



SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Round 1 Budget Meetings

Wednesday, December 4, 2019
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

2. Heather Evans-Cullen, Library Director and Janet Hodgkinson, Board Chair
Gibsons and District Public Library

Regarding: i) 2020 Budget Request
ii) Communications: Correspondence dated November 12, 2019, 2020 Budget, Notes to 2020 Budget, Budget Plan 2020 – 2023 and Library Strategic Plan 2019-2022, 2018 Annual Report, January to September 2019 Key Statistics, November 2019 Events Schedule

Annex A
Pages 1-24

3. Ann Hopkins, Library Board and Elle Archibald, Chief Librarian
Sechelt Public Library

Regarding: i) 2020 Budget Request
ii) Communications: Sechelt Library Budget Submission 2020-2024, 2019 Budget vs. Actuals, 2020 to 2024 Budget

Annex B
pp. 25-36

4. Kathy Harrison, Treasurer and Lori Rymes, Past Chair
Pender Harbour Reading Centre

Regarding: i) 2020 Budget Request
ii) Communications: 2020 Budget with 2019 Budget vs. Actuals

Annex C
p. 37

5. Elle Archibald, Chief Librarian and Ann Watson Archivist
Sechelt Community Archives
Annex D
p. 38

Regarding: i) 2020 Budget Request
ii) Communications: 2020 Budget including 2019
Budget vs. Actuals
6. Billy Griffiths, President and Sam Hughes, Manager
Egmont Heritage Centre / Skookumchuck Heritage Society

Regarding: i) 2020 Budget Request
ii) Communications: 2020 Budget (2019 Actuals)
Annex E
p. 39
7. Mike Clement, Board President, Thor Olsen, Treasurer and
Mathew Lovegrove, Curator
Sunshine Coast Museum and Archives

Regarding: i) 2020 Budget Request
ii) Communications: Correspondence Regarding
Summary of Revenue and Expenses to October 31,
2019, 2019 Financial Position Actuals vs. Budget;
2020 Budget Request with Plan to 2024
Annex F
pp. 40-45
8. Sue Lamb and Wendy White, Coordinators
Halfmoon Bay – Chatelech Community School Association

Regarding: i) 2020 Budget Request
ii) Communications: Correspondence dated
November 15, 2019, 2020 Budget (July 1, 2019 to
June 30, 2020) and Profit Loss Statement (July 1,
2019 to October 31, 2019)
Annex G
pp. 46-55
9. Darcie Murray, Youth Program Coordinator, Paola Stewart,
Community Recreation Coordinator and Francine Clohosey,
Manager
Pender Harbour Community School Society

Regarding: i) 2020 Budget Request
ii) Communications: 2020 Budget Request for
Community Recreation Program, 2020 Budget
Request for Youth Programs
Annex H
pp. 56-61

**10. Ted Chisholm, Coordinator
Sechelt Community Schools**

Regarding: i) 2020 Budget Request
ii) Communications: Correspondence dated November 15, 2019 (Sechelt Youth Centre), 2019-2024 Budget for Sechelt Youth Centre, 2019-2024 Budget for Sechelt Youth Centre, Community Programs and Initiatives 2018-2019 Annual Report, Correspondence dated November 15, 2019 (Youth Programs), 2018-2019 Budget for Youth Programs, 2019-2024 Budget for Youth Programs

Annex I
pp. 62-68

**11. Sheila Wilson, Coordinator
Roberts Creek Community School Society**

Regarding: i) 2020 Budget Request
ii) Communications: Nights Alive Youth Drop-In Program Report, 2020 Budget (July 1, 2019 to June 30, 2020), 2020 Budget with Five Year Plan

Annex J
pp. 69-72

**12. John L. Rathbone, Finance and Administration Manager and Doug
Cameron, Treasurer
Pender Harbour Health Centre**

Regarding: i) 2020 Budget Request
ii) Communications: Correspondence dated November 15, 2019, Current 2019-2020 Budget and Projections, 2020 Proposed Budget, 2019-2020 Budget Detail, PHHC Overview, September 22, 2019 AGM Minutes and e-mail regarding new Board members and March 31, 2019 Financial Statements

Annex K
pp. 73-96

**13. Jen Davey, Youth and Special Services Lead
Sunshine Coast Community Services – Youth Outreach Worker
Program**

Regarding: i) 2020 Budget Request
ii) Communications: Program Update, 2020 Budget with Five Year Plan

