

1. **CALL TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Grants Advisory Committee Meeting held in the Bylaw Services Meeting Room, Nanaimo, BC, on Wednesday, 2012-SEP-19 at 3:00 p.m. *Pg. 2-4*

5. **INFORMATION ITEMS:**

- (a) Report to Council *Pg. 5-6*  
(b) 2013 Grants Committee Budget *Pg. 7*  
(c) 2012 Synopsis of Grants Awarded/Denied *Pg. 8*

6. **DELEGATIONS – NEW APPLICATIONS**

- (a) **OG – 01 Nanaimo Volunteer & Information Centre Society** *Pg. 9-31*  
Cash grant request in the amount of \$1,539.87, to cover the cost of the rental at Beban Park Auditorium on 2013-APR-18 for their 2013 Annual Volunteer Appreciation Luncheon.  
(b) **PTE – 01 Columbian Centre Society** *Pg. 32-50*  
Request to be placed on the City's 2013 Permissive Tax Exemption Bylaw for property at 2352/2356 Rosstown Road, **and** for cash-in-lieu of 2013 taxes in the amount of \$3,840. (estimated value).

7. **NEXT MEETING:**

The next meeting is scheduled for 2013-MAR-20 at 3:00 p.m. in the Board Room, Service and Resource Centre, 411 Dunsmuir Street.

8. **ADJOURNMENT:**



**MINUTES**  
**GRANTS ADVISORY COMMITTEE**  
**MEETING HELD WEDNESDAY, 2012-SEP-19, 3:00 PM**  
**IN THE BYLAW SERVICES MEETING ROOM, 238 FRANKLYN STREET**

---

**MEMBERS PRESENT:**

Councillor D. Johnstone, Chair  
Councillor G. Anderson (Arrived 3:17 p.m.)  
L. Avis  
J. Neville

F. Tellier  
D. Bonner  
M. Beaudoin-Lobb

**MEMBERS ABSENT:**

W. Anderson

**STAFF PRESENT:**

L. Mercer, Manager of Revenue Services  
T. Wilkinson, Recording Secretary

---

1. CALL TO ORDER:

The meeting was called to order at 3:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 6 (b) (1) – Delegations – New Applications – Letter from CP regarding proposal for PTE for Island Corridor Foundation at Wellcox Yard.

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Grants Advisory Committee Meeting held in the Bylaw Services Meeting Room, 238 Franklyn Street, Nanaimo, BC on Wednesday, 2012-AUG-15 at 3:00 p.m. be adopted as circulated. The motion carried.

5. INFORMATION ITEMS:

There is \$3,100 left in the Grant Advisory Committee Budget.

6. DELEGATIONS – NEW APPLICATIONS:

(a) Nanaimo Region John Howard Society (PTE-02)

F. Tellier vacated the Bylaw Services Meeting Room at 3:03 p.m. due to a conflict of interest as she is employed by the Nanaimo Region John Howard Society.

It was moved and seconded that Nanaimo Region John Howard Society be placed on the City's 2012 Permissive Tax Exemption Bylaw for the area it occupies in the property it leases at 200 – 1585 Bowen Road, receiving exemption from taxation for the year 2013 until the next review. The motion carried.

F. Tellier returned to the Bylaw Services Meeting Room at 3:04 p.m.

(b) Island Corridor Foundation (PTE-05)

Committee members noted:

- funding for the Island Corridor Foundation (ICF) should come from the Federal Government.
- this piece of ICF land is not accessible to the public and as a result does not benefit Nanaimo citizens.
- this application only meets certain PTE criteria therefore this application should be referred to Council.

It was moved and seconded that the Island Corridor Foundation be placed on the City's 2012 Permissive Tax Exemption Bylaw for a portion of the Wellcox Yard located at the Nanaimo Waterfront. The motion carried.

Opposed: J. Neville, D. Bonner

(c) Nanaimo Community Hospice Society (PTE-06)

It was moved and seconded that the Nanaimo Community Hospice Society be placed on the City's 2012 Permissive Tax Exemption Bylaw for property at 945 Waddington Road. The motion carried.

Opposed: Councillor Anderson

It was moved and seconded to deny the Nanaimo Community Hospice Society a cash-in-lieu of 2012 taxes in the amount of \$5,427.69. The motion carried.

(d) Nanaimo Arts Alive Summer School of the Fine Arts Society (SC-01)

It was moved and seconded that the Nanaimo Arts Alive Summer School of the Fine Arts Society be awarded a Security Check Grant in the amount of \$400.00. The motion carried.

(e) Nanaimo 7-10 Club Society (OG-03)

Committee members noted:

- the Nanaimo 7-10 Club Society was granted a 50% rent reduction for a one-year period last year.

It was moved and seconded that the Nanaimo 7-10 Club Society be awarded an Other Grant to have their rent reduced by 50% for a one-year period from 2013-JAN-01 to 2013-DEC-31 (50% rent reduction represents \$776.75 per month, or a total of \$9,321.00 for 12 months), and that it be funded from Council Contingency. The motion carried.

7. NEXT MEETING

The next meeting of the Grants Advisory Committee is scheduled for Wednesday, 2012-OCT-17 in the Bylaw Services Meeting Room, 238 Franklyn Street.

8. ADJOURNMENT:

It was moved and seconded at 3:35 p.m. that the meeting terminate. The motion carried.

---

Chair

---

Date



## REPORT TO COUNCIL

DATE OF MEETING: 2012-OCT-01

AUTHORED BY: COUNCILLOR DIANA JOHNSTONE, CHAIR, GRANTS ADVISORY COMMITTEE

RE: 2012 GRANTS ADVISORY COMMITTEE RECOMMENDATIONS

---

### COMMITTEE RECOMMENDATION: That Council:

1. **Award** Permissive Tax Exemptions to the following applicants:
  - Nanaimo Region John Howard Society (PTE-02)
  - Island Corridor Foundation (PTE-05)
  - Nanaimo Community Hospice Society (PTE-06);
2. **Deny** the Nanaimo Community Hospice Society a cash-in-lieu of 2012 taxes in the amount of \$5,427.69;
3. **Award** a Security Check Grant to the Nanaimo Arts Alive Summer School of the Fine Arts Society (SC-01) in the amount of \$400.; and,
4. **Award** an Other Grant to the Nanaimo 7-10 Club Society (OG-03) in the amount of \$9,321. to have their rent reduced by 50% for a one-year period from 2013-JAN-01 to 2013-DEC-31, and that it be funded from Council Contingency.

### PURPOSE:

The purpose of this report is to outline the Committee's recommendations regarding the Permissive Tax Exemption, Security Grant and Other Grant applications received.

### BACKGROUND:

The Grants Advisory Committee met on 2012-SEP-19.

The Grants Advisory Committee has reviewed in detail the financial data and background information provided by the applicant. Recommendations are made in accordance with the Grants Policy and Guidelines adopted by Council.

The Committee recognizes both the limited funding that the City has available and the excellent community services provided by the various organizations. We are hopeful that the funds allocated by Council will allow the organizations in need of assistance to continue to provide their valuable services.

Council is permitted to (but not required to) exempt certain organizations from property taxation. Sections 224, 225, 226 of the *Community Charter* identify situations in which Council may exercise discretion in granting full or partial exemptions from taxation. These exemptions must be adopted by bylaw, by the 31<sup>st</sup> of October of the year preceding exemptions.

**DISCUSSION:**

**NEW APPLICATIONS**

**Permissive Tax Exemptions Category**

**Application PTE-02 Nanaimo Region John Howard Society**

The Committee recommends that Council place this Society on the City's 2012 Permissive Tax Exemption Bylaw for the area it occupies in the property it leases at 200 – 1585 Bowen Road, receiving exemption from taxation for the year 2013 and until the next review.

**Application PTE-05 Island Corridor Foundation**

The Committee recommends that Council place this organization on the City's 2012 Permissive Tax Exemption Bylaw for a portion of the Wellcox Yard located at the Nanaimo Waterfront, receiving exemption from taxation for the year 2013 and until the next review.

**Application PTE-06 Nanaimo Community Hospice Society**

The Committee recommends that Council place this Society on the City's 2012 Permissive Tax Exemption Bylaw for property at 945 Waddington Road, receiving exemption from taxation for the year 2013 and until the next review.

The Committee recommends that Council deny this Society a cash-in-lieu of 2012 taxes in the amount of \$5,427.69.

**Security Check Grants Category**

**Application SC-01 Nanaimo Arts Alive Summer School of the Fine Arts Society**

The Committee recommends that Council grant this Society a Security Check Grant in the amount of \$400. as they must have security checks performed by the R.C.M.P. on their employees and/or volunteers.

**Other Grants Category**

**Application OG-03 Nanaimo 7-10 Club Society**

The Committee recommends that Council grant this Society an Other Grant in the amount of \$9,321. to have their rent reduced by 50% for a one-year period from 2013-JAN-01 to 2013-DEC-31, and that it be funded from Council Contingency.

Respectfully submitted



Councillor Diana Johnstone  
Chair, Grants Advisory Committee (GAC)

Drafted: 2012-SEP-24  
LM/tw

**GRANTS ADVISORY COMMITTEE**  
**2013 Grant Applications**

**Other Grants 275000 - 1334**

2012-OG-03 Nanaimo 7-10 Club Society covered by Council contingency  
 OG-01 Nanaimo Volunteer & Information Centre Society

2007 Grant	2008 Grant	2009 Grant	2010 Grant	2011 Grant	2012 Grant	2013 Request	2012 Recommend	Remaining Budget
								<b>16,321.00</b>
					9,321.00	9,321.00	9,321.00	7,000.00
DNA	DNA	1,521.26	1,293.80	1,408.06	1,397.42	1,539.87		7,000.00
								7,000.00
								7,000.00
<b>Subtotal: Other Grants 275000 - 1334</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,293.80</b>	<b>1,408.06</b>	<b>1,397.42</b>	<b>1,539.87</b>	<b>9,321.00</b>
								<b>7,000.00</b>

**Permissive Tax Exemptions 275000 - 1332**

PTE-01 Columbian Centre Society

								<b>5,000.00</b>
						3,840.00		5,000.00
<b>Subtotal: Permissive Tax Exemptions 27500 - 1332</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>

**Security Check Grants 275000 - 1329**

								<b>2,000.00</b>
								2,000.00
								2,000.00
<b>Subtotal: Security Check Grants 275000 - 1329</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>

**Totals**

Nanaimo 7-10 Club Society - 50% rent reduction for 2013 only  
 was approved by Council. Funded from 2013 Council Contingency.

