staff in the prudent management of our natural and engineered assets, to ensure the Town can continue to deliver critical services and infrastructure in perpetuity

Plan for Sustainable Growth

- We will plan for the future in a manner that reflects our finite resources
- We will value the unique character of our Town and its neighbourhoods
- We will create spaces that promote a sense of community and are accessible to all
- We will preserve our green spaces
- We will support local business and foster a diverse economy

Advocate for and Facilitate A Range of Housing Types

- We will actively work toward increasing the supply and range of safe, secure and attainable affordable housing options

Increase Resilience to the Changing Climate

- We will apply a climate lens to the planning and development of actions, plans, policies and infrastructure projects
- We will adapt Town infrastructure to increase its resiliency to the local impacts and risks from climate change
- We will reduce the greenhouse gas emissions produced by the community and through the provision of municipal services to meet regional targets

Advocate and Collaborate on Regional Issues

- We will collaborate and partner with our neighbouring jurisdictions to effectively address shared opportunities and challenges



*To view the Strategic Plan in full,
please go to: gibsons.ca/strategic-plan*

visit gibsons.ca



Committee-of-the-Whole

AGENDA OF

April 20, 2021

Held Electronically, 3:00pm

As per Ministerial Order M192

*We acknowledge that we are fortunate to be able to gather on the
unceded territory of the Skwxwú7mesh Nation.*

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. REPORTS

- 3.1 **Gibsons & District Volunteer Fire Department - Quarterly Report, 1st Quarter - 2021** Page(s)
Rob Michael, Fire Chief 5 - 14

- 3.2 **Grants of Assistance Program - Round 1 Intake** Page(s)
Director of Finance 15 - 154

RECOMMENDATION(S)

THAT the report titled Grants of Assistance Program - Round 1 Intake be received for consideration.

- 3.3 **Development Permit for form and character of a studio-to-garden suite conversion at 594 Shaw Road** Page(s)
Kirsten Rawkins, Planner I 155 - 173

RECOMMENDATION(S)

THAT the report titled Development Permit for form and character of a studio-to-garden suite conversion at 594 Shaw Road be received;

AND THAT Council issue Development Permit DP-2021-05 for the form and character of the Garden Suite conversion.

AND FURTHER THAT this recommendation be forwarded to the April 20, 2021 Regular Council meeting.

RECOMMENDATION(S)

THAT the report titled Draft Wildlife Attractant Bylaw No. 1294, 2021 be received;

AND THAT Wildlife Attractant Bylaw No. 1294, 2021 be forwarded to Council for First Reading;

AND THAT Garbage and Organics Collection and Disposal Bylaw No. 1252-04, 2021 be forwarded to Council for First Reading;

AND THAT Bylaw Enforcement Notice Bylaw No. 1125-12, 2021 be forwarded to Council for First Reading;

AND THAT Council provide opportunity to receive public input on these bylaws;

AND THAT and that there be further report to Council regarding this public input before proceeding to second or third reading of these bylaws;

AND FURTHER THAT the above recommendations be brought forward to Council at the April 20, 2021 Regular Council Meeting.

4. INQUIRIES

5. MOTION TO CLOSE

RECOMMENDATION(S)

THAT the meeting be closed in accordance with section(s) 90(1)(k) of the *Community Charter*.

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

6. REOPEN TO THE PUBLIC

7. NEXT MEETING

7.1 *The next Regular Committee-of-the-Whole meeting to be held on Tuesday, May 4, 2021 at 3:00pm.*

8. ADJOURNMENT

Gibsons & District Volunteer Fire Department

2021 First Quarter Report

April 20, 2021



Prepared by: Fire Chief Rob Michael

Overview

The Gibsons & District Volunteer Fire Department (GDVFD) is a Sunshine Coast Regional District function and has been providing life and property protection to the West Howe Sound Fire Protection District since 1937. The fire department serves a population of approximately 10,000 including 4,605 in the Town of Gibsons (2016 census) and the fire protection district covers an area of roughly 22.7 km². Volunteer firefighters and officers are instrumental to the operation of the department. Their duties include 24/7 response to fire and rescue operations and maintaining the operational readiness of all apparatus and equipment. There is operational support to the volunteer members with paid full-time staff consisting of the fire chief, training officer, fire prevention officer and fire inspector. The SCRD Board established the Gibsons & District Volunteer Fire Department as “full service” in accordance with the Provincial Playbook in 2016.

Membership

Membership at the end of the first quarter of 2021 consisted of 46 active volunteer members. This is even with the previous quarter and includes our five recruit members that joined the department in late 2020.

In the continued response to the COVID-19 outbreak and in an effort to maintain physical distancing and business continuity, the fire department has broken the membership down into response teams. This has allowed the fire department to remain operational while limiting the risk to first responders. However, the administrative workload for the training officer has increased with the requirement to **triple** the number of practice sessions to avoid large groups training together.

The fire department is anxiously awaiting vaccination of first responders and is working on a restart plan to return to full department practice and callout response. The phased restart plan will be implemented when safe to do so, in accordance with public health orders and industry best practices.

Volunteer Recruitment

Five new recruits have joined the department in late 2020. These members have begun their training and currently train on Monday evenings, separate from the regular department members. Led by Acting Lieutenant Kirk Pleasant, it is expected that it will take six months for the group to become response ready. The group is off to a tremendous start and is on schedule, despite the pandemic.

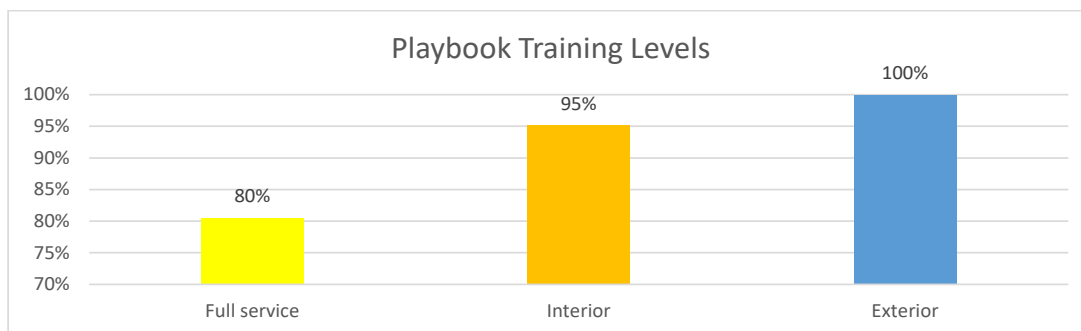


Training

The SCRD Board established the Gibsons & District Volunteer Fire Department as “full service” in accordance with the Provincial Playbook in 2016. As a result, the GDVFD has adopted *NFPA 1001 – standard for firefighter professional qualifications* as its minimum training standard for firefighters in the department. This revised program entails a modular certification, through the Justice Institute of British Columbia, from exterior, to interior, to full service training. In addition, first aid training totaling forty hours with a requirement to recertify every three years is a part of this program. It takes an average of two years for a recruit firefighter to attain this certification. Most of the training for this program is done in-house during the weekly practice sessions. Currently all members of the department (except for recruits) have obtained exterior certification, 40 have obtained interior and 34 have obtained full service (NFPA 1001).

Training hours for the first quarter of 2021 consisted of 1756 person-hours. This is over double from the same period last year. In person practice sessions were re-introduced on a greatly reduced scale and frequency at the end of the second quarter of 2020 and the department is trying to catch up on lost time. Additional practice sessions have been scheduled when safe and reasonable to do so. The dedication of department members to maintain their skills to protect their community is clear. The focus of training for this quarter was completion of the full service program, annual drills, hazardous materials and first responder (medical).

Training is also ongoing in *NFPA 1021 – standard for fire officer professional qualifications*. All fire department officers currently have their level I certification and several members have completed level II or above. Neil Donovan completed his Fire Officer level IV this quarter, which is quite an accomplishment for a volunteer member. Time and time again, the dedication of the volunteer fire department members is demonstrated through achievements like this.



The Town of Gibsons was also able to host an air brakes course, facilitated by the Frontline Fire Department Training. The fire department facility was utilized and both staff from the town and volunteer firefighters were able to take part in the weekend training session. The fire department continues to benefit from the working relationship with town staff and are grateful for the continued cooperation and teamwork. Furthermore, town staff attended a training session to discuss recent water infrastructure improvements in an effort to assist us in gaining a better understanding of how our water delivery systems work.

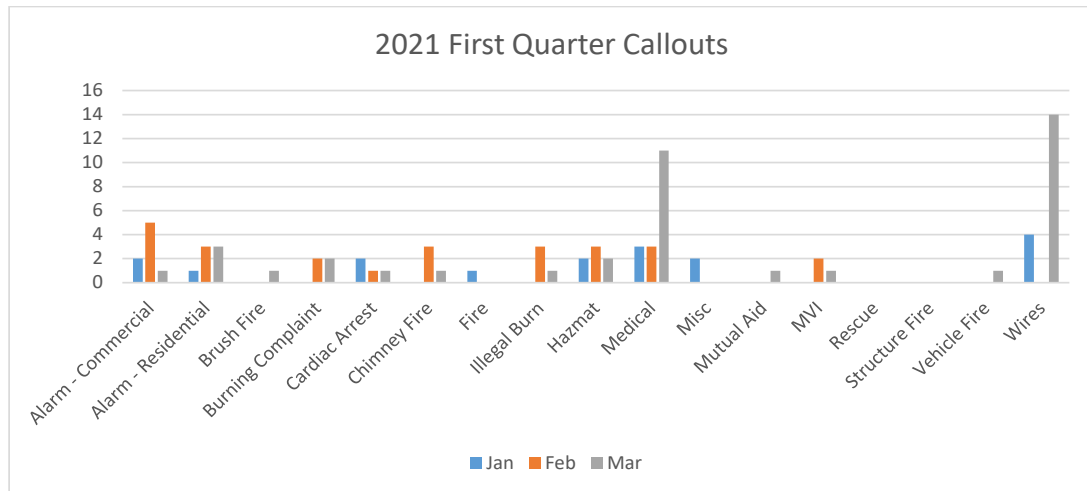
Lastly, the department is looking to enhance training programs for first responder, driver training, hazardous material response and rope rescue. The focus on these training programs is expected to increase the operational capability of the department.

Callouts

The GDVFD responded to 82 calls for service in the first quarter of 2021. This consisted of 66 paged and 16 duty calls totaling over 794 person hours for the quarter. This is compared to 48 calls for the same period a year before and nearly 433 person hours.

Notable incidents this quarter included: a snowplow into a tree, an abandoned recreational vehicle fire, a helicopter landing zone outside of the fire department's jurisdiction and a storm that

resulted in twelve calls in a very short period of time (requiring the activation of a department operation center).



Burning Complaints

The GDVFD attended eight calls for burning complaints and/or illegal burning in the first quarter of 2021. Backyard burning season closes on April 15th and reopens on October 15th, 2021. Campfires are still permitted in the SCRD, but no open burning is permitted in the Town of Gibsons. Residential garden waste can be brought to the Town of Gibsons Green Yard Waste Depot on Henry Road year-round.

Fire and Life Safety Inspections

The Gibsons & District Volunteer Fire Department currently has 435 public buildings requiring fire and life safety inspections with roughly 95% of those properties located in the Town of Gibsons. It should be noted that this number may fluctuate with many businesses opening or closing their doors throughout the year. In the first quarter of 2021, 89 inspections were conducted or 21% of the total for the year.

Due to the COVID-19 risk, fire and life safety inspections have been drastically scaled back, however, they remain an essential service the fire department performs. Fire prevention staff remains available to conduct high risk inspections, complaint follow ups or site visits with the Town of Gibsons building inspector as required. Additionally, routine inspections have now been scheduled where appropriate and safe to do so and the fire prevention team is now on track to meet inspection targets.

Fire Investigations

All fires that result in damage to property, injuries or fatalities, or that required fire department resources to suppress, must be reported to the OFC. Fire departments, insurance companies, the real estate industry, architects, building designers, building inspection departments, academic and medical researchers and government agencies use the fire reporting data for a variety of policy, planning and research purposes. The more complete the fire reporting data is, the more beneficial it is for departments to use the information for their own needs and for the OFC to answer questions raised by citizens. The fire prevention team conducted one fire investigation and OFC fire report in the first quarter of 2021.

Pre-incident Planning

In an effort to better familiarize fire department personnel with the features of public buildings, including utility and fire suppression equipment locations and hazards to personnel, roughly 204 properties are identified as requiring pre-incident plan development. Pre-incident plans are being created using risk assessment where higher risk or frequently visited properties are being developed first. No new pre-incident plans were developed in the first quarter of 2021; however, fire prevention staff have been reassigned to ensure some of the higher priority pre-incident plans are completed.

Referrals

The GDVFD takes an active role in development in the West Howe Sound Fire Protection District. The fire prevention staff meet regularly with the SCRD planning division, attend bi-weekly Town of Gibsons' development services meetings, review new building drawings, review tenant improvement drawings and submit referral documents for consideration. As well as identifying any BC Fire Code deficiencies, the fire prevention team identifies any fire department access, fire suppression and adjacent or co-located exposure issues. This time is seen as productive as the goal is to have a proactive approach to fire prevention. In total, seven referrals were submitted in the first quarter of 2021.

ToG	SCRD	Q1 Total	YTD Total
7	0	7	7

Public Education

The GDVFD is committed to public education and embraces requests for fire safety discussions, fire hall tours, portable fire extinguisher demonstrations and other public outreach initiatives. The fire prevention team was able to host a virtual fire station tour with kindergarten and grade 1 students. The session was well received and may have assisted in future recruitment efforts.



"How old do I need to be before I can start training?"

Knox Swaffield

Participating in the virtual fire hall tour in his protective turnout gear.

Lock boxes

The fire department is updating their lock box program, following some damage and forcible removal of fire department access keys. The fire department has received additional reports of

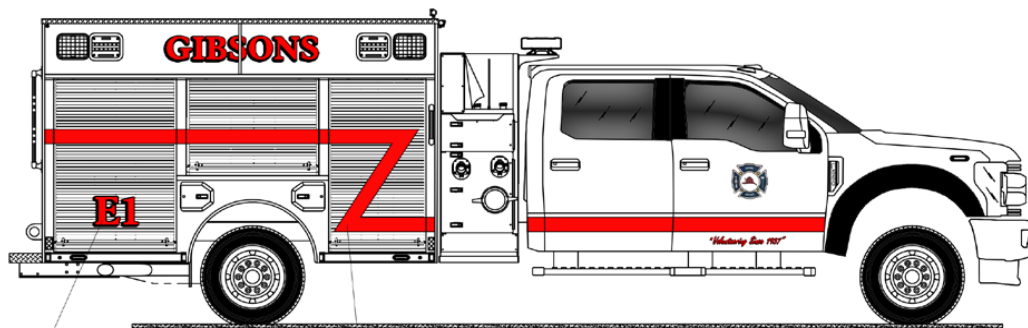
vandalized boxes; however, the keys have been previously removed pending a full evaluation of the program. In the meantime, a newer and more secure style is being trialed in higher priority locations.

Fire Department Management Software

The SCR D Board has previously approved a budget for all SCR D fire departments for replacement of their fire department management software. The fire chiefs reviewed existing SCR D software to see if any would meet their needs and after a lengthy evaluation it was determined that new software was required. Although a lengthy carryforward project, progress is being made on this effort.

Initial attack vehicle

During the 2020 budget process, the SCR D Board approved a proposal for replacement of the department's initial attack vehicle. A contract has been awarded to Associated Fire Safety and a pre-build meeting took place in Q1, 2021. It is anticipated that delivery will occur in Q1 2022.



2021 Budget

The SCR D Board adopted their annual budget on March 25, 2021. Fire department projects for 2021 include: a career deputy fire chief, sanitization for fire department facilities, hazardous materials

response trailer, rescue truck upgrades, an emergency generator and health benefits for volunteers. The fire department members are looking forward to kicking off these important projects and recognizes the support received by Town Council and the SCRD Board.

Summary

The fire department's membership currently sits at 46 members, with 34 of those members having achieved their *NFPA 1001 – standard for firefighter professional qualifications*. The focus of training for this quarter was completion of the full service program, annual drills, hazardous materials and first responder (medical). One member had also completed their Fire Officer IV.

The GDVFD responded to 82 calls for service in the first quarter of 2021 including a snowplow into a tree, an abandoned recreational vehicle fire, a helicopter landing zone outside of the fire department's jurisdiction and a storm that resulted in twelve calls in a very short period of time, requiring in the activation of a department operation center.

The fire prevention team completed 89 fire and life safety inspections, seven referrals, one OFC fire investigation and a virtual public education session. Routine inspections have now been scheduled where appropriate and safe to do so and they are now on track to meet inspection targets

Most 2020 budget projects have been completed, with the exception of the fire department management software and initial attack vehicle. The initial attack vehicle replacement is anticipated to take longer, due to the scope of the project. Recently approved 2021 projects are expected to begin in short order.



STAFF REPORT

TO: Committee of the Whole

MEETING DATE: April 20, 2021

FROM: Lorraine Coughlin
Director of Finance

FILE NO: 1880.20

SUBJECT: Grants of Assistance Program – Round 1 Intake

RECOMMENDATIONS

THAT the report titled Grants of Assistance Program – Round 1 Intake be received for consideration.

BACKGROUND / PURPOSE

The Town of Gibsons' Grants of Assistance program is guided by Grants of Assistance Policy 2.7.

As stated in the Policy:

Item 2(a) The Town of Gibsons recognizes that from time to time individuals, groups and non-profit organizations representing the local community or the Sunshine Coast Region may need assistance to participate in an activity, start-up a new program or to enhance a program that is already established, or to conduct a program/event that is for the benefit of residents of Gibsons and/or the Sunshine Coast.

Item 2(d) Assistance approved by Council under this Policy will reflect the following priorities:

- Youth Programs;
- Seniors Programs;
- Programs that benefit disadvantaged members of the community;
- Programs that are designed to improve the economic, social and environmental well-being of the community;
- Events that are held in the community and are open to all members of the community;
- New programs or enhancements to existing programs;
- Provide a service, project or event that supports the strategic goals of the Town of Gibsons.

Item 2(e) The following criteria will be used to determine priorities for allocating grants to eligible applicants:

- The need addressed by the program/project/event, and its value to the community;
- The appropriateness, effectiveness, and quality of delivery of the program/project/event;
- The project, program, service or special event that is accessible to a large portion of the community's residents;
- The demonstrated need for the financial assistance.

Item 2(f) The total grant amount provided to organizations will not exceed 10% of the Town's annual Grants of Assistance Budget.

Item 2(g) Council will not provide financial assistance for the following:

- An organization offering direct financial assistance to individuals or families;
- Duplicate or replace services that fall within the mandate of senior levels of government or local service agency;
- Support a Provincial or National fundraising campaign;
- Commercial in nature;
- An organization's request for usual operational or core expenses;
- Applicants where the funds will be used for team or club sponsorships;
- The application is part of an annual fund drive for sustaining support;
- The organization shows a dependency on future funding.

DISCUSSION:

Round 1 of the Town's Grants of Assistance program includes 10 applications for grant funding, totaling \$14,100 as noted below.

Organization	Amount Requested
Coast Recital Society	\$ 250
Deer Crossing Art Farm (Emergence Phase 4)	1,500
Deer Crossing Art Farm (Imagination Network - Inventia)	1,500
Friends of Parkland Sunshine Coast Community Association	950
Huckleberry Coast Childcare Society (Little Hands)	1,000
S.C. Community Foundation (A Living Wage for the Sunshine Coast)	2,000
S.C. Community Services Society (Arrowhead Clubhouse)	2,000
S.C. Community Services Society (Parent & Tot Program)	2,000
S.C. Festival of the Performing Arts	900
S.C. Salmonid Enhancement Society	2,000
Total	\$ 14,100

A listing of the applicants' historical grant funding received is attached to this report. Also included are the individual applications, which provide detail on each program and associated budget.

All funding requests are at or below the policy's 10% cap of \$2,000. The following applications contain repeat requests for funding:

1. Deer Crossing the Art Farm – both applications relate to a new phase of a multi-year project.
2. The Friends of Parkland Sunshine Coast Community Association have submitted a request for liability insurance. Funding for insurance was provided on a one-time basis as part of the 2020 Grants of Assistance program. As an alternative to providing funding for insurance, the committee could choose to provide funding to cover supply costs that are listed in their application.
 - a. Note: The Association does not qualify under the Town's volunteer insurance program (provided by the Municipal Insurance Association of BC) because the work is not directly supervised by Town staff and the volunteer insurance program offered by MIABC does not extend to members of an Association.
3. Huckleberry Coast Childcare Society has requested funding for the Little Hands program. This program has received grant funding in five prior years.
4. Sunshine Coast Community Society has requested funding for the Parents and Tots program. This program has received grant funding in four prior years.

Typically, the Town has allocated 75% or \$15,000 of the budget for the first intake review leaving \$5,000 available for distribution at the later date; but this is only a practice and not a policy directive.

A copy of Policy 2.7 has been included for the Committee's reference.

COMMUNICATION

The applicants will be advised of the grant awards once a resolution is adopted by Council.

POLICY / PLAN IMPLICATIONS

Financial Plan Implications

The Town's 2021 Grants of Assistance budget is \$20,000.

RECOMMENDATIONS / ALTERNATIVES

Staff's recommendation is that the Committee review the applications and allocate funding consistent with the goals of the Grant of Assistance Policy.

Attachments:

- Listing of Round 1 funding requests
- Individual grant applications
- Grants of Assistance Policy 2.7

Respectfully Submitted,



Lorraine Coughlin, CPA, CGA
Director of Finance

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I have reviewed the report and support the recommendation(s).



Dave Newman
Acting Chief Administrative Officer

Town of Gibsons Grants of Assistance

2021 Grants of Assistance - Round 1	Amount Requested \$	2020 Actual \$	2019 Actual \$	2018 Actual \$	2017 Actual \$	2016 Actual \$	2015 Actual \$
Budget -->	20,000	20,000	20,000	15,475	20,000	20,000	20,000
Coast Recital Society	250						
Deer Crossing Art Farm (Emergence - Phase 4)	1,500	1,000		1,000			
Deer Crossing Art Farm (Imagination Network-Inventia)	1,500					1,500	1,000
Friends of Parkland Sunshine Coast Community Assoc.	950	950					
Huckleberry Coast Childcare Society (Little Hands)	1,000	1,000	1,000	1,000	750		500
S.C. Community Foundation (A Living Wage for the Sunshine Coast)	2,000						
S.C. Community Services Society (Arrowhead Clubhouse)	2,000						
S.C. Community Services Society (Parent & Tot Program)	2,000		2,000	800	1,500	2,000	1,250
S.C. Festival of the Performing Arts	900						
S.C. Salmonid Enhancement Society	2,000						
Coastal Workforce Housing Society (Affordable workforce housing)		2,000					
Deer Crossing Art Farm (Rainforest Circus Interactive)						1,500	
Deer Crossing Art Farm (Rainforest Circus Submerged)				1,500			
Deer Crossing Art Farm (Raising the Curtain - Final Presentation)		2,000	2,000				
Deer Crossing Art Farm (Resurgence)					850		
Deer Crossing Art Farm (Synchronicity Festival)							1,000
Driftwood Players (Halloween at the Museum)		1,000					750
Amarazee - Sea Calvalcade					5,000		
Batting cage - BP5006 in-kind contribution				325			
Coast Cultural Alliance (Arts Calendar, Arts Crawl)				1,800	1,800	1,500	1,000
Coast Rogue Arts Society (Rogue Arts Festival)						1,000	
Coasting Along Theatre Society			750				
Community Resource Centre - Seniors Planning Table			2,500				
Dakota Ridge Nordics			750				
Gibsons Public Art Gallery *						1,000	
Gibsons Public Art Gallery (Indigenous Curator Program)		1,500					
Gibsons Public Art Gallery (The Fine Art Repair)				1,500			
Gibsons Public Art Gallery (The Original People Art Installation)					1,500		
Gibsons Public Art Gallery (The Sunshine Coast Pavillion)					1,500		
Gibsons & District Chamber of Commerce (Travel Ambassadors Program Review)							750
Gibsons Curling Club						5,000	
Gibsons Elementary School PAC (Playground)						2,500	3,500
Gibsons Landing Sunday Market Society							500
Gibsons Marine Rescue Society				1,000			
Gibsons Public Art Gallery* - Web Portal Upgrade				800			
Restorative Justice Program of the SC (Gibsons program capacity enhancement)**		2,707		500	600	1,500	1,500

Town of Gibsons Grants of Assistance

2021 Grants of Assistance - Round 1	Amount Requested \$	2020 Actual \$	2019 Actual \$	2018 Actual \$	2017 Actual \$	2016 Actual \$	2015 Actual \$
Budget -->	20,000	20,000	20,000	15,475	20,000	20,000	20,000
S.C. Community Foundation (Vital Communication-Broadening our Reach)		2,500					
S.C. Conservation Assoc. (Reed Road Forest Protection Strategy)		500					
Gibsons Seniors Center Society		2,843	4,000				
Gooberville Multimedia (Jacob Audrey Taves)				500			
Popsicle Bridge Contest			250				
Poynter Studio (Gibsons Landing Plein Air Paint Out)							500
S.C. Branch of the BC Schizophrenia Society			1,000				
S.C. Community Services Society (Children's Fest.&Duck Pluck)			1,000				1,000
S.C. Community Services Society (Cold Weather Shelter)							1,500
S.C. Community Services Society (Crisis Support Worker-Victim Serv)				400	500	1,000	1,000
S.C. Community Services Society (Multicultural Community Kitchen)							500
S.C. Hospice Society - Community Outreach and Education Program				600			
S.C. Hospice Society - Hospice Beds			1,000				
S.C. Hospice Society (30th Anniversary Celebrations)					1,000		
S.C. Hospice Society (Gibsons Palliative Massage Program)							900
S.C. Quilters Guild							400
S.C. Resource Centre Society-CRC (Information & Referral Network & Pro-D)							500
S.C. Skating Club						1,000	
S.C. Society for Prevention of Cruelty to Animals						500	
Salvation Army - Sunshine Coast			500		3,000		
Special Olympics Sunshine Coast			1,000			600	
Sunday in the Park with Pride Society			1,000	1,000	1,000		
Sunshine Coast Bear Alliance Society		2,000					
Tetrahedron Outdoor Club (Coach Training & Purchase of Club Skis for Loan)				750			
Tetrahedron Outdoor Club (Gray Creek Forest Rd. Annual Maint. ***)							700
Tides Canada Initiative (Howe Sound Marine Reference Guide)			1,000	1,000			
Transportation Choices Sunshine Coast (Bike to Work Week)			500	1,000	1,000	1,000	750
Youth Crime Prevention Program (Charlene Smith)							
Total Grants of Assistance:	14,100	20,000	20,250	15,475	20,000	21,600	19,500
Remaining Budget:	5,900	0	-250	0	0	-1,600	500

Budget Line Items

Restorative Justice Program of the SC has been granted line item status under policing costs effective 2021.

Gibsons Seniors Society has been granted line item status effective 2021.



Schedule 'A' to Grants of Assistance Policy

Town of Gibsons Application for Grants of Assistance

Freedom of Information and Protection of Privacy Act

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose. The Town considers this information to be public and it will be considered at meetings of the public and is available for public inspection. Further information may be obtained by speaking with the Town's Director of Corporate Services at 604-886-2274 or 474 South Fletcher Road, Gibsons.

Application Details:

Date: Feb 24, 2021 Date Received: Feb 24, 2021

Name of Applicant or Sponsoring Organization:

The Coast Recital Society

Address: PO Box 1010, Sechelt, BC V0N 3A0

Phone No: 604-885-0991 Fax No: Email: coastrecital@dccnet.com

Type of Assistance Requested:

Community service/program ☒ OR Community event or activity ☐

Budget: \$ 1,500.00

Grant Amount*: \$ 250.00 In-Kind Assistance Requested:

*Note: Council Policy limits individual grant awards to 10% of the annual Grants of Assistance budget.

Describe your organization, its mandate, program(s) and membership:

The Coast Recital Society is a non-profit society dedicated to the presentation of the finest recitals and chamber music. For almost three decades, we have presented world-class musicians to local audiences, starting out at the Twilight Theater in Gibsons and presenting currently at the Raven's Cry Theatre in Sechelt. Our community musical footprint extends well beyond our main subscription series of concerts. The CRS Artists in the Community outreach

Describe the project or program that you are applying for assistance for:

Project Title: Artists in the Community Eldercare Program

Project Description:

Normally, our outreach program brings the world class musicians we engage for our subscription series into local eldercare homes. Unfortunately, due to the COVID-19 pandemic, our traditional presenting activities have been restricted due to artists' inability to travel and local gathering limitations. However, our commitment to our

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Purpose of the Project: _____

At a time when current health and safety protocols continue to isolate eldercare residents at an unprecedented level, this project will provide musical entertainment and social contact, albeit virtually, to our local elderly citizens.

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The names, phone numbers and emails of key contacts administering the event;

Frances Wainwright

604 885-0991/coastrecital@dccnet.com

John Storer

604 741-7477/jstorer2@telus.net

Describe how the project will benefit the Town of Gibsons: _____

The project will bring two streaming concerts to residents of Christenson Village, Totem Lodge and Shornecliffe Intermediate Care Home. The Coast Recital Society has brought live professional high calibre music events to local eldercare facilities for over 15 years. Regular feedback from the management of these centres affirm the need for and importance of this kind of outreach at their facilities.

The Coast Recital Society

Org Description –

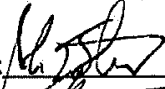
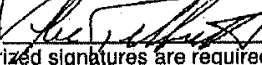
The Coast Recital Society is a non-profit society dedicated to the presentation of the finest recitals and chamber music. For almost three decades, we have presented world-class musicians to local audiences, starting out at the Twilight Theater in Gibsons and presenting currently at the Raven's Cry Theatre in Sechelt. Our community musical footprint extends well beyond our main subscription series of concerts. The CRS Artists in the Community outreach program brings our superb musicians to eldercare residences and to schools.

Project Description -

Normally, our outreach program brings the world class musicians we engage for our subscription series into local eldercare homes. Unfortunately, due to the COVID-19 pandemic, our traditional presenting activities have been restricted due to artists' inability to travel and local gathering limitations. However, our commitment to our Artists in the Community outreach program remains unchanged. We have adapted these events by asking musicians to record their performance and make it accessible to eldercare residents through either a Zoom or YouTube link. The high level of performance remains unchanged, as does our commitment to the mental health of residents in local eldercare residences.