Annex L
pp. 97-102

**14. Paul Kamon, Executive Director
Sunshine Coast Tourism**

Regarding: i) 2020 Budget Request
ii) Communications: Correspondence dated November 21, 2019, Introduction to Sunshine Coast Tourism

Annex M
pp. 103-109

**15. Verna Chan, Rick Harmer and Linda Williams, Directors
Coast Cultural Alliance**

Regarding: i) 2020 Budget Request
ii) Communications: Correspondence dated November 8, 2019, 2020 Economic Development Request Information; Budget vs. Actuals to November 2019, 2019 Sunshine Coast Art Crawl Information, Statistic for Art Crawl

Annex N
pp. 110-116

COMMUNICATIONS

16. Roberts Creek Community Library
Regarding: 2020 Budget with 2019 Budget vs. Actuals

Annex O
p. 117

17. Gibsons and District Chamber of Commerce
Regarding: Correspondence dated November 15, 2019

Annex P
pp. 118-119

**18. Ron Seymour, Treasurer
Pender Harbour and District Chamber of Commerce**
Regarding: Correspondence dated November 13, 2019, Executive Summary dated November 12, 2019, 2020 Budget with 2019 Budget vs. Actuals, 2020 – 2024 Budget Plan, 2019 Budget vs. Actuals, Balance Sheet

Annex Q
pp. 120-137

19. District of Sechelt
Regarding: Sechelt Public Library Funding and Agreement Council Resolution
(Voting – A, B, D, DoS, SIGD)

Annex R
p. 138

REPORTS

**20. General Manager, Corporate Services / Chief Financial Officer –
Rural Areas' Grant-in-Aid and Economic Development 2019 Carry-
Forwards**
(Voting – A, B, D, E and F)

Annex S
pp. 139-143

- 21. General Manager, Corporate Services / Chief Financial Officer –
Special Funding Requests
(Voting – All)**

Annex T
pp. 144-172

NEW BUSINESS

IN CAMERA

ADJOURNMENT

470 South Fletcher Road, Box 109
Gibsons, BC V0N 1V0

T: 604.886.2130 / gibsons.bclibraries.coop

November 12, 2019

Tina Perreault, Chief Financial Officer
Sunshine Coast Regional District
1975 Field Road Sechelt, BC V0N 3A1

RE: Gibsons & District Public Library Association 2020 Budget Submission

Dear Tina,

Please find enclosed the Gibsons & District Public Library (GDPL) Annual 2020 Budget and the 2020 to 2023 proposed financial plan and accompanying documents. On behalf of the GDPL Association, this submission is presented for your consideration and support.

With the support of our funders, the Library Foundation, a dedicated library board, staff and volunteers, GDPL will continue to connect our community to the world of culture, information and ideas, and improve quality of life. As you will see in our strategic plan, GDPL is a forward thinking, progressive library that aims to meet the diverse range of needs and interests of our patrons. We are committed to providing excellence in the quality, accessibility and diversity of the resources and services we offer. With the ongoing support of the Sunshine Coast Regional District, in 2020, we will continue providing the valuable Library services that are so cherished by our community.

The Gibsons & District Public Library Board would like to be notified and present at the upcoming budget talks to answer any questions that the Regional Board may have.

If you require further information or if you have any questions please do not hesitate to contact me at 604-886-2130.

We request that all the Budget Notes, Library Service Summary, Annual Report, and Strategic Plan accompany the Budget figures to the Area Directors for budget information and discussion.

Sincerely,



Heather Evans-Cullen, Library Director

Enclosure:

2020 Annual Budget
2020 to 2023 Projected Budget
Notes to the 2020 Budget
January to September 2019 key statistics
2018 Annual Report
2019 to 2022 GDPL Strategic Plan
Monthly Event Calendar for November 2019

