

**COMMUNITY GRANT REVIEW COMMITTEE MEETING**

November 18, 2015 at 7:00 pm

Location: Council Chambers

Agenda

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5. Public Input

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**DISTRICT OF SOOKE
COMMUNITY GRANT REVIEW COMMITTEE**

Wednesday, October 21, 2015
7:00 p.m. in the Council Chamber

Committee Members Present:

Councillor Kerrie Reay, Chair
Councillor Bev Berger
Patricia Baye
Alexander Chandler

Staff: Brent Blackhall, Deputy Director of Finance
Tina Hansen, Corporate Assistant (recorder)

1. Call to Order

The meeting was called to order at 7:01 p.m.

2. Approval of the Agenda:

MOVED and seconded to approve the agenda with the removal of the withdrawn Category A Grant Application for the Senior Cohousing Society.

CARRIED UNANIMOUSLY

3. Approval of Minutes

MOVED and seconded to approve the minutes of May 14, 2015 as circulated.

CARRIED UNANIMOUSLY

4. Staff Report/Presentation:

Chair Kerrie Reay welcomed those in attendance and introduced members of the Community Grant Review Committee. Chair Reay took the opportunity to thank Ms. Baye and Mr. Chandler for serving as members of the Community Grant Review Committee advising that the term for public member appointments will end this year and the District will be advertising for new public members to serve on the Committee.

Brent Blackhall reviewed the eligibility criteria for Category A and B Community Grants and provided an overview of the review procedures, as outlined in Policy 5.1, *Community Grant Program Policy, 2013*.

Mr. Blackhall provided a report outlining the total requests for grant funding and the amounts available for disbursement for both Category A and B Community Grants.

Chair Reay stated that Council appreciates each of the groups/organizations and the volunteers and work that they do to enhance the well-being of the community. Council works to ensure that while they are moving forward with their strategic priorities, they are maintaining fiscal responsibility. Chair Reay further advised that Council makes the final decision as to the disbursement of funding for the Community Grants. In terms of Category A Grants, the budgeted amount has been fully expended for 2015. The Committee will be conducting a review of existing Category A Grants to ensure they continue to meet the purpose of the program and to provide opportunity for new applications.

5. September 30, 2015 Category B grant applications:

Presentations were made from the following groups:

Sooke Academy of Music

- Lorna Bjorklund, representing the Sooke Academy of Music, addressed the Committee and reviewed the request for funding.
- Ms. Bjorklund stated that the Sooke Academy of Music is a community band organization that provides a musical outlet for adults and youth in Sooke. The Academy is involved in festivals, competitions and concerts
- They would like to purchase equipment such as scores, lights, instruments and instrument repair needs for the Community Band project.
- The Sooke Academy of Music is requesting \$2,000 in grant funding.

The Committee asked for additional information as to the status of the organization's application under the *BC Society Act* and whether there have been any applications made for alternate funding.

Sooke Philharmonic Society – Sooke Harmony Project

- Lorna Bjorklund, representing the Sooke Philharmonic Society – Sooke Harmony Project, provided a powerpoint presentation and reviewed the request for funding.
- Ms. Bjorklund advised that the project is geared for students with little financial support and uses music as a tool to positively influence the lives of youth in Sooke
- Ms. Bjorklund stated that they have applied for alternate funding sources and have received \$10,000 in funding from the Liebhich Foundation
- The Sooke Philharmonic Society is requesting \$9,500 in funding for the Sooke Harmony Project.

A discussion ensued as to the following:

- Facility rent at Journey Middle for \$10,500 provided as an in-kind donation
- Funding may be available and accessed through an old program at EMCS for the purchase of musical instruments
- Whether the Sooke Harmony Project has plans for additional fundraising
- Clarification as to expenses associated with the Program Manager and Conductor positions
- Concerns as to the total expense of the project vs. the funding that has been received

Sooke Community Choir Society

- Phoebe Dunbar, representing the Sooke Community Choir Society, addressed the Committee and reviewed the request for funding.
- Ms. Dunbar reported that the Society has worked over the past year on fundraising initiatives and has looked for alternate funding sources, which has indicated that there is community support for the Choir
- Ms. Dunbar advised the concert venue this year is the Sooke Community Hall
- The Sooke Community Choir Society is requesting \$2,371.60 to purchase a lighting system for the Sooke Community Hall.

Sooke Youth Show Choir

- Keli Dunn, representing the Sooke Youth Show Choir, addressed the Committee and reviewed the request for funding.
- Ms. Dunn reported that the Sooke Youth Show Choir has been operating as a registered Society under the *BC Society Act* since July 2015
- The organization provides opportunities to youth in Sooke through teaching the

- foundations of singing, dancing and acting
- One of the Society's main goals is to keep the program accessible and affordable to all members
- Ms. Dunn reported that the group has held fundraising events, applied for alternate funding and has received \$250 from the Sooke Community Arts Council
- Sooke Youth Show Choir is requesting \$3,000 in funding to pay for a keyboard, stand, bench amplifier and microphone

The Committee asked for further clarification as to contracted services for the Artistic Director and Accompanist.

Sooke Christmas Bureau (Sooke Food Bank Society)

- Kim Metzger and Mike Thomas, representing the Sooke Food Bank Society and Sooke Christmas Bureau addressed the Committee and reviewed the request for funding
- Ms. Metzger reported the Sooke Christmas Bureau has received funding through Santa's Anonymous and they are changing their Category B Grant request from \$12,000 to \$7,000 for the purchase of turkeys and ham
- Mr. Thomas noted that this year the Christmas Hampers for ages 16 and under will be distributed through Victoria and all other families will be able to pick up their Hampers at the centre in Sooke
- Mr. Thomas reported that there continues to be an increase in the number of customers that they are providing assistance to

Public Input:

- Susan Percival commented as to the distribution of Christmas Hampers from Victoria versus having the Hampers distributed in Sooke.
- Jo Phillips inquired as to whether the local grocery stores have been approached regarding the donation of turkeys and ham for the Christmas Hampers

The Committee asked for clarification as to the amount of alternate funding provided to the Sooke Christmas Bureau

6. Category A grant applications – changes to existing grants: Presentations were made from the following groups:

Sooke Food Bank Society – Milk Program:

- Kim Metzger, representing the Sooke Food Bank Society, addressed the Committee and reviewed the request for funding.
- Ms. Metzger reported that any funding provided by the District of Sooke will be matched by Island Farms
- The Sooke Food Bank is requesting a Category A grant in the amount of \$10,000 in 2016 for the Milk Program.

7. Category A grant applications – new applications: Presentations were made from the following groups:

EMCS Student Art Bus Shelter Project

- Susan Perceval and Sue Garat, representing the EMCS Student Art Bus Shelter Project addressed the Committee and reviewed the request for funding.
- Ms. Percival reported on the changes to the BC Transit Bus Shelter numbers and locations in Sooke and advised that the student art will be distributed throughout

- Sooke in the proposed new Shelter locations
- The Student Art Bus Shelter Project has historically received a Category B Grant and it has been suggested they switch to a Category A Grant. They are requesting \$1,925.87 in funding.

The Committee inquired as to whether the EMCS Student Art Bus Shelter Project provides advertising opportunities to other community groups in order to reduce their expenses.

Transition Sooke

- Jeff Bateman, representing Transition Sooke, addressed the Committee and provided an overview of the funding request made by Transition Sooke which includes funding requests from Wild Wise Sooke and Zero Waste Sooke.
- Mr. Bateman reported on a series of workshops Transition Sooke would like to offer in 2016 including
 - Re-skilling Workshops
 - Speaker Series Workshops
 - A Film Awareness Night showing of the Naomi Klein film "This Changes Everything"
- Debbie Read representing Wild Wise Sooke addressed the Committee and provided an overview of the funding request from Wild Wise Sooke
- Ms. Read reported that this fall has been a record year in terms of the number of bear sightings in the community
- The group is wanting to cover out of pocket expenses that are incurred through the program and are looking for ongoing support to continue the Wild Wise Sooke Program
- Jo Phillips representing Zero Waste Sooke provided an overview of the activities for the Program including roadside cleanups, public education involving children and youth and planned events such as a "dumpster dive" with students at EMCS.
- Ms. Phillips advised that the funding request is for an Open Space Community Meeting to see what the community is interested in with respect to projects for Zero Waste and includes registration fees to join Zero Waste Canada, signage, website development, meeting space, and supplies

Public Input:

- Susan Perceval commented on the positive effects the Wild Wise Sooke Program has had on the community including making people more aware and responsible for managing their attractants.

The Committee discussed the following:

- Whether the funding request from Transition Sooke which includes Wild Wise Sooke and Zero Waste Sooke should be dealt with as three separate applications
- The funding request from Transition Sooke and Zero Waste Sooke do not fall under the Category A grants

Sooke River Bluegrass Festival

- Al Planiden, Lawrence Statland, and Phil Shaver representing the Sooke River Bluegrass Festival Society addressed the Committee and reviewed the request for funding.
- Mr. Planiden reported that this will be the Festival's 14th year and they are continuing to build and promote the event in hopes to make the Sooke community a destination place
- The Society works in conjunction with Victoria Bluegrass Society, they hold an

- annual Christmas Concert fundraiser, donate some of the funds to Our Place Society and they try to secure any sponsorship they can for the event
- They are seeking grant funds to grow the festival, do more promotion, bring in headliner bands, and improve infrastructure in order to portray a first class venue. They hope that as the festival grows there will be an increase in the spin off for the community of Sooke
- The Sooke River Bluegrass Festival Society is requesting \$5,000 in funding through the Category A Grants

The Committee asked for additional information as to the following:

- Expenses for Sooke School Workshops
- Numbers that have attended the Festival over the past two years
- Whether there are business sponsors for the Festival in Sooke
- Clarification as to funding donated to Our Place Society

Bipolar Disorder Society of BC

- Warren Keane, representing the Bipolar Disorder Society of BC, addressed the Committee and reviewed the request for funding.
- Mr. Keane summarized the Programs the Society offers including:
 - The Stigma Stomp Classroom Program
 - Mental Health Awareness Community Presentations
 - Tween2Tweenies Peer Support Group
 - The Bipolar Babe Women's Support Group
 - Westshore Peer Support Group
- Mr. Keane advised that the Programs focus' on mental health and improving people's lives in particular youth
- The Society does not charge for their services and they are not funded through the Ministry of Health
- The Bipolar Disorder Society of BC is requesting \$4,500 in funding through the Category A Grants.

The Committee discussed the following:

- The Bipolar Disorder Society of BC is not funded through the Ministry of Health or the Ministry of Children and Families
- Concerns as to provincial downloading
- Confirmation that the Society is looking at this request under the Category A Grant applications

Committee Discussion:

The Committee discussed the grant funding applications and determined funding recommendations as follows:

Sooke Academy of Music (Amount requested \$2,000)

Committee Discussed:

- Concerns as to the Society not yet being registered as a Society under the *BC Society Act*.
- There are no additional funding sources noted in the application other than the District of Sooke

MOVED to recommend that Council deny the Sooke Academy of Music Category B grant request for \$2,000

CARRIED UNANIMOUSLY

Sooke Philharmonic Society – Sooke Harmony Project (Amount requested \$9,500)
Committee Discussed:

- Concerns as to amount of expenses going toward wages for staff
- Concerns as to total projected cost of \$60,000 for the project and that the Society has not received sufficient funding from alternate sources
- The project is a worthwhile project, but the scope of the project may be too large

MOVED to recommend that Council deny the Sooke Philharmonic Society – Sooke Harmony Project Category B grant request;

AND THAT COUNCIL encourage the Sooke Philharmonic Society to apply for a Category B Community Grant at a time when the Society has attained sufficient additional funding sources for the project.

CARRIED UNANIMOUSLY

Sooke Community Choir Society (Amount requested \$2,371.60)

MOVED and seconded to recommend that Council award the Sooke Community Choir Society Category B grant request for \$2371.60

CARRIED UNANIMOUSLY

Sooke Youth Show Choir (Requested amount \$3,000)

MOVED to recommend that Council award the Sooke Youth Show Choir Category B grant request in the amount of \$2,982.56.

CARRIED UNANIMOUSLY

Sooke Christmas Bureau (Sooke Food Bank Society) (Requested amount \$10,000 changed to \$7,000)

MOVED and seconded to recommend that Council award the Sooke Christmas Bureau – Sooke Food Bank Society Category B grant request in the amount of \$7,000.

CARRIED UNANIMOUSLY

Sooke Food Bank Society – Milk Program (Requested amount \$10,000)

MOVED and seconded to recommend that Council award the Sooke Food Bank Society – Milk Program Category A grant request for \$10,000 contingent upon Council's approval of the 2016-2020 Five Year Financial Plan.

CARRIED UNANIMOUSLY

EMCS Student Art Shelter Project (Requested amount \$1,925.89)

MOVED and seconded to recommend that Council award a Category A grant to the EMCS Student Art Bus Shelter project in the amount of \$1,925.87 contingent upon Council's approval of the 2016-2020 Five Year Financial Plan.

CARRIED UNANIMOUSLY

Sooke Transition Town Society (Requested amount \$4,000)

The Committee agreed by general consensus to review the requests for funding from Sooke Transition Town Society, Wild Wise Sooke and Zero Waste Sooke on an individual basis.

MOVED and seconded to recommend that Council award funding in the amount of \$300 from the Category B grants for Sooke Transition Town Society for the rental fee for an Awareness Film Night screening.

CARRIED UNANIMOUSLY

MOVED and seconded to recommend that Council deny the additional funding for Sooke Transition Town Society's Category A grant request.
CARRIED UNANIMOUSLY

Wild Wise Sooke

MOVED and seconded to recommend that Council award a Category A grant to the Wild Wise Sooke in the amount of \$1,700 contingent upon Council's approval of the 2016-2020 Five Year Financial Plan.
CARRIED

Zero Waste Sooke

MOVED and seconded to recommend that Council award funding in the amount of \$500 from the Category B grants for Zero Waste Sooke to use towards costs for signage.
CARRIED UNANIMOUSLY

MOVED and seconded to recommend that Council deny the additional funding for Zero Waste Sooke's Category A grant request.
CARRIED UNANIMOUSLY

Sooke River Bluegrass Festival (Requested amount \$5,000)

Committee Discussion;

- Discussion as to the Festival Society looking at charging higher ticket fees in order to cover expenses
- Clarification as to "site expenses" of approximately \$5,000

MOVED and seconded to recommend that Council award a Category A grant to the Sooke River Bluegrass Festival Society in the amount of \$5,000 contingent upon Council's approval of the 2016-2020 Five Year Financial Plan.
DEFEATED

MOVED and seconded to recommend that Council deny the Category A grant request for \$5,000 to the Sooke River Bluegrass Festival Society.
CARRIED UNANIMOUSLY

Bipolar Disorder Society of BC (Requested amount \$4,500)

Committee Discussion:

- Discussion that while this is a worthy cause, youth mental health issues reside with the Provincial Government rather than with the Sooke taxpayer

MOVED and seconded to recommend that Council deny the Category A grant request for \$4,500 to the Bipolar Disorder Society of BC.
CARRIED UNANIMOUSLY

8. Community Member Appointments to Committee

Mr. Blackhall reported the District will be advertising for community member appointments to the Community Grant Review Committee for a new term beginning in January 2016. Members of the public are invited to apply, including the existing appointed members.

9. Public Input:

There was no further input from members of the public.

10. Next Scheduled Meeting: To be determined

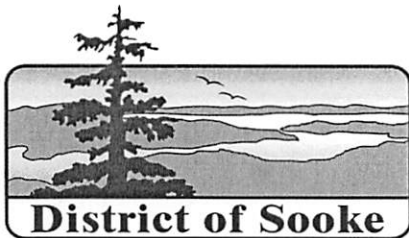
11. Adjournment:

MOVED and seconded to adjourn the meeting at 9:11 p.m.

CARRIED UNANIMOUSLY

Kerrie Reay
Chair

Bonnie Sprinkling
Corporate Officer



File No. 0540-20

DIRECTION REQUEST

COMMUNITY GRANT REVIEW COMMITTEE

Meeting Date: November 18, 2015

To: Gord Howie, Chief Administrative Officer
From: Finance Department
Re: **Community Grant Program – Category A Grant Review**

SUGGESTED ACTION:

THAT THE COMMUNITY GRANT REVIEW COMMITTEE recommend Council approve the Category A grant recipients and amounts to be included in the 2016-2020 Five Year Financial Plan.

1. Executive Summary

During the budget review process for the 2015-2019 Five Year Financial Plan, Council determined that the line item for Annual Grants (Category A) remain at the 2015 amount of \$72,788 pending review of the Grants by the Community Grant Review Committee. The purpose of this report is to provide the necessary information for the Committee to carry out the review.

2. Background

The Community Grant Program is designed to assist organizations to improve the well being of the community as a whole through community projects, programs, services, activities or events located primarily in the District of Sooke. The program is intended to assist Sooke based organizations in which the majority of the members reside within the municipality.

Category A grants are made annually on the basis that there is an on-going valuable program being provided to the community, and that the organization is unable to raise all its required funding without District of Sooke assistance. The 2015 budget for Category A grants was \$72,788. A total of \$76,577.87 has been requested for 2016. The following table provides a summary of the Committee approved Category A grants, the historical amounts awarded, and the purpose for which the funds were requested.

Recipient	Current Category A Grant	Total Category A Grants Received	Purpose of funding
Sooke Food Bank Society Existing from 2014 Additional paid in 2015 Total paid in 2015 Additional approved in 2015 Total Category A Grant	\$2,370.00 <u>\$4,191.00</u> <u>\$6,561.00</u> <u>\$3,439.00</u> \$10,000.00	 \$14,862.20	Milk program for Sooke area youth and senior residents in need
Citizens on Patrol Sooke	\$2,800.00	\$12,400.00	Patrol Sooke community during weekends, night hours, some day times, report any events to the RCMP and Speed Watch.
EMCS Society for the Sooke Youth Council	\$7,000.00	\$57,146.00	Youth engagement strategies, activities and capacity building.
EMCS Student Art Bus Shelter Project	\$1,925.87	\$17,366.68	Art installation in community bus shelters to display art created by local youth and to help deter vandalism.
Greater Victoria Bike to Work Week	\$300.00	\$1,200.00	Supports the cost of the Greater Victoria Bike to Work Week project, to encourage commuters to try cycling as a form of transportation to and from work.
JDF Regional Park Watch Society	\$5,000.00	\$65,116.00	Park patrol persons to deter theft and vandalism from area parks (East Sooke Regional Park, Botanical Beach, Matheson Lake, Pike Road, Sooke Potholes, French and China Beaches).
Sooke Community Arts Council	\$4,000.00	\$37,750.00	Arts events stretching from East Sooke to Port Renfrew (Beach Art Festival, Members Art Show, Family Arts Fair, Art In the Park). Funds from District are matched by BC Arts Council.

Recipient	Current Category A Grant	Total Category A Grants Received	Purpose of funding
Sooke Residents in Need Society Victim Services Program	\$8,323.00	\$74,430.00	Support services for area residents that are victims of domestic abuse, Also to attend sudden deaths and bad accidents with the RCMP to support those involved.
Sooke Residents in Need Society Crisis Centre Program (not yet paid for 2015 as final report for 2014 not yet received).	\$6,120.00	\$73,427.00	Provides food, a place to get help or referral to other services. Helps people threatened with eviction, loss of hydro, lack of heating oil, bus tickets to make medical appointments etc.
Sooke Lions Club	\$5,000.00	\$11,000.00	Canada Day celebrations for Sooke community.
Sooke Family Resource Society	\$5,000.00	\$33,436.00	<p>Current scope is a Prenatal Program – focuses on prenatal and postnatal education, support and outreach families in the greater Sooke area.</p> <p>Prior to 2015 the scope was an Art Program (free of cost) for children up to 12 yrs and young families of the Sooke community.</p>
Sooke Region Food CHI	\$7,000.00	\$51,265.00	"Buy Local Campaign" and the "Food Growing and Recovery" programs aimed at increasing local food production and food growing opportunities to benefit the community.
Sooke Fine Arts Society	\$7,000.00	\$54,000.00	Support of programs within the Sooke Fine Arts Show that allow artists to directly engage with the community, including live music, artist demonstrations and artist talks.

Recipient	Current Category A Grant	Total Category A Grants Received	Purpose of funding
Vancouver Island South Film & Media Commission	\$1,000.00	\$3,000.00	To help promote Sooke and the CRD as an ideal location for film productions. Supports educational training, seminars, industry mixers, familiarization tours, location scouting and extensive film support.
Sooke Transition Town Society (Wild Wise Sooke) Total paid in 2015 Additional approved in 2015 Total Category A Grant	\$1,225.00 <u>\$1,700.00</u> \$2,925.00	\$1,225.00	Existing grant is for program materials for a bear/human conflict reduction program in the Sooke community. Additional approved in 2015 (for 2016) is for coordinator's site visit costs and public education presentations.
Need 2 – Suicide Prevention Education & Awareness	\$3,184.00	\$33,537.00	Suicide prevention efforts within the CRD. Includes delivery of Suicide Awareness for Youth program at Journey Middle School and EMCS. Also for supporting the Youthspace.ca program for online access by youth.
TOTAL REQUESTED FOR 2016	\$76,577.87		

Attached Documents:

1. Category A Community Grant Applications
2. Final reports



Brent Blackhall, CPA, CA
Deputy Director of Finance

APPENDIX II - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization:

Sooke Food Bank Society

Address of Organization:

2037 EUSTACE ROAD

PO Box 983 Sooke, B.C.

V9Z-1H9

Phone:

250 642 7666

Fax:

E-mail:

Contact Person:

Kim Metzger

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input checked="" type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input type="checkbox"/> Environmental

Amount Requested:

\$10,000.00

Total Budget:

\$20,000

(attach completed Budget Form)

Have you applied before?

Yes

When?

2014

Grant Received?

YES

Have you submitted a final report for previous grant?

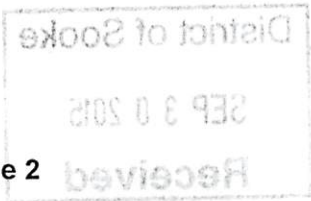
Yes

Incorporation number and date of incorporation if applicable:

S-0040347 (1999)

(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Hunger
is UnacceptableMake a Change,
Make a Differencewww.foodbankscanada.ca
/abouthunger



Describe your organization, its mandate and program (s) _____

Sooke Food Bank Society is 100% volunteer
run, non profit, serving emergency
food

Describe the community project, program, service, activity or event ("project") for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

Project description: THE MILK PROGRAM ALLOWS
THE FOOD BANK TO PROVIDE MILK TO
SENIORS AND CHILDREN.
AND YOGURT FOR LUNCHES (SCHOOL AGE)

Purpose of project: TO HELP GIVE BALANCED,
HEALTHY HAMPERS. DAIRY PRODUCTS
HELP STRETCH OUR HAMPERS OUT, AT
THE SAME TIME AS FILL LUNCH BAGS (YOGURT)
FOR SCHOOL CHILDREN

The names of those involved in carrying out the project: _____

VOLUNTEERS OF SOOKE FOOD BANK

Date and Place of Project: 2016 ~ SOOKE COMMUNITY HALL.

COMMUNITY GRANT PROGRAM - Budget Template

Please include with your application

Date:

Organization Name:

Revenues	Other funders (please list)			Total
	Confirmed	Pending	In-kind	
Grants:				\$
District of Sooke request		✓		\$ 10000. ⁰⁰
Other grants ISLAND FARMS	✓			\$ 10000. ⁰⁰
(list funder)				\$
(list funder)				\$
				\$
Admissions / fees:				\$
				\$
Other:				\$
				\$
Total Revenues				\$ 20000. ⁰⁰
Expenses				
				\$
				\$ 16000. ⁰⁰
				\$ 4000. ⁰⁰
				\$
				\$
				\$
				\$
Total Expenses				\$
Net Income				\$ 20000. ⁰⁰

SOCIETY ACT

CERTIFICATE OF INCORPORATION

I Hereby Certify that

SOOKE FOOD BANK SOCIETY

has this day been incorporated under the *Society Act*

Issued under my hand at Victoria, British Columbia

on August 17, 1999



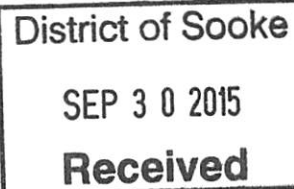
JOHN S. POWELL
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA

SOOKE FOOD BANK BUDGET

	Program Actual Revenues/Expenses Previous Fiscal Year	Program Budget Current Fiscal Year	Program Budget Next Fiscal Year
Balance Forward	\$26,819.76	(\$526.48)	
Revenues			
Federal Funding			
Provincial Funding			
Municipal Funding		\$4,575.32	\$4,500.00
Gaming Grant			\$70,000.00
Membership Fees	\$11.00	\$16.00	\$16.00
Fundraising		\$19,958.20	\$20,000.00
Donations	\$26,565.47	\$20,000.00	\$20,000.00
Interest	\$164.96		
Other			
Sub-Total	\$53,561.19	\$44,023.04	\$114,516.00
In-Kind Income			
Labour		\$48,830.00	\$50,000.00
Materials		\$66,099.50	\$65,000.00
Total	\$53,561.19	\$158,952.54	\$229,516.00
Expenses			
Food	\$49,493.54	\$55,000.00	\$103,355.00
Transportation	\$1,370.83	\$1,400.00	\$1,500.00
Telephone	\$966.79	\$1,100.00	\$1,200.00
Insurance	\$625.00	\$650.00	\$650.00
Administration	\$1,525.00	\$2,700.00	\$2,700.00
Miscellaneous	\$108.71	\$120.00	\$150.00
Sub-Total	\$54,087.67	\$60,970.00	\$109,555.00
In-Kind Expenses			
Labour		\$48,830.00	\$50,000.00
Materials		\$66,099.50	\$65,000.00
Total	\$54,087.67	\$175,899.50	\$224,555.00
Surplus / Deficit	(\$526.48)	(\$16,946.96)	\$4,961.00
Community Groups Donations		\$ 8,000.00	\$8,500.00
CASA			
Legion			
St. Vincent du Paul			
Sooke Crisis Centre			

Balance Forward		November-14
Receipts		12,387.85
	Donations	71,480.49
	Grant Income	35,000.00
	Interest	0.00
Total		106,480.49
Expenses		
	Food	101,383.23
	Milk & Eggs	5,664.94
	Transportation	1,400.00
	Insurance	650.00
	Administration	1,500.00
	Telephone	2,232.22
	Web Work	1,260.00
	Miscellaneous	643.16
Total		114,733.55
Income/(Loss)		4,134.79
Balance Forward		4,134.79
Balance Sheet		
		November 30, 2014
Assets:		
	Sooke Food Bank	11,951.88
	Christmas Bureau	0.00
Total Assets		11,951.88

Date	#Hampers	Juice	Cereal	Peanut B	Soup	Tomato	Beans	Fish	Fruit	Veggies	Pasta	KD	Bread	Buns	Sweets	Eggs	Meat	Margarine	Milk Child	Adults	Children
9-Jan-14	123	137	123	123	288	137	163	163	150	211	150	211	196	196	124	98	138	98	114	182	114
16-Jan	75	85	75	75	184	85	103	103	96	140	96	140	127	127	78	63.5	88	63.5	76	127	76
23-Jan	18	20	18	18	43	20	25	25	23	28	23	28	26	26	18	13	20	13	18	23	18
6-Feb	137	157	137	137	329	157	188	188	170	252	170	252	230	230	139	115	159	115	139	213	139
12-Feb	87	98	87	87	211	98	114	114	108	133	108	133	137	137	92	68.5	103	68.5	68	138	68
20-Feb	57	58	57	57	127	58	70	70	69	92	69	92	91	91	57	45.5	58	45.5	28	98	28
6-Mar	116	132	116	116	279	132	157	157	144	204	144	204	185	185	119	92.5	135	92.5	103	175	103
13-Mar	69	77	69	69	163	77	92	92	85	123	85	123	114	114	70	57	78	57	52	107	52
20-Mar	57	61	57	57	128	61	69	69	66	98	66	98	93	93	58	46.5	62	46.5	33	96	33
3-Apr	90	101	90	90	213	101	123	123	112	156	112	156	145	145	90	72.5	101	72.5	79	140	79
10-Apr	90	102	90	90	219	102	123	123	114	166	114	166	151	151	93	75.5	105	75.5	80	154	80
17-Apr	71	80	71	71	170	80	93	93	87	125	87	125	113	113	74	56.5	83	56.5	59	112	59
1-May	59	66	59	59	139	66	78	78	72	105	72	105	97	97	60	48.5	67	48.5	44	97	44
8-May	95	102	95	95	211	102	114	114	108	155	108	155	181	181	116	90.5	132	90.5	115	175	115
15-May	73	84	73	73	176	84	103	103	92	131	92	131	120	120	73	60	84	60	66	121	66
5-Jun	130	154	130	130	331	154	187	187	170	249	170	249	218	218	137	109	161	109	141	208	141
12-Jun	106	120	106	106	264	120	150	150	140	192	140	192	174	174	110	87	124	87	109	153	109
19-Jun	73	77	73	73	161	77	88	88	84	123	84	123	119	119	73	59.5	77	59.5	38	119	38
3-Jul	96	105	96	96	225	105	125	125	118	171	118	171	160	160	98	80	107	80	84	152	84
10-Jul	88	101	88	88	217	101	123	123	113	158	113	158	142	142	91	71	104	71	80	144	80
17-Jul	74	81	74	74	172	81	94	94	89	127	89	127	118	118	76	59	83	59	46	122	46
7-Aug	135	153	135	135	328	153	189	189	173	244	173	244	224	224	137	112	155	112	141	208	141
14-Aug	91	102	91	91	216	102	119	119	111	168	111	168	154	154	94	77	105	77	72	153	72
21-Aug	62	65	62	62	136	65	72	72	70	94	70	94	90	90	63	45	66	45	28	89	28
4-Sep	118	135	118	118	280	135	160	160	144	213	144	213	195	195	119	97.5	136	97.5	100	194	100
11-Sep	96	104	96	96	227	104	123	123	119	175	119	175	163	163	100	81.5	108	81.5	79	161	79
18-Sep	72	80	72	72	166	80	92	92	85	121	85	121	112	112	73	56	81	56	51	106	51
2-Oct	105	116	105	105	244	116	137	137	127	182	127	182	170	170	106	85	117	85	72	158	72
9-Oct	100	113	100	100	243	113	139	139	128	179	128	179	164	164	102	82	115	82	86	162	86
16-Oct	98	108	98	98	228	108	126	126	118	170	118	170	158	158	100	79	110	79	156	162	156
6-Nov	160	179	160	160	376	179	212	212	195	289	195	289	268	268	162	134	181	134	146	264	146
13-Nov	120	134	120	120	292	134	132	132	153	204	153	204	185	185	125	92.5	139	92.5	99	184	99
20-Nov	48	52	48	48	112	52	60	60	58	84	58	84	78	78	50	39	54	39	28	77	28
4-Dec	164	177	164	164	369	177	203	203	191	266	191	266	252	252	165	126	178	126	93	252	93
11-Dec	81	88	81	81	193	88	108	108	103	142	103	142	133	133	83	66.5	90	66.5	63	130	63
Total 2014	3734	3604	3734	3734	7660	3604	4754	4784	3985	5690	3985	5690	5283	5283	3325	2642	3704	2641.5	2786	5156	2786



APPENDIX III - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

FINAL REPORT

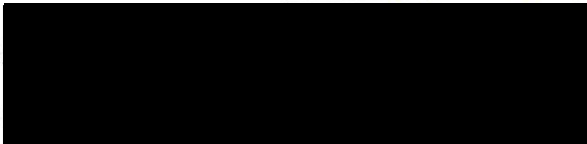
If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

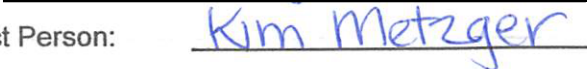
Name of Organization: SOOKE FOOD BANK SOCIETY

Address of Organization: 2037 EUSTACE RD.

PO BOX 983 SOOKE BC

V92-1H9

Phone:  Fax: —

E-mail: 

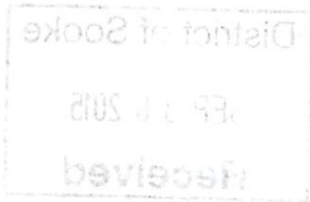
Contact Person: Kim Metzger

Grant eligibility area:

- ☐ Sports and recreation
- ☐ Fine Arts and culture
- ☐ Heritage
- ☒ Public safety and community welfare
- ☐ Community beautification
- ☐ Environmental

Community project, program, service, activity and/or event evaluation: _____

THE MILK PROGRAM ~ GIVING ONE
LITRE OF MILK TO CHILDREN 0-18 YRS.
AND SENIORS



Attendance figures (where applicable): _____

WE SERVED 7942 PEOPLE

Number of volunteers and/or participants: _____

15000 VOLUNTEER HOURS BY
40 VOLUNTEERS

Evaluation on impact on the community: _____

WE WERE ABLE TO PROVIDE
MILK ~ A LUXURY FOR SOMEONE
STRUGGLING!

MILK IS A SIMPLE PRODUCT
THAT HELPS US PROVIDE HEALTHY
HAMPERS

Attachments:

- a. Print material acknowledging the financial support of the District of Sooke (including but limited to newspaper articles, ads, press releases, social media, programs, etc.) ;
- b. Financial statement of actual revenue and expenses for the project (Appendix III Financial Statement

COMMUNITY GRANT PROGRAM - Financial Statement

Period Covered:

Organization Name:

Revenues	Actual Results
<i>Grants:</i>	\$
(list funder) DISTRICT OF SOOKE	\$ 2370. ⁰⁰
(list funder) ISLAND FARMS	\$ 2370. ⁰⁰
(list funder)	\$
	\$
<i>Admissions / fees:</i>	\$
	\$
	\$
<i>Other:</i>	\$
	\$
Total Revenues	\$ 4740. ⁰⁰
Expenses	
MILK	\$ 4740. ⁰⁰
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$ 4740. ⁰⁰
Net Income	\$ 0

November-14
12,387.85

Balance Forward

Receipts

Donations	71,480.49
Grant Income	35,000.00
Interest	0.00

Total

106,480.49

Expenses

Food	101,383.23
Milk & Eggs	5,664.94
Transportation	1,400.00
Insurance	650.00
Administration	1,500.00
Telephone	2,232.22
Web Work	1,260.00
Miscellaneous	643.16

Total

114,733.55

Income/(Loss)

4,134.79

Balance Forward

4,134.79

Balance Sheet

November 30, 2014

Assets:

Sooke Food Bank	11,951.88
Christmas Bureau	0.00

Total Assets

11,951.88

SOOKE FOOD BANK BUDGET

	Program Actual Revenues/Expenses Previous Fiscal Year	Program Budget Current Fiscal Year	Program Budget Next Fiscal Year
Balance Forward	\$26,819.76	(\$526.48)	
Revenues			
Federal Funding			
Provincial Funding			
Municipal Funding		\$4,575.32	\$4,500.00
Gaming Grant			\$70,000.00
Membership Fees	\$11.00	\$16.00	\$16.00
Fundraising		\$19,958.20	\$20,000.00
Donations	\$26,565.47	\$20,000.00	\$20,000.00
Interest	\$164.96		
Other			
Sub-Total	\$53,561.19	\$44,023.04	\$114,516.00
In-Kind Income			
Labour		\$48,830.00	\$50,000.00
Materials		\$66,099.50	\$65,000.00
Total	\$53,561.19	\$158,952.54	\$229,516.00
Expenses			
Food	\$49,493.54	\$55,000.00	\$103,355.00
Transportation	\$1,370.63	\$1,400.00	\$1,500.00
Telephone	\$966.79	\$1,100.00	\$1,200.00
Insurance	\$625.00	\$650.00	\$650.00
Administration	\$1,525.00	\$2,700.00	\$2,700.00
Miscellaneous	\$106.71	\$120.00	\$150.00
Sub-Total	\$54,087.67	\$60,970.00	\$109,555.00
In-Kind Expenses			
Labour		\$48,830.00	\$50,000.00
Materials		\$66,099.50	\$65,000.00
Total	\$54,087.67	\$175,899.50	\$224,555.00
Surplus / Deficit	(\$526.48)	(\$16,946.96)	\$4,961.00
Community Groups Donations		\$ 8,000.00	\$8,500.00
CASA			
Legion			
St. Vincent du Paul			
Sooke Crisis Centre			

Date	# Hampers	Juice	Cereal	Peanut B	Soup	Tomato	Beans	Fish	Fruit	Veggies	Pasta	KD	Bread	Buns	Sweets	Eggs	Meat	Margarine	Milk Child	Adults	Children
9-Jan-14	123	137	123	123	288	137	163	150	211	150	211	196	196	124	98	138	114	182	114	182	114
16-Jan	75	85	75	75	184	85	103	96	140	140	127	127	127	78	63.5	88	76	177	76	177	76
23-Jan	18	20	18	18	43	20	25	23	28	23	28	26	26	18	13	20	18	23	18	23	18
6-Feb	137	157	137	137	329	157	188	170	252	170	252	230	230	139	115	159	139	213	139	213	139
12-Feb	87	98	87	87	211	98	114	108	153	108	153	137	137	92	68.5	103	68	138	68	138	68
20-Feb	57	58	57	57	127	58	70	69	92	69	92	91	91	57	45.5	58	28	98	28	98	28
6-Mar	116	132	116	116	279	132	157	144	204	144	204	185	185	119	92.5	135	103	175	103	175	103
13-Mar	69	77	69	69	163	77	92	85	123	85	123	114	114	70	57	78	52	107	52	107	52
20-Mar	57	61	57	57	128	61	69	66	98	66	98	93	93	58	46.5	62	33	96	33	96	33
3-Apr	90	101	90	90	213	101	123	112	156	112	156	145	145	90	72.5	101	79	140	79	140	79
10-Apr	90	102	90	90	219	102	123	114	166	114	166	151	151	93	75.5	105	80	154	80	154	80
17-Apr	71	80	71	71	170	80	93	87	125	87	125	113	113	74	56.5	83	59	112	59	112	59
1-May	59	66	59	59	139	66	78	72	105	72	105	97	97	60	48.5	67	44	97	44	97	44
8-May	95	102	95	95	211	102	114	108	155	108	155	181	181	116	90.5	132	115	175	115	175	115
15-May	73	84	73	73	176	84	103	92	131	92	131	120	120	73	60	84	66	121	66	121	66
5-Jun	130	154	130	130	331	154	187	170	249	170	249	218	218	137	109	161	109	208	141	208	141
12-Jun	106	120	106	106	264	120	150	140	192	140	192	174	174	110	87	124	109	153	109	153	109
19-Jun	73	77	73	73	161	77	88	84	123	84	123	119	119	73	59.5	77	38	119	38	119	38
3-Jul	96	105	96	96	225	105	125	118	171	118	171	160	160	98	80	107	84	152	84	152	84
10-Jul	88	101	88	88	217	101	123	113	158	113	158	142	142	91	71	104	80	144	80	144	80
17-Jul	74	81	74	74	172	81	94	89	127	89	127	118	118	76	59	83	59	122	46	122	46
7-Aug	135	153	135	135	328	153	189	173	244	173	244	224	224	137	112	155	141	208	141	208	141
14-Aug	91	102	91	91	216	102	119	111	168	111	168	154	154	94	77	105	72	153	72	153	72
21-Aug	62	65	62	62	136	65	72	70	94	70	94	90	90	63	45	66	28	89	28	89	28
4-Sep	118	135	118	118	280	135	160	144	213	144	213	195	195	119	97.5	136	100	194	100	194	100
11-Sep	96	104	96	96	227	104	123	119	175	119	175	163	163	100	81.5	108	79	161	79	161	79
18-Sep	72	80	72	72	166	80	92	85	121	85	121	112	112	73	56	81	51	106	51	106	51
2-Oct	105	116	105	105	244	116	137	127	182	127	182	170	170	106	85	117	72	158	72	158	72
9-Oct	100	113	100	100	243	113	139	128	179	128	179	164	164	102	82	115	86	162	86	162	86
16-Oct	98	108	98	98	228	108	126	118	170	118	170	158	158	100	79	110	156	162	156	162	156
6-Nov	160	179	160	160	376	179	212	195	289	195	289	268	268	162	134	181	146	264	146	264	146
13-Nov	120	134	120	120	292	134	132	162	204	153	204	185	185	125	92.5	139	99	184	99	184	99
20-Nov	48	52	48	48	112	52	60	58	84	58	84	78	78	50	39	54	28	77	28	77	28
4-Dec	164	177	164	164	369	177	203	191	266	191	266	252	252	165	126	178	93	252	93	252	93
11-Dec	81	88	81	81	193	88	108	103	142	103	142	133	133	83	66.5	90	63	130	63	130	63
Total 2014	3234	3604	3234	3234	7660	3604	4254	3985	5690	3985	5690	5283	5283	3325	2642	3704	2786	2641.5	2786	5156	2786

APPENDIX III - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

FINAL REPORT

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: SOOKE FOOD BANK SOCIETY

Address of Organization: 2037 EUSTACE ROAD

PO BOX 983 SOOKE BC

V9Z-1H9

Phone:

Fax:

E-mail:

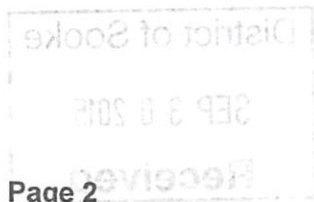
Contact Person: Kim METZGER

Grant eligibility area:

- ☐ Sports and recreation
- ☐ Fine Arts and culture
- ☐ Heritage
- ☒ Public safety and community welfare
- ☐ Community beautification
- ☐ Environmental

Community project, program, service, activity and/or event evaluation:

THE MILK PROGRAM ~ GIVING ONE
LITRE OF MILK TO CHILDREN 0-18yrs
AND SENIORS. WE ALSO ARE TRYING
TO ADD YOGURT AND CHEESE.



Attendance figures (where applicable): _____

WE SERVED 7942 PEOPLE

Number of volunteers and/or participants: _____

15000 VOLUNTEER HOURS DONE
BY 40 VOLUNTEERS

Evaluation on impact on the community: _____

THIS LAST PART OF THE YEAR
WAS A TREAT, AS WE ADDED
YOGURT AND CHEESE FOR
SCHOOL LUNCHES.
ALONG WITH MILK WE FEEL
THAT WE ARE MOVING AWAY FROM
"JUNK BASED" HAMPER'S TO
FOOD THAT IS NUTRITIONAL

Attachments:

- a. Print material acknowledging the financial support of the District of Sooke (including but limited to newspaper articles, ads, press releases, social media, programs, etc.) ;
- b. Financial statement of actual revenue and expenses for the project (Appendix III Financial Statement

COMMUNITY GRANT PROGRAM - Financial Statement

Period Covered:

Organization Name:

Revenues	Actual Results
Grants:	\$
(list funder) DISTRICT OF SOOKE	\$ 6,191. ⁰⁰
(list funder) ISLAND FARMS	\$ 6,191. ⁰⁰
(list funder) BOYSCOUTS OF CANADA	\$ 300. ⁰⁰
	\$
Admissions / fees:	\$
	\$
	\$
Other:	\$
	\$
Total Revenues	\$ 12,682. ⁰⁰
Expenses	
	\$
MILK	\$ 9878. ⁰⁰
CHEESE / YOGURT	\$ 2804. ⁰⁰
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$ 12,682. ⁰⁰
Net Income	\$ 0

Date	# Hampers	Juice	Cereal	Peanut B	Soup	Tomato	Beans	Fish	Fruit	Veggies	Pasta	KD	Bread	Buns	Sweets	Eggs	Meat	Margarine	Milk Child	Adults	Children
9-Jan-14	123	137	123	123	288	137	163	163	150	211	150	211	196	196	124	98	138	98	114	182	114
16-Jan	75	85	75	75	184	85	103	103	96	140	96	140	127	127	78	63.5	88	63.5	76	127	76
23-Jan	18	20	18	18	43	20	25	25	23	28	23	28	26	26	18	13	20	13	18	23	18
6-Feb	137	157	137	137	329	157	188	188	170	252	170	252	230	230	139	115	159	115	139	213	139
12-Feb	87	98	87	87	211	98	114	114	108	153	108	153	137	137	92	68.5	103	68.5	68	138	68
20-Feb	57	58	57	57	127	58	70	70	69	92	69	92	91	91	57	45.5	58	45.5	28	98	28
6-Mar	116	132	116	116	279	132	157	157	144	204	144	204	185	185	119	92.5	135	92.5	103	175	103
13-Mar	69	77	69	69	163	77	92	92	85	123	85	123	114	114	70	57	78	57	52	107	52
20-Mar	57	61	57	57	128	61	69	69	66	98	66	98	93	93	58	46.5	62	46.5	33	96	33
3-Apr	90	101	90	90	213	101	123	123	112	156	112	156	145	145	90	72.5	101	72.5	79	140	79
10-Apr	90	102	90	90	219	102	123	123	114	166	114	166	151	151	93	75.5	105	75.5	80	154	80
17-Apr	71	80	71	71	170	80	93	93	87	125	87	125	113	113	74	56.5	83	56.5	59	112	59
1-May	59	66	59	59	139	66	78	78	72	105	72	105	97	97	60	48.5	67	48.5	44	97	44
8-May	95	102	95	95	211	102	114	114	108	155	108	155	181	181	116	90.5	132	90.5	115	175	115
15-May	73	84	73	73	176	84	103	103	92	131	92	131	120	120	73	60	84	60	66	121	66
5-Jun	130	154	130	130	331	154	187	187	170	249	170	249	218	218	137	109	161	109	141	208	141
12-Jun	106	120	106	106	264	120	150	150	140	192	140	192	174	174	110	87	124	87	109	153	109
19-Jun	73	77	73	73	161	77	88	88	84	123	84	123	119	119	73	59.5	77	59.5	38	119	38
3-Jul	96	105	96	96	225	105	125	125	118	171	118	171	160	160	98	80	107	80	84	152	84
10-Jul	88	101	88	88	217	101	123	123	113	158	113	158	142	142	91	71	104	71	80	144	80
17-Jul	74	81	74	74	172	81	94	94	89	127	89	127	118	118	76	59	83	59	46	122	46
7-Aug	135	153	135	135	328	153	189	189	173	244	173	244	224	224	137	112	155	112	141	208	141
14-Aug	91	102	91	91	216	102	119	119	111	168	111	168	154	154	94	77	105	77	72	153	72
21-Aug	62	65	62	62	136	65	72	72	70	94	70	94	90	90	63	45	66	45	28	89	28
4-Sep	118	135	118	118	280	135	160	160	144	213	144	213	195	195	119	97.5	136	97.5	100	194	100
11-Sep	96	104	96	96	227	104	123	123	119	175	119	175	163	163	100	81.5	108	81.5	79	161	79
18-Sep	72	80	72	72	166	80	92	92	85	121	85	121	112	112	73	56	81	56	51	106	51
2-Oct	105	116	105	105	244	116	137	137	127	182	127	182	170	170	106	85	117	85	72	158	72
9-Oct	100	113	100	100	243	113	139	139	128	179	128	179	164	164	102	82	115	82	86	162	86
16-Oct	98	108	98	98	228	108	126	126	118	170	118	170	158	158	100	79	110	79	156	162	156
6-Nov	160	179	160	160	376	179	212	212	195	289	195	289	268	268	162	134	181	134	146	264	146
13-Nov	120	134	120	120	292	134	132	162	153	204	153	204	185	185	125	92.5	139	92.5	99	184	99
20-Nov	48	52	48	48	112	52	60	60	58	84	58	84	78	78	50	39	54	39	28	77	28
4-Dec	164	177	164	164	369	177	203	203	191	266	191	266	252	252	165	126	178	126	93	252	93
11-Dec	81	88	81	81	193	88	108	108	103	142	103	142	133	133	83	66.5	90	66.5	63	130	63
Total 2014	3234	3604	3234	3234	7660	3604	4254	4284	3985	5690	3985	5690	5283	5283	3325	2642	3704	2641.5	2786	5156	2786

Sooke Food Bank Budget

	Program Actual Revenues/Expenses Previous Fiscal Year	Program Budget Current Fiscal Year	Program Budget Next Fiscal Year
Balance Forward	\$26,819.76	(\$526.48)	
Revenues			
Federal Funding			
Provincial Funding			
Municipal Funding		\$4,575.32	\$4,500.00
Gaming Grant			\$70,000.00
Membership Fees	\$11.00	\$16.00	\$16.00
Fundraising		\$19,958.20	\$20,000.00
Donations	\$26,565.47	\$20,000.00	\$20,000.00
Interest	\$164.96		
Other			
Sub-Total	\$53,561.19	\$44,023.04	\$114,516.00
In-Kind Income			
Labour		\$48,830.00	\$50,000.00
Materials		\$66,099.50	\$65,000.00
Total	\$53,561.19	\$158,952.54	\$229,516.00
Expenses			
Food	\$49,493.54	\$55,000.00	\$103,355.00
Transportation	\$1,370.63	\$1,400.00	\$1,500.00
Telephone	\$966.79	\$1,100.00	\$1,200.00
Insurance	\$625.00	\$650.00	\$650.00
Administration	\$1,525.00	\$2,700.00	\$2,700.00
Miscellaneous	\$106.71	\$120.00	\$150.00
Sub-Total	\$54,087.67	\$60,970.00	\$109,555.00
In-Kind Expenses			
Labour		\$48,830.00	\$50,000.00
Materials		\$66,099.50	\$65,000.00
Total	\$54,087.67	\$175,899.50	\$224,555.00
Surplus / Deficit	(\$526.48)	(\$16,946.96)	\$4,961.00
Community Groups Donations		\$ 8,000.00	\$8,500.00
CASA			
Legion			
St. Vincent du Paul			
Sooke Crisis Centre			

Balance Forward
Receipts

Donations 71,480.49
Grant Income 35,000.00
Interest 0.00

Total 106,480.49

Expenses

Food 101,383.23
Milk & Eggs 5,664.94
Transportation 1,400.00
Insurance 650.00
Administration 1,500.00
Telephone 2,232.22
Web Work 1,260.00
Miscellaneous 643.16

Total 114,733.55

Income/(Loss)

4,134.79

Balance Forward

4,134.79

Balance Sheet

November 30, 2014

Assets:

Sooke Food Bank 11,951.88
Christmas Bureau 0.00

Total Assets 11,951.88

District of Sooke

MAR - 7 2013

RECEIVED

APPENDIX II - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization:

Citizen on Patrol / Speedwatch, Sooke

Address of Organization:

RCMP, Sooke Detachment2076 Church RoadSooke, BC V9Z 0E4Phone: 250-642-5241 (ext. 5304) Fax: 250-642-3247E-mail: steve.murchie@rcmp-grc.gc.ca

Contact Person:

John Armitage, COP / Ron Bilinsky, Speedw. / Steve Murchie
RCMP

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input type="checkbox"/> Environmental

Amount Requested: 2,800,-Total Budget: _____
(attach completed Budget Form)Have you applied before? Yes When? 2011 Grant Received? 4,000,-Have you submitted a final report for previous grant? No (attached)Incorporation number and date of incorporation if applicable: N/A
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)Does your organization receive a permissive tax exemption? Yes _____ No X

Does the organization that owns the building you occupy receive a permissive tax exemption? Yes _____ No _____

Page 2

APPENDIX II - Policy 5.1

Describe your organization, its mandate and program (s) Patrol Sooke
Community during weekends, night hours and
some day times, report any events to the
RCMP, SPEEDWATCH

Describe the community project, program, service, activity or event ("project") for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

Project description: The production of 100 decals (see sample)
"for sale" to the Sooke Business Community, to
support our operational budget. The balance
for the purchase of the decals goes to our
operational budget / gas, batteries, cell phones
etc.