Signature(s) and Conditions:


We certify that to the best of our knowledge the information provided in this Town of Gibsons Application for Assistance is accurate and complete and is endorsed by the organization that we represent. If this application is approved, we agree to the conditions set out below and to any other conditions approved by Council and appended hereto.

Signature:  Title: **President** Date: Feb 24, 2021
Signature:  Title: **Treasurer** Date: Feb 24, 2021
(two authorized signatures are required for organizations or registered non-profit groups)

Additional Conditions:

1. In the event that the assistance is not used or is no longer required for the project that it was intended and described in this application, the Town will be notified immediately and any remaining funds will be returned to the Director of Finance.
2. The applicant will keep proper books of accounts of all receipts and expenditures relating to the project or program and will make these records available to the Town of Gibsons for inspection if requested.
3. The applicant acknowledges that an audited statement for the project or program may be required.
4. The applicant agrees to provide a report within 90 days of the completion of the project detailing the results of the project and its economic benefits, if any, to the Town of Gibsons.
5. The project or program may not be represented as a program of the Town of Gibsons and the applicant does not have authority to represent itself as an agency of the Town of Gibsons in any way.
6. The Town of Gibsons may be acknowledged as a sponsor in any program publications or marketing.

Comments by the Director of Finance:

Application complete 

Financial Information:

Please include copy of a current budget or complete the budget statement, Appendix 1, attached to this application form.

Applications for Assistance over \$1,000.00 are required to provide the following additional information:

- Financial Statement for last calendar or fiscal year of operations
- Business Plan or statement of objectives

If this information is not available please provide a brief statement as to why:

List source(s) of any other assistance received or applied for in relation to this project/program and the amount:

1. District of Sechelt
 2. SCRD
 - 3.
 - 4.
 - 5.
-

Submission check List

- ☐ Prior years financial statement
- ☒ Budget for the current year
- ☐ Business plan
- ☒ Proof of incorporation (if applicable)

**Town of Gibsons Application for Grants of Assistance
Appendix 1**

BUDGET

Please give details of revenue and expenditure projections. Indicate which revenue is secure and which is speculative.

REVENUE (Please State Source)		EXPENDITURE (Please Itemize)	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
SECURE			
CRS	500	Artists fees	1500
Sub-Total	500		
SPECULATIVE			
The District of Sechelt	500		
SCRD	250		
Town of Gibsons	250		
Sub-Total	1000		
TOTAL	1500	TOTAL	1500

Authorized Signature: _____

Date: Feb 24, 2021



[Home](#) > [Canada Revenue Agency](#) > [Charities and Giving](#) > [Search](#)
> [T3010 Registered Charity Information Return](#)

Detail page

i Use this page to confirm a charity's status and Business/Registration number. The Charities Directorate has not necessarily verified the other information provided by the charity.

THE COAST RECITAL SOCIETY

Business/Registration number:

140872516 RR 0001

Charity status:

Registered

Effective date of status:

1995-01-01

Sanction:

N/A

Language of correspondence:

ENGLISH

Designation:

Charitable organization

Charity type:

Other purposes beneficial to the community

Category:

Arts

Address:

P.O. BOX 1010 #209 - 5760 TEREDO STREET

City:

SECHELT

Province, territory, outside of Canada:

BC

Country:

CA

Postal code/Zip code:

V0N3A0

Charity Email address:

COASTRECITAL@DCCNET.COM

Charity website address:

WWW.COASTRECITALSOCIETY.CA 

View this charity's quick view information

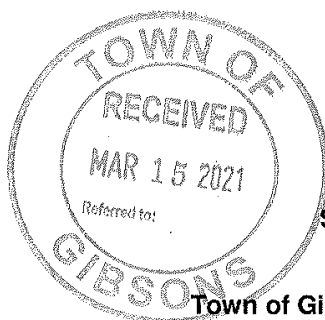
Quick view

Links to Websites not under the control of the Government of Canada (GoC) are provided solely for the convenience of users. The GoC is not responsible for the accuracy, currency or the reliability of the content. The GoC does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it endorse the sites and their content. Users should be aware that information offered by non-GoC sites that are not subject to the Official Languages Act and to which the CRA links, may be available only in the languages used by the sites in question.

[Back to search results](#)

[New search](#)

Screen ID: CRA-HACC-DP



Schedule 'A' to Grants of Assistance Policy

Town of Gibsons Application for Grants of Assistance

Freedom of Information and Protection of Privacy Act

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose. The Town considers this information to be public and it will be considered at meetings of the public and is available for public inspection. Further information may be obtained by speaking with the Town's Director of Corporate Services at 604-886-2274 or 474 South Fletcher Road, Gibsons.

Application Details:

Date: 2021/03/11 Date Received: 2021/03/15

Name of Applicant or Sponsoring Organization:

Deer Crossing - the Art Farm Society

Address: 1747 Storvold Rd Gibsons BC V0N1V6

Phone No: 604 250 6029 Fax No: _____ Email: chad@deercrossingtheartfarm.org

Type of Assistance Requested:

Community service/program ☒ OR Community event or activity ☐

Budget: \$ 80500

Grant Amount*: \$ 1500 In-Kind Assistance Requested: _____

*Note: Council Policy limits individual grant awards to 10% of the annual Grants of Assistance budget.

Describe your organization, its mandate, program(s) and membership:

See attached

Describe the project or program that you are applying for assistance for:

Project Title: Emergence

Project Description: See attached

Purpose of the Project: See attached

The names, phone numbers and emails of key contacts administering the event;

See attached

Dates and Location of the Project: See attached

Describe how the project will benefit the Town of Gibsons: See attached

Financial Information:

Please include copy of a current budget or complete the budget statement, Appendix 1, attached to this application form.

Applications for Assistance over \$1,000.00 are required to provide the following additional information:

- Financial Statement for last calendar or fiscal year of operations
- Business Plan or statement of objectives

If this information is not available please provide a brief statement as to why:

2020 Financial Statements will be ready by end of March

List source(s) of any other assistance received or applied for in relation to this project/program and the amount:

1. Canada Council for the Arts
 2. BC Arts Council
 3. BC Gaming
 4. District of Sechelt
 5. Sunshine Coast Regional District
-
-

Submission check List

- ☒ Prior years financial statement
- ☒ Budget for the current year
- ☒ Business plan
- ☒ Proof of incorporation (if applicable)

Signature(s) and Conditions:

We certify that to the best of our knowledge the information provided in this Town of Gibsons Application for Assistance is accurate and complete and is endorsed by the organization that we represent. If this application is approved, we agree to the conditions set out below and to any other conditions approved by Council and appended hereto.

Signature: [Signature] Title: Executive Director Date: 2021/03/11

Signature: [Signature] Title: General Manager Date: 2021/03/12
(two authorized signatures are required for organizations or registered non-profit groups)

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Comments by the Director of Finance:

Application complete [Signature]

Town of Gibsons Application for Grants of Assistance
Appendix 1

BUDGET

Please give details of revenue and expenditure projections. Indicate which revenue is secure and which is speculative.

REVENUE (Please State Source)		EXPENDITURE (Please Itemize)	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
SECURE			
See attached		See attached	
Sub-Total			
SPECULATIVE			
Sub-Total			
TOTAL		TOTAL	

Authorized Signature: Kelly Foley Date: 2021/03/12

Deer Crossing the Art Farm		<i>Emergence - Phase 4</i>
Revenues		Notes
Private Sector		
Private donations	\$8,500	Confirmed
In-kind		
Labour: Filming/sound-creation	\$1,000	Confirmed
Materials: workshop and creation materials, equipment rental	\$1,500	Confirmed
Other: In-studio animation, workshop space	\$3,500	Confirmed
Sub Total	\$14,500	
Grant Revenue		
BC Arts Council Media Arts	\$16,000	Confirmed
BC Gaming	\$8,000	Confirmed
Canada Arts Council - Concept to Realization	\$35,000	Confirmed
Town of Gibsons	\$1,500	Pending, July 2021
District of Sechelt	\$2,500	Pending, March 2021
Sechelt Indian Government District	\$1,500	Pending, Sept 2021
SCRD	\$1,500	Pending, July 2021
Sub Total	\$66,000	
TOTAL	\$80,500	
Expenses		
Production Expenses		
Advertising & Promotions	\$800	For recruitment and promotion with-in shishalh Nation
Contracted Services / Professional Fees	\$20,500	Artists, shishalh Nation support, Stage Management
Equipment Rental	\$4,500	Film, projection and amplification requirements
Honorariums	\$7,500	shishalh Nation knowledge carriers, elders and youth
Insurance	\$1,500	Portion of insurance related to project
Materials & Supplies	\$2,000	Additional material and supplies required for workshops and production
Printing & Photocopying	\$800	For shishalh Nation outreach

Transportation	\$3,000	2 Boat trips up the Inlet, gas and vehicle costs related to presentation
Venue Rental	\$3,000	For rehearsal and presentation for shishalh Nation
Wages/Salaries	\$26,000	Artistic Director, Community Engaged Arts Coordinator, Lead Media Artist, Production Manager
Other: Protocols and Hospitality	\$1,600	For gatherings (on or off line) of shishalh Nation elders, youth, knowledge carriers and band members
Sub Total	\$71,200	
Administrative Expenses		
Project Administrator Contract Fee	\$5,000	200 hours @ \$25/hour
Office Rent	\$1,200	costs associated with project
Office Supplies	\$500	Paper, ink, markers
Operational costs	\$1,500	insurance, WCB associated with project
Accounting and bank fees	\$500	costs associated with project
Communications	\$600	website, phone, mail associated with project
Sub Total	\$9,300	
TOTAL	\$80,500	

Describe your organization, its mandate, program and membership:

Deer Crossing The Art Farm is a registered non-profit organization of creative community builders. We believe that creative engagement outside traditional art spaces—on farms or in forests, in hospitals and homes—and across traditional boundaries—between one discipline and another, between audience and artist, between arts and the environment—fosters a strong sense of belonging for all involved. The more people feel they belong, the more they invest in their community. This is what we mean by creative community building. We build community creatively by building creative communities. We do this, in part, through our mandate to advance the public appreciation of the visual, performing and multi-media arts by providing the public with access to subsidized and/or free high-quality community-engaged artistic performances, exhibitions, installations, shows and projects, and to advance education for the public by providing structured learning activities such as courses, instructional seminars, and workshops in visual arts, performance and multimedia arts to the community.

The Art Farm was officially founded on March 11 2008 (#S53389) and spent its first year developing relationships with local artists, innovators and community organizations – and exploring integrated art and nature-based collaborations through a series of workshops and open houses. In the thirteen years since then the Art Farm has developed an annual festival attracting over 10000 people to its Rainforest Circus, children's tent, Art Farm market and more, launched FUSE Community Work Hub (a co-working space for creative and social entrepreneurs), facilitated the Smart Farm Project (www.smartfarmproject.org), provided ongoing education programming with SD46, Waldorf and SPIDER, overseen the development of *The Imagination Network* in partnership with Good Samaritan Christenson Village and Douglas College, and collaborated with over 100 local organizations, businesses and government on various community-building initiatives.

The art farm's short-term goals over the next three years include:

- Cultivate a diverse and active membership of over 500.
- Nurture and expand their network of donors and philanthropists.
- Reinforce their reputation for innovation, reliability and productivity with government funders, public and private foundations.
- Increase the number of local collaborative partners and projects.
- Develop innovative community-engaged arts programming with a measurable positive impact across the Sunshine Coast, Lower Mainland and Vancouver Island.
- Plan, develop and initiate one or more social enterprises that falls with-in the mandate of the organization.

The art farm's long-term goals over the next ten years include:

- Become a model organization using social enterprise as a major revenue source for programming.
- Own/lease and operate real estate that serves the programmatic needs of the organization and others.
- Develop innovative community engaged arts programming with a measurable positive impact on communities across BC and Canada.

The Art Farm currently has a membership of over 200, a network of over 1000, four salaried employees (Executive and Artistic Director, General Manager, Community Engaged Arts Coordinator, Lead Media Artist), six part-time employees, hundreds of volunteers, and an eight-member board. Find out more about the Art Farm at www.deercrossingtheartfarm.org.

Describe the project or program you are applying for assistance

Project Title: Emergence

Project Description:

In April 2018, The Art Farm launched the first phase of the Emergence project. Emergence presented our organization with a daunting challenge: to explore the impact and responses—physical, emotional, psychological—to rising sea levels through the creative expression of emerging and established media, visual and theatre artists in our community. Phase one of Emergence included a four-day media training intensive, a creation week to devise the installation experience, a prototype build, several test exhibitions, and documentation of the experience. As one might expect, this phase—completed in December 2018—unfolded in surprising and exciting ways. Focusing on ensuring the project was driven by the youth artists while informed by indigenous teachings and worldview, what ‘emerged’ was an inflatable “seashell”, an interactive media exhibit that enabled audiences to generate their own sound, video and lighting effects, a media landscape that integrated High Definition with 360 degree filming, and a theatrical meditation on rising sea levels inspired by the shíshálh legend of the Four Braves

For Phase 2 and 3 (January 2020 to March 2021), The Art Farm has worked to understand and do right protocols with shíshálh First Nations on the use and integration of this story into the Emergence project. We have consulted and collaborated with Hereditary Chief Hiwus Calvin Craigan, shíshálh artists & Knowledge Carriers Dionne Paul and Candace Campo, shíshálh Protector of Culture Steven Feschuk, two Elder groups, and a team of youth through the shíshálh Wellness Centre. Media artist Joah Lui and Installation artist Robert Studer have led teams of all-ages and Art Farm artists through a creation process to build prototypes of interactive digital art installations and a gigantic inflatable seashell dome for a pop-up Four Braves experience that will tour to communities and school districts in 2022 and 2023

This application is seeking funding to support phase 4 of this project. For this phase, The Art Farm will work with 3 shíshálh artists and knowledge carriers, along with 4 emerging shíshálh artists, to develop, script, and shoot a short film of The Four Braves story (that will launch the live production), finalize the interactive media components for the show, and devise/test workshops in I-STEAM (Indigenous Science Technology Engineering Arts and Math) for a future school tour.

Purpose of the Project:

Emergence aims to provide long term artistic and technological learning opportunities to shíshálh youth and the sunshine coast community, with an evolving intentional framework of de-colonization and Indigenization. *The Emergence Project* began as a youth-led multi-disciplinary exploration of the impact rising sea levels are having on our ocean-bound communities, and the responses—intellectual, emotional, physical—that are emerging out of this crisis. This exploration led us to a vision for a long-term program to support shíshálh youth in sharing their knowledge and history with the wider community through a touring live-action theatrical game (inspired by a shíshálh legend) and I-STEAM (Indigenous Science Technology Engineering Arts and Math) workshops.

The names, phone numbers and e-mails of key contacts administering the event:**Art Farm Staff:**

Chad Hershler – 604 805 2537; chad@deercrossingtheartfarm.org
 Sandy Buck – 604 375 3453; sandy@deercrossingtheartfarm.org
 Kelly Foley – 604 885 8470; kelly@deercrossingtheartfarm.org
 Joah Lui – 604 318 1843; joah@deercrossingtheartfarm.org

Shishalh Nation contact:

Candace Campo – candace@talaysay.com

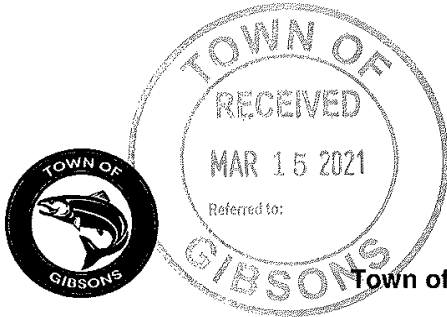
Dates and locations of the project:

Dates	Activity	Location
April – June 2021	<ol style="list-style-type: none"> 1. Zoom interviews and recruitment 2. Script completion 3. Interviews with elders and knowledge carriers 4. I-Steamp Workshop trials on-line 	shishalh Nation, Gibsons
July – August 2021	<ol style="list-style-type: none"> 1. Youth media training 2. Site specific shots for filming 3. I-Steamp Workshop trials outside 	Sechelt Inlet
September – December 2020	<ol style="list-style-type: none"> 1. Finalize live interactive media (speakers, lights) 2. Final shots for film 3. Audio for film 4. I-Steamp Workshop trials in schools (in person or on-line) 	shishalh Nation, Gibsons, Roberts Creek, Sechelt, Pender Harbour
January – April 2021	Present film, workshops and media to shishalh Nation	shishalh Nation

Describe how the project will benefit the Town of Gibsons:

This program will benefit the Town of Gibsons by:

- Accelerating reconciliation efforts by grounding this work in family-centred interaction,
- Providing all citizens with a theatrical experience of the history of this land before European contact, and
- Providing ongoing I-STEAM learning opportunities for our children and youth



Schedule 'A' to Grants of Assistance Policy

Town of Gibsons Application for Grants of Assistance

Freedom of Information and Protection of Privacy Act

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Application Details:

Date: 2021/03/11 Date Received: 2021/03/15

Name of Applicant or Sponsoring Organization:

Deer Crossing - the Art Farm Society

Address: 1747 Storvold Rd Gibsons BC V0N1V6

Phone No: 604 250 6029 Fax No: Email: chad@deercrossingthearfarm.org

Type of Assistance Requested:

Community service/program ☒ OR Community event or activity ☐

Budget: \$ 139500

Grant Amount*: \$ 1500 In-Kind Assistance Requested:

*Note: Council Policy limits individual grant awards to 10% of the annual Grants of Assistance budget.

Describe your organization, its mandate, program(s) and membership:

See attached

Describe the project or program that you are applying for assistance for:

Project Title: The Imagination Network: Inventia

Project Description: See attached

Purpose of the Project: See attached

The names, phone numbers and emails of key contacts administering the event:

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Dates and Location of the Project: See attached

Describe how the project will benefit the Town of Gibsons: See attached

Financial Information:

Please include copy of a current budget or complete the budget statement, Appendix 1, attached to this application form.

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If this information is not available please provide a brief statement as to why:

2020 Financial Statements will be ready by end of March

List source(s) of any other assistance received or applied for in relation to this project/program and the amount:

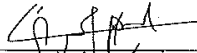
1. Vancouver Foundation
 2. Canada Council for the Arts
 3. BC Arts Council
 4. Sunshine Coast Regional District
 5. District of Sechelt
-

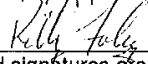
Submission check List

- ☒ Prior years financial statement
- ☒ Budget for the current year
- ☒ Business plan
- ☒ Proof of incorporation (if applicable)

Signature(s) and Conditions:

We certify that to the best of our knowledge the information provided in this Town of Gibsons Application for Assistance is accurate and complete and is endorsed by the organization that we represent. If this application is approved, we agree to the conditions set out below and to any other conditions approved by Council and appended hereto.

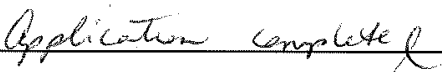
Signature:  Title: Executive Director Date: 2021/03/11

Signature:  Title: General Manager Date: 2021/03/12
(two authorized signatures are required for organizations or registered non- profit groups)

Additional Conditions:

1. In the event that the assistance is not used or is no longer required for the project that it was intended and described in this application, the Town will be notified immediately and any remaining funds will be returned to the Director of Finance.
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6. The Town of Gibsons may be acknowledged as a sponsor in any program publications or marketing.

Comments by the Director of Finance:



**Town of Gibsons Application for Grants of Assistance
Appendix 1**

BUDGET

Please give details of revenue and expenditure projections. Indicate which revenue is secure and which is speculative.

REVENUE (Please State Source)		EXPENDITURE (Please Itemize)	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
SECURE			
See attached		See attached	
Sub-Total			
SPECULATIVE			
Sub-Total			
TOTAL		TOTAL	

Authorized Signature: Kelly Foley Date: 2021/03/12

Deer Crossing the Art Farm		<i>The Imagination Network: Inventia</i>
Revenues		Notes
Private Sector		
Private donations	\$8,000	Confirmed
In-kind		
Labour: Health care support, Education support	\$6,000	Confirmed: Good Samaritan Society, Douglas College
Materials: workshop and creation materials, equipment rental	\$2,500	Confirmed: Deer Crossing The Art Farm
Volunteer Labour (estimate value at \$15/hr.)	\$3,000	Confirmed: Deer Crossing The Art Farm
Other: Venue rental, workshop space, studio space	\$9,500	Confirmed: Douglas College, Deer Crossing The Art Farm
Sub Total	\$19,500	
Grant Revenue		
Vancouver Coastal Health - OTO	\$8,000	Pending, July 2021
BC Arts Council	\$10,000	Confirmed
BC Gaming	\$10,000	Confirmed
Canada Arts Council - Concept to Realization	\$35,000	Confirmed
Vancouver Foundation	\$50,000	Confirmed
Town of Gibsons	\$1,500	Pending, July 2019
District of Sechelt	\$2,500	Pending, March 2019
Sechelt Indian Government District	\$1,500	Pending, Sept 2019
SCRD	\$1,500	Pending, July 2019
Sub Total	\$120,000	
TOTAL	\$139,500	
Expenses		
Production Expenses		
Advertising & Promotions	\$2,500	For recruitment to cohorts and final event
Contracted Services / Professional Fees	\$56,000	Even management, Artists, Health Care professionals, Research Assistants
Equipment Rental	\$3,000	Lighting, Audio, Cameras for Media work and presentation
Honorariums	\$5,000	For participants living with dementia
Insurance	\$1,500	Portion of insurance related to project

Materials & Supplies	\$3,000	For cohorts and final event
Printing, Photocopying and mail outs	\$800	For cohorts and outreach
Transportation	\$5,000	To support participants and their partners
Venue Rental	\$3,000	Christenson Village (all in-kind)
Volunteer Recognition, t-shirts etc. (Hospitality)	\$1,000	Hospitality costs for Final Event
Wages/Salaries	\$43,000	Artistic Director, Community Engaged Arts Coordinator, Production Manager, Lead Media Artist
Documentation	\$5,200	Photography, filming, editing
Sub Total	\$129,000	
Administrative Expenses		
Project Administrator Contract Fee	\$6,000	Portion of General Manager wages associated with project
Other admin costs	\$4,500	Percentage of office costs associated with project
Sub Total	\$10,500	
TOTAL	\$139,500	

Describe your organization, its mandate, program and membership:

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Describe the project or program you are applying for assistance

Project Title: The Imagination Network: Inventia

Project Description:

Inventia is the on-line component of a larger community engaged arts initiative called The Imagination Network. The Imagination Network is made up of a diverse group of artists, healthcare professionals, academics and advocates engaging in creative projects with older adults aiming to change the way we view and experience aging and dementia in our community. Inventia aims to develop digital tools and techniques that connects isolated adults living with the experience of dementia to the rest of their community through interactive creative engagement on-line. As a strategic response to the impacts of COVID-19, this initial phase of Inventia will focus on outreach, networking and skill building for on-line creative engagement and best practices for adaptation of this engagement to the digital sphere

Our desired outcomes are:

- 1) Increased numbers of individuals living with dementia and their care partners who engage in creative engagement on-line on the Sunshine Coast,
- 2) Increased capacity for professionals in dementia care, community engaged artists and care partners to engage in collaborative projects on-line with people living with dementia, and
- 3) Increased number of connections between people living with dementia and their wider community through creative engagement and shared outcomes.

Even before the pandemic began, people living with dementia and their care partners faced social isolation through stigma and societal perceptions of the disease; the pandemic has only exacerbated this. Our hope is that this project will provide inspiration, guidance and techniques for those who wish to reverse this trend through on-line creative engagement.

Our project is designed around a strategy of grass-roots relationship building and skills development and practice, along with organizational outreach and partnership. We have found that while larger organizations are providing much needed basic health care support to seniors with dementia they generally lack the skill, confidence and experience in the practice of creative engagement; much less creative engagement on-line.

Therefore, the project will develop and test an 8 week training program, both for potential facilitators and collaborators living with dementia. This training program would serve as the corner stone for the project, clarifying what gaps currently exist for health care professionals to facilitate this work and for people living with dementia to collaborate.

The on-line training program will be tested once in the Spring 2021, once in the fall 2021 and once more in early Spring 2022. This will culminate in a larger on-line event in late Spring 2022 to showcase work created during these training sessions with a wider and more diverse group of organizations and individuals interested in pursuing this practice.

We will have two parallel tracks of development for this project:

- 1) Recruitment and engagement for the training sessions
- 2) Recruitment, planning and outreach for the Spring 2022 event.

Through-out the project we will be documenting the process with the assistance of our research partners and our media team. Stories, lessons and work created will be shared with our growing network through our website (www.imaginationnetwork.org), social media, and our bi-monthly newsletter.

Purpose of the Project:

A collaborative program between three different organizations, The Imagination Network was founded on the belief that—no matter our age—we can continue to contribute to our community. As we adapt to the conditions of aging, to cognitive, social or physical challenges, our communities need to adapt with us. The Imagination Network amplifies the voices of older citizens through cultural creation, public engagement, academic research and civic discourse to foster meaningful connections across sectors and transform how our community responds to aging, older age and dementia.

The names, phone numbers and e-mails of key contacts administering the event:

Art Farm Staff:

Chad Hershler 604 805 2537; chad@deercrossingtheartfarm.org
 Sandy Buck 604 375 3453; sandy@deercrossingtheartfarm.org
 Rolf Reynolds 604 657 8999; rolf@deercrossingtheartfarm.org
 Joah Lui 604 318 1843; joah@deercrossingtheartfarm.org

Christenson Village contact:

Bruce Devereux – 604 989 1958; brucedevereux@mac.com

Douglas College contact:

Dr. Colleen Reid – 604 765 0676; reidc@douglascollege.ca

Dates and locations of the project:

Dates	Activity	Location
April – June 2021	Spring Cohort (Facilitator in Training + New	Sunshine Coast and Lower Mainland

	collaborators)	
June – July 2021	Peer advocate training	Sunshine Coast and Lower Mainland
September – December 2021	Fall Cohort (Facilitator in Training + New collaborators; revised from Spring) Final event planning (on-line)	Sunshine Coast and Lower Mainland
January – March 2022	Winter Cohort (Facilitator in Training + New collaborators; revised from Fall) Final event (on-line) planning and promotion	Sunshine Coast and Lower Mainland
March – June 2022	Final event (on-line) – showcasing work, best practices and introducing more people to the practice	Sunshine Coast and Lower Mainland

Describe how the project will benefit the Town of Gibsons:

Benefits for the Town of Gibsons are:

- crucial support for caregivers and family of people with dementia living in Gibsons and area
- builds on reputation of Gibsons as a town that encourages, fosters and nurtures creativity and innovation
- catalyzes a long term sustainable approach to care for aging and dementia; one in which the wider community can play a more pivotal role
- attracts substantial funds to the community from off coast for sustained research and development of project

DEER CROSSING - THE ART FARM SOCIETY

FINANCIAL STATEMENTS

December 31, 2019

(Unaudited - See Notice to Reader)

Index	<u>page</u>
Notice to Reader	1
Statement of Financial Position	2
Statement of Net Assets	3
Statement of Operations	4
Statement of Cash Flows	5
Notes to the Financial Statements	6

Office 
Alternatives

NOTICE TO READER

On the basis of information provided by management, we have compiled the Statement of Financial Position of **DEER CROSSING - THE ART FARM SOCIETY** as at December 31, 2019, and the Statement of Net Assets, Statement of Operations and Statement of Cash Flows for the year then ended.

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

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

Office Alternatives

OFFICE ALTERNATIVES
Roberts Creek, B.C.
March 9, 2020

DEER CROSSING - THE ART FARM SOCIETY

STATEMENT OF FINANCIAL POSITION

As at December 31, 2019

(Unaudited - See Notice to Reader)

	General Fund	Gaming Fund	Total 2019	Total 2018
	\$	\$	\$	\$
ASSETS				
Current				
Cash - General fund	48,731	-	48,731	8,767
Cash - Gaming fund		124	124	55
Amounts receivable	-	-	-	11,970
	48,731	124	48,855	20,792
Capital assets (Note 4)	16,756	-	16,756	28,131
	65,487	124	65,611	48,923
LIABILITIES				
Current				
Accounts payable	7,787	-	7,787	2,444
Deferred revenue	30,000	-	30,000	29,428
	37,787	-	37,787	31,872
NET ASSETS				
Invested in capital assets	16,756	-	16,756	28,131
Unrestricted	10,944	124	11,068	(11,080)
	27,700	124	27,824	17,051
	65,487	124	65,611	48,923

Approved by the Board of Directors

DEER CROSSING - THE ART FARM SOCIETY

STATEMENT OF CHANGES IN NET ASSETS

For the year ended December 31, 2019

(Unaudited - See Notice to Reader)

	Invested in capital assets	Unrestricted	2019	2018
	\$	\$	\$	\$
Balance beginning of year	28,132	(11,080)	17,052	16,764
Amortization of capital assets	(11,375)	11,375	-	-
Excess of revenues over expenditures	-	10,773	10,773	288
Balance end of year	16,757	11,068	27,825	17,052

DEER CROSSING - THE ART FARM SOCIETY

STATEMENT OF OPERATIONS

For the year ended December 31, 2019

(Unaudited - See Notice to Reader)

	General Fund	Gaming Fund	Total 2019	Total 2018
	\$	\$	\$	\$
Revenues				
Fees, contract revenue & other earned income	233,483	1	233,484	180,481
Government grants				
Federal funding	123,517	-	123,517	113,232
Provincial funding	-	-	-	40,600
Municipal funding	5,700	-	5,700	6,250
Province of BC, Direct Access Community Gaming Grant	-	26,400	26,400	26,400
Other grants	7,427	-	7,427	1,670
GST rebates	2,646	-	2,646	684
Sponsorships	1,675	-	1,675	7,375
Donations	421	-	421	-
Workshops & education programming	-	-	-	3,116
	374,869	26,401	401,270	379,808
Expenditures				
Contract fees	106,875	19,775	126,650	208,506
Wages and benefits	157,017	5,660	162,677	65,635
Supplies & production expenses	33,051	-	33,051	60,728
Administrative and meeting expenses	7,901	-	7,901	7,341
Marketing & fundraising	5,884	-	5,884	6,873
GST expense	4,411	763	5,174	5,292
Rent	11,996	-	11,996	5,127
Repairs and maintenance	15,759	-	15,759	3,537
Insurance	3,703	-	3,703	3,357
Professional fees	1,320	-	1,320	2,438
Vehicle expenses	1,222	-	1,222	1,855
Bank charges & interest	361	134	495	515
Travel	3,290	-	3,290	207
	352,790	26,332	379,122	371,411
Net operating revenue	22,079	69	22,148	8,397
Other expenses				
Amortization	11,375	-	11,375	8,109
Excess of revenues over expenditures	10,704	69	10,773	288

DEER CROSSING - THE ART FARM SOCIETY

STATEMENT OF CASH FLOWS

For the year ended December 31, 2019

(Unaudited - See Notice to Reader)

	2019	2018
	\$	\$
Cash provided by (used for)		
Operating activities		
Excess of revenues over expenditures	10,773	288
Non-Cash Items:		
Amortization	11,375	8,109
	22,148	8,397
Changes in non-cash working capital accounts:		
Accounts receivable	11,971	(11,971)
Accounts payable	5,341	(5,328)
Deferred revenue	573	629
	17,885	(16,670)
INVESTING ACTIVITIES		
Purchase of capital assets	-	31,035
	-	31,035
Increase (Decrease) in Cash	40,033	(39,308)
Cash, beginning of year	8,822	48,130
Cash, end of year	48,855	8,822

DEER CROSSING - THE ART FARM SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

(Unaudited - See Notice to Reader)

1. Organization

The Society was incorporated on March 11, 2008 under the *Society Act* (British Columbia) to create positive change in people and communities through a combination of cutting edge arts and and nature-driven programming.