GDPL Annual 2020 Budget

| Gibsons and District Public Library | 2017 Budget | 2018 Budget | 2019 Budget | 2020 Budget | Change Amount | % Change |
|--|--------------------|--------------------|--------------------|--------------------|----------------------|-----------------|
| 2020 Budget | | | | | | |
| Description | | | | | | |
| Public Support Tax Requisition | \$583,636 | \$595,309 | \$610,309 | \$648,841 | \$38,532 | 6.3% |
| One time Capital Technology Request | | | | | | |
| Grants | \$67,000 | \$67,000 | \$66,166 | \$66,166 | \$0 | 0.0% |
| Library Revenue | \$20,500 | \$21,000 | \$22,200 | \$22,200 | \$0 | 0.0% |
| TOTAL REVENUE | \$671,136 | \$683,309 | \$698,675 | \$737,207 | \$38,532 | 5.5% |
| | | | | | | |
| OPERATING EXPENSES | 2017 | 2018 | 2019 | 2020 | Change Amount | % Change |
| | | | | | | |
| Materials & Services | \$91,400 | \$94,773 | \$95,037 | \$96,037 | \$1,000 | 1.0% |
| | | | | | | |
| Programming | \$10,300 | \$12,000 | \$15,700 | \$16,200 | \$500 | 3.1% |
| | | | | | | |
| Office | \$23,800 | \$24,000 | \$24,500 | \$24,800 | \$300 | 1.2% |
| | | | | | | |
| Equipment & Maintenance | \$4,400 | \$4,400 | \$3,900 | \$4,000 | \$100 | 2.5% |
| | | | | | | |
| Facility | \$48,900 | \$48,900 | \$49,850 | \$47,850 | -\$2,000 | -4.2% |
| | | | | | | |
| Personnel | \$478,736 | \$484,536 | \$499,894 | \$543,626 | \$43,732 | 8.0% |
| | | | | | | |
| Development | \$3,600 | \$4,200 | \$4,694 | \$4,694 | \$0 | 0.0% |
| | | | | | | |
| Other Expenses | \$5,000 | \$5,500 | \$0 | \$0 | \$0 | 0.0% |
| | | | | | | |
| CAPITAL ASSET PURCHASES | \$5,000 | \$5,000 | \$5,100 | \$0 | -\$5,100 | -100.0% |
| | | | | | | |
| Total Operating | \$671,136 | \$683,309 | \$698,675 | \$737,207 | \$38,532 | 5.5% |

SPEAKING NOTES TO THE 2020 BUDGET

Preface

The Gibsons and District Public Library is a thriving community hub that effectively improves quality of life by generating personal, community and economic development. We strive to offer excellence in library service and resources to every person who walks through our door. We are one of the only free noncommercial public spaces that's open to everyone, regardless of age, gender, race or socio-economic standing

Our annual budgets asks are diligently developed with a mindfulness to fiscal restraint and responsibility.

We put patrons first and ensure every staff person is trained to assist patrons of all backgrounds and abilities to find the resources they need.

Our mission at the Gibsons and District Public Library is to connect our community to the world of culture, knowledge and ideas. As our 2019 to 2022 Strategic Plan demonstrates, we have 4 main strategic goals: Build Community, Encourage and Enable Lifelong Learning, Invigorate People and Culture and Create Welcoming Spaces and Resources. These align with the SCRD's Strategic objectives and we are confident that our funders receive an excellent return on their investment in our library.

Highlights of 2020

As the January to September data snapshot in your agenda package demonstrates, our library is thriving and busier than it has ever been. Our circulation has increased far beyond the provincial average, as have our in person visits, Wi-Fi use, database use and program participation.

We cultivate partnerships with many organizations to share resources and offer progressive programs to our patrons.

- We encourage lifelong learning by ensuring our collection is up to date and reflective of our patrons' diverse interests and needs. We offer a free proctor service to encourage residents to succeed at distance learning, and offer a range of databases. Examples of database use are students using our educational databases to do research or find homework help; or adults using online training for business plans.
- We bridge the digital divide by offering individual tech support on demand, and by assisting our patrons with online forms ranging from immigration applications to disability pension forms. Our child and youth digital literacy includes Lego robotics, digital animation, and coding.

- We increase mental health and reduce social isolation with ongoing weekly programs that include Spanish, French, Japanese and English Conversational language groups; Intergenerational Knitting, Writer's groups, & Open microphone events. In partnership with the BC Alzheimer Society we have a support groups for caregivers of people living with dementia, and have just offered a series with the BC Schizophrenia society for families and friends of a person with a mental illness.

Our LGBTQ@ and Allies group is a partnership with the SC Pride Society through which we now offer an LGBTQ2 book club in addition to our regular monthly book club.

