



AGENDA
GRANTS ADVISORY COMMITTEE
TO BE HELD ON WEDNESDAY, 2015-NOV-18 AT 2:00 P.M.
BOARD ROOM, 411 DUNSMUIR STREET

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 Board Room, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2015-SEP-16 at 2:00 p.m. *Pg. 3-4*

5. **INFORMATION ITEMS:**

- (a) 2015 Grants Committee Budget *Pg. 5*
- (b) 2015 Synopsis of Grants Awarded/Denied *Pg. 6-7*
- (c) Memo dated 2015-NOV-18 from Diane Hiscock, Staff Liaison, regarding that 2 additional GAC members be appointed to the Culture and Heritage Grant Appeal Committee. *Pg. 8-14*
- (d) Memo dated 2015-NOV-18 from Diane Hiscock, Staff Liaison, regarding additional information from the Nanaimo & District BC SPCA (2015 OG-02) regarding their SNIP grant request. *(Distributed separately). Pg. 15-38*

6. **DELEGATIONS:**

- (a) Ms. Jan Hastings, Executive Director, Nanaimo Recycling Exchange Society, to provide the Grants Advisory Committee with more information regarding their operation and location.

7. **NEW APPLICATIONS:**

- (a) **OG-02 Nanaimo & District BC SPCA** *Pg. 39-53*
- Cash grant request in the amount of \$25,000 to support the SNIP program (low income spay and neuter service).

(b) **OG-03 Big Brothers Big Sisters of Central Vancouver Island** *Pg. 54-86*

Cash grant request in the amount of \$2,500 to upgrade the agency's computers.

8. **NEXT MEETING:**

The next meeting is scheduled for 2015-DEC-16 at 2:00 p.m. in the Board Room, Service and Resource Centre, 411 Dunsmuir Street.

9. **ADJOURNMENT:**



MINUTES
GRANTS ADVISORY COMMITTEE
MEETING HELD WEDNESDAY, 2015-SEP-16, 2:00 P.M.
BOARD ROOM, 411 DUNSMUIR STREET

MEMBERS PRESENT:

Councillor I. Thorpe, Chair
Councillor W. Pratt
B. Anderson
V. Alcock-Carter

D. Bonner
S. Pachkowsky
D. Appell

STAFF PRESENT:

D. Hiscock, Manager of Revenue Services
T. Wilkinson, Recording Secretary

1. CALL TO ORDER:

The meeting was called to order at 2:00 p.m.

2. LATE ITEMS:

Councillor Thorpe – Nomination of a member from the Grants Advisory Committee to sit on the Culture and Heritage Grant Appeal Committee.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Grants Advisory Committee Meeting held in Room 233, 411 Dunsmuir Street, Nanaimo, BC on Thursday, 2015-AUG-13 at 2:04 p.m. be adopted as circulated. The motion carried unanimously.

5. NEW APPLICATIONS:

(a) British Columbia Boys Choir (PTE-04)

Councillor Thorpe – request for reconsideration of the British Columbia Boys Choir (PTE 04) application considered at the Grants Advisory Committee Meeting held 2015-AUG-13.

“It was moved and seconded that the British Columbia Boys Choir be denied being placed on the City’s 2015 Permissive Tax Exemption Bylaw for the 2016 tax year for property it leases at #6 - 150 Commercial Street, as the choir members reside in the Greater Vancouver region, and are not based in Nanaimo. The motion carried unanimously.”

It was moved and seconded that the British Columbia Boys Choir be placed on the City’s 2015 Permissive Tax Exemption Bylaw for the 2016 tax year for property it leases at #6 - 150 Commercial Street, as the Grants Advisory Committee received additional information clarifying that there are Nanaimo members that reside and participate locally. The motion carried unanimously.

6. OTHER BUSINESS:

(a) Nomination of a member from the Grants Advisory Committee to sit on the Culture and Heritage Grant Appeal Committee.

It was moved and seconded that Bill Anderson, Grants Advisory Committee member, sit on the Culture and Heritage Grant Appeal Committee. The motion carried unanimously.

7. NEXT MEETING:

The next meeting of the Grants Advisory Committee is scheduled for Wednesday, 2015-OCT-21 in the Board Room, Service and Resource Centre, 411 Dunsmuir Street.

8. ADJOURNMENT:

It was moved and seconded at 2:38 p.m. that the meeting terminate. The motion carried unanimously.

Chair

Date

GRANTS ADVISORY COMMITTEE 2015 Grant Applications

GRANTS ADVISORY COMMITTEE							2015	2015	2015	2015	2015	2015
2015 Grant Applications							Request	Recommend	Awarded	Budget	Remaining	
		2009 Grant	2010 Grant	2011 Grant	2012 Grant	2013 Grant	2014 Grant					
Other Grants 275000 - 1334												7,000.00
OG-01	Nanaimo Volunteer & Information Centre Society	1,521.26	1,293.80	1,408.06	1,397.42	1,443.62	1501.47	1,526.23	1,526.23	1,526.23	5,473.77	7,000.00
	Nanaimo 7-10 Club Society (covered by Council Contingency)				9,321.00	9,321.00	4660.50				5,473.77	5,473.77
											5,473.77	5,473.77
Subtotal: Other Grants 275000 - 1334		1,521.26	1,293.80	1,408.06	10,718.42	10,764.62	6,161.97	1,526.23	1,526.23	1,526.23	5,473.77	
Permissive Tax Exemptions 275000 - 1332												5,000.00
PTE-01	Loaves & Fishes Food Bank Foundation							8,410.56	0.00	0.00	5,000.00	5,000.00
											5,000.00	5,000.00
											5,000.00	5,000.00
Subtotal: Permissive Tax Exemptions 27500 - 1332		0.00	0.00	0.00	0.00	0.00	0.00	8,410.56	0.00	0.00	5,000.00	
Security Check Grants 275000 - 1329												2,000.00
											2,000.00	
Subtotal: Security Check Grants 275000 - 1329		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	
Totals												
Nanaimo 7-10 Club Society - 25% rent reduction for 2014 only was approved by Council. Funded from 2014 Council Contingency.												
2015 Budget												14,000.00
Add: Transfer from Council Contingency												
Add: Transfer from Council Contingency												
Add: Transfer from Prior Year												
Less: Grants Awarded												(1,526.23)
Remaining Budget												12,473.77

Synopsis of Grants Awarded/Denied 2015

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)	✓		✓		✓		\$1,526.23	'In Kind' grant for Beban Park Auditorium rental. Funds paid out from Grants cost centre.
Nanaimo & District BC SPCA (OG-02)				✓		✓		Request for an Other Grant in the amount of \$25,000 for the SNIP program (low income spay and neuter service) be deferred to a future meeting and requested Staff to obtain information from the Society on how the previous SNIP grant funds have been spent.

SECURITY CHECK GRANTS

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PERMISSIVE TAX EXEMPTION GRANTS

Loaves & Fishes Food Bank Foundation (PTE-01)	✓		✓		✓		\$0.00	Recommended to be placed on 2016 PTE Bylaw. <u>Denied</u> \$8,410.56 for 2015 cash-in-lieu of PTE.
Nanaimo Kennel Club (PTE-02)		✓	✓		✓		\$0.00	<u>Denied</u> being placed on the 2016 PTE bylaw as they don't provide a service to the broader Nanaimo Community, and it's not an activity that the City would normally provide if it wasn't otherwise available in the community..
Mid Island Abilities & Independent Living Society (PTE-03)	✓		✓		✓		\$0.00	Recommended to be placed on 2016 PTE Bylaw.
British Columbia Boys Choir (PTE-04)	✓		✓		✓		\$0.00	Recommended to be placed on 2016 PTE Bylaw.
Island Crisis Care Society (PTE-05)	✓		✓		✓		\$0.00	Recommended to be placed on 2016 PTE Bylaw.
Nanaimo Community Gardens Society (PTE-06)	✓		✓		✓		\$0.00	Recommended to be placed on 2016 PTE Bylaw.

Synopsis of Grants Awarded/Denied 2015

Organization	Grant Approved by Grants Committee & Council		Letter Sent		Cheque Sent		Amount Granted \$	Reason Grant Awarded/Denied
	Y	N	Y	N	Y	N		
Nanaimo Recycling Exchange Society (PTE-07)	✓		✓				\$0.00	Recommended to be placed on 2016 PTE Bylaw, that they reapply in 2016 for the 2017 tax year, and that the Executive Director be invited to a future meeting to update the Committee on the progress of their relocation.

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CITY OF NANAIMO

MEMORANDUM

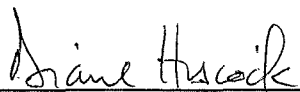
TO: Grants Advisory Committee Members
FROM: Diane Hiscock, Staff Liaison, Grants Advisory Committee
DATE: 2015-NOV-18
RE: Culture and Heritage Grant Appeal Committee

At the Grants Advisory Committee (GAC) meeting held 2015-SEP-16, the Committee nominated Bill Anderson to sit on the Culture and Heritage Grant Appeal Committee. Subsequent to this, I have been advised that the report I used as background for this request had been amended to require 3 members from the GAC.

A copy of the Culture and Heritage Commission recommendations related to this is attached. Please refer to page (13).

In order to comply with this, the GAC is asked to appoint 2 additional members to sit on the Appeal Committee.

Sincerely,



Diane Hiscock
Staff Liaison
Grants Advisory Committee

City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2015-JUN-15

AUTHORED BY: MS. DIANA JOHNSTONE
CHAIR, CULTURE AND HERITAGE COMMISSION

RE: UPDATES TO PROPOSED CULTURAL FUNDING PROGRAMS

COMMISSION RECOMMENDATION:

It was strongly and unanimously recommended that Council:

1. endorse the culture and heritage funding program assessment criteria as the evaluation tool for making decisions regarding ongoing (continued) cultural investment for organizations applying for culture and heritage operating funding; and not implement a time-based cap on continuous funding; and
2. approve the culture and heritage funding program appeal process as presented in the report.

PURPOSE:

To ensure long-term culture investment to organizations whose mandate and activities further cultural vitality in the City of Nanaimo and meet Council's stated principles and objectives through the funding assessment criteria; and to provide an appeal process for funding applicants.

BACKGROUND:

In 2012 Council approved the *2012-2015 Corporate Strategic Plan*, where Cultural Vitality was identified as one of the four pillars of sustainability with a goal of balancing social, environmental, economic and cultural perspectives for generations to follow. These four pillars (or focus areas) continue to guide ongoing municipal commitments and decisions.

As part of its commitment to building a sustainable and balanced community, Council approved that a review of the City's cultural funding programs intake process and criteria be included as part of the cultural planning process at its 2013-APR-08 Council meeting. The purpose of the review was:

- to ensure that the City's cultural funding programs reflected strategic investment by the City of Nanaimo based on clear and consistent criteria aligned with the *2014-2020 Cultural Plan for a Creative Nanaimo* and the *2012-2015 Corporate Strategic Plan*;
- to provide a clearer definition of the purpose and objectives of funding programs; and
- to help articulate the benefits and overall value of the City's investment to the public.