The Society is exempt from income taxation under the *Income Tax Act* as long as certain criteria are met on a continuing basis.

2. Accounting policies

Basis of presentation

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles, which necessarily involves the use of estimates. The financial statements have, in management's opinion been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies.

Capital assets

Capital assets are carried at cost less accumulated amortization. Amortization is provided over the estimated useful life of the assets.

3. Credit facility

The Society has an operating line of credit of \$ 5,000 to accommodate account overdraft. As at December 31, 2019 overdraft balance was \$ 0. (2018 - \$ 0.).

4. Capital assets

			2019	2018
	Cost	Accumulated amortization	Net	Net
Equipment	\$ 33,184	\$ 19,178	\$ 14,006	\$ 24,693
Leasehold Improvements	19,225	16,475	2,750	3,438
	\$ 52,409	\$ 35,653	\$ 16,756	\$ 28,131

5. Remuneration

During the year no Directors of the Society were remunerated, and no employees or contractors were remunerated more than \$ 75,000.

Operating Budget - 2021

Deer Crossing The Art Farm

Expenses		
Core Staff (salaries)		\$247,000
Artists, facilitators and other contractors		\$174,000
Travel and board		\$31,200
Catering/food		\$14,500
Equipment rental, purchase and supplies	\$	22,500.00
Space rental	\$	6,500.00
Marketing/promotion/communications		\$14,000
Office costs (rent, loan fees, phone, supplies,database, quickbooks, dropbox, internet - In-kind not included)	\$	22,000.00
Vehicle costs	\$	5,600.00
Accountant and bank fees	\$	2,700.00
Fundraising expenses	\$	2,660.00
Insurance		\$4,800
Total:		\$547,460

Revenue		
Community Gaming Grant		\$26,400
Foundations		\$25,000
Federal funding		\$120,000
Provincial funding		\$65,000
Local government funding		\$10,000
Private Sector Sponsorship		\$28,000
Individual and Corporate Donations		\$18,000
Membership fees		\$2,500
Fundraisers	\$	15,000.00
Earned Revenue (contract fees, workshop fees)		\$237,560
Total:	\$	547,460.00



NUMBER: S-53389

SOCIETY ACT

CERTIFICATE OF INCORPORATION

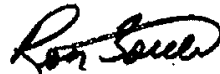
I Hereby Certify that

DEER CROSSING - THE ART FARM SOCIETY

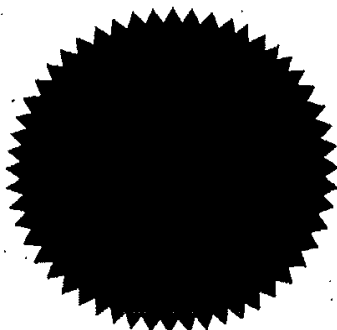
has this day been incorporated under the *Society Act*

Issued under my hand at Victoria, British Columbia

on March 11, 2008



RON TOWNSHEND
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA





File Number: S-53389

DEER CROSSING - THE ART FARM SOCIETY

**I hereby certify that the documents attached hereto are copies of
documents filed with the Registrar of Companies on March 11, 2008**

**RON TOWNSHEND
Registrar of Companies**

Ministry of Finance

BC Registry Services

Mailing Address:
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

Location:
Second Floor
940 Blanchard Street
Victoria

FNFCR7 R03/2007



Schedule 'A' to Grants of Assistance Policy

Town of Gibsons Application for Grants of Assistance

Freedom of Information and Protection of Privacy Act

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose. The Town considers this information to be public and it will be considered at meetings of the public and is available for public inspection. Further information may be obtained by speaking with the Town's Director of Corporate Services at 604-886-2274 or 474 South Fletcher Road, Gibsons.

Application Details:

Date: Feb 20/21 Date Received: _____

Name of Applicant or Sponsoring Organization:

Friends of Parkland Sunshine Coast BC

Address: 769 Gerussi Lane Gibsons BC V0V1V7

Phone No: 604 886 1371 Fax No: _____ Email: 2

friends of parkland sc bc@gmail.com

Type of Assistance Requested:

Community service/program ☒ OR Community event or activity ☐

Budget: \$ 950

Grant Amount*: \$ _____ In-Kind Assistance Requested: _____

*Note: Council Policy limits individual grant awards to 10% of the annual Grants of Assistance budget.

Describe your organization, its mandate, program(s) and membership:

Our mission is to support and augment public spaces in the Parkland subdivision. Membership is from residences that reside in the subdivision. Our focus is to increase habitat and food sources for birds and pollinating bugs.

Describe the project or program that you are applying for assistance for:

Project Title: Continuation of works begun in 2020

Project Description: ① The Gerussi Lane walkway will be completed this spring. New plantings will need to be cared for throughout the summer as they become established. ② Maintenance and

Purpose of the Project: invasive species removal around plantings done along berm. ③ New project under consideration and discussion with Town personnel to enhance old reservoir access road.

The names, phone numbers and emails of key contacts administering the event:

Mardy Drope 604 986 1376

Dates and Location of the Project: Parkland subdivision liability insurance to protect the Town of Gibsons to be renewed in July of 2021 for 1 year.

Describe how the project will benefit the Town of Gibsons: These projects benefit the Town by reducing the costs associated with maintenance and establishment of public spaces in the area. Many residents and people from surrounding areas walk along these trails.

Financial Information:

Please include copy of a current budget or complete the budget statement, Appendix 1, attached to this application form.

Applications for Assistance over \$1,000.00 are required to provide the following additional information:

- Financial Statement for last calendar or fiscal year of operations
- Business Plan or statement of objectives

If this information is not available please provide a brief statement as to why:

List source(s) of any other assistance received or applied for in relation to this project/program and the amount:

1. Donations
 2. Memberships (27 households)
 3. Volunteer labour
 - 4.
 - 5.
-

Submission check List

- ☒ Prior years financial statement
- ☐ Budget for the current year
- ☐ Business plan
- ☒ Proof of incorporation (if applicable)

Signature(s) and Conditions:

We certify that to the best of our knowledge the information provided in this Town of Gibsons Application for Assistance is accurate and complete and is endorsed by the organization that we represent. If this application is approved, we agree to the conditions set out below and to any other conditions approved by Council and appended hereto.

Signature: M. Digne Title: President Date: Feb 28/21

Signature: Henson Title: Director Date: March 3/21
(two authorized signatures are required for organizations or registered non-profit groups)

Additional Conditions:

1. In the event that the assistance is not used or is no longer required for the project that it was intended and described in this application, the Town will be notified immediately and any remaining funds will be returned to the Director of Finance.
2. The applicant will keep proper books of accounts of all receipts and expenditures relating to the project or program and will make these records available to the Town of Gibsons for inspection if requested.
3. The applicant acknowledges that an audited statement for the project or program may be required.
4. The applicant agrees to provide a report within 90 days of the completion of the project detailing the results of the project and its economic benefits, if any, to the Town of Gibsons.
5. The project or program may not be represented as a program of the Town of Gibsons and the applicant does not have authority to represent itself as an agency of the Town of Gibsons in any way.
6. The Town of Gibsons may be acknowledged as a sponsor in any program publications or marketing.

Comments by the Director of Finance:

**Town of Gibsons Application for Grants of Assistance
Appendix 1**

BUDGET

Please give details of revenue and expenditure projections. Indicate which revenue is secure and which is speculative.

REVENUE (Please State Source)		EXPENDITURE (Please Itemize)	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
SECURE			
Sub-Total			
SPECULATIVE			
Town of Gibsons	950.-	Liability Insurance	950.-
		Plants & Supplies	600.-
Sub-Total			
TOTAL	950	TOTAL	1550

Authorized Signature: _____

Date: _____

**Friends of Parkland SC BC
Balance Sheet As at 31/12/2020****ASSET**

Total Current Assets	658.48
TOTAL ASSET	658.48

LIABILITY

Total Current Liabilities	0.00
TOTAL LIABILITY	0.00

EQUITY

Total Equity	658.48
TOTAL EQUITY	658.48
LIABILITIES AND EQUITY	658.48

Printed On: 23/02/2021

Friends of Parkland SC BC
Income Statement 01/01/2020 to 31/12/2020

REVENUE

Revenue	
Memberships	830.00
Donations	2,380.00
Grants	950.00
Net Sales	<u>4,160.00</u>

TOTAL REVENUE 4,160.00

EXPENSE

Cost of Goods Sold	
Subcontracts	1,396.50
Supply Purchases	429.23
Plant Purchases	457.37
Total Cost of Goods Sold	<u>2,283.10</u>

General & Administrative Expe...	
Accounting & Legal	131.50
Bank Service chrgs & Interest	47.50
Insurance	950.00
Office Supplies	89.42
Total General & Admin. Expen...	<u>1,218.42</u>

TOTAL EXPENSE 3,501.52

NET INCOME 658.48

Printed On: 23/02/2021



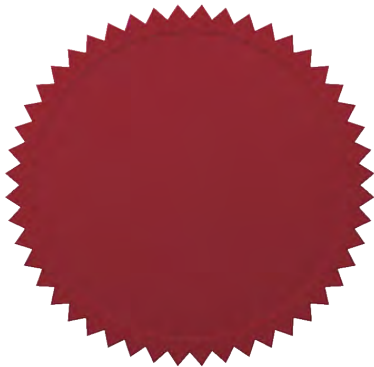
Number: S0072379

Societies Act
CERTIFICATE OF INCORPORATION

**FRIENDS OF PARKLAND SUNSHINE COAST COMMUNITY
ASSOCIATION**

I Hereby Certify that ~

FRIENDS OF PARKLAND SUNSHINE COAST COMMUNITY ASSOCIATION was
incorporated under the *Societies Act* on December 7, 2019 at 08:13 AM Pacific Time.



*Issued under my hand at
Victoria, British Columbia*

A handwritten signature in black ink, appearing to read 'Carol Prest'.

CAROL PREST

REGISTRAR OF COMPANIES
PROVINCE OF BRITISH COLUMBIA
CANADA

ELECTRONIC CERTIFICATE



Schedule 'A' to Grants of Assistance Policy

Town of Gibsons Application for Grants of Assistance

Freedom of Information and Protection of Privacy Act

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose. The Town considers this information to be public and it will be considered at meetings of the public and is available for public inspection. Further information may be obtained by speaking with the Town's Director of Corporate Services at 604-886-2274 or 474 South Fletcher Road, Gibsons.

Application Details:

Date: _____ Date Received: _____

Name of Applicant or Sponsoring Organization:

Huckleberry Coast Childcare Society

Address: 468 Central Ave

Phone No: 604 989 7109 Fax No: _____ Email: c.langmaid@hotmail.com

Type of Assistance Requested:

Community service/program ☒ OR Community event or activity ☐

Budget: \$

Grant Amount*: \$ \$1000 In-Kind Assistance Requested: _____

*Note: Council Policy limits individual grant awards to 10% of the annual Grants of Assistance budget.

Describe your organization, its mandate, program(s) and membership:

Huckleberry Coast Childcare Society provides affordable and subsidized childcare, opportunities for creative community building, and acts as the umbrella organization for the Arts Building art classes and events. Our mandate is to provide a safe space for creativity and connection in the heart of the lower Gibsons.

Describe the project or program that you are applying for assistance for:

Project Title: Little Hands

Project Description: _____

Little Hands is a drop in program for families with young children to connect with other families and engage in creative activities in a relaxed environment. We meet outdoors twice per month and the creative activity is different each week, and designed to engage both the parents and the children who attend. Little Hands follows a covid safety plan, ensures space for social distancing and collects contact information of those attending.

Purpose of the Project: The purpose of Little Hands has always been to provide a safe place for parents to connect and express themselves during the isolating years of raising young children, while exposing their children to art and community. This is even more pertinent now amidst the pandemic.

The names, phone numbers and emails of key contacts administering the event;

Chloe Langmaid

c.langmaid@hotmail.com

604 989 7109

Dates and Location of the Project: 464 S Fletcher, at the Gibsons Arts Building

Describe how the project will benefit the Town of Gibsons: Little Hands contributes

to improving the mental health of parents and young children by providing regular opportunities for families to connect with each other in a social and creative environment. Having the opportunity to create a piece of art can be incredibly empowering for new parents as well as for young children. We believe these experiences in early childhood have a huge impact on them as they grow up and become integrated into our schools and communities. It is also important for parents to have a safe, child-friendly space to come to in the heart of the Lower Gibsons Community.

Financial Information:

Please include copy of a current budget or complete the budget statement, Appendix 1, attached to this application form.

Applications for Assistance over \$1,000.00 are required to provide the following additional information:

- Financial Statement for last calendar or fiscal year of operations
- Business Plan or statement of objectives

If this information is not available please provide a brief statement as to why:

List source(s) of any other assistance received or applied for in relation to this project/program and the amount:

1.

2.

3.

4.

5.

Submission check List

- ☐ Prior years financial statement
- ☐ Budget for the current year
- ☐ Business plan
- ☐ Proof of incorporation (if applicable)

Signature(s) and Conditions:

We certify that to the best of our knowledge the information provided in this Town of Gibsons Application for Assistance is accurate and complete and is endorsed by the organization that we represent. If this application is approved, we agree to the conditions set out below and to any other conditions approved by Council and appended hereto.

Signature: Chir Longmuir Title: Facilitator Date: March 4th 2021

Signature: tfayale Title: Board Member Date: March 5th 2021
(two authorized signatures are required for organizations or registered non- profit groups)

Additional Conditions:

1. In the event that the assistance is not used or is no longer required for the project that it was intended and described in this application, the Town will be notified immediately and any remaining funds will be returned to the Director of Finance.
2. The applicant will keep proper books of accounts of all receipts and expenditures relating to the project or program and will make these records available to the Town of Gibsons for inspection if requested.
3. The applicant acknowledges that an audited statement for the project or program may be required.
4. The applicant agrees to provide a report within 90 days of the completion of the project detailing the results of the project and its economic benefits, if any, to the Town of Gibsons.
5. The project or program may not be represented as a program of the Town of Gibsons and the applicant does not have authority to represent itself as an agency of the Town of Gibsons in any way.
6. The Town of Gibsons may be acknowledged as a sponsor in any program publications or marketing.

Comments by the Director of Finance:

**Town of Gibsons Application for Grants of Assistance
Appendix 1**

BUDGET

Please give details of revenue and expenditure projections. Indicate which revenue is secure and which is speculative.

REVENUE (Please State Source)		EXPENDITURE (Please Itemize)	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
SECURE		Facilitation fees	
		Spring \$75 / week for 6 weeks	\$450
		Fall \$75/ week for 6 weeks	\$450
		Materials	
		Paper	\$20
Sub-Total		Canvas	\$20
SPECULATIVE		Paint	\$20
Town of Gibsons Grant	\$1000	Misc craft supplies	\$40
Sub-Total			
TOTAL	\$1000	TOTAL	\$1000

Authorized Signature: *Chiji Longmu* Date: March 4th 2021



Schedule 'A' to Grants of Assistance Policy

Town of Gibsons Application for Grants of Assistance

Freedom of Information and Protection of Privacy Act

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose. The Town considers this information to be public and it will be considered at meetings of the public and is available for public inspection. Further information may be obtained by speaking with the Town's Director of Corporate Services at 604-886-2274 or 474 South Fletcher Road, Gibsons.

Application Details:

Date: March 15, 2021 Date Received: _____

Name of Applicant or Sponsoring Organization: Sunshine Coast Foundation

Address: P.O.Box 1343, Sechelt, BC V0N 3A0

Phone No: 604.741.7360 Fax No: N/A Email: ED@sunshinecoastfoundation.org

Type of Assistance Requested:

Community service/program ☒ OR Community event or activity

Budget: \$12,000.00

Grant Amount*: \$ In-Kind Assistance Requested: \$2,000.00

*Note: Council Policy limits individual grant awards to 10% of the annual Grants of Assistance budget.

Describe your organization, its mandate, program(s) and membership:

The Sunshine Coast Foundation is a registered BC society and federally registered charity. We exist to improve the social, environmental, and economic well-being of local communities. We were founded in 2003 by community leaders who saw a gap in support for local needs. We invest donations we receive and use the earnings to support the operations, programs, and projects of local charities providing a variety of services. We run a lean operation with two part-time staff and a Board of volunteer community leaders. We dedicate the majority of investment earnings to the grants we distribute and rely on grants from others to fund our operations and special projects.

Describe the project or program that you are applying for assistance for:

Project Title: A Living Wage for the Sunshine Coast

Project Description: The Sunshine Coast Foundation will publish a current Living Wage for the Sunshine Coast report by the end of 2021. A Living Wage is defined as the hourly rate that a worker must earn to support the basic needs (food, shelter, transportation) of a family of four. We will use a grant from the Town of Gibsons, if awarded, to help cover the costs of researching, writing, designing, publishing, and distributing this report. We will also convene a community conversation (in person if allowed or virtually) late in 2021 to share the report's findings and its implications.

Purpose of the Project: A Living Wage calculation can be used by employers, economic development organizations, and local governments to inform wages, employment conditions, and other factors that attract and retain employees. Studies show that businesses usually absorb cost increases related to living wage policies through a combination of price and productivity increases, reduced turnover, and redistribution of staff.

Thirty-two out of every 100 people on the Coast live on less than \$40,000 per year and twelve of those live on less than \$20,000 per year. Poor children are being raised in poor families. Of the 27 factors identified as having an impact on child development, up to 80% were seen to improve as family income increases. Having a better understanding of the costs of living on the Coast and the wages needed to feed, clothe, and house a family of four will help to inform policies that will help increase the standard of living for those at the lowest end of the economic spectrum.

The names, phone numbers and emails of key contacts administering the project;

Wendy Francis, Executive Director, 604.741.7360 wfrancis@sunshinecoastfoundation.org

Vicki Dobbryn, Board Member and Vital Signs Committee Chair, 604.886.3678
vickidobbryn@dccnet.com

We will be hiring an experienced local consultant, to be determined, to do the research and writing. We have identified several knowledgeable individuals and will be seeking proposals from them.

Dates and Location of the Project: This project will take place during the summer and fall of 2021. We will begin doing the research and writing as soon as funding is confirmed. We anticipate publishing our report by late October/early November. And we plan to convene the community conversation in late November/early December 2021. All work will take place on the lower Sunshine Coast.

Describe how the project will benefit the Town of Gibsons:

The TOG will benefit from the publication of a Living Wage Report because:

1. Gibsons is one of the largest population centres on the Coast and home to a large number of employers and residents who will benefit from this knowledge;
2. Employers who choose to implement a living wage will contribute to an improved quality of life for Gibsons residents; this will make Gibsons more attractive to families and entrepreneurs.

Financial Information:

Please include copy of a current budget or complete the budget statement, Appendix 1, attached to this application form. **Attached.**

Applications for Assistance over \$1,000.00 are required to provide the following additional information:

- ☐ Financial Statement for last calendar or fiscal year of operations (**Attached**)
- ☐ Business Plan or statement of objectives (**Attached**)

If this information is not available please provide a brief statement as to why:

List source(s) of any other assistance received or applied for in relation to this project/program and the amount:

1. District of Sechelt \$2,000 has been applied for.
2. SCRD \$1,000 will be applied for.
3. SGID \$1,000 will be applied for.
4. Sunshine Coast Credit Union \$2,000 will be applied for.
5. _____

Submission check List

- X Prior years financial statement
- X Budget for the current year
- X Business plan
- X Proof of incorporation (if applicable)

Signature(s) and Conditions:

We certify that to the best of our knowledge the information provided in this Town of Gibsons Application for Assistance is accurate and complete and is endorsed by the organization that we represent. If this application is approved, we agree to the conditions set out below and to any other conditions approved by Council and appended hereto.

Signature: Wendy L. Francis Title: Executive Director Date: March 15, 2021
Wendy L. Francis

Signature: Manjit Kang Title: Chair, Board of Directors Date: March 15, 2021
Manjit Kang

(two authorized signatures are required for organizations or registered non- profit groups)

Additional Conditions:

1. In the event that the assistance is not used or is no longer required for the project that it was intended and described in this application, the Town will be notified immediately and any remaining funds will be returned to the Director of Finance.
2. The applicant will keep proper books of accounts of all receipts and expenditures relating to the project or program and will make these records available to the Town of Gibsons for inspection if requested.
3. The applicant acknowledges that an audited statement for the project or program may be required.
4. The applicant agrees to provide a report within 90 days of the completion of the project detailing the results of the project and its economic benefits, if any, to the Town of Gibsons.
5. The project or program may not be represented as a program of the Town of Gibsons and the applicant does not have authority to represent itself as an agency of the Town of Gibsons in any way.
6. The Town of Gibsons may be acknowledged as a sponsor in any program publications or marketing.

Comments by the Director of Finance:

Town of Gibsons Application for Grants of Assistance
Appendix 1

BUDGET

Please give details of revenue and expenditure projections. Indicate which revenue is secure and which is speculative.

REVENUE (Please State Source)		EXPENSE (Please Itemize)	
Description	Amount	Description	Amount
SECURE			
Sunshine Coast Foundation	\$4,000	Project oversight and management	\$2,500
		Consulting writer and researcher	\$7,000
Sub-Total	\$4,000	Designer	\$ 500
		Printing	\$1,000
SPECULATIVE		Community presentations	\$1,000
District of Sechelt	\$2,000		
Town of Gibsons	\$2,000		
SCRD	\$1,000		
SIGD	\$1,000		
Sunshine Coast Credit Union	\$2,000		
Sub-Total	\$8,000		
TOTAL	\$12,000	TOTAL	\$12,000

Authorized Signature: Wendy L. Francis Date: March 15, 2021
Wendy L. Francis, Executive Director

Sunshine Coast Community Foundation

Financial Statements

(Unaudited)

December 31, 2019

Sunshine Coast Community Foundation
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December 31, 2019

(Unaudited)

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Independent Practitioner's Review Engagement Report

To the Members of Sunshine Coast Community Foundation

Crowe MacKay LLP
PO Box 1610
200 - 5710 Teredo Street
Sechelt, BC V0N 3A0
Main +1 (604) 697 9271
Fax +1 (604) 697 9250
www.crowemackay.ca

We have reviewed the accompanying financial statements of Sunshine Coast Community Foundation, which comprise the statement of financial position as at December 31, 2019, and the statement of operations, statement of fund balances and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Practitioner's Responsibility

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

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

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

Conclusion

Based on our review nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Sunshine Coast Community Foundation as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Emphasis of Matter

We draw attention to Note 12 to the financial statements, concerning the worldwide spread of a novel coronavirus known as COVID-19 subsequent to year-end and its effect on the global economy. Our conclusion is not modified in respect of this matter.

Other Matter

As required by the Societies Act of British Columbia, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Crowe MacKay LLP

Sechelt, British Columbia
May 13, 2020

Chartered Professional Accountants

Sunshine Coast Community Foundation
Statement of Operations

(Unaudited)

	Operating Fund	Endowment Fund	2019	2018
For the year ended December 31				
Revenue				
Donations	\$ 15,909	\$ 536,642	\$ 552,551	\$ 561,399
Administrative fees	674	-	674	578
Investment income	2,243	138,619	140,862	249,830
Grants	16,518	82,849	99,367	69,199
	35,344	758,110	793,454	881,006
Expenses				
Administration fees	-	15,113	15,113	14,375
Advertising and promotion	10,419	-	10,419	4,659
Amortization	736	-	736	737
Conferences	1,496	-	1,496	1,889
Consultants and contractors	5,225	-	5,225	2,358
Donor development	-	-	-	811
Fund development	732	-	732	2,421
Grant ceremony	3,013	-	3,013	1,756
Grants	5,524	159,841	165,365	156,639
Insurance	1,439	-	1,439	1,439
Meetings	637	-	637	1,113
Memberships	10,597	-	10,597	19,929
Office	2,387	6	2,393	1,887
Professional fees	14,034	-	14,034	12,416
Telephone	1,054	-	1,054	1,340
Travel	7,058	-	7,058	5,359
Vital signs	5,583	-	5,583	-
Wages and benefits	71,714	-	71,714	75,694
Workshop expenses	6,608	-	6,608	9,624
	148,256	174,960	323,216	314,446
	(112,912)	583,150	470,238	566,560
Other income (expense)				
Unrealized gains (losses) on investments	-	548,385	548,385	(278,863)
Excess (deficiency) of revenue over expenses	\$ (112,912)	\$ 1,131,535	\$ 1,018,623	\$ 287,697

Sunshine Coast Community Foundation
Statement of Fund Balances

(Unaudited)

	Operating Fund	Endowment Fund	December 31 2019	December 31 2018
For the year ended December 31				
Fund Balances, beginning of year	\$ 362,406	\$ 4,641,334	\$ 5,003,740	\$ 4,716,043
Excess (deficiency) of revenues over expenses	(112,912)	1,131,535	1,018,623	287,697
Interfund transfers (Note 9)	54,424	(54,424)	-	-
Balance, ending of year	\$ 303,918	\$ 5,718,445	\$ 6,022,363	\$ 5,003,740

Sunshine Coast Community Foundation
Statement of Financial Position

(Unaudited)

	Operating Fund	Endowment Fund	2019	2018
Assets				
Current				
Cash	\$ 34,156	\$ 332,394	\$ 366,550	\$ 286,628
Prepaid expenses	5,285	48	5,333	2,420
Goods and services tax receivable	32	178	210	709
	39,473	332,620	372,093	289,757
Restricted cash (Note 4)	119,949	-	119,949	113,060
Investments (Note 5)	50,000	5,401,317	5,451,317	4,530,034
Restricted term deposit (Note 3)	103,605	-	103,605	101,500
Tangible capital assets (Note 6)	1,241	-	1,241	1,977
	\$ 314,268	\$ 5,733,937	\$ 6,048,205	\$ 5,036,328
Liabilities				
Current				
Accounts payable and accrued liabilities	\$ 8,452	\$ -	\$ 8,452	\$ 10,751
Payroll remittances	1,458	-	1,458	7,651
Grants payable	440	15,492	15,932	14,186
	10,350	15,492	25,842	32,588
Fund balances				
Unrestricted	79,123	178	79,301	146,478
Internally restricted (Notes 7 & 8)	223,554	1,142,963	1,366,517	1,246,316
Externally restricted (Note 8)	-	4,575,304	4,575,304	3,608,969
Invested in tangible capital assets	1,241	-	1,241	1,977
	303,918	5,718,445	6,022,363	5,003,740
	\$ 314,268	\$ 5,733,937	\$ 6,048,205	\$ 5,036,328

Approved on behalf of the board

Director

Victoria Doherty

Director

Charles

Sunshine Coast Community Foundation
Statement of Cash Flows

(Unaudited)

For the year ended December 31	2019	2018
Operating activities		
Excess of income over expenses	\$ 1,018,623	\$ 287,697
Items not affecting cash		
Amortization	736	737
Unrealized (gains) losses on investments	(548,385)	278,863
	(547,649)	279,600
	470,974	567,297
Change in non-cash working capital items		
Accounts receivable	-	12,131
Prepaid expenses	(2,913)	414
Accounts payable and accrued liabilities	(2,299)	(3,324)
Payroll remittances	(6,193)	4,828
Grants payable	1,746	(245)
Unallocated grants	-	(8,917)
Deferred contribution	-	(724)
Goods and services tax receivable	499	813
	461,814	572,273
Investing activities		
Acquisition of tangible capital assets	-	(1,151)
Restricted term deposit	(2,105)	(101,500)
Variation in restricted cash	(6,889)	323,122
Net variation in investments	(372,898)	(552,704)
	(381,892)	(332,233)
Increase in cash	79,922	240,040
Cash, beginning of year	286,628	46,588
Cash, end of year	\$ 366,550	\$ 286,628

Sunshine Coast Community Foundation
Notes to the Financial Statements

December 31, 2019

(Unaudited)

1. Nature of operations

Sunshine Coast Community Foundation was incorporated under the Society Act of BC as a non-profit organization on June 23, 2003 and has transitioned to the new Societies Act of BC, and is a registered charity under the Income Tax Act.

The Foundation's purpose is to support charitable endeavours on the Sunshine Coast through endowment building, grant making and community leadership.

2. Significant accounting policies

These financial statements have been prepared in accordance with the Canadian Accounting Standards for Not-for-Profit Organizations.

(a) Basis of accounting

The Foundation follows fund accounting principles consisting of the following funds: The Operating Fund accounts for the Foundations operational and administrative programs. The Endowment Fund accounts for the externally restricted contributed principal, retained returns from the related investments, and granting programs. These investments are held as permanent endowments in separate funds.

(b) Financial instruments

(i) Measurement of financial instruments

The Foundation initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument. Amounts due to and from related parties are measured at the exchange amount, being the amount agreed upon by the related parties.

