



Central Cariboo/City of Williams Lake
JOINT COMMITTEE AGENDA



CARIBOO REGIONAL DISTRICT BOARDROOM
SUITE D - 180 NORTH THIRD AVENUE, WILLIAMS LAKE, BC

November 27, 2013
6:00 PM

Page

Call to Order

Reminders: *Ask if any Committee members have any other commitments that will require them to leave the meeting prior to adjournment. Please turn off all cell phones.*

A. Receipt and Adoption of Minutes & Agenda

- 3 - 17
1. Minutes of the Joint Committee Meeting held October 23, 2013 and the Special Joint Committee Meeting held November 13, 2013
 2. Adoption of Agenda

B. Items for Consideration and Information

- 19 - 21
1. *(Voting - Electoral Areas D, E, F and Council)*
Ratification for receipt required by: CRD & City
Report of Deb Radolla, Manager of Active Living, City of Williams Lake
--2013 Statutory Holidays Report - Cariboo Memorial Recreation Complex
- 23 - 362
2. *(Voting - Electoral Areas D, E, F and Council)*
Ratification required by: CRD & City
Report of Patricia Higgins, Director of Financial Services, City of Williams Lake
--Grants-in-Aid 2014
- 363 - 365
3. Action Page for November 27, 2013

C. Adjournment

1. Adjournment

MINUTES OF THE SPECIAL CENTRAL CARIBOO / CITY OF WILLIAMS LAKE JOINT COMMITTEE MEETING HELD IN THE CARIBOO REGIONAL DISTRICT BOARDROOM ON WEDNESDAY, NOVEMBER 13, 2013 AT 6:03 PM

- PRESENT: Councillors I. Bonnell, D. Hughes, S. Rathor and L. Walters
Co-Chair J. Sorley (A/Chair), Director B. Kemp and Alternate Director S. Forseth (Area D)
- ABSENT: Co-Chair K. Cook, Councillors G. Bourdon and S. Zacharias, and Director D. Bischoff
- IN ATTENDANCE: D. Garceau, Chief Administrative Officer, City of Williams Lake
G. Paynton, Director of Community Services, City of Williams Lake
K. MacInnis, Communications Coordinator, City of Williams Lake (left at 8:00 PM)
R. Schill, Corporate Services/Records Management Coordinator, City of Williams Lake
J. Bell, Chief Administrative Officer, Cariboo Regional District
D. Campbell, Manager of Community Services, Cariboo Regional District
S. Reid, Chief Financial Officer, Cariboo Regional District
S. Burich, Manager of Communications, Cariboo Regional District (left at 7:50 PM)

CALL TO ORDER

Res. A Adoption of Agenda

(Voting - Electoral Areas D, E, F and Council)

Moved by Alternate Director Forseth
Seconded by Councillor Walters

"That the agenda be adopted as amended."

CARRIED UNANIMOUSLY

Res. B Pool Renovation & Upgrade Project – Finance Committee Initial Report & Updated Pool Referendum Communications Plan

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD

Moved by Councillor Rathor
Seconded by Alternate Director Forseth

"That the agenda item summary from Darron Campbell, Manager of Community Services, Cariboo Regional District dated September 12, 2013 regarding an update report and recommendations from the Pool Finance Committee for the pool referendum and upgrade project be received and approval be given to proceed to a referendum for the pool renovation and upgrade project that will request authority for the CRD to borrow up to \$10 million over a 20-year term."

CARRIED UNANIMOUSLY

Res. C Referendum Date for Proposed Pool Renovation & Upgrade Project

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD

Moved by Alternate Director Forseth
Seconded by Councillor Walters

"That the date of the pool referendum be set as November 15, 2014."

CARRIED

CONTRARY TO THE MOTION: Councillor Rathor

Res. D Pool Referendum Communications Plan

- Shelly Burich left the meeting at 7:50 PM.

(Voting - Electoral Areas D, E, F and Council)

Ratification required by: CRD & City

Moved by Alternate Director Forseth

Seconded by Councillor Walters

"That the Central Cariboo / City of Williams Lake Joint Committee endorse the Sam Ketcham Pool Upgrade Referendum Communications Plan dated November 4, 2013 as presented, a Communications working group be formed and delegated with the authority to implement the communications plan, and two elected representatives from both the City and Regional District be appointed to the working group by their respective Boards and those appointments be brought back to the Joint Committee."

CARRIED UNANIMOUSLY

- Ken MacInnis left the meeting at 8:00 PM.

Res. E Central Cariboo Recreation & Leisure Services 2014 Business, Financial & Capital Plans

(Voting - Electoral Areas D, E, F and Council)

Ratification required by: CRD

Moved by Director Kemp

Seconded by Councillor Walters

"That pursuant to the agenda item summary of Darron Campbell, Manager of Community Services, Cariboo Regional District dated October 16, 2013, the Central Cariboo Recreation and Leisure Services 2014 Business, Financial and Capital Plans be received and endorsed as amended with the inclusion of the updated business plans."

DEFEATED

CONTRARY TO THE MOTION: Councillors Bonnell, Hughes, Rathor and Alternate Director Forseth

Res. F Moved by Alternate Director Forseth
 Seconded by Councillor Rathor

"That the agenda item summary of Darron Campbell, Manager of Community Services, Cariboo Regional District dated October 16, 2013 presenting the Central Cariboo Recreation and Leisure Services 2014 Business, Financial and Capital Plans be received and endorsed as amended with the inclusion of the updated business plans, excluding *Business Plan Goal #2* for a new dedicated staff person in the recreation services management agreement with the City of Williams Lake."

CARRIED

CONTRARY TO THE MOTION: Councillor Walters and Director Kemp

Res. G Central Cariboo Recreation & Leisure Services 2014 Business, Financial & Capital
 Plans – Business Plan Goal #2

(Voting - Electoral Areas D, E, F and Council)

Ratification required by: CRD

Moved by Alternate Director Forseth
Seconded by Councillor Rathor

"That *Business Plan Goal #2* from the Central Cariboo Recreation and Leisure Services 2014 Business, Financial and Capital Plans for the addition of a new dedicated staff person in the recreation services management agreement with the City of Williams Lake for the provision of increased support to and liaison for the volunteer groups managing the public outdoor recreation facilities in the Central Cariboo be referred to the Cariboo Regional District Board with no recommendation."

CARRIED UNANIMOUSLY

Res. H Cariboo Mountain Bike Consortium Proposal

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD & City

Moved by Councillor Rathor
Seconded by Councillor Hughes

"That pursuant to the report of Geoff Paynton, Director of Community Services, City of Williams Lake dated October 17, 2013, Staff be directed to work with the Cariboo Mountain Bike Consortium to develop a terms of reference for a working committee to explore a sustainable plan for mountain biking in Williams Lake and area and report back to a future meeting of the Joint Committee."

DEFEATED

CONTRARY TO THE MOTION: Director Sorley and Alternate Director Forseth

Res. I Moved by Councillor Rathor
Seconded by Councillor Walters

"That the report of Geoff Paynton, Director of Community Services, City of Williams Lake dated October 17, 2013 requesting that Staff be directed to work with the Cariboo Mountain Bike Consortium to develop a terms of reference for a working committee to explore a sustainable plan for mountain biking in Williams Lake and area be referred to the February 2014 Joint Committee meeting."

CARRIED UNANIMOUSLY

Res. J Adjournment

(Voting - Electoral Areas D, E, F and Council)

Moved by Councillor Rathor
Seconded by Alternate Director Forseth

"That this meeting be adjourned."

CARRIED UNANIMOUSLY

Time: 8:50 PM

CERTIFIED CORRECT:

CO-CHAIR

MINUTES OF THE CENTRAL CARIBOO / CITY OF WILLIAMS LAKE JOINT COMMITTEE MEETING HELD IN THE CARIBOO REGIONAL DISTRICT BOARDROOM ON WEDNESDAY, OCTOBER 23, 2013 AT 6:05 PM

PRESENT: Co-Chair K. Cook, Councillors I. Bonnell, S. Rathor, L. Walters and S. Zacharias
Co-Chair J. Sorley, Directors D. Bischoff and B. Kemp

ABSENT: Councillors G. Bourdon and D. Hughes

IN ATTENDANCE: D. Garceau, Chief Administrative Officer, City of Williams Lake
G. Paynton, Director of Community Services, City of Williams Lake
R. Schill, Corporate Services/Records Management Coordinator, City of Williams Lake
J. Bell, Chief Administrative Officer, Cariboo Regional District (left at 7:37 PM)
D. Campbell, Manager of Community Services, Cariboo Regional District

CALL TO ORDER

Res. A Minutes of the Joint Committee Meeting held September 25, 2013

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD & City

Moved by Councillor Zacharias
Seconded by Director Kemp

"That the Minutes of the Central Cariboo / City of Williams Lake Joint Committee Meeting held September 25, 2013 be adopted as circulated."

CARRIED UNANIMOUSLY

Res. B Adoption of Agenda

(Voting - Electoral Areas D, E, F and Council)

Moved by Councillor Zacharias
Seconded by Director Sorley

"That the agenda be adopted as amended."

CARRIED

CONTRARY TO THE MOTION: Director Bischoff

Res. C Central Cariboo Recreation & Leisure Services 2014 Business, Financial & Capital Plans

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD & City

Moved by Mayor Cook
Seconded by Councillor Rathor

"That this item be referred to the Special Joint Committee meeting scheduled for November 13, 2013 with further information to be brought forward by Staff regarding options for financing of the 21% proposed increase, along with the final Pool Finance Committee recommendations (including referendum date)."

CARRIED UNANIMOUSLY

Res. D Central Cariboo / City of Williams Lake Joint Committee Terms of Reference Review

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD & City

Moved by Councillor Bonnell
Seconded by Councillor Zacharias

"That the report of Darrell Garceau, Chief Administrative Officer, City of Williams Lake dated October 16, 2013 be received and Staff be directed to report back to a future Joint Committee meeting with proposed revisions to the Joint Committee's Terms of Reference."

CARRIED

CONTRARY TO THE MOTION: Director Bischoff

Res. E Letter from Director Deb Bischoff re Intent to Withdraw Area 'D' from Central Cariboo Joint Committee and Functions

(Voting - Electoral Areas D, E, F and Council)

Ratification required by: CRD & City

Moved by Councillor Zacharias
Seconded by Councillor Walters

"That the letter from Director Deb Bischoff dated September 23, 2013 be received and Staff be directed to report back to the Joint Committee with further advice and information on the potential impact, including financial, to the Central Cariboo / City of Williams Lake Joint Committee should Area 'D' formally withdraw from the Joint Committee and all joint functions, detailing in full the process, timeline and legal requirements involved in a request of this kind."

CARRIED UNANIMOUSLY

- The meeting recessed at 7:37 PM.
- Janis Bell left the meeting at 7:37 PM.
- The meeting reconvened at 7:45 PM.

Res. F 2013 Canada Day / Performances in the Park Year-End Report

(Voting - Electoral Areas D, E, F and Council)

Ratification for receipt required by: CRD & City

Moved by Councillor Zacharias
Seconded by Director Sorley

"That the Central Cariboo Arts & Culture Society's '2013 Canada Day / Performances in the Park Year-End Report' be received for information."

CARRIED UNANIMOUSLY

Res. G 2013 Arts & Culture Society Third Quarter Report

(Voting - Electoral Areas D, E, F and Council)
Ratification for receipt required by: CRD & City

Moved by Director Sorley
Seconded by Councillor Walters

"That the Central Cariboo Arts & Culture Society's '2013 Third Quarter Report' be received for information."

CARRIED UNANIMOUSLY

Res. H Arts & Culture Fee for Service Program Review & Recommendations

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD & City

Moved by Councillor Rathor
Seconded by Councillor Zacharias

"That the report of the Central Cariboo Arts and Culture Fee-for-Service Management Committee regarding the arts and culture fee for service review process undertaken by the Committee in 2013 be received and Fee for Service Agreements be entered into as follows, each for a three-year term:

- Williams Lake Museum & Historical Society = \$29,000;
- Station House Studio & Gallery Society = \$12,000;
- Rotary Club of Williams Lake Daybreak (for Stampede Parade) = \$5,000;
- Williams Lake Harvest Fair Society = \$2,500;
- Williams Lake Central Business Improvement Area Association (for annual Winter Lights Celebration and Stampede Street Party) = \$7,000;
- TBA (for Canada Day Celebrations in Boitano Park) = \$1,500;
- Horsefly Historical Society = \$2,000;
- Likely & District Chamber of Commerce (Cedar City Museum) = \$2,000;
- **TOTAL = \$61,000."**

CARRIED

CONTRARY TO THE MOTION: Director Bischoff

Res. I Grant-in-Aid Criteria Review

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD & City

Moved by Director Sorley
Seconded by Councillor Walters

"That pursuant to the report of Patricia Higgins, Director of Financial Services, City of Williams Lake dated October 16, 2013, the following wording be added under "Section 8 – Grant Categories" of the Grant-in-Aid Agreement between the Cariboo Regional District and the City of Williams Lake (Schedule A5 to the Memorandum of Understanding between the CRD and City):

(d) Grants will not be provided for operating funds, wages and items that are deemed to be consumable or have a functional lifespan of less than one year."

CARRIED

CONTRARY TO THE MOTION: Director Bischoff

Res. J Central Cariboo Arts & Culture 2014 Business & Financial Plans

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD & City

Moved by Councillor Rathor
Seconded by Councillor Walters

"That pursuant to the agenda item summary of Darron Campbell, Manager of Community Services, Cariboo Regional District dated October 16, 2013, the Central Cariboo Arts and Culture 2014 Business and Financial Plans be received and endorsed as presented."

CARRIED

CONTRARY TO THE MOTION: Director Bischoff

Res. K Cariboo Mountain Bike Consortium Proposal re Funding Model & Sub-Committee for Consortium Initiative with City and CRD

(Voting - Electoral Areas D, E, F and Council)

Ratification required by: CRD & City

Moved by Councillor Bonnell
Seconded by Councillor Zacharias

"That the report of Geoff Paynton, Director of Community Services, City of Williams Lake dated October 17, 2013 be received and Staff be directed to work with the Cariboo Mountain Bike Consortium to develop a terms of reference for a working committee to explore a sustainable plan for mountain biking in Williams Lake and area and report back to a future Joint Committee meeting."

DEFEATED

CONTRARY TO THE MOTION: Director Bischoff & Director Sorley

Res. L Cariboo Mountain Bike Consortium Proposal re Funding Model & Sub-Committee for Consortium Initiative with City and CRD

(Voting - Electoral Areas D, E, F and Council)

Ratification required by: CRD & City

Moved by Director Sorley
Seconded by Councillor Rathor

"That this item be deferred to the Special Joint Committee meeting scheduled for November 13, 2013."

CARRIED UNANIMOUSLY

Res. M Proposed 2014 Meeting Schedule

(Voting - Electoral Areas D, E, F and Council)

Ratification required by: CRD & City

Moved by Councillor Rathor
Seconded by Councillor Walters

" That the agenda item summary of Bernice Crowe, Executive Assistant, Cariboo Regional District dated October 10, 2013 be received and the Central Cariboo / City of Williams Lake Joint Committee meeting schedule for 2014 be endorsed as follows:

- Wednesday, January 22, 2014 (CRD);
- Wednesday, February 26, 2014 (CRD);
- Wednesday, March 26, 2014 (CRD);
- Wednesday, April 23, 2014 (CRD);
- Wednesday, May 28, 2014 (CRD);
- Wednesday, June 18, 2014 (City);
- Wednesday, September 17, 2014 (City);
- Wednesday, October 22, 2014 (City);
- Wednesday, November 26, 2014 (City)."

CARRIED UNANIMOUSLY

Res. N Review of City / CRD Memorandum of Understanding

(Voting - Electoral Areas D, E, F and Council)

Ratification required by: CRD & City

Moved by Councillor Rathor
Seconded by Councillor Walters

"That the memorandum of Darrell Garceau, Chief Administrative Officer, City of Williams Lake dated October 16, 2013 regarding the review and renewal of the Memorandum of Understanding between the City of Williams Lake and Cariboo Regional District be received and referred to Staff for a report back to Joint Committee outlining options for the integration of the Terms of Reference and Memorandum of Understanding into one document, while retaining the '*Intent*' and scope of the MOU."

CARRIED UNANIMOUSLY

Res. O Appointment of an Alternate Elected Representative for the City of Williams Lake on the Pool Finance Committee

(Voting - Electoral Areas D, E, F and Council)

Ratification required by: CRD & City

Moved by Councillor Walters
Seconded by Councillor Zacharias

"That the memorandum of Darrell Garceau, Chief Administrative Officer, City of Williams Lake dated October 16, 2013 regarding the appointment of an alternate City representative to the Pool Finance Committee, in the event that either Councillor Bonnell or Councillor Walters are unable to attend, be received."

CARRIED UNANIMOUSLY

Res. P Action Page for October 23, 2013

(Voting - Electoral Areas D, E, F and Council)

Moved by Councillor Bonnell
Seconded by Councillor Zacharias

"That the Action Page dated October 23, 2013 be received and referred to Staff for the required revisions."

CARRIED UNANIMOUSLY

Res. Q Adjournment

(Voting - Electoral Areas D, E, F and Council)

Moved by Councillor Bonnell
Seconded by Director Sorley

"That this meeting be adjourned."

CARRIED UNANIMOUSLY

Time: 8:54 PM

CERTIFIED CORRECT:

CO-CHAIR



CITY OF WILLIAMS LAKE COUNCIL REPORT

DATE OF REPORT: November 19, 2013
DATE & TYPE OF MEETING: November 27, 2013 Joint Committee Meeting
AUTHOR: **Deb Radolla, Manager of Active Living**
SUBJECT: **2013 STATUTORY HOLIDAY REPORT**
FILE: **7900-10**

SECTION 1: EXECUTIVE SUMMARY

Sam Ketcham Pool and the Fitness Centre were open for three and a half hours on Wrestling Day, Victoria Day, BC Day, Thanksgiving Day, and Remembrance Day in 2013. The attached spreadsheet illustrates the number of patrons, revenues, expenses and staff costs affiliated with opening on these five Statutory holidays. The most popular Stat was Wrestling Day, second was Remembrance Day. The least number of patrons visited on B.C. Day, August 5, 2013.

An additional opening on Family Day, February 11, 2013 was possible due to a Provincial Government grant which covered all staffing costs. It is unknown if such a grant will be available in 2014.

SECTION 2: BACKGROUND

On May 22, 2013, the Joint Committee approved opening Sam Ketcham Pool and the Fitness Centre at the CMRC for 3.5 hours on five statutory holidays in 2013 for the third year in a row. Staff was directed to report back at the end of the year.

The revenue from Fitness Passes (sold in one, three and six month increments, as well as annually) is not included. It is difficult to put a monetary value on these term passes as the number of times they attended varies. The value of the 10 session Drop-in passes is also omitted as customers purchase passes at different prices during the year.

SECTION 3: DISCUSSION

The attached spreadsheet shows the attendance from Fitness Pass (FP) holders and Regular (Reg) Drop in customers on the Stat holidays. Also included is the drop-in revenue during the day. In the next column net revenue for the day is shown.

Four employees are scheduled to work on Statuary holidays; two lifeguards, one cashier and one facility maintenance staff member. The expenses illustrated are staff wages and do not include electricity, chemicals, supplies or facility maintenance costs to clean the facility following the Stat.

On average, Stat holiday operating costs are approximately 60-70% higher than comparable "average day" swims. According to the City's contract with the IUOE, Staff is paid overtime for Stat holidays, while there are usually fewer customers on these days.

SECTION 4: DETAILED ANALYSIS

a. Financial Considerations – Cost and Resource Allocations:

The additional Stat holiday openings in 2013 resulted in a net loss to the CMRC budget of approximately **\$2,600.00**

b. Legislative Considerations (Applicable Policies and/or Bylaws):
N/A
c. This project most closely <u>supports</u> the following ICSP Priority Areas:
World Class Recreation
d. This project potentially <u>conflicts</u> with the following ICSP Priority Areas (also list mitigation measures)
N/A
e. Environmental Considerations:
N/A
f. Social Considerations:
N/A
g. Economic Considerations:
N/A
SECTION 5: RECOMMENDATION
That the Joint Committee receive this report for information.

Respectfully submitted,

Darrell Garceau
 Chief Administrative Officer

This report has been prepared in consultation with the following:	Initials
Geoff Paynton, Director of Community Services	GP
Darron Campbell, Manager of Community Services, CRD	

ATTACHMENTS:
Attachment A – Stat Holiday Report 2013

STATUTORY HOLIDAYS 2011 - 2013

Wrestling Day	Fitness Pass	Drop-In	Total	Revenue	Expense	Net
Wrestling Day, Sunday, January 2, 2011	28	33	61	\$ 168.53	\$ 656.00	-\$ 487.47
Wrestling Day, Monday, January 2, 2012	50	22	72	\$ 288.95	\$ 688.00	-\$ 399.05
Wrestling Day, Wednesday, January 2, 2013	57	47	104	\$ 237.14	\$ 689.28	-\$ 452.14
FAMILY DAY						
Family Day, Monday, February 11, 2013	0	460	460	\$ 3,800.00	\$ 3,800.00	\$ -
VICTORIA DAY						
Victoria Day, Monday, May 23, 2011	28	24	52	\$ 98.81	\$ 656.00	-\$ 557.19
Victoria Day, Monday, May 21, 2012	27	33	60	\$ 116.01	\$ 688.00	-\$ 571.99
Victoria Day, Monday, May 20, 2013	25	19	60	\$ 111.73	\$ 689.28	-\$ 577.55
BC DAY						
BC Day, Monday, August 1, 2011	9	1	10	\$ 196.52	\$ 656.00	-\$ 459.48
BC Day, Monday, August 6, 2012	15	16	31	\$ 223.92	\$ 688.00	-\$ 464.08
BC Day, Monday, August 5, 2013	20	17	37	\$ 105.47	\$ 703.20	-\$ 597.73
THANKSGIVING DAY						
Thanksgiving Day, Monday, October 10, 2011	67	44	111	\$ 196.52	\$ 656.00	-\$ 459.48
Thanksgiving Day, Monday, October 8, 2012	21	34	55	\$ 223.92	\$ 688.00	-\$ 464.08
Thanksgiving Day, Monday, October 14, 2013	26	12	38	\$ 105.47	\$ 703.20	-\$ 597.73
REMEMBRANCE DAY						
Remembrance Day, Friday, November 11, 2011	28	92	120	\$ 309.52	\$ 656.00	-\$ 346.48
Remembrance Day, Sunday, November 11, 2012	32	39	71	\$ 211.63	\$ 688.00	-\$ 476.37
Remembrance Day, Monday, November 11, 2013	41	44	85	\$ 281.57	\$ 703.20	-\$ 421.63
Total 2011	160	194	354	\$ 969.90	\$ 3,280.00	-\$ 2,310.10
Total 2012	145	144	289	\$ 1,064.43	\$ 3,440.00	-\$ 2,375.57
Total 2013 (with Family Day)	169	599	784	\$ 4,641.38	\$ 7,288.16	-\$ 2,646.78
Total 2013 (without Family Day)	169	139	324	\$ 841.38	\$ 3,488.16	-\$ 2,646.78



**CITY OF WILLIAMS LAKE
COUNCIL REPORT**

DATE OF REPORT: November 18, 2013
DATE & TYPE OF MEETING: November 27, 2013 Joint Committee Meeting
AUTHOR: Pat Higgins, Director of Financial Services
SUBJECT: 2014 GRANT IN AID APPLICATIONS
FILE: 1850-20 (2014)

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to obtain approval of the Grant In Aid applications for 2014.

SECTION 2: BACKGROUND

None.

SECTION 3: DISCUSSION

Pursuant to Council's new Grants-In-Aid Policy, the joint sub-committee has reviewed the 2014 Grants – In - Aid applications, in accordance with the policy's criteria, and submit the attached recommendations.

Please note the following recommendations with respect to specific applications:

1. One organization is applying for a grant for a third year. As per the grant in aid policy, support of funding for ongoing events will be diminished over three years. In this regard, the following applicant's request has been reduced by two thirds:
 - a. Canadian Mental Health Association – International Day workshop
2. Several organizations request for funding have been denied as applications were not complete and lacked information:
 - a. Oliver Street Market
 - b. Xatsull Cultural Society
 - c. Potato House Sustainable Community (also the project is a duplication of services that the City would complete ie. brochures, pamphlets)
3. Several organizations have been denied as they organizations fall within Provincial jurisdiction:
 - a. Linwood House Ministries
 - b. ALS
4. The application for Gavin Lake Forest Education Society was denied as the grant is for operational expenses.
5. The WL Auxiliary Program was denied as the organization is not a registered society.
6. The application for St Andrews United Church is recommended to be approved subject to the Church providing other funding to proceed with the project in 2014.
7. Partial funding is recommended to the WL Curling Club as the total grant application from the organization exceeds the total grant in aid allotted from the City and CRD. \$18,000 would fund the cost of the chiller.

SECTION 4: DETAILED ANALYSIS
a. Financial Considerations – Cost and Resource Allocations:
The recommended grant in applications total \$51,969.
b. Legislative Considerations (Applicable Policies and/or Bylaws):
Schedule A-5 Grants-in-Aid Policy to City of Williams Lake / CRD MOU.
c. This project most closely <u>supports</u> the following ICSP Priority Areas:
N/A
d. This project potentially <u>conflicts</u> with the following ICSP Priority Areas (also list mitigation measures)
N/A
e. Environmental Considerations:
N/A
f. Social Considerations:
N/A
g. Economic Considerations:
N/A
SECTION 5: RECOMMENDATION
That Council approve the 2014 grant in aid applications for a total of \$51,969.

Respectfully submitted,

Darrell Garceau
 Chief Administrative Officer

ATTACHMENTS:

- Attachment A – 2014 Grant in Aid Summary**
- Attachment B – 2014 Applications for Grants in Aid**

GRANTS-IN-AID 2014

No.	Applicant	Application Purpose	Amount Requested	Amount Recommended	Direction
1	Gavin Lake Forest Education Society	"Camping" 101 Grade 6 School Program	2,250	-	Deny - Wages
2	Canadian Mental Health Association	Assist with funding for International Day	1,500	500	3rd year diminishing contribution
3	Oliver Street Market	Coupon Program ????	3,600	-	Deny - Missing budget- unclear - coupon program?
4	Scout Island Nature Centre	Energy Upgrade	12,000	12,000	approve - possibly fund through Gas Tax revenue 50/50
5	WL Stampeders Hockey Club	CIHL Coy Cup	5,000	5,000	approve
6	Williams Lake Blue Fin Swim Club	Pace Clocks	2,690	2,690	approve
7	Potato House Sustainable Community	Brochures etc. Urban Chicken/Bees	3,430	-	deny - City project duplication of services/ missing info
9	Linwood House Ministries	Retreat - Marginalized Women	13,800	-	deny - provincial jurisdiction
10	Canadian Red Cross	HELP Medical Equipment	3,779	3,779	waive policy - provincial jurisdiction
11	St Andrews United Church	Elevator	10,000	10,000	subject to providing other funding to proceed with project in 2014 - possibly increase if Scout Island - Gas Tax
12	WL Curling Club	Chiller/Furnace	65,000	18,000	partial funding - chiller
13	Xatsull Cultural Society	Wood Sheds	5,000	-	Deny - missing information
14	ALS	Wheel Chair	600	-	Deny- Provincial jurisdiction
	Total Grants-In-Aid		128,649	51,969	
8	WL Auxiliary Program	Covered Picnic Area	5,000	5,000	yes/no not a registered society

Grant in Aid Application Evaluation

Name of Applicant: Gawin Lake Forest Education Society
 Application Description: Grade 6 Program "Camping 101"
 Grant Request: \$ 2250.

Category:

- Capital
- Special Project
- Event

Requirement	Y	N	Comments
Registered Non-profit in good standing with Registrar of Companies			
Annual General Meeting report inc. list of Directors	✓		
Revenue/expense balance sheet or audited financial statement	✓		
Approved current year budget	✓		
Demonstrated financial need			
Supports goals and priorities of City and CRD			If yes, describe
Applicant receives other local government support			If yes, describe
Previous Grant in Aid			If yes, describe
Extent of community benefit			Broad Limited Specific

Recommendation: Approve Deny Amount: \$ _____

Rationale:

Evaluation Team: _____

Evaluation Date: _____

Aug 27/2013

Dear Grant Committee

At the Gavin Lake Camp we have noticed a disturbing drop in youth groups recreating in the outdoors. This drop seems to be societal rather than specific to Gavin Lake. Discussions with Parks BC, The Children and Nature Alliance, Scout Island Nature Centre and School District #27 indicate that this is a widespread problem.

We hope to use our grade 6 program (see attached description) to spark an interest in the outdoors by giving the kids an introduction to camping. We will teach them what gear is required and how to organize for a trip. They will leave camp with pre-trip checklists and maps of local camping areas. We will also offer the option to sleep out overnight in our "tent city".

We have already secured funding from the Quesnel Community Foundation for the camping gear required and are now searching for funding for our instructor.

The Cariboo is ripe with great camping and outdoor recreational activities and it would be a great shame if our future generations failed to make use of these opportunities.

If you would like more details on specific modules or the overall program itself, please feel free to contact Camp Manager – Mike Tudor at 604-629-9859 or mtudor@xplor.net

Sincerely - Gavin Lake Forest Education Society



Grant for Assistance Application



Organization Information Sheet

Name of Organization:	Gavin Lake Forest Education Society
Mailing Address:	72 South 7th Ave, Williams Lake, V2G-4W5
Telephone (office):	250-392-2544 (camp) 604-629-9859
Purpose of Organization (From Constitution or Incorporation Documents):	Outdoor Education and Recreation for youth + community.
How long has the organization operated in the community?	over 25 year
BC Society Registration Number:	S-34634
Federal Charitable Registration Number: (if applicable)	899685341 RR0001
Chairperson's name:	John Stace-Smith.
Telephone:	250-305-2328
Treasurer or Financial Officer's name:	JEFF Mycock.
Telephone:	250-395-8208

Date of last Annual General Meeting (Attach minutes and current list of Directors):

April 09/2013

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from City and CRD (if applicable) \$ # 3000

NOTE: A Final Report for previous year's grant MUST be included with this submission. (already sent in)

Current Grant Requested from City and CRD \$ # 2250



Grant for Assistance Application

Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

- we have rental income - we have over 20 regular donors
- we have private foundation commitments for infrastructure upgrades for next 5 years

2. If your organization charges user fees/memberships/admission, attach your current fee structure:

schools - \$235/night - youth groups - \$475/night } For exclusive use of entire camp
other non-profits - 700/night - private rentals \$1300/night

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

- carry on being venue for youth/charities in our communities to recreate and learn - specifically this year, we hope to encourage more outdoor activities in the Cariboo

4. Who does your organization serve? (% of clients from City, % of clients from Central Cariboo)

approx 45% from City of Williams Lake, the remaining 50% from Central Cariboo (5% from Prince George or Vancouver)

5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?

NO

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department)

yes?? on 72 South 7th Ave property tax

7. Does your organization use City or CRD owned facilities? If so, which ones?

NO

8. How will you indicate that the City and CRD are contributing to your organization?

signage, local newspaper, student participants send personal thank-yous



Grant for Assistance Application

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

"Camping 101" module during our free grade 6 school program. We are requesting funds to cover teaching staff. Fun one hour module on how easy it is to camp - also optional tent city sleepover when here (rather than cabin)

2. How do you know there is a need for this service/project in our community?

there has been a drastic drop off in youth groups using camp and outdoors in general. - kids are more plugged in than outdoors - "lack of interest" has been the reason.

3. Is your application for a:

A. seed grant B. special project or C. special capital expenditure

4. Is your agency is applying for funds from other levels of government or other sources for this project?

Yes - Quesnel City Foundation has committed funding

5. Would you still be able to complete the project if you do not receive the other funds applied for?

Yes

6. Please describe the impact of this application being denied or approval of an amount less than requested.

we will carry on with this project regardless as our board of directors believes it is valuable. Any donation amount will be appreciated



Grant for Assistance Application

7. Start date of the project: Sept 16/2013

End date for the project: Oct 24/2013

8. Please describe the key activities that will take place to complete the project and any associated timelines.

21-24 classes (720 participants) are already registered and scheduled for program. Instructor has already been hired.

9. Please provide a detailed financial budget for the project.

"Campy 101" \$2250 for instructor \$2500 For camping gear

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

Success is measured by results of post-trip questionnaire filled out by participating teachers and parent chaperones.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Camp Manager

President/Chairperson

For John Stace-Smith.



Grade 6 Fall School Program

Every year approximately 800 elementary school kids from the 100 Mile, Williams Lake and Quesnel areas participate in a fantastic 3-day, all expenses paid outdoor education experience at the Gavin Lake Forest Education Centre.

From the minute they get off the bus it's go, go, go! Cabin assignments, rules, lunch then off to the first module session. We take 2 classes at a time and they are divided into 6 smaller groups. Each group stays together and rotates through the 6 study modules over the course of their visit. They also have to cycle through a series of 6 chores (sometimes they are the first chores some have ever done).

In 2012 the modules were:

- Forest Discovery Trail -Forest Ecology facts and issues are discussed along a 1 km hike through the trees to help kids understand how complicated and diverse forests really are.

- Species at Risk in the Cariboo - students begin to understand extinction, learn more about some of the Cariboo Species at risk and explore the home/habitat of at least one species at risk locally.

- The Perfect Stream -learn all the ingredients needed to provide spawning habitat for our local Rainbow Trout. Students then use this information to build the "perfect stream".

- Canoeing

- Archery

- Orienteering -Students are introduced to the fun sport of orienteering which involves map reading and navigating through the woods.

This is a first class program that has been operating for 18 years now and has brought through over 13,000 kids. With your help we can keep this program going for many years to come!

Gavin Lake is unique in offering an experience like this to all children by being free of charge. Something the Cariboo can be very proud of!

2013 Study Modules

1 - *Compass Course* - basic introduction to the use of a compass with some fun activities to reinforce the functions of the simple, old, reliable compass

2-*The Perfect Stream* - students learn all the ingredients needed to provide spawning habitat for our local Rainbow Trout. They then use the information they learned to build "the Perfect stream"

3-*Forest Discovery Trail* - A volunteer Forester or Biologist will walk the students along a 2km trail stopping at several points to observe and discuss the various inhabitants of a forest and the components and interactions within the Forest ecosystems

4-*Wetlands Study* - A nice walk along the new wetlands boardwalk will quickly lead to the varied wetlands area right on our back door step. Students will appreciate the role wetlands play in filtering and preserving our water, the specialized occupants of this ecosystem and they will discuss in more detail the importance that Beavers play in wetland areas.

5-*Camping 101* - Back to the basics to try and teach a new generation of kids the fun of camping. Tent set up (races), campfire, stove and what to pack for a weekend trip with the family. There may be a chance for 12 kids a night to sleep out in a tent village. We would supply all tents and sleeping matts, teachers/parents provide some supervision. Try and make this a desirable prize for the students.

6-*Archery* - a super fun module that is always popular with the kids. We stress safety!!



*Annual General Meeting - Treasurers Report
April 9, 2013*

**2012 FINANCIAL REPORT
&
2013 PROPOSED BUDGET & FORECAST**

2012 FINANCIAL HIGHLIGHTS

2012 was truly a monumental year for the Gavin Lake Forest Education Society (GLFES). The GLFES had the first full fiscal and calendar year as a registered charity and we went from one of our most challenging financial years in 2011 to a landmark year in 2012. Being a registered charity brought the ability to receive tremendous donations and lead to three significant capital projects with the construction of the Viksten House, Cabin #5, and the Wheel chair accessible lake trail. As a result of these major endeavors we had a gross total revenue of \$251,268.09 for the year and total expenses of 239,315.15. We issued a total of \$150,241.64 in tax refundable donation receipts in 2012. The three capital projects collectively yielded project-specific donations of \$110,000.00. Our non-project donations were up from 2011 by approximately \$5,000.00, this can likely be attributed to our charitable status as well. Interestingly, our gross camp rental income was \$10,000.00 less than 2011, which is partially attributable to not charging HST/GST on camp rentals in 2012. Net of tax fees on camp rentals we received ~\$4,000.00 less in rental income for 2012. This was by far our biggest year ever, with 2010 being our second largest total revenue at \$160,001.38. Our total revenue in 2011 was \$142,741.89.

We finished the year with all projects near completion. Viksten house is now complete at the time of this report and Cabin #5 is near complete. We completed Viksten with \$75,000.00 of Moss Rock funds dedicated to materials. The original agreement was for \$82,000.00, and Mr. Koerner generously agreed to still donate the surplus \$7,000.00 of Moss Rock funds to other much needed items (new snowblower etc) for camp in 2013.



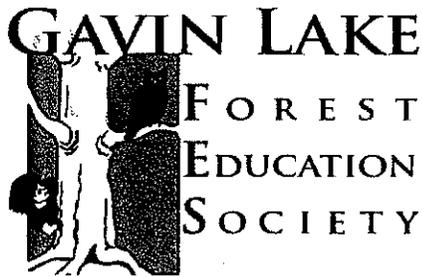
Annual General Meeting - Treasurers Report April 9, 2013

We forecasted \$194,536.00 in total spending and \$196,221.00 in revenue at the 2011 Annual General Meeting (AGM). During this forecast we did not plan on completing as much work on the Viksten House as was done and the Wheelchair accessible lake trail funding was not included due to funding uncertainty at the time the forecast was prepared.

We were able to return \$10,000.00 to our Investment Savings in 2012, after withdrawing \$25,000.00 in 2011. We approved the investment of \$20,000.00 into two mutual funds - Dynamic Strategic Yield Fund (70%) and the Dynamic Alternative Yield Fund (30%). We also approved the investment of \$30,000 in bonds, however; bond returns have not been any better than our Investment Savings and we have been advised to delay by our Dundee advisor. The Dundee investment advisor was also reluctant to deposit a lump sum into the two mutual funds, and thus it has been decided to invest the money in 52 weekly installments of \$384.61/wk. The dollar cost averaging method will help limit risk to market fluctuations in fund share values and is a good way to transition the money into the market. This commenced on February 25, 2013.

We hired a very successful summer student again for a fourth consecutive year. The student is keen to return in 2013 and we are looking forward to having him back again. The total employment cost to the GLFES for 2012 was \$8,294.21, with the Federal Government contributing \$4,920.00 to the employee wages, and a total net cost of \$3,374.21 to the GLFES. Cameron & Co. Accounting in Williams Lake administered the payroll for us again at no charge. This was greatly beneficial to the GLFES and included provision of the employee record of employment and T4 slip.

For a fifth consecutive year we did not receive financial donations from major forest industry companies in the Cariboo. However, we did receive considerable lumber and plywood material donations from West Fraser for the Viksten house & Cabin #5, valued at approximately \$4,000.00. TOLKO contributed a small amount of economy lumber used on the Lake trail. We are hopeful for a return of



*Annual General Meeting - Treasurers Report
 April 9, 2013*

historic funding levels in 2013 due to improved wood product markets in 2012 and through 2013 so far. We will recommence discussions with West Fraser Mills Ltd., Tolko Industries Ltd., and Ainsworth Engineered Ltd. regarding donations to GLFES for the 2013 fiscal period. West Fraser is prepared to donate, but will not unless the other companies participate as well. Our efforts should therefore focus primarily on the other two companies.

The figures presented in this report are derived from the treasurer's accounts ledger and tracking programs. The year-end accounting and Canada Revenue Agency (CRA) reporting is prepared by PMT Accountants and a financial balance sheet is provided. PMT is currently working on our file and we do not have the final figures for 2012 yet. We have until June 30, 2013 to complete our 2012 year-end reporting to the CRA.

REVENUE SUMMARY FOR 2012:

AGM	\$	420.00
Non-Project Donations	\$	58,683.46
Viksten Donations	\$	75,000.00
Lake Trail Donations	\$	32,000.00
Cabin #5 Donations	\$	3,000.00
Donations sub-total:	\$	168,683.46
Investments	\$	1,327.70
Misc. (HST Rebate)	\$	3,918.97
Rental - Camp	\$	51,000.20
Rental - Log Office	\$	17,548.00
Summer Student Grant	\$	4,920.00
UBC Cabin R&M Fee	\$	1,200.00
HST Charged	\$	2,249.76
Grand Total (HST incl.)	\$	251,268.09



*Annual General Meeting - Treasurers Report
 April 9, 2013*

MAJOR DONATION BREAKDOWN (>\$500.00) FOR 2012:

Moss Rock Park Foundation (Viksten)	\$ 75,000.00
Cariboo Regional District (Lake Trail)	\$ 27,000.00
CWES donation	\$ 20,000.00
Province of BC (Lake Trail)	\$ 5,000.00
WL Log Haulers Donation	\$ 5,000.00
Cariboo Chilcotin Conservation Society Donation	\$ 4,000.00
Chris Spencer Foundation	\$ 4,000.00
BC Hydro Donation for 2013 Winter School Program (rec'd 2012)	\$ 4,000.00
Rec Foundation of BC (1 of 2, 75% -remainder in 2013)	\$ 3,750.00
City of Williams Lake (Cabin #5)	\$ 3,000.00
Mount Polley Mining Corp Donation	\$ 2,500.00
Quesnel Truckers Assoc, WF	\$ 2,178.47
BC Hydro 2012 Winter Program Donation	\$ 2,000.00
Martin Kruus and Catherine Kimber	\$ 1,800.00
Kiwanis Club of WL	\$ 1,500.00
Knights of Columbus	\$ 1,500.00
WL Lioness Club	\$ 1,200.00
WL Lions Club	\$ 1,200.00
Knights of Columbus	\$ 1,000.00
CANFOR Canoe	\$ 613.17



*Annual General Meeting - Treasurers Report
 April 9, 2013*

EXPENSE SUMMARY FOR 2012:

Viksten House	\$58,188.81
Lake Trail	\$23,157.02
Cabin #5 Construction	\$9,116.21
Sub-total for capital projects:	\$90,462.04
7th. Ave (damage repairs from accident)	\$1,007.20
AGM	\$309.29
Bank Service Charge	\$38.00
Camp Maintenance	\$4,658.65
Camp Mngt. Fee	\$52,057.55
Education Pgm	\$34,148.75
Govt. Fees	\$1,399.09
Hydro	\$4,111.28
Insurance	\$11,850.00
Misc.	\$4,634.29
Operating Supplies	\$4,207.74
Promotion	\$200.00
Propane	\$2,079.99
Rental - Camp	\$256.50
Summer Student Payroll	\$8,294.21
Telephone	\$1,050.18
HST Paid	\$18,550.39
Grand Total (Incl. HST)	\$239,315.15



*Annual General Meeting - Treasurers Report
April 9, 2013*

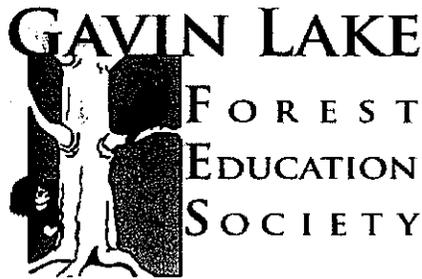
GST/HST Summary For 2012:

- Charged on Sales: \$2,249.76
- Paid in Purchase: \$18,550.39
- Refundable (54.08%): \$10,032.05
- Amount Owed to GLFES in 2013: \$ 7,782.29

2012 BALANCE SHEET

CAPITAL & STATEMENT ASSETS

General Account (Dec 31, 2012):	\$25,244.62
Petty Cash Balance:	\$191.75
Dundee Account:	\$111,634.91
<u>TOTAL CURRENT ASSET VALUE:</u>	<u>\$137,071.27</u> (\$124,065.20 in 2011)
Est. of Building Assets:	\$616,911.12
Est. of Tools & Equipment:	\$10,000.00
<u>TANGIBLE ASSET VALUE OF GLFES (est.):</u>	<u>\$626,911.12</u> (\$543,048.07 in 2011)
<u>Total Assets (Est.):</u>	<u>\$763,982.39</u>



2013 BUDGET AND SUBSEQUENT FOUR YEARS

5 Yr Budget Forecast Projected Operating Costs

Year	2013	2014	2015	2016	2017
Expense Category:		2.0%	2.0%	2.0%	2%
7th. Ave	-\$1,000.00	-\$1,020.00	-\$1,040.40	-\$1,061.21	-\$1,082.43
AGM	-\$250.00	-\$250.00	-\$450.00	-\$450.00	-\$450.00
Camp Maintenance	-\$12,500.00	-\$12,500.00	-\$15,000.00	-\$15,300.00	-\$15,606.00
Capital Projects	-\$20,000.00	-\$20,000.00	-\$20,400.00	-\$20,808.00	-\$21,224.16
Camp Mngt. Fee	-\$58,088.42	-\$59,540.63	-\$61,326.85	-\$63,779.92	-\$65,055.52
Communication	-\$800.00	-\$816.00	-\$832.32	-\$848.97	-\$865.95
Education Pgm	-\$35,000.00	-\$35,700.00	-\$36,414.00	-\$37,142.28	-\$37,885.13
GLFES Camp Fund		\$0.00	\$0.00	\$0.00	\$0.00
Operating Supplies	-\$5,000.00	-\$5,100.00	-\$5,202.00	-\$5,306.04	-\$5,412.16
Tools & Equipment	-\$1,500.00	-\$1,530.00	\$1,500.00	\$1,500.00	\$1,530.00
Summer Student	-\$8,400.00	-\$8,568.00	-\$8,739.36	-\$8,914.15	-\$9,092.43
Govt. Fees	-\$1,000.00	-\$1,020.00	-\$1,040.40	-\$1,061.21	-\$1,082.43
Hydro	-\$5,000.00	-\$5,300.00	-\$5,618.00	-\$5,955.08	-\$6,074.18
Insurance	-\$12,000.00	-\$12,240.00	-\$12,484.80	-\$12,734.50	-\$12,989.19
Propane	-\$2,500.00	-\$2,550.00	-\$2,601.00	-\$2,653.02	-\$2,706.08
Telephone	-\$1,200.00	-\$1,224.00	-\$1,248.48	-\$1,273.45	-\$1,298.92
Promotions	-\$200.00	-\$204.00	-\$208.08	-\$212.24	-\$216.49
Bank Service Charge	-\$40.00	-\$40.80	-\$41.62	-\$42.45	-\$43.30
Misc.	-\$4,000.00	-\$4,080.00	-\$4,161.60	-\$4,244.83	-\$4,329.73
	\$168,478.42	\$171,683.43	\$175,308.91	\$180,287.34	\$183,884.09



5 Yr Budget Forecast
Projected Income Targets

	2013	2014	2015	2016	2017
Revenue Category					
<i>Investment Income</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AGM	\$250.00	\$250.00	\$450.00	\$450.00	\$450.00
Donation - General	\$60,000.00	\$61,200.00	\$60,000.00	\$60,000.00	\$60,000.00
Donations - Capital Projects	\$20,000.00	\$20,400.00	\$20,808.00	\$21,224.16	\$21,648.64
Misc.	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Summer Student Fed \$	\$5,000.00	\$5,100.00	\$5,202.00	\$5,306.04	\$5,412.16
Rental - Camp	\$55,000.00	\$55,000.00	\$56,650.00	\$56,100.00	\$56,100.00
Rental - Viksten	\$5,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Rental - Log Office	\$17,548.00	\$18,425.40	\$18,425.40	\$18,425.40	\$18,425.40
UBC Gavin Cabin R&M Fee	\$1,200.00	\$1,260.00	\$1,260.00	\$1,260.00	\$1,260.00
Interest Income	\$1,500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00
	\$168,498.00	\$176,635.40	\$177,795.40	\$178,265.60	\$178,796.20

Earnings: \$19.58 \$4,951.97 \$2,486.49 (\$2,021.74) (\$5,087.88)

\$0.00 Draw on Savings Investments over 5 year period.

2012 Donations - This list shows last year's donations and is a fairly good reflection of what we hope to receive in 2013. This list also reflects the widespread community support that the Gavin Lake Forest Education Society enjoys.

Funding specifically for grade 6 school program:

- Recreation Foundation of BC -\$5000
- Cariboo Chilcotin Conservation Society -\$4000
- Williams Lake Rotary Club -\$1300
- Williams lake Loghauers Association -\$5000
- Williams Lake lionesses -\$1200
- Williams Lake Lions Club -\$1200
- Williams Lake Knights of Columbus -\$1000
- Quesnel Knights of Columbus -\$1500
- BC Hydro -\$2000
- Chris Spencer Foundation -\$4000
- Cariboo Small Scale Harvesters assoc -\$300
- Mt Polley Mines -\$2500
- Sue Hemphill and Jurgen Hornburg -\$100
- Williams Lake Daybreak Rotary -\$500
- Martin Kruus/Katherine Kimber -\$1800
- USWA local 1-425 -\$100
- Kiwanis Club of Williams Lake -\$1500

General Funding:

- Cariboo Woodlot Education Society -\$20,000
- TD Friends of the Environment Foundation \$1000

Infrastructure:

- City of Williams Lake/ CRD -\$3000
- Moss Rock Park Foundation \$82,000

2012 Gavin Lake User Groups

- | | |
|---|--|
| <p>Glendale Elem(x2)*
 108 Mile Elem*
 Likely Elem*
 Big Lake Elem*(x2)
 St Annes Catholic school*
 Cariboo Adventist Academy
 Big Lake Elem
 Red Bluff Elem*
 Horsefly Elem
 108 Mile Elem
 Dragon Lake Elem*
 Kwaleen Elem*
 100 Mile Elem*
 Cataline Elem(x4)
 Westside Academy*</p> | <p>Nesika Elem*
 Marie Sharpe Elem*
 Chilcotin Road Elem*
 Lakeview Elem*
 Sacred Heart Catholic school*
 Tatla Lake Elem*
 Dog Creek Elem*
 Baker Elem(x2)*
 150 Mile Elem(x2)*
 Columneetza*
 Mountview Elem*
 North Cariboo Christian Academy*
 Maranatha Christian School*

 Cariboo Adventist Academy*</p> |
|---|--|

*these schools were part of our grade 6 school charity program and stayed free of charge

These charitable groups qualified for charity rental rates:

- | | |
|--|--|
| <p>Williams Lake Sea Cadets
 Calvary Church Boys and Girls club
 Rivershed Society of BC
 North Cariboo Metis Association
 Canadian Mental health Assoc.
 Can. Parents for French summer kids
 UBC Forestry Field school
 Maple Park alliance church
 Horsefly Quilting Club
 Williams Lake Alliance Church
 5th Cub Scouts</p> | <p>Westside Family Fellowship
 Williams Lake Lions/Lioness
 Old Time Fiddlers of Quesnel
 Williams Lake girl guides(x2)
 Lutheran Summer Kids camp
 Hoy House (kids camp)
 Big Brothers and Sisters (tour de cariboo)
 Rotary Rebound retreat
 Cariboo Piecemakers
 150 Mile House Boy Scouts
 NOOPA Boys and Girls club</p> |
|--|--|

Non-charitable groups:

- | | |
|--|--|
| <p>2 weddings
 Equine Healing workshop</p> | <p>2 reunions
 Bluegrass Jam weekend</p> |
|--|--|

Gavin Lake Forest Education Society Board Members 2013 and Camp Manager						
Surname	First Name (Executive position)	Work address:	Resident Address (including physical):	Occupation:	phone/e-mail:	Home Phone
Copley	Kane	Ministry of Forests, Lands and Natural Resource Operations, 100 Mile House, BC	186-4124 Lac La Hache Station Rd., Lac La Hache, B.C. V0K 1T0	Forester	phone: 250-395-8219, kane.copley@westfraser.ca	250-706-8746
Fradsham	Todd (Vice-president)	Ministry of Forests, Lands and Natural Resource Operations 200-640 Borland Street Williams Lake, BC, V2G 4T1	520 Dodwell St., Williams Lake, BC V2G 4A1	Forest Technician, BC Timber Sales	Phone: 398-4853 (w), Fax: 398-4790 Todd.Fradsham@gov.bc.ca	250-398-6658
Gartshore	Kirsty	Ministry of Forests, Lands and Natural Resource Operations 200-640 Borland Street Williams Lake, BC, V2G 4T1	310 4th Ave. N., Williams Lake, BC V2G 2E3	Forester, GIS Tech	kirsty.gartshore@gov.bc.ca	250-398-5538
Gorrell	Heather	BC Parks, Thompson-Cariboo Region, 400-640 Borland Street, Williams Lake, BC V2G 4T1	3622 Valley Road, Box 1332, 150 Mile House, BC V0K 2G0	Area Supervisor - South Cariboo	250 398-4647 office, 250 398-4214 fax, Heather.Gorrell@gov.bc.ca	250 267-3698
Hale (formerly Coe)	Janelle (Secretary)	West Fraser Mills, WL Plywood, 4200 N Mackenzie Ave, Williams Lake BC V2G 2V5	1505 Eleventh Ave. N., Williams Lake, BC V2G 3X3 V2G 0A2	Forester	250-392-1329 (w)	250-303-1788
Howse	Kerri	Ministry of Forests, Lands and Natural Resource Operations, 200-640 Borland St. Williams Lake BC V2G 4T1	Box 1067, 3267 Brouse Rd., 150 Mile House, BC V0K 2G0	Forester	(w) 398-4357, (fax) 398-4790, kerri.howse@gov.bc.ca	250-296-3685
Koot	Cathy	UBC Alex Fraser Research Forest 72 South 7th Avenue Williams Lake, BC, V2G 4N5	575 Centennial Drive, Williams Lake, V2G 4E5	Research Coordinator, Biologist	Tel: (250) 392-2207 (w), Fax: (250) 398-5708 cathy.koot@ubc.ca	250-392-4250
Lee	Karri	Canfor- Quesnel, 1920 Brownmill Road, Quesnel, B.C. V2J 6S2	1100 McRae Rd., Quesnel, B.C. V2J 6N8	Planning Forester	(w) 250-992-1321 (f) 250-992-8520 Karri.lee@canfor.com	250-255-0571
Mycok	Jeff (Treasurer)	100 Mile Lumber - A Division of West Fraser Mills Ltd PO Box 97 100 Mile House, BC V0K 2E0	4885 Gloinnzum Crescent 108 Mile Ranch, V0K 2E0	Silviculture Supervisor, Forester	Phone: 250-395-8208; Fax: 250-395-8254; jeff.mycok@westfraser.com	250-791-1912
Passeri	Marco	Tolko Industries Ltd. 925 2nd Ave. N., Williams Lake, BC V2G 4P7	1950 South Broadway Avenue Williams Lake, BC., V2G 5G8	Planning Forester	Ph: 305-3681 (w), Fax: 306 3690 Marco.Passeri@tolko.com	250-305-3681
Stace-Smith	John (President)	Consultant 1912 White Road, Williams Lake, BC, V2G 5G9	1912 White Road, Williams Lake B.C., V2G 5G9	Forester	(p/f) 305-2328 stace-smith@shaw.ca	250-305-2328
Sutton	Malcolm	West Fraser Mills Box 4509, Williams Lake, B.C., V2G 2V4	105 Birch Hill Williams Lake, BC V2G 3E4	Forester	Ph 392-1395, fax: 398-6535, malcolm.sutton@westfraser.com	250-398-1841
Young	Lisa	Front Counter BC #201-172 North 2nd Avenue, Williams Lake, BC, V2G 1Z6	535 Hodgson Road, Williams Lake, BC, V2G 3P8	Natural Resources Officer	(w) (250) 398-4838 , (fax) 398-4836 andy@lisaturner@telus.net, Lisa.Young@gov.bc.ca	250-392-9612

Grant in Aid Application Evaluation

Name of Applicant: Canadian Mutual Health

Application Description: International Day for Elimination of Racism.

Grant Request: \$ 1500 -

Category:

- Capital
- Special Project
- Event

Requirement	Y	N	Comments
Registered Non-profit in good standing with Registrar of Companies			
Annual General Meeting report inc. list of Directors			
Revenue/expense balance sheet or audited financial statement			
Approved current year budget			
Demonstrated financial need			
Supports goals and priorities of City and CRD			If yes, describe
Applicant receives other local government support			If yes, describe
Previous Grant in Aid			If yes, describe
Extent of community benefit			Broad Limited Specific

Recommendation: Approve Deny Amount: \$ _____

Rationale: _____

Evaluation Team: _____

Evaluation Date: _____

Grant for Assistance Application

Organization Information Sheet

Name of Organization: Canadian Mental Health Association Cariboo Chilcotin Branch (CMHA CCB)

Mailing Address: 51 4th Ave South Williams Lake, BC V2G 1J6

Telephone (office): 250 398 8220

Purpose of Organization (From Constitution or Incorporation Documents):

Canadian Mental Health Association, BC Division is a non-profit organization incorporated in 1953. The mission of the Canadian Mental Health Association is to promote the mental health of British Columbians. There are 20 local Canadian Mental Health Association branches in communities throughout BC providing information, education, social and other resources for persons with mental illness in these communities.

Mission Statement

The Canadian Mental Health Association, a nation wide, volunteer organization, promotes the mental health of all and supports the resilience and recovery of people experiencing mental illness. CMHA accomplishes this mission through advocacy, education, research and service.

Vision Statement

Our vision statement is "Mentally healthy people in a healthy society". This vision is built on the following premises:

- Mental health has the same priority as all other matters in public policy and in the allocation of resources
- There is no longer any societal stigma attached in public to any form of mental illness or to those who suffer from mental illness
- CMHA's Framework for Support is the accepted guiding model in the formulation of public policy and the provision of care to all those with mental illness
- Communities encourage and support the creation of environments where nurturing of healthy minds and attitudes is an accepted ongoing priority
- Support and assistance is provided in an appropriate, dignified and timely manner to all those who are experiencing or face the prospect of mental illness

Families and caregivers receive effective support in their important and difficult roles in the provision of assistance to those in need of mental health care or help.

How long has the organization operated in the community?

CMHA CCB has operated continuously since 1974

BC Society Registration Number: **S-0049015**

Federal Charitable Registration Number: (if applicable) **835099870RR0001**

Chairperson's name: Executive Director Trevor Barnes

Telephone: 250 398 8220

Treasurer or Financial Officer's name: Susan Stoddart

Telephone: 250 398 8220

Date of last Annual General Meeting (Attach minutes and current list of Directors): Attached

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from City and CRD (if applicable) \$ 1000.00

NOTE: A Final Report for previous year's grant MUST be included with this submission.