☒ Council
☐ Committee.....
☒ Open Meeting
☐ In-Camera Meeting

Meeting Date: 2015-JUN-15

At the 2015-JUN-03 Culture and Heritage Commission meeting, the Commission had a lengthy discussion regarding the importance of stable cultural investment for local organizations. Further, the Commission felt it important that Council is aware that there is no Commission support for time-based capping on continuous funding. The Commission strongly and unanimously recommends that Council:

1. endorse the culture and heritage funding program assessment criteria as the evaluation tool for making decisions regarding ongoing (continued) cultural investment for organizations applying for culture and heritage operating funding; and not implement a time-based cap on continuous funding; and
2. and approve the culture and heritage funding program appeal process as presented in the report.

At the 2015-APR-21 Council meeting, Council requested that staff return to Council with a report outlining additional changes to the cultural and heritage funding programs, including a cap on continuous funding for operating grants and a clearly defined appeal process.

At the 2015-MAR-04 Culture and Heritage Commission meeting, it was recommended that Council approve the proposed changes to the City current cultural funding programs outlined in the report.

On 2015-JAN-21, City staff and Mollineaux Management hosted two public information sessions where grant applicants were able to view the revised proposed guidelines and application forms for each funding stream (Culture and Heritage Operating / Culture and Heritage Projects).

At the 2014-SEP-03 Culture and Heritage Commission meeting, Staff provided an update on the cultural funding programs review undertaken by Mollineaux Management (*City of Nanaimo Cultural Funding Program Review*) (available online at <http://cnan.ca/1BAVTiy>).

At 2014-APR-02 Council meeting, Council adopted the *2014-2020 Cultural Plan for a Creative Nanaimo*. This plan was developed with input from thousands of residents and numerous cultural organizations. The plan recognizes Nanaimo's unique and diverse culture; outlines a vision for Nanaimo, and sets forward a strategic plan committed to creating the Nanaimo current and new residents want to live, work and play in.

DISCUSSION:

Culture is recognized as a means to build community; encourage outdoor activity, healthy lifestyles, life-long learning, and accessibility to programs for all levels of society; and celebrates diversity and cultural differences. To ensure these opportunities happen, culture must be planned for, nurtured, and supported. That is why across Canada and around the world local governments play a key role in the cultural development of their communities; which is increasingly seen as an integral part of broader municipal strategies to foster social and economic prosperity, vitality, and sustainability.

Recognizing that cultural vitality generates both social and economic benefits in a community, the Nanaimo Economic Development Corporation completed an *Economic Impact Study for the Arts and Culture Sector in Nanaimo* in 2013 (available online at <http://cnan.ca/1JQH3YZ>). The study indicated a direct impact and benefit to Nanaimo of \$93 million, with indirect and induced impact adding an additional \$60 million to the provincial economy, combining for a total of \$153 million.

Funding Limits

With the proposed changes, Nanaimo's updated Culture and Heritage Funding programs reflect municipal best practices in culture investment and are similar to programs found in other communities such as Prince George, Kelowna, Vernon, and Kamloops. As outlined in the *City of Nanaimo Cultural Funding Program Review* (Mollineaux Management, July 2014), two funding programs have been updated to support Council's commitment to creating a sustainable city through cultural vitality, economic and social wellbeing, and a commitment to the environment.

Option 1 – Time-Based Cap on Continuous Funding:

As per Council's 2015-APR-21 motion, Staff researched cultural operating programs with caps on continuous funding and was unable to find examples for Council's consideration. The following information outlines current funding practices at various levels of government.

Municipal Programs				
Community	Total Annual Project Funding	Total Annual Operating Funding	Total Investment	Evaluation Methodology
Kamloops	Community Arts Grant: \$37,500 Funding/project Organizations reapply annually	Cultural Service Grant: \$1.3 M No Time Cap	\$1,337,000	Based on Assessment Criteria
Kelowna	\$119,210 Projects can be funded for up to three years Re-apply after one year off (year five)	\$109,300 No Time Cap	\$228,510	Based on Assessment Criteria and Objectives
Vernon (RDNO)	\$30,000 Two years (under review to remove term)	\$800,000 No Time Cap	\$830,000	Based on Assessment Criteria and Objectives
Prince George	Social Development Grant "Cultural Richness" Annual and three-year funding (combined program) No Time Cap		\$357,350	Based on Assessment Criteria and Objectives
Nanaimo	\$30,330 Evaluated annually	\$231,826 No Time Cap	\$262,156	Based on Assessment Criteria and Objectives (Performance Based)
Provincial Programs				
	Total Annual Project Funding	Total Annual Operating Funding		Evaluation Methodology
BC Arts Council	No Time Cap	No Time Cap		Based on Assessment Criteria
Federal Programs				
	Grant			Evaluation Methodology
Canada Arts Council	i.e.: Support Services to the Dance Milieu: Multi-year and Annual Grants No Time Cap			Based on Assessment Criteria

<p>Canadian Heritage Canada Arts Training Fund (CATF)</p>	<p><i>Project: Development Support Component (DSC)</i></p> <ul style="list-style-type: none"> • Four years • Cannot exceed 70% of the total eligible expenses or \$600,000 annually, whichever is less. <p><i>Operating: Regular Support Component (RSC)</i></p> <ul style="list-style-type: none"> • Cannot exceed 70% of the total eligible expenses or \$6,000,000 annually, whichever is less. • No Time Cap 	
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One of the concerns previously raised by Council was that by not capping funds to organizations, new and emerging groups would be unable to receive funding. In its current five-year operating plan, Council has committed to increasing the cultural operating funding program to \$3.00 per capita by 2017. This increase allows for diversified investment in the sector and support for new and emerging groups. The proposed changes to the program criteria also clearly outlines that groups currently receiving funding are not guaranteed future funding and if in future Council is concerned that groups are not providing programs and services that meet its mandate and objectives then it can choose not to fund groups based on the clearly identified assessment criteria.

Based on discussion at the 2015-JUN-03 Nanaimo Culture and Heritage Commission meeting, the Commission does not recommend a time-based cap on continuous funding. Council could set any time horizon based on its preference (one-year, three-year, five-year, etc). Once funding limits have been reached, Council could allow groups to reapply after a "cooling off period". However, it is unlikely that many groups could sustain themselves through this period due to the inability for local organizations to leverage further funding from the federal or provincial levels and other sources without the City's commitment and support (Federal and provincial grants require proof of commitment from the local level).

Other potential impacts of time capping operating funding programs:

1. A potential loss of the existing \$581,000 (approximate) of provincial and federal grant funds currently being put back into the community as matching and/or leveraged funding.
2. Groups who are only accountable to time and not merit, feasibility and overall impact to the community have less accountability to producing quality and sustainable programs and/or services to the community and could potentially lessen accountability and performance near the end of the term.
3. Time-capping an operating funding program is seen as destabilizing organizations and signals other funders that the nonprofits have lost its local government trust, making it difficult to get funding from philanthropic and corporate donors.
4. An inability to reduce funding to existing applicants that are underperforming or to make underdeveloped applicants unsuccessful in receiving funding dilutes the City's investment in impactful culture and heritage programs and decreases the sector in delivering community-benefit programs.
5. Sends a mixed message that the City is not fully committed to supporting the non-profit culture sector as an outcome of the *2014-2020 Cultural Plan for a Creative Nanaimo*.

Option 2 – Performance-Based Funding (Revised May 2015)

Nanaimo's cultural operating funding program is a performance-based program that has clearly identified assessment criteria that aligns investment with Council and the community's priorities as identified in the *2012-2015 Corporate Strategic Plan* and the *2014-2020 Cultural Plan for a Creative Nanaimo*.

Clear eligibility and assessment criteria allow for transparent allocation of funds to applicants for specific activities that meet program objectives. These will communicate to potential applicants the necessary minimum requirements that must be met in order to be considered for funding. Eligibility and assessment criteria serve to filter out inappropriate applicants, or those that may meet eligibility criteria but are not functioning effectively enough to warrant funding.

The assessment criteria (Merit, Relevance/Feasibility, and Potential Impact) enables the Culture and Heritage Commission to recommend to Council funding allocation increases, decreases, and, in some circumstances, no funding to an organization based on the organizations ability to meet the City's program objectives (rather than a length of term).

By using a performance based 'capping' model, the City's Culture and Heritage funding programs provide the ability and corresponding mechanisms for Council to say "no". Through this, Council is able to demand the effective use of resources to meet its stated objectives of public impact and value. When activities are seen to no longer support the objectives of the City of Nanaimo or demonstrate value to the people of Nanaimo and have a positive impact on the community with the assessment criteria as the guiding principle either a decrease or discontinued funding will be recommended.

It is recommended that the Commission recommend that Council continue to use the recently updated performance-based assessment criteria as its method to distribute cultural operating funds for the following reasons:

- The program reflects Canadian municipal Best Practice.
- The program remains consistent with grants at the Federal, Provincial and municipal level.
- The program allows for organizations to best meet the objectives of Council and the community.
- Funds are awarded to organizations because they effectively meet the City's objectives and demonstrate accountability the performance-based assessment criteria.

The Canadian Arts Data / Données sur les arts au Canada (CADAC¹) format will be used as the basis for financial and statistical information in operating funding applications. This will ensure uniform presentation of information from all applicants.

Appeal Process

As per Council's 2015-APR-21 motion, Staff has developed the following appeal process for consideration. As an appeal process will add up to one (1) month to the grant process timeline, the grant process will start in September in future years:

- Applicants must submit appeals in writing to the Culture and Heritage Department identifying the basis for its appeal within ten (10) days of being notified of the Culture and Heritage Commission's recommendations.
- Appeals will be reviewed by an Appeals Committee consisting of the Chair of the Culture and Heritage Commission (where applicable); a member of Council from the Culture and Heritage Commission; and three members of the Grants Advisory Committee.
- A response to the appeal will be made available to the applicant within five (5) business days from the Appeal Committee review.
- The recommendation of the Appeal Committee will be reviewed by the Culture and Heritage Commission before final grant recommendations to Council for approval.

¹ CADAC is a partnership of national and provincial arts organizations that allows operating organizations to record their financial and statistical information on one common platform.

STRATEGIC PLAN CONSIDERATIONS:

The updated cultural funding programs will further the objectives of the Strategic Plan through:

1. Community Building Partnerships: Ensuring a strong, vital non-profit 'community benefit' sector will flourish in Nanaimo.
2. Taking Responsibility: To be an excellent municipal government.
3. Cultural Vitality: Ensuring that Nanaimo will have a strong and vibrant culture which evolves with a coordinated and collaborative effort leading to greater popularity as a place to visit, live, work and play.

Respectfully submitted,


Diana Johnstone
CHAIR
CULTURE AND HERITAGE COMMISSION

/rb

File: 1850-20-C02 Cultural Funding Review

G:\Admin - Council & Commission Reports\2015\COUNCILRPT150615-UpdatesToCulturalFundingPrograms-2.doc

**CITY OF NANAIMO
EVALUATION
OTHER GRANTS**

Name of Organization: **Nanaimo & District BC SPCA**
Cash grant request in the amount of \$25,000 to support SNIP program (low income spay and neuter service).