The Foundation subsequently measures its financial assets and financial liabilities at amortized cost, except for derivatives and equity securities quoted in an active market, which are subsequently measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, restricted cash, restricted term deposit and investments.

Financial liabilities measured at amortized cost include bank indebtedness, grants payable, accounts payable and accrued liabilities.

Financial assets measured at fair value include investments in mutual funds.

Sunshine Coast Community Foundation
Notes to the Financial Statements

December 31, 2019

(Unaudited)

2. Significant accounting policies, continued

(ii) Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in net income. The write down reflects the difference between the carrying amount and the higher of:

- the present value of the cash flows expected to be generated by the asset or group of assets;
- the amount that could be realized by selling the assets or group of assets;
- the net realizable value of any collateral held to secure repayment of the assets or group of assets.

When the events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in net income up to the amount of the previously recognized impairment.

(c) Investments

The Foundation follows the cost method of accounting for its investments, written down for any permanent impairment in value.

(d) Tangible capital assets

Tangible capital assets are recorded at cost. The Foundation provides for amortization using the following methods at rates designed to amortize the cost of the tangible capital assets over their estimated useful lives. The annual amortization rates and methods are as follows:

Equipment	Declining balance	20%
Furniture and fixtures	Declining balance	20%
Computer equipment	Declining balance	55%
Computer software	Declining balance	100%

(e) Impairment of long-lived assets

Long-lived assets, which comprise tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected undiscounted future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent carrying value exceeds its fair value.

Sunshine Coast Community Foundation
Notes to the Financial Statements

December 31, 2019

(Unaudited)

2. Significant accounting policies, continued

(f) Revenue recognition

Revenue consists of donations, grants, investment income and both unrealized and realized gains and losses on investments. The Foundation follows the restricted fund method of accounting for contributions. Restricted contributions are either recognized as revenue of the related restricted fund or deferred until the related expenditures are made. All contributions are recognized only when they are received or receivable, if the amounts receivable are reasonably estimated and the collection is reasonably assured. Investment revenue is recognized using the accrual method.

(g) Contributed services

Volunteers contributed time to assist the Society in carrying out its programs. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

(h) 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 amounts of assets and liabilities and disclosures of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reported period. Actual results could differ from those estimates.

3. Restricted term deposit

	2019	2018
Internally restricted - Barron operating	\$ 25,900	\$ 25,375
Internally restricted - Smart and Caring Fund	77,705	76,125
	\$ 103,605	\$ 101,500

The term deposit totalling \$102,006 is a 5 year redeemable escalator at 2.35% and maturing on April 1, 2023, held with Sunshine Coast Credit Union.

Sunshine Coast Community Foundation
Notes to the Financial Statements

December 31, 2019

(Unaudited)

4. Restricted cash

	2019	2018
Internally restricted cash	\$ 119,949	\$ 113,060

Restricted cash represents uninvested funds that are not available for current use. The internally restricted cash is made up of cash restricted for Smart and Caring fund and Barron matching fund.

5. Investments

Operating Fund:
Carried at cost:

	2019	2018
50,000 Class A Common Voting Shares - 987152 BC Ltd.	\$ 50,000	\$ 50,000

Endowment Fund:
Carried at market value:

Phillips, Hager & North funds	\$ 3,212,389	\$ 2,472,552
Jarislowsky Fraser funds	2,188,928	2,007,482
	5,401,317	4,480,034
	\$ 5,451,317	\$ 4,530,034

6. Tangible capital assets

	Cost	Accumulated amortization	2019 Net Book Value	2018 Net Book Value
Equipment	\$ 1,385	\$ 592	\$ 803	\$ 1,004
Computer equipment	1,577	1,139	438	973
	\$ 2,972	\$ 1,731	\$ 1,241	\$ 1,977

Sunshine Coast Community Foundation
Notes to the Financial Statements

December 31, 2019

(Unaudited)

7. Internally restricted funds

The Internally restricted funds of the Foundation represent operating funds that have been designated for specific purposes.

	2019	2018
Smart and Caring Account	\$ 103,903	\$ 107,765
Barron Operating Savings Account	63,251	47,024
Barron Matching Savings Account	56,400	59,771
	\$ 223,554	\$ 214,560

8. Restricted funds

The Endowment Fund balances contain both internally and externally restricted amounts. The internally restricted funds of the Foundation represent unrestricted contributions which the Board of Directors have designated to fund specific projects. The externally restricted funds of the Foundation represent the permanent endowments and retained returns of those endowments.

	Contributed capital	Retained returns	2019	2018
Internally restricted funds				
Vera Elizabeth Barron Memorial Endowment	\$ 994,016	\$ 156,013	\$ 1,150,029	\$ 1,045,943
Less grant holdbacks	-	-	(7,066)	(14,186)
Total Internally restricted funds	994,016	156,013	1,142,963	1,031,757
Externally restricted funds				
Community Legacy Fund	126,093	36,233	162,326	110,635
Sunshine Coast Credit Union	122,613	47,294	169,907	153,144
Kay & Ken Fiedler	19,508	7,386	26,894	24,240
Barrie & Francis Stewart Family	61,817	18,720	80,537	71,616
Bill & Trudene Longman	62,476	22,691	85,167	71,803
McBride Family	21,296	4,674	25,970	21,500
R. Clayton	35,000	4,979	39,979	35,677
Price Family	22,500	2,836	25,136	17,446
John & Maria Manley Memorial	134,859	14,097	148,956	130,997
Telus Community				
Ambassadors	7,483	659	8,142	4,226
Youth Legacy	33,843	12,941	46,784	42,163
Environmental Legacy	128,315	44,527	172,842	155,591
Sunshine Coast Endowment for Visual Arts	15,800	5,692	21,492	19,377

Sunshine Coast Community Foundation
Notes to the Financial Statements

December 31, 2019

(Unaudited)

8. Restricted funds, continued

	Contributed capital	Retained returns	2019	2018
Blane & Henry Hagedorn	30,643	8,572	39,215	33,157
Robertson/McDonald Family	17,825	6,360	24,185	21,810
Gibsons Landing Fibre Arts Festival	54,793	20,984	75,777	68,605
Sue Milne Memorial	12,500	1,666	14,166	12,234
Jean & Arthur Clarke	41,612	15,712	57,324	51,435
Rotary Club of Gibsons	7,037	1,605	8,642	7,787
John Vance Legacy	6,090	2,339	8,429	7,594
HSPF Employee	37,376	11,316	48,692	43,863
Janet & Robert Johnston	1,385	(1,385)	-	18,820
Robert Johnston Family	33,262	3,935	37,197	18,723
Dickey Family Endowment in Support of Sechelt Hospital	194,856	61,406	256,262	231,046
Crosby/Esson Family	78,286	29,329	107,615	96,971
John & Janey Talbot	5,980	2,187	8,167	7,361
Jack & Sheila Carlson	45,138	12,023	57,161	38,896
Lynn Pakulak	204,315	97,425	301,740	209,789
Barrie Willibee	18,992	5,947	24,939	21,301
Bate Foley End Homelessness	14,006	2,431	16,437	12,917
McFarland Family	11,500	1,663	13,163	11,259
Youth in Sports	150,000	20,644	170,644	150,999
Marine Education	10,000	1,516	11,516	10,246
Endowment for Vulnerable Communities	56,963	7,020	63,983	49,453
Bill & Joan Humphries	28,235	3,642	31,877	27,259
Joop & Jessie Burgerjon	19,900	2,710	22,610	20,053
Marie Steele Memorial	77,286	26,981	104,267	94,454
Halfmoon Bay Heritage	14,987	3,724	18,711	16,511
Sunshine Coast Botanical Garden Society	503,596	47,691	551,287	263,885
Iris Lowen Endowment for Sechelt Public Library	24,046	5,324	29,370	26,632
Daniel Kingsbury Music for Youth Endowment	39,176	7,972	47,148	41,324
Doris Crowston	25,609	8,640	34,249	31,058
Frank and Muriel Daly	61,430	11,199	72,629	65,433
Hospice Society	95,647	20,692	116,339	104,006
Pender Harbour and District Health Centre Society	266,955	65,480	332,435	301,070
Endowment for Hungry Children on The Sunshine Coast	14,772	4,059	18,831	15,905
Sunshine Coast Festival of the Written Arts Legacy of Literacy	221,297	30,370	251,667	147,169
Marine Rescue Agency	17,052	1,535	18,587	16,057
Ken Moore Marine Rescue	21,500	3,194	24,694	21,596

Sunshine Coast Community Foundation
Notes to the Financial Statements

December 31, 2019

(Unaudited)

8. Restricted funds, continued

	Contributed capital	Retained returns	2019	2018
SCCF Operating	200,336	16,326	216,662	198,705
Sunshine Coast Arts Council Music Award - Louise Baril	7,930	1,075	9,005	8,145
Sunshine Coast Arts Council - Gillian Lowndes	30,207	4,156	34,363	31,157
Sunshine Coast Arts Council - Anne & Phillip Klein	6,308	857	7,165	6,476
SCCSS Agency	14,952	7,724	22,676	17,836
Gibsons Public Art Gallery	15,481	1,998	17,479	15,023
Coast Recital Society	47,588	5,176	52,764	43,207
Canadian Federation of University Women	83,482	10,603	94,085	82,300
SCAC in Honour of Frances Wasserlein	5,307	561	5,868	5,102
Larry Ennis Legacy	26,375	3,430	29,805	25,925
Eleanor Theilke & David Cox Scholarship Fund	1,000	29	1,029	-
Gwen Bennett Endowment	30,608	1,574	32,182	-
Habitat for Humanity	13,000	513	13,513	-
Schell Family Endowment for the benefit of the Festival of the Written Arts	4,532	89	4,621	-
Total Externally restricted funds	\$ 3,742,756	\$ 832,548	\$ 4,575,304	\$ 3,608,969

9. Interfund transfers

	2019	2018
Cost recovery levy	\$ -	\$ 120,523
Operating and matching account reallocation	54,424	(10,136)
	\$ 54,424	\$ 110,387

10. Related party transactions

During the year the Foundation received donations from certain directors totalling \$3,826 (2018 - \$2,093) related to conferences and travel expenses incurred by the Foundation during the year.

Sunshine Coast Community Foundation
Notes to the Financial Statements

December 31, 2019

(Unaudited)

Additionally, the Foundation paid bank charges and interest expense of \$Nil (2018 - \$8) to and received interest revenue of \$11,451 (2018 - \$7,583) from the Sunshine Coast Credit Union where a member of the Foundation's board of directors is also a board member for the Sunshine Coast Credit Union.

These transactions were in the normal course of operations and were measured at the exchange value which represented the amount of consideration established and agreed by the related parties.

11. Agency Fund

The Foundation is the beneficiary of an agency fund endowment held by the Vancouver Foundation. As of December 31, 2019, the market value of the fund was \$146,164 (2018 - \$134,964) and there were distributable earnings of \$6,024 (2018 - \$6,168) which can be accessed in 2020 at the discretion of the Foundation. During the year, the Foundation received a grant of \$6,168 (2018 - \$5,853) from the distributable earnings that were available at the time.

12. Subsequent event

Subsequent to year end, there was a global outbreak of a novel coronavirus identified as "COVID-19". On March 11, 2020, the World Health Organization declared a global pandemic. In order to combat the spread of COVID-19 governments worldwide have enacted emergency measures including travel bans, legally enforced or self-imposed quarantine periods, social distancing and business and organization closures. These measures have caused material disruptions to businesses, governments and other organizations resulting in an economic slowdown and increased volatility in national and global equity and commodity markets.

Central banks and governments, including Canadian federal and provincial governments, have reacted with significant monetary and fiscal interventions designed to stabilize economic conditions. The duration and impact of the COVID-10 outbreak is unknown at this time, as is the efficacy of any interventions. It is not possible to reliably estimate the length and severity of these developments and the impact on the financial results and condition of the Foundation and its operations in future periods.

The COVID-19 pandemic caused significant volatility in the stock market. As at March 31, 2020, the endowment fund investment portfolio was valued at \$5,091,773 which is a decrease of 5.7% since December 31, 2019. The investment portfolio value is expected to recover over time; however, there will likely be an immediate impact on the community as less funds are available for distributions.

Sunshine Coast Community Foundation
Notes to the Financial Statements

December 31, 2019

(Unaudited)

13. Financial instruments

The Foundation is exposed to various financial risks through transactions in financial instruments. The following provides helpful information in assessing the extent of the Company's exposure to these risks.

(a) 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 Foundation's main credit risk relates to its accounts receivable and investments. The Foundation reduces this risk by holding investments with more than one reputable investment broker. In the opinion of management the overall credit risk is low and not material.

(b) Liquidity risk

Liquidity risk is the risk that the Foundation will encounter difficulty in meeting obligations associated with financial liabilities. The Foundation is exposed to this risk mainly in respect of its grants payable, accounts payable and accrued liabilities of \$25,842 (2018 - \$32,588). The Foundation maintains sufficient cash on hand in the operating accounts to meet its obligations and in the opinion of management the liquidity risk exposure to the foundation is low and not material.

(c) Market risk

Market risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices, whether the factors are specific to the instrument or all instruments traded in the market. The financial instruments that expose the Foundation to market risks are cash and investments. The foundation limits the exposure to these risks by investing in a balanced portfolio, the make up of which is reviewed annually by the Foundation.

(d) 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. The Foundation is exposed to interest rate risk through its investments.

14. Comparative figures

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

Sunshine Coast Foundation 2021-2022 Strategic Plan

Vision

A healthy and vibrant community where everyone belongs.

Mission

Connecting a Caring Community with Causes that Make a Difference

Goal:	1. Increase community response capacity by growing endowment to \$8 million
Objectives	Strategies
1. Past and current donors remain engaged and continue to give	a. Implement annual donor stewardship and communications plan
	b. Expand social and sustainable investment options
	c. Explore recognition programs for sponsors, donors, and volunteers
2. New donors are attracted to give	a. Conduct a focused marketing campaign to grow bequests
	b. Encourage and support the next generation of donors to engage in philanthropy
	c. Conduct general marketing campaigns
	d. Market "upstream" to CFC members
Goal:	2. Demonstrate community leadership
Objectives	Strategies

1. Collective community action is leveraged through the Foundation's leadership	a. Provide current information on community well-being to local charities and government
2. The capacities of charities on the Sunshine Coast are strengthened	a. Become a hub for the exchange of information between local charities and non-profits b. Augment Intentional Grants capacity through partnerships with other funders c. Facilitate grant-making for the benefit of grant recipients

Goal:	3. Enhance the Foundation's equity, inclusivity, diversity, and reconciliation efforts
Objectives	Strategies
1. The Board is knowledgeable about reconciliation, diversity, equity, and inclusion (RDEI)	a. Conduct self-reflection exercises and participate in learning opportunities
2. Reconciliation, diversity, equity, and inclusion are reflected in the Foundation's policies and operations	a. Apply an RDEI lens to governance and policies

Goal:	4. Maintain our organizational capabilities and governance excellence
Objectives	Strategies

1. The Foundation is recognized as a leader for its transparency and financial success	a. Maintain memberships and accreditations in governing bodies
2. Foundation staff capacity is adequate to implement the Strategic Plan	a. Assign responsibilities and develop job descriptions for three staff members
	b. Hire third position

Goal:	5. Increase community awareness of the Foundation
Objectives	Strategies
1. An increasing proportion of the Sunshine Coast community is familiar with the Foundation and its impact	a. Complete implementation of the marketing and communications plan
	b. Share positive stories about the Foundation and its impact
	c. Explore public advertising opportunities
2. The Foundation is recognized as a trusted community leader	a. Ensure local, provincial, and federal representatives and decision-makers are aware of the Foundation and its impact



CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

Carol Prest

CAROL PREST

CONSTITUTION

BC Society • Societies Act

NAME OF SOCIETY: **SUNSHINE COAST FOUNDATION**

Incorporation Number: S0045744

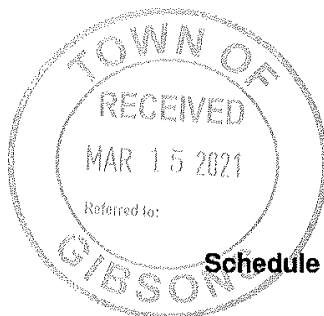
Business Number: 89608 6105 BC0001

Filed Date and Time: June 11, 2020 01:49 PM Pacific Time

The name of the Society is SUNSHINE COAST FOUNDATION

The purposes of the Society are:

- a. to receive and maintain funds, and to award any part of the principal and income of those funds to qualified donees on the Sunshine Coast and qualified donees in other places which commit to use the principal and income awarded to them to benefit people on the Sunshine Coast;
- b. to improve the efficiency and effectiveness of other registered charities of the Sunshine Coast through the holding of conferences and the provision of administrative services; and
- c. without intending to influence public opinion, to, from time to time, provide a forum and information to members of the community to assist the community to consider its priorities and address its emerging and existing community needs relating to the relief of poverty, educational needs, social welfare and health issues, programs for the aged, the disabled, preservation and protection of the environment, advancement of the arts, prevention of delinquency, and substance abuse.



Schedule 'A' to Grants of Assistance Policy

Town of Gibsons Application for Grants of Assistance

Freedom of Information and Protection of Privacy Act

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose. The Town considers this information to be public and it will be considered at meetings of the public and is available for public inspection. Further information may be obtained by speaking with the Town's Director of Corporate Services at 604-886-2274 or 474 South Fletcher Road, Gibsons.

Application Details:

Date: 1 March 2021 Date Received: March 15/2021

Name of Applicant or Sponsoring Organization:

Sunshine Coast Community Services Society - Arrowhead Clubhouse

Address: PO BOX 676, 5554 Inlet Avenue, Sechelt, BC, V0N 3A0

Phone No: 604-747-4734 Fax No: 604-885-9493 Email: arrowhead@sccss.ca

Type of Assistance Requested:

Community service/program ☒ OR Community event or activity ☐

Budget: \$

This project budget - 21,294. (Predicted 2021 full operating budget - 296,645 - see Appendix 1)

Grant Amount*: \$ 2,000 In-Kind Assistance Requested: _____

*Note: Council Policy limits individual grant awards to 10% of the annual Grants of Assistance budget.

Describe your organization, its mandate, program(s) and membership:

SCCSS is a community based organization that has been providing community services for people on the Sunshine Coast since 1974. Our work is based on a vision of: An engaged, healthy and thriving Coast. Our Mission - We contribute to the achievement of this vision by: Fostering social equity on the Sunshine Coast by creating opportunities for people to achieve their full potential. Arrowhead Clubhouse (one of the 36 programs provided by SCCSS) is a place where people living with mental illness on the Sunshine Coast can come to learn skills, get support and build relationships in a safe, stigma-free environment. Our Clubhouse is an inclusive community of hope where individuals find encouragement, opportunities, and, mostly importantly, a sense of ownership and belonging. We currently have 235 members.

Describe the project or program that you are applying for assistance for:

Project Title: Arrowhead - Fourth Day

Project Description: Arrowhead is the only facility of its kind on the Sunshine Coast. Pre COVID 19 membership was increasing by 10% each year (with sometimes 40 members in the building and only 3 staff). At that stage we started to seek funding to allow for 4 staff, to provide our essential services while maintaining a safe space. COVID forced Arrowhead to increase staffing each day to 4, to ensure each person entering the space completes a wellness agreement, wears a mask, and follows social distancing. We now have a maximum capacity, which must be monitored throughout the day and the space is cleaned every 2 hours. The consequence of this staffing increase is that Arrowhead has had to reduce its days of operation from 5 to 3 each week. In order to return to opening 4 days a week additional funding is required.

Purpose of the Project: _____

At Arrowhead, individuals living with mental illness from along the Sunshine Coast, have access to free healthy hot lunches, advocacy services (with ministries, landlords, educational institutions, doctors, employers, legal systems, etc.), peer support, employment training and supports, free laundry, showers, washrooms, internet access (and supports), life skills training, financial advice, wellness check-ins, addictions advice and connection to rehab services, transport assistance, virtual check-ins (online and over the phone), financial supports (limited) and social / recreations activities and to help overcome isolation and depression. A 2020 survey revealed 95% of members stated attending Arrowhead had reduced feelings of isolation during COVID.

The names, phone numbers and emails of key contacts administering the event;

Foye Hatton - Arrowhead Project Lead - fhatton@sccss.ca - 604 865 0471

Carey Rumba - Manager of Community Action and Engagement Team - crumba@sccss.ca

Petra Haas - Director of Finance - phaas@sccss.ca

Dates and Location of the Project: Dates: April 1 2021 - March 31 2022

Location: 5554 Inlet Avenue, Sechelt, BC, V0N 3A0

Describe how the project will benefit the Town of Gibsons: Dr. Welgemoed, Medical Manager of Sunshine Coast Mental Health, suggests "Arrowhead has a tremendous impact on the social and psychological rehabilitation of those most vulnerable individuals in our community" Arrowhead helping those individuals in turn reduces pressure on other services – RCMP, hospital, library, etc. Many individuals moving into the new supported housing in Gibsons are members of the clubhouse and having Arrowhead open gives those people resources to turn to in times of need and a place to visit daily to find purpose and meaning. 26% of the members of Arrowhead Clubhouse live in Gibsons (approximately 50% live in Sechelt and the remaining 24% live along the Sunshine Coast). This year we have requested 6% of our budget from the District of Sechelt and would like to please request 0.6% (\$2,000) from the Town of Gibsons. Now, during COVID, more than ever before, this frontline service is essential to the physical and mental health of our community.

Financial Information:

Please include copy of a current budget or complete the budget statement, Appendix 1, attached to this application form.

Applications for Assistance over \$1,000.00 are required to provide the following additional information:

- Financial Statement for last calendar or fiscal year of operations
- Business Plan or statement of objectives

If this information is not available please provide a brief statement as to why:

List source(s) of any other assistance received or applied for in relation to this project/program and the amount:

1. Sechelt CIP Grant applied for Feb 2021 (\$20,000 - 6% of total annual operational costs,
2. a quarter of this sum will be used for the Fourth Day project)
 3. Sunshine Coast Community Foundation Grant applied for Feb 2021 (\$7,500)
 4.
 5.
-

Submission check List

- ☒ Prior years financial statement
- ☒ Budget for the current year
- ☒ Business plan
- ☒ Proof of incorporation (if applicable)

Signature(s) and Conditions:

We certify that to the best of our knowledge the information provided in this Town of Gibsons Application for Assistance is accurate and complete and is endorsed by the organization that we represent. If this application is approved, we agree to the conditions set out below and to any other conditions approved by Council and appended hereto.

Signature: [Signature] Title: Director of Program + Staff Development Date: March 15/2021
Signature: [Signature] Title: Director Finance Date: Mar 15/21
(two authorized signatures are required for organizations or registered non- profit groups)

Additional Conditions:

1. In the event that the assistance is not used or is no longer required for the project that it was intended and described in this application, the Town will be notified immediately and any remaining funds will be returned to the Director of Finance.
2. The applicant will keep proper books of accounts of all receipts and expenditures relating to the project or program and will make these records available to the Town of Gibsons for inspection if requested.
3. The applicant acknowledges that an audited statement for the project or program may be required.
4. The applicant agrees to provide a report within 90 days of the completion of the project detailing the results of the project and its economic benefits, if any, to the Town of Gibsons.
5. The project or program may not be represented as a program of the Town of Gibsons and the applicant does not have authority to represent itself as an agency of the Town of Gibsons in any way.
6. The Town of Gibsons may be acknowledged as a sponsor in any program publications or marketing.

Comments by the Director of Finance:

Application complete

**Town of Gibsons Application for Grants of Assistance
Appendix 1**

BUDGET

Please give details of revenue and expenditure projections. Indicate which revenue is secure and which is speculative.

REVENUE (Please State Source)		EXPENDITURE (Please Itemize)	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
SECURE			
BCHousing	160,645	Staffing (inc. \$21,294 project)	219,679
CAI Funding	20,000	Administration	35,357
		Food	15,937
		Program Exp (including PPE)	14,020
		Staff training and development	1,800
Sub-Total	180,645	Publicity	1,500
SPECULATIVE		Office Exp	3,052
Gibson Assistance Program	2,000	Technology	2,500
BC Gaming	55,000	Rent	2,000
SCCF	7,500	Travel	800
Donations	21,500		
Hospital Auxiliary	10,000		
Sechelt CIP	20,000		
Sub-Total	114,000		
TOTAL	296,645	TOTAL	296,645

Authorized Signature: *P. Han* Date: Mar 15/21

Arrowhead 2021 Business Plan / Statement of Objectives

While we do not have a 'Business Plan' in the traditional sense, we certainly have a document outlining our objectives for each year. This year is obviously very different to any we have faced as a clubhouse before and as such we have developed objectives this year largely related to helping members cope with the impacts of COVID and returning our services to pre-COVID levels. To do this however, as outlined in our application, we need to secure additional funding.

Our objectives support our members (and in turn their communities) from all along the Sunshine Coast. This coming year we particularly look forward to supporting many of our members who are moving into the new supported housing in Gibsons this spring. While 50% of our members live in Sechelt, 26% live in Gibsons and the remaining 24% live along the length of the Sunshine Coast.

Below are our documented five key objectives for 2021.

If you have any questions or require any further information, please do not hesitate to contact Project Lead, Foye Hatton.

Objective	Anticipated Outcome
1. Support membership (and new members) through COVID related increasing levels of isolation and depression.	Through in person and virtual supports, provision of meaningful daily activities, a sense of ownership and control and providing a space for essential peer support from others with lived experience; we day by day, week by week help members 'make it through'. We reduce suicide attempts in our community and decrease pressure on the Mental Health and Addictions Unit. In 2020 95% said coming to Arrowhead reduced feeling of isolation during COVID, we will keep that figure in 2021.
2. Serve 7,500 free hot healthy lunches.	In 2018 we served 6,500 meals, in 2019 it was 7,500. This past year, with reduced hours, that declined to just over 4,000 meals. In 2021 our anticipated outcome is to return to our pre-COVID levels of food provision.
3. Support 15 members to secure sustainable housing.	Working with our community partners Raincity and the Salvation Army we are confident that we can help at least 15 homeless clubhouse members into housing within the next 12 months. This will reduce homelessness on the streets of Sechelt and Gibsons.
4. Support members living with addiction to connect with local and regional services that will enable them to overcome their addictions.	Four of our members have tragically died in the past 10 months from fentanyl poisoning. We know that, with a lot of talking and hand-holding, we can support our members into detox and rehabilitation centers as we have done it many times. Overdose deaths are on the

5. Assist members to more fully participate in the wider community. Through such services as our employment and volunteer supports, activities aimed at the re-building of self-esteem and self-confidence and our community events.

rise and we strive to help at least 3 members into rehab this coming year.

Help 10 members to secure employment positions in the community, support 10 members into volunteer placements, assist numerous others to find their own ways to become part of their communities - be that by having the confidence to talk to their neighbors or attend community events



Schedule 'A' to Grants of Assistance Policy

Town of Gibsons Application for Grants of Assistance

Freedom of Information and Protection of Privacy Act

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose. The Town considers this information to be public and it will be considered at meetings of the public and is available for public inspection. Further information may be obtained by speaking with the Town's Director of Corporate Services at 604-886-2274 or 474 South Fletcher Road, Gibsons.

Application Details:

Date: March 10, 2021 Date Received: _____

Name of Applicant or Sponsoring Organization:

Shirley French Sunshine Coast Community Services Society

Address: Box 1069 5638 Inlet Ave Sechelt B.C. V0N3A0

Phone No: 6048651108 Fax No: 6048859493 Email: sfrench@sccss.ca

Type of Assistance Requested:

Community service/program ☒ OR Community event or activity ☐

Budget: \$ 74457.68 Full operating Budget Summer Programming budget is 5000.00

Grant Amount*: \$ 2000.00 In-Kind Assistance Requested: _____

*Note: Council Policy limits individual grant awards to 10% of the annual Grants of Assistance budget.

Describe your organization, its mandate, program(s) and membership:

SCCSS is a Community-based organization that has been providing services for people on the Coast since 1974. We are a non-government organization overseen by a volunteer BOD, funded by government contracts, foundations & community donations. We employ more than 90 staff, hundreds of volunteers and provide services through more than 30 programs coast wide.

Describe the project or program that you are applying for assistance for:

Project Title: Parent and Tot Drop In summer enhancement program

Project Description: Parent and Tot is a free Family Resource Program focused on supporting families with children birth to 6 years of age. The summer enhancement programming will allow the program to meet in Dougal Park twice a week ongoing through July and August as well as allow extra space for the twice weekly indoor programming at The Gibsons Com Centre

Purpose of the Project: To provide safe accessible community spaces for newcomers, as well as current residents of the coast, to meet other families and have access to community resources while being supported to connect with their children and build on their strengths to maximize their skills and build their parental capacity.

The names, phone numbers and emails of key contacts administering the event;

<u>Shirley French sfrench@sccss.ca</u>	<u>Project/ Program ,Lead</u>
--	-------------------------------

<u>Megan Baker mbaker@sccss.ca</u>	<u>Program Manager</u>
------------------------------------	------------------------

<u>Petra Hass phass@sccss.ca</u>	<u>Director of Finance</u>
----------------------------------	----------------------------

Dates and Location of the Project: July and August programming located at Dougal Park in Gibsons and at the Gibsons and Area Community Centre.

Describe how the project will benefit the Town of Gibsons: Many times the Parent and Tot Program is the first point of contact for newcomer families because it is held in community spaces. The staff are able to connect families with other resources in Gibsons such as Schools, City Hall, and libraries and families are able to meet each other in a comfortable and non judgemental way within their community.

Reducing isolation and providing accesable safe spaces, serves to build and strengthen Community.

Financial Information:

Please include copy of a current budget or complete the budget statement, Appendix 1, attached to this application form.

Applications for Assistance over \$1,000.00 are required to provide the following additional information:

- Financial Statement for last calendar or fiscal year of operations
- Business Plan or statement of objectives

If this information is not available please provide a brief statement as to why:

There is no business plan as we are a not for profit organization

List source(s) of any other assistance received or applied for in relation to this project/program and the amount:

1.

 2.

 3.

 4.

 5.