<b>2013 Budget</b>	<b>14,000.00</b>
Add: Transfer from Council Cont	9,321.00
Add: Transfer from Prior Year	
Add: Transfer from Prior Year	
Less: Recommended Grants	(9,321 00)
<b>Remaining Budget</b>	<b>14,000.00</b>

## Synopsis of Grants Awarded/Denied 2012

Organization	Grant Approved by Grants Committee & Council		Letter Sent		Cheque Sent		Amount Granted \$	Reason Grant Awarded/Denied
	Y	N	Y	N	Y	N		

### OTHER GRANTS

Nanaimo Volunteer & Information Centre Society (OG-01)	√		√		√		<b>\$1,397.42</b>	'In Kind' grant for Beban Park rental. Funds paid out from Grants cost centre.
Nanaimo Citizens on Patrol (OG-02)	√		√		√		<b>\$2,500.00</b>	Grant for introducing bike component & to purchase gas cards for driver reimbursement program.
Nanaimo 7-10 Club Society (OG-03)	√		√		√		<b>\$9,321.00</b>	50% rent reduction for calendar year 2013, awarded from Council Contingency

### SECURITY CHECK GRANTS

Nanaimo Arts Alive Summer School of the Fine Arts Society (SC-01)	√		√		√		<b>\$400.00</b>	Receipts provided to the amounts granted.

### PERMISSIVE TAX EXEMPTION GRANTS

Pacific Child and Family Enrichment Society (dba Pacific Care) (PTE-01)	√		√		√		<b>\$ 0.00</b>	Recommended to be placed on 2012 PTE bylaw.
Nanaimo Region John Howard Society (PTE-02)	√		√		√		<b>\$ 0.00</b>	Recommended to be placed on 2012 PTE bylaw.
Nanaimo Squash Club (PTE-03)	√		√		√		<b>\$ 0.00</b>	Recommended to be placed on 2012 PTE bylaw except for the portion of the property occupied by the lounge.
Habitat for Humanity Mid-Vancouver Island (PTE-04)	√		√		√		<b>\$ 0.00</b>	Recommended to be placed on 2012 PTE bylaw.
Island Corridor Foundation (PTE-05)	√		√		√		<b>\$ 0.00</b>	Recommended to be placed on 2012 PTE bylaw.
Nanaimo Community Hospice Society (PTE-06)	√		√		√		<b>\$ 0.00</b>	Recommended to be placed on 2012 PTE bylaw. Denied 2012 cash-in-lieu of PTE.

**CITY OF NANAIMO  
EVALUATION  
OTHER GRANTS**

**Name of Organization:** **Nanaimo Volunteer & Information Centre Society**

Cash grant request in the amount of \$1,539.87 to cover the cost of the rental at Beban Park Auditorium on 2013-APR-18 for their 2013 Annual Volunteer Appreciation Luncheon.

**Grant No. 2013 OG-01**

Criteria:	Meets Criteria:		Statement of Purpose:	
	Yes	No		
➤ large number of volunteers			<u>Kind of Funding:</u>  educational funding emergency funding capital grants on a matching basis up to a maximum of \$5,000 in-kind funding for facility rental	
➤ registered nonprofit society				
➤ sound financial and administrative management				
➤ financial need				
➤ accessible to a large portion of the community				
➤ must have a broad base of support				
➤ must be local in focus				
➤ must adhere to all City of Nanaimo's bylaws and policies				
Grant Awarded:	Yes	No	Amount Recommended:	\$

**Discussion:**

---



---

**Notes:**

---



---



22 January 2013

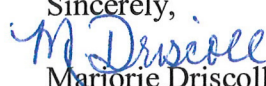
"Other Grants" Committee  
City of Nanaimo  
City Hall  
455 Wallace Street  
Nanaimo, B.C.  
V9R 5J6

BY HAND

Dear Sirs:

Please find enclosed our Application for a Grant in the amount of \$1,539.87 to cover the cost of rental for Beban Auditorium on April 18, 2013, which is the date of our 2013 annual Volunteer Appreciation Luncheon.

We trust you find the enclosed to be in order, and will await your decision.

Sincerely,  
  
Marjorie Driscoll,  
Executive Director,  
Volunteer Nanaimo

#3 – 2350 Labieux Road, Nanaimo BC V9T 3M6 Tel: 250.758.7121 Fax: 250.758.7106



**CITY OF NANAIMO**  
**APPLICATION FOR GRANT**  
**OTHER GRANTS**

Office Use

**ORGANIZATION:**

**Nanaimo Volunteer & Information Centre Society**

**DATE:** January 10, 2012

**ADDRESS:** #3 – 2350 Labieux Road,  
Nanaimo, BC V9T 3M6

**PRESIDENT:** Christopher Boldt

**TELEPHONE:** 250.758.7121

**SENIOR STAFF MEMBER:** Marjorie Driscoll

**POSITION:** Executive Director

**FAX:** 250.758.7106

**CONTACT:** mdriscoll.vn@shaw.ca

**EMAIL:** vn.admin@shaw.ca

**TELEPHONE:** 250.758.7121.

**OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:**

**See attached**

**GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:** Nanaimo South to Duncan, and North to Oceanside

**NO. OF FULL TIME STAFF:** None

**NO. OF PART TIME STAFF:** Two (2)

**NO. OF COMMUNITY VOLUNTEERS:** 40,000

**NO. OF VOLUNTEER HOURS PER YEAR:** 750,000

**NO. OF MEMBERS:** 57

**MEMBERSHIP FEE:** \$60 per year

**CLIENTS SERVED, LAST YEAR:** approx. 15,000

**CLIENTS SERVED, THIS YEAR (PROJECTED):** approx 16,000

**B.C. SOCIETY ACT REG. NO.:** S15055

**REVENUE CANADA CHARITABLE REG. NO.:** 067.3295.59.28

**CURRENT BUDGET :**

**INCOME:** \$ 105,788.00

**EXPENSES:** \$ 104,990.00

**NEXT YEAR PROJECTED:**

**\$ 105,125.00**

**INCOME:**

**105,125.00**

**EXPENSES:** \$

**105,125.00**

**DO YOU REQUIRE A RENTAL SUBSIDY? IF SO, HOW MUCH?**  
**\$ 1539.87**

**CASH GRANT? IF SO, HOW MUCH? No**  
**GRANT REQUESTED: \$ 1539.87**

**SIGNATURE:**

**TITLE/POSITION:** Executive Director

**DATE:** Jan 10, 2013

**NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS, CURRENT FINANCIAL STATEMENTS AND BALANCE SHEET AND INCOME STATEMENT MUST BE ATTACHED TO THE APPLICATION FORM (SEE COMPLETE LIST OF REQUIRED ATTACHMENTS ON BACK OF THIS FORM).**

## **REQUIRED INFORMATION, CRITERIA AND KIND OF FUNDING**

**The following must be attached to this application for consideration of the Grants Advisory Committee:**

1. Copy of most recent Society Act Annual Report (Form 11)
2. Most recent Audited Financial Statement (or year-end financial statements)
3. Year-to-date Financial Statements (including both Balance Sheet and Income Statement)
4. A budget for this fiscal year as well as the next fiscal year
5. List of Directors

### **Criteria for Awarding Other Grants:**

1. large number of volunteers
2. registered nonprofit society
3. sound financial and administrative management
4. demonstrated financial need
5. accessible to a large portion of the community
6. broad base of support
7. other source of financial support
8. must be local in focus and comply with City of Nanaimo bylaws and policies
9. cash grants not provided if organization receives a PTE or where the facility is provided by the City free of charge or reduced rate. Notwithstanding the above statement, organizations facing critical financial difficulties are eligible to apply for emergency funding.

### **Kind of Funding Provided for Other Grants:**

1. educational funding
2. emergency funding
3. capital grants on a matching basis up to a maximum of \$5,000
4. in-kind funding for facility rental



# CITY OF NANAIMO GRANT QUESTIONNAIRE

1. What is the main purpose of your organization?

The main purpose of our organization is to promote community involvement for our non-profit agencies in the greater Nanaimo area, and to assist them in maximizing their efficiency and effectiveness in the community.

2. Describe the work your organization does in this community.

We provide our non-profit agencies with a volunteer workforce which allows them to operate successfully, and by offering on-going workshops to their Board of Directors, which allows them to network with other non-profits. We also maintain a website listing all volunteer vacancies required by any agency (whether member or non-member) and distribute a weekly list to the media, educational institutions and employment agencies. We also operate many successful programs out of our Centre, including free tax returns for low income families, free debt coaching to anyone needing budget advice, free computer repair, maintenance and virus protection service, free use of our Board Room for meetings, free use of equipment rentals such as laptops, multi-media projectors, and advertise their need for volunteers as required.

3. What other agencies provide similar services?

We are unaware of any other agency in the greater Nanaimo area offering all these services in one location at no charge.

4. How is your organization different than those organizations providing similar services in question 3 above?

Our tax program caters to all low income earners, is completely free, run entirely by volunteers, and runs two days per week during the busy tax season and one day per week all year long.

5. Describe who your clients are.

Our clients are non-profit agencies within the Nanaimo area community. We also serve to promote Nanaimo by posting volunteer vacancies for anyone raising funds at specific events, for example the Silly Boat Regatta, Nanaimo Bathtub Race and Cruise Ship Ambassadors.

6. Where do your clients live?

Our client/members are based in the greater Nanaimo area, although we also serve agencies outside the City limits when they require our help.

# CITY OF NANAIMO

## GRANT QUESTIONNAIRE

7. Describe the needs of your clients.

The needs of our member agencies range from disadvantaged children or adults, to caregivers, youth and seniors. None of these not-for-profits could possibly reach their goals without volunteers, and this is where Volunteer Nanaimo helps them all.

8. What are your organization's specific priorities for the coming year?

Our goals for 2013 are to approach our non-profit agencies with a view to improving even further the service we offer to them. In addition, we plan workshops and technical support, highlighting our own profile in the community to ensure more people know where we are, what we can help them with, and what services we can offer them. We also offer a by-donation dental clinic to low-income people.

9. How does your organization ensure that its services address continuing and emerging community needs?

We constantly strive to improve the quality of service we offer to our non-profits. In addition, we facilitate workshops on topics of interest to them and their Boards.

10. Describe your organization's community support.

We continually endeavour to promote goodwill, networking and teamwork to help non-profit agencies achieve their goals. We advertise on our website and in the local media outlets indicating the needs of the specific volunteers required, and provide the volunteer with information about the agency to facilitate hiring.

11. Describe the role of volunteers in your organization.

Our volunteers at the offices of Volunteers carry out various duties for us, including receptionist to answer phone enquiries and emails, maintain appointments and records for tax return and debt coaching, administrative assistance to the Executive Director, maintain our website, run annual membership drives, compile volunteer listings weekly, offer computer technician service and repair, maintain the office itself, assist with reception duties for Big Brothers Big Sisters of C.V.I. (shared office space) when required, and general office duties.

12. What are your organization's problems and how are they being addressed?

We have an ongoing funding issue, as do all non-profits in the City, and our funding was further cut

## CITY OF NANAIMO GRANT QUESTIONNAIRE

13. Provide details of fees for service in your organization, and how costs and fees are determined.

Our membership fee was set at \$48.00 annually for many year, and in 2012 was increased to \$60.00.

14. If your organization is a branch of a larger organization, indicate how this affects the financial and other information you have provided.