Grant No. 2015 OG-02

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:



CITY OF NANAIMO
APPLICATION FOR GRANT
OTHER GRANTS

Office Use

OG-02

ORGANIZATION: Nanaimo & District BC SPCA		DATE:	
ADDRESS: 2200 LABIEUX ROAD, NANAIMO, BC, V9L1S5		PRESIDENT: MARYLEE DAVIES	
		SENIOR STAFF MEMBER: LEON DAVIS	
TELEPHONE: 250.758.0351		POSITION: BRANCH MANAGER	
FAX: 250.758.5424		CONTACT: LEON	
EMAIL: LDAVIS@SPCA.BC.CA		TELEPHONE: 250.758.0351	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: CRUELTY INVESTIGATIONS, ANIMAL CARE, ANIMAL SURRENDER SERVICES, COMPASSIONATE AND EMERGENCY BOARDING FOR AT RISK AND ILL RESIDENT'S ANIMALS IN CONJUNCTION WITH HAVEN HOUSE, HUMANE EDUCATION, ANIMAL ADVOCACY, ADOPTION SERVICES, EMERGENCY SERVICES FOR INJURED ANIMALS AND AT RISK ANIMALS, SPAY/NEUTER SERVICES FOR LOW INCOME RESIDENTS, VOLUNTEER PROGRAMS WITH RECOVERING ADDICTS, RESTORATIVE JUSTICE AND JOHN HOWARD FOUNDATION.			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: FROM THE NORTHERN BORDER OF LADYSMITH TO THE NANOOSE RESERVATION INCLUDING GABRIOLA ISLAND, CEDAR, LANTZVILLE, CASSIDY, YELLOWPOINT.			
NO. OF FULL TIME STAFF: 4		NO. OF PART TIME STAFF: 6	
NO. OF COMMUNITY VOLUNTEERS: 100		NO. OF VOLUNTEER HOURS PER YEAR: 10,000	
NO. OF MEMBERS: 150		MEMBERSHIP FEE: ADULT \$30	
CLIENTS SERVED, LAST YEAR: 3500+		CLIENTS SERVED, THIS YEAR (PROJECTED): 3500+	
B.C. SOCIETY ACT REG. NO.: N/A WE ARE MANDATED UNDER THE PREVENTION OF CRUELTY TO ANIMALS ACT		REVENUE CANADA CHARITABLE REG. NO.: BN 11881 9036 RR0001	
CURRENT BUDGET: \$712,000		DO YOU REQUIRE A RENTAL SUBSIDY? IF SO, HOW MUCH? No	
INCOME: \$717,000			
EXPENSES: \$715,000		DO YOU REQUIRE A CASH GRANT? IF SO, HOW MUCH? \$25,000	
NEXT YEAR PROJECTED: \$715,000			
INCOME: \$718,000		TOTAL GRANT REQUESTED: \$25,000	
EXPENSES: \$718,000			
SIGNATURE: 		TITLE/POSITION: BRANCH MANAGER	
		DATE: MONDAY AUG 08 2011	
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).			

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. What is the main purpose of your organization?
To protect and enhance the quality of life for domestic, farm and wild animals in British Columbia. To Create Humane Communities In British Columbia.

2. Describe the work your organization does in this community.
Criminal investigation and enforcement, Emergency and Compassionate Boarding, at risk youth volunteer program. Working with Haven House in supporting abused women
Educating Adults and youth on humane issues, responsible pet ownership and advocacy issues. Volunteer programs for recovering addicts, and youth restorative justice.
Provide assistance to pet owners, and low income residents of Nanaimo, control animal populations
Through spay and neuter services and education.

3. What other agencies provide similar services?
Animal control provide enforcement services for at large dogs . No other agency exists to
Provide low income pet services.

4. How is your organization different than those organizations providing similar services in question 3. above?
We rely purely on local donors and volunteers to provide our services effectively. We can
Investigate and enforce provincial and federal law, execute warrants and recommend charges to Crown Counsel

5. Describe who your clients are.
Our Clients are Nanaimo residents who are looking to access any number of services listed above.
They come from all walks of life, some have greater needs than others, some are privileged
And choose to support the communityb in which they live.

CITY OF NANAIMO GRANT QUESTIONNAIRE

6. Where do your clients live?

Nanaimo & District

7. Describe the needs of your clients.

Our Clients need a community based animal welfare organization to meet their needs

which may include adoption of an animal, assistance with their animals care, Spay/Neuter

Assistance, Animal overpopulation, and assistance in keeping their community safe from

Aggressive animals, transmission of communicable disease and animal abusers.

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

We are trying to drive our message further into schools and engage more local businesses

To get involved with our work, increase the number of community spay/neuters through

Promotion of our SNIP program in the media.

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

By our nature we are in close contact with the community and often attend (at an

Organizations request) meetings to explain what we offer and hear feedback on community

Challenges. We work closely with media on community stories to understand all sides of

Community issues.

10. Describe your organization's community support.

We regularly hold open houses, vaccination clinics, workshops & camps for youth, boarding

Assistance for at risk spouses and recovering addicts. We provide volunteer opportunities

for those with intellectual disabilities and at risk youth and adult.

We help new pet owners access free training classes and Spay/Neuter services

We present educational seminars at various schools around the year.

11. Describe the role of volunteers in your organization.

Volunteers assist in many aspects including animal care and shelter maintenance,

Advocacy, humane education and event assistance.

CITY OF NANAIMO GRANT QUESTIONNAIRE

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

Our lack of public operational funding limits our ability to offer financial assistance to nanaimo residents in need. This application is for the Spay Neuter Initiative Program fund for local low income pet owning residents and will not be used for operations.

We do ask for those accessing the fund for a flat fee of \$75 which is deposited directly back into the fund. This fee is not mandatory and is waived for those who cannot afford it. This enables us to only require aid from the city every 2 years. The biannual request covers a portion of the cost of those 2 year. The remainder is covered by a local Gabriola private donor who gives around \$15,000 each year. We regularly run information campaigns around the need for any community to spay and neuter their pets and also include it in our youth humane education programs. We work closely with Catnap to assist them in their efforts in the community.

This requested grant does not address the feral issues in Nanaimo but a specified grant for just such things is available through our provincial office. In 2013 The BCSPCA granted CatNap \$4,600 to help pay for unowned free living Nanaimo cat spays and neuters, and in 2015 we are poised to approve a further \$7,000 to CatNap.

With a collaborative effort between our private donor, our efforts and the city we have facilitated the spays and neuters of almost 6000 cats owned by low income Nanaimo residents. This has had a huge impact on the number of unsterilized stray cats

CITY OF NANAIMO GRANT QUESTIONNAIRE

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

There is a base fee request for surrendering an owned pet of \$50.

This covers the cost of non medical care for approx 3 days. For stray animals a daily board fee

until Claimed is \$10 for a cat and \$15 for a dog per day which approx is 1 days care cost.

We ask for a fee of \$75 to access our SNIP program which we put back into the fund, but if the client cannot afford this then the service is available at no cost.

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

All local donations are directed toward Nanaimo's BC SPCA operations with a portion to

The provincial office to cover expenses for such things as provincial marketing campaigns

And administration. All donations or grants to the SNIP Program reside in a separate deffered account.

Those funds are allocated only at a community level to Nanaimo veterinarians who perform discounted procedures for the program..

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.

We have approximately \$1.2 Million in a reserve account (The Building Fund) which is made

Up of directed donations and bequests for the construction of a new facility in Nanaimo. The Province has provided funds of which 1.2 Million are earmarked for building a new SPCA facility in Nanaimo.

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

Deficits are made up by provincial office allocation of unreserved funds Surpluses replenish that borrowing.

The SNIP fund cannot go into deficit or be replenished with operational funds. All revenue into the fund is due to the generosity of a local donor who gives around \$10,000 - \$15,000 each year and of the City of Nanaimo.

CITY OF NANAIMO GRANT QUESTIONNAIRE

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

We hold several fundraisers each year and have ongoing marketing campaigns via mail

And television that goes out to the community. In Nanaimo there are many residents and

Organizations who hold 3rd party fundraisers throughout the year.

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

We did not receive any other Snip grants in 2014, however we did receive a \$500 donation from Legion 256 and \$450 from the Mid Island Rose Society for General Operations and a \$150,000 grant over 3 years for the Building Fund of a new facility from the City of Nanaimo.

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

Name: Island Veterinary Hospital

Telephone No.: 250.753.1288

Name: John Howard Society

Telephone No.: 250 286-3650

Name: Haven Society

Telephone No.: 250.746.2452

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

Previous Grant from the City of Nanaimo in 2014 of \$50,000 (one third of a 3 year commitment of \$150,000) went to our separate account for our building fund to pay for capital costs of constructing a new community animal shelter in Nanaimo.

CITY OF NANAIMO GRANT QUESTIONNAIRE

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

This grant will be solely used to maintain our low income spay and neuter service (SNIP) for Nanaimo residents.

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

We may have to reduce access to the SNIP service, make fees mandatory and disallow owners of multiple cats.

This will have a direct ongoing negative impact on the number of unwanted and abandoned Cats in the city of Nanaimo

If you have any questions, call Laura Mercer at (250) 755-4413

**REPORT OF THE BRANCH MANAGER
TO THE
BC SPCA NANAIMO & DISTRICT BRANCH
ANNUAL GENERAL MEETING
MARCH 27th 2015**

It is time once again to reflect on the past year and to report on how The Nanaimo & District BC SPCA fared throughout 2014. During this last year the shelter saw 1112 neglected, abused and abandoned animals come through its doors. Our education initiatives and advocacy campaigns, coupled with our strict compliance with our spay neuter policy, and our spay neuter assistance for low income families, are all helping to reduce the number of animals being surrendered to us each year. This is evidenced in the fact that we had 100 fewer stray kittens come into care!

In 2014 we adopted 148 dogs and puppies to loving homes, and transferred another 30 to other BC SPCA shelters and approved rescues. We also returned 48 stray dogs to their worried owners and compassionately boarded several dogs and cats for people who found themselves in an emergency medical situation, and for victims of domestic abuse, who had entered a shelter themselves, and needed temporary housing for their beloved dog or cat, or those who have found themselves homeless in times of emergency such as fire and other disasters.

We adopted out 540 cats and kittens to loving homes, and returned 71 stray cats to their owners. We also cared for 50 small animals including rabbits, hamsters, degus and chinchillas. We found new homes or worried owners for 44 of them.

In 2013 local constables received and attended over 300 concerns of abuse and cruelty, and we spent over \$82,000 on medical expenses, caring for sick and injured animals, and also spent over \$70,000 spaying and neutering not only animals leaving our care but also unfixed pets of low income Nanaimo residents through our SNIP program.