- We help bridge the economic gap and offer free resources, and a safe warm space to people who are living in poverty and/or with homelessness. Our partnership with Raincity housing allows their Outreach Staff to use library space to meet clients. There has been a dramatic increase in the number of limited access library cards provided to people in our community who are homeless or don't have a stable address. All staff have received their homelessness and libraries training to ensure we offer our more marginalized patrons the most respectful service possible, while protecting the rights of all patrons to a safe space.
- We support Truth and Reconciliation by educating the public on the actions we all need to take as Canadians to move forward with reconciliation. In 2019 we worked closely in partnership with the Squamish Nation to offer a Kairos Blanket Exercise in the Library after hours. Four Squamish Elders who are Residential School Survivors came to share their truth and stories at the library with 58 people in attendance. We will work continuously to support the advancement of the Calls to Action for Truth & Reconciliation.
- We inspire literacy and creative learning with our Magic and D&D nights for youth, and our weekly special events that offer everything from Author readings, to NASA presentations, to Travel Slideshows to Film Screenings and Discussions on thought provoking topics.
- We encourage climate friendly choices in our community by being a major part of the sharing economy on the Sunshine Coast. Our seed library has a permanent location and each year we offer various climate friendly events such as gardening mentorship, & low carbon footprint

lifestyle info sessions. In 2019, we offered a series of Environmental Forums to educate the community on sustainable living options.

- We encourage economic development by offering a free office space where people can write and print a resume, or develop their business by using the Wi-Fi, printing and business development resources. Many people use the library as a place to work, and use our free public computers, chrome books and Wi-Fi to conduct their business.

BUDGET BREAKDOWN 2020 KEY POINTS:

- Historically, GDPL has consistently kept its SCRD ask below 2.5% not because this is all we need to excel, but because we are fiscally responsible and restrained.
- 2020 is an exception to this as we have completed an extensive and comprehensive job and compensation review for the GDPL Staff Team and the Library Director. This process was long overdue and resulted in the development of accurate new job titles and descriptions with fair wages. Additional hours for our Child and Youth Services Coordinator are also part of this process as our Child and Youth Collection and Programming have grown extensively.

Closing

The library embraces its dual role in being the ambassador and gateway to the digital world while equally providing opportunities for people to engage with others and themselves in authentic, in person ways.

The SCRD's support for our community's public libraries is helping the Coast to thrive. The Gibsons & District Library's digital infrastructure ensures that everyone has public access to online connectivity; its welcoming and vibrant physical space serves as a sanctuary and gathering place; and the diverse range of resources and services the library offers dramatically increases the quality of life for our community giving individuals the tools they need to move forward.