Volunteer Nanaimo is a stand-alone non-profit agency. We network with other volunteer centres on Vancouver island and with Volunteer Canada. The operation and scope of Volunteer Nanaimo is limited only to the amount of funding received.

15. Provide details of any funds that are controlled by your organization that are not part of your operating income. Also provide details of any capital, special purpose bequests, endowments or reserve funds.

There are no funds which are not part of our operating income.

16. Describe your policy and treatment of year-end surpluses or deficits.

We operate on a balanced budget. We have no year-end surplus, and any deficits (minimal) are carried forward.

17. Detail current and/or planned revenue-generating activities of your organization.

Our annual membership drive generates income. In addition, each year we facilitate and host the Volunteer Appreciation Luncheon at Beban Park (the source of this application) and ticket sales for this event cover some of the costs of the meal. We also ask the corporate sector to assist us in this event.

# CITY OF NANAIMO

## GRANT QUESTIONNAIRE

18. List grants applied for/received from other governments or service clubs.

None to date.

---

---

---

19. Name other organizations or individuals who can endorse your organization. Provide names and telephone numbers.

Name: Big Brothers Big Sisters of Central V.I.  
Denise Robinson, Executive Director

Telephone No.: 250.758.2447

Name: Habitat for Humanity Society  
Teresa Pring, Executive Director

Telephone No.: 250.758.8078

20. Identify previous grants from the City of Nanaimo and other agencies and describe how your organization ensured funding went towards the program identified.

We submit one application per year to the Other Grants Committee to cover some of our costs associated with hosting the Volunteer Appreciation Luncheon for about 400 volunteers. The Grant funds are used solely to cover the costs of renting Beban Park auditorium.

21. What do you plan to use the City grant for this year?

The Grant funds will be used to host the 18<sup>th</sup> annual Volunteer Appreciation Luncheon at Beban Park Social Centre auditorium for approximately 400 volunteers.

22. What will the effect be if you do not receive a Grant from the City of Nanaimo?

Without the Grant from the City of Nanaimo, it would be impossible for Volunteer Nanaimo to host a Luncheon event of this size.

**If you have any questions, call ~~Raymond Reimer~~, 755-4412**

G:\ADMINISTRATION\Committees\Grants Advisory Committee\Grants Application  
Forms\Applications\Application for Other Grants.doc



**Attachment to Application for  
Community Service Grant by  
Nanaimo Volunteer & Information Centre Society**

- **Volunteer Nanaimo** – is an umbrella Society for non-profit organizations and is best known as a referral system for volunteers and non-profits in the Nanaimo Regional area. We provide training and consultation to organizations on volunteer management and board governance. We offer fund development consultation, event coordination and promote volunteerism through media advertisement and website development, where all our volunteer listings are updated each week. We are funded in part by BC Gaming, corporate sponsorship, and our revenue generating activities.
- **Youth Volunteer Corps** – is a summer run program that introduces volunteerism to youth ages 11 – 18 and provides life-long learning and community experiences. The Government of Canada contributes in part to this yearly initiative.
- **Debt-Free Program** – is a year-long program providing debt management and budget coaching to anyone in the community who needs help managing their finances in an uncertain economy. Start-up funding provided in part by the Government of Canada to this initiative through the New Horizon Seniors Program in 2006, and now run entirely by volunteers.
- **Community Tax Program** – provides tax services to individuals and seniors with an income under \$25,000 per year. This successful program, run entirely by volunteers, has been well used for many years by the community.
- **Watchdog Computer Team** – this program, run by volunteers, provides technical services, expertise and computer repair services to non-profit agencies, seniors, and other members of the public. The teams of volunteer technicians help to keep their computers safe, virus-free and build their technical capacities. The team works with staff and volunteers on:
  - Office Networking
  - Computer Security
  - Computer Tune Up and Repair
- **Community Dental Clinic** – Our dental clinic opened in October 2011 to meet the needs of low income patients with dental problems. It continues to be a very successful program.

## Annual Report

OFFICE USE ONLY

**1. Name of Society:**

Nanaimo Volunteer and Information Centre Society

**Address of Society:**

#3- 2350 Labieux Road

Nanaimo, BC

**2.**

Incorporation Number:

119050862RR0001

S- 0015055

**ONLINE FILING AVAILABLE at [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca)**

See the last page for details

**3. Give us the date your** 2012 **Annual General Meeting was held (YYYY/MM/DD):** 2012-06-28

[Insert year of Annual General Meeting]

(If no Annual General Meeting was held, please write "NO MEETING HELD" in the date field above.)

**4. The society's registered address in B.C. is – Must be a physical location. No PO Boxes.**

#3 - 2350 Labieux Road

Nanaimo, BC

Is this is a change to your registered address from the previous year? ☐ Yes ☒ No (if yes, submit an additional \$15.00 for the Change of Address)

**NOTE**

One director must be a B.C. resident

**5. The society's directors are listed below.**

Addresses must be physical locations. No PO Boxes.

Last name:

First name (include initials):

Address (include postal code):

SEE ATTACHED

Last name:

First name (include initials):

Address (include postal code):

**NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY**  
**BOARD MEMBER CONTACT LIST**  
**Address: #3 – 2350 Labieux Road Nanaimo, BC V9T 3M6 Telephone: 250.758.7121**

<b>Title</b>	<b>Name</b>	<b>Ph.</b>	<b>Phone #</b>	<b>E-mail</b>	<b>Notes</b>
<b>PRESIDENT</b>	<b>Chris Boldt</b> 2-3007 Hammond Bay Rd Nanaimo, BC V9T 1E1	Home Cell	250-751-0671 250 667 0675	<a href="mailto:chrisboldt.bc@gmail.com">chrisboldt.bc@gmail.com</a>	
<b>DIRECTOR</b>	<b>Rita Bulger</b> 3575 Saxmen Street Nanaimo, BC V9T 3M6	Home Cell	250.756.0056 250.616.2777	<a href="mailto:rinnamorati@hotmail.com">rinnamorati@hotmail.com</a>	
<b>ACTING TREASURER</b>	<b>Jerry Sauder</b> 1260 Bunker Place Parksville BC V9P 1W8	Home	250.594.7475	<a href="mailto:jerrysauder@shaw.ca">jerrysauder@shaw.ca</a>	
<b>DIRECTOR</b>	<b>Parker Okano</b> 124 Sylvan Place Nanaimo, BC V9R 6S1	Home Fax Cell	250.753.5115 250.755.7307 250.619.8158	<a href="mailto:deckhand@telus.net">deckhand@telus.net</a>	
<b>DIRECTOR</b>	<b>Vi Windley</b> 101 – 6100 Oliver Road Nanaimo V9T 0B5	Home Cell	250.758.1363 250 724 5534	<a href="mailto:bwindley@shaw.ca">bwindley@shaw.ca</a>	
<b>DIRECTOR</b>	<b>Leanne Salter</b> Box 489, Errington, V0R 1V0	Work Home	250 239.6624 250.248.8097	<a href="mailto:leannesalter@shaw.ca">leannesalter@shaw.ca</a>	
<b>SECRETARY</b>	<b>David Beer</b> 4933 Hartwig Cres Nanaimo, BC V9V 1R2	H C	250- 751-8126 250-729-1145	<a href="mailto:wdbeer@shaw.ca">wdbeer@shaw.ca</a>	
<b>VICE- PRESIDENT</b>	<b>Tiffany Peddie,</b> 402-305 Milton Street Nanaimo, B.C.V9T 6H3	Cell	250-816-0643	<a href="mailto:tmpeddie@gmail.com">tmpeddie@gmail.com</a>	
<b>DIRECTOR</b>	<b>Joel Schnell</b> 6016 Cedar Grave Dr. Nanaimo, BC, V9R 6M7	Home	250.585.5635	<a href="mailto:joelschnell@gmail.com">joelschnell@gmail.com</a>	
<b>DIRECTOR</b>	<b>Sarah Bramley</b> 1339 Grewais Road Nanaimo, B.C. V9X 1P7	Home	250 741- 6968	<a href="mailto:sarahmbramley@gmail.com">sarahmbramley@gmail.com</a>	
<b>EXECUTIVE DIRECTOR</b>	<b>Marjorie Driscoll</b>	Cell Home	1.250.468.5704 1.250.468.5704	<a href="mailto:mdriscollvn@gmail.com">mdriscollvn@gmail.com</a>	

**NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY**

**BOARD MEMBER CONTACT LIST**

**Address: #3 – 2350 Labieux Road Nanaimo, BC V9T 3M6 Telephone: 250.758.7121**

<b>PROGRAM DIRECTOR</b>	<b>Ellen Ross</b>	Home	250-741-8168	<a href="mailto:Ellen.ross@shaw.ca">Ellen.ross@shaw.ca</a>	
<b>Immediate Past Board Members. 12</b>					
	<b>Geri Sera</b> 38- 3200 Island Hyw. Box 37044 Nanaimo B.C.	Home	250.323-2540	<a href="mailto:gerisera@shaw.ca">gerisera@shaw.ca</a>	
<b>DIRECTOR</b>	<b>Jennifer Yee Fairweather</b> 605 Walkem Road Ladysmith BC V9G 1P7	Cell	250.802.5968	<a href="mailto:jveefairweather@gmail.com">jveefairweather@gmail.com</a>	
<b>DIRECTOR</b>	<b>Kristine Mulligan,</b> 4861 Hartford Place, Nanaimo, BC, V9V 1N8	Home	250.585.8830	<a href="mailto:kristinemulligan@gmail.com">kristinemulligan@gmail.com</a>	
<b>20 TREASURER</b>	<b>Erick Belanger</b> 67 Kennedy St Nanaimo, B.C.V9R-2H5	B C	250-729-9656 Ext-369 250-713 9186	<a href="mailto:Erick.Belanger@investorsgroup.com">Erick.Belanger@investorsgroup.com</a>	

Revised August 2012. Er – Admin/2012-13Board



Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Please provide an email address that we may use for future communications:

mdriscoll.vn@gmail.com

7. Sign and certify this form

I certify that this information is accurate and complete.

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

**NOTE**

This must be signed  
by a current director,  
officer or solicitor.

8. Return form and fee

Mail to: BC Registry Services  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3

**NOTE**

Annual Report filing  
fee is \$25.00

If you updated your  
registered address,  
add \$15.00 for a total  
fee of \$40.00

Questions? Call 250 356-8609

Please make your cheque payable to **Minister of Finance** and write your Incorporation Number on the cheque.

## FILE ONLINE AT [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca)

If you wish to file your Annual Report online, please contact BC Registry Services at 250 356-8609 to have an access code mailed to the Registered Office of the society. Once the access code has been received, go to [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca) to file your Annual Report over the Internet. Payment is by credit card or BC OnLine deposit account. There is online information you can access to help you through the process. The fee to submit online is \$25. If you are also changing your registered office address in British Columbia, there is an additional fee of \$15.