-

Submission check List

- ☒ Prior years financial statement
- ☒ Budget for the current year
- ☒ Business plan
- ☒ Proof of incorporation (if applicable)

Signature(s) and Conditions:

We certify that to the best of our knowledge the information provided in this Town of Gibsons Application for Assistance is accurate and complete and is endorsed by the organization that we represent. If this application is approved, we agree to the conditions set out below and to any other conditions approved by Council and appended hereto.

Signature:  Title: Director of Program + Staff Date: March 15/2021
Signature:  Title: Director Finance Date: Mar 15/2021
(two authorized signatures are required for organizations or registered non-profit groups)

Additional Conditions:

1. In the event that the assistance is not used or is no longer required for the project that it was intended and described in this application, the Town will be notified immediately and any remaining funds will be returned to the Director of Finance.
2. The applicant will keep proper books of accounts of all receipts and expenditures relating to the project or program and will make these records available to the Town of Gibsons for inspection if requested.
3. The applicant acknowledges that an audited statement for the project or program may be required.
4. The applicant agrees to provide a report within 90 days of the completion of the project detailing the results of the project and its economic benefits, if any, to the Town of Gibsons.
5. The project or program may not be represented as a program of the Town of Gibsons and the applicant does not have authority to represent itself as an agency of the Town of Gibsons in any way.
6. The Town of Gibsons may be acknowledged as a sponsor in any program publications or marketing.

Comments by the Director of Finance:

**Town of Gibsons Application for Grants of Assistance
Appendix 1**

BUDGET

Please give details of revenue and expenditure projections. Indicate which revenue is secure and which is speculative.

REVENUE (Please State Source)		EXPENDITURE (Please Itemize)	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
SECURE		Staffing	50826.75
MCFD	67457.68	Admin	13206.20
donation	5000	Program expenses	2501.73
		Food	4323.00
		Mileage	200.00
		Staff development	1000.00
Sub-Total	72457.68	cell phones	600.00
SPECULATIVE		publicity and advertising	300.00
Town of Gibsons	2000.00	Rent, Gibsons Community Centre	1500.00
Sub-Total	2000.00		
TOTAL	74457.68	TOTAL	74457.68

Authorized Signature:  Date: Mar. 15/21

Sunshine Coast Community Services Society

Financial Statements

March 31, 2020

Sunshine Coast Community Services Society
Table of Contents

March 31, 2020

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Crowe MacKay LLP
PO Box 1610
200 - 5710 Teredo Street
Sechelt, BC V0N 3A0
Main +1 (604) 697 9271
Fax +1 (604) 697 9250
www.crowemackay.ca

Independent Auditor's Report

To the Members of Sunshine Coast Community Services Society

Opinion

We have audited the financial statements of Sunshine Coast Community Services Society, which comprise the statement of financial position as at March 31, 2020, and the statement of operations, statement of changes in net assets and statement of 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, 2020, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

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

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. 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.



Independent Auditor's Report, continued

- 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.

Sechelt, British Columbia
July 9, 2020

Crowe MacKay LLP
Chartered Professional Accountants

**Sunshine Coast Community Services Society
Statement of Operations**

For the year ended March 31,	Operating Fund	Capital Fund	Reserve Fund	2020	2019
Revenue					
Provincial grants	\$ 3,044,700	\$ -	\$ -	\$ 3,044,700	\$ 2,769,324
Federal grants	157,703	-	-	157,703	191,807
Donations	279,829	-	-	279,829	265,434
Local government	121,964	-	-	121,964	169,185
Fees for service	27,092	-	-	27,092	21,755
Rental	59,332	-	-	59,332	72,708
BC Housing grants and subsidies	1,101,972	-	-	1,101,972	1,229,368
Interest income	52,957	-	-	52,957	37,926
Sales	128,207	-	-	128,207	126,931
Other revenues	30,536	-	-	30,536	30,879
Grants from other charities and societies	329,578	-	-	329,578	343,766
	5,333,870	-	-	5,333,870	5,259,083
Expenditures					
Advertising and publicity	24,571	-	-	24,571	23,145
Amortization	-	77,228	-	77,228	69,993
Audit and legal	27,000	-	-	27,000	24,336
Bank charges and interest	2,797	-	-	2,797	3,853
Client transportation	60,107	-	-	60,107	58,347
Computer and IT costs	67,661	-	-	67,661	73,896
Consulting fees	107,068	-	-	107,068	171,856
Cost of goods sold	1,989	-	-	1,989	6,458
Insurance	43,624	-	-	43,624	33,986
Maintenance	92,263	-	-	92,263	117,874
Mortgage and lease interest	-	30,171	-	30,171	32,714
Office expense	34,739	-	-	34,739	43,981
Program expense	791,014	-	-	791,014	722,508
Property taxes	17,425	-	-	17,425	16,587
Salaries and wages (Note 15)	3,618,492	-	-	3,618,492	3,263,752
Staff, volunteer and board development	83,171	-	-	83,171	90,327
Subscriptions and dues	12,919	-	-	12,919	12,855
Telephone and internet	67,188	-	-	67,188	66,113
Utilities and rent	139,239	-	-	139,239	129,645
	5,191,267	107,399	-	5,298,666	4,962,226
Excess (deficiency) of revenues over expenditures	\$ 142,603	\$ (107,399)	\$ -	\$ 35,204	\$ 296,857

Sunshine Coast Community Services Society
Statement of Changes in Net Assets

For the year ended March 31	Operating Fund	Capital Fund	Reserve Fund	Total 2020	Total 2019
Balance, beginning of year	\$ -	\$ 1,182,487	\$ 718,706	\$ 1,901,193	\$ 1,604,336
Excess (deficiency) of revenues over expenditures	142,603	(107,399)	-	35,204	296,857
Interfund transfers (Note 12)	(142,603)	112,295	30,308	-	-
Repayment of prior year surplus (Note 13)	-	-	(1,051)	(1,051)	-
Balance, end of year	\$ -	\$ 1,187,383	\$ 747,963	\$ 1,935,346	\$ 1,901,193

Sunshine Coast Community Services Society
Statement of Financial Position

As at March 31	Operating Fund	Capital Fund	Reserve Fund	Total 2020	Total 2019
Assets					
Current					
Cash (Note 4)	\$ 2,027,939	\$ -	\$ 109,812	\$ 2,137,751	\$ 1,714,182
Accounts receivable	40,016	-	-	40,016	55,023
Grants receivable	30,143	-	-	30,143	11,653
Marketable securities	7,188	-	-	7,188	10,443
Prepaid expenses	34,054	-	-	34,054	36,135
Sales taxes recoverable	5,887	-	-	5,887	13,836
Interfund balances (Note 11)	(638,151)	-	638,151	-	-
	1,507,076	-	747,963	2,255,039	1,841,272
Tangible capital assets (Note 5)	-	2,222,735	-	2,222,735	2,285,674
	\$ 1,507,076	\$ 2,222,735	\$ 747,963	\$ 4,477,774	\$ 4,126,946

**Sunshine Coast Community Services Society
Statement of Financial Position**

As at March 31	Operating Fund	Capital Fund	Reserve Fund	Total 2020	Total 2019
Liabilities					
Current					
Accounts payable and accrued liabilities	\$ 153,588	\$ -	\$ -	\$ 153,588	\$ 224,477
Accrued wages and benefits (Note 6)	313,327	-	-	313,327	202,416
Deferred income (Note 7)	1,040,161	-	-	1,040,161	695,673
Current portion of long-term debt (Note 8)	-	42,330	-	42,330	46,814
Current portion of obligation under capital lease (Note 9)	-	19,754	-	19,754	21,128
	1,507,076	62,084	-	1,569,160	1,190,508
Long-term debt (Note 8)	-	770,161	-	770,161	811,691
Obligation under capital lease (Note 9)	-	203,107	-	203,107	223,554
	1,507,076	1,035,352	-	2,542,428	2,225,753
Net Assets					
Externally restricted (Note 10)	-	-	98,408	98,408	107,168
Internally restricted (Note 10)	-	-	649,555	649,555	611,538
Invested in tangible capital assets	-	1,187,383	-	1,187,383	1,182,487
	-	1,187,383	747,963	1,935,346	1,901,193
	\$ 1,507,076	\$ 2,222,735	\$ 747,963	\$ 4,477,774	\$ 4,126,946

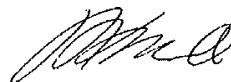
Lease commitment (note 14)

Approved on behalf of the board

Director,



Director,



**Sunshine Coast Community Services Society
Statement of Cash Flows**

For the year ended March 31,	2020	2019
Operating activities		
Excess of revenues over expenditures	\$ 35,203	\$ 296,857
Adjustments for		
Amortization	77,228	69,993
Repayment of prior year surplus	(1,051)	-
Gift in kind donations received	(3,876)	-
Gift in kind donations expensed	3,876	-
Donation of marketable securities	3,255	(10,443)
Total adjustments	79,432	59,550
	114,635	356,407
Change in non-cash working capital items		
Accounts receivable	15,007	(33,232)
Grants receivable	(18,490)	12,843
Prepaid expenses	2,081	14,357
Sales taxes recoverable	7,950	(1,903)
Accounts payable and accrued liabilities	(70,889)	58,111
Deferred revenue	344,488	331,893
Accrued wages and benefits	110,911	16,240
	505,693	754,716
Investing activities		
Purchase of tangible capital assets	(14,289)	(187,449)
Inlet development costs	(142,858)	-
	348,546	567,267
Financing activities		
Principal payments of long-term debt	(46,014)	(45,142)
Principal payments of obligation under capital lease	(21,821)	(19,798)
Government assistance received	142,858	-
	75,023	(64,940)
Increase in cash and cash equivalents	423,569	502,327
Cash and cash equivalents, beginning of year	1,714,182	1,211,855
Cash and cash equivalents, end of year	\$ 2,137,751	\$ 1,714,182

Sunshine Coast Community Services Society

Notes to the Financial Statements

March 31, 2020

1. Nature of operations

Sunshine Coast Community Services Society (the "Society") is a Society that delivers community based programs under contract with the Federal, Provincial and Municipal governments. The Society is incorporated under the BC Societies Act as a not-for-profit organization and is a registered charity under the Income Tax Act.

2. COVID-19 pandemic

On March 11, 2020, the World Health Organization declared a global pandemic. The outbreak of the novel strain of the coronavirus, COVID-19, has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures have caused material disruptions to businesses, governments and other organizations resulting in an economic slowdown and increased volatility. Governments and central banks including Canadian federal, provincial, territorial and municipal governments have responded with significant monetary and fiscal interventions designed to stabilize economic conditions.

The Society, guided by its business continuity plan, responded immediately when the COVID-19 pandemic was declared to ensure continuity of services and the organization. The Board provided oversight and the Society communicated with key stakeholders on changes to service models in each program area. Within a week, the Society had successfully transitioned the majority of employees to remote work arrangements, well supported by technology and health and safety guidelines. Safe work practices were developed and employees performed risk assessments on their new work environments. For employees working in the office, stringent health and safety protocols and procedures were implemented. The Society committed to keeping its employees "whole". No lay-offs or reductions in hours have occurred. Where it was not possible for an employee to perform their regular job, employees were re-deployed to support clients or the organization in a different way. The organization ensured all employees remained connected with their supervisors and the organization as a whole on a regular basis. All offices were closed to the public. All programs were modified to be able to continue service and/or provide support to the community in new ways during the COVID-19 crisis.

The rapidly evolving event, including health and safety conditions, economic environment and resulting government measures, creates a high level of uncertainty and risk that may result in significant impacts to the entity's activities, results of operations and financial condition. The duration and impact of the COVID-19 outbreak is unknown at this time, as is the efficacy of any interventions. As such it is not possible to estimate the length and severity of these development and the impact on the financial results and condition on the Society and its operations in future periods.

Sunshine Coast Community Services Society

Notes to the Financial Statements

March 31, 2020

3. Significant accounting policies

The Society applies the Canadian accounting standards for not-for-profit organizations.

(a) Fund accounting

The Society maintains its accounts in accordance with the principles of fund accounting. The Society follows the restricted fund method of accounting in which restricted contributions made to funds other than the Operating Fund are recognized when the collectibility is assured. Restricted contributions to the Operating Fund are deferred and recognized when the related expenditures are made.

Resources are classified for accounting and reporting purposes into funds according to the activity or objective specified.

(i) The Operating Fund reflects assets, liabilities, revenues and expenditures relating to the general operations of the Society. Included are contributions to the capital fund to purchase property and equipment and to make lease and long-term debt payments.

(ii) The Capital Asset Fund reports the assets, liabilities, revenues and expenditures related to the Society's property and equipment and building expenditures.

(iii) The Reserve Fund reports unrestricted reserves and restricted operating funds.

(b) Cash and cash equivalents

Cash and cash equivalents include cash and short-term investments with maturities of three months or less from their date of acquisition, which are readily convertible into a known amount of cash, and are subject to an insignificant risk to changes in their fair value.

(c) Financial instruments

(i) Measurement of financial instruments

The Society initially measures its financial assets and liabilities at fair value, except for certain related party transactions that are measured at the carrying amount or exchange amount, as appropriate.

The Society subsequently measures all its financial assets and financial liabilities at cost or amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in income in the period incurred.

Financial assets measured at amortized cost on a straight line basis include cash, accounts and grants receivable.

Financial liabilities measured at amortized cost on a straight-line basis include accounts payable and accrued liabilities, accrued wages and benefits and long-term debt and obligation under capital lease.

Financial assets measured at fair value include marketable securities.

Sunshine Coast Community Services Society

Notes to the Financial Statements

March 31, 2020

3. Significant accounting policies (continued)

(c) Financial instruments (continued)

(ii) Impairment

For financial assets measured at cost or amortized cost, the Society determines whether there are indications of possible impairment. When there is an indication of impairment, and the Society determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in income. A previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in income.

(iii) Transaction costs

Transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in net income in the period incurred. Transaction costs related to financial instruments subsequently measured at amortized cost are included in the original cost of the asset or liability and recognized in net income over the life of the instrument using the straight-line method.

(d) Assets under capital lease

Assets under capital leases are recorded at cost. The Society provides for amortization using the straight-line method at rates designed to amortize the cost of the assets under capital lease over their estimated useful lives. The annual amortization rate is as follows:

Asset under capital lease	60 years Straight-line
---------------------------	------------------------

(e) Impairment of long-lived assets

The Society tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected undiscounted future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent carrying value exceeds its fair value.

(f) Capital lease obligations

Assets financed by capital lease obligation are recorded at their value at the inception of the lease with the principal portion of the rental obligation recorded as a long-term liability. Amortization is recorded as outlined in Note 9 and the interest portion of the lease payments is expensed as incurred.

Sunshine Coast Community Services Society

Notes to the Financial Statements

March 31, 2020

3. Significant accounting policies (continued)

(g) Government assistance

Government and other grants related to tangible capital assets are accounted for as a reduction of cost of tangible capital assets.

(h) Revenue recognition

Revenues are recognized and earned in accordance with the following:

Restricted contributions such as provincial grants, restricted donations, federal grants, federal and provincial housing grants and grants from other charities and societies are deferred and recognized as revenue in a year in which the related expenses occur;

Unrestricted contributions such as donations and fundraising for projects are recognized as revenue when received or receivable;

Sales, rental income and other revenues are recognized in the year earned;

Interest revenue is recognized on an accrual basis.

(i) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the balance sheet date and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

(j) Contributed goods and services

Volunteers contribute time to assist the Society in carrying out its programs. The Society also receives donations in kind. Where the value of the goods and services cannot be readily determined, it is not recognized in income.

4. Credit facility

The company has an authorized line of credit of \$38,900 bearing interest at prime plus 2.25%, none of which was used at year end. This facility is payable on demand and is secured against the mortgages of the Society. As at March 31, 2020 bank prime rate was 2.45% (2019 - 3.95%).

Sunshine Coast Community Services Society**Notes to the Financial Statements**

March 31, 2020

5. Tangible capital assets.

	2020		2019	
	Cost	Accumulated amortization	Net book value	Net book value
Land	\$ 818,580	\$ -	\$ 818,580	\$ 818,580
Buildings	1,365,543	612,649	752,894	775,872
Equipment	204,026	190,685	13,341	13,375
Vehicles	3,000	3,000	-	-
Portable building	45,938	25,174	20,764	21,666
Furniture and fixtures	148,356	102,292	46,064	53,595
Leasehold improvements	241,783	85,699	156,084	176,050
Computer equipment	29,870	29,870	-	-
Computer software	29,239	29,239	-	-
	2,886,335	1,078,608	1,807,727	1,859,138
Asset under capital lease (note 9)	691,680	276,672	415,008	426,536
	\$ 3,578,015	\$ 1,355,280	\$ 2,222,735	\$ 2,285,674

6. Accrued wages and benefits

Accrued wages and benefits include payroll remittances payable of \$20,250 (2019 - \$16,696).

7. Deferred income

	2020	2019
Grants and other advances received in advance	\$ 152,480	\$ 160,326
Rent received in advance	3,110	6,550
Deferred donations	240,579	132,155
Deferred contributions	643,992	396,642
	\$ 1,040,161	\$ 695,673

Deferred contributions

	2020	2019
Balance, beginning of the year	\$ 396,642	\$ 71,049
Amounts received during the year	1,017,213	850,692
Amounts recognized as revenue	(769,863)	(525,099)
Balance, end of the year	\$ 643,992	\$ 396,642

Sunshine Coast Community Services Society**Notes to the Financial Statements**

March 31, 2020

8. Long-term debt

	2020	2019
Sunshine Coast Credit Union - Inlet Avenue 3.25% mortgage, payable in monthly blended payments of \$1,605	\$ -	\$ 151,260
Sunshine Coast Credit Union - Trail Avenue 3.25% mortgage, payable in monthly blended payments of \$1,170	-	178,856
Sunshine Coast Credit Union - North Road 3.25% mortgage, payable in monthly blended payments of \$2,285	-	338,442
Sunshine Coast Credit Union - Cowrie Street 3.25% mortgage, payable in monthly blended payments of \$1,108	-	189,947
Sunshine Coast Credit Union - 3.50% mortgage, payable in monthly blended payments of \$6,140, secured by underlying property having a net carrying value of \$963,225 and due for renewal on January 2, 2021.	812,491	-
	812,491	858,505
Less current portion	42,330	46,814
Due beyond one year	\$ 770,161	\$ 811,691
Estimated principal repayments are as follows:		
2021	\$ 42,330	
2022	51,793	
2023	49,568	
2024	51,318	
2025	53,130	
Subsequent years	564,352	
	\$ 812,491	

9. Obligation under capital lease

The Society has entered into a 60 year lease held by BC Housing Management Corporation ("BCHMC") for the Thyme Housing Program on March 16, 1995. The lease has an interest rate of 1.65% and blended monthly payments of \$2,000. Subsequent to the year-end, the lease was renewed with monthly payments of \$2,084 and yearly interest of 2.50% maturing on May 31, 2021 at which point lease terms will be reviewed.

Sunshine Coast Community Services Society**Notes to the Financial Statements**

March 31, 2020

9. Obligation under capital lease (continued)

	2020	2019
Obligations under capital lease	\$ 222,861	\$ 244,682
Less current portion	19,754	21,128
Due beyond one year	\$ 203,107	\$ 223,554
Estimated principal repayments are as follows:		
2021	\$ 19,754	
2022	20,113	
2023	20,622	
2024	21,143	
2025	21,678	
Subsequent years	119,551	
	\$ 222,861	

10. Restricted funds

Under the terms of the agreements with BCHMC, the Replacement Reserve accounts for Transition House, Thyme 2nd Stage and Legacy Housing are to be credited in the amount determined by the budget provision per annum plus interest earned. These funds, along with the accumulated interest, must be held in a separate bank account and invested only in accounts or instruments under specific insurance.

	April 1, 2019 balance	Replacement reserve	Receipts/ Adjustments	Withdrawals	March 31, 2020 balance
Externally Restricted					
Transition house	\$ 34,346	\$ -	\$ 269	\$ -	\$ 34,615
Thyme 2nd stage	41,063	6,000	502	(24,686)	22,879
Legacy housing	31,759	9,912	396	(1,153)	40,914
	107,168	15,912	1,167	(25,839)	98,408
Internally restricted	611,538	10,750	153,586	(125,324)	650,550
	\$ 718,706	\$ 26,662	\$ 154,753	\$ (151,163)	\$ 748,958

Sunshine Coast Community Services Society**Notes to the Financial Statements**

March 31, 2020

11. Interfund transfers and balances

	Operating	Capital	Reserve
Replacement provisions	\$ 20,662	\$ -	\$ (20,662)
Replacement reserve transfer	(29,150)	-	29,150
Mortgage payments	(67,834)	67,834	-
Capital asset additions (net of government assistance)	(14,289)	14,289	-
Operational transfers	(52,986)	30,172	22,814
	\$ (143,597)	\$ 112,295	\$ 31,302

Interfund amounts receivable/payable bear no interest and are not governed by terms of repayment.

12. Government assistance

During the year the Society received government assistance from BC Housing to provide funding for the Inlet road redevelopment project. The total assistance to a maximum of \$225,000 plus GST is to be offset against development costs. If the redevelopment project does not proceed the assistance will be forgiven and any unspent monies will be returned. If the project proceeds the assistance will be repaid out of the first draw any BC Housing mortgages received.

	2020
Redevelopment costs - assets under construction	\$ 142,858
Government assistance received	(142,858)
Net addition to assets under construction	\$ -

13. Subsidy adjustment

BCHMC conducts an annual review of the financial statements for specific rental projects and may adjust an operating surplus or deficit. Prior years' funding adjustments are recognized in the fiscal year in which they are determined. During the year the Society repaid \$1,051 (2019 - nil) to BC Housing.

14. Lease commitment

The Society is party to lease agreement expiring on December 31, 2021, under which the Society is required to make annual lease payments of \$22,229 plus a share of common area costs.

Sunshine Coast Community Services Society

Notes to the Financial Statements

March 31, 2020

15. Pension plan

During fiscal 2010, the Society and its employees began to contribute to the Municipal Pension Plan (the "Plan"), a jointly-trusted pension plan. The Plan's Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan including investment of the assets and administration of the benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 196,000 active members and approximately 101,000 retired members. Active members include approximately 40 contributors from the Society.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of plan funding. The most recent valuation as at December 31, 2018 indicates a surplus of \$nil in basic pension benefits. The Society and its employees contributed \$318,739 towards the Plan in the year ended March 31, 2020 (2019 - \$316,768).

16. Remuneration

During the year the Society remunerated its four highest-paid employees for the total of \$375,595, comprised of \$318,772 in salaries and benefits of \$56,822.

17. Financial instruments

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

(a) Credit risk

Credit risk is the risk that one party to a transaction will fail to discharge an obligation and cause the other party to incur a financial loss. The Society is subject to credit risk in accounts receivable of \$40,016 (2019 - \$55,023). Most of the Society's receivables are from government agencies and hence reduce the Society's exposure to credit risk. In the opinion of management the credit risk exposure to the Society is low and is not material.

(b) Liquidity risk

Liquidity risk is the risk that the Society cannot repay its obligations when they become due to its creditors. The Society is exposed to liquidity risk in the accounts payable and accrued liabilities and accrued wages and benefits of \$466,914 (2019 - \$426,893). The Society reduces its exposure to liquidity risk by ensuring that it documents when authorized payments become due; maintains an adequate line of credit to repay trade creditors and repays long term debt interest and principal as they become due. The Society maintains adequate levels of working capital to ensure its obligations can be met when they fall due. In the opinion of management the liquidity risk exposure to the Society is low and is not material.

Sunshine Coast Community Services Society**Notes to the Financial Statements**

March 31, 2020

17. Financial Instruments (continued)**(c) Market risk**

Market risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices, whether the factors are specific to the instrument or all instruments traded in the market. The Society is exposed to market risk through its exposure to interest rate risk.

(d) Interest rate risk

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of in market interest rates. The Society is exposed to interest rate risk in its bank indebtedness which bears a variable interest rate. The Society reduces its exposure to interest rate risk by regularly monitoring published bank prime interest rates which have been relatively stable over the period presented. There are some loans payable that are at fixed term rates and do not affect interest rate risk. The Society does not use derivative instruments to reduce its exposure to interest rate risk. In the opinion of management the interest rate risk exposure to the Society low and is not material.

18. Comparative amounts

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

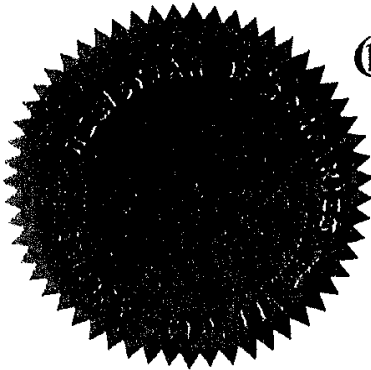


Certificate

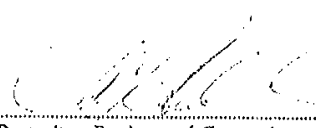
"SOCIETIES ACT"

Canada
Province of British Columbia

I **Hereby Certify** *that* The Sunshine Coast Community Resource
Society, incorporated on the twenty-eighth day of August, one thousand
nine hundred and seventy-four under Certificate No. Soc. 11,111, has
pursuant to the "Societies Act" changed its name and is now known as
the SUNSHINE COAST COMMUNITY SERVICES SOCIETY.



Given under my hand and seal of office at
Victoria, B.C., this.....-5th-
day of.....April....., one
thousand nine hundred and seventy-nine.....


Deputy Registrar of Companies.

R.C. 10-0



Schedule 'A' to Grants of Assistance Policy

Town of Gibsons Application for Grants of Assistance

Freedom of Information and Protection of Privacy Act

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose. The Town considers this information to be public and it will be considered at meetings of the public and is available for public inspection. Further information may be obtained by speaking with the Town's Director of Corporate Services at 604-886-2274 or 474 South Fletcher Road, Gibsons.

Application Details:

Date: Feb. 15, 2021 Date Received: _____

Name of Applicant or Sponsoring Organization:

Sunshine Coast Festival of the Performing Arts

Address: PO Box 1043, Sechelt, BC V0N 3A0

Phone No: 604-741-2935 Fax No: _____ Email: info@coastfestival.com

Type of Assistance Requested:

Community service/program ☐ OR Community event or activity ☒

Budget: \$16,300

Grant Amount*: \$ 900 In-Kind Assistance Requested: _____

*Note: Council Policy limits individual grant awards to 10% of the annual Grants of Assistance budget.

Describe your organization, its mandate, program(s) and membership:

The Sunshine Coast Festival of the Performing Arts is a registered charity which aims to promote the advancement of performing arts excellence and appreciation on the Sunshine Coast, and to support community access to music and arts. The mission of the SCFPA is to encourage artists through education and workshops to reach new heights in their chosen disciplines and to celebrate this mastery with the larger community of the Sunshine Coast. Every year approximately two-hundred performances occur over three weeks, including soloists, duets, family ensembles, school and community bands, orchestras, fiddle groups, choirs and more, and in previous years the SCFPA has given out approximately \$8000 in awards and scholarships.

Describe the project or program that you are applying for assistance for:

Project Title: 47th Annual Festival of the Performing Arts

Project Description: _____

The 2021 SC Festival of the Performings Arts will be an entirely virtual and online event due to the circumstances of the evolving Covid 19 pandemic. All participants must be amateur performing artists who will submit pre-recorded performances in their respective disciplines (Piano, Bowed/Plucked Strings, Folk, Woodwinds, Brass, Band, Speech & Dramatic Arts). Internationally renowned educators will provide written and/or recorded adjudications for each performance followed by live virtual adjudications and group masterclasses. The event will culminate in a virtual Highlights Concert and top performances will be selected to compete at the provincial level (PABC) and receive awards. All performances will be available online to the public for viewing during the festival.

Purpose of the Project: _____

To promote the advancement of performing arts excellence and appreciation on the Sunshine Coast, and to support community access to music and the arts. To encourage artists through adjudication and masterclasses to reach new heights in their chosen discipline and to celebrate this mastery with our larger community. To provide the opportunity for young artists to compete at the provincial level through Performing Arts BC. To allow Sunshine Coast performing artists the opportunity to work towards and complete high level performances that can be shared online with their peers, family and friends from around the world.

The names, phone numbers and emails of key contacts administering the event;

Sarah Lewis - 604-886-9696

info@coastfestival.com

Serena Eades - 604-741-2935

strings@coastfestival.com

Dates and Location of the Project: April 12 - May 2, 2021

Due to the continuing circumstances associated with the Covid-19 pandemic the 2021 SCFPA will be held entirely virtually.

Describe how the project will benefit the Town of Gibsons: _____

The SC Festival of the Performing Arts is open to any and all ages and abilities of amateur instrumentalists and vocalists on the Sunshine Coast to participate either competitively or for adjudication only. Gibsons is home to hundreds of performing artists who will have access to the high level of adjudications, awards and further performance opportunities by way of the final Highlights Concert and provincial competition. All awards given out are for local performers only, many of whom will use the funds to continue studying music with their local instructors, or to further develop their skills at the post-secondary level.

Financial Information:

Please include copy of a current budget or complete the budget statement, Appendix 1, attached to this application form.

Applications for Assistance over \$1,000.00 are required to provide the following additional information:

- Financial Statement for last calendar or fiscal year of operations
- Business Plan or statement of objectives

If this information is not available please provide a brief statement as to why:

The year end financial statements for 2018 and 2019 were filed with the Canada Revenue Agency, however the current Board does not have a copy. We are in the process of obtaining these documents. The 2020 year end financial statements are in the process of being prepared by SCFPA's new accountant. The 2020 festival was cancelled due to the Covid-19 pandemic.

List source(s) of any other assistance received or applied for in relation to this project/program and the amount:

1. Sunshine Coast Credit Union - applied for \$5000
 2. Coast Recital Society - applied for \$1000
 3. Sunshine Coast Arts Council. - applied for \$1000
 4. _____
 5. _____
-

Submission check List

- ☐ Prior years financial statement
- ☒ Budget for the current year
- ☐ Business plan
- ☐ Proof of incorporation (if applicable)

Signature(s) and Conditions:

We certify that to the best of our knowledge the information provided in this Town of Gibsons Application for Assistance is accurate and complete and is endorsed by the organization that we represent. If this application is approved, we agree to the conditions set out below and to any other conditions approved by Council and appended hereto.