Purpose of project: To make the public aware of our
activity, that the places, which display
our decals are monitored by "COPS" and
support this group.
Speedwatch, to increase road safety

The names of those involved in carrying out the project: 17 members
of the Citizen On Patrol Sooke

Date and Place of Project: Ongoing activity, purchase of
the decals as soon, as financing is secured.

COMMUNITY GRANT PROGRAM APPLICATION - BUDGET

Please give detailed revenue projections and indicate which revenue is speculative.

REVENUE	
	\$
Grants: <i>Sooke Community Grant (speculative)</i>	\$ 2,800.-
<i>License Plate Check — " —</i>	\$ 200.-
	\$
	\$
	\$
	\$
Admissions/fees:	\$ —
	\$
	\$
	\$
	\$
	\$
Other: <i>Donations from local companies (speculative)</i>	\$ 800.-
	\$
	\$
	\$
	\$
TOTAL REVENUE:	\$ 3,800.-

EXPENSES:	
<i>Gas Coupons >40,- / week</i>	\$ 2,080.-
<i>1 Cell Phone</i>	\$ 112.-
<i>Batteries for hand held lights</i>	\$ 30.-
<i>Spare parts for Spot Lights</i>	\$ 30.-
<i>First Aid Training 5x 80,-</i>	\$ 400.-
<i>Road Safety</i>	\$
<i>2 foldable Chairs for Speedwatch</i>	\$ 60.-
<i>Replacement parts for First Aid kits</i>	\$ 50.-
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENSES:	\$ 2,762.-

SOOKE CITIZENS ON PATROL

INCOME STATEMENT

May 1, 2012 to February 28, 2013

INCOME

- I.C.B.C. \$ 100.00

EXPENSES

Tool Bag	\$ 38.63	
Cell Phone Renewal	112.00	
Gasoline Coupons	640.00	
		(790.63)

DEFICIT (640.63)
=====

NOTE: Deficit covered by previous income from
I.C.B.C and Sooke RCMP Community Policing

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

FINAL REPORT

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Sooke Citizens Patrol / Sooke Speedwatch

Address of Organization: 2076 Church Rd
Sooke, B.C.
V9Z 0E4

Phone: 250.642.5241 Fax: 250.642.3247

E-mail: Jamie.Robinson@rcmp-grc.gc.ca

Contact Person: CST J. ROBINSON

Grant eligibility area:

- ☐ Sports and recreation
- ☐ Fine Arts and culture
- ☐ Heritage
- ☒ Public safety and community welfare
- ☐ Community beautification
- ☐ Environmental

Community project, program, service, activity and/or event evaluation: Sooke Citizens Patrol act as extra eyes for police within our community;
they regularly conduct patrols including in noted problem areas,
and immediately advise police should they witness suspicious
activity.

Sooke Speedwatch conduct targeted speed education in
high risk and identified problem areas. Speedwatch alert
the public of their speed in enforcement areas and notify police
of problematic drivers.

Recently both groups have assisted in monitoring cellphone use,
while driving, throughout our community.

Attendance figures (where applicable): N/A.

Number of volunteers and/or participants: 19 volunteers and one police coordinator.

Evaluation on impact on the community: Sooke Citizens Patrol have identified, and notified police, of multiple occurrences throughout Sooke during 2014; many of these instances have led to police action.

Sooke Speedwatch are a familiar sight throughout Sooke and have conducted numerous speed initiatives throughout Sooke during 2014; they have also alerted police of problematic drivers, and assisted police in their enforcement actions during 2014.

Attachments:

- a. Print material acknowledging the financial support of the District of Sooke (including but limited to newspaper articles, ads, press releases, social media, programs, etc.) ;
- b. Financial statement of actual revenue and expenses for the project (Appendix III Financial Statement)

COMMUNITY GRANT PROGRAM - Financial Statement

Period Covered:

Organization Name:

Revenues	Actual Results
Grants: District of Sooke	\$ 2800.00
(list funder) ICBC	\$ 300.00
(list funder) One time gift donation from Sooke Remp	\$
(list funder) Auxiliaries	\$ 1503.70
	\$
Admissions / fees:	\$
	\$
	\$
Other:	\$
	\$
Total Revenues	\$ 4603.70
Expenses	
Organization Decals	\$ 280.00
Hand Cart	\$ 112.00
Gas Coupons	\$ 500.00
Cell phone Card	\$ 123.20
Sooke Region Volunteer Membership	\$ 25.00
Electronic Tablet for stolen Auto recov.	\$ 400.00
	\$
	\$
	\$
Total Expenses	\$ 1440.20
Net Income	\$ 3163.50



Appendix III – Policy No. 5.1

DISTRICT OF SOOKE – COMMUNITY GRANT PROGRAM

APPLICATION

Name of Organization: Edward Milne Community School Society
Address of Organization: 6218 Sooke RD. PO BOX 1010
Sooke, BC V9Z 1J1
Phone: (250) 642-6371 **Fax:** (250) 642-7866
Email: elogins@sd62.bc.ca
Contact Person: Ebony Logins, Community School Coordinator - Programs

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A – Annual Grant	<input checked="" type="checkbox"/> Sports and recreation
B – Bi-Annual Grant	Fine Arts and culture
C – Service Agreement	Heritage
	<input checked="" type="checkbox"/> Public safety and community welfare
	<input checked="" type="checkbox"/> Community beautification
	Environmental

Amount Requested: \$7,000

Total Budget: \$21,200
(Budget Form attached)

Have you applied before? Yes **When?** 2013
Grant Received? Yes, for the Sooke Youth Council

Have you submitted a final report for previous grant? Yes

Incorporation number and date of incorporation if applicable:

Charitable Number: 11889 4567 RR0001

Society Number: S-22580

Date of Incorporation: June 1987

Does your organization receive a permissive tax exemption? No

Does the organization that owns the building you occupy receive a permissive tax exemption? Yes

Page 2

APPENDIX III – Policy 5.1

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

It is the mission of the Edward Milne Community School Society to partner with students, parents, and the community to build a safe, supportive, and challenging learning environment that enables people to make a living, make a life, and make a difference.

The EMCS Society works in partnership with the Sooke School District to build resilience in vulnerable children, youth, and families in our region. Our programs include the Sooke Youth Council, the Sooke Region Literacy Project, a literacy and math summer camp for struggling learners between the ages of 6 and 9 years, and various community education courses. We are also a Good Food Box distribution site for the community. We are an active member of the Sooke CASA and Sooke Youth Service Providers Network.

Describe the community project, program, service, activity or event (“project”) for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

Project description:

The Youth Engagement Program is developed as a partnership between the Society, Volunteer Victoria, Sooke Youth Council, Sooke Basketball Club, EMCS Leadership class, and the youth council's of the Greater Victoria region. Through a series of intergenerational, recreational, social, and leisure and research projects, we will provide over 100 people and 30 organizations with 9 weeks of youth-focused services. These services will give participants the opportunity to develop mentorship and leadership skills in a supportive and inclusive environment.

Our program focuses on three core strategies:

1. Community Connections: Youth-led research and involvement in building partnerships to create a pool of local resources and a needs/assets assessment. Includes Youth Friendly Community Project, Youth Friendly Business Project, developing regional partnerships, and community beautification (road cleanups with Rotary and beach cleanups).

2. Mentoring and Leadership Development:

a) Youth program assistants will aid in creating a database of youth between 19-30 who are interested in joining non-profit boards in the Sooke Region. Volunteer Victoria's Youth on Boards program has interested boards but needs to recruit young board members. The EMCS Society is part of the Youth on Boards program.

b) A peer-mentoring focus on youth involvement in sport, recreation, and education to create a sense of belonging and influence academic success. Includes HOOPS Basketball Program (camp, local tournament, youth peer-mentorship, drop-in and league recreation, National Coaching Certification Program).

3. Intergenerational Connections: Local knowledge transfer and support between generations and cultures. Includes EMCS Garden Project (restoration of garden, knowledge transfer from Slow Food group to youth to children in Play & Learn Camp). This will be the first time the garden is used through the summer months.

Purpose of project:

The Sooke Youth Council has determined (from research for the Youth Friendly Community Project in the Spring of 2013) that community connectedness and engagement is a high priority amongst our youth, as is a safe space to call their own.

Our Youth Engagement Program will create safe places for children and youth to get involved, take responsibility, and lead. Youth in this program will believe in themselves and will be equipped to better handle life challenges and make healthy choices. They will gain a sense of value, achievement, and self-confidence that will ultimately provide our region with engaged community members.

There is no all-encompassing community centre in Sooke so local organizations must spread out for space rather than connect in one building. The Society is in a unique position to offer programs and services like a community centre would and, through the use of the community school and School District facilities after-hours, offer space that can be used by youth and community groups simultaneously. Current regular users include Seaparc, Sooke Harbour Players, Vancouver Island Health Authority (VIHA), Awareness Film Night, and various local business owners for fitness and health classes.

The names of those involved in carrying out the project:

Brooke Fader, Leader of Slow Food Vancouver Island
Julia-Anne Morris, Youth Program Coordinator at Volunteer Victoria
Jason Roudette, Sooke Youth Council Coordinator
Ebony Logins, Community School Coordinator of Programs at EMCS Society
Anne Bell, Community School Coordinator of HR/Finance at EMCS Society

Date and Place of Project:

July 1st 2014 to August 31st 2014 in the Sooke Region, with indoor programming occurring mostly at Edward Milne Community School.

Project Budget	\$	Confirmed or Speculative
Revenue		
District of Sooke	7,000	Speculative
TLC Fund for Kids	2,500	Confirmed
Sooke Youth Council Special Projects	2,000	Confirmed
HRSDC Canada Summer Jobs (2 students @ 9 wks & 1@2 wks)	6,500	Confirmed
Slow Food Vancouver Island	400	Confirmed
Admissions/Fees		
HOOPS	500	Speculative
Other		
EMCS Society (facility rental, custodial, clerical, materials)	1,100	In-Kind – Confirmed
Slow Food Vancouver Island (seeds, plants, gravel, soil)	300	In-Kind – Confirmed
Volunteer Victoria (presentations to Board, youth training, travel)	300	In-Kind – Confirmed
Fundraising/Grants	600	Speculative
TOTAL	\$21,200	
Expenses	\$	Amount Requested from District of Sooke
Youth Engagement Program Assistants (2 students) @ 9wks & 1@2wks	7,200	700
Summer Program Coordinator (12 weeks)	7,900	6,300
Transportation	1,000	
Recreation Leader Training	900	
Sports & Recreation Equipment	300	
Project Materials	1,000	
Advertising & Marketing	500	
Food & Beverages	200	
Administration (12%)	2,200	
TOTAL	\$21,200	7,000

*Budget changes have been made due to changes in confirmed program funding. Previous application included 12 months of coordinator time and Outdoor Rediscovery Camp (ORC). This budget reflects 3 months of coordinator time and EMCS Garden Project instead of ORC. Volunteer Victoria in-kind partnership also added. Third summer student added for 2 weeks.



Certificate

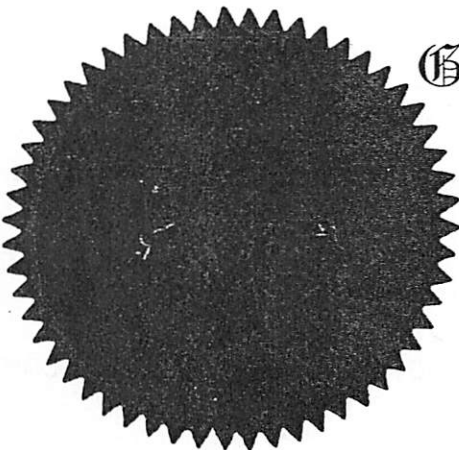
SOCIETY ACT

Canada
Province of British Columbia

I Hereby Certify that

EDWARD MILNE COMMUNITY SCHOOL SOCIETY

a Society duly incorporated under the laws of the Province of British Columbia is, according to the records of this office, an existing Society and is, with respect to filing of returns, in good standing.



*Given under my hand and seal of office at
Victoria, B.C., this -30th-
day of June, one
thousand nine hundred and eighty-eight*

B. Beckwith

Assistant Deputy Registrar of Companies.



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

SOCIETY ACT

Certificate of Incorporation

I HEREBY CERTIFY THAT


EDWARD MILNE COMMUNITY SCHOOL SOCIETY

HAS THIS DAY BEEN INCORPORATED UNDER THE SOCIETY ACT

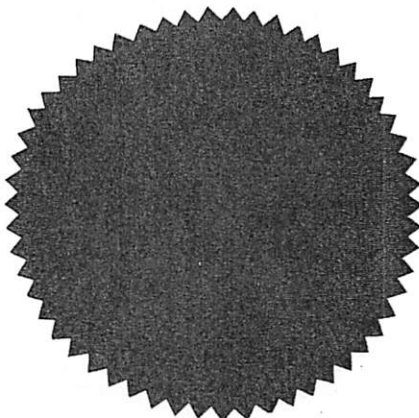
GIVEN UNDER MY HAND AND SEAL OF OFFICE

AT VICTORIA, BRITISH COLUMBIA,

THIS 23RD DAY OF JUNE, 1987

A handwritten signature in cursive script, reading "B. Beckwith".

B. BECKWITH
ASST. DEPUTY REGISTRAR OF COMPANIES



EDWARD MILNE COMMUNITY SCHOOL SOCIETY

FINANCIAL STATEMENTS
(Unaudited-See Notice to Reader)

JUNE 30, 2013

INDEX

Notice to Reader Engagement Report
Statement 1 – Gaming and Operating
Statement 2 – Projects Summary
Statement 2A – Projects Revenues & Expenditures
Statement 3 – Investment in Capital Assets
Balance Sheet
Notes to the Financial Statements
Schedule 1 – Continuity of Reserves

Dianne Chiasson. Accountant

Dianne Chiasson

Accountant
947 Deloume Road
Mill Bay, B.C. V0R 2P1

Phone: 250-733-2299
Fax: 250-733-2299
E-Mail: dianne9@shaw.ca

NOTICE TO READER ENGAGEMENT REPORT

**To: THE DIRECTORS,
EDWARD MILNE COMMUNITY SCHOOL SOCIETY**

I have compiled the balance sheet of Edward Milne Community School Society as at June 30, 2013 and the statements of revenues and expenditures for the year then ended from information provided by the Society. I have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Readers are cautioned that these statements may not be appropriate for their purposes.

Accountant

**Mill Bay, B. C.
August 12, 2013**

EDWARD MILNE COMMUNITY SCHOOL SOCIETY
GAMING AND OPERATING
STATEMENT OF REVENUES AND EXPENDITURES
(Unaudited-See Notice to Reader)
FOR THE YEAR ENDED, JUNE 30, 2013

	<u>2013</u>	<u>2012</u>
REVENUES (Note 1)		
Community Education Programs	\$ 40,835	\$ 38,474
Administration Fees	6,150	11,775
Gaming – Note 2(a)	20,000	20,000
Grants – Note 2 & 5	5,000	5,000
H.S.T./G.S.T. Recovery	2,563	3,344
Other – Interest, Membership and Sundry	1,893	135
Rental	16,013	30,395
Brochure Advertising	-	745
Program Office Services/Custodial	16,080	14,772
	<hr/>	<hr/>
TOTAL REVENUES	\$ 108,534	\$ 124,641
	<hr/>	<hr/>
EXPENDITURES (Note 1)		
Accounting	\$ 5,828	\$ 5,720
Advertising, Printing, and Promotion	3,136	3,999
Awards and Honoraria	1,132	249
Bank Charges/Credit Card Discounts	1,727	1,327
Board and Staff Development	579	287
Course Expense	26,960	22,126
Custodial	1,660	2,096
Data Base/Web Design	3,428	-
Insurance	545	450
Membership	250	320
Reduction of Sooke Works Debt	-	2,963
Office Supplies, Postage, Telephone & Sundry	5,373	5,214
Wages and Benefits	53,001	56,835
	<hr/>	<hr/>
	103,619	101,587
 (Decrease) Increase in Funds Held for Specific Purposes		
Gaming - (Note 2(a))	3,840	(3,796)
Operating	1,075	26,851
	<hr/>	<hr/>
TOTAL EXPENSES AND FUNDS (USED)		
HELD FOR SPECIFIC PURPOSES	\$ 108,534	\$ 124,641
	<hr/>	<hr/>

Dianne Chiasson, Accountant

EDWARD MILNE COMMUNITY SCHOOL SOCIETY
SPECIAL PROJECTS
SUMMARY OF PROJECT BALANCES
(Unaudited-See Notice to Reader)
FOR THE YEAR ENDED, JUNE 30, 2013

<u>PROJECT</u>	<u>2013</u>	<u>2012</u>
THEATRE	\$ 9,029	\$ 12,066
THEATRE PROJECT - RESTRICTED	2,391	-
SCHOOL PROJECTS	-	821
LITERACY NOW	13,618	30,705
YOUTH COUNCIL	18,166	28,451
GOOD FOOD BOX PROGRAM	11,236	2,486
SUMMER LITERACY CAMP - 2012-13	-	15,105
PLAY & LEARN CAMP -LITERACY	9,500	-
UBCM - ADULT EDUCATION	-	2,669
BUSINESS PLAN-ENTERPRISE NON-PROFIT	-	460
	<u>\$ 63,940</u>	<u>\$ 92,763</u>

NOTE:

See Note 5 - Grant Revenues - for details of project funding from Grants.
 See Statement 2A for Project Revenues & Expenditures detail

Dianne Chiasson, Accountant

EDWARD MILNE COMMUNITY SCHOOL SOCIETY
STATEMENT OF INVESTMENT IN CAPITAL ASSETS
(Unaudited-See Notice to Reader)
FOR THE YEAR ENDED, JUNE 30, 2013

	<u>2013</u>	<u>2012</u>
BALANCE, beginning of the year	\$ 38,802	\$ 38,802
Less: Obsolete Printer	(500)	-
Plus: Printer	454	-
	<hr/>	<hr/>
BALANCE, end of the year - (Note 2(b) & 4)	<u>\$ 38,756</u>	<u>\$ 38,802</u>

Dianne Chiasson, Accountant

EDWARD MILNE COMMUNITY SCHOOL SOCIETY

BALANCE SHEET
(Unaudited-See Notice to Reader)

JUNE 30, 2013

ASSETS

		<u>2013</u>	<u>2012</u>
CURRENT			
Cash - Operating Funds		\$ 25,063	\$ 31,840
- Restricted Funds		4,538	1,575
Accounts Receivable	\$11,731		
Allowance for Doubtful Accounts	<u>(\$4,880)</u>	6,851	-
Cash Held for Specific Purposes			
- Gaming (Note 2(a))		16,705	12,865
- Special Projects		64,640	93,814
		<u>117,797</u>	<u>140,094</u>
RESTRICTED INVESTMENTS - Trusts (Notes 2&3)		7,900	7,858
CAPITAL (Notes 2 & 4)		<u>38,756</u>	<u>38,802</u>
		<u>\$ 164,453</u>	<u>\$ 186,754</u>

LIABILITIES AND EQUITY

CURRENT			
Accounts Payable and Accrued Liability		\$ 677	\$ 2,029
Accrued Liability - Sooke Works (Note 6)		31,357	31,357
Funds Held for Specific Purposes (Note 2(a))			
- Operating		32,848	31,773
- Gaming (Note 2(a))		16,705	12,865
- I.H.N. - Punch Pass Program-Restricted		4,538	1,575
- Special Projects (Statement 2)		63,940	92,763
		<u>150,065</u>	<u>172,362</u>
RESERVE FUNDS (Note 3)(Schedule 1)		7,900	7,858
EQUITY			
Unfunded Liability (Note 6)		(32,268)	(32,268)
Investment in Capital Assets		38,756	38,802
		<u>\$ 164,453</u>	<u>\$ 186,754</u>

Director

Dianne Chiasson, Accountant

EDWARD MILNE COMMUNITY SCHOOL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

(Unaudited-See Notice to Reader)

FOR THE YEAR ENDED, JUNE 30, 2013

1. NATURE OF ORGANIZATION

The organization is incorporated under the Society's Act of British Columbia. Its goals and objectives include providing community education and leisure programs for teenagers and adults of the Sooke Region. These financial statements do not include any of the revenues, expenditures, assets and liabilities of the Edward Milne Community School, which is part of the Sooke School District #62.

2. SIGNIFICANT ACCOUNTING POLICIES

a) Revenue and Expenses

Revenue and expenses are recorded according to the accrual basis of accounting, except donations and gaming revenues, which are recorded when received. Unconditional grant revenue is recorded as revenue at the time the Society is aware of a commitment from the funding body. Grant revenue is recorded as revenue over the period of time when it is expended on allowable expenditures. The unexpended portions of both are deferred and included in current liabilities on the balance sheet.

b) Capital Assets

Capital asset purchases are generally funded by way of operating revenues, and are accordingly recorded as expenditures in the Statement of Revenues and Expenditures, and are also capitalized at cost on the Balance Sheet. The original cost of capital assets which are sold or retired is removed from the Balance Sheet at the time of disposition or retirement.

c) Amortization

The Society does not amortize its capital assets.

Dianne Chiasson, Accountant

EDWARD MILNE COMMUNITY SCHOOL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS
(Unaudited-See Notice to Reader)

FOR THE YEAR ENDED, JUNE 30, 2013

2. SIGNIFICANT ACCOUNTING PRINCIPLES – (Continued)

d) Kathy Kirk Memorial Fund

The Society maintains funds donated in trust. Interest generated on such funds is credited to the Trust Fund.

e) Donated Material and Services

The value of donated materials and services is not recorded in these financial statements.

f) Income Taxes

The Society is a registered charity within the meaning of the Income Tax Act (Canada), and is therefore exempt from income taxes on its net operating revenues.

3. RESTRICTED INVESTMENTS – Trusts

	<u>2013</u>	<u>2012</u>
Kathy Kirk Memorial Fund – Cash	<u>\$ 7,900</u>	<u>\$ 7,858</u>

The invested funds represent B.C. Credit Union deposits, which the Society has reserved for specific purposes. Pursuant to the terms of the Society's license with the Public Gaming Branch, Province of British Columbia, gaming proceeds may be used for scholarships, library materials, computers, playgrounds, trophies and awards, uniforms and equipment, performing arts, local travel and capital projects, upon approval from the Commission.

Dianne Chiasson. Accountant

EDWARD MILNE COMMUNITY SCHOOL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

(Unaudited-See Notice to Reader)

FOR THE YEAR ENDED, JUNE 30, 2013

4. CAPITAL ASSETS	<u>2013</u>	<u>2012</u>
Piano, Computer and other Equipment	26,283	26,329
Public Art - Whale Skeleton	12,473	12,473
	<u>\$ 38,756</u>	<u>\$ 38,802</u>

5. GRANT REVENUE	<u>2013</u>	<u>2012</u>
Decoda Literacy Solutions	\$ 17,500	\$ 57,500
Province of BC - Gaming	20,000	20,000
Children's Health Foundation- Play & Learn Camp	9,500	-
Sooke S. D. #62 - Community Link	5,000	5,000
Union of B. C. Municipalities	3,750	-
Sooke S. D. #62 -Books for Breakfast	2,000	2,000
VIHA - Good Food Box	20,920	6,840
Dist. Of Sooke - Youth Council	-	15,000
Rotary Club of Sooke - Youth Council	-	3,000
VanCity Savings Credit Union - Business Plan	-	4,050
University of BC-Summer Camp	3,500	3,000
VanCity Savings Credit Union -Summer Literacy Camp-2011-12	-	7,000
Rotary Club of Sooke - Power of Hope	1,000	-
Western Foods - Summer Literacy Camp - 2011-12	-	300
Village Market - Summer Literacy Camp - 2011-12	-	300
Royal Bank - Sooke -Summer Literacy Camp -2011-12	-	150
Coast Capital Savings Cr. Union - Summer Literacy Camp-2011-12	-	150
HRSDC - Summer Camp - Youth Placement	1,907	-
Dacoda -Raise a Reader-Summer Literacy Camp -2012-13	-	982
Dacoda -Raise a Reader-Summer Literacy Camp -2013-14	1,500	-
Rotary Club of Sooke - Summer Literacy Camp - 2012-13	2,000	2,000
Sooke School District #62-Summer Literacy Camp - 2012-13	-	1,000
BC Recreation & Parks Assoc. - Sooke Youth Council	500	-
Sooke Lions-Power of Hope	500	-
Cultural Alliance Society - Power of Hope	200	-
Sooke Community Arts Council - Power of Hope	200	-
Coast Capital Savings Cr. Union - Summer Literacy Camp-2012-13	-	300
Sooke Harbourside Lions - Summer Literacy Camp -2012-13	-	150
	<u>\$ 89,977</u>	<u>\$ 128,722</u>

6. UNFUNDED LIABILITY

The Sooke Works project divestment procedures have been completed by the Society.
The subsequent audit of the books and records of the Sooke Works project has resulted in the Society incurring costs resulting in an unfunded liability of \$32,268 - (2012 - \$32,268 - 2011- \$35,231).
To date, there are no terms of repayment.

Dianne Chiasson, Accountant

Schedule 1

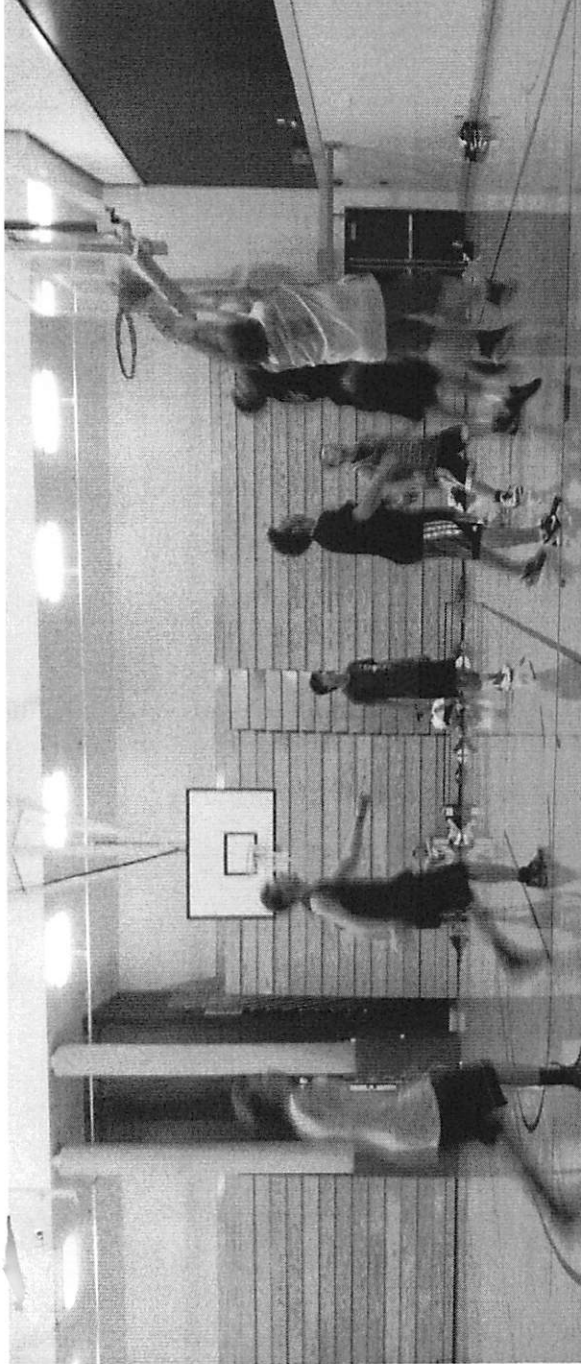
EDWARD MILNE COMMUNITY SCHOOL SOCIETY

CONTINUITY OF RESERVES
(Unaudited-See Notice to Reader)

FOR THE YEAR ENDED, JUNE 30, 2013

	<u>2,013</u>	<u>2,012</u>
KATHY KIRK MEMORIAL FUND (Note 2(e))		
BALANCE, beginning of the year	\$ 7,858	\$ 7,755
Bursaries awarded	-	-
Received from EMCS	-	-
Interest earned	42	103
BALANCE, end of the year	<u>\$ 7,900</u>	<u>\$ 7,858</u>

Dianne Chiasson, Accountant



SOOKE YOUTH COUNCIL

ANNUAL REPORT 2012 - 2013

COORDINATOR'S MESSAGE

This has been another transformative year for the Sooke Youth Council. We took on projects that included transient members and focused a lot of our energy on research to gain a strong understanding of the desires of our youth. We opened up our ideas and values to the community, receiving positive feedback and support from many local youth allies.

Here are some highlights from the 2012-2013 season...

The Sooke Youth Council was accepted to the 5th and final year of PeerNetBC's pilot project called Building Inclusive Communities, a 10-month program supported by the Vancouver Foundation and the Society for Children and Youth.

☞ Over 25 people of all ages attended the SYC Beach Cleanup at Ella Beach in late August. The CRD provided garbage bags, a large bin, and gloves. Over 10 large black bags were filled with garbage and many large barrels and dangerous pieces of nailed wood were removed from the beach.

We received a Canada Summer Jobs grant to hire 2 Youth Engagement Program Assistants who helped the SYC engage youth during the summer in physical, social, and environmental events.

Last and certainly not least, we have hired a new SYC Coordinator, Jason Roudette. He is new to youth engagement, and has the energy and enthusiasm required to excel in the Coordinator position. I am very happy to hand over the position to Jason during this exciting time.

Ebony Logins

Past SYC Coordinator

Sept. 2011 – Sept 2013

PROJECT OVERVIEW

SVC Initiatives, Community, and Workshops

Winter 2012

- Canada World Youth – Youth Friendly Business Project
- Youth Friendly Business Project Involvement

Spring 2013

- Canada World Youth – Youth Friendly Business Project
- Sooke Rotary Auction Booth
- Youth Week Awards
- Sooke Volunteer Fair Booth

Summer 2013

- Youth Night at the Sooke Fine Arts Show
- Canada Summer Jobs Summer Students
- Rotary River Raft Race at Canada Day
- Dance of the Planets
- Basketball Camp
- Trevor Purdy 3-on-3 Basketball Tournament
- Youth Drop-In Basketball Nights
- Vancouver Island Artist Festival
- Beach Cleanup at Ella Beach
- Youth Program Quality Assessment Workshop

Ongoing

- Guerilla Blackboard with Leadership Victoria
- Youth Engagement Project
- Sooke Youth Council Website – New Design!
- Youth & Family Movie Nights
- Adopt-A-Highway with Sooke Rotary
- Building Inclusive Communities Program with PeerNetBC
- Mayor's Advisory Panel on Health & Social Initiatives



Garbage collected at Ella Beach

BUILDING INCLUSIVE COMMUNITIES

Building Inclusive Communities is a 10-month program of PeerNetBC which provides a unique opportunity of developing a problem-solving network with other people, organizations, and townships throughout BC. The Sooke Youth Council was accepted to the program along with the City of Surrey, Golden Youth Centre, Frog Hollow Recreation Centre, and an independent from the Lower Mainland.

Each group shares its struggles, successes, and strategies for a community development project that involves intergenerational partnerships. We meet three times over the course of the program for weekend training workshops in Vancouver, and have monthly learning circles by email and Skype to explore emerging ideas and project experiences.

☐ The Sooke Youth Council has been able to bring 3 students to the training workshops. They have learned about:

- Peer Mentorship and Intergenerational Partnerships
- Facilitation and Community Engagement Principles
- Community-Based Project Management
- How to Make Communities Child & Youth Friendly
- Anti-Oppression and Power Dynamics
- Networking with Potential Community Partners
- The Ladder of Youth Engagement
- Teambuilding Icebreakers and Energizers
- Group Problem Solving and Decision-Making Skills

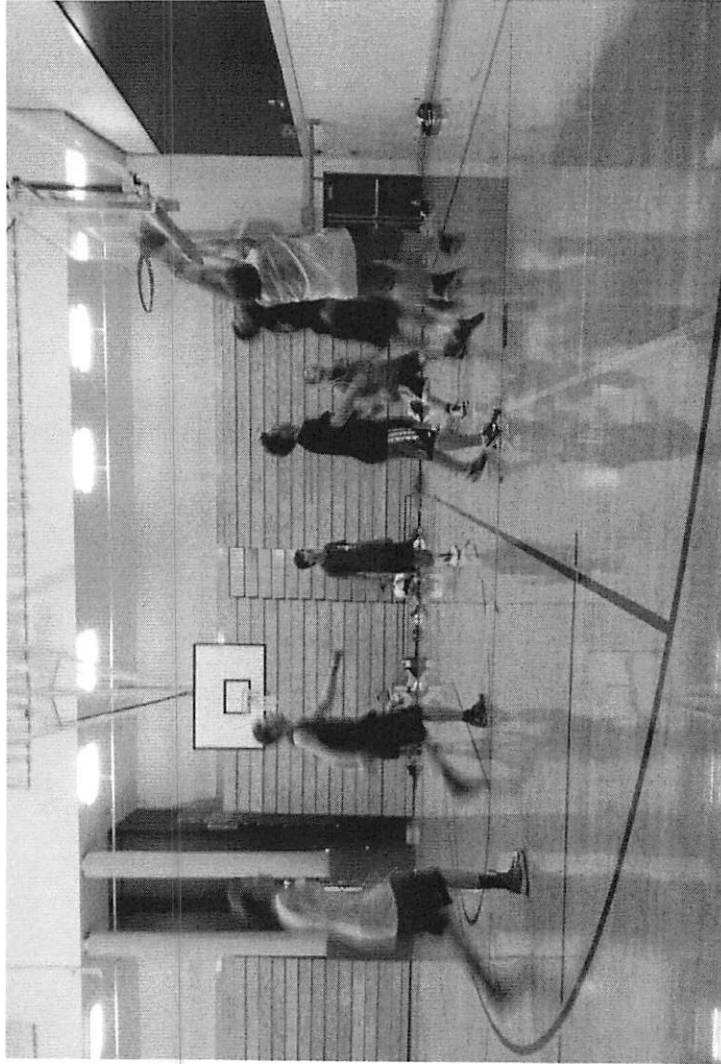
Photo Right: Two SYC members print screening at the Purple Thistle - a youth centre in Vancouver.



YOUTH ENGAGEMENT PROJECT

The Sooke Youth Council partnered with the EMCS Leadership class in the first part of an ongoing research project to discover the true desires and needs of Sooke's youth community.

Over the spring of 2013, the Leadership class participates in 3 workshops to determine how to make Sooke more youth-friendly. The activities included a game facilitated by two members of Canada World Youth called Stop-Start-Continue. The students, through discussion, mapping, and Dotmocracy, determined what Sooke needs to Stop, Start, and Continue to meet the desires of youth. A few interesting points were discovered. First, that youth who live in Sooke intend on returning and want the development of Sooke to create a place where they will be happy to raise their children. Second, that many of their needs are similar to adults and seniors in Sooke. The two most important topics youth were concerned with were development and sports infrastructure and programming.



The Youth Engagement Project determined a lack of affordable, accessible (through time and transportation) recreational opportunities for youth. In an effort to relieve this during the summer months, the SYC created a summer basketball program that included a week-long day camp, a weekend tournament, and free drop-in nights. One of the program goals was to create opportunities for peer mentorship by inviting older youth to lead and teach the younger players.

GUERRILLA BLACKBOARD PROJECT

This fun project started as a pilot through Leadership Victoria, who constructed the blackboards, placed them in communities and schools, and displayed them in the Victoria Art Gallery in Spring 2013. Afterwards, Leadership Victoria gave the boards to local groups who would be able to continue using them as a means to collect data to community-minded questions. The Sooke Youth Council was provided with 2 boards. One side of each board asks, "What matters in your community?" and the other side is blank, giving the SYC the opportunity to change up the questions. The beautiful thing about the boards is that they are raw, uncensored, and anonymous.



2013 YFBP RESULTS

This year, Canada World Youth participated in data collection for the Youth Friendly Business Project. The survey was updated to include more open-ended questions. This year, we surveyed approximately 30 businesses compared to the 50 businesses in previous years. This is due mainly to the new survey structure, and the 1-on-1 time spent with many local business owners.

This year's survey provided some interesting insight to the present state of youth friendly business in Sooke...

"Youth bring a different perspective to things. They help us relate with a wide range of customers"

- Local Business Owner, when asked about the benefits of hiring youth.

84% of businesses employ at least 1 youth.

16% of businesses employ at least 10 youth.

Youth under 25 make up 50-100% of the workforce in 8 local businesses!

In 2013, businesses feel more comfortable (86%) when groups of youth walk in their stores compared to 2011 (63%) and 2010 (74%).

6 local businesses offer youth scholarships, bursaries, or grants.

50% of businesses believe work ethic is an asset to hiring youth. The other 50% believe work ethic is a challenge.

57% of businesses pay youth above minimum wage.

Business support for youth fundraisers has dropped by 42% since 2011.

FUTURE PLANS

Hello there! My name is Jason and I'm the new Sooke Youth Council Coordinator. My vision is to develop an ongoing supportive relationship between the community and the youth of Sooke to help them grow into happy adults. This means I need your help. Our job as leaders in the community is to work together to provide support and guidance and to facilitate opportunities for young people to develop into positive and empowered future community leaders.

The youth of Sooke are a talented group of young people that have many amazing skills and potentials, but also face unique challenges. I plan to develop strategies that focus on giving young people the chance to form potential employment relationships, build skills, exercise leadership, challenge negative stereotypes, and contribute to their communities. To achieve these goals we'll need your help to overcome barriers and to ensure the availability of confidence building activities and resources that motivate and inspire our diverse group of young individuals.

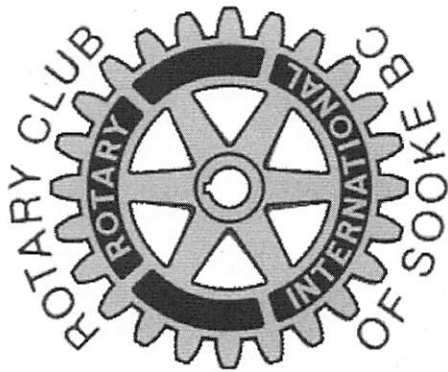
The Sooke Youth Council regularly plans many different activities for youth, including:

- Movie Nights;
- Highway clean up;
- Beach clean up;
- Volunteer opportunities;
- Creating a new logo for SYC; and
- Regular activities w/SEAPARC.

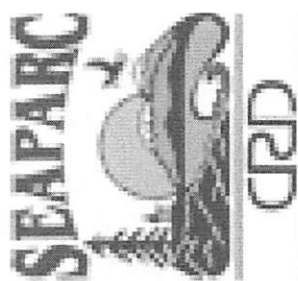
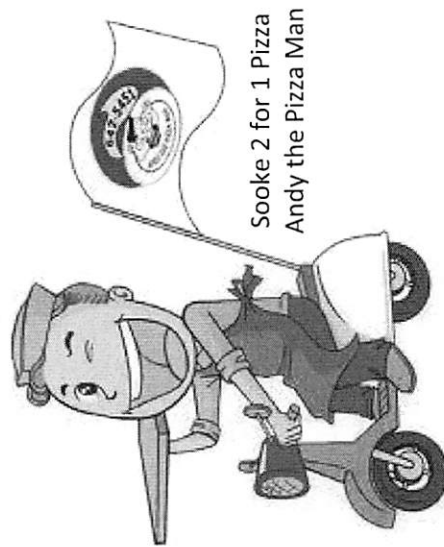
I would also like to see an increase in community support and participation in other youth activities such as sports and recreation, music, and art and theatre. Also, I would like to ensure the availability of support and resources for vulnerable youth.

I'll be attempting to foster their positive energy and help direct it towards a better outlet by coaching our youth to pursue their strengths and to hone a sense of pride and belonging in our community. I am thrilled to have the opportunity to act as the new Coordinator and I look forward to working with my fellow community leaders to help our youth achieve their goals.

Jason Roudette
Coordinator - Sooke Youth Council



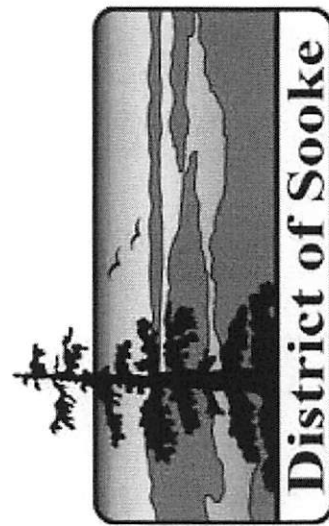
Insert EMCS Logo and EMCSS Logo



BC Gaming

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THANK YOU FOR YOUR SUPPORT

Through 2012 and 2013

2013 YOUTH FRIENDLY BUSINESS PROJECT



The Youth Friendly Business Project has been revised and, in partnership with Canada World Youth, we are currently in the process of interviewing businesses and non-profit organizations in Sooke.

The new survey has new questions concerning the needs of employers and youth in a business setting, which we are hoping will give a new understanding of the workplace environment for Sooke's youth. Additionally, Canada World Youth is providing an important 3rd party perspective on the survey results and will be making recommendations to the Sooke Youth Council for further research.

Our hope is to share the survey, results, and recommendations with local businesses and eventually determine if surrounding communities are facing similar challenges.

If you have questions about the 2013 YFBP, please contact the Sooke Youth Council Coordinator.

The Sooke Youth Council is funded by the District of Sooke, Rotary Club of Sooke, and supported by the EMCS Society.



Appendix III – Policy No. 5.1

DISTRICT OF SOOKE – COMMUNITY GRANT PROGRAM

FINAL REPORT

Name of Organization: Edward Milne Community School Society

Address of Organization: 6218 Sooke RD. PO BOX 1010
Sooke, BC, V9Z 1J1

Phone: (250) 642-6371

Fax: (250) 642-7866

Email: abell@sd62.bc.ca

Contact Person: Anne Bell, Community School Coordinator

Grant eligibility area:

- ☒ Sports and recreation
- ☒ Fine Arts & Culture
- ☒ Public safety and community welfare

Community project, program, service, activity and/or event evaluation:

The Sooke Youth Council has expanded into the Youth Engagement Project. The Youth Council objective was to organize events and programs for youth by youth, and was truly a grassroots initiative. The Youth Engagement Program encompasses the values of the Youth Council and allows the Society to hire and train youth for additional projects that require more time and experience than youth volunteers are able to offer.

In previous years, the Youth Council Coordinator would work during the school year and take time off during the summer months; however, District of Sooke funding in 2013 and 2014 allowed the Coordinator to work full-time during the summer. This was a crucial turning point for the expansion of the Youth Engagement Program. Without the Youth Engagement Coordinator, the program would not have had the capacity to hire and train 2 full-time youth during the summer months, 2 part-time youth during the summer months, and 2 part-time youth during the school year. These positions were key to engage a variety of youth volunteers in different cultural projects and create lasting relationships with local organizations such as Bear Safe BC. Additionally, this program has built lasting relationships with youth who have volunteered with the Sooke Youth Council and now have the opportunity to put their skills towards paid employment opportunities with the Youth Program. For instance, a past Youth Council member and 2013 summer engagement volunteer, Infinity Logan, has been hired as the Youth Engagement Coordinator who will take the program into a successful 2015. In this low economic time, providing youth with volunteer experience that leads to employment strengthens their resume for future leadership roles. This brings us to the next step of the Youth Engagement Program in 2015, which will focus on employment training for youth, as well as financial literacy for children and families, and opportunities for networking and inspiration as the youth create an EMCS Alumni Network.

Attendance figures (where applicable):

Here are some of the highlight initiatives of the Youth Engagement Program in 2014:

- The District of Sooke grant helped leverage a Canada Summer Jobs grant to hire 2 full-time and 2 part-time Youth Engagement Program Assistants who helped the SYC volunteers engage youth during the summer in physical, social, and environmental events.
- The District of Sooke grant helped leverage a grant from the Comox Valley Volunteer Centre to hire two part-time Youth Interns who are developing a Youth Employment Training program, creating the EMCS Alumni network to provide inspiration to local youth, and hosting a series of website workshops for local small businesses who want to improve their online presence.
- The District of Sooke grant helped leverage a grant from ParticipACTION to keep youth physically active. The grant will be used for a dodgeball tournament in 2015, planned by the Youth Interns.
- Youth staff and volunteers ran and participated in Youth Night at the Sooke Fine Arts show. This led to a partnership with the Sooke Fine Arts Society and Pacific Centre Family Services Association to create murals throughout the Sooke region over a 2+ year period.
- Ten youth volunteers canvassed Sunriver and Whiffen Spit to promote healthy interactions with wildlife, specifically related to the black bear awareness program in partnership with WildSafeBC.
- Youth staff learned how to conduct a SWOT analysis and used the strategy to assess the downtown core to determine the sense of place and where they feel safe and unsafe for the Youth Friendly Community Project.
- People of all ages attended the 2nd SYC Summer Beach Cleanup at Ella Beach in late August. The District of Sooke provided garbage bags and gloves. Over 10 large black bags were filled with garbage and many large barrels and dangerous pieces of nailed wood were removed from the beach.
- In partnership with the Rotary Club of Sooke, youth volunteers clean up garbage quarterly along the highway between Cooper's Cove and Edward Milne Community School for the Adopt-A-Highway program.
- Over 50 youth participated in two days/week of drop-in basketball and a basketball tournament in July/August 2014, which provided an opportunity to get to know other youth in the community with similar interests, and to be physically active through the summer months. Youth staff learned how to create budgets and GANTT charts to successfully produce these events.
- Youth & Family movie nights were held regularly to provide local and affordable options for evening activities during the winter months.

- The Youth Week Awards acknowledged over 25 youth who have done incredible things inside and outside of the community.

Number of volunteers and/or participants:

EVENT	PARTICIPANTS (#)
Youth Night at the Sooke Fine Arts Show	7 youth acts, 10 volunteers, 40 participants
Bear Aware Campaign with WildSafeBC	10 youth volunteers, 2 adult facilitators, 600 homes visited
Basketball Drop-In	30 youth participants, 2 youth volunteer coordinators, 1 adult volunteer coordinator
Basketball Tournament	2 youth program assistants, 3 youth volunteer coordinators, 2 adult volunteer coordinators, 40 youth participants, 10 adult participants
Beach Cleanup	10 youth participants, 2 youth program assistants
Sooke Youth Engagement Project	50 youth, ongoing
Youth Friendly Business Project	2 youth program assistants, 10 local businesses
Adopt-A-Highway	2 youth volunteers, ongoing
Youth & Family Movie Nights	1 youth coordinator and 2 youth volunteers, 20-30 participants per night
Youth Week Awards	30 youth nominated by 17 community members.

Evaluation on impact on the community:

In 2014, the Youth Engagement Program implemented community initiatives that were beneficial to more than 800 people in the Sooke region. Their presence in the community demonstrated the passion and commitment of youth to make Sooke a better place for everyone.

The District of Sooke provided funding for the Youth Engagement Coordinator position, which supervised 2 full-time and 2 part-time Youth Program Assistants in the above listed initiatives. These 4 student positions not only created employment opportunities and developed employability skills for Sooke youth, but they also provided opportunities for approximately 30 youth to add meaningful volunteerism to their resumes. These employees and volunteers had meaningful interactions with over 800 people in the Sooke region, developing positive relationships, and providing opportunities to youth, children, and families to enjoy entertainment, physical activity, and mental stimulation.

Youth Engagement Program Budget

Youth Engagement Program Budget <i>Period Covered: March 01, 2014 – Feb 28, 2015</i> <i>Edward Milne Community School Society</i>	
REVENUE	\$
District of Sooke	7,000
Comox Valley Volunteer Centre	10,100
HRSDC Canada Summer Jobs	4,050
SD #62 Sooke (In-Kind)	4,280
TLC Fund for Kids	2,500
ParticipACTION	250
Coast Capital Savings Community Funds	50
Revenue from Admissions & Fees	
Drop-In Sports	120
Basketball Tournament	350
Movie Night Donations	650
TOTAL	\$29,350
EXPENSES	\$
Youth Engagement Coordinator Wages	7,200
Youth Program Assistant & Intern Wages	4,450
Project Materials & Expenses	1,850
Facilities and Custodians	4,280
Programs and Events	1,300
TOTAL	\$19,080
Carry Forward to 2015	\$10,270
Less Designated Funds for 2015 - \$9,700 designated Youth Intern Wages to Aug. 2015	- 9,700
TOTAL CARRY FORWARD (UNDESIGNATED)	\$570

Attached Print Material

- ☒ EMCS Society Annual Report 2013-2014

NOTE: EMCS Society Blog Articles will be posted to our new website, set to launch mid-March 2015

APPENDIX II - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Student Art Bus Shelter Project

Address of Organization: 6218 Sooke Rd.
Sooke, B.C.
V92 1N1

Phone: 250-642-5211

Fax: 250-642-7866

E-mail: sgarat@sd62.bc.ca

Contact Person: Sue Garat

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input type="checkbox"/> Environmental

Amount Requested: \$1,925.87

Total Budget: \$3,851.75
(attach completed Budget Form)

Have you applied before? _____ When? _____ Grant Received? _____

Have you submitted a final report for previous grant? _____

Incorporation number and date of incorporation if applicable: N/A
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Student Art Bus Shelter Project 2015

- * This project has directly included 90-120 students per semester and, indirectly, innumerable friends, family and visitors.**
 - * The project has had a very positive response throughout the community and has inspired other community ideas and efforts at revitalization**
 - * The location is the most highly visible spot in the center of Sooke and has prevented the re-current vandalism that happened in the past, saving the District of Sooke thousands of dollars per repair of the shelters. We have, and will continue to maintain a functional and unique shelter for all to use.**
 - * Art pieces have expanded to include all school age artists as well as community artists and groups.**
 - * The youth take great pride in their involvement as artists and collaborators in their community.**
 - * The project is well supported with donated time, School District 62 dollars, and materials and expertise, by qualified adults who are committed to its on-going success.**
- The Shelters have been refurbished with new Lexan (plexiglass) and a new installation system has been donated by BC Transit and was installed in June 2015. The new frames were removed in September in anticipation that this installation system will transfer to the new BC Transit Shelters at the Round-About)**
- *Edward Milne Community School, as sponsoring organization, is providing half the funds and on-going accountability.**
 - * The project has been an additional point for tourists to remember us by and appeared in a promotional video of Sooke.**
 - * It has been a success for all involved!**

Describe your organization, its mandate and program (s) _____

The Project evolved over time with the assistance of the Engineering Department of the District of Sooke. The initial installation took place in October 08 and the second shelter's installation in November 08. Subsequent installations have taken place twice a semester since. We have also included art from Journey Middle School, the elementary schools and SOCLA.