Current Grant Requested from City and CRD \$1500.00

Grant for Assistance Application

Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

CMHA CCB is very committed to Multiculturalism and despite funding issues, has maintained the program since 2004. This has been possible by having a part time position instead of full time, utilizing volunteers and engaging in partnerships. Some examples are SD 27, the City of Williams Lake, Fraser Basin Council and Central Cariboo Arts Society. We have also been successful in obtaining Embrace BC grants and Community Gaming funding.

CMHA CCB has demonstrated years of determination and dedication to Multiculturalism programs. We have a strong presence in our community with our multiculturalism work. We are sought out for partnerships and for our expertise and dedication.

Our Multiculturalism program with the assistance of Caitlin Press published "Spicing Up the Cariboo", a community cookbook celebrating the diversity of Williams Lake and area. Once the cook book project has covered its initial expenses, the royalties from cook book sales will be funneled back into this program.

2. If your organization charges user fees/memberships/admission, attach your current fee structure: CMHA CCB Voluntary membership fee is \$20.00

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

The specific goals of the Multiculturalism program are to continue to build on the successes of the previous and existing Multicultural programs by offering the programs outlined below as well as create and develop new and compelling projects. Our programs and events celebrate Williams Lake diverse cultures. Our goals are to build inclusive community; we strive to include all demographics, school children to elders, as well as outlying communities.

Delivery:

- Under the BC Anti-Racism and Multiculturalism Program, our Critical Incident Response Model was developed in 2001 as a part of a coordinated approach to counter racism and hate activity through community engagement, leadership and capacity building. CMHA CCB completed phase one the Critical Incident Response Model in 2007, a 'Protocol for Dealing with Critical Incident of Racism, Violence or Hate' was designed for the specific needs of our community. We are actively involved in phase two, networking with our neighboring communities of 100 Mile House and Prince George. There is recognition of the value and importance for communities, particularly rural and isolated communities, to be able to collaborate with each other to develop resources and share knowledge, information and ideas about Anti-Racism Initiatives.
- CMHA CCB is facilitating a Twin School Program, matching grade five classes in urban schools with grade five, six and seven classes (smaller classes) in rural First Nation schools. It is our belief if we can make the connection of our youth in the early ages of school, they will prosper into friendships, or the very least develop understanding and respect.

- The CMHA CCB with the support of the Cariboo Regional District and City of Williams Lake through the Central Cariboo Arts and Culture Society has published "Spicing Up the Cariboo". This is more than just a cook book: with each recipe submission we have a story about the contributor's cultural background. Each and every one of us has interesting stories about ourselves, parents or grandparents that make up the colourful culture that Canadians are so proud of. Forty nine Cariboo residents from 45 countries shared their heart warming cultural stories, traditions and recipes.
- CMHA CCB has partnered with the Fraser Basin Council to carry out a community project that uses the arts to bring diverse groups together to interact and collaborate on a project that addresses racism, promotes multiculturalism and builds an inclusive community. This included a community forum, established a Project Working Group that represents Williams Lake's cultural diversity. The mural celebrates diversity and reflects an anti racism message and will be unveiled on October 8th, 2013.
- Walk for Harmony: March 21, 1960 thousands of peaceful black protestors were demonstrating in Sharpsville South Africa against the South African government's apartheid 'pass laws". The police opened fire on the demonstrators. Killing 69 and wounding 180. In 1966 the United Nations General Assembly declared March 21 as the International Day for the Elimination of Racism. Since 2006, CMHA CCB has hosted a Walk for Harmony. Each year the number of community members has increased exponentially. We organize this community event with a variety of ethnic entertainment and samples of ethnic foods.
- IDA Project: Ida Turner Lewis (1906-2009 4/4 First Nation Choctaw) was the creator of the hand sewn doll named Ida. CMHA CCB designed and initiated the Ida Project. Ida (the doll) began travelling in British Columbia in January 2010. Last year she visited 7 schools in the Cariboo Chilcotin Region, and in 2010/2011 she travelled across British Columbia. Our purpose with this program is to create discussion in the classroom about the different cultures in our schools and communities. The desired outcome is the creation of understanding and acceptance of others. Ida travels in a little red suitcase, along with a scrapbook where the grade 4 students document their classroom/community culture. Also a curriculum that is designed to create discussion about the various cultures that the students and their ancestors are a part of. This is done in several ways, using maps, games and activities.

Additional Events and programs introduced this year.

- The CMHA CCB with the support of the Cariboo Regional District and City of Williams Lake through the Central Cariboo Arts and Culture Society is facilitating Multicultural Logo Contest. This event will be a one day workshop for the high school students to share ideas about acceptance of diversity and celebration of differences. How can we make a positive impact on areas of society where people face discrimination or exclusion? Using film, discussions and role play the youth will develop their own ideas and create this vision artistically on a logo.

CMHA CCB will be encouraging many community organizations to promote and use this logo. The top three winners of the logo contest will submit their art piece to a regional contest with 100 Mile House and Prince George. The outcome of this event will not only engage youth and community organizations but also our neighboring communities. We are making a regional stand and alliance against racism and to embrace and celebrate multiculturalism.

4. Who does your organization serve? (% of clients from City, % of clients from Central Cariboo)

The geographic area of service for the Association is defined in the Branch Division Agreement. This service area includes the communities of Quesnel, McLeese Lake, Williams Lake and 150 Mile House on the north / south axis and the communities of Likely, Horsefly, Alexis Creek, Tatla Lake and Anahim Lake on the east / west axis. This geographic area also has 15 independent First Nation communities and Williams Lake has the highest percentage of First Nation peoples as part of the population of any community in British Columbia. During 2009/10, the Association received over 1500 internal and external requests for service from individuals, agencies, parents, courts, mental health clinicians, schools, physicians, public health nurses, school counselors, social workers, police, community agencies, and Central Interior Community Services Co-op staff.

5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?

Not applicable.

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department)

Not applicable.

7. Does your organization use City or CRD owned facilities? If so, which ones?

Not applicable.

8. How will you indicate that the City and CRD are contributing to your organization?

The support of City of Williams Lake and CRD are mentioned in all of the promotion for the Walk for Harmony. The Walk is advertised and promoted through community newspapers, by posters, networking and presentations to other community organizations and partners such as School District 27, Social Planning Council, and Communities That Care. We also send personal invitations to numerous First Nation and Indo Canadian groups.

**Grant for Assistance Application
Project Summary Sheet**

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

March 21, 1960 thousands of peaceful black protestors were demonstrating in Sharpville South Africa against the South African government's apartheid 'pass laws'. The police opened fire on the demonstrators. Killing 69 and wounding 180. In 1966 the United Nation's General Assembly declared March 21 as the International Day for the Elimination of Racism. In 1989 Canada began an annual public information campaign around this day. March of 2011 the City of Williams Lake Mayor and council adopted this proclamation.

The grant will be used by the CMHA CCB for their annual event, The **Walk for Harmony** in recognition of International Day for the Elimination of Racism.

2. How do you know there is a need for this service/project in our community?

July 22 2004 Canadian Mental Health Association Cariboo coordinated a community meeting in Williams Lake, BC. There were 85 community members, First Nations, Indo Canadians, Service Providers, General Public, School District, City Council Member's and Business owners. A Community Advisory Committee was formed including members from First nation and Indo Canadian communities Williams Lake. We came together because of our common concerns about our youth. These concerns were the results of alleged and actual incidents, which had elements of racism, violence and bullying. This was the initiation of CMHA CCB Multiculturalism Program. This program significantly contributes to the quality of life in our community by addressing racism, but more importantly it celebrates the diverse cultures.

CMHA CCB believes it is important for community members to know there is an active grass roots movement seriously promoting anti racism and celebration of culture. As the Walk for Harmony is an annual event it shows continuity and commitment to this important cause. Each year the walk has a different flavor and attracts a different audience broadening our community involvement.

3. Is your application for a:

A. seed grant **B. special project** or C. special capital expenditure

4. 4. Is your agency is applying for funds from other levels of government or other sources for this project?

Each year we have many local businesses and merchants who support this project by providing donations. Some examples:

- Fraser Basin Council
- Panago Pizza – pizza Donation
- Save On Foods

5. Would you still be able to complete the project if you do not receive the other funds applied for?

The Walk for Harmony requires many staffing hours to organize. CMHA CCB could hold this annual event; however, we are not sure that we could create the same level of professionalism or at the same scale of the past events. Each event hosts a variety of ethnic food samplings that are purchased with the grant funds. The grant funds allow CMHA CCB the opportunity to embellish, expand and create a much larger celebration.

6. Please describe the impact of this application being denied or approval of an amount less than requested.

The flame for anti racism should never be dropped. Although it is our team at CMHA CCB that executes the annual Walk for Harmony, it is the community of Williams Lake that benefits. Williams Lake has a dramatic history of the infamous Chilcotin war of 1864, when the Europeans first attempted to settle in this country. Due to the traumatic history of residential schools, racism, historical feuds, our community and youth continues to suffer from it's devastating past. This friction continues today and is escalated with mining and land claims issues.

Williams Lake is also home to a significant Sikh community. In addition to these communities, there is a growing and largely "hidden" community of immigrants from around the world who access supports from CMHA CCB as they adjust to life in their new home. The broader community is not strongly aware of the multiple ethnicities within the town and area. CMHA CC believes that engaging these multiple communities in the annual Walk for Harmony will strengthen awareness of the true nature of our population makeup. We have a committed audience who support this walk each year and it would be a significant loss to the progress of anti racism also a noticed statement if the annual walk was not held.

7. Start date of the project: **January 2014**
 End date for the project: **July 2014**

Grant for Assistance Application

8. Please describe the key activities that will take place to complete the project and any associated timelines.

January 2014	<ul style="list-style-type: none"> • Set date • Book venue • Plan theme • Engage partners
February 2014	<ul style="list-style-type: none"> • Book entertainment • Plan menu
March 2014	<ul style="list-style-type: none"> • Engage audiences i/e schools, organizations, committees
April 2014	<ul style="list-style-type: none"> • Mail out invitations • Distribute posters • Follow up with Entertainment • Enlist community donations in way of products, catering or time. • Engage newspapers/media
May 2014	<ul style="list-style-type: none"> • Menu organization • Pick up groceries • Venue preparation • Agendas • Notify press • Clean up • Thank you follow up

9. Please provide a detailed financial budget for the project.

Please see attached.

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

Quantitative evaluation:

- Number and diversity of participants at forum
- Number and diversity of groups represented through participation in the Walk for Harmony
- Number of partnerships between organizations created for the financial and in-kind support for the project

Qualitative evaluation:

- Summative evaluation from all identified project participating organizations

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Executive Director

* **Building Relationships**

* **Inclusive Community**

* **Celebration of Culture**

* **Sense of Belonging**

* **Partnerships**

* **Increased Awareness**

Canadian Mental Health Association Cariboo Chilcotin Branch Multiculturalism Program significantly contributes to the quality of life in our community by addressing racism, but more importantly it celebrates our diverse cultures.

CMHA CCB believes that engaging multiple communities in events and projects will strengthen awareness of the true nature of our population makeup and help to create a more welcoming and open community for all.

For more information please call:

Canadian Mental Health Association
Cariboo Chilcotin Branch

51 - 4th Avenue South

Williams Lake, BC V2G 1J6

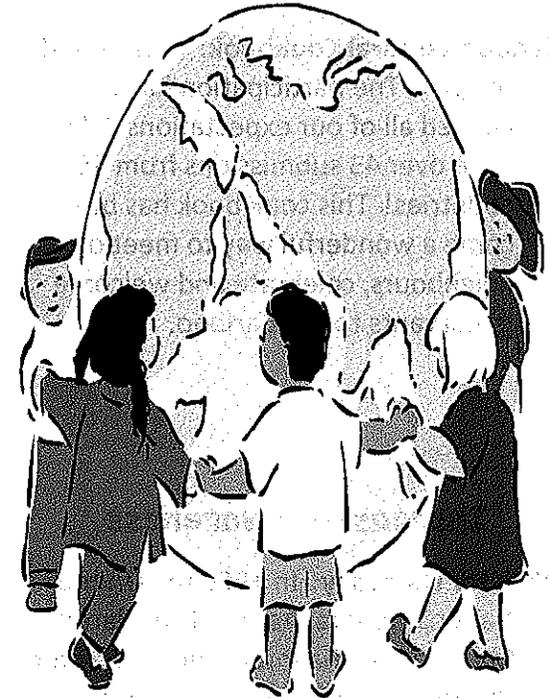
Marilyn Livingston , Tom Salley &
Margaret Anne Enders)

Multiculturalism Coordinators

250 302 9119



Canadian Mental Health Association
Cariboo Chilcotin
Mental health for all



Multiculturalism Program

Anti Racism

Protocol for Dealing with Critical Incident of Racism, Violence or Hate: designed for the specific needs of our community.

Celebration of Culture

Cariboo Cultural Cookbook: Stories and recipes. The participation has exceeded all of our expectations. We have over 43 submissions from 45 countries! This cook book has become a wonderful way to meet our neighbours, celebrate and welcome immigrants to the Cariboo.

Increased Awareness

Walk for Harmony: In 1966 the United Nations General Assembly declared March 21 as the International Day for the Elimination of Racism. Since 2006 CMHA CCB has hosted a Walk for Harmony.



**Canadian Mental
Health Association**
Cariboo Chilcotin
Mental health for all

Multiculturalism Programs

Understanding and Respect

Community-Based Arts Engagement Project: a mural that reflects that uses the arts to bring diverse groups together to interact and collaborate on a project that addresses racism, promotes multiculturalism and builds an inclusive community.

Building Relationships

Twin School Program: Matching a grade five classes in an urban school with grades five, six and seven classes (smaller classes) in a rural First Nation school.

Sense of Belonging

Ida Project: Ida Turner Lewis (1906-2009 First Nation Choctaw) was the creator of the hand sewn doll named Ida. Ida (the doll) began travelling in British Columbia in January 2010. Last year she visited 7 schools in the Cariboo Chilcotin Region, and in 2010/2011 she travelled across British Columbia. Our purpose with this program is to create discussion in the classroom about the different cultures in our schools and communities.

2012/13 Partnerships

- * City of Williams Lake & Cariboo Regional District
- * School District 27
- * Central Cariboo Arts and Culture Society
- * Fraser Basin Council
- * Embrace BC

Cariboo Regional District
Suite D, 180 North 3rd Avenue
Williams Lake, BC
V2G 2A4

City of Williams Lake
450 Mart Street,
Williams Lake, BC V2G 1N3

2013 Report for Walk for Harmony

The Multiculturalism team from the Canadian Mental Health Association Cariboo Chilcotin Branch (CMHA CCB) would like to thank the City of Williams Lake and CRD for the 2013 grant for the Walk for Harmony.

CMHA CCB Multiculturalism program does not have core funding and runs on a small and inconsistent budget depending solely on grants. With our organizations commitment and program staffs enthusiasm we manage to continue program activities and provide effective programs/events to build inclusive community.

The goal of the Multiculturalism program is to foster understanding, acceptance and tolerance of diversity and differences, using meetings, conferences, community events and public forums to provide information, education and awareness.

This year's annual Walk for Harmony will be held in recognition of The International Day for the Elimination of Racial Discrimination.

Each year we have a theme to keep the community engaged and looking forward to a new and exciting event. CMHA CCB has partnered with the Fraser Basin Council and City of Williams Lake to carry out a project that used the arts to bring diverse groups together to interact and collaborate on a project that addresses racism, promotes multiculturalism and builds an inclusive community. The final result of this process is a mural painted by Dwaine Davis on the wall at Jubilee Place on Western.

This year we rescheduled the Walk for Harmony date to have a combination event with the mural unveiling. The 2013 Walk for Harmony and unveiling of the 'Celebrating Diversity mural Project' will be held on Tuesday October 8th. CMHA CCB believes partnering with other community organizations will strengthen our event and get a larger audience to share the important and reflective message of anti racism and anti bullying.

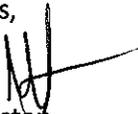
- October 8th 2013 at 10:45 am at the end of Western Avenue at the Coast Fraser Inn parking lot with the unveiling of the **'Celebrating Diversity Mural Project'**. This mural is the completion of the arts-based project exploring community issues and experiences around multiculturalism and inclusion.
- 11:35 am join the **Walk for Harmony** being held in recognition of International Day for the Elimination of Racism.
- 11:50 the Walk for Harmony finishes in Boitano Park with entertainment and refreshments.

We have been actively involving the schools; the Walk for Harmony deliberately will be walking by the Carson campus at lunch time to engage the students. Some of the entertainment invited to perform are the French Emersion students, Lake City Secondary music students and the Tl'etinqox school fiddlers. As usual we will have a delicious array of ethnic food samplings.

A detailed budget, agenda and media coverage will be submitted upon completion of this event.

The Multicultural team from CMHA CCB would like to take this opportunity to thank the City of Williams Lake and CRD for its continued support.

Warm Regards,



Marilyn Livingston

Multiculturalism Coordinator

Canadian Mental Health Association Cariboo Chilcotin

250 302 9119

CC: Cariboo Regional District

Walk For Harmony 2014 Budget

Revenue

CRD & City of Williams Lake \$1500.00

Expenditures

Venue \$200.00

Theme (Contest/Art supplies/Engagement) \$60.00

Advertising

- Posters \$40.00
- Postage \$60.00

Menu \$600.00

Plates, Napkins \$40.00

Staffing 20 hours @ \$25.00 \$500.00

Total \$1500.00

*CMHA CCB in kind staff hours 40 hours @ \$25.00 \$1000.00

CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH
Financial Statements
Year Ended March 31, 2013

CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH

Index to Financial Statements

Year Ended March 31, 2013

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Management's Responsibility for Financial Reporting

The financial statements of Canadian Mental Health Association - Cariboo Chilcotin Branch have been prepared in accordance with generally accepted accounting principles. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

The integrity and reliability of Canadian Mental Health Association - Cariboo Chilcotin Branch's reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The Board of Directors is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Board meets periodically with management and the Association's auditors to review significant accounting, reporting and internal control matters. The Board of Directors reviews and approves the engagement or re-appointment of the external auditors.

The financial statements have been audited on behalf of the Board of Directors by PMT Chartered Accountants / Business Advisors LLP, in accordance with generally accepted auditing standards.



Executive Director



Chair person - Board of Directors



INDEPENDENT AUDITOR'S REPORT

To the Members of Canadian Mental Health Association - Cariboo Chilcotin Branch

We have audited the accompanying financial statements of Canadian Mental Health Association - Cariboo Chilcotin Branch, which comprise the statement of financial position as at March 31, 2013 and the statements of income, changes in net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

(continues)

Independent Auditor's Report to the Members of Canadian Mental Health Association - Cariboo Chilcotin Branch (continued)

Basis for Qualified Opinion

In common with many charitable organizations, the association derives revenue from cash donations and fund raising activities the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the association and we were not able to determine whether any adjustments might be necessary to contributions, excess of revenues over expenses, current assets and net assets.

Qualified Opinion

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the contributions referred to in the preceding paragraph, the financial statements present fairly, in all material respects, the financial position of Canadian Mental Health Association - Cariboo Chilcotin Branch as at March 31, 2013 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Comparative Information

Without modifying our opinion, we draw attention to Note 1 to the financial statements which describes that Canadian Mental Health Association - Cariboo Chilcotin Branch adopted Canadian Accounting Standards for Not-for-Profit Organizations on April 1, 2012 with a transition date of April 1, 2011. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at March 31, 2012 and April 1, 2011 and the statements of income, changes in net assets and cash flows for the year ended March 31, 2012 and related disclosures. We were not engaged to report on the restated comparative information, and as such, it is unaudited.

Williams Lake, BC
September 16, 2013


PMT CHARTERED ACCOUNTANTS /
BUSINESS ADVISORS LLP

CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH

Statement of Financial Position

March 31, 2013

	March 31 2013	Note 1 (Restated) March 31 2012	Note 1 (Restated) April 1 2011
ASSETS			
Current			
Cash	\$ 252,181	\$ 193,876	\$ 121,081
Accounts receivable (Note 5)	65,438	74,550	129,170
Prepaid expenses	17,085	14,933	23,515
	<u>334,704</u>	<u>283,359</u>	<u>273,766</u>
Capital assets (Note 6)	164,772	147,726	291,514
Long term investments (Note 7)	2,800	2,800	2,800
Externally restricted cash	-	-	11,681
	<u>\$ 502,276</u>	<u>\$ 433,885</u>	<u>\$ 579,761</u>

LIABILITIES			
Current			
Accounts payable and accrued liabilities (Note 8)	\$ 172,543	\$ 111,760	\$ 137,712
Damage deposits repayable	6,781	6,629	6,209
Current portion of long term debt	-	-	26,522
Deferred income (Note 9)	127,428	134,982	149,946
	<u>306,752</u>	<u>253,371</u>	<u>320,389</u>
Long term debt	-	-	53,470
Deferred capital contributions (Note 10)	100,078	72,229	59,665
	<u>406,830</u>	<u>325,600</u>	<u>433,524</u>

Lease commitments and contingencies (Note 11)

NET ASSETS			
Unrestricted net assets	10,752	32,788	(42,881)
Invested in capital assets	64,694	75,497	177,437
Restricted fund	20,000	-	-
Replacement reserve fund	-	-	11,681
	<u>95,446</u>	<u>108,285</u>	<u>146,237</u>
	<u>\$ 502,276</u>	<u>\$ 433,885</u>	<u>\$ 579,761</u>

APPROVED BY THE DIRECTORS

 Director
 Director

The accompanying notes and schedule are an integral part of this statement.

CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH

Statement of Changes in Net Assets

Year Ended March 31, 2013

	Unrestricted Net Assets	Invested in Capital Assets	Restricted Fund	2013	2012
Net assets -					
beginning of year	\$ 32,788	\$ 125,497	\$ -	\$ 158,285	\$ 146,237
Prior period adjustment (Note 12)	-	(50,000)	-	(50,000)	-
	32,788	75,497	-	108,285	146,237
Deficiency of revenue over expenditures	6,967	(14,906)	-	(7,939)	(37,952)
Subsidy repaid (refundable) (Note 13)	(4,900)	-	-	(4,900)	-
Transfers (Note 14)	(24,103)	4,103	20,000	-	-
Net assets - end of year	\$ 10,752	\$ 64,694	\$ 20,000	\$ 95,446	\$ 108,285

CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH

Statement of Income

Year Ended March 31, 2013

	2013	2012
Revenue		
Interior Health Authority	\$ 757,410	\$ 744,743
Jubilee Place (Schedule 1)	424,905	404,716
Province of British Columbia	197,456	196,093
Contracts - Other	115,992	8,563
Fees	114,673	227,674
BC Housing Management Commission	79,400	69,497
Gaming	33,141	57,197
Administration fee - Jubilee Place	16,950	16,950
Miscellaneous	14,856	28,807
Rental revenue	11,112	11,997
Donations	8,987	26,424
Grants	7,901	1,457
Office rent recovery	3,000	3,000
Fundraising	1,007	10,336
Gain on disposal of capital assets	-	(2,959)
Amortization of deferred capital contributions	6,731	6,082
	<u>1,793,521</u>	<u>1,810,577</u>
Expenditures		
Activity costs	7,914	6,727
Advertising and promotion	8,496	3,252
Amortization	21,337	21,785
Bad debts	-	650
Bank charges	2,266	2,629
Client expenses	23,013	27,141
Contract services	-	2,518
Equipment rentals	3,024	2,733
Finance services (Note 7)	75,276	69,871
Furniture and equipment	4,703	4,628
Insurance	9,702	11,660
Interest on long term debt	-	1,956
Jubilee Place (Schedule 1)	438,633	408,949
Memberships	3,268	4,582
Office and miscellaneous	50,135	75,626
Professional fees	7,626	20,070
Projects	1,300	-
Property taxes	3,186	3,964
Rental	60,899	72,753
Repairs and maintenance	19,883	20,977
Resource materials	1,069	114
Security	158	150
Telephone and utilities	58,081	62,279
Training	8,165	13,935
Travel	27,109	16,369
Vehicle	6,768	6,272
Wages and benefits	959,449	986,939
	<u>1,801,460</u>	<u>1,848,529</u>
Deficiency of revenue over expenditures	<u>\$ (7,939)</u>	<u>\$ (37,952)</u>

The accompanying notes and schedule are an integral part of this statement.

CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH

Statement of Cash Flows

Year Ended March 31, 2013

	2013	2012
Cash flows from operating activities		
Deficiency of revenue over expenditures	\$ (7,939)	\$ (37,952)
Items not affecting cash:		
Amortization of capital assets	30,073	29,320
Loss on disposal of assets	-	2,959
Amortization of deferred capital contributions	(15,168)	(13,317)
	<u>6,966</u>	<u>(18,990)</u>
Changes in non-cash working capital:		
Accounts receivable	9,112	54,620
Accounts payable and accrued liabilities	60,784	(25,953)
Deferred income	(7,554)	(14,964)
Prepaid expenses	(2,152)	8,582
Damage deposits repayable	152	420
	<u>60,342</u>	<u>22,705</u>
Cash flow from operating activities	<u>67,308</u>	<u>3,715</u>
Cash flows from investing activities		
Purchase of capital assets	(47,120)	(35,856)
Proceeds on disposal of capital assets	-	147,366
Decrease (increase) in externally restricted cash	-	11,681
	<u>(47,120)</u>	<u>123,191</u>
Cash flow from (used by) investing activities	<u>(47,120)</u>	<u>123,191</u>
Cash flows from financing activities		
Repayment of long term debt	-	(79,992)
Capital funding	43,017	25,881
Subsidy repaid (refundable)	(4,900)	-
	<u>38,117</u>	<u>(54,111)</u>
Cash flow from (used by) financing activities	<u>38,117</u>	<u>(54,111)</u>
Increase in cash flow	<u>58,305</u>	<u>72,795</u>
Cash - beginning of year	<u>193,876</u>	<u>121,081</u>
Cash - end of year	<u>\$ 252,181</u>	<u>\$ 193,876</u>
Cash flows supplementary information		
Interest paid	<u>\$ -</u>	<u>\$ 1,956</u>

CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH

Notes to Financial Statements

Year Ended March 31, 2013

1. First time adoption of accounting standards for not-for-profit organizations

During the year the association adopted Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPO). These financial statements are the first prepared in accordance with these standards. The adoption of ASNFPO had no impact on net assets as at April 1, 2011 or income or cash flows for the year ended March 31, 2012 as previously reported in accordance with pre-changeover Canadian generally accepted accounting principles.

2. Purpose of organization

Canadian Mental Health Association - Cariboo Chilcotin Branch provides programs and services that foster individual growth and promote wellness, leading to the development of strong families and healthy communities.

The Association is incorporated under the Society Act of British Columbia and is a registered charity under the Income Tax Act. The Association is exempt from income tax provided certain requirements of the Income Tax Act are met.

3. Significant accounting policies

Cash and cash equivalents

Cash and cash equivalents consist of cash on hand less outstanding cheques and deposits with a maturity of less than three months at the time of purchase. When outstanding cheques are in excess of cash on hand, the excess is reported in bank indebtedness.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a straight-line basis at the following rates and methods:

Buildings	8%
Furniture and fixtures	15%
Leasehold improvements	15%
Library	10%
Motor vehicles	26%

The association regularly reviews its capital assets to eliminate obsolete items.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Contributed services

The Association and its members benefit from contributed goods and services in the form of volunteer time for various committees and assisting in carrying out its Crisis Line program. Contributed services are not recognized in these financial services. Provision is made for contributed capital assets (Note 12).

(continues)

CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH

Notes to Financial Statements

Year Ended March 31, 2013

3. Significant accounting policies (continued)

Revenue recognition

The Association follows the deferral method of accounting for contributions. Revenue consists of contributions received from various government agencies as well as other sources.

Revenue is recognized when receivable if the amount can be reasonably estimated and collection is reasonably assured, except in the case of externally restricted contributions, when the funder has specified that funds be used for a specific use and not all funds have been expended for that purpose. Revenue unearned in the current period are recorded as deferred contributions.

Contributions restricted for the purchase of capital assets are deferred and amortized to revenue on the same basis as the related assets are depreciated.

Measurement uncertainty

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

4. Financial instruments

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The association is exposed to credit risk from customers. In order to reduce its credit risk, the association reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The association has a significant number of customers which minimizes concentration of credit risk.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the association manages exposure through its normal operating and financing activities. The association is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

5. Accounts receivable

	2013	2012
Trade receivables	\$ 9,564	\$ 31,311
Government receivables	55,874	43,239
	<u>\$ 65,438</u>	<u>\$ 74,550</u>

CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH
Notes to Financial Statements
Year Ended March 31, 2013

6. Capital assets

	Cost	Accumulated amortization	2013 Net book value	2012 Net book value
Buildings	\$ 67,392	\$ 67,182	\$ 210	\$ 263
Furniture and fixtures	298,473	229,826	68,647	53,452
Leasehold improvements	165,864	76,151	89,713	85,740
Library	15,011	15,011	-	-
Motor vehicles	39,066	32,864	6,202	8,271
	<u>\$ 585,806</u>	<u>\$ 421,034</u>	<u>\$ 164,772</u>	<u>\$ 147,726</u>

Contributed capital assets of \$NIL have been capitalized during the year (2012 - \$25,881).

Write-downs of \$NIL have been recorded during the year (2012 - \$NIL).

7. Long term investments

	2013	2012
Central Interior Community Services Co-Op (16% ownership)	<u>\$ 2,800</u>	<u>\$ 2,800</u>

Five non-profit charitable organizations serving children and families, youth and adults in the Williams Lake area have been meeting since April 2002 to explore new ways of working together to enhance services to clients. They established the Central Interior Community Services Co-Op in 2004 which is responsible for providing administrative and financial services for the five founding members and share the costs of administration and finance. The five founding members are the Boys and Girls Club of Williams Lake and District, Canadian Mental Health Association - Cariboo Chilcotin Branch, Cariboo Chilcotin Child Development Centre Association, Contact Women's Group Society, and Williams Lake Association for Community Living.

8. Accounts payable and accrued liabilities

	2013	2012
Trade payables	\$ 152,376	\$ 96,962
Government remittances	20,167	14,798
	<u>\$ 172,543</u>	<u>\$ 111,760</u>

CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH
Notes to Financial Statements
Year Ended March 31, 2013

9. Deferred income

	2013	2012
BC Housing Management Commission - Monthly subsidy - Jubilee Place	\$ 20,146	\$ 21,213
BC Housing Management Commission - Start up grant - Jubilee Place	-	42,430
BC Housing Management Commission - Subsidy - Jubilee House	812	884
BC Housing Management Commission - monthly subsidy - Homeless outreach	6,617	6,617
Interior Health Authority - Resident Focused Initiatives	-	4,480
Interior Health Authority - Interior Crisis Line	3,800	-
Ministry of Public Safety and Solicitor General - Gaming Policy and Enforcement Branch	65,002	33,143
Miscellaneous donations	5,759	6,626
Ministry of Immigration and Multicultural Services (Embrace BC)	5,590	-
Other projects/programs	7,944	7,996
Tenant rents	11,758	11,593
	<u>\$ 127,428</u>	<u>\$ 134,982</u>

10. Deferred capital contributions

Deferred contributions represent contributions received to purchase capital assets and are deferred and amortized to revenue on the same basis as the related assets are amortized. The changes for the year in the deferred contributions are as follows:

	2013	2012
Balance, beginning of year	\$ 72,229	\$ 59,665
Deferred capital contributions additions	43,017	25,881
Amount amortized to revenue	(15,168)	(13,317)
Balance, end of year	<u>\$ 100,078</u>	<u>\$ 72,229</u>

CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH
Notes to Financial Statements
Year Ended March 31, 2013

11. Lease commitments and contingencies

- a) The Association has a lease for certain office equipment for a sixty month term commencing October 1, 2011. Monthly payments of \$37 plus applicable taxes apply.
- b) The Association entered into a lease for certain office equipment for a sixty month term commencing March 2009. Monthly payments of \$365 plus applicable taxes apply.
- c) The Association has a lease for Jubilee House for a five year term commencing January 15, 2010. Monthly lease payments of \$1,750 plus applicable taxes commence on July 15, 2010 and \$3,000 per month plus applicable taxes commencing on January 15, 2011.
- d) The Association has a tenancy agreement for office space with Cariboo Chilcotin Child Development Centre Association, a member of the Central Interior Services Co-Op. The agreement is \$9.50 per square foot of occupied area per annum and a portion of building expenses and property taxes based on occupied space.
- e) The Association has a tenancy agreement for office space with Contact Women's Group Society, a member of the Central Interior Services Co-Op. The agreement is on a month to month basis, commenced May 15, 2009 and was renewed on March 18, 2010. The monthly payments commencing April 2010 are \$720 per month plus applicable taxes.
- f) Management of the Association is not aware of any claims or potential claims that if not successfully defended would have a material effect on the financial statements. If a claim was paid as a result of the outcome of litigation it would be treated as an expenditure
- g) Management has not set up an accrued liability for accumulated sick pay or special leave pay for its employees as the current employment policy does not require sick pay or special leave pay to be paid out if employees leave. As of March 31, 2013 the sick pay and special leave pay totaled \$107,435 (2012 - \$96,072) and \$37,318 (2012 - \$28,575), respectively.

12. Prior period adjustment

A property was disposed of during the fiscal year end March 31, 2012, however in error, the land portion of this property was not removed from the books. This error resulted in a decrease in capital assets and net assets of \$50,000.

13. Subsidy repaid (refundable)

BC Housing Management Commission conducts an annual review of the financial statements and may adjust for any operating surplus or deficit. Prior year's funding adjustments are recognized in the fiscal year they are determined. The annual review of the 2010 and 2011 financial statements has been completed and the adjustment of prior year's grant revenue was \$4,900 (2012 - \$NIL).

14. Transfers

During the year, the Association's management approved \$4,103 (2012 - \$94,691) to be transferred from Unrestricted Net Assets to Invested in Capital Assets to offset the cost of capital asset additions.

During the year, the Association's management approved \$20,000 (2012 - \$NIL) to be transferred from Unrestricted Net Assets to the Restricted Fund to partially cover accrued liability for accumulated sick time payable and special leave.

CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH

Notes to Financial Statements

Year Ended March 31, 2013

15. Associated party transactions

During the year, the Association entered into the following transactions with associated parties:

- a) The Association paid \$64,026 (2012 - \$70,797) for financial services; \$567 (2012 - \$335) for supplies, services cell phone expenses; \$15,249 (2012 - \$18,022) for wages and benefits; and \$NIL (2012 - \$17,806) in GST/HST on the financial services (including GST/HST from prior years) to the Central interior Community Services Co-Op, an affiliated society. The Association recovered \$4,750 (2012 - \$8,815) for wages and benefits and \$3,797 (2012 - \$NIL) for supplies and services from the Co-Op.
- b) The Association paid \$995 (2012 - \$10,331) for services and cell phone charges to the Boys and Girls Club of Williams Lake and District, a member of the Central Interior Community Services Co-Op. The Association recovered \$161 (2012 - \$9) for supplies, services and cell phone charges.
- c) The Association paid \$3,625 (2012 - \$3,117) for supplies, services and cell phone expenses; \$NIL (2012 - \$1,385) for wages and benefits; and \$32,950 for rent (2012 - \$32,835) to Cariboo Chilcotin Child Development Centre Association, a member of the Central Interior Community Services Co-Op. The Association recovered \$571 (2012 - \$1,650) for supplies, services and cell phone charges. The Association made principal only loan payments of \$NIL (2012 - \$30,500) and interest payments of \$NIL (2012 - \$2,250) to the Cariboo Chilcotin Child Development Centre Association, fully repaying the original loan advance of \$50,000 in 2012.
- d) The Association paid \$153 (2012 - \$475) for supplies, services cell phone expenses; and \$NIL (2012 - \$7,765) for rent to Contact Women's Group Society, a member of the Central Interior Community Services Co-Op. The Association recovered \$NIL (2012 - \$350) for wages and benefits; and \$21 (2012 - \$NIL) for supplies, services and cell phone expenses from the Society.
- e) The Association paid \$16,944 (2012 - \$1,201) for supplies, services and cell phone expenses to the Williams Lake Association for Community Living, a member of the Central Interior Community Services Co-Op. The Association recovered \$NIL (2012 - \$313) for wages and benefits from the Association.
- f) As of March 31, 2013, included in accounts payable is \$1,577 (2012 - \$NIL) due to associated parties. These amounts are subject to normal trade and occurred during the normal course of operations.
- g) As of March 31, 2013, included in accounts receivable is \$NIL (2012 - \$1,217) due to associated parties. These amounts are subject to normal trade and occurred during the normal course of operations.

16. Subsequent events

Subsequent to the year end, the Association determined that they were being over charged for the utilities portion of rent payments made on one rental property. A receivable of approximately \$16,200 is expected.

CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH
Notes to Financial Statements
Year Ended March 31, 2013

17. Funds held in trust

The Association holds funds in their bank account in trust for some clients. There is a formal trust agreement in place outlining that these funds are not to be used and do not earn interest. These funds have been deposited into the Associations bank account however, they belong to the client and as such, are not part of the operations of the Association. The Association is responsible for the proper administration of these funds.

	2013	2012
Client trust funds (asset)	\$ 2,298	\$ 602
Client trust funds (liability)	(2,298)	(602)
	<u>\$ -</u>	<u>\$ -</u>

18. Capital disclosure

The Association considers its capital to be the balance maintained in its Unrestricted Net Assets. The primary objective of the Association is to invest its capital in a manner that will allow it to continue as a going concern and comply with its stated objectives. Capital is invested under the direction of the Board of Directors of the Association with the objective of providing a reasonable rate of return, minimizing risk and ensuring adequate liquid investments are on hand for current cash flow requirements. The Association is not subject to any externally imposed requirements of its capital.

19. Economic dependence

A significant portion, \$1,319,288 of the total \$1,793,521; 74% (2012 - 73%) of the Association's gross operating revenue is comprised of funding from The Province of British Columbia. The Association's ability to continue operations is dependent upon the continuation of such funding.

CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH

Jubilee Place

(Schedule 1)

Year Ended March 31, 2013

	2013	2012
Revenue		
BC Housing Management Commission	\$ 204,551	\$ 247,996
Residence fee	153,167	149,304
BC Housing - capital repairs	47,330	-
Miscellaneous income	6,915	35
Fundraising	4,504	-
Interest income	1	2
Donations	-	144
Amortization of deferred capital contributions	8,437	7,235
	<u>424,905</u>	<u>404,716</u>
Expenditures		
Accommodation	3,000	3,000
Accounting and reception services	4,000	4,000
Activity costs	4,323	3,570
Administration fee	16,950	16,950
Advertising	-	858
Amortization	8,737	7,535
Bad debts	1,123	1,344
Capital repairs - air conditioners	10,665	-
Capital repairs - doors	11,960	-
Capital repairs - gazebo	1,182	-
Capital repairs - stairwell	16,649	-
Capital repairs - windows	6,873	-
Equipment rentals	700	700
Furniture and equipment	1,572	5,971
Insurance	5,276	5,807
Memberships	392	-
Office and miscellaneous	7,683	6,094
Professional fees	6,900	6,900
Repairs and maintenance	20,670	48,803
Telephone and utilities	46,933	42,746
Training	2,370	3,273
Travel	2,398	-
Vehicle	478	112
Wages and benefits	257,799	251,286
	<u>438,633</u>	<u>408,949</u>
Loss from operations	<u>\$ (13,728)</u>	<u>\$ (4,233)</u>

CANADIAN MENTAL HEALTH ASSOCIATION CARIBOO-CHILCOTIN BRANCH
ANNUAL GENERAL MEETING
November 5, 2012

Chair: Gary Sanders
Board: Beverly Lillico, Linda Goodrich, Garry Breck, Bob McNie, John Stace-Smith,
Valerie Thiessen,
Members: Bettina Schoen, Darlene Doskoch, Tereena Donahue, Nancy Gale, Janice Breck,
Trevor Barnes, Willy Berger
Regrets: Sepp Tschierschwitz, Paul Eves

6:00 pm

1. **Welcome and Introductions** Call to Order: 6:05
Welcoming by Gay Sanders

2. **Membership**
 - Loretta Weingart informed a total membership of 20 members and a quorum.

3. **Approval of Agenda** Carried
 - Additions to the agenda / Approval of agenda
Motion to approve of the agenda
Moved by Janice Breck and seconded by Willy Berger Carried

4. **Approval of minutes**
 - Annual General Meeting November 1, 2010
Motion to approve minutes.
Moved by Bob McNie and seconded by Linda Goodrich Carried

5. **Reports**
 - President
 - Executive Director
 - Program Managers
Motion to accept the reports.
Moved by John Stace-Smith and seconded by Bev Lillico. Carried

6. **Financial Statements**
Motion to accept Financial Statements.
Moved by Valerie Thiessen and seconded by Linda Goodrich. Carried

7. **Appointment of Auditor or Review Engagements**
Motion to appoint PMT as the auditor for the new year.
Moved by Willy Berger and seconded by Bob McNie.

8. Nomination and Elections of Directors

Two Year Terms:

- Paul Eves
- Bev Lillico
- Linda Goodrich
- John Stace Smith
- Valerie Thiessen

Declared by acclamation to the floor. Trevor Barnes

9. Adjourn: 6:27 pm

NEXT MEETING: November 4, 2013

CANADIAN MENTAL HEALTH ASSOCIATION
CARIBOO CHILCOTIN BRANCH

BOARD OF DIRECTORS
2012/2013

PRESIDENT: Gay Sanders
250-392-4766
Work: 250-392-5025
930 Dog Creek Road, Williams Lake BC V2G 3G6
gay@dogcreek.ca
OCCUPATION: TOURISM CUSTOMER REPRESENTATIVE

VICE PRESIDENT: Bob McNie
250-398-6344
905 Pigeon Ave. Williams Lake BC V2G 2B8
mcnie@telus.net
OCCUPATION: GATEWAY

TREASURER: John Stace-Smith
250-305-2328
Cell: 250-267-5312
1912 White Road, Williams Lake, BC V2G 5G9
stace-smith@shaw.ca
OCCUPATION: SELF EMPLOYED

Linda Goodrich
250-392-6183
1115 9th Avenue Williams Lake, BC V2G 2L2
goodrichbl@telus.net
OCCUPATION: RETIRED

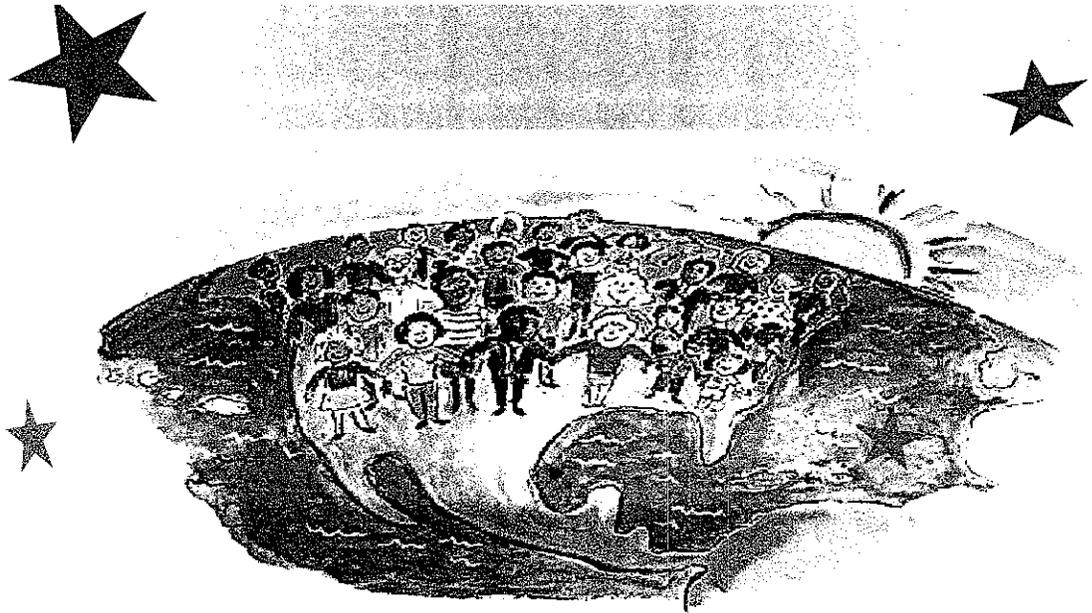
Bev Lillico
250-392-5450
#118 – 375 Mandarino Place, Williams Lake BC V2G 4V3
heward-bev@telus.net
OCCUPATION: RETIRED

Garry Breck
250-398-7136 (H)
250-398-7665 (W)
1403 Gun-A-Noot Trail Williams Lake, BC V2G 3V4
gbreck@shaw.ca
OCCUPATION: CITY OF WILLIAMS LAKE

Paul Eves
250-392-1705 (work)
24D South 2nd Avenue, Williams Lake, BC V2G 2V5
paul.eves@scotiabank.com
OCCUPATION: BRANCH MANAGER SCOTIABANK

Gary Alan Leigh
Apt. 6 2004 N. 3rd Avenue, Williams Lake, BC V2G 4T7
778-412-2230 (home)

Valerie Thiessen
736 Pigeon Avenue, Williams Lake, BC V2G 2B3
250-305-9818



Celebrate Multiculturalism by supporting the

Walk for Harmony

Tuesday, October 8th, 2013

Event starts at the end of Western Avenue at the Coast
Fraser Inn parking lot at 10:45 am with the
unveiling of the

Celebrating Diversity Mural Project

11:35 am join the Walk to Eliminate Racism down Carson to
Boitano Park for refreshments.

Special Thanks for the support from the Cariboo regional District and City of
Williams Lake.

For more information call Marilyn Livingston or Tom Salley
250 302 9119 Canadian Mental Health Association Cariboo
Chilcotin Branch

or
Maureen LeBourdais
250 392

1400 Fraser
Basin Council



**Canadian Mental
Health Association**
Mental health for all



Fraser Basin Council

September 30, 2013

To the Central Cariboo Grant Committee,

The Oliver Street Market (OSM), has become an integral part of its community and brings together farmers, artisans, craftspeople and consumers in an innovative way, facilitating sales for farmers/ vendors through a creative market. OSM celebrates, educates and promotes fresh, locally grown food and supports the development of a strong, local economy.

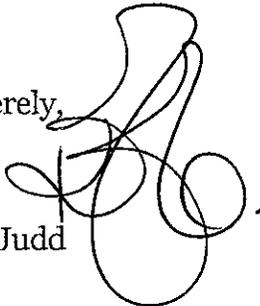
The OSM is a venue that promotes supports and advocates for small farms, involved in local, sustainable agriculture and link consumers of all economic levels in their community with fresh, local food.

OSM is looking to improve upon market based on requests from the community. We are asking the Central Cariboo Grant Committee for funds to implement a "Coupon Program" that is partnered with BC Association of Farmers' Markets and the WL Salvation Army.

Thank you for consideration of this proposal. If you have any further questions, please do not hesitate to ask. I may be reached by telephone at 250-303-1311.

Sincerely,

Kim Judd





PO Box 4027, Williams Lake, BC V2G 2V2

Name: Williams Lake Saturday Market Association
Also known as: Oliver Street Market (OSM)

Mailing address: PO BOX 4027
Williams Lake, BC
V2G 2V2

Telephone: 250-296-4409

Constitution: Attachment A

OSM is in its third year as a market. Start Date May 2011

BC Society Registration Number: S-58285

President: Gary Martens

Telephone: 778-412-0411

Treasurer: Kim Judd

Telephone: 250-303-1311

Date of last AGM: March 26, 2013, Attachment B

Last Financial Statement: Attachment C, prepared by Michelle Daymond former treasurer

Previous Year Grant from City of Williams Lake: \$300 for electrical power expenses 2012

Current grant requested and received from City of Williams Lake: \$300 for electrical power 2013



- *What plans has your organization made to fund its activities over the next 3-5 years?*

OSM has planned to fund its activities of the next 3-5 years by vendor fees payable to the OSM. OSM plans are to increase our vendor membership from an approximate current membership of 30 to over 100 vendors within 5 years.

Please attach your current fee structure for user fees/ memberships and admission. Vendor Application Form Attachment D

- *What are your organization's specific goals and objectives for this year? How do they differ from previous years?*

OSM is a non-profit society that runs a local farmers' market. This year the market experienced a few changes. We moved from Herb Gardner Park (right below City Hall) to the Old Courthouse Square, otherwise known as Spirit Square, located on the corner of Oliver Street and First Ave. We have loved our past location the first two years for its green space and visibility; however, access for vendors and customers has been a constant challenge so after much deliberation we have decided to move. Our new location is in the heart of downtown, and we envision a market that will be a vibrant community event that will help to liven up the centre of our city.

Also in trying to find a time when the market will be accessible to as many people as possible we also changed the date/time. After speaking with many members of the community as well as local businesses and groups, our board and members voted to change from Saturday mornings from 9am-2pm to Friday evenings 4pm-9pm. The market will run from May 31 until October 11, 2013.

- *Who does your organization serve? (% of clients)*

OSM conducted a survey from our community. The results collected in the spring of 2013 gave the following results from the 166 people that responded.

Downtown Williams Lake	34.03%
Outskirts of Williams Lake	50%
Likely	1.39%
Horsefly	6.25%
Riske Creek	.69%
150 Mile House	7.64%

- *Does your organization receive a rental subsidy from City or CRD?*

NO



PO Box 4027, Williams Lake, BC V2G 2V2

- *Does your organization receive any benefit from permissive tax exemption, if so, how much?*

NO

- *Does your organization use City or CRD owned facilities?*

Yes, OSM is located at the Old Courthouse Square.

- *How will you indicate that the City and CRD are contributing to your organization?*

OSM will mention the City and CRD in a press release at the beginning of the 2014 market season and the City and CRD will be on posted signs.

Project Summary Sheet

- *Brief Description of Grant being applied for:*

B.C. Association of Farmers' Markets (BCAFM) is partnered with community agencies that work to provide nutrition, cooking, or healthy lifestyle skills building programs to lower income British Columbians.

Oliver Street Market (OSM) has partnered with the Salvation Army for "Cooking & Skill Building Program". Participants then gain the skills and knowledge needed to help them eat healthier and make the most of their local farmers' markets.

Participants enroll in the weekly skill building cooking program through the Salvation Army, and receive \$15 coupon booklets to shop for fresh food at their local farmers' market. Participants only receive a coupon book once they have received skill training and coupon booklets are not redeemable for cash.

- *How do you know there is a need for this project in our community?*

The Salvation Army of WL currently assists 2000 residents yearly, and sends 500 hampers of dried goods per month. The Salvation Army has had people come in and ask about the coupon program because they heard it on the radio. As our local radio station services Quesnel as well, it was promoted on the local radio station and people mistakenly thought the program was in Williams Lake too.



PO Box 4027, Williams Lake, BC V2G 2V2

The hampers that are provided are donated food items. It is not uncommon for there to be a shortage in protein items and fresh produce. Nuts, cheese, eggs, seafood and meat are all items that are included in the coupon book.

- *Application is for: B. Special project*
- *Is your agency applying for funds from other levels of government or other sources for this project?*

OSM has not applied for other funds for this project, but will continue to look for funding that applies to this project and fall within the guidelines. We will be promoting a matched funding program, called, "What can \$15 dollars buy" from local donors.

- *Would you still be able to complete the project if you do not receive the other funds applied for?*

Yes, the other funding requested will enhance the program and reach out further into the community.

- *Please describe the impact of this application being denied or approval of an amount less than required?*

The impact of this application being denied is drastic. Things will continue on the same. Low income families will continue to go without fresh produce and protein items. At this point Oliver Street Market is still considered a young Farmers' Market. OSM does not have in place a paid Market Manager to take care of the details that are required for the program to be a success. Although, OSM could run the program at reduced capacity. There are 34 other communities across BC enrolled in the program with established Farmers' Markets that have been in operation for a great number of years. OSM does require assistance for the success of the program.

A few young farmers have lent their name for the purpose of this grant application. It's important to note, that all of these producers live half way between Quesnel and 100 Mile House, both competing market are thriving.

This is the impact of this application being approved:

Stephanie Bird- Slow Train Farms, located on the Western Bank of the Fraser River

Stephanie splits her market season between Williams Lake and Quesnel. Quesnel currently has the coupon program in place. Stephanie said: *“The coupon program is great, my sales are 10% higher in Quesnel because of it and I see an increase of people attending market that otherwise would not be able to afford it”*

Stephanie Cater- Macalister Ranch, located near McLeese Lake

Stephanie is in her first year of sales at the market. Stephanie said: *“It’s about supply and demand, I can grow more produce, but I need to be able to sell it by the end of the day. This coupon program will increase my production & revenue”*

Terri Smith- Roads End Farm, located on Knife Creek Road

Road’s End Farm uses Biodynamic methods and is working on building a whole-farm system that will one day include the right balance of animals and plants to create an almost self-sustaining farm. Terri said: *“I’m considering delivering my bag of the week program directly to my established customers. Unless my market sales increase, I’ll just skip setting up at market.”*

- *Start date of project: mid June 2014*
- *End date of project: mid October 2014*
- *Please describe the key activities that will take place to complete the project and any associated time lines.*

The Market Manager will be responsible to do all on line reporting, vendor reporting and conference calls to BCAFM. The Market Manager will also collect redeemed coupons from vendor, reimburse vendors and organize coupons per vendor and mail in coupons weekly to BCAFM for reimbursement to OSM. The Market Manager will also be responsible to collect groceries for cooking and skill building and deliver to Salvation Army kitchen. Groceries will be sourced as much as possible from OSM vendors.

March- at the AGM, vendors will be informed about Coupon Project and encouraged to provide qualifying product in bundles of \$3 increments

April- training & information sessions for Market Manager & Vendors

May – OSM starts, start promoting the program to community, send out Press release on Coupon Program

June- partner with Salvation Army to Promote program, create recipe plan and start cooking and skill building program



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July- continue with cooking & skill building program, conference call with BCAFM

August- have vendors provide workshops specifically on the product that they produce at Market, conference call with BCAFM

September- ensure coupon program signage is up every week

October- Program is winding down, ensure that participants have redeemed all coupons for the season and final conference call with BCAFM

- *Please provide a detailed financial budget for project.*

Market Manager- Coupon duties 4.5 hrs/week x 16 weeks	\$1440.00
---	-----------

Groceries provided weekly to Salvation Army for "Cooking & Skill building program"	\$2400.00
--	-----------

Market Manager- arranging grocery pickup, Delivery & class training at Salvation Army 10hrs/week x 16 weeks	\$3200.00
---	-----------

Signs (laminated) at each vendor booth explaining The qualifying products available	\$75.00
---	---------

OSM is requesting matched funding for coupons. For example: 15 coupon books would provide 15 families with \$15.00 worth of fresh produce per week for 16 weeks. These coupons will be distributed to low income families, high risk pregnant ladies and senior citizens.	\$3600.00
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Office Supplies	\$125.00
-----------------	----------

Project total of \$10840.00

- *Please explain how you will measure and evaluate the impact of this project on the community. How will you determine if it was successful?*

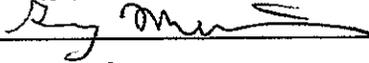
The Farmers' Market Nutritional Coupon Program provides low-income families and seniors who are enrolled in participating cooking and skill-building programs with coupons each week to spend at their local farmers' market. Typically 87% of coupons are redeemed. In this scenario a participating family could redeem coupons for the value of \$240 for a season. This puts fresh farm products on the plates of families for sixteen weeks. Participants can use the coupons to purchase eligible products including fruit, vegetables, meat, fish, nuts, dairy and fresh cut herbs. Within cooking and skill-building sessions, participants learn to cook healthy, nutritious meals using locally procured farm products. Participants will learn what the food items are and how to cook and prepare them. And they will have the opportunity to try products that they otherwise would not be able to purchase.

Plus, there is monetary incentive for producers to keep producing, once they realize the benefits of the coupon program. OSM will determine this project is successful when children of low income families ask their parents to go to the Oliver Street Market. And when participating vendor sales increase.



PO Box 4027, Williams Lake, BC V2G 2V2

The information included in this application is true and correct to the best of my knowledge.

President: _____ 

Prepared by Kim Judd: _____ GARY MARTENS

A large, stylized handwritten signature, likely belonging to Kim Judd, is written below the 'Prepared by Kim Judd' line.

Oliver Street Market

The Williams Lake Saturday Market Association

Constitution

- 1) The name of the society is the Williams Lake Saturday Market Association.**
- 2) The purposes of the society are:**
 - (a) To operate a weekly market at which local farmers, producers, artisans and craftspeople can market their products and to provide the community with access to these locally produced products.**
 - (b) To contribute to the development of a sustainable, local economy and build community in the Williams Lake area through the operation of a vibrant, outdoor marketplace where the community members can gather to shop, socialize and network.**
 - (c) To promote awareness of local and sustainable food production and to encourage a reduction in food miles.**

Bylaws

The bylaws of the society are those set out in Schedule B of the Society Act.

Attachment A

Oliver Street Market

Williams Lake Saturday Market Association

AGM, Tuesday, March 26, 6pm at The Station House Gallery

Present: Terri Smith, Brianna Vandewijinaard, Joanna Pearson, Tracey Trim, Chari Kirtzinger, Michelle Daymond, Gary Martens, Maureen Chappell, Erica Nietche, Kim Judd, Karen Thompson, Clint Thompson, Joey Curiston, and Mr. Curiston.
Angie Delainey, Rosie Wall and Judy Anderson arrived later.

Call to order: 6:03pm

Terri Smith read minutes from last AGM. Vote to accept minutes MSC.

Michelle Daymond read Secretary/Treasurer report. MSC to accept minutes.

Erica Nietche spoke about Seedy Saturday event and handed out sign-up sheets for anyone interested.

A vote was held to fill the vacant positions left by Michelle Daymond and Chris Robinson who have both resigned. Kim Judd was nominated by Karen and Tracy Trim by Brianna. As there were no other nominations, Kim and Tracy accepted the positions. Kim will fill position of Secretary/Treasurer and is to have signing authority. MSC

The vote for location change was carried at the board meeting of January 28, 2013; those not present were given 1 week to vote, also carried. The new location will be the Old Courthouse Square.