Signature: [Signature] Title: Discipline Coordinator - Bowed Strings Date: Feb. 15, 2021

Signature: [Signature] Title: President Date: Feb 19/21
(two authorized signatures are required for organizations or registered non-profit groups)

Additional Conditions:

1. In the event that the assistance is not used or is no longer required for the project that it was intended and described in this application, the Town will be notified immediately and any remaining funds will be returned to the Director of Finance.
2. The applicant will keep proper books of accounts of all receipts and expenditures relating to the project or program and will make these records available to the Town of Gibsons for inspection if requested.
3. The applicant acknowledges that an audited statement for the project or program may be required.
4. The applicant agrees to provide a report within 90 days of the completion of the project detailing the results of the project and its economic benefits, if any, to the Town of Gibsons.
5. The project or program may not be represented as a program of the Town of Gibsons and the applicant does not have authority to represent itself as an agency of the Town of Gibsons in any way.
6. The Town of Gibsons may be acknowledged as a sponsor in any program publications or marketing.


Comments by the Director of Finance:

**Town of Gibsons Application for Grants of Assistance
Appendix 1**

BUDGET

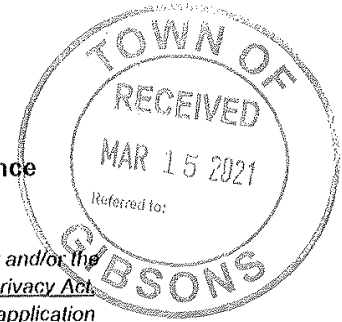
Please give details of revenue and expenditure projections. Indicate which revenue is secure and which is speculative.

REVENUE (Please State Source)		EXPENDITURE (Please Itemize)	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
SECURE		Adjudicator Fees	\$4600
Registration & Membership Fees	\$6000	Marketing	\$2000
		Performing Arts BC Affiliate membership	\$500
		Administration & Office	\$1500
		Registration Tools (online tools, credit card processing etc.)	\$500
		Accountant Fees	\$1600
Sub-Total		SCFPA Participant Awards	\$5600
SPECULATIVE			
Town of Gibsons	\$900		
Coast Recital Society	\$1000		
Sunshine Coast Arts Council	\$1000		
Private Contributors	\$2400		
SCCU Grant	\$5000		
Sub-Total	\$10,300		
TOTAL	\$16,300	TOTAL	\$16,300

Authorized Signature:  Date: Feb 19/21

Schedule 'A' to Grants of Assistance Policy

Town of Gibsons Application for Grants of Assistance



Freedom of Information and Protection of Privacy Act

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose. The Town considers this information to be public and it will be considered at meetings of the public and is available for public inspection. Further information may be obtained by speaking with the Town's Director of Corporate Services at 604-886-2274 or 474 South Fletcher Road, Gibsons.

Application Details:

Date: March 15, 2021 **Date Received:**
Name of Applicant or Sponsoring Organization:
Sunshine Coast Salmonid Enhancement Society
Address: 4381 Parkway Drive, Sechelt, B.C., V0N 3A1
Phone No: 604-885-4136
Fax No: n/a
Email: admin@scsalmon.org

Type of Assistance Requested:

Community service/program X

Budget: \$10,000 (Electrical and Plumbing associated with well)

Grant Amount*: \$ 2000 **In-Kind Assistance Requested:** _____

*Note: Council Policy limits individual grant awards to 10% of the annual Grants of Assistance budget.

Describe your organization, its mandate, program(s) and membership:

The Sunshine Coast Salmonid Enhancement Society is a non-profit organization dedicated to sustaining and building stocks of Coho, Chinook, Pink, and Chum salmon in local waterways and facilitating public education about salmonid life cycles and habitat. Chapman Creek Hatchery has been operated by SCSSES for over 30 years with the support of many volunteers, members, and donors and is currently the only salmon hatchery on the lower Sunshine Coast. Every year, the hatchery releases approximately over 100,000 fish into local waters which help to increase the health and diversity of our local freshwater and saltwater ecosystems.

Describe the project or program that you are applying for assistance for:

Project Title: Well Installation

Project Description: Purchase of plumbing and electrical equipment for the installation of two wells used for rearing salmon.

Purpose of the Project: The hatchery intends to install two wells on the site to allow the facility to move off of creek water during low flow in the summer, and needs to purchase the plumbing and electrical equipment required to do so. This allows us to keep fish on site over the summer when we usually see the most visitors, increasing tourism to the facility and allowing us to educate more people about our local salmon and their ecosystem.

The names, phone numbers and emails of key contacts administering the event;

Stephen Boale, 604 789-7623, stephenboale@gmail.com - President SCSES
Bill Krause, 604 885--4136, admin@scsalmom.org, - Hatchery Manager

Dates and Location of the Project: May 2021 to July 2021 Chapman Creek Hatchery, 4381 Parkway Drive, Sechelt

Describe how the project will benefit the Town of Gibsons:

Chapman Creek Hatchery provides educational opportunities for the local community schools, including residents of the Town of Gibsons, to learn about and engage with our local salmonids and their ecosystem. The hatchery offers public and private tours on the life cycle of the salmon. The hatchery is an amazing tourist attraction, a source of food for first nations, and anglers of all ages. The hatchery continues to rank very highly on activities for tourists to visit on trip advisors.

Given the trend in climate change of recent years has resulted in low flow in the creek and high creek water temperatures during summer months. This is causing an immense stress on salmon stocks. The survival of fish bearing streams is more important than ever, and the continuation of local government and community support for our local salmon and their ecosystem is vital. Ensuring the hatchery is able to keep fish will help foster the environmental connection within our community.

Financial Information:

Please include copy of a current budget or complete the budget statement, Appendix 1, attached to this application form.

Applications for Assistance over \$1,000.00 are required to provide the following additional information:

- Financial Statement for last calendar or fiscal year of operations
- Business Plan or statement of objectives

If this information is not available please provide a brief statement as to why:

List source(s) of any other assistance received or applied for in relation to this project/program and the amount:

The following are list of assistance for the test wells and does not including subsequent budget for the plumbing and electrical cost associated with the wells

1. \$36,000 from Sunshine Coast Community Forest Legacy Fund - received
2. \$50,000 District of Sechelt/SC Forest Legacy - promised
3. \$25,000 Pacific Salmon Foundation - promised
4. *(See attached budget)*
- 5.

Submission checklist

- ☒ Prior years financial statement
- ☒ Budget for the current year
- ☒ Business plan *(in document work up)*
- ☒ Proof of incorporation (if applicable)

Signature(s) and Conditions:

We certify that to the best of our knowledge the information provided in this Town of Gibsons Application for Assistance is accurate and complete and is endorsed by the organization that we represent. If this application is approved, we agree to the conditions set out below and to any other conditions approved by Council and appended hereto.

Signature: *[Signature]* Title: *President* Date: *Mar 15/21*

Signature: *[Signature]* Title: *Past President* Date: *Mar 15/21*
(two authorized signatures are required for organizations or registered non- profit groups)

Additional Conditions:

1. In the event that the assistance is not used or is no longer required for the project that it was intended and described in this application, the Town will be notified immediately and any remaining funds will be returned to the Director of Finance.
2. The applicant will keep proper books of accounts of all receipts and expenditures relating to the project or program and will make these records available to the Town of Gibsons for inspection if requested.
3. The applicant acknowledges that an audited statement for the project or program may be required.
4. The applicant agrees to provide a report within 90 days of the completion of the project detailing the results of the project and its economic benefits, if any, to the Town of Gibsons.
5. The project or program may not be represented as a program of the Town of Gibsons and the applicant does not have authority to represent itself as an

agency of the Town of Gibsons in any way.

6. The Town of Gibsons may be acknowledged as a sponsor in any program publications or marketing.

Comments by the Director of Finance:

Application complete

Budget

Please give details of revenue and expenditure projections. Indicate which revenue is secure and which is speculative

	ESTIMATED REVENUE	REQUESTED	SECURED (Yes / NO)
	District Of Sechelt CIP Grant	\$4,000.00	No
	Town of Gibsons	\$2,000.00	no
	Service Clubs (Rotary, Lions etc.)	\$3,000.00	No
	Community Foundation (Sunshine Coast and/or Vancouver)	\$7,500.00	No
Secured	Community Forest Legacy	\$36,000.00	Yes
	Community Forest Legacy/District of Sechelt	\$50,000.00	no
	Specify: Gaming Grant - applied for \$80,000 - reconsideration of denial submitted	\$80,000.00	no
	Specify: DFO	\$12,500.00	no
Secured	Canada Summer Jobs grant (2020 carry forward)	\$10,000.00	no
	Canada Summer Jobs grant (2021 application)	\$10,000.00	no
Secured	Rental Income	\$12,000.00	Yes
	Membership Fees	\$1,000.00	no
	Individual Cash Donations	\$15,000.00	no
	Corporate Cash Donations	\$3,000.00	no
Secured	Other: Pacific Salmon Foundation	\$25,000.00	Yes
	Revenue Subtotals	\$271,000.00	

ESTIMATED EXPENSES	TOTAL COST
Advertising & Promotions	\$1,500.00
Contracted Services / Professional Fees	\$1,000.00
Equipment Rental	\$2,000.00
Insurance	\$6,500.00
Materials & Supplies	\$4,000.00
Permit Fees	\$1,000.00
Printing & Photocopying	\$250.00
Telecommunications /Utilities	\$7,000.00
Training and/or Development	\$1,000.00
Travel/Transportation	\$1,000.00
Volunteer Recognition, t-shirts etc.	\$500.00
Wages/Salaries	\$100,000.00
Other: Well drilling, GW Solution, Weber and AJ Pumps	\$130,000.00
Other: Repairs and Maintenance	\$5,000.00
Contingency re Well	\$10,000.00
C. SUBTOTAL EXPENSES	\$270,750.00

Net \$250.00

Authorized Signatures

Authorized Signatures

Date March 15, 2021

Sunshine Coast Salmonid Enhancement Society

Financial Statements

Year Ended March 31, 2020

(Unaudited - See Notice to Reader)



Dereck Hamada Inc. CPA, CA
Chartered Professional Accountant

Expect more.

Notice to Reader

On the basis of information provided by management, I have compiled the statements of financial position, and operations and changes in net assets of Sunshine Coast Salmonid Enhancement Society for the year ended March 31, 2020.

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

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

Readers are advised that I have performed certain management functions in the recording of the financial information used to compile the financial statements.

Richmond, B.C.
September 30, 2020

Chartered Professional Accountant

604 273-3424 | dereck@hamada.ca | www.hamada.ca

113 - 6033 London Road, Richmond, BC V7E 0A7

Sunshine Coast Salmonid Enhancement Society

Financial Position

March 31, 2020

(Unaudited – see Notice to Reader)

		<u>2020</u>	<u>2019</u>
	Assets		
Current			
Cash		4,194	42,950
GST receivable		1,078	1,221
Inventory		<u>1,962</u>	<u>1,962</u>
		7,234	46,133
Restricted Cash		40,030	40,103
Capital Assets (Note 3)		<u>134,124</u>	<u>145,036</u>
		<u>181,388</u>	<u>231,272</u>
	Liabilities and Net Assets		
Current			
Accounts payable and accrued liabilities		3,185	3,186
Wages and benefits payable		<u>(671)</u>	<u>2,457</u>
		2,514	5,643
Deferred Contributions (Note 2)		<u>40,030</u>	<u>70,603</u>
		<u>42,544</u>	<u>76,246</u>
Net Assets			
Unrestricted		4,720	9,990
Invested in tangible capital assets		<u>134,124</u>	<u>145,036</u>
		<u>138,844</u>	<u>155,026</u>
		<u>181,388</u>	<u>231,272</u>

Sunshine Coast Salmonid Enhancement Society

Statement of Operations

Year Ended March 31, 2020

(Unaudited – see Notice to Reader)

	<u>2020</u>	<u>2019</u>
Revenue		
Memberships and donations	20,223	27,818
Grants (Note 4)	87,573	64,297
Fundraising Activities	27,544	41,395
Interest and dividends	948	831
Trout and Salmon Sales	2,801	2,442
Rental	11,668	25,304
Classroom Revenues	850	-
	<u>151,607</u>	<u>162,087</u>
Expenses		
Advertising and promotion	1,321	3,117
Bank charges and interest	498	185
Consulting fees	-	12,543
Classroom expenses	-	1,757
Fish stock feed and treatment	-	5,513
Fundraising expenses	2,421	17,340
Insurance	7,807	9,617
Office	3,041	1,965
Professional fees	8,134	6,189
Repairs and maintenance	5,693	3,082
Small tools and supplies	20,789	1,842
Truck and travel	32	1,253
Utilities	7,307	4,597
Volunteer costs	29	826
Wages and benefits	98,516	76,908
	<u>155,588</u>	<u>146,734</u>
Net operating (loss) revenue	(3,981)	15,353
Capital Expense - depreciation	<u>(12,201)</u>	<u>(12,999)</u>
Excess of Revenues over Expenses	<u>(16,182)</u>	<u>2,354</u>

PRC

NUMBER

S-22261



Province of British Columbia
Ministry of Finance and Corporate Relations
REGISTRAR OF COMPANIES

SOCIETY ACT

Certificate of Incorporation

I HEREBY CERTIFY THAT

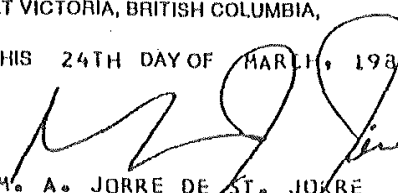
SUNSHINE COAST SALMONID ENHANCEMENT SOCIETY

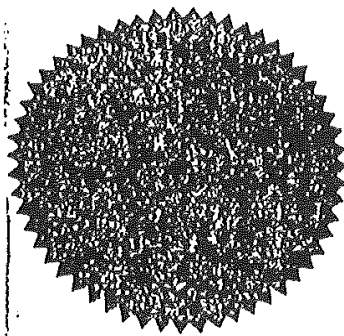
HAS THIS DAY BEEN INCORPORATED UNDER THE SOCIETY ACT.

GIVEN UNDER MY HAND AND SEAL OF OFFICE

AT VICTORIA, BRITISH COLUMBIA,

THIS 24TH DAY OF MARCH, 1987


M. A. JORRE DE ST. JORRE
REGISTRAR OF COMPANIES





TOWN OF GIBSONS
POLICY AND PROCEDURE MANUAL

SUBJECT: GRANT OF ASSISTANCE	SECTION: FINANCE NUMBER: 2.7 PAGE 1 OF 9
ADOPTED: April 6, 2004 REVISED: July 5, 2005 December 20, 2005 July 16, 2019	RESOLUTION NO.: R2019-235

1. PURPOSE:

To provide a framework and procedures for individuals, groups or non-profit corporations to access financial assistance to organize a community event, run a program or offer a service to the citizens of Gibsons and/or the Sunshine Coast.

2. POLICY:

- a. The Town of Gibsons recognizes that from time to time individuals, groups and non-profit organizations representing the local community or the Sunshine Coast Region may need assistance to participate in an activity, start-up a new program or to enhance a program that is already established, or to conduct a program/event that is for the benefit of residents of Gibsons and/or the Sunshine Coast.
- b. Council may provide assistance directly, by resolution of Council.
- c. This policy is established to ensure fair and timely access to assistance that Council is able to provide as through the approved budget. Assistance will not be provided to a business or for the purpose of competing with a business.
- d. Assistance approved by Council under this Policy will reflect the following priorities:
 - Youth Programs;
 - Seniors Programs;
 - Programs that benefit disadvantaged members of the community;
 - Programs that are designed to improve the economic, social and environmental well being of the community;
 - Events that are held in the community and are open to all members of the community;
 - New programs or enhancements to existing programs;
 - Provide a service, project or event that supports the strategic goals of the Town of Gibsons.



TOWN OF GIBSONS
POLICY AND PROCEDURE MANUAL

SUBJECT: GRANT OF ASSISTANCE	SECTION: FINANCE NUMBER: 2.7 PAGE 2 OF 9
ADOPTED: April 6, 2004 REVISED: July 5, 2005 December 20, 2005 July 16, 2019	RESOLUTION NO.: R2019-235

- e. The following criteria will be used to determine priorities for allocating grants to eligible applicants:
- The need addressed by the program/project/event, and its value to the community;
 - The appropriateness, effectiveness, and quality of delivery of the program/project/event;
 - The project, program, service or special event that is accessible to a large portion of the community's residents;
 - The demonstrated need for the financial assistance.
- f. The total grant amount provided to organizations will not exceed 10% of the Town's annual Grants of Assistance Budget.
- g. Council will not provide financial assistance for the following:
- An organization offering direct financial assistance to individuals or families;
 - Duplicate or replace services that fall within the mandate of senior levels of government or local service agency;
 - Support a Provincial or National fundraising campaign;
 - Commercial in nature;
 - An organization's request for usual operational or core expenses;
 - Applicants where the funds will be used for team or club sponsorships;
 - The application is part of an annual fund drive for sustaining support;
 - The organization shows a dependency on future funding.
- g. Requests to reduce Development Cost Charges, Town of Gibsons taxes and Town of Gibsons utility fees for water or sewer will not be considered under this Policy.

3. PROCEDURES:

- a. Individuals or groups and non-profit organizations in the community may apply for assistance for short term assistance of a financial nature.



TOWN OF GIBSONS
POLICY AND PROCEDURE MANUAL

SUBJECT: GRANT OF ASSISTANCE	SECTION: FINANCE NUMBER: 2.7 PAGE 3 OF 9
ADOPTED: April 6, 2004 REVISED: July 5, 2005 December 20, 2005 July 16, 2019	RESOLUTION NO.: R2019-235

- b. Applicants are required to complete an application form, 'Schedule A' attached. The following additional information will be required to be submitted:
- a prior years financial statement;
 - a budget for the current year;
 - a business plan;
 - proof of incorporation (if applicable).
- c. All applications will be reviewed by the Committee of the Whole, or a Committee appointed by Council, which will make a recommendation to Council to approve, not approve or refer the application back to staff or the organization for more information. The Committee may request the applicant or a representative thereof to present their application in-person to the Committee.
- To facilitate the timely processing of requests, applications for assistance must be submitted to the Director of Finance before:
- Submission Date 1 - March 15 or
 - Submission Date 2 - September 15
- and, if complete, will be presented to the Committee of the Whole for consideration. The Director of Finance will review the applications and prepare a report for the Committee.
- d. Applications for assistance will only be approved for the Town's current fiscal year. Exceptions may be considered if the applicant specifies that the assistance is required before the Town of Gibsons annual budget is approved for the next fiscal year.
- e. Applications for projects deemed by the Committee to be 'regional' in nature will be returned to the applicant with a recommendation that they be submitted to the Sunshine Coast Regional District for consideration of support.



TOWN OF GIBSONS
POLICY AND PROCEDURE MANUAL

SUBJECT: GRANT OF ASSISTANCE	SECTION: FINANCE NUMBER: 2.7 PAGE 4 OF 9
ADOPTED: April 6, 2004 REVISED: July 5, 2005 December 20, 2005 July 16, 2019	RESOLUTION NO.: R2019-235

- f. Assistance that is surplus to the applicant's needs or that are not required because a program does not go ahead, must be returned to the Director of Finance forthwith.
- g. The Town of Gibsons may be acknowledged as a sponsor in any event or program advertising or publications. However, the program or project may not be represented by the applicant as being a program of the Town of Gibsons.
- h. Council may require additional conditions in respect to assistance provided under this Policy.
- i. Applicants are encouraged to also apply for grants or other forms of assistance that may be available from the Province of BC, the Government of Canada, charitable organizations or any other organization that may be prepared to sponsor community programs for operating and/or capital costs.
- j. Grants are made available within budgetary constraints. An organization may not be approved for a grant for any reason including the Town's budgetary limitations, even though the applicant met all of the conditions for a grant.
- k. Council reserves the right to limit the amount and number of donations made to a particular applicant.



Schedule 'A' to Grants of Assistance Policy

Town of Gibsons Application for Grants of Assistance

Freedom of Information and Protection of Privacy Act

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose. The Town considers this information to be public and it will be considered at meetings of the public and is available for public inspection. Further information may be obtained by speaking with the Town's Director of Corporate Services at 604-886-2274 or 474 South Fletcher Road, Gibsons.

Application Details:

Date: _____ Date Received: _____

Name of Applicant or Sponsoring Organization: _____

Address: _____

Phone No: _____ Fax No: _____ Email: _____

Type of Assistance Requested:

Community service/program ☐ OR Community event or activity ☐

Budget: \$ _____

Grant Amount*: \$ _____ In-Kind Assistance Requested: _____

*Note: Council Policy limits individual grant awards to 10% of the annual Grants of Assistance budget.

Describe your organization, its mandate, program(s) and membership:

Describe the project or program that you are applying for assistance for:

Project Title: _____

Project Description: _____

Purpose of the Project: _____

The names, phone numbers and emails of key contacts administering the event;

_____	_____
_____	_____
_____	_____

Dates and Location of the Project: _____

Describe how the project will benefit the Town of Gibsons: _____

Financial Information:

Please include copy of a current budget or complete the budget statement, Appendix 1, attached to this application form.

Applications for Assistance over \$1,000.00 are required to provide the following additional information:

- Financial Statement for last calendar or fiscal year of operations
- Business Plan or statement of objectives

If this information is not available please provide a brief statement as to why:

List source(s) of any other assistance received or applied for in relation to this project/program and the amount:

1.

 2.

 3.

 4.

 5.

-

Submission check List

- ☐ Prior years financial statement
- ☐ Budget for the current year
- ☐ Business plan
- ☐ Proof of incorporation (if applicable)

Signature(s) and Conditions:

We certify that to the best of our knowledge the information provided in this Town of Gibsons Application for Assistance is accurate and complete and is endorsed by the organization that we represent. If this application is approved, we agree to the conditions set out below and to any other conditions approved by Council and appended hereto.

Signature: _____ Title: _____ Date: _____

Signature: _____ Title: _____ Date: _____
(two authorized signatures are required for organizations or registered non- profit groups)

Additional Conditions:

1. In the event that the assistance is not used or is no longer required for the project that it was intended and described in this application, the Town will be notified immediately and any remaining funds will be returned to the Director of Finance.
2. The applicant will keep proper books of accounts of all receipts and expenditures relating to the project or program and will make these records available to the Town of Gibsons for inspection if requested.
3. The applicant acknowledges that an audited statement for the project or program may be required.
4. The applicant agrees to provide a report within 90 days of the completion of the project detailing the results of the project and its economic benefits, if any, to the Town of Gibsons.
5. The project or program may not be represented as a program of the Town of Gibsons and the applicant does not have authority to represent itself as an agency of the Town of Gibsons in any way.
6. The Town of Gibsons may be acknowledged as a sponsor in any program publications or marketing.

Comments by the Director of Finance:

**Town of Gibsons Application for Grants of Assistance
Appendix 1**

BUDGET

Please give details of revenue and expenditure projections. Indicate which revenue is secure and which is speculative.

REVENUE (Please State Source)		EXPENDITURE (Please Itemize)	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
SECURE			
Sub-Total			
SPECULATIVE			
Sub-Total			
TOTAL		TOTAL	

Authorized Signature: _____ Date: _____



STAFF REPORT

TO: Committee of the Whole

MEETING DATE: April 20, 2021

FROM: Kirsten Rawkins
Planner 1

FILE NO: 3220-Shaw-594

SUBJECT: Development Permit for form and character of a studio-to-garden suite conversion at 594 Shaw Road

RECOMMENDATIONS

THAT the report titled Development Permit for form and character of a studio-to-garden suite conversion at 594 Shaw Road be received;

AND THAT Council issue Development Permit DP-2021-05 for the form and character of the Garden Suite conversion.

BACKGROUND / PURPOSE

The Town of Gibsons has received a form and character Development Permit application from the homeowner at 594 Shaw to convert an existing accessory studio for use as a Garden Suite.

All Garden Suite development in the Town of Gibsons requires a Development Permit to ensure that the form and character of new suites is well fit with the neighbourhood and community context, and that the suite will contribute quality housing.

The proposed site and building condition are existing, having been recently renovated and upgraded to a livable standard to create an accessible studio space for the residents as the husband of the applicant coped with a sudden loss of mobility. No further changes to the exterior character or landscape are proposed.

The plans were shared with the Advisory Design Panel for comment at the panels' first meeting on April 7, 2021. The Panel recommended that the application be approved with no changes requested.

The purpose of this report is to share details of the proposal, staff's review of the existing building and landscape in relation to the form and character guidelines for Garden Suites, and the ADP's recommendation on the application, to inform a decision on whether to issue the Development Permit for the Garden Suite as proposed.

Proposal Context

The existing accessory building is located at the southeast corner of the large residential lot and was originally developed and used as a garage and workshop. Recently, the applicant's husband was diagnosed and became severely affected with ALS. To provide a comfortable space where he could be safely cared for as he lost mobility, the community and the Town worked with the homeowners to convert the garage into an accessible studio space with a bathroom, new larger windows, new front door and fresh trim and siding. Sadly, at the beginning of February, the resident passed away of his illness. In his absence, the applicant wishes to rent the newly renovated living space as a garden suite to provide supplemental income for the family.

Property Location

The subject property, at 594 Shaw Road, is located at the southeast corner of the intersection of Poplar Lane and Shaw Road, as shown on the map in in Figure 1. The property is located within the Town's Garden Suites Areas.



Figure 1 - Property Location

The small (55m²/ 587 ft²), single storey building is sited 'kitty-corner' to the principal dwelling at the southeast corner of the large lot at 594 Shaw Road. The arial photo in figure 2 shows the existing accessory building located in the southeast corner of the lot, adjacent the rear porch and carport of the principal dwelling.



Figure 2 - Aerial image of the lot at 594 Shaw Road (2018)

DISCUSSION

Zoning

Staff have reviewed of the proposal in relation to the Zoning Bylaw and find that the existing building conforms with the zoning requirements for garden suite with the exception that the accessory dwelling is located closer than the minimum 5m setback distance required from the principal dwelling. Addressing this nonconformance, an order (BOV-2021-01) was issued by the Board of Variance on April 8, 2021 to relax the setback between the home and garden suite. A summary of the zoning review is provided in Table 1, below.

Table 1 - Zoning Bylaw Review

	BYLAW	PROPOSED	MET?
Within Garden Suites Area	-	Yes	Y
Front Setback (Shaw)	7.5 m	> 30 m	Y
Rear Setback (east)	1.5 m	2.7 m	Y
North Side Setback	1.5 m	14 m	Y
South Side Setback	1.5 m	1.9 m	Y
Setback from Principal Dwelling	5 m	4.2 m	BOV-2021-01
Height	6 m	< 4 m	Y
Lot Cover	45 %	30 %	Y
Parking	3	3 (+)	Y
Total Floor Area Maximum	90 m ²	50 m ²	Y

Form and Character Review

Garden Suites fall under Development Area Number 8 (DPA8) for intensive residential development. Applicants wanting to build a Garden Suite must apply for a Development Permit before applying for a Building Permit. The intent of the Development Permit Area is to ensure that intensive residential development fits with the character of the Town and its neighbourhoods, and to provide residents with high quality, livable forms of housing and high-quality affordable housing options.

Siting of the building is well suited for use as suite, with access to outdoor space and parking, privacy from the principal dwelling due to 'kitty-corner' location, and privacy to and from neighbouring given its low height and screening by existing fences dividing the properties. The suite is quaint and fits discretely within the existing structure of the site and neighbourhood, and is very well screened, as seen from the property's frontage on Shaw Road, by mature trees and shrubs and by its location at the rear of the large, landscaped property. A large new front window and new front door, trim and siding provide a fresh and welcoming finish for a new resident.

The following review reflects the existing building and mature landscape of the lot, including recent renovations to upgrade the accessory building as a living space. Table 2 summarizes staff's evaluation of the proposal in relation to the DPA 8 guidelines.