Our SNIP program continues its good work, in 2013 we used the program to spay or neuter 500 cats for low income families in Nanaimo. This year we are proud to announce that since the program's inception in 2002, we have spayed or neutered over 6000 cats who are owned by responsible Nanaimo pet owners, who happen to also be on a fixed low income

Once again we would like to thank our generous major donor and The City of Nanaimo for supporting this program. We would also like to thank our wonderful veterinarians for continuing to offer reduced fees in support of SNIP. The tragedy of pet overpopulation is very real and we continue to spay and neuter 100% of the animals that leave our care.

The community were, once again, incredibly supportive in 2014 with donations of over \$344,000. With the continued hard work of our donation can committee, and the support of our many partner businesses who agree to display our cans, this program brought in over \$8,600!

Paws for a Cause was well attended and everyone had enormous fun. The annual walkathon generated over \$20,977 in revenue for us. This was a \$6000 increase from 2013! We would like to thank all of our incredible volunteers, vendors and of course our kind sponsors for making this great event possible.

Our planned giving program also generated legacies to help support the operations of the branch, bringing in almost \$90,000. We are deeply saddened by the loss of these supporters, but their generous gifts will allow them to live on through our work, and our hearts and gratitude remain with the loved ones left behind.

We continue to see our youth holding fundraisers or using their birthdays to ask for donations to the BC SPCA in lieu of presents, raising over \$4,600 for the animals in 2013. What an incredible gesture from our youth supporters. In 2011 our Youth fundraising totaled just over \$1,000. We are so pleased to see this climbing trend in youth engagement, as it shows that our mission is resonating in the ears of the next generation of animal lovers.

Like no other year before it, 2013 saw an unprecedented up-swelling of support from the community. Through a proactive effort to improve customer service, volunteer engagement and youth involvement, we have enjoyed a renewed commitment from the community. 3rd party fundraisers in the community totaled over \$12,000. We would like to thank Westjet for donating gift of flight tickets again this year. The raffle raised almost \$12,000!

The BC SPCA's agreement with Hills Science Diet continues to be a huge asset for the animals across the province. Hills' donates their food products to all BC SPCA shelters in BC. This incredible partnership means that all of our animals have a high quality, consistent diet and contributes hugely to their welfare.

We also continued our partnership with Pet Secure Insurance to provide peace of mind to our adopters. All animals adopted from the BCSPCA come with six weeks worth of health and accident insurance compliments of our friends at Petsecure.

Once again the Nanaimo & District BCSPCA published its incredibly popular Pet Calendar for 2014. Full thanks are owed to Dr. Patricia Mark and her volunteers. Dr. Mark has worked tirelessly to make our calendar the most popular and sought after BCSPCA calendar in the province.

Dr. Mark's dedication to the animals and support of our shelter has resulted in calendar revenue of over \$50,000 in the last 4 years. Also we owe a great thanks to Darryl at PrintCraft in Duncan for keeping prices low, and producing a beautiful product.

We have worked closely with The City of Nanaimo and their Council over the last 12 months. We would like to show our gratitude for their support of our new facility project. The City committed to a capital grant of \$150,000.

Also we requested that council consider improvements to our animal control bylaws to include animal care items. I worked closely with city staff to create some great recommendations, and if approved Nanaimo will have one of the most progressive bylaws in BC.

In closing, it has been my absolute pleasure to serve this community and the society for another year. I am a part of an amazing team of staff and volunteers without whom our little shelter couldn't function to the standards and high degree of compassion that it does. I am thrilled to report that the Nanaimo and District BC SPCA will record an operating surplus of around \$34,000 in 2014. The cost of operating the shelter in Nanaimo & District, not including cruelty investigations over the last year was approximately \$775,000. This surplus means that we can continue to confidently move forward with all of our programs, and continue to provide a high quality of service to the residents of Nanaimo.

I am so grateful to the members of the community, and of the society, to my Community Council, staff, volunteers and donors for the huge support that was shown last year, and I am excited to see what we can achieve for 2014 and beyond.

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

Leon Davis
Branch Manager
Nanaimo & District BC SPCA

Nanaimo Operating Budget 2015-2018

	2015	full year 2016	full year 2017
Revenue			
Adoption Fees	90,000	95,000	100,000
Sale of Merchandise	5,000	20,000	25,000
Dog Park Revenue		8,000	10,000
Dog Wash Station		10,000	15,000
Multi Purpose Room Public Use		3,000	5,000
Humane Ed Revenue	5,000	22,800	31,575
Dog Training Classes		10,000	10,000
Service Fees	22,650	23,000	24,000
Prov Fundraising	168,000	175,000	175,000
Grants		-	25,000
Gaming & Lottery	2,000	2,000	2,000
OTC's & Memberships	70,500	95,000	100,000
Memorial Garden Revenue		2,500	3,500
Branch Fundraising	55,000	70,000	75,000
Legacies	50,000		
Walkathon	25,000	25,000	25,000
Financial Income	17,000	10,000	10,000
Total Revenue before Allocation	510,150	571,300	636,075
YY Provincial Support	308,581		
Total Revenue	818,731	571,300	636,075
Expenses			
Wages & Benefits	315,257	328,019	337,462
Spay/Neuter	62,000	90,000	90,000
Medical	70,000	75,000	75,000
Cost of Goods Sold	2,500	7,000	8,500
Transport	14,500	16,000	16,000
Shelter & Pound	15,000	20,000	20,000
Premises	20,000	35,000	35,000
Communications	8,000	8,500	8,500
Office	7,000	8,000	8,000
Fundraising Expenses	2,500	5,000	5,000
Walkathons Expenses	3,800	1,000	1,000

BC Society for the Prevention of Cruelty to Animals

Statement of Operations

December			Year-to-date			2014 Annual	
2013	Budget	2014	2014	Budget	2013	Budget	
316 - Nanaimo							
Revenues							
8,930	9,014	12,184	BB Adoption Fees	84,855	97,362	91,971	97,362
861	293	2,963	DD Sale of Merchandise	8,740	3,520	2,731	3,520
699	583	1,790	FF Service Fees	22,506	7,000	18,378	7,000
23,987	11,217	15,764	CCC Provincial Fundraising - Direct Marketing	174,649	134,600	151,290	134,600
0	0	0	EE Grants	0	0	25,000	0
0	42	0	GG Gaming and Lottery	12,310	500	11,249	500
23,566	22,060	36,285	HH OTCs and Memberships	111,262	128,100	90,611	128,100
7,257	4,403	8,691	PP Branch Fundraising	46,199	52,500	77,454	52,500
154	0	321	LL Walkathon	20,977	20,000	15,221	20,000
17,747	0	0	QQ Legacies & Planned Giving	90,143	0	309,135	0
0	0	0	MM Youth Camp Fees	40	0	0	0
11,250	2,500	4,128	RR Financial Income	19,396	10,000	30,929	10,000
0	0	0	SS Other Income	4	0	0	0
94,451	50,112	82,124	Total revenue before allocation	591,081	453,582	823,969	453,582
0	8,977	8,977	YY Provincial Support	218,438	308,581	1	308,581
94,451	59,089	91,101	Total revenue	809,519	762,162	823,969	762,162
Direct Operating Expenses							
26,982	25,892	30,238	W Wages & Benefits	300,861	304,677	292,538	304,677
15,537	6,292	6,649	A Spay/Neuter	70,430	75,500	92,081	75,500
10,142	5,788	6,569	B Medical	82,622	69,452	73,076	69,452
0	242	(4,542)	M1 Cost of Goods Sold	4,118	2,900	140	2,900
1,038	1,318	1,247	C Transport	16,552	15,820	14,659	15,820
3,440	1,611	3,745	D Shelter & Pound	17,509	19,336	19,802	19,336
1,330	1,963	1,212	E Premises	25,749	20,996	27,260	20,996
783	768	556	G Communications	8,335	9,210	9,262	9,210
200	517	519	H Office	7,258	5,834	4,179	5,834
30	417	380	M2 Fundraising Expenses	7,324	5,004	7,656	5,004
0	6	0	M3 Walkathon Expenses	3,843	552	1,919	552
0	0	0	P Youth Camp	0	0	76	0
0	0	0	Q Training	0	0	353	0
0	26	0	R Directors' Governance	306	312	146	312
208	83	0	S Public Awareness	525	1,000	836	1,000
59,691	44,922	46,571	Total direct operating expenses before allocation	545,431	530,593	543,984	530,593
16,821	17,930	17,930	Y Provincial Office Expense Allocation	229,881	229,881	225,248	229,881
76,513	62,852	64,501	Total direct operating expenses	775,312	760,475	769,232	760,475
17,938	(3,763)	26,600	Net Operating Surplus (Deficiency) Before Undemoted	34,207	1,688	54,738	1,688
Indirect Items							
0	(4,017)	0	X Amortization	0	0	0	0

BC Society for the Prevention of Cruelty to Animals

Statement of Operations

December				Year-to-date			2014 Annua
2013	Budget	2014		2014	Budget	2013	Budget
200	254	192	U Interest and Bank Charges	2,730	1,688	2,171	1,688
200	(3,763)	192	Total Indirect	2,730	1,688	2,171	1,688
(200)	3,763	(192)	Total	(2,730)	(1,688)	(2,171)	(1,688)
17,738	0	26,408	NET SURPLUS/(DEFICIT)	31,477	0	52,567	0

Board of Directors

The Board of Directors oversees the affairs and business of the BC SPCA and establishes policies, rules and regulations to carry out the obligations and powers of the BC SPCA pursuant to the Prevention of Cruelty to Animals Act and the Constitution and Bylaws of the Society.

The Board is currently comprised of 16 volunteer directors, ten of whom are elected as regional directors and six of whom are elected as directors at large. Directors serve for a three-year term and are eligible for re-election. All directors must be members of the BC SPCA.

The composition of the current Board is as follows:

President Marylee Davies

Secretary Treasurer Eric Stebner

<u>Regional Directors</u>	<u>Directors at Large</u>	<u>Nanaimo Community Council</u>
Melissa Barcellos	Lynn Armstrong	Barb Burtwistle
J. Kristin Bryson	Marylee Davies	Laura Shanner
David Budd	Peter Havlik	Mayta Ryn
Dawn Davies	Carol Richards	Linda Ohman
Jennifer Gore	Cindy Soules	Marie Clarke
Michelle Grant	Eric Stebner	
Ryan Layton		
David Mothus		
Vicky Renneberg		
Romany Runnalls		

Further detailed information can be found here:

<http://www.sPCA.bc.ca/about/governance-accountability/governance-structure/>

**CITY OF NANAIMO
EVALUATION
OTHER GRANTS**

Name of Organization: **Big Brothers Big Sisters of Central Vancouver Island**
Cash grant request in the amount of \$2,500 to upgrade the agency's computers.

Grant No. 2015 OG-03

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:			Amount Recommended: \$
	Yes	No	

Discussion:

Notes:



Big Brothers Big Sisters
of Central Vancouver Island

September 24, 2015

Grants Advisory Committee
City of Nanaimo
455 Wallace Street
Nanaimo, BC
V9R 5J6

To whom it may concern:

We are applying for grant funding to upgrade computers for our agency. Please find enclosed completed application for your review.