Discussion re: proposed day and time change (Fridays from 4:00pm to 9:00pm)

Kim moved that the Oliver Street Market change its date and time to Friday evenings from 4:00pm to 9:00pm. Gary seconded it.

All in favour - 9

Opposed - 1

Reminder: Membership fee is \$5 and season renewal is \$140.00 for the season if paid before June 1, 2013, or \$10.00/week table fees.

Kim will bring the results of the survey she put out to the next meeting. Next meeting to be held at the parking lot of Old Courthouse Square on April 19th at 6pm to discuss details. Kim and Terri to take next steps in moving market. Market will start on May 31st, 2013.

Move to adjourn
MSC

Adjourned at 7:26pm

Attachment B

Oliver Street Market
The Williams Lake Saturday Market Association

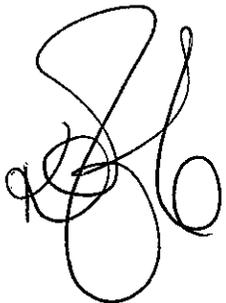
Statement of expenses and revenue for the period April 1,
2012-March 15, 2013

Expenses

Insurance	\$350.00
Business License	\$80.00
Membership with BCAFM	\$0 (paid in 2011)
Office Supplies	\$34.18
Bank Service Fees	\$36.00
Coffee	\$450.00
Advertising	\$414.96
Misc.	\$40.00
Total Expenses	\$1405.14

Revenue

Memberships	\$165.00
Space Rental	\$1615.00
Total Revenue	\$1780.00
Net Income	\$375.00
Retained Earnings, beginning of year	\$485.00
Retained Earnings, March 15, 2013	\$860.00

 . Kim juoo.

Attachment C

Oliver Street Market

The William Lake Saturday Market Association
PO BOX 4027
Williams Lake, BC
V2G 2V2

2013 Season Vendor Application

May 31, 2013 – October 11, 2013

Date: _____

Name: _____

Business Name: _____

Address: _____

City: _____ Postal Code: _____

Phone number: _____

Email Address: _____

What type of product do you sell?

- Meat Cheese Handcrafts Baked Goods Flowers
 Eggs Fruits Vegetables Prepared Foods Other

What type of vendor are you?

- I am a grower I am a reseller Prepared Food
 I am organic I create a product Other _____

Membership Fee \$5.00 _____
Vendor Booth For Season \$140.00 _____
Daily Rate \$10.00 _____
Total: _____

Markets are on Friday evenings from 4-9pm with set up no earlier than 2pm. Please advise if you will be joining market later or are required to leave earlier to discuss vendor location.

Please make cheque payable to: Williams Lake Saturday Market Association

Attachment D

To Whom It May Concern:

Cariboo Growers recognizes and supports the Oliver Street Market (Williams Lake Saturday Market Association) as an important organization for both the community and local producers. Cariboo Growers and the Oliver Street Market complement each other greatly. The Co-op provides a storefront where farmers have the opportunity to sell their products year-round on more than one day each week (and where they do not have to be present to do so), while the Market provides producers with the opportunity for direct sales. Because many producers depend on direct sales, having a vibrant and successful market is important to Cariboo Growers because the success of local producers means they will be able to provide more produce year-round for sale at the Cariboo Growers Coop.

The producers at the Oliver Street Market who also sell at Cariboo Growers proudly display signs with our logo which read, "I also sell at Cariboo Growers" and Cariboo Growers advertises for the Markets by displaying their posters in the store and promoting people to visit the market in addition to the Co-op. It is important to both groups that the community has as much access as possible to locally produced food and it is mutually beneficial for the Market and Co-op to support one another.

Cariboo Growers' is especially excited about the new changes to the Oliver Street Market as the Market's new hours will work very well with the existing hours of Cariboo Growers.

Sincerely,



Jessica Knodel, Store Manager



The Potato House Project

Williams Lake, BC

March 30, 2013

To Whom It May Concern:

The Potato House happily supports and is a member of the Oliver Street Market (Williams Lake Saturday Market Association). As our purposes are to carry out activities that inspire self-sufficiency and a smaller ecological footprint and to operate a high-profile drop in centre and garden space for the educational benefit of citizens, the purposes of the Oliver Street Market align with those of the Potato House Sustainable Community Society. The OSM's constitution defines their purposes as follows:

- (a) To operate a weekly market at which local farmers, producers, artisans and craftspeople can market their products and to provide the community with access to these locally produced products.
- (b) To contribute to the development of a sustainable, local economy and build community in the Williams Lake area through the operation of a vibrant, outdoor marketplace where the community members can gather to shop, socialize and network.
- (c) To promote awareness of local and sustainable food production and to encourage a reduction in food miles.

As well as having a similar mandate, the Market has been beneficial for the Potato House in that they have given us a free space at the market each week where we can promote our activities and raise funds to help with our projects. We also help to promote each other's projects through word-of-mouth and other forms of advertising.

We hope that the Oliver Street Market will continue to grow and thrive in our downtown. We are also excited about the upcoming location and time change for the Market as we feel this will be beneficial to the downtown area and community as a whole as well as being closer to the Potato House. We plan to combine some of our events with events happening at the Market during the coming season.

We wish the Oliver Street Market continuing success.

Sincerely,

Mary Forbes, The Potato House Project

Grant in Aid Application Evaluation

Name of Applicant: Scour Island Nature Centre

Application Description: energy upgrade

Grant Request: \$ 12,000

Category:

- Capital
- Special Project
- Event

Requirement	Y	N	Comments
Registered Non-profit in good standing with Registrar of Companies			
Annual General Meeting report inc. list of Directors			
Revenue/expense balance sheet or audited financial statement			
Approved current year budget			
Demonstrated financial need			
Supports goals and priorities of City and CRD			If yes, describe
Applicant receives other local government support			If yes, describe
Previous Grant in Aid			If yes, describe
Extent of community benefit			Broad Limited Specific

Recommendation: Approve Deny Amount: \$ _____

Rationale:

Evaluation Team: _____

Evaluation Date: _____

Grant for Assistance Application



Organization Information Sheet

Name of Organization:	Scout Island Nature Centre /Williams Lake Field Naturalists
Mailing Address:	1305A Borland Rd, Williams Lake BC V2G 5K5
Telephone (office):	250 398 8532
Purpose of Organization (From Constitution or Incorporation Documents):	To promote the study and enjoyment of natural history and provide educational programs
How long has the organization operated in the community?	36 years
BC Society Registration Number:	S0013178
Federal Charitable Registration Number: (if applicable)	119298644 RR0001
Chairperson's name:	Fred Mc Mechan
Telephone:	250 392 7680
Treasurer or Financial Officer's name:	Katherine Van Spall
Telephone:	250392 4447

Date of last Annual General Meeting (Attach minutes and current list of Directors):
March 22 2013

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from City and CRD (if applicable) \$ _____

NOTE: A Final Report for previous year's grant MUST be included with this submission.

Current Grant Requested from City and CRD \$ 12 000



Grant for Assistance Application

Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

We receive Funding from the SD 27, City, City/CRD, and DFO yearly to provide programs and maintain Nature Centre

We write proposals to Gaming, Federal Summer Summer Jobs Program, and others to fund ongoing programs as well as special projects.

We receive donations from the local community and we specifically solicit donations for special projects such as this one from local businesses and service clubs.

We charge fees for some of the nature programs we provide.

2. If your organization charges user fees/memberships/admission, attach your current fee structure:

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

To maintain the nature programs provided historically including: school programs, summer nature programs, community programs, tourist attraction, and preschool.

To maintain and enhance the trails and natural vegetation of Scout Island Nature Centre
To maintain and enhance the nature house displays

To complete an energy upgrade of the Nature House including an energy efficient furnace and replacement of insulation in ceiling--new project for 2013-2014

4. Who does your organization serve? (% of clients from City, % of clients from Central Cariboo)

55% City 40 % CRD 5% from outside area

5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?

No, but the city pays for the utilities.

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department)

Yes 21 192

7. Does your organization use City or CRD owned facilities? If so, which ones?

no

8. How will you indicate that the City and CRD are contributing to your organization?

Both are listed on our partnership board on the outside of the building and listed in program brochures. We also regularly acknowledge our contributors via letters, articles and advertisements in the local media.



Grant for Assistance Application

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

Energy Upgrade: Replacement of oil furnace with an energy efficient electric furnace that includes an air-to-air heat exchanger that will increase efficiency. (There is no natural gas available)
Removal of old, unhealthy roof insulation, installation of a vapor barrier and R45 spray foam insulation (this will also help to ensure rodents will not live in the space).

2. How do you know there is a need for this service/project in our community?

The Nature House is used extensively by the community (3000 casual visitors/year, 6000 children attend school and community programs, preschool for 50 children, and many local groups use the nature house for meetings).
The furnace must be replaced because of its age (35 years), its inefficiency, and because it is dependent on oil in a tank below ground (no longer legal). The new insulation will help to keep electrical costs to a minimum and protect the health of the people using the building (poor air quality as a result of dust presently).

3. Is your application for a:

A. seed grant B. special project or C. special capital expenditure

4. Is your agency is applying for funds from other levels of government or other sources for this project? Yes--local community \$8266 raised to date. We also have a promise to match the funds we can raise up to 1/2 the costs of the total project. (see budget for more information)

5. Would you still be able to complete the project if you do not receive the other funds applied for? We plan to do the project in steps starting with the furnace which must be completed now (we will borrow from our operating funds to do this until the remainder of the funds are raised). The second part (insulation) will be completed when funds are raised.

6. Please describe the impact of this application being denied or approval of an amount less than requested.

The Nature House would need to be closed, if the furnace was not replaced.

The improvement in insulation is equally important for the health of the people who visit and work in the Nature House (dust levels are very high from the old insulation)

The insulation is also necessary to keep the heating costs at a minimum.

This step will have to wait until the funds are raised.

7. Start date of the project: The furnace is being installed October 2013

End date for the project: Summer 2014 (insulation)



Grant for Assistance Application

8. Please describe the key activities that will take place to complete the project and any associated timelines.

Replace oil furnace with 25kw electric furnace and 4 ton heat pump (Energy Star rated); upgrade supply air and return air ducting; upgrade electrical service to 200 amp; line voltage wiring; programmable thermostat and low voltage wiring; refrigeration piping
Remove old insulation from ceiling; Install spray foam insulation to provide R 45

9. Please provide a detailed financial budget for the project.

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

The project will be a success if the Energy Upgrade is completed which will allow the following goals to be realized:

1. The Nature House will be able to stay open and will continue to deliver community programs in a building with good air quality.
2. The Scout Island Nature Centre will be able to demonstrate to visitors leadership by example in promoting energy efficiency and the value of investing in energy upgrades.
3. The City will realize smaller heating bills in the future.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

President/Chairperson

Budget for Energy Efficiency Up Grade-Scout Island Nature House

Task	Cost
Remove old insulation from ceiling (volunteers can not do)	4,950
Install spray foam insulation to provide R45; HST	14,800
Replace oil furnace with 25kw electric furnace and 4 ton heat pump (Energy Star rated); upgrade supply air and return air ducting; upgrade electrical service to 200 amp; line voltage wiring; programmable thermostat and low voltage wiring; refrigeration piping; permit; HST	16,350
Project administration/coordination/fundraising/reporting	2,000
Total project cost	38,100

Sources of Funding to Date

Source	Amount	Notes
Local fundraising campaign Individuals, businesses and organizations-ongoing	\$8 166 raised to date	Williams Lake and District Credit Union-\$1250 Pinnacle Pellet WL \$1000 West Fraser Trucking \$2000 Individuals \$3916
Proposal to W. Garfield Weston Foundation	\$19 050	Or to match what we can raise
Proposal to Farm Credit Canada June 2013	Asked for \$15 000	Turned down
Western Economic Diversification Community Infrastructure Improvement Fund	Received 0	Asked for 50% of costs No explanation for being turned down.
Grant for Assistance –City of Williams Lake	12 000	Applied Sept. 30 2013

Scout Island Nature Centre Current Fee Structure

- Preschool \$89/month

Total for 2012 \$37 087

- Nature Programs for Community Groups \$4 /per person
- Nature Fun Summer Program \$10 for ½ day \$20 per whole day

Total for 2012 \$9 083

**Williams Lake Field Naturalists
Minutes of Annual General Meeting
March 22, 2013 at Scout Island Nature Centre**

Members present: Lorelee Sutton, Chris Hornby, Ray Hornby, Kris Andrews, Diana Shklanka, Stan Navratil, Alice Groenenberg, Bert Groenenberg, Nola Daintith, Rodger Hamilton, Harry Jennings, Pat Teti, Rick Dawson, Ben Stephen, Paula Laita, Jon Gaztelumendi, Dave White, Kae Stafford, Jim Sims, Chris Coates, Ordell Steen, Kathy Steen, Skye Raffard, Peter Opie, Ann Carter, Katie McMahan, Ivor McMahan, Susan Hemphill, Karen Chapman, Brian Chapman, Nara Riplinger, Shary Stephen, Cathy Koot, Katharine VanSpall, Fred McMechan

A. Adoption of the Agenda (7:25 p.m.): Motion to accept agenda (Ray Hornby/Cathy Koot: moved/seconded) was approved.

B. Adoption of the Minutes for March 30, 2012 AGM: Motion to accept 2012 AGM minutes (Dave White/Roger Hamilton) was approved

C. Treasurer's Report by Katharine VanSpall, treasurer:

Williams Lake Field Naturalists (WLFN) and Scout Island Nature Centre (SINC) financial statements for 2012/2013 were distributed and summarized by Katharine VanSpall. Reports are attached.

The assets and liabilities statement includes both 2012 and 2011 for comparison. Value of animal specimens increased due to more thorough inventory and increased value of specimens assigned by taxidermist. Liabilities increased due to improved recognition of what deferred funds are. Total of restricted funds was intentionally increased and now includes \$40,000 for energy upgrade. Two new investment accounts were noted – one for SINC and one for WLFN. We received two grants from BC Gaming Branch this year but they expressed concern regarding amount of funds we have held over (more than 50% of operating budget based on their definition of restricted funds which we are reviewing). No questions or further discussion.

Motion to accept the treasurer's reports for SINC and WLFN (Katharine VanSpall/Harry Jennings) was unanimously approved. Thanks were given by membership to Katharine VanSpall for her excellent work during the year.

D. Membership Director's Report by Cathy Koot, director. 2012 was a good year for memberships. WLFN currently has 65 family memberships and 52 individual memberships. There are currently no student memberships. The total number of members is 213, including 20 new members in 2012.

Motion to accept the membership directors report (Cathy Koot/Alice Groenenberg) was passed.

E. President's Report by Fred McMechan, president. Report was summarized without further discussion (except for name spelling correction). President's report is attached.

F. Scout Island Nature Centre Annual Report by Sue Hemphill, environmental educator. The Scout Island Nature Centre report is attached.

G. Election of Officers and Directors. All 2012/13 directors, except Rick Dawson, had previously agreed to stand for re-election (election facilitated by Roger Hamilton). A hearty thank-you was given to Rick Dawson for his past contributions as a director.

The following were elected:

President: Fred McMechan by acclamation.

Vice president: Jim Sims by acclamation.

Treasurer: Katharine VanSpall by acclamation.

Recording Secretary: Ordell Steen by acclamation.

Directors: Nola Daintith, Rob Higgins, Cathy Koot Peter Opie, Ray Hornby, all by acclamation.

H. New Business

Membership fees for 2013/2014: Motion that membership fees remain the same as last year (family: \$30; individual: \$25; student: \$10) (Katharine VanSpall/Cathy Koot) passed unanimously

Report to Registrar of Societies: Motion to send the WLFN annual report to the registrar of societies (Cathy Koot/Katharine VanSpall) was approved.

I. Announcements:

1. Update for the energy upgrade project: Purpose of energy upgrade project is to replace current heating system for a cost of about \$19,000 and also to upgrade insulation in attic for an additional cost of about \$19,000. A federal grant application for 50% of the total cost was turned down so we need to raise \$19,000. The directors will search for source of these funds and will keep membership updated.

BC Hydro will start underground electrical line construction in April. They will trench along causeway road and bring underground line into nature house. Overhead lines to blockhouse will remain as are presently. Because of underground lines, the large overhead lines coming to nature house will be removed. City is also on board for the project – underground lines will be service the pump houses. Telus lines will also be underground and placed in the trench with the BC Hydro lines.

2. Scout Island Nature Centre Endowment. This is the new name for the fund established in conjunction with Nature Trust of BC for large donations and bequeathals to the Scout Island Nature Centre. The name was changed from the previous Scout Island Nature Centre Foundation. Two large donations have recently been received including \$50,000 donated anonymously, of which a portion (\$4,000) of the principal is to be given to SINC annually (from Cariboo Foundation). No further discussion

3. SINC banquet is April 5 this year. Briony Penn is the featured speaker; she is an outstanding children’s educator and conservationist. Tickets are \$35 (adults) and \$15.00 (youth) from any director or from the Open Book

4. Field Trip planning meeting. Meeting will be on March 26 at 5:00 at SINC to plan field trips for year. Members urged to attend or submit suggestions for trips.

5. Yard and plant sale for 2013. This annual sale will be held on the second Saturday in May (May 11).

Adjournment: Motion to adjourn (Sue Hemphill/Ray Hornby) (8:12 p.m.)

Name	Position
Fred McMechan	President
Jim Sims	Vice President
Katharine Van Spall	Treasurer
Ordell Steen	Secretary
Nola Daintith	director
Peter Opie	director
Ray Hornby	director
Rob Higgins	director
Catherine Koot	director

Williams Lake Field Naturalists
1305A Borland Road, Williams Lake, BC V2G 5K5
Statement of Revenue and Expenditures for Scout Island Nature Center
for the year ended December 31, 2012

Note: This statement has been prepared using the accrual method of financial reporting.

REVENUE	SINC	Gaming	Total
Pre-school			
Fees	\$37,087.00		\$37,087.00
Subsidy	\$5,929.91		\$5,929.91
School and Community Programs			
Gaming Grant ¹		\$36,000.00	\$36,000.00
Other Grants			
SD #27 2011 Grant (School Programs) ¹	\$6,000.00		\$6,000.00
Federal Summer Student Grant ¹	\$17,220.00		\$17,220.00
Fisheries & Oceans Canada ¹	\$11,500.00		\$11,500.00
City of WL Operating Grant (in part) ¹	\$10,500.00		\$10,500.00
Salmon Trip			
WL Senior Secondary Parent Advisory Committee ¹	\$150.00		\$150.00
Kiwanis ¹	\$2,000.00		\$2,000.00
Pacific Salmon Foundation ¹	\$2,500.00		\$2,500.00
Kiwanis - Success by Six ¹	\$5,590.00		\$5,590.00
Kiwanis - Vitamin N ¹	\$2,000.00		\$2,000.00
Central Cariboo Arts & Culture Society ¹	\$1,100.00		\$1,100.00
Cariboo Foundation - Anonymous donor ¹	\$4,000.00		\$4,000.00
Program Fees	\$9,083.00		\$9,083.00
Nature Center Maintenance & Improvements			
Donations for Nature House Energy Upgrade ¹			
WL & District Credit Union ¹	\$1,250.00		\$1,250.00
Nature House Displays & Equipment			
Fisheries & Oceans Canada ¹	\$1,800.00		\$1,800.00
Trails, Signage and Habitat Restoration			
Gaming Grant - North Marsh Trail ¹		\$5,000.00	\$5,000.00
City of WL & Cariboo Regional District - Trail System ¹	\$9,375.00		\$9,375.00
General			
The Nature Trust of BC	\$1,000.00		\$1,000.00
Sales & Fundraising			
Sales (books, t-shirts, bug viewers, etc.)	\$2,106.85		\$2,106.85
Banquet - Ticket Sales	\$3,640.00		\$3,640.00
Fundraising (chocolate & nut sales)	\$4,242.72		\$4,242.72
Nursery Sales	\$1,860.00		\$1,860.00
General - for use in any of the above programs			
City of WL Operating Grant (in part)	\$2,000.00		\$2,000.00
Cariboo Foundation - Jean Waite	\$2,191.62		\$2,191.62
Donations (Individuals)	\$5,086.77		\$5,086.77
Donations (Organizations & Businesses)	\$781.65		\$781.65
GST Rebate	\$879.65		\$879.65
Investment Interest	\$37.87		\$37.87
TOTAL REVENUE	\$150,912.04	\$41,000.00	\$191,912.04

¹ externally restricted funds

Williams Lake Field Naturalists
1305A Borland Road, Williams Lake, BC V2G 5K5
Statement of Revenue and Expenditures for Scout Island Nature Center
for the year ended December 31, 2012

EXPENDITURES	SINC	Gaming	Total
Pre-school			
Wages and Benefits	\$38,359.02	\$63.70	\$38,422.72
Supplies & Misc. Expenses	\$2,450.83		\$2,450.83
Staff professional development	\$1,143.07		\$1,143.07
Cleaning	\$1,635.91		\$1,635.91
School and Community Programs			
Wages and Benefits - Student Staff	\$33,552.12	\$8,188.33	\$41,740.45
Nature Educators	\$14,942.50	\$10,612.50	\$25,555.00
Salmon Trip	\$3,272.21		\$3,272.21
Success by Six	\$230.00		\$230.00
Mileage	\$435.00		\$435.00
Bussing	\$264.16		\$264.16
Miscellaneous	\$222.40		\$222.40
Nature Centre Maintenance & Improvements			
Library (books & magazines)	\$86.46		\$86.46
Nature House Displays & Equipment	\$3,840.84		\$3,840.84
Trails, Signage and Habitat Restoration	\$17,243.62		\$17,243.62
Sales & Fundraising			
Sales inventory (books, t-shirts, etc.)	\$1,141.13		\$1,141.13
Banquet Expenses	\$1,755.00		\$1,755.00
Fundraising (chocolate & nut sales)	\$3,289.59		\$3,289.59
General - support of any of the above programs			
Coordinator	\$7,610.00	\$2,500.00	\$10,110.00
Office Supplies & Expenses	\$893.50		\$893.50
Website Development	\$271.60		\$271.60
Banking Service Charges & Cheques	\$37.74	\$38.00	\$75.74
Insurance	\$2,482.00		\$2,482.00
Bookkeeping	\$1,614.44		\$1,614.44
WCB Premiums	\$99.18		\$99.18
Advertising	\$148.12		\$148.12
TOTAL EXPENDITURES	\$137,020.44	\$21,402.53	\$158,422.97

Prepared by: 
Katharine VanSpall, Treasurer

Grant in Aid Application Evaluation

Name of Applicant: HL Stampede Hockey Club

Application Description: CIHL Coy Cup

Grant Request: \$ 5000 -

Category:

- Capital
- Special Project
- Event

Requirement	Y	N	Comments
Registered Non-profit in good standing with Registrar of Companies			
Annual General Meeting report inc. list of Directors			
Revenue/expense balance sheet or audited financial statement			
Approved current year budget			
Demonstrated financial need			
Supports goals and priorities of City and CRD			If yes, describe
Applicant receives other local government support			If yes, describe
Previous Grant in Aid			If yes, describe
Extent of community benefit			Broad Limited Specific

Recommendation: Approve Deny Amount: \$ _____

Rationale:

Evaluation Team: _____

Evaluation Date: _____

WILLIAMS LAKE STAMPEDERS HOCKEY CLUB



City of Williams Lake
450 Mart Street
Williams Lake, B.C.
V2G 1N3

Stampeders Hockey Club
102 – 375 Mandarinino Place
Williams Lake, B.C.
V2G 4V3

September 11, 2013

Attn: Pat Higgins

Re: Central Cariboo Grant for Assistance Application

RECEIVED

SEP 11 2013

CITY OF WILLIAMS LAKE

Dear Ms. Higgins,

Enclosed is our Grant Application on behalf of the Stampeders Hockey Club. We are Hosting the 2014 Coy Cup and are in need of funding to complete our task. We anticipate a shortfall in funds due in large part to the reduction of revenue during our Play-off games last year when the arena was closed and we had to relocate our games to Quesnel. We estimate we lost approximately \$17,000.00. We thank you in advance for any assistance the City can give us to ensure that we can promote Williams Lake in a first class manner during our games.

Yours truly,

Karen Gertzen
Secretary/Director

karengertzen@wlake.com
(250) 305-4120

(2013 Provincial Coy Cup Champions)
(2011 CIHL Rio Tinto Alcan Cup Champions)
(2010 CIHL Rio Tinto Alcan Cup Champions)
(2009 Provincial Coy Cup Champions)
(2007 CIHL Lightening Cup Champions)



Grant for Assistance Application

Organization Information Sheet

Name of Organization:	Williams Lake Stampeders Hockey Club
Mailing Address:	102-375 Mandarin PL. Williams Lake V2G-4V3
Telephone (office):	250-305-4120
Purpose of Organization (From Constitution or Incorporation Documents):	Senior Mens AA Hockey
How long has the organization operated in the community?	1998
BC Society Registration Number:	S-0035814
Federal Charitable Registration Number: (if applicable)	n/a
Chairperson's name:	Marko Zurak
Telephone:	250-305-4
Treasurer or Financial Officer's name:	Duane Muir
Telephone:	250-392-2833

Date of last Annual General Meeting (Attach minutes and current list of Directors):

August 19, 2013

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from City and CRD (if applicable) \$ n/a

NOTE: A Final Report for previous year's grant **MUST** be included with this submission.

Current Grant Requested from City and CRD \$ 5,000⁰⁰



Grant for Assistance Application

Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

We support our Team with sponsors and ticket sales to our home games.

2. If your organization charges user fees/memberships/admission, attach your current fee structure: \$12⁰⁰ adult \$5⁰⁰ students

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

In addition to our regular league schedule, we will be hosting the Coy Cup this year.

4. Who does your organization serve? (% of clients from City, % of clients from Central Cariboo)

Probably 50/50. Our team is made up of City & Regional residents so we attract ^{from those} areas.

5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?

No.

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department)

No

7. Does your organization use City or CRD owned facilities? If so, which ones?

yes - Cariboo Memorial Complex - Ice Arena

8. How will you indicate that the City and CRD are contributing to your organization?

On our web site, in our Special Edition Program, signage during Tournament, live feed from announcer & local newspaper



Grant for Assistance Application

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

we are the defending Champions of the C I H L Coy Cup. We have been offered the opportunity to host it this year - with the full support of our league.

2. How do you know there is a need for this service/project in our community?

Hockey is a big part of our Community. we are seeing larger & larger crowds at our games. Business & Community support has been tremendous.

3. Is your application for a:

A. seed grant B. special project or C. special capital expenditure

4. Is your agency is applying for funds from other levels of government or other sources for this project?

no.

5. Would you still be able to complete the project if you do not receive the other funds applied for?

Yes, however it would be tight

6. Please describe the impact of this application being denied or approval of an amount less than requested.

we appreciate any help we can get from the City. we would be able to present to City in a first class manner to our visiting teams and supporters with additional funds.

7. Start date of the project:

Feb 12, 2014

End date for the project:

Feb 23, 2014



Grant for Assistance Application

8. Please describe the key activities that will take place to complete the project and any associated timelines.

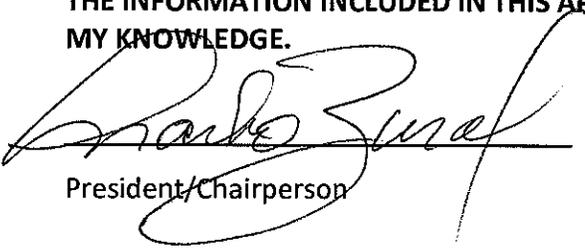
*We will be hosting the Out of Town Teams (8).
Opening Ceremonies at the Arena. Hockey Tournament
open to Public. Closing Ceremonies*

9. Please provide a detailed financial budget for the project.

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

*mainly by spectator attendance. However,
the tournament will go on as our League
ends. Typically, host communities enjoy a
boost to tourism and retail revenue.*

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


President/Chairperson

Williams Lake Stampeder Senior AA Hockey Club
 2013/2014 Budget
 April 1'13 to March 31'14

Revenue:

Player revenues:		
Tryout fees	<u>1,000.00</u>	1,000.00
Game revenues, (regular):		
Admissions	31,000.00	
Fifty/Fifty draws	3,000.00	
Program/Souvenir sales	2,000.00	
Puck toss	<u>1,000.00</u>	37,000.00
Sponsorship revenues:		
Jersey sponsors	3,450.00	
Game sponsors	4,000.00	
Bus sponsors	1,000.00	
Sign board advertising	2,000.00	
Corporate/Gold sponsors	<u>2,000.00</u>	<u>12,450.00</u>
Hosting Coy Cup revenues:		
Game revenue	20,000.00	
Sponsors/Fund raising	<u>10,000.00</u>	<u>30,000.00</u>
Total Revenue:		<u>80,450.00</u>

Expenses:

Administration:		
Advertising & promotion	2,500.00	
Bank charges	60.00	
Licences and fees	40.00	
Miscellaneous	700.00	
Postage and office supplies	800.00	
Travel expense - Executive	<u>500.00</u>	4,600.00
Hockey operations:		
Game day expense	750.00	
Game officials expense	3,500.00	
Hockey BC fees	2,500.00	
Ice time	10,000.00	
Jerseys expense	1,400.00	
Presentation and awards	2,700.00	
Road trip expenses	9,500.00	
Out of town player expense	<u>5,000.00</u>	35,350.00
Vehicle/Bus:		

Insurance	2,500.00	
Vehicle fuel	5,500.00	
Vehicle repair & maint	<u>2,500.00</u>	
		<u>10,500.00</u>
Hosting Coy Cup expenses:		
Ice time	3,500.00	
Game expenses	2,500.00	
Promotion/Advertising	3,000.00	
Visiting team expenses	<u>21,000.00</u>	
		<u>30,000.00</u>
Total Expenses:		<u>80,450.00</u>
Income over expenses		<u><u>0.00</u></u>

Williams Lake Stampeders
Balance Sheet (Cash basis) As at 08/19/2013

ASSETS**Assets**

Chequing - Credit Union	41,343.04
Bank - NewJerseys/Bus repairs	2,400.00
Equity Shares - Credit Union	68.00
Game Floats	0.00
Accounts Receivable	0.00
League Deposit	1,000.00
Team Jerseys	7,613.76
Team Bus	0.00
Total Assests	<u>52,424.80</u>

TOTAL ASSETS 52,424.80

LIABILITIES**Liabilities**

Accounts Payable	0.00
Loans Payable	0.00
Total Liabilites	<u>0.00</u>

TOTAL LIABILITIES 0.00

EQUITY**Equity**

Current Earnings	-26.95
Team Equity	52,451.75
Total Equity	<u>52,424.80</u>

TOTAL EQUITY 52,424.80

LIABILITIES AND EQUITY 52,424.80

Williams Lake Stampeders
Balance Sheet (Cash basis) As at 03/31/2013

ASSETS**Assets**

Chequing - Credit Union	41,481.49
Bank - NewJerseys/Bus repairs	2,400.00
Equity Shares - Credit Union	68.00
Game Floats	0.00
Accounts Receivable	175.00
League Deposit	1,000.00
Team Jerseys	7,613.76
Team Bus	0.00
Total Assests	<u>52,738.25</u>

TOTAL ASSETS 52,738.25

LIABILITIES**Liabilities**

Accounts Payable	286.50
Loans Payable	0.00
Total Liabilites	<u>286.50</u>

TOTAL LIABILITIES 286.50

EQUITY**Equity**

Current Earnings	1,638.20
Team Equity	50,813.55
Total Equity	<u>52,451.75</u>

TOTAL EQUITY 52,451.75

LIABILITIES AND EQUITY 52,738.25

Williams Lake Stampeders
Income Statement (Cash basis) 04/01/2012 to 03/31/2013

REVENUE

Revenue	
Player Fees	0.00
Try Out Fees	845.00
Fund Raising Income	19.60
Donations	0.00
Game Admissions	35,066.50
Power Play Contest	0.00
Fifty/Fifty Draws	2,987.07
Raffle Draws	0.00
Program/Souvenir Sales	1,670.25
Puck Toss	865.05
Jersey Sponsors	3,150.00
Game Day Sponsors	7,000.00
Program Sponsors	0.00
Bus Sponsors	950.00
Coy Cup Revenue	6,000.00
Sign Board Advertising	2,020.90
Bus Rental Revenue	0.00
Corporate Sponsors	1,875.00
Total Revenue	<u>62,449.37</u>

TOTAL REVENUE 62,449.37

EXPENSE

Expenses	
Advertising & Promotion	1,631.49
Bank Charges	63.00
BCAHA Fees	2,142.95
Coy Cup	14,887.60
Game Day Expenses	702.84
Game Officials Expense	2,470.00
Ice Time	8,620.06
Insurance	2,455.00
Jersey Expenses	5,211.04
Licences & Fees	25.00
Meals & Entertainment	0.00
Miscellaneous expense	44.86
Postage & Office Supplies	506.96
Presentations & Awards	2,122.35
Program Expenses	0.00
Road Game Expenses	9,109.59
Out of town Player expense	5,010.00
Travel Expense - Executive/Staff	519.84
Vehicle Fuel	4,970.67
Vehicle Repair & Maintenance	317.92
Total Expenses	<u>60,811.17</u>

TOTAL EXPENSE 60,811.17

NET INCOME 1,638.20

STAMPEDEERS HOCKEY CLUB

AGM – MONDAY, AUGUST 19, 2013

Called to Order 7:00 PM - Hockey Meeting Room, Cariboo Memorial Complex

Present: Marko Zurak, Kelly Kohlen, Duane Muir, Norm Duff, Cliff Philpot, Calvin Dubrey,
Karen Gertzen, Rick Gertzen, Linda Philpot

Minutes of previous AGM. Moved to accept: Marko Zurak, 2nd Norm Duff passed

Business arising from the Minutes – none

Treasurers Report: Moved to accept: Marko Zurak 2nd: Kelly Kohlen passed

Election of Officers: Nominated by Acclimation

Marko Zurak - President

Vice President - Norm Duff (Time/Score Keepers)

Treasurer - Duane Muir (Music DJ, Webmaster)

Secretary - Karen Gertzen (front end)

Directors: Linda Philpot (Programs), Rick Gertzen (Security), Simon Zurak , Calvin Dubrey
(Sponsorship)

Correspondence: Letter from Duane Muir resigning his position with Club after the
2013/2014 Season.

NEW BUSINESS:

\$50.00 Tryout fee will still be in effect.

New Schedule available – first home game is October 5, 2013

Pre Printed tickets will be increased to 1,500. Duane will look after that. Duane will also
renew license for 50/50 and draws.

Marko will look after getting the bus inspected and insured. He will also look after getting
fuel cards for the bus from previous &/or new sponsors.

Kelly & Linda would like to see more people involved in the front end so that the same people don't have to do it all the time. In addition, Linda would like to see the wives/families of the players have free admission to the games.

Motion by Duane Muir: Start a Booster Club made up of volunteers and wives/families of Players. If they volunteer, then they will be given passes for the year.

2nd: Norm Duff PASSED

Linda Philpot has volunteered to head up the Booster Club and look for volunteers.

Motion by Norm Duff: to provide 9 tickets each to Coaches, Manager, Assistant Coach, Trainer and Executive Members for Home Games

2nd: Marko Zurak PASSED

Calvin offered to have his daughter take pictures of the Players for the Program as well as game photos when available.

Marko will contact Fred Thomas to get up to date on the Coy Cup Committee. Reports approximately 900 tickets sold so far. Karen will print out more tickets and they will be available at her office. Would like to see tickets sold at Fall Fair, Canadian Tire, Save-On, Safeway, Wal Mart. Marko will talk to Fred about arranging these sites and volunteers. Ticket draw is during the first Home Game on October 5.

Calvin will contact Lynn & Don Hanson to collect all Stampeders documents and relative material.

Looking for someone to maintain the web site.

Application for Coach – received from Cliff Philpot APPROVED

Application for Manager – received from Kelly Kohlen APPROVED

Next Meeting: SEPTEMBER 9, 2013 7:00 CARIBOO MEMORIAL COMPLEX

Meeting adjourned 8:30 pm

All correspondence to Stampeders Hockey Club must be addressed to:

The Secretary, Stampeders Hockey Club

102 – 375 Mandarino Place

Williams Lake, B.C. V2g 4V3

Grant in Aid Application Evaluation

Name of Applicant: Wk Blue Fins Swim Club

Application Description: Pac clock

Grant Request: \$ 2690 -

Category:

- Capital
- Special Project
- Event

Requirement	Y	N	Comments
Registered Non-profit in good standing with Registrar of Companies			
Annual General Meeting report inc. list of Directors			
Revenue/expense balance sheet or audited financial statement			
Approved current year budget			
Demonstrated financial need			
Supports goals and priorities of City and CRD			If yes, describe
Applicant receives other local government support			If yes, describe
Previous Grant in Aid			If yes, describe
Extent of community benefit			Broad Limited Specific

Recommendation: Approve Deny Amount: \$ _____

Rationale:

Evaluation Team: _____

Evaluation Date: _____

Grant for Assistance Application



RECEIVED

SEP 26 9 11 AM

CITY OF WILLIAMS LAKE

Organization Information Sheet

Name of Organization: <i>Williams Lake Blue Fins Swim Club</i>
Mailing Address: <i>525 Proctor Street, Williams Lake, BC, V2G 4J1</i>
Telephone (office): <i>250-392-2987</i>
Purpose of Organization (From Constitution or Incorporation Documents): <i>... guidance for developing competitive swimming skills..., etc (see Appendix A)</i>
How long has the organization operated in the community? <i>As current Society... incorporated in 1984 (Appendix B)</i>
BC Society Registration Number: <i>S-18987 (Appendix B)</i>
Federal Charitable Registration Number: (if applicable) <i>Not applicable</i>
Chairperson's name: <i>Denise Beauchamp</i>
Telephone: <i>(250) 296-4119 (h); (250)267-1561 (c)</i>
Treasurer or Financial Officer's name: <i>Wally Saunders</i>
Telephone: <i>(250) 392-7332; (250) 267-7014</i>

Date of last Annual General Meeting (Attach minutes and current list of Directors):

June 20, 2013 (Appendix C – List and Minutes)

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

(see Appendix D)

Previous Year Grant from City and CRD (if applicable) *\$0*

NOTE: A Final Report for previous year's grant **MUST** be included with this submission.

Current Grant Requested from City and CRD *\$2690.00*



Grant for Assistance Application

Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

Currently, as in previous years, WLBF is funded by swimmer fees, fundraising, Provincial Gaming grants and corporate donation. WLBF anticipates our funding sources to continue over the next 3-5 years.

2. If your organization charges user fees/memberships/admission, attach your current fee structure: *See Appendix E attached.*

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

The 2013-14 WLBF objectives are to increase enrolment, to offer greater selection of program for recreational swimmers, to build the club to produce top provincial and national age group swimmers, and to make membership more affordable to families of all ethnic diversities. This differs from last year as the focus this year will be being more strategic in targeting the needs of different participating groups. We have a unique opportunity with Chad Webb returning as the head coach of WLBF, having coached UBC swim team. He is up to date with latest techniques for swimmer improvement. To obtain this equipment put tools in his hands to bring our local swimmers to the next level.

4. Who does your organization serve? (% of clients from City, % of clients from Central Cariboo)

Currently, as in past years, our swim families reside mostly in the City (about 80%), but some in the CRD (about 20%), and these within a 20 minute from facilities.

5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?

No

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department)

No

7. Does your organization use City or CRD owned facilities? If so, which ones?

WLBF rents an office and pool in the Recreation Complex.

8. How will you indicate that the City and CRD are contributing to your organization?

WLBF gratefully acknowledges contributions by way of special ads and photos in local papers, and sponsorship listings on swim sheets during our hosted events, and posters.



Grant for Assistance Application

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

Appendix F lists the proposed capital expenditures. The Pace clock is a wireless, programmable LED clock which offers many training modes for swimmers. It can create customized workouts and is a wonderful training tool to fine-tune the swimmers' skills. The tripods, batteries and case are listed separately and would also be needed to support and protect the clocks.

2. How do you know there is a need for this service/project in our community?

WLBF would prefer to keep fees affordable for families. As a result we have delayed needed purchases which would enable our swimmers to obtain competitive instruction. WLBF will be able to remain competitive and increase their competitive edge with this equipment.

3. Is your application for a:

A. seed grant B. special project or C. special capital expenditure

4. Is your agency is applying for funds from other levels of government or other sources for this project?

WLBF will continue to apply for funding from Provincial Gaming and local organizations and businesses.

5. Would you still be able to complete the project if you do not receive the other funds applied for?

No. Currently we have not secured local organization donations for this equipment.

6. Please describe the impact of this application being denied or approval of an amount less than requested.

As funding allows, WLBF will initiate purchases. These purchases will not be implemented if this application is unsuccessful.

7. Start date of the project:

October 2013

8. End date for the project:

May 30, 2014



Grant for Assistance Application

8. Please describe the key activities that will take place to complete the project and any associated timelines.

The listed capital expenditures will begin to be purchased as grant and donation money is secured during 2013-14.

9. Please provide a detailed financial budget for the project.

See attached Appendix F.

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

The Pace Clocks are used in training to fine-tune skills and create customized workouts. They are very useful for coaches and swimmers who want to accurately synchronize and program swimming sessions. They are able to be used as standalone units or can be synched with computers. They are also used during swim meets and during meet warm-ups. Our swimmers will be able to see progress improve which will directly correlate to better times during swim meets.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



President/Chairperson

Appendix A

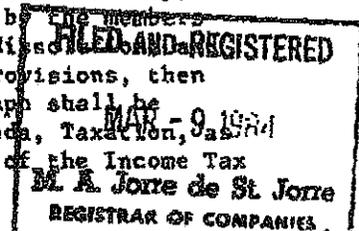
SOCIETY ACTConstitution

1. The name of the society is the Williams Lake Blue Fin Swim Club.
2. The purposes of the society are
 - a) to provide participants with guidance for developing and testing their respective skills in competitive swimming and diving at progressively higher standards.
 - b) to create and maintain an organizational structure, means of skill development and financial base necessary to nurture the best spirit and performance in those participants.
 - c) to do all such other things as are necessary and consistent with the attainment of such said objectives.
3. The purposes of the society shall be carried out without purpose of gain for its members and any profits or other accretions to the society shall be used for promoting its purposes.
4. ^{M.C.} Part 4 of the Constitution as amended herein is unalterable in accordance with Section 22 of the Society Act.

Bylaws

The bylaws of the society are those set out in Schedule B to the Society Act, with the following variations, deletions and additions.

1. Delete Part 2 paragraph 4 and replace with a new paragraph 4 as follows:
 4. (1) an adult person may apply to the directors for membership in the society and on acceptance by the directors and payment of a membership fee shall be a member for the reporting year.
 - (2) a minor person may participate in a program of the Society for not longer than the period during which one parent or guardian of that minor person is a member.
 - (3) an adult person may be a program participant provided that he is a member of the society.
2. Change Part 4 paragraph 22
 - (2) Voting by show of hands except at election of officers shall be done by secret ballot.
4. Add Part 13 - Dissolution
 63. In the event of winding up or dissolution of the society, funds and assets of the Society remaining after the satisfaction of its debts liabilities, shall be given or transferred to such organizations promoting the same purposes as this Society, in the Williams Lake area, as may be determined by the members of the Society at the time of winding up or dissolution, and if effect cannot be given to the aforesaid provisions, then such organization referred to in this paragraph shall be registered charity recognized by Revenue Canada, Taxation, as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect.



Appendix B

DUPLICATE

CANADA
PROVINCE OF BRITISH COLUMBIA

NUMBER

S-18987



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

SOCIETY ACT

Certificate of Incorporation

I HEREBY CERTIFY THAT

WILLIAMS LAKE BLUE FIN SWIM CLUB

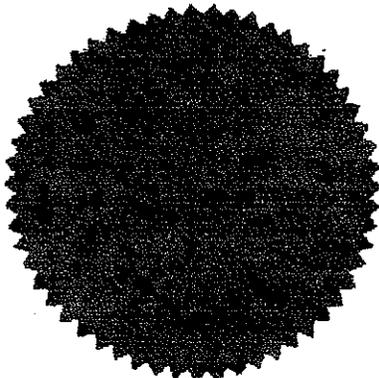
HAS THIS DAY BEEN INCORPORATED UNDER THE SOCIETY ACT

GIVEN UNDER MY HAND AND SEAL OF OFFICE

AT VICTORIA, BRITISH COLUMBIA,

THIS 9TH DAY OF MARCH, 1984

L. G. HUCK
DEPUTY REGISTRAR OF COMPANIES



Williams Lake Blue Fins
Swim Club
Annual General Meeting
June 26, 2013

Present: Glenys Saunders, Wally Saunders, Jerome Beauchamp, Denise Beauchamp, Ellen Paynten, Chad Webb, Andrea Christensen, Jay Klaue, A. Klaue, Scott McCreight, Sue Stoddart, Sharon Haynes, Nicole Brandson, Karen Grace, Lisa Kerley, Mari-Ann Russell, Marilyn Haines, Kim Nowatny, Bonnie Rich, Kelly Casselton, Maureen Burton, Daryl Burton, Mike Hanson, Lisa Young, Darla Robson, Christina Carriere, Angie and Mike Brinoni, Perry Vitoratos

1. Call to Order at 5:33 pm by Denise Beauchamp.
2. Minutes of June 20, 2012 Meeting reviewed.

Moved: J. Klaue
Second: A. Christensen

Motion: " To accept the Minutes of the June 20, 2012 Meeting as read."
Carried

3. The Agenda was reviewed.
4. The President's Message-Denise Beauchamp
Welcome. It is so nice that our club has experienced substantial growth during a period of economic challenge. Our club has grown from thirty-four to sixty. We have had two swimmers achieve National Time Standards, five swimmers achieve triple A standards and seven swimmers achieve double A Standards. This year Gaming dollars were not as high as we hoped; but the club really pitched in to do well fund raising for a total of \$22,431 raised.

This is our first year with our new head coach Mr. Chad Webb. Our swimmers are learning to set and achieve goals they never thought they could. Thank you Chad for organizing the Olympian event. Thank you Cariboo Dental Clinic for sponsoring our team jackets/bags and our home meet. Congratulations to our Triple A swimmers who had great meet results at the Provincials despite having to deal with the two week pool closure and drive to Quesnel. Thank you parents who drove. We also shared a Christmas mini meet, breakfast and a movie; thank you Andrea. Our home meet was well attended and had great food; thank you Christina. Thank you to Jerome for certifying ten new officials. Three senior swimmers and one parent became "Level one coaches"- two other swimmers are awaiting the next course for their certification.

The Blue Fin's have had a very successful year. Our club is growing not only in numbers but in a positive direction. Our kids have learned to set and achieve goals. They have smiles on their faces most of the time and are working hard to improve their skills. Willing parents support their swimmers and the club. I am looking forward to our next season and am hoping for continuing positive results we've experienced this year. Thank you.

5. Wally Saunders presented the Profit/Loss Statement for 2012-2013.

6. Wally Saunders presented the proposed budget for the 2013-2014 year.

Moved: Mari-Ann Russell

Second: Ellen Paynton

Motion: "To Accept the proposed 2013/2014 budget as presented

Carried

7.Election of officers

a) President :Denise Beauchamp nominated by Darla Robson. Accepted.

There were no other nominations from the floor. Denise Beauchamp elected president by acclamation.

b)Vice-President: Mari-Ann Russell nominated by Darla Robson. Accepted. There were no other nominations from the floor. Mari-Ann Russell elected Vice-President by acclamation.

c)Treasurer: Wally Saunders nominated by Jerome Beauchamp.

Accepted. There were no other nominations from the floor. Wally Saunders elected Treasurer by acclamation.

d) Secretary:Darla Robson nominated by Denise Beauchamp.Accepted. There were no other nominations from the floor. Darla Robson elected Secretary by acclamation.

e) Registrar: Nicole Brandson Nominated by Denise Beauchamp. Accepted. There were no other nominations from the floor. Nicole Brandson elected Registrar by acclamation.

f) Directors at Large: The following are serving the Club as Directors at Large: Marilyn Haines, Scott McCreight, Sharon Haynes, Ellen Paynton.

Moved : Ellen Paynton

Second: Sharon Haynes

Motion: "To adjourn the meeting at 6:03pm."

Williams Lake Blue Fins Executive Officers

2013-2014

President: Denise Beauchamp 250-296-4119

Vice President: Mari-Ann Russell 250-398-2262

Secretary: Darla Robson 250-392-6421

Treasurer: Wally Saunders 250-392-7332

Registrar: Nicole Brandson 250-398-5071

Directors at Large: Scott McCreight 250-392-5659

Sharon Haynes 250-398-5316

Ellen Paynton 250-398-2656

Williams Lake Blue Fins
Profit & Loss
 May 2012 through April 2013

May '12 - Apr 13

Ordinary Income/Expense	
Income	
FUNDRAISING	
4101 Breakfast out restaurant	
FUNDRAISING	25.00
Total 4101 Breakfast out restaurant	25.00
4120 Christmas Trees	4,421.97
4130 Misc Fundraising	1,595.24
4140 National Fundraising	234.71
4148 Purdy's Sales	7,360.01
4150 Raffle Tickets	9,451.00
4153 Rotary Club	2,100.00
4163 Steaknight WL	293.60
4165 Spaghetti Dinner	457.12
4170 Swimathon	195.65
4180 Ryan Cochran Dinner	6,185.00
Total FUNDRAISING	32,319.30
INCOME CORPORATE	
4200 Advertising Revenue	2,020.90
4240 Donations Other	150.00
4250 Gaming	18,000.00
4260 Corporate Donations	1,038.50
4270 Miscellaneous	1,575.79
Total INCOME CORPORATE	22,785.19
INCOME FEES	
4300 Swim BC Insurance	5,686.00
4310 Swim Program Fees	35,746.03
Total INCOME FEES	41,432.03
INCOME SWIM	
4420 Spring Fling Swim Meet	3,551.75
4450 Olympian Camp	100.00
4460 Open Water Event	570.00
Total INCOME SWIM	4,221.75
REIMBURSED MEET INCOME	
4515 BC Summer Games	-600.00
4540 Meet Event charges/splash	3,184.80
4550 Reimbursed other	108.70
4555 Coaches Travel	1,582.50
REIMBURSED MEET INCOME - Other	223.00
Total REIMBURSED MEET INCOME	4,499.00
SWIM SUPPLIES SALES	
4610 Clothing and Other items	2,174.00
4610 Goggles	614.00
4620 Swim Caps	408.00
4630 Swim Suits	1,869.00
4635 Swim supplies - other	2,302.50
4640 Swim Supplies Purchased	59.15
SWIM SUPPLIES SALES - Other	141.00
Total SWIM SUPPLIES SALES	7,567.65
Total Income	112,824.92
Expense	
Advance	-7,200.00

Sept 11/13 

PM
1/13
ual Basis

Williams Lake Blue Fins
Balance Sheet
As of April 30, 2013

Apr 30, 13

ASSETS	
Current Assets	
Chequing/Savings	
1000 Credit Union	24,962.42
1010 Shares General Account	66.00
1020 Shares National 209023	2,619.21
1050 Bingo Account	2,420.43
1100 National Account 209023	12,071.32
Total Chequing/Savings	42,139.38
Accounts Receivable	
1200 Accounts Receivable	3,493.20
Total Accounts Receivable	3,493.20
Other Current Assets	
1500 Undeposited Funds	-2,038.31
Total Other Current Assets	-2,038.31
Total Current Assets	43,594.27
Other Assets	
1300 Swim Supplies on Hand	7,018.00
Total Other Assets	7,018.00
TOTAL ASSETS	50,612.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	-6,476.66
Total Accounts Payable	-6,476.66
Other Current Liabilities	
Payroll remittance	
2120 EI employee	-3.47
2125 EI employer	-4.90
2155 Taxes	0.48
Total Payroll remittance	-7.89
Total Other Current Liabilities	-7.89
Total Current Liabilities	-6,484.55
Total Liabilities	-6,484.55
Equity	
3000 Retained Earnings	72,161.48
3100 Opening Bal Equity	-17,553.83
Net Income	2,489.17
Total Equity	57,096.82
TOTAL LIABILITIES & EQUITY	50,612.27

Sept 11/13 

Williams Lake Blue Fins
Profit & Loss
May 2012 through April 2013

May '12 - Apr 13

EXPENSES	
5005 Advertising	762.71
5010 Awards	1,451.48
5020 Bank Service Charges	223.11
5026 Swim Registrations	5,691.00
5030 Club Registration fee	705.50
5033 Christmas Trees	1,465.00
5035 Coach Training	487.50
5040 Coach Training CSCTA	410.00
5043 Cruise Raffle Cost	4,920.00
5045 Conference	350.00
5050 Executive Expenses	79.00
5055 Expense Miscellaneous	407.25
5057 Equipment	6,178.02
5058 Fundraising Expenses	0.00
5059 Cochran Dinner	5,078.40
5060 Office expense	410.40
5061 Olympian Camp	700.00
5062 Open Water Event	797.64
5064 North West Regional Camp	225.00
5065 Pool Rental	15,492.52
5067 Purdy's	4,097.00
5068 Norcard	992.99
5070 Spring Fling Home Expenses	758.31
5210 Club Spirit	4,883.92
5212 Reimbursements	88.00
5215 Prince George Meet	2,154.00
5220 Kamloops Meet	531.33
5225 AA'S	353.25
5230 AAA	1,969.21
5400 Utilities internet/telepho	225.70
5450 Website	175.00
Coaches Travel	
5350 Kamloops	1,204.88
5360 Misc Coach Travel	937.30
5375 Provincials	1,157.20
5380 Prince George	764.76
Total Coaches Travel	4,064.14
Wages	
5510 Assistants	5,414.25
5520 Head Coach	42,998.12
5530 WCB	1,108.09
5540 Cpp Expense	1,966.56
5550 EI expense	1,187.93
Total Wages	52,674.95
Total EXPENSES	118,802.33
Reconciliation Discrepancies	-1,266.58
Total Expense	110,335.75
Net Ordinary Income	2,489.17
Net Income	<u>2,489.17</u>

Sgt 11/13 W.A.

Williams Lake Blue Fins Swim Club
L&G # 104923
Program Last Fiscal Actual Revenues/Expenses
and Current and Next Year's Budgets

	Last Fiscal Actual Revenue/Exp. May '11 - Apr 12	Current Fiscal Actual Revenue/Exp. May '12 - Apr 13	Next Fiscal Budget May '13 - Apr 14
Ordinary Income/Expense			
Income			
FUNDRAISING			
4100 Aquatics for Arthritis	0.00	0.00	0
4120 Christmas Trees	2,685.00	4,421.97	3,000
4130 Misc Fundraising	2,582.63	1,595.24	1,000
4141 Norcard	519.40	234.71	800
4145 Pizza Bowling	-47.95	0.00	300
4148 Purdy's Sales	497.20	7,360.01	7,000
4150 Raffle Tickets	3,933.82	9,451.00	4,500
4153 Rotary Rednose	0.00	2,100.00	2,000
4155 Open Water Event	510.00	570.00	600
4160 Steak & Wine	290.00	293.60	750
4165 Spaghetti Dinner	943.60	457.12	750
4170 Swimathon	3,565.00	4,274.50	4,000
4180 Ryan Cochran Diner	0.00	6,185.00	
Total FUNDRAISING	15,478.70	36,943.15	24700
INCOME CORPORATE			
4200 Advertising Revenue	2,420.00	2,020.90	2500
4220 Grants	2,022.50	0.00	2000
4240 Donations Other	600.00	150.00	500
4250 Gaming	26,496.69	18,000.00	26250
4260 Corporate Donations	2,250.00	2,538.50	2500
4270 Miscellaneous	-683.00	536.79	500
Total INCOME CORPORATE	33,106.19	23,246.19	34250
INCOME FEES			
4300 CASA Fees	6,548.00	5,686.00	7,000
4310 Swim Program Fees	23,879.51	35,746.03	34,000
Total INCOME FEES	30,427.51	41,432.03	41000
INCOME SWIM			
4420 Swim Meet Home Income	3,786.00	3,918.75	3,500
4450 Olympian Camp	0.00	0.00	0
Total INCOME SWIM	3,786.00	3,918.75	3500
Interest Income	0.00	0.00	0
REIMBURSED MEET INCOME			
4515 BC Summer Games	0.00	-600.00	0
4540 Meet Event charges/splash	821.20	4,132.50	0
4550 Reimbursed other	0.00	0.00	0
4555 Coaches Travel	1,960.00	1,582.50	
4560 Provincials AAA	10.00	0.00	0
REIMBURSED MEET INCOME - Other	0.00	90.00	0
Total REIMBURSED MEET INCOME	2,791.20	5,205.00	0
SALE OF EQUIPMENT	0.00	0.00	
SWIM SUPPLIES SALES			
4610 Goggles	987.00	614.00	
4615 Clothing and other items	1,582.00	2,016.00	
4620 Swim Caps	260.00	312.00	
4630 Swim Suits	1,884.00	1,671.00	
4635 Swim supplies - other	557.66	2,302.50	
SWIM SUPPLIES SALES - Other	101.00	141.00	
Total SWIM SUPPLIES SALES	5,371.66	7,056.50	1800
Total Income	90,966.54	117,801.62	105250

Sept 11/13 WJ

Expense	Last Fiscal	Current Fiscal	Next Fiscal
	Actual	Actual	Budget
	Revenue/Exp. May '11 - Apr 12	Revenue/Exp. May '12 - Apr 13	May'13 - Apr'14
EXPENSES			
5005 Advertising	759.36	762.71	500
5010 Awards	946.42	1,451.48	700
5015 Bad Debts	3,487.20	0.00	0
5020 Bank Service Charges	139.52	202.13	150
5025 Bursary	0.00	0.00	600
5026 CASA Fees	6,508.00	5,691.00	7,000
5030 Club Registration Fee	208.00	705.50	
5210 Club Spirit	255.73	4,883.92	300
5033 Christmas Trees	0.00	1,465.00	
5035 Coach Training	1,376.77	487.50	500
5040 Coach Training CSCTA	350.00	410.00	1000
5043 Cruise Raffle Tickets	0.00	4,920.00	
5048 Cost of Goods Sold	4,131.29		
5055 Expense Miscellaneous	151.91	449.16	500
5057 Equipment	952.52	6,178.02	4,000
5058 Fundraising Expenses	275.00	0.00	300
5059 Cochran diner	0.00	5,078.40	
5060 Office supplies	208.39	410.40	200
5061 Olympian Camp	0.00	0.00	0
5062 Open Water Event	804.09	797.64	750
5065 Pool Rental	16,521.26	15,492.52	20000
5067 Purdy's	0.00	4,097.00	
5068 Norcard	0.00	992.99	
5070 Swim Meet Home Expenses	2,491.96	1,424.31	1,500
5245 Deck Supplies	0.00	55.94	0
5255 Time Trial Sanction fees	0.00	80.00	250
5400 Utilities internet/telepho	1,527.56	225.70	120
5450 Website	168.00	175.00	1,500
Expenses	41,262.98	56,436.32	39,870
Coaches Travel			
5350 Kamloops	1,768.04	1,204.88	2,500
5360 Misc Coach Travel	1,802.63	937.30	2,500
5375 Provincials	2,169.46	1,157.20	1,000
5380 Prince George	933.28	764.76	1,000
5383 Surrey	0.00	0.00	1,000
Total Coaches Travel	6,673.41	4,064.14	8,000
Wages			
5510 Assistants	4,491.75	5,758.50	6,000
5520 Head Coach	41,200.08	42,998.12	45,000
5530 WCB	1,338.90	1,108.09	1300
5540 Cpp Expense	1,898.17	2,044.32	2000
5550 EI expense	1,149.81	1,240.83	1400
Total Wages	50,078.71	53,149.86	55,700
Total EXPENSES	98,015.51	113,650.32	103,570
Reconciliation Discrepancies	39.88	1,242.63	
Total Expense	98,054.98	112,407.69	103,570

Sept 11/13 W. Am

Novice

Children can become a Blue Fin as early as 5 yrs of age. They must be "deep water safe" and able to swim one length of the pool unassisted.