Describe the community project, program, service, activity or event ("project") for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

The Student Art Bus Shelter (SABS) Project was initiated by me, Susan Percival, Education Assistant, EMCS. The concept of refurbishing the bus shelter(s), located at Village Foods, designed to include an art installation, was meant to create a functional shelter, a public place for the display of art created by youth and a combination that would deter the recurrent vandalism. This has been accomplished as of October 2008.

EMCS Art Department provides the opportunity, materials, and space for creative expression and understanding by its students, guided by a qualified instructor. Two dimensional works in paint, ink, pencil, charcoal, printmaking and photography are supported as well as three dimensional works in clay, found objects, construction materials and Styrofoam. Art instruction is available to all ages and abilities, Grade Nine through Twelve.

Purpose of project: _____

The purpose of this project is to showcase youth in a positive manner. I wanted to create an opportunity for youth to publicly display tangible results of their efforts and creativity. This artwork is by youth, about youth and for these youth's community to observe and enjoy. A wider range of ages have been invited to participate and will be displayed later in the year.

The names of those involved in carrying out the project: _____

This project will be overseen by me, Susan Percival, with the expertise and the support of Sue Garat, Art Department Head, EMCS. There are between 90 and 120 students involved each semester.

Date and Place of Project: on-going

COMMUNITY GRANT PROGRAM - Budget Template

Please include with your application

Date:

Organization Name:

	Other funders (please list)			Total
	Confirmed	Pending	In-kind	
Revenues				
Grants:				\$
District of Sooke request (2015)		\$1,925.87		\$1,925.87
Other grants				\$
(list funder)				\$
(list funder)				\$
				\$
Admissions / fees: N/A.				\$
				\$
Other:				\$
				\$
Total Revenues				\$
Expenses - please see attached receipts.				
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Total Expenses				\$
Net Income				\$

Invoice

IslandBlue

Save your best ideas for us.

Transaction #: 344116
Account #: 100227
PST Exemption #: PSTEXEMPT
Page: 1 of 1
Date: 9/22/2014
Time: 3:00:03 PM
Cashier: cs
Register #: 10

Bill To: EDWARD MILNE SECONDARY
EDWARD MILNE SECONDARY
6218 SOOKE RD
PO BOX 1010
SOOKE, B.C. V9Z 1J1
250-642-5211

Ship To: EDWARD MILNE SECONDARY
EDWARD MILNE SECONDARY
6218 SOOKE RD
PO BOX 1010
SOOKE, B.C. V9Z 1J1
250-642-5211

Reference:
Comment: ATTN: SUE GARRETT

Item Lookup Code	Description		Extended
CANVAS-10OZ	CANVAS BY THE FOOT - 10 OZ 60		\$219.00
CSWS1723	COVERSTOCK WHITE SMOOTH 17X23		\$76.00
NEWS1824	NEWSPRINT PAPER FIERRO 18X24		\$90.00
IB031000	ACRYLIC 1000ML CARBON BLACK		\$255.28
IB191000	ACRYLIC 1000ML BRIGHT RED		\$620.10
IB211000	ACRYLIC 1000ML PHTHALO BLUE		\$476.28
IB251000	ACRYLIC 1000ML PRIMARY YELLOW		\$555.66
IB291000	ACRYLIC 1000ML TITANIUM WHITE		\$510.56

Terms Net 30 Interest at 2% pr Month on Past
Due Accounts
ISLAND BLUE PRINT CO LTD
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Sub Total \$2,802.88
GST \$140.14
Total \$2,943.02

Charged ON ACCOUNT \$2,943.02



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Langley BC V4W 3X4
Toll Free Phone: 866-519-2816
Toll Free Fax: 800-775-0353
www.schoolspecialty.ca

Ship To: EDWARD MILNE COMMUNITY SCHOOL
6218 SOOKE RD
BOX 1010
SOOKE BC V9Z 0G7
CA

Packing Slip

Page: 1 of 2

Printed: 10/03/2014 14:17:30

Order Number: **30443796**
Ship Date: 10/03/2014
Customer Number: 224881
Shipment Number: 104070768
Customer PO: SGARAT
Attn: SUE GARAT

Order Information:

Delivery Information:

- Your order may ship in multiple boxes and may deliver at different times.
- One packing slip is provided per shipment; there is not one included in every carton.
- By ordering goods from School Specialty Canada, the purchaser waives and transfers their rights to receive the actual amount of duties refunded for returned merchandise to School Specialty Canada.
- The duties, which are included in the purchase price, in turn, will be refunded to the purchaser directly by School Specialty Canada.

The following items are in this shipment:

Line	Product No	Cust Item No	Description	UOM	Qty Ord	Qty Ship	Qty B/O
1	1299774	1299774	INK BLOCK 16 OZ VIOLET PRINTING SAX WATERBASEC	EA	1	1	
2	246686	246686	PAPER FOLIA TRANSPARENT 19-3 4X27-1/2 PACK OF 100	PK	1	1	
3	247313	247313	MEDIUM ACRYLIC TRUE FLOW GALLON GLOSS				248.76
4	248665	248665	CONST PPR 18X24 BLACK RIVERSIDE 50 PER PACK	PK	4	4	
5	085771	085771	BEADS EXOTIC PACK OF 170	PK	1	1	
6	408860	408860	BEADS GLASS KIT	EA	1	1	
7	1353935	1353935	GLUE WHITE GALLON EA - SCHOOL SMART	EA	4	4	
8	217185	217185	PAINT TEMPERA JAZZ GLOSS PINT OPAQUE SET OF 10	ST	1	1	
9	402398	402398	EASY-TO-CUT PRECUT UNMOUNTED 12X12 PACK OF 6	PK	3	3	
10	200591	200591	TISSUE SPECTRA RAINBOW REAM PACK OF 480		2	2	
11	233288	233288	WONDERFOAM ASSORTED SHAPES PACK OF 264	PK	1	1	
12	447659	447659	WIRE NICKEL SILVER 1 LB 20 GAUGE	EA	1	1	
13	447632	447632	WIRE SOFT COPPER 18 GAUGE 1 LB	EA	2	2	
14	1296507	1296507	PAPER RENAISSANCE CRAFT ASSORT 8.5 X 11 PACK OF 32	PK	1	1	
15	1299772	1299772	INK BLOCK 16 OZ BLUE PRINTING SAX WATERBASEC	EA	2	2	
16	1299770	1299770	INK BLOCK 16 OZ YELLOW	EA	1	1	

MORE ITEMS...

We want you to be 100% satisfied. If for any reason you are unhappy with the products you have just received, please call 866-519-2816 within 10 days to report damages and up to 30 days to obtain a Return Authorization (RA) number for products in their original packing and in sellable condition. Product returned without authorization, additional items not part of original authorization, or products arriving in an unsellable condition will not be eligible for credit and product will not be shipped back to the customer. Please note Custom orders are made to your specifications and may not be returned.

School Specialty CAN

Unit 200, 5510-268th Street
 Langley BC V4W 3X4
 Toll Free Phone: 866-519-2816
 Toll Free Fax: 800-775-0353
 www.schoolspecialty.ca

Ship To: EDWARD MILNE COMMUNITY SCHOOL
6218 SOOKE RD
BOX 1010
SOOKE BC V9Z 0G7
CA

Packing Slip

Page: 2 of 2

Printed: 10/03/2014 14:17:34

Order Number: **30443796**Ship Date: **10/03/2014**Customer Number: **224881**Shipment Number: **104070768**Customer PO: **SGARAT**Attn: **SUE GARAT**

Line	Product No	Cust Item No	Description	UOM	Qty Ord	Qty Ship	Qty B/O
17	1299773	1299773	PRINTING SAX WATERBASEL INK BLOCK 16 OZ TURQUOISE	EA	1	1	
18	1299768	1299768	PRINTING SAX WATERBASEL INK BLOCK 16 OZ ORANGE	EA	1	1	
19	1398078	1398078	PRINTING SAX WATERBASEL FOAM BOARD WHITE - VALUE 20X30	CS	3	3	
20	407536	407536	10-CS LINOLEUM CUTTERS ASSORTED SET	ST	5	5	
21	1334791	1334791	OF 5 PAPER ROYLCO RETRO POP 8.5X11	PK	1	1	
22	1371711	1371711	PACK OF 32 SKETCHBOOK HARDCOVER BASIC 5.5	EA	10	10	
23	207169	207169	X 8.5 IN 216 PAGE WONDERFOAM 9X12 SHEETS ASST	PK	1	1	
24	410738	410738	COLORS PACK OF 10 CHARMS ASSORTED PACK 10C	PK	1	1	
25	404655	404655	BRUSH TF OPTIMUM WHT TKLN SHRT	ST			396.27
26	464318	464318	HDNL SET OF 72 GESSO PRIMA ECONOMY GALLON	EA			137.16
27	DISC-ITEM	1426323	GLUE STICK ELMER'S .24OZ PK/60	EA	1		
			***WE'RE SORRY, THE ABOVE ITEM HAS BEEN DISCONTINUED. ALTERNATE ITEMS MAY BI AVAILABLE				

Total Expenses \$ 3,439.07

Taxes 2.12 412.68

3,851.75 ÷ 2 = \$1,925.87

We want you to be 100% satisfied. If for any reason you are unhappy with the products you have just received, please call 866-519-2816 within 10 days to report damages and up to 30 days to obtain a Return Authorization (RA) number for products in their original packing and in sellable condition. Product returned without authorization, additional items not part of original authorization, or products arriving in an unsellable condition will not be eligible for credit and product will not be shipped back to the customer. Please note Custom orders are made to your specifications and may not be returned.

COMMUNITY GRANT PROGRAM - Financial Statement

Period Covered:

(2014 Bus Shelter Art)

Organization Name:

Revenues	Actual Results
Grants:	\$
(list funder) (District of Sooke)	\$ 1,891.00
(list funder) School District 62	\$ 1,891.00
(list funder)	\$
	\$
Admissions / fees:	\$ NA
In-kind donation by Don Miller Welding	\$ (\$300.00)
	\$
Other:	\$ N/A
	\$
Total Revenues	\$ 3,782.00
Expenses	
please see attached.	\$ 3,782.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$
Net Income	\$ 0

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

FINAL REPORT

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Student Art Bus Shelter Project

Address of Organization: 6218 Sooke Rd.
Sooke BC
V9Z 1J1

Phone: 250.642.5211 Fax: 250.642.7866

E-mail: susanpercival@shaw.ca

Contact Person: Susan Percival

Grant eligibility area:

- ☐ Sports and recreation
- ☐ Fine Arts and culture
- ☐ Heritage
- ☒ Public safety and community welfare
- ☒ Community beautification
- ☐ Environmental

Community project, program, service, activity and/or event evaluation: The bus shelters have undergone a refurbishing after 6 years of wear & tear. The Lexan portion of the installation was adequate. The new framing system, designed and built by students was not unfortunately. This has impeded regular installations of new art. Fortunately BC Transit has donated new frames which will be more than adequate and will also be able to be installed in the new shelters scheduled for the new round-a-bout.

Attendance figures (where applicable): Daily continuous use of the shelters by the commuting public.

Number of volunteers and/or participants: 90-120 per year

Evaluation on impact on the community: The bus shelters, installed with Student Art, continue to provide shelter from the elements, for the commuting public. The shelters continue to serve as a youth generated solution to what was perceived as a youth generated problem of vandalism. The shelters provide a venue to showcase the artistic talents of elementary, secondary and adult artists from the community. The shelters have also been a catalyst for other community opportunities for emerging artists (Sooke Family Medical Center, Evergreen Physiotherapy, Sooke Fine Arts, Pacific Center Mural Project & Morris Cafe Window Art.)

Attachments:

- a. Print material acknowledging the financial support of the District of Sooke (including but limited to newspaper articles, ads, press releases, social media, programs, etc.) ;
- b. Financial statement of actual revenue and expenses for the project (Appendix III Financial Statement)

COMMUNITY GRANT PROGRAM - Financial Statement

Period Covered:

Organization Name:

Revenues	Actual Results
Grants:	\$
(list funder) <i>(District of Sooke)</i>	\$ <i>1,891.00</i>
(list funder) <i>School District 62</i>	\$ <i>1,891.00</i>
(list funder)	\$
	\$
Admissions / fees:	\$ <i>NA</i>
<i>In-kind donation by Don Miller Welding</i>	\$ <i>(\$300.00)</i>
	\$
Other:	\$ <i>N/A</i>
	\$
Total Revenues	\$ <i>3,782.00</i>
Expenses	
<i>please see attached receipts</i>	\$ <i>3,782.00</i>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$
Net Income	\$ <i>0</i>

~~Concepts~~

Canvas and Paint -

1646.30

1174.16

157.46

37.49

Gesso -

30.86

42.11

Medium -

241.88

Brushes -

204.26

118.88

Black Plastic Panels -

100.77

Screwdrivers

430.00

3884.17.

Invoice

IslandBlue

Save your best ideas for us.

Transaction #: 300221
Account #: 100227
Page: 1 of 1
Date: 7/22/2013
Time: 10:53:14 AM
Cashier: ba
Register #: 10

Bill To: EDWARD MILNE SECONDARY
EDWARD MILNE SECONDARY
6218 SOOKE RD
PO BOX 1010
SOOKE, B.C. V9Z 1J1
250-642-5211

Ship To: EDWARD MILNE SECONDARY
EDWARD MILNE SECONDARY
6218 SOOKE RD
PO BOX 1010
SOOKE, B.C. V9Z 1J1
250-642-5211

Reference:
Comment: ATTN: SUE GARAT / ART

Item Lookup Code	Description	Extended
CANSON-112	MITEINTES - 112 EGGSHELL	\$70.40
	Discount code: INTERNAL ACCOUNTS	
CANVAS-100Z	CANVAS BY THE FOOT - 10.OZ 60	\$219.00
IB031000	ACRYLIC 1000ML CARBON BLACK	\$301.30
IB191000	ACRYLIC 1000ML BRIGHT RED	\$270.30
IB221000	ACRYLIC 1000ML PHTHALO GREEN	\$112.47
IB251000	ACRYLIC 1000ML PRIMARY YELLOW	\$299.92
IB291000	ACRYLIC 1000ML TITANIUM WHITE	\$361.56



Terms Net 30 Interest at 2% pr Month on Past
Due Accounts
Customer Signature
GST# R102534617

Sub Total \$1,634.95
GST \$81.75
Total \$1,716.70

Charged ON ACCOUNT \$1,716.70
- 10.40

~~916.30~~



Invoice

IslandBlue

Save your best ideas for us.

Transaction #: 302246
Account #: 100227
PST Exemption #: PSTEXEMPT
Page: 1 of 1
Date: 8/13/2013
Time: 10:35:12 AM
Cashier: ba
Register #: 10

Bill To: EDWARD MILNE SECONDARY
EDWARD MILNE SECONDARY
6218 SOOKE RD
PO BOX 1010
SOOKE, B.C. V9Z 1J1
250-642-5211

Ship To: EDWARD MILNE SECONDARY
EDWARD MILNE SECONDARY
6218 SOOKE RD
PO BOX 1010
SOOKE, B.C. V9Z 1J1
250-642-5211

Reference:
Comment: ATTN: SUE GARAT

Item Lookup Code	Description	Quantity Ordered	Price	Extended
IB191000	ACRYLIC 1000ML BRIGHT RED			\$360.40
IB221000	ACRYLIC 1000ML PHTHALO GREEN			\$374.90
IB251000	ACRYLIC 1000ML PRIMARY YELLOW			\$262.43
IB291000	ACRYLIC 1000ML TITANIUM WHITE			\$120.52

Terms Net 30 Interest at 2% pr Month on Past
Due Accounts
Customer Signature
GST# R102534617

Sub Total	\$1,118.25
GST	\$55.91
DHL Courier School Van Isle, Vancouver	0
Total	\$1,174.16

Charged ON ACCOUNT

302246



302246

land Blue Print Co Ltd. 905 Fort St., Victoria, BC V8V 3K3 250-385-9786 F 250-385-1377 TF 1-800-661-3332

ART Supplies in school

IslandBlue

Save your best ideas for us.

Invoice

Transaction #: 306686
Account #: 100227
PST Exemption #: PSTEXEMPT
Page: 1 of 1
Date: 9/25/2013
Time: 2:23:48 PM
Cashier: ba
Register #: 10

Bill To: EDWARD MILNE SECONDARY
EDWARD MILNE SECONDARY
6218 SOOKE RD
PO BOX 1010
SOOKE, B.C. V9Z 1J1
250-642-5211

Ship To: EDWARD MILNE SECONDARY
EDWARD MILNE SECONDARY
6218 SOOKE RD
PO BOX 1010
SOOKE, B.C. V9Z 1J1
250-642-5211

Reference:
Comment: ATTN: SUE GARAT / ART

Item Lookup Code	Description	Quantity Ordered	Price	Extended
IB211000	ACRYLIC 1000ML PHTHALO BLUE NOTE: THESE ARE THE LAST 4 PHTHALO BLUE - (9 HAVE BEEN BILLED PREVIOUSLY)- TOGETHER THEY REPLACE THE 13 RETURNED PHTHALO GREEN SENT IN ERROR.			\$149.96

Terms Net 30 Interest at 2% pr Month on Past
Due Accounts
Customer Signature
GST# R102534617

Sub Total	\$149.96
GST	\$7.50
Maximum Express Overnight	0
Total	\$157.46

Charged ON ACCOUNT

157.46



306686



103, 20230 - 64th Avenue
Langley, BC V2Y 1N3

SEND ORDERS & CORRESPONDENCE TO

SCHOOL SPECIALTY CANADA
103, 20230 - 64th Avenue
Langley, BC V2Y 1N3

Toll Free Phone (866)-519-2816
Toll Free Fax (800)-775-0353

Corporate FID#
GST 12651 7564 RT0001
QST 1016511800 TQ0001

Invoice


Invoice Number : 202000187675
Order/Ref Number : 30386077
Invoice Date : 21-SEP-2013
Customer Number : 224881
PO Number : GARAT
Ship To Attention : SUZ GARAT
Bill To Attention :

Page 1 of 2

020-197-101

On receipt of order, examine the carton contents for damaged or lost product. Retain damaged items and their packaging. Contact us within 10 days for damages, 30 days for shortages.

Ship To : EDWARD MILNE COMMUNITY SCHOOL
6218 SOOKE RD # 1010
SOOKE, BC V9Z 1J1 Canada

Bill To :  000169
EDWARD MILNE COMMUNITY SCHOOL
6218 SOOKE RD # 1010
SOOKE, BC V9Z 1J1 Canada

Quantity Ordered	UOM	Quantity Shipped	Quantity Remaining	Ordered Item	Our Item (if different)	Description	Unit Price	Net Price	Extended Price
						THE FOLLOWING ITEM HAS BEEN DISCONTINUED 9446096764 CHARCOAL PENCIL 12PK WE APOLOGIZE FOR ANY INCONVENIENCE THIS MAY CAUSE			
1	EA	1		9464318764	464318	CESSO PRIMA ECONOMY GALLON			130.86
1	EA	1		91371314764	1371314	CESSO SUDGE 378			42.11
2	EA	2		9410715764	410715	CUP ART UTILITY 1 OZ PACK OF 250			14.38
1	EA	1		9410718764	410718	LID ART UTILITY 1 OZ PACK OF 125			2.96
1	EA	1		9423310764	423310	STAIN REMOVER KISS OFF .7 OZ			4.85
1	EA	1		9447620764	447620	WIRE DARK ANNEALED STOVEPIPE 5 LB 20 GAUGE			20.51
2	EA	2		9463808764	463808	WIRE GALVANIZED ANNEALED STOVEPIPE 1 LB 20 GA			16.18
4	EA	4		9247313764	247313	MEDIUM ACRYLIC TRUE FLOW GALLON GLOSS			241.88
1	EA	1		9245930764	245930	INK WRITE ON BLACK INDIA QUART			14.75
1	EA	1		9200591764	200591	TISSUE SPECTRA RAINBOW REAM PACK OF 480			57.77
1	EA	1		9085580764	085580	PAPER REMNANTS ASST			28.88
1	EA	1		91435530764	1435530	PAPER DECORATIVE HUES 8 1/2X5 1/2 PACK OF 192			11.24

<< tear along this perforation >>

REMITTANCE STUB

To ensure proper credit, please return this portion with remittance.

Customer Name: EDWARD MILNE COMMUNITY SCHOOL
and PO Number: GARAT

Customer Number : 224881
Invoice Number : 202000187675
Invoice Date : 21-SEP-2013
Due Date : 21-OCT-2013
Taxes : \$ 123.87
Shipping/Handling : \$ 0.00
Invoice Amount : \$ 1156.06
Less payments : \$ 0.00
Balance DUE : \$ 1156.06

Remittance Amount : \$ _____

Make Checks payable To: SCHOOL SPECIALTY CANADA
& Mail To: PO Box 15070, Station "A"
TORONTO, ON M5W 1C1 CANADA





103, 20230 - 64th Avenue
Langley, BC V2Y 1N3

SEND ORDERS & CORRESPONDENCE TO

SCHOOL SPECIALTY CANADA
103, 20230 - 64th Avenue
LANGLEY, BC V2Y 1N3

Toll Free Phone (866)-519-2816
Toll Free Fax (800)-775-0353

Corporate FID#
GST 12651 7564 RT0001
QST 1016511800 TQ0001

Invoice

Invoice Number : 202000194184
Order/Ref Number : 30392053
Invoice Date : 10-OCT-2013
Customer Number : 224881
PO Number : GARAT
Ship To Attention : SUE GARAT
Bill To Attention :

Page 1 of 1
020-197-101

On receipt of order, examine the carton contents for damaged or lost product. Retain damaged items and their packaging. Contact us within 10 days for damages, 30 days for shortages.

Ship To : EDWARD MILNE COMMUNITY SCHOOL
6218 SOOKE RD # 1010
SOOKE, BC V9Z 1J1 Canada

Bill To :  000094
EDWARD MILNE COMMUNITY SCHOOL
6218 SOOKE RD # 1010
SOOKE, BC V9Z 1J1 Canada

Quantity Ordered	UOM	Quantity Shipped	Quantity Remaining	Ordered Item	Our Item (if different)	Description	Unit Price	Net Price	Extended Price
						THE FOLLOWING ITEM HAS BEEN DISCONTINUED 9446096764 CHARCOAL PENCIL 12PK WE APOLOGIZE FOR ANY INCONVENIENCE THIS MAY CAUSE THE FOLLOWING ITEM HAS BEEN DISCONTINUED 9446096764 CHARCOAL PENCIL 12PK WE APOLOGIZE FOR ANY INCONVENIENCE THIS MAY CAUSE			
				9404655	404655	BRUSH TF OPTIMUM WHT TKLN SHRT HDNL SET OF 72			158.58
								Subtotal \$	158.58
								GST/HST \$	9.12
								PST/QST \$	12.77
								Shipping/Handling \$	23.79
								INVOICE Total \$	204.26

<< tear along this perforation >>

REMITTANCE STUB

To ensure proper credit, please return this portion with remittance.

Customer Name: EDWARD MILNE COMMUNITY SCHOOL
and PO Number: GARAT

Customer Number : 224881
Invoice Number : 202000194184
Invoice Date : 10-OCT-2013
Due Date : 09-NOV-2013
Taxes : \$ 21.89
Shipping/Handling : \$ 23.79
Invoice Amount : \$ 204.26
Less payments : \$ 0.00
Balance DUE: \$ ~~204.26~~

Remittance Amount : \$ _____

Make Checks
Payable To: SCHOOL SPECIALTY CANADA
& Mail To: PO Box 15070, Station "A"
TORONTO, ON M5W 1C1 CANADA





103, 20230 - 64th Avenue
Langley, BC V2Y 1N3

SEND ORDERS & CORRESPONDENCE TO

SCHOOL SPECIALTY CANADA
103, 20230 - 64th Avenue
LANGLEY, BC V2Y 1N3

Toll Free Phone (866)-519-2816
Toll Free Fax (800)-775-0353

Corporate FID#
GST 12651 7564 RT0001
QST 1016511800 TQ0001

Invoice


Invoice Number : 202000213548
Order/Ref Number : 30404560
Invoice Date : 30-JAN-2014
Customer Number : 224881
PO Number : GARAT
Ship To Attention : SUE GARAT
Bill To Attention :

Page 1 of 2

020-197-101

On receipt of order, examine the carton contents for damaged or lost product. Retain damaged items and their packaging. Contact us within 10 days for damages, 30 days for shortages.

Ship To : EDWARD MILNE COMMUNITY SCHOOL
6218 SOOKE RD
BOX 1010
SOOKE, BC V9Z 0G7 Canada

Bill To :  000260
EDWARD MILNE COMMUNITY SCHOOL
6218 SOOKE RD
BOX 1010
SOOKE, BC V9Z 0G7 Canada

Quantity Ordered	UOM	Quantity Shipped	Quantity Remaining	Ordered Item	Our Item (if different)	Description	Unit Price	Net Price	Extended Price
				9404655	404655	BRUSH-TR-OPTIMUM WHT-TKLN SHRT-HDNL SET OF 72			18.88
				9081454	081454	GLUESTICK ELMER'S CLEAR .24OZ 30-PK			23.12
				91462945	1462945	GLUE GUN STANDARD 40 WATT LOW TEMP WITH SAFETY FUSE			15.28
				9408064	408064	SPONGE SYNTHETIC CERAMIC			18.60
				9409157	409157	RASP STUDENT STEEL SET SET OF 8			49.66
				9410715	410715	CUP ART UTILITY 1 OZ PACK OF 250			14.38
				9410718	410718	LID ART UTILITY 1 OZ PACK OF 125			11.84
				9444167	444167	SCARF SILK 22X22			140.10
				9447623	447623	WIRE DARK ANNEALED STOVEPIPE 12 LB 16 GAUGE			40.31
				9402398	402398	EASY-TO-CUT PRECUT UNMOUNTED 12X12 PACK OF 6			67.31
				9416950	416950	GLAZE SHINY BLACK GLOSS CERAMIC TRUE FLOW PINT			12.23
				9416914	416914	GLAZE SNOW WHITE GLOSS CERAMIC TRUE FLOW PINT			13.13
				9416929	416929	GLAZE IVY GREEN GLOSS CERAMIC TRUE FLOW PINT			13.13
				9449801	449801	GLAZE DUTCH BLUE GLOSS CERAMIC TRUE FLOW PINT			13.13
								Subtotal \$	551.10
								GST/HST \$	27.57

<< tear along this perforation >>

REMITTANCE STUB

To ensure proper credit, please return this portion with remittance.

Customer Name: EDWARD MILNE COMMUNITY SCHOOL
and PO Number: GARAT

Customer Number : 224881
Invoice Number : 202000213548
Invoice Date : 30-JAN-2014
Due Date : 01-MAR-2014
Taxes : \$ 66.16
Shipping/Handling : \$ 0.00
Invoice Amount : \$ 617.26
Less payments : \$ 0.00
Balance DUE: \$ 617.26

Remittance Amount : \$

Make Checks
Payable To: SCHOOL SPECIALTY CANADA
Mail To: PO Box 15070, Station "A"
TORONTO, ON M5W 1C1 CANADA





2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: (250) 642-1634
email: info@sooke.ca

Fax: (250) 642-0541
website: www.sooke.ca

Schedule A Policy 5.1

COMMUNITY GRANT PROGRAM APPLICATION

Name of Organization: The Greater Victoria Bike to Work Society

Address of Organization: Box 8837, Victoria BC V8W 3S3

Physical Address: 201-531 Yates St, Victoria BC V8W 1K7

Phone: 250.920.5775

Fax: 250.920.5773

Contact Person: Theresa Gulliver - Executive Director

Grant eligibility area:

☒ Public Safety, Community Welfare

Amount Requested \$300

Total Project Budget for 2014: \$369,400 cash and in-kind

Have you applied before? Yes

When? April 2014

Grant Received? Yes

Have you submitted a final report? Will do so after Bike to Work Day (our final event) Oct 8, 2014

Incorporation number and date of this incorporation: S-37679 December 3, 1997

Does your organization receive a permissive tax exemption? No

Does the organization that owns the building you occupy receive a permissive tax exemption? No

Describe your organization, its mandate and program (s) Objectives/purpose/mandate/mission statement of your organization:

The Greater Victoria Bike to Work Society (GVBTWS) is a registered non-profit society governed by a volunteer board of directors. Its mandate is to encourage and promote the use of the bicycle as a viable means of transportation to and from work.

The keystone function of the Greater Victoria Bike to Work Society is to successfully run Bike to Work Week. Bike to Work Week is an annual fun, free event for interested individuals to try cycling in a supportive environment as a feasible option for regular transportation, particularly for workplace commuting and to celebrate those already riding. In 2014, the Society celebrated its 20th annual Bike to Work Week event. 2014 was a record year with 691 teams and 8,071 total riders, including 1,222 first time commuters. Bike to Work Week provides a platform for corporate sustainability campaigns, passive traffic calming methods for municipalities and employee health and wellness.

To ensure participants cycle confidently, knowing the “rules of the road” skills and safety courses are offered throughout Greater Victoria from April through October. Since 1999, the Greater Victoria Bike to Work Society has empowered 2500 cyclists through our courses including residents from Sooke.

The organization, its event and bike skills courses continue to have a broad base of support and volunteer team leaders. In addition to supporting avid cyclists, the annual Bike to Work Week event is directly responsible for over 13,000 new cyclists trying cycle commuting for the first time since 1995.

Describe the project for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

Project description and purpose:

GVBTWW is an opportunity for individuals to try cycling as transportation to and from work for one week. We actively encourage those cyclists who can’t cycle all week or the whole distance to try it at least one day and part way - to park and ride if the distance or terrain is too difficult or too great. As a result of their positive experience, cultivated by a fun event (e.g. celebration stations each day), prizes, peer and employer support, many people who take up cycling during GVBTWW continue and become regular cycle commuters.

Our surveys indicate that approximately 1% of total participants (8,071) started their commute in Sooke. In addition, at least three teams were registered from Sooke including the RCMP, District of Sooke and Sooke Bicycles.

Aimed to improve the well-being of the community as a whole, people discover that cycling to work is a great way to fit exercise into their day. In the workplace, employees who commute to work by bicycle report feeling significantly healthier, happier, and more productive, and less likely to change employers. The community at large benefits as well from reduced health care costs and fewer vehicle emissions.

Supporting Health Objectives

The average commuter cyclist travels a distance of 5-7 km; or 20-30 minutes in each direction. We would anticipate that the riders from Sooke would choose the Park and Cycle option. This is directly in-line with the Health Canada’s recommendation that people undertake a minimum of one hour of exercise per day to attain optimal health.

GVBTWW is a unique program which began in Greater Victoria in 1995 with a core group of commuter cyclists who felt that commuting by bike was intrinsically attractive to those already doing it, and wanted to interest more people in the activity. The non-profit Greater Victoria Bike to Work Society was formed in 1997, and the event has seen substantial growth since then, from approximately 50 teams and 500 participants in 1997 to 691 teams and 8,071 participants in 2014.

For the past 20 years the GVBTWS has worked diligently to ensure Bike to Work Week is a free event to participants; this has shown to be a leading motivator for participation. In-kind, prize

and cash contributions from local private industry supporters goes towards the event and operating costs.

Garnering the momentum created as a result of our 20th anniversary in 2014, the funds requested from Sooke will go directly towards supporting the volunteer team leaders in Sooke by way of team leader kits and marketing materials for encouraging participation in the workplace such as posters, sign-up sheets and t-shirts. All funds also contribute towards critical components of a successful behaviour change campaign and revitalizing our programs for another successful year ahead.

Last year eleven of thirteen municipalities in Greater Victoria financially supported the 2014 20th annual event, including the District of Sooke. It is our goal for 2015, to have the support of all thirteen municipalities.

The names of those involved in carrying out the project: Theresa Gulliver: Executive Director, Lise Richard: Bike Skills Coordinator, Event Coordinator to be hired, Board of Directors and many volunteers.

Board of Directors

Executive.

President: Lori Garcia – Meredith

Vice – President: David Cubberley

Secretary: Len Meilleur

Treasurer: Rosemary Sutton

Directors at Large.

John Luton, Kryn Zedel, Ian Graeme, Carlene McDonald, Hu Wallis, Andrew Cripps, Randy Scott

Date and Place of Project: Dates for Bike to Work Week 2015 are yet to be determined. It will either be the last week of May or first week of June. Since it is a provincial event now, we decide collectively. The official Launch of our event will be in April and the Commuter Challenge will be held one week prior to Bike to Work Week in May. The GVBTTWW event takes place throughout the Greater Victoria region and all aspects of the events are free to registered participants and members of the community.

BUDGET: 2013-2014 Budget: \$153,000 cash and \$216,400 in-kind

GVBTTWS year end is Sept 30 after which time a 2014-2015 budget will be developed and can be sent to Sooke upon completion.

11:52 AM

06/11/13

Accrual Basis

Greater Victoria Bike to Work Society
Profit & Loss
October 2012 through September 2013

	<u>Oct '12 - Sep 13</u>
Ordinary Income/Expense	
Income	
In-kind Donations	230,208.00
Bike Skills Course Income	
In-Kind donations (BSC)	12,000.00
Regional Grant	6,000.00
One Day Skills Courses	2,040.00
Bike Skills Corporate Sales	500.00
One Hour Safety Course	400.00
Total Bike Skills Course Income	20,940.00
Direct Public Support	
Corporate Contributions	36,700.00
University / Colleges	12,000.00
Total Direct Public Support	48,700.00
Government Grants	
BC Gaming Branch	8,000.00
Local Government Grants	17,600.00
Provincial Grants	37,529.84
Total Government Grants	63,129.84
Other Types of Income	
T-Shirt Sales	13,368.00
Total Other Types of Income	13,368.00
Investments	
Interest-Savings, Short-term CD	50.14
Total Investments	50.14
Total Income	376,395.98
Cost of Goods Sold	
Direct Bike to Work Wk Expenses	
Advertising and Promotion	87,200.00
Prizes	41,373.00
Volunteer Labour	41,260.00
Food and Beverage	27,645.75
Graphic Artwork	27,000.00
Event Coordination	17,046.00
Celebration Station Expenses	4,833.30
Printing and Copying	2,892.48
Donated Facilities	2,000.00
Tents, permits, misc	2,261.32
Post-event Surveys	495.00
First Aid	150.00
Total Direct Bike to Work Wk Expen...	254,156.85
Bike Skills Courses	
Classroom rent	12,000.00
Instructor Fees	5,425.00
Course Materials	921.99
Misc Bike Skills Expense	107.39
Total Bike Skills Courses	18,454.38
T-shirts- GVBTTWW	15,523.67
Total COGS	288,134.90
Gross Profit	88,261.08

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06/11/13
Accrual Basis

Greater Victoria Bike to Work Society
Profit & Loss
October 2012 through September 2013

	<u>Oct '12 - Sep 13</u>
Expense	
Salaries and Benefits	
Worksafe BC	135.22
Receiver General for Canada	4,480.17
Skills Course Coordinator	14,097.18
Total Salaries and Benefits	<u>18,712.57</u>
Facilities and Equipment	
Rent, Parking, Utilities	6,741.25
Computer and Electronics	3,463.94
Computer repairs and Maintenance	305.21
Depr and Amort - Allowable	282.00
Equip Rental and Maintenance	157.50
Total Facilities and Equipment	<u>10,949.90</u>
Operations	
Management Services	44,762.50
Telephone, Telecommunications	2,653.08
Office Supplies	1,475.98
Accounting Fees	743.31
Computer software	477.59
Business Registration Fees	75.00
Bank Charges	77.33
Books, Subscriptions, Reference	80.68
Postage, Mailing Service	217.56
Total Operations	<u>50,563.03</u>
Other Types of Expenses	
Board Meeting Supplies	768.00
Insurance - Liability, D and O	550.00
Memberships and Dues	95.00
Staff Development	51.45
Total Other Types of Expenses	<u>1,464.45</u>
Total Expense	<u>81,689.95</u>
Net Ordinary Income	<u>6,571.13</u>
Net Income	<u><u>6,571.13</u></u>

1:15 PM

09/09/14

Accrual Basis

Greater Victoria Bike to Work Society
Balance Sheet
 As of 31 August 2014

31 Aug 14

ASSETS

Current Assets

Chequing/Savings

Petty Cash 15.15

Scotia - Bike Skills 19,475.38

Scotia - General 40,885.92

Scotia - General gaming 420.29

Vancity - Investment 5,360.88

Total Chequing/Savings 66,157.62

Accounts Receivable

Grants Receivable 8,824.36

Total Accounts Receivable 8,824.36

Total Current Assets 74,981.98

Fixed Assets

Furniture and Equip - Class 8 1,408.38

Accum Depr - Furn and Equip -282.00

Total Fixed Assets 1,126.35

TOTAL ASSETS 76,108.33

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 1,558.99

Total Accounts Payable 1,558.99

Other Current Liabilities

GST/HST Payable 271.60

Total Other Current Liabilities 271.60

Total Current Liabilities 1,830.59

Total Liabilities 1,830.59

Equity

Opening Balance Equity 56,644.08

Unrestricted Net Assets 6,571.13

Net Income 11,062.53

Total Equity 74,277.74

TOTAL LIABILITIES & EQUITY 76,108.33

Greater Victoria Bike to Work Society
BALANCE SHEET

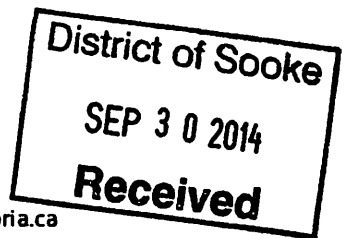
ASSETS	At Sept 30 2013	At Sept 30 2012
Current Assets		
Cash and Bank Accounts		
General	49,879.29	37,156.18
Gaming	82.88	0.00
Investments	5,360.77	5,310.63
Bike Skills	6,750.77	6,991.62
Petty Cash	15.15	15.15
TOTAL Cash and Bank Accounts	62,088.86	49,473.58
Total Current Assets	62,088.86	49,473.58
Fixed Assets		
Furniture and Equipment	1,408.35	7,152.50
Accum Depr - Furniture & Equipment	(300.00)	-
Total Fixed Assets	1,108.35	7,152.50
TOTAL ASSETS	63,197.21	56,626.08
LIABILITIES & EQUITY		
Equity		
Opening Balance Equity	56,626.08	62,781.97
Net Income	6,571.13	(6,155.89)
Total Equity	63,197.21	56,626.08
TOTAL LIABILITIES & EQUITY	63,197.21	56,626.08

BTWW Event Sponsors	2013-14 Funds			2014-15 Requests	
	Cash	In-Kind		(the remainder are speculative at this point)	
	Cash	In-Kind			
Municipalities/Governments					
City of Victoria	2,500	500			
District of Saanich	4,500				
District of Oak Bay	2,000				
Township of Esquimalt	1,500				
Town of Sidney	500				
Town of View Royal	500				
City of Langford	1,250				
City of Colwood	1,500				
Highlands	250				
Metchosin	200				
Sooke	200			Asked: \$300	
Central Saanich	0			Asked: \$500	
Capital Regional District	4,000				
District of North Saanich	200				
BC Government	26,700				
BC Gaming	8,000				
BC Hydro	0				
Educational Institutions					
University of Victoria	8,000				
Royal Roads University	1,000				
Camosun College	3,000				
Corporate/Business					
Vancity	2,500				
Old Victoria Water		3,000			
Dockside Green	2,500				
Genumark		7,000			
TELUS	8,500				
Design 2 Graphics		15,000			
Uptown		12,000			
Accent Inns	200				
Oak Bay Bike Store	2,000	1,000			
Russ Hay's Bikes	1,500	1,500			
Performance Bikes		3,000			
EDS-Tech Park	1,000				
VIHA	1,000	2,500			
Acheson, Whitley, Sweeney	500				
MEC		200			
Blue Horizon Cycling Tours		6,000			
Starbucks Coffee		3,500			
David's Tea		1,000			

COBS Bread		6,000		
Red Barn Market		2,000		
Media				
Times Colonist		6,000		
CTV News		61,000		
C-FAX 1070 & 107.3 KOOL FM		20,000		
Douglas Magazine		3,000		
Additional In-Kind (prizes, bike stores, food, labour, etc.)		68,300		
Cash		85,500		
Total In-Kind		222,500		
Total Cash and In-Kind		\$307,800		

Notes:

1. Additional income is derived through t-shirt sales, and Bike Skills course fees and sponsorships.
2. 2013-2014 funds above are approximate.
GVBTWS year end is Sept 30, at which time accurate financials and 2014-2015 budget will be created.
Financials will be approved at AGM, Nov 2014.
3. It is anticipated the 2014-2015 revenue and expenses will be similar to the preceding year as seen in the attached approved 2013-2014 budget.



September 30, 2014

Mayor Wendal Milne and Council
District of Sooke
2205 Otter Point Road
Sooke, BC V9Z 1J2

Dear Mayor Milne and Council:

With the support of several municipalities, including the District of Sooke, the 20th annual Greater Victoria Bike to Work Week (GVBTTWW) enjoyed a highly successful campaign with 8,071 participants and 691 registered workplace teams taking part. These participants, including 1,222 new riders, cycled 331,472 kilometers during Bike to Work Week, off-setting 71,863 kilos of equivalent carbon emissions. We are gearing up for Bike to Work Day Wed Oct 8 and encouraging cyclists to join in on the fun.

We are writing to request the Sooke's continued support for the 2015 Greater Victoria Bike to Work Week event, by approving funding in the amount of \$300. This funding will be used to help support the volunteer team leaders from Sooke with the materials they need to create and motivate their teams. All funds also contribute towards critical components of a successful behaviour change campaign and revitalizing our programs for another successful year ahead.

Supporting Bike to Work Week provides a significant array of benefits both to the District of Sooke and the community at large, including:

- Supporting individuals who choose an active, environmentally sustainable transportation mode which provides health and air quality benefits
- Encouraging a new market of employees and employers to participate in sustainable transportation behaviours
- Educating the community about important bike safety skills
- Emphasizing value-based business practices that support community health and liveability and contribute to higher rates of employee retention
- Delivering healthy, productive employees and community leaders to their places of work
- Reducing congestion load during peak commuting hours and reducing/delaying costs associated with expanding and repairing roadways

Your continued support and endorsement will be greatly appreciated and will be recognized in GVBTTWW promotions. We welcome the opportunity to continue to involve your community and its residents in the celebration that is Bike to Work Week.

Sincerely,

A handwritten signature in black ink, appearing to read "Theresa Gulliver".

Theresa Gulliver, Executive Director
Greater Victoria Bike to Work Society

**Greater Victoria Bike to Work Society
Approved 2013 - 2014 Budget**

Income

Bike to Work Week	\$ 369,400
Bike Skills Courses	29,200
Other donations	
Misc	
	<hr/>
	398,600
	<hr/>

Direct Expenses

Bike to Work Week	312,400
Bike Skills Courses	29,100
	<hr/>
	341,500
	<hr/>

Gross Revenue	\$ 57,100
	<hr/>

Administrative Expenses

Contractors	40,000
Rent	6,720
Telephone/Internet	2,170
Office supplies	2,153
Computer	600
Website	2,410
Bank Charges	184
Accounting	672
Postage	157
Misc	409
	<hr/>
	55,475
	<hr/>

Surplus/Deficit	\$ 1,625
	<hr/>

2012 Greater Victoria Bike to Work Week
Draft 2013 - 2014 Budget

Income

In-kind donations	\$ 216,400
Sponsorship	135,000
T-shirt sales	18,000
	<u>369,400</u>

Direct Expenses

Salaries	20,000	
Coordinator	30,000	
Volunteer Labour	39,500	in-kind
T-shirt purchases	14,000	
Prizes	42,000	40,500 in-kind
Food & Beverage	22,000	20,500 in-kind
Advertising/Promotion	86,400	all in-kind
Tents, permits, misc	3,000	
20th Anniversary Wind-up	20,000	
Team Leader Kits	2,500	
Printing	2,000	
Transportation	1,500	
Photographers	2,500	all in-kind
Graphic Artwork	27,000	all in-kind
	<u>312,400</u>	

Net Program Revenue	<u>\$ 57,000</u>
---------------------	------------------

**Bike Skills Courses
2013 - 2014 Budget**

Income

In-kind donations	\$ 13,100	Bus tickets, Uptown, Rec Centres
Municipal Grants	\$ 5,000	UVic
Skills Course fees	4,500	
One-hour Workshops	600	
Oak Bay Bikes	1,000	Video production
Can-Bike 2 course fees	3,000	
Specialized Courses	2,000	MEC, CRD-Water,
	<hr/>	
	29,200	
	<hr/>	

Direct Expenses

Instructors fees	8,000	
Instructors training	800	
Coordinator	3,000	
Classroom rent	13,100	in-kind
Course materials	2,500	CD, YouTube, vests, first aid kits
Safety videos	1,500	
Misc	200	
	<hr/>	
	29,100	
	<hr/>	

Net Program Revenue	\$ 100
	<hr/>

NUMBER: S-37679



SOCIETY ACT

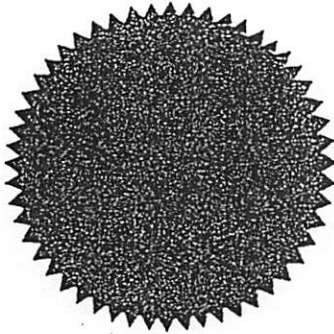
CANADA
PROVINCE OF BRITISH COLUMBIA

CERTIFICATE OF INCORPORATION

I Hereby Certify that
THE GREATER VICTORIA BIKE TO WORK SOCIETY

has this day been incorporated under the *Society Act*

*Issued under my hand at Victoria, British Columbia
on December 03, 1997*



A handwritten signature in cursive script, reading "J. Powell".

JOHN S. POWELL
Registrar of Companies

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

FINAL REPORT

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Greater Victoria Bike to Work Society

Address of Organization: PO Box 8837, Victoria BC V8W 3S3

Phone: 250-920-5775

Fax: 250-920-5773

E-mail: theresa@biketowork.ca

Contact Person: Theresa Gulliver

Grant eligibility area:

- ☒ Sports and recreation
- ☐ Fine Arts and culture
- ☐ Heritage
- ☒ Public safety and community welfare
- ☐ Community beautification
- ☒ Environmental

Community project, program, service, activity and/or event evaluation:

The 2015 Greater Victoria Bike to Work Week was a hugely successful event that saw over 4,945 attendees at 18 Celebration Stations across Greater Victoria. The sunshine combined with enthusiasm for the 21st annual event contributed to an 8% increase in attendance from 2014.

Bike to Work Week received significant and early media coverage from media sponsors including Bell Media (CTV, CFAX and Kool FM), Page One Publishing and Black Press. The Greater Victoria Bike to Work Society's Facebook page increased 35% in followers providing an effective social media tool for communicating to participants.

Community support for the 2015 event remained strong with 215 sponsors. This includes cash, prize, online auction, food and beverage donations and in-kind contributions. For the first time, every municipality provided financial support. The Society also hosted its second successful online auction.

18 Celebration Stations were located throughout Greater Victoria. Most stations were similar to previous years with new, interactive activities which were very well received and gave people a reason to stay and mingle with the cycling community.

Attendance figures (where applicable):

Registered Teams	728
Total Cyclists	9,127
Total First Time Commuter Cyclists	1,346
Total KMS Cycled	439,620
Kilos of Greenhouse Gas Averted	95,310
Calories burned	13,242,726

Number of volunteers and/or participants:

In 2015, the Greater Victoria Bike to Work Week event had 830 volunteers and at least twenty-eight known participants during the Week, from Sooke.

Our surveys indicate that approximately 1% of total survey participants (729 so far) indicate they start their commute within the District of Sooke.

Evaluation on impact on the community:

The Bike to Work Week event continues to have a gradual cumulative effect as a transportation alternative in the Capital Region. The annual event provides individuals with several opportunities to try commuter cycling. This is supported by the provision of safe bike skills training, and creating a positive, fun experience leading up to and during Bike to Work Week. Since its inception in 1995 the promotion of the Greater Victoria Bike to Work Week has been responsible for getting nearly 14,000 people out of their cars and onto a bicycle to try commuter cycling for the first time. The event supports individuals to gradually adopt commuter cycling over the long term and contributes to:

- A greater awareness of cycling as a feasible mode of transportation
- Increased profile of cycling facilitating greater acceptance of cyclists by motorists
- Enhanced sense of community pride

Bike to Work Week provides a tangible way to introduce citizens to the significant health and financial benefits of commuter cycling with the aim that they will continue year-round. From a climate change perspective, removing vehicles from the roads, even for a week, reduces greenhouse gas emissions and improves air quality in the Capital Region.

We are proud to say, the 21st annual 2015 Greater Victoria Bike to Work Week event was highly successful and reached all goals that were set for the event!

Stay tuned for Fall Bike to Work Days October 6-7, 2015 and we hope you will join us for another successful event in 2016.

Attachments:

- a. Print material acknowledging the financial support of the District of Sooke (including but limited to newspaper articles, ads, press releases, social media, programs, etc.) ;

For a financial contribution of \$300, the Greater Victoria Bike to Work Society lists the sponsor in our annual yearbook. The 2015 yearbook is currently being developed and will be shared with the District of Sooke upon completion.

- b. Financial statement of actual revenue and expenses for the project (Appendix III Financial Statement

COMMUNITY GRANT PROGRAM – FINANCIAL STATEMENT

Please give detailed revenue projections and indicate which revenue is speculative.

******* Approved financial statements will be provided following our Oct 22, 2015 AGM.**

REVENUE *****	
	\$
Grants:	\$
	\$
	\$
	\$
	\$
	\$
	\$
Admissions/fees:	\$
	\$
	\$
	\$
	\$
	\$
Other:	\$
	\$
	\$
	\$
	\$
	\$
TOTAL REVENUE:	\$

EXPENSES:	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENSES:	\$



APPENDIX II - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: _____

Address of Organization: _____ JDF Reg. ParkWatch Society
PO Box 511
Sooke BC V9Z 1H5

Phone: _____ Fax: No

E-mail: PARKWATCH@SHAW.CA

Contact Person: MARIE MILLS, TREASURER

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input checked="" type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input type="checkbox"/> Environmental

Amount Requested: 6200.00 Total Budget: \$65,500 -
(attach completed Budget Form)

* Have you applied before? _____ When? _____ Grant Received? 6/35-

* Have you submitted a final report for previous grant? _____

Incorporation number and date of incorporation if applicable: S-47815
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Does your organization receive a permissive tax exemption? Yes _____ No ✓

Does the organization that owns the building you occupy receive a permissive tax exemption? Yes _____ No ✓

* WE HAVE BEEN A "LINE" ITEM IN THE BUDGET FOR THE PAST FEW YEAR. A COPY OF OUR ANNUAL REPORT IS SENT TO COUNCIL BUT NO SPECIFIC INFO. FOR GRANT WAS EVER REQUESTED.