If you need assistance to submit the Annual Report filing, either electronically or on paper, you can use the services of BC Registry Services' Preferred Service Provider Dye & Durham who will submit the filing on your behalf for an additional service fee. Complete and sign the form and mail it with a cheque payable to Dye & Durham for \$42.75 (or \$66.43 if you are also changing your registered office address). Your cancelled cheque will be your receipt. For more information, call toll free 1 800 665-6211 or visit [www.dyedurhambc.com](http://www.dyedurhambc.com).

### IMPORTANT INFORMATION ABOUT THE SOCIETY ACT

- A society does not file their financial statements with the Registrar of Companies. However, a society is required to keep copies of financial statements at the society's address and make them available to the public upon request.
- BC Registry Services staff do not examine changes to bylaws; instead, the registry is the repository of the bylaws for public access. A society that changes its bylaws must ensure their changes comply with section 6 of the *Society Act*, before filing them with the Registrar's office. If the society requires assistance with their bylaws, they may wish to seek legal advice.

### INSTRUCTIONS FOR SOCIETIES IN BRITISH COLUMBIA

- A Section 68 of the *Society Act* requires every society to file an Annual Report (Form 11) within 30 days after the annual general meeting was held. **Information you enter in this report must be current as at the close of the annual general meeting.**
- B Please read the section below titled **Important Information About the Annual Report** and then update this form if required by
- entering the date of the Annual General Meeting in Item 3,
  - entering the Address of the society in Item 4,
  - listing the names and residential addresses of all of the directors of the society in Item 5 (attach an additional sheet if more space is required for directors),
  - providing your email address in Item 6, and
  - **signing this form in Item 7**
- C If a society has FAILED TO FILE its annual report with this office for two years, the Registrar may strike the society from the register and dissolve it.
- D Society forms are available from this office or your local Service BC Centre.
- E Please take a photocopy of this document if you require a copy for your records.
- F Fees must be submitted with any documents you are filing. You may pay by cheque or money order payable to the Minister of Finance. Your cancelled cheque is your receipt.
- G Please return the original Annual Report with any additional forms and fees to (Item 8).  
BC Registry Services  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3

### IMPORTANT INFORMATION ABOUT THE ANNUAL REPORT

**Freedom of Information and Protection of Privacy Act (FOIPPA)** – Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the *Society Act* for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

#### 1. Name of Society

This is the full legal name of the society as shown on the Certificate of Incorporation or Change of Name.

#### 2. Incorporation Number

This number is assigned at the time of incorporation and is located at the top right-hand corner of the Certificate of Incorporation.

#### 3. Annual General Meeting

Show the date the annual general meeting was held. Section 56 of the *Society Act* requires every society to hold its first annual general meeting not more than 15 months after the date of incorporation. After that, an annual general meeting must be held at least once every calendar year and not more than 15 months after the adjournment of the previous annual meeting.

#### 4. Address of Society

A society must have an address in the Province to receive notices and communications, to be served documents and a location where the financial statements are kept. This address must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but BC Registry Services cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, please provide a description that will readily allow a person to locate the office.

If the address of the society has changed, you must include an additional filing fee of \$15. The change is NOT effective until the day after the form is filed by the Registrar of Companies.

#### 5. Directors' Names and Residential Addresses

These are the full names and residential addresses of all directors. The full name of a director must include a last name, a first name and initial(s) if any.

The *Society Act* defines a **director** to include a trustee, officer, member of an executive committee and a person occupying any such position by whatever name.

The residential address of a director must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but BC Registry Services cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, please provide a description that will readily allow a person to locate the office.

Attach an additional sheet if more space is required for directors.

#### 6. Email Address

Provide an email address that we may use for future communications.

#### 7. Signature

This report must be originally signed by a current director, officer or society solicitor.

# BARBER & HAIME

CHARTERED ACCOUNTANTS

7190 Lantzville Road,  
P.O. Box #5, Lantzville, B.C. V0R 2H0  
www.barberhalme.com

DENISE D. BARBER, B.Sc. B.Ed. C.A.  
COLIN R. HAIME, B.A., C.A.

(250) 390-4131  
Fax: (250) 390-2982

## **NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY**

### **FINANCIAL STATEMENTS**

Unaudited - See Notice to Reader

**MARCH 31, 2012**

# BARBER & HAIME

CHARTERED ACCOUNTANTS

7190 Lantzville Road,  
P.O. Box #5, Lantzville, B.C. V0R 2H0  
www.barberhaime.com

DENISE D. BARBER, B.Sc. B.Ed. C.A.

COLIN R. HAIME, B.A., C.A.

(250) 390-4131

Fax: (250) 390-2982

## NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY

MARCH 31, 2012

### CONTENTS

	Page
NOTICE TO READER	1
FINANCIAL STATEMENTS	
Balance Sheet	2
Statement of Revenue and Expenses	3
Statement of Changes in Net Assets	4
Notes to Financial Statements	5 - 6

**NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY**

**NOTICE TO READER**

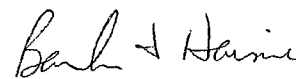
**MARCH 31, 2012**

On the basis of information provided by management, we have compiled the balance sheet of Nanaimo Volunteer And Information Centre Society as at March 31, 2012 and the statement of revenue and expenses and statement of changes in net assets for the year then ended.

We have not performed an audit or 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.

Lantzville, British Columbia  
July 24, 2012



Barber and Haime  
Chartered Accountants

# NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY

## BALANCE SHEET Unaudited - See Notice to Reader AS AT MARCH 31, 2012

	Note	2012	2011
<b>ASSETS</b>			
<b>CURRENT</b>			
Cash		\$ 46,445	\$ 37,253
Cash restricted for dental program		13,677	27,435
		60,122	64,688
<b>PROPERTY AND EQUIPMENT (NET)</b>	3	4,060	4,019
		\$ 64,182	\$ 68,707
<b>LIABILITIES &amp; MEMBERS' EQUITY</b>			
<b>CURRENT</b>			
Accounts payable/accrued liabilities		\$ 1,865	\$ 1,843
Source deductions payable		481	5,826
		2,346	7,669
<b>MEMBERS' EQUITY</b>			
Unrestricted net assets		57,776	57,019
Invested in property and equipment		4,060	4,019
<b>MEMBERS' EQUITY, end of year</b>		61,836	61,038
		\$ 64,182	\$ 68,707

Approved on Behalf of the Board

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

# NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY

## STATEMENT OF REVENUE AND EXPENSES

Unaudited - See Notice to Reader

FOR THE YEAR ENDED MARCH 31, 2012

	2012	2011
<b>REVENUE</b>		
Grants and contributions	\$ 12,985	\$ 109,510
Bingo and casino events	35,000	53,502
Training revenue	3,321	450
Dental program	43,407	3,185
Volunteer luncheon	3,775	2,586
Membership fees and other	7,300	7,261
	105,788	176,494
<b>EXPENSES</b>		
Accounting and legal	1,100	2,200
Advertising	484	2,227
Amortization	1,715	1,331
Bank charges and interest	594	725
Books, memberships and supplies	105	85
Consultant	7,442	13,572
Dental program expenses	33,016	56,288
Fundraising and board expenses	8,910	6,137
Insurance	3,239	3,678
Office supplies	13,431	11,780
Rent and utilities	5,780	9,541
Repairs and maintenance	3,765	7,305
Telephone	3,214	2,059
Travel	-	1,919
Wages and employee benefits	17,965	47,084
Volunteer appreciation	4,230	3,203
	104,990	169,134
<b>EXCESS OF REVENUE OVER EXPENDITURE FOR THE YEAR</b>	<b>\$ 798</b>	<b>\$ 7,360</b>



# NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY

## Statement of Changes in Net Assets

Unaudited - See Notice to Reader

For the year ended MARCH 31, 2012

	INVESTED IN PROPERTY & EQUIPMENT	UNRESTRICTED NET ASSETS	2011 TOTAL	2010 TOTAL
<b>BALANCE, at beginning of the year</b>	\$ 4,019	\$ 57,019	\$61,038	\$53,678
Excess of revenue over expenditure	-	798	798	7,360
Transferred (to) from unrestricted net assets	41	(41)	-	-
Prior period adjustments				
	41	757	798	7,360
<b>BALANCE, at end of year</b>	\$ 4,060	\$ 57,776	\$61,836	\$61,038

# NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY

## Notes to the Financial Statements

Unaudited - See Notice to Reader

MARCH 31, 2012

### 1. NATURE OF THE ORGANIZATION

The society promotes volunteerism in Nanaimo and District.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### (a) Property and equipment

Property and equipment are recorded at cost and are being amortized using the following annual rates and bases:

Computer equipment	30-55% declining balance method
Furniture & equipment	20% declining balance method

#### (b) Revenue recognition

Nanaimo Volunteer & Information Centre follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collectability is reasonably assured.

Unrestricted investment income is recognized as revenue when earned.

Seminar fees are recognized as revenue when the seminars are held.

#### (c) Contributed services

Volunteers contribute about 5,000 hours per year to assist Nanaimo Volunteer and Information Centre Society in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

#### (d) Environment issues

The accounting policy of the Society is to record environmental liabilities as they become known. There are no known environmental liabilities as at March 31, 2012.

#### (e) Financial instruments

The Society's financial instruments consist of cash, accounts payable and accrued liabilities. Unless otherwise noted it is management's opinion that the Society is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these instruments approximated their carrying values.

# NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY

Notes to the Financial Statements  
Unaudited - See Notice to Reader

MARCH 31, 2012

## 3. PROPERTY AND EQUIPMENT

Property and equipment appeared as net amount on prior year financial statements. No detail was available, therefore opening numbers for 2008 year were net of amortization, rather than actual cost.

	Cost	Accumulated Amortization	Net 2012	Net 2011
Computer equipment	\$ 7,569	\$ 5,069	\$ 2,500	\$ 2,069
Furniture & equipment	4,591	3,031	1,560	1,950
	\$ 12,160	\$ 8,100	\$ 4,060	\$ 4,019

## 4. STATEMENT OF CHANGES IN FINANCIAL POSITION

A statement of changes in financial position was not included as it would not provide any additional information.

## 5. GRANTS AND CONTRIBUTIONS

	2012
Human Resources Development Canada	\$ 572
YVC	3,824
Donations	8,589
	\$ 12,985

**CITY OF NANAIMO  
EVALUATION  
PERMISSIVE TAX EXEMPTIONS (PTE)**

**Name of Organization: Columbian Centre Society**

Request to be placed on 2013 Permissive Tax Exemption Bylaw for property at 2352/2356 Rosstown Road, and for cash-in-lieu of 2013 taxes in the amount of \$3,840. (estimated value).