- Competitive swimming is allowed at 7 yrs of age.
- Low coach to swimmer ratio.
- Swims 2 times a week, 30 minute sessions.

Super Novice

- Approximate age is 7 to 10 years.
- Should have basic mechanics of freestyle (front crawl) with breathing.
- Swims 2 times a week, 60 minute sessions.

Junior 1

- Approximate age is 8 to 14 years.
- Should have basic mechanics of most of the four strokes: freestyle, backstroke, breaststroke and butterfly.
- This is a good group for older swimmers doing cross fit or wanting a great swimming program to learn swimming and stay in shape.
- Swims 3 times a week, a total of 5.25 hours.

Junior 2

- Approximate age is 9 to 14 years.
- Should be swimming all four strokes with confidence and strength.
- Preparation for moving into the Senior groupings.
- Swims 4 times a week, a total of 5.5 hours.

Swim-Nastics

This exciting new program is designed to give children 7-10 years old an introduction to multiple sports and experiences. through swimming and gymnastics, children will have the opportunity to have an incredibly well-rounded introduction to many athletic abilities to promote lifelong development.

- Cost for Gymnastics: \$335 - includes insurance and fundraising obligations
- Option for swimmers - swim full time or half time - swim session/term fees will be halved, insurance and registration fees remain.

Senior 1, 2 & 3

Senior's is the top competitive level in the club, which demands a high level of commitment. Attendance at workouts and competitions is required. These swimmers will learn the importance of goal setting, commitment, technique and conditioning, as well as racing strategies, tactics and fine tuning racing skills.

This group will also focus on dry land training as well with development on core, flexibility and body weight exercises.

Entrance into the Senior program must be approved by the head coach.

Criteria is - proficient in all 4 strokes and racing skills (starts and turns) as well as a level of commitment and positive energy that will add to this group. Working towards Provincial standards will be the focus of training of these groups.

Swimmers will be expected to also help give back to the club in the form of teaching and mentoring younger swimmers and fundraising activities.

Senior 1

- Approximate age is 11 - 14 years.
- Swims a total of 7 hours per week.

Senior 2

- Swims a total of 8.75 hrs per week and two 1 hour Dry Land sessions.

Senior 3

- Most Competitive group In the Blue Fins. Ability is more the factor for this group.
- Swim a total of 12 hrs per week and two 1 hour Dry Land sessions.

Masters

- Adult swim program
- Workout and skills
- Swim a total of 3 hours per week

Appendix E

BLUE FINS SWIM SCHEDULE & FEE STRUCTURE

Session 1: Sept 23, 2013 - Dec 20, 2013 (13 weeks)

Session 2: Jan 6, 2014 - Mar 9, 2014 (9 weeks)

Session 3: Mar 24, 2014 - May 30, 2014 (10 weeks)

Novice:	\$275/yr (\$110/\$75/\$100) - 1 hr/wk Tue / Thurs 5:15 pm - 5:45 pm
Super Novice:	\$400/yr (\$160/\$110/\$135) - 2 hr/wk Tues / Thurs 5:45 pm - 6:45 pm
Junior 1:	\$700/yr (\$280/\$190/\$235) - 4.25 hr/wk Mon / Wed 5:00 pm - 6:30 pm Fri 3:45 pm - 5:00 pm
Junior 2:	\$750/yr (\$300/\$200/\$250) - 5.5 hr/wk Mon / Wed 5:00 pm - 6:30 pm Fri 3:45 pm - 5:00 pm Sat 7:45 am - 9:15 am
Senior 1:	\$800/yr (\$320/\$215/\$270) - 7 hr/wk + 1 hr Dry Land Mon 3:45 pm - 5:30 pm Tues / Thurs 6:15 am - 8:00 am Tues Dryland 4:00 pm - 5:00 pm Sat 6:45 am - 9:15 am
Senior 2:	\$855/yr (\$350/\$235/\$275) - 8.75 hr/wk + 2 hr Dry Land Mon 3:45 pm - 5:30 pm Tues / Thurs 6:15 am - 8:00 am Tues Dry Land 4:00 pm - 5:00 pm Thurs Dry Land 4:00 pm - 5:00 pm Fri 6:15 am - 8:00 am Sat 6:45 am - 9:15 am
Senior 3:	\$950/yr (\$380/\$255/\$320) - 12 hr/wk + 2 hr Dry Land (includes Christmas Training Camp fees) Mon 6:15 am - 8:00 am Mon 3:45 pm - 5:30 pm Tues / Thurs 6:15 am - 8:00 am Tues Dry Land 4:00 pm - 5:00 pm Wed 4:00 pm - 5:00 pm (in high training weeks) Thurs Dry Land 4:00 pm - 5:00 pm Fri 6:15 am - 8:00 am Sat 6:45 am - 9:15 am
Masters:	Mon 6:30 am - 7:30 am Fri 6:30 am - 7:30 am Sat 6:45 am - 7:45 am

WLBF Capital Expenditure List

2013-2014

Pace Clocks: I-Clock Pro4, 2 @ \$1050 = \$2100.00

Tripods: 2 @ \$100 = \$200.00

Clock Batteries: 2 @ \$85 = \$170.00

Pelican Case for Clocks: 1 @ \$220.00

Total: \$2690.00

Grant in Aid Application Evaluation

Name of Applicant: Potato House Project

Application Description: Brochures / etc Urban Chickens/Bees.

Grant Request: \$ 3430 -

Category:

- Capital
- Special Project *Seed Grant*
- Event

Requirement	Y	N	Comments
Registered Non-profit in good standing with Registrar of Companies	✓		
Annual General Meeting report inc. list of Directors			
Revenue/expense balance sheet or audited financial statement			
Approved current year budget			
Demonstrated financial need			
Supports goals and priorities of City and CRD			If yes, describe
Applicant receives other local government support			If yes, describe
Previous Grant in Aid			If yes, describe
Extent of community benefit			Broad Limited Specific

Recommendation: Approve Deny Amount: \$ _____

Rationale:

Evaluation Team: _____

Evaluation Date: _____

GETTING INVOLVED!

COMMUNITY COMPOSTING

The Potato house is very excited to introduce the Community Composting Project! At the site you'll find 10 newly constructed pallet compost bins along the back fence. Bring down your household compost, familiarize yourself with the dos and don'ts of composting, and aid us in our efforts to be a zero-waste community while simultaneously nurturing the BILLIONS of microorganisms that our existence relies on. Be sure to attend a composting workshop on May 31st, the first of our playshop series.

POTATO HOUSE FASHION

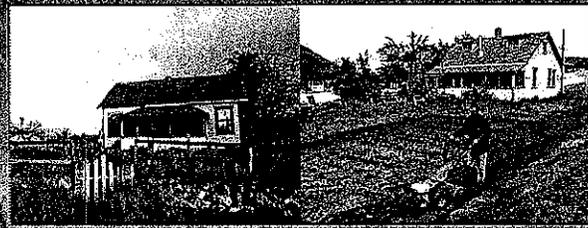
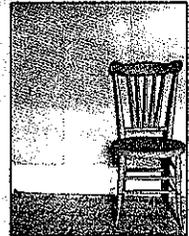
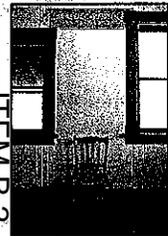
Show your support and enhance your fashion sense by getting your hands on one of our silkscreened shirts! One of a kind, only \$20, and 100% of proceeds go directly to the Potato House to help fund future projects and endeavors.

2014 Calendar

Enjoy a year of fabulous photos taken by some of the communities best photographers including Leah Selk, Lauren Carruthers, and Leslie Rowse. Keep your eyes open for it in the fall.

HOUSE & GARDEN TOURS

Want to see what's behind the doors at the Potato House? Take a peek at the layers of local history. Book a tour at spuds@potatohouseproject.com



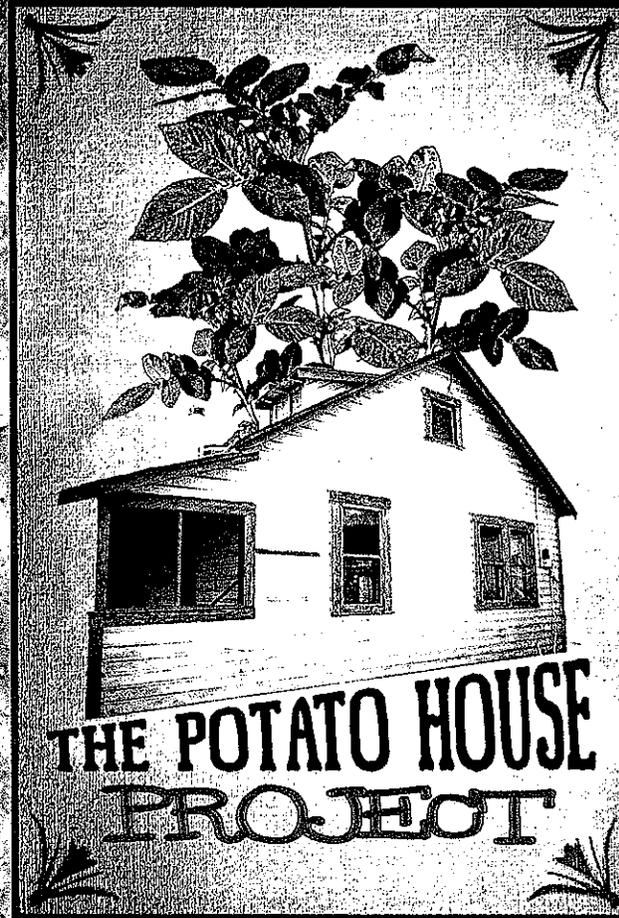
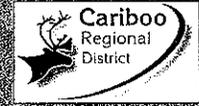
a BRIEF HISTORY

The Potato House of 49 Borland St. Williams Lake BC is an authentic example of a 1930's heritage home and abundant subsistence garden historically producing mostly potatoes, hence the name. Bought in 2011 by the Potato House Sustainable Community Society they now work together with the community and their quarter acre of sunny land to showcase, share and educate ideas of organic urban farming, community gardens, heritage plant preservation, zero-waste concepts, sustainable energy sources, and just about any progressive idea that we have the means to implement.

POTATO HOUSE SOCIETY MEMBERSHIPS

Become a member today to participate in our weekly work(play)shops hosted Friday evenings all summer long!

- \$20 for individuals
- \$30 for a family
- \$100 for Corporate - includes your logo on our website, business name on the side of the house, & a whole lot of appreciation!



THE POTATO HOUSE PROJECT

a registered NOT-FOR-PROFIT SOCIETY
INSPIRING SELF-SUFFICIENT
SUSTAINABLE LIVING THROUGH
COMMUNITY OUTREACH
AND PROGRESSIVE EDUCATION

WWW.POTATOHOUSEPROJECT.COM

COMMUNITY EVENTS

Page 45
May 1st
CD Subsidized Composters go on sale!
Get yours at www.carlboard.bc.ca

May 4th
SEEDY SATURDAY
Growers Co-Op parking lot 10-4

May 26th
CHILDREN'S FESTIVAL
Boitanio Park - look for our booth!

May 31st
OLIVER ST. FARMER'S MARKET BEGINS
PLAYSHOPS BEGIN!

June 1st
FLOWER POWER COFFEE HOUSE
Arts on the Fly Fundraiser - Horsefly Community
Hall 7pm

June 21st
ABORIGINAL DAY
Come and watch the parade from the Potato
House!

June 28th - July 1st
WILLIAMS LAKE STAMPEDE
Refreshments and open house at the Potato House
during the Parade

July 12th & 13th
ARTS ON THE FLY MUSIC FESTIVAL - Horsefly
Look for our booth

September 7th & 8th
WILLIAMS LAKE HARVEST FAIR
Visit our booth in partnership with Central Car-
lbee Beekeepers Association - love our local bees!

FRIDAY PLAYSHOPS

All Playshops are at the Potato House, 7pm unless
stated otherwise.

May 31st
COMMUNITY COMPOSTING with Marin Patenaude
Learn how to build a pallet compost bin and the dos
and don'ts of composting.

June 7th
INTRODUCTION TO MEDICINAL LOCAL PLANTS with
Maggie Ranger

June 15th
APLINE FLOWER & GARDEN TOUR in Horsefly
with Sue Hemphill & Jurgen Hornberg
Explore their award winning gardens and be inspired
by their zero-waste, self-sustaining lifestyle. Stay
tuned for directions.
Potluck at 6

June 21st
"HOW TO" RECYCLE with Tera Grady
Useful information and tips for household recycling

July 5th
OPEN HOUSE & OBSERVATORY TOUR
Bring a sleeping bag and stay the night for some
midnight stargazing! Stay tuned for directions.
Potluck 6-30 Belle Wellness Center - Horsefly

July 19th
ATTACHMENT PARENTING with Callie Borkowski &
Carmen Mutschelle

July 26th
WILLIAMS LAKE GARDEN TOUR with Leah Selk &
Liliana Dragowska
7pm meet at Potato House

August 9th
VOCAL IMPROV with Doug Koyama
Nothing feels as good as singing, except maybe a
hug from Doug

Aug 16th
BEEES! with Petr Herman
An introduction to urban bee farming and a look at
the Potato House Bee Project

August 23rd
VERMICULTURE with Mary Forbes
Introduction to the wonderful world of composting
with red wiggler worms

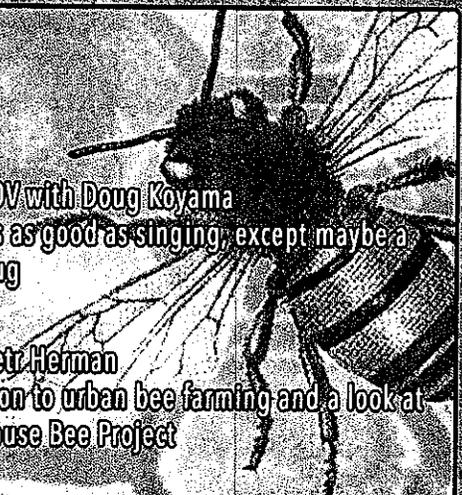
September 6th
ROOT CELLAR TOUR with Clint & Karen Thompson
Location & time TBA

September 13th
CLUCK! with Susan Tritt
Learn about the 'Canadian Liberation of Urban
Chickens Klub' and useful tips on raising your own
chickens

September 20th
"HOW TO" RECYCLE with Tera Grady
Useful information and tips for household recycling

September 27th - THE LAST ONE!
POTATO HOUSE POTLUCK & COMPOST TURNING
Bring something from your garden and celebrate
the abundance of the season
6pm Potato House

WE'D LOVE TO HEAR FROM YOU!
SPUDS@POTATOHOUSEPROJECT.COM





RECEIVED

SEP 30 2019

CITY OF WILLIAMS LAKE

CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

On an annual basis, the City of Williams Lake (City) and Electoral Areas D, E and F of the Cariboo Regional District (CRD) jointly provide Grants For Assistance to local non-profit organizations for projects, activities and events that strengthen and enhance the well being of the community, promote volunteerism and support the goals and priorities of the City of Williams Lake and Cariboo Regional District.

Applications may be submitted to the City of Williams Lake, 450 Mart Street, V2G 1N3 or Cariboo Regional District, Suite D, 180 North third Ave., V2G 2A4

THE DEADLINE FOR APPLICATIONS IS SEPTEMBER 30TH

Late applications will not be considered.

In order to qualify for a Grant For Assistance, the applicant must:

- Be a registered non-profit organization in good standing with the Registrar of Companies;
- Provide the most recent Annual General Meeting report, financial statements and approved budget for the current year;
- Demonstrate financial need; and
- Provide a service, project or event that supports the priorities and goals of the City and CRD.

Services, projects or events proposed by the applicant must not:

- Offer direct financial assistance to individuals or families;
- Duplicate or replace services that fall within the mandate of senior levels of government or local service agency; or
- Support a Provincial or National fundraising campaign; OR
- Be of a commercial nature

Grants for Assistance will be provided under the following categories:

1. **Capital Expenditure** – equipment purchase, construction, repair or upgrade of facilities
2. **Event** – seed funding for new, ongoing events with diminishing support over three years
3. **Special Project** – one-time special event, program or activity



Grant for Assistance Application

Organization Information Sheet

Name of Organization:	Potato House Sustainable Community Society
Mailing Address:	49 Borland Street, Williams LAke BC V2G 1P4
Telephone (office):	778.961.0211 Cell or 250.855.8443 Cell
Purpose of Organization (From Constitution or Incorporation Documents):	"To fund, facilitate, promote and carry out activities and programs that inspire personal and community self-sufficiency, a smaller ecological footprint and to operate a high profile drop-in center and garden space for the educational benefit of citizens"
How long has the organization operated in the community?	3 Years
BC Society Registration Number:	S-0057996
Federal Charitable Registration Number: (if applicable)	N/A
Chairperson's name:	Mary Forbes
Telephone:	250.855.8443
Treasurer or Financial Officer's name:	Chris Hutton
Telephone:	250.305.4109

Date of last Annual General Meeting (Attach minutes and current list of Directors):

AGM Monday January 21, 2013; Current Directors: Mary Forbes, Pat Teti, Chris Hutton, Chris Hornby, Richard Case

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from City and CRD (if applicable) \$ None

NOTE: A Final Report for previous year's grant MUST be included with this submission.

Current Grant Requested from City and CRD \$ \$3430



Grant for Assistance Application

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

The Potato House would like to design, develop and print user guides/brochures, host workshops, and create educational signage & install demonstration facilities for urban chickens and urban bees for our region. The print product would be created by the Potato House Executive Director and Graphic Designer Marin Patenaude with input and content confirmation from City and CRD interests. Printing would be done at Papyrus by Erik Zwires. Educational & interpretive signage to be produced with the assistance of Tom Foley of Speedpro many sizes and content profiles would be made available to the Carson Memorial Community Garden and Potato House Community Gardens and be made available to partner organizations in 100 Mile Sustainability Group and Quesnel Climate Action Group and Community Garden sites as well as garden centers and garden clubs throughout our region. Demonstration Facilities at the Potato House would include Honey Bee Hives and supporting structures in partnership with the Cariboo Bee Keepers Association and BC Honey Producers Association as well as a Chicken Tractor (portable urban chicken pen) that will be available for sale, observation or as a do it yourself kit using the "VanCouper" model www.dailyeggs.com. We would provide content for City and CRD Websites and Facebook pages.

2. How do you know there is a need for this service/project in our community?

September 24th City of Williams Lake Council approved the creation of Bylaws for Urban Chickens and Hens with a Bylaw roll out date of January 1, 2014. The creation of these bylaws will be very intensive work for our municipality planners and the support the Potato House can provide with existing knowledge, community networks, a high visibility demonstration site and skills can be a benefit to the finished product's success and leverage staff time already assigned to the project. Furthermore CRD Area D Director Deb Bischoff is working on the CRD level to develop an agricultural advisory committee to address future food production and sustainability of Bees and Hens and well as market gardens, 4-H projects and more. Potato House could sit on this committee and also share the knowledge content, products and save on other communities NGO valuable time for research, development and implementation of similar projects by using Potato House as a template and resource.

3. Is your application for a:

A. seed grant B. special project or C. special capital expenditure

4. Is your agency is applying for funds from other levels of government or other sources for this project?

Yes we will be applying to FCC in the spring, TD enviro Fund, Eco-Canada Grants, Funding for school bus costs, WLDCU and many others but our staff time is very limited and every application takes part time staff hours away from on the ground forward motion and project implementation that benefit our citizens.

5. Would you still be able to complete the project if you do not receive the other funds applied for?

No we are currently funded through CCBAC to provide community composting for the City of Williams Lake and CRD and are limited in our agreement to how we apply their funds. However there is leverage were some of our compost inputs can be fed to chickens, we are applying for a fence through Community Futures Grant in Aid this October that will benefit both projects at the demonstration site.

6. Please describe the impact of this application being denied or approval of an amount less than requested.

Without strong financial support and municipal backing the development of community outreach will be delayed by capacity of existing staff resources at both City and CRD. Potato House has a talented graphic designer and community booster with resources, skill and visual aesthetic to develop educational products that will reach audiences young and old in an efficient manner while the topic iron is hot. Furthermore this project promotes a localized economy and supports a lively downtown and local businesses. Without municipal financial support to present as leverage in future applications this project as described here will not proceed in time for the January 1st bylaw roll out. By providing less funds than request will tighten our time financially for a quality finish product, and will further tax our system by requiring more hours be invested in further consuming funding applications. We appreciate the opportunity to access these funds but it is well known it is that 20-50% of NGO time is spent looking for funds instead of serving our communities as is our mandate. Every penny currently allotted to the Potato House from CCBAC is stretched and accounted for. We have no surplus funds and no way to start new project without your financial support.

7. Start date of the project: Date of funding approval provided by this granting organization. We would like to start November 2013

End date for the project: Fall 2014. Develop the products over winter, implement spring and summer 2014 and report on success Sept 2014.



Grant for Assistance Application

Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

As a not for profit organization, the Potato House has worked extensively to source it's own funding that is available to programs dedicated towards community growth and enhancement and sustainability. Funding from the Cariboo Chilcotin Beetle Action Coalition which will provide our staff a guaranteed 20 hours a week until 2015 and the funds necessary to carry forward the community composting project. In efforts to enhance the efficiency of our applied grants we have our staff enrolled at the Not For Profit Management course being offered at Thompson River University, complimenting the training of our staff for grant writing purposes. We have established relationships with and are applying for funding from the Northern Development Initiative Trust, CRD, Community Futures, TD Friends of the Environment, Williams Lake Credit Union. Our public profile has increased through the weekly free workshops being held at the Potato House and special events such as the community potluck and upcoming zombie walk, participation in the Williams Lake Harvest Fair, Seedy Saturday, and the Oliver Street Market in turn raising funds through memberships, market vegetables and book sales, Calendar sales (printing costs provided by CCACS) and the distribution of a compilation CD of BC based musicians.

2. If your organization charges user fees/memberships/admission, attach your current fee structure: Student/Senior: \$10, Individual \$20, Business \$100.

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

In 2013 the Potato House is LAND BASED. We are focusing on effectively using our quarter acre of commercially zoned land located downtown Williams Lake to strategically increase awareness and use of our services. We provide community garden plots for people with accessibility needs with close parking and a flat topography and easy watering infrastructure. We provide free drive up community composting as funded through CCBAC and supported by the City and CRD. We provide free Friday workshops, lease space to a community SPIN gardener entrepreneur and have part time dedicated staff who provide outreach, education, graphic design, landscaping, property management, compost coaching and a friendly face for all Potato House functions. In partnership with the Oliver Street Market Association, the Potato House opened its doors, and toilet, as a public restroom on Friday afternoons and evenings to serve the "needs" of downtown users. In 2012 we were worked to achieve base funding to maintain our site and in February 2013 Potato House was granted funding from CCBAC that has created an infrastructure base that the project proposed in this application can step from. In 2011 The Potato House Society raised funds and partnered with a local silent funded to purchase the site known as the Potato House who holds our mortgage interest free. In 2010 the Potato House Sustainable Community Society was founded formed, bylaws, constitution and policy was developed. For a young society we are very proactive, very high profile and have a proved track record of setting goals and successfully

4. Who does your organization serve? (% of clients from City, % of clients from Central Cariboo)

70% City of Williams Lake 30% CRD

5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?

No

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department)

Yes \$750

7. Does your organization use City or CRD owned facilities? If so, which ones?

No

8. How will you indicate that the City and CRD are contributing to your organization?

We already recognize the City and CRD for their support in our community composting initiative. We will further Recognize their participation in brochures, signs, social media, email and verbally for their support in the proposed projects.



Grant for Assistance Application

8. Please describe the key activities that will take place to complete the project and any associated timelines.

Design and develop informative and esthetically appealing brochures and educational signage on urban chicken and bee farming, including information on local groups such as the Canadian Liberation of Urban Chickens Klub (CLUCK) and the Bee Keepers Association, frequently asked questions and concerns, tips on proper animal management, heritage breed availability. To be printed by March 2014. Distribution of Brochures April 2014. Source materials, and blueprints to construct chicken tractor April 2014, in congruence with new fence installation. Develop and host workshops at the Potato House April 2014. Provide at home support to people with questions concerns, ongoing throughout 2014, 2015.

9. Please provide a detailed financial budget for the project.

Design and development of brochures and signage - \$300 per brochure (x2 - one Chicken, one Bee) + 500 for signs = \$1100

Printing costs for 1000 brochures, color on both sides, folded \$470 + tax = \$526.40 (x2) = \$1052.80\$

Educational Signage, color, printed on aluminum Smaller signs 3 x \$22.60 +tax = \$76 (x2) = \$152

Educational Signage, color, printed on aluminum Large signs \$167.50 + tax = \$187.60 (x2) = \$375.20

Chicken Tractor Material and labor - \$750

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

Records of quantities of brochures distributed, contacts made, anecdotal conversations, email conversations, numbers of participants involved in workshops, members of CRD groups that make use of and benefit from our finished products will provide statistical feedback. A contact email will be provided for questions on all products. In our area when people are satisfied with a service they are silent but should they be the opposite they are very vocal. A record of complaints will be kept and submitted with solutions and replied to in a timely manner. These numbers alone will provide great insight to interest levels and impacts. Success will be measured in contacts and questions, hits on websites and participation in workshops and site visits. Change is slow to measure in a short time period such as a year proposed here. Success will be achieved if objectives of providing easy, enjoyable educational is made available to City and CRD residents in prominent locations and to the benefit of other regional NGO providing similar services. Success will be measured in hours invested in this project and how it can be leveraged by other groups thereby saving them time and funds in similar developments and pilot projects.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Mary Forbes

President/Chairperson



2013 Annual Report BC SOCIETY

FORM 11 SOCIETY ACT Section 68

Filed Date and Time: February 15, 2013 12:16 PM Pacific Time

ANNUAL REPORT DETAILS

Table with 2 columns: NAME OF SOCIETY, SOCIETY INCORPORATION NUMBER, DATE OF INCORPORATION, DATE OF ANNUAL GENERAL MEETING (AGM)

DIRECTOR INFORMATION as of January 21, 2013

Last Name, First Name, Middle Name: BLAND, LISA Physical Address: 5740 WALTERS RD HORSEFLY BC V0L 1L0 Mailing Address: 5740 WALTERS RD HORSEFLY BC V0L 1L0

Last Name, First Name, Middle Name: CASE, RICHARD Physical Address: 3308 BEAVER VALLEY RD BIG LAKE RANCH BC CANADA V0L 1G0 Mailing Address: P.O. BOX 153 BIG LAKE RANCH BC CANADA V0L 1G0

Last Name, First Name, Middle Name:

FORBES, MARY

Physical Address:

1441 ESLER ROAD
WILLIAMS LAKE BC
CANADA V2G 4Y2

Mailing Address:

1441 ESLER ROAD
WILLIAMS LAKE BC
CANADA V2G 4Y2

Last Name, First Name, Middle Name:

HORNBY, CHRIS

Physical Address:

398 TEAL PLACE
WILLIAMS LAKE BC
CANADA V2G 5B1

Mailing Address:

398 TEAL PLACE
WILLIAMS LAKE BC
CANADA V2G 5B1

Last Name, First Name, Middle Name:

HUTTON, CHRISTOPHER MICHAEL

Physical Address:

148 4TH AV S
WILLIAMS LAKE BC V2G 1J9

Mailing Address:

148 4TH AV S
WILLIAMS LAKE BC V2G 1J9

Last Name, First Name, Middle Name:

TETI, PAT

Physical Address:

1427 KALLYN ROAD
WILLIAMS LAKE BC
CANADA V2G 4Y1

Mailing Address:

1427 KALLYN ROAD
WILLIAMS LAKE BC
CANADA V2G 4Y1



RECEIPT

Form Filed:	BC Society Annual Report
Society Number:	S-0057996
Business Number:	800204919BC0001
Society Name:	POTATO HOUSE SUSTAINABLE COMMUNITY SOCIETY
Filing Date and Time:	February 15, 2013 12:16 PM Pacific Time
Fee	\$25.00
BCOL Service Charge:	\$00.00
Subtotal:	\$25.00
BCOL Service Charge HST:	\$00.00
Total:	\$25.00

Payment Method:	Credit Card
Payment Invoice Number:	SOFI000000873640
Transaction ID:	4831750
Your Contact Name is:	Patrick Teti
Your Contact Telephone Number is:	250 398-5318
Credit Card Type:	MASTERCARD
Credit Card Number:	XXXXXXXXXXXXXXXXXX
Authorization Number:	015456

Potato House Project application

Cheque #	Date	Payee	Debit	Credit	Balance	Cleared
	01-Jan-12	Balance carried forward		\$1,333.62	\$1,333.62	
106	19-Jan-12	City of Williams Lake	\$209.52		\$1,124.10	x
107	21-Jan-12	Don Brown	\$89.60		\$1,034.50	x
109	24-Jan-12	Cariboo Custom Monogram	\$179.20		\$855.30	x
	23-Jan-12	SC - cheques	\$1.50		\$853.80	x
	31-Jan-12	SC	\$3.00		\$850.80	x
	24-Feb-12	Deposit		\$2,876.50	\$3,727.30	x
	27-Feb-12	Journal		\$1.08	\$3,728.38	x
	28-Feb-12	SC	\$3.00		\$3,725.38	x
	01-Mar-12	Deposit		\$60.00	\$3,785.38	x
108	09-Mar-12	Cariboo Arts Council	\$60.00		\$3,725.38	x
	31-Mar-12	SC	\$3.00		\$3,722.38	x
	05-Apr-12	Deposit		\$118.00	\$3,840.38	x
110	23-Apr-12	BC Hydro	\$28.38		\$3,812.00	x
	24-Apr-12	Deposit		\$60.00	\$3,872.00	x
111	30-Apr-12	Taxes - WL	\$161.95		\$3,710.05	x
	30-Apr-12	Deposit		\$116.00	\$3,826.05	x
	30-Apr-12	SC	\$3.00		\$3,823.05	x
113	08-May-12	Tell Tale Signs	\$593.60		\$3,229.45	x
112	24-May-12	BC Hydro	\$ 9.54		\$3,219.91	x
	28-May-12	Deposit		\$ 107.00	\$3,326.91	x
114	29-May-12	Chris Hornby (City water)	\$ 43.38		\$3,283.53	x
	29-May-12	Deposit		\$ 159.89	\$3,443.42	x
	30-May-12	SC	\$ 3.00		\$3,440.42	x
	02-Jun-12	Deposit		\$ 207.50	\$3,647.92	x
	12-Jun-12	Deposit		\$ 95.00	\$3,742.92	x
115	18-Jun-12	Chris Hornby (Burgess bills)	\$ 239.44		\$3,503.48	x
	20-Jun-12	Deposit		\$ 191.00	\$3,694.48	x
116	26-Jun-12	Barton	\$ 834.00		\$2,860.48	x
	30-Jun-12	SC	\$ 3.00		\$2,857.48	x
	17-Jul-12	Deposit		\$ 210.00	\$3,067.48	x
118	22-Jul-12	Johnston Meier	\$ 685.00		\$2,382.48	x
	30-Jul-12	SC	\$ 3.00		\$2,379.48	x
	01-Aug-12	Deposit (Credit Union)		\$ 2,626.00	\$5,005.48	x
	02-Aug-12	Deposit		\$ 147.00	\$5,152.48	x
117	06-Aug-12	Mortgage	\$ 2,600.00		\$2,552.48	x
	30-Aug-12	SC	\$ 3.00		\$2,549.48	x
	30-Aug-12	SC (cheques)	\$ 7.50		\$2,541.98	x
	10-Sep-12	Deposit		\$ 106.00	\$2,647.98	x
119	17-Sep-12	Lisa Bland (ads)	\$ 20.00		\$2,627.98	x
	30-Sep-12	SC	\$ 3.00		\$2,624.98	x
121	22-Oct-12	BC Hydro	\$ 20.39		\$2,604.59	x
122	22-Oct-12	City of Williams Lake	\$ 248.32		\$2,356.27	x
123	22-Oct-12	Halls Organics	\$ 420.50		\$1,935.77	x
124	22-Oct-12	Earthwild Consulting	\$ 44.80		\$1,890.97	x
125	22-Oct-12	Hub Insurance	\$ 416.00		\$1,474.97	x
126	22-Oct-12	Chris Hornby	\$ 43.38		\$1,431.59	x
127	22-Oct-12	Halls Organics	\$ 228.05		\$1,203.54	x
	23-Oct-12	Deposit		\$ 294.50	\$1,498.04	x
	30-Oct-12	SC	\$ 3.00		\$1,495.04	x
	19-Nov-12	Earthwild Consulting	\$ 22.40		\$1,472.64	x
	20-Nov-12	Deposit		\$ 146.57	\$1,619.21	x
	30-Nov-12	SC	\$ 3.00		\$1,616.21	x
	05-Dec-12	Deposit		\$ 139.50	\$1,755.71	x
	30-Dec-12	SC	\$ 5.00		\$1,750.71	x
	22-Jan-31	Deposit		\$ 250.00	\$2,000.71	x
	31-Jan-13	SC	\$ 5.00		\$1,995.71	x

May Fabes

Preliminary Treasurers report

Attached is a MS Excel spreadsheet. Note the three tabs at the bottom, Deposits, Credit Union and RBC (Royal Bank).

Deposits

There were monies received from a number of different sources through the summer. All deposits went into the Credit Union account, which is now our only account.

We received CCBAC Funding in the total of \$29,504.50

Street Party Potato House and Rubarb Juice sale revenues were \$418.

Bottle refunds 1: \$83.82

Potato House Garage Sale Netted \$50.15

A mysterious Cash amount included in the submission for the last statement of the RBC accounts totaled \$405

Calendar sale money found from Februar 24 was \$30

A cheque for the RBC closure: \$497.40

Miscellaneous sales of wool, bottles donation returns and other fundraisers not clearly marked totaled \$1,283.44

Expenses over this period include the following:

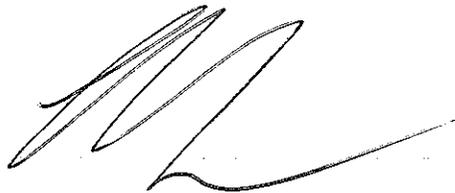
Recycle BC Conference attendance for two: \$760

Credit Union ledger

Current balance is now \$4,335.63 as of September 30, 2013

Royal Bank

This account has been closed.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

19-Feb-13	Close and transfer Portfolio #4339943		\$ 607.38	\$2,603.09
19-Feb-13	SC	\$ 5.00		\$2,598.09
19-Feb-13	Papyrus Printers	\$ 988.96		\$1,609.13
12-Apr-13	RCBC Conference	\$ 760.00		\$849.13
22-May-13	City of Williams Lake	\$ 43.83		\$805.30
28-May-13	Marin Patenaude	\$ 1,500.00		-\$694.70
06-Jun-13	CCBAC		\$ 28,454.50	\$27,759.80
06-Jun-13	CRD Funding		\$ 1,000.00	\$28,759.80
17-Jun-13	Marin Patenaude	\$ 256.54		\$28,503.26
17-Jun-13	Hub Insurance	\$ 1,275.00		\$27,228.26
17-Jun-13	City of Williams Lake	\$ 2,207.18		\$25,021.08
19-Jun-13	Marin Patenaude	\$ 567.80		\$24,453.28
19-Jun-13	Marin Patenaude	\$ 2,067.80		\$22,385.48
20-Jun-13	UNDISCLOSED MORTGAGE HOLDER	\$ 11,000.00		\$11,385.48
16-Jul-13	Marin Patenaude	\$2,161.65		\$9,223.83
26-Jul-13	Marin Patenaude	\$120.56		\$9,103.27
31-Jul-13	Marin Patenaude	\$2,161.65		\$6,941.62
06-Sep-13	Speed Pro Signs	\$129.41		\$6,812.21
06-Sep-13	Marin Patenaude	\$132.89		\$6,679.32
06-Sep-13	Marin Patenaude	\$ 2,067.80		\$4,611.52
06-Sep-13	Harvest Fair	\$ 78.75		\$4,532.77
12-Sep-13	Cariboo Arts Council	\$60.00		\$4,472.77
12-Sep-13	Don Brown	\$80.33		\$4,392.44
12-Sep-13	Speed Pro Signs	\$ 198.40		\$4,194.04
12-Sep-13	Papyrus Printers	\$ 526.40		\$3,667.64
12-Sep-13	Papyrus Printers	\$ 7.80		\$3,659.84
12-Sep-13	Marin Patenaude	\$ 93.85		\$3,565.99
16-Sep-13	Speed Pro Signs	\$ 639.74		\$2,926.25
16-Sep-13	Speed Pro Signs	\$ 129.41		\$2,796.84
16-Sep-13	Speed Pro Signs	\$212.80		\$2,584.04
30-Sep-13	Street Party Sales		\$418.00	\$3,002.04
30-Sep-13	PH Garage Sale		\$ 50.15	\$3,052.19
30-Sep-13	Miscellaneous sales		\$ 1,283.44	\$4,335.63



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3. **Special Project** – one-time special event, program or activity



Grant for Assistance Application

Organization Information Sheet

Name of Organization: **LINWOOD HOUSE MINISTRIES**

Mailing Address: **PO Box 156, Roberts Creek, BC V0N 2W0**

Telephone (office): **604-740-3757**

Purpose of Organization (From Constitution or Incorporation Documents):

Recently our mission was changed to say, "Our purpose is to provide safe and inclusive spaces for all people to discover possibilities and tools for transformative action. Attention is given to the empowerment of women and girls, especially those caught in the cycles of addiction, abuse and sex trafficking."

How long has the organization operated in the community?

Linwood House Ministries has operated as a charity since 2001 at Linwood House. In 2006, Linwood House opened a Great Room in Vancouver's Downtown Eastside and in 2012 opened a Great Room in Williams Lake.

BC Society Registration Number: Our BC Society registration number is S-0043560

Federal Charitable Registration Number: (if applicable) # 878990910RR0001

Chairperson's name: Faith Auton-Cuff, (Chair of Board). Gwen McVicker (President). Dina Kennedy (Williams Lake Coordinator).

Telephone: 604-885-0214

Treasurer or Financial Officer's name: Ron Pepper, Telephone: 778-772-4049

Robert Maxfield (Comptroller/Administrator) Linwood House Ministries, Telephone: 604-740-3757

Date of last Annual General Meeting (Attach minutes and current list of Directors): July 20, 2013

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.). See attached balance sheet. Additional financial information is available on request.

Previous Year Grant from City and CRD (if applicable) \$ 0.00
grant MUST be included with this submission.

NOTE: A Final Report for previous year's

Current Grant Requested from City and CRD \$ 13,800.00

Grant for Assistance Application



Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

We have secured monthly donors, held fund raising events, website information and updates, spoken to various groups, engaged volunteers, given opportunity to businesses and churches to participate.

-
2. If your organization charges user fees/memberships/admission, attach your current fee structure: **No user fees are charged.**

-
3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

We continue to host retreats (Journeys) at Linwood House, journey with women in the Downtown Eastside (DTES) of Vancouver and take global Journeys advocating, rescuing and educating women caught in the cycles of sexual exploitation. This year we are focusing on marginalized women in the Cariboo Regional District, where women suffer from domestic violence, abuse and often cope using drugs and alcohol. We provide care, support, tools and safe places for women to find healing and learn positive skills to move forward and become more productive members of society.

-
4. Who does your organization serve? (% of clients from City, % of clients from Central Cariboo)

We presently serve 50 women in the Williams Lake and Cariboo Regional District, with a growing number seeking our support.

-
5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?
No rental subsidy is received.

-
6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department)
No tax exemptions are received.

-
7. Does your organization use City or CRD owned facilities? If so, which ones?
No City facilities are used.

-
8. How will you indicate that the City and CRD are contributing to your organization?

This project will be recognized on our website (www.linwoodhouse.ca) and regular reports will be available upon request. We produce a brochure specific to the Cariboo Regional District and will acknowledge the proposed project.

Grant for Assistance Application



Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

We proposed to offer two retreats (Journeys) per year, to marginalized women from Williams Lake and the Cariboo Regional District over three years. These retreats will enable the core leaders in Williams Lake to build relationships with some of the most abused and exploited women in the region. In so doing, these core leaders will offer ongoing support to the healing journey of these women. For the past 13 years, LHM has been offering these retreats to women in the Vancouver area. We have seen women freed from addictions, find purpose for their life and become functional members of society.

2. How do you know there is a need for this service/project in our community?

We have met with the local RCMP leadership, victim services staff, and officials of the City of Williams Lake, local church leaders, and many others who share the immensity of the problems facing abused, domestically violated and sexually violated women in the community. Dina Kennedy, the Coordinator of this program has received encouragement and support to move forward in this program. Some of the people mentioned above are aware of the program offered in the DTES of Vancouver and have encouraged her to move forward with this model of Journey Retreats, in addition to the ongoing work at the Great Room on Oliver Street.

3. Is your application for a:

A. seed grant B. special project or C. special capital expenditure

4. Is your agency is applying for funds from other levels of government or other sources for this project? No.

5. Would you still be able to complete the project if you do not receive the other funds applied for? Not applicable.



Grant for Assistance Application

6. Please describe the impact of this application being denied or approval of an amount less than requested.

We do believe this project is key to the ongoing work of Linwood House Ministries in Williams Lake and the Cariboo Regional District. As our partners have said, "You can accomplish in 3 days at a retreat what takes 3 years on the streets in the life of a violated, abused or sexually exploited woman." The approval of this application could potentially affect positively from 16 to 50 marginalized women in the Williams Lake, Cariboo Region.

7. Start date of the project: January 2014
- End date for the project: December 2016

8. Please describe the key activities that will take place to complete the project and any associated timelines.

Dina Kennedy will meet with each woman weekly. She will prepare women for the Journey (3day retreats). She has already found a location, cost, recruited cooks, teachers, and expressive arts therapists. She has prepared goals, a method of evaluation and follow-through plans.

9. Please provide a detailed financial budget for the project. **See attached project budget.**

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

Although it is difficult to measure the Journey of one, we will assess each woman at the beginning and at the end of the three year period. Some of the measurements will be: free from addiction, reunited with family, connected to a positive community, suitable housing, job security, free from violent and abusive relationships, and positive changes in life skills.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Gwen McVicker

Gwen McVicker
President

Dina Kennedy
Williams Lake Coordinator

Linwood House Ministries

Williams Lake Women's Journey (3 day retreat) Project

Two Journeys are proposed per year. (Six Journeys over three years)

Each Journeys budgeted cost

Accommodations \$ 900.00

Two cottages for 16 persons for \$430 per night,
2 nights per Journey

Meals \$ 800.00

Six meals for 16 women over the three day Journey (\$50 pp)

Supplies \$ 300.00

Supplies for expressive arts therapy, including writing
self portraits, and art supplies.

Honorariums \$ 300.00

Honorariums for guest speakers and teachers

Two Journeys per year for 16 women, which includes lodging, meals
supplies and honorariums for guest speakers and teachers.

The number of women includes the leaders and teachers which will
oversee the journey and provide assistance to women
attending the Journey.

Each Journey Cost \$ 2,300.00

Proposed cost for Six Journeys \$ 13,800.00

Linwood House Ministries
Annual General Board Meeting – Minutes UNOFFICIAL
July 20, 2013
9:05 am to 3:05 pm
At Linwood House

Present: Eve Stringham, Chair
Karen Reed
Bev McKenzie
Faith Auton-Cuff
Gerry Sly
Randene Hardy
Robert Maxfield

Regrets: John McKenzie

1. Opening Prayer - Eve
Devotions: Eve led in prayer and Gwen shared a story written by Sahar at the last Journey. The story emphasized the importance of the ministry on the lives of suffering women.
2. Acceptance of the Agenda
 - a. Eve asked if anyone had any additions or questions on the agenda sent by email to board members.
 - b. There were no objections or questions about the agenda.
3. Approval of the April 15, 2013, Phone Conference Board meeting minutes
 - a. Karen moved to approve the April 15, 2013 minutes.
 - b. Faith seconded the motion.
 - c. The motion passed unanimously.
4. Nomination of new Board member.
 - a. Gwen proposed Ron Pepper as a new board member. She presented Ron's CV and asked Bev and Bob to speak about their knowledge of Ron.
 - b. Karen made a motion nominating Ron Pepper to be elected to the Board and Faith seconded. The motion was passed unanimously.
 - i. Ron Pepper - Board term start: July 2013
 - ii. 1st Board term end: July 2015
5. By-law, Policy, Governance Review - Karen Reed. (Committee of Karen Reed, Gwen McVicker and Bob Maxfield)

Karen reported on the sub-committee meeting and recommended the following to be considered:

- The Board will develop a time-line to regularly review and update policies, By-laws, and board terms.
- The Board move toward the development of future positions (i.e. – secretary, treasurer, nominating committee etc) we should maintain an on-going list of potential board members.
- The Board to provide on-going Board development (education, equipping to continue the functionality of the board) along with new board orientation.
- Board meetings to be set one year in advance with consistent rhythm.
- Develop a succession plan strategy.
- Establish a way to monitor policies against practices.

Updated August 2, 2013 by rlm

- Develop evaluation processes to assess “ends goals.”
- Develop a Board matrix to give attention to the diversity of the Board.
- Increase the Board membership to a maximum of 9. (This would mean we need a minimum of 4 new board members).
- Gwen has written a draft purpose and statement of faith to consider as we move forward. This will be reviewed in the future.
- ~~The committee will meet to continue the process before the next board meeting in November.~~

6. Gwen reported on current events and activities at Linwood House Ministries.
- a. The new website is receiving positive feedback.
 - b. We have just completed three excellent Journeys and are working toward the publishing of a book based on the writings of women.
 - c. 12 women from DTES will attend the Festival of the Written Arts.
 - d. There has been an increase of community involvement.
 - e. One on one mentoring is increasing.
 - f. Williams Lake Great Room is flourishing.
 - g. The partnership with Grace Mansion is deepening.
 - h. 7 women in Thailand partnering with Home for New Beginnings.
 - i. \$5000 has been raised to help with hospital care.
 - j. Guided Journeys are growing.

7. Financial Report

- a. Bob presented January to June financial picture with handouts and graphic representations of 2012 versus 2013 income and expenses.
- b. The board asked about current donations and if the monthly donors had increased or decreased. Monthly donors have decreased, however we are slightly ahead in donations to date versus 2012. Discussion on donors and how much and where we could improve donor care.

~~Bob will provide more data on donors at the next board meeting.~~

- c. Bob discussed the completion of the recent audit and briefly noted the audit management findings comments as reported by Fairholm and Company.
- d. Karen made the motion and Faith seconded the motion to accept and approve the 2012 audit findings as presented by Fairholm and company.

8. Succession Planning. The board discussed succession planning. Eve recommended a committee to present a recommendation to the board. The discussion centered on the physical Linwood House as a venue, and how would a new President work in this new environment. It was suggested that a Task force be put together and determine a process to follow. The Board needs to provide direction and is a core issue for the board to discuss and not for a sub-committee. The reality is LHM would own the house and would carry on the work through the house and new president. This house makes us a unique ministry and therefore, if the house is not part, then the ministry would likely not fill a niche market. Gwen has turned 70 years of age and how long will she be able to go. A five year plan needs to begin the succession process. Suggestion of a board sub-committee to begin looking at the process. This is an urgent conversation. Eve then appointed Randene, Gerry and Gwen, to meet and discuss succession planning. Gerry suggested that hard numbers need to be determined. Maintenance of the grounds by Ron McVicker needs to be factored in. Need a timeline to succession for Gwen, and Ron, for the

Updated August 2, 2013 by rlm

property. It was decided that the subcommittee needed to report to the board at the next meeting. Ron Pepper was suggested as a member of this committee.

Action Item: Eve then appointed Randene, Gerry and Gwen, to meet and discuss succession planning.

9. A question of the breakdown of salary across the different fund budgets was asked. Gwen stated that Sue will be resigning as of September 1, 2013 and that she is considering breaking up her position into two or three persons.

Bob will supply a breakdown on salaries between all the funds. (i.e. Payroll allocation)

10. The board decided that the next board meeting would be November 3, 2013.
11. Being no further business the board adjourned at 3:15 pm.

Respectfully Submitted

Robert Maxfield, Administrator

Linwood House Ministries Board of Directors – 2013

Faith Auton Cuff 307-23285 Billy Brown Rd, Fort Langley, BC V1M 0C8 faithautoncuff@gmail.com
604-309-2377

Term Ends: December 2013 (Extension requested to Spring 2014)
Board Chair Effective July 20, 2013

Randene Hardy #101 – 2265 Twin Creek Place, West Vancouver, BC randenehardy@shaw.ca
V7S 3K4 604-922-1175/604-328-6023

Term: First Term Ends July 2015

Bev McKenzie 6490 Gale Ave North, Sechelt, BC, VON3A5 mckenziebev@gmail.com
604-740-8898 / 604-740-7204

Term Ends: December 2013

John McKenzie 6490 Gale Ave North, Sechelt, BC, VON3A5 jmckenzie@johnmckenzie.ca
604-886-8107 / 604-740-8898

Term Ends: December 2013

Ron Pepper PO Box 486, 620 Seaview Road Gibsons, BC VON 1V0 ronpepper@dccnet.com
604.886.9160 / 778.772.4049

First Term Ends: July 2015

Karen Reed 2162 Parker Street, Vancouver, BC karenreed@shaw.ca
604-812-9116

Term: First Term Ends: December 2013

Gerry Sly #10-11442 Best Street, Maple Ridge, BC, V2X 7C7 gerrypatsly@gmail.com
604-476-2180 808-695-0369

Term: First Term Ends: July 2014

Eve Stringham 22111 126th Avenue, Maple Ridge, BC, V2X 0V8 stringha@twu.ca
604-467-9717

Term: Third Term Ends: September 2013

STAFF

Gwen McVicker POB 156, 3144 Linwood Rd, Robts Creek, BC VON 2W0 gwen.mcvicker@gmail.com
Ex-Officio 604-885-0214 / 604-740-3757 / 778-838-9563 gwen@linwoodhouse.ca

President – Linwood House Ministries

Sue Todd 12040 68 Avenue #107, Surrey, BC V3W 1P5 suetodd1@gmail.com
DTES Coordinator 604-593-0395 / 604-505-5809 sue@linwoodhouse.ca

Robert Maxfield 1944 Ocean Beach Esplanade, Gibsons, BC VON 1V5 maxfieldbob@gmail.com
Administrator 778-462-2002 / 604-351-2972 bob@linwoodhouse.ca

Updated 02 August 2013

Linwood House Ministries
Balance Sheet
As of 31 August 2013

	31 Aug 13
ASSETS	
Current Assets	
Chequing/Savings	
Other Deposits	66.08
Royal Bank Account 100-287-2	29,847.70
Total Chequing/Savings	29,913.78
Other Current Assets	
GST/HST Rebate Receivable	3,064.90
PST Receivable	1,044.33
Total Other Current Assets	4,109.23
Total Current Assets	34,023.01
Fixed Assets	
Camera Equipment	
Accum. Amort - camera equipment	-423.34
Camera Equipment - Other	423.34
Total Camera Equipment	0.00
Computer Equipment	
Accum. Amort - Computer	-5,349.68
Computer Equipment - Other	6,623.99
Total Computer Equipment	1,274.31
Furniture and other	
Office Equipment	2,589.26
Accum. Amort - office equipment	-3,974.35
Office Equipment - Other	5,443.60
Total Office Equipment	1,469.25
Total Fixed Assets	5,332.82
TOTAL ASSETS	39,355.83
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,610.93
Total Accounts Payable	3,610.93
Other Current Liabilities	
Accrued Liabilities	7,381.52
GST/HST Payable	42.00
Payroll Liabilities	2,028.39
PST Payable	22.00
Total Other Current Liabilities	9,473.91
Total Current Liabilities	13,084.84
Equity	
Opening Bal Equity	20,012.99
Retained Earnings	16,889.69
Net Income	-10,631.69
Total Equity	26,270.99
TOTAL LIABILITIES & EQUITY	39,355.83

R. L. Laffin
Administrator
Linwood House Min.
Sept 27, 2013



Grant for Assistance Application

-
6. Please describe the impact of this application being denied or approval of an amount less than requested.

We do believe this project is key to the ongoing work of Linwood House Ministries in Williams Lake and the Cariboo Regional District. As our partners have said, "You can accomplish in 3 days at a retreat what takes 3 years on the streets in the life of a violated, abused or sexually exploited woman." The approval of this application could potentially affect positively from 16 to 50 marginalized women in the Williams Lake, Cariboo Region.

-
7. Start date of the project: January 2014
 End date for the project: December 2016

-
8. Please describe the key activities that will take place to complete the project and any associated timelines.

Dina Kennedy will meet with each woman weekly. She will prepare women for the Journey (3day retreats). She has already found a location, cost, recruited cooks, teachers, and expressive arts therapists. She has prepared goals, a method of evaluation and follow-through plans.

-
9. Please provide a detailed financial budget for the project. **See attached project budget.**

-
10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

Although it is difficult to measure the Journey of one, we will assess each woman at the beginning and at the end of the three year period. Some of the measurements will be: free from addiction, reunited with family, connected to a positive community, suitable housing, job security, free from violent and abusive relationships, and positive changes in life skills.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Gwen McVicker

Gwen McVicker
President

Dina Kennedy

Dina Kennedy
Williams Lake Coordinator

Grant in Aid Application Evaluation

Name of Applicant: Canadian Red Cross

Application Description: Help Medical Equipment

Grant Request: \$ 3119

Category:

- Capital
- Special Project
- Event

Requirement	Y	N	Comments
Registered Non-profit in good standing with Registrar of Companies	✓		
Annual General Meeting report inc. list of Directors	✓		
Revenue/expense balance sheet or audited financial statement			
Approved current year budget			
Demonstrated financial need			
Supports goals and priorities of City and CRD			If yes, describe
Applicant receives other local government support			If yes, describe
Previous Grant in Aid			If yes, describe
Extent of community benefit			Broad Limited Specific

Recommendation: Approve Deny Amount: \$ _____

Rationale:

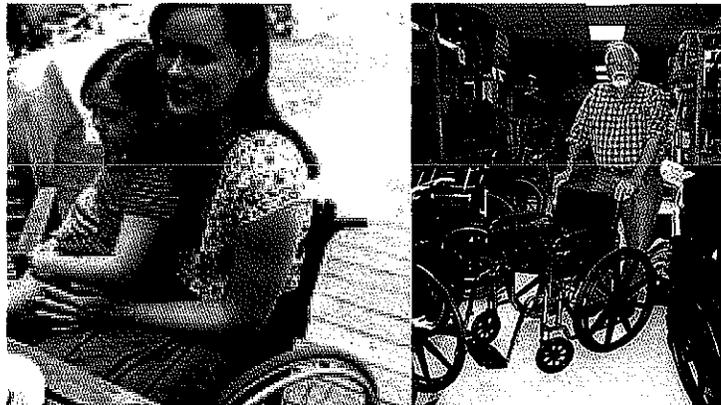
Evaluation Team: _____

Evaluation Date: _____

CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

Submitted by

The Canadian Red Cross, Williams Lake Health Equipment Loan Program (HELP) Depot





CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

On an annual basis, the City of Williams Lake (City) and Electoral Areas D, E and F of the Cariboo Regional District (CRD) jointly provide Grants For Assistance to local non-profit organizations for projects, activities and events that strengthen and enhance the well being of the community, promote volunteerism and support the goals and priorities of the City of Williams Lake and Cariboo Regional District.

Applications may be submitted to the City of Williams Lake, 450 Mart Street, V2G 1N3 or Cariboo Regional District, Suite D, 180 North third Ave., V2G 2A4

THE DEADLINE FOR APPLICATIONS IS SEPTEMBER 30TH

Late applications will not be considered.

In order to qualify for a Grant For Assistance, the applicant must:

- Be a registered non-profit organization in good standing with the Registrar of Companies;
- Provide the most recent Annual General Meeting report, financial statements and approved budget for the current year;
- Demonstrate financial need; and
- Provide a service, project or event that supports the priorities and goals of the City and CRD.