Table 2 - Form and Character Review

DPA 8 Guidelines	Staff Comments	Met?
<i>General Form and Character</i>		
Development should fit with the small town character of Gibsons by demonstrating architecture, landscape design and site design that respects the surrounding context.	<i>The small, existing garage has been a part of the neighbourhood fabric for decades and is well integrated with the site and neighbourhood in design.</i>	Y
Local and natural building materials such as timber and stone are preferred. The use of vinyl siding is discouraged.	<i>Fresh vinyl siding is existing.</i>	N
The use of natural colours is encouraged, and the use of a variety of complementary colours as accents is also encouraged to promote visual interest.	<i>White siding is complemented with warm grey trim. Staff finds the limited palette appropriate to the small size of the dwelling.</i>	Y
Vary materials and/or colours to distinguish individual dwelling units on the property	<i>Proposed materials and colours are harmonious with but distinct from the existing home, which is cream coloured with soft green trim.</i>	Y
Reflect an environmentally friendly ("green") image through the design and exterior features of the development. This may be achieved in such ways as: <ul style="list-style-type: none"> buildings and driveways should be sited to retain existing trees, vegetation, and other important natural features where possible incorporation of visible "green" landscaping features such as rain gardens and infiltration trenches 	<ul style="list-style-type: none"> <i>The modest building size and use of an existing building reduces the ecological footprint of the construction and provides ongoing energy efficiency.</i> <i>Significant mature landscaping is retained; no new hardscape proposed.</i> 	Y

<ul style="list-style-type: none"> incorporation of visible “green” building features and materials such as skylights, rain barrels, local wood and stone, green walls and roofs, rain gardens, solar panels, recycled exterior materials, exterior elements for window shading incorporation of permeable pavement or wheel strips for parking spaces to reduce the visual and environmental impact of driveways 		
Design lighting to minimize light spill, glare and sky glow by using non-glare full cutoff fixtures.	<i>A single exterior porch ceiling light is sheltered by the roof and alcove of the building walls, lighting the entrance without causing upward or outward light spill.</i>	Y
Building Massing and Street Rhythm		
To achieve harmonious integration with surroundings, Garden Suites should be sensitive to scale, mass and form of adjacent buildings.	<i>The 550 ft², one storey building is quaint and discretely integrated within the lot.</i>	Y
Garden Suites should be smaller than and complement the scale, mass, built form and character of the principal dwelling unit as well as the neighbourhood.	<i>As above; significantly smaller than the principal dwelling</i>	Y
Roof ridges should be orientated roughly in the same direction as the slope allowing for overlook and views from uphill properties should be taken into consideration.	<i>Pitched roof; the lot is level. No view impacts.</i>	Y
Relationship to the Lane (Street)		
Garden Suites positioned at the rear of the property should have a clear and obvious approach from the street or lane.	<i>Clear approach from street provided via shared driveway from Shaw Road</i>	Y
Provide a clearly identifiable door to the street or lane and public open space.	<i>Front porch located at front of suite. Alcove provides clear definition of entrance from driveway approach.</i>	Y
Relationship Between Buildings		
Garden Suites should be screened from the principle building to create privacy between the two buildings.	<i>No landscape screening is provided between the home and garden suite, though the staggered siting of the two buildings provides natural privacy and yard orientation.</i>	Y/N
Windows and balconies should be placed to reduce overlook.	<i>As above, orientation of windows is to the front and side yards; fencing screens window views to and from neighbours.</i>	Y
Solar Orientation		
Building orientation and massing should ensure that a majority of primary living space receives direct sunlight and therefore is positioned to face towards the South, East or West.	<i>All living areas except for the bathroom have windows, and the largest take advantage of maximum exposure to the south and west.</i>	Y
Garden Suites should be positioned and scaled to minimize the impact of shadows on adjacent developed properties.	<i>No shadow impacts due to low roof height.</i>	Y

<i>Parking and Access</i>		
All buildings should be sited to provide for safe fire access to all dwellings on site from the front yard of the lot.	<i>Suite has direct emergency access via driveway from front access on Shaw Road.</i>	Y
Parking should not dominate the proposed Garden Suite.	<i>Parking width is the minimum required and bordered by trees and greenspace of the front yard.</i>	Y
If the parking space for the Garden Suite is not enclosed in the building, permeable pavement or wheel strips should be used, to minimize additional impermeable surfaces.	<i>Uses existing paved parking area.</i>	N
<i>Screening and Landscaping</i>		
Retain the existing landscaping to the extent possible, especially where it can function as a buffer between adjacent properties.	<i>All landscaping retained.</i>	Y
A usable private open space should be provided for the Garden Suite, either at grade or on a balcony. If on a balcony, this open space should be no less than 5ft deep and no less than 50 ft ² . If at grade, the open space should be no less than 100 ft ² .	<i>The garden Suite shares open backyard space with the principal dwelling and has a small additional (8ft deep) private rear yard space between the suite and rear fence, accessed by a back door to the suite.</i>	Y
Vehicle access should be screened from the view of neighbouring properties.	<i>Parking is screened from neighbours by the building, existing wood fence and landscaping.</i>	Y
A landscaping plan is required showing how the site is landscaped and screened with the goal of ensuring privacy for the Garden Suite and adjacent properties.	<i>Images show existing fence and mature trees.</i>	Y
<i>Other</i>		
The location of extra garbage and recycling should be taken into consideration and should be sited away from the primary entrance of both the principal building and the Garden Suite, and should be screened from public views.	<i>A garden shed located in the carport provides a location for secured garbage and recyclable storage.</i>	Y

Staff find that the existing building and landscape, despite not designed originally as a garden suite, significantly address the garden suite design guidelines, with twenty (20) of the twenty-three (23) applicable DPA guidelines substantially addressed.

COMMUNICATION

Agency Referrals

Advisory Design Panel Recommendation

The plans were shared with the Advisory Design Panel (ADP) for comment on April 7, 2021. The Panel passed the following motion:

“The Advisory Design Panel recommends approval of application DP-2021-05 for 594 Shaw Road as presented.”

Neighbour Letters

As required for the Board of Variance appeal for the Garden Suites proposal, notifications were sent to neighbours within 50m of the property to notify them of the application. Letters were received in response from the two nearest neighbours of the property, at 873 Poplar Lane and 584 Shaw Road respectively. Both letters expressed support for the proposal. The letters are enclosed with this report as Attachment C.

NEXT STEPS

The Committee of the Whole Recommendation will be forwarded to the Council meeting on the same evening of April 20, 2021 for a decision. Should Council authorize issuance of the Development Permit, the applicant may then proceed with completing any remaining requirements of a Building Permit to convert the space into a dwelling.

STRATEGIC PLAN IMPLICATIONS

Support for this proposal would advance the following objectives of the Town's 2019-2022 Strategic Plan:

- Planning for sustainable growth
 - plan for growth in a manner that reflects finite resources;
 - value the unique character of the Town and its neighbourhoods;
 - create accessible spaces;
- Advocate for and facilitate a range of housing types

RECOMMENDATIONS / ALTERNATIVES

Staff recommendations are on page 1 of this report.

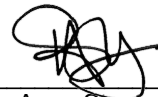
ATTACHMENTS

- Attachment A – Application Package
- Attachment B – Draft Permit
- Attachment C – Neighbour Letters

Respectfully Submitted,



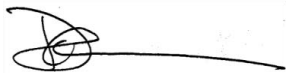
Kirsten Rawkins, BSc-GRS (Hons.), MLA
Planner I



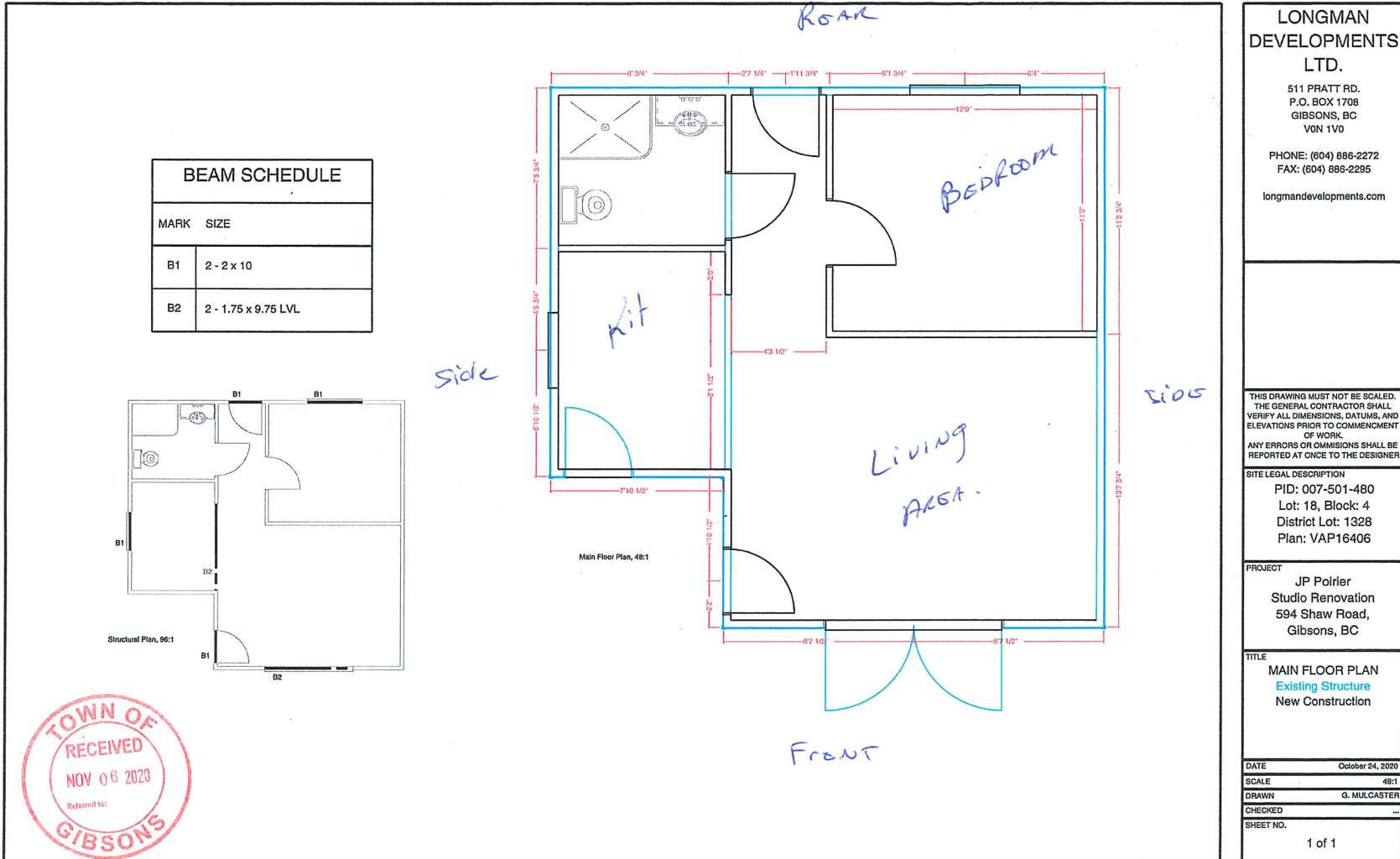
Lesley-Anne Staats, MCIP, RPP
Director of Planning

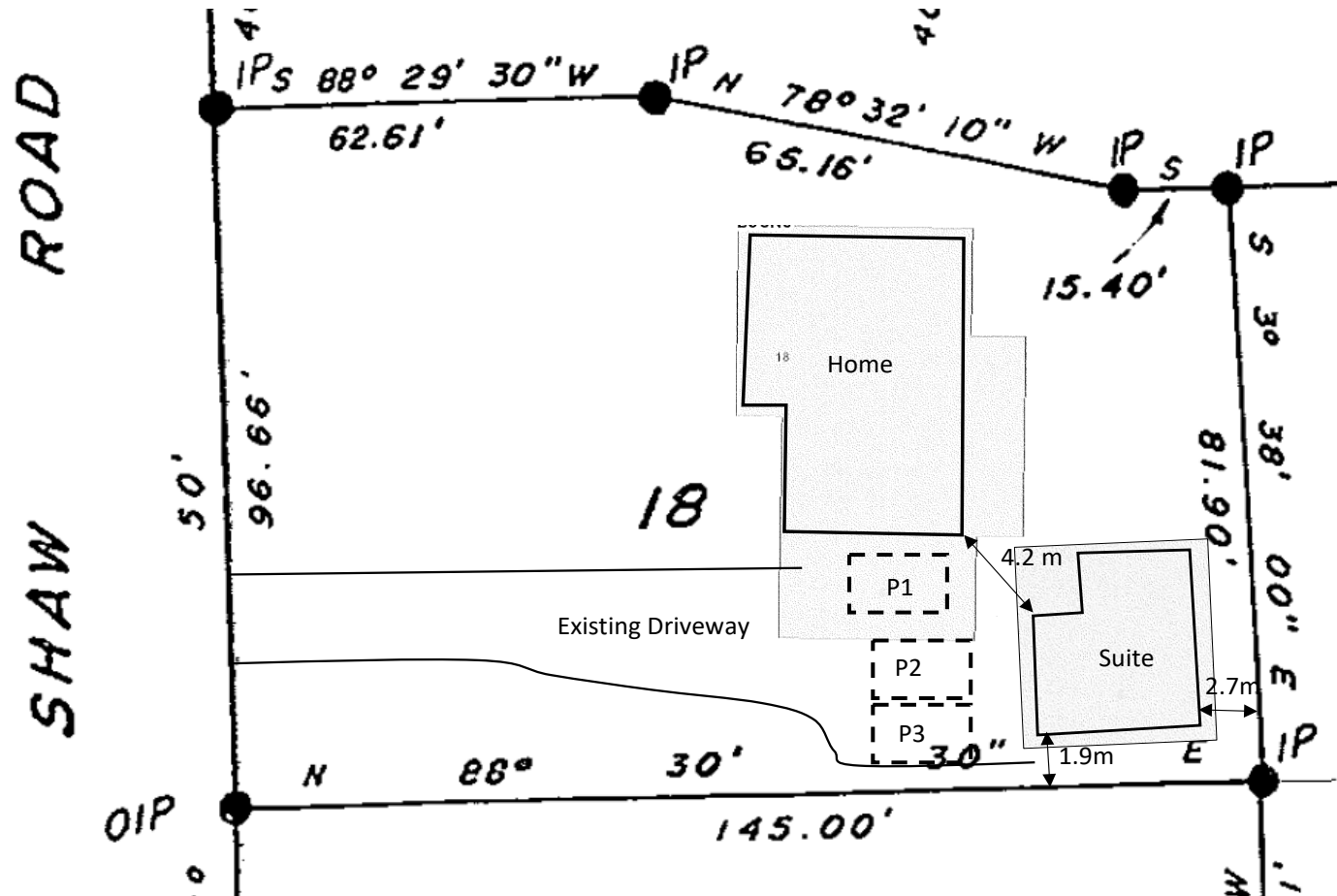
CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I have reviewed the report and support the recommendation(s).



Dave Newman
Acting Chief Administrative Officer





Site Plan 594 Shaw Road

Existing Home and Garage to Suite Conversion

March 3, 2021

594 Shaw Road Landscape and Garden Suite Images:

Garden Suite Form and Character Development Permit Application



Property in summer – Shows garage building, screened with existing mature trees and landscaping from road. The image shows the garage prior to replacement of garage door with front window, and replacement of the ivy-covered chain link fence with a white wood railed fence.



Existing house as seen from Shaw Road in winter, with suite visible at right. New front wall and window has replaced the garage door and front siding will be finished in white with grey trim as shown in following images



West-facing view Facing into front yard and Shaw Road.



Main entry alcove with new front door and new siding in progress (northwest corner of suite). Photo taken from temporary accessibility ramp to main dwelling, to be removed.



East side view with secondary exit door and new siding in progress. Fences on east and south property lines screen view of suite from neighbours. Clutter is related to building in progress under existing building permit.



DEVELOPMENT PERMIT

FILE NO: DP- 2021-05

TO: **Nicole Poirier**

ADDRESS: **594 Shaw Road
Gibsons, B.C. V0N 1V8
(Permittee)**

- 1) This Development Permit is issued subject to compliance with all of the Bylaws of the Town of Gibsons applicable thereto, except those specifically varied or supplemented by this Permit.
- 2) The Development Permit applies to those "lands" within the Town of Gibsons described below:

Parcel Identifier: 007-501-480

Legal Description: LOT 18 BLOCK 4 DISTRICT LOT 1328 PLAN 16406

Civic Address: 594 Shaw Road, Gibsons
- 3) The lands are within Development Permit Area No. 8 for form and character of a Garden Suite.
- 4) The "lands" described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit which shall form a part thereof.
- 5) The building form and character is required to conform to the following plans:
 - *Development Plans titled: 594 Shaw Garden Suite Landscape and Garden Suite Images, dated March 5, 2021*
- 7) This Development Permit applies to the form and character on the site. For details shown in off-site areas the plans may be subject to change following the provisions of a Servicing Agreement.
- 8) Minor changes to the aforesaid drawings that do not affect the intent of this Development Permit or the general appearance of the buildings and character of the development may be permitted, subject to the approval of the Director of Planning.
- 9) If the Permittee does not commence the development permitted by this Permit within twenty four months of the date of this Permit, this Permit shall lapse.
- 10) This Permit is NOT a Building Permit.
- 11) As a condition of the issuance of the Building Permit, Council requires that the Permittee provide security for the value of **\$ XX,XXX** to ensure that the on-site landscaping component of the development is carried out in accordance with the terms and conditions set out in this permit.

- (a) The condition of the posting of the security is that, should the Permittee fail to carry out the development hereby authorized according to the terms and conditions of this Development Permit within the time provided, the Town may carry out the development or any part of it by its servants, agents or contractors and deduct from the security all costs of so doing, it being understood that the surplus, if any, shall be paid over to the Permittee.
- (b) If on the other hand, the Permittee carries out the landscaping component of the development permitted by this Development Permit within the time set out herein, the security shall be returned to the Permittee.
- (c) Prior to issuance of a Building Permit, the Permittee is to file with the Town an irrevocable Letter of Credit or Certified Cheque as security for the installation of hard and soft landscaping in accordance with approved plans, such Letter of Credit to be submitted to the Town at the time of the Building Permit application.
- (d) The Permittee shall complete the landscaping works required by this permit within six (6) months of issuance of the Building Permit.
- (e) If the landscaping is not approved within this six (6) month period, the Town has the option of continuing to renew the security until the required landscaping is completed or has the option of drawing the security and using the funds to complete the required landscaping. In such a case, the Town or its agents have the irrevocable right to enter into the property to undertake the required landscaping for which the security was submitted.
- (f) Upon completion of the landscaping, a holdback of 10% of the original security, plus any deficiencies, will be retained for a 1-year period, to be returned upon written final approval from the Landscape Architect.
- (g) The following standards for landscaping are set:
 - (i) All landscaping works and planters and planting materials shall be provided in accordance with the landscaping as specified on the Site Plan and Landscaping Plan which forms part of this Permit.
 - (ii) All planting materials that have not survived within one year of planting shall be replaced at the expense of the Permittee.

AUTHORIZING RESOLUTION PASSED BY COUNCIL

THIS THE XX DAY OF <month>, 2021.

ISSUED THIS ____ DAY OF _____, 2021.

Bill Beamish, Mayor

Rebecca Anderson, Corporate Officer

Attachment C - page 1 of 2

From: [Jenn Hollett](#)
To: [Kirsten Rawkins](#); planning@givsons.ca
Subject: Re: Nicole Poirier, 594 Shaw Road
Date: Monday, March 15, 2021 12:25:43 PM

KIRSTEN RAWKINS, Planner
Planning and Development Services
Town of Gibsons
[604-886-2274](tel:604-886-2274)

RE: Board of Variance Application re [594 Shaw Road](#)
I reside at [873 Poplar Lane](#), and am one of the nearest neighbours to the property at [594 Shaw Road](#). I am writing this letter to voice my support for the proposed renovations which my neighbour, Nicole Poirier, is planning for her property at [594 Shaw Road](#). I have seen the proposed plans for the conversion of the garage to a “mortgage helper” suite on the property. I see no reason why this proposed project should not proceed.

Yours truly,
Jennifer D Hollett
[XXX-XXX-XXXX](#)

Get [Outlook for iOS](#)

Attachment C - page 2 of 2

From: Joyce Stubley <[REDACTED]>
Sent: Friday, April 2, 2021 3:32 PM
To: Planning <planning@gibsons.ca>
Subject: Re 594 Notice of appeal to board of variance-BOV-2021-01 for 594 Shaw Road

To Town of Gibsons

Mickey & Joyce Stubley
584 Shaw Road
Gibsons, BC
V0N1V8
April 2, 2021

We have received your letter regarding our neighbor Nicole Poirier's application for her variance. After talking and reviewing her request, we are fully in support of her request. Thank you for notifying us.

Mickey and Joyce Stubley



STAFF REPORT

TO: Committee of the Whole
FROM: Silas White, Consultant
Sue Booth, Bylaw Enforcement Officer
MEETING DATE: April 20, 2021
FILE NO: 3900-20-1294
SUBJECT: Draft Wildlife Attractant Bylaw No. 1294, 2021

RECOMMENDATIONS

THAT the report titled Draft Wildlife Attractant Bylaw No. 1294, 2021 be received;

AND THAT Wildlife Attractant Bylaw No. 1294, 2021 be given First, Second and Third Reading;

AND THAT Garbage and Organics Collection and Disposal Bylaw No. 1252-04, 2021 be given First, Second and Third Reading;

AND THAT Bylaw Enforcement Notice Bylaw No. 1125-12, 2021 be given First, Second and Third Reading;

AND FURTHER THAT these recommendations be forwarded to tonight's council meeting.

BACKGROUND / PURPOSE

On October 6, 2020, a delegation from the Sunshine Coast Bear Alliance requested that Council consider the adoption of a Wildlife Attractant Bylaw, which would "provide residents, commercial establishments and visitors with the concise measures that need to be undertaken to prevent attracting bears and other wildlife into our urban areas."

The delegation also presented a petition to adopt a separate wildlife attractant bylaw and improve enforcement, which was signed by 518 people.

On October 22, 2020, Council adopted the following resolution:

R2020-479: THAT a report regarding the request presented by the Sunshine Coast Bear Alliance for the Town of Gibsons to adopt a separate wildlife attractant bylaw with accompanying fine schedule be provided for Council consideration.

The Bear Alliance recommended best practice examples of wildlife attractant bylaws from the Resort Municipality of Whistler, District of Squamish and City of Rossland. In Gibsons' proximate

region, the Village of Pemberton and Squamish-Lillooet Regional District also have wildlife attractant bylaws. The purpose of this staff report is to present draft Wildlife Attractant Bylaw Number 1294, 2021.

DISCUSSION

Twenty-two (22) bears were euthanized on the Sunshine Coast between April 2019 and January 2020, as bears become habituated to grazing from garbage cans, fruit trees and other attractants.

The Town of Gibsons is a rural community and therefore the proposed Wildlife Attractant Bylaw enclosed as attachment A, is a way to limit conflicts between bears and humans in our community, with the aim to reduce bears habituating to more urban areas.

Wildlife Attractant Bylaw vs Garbage and Organics Collection and Disposal Bylaw

The Town's Garbage and Organics Collection and Disposal Bylaw No. 1252, 2018 outlines the procedure for garbage and organics collection for Town residents as well as defines and regulates wildlife resistant containers and wildlife resistant enclosures.

A Wildlife Attractant bylaw can regulate attractants unrelated to refuse collection such as bird feeders, fruit and nut trees, composting, barbecue equipment and tools, beehives, grease, refrigerators and freezers, chickens, home food delivery, and feeding wildlife.

When reviewing the Town's existing bylaws, it is suggested the most concise and coherent way to communicate the Town of Gibsons' approach to wildlife attractants in the service of garbage and organics collection is to maintain the language in Section 5 of Bylaw 1252 around containers and enclosures, clearly and simply expressing these expectations in one place rather than duplicating and opening the risk to having conflicting language and interpretations over multiple bylaws.

Options for consideration

Prohibiting the feeding of wildlife

The proposed bylaw looks to prohibit the feeding of all wildlife, including deer, squirrels and racoons. The bylaw speaks to limits the feeding of birds on roadways and sidewalks – enabling homeowners to continue having bird feeders at home or feeding ducks in the park. The Bylaw Enforcement Officer has been in contact with Conservation, who support this regulation, as the Wildlife Act only prohibits the feeding of dangerous wildlife.

Bird feeders

The proposed bylaw looks to prohibit bird feeders during bear season (April 1–Nov 30). This regulation has been implemented successfully in the Town of Canmore.

Staff have reviewed Wildlife Attractant Bylaws from a number of municipalities in BC, each of which state that bird feeders must be inaccessible. Town of Gibsons Bylaw Enforcement note that this is difficult to enforce. For example, if bylaw enforcement is inspecting yards in a

neighbourhood a bear is frequenting, deciding whether a bird feeder is “inaccessible” to dangerous wildlife can be very arbitrary.

However, if Council wants to avoid prohibiting bird feeders completely during bear season, an alternative could be to just apply the language in the bylaw for September 1 – November 30, when bears are actively seeking to “bulk” up before winter.

Outdoor fridges and freezers

In 2015, Council amended the Garbage and Organics Collection and Disposal Bylaw 1252 to include Section 5.2.3 that states:

“Any refrigerator, freezer or storage container placed outdoors shall be located and equipped in such a manner that is inaccessible to dangerous wildlife.”

Staff suggest removing Section 5.2.3 from Bylaw 1252 as this item would be more appropriate under the Wildlife Attractant bylaw. Currently Bylaw Enforcement strongly recommends to residents not to store any food outside so in alignment with this, the proposed bylaw takes a stronger approach from Bylaw 1252 with the following wording:

“No refrigerator, freezer, storage container or similar appliance, device or apparatus that contains wildlife attractants of any type shall be located outside;”

Alternatively, Council could opt to move the previous Garbage and Organics language to make fridges and freezers inaccessible to this bylaw, rather than to prohibit them.

Garbage and Organics Collection and Disposal Bylaw Amendments

Draft Garbage and Organics Collection and Disposal Bylaw No. 1252-04 is enclosed as attachment C. Staff have added Schedule B and C to provide clear direction for garbage containers and enclosure standards for commercial and multi-family properties.

As the Town has no specific standards, developers and property owners don’t have any guidelines when constructing garbage enclosures. This addition to the bylaw provides clarity and clear standards for developers and property owners to obey.

The Schedule C standards are taken from the District of Squamish, with the kind consent from the Resort Municipality of Whistler. Staff have been in contact with Resort Municipality of Whistler (RMOW) to confirm the use of the standards in the Town bylaw – at the time of writing this report, staff are awaiting a formal response. Once we have a response, staff would replace the Squamish logo with the Town’s and credit both the RMOW and District of Squamish for the drawings.

COMMUNICATION

The Town of Gibsons currently uses social media, the e-newsletter, the Town’s “News and Views” advert in the Coast Reporter and other Town communication, including utility bill inserts to educate residents of wildlife attractants. Staff suggest an advert in the newspaper and social media blitz to educate residents on the new bylaw.

Enforcement of the proposed bylaw would take an education first approach, rather than ticketing.

Coast-wide consistency

The Bear Alliance requested all local governments on the Sunshine Coast to implement wildlife attractant bylaws. Currently there is no record of the District of Sechelt or SCR D passing motions or tabling bylaws regarding wildlife attractants, therefore the Town of Gibsons would be the first community on the Coast to implement this type of bylaw.

NEXT STEPS

Bear season is beginning and therefore it would be prudent to move the bylaw forward to reduce human/bear interactions in the Town.

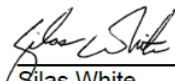
RECOMMENDATIONS / ALTERNATIVES

Recommendations are listed on page 1 of this report, alternatively Council may request changes.

Attachments

- Attachment A – Draft Wildlife Attractant Bylaw No. 1294, 2021
- Attachment B – Garbage and Organics Collection and Disposal Bylaw No. 1252, 2018
- Attachment C – Draft Garbage and Organics Collection and Disposal Bylaw No. 1252-04, 2021
- Attachment D – Draft Bylaw Enforcement Notice Bylaw No. 1125-12, 2021

Respectfully Submitted,



Silas White
Consultant



Sue Booth
Bylaw Enforcement Officer

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I have reviewed the report and support the recommendation(s).



Dave Newman
Acting Chief Administrative Officer

Attachment A

TOWN OF GIBSONS



**Wildlife Attractant
BYLAW No. 1294, 2021**

Adopted: Month #th, 20##

TOWN OF GIBSONS

Bylaw No. 1294, 2021

A Bylaw to establish a Wildlife Attractant Bylaw in the Town of Gibsons

WHEREAS Council for the Town of Gibsons desires to prevent bears and other wildlife from accessing food sources under the control of human activity.

THEREFORE, the Municipal Council of the Town of Gibsons, in open meeting assembled, enacts as follows:

SECTION 1 GENERAL PROVISIONS

1.1 SHORT TITLE

This Bylaw may be cited for all purposes as " Wildlife Attractant Bylaw No.1294, 2021".

SECTION 2 DEFINITIONS

2.1 DEFINITIONS

In this Bylaw;

"DANGEROUS WILDLIFE" means a bear, cougar, coyote or wolf as any animal prescribed as such under the BC Wildlife Act.

"REFUSE" means any discarded or abandoned food, substance, material, or object, whether from domestic/household, commercial, industrial, institutional or other use.

"SPECIAL EVENT" means a temporary, outdoor gathering or concert; a sporting event; a wedding; or a convention, parade, public display, festival or similar gathering.

"WILDLIFE" means dangerous wildlife, raccoons, members of the family Cervidae (deer), birds and rodents.

"WILDLIFE ATTRACTANT" means any substance or material, with or without an odour, that attracts or is likely to attract wildlife, including food or other edible products—whether intended for humans, animals or birds—grease and compost other than grass clippings, leaves or branches.

"WILDLIFE RESISTANT CONTAINER" means a fully enclosed waterproof container with a lid and a latching device of sufficient design and strength to prevent access by dangerous wildlife, rodents, raccoons, birds and other pests.

"WILDLIFE RESISTANT ENCLOSURE" means a structure which has four enclosed sides, a roof, doors, and a latching device of sufficient design and strength to prevent access by dangerous wildlife.

SECTION 3 GENERAL REGULATIONS

- 3.1 Except as permitted in this bylaw, a person must not cause or allow any refuse that is a wildlife attractant to be stored, deposited or placed on any parcel or highway within the Town in such a manner that it is accessible to wildlife.
- 3.2 A person must not store, deposit or place outdoors any refuse that is a wildlife attractant except in a wildlife resistant container or enclosure in accordance with Garbage and Organics Collection and Disposal Bylaw No. 1252, 2018.
- 3.3 any person responsible for a site that is used for active construction, a special event, a catered event or filming is exempt from sections 3.1 and 3.2 but must ensure that any wildlife attractants are disposed of in a designated wildlife resistant container or wildlife resistant enclosure at the end of the event each day.
- 3.4 A person must not feed wildlife, except for birds away from roadways and sidewalks.
- 3.5 Every owner or occupier of real property must ensure that:
 - 3.5.1 any fruit or nuts from a tree, bush or shrub on a parcel is maintained and stored in such a manner so as not to attract wildlife;
 - 3.5.2 no person shall place or permit placement of outdoor bird feeders containing bird feed, seeds, suet, nectar or any other attractant between April 1 and November 30 of each year; and any bird feeder containing bird feed, suet or nectar between December 1 and March 31 must be suspended on a cable or other device in such a manner that it is inaccessible to wildlife other than birds; and the area below any bird feeding devices or activity is kept free of accumulations of seeds and similar wildlife attractants;
 - 3.5.3 any composting activity is carried out and any composting device or equipment is maintained in such a manner so as not to attract wildlife;
 - 3.5.4 barbecue equipment and tools that remain out of doors must be clean and free of residual food or grease;
 - 3.5.5 no refrigerator, freezer, storage container or similar appliance, device or apparatus that contains wildlife attractants of any type shall be located outside;
 - 3.5.6 any grease or petroleum product is stored in such a manner that it is inaccessible to wildlife;
 - 3.5.7 No poultry or beehives are to be kept on the property as per Zoning Bylaw 1065;

- 3.5.8 Any home delivery items that are left outdoors are stored in such a manner so as to not attract wildlife.

SECTION 4 RIGHT OF ENTRY

- 4.1 A Bylaw Enforcement Officer or any Town employee may enter onto a property or premises at a reasonable time and a reasonable manner to ascertain whether the provisions of this Bylaw are being observed.