| Gibsons and District Public Library | 2019 Budget | Actuals to Sept. 30, 2019 | 2020 Budget | Chg. | % Chg | 2021 | 2022 | 2023 | 2020 Notes |
|---|--------------------|----------------------------------|--------------------|-----------------|--------------|------------------|------------------|------------------|--|
| REVENUE | | | | | | | | | |
| <u>Description</u> | | | | | | | | | |
| Public Support Tax Requisition | | | | | | | | | |
| SCRD - | 610, 309 | \$458,708 | \$648,841 | \$38,532 | 6.3% | \$671,127 | \$684,699 | \$698,393.00 | |
| Total Tax Requisition | 610, 309 | \$458,708 | \$648,841 | \$38,532 | 6.3% | \$671,127 | \$684,699 | \$698,393 | |
| Grants | | | | | | | | | |
| Libraries Branch: operating & resource sharing grants | \$41,017 | \$23,821 | \$41,017 | \$0 | 0.0% | \$42,000 | \$42,000 | \$42,000 | As our population has increased, our provincial grant has been reduced: the rationale is that a larger population will bring additional tax dollars from the SCRD. |
| Libraries Branch: one card & equity grants | \$19,149 | \$15,206 | \$19,149 | \$0 | 0.0% | \$19,000 | \$19,000 | \$19,000 | |
| Other grants | \$6,000 | \$2,512 | \$6,000 | \$0 | 0.0% | \$6,000 | \$6,000 | \$6,000 | |
| Subtotal, Grants | \$66,166 | \$41,539 | \$66,166 | \$0 | 0.0% | \$67,000 | \$67,000 | \$67,000 | |
| Library Revenue | | | | \$0 | | | | | |
| Fundraising & Donations | \$7,200 | \$7,000 | \$7,200 | \$0 | 0.0% | \$6,000 | \$6,000 | \$6,000 | |
| Fees & charges | \$15,000 | \$15,931 | \$15,000 | \$0 | 0.0% | \$15,000 | \$15,000 | \$15,000 | |
| Subtotal, Library Revenue | \$22,200 | \$22,931 | \$22,200 | \$0 | 0.0% | \$21,000 | \$21,000 | \$21,000 | |
| Previous Year's Operating Surplus | \$0 | | | \$0 | | \$0 | \$0 | \$0 | |
| Total Library Generated Revenue | \$88,366 | \$64,470 | \$88,366 | \$0 | 0.0% | \$88,000 | \$88,000 | \$88,000 | |
| TOTAL REVENUE | \$698,675 | \$523,178 | \$737,207 | \$38,532 | 5.5% | \$759,127 | \$772,699 | \$786,393 | |
| | | | | | | | | | |
| OPERATING EXPENSES | Budget 2019 | Actuals to Sept. 30, 2019 | 2020 | Chg. | % Chg | 2021 | 2022 | 2023 | |
| | | | | | | | | | |
| Materials & Services | | | | | | | | | |
| Materials/databases | \$83,237 | \$51,695 | \$84,237 | \$1,000 | 1.2% | \$86,237 | \$86,237 | \$87,237 | The overall cost of online and physical resources has increased. GDPL makes every effort to cost share with other libraries. |
| Public Internet | \$1,200 | \$543 | \$1,200 | \$0 | 0.0% | \$1,200 | \$1,575 | \$1,650 | Increased bandwidth is needed to meet patron's wifi needs. |
| Courier to Sechelt | \$1,600 | \$1,088 | \$1,600 | \$0 | 0.0% | \$1,600 | \$1,600 | \$1,600 | Increase in gas and mileage costs. |
| Inter-library loans | \$1,500 | \$1,210 | \$1,500 | \$0 | 0.0% | \$1,500 | \$1,500 | \$1,450 | |
| Integrated library system and RFID | \$7,500 | \$6,573 | \$7,500 | \$0 | 0.0% | \$7,500 | \$7,500 | \$7,500 | Annual costs are incurred in November. |
| Total Materials & Services | \$95,037 | \$61,109 | \$96,037 | \$1,000 | 1.0% | \$98,037 | \$98,412 | \$99,437 | |
| | | | | | | | | | |
| Programming | | | | | | | | | |
| Programming | \$9,000 | \$5,460 | \$9,500 | \$500 | 5.5% | \$10,500 | \$10,500 | \$10,500 | There has been a dramatic increase and need for library programs and services. Our programming offers extremely progressive and comprehensive services to meet the diverse needs and interests of the community. |
| InterLINK | \$4,200 | \$3,128 | \$4,200 | \$0 | 0.0% | \$4,200 | \$4,200 | \$4,200 | Our Interlink expenses are incurred in October |