Services, projects or events proposed by the applicant must not:

- Offer direct financial assistance to individuals or families;
- Duplicate or replace services that fall within the mandate of senior levels of government or local service agency; or
- Support a Provincial or National fundraising campaign; OR
- Be of a commercial nature

Grants for Assistance will be provided under the following categories:

1. **Capital Expenditure** – equipment purchase, construction, repair or upgrade of facilities
2. **Event** – seed funding for new, ongoing events with diminishing support over three years
3. **Special Project** – one-time special event, program or activity

Grant for Assistance Application



Organization Information Sheet

Name of Organization: Canadian Red Cross, Lower Mainland Region
Mailing Address: 3400 Lake City Way, Burnaby, BC, V5A 4Y2
Contact Person: Christian Bates, Grant Writer, BC Fund Development
Telephone (office): 604-709-6683
Purpose of Organization (From Constitution or Incorporation Documents): Canadian Red Cross mission is to improve the lives of vulnerable people by mobilizing the power of humanity in Canada and around the world. The Canadian Red Cross is the leading humanitarian organization through which people voluntarily demonstrate their caring for others in need.
How long has the organization operated in the community? Red Cross has been operating in Canada since 1909. The Health Equipment Loans Program (HELP) was launched in 1947.
BC Society Registration Number: 119219814RR0001
Federal Charitable Registration Number: (if applicable)
Chairperson's name: Alan Dean, Chair of the Board of Directors
Telephone: 403-391-6567
Treasurer or Financial Officer's name: Jimmy Mui, Chief Financial Officer at the Canadian Red Cross
Telephone: 613-740-4914

Grant for Assistance Application



Date of last Annual General Meeting (Attach minutes and current list of Directors):

On June 14-16, 2013, the Canadian Red Cross held its 104th annual meeting at the Westin Harbour Castle Hotel in Toronto, Ontario.

Lois Brown, Parliamentary Secretary to the Minister of International Cooperation, delivered a keynote address, on behalf of the Honorable Julian Fantino, Minister of International Cooperation, at the 104th Annual Meeting of the Canadian Red Cross, and announced support to the Canadian Red Cross for two initiatives that will help strengthen Canada's emergency response, as well as provide essential health services to vulnerable communities following humanitarian crises.

The annual meeting is an opportunity to reflect on the past year, look to the future, and celebrate the dedication of volunteers and staff who are part of defining moments in communities across Canada and around the world.

This year, the Canadian Red Cross offered a dynamic and interactive annual meeting. On June 14, all participants attended a group first aid training led by the National Director of First Aid, Swimming and Water Safety.

The following day, participants worked together to find more meaningful ways to connect with donors, beneficiaries, community leaders, and local governments. This was a great opportunity to reflect upon and shape what it means to be a community connector, with a view to aligning with Canadian Red Cross strategies and priorities, while enhancing the organization's collective ability to prepare and respond to community needs.

Minutes of Meeting: To be provided

Board of Directors

Alan Dean, Chair of the Board of Directors

Sara John Fowler, Vice Chair of the Board of Directors

Edward (Ted) Tanaka, Immediate Past Chair of the Board of Directors

Michel Brunet

Grant for Assistance Application



Dennis Chow
Peter Collens
Gavin Giles, Q.C
Kathleen Mahoney
Alan Pearson
Lloyd R. Posno
Colleen Schneider
Gordon Shead
Peter Sloly
Ella West

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Kindly find attached to this application our last national financial statement.

Previous Year Grant from City and CRD (if applicable) \$ 0

NOTE: A Final Report for previous year's grant MUST be included with this submission.

Current Grant Requested from City and CRD \$ 3,779

Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

Activities and delivery of our program:

When a community member is struck down by a car accident, a fall, or an age-related joint injury, even a healthy person can be left helpless in a home and community built for the able-bodied. Once injured, vulnerability to fall and re-injury is dramatically heightened. In an instant, anyone can join this at-risk population. For someone in perfect health, it can be difficult to accept that they might someday be in urgent need of a wheelchair, a walker, or a raised toilet seat – until suddenly and unpredictably, they are.

For those in crisis, the Health Equipment Loan Program (HELP) provides free, short-term loans of essential medical equipment that allows people to safely recover at home, to participate in community life, and to get back to their lives. To ensure that community members remain both mobile and safe when recovering from illness or injury, HELP loans the following devices to those in need:

- Wheelchairs
- Walkers
- Bath transfer benches
- Commodes
- Crutches
- Canes
- Bath shower chairs
- Raised toilet seats

There are HELP depots across the Southern and Northern Interior Region, serving all communities between Williams Lake in the North and American border, from as far West as Lillooet, extending East to the Alberta border. Medical equipment is distributed from 33 strategically located Depots spread across the region.

Community members may access any of the 33 locations, regardless of where they reside. All locations are wheelchair accessible and have parking nearby. Importantly, healthcare providers may phone or fax in the equipment referral to the Depot to ensure the correct equipment is available and put aside for their patients, in advance of pick-up.

Even though we provide assistance to people of all ages who are recovering from surgery, illness or injury, we have noticed a rise in numbers of seniors referred to our depots. In fact, a May 2011 survey showed that on average, 70% of those borrow equipment from HELP depots are seniors. In addition to that, we have noticed an increased demand for bariatric equipment, for loan to heavier weight or obese patients.

Williams Lake HELP Depot's main mission is to ensure that every community member gets the necessary medical and mobility equipment they need in order for those suffering from mobility problems, to continue being active in their community, most importantly doing that safely.

Because many Depots are operated 100% by dedicated volunteers from local communities, the Red Cross is able to provide short term loans of essential medical equipment to all community members 100% free of any obligation to pay.

Funding:

The Williams Lake HELP Depot has been volunteer-operated for over 10 years now, serving community members who are recovering from illness and injury, or facing end-of-life situations, where they can borrow essential health equipment on a short-term basis, referred to the Depot by a doctor or a physiotherapist amongst other health professionals. This allows vulnerable individuals to heal and remain at home, and to move about in the community with safety, comfort and dignity. In addition to serving City of Williams Lake, we provide medical equipment for surrounding districts including Electoral districts D, E and F.

Most of our past and future funds are coming primarily from the Health Authority, local governments and from generous community donations. However, these funds do not cover all the equipment needed nor the costs of maintaining and repairing them, that is where local government's and city council's part comes in to help the local community, providing that extra hand and support to their community.

2. If your organization charges user fees/memberships/admission, attach your current fee structure:

We do not charge our users any fees/memberships/admission. As a matter of fact, many of our clients live on low income and are unable to get those short-term equipment loans elsewhere.

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

Our objective is to continue providing all the necessary health mobility equipment to the communities in and around City of Williams Lake and Electoral districts D, E and F. However, there is an increasing need for bariatric medical equipment in the Williams Lake community and the volunteer-run Williams Lake HELP Depot is struggling to meet that demand. Some equipment need the replacement of parts, others become old and unsafe to use and therefore need to be replaced. Our goal for this year is provide new bariatric equipment and parts to help all community members live their life safely and with dignity.

What is Bariatric Medical Equipment?

Bariatric medical equipment refers to equipment specifically designed to meet the health and safety needs of obese patients and includes specialized:

Mobility aids: canes, crutches, walkers, wheelchairs

Bath aids: bath and shower chairs, safety rails, transfer benches

Bathroom aids: raised toilet seats, toilet safety frames

Bedroom aids: bed assists, bars, poles, lifts

Why the rising need for Bariatric Medical Equipment?

An analysis in 2011 by the Public Health Agency of Canada (PHAC) and the Canadian Institute for Health Information (CIHI) reported that one in four Canadians are obese. We know that obesity is increasing, with rates roughly doubling between 1981-2007/09, and it is becoming more severe. Obesity varies considerably depending on location in Canada, it can vary from 5.3% to 35.9% across health regions.

Many of the community clients visiting our depot at Williams Lake live in rural areas, show low physical activity because of age/weight related mobility challenges or disability and live on a low income. All of these are leading factors to obesity as explained in a report done in 2011, titled "Obesity in Canada", a joint report from the Public Health Agency of Canada and the Canadian Institute for Health Information. In fact, on Statistics Canada's home webpage, a January 2013 report shows that 53.4 % of the population of Thompson/Cariboo are over-weight or obese, 11.6% suffer from pain and discomfort that prevents activities and 16.9% are seniors, 65 years and over.

4. Who does your organization serve? (% of clients from City, % of clients from Central Cariboo)

Table 1 below, shows the number of clients from the City of Williams Lake and from Central Cariboo Area, served by City of Williams HELP Depot from the 1st of April 2012 to 31st of March 2013;

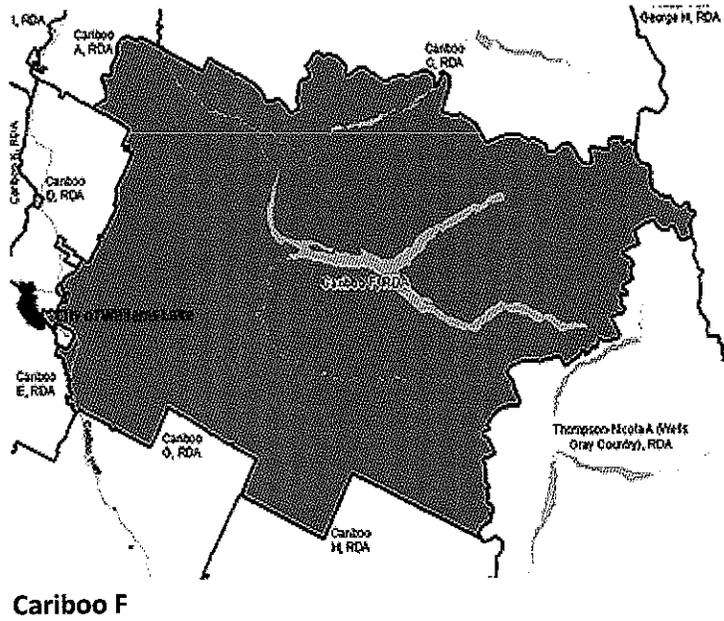
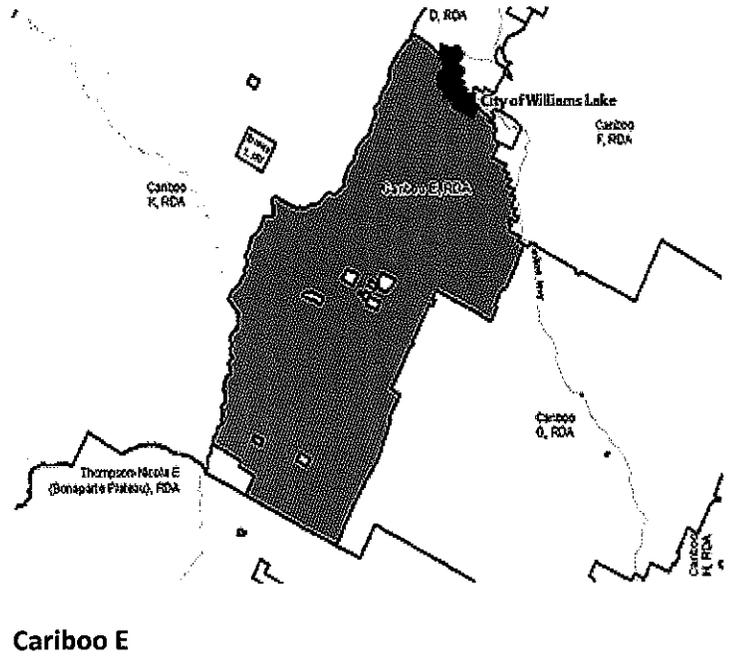
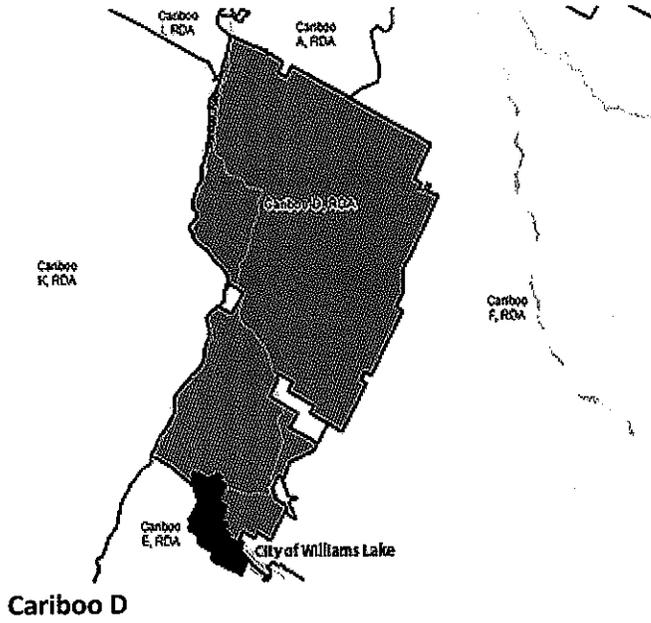
Table 1:

	City	Number of Clients	% of Clients
City of Williams Lake	Williams Lake	367	86.8
Electoral District D	McLeese Lake	2	0.47
Electoral District E	Alkali Lake	4	0.94
Electoral District F	Horsefly	11	2.60
	Likely	12	2.83
	Alexis Creek	2	0.47
	150 Mile House	25	5.91
		Total 423	100%

As we can see from the above table, City of Williams Lake’s HELP Depot serves clients that fall within City of Williams Lake and the Cariboo regional district. The maps in Figure 1 show that City of Williams Lake is a central city that falls right in the middle of electoral Districts D, E and F and therefore, stresses on the importance and significance of Williams Lake HELP depot.

On the other hand, in that same year there were 33 people from other cities from all over the province, who required medical equipment from the same HELP depot. People suffering from mobility related problems, visiting relatives or friends living at City of Williams Lake or were staying there temporarily. Whatever the reason for their visit was, they were welcomed by the City of Williams Lake and served at the area’s only HELP depot.

Figure 1: Maps showing City of Williams Lake and Electoral Districts Cariboo D, E and F



5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?

No, this is a Northern Health Authority building. No cost.

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (Information available from City Tax Department)

No, not applicable.

7. Does your organization use City or CRD owned facilities? If so, which ones?

The HELP Depot is fostered within Deni House, a Residential care facility that provides professional nursing services around the clock to people who are no longer able to stay at home safely, located across Cariboo Memorial Hospital, owned by the Northern Health Authority. The HELP depot was invited to use one room on the main floor and given a storage area across the facility, due to the importance of the services it provides to the community, with no financial obligations to the facility.

8. How will you indicate that the City and CRD are contributing to your organization?

The Red Cross is preparing an application for the City of Williams Lake Accessibility Award of Merit, nominating Williams Lake HELP Depot and its volunteers, some of which have operated the depot and served their community for the past 7-10 years. Upon success there will be a press release, where we will mention the funding received from CRD and how it contributed to the community.

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

Health equipment will be purchased for your community's HELP Depot, affecting dramatically the lives of many people facing mobility challenges in your community, they will help them integrate back into the community and helps promote their social and economic well being.

Most of our HELP medical equipment loans go out to the elderly, many with weight challenges. After hip or knee surgery, a broken bone, or the onset of debilitating disease, a person's life can quickly change from one of active community living, to one of isolation then deterioration, as a former client explains in Letter 4 attached.

We have seen that City of Williams Lake shows great interest in addressing issues such as neighborhood livability, accessibility and the importance of socializing in order to improve the quality of life and social well being. Let us work harder together on removing physical and social barriers, so people with disabilities can fully participate in all aspects of community life.

2. How do you know there is a need for this service/project in our community?

Our 100% volunteer-run Williams Lake HELP Depot service is struggling to meet the demand for Bariatric medical equipment. These volunteers are from City of Williams Lake community and from surrounding areas. 5 out of our 16 volunteers there, have been operating the depot for the past 7-10 years and have a lot of experience. 11 out of our 16 volunteers there are seniors themselves, several of whom are suffering from back problems. On a daily basis they address the needs of clients and have indicated in various occasions their need to replace old Bariatric medical equipment. Our operational and logistics team in Red Cross's head office in Burnaby have verified that need.

In fact, a couple of volunteers have provided us with a signed letter, indicating how thankful they are for our HELP program and how much Williams Lake's HELP Depot is benefiting and supporting the community of Williams Lake and the surrounding areas.

Williams Lake HELP Depot is geographically located within Deni House, a Residential care facility, and is close to Cariboo Memorial Hospital. The HELP depot is 100% independently run and managed by the Canadian Red Cross volunteers. However, due to the nature of its location a lot of the clients borrowing equipment from the depot are either seniors or younger adults suffering from mobility problems referred from Deni House or from Cariboo Memorial Hospital.

3. Is your application for a:

A. seed grant B. special project or C. special capital expenditure

4. Is your agency applying for funds from other levels of government or other sources for this project?

No

5. Would you still be able to complete the project if you do not receive the other funds applied for?

NA

6. Please describe the impact of this application being denied or approval of an amount less than requested.

If this grant is approved, Williams Lake HELP Depot will immediately provide community members with much needed vital health equipment that will help relieve their pain and promote healing, decreasing the risk of falls that lead to re-injury and re-hospitalization. Not only will this assist the patients, but it will also assist family members struggling to care for loved ones and will reduce their risk of getting injured themselves.

The health equipment to be purchased will provide patients with the means and the right to be dignified and independent in order to perform personal care tasks unassisted by others, helping them return to employment and community life as soon as possible. Community members on fixed incomes will not need to face the added financial burden in a time of distress since medical equipment is free of charge.

Palliative patients will have the option to spend final days at home with friends and family comfortably, freeing up much needed acute care beds at hospitals and health care facilities by providing medical equipment crucial for recovery at home.

We have attached to this application a thank you letter from a family member of a patient from Nanaimo telling us about her story, her husbands suffering and how the HELP has helped her take better care of her husband and how his recovery at home saved his life.

7. Start date of the project: As soon as funding is provided

End date for the project: NA

8. Please describe the key activities that will take place to complete the project and any associated timelines.

As soon as the grant is approved, Red Cross Williams Lake HELP Depot will purchase the required health equipment listed and will immediately loan them to community members that require them for their recovery.

9. Please provide a detailed financial budget for the project.

Kindly find below the budget for the required health equipment needed by

Williams Lake HELP Depot:

\$500 Groupings		Health Equipment	
	Group A (Knee Surgery)	Raised Toilet Seat	\$64
		Crutches	\$37
		2 Wheeled Walker	\$65
		Wheelchair	\$215
		Parts	\$100
		Total	\$481
	Group B (Hip Surgery)	4 Wheeled Walker	\$175
		Wheelchair	\$215
		Parts	\$100
	Group C	Toilet Safety Frame	\$67
		Tub Grab Bar	\$75
		Bed Cradle	\$48
		Wheelchair	\$215
		Parts	\$100
		Total	\$505
	Group D	Bath Seat	\$75
		Bath Bench	\$100
		Bed Rail	\$91
		Crutches	\$37
		IV Pole	\$120
		Parts	\$100
	Group E	Bariatric Commode	\$233
		Bariatric Crutches	\$149
		Parts	\$100
\$1000 Groupings			
	Group F	Bariatric Wheelchair	\$350
		Bariatric 4 Wheeled Walker	\$398
		Parts	\$200
	Group G	2 Wheeled Walker	\$150
		Parts	\$200
Grand Total			\$3,779

You will note that some items are repeated in different groups, this is because each piece of equipment has a different weight capacity or weight limit. Our volunteers at HELP depots are provided with a HELP Equipment weight capacity charts and equipment guidelines to help provide each client with the best and safest equipment depending on their disability and weight.

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

The Canadian Red Cross Health Equipment Loan Program offers mobility, independence and safety to seniors and those recovering from illness or surgery in their own homes. We are successful each time we are able to provide a patient who is suffering with the health equipment that they need. Providing the necessary health equipment directly impacts community member's daily life quality.

Upon grant approval, Williams Lake HELP Depot will be able to immediately purchase the necessary health equipment needed to meet the current demand from the patients, as indicated by patient referrals/requests received at the Depot. Your generous funding can help us meet that demand.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Kalpna Sofanki
Chair of Regional Advisory Committee, Canadian Red Cross



CANADIAN RED CROSS

Founded 1896
Incorporated 1909

The red cross emblem and designation "Red Cross" are reserved in Canada by law for the exclusive use of The Canadian Red Cross Society and for the medical units of the armed forces by the Geneva Conventions Act, R.S.C., 1985, c.G-3.

The programs of The Canadian Red Cross Society are made possible by the voluntary services and financial support of the Canadian people.

To donate, please call 1-800-418-1111

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www.redcross.ca

Photos for this annual report provided by:
Canadian Red Cross
Marc Nagainis

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An electronic version of this document is available on the Canadian Red Cross Web site: www.redcross.ca.

Ce document est également publié en français.



THE CANADIAN RED CROSS SOCIETY

Cost of Fundraising

Five-year Comparison (Unaudited)
(in thousands of dollars)

	5 Year Total	2013	2012	2011	2010	2009
Fundraising revenue	\$ 184,873	\$ 42,433	\$ 41,210	\$ 34,965	\$ 32,783	\$ 33,482
Bequest revenue	29,744	5,684	4,592	5,449	6,056	7,963
Donations in program revenue	43,874	16,823	8,748	7,253	4,096	6,954
Deferred revenue donations	317,857	12,295	57,332	60,932	142,593	44,705
Total fundraising and donations revenue	576,348	77,235	111,882	108,599	185,528	93,104
Total fundraising expenses	116,280	25,591	24,172	26,113	22,970	17,434
Surplus	\$ 460,068	\$ 51,644	\$ 87,710	\$ 82,486	\$ 162,558	\$ 75,670
Percentage of cost of total fundraising	20.2%	33.1%	21.6%	24.0%	12.4%	18.7%
Lotteries and gaming revenue	\$ 30,243	\$ 5,384	\$ 5,702	\$ 6,055	\$ 6,390	\$ 6,712
Lotteries and gaming expenses	20,493	3,879	3,831	4,116	4,241	4,426
Percentage of cost of Fundraising excluding Lotteries and Gaming	17.5%	30.2%	19.2%	21.5%	10.5%	15.1%

Source documents originated from Notes 9 and 14 of the annual consolidated financial statements. Notes and schedules to the consolidated financial statements are available on the Red Cross website at www.redcross.ca

THE CANADIAN RED CROSS SOCIETY

Notes to the Summary Consolidated Financial Statements (continued)

years ended March 31, 2013 and 2012
(in thousands of dollars)

3. DEFERRED REVENUE

Deferred revenue is comprised of amounts restricted for the funding of expenses to be incurred in the future.

The movement of the deferred revenue is as follows:

	March 31, 2013				March 31, 2012				April 1, 2011			
	General	Haiti	Tsunami	Total	General	Haiti	Tsunami	Total	General	Haiti	Tsunami	Total
Opening balance	\$ 96,831	\$ 59,896	\$ 1,782	\$ 158,509	\$ 79,773	\$ 94,873	\$ 12,800	\$ 187,446	\$ 51,187	\$ 123,719	\$ 29,326	\$ 204,232
Donations and grants received	67,511	115	-	67,626	106,561	633	-	107,194	144,937	54,778	-	199,715
Interest earned and deferred	2,272	1,796	-	4,068	3,428	4,537	-	7,965	-	3,228	-	3,228
Recognized as revenue	(93,315)	(18,090)	(1,782)	(113,187)	(92,931)	(40,147)	(11,018)	(144,096)	(116,351)	(86,852)	(16,526)	(219,729)
Closing balance	73,299	43,717	-	117,016	96,831	59,896	1,782	158,509	79,773	94,873	12,800	187,446
Less: Long-term portion	-	(27,473)	-	(27,473)	-	(37,362)	-	(37,362)	-	(55,474)	-	(55,474)
Short-term portion	\$ 73,299	\$ 16,244	-	\$ 89,543	\$ 96,831	\$ 22,534	\$ 1,782	\$ 121,147	\$ 79,773	\$ 39,399	\$ 12,800	\$ 131,972

The amounts recognized above as revenue in respect of Tsunami and Haiti are included as part of international programming revenue.

THE CANADIAN RED CROSS SOCIETY

Notes to the Summary Consolidated Financial Statements

years ended March 31, 2013 and 2012
(in thousands of dollars)

1. BASIS OF PRESENTATION

The summary consolidated financial statements are derived from the complete set of financial statements of the Society and they meet the recognition and measurement principles of Canadian generally accepted accounting principles.

2. INVESTMENTS

	March 31, 2013		March 31, 2012		April 1, 2011	
	Fair Value and Carrying Value	Cost	Fair Value and Carrying Value	Cost	Fair Value and Carrying Value	Cost
Investments						
Fixed income	\$ 100,365	\$ 97,592	\$ 144,708	\$ 140,500	\$ 153,477	\$ 153,067
Equities	14,056	12,540	17,843	16,297	12,043	10,183
Total investments	\$ 114,421	\$ 110,132	\$ 162,551	\$ 156,797	\$ 165,520	\$ 163,250

The fair values of long-term investments are based on quoted market prices.

Fixed income investments are comprised of Government of Canada and corporate bonds with maturity dates from 2013 to 2049, earning interest from 2.25% to 10.35%.

Long term investments are externally and internally restricted as follows:

	March 31 2013	March 31 2012	April 1 2011
Externally Restricted - General	\$ 42,203	\$ 62,913	\$ 46,203
Externally Restricted - Haiti	31,112	42,041	66,427
Internally Restricted - General	31,051	43,544	34,008
Internally Restricted - Tsunami	10,055	14,053	18,882
Total	\$ 114,421	\$ 162,551	\$ 165,520

Gross investment income earned is reported as follows:

	March 31 2013	March 31 2012
Investment income - General	\$ 2,853	\$ 4,934
Investment income - Tsunami	793	1,849
Total	\$ 3,646	\$ 6,783

Investment income earned from the Haiti fund of \$1,796 (2012 - \$4,537) is externally restricted and allocated to Haiti deferred revenue.

Investment income earned from the General fund of \$2,272 (2012 - \$3,428) is internally restricted and allocated to General deferred revenue.

THE CANADIAN RED CROSS SOCIETY

Summary Consolidated Statements of Operations

years ended March 31, 2013 and 2012
(in thousands of dollars)

	Budget 2013	Actual 2013	Actual 2012
	(Unaudited)		
Revenue			
Organizational capacity			
Fundraising	\$ 52,094	\$ 48,117	\$ 45,802
Investment income	2,280	3,646	6,783
Other	-	500	54
	54,374	52,263	52,639
Core programs	285,731	270,141	320,219
Support services	10,294	8,934	12,074
Disaster appeals	44	6,972	5,588
Total Revenues	350,443	338,310	390,520
Expenses			
Organizational capacity			
Fundraising	26,094	25,591	24,172
Investment expense	190	323	279
Other	537	544	711
	26,821	26,458	25,162
Core programs			
International programs	83,153	71,802	103,221
Disaster management	12,662	13,742	16,004
Health and injury prevention	194,007	182,921	193,799
Program management and volunteer resources	4,084	4,219	3,951
	293,906	272,684	316,975
Support services	41,501	41,624	38,720
Disaster appeals	44	6,972	5,588
Total Expenses	362,272	347,738	386,445
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ (11,829)	\$ (9,428)	\$ 4,075

See accompanying notes to the summary consolidated financial statements.

FINANCIALS

THE CANADIAN RED CROSS SOCIETY

Summary Consolidated Statements of Financial Position

as at March 31, 2013, March 31, 2012 and April 1, 2011
(in thousands of dollars)

	March 31 2013	March 31 2012	April 1 2011
CURRENT ASSETS			
Cash and cash equivalents	\$ 62,161	\$ 74,810	\$ 109,667
Accounts receivable - trade and other	15,642	21,343	21,612
Inventory and prepaid	30,078	21,129	9,286
Advances on construction contracts	-	1,366	1,399
	107,881	118,648	141,964
LONG-TERM INVESTMENTS (Note 2)	114,421	162,551	165,520
CAPITAL ASSETS	50,584	47,228	47,188
INTANGIBLE ASSETS	2,850	-	-
GOODWILL	1,947	-	-
ACCRUED DEFINED BENEFIT PENSION PLAN ASSET	6,970	6,754	6,399
TOTAL ASSETS	\$ 284,653	\$ 335,181	\$ 361,071
CURRENT LIABILITIES			
Accounts payable and accrued liabilities	\$21,543	\$25,569	\$26,288
Government remittances payable	478	508	285
Deferred revenue - short-term (Note 3)	89,543	121,147	131,972
	111,564	147,224	158,545
DEFERRED REVENUE - LONG-TERM (Note 3)	27,473	37,362	55,474
DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS	9,268	9,576	10,031
DEFERRED GAIN	4,719	-	-
ACCRUED OTHER BENEFIT PLANS LIABILITY	16,690	16,652	16,698
TOTAL LIABILITIES	169,714	210,814	240,748
COMMITMENTS, CONTINGENT LIABILITIES AND GUARANTEES			
NET ASSETS			
Invested in capital assets	41,316	37,652	37,157
Invested in RCCP	3,954	-	-
Restricted for endowment purposes	1,221	1,205	1,216
Internally restricted - General	47,531	47,531	47,531
Internally restricted - Tsunami interest	20,867	27,096	25,792
Unrestricted	50	10,883	8,627
TOTAL NET ASSETS	114,939	124,367	120,323
TOTAL LIABILITIES AND NET ASSETS	\$ 284,653	\$ 335,181	\$ 361,071

On Behalf Of The Board



Chair



Chair, National Audit and Finance Committee

See accompanying notes to the summary consolidated financial statements.

AUDITOR'S REPORT

To the Board of Directors of The Canadian Red Cross Society

The accompanying summary consolidated financial statements, which comprise the summary consolidated statements of financial position as at March 31, 2013, March 31, 2012 and April 1, 2011, and the summary consolidated statements of operations for the years ended March 31, 2013 and March 31, 2012, and related notes are derived from the audited consolidated financial statements of the Canadian Red Cross Society (the "Society") for the years ended March 31, 2013 and March 31, 2012. We expressed an unmodified audit opinion on those consolidated financial statements in our report dated June 6, 2013. Those consolidated financial statements, and the summary consolidated financial statements, do not reflect the effects of events that occurred subsequent to the date of our report on those consolidated financial statements.

The summary consolidated financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations applied in the preparation of the audited consolidated financial statements of the Society. Reading the summary consolidated financial statements, therefore, is not a substitute for reading the audited consolidated financial statements of the Society.

Management's Responsibility for the Summary Consolidated Financial Statements

Management is responsible for the preparation of a summary of the audited consolidated financial statements in accordance with the established criteria disclosed in Note 1 to the summary consolidated financial statements.

Auditor's Responsibility

Our responsibility is to express an opinion on the summary consolidated financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, "Engagements to Report on Summary financial statements."

Opinion

In our opinion, the summary consolidated financial statements derived from the audited consolidated financial statements of the Society for the years ended March 31, 2013 and March 31, 2012 are a fair summary of those consolidated financial statements in accordance with the established criteria disclosed in Note 1 to the summary consolidated financial statements.

Deloitte LLP

Chartered Professional Accountants, Chartered Accountants
Licensed Public Accountants

June 6, 2013

Water Safety Instructor Trainer COURSES - \$175.00

British Columbia

Location	Dates	Times	Register by	Instructor
Burnaby AWSI co-teach option	Jan 29 th , 31 st Feb 3, 5, 7, 19, 21, 24	6:30-9:30pm (Tu, Th) 10am-3:30pm (Sun)	Jan 22 nd , 2013	Michelle Hebein & Paula Thulin
Qualicum Beach	Jan 26 th , 27 th Feb 2 nd , 3 rd	9:00am-2:30pm	Jan 19 th , 2013	Anne Porteous
Fort St John	Fri April 19 th Sat April 20 th Sun April 21 st	5:00pm-9:00pm 9:00am-5:00pm 9:00am-5:00pm	April 12 st , 2013	Jari-Lyn Weaver
Burnaby Just core of course no co- teach option	Fri May 3 rd Sat May 4 th Sun May 5 th	6:00pm-10:00pm 8:30am-5:30pm 8:30am-5:30pm	April 26 th 2013	Michelle Hebein & Paula Thulin
Kelowna	Friday June 7 th Sat June 8 th Sun June 9 th	5:00pm-9:00pm 9:00am-6:00pm 9:00am-6:00pm	May 31 st , 2013	TBA
Victoria	Fri Sept 20 th Sat Sept 21 st Sun Sept 22 nd	5:00pm-9:30pm 9:00am-6:00pm 9:00am-6:00pm	Sept 13 th , 2013	Anne Porteous
Burnaby AWSI co-teach option	Sept 24, 26, 29 Oct 1, 3, 15, 17, 20 th	6:30-9:30pm (Tu, Th) 10:00am-5:30 (Sun)	Sept 17 th , 2013	Michelle Hebein & Paula Thulin

Water Safety Instructor Trainer RECERTIFICATION - \$75.00

British Columbia

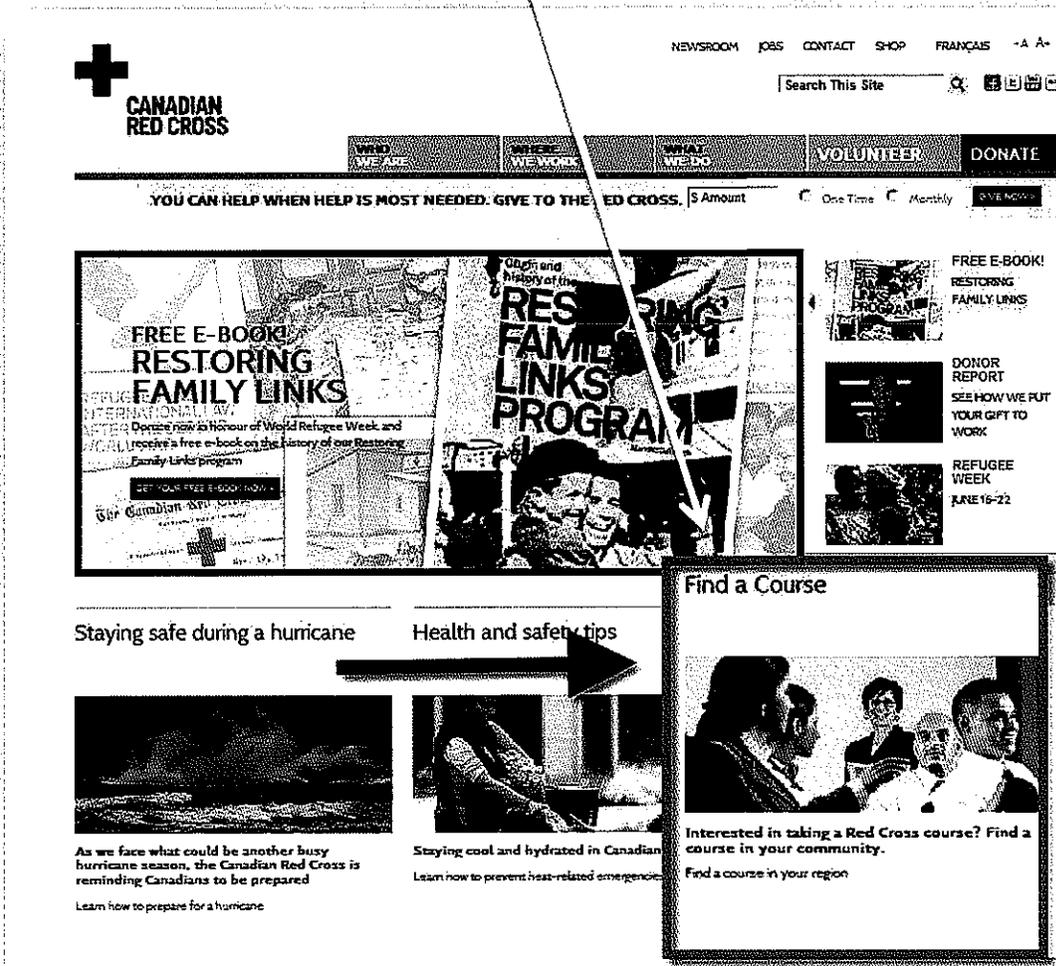
Location	Dates	Times	Register by	Instructor
Kamloops	Sat April 13 th	10:00am-4:00pm	April 8 th , 2013	TBA
Victoria	Sat April 20 th	9:30am-3:30pm	April 12 th , 2013	Anne Porteous
Prince George	Sat April 27 th	9:00am-3:00pm	April 20 th , 2013	Debbie Heywood
Kelowna	Sat May 4 th	10:00am-4:00pm	April 27 th , 2013	Kyla Atkins
Burnaby	Sun April 28 th	10:30am-4:30pm	April 21 st , 2013	Dorothy Bell
Cranbrook	Thurs May 9 th	3:30 pm -9:30 pm	May 6 th , 2013	Jari-lyn Weaver & Clara Reinhardt
Campbell River	CANCELLED	CANCELLED	CANCELLED	CANCELLED
Burnaby	Tues May 14 th	3:30pm-9:30pm	May 7 th , 2013	Renee Kelly and Louise Bishoff
Burnaby	Sat May 25 th	10:30am-4:30pm	May 17 th , 2013	Nicole Ludwig and Debbie Mah
Parksville	Sat May 25 th	9:00am-3:00pm	May 17 th , 2013	Anne Porteous
Victoria	Sat October 5 th	9:30am-3:30pm	Sept 29 th , 2013	Anne Porteous

Aquatic Programmer Certification Courses - \$275.00

Location	Dates	Times	Register by	Instructor
Burnaby, British Columbia	March 8 th , 9 th , 10 th	9:00am-5:00pm	March 1 st , 2013	Paula Thulin
Kelowna, British Columbia	April 22 nd , 23 rd , 24 th	9:00am-5:00pm	April 15 th , 2013	John Napier & Donna Morel
Burnaby, British Columbia	May 31 st , June 1 st & 2 nd	9:00am-5:00pm	May 24 th , 2013	Paula Thulin
Prince George, British Columbia	Sept 16 th , 17 th , 18 th	9:00am-5:00pm	Sept 9 th , 2013	TBA
Nanaimo, British Columbia	Nov 15 th , 16 th , 17 th	9:00am-5:00pm	Nov 8 th , 2013	Anne Porteous

Online registration is now activated.

To register you can call the Contact Centre at 1-877-356-3226 OR go to www.redcross.ca and click on find a course in your area.



The screenshot shows the Canadian Red Cross website with the following elements:

- Navigation:** NEWSROOM, JOBS, CONTACT, SHOP, FRANÇAIS, -A A-
- Search:** Search This Site
- Menu:** WHO WE ARE, WHERE WE WORK, WHAT WE DO, VOLUNTEER, DONATE
- Donation:** YOU CAN HELP WHEN HELP IS MOST NEEDED. GIVE TO THE RED CROSS. \$ Amount, One Time, Monthly, GIVE NOW
- Main Content:**
 - FREE E-BOOK: RESTORING FAMILY LINKS** - Open and history of the RESTORING FAMILY LINKS PROGRAM
 - FREE E-BOOK! RESTORING FAMILY LINKS**
 - DONOR REPORT SEE HOW WE PUT YOUR GIFT TO WORK**
 - REFUGEE WEEK JUNE 16-22**
- Staying safe during a hurricane** - Learn how to prepare for a hurricane
- Health and safety tips** - Stay cool and hydrated in Canadian heat. Learn how to prevent heat-related emergencies.
- Find a Course** - Interested in taking a Red Cross course? Find a course in your community. Find a course in your region.

Water Safety Instructor Trainer COURSES - \$175.00

British Columbia

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Water Safety Instructor Trainer RECERTIFICATION - \$75.00

British Columbia

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British Columbia

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Aquatic Programmer Certification Courses - \$275.00

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British Columbia

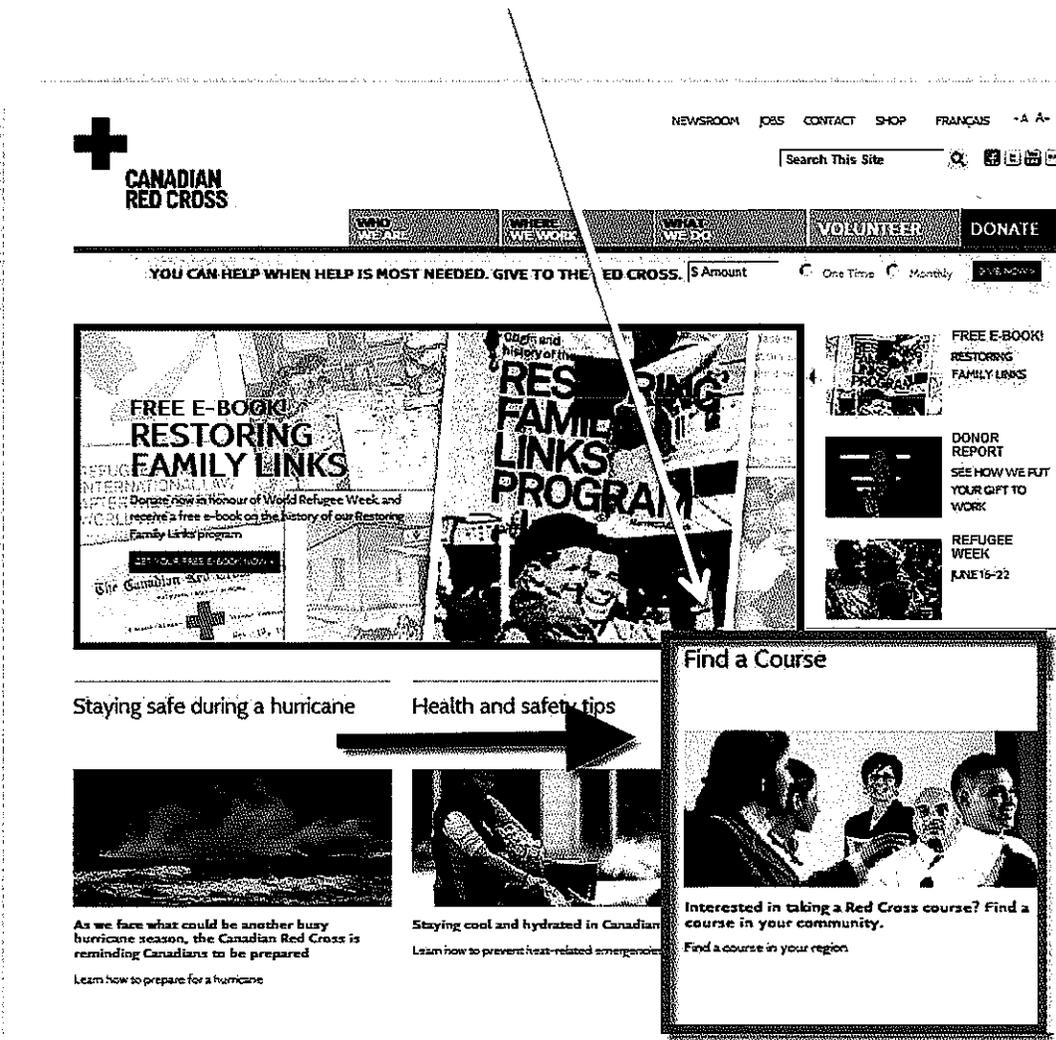
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September 9, 2012

Mr. Christian Bates,
Canadian Red Cross,
Western Zone,
3400 Lake City Way,
Burnaby, B. C.
V5A 4Y2

Dear Mr. Bates,

I am sending you this letter because I want to advise you that my husband and I could not have made it through all our challenges, without the help of Diane Marwick and the Nanaimo Red Cross.

My husband was in the ICU Ward of the Nanaimo Regional General Hospital for over 8 months. I was then advised they could do no more for him and were going to release him. They advised me I should put him in a home, as he was going to die. I chose to quit my job of 20 years and take him home to die.

My husband, Michael Willingham, was sent home in a Hospital Wheelchair, which we had to return, he also had a GJ Tube for all Food & Water intake, and we required a Kangaroo Pump and a Floor Stand for same, plus he also had a Trachestomy in his Throat and needed to go on a Breathing machine for all Sleeping, Naps, etc.

I was overwhelmed with what I had to do and purchase... I was a businesswoman, not a nurse... We had no family in Nanaimo, nor in Western Canada, for that matter. I could not leave him, he had to be monitored 24 hours a day, so shopping was impossible initially. Thank goodness his Doctor told me to go to the Red Cross, to see if they could help to get us going.

The Nanaimo Red Cross loaned us 2 Poles, one to help me get him into and out of Bed. He is 6 ft. 200 lbs. I am 5 ft. 3 in. and 120 lbs. and one to help him use Toilet. They also loan us a Wheelchair, a Toilet Seat, a Shower Seat and an I V Pole for his Drip Feed.

This got me through the first 3 months until I could purchase all of this equipment, get a Caregiver to assist me and get him the re-hab he needed. The Hospital only provides re-hab for 3 months. They were also unable to give me any Respite, because none of the available staff in Nanaimo would help, due to his Trachestomy.

2...

We returned the equipment to the Nanaimo Red Cross, along with some other equipment since, that he no longer uses.

My husband did not die. He now uses a Walker and goes to 7 exercise classes each week. He goes to 2 Recovery Tai Chi Classes, a Reformer Pilates class, he has a Physiotherapist who comes to our home, and he goes to the Gym 3 times a week.

I know for a fact that none of this would have been possible without the Nanaimo Red Cross.



Diane Roberts &
Michael Willingham
#401 - 580 Stewart Ave.,
Nanaimo, BC V9S 0A1
Tel/Fax 250-753-8410
dianeroberts@shaw.ca



DATE *September 27, 2013*

From: Williams Lake HELP Depot
Deni House
517 North 6th Avenue.
Williams Lake, BC
V2G2G8

To: Williams Lake Qty Council Members

RE: **A Letter of Support from the Volunteers of Williams Lake HELP Depot**

Dear Sr/Madam,

We feel that meeting the health challenges of the most vulnerable is a moral obligation. Over the past 10 years and more, Williams Lake Health Equipment Loans Program (HELP) Depot has been serving community members recovering from illness and injury, or facing end-of-life situations. We realize that in an instant, anyone can join this at-risk group. Patients here can borrow essential health equipment on a short-term basis, referred to the depot by a doctor or a physiotherapist amongst other health professionals. The HELP Depot is a separate entity from Deni House, however we are located in Deni House's main floor, which is a residential full care senior home managed by Interior Health, adjacent to Cariboo Memorial Hospital.

Our motivation and drive to volunteering at the Depot from year to year, is reminding ourselves day after day that these patients are from our community; they are our seniors, our families and our friends.

We are writing you today from two standpoints, as members of the Williams Lake community and as volunteers at Williams Lake HELP Depot. Our team of 16 Volunteers at the Red Cross Williams Lake HELP depot, 11 of which are seniors themselves suffering from back problems, many have served the depot from 7-10 years, would like to express our personal support for the grant application that is being submitted to you by the Red Cross Health Equipment Loan Program (HELP) for City of Williams Lake. This grant would allow the Red Cross to purchase essential bariatric medical equipment required by our HELP depot, to provide our community members from City of Williams Lake and areas of Cariboo regional district, with the required specialized health equipment they need.

Finally, we would like to thank the City of Williams Lake and Cariboo Regional District, for supporting our community's well being and promoting a better life style for those in need of support, by providing grant application opportunities for those non-profit organizations that can make a difference.

Regards,

Red Cross Williams Lake HELP Depot - Volunteers

Isabel Collins (Isabel Collins)
LEADER, Volunteers
Gale Zerner (Gale Zerner)
Volunteer

Grant for Assistance Application



Cariboo Regional District	
File No.	1850-02
SEP 27 2013	
Referred To	CFD 132287

Organization Information Sheet

Name of Organization:	St. Andrews United Church, Williams Lake
Mailing Address:	1000 Huckvale Place, Williams Lake, BC V2G 4L2
Telephone (office):	250-398-6745
Purpose of Organization (From Constitution or Incorporation Documents):	to provide spiritual guidance, offer programs to nurture body, mind & spirit, and to engage in community outreach
How long has the organization operated in the community?	continuously for 88 years
BC Society Registration Number:	n/a
Federal Charitable Registration Number: (if applicable)	10800 6602 RR0001
Chairperson's name:	Ross McCoubrey, Chair of Council
Telephone:	250-296-4285
Treasurer or Financial Officer's name:	Maurcen Wilson
Telephone:	250-296-3284

Date of last Annual General Meeting (Attach minutes and current list of Directors):
Sunday, June 23, 2013 list of Directors attached

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from City and CRD (if applicable) \$ n/a

NOTE: A Final Report for previous year's grant **MUST** be included with this submission.

Current Grant Requested from City and CRD \$ 10,000

3250 Bloor Street West, Suite 300
Toronto, Ontario
M8X 2Y4 Canada



416-231-5931 1-800-268-3781
F: 416-231-3103
www.united-church.ca

May 31, 2013

Re: **St. Andrew's United Church**
Williams Lake, BC

To Whom it May Concern:

I write to confirm that St. Andrew's United Church (108006602RR0001) is a long standing congregation of The United Church of Canada as provided for in The United Church of Canada Act of 1925. It is governed by the provisions of that act, and is in good standing with the United Church of Canada. It is bound by *The Manual of The United Church of Canada*. <http://www.united-church.ca/manual>

Pursuant to The United Church of Canada Act of 1925, the church property is owned by St. Andrew's United Church for so long as it exists as a congregation of The United Church of Canada, and in the event of dissolution, the property would revert to The United Church of Canada. Title is held in the name of the Trustees of St. Andrew's United Church, who are duly authorized to deal with property matters as set out in *The Manual*.

Government bodies and financial institutions often assume that our churches will have their own governing documents. This is often not the case. Virtually all United Church congregations are not incorporated and consequently often do not have letters patent and some of the usual documentation expected of incorporated bodies. Our churches are internal divisions of the national incorporated body but maintain individual charitable status.

I hope this confirmation is sufficient to support the congregation's application for assistance. We appreciate the support HRSDC has provided to many of our congregations. If you have questions, please contact me at 416-231-7680 x4022.

Yours sincerely,

Erik Mathiesen
Chief Financial Officer,
The United Church of Canada



Grant for Assistance Application



Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

Funding for activities over the next 3-5 years comes from:

a) congregational offerings

b) fundraising events

c) facility rentals

2. If your organization charges user fees/memberships/admission, attach your current fee structure: n/a We are open to everyone.

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

a) regular church operations b) ongoing building maintenance

c) local and global outreach d) construction of a liftway and installation of an elevator. The last objective is a one time project which will require community support's funding.

4. Who does your organization serve? (% of clients from City, % of clients from Central Cariboo)

See attached

5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?

No

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department)

Property tax exemption for church building: 1 acre of land. City Bylaw # 2167

7. Does your organization use City or CRD owned facilities? If so, which ones?

No

8. How will you indicate that the City and CRD are contributing to your organization?

See attached

#4. Who does your organization serve?

We serve our congregation of approximately 230 people, about 90 of whom are seniors over 65. Approximately 60% of these are from the city, and approximately 40% from the surrounding areas. In addition, we partner with many other community organizations to serve the people of the area in as many ways as we are able. Some of the community organizations we partner with are:

- Williams Lake Men's Choir
- Community Choir
- Quintet Plus
- Cariboo Gold
- Cariboo Festival Society
- Tuba Christmas Fundraiser for The Salvation Army
- Alcoholics Anonymous
- Community Arts Society
- Cariboo-Chilcotin Elder College
- Williams Lake Grief Conference
- Williams Lake Hospice Society
- St Andrews' Healing Ministry
- Princess Pine Bazaar
- Spinners and Weavers
- Northern Shuswap Tribal Council
- Field Naturalists' Annual Fundraising Dinner
- TOPS
- Ministry of Forests
- Metis Association
- Elections BC
- Mobile Screening Mammography Clinic
- Women's Contact Society
- Ministry of Children & Families

#8. How will you indicate that the City and CRD are contributing to your organization?

- Thank you letter/ card signed by congregation
- Poster/ plaque on elevator recognizing CRD as a donor
- Article in National Church magazine detailing project & support provided
- Recognition in church bulletin
- Local newspaper article
- Press release upon completion of project.



Grant for Assistance Application

8. See attached

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

See attached

2. How do you know there is a need for this service/project in our community?

See attached

3. Is your application for a:

A. seed grant B. special project or C. special capital expenditure

4. Is your agency applying for funds from other levels of government or other sources for this project?

yes

5. Would you still be able to complete the project if you do not receive the other funds applied for?

no

6. Please describe the impact of this application being denied or approval of an amount less than requested.

See attached

#1. Brief Description of Proposed Use of Grant Being Applied For:

This project involves the construction of a lift way, and the purchase and installation of a three person elevator to improve access for seniors, the physically challenged, and those with mobility issues within our church building. As the population of our community, our congregation, and those we serve ages, it becomes more and more difficult for those people with mobility challenges to make their way from the upstairs sanctuary/ office area to the downstairs hall/ kitchen/ meeting room area. The winter months are especially difficult, and rather than attempt the steep stairway or the cold and icy conditions outside, many people choose to avoid planned events. This project would provide an alternative so that those people could participate fully in the various functions offered at this facility.

#2. How do you know there is a need for this service/ project in our community?

- Comments from congregation members
- Comments from community members
- Decline in numbers of seniors attending events which require moving from one level to the other.
- Observed difficulties with the steep stairs

See attached letters of support from community groups

#6. Please describe the impact of this application being denied or approval of an amount less than requested.

If this application is not approved, and this project does not proceed, it is apparent that as our population ages, access to our meeting rooms will become more and more difficult for seniors and those with mobility issues, and the use of these rooms for our community will decrease significantly. As a result, our programs and activities for seniors will be a risk until an elevator can be purchased and installed, and for our small congregation, this is not likely to happen without some outside funding assistance. We have requested a grant of \$10,000, but we would gratefully receive any funding amount to help this project go ahead.



Grant for Assistance Application

7. Start date of the project: February 1, 2014

End date for the project: November 1, 2014

8. Please describe the key activities that will take place to complete the project and any associated timelines.

See attached.

9. Please provide a detailed financial budget for the project.

See attached

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

See attached

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Ros J. McCreary
President/Chairperson

#8. KEY ACTIVITIES

- 1. Preliminary Research and Consultation (completed already)**
Congregational meetings and discussion; community input; exploration of options; costing; initial engineering report; approval by secret ballot.
- 2. Project design & pre-construction – to be completed by February 1, 2014.**
Appointment of project coordinator; contractor identified; rough drawings done; volunteers solicited; grant applications done and fund raising begun.
- 3. Preparation work – to be completed by May 1, 2014**
Engineered drawings completed and received; relocate/ modify HVAC ducting; relocate/ modify electrical; relocate Sunday school room door; construct elevator shaft with ramp at basement entry; restoration/ remedial work begun.
- 4. Installation of Elevator – to be completed by July 1, 2014**
Cable operated platform lift with entrance door at each level; includes inspection, certification & fees; shaft will be fire rated; all work to comply with current provincial/ federal laws & regulations.
- 5. Finishing work – to be completed by October 1, 2014**
Restoration of disturbed finishes on wall/ floor/ ceiling on both levels; cosmetic work as needed.
- 6. Final Inspections & Reporting – to be completed by November 1, 2014 (projected) but certainly done by January 1, 2015.**
All inspections completed.
- 7. Final project report in to the Cariboo Regional District and other grant provided as required.**

#9. DETAILED BUDGET

Capital Expenditures:

Construction of fire rated elevator shaft		
Alterations to existing concrete components		
Cost of demolition & restructuring		
Cost of construction of load bearing components		
Completion & finished work	8,000.00	
Cost of building materials	4,000.00	
Total		\$12,000.00

Capital Asset:

Crystal Elevator		
- Cable operated, platform lift		
- Includes inspection & certification		
Installed cost, including taxes		\$40,000.00

Professional Fees:

Engineering & design drawing	3,000.00	
2 field reviews	1,000.00	
Additional liaison support	1,000.00	
Total including taxes		\$5,000.00

Staff Wages:

Contractor fees and workers wages based on \$20.00/ hr x 40 hr/ week x 18 weeks		\$16,000.00
--	--	-------------

General Project Costs:

Permits		
Power		
Inspections		
Contingencies (all including taxes)		\$2,000.00

<u>Total Project</u>		<u>\$75,000.00</u>
----------------------	--	--------------------

#10.

This project's success will be measured in a number of ways, including

- 1. the completed installation and regular use of a cable operated platform lift elevator.**
- 2. increased use of the downstairs kitchen facilities, hall, and meeting rooms both by the congregation and by the larger community.**
- 3. improved access between the two levels of the church building, especially for the physically challenged, for seniors, and for people with mobility issues.**
- 4. increased utilization of the church building for a broad range of community activities.**
- 5. an expansion of our community outreach programs and the fostering of additional partnerships with community groups.**



450 MART STREET, WILLIAMS LAKE, BRITISH COLUMBIA V2G 1N3
TELEPHONE 250-392-2311 FAX 250-392-4408

August 20, 2013

To Whom It May Concern

Re: Support for the installation of an elevator at St. Andrew's United Church, Williams Lake that requires financial assistance or grant-in-aid from external sources to bring this to fruition.

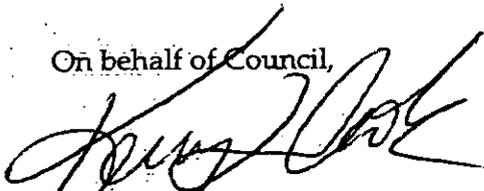
The City of Williams Lake supports the application for funding to assist in the "Elevator Fund Raising Project" being undertaken by the parishioners and project committee for St. Andrew's United Church in Williams Lake.

The City supports St. Andrew's United Church in their present endeavour to install an elevator within the building whereby offering improved accessibility and safety. The elevator will offer accessibility not only for the church congregation but more realistically the community at large. St. Andrew's United Church facilitates our community for a multitude of activities and events, for all ages, interests and physical mobility.

The City endorses initiatives such as this, which is in line with the Official Community Plan general policy regarding Active and Convenient Transportation, Affordable Housing and Livable Neighbourhoods more to point "Accessibility." Specifically, we welcome the progressive idea of an elevator addition at St. Andrew's United Church for the accessibility to all public areas of this structure. It will open up the space for everyone to have an equal opportunity to access and participate in ongoing activities.

We urge you to consider approving the application for funding to assist St. Andrew's United Church's endeavour to offer the opportunity for equal accessibility for all through the construction of an elevator.