We trust that the enclosed documents will be reviewed thoroughly by the Grants Advisory Committee.

Please note that we have not yet prepared our budget for next fiscal year. If you have any questions concerning this, please do not hesitate to call our office.

Sincerely yours,

Denise Robinson
Executive Director

Charity Registration No. 87920-0111-RR0001



CITY OF NANAIMO

APPLICATION FOR GRANT

OTHER GRANTS

Office Use

ORGANIZATION: Big Brothers and Big Sisters of Central Vancouver Island	DATE: September 24, 2015
ADDRESS: <div style="text-align: center;">↓</div> 2030 Northfield Rd, Nanaimo V9S 3B8	PRESIDENT: Don White
TELEPHONE: 250-756-2447	SENIOR STAFF MEMBER: Denise Robinson
FAX: 250-756-2439	POSITION: Executive Director
EMAIL: denise@bigscvi.ca	CONTACT: Denise Robinson
TELEPHONE: 250-756-2447	

OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:
 We provide one-to-one and group mentoring programs to youth, between the ages of 6 and 16 years.

GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:
 Nanaimo, Ladysmith, Parksville, Qualicum

NO. OF FULL TIME STAFF: 3	NO. OF PART TIME STAFF:
NO. OF COMMUNITY VOLUNTEERS: over 200	NO. OF VOLUNTEER HOURS PER YEAR: 19,000
NO. OF MEMBERS: 31	MEMBERSHIP FEE: \$2.00
CLIENTS SERVED, LAST YEAR: 	CLIENTS SERVED, THIS YEAR (PROJECTED): 140
B.C. SOCIETY ACT REG. NO.: S-0043549	REVENUE CANADA CHARITABLE REG. NO.: 87920-0111-RR0001
CURRENT BUDGET: 	DO YOU REQUIRE A RENTAL SUBSIDY? IF SO, HOW MUCH? <div style="text-align: center;">NO</div>
INCOME 	
EXPENSES: 	DO YOU REQUIRE A CASH GRANT? IF SO, HOW MUCH? <div style="text-align: center;">\$2,500⁰⁰</div>
NEXT YEAR PROJECTED: 	
INCOME: 	\$2,500.00
EXPENSES: 	TOTAL GRANT REQUESTED:

SIGNATURE: 	TITLE/POSITION: Executive Director	DATE: Sept. 24, 2015
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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).

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. What is the main purpose of your organization?

To provide one-to-one mentoring programs to youth at risk between the ages of 6-16 years.

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

We provide the following programs: In-school Mentoring in nine schools, Game On, Go Girls in four schools. Community one-to-one program.

3. What other agencies provide similar services?

No other agency provides in-school mentoring during school hours or one-to-one community mentoring.

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

N/A

5. Describe who your clients are.

Our clients are at-risk youth between the ages of 6-16 years

6. Where do your clients live?

Nanaimo and area.

CITY OF NANAIMO GRANT QUESTIONNAIRE

7. Describe the needs of your clients.

Our clients are youth aged 6-16 years, living with lone parents, grandparents, foster parents. These children are identified at risk, in need of a mentor. Our clients are referred by schools, counsellors, principals, community professionals.

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

- Update our technology - our computers are very outdated
- Serve more children
- expand our Recycled Clothing Collection Program

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

Evaluations from school principals, teachers, community professionals.
The caseworker monitors all matches, feedback from volunteers, parents, and children.

10. Describe your organization's community support.

We are involved in school meetings, networking meetings with non-profits
We provide work experience for VIU Child and Youth Care students.
Provide work experience to VIVRS and Farm at Cedarwood clients.

11. Describe the role of volunteers in your organization.

140 program volunteers; 60 agency volunteers, all contributed over 19,000 hours last year.

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

Our technology is very outdated - our computers are constantly out of service, being fixed. This creates a tremendous strain on the staff who are dependant on doing training, monitoring, screening and inputting casenotes on-line.

CITY OF NANAIMO GRANT QUESTIONNAIRE

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

No fee for service. This is a National Standard.

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

We are a member of Big Brothers Big Sisters of Canada. With that membership we receive support service and resources. We are responsible for our own fundraising.

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.

We have an operating reserve fund consisting of three months' operating revenue. We also have a building reserve fund. These funds were generated through our clothing collection program. We have it in our strategic plan to own our own building in 3 years.

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

If there is a surplus in our budget, we will carry forward or put into the reserve fund. If a deficit, we will go into our operations reserve.

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

Recycled Clothing Donation Program; Gift-Giving campaign;
Bowl For Kids Sake; Grants; GIC Campaign; third-party fundraiser.

**CITY OF NANAIMO
GRANT QUESTIONNAIRE**

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

B.C. Gaming - \$80,000 for mentoring programs

United Way - \$10,000 for in-school mentoring

Rotary North - \$ 5,000 for in-school mentoring

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

Name: FARM AT CEDARWOOD
Marjorie Driscoll, ED

Telephone No.: 250.240.5704

Name: UNITED WAY
Signy Madden, ED

Telephone No.: 250.591.8731

Name: COCO CAFE
Sarah Pachkowski

Telephone No.: 250.741.6968

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

The last grant was from the City over ten years ago. This grant was to
purchase new computers.

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

New computers. All of our computers are over ten years old.

Quotes attached are for four desk-tops and two laptops. We are only
asking for 50% cost. We will cover the rest.

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

We will not be able to purchase new computers.

If you have any questions, call Diane Hiscock at 250-755-4413

pricing or other errors, and reserves the right to cancel any orders arising from such errors.

Thanks again for choosing Dell!

Dell Canada Inc. is located at 155 Gordon Baker Rd., Suite 501, North York, Ontario, M2H 3N5, telephone: 1-800-847-4096, facsimile: 1-800-387-5753.
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From: Shadlock, Andrew
Sent: Monday, September 21, 2015 3:10 PM
To: 'jerrysauder@shaw.ca'
Subject: Customer#7246499 / Quote#63918247, 63918224

Hello Jerry,

Please find the quote below as per our discussion on the phone. The total with taxes and eco fees for the 6 systems (4 desktops, 2 laptops) is \$6533.49.
Feel free to contact me when you are ready to place the order or if you have any further questions, I will be more than happy to assist you. :)
All my contact information is below.

Thanks & Best Wishes
Andrew Shadlock
Account Manager - Emerging Business
Dell | EB, Canada 🇨🇦
Office: (416) 758-2289 (Direct) | Toll Free: (866) 908-1161 ext. 4172289
Email: andrew_shadlock@dell.com



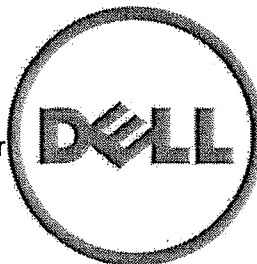
Financial Services
Freedom to manage your cash flow.
Specializing in custom leasing and financing solutions for your business.
Ask about our promotions!

DELL™ Canada 🇨🇦
Small Business

Product	Services	Solutions	Support	Purchase Help
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Your Dell Quote

Thank you for your call. This message contains all of the information regarding the quote(s) we discussed. Use the links below to purchase your new system now or to make changes and modifications before placing your order. Feel free to call again or visit www.dell.ca if you have any further questions regarding your purchase.
Thanks again for choosing Dell.



Quote Information	
Customer Number:	7246499
Customer Name:	BIG BROTHERS, BIG SISTERS
Your Sales Professional:	Andrew Shadlock Andrew_Shadlock@Dell.com 1-800-387-5757 x 4172289
Quote Number:	<u>63918247</u> <u>63918224</u>
Quote Date:	09/21/2015

Customer Information	
Billing Contact:	DENISE ROBINSON
Billing Phone Number:	(250) 756-2447
Billing Address:	2030 NORTHFIELD RD NANAIMO, BC V9S 3B8
Delivery Contact:	DENISE ROBINSON
Delivery Phone Number:	(250) 756-2447
Delivery Address:	2030 NORTHFIELD RD NANAIMO, BC V9S 3B8

Quote Details			
Quote Number: 63918247			
Item Number	Quantity	Item Description	
210-ABIW	4	OptiPlex 3020 Minitower CTO	\$4,644.52
340-AGIK	4	Safety/Environment and Regulatory Guide (English/French/Dutch)	
370-AADC	4	8GB (2x4G) 1600MHz DDR3 Memory	
385-BBCR	4	No Media Card Reader	
400-AAMQ	4	1TB 3.5inch Serial ATA (7,200 Rpm) Hard Drive	
421-5606	4	Windows 7 Professional, No Media, 64-bit, OptiPlex, English	
429-AAEW	4	16X DVD-ROM Drive	
450-AAOJ	4	System Power Cord (Philippine/TH/US)	
480-ABFW	4	Display Not Included	
490-BBFG	4	Intel Integrated Graphics, Dell OptiPlex	
520-AAAL	4	No Speaker, OptiPlex	
555-BBFB	4	Dell Wireless 1540 Software	
555-BBGT	4	Dell Wireless 1540 802.11a/n Dual Band, High Speed wi-Fi, Full Height	
555-BBJO	4	No Additional Network Card Selected (Integrated NIC included)	

Denise Robinson

From: JERRY SAUDER [jerrysauder@shaw.ca]
Sent: September-22-15 3:39 PM
To: Denise Robinson
Subject: Fwd: Quote for computers

Quote From Best Buy

From: "Jason Williamson (Geek Squad Canada)" <j4willia@geeksquad.ca>
To: "jerrysauder@shaw.ca" <jerrysauder@shaw.ca>
Sent: Tuesday, September 22, 2015 2:48:15 PM
Subject: Quote for computers

Hello,

As per our discussion here is the quote for the following:

10380493 Dell XPS Desktop PC (Intel Core i5-4460/1TB HDD/8GB RAM/NVIDIA GeForce GT 720 Graphics/Windows 8.1)
\$799.99 * 4 = \$3199.96
10361066 HP 15.6" Laptop - Black (Intel Core i3-4030U / 500GB HDD / 8GB RAM / Windows 8.1) \$590.00 * 2 = \$1180.00
10381253 Acer 20.7" Widescreen LED Monitor with 5ms Response Time (K212HQL bd) – Black \$90 * 4 = \$360.00
10153137 Microsoft Wireless Optical Keyboard & Mouse Combo – English \$20 * 4 (50% off retail) = \$80.00
Geek Squad Protection on the Dell XPS 3 years for price of 2 years @ \$159 x 4 = \$639.96
Geek Squad Protection on the HP Laptops 3 years for the price of 2 years @ \$139.99 = \$279.98

Total Quote: \$5739.90 before tax and environmental fees.

Jason Williamson

The information in this e-mail message including any attachments is intended only for the named recipients above and may contain confidential or privileged information. If you have received this message in error, or are not the named recipient(s), please immediately notify the sender by replying to the message and deleting all copies of it from your computer.