**Grant No. 2013 PTE-01**

Criteria:	Meets Criteria:		Statement of Purpose:
	Yes	No	
➤ the property <u>must</u> be recommended for a Permissive Tax Exemption in the following year; and			<p>An organization may only be added to the Permissive Tax Exemption roll for the following year. In some cases, it may be appropriate to give an organization a cash grant during the current year.</p> <p>These exemptions must be adopted by bylaws, by the 31<sup>st</sup> of October of the year preceding exemption, and passed with a two-third's majority.</p> <p>All buildings and properties that receive a PTE must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category.</p>
➤ the property qualifies for a PTE as a Church, Public Hospital, Community Care Facility, or Private School or			
➤ the organization can demonstrate a financial need			
➤ must adhere to all of the City of Nanaimo's bylaws and policies			
Grant Awarded:	\$		Amount Recommended: \$
	Yes	No	

**Discussion:**

**Notes:**



2356 Rosstown Road  
Nanaimo, BC V9T 3R7  
Phone: (250) 758-8711  
Fax: (250) 751-1128

---

14 January 2013

Laura Mercer, Manager  
Revenue Services Finance Department  
City of Nanaimo  
455 Wallace Street  
Nanaimo, B.C. V9R 5J6

Dear Laura:

Please find enclosed our application for a Permissive Tax Exemption (PTE), beginning in 2014 on our property at 2352/2356 Rosstown Road. We request, furthermore, that the City of Nanaimo provide us with a grant of approximately \$3,840.00 to cover taxes for the current year.

As you are aware, an error was made by the Provincial authorities (with the Province's own admission) regarding the tax status of this property. By the time the error was discovered and the tax status reversed, the deadline for PTE applications beginning in 2013, set by the City of Nanaimo, had passed. Since the error was not of our Columbian Centre's authorship, we feel justified in asking for the exceptional grant.

We look forward to the City's response. Thank you for your understanding and assistance with this matter.

Sincerely,


Thomas H. Grauman  
Executive Director





# CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

ORGANIZATION: <b>COLUMBIAN CENTRE SOCIETY</b>	DATE: <b>15-JAN-2013</b>	
ADDRESS: <b>2356 ROSSTOWN RD.</b>	PRESIDENT: <b>BILL MACGOUGAN</b>	
<b>NANAIMO, BC</b>	SENIOR STAFF MEMBER: <b>THOMAS H. GRAUMAN</b>	
<b>V9T 3R7</b>	POSITION: <b>EXECUTIVE DIRECTOR</b>	
	CONTACT: <b>MARY WALLACE</b>	
TELEPHONE: <b>250-758-8711</b>	TELEPHONE: <b>250-756-9205</b>	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: <b>THE SOCIETY PROVIDES TRANSITIONAL HOUSING AND COMMUNITY BASED SUPPORT SERVICES FOR APPROXIMATELY 30 INDIVIDUAL ADULTS, AT ANY GIVEN MOMENT, WHO HAVE PSYCHIATRIC DISABILITIES IN FIVE SEPARATE RESIDENCES. ALL REFERRALS COME THROUGH VANCOUVER ISLAND HEALTH AUTHORITY (VIHA) ADULT MENTAL HEALTH AND ADDICTION SERVICES. RESIDENTS MAY HAVE ADDICTIONS IN ADDITION TO A MENTAL ILLNESS. CCS ADDRESSES THESE ISSUES IN ALL HOUSING PROJECTS USING A RECOVERY-BASED PSYCHOSOCIAL MODEL. RESIDENTS' LENGTH OF STAY IS BASED UPON EACH PERSON'S RECOVERY PROCESS.</b>		
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: <b>NANAIMO, BC</b>		
NO. OF FULL TIME STAFF: <b>7</b>	NO. OF PART TIME STAFF: <b>9</b>	
NO. OF COMMUNITY VOLUNTEERS: <b>40</b>	NO. OF VOLUNTEER HOURS PER YEAR: <b>500</b>	
NO. OF MEMBERS: <b>93</b>	MEMBERSHIP FEE: <b>\$10.00 PER YEAR</b>	
CLIENTS SERVED, LAST YEAR: <b>60 DIRECTLY, SEVERAL HUNDRED INDIRECTLY</b>	CLIENTS SERVED, THIS YEAR (PROJECTED): <b>60 DIRECTLY, SEVERAL HUNDRED INDIRECTLY</b>	
B.C. SOCIETY ACT REG. NO.: <b>S-0012994</b>	REVENUE CANADA CHARITABLE REG. NO.: <b>12211 2816 RR0001</b>	
CURRENT BUDGET: <b>\$1,450,000</b>	LEGAL DESCRIPTION OF PROPERTY: <b>LOT 1, PLAN VIP27484, SECTION 19, RANGE 7, MOUNTAIN LAND DISTRICT</b>	
INCOME <b>\$1,451,820</b>		
EXPENSES: <b>\$1,448,060</b>	TAX FOLIO NUMBER: <b>05536.100</b>	
NEXT YEAR PROJECTED: <b>\$1,470,860</b>		
INCOME: <b>\$1,470,860</b>	CURRENT YEAR TAXES (IF KNOWN):	
EXPENSES: <b>\$1,470,860</b>		
SIGNATURE: 	TITLE/POSITION: <b>EXECUTIVE DIRECTOR</b>	DATE: <b>15 January 2013</b>

**NOTE:** YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).




## CITY OF NANAIMO GRANT QUESTIONNAIRE

6. Please provide details of fees for service in your organization, and how costs and fees are determined.  
This location is a licensed facility which charges the Ministry of Housing & Social Development a mandated per diem of \$30.90 a day.
  
7. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.  
CCS is an independent non-profit society.
  
8. Please describe your policy and treatment of: capital, reserve or special purpose funds, and year-end surpluses or deficits.  
CCS tries to keep a minimum of one (1) month of operating expenses in reserve (Approximately \$110,000). Surpluses from any given year are appropriated for this purpose and deficits in any given year are funded from this reserve.  
Ideally, we would have two (2) months of operating expenses in reserve.  
The Society maintains a replacement reserve for the property at 2352 Rosstown Rd. The reserve is used for extraordinary repairs which can't be funded from normal operating funds.
  
9. Please describe current or planned approaches to self-generated income.  
Over the past five years CCS has increased its fundraising capacity to over \$50,000/year. We also seek to diversify our funding sources. This application is in response to that realization. As a non-profit society, it is a rare event to complete a fiscal year with a surplus.
  
10. What will the effect be if you do not receive a Grant in Aid from the City of Nanaimo?  
To compensate for static Provincial funding, we have been forced to pass modest rental costs on to the residents.  
We wish we avoid adding a further economic burden to our clientele. Most of our residents receive PWD income assistance. Adding stress to their lives will only have a negative impact on their mental health. It may well be that some residents will choose to live on the streets if the cost of living at CCS is significantly greater than the housing allowance provided by the Ministry of Housing and Social Development.
  
11. Does your organization require funding to cover the current year's taxes? If so, what amount?  
Yes. Approximately \$3,840.00 is required to cover the current year.

## 2013 Property Assessment Notice

This Notice provides you with an estimate of your property value, its classification and your entitlement to exemptions from taxation, if any apply. For most properties, the value is based on real estate sales and market conditions in your area.

**THIS IS NOT A TAX NOTICE. TAX NOTICES ARE ISSUED BY YOUR TAXING AUTHORITY.**

<b>PROPERTY DESCRIPTION</b> This is a general description of your property for assessment purposes.* For additional information, please contact your assessment office noted below.	<b>2352 ROSSTOWN RD</b> Lot 1, Plan VIP27484, Section 19, Range 7, Mountain Land District PID: 002-104-750																	
<b>IMPORTANT DATES</b> <p><b>July 1, 2012</b> – Assessed value is estimated for most types of properties as of this date.</p> <p><b>October 31, 2012</b> – Assessed value typically reflects the property's physical condition and permitted use as of this date.</p> <p><b>January 31, 2013</b> – Deadline for filing a Notice of Complaint (Appeal).</p>	<table border="1"> <thead> <tr> <th></th> <th>VALUE</th> <th>CLASS</th> </tr> </thead> <tbody> <tr> <td>LAND</td> <td>190,000</td> <td></td> </tr> <tr> <td>BUILDINGS</td> <td>250,000</td> <td></td> </tr> <tr> <td>ASSESSED VALUE</td> <td>\$440,000</td> <td>RESIDENTIAL</td> </tr> <tr> <td>TAXABLE VALUE</td> <td>\$440,000</td> <td></td> </tr> </tbody> </table>				VALUE	CLASS	LAND	190,000		BUILDINGS	250,000		ASSESSED VALUE	\$440,000	RESIDENTIAL	TAXABLE VALUE	\$440,000	
	VALUE	CLASS																
LAND	190,000																	
BUILDINGS	250,000																	
ASSESSED VALUE	\$440,000	RESIDENTIAL																
TAXABLE VALUE	\$440,000																	
<b>ADDITIONAL INFORMATION</b> Visit <a href="http://www.bccassessment.ca">www.bccassessment.ca</a> or scan the QR code to visit our mobile page. Follow us ...   	<ul style="list-style-type: none"> <li>• The classification of your property has changed from last year. This may result in a tax change for 2013.</li> <li>• For property tax information please visit <a href="http://www.nanaimo.ca">www.nanaimo.ca</a> or contact the City of Nanaimo at 250.755.4415</li> <li>• 2012 assessed value (as of July 1, 2011) was \$2.</li> </ul>																	

### THE ASSESSMENT OFFICE FOR THIS PROPERTY IS:

Central Vancouver Island Area  
300-125 Wallace St  
Nanaimo BC V9R 5B2  
04-68-250-05536.100

Phone: 1-866-valueBC Or 1-866-825-8322  
Fax: 1-855-995-6209  
Click "CONNECT" at [www.bccassessment.ca](http://www.bccassessment.ca)

### THE OWNER/LESSEE OF THIS PROPERTY IS:

COLUMBIAN CENTRE SOCIETY  
2356 ROSSTOWN RD  
NANAIMO BC V9T 3R7

### QUESTIONS?

Visit [www.bccassessment.ca](http://www.bccassessment.ca) for more information or contact staff at our offices.

During January, office hours are:  
Monday to Friday, 8:30 am to 5:00 pm.

### IMPORTANT APPEAL INFORMATION

If you still disagree with your assessment after talking with an appraiser, you can file a formal Notice of Complaint (Appeal). The form is available at [www.bccassessment.ca](http://www.bccassessment.ca).

You can also **mail, fax, hand deliver, or email** a Notice of Complaint (Appeal) to your local BC Assessment office.

Mailed written Complaints (Appeals) must be postmarked on or before **January 31, 2013.**

\* Before using information in the Property Description box for non-assessment purposes, please verify records with the Land Title and Survey Authority of British Columbia ([www.ltsa.ca](http://www.ltsa.ca)).



Annual Report

OFFICE USE ONLY

1. Name of Society:

Columbian Centre Society

Address of Society:

2356 Rosstown Road

Nanaimo BC V9T 3R7

2.

Incorporation Number:

S-0012994

ONLINE FILING AVAILABLE at [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca)

See the last page for details

3. Give us the date your 2012 Annual General Meeting was held (YYYY/MM/DD): 2012/06/26

[Insert year of Annual General Meeting]

(If no Annual General Meeting was held, please write "NO MEETING HELD" in the date field above.)