| | | | | | | | | | |
|--|------------------|------------------|------------------|-----------------|--------------|------------------|------------------|------------------|--|
| | | | | | | | | | A main strategic objective is to implement regular annual events where board, staff, volunteers and stakeholders can gather to connect and build cohesion. These connections further the strategic objectives and the achievement of service excellence. |
| Volunteer & Staff appreciation | \$2,500 | \$637 | \$2,500 | \$0 | 0.0% | \$2,500 | \$2,500 | \$2,500 | |
| Total Programming | \$15,700 | \$9,225 | \$16,200 | \$500 | 3.1% | \$17,200 | \$17,200 | \$17,200 | |
| | | | | | | | | | |
| Office | | | | | | | | | |
| | | | | | | | | | |
| Advertising & Promotion | \$2,100 | \$1,777 | \$2,100 | \$0 | 0.0% | \$2,100 | \$2,200 | \$2,200 | Advertising costs have increased with newspapers. |
| Accounting fees | \$7,500 | \$6,305 | \$7,500 | \$0 | 0.0% | \$7,500 | \$7,500 | \$7,600 | |
| Dues & Fees | \$800 | \$1,219 | \$850 | \$50 | 5.9% | \$950 | \$950 | \$1,000 | |
| Telephone & Internet | \$2,900 | \$2,373 | \$2,900 | \$0 | 0.0% | \$2,900 | \$2,900 | \$3,100 | |
| Library processing supplies | \$5,000 | \$3,412 | \$5,150 | \$150 | 2.9% | \$5,150 | \$5,150 | \$5,200 | |
| | | | | | | | | | |
| Office supplies & Postage | \$6,200 | \$4,692 | \$6,300 | \$100 | 1.6% | \$6,300 | \$6,300 | \$6,400 | Increased costs of office supplies and increase number of books being borrowed and loaned from other libraries: cost of postage. |
| Total Office | \$24,500 | \$19,778 | \$24,800 | \$300 | 1.2% | \$24,900 | \$25,000 | \$25,500 | |
| | | | | | | | | | |
| Equipment and Maintenance | | | | | | | | | |
| | | | | | | | | | |
| Maintenance | \$3,000 | \$270 | \$3,000 | \$0 | 0.0% | \$3,000 | \$3,000 | \$3,500 | We have moved out of an annual contract and will now pay per service |
| Photocopier | \$900 | \$1,667 | \$1,000 | \$100 | 10.0% | \$1,053 | \$1,100 | \$1,500 | |
| Total Equipment and Maintenance | \$3,900 | \$1,937 | \$4,000 | \$100 | 2.5% | \$4,053 | \$4,100 | \$5,000 | |
| | | | | | | | | | |
| Facility | | | | | | | | | |
| | | | | | | | | | |
| Hydro & Gas | \$25,000 | \$9,144 | \$25,000 | \$0 | 0.0% | \$25,000 | \$25,000 | \$25,000 | Majority of Hydro payment comes out after Sept. 30 |
| Water/Sewer | \$800 | \$704 | \$800 | \$0 | 0.0% | \$650 | \$650 | \$675 | |
| Maintenance & Repair | \$22,000 | \$17,232 | \$20,000 | -\$2,000 | -10.0% | \$20,000 | \$20,000 | \$21,000 | |
| Security | \$750 | \$430 | \$750 | \$0 | 0.0% | \$750 | \$750 | \$850 | |
| Insurance | \$1,300 | \$40 | \$1,300 | \$0 | 0.0% | \$1,500 | \$1,500 | \$1,650 | |
| Total Facility | \$49,850 | \$27,550 | \$47,850 | -\$2,000 | -4.2% | \$47,900 | \$47,900 | \$49,175 | |
| | | | | | | | | | |
| Personnel | | | | | | | | | |
| | | | | | | | | | |
| Wages & Salaries | \$411,894 | \$295,922 | \$450,894 | \$39,000 | 8.6% | \$470,111 | \$472,468 | \$485,819 | A complete job review process completed in partnership with CUPE 391 has resulted in revised job descriptions and increased wage rates for staff. |
| EI, CPP & WCB | \$26,000 | \$20,798 | \$27,133 | \$1,133 | 4.2% | \$28,133 | \$28,414.33 | \$28,756 | |
| | | | | | | | | | |
| Benefits & Pension | \$62,000 | \$41,223 | \$65,599 | \$3,599 | 5.5% | \$65,599.00 | \$66,911 | \$68,111 | |
| Total Personnel | \$499,894 | \$357,943 | \$543,626 | \$43,732 | 8.0% | \$563,843 | \$567,793 | \$582,686 | |
| | | | | | | | | | |
| Development | | | | | | | | | |