Page 2

APPENDIX II - Policy 5.1

Describe your organization, its mandate and program (s) _____

AS ATTACHED

Describe the community project, program, service, activity or event ("project") for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

Project description: AS ATTACHED

Purpose of project: AS ATTACHED

The names of those involved in carrying out the project: LAUYNIA ALEXANDER,
CHAIRPERSON; MARIE MILLS, TREASURER,
DIRECTORS (LIST ATTACHED) & PAID PATROLLERS

Date and Place of Project: MAY - SEPT. 2013

JDF Regional Park Watch Society - Appendix II

Park Watch is a unique program operated by the JDF Regional Park Watch Society. There were over 110 break-ins to vehicles in the year 2000. Reports of these break-ins meant that many people including seniors would not visit our parks for fear of having their vehicle damaged. Thus the idea of Park Watch was born.

Our area of coverage extends from Aylard Farm (East Sooke Regional Park) and goes to Botanical Beach in Port Renfrew. The parks covered also include Matheson Lake, Pike Road, Sooke Potholes, French and China Beaches.

Beginning in May each year, we have Park Watch Patrollers stationed at each of the above mentioned parking lots where they deter theft from, and vandalism to, vehicles while visitors enjoy our parks. Since the inception of the program in 2001 there have been no reports of break-ins or vandalism to any vehicles while a Patroller is present in the parks. This level of protection provided at very minimal cost has a huge impact on tourism. We do get Emails and phone calls from all over Canada and the USA inquiring as to when Park Watch will be in the parks so that visitors can safely come and enjoy them without the fear of a vehicle break-in and loss of their personal property.

Patrollers offer information about the local area - places to go and things to do - as well as first response first aid, directions, etc. The community as a whole benefits from this program. Local businesses have tourists buying their food, gas, groceries, souvenirs, clothing, etc. and local lodgings also benefit from guests staying at their B&B's and now at our new Prestige Hotel. Tourists and locals alike are able to enjoy a trip to the park for a hike or a swim or a picnic knowing their vehicle is safe while they are away from it. This alone brings great peace of mind to many and is superb advertising for our area as a whole as a safe place to visit and stay and play.

Our program relies on a lot of volunteer participation to keep it operating. Having a budget of only \$60,000 means every dollar is stretched as far as can be. Park visitors have been very generous with their in-park donations which make up about one-third of our yearly budget and tells us visitors are happy to see a Patroller present.

[illegible]

COPY

NUMBER: S-47815



SOCIETY ACT

CERTIFICATE OF INCORPORATION

I Hereby Certify that

JDF REGIONAL PARK WATCH SOCIETY

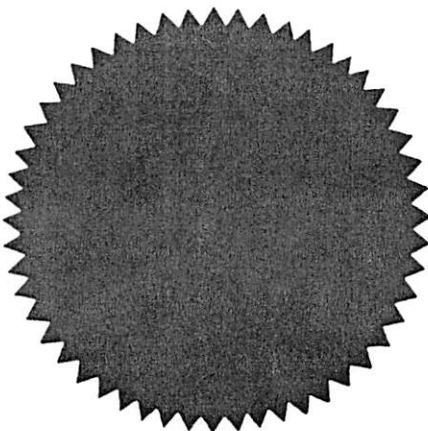
has this day been incorporated under the *Society Act*

Issued under my hand at Victoria, British Columbia

on July 12, 2004

A handwritten signature in black ink, reading "J. Powell".

JOHN S. POWELL
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA



JDF Regional Park Watch Society

PARK WATCH PATROL

2014 ANNUAL REPORT

Prepared by: **JDF Regional Park Watch Society**
PO Box 511, Sooke BC V9Z 1H5
Email: parkwatch@shaw.ca
www.parkwatch.ca

Our fourteenth annual Park Watch Patrol Program has once again been a very successful endeavor. The 2014 program was made possible through the combined efforts of dedicated volunteers who organized the grant requesting process that ultimately provided the core funds of this year's operating budget and the Patrollers who worked hard to educate the public about safety in the parks and act as 'goodwill ambassadors' for our area.

Permission to have donation boxes available in the CRD Parks was renewed by the CRD Parks Board and BC Parks management company RLC Enterprize Ltd. (RLC) also approved the use of donation boxes in the BC Parks covered by Park Watch. Funds subsequently collected helped to provide the wages paid to Patrollers. Local businesses provided donations to the program and a thank you for these donations was included as an advertisement from each business in this year's Park Watch 'How to Theft Proof Your Vehicle' pamphlet. The funds raised from park visitors via donation boxes totaled \$39,300 - over half of our overall funding for the year. Thank you visitors!

This year's program began with coverage for the long weekend in May with some coverage during the month of June. The program started full time coverage at the end of June and continued until the end of September! Being able to be in the parks through September was again a welcome addition to the program - thanks in part to generous donations from our park visitors. We welcomed about 44,269 vehicles which translates into at least 88,000 plus park visitors.

Most of our Patrollers were returning members which made training much simpler. New recruits were hired and trained and the patrol schedule was expanded to a full seven day a week coverage in eight lots: Matheson Lake, East Sooke's Aylard Farm, Sooke Regional Potholes (both upper lots), French Beach, China Beach, Botanical Beach in Port Renfrew and Pike Road parking lot in East Sooke. This year we were able to add Sandcut to our coverage area and the comments from visitors were very positive. They were all so pleased to see Park Watch in that park.

Nearly all of the necessary equipment for start-up was available from previous programs; saving precious financial resources for the actual operation of the program. Identification of personnel as *Park Watch Patrollers* has been an on going concern and our uniforms from previous years were used again this year. Thanks to the Sooke Lions Club who once again generously donated monies to help with the ongoing needs of the program.

To improve the professional appearance of the stations where Patrollers set up their donation boxes, and to have a place to display information pamphlets and brochures, small portable tables are used. Patrollers advise visitors on how to prevent their vehicle from becoming a target for thieves, hand out literature and maps of the area and provide tourism information when requested. This program is not only an extremely cost effective crime prevention program but also an excellent way to provide tourism information to our many visitors.

In combination with information signs, the brochure and map displays are a very effective way to inform the public about ParkWatch. In parks where parking meters are in effect, Patrollers also provide information on their use. It should be noted that compliance with parking fees in parks where a Patroller is on duty is estimated to be almost 100%.

Patrollers provide directions to service stations, restaurants and other local businesses and suggest or point out places of interest for tourists to visit. They gave people rides to telephones, loaned money to make telephone calls, assisted in emergencies and happily provided any assistance they could. Judging by the enthusiastic comments, generous donations and many letters received, tourists and locals alike, are very grateful to have this program in place. Once again we received phone calls and Emails in the spring asking when the program would begin as many people are reluctant to use our beautiful parks when Park Watch is not there.

This program would not be possible without the support of our generous funding partners: CRD Parks, RLC Enterprize Ltd., the Municipality of Sooke, Sooke RCMP, and the Ministry of Public Safety and Solicitor General (Casino Funding) as well as support from many local businesses and donations generously provided by park visitors. A full list of our core sponsors is available in the 2014 pamphlet. These monies along with many, many hours of volunteer labor enabled the program to run the full length of the program this year and continue until the end of September.

When Park Watch began it was simply a program designed to help deter crime in local parks. It has since evolved to become much more. Patrollers take a proactive approach to vandalism by educating visitors on how to protect their vehicles and valuables while visiting our parks. They provide tourism information, first response emergency help and information about availability of goods and services in Sooke and surrounding areas. Further information on JDF Regional Park Watch Society for those unfamiliar with the program is available through a twelve-minute video presentation entitled "Park Watch". This video, created in 2003 by Ecostream Productions, is available on CD. To obtain a copy, please contact ParkWatch at (250) 642-5088 or Email parkwatch@shaw.ca.

The 2015 Park Watch season will commence in May of 2015 and we look forward to another successful Park Watch season.

Respectfully submitted,

(signed)

Lavyna Alexander and Marie Mills,
Volunteer Co-ordinators and Directors
Juan de Fuca Regional Park Watch Society

COMMUNITY GRANT PROGRAM - Financial Statement

Period Covered: APR 1 /14 - OCT 31 /14

Organization Name: JDF REG. PARK WATCH SOCIETY

Revenues	Actual Results
Grants: SOOKE MUNICIPALITY	\$ 5000-
(list funder) CRD PARKS	\$ 10000-
(list funder) SOOKE LIONS CLUB	\$ 500-
(list funder) RLC ENT (BC PARKS FACILITATOR)	\$ 2500-
CASINO FUNDING	\$ 8000-
Admissions / fees:	\$
DONATIONS - IN PARK	\$ 39319-
DONATIONS - OTHER	\$ 600-
Other: INTEREST	\$ 35-
ADVERTISING SALES	\$ 1775-
Total Revenues	\$ 67729-
Expenses ADVERTISING (PRINTING BROCHURES)	5773-
LEGAL + ACCOUNTING	\$ 5000-
SUPPLIES INCL. WATER	\$ 1402-
OFFICE + POSTAGE	\$ 444-
TEL + COMMUNICATIONS	\$ 408-
PRINTING LITERATURE	\$ 1195-
WAGES + TRAVEL	\$ 54504-
PARK FEES, PROG-WINDUP	\$ 1199-
MISC	\$ 75-
	\$
	\$ 69999-
Net Income	\$ (2270)

--

JDF REG. PARK WATCH SOCIETY - VEHICLE STATS										
				2014						
May-14	AYLARD	MATHESON	PH UPPER	PH LOWER	PIKE	FRENCH	CHINA	SANDCUT	BOTANICAL	DAILY TOTALS
17	97	25	50	7	15	76	152	26	115	
18	155	47	57	19	31	121	89	32	175	726
19	189	57	59	11	33	117	133	13	62	674
24	98	35	35	6	22	59	81	14	64	414
25	62	26	42	33	19	41	53	11	22	309
31	139	45	66	23	14	88	134	22	89	620
MAY										
TOTALS	643	210	259	92	119	426	490	118	412	2769
Jun-14	AYLARD	MATHESON	PH UPPER	PH LOWER	PIKE	FRENCH	CHINA	SANDCUT	BOTANICAL	DAILY TOTALS
1	178	80	76	22	23	151	88	26	82	726
7	117	82	51	22	11	87	121	9	76	576
8	111	100	65	27	18	82	78	17	59	557
14	93	30	31	2	14	65	50	15	52	352
15	94	53	51	7	7	93	59	18	57	439
21	98	73	55	20	9	72	135	18	89	569
22	131	69	61	15	24	89	76	16	65	546
28	68	36	63	5	4	40	76	11	84	387
29	125	50	57	26	37	91	138	34	83	641
30	117	76	62	48	12	89	147	18	101	670
JUNE										
TOTALS	1132	649	572	194	159	859	968	182	748	5463

Jul-14	AYLARD	MATHESON	PH UPPER	PH LOWER	PIKE	FRENCH	CHINA	SANDCUT	BOTANICAL	DAILY TOTALS
1	141	142	102	72	6	111	139	20	73	806
2	39	51	57	26	18	57	9	10	0	267
3	53	45	54	28	6	21	30	8	0	245
4	88	4	31	24	7	58	79	8	65	364
5	42	31	49	4	11	35	54	17	50	293
6	83	58	60	26	39	47	64	11	35	423
7	70	35	54	33	1	66	58	6	0	323
8	88	38	52	52	3	69	35	6	0	343
9	38	74	61	37	16	55	60	13	63	417
10	48	91	66	34	15	34	72	36	42	438
11	43	82	57	56	7	106	80	7	50	488
12	141	147	67	37	25	84	102	17	64	684
13	127	126	85	66	26	60	13	23	87	613
14	65	114	72	44	12	70	79	29	0	485
15	66	90	71	37	1	70	72	20	0	427
16	46	107	39	46	18	57	69	12	74	468
17	51	89	57	31	12	78	75	9	74	476
18	40	57	33	35	8	76	59	10	75	393
19	51	34	40	63	5	28	53	9	43	326
20	139	52	72	41	7	55	151	24	75	616
21	49	50	58	39	6	59	96	10	0	367
22	76	44	64	39	11	78	91	21	0	424
23	21	20	27	3	12	48	40	17	29	217
24	48	12	22	5	7	49	65	17	49	274
25	59	58	41	22	6	45	103	16	64	414
26	144	76	77	46	21	106	117	27	82	696
27	139	117	94	52	25	72	168	29	82	778
28	67	100	101	50	11	66	71	12	0	478
29	81	80	77	48	10	67	69	35	0	467
30	63	102	79	40	16	81	45	23	75	524
31	59	60	53	43	7	50	62	10	63	407
JULY										
TOTALS	2265	2186	1872	1179	375	1958	2280	512	1314	13941

Aug-14	AYLARD	MATHESON	PH UPPER	PH LOWER	PIKE	FRENCH	CHINA	SANDCUT	BOTANICAL	DAILY TOTALS
1	49	80	81	47	10	66	94	16	78	521
2	101	136	50	41	17	100	141	37	166	789
3	137	113	81		59	68	143	31	194	826
4	140	147	50	30	27	162	153	37	67	813
5	54	53	74	36	10	72	76	23	0	398
6	51	69	63	41	9	89	84	24	76	506
7	68	39	79	34	13	62	94	14	67	470
8	79	65	55	47	9	85	87	11	60	498
9	108	102	82	49	13	73	152	25	99	703
10	155	111	77	69	36	90	146	22	91	797
11	54	99	34	48	15	96	100	25	0	471
12	66	44	55	11	14	60	78	4	0	332
13	210	32	9	3	6	93	39	8	40	440
14	41	15	18	26	8	75	54	12	60	309
15	63	33	50	5	4	45	62	34	53	349
16	107	44	61	28	22	73	106	37	135	613
17	123	104	68	48	42	86	142	25	102	740
18	118	56	50	43	19	62	83	3	0	434
19	60	59	66	15	8	87	98	23	0	416
20	59	34	56	20	15	64	88	12	66	414
21	82	3	61	18	9	66	78	9	66	392
22	72	54	61	47	4	69	91	8	53	459
23	144	53	56	43	22	83	155	17	91	664
24	151	103	72	64	31	100	148	37	116	822
25	59	49	77	44	12	98	73	16	0	428
26	62	64	78	37	15	70	106	23	0	455
27	76	50	56	55	19	63	103	13	80	515
28	56	54	43	36	2	82	74	16	50	413
29	54	37	14	11	7	47	65	4	55	294
30	63	41	38	24	11	73	124	8	70	452
31	143	54	56	31	36	101	157	19	177	774
AUG.										
TOTALS	2805	1997	1771	1051	524	2460	3194	593	2112	16507

[illegible]

**JDF REGIONAL PARKWATCH SOCIETY
PROPOSED BUDGET 2015**

REVENUE	BUDGET 2015
CRD PARKS	10,000.00
SOOKE MUNICIPALITY	5,000.00
*RLC ENTERPRIZE LTD.	2,500.00
CASINO FUNDS	8,000.00
IN PARK DONATIONS	32,000.00
SOOKE LIONS CLUB	500.00
DONATIONS - OTHER	500.00
ADVERTISING SALES	11,000.00
TOTAL REVENUE	69,500.00
EXPENSE	
A&P - PRINTING BROCHURES, MAPS	8,500.00
LEGAL & ACCOUNTING	5,000.00
WAGE EXPENSE	50,000.00
INSURANCE	650.00
EQUIP. & SIGNS	300.00
WATER & UNIFORMS	1,000.00
OFFICE & CELL PHONES	1,200.00
TRAVEL MILEAGE	9,000.00
WCB & MISC.	350.00
TOTAL EXPENSE	76,000.00
DEFICIT	-\$6,500
To cover the anticipated deficit -	
It is hoped that our in-park donations will be more than anticipated.	

District of Sooke

FEB 28 2013

Received

APPENDIX II - Policy No. 5.1

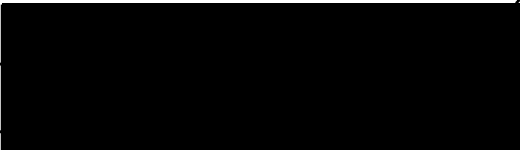
DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

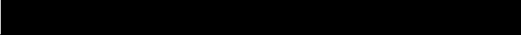
APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: THE SOOKE COMMUNITY ARTS COUNCIL

Address of Organization: PO BOX 46
SOOKE BC
V9Z 0E4

Phone:  Fax: /

E-mail: 

Contact Person: MARION DESROCHERS

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input checked="" type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input type="checkbox"/> Environmental

Amount Requested: \$4,000.00 Total Budget:
(attach completed Budget Form)

Have you applied before? YES When? 2012 Grant Received? \$4,000

Have you submitted a final report for previous grant? No - FINANCIAL STATEMENTS FOR 2011 & 2012 ATTACHED.

Incorporation number and date of incorporation if applicable: SOCIETY # S-0022958
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Does your organization receive a permissive tax exemption? Yes No ✓

Does the organization that owns the building you occupy receive a permissive tax exemption? Yes No ✓

Page 2

APPENDIX II - Policy 5.1

The Sooke Community Arts Council acknowledges and realizes its mandate to

- a. Encourage creative participation and excellence in any and all art forms, including but not limited to visual art, performance art, literary art and cultural art.
- b. Encourage the development of opportunities and venues for performing and exhibiting art and artistic, creative performances.
- c. Promote and foster public interest, appreciation and understanding of arts and art related issues. We see it as especially important to help create and nurture appreciation of the value of art to those who have previously seen little or no need for art, particularly in the schools. We also value the importance of "nontraditional" venue to spread the interest in art to those normally inured to it.
- d. Encourage the local, regional, provincial and federal authorities to begin to see the true economical value that art has in our culture – to encourage them to see art monies not as donations but rather as investments.

Project description: _____

See ATTACHMENT #1

Purpose of project: _____

SEE ATTACHMENT #1

The names of those involved in carrying out the project: _____

VOLUNTEERS FROM THE SOOKE
COMMUNITY ARTS COUNCIL

Date and Place of Project: SEE ATTACHMENT #1

ATTACHMENT #1

The Sooke Community Arts Council plan on four events during their fiscal year - September to August.

This begins with the **Beach Art Festival** which was introduced September 2009. This is a family/community oriented event, free to participants, much anticipated. It created an exciting family atmosphere working together and enjoying every minute of the time. We have three judges and prizes are given for first, second and third. Honourable mention prizes are given to all the children taking part. The participants are made up of family groups and families from the First Nations community are encouraged to take part.

The second event is the arts council's **Members' Art Show** held in November/December at the Reading Room Café, a well-located and well-patronized café. The owners allowed us to show our artwork exclusively for the 5 weeks coming up to Christmas and only charge a 20% commission on sales and there is a nominal charge for the use of the room. This event is well attended and helps to promote the arts council.

In April we host the **Family Arts Fair** which is definitely a family affair with participation of both the very young and the not so young. This event also encompasses all the arts including the literary group, the local stage group and members of the Philharmonic Orchestra. Several artists from the community also take part offering face painting, greeting card making, acrylic painting, finger painting, etc., etc. The event takes place at SEAPARC at the same time as a Giant Garage Sale which makes it more appealing having two events under one roof. There was really good participation and has become one of our staple events.

In August we fund and organized "**Art In the Park**". This event has been in existence for more than 10 years. It draws people into Sooke from Victoria and further. Again this is a truly community event and is anticipated each year. It helps to coalesce the community around the issue of arts appreciation. With the components of artists in all mediums, artisans, musicians and performance and dance, Art in the Park is a truly artistic experience for all.

As is apparent, The Sooke Community Arts Council puts on events which are free to the general public and more importantly to the community at large. The arts council covers all advertising, rental of infrastructure, i.e. tents for Art in the Park, etc.

THE SOOKE COMMUNITY ARTS COUNCIL

RE: LOCAL GOVERNMENT FUNDING

Firstly it must be stressed that the Sooke Community Arts Council's governing body, i.e. the BC Arts Council (under the Provincial Government) requires that to be an operating arts council, said arts council must request and obtain funding from their local municipal government or CRD yearly. When the amount is received the BC Arts Council will match this amount up to \$4,000 per annum.

This is a binding stipulation and should the arts council not receive any local government support then after a period of 2 years operating funding from BCAC would cease and in effect the arts council would not be able to function. It must be noted here that the operating funding for SCAC is some \$1,700 per annum - office expenses.

Another scenario is that should the local government decide not to fund the arts council and the worst happens, then the arts council can apply for special project grants but as these funds are limited and there are many special projects being applied for, this is a very hit or miss situation and the arts council could be back at square one.

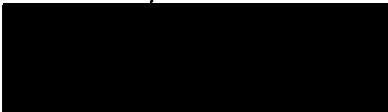
The Sooke Community Arts Council came into being on October 20th 1987 covering an area from Port Renfrew to East Sooke and all points in between.

During the ensuing years the SCAC has strived to promote local art and artists.

The SCAC also organizes and stages events such as Art in the Park, Family Art Fair and Beach Art. All these events are free for the community and bring tourists and visitors from far and wide. The arts council also encourages and supports their member groups in the performing arts, literary arts, music, visual arts in many forms, etc. It should also be stressed that practically 95% of all moneys generated by the SCAC go back into the community.

It is to be hoped that the SCAC can impress upon our community and the municipal government the really important role the arts council plays and that the SCAC will continue to bring art in all forms to our town and surroundings.

Marion DesRochers
Treasurer, SCAC



The Sooke Community Arts Council
PO Box 46
Sooke BC,V9Z 0E4

The Sooke Community Arts Council is a registered *not for profit* society funded by the BC Arts Council and also by the District of Sooke.

The arts council was founded by an enthusiastic group of artists and non-artists and incorporated on October 20, 1987 at which time it was named the South Coast Arts Council.

After several years of operating under that name, it was felt by the then membership that the name did not reflect the council's geographical location and/or boundaries. So it was decided to change the name to the Sooke Community Art Council. This was done legally but, in order to conserve funds which were better used for the benefit of the arts community, it was decided not to go to the expense of changing the Constitution (which was not a legal requirement).

The boundaries of the Sooke Community Arts Council extend from Port Renfrew, Jordan River, Shirley, Otter Point, Sooke, East Sooke and part of Juan de Fuca, giving a population coverage of some 18,000 people.

The mandate and purpose of the Sooke Community Art Council is to encourage creative participation and excellence in the arts; to encourage the development of opportunities to perform and exhibit the arts; act as a clearinghouse for information on the arts and art related subjects; and to bring to the attention of local, regional, provincial and federal authorities the artistic needs of the community. (This information is taken from our Constitution.)

The art council embraces **all** forms of the arts, i.e. **Visual Arts** - painting in all forms, sculpture, fabric art, pottery, glass, photography, etc. **Performing Arts** - theatre groups, choirs, orchestras, dance, etc.s **Culinary Arts, Gardening and Agriculture.**

Membership is encouraged from all walks of life. Not only are artist welcome but any member of the community who appreciates artistic endeavours and who can actively contribute to the arts community as a whole.

As of this date membership in the arts council costs \$15 a year - the year commencing on September 1st of each year. There are some 12 directors who are voted in at an Annual General Meeting held in September of each year. Of those 12 directors there are 5 executive positions - President, Vice President, Treasurer, Secretary and Past President. Usually the term of the Board of Directors is for one year -September 1 - August 31. However, latterly the term has been 2 years in order to create momentum.

Meetings are held on the first Tuesday of each month, except in August and December when there will be no meeting (at the discretion of the President). These meetings are usually held at the Sooke Harbour House who kindly allow the council to use of one of their meeting rooms. The times of the meetings are at 7 pm - again at the discretion of the President.

COMMUNITY GRANT PROGRAM APPLICATION - BUDGET

Please give detailed revenue projections and indicate which revenue is speculative.

REVENUE	
	\$
Grants:	\$
BC ARTS COUNCIL - OPERATING GRANT	\$ 2750.00
" " " - MATCHING	\$ 4000.00
DISTRICT OF SOOKE	\$ 4000.00
	\$
	\$
Admissions/fees:	\$
	\$
	\$
	\$
	\$
	\$
	\$
Other: PARTICIPANT REVENUE-ART IN THE PARK	\$ 1600.00
MEMBERSHIPS	\$ 700.00
	\$
	\$
	\$
	\$
TOTAL REVENUE:	\$ 13,050.00

EXPENSES:	
ACCOUNTING & OFFICE	\$ 500.00
STORAGE	\$ 875.00
INSURANCE	\$ 425.00
ADVERTISING	\$ 1000.00
DONATIONS & MEMBERSHIPS	\$ 250.00
GRANTS	\$ 4000.00
ART IN THE PARK, BEACH ART & FAMILY	\$
ART FAIR EXPENSES	\$ 6000.00
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENSES:	\$ 13,050.00

Sooke Community Arts Council

**Financial Statement
(unaudited)**

August 31, 2012

To the Directors of Sooke Community Arts Council:

Statements enclosed have been prepared without audit. Statements have been prepared with the information provided to me by your organization.

Bank reconciliations have been prepared with the information provided to me by your organization.

All statements have been prepared for the year ended August 31, 2012.

September 20, 2012

A handwritten signature in black ink, appearing to read 'Nel Burger', with a stylized, cursive script.

Nel Burger

Bookkeeper

Sooke Fax & Copy Centre

Sooke BC

Sooke Community Arts Council

(unaudited)

Statement of Revenue and Expenditure

August 31, 2012

Revenue:

Grants	8,572.00
Special Projects	1,525.00
Donations	250.00
Membership	625.00
Interest	<u>68.42</u>
Total Revenue	<u>11,040.42</u>

Expenditure:

Accounting	300.00
Advertising	575.86
Donations	600.00
Office Expenses	275.19
Storage Expenses	873.60
Insurance	425.00
Grants	3,900.00
Special Projects	<u>5,936.61</u>
Total Expenditure	<u>12,886.26</u>

Net Loss (Expenditure over Revenue)	<u>-1,845.84</u>
--	-------------------------



Sooke Community Arts Council

Balance Sheet (unaudited)

August 31, 2012

	<u>2012</u>	<u>2011</u>
ASSETS		
Petty Cash	45.00	45.00
Savings Bank Account	2501.62	2500.83
Gaming - Chequing Bank Account	0.18	0.18
Chequing Bank Account	3411.27	2768.30
Coast Capital Shares	5.00	5.00
Coast Capital Shares - Gaming	5.00	5.00
Coast Capital GIC	2955.00	4889.00
Prepaid Expenses	500.00	0.00
Accounts Receivables	550.00	
	<u>9973.07</u>	<u>10213.31</u>
LIABILITIES		
Current Liabilities		
Accounts Payables	<u>1605.60</u>	<u>0.00</u>
EQUITY		
Restricted Funds - Building Fund	4336.00	4336.00
Inter-fund Transfer to Building Fun	<u>165.00</u>	<u>165.00</u>
	4501.00	4501.00
Restricted Funds - Unallocated, Beg	-304.00	-304.00
Inter-fund transfer to Build Fund	-165.00	-165.00
Funds Provided (Used)	<u>4335.47</u>	<u>6181.31</u>
Total Share Capital	<u>3866.47</u>	<u>5712.31</u>
TOTAL LIABILITIES AND EQUITY	<u>9973.07</u>	<u>10213.31</u>



Sooke Community Arts Council

Notes To Financial Statement (unaudited)

August 31, 2012

1. Grants Revenue

Operative Grant & Matching	4572.00
District of Sooke	4000.00
	<u>8572.00</u>

2. Special Projects

Art in the Park	<u>1525.00</u>
-----------------	----------------

3. Grants Expenditure

Sooke Fine Arts Society	1500.00
Sooke Philharmonic Society	250.00
T'Souke Arts Group	250.00
	<u>2000.00</u>

4. Donations

Support for Kay	250.00
Jan Johnson Fund	250.00
Pet parade	100.00
	<u>600.00</u>

5. Special Projects

Beach Art Expense	790.89
Art in the Park Expense	4522.70
Family Fair Expense	623.02
	<u>5936.61</u>

6. GIC Coast Capital

Matures Nov. 2, 2012

2955.00

**Monthly Bank Reconciliation
chequing 100**

Sooke Community Arts Council

Bank Statement Date: August 31 2012

Ending Balance from Bank Statement \$4,407.95

Add Deposits in Transit:

<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	\$0.00		\$0.00

Total Deposits in Transit \$0.00

Subtotal **\$4,407.95**

Subtract Outstanding Checks:

<u>Check Number</u>	<u>Amount</u>	<u>Check Number</u>	<u>Amount</u>
768	\$29.68		
774	\$500.00		
777	\$220.00		
781	\$247.00		

Total Outstanding Checks \$996.68

Computed Book Balance **\$3,411.27**

Balance per Your Books \$3,411.27

Difference \$0.00

Monthly Bank Reconciliation savings 101

Sooke Community Arts Council

Bank Statement Date:

August 31 2012

Ending Balance from Bank Statement

\$2,501.62

Add Deposits in Transit:

<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
			\$0.00
			\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00

Total Deposits in Transit

\$0.00

Subtotal

\$2,501.62

Subtract Outstanding Checks:

<u>Check Number</u>	<u>Amount</u>	<u>Check Number</u>	<u>Amount</u>
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00

Total Outstanding Checks

\$0.00

Computed Book Balance

\$2,501.62

Balance per Your Books

\$2,501.62

Difference

\$0.00

Monthly Bank Reconciliation GIC

Sooke Community Arts Council

Bank Statement Date: August 31 2012

Ending Balance from Bank Statement \$2,955.00

Add Deposits in Transit:

<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00

Total Deposits in Transit \$0.00

Subtotal **\$2,955.00**

Subtract Outstanding Checks:

<u>Check Number</u>	<u>Amount</u>	<u>Check Number</u>	<u>Amount</u>
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00

Total Outstanding Checks \$0.00

Computed Book Balance **\$2,955.00**

Balance per Your Books \$2,955.00

Difference \$0.00

Monthly Bank Reconciliation **gaming**

Sooke Community Arts Council

Bank Statement Date: August 31 2012

Ending Balance from Bank Statement \$0.18

Add Deposits in Transit:

<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00

Total Deposits in Transit \$0.00

Subtotal \$0.18

Subtract Outstanding Checks:

<u>Check Number</u>	<u>Amount</u>	<u>Check Number</u>	<u>Amount</u>
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00

Total Outstanding Checks \$0.00

Computed Book Balance \$0.18

Balance per Your Books \$0.18

Difference \$0.00

CANADA
PROVINCE OF BRITISH COLUMBIA

NUMBER
S-22958



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

SOCIETY ACT

Certificate of Incorporation

I HEREBY CERTIFY THAT
SOUTH COAST ARTS COUNCIL

Chartered

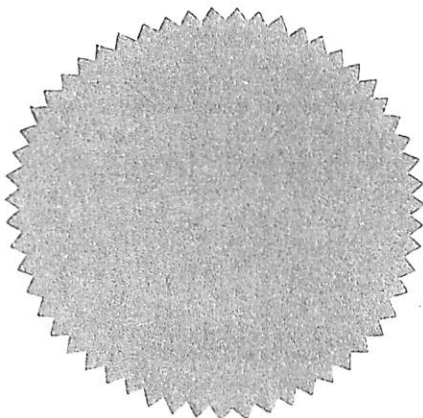
HAS THIS DAY BEEN INCORPORATED UNDER THE SOCIETY ACT

GIVEN UNDER MY HAND AND SEAL OF OFFICE

AT VICTORIA, BRITISH COLUMBIA,

THIS 20TH DAY OF OCTOBER, 1987

ROBERTA J. LOWDON
DEPUTY REGISTRAR OF COMPANIES



DUPLICATE

NUMBER: S-22958



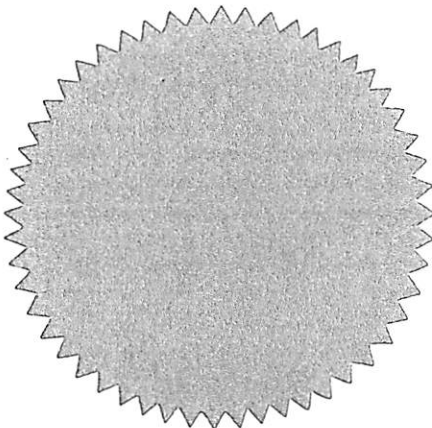
**CERTIFICATE
OF
CHANGE OF NAME**
SOCIETY ACT

CANADA
PROVINCE OF BRITISH COLUMBIA

I Hereby Certify that
SOUTH COAST ARTS COUNCIL

has this day changed its name to
SOOKE COMMUNITY ARTS COUNCIL

*Issued under my hand at Victoria, British Columbia
on July 31, 1996*



JOHN S. POWELL
Registrar of Companies

APPENDIX III - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

FINAL REPORT

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Sooke Community Arts Council

Address of Organization: PO Box 46
Sooke, B.C.
V9Z 0E4

Phone:

E-mail:

Contact Person: Amber Lomax - Treasurer

Grant eligibility area:

- ☐ Sports and recreation
- ☒ Fine Arts and culture
- ☐ Heritage
- ☐ Public safety and community welfare
- ☐ Community beautification
- ☐ Environmental

Community project, program, service, activity and/or event evaluation: _____

See attached

Attached # 1

Attendance figures (where applicable): _____

Number of volunteers and/or participants: _____

20 - 30 Volunteer members of
SCAC

Evaluation on impact on the community: _____

See attached
Attachment #2

Attachments:

- a. Print material acknowledging the financial support of the District of Sooke (including but limited to newspaper articles, ads, press releases, social media, programs, etc.) ;
- b. Financial statement of actual revenue and expenses for the project (Appendix III Financial Statement

COMMUNITY GRANT PROGRAM - Financial Statement**Period Covered:****Organization Name:**

Revenues	Actual Results
<i>Grants:</i>	\$
(list funder) OPERATING GRANT-BC ARTS COUNCIL	\$ 3,248.00
(list funder) BC ARTS COUNCIL MATCHING	\$ 4,000.00
(list funder) DISTRICT OF SOOKE GRANT	\$ 4,000.00
	\$
<i>Admissions / fees:</i>	\$
MEMBERSHIP	\$ 1,020.00
DONATIONS	\$ 50.00
Other: PARTICIPANT REVENUE - ART IN THE PARK - MUSEUM SHOW	\$ 2,844.84
INTEREST	\$ 33.34
Total Revenues	\$ 15,196.18
Expenses	
ACCOUNTING + OFFICE	\$ 1,622.93
ADVERTISING	\$ 415.75
STORAGE	\$ 682.50
INSURANCE	\$ 425.00
GRANTS	\$ 4,950.00
SPECIAL PROJECTS	\$ 11,531.78
	\$
	\$
	\$
Total Expenses	\$ 19,627.96
Net Income	\$ - 4,431.78

Attachment #1

1. The Sooke Community Arts Council acknowledges and realizes its mandate to

a. Encourage creative participation and excellence in any and all art forms, including but not limited to visual art, performance art, literary art and cultural art.

b. Encourage the development of opportunities and venues for performing and exhibiting art and artistic, creative performances.

c. Promote and foster public interest, appreciation and understanding of arts and art related issues. We see it as especially important to help create and nurture appreciation of the value of art to those who have previously seen little or no need for art, particularly in the schools. We also value the importance of "nontraditional" venue to spread the interest in art to those normally inured to it.

d. Encourage the local, regional, provincial and federal authorities to begin to see the true economical value that art has in our culture – to encourage them to see art monies not as donations but rather as investments.

1. The Sooke Community Arts Council acknowledges and realizes its mandate to

a. Encourage creative participation and excellence in any and all art forms, including but not limited to visual art, performance art, literary art and cultural art.

b. Encourage the development of opportunities and venues for performing and exhibiting art and artistic, creative performances.

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d. Encourage the local, regional, provincial and federal authorities to begin to see the true economical value that art has in our culture – to encourage them to see art monies not as donations but rather as investments.

Sooke Community Arts Council Operating Assistance Application 2014/2015

Sooke Community Arts Council has continued to sponsor 5 projects throughout the year, details of which are set out below:

Beach Art - September 2013

Beach Art which involves teams creating temporary works of art with found items on Whiffin Spit Park and is aimed at both families and individuals of all ages. 14 Teams entered this year (about 100 participants) and were judged by Michel Des Rochers, Brenda Parkinson and local councillor Maja Tait. Prizes were given for 1st, 2nd and 3rd and honorable mention prizes were given to all of the children taking part. The event is popular and well attended and SCAC would like to continue with it going into 2015. The large geographical area of the park makes it difficult for the judges to get around within the allotted time. We have solved this by using bicycles and a golf cart to get our coordinator and judges around to see all the sculptures. The last two years we have had volunteers with smart phones photograph all the sculptures for the judges to review and this have proved very beneficial.

Christmas Show - December 2013 - January 2014

This the annual Member's art show and sale held at the Reading Room Cafe that ran through out December and also through January 2014. The Reading Room Cafe is a well located and well patronized cafe. The cafe charges a 20% commission on all work sold.

Family Art Fair - April 2014

This event is aimed at families of all ages and includes activities for the whole family including music, dance, acting, writing and visual arts, interactive demos and fun with paint and clay. Kelly Henderson organized the event and did a fabulous job of collecting art work from schools and promoting the event through schools and the wider community. This year art work was collected from local schools and displayed in a children's art show. This year the event had the best attendance yet and the children were very proud to have their work on display. The children's art show is something that the Council would like to continue with as part of the family art fair going forward.

Spring Show - May 2014

This is a member's art show and sale hosted by Sooke Region Museum. The show consisted of sculpture, oils, watercolours, acrylic painting, glass mosaics, drawing, pottery, photography and hand crafted items. Sooke writers collective participated and sold their new collection of short stories. The museum receives many visitors from all over the world which enables us to promote our artists to a wider audience and promote Sooke as an arts destination. The show was well attended throughout and we received lots of positive feedback in our visitor guest book.

Art in the Park - August 2014

This event is held annually at Ed Macgregor Park for a full weekend. This event is aimed at all ages and individuals and families. There were 19 vendors selling original

art - paintings, pottery, mixed media art, jewelry & photography, etc, fudge makers and food vendors. The weather for the event was great. In addition to the participating artists there is a full program of music, performance and dance throughout the event. The event this year also included some face painting and activities for the children attending the event. Whilst Ed Macgregor Park is a beautiful venue it has only limited space for parking. Extra parking space was found at various businesses that do not open on the weekend and this helped alleviate the problem. This year a pavilion tent was introduced to allow members who did not want to commit to hiring a whole tent to display individual pieces of their work. Sadly this was not well taken up and did not go ahead.

Artist Promotion

A new print brochure stocked throughout the town in locations accessible by the public and tourists. The brochure lists our events and members.

The website has been redesigned, it now includes more information about the artists working on having web presence for individual artists on the site, contains up to date information about the SCAC and all art events going on around the lower mainland and calls for entry. We now have an active Facebook page updated regularly with pertinent and inspiring information, a twitter Feed has been set up with the web site

Mail Chimp has been implemented as a communication source, while do not do formal newsletters yet we are using it to send out information blasts and promotions whenever we have any, which seems to be working out quite well.

SCAC is an active member on the Mayors Panel on Sooke Arts and Beautification. The arts and beautification panel has been responsible for the calls for entry of local artists to create imagery for electrical boxes, paint electrical boxes, paint bus shelters, and information panels along the board walk. Funding was allocated to pay the painting artists for their work. Photographic images were recognized with a permanent plaque.

Community Grants

SCAC has continued to jump in and help out all our user groups through financial and volunteer efforts.

We have given a yearly stipend to Sooke Philharmonic Orchestra and Sooke Fine Arts Society \$1500.00 each. We have also sponsored or given grants in aid to Sooke Academy of Music \$500.00, Sooke Writer's Collective \$350.00, Pacheedaht Pre-School Art Show \$600, Jordan Vermes (musician) \$300 and Sooke Region Food CHI \$200.00.

Attachment #3

THE SOOKE COMMUNITY ARTS COUNCIL

RE: LOCAL GOVERNMENT FUNDING

Firstly it must be stressed that the Sooke Community Arts Council's governing body, i.e. the BC Arts Council (under the Provincial Government) requires that to be an operating arts council, said arts council must request and obtain funding from their local municipal government or CRD yearly. When the amount is received the BC Arts Council will match this amount up to \$4,000 per annum.

This is a binding stipulation and should the arts council not receive any local government support then after a period of 2 years operating funding from BCAC would cease and in effect the arts council would not be able to function. It must be noted here that the operating funding for SCAC is some \$1,700 per annum - office expenses.

Another scenario is that should the local government decide not to fund the arts council and the worst happens, then the arts council can apply for special project grants but as these funds are limited and there are many special projects being applied for, this is a very hit or miss situation and the arts council could be back at square one.

The Sooke Community Arts Council came into being on October 20th 1987 covering an area from Port Renfrew to East Sooke and all points in between.

During the ensuing years the SCAC has strived to promote local art and artists.

The SCAC also organizes and stages events such as Art in the Park, Family Art Fair and Beach Art. All these events are free for the community and bring tourists and visitors from far and wide. The arts council also encourages and supports their member groups in the performing arts, literary arts, music, visual arts in many forms, etc. It should also be stressed that practically 95% of all moneys generated by the SCAC go back into the community.

It is to be hoped that the SCAC can impress upon our community and the municipal government the really important role the arts council plays and that the SCAC will continue to bring art in all forms to our town and surroundings.

Marion DesRochers
Acting Treasurer, SCAC



Itemized list of Grants

Sooke Community Arts Council received the following grants for the 2013/2014 period:

Amount	Date Received	Funder
\$4,000.00	May 2014	District of Sooke, 2205 Otter Point Road, Sooke, BC Canada V9Z 1J2
\$7,248.00	February 2014	British Columbia Arts Council, 800 Johnson Street, 2 nd Floor, Victoria, BC V8W 1N3

Board of Directors 2014 - 2015		
Name	Occupation	Start Date
Linda Bristol		Re-appointed 23 rd September 2014
Sharon Grove (President)		Re-appointed 23 rd September 2014
Carole Cave		Re-appointed 23 rd September 2014
Deb Clay		Re-appointed 23 rd September 2014
Allen Crandell (Secretary)		Re-appointed 23 rd September 2014
Peggy Elmes		Re-appointed 23 rd September 2014
Amber Lomax (Treasurer)		Re-appointed 23 rd September 2014
Lynda Slater (Vice President)		Re-appointed 23 rd September 2014
Len Platt		23 rd September 2014
Jill Warne		23 rd September 2014
Geri Pudwell		23 rd September 2014

District of Sooke

MAR 08 2013

Received

APPENDIX II - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Sooke Residents in Need Society

Address of Organization: 2043 Church Rd, Sooke BC.
V9Z 0W7

This is for Sooke's Police Based Victim Services
Phone: 250-642-0215 Fax: 642-0218

E-mail: _____

Contact Person: Joan Titus

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input checked="" type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input type="checkbox"/> Environmental

Amount Requested: \$8,323.00

Total Budget: \$50,995.00
(attach completed Budget Form)

Have you applied before? YES When? _____ Grant Received? Was in Sooke's Budget

Have you submitted a final report for previous grant? for 2011-12 the year ends Mar 31st.

Incorporation number and date of incorporation if applicable: S-25399
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Does your organization receive a permissive tax exemption? Yes ☒ No _____

Does the organization that owns the building you occupy receive a permissive tax exemption? Yes _____ No ☒

Page 2

APPENDIX II - Policy 5.1

Describe your organization, its mandate and program (s) To help fill the
needs for Sooke people in the area.

Describe the community project, program, service, activity or event ("project") for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

Project description: Victim Services is funded largely by the
Attorney General, but Sooke's amount does not fund
a full-time person. Our worker was working much
overtime without pay until the District granted us
the money to bring her in full time. Sooke has grown
so much that our employee is kept very busy.

Purpose of project: To prepare a victim of domestic abuse
about Court proceedings and accompany them to
Court for support. She also attends sudden
deaths and bad accidents with the RCMP to
support those involved.

The names of those involved in carrying out the project: Barbara Benson

Date and Place of Project: Continuing out of the RCMP building.
Church Rd. Sooke.

COMMUNITY GRANT PROGRAM APPLICATION - BUDGET

Please give detailed revenue projections and indicate which revenue is speculative.

REVENUE	
	\$
Grants: <i>Attorney General</i>	\$ 42,672
<i>Seabe District</i>	\$ 8,323
	\$
	\$
	\$
	\$
Admissions/fees: <i>NA</i>	\$
	\$
	\$
	\$
	\$
	\$
Other: <i>—</i>	\$
	\$
	\$
	\$
	\$
	\$
TOTAL REVENUE:	\$ 50,995

Sp.

EXPENSES:	
<i>Office</i>	\$ 200
<i>Book keeping</i>	\$ 400
<i>Wages & Benefits</i>	\$ 49,115
<i>Travel</i>	\$ 800
<i>Training/meetings</i>	\$ 480
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENSES:	\$ 50,995

Sooke Residents in Need Society

April 1, 2011 to March 31, 2012

	Victim Services	Gaming	Crisis Centre	TOTAL SRIN
Beginning April 1 2011	\$ 2,143.94	\$ 19,118.72	\$ 14,659.52	\$ 16,803.46
Income				
Attorney General	\$ 42,672.00			\$ 42,672.00
Sooke Municipality	\$ 8,323.00		\$ 6,120.00	\$ 14,443.00
Gaming		\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
Organizations			\$ 7,494.25	\$ 7,494.25
Individual Donations			\$ 15,232.48	\$ 15,232.48
Cash			\$ 141.75	\$ 141.75
Bank Interest		\$ 5.59	\$ 10.93	\$ 10.93
				\$ -
Total Income	\$ 50,995.00	\$ 13,005.59	\$ 41,999.41	\$ 92,994.41
				\$ -
Expense				
Office rent/expenses	\$ 118.34	\$ 9,391.20	\$ 9,625.20	\$ 9,743.54
Office Telephone		\$ 285.39	\$ 691.51	\$ 691.51
Hydro		\$ 654.24	\$ 654.24	\$ 654.24
Membership			\$ 75.00	\$ 75.00
Bookkeeping	\$ 400.00			\$ 400.00
Wages/Benefits	\$ 49,114.23			\$ 49,114.23
Travel	\$ 748.20			\$ 748.20
Training	\$ 899.37			\$ 899.37
Bank Charges	\$ 180.00		\$ 191.56	\$ 371.56
Client Assistance				\$ -
Accommodation/Moving		\$ 3,121.18	\$ 13,180.86	\$ 13,180.86
Hydro		\$ 1,798.84	\$ 5,560.67	\$ 5,560.67
Telephone		\$ 185.00	\$ 1,398.97	\$ 1,398.97
Food/Water		\$ 400.00	\$ 2,180.67	\$ 2,180.67
Medications/baby supplies			\$ 2,920.28	\$ 2,920.28
School Supplies		\$ 155.00	\$ 961.50	\$ 961.50
Bus Tickets		\$ 1,095.00	\$ 7,175.00	\$ 7,175.00
Car repair/gas		\$ 140.00	\$ 1,120.00	\$ 1,120.00
Dental		\$ 241.83	\$ 977.38	\$ 977.38
Doctor			\$ 80.00	\$ 80.00
Job-tools/clothes			\$ 340.00	\$ 340.00
Miscellaneous		\$ 25.00	\$ 654.00	\$ 654.00
Total Expenses	\$ 51,460.14	\$ 17,492.68	\$ 47,786.84	\$ 99,246.98
Income - expenses	-\$ 465.14	\$ 4,487.09	-\$ 5,787.43	-\$ 6,252.57
Year End	\$ 1,678.80	\$ 14,631.63	\$ 8,872.09	\$ 10,550.89

*NOTE: Gaming is included in Crisis Centre figures

CANADA
PROVINCE OF BRITISH COLUMBIA

NUMBER

S-25399



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

SOCIETY ACT

CERTIFICATE OF INCORPORATION

I HEREBY CERTIFY THAT

SOOKE RESIDENTS IN NEED SOCIETY

HAS THIS DAY BEEN INCORPORATED UNDER THE SOCIETY ACT

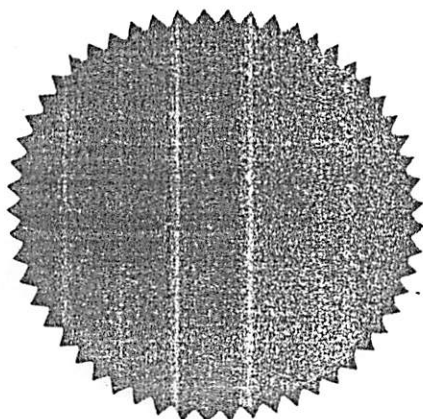
GIVEN, UNDER MY HAND AND SEAL OF OFFICE

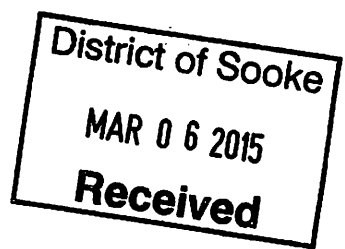
AT VICTORIA, BRITISH COLUMBIA

THIS 22ND DAY OF SEPTEMBER, 1989

A handwritten signature in cursive script, appearing to read "David W. Boyd".

DAVID W. BOYD
REGISTRAR OF COMPANIES





APPENDIX III - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

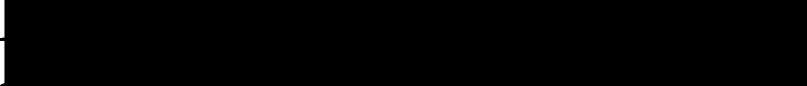
FINAL REPORT

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Sooke Residents in Need Society

Address of Organization: 2043 Church Rd
Sooke BC
V9Z 0W2

Phone: 250-642-0215 Fax: 250-642-0218

E-mail: 

Contact Person: Christene Kahuse

Grant eligibility area:

- ☐ Sports and recreation
- ☐ Fine Arts and culture
- ☐ Heritage
- ☒ Public safety and community welfare
- ☐ Community beautification
- ☐ Environmental

Community project, program, service, activity and/or event evaluation: _____

see attached

COMMUNITY GRANT PROGRAM - Financial Statement

Period Covered:

Organization Name:

Revenues	April 1, 2013 March 31, 2014	April 1, 2014 - March 31 Actual Results 2015 Projected
Grants:		\$
(list funder) Attorney General BC	42,672	\$ 42,672
(list funder) Sooke Municipality	8,323	\$ 8,000
(list funder)		\$
		\$
Admissions / fees:		\$
		\$
		\$
Other:		\$
		\$
Total Revenues	50,995	\$ 50,672
Expenses		
wages and benefits	46,237.53	\$ 47,162
travel	1,411.75	\$ 1,450
bookkeeping	400.00	\$ 400
training	271.50	\$ 275
bank charges	225.00	\$ 225
		\$
		\$
		\$
		\$
Total Expenses	48,545.78	\$ 49,512.06
Net Income		\$ 1,160

The Sooke RCMP Victim Services Program began in July of 1993. Services are provided to victims and witness of crime and trauma. Referrals primarily come from the Sooke RCMP with the expressed consent of the victim or witness. Referrals are also received from Crown Counsel, Probation, transition house, other Police and Community based Victim Service programs, other RCMP detachments, community organizations, and self-referrals.