On behalf of Council,



Mayor Kerry Cook





Compassionate Care Funerals
180 Comer Street
Williams Lake, BC V2G 1T6

Phone: 250-392-3336 Fax: 250-392-6722

June 30, 2013

To whom it may concern;

This letter is in regards to the projected elevator lift in St. Andrew's United Church of Williams Lake, BC. I as a Funeral Home operator have cause to do a number of Funerals and Memorial Teas in St. Andrew's United Church Sanctuary and Hall in their basement.

Each time I am at that church for an occasion where there are elderly persons or persons who have some mobility issues I note the amount of people who do not make from upstairs to downstairs because there is no inside route for them other than stairs.

Instead of battling their way around the exterior of the building, people end up going out the front door and never get to visit after a service which is so very important when grieving the loss of a family member or good friend. This elevator lift will provide so many people access to the lower level of the church.

I am in favor of the church putting in an elevator/lift because I feel this would be of a benefit to the community overall as this building gets used quite often for events other than funerals that I have attended.

Respectfully

A handwritten signature in black ink, appearing to read "Ron J Malmas", written in a cursive style.

Ron J Malmas
Manager

Cariboo Chilcotin
Elder College

Affiliated with Thompson Rivers University

June 3, 2013

To Whom It May Concern

The Cariboo Chilcotin Elder College is a volunteer organization committed to meeting the learning needs and ongoing educational interests of seniors in Williams Lake and surrounding areas. We provide a relaxed learning environment in several diverse curricular areas to our more than 240 members. Over the past ten years, we have provided opportunities for the seniors in this area to participate in academic, practical, social, and artistic educational experiences.

Several of our classes are held at St. Andrew's United Church. They have been willing and flexible enough to accommodate our facilities and equipment needs, and they have been welcoming and cooperative with our instructors and course participants. This particular church has a reputation in the community of being friendly, inclusive, and open to all.

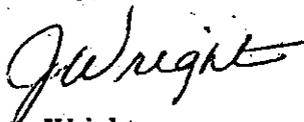
It is our understanding that St. Andrew's is currently seeking funding assistance to install an elevator. The church building is large, and there are many steep stairs from the upper meeting level to the main hall and kitchen area downstairs. Seniors with mobility issues, and in reality, seniors in general, find it difficult to go up and down these stairs. The alternative is to go outside, around the building, and enter at the lower level, a difficult thing for seniors to do in inclement winter conditions.

At this facility, an elevator would be a great benefit. As our population ages, this church is used more and more for events involving seniors, and access becomes more of an issue. We believe that with the installation of an elevator, this facility will become more open to older people, and more events with better participation by seniors can be accomplished.

This church already serves our community in a significant way. The addition of an elevator will simply allow it to continue and expand its offerings to the people, especially the seniors in Williams Lake. It is, in our opinion, a worthwhile and needed project.

Please feel free to contact me if you have any questions or if you need any further information.

Yours truly,



Joanne Wright

Secretary

Cariboo Chilcotin Elder College

1250 Western Avenue, Williams Lake, B.C. V2G 1H7
(250) 392-8180

June 3, 2012

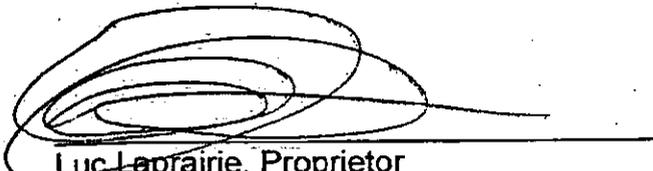
To whom it may concern:

Laprairie's Alternative Funeral Services is a local Williams Lake funeral business. We conduct funeral and memorial services in St. Andrew's United Church and have done so for many years.

The United Church is an excellent venue for services and many local families choose to use the church. However, the accessibility of the church is very limited. Attendees who may need to use a wheelchair, or have mobility problems requiring a mobility aid such as a walker, have great difficulty with the current set up. They can access the main church for the service but it is a long sloped walk from the church parking lot to the church doors. Furthermore, there is no indoor accessibility to the church hall, which is located in the basement of the church and is used regularly for teas, following the service. A full flight of stairs, leading to the basement, blocks access the hall. When family and friends are unable to navigate the stairs, they are expected to exit the main floor of the church, proceed down the ramped sidewalk at the front, travel a significant distance through the parking lot and enter the basement level from the back parking lot. This is made more difficult in winter and early spring when there is snow on the ground.

We would fully support the addition of an elevator in the church. This would allow full accessibility for those with mobility problems to attend teas located in the basement hall. As many attendees at funeral services are seniors, access to an elevator would be of great assistance.

Yours sincerely,



Luc Laprairie, Proprietor
Laprairie's Alternative Funeral Services
Williams Lake, B.C.

Proposed Project: ELEVATOR for St. Andrew's United Church

To Whom It May Concern:

June 24, 2013

The Cariboo Men's Choir has been performing in Williams Lake for nine years. In previous years the membership has been into the 30's, the choir had 28 members this past year, nearly all seniors. The men meet for regular rehearsals on Saturday morning from 9:30 to 11:30, and for sectionals on Tuesday and Wednesday evenings from 7:00 to 9:00. The Cariboo Men's Choir likes to sing, socialize, learn to read music, harmonize together and support the community.

The Cariboo Men's Choir performs on average ten times a year: Legion's Remembrance Day Service, Cariboo Hospice Memorial Service, Santa Claus Parade and Carolling, Community Christmas Dinner, TubaJohn Christmas Concert, Seniors' Village Christmas Party, Salvation Army Kettle, Parade of Choirs, Cariboo Music Festival, and the Year-End Concert. In particular we have performed at St. Andrew's United Church several times a year including the TubaJohn Christmas Concert, Cariboo Music Festival, and the Year-End concert. At St. Andrew's we have also performed for their regular Sunday Service, several funerals and a wedding. The men enjoy these performances because of the excellent acoustics of the sanctuary. Although music is the drawing card for these performances, the social atmosphere of friends getting together to participate both as singers and the audience is defeated because MacKinnon Hall is downstairs, below the sanctuary. There is no place for the people to socialize outside of the sanctuary. More than the regular number of stairs separates the two floors with the hall and the kitchen downstairs.

The proposed project involves the purchase and installation of an elevator system: three passengers, or one person and one disabled person with a wheelchair or a scooter. The project would begin February 2014 and be completed within a year. Funding is to come from congregational donations, fundraising and grant applications.

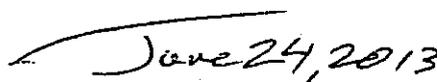
This elevator is sorely needed in St. Andrew's Church. Access between floors is difficult for older people, especially those with mobility issues. Often, seniors will come to an event upstairs, but skip the coffee/social time downstairs because it is too hard to get there. Several of my more senior members, in their seventies, have trouble on stairs and forego the socializing afterwards. Especially in winter, when snow and ice are on the ground; the stairs are too steep, and to go around outside, it's just not that easy to do. Maneuvering through ice and snow in the cold while other people stay inside is enough for seniors to give up and go home.

The installation of an elevator will really open up access to both parts of the building, especially to seniors. An elevator will allow St. Andrew's Church to expand its community outreach, not only to seniors, but to other groups as well. More community groups, such as the Cariboo Men's Choir, will find the facilities attractive and more accessible.

Sincerely,



Carl Johnson
Artistic Director
Cariboo Men's Choir
carl.johnson@sd27.bc.ca



dated: June 24, 2013

Board 2012/ 2013

Minister	Rev Jenny Carter, 1519 Juniper Street, Williams Lake, BC V2G 3C2
Board Chair	Ross McCoubrey P.O. Box 106, 150 Mile House, BC V0K 2G0
Trustee Chair	Barry Sale P.O. 118, 150 Mile House, BC V0K 2G0
Board Secretary	Ken Awmack 1265 Resker Place, Williams Lake, BC V2G 4H9
Ministry & Personnel Representative	Ken Awmack 1265 Resker Place, Williams Lake, BC V2G 4H9
Presbytery Representative	Janet Whalley 736, 4 th Avenue North, Williams Lake, BC V2G 3Y4
Alternate Presbytery Representative	Shary Shephen 4621 Dallas Road, Williams Lake, BC V2G 4Z3
Members at Large	Lynn Blatchford Box 166, Hanceville, BC V0L 1K0
	Sarah Sigurdson 1519 Juniper Street, Williams Lake, BC V2G 3C2
	Ed Kozuki 1913 Kozuki Road, Williams Lake, BC V2G 5G5
	Jean Roberts 2402 Bellevue Drive, Williams Lake, BC V2G 5H2
	Marvin Ashley 340 Soda Creek Road, Williams Lake, BC V2G 5A4
	Terry Ashley 966 Soda Creek Road, Williams Lake, BC V2G 5E4



Directors/Trustees and Like Officials Worksheet



22 2011-12-31 108006602 RR 0001 0126052

Enter the prescribed information for each director/trustee and like official of the charity's board of directors/trustees. The Canada Revenue Agency available to the public. All of the information collected on this form, including the confidential data, may be shared as permitted by law (e.g. with ce See the reverse of this form for an explanation of terms used.

Total Number of Directors/Trustees and Like Officials:

Public Information				Confidential Data			
Last name: Sale		First name: Barry		Initial:		Home address - Street number and name: 2992 Kengin Road	
Director/Trustee/Like Officials Term ▶		Start Date: 1998/01/01	End Date: 2013/12/31	City: 150 Mile House		Prov/Terr: BC	Postal Code: V0K 2G0
Position: Trustee		At arm's length with other Directors, etc.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Telephone Number: 250-296-3315		Date of Birth (mandatory for identification): 1946/04/17	
Last name: Gregory		First name: Alvin		Initial:		Home address - Street number and name: 878 Huston Street	
Director/Trustee/Like Officials Term ▶		Start Date: 1996/01/01	End Date: 2012/12/31	City: Williams Lake		Prov/Terr: BC	Postal Code: V2G 1W3
Position: Trustee		At arm's length with other Directors, etc.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Telephone Number: 250-392-3505		Date of Birth (mandatory for identification): 1940/07/24	
Last name: Hicks		First name: Roger		Initial:		Home address - Street number and name: 548 Roberts Drive	
Director/Trustee/Like Officials Term ▶		Start Date: 2006/01/01	End Date: 2012/12/31	City: Williams Lake		Prov/Terr: BC	Postal Code: V2G 5K1
Position: Trustee		At arm's length with other Directors, etc.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Telephone Number: 250-392-2798		Date of Birth (mandatory for identification): 1948/02/27	
Last name: McCoubrey		First name: Ross		Initial:		Home address - Street number and name: 3711 Allpress Road	
Director/Trustee/Like Officials Term ▶		Start Date: 2002/01/01	End Date: 2012/12/31	City: 150 Mile House		Prov/Terr: BC	Postal Code: V0K 2G0
Position: Trustee		At arm's length with other Directors, etc.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Telephone Number: 250-296-4285		Date of Birth (mandatory for identification): 1948/07/26	
Last name: Andersen		First name: Jean		Initial:		Home address - Street number and name: 210, Third Avenue North	
Director/Trustee/Like Officials Term ▶		Start Date: 2008/01/01	End Date: 2013/12/31	City: Williams Lake		Prov/Terr: BC	Postal Code: V2G 4T7
Position: Trustee		At arm's length with other Directors, etc.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Telephone Number: 250-392-5969		Date of Birth (mandatory for identification): 1928/04/28	
Last name:		First name:		Initial:		Home address - Street number and name:	
Director/Trustee/Like Officials Term ▶		Start Date:	End Date:	City:		Prov/Terr:	Postal Code:
Position:		At arm's length with other Directors, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Telephone Number:		Date of Birth (mandatory for identification):	
Last name:		First name:		Initial:		Home address - Street number and name:	
Director/Trustee/Like Officials Term ▶		Start Date:	End Date:	City:		Prov/Terr:	Postal Code:
Position:		At arm's length with other Directors, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Telephone Number:		Date of Birth (mandatory for identification):	
Last name:		First name:		Initial:		Home address - Street number and name:	
Director/Trustee/Like Officials Term ▶		Start Date:	End Date:	City:		Prov/Terr:	Postal Code:
Position:		At arm's length with other Directors, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Telephone Number:		Date of Birth (mandatory for identification):	
Last name:		First name:		Initial:		Home address - Street number and name:	
Director/Trustee/Like Officials Term ▶		Start Date:	End Date:	City:		Prov/Terr:	Postal Code:
Position:		At arm's length with other Directors, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Telephone Number:		Date of Birth (mandatory for identification):	



ANNUAL GENERAL MEETING
MINUTES 2013

St. Andrew's UC Congregational Minutes

2013-06
Page #

Sunday, February 24, 2013

(location) MacKinnon Hall

Present: A sign-in sheet was circulated. See attached.

The meeting was called to order at 11:39 AM by Ross McCoubrey
Rev. Jenny Carter led us in a prayer.

Voting Procedure

M/S Ron Malmas/Lynn Blatchford That those adherents present and who regularly contribute to the support of the church receive voting privileges on temporal matters. - Passed

Amendments to the Annual Report(printed copy)

- Page 9. "Members of the Church Board" – Ellen Bentham should also be listed as an alternative presbytery representative.
- Page 16. "Outreach". M&S fund ... the disbursement was \$11,406.50 (not \$11,000.)

Minutes of June 17, 2012

The minutes for June 17, 2012 were printed in the annual report.

M/S Mary Trott/Janet Whalley That the minutes be approved as presented. - Passed

Committee Reports (pages 6-19)

M/S Marvin Ashley/Sharon Greunwald That the committee reports be accepted.. - Passed

Financial Reports (pages 20-25)

M/S Ron Malmas/Mary Trott That the Financial reports be accepted.. - Passed

Ministry and Service Fund – Goal for 2013

M/S Lynn Blatchford/Mary Trott That the M&S pledge for 2013 be \$11,000.. - Passed

2013 Budget (page 26)

M/S Vicky Sale/Ron Malmas That the 2013 budget as printed in the annual report be accepted. - Passed

Rev. Jenny Carter ended the meeting with a prayer:

Adjournment by Charley Fawcet at 12:20 pm

Council Secretary

Council Chair

Secretary's Initials
Chair's Initials



St. Andrew's UC Congregational Minutes 2013-_____

Page #

Sunday, June 23, 2013

(location) MacKinnon Hall

Present: A sign-in sheet was circulated. See attached.

The meeting was called to order at 11:30 AM by Janet Whalley
Ron Malmas led us in a prayer.

Voting Procedure

M/S Hal Giles/Lynn Blatchford That those adherents present and who regularly contribute to the support of the church receive voting privileges on temporal matters. - **Passed**

Minutes of February 24, 2013

The minutes for February 24, 2013 were printed and distributed at the congregation meeting.

M/S Ron Malmas/Brenda Smith That the minutes be approved as presented. - **Passed**

Caretaker - Janet Whalley

- The caretakers left at the of May.
- M & P is looking for a replacement
- During the time that we don't have a live-in caretaker, be extra cautious about security, lights and heat.

Preauthorized Givings (PAR) - Maureen Wilson

- Only 18 congregants are on PAR.
- The set-up is quite easy, Maureen will assist if needed.
- PAR members still get envelopes and can make special designated offerings.
- PAR can be adjusted at any time.
- PAR helps the church budget, and cuts down the envelopes to be dealt with by the counters each week.

Elevator Report – Denis Roberts

- Denis and Ed looked into a number of elevator options.
- The "option 1" doesn't require the floor to be jack-hammered separate mechanical room for the elevator equipment and the elevator is self supporting (doesn't require the church to support the elevator).
- The Church board recommended that "Option 1" Crystal Elevator be presented to the congregation.
- There is a good summary of the option of this quote in the happenings.
- Denis answered questions from the congregation regarding this option.

*MINUTES THAT PERTAIN TO
ELEVATOR PROJECT.*

Secretary's Initials

Chair's Initials

- There is approximated \$75,000 to be raised and a ballot will be used for this decision.

M/S Lynn Blatchford/Hal Giles That the congregation will proceed with the elevator ballot ... - **Passed**

Election to the church Board

- Ross McCoubrey as chair to June 2014(already served two terms)
- Ken Awmack as secretary chair to June 2014(already served two terms)
- Janet Whalley as presbytery Representative to June 2014(annual appointment only)
- Shary Stephen alternate presbytery Representative to June 2014(annual appointment only)
- Two year terms: Marvin Ashley, Ed Kozuki, Lynn Blatchford.

Appointment of Trustees

M/S Brenda Smith./Heather Awmack That Barry Sale, Ross McCoubrey, Roger Hicks, Jean Andersen and Alvin Gregory be re-appointed as trustees for the church until the end of December 2014.- **Passed**

Adjournment of congregation meeting at 12:32 pm

Council Secretary

Council Chair

St. Andrew's United Church, Williams Lake

prepared by Maureen Wilson

Balance Sheet (unaudited)

As of December 31, 2012

	General	Youth	Building & Property	Total
1 Assests				
2 Chequing Acct & Investments	35,608	7,346	14,661	57,615
3 *Accounts Receivable	2,391			2,391
4 Prepays	5,038			5,038
5 Minister's Housing Loan	8,000			8,000
6 Total Assests	51,037	7,346	14,661	73,044
7 Liabilities				
8 **Accounts Payable	11,166			11,166
9 Equity (Pots of Money)				
10 Opening Balance	35,947	5,281	12,309	53,537
11 Net surplus (deficit) 2012	3,924	2,065	2,352	8,341
12 Total Equity & Liabilities	51,037	7,346	14,661	73,044

Income Statement (unaudited)

For the Year Ended December 31, 2012

	General	General Budget	Youth	Building & Property	Total
13 Income	165,739	172,500	3,306	4,852	173,897
14 Expenses	-161,815	-172,449	-1,241	-2,500	-165,556
15 Net Surplus (deficit) 2012	3,924	51	2,065	2,352	8,341

16 *Accounts Receivable includes Invoices sent out that we have not yet received payment for, and GST & PST to be reimbursed by the government.

17 **Accounts Payable includes invoices to be paid, as well as money designated as Healing Pathways and Local Outreach.

MW
27 Sept 2013

These statements were prepared by the Church Coordinator from financial records which were neither reviewed nor audited.

2012 Annual Report

Page 25 of 26

ST ANDREW'S UNITED CHURCH BUDGET - 2013

	2012 BUDGET	2012 ACTUAL	2013 PROPOSED	
INCOME				
1	Interest			
2	General Offering			
3	Loose Offering	1,500.00	2,320.27	1,800.00
4	Identifiable	114,500.00	105,627.44	116,025.00 ***
5	Local Outreach - Income	3,500.00	3,080.75	3,500.00
6	Mission & Service - Income	11,000.00	11,396.50	11,000.00
7	Total General Offering	130,500.00	122,424.96	132,325.00 *
8	Rent	15,000.00	11,998.00	13,000.00 *
9	Fundraising			
10	Fundraising Income	16,000.00	20,892.43	18,000.00
11	Fundraising Expense	-3,000.00	-4,155.19	-3,500.00
12	Fundraising Other	2,000.00	1,428.00	7,500.00
13	Total Fundraising	15,000.00	18,165.24	22,000.00 *
14	Shared Ministry	12,000.00	11,105.25	7,500.00 *
15	TOTAL INCOME	172,500.00	163,693.45	174,825.00 *

EXPENSES

16	Janitorial	5,500.00	4,170.00	4,500.00 **
17	Equipment Purchases	3,500.00	3,711.80	1,500.00 **
18	FortisBC	5,000.00	3,765.02	5,000.00 **
19	Honorariums	4,000.00	4,562.00	4,500.00 **
20	Local Outreach Paid	3,500.00	3,080.75	3,500.00 **
21	Mission & Service Paid	11,000.00	11,406.50	11,000.00 **
22	Committees			
23	Sunday School	300.00	302.45	400.00
24	CE&FD	250.00	124.45	250.00
25	Fellowship	500.00	551.44	500.00
26	Pastoral Care	250.00	0.00	250.00
27	Worship	3,525.00	3,822.64	4,000.00
28	Total Committees	4,825.00	4,800.98	5,400.00 **
29	BC Hydro	5,200.00	3,945.68	5,200.00 **
30	Bank Charges	350.00	260.90	300.00 **
31	Insurance & Taxes	7,500.00	5,541.42	7,500.00 **
32	Maintenance & Supplies	5,000.00	5,992.43	5,000.00 **
33	Subscriptions	100.00	103.71	100.00 **
34	Office Supplies	4,000.00	3,739.32	4,450.00 **
35	Pulpit Supply			500.00
36	Presbytery	6,264.00	6,264.00	6,204.00 **
37	Telephone	1,800.00	1,689.28	1,800.00 **
38	Utilities: Water & Sewer	1,200.00	1,180.80	1,200.00 **
39	Wages			
40	Minister			
41	Ministers Salary	53,000.00	52,362.10	55,000.00
42	Pensions & Group Ins	8,000.00	7,871.27	9,300.00
43	EI/ CPP Employers Portion	3,000.00	2,920.63	3,200.00
44	Ministers Travel	1,000.00	0.00	1,000.00
45	Continuing Education	1,500.00	295.00	1,500.00
46	Personal Expenses	500.00	196.60	500.00
47	Total Minister	67,000.00	63,645.60	70,500.00 **
48	Other			
49	Pensions & Group Ins	3,000.00	2,761.92	3,550.00
50	EI/ CPP Employers Portion	1,800.00	1,745.50	1,800.00
51	Caretaker	3,500.00	3,524.00	4,100.00
52	Church School Coordinator	5,000.00	1,260.00	3,000.00
53	Church Coordinator	23,000.00	22,422.68	24,000.00
	Total Other	36,300.00	31,714.10	36,450.00 **
55	WCB	210.00	195.55	210.00 **

St. Andrew's United Church
Balance Sheet
 As of 31 August 2013

31 Aug 13

ASSETS	
Current Assets	
Chequing/Savings	
Bank CIBC	33,959.18
Total Chequing/Savings	33,959.18
Accounts Receivable	
Accounts Receivable	1,437.10
Total Accounts Receivable	1,437.10
Other Current Assets	
GST	43.97
Investment	25,504.02
Prepays	1,757.64
Total Other Current Assets	27,305.63
Total Current Assets	62,701.91
Other Assets	
Loan receivable	8,000.00
Total Other Assets	8,000.00
TOTAL ASSETS	70,701.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,073.40
Total Accounts Payable	1,073.40
Other Current Liabilities	
Healing Ministry Payable	1,328.21
Local Outreach Payable	2,712.06
Total Other Current Liabilities	4,040.27
Total Current Liabilities	5,113.67
Total Liabilities	5,113.67
Equity	
Building & Property Fund	
B & P opening balance	14,660.50
Net surplus (deficit)	8,071.70
Total Building & Property Fund	22,732.20
General fund	
General fund opening balance	39,870.83
Net surplus (deficit)	-5,034.70
Total General fund	34,836.13
Youth fund	
Youth fund opening balance	7,346.39
Net surplus (deficit)	673.52
Total Youth fund	8,019.91
Allocate NI	-3,710.52
Net Income	3,710.52
Total Equity	65,588.24
TOTAL LIABILITIES & EQUITY	70,701.91

M

**St. Andrew's United Church
 Income & Expenses
 August 2013**

	<u>Aug 13</u>
Income	
Fundraising	
Fundraising income	407.50
Total Fundraising	<u>407.50</u>
General offerings	
Healing Ministry - income	20.00
Identifiable	8,873.00
Local outreach - income	236.00
Loose offerings	57.00
Mission & Service Income	861.00
Total General offerings	<u>10,047.00</u>
Rentals & Expense Recovery	
Rent	415.00
Total Rentals & Expense Recovery	<u>415.00</u>
Total Income	10,869.50
Expense	
Local outreach - paid	236.00
Healing Ministry - paid	20.00
Mission & Service - paid	861.00
Bank charges	24.00
BC Hydro	371.98
Committees	
Worship expense	95.28
Total Committees	<u>95.28</u>
FortisBC	50.16
Honorariums	355.00
Insurance & Taxes	553.91
Interim pulpit supply	91.20
Janitorial	375.00
Maintenance & supplies	118.71
Office Supplies	309.43
Presbytery	517.00
Telephone	143.96
Wages	
Minister	
EI/CPP employers portion - mnst	266.33
Minister's Salary	4,465.30
Pensions & Group Ins -minister	773.36
Total Minister	<u>5,504.99</u>
Other	
Caretaker	342.00
Church coordinator	1,986.34
EI/CPP Employers portion other	159.34
Pensions & Group Insur - other	288.93
Total Other	<u>2,776.61</u>
Total Wages	<u>8,281.60</u>
Total Expense	<u>12,404.23</u>
Net Income	<u><u>-1,534.73</u></u>

MW

**St. Andrew's United Church
Income & Expense by Class
August 2013**

	General - Oth... (General)	Total General	Building & Pr...	Youth fund	TOTAL
Income					
Fundraising	0.00	375.00	32.50	0.00	407.50
General offerings	8,396.00	9,513.00	484.00	50.00	10,047.00
Rentals & Expense Recovery	0.00	415.00	0.00	0.00	415.00
Total Income	8,396.00	10,303.00	516.50	50.00	10,869.50
Expense					
Local outreach - paid	0.00	236.00	0.00	0.00	236.00
Healing Ministry - paid	0.00	20.00	0.00	0.00	20.00
Mission & Service - paid	0.00	861.00	0.00	0.00	861.00
Bank charges	0.00	24.00	0.00	0.00	24.00
BC Hydro	0.00	371.98	0.00	0.00	371.98
Committees	0.00	95.28	0.00	0.00	95.28
FortisBC	0.00	50.16	0.00	0.00	50.16
Honorariums	0.00	355.00	0.00	0.00	355.00
Insurance & Taxes	0.00	553.91	0.00	0.00	553.91
Interim pulpit supply	0.00	91.20	0.00	0.00	91.20
Janitorial	0.00	375.00	0.00	0.00	375.00
Maintenance & supplies	0.00	118.71	0.00	0.00	118.71
Office Supplies	0.00	309.43	0.00	0.00	309.43
Presbytery	0.00	517.00	0.00	0.00	517.00
Telephone	0.00	143.96	0.00	0.00	143.96
Wages	0.00	8,281.60	0.00	0.00	8,281.60
Total Expense	0.00	12,404.23	0.00	0.00	12,404.23
Net Income	8,396.00	-2,101.23	516.50	60.00	-1,534.73

MM

St. Andrew's United Church
Income & Expense by Class
August 2013

	Finance & Of... (General)	Fundraising (General)	Healing Mini... (General)	Local outreach (General)	Ministry & Pa... (General)	Mission & Ser... (General)	Physical Res... (General)	Worship (General)
Income								
Fundraising	0.00	375.00	0.00	0.00	0.00	0.00	0.00	0.00
General offerings	0.00	0.00	20.00	236.00	0.00	861.00	0.00	0.00
Rentals & Expense Recovery	0.00	415.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	0.00	790.00	20.00	236.00	0.00	861.00	0.00	0.00
Expense								
Local outreach - paid	0.00	0.00	0.00	236.00	0.00	0.00	0.00	0.00
Healing Ministry - paid	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00
Mission & Service - paid	0.00	0.00	0.00	0.00	0.00	861.00	0.00	0.00
Bank charges	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BC Hydro	0.00	0.00	0.00	0.00	0.00	0.00	371.98	0.00
Committees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.28
FortisBC	0.00	0.00	0.00	0.00	0.00	0.00	50.18	0.00
Honorariums	0.00	0.00	0.00	0.00	355.00	0.00	0.00	0.00
Insurance & Taxes	553.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interim pulpit supply	91.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Janitorial	0.00	0.00	0.00	0.00	375.00	0.00	0.00	0.00
Maintenance & supplies	0.00	0.00	0.00	0.00	0.00	0.00	118.71	0.00
Office Supplies	309.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Presbytery	517.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	143.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wages	0.00	0.00	0.00	0.00	8,281.80	0.00	0.00	0.00
Total Expense	1,639.50	0.00	20.00	236.00	9,011.60	861.00	540.85	95.28
Net Income	-1,639.50	790.00	0.00	0.00	-9,011.60	0.00	-540.85	-95.28

St. Andrew's United Church Income & Expense Budget vs. Actual August 2013

	Aug 13	Budget	\$ Over Budget	% of Budget
Income				
Fundraising	407.50	1,208.33	-800.83	33.7%
General offerings ✕	10,047.00	11,027.09	-980.09	91.1%
Rentals & Expense Recovery	415.00	1,083.33	-668.33	38.3%
Total Income	10,869.50	13,318.75	-2,449.25	81.6%
Expense				
Local outreach - paid	236.00	291.67	-55.67	80.9%
Healing Ministry - paid	20.00			
Mission & Service - paid	861.00	916.67	-55.67	93.9%
Bank charges	24.00	25.00	-1.00	96.0%
BC Hydro	371.98	433.33	-61.35	85.8%
Committees	95.28	449.99	-354.71	21.2%
Equipment purchases	0.00	125.00	-125.00	0.0%
FortisBC	50.16	416.67	-366.51	12.0%
Honorariums	355.00	375.00	-20.00	94.7%
Insurance & Taxes	553.91	625.00	-71.09	88.6%
Interim pulpit supply	91.20	166.66	-75.46	54.7%
Janitorial	375.00	375.00	0.00	100.0%
Maintenance & supplies	118.71	416.67	-297.96	28.5%
Office Supplies	309.43	370.83	-61.40	83.4%
Presbytery	517.00	517.00	0.00	100.0%
Subscriptions	0.00	8.33	-8.33	0.0%
Telephone	143.96	150.00	-6.04	96.0%
Utilities - sewer & water	0.00	100.00	-100.00	0.0%
Wages	8,281.60	8,662.50	-380.90	95.6%
Total Expense	12,404.23	14,425.32	-2,021.09	86.0%
Net Income	-1,534.73	-1,106.57	-428.16	138.7%

General Offering

General	8,339.-
L.O.	236.-
M: S	861.-
Healing Ministry	20.-
Bldg: Property	484.-
Youth.	50.-
loose	57.-
	10,047.-

MN

Cariboo Regional District
 File No. 1850.02
 SEP 10 2013
 Referred To CFO
132105
 Carbon District



Grant for Assistance Application

Organization Information Sheet

Name of Organization: <u>WILLIAMS LAKE CURLING CLUB</u>
Mailing Address: <u>Box 4292, WILLIAMS LAKE, BC. V2G 1C3</u>
Telephone (office): <u>250-392-4636</u>
Purpose of Organization (From Constitution or Incorporation Documents): <u>TO PROMOTE, ENCOURAGE AND ENGAGE IN THE SPORT OF CURLING</u>
How long has the organization operated in the community? <u>66 YEARS</u>
BC Society Registration Number: <u>5245 Soc.</u>
Federal Charitable Registration Number: (if applicable)
Chairperson's name: <u>ROBERT GUDBRANSON</u>
Telephone: <u>250-267-2161</u>
Treasurer or Financial Officer's name: <u>ROGER SOLLY</u>
Telephone: <u>250-398-8990 W. - 250-392-2911</u>

Date of last Annual General Meeting (Attach minutes and current list of Directors):
MAY 22, 2013

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from City and CRD (if applicable) \$ 10,000

NOTE: A Final Report for previous year's grant MUST be included with this submission.

Current Grant Requested from City and CRD \$ 65,000

Grant for Assistance Application



Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

SEE ATTACHED

2. If your organization charges user fees/memberships/admission, attach your current fee structure: SEE ATTACHED

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

SEE ATTACHED

4. Who does your organization serve? (% of clients from City, % of clients from Central Cariboo)

SEE ATTACHED

5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?

No

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department)

No

7. Does your organization use City or CRD owned facilities? If so, which ones?

No

8. How will you indicate that the City and CRD are contributing to your organization?

SEE ATTACHED

Grant for Assistance Application



Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

SEE ATTACHED

2. How do you know there is a need for this service/project in our community?

SEE ATTACHED

3. Is your application for a:

A. seed grant B. special project or C. special capital expenditure

4. Is your agency is applying for funds from other levels of government or other sources for this project?

YES

5. Would you still be able to complete the project if you do not receive the other funds applied for?

No

6. Please describe the impact of this application being denied or approval of an amount less than requested.

SEE ATTACHED

7. Start date of the project: AS SOON AS WE RECEIVE FUNDING

Page 241 of 365 End date for the project: TWO TO FOUR WEEKS LATER

Grant for Assistance Application



8. Please describe the key activities that will take place to complete the project and any associated timelines.

SEE ATTACHED

9. Please provide a detailed financial budget for the project.

SEE ATTACHED

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

SEE ATTACHED

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

President/Chairperson

GRANT FOR ASSISTANCE APPLICATION

1. Funding in the next 5 years

We have several areas for funding such as: dues, rental of facility, advertising, fund raising, donations from local groups, and other grants. We also have many volunteer man hours a year which helps keep expenditures down.

2. Fee structure

Junior league – \$106. per person

Senior league - \$160. per person

Mixed league - \$235. per person

Super league - \$ 295. per person

Commercial league – \$620. per team

Drop in - \$10. per drop in

3. Organization Goals for this Year

Our most important goal this year is to replace our essential equipment. Included in this group is the chiller installation, de-humidifier, and four furnaces. Without these pieces of equipment we cannot open our curling rink and none of our groups would be able to curl. This equipment is many, many years old and is operating on borrowed time and a lot of help from volunteers doing what they can to keep them running.

4. Serving Areas

We serve the whole community. Approximately 80% city and 20% central Cariboo.

8. How will we indicate that the City and CRD are contributing to our organization?

We will have an advertising sign in the curling club. We will also have it on our web site and Facebook.

PROJECT SUMMARY SHEET

1. Use of grant being applied for

We are applying for capital funding to help with chiller installation, de-humidifier purchase installation and four furnaces and installation.

2. Need in Community

Our community needs to have as many opportunities for our people to get together, to get exercise, and to enjoy a lifelong sport. Curling is a sport that can be played from a young age to late in life. There is a very social aspect to curling and brings people together and gives them an evening out to enjoy other people. There is opportunity for junior curlers to advance to a highly skilled level and compete, not only in our own province but though out Canada, and even the Olympics.

6. Project Denial

If any one piece of our equipment quits working totally we will have to close the curling rink until we can replace it. This would be a shame for all our members and other people using our facility.

8. Key activities to complete project

Curling season starts mid-October and with help from our member volunteers and professional contractors (when necessary) our aim is to complete the project before or soon after the 2013-14 season starts.

9. Financial Budget for project

Chiller Installation	18,000.
De-humidifier & Installation	15,000.
4 furnaces & Installation	32,000.
Total	65,000.

10. Impact and Success

If we do not get this project completed we would have to close our facility until replacement of equipment is accomplished. The community, potential curlers, our members, local schools, and many more would not be able to curl and enjoy the sport and camaraderie that curling provides.

Williams Lake Curling Club

BREAKDOWN OF GRANT MONEY RECEIVED FROM THE CARIBOO REGIONAL DISTRICT AND CITY OF WILLIAMS LAKE.

Mainline Roofing	901.60
Cariboo Friendship Society	1872.64
Rona Revy Inc.	1539.72
End of the Roll	793.59
End of the Roll	4871.53
Total	9979.08

TOTAL EXPENDITURE 2012/13
9979.08

MAINLINE ROOFING RESIDENTIAL (2005)

255 HODGSON ROAD, WILLIAMS LAKE, BC V2G 9P7

Phone: 250-392-4322
Fax: 250-392-2566
Email: gord.mainline@telus.net

A DIVISION OF BIG SKY ROOFING

- Soffit & Fascia
- Asphalt Shingles
- Seamless Gutters
- Insulation Blowing & Battling

Invoice

Invoice To
Williams Lake Curling Club
c/o Claire Shephard
17-1880 Hamel Road
Williams Lake, B.C., V2G 0A4

3/18/2013	Invoice #
Date	BSN 7726-1

P.O. No.	Terms

Description	Amount
Project: Gutter and Downpipe	
- Supplied and installed custom made steel gutter at lower roof area	490.00
Price as per Estimate	
- Supplied and installed 3"x4" downpipe at existing outlet location	315.00
Price as per Estimate	
HST (BC) on sales	96.60
<p>POSTED 6/3/28/13 # 2427</p>	
Total	\$901.60
Payments/Credits	\$0.00
Balance Due	\$901.60

98 North Second Ave Williams Lake, BC, V2G 1Z4
 T:250-392-7106 F:250-392-7108 DS

02-Nov-12

W. LAKE CURLING CLUB
 Box 4292
 Williams Lake, BC
 V2G 2V3

W. LAKE CURLING CLUB
 Box 4292
 Williams Lake, BC
 V2G 2V3

WLCC	02-Nov-12	X	Cash	-392-4636	
1968	XSTC01	Base 28 English Tea	645	1.290	2538.72
7	VIN8	Vinyl E-Cap per pc 12'		9.990	69.93
7	MET8	Track for E-Cap per 12'pc		12.990	90.93
		Installation			1650.00
		No Stairs Bill out			
		SUB TOTAL			4349.58
		HST HST# 860991975RT			521.95
		LESS DEPOSITS			
		TOTAL			4871.53
		PAID BY:			

Please call before picking up materials.
 Installation Costs Are Extra
 Thank you for shopping @ End Of The Roll

4871.53

98 North Second Ave Williams Lake, BC, V2G 1Z4
 T:250-392-7106 F:250-392-7108 DS

22-Nov-12

W. LAKE CURLING CLUB
 Box 4292
 Williams Lake, BC
 V2G 2V3

W. LAKE CURLING CLUB
 Box 4292
 Williams Lake, BC
 V2G 2V3

WLCC	22-Nov-12	X	Cash	-392-4636	
204	XSTC01	Base 28 English Tea	645	1.390	283.56
8	MET59	Gold 1 7/8 Stair N 12'pc		30.000	240.00
	Installation				185.00
		SUB TOTAL			708.56
		HST HST# 860991975RT			85.03
		LESS DEPOSITS			
		TOTAL			793.59
		PAID BY:			

Please call before picking up materials.
 Installation Costs Are Extra
 Thank you for shopping @ End Of The Roll 793.59

RONA Home Centres

134 Williams Lake
298 Proctor St.
Williams Lake BC V2G 1S1
T:250-392-7767
F:250-392-7628

INVOICE NO. : 134-02790168

INVOICE DATE: 9/27/12

DNV-011012-C05571-P01933-ST

WILLIAMS LAKE CURLING CLUB
BOX 4292
WILLIAMS LAKE BC V2G 2V3

SHIP TO:
BOX 4292
WILLIAMS LAKE BC

P.O. NO.	ACCOUNT NO.	DELIVERY DATE	CLERK	ORDER NO.
	108013.00000	9/18/12	216	329963

PRODUCT#	DESCRIPTION	QUANTITY	UNIT	PRICE	U/M	EXTENSION	TAX P/M
----------	-------------	----------	------	-------	-----	-----------	---------

BUYER: ROBERT GUDBRANSON

9016015	\$ TILE FIS.ECONO(64'C)2X4 BVFI.	47		29.25	BX	1,374.75	H
---------	----------------------------------	----	--	-------	----	----------	---

~** Quotation **
~NO DEPOSIT REQUIRED
~** Special **
LEFT MESS.TAG B MB
~** Charge **

SUB-TOTAL 1,374.75
GST/HST 164.97
TOTAL INVOICE 1,539.72

POSTED
10/02/12



CARIBOO FRIENDSHIP SOCIETY

99 South Third Avenue
Williams Lake, B.C. V2G 1J1

Phone: 250-398-6831 Fax: 250-398-6115

Contracting Division

INVOICE

2507

Customer: Williams Lake Curling Club
Box 4292
Williams Lake

Date: Nov 7/12
Phone: _____

Job Address: _____

Sales Person: _____

TERMS: PAYMENT DUE ON RECEIPT OF INVOICE. SERVICE CHARGE OF 2% PER MONTH (24% PER ANNUM) CHARGED ON ALL OVERDUE ACCOUNTS.

Interior Painting of Viewing & Lounge Area as per quote of Sept 21/12.	1672	00
Note: As weather had changed, exterior doors will need to be painted when it improves in Spring 2013		
POSTED <i>[Signature]</i>		

Thank You

G.S.T. No. 118838580

SUB-TOTAL	1672	00
G.S.T. HST	200	64
TOTAL	1872	64

Customer Signature _____

10:35 AM

07/25/13

Accrual Basis

Williams Lake Curling Club
Profit & Loss Prev Year Comparison
April 2012 through March 2013

	Apr '12 - Mar 13	Apr '11 - Mar 12	\$ Change	% Change
Income				
Fundraising Income	2,425.00	7,128.64	-4,703.64	-66.0%
Advertising Income	8,304.00	8,430.34	-128.34	-1.5%
Affiliation	-835.96	-484.00	-351.96	-72.7%
Bar Income	27,024.57	25,769.32	1,255.25	4.9%
Bar rental - floor "B"	11,295.00	3,900.00	7,395.00	189.6%
Broom rentals	166.00	155.25	10.75	6.9%
Concession Income	140.00	548.29	-408.29	-74.5%
Donation Income	16,000.00	14,000.00	2,000.00	14.3%
Dues	39,261.02	48,478.32	-7,217.30	-15.5%
Ice rental - floor "A"	7,473.83	13,614.58	-6,140.75	-45.1%
Interest Income	0.00	38.81	-38.81	-100.0%
Junior dues	1,060.00	742.00	318.00	42.9%
Lockers	1,104.00	1,128.00	-24.00	-2.1%
Misc Income	2,400.00	3,240.75	-840.75	-25.9%
Pro shop income	445.92	480.59	-34.67	-7.2%
Special event income	236.68	650.89	-414.21	-63.6%
Total Income	116,500.06	125,811.78	-9,311.72	-7.4%
Cost of Goods Sold				
COGS - bar	10,419.60	7,230.68	3,188.94	44.1%
Discount	2,685.00	3,717.50	-1,032.50	-27.8%
Total COGS	13,104.60	10,948.18	2,156.44	19.7%
Gross Profit	103,395.46	114,863.62	-11,468.16	-10.0%
Expense				
Janitorial supplies	1,331.74	1,202.82	128.92	10.7%
Advert/marketing/promo	4,758.30	854.68	3,903.62	456.7%
Bank charges & interest	2,237.12	2,199.59	37.53	1.7%
Cash short & over	53.09	5.25	47.84	911.2%
Clinic equip & supplies	56.40	0.00	56.40	100.0%
Depreciation	2,445.00	2,445.00	0.00	0.0%
Freight	427.34	700.94	-273.60	-39.0%
Garbage disposal	530.20	412.00	118.20	28.7%
House & club expense	16,517.42	11,035.94	5,481.48	49.7%
Insurance	9,048.57	9,099.00	-20.43	-0.2%
Licences	475.83	1,240.00	-764.17	-61.6%
Office supplies & expense	1,694.28	2,377.57	-683.29	-28.7%
Payroll Expenses	0.00	910.03	-910.03	-100.0%
Pro Shop expenses	489.11	394.96	94.15	23.8%
Professional fees	310.00	655.00	-345.00	-52.7%
Property tax	124.25	124.25	0.00	0.0%
Repairs & maintenance	8,173.36	8,955.88	-782.50	-8.7%
Salaries - manager	22,929.10	18,873.32	4,055.78	21.5%
Salaries - staff	690.40	640.63	249.77	39.0%
Security system	389.81	396.00	-6.19	-1.6%
Service Chgs	11.72	0.00	11.72	100.0%
SOCAN expense	360.07	400.64	-40.57	-10.1%
Telephone	1,730.93	1,682.78	48.15	2.9%
Utilities				
Gas	9,051.81	8,836.13	215.68	2.4%
Hydro	19,208.84	17,939.86	1,268.98	7.1%
Water & Sewer	3,184.22	3,026.88	157.34	5.2%
Total Utilities	31,444.87	29,802.87	1,642.00	5.5%
WCB expense	284.99	268.53	16.46	6.1%
Total Expense	106,713.82	94,647.68	12,066.24	12.8%
Net Income	-3,318.48	20,216.94	-23,534.40	-116.4%

10:36 AM
07/25/13
Accrual Basis

Williams Lake Curling Club
Balance Sheet Prev Year Comparison
As of March 31, 2013

	Mar 31, 13	Mar 31, 12	\$ Change	% Change
ASSETS				
Current Assets				
Chequing/Savings				
Restricted account - 338156	24,794.16	25,381.44	-587.29	-2.2%
Trust Gaming account - 387110	23.39	67.39	-44.00	-65.3%
Total Chequing/Savings	24,817.54	25,428.83	-611.29	-2.4%
Accounts Receivable				
Accounts Receivable	231.60	5,034.41	-4,802.81	-95.4%
Total Accounts Receivable	231.60	5,034.41	-4,802.81	-95.4%
Other Current Assets				
CU shares - Gaming	29.00	29.00	0.00	0.0%
CU shares	33.00	33.00	0.00	0.0%
Cash on hand				
Bar float	1,140.00	1,140.00	0.00	0.0%
Office float	150.00	150.00	0.00	0.0%
Petty cash float	100.00	100.00	0.00	0.0%
Total Cash on hand	1,390.00	1,390.00	0.00	0.0%
Inventory				
Bar supplies	5,631.20	5,631.20	0.00	0.0%
Pro shop equipment	657.00	657.00	0.00	0.0%
Total Inventory	6,188.20	6,188.20	0.00	0.0%
Prepaid expenses	3,128.22	3,128.22	0.00	0.0%
Undeposited Funds	0.00	395.70	-395.70	-100.0%
Total Other Current Assets	10,768.42	11,164.12	-395.70	-3.5%
Total Current Assets	36,617.68	41,627.36	-5,009.68	-14.0%
Fixed Assets				
Building				
Accum amort - building	-198,334.61	-198,334.61	0.00	0.0%
Building - cost	498,910.29	498,910.29	0.00	0.0%
Total Building	300,575.68	300,575.68	0.00	0.0%
Fixtures & equipment				
Fixtures & equip - cost	170,758.95	170,758.95	0.00	0.0%
Accum amort - fixtures & equip	-109,493.08	-107,048.08	-2,445.00	-2.3%
Total Fixtures & equipment	61,265.89	63,710.89	-2,445.00	-3.8%
Total Fixed Assets	361,841.57	364,286.57	-2,445.00	-0.7%
TOTAL ASSETS	397,659.13	405,913.93	-8,254.80	-2.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	8,631.58	10,698.16	-2,066.60	-19.3%
Total Accounts Payable	8,631.58	10,698.16	-2,066.60	-19.3%
Other Current Liabilities				
Deferred Revenue	0.00	6,000.00	-6,000.00	-100.0%
GST/HST Payable	3,096.08	-24.21	3,120.27	12,898.4%
Payroll Liabilities	382.08	344.09	7.99	2.3%
Total Other Current Liabilities	3,448.14	6,319.88	-2,871.74	-45.4%
Total Current Liabilities	12,079.70	17,018.04	-4,938.34	-29.0%

10:35 AM
07/25/13
Accrual Basis

Williams Lake Curling Club
Balance Sheet Prev Year Comparison
As of March 31, 2013

	<u>Mar 31, 13</u>	<u>Mar 31, 12</u>	<u>\$ Change</u>	<u>% Change</u>
Long Term Liabilities				
Debtentures	47,100.00	47,100.00	0.00	0.0%
Total Long Term Liabilities	<u>47,100.00</u>	<u>47,100.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Liabilities	69,179.70	84,116.04	-4,936.34	-7.7%
Equity				
Air conditioning fund	220.00	220.00	0.00	0.0%
Equity in capital assets	7,980.00	7,980.00	0.00	0.0%
Retained Earnings	333,597.89	313,381.95	20,215.94	6.5%
Net Income	-3,316.48	20,215.94	-23,534.40	-116.4%
Total Equity	<u>338,479.43</u>	<u>341,797.89</u>	<u>-3,318.46</u>	<u>-1.0%</u>
TOTAL LIABILITIES & EQUITY	<u><u>397,659.13</u></u>	<u><u>405,913.93</u></u>	<u><u>-8,254.80</u></u>	<u><u>-2.0%</u></u>

Treasurer



Williams Lake Curling Club Annual General Meeting Minutes – May 22, 2013

In attendance:

Ken Kvist, Frank Geisbrecht, Robert Gudbranson, Bea Cameron, Rod Anderson, Hazel Anderson, Simone Groundwater, Laura Ball, Bruce Jacques, Jerry Mooney, Roger Solly, Gerry Leclerc, Jennifer Loewen, Ryan Folz, Debbie Rand Lynn Geier, Bruce Geier Ken Hall, John Shephard.

Meeting was called to order at 7:13 pm. on May 22nd 2013.

Minutes from 2012 AGM were read.

Rod Anderson motioned to adopt the minutes. Seconded by Frank Geisbrecht. All were in favour. Motion carried.

Reports:

President's Report: Page 5

Treasurer's report: see Page 7 and PDF Financial Statement

Robert (House) report: Page 8

Rod's (Roof) report: Page 9.

Ken's(Ice) report: Page 10

FrankGeisbrecht:

He has been responsible for Juniors, Electrical in building and applying for Grants.

Sent a Juvenile Girls team to 100 Mile House for play downs, it was a good experience for them, He is going to take a coaching course in the fall to achieve his Competitive Coaching certificate.

Juniors bank account has a balance of \$1172.00

9 juniors in program last year. hoping for more to join this coming year.

There were 20 Gold Line Brooms given away this year and all of the juniors in BC were entered into it. Jacob Edington of our club won one of the brooms. Congratulations to Jacob.

Bruce Report:

Men's league had the same number of teams as last year. We raised \$700 for the juniors.

Had a good year and he is stepping down, so need to find a new Men's league Co-ordinator.

Debbie Rand motioned to accept the financial report as tabled- The motion was seconded by Bruce Geier. All were in favour, motion carried

Con't - Williams Lake Curling Club Annual General Meeting Minutes May 22, 2013

Jennifer made a motion to accept all reports as presented.

John seconded the motion-

All were in favour.

Motion carried

NEW BUSINESS

Election of Officers:

Elections to replace outgoing executive for a two year term:

Roger nominated Robert Gudbranson as President. Robert accepted.

Robert Gudbranson nominated Jennifer Loewen as secretary. She accepted.

Directors:

Rod Anderson nominated Jerry Leclerc. He accepted.

Frank Geisbrecht nominated Lynn Geier, she accepted.

Bruce Jacques nominated Ken Hall. He accepted

Jerry Mooney nominated Ryan Folz. He accepted

Jerry Leclerc nominated Simone Groundwater. She accepted.

Executive is as follows.

President Robert Gudbranson

Vice President: Claire Shephard

Treasurer: Roger Solly.

Secretary: Jennifer Loewen

One year directors:

Ken Kvist

John Shephard

Rod Anderson

Frank Geisbrecht

Claire Shephard

Con't - Williams Lake Curling Club Annual General Meeting Minutes May 22, 2013

Two years Directors:

Ryan Folz

Simone Groundwater

Gerald Leclerc

Lynn Geier

Ken Hall

Jennifer Loewen

John Shephard motioned that the meeting be adjourned.

Seconded by Roger Solly.

All in favour.

Meeting was adjourned at 8:15pm

Presidents Report

During the 2012-13 curling season the Williams Lake Curling Center hosted various leagues for all skill levels including: Junior, Business, Super, Ladies, Men's, Senior's and mixed.

Our ice was prepared daily by a group of dedicated volunteers and offered one of the best playing surfaces in the province. Our hack to hack rink liners in their third year of use provides for easier installations and has eliminated the use of paint and are rolled up at the end of the curling season for use for years to come.

Operating a Center in a resource based community creates challenges for our club. However, one of the strengths of a small town is the people, volunteers and local business who have all contributed to our continued success, and allowed us to maintain our financial position resulting in a positive bank balance at the end of the curling season.

Our Center has been aggressive at maintaining and improving the quality of our building for use by our members and the community. We completed an upstairs renovation of the lounge area and completed some repairs to the roof and gutters.

Laura Ball completed her second year as the new facility coordinator. I would like to thank Laura for her energy and new ideas during the past season.

Membership continues to decline and revenue sources continue to be variable. As costs increase and our facility ages, we are vulnerable to a significant repair if an unscheduled maintenance issues were to occur as we have limited cash reserves. In addition, I believe we have reached the threshold of maintaining affordability for members and as a result we can no longer impose continued fee increases as we have during past curling seasons. Therefore we need to work harder at recruiting new curlers and obtaining third party funding, attracting volunteers and be accepting of new ideas to move our Center forward.

2013 -14 Capital Projects

During the next year the curling club will be looking to secure funding to complete the following Projects.

Program 1: Replacement of dehumidifier

Program 2: Installation of the new chiller

Program 3: The replacement of our lockers

Program 4: The replacement of outside sign

2013-14 Curling Club Goals

Revenue Generation

Sell parts of our building to major advertisers

Access new grant applications

Promote building rental opportunities

Run a fundraising campaign

Facilities

Complete chiller installation

Replace dehumidifier

Programs and Services

Increase Membership by 10%

Offer party packages for user groups

Communication and Volunteers

Formalize process to enroll more volunteers for weekly tasks

Expand the use of local radio

General

Update Strategic Plan

Finance Report

Dues revenue decreased this past year by \$2,000. Fundraising revenue declined by \$5,000.

Last year, \$6,000 of donation revenue was deferred to the current year. Since the renovations were completed this year, this amount has now been brought into income.

Bar rental increased by about \$7,000, whereas, ice rental dropped by \$6,000.

Overall operating expenses increased by \$12,000- Advertising costs have increased by just under \$4,000 due to the cost of new lockers

House and club expenses have increased by \$5000, primarily due to the upstairs carpets and the first progress billing for the roof repairs.

Payroll costs increased by just over \$4,000 due to the manager starting earlier this past year.

Net income for the year declined by \$23,534, to a loss of \$3,318.

Roger Solly, Treasurer

House Facilitator Report

Good evening fellow curlers. Once again another year has come and gone. This year again was challenging with our current financial situation on hand. Some of the repairs we did do over the following year are as follows.

- . Finished off downstairs renovation
- . Completed upstairs renovation including paint, carpet and ceiling tiles
- . Roof repairs on main building and finally solving the leak in the back room
- . Repair leaky gutters and install down pipes
- . Purchase of 21 new lockers

Some of the goals for this coming curling season (2012-2013) include:

- . Install new lockers and re-arrange old ones
- . Re-key building and set up building master system for the ease of key management
- . Look into the feasibility of installing new bar guns for liquor
- . Have someone look into electrical issues with blowing breakers upstairs
- . Clean up backside ramp and possibly paint
- . Repairing big doors on ice surface (cut down and fix seal)
- . Ask city to fix drainage around back to help with water management from roof
- . Finish off Jr. Room or meeting room with installing tack boards and white boards
- . One again, try to have the chiller installed and back room water system upgraded

I would like at this time to thank everyone that helped out on the projects around the club this past year.

We all have to remember that we're volunteers. So what we don't accomplish today, we'll conquer tomorrow.

House Facilitator
Robert Gudbranson

Roofing Project Report

Mainline Roofing has completed the roofing project. They applied a rubberized product on the screw heads on the main curling rink roof.

They applied the rubberized product on the screw heads on the maintenance room. Torch on roofing was used on a portion of the roof that had been pieced together and was leaking even after the screw heads were coated.

The eaves trough on the maintenance room was extended and down spouts was added.

End caps and down spouts were added to the eaves trough on the main building.

The cleaning and sealing of the seams on the eaves trough has not been completed because they have not been able to figure out a way to do it because of the small space between the roof and the trough.

They are going to take another look at it to see if it can be accomplished.

We may have to go to someone else to complete the job.

Rod Anderson

Ice Committee (2012/13)

Ice preparation:

Firstly, I would like to thank those people who worked diligently to prepare and maintain the ice through the past curling season. This year I, Ken Teskey and Mike Gatenby prepared the ice on Monday; Ken Teskey and I prepared the ice on Tuesday, Friday and Sunday; and Bill Rand, Rod Anderson and Mike Gatenby prepared the ice on Wednesday and Thursday.

The ice area was cleaned and prepared the week after the Fall Fair and the ice plant was started on Friday, September 7th with the ice sealing and flooding commencing on Monday September 10th. Flooding took place as water was available from the water filtration system.

Once the ice surface was level the Hack b Hack sheets were laid and the flooded to cover.

After the ice plant was started, it is estimated that approximately 100 person hours were required to ready the ice, and each week through the curling season approximately 30 hours were put into maintaining the ice (26 weeks of curling season) and this does not include the crew time for bonspiels or pebbling before or between games.

Scraper:

This year the scraper worked very well, the batteries held up well over the season until the last few weeks. Through the season the scraper had a small oil leak

Dehumidifier:

This little creature provided no end of surprises as it ever worked properly. Let was repaired several times through the season, each time giving false hope that it would actually work as designed, until finally one day it erupted in smoke when the compressor died. This will have to be repaired prior to next season.

Planned improvements:

The chiller arrived!!! We are still awaiting one more quote after which a decision will be made on the installation. Eventually, we will have to purchase inserts for the rocks.

Roof:

The roof over the room housing the water tanks was apparently repaired last fall, but it continued to leak.

Ken Kvist, Ice Committee Co-coordinator



CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

Organization Information Sheet

Name of Organization: Xatsūll Cultural Society
Mailing Address: 3405 Mountain House Road, Williams Lake, British Columbia, Canada, V2G 5L5
Telephone (office): (250) 989-2323
Purpose of Organization (From Constitution or Incorporation Documents): The purpose of the society are to participate in and support initiatives with respect to the Soda Creek Indian Band (Xatsūll First Nation and its members, which are aimed at: a) Ensuring that knowledge of history, culture, language, traditions and activities are celebrated and supported; b) Promoting Health and Wellness c) Linking pride in heritage with future success; and, d) Promoting opportunities for cooperation and understanding with neighbors to the Soda Creek Indian Band (Xatsūll First Nation)
How long has the organization operated in the community? Since January 11, 2005 (8 years)
BC Society Registration Number: S-0048554
Federal Charitable Registration Number: (if applicable) N/A
Chairperson's name: Teena Sellars
Telephone: (250) 989-2323
Treasurer or Financial Officer's name: Donna Dixon
Telephone: (250) 989-2323

Date of last Annual General Meeting (Attach minutes and current list of Directors):

August 22, 2013 – minutes and list of current directors on pages 7-9

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from City and CRD (if applicable) N/A

NOTE: A Final Report for previous year's grant MUST be included with this submission.