| | | | | | | | | | |
|--------------------------------|------------------|------------------|------------------|-----------------|----------------|------------------|------------------|------------------|--|
| | | | | | | | | | The library is committed to ongoing training and professional development for staff to achieve excellence in service and the attainment of the highest standard of library resources. |
| Staff | \$3,494 | \$3,078 | \$3,494 | \$0 | 0.0% | \$3,494 | \$3,494 | \$3,595 | |
| Board | \$1,200 | \$460 | \$1,200 | \$0 | 0.0% | \$1,200 | \$1,200 | \$1,200 | |
| Total Development | \$4,694 | \$3,538 | \$4,694 | \$0 | 0.0% | \$4,694 | \$4,694 | \$4,795 | |
| Other Expenses | | | | | | | | | |
| Union Bargaining/AMORTIZATION | \$0 | \$0 | \$0 | \$0 | 0.0% | \$0 | \$5,000 | \$0 | |
| Other Grant | \$0 | \$0 | | | | | | | |
| Total Other | \$0 | \$0 | \$0 | \$0 | 0.0% | \$0 | \$5,000 | \$0 | |
| | | | | | | | | | |
| CAPITAL ASSET PURCHASES | \$5,100 | \$5,040 | \$0 | -\$5,100 | -100.0% | \$2,553 | \$2,600 | \$2,600 | Upgrades to all computers in the library is needed to be compatible with Windows 10, 2 new computers are needed for reference and 3 laptops are required for patrons use for exams and other educational/work related needs. |
| Total Operating | \$698,675 | \$486,120 | \$737,207 | \$38,532 | | \$759,127 | \$772,699 | \$786,393 | |
| Less Library Revenue/Grants | \$88,366 | | \$88,366 | \$0 | 0.0% | \$88,000 | \$88,000 | \$88,000 | |
| | | | | | | | | | |
| CAPITAL EXPENDITURES | \$0 | | \$0 | \$0 | 0.0% | \$0 | \$0 | \$0 | |
| TOTAL TAX REQUISITION | \$610,309 | | \$648,841 | \$38,532 | 6.3% | \$671,127 | \$684,699 | \$698,393 | |
| TOTAL EXPENSE | \$698,675 | | \$737,207 | \$38,532 | 5.5% | \$759,127 | \$772,699 | \$786,393 | |
| | | | | j | | 2.9% | 1.8% | 1.8% | 12% over 4 years |
| | | | | | | | | | |

EXPANDING HORIZONS



2019 – 2022 STRATEGIC PLAN



With input from members, volunteers and other key stakeholders and through the combined efforts of trustees, director and staff, in 2018 a new strategic plan was developed for the Gibsons and District Public Library. Our activities 2019–2022 to grow the library – *expand its horizons* – involve four main goals:



BUILD COMMUNITY



ENCOURAGE AND ENABLE LIFELONG LEARNING



INVIGORATE PEOPLE AND CULTURE



CREATE WELCOMING SPACES AND RESOURCES

BUILD COMMUNITY



We will:

- Continue to be a hub, connecting people to each other
- Support staff and volunteers to meet their full potential
- Identify and remove barriers to library services
- Evaluate the impact library services have on our community



ENCOURAGE AND ENABLE LIFELONG LEARNING



We will:

- Inspire learning and critical thinking
- Cultivate creativity
- Support digital literacy
- Increase library membership

12

INVIGORATE PEOPLE AND CULTURE



We will:

- Celebrate our diverse community
- Participate in ongoing learning about Truth and Reconciliation
- Provide resources that support people to further their education, develop employment skills and grow local businesses



CREATE WELCOMING SPACES AND RESOURCES



We will:

- Partner with other organizations to offer collaborative services
- Help create a cultural hub in Lower Gibsons
- Enhance virtual and online spaces



13

MISSION

Connecting our community to the world of culture, knowledge, and ideas through our resources, expertise and inspiration.

VISION

All residents enrich their lives and communities through the library.

VALUES

We value integrity, community engagement, learning and intellectual freedom.



Gibsons & District Public

Library

Stories To Tell

470 South Fletcher Road, Box 109, Gibsons BC V0N 1V0

T: 604.886.2130 | gibsons.bclibrary.ca



**Gibson and District
Public Library**

Annual Report 2018

Gibsons & District Public

Libr**ary**

Stories To Tell



Heather Evans-Cullen
Library Director

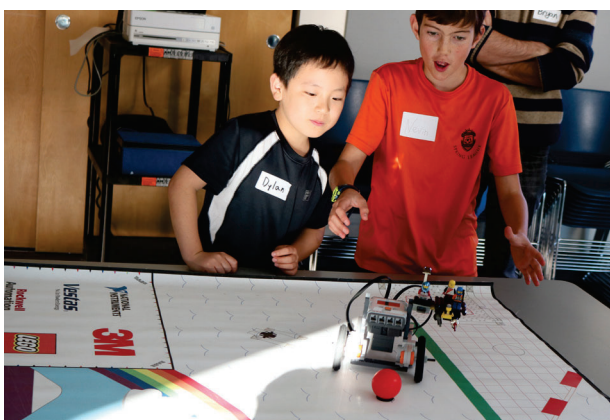


Matt Thomson
Board Chair

Report from the Library Director and Chair

2018 was an inspiring year full of new initiatives at the library. With our newly configured space, the library is able to comfortably host large community events