Services provided include emotional support, which might include information on trauma reactions and response, self-care after trauma, grief support and practical information (i.e. role and responsibilities of an executor) after the death of a loved one, the cycle of violence, transition house information and referral to counselling, and other community support and resources. Depending on the nature of the file and support systems available to that client, a file may be open for a brief period of time or several months or longer.

When an arrest has been made victims receive updates on the status of the police or court file, which includes outcome of each court appearance, preparation to testify in court, court accompaniment, court support and general information about the courts system. We provide assistance completing Victim Impact Statements (used at the time of sentencing an offender). We explain police or judge imposed protective conditions and how to report any breach of that order. Clients are informed how to contact and receive follow up from Probation, Corrections, and the National Parole Board as needed. Court accompaniment and support usually consists of a half or full day(s) spent at the Western Communities Provincial Court House. Indictable offenses (most serious of offenses) are sent to trial in Supreme Court and may require many days or weeks at the Victoria Law Courts.

Victim Services attends at next of kin notifications with RCMP. We also provide crisis response at sudden deaths, serious injury or fatal MVI's, domestic assault, sexual assault and other traumatic events. That support is available outside of regular office hours at the request of police and consent of the client.

Once a file is opened support may be brief in the form of referrals and emotional support, or a file may be open for many years to provide support through the court process or other long term events such as missing persons, serious assault, homicide, and serious injury and fatal MVI's.

The program employs one full time Victim Support worker housed within the Sooke RCMP detachment. Areas served are within the jurisdiction of the Sooke RCMP. Those areas cover East Sooke up to and including Port Renfrew. We also serve four First Nation Reserves.

In 2014 Sooke RCMP Victim Services opened 207 files. At present funding for the Sooke RCMP Victim Services Program is provided by the Ministry of Justice and the contract for the program is held by the Sooke Residents in Need Society. The Ministry of Justice has expressed that there will be no increase in funding for this fiscal year. The funding provided by the District of Sooke has allowed the program to receive full time service, and clients are able to access the support they need to begin the process of recover from victimization. It is my hope that the District of Sooke will continue to support the Sooke RCMP Victim Services program with the funding needed to provide this very important service.



Sooke RCMP Detachment
2076 Church Road
Sooke, BC
V0N 0E4

Sooke Residents in Need Society
2043 Church Road
Sooke, BC
V9Z 0W7
March 4th, 2015

Dear Counsel Members,

I write to thank you for the support you have provided to the Victim Services Program in years past, and express our support for the program.

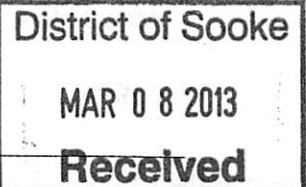
Our Victim Services Program has served the residents of Sooke for over 21 years now. Services are provided to the victims and witnesses of crime and trauma, with referrals primarily coming from the Sooke RCMP with consent of those needing the service. I regularly hear back from persons having contact with our Victim Services Program, and this feedback has to date been exclusively positive. The clients express appreciation for the support and assistance received in the face of violent crimes and other traumatic happenings dealt with by this detachment. These persons relay that the assistance received helped them to heal more quickly, prepare for court, and endure the court process.

The Sooke Victim Services Program helps those affected begin the process of recovery from victimization, officers can focus on their investigations, and by preparing victims for the court process – actually reduce the numbers of future victims.

Thank you once again for your support of the Sooke RCMP Victim Services Program, and I hope that you will see fit to continue in support of this invaluable community program. Should any questions arise that I can be of assistance with, please contact me at 250-642-5241.

Jeff McArthur, Staff Sergeant
Detachment Commander
Sooke Detachment

#2 grant request



APPENDIX II - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Sooke Residents in Need Society

Address of Organization: 2043 Church Rd,
Sooke, B.C.
V9Z 0W7

Phone: 250-642-0215 Fax: 250-642-0218

E-mail: _____

Contact Person: Joan Titus

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input checked="" type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input type="checkbox"/> Environmental

Amount Requested: \$6,120 Total Budget: _____
(attach completed Budget Form)

Have you applied before? yes When? _____ Grant Received? \$6,120

Have you submitted a final report for previous grant? YES

Incorporation number and date of incorporation if applicable: 5-25399 Sept. 22, 1989
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Does your organization receive a permissive tax exemption? Yes ☒ No _____

Does the organization that owns the building you occupy receive a permissive tax exemption? Yes _____ No ☒

Page 2

APPENDIX II - Policy 5.1

Describe your organization, its mandate and program (s) To help people in
Sooke who are in need. Two programs: Sooke Crisis
Centre and Sooke Police Based Victim Services.

Describe the community project, program, service, activity or event ("project") for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

Project description: Crisis Centre: Provide food, a place to
get help or referral for other services. We help with
rent, hydro, medicines, as income permits. We
have mainly men's clothing, furniture, soaps,
toothpaste, razors, dog and cat food which Sooke
people donate to us. We serve coffee and sweet buns daily,
and the Presbyterian Church ladies bring soup on Tuesdays.

Purpose of project: To help people who are threatened with eviction,
loss of hydro, lack of heating oil, need bus tickets for
medical/dental appointments, social services or disability
appointments, probation. We pay for dental care when
teeth are bad.

The names of those involved in carrying out the project: Elizabeth Johnson,
Joan Titus, Bill Parks, Harold Fladeger, Christine Rafus
Phil Bullock

Date and Place of Project: Monday to Friday 10:00 am to 1pm year round.

COMMUNITY GRANT PROGRAM APPLICATION - BUDGET

Please give detailed revenue projections and indicate which revenue is speculative.

REVENUE	
	\$
Grants: Sooke	\$ 6,120
Gaming	\$ 14,000
Organizations (Sooke Lions, Rotary, Lionses, churches)	\$ 8,000
	\$
	\$
Admissions/fees:	\$
	\$
	\$
	\$
	\$
	\$
Other: Individuals	\$ 14,000
	\$ 8,120
	\$
	\$
	\$
TOTAL REVENUE:	\$ 42,120

Expenses: office	11,400
EXPENSES:	
Client assistance	
Rent/moving	\$ 11,000
Hydro	\$ 6,500
Telephone	\$ 750
Food/water	\$ 1,700
Medications/baby supplies	\$ 3,000
School supplies	\$ 1,100
Bus tickets	\$ 5,000
Car repair/gas	\$ 600
Dental	\$ 450
Doctor	\$ 80
Job - tools/clothes	\$ 450
	\$
	\$
TOTAL EXPENSES:	\$ 42,030

SOOKE RESIDENTS IN NEED SOCIETY

April 1, 2011 to March 31, 2012

	Victim Services	Gaming	Crisis Centre	TOTAL SRIN
Beginning April 1 2011	\$ 2,143.94	\$ 19,118.72	\$ 14,659.52	\$ 16,803.46
Income				
Attorney General	\$ 42,672.00			\$ 42,672.00
Sooke Municipality	\$ 8,323.00		\$ 6,120.00	\$ 14,443.00
Gaming		\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
Organizations			\$ 7,494.25	\$ 7,494.25
Individual Donations			\$ 15,232.48	\$ 15,232.48
Cash			\$ 141.75	\$ 141.75
Bank Interest		\$ 5.59	\$ 10.93	\$ 10.93
				\$ -
Total Income	\$ 50,995.00	\$ 13,005.59	\$ 41,999.41	\$ 92,994.41
				\$ -
				\$ -
Expense				
Office rent/expenses	\$ 118.34	\$ 9,391.20	\$ 9,625.20	\$ 9,743.54
Office Telephone		\$ 285.39	\$ 691.51	\$ 691.51
Hydro		\$ 654.24	\$ 654.24	\$ 654.24
Membership			\$ 75.00	\$ 75.00
Bookkeeping	\$ 400.00			\$ 400.00
Wages/Benefits	\$ 49,114.23			\$ 49,114.23
Travel	\$ 748.20			\$ 748.20
Training	\$ 899.37			\$ 899.37
Bank Charges	\$ 180.00		\$ 191.56	\$ 371.56
Client Assistance				\$ -
Accomadation/Moving		\$ 3,121.18	\$ 13,180.86	\$ 13,180.86
Hydro		\$ 1,798.84	\$ 5,560.67	\$ 5,560.67
Teleophone		\$ 185.00	\$ 1,398.97	\$ 1,398.97
Food/Water		\$ 400.00	\$ 2,180.67	\$ 2,180.67
Medications/baby supplies			\$ 2,920.28	\$ 2,920.28
School Supplies		\$ 155.00	\$ 961.50	\$ 961.50
Bus Tickets		\$ 1,095.00	\$ 7,175.00	\$ 7,175.00
Car repair/gas		\$ 140.00	\$ 1,120.00	\$ 1,120.00
Dental		\$ 241.83	\$ 977.38	\$ 977.38
Doctor			\$ 80.00	\$ 80.00
Job-tools/clothes			\$ 340.00	\$ 340.00
Miscellaneous		\$ 25.00	\$ 654.00	\$ 654.00
Total Expenses	\$ 51,460.14	\$ 17,492.68	\$ 47,786.84	\$ 99,246.98
Income - expenses	-\$ 465.14	\$ 4,487.09	-\$ 5,787.43	-\$ 6,252.57
Year End	\$ 1,678.80	\$ 14,631.63	\$ 8,872.09	\$ 10,550.89

*NOTE: Gaming is included in Crisis Centre figures

CANADA
PROVINCE OF BRITISH COLUMBIA

NUMBER

S-25399



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

SOCIETY ACT

CERTIFICATE OF INCORPORATION

I HEREBY CERTIFY THAT

SOOKE RESIDENTS IN NEED SOCIETY

HAS THIS DAY BEEN INCORPORATED UNDER THE SOCIETY ACT

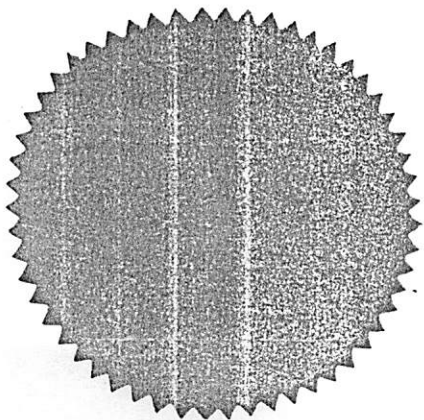
GIVEN, UNDER MY HAND AND SEAL OF OFFICE

AT VICTORIA, BRITISH COLUMBIA

THIS 22ND DAY OF SEPTEMBER, 1989

A handwritten signature in cursive script, appearing to read "David W. Boyd".

DAVID W. BOYD
REGISTRAR OF COMPANIES



SOOKE RESIDENTS IN NEED SOCIETY

April 1, 2011 to March 31, 2012

	Victim Services	Gaming	Crisis Centre	TOTAL SRIN
Beginning April 1 2011	\$ 2,143.94	\$ 19,118.72	\$ 14,659.52	\$ 16,803.46
Income				
Attorney General	\$ 42,672.00			\$ 42,672.00
Sooke Municipality	\$ 8,323.00		\$ 6,120.00	\$ 14,443.00
Gaming		\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
Organizations			\$ 7,494.25	\$ 7,494.25
Individual Donations			\$ 15,232.48	\$ 15,232.48
Cash			\$ 141.75	\$ 141.75
Bank Interest		\$ 5.59	\$ 10.93	\$ 10.93
				\$ -
Total Income	\$ 50,995.00	\$ 13,005.59	\$ 41,999.41	\$ 92,994.41
				\$ -
Expense				\$ -
Office rent/expenses	\$ 118.34	\$ 9,391.20	\$ 9,625.20	\$ 9,743.54
Office Telephone		\$ 285.39	\$ 691.51	\$ 691.51
Hydro		\$ 654.24	\$ 654.24	\$ 654.24
Membership			\$ 75.00	\$ 75.00
Bookkeeping	\$ 400.00			\$ 400.00
Wages/Benefits	\$ 49,114.23			\$ 49,114.23
Travel	\$ 748.20			\$ 748.20
Training	\$ 899.37			\$ 899.37
Bank Charges	\$ 180.00		\$ 191.56	\$ 371.56
Client Assistance				\$ -
Accomadation/Moving		\$ 3,121.18	\$ 13,180.86	\$ 13,180.86
Hydro		\$ 1,798.84	\$ 5,560.67	\$ 5,560.67
Teleophone		\$ 185.00	\$ 1,398.97	\$ 1,398.97
Food/Water		\$ 400.00	\$ 2,180.67	\$ 2,180.67
Medications/baby supplies			\$ 2,920.28	\$ 2,920.28
School Supplies		\$ 155.00	\$ 961.50	\$ 961.50
Bus Tickets		\$ 1,095.00	\$ 7,175.00	\$ 7,175.00
Car repair/gas		\$ 140.00	\$ 1,120.00	\$ 1,120.00
Dental		\$ 241.83	\$ 977.38	\$ 977.38
Doctor			\$ 80.00	\$ 80.00
Job-tools/clothes			\$ 340.00	\$ 340.00
Miscellaneous		\$ 25.00	\$ 654.00	\$ 654.00
Total Expenses	\$ 51,460.14	\$ 17,492.68	\$ 47,786.84	\$ 99,246.98
Income - expenses	-\$ 465.14	\$ 4,487.09	-\$ 5,787.43	-\$ 6,252.57
Year End	\$ 1,678.80	\$ 14,631.63	\$ 8,872.09	\$ 10,550.89

*NOTE: Gaming is included in Crisis Centre figures

Rec'd Feb 25/14
BB.

APPENDIX III - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

FINAL REPORT

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Sooke Residents in Need Society Crisis Centre

Address of Organization: 2043 Church Rd, Sooke BC
V9Z 0W7

Phone: 250-642-0215

Fax: —

E-mail: —

Contact Person: Joan Titus

Grant eligibility area:

- ☐ Sports and recreation
- ☐ Fine Arts and culture
- ☐ Heritage
- ☒ Public safety and community welfare
- ☐ Community beautification
- ☐ Environmental

Community project, program, service, activity and/or event evaluation: —

Sooke Crisis Centre - open from 10 am to 1 pm
which allows those in poor housing or
sleeping outdoors to come in and get warm
and have coffee and sweet buns or muffins.

Page 2

APPENDIX III - Policy 5.1

Attendance figures (where applicable): It ranges from 15 to 30
per day from Monday to Friday. Hot soup is
provided Tuesday morning by the Presbyterian Church

Number of volunteers and/or participants: 6

Evaluation on impact on the community: _____

Allows people to warm up, dry clothes, refer to
resources. They can get food, bus tickets
Furniture which is donated is also available.

Attachments:

- a. Print material acknowledging the financial support of the District of Sooke (including but limited to newspaper articles, ads, press releases, social media, programs, etc.) ;
- b. Financial statement of actual revenue and expenses for the project (Appendix III Financial Statement)

COMMUNITY GRANT PROGRAM – FINANCIAL STATEMENT

Please give detailed revenue projections and indicate which revenue is speculative.

REVENUE	
	\$
Grants: <i>8000 Municipalities</i>	\$ 6,120
<i>Organizations</i>	\$ 8,000
<i>Donations</i>	\$ 15,000
<i>Individual donations</i>	\$ 14,000
	\$
	\$
Admissions/fees:	\$ 0
	\$
	\$
	\$
	\$
	\$
Other: <i>Cash</i>	\$ 300
	\$
<i>Crisis Centre would really appreciate</i>	\$
<i>an extra amount of grant</i>	\$ 1500
	\$
	\$
TOTAL REVENUE:	\$ 4500 925

EXPENSES:	
<i>Clients - housing / moving</i>	\$ 14,000
<i>Hydro</i>	\$ 8,000
<i>Medications + baby needs</i>	\$ 3,500
<i>School supplies</i>	\$ 2,500
<i>Dental care</i>	\$ 3,000
<i>Tools clothes for work</i>	\$ 1,500
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENSES:	\$

SOOKE RESIDENTS IN NEED SOCIETY PROPOSED BUDGET
April 1, 2014 to March 31, 2015

	Victim Services	Gaming	Crisis Centre
Beginning April 2014	\$ 1,000.00	\$ 15,000.00	\$ 7,800.09
Income			
Attorney General	\$ 44,000.00		
Sooke Municipality	\$ 9,000.00		\$ 6,120.00
Gaming		\$ 15,000.00	\$ 15,000.00
Organizations			\$ 8,000.00
Individual Donations			\$ 14,000.00
Cash			\$ 300.00
Bank Interest		\$ 5.50	\$ 5.00
Total Income	\$ 53,000.00	\$ 16,005.50	\$ 43,425.00
Expense			
Office rent/expenses	\$ 200.00	\$ 9,800.00	\$ 9,700.00
Office Telephone		\$ 750.00	\$ 700.00
Hydro		\$ 950.00	\$ 800.00
Membership			\$ 75.00
Bookkeeping	\$ 400.00		
Wages/Benefits	\$ 50,500.00		
Travel	\$ 800.00		
Training	\$ 600.00		
Bank Charges	\$ 60.00		\$ 45.00
Client Assistance			
Accommodation/Moving		\$ 500.00	\$ 12,000.00
Hydro		\$ 2,500.00	\$ 7,000.00
Telephone			\$ 775.00
Food/Water			\$ 1,900.00
Medications/baby supplies		\$ 500.00	\$ 3,000.00
School Supplies			\$ 900.00
Bus Tickets			\$ 5,000.00
Car repair/gas			\$ 600.00
Dental			\$ 600.00
Doctor			\$ 80.00
Job-tools/clothes			\$ 450.00
Miscellaneous			\$ 300.00
Total Expenses	\$ 52,560.00	\$ 15,000.00	\$ 43,925.00
Income - expenses	\$ 440.00	\$ 1,005.50	-\$ 500.00
Year End	\$ 1,440.00	\$ 16,005.50	\$ 7,300.09

NOTE: Gaming is included in Crisis Centre figures

Sooke Residents in Need Society

Apr 1, 2012 TO Mar 31, 2013

	Victim Services	Gaming	Crisis Centre	TOTAL SRIN
Beginning April 1, 2012	-\$ 320.09	\$ 14,631.63	\$ 8,872.09	\$ 8,552.00
Income				
Attorney General	\$ 42,672.00			\$ 42,672.00
Sooke Municipality	\$ 8,489.00		\$ 6,242.00	\$ 14,731.00
Gaming		\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
Organizations			\$ 12,280.00	\$ 12,280.00
Individual Donations			\$ 12,464.00	\$ 12,464.00
Cash			\$ 5,264.57	\$ 5,264.57
Bank Interest		\$ 4.33	\$ 10.56	\$ 10.56
Total Income	\$ 51,161.00	\$ 14,004.33	\$ 50,261.13	\$ 101,422.13
Expense				
Office rent/expenses		\$ 8,910.72	\$ 9,107.04	\$ 9,107.04
Office Telephone		\$ 603.68	\$ 603.68	\$ 603.68
Hydro		\$ 691.37	\$ 691.37	\$ 691.37
Membership				
Bookkeeping	\$ 400.00			\$ 400.00
Wages/Benefits	\$ 46,414.18			\$ 46,414.18
Travel	\$ 1,131.50			\$ 1,131.50
Training	\$ 732.00			\$ 732.00
Bank Charges	\$ 252.22		\$ 514.88	\$ 767.10
Client Assistance				
Accomadation/Moving		\$ 1,625.00	\$ 13,063.08	\$ 13,063.08
Hydro		\$ 868.06	\$ 5,195.32	\$ 5,195.32
Teleophone		\$ 341.29	\$ 1,860.35	\$ 1,860.35
Food/Water			\$ 2,932.29	\$ 2,932.29
Medications/baby supplies			\$ 3,504.42	\$ 3,504.42
School Supplies			\$ 2,874.30	\$ 2,874.30
Bus Tickets		\$ 605.00	\$ 7,060.00	\$ 7,060.00
Car repair/gas		\$ 480.00	\$ 2,732.79	\$ 2,732.79
Dental		\$ 206.77	\$ 576.04	\$ 576.04
Doctor			\$ 707.35	\$ 707.35
Job-tools/clothes		\$ 250.00	\$ 1,155.35	\$ 1,155.35
Heat/water			\$ 550.00	\$ 550.00
Miscellaneous		\$ 1,500.00	\$ 2,342.47	\$ 2,342.47
Total Expenses	\$ 48,929.90	\$ 16,081.89	\$ 55,470.73	\$ 104,400.63
Income - expenses	\$ 2,231.10	-\$ 2,077.56	-\$ 5,208.69	-\$ 2,977.59
Year End	\$ 1,911.01	\$ 12,554.07	\$ 3,663.40	\$ 5,574.41

*NOTE: Gaming is included in Crisis Centre figures

Joan Titus Treasurer

SOOKE RESIDENTS IN NEED SOCIETY
Balance Sheet
Year Ending March 2013

	Mar 31 2011	Mar 31 2012	Mar 31 2013
Assets	\$		
Furniture	\$ 816.00	\$ 612.00	\$ 122.40
Office Machines	\$ 300.00	\$ 425.00	\$ 361.25
Gaming Account	\$ 19,118.72	\$ 14,631.63	\$ 12,554.07
Victim Services	\$ 10,342.54	\$ 1,678.80	\$ 1,911.01
Crisis Centre Account	\$ 183.66	\$ 2,290.90	\$ 22.96
Cash	\$ 155.27	\$ 343.12	\$ 20.01
Total Assets	\$ 30,916.19	\$ 19,981.45	\$ 14,991.70
Liabilities			
Accts payable & accrued liabilities	\$ 2,954.19	\$6,323.56	\$ 7,022.64
Uncashed cheques	\$ 5,781.79	\$ 1,819.39	
Total Liabilities	\$ 8,735.98	\$ 8,142.95	\$ 7,022.64

Jean Titus, Treasurer

PRESIDENT'S REPORT – JUNE 2013

ANOTHER YEAR HAS PASSED AND WE ARE STILL FACING MUCH THE SAME SITUATION AS IN THE PAST. MANY OF OUR CLIENTS CANNOT STRETCH THEIR MONEY TO PAY RENT, HYDRO AND BUY FOOD. OUR HYDRO RATES ARE A PROBLEM FOR MOST AS IS THE INCREASED FOOD COSTS.

IN SOOKE WE ARE VERY FORTUNATE TO HAVE GENEROUS, CARING PEOPLE WHO DONATE TO US REGULARLY. ALSO, THE CHURCHES OF SOOKE PROVIDE NOURISHING MEALS EACH WEEK.

WE ARE ABLE, BECAUSE OF DONATIONS, BOTH CASH AND IN KIND, TO HELP WITH SMALL AMOUNTS OF GROCERIES. I MUST TAKE THIS OPPORTUNITY TO PAY TRIBUTE TO SHIRLEY SELL, WHO PASSED AWAY EARLY THIS YEAR. SHIRLEY OWNED CACKLEBERRY FARM AND DONATED LAST YEAR OVER \$700 WORTH OF EGGS. HER DAUGHTER IN LAW CAME INTO THE CENTRE LAST WEEK WITH EGGS AND TOLD ME THAT SHE WILL BE CONTINUING THE TRADITION SHIRLEY STARTED. ANOTHER MAJOR DONATOR IS THE SOOKE LIONS CLUB WHO GIVE US A REGULAR MONTHLY DONTION – WHICH MAKES BUDGETTING EASIER. THERE ARE MANY OTHER GENEROUS DONATORS AND WE COULD NOT SURVIVE WITHOUT THEM.

WE SUPPLY BUS TICKETS TO OUR CLIENTS WHO NEED TO GO TO VICTORIA TO SOCIAL SERVICES, TO KOOL AID DENTISTS OR TO A DOCTOR. THE TICKETS COME TO US FROM THE COMMUNITY SOCIAL PLANNING COUNCIL AT A REDUCED RATE BUT STILL COST US IN EXCESS OF \$500 PER MONTH.

I WOULD LIKE TO TAKE THIS OPPORTUNITY TO THANK OUR REGULAR VOLUNTEERS, OF COURSE JOAN TITUS WHO BALANCES OUR BOOKS – NOT AN EASY JOB, BELIEVE ME, PHIL BULLED, HAROLD FLADAGER, CHRISTINE RAFUSE AND BILL PARKS. THERE ARE MANY OTHERS WHO HELP US BUT IF I TRY TO LIST THEM I MIGHT LEAVE OUT SOMEONE .

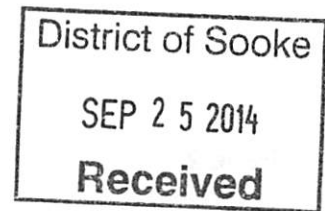
ALTHOUGH KEEPING THE CENTRE GOING IS AN ONGOING STRUGGLE, IT IS A WONDERFUL SOCIETY TO BE A PART OF. WE HAVE MANY INTERESTING PEOPLE WHO DROP IN ON A REGULAR BASIS AND THERE ARE LIVELY DISCUSSIONS AND MANY LAUGHS AS THEY SIT AROUND THE TABLE DRINKING COFFEE. THAT REMINDS ME, I MUST TAKE THIS OPPORTUNITY TO THANK THE BAPTIST CHURCH FOR SUPPLYING OUR COFFEE, IT IS MUCH APPRECIATED.

WE APPRECIATE ALL THE HELP WE GET FROM THE PEOPLE OF SOOKE, WE COULDN'T SURVIVE WITHOUT IT.

RESPECTFULLY SUBMITTED

M.E. (LIZ) JOHNSON

APPENDIX II - Policy No. 5.1



DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: SOOKE LIONS CLUB

Address of Organization: BOX 248

SOOKE B.C.

V9Z 0S7

Phone: [REDACTED] Fax: _____

E-mail: LIONS CANADA DAY@SHAW.CA

Contact Person: LORENE CHRISTENSEN

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input checked="" type="checkbox"/> Heritage
	<input type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input type="checkbox"/> Environmental

Amount Requested: 5000.

Total Budget: 21,550.00
(attach completed Budget Form)

Have you applied before? YES When? 2013 Grant Received? 4000 + 2000

Have you submitted a final report for previous grant? YES

Incorporation number and date of incorporation if applicable: SOOKE LIONS CLUB (NA)
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Describe your organization, its mandate and program (s) Sooke Lions Club Canada

Day Committee

- We are a non profit organization tasked with
putting on Canada Day Celebration July 1 2015
(free admission)

Describe the community project, program, service, activity or event ("project") for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

Project description: Canada Day Celebration

- live entertainment

- food trucks

- games

- demonstrations

- fireworks

Purpose of project: Celebration of Canada's
Birthday

The names of those involved in carrying out the project: Sooke Lions, Harbourside

Lions, Community Assoc

co-chairs Lorne Christensen - Al Beddows

Date and Place of Project: July 1 2015, Sooke Plaza

REVENUE--SOOKE CANADA DAY BUDGET 2015

District of Sooke	5000
Govt Canada	2000
Sooke Home Hardware	2500
CRD	1000
Sooke Lions Club	1000
Village Foods	1000
Shoppers Drug	300
Dr Louise Moran	100
Western Foods	200
TD Bank	250
Coast Capital	100
Sun River	1000
Public Donations (est)	2800
Booths (projected)	2500
Misc	1800

TOTAL REVENUE

21550

EXPENSES

Bands	2200
Mainstage and kids	2500
Advertising	2000
Equipment	1400
Park rental	1000
Security	4200
Porta potties	1400
Transportation	850
Storage	1000
MISC	500
First aid	400
Insurance	1100
Othe Entertainment	3000

TOTAL EXPENSES

21550

* From 2014 Final Report

COMMUNITY GRANT PROGRAM - Financial Statement

Period Covered:

Organization Name:

Revenues		Actual Results	
Grants:	District of Sooke	\$	6000.00
	CRD	\$	1000.00
(list funder)	Sooke Lions	\$	1000.00
	Sooke Legion	\$	500.00
(list funder)	Sooke Community Assoc.	\$	500.00
	Sooke Cen. Auto	\$	500.00
(list funder)	Dr. Chris Bryant	\$	250.00
	Village Foods	\$	1000.00
	Various other donations	\$	600.00
Admissions / fees:	Ø	\$	
Vendors		\$	2135.50
Gate Donations		\$	✓ 3080.00
Other: Carry over from 2013		\$	✓ 2739.40
		\$	
Total Revenues		\$	19304.90
Expenses			
	Advertising		2357.14
	Porta Potties	\$	1344.00
	Entertainment	\$	4429.00
	Permits	\$	200.00
	Ground Rentals (SCA)	\$	1000.00
	First Aid	\$	250.00
	Lighting Sound	\$	1575.00
	Garbage	\$	819.00
	Security	\$	3434.31
	Misc	\$	800.12
Total Expenses		\$	16208.57
Net Income		\$	3096.33



DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

FINAL REPORT

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Sooke Lions Canada Day

Address of Organization: Box 248

Sooke B.C

V9Z 0S9

Phone: [REDACTED]

Fax: _____

E-mail: lionscanaday@shaw.ca busdir@shaw.ca

Contact Person: Al Beddows Lorne Christensen

Grant eligibility area:

- ☐ Sports and recreation
- ☐ Fine Arts and culture
- ☒ Heritage
- ☐ Public safety and community welfare
- ☐ Community beautification
- ☐ Environmental

Community project, program, service, activity and/or event evaluation: July 1 2014

Canada Day celebrations, Sooke
Campground (Plats)

- live music

- cake

- games

- food

- fireworks

Attendance figures (where applicable): _____

3000~~00~~

Number of volunteers and/or participants: 30

Evaluation on impact on the community: - bringing together
the people of Sooke (and District) in
celebration of being Canadian.

Attachments:

- a. Print material acknowledging the financial support of the District of Sooke (including but limited to newspaper articles, ads, press releases, social media, programs, etc.) ;
- b. Financial statement of actual revenue and expenses for the project (Appendix III Financial Statement)

Attendance figures (where applicable): _____

3000

Number of volunteers and/or participants: _____

30

Evaluation on impact on the community: _____

bringing together
the people of Sooke (District)
in celebration of being Canadian

Attachments:

- a. Print material acknowledging the financial support of the District of Sooke (including but limited to newspaper articles, ads, press releases, social media, programs, etc.) ;
- b. Financial statement of actual revenue and expenses for the project (Appendix III Financial Statement

COMMUNITY GRANT PROGRAM - Financial Statement

Period Covered:

Organization Name:

Revenues		Actual Results	
Grants:	District of Sooke	\$	6000.00
	CRO	\$	1000.00
(list funder)	Sooke Lions	\$	1000.00
	Sooke Legion	\$	500.00
(list funder)	Sooke Community Assoc.	\$	500.00
	Sooke Cen. Auto	\$	500.00
(list funder)	Dr. Chris Bryant	\$	250.00
	Village Foods	\$	1000.00
	Various other donations	\$	600.00
Admissions / fees:	Ø	\$	
Vendors		\$	2135.50
Gate Donations		\$	✓ 3080.00
Other: Carry over from 2013		\$	✓ 2739.40
		\$	
Total Revenues		\$	19304.90
Expenses			
	Advertising		2357.14
	Porta Potties	\$	1344.00
	Entertainment	\$	4429.00
	Permits	\$	200.00
	Ground Rentals (SCA)	\$	1000.00
	First Aid	\$	250.00
	Lighting Sound	\$	1575.00
	Garbage	\$	819.00
	Security	\$	3434.31
	Misc	\$	800.12
Total Expenses		\$	16208.57
Net Income		\$	3096.33

APPENDIX II - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Sooke Family Resource Society
Address of Organization: 6672 Wadams Way, Sooke, BC V9Z 0H3
(mail is still identified as 2145 Townsend Rd.
Sooke, BC V9Z 0H3 with Canada Post.)
Phone: 250-642-5152 Fax: 250-642-7663
E-mail: draymond@sfrs.ca
Contact Person: Daphne Raymond

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input checked="" type="checkbox"/> Public safety and <u>community welfare</u>
	<input type="checkbox"/> Community beautification
	<input type="checkbox"/> Environmental

Amount Requested: \$5000.00 Total Budget: \$55,000.00
(attach completed Budget Form)

Have you applied before? Yes When? 2013 Grant Received? Yes (2013 & 2014)

Have you submitted a final report for previous grant? Yes (Sept 30, 2014)

Incorporation number and date of incorporation if applicable: S-19492/Sept. 6, 1984
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Describe your organization, its mandate and program (s) _____

please see attached

Describe the community project, program, service, activity or event ("project") for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

Project description: please see attached

Purpose of project: please see attached

The names of those involved in carrying out the project: Teresa Norquay - Prenatal Education and Outreach Worker/Doula, Daphne Raymond - Programs Manager, Caroline Larsen - Program Assistant, Nicky Logins - SFERS ED., Shelly Musgrave-Reception

Date and Place of Project: April 1, 2015 - March 31, 2016 ; Sooke and greater community (Sooke Family Resource Society)

District of Sooke - Community Grant Program

Page 2 – Sooke Family Resource Society – Prenatal Education and Outreach Program

Describe your organization, its mandate and programs:

The Sooke Family Resource Society (SFRS) is a not-for-profit organization that has served the community since incorporation in 1984. The principle purpose of SFRS is to assist the community in developing, maintaining and furthering communications and relations within and between families. We are dedicated to building a healthy, empowered community by promoting life-long learning, mutual care, and respect.

Project description:

The SFRS Prenatal Program focuses on prenatal and postnatal education, support, and outreach, increasing protective factors with prevention education and early intervention for risk factors by providing locally accessible support to families within the greater Sooke area.

The prenatal class and outreach services, as well as the social connections developed in the Prenatal Program, will provide families the opportunity to gain perinatal education and an increased awareness of community resources and to build a shared sense of community identity.

This critical family support is not universally available to the Sooke community through any government service or other service provision. The SFRS Prenatal Program is the only universally accessible and locally available prenatal education and outreach program in the greater Sooke area.

Purpose of project:

Prior to the inception of the SFRS Prenatal Program in the summer of 2010, there were not any locally available/ universally accessible prenatal education and outreach programs in the greater Sooke area, which had created a gap in service and a barrier for those who do not have the ability or desire to travel to Victoria for the next closest prenatal program.

It is the goal of the SFRS Prenatal Program to continue to bring pregnancy education, support and outreach to our community filling a gap of service for the ever-growing local family population. Our Prenatal Program provides the prenatal needs of expecting families in our community with locally accessible group and individual support offered at a low or no-cost.

For the last several years, there have been between 150-171 babies born to families in Sooke each year. Since the SFRS Prenatal Program began in mid-2010, 180 babies have been born to families accessing this service; showing that approximately 25% of families having babies in the greater Sooke area are accessing the SFRS Prenatal Program. Since the program's inception, the Prenatal Outreach component has run at capacity. 100% of families accessing the Prenatal Outreach component have stated in their feedback surveys that they would not have had or accessed prenatal support and education if it had not been offered within Sooke.

COMMUNITY GRANT PROGRAM - Budget Template

Please include with your application

Date: Sept 29, 2014

Organization Name: Sooke Family Resource Society

Revenues	Other funders (please list)			Total
	Confirmed	Pending	In-kind	
Grants:				\$
District of Sooke request		5000		\$ 5,000
Other grants United Way	30,000			\$ 30,000
(list funder) Children's Health Foundation		14,000		\$ 14,000
(list funder) Gaming		5,000		\$ 5,000
				\$
Admissions / fees: Fee for service courses		1,000		\$ 1,000
(annual average)				\$
Other:				\$
				\$
Total Revenues				\$ 55,000
Expenses				
Facilities/Office and Admin. Expenses				\$ 3,904.48
Prog. materials & Supplies				\$ 2,000.00
Prog transportation				\$ 600.00
Wages/Benefits				\$ 48,495.52
				\$
				\$
				\$
Total Expenses				\$ 55,000
Net Income				\$ 0

* Please note: All "pending" sources of funding were committed past sources and are anticipated for the 2015/2016 fiscal year. (April 1, 2015 - March 31, 2016).



NUMBER: S-0019492

**CERTIFICATE
OF
GOOD STANDING**
SOCIETY ACT

I Hereby Certify that SOOKE FAMILY RESOURCE SOCIETY, a society duly incorporated under the laws of the Province of British Columbia is, according to the records of this office, an existing society and is, with respect to filing of returns, in good standing.

*Issued under my hand at Victoria, British Columbia,
on September 24, 2013*



Carol Prest

CAROL PREST
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA

CANADA
PROVINC OF BRITISH COLUMBIA



Province of British Columbia
Ministry of Consumer and Corporate Affairs
REGISTRAR OF COMPANIES

CERTIFIED TRUE COPY OF A DOCUMENT
FILED WITH THE REGISTRAR OF COMPANIES

MAY 22 2008

SOCIETY ACT

3
RON TOWNSEND
REGISTRAR OF COMPANIES
PROVINCE OF BRITISH COLUMBIA

Certificate of Incorporation

I HEREBY CERTIFY THAT

SOOKE FAMILY RESOURCE SOCIETY

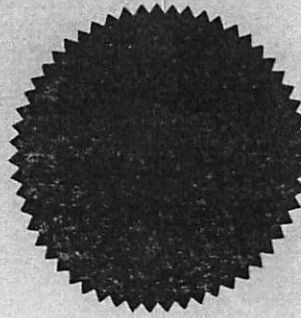
HAS THIS DAY BEEN INCORPORATED UNDER THE SOCIETY ACT

GIVEN UNDER MY HAND AND SEAL OF OFFICE

AT VICTORIA, BRITISH COLUMBIA,

THIS 6TH DAY OF SEPTEMBER, 1984

L. G. HUCK
DEPUTY REGISTRAR OF COMPANIES



REVIEW ENGAGEMENT REPORT

To the Directors of Sooke Family Resource Society

We have reviewed the statement of financial position of Sooke Family Resource Society as at March 31, 2014 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Society.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Victoria, B.C.
August 23, 2014

Obara & Company
CHARTERED ACCOUNTANTS

SOOKE FAMILY RESOURCE SOCIETY
Statement of Financial Position
March 31, 2014
(Unaudited)

	2014	2013
ASSETS		
CURRENT		
Cash	\$ 561,556	\$ 665,186
Cash, high interest savings account	215,304	212,933
Accounts receivable	41,003	13,071
Accounts receivable from employees	350	-
Goods and services tax recoverable	4,418	11,651
Payroll deductions refundable	454	-
Prepaid expenses	8,503	2,554
Security deposits	625	3,071
	<u>832,213</u>	<u>908,466</u>
CAPITAL ASSETS (Note 4)	<u>36,825</u>	<u>31,276</u>
	<u>\$ 869,038</u>	<u>\$ 939,742</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 238,345	\$ 202,820
Employee deductions payable	-	19,224
Deferred revenue (Note 5)	284,772	352,615
Deferred Contributions relating to Capital Assets (Note 6)	3,148	4,198
	<u>526,265</u>	<u>578,857</u>
NET ASSETS		
Special purpose contingency fund	169,410	167,540
Facilities fund	15,005	14,843
Invested in capital assets	33,677	27,078
General fund	124,681	151,424
	<u>342,773</u>	<u>360,885</u>
	<u>\$ 869,038</u>	<u>\$ 939,742</u>

Approved by the Board of Directors

Director

Director

See notes to financial statements

OBARA & COMPANY
CHARTERED ACCOUNTANTS

September 29, 2014

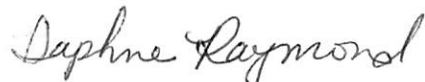
Dear District of Sooke - Community Grant Review Committee,

I am writing this letter to request a change to an existing Category A Grant to Sooke Family Resource Society. We would like to request a change of purpose for those funds.

For the past two years (2013 and 2014) the District of Sooke has kindly provided funding support for the Summer Art Program. While these funds have been greatly appreciated and utilized positively in the Summer Art Program, we would like to request that the use of funds be changed to support the SFRS Prenatal Education and Outreach Program. This program is entirely grant funded and is the only comprehensive and universally accessible program of its type in our community. We believe that the funding support that our agency has been receiving (\$5,000.00 annually) would have a profound and wider impact if we were able to re-direct this funding support to that service area.

Please see the attached application and budget with details of the Prenatal Education and Outreach Program for your consideration of this request to change the purpose an existing grant.

Kindly,



Daphne Raymond, M.Ed.
Children and Family Services Program Manager
Sooke Family Resource Society
Tel: (250) 642-5152 ext 247
draymond@sfrs.ca

Prenatal Education and Outreach Services

Every pregnancy has a unique and profound impact on women and their families. Support at this important time can have positive short and long-term benefits.

The Prenatal Education and Outreach Services provides local group or individual prenatal education, support, and outreach to pregnant women and their families in Sooke and the surrounding areas. This service works to ensure that all who need or want prenatal services can access low to no-cost programming.

All pregnant women may find benefit from the support of these services and resources.

The overall goal of this program is to provide services to enhance the health of families in our community.



Sooke Family Resource Society On-going Programs

Children and Family Programs

- Parent and Tot Drop-in
- Parent Discussion Group
- Young Parents' Group

Counselling Services

Child Care Resource & Referral

Kingfisher Preschool

Toy and Book Lending Library

Clothing Exchange

Funding for the Sooke Family Resource Society Prenatal Education and Outreach Services is supported by:



United Way
OF GREATER VICTORIA
COMMUNITY PARTNER

VICTORIA FOUNDATION

children's
HEALTH FOUNDATION
OF VANCOUVER ISLAND

And, The Province of British Columbia



Prenatal Education and Outreach Services

Sooke Family Resource Society

105-2145 Townsend Rd
Sooke BC V9Z 0H3
Phone: (250) 642-5152
Fax: (250) 642-7663



Member of BC Association of
Pregnancy Outreach Programs

Prenatal Education

Our prenatal class series offers 6 weeks of group classes for the expectant mother and the partner of her choice.

Class topics:

- Healthy lifestyle for pregnancy
- Nutrition and exercise
- Late pregnancy symptoms and how to cope with them
- Warning signs in late pregnancy and preterm labour
- Physical and emotional process of birth
- Natural pain management for labour
- Medications for pain in labour
- Common medical procedures
- Cesarean birth
- Life with a new baby
- Infant feeding and nutrition

The 6 week series cost is \$100, however price can be based on a sliding scale as needed. Child-minding available on site, if needed



For more information or to register please call:

Sooke Family Resource Society

250-642-5152

Prenatal Outreach Services

Outreach services are provided to pregnant women who may have extra needs in pregnancy.

Services include:

- One-to-one pregnancy education and support
- Nutritional support through food vouchers and/ or healthy eating education
- Prenatal vitamins
- Referrals to community resources
- Resource lending library

Outreach services are free.



If you or someone you know needs extra support in pregnancy please call:

Sooke Family Resource Society

250-642-5152

APPENDIX III - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

FINAL REPORT

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Sooke Family Resource Society (SFRS)

Address of Organization: 2145 Townsend Road
Sooke, BC V9Z 0H3

Phone: 250 · 642 · 5152 ext. 247 Fax: 250 · 642 · 7663

E-mail: draymond@sfrs.ca

Contact Person: Daphne Raymond / Nicky Logins

Grant eligibility area:

- ☐ Sports and recreation
- ☒ Fine Arts and culture
- ☐ Heritage
- ☒ Public safety and community welfare
- ☐ Community beautification
- ☐ Environmental

Community project, program, service, activity and/or event evaluation: SFRS provided the free (thanks to District funding) Kids Art Exploratory classes throughout the summer from families that would have not otherwise afforded this program elsewhere. The Art Exploratory is a step-by-step art instruction for easy learning and results provided by Shanna Hamilton. The children learned paint appreciation and techniques in landscape, silhouette, fine art, sculpture, and clay. Children were able to recognize similarities and techniques between projects. In the classes children shared stories related to their art and socialized building confidence with their art and the celebration of their accomplishments.

Page 2

APPENDIX III - Policy 5.1

Attendance figures (where applicable): The two art classes were split into age groups. Mondays: ages 4-6; Tuesdays: ages 7-12. Both classes were full with consistent/regular attendance. Parents & siblings could stay and participate which happened

Number of volunteers and/or participants: _____

Mondays - 10 registered participant (and their families)

Tuesdays - 12 registered participants (and their families)

Evaluation on impact on the community: _____

• All of the children registered in this program had parents that stated that they would not have been able to afford an art class for their child/children. Most families with children registered are/were involved in the Sooke Family Resource Society - Family Resource Programs.

Program outcomes: - children were eager to participate and learn each new project - children were able to express their own ideas and thoughts about their art - the groups shared positive feedback and thoughts with one another about their art experience - children were proud and confident of the artwork that they created.

• Most of the children asked if they could continue art classes into the fall.

• Parents expressed gratitude for the opportunity for their children and for the artwork created.

Attachments:

- a. Print material acknowledging the financial support of the District of Sooke (including but limited to newspaper articles, ads, press releases, social media, programs, etc.); Please see program promo poster / SFRS funders page
- b. Financial statement of actual revenue and expenses for the project (Appendix III Financial Statement) on website
www.sfrs.ca

COMMUNITY GRANT PROGRAM – FINANCIAL STATEMENT

Please give detailed revenue projections and indicate which revenue is speculative.

REVENUE	
	\$
Grants: District of Saake	\$ 5,000.00
	\$
	\$
	\$
	\$
	\$
	\$
Admissions/fees:	\$ 0
	\$
	\$
	\$
	\$
	\$
Other: SFRS In-Kind	\$ 1,580.00
	\$
	\$
	\$
	\$
TOTAL REVENUE:	\$ 6,580.00

EXPENSES:	
	\$
Art Supplies	\$ 1,130.17
Art Instruction /prep	\$ 3,869.83
	\$
	\$
SFRS Admin - In Kind	\$ 500.00
SFRS Rental - In Kind	\$ 1,080.00
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENSES:	\$ 6,580.00

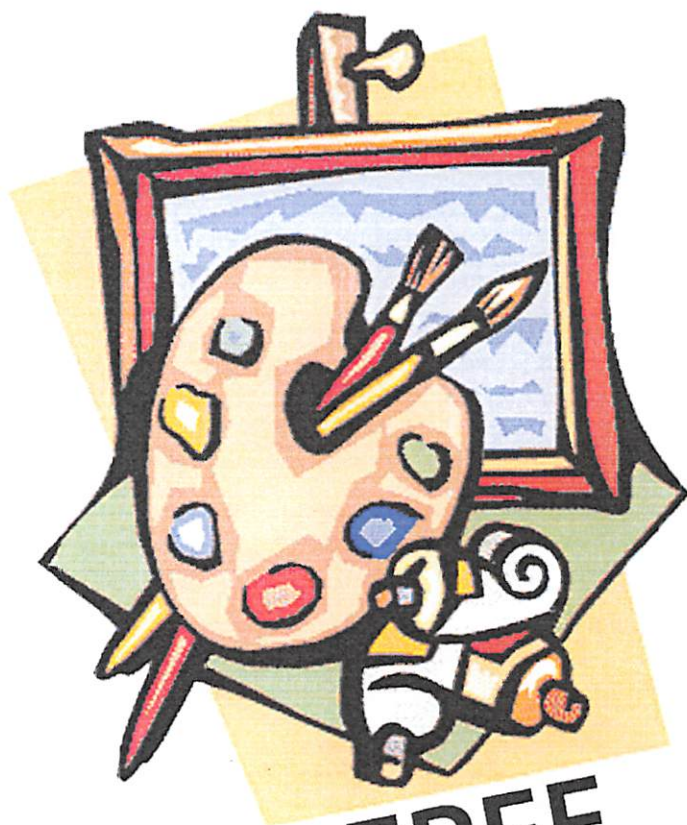
ART EXPLORATORY

with SHANNAHAMILTON

JULY 8-
AUG 27

Mondays 9:30-11 am
(Ages 5-6)

Tuesdays 9:30-11 am
(Ages 7-12)



FREE
ART CLASSES!

TO REGISTER CALL:

250-642-5152

Sooke Family Resource Society 2145-105 Townsend Rd, Sooke BC

April 25, 2014

Mayor Wendal Milne and Councillors
District of Sooke
Sooke, B.C.



Dear Mayor and Council:

Re: Sooke Regional Food CHI Grant

In March of this year Sooke Food Chi was advised by District finance staff that we will receive the same amount of a grant received in 2013, \$7000, from 2014. Prior to this advisement on February 13, 2014 we submitted an application for \$10,300.

Although we are very grateful to receive a grant of \$7000 for 2014, to fund a Grow a Row coordinator and program from April to November, we are requesting an additional \$3300 to meet our **real** costs of growing, harvesting and distributing food grown at the Sunriver Gardens to feed those in need in our area.

In our 2013 final report submitted on February 7, 2014 we concluded that the cost of harvesting, following best practices and ensuring food safe procedures, takes more time to coordinate than in previous years due to increased volumes of food production.

The additional funding will enable us to coordinate the harvesting of foods at Sunriver, twice a week, clean and store the food, and distribute the next day from May to October for \$2160. These food safe practices will ensure clean, safe food for our consumers. We use the remaining funds of \$1140 to refit our harvesting shed and wash up facility and purchase food safe equipment to practice food safe. This additional funding means our garden coordinator can focus her 10 hours each week on the growing of food, and its sustainability, while a harvesting coordinator can focus on harvesting best practices with our volunteers.

Thank you for considering this request.

Yours respectfully,

Anita Wasiuta, president
Phoebe Dunbar, director and past president

Sooke Region Food CHI Society

District of Sooke

FEB 13 2014

Received

February 13 2014

Brent Blackhall
Deputy Director of Finance
District of Sooke
Sooke BC

Re Sooke Food Chi Request – 2014 Sooke Community Grant, Category A

Attached is our 2014 application. The project budget described for 2014 at the Sunriver Community Gardens (SRG) includes 2 separate programs: a) GROW a ROW and b) a teaching program at SRG for Sooke citizens named "HANDS ON – Sustaining Food Security". For this Hands On teaching/mentorship program we have applied for a BC Real Estate Foundation grant, \$18,000. The BC Real Estate Foundation no longer funds community gardens per se; however they may consider funding our education/mentorship program that supports food security sustainability. We will not know of this application outcome until later in Aril.

This year, no different than others, our budget revenue figures reflect a funding plan that includes several other possible funding sources. Competition for community gardens and Grow a Row program dollars is very competitive which makes local funding all the more important – local dollars going towards local programs that benefit many.

Our request to the District of \$10,300 is only for the Grow a Row program, described in detail in our 2013 final report, submitted Feb 7 2014. Our in kind contribution totals \$29,750, while Food Chi and Van City's contribution is \$2000. The request to the District's community grant programs is 32% of the Grow a Row program value.

Should you have any questions regarding our application, please advise.

Respectfully submitted



Phoebe Dunbar, vice president

Sooke Region Food CHI Society

May 04 2014

Brent Blackhall
Deputy Director of Finance
District of Sooke
Sooke B.C.