SECTION 5 PENALTY

- 5.1 Every person who violates a provision of this bylaw, or who consents, allows or permits an act or thing to be done in violation of a section of this bylaw commits an offence and each day a violation continues or is allowed to continue constitutes a separate offence.
- 5.2 Every person who commits an offence under this bylaw is liable on summary conviction to a fine not exceeding the maximum allowed by the Offence act.
- 5.3 Every person who commits an offence under this bylaw shall be liable for fines and penalties established in the Town of Gibsons Bylaw Notice Enforcement Bylaw No.1125, 2010 as amended from time to time.

SECTION 6 SEVERABILITY

- 6.1 If any provision of this bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed and its severance shall not affect the validity of the remainder of this bylaw.

Read a First time this	day of	202X
Read a Second time this	day of	202X
Read a Third time this	day of	202X
Adopted this	day of	202X

Bill Beamish
Mayor

Rebecca Anderson LL.B
Corporate Officer

Attachment B

TOWN OF GIBSONS



**GARBAGE AND ORGANICS COLLECTION AND DISPOSAL
BYLAW NO. 1252, 2018**

**Adopted: February 22nd , 2018
Consolidated for convenience only
to include amendments up to 1252-03**

Consolidated for convenience February 2020

This version of this bylaw is a consolidation of amendments to the original bylaw as of the date specified. This consolidation is done for the convenience of users and accurately reflects the status of the bylaw as of the specified date but must not be construed as the original bylaw and is not admissible in Court unless specifically certified by the Director of Corporate Administration for the Town of Gibsons. Persons interested in the definitive wording of this bylaw and its amendments should view the original sealed bylaws at the Town of Gibsons.

AMENDMENTS IN THIS CONSOLIDATION

NO.	BYLAW NO.	DATE	AMENDMENT
1.	1252-01	July 24, 2018	<ul style="list-style-type: none"> • Amendment of definition of “Wildlife Resistant Container” • Addition of new provision to subsection 5.2 • Addition of new subsections 5.16 and 5.17 • Amendment of section 6.5 • Addition of new subsection 6.8 • Amendment of opt-out application
2.	1252-02	October 16, 2018	<ul style="list-style-type: none"> • Amendment of definition of “Dwelling”
3	1252-03	January 28, 2020	<ul style="list-style-type: none"> • Amendment of definition of “Collectible Garbage”

**TOWN OF GIBSONS
BYLAW NO.1252**

A Bylaw to provide for the Control, Collection and Disposal
of Garbage and Organics in the Town of Gibsons

WHEREAS Sections 8(2) of the *Community Charter* authorizes a municipality to provide any service the Council considers necessary or desirable;

AND WHEREAS Section 194 of the *Community Charter* authorizes a Council, by bylaw, to impose a fee in respect of all or part of a service of the municipality;

NOW THEREFORE the Council of the Town of Gibsons, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "Garbage and Organics Collection and Disposal Bylaw No. 1252, 2018".

2. This Bylaw will come into effect April 1, 2018.

3. REPEAL

The "Town of Gibsons Garbage Collection and Disposal Bylaw No. 1198", and any amendments thereto, are hereby repealed.

4. DEFINITIONS

4.1. In this Bylaw, unless the context requires otherwise, the following words and terms shall have the meanings hereinafter assigned to them:

**APARTMENT
HOUSE**

shall mean any building, structure or place occupied or use as a place of living or a place of abode within the Town and containing more than two self-contained units and includes a hotel, motel, rooming house and boarding house but does not include a row house, townhouse or strata lot residence as included in the definition of "dwelling";

**COLLECTIBLE
GARBAGE**

shall mean garbage capable of being contained in a Wildlife Resistant Container, but shall not include the following: collectible organics, recyclable materials as mandated by RecycleBC including beverage containers, packaging and printed paper, cardboard, aluminum cans, grass cuttings, tree or hedge clippings or other garden refuse, rocks, gravel or soil, any hazardous material (including pathogenic and radioactive wastes), paints, solvents, pesticides and gasoline, used oil and antifreeze, pharmaceuticals, tires, lumber, demolition materials, batteries and undigested septic sludge;

COLLECTIBLE ORGANICS	means kitchen waste that is compostable and includes egg shells, bones, tea bags, coffee grounds, paper, filters, dairy products (butter, cheese) fruits, vegetables, (no packaging) breads, pasta, cakes, biscuits, paper towels, napkins, paper plates, paper cups, pizza boxes, food soiled cardboard;
COLLECTOR	shall be a Town employee designated by Council as the individual responsible to collect the fees imposed;
DANGEROUS WILDLIFE	means a bear, cougar, wolf, and coyote;
DWELLING	<p>shall mean a building or portion of a building used as a place of abode, residence or place of living within the Town. This includes but not limited to those buildings identified on the Assessment Roll as single family residence; single family residence with basement suite; duplex, triplex, fourplex under single unit ownership or stratified; manufactured home (not in manufactured home park); row housing of single unit ownership; seasonal dwelling; stratified rental townhouse with all units rented out under one ownership; strata lot residence including seasonal (condominium), single family dwelling, duplex, triplex, fourplex, seasonal dwelling on two acres or more; residential portion of mixed use properties (subject to below); BUT shall not include an apartment complex, hotel, motel, rooming house, boarding house or those buildings identified on the Assessment Roll as manufactured home (in a manufactured home park); seasonal resort, nursing home or congregate care facility uses;</p> <p>The following will be considered upon request</p> <ol style="list-style-type: none"> 1. The resident portion of mixed use properties under one owner, not more than 4 residential units. 2. A multiplex building excluded in the above. <p>Requests will be submitted to the Director of Finance whom will review the requests and approve or deny the request.</p>
GARBAGE	includes trade waste, household waste, garden refuse and all noxious, offensive or unwholesome matter or substances or any article or material which the owner does not wish to retain, including ashes, household furniture, appliances, machinery, automobile vehicle bodies and/or parts and construction waste;
GARBAGE COLLECTOR	shall mean a person under contract to the Town of Gibsons to collect the collectible garbage and organics as provided in this Bylaw;
OCCUPIER	shall mean any person occupying any dwelling, habitation or place of residence within the Town, but shall not include any person who is merely a boarder, roomer, lodger or the occupant of any apartment building;
ORGANICS CONTAINER	means a container of not more than 23 litres capacity, with a tight seal to prevent access by dangerous wildlife, rodents, raccoons and other pests;
OWNER	shall include the agent of such owner;

RATES, FEES AND CHARGES BYLAW	means the "Town of Gibsons Rates, Fees and Charges Bylaw No. 1196, 2014";
TOWN	shall mean the Municipality known as the Town of Gibsons and may also include reference to the Council of the Town of Gibsons or its authorized servants or agents;
TRADE PREMISES	shall mean any warehouse, factory, storage yard, store, cafe, eating place, wholesale or retail business place, garage or service station, office building and any building other than a dwelling or apartment house within the Town;
TRADE WASTE	means refuse and accumulation of waste and abandoned materials resulting from the operation of a trade or business, including boxes and packing cases, wrapping material, sweepings and all flammable materials of a like nature;
WILDLIFE RESISTANT CONTAINER	means a fully enclosed waterproof container with a lid and a latching device of sufficient design and strength to prevent access by dangerous wildlife, rodents, racoons and other pests;
WILDLIFE RESISTANT ENCLOSURE	means a structure which has four enclosed sides, a roof, doors, and a latching device of sufficient design and strength to prevent access by dangerous wildlife.

4.2. In this Bylaw:

- (a) a reference to an enactment is a reference to that enactment as amended from time to time;
- (b) headings have been inserted for ease of reference only and are not to be used in interpreting this Bylaw; and
- (c) reference to the singular includes reference to the plural and vice versa, unless the context requires otherwise.

5. WILDLIFE RESISTANT CONTAINERS & ORGANICS CONTAINERS

- 5.1.** Every occupier of a unit in a dwelling within the Town shall provide and maintain in good and sufficient order and repair wildlife resistant containers and organics containers sufficient to contain all collectible garbage and collectible organics from that unit. Containers for household waste shall be and as it applies to a Dwelling, measure no more than 75 cm. in height, 60 cm. in diameter and in no case have a volume greater than 98 litres or weight greater than 20 kilograms.
- 5.2.** Every owner of an apartment house and every person who occupies a trade premises shall:
 - 5.2.1.** Provide and maintain in good and sufficient order and repair a wildlife resistant container of sufficient capacity to contain all the garbage from that apartment house or trade premises;
 - 5.2.2.** Arrange, at their own cost, for the collection and removal of garbage or trade waste from that container on a regular basis at least once a week.
 - 5.2.3.** Any refrigerator, freezer or storage container placed outdoors shall be located and equipped in such a manner that it is inaccessible to dangerous wildlife.

- 5.3.** No occupier of a dwelling shall place or permit to be placed anything other than collectible garbage in a wildlife resistant container.
- 5.4.** No occupier of a dwelling shall place or permit to be placed anything other than collectible organics in an organic container.
- 5.5.** All collectible garbage shall be kept in wildlife resistant containers.
- 5.6.** Every occupier of a dwelling shall store collectible organics in organics containers unless the occupier's application to opt out of the organics collection services has been approved in accordance with Section 6.5.
- 5.7.** Every wildlife resistant container and organics container shall be kept in a building or wildlife resistant enclosure located on the same property that uses those containers and shall not at any time be kept or placed upon, nor shall they encroach upon, nor project over any street, lane or public place SAVE AND EXCEPT as provided in Section 5.8 of this Bylaw.
- 5.8.** On the posted day of collection, the occupier of a dwelling shall:
 - 5.8.1.** place the wildlife resistant container containing collectible garbage or the organics container containing collectible organics adjacent to the street or lane abutting the parcel on which the dwelling is situated no sooner than 7:00 a.m. so as to be available for collection;
 - 5.8.2.** place the wildlife resistant container or the organics container at ground level no more than three (3) metres distance from the nearest part of the street accessible to a garbage truck; and
 - 5.8.3.** on the same day, remove all wildlife resistant containers and organics containers from the side of the street or lane and store them in a building or wildlife resistant enclosure connected with the dwelling with which they are associated.
- 5.9.** No occupier of a dwelling shall fill a wildlife resistant container or organics container placed for collection with collectible garbage or collectible organics in a manner which prevents the lid of the container from being tightly closed in place.
- 5.10.** No liquids or free water shall be put or placed in, allowed to run into, or accumulate in any wildlife resistant container or organics container.
- 5.11.** All wildlife resistant containers and organics containers shall at all times be kept in good and sanitary condition.
- 5.12.** No person shall place any explosive substance in any wildlife resistant container or organics container.
- 5.13.** All putrescible garbage such as rejected, abandoned or discarded vegetables or animal food shall be drained before being deposited in any wildlife resistant container or organics container.
- 5.14.** All wildlife resistant containers and organics containers shall be accessible for inspection at all reasonable hours.
- 5.15.** When any wildlife resistant container or organic container has been deemed by the Town or the garbage collector as unfit for purpose, the occupier shall remove the

container and forthwith provide a suitable and sanitary wildlife resistant container or organics container as described in this Bylaw as a replacement.

5.16. For wildlife resistant containers on trade premises the following requirements apply:

5.16.1. The lid or lids, and any man doors, must at all times be kept closed tightly to prevent access by dangerous wildlife.

5.16.2. The lid or lids, and any man doors, must be self-closing, self-latching or capable of being completely closed and secured with a latching device.

5.17. Wildlife resistant containers shall be the only acceptable standard of container within the Town in accordance with the following:

5.17.1. Every outdoor container or receptacle used for depositing or storing collectible garbage from a dwelling shall be a wildlife resistant container.

5.17.2. Every apartment house and trade premises, including commercial, industrial, institutional, and tourist accommodation buildings shall provide and maintain a wildlife resistant container of sufficient capacity to contain all the garbage from that apartment house or trade premises.

6. FREQUENCY AND SCOPE OF COLLECTION

6.1. The garbage collector shall pick up collectible garbage from wildlife resistant containers and collectible organics from organics containers filled and placed as required in Section 5.8.

6.2. SERVICE

Every occupier of every dwelling within the Town shall use the services of the garbage collector as provided for in Section 9 of this Bylaw.

6.3. DWELLINGS

Collectible garbage from dwellings shall be collected bi-weekly with a maximum of one (1) wildlife resistant container per dwelling unit. Collectible organics will be collected every week with a maximum of one (1) organics container.

6.4. APARTMENT HOUSES, TRADE PREMISES AND OTHER BUILDINGS

There shall be no collection provided by the garbage collector under this Bylaw for apartment houses or trade premises and any other buildings that are not dwellings.

6.5. OPTING OUT OF COLLECTIBLE ORGANICS COLLECTION

An owner of a dwelling may apply to the Town, in the form attached to the Bylaw as Schedule A, to opt out of the collection of collectible organics. The Director of Finance may approve an application if in the Director of Finance's sole opinion the owner's plan for diverting collectible organics is acceptable, and the Town shall adjust the fees payable by the owner of the property of an approved application accordingly. The Director of Finance may revoke an approval under this Section if, in the Director of

Finance's sole opinion, the owner or occupier of the dwelling is not managing collectible organics in accordance with the plan contained in the owner's application and the Town shall adjust the fees payable by the owner of the property accordingly

6.6. EXCESS OR OTHER GARBAGE

The collection of collectible garbage, organics and other garbage in excess of that provided for in this Bylaw shall be arranged by the occupier or owner at his or her cost, either by purchase of an extra container ticket from the Town or the garbage collector, or in accordance with their own independent agreement with a person providing such a service within the Town. Extra collectible garbage must be contained within a wildlife resistant container or organics container. The fee for excess garbage shall be in accordance with the rates shown in the Rates, Fees and Charges Bylaw.

6.7. LITTERING

No person shall throw, place or pile or cause to be thrown, placed or piled any garbage, organics or refuse except in a container intended to store such garbage, organics or refuse.

6.8. NO HOUSEHOLD OR TRADE WASTE IN TOWN RECEPTACLES

No person shall deposit any household waste or trade waste into a Town owned or leased receptacle

7. CHARGES FOR COLLECTION

The charges for collection of collectible garbage and collection of collectible organics, to the extent provided by this Bylaw shall:

- 7.1.** be as per the fee prescribed in the Rates, Fees and Charges Bylaw;
- 7.2.** appear as a charge on the Town's semi-annual utility notice;
- 7.3.** be payable to the Town by the property owner of every property containing a dwelling as defined in this Bylaw;
- 7.4.** Where the service has been provided for less than a full year, one-twelfth (1/12) of the fee shall be charged for each month, or portion thereof, following the date of issuance of a notice of occupancy issued by the Town;
- 7.5.** non-receipt of the utility bill shall not be recognized as a valid excuse for failure to pay the charges when due, and postmarks shall not be considered as the date of payment; and
- 7.6.** any fee or charge fee imposed in accordance with this Bylaw and remaining unpaid as of December 31st in any year, shall be deemed to be in arrears and the Collector shall cause such fees and charges to be transferred to the property tax roll in respect of the relevant land.

8. DISCONTINUATION OF SERVICE

- 8.1.** The [insert title] may discontinue collection service to a dwelling for a contravention of any of the provisions of this Bylaw if the owner of the dwelling fails to remedy the contravention after receiving 30 days' written notice from the [insert title].

8.2. A notice under Section 8.1 shall:

- 8.2.1.** be sent by prepaid registered mail to the owner of the dwelling at the owner's address shown on the current year's real property assessment roll for the dwelling and, if the owner does not reside at the dwelling, to the occupier of the dwelling; and
- 8.2.2.** inform the recipient(s) that the recipient may apply to be heard by Council of the Town of Gibsons in respect of the matter by written request delivered to the Corporate Officer at least five (5) days before the next regular council meeting.

9. GARBAGE CONTRACTS

- 9.1.** The Town may appoint a garbage collector to remove collectible garbage and collectible organics from dwellings within the Town and such appointment shall be on such conditions as the Town may determine or agree to by contract.

10. ENFORCEMENT

- 10.1.** Every person who contravenes any provision of this Bylaw is guilty of an offence under the *Offence Act* and is liable on summary conviction to a fine of not less than \$100 and not more than \$10,000 or imprisonment of not more than six months, or both.
- 10.2.** This Bylaw may be enforced by means of Bylaw Notice in the form prescribed by the Local Government Bylaw Notice Enforcement Act (British Columbia), and in accordance with the "Town of Gibsons Bylaw Notice Enforcement Bylaw No. 1125, 2010".
- 10.3.** A penalty imposed under Section 10.2 is a supplement to any other remedy or action that may be available under this Bylaw or any other applicable laws or enactments.
- 10.4.** Each day that a contravention of the provisions of this Bylaw exists or is permitted to exist shall constitute a separate offence.
- 10.5.** No person shall interfere with or obstruct a bylaw enforcement officer or any person acting in the conduct of administration or enforcement of this Bylaw.

11. ENTRY

A bylaw enforcement officer and any other employee or Town contractor is hereby authorized, in accordance with Section 16 of the *Community Charter*, to enter, at any reasonable time, onto property in the course of enforcing this Bylaw in order to ascertain whether the regulations of this Bylaw are being observed.

12. SEVERANCE

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

READ A FIRST TIME this	20	day of	February	, 2018
READ A SECOND TIME this	20	day of	February	, 2018
READ A THIRD TIME this	20	day of	February	, 2018

ADOPTED this

22

day of

February , 2018

Wayne Rowe, Mayor

Selina Williams, Corporate Officer

Schedule A

Garbage and Organics Collection and Disposal Bylaw No. 1252-01, 2018

Request to Opt-Out of Organics Collection Service

Effective April 1, 2018, the Town of Gibsons requires that all collectible organics produced by a dwelling, as those terms are defined in the Bylaw, be placed in organics containers for curbside collection.

Owners of dwellings may apply to opt-out of the collection of organics by outlining their plan for keeping all collectible organics out of the landfill. Each application will be evaluated by Town staff and you will be notified in writing of the decision. If your plan is approved, the organics collection charge will not be levied.

To apply to opt-out of receiving organics collection:

- Step 1: Fill out this form and indicate how you will divert collectible organics from the landfill.
Step 2: Provide proof of diversion - Provide a description and pictures of your composters.
(Note: to opt out, composting the organics must be done in a safe and environmentally friendly way. Please review evaluation criteria below)
Step 3: Return the completed application form and any photos to the Gibsons Town Hall for evaluation. Applications must be submitted by March 15th in order to avoid the organics collection charge for the year.

Food scraps

Describe how you will divert food scraps from the landfill. (Fruits, vegetables, peels, eggshells, bread, pasta, and similar)

Food-soiled Paper and Cardboard

Describe how you will divert food-soiled paper and cardboard from the landfill. (Pizza boxes, tea bags, paper towels, paper plates, and similar)

Meat scraps

Describe how you will divert meat scraps from the landfill. (Bones, meat, poultry, and similar)

Dairy products

Describe how you will divert dairy products from the landfill. (Cheese, cottage cheese, feta Cheese, yogurt, and similar)

By signing this form, the property owner agrees that via the methods indicated above, all food scraps, food-soiled paper and cardboard, meat scraps and dairy products will be diverted from the landfill.

Property Owner Name: _____ Utility Account #: _____

Property Address: _____

Email Address: _____

Phone: _____ Date: _____

Property Owner Signature
Approved / Denied

Director of Finance or designate

List of collectible organics and evaluation criteria attached.

List of collectible organics

Food scraps

- Fruits & vegetables
- Fruits and vegetable peels, seeds, and cores
- Rice
- Pasta
- Beans
- Eggshells
- Plate scrapings
- Tea bags
- Coffee grounds & filters
- Other table scraps
- Bread
- Compostable plastics
- Fish and shellfish

Food-soiled Paper and cardboard

- Paper towels
- Facial tissue (clean or used)
- Paper napkins
- Paper plates
- Paper table cloths
- Pizza boxes

Meat scraps

- Bones
- Meat
- Turkey
- Chicken
- Other poultry
- Meat trimmings

Dairy products

- Dairy and soy products (no liquids)

Evaluation criteria for organics composting

- Environmentally friendly composting methods – Owners must use environmentally friendly composting methods.
- Pest Control measures – Owners must have pest control measures in place.
- Odour control measures - Owners must have odour control measures in place.
- Public health measures – Public health measures must be evident.
- Composting containment methods – Owners must contain and cover composting adequately.

The intent of the opt-out plan is that the owners of property will properly compost their organics on their property or participate in a neighborhood compost.

Attachment C

TOWN OF GIBSONS

BYLAW NO. 1252-04, 2021

A Bylaw to amend *Town of Gibsons Garbage Collection and Disposal Bylaw No. 1252, 2018*;

WHEREAS the Council of the Town of Gibsons has adopted *Garbage Collection and Disposal Bylaw No. 1252, 2018*;

AND WHEREAS the Council of the Town of Gibsons deems it desirable to amend Bylaw No. 1252, 2018;

NOW THEREFORE the Council of the Town of Gibsons, in open meeting assembled, enacts as follows:

PART A – CITATION

1. This Bylaw may be cited for all purposes as “Garbage Collection and Disposal Amendment Bylaw No. 1252-04, 2021”.

PART B – AMENDMENT

2. Town of Gibsons Garbage Collection and Disposal Amendment Bylaw No. 1252, 2018 as hereby amended as follows:

- a) By altering Section 4 “Definitions” with the following:
 - i. the definition for *Wildlife Resistant Enclosure* be deleted and replaced with the following:

WILDLIFE RESISTANT ENCLOSURE	means a structure which has four enclosed sides, a roof, doors, and a latching device of sufficient design and strength to prevent access by dangerous wildlife, and for clarity, includes a garage, shed, or other structure that is inaccessible to wildlife and that is designed and constructed in accordance with the specifications set out in Schedule C
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- ii. the definition for *Commercial Refuse Container* be added:

COMMERCIAL REFUSE CONTAINER	means a metal receptacle that is designed or intended to dispose of waste by automated means and is wildlife proof
--	--

- b) By deleting Section 5.2.1 and replacing with the following:

5.2.1 Provide and maintain in good and sufficient order and repair:

- 5.2.1.1 a Commercial Refuse Container that meets the criteria established in Schedule B; or

5.2.1.2 a container enclosed within a Wildlife Resistant Enclosure that is designed and constructed in accordance with the criteria established in Schedule C.

- c) By deleting Section 5.2.3;
- d) By adding Schedule B – Commercial Refuse Container, attached to and forming part of this bylaw;
- e) By adding Schedule C – Solid Waste Wildlife Resistant Enclosure, attached to and forming part of this bylaw; and
- f) Making such consequential alterations and annotations as are required to give effect to this amending bylaw, including renumbering of the Bylaw.

PART C – ADOPTION

READ A FIRST TIME this	####	DAY OF MONTH ,	2021
READ A SECOND TIME this	####	DAY OF MONTH ,	2021
READ A THIRD TIME this	####	DAY OF MONTH ,	2021
ADOPTED this	####	DAY OF MONTH ,	2021

William Beamish, Mayor

Rebecca Anderson, Corporate Officer

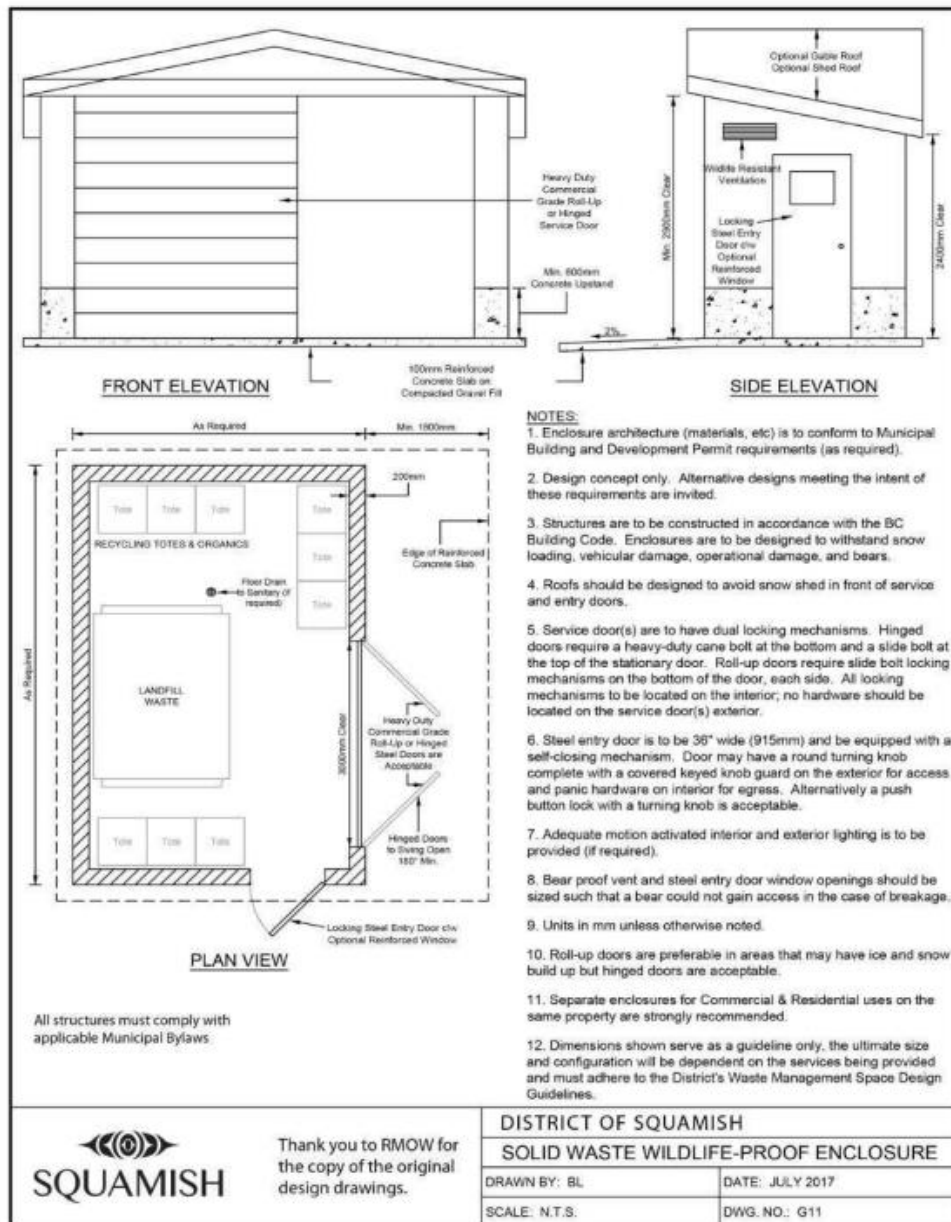
Schedule B
Commercial Refuse Container

The following criteria applies to a commercial refuse container:

1. The lid or lids, and any man doors, must close tightly to prevent access by Wildlife and/or Dangerous Wildlife.
2. The lid or lids, and any man doors, must be:
 - a) self-closing; or
 - b) self-latching; or
 - c) capable of being completely closed and secured with a latching device.
3. The latches for the lid or lids and bag removal must be such that an adult bear using its claws will be unlikely to reach the latch trigger mechanism.
4. Hinges and latches for lids must be sufficiently strong, and sufficiently affixed to the container, that they cannot be pried open by an adult bear using its claws. As a guideline, a lid that can be dismantled using a crowbar is not sufficient.
5. The container must be sufficiently stable or capable of being so anchored as to prevent tipping by a bear.
6. Container material must be of sufficient strength to prevent Wildlife and/or Dangerous Wildlife from chewing, battering or crushing the container.

Schedule C

Solid Waste Wildlife Resistant Enclosure



Attachment D
TOWN OF GIBSONS

BYLAW NO. 1125-12, 2021

A Bylaw to amend Schedule A of Bylaw Notice Enforcement Bylaw No. 1125 to include Wildlife Attractant Bylaw 1294, 2021.

WHEREAS the Council has adopted Bylaw Notice Enforcement Bylaw No. 1125, 2010; and

WHEREAS the Council wishes to amend the Bylaw Notice Enforcement Bylaw No. 1125, 2010 to include Wildlife Attractant Bylaw No. 1294, 2021; and

THEREFORE, the Municipal Council of the Town of Gibsons, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as "Bylaw Notice Enforcement Bylaw No. 1125-12, 2021".

2. AMENDMENT OF BYLAW NOTICE ENFORCEMENT BYLAW

Town of Gibsons Bylaw Notice Enforcement Bylaw No. 1125, 2010 is hereby amended as follows:

- a. Inserting the Wildlife Attractant Bylaw 1294, 2021 penalties, in order of bylaw listing, to Schedule A of Bylaw 1125, 2010, attached to and forming part of this bylaw as Appendix A.

Read a first time this	day of	2021
Read a second time this	day of	2021
Read a third time this	day of	2021
ADOPTED this	day of	2021

William Beamish,
Mayor

Rebecca Anderson, LL.B.,
Corporate Officer

APPENDIX A

Town of Gibsons Bylaw Enforcement Bylaw No. 1125-12, 2021 – Summary of Additions to Bylaw No. 1125, 2010

WILDLIFE ATTRACTANT BYLAW NO. 1294, 2021						
BYLAW NO.	SECTION	DESCRIPTION	A1 PENALTY	A2 EARLY PAYMENT PENALTY	A3 LATE PAYMENT PENALTY	A4 COMPLIANCE AGREEMENT AVAILABLE
1294	3.1	Store/Deposit or Place Refuse as to be accessible to Wildlife	\$200	\$150	\$300	No
1294	3.2	Store/Deposit or Place Refuse except in a wildlife resistant container or enclosure	\$200	\$150	\$300	No
1294	3.3	Fail to dispose of refuse in container at end of day	\$200	\$150	\$300	No
1294	3.4	Feed Wildlife	\$300	\$200	\$400	Yes
1294	3.5.1	Fruit/Nuts attracting Wildlife	\$100	\$80	\$120	Yes
1294	3.5.2	Birdfeeder or Bird Feed accessible	\$100	\$80	\$120	Yes
1294	3.5.3	Compost attracting Wildlife	\$100	\$80	\$120	Yes
1294	3.5.4	Improperly maintain BBQ equipment	\$100	\$80	\$120	Yes
1294	3.5.5	Place Fridge/Freezer outside	\$150	\$100	\$200	Yes
1294	3.5.6	Grease/Petroleum accessible to wildlife	\$200	\$150	\$300	Yes
1294	3.5.7	Poultry/Bees attracting Wildlife	\$200	\$150	\$300	Yes
1294	3.5.8	Home Delivery Items attracting Wildlife	\$100	\$80	\$120	No