Ce courriel de même que toute pièce jointe s'adresse seulement au(x) destinataire(s) désigné(s) et peut contenir des renseignements confidentiels ou privilégiés. Si vous avez reçu ce message par erreur ou que vous n'êtes pas un destinataire désigné, veuillez avertir immédiatement l'expéditeur en répondant au message et effacez-en toutes les copies dans votre ordinateur.

Denise Robinson

From: JERRY SAUDER [jerrysauder@shaw.ca]
Sent: September-22-15 3:38 PM
To: Denise Robinson
Subject: Fwd: Tower PC Quote (revised)
Attachments: image001.png

Microvision PC Quote

From: "Randy Ferguson" <rferguson@micro-vision.bc.ca>
To: jerrysauder@shaw.ca
Sent: Tuesday, September 22, 2015 1:08:48 PM
Subject: Tower PC Quote (revised)

September 22, 2015

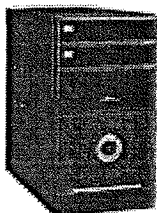
Attention: Jerry Sauder
Via Email: jerrysauder@shaw.ca

Dear Jerry,

Thanks for the opportunity to quote on new tower PCs for Big Brothers and Big Sisters CVI.

Micro-Vision Tower PC

- Microsoft Windows 7 Pro with Free Windows 10 Pro Upgrade
- Intel Core i5 4460 Processor (3.2GHz, Quad-Core, 6MB Cache, Intel HD Graphics 4600)
- MSI H97M-G43 Motherboard
- 8GB RAM (1 x 8GB, DDR3-1600, Four Slots, 32GB Max.)
- 120GB Solid-State Drive
- DVD-Writer/CD Writer Optical Disk Drive
- Integrated Intel HD4600 Graphics
- Integrated HD Audio
- Front Headphone & Microphone Jacks
- 14" Tower Case with 500 Watt Power Supply
- One PCI-E 3.0 x16 Expansion Slot (for Discrete Video Card)
- One PCI-E 2.0 x16 Expansion Slot and Two PCI-E 2.0 x1 Expansion Slots
- Six SATA-III 6Gb/s Storage Controllers (Supports RAID 0, 1, 5, and 10)
- Three USB 2.0 Connectors (Two on Rear, One on Front of Case)
- Five USB 3.0 Connectors (Four on Rear, One on Front of Case)
- VGA, DisplayPort, HDMI, and DVI-D Monitor Connectors



- Gigabit Ethernet Network Adapter
- WirelessN-300 Network Adapter
- 22-Inch LG LCD Monitor (1920 x 1080)
- Logitech MK270 Wireless Keyboard and Mouse
- Logitech S-120 Stereo Speakers
- Three-Year Micro-Vision Warranty

System Price: \$1,113.00 X 4

I have included the upgrade to a three-year warranty and the upgrade to Windows 7 Pro at no additional charge.

See the attached feature sheet for additional system options.

I will get a notebook quote off to you later today.

Taxes and environmental handling fees are extra. Allow seven days for ordering, assembly, configuration, and testing. A 50% deposit is required with order. The balance is payable on receipt of systems.

Call me if you have any questions.

Sincerely,

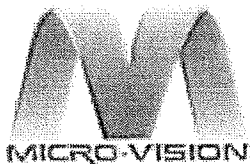
Randy Ferguson

Phone: 250-756-1933

Fax: 250-756-1996

Email: rferguson@micro-vision.bc.ca

Web: www.micro-vision.bc.ca

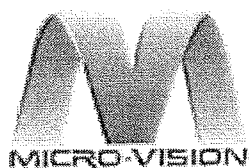


Denise Robinson

From: JERRY SAUDER [jerrysauder@shaw.ca]
Sent: September-22-15 3:38 PM
To: Denise Robinson
Subject: Fwd: Notebook PC Quote
Attachments: image002.jpg

Microvision Laptop Quote

From: "Randy Ferguson" <rferguson@micro-vision.bc.ca>
To: jerrysauder@shaw.ca
Sent: Tuesday, September 22, 2015 3:20:47 PM
Subject: Notebook PC Quote

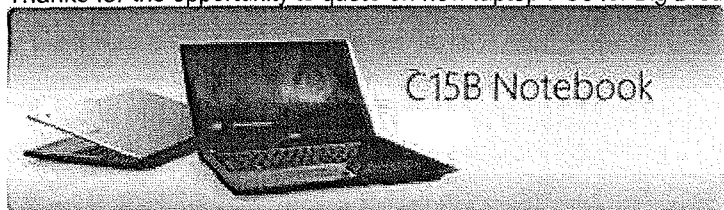


September 22, 2015

Attention: Jerry Sauder
Via Email: jerrysauder@shaw.ca

Dear Jerry,

Thanks for the opportunity to quote on new laptop PCs for Big Brothers and Big Sisters CVI.



- Windows 7 Professional with Free Windows 10 Pro Upgrade
- Intel Core i5 4200M Processor
- Integrated Intel HD4600 Graphics
- 120GB Solid-State Drive (2.5", SATA-III)
- 8GB RAM (DDR3-1600, 1 x 8GB, Two Slots, 16GB Max.)
- Intel HM87 Express Chipset
- 15.6" Display (WXGA, 16:9 Widescreen, 1366 x 768)
- Multimedia Keyboard with Full Numeric Keypad
- Multi-Gesture Touchpad Pointing Device
- DVD-RW Super Multi Drive
- Integrated High Definition Audio
- Built-In Stereo Speakers
- Microphone and Headphone Jacks
- Gigabit Ethernet Adapter
- Wireless LAN Adapter (802.11b/g/n)
- Bluetooth Adapter
- Four-In-One Flash Memory Card Reader
- VGA and HDMI Video Output

- Optional Intel Wireless HD Display Adapter Available.
- 6-Cell Lithium-Ion Battery Pack
- 90W Universal AC Adapter
- 1.3 Megapixel HD Webcam
- Two USB 2.0 Ports
- Two USB 3.0 Ports
- Weight: 5.7 Pounds
- Three-Year Micro-Vision Parts & Labour Warranty

System Price: \$1,227.00

x 2

Taxes and environmental handling fees are extra. Allow seven to fourteen days for ordering, assembly, configuration, and testing. A 50% deposit is required with order. The balance is payable on receipt of systems.

Call me if you have any questions.

Sincerely,

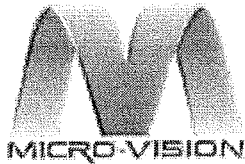
Randy Ferguson

Phone: 250-756-1933

Fax: 250-756-1996

Email: rferguson@micro-vision.bc.ca

Web: www.micro-vision.bc.ca



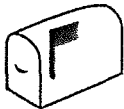
2015 Annual Report
Incorporation Number: S-0043549

BIG BROTHERS AND BIG SISTERS OF CENTRAL VANCOUVER ISLAND
#3 - 2350 LABIEUX RD
NANAIMO BC V9T 5M6

FILE ONLINE NOW



To file your BC Society Annual Report immediately, go to:
www.bcregistryservices.gov.bc.ca
and use **ACCESS CODE: 135373272.**



Complete this section if submitting by mail.
Annual Reports submitted by mail may take up to eight weeks to be filed.
PLEASE PRINT CLEARLY.

1. Annual General Meeting Date

Date your Annual General Meeting was held: 2015/03/19
(YYYY/MM/DD)

The date of the Annual General Meeting must be during the same calendar year of the Annual Report.
If no Annual General Meeting was held, write "NO MEETING HELD" in the date field above.
NO MEETING HELD cannot be submitted for the current year until the year is over.

2. Registered Office Address (Location of Records) - Additional \$15.00 for Address Updates

Physical Address Required. (Post Office Box alone will not be accepted.)

#3 - 2350 LABIEUX RD, NANAIMO BC V9T 5M6

Mailing Address (If different from physical address)

#3 - 2350 LABIEUX RD, NANAIMO BC V9T 5M6

Enter new physical address if it has changed.

Enter new mailing address if it has changed.

3. Society Email Address

admin@bigscvi.ca

Update email address if it has changed. Email address may be used as a contact for this form.

OFFICE USE ONLY



4. Society Directors

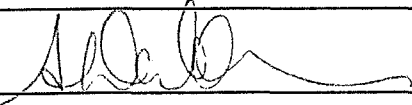
Before you file your Annual Report, please review the directors listed below. If this list does not match the society records, contact BC Registry Services now at 1 877 526-1526.

- Directors listed below cannot be changed if no meeting was held.
- One director must be a BC resident.
- Director addresses must be a physical address. Post Office Box alone is not accepted.
- Full names of directors are required, initials only are not accepted.
- Draw a line through name if director has ceased, and amend the list in the space provided.

Last Name	First Name	Residential Address (Must be a physical address)	Postal Code
Kemp	Jennifer	6485 GROVELAND DRIVE, NANAIMO BC	V9V 1V4
King	Kathy	2122 GOMERICH ROAD, NANAIMO BC	V9T 1R8
Lytton	Roger	103 - 3070 ROSS ROAD, NANAIMO BC	V9T 2S4
Panichellie	Melissa	410 TRIO LANE, QUALICUM BEACH BC	V9R 1L9
White	Don	2320 GARRY OAK DR, NANOOSE BAY BC	V9P 9G1

2 additions

5. Signature



2014/03/30
Date Signed (YYYY/MM/DD)

Sign here. I certify that this information is accurate and complete.

Jodi Meldrum, 5193 Somerset Drive, Nanaimo BC V9T 2K5
Laing, Tianay 3205 Ridgerview Place, Nanaimo BC V9R 7C-

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND**

**FINANCIAL STATEMENTS
DECEMBER 31, 2014
(Unaudited)**

LAYMAN FINANCIAL SERVICES

Box 1360, Ladysmith, BC V9G 1A9

Phone: 250-245-8803 Fax 250-245-8867

Email: elaine@laymangroup.com

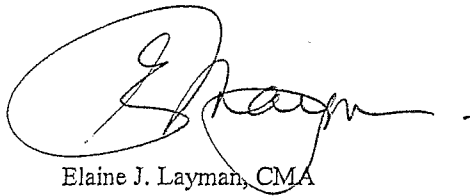
REVIEW ENGAGEMENT REPORT

To the Members of
Big Brothers Big Sisters of Central Vancouver Island

I have reviewed the statement of financial position of Big Brothers Big Sisters of Central Vancouver Island as at December 31, 2014 and the statements of operations, changes in net assets, and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the organization.

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

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for private enterprises.