RE : Revised Sooke Food Chi Category A 2014 Community Grant - \$10,300

Brent, as discussed on Friday May 2nd please see attached revised application to replace the application submitted February 13 2014. At that time we were projecting funds from several other grant sources. However these grants were not forthcoming hence the change in projected revenues, expenses and changes in the scope of our proposed activities.

As well, since February 13th we have received unanticipated funds (\$1300) for an orchard tool equipment shed, 8 x 8, to be built by EMCS students, other donations from Food CHI and a donated metal structure which will be used as a root cellar for grow a row produce including orchard and gleaned fruit. This structure requires an above ground foundation and machine time to complete the cellar which will be covered with earth and clay to insulate it.

Thank you for the opportunity to make the necessary revisions to our original request. Please contact me should further clarification re this revision be required.



Phoebe Dunbar, vice president
Sooke Region Food CHI Society

REVISED MAY 04 2014

APPENDIX II - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization:

Sooke Regional Food Cntr Society

Address of Organization:

80000 BC

V9Z 0N5

Phone:

Fax:

E-mail:

Contact Person:

PHOEBE DUNBAR

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input checked="" type="checkbox"/> Environmental

ORGANIC FOOD PRODUCTION & DISTRIBUTION

Amount Requested: 10,300

Total Budget: (attach completed Budget Form)

Have you applied before? YES When? 2013 Grant Received? 7000-

Have you submitted a final report for previous grant? YES, FEB 7 2014

Incorporation number and date of incorporation if applicable: S-54168 SEPT 17 2008
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Describe your organization, its mandate and program (s) NON PROFIT WITH

OVER 300 MEMBERS. RANGE OF ACTIVITIES TO
STRENGTHEN FOOD SECURITY, SEE ATTACHED. OUR
CONSTITUTION & PURPOSES ARE TO PROMOTE & SUPPORT
LOCAL FOOD PRODUCTION, CREATE A FOOD SECURE COMMUNITY.

Describe the community project, program, service, activity or event ("project") for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

Project description: GROW A ROW @ SUNRIVER COMMUNITY GARDENS

- 1) GROW PRODUCE 8 MONTHS (APRIL - NOV); DISTRIBUTE TO 6
SOOKE'S HELPING AGENCIES & LOW INCOME FAMILIES
- 2) MENTOR & ENGAGE 4 CLASSES EMCS STUDENTS AND 20
VOLUNTEERS, AND OVER 200 ALLOTMENT GARDENERS
- 3) ADOPT & PRACTISE "FOOD SAFE" HARVESTING
PROCEDURES INCLUDING STORAGE & DISTRIBUTION.

Purpose of project: _____

- TO TEACH FOOD PRODUCTION, BEST PRACTICES
- TO ENGAGE FAMILIES, YOUTH NEW GARDENERS (300+)
- TO RECRUIT, SUPPORT VOLUNTEERS TO GROW LOCAL FOOD
- TO OUTFIT HARVEST SHED TO BE FOOD SAFE
- TO BUILD ROOT CELLAR FOR FRESH PRODUCE &
ORCHARD FRUIT STORAGE.

The names of those involved in carrying out the project: _____

PHOEBE DUNBAR (FOOD CH LIAISON) PAULA MCCORMICK
(GROW A ROW) GLEN THELIN -(ORCHARD)

Date and Place of Project: APRIL - NOV 2014

SUNRIVER COMMUNITY GARDENS
2380 PHILLIPS RD, SOOKE

COMMUNITY GRANT PROGRAM - Budget Template

Please include with your application

Date: MAY 04 2014

Organization Name: SOOKE REGION FOOD CHI SOCIETY

Revenues	Other funders (please list)			Total
	Confirmed	Pending	In-kind	
Grants:				\$
District of Sooke request	1000	3300		\$ 10,300
Other grants VIC HORTICULTURE FDTN	1300			\$ 1300
(list funder) VAN CITY	500			\$ 500
(list funder) SOOKE FOOD CHI	442		5000	\$ 5442
SRG VOLUNTEERS (2000 hrs)			20000	\$ 20000
Admissions / fees: SRG PLOT FEES	1000			\$ 1000
SOOKE ROTARY CLUB		1000		\$ 1000
Other: SOOKE MARINE INDUSTRIES				\$
(DONATIONS - HARVEST SHED, ROOT CELLAR)			10,000	\$ 10 000
Total Revenues	10242	4300	35000	\$ 49542
Expenses				
GROW A ROW COORDINATOR - 300 HRS @ \$20				\$ 6000
GROW A ROW MATERIALS, WATER SERVICES, INSURANCE, EQUIP.				\$ 1500
HARVEST SHED REFIT / EQUIPMENT, PLUMBING				\$ 1140
ROOT CELLAR FDTN, MACHINE TIME - (THE DOME)				\$ 2442
HARVEST COORDINATOR - 144 HRS @ \$15.00				\$ 2160
ORCHARD TOOL SHED, -TOOLS, SUPPLIES, EQUIPMENT				\$ 1300
				\$
Total Expenses				\$ 14,542
PLUS IN KIND 35,000 =				Net Income
\$ 49,542				\$

Sooke Region Food CHI Society

2014 Board of Directors – elected Feb 5 2014

Anita Wasiuta

Phoebe Dunbar

Mary Alice Johnson

Keeley Nixon

Darrel McCleod

Mark Batten

Emily Moreland

SOCIETY ACT

CERTIFICATE OF INCORPORATION

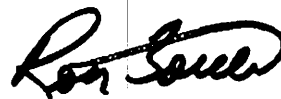
I Hereby Certify that

SOOKE REGION FOOD CHI SOCIETY

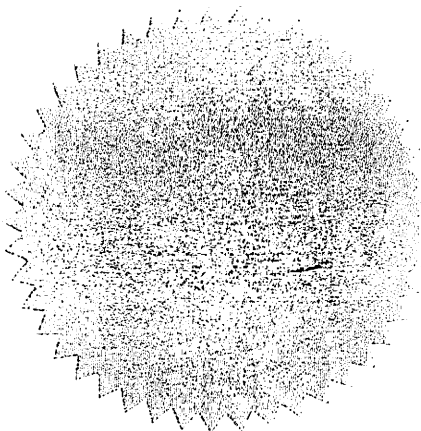
has this day been incorporated under the *Society Act*

Issued under my hand at Victoria, British Columbia

on September 17, 2008



RON TOWNSHEND
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA



BALANCE SHEET
as at August 31, 2013

	Food Chi General Fund	Projects Program Fund	Sunriver Community Garden Fund	Total
Current Assets				
Petty Cash	0.00	0.00	0.00	0.00
Coast Capital Chequing	5,371.62	12,402.35	8,595.34	26,369.31
Coast Capital Shares	5.00	0.00	0.00	5.00
Vancity Chequing	0.00	0.00	4.30	4.30
Vancity Shares	0.00	0.00	20.00	20.00
Grants Receivable	0.00	0.00	2,600.00	2,600.00
Mountain Equipment Co-op Shares	5.00	0.00	0.00	5.00
GST Recoverable (prior years)	613.38	97.06	1,561.02	2,271.46
	<u>5,995.00</u>	<u>12,499.41</u>	<u>12,780.66</u>	<u>31,275.07</u>
Investments				
Irrigation System			3,877.31	3,877.31
Equipment			400.00	400.00
Fence/Gates/Signs			7,055.00	7,055.00
Shed			2,317.20	2,317.20
Gazebo			13,401.65	13,401.65
Outhouse			1,310.23	1,310.23
Green house			2,604.00	2,604.00
Shed			2,500.00	2,500.00
Apple Shack			2,467.69	2,467.69
Accumulated Amortization			-9,426.17	-9,426.17
	<u>0.00</u>	<u>0.00</u>	<u>26,506.91</u>	<u>26,506.91</u>
Total Assets	<u>5,995.00</u>	<u>12,499.41</u>	<u>39,287.57</u>	<u>57,781.98</u>
Current Liabilities				
Accounts Payable	<u>0.00</u>	<u>0.00</u>	<u>3,337.65</u>	<u>3,337.65</u>
			3,337.65	3,337.65
Deferred Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balances				
Externally Restricted Funds				0.00
Invested in Capital Assets			26,506.91	26,506.91
Unrestricted Funds	<u>5,995.00</u>	<u>12,499.41</u>	<u>9,443.01</u>	<u>27,937.42</u>
	<u>5,995.00</u>	<u>12,499.41</u>	<u>35,949.92</u>	<u>54,444.33</u>
Total Liabilities and Fund Balances	<u>5,995.00</u>	<u>12,499.41</u>	<u>39,287.57</u>	<u>57,781.98</u>

INCOME STATEMENT
For the Period Ending
August 31, 2013

	Food Chi General Fund	Projects Program Fund	Sunriver Community Garden Fund	Total
Revenues				
Sales	238.50	0.00	0.00	238.50
Grants	0.00	9,300.00	16,600.00	25,900.00
Memberships/Fees	358.00	0.00	0.00	358.00
Events	0.00	423.25	0.00	423.25
Plot Fees	0.00	0.00	3,850.00	3,850.00
Donations	3,080.65	0.00	0.00	3,080.65
Interest	9.34	0.00	0.00	9.34
Seedy Saturday	0.00	3,647.00	0.00	3,647.00
Farm Tour/Harvest	0.00	4,625.75	0.00	4,625.75
Other Revenue	0.00	0.00	0.00	0.00
Total Revenues	3,684.49	17,988.00	20,450.00	42,130.49
Expenses				
Food CHI Administration	3,123.85	0.00	0.00	3,123.85
Food Systems, Coordination Grant	0.00	1,139.26	0.00	1,139.26
Food Systems, Farmer to Farmer	0.00	1,224.08	0.00	1,224.08
Food Systems, Food Guide	0.00	860.18	0.00	860.18
Food Systems, Gleaning	0.00	1,226.64	0.00	1,226.64
Events - Annual	0.00	3,354.92	0.00	3,354.92
Events - General	0.00	1,938.36	0.00	1,938.36
Events - Seedy Saturday	0.00	1,667.38	0.00	1,667.38
Sunriver Gardens	0.00	0.00	32,329.03	32,329.03
Amortization	0.00	0.00	2,545.34	2,545.34
Total Expenses	3,123.85	11,410.80	34,874.37	49,409.02
Excess of Revenue over Expenses	560.64	6,585.20	-14,424.37	-7,278.53
Fund Balances, Aug 31, 2012	6,870.88	5,757.16	44,894.07	57,522.21
Fund Balances, August 31, 2013	7,431.62	12,342.36	30,469.70	50,243.68

Investments in Capital Assets

	Cost	Accumulated Amortization	2013 Net Book Value
Irrigation System	3877.31	1135.55	2741.76
Equipment	400.00	152.14	247.86
Fence/Gates/Signs	7055.00	2169.06	4885.94
Shed	2317.20	712.42	1604.78
Gazebo	13401.65	4120.34	9281.31
Outhouse	1310.23	402.62	907.41
Green house	2604.00	253.89	2350.11
Shed	2500.00	356.56	2143.44
Apple Shack	2467.69	123.38	2344.31
	35933.08	9426.16	26506.92



Sooke Region Food CHI Society
“Sustaining Food Systems”

Sooke Region
Food CHI
SOCIETY

Annual General Meeting
February 5, 2014

Acknowledgements

Sooke Region Food CHI's efforts to strengthen our region's food security are making a difference. For nearly seven years we have formed and nurtured many partnerships that have helped us to increase food production and access to locally grown foods in our area. We wish to thank our many volunteers who help us with our mission and purposes. Without our members, volunteers, supportive local government (District of Sooke and CRD Juan de Fuca Electoral Area), and our funders and sponsors there would simply be no Food CHI. We thank you.

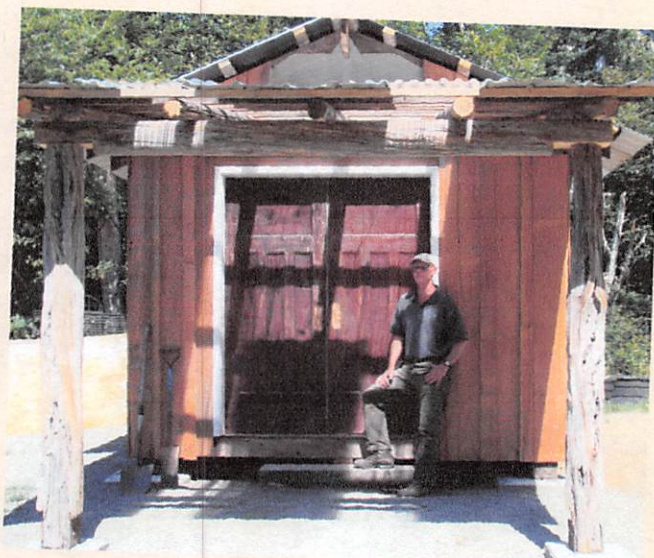
2013 Funders and Donors

District of Sooke
CRD Juan de Fuca Regional Area
Investment Agriculture Foundation (IAF) of B.C.
EPCOR
Glen's Gardening Services
John S. Brock
Kludahk Outdoors Club, lily walks
Sooke Cultural Alliance
Sooke Garden Club
TD Friends of the Environment Foundation

In Kind Support – Sooke Region

AK Farm
Amelia Shaw Consulting
Camosun Horticulture School
Cherry Lane Equine and Alpine Disposal
Clayton Whitney, orchardist
Community in Bloom Committee – Sooke
CRD Water Services Branch
Double D Gardens
Edward Milne Community School
Farm Tour farms and volunteers
Glen's Gardening Services
Jasmine Excavating
Journey Middle School
Numa Nursery
Reber Creative
Seedy Saturday vendors
Sooke Awareness Film Night crew
Sooke Harbour House
Sooke Marine Industries
Sooke Home Hardware
Sooke News Mirror
Sooke Voice News
Sunriver Community Gardens Apple Shack carpenters – Maywell, Mike, Lou, Glen, Bob
Sunriver Community Gardens volunteers
Sunriver Community Gardens Healing Gardens – Hilary and Glyse
Transition Sooke
Victoria Grow a Row
VIHA Integrated Health Network volunteers
Westburne Nursery

Cover photo: Volunteers creating new plots at Sunriver Community Gardens



Apple Shack Learning Centre



EPCOR cheque presentation March 2013

Sooke Region Food CHI Society

Who are we and what do we do?

Established in 2007, we are a registered society and voluntary non-profit organization, with over 300 members representing our different rural communities of the Sooke region ... from Port Renfrew to Jordan River, Shirley, Otter Point, Sooke District and East Sooke, a population of over 15,000.

Our activities include:

- promoting the local food movement through events and programs e.g. Seedy Saturday, presence at community events and fairs
- supporting and mentoring new farmers
- promoting the conservation of farm lands and agricultural planning
- promoting farming as a viable economic activity
- organizing farm and local food events
- sponsoring community gardens
- supporting a community orchard
- fruit tree project and food recovery
- producing food to distribute to the hungry
- participating in development of food policies with local government
- supporting slow food and our regional cuisine

Sooke Food CHI Board Highlights

In November 2013, the Sooke Region Food CHI Board began developing the Society's 2014–2016 Action Plan. This Plan will act as a road map to implement priorities, programs and projects, ensure adequate funding and sustain our Society.

The initial stakeholder workshop, facilitated by Amelia Shaw, identified six priorities to be considered by the members for the next three years. Members were asked to rate the priorities and to provide comments and offer suggestions for the Plan. The Board will use our members' feedback along with our ongoing activities to finalize the three-year action plan.

I invite you to become involved in Food CHI's activities. If you like to get things done – Food CHI is for you. The following pages demonstrate our activities and projects.

To the many people who have donated time, energy and resources, thank you for helping to make Food CHI's activities successful and our community so livable.

Anita Wasiuta, president, Sooke Region Food CHI Society

Food CHI Board of Directors – 2012/2013

Officers

President – Anita Wasiuta
Vice President – Phoebe Dunbar
Treasurer – Mark Batten
Secretary – Keeley Nixon

Directors

Jessica Boquist
Mary Alice Johnson
Darrel McLeod

Standing Committees

Farmer Advisory Committee
Sunriver Community Gardens Site Group

Special Event Committees

Farm Tour
Seedy Saturday

Part-time contractors supporting Food CHI initiatives and programs

Erika Rolston – Buy Local Coordinator
Paula McCormick – Grow A Row Coordinator



Initial Stakeholder Workshop November 2013

Highlights

Seedy Saturday – February 23, 2013

Every February, on the last Saturday of the month, Sooke Food CHI puts on Sooke's very own Seedy Saturday in the historical funky, wooden community hall, downtown Sooke. This event was our 4th Seedy Saturday, supported by our volunteers led by Jessica Boquist. This is an event that brings many folks, farmers, gardeners, vendors and foodie "wannabees" together. It's our kick off to the temperate west coast growing season, enjoyed by all ages. Over 50 vendors participated in the 2013 event.

Outstanding in Her Field: film night with Awareness Video – March 6, 2013

This well-attended film night at EMCS, featured local farm vendors and food producers selling produce and seeds, and Sooke Food CHI promoting its programs and activities. Following the film, there was a panel discussion with Sooke area women farmers.

Farm Tour – August 18, 2013

This year welcomed back Farm Tour, our third event of its kind raising awareness of our productive farms in the Sooke region. This tour was offered as the "working tour" with nine farms open to the public throughout the day. This was an inspiring day with close to 200 people taking part. The day was successful once again because of our incredible volunteers, planning committee (Keeley Nixon, Jeff Bateman, Kara Middleton, Kandace Kerr) our generous farmers and eager-to-learn public.

Sooke Region "Know Your Farmer" Campaign – ongoing

This campaign strives to develop a concerted program of education, marketing and farmer support to increase the market share held by local farmers. Activities of the campaign include implementing a consumer education campaign as well as hosting multiple workshops for local farmers to assist them in business development. This two-part campaign began development in November 2013 and will deliver workshops and the awareness campaign through spring 2014.

Events

Community in Bloom – July 19, 2013

The provincial Community in Bloom visitation to Sooke included a garden lunch for community leaders, visiting judges and volunteers. The event was hosted by Sooke Region Food CHI and the District of Sooke at the Sunriver Community Gardens.

EPCOR cheque presentation – March 27, 2013

In recognition for EPCOR's generous funding for Sunriver Community Gardens site improvements a wonderful tea and tree planting ceremony was held. Thanks to the EMCS culinary arts students for preparing the tasty treats.



Seedy Saturday 2013



Farm Tour 2013



Harvesting



Tree Planting

Sunriver Community Gardens – Phillips Road

Sponsored by Sooke Food CHI in partnership with the District of Sooke

In partnership with many and support from hundreds we enjoyed our 4th year at this 2.5 acre site that produces such bountiful harvests, and engages families and volunteers of all ages. The community garden has 10 main features:

- 80 allotment plots
- 10 special raised beds
- Sooke Children's Garden Club beds
- Community food growing plots and greenhouse, grow a row program
- Community Heritage Orchard and Apple Shack Learning Centre
- Native wetlands garden and pond
- Healing Garden
- Social gathering picnic areas – all-weather gazebo, cob oven, fire pits, kids play areas
- Common spaces for all user groups – tool, wood and storage sheds
- Soil building and compost areas

This past year saw many successes at the gardens:

- creation of a new pod of 12 allotment plots
- new allotment garden council formed
- a volunteer produced monthly garden newsletter
- grow a row's food harvest and distribution (over 3000 lbs.) to Sooke's key helping agencies
- establishment of native plants and habitat in the wetland gardens
- installation of a new all-weather lane access to the orchard and building of the Apple Shack Learning Centre
- completion of a drainage system for allotment garden and orchard
- grading of the orchard for future tree planting
- creation of a new community food area for 2014
- production of excellent composts and enhanced soils
- the development of a unique medicine wheel community healing garden



Volunteers pouring foundation for Apple Shack



Harvesting for the Sooke Food Bank



Healing garden



Native wetland



Family gardening at Sunriver Community Gardens

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Page 21

Black Press
COMMUNITY NEWS MEDIA

Agreement
#40110541

Food CH?
A woman in a blue jacket and hat stands in front of a building with a sign that says "Food CH?".

- Promoting good, local, affordable food is a goal of the Food CH? program.
- A local food bank, the Food CH? program, is a good source for information on local food resources.
- A local food bank, the Food CH? program, is a good source for information on local food resources.
- A local food bank, the Food CH? program, is a good source for information on local food resources.

Helping to fill the boxes for the Christmas Bureau this year are Kim Sylvester, front, Maggie Vause, back left for the Sooke Harbourside Lions and Acting Chair for the Christmas Bureau Sharon Johnson. The Christmas Bureau is looking to raise \$25,000 for the less fortunate in the Sooke community. Kim Sylvester said local residents have been very generous in past years.

Erika Rolston, coordinator for Sonja Region 4, promotes the Eat to Know Your Farmer campaign on November 22 in front of Western Foods. The minute survey is still available at seekfor.com through a text link at the bottom left hand of the page. Or, you can go directly to the studiesurveys.com/s/Socks-grow-local/

Pirjo Raits
Sooke News M

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On Wednesday, May 29, students from the 20th grade of the University of the District of Columbia's College of Education at Edward Miller community school, with their teachers, Dagen Boudarant and David Boudarant, came to our school to help us to Sow to Survive Community Gardens in the rain. When they arrived the rain stopped. This was a good thing.

At 10:00 a.m., no one was that keen to work in the garden this morning in the rain. But when they saw that there's the heat they decided to, to work in the rain for the community when considering that the community support the teachers and EMCS. Well, we were told they hoped right to it and get over.

The students helped us to plant the vegetables, winter vegetable beds were prepared and those signature sunflowers were planted. The seedlings themselves were planted too. Lunch was cooked up over wood fires. When



Left, Phoebe Dunbar sent along a photo of the window for the new apple shack.

The Sunrider garden is a community garden with garden beds, heritage fruit trees and native wetlands garden.

2013 Sooke Farm Tour: Barefoot and loving it

de Bontje

[illegible]

With The wisdom that's in 120 hands giving her name time to cheer her eggs to cluck in the community and to Village Food Markets, as well as at the farm, Hildgen has a lot to say about the future of local food.

With on a warm autumn afternoon, Amy and the kids were choosing figs and onions under the shade of an apple tree. "It's wonderful here, a lot of them," Hildgen said.

Hildgen Along with the grubs and onions, Hildgen also nurtures some heritage apple trees, planted in the last century. "It's nice to have a little bit of every-

Pete Ross photo

Amy Hildgen stands at her farm gate with a basket of very fresh eggs.

Hildgen Amy's kids Noah, Levi, and Isaac.

Vivian helps with cleaning goats.

With her new car not being for a farm but for a city, Hildgen is still driving it. She grew up in a city, and she says she likes it. "I think it's really important to have a little bit of every-

kids. There's not a lot of downtime, we're busy in the summer. But, it's really a lifestyle choice and I appreciate the community around farmers. Small things become special and you appreciate rather than consume," said Rubidge.

She said her kids are learning math and science through gardening as well as knowing where their food comes from and what it takes to get on the plate.

A healthy lifestyle and caring for yourself is an important factor at Barefoot Farm, which got its name from the fact that Rubidge's daughter loves to run around barefoot.

The supportive community of farmers in the Knap Lake area is very much appreciated and there are many such other events, such as those that know the local farmers have banded together to hold a farmers' market at the Knap Lake State on the last Saturday of the month from May to September.

"There's a real fun aspect to this community," she said.

Barndout Farm will be just one of the stops on the annual Soles Food & Cheese Farm Tour, scheduled for Sunday, August 18 from 11 a.m. to 5 p.m.

Stops on the tour in 2013 stretch east from Happy Valley Lavender and Herb Farm in Methuen as far west as Silver Cloud Farm

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the Farm Year (adult; free for kids and under) highlights working farmers in the nation. Coined by Food for People and Food for Farmers, the event is a fundraiser for a variety of Food for People initiatives, which include the Southern Community Gardens and the Soke Farm-to-Market Network.

...the Sengwald

Paula McCormick, the Coordinator and Master at Sunriver Gardens, dropped by the Sooke News Office with a garden update: In the past few weeks, the garden's harvest has been amazing in at approximately 2500 pounds. The freshly harvested produce goes to a variety of places, including Sooke's food bank, the transition house, Vital Vitals, and Meals on Wheels. "We've been donating since May," said McCormick.

Where the produce goes depends on what the produce is. Last week, for instance, a single 37-pound donated



...uting can drop by th
Sunriver Garden o
Wednesdays and Su
a



vegetables will go
least until October
by then there v
greens planted f
distribution.



alte. In the meantime Food Chd is planning its annual fundraising feast at SREU on Sunday, Sept. 22, the expo—tickets on sale soon. This feast is an outside sit-down white linen table cloth event—local foods, Culinary Arts students from EMCS and others have all begun to plan and for this fun event, foods for the fish fanatics including fishing for salmon. There will also be salmon. There will also be salmon. There will also be salmon.

Left, Paul
grown, 2
Right, se
garden.
Vol and

16 • www.speaknewsmirror.com

What is special about this community garden is how the volunteers and supporters define "food." It's not just the vegetables and greens grown on this unique Phillips Road site. It's also berries, fruit, herbs, and kind and globe artichokes to name a few.

Food includes materials from the plants, the minerals for the soil, and many other ecological elements and herbs. Since the native pond garden was constructed this time last year, we have harvested the wetlands past and seen different native plants growing nestled in the wetland habitat, designed to support the ecology of the pond garden.

Food also includes hard-ward—hortalsas (Hilary Ruid and Glyce Ruid), and the garden practitioners (Jeff and Jennifer Gratton) and young farmers. They all have a desire in common—the desire to be involved with growing more native plants and shrubs, plants common to our area, that can be used in applications—salves and poultices applied to the skin, drunk as teas, and used in many other foods. There wasn't much room left for the native plants to support more planting, so we decided to plant a very special tree, a tree that grows near the entrance to the pond garden, to the pond garden.

Food also includes the support of Hilary Ruid, Glyce Ruid, on trails,

land, planting more native beer the orchid down slate log tree a four elem circle, an the transp many pla by Hilar sun colle dents an native p Royal f and Sun one of the At day, the of the is coo pond i new b and m instal welco visit L become involv Should one wish. Through the gener-

Healing garden

A circular healing garden was installed by the Community Garden by students from College horticulture class. Check out the gardening volunteers Doug Delprat, and Greg Thiele. Healing plants will be

Healing garden

A circular healing garden was installed in the Community Garden by students from the College horticulture class. Check out the gardening volunteers Doug Dalquist, and Greg Thelin. Healing plants will be added.

Sooke Food Chi

final report December 2014

for the District of Sooke

Category A community grant 2014 - \$7000



GROW A ROW program at the Sunriver Community Gardens (SRG)

Sharing Food Gardens

Preamble and Summary

Sooke Food Chi since 2007 has done much to strengthen our region's food security. In addition to our support to over 33 regional farms we are especially proud of the impact we have had on inspiring our local food gardeners. From our early beginnings in 2007 hundreds of back yard gardeners, allotment plot holders, volunteers and participants at special events such as Seedy Saturdays, Feasts, Festivals, Farm tours have benefited from Food Chi's activities. However the biggest impact we have had on Sooke is from the activities we have facilitated at the Sunriver Community gardens (SRG) and orchard. The Sunriver gardens serve many purposes – they are teaching gardens, demonstration gardens, engaging gardens, and food sharing gardens – vegetables, berries, fruit, herbs, medicinal and healing plants, flowering trees and plants, some of which are edible.

We have operated food sharing programs at SRG for 5 years, thanks to the very generous support by the District of Sooke and other community organizations, small business, the trades, foundations and corporations.

GROW a ROW this year, the sharing of food with others, grew to include our native edible plant garden, our healing garden medicinal plants, the community orchard and the fruit tree gleaning food recovery program. The 2 part financial statement contained in this report details other funding sources and dollars in kind that contributed to the overall Food CHI FOOD SHARING activities undertaken this year.

The 2014 DOS community grant of \$7000 fostered many positive initiatives and programs, listed below in our activities. It is important to note that the community grant received from the District funds in part our food sharing program 7 months of the year, April to October, the other winter-like months, November to March, the gardens are tended to by volunteers. The program is a 12 month activity.

Summary of food growing & food sharing program statistics;

Number of total volunteers: 137+

Number of estimated volunteer hours donated: 4000+ hrs.

Number of participants and visitors: 800+

Volume of food grown or recovered for distribution: SRG - 3646 lbs.; Sooke area gleaning – 1417 lbs

Total: 5063 lbs.

Number of beneficiaries – 6 agency groups & 100+ families, 100 individual adults, 20 volunteers

Activities – coordinated by part time garden coordinator, 10 hrs. a week, 12 months of the year

Grow a row –growing vegetables for Sooke’s helping agencies & low income families – 4 seasons

Beginning in the early winter, seeds are selected, sorted, and started in SRG’s 3 greenhouses

Spring 2014 - 2 newly donated greenhouses assembled and used for germination and starts

Winter greens are grown in the large greenhouse and outside beds as climate permits

Starts (germination of seedlings) are nurtured until they can be transplanted outside when warmer

Direct seeding begins in March and April for spring vegetables

Summer crops are transplanted and direct seeded as warmer spring months permit

Harvesting & growing cycles - spring vegetables, late summer and fall, and winter crops, two work days a week – Wednesdays and Sundays

Soil building, mulching, irrigation, weeding, pest management, creation of new planting beds - ongoing

Mentoring and teaching of volunteers and allotment plot gardeners – best garden practices

Hosting youth groups from EMCS, Camosun College, and visitors from other gardens on Vancouver Island. Youth groups and students willingly lend a hand, always.

Other activities supporting GROWING OF FOOD and FOOD SHARING at Sunriver gardens – 2014

Harvest shed - see other final report . With the aid of a 2014 community grant, category B, the installation of a harvest shed facility greatly enhanced the grow a row program, set up spring 2014

Root cellar - started in the orchard, storage of orchard fruit for the future, safe from bears and pests will extend the harvesting, storage and distribution of grown fruit. spring & fall 2014 , class of 5 students, 3 adult volunteers

Orchard tool shed completed – finally a tool shed to store orchard harvesting equipment for fruit tree picking & gleaning, boxes, crates, tools, May and June 2014. EMCS students, class of 10 Kids

Kids Garden Club tool and supply shed constructed, April 2014, EMCS students, class of 15

Orchard Apple Shack – rustic interior completed to create a comfortable learning centre and gathering place for all the garden users, volunteers and community groups, accommodates small groups up to 10

New Kids and Family sandbox, 18' x 20' – September 2014 – all donated materials, 6 volunteers, and safe play area for kids and families

Camosun College Horticulture School – work party October 28 2014 – pond garden and native areas, tree planting, mulching, and bed prep for winter. 15 students, 7 SRG volunteers, 3 teaching staff

Garden care – weeding, lawns, pathways, pruning – core group of 4 volunteers – 12 months of the year

Community in Bloom lunch – hosted by our volunteers July 2014, 20 volunteers, up to 80 community guests

Apple Fest – September 28th – SRG community orchard – 30 volunteers, 600+ participants

Orchard care & Harvesting – core group of 4 volunteers in 2014, ongoing, 4 seasons

Native and Healing gardens – care, harvesting, planting, irrigation, weeding – core of volunteers (5 to 7) cared for the native gardens and herb garden this past year spring, summer and fall, plus 5 SRG volunteers helped water throughout the hot summer months.

Wetland pond – students from EMCS helped place and anchor a shade raft in the pond to protect trout from hot sun and predators like the GBH, the heron who loved to visit. May 2014 . Other volunteers helped water, weed the pond pathways, plant beds, and the pond to control algae during the late summer.

Number of volunteers and participants

Sustainability with volunteers - 137

For all the food growing programs at SRG there are core groups of volunteers who have taken ownership of the different functions of the garden – greenhouses, direct seeding, mulching, soil building, composting, herb garden, garden maintenance, landscaping, greenhouse tomatoes and peppers, the garlic beds, the healing garden for teas and tinctures, the orchard and so on. What is important for our volunteers is how Food CHI and our garden coordinator, Paula McCormick, create opportunities for leadership development, proprietorship, and the ever importance of developing a sense of belonging, and being a part of something worthwhile and charitable. With our positive and engaging SRG volunteers we are assured of sustainability. The EMCS students' and teacher feedback is always positive, citing how they value the food production experience, hospitality and respect shown to Sooke's youth. Camosun college students hope to have practicums placements at SRG in 2015

Participants – 800+

This past spring 5 student groups came to SRG to take part in the GROW A ROW program and the native healing gardens. There were over 100 students involved in gardening at SRG, including the EMCS trades class of 15, who came regularly from March to the end of May when the teacher's work stoppages and later the strike prohibited the students taking part in June. With over 90 plots at SRG, this translates to over 200 garden participants. Some other Sooke agencies/organizations send volunteers to help out – e.g. Integrated Health Network, one social worker and clients come regularly in the summer, every Wednesday afternoon. Others who showed an interest were young mums from the Facebook Group, Sooke Mommies.

Visitors - 300+

We have no statistics on the number of visitors who walk through the gardens, all we know it is many, even in the summer during a balmy evening it is common to see at least 10 visitors from Sooke pass through the gardens, which are always open to the public. Weekdays and weekends we see many more. Garden clubs from the region visit along with other community garden organizations, and other regional municipal staff. We estimate at least 300 visitors a year. Sooke region user groups hold special events at the gardens because of its all-weather facilities and welcoming ambience. These numbers would exceed several hundred a season.



Evaluation

There are a handful of criteria Food CHI uses to monitor and assess success:

- Volume of food produced and distributed
- Numbers of recipients (helping agencies and clients) who actually receive food
- Numbers of volunteers who remain engaged – show up more than a few times
- Numbers of volunteers who assume leadership roles
- Numbers of youth involved and user groups
- Resiliency of the program sponsor to deal with challenges and produce results in spite of limitations of funding, for only 7 months, and not 12.
- Informal feedback sessions from our volunteers, weekly gatherings – checking in

The impact of supporting local food production at SRG and how that food is later shared and consumed is most significant. With the challenges of having only a few hours a week (10 hrs) funded to coordinate all these activities we are continually surprised and pleased to see how much food can be grown at SRG. The tables attached to this report show over 3646 lbs. of food were harvested at SRG for distribution. We do not have client numbers per se totalling the numbers who benefited directly from the agencies who receive SRG produce. It certainly would be in the hundreds - Food Bank and CASA agencies. However we have received wonderful statements of gratitude that reward our volunteers:

“ I have been a volunteer at the Sooke Food Bank for 2 years and once again the people at the Sunriver Community Garden and the hard work of the Sooke Food CHI has made our little food bank feel valued. We are so thankful for the weekly bounty, that we would otherwise not have. It encourages us to keep going even when our future looks bleak. Fresh fruit, and vegetables are a gift that we do not take for granted, and anything left over we pass onto other service groups in the community – Sooke Seniors, Meals on Wheels, Crisis Centre and CASA. We all look forward to seeing what 2015 brings, thank you for keeping Sooke Food Bank in your thoughts. “ Kim Metzger, Secretary, Sooke Food Bank

The SRG orchard is only 3 years old, yet over 300 pounds of fruit was harvested this past year to benefit others. Another 1417 hundred pounds of fruit, that was usable, was harvested by our gleaners starting in late August, Sept and October for distribution to CASA, Food Bank, Crisis centre, churches for pie making, and apples for AP FEST juice making. 220 pounds of discarded fruit was donated to WILD ARC.

Much of the success of FOOD CHI's food growing and food sharing programs is due to our diligent and hardworking volunteers, and the vision and support of Food CHI's Board of directors. However a food sharing program does need coordination, the glue that holds it together, and for this we are very grateful that the funding from the District will continue, under the category A community grants program.

COMMUNITY GRANT PROGRAM - Financial Statement

Period Covered: JANUARY to NOVEMBER 2014

Organization Name: GROW A ROW PROGRAM

Revenues	Actual Results
Grants:	\$ 8000 -
(list funder) DISTRICT OF SIOUX 7000	\$
(list funder) FOOD CH 1000	\$
(list funder) IN KIND	\$ 15,750
DONATION WEST COAST SEEDS \$ 750 -	\$
Admissions / fees: VOLUNTEER LABOUR	\$
(1000 hrs - av. \$ 15 an hr) 15,000	\$
	\$
Other:	\$
	\$
Total Revenues	\$ 23,750
Expenses	
PART TIME COORDINATOR	\$
(10 HRS A WEEK 8 MOS @ 20 AN HR)	\$ 6360 -
(318 HRS)	\$
MATERIALS, SUPPLIES, TOOLS	\$
IRRIGATION COSTS (WATER)	\$ 1140
VOLUNTEER HOSPITALITY - 28 MOS X 2 APT	\$ 200
(home baking + teas)	\$
FOOD CH ADMINISTRATION	\$ 300
(reports, bookkeeping, insurance)	\$
Total Expenses	\$ 8000 -
Net Income	\$ 15,750

COMMUNITY GRANT PROGRAM - Financial Statement

Period Covered: MAY - SEPT. 2014

Organization Name: OTHER FOOD GROWING/SHARING PROGRAMS

Revenues	Actual Results
Grants:	\$ 2300
(list funder) Sooke Rotary - root cellar \$ 1000 -	\$
(list funder) Vic Parks & Rec Foundation 1300	\$
(list funder) IN KIND	\$ 12,756
SOOKE MARINE IND - MATERIALS & LABOUR	\$ 2780
Admissions / fees: BUTLER BROS 14 YDS SAND	\$ 434
JASMINE EXCAVATING	\$ 300
QUEESTO FORESTRY - STUMP/TRUCK	\$ 400
Other: 500 HRS VOLUNTEER LABOUR @ \$15/hr	\$ 7500
ADMISSION FEES / RAFFLES - AP, FEST, FILM NITE, RAFFLES	\$ 1342
Total Revenues	\$ 15056
Expenses - ACTUAL \$	
ORCHARD TOOLSHED TO 'XIZ'	\$
MATERIALS, HARDWARE	\$ 1295.00
VOLUNTEER APPRECIATION (FOODCH)	\$
(REFRESHMENTS) 10 WORK PARTIES	\$ 300
ROOT CELLAR - SITE PREP, FDN,	\$
MACHINE WORK TO COVER STRUCTURE	\$ 925
(DOOR, SHELVES TO BE INSTALLED 2015)	\$
GLEANNING FRUIT TREE - GAS, GEAR	\$ 262.30
FOR PICKS	\$
Total Expenses	\$ 2782.30
Net Income	\$

Finding a calm place amidst a busy life

Seeking volunteers to help at the community garden

Pirjo Raitis
Sooke News Mirror

Teaching and a calm place in the middle of life's toils and troubles is what the Sunriver Community Garden is all about.

"I love to get out and enjoy the awesomeness," said Chef and volunteer Ronald Smith. "It is teaching me a lot. It lifts up my spirits for sure."

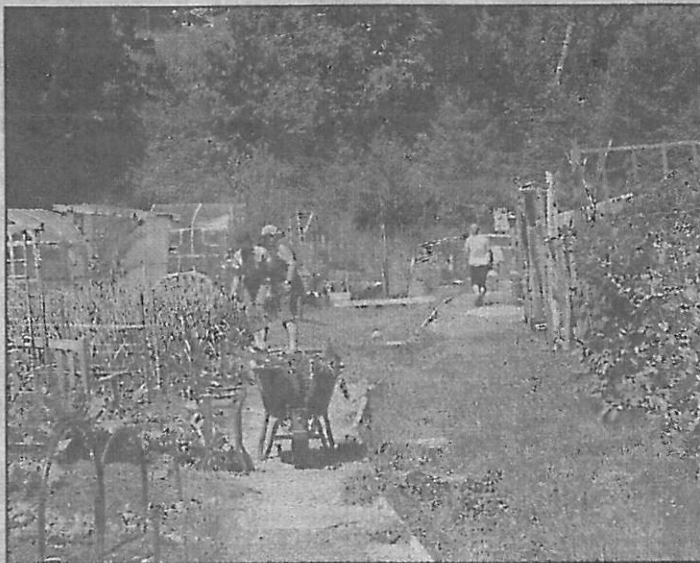
His comments are similar to Patricia Whitley's. When asked what volunteering at the garden means to her, she said, "It is sanity in the middle of chaos. When I walk through the gate I'm grounded."

Both Smith and Whitley were at the garden on a fine spring day helping prepare chard and other greens for distribution. The first crops of the year are destined for one of the many service agencies in Sooke.

Each year the community garden provides over 3,000 pounds of produce for groups such as: Meals on Wheels, the Sooke Food Bank, church meal programs, the Crisis Centre and the Sooke Family Resource Society.

The produce comes from the Grow a Row program coordinated by Paula McCormick. Grow a Row actually means grow a row for someone else.

The allotment garden has over 90 plots where locals grow whatever they want. People per-



Pirjo Raitis photos

Help is always appreciated at the Sunriver Community Garden. The garden is open to anyone within the District of Sooke. Below left, Patricia Whitley helps wash produce while Ronald Smith, right, also lends a helping hand.



sonalize their plots and families come together to dig in the dirt and watch their plants grow. Part of food security is to get people to taste real food, fresh food grown and enjoyed.

The community garden is also a healing place. It is, like Whitley states, a calming place.

Organizer and member Phoebe Dunbar and the board of the non-profit society are putting out the call for volunteers. The garden is open to anyone and everyone in the Sooke area. Perhaps you

just want to pull a few weeds, get some fresh air, meet some new folks or help with the Grow a Row program. There's lots to keep anyone as busy as they want to be. Lawns need mowing, gardens need weeding and watering, firewood needs cutting, and a handyman would be very helpful.

The SRG has been a great example of what can be done with volunteers and a few donations. Sheds, gazebos, water features and healing plant gardens have all been built. Just

pest free. Both were donated by Maywell Wickheim from Sooke Marine Industries. A grant from Rotary will help build the orchard root cellar. Three stainless steel cleaning sinks mean vegetables can be cleaned thoroughly. Community support has helped shape the gardens to what they are now.

Started in 2009, the 2.5 acre site has expanded to fill most of the space. There are quiet spaces and active spaces. The gazebo is a gathering spot for all manner of functions from lunches to meetings, work bees to simple sitting around chatting. A cob oven can be used for firing pizzas or breads.

Community is what the garden is all about. Dunbar said she would be available on Wednesday afternoons to help orient anyone who may be interested in volunteering, or perhaps even getting their own plot.

Contact Paula at 250-642-5572 or Phoebe at 250-642-4342 or drop down for an orientation any Wednesday or Sunday between 2 and 4 p.m.

recently the SRG was given a grant of \$1,300 from the Victoria Parks and Recreation Horticulture Foundation to build a tool shed. The students from the Edward Milne community school TASK program built it.

"They are amazing," said Dunbar.

The community garden now also has an old shipyard boiler which will be used for a root cellar, and a fish cleaning plant which is vermin and

APPENDIX II - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Sooke Fine Arts Society

Address of Organization: PO Box 471 Sooke BC V9Z 1H4

Phone: 250-642-7256

Fax: _____

E-mail: _sfas@sookefinearts.com

Contact Person: Catherine Keogan

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input checked="" type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input type="checkbox"/> Environmental

Amount Requested: \$7000

Total Budget: \$205,014
(attach completed Budget Form)

Have you applied before? Y When? 2012 Grant Received? Y

Have you submitted a final report for previous grant? Y

Incorporation number and date of incorporation if applicable: S-50747
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Does your organization receive a permissive tax exemption? Yes _____ No X

Does the organization that owns the building you occupy receive a permissive tax exemption? Yes _____ No X



District of Sooke Community Grants Application – Category A Appendix II – Program Description

Describe your organization, mandate and program(s):

Organization

The Sooke Fine Arts Society is a non-profit society incorporated under the BC Societies Act, and a federally registered charity (registration # R852375765RR0001), consisting of a volunteer board of eight directors, 56 members, two employees and some 300 seasonal volunteers.

Mandate

The mission of Sooke Fine Arts Society is to foster the role art plays in the heritage, culture, economy and community spirit. The Society serves to accomplish this mission by:

1. Broadening exposure and marketing opportunities for artists living and working on Vancouver Island and the coastal islands;
2. Engaging a large cross section of participants of all ages, from youth to seniors, to support a cultural vibrancy in the community;
3. Increasing awareness of the social and economic spin off of the cultural sector to the tourism, business, and general community; and,
4. Creating opportunity for networking and volunteer skill development.

The Society's strategic priorities are to:

- Host a juried art show that highlights the work of artists living and working on Vancouver Island and the coastal islands.
- Provide opportunity for various individuals, organizations or businesses to participate in the programs coordinated by SFAS that advance the arts and cultural sector.
- Develop tools necessary to enhance the efficiency and effectiveness of the administration, finance, marketing and communication function of the Sooke Fine Arts Society programs and events.
- Attract and train volunteers willing to assume leadership roles within the organization.
- Provide support to projects that advance the direction and purpose of the cultural sector in the Sooke Region.

The Society's main program is the Sooke Fine Arts Show, an 11-day fine art exhibition and sale featuring 375 works of art in a variety of media: paintings, sculpture, photography, pottery, glass, fibre, jewellery and mixed media. The show receives more than 8000 visitors to the 16,000 square-foot gallery that transforms the SEAPARC Leisure Centre's arena each summer.

The show also features live music, special events and the chance to interact with artists, volunteers, art patrons and community members.

Special Events

Purchaser's Preview is a gala evening event that brings together artists and art patrons for a sneak preview of the gallery prior to its public opening. Guests of the ticketed event are treated to live music, appetizers, wine, and the opportunity to purchase that special piece of art for their collection.

Artist Celebration is an invitation-only event for artists and their guests that celebrates the wealth of artistic talent in the region. Artists are awarded more than \$12,000 in prizes for outstanding juried pieces in a variety of categories.

Artz4Kidz is an afternoon event that encourages young children to view, engage with and practice art hands-on. Children can take part in special games that give them a new perspective on the artwork in the gallery, and take part in a variety of artistic crafts and techniques. The event also features musical performances by local children, including the use of a Steinway grand piano and professional stage equipment. Children are also encouraged to vote on their favourite piece of art, for which a \$500 "Children's Choice" award is given.

Artz4Youth showcases young talent at its inception with our special youth art display in the bistro area. An outstanding piece is awarded \$250 for Best Youth Art. This year, the Society will provide professional frames and mattes at no cost to local youth to showcase their work. Young musicians are invited to perform on stage to a live audience, and the evening is made accessible to all through our \$2 special admission price. In addition, the last day of the show also features a special performance by the U-Jam Young Jazz Allstars, a youth jazz ensemble sponsored by the U-Jam Society.

Senior's Teas brings together seniors from the Greater Victoria area to enjoy a fine cup of tea and scones in the gallery, in the company of their peers. These popular afternoon events are an excellent opportunity for seniors to socialize, take in the artwork and browse through the Gallery gift shop.

Describe the community project, program, service, activity or event ("project") for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

Project Description

The Sooke Fine Arts Society seeks funding to support those programs within the show that allow artists to directly engage with the community, including live music, artist demonstrations and artist talks. In addition, District funding would be used to set up a \$500 Sooke District Award for an outstanding work of juried art by a Sooke artist.

Artist Talks and Demonstrations

Guests to the show can engage directly with artists to learn more about their special techniques, processes, histories and bodies of work thanks to our Artist Demonstrations and new Artist Talks.

Throughout the show, artists will demonstrate their techniques and media on the gallery floor and give presentations on the gallery stage. This is a unique opportunity to interact with our region's talented artists and gain personal insight into the artwork in the show.

A special carving demonstration will also be given by the T'Souke Arts Group on the gallery stage, demonstrating traditional Coast Salish carving techniques.

Live Music

Local and regional musicians of all ages are invited to perform daily on the stage within the gallery. These performances are included in the price of admission to the gallery, and provide an excellent opportunity for the community to enjoy a wide variety of musical styles including classical, jazz, folk, blues, bluegrass and more.

Sooke District Award

A show artist resident in Sooke will receive a \$500 cash award for an outstanding piece. The award-winning artwork will be selected by our panel of professional jurors, and presented by a representative from the District. The District of Sooke's name will also appear as the award sponsor.

Purpose of Project

The benefit of these programs flows both ways. Artists are given the opportunity to network with potential art patrons and other artists; to receive exposure, and market their names and work; and to earn a small honoraria for their time. Artists who engage with the visiting public are also more likely to sell their work, either on the gallery floor or in the gift shop.

By demonstrating their carving techniques, the T'Souke Arts Group also helps to disseminate and preserve the heritage and ancestral traditions of the T'Souke Nation and other Coast Salish nations, which form such an important part of our community's culture and heritage.

Musicians are also given the chance to perform to a wide audience, and one that they may not otherwise have the chance to play before. For local musicians, performance venues and opportunities can be limited, and in 2012 the Sooke Fine Arts Show hosted more than 30 musical performances by local, professional and amateur musicians. The musicians' honorariums ensure they are compensated for their time as well.

For the visiting public, the chance to enjoy live music, the personal interaction with artists and first-hand observation of their techniques form the basis for an enriched understanding of art and culture.

The Sooke Fine Arts Society hopes, through these demonstrations and talks, to "bring the art down from the walls"; to create a more intimate appreciation of art and to encourage the public to learn, engage with and incorporate art into their own lives. The T'Souke Arts Group carving demonstration introduces residents and visitors to the customs and traditions passed down through generations of Coast Salish First Peoples.

Importance of District Funding

The District's funding contributes to support cultural enrichment in the community, both for local artists / musicians and for the general community, and support the livelihood of the many artists living in Sooke through this invaluable opportunity to engage and network with art patrons and to sell their work.

By providing financial support to these programs, the District of Sooke helps to support and sustain the Sooke Fine Arts Show and directly contributes to the powerful economic spin-off of the show in the local community generated by the show's direct expenditures and the influx of thousands of visitors to both the show and our local community. Strengthening the cultural sector of our community also strengthens the local economy by making the neighbourhood an enjoyable place to live and do business, and by contributing to Sooke's strong identity as a tourism destination.

The social benefits of participation in the arts – whether actively (hands-on), passively (as a viewer) or supportively (as a volunteer) – are well-documented. Arts participation in all its forms creates strong bonds between people, improves their sense of well-being, inspires a new generation of creativity, nurtures pride in the Sooke community and encourages greater participation in the rest of the community's activities.

Finally, the District's funds, beyond their intrinsic value, are also vital in demonstrating support by our local government, on which provincial and federal funding depends. Government funding at all three levels comprises roughly 14% of the show's revenues, a not-inconsiderable proportion. As such, the Sooke Fine Arts Society demonstrates far greater self-sufficiency than the average Canadian non-profit, which relies on government funding for up to 66% of its revenues. Nevertheless, municipal, provincial and federal funds continue to be essential to the Show's continued success and future growth, and municipal funding is the linchpin.

People Involved

Visitors to the Sooke Fine Arts Show have been consistently near 8000, and all have the chance to participate in the artist demonstrations or enjoy the live musical performances.