Current Grant Requested from City and CRD \$ 5,000.00



CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

On an annual basis, the City of Williams Lake (City) and Electoral Areas D, E and F of the Cariboo Regional District (CRD) jointly provide Grants For Assistance to local non-profit organizations for projects, activities and events that strengthen and enhance the well being of the community, promote volunteerism and support the goals and priorities of the City of Williams Lake and Cariboo Regional District.

Applications may be submitted to the City of Williams Lake, 450 Mart Street, V2G 1N3 or Cariboo Regional District, Suite D, 180 North third Ave., V2G 2A4

THE DEADLINE FOR APPLICATIONS IS

SEPTEMBER 30TH

Late applications will not be considered.

In order to qualify for a Grant for Assistance, the applicant must:

- Be a registered non-profit organization in good standing with the Registrar of Companies;
- Provide the most recent Annual General Meeting report, financial statements and approved budget for the current year;
- Demonstrate financial need; and
- Provide a service, project or event that supports the priorities and goals of the City and CRD.

Services, projects or events proposed by the applicant must not:

- Offer direct financial assistance to individuals or families;
- Duplicate or replace services that fall within the mandate of senior levels of government or local service agency; or
- Support a Provincial or National fundraising campaign; AND
- Be of a commercial nature

Grants for Assistance will be provided under the following categories:

- | | |
|-------------------------------|--|
| 1. Capital Expenditure | equipment purchase, construction, repair or upgrade of facilities |
| 2. Event | seed funding for new, ongoing events with diminishing support over three years |
| 3. Special Project | one-time special event, program or activity |

September 5, 2013

Cariboo Regional District
File No.1850-02.....
SEP - 5 2013
Referred ToCFO.....
.....192057.....

Grant for Assistance Program
Cariboo Regional District
Suite D, 180 North Third Avenue
Williams Lake, British Columbia
V2G 2A4

Attention: Grant for Assistance Committee
Regarding: Grant for Assistance Application

Hello Grant for Assistance Committee,

Please accept our Grant for Assistance application from the Xat'sull Cultural Society. We are very excited to be applying for the grant under the capital expenditure category.

In this package you will find this cover letter, our application with all sections complete and at the end of the document you will find our latest bank statements which state the Society's financial position.

If there is any additional information that you may require or have any questions, concerns and/or comments, please do not hesitate to contact us and we will get that information to you in a timely manner.

Your time is greatly appreciated.

Respectfully,



Donna Dixon - Director
Xat'sull Cultural Society
3405 Mountain House Road
Williams Lake, British Columbia, Canada
V2G 5L5
Tel: (250) 989-2323 ext. 120
Fax: (250) 989-2300
Email: nrexcasst@xatsull.com



CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

Please answer the following questions, using additional paper if necessary.

- 1. What plans has your organization made to fund its activities over the next 3-5 years?**

The Xat'sull Cultural Society would like to secure annual funding for cultural activities, program(s) and/or project(s) from the Soda Creek Band, local industry and the provincial and federal governments. The society will also continuously pursue grants and/or other sources of funding to fund the society's activities. The society will fundraise as well.

- 2. If your organization charges user fees/memberships/admission, attach your current fee structure:**

Currently there is no fee structure at this time for the Xat'sull Cultural Society

- 3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?**

A strategic planning session is top priority in getting the society up to standards, which includes developing a 1, 3 and 5 year plan, a financial management plan, a operations plan and an administrative plan. This year's plan differs from previous years plans because there has been minimal activity in the past eight years.

- 4. Who does your organization serve? (% of clients from city, % of clients from Central Cariboo)**

The Xat'sull Cultural Society will serve just over 400 community members of the Soda Creek Band (Xat'sull First Nation) which a majority of the clients are 80-90% from the City of Williams Lake and Central Cariboo.



CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

- 5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?**

The Xats'ull Cultural Society does not receive a rental subsidy from the City of Williams Lake or the Cariboo Regional District.

- 6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (Information available from City Tax Department)**

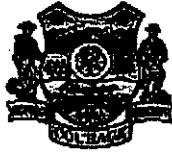
The Xats'ull Cultural Society does not benefit from permissive tax exemption.

- 7. Does your organization use City or CRD owned facilities? If so, which ones?**

Once in operation, it's the Society's intent to use City and CRD facilities available i.e. recycling depots, share sheds, garbage disposal sites, the Cariboo Memorial Complex and the Cariboo Regional District Library.

- 8. How will you indicate that the City and CRD are contributing to your organization?**

Announcement will be made through our community newsletter, the Williams Lake Tribune, one of our quarterly community meetings and also signage will be posted on our capital expenditure(s).



CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

The Society will use the grant funds to make two capital expenditures that will enable the Society to purchase:

- | | |
|---|-----------------------|
| (i) 2 - 10'x16' Wood Sheds with 7' Walls and Double Doors @ | <u>\$2532.53 each</u> |
| Total Cost: | \$5065.06 |

By purchasing the items listed above, the Society's will be able to establish a primary and central location to begin practicing and engaging in cultural activities out on the land.

2. How do you know there is a need for this service/project in our community?

The community membership is continuously requesting seasonal cultural activities within the traditional territory of the Secwepemc Nation because there has been diminishing support over the past few years caused by the Society being inactive.

3. Is your application for a:

- A. seed grant B. special project C. special capital expenditure

4. Is your agency applying for funds from other levels of government or other sources for this project?

The Society is presently seeking "start-up" in-kind donations from the different departments of the Soda Creek Indian Band.



CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

- 5. Would you still be able to complete the project if you do not receive the other funds applied for?**

At this time we do not have any other funds applied for special capital expenditures, therefore, the Society would only be able to partially complete the proposed infrastructure.

- 6. Please describe the impact of this application being denied or approval of an amount less than requested.**

If the application is denied or approval of a lesser amount would restrict or limit the Society from having proper infrastructure to host cultural activities in the traditional territory of the Secwepemc Nation.

- 7. Start date of the project: November 15, 2013**

End date for the project: April/May 2014

- 8. Please describe the key activities that will take place to complete the project and any associated timelines.**

Pending funding approval, planning stages of project will begin November 15, 2013 as indicated above. Once location is determined where to construct buildings, the buildings can be then purchased and constructed in early spring on location to practice cultural activities.



CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

9. Please provide a detailed financial budget for the project:

Cariboo Regional District - Grant for Assistance Program		
Xat'sull Cultural Society		
Detailed Financial Budget for Project (Capital Expenditure) 2013/2014		
Quantity	Product	Price
2	10'x16' Assembled Storage Shed(s)	5065.06
Total:		5065.06
Note: Price includes tax and delivery up to 25 kms.		

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

The Xat'sull Cultural Society will interview individual participants and make available written surveys to determine what the outcome of the capital expenditure was. In the interviews and through the surveys we will seek feedback specific to the capital purchase that had taken place. These methods will provide the Xat'sull Cultural Society with detailed information on Lessons Learned with what worked and what did not.

11. List of Directors for Xat'sull Cultural Society:

*Lindie Mitchell
Donna Dixon
Teena Sellars
Janice Mitchell*



CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

12. Minutes from Annual General Meeting on August 22, 2013:

*Xat'sùll Culture Society
Annual General Meeting
August 22, 2013*

*Start Time: 10:30 AM
End Time: 4:00 PM*

Attendance:

Donna Dixon; Director, Teena Sellars; Director, Lindie Mitchell, Janice Mitchell, Anthony Mack; Xat'sùll Grant Writer

Regrets: Jordanna Sellars

1. MOTION: *To appoint Lindie Mitchell & Janice Mitchell as Directors to the Xat'sùll Culture Society, August 22, 2013.*

MOVED BY: *Donna Dixon*

SECONDED BY: *Teena Sellars*

ALL IN FAVOUR, MOTION CARRIED.

2. MOTION: *To expel Jeannette Merriott as a Director from the Xat'sùll Culture Society under By-law Part 2, #9 (2).*

Jeannette Merriott contacted Donna Dixon March 25, 2013 requesting that she be removed as Director from the Xat'sùll Culture Society.

MOVED BY: *Donna Dixon*

SECONDED BY: *Lindie Mitchell*

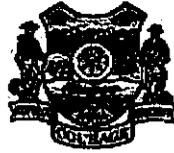
ALL IN FAVOUR, MOTION CARRIED.

3. MOTION: *To amend By-law PART 4 – PROCEEDING AT GENERAL MEETINGS #16. (3) to state "written notices for all general meetings, stating the place, day and hour and an outline of matters to be discussed, notification shall be sent to all directors with at least two (2) weeks' notice, will be posted in the community. Provided this has been done, a quorum of directors will constitute a quorum. "*

MOVED BY: *Janice Mitchell*

SECONDED BY: *Lindie Mitchell*

ALL IN FAVOUR, MOTION CARRIED.



CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

4. **MOTION:** To pay invoice submitted by Teena Sellars dated January 7, 2012 in the amount of \$418.00 pursuant to By-law PART 5 #29.

MOVED BY: Donna Dixon

SECONDED BY: Janice Mitchell

ALL IN FAVOUR, MOTION CARRIED.

5. **MOTION:** Apply for membership to the BC Lake Stewardship Society and pay the required \$40 dollar membership fee.

MOVED BY: Teena Sellars

SECONDED BY: Lindie Mitchell

ALL IN FAVOUR, MOTION CARRIED.

1. **Read constitution & how we are to operate #2 a) – d)**
Reviewing old purpose to apply for charitable status for community hall when Cliff and Sheri were involved with Community Comprehensive Planning.

2. **Reading through By-laws:**
Noting: By-law Part 2 #7. Regarding membership dues. There are no membership dues for the Xatsùll Culture Society.

Financial:

i)	Business Chequing Account - Community Plan Plus	\$5,250.74
ii)	Business Investors Account	\$915.52
	Total Funds:	\$6166.26

Donna will enquire about these 2 separate accounts.

Home Hardware: \$1,900 – \$2,300
Location: Various UREP sites.
Planning/Purpose: Mandate (done)

MANDATE:

The Xatsùll Culture Society will empower Xatsùllemc (the People of Soda Creek) by continuing to be stewards of our territory. We will celebrate, promote and preserve traditional practices and cultural values by ensuring an abundant sustainable economy for future generations.



CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

13. Bank Statements:

Business Chequing Account Business Investor Account	July 31/12 to Aug 31/12 – Attached July 31/12 to Aug 31/12 = Attached
Business Chequing Account Business Investor Account	Sept 28/12 to Oct 31/12 – Attached Sept 28/12 to Oct 31/12 = Attached
Business Chequing Account Business Investor Account	Oct 31/12 to Nov 30/12 – Attached Oct 31/12 to Nov 30/12 – Attached
Business Chequing Account Business Investor Account	Nov 30/12 to Dec 31/12 = Attached Nov 30/12 to Dec 31/12 = Attached
Business Chequing Account Business Investor Account	Dec 31/12 to Jan 31/13 – Attached Dec 31/12 to Jan 31/13 = Attached
Business Chequing Account Business Investor Account	Jan 31/13 to Feb 28/13 – Attached Jan 31/13 to Feb 28/13 – Attached
Business Chequing Account Business Investor Account	Feb 28/13 to Mar 28/13 = Attached Feb 28/13 to Mar 28/13 – Attached
Business Chequing Account Business Investor Account	Mar 28/13 to Apr 30/13 – Attached Mar 28/13 to Apr 30/13 – Attached
Business Chequing Account Business Investor Account	Apr 30/13 to May 31/13 = Attached Apr 30/13 to May 31/13 – Attached
Business Chequing Account Business Investor Account	May 31/13 to Jun 28/13 – Attached May 31/13 to Jun 28/13 = Attached
Business Chequing Account Business Investor Account	Jun 28/13 to July 31/13 – Attached Jun 28/13 to July 31/13 = Attached



CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

President/Chairperson



WILLIAMS LAKE BRANCH
101 2ND AVE N
WILLIAMS LAKE, BC V2G 1Z5

TD Canada Trust

Tel: 1-866-222-3456
TTY: 1-800-361-1180

TDCDA11100_8221176_003 E D 09994 17090

XATS'ULL CULTURAL SOCIETY
3405 MOUNTAIN HOUSE RD
WILLIAMS LAKE BC V2G 5L5

Statement of Account	
Branch No.	Account No.
9994	0934-5207050

Account Type
BUSINESS INVESTOR ACCOUNT

Statement From To
SEP 28/12 - OCT 31/12
Page 1 of 1

DESCRIPTION	CHEQUE/DEBIT	DEPOSIT/CREDIT	DATE	BALANCE
BALANCE FORWARD				914.73
INTEREST CREDIT		0.08	SEP28 OCT31	914.81
0 CHQS ENCLOSED NEXT STATEMENT DATE IS NOV 30/12 MONTHLY AVER. CR. BAL. 914.73 MONTHLY MIN. BAL. 914.73 DEP CONTENT- CASH 0 ITEMS 0 UNC BATCH 0				
			Credits	1 0.08
			Debits	0 0.00

Please ensure that you report in writing any errors or irregularities found within this statement within 30 days of the statement date. If you do not, the statement of account shall be conclusively deemed correct except for any amount credited to the account in error.

Accounts issued by: THE TORONTO-DOMINION BANK

TDCDA11100_8221176_003 - 0086621
HRI 00 1 1 10 092245



WILLIAMS LAKE BRANCH
101 2ND AVE N
WILLIAMS LAKE, BC V2R 1Z5

TD Canada Trust

Tel: 1-866-222-3456
TTY: 1-800-361-1180

TDCDA11100_6835377_005 E D 09994 11265

XATS'ULL CULTURAL SOCIETY
3405 MOUNTAIN HOUSE RD
WILLIAMS LAKE BC V2G 5L5

AUG 1 2013

STATEMENT INFORMATION		ACCOUNT TYPE		STATEMENT PERIOD	
Branch No.	Account No.	BUSINESS INVESTOR ACCOUNT		JUN 28/13 - JUL 31/13	
9994	0934-5207050			Page 1 of 1	
DESCRIPTION	AMOUNT	DATE	DATE	BALANCE	BALANCE
BALANCE FORWARD			JUN 28	915.44	
INTEREST CREDIT		0.08	JUL 31		915.52
0 CHQS ENCLOSED NEXT STATEMENT DATE IS AUG 30/13 MONTHLY AVER. CR. BAL. \$915.44 MONTHLY MIN. BAL. \$915.44 DEP CONTENT- CASH 0 ITEMS 0 UNC BATCH 0					
				Credits	1 0.08
				Debits	0 0.00

11100_6835377_005 E D 09994 11265
 HRI - 00 1 1 - 27 - 034231

Please ensure that you report in writing any errors or irregularities found within this statement within 30 days of the statement date. If you do not, the statement of account shall be conclusively deemed correct except for any amount credited to the account in error.

Accounts issued by: THE TORONTO-DOMINION BANK

The following grants for assistance application has been sent to all three regions within the Cariboo Regional District as their office is based in Richmond but they indicate that 4 patients in the CRD have ALS.



AMYOTROPHIC LATERAL SCLEROSIS
SOCIETY OF BRITISH COLUMBIA

August 2nd, 2013

Mr. Scott Reid
Chief Financial Officer
Cariboo Regional District
180D North 3rd Avenue
Williams Lake, BC V2G 2A4

Cariboo Regional District
File No. 1850.02
AUG - 6 2013
Referred To <i>CEO/Scanned</i>

Dear Mr. Reid:

Thank you for reading this grant application of the ALS Society of BC to the Cariboo Regional District. We are respectfully requesting for your consideration, a grant in the amount of \$600 to purchase 1 wheelchair high end cushion for the ALS Society of BC equipment loan program.

The Equipment Loan Program of the ALS Society of BC has been in existence for over 30 years. Through this program, the society is able to provide equipment (from mobility equipment such as walkers and wheelchairs to communication equipment such as speech communication devise and head mouse) at no cost to people living with ALS. This program relieves the patients and their families, the concern of raising funds to purchase the medical equipment required, to support their mobility while living with ALS. The equipment loan program is important and instrumental, in the improvement of the quality of life of people dealing with ALS.

Amyotrophic Lateral Sclerosis, is a neurodegenerative disorder that affects the person's motor neurons that carry messages to the muscles resulting in weakness and wasting in arms, legs, mouth, throat and elsewhere; typically the person is immobilized or deceased within two to five years of the initial diagnosis.

ALS is a disease that demands urgent attention. Its devastation is wreaked on the person diagnosed with ALS, the family, the caregivers, and the health-care system. When ALS hits a family, the focus turns to provision of care, equipment, and emotional support to the person living with ALS. In the later stages of the disease the person with ALS often cannot speak, swallow or move anything but his/her eyes; however, the mind remains alert.

The impact of ALS on the family is powerful. As they struggle to cope with the prospect of advancing disability, it consumes their emotional and financial reserves. ALS is a costly disease in its later stages, demanding both extensive nursing care and expensive equipment. On the broader scene, the health care system has been pushed to the limit and usually unable to cover the costs of care. The

Provincial Office
ALS Society of BC
1233-13351 Commerce Parkway
Richmond, BC V6V 2X7
p: 604.278.2257
1.800.708.3228
f: 604.278.4257
e: info@alsbc.ca

ALS Society of BC,
North Central Island Chapter
6050 West Island Highway
Qualicum Beach, BC V9K 2E1
p: 1-800-708-3228
f: 604-278-4257
e: nci@alsbc.ca

ALS Society of BC,
Victoria Chapter
Box 43054 3335 Oak Street.
Victoria, BC V8X 3G2
p: 1.800.708.3228
f: 604-278-4257
e: victoria@alsbc.ca

Website: www.alsbc.ca

Charitable Registration
10670 8985 RR0001



AMYOTROPHIC LATERAL SCLEROSIS
SOCIETY OF BRITISH COLUMBIA

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p: 1.800.708.3228
f: 604-278-4257
e: victoria@alsbc.ca

Website: www.alsbc.ca

Charitable Registration
10670 8985 RR0001

annual budget for this program is \$432,737, we need all the support that we could get from communities to raise these funds annually.

In Canada, with a population of 32.5 million, two to three Canadians die every day of ALS. Approximately 3,000 Canadians currently have ALS. In BC, there are over 300 people living with ALS, **4 patients are from Cariboo Regional District.**

The ALS Society of BC was founded by ALS patients, their family members and healthcare professionals to meet the physical and emotional needs of people with ALS and their caregivers. Since 1981, the Society has helped thousands of patients and their families, by providing direct services, information and support. The Society works to support Canada's outstanding network of research innovators in seeking treatments and cures, advocates nationally for the ALS cause, and has helped facilitate Canada's emergence as a world-leading innovation hub in finding treatments, causes and controls for the disease.

Through donation and fundraising activities such as the Williams Lake Walk for ALS held every month June we are able to continue our programs and services to people dealing with ALS.

Please do not hesitate to contact the undersigned if you require additional information.

With hope and anticipation of your support,


Rena Mendoza
Manager of Donor Relations & Finance

Grant for Assistance Application



Organization Information Sheet

Name of Organization: Amyotrophic Lateral Sclerosis Society of British Columbia
Mailing Address: 1233-13351 Commerce Parkway Richmond, BC V6V 2X7
Telephone (office): 1-800-708-3228 ext. 225
Purpose of Organization (From Constitution or Incorporation Documents): Pls. see attached
How long has the organization operated in the community? 31 years
BC Society Registration Number: 10670 8985 RR0001
Federal Charitable Registration Number: (if applicable) N/A
Chairperson's name: Wendy Toyer (Executive Director)
Telephone: 1-800-708-3228 ext. 222
Treasurer or Financial Officer's name: Anthony Cheung
Telephone: 1-800-708-3228

Date of last Annual General Meeting (Attach minutes and current list of Directors): April 9, 2013
Please see attached AGM Minutes and List of Directors

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from City and CRD (if applicable) \$ n/a

NOTE: A Final Report for previous year's grant MUST be included with this submission.

Current Grant Requested from City and CRD \$ 600



Grant for Assistance Application

Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

Fundraising (16 Walks in BC & Yukon, two golf tournaments), grant applications and corporation sponsorships

2. If your organization charges user fees/memberships/admission, attach your current fee structure: \$25 – Individual membership, \$40 Family Membership and \$250 for Life Membership. There is no membership fee for people living with ALS.
-

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years? From the 2012 Board Strategic Planning session, the big goal of the Society is to raise an additional 2 million by 2017 so that the Society may continue to enhance its patient services and programs and increase contribution to research. A new Fund Development Officer position was created this year, to focus on additional fundraising activities such as planned giving and getting grants for various programs of the Society. A new website was created to increase awareness and on-line donation receipting was also improved to make it easier for donors and 3rd party fundraisers to make donations. An annual performance review of the Society will done every September during the strategic planning session.
-

4. Who does your organization serve? (% of clients from City, % of clients from Central Cariboo) The organization supports all ALS patients in British Columbia and Yukon. At any given time, there are around 300 registered patients in BC & Yukon, 1.33% from Central Cariboo. It is a steady number because as one is diagnosed another one passes away. In Canada, with a population of 32.5 million, two to three Canadians die every day of ALS. Approximately 3,000 Canadians currently have ALS.
-

5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?
NO
-

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department)
NO
-

7. Does your organization use City or CRD owned facilities? If so, which ones?
NO
-

8. How will you indicate that the City and CRD are contributing to your organization?
Recognition: ALS newsletter, Annual Report & ALS BC Major Donor Reception



Grant for Assistance Application

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

The fund will be used to purchase 1 wheelchair high end cushion for the ALS BC equipment loan program in Cariboo Regional District.

The Equipment Loan Program of the ALS Society of BC has been in existence for over 30 years now. Through this program, the Society is able to provide equipment (from mobility equipment such as walkers and wheelchairs to communication equipment such as speech communication devise and head mouse) at no cost to people living with ALS.

Most ALS patients do not have extended benefits. There is no consistent government funding for this disease except through BC gaming community grant application. Equipment costs average of \$137,000 per patient, nursing and home care costs up to ten times of that amount. The Equipment Loan Program of the Society unloads the patient and their families the concern of raising funds to purchase the required equipment and focus on other issues related to the disease. This program helps in the improvement of the quality of life of ALS patients, their families and caregivers.

2. How do you know there is a need for this service/project in our community?

When ALS hits a family, the focus turns to provision of care, equipment, and emotional support to the person living with ALS. In the later stages of the disease the person with ALS often cannot speak, swallow or move anything but his/her eyes; however, the mind remains alert. The impact on the family is powerful. As they struggle to cope with the prospect of advancing disability, it consumes their emotional and financial reserves. ALS is a costly disease, demanding both extensive nursing care and expensive equipment. Most ALS patients do not have extended benefits. There is no consistent government funding for this disease except through BC gaming community grant application. Equipment costs average of \$137,000 per patient, nursing and home care costs up to ten times of that amount. The grants received for this program are used to purchase specialized equipment for ALS patients, maintenance of equipment inventory and equipment transportation to and from patients. This program was established to address the expensive equipment needed when you have ALS. The equipment loan program of the Society unloads the patient and their families the concern of raising funds to purchase the required equipment and focus on other issues related to the disease. The support that will be provided by the ALS Society of BC and the Cariboo Regional District will make the families aware that they are not alone in their ALS journey; they have the support of the community.

3. Is your application for a:

A. seed grant B. special project or C. special capital expenditureX

4. Is your agency is applying for funds from other levels of government or other sources for this project?

The annual budget of the Society for this program is \$432,737. To date, the Society has raised over \$140,000 from various clubs, communities and grant applications. The Society has received \$75,000 from the government of British Columbia through the BC Community Gaming grant.



Grant for Assistance Application

The annual budget for this program is itemized as follows:

2013 Budget for Equipment Loan Program	
Equipment Purchase (including small equipment purchase)	129,137
Equipment Maintenance (repairs and cleaning)	129,100
Equipment Transport (delivery to and from patients)	105,000
Equipment Interim Rental	3,500
Salaries of staff assigned to Equipment Loan Program	66,000
Total Budget for Equipment Loan Program	432,737

5. Would you still be able to complete the project if you do not receive the other funds applied for?

The equipment loan program is one of the major mandates of the Society. The Society will try every effort to raise funds and continue with the equipment loan program for ALS patients.

6. Please describe the impact of this application being denied or approval of an amount less than requested.

It is very hard to raise the needed annual fund for the equipment loan program. Unlike other diseases, ALS does not receive much support from the government. It has a smaller voice in the community because of the nature and fast progression of the disease. If this application is denied, the Society will seek other means to get funding for this program. Any amount of support is welcome as the Society hopes to get all the help it can have from different community districts and service clubs even in a smaller capacity to continue its' programs

While the grant request will be used specifically to fund the program activities, your support will help ALS Society of BC leverage additional support from other community districts and organizations.

7. Start date of the project: January 1, 2013
End date for the project: December 31, 2013 (Year-round program of the Society)

8. Please describe the key activities that will take place to complete the project and any associated timelines.

How it works? Once the ALS BC Equipment Loan Coordinator receives the equipment prescription form from the healthcare professional, the equipment request is processed. If the equipment required is not available in the existing inventory, the equipment is purchased or rented. As time is of great essence for ALS patients, the commitment of the Society is 48 hours equipment delivery to patients, once the equipment prescription form is received by the Equipment Loan Coordinator.

The patient may need the equipment just for a month and then an additional or another equipment is requested by the healthcare professional as the disease progresses. The equipment loan program of the society relieves the patients and their families, the concern of raising funds for expensive equipment, the additional stress in finding the right equipment as the disease advances and the anxiety in disposing equipment that are no longer needed by the patient. The patient may have 1 or more than 10 pieces of equipment loaned from the Society, to help enhance his/her quality of life while dealing with ALS



Grant for Assistance Application

The Society works closely with the ALS Centre, community healthcare professionals and Assistive Technology located at GF Strong Rehabilitation Centre and relies on the expertise of the professional staff to “prescribe” suitable equipment for each individual patient and to keep up to date on the best equipment available for people living with ALS. As technology advances, the society desires to keep up to date with “NEW” equipment purchases (*meaning equipment that is not currently provided by the Society*). The equipment is not delivered to patients unless an equipment prescription form is prescribed by a healthcare professional.

9. Please provide a detailed financial budget for the project. Please see attached.

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

An equipment evaluation form is released, every time equipment is loaned to patients. The results of the equipment survey forms are summarized every month and the report is submitted to the Patient Services Committee. It is the goal of the Society to attain an excellent mark at all times, from the equipment evaluation form results. Feedbacks and comments of patients are discussed by the Patient Services Committee, to ensure issues and concerns are addressed.

Aside from the equipment evaluation form, an annual survey form is released to patients and caregivers to get feedback and comments about the different services of the ALS Society of BC. This survey form is released every January. Results of the annual survey report are included on the board strategic planning agenda.

Outcome:

1. By providing the required equipment to ALS patients, we are assured of a better quality of life for people dealing with ALS. Patients and their families will be able to focus on other financial expenses such as caregiving and counseling.
2. By being up to date with ALS equipment inventory, the Society is assured of that the equipment will be delivered w/in 48 hours upon request of the healthcare professional and that better technology aid is given to ALS patients for the improvement of their quality of life. There is no patient waiting list for equipment requests.

Measurements:

1. Results of the equipment survey forms released to ALS patients who made an equipment loan to the Society must reflect an excellent rating. A survey form is released to each patient upon delivery of equipment.
2. All equipment prescription form requests are processed on time and equipment is delivered w/in 48 hours upon receipt of the prescription form. An annual Patient Priority Survey is released to all patients and caregivers every January of each year. The objective of this survey is to get feedback from patients and their caregivers on the different services of the Society which includes the equipment loan program. Ratings/results of the equipment loan program on the Patient Priority Survey should indicate 100% positive feedback from the respondents.
3. By getting positive feedback from ALS patients and their families, there is a good probability that the Society will be able to get grants and support from donors and sponsors.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Wendy Toyer, Executive Director

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA

CONSTITUTION

1. The name of the Society is AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA.
2. The purposes of the Society are:
 - a. To promote education and research into amyotrophic lateral sclerosis, both amongst the general public and the scientific community;
 - b. To aid in the provision of assistance to individuals and families of those afflicted with amyotrophic lateral sclerosis including but not limited to the provision of transportation and access to available equipment;
 - c. To sponsor and donate to conferences and symposiums related to amyotrophic lateral sclerosis;
 - d. To provide meeting places for individuals afflicted with amyotrophic lateral sclerosis and their families.
 - e. To promote and engage in enterprises of a charitable nature and intent to raise funds to achieve the purposes of the Society.
3. The Society is not for the gain of its members and any profit or other accreditations to the Society shall be used in promoting its objects. This provision is not alterable.
4. In the event of winding up or dissolution of the Society, funds and assets remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organization or organizations promoting the same objects as this Society as may be determined by the members of the Society at the time of winding up or dissolution. If effect cannot be given to the aforesaid provision then such funds shall be given or transferred to some other organization provided that such organization shall be a charity and recognized by the Revenue Canada and qualified as such under the provision of the Income Tax Act from time to time in effect. (September 27, 1995).

BYLAWS

A by-law relating generally to the transaction of the business and affairs of Amyotrophic Lateral Sclerosis Society of British Columbia

BE IT ENACTED as a by-law of the Society as follows:

ARTICLE ONE: INTERPRETATION

1.1 Defined Terms. In this by-law and all other by-laws of the Society, unless otherwise specified or unless the context otherwise requires:

“Act” means the *British Columbia Society Act* as from time to time amended, and any statute that may be substituted therefor and, in the case of such substitution, any references in the by-laws of the Society to the provisions of the Act shall be read as references to the amended or substituted provisions in the new statute or statutes;

“Board” means the board of directors of the Society;

“By-laws” means this by-law and any other by-law of the Society from time to time in force and effect;

“Director” means each individual elected by the Members from time to time as contemplated in section 4.14 or appointed by the other directors as contemplated in section 4.14,

“Executive Director” means the individual appointed by the board pursuant to section 8.8;

“Member” means an individual having membership in the Society in the manner provided in section 3.1;

“Officer” of the Society means each of the President, any Vice-President, the Treasurer, the Secretary, the Executive Director and any other officer appointed by the board;

“President” means, at any time, the individual who is elected to the position of President at each Annual General Meeting of the members and whose duties include chairing the Board of Directors and the Executive Committee

“Past-President” means, at any time, the individual who occupied the office of President for the term immediately preceding the term of the incumbent President at that time;

“Society” means the corporation incorporated under the Act by letters patent dated December 17, 1981 and named Amyotrophic Lateral Sclerosis Society of British Columbia.

“Chapter” means a branch of ALS Society of BC which may be incorporated under the Provincial Charitable Societies Act.

- 1.2 **Number, Gender and Person.** Words connoting number shall include both the singular and the plural and words connoting gender shall include the neuter, feminine and masculine, and words connoting persons shall include individuals, bodies corporate, partnerships, syndicates, trusts and unincorporated associations and any number or aggregate of persons.
- 1.3 **Meeting Rules.** If at any meeting of the board, any committee of the board or any general or special meeting of Members, it should become necessary for the chair of the meeting to have regard to formal rules of procedure, the rules enunciated in *Robert's Rules of Order* shall prevail.

ARTICLE TWO: OPERATIONS OF THE SOCIETY

- 2.1 **Head office.** Until changed in accordance with the Act, the head office of the Society shall be in the Province of British Columbia.
- 2.2 **Corporate seal.** The seal, an impression of which is stamped, in the margin, shall be the corporate seal of the Society.
- 2.3 **Financial year.** The financial year of the Society shall end on the 31st day of December in each year or on such other date as the directors may from time to time determine by resolution.
- 2.4 **Cheques, drafts, notes.** All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by such officer or officers or by such person or persons, whether or not officers of the Society, and in such manner, as the board of directors may from time to time determine by resolution.
- 2.5 **Execution of instruments** Deeds, transfers, assignments, contracts, obligations, certificates and other instruments requiring the signature of the Society may be signed on behalf of the Society by any two of:
- i. the President;
 - ii. the Secretary;
 - iii. the Treasurer;
 - iv. the Executive Director

The board of directors may from time to time by resolution appoint any officer or director or any person, whether or not an officer or director of the Society, to sign on behalf of the Society any instrument or class of instruments or to sign specific contracts, or other instruments.

- 2.6 **Auditors.** The members shall at each annual meeting appoint an auditor or firm of auditors to audit the accounts of the Society, such auditor or firm of auditors to hold office until the next annual meeting, provided that the directors may fill any casual vacancy in the office of the auditor. The remuneration of the auditor shall be fixed by the board of directors.

ARTICLE THREE: MEMBERS

- 3.1 **Membership.** The membership of the Society are the subscribers of the constitution and bylaws and include every other person who may become a member by applying for membership in the Society and upon acceptance by the Directors shall be a member.

- 3.2 Term of Membership. Except for life Members, the membership of a person as a Member shall be renewed on the anniversary of the membership. The membership of any Member shall also terminate upon the death of such Member or upon the delivery of the resignation (or a copy thereof) of such Member to the Society at its head office.
- 3.3 Voting Rights. Except as otherwise provided in this or any other by-law of the Society, all Members are entitled to attend and vote (on the basis of one vote per Member) at all meetings of Members.
- 3.4 Honourary Life Member means a member who has full member privileges but is not required to pay annual membership dues
- 3.5 Honourary Life Director means a member who has full member privileges but is not required to pay annual membership dues
- 3.6 Chapters may conduct business as described in the approved terms of reference

ARTICLE FOUR: DIRECTORS

- 4.1 Duties and Number. The affairs of the Society shall be managed by a board of directors consisting of a minimum of 15 and a maximum of 19 individuals, the precise number to be fixed by resolution of the board of directors from time to time. Each Chapter shall be entitled to elect one Director and the membership shall elect seventeen (changed from fifteen on April 15, 1993) Directors at large at the annual general meeting of the Society. (March 24, 1992).
- 4.2 All directors shall hold office for a term of one (1) year or until such time as their successors are elected.
- 4.3 Officers. The Officers of the Society shall be:
The President
The Immediate Past President
Vice President
The Secretary
The Treasurer
- Officers of the Society shall be elected, or re-elected, annually, by the newly elected Board of Directors immediately following the Annual General Meeting.
The President shall have a term of two consecutive years.
The Secretary and Treasurer shall each serve for a period of one year, but may serve for a second year at the discretion of the Board of Directors, on the condition that they have been elected as Directors at the immediately preceding Annual General Meeting.
The Immediate Past President of the Society shall be ex-officio a Director of the Society, unless voted as a regular board member as well.
- 4.4 Executive Committee. The property and business of the Society shall be managed and administered by an Executive Committee (the "Executive Committee") composed of the President, the Immediate Past, the Vice President, the Secretary and the Treasurer of the Society. The Executive Committee shall meet at regular intervals throughout the year and report to the Directors at regular Board meetings.

- 4.5 The Immediate Past President and the Executive Director shall be ex officio members of the Board and shall receive notice of and shall have the right to attend and speak at meetings of the Board but shall not include, in the case of the Executive Director, the right to vote on any matter coming before the Board.
- 4.6 Qualifications. In addition to any other provisions contained in the Act relating to the qualifications of directors, no person shall be qualified to be elected as a director of the Society if that person is less than eighteen years of age, is of unsound mind and has been so found by a court in Canada or elsewhere, is not an individual, has the status of a bankrupt, is not a resident Canadian or is a paid employee of the Society.
- 4.7 Vacation of office. The office of a director of the Society shall be vacated forthwith upon the occurrence of any of the following events:
- (a) the director becomes bankrupt as defined in the *Bankruptcy and Insolvency Act, 1992*;
 - (b) the director becomes of unsound mind and is so found by a court in Canada or elsewhere;
 - (c) the director is removed from office by resolution of the Members passed in accordance with section 4.6 or by resolution of the directors passed in accordance with section 4.7;
 - (d) the delivery of a written instrument as contemplated in the last sentence of section 4.6 and the arrival of any future date specified therein;
 - (e) the director dies.
- 4.8 Removal by Members. The members may have a special resolution to remove a Director before the expiration of his term of office, and may elect a successor to complete the term of office. Also, (1) A Director who is absent for more than 3 consecutive meetings during the year of his term of office without reasons being found acceptable to the Board shall have deemed to have resigned as a trustee (April 4, 1995).
- 4.9 Removal by Board. A director who is absent from three consecutive meetings of the board and a director who is a member of any committee of the board who is absent from three consecutive meetings of that committee may be removed from office as a director or a committee member, as the case may be, by a resolution of the board passed by the votes of two-thirds of the directors then in office.
- 4.10 Resignation. A director wishing to resign from the board shall submit a resignation in writing to the President or Secretary and the resignation shall take effect upon receipt or upon such later date as may be specified therein.
- 4.11 Vacancies. If a vacancy shall occur in the board (except through an increase in the number or minimum number of directors or the failure to elect the number of directors), the remaining directors (if constituting a quorum) may appoint a qualified person to fill the vacancy for the remainder of the term. If the director vacating office is the designee of a provincial society, such vacancy shall be filled only by a designee of that provincial society in the absence of a quorum, the remaining directors may forthwith call a meeting of Members to fill the vacancy. If the vacancy has arisen from a failure of the Members to elect the number of directors or by reason of an increase in the number or minimum number of directors, the directors then in office shall forthwith call a special meeting of Members to fill the vacancy.

- 4.12 Remuneration of Directors. No Director shall be remunerated for being or acting as a Director, but a Director shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs or the Society.
- 4.13 Validity of Actions. No act or proceeding of any director or board of directors shall be deemed invalid or ineffective by reason of the subsequent ascertainment of any irregularity in regard to such act or proceeding or the qualification of such director or board of directors.
- 4.14 Directors' Reliance. Directors may rely upon the accuracy of any statement or report prepared by the Society's auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.
- 4.15 Directors' Duties. Every director and officer of the Society in exercising his or her powers and discharging his or her duties shall act honestly and in good faith with a view to the best interests of the Society, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

ARTICLE FIVE: MEETING OF DIRECTORS

- 5.1 Quorum. The quorum for the transaction of business at any meeting of the board of directors shall be a majority of the number of directors then in office. If a meeting of Members fails to elect the number of directors by reason of the disqualification, incapacity or death of one or more candidates, the directors elected at that meeting, if they constitute a quorum, may exercise all the powers of the directors of the Society pending the holding of a special meeting of Members to fill the vacancies.
- 5.2 Place and Notice of Meetings. Meetings of the board of directors shall be at the head office of the Society. Meetings of the board shall be held from time to time at the call of the board or the President or any two directors. Notice of any meeting of the board of directors shall be communicated to each director not less than five (5) days (exclusive of the day on which the notice is delivered or mailed or telecopied or otherwise communicated but inclusive of the day for which notice is given) before the date fixed for the meeting, save that no notice of a meeting shall be necessary if all the directors are present or if those absent waive notice or otherwise signify their consent to such meeting being held.
- First Meeting of New Board. For the first meeting of the board of directors to be held immediately following the election of directors at an annual or special general meeting of the Members, no notice of such meeting need be given to the director or directors so elected or appointed in order for the meeting to be duly constituted, provided that a quorum of the directors is present.
- 5.4 Resolutions in Writing. A resolution in writing, signed by all the directors entitled to vote thereon at a meeting of directors or of a committee of directors, is as valid as if it had been passed at a meeting of directors or committee of directors.
- 5.5 Meetings by Telephone, etc. If all directors of the Society consent thereto generally or in respect of a particular meeting, a director may participate in a meeting of the board or of a committee of the board by means of such conference telephone or other communication facilities as permit all persons participating in the meeting to hear each other and a director participating in such a meeting by such means is deemed to be present thereat.
- 5.6 Chair. The President, and in the President's absence, a Vice-President shall be the chair of every meeting of directors and in the absence of the President and every Vice-President at a particular meeting, the directors present thereat shall choose one of their Members to be chair.

- 5.7 Voting. Questions arising at any meeting of the board of directors or any committee of the board shall be decided by majority vote except in the case of an equality of votes when the chair of the meeting shall have a second or casting vote.
- 5.8 Adjournment. Any meeting of the board or of any committee of directors may be adjourned from time to time by the chair of the meeting, with consent of the meeting, to a fixed time and place and no notice of the time and place for the holding of the adjourned meeting need be given to any director.
- 5.9 Executive Committee. The board may appoint from its members an Executive Committee consisting of the members of the Board who hold office. The majority of this number shall constitute quorum. The Executive Committee may exercise all powers of the board except such powers as by law must be exercised by the board and any powers specifically withheld from the Executive Committee by the board. In addition, the Past President and the Executive Director shall be members of the Executive Committee ex officio and shall be entitled to attend all meetings of the committee but shall not be entitled to vote there at. Except for a member of the Executive Committee who is also an officer of the Society, members of the Executive Committee may be removed or replaced at any time by the board and a member of the Executive Committee shall also cease to be a member of the Executive Committee upon ceasing to be a director of the Society.
- Nominating Committee. The Board shall appoint from its members a Nominating Committee which shall consist of a minimum of three (3) members one of whom shall be the Immediate Past President of the Society who shall act as chair of the committee. The Nominating Committee shall make recommendations of candidates for membership on the Board to replace the retiring directors or to fill vacancies. The candidates recommended for election at each annual meeting of the Society shall include one nominee designated by each provincial society and such other candidates as the Nominating Committee determines are suitable. The Committee shall also prepare and propose a slate of members to form and constitute an Executive Committee of the Board, which slate shall include the immediate Past President of the Society.
- 5.10 Other Committees. The board of directors may by resolution create from time to time other committees it deems necessary or appropriate to carry out the work of the Society. Such committees may but need not include members of the board. Unless otherwise provided, the President or the President's designee shall be a member ex officio of all other committees. Other committees created by the board of directors shall be given written terms of reference by the board.
- 5.11. Committees Generally. Subject to this by-law, each committee shall formulate its own terms of reference, subject to such regulations or directions as the board may from time to time make. Committee members shall not receive compensation, either directly or indirectly, for acting on committees nor shall they receive, either directly or indirectly, any profit from acting as such, but nothing herein shall prevent a member of any committee who is not also a director of the Society from receiving compensation for advisory services rendered to the Society with the prior approval of the board. The board may from time to time remove members from committees and may terminate the existence of any committee.

ARTICLE SIX: PROTECTION AND INDEMNITIES TO DIRECTORS, OFFICERS AND OTHERS

- 6.1 Protection of Directors and Officers. No director or officer for the time being of the Society shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for joining in any receipt or other act for conformity or for any loss, damage or expense happening to the

Society through the insufficiency or deficiency of title to any property acquired by order of the board of directors of the Society or for or on behalf of the Society or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Society shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or corporation with whom or which any moneys, securities or effects of the Society shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust or in relation thereto unless the same shall happen by or through his or her own wrongful and wilful act or through his or her own wrongful and wilful neglect or default.

- 6.2 Indemnity. Every director and officer of the Society and his or her heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Society, from and against, all costs, charges and expenses whatsoever which such director or officer sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, matter or thing whosoever made, done or permitted by him or her, in or about the execution of the duties of his or her office; and
- (a) all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs of the Society, except such costs, charges or expenses as are occasioned by his or her own wilful neglect or default.

ARTICLE SEVEN: MEETINGS OF MEMBERS

- 7.1 Annual Meetings. The annual meeting of the Society shall be held at such place within British Columbia on such day in each year and at such time as the directors may by resolution determine for the purpose of receiving the reports and statements required by the Act to be placed before the annual meeting, electing directors, appointing auditors and fixing (or authorizing the board to fix) their remuneration and transacting such other business as may properly be brought before the meeting. An annual meeting shall be held no later than fifteen months after the holding of the last preceding annual meeting. In any event, there shall be presented at each annual meeting a report of the directors of the affairs of the Society for the previous year and a financial statement of the Society together with the auditor's report thereon and such other information or reports relating to the Society's affairs as the directors may determine.
- 7.2 Special Meetings. The board, the President or any two directors shall have the power to call a special meeting of Members at any time.
- 7.3 Notice. A printed, written or typewritten notice stating the day, hour and place of meeting and the general nature of the business to be transacted shall be sent or transmitted to each Member entitled to notice of such meeting and to the auditor of the Society not less than 14 nor more than 60 days before the date of every meeting. Notice of any meeting or any irregularity in any meeting or in the notice thereof may be waived by any Member or by the auditor of the Society. The Society will make a reasonable effort to publish notices of meetings of Members in its newsletters or other general communications with Members.
- 7.4 Meetings Without Notice. A meeting of Members may be held at any time and place within British Columbia without notice if all the Members entitled to vote thereat are present in person or if all

Members waive notice or otherwise consent to such meeting being held, and at such meeting any business may be transacted which the Society at a meeting of Members may transact.

7.5 Voting. Unless otherwise required by the letters patent or any supplementary letters patent of the Society or by law, every question at a meeting of Members shall be determined by a majority of votes cast. In the case of any equality of votes, the chair of the meeting shall have a second or casting vote. At any meeting unless a poll is demanded a declaration by the Chair that a resolution has been carried or lost shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

7.6 Chair. The President, and in his or her absence, a Vice-President, shall be the Chair of the meeting; in the absence of the President and every Vice-President, the Members present and entitled to vote at any meeting of Members shall choose another director as Chair. If more than one Vice-President wishes to be Chair, the Chair shall be chosen by the Members present and entitled to vote.

7.7 Polls. If at any meeting a poll is demanded on the election of a Chair or on the question of adjournment it shall be taken forthwith without adjournment. A poll on any other question may be required by the Chair or any other person who is present and entitled to vote on the question and such poll shall be taken in such manner and either at once or later at the meeting or after adjournment as the Chair directs. The result of a poll shall be deemed to be the resolution of the meeting at which the poll was demanded. A demand for a poll may be withdrawn at any time prior to the taking of the poll.

7.8 Persons Entitled to be Present. The only persons entitled to attend a meeting of Members shall be those entitled to vote thereat, the auditors of the Society and others who, although not entitled to vote, are entitled or required under any provision of the Act or the letters patent or by-laws to be present at the meeting. Any other person may be admitted only on the invitation of the Chair of the meeting or with the consent of the meeting.

Show of Hands. Any question at a meeting of Members shall be decided by a show of hands unless, after a show of hands, a poll thereon is required or demanded as hereinafter provided. Upon a show of hands every person who is present and entitled to vote shall have his or her vote taken upon all questions and, unless a poll thereon is required or demanded, a declaration by the Chair of the meeting that the vote upon the question has been carried or carried by a particular majority or not carried and an entry to that effect in the minutes of the meeting shall be prima facie evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against any resolution or other proceeding in respect of the said question, and the result of the vote so taken shall be the decision of the Members upon such question.

7.9 Adjournments. The Chair may with the consent of any meeting adjourn the same from time to time and from place to place and with such conditions as the meeting may decide and, subject to any such conditions, no notice of such adjournment need be given to the Members. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

7.10 Quorum. A quorum for any meeting of Members shall be 15 Members present in person. No business shall be transacted at any meeting unless the requisite quorum shall be present at the commencement of such business.

ARTICLE EIGHT: OFFICERS

- 8.1 Officers. The board of directors shall elect annually a President from among themselves and a Secretary and, if deemed advisable, may elect Vice-Presidents, a Treasurer and such other officers and agents as they shall deem necessary who shall have such authority and shall perform such duties as may from time to time be prescribed by the board of directors. Unless otherwise determined by the board, officers (other than the Executive Director) shall be reappointed to a second one year term and the Executive Director shall be a full-time employee of the Society pursuant to a contract approved by the board.
- 8.2 Remuneration and Removal of Officers. The directors may fix the remuneration (if any) to be paid to officers of the Society who are not directors. All officers in the absence of agreement to the contrary shall be subject to removal by resolution of the board of directors at any time with or without cause.
- 8.3 Delegation of Duties of Officers. In case of absence or inability to act of the President, a Vice-President or any other officer of the Society or for any other reason that the directors may deem sufficient, the directors may delegate all or any of the powers of such officer to any other officer or to any director for the time being.
- 8.4 President. The President shall, when present, preside as Chair at all meetings of the directors and Members. The President shall have such other powers and duties as may from time to time be assigned by the board of directors.
- 8.5 Vice-President. A Vice-President or the Vice-Presidents in order of seniority shall be vested with all the powers and shall perform all the duties of the President in the absence, inability or refusal to act of President. Any Vice-President shall have such other powers and duties as may be assigned by the board of directors.
- 8.6 Secretary. The Secretary shall act as secretary at all meetings of directors and Members and shall have charge of the minute books of the Society and of all other records, registers and documents required to be kept by the Act, or has the power to designate these responsibilities by motion of the board. The Secretary shall be responsible for the keeping of minutes of all meetings of Members, directors and committees of directors and for the sending of notices required by the Act or the Society's by-laws. The Secretary shall have such other powers and duties as may from time to time be assigned by the board of directors.
- 8.7 Treasurer. Subject to the provisions of any resolution of the board of directors, the Treasurer shall have the care and custody of all the funds and securities of the Society and shall deposit the same in the name of the Society in such bank or banks or with such depository or depositories as the board of directors may direct, or has the power to designate these responsibilities by motion of the board. The Treasurer shall have such other powers and duties as may be assigned to him by the board of directors.
- 8.8 Executive Director. The board shall hire an individual as Executive Director to perform such duties as are assigned by the board of directors. The Executive Director shall take direction from and be responsible to the board of directors in carrying out all orders of the board of directors. The Executive Director shall, at all reasonable times, give the directors or any of them, all information they require regarding the affairs of the Society. Requests for information shall be made by the President or a Vice-President or the chair of any committee of the board. The Executive Director is authorized to hire staff after the positions and job description have been approved by the board of directors. The Executive Director shall act as Secretary as required.

ARTICLE NINE: NOTICES

- 9.1 **Method of Giving Notices.** Any notice (which term includes any communication or document) to be given, sent, delivered or served pursuant to the Act, the letters patent, the by-laws or otherwise to a Member, director, officer or auditor shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered to his or her last address as recorded in the books of the Society or if mailed by prepaid ordinary or air mail addressed to him or her at his or her last address as recorded in the books of the Society or if sent to him or her at his or her said address by any means of wire or wireless or any other form of transmitted or recorded communication. The Secretary may change the address on the Society's books of any Member, director, officer or auditor in accordance with any information believed by the Secretary to be reliable. A notice so delivered shall be deemed to have been given when deposited in a Canadian post office or public letter box in Canada; and a notice sent by any means of wire or wireless or any other form of transmitted or recorded communication shall be deemed to have been given when delivered to the appropriate communication company or agency or its representative for despatch.
- 9.2 **Signatures to Notices.** The signature to any notice may be written, stamped, typewritten or printed or partly written, stamped, typewritten or printed.
- 9.3 **Computation of Time.** In computing the date when notice must be given under any provision requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.
- 9.4 **Omissions and Errors.** The accidental omission to give any notice to any Member, director, officer or auditor or the non-receipt of any notice by any Member, director, officer or auditor or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.
- 9.5 **Waiver of Notice.** Any Member, director, officer or auditor may waive notice required to be given under any provision of the Act or the letters patent or the by-laws of the Society, and such waiver, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default or irregularity in giving such notice.

BY-LAWS

- 10.1 **Repeal and Amendment.** The by-laws of the Society may be repealed or amended or a new by-law may be enacted by by-law enacted by a majority of the directors at a meeting of directors and sanctioned by an affirmative vote of at least two-thirds of the Members of the Society at a meeting duly called for the purpose of considering such by-law; provided that the enactment, repeal or amendment of such by-law shall not be enforced or acted upon until the approval of the Minister of Corporate and Financial Commission has been obtained.



AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA

ANNUAL GENERAL MEETING

Tuesday, April 9, 2013
Quilchena Golf and Country Club
3551 Granville Avenue Richmond, BC

MINUTES

Present

Voting Members: Donna Bartel, Maureen Carse, Anthony Cheung, Phil Dubois, Dr. Andrew Eisen, Michael Gardner, Paul LeBlanc, Norm Louie, Ellen Mahoney, Vandhana Misri, Libby O'Donnell, John Pendray, Rick Poliquin, Rasool Rayani, Don Reynolds, Glenda Reynolds, Hal Spelliscy, Travis Stevenson, George Stewardson, Merle Stewardson, Steve Whiteside and Jim Williams

Honourary Life Director: Dr. Charles Krieger

Guests: Danielle Alleyn, Dr. Hannah Briemberg, Christie Jodi, Jane Dean, Samuel Dean-McCuaig, Petrina Dummais, Michael Eggen, Nancy Forseth, Leslie Grad, Kevin Jampole, Steve McCusker, Donald Miyazaki, Gwyn Moe, Margaret Perry, Brigitte Poirier, Lionel Raber, Lisa Richardson, Dave Richardson, Olivia Richardson, Mason Richardson, Kent Simmonds, Rick Stewart, Manpreet Thandi, Tony Toyer, Dori Whiteside and John Braun

Staff: Wendy Toyer, Rena Mendoza, Lisa Hercus, Susan Hampton, Christine Liao, Billie-Jo Doyle and Heather Bemister

The Annual General Meeting was called to order at 5:45 PM by President Phil Dubois. Quorum was established.

Minutes of the previous Annual General Meeting held on April 11, 2012

MOTION to accept the Minutes of the 31st Annual General Meeting held on April 11, 2012 in Richmond, BC; Michael Gardner

SECONDED: Vandhana Misri

CARRIED

President's Report

Phil Dubois, President presented the highlights of 2012. His report was received as circulated.

Treasurer's Report

Anthony Cheung presented a power point presentation on the financial status of the Society. He introduced Lionel Raber of Raber Mattuck Group, 2012 Auditor of the ALS Society of BC and Hal Spelliscy of Raymond James Ltd, the Financial Manager of the ALS Society of BC endowment portfolio.

MOTION to approve the 2012 Audited Financial Statements of the ALS Society of BC as presented; Anthony Cheung

SECONDED: Dr. Andrew Eisen

CARRIED

MOTION to appoint Raber Mattuck Group as the Auditor for 2012; Anthony Cheung

SECONDED: Travis Stevenson

CARRIED

Election of Directors

Phil Dubois, the nominating chairperson presented the list of people who are willing to serve on the Board of Directors. They are as follows:

- Donna Bartel
- Dr. Neil Cashman
- Anthony Cheung
- Phil Dubois
- Dr. Andrew Eisen
- Paul LeBlanc
- Norm Louie
- Don McCusker

- Vandhana Misri
- Libby O'Donnell
- Richard Poliquin
- Travis Stevenson
- Jim Williams

Glenda Reynolds is the representative of North Central Island Chapter while Ellen Mahoney will represent the Victoria Chapter.

Nominations were called from the floor three times as per the Society's bylaws. As no nominations were brought forward, the 2013/2014 Board of Directors were elected by acclamation.

Retiring Directors

A certificate of appreciation was presented to the following retiring directors:

- Michael Gardner
- John Pendray
- Kevin Jampole

Team ALSBC Presentations

A vest was presented to Les Grad for completing 50 hours of volunteer work for various fundraising events of the ALS Society of BC.

Awards and Recognition

The following recognitions were presented to the following volunteers and supporters of Team ALS BC and Yukon:

- Leadership Award - ALS Centre Team
The award was accepted by Dr. Hannah Briemberg, Gwyn Moe, Nancy Forseth and Brigitte Poirier
- Exceptional Public Awareness Award – Individual Category was awarded to Steve Darling. He was not present to accept the award
- Exceptional Public Awareness Award –Media Category was awarded to Team 1040/1410 Sports Radio. Michael Eggen accepted the award on behalf of Team 1040/1410 Sports Radio.
- Exceptional Public Awareness Award – Two or More Category was awarded to Kent Simmonds and Raffelina Sirianni along with the Crew from CFJC TV7-Kamloops. The award was accepted by Kent Simmonds.

- Corporate Partner/Sponsors Category was awarded to PGA of BC Golfathon for ALS. The award was received by Donald Miyazaki, Executive Director of the PGA of BC.
- Walk for ALS was awarded to Peoples Drug Mart Victoria Walk for ALS in 2012. The award was received by Rasool Rayani, Co-coordinator of the Victoria Walk for ALS on behalf of the Victoria Walk for ALS Committee and Adele Fraser, his Co-coordinator of the walk.
- Exceptional Fundraising Program – 3rd Party Event was given to Don McCusker. Steve McCusker received the award on behalf of his brother Don McCusker
- Exceptional Fundraising Program – A Group of Two or More People was awarded to Sergeant Rick Stewart and his Committee from the Abbotsford Police for organizing the John Goyer Memorial Golf tournament. The award was received by Sergeant Rick Stewart and Detective Jodi Christie.
- Exceptional Advocacy Award – Individual Category was given to Gabriela Merner. Phil Dubois accepted the award on behalf of Gabriela Merner.
- Exceptional Advocacy Award – A Group of Two or More People was given to Nilsson Foundation, ALS Adventure Challenge. Lisa and Dave Richardson accepted the award on behalf of the Nilsson Foundation.
- Leaders of Tomorrow Award, Age 5-13 Category was awarded to Sam Dean-McCuaig. The award was accepted by Sam Dean-McCuaig.
- Leaders of Tomorrow Award, Age 18-25 Category was awarded to Lauren Braun. The award was received by Lauren Braun.
- Honourary Life Member of ALS Society of BC was given to Ellen Mahoney. The award was accepted by Ellen Mahoney
- Roy Slater Volunteer Award was given to Don and Glenda Reynolds. The award was accepted by both Don and Glenda Reynolds.

Adjournment

MOTION to adjourn the 32nd Annual General Meeting; George Stewardson

Meeting was adjourned at 7:25 PM.

The new Board of Directors met immediately following the AGM to elect the new Executive Committee.



AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA

BOARD OF DIRECTORS 2013-14

- President** - Travis Stevenson (President of JTS Consulting Inc)
- Immediate Past President** - Phil Dubois (CEO of CityXpress Ltd.)
- 1st Vice President/Secretary** - Vandhana Misri (Employee of Knowledge Network Corporation)
- Treasurer** - Anthony Cheung (Financial Adviser, RBC Royal Bank)
- North Central Island Chapter President** - Glenda Reynolds (Retired Medical Lab Technologist)
- Victoria Chapter President** - Ellen Mahoney (Nurse Educator in Victoria)
- Director** - Donna Bartel (Employee, Coast Mountain Bus Company)
- Director** - Dr. Neil Cashman (Academic Director of ALS Centre)
- Director** - Dr. Andrew Eisen (Professor Emeritus Neurology at UBC)
- Director** - Paul LeBlanc (Owner Fast Signs Vancouver)
- Director** - Norm Louie (Vice President Overwaitea Food Group)
- Director** - Don McCusker (Former Insurance Broker)
- Director** - Libby O'Donnell (Registered Dietitian)
- Director** - Richard Poliquin (Businessman)
- Director** - Jim Williams (CEO of Williams Moving Storage)
- Honourary Life Director** - Dr. Andrew Eisen
- Honourary Life Director** - Dr. Charles Krieger (Professor of Kinesiology, SFU)

**AMYOTROPHIC LATERAL SCLEROSIS
SOCIETY OF BRITISH COLUMBIA**

AUDITED FINANCIAL STATEMENTS

DECEMBER 31, 2012

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
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The Rober Mattuck Group
Chartered Accountants

INDEPENDENT AUDITORS' REPORT

To the Members of AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA:

We have audited the accompanying financial statements of AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA, which comprise the statement of financial position as at December 31, 2012 the statements of operations, changes in fund balances, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our 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 our 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, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

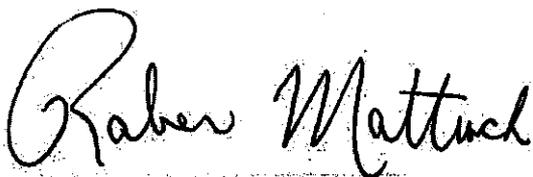
In common with many charitable organizations, the Society derives most of its revenue from donations and various programs, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA. Therefore, we were not able to determine whether any adjustments might be necessary to the revenue, excess of revenues over expenses, and cash flows from operations for the year ended December 31, 2012, current assets and net assets as at January 1, 2012 and December 31, 2012.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA as at December 31, 2012 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Comparative Information

Without modifying our opinion, we draw attention to Note 2 to the financial statements which describes that AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA adopted Canadian Accounting Standards for Not-for-Profit Organizations on January 1, 2012 with a transition date of January 1, 2011. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at December 31, 2011 and January 1, 2011 and the statements of operations, changes in fund balances and cash flows for the year ended December 31, 2011 and related disclosures.



CHARTERED ACCOUNTANTS

**Vancouver, British Columbia
April 9, 2013**

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2012 WITH COMPARATIVE INFORMATION FOR DECEMBER 31, 2011 AND JANUARY 1, 2011

	General Fund	Reserve and Endowed Funds (Note 10)	Property and Equipment Fund	Total December 31, 2012	Total December 31, 2011	Total January 1, 2011
ASSETS						
CURRENT ASSETS						
Cash and cash equivalents (Note 3 and 4)	\$ 112,097	\$ 426,952	\$ -	\$ 539,049	\$ 610,041	\$ 698,351
Temporary investments (Note 3 and 4)	-	609,672	-	609,672	534,984	504,238
HST receivable	34,146	-	-	34,146	30,355	15,863
Accounts receivable	26,342	-	-	26,342	83,216	35,865
Prepaid expenses	23,853	-	-	23,853	10,911	18,151
	196,438	1,036,624	-	1,233,062	1,269,507	1,270,468
PROPERTY AND EQUIPMENT (Notes 3, 5 and 6)	-	-	1,341,654	1,341,654	1,229,468	1,300,106
	\$ 196,438	\$ 1,036,624	\$ 1,341,654	\$ 2,574,716	\$ 2,498,975	\$ 2,570,574
LIABILITIES AND FUND BALANCES						
CURRENT LIABILITIES						
Accounts payable and accrued liabilities	\$ 20,079	\$ -	\$ -	\$ 20,079	\$ 26,190	\$ 34,020
DEFERRED REVENUE (Note 8)	24,203	-	-	24,203	37,865	34,192
DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT (Note 9)	-	-	806,478	806,478	776,171	862,552
	44,282	-	806,478	850,760	840,226	930,764
FUND BALANCES:						
GENERAL FUND	152,156	-	-	152,156	241,256	355,134
RESERVE AND ENDOWMENT FUNDS	-	1,036,624	-	1,036,624	964,196	847,122
PROPERTY AND EQUIPMENT FUND	-	-	535,176	535,176	453,297	437,554
	152,156	1,036,624	535,176	1,723,956	1,658,749	1,639,810
	\$ 196,438	\$ 1,036,624	\$ 1,341,654	\$ 2,574,716	\$ 2,498,975	2,570,574

APPROVED BY THE DIRECTORS

See notes to financial statements

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
STATEMENT OF CHANGES IN NET ASSETS

YEAR ENDED DECEMBER 31, 2012

	General Fund	Reserve and Endowed Funds (Note 10)	Property and Equipment Fund	Total 2012	Total 2011 (Note 2)
BALANCE, beginning of year	\$ 241,256	\$ 964,196	\$ 453,297	\$ 1,658,749	\$ 1,639,810
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	82,321	46,192	(63,306)	65,207	18,939
INTER-FUND TRANSFERS (Note 10)	(26,236)	26,236	-	-	-
PURCHASE OF PROPERTY AND EQUIPMENT	(145,185)	-	145,185	-	-
BALANCE, end of year	\$ 152,156	\$ 1,036,624	\$ 535,176	\$ 1,723,956	\$ 1,658,749

See notes to financial statements

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
STATEMENT OF OPERATIONS

YEAR ENDED DECEMBER 31, 2012

	General Fund	Reserve and Endowed Funds (Note 10)	Property and Equipment Fund	Total 2012	Total 2011 (Note 2)
REVENUE					
Victoria chapter revenue (Schedule 1)	\$ 90,472	\$ -	\$ -	\$ 90,472	\$ 66,437
NCI chapter revenue (Schedule 2)	40,983	-	-	40,983	19,692
Fundraising and special events (Schedule 3)	979,837	-	-	979,837	1,001,003
Gaming revenue	131,500	-	-	131,500	118,700
Gifts-in-Kind	3,102	-	223,724	226,826	191,642
Memoriams	86,211	-	-	86,211	69,452
Donations - individual	97,036	-	-	97,036	64,381
Donations - employee groups	42,929	-	-	42,929	53,854
Planned giving	42,759	-	-	42,759	66,068
Investment income	1,408	14,586	-	15,994	15,567
ALS Canada (Seed Grant)	10,000	-	-	10,000	31,000
Research donations	100	-	-	100	1,170
Caregiver days registrations	1,900	-	-	1,900	1,745
Donations - corporate	23,629	-	-	23,629	16,753
Memberships	3,590	-	-	3,590	3,592
Donations - Foundations	94,851	-	-	94,851	78,683
TOTAL REVENUE	1,650,307	14,586	223,724	1,888,617	1,807,401
EXPENSES					
Victoria chapter expenses (Schedule 1)	48,820	-	-	48,820	41,981
NCI chapter expenses (Schedule 2)	15,998	-	-	15,998	9,284
Wages and benefits - Administration	147,677	-	-	147,677	123,045
Wages and benefits - Patient Services	313,852	-	-	313,852	285,797
Fundraising and special events (Schedule 3)	332,065	-	-	332,065	389,013
Equipment maintenance	267,372	-	-	267,372	199,914
Research - ALS Canada (Note 11)	21,647	-	-	21,647	1,070
Rent	52,752	-	-	52,752	67,224
Newsletter	53,786	-	-	53,786	50,253
Telephone, internet and website	28,433	-	-	28,433	20,965
Insurance	18,365	-	-	18,365	18,265
Outreach and public awareness	1,911	-	-	1,911	2,242
Office supplies and equipment	19,385	-	-	19,385	22,395
Travel	24,041	-	-	24,041	16,710
Volunteers	17,751	-	-	17,751	4,638
Patient services	164,585	-	-	164,585	137,149
Professional fees	9,074	-	-	9,074	9,079
Postage	7,751	-	-	7,751	7,625
Bank charges and interest	10,997	5,282	-	16,279	11,347
Strategic planning	4,555	-	-	4,555	4,358
Board expenses	6,911	-	-	6,911	5,044
Membership administration	268	-	-	268	250
TOTAL EXPENSES	1,567,986	5,282	-	1,573,268	1,427,648

See notes to financial statements

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
STATEMENT OF OPERATIONS - continued

YEAR ENDED DECEMBER 31, 2012

	General Fund	Reserve and Endowed Funds (Note 10)	Property and Equipment Fund	Total 2012	Total 2011 (Note 2)
CARRY FORWARD					
TOTAL REVENUE	1,650,307	14,586	223,724	1,888,617	1,807,401
TOTAL EXPENSES	1,567,986	5,282	-	1,573,268	1,427,648
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS BEFORE OTHER ITEMS	82,321	9,304	223,724	315,349	379,753
Loss on write-down of property and equipment (Note 7)	-	-	(9,816)	(9,816)	(33,836)
Realized gain on sale of investments (Note 2)	-	-	-	-	(37,381)
Endowed funds contributions	-	36,888	-	36,888	-
Amortization of property and equipment (Note 3 and 6)	-	-	\$ (277,214)	(277,214)	(289,597)
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FOR THE YEAR	\$ 82,321	\$ 46,192	\$ (63,306)	\$ 65,207	\$ 18,939

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
STATEMENT OF CASH FLOWS

YEAR ENDED DECEMBER 31, 2012

	General Fund	Reserve and Endowed Funds (Note 10)	Property and Equipment Fund	Total 2012	Total 2011 (Note 2)
OPERATING ACTIVITIES					
Excess of revenue over expenses for the year	\$ 82,321	\$ 46,192	\$ (63,306)	\$ 65,207	\$ 18,939
Adjustments for changes in:					
Amortization of property and equipment	-	-	277,214	277,214	289,597
Write down of property and equipment (Note 7)	-	-	9,816	9,816	33,836
HST receivable	(3,791)	-	-	(3,791)	(14,492)
Accounts receivable	56,874	-	-	56,874	(47,351)
Prepaid expenses	(12,942)	-	-	(12,942)	5,240
Accounts payable and accrued liabilities	(6,111)	-	-	(6,111)	(7,830)
CASH FLOW FROM OPERATING ACTIVITIES	116,351	46,192	223,724	386,267	277,939
INVESTING ACTIVITIES					
Purchase of property and equipment	-	-	(145,185)	(145,185)	(151,538)
Contributed property and equipment (Note 9)	-	-	(280,352)	(280,352)	(173,812)
Impairment of property and equipment (Note 7)	-	-	26,321	26,321	72,555
CASH FLOW USED BY INVESTING ACTIVITIES	-	-	(399,216)	(399,216)	(252,795)
FINANCING ACTIVITIES					
Deferred contributions	(13,662)	-	30,307	16,645	(82,708)
CASH FLOW FROM FINANCING ACTIVITIES	(13,662)	-	30,307	16,645	(82,708)
INCREASE (DECREASE) IN CASH	102,689	46,192	(145,185)	3,696	(57,564)
CASH AND CASH EQUIVALENTS, beginning of year	180,829	964,196	-	1,145,025	1,202,589
INVESTMENT IN CAPITAL ASSETS	(145,185)	-	145,185	-	-
ENDOWMENT CONTRIBUTION / WITHDRAWAL	(26,236)	26,236	-	-	-
CASH AND CASH EQUIVALENTS, end of year	112,097	1,036,624	-	1,148,721	1,145,025
CASH AND CASH EQUIVALENTS CONSIST OF:					
Cash	\$ 112,097	\$ 426,952	\$ -	\$ 539,049	\$ 610,041
Temporary investments	-	609,672	-	609,672	534,984
	\$ 112,097	\$ 1,036,624	\$ -	\$ 1,148,721	\$ 1,145,025

See notes to financial statements

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

1. PURPOSE OF THE SOCIETY

The Amyotrophic Lateral Sclerosis (ALS) Society of British Columbia (the "Society") is a registered charity under the Income Tax Act and is incorporated under the British Columbia Society's Act as a non-profit organization without share capital. The Society's mission is to find the cause of and a cure for ALS, and to provide support to ALS patients, their families, and caregivers.

These financial statements reflect the activities of the Amyotrophic Lateral Sclerosis Society of British Columbia. The Society is one of ten independent charities that belong to the ALS Societies of Canada Federation and has equal representation on the Federation Council. As a result of its registered charity status under the Income Tax Act, the Society is not subject to income taxes

2. FIRST TIME ADOPTION OF CANADIAN ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

Change in financial reporting framework and impact of the transition:

The Society has elected to adopt the standards in Part III of the CICA Accounting Handbook for not-for-profit organizations in accordance with the Canadian accounting standards for not-for-profit organizations (ASNPO). These financial statements are the first financial statements for which the Society has adopted these standards.

The financial statements for the year ended December 31, 2012 were prepared in accordance with the accounting standards and provisions set out in FIRST-TIME ADOPTION, Section 1501 of the CICA Accounting Handbook Part III, for first-time adopters of this financial reporting framework.

This section requires the presentation of corresponding information at the first date of transition being January 1, 2011, which would therefore include, December 31, 2011. The corresponding information has been prepared and presented using the ASNPO framework retrospectively applied.

The adoption of this new financial reporting framework has impacted the previously reported financial position as at January 1, 2011 and December 31, 2011. Upon adoption of ASNPO unrealized gains and losses related to investments reported at fair value are reported in investment income in the statement of operations. Previously investments were recorded at cost and unrealized gains and losses were not recognized. The following reconciliations illustrate the impact of the change on previously reported operations and changes in fund balances and cash flows for the year ended December 31, 2011

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

2. FIRST TIME ADOPTION OF CANADIAN ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS – CONTINUED

Reconciliation of Statement of Financial Position as at January 1, 2011

	Reported under previous CGAAP January 1, 2011	Changes required on adoption of ASNPO	Reported under ASNPO January 1, 2011
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	\$ 698,351	\$ -	\$ 698,351
Temporary investments	417,704	86,534	504,238
HST receivable	15,863	-	15,863
Accounts receivable	35,865	-	35,865
Prepaid expenses	16,151	-	16,151
	1,183,934	86,534	1,270,468
PROPERTY AND EQUIPMENT	1,300,106	-	1,300,106
	\$ 2,484,040	\$ 86,534	\$ 2,570,574
LIABILITIES AND FUND BALANCES			
CURRENT LIABILITIES			
Accounts payable and accrued liabilities	\$ 34,020	\$ -	\$ 34,020
DEFERRED REVENUE	34,192	-	34,192
DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT	862,552	-	862,552
	930,764	-	930,764
FUND BALANCES:			
GENERAL FUND	355,134	-	355,134
RESERVE AND ENDOWED FUNDS	760,588	86,534	847,122
PROPERTY AND EQUIPMENT FUND	437,554	-	437,554
	\$ 1,553,276	\$ 86,534	\$ 1,639,810
	\$ 2,484,040	\$ 86,534	\$ 2,570,574

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

2. FIRST TIME ADOPTION OF CANADIAN ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS – CONTINUED

Reconciliation of Statement of Operations for the Year Ended December 31, 2011

	Statement of Operations for the year ended December 31, 2011 as previously reported - Total	Changes required on adoption of ASNPO	Statement of Operations for the year ended December 31, 2011 as adjusted for adoption of ASNPO - Total
TOTAL REVENUE	\$ 1,807,401	\$ -	\$ 1,807,401
TOTAL EXPENSES	1,427,648	-	1,427,648
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS BEFORE OTHER ITEMS	379,753	-	379,753
Write-down of property and equipment	(33,836)	-	(33,836)
Gains on investments	10,526	(47,907)	(37,381)
Amortization of property and equipment	(289,597)	-	(289,597)
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FOR THE YEAR	\$ 66,846	\$ (47,907)	\$ 18,939

Reconciliation of Statement of Changes in Fund Balances for the Year Ended December 31, 2011

	Statement of Changes in Fund Balances for the year ended December 31, 2011 as previously reported - Total	Changes required on adoption of ASNPO	Statement of Changes in Fund Balances for the year ended December 31, 2011 as adjusted for adoption of ASNPO - Total
FUND BALANCES, beginning of year	\$ 1,553,276	\$ 86,534	\$ 1,639,810
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	66,846	(47,907)	18,939
BALANCE, end of year	\$ 1,620,122	\$ 38,627	\$ 1,658,749

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

2. FIRST TIME ADOPTION OF CANADIAN ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS – CONTINUED

Reconciliation of Statement of Cash Flows for the Year Ended December 31, 2011

	Statement of Cash Flows for the year ended December 31, 2011 as previously reported - Total	Changes required on adoption of ASNFO	Statement of Cash Flows for the year ended December 31, 2011 as adjusted for adoption of ASNFO - Total
OPERATING ACTIVITIES			
Excess of revenue over expenses for the year:	\$ 66,846	\$ (47,907)	\$ 18,939
Adjustments for changes in:			
Amortization of property and equipment	289,597	-	289,597
Write down of property and equipment	33,836	-	33,836
Accounts receivable	(61,843)	-	(61,843)
Prepaid expenses	5,240	-	5,240
Accounts payable and accrued liabilities	(7,830)	-	(7,830)
CASH FLOW FROM OPERATING ACTIVITIES	325,846	(47,907)	277,939
INVESTING ACTIVITIES			
Purchase of property and equipment	(151,538)	-	(151,538)
Contributed property and equipment	(173,812)	-	(173,812)
Impairment of property and equipment	72,555	-	72,555
CASH FLOW USED BY INVESTING ACTIVITIES	(252,795)	-	(252,795)
FINANCING ACTIVITIES			
Deferred contributions	(82,708)	-	(82,708)
CASH FLOW USED BY FINANCING ACTIVITIES	(82,708)	-	(82,708)
INCREASE (DECREASE) IN CASH	(9,657)	(47,907)	(57,564)
CASH AND CASH EQUIVALENTS, beginning of year	1,116,055	86,534	1,202,589
CASH AND CASH EQUIVALENTS, end of year	\$ 1,106,398	\$ 38,627	\$ 1,145,025

**AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS**

DECEMBER 31, 2012

3. SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

These financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations and are combined with the assets, liabilities and results of operations of the Amyotrophic Lateral Sclerosis Society of British Columbia which includes two volunteer chapters located in Victoria and the North Central Island region.

Fund accounting and revenue recognition

The Society maintains its accounts in accordance with the restrictions on the use of resources as designated by donors or the board of directors. The Society follows the deferral method of accounting for contributions. Contributions are recorded as revenue when received or receivable except when the donor has specified that they are intended for a specific use or for use in a future period, in which case they are deferred and recognized in the period the related expenditures are incurred. Deferred capital contributions are amortized to revenue on a basis consistent with the amortization of the capital assets acquired. Contributions are recognized when receivable if the amount can be reasonably estimated and collection is reasonably assured.

- **General fund**
Revenues and expenses relating to program delivery, administration and special projects are reported in the operating fund.

The Society is the named beneficiary under various wills, life insurance policies and trust agreements. Proceeds are recorded as revenue when the amounts are received.

- **Property and Equipment Fund**
The Property and Equipment fund recognizes resources that have been invested in capital assets. These resources will increase for capital asset purchases, amortization of deferred capital grants and donations directly related to capital assets, and will be reduced by amortization charges, the net book value of capital asset disposals, and increases in deferred capital grants and donations.

- **Reserve and Endowed Funds**
Reserve and endowed contributions are recognized as direct increases in net assets. The funds have specific restrictions placed by the board of directors and donors on the capital of the funds and the use of investment income accruing to the funds. Investment income earned by the funds is recorded on an accrual basis. Investments are recorded at fair value at each financial statement date with unrealized gains and losses recorded in investment income (loss).

Contributed services

Volunteers contribute a significant amount of time each year to assist the Society in carrying out its programs and services. Due to the difficulty in determining their fair value, contributed services are not recognized in these financial statements.

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

3. SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Non-cash donations

Contributions of assets, supplies and services that would otherwise have been purchased are recorded at fair value at the date of contribution, provided a fair value can be reasonably determined.

Cash and cash equivalents

Cash and cash equivalents include externally restricted and unrestricted cash held in Canadian financial institutions.

Investments

Investments are classified as held for trading and stated at fair value.

The realized gain or loss on investments, being the difference between adjusted cost base and proceeds, is included in investment income on the statement of operations. The unrealized gain and loss on investments, being the difference between carrying value and fair value is included in investment income at the statement of operations. Transaction costs are not considered significant and are expensed as incurred.

Property and equipment

Property and equipment are stated at cost less accumulated amortization. Contributed assets are recorded at fair value at the date of contribution. Amortization is provided at rates which are designed to amortize the assets over their estimated useful lives. The various amortization rates for the Society's assets are as follows:

Vehicles	30%
Respiratory equipment	10%
Bathroom equipment	10%
Beds and mattresses	20%
Patient lift equipment	20%
Communication aids	30%
Wheelchairs and walkers	20%
Office equipment	20%
Miscellaneous equipment	20%

The Society regularly reviews its property and equipment to eliminate obsolete items. Additional disclosures contained in Note 7.

Financial Instruments

The Society's financial instruments consist of cash, temporary investments, accounts receivable and accounts payable and accrued liabilities. 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 values of these instruments approximate their carrying values.

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

3. SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that could affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Significant areas requiring the use of management estimates relate to the determination of fair value of non-cash donations and the determination of useful lives of property and equipment for calculating amortization. Actual results could differ from those estimates.

Allocation of expenses

Expenses are recorded and reported by programs and services. Other administrative costs, including office rent and utilities, postage and courier and information technology are not allocated. Certain employees perform a combination of program, fundraising and administrative functions; as a result, salaries and benefits are allocated based on time dedicated to the functional activities. Such allocations are reviewed regularly by management.

Additional disclosures are included in Note 13

4. TEMPORARY INVESTMENTS, CASH AND CASH EQUIVALENTS

Temporary investments relate to endowed funds and are managed by an independent investment manager. Investment income and realized and unrealized gains and losses are allocated to the funds based on the actual return earned by the assets allocated to or held by each fund during the year. Depending on the terms of the individual endowed funds, this income is retained by the funds or transferred to the unrestricted funds for specific purpose.

Cash and cash equivalents at December 31, 2012 include \$412,064 held in Guaranteed Investment Certificates bearing interest rates between 0.75% per annum and 1.86% per annum and maturing within 3 months to up to 2 years.

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 values of these instruments approximate their carrying values.

	General Fund	Reserve and Endowed Funds	TOTAL December 31, 2012	TOTAL December 31, 2011	TOTAL January 1, 2011
Cash	\$ 102,097	\$ 24,888	\$ 126,985	\$ 173,435	\$ 169,928
Guaranteed Investment Certificates	10,000	402,064	412,064	436,606	528,425
Marketable Securities	-	609,672	609,672	534,984	504,238
Total	\$ 112,097	\$ 1,036,624	\$1,148,721	\$1,145,025	\$1,202,589

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

5. CAPITAL MANAGEMENT

The capital structure of the Society consists of net assets invested in property and equipment, endowed funds, restricted funds and unrestricted net assets. The primary objective of the Society's capital management is to protect the assets of the Society while fulfilling its mandate.

Net assets invested in property and equipment represents the amount of net assets that are not available for other purposes because they have been invested.

Endowed funds represent donations received by the Society where the principal gift is invested to generate investment income to be used in accordance with purposes established by the donors.

Reserve fund represents funds that have been allocated internally for the purpose of supporting the Society's activities in the event of a cash flow decline.

Unrestricted net assets are funds available for future operations and are preserved so the Society can have financial flexibility should opportunities arise in the future.

6. PROPERTY AND EQUIPMENT

	December 31, 2012		
	COST	ACCUMULATED AMORTIZATION	NET BOOK VALUE
Vehicles	\$ 10,000	\$ 9,000	\$ 1,000
Respiratory equipment	22,800	22,800	-
Bathroom equipment	113,325	24,270	89,055
Beds and mattresses	268,192	114,217	153,975
Patient lift equipment	268,431	112,652	155,779
Communication aids	416,174	344,230	71,944
Wheelchairs and walkers	1,399,477	582,878	816,599
Office equipment	26,283	16,036	10,247
Miscellaneous equipment	96,343	53,288	43,055
	\$ 2,621,025	\$1,279,371	\$ 1,341,654

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

6. PROPERTY AND EQUIPMENT - CONTINUED

	COST	December 31, 2011 ACCUMULATED AMORTIZATION	NET BOOK VALUE
Vehicles	\$ 10,000	\$ 8,571	\$ 1,429
Respiratory equipment	44,000	44,000	-
Bathroom equipment	100,433	27,938	72,495
Beds and mattresses	242,935	109,324	133,611
Patient lift equipment	217,675	112,079	105,596
Communication aids	423,907	337,438	86,469
Wheelchairs and walkers	1,303,872	522,298	781,574
Office equipment	24,811	14,573	10,238
Miscellaneous equipment	92,946	54,890	38,056
	\$ 2,460,579	\$ 1,231,111	\$ 1,229,468

	COST	January 1, 2011 ACCUMULATED AMORTIZATION	NET BOOK VALUE
Vehicles	\$ 10,000	\$ 7,959	\$ 2,041
Respiratory equipment	84,500	58,848	25,652
Bathroom equipment	100,748	23,896	76,852
Beds and mattresses	197,268	98,122	99,146
Patient lift equipment	223,790	97,904	125,886
Communication aids	414,454	320,666	93,788
Wheelchairs and walkers	1,367,618	540,649	826,969
Office equipment	22,169	12,108	10,061
Miscellaneous equipment	103,974	64,263	39,711
	\$2,524,521	\$1,224,415	\$1,300,106

7. LOSS ON WRITE DOWN OF PROPERTY AND EQUIPMENT

During 2012, a comprehensive review of property and equipment took place. This review resulted in the retirement and write-down of significantly amortized, impaired, or obsolete assets and thus required write-down to their net realizable value. The net amount of this write-down for 2012 is \$9,816 (2011 - \$33,836).

	2012	2011
Assets Written-off	\$ 265,089	\$ 389,292
Accumulated Amortization	(228,952)	(282,901)
Impaired Deferred Contributions (See note 9)	(26,321)	(72,555)
Loss on write-down	\$ 9,816	\$ 33,836

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

8. DEFERRED REVENUE

Deferred revenue represents restricted contributions (other than endowed funds) for which the Society does not have a restricted fund and is unable to use the funds due to its restrictions during the fiscal year. These contributions are deferred and recognized as revenue in the year in which related expenses are incurred. Examples include funds for sponsored events and projects (i.e. ALS Memorial Golf tournaments).

	Total December 31, 2012	Total December 31, 2011	Total January 1, 2011
Deferred revenue, beginning of year	37,865	\$34,192	\$9,000
Add: funds received in advance	24,203	37,865	34,192
Less: funds recognized into revenue in the year	(37,865)	(34,192)	(9,000)
Deferred revenue, end of year	\$ 24,203	\$37,865	\$34,192

9. DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT

Deferred contributions related to property and equipment represent restricted capital funding received for the purchase of capital assets. Grants and donations are amortized on the same basis as the capital asset to which they relate. Changes in the deferred capital asset grants and donations balances during the year are as follows:

	Total December 31, 2012	Total December 31, 2011	Total January 1, 2011
Deferred contributions, beginning of year	776,171	\$862,552	\$819,346
Add: contribution of property and equipment	280,352	173,812	233,670
Less: amount amortized into revenue in the year	(223,724)	(187,638)	(184,511)
Less: Adjustment for impairment (Note 7)	(26,321)	(72,555)	(5,953)
Deferred contributions, end of year	\$ 806,478	\$776,171	\$862,552

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

10. RESERVE AND ENDOWED FUNDS

Endowed funds are externally restricted donations received by the Society where the endowed principal is invested. The investment income generated from these endowed funds remains in the fund. A spending rule is applied to calculate payouts to be used in accordance with the various purposes established by the donors. The Society ensures that all funds received with a restricted purpose are expended for the purposes for which they were provided.

Reserve funds represent funds that have been allocated internally for the purpose of supporting the Society's activities in the event of a cash flow decline.

	Opening Balance January 1, 2012	Regular Additions	Net Inter-fund Transfers	Net Investment Income	Balance December 31, 2012
Funds managed under "Investment Policy Statement"					
George "Sonny" Williams	\$279,354	\$12,056	\$ 20,222	\$ 3,301	\$ 314,933
David Pendray Memorial	149,589	19,297	(3,339)	1,096	166,643
Pearmain Fund	133,647	-	18,072	1,265	152,984
Reserve funds					
ALS Adventure Challenge	139,869	-	(22,265)	2,196	119,800
Kamloops Endowed Fund	15,637	-	4,612	98	20,347
Victoria Endowed Fund	100,197	-	(11,066)	1,328	90,459
Karl Watt Endowed Fund	3,903	5,535	-	20	9,458
Operating Reserve Fund	142,000	-	20,000	-	162,000
	\$964,196	\$36,888	\$26,236	\$9,304	\$1,036,624

Funds managed under "Investment Policy Statement":

The endowed funds of George "Sonny" Williams, David Pendray Memorial and Pearmain are invested in medium-term and long-term investment funds, managed by an independent, professional investment manager. The funds invest in a diversified portfolio of investments in accordance with the "Investment Policy Statement". At the beginning of the year the three funds were pooled subsequently the funds were segregated on May 15, 2012.

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

10. RESERVE AND ENDOWED FUNDS (continued)

	George "Sonny" Williams	David Pendray Memorial	Pearmain	Total
Opening Balance – pooled funds	\$ 279,354	\$ 149,589	\$ 133,647	\$ 562,590
Reversal of previous fair value adjustment	(18,928)	(10,429)	(9,271)	(38,627)
Interest and dividend income	1,880	1,036	921	3,836
Realized gains and losses	(982)	(541)	(481)	(2,003)
Account fees	(1,311)	(722)	(642)	(2,675)
Net Investment Income (Loss)	(19,340)	(10,656)	(9,473)	(39,469)
Balances transferred to segregated accounts	260,014	138,933	124,174	523,121
Interest and dividend income	7,119	3,887	3,419	14,425
Realized gains and losses	13,069	8,280	6,801	28,150
Account fees	(1,285)	(730)	(593)	(2,607)
Unrealized gains and losses	3,739	314	1,111	5,164
Net Investment Income	22,642	11,752	10,738	45,132
Net Additions	32,010	19,297	15,000	66,307
Inter-fund Adjustment	267	(3,339)	3,072	-
Ending Balance	\$ 314,933	\$ 166,643	\$ 152,984	\$ 634,560

The annual disbursement from the Endowed Funds is calculated as 4% of the respective fund's average at the end of the fiscal year. The average of each endowed fund is calculated by summing and averaging the ending market values of the portfolio in each of the preceding 18 months. In the first year of application, the pooled average is used due to the lack of segregated account history. No payout can occur when the average as calculated is less than the opening balance for the current fiscal year.

The opening balance of the pooled funds at January 1, 2012 was \$568,499 and the average monthly value of the fund for 18 preceding months was \$582,112. The funds will disburse their proportionate share of \$23,284 in 2013, being 4% of the average monthly value. The calculated average monthly value for fiscal year ended December 31, 2011 was calculated to be less than the opening balance and no payout took place in 2012.

- (a) The George "Sonny" Williams Endowed Fund \$314,933 (2011 - \$279,354) was created in 2003 to support caregivers of people living with ALS in B.C. Revenue for the fund is generated from the Annual ALS Golf Tournament, as well as from individual donations from Williams Transportation and Logistics Group employees. The Williams family oversees the Fund.

**AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS**

DECEMBER 31, 2012

10. RESERVE AND ENDOWED FUNDS (continued)

Funds managed under "Investment Policy Statement:

George "Sonny" Williams died on Tuesday January 30, 1996 at 12:20AM. The game of golf and the entire province lost a true friend. Mr. Williams, the well respected owner of Williams Moving & Storage, dealt with the debilitating effects of ALS for over 6 years before succumbing to it. Mr. Williams left his mark on many aspects of business, as well as the game of golf, within British Columbia. He had been adamant in his pursuit of integrity within the moving industry. He was one of the first principal patrons for the B.C. Golf Museum. To add to his other contributions, Mr. Williams single handedly saved the B.C. Open from sure demise in 1982. In 1988 George Williams was named a CPGA honorary director for his contributions.

In 2006 his son, Jim Williams, requested that 30% of the ALS Golf Tournament proceeds (NET) be allocated to the Endowed Fund. The balance of funds raised was donated to the ALS Society of B.C for patient services.

- (b) The David Pendray Memorial Endowed Fund - \$166,643 (2011 - \$149,589) was established to support patient services.

David (Dave) Pendray passed away from the effects of ALS at 57 years of age. Dave was a third generation dairy farmer. The 225-acre Pendray dairy farm is currently located off West Saanich Road, in North Saanich on Vancouver Island B.C. The farm is now operated by David's family. Milk from the Pendray farm has been shipped to Island Farms Dairy since 1960. The Pendray family and Island Farms Dairy have had strong connections for almost 50 years.

- (c) The Pearmain Endowed Fund - \$152,984 (2011 - \$133,647) was established to fund the purchase of equipment for ALS patients.

Prior to retirement, Jean Pearmain was a Neurological Nurse. She worked with Neurologists that specialized in ALS including Dr. Andrew Eisen. Since that time, she served as director on the ALS Society Board of Directors and volunteered with her husband Gord tirelessly for over 9 years. At any given time Jean provided support to up to 30 ALS patients living in the North Central Vancouver Island region. She maintained an equipment storage locker and in many cases she and her husband Gord delivered the equipment themselves. Jean also conducted home visits and coordinated the Nanaimo monthly ALS Support Group.

The Pearmain's participated in the Walk for ALS and Jean has acted as an escort for the 'On a Roll for ALS'. Gord drove the support vehicle and Jean rode her bike next to the ALS roller.

The Executive of the North Central Island Chapter has worked to achieve a significant revenue surplus and decided to honor the dedication of the Pearmain's by establishing an Endowed Fund in their name.

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

10. RESERVE AND ENDOWED FUNDS (continued)

Funds managed under "Investment Policy Statement:

Reserve and Endowed Funds

The following Reserve and Endowed funds were established to ensure immediate access should the need arise. The Reserve and Endowed Funds operate with a much higher degree of liquidity/accessibility than the pooled funds, as per the Endowed Agreements with the Funds' settlers.

- (a) General Operating Reserve - \$162,000 (2011 - \$142,000). This reserve has been established to support future Society activities in the event of a cash flow decline.
- (b) The ALS Adventure Challenge Endowed Fund - \$119,800 (2011 - \$139,869) was created by the Board of Directors in 2006 at the request of the Nilsson Foundation in order to support improved research, technology and services for ALS patients that will improve their quality of life and to support new initiatives to enhance patient care as proposed by the ALS Society of B.C.; this would include training to support the Psychological Support Program. Monies raised by the Nilsson Foundation by hosting the ALS Adventure Challenge and donated to the ALS Society of B.C. are allocated to this Endowed.
- (c) Kamloops Endowed Fund - \$20,347 (2011 - \$15,637) was initiated with 30% of the net proceeds from the ALS Golf Tournament of Hope. This annual tournament is heavily supported by the families of Clayton Smailes, Giovanni (John) Caferra and Brian Rintoul. The purpose of the fund is to provide advanced communication equipment to people living with ALS in B.C.
- (d) Victoria Endowed Fund - \$90,459 (2011 - \$100,197) was established by the Victoria Chapter of the ALS Society of BC. The purpose of the fund is to provide financial support to people living with ALS. In 2012 the fund earned interest income of \$1,328. The Victoria chapter of the Society transferred \$26,434 to the fund during the year. In addition, \$37,500 was transfer out to general fund for the purchase of new equipment.
- (e) Karl Watt Endowed Fund - \$9,458 (2011 - \$3,904) was established by Norm and Misty Alexander in honor of their late son Karl Stefano Watt. The purpose of the fund is to financially assist ALS family homecare caregivers in providing respite care for themselves.

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

10. RESERVE AND ENDOWED FUNDS (continued)

Reserve and Endowed Funds (continued)

Externally Managed Endowment Funds

Vancouver Foundation Endowment Fund

The Society maintains a permanent endowment fund with the Vancouver Foundation, established in memory of Mrs. Jeannette Heinrich, known as the ALS Society of British Columbia Endowment Fund. The fund is administered by the Vancouver Foundation. 100% of the distributions from this fund are for the benefit of the Society. The contributed principal is \$655,994 (2011 - \$494,210). During the year, the Society received \$17,877 (2011 - \$13,398) of investment income earned from this fund. The market value of the fund at December 31, 2012 was \$658,097 (2011 - \$480,961).

Victoria Foundation Endowment Fund

The Society maintains a permanent endowment fund with the Victoria Foundation called United Commercial Travellers' Fund. The ALS Society of BC – Victoria Chapter receives 16% of the distributions from this fund. The market value of the fund at December 31, 2012 was \$94,479 (2011 - \$89,294). During the year the Society received \$514 (2011 - \$493) representing 16% of the total amount distributed (\$3,083).

Central Okanagan Foundation Endowed Fund

The Society maintains a permanent endowment fund with the Central Okanagan Foundation. The fund is administered by the Central Okanagan Foundation. 100% of the distributions from this fund are for the benefit of the Society. The contributed principal is \$7,109.

11. RELATED PARTY TRANSACTIONS

	British Columbia	Victoria	North Central Island	Total 2012
ALS Canada donations for research	\$ 21,647	\$ 1,277	\$ -	\$ 22,924
Walk for ALS	151,950	15,918	10,571	178,439
Flower Day	-	21,000	-	21,000
	\$ 173,597	\$ 38,195	\$ 10,571	\$ 222,363

During the year, the Society paid \$222,363 (2011 - \$189,347) to the ALS Society of Canada for current year amounts collected on their behalf. At the end of the year, there was \$8,024 receivable from ALS Society of Canada. ALS Society of Canada shares the common commitment to support a cure for ALS, and support ALS partners in the provision of quality care for persons affected by ALS.

Donations designated for research are sent to ALS Canada per the partnership agreement. In 2012, \$21,647 was provided by ALS BC to ALS Canada (2011 - \$1,070).

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

12. COMMITMENTS AND CONTINGENCIES

Operating Lease

The minimum future annual rentals under operating leases are as follows:

2012	\$51,155
2013	51,155
	\$102,310

13. ALLOCATION OF EXPENSES

Wages and benefits – Administration reported on the statement of operations of \$149,650 are reported after an allocation of \$109,711 to Wages and Benefits – Patient Services representing estimated executive time spent supporting patient services.

14. SERVICE CLUB GAMING REVENUES

The Society received donations of gaming revenues from various community service clubs of \$17,797 (2011 - \$12,169). These amounts are included in operating fund revenues.

**AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
STATEMENT OF OPERATIONS - VICTORIA CHAPTER**

YEAR ENDED DECEMBER 31, 2012
SCHEDULE 1

	2012	2011
REVENUE		
Flower Days	\$ 21,025	\$ 16,642
Victoria Walk for ALS	50,358	28,307
General Fundraising	8,739	3,511
Donations - individual	2,246	4,483
Memoriams and bequests	1,690	1,960
Donations - employee groups	5,676	10,056
Interest	738	1,478
	90,472	66,437
EXPENSES		
Research - ALS Canada (Note 11)	\$ 38,195	\$ 22,237
Terms of reference	-	-
Fundraising and special events	3,533	11,163
Rent	4,752	4,515
Travel	1,265	1,296
Telephone, internet and website	-	173
Patient services	687	1,309
Office supplies and equipment	328	506
Volunteers	-	490
Bank charges and interest	60	292
	48,820	41,981
EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR	\$ 41,652	\$ 24,456

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
STATEMENT OF OPERATIONS - NORTH CENTRAL ISLAND CHAPTER

YEAR ENDED DECEMBER 31, 2012
 SCHEDULE 2

	2012	2011
REVENUE		
Mid-Island Walk for ALS	\$ 31,755	\$ 13,134
General fundraising	4,700	3,308
Memoriams and bequests	-	100
Donations - individual	4,020	2,920
Donations - employee groups	330	185
Interest	178	45
	40,983	19,692
EXPENSES		
Fundraising and special events	\$ 3,249	\$ 4,276
Travel	1,760	1,657
Research - ALS Canada (Note 11)	10,571	3,012
Patient services	281	246
Office supplies and equipment	64	-
Bank charges and interest	73	93
	15,998	9,284
EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR	\$ 24,985	\$ 10,408

See notes to financial statements

AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
FUNDRAISING REVENUES AND EXPENSES

YEAR ENDED DECEMBER 31, 2012
 SCHEDULE 3

	2012	2011
ALS BC EVENTS		
Walk for ALS	\$ 482,807	\$ 518,073
ALS Memorial Golf Tournaments - Vancouver & Kamloops	162,377	176,333
ALS Gala	-	8,451
Hockey Pool	-	11,600
Patient Symposium	5,283	-
THIRD PARTY EVENTS		
General 3rd Party Fundraising Events (- Schedule 3A)	77,887	59,408
PGA of BC Golf A Thon for ALS	155,161	111,872
Peoples Drug Mart	46,011	50,000
Deano Golf Tournament	-	38,066
Abbotsford Police John Goyer Memorial Golf Tournament	8,000	6,500
Shoot for ALS	21,550	19,300
Cambridge House Gala	20,761	1,400
	979,837	1,001,003
EXPENSES		
Walk for ALS	\$ 52,616	\$ 61,177
Walk for ALS 40% to ALS Canada for Research (Note 7)	151,950	166,101
ALS Memorial Golf Tournaments - Vancouver & Kamloops	81,181	87,937
Deano Golf Tournament	-	12,337
General Fundraising	14,676	15,064
PGA of BC Golf A Thon for ALS	31,642	17,301
Hockey Pool	-	21,415
ALS Gala	-	7,681
	332,065	389,013
EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR	\$ 647,772	\$ 623,202

See notes to financial statements

**AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA
GENERAL 3rd PARTY FUNDRAISING EVENTS**

YEAR ENDED DECEMBER 31, 2012
SCHEDULE 3A

	Total Revenue	Designated as Endowed Funds Contributions (Note 10)	Net amount
2011-12 Drive for ALS- Ardmore Golf Course	\$ 4,970	\$ (3,690)	\$ 1,280
Ariel and Skye Madatali Fundraising	289	-	289
Ashley Forshaw Calendars	45	-	45
Bob Heinrich Calendars	2,222	-	2,222
Burger & Brew for ALS- Moonrakers Pub	1,913	-	1,913
Chairman Tom's Grouse Grind Event	15,687	-	15,687
Coastland Wood Fundraising	630	-	630
Cycle of Hope	1,111	-	1,111
Eagle River Secondary Fundraising	1,413	-	1,413
Grand Forks International Baseball Tournament	2,500	-	2,500
Great Lake Walk for ALS -58 K Walk	1,220	-	1,220
Honda Spring Fun Run Cranbrook	7,580	-	7,580
Island Farms MOO-Man Charity Golf Tournament	2,200	(2,200)	-
Josie De Baat's Polynesian Dancers	2,000	-	2,000
Lou's Blues Williams Moving and Storage Event	5,495	(5,495)	-
Marathon Spin	7,395	-	7,395
Michael Wall's Card Sale Fundraising	2,012	-	2,012
Michael Wall's T-Shirt Sale Fundraising	1,880	-	1,880
Nav. Canada Book & Bake Sale in memory of Liz Theberge	831	-	831
Ocean Floor	457	-	457
Running for ALS	545	-	545
Sam Dean-McGuaig Fundraising	750	-	750
Scarves Fundraising in memory of Grinda de Baat	800	-	800
Seeds of Hope	275	-	275
Sorrento Lions Club Seniors Christmas Party Auction	680	-	680
Team Blair-Kusam Kimb Fundraising	4,610	-	4,610
Team Clarke Annual Pumpkin Give-Away & Harvest Festival for ALS	2,417	-	2,417
Team Clarke Clutter Clean Up	6,507	-	6,507
Teeter Totter Fundraising	1,012	-	1,012
Tough Lovers Fundraising	5,489	-	5,489
Tri'ing to End ALS	2,801	-	2,801
Vancouver Executives Association Fundraising	1,536	-	1,536
Williams Moving and Storage Fundraisers	6,561	(6,561)	-
Total	\$ 95,833	\$ (17,946)	\$ 77,887



AMYOTROPHIC LATERAL SCLEROSIS
SOCIETY OF BRITISH COLUMBIA

2013 Equipment Loan Program Budget

3 Manual Wheelchairs @ \$1,700 each	-	\$3,400
7 Tilt Wheelchairs @ \$2,500 each	-	\$17,500
5 Wheelchair Assorted Backs @ \$600 each	-	\$3,000
5 Wheelchair High End Cushion @ \$600 each	-	\$3,000
10 Beds & Mattress - Roho Section @ \$892.50 each	-	\$8,925
2 Full Electric Bed Package @ \$1,885 each	-	\$3,770
10 Mattresses: Overlays and Underlays @ \$300 each	-	\$3,000
4 Post Lifts Systems with Motor @ \$3,900 each	-	\$15,600
2 Vmax Communication Equipment @ \$9,912 each	-	\$19,824
2 Extreme Headmouse @ \$1,100 each	-	\$2,200
1 Lightwriter	-	\$6,500
1 Vmax Mounts @ \$1,000 each	-	\$2,000
5 Shower Tilt Commodes @ \$1,970	-	\$9,850
Various Miscellaneous Equipment & Equipment Contingency Budget (IV Poles, Overbed Table Cushion Foams, Slings Raised Toilet Seats, Commodes, Transfer Belt, from \$60 to \$500 each)	-	\$30,568
Equipment Maintenance (cleaning and repairs)	-	\$129,100
Equipment Transport (shipping cost)	-	\$105,000
Interim Equipment Rental	-	\$3,500

The ALS Society of BC is dedicated to providing direct support to ALS patients, along with their families and caregivers, to ensure the best quality of life possible while living with ALS. Through assisting research, we are committed to find the cause of, and cure for Amyotrophic Lateral Sclerosis (ALS).

Grant in Aid Application Evaluation

Name of Applicant: Wk Auxiliary Program

Application Description: _____

Grant Request: \$ 500 -

Category:

- Capital
- Special Project
- Event

Requirement	Y	N	Comments
Registered Non-profit in good standing with Registrar of Companies			
Annual General Meeting report inc. list of Directors			
Revenue/expense balance sheet or audited financial statement			
Approved current year budget			
Demonstrated financial need			
Supports goals and priorities of City and CRD			If yes, describe
Applicant receives other local government support			If yes, describe
Previous Grant in Aid			If yes, describe
Extent of community benefit			Broad Limited Specific

Recommendation: Approve Deny Amount: \$ _____

Rationale:

Evaluation Team: _____

Evaluation Date: _____

City of Williams Lake
450 Mart St.
Williams Lake, BC
V2G 1N3

NCO I/C Williams Lake RCMP Detachment
575 Borland St.
Williams Lake, BC
V2G 1R9

RECEIVED

SEP 30 2013

CITY OF WILLIAMS LAKE

Re: Grant in Aide application 2013.

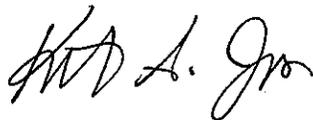
This year the Williams Lake RCMP is pleased to announce that five new Auxiliary Constables have been selected to join the volunteer program. As such there will be a significant amount of training needed for the new Auxiliaries, in addition to re-training of five existing Auxiliary Constables. We anticipate that during this fiscal year our training costs for the ten Auxiliary Constables to be \$5000.

Auxiliary Constables are required to volunteer a minimum of 160 hrs per calendar year. In the coming fiscal this would mean the program will have had a minimum of 1600 hrs of volunteer work to the RCMP Detachment and the Community of Williams Lake.

The Williams Lake Auxiliary Program has been in existence for more than 30 years in the community of Williams Lake and area. This non-profit, volunteer organization compliments the regular member force. The duties of the Auxiliaries are varied to reflect community needs and in Williams Lake, these hours have been spent in the areas of general duty Policing, Highway Patrol, Traffic and Crime Scene Protection, Bike Rodeos, School Liaison and Crime Prevention and Community Policing initiatives.

Should you have any further questions about the Auxiliary Program or the duties now authorized to be performed by Auxiliary Constables please Contact A/Cst. Keith JONES at 250-392-4332.

Sincerely,



A/Cst. Keith JONES.

Auxiliary RCMP

Williams Lake Detachment

Income and Expense Statement August 28th, 2012 to August 28, 2013

INCOME

General and bike account as of August 28, 2012.	7888.00
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EXPENSES

Equipment and Repair	325.00
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Dry Cleaning/Maintenance	185.00
--------------------------	--------

Uniform	800.00
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Total Expenses	1310.00
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General Revenue Balance as of August 27, 2013.	<u>6578.00</u>
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Auxiliary RCMP
Williams Lake Detachment

Projected Budget
August 28th, 2013 to August 28, 2014

INCOME

General and bike account as of August 28, 2012.	6578.00
City of Williams Lake – Grant in Aide	5000.00
Total Funds	11578.00

EXPENSES

Equipment and Repair	1500.00
Dry Cleaning/Maintenance	500.00
Uniform	1500.00
Training	5000.00
Total Expenses	8500.00
General Revenue Balance as of August 27, 2014.	<u>3078.00</u>

Organization Information Sheet

Name of Organization: Williams Lake Auxiliary RCMP Program

Mailing Address: ~~450 Mart St.~~ 575 Borland St.

Telephone (office): 250-392-6211

Purpose of Organization (From Constitution or Incorporation Documents): _____

Volunteer Community Organization

How long has the organization operated in the community? 45 years

BC Society Registration Number: unsure

Federal Charitable Registration Number: (if applicable) _____

Chairperson's name: Andy Walsh

Telephone: 250-392-6211

Treasurer or Financial Officer's name: Glenn Ford

Telephone: 250-392-6211

Date of last Annual General Meeting (Attach minutes and current list of Directors): _____

August 28, 2013

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from City and CRD (if applicable) \$ n/a

NOTE: A Final Report for previous year's grant MUST be included with this submission.

Current Grant Requested from City and CRD \$ 5000.00

Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

Grant in aid applications

2. If your organization charges user fees/memberships/admission, attach your current fee structure: n/a

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years? 1600 hrs volunteer work, and

to complete all mandatory and additional training.

4. Who does your organization serve? (% of clients from City, % of clients from Central Cariboo)

The community of Williams lake and area

5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?

n/a

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department) n/a

7. Does your organization use City or CRD owned facilities? If so, which ones?

yes, RCMP Detachment

8. How will you indicate that the City and CRD are contributing to your organization?

acknowledgement

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

BRIEF DESCRIPTION OF PROPOSED USE OF GRANT BEING APPLIED FOR: please see attached letter.

How do you know there is a need for this service/project in our community? n/a

Is your application for a: B. Special Event, Training
A. a seed grant
B. a special project; or
C. a special capital expenditure

Is your agency is applying for funds from other levels of government or other sources for this project? Would you still be able to complete the project if you do not receive the other funds applied for? No

Please describe the impact of this application being denied or approval of an amount less than requested. Approval of this application will greatly improve the operational preparedness of Auxiliary Constables

Start date of the project: Oct 15, 2013

End date for the project: Nov 30, 2014

Please describe the key activities that will take place to complete the project and any associated timelines. n/a

Please provide a detailed financial budget for the project. see attached.

Please explain how you will measure and evaluate the impact of this project on the community?
How will you determine if it was successful? We will measure the success of this project and evaluate through retention and recognition of the Auxiliary program

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



President/Chairperson



Central Cariboo / City of Williams Lake Joint Committee

ACTION PAGE

Meeting Date: November 27, 2013

Project #	Summary of Resolution	Action Required	Delegation	Date Completed
1.	That staff prepare and distribute to the Joint Committee, a discussion paper regarding local industrial taxation, taking into consideration the Strong Regions Report and the proposed Regional Development Framework. (March 24, 2010 mtg) <ul style="list-style-type: none"> • <i>CRD meeting with Premier at UBCM.</i> 		CRD Staff	
2.	That pursuant to the report of Geoff Paynton, Director of Community Services dated October 11, 2011, the letter from the Central Cariboo Recreation Advisory Committee regarding condition of playing fields in and around Williams Lake be referred to a future Joint Use Committee meeting for discussion. (Oct 26, 2011 mtg)		City Staff	
3.	That the report dated May 9, 2012 from Anne Burrill, Manager of Social Development regarding general information about the process for forming a Community Foundation, be received. Further, that a working group be formed and report back to the Committee. (May 23, 2012 mtg) (Mayor Cook, Councillors Bourdon-with Councillor Walters as alternate, Anne Burrill, and Director Mernett have been appointed to the working committee). <ul style="list-style-type: none"> • <i>Update to Winter 2012/13 Joint Committee meeting.</i> 	Ongoing	Staff	
4.	That the Cariboo Regional District Solid Waste Management Plan Review Stage 3 Implementation Plan Report be received and referred to City Staff for a report and recommendation back to City Council for submission to the Cariboo Regional District by their October 25, 2012 Board Meeting. <ul style="list-style-type: none"> • <i>Report going on City Committee of Whole Council agenda for November 27, 2012.</i> • <i>Council Resolution sent to CRD December 6, 2012 with recommendation that, through the Joint Committee, a steering committee be formed to assist in the implementation of the objectives of the Solid Waste Management Plan (Councillors Bonnell and Zacharias – alternate Councillor Rathor – and two Staff have been appointed to represent the City).</i> 	Report to Council and submission back to CRD.	CRD Staff City Staff	
5.	That CRD Staff be requested to give a presentation at the January 23, 2013 Joint Committee Meeting on the changes in tipping fees that will occur over the next few years at the Central Cariboo Transfer Station and how increases to these fees will contribute to full cost recovery of solid waste handling. (November 21, 2012 mtg.)	To be brought to the September meeting	CRD Staff	
6.	That the request from the City of Williams Lake regarding the formation of a Steering Committee for Solid Waste in the central Cariboo be referred to staff to develop a Terms of Reference for a proposed Committee and be brought back for consideration. (May 22, 2013 mtg.)	Information to be brought back to the October meeting	CRD Staff	
7.	That the agenda item summary from Mitch Minchau, Manager of Environmental Services, dated July 2, 2013, regarding MMBC's financial incentive offer for the Central Cariboo Transfer Station's recycling depot, be received. Further, that the financial incentive offered by MMBC for operation of the recycling depot at the Central Cariboo Transfer Station, be accepted. (July 10, 2013 mtg)		CRD Staff	

Project #	Summary of Resolution	Action Required	Delegation	Date Completed
8.	That the letter from Cindy Bouchard, Manager of Legislative Services, dated June 13, 2013, and attachments related to a letter from Janet Catalano regarding accessibility at the Cariboo Memorial Recreation Complex, be received. Further, that a letter of response be forwarded to Janet Catalano. Further, that accessibility improvements be identified as a priority when developing the capital plan and that input of the Accessibility Committee also be considered. (July 10, 2013 mtg)		City Staff re Ltr & Accessibility Committee Input / CRD Staff re Capital Plan	Ltr sent to Janet Catalano August 13/13.
9.	That the City of Williams Lake Council Report from Geoff Paynton, Director of Community Services, dated June 17, 2013, regarding the Final Report of the Williams Lake and District Pool Feasibility Study, be received. Further, that the final report be endorsed, thereby endorsing, in principle, a project that would proceed with the Recommended Option at a cost of \$11.3 million to include major expansion of the leisure water area, fitness centre, change rooms, and renewal of the main pool tank, subject to a successful referendum. (July 10, 2013 mtg)		Pool Finance Committee & Staff	
10.	That the memorandum of Darron Campbell, Manager of Community Services, Cariboo Regional District dated September 18, 2013 regarding background information on the Central Cariboo Recreation and Leisure Services sub-regional recreation function be received. (September 25, 2013 mtg)		CRD Staff	
11.	That the agenda item summary from Darron Campbell, Manager of Community Services, dated July 3, 2013, regarding establishment of a Finance Committee as recommended by the Williams Lake and District Pool Feasibility Study, be received. Further, that Directors Sorley and Bischoff, and Councillors Bonnell and Walters, be appointed to work with staff on the committee and that a report be brought back to the Joint Committee within four months. (July 10, 2013 mtg) <ul style="list-style-type: none"> • <i>Final 'Pool Finance Committee' report, including recommendations for referendum date and communications plan to November 2013 CCJC Mtg (per Oct 23/13 mtg).</i> 	Report to be brought to November SPECIAL CCJC Mtg.	CRD/City Staff	
12.	That [the Central Cariboo Recreation & Leisure Services 2014 Business, Financial & Capital Plans] be referred to the Special Joint Committee meeting scheduled for November 13, 2013 with further information to be brought forward by Staff regarding options for financing of the 21% proposed increase, along with the final Pool Finance Committee recommendations (including referendum date). (October 23, 2013 mtg)	Report to be brought to November SPECIAL CCJC Mtg.	CRD Staff	
13.	That the report of Darrell Garceau, Chief Administrative Officer, City of Williams Lake dated October 16, 2013 be received and Staff be directed to report back to a future Joint Committee meeting with proposed revisions to the Joint Committee's Terms of Reference. (October 23, 2013 mtg)		City/CRD Staff	

Project #	Summary of Resolution	Action Required	Delegation	Date Completed
14.	That the letter from Director Deb Bischoff dated September 23, 2013 be received and Staff be directed to report back to the Joint Committee with further advice and information on the potential impact, including financial, to the Central Cariboo / City of Williams Lake Joint Committee should Area 'D' formally withdraw from the Joint Committee and all joint functions, detailing in full the process, timeline and legal requirements involved in a request of this kind. (October 23, 2013 mtg)		CRD Staff	
15.	That [the Cariboo Mountain Bike Consortium proposal re funding model and sub-committee for Consortium initiative with City and CRD] be deferred to the Special Joint Committee meeting scheduled for November 13, 2013. (October 23, 2013 mtg)	Report to be brought to November SPECIAL CCJC Mtg.	City/CRD Staff	
16.	That the memorandum of Darrell Garceau, Chief Administrative Officer, City of Williams Lake dated October 16, 2013 regarding the review and renewal of the Memorandum of Understanding between the City of Williams Lake and Cariboo Regional District be received and referred to Staff for a report back to Joint Committee outlining options for the integration of the Terms of Reference and Memorandum of Understanding into one document, while retaining the ' <i>Intent</i> ' and scope of the MOU. (October 23, 2013 mtg)		City/CRD Staff	