4. The society's registered address in B.C. is – Must be a physical location. No PO Boxes.

2356 Rosstown Road

Nanaimo BC V9T 3R7

Is this a change to your registered address from the previous year? ☐ Yes ☒ No (if yes, submit an additional \$15.00 for the Change of Address)

NOTE

One director must be a B.C. resident

5. The society's directors are listed below.

Addresses must be physical locations. No PO Boxes.

Last name: Fulford

First name (include initials): Valerie

Address (include postal code): 1382 Rose Ann Drive

Nanaimo BC V9T 3Z3

Last name: LaBerge

First name (include initials): David

Address (include postal code): 2800 Shady Mile Way

Nanaimo BC V9R 7A9

Last name: Stuart

First name (include initials): Carol

Address (include postal code): 3586 Oakridge Drive  
Nanaimo BC V9T 1M4

Last name: Thomas

First name (include initials): Derek

Address (include postal code): 1460 Rose Ann Drive  
Nanaimo BC V9T 4K8

Last name: Warner

First name (include initials): Erin

Address (include postal code): 6246 Brickyard Road  
Nanaimo BC V9V 1K2

Last name: Willott

First name (include initials): Mark

Address (include postal code): 3509 Ross Road  
Nanaimo BC V9T 2S3

Last name: Winton

First name (include initials): Jason

Address (include postal code): 2415 Yellow Point Road  
Nanaimo BC V9X 1W5

**COLUMBIAN CENTRE SOCIETY**

**FINANCIAL STATEMENTS**

**March 31, 2012**

## **INDEPENDENT AUDITOR'S REPORT**

The Directors  
Columbian Centre Society

### **Report on Financial Statements**

We have audited the accompanying financial statements of Columbian Centre Society, which comprise the statement of financial position as at March 31, 2012, and the statements of revenue and expenses, changes in net assets, and cash flows for the year then ended 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.

# COLUMBIAN CENTRE SOCIETY

## STATEMENT OF FINANCIAL POSITION

As at March 31, 2012

	2012	2011
<b>Assets</b>		
<b>Current</b>		
Cash - Note 4	\$ 305,906	\$ 285,273
Cash (replacement reserves) - Note 5	54,810	63,322
Short-term investments - Note 7	15,275	15,151
Accounts receivable	19,068	16,366
Prepaid expenses	<u>3,920</u>	<u>6,352</u>
	398,979	386,464
Property and equipment - Note 3	<u>662,259</u>	<u>659,309</u>
	<u>\$ 1,061,238</u>	<u>\$ 1,045,773</u>
<b>Liabilities and Net Assets</b>		
<b>Current</b>		
Accounts payable and accrued liabilities - Note 13	\$ 167,315	\$ 152,678
Deferred revenue - Note 10	92,131	-
Current portion of vehicle loan - Note 9	4,821	3,032
Current portion of capital lease - Note 17	2,039	1,789
Current portion of mortgages - Note 14	24,101	22,806
Mortgages due on demand - Note 16	<u>223,678</u>	<u>243,367</u>
	<u>514,085</u>	<u>423,672</u>
<b>Long-term</b>		
Promissory note/contingency - Note 8	12,000	12,000
Vehicle loan - Note 9	24,178	-
Capital lease - Note 17	4,814	6,853
Mortgages - Note 14	<u>103,300</u>	<u>127,806</u>
	<u>144,292</u>	<u>146,659</u>
	<u>658,377</u>	<u>570,331</u>
<b>Net assets</b>		
Investment in property and equipment	275,329	253,656
Externally restricted - Note 6	90,279	124,027
Internally restricted - Note 6	33,795	95,561
Unrestricted	<u>3,458</u>	<u>2,198</u>
	<u>402,861</u>	<u>475,442</u>
	<u>\$ 1,061,238</u>	<u>\$ 1,045,773</u>

Approved:

Blake McGuffie

Bill McGougan

# COLUMBIAN CENTRE SOCIETY

## STATEMENT OF CHANGES IN NET ASSETS

For the year ended March 31, 2012

	Investment in Property and Equipment	Internally- Restricted Reserves	Externally Restricted Net Assets	Unrestricted	Total 2012	Total 2011
Balance, beginning of the year	\$ 253,657	\$ 95,561	\$ 124,027	\$ 2,198	\$ 475,443	\$ 436,645
Excess of (expenses over revenue) revenue over expenses after disposal of property and equipment	(50,490)	(14,444)	(14,972)	8,469	(71,437)	37,220
Purchase of property and equipment	53,440	(19,540)	-	(33,900)	-	-
Repayments of prior year's surplus	-	-	-	(1,143)	(1,143)	1,578
Contribution to replacement reserves	-	1,500	4,704	(6,204)	-	-
Transfers	-	(29,282)	(23,480)	52,762	-	-
Debt proceeds	(31,342)	-	-	31,342	-	-
Debt repayment	<u>50,064</u>	<u>-</u>	<u>-</u>	<u>(50,064)</u>	<u>-</u>	<u>-</u>
	<u>\$ 275,329</u>	<u>\$ 33,795</u>	<u>\$ 90,279</u>	<u>\$ 3,460</u>	<u>\$ 402,863</u>	<u>\$ 475,443</u>

Externally restricted gaming reserve - Note 4

# COLUMBIAN CENTRE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2012

### 1. Operations of the society

The Columbian Centre Society demonstrates service excellence in rehabilitation and housing for adults with psychiatric disabilities including those with co-occurring addictions. The society promotes community and develops programs that support social inclusion through personalized, respectful and caring service.

- a) Gateway House supports ten residents at a time in a ten-bed licensed residential mental health facility. Prior to March 17, 2009, this facility was known as Columbia House.
- b) The semi-independent living program supports five residents in K.C. House, five residents in Gwladys Brewster House, and an eight-unit residence in Bob Currie Place.
- c) Rosehill Apartments consists of four single, self-contained independent living housing units.  
In consideration of the support provided, the Province of British Columbia has registered a covenant on the title of the Rosehill Apartments property which restricts the use of the property to the provision of housing for disabled persons.
- d) The society provides public education and community outreach activities.

### 2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian generally accepted accounting principles (GAAP) for non-profit organizations.

#### - Property and equipment

Property and equipment are recorded at cost. Amortization is recorded on a straight-line basis, except for vehicles which are amortized on a declining-balance basis, over the estimated useful life of the assets as follows:

Building	25 years
Equipment under capital lease	5 years
Vehicles	30%

#### - Revenue recognition

Revenue is recognized in the period to which the funding contract relates. Grants and donations given to the society, which are to be used to purchase property and equipment are recorded as a deferred contribution and amortized using the same rates as those of the related assets.

#### - Use of estimates

The preparation of the financial statements of Columbian Centre Society, in accordance with Canadian generally accepted accounting principles, requires management to make estimates and assumptions, mainly considering values which affect reported amounts of assets, liabilities, revenue and expenses, and related disclosures. Amounts are based on best estimates, but actual amounts may vary from the amounts recorded. Adjustments, if any, will be reflected in operations in the period of settlement.

#### - Administration costs

Administration costs are allocated among the housing projects according to the actual time spent. Administration costs at Rosehill Apartments are limited to the amount that B.C. Housing allows in its operating agreement budget even when actual costs are higher.

# COLUMBIAN CENTRE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2012

### 4. Cash

Cash includes \$46,448 (2011: \$69,929) of gaming funds, which are held in a separate bank account.

### 5. Cash (replacement reserves)

	Gateway House	Rosehill Apartments	Gwladys Brewster House	K.C. House	Bob Currie Place	Total
Balance, beginning of the year	\$ 8,253	\$ 11,981	\$ 18,864	\$ 16,627	\$ 7,597	\$ 63,322
Annual provision	960	2,444	1,300	500	1,000	6,204
Interest earned	<u>88</u>	<u>131</u>	<u>109</u>	<u>171</u>	<u>84</u>	<u>583</u>
	9,301	14,556	20,273	17,298	8,681	70,109
Replacements and improvements during the year	<u>-</u>	<u>(2,430)</u>	<u>(12,869)</u>	<u>-</u>	<u>-</u>	<u>(15,299)</u>
Balance, end of the year	<u>\$ 9,301</u>	<u>\$ 12,126</u>	<u>\$ 7,404</u>	<u>\$ 17,298</u>	<u>\$ 8,681</u>	<u>\$ 54,810</u>

Pursuant to its agreements for Gateway House, Rosehill Apartments, and Gwladys Brewster House with B.C. Housing, the society is required to maintain separate deposits equal to the replacement reserves to cover approved replacements and major repairs. The funds held as a result of this requirement are classified as externally restricted on the Statement of Financial Position. The society sets aside separate deposits on a similar basis for K.C. House and Bob Currie Place which are not funded by B.C. Housing and they are classified as internally restricted on the Statement of Financial Position.

### 6. Restricted net assets

	Externally Restricted	Internally Restricted
Gateway House	\$ 9,301	\$ -
Rosehill Apartments	12,126	-
Gwladys Brewster House	7,404	-
K.C. House	-	17,298
Bob Currie Place	-	8,681
Reserved as credit card security	15,000	-
Gaming reserve	46,448	-
Project development reserve	-	298
Capital acquisition reserve	-	463
Contingency reserve	<u>-</u>	<u>7,055</u>
	<u>\$ 90,279</u>	<u>\$ 33,795</u>



# COLUMBIAN CENTRE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2012

### 11. Pension obligations

The Colombian Centre Society and its employees contribute to the Municipal Pension Plan (Plan), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 163,000 active members and approximately 60,000 retired members. Active members include approximately 35,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and adequacy of Plan funding. The most recent valuation, as at December 31, 2009, indicated an unfunded liability of \$1,024 billion for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. The actuary does not attribute portions of the unfunded liability to individual employers. The Colombian Centre Society paid \$67,378 for employer contributions to the plan in fiscal 2012.

### 12. Contingent liability

Sick pay and special leave is accumulated and paid out when an employee is sick or requires a special leave. Accumulated to date is a pool of 4,711 sick hours and 1,887 hours for special leave (2011 - 4,974 sick hours and 1,905 hours for special leave). Using the rates of pay in effect at year-end, the maximum liability of the society could be \$186,129 (2011 - \$184,844). As at March 31, 2012, \$58,828 (2011 - \$58,430) has been set up in accounts payable for potential payouts, based on the average historical usage.

### 13. Contracts

Terms of employment for the society's nurses and mental health support workers are determined by collective agreements which expired as at March 31, 2012. The society continues to operate under the terms of the previous agreements until new agreements are signed.

### 14. Accounts payable and accrued liabilities

	2012	2011
Trade payables	\$ 39,529	\$ 42,224
Wages and benefits	68,956	52,024
Sick pay and special leave	<u>58,828</u>	<u>58,430</u>
	<u>\$ 167,313</u>	<u>\$ 152,678</u>

# COLUMBIAN CENTRE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2012

### 17. Mortgages due on demand

The Coastal Community Credit Union mortgages for Bob Currie Place, K.C. House, and Gwladys Brewster House have been classified as a current debt as the loans are due on demand as that is the current practice.