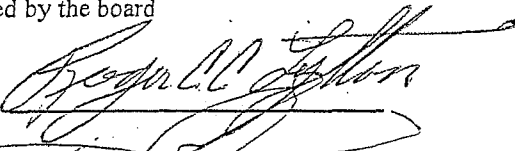
Elaine J. Layman, CMA
Certified Management Accountant

Ladysmith, B.C.
March 11, 2015

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2014
(Unaudited)**

	<u>2014</u>	<u>2013</u>
Assets		
Current		
Cash	\$ 41,933	\$ 59,384
Cash and Term Deposits restricted (note 4)	124,148	34,781
Prepaid expenses	-	402
GST receivable	<u>1,480</u>	<u>1,864</u>
	167,561	96,431
Capital Assets (note 5)	<u>775</u>	<u>1,013</u>
	<u><u>\$ 168,336</u></u>	<u><u>\$ 97,444</u></u>
Liabilities		
Current		
Accounts payable and accrued liabilities (note 6)	\$ 7,697	\$ 15,297
Deferred Income (note 7)	80,500	7,500
Deferred Contributions relating to capital assets (note 8)	<u>485</u>	<u>693</u>
	<u>88,682</u>	<u>23,490</u>
Fund balances		
Investments in Capital Assets	291	320
Internally Restricted	18,420	12,571
Building Reserve	50,000	30,000
Externally Restricted	10,200	22,309
Balance	<u>743</u>	<u>8,754</u>
	<u>79,654</u>	<u>73,954</u>
	<u><u>\$ 168,336</u></u>	<u><u>\$ 97,444</u></u>

Approved by the board

Director 

Director 

See accompanying notes
Elaine J. Layman, CMA, Certified Management Accountant

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2014**
(Unaudited)

	<u>2014</u>	<u>2013</u>
Revenues		
Gaming Revenue	\$ 80,000	\$ 80,001
Clothing Collection	83,171	50,142
Mentoring programs	39,951	23,044
Bowl for Kids Sake	22,107	21,165
Donations	19,994	44,432
Grants and Foundations	18,334	3,389
Interest income	580	463
The Big Give	-	7,557
Water Fountain	-	6,167
Memberships	-	93
	<u>264,137</u>	<u>236,453</u>
Expenditures		
Advertising and promotion	4,354	6,983
Amortization	237	306
Convention Costs	-	1,900
Dues and Fees	5,633	5,082
Fundraising Supplies	4,847	2,183
Clothing Collection	49,295	15,714
Consulting fees for fund development	-	1,160
Professional Development	40	1,866
Fundraising Costs	842	(784)
Honorariums	351	(37)
Insurance	4,475	2,170
Interest and bank charges	492	860
Program Development	2,855	30
Meeting and Board Costs	705	1,214
Office	2,600	1,914
Professional fees	4,125	4,722
Rent	10,270	8,947
Repairs and maintenance	2,262	2,647
Utilities	895	1,079
Supplies & Postage	1,253	3,553
Travel	7,780	6,398
Telephone	5,561	4,921
Wages and benefits	<u>149,565</u>	<u>141,786</u>
	<u>258,437</u>	<u>214,614</u>
Excess of revenues over expenditures	<u><u>\$ 5,700</u></u>	<u><u>\$ 21,839</u></u>

See accompanying notes
Elaine J. Layman, CMA, Certified Management Accountant

BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2014
(Unaudited)

	<u>2014</u>	<u>2013</u>
Balance, beginning of year	\$ (4,957)	\$ (13,085)
Excess of revenues over expenditures	<u>5,700</u>	<u>21,839</u>
Balance, end of year	<u>\$ 743</u>	<u>\$ 8,754</u>

See accompanying notes
Elaine J. Layman, CMA, Certified Management Accountant

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2014**
(Unaudited)

	<u>2014</u>	<u>2013</u>
Operating activities		
Excess of revenues over expenditures	\$ 5,700	\$ 21,839
Item not affecting cash		
Amortization	<u>237</u>	<u>306</u>
	5,937	22,145
Change in non-cash working capital items		
Prepaid expenses	402	298
GST receivable	384	7
Accounts payable and accrued liabilities	(7,599)	(3,087)
Deferred Income	73,000	7,500
Deferred Contributions relating to capital assets	<u>(208)</u>	<u>(258)</u>
Change in cash position	71,916	26,605
Cash, beginning of year	<u>94,165</u>	<u>67,560</u>
Cash, end of year	<u><u>\$ 166,081</u></u>	<u><u>\$ 94,165</u></u>
Cash consists of:		
Cash	\$ 147,661	\$ 76,106
Term Deposits	<u>18,420</u>	<u>18,059</u>
	<u><u>\$ 166,081</u></u>	<u><u>\$ 94,165</u></u>

See accompanying notes
Elaine J. Layman, CMA, Certified Management Accountant

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2014
(Unaudited)**

1. Society Activities

Big Brothers Big Sisters of Central Vancouver Island of Central Vancouver Island is a not-for-profit organization that provides young people with qualified volunteers that give support, mentor, friendship, reinforcement, and positive example. Programs are supported by organizing fundraising events, donation programs, and other social programs.

2. Significant accounting policies

The society applies the Canadian accounting standards for not-for-profit enterprises.

(a) Exemptions relating to initial application

The society has not designated any financial asset or liability to be measured at fair value.

(b) Capital assets

Capital assets are recorded at cost. The society provides for amortization using the declining balance method at rates designed to amortize the cost of the capital assets over their estimated useful lives. The annual amortization rates are as follows:

Office equipment	20%
Electronic equipment	30%
Clothing Drop Box	20%

(c) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of financial statements, and the reported amounts of revenue and expenses during the year. Actual results could differ from these estimates.

(d) Donated items

Donated items are recorded at fair market value.

Elaine J. Layman, CMA, Certified Management Accountant

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2014
(Unaudited)**

2. Significant accounting policies, continued

(e) Revenue recognition

Revenue is recognized in the period and in the program for which the donors have designated. Donations with unspecified designation are recognized in the period received.

Contributions relating to the purchase of capital assets is recognized on the same basis as the amortization expense related to the acquired capital assets.

Revenue, and the corresponding expense, is not recognized for services donated unless an invoice is provided, and the amount to pay the invoice was donated back and a tax receipt was issued.

3. Financial instruments

The significant financial risk to which the society is exposed to interest risk.

(a) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The term deposit bears interest at 2.5%. Changes in the bank's prime lending rate can cause fluctuations in interest received and cash flows. The society has locked in to a three year interest climber term deposit to minimize the effects of this risk.

Elaine J. Layman, CMA, Certified Management Accountant

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2014
(Unaudited)**

4. Cash and Term Deposits restricted

Externally and internally restricted cash funds:

The cash balance is composed of restricted and unrestricted funds. The restricted funds are composed of:

	<u>2014</u>	<u>2013</u>
Gaming account	\$ 74,148	\$ 533
Mentoring program	-	17,531
Seniors program	-	4,245
Building Reserve	<u>50,000</u>	<u>30,000</u>
	<u>\$ 124,148</u>	<u>\$ 52,309</u>

The society has one term deposit with a market value of \$18,420 (2013-\$18,059), earning interest at 2.5% per annum, maturing November 2015. All term deposits are internally restricted as emergency operational reserve funds.

5. Capital assets

	<u>2014</u>		<u>2013</u>	
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>	<u>Net</u>
Office equipment	\$ 12,006	\$ 11,328	\$ 678	\$ 848
Electronic equipment	5,999	5,984	15	62
Clothing Drop Box	<u>854</u>	<u>772</u>	<u>82</u>	<u>103</u>
	<u>\$ 18,859</u>	<u>\$ 18,084</u>	<u>\$ 775</u>	<u>\$ 1,013</u>

6. Accounts payable and accrued liabilities

Included in accounts payable and accrued liabilities are the following amounts owing for government remittances. Source deductions (\$21) Workers Compensation \$734

Elaine J. Layman, CMA, Certified Management Accountant

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2014
(Unaudited)**

7. Deferred Income

Deferred revenue represents funds externally restricted for specific programs received in the current or prior periods that related to a subsequent period. Changes in the deferred revenue

	<u>2014</u>	<u>2013</u>
Contributions		
Balance at end of year	\$ 80,500	\$ 7,500
"Transferred to revenue"		
GMCR	<u>7,500</u>	<u>-</u>
Decrease during the year	73,000	7,500
Deferred Income, beginning of year	<u>7,500</u>	<u>-</u>
Deferred Income, end of year	<u>\$ 80,500</u>	<u>\$ 7,500</u>

Gaming funds for 2015 were received in December 2014. These funds are externally restricted funds but as the revenue has not yet been recorded they show up in restricted funds but not on the Statement of Changes in Net Assets

8. Deferred Contributions relating to capital assets

Deferred contributions relating to capital assets include money received in previous years for funding of a variety of capital projects

	<u>2014</u>	<u>2013</u>
	\$ 228	\$ 436
Less: Amortized to revenue	<u>257</u>	<u>257</u>
	<u>\$ 485</u>	<u>\$ 693</u>

Elaine J. Layman, CMA, Certified Management Accountant

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2014
(Unaudited)**

9. Contractual obligation

The society is jointly committed with Volunteer Nanaimo under a lease agreement for the rental of the facility at a rate of \$900 per month for the society's portion. The lease term is for one year, commencing on December 1, 2013. The society is committed under a lease agreement for the rental of a photocopier at a rate of \$98 per month. The lease term is for four years. The following is the total commitments required:

2015	\$ 11,071
2016	1,171
2017	<u>1,171</u>
	<u>\$ 13,413</u>

10. Gaming funds

Funds have been received covering until December 31, 2015. The next gaming grant has been approved and was received in December 2014. Funds are externally restricted and will be part of the Statement of Changes in Net Assets for the following year.

11. Related party transactions

The society paid \$5,177 in dues to the national level organization, Big Brothers and Big Sisters of Canada.

12. Comparative figures

Financial statements for the year ended December 31, 2013 were reviewed by other accountants and are presented for comparative purposes only.