The Sooke Fine Arts Show itself is put on by nearly 320 volunteers (including 15 team leaders and eight board members) and coordinated by two staff. The programs for which funding is requested are carried out by the following volunteer and staff team leaders:

- Artist Demonstration: Glenda Bilinsky
- Music: Dave Gallant
- T'Souke Arts Group Carvers: Linda Bristol
- Artist Talks: Catherine Keogan and Britton Jacob-Schram

The roster of artists demonstrating and giving lectures cannot be established until June, when the selection of show artists by our guest jurors is completed. However, in 2012, the Artist Demonstration program included 30 artists, eight of whom are Sooke residents:

- Joan Taylor
- Sharon Bussard Grove
- Brett Borrie
- Maureen Savoy
- Katherine Woods
- Jacquetta Nisbet
- Lisa Riehl
- Judy Thompson

Artist Talks is a new program for 2013, and at least 10 artists are expected to take part in the series.

The precise roster of T'Souke Arts Group carvers for 2013 is not confirmed, but in 2012 the following artists took part:

- Victor Newman
- Edith Newman
- Murray Campbell
- Rene St. Pierre
- Yvonne St. Pierre
- Linda Bristol

Similarly, musicians have not yet been booked for the 2013 Sooke Fine Arts Show; however, in 2012 musical performances were given by roughly 60 musicians, including local groups and performers:

- Sooke Rhythm Miners,
- Sooke Philharmonic String Quartet
- Celtic Reflections
- Dave Gallant
- Sooke Area Young Musicians (led by Trish Branson)
- Sooke Youth Council performers: Ella Ryan, Hazen Price, Maggie McKenzie, Daeun Chung, Jamila Parkinson, Naomi Yasuda, Sydney Van Eyk, Xanthe Westgate

Date and Place of Programs

These programs will take place at the SEAPARC Leisure Complex in Sooke from July 25 – August 5, 2013.

Sooke Fine Arts Society 2013 Budget

District of Sooke
Funding Request

Revenue		Budget 2013	
BC gov't grants		\$2,400	
Fed gov't grants		\$19,000	
Municipal gov't grants		\$7,000	\$7,000
Private Foundations		\$4,000	
Corporate Sponsors		\$21,500	
Society Memberships and Donations		\$7,100	
Artist Fees:	Adjudication	\$19,900	
	Display	\$14,300	
Art Sales Commission - net		\$21,250	
Gift Shop Sales Commission - net		\$12,000	
Admissions:		\$44,864	
Purchaser Preview Ticket Sales		\$3,700	
Fundraising - Raffle and Silent Auction		\$9,000	
Advertising		\$8,600	
Bistro Rental		\$500	
Misc. Income		\$2,400	
Gift in Kind donations		\$7,500	
Total Revenue		\$205,014	
Office Administration:			
Education & training/meetings/society retreat		\$1,650	
Accounting and Software Maintenance		\$2,100	
Advt and Prom - pens, etc.		\$800	
Courier & Postage		\$1,300	
Credit Card & Banking Fees		\$4,200	
Insurance		\$2,125	
Office Expenses & Misc		\$4,300	
Office & Storage Rental		\$9,900	
Wages & Benefits		\$63,910	
Telephone & internet		\$1,290	
Website & Digital Submission Software Maint		\$1,120	
Total Office Administration Expenses		\$92,695	
Sooke Fine Art Show Expenses:			
Adjudication		\$1,600	
Advertising, Signs & Promotions		\$11,000	
Artist in Attendance - Honoria & Expenses		\$3,050	\$2,250
Artist Awards		\$12,000	\$500
Display Set-Up/Design/Ambience/Misc		\$6,300	
Electrical		\$3,500	
Design Fee & Curatorial Training		\$6,000	

Gift Shop Supplies & Set-Up	\$250	
Event Catering/Special Events - Wine 2009/10		
Artist Celebration/Purchaser Preview	\$8,500	
Children/Youth Programs	\$200	
Fashion Show		
Seniors Tea/Artz4Boomers	\$790	
Taste of Sooke	\$500	
Wine Tasting		
25th Anniversary Celebration		
Graphic Design	\$10,000	
Set-Up & Take Down Moving	\$2,500	
Musician Honoria, Equip & Stage	\$6,000	\$4,250
Printing Expenses	\$13,500	
Silent Auction Expenses - Gift In Kind	\$7,500	
Venue Rental	\$15,329	
Volunteer Hosting	\$2,500	
Volunteer Appreciation and Party	\$1,300	
Breakage		
Total Sooke Fine Art Show Expenses	\$112,319	\$7,000
Total 2013 Expenses	\$205,014	
NET INCOME	\$0	
Capital Expenditures		
Display Units Jewellery Display	\$1,000	
Gallery Furniture		
Lighting		
Computer and Office Equipment	\$100	
Office Furniture		
Fabric		
Data Base Design		
Gift Shop		
Total Capital Expenditures	\$1,100	

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

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

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Statement of Operations	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 7

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Victoria, BC V8T 4N4
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NOTICE TO READER

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

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

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

Sooke, British Columbia

February 8, 2013

Jamieson Irwin & Associates

Chartered Accountants

SOOKE FINE ARTS SOCIETY
Statement of Financial Position
December 31, 2012

(Unaudited - See Notice To Reader)

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

ON BEHALF OF THE BOARD

Director

Director

See accompanying notes to financial statements.

JAMIESON IRWIN & ASSOC.

Chartered Accountants

jamiesonco.com

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

	2012	2011
Sales		
Art	\$ 76,828	\$ 120,853
Gift shop	36,823	47,330
	113,651	168,183
Cost of sales		
Art purchases	57,621	94,210
Gift shop purchases	26,390	33,804
Damage and breakage	-	713
	84,011	128,727
Gross profit (26%; 2011 - 23%)	29,640	39,456
Other income		
Advertising in programs	8,103	5,013
Artist fees	31,987	31,401
Corporate sponsors	19,200	20,050
Donations - tax receipted charitable donations	12,425	27,547
Fundraising events	8,605	10,353
Gaming grants	3,450	2,650
Interest income	1,000	609
Miscellaneous revenues	1,229	1,449
Operating grants	19,000	29,188
Other donations and memberships	628	2,134
Ticket sales	45,242	46,973
	150,869	177,367
	180,509	216,823
Expenses		
Administration	16,361	15,835
Advertising and promotion	37,395	36,772
Amortization	9,236	8,876
Artist awards and honoraria	14,700	14,350
Education and volunteer costs	5,526	6,982
Gallery setup and event costs	45,685	58,966
Occupancy costs	25,234	25,625
Professional fees	525	1,745
Wages and benefits	45,656	15,168
	200,318	184,319
Excess (deficiency) of sales over expenses from operations	(19,809)	32,504
Other income (expenses)	-	(2,000)
Excess (deficiency) of sales over expenses	\$ (19,809)	\$ 30,504

See accompanying notes to financial statements.

JAMIESON IRWIN & ASSOC.

Chartered Accountants

jamiesonco.com

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SOOKE FINE ARTS SOCIETY
Statement of Changes in Net Assets
Year Ended December 31, 2012
(Unaudited - See Notice To Reader)

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

See accompanying notes to financial statements.

JAMIESON IRWIN & ASSOC.

Chartered Accountants

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

	2012	2011
Operating activities		
Excess (deficiency) of sales over expenses	\$ (19,809)	\$ 30,504
Item not affecting cash:		
Amortization	9,236	8,876
	(10,573)	39,380
Changes in non-cash working capital:		
Accounts receivable	1,965	(1,965)
Accounts payable and accrued liabilities	1,030	(63)
Deferred income	5,000	-
Goods and services tax recoverable	(142)	473
Prepaid expenses	(846)	3,391
	7,007	1,836
Cash flow from (used by) operating activities	(3,566)	41,216
Investing activity		
Purchase of equipment	(654)	(3,514)
Increase (decrease) in cash	(4,220)	37,702
Cash - beginning of year	95,022	57,320
Cash - end of year	\$ 90,802	\$ 95,022
Cash consists of:		
Bank - General	\$ 52,721	\$ 57,883
Bank - Direct Access Gaming	15	4
Bank - Term Deposits	38,066	37,135
	\$ 90,802	\$ 95,022

See accompanying notes to financial statements.

JAMIESON IRWIN & ASSOC.

Chartered Accountants

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

1. Purpose of the Society

The Sooke Fine Arts Society (the "Society") was incorporated on June 1, 2006 under the Society Act of British Columbia. The principal purpose of the Society is to facilitate and make possible a wide range of activities to promote the public awareness of, and appreciation of, Fine Arts in the Sooke region. The Society is a not-for-profit organization and is therefore exempt from income tax under the Canadian Income Tax Act. The Society is also a Registered Charity under the Canadian Income Tax Act.

2. Summary of significant accounting policies

Capital assets

Capital assets are recorded at purchased cost. Contributed capital assets are recorded at their fair market value at the date of contribution. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Computer equipment	55%	declining balance method
Computer software	100%	declining balance method
Lighting	10 years	straight-line method
Office, gallery & gift shop furnishings	10 years	straight-line method

The Society regularly reviews its capital assets to eliminate obsolete items.

3. B.C. Government - Direct Access Gaming Bank Account

	2012	2011
Opening balance	\$ 4	\$ 58
BC Government gaming grants	3,450	2,650
Fundraising Events	2,236	3,115
Bank interest earned	1	-
Subtotal	5,691	5,823
Promotion and advertising	(2,296)	(1,008)
Exhibition and design fees	(158)	(203)
Transfer to general bank	-	(2,863)
Administration	(1,405)	(866)
Miscellaneous	-	(248)
Supplies	(504)	-
Performances	(709)	-
Rentals	(604)	(631)
Bank balance on hand, December 31	\$ 15	\$ 4

Grants received from the Province of British Columbia through the Gaming Policy and Enforcement Branch (the "Branch") are available for only specific purposes as regulated by the Branch.

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

4. Capital assets

	Cost	Accumulated amortization	2012 Net book value	2011 Net book value
Computer equipment	\$ 2,605	\$ 2,433	\$ 172	\$ 382
Computer software	431	431	-	-
Displays	35,853	17,747	18,106	21,459
Lighting	33,135	16,792	16,343	19,656
Office, gallery & gift shop furnishings	17,072	6,377	10,695	12,402
	\$ 89,096	\$ 43,780	\$ 45,316	\$ 53,899

5. Prior period adjustments

Amortization expense of prior years has not be shown as an expense of the Capital Asset Fund. Consequently, the Unrestricted Fund has been understated by these annual amounts. Accordingly, the opening balances have been cumulatively adjusted as follows:

	Unrestricted Fund	Capital Asset Fund	Asset Development Fund	2011	2010
Net assets - beginning of year					
As originally presented \$	9,209	\$ 84,930	\$ 25,000	\$ 119,139	\$ 122,150
Prior period adjust- ment	25,669	(25,669)	-	-	-
As restated	34,878	59,261	25,000	119,139	122,150
Excess (deficiency) of sales over expenses	39,380	(8,876)	-	30,504	(3,011)
Interfund transfers	(3,514)	3,514	-	-	-
	35,866	(5,362)	-	30,504	(3,011)
Net assets - end of year	\$ 70,744	\$ 53,899	\$ 25,000	\$ 149,643	\$ 119,139



NUMBER: S-50747

SOCIETY ACT

CERTIFICATE OF INCORPORATION

I Hereby Certify that

SOOKE FINE ARTS SOCIETY

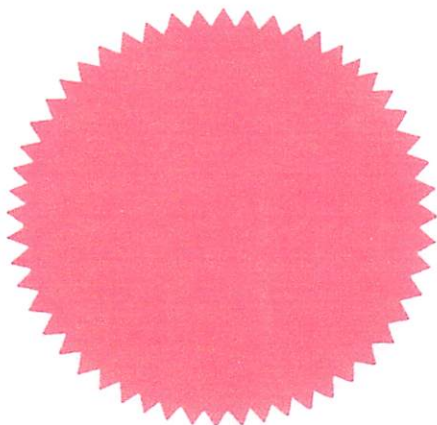
has this day been incorporated under the *Society Act*

Issued under my hand at Victoria, British Columbia

on June 01, 2006

A handwritten signature in black ink, appearing to read "Ron Townshend".

RON TOWNSHEND
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA





February 26, 2015

District of Sooke
2205 Otter Point Road
Sooke, BC V9Z 1J2

RE: Community Grant Program - Final Report

Please find enclosed the Sooke Fine Arts Society's Final Report for 2014 funding received under the Community Grant Program. We would once again like to thank the District of Sooke for its support of the 2014 Sooke Fine Arts Show. The funding was instrumental in the event's success, which drew more than 8000 visitors to the community and shared the talents of more than 270 local and regional arts.

Please, do not hesitate to contact me directly should you have any questions about the enclosed report.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Keogan".

Catherine Keogan
Executive Director
250-642-7256
sfas@sookefinearts.com



Sooke Fine Arts Society
PO Box 471
Sooke, BC V9Z 1H4
250-642-7256
sfas@sookefinearts.com
Contact: Catherine Keogan

Grant Eligibility Area: Fine Arts and Culture

EVENT/PROGRAM EVALUATION

The 28th annual Sooke Fine Arts Show took place July 24 – August 4, featuring 382 works of visual art from artists across Vancouver Island and BC's coastal islands. Some 273 artists had their work on display throughout the transformed, 16,000-square-foot arena of the SEAPARC Leisure Complex. A Youth Art Gallery was also set up in the bistro area, featuring approximately 100 works of art by 56 students from the Edward Milne Community School, Journey Middle School and Belmont Secondary. Their work was professionally framed and matted at no cost thanks to a grant by the Sooke Rotary Club, and 13 student artworks were purchased by the visiting public.

Of the \$7000 awarded by the District of Sooke Community Grants Program, a \$500 portion went toward the Sooke District artist award, to be presented to a Sooke artist for an outstanding piece in any medium. The remaining \$6500 in grant funding helped defray the costs of the show's daily live music, artist demonstrations and talks.

Sooke District Artist Award

A total of 39 works by 25 Sooke artists were considered by a professional panel of three jurors for the award. The recipient of the award was Chad Johnston for his painting entitled "Sawyer". Mayor Maja Tait, (then Acting Mayor) presented this award to Mr Johnston at the Artist Celebration evening July 26th, which gathered nearly 500 show artists and their guests, sponsors, advertisers and donors for the award ceremony celebrating the outstanding talent in the region. The District's sponsorship of the award was also recognized in the show catalogue and on our website's gallery of award winners.



Acting Mayor Maja Tait presents painter Chad Sawyer with the 2014 Sooke District Artist Award

Artist Demonstrations and Talks

Artist demonstrations and talks help to “bring the art down from the walls” by engaging the public more personally with the artists and the art on display, and encouraging them to explore their own creative potential. Visitors learn directly about the artists’ processes, techniques, inspiration and histories. Some artists offer hands-on demonstrations for show guests of all ages to get a feel for the many mediums on display in the show,



Sooke Artist Len Platt demonstrates oil painting techniques at the 2014 show

Thanks to the efforts of volunteer team leader Glenda Bilinsky, a total of 34 artists took part in 48 live, two-hour demonstrations and talks over the course of 11 days, showcasing a wide range of techniques and mediums, including soapstone carving, ceramics, fibre arts, fine woodworking and more. Four artists gave interactive audio-visual presentations on stage, sharing their histories, bodies of work and insights with show guests.



T'Sou-ke Arts Group weaver Linda Bristol shares traditional First Nation techniques

First Nations artists from the T'Sou-ke Arts Group, representing the T'Sou-ke, Nitinat Lake and Pauquachin Nations, gave 4 demonstrations of traditional weaving, knitting and basketry techniques.

Artists also took part in the Artz4Kidz program, helping roughly 80 children under the age of 12 to participate in making crafts, work with artists to learn various visual art techniques, and produce small works of art.

Live Music

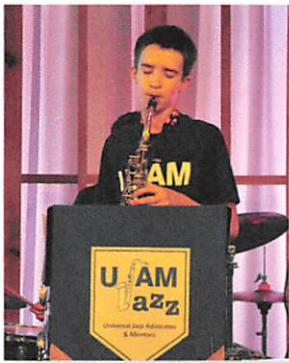
The music program of the Sooke Fine Arts Show is designed to provide opportunities for local professional musicians, youth and children, as well as enhance the public enjoyment of the show, increase the availability of live music in the community and attract a broader audience to experience the arts.

There were 22, two- to three-hour live music performances by 30 professional musicians throughout the show. Musical genres ranged from classical, bluegrass, jazz, folk, roots, standards and more. Dave Gallant, of the Sooke Folk Music Society, was music coordinator for the show, with sound equipment donated by volunteer Yvonne Cabot, technical support by volunteer Grant Jamieson, grand piano sponsored by Tom Lee Music and lighting partially sponsored by Paul Croy & Co. Stage Lighting Ltd.

Approximately 20 children took part in group and solo performances before a live audience on the gallery stage. A Steinway grand piano was donated by Tom Lee Music, and a special “Toonie Tuesday” \$2 adult admission rate subsidized by the Society encouraged attendance.



A young pianist and vocalist tickles the Steinway Grand piano ivories during Artz4Kidz.



A U-Jam saxophonist
belts out jazzy riffs

The children's performances were led by music and dance teachers Trish Branson (Music For Young Children Studio), Sarah Wilson (Sooke Youth Choir), Carole Cave (Sooke Dance Studio), and Leanna Madill.

There were an additional 5 musical and dance performances by 12 EMCS students at the Artz4Youth evening, coordinated by the Sooke Youth Council, to which the \$2 special admission rate applied, to encourage youth attendance. The show also featured a special 2-hour performance by the U-Jam Young All-Stars jazz ensemble, coordinated by the not-for-profit Victoria U-Jam Society.

ATTENDANCE

An estimated 8500 guests attended the 2014 Sooke Fine Arts Show, nearly a 4% increase over the previous year. Attendance was slightly impacted by a fire that closed West Coast Rd during the Taste of Sooke event.

A rough total of 275 children under 12 received complimentary admission to the show, including 85 children taking part in the Artz4Kidz afternoon. Some 400 seniors attended two Senior's Teas afternoons, enjoying complimentary tea and scones with fine china and white linen service; and nearly 3000 seniors attended the 11 days of the show. More than 300 attendees took advantage of the "Toonie Tuesday" \$2 adult special admission rate.

EVALUATION OF IMPACT ON THE COMMUNITY

Community Impact of the Sooke Fine Arts Show

The Sooke Fine Arts Show attracts more than 8000 visitors to the community, with spin-off benefits to local eateries, tourism and hospitality businesses. Many restaurants say it is their busiest week of the year.

According to an article in September's Business Examiner, by Sooke Chamber of Commerce President Michael Nyikes, the Sooke Fine Arts Show provides "proven positive financial benefits for the tourism, hospitality and retail sectors in the Sooke region", as well as "increased exposure and recognition for the Sooke region that fosters immediate and future economic development". He encourages other municipalities to follow suit in supporting local arts and culture "as it is clearly a very important economic driver for any community".

Special events during the show encourage and facilitate attendance by visitors of all ages and means, from young children to seniors, increasing exposure to art, interaction with artists, personal creative expression, social contact and community pride.

"Art was beautifully displayed, splendid variety—and your kindness in hosting tea for seniors is much appreciated."—2014 Show Guest

"I brought both of my children (8+6) + they loved the scavenger hunt. We all loved the show, atmosphere, music."—2014 Show Guest

The show positively influences how Sooke itself is perceived, both by residents and those making the trip from regional communities, as seen in these comments by 2014 show visitors:

"Great show—highlight of the year. Sooke is a great place to be."

"Fabulous show again this year! Well done! You make Sooke proud!"

*"I work at the Sooke visiting center. Fantastic show
& art that I am happy to promote to Sooke's visitors."*

"Astonished by the calibre—was expecting a small town amateur show."

"The Sooke show [is] always spectacular!"



The community's profile is also raised internationally, with some visitors from abroad even citing the Sooke Fine Arts Show as a significant factor in planning their trips to Sooke:

"I come every year!"—China

"Again: overwhelming."—Germany

"Absolutely marvelous art show! I'll return year after year!!"—USA

"A surprisingly varied and professionally displayed show keeping high standards."—UK

"What an amazing event! I appreciate that I could join it as a volunteer. Thank you so much!"—Japan

"Such a great show! Thank you so much for the wonderful experience!"—Toronto

"Come to visit every summer and never miss the show!"—Florida

"Wonderful initiative! Thank you."—Belgium

"Beautiful show!"—Saudi Arabia



Community Impact of DOS Grant-Funded Programs

The District of Sooke artist award signals clear support of and appreciation for our local artists, who are always well represented in the regional show and a testament to Sooke's identity as an arts and culture centre. Supporting this important forum for local and regional art creates significant opportunities for emerging and established artists alike, as attested by 2014 artists:

"This show is on its way to being a national treasure. As an emerging artist being accepted to show has giving me much needed validation and it has a huge perceived value to the folks that buy the art."

"Showcasing your local artists is of great benefit to them."

"We have always found everyone we have dealt with over the years to be enthusiastic, generous with their time, and so supportive of artists and art! We marvel at the commitment of the community of Sooke to put this on year after year always with new 'tweaks!' ... We believe it's the best show on the island and thank you with both of our hearts for what you do, and how you do it."

Artist Demos and live music help the Sooke Fine Arts Society meet its mandate of promoting public appreciation of the arts.

For show guests, the artist demonstrations and talks personalize the art gallery experience by introducing them to the people behind the artwork, breaking the barriers that can sometimes inhibit creative exploration and presenting art as a real, tangible and very human experience.



Visitors' experiences are personalized through hands-on learning

"Fantastic! We enjoyed the sculpting demo."

"Loved the Melanie Furtado demonstration."

"Teresa Knight was so helpful and friendly with her painting instruction and demo."

"Fantastic demonstrations, everyone was lovely to talk to. Can't wait for next year."

The benefit to artists is the chance to meet art patrons and promote their work. Demonstrating artists see an increase in sales of their work in the gallery gift shop, as show guests who have had a chance to see the artist at work are more likely to connect with the artist's work and want to take it home.

"The demonstrators are treated very well indeed and the set up is great. Being able to engage in conversation with people who are interested in your demo is useful and very pleasant."



Artist Anne Lei-Yeung So explains the workings of toy camera photography

The live music creates an enjoyable ambience, exposure for local musicians and an added incentive to visit the show to those that may not otherwise be inclined to attend an art gallery.

Daily performances add substantially to the live music available in the Sooke Region, as well as to the performance opportunities for local musicians. It is also an invaluable opportunity for young performers to experience playing to a live audience, with professional equipment.



Ballerinas grace the stage during Artz4Kidz

"I like playing on the piano and watching my sisters dance."
—2014 Artz4Kidz performer

"A big thank you to hosting youth night at the SFAS... All of the youth really enjoyed having the opportunity to showcase their talents. It's not something that happens often around here! They really appreciated it."
— Ebony Logins, Community School Coordinator | EMCS Society

The music enhanced the gallery experience and was openly appreciated by the visiting public; guests commented on our show survey:

"Loved the live music, made me stay longer."

"Always enjoy the music. It adds to the experience."

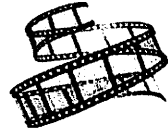
"The bistro and music were a wonderful way to take a break from the amazing art."

"Wonderful experience—art, music whilst eating delicious food, meeting friends—what more could you want?"



These important, value-added components of the show would not have been possible without the generous support of the District of Sooke.

Lastly, though certainly not least, the District's funding is also an important factor in making the Sooke Fine Arts Show eligible for federal funding; together these accounted for 13% of the Show's total cash revenues and helped to support other fundamental show operations, including volunteer support, venue rental and equipment.



Vancouver Island South Film & Media Commission

Board of Directors

Executive

Annie Wong- Harrison
President

Paul Rayman
Vice President

Cathy Scott
Secretary

Albert Zalazar
Treasurer

Directors

Barb Coultish
Colin House
Alison Hunter
Maria Manna
Edison Kahakauwila
Jon Valade
Lesley Cook

26 April 2013

The District of Sooke
2205 – Otter Point Road
Sooke, BC V9Z 1J2

Dear Mayor and Council,

I would like to thank you for your partnership over the years and would like to ask for your continued support of our work bringing jobs and economic growth to the CRD.

As many of you know the BC Film Industry generates over one billion dollars of direct spending into the BC economy and employs over 30,000 BC residents. Here in the CRD those numbers are approximately 7 million a year of direct spending and well over 200 employed directly in the industry. There are also hundreds of businesses that profit from the industry. One television movie (MOW) can generate as many as 2000 hotel room nights.

There are more than 300 official Film Commissions on six continents and hundreds of unofficial economic development and tourism offices doing whatever it takes to entice film productions into their regions. It is very important that we keep the CRD in the minds of producers worldwide.

We have had many challenges over the last few years including our exemption from the 6% distant tax credit. But in spite of those challenges we at the film commission have managed to bring in more than 28 projects to the CRD this year. Everything from *The Bachelor* and the *Big Decision* to feature films like *Stonados*, *Kid Cannabis* and *Poker Night* and television movies like *Cedar Cove*.

Not only did we bring a number of new producers to town in 2012 but we also assisted a number of local independent filmmakers with their projects including the wonderfully funny Hattie's Heist now in pre production.

In fact our local producers both veteran and new have been incredibly productive this year. Cedarwood productions continue with their very popular television show: *Flavours of the West Coast* and Hillary over at May Street continues to produce the very successful children's series *Tiger Talks*.

We have sent out more than 75 photo packages for productions that ranged from low-budget independent projects to big Hollywood feature films like *Superman* and *The Company You Keep*,

In 2012 we also fielded requests for crew, accommodations and tax credit information. We did several location surveys and fam tours as well and information sessions and workshops for our local crew & businesses and government officials.

In an effort to be more self sustaining we hold our Oscar Viewing Gala and Silent Auction fundraiser every year. As well we have developed a sponsorship program to solicit local businesses. We have also increased our membership fees to \$25.00 and do several membership drives a year to increase our membership.

We held several educational and networking events in 2012 including , Doing Business with the Film industry, Production Assistant Workshop, Registering your Home and Business as a Film Location and Industry Mixers.

We attended the LA Produced By conference in July and set up a booth to showcase Victoria and the CRD. This conference is attended by producers from around the world.

Regular trips to Vancouver and ongoing contact thru telephone and emails to LA and Vancouver Producers have helped keep our profile front and centre.

In response to several requests from producers we have been actively searching for warehouse space suitable for use as a studio and for production office space. We have partnered with Butler Brothers on the Peninsula to assist them in making available the old Mount Newton School as a retro fitted studio.

Thank you for considering our application and if you have any questions please feel free to contact me.

Sincerely,



Kathleen Gilbert
Film Commissioner

FORM 2

SOCIETY ACT

CONSTITUTION

FILED AND REGISTERED

SEP 12 1996

REGISTRAR OF COMPANIES

1. The name of the Society is: **THE FILM COUNCIL OF GREATER VICTORIA** ✓

2. The purpose of the Society is:

To create jobs within; and further the competitive position of the Capital Regional District in the world film location market by providing an infrastructure for communication, marketing, standards of practice and production expertise among the communities of the CRD, local businesses and industry personnel. ✓

BYLAWS

The bylaws of the society are those set out in Schedule B to the Society Act, with the following variation: ✓

Part 5 - Directors and Officers

25. (2) Shall be replaced with the following:

The number of directors shall be a minimum of 5 but no more than 12 or as determined from time to time at a general meeting. ✓

Dated: August 9, 1996

Witness

Applicants for Incorporation

(Signature)

(Full Name) (Resident Address)

Frank F. Somers
3465 MIDLAND RD.
VICTORIA BC
V8R 6G3
FRANK F. SOMERS:

(Signature)

(Full Name) (Resident Address)

Glenn Terrell
1. GLENN TERRELL

2. MICHAEL MURPHY

Robert A. Whitman
3. ROBERT A. WHITMAN

John A. Ferguson
4. JOHN A. FERGUSON



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2
Phone: (250) 642-1634 Fax: (250) 642-0541
email: info@sooke.ca website: www.sooke.ca

Schedule A Policy 5.1

COMMUNITY GRANT PROGRAM APPLICATION

Name of Organization: Vancouver Island South Film and Media Commission

Address of Organization: PO Box 34 – 794 Fort Street

Victoria, BC

V8W 1H2

Phone: 250-386-3976

Fax: _____

Contact person: Kathleen Gilbert

Grant eligibility area:

☐ Sport

☐ Fine Arts

☐ Recreation

☐ Public safety and community welfare

☒ Culture

☐ Beautification Project

☐ Heritage

Amount requested: \$1000

Total Project Budget: \$1000

Have you applied before? Yes When? 2007 – 2012 Grant Received? Yes

Have you submitted a final report? Attached

Incorporation number and date of this incorporation: S0035047 – September 12, 1996

Does your organization receive a permissive tax exemption? No

Describe your organization, its mandate and program(s)

The Vancouver Island South Film and Media Commission (formerly the Greater Victoria Film Commission) was established as a non-profit organization devoted to economic development on September 12th, 1996. The re-branding of our name was decided by our Board of Directors and our voting members at our last AGM in an effort to better reflect the region that we serve. Since its inception, the film commission has focused on

promoting southern Vancouver Island as an international filming destination, thereby attracting film and television productions and significantly contributing to the economic development of the region.

We have developed a broad and mature base of support and services, consisting of skilled professionals, crews and companies dedicated to the industry. The Film Commission has focused on developing the infrastructure required to provide necessary services and talent to the international film and television industry.

Services Provided

Production / Location Services

The Production/Location Services Department is the area of service within the Commission most familiar to film companies and producers. Commission staff and contractors provide assistance with the following:

Script Breakdown

Using the photo library as a base resource, we provide complete script breakdown services for features, MOWs, series and pilots. Photo files are sent using FilmPilot to producers and location managers to convince them to bring their projects to Greater Victoria and Southern Vancouver Island.

Scouting and Surveys

Based on production and script requirements, we scout and photograph specific locations that may not be on file in the digital library. The Commission may provide location scouts to accompany producers and directors around Greater Victoria and Southern Vancouver Island in search of suitable locations.

Ongoing Support

Producers and Location Managers use the Production/Location Services Department for production research and information, location expertise, and assistance with other support and technical services. Staff provide assistance with contacting appropriate agencies regarding immigration/work permits and city filming permits, as well as information regarding trade unions, guilds, labour rates, studio facilities, post-production facilities, hotels, and suppliers.

Photo Library

The library is continually being updated and expanded and consists of key images from all over Greater Victoria and Southern Vancouver Island used in script breakdowns, commercial requests and ongoing production and location support. It is used internally by Commission staff and contractors, and externally by producers, location managers and other industry personnel.

Describe the project for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding. Feel free to use additional sheets of paper.

We are requesting funding in order to carry out educational training, seminars, industry mixers, familiarization tours, location scouting, and extensive film production support. Recent projects have included:

- Film industry fall networking mixer
- BC Film and Media information session on tax incentives and development programs
- Knowledge Network – initiatives for local production companies
- Production Assistant information session
- Information seminar for the public and businesses on working with the film industry
- Seminar on registering your home or business as a film location
- Location scouting for a number of potential film projects

Purpose of this project:

Our purpose is to promote Sooke and the CRD as an ideal location for film productions.

The names of those involved in carrying out the project:

Our projects will be carried out with the support of our Board of Directors as well as the Film Commissioner Kathleen Gilbert, and the office administrator. We will also use the services of Volunteer Victoria to find volunteers whenever possible.

Date and Place of project:

Date: VISFMC 2013 fiscal year.

Place: #100, 852 Fort Street

Victoria, BC V8W 1H2

Community Grant Program

Schedule A Policy 5.1

Budget Please see attached

Page 2

Source

Amount

GRANTS: Please see attached	\$
	\$
	\$
	\$
	\$
Total Grants:	\$

Box Office Admission/Fees	\$
	\$
	\$
	\$
	\$
Total Box Office:	\$

OTHER EARNED REVENUE:	\$
Please see attached	\$
	\$
	\$
	\$
Total Other:	\$

Item

Amount

EXPENSES:	\$
Please see attached	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENSES:	\$

Administrative Expenses

EXPENSES

Administrative/Operating Expenses

Audit/Annual Report Fees	5500.00
Bank Charges	150.00
Conference/Course Fees	1400.00
Courier/postage	300.00
Equipment	300.00
Insurance	4000.00
Internet	0.00
Meals/Entertainment	1500.00
Memberships/Dues	955.00
Office other	3719.00
Computer back-up	120.00
Parking	1794.00
Penalty Interest	0.00
Photocopier	1000.00
Rent	0.00
Subscriptions	300.00
Telephones	4120.00
Travel	4000.00
volunteer appreciation	200.00

Marketing / Meeting Expenses

Advertising/Promo	445.00
Event Costs	13500.00
meetings	1000.00
Year end report	500.00
fam tours	1500.00
Municipal Roundtables	200.00
Regional Expenses	100.00
Trade Shows	1500.00
Website	500.00

Salaries

Commissioner	70870.00	
Admin Position	32532.00	
Bookkeeper	3600.00	
WCB	145.00	
		107147.00
Work Subsidy Program		0.00
Subcontractors		0.00
Scouting		2500.00

158250.00

GREATER VICTORIA FILM COMMISSION
2013 Projected Revenue

2013

Municipal

Central Saanich	500.00
Colwood	500.00
Esquimalt	1000.00
Highlands	200.00
Langford	2000.00
Metchosin	500.00
North Saanich	200.00
Oak Bay	3000.00
Saanich	35700.00
Sidney	250.00
Sooke	1000.00
Victoria	45000.00
View Royal	500.00

Provincial Grant 40000.00

Unions 0.00

IATSE 0.00

Corporate Sponsorship 6000.00

Membership Revenue 1400.00

Thrifty Foods Smile Card 500.00

Event Revenue 17200.00

Work Subsidy Program 0.00

HST Rebate 1800.00

GIC Interest 0.00

Misc. Income 1000.00

158250.00

INDEPENDENT AUDITOR'S REPORT

To the Members of Vancouver Island South Film and Media Commission

We have audited the accompanying financial statements of Vancouver Island South Film and Media Commission, which comprise the statement of financial position as at December 31, 2011, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

DUNCAN
823 Canada Ave.
Duncan, BC V9L 1V2
Tel: 250.746.4406 | Fax: 250.746.1950

NANAIMO
30 Front St.
Nanaimo, BC V9R 5H7
Tel: 250.753.2544 | Fax: 250.754.1903

VICTORIA
1000-747 Fort St.
Victoria, BC V8W 3E9
Tel: 250.383.8994 | Fax: 250.383.8904

Independent Auditor's Report to the Members of Vancouver Island South Film and Media Commission *(continued)*

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Vancouver Island South Film and Media Commission as at December 31, 2011, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Report on Other Legal and Regulatory Requirements

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

Victoria, BC
June 7, 2012

Hayes Stewart Little & Co

CHARTERED ACCOUNTANTS

HAYES
STEWART
LITTLE &
COMPANY
CHARTERED ACCOUNTANTS

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

Statement of Financial Position

December 31, 2011

	2011	2010
ASSETS		
CURRENT		
Cash and cash equivalents	\$ 65,473	\$ 49,707
Short term investments <i>(Note 3)</i>	40,023	39,661
Accounts receivable	1,642	1,826
Prepaid expenses	4,751	-
	<u>\$ 111,889</u>	<u>\$ 91,194</u>
 LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 11,770	\$ 9,205
Deferred revenue	200	-
	<u>11,970</u>	<u>9,205</u>
 NET ASSETS		
General fund	<u>99,919</u>	<u>81,989</u>
	<u>\$ 111,889</u>	<u>\$ 91,194</u>

ON BEHALF OF THE BOARD

Director

Director

See notes to financial statements

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

Statement of Revenues and Expenditures

Year Ended December 31, 2011

	2011	2010
REVENUE		
Municipal grants	\$ 88,150	\$ 88,400
Provincial grant and contribution	40,000	42,246
Sponsorships	23,070	14,770
Event revenue	18,115	20,984
Miscellaneous	3,890	165
Memberships	1,275	480
Location brochure	-	12,500
	<u>174,500</u>	<u>179,545</u>
EXPENSES		
Advertising	2,581	19,256
Bank charges and interest	298	412
Promotion and entertainment	936	1,293
Event costs	15,324	20,581
Office	11,044	12,636
Trade shows and familiarization trips	948	1,604
Parking	1,742	1,594
Memberships and subscriptions	894	876
Equipment purchases	772	1,211
Professional fees	8,951	10,305
Rent	9,000	5,996
Salaries and benefits	95,813	101,791
Travel and scouting	4,258	6,791
Telephone and internet	4,009	7,719
	<u>156,570</u>	<u>192,065</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ 17,930</u>	<u>\$ (12,520)</u>

See notes to financial statements

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

Statement of Changes in Net Assets

Year Ended December 31, 2011

	2011	2010
NET ASSETS - BEGINNING OF YEAR	\$ 81,989	\$ 94,509
Excess (deficiency) of revenue over expenses	<u>17,930</u>	<u>(12,520)</u>
NET ASSETS - END OF YEAR	<u>\$ 99,919</u>	<u>\$ 81,989</u>

See notes to financial statements

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

Statement of Cash Flows

Year Ended December 31, 2011

	<u>2011</u>	<u>2010</u>
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ 17,930	\$ (12,520)
Changes in non-cash working capital:		
Accounts receivable	184	566
Accounts payable	2,565	2,192
Deferred revenue	200	(12,500)
Prepaid expenses	(4,751)	14,254
	<u>(1,802)</u>	<u>4,512</u>
INCREASE (DECREASE) IN CASH FLOW	16,128	(8,008)
Cash and cash equivalents - beginning of year	<u>89,368</u>	<u>97,376</u>
CASH AND CASH EQUIVALENTS - END OF YEAR (Note 3)	\$ 105,496	\$ 89,368
CASH FLOWS SUPPLEMENTARY INFORMATION		
Interest paid	<u>\$ 298</u>	<u>\$ 412</u>

See notes to financial statements



**Board of
Directors**

Executive

Annie Wong- Harrison
President

Paul Rayman
Vice President

Cathy Scott
Secretary

Albert Zalazar
Treasurer

Directors

Alison Hunter
Barb Coultish
Beverly Booth
Edison Kahakauwila
Lesley Cook
Maria Manna
Melinda Harris
Miranda Kwok

**Mayor and Council
District of Sooke**

Dear Mayor Tait & Council,

I would like to thank you for your continued support of our work to bring film production, jobs and economic growth to the CRD. 2015 is going to be a pivotal year for the Film Commission and we need your financial assistance more than ever.

We were pleased to direct two productions to Sooke in 2014, including The People Garden (feature film) and Bridal Wave (television movie). We worked closely with both productions to determine their needs and find suitable locations in the district including Camp Barnard and Grouse's Nest Resort. As you know we worked extremely hard in 2014 to land the CRD's biggest production ever, Gracepoint. Gracepoint (Broadchurch) was a 10 part Fox TV series that spent more than 10 million dollars in the CRD in 5 months. They employed hundreds of local people and brought attention and potential film tourism into the CRD for years to come. The exposure this series brought us in Hollywood is substantial. Studio executives now see we can handle a series of this magnitude, making our marketing job so much easier.

In 2014 we successfully convinced the Province to include the CRD in the 6% distant film tax credit. This increased tax incentive together with hard work and the low Canadian dollar has resulted in a boom for the Film industry in the CRD. We are currently enjoying the results of this boom with seven major productions choosing to film in the CRD since November 2014!

Our challenge ahead is to ensure we can effectively handle the resulting flood of requests, which will require alternative sources of funding to expand to a three person office. We respectfully request that the District of Sooke continue its support of our work in the form of a grant for \$1,000.00

Sincerely,

**Kathleen Gilbert
Film Commissioner**

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

FINAL REPORT

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Vancouver Island South Film & Media Commission

Address of Organization: PO Box 34-794 Fort Street, Victoria, V8W 1H2

Phone: 250-386-3976

E-mail: kdgilbert@filmvictoria.com

Contact Person: Kathleen Gilbert, Film Commissioner

Grant eligibility area:

☒ Fine Arts and culture

Community project, program, service, activity and/or event evaluation:

Contract Deliverables	Results
Production / Location Services	85 location requests completed in 2014, resulted in 19 productions in the CRD and \$10 million in local spending. Two productions based in Sooke and additional location shooting in the district.
Script Breakdown	Full script breakdowns for 26 productions and 193 photo location packages for Producers and Location Managers
Scouting and Surveys	Tours conducted by Locations Coordinator and Film Commissioner for select productions considering the CRD for primary filming include: The People Garden (Telefilm Feature filmed in Sooke), Bridal Wave (TV Movie filmed in East Sooke), The Boy (feature film now in production in the CRD), Perfect High (TV MOW filmed in January 2015), Unreal (TV series episode filmed in Colwood and Victoria), feature film Terra Infirma, feature

	<p>film Fat Tuesday, and two Bollywood features. These 7 tours resulted in 5 new productions for the region including two in Sooke. This high level of personal service and hospitality is necessary at the early stages of pre-production. At this stage, the Producers will choose one location over another based on survey tours, budget, crew availability, incentives and other factors, all of which require a knowledgeable and timely local response to secure the project.</p>
Crew Database	<p>Expanded crew list to include 267 local professionals available for hire and made this list available to all productions considering CRD for filming. Crew are organized by production department and positions within each area. This list is continually updated with input from new and existing contacts. The list was requested frequently and resulted in work for local film professionals.</p>
Ongoing Support	<p>19 productions required permitting support and liaison services with city and regional offices. In addition the Film Commission was directly involved in finding production office and studio space for a number of producers in 2014. Securing production and office space is critical to winning film industry business for the city. With the help of ongoing relationships and our local supplier directory, the Film Commission assisted visiting productions to find accommodations, rentals, equipment suppliers, caterers, and background performers.</p>
Photo Library	<p>Photo library was used to assist all 85 location requests. New locations were added by scouts and commission staff following a script breakdown or location survey. The breadth and depth of the photo and contact database was increased throughout the year.</p> <p>A new online location database was launched and implemented in partnership with CreativeBC. All existing locations were transferred to the new platform and will be available to producers in 2015.</p>
Fundraising & Events	<p>Organized and hosted 5th Annual Red</p>

	<p>Carpet Gala Fundraiser at the Oak Bay Beach Hotel to support the Film Commission. Held silent auction with donated prizes from local businesses and industry contacts. We generated over \$8000 for the commission, increased profile of commission activities, strengthened partnerships with local sponsors and generated good will towards the film industry in Victoria.</p> <p>Sponsored by Thrifty's Smile Card Program. Used funding to purchase needed office software through TechSoup Canada, a discount provider for non-profit organizations.</p> <p>Attended AFCI Locations Expo in Los Angeles to promote Victoria and the CRD to Hollywood and international Location Managers. Worked in conjunction with the Regional Film Commissions of BC to increase presence at the event.</p> <p>Hosted Film Industry Fall Mixer in partnership with the Marriott Inner Harbour Hotel, a networking event for local businesses, commission members and film industry professionals.</p>
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- Following the Film Commissioner's successful lobby to include the CRD in the distant locations tax credit, our effort to promote Victoria as an international film production destination resulted in an immediate increase in production. Going into 2015 we have five major television and film productions arriving simultaneously, all asking for locations support, office space, crew and services. Our critical task moving forward is to re-develop the infrastructure and crew necessary to maintain this increased level of production to build a thriving and sustainable industry on Southern Vancouver Island. Our organisation must grow to meet the demand. Our minimal staff is already at working capacity so we have begun by advertising for a part time administrative assistant. This will push our budgets and create a challenge to find the funds needed to grow. It is our intention to harness the current momentum and positive attention from the industry to create real growth in the local entertainment sector. We appeal to the municipalities to increase their support of the Film Commission in order to seize this opportunity for the city and region.

Policy No. 5.1

Community Grant Program Policy

Page 2 APPENDIX III - Policy 5.1

Number of volunteers and/or participants:

- 135 voting film commission members
- 12 volunteer executive board members
- 25 volunteers for Oscar Red Carpet gala fundraiser
- 10 regular office volunteers including student placements
- 2.5 regular staff members including part time accountant

Evaluation on impact on the community:

Economic Benefits	<p>\$10 million generated in direct local spending by productions in 2014 resulting in job creation and income for local crew. This spending also directly affected local suppliers and service businesses including:</p> <p>Hotels, restaurants, catering, office space, computer rentals, recycling, car rentals, couriers, coffee services, equipment rentals, BC Ferries, sign & graphics, florists, sound, office supplies, airlines, laundry, art supplies, legal, special events, building supplies, limo, equipment rental, cell phones, locksmith, taxi, cleaners, bottled water</p>
Education and Training	<p>Union required Motion Picture Industry Orientation Course offered twice a year in conjunction with Royal Roads University and ActSafe BC to train film industry entrants on set etiquette and safety to make them more employable to productions. In addition the Film Commission responded to immediate demand for training by offering the course at our offices for the crew of the Gracepoint TV series.</p> <p>Hosted workshop for film liaison employees at Royal Roads about servicing the film industry.</p>

	<p>Exhibited at the Greater Victoria School District Career fair at SJ Willis. Spoke with high school students about building a career in the film industry.</p> <p>Participated in Camosun College speed recruiting event for students in Business Administration program as well as mock interviews and info interviews for Communications Studies students throughout the school term.</p> <p>Hosted International Student from University of Victoria's English Language Centre. Over a three month period student developed workplace language skills in English, gained office administration experience, and participated in film commission events.</p> <p>Volunteer Program: Recruited and trained volunteers to assist with daily operations, special projects, social media campaign, fundraising events and training workshops. Volunteers receive a complimentary commission membership, access to film events and opportunities to gain valuable industry experience and contacts. Volunteers recruited from Volunteer Victoria, through our community contacts and online using website and social media platforms.</p> <p>Hired office intern through BC Get Youth Working Program. Over a period of three months, intern was trained to assist with office operations and respond to producer requests.</p> <p>Provided one-on-one career assistance to local film industry professionals seeking employment with productions in the Capital Region. Maintained local crew list and resume bank to respond to producer requests for specific expertise.</p>
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Attachments:

a. Print material acknowledging the financial support of the District of Sooke

(including but limited to newspaper articles, ads, press releases, social media, programs, etc.) ;

<http://www.timescolonist.com/film-crews-race-to-wrap-shoots-in-victoria-sooke-1.1689241>

<http://www.timescolonist.com/arielle-kebbel-having-fun-shooting-in-greater-victoria-1.1465147>

b. Financial statement of actual revenue and expenses for the project (Appendix III

Financial Statement

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION 2015 DRAFT BUDGET

Administrative Expenses

EXPENSES

2015

Administrative/Operating Expenses

Audit/Annual Report Fees	5375.00	Audit - \$5300/Annual Report fee \$75	
Bank Charges	215.00	Visa renewal \$120/Bank confirmation \$40/Paper Stmt. Fee \$24	bean stream membership
Professional Development	1120.00	volunteer victoria & AFCI courses	
Courier/postage	275.00	Postal Box \$215/\$60 postage/courier	
Equipment	1000.00	\$450 Go Pro, \$550 commissioners computer	
Insurance	4800.00	Property/Directors Liability/Volunteer	
Internet	0.00	Provided by GVCC n/c	
Meals/Entertainment	1200.00		
Memberships/Dues	1055.00	AFCI - \$960/Victoria Volunteer \$95	
Office other	1500.00		
Computer Backup	120.00	Crash Plan	
Parking	2075.00	Monthly spot -\$1845/ Misc. \$230	
Penalty Interest	0.00		
Photocopier	400.00	Copies \$400 / Yearend report printing	
Rent	0.00	Provided by GVCC n/c	
Subscriptions	450.00	IMDB & Playback & My PC	
Telephones	3420.00	Regular \$200 mth and Cell \$85 mth	
Travel	4000.00	attend AFCI Locations & AFCI Cineposium	
Volunteer Appreciation	200.00		

Marketing / Meeting Expenses

Advertising/Promo	5000.00	updated promo reel	
Event Costs	13500.00	\$11500 Gala/\$500 Mixers/1500 Film Course	
Meetings	900.00	community events	
Fam Tours	700.00	in house scouting & surveys	
Municipal Roundtables	200.00		
Regional Expenses	100.00	Membership	
Trade Shows	1500.00	registration fees	
Website	700.00	Hosting / development of website	

Salaries

Commissioner	71940.00	wages;\$62,280. plus benefits (5,880) ei & cpp 3783	
Admin Position	37710.00	7.5 HRS a day (returns this position to full time)	
Support Position	12995.00	16 hr week @ \$15 ph	
Bookkeeper	3600.00		
WCB	175.00		
		126420.00	
Work Subsidy Program		0.00	
Subcontractors		1000.00	coverage for holidays
Scouting		7000.00	
		<u>184225.00</u>	

Vancouver Island South Film & Media Commission
2015 Projected Revenue

2015

Municipal

Central Saanich	500.00
Colwood	1000.00
Esquimalt	3000.00
Highlands	200.00
Langford	2000.00
Metchosin	500.00
North Saanich	500.00
Oak Bay	5000.00
Saanich	35700.00
Sidney	3000.00
Sooke	1000.00
Victoria	45000.00
View Royal	500.00

Provincial Grant 40000.00

Video Sponsorship

GVDA	5000.00 for marketing matching funds
Oak Bay Tourism	5000.00 for video
Hotels	5000.00 for video

Corporate Sponsorship 5000.00

Membership Revenue 2950.00

Thrifty Foods Smile Card 1500.00

Event Revenue 18200.00 12000 ticket sales, 7000 auction, 200 ballots

Work Subsidy Program 0.00

HST Rebate 1675.00

GIC Interest 0.00

Misc. Income 2000.00 BC Film Orientation Course

184225.00

APPENDIX II - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: The British Columbia Conservation Foundation

Address of Organization: 200-1383 McGill Road

Kamloops, BC V2B 6K7

Phone: 250-828-2551

Fax: 250-828-2957

E-mail: bwaters@bccf.com

Contact Person: Barb Waters

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input checked="" type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input checked="" type="checkbox"/> Environmental

Amount Requested: \$7,000

Total Budget: \$25,830.00
(attach completed Budget Form)

Have you applied before? Yes When? 2013 Grant Received? No

Have you submitted a final report for previous grant? _____

Incorporation number and date of incorporation if applicable: S8351, 1969
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Describe your organization, its mandate and program (s) The British Columbia Conservation Foundation's (BCCF) mandate is to promote and assist in the conservation of the fish and wildlife resources of the province of British Columbia through the protection, acquisition or enhancement of fish and wildlife habitat. WildSafeBC is a program owned and managed by BCCF. Please see attached pages for more information.

Describe the community project, program, service, activity or event ("project") for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

Project description: WildSafeBC is a program that provides education and direction for human-wildlife conflict reduction within both urban and rural landscapes. Our motto of "keeping wildlife wild and communities safe" underscores our belief that if we can keep wildlife living in the wild we can, in turn, make our communities safer for us and at the same time keep wildlife from coming to harm. WildSafeBC is delivered in over 100 communities by 25 WildSafeBC Coordinators.