	2012	2011
Semi-Independent Living - Bob Currie Place		
Coastal Community Credit Union - due on demand, payable at \$1,325 per month including interest at 5.94% until May 1, 2014; secured by a first charge over the building and land, as well as assignment of rents	\$ 128,118	\$ 136,128
Semi-Independent Living - K.C. House		
Coastal Community Credit Union - due on demand, payable at \$1,093 per month including interest at 5.65% until April 1, 2013; secured by a first charge over the building and land lease, as well as all of the society's present and after-acquired personal property	66,696	75,753
Semi-Independent Living - Gwladys Brewster House		
Coastal Community Credit Union - payable at \$378 per month including interest at 6.29%; due January 1, 2013; secured by a second charge over the building and land, as well as all of the society's present and after-acquired personal property	<u>28,864</u>	<u>31,486</u>
	<u>\$ 223,678</u>	<u>\$ 243,367</u>

### 18. Capital lease

	2012	2011
Hartman Business Solutions - capital lease - payable at \$253 per month, blended payments, with interest at 13.15%; secured by specific equipment; due March 2015	\$ 6,853	\$ 8,642
Less: Current portion	<u>2,039</u>	<u>1,789</u>
	<u>\$ 4,814</u>	<u>\$ 6,853</u>

Security consists of two Ricoh multifunction photocopiers, of which there is an option to purchase the photocopiers for their fair market value at the end of the lease.

The interest rate has been determined by an estimate of fair market value provided by the supplier.

Principal payments due in each of the next three years are as follows:

2013	\$ 2,039
2014	2,324
2015	<u>2,490</u>
	<u>\$ 6,853</u>

# COLUMBIAN CENTRE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2012

---

### 23. Comparative figures

Certain of the comparative figures have been reclassified to conform with the current year's presentation.

### 24. Financial instruments

Financial instruments are financial assets or liabilities where, in general, the society has the right to receive cash or another financial asset from another party or the society has the obligation to pay another party cash or other financial assets. The society's financial instruments consist of cash, short-term investments, accounts receivable, accounts payable and accrued liabilities, promissory note, vehicle loan, and mortgages.

#### - Financial and foreign exchange risk

The financial risk is the risk to the society's earnings that arises from fluctuations in interest rates, foreign exchange rates, market rates and degree of volatility of these rates. The society does not use derivative instruments to reduce its exposure to interest rate risk as management does not consider them to be material. The society is not exposed to foreign exchange risk from financial instruments.

#### - Credit risk

Credit risk arises from the potential that a counterparty will fail to perform its obligations. The society is exposed to credit risk from its residents; however, there are a number of residents which reduces the concentration of credit risk. The society receives a large portion of its funding from the provincial government.

#### - Fair value

For cash, short-term investments, accounts receivable, accounts payable and accrued liabilities, vehicle loan, and mortgages, the carrying amounts of these financial instruments approximate their fair value due to their short-term maturity, capacity of prompt liquidation, or discount factors. For the promissory note, the timeliness of repayment and fair value cannot be determined with appropriate reliability.

highlighted annual budget amounts are the amounts revised from the interim budget to form the proposed FINAL 2012/13 budget

# **Columbian Centre Society**

## **Income and Expenses**

**Monday, December 31, 2012**

**Proposed FINAL**

	Actual	Month	Budget	Month	Actual	Budget	Over (under)	Variance	Proposed FINAL
					YTD	YTD	Budget	%	Budget 2012/13
<b>Revenues</b>									
VIHA	92,131.42		92,131.42		829,182.78	829,182.78	0.00	0.00%	1,105,600.00
BC Housing Operating Agreement	477.50		477.50		4,297.50	4,297.50	0.00	0.00%	5,730.00
BC Housing Mortgage Subsidy	644.22		644.17		5,797.98	5,797.53	0.45	0.01%	7,730.00
Project Development Funding	1,250.00		0.00		2,500.00	0.00	2,500.00		0.00
Donations and Fundraising	5,220.00		2,916.66		40,439.12	26,249.94	14,189.18	54.05%	35,000.00
United Way	320.00		0.00		5,153.52	8,100.00	(2,946.48)	-36.38%	10,800.00
User Fees	9,579.00		9,579.00		84,975.00	84,975.00	0.00	0.00%	112,800.00
Interest Income	213.99		266.67		2,028.90	2,400.03	(371.13)	-15.46%	3,200.00
City of Nanaimo PTE	0.00		0.00		10,500.00	10,500.00	0.00		10,500.00
Miscellaneous Revenue	120.00		750.00		8,265.85	6,750.00	1,515.85	22.46%	9,000.00
Transfer from reserves	0.00		0.00		0.00	0.00	0.00		0.00
Bingo Revenue	2,500.01		4,000.00		35,122.26	36,500.00	(1,377.74)	-3.77%	48,500.00
Tenant Rents	8,580.00		8,580.00		77,220.00	77,220.00	0.00	0.00%	102,960.00
<b>Total Revenue</b>	<b>121,036.14</b>		<b>119,345.42</b>		<b>1,105,482.91</b>	<b>1,091,972.78</b>	<b>13,510.13</b>	<b>1.24%</b>	<b>1,451,820.00</b>
<b>Expenses</b>									
Excluded Staff	25,994.25		26,307.66		173,295.07	175,384.54	(2,089.47)	-1.19%	228,000.00
Nurses	15,553.77		15,773.84		106,210.52	104,415.38	1,795.14	1.72%	135,450.00
Mental Health Support Workers	59,710.28		58,309.62		393,818.27	386,980.80	6,837.47	1.77%	502,550.00
<b>Total wage costs</b>	<b>101,258.30</b>		<b>100,391.12</b>		<b>673,323.86</b>	<b>666,780.72</b>	<b>6,543.14</b>	<b>0.98%</b>	<b>866,000.00</b>
CPP / EI / WCB	6,417.39		7,846.16		48,242.79	52,307.64	(4,064.85)	-7.77%	68,000.00
Benefits	11,269.99		14,779.80		110,490.73	113,902.88	(3,412.15)	-3.00%	150,050.00
<b>Total payroll costs</b>	<b>118,945.68</b>		<b>123,017.08</b>		<b>832,057.38</b>	<b>832,991.24</b>	<b>(933.86)</b>	<b>-0.11%</b>	<b>1,084,050.00</b>
Staff Development/Training	0.00		1,333.34		2,115.60	12,000.06	(9,884.46)	-82.37%	16,000.00
Recruitment/Orientation	754.14		333.34		1,850.14	3,000.06	(1,149.92)	-38.3%	4,000.00
Board and Org. Development	11,191.24		1,666.66		18,467.16	14,999.94	3,467.22	23.11%	20,000.00
Project Development	0.00		0.00		0.00	0.00	0.00	0.00%	
Fundraising Expense	1,363.88		1,583.34		11,179.89	14,250.06	(3,070.17)	-21.54%	19,000.00
<b>Staff and Organizational development</b>	<b>13,309.26</b>		<b>4,916.68</b>		<b>33,612.79</b>	<b>44,250.12</b>	<b>(10,637.33)</b>	<b>-24.04%</b>	<b>59,000.00</b>
Community Education personnel	4,518.00		3,479.17		32,478.75	31,312.53	1,166.22	3.72%	41,750.00
Community Education supplies	0.00		916.67		8,323.09	8,250.03	73.06	0.89%	11,000.00
<b>Total PECO program</b>	<b>4,518.00</b>		<b>4,395.84</b>		<b>40,801.84</b>	<b>39,562.56</b>	<b>1,239.28</b>	<b>3.13%</b>	<b>52,750.00</b>
Mortgage Interest	1,569.20		1,675.83		14,738.24	15,082.47	(344.23)	-2.28%	20,110.00
Rosehill Replacement Reserve	203.67		203.33		1,833.03	1,829.97	3.06	0.17%	2,440.00
Property Taxes	0.00		0.00		12,810.92	12,600.00	210.92	1.67%	12,600.00
Utilities	1,805.63		2,583.34		23,095.81	23,250.06	(154.25)	-0.66%	31,000.00
Repairs and Maintenance	5,637.92		3,838.33		36,120.15	34,544.97	1,575.18	4.56%	46,060.00
Replacement Reserve Purchases	0.00		0.00		0.00	0.00	0.00	0.00%	0.00
Extraordinary Repairs and Maint.	0.00		0.00		0.00	0.00	0.00	0.00%	0.00
Telephone	618.46		679.16		6,090.07	6,112.44	(22.37)	-0.37%	8,150.00
Insurance	813.65		812.49		7,322.85	7,312.41	10.44	0.14%	9,750.00
Food Supplies	3,624.49		3,750.00		34,829.89	33,750.00	1,079.89	3.20%	45,000.00
Household Supplies	682.35		500.00		4,408.32	4,500.00	(91.68)	-2.04%	6,000.00
Medical Supplies	82.90		100.00		768.93	900.00	(131.07)	-14.56%	1,200.00
Vacancy Loss/Bad Debt	2,819.20		583.34		8,863.78	5,250.06	3,613.72	68.83%	7,000.00
Capital Purchases	0.00		0.00		0.00	0.00	0.00	0.00%	0.00
Replacement reserve purchases	0.00		0.00		0.00	0.00	0.00	0.00%	0.00
Furniture	0.00		0.00		0.00	0.00	0.00	0.00%	0.00
<b>Occupancy costs</b>	<b>17,857.47</b>		<b>14,725.82</b>		<b>150,881.99</b>	<b>145,132.38</b>	<b>5,749.61</b>	<b>3.96%</b>	<b>189,310.00</b>
Professional Fees	0.00		0.00		13,492.96	13,000.00	492.96		13,000.00
Lease Interest	60.51		66.66		610.95	599.94	11.01	1.84%	800.00
Office Supplies	606.15		1,254.16		5,681.85	11,287.44	(5,605.59)	-49.66%	15,050.00
Outside Services	399.40		250.01		3,761.60	2,250.09	1,511.51	67.18%	3,000.00
Miscellaneous Expenses	146.20		16.66		173.10	149.94	23.16	15.45%	200.00
Cash (Over) Short	11.20		0.00		88.37	0.00	88.37	0.00%	0.00
Membership Fees	0.00		0.00		445.26	400.00	45.26	11.32%	400.00
<b>Misc. admin costs</b>	<b>1,223.46</b>		<b>1,587.49</b>		<b>24,254.09</b>	<b>27,687.41</b>	<b>(3,433.32)</b>	<b>-12.40%</b>	<b>32,450.00</b>
Education/Activation Program	2,455.90		1,458.34		14,654.49	13,125.06	1,529.43	11.65%	17,500.00
Travel/vehicle	639.72		1,000.00		7,431.33	9,000.00	(1,568.67)	-17.43%	12,000.00
Vehicle Loan Interest	82.68		83.34		804.94	750.06	54.88	7.32%	1,000.00
<b>Resident reintegration costs</b>	<b>3,178.30</b>		<b>2,541.68</b>		<b>22,890.76</b>	<b>22,875.12</b>	<b>15.64</b>	<b>0.02</b>	<b>30,500.00</b>
<b>Total Expenses</b>	<b>159,032.17</b>		<b>151,184.59</b>		<b>1,104,498.85</b>	<b>1,112,498.83</b>	<b>(7,999.98)</b>	<b>(0.28)</b>	<b>1,448,060.00</b>
<b>Cash Rev over (less than) expenses</b>	<b>(37,996.03)</b>		<b>(31,839.17)</b>		<b>984.06</b>	<b>(20,526.05)</b>	<b>21,510.11</b>		<b>3,760.00</b>
Depreciation	3,915.00		3,340.83		35,235.00	30,067.47	5,167.53	17.19%	40,090.00
Replacement Reserves (except Rosehill)	313.33		313.33		2,819.97	2,819.97	0.00	0.00%	3,760.00
<b>Adjusted Surplus (loss)</b>	<b>(\$42,224.36)</b>		<b>(\$35,493.33)</b>		<b>(\$37,070.91)</b>	<b>(\$53,413.49)</b>	<b>\$16,342.58</b>		<b>(\$40,090.00)</b>