Elaine J. Layman, CMA, Certified Management Accountant

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2014**
(Unaudited)

	<u>2014</u>	<u>2013</u>
Revenues		
Gaming Revenue	\$ 80,000	\$ 80,001
Clothing Collection	83,171	50,142
Mentoring programs	39,951	23,044
Bowl for Kids Sake	22,107	21,165
Donations	19,994	44,432
Grants and Foundations	18,334	3,389
Interest income	580	463
The Big Give	-	7,557
Water Fountain	-	6,167
Memberships	-	93
	<u>264,137</u>	<u>236,453</u>
Expenditures		
Advertising and promotion	— 4,354	6,983
Amortization	237	306
Convention Costs	-	1,900
Dues and Fees	5,633	5,082
Fundraising Supplies	— 4,847	2,183
Clothing Collection	— 49,295	15,714
Consulting fees for fund development	-	1,160
Professional Development	40	1,866
Fundraising Costs	— 842	(784)
Honorariums	351	(37)
Insurance	4,475	2,170
Interest and bank charges	492	860
Program Development	2,855	30
Meeting and Board Costs	705	1,214
Office	2,600	1,914
Professional fees	4,125	4,722
Rent	10,270	8,947
Repairs and maintenance	2,262	2,647
Utilities	895	1,079
Supplies & Postage	1,253	3,553
Travel	7,780	6,398
Telephone	5,561	4,921
Wages and benefits	149,565	141,786
	<u>258,437</u>	<u>214,614</u>
Excess of revenues over expenditures	<u><u>\$ 5,700</u></u>	<u><u>\$ 21,839</u></u>

See accompanying notes
Elaine J. Layman, CMA, Certified Management Accountant

Big Brothers Big Sisters of CVI **Balance Sheet As at Aug 31, 2015**

ASSET

Current Assets

Petty Cash	207.01
Building Reserve	50,000.00
Island Savings	6,611.96
CCCU - General Acct	1,174.41
CCCU - Gaming Access	17,639.83
CWB - General Account	1,101.49
CCCU- Operating Reserve	16,552.66
CCCU - Term Deposit	18,419.97
CCCU - Membership Account	0.00
Total Cash	111,707.33
Accounts Receivable	0.00
GST Receivable	0.00
Total Current Assets	111,707.33

Capital Assets

Office equipment	12,005.67
Accum. Amort -Office Furn. & Equip.	(11,327.23)
Net - Office Furn & Equipment	678.44
Computer - Post 2005	2,698.66
Accum. Amort.- Computer Post 2005	(2,699.53)
Net - Computer Post 2005	(0.87)
Computer Post March 17/07	3,300.56
Accum. Amort. -Computer 2007	(3,284.24)
Net - Computer Post March 17/07	16.32
Clothing Drop Box	854.18
Accum Amort - Clothing Drop Boxes	(771.69)
Net-Clothing Drop Boxes	82.49
Total Capital Assets	776.38

TOTAL ASSET 112,483.71

LIABILITY

Current Liabilities

Accounts Payable	0.00
Accruals	2,500.00
Wages Payable	1,190.92
Vacation payable	4,062.83
RRSP Payable	558.50
EI Payable	449.69
CPP Payable	893.46
Federal Income Tax Payable	<u>1,600.00</u>
Total Receiver General	2,943.15
WCB Payable	318.41
GST Charged on Sales	0.00
GST Paid on Purchases	(894.32)
HST Paid on Purchases	<u>0.00</u>
Net GST	(894.32)
Deferred Revenue	<u>0.00</u>
Total Current Liabilities	10,679.49

Deferred Revenue

Equipment Revenue Deferred	<u>485.30</u>
Total Deferred Revenue	485.30

Net Asset

Building Reserve	50,000.00
Internal Restricted Operating reser	18,420.02
External Restricted Net Assets	10,200.22
Investment in Equip	<u>436.66</u>
Total Restricted Assets	79,056.90

TOTAL LIABILITY 90,221.69

EQUITY

BBBS OF CVI Equity

Retained Earnings - Previous Year	743.03
Current Earnings	<u>21,518.99</u>
Total Owners Equity	22,262.02

TOTAL EQUITY 22,262.02

LIABILITIES AND EQUITY 112,483.71

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Big Brothers Big Sisters of CVI

Income Statement Jan 01, 2015 to Aug 31, 2015

REVENUE

Revenue	
Donations Other	23,746.27
Programs Sponsorship	0.00
Donations - United Way & Charities	4,900.95
Donation Official Receipt	8,762.75
Donation (In kind)	0.00
Bowling	15,846.58
Foundations & Grants	0.00
Recycled Clothing Program	64,917.78
Gaming	85,500.00
Interest Income	80.18
Total Other Revenue	<u>203,754.51</u>
TOTAL REVENUE	<u>203,754.51</u>

EXPENSE

Payroll Expenses	
Wages & Salaries	82,028.90
EI Expense	2,274.57
CPP Expense	3,871.53
WCB Expense	318.41
RSP Expense	3,886.10
Training	1,873.64
Mileage/Car	1,424.18
Total Payroll Expense	<u>95,677.33</u>
Fund Raising Expenses	
Fund Raising	0.00
Meeting Expenses - Activities	0.00
Total Fundraising Expenses	<u>0.00</u>
General & Administrative Expenses	
Accounting & Legal	3,159.76
Advertising & Promotions	0.00
Fees to National BBBSC	5,030.00
Moving expense	82.54
Memberships & Dues	610.61
Consulting Fees - Fund Development	800.00
Marketing	3,405.00
Courier & Postage	101.53
Recognition - Volunteers Activities	300.14
Program Development	1,500.00
Insurance	7,489.60
Interest & Bank Charges	378.31
Office Expenses	780.15
Convention Registration	0.00
Clothing Expenses	34,205.66
Program Supplies	3,108.14
Bowling expense	8,543.63
RCMP Checks	0.00
Rent	7,602.50
Equipment Lease & Repair	960.00
Janitorial Services	531.13
Telephone	3,445.64
Travel	1,555.47
Board Expenses	2,484.86
Hydro/Heat	483.52
Vehicle/Truck	0.00
Total General & Admin. Expenses	<u>86,558.19</u>
TOTAL EXPENSE	<u>182,235.52</u>
NET INCOME	<u>21,518.99</u>

Generated On: Sep 04, 2015



Revenue & Expense Statement - August 31, 2015

REVENUES		Actual 2014	Budget 2015	to August 31, 2015
Donations	Gaming	80,000	100,000	85,500
	Program Sponsorships (ISCU)	20,000	20,000	0
	Donations Receipted (SP)	20,001	20,000	8,763
	Donations - other (CWB)	4,510	20,000	23,746
	United Way	12,500	10,000	4,901
	Foundations & Grants (ENP)	6,000	0	0
	Summer student	4,834	0	0
	Sub-total	147,845	170,000	122,910
Fund Development				
	Recycled Clothing Program	83,171	105,300	64,918
	Bowl For Kids Sake	22,107	25,000	15,847
	Auction	5,659	0	0
	Other (Interest)	135	0	80
	Sub-total	111,072	130,300	80,845
Total Revenues		258,917	300,300	203,755
EXPENSES				
Staff Expenses				
	Payroll & Benefits	149,564	180,000	92,380
	Mileage (@\$.48/km)	3,908	2,270	1,424
	Travel (hotel, meals)	0	2,000	1,555
	Training	40	1,000	1,874
	Sub-total	153,512	185,270	97,233
Office Expenses				
	Rent	10,270	10,800	7,603
	Office & Telephone/Internet	8,161	7,000	4,327
	Equipment Lease & Repairs	1,359	2,000	960
	Hydro & Heat	822	1,000	484
	Janitorial	903	1,485	531
	Moving Expenses			83
	Sub-total	21,516	22,285	13,987
Administration				
	Insurance	4,475	10,000	7,490
	Fees to National BBBSC	7,582	5,300	5,030
	Accounting & Legal	5,125	2,500	3,160
	Board Expense & Travel	1,449	2,800	2,485
	Interest & Bank Charges	492	800	378
	Memberships & Dues	457	245	611
	Sub-total	19,579	21,645	19,153
Programs				
	Program Development	2,855	10,500	2,300
	Marketing	4,354	5,000	3,405
	Program Supplies/Meetings	1,253	4,100	3,108
	Recognition-Volunteers	351	1,500	300
	Sub-total	8,813	21,100	9,113
Fund Development				
	Recycled Clothing Program	49,295	40,000	34,206
	Fundraising Events	11,348	10,000	8,544
	Sub-total	60,643	50,000	42,749
Total Expenses		264,063	300,300	182,235
NET INCOME				21,519



2015 BUDGET

REVENUES		Budget 2014	Actual 2014	Budget 2015
Donations	Gaming	80,000	80,000	100,000
	Program Sponsorships (ISCU)	40,000	20,000	20,000
	Donations Receipted (CWB,SP)	34,000	20,001	20,000
	Donations - other	30,000	4,510	20,000
	United Way & Charities	13,000	12,500	10,000
	Foundations & Grants (ENP)		6,000	0
	Summer student	-	4,834	0
	Sub-total	197,000	147,845	170,000
Fund Development	Recycled Clothing Program	80,000	83,171	105,300
	Bowl For Kids Sake	0	22,107	25,000
	Auction	0	5,659	0
	Other (Interest)	0	135	0
	Sub-total	80,000	111,072	130,300
Total Revenues		277,000	258,917	300,300
EXPENSES				
Staff Expenses	Payroll & Benefits	150,000	149,564	180,000
	Mileage (@\$.48/km) / Car	-	3,908	2,270
	Travel (hotel, meals)	2,000	0	2,000
	Training	1,000	40	1,000
	Sub-total	153,000	153,512	185,270
Office Expenses	Rent	10,800	10,270	10,800
	Office & Telephone/Internet	7,000	8,161	7,000
	Equipment Lease & Repairs	2,000	1,359	2,000
	Hydro & Heat	1,000	822	1,000
	Janitorial	1,485	903	1,485
	Sub-total	22,285	21,515	22,285
Administration	Insurance	6,900	4,475	10,000
	Fees to National BBBSC	5,220	7,582	5,300
	Accounting & Legal	4,725	5,125	2,500
	Board Expense & Travel	3,000	1,449	2,800
	Interest & Bank Charges	800	492	800
	Miscellaneous (vehicle)	9,600		
	Memberships & Dues	245	457	245
	Sub-total	30,490	19,580	21,645
Programs	Program Development	11,825	2,855	10,500
	Community Outreach (Prog. Develop)	1,200		
	Marketing (prev. advertising/promotion)	10,000	4,354	5,000
	Advertising & Promotion (marketing)	4,600		
	Program Supplies/Meetings	4,100	1,253	4,100
	Recognition-Volunteers	1,500	351	1,500
	Sub-total	33,225	8,813	21,100
Fund Development	Recycled Clothing Program	30,000	49,295	40,000
	Fundraising Events	8,000	11,348	10,000
	Sub-total	38,000	60,643	50,000
Total Expenses		277,000	264,063	300,300



Board Members – May 2015

	Director Name	Phone	Address	Email
President (25Oct/12)	Don White	H 250-758-1339 C 250-713-8239 W 250-758-1154	2320 Garry Oak Drive NanOOSE Bay, BC V9P 9G1	dwhite@ arbutusfinancial.com
Vice-President (17Feb/11)	Jennifer Kemp	H 250-565-1773 C 250-714-4739	5948 Waterton Place Nanaimo, BC V9T 6A9	jenniferandgrant@ gmail.com
Treasurer (16Mar/05)	Roger Lytton	250-751-1780	#103 – 3070 Ross Rd Nanaimo, BC V9T 2S4	
Director (19Feb/07)	Kathy King	250-755-1681	2122 Gomerich Road Nanaimo, BC V9X 1R8	kjkingbv@msn.com
Director (27Mar/14)	Melissa Panichelli	H 250-752-0070 C 250-951-6654	410 Trio Lane Qualicum Beach, BC V9R 1L9	Melissa@triolane.ca
Director (24Apr/14)	Jodi Meldrum	H 250-756-7973 C 250-713-6545	5193 Somerset Drive Nanaimo, BC V9T 2K5	jmeldrum@iscu.com
Director (19Jun/14)	Tianay Laing	C 250-927-7399 W 250-758-1541	3479 Littleford Road Nanaimo BC V9T 4E2	tianaylaing@ gmail.com
Director (14May/15)	Anita Smith	H 250-758-8361 W 250-390-6414	6275 Forest Cres. Nanaimo, BC V9V 1E3	earlandanita @shaw.ca