Purpose of project: We propose to hire a WildSafeBC Coordinator along with a Canada Summer Jobs student, a partially federally funded employee, to work closely with the public, Conservation Officers, and city or regional district officials to find ways to prevent human-wildlife conflict. This means educating the general public about managing their attractants. The program delivery includes door-to-door visits in high conflict neighbourhoods, school presentations, electric fencing workshops, and displays at farmers markets and other public events.

The names of those involved in carrying out the project: Debb Read, the CRD WildSafeBC Community Coordinator and a Canada Summer Jobs Student, yet to be determined. The CSJ program will partially fund an additional employee allowing for a widespread program.

Date and Place of Project: May 01, 2015 - Nov 31, 2015 in Sooke

COMMUNITY GRANT PROGRAM - Budget Template

Please include with your application

Date:

Organization Name:

Revenues	Other funders (please list)			Total
	Confirmed	Pending	In-kind	
<i>Grants:</i>				\$
District of Sooke request		7,000		\$ 7,000
Other grants CRD Parks		2,500		\$ 2,500
(list funder) BCCF Subsidy program, ~\$8,000 - 9,000 depending on funding approval from the Provincial Government.		8,300		\$ 8,300
(list funder) Canada Summer Jobs		5,530		\$ 5,530
BCCF			2,500	\$ 2,500
<i>Admissions / fees:</i>				\$
				\$
<i>Other:</i>				\$
				\$
Total Revenues				\$ 25,830.00
Expenses				
Wages - 600 hours @ \$19.50/hour for coordinator and 476 hours @ \$14/hour for CSJ				\$ 18,486.80
Office expenses/rent - housing allowance for coordinator and phone allowance for CSJ				\$ 480.00
Training for coordinator and CSJ				\$ 1,500.00
Materials and supplies including tool kit				\$ 1,225.00
Costs for mileage @.52/km				\$ 2,000.00
Miscellaneous				\$ 17.29
BCCF administration fee at 10% - see attached for a breakdown of what admin covers				\$ 2,120.91
Total Expenses				\$ 25,830.00
Net Income				\$ N/A

PROJECTED INCOME STATEMENT
May 01, 2014 - November 30, 2014

25-Sep-14

Projected

BC Conservation Foundation WildSafeBC CRD

VALUE OF PROGRAM

Ministry of Environment	\$ 8,251.94
Foundation/Grants	\$ 2,500.00
Carry forward from last fiscal	\$ 457.98
BCCF	\$ 2,500.00

Community.....

Community Volunteer Value \$ 1,680.00

TOTAL \$ 15,389.92

EXPENSES

Salaries & Benefits	\$ 8,322.60
Community Volunteer Value	\$ 1,680.00
Housing	\$ 300.00
Equip Materials & Supplies	\$ 206.25
Tool Kit	\$ 1,000.00
Travel	\$ 1,159.64
Training & Safety	\$ 1,500.00
GST	\$ 3.19
Admin Fees	\$ 1,218.24
Carry Forward	\$ -
TOTAL	\$ 15,389.92

Sept 26, 2014



To Whom it may concern

RE: Additional WildSafeBC information for Community Grant Application A

The WildSafeBC program, owned and operated by BC Conservation Foundation (BCCF), was established two years ago to replace the very successful Bear Aware program. The new program now allows our community coordinators to educate their communities about more than just bears. Our program covers many species and coordinators have a large inventory of resources and tools that they can choose from that are appropriate for their community. This greatly helps in their efforts to *keep wildlife wild and communities safe*.

As communities and community coordinators engage with WildSafeBC over a number of years, community coordinators are able to expand and enhance their program to include providing not only education through door-to-door campaigns and by attending special events, but they are also able to assist in the development of by-laws, community hazard assessments, school presentations, garbage tagging, electric fencing workshops and other tasks that meet the needs of their community in reducing human-wildlife conflict. All of these tasks are directly in response to attaining Bear Smart Status which is a provincial developed and managed program. <http://www.env.gov.bc.ca/wld/bearsmart/#second>

Criteria for Bear Smart Communities

1. Prepare a bear hazard assessment of the community and surrounding area.
2. Prepare a bear/human conflict management plan that is designed to address the bear hazards and land-use conflicts identified in the previous step.
3. Revise planning and decision-making documents to be consistent with the bear/human conflict management plan.
4. *Implement a continuing education program, directed at all sectors of the community.*
5. Develop and maintain a bear-proof municipal solid waste management system.
6. Implement "Bear Smart" bylaws prohibiting the provision of food to bears as a result of intent, neglect, or irresponsible management of attractants.

Through the BCCF's WildSafeBC program, communities are able to address #4: *Implement a continuing education program, directed at all sectors of the community*. BCCF's WildSafeBC is the provincially approved educational program and is recognized by the BC Government, as the "go-to program". The provincial government acknowledges our expertise and we have had contracts with them for many years now and it is our responsibility to oversee the direct delivery of the education component of the Bear Smart Program. In 2014 they provided us with \$275K which we use to fund WildSafeBC.

To receive funding support for a WildSafeBC program and as part of our contract with the provincial government, each community or regional district must submit an application for funding support and provide a minimum of \$2500. The CRD WildSafeBC program was part of the BCCF's program and were supported in the amount of \$8,250.00

BCCF's mandate is to provide quality, cost-effective services via strategic partnerships with all levels of government, industry, non-governmental organizations, private groups, educational institutions and First Nations. We have implemented over 7,000 conservation projects since 1986. I encourage you to go to <http://www.bccf.com/public/about-us> to get a more detailed overview of what we do. We are a not-for-profit organization and we charge a fee for service or administration cost. To assist with communities, BCCF has lowered our rates to just 10% instead of the regular 13% we charge governments.

As part of our services, BCCF hires the community coordinator and oversees all aspects of human resources including hiring, pay roll, employee safety, and training. We provide a WildSafeBC Provincial Coordinator, Frank Ritcey, who ensures that the integrity of the program remains consistent throughout the province. Each community coordinator that is hired must follow our standards and protocols and produce a final report at the end of the season. This report is available to all partners.

To date in 2014, the CRD local community coordinator Debb Read has contacted over 3,400 people. These contacts were made through door-to-door campaigns, public displays, direct phone calls, displays and talks at summer camps, and a door-to-door blitz with the Sooke Youth Council. Frank Ritcey provided a electric fencing workshop at the Sooke Region Museum in September which was attended by ~30 people. This was a free workshop and the museum donated the space. Bee keepers and backyard chicken farmers attended, as well as local farmer/ranchers.

Debb has been working in the Sooke community for three years. The need for continued education in the community is evident. The Conservation Officer Service receives hundreds of bear complaints from Sooke, yearly. Over 200 of these complaints are the result of bears accessing improperly stored garbage. These bears are a safety concern to the Sooke community.

Many partnerships in the community have been made including: Sooke Food Chi, Sooke Youth Council, Sun River Gardens, Sooke Volunteer Association, Sooke Regional Museum, Sooke Mirror, Sooke River Campground, Sooke RCMP, T'Sou-ke Nation. We have been successful in raising awareness and the interest of local supporters. Sooke has been very receptive and supportive of the WildSafeBC program.

We are excited to submit this application to you and look forward to continuing to educate the local community and assist in keeping wildlife wild and *your* community safe.

If you require any further information or clarification please don't hesitate to contact myself or Frank Ritcey

Sincerely

Barb Waters
BC Conservation foundation Regional Manager

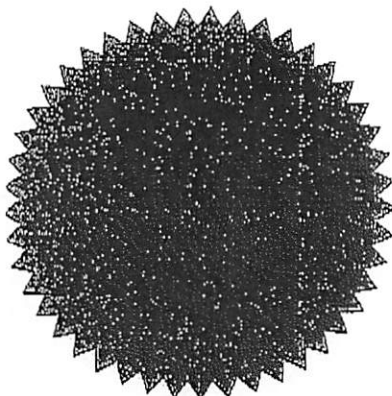


NUMBER: S-0008351

CERTIFICATE OF GOOD STANDING

SOCIETY ACT

I Hereby Certify that THE BRITISH COLUMBIA CONSERVATION FOUNDATION, a society duly incorporated under the laws of the Province of British Columbia is, according to the records of this office, an existing society and is, with respect to filing of returns, in good standing.



*Issued under my hand at Victoria, British Columbia,
on June 27, 2014*

CAROL PREST
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA

April 29, 2015

Community Grant Review Committee
District of Sooke
2205 Otter Point Road
Sooke, B.C. V9Z 1J2

Dear Committee members,

Wild Wise Sooke is a new program of Sooke Transition Town Society (Transition Sooke) with a mission to reduce human/wildlife conflicts within Sooke through education, cooperation and active management initiatives. We are presently launching our first project "Bear Wise" to handle bear/human conflicts in Sooke.

Towards this project, we are submitting a request for Community Grant B funding.

Through the last round of Community Grant A projects, \$1225 was awarded to BCCF for program materials for a similar bear/human conflict reduction program in 2015. It has now been confirmed that BCCF will not be operating in Sooke this year. We therefore request the Committee to transfer these A Grant funds to our Wild Wise Sooke project.

We are applying to a number of funders for funding for our project. Unfortunately, most of these funds are not available for at least 90 days after application. Bears are presently out of hibernation and we expect that we will need to do a considerable amount of education and resident contact in May. We therefore are in immediate need of the A Grant (and the B Grant) monies to purchase brochures, signs and other materials so that our education program can start as soon as possible.

We therefore request the Committee to approve a transfer of the previously approved \$1225 A Grant to BCCF to the Transition Sooke Wild Wise Project.

Sincerely,

Nitya Harris
Wild Wise Sooke
A Project of
Sooke Transition Town Society

BC Conservation Foundation – WildSafe BC program (requested amount \$7,000)
MOVED and seconded to approve a Category A grant to BC Conservation Foundation's – WildSafe BC program in the amount of \$1,225 to be used towards the purchase of materials and supplies including toolkits, contingent upon new Council's approval of the 2015-2019 Five Year Financial Plan.
CARRIED UNANIMOUSLY

MOVED and seconded that Bylaw No. 617, *Animal Regulation and Impounding Amendment Bylaw (392-2)* be introduced and read a first time.

CARRIED UNANIMOUSLY

MOVED and seconded that Bylaw No. 617, *Animal Regulation and Impounding Amendment Bylaw (392-2)* be a second time.

CARRIED UNANIMOUSLY

MOVED and seconded that Bylaw No. 617, *Animal Regulation and Impounding Amendment Bylaw (392-2)* be read a third time.

CARRIED UNANIMOUSLY

REPORTS REQUIRING ACTION

RA-1 Sooke Transition Town – Wild Wise Sooke

MOVED and seconded to approve the transfer of the 2015 Category A Community Grant awarded to BC Conservation Foundation's "Wild Safe BC" program to Sooke Transition Town Society's "Wild Wise Sooke" program.

CARRIED UNANIMOUSLY

RA-2 Proposed Strata Title Conversion of Previously Occupied Dwelling Located at 2080 / 2082 Drennan Street

MOVED and seconded to grant Approval in Principle for the strata title conversion of the previously occupied dwelling located on Lot 2, Section 14, Sooke District, Plan EPP44547 as outlined on proposed strata plan EPS2348 subject to meeting all the requirements of Council Policy Np. 8.6, *Residential Strata Title Conversion Policy, 2010*;

AND TO direct staff to work with the applicant to finalize all technical details related to the application before bringing it back before Council for consideration of approval of the final strata plan.

CARRIED UNANIMOUSLY

RA-4 Confined Space Rescue Agreement with School District No. 62

MOVED and seconded to approve the Confined Space Rescue Agreement with School District # 62;

AND To authorize the Mayor and Chief Administrative Officer to sign the Confined Space Rescue Agreement with School District # 62

CARRIED UNANIMOUSLY

REPORTS FOR INFORMATION

RI-1 RCMP Quarterly Report

MOVED and seconded to receive the report for information.

CARRIED UNANIMOUSLY

RI-2 Implications of Potential Sale of Soule Road Right of Way

MOVED and seconded to receive the report for information.

CARRIED UNANIMOUSLY

RI-3 Mayor and Council Reports (Verbal)

- Discussion of closure of Sooke Road due to Motor Vehicle accident

APPENDIX II - Policy No. 5.1

District of Sooke

SEP 29 2015

Received

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: TRANSITION SOOKEAddress of Organization: C/O 2270 POND PLACESOOKE, B.C.V9Z 0V9Phone: Fax: N/AE-mail: Contact Person: JEFF BATEMAN

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input checked="" type="checkbox"/> Heritage
	<input checked="" type="checkbox"/> Public safety and community welfare
	<input checked="" type="checkbox"/> Community beautification
	<input checked="" type="checkbox"/> Environmental

Amount Requested: \$4,000.00Total Budget: \$5,850.00
(attach completed Budget Form)Have you applied before? YES when? 2015 Grant received? YES (Wild Wice Sooke)Have you submitted a final report for previous grant? NOIncorporation number and date of incorporation if applicable: S-0058699
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Describe your organization, its mandate and program (s) _____

Transition Sooke is a non-profit volunteer citizen's initiative dedicated to working collaboratively with existing groups in the Sooke region to build community resilience and sustainability. Founded in 2010, we are affiliated with the UK-based Transition Network as one of 479 "official" Transition Towns around the world. In 2015, we have played a founding role in the launch of our working groups Zero Waste Sooke, Wild Wise Sooke and Permaculture Sooke. We have also helped organize the Sooke Region Foodshed Roundtable initiative.

Describe the community project, program, service, activity or event ("project") for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

Project description: _____

(i) **Transition Sooke:** Seeking operational funds for a series of 2015 projects: a) reskilling workshop series; b) speaker presentations; c) film rental fee for an Awareness Film Night screening.

(ii) **Wild Wise Sooke:** Operational funds for a) coordinator's travel expenses for site visits within the District of Sooke; b) public-education presentations to schools, scouts and guides, community groups etc.

(iii) **Zero Waste Sooke:** Operational funds for a) an Open Space meeting on waste management in the Sooke region; b) promotional materials (signage, artwork supplies, website expenses, stencils for recycled t-shirts); c) registration with Zero Waste Canada; d) monthly meeting room rentals x 12 at Sooke Region Volunteer Centre.

Purpose of project: _____

1. **Transition Sooke:** a) Reskilling workshops give community members expertise in skills once commonly known to previous generations, i.e., foraging, fermentation, food preservation, bike/engine maintenance, food gardening, etc. b) speaker series gives residents chance to hear from experts in fields related to Transition mandate (i.e., food security, alt.energy, non-violent communications, consensus training).

2. **Wild Wise Sooke:** Coordinator Debb Read travels an average of 350-450 kms per week making house calls re: bear safety and habituation issues in problem neighborhoods. Funding is sought for a portion of her 2015 travel expenses as well as expenses related to public education talks.

3. **Zero Waste Sooke:** Operational costs are sought for this citizen's initiative. A facilitated community Open Space meeting lets Sooke residents debate and seek solutions to local waste-management issues - Net Zero Waste compost plant, waste-transfer stations, pet waste, illegal dumping, waste-as-energy-source possibilities, etc.

Names of those carrying out the projects include ... _____

Transition Sooke - Blake Barton, Jeff Bateman, Martin Bissig, Sofie Hagens, Lee Hindrichs, Stephen Hindrichs, Kara Middleton, Andrew Moore, Tony St-Pierre, Michael Tacon, Mark Ziegler.

Wild Wise Sooke - Debb Read, Nitya Harris.

Zero Waste Sooke - Steve Unger, Wendy O'Connor, Zach Ogilvie, Jo Philips, Bev England, Ralph Hull, Lis Johansen, Anna Smandych, Glyse Clarkson.

COMMUNITY GRANT PROGRAM - Budget Template

Please include with your application

Date:

Organization Name:

Revenues	Other funders (please list)			Total
	Confirmed	Pending	In-kind	
Grants:				\$
District of Sooke request		4,000 ⁰⁰		\$ 4,000 ⁰⁰
Other grants				\$
(list funder) VanCity Community Project Grant (?)		1,000 ⁰⁰		\$ 1,000 ⁰⁰
(list funder)				\$
				\$
Admissions / fees: By donation		850 ⁰⁰		\$ 850 ⁰⁰
(pay-what-you-can)				\$
Other:				\$
				\$
Total Revenue:	TRANSITION SOOKE			\$ 5,850 ⁰⁰
Expenses	a) Reskilling workshops x 4 (2015) - insurance, honorariums, publicity, venue			\$1,000.00
	b) Speaker series x 3 (2015) - honorariums, travel, venue rental			\$ 800.00
	c) Film rental fee for Awareness Film Night screening (Jan. 2015)			\$ 300.00
	WILD WISE SOOKE			
	a) Debb Read's 2015 travel expenses within District			\$1,000.00
	b) Presentation expenses, i.e., scouts, cubs, Sooke schools, resident groups			\$ 700.00
	ZERO WASTE SOOKE			
	a) Open Space community meeting (honorariums, venue rental, misc. costs)			\$1,000.00
	b) Costs for signage, brochure, website development			\$ 500.00
	c) Registration with Zero Waste Canada			\$ 100.00
	d) Supplies and stencils for recycled ZWS shirts/vests			\$ 200.00
	e) 10 meetings at Sooke Region Volunteer Centre @ \$25 each			\$ 250.00
Total Expenses				\$ 5,850 ⁰⁰
Net Income				\$ 0

**SOOKE TRANSITION TOWN SOCIETY – INCOME/EXPENSE STATEMENT
15th September 2014 – 15th September 2015**

MAIN ACCOUNT

Income

DONATIONS.....\$2009.85

Expenses

Event Rentals.....\$713.75
Advertising.....\$395.54
Printing and Design.....\$326.03
Project Contract (Permaculture Demo).....\$300.00
Logo Design.....\$430.00
Banking Cost (cheques).....\$135.39
Society Annual Return fees.....\$ 40.00
Membership Dues.....\$ 50.00
Purchase of a Display Banner.....\$ 94.50
Insurance (Outdoor Event).....\$175.00
Event co-sponsorship (with BCSEA).....\$100.00
Miscellaneous.....\$107.28

TOTAL EXPENSES.....\$2867.49

SUB-ACCOUNT – WILD WISE SOOKE

Income

\$5325.00

Expenses

\$1466.93 (Printing costs for flyers and signs)

TOTAL COMBINED ACCOUNT DETAILS

TOTAL COMBINED INCOME = \$7334.85

TOTAL COMBINED EXPENSES = \$4334.42

TOTAL COMBINED ACCOUNT BALANCE (15 September, 2015) = \$5808.05
including interest

MT – Treasurer

**Sooke Transition Town Society – Balance Sheet
15th September 2014 – 15th September 2015**

Main Account

September 2014 balance forward = \$2807.62

TOTAL INCOME : \$2009.85

TOTAL EXPENSES : \$2867.49

Account Loss over the year = \$857.64 minus bank interest

September 2015 balance forward = \$1949.98

Wild Wise Sooke – Sub-Account

Initial Deposit (17th June 2015).....\$5325.00

EXPENSES = \$1466.93

Current Balance forward = 3858.07

TOTAL BALANCE IN ALL ACCOUNTS = \$5808.05

Prepared by Michael Tacon
Treasurer – Sooke Transition Town Society
September 17th, 2015



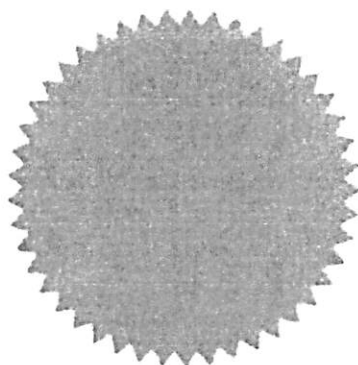
Registry
Services

Number S-0058699

CERTIFICATE OF INCORPORATION

SOCIETY ACT

*I Hereby Certify that SOOKE TRANSITION TOWN SOCIETY was incorporated under the Society Act
on August 18, 2011 at 12:26 PM Pacific Time*



*Issued under my hand at Victoria, British Columbia
on August 18, 2011*

RON TOWNSHEND
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA

Wild Wise Sooke Program

Bear Wise Project

A Project of Transition Sooke

Work Plan

April 22, 2015

Mission:

To reduce human/bear conflict through education, cooperation and active management initiatives in the community of Sooke.

Governance:

The Sooke Bear Wise Project will be a project of Transition Sooke. The work will be led by two part-time project co-ordinators with the involvement of a number of volunteers. The Project will be advised by a Working Group comprised of the following:

- Transition Sooke
- District of Sooke
- Coexisting with Carnivore Alliance
- Conservation Officer Service
- RCMP
- Sooke Chamber of Commerce
- EMCS Society
- Habitat Acquisition Trust

Regular reporting will be done to the Board of Transition Sooke regarding the project.

Project Elements:

- Background
- Benefits of a Community Program
- Key Messages
- Target Audiences
- Delivery Strategies
- Project Plan 2015
- Project Budget 2015
- Project Funding 2015
- Performance Indicators
- Resources

Background:

The black bear, the largest mammal on Vancouver Island is distributed throughout the entire

island with higher concentrations in the uninhabited low-lying forests including Sooke. Bears and humans have similar habitat needs and so there is a significant potential for conflict.

In 2013/14, there were 523 calls to the Conservation Officer (CO) regarding bears in the CRD and 441 of these calls were just from the District of Sooke. In this time, 23 bears were killed in the CRD and 16 of these bears were killed in the Dist. of Sooke. These numbers indicate that the District of Sooke is a hotspot for carnivore conflict within the CRD. An extensive public education and conflict reduction program was conducted by Debbie Read via WildsafeBC program which resulted in a large reduction of bear complaints and kills.

In 2014/15 there were 374 calls regarding bears in the CRD and of these 278 calls were from Sooke. Also, at this time, 10 bears were killed in the CRD and 4 of these bears were killed in the District of Sooke. The education program has obviously made a huge difference and needs to be continued or this progress will be lost.

An education program to deal with human/bear conflicts was not available in Sooke in 2015. To ensure that we have continuation, in discussion with the Mayor of Sooke and municipal staff, a number of Sooke community members including the Chamber of Commerce, Sooke Transition, Sooke Food Chi, municipal staff, the Conservation Officer and the RCMP were invited to discuss the possibilities for conducting a community bear education program in Sooke.

The meeting established the need for an existing Society to become a fiscal host for this project to allow the immediate start up for upcoming season, form partnership to encourage working together sharing and further development opportunities. Also, there are already a number of organizations that deal with similar issues in Sooke and it was recognized that in working with an existing organization, the education program could be integrated with many different societies and organizations in Sooke. The opportunity to partner and collaborate with Transition Sooke in their Waste management program was identified and Board approval was sought. On April 14, 2015 the Board of Transition Sooke accepted the Sooke Bear Wise Project as one of their projects.

Benefits of a Community Program:

There are a number of benefits to Sooke having a Community Bear Conflict Reduction program including:

- Support from municipality and community organizations
- Potential for funding opportunities from business and province
- Funds go directly to community
- Support of community educational needs
- Support of Wildlife and Environment of Sooke
- Involvement of Sooke Youth Council organization, volunteer participation, and possible employment opportunities
- Co-operation with Sooke businesses involved with the hospitality industry, nature tours etc.

- Potential collaboration with Food Chi for support and education
- Assistance to RCMP with wildlife complaints
- Contribution to Chamber of Commerce initiatives for Adult education, New Comers Club educational luncheons, and Job creation and work experience programs
- Work directly with municipality to cooperatively resolve community and municipal wildlife issues
- Support and work directly with Conservation Services through education and innovation

Key Messages

- Human/bear conflict can be reduced by managing food attractants
- Education and cooperation are key factors
- Bears have been here in Sooke historically and will continue to be there into the future and we can coexist with them

Target Audiences

- Residents requesting help and information
- General Public
- Students and school staff
- Municipal staff and councilors
- Businesses and service organizations in Sooke

Delivery Strategies

- Work with the Conservation Officer service to address conflicts
- Assist COs with response to calls made to the RAPP line
- Consistent and defensible signage
- Garbage tagging
- Presentations to all types of groups
- Presence and education at public events and information booths
- Presentations to school groups
- Outreach to the commercial sector and volunteer programs
- Media and social networking
- Input into community planning
- Provide input into bylaw development
- Work with municipal solid waste providers and municipal staff
- Work with agricultural sector especially food growers

APPENDIX II - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: _____

Address of Organization: _____

Phone: _____

Fax: _____

E-mail: _____

Contact Person: _____

Category	Grant eligibility area:
<input type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input type="checkbox"/> Environmental

Amount Requested: _____

Total Budget: _____
(attach completed Budget Form)

Have you applied before? _____ When? _____ Grant Received? _____

Have you submitted a final report for previous grant? _____

Incorporation number and date of incorporation if applicable: _____
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Does your organization receive a permissive tax exemption? Yes _____ No _____

Does the organization that owns the building you occupy receive a permissive tax exemption? Yes _____ No _____

Describe your organization, its mandate and program (s) _____

Describe the community project, program, service, activity or event ("project") for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding.

Project description: _____

Purpose of project: _____

The names of those involved in carrying out the project: _____

Date and Place of Project: _____

COMMUNITY GRANT PROGRAM APPLICATION - BUDGET

Please give detailed revenue projections and indicate which revenue is speculative.

REVENUE	
	\$
Grants:	\$
	\$
	\$
	\$
	\$
	\$
	\$
Admissions/fees:	\$
	\$
	\$
	\$
	\$
	\$
	\$
Other:	\$
	\$
	\$
	\$
	\$
	\$
TOTAL REVENUE:	\$

EXPENSES:	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENSES:	\$



Organizational Status:

- ◆ Registered as the **Crisis Intervention and Public Information Society of Greater Victoria**
- ◆ Doing business as **NEED2 Suicide Prevention, Education & Support**
- ◆ NEED2 is a not for profit Society registered in the province of BC.
Society Number: S9169
Date Registered: 1971
- ◆ NEED2 is a federally registered charity
Registered Charitable Number: 11887 9790 RR0001
Date Registered: March 10, 1971
- ◆ Fiscal Year: April 1 to March 31

Organizational History:

Crisis Intervention and Public Information Society of Greater Victoria has been serving residents of the Greater Victoria region since May 1971. Doing business as, NEED Crisis and Information Line, NEED operated the local crisis line until 2010 when the Health Authority, it's key funder, consolidated all crisis lines of Vancouver Island into one centre in Nanaimo. Since 1996, NEED also developed and delivered suicide prevention and community education services and more recently, a web based support service for youth. We are continuing to offer these services in the Victoria area, under our new doing business as name, NEED2 Suicide Prevention, Education, and Support. Currently our focus is on youth, and we plan to continue to develop our capacity to address suicide prevention and mental wellness across the lifespan.

We are the only agency in the CRD that has a focus on suicide education and prevention. We know that there is much room for program development and we believe that there is a vital need for programs which will help provide a continuum of preventive and intervention services for youth and others in the CRD and help break the silence around suicide and depression in our community.

Governance and Staff

NEED2 is governed by a Board of Directors who are elected to two year terms (staggered) at the Annual meeting of the Society. Board Meetings must be held at least eight times a year, and the general practice is that ten meetings are held annually.

Board of Directors – 2013/14

Chair

Tonja DeRoy

Secretary

Andrea Hasey

Vice Chair

David Smith

Directors

Michael Munro

Kalai Pillay

Treasurer

Sameer Jinnah

Administrative and Program Staff

Executive Co-Directors

Jane Arnott

Chris Holt

Administrative Manager

Dallas Atkins

Suicide Education & Awareness Manager

Justine Thomson

Youthspace Manager

Maureen Elworthy

Program Facilitators

Chrissey Farwell

Monika Grzegorzek

Susie Primrose

Liz Radermacher

Kristin Stein (contract)

Mission Statement:

NEED2 promotes emotional wellness by providing crisis and suicide prevention education, community support and connections to related resources, in the Capital Regional District and broader communities.

CORE STRATEGIES

- ◆ To prevent death by suicide, with suicide awareness and prevention programs focused on youth;
- ◆ To provide high quality, skill-based training and supervision to community volunteers so they can deliver effective suicide prevention programs;
- ◆ To train others in the community in communication skills and suicide prevention as requested;

Programs and Services Description

Whole Schools Suicide Education Program

Youth today are affected by a complex array of social and emotional issues to which some respond with high degrees of anxiety and despair and a sense of helplessness. Unfortunately in some cases suicide is seen as the only way out. We would like to ensure that someone responds or reaches out to the majority of youth and young adults who are considering suicide, and in so doing prevent premature deaths.

The Suicide Awareness for Youth program offered by NEED2 provides suicide education to youth in classrooms or community groups provided by well trained and supported volunteers. Presentations focus on recognizing warning signs and connecting to support resources for both the youth in crisis and the helper-friend. In the 2012-13 school year over 2400 students/youth were reached through SAY. At the end of each class, in the post survey, students have the opportunity to identify themselves and indicates whether they want to be contacted because they are concerned about themselves or a friend (this information is given to the school counselors who have committed to follow-up)—one in ten students are indicating that they want help.

NEED2 has, in the last two years, adopted the Whole Schools approach, whereby we partner with schools and provide SAY presentations to every class in a single Grade cohort, and also provide awareness presentations to school Gatekeepers --in school adults and peers who may come into contact with youth who are struggling and may be at risk of suicide. These presentations increase the comfort level of school personnel to hear and respond to and get help for at risk students.

Providing youth directly with education about how to recognize warning signs and how to access support is crucial-- 80% of youth indicated that they had sought out their friends for assistance (McCreary Centre Society, 2008). While it is important to provide suicide information to youth, current best practice suggests that it is also important to ensure that youth know that they have adult support in dealing with a suicidal friend. The current program addresses and potentially breaks the taboo that surrounds the topic of suicide. Only by talking about it will we be able to prevent further loss of life and help lessen the pain felt by those who have lost loved ones by suicide.

Youthspace.ca (www.youthspace.ca)

NEED2 reaches many youth locally through our dedicated youth crisis portal called Youthspace.ca which provides emotional support and crisis intervention through one-to-one online chats delivered by professionally trained and supported volunteers. We encourage you to take a look at the site at www.youthspace.ca

Being online to support youth is a unique experience because they connect with us anonymously and on their own terms. We never come to know their names or their faces but they all come to us needing help. For some we are the first people they have reached out to, others are already connected to social workers, counsellors and other "health professionals". Yet, according to the youth who chat with us, these professionals often don't hear the full story. Youth often share with

us that they feel too judged by the people in their lives to admit that they are considering suicide, or are harming themselves; or to talk about their mental illness or the abuse they are experiencing. By providing a safe, online service to access support, we meet the needs of youth to talk about their feelings and experiences without judgment. We provide a life line for young people who may not otherwise get help – we validate the unique experiences of youth, and work with them to assess risk and develop a safety plan that works for them. Some youth come online to chat once, just to ask a question or get something off their mind. Other users come online regularly.

The services provided through Youthspace.ca increase protective factors by providing a sense of affiliation, increasing help seeking and connection to a network of appropriate local supports, supporting youth who are struggling with health (mental and physical) concerns and addictions, increasing early intervention and connection to appropriate supports/ services, and enhancing overall resilience. It provides a safe and accepting space, supporting the development of healthier coping strategies in the lives of individual users. The support provided by Youthspace.ca mitigates risk by reducing harmful coping behaviours, by reducing isolation, by reducing the severity and negative impact of situational crises for youth, and by providing positive information.

Youth can reach the chat service through the site at Youthspace.ca or through texting. The chat service is open every night from 6-11pm PST and until midnight on Friday and Saturday. Currently over 40 trained and supported volunteers actively engage with chatters on a regular basis. In 2012-13, Volunteers responded to 1185 chats, and were unable to respond to a third that number because they were busy with other chats. Youth between the ages of 13-24 are the major users of the chat service.

Youth can also participate in a discussion forum where they can post and reply to each other on topics ranging from school and relationships to self-harm and suicide. Staff review all posts before they are posted on the forum to ensure that posts are appropriate and that the space is kept safe for all who participate.

Support for Suicide Loss Group

Unfortunately, many of us have experienced the profound impact that a death by suicide can have on family, friends and communities. NEED2 also provides a support group for adults impacted by a suicide. The group meets once monthly and is supported by an experienced facilitator who keeps the space safe and provides support to the group and its members. The group provides a safe and confidential opportunity for discussion and sharing among peers. The group offers people the opportunity to witness shared experiences and to connect with others who are also coping. While each member is at a different point in their healing journey, everyone brings an inspiring story about their experience so far. The intention of the group is to encourage and support each other through the struggles, challenges and triumphs of healing after suicide loss. It can help to talk and listen to others who are also trying to find ways of coping. Knowing that others are living with similar circumstances helps group members to feel less alone in their journey through grief.

Benefits to Sooke residents

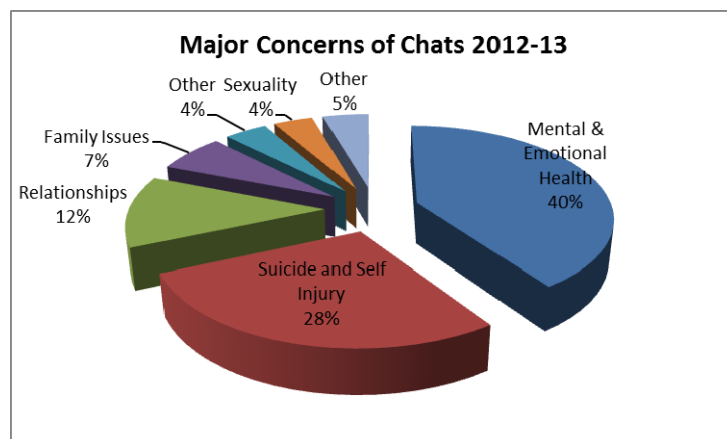
Suicide Awareness for Youth (SAY)

Since 2004, NEED has delivered 35 SAY presentations to students at Journey Middle School and 30 to students at Edward Milne Community School, educating approximately 1,625 students on the topic of suicide; a topic that we know our youth are thinking about, but that very few people feel comfortable talking about with them. Last year NEED2 also spoke to 20 teachers at Journey and 25 teachers at Edward Milne. The program has been a consistent presence in Sooke schools for 10 years.

Youthspace.ca

Youthspace.ca reaches youth where they are today: online. Any youth can access our website from wherever they are located in the CRD. Access can be through the Youthspace.ca website or users can text the chat service directly (778-783-0177). Since NEED2 does not ask for demographics from our users, we do not know how many of these users are youth in the District of Sooke, however we know that youth are reaching out on this website for support, and it is available for all youth residing in Sooke.

Youthspace.ca Web Stats Year Apr 2012 – Mar 2013	Site Total
Total Visits	21,024
Total Unique Visitors	13,046
Total Page Views	63,839
Total Chats	1,185



Community Education and Support

NEED2 offers skills-based workshops with an emphasis on communication skills, and suicide risk and assessment skills. These workshops are often delivered in workplaces or community organizations to residents in all of the CRD. Our Support for Suicide Loss group is provided free of charge and is available for residents of the District of Sooke.

Request for Municipal Funding

NEED (Crisis and Information Line) served the communities of the CRD and beyond as the only 24/7/365 service for 39 years. We are asking communities to continue to support us in our new role which is honouring our expertise in suicide prevention and continuing to save lives in our communities. Your funding support will help us continue both Youthspace.ca and our suicide prevention efforts directed to your community's youth.

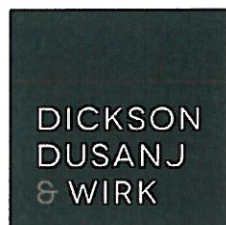
Notably, we are also able leverage the funds we get from each of the thirteen municipalities in the CRD to seek additional ongoing support from other funders.

Last year Council generously supported NEED2 by providing \$3,184 and we would request that that level of support be continued.

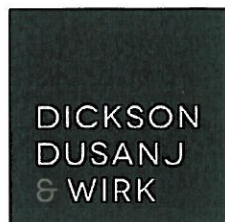
Financial Statements of

**CRISIS INTERVENTION AND
PUBLIC INFORMATION SOCIETY
OF GREATER VICTORIA**

Year Ended March 31, 2013



CHARTERED
ACCOUNTANTS



CHARTERED
ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Crisis Intervention and Public Information Society of Greater Victoria

We have audited the accompanying financial statements of Crisis Intervention and Public Information Society of Greater Victoria (the "Society"), which comprise the statements of financial position as at March 31, 2013, March 31, 2012 and April 1, 2011, and the Statements of operations and changes in net assets and cash flows for the years ended March 31, 2013 and March 31, 2012, 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.

Auditors' Responsibility

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

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

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

Basis for Qualified Opinion

In common with many charitable organizations, the Society derives revenue from fundraising and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues from fundraising and donations was limited to the amounts recorded in the records of the Society and we were not able to determine whether any adjustments might be necessary to fundraising and donations revenue, deficiency of revenues over expenses, and net assets.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, if any, these financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2013, March 31, 2012, and April 1, 2011 and the results of its operations and changes in net assets and cash flows for the years ended March 31, 2013 and March 31, 2012 in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the Society Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied, after giving retrospective effect to the adoption of the new standards as explained in Note 2 to the financial statements, on a basis consistent with that of the preceding year.

Chartered Accountants

Victoria, BC
June 11, 2013

CRISIS INTERVENTION AND PUBLIC INFORMATION SOCIETY OF GREATER VICTORIA
STATEMENTS OF FINANCIAL POSITION

	March 31, 2013 \$	March 31, 2012 \$	April 1, 2011 \$
ASSETS			
CURRENT			
Cash	147,050	255,262	274,487
Accounts receivable	7,594	6,988	-
Government remittances receivable	3,770	2,255	2,640
Prepaid expenses	7,817	7,061	8,036
	166,231	271,566	285,163
 EQUIPMENT (Note 3)	 5,595	 8,175	 9,810
	171,826	279,741	294,973
LIABILITIES			
CURRENT			
Accounts payable and accrued liabilities (Note 4)	15,496	14,277	9,788
Training fee deposits	9,290	5,000	-
Loan payable (Note 5)	39,000	39,000	39,000
Deferred revenue (Note 6)	61,195	77,285	81,505
	124,981	135,562	130,293
NET ASSETS			
ENDOWMENT FUND (Note 7)	4,876	4,876	4,712
INVESTED IN EQUIPMENT	5,595	8,175	9,810
INTERNALLY RESTRICTED (Note 8)	9,870	9,870	10,959
UNRESTRICTED	26,504	121,258	139,199
	46,845	144,179	164,680
	171,826	279,741	294,973

COMMITMENTS (Note 9)

Approved on Behalf of the Board:

 Director
 Director

See accompanying notes

CRISIS INTERVENTION AND PUBLIC INFORMATION SOCIETY OF GREATER VICTORIA
STATEMENT OF OPERATIONS

YEAR ENDED MARCH 31,	2013	2012
	\$	\$
REVENUES (SCHEDULE 1)	297,911	268,923
EXPENSES		
Advertising	3,391	2,411
Amortization	2,580	2,724
Audit	3,957	3,956
Education and professional development	3,167	8,016
Equipment	6,364	6,116
Insurance	6,766	5,552
Janitorial	1,050	-
Maintenance	10,045	287
Membership dues and publications	1,346	1,180
Miscellaneous	4,098	3,117
Office and postage	3,489	2,447
Rent	18,848	9,586
Salaries and benefits	308,079	228,195
Stationery	-	188
Technology costs	4,253	5,369
Telecommunications	3,896	3,207
Travel	4,969	3,687
Utilities	1,712	-
Volunteer expenses	1,254	477
Workshops	5,981	3,073
	395,245	289,588
(DEFICIENCY) OF REVENUES OVER EXPENSES FOR THE YEAR	(97,334)	(20,665)

See accompanying notes

CRISIS INTERVENTION AND PUBLIC INFORMATION SOCIETY OF GREATER VICTORIA
STATEMENT OF NET ASSETS

YEAR ENDED MARCH 31,

	Endowment Fund \$	Investments in Equipment \$	Internally Restricted \$	Unrestricted \$	Total 2013 \$	Total 2012 \$
BALANCE, beginning of year	4,876	8,175	9,870	121,258	144,179	164,680
(Deficiency) of revenues over expenses	-	(2,580)	-	(94,754)	(97,334)	(20,665)
Endowment contributions	-	-	-	-	-	164
BALANCE, end of year	4,876	5,595	9,870	26,504	46,845	144,179

See accompanying notes

CRISIS INTERVENTION AND PUBLIC INFORMATION SOCIETY OF GREATER VICTORIA

CASH FLOW STATEMENT

YEAR ENDED MARCH 31,	2013 \$	2012 \$
CASH FLOWS FROM (USED IN) OPERATING ACTIVITIES:		
(Deficiency) of revenues over expenses	(97,334)	(20,665)
Amortization	2,580	2,724
(Increase) in accounts receivable	(606)	(6,988)
(Increase) decrease in prepaid expenses	(756)	975
(Increase) decrease in government remittances receivable	(1,515)	385
Increase in accounts payable and accrued liabilities	1,219	4,489
(Decrease) in deferred revenue	(16,090)	(4,220)
Increase in training fee deposits	4,290	5,000
TOTAL CASH FLOWS (USED IN) OPERATING ACTIVITIES	(108,212)	(18,300)
CASH FLOWS (USED IN) INVESTING ACTIVITIES:		
Purchase of equipment	-	(1,089)
CASH FLOWS FROM FINANCING ACTIVITIES:		
Increase in Endowment Fund	-	164
NET (DECREASE) IN CASH	(108,212)	(19,225)
CASH - beginning of year	255,262	274,487
CASH - end of year	147,050	255,262

See accompanying notes

CRISIS INTERVENTION AND PUBLIC INFORMATION SOCIETY OF GREATER VICTORIA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED MARCH 31, 2013

1. PURPOSE OF THE ORGANIZATION

The Crisis Intervention and Public Information Society of Greater Victoria (the "Society"), doing business as NEED2 Suicide Prevention Education and Support, is a local organization operating programs which provide assistance to people who need support, information or have a problem they would like to discuss with someone, and provides suicide prevention and education services. The Society is incorporated under the Society Act of British Columbia as a not-for-profit organization and is a registered charity under the Income Tax Act.

2. ACCOUNTING POLICIES

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The Company's significant accounting policies are as follows:

Equipment

Equipment is stated at cost. Amortization is based on the estimated useful life of each asset using the following methods and annual rates:

Computer equipment	3 - year	Straight-line
Furniture and equipment	20 %	Declining balance
Telephone equipment	20 %	Declining balance
Website	5 - year	Straight-line

In the year of acquisition only one-half the normal rate is applied.

Revenue Recognition

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

Use of Estimates

The preparation of these 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 at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. Actual results could differ from these estimates.

Contributed Services

During the year, volunteers contributed many hours of service. Due to the difficulty in determining the fair value, contributed services are not recognized in the financial statements.

Financial Instruments

The Society initially measures its financial assets and financial liabilities at fair value. The Society subsequently measures all its financial assets and financial liabilities at amortized cost. Changes in fair value are recognized in the statement of operations.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, training fee deposits, and loan payable.

CRISIS INTERVENTION AND PUBLIC INFORMATION SOCIETY OF GREATER VICTORIA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2013

2. ACCOUNTING POLICIES (CONTINUED)

Conversion to Canadian Accounting Standards for Not-For-Profit Organizations

Commencing with the 2013 fiscal year, the Society has adopted Canadian accounting standards for not-for-profit organizations issued by the Accounting Standards Board. These financial statements are the first financial statements for which the Society has applied Canadian accounting standards for not-for-profit organizations, which have been applied retrospectively.

The conversion to the Canadian accounting standards for not-for-profit organizations on April 1, 2011 did not result in adjustment to previously reported assets, liabilities or net assets of the company, and accordingly no adjustments have been recorded in the comparative statement of financial position, statement of net assets, statement of operations, or cash flows.

3. EQUIPMENT

	2013		2012	
	Cost	Accumulated	Cost	Accumulated
	\$	Amortization	\$	Amortization
		\$		\$
Computer equipment	6,140	5,932	6,751	6,127
Furniture and equipment	2,367	1,121	2,367	809
Telephone equipment	7,487	4,260	7,487	3,453
Website - Youthspace	5,230	4,316	5,230	3,271
	21,224	15,629	21,835	13,660
Less: Accumulated amortization	15,629		13,660	
Net Book Value	5,595		8,175	

4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities include \$10,612 of accrued vacation and overtime pay (2012 - \$6,796).

5. LOAN PAYABLE

The loan payable is unsecured, does not bear interest and has no set terms of repayment. The loan payable is due to the Vancouver Island Health Authority.

CRISIS INTERVENTION AND PUBLIC INFORMATION SOCIETY OF GREATER VICTORIA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED MARCH 31, 2013

6. DEFERRED REVENUE

The deferred revenue of the Society represents contributions which were restricted by the donors for specific programs and services of the Society:

	2013	2012
	\$	\$
BC Gaming	60,000	60,000
United Way of Greater Victoria	-	10,005
Victoria Foundation	-	5,000
Town of Sidney	500	800
Other	695	1,480
	<u>61,195</u>	<u>77,285</u>

7. ENDOWMENT FUND

The Endowment Fund of the Society consists of the Linda Woodward Stanton Endowment Fund. The intention of the fund is to retain and build the capital in perpetuity and use the interest to enhance the experience of volunteers at the Society by supporting volunteers to attend workshops, providing bursaries and supporting speakers.

8. INTERNALLY RESTRICTED NET ASSETS

The Board of Directors has restricted a portion of the Society's net assets to be used for future furniture, equipment and technology purposes. These internally restricted amounts are not available for other purposes without approval of the Board.

9. COMMITMENTS

The Society has an operating lease for rental of its photocopier expiring January 1, 2015. Quarterly minimum lease payments are \$1,400 plus applicable sales taxes.

The organization leases its premises under an agreement which expires September 30, 2013, with the right to a renewal term of one year. The minimum annual lease obligation for the next year is as follows:

	<u>\$ Amount</u>
2014	13,440

10. FINANCIAL RISKS AND CONCENTRATION OF RISKS

The fair value of cash, accounts receivable, accounts payable and accrued liabilities, training fee deposits, and loan payable approximate their respective carrying values due to their short-term nature.

Financial instruments that potentially subject the Society to credit risk consist principally of accounts receivable. Accounts receivable are not concentrated with any single party, therefore the Society is not subject to any significant concentration of credit risk.

It is management's opinion that the Society is not exposed to significant interest or currency risks arising from its financial instruments. The company has a comprehensive risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments. The risks that arise from transacting financial instruments include credit risk, currency risk, interest rate risk and liquidity risk.

CRISIS INTERVENTION AND PUBLIC INFORMATION SOCIETY OF GREATER VICTORIA

SCHEDULE 1

SCHEDULE OF REVENUES

YEAR ENDED MARCH 31,	2013 \$	2012 \$
REVENUES		
Donations and fundraising	18,494	18,733
Gaming	60,000	81,250
Ministry of Children and Family Development	20,000	15,000
Municipal grants	49,778	51,946
Other grants	93,688	39,000
Other revenue	2,146	2,560
Sale of guides/training fee	2,600	710
United Way	41,175	53,933
Workshops	10,030	5,791
	<u>297,911</u>	<u>268,923</u>

See accompanying notes

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

FINAL REPORT

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Crisis Intervention and Public Information Society of Greater Victoria
dba NEED2 Suicide Prevention Education & Support

Address of Organization: 1524 Fort St.

Victoria, BC. V8S 5J2

Phone: 250.386.6328

Fax: N/A

E-mail: admin@need2.ca

Contact Person: Justine Thomson, Executive Director

Grant eligibility area:

- ☐ Sports and recreation
- ☐ Fine Arts and culture
- ☐ Heritage
- ☒ Public safety and community welfare
- ☐ Community beautification
- ☐ Environmental

Community project, program, service, activity and/or event evaluation: _____

SEE ATTACHED

COMMUNITY GRANT PROGRAM - Financial Statement

Period Covered: April 1, 2014 – March 31, 2015

Organization Name: NEED2 Suicide Prevention Education & Support

Revenues	Actual Results
<i>Grants:</i>	\$
BC Gaming	\$ 66,341
United Way of Greater Victoria	\$ 30,261
Municipal Governments (all 13 including Sooke)	\$ 48,446
Foundations and Grants	\$ 141,137
MCFD	\$ 20,000
<i>Fees:</i>	
Workshop and Training Fees	\$ 56,993
Membership	\$ 130
<i>Other:</i>	
Donations and Fundraising	\$ 49,031
Other	\$ 321
Total Revenues	\$ 412,601
Expenses	
Organizational	\$ 13,052
Office	\$ 12,273
Accommodation	\$ 34,608
Staffing	\$ 321,810
Programs and Services	\$ 19,888
	\$
	\$
	\$
	\$
Total Expenses	\$ 401,731
	Net Income \$ 10,870

Youth Suicide Prevention Program Report to the District of Sooke

May 2015

Program Summary

NEED2's in-school suicide prevention programs were very busy in the 2013-14 school year, speaking to over 3,200 students and 470 school staff across the 3 school districts. In Sooke, trained program volunteers and staff spoke to all the Grade 8 classes (128 students) at Journey Middle School, and also to 85 Grade 10 students at Edward Milne Community School. To date in this school year we have spoken to over 180 students at both schools and have not completed our presentations at Edward Milne. In the current school year we have also introduced new elements into the presentation that provide for more student engagement and offer additional coping skills.

After the presentations we found that students indicate a greater willingness to both check in with a friend they may be concerned about and also seek help. The presentations also prompt more youth to identify adults in the school that they would feel ok about approaching to ask for help, although friends and family members remain the key people students would tell and/or turn to for support. Our presentation statistics fall in line with current research in that approximately 12% of students have suicidal ideation. 12% of the students we presented to asked for follow-up help and were connected to school counsellors. While some of those students were already connected to in-school or community supports, some were not and were in deep distress.

Consequent to our capacity limitations, NEED2's online emotional support services saw the volume steady out. Traffic to the Youthspace.ca website increased from 22,955 visits in 2013 to 28,246 visits in 2014. The chat service was busy, with Youthspace volunteers responding to 2,394 Chats. There were over 650 chat requests that we were unable to respond to because volunteers were busy with other chats. Introducing the capacity to provide emotional support chats via texting has provided increased ease of access and currently over 50% of the chats we take are texting chats. While we are not able to identify how many of those chats came from youth in Sooke, we do know that the Youthspace.ca chat service is well used by young people in areas outside large urban centres. NEED2 was also able to launch an updated Youthspace.ca website. In 2014 we were able to engage with 40 additional volunteers, providing them with extensive training for their youth suicide prevention service delivery.

"I especially need to thank one of your volunteers in particular... because last Monday night she saved my life"

YOUTHSPEACE CHAT USER

Prevention programs do save lives. To quote a teacher from Edward Milne "Because of the Need2 presentation, over the course of the next couple of weeks, 5 more students came to disclose to me that they were having self-harming and life-ending thoughts. While they weren't all to the extreme as the first student, all of these students received the help and assistance which they direly needed. I believe this was all because of the doors of conversation that were opened by the Need2 presentation."