1		15/01/2013 8:32		Columbian Centre Society					
2			2013/14 budget					consolidated	consolidated
3		REVENUES	Gateway House	GB House	KC House	Bob Currie	Rosehill	2013/14 budget	2012/13 budget
4	4000	VIHA	\$551,000.00	14,350.00	\$20,400.00	\$543,650.00		\$1,129,400.00	\$1,105,600.00
5	4002	BC Housing op agreement					5,730.00	\$5,730.00	\$5,730.00
6	4010	BC Housing mortg. subsidy	4,160.00	2,150.00			1,420.00	\$7,730.00	\$7,730.00
7	4015	Donations & fundraising	18,000.00			18,000.00		\$36,000.00	\$35,000.00
8	4016	United Way	4,500.00	-	-	4,500.00		\$9,000.00	\$10,800.00
9	4020	User Fees	112,800.00					\$112,800.00	\$112,800.00
10	4030	Interest	3,000.00					\$3,000.00	\$3,200.00
11	4036	City of Nanaimo	3,840.00	2,300.00	-	5,100.00		\$11,240.00	\$10,500.00
12	4037	Other Income	9,000.00					\$9,000.00	\$9,000.00
13	4040	Rents		24,000.00	24,000.00	38,400.00	16,560.00	\$102,960.00	\$102,960.00
14	4100	Gaming - **PECO Program	44,000.00					\$44,000.00	\$48,500.00
15		Total revenues	\$750,300.00	42,800.00	\$ 44,400.00	\$ 609,650.00	\$ 23,710.00	\$1,470,860.00	\$1,451,820.00
16		EXPENSES							
17	6000	Exec Director	\$35,400.00	\$ 12,000.00	\$12,000.00	\$30,000.00	\$1,200.00	\$90,600.00	\$88,000.00
18	6100	Man. of Rehab perm	\$43,250.00			43,250.00		\$86,500.00	\$84,000.00
19	6400	Man. of Support Serv	28,700.00	7,500.00	7,500.00	13,000.00	1,000.00	\$57,700.00	\$56,000.00
20	6200	Nurses - permanent	59,200.00			59,200.00		\$118,400.00	\$114,950.00
21	6210	Nurses - casual costs	10,550.00			10,550.00		\$21,100.00	\$20,500.00
22	6300	MHRW - permanent 2%	214,250.00			214,250.00		\$428,500.00	\$420,050.00
23	6305	MHRW - casual costs 2%	42,100.00			42,100.00		\$84,200.00	\$82,500.00
24		Total wage cost	\$433,450.00	\$19,500.00	\$19,500.00	\$412,350.00	\$2,200.00	\$887,000.00	\$866,000.00
25	5010	CPP/EI/WCB	34,750.00			34,750.00		\$69,500.00	\$68,000.00
26	5019	Municipal Pension Plan	36,350.00			36,350.00		\$72,700.00	\$71,000.00
27	5020	Health & Welfare benefits	39,500.00			39,500.00		\$79,000.00	\$79,050.00
28		Total payroll costs	\$544,050.00	\$19,500.00	\$19,500.00	\$522,950.00	\$2,200.00	\$1,108,200.00	\$1,084,050.00
29	5021	Staff development	6,000.00			6,000.00		\$12,000.00	\$16,000.00
30	5022	Recruit.& orientation	2,000.00			2,000.00		\$4,000.00	\$4,000.00
31	5160	Fundraising (TT \$9,400. 12hrs/wk)	9,750.00			9,750.00		\$19,500.00	\$ 19,000.00
32	5026	Board & org. development	6,000.00			6,000.00		\$12,000.00	\$20,000.00
33		Staff and Board development	23,750.00			23,750.00		\$47,500.00	\$59,000.00
34	5030	PECO personnell costs	41,750.00					\$41,750.00	\$41,750.00
35	5035	PECO program costs	11,000.00					\$11,000.00	\$11,000.00
36		PECO program total	52,750.00					\$52,750.00	\$52,750.00
37	5025	Mortgage (interest only except RA)	1,200.00	1,500.00	4,300.00	7,600.00	4,910.00	\$19,510.00	\$20,110.00
38	5040	Rosehill Replacement Reserve					2,440.00	\$2,440.00	2,440.00
39	5045	Property taxes	3,840.00	2,300.00	-	5,100.00	2,100.00	\$13,340.00	12,600.00
40	5050	Utilities	12,000.00	4,500.00	4,500.00	5,900.00	4,100.00	\$31,000.00	31,000.00
41	5055	Repairs & maintenance	18,500.00	6,500.00	8,800.00	9,250.00	4,460.00	\$47,510.00	46,060.00
42	5065	Telephone	4,000.00	500.00	500.00	4,000.00		\$9,000.00	8,150.00
43	5075	Insurance	3,800.00	1,500.00	1,500.00	2,000.00	1,200.00	\$10,000.00	9,750.00
44	5090	Food	48,500.00					\$48,500.00	45,000.00
45	5095	Household supplies	5,600.00	200.00	200.00	300.00		\$6,300.00	6,000.00
46	5096	Medical supplies	1,400.00					\$1,400.00	1,200.00
47	5150	Vacancy loss exp	3,000.00	800.00	800.00	1,600.00	400.00	\$6,600.00	6,600.00
48	5155	Bad debt expense	200.00	50.00	50.00	100.00		\$400.00	400.00
49		Occupancy costs	102,040.00	17,850.00	20,650.00	35,850.00	19,610.00	\$196,000.00	\$189,310.00
50	5060	Audit	4,500.00	2,000.00	1,600.00	4,100.00	1,600.00	\$13,800.00	13,000.00
51	5024	Equipment lease (interest only)	400.00			400.00		\$800.00	800.00
52	5066	Postage/office	5,200.00	1,300.00	1,300.00	5,200.00	150.00	\$13,150.00	15,050.00
53	5100	Outside services	1,600.00	750.00	750.00	1,600.00		\$4,700.00	3,000.00
54	5115	Miscellaneous	100.00	100.00	100.00	100.00		\$400.00	200.00
55	5125	Membership fees	250.00				150.00	\$400.00	400.00
56		Misc admin costs	12,050.00	4,150.00	3,750.00	11,400.00	1,900.00	\$33,250.00	\$32,450.00
57	5080	Travel expenses	5,200.00			5,200.00		\$10,400.00	12,000.00
58	5081	Vehicle loan interest	500.00			500.00		\$1,000.00	1,000.00
59	5105	Resident community reintegration	9,000.00			9,000.00		\$18,000.00	17,500.00
60		Resident program costs	14,700.00			14,700.00		\$29,400.00	30,500.00
61		Total Expenses	\$749,340.00	\$41,500.00	\$43,900.00	\$608,650.00	\$23,710.00	\$1,467,100.00	\$1,448,060.00
62		Rev over Cash Expenses	960.00	1,300.00	500.00	1,000.00	0.00	3,760.00	3,760.00
63	5040	Repl. reserve	960.00	1,300.00	500.00	1,000.00	-	\$3,760.00	3,760.00
64	5110	Depreciation	\$15,500.00	\$4,450.00	\$8,150.00	\$10,000.00	\$1,990.00		40,090.00
65		Adjusted Rev over Expenses	-\$15,500.00	-\$4,450.00	-\$8,150.00	-\$10,000.00	-\$1,990.00		-\$40,090.00
66	B/S	***Principal repayments	\$21,201.96	\$10,666.56	\$8,816.00	\$16,308.08	\$0.00		56,992.60
C:\my documents\ccs financial\ funding apps\12-13\gh pte NY budget.xlsx 49 of 1									





## CCS BOARD MEMBERS – 2012-2013

Name	Email	Address	Home	Office	Term end
1. Valerie <b>FULFORD</b>	valeriejfulford@gmail.com	1382 Rose Ann Drive Nanaimo, B.C. V9T 3Z3	756-3902	390-3231 ext.1	2014
2. Dave <b>LaBERGE</b>	David.LaBerge@rcmp-grc.gc.ca	2800 Shady Mile Way Nanaimo B.C.V9R 7A9	756-2611	755-3270	2013
3. Bill <b>MacGOUGAN</b>	bill@macgougan.ca	4011 Landmark Crescent Nanaimo, BC V9T 5P9	756-4607	753-6621 ext. 246	2014
4. Christine <b>McAULEY</b>	bcmcauley@shaw.ca	3497 Budehaven Drive Nanaimo, B.C. V9T 6E1	756-0543	585-4460	2014
5. Blake <b>McGUFFIE</b>	bmcguff@shaw.ca	10 Esplanade, Box 250 Nanaimo, B.C. V9R 5K9	753-2080		2013
6. Dorina <b>MEDLAND</b>	dorinamedland@shaw.ca	Box 76 Cassidy, B.C. V0R 1H0	245-4006	245-4067	2013
7. Avis <b>MUIR</b>	avismuir@shaw.ca	13490 Doole Rd. Ladysmith B.C. V9G 1G6	245-9953		2013
8. Carol <b>STUART</b>	carol.stuart2@gmail.com	3586 Oakridge Drive Nanaimo, B.C. V9T 1M4	585-4838	740-6242	2014
9. Derek <b>THOMAS</b>	DrkThomas@aol.com	1460 Rose Ann Drive Nanaimo, B.C. V9T 4K8	751-7989		2014
10. Erin <b>WARNER</b>	erinwarner@live.ca	6246 Brickyard Rd Nanaimo B.C. V9V 1K2	751-2956	751-2939	2013
11. Mark <b>WILLOTT</b>	m.willott@yahoo.com	3509 Ross Road Nanaimo, B.C. V9T 2S3	758-8472		2014
12. Jason <b>WINTON</b>	jasonwinton@shaw.ca	2415 Yellow Point Road Nanaimo, B.C. V9X 1W5	722-2551	740-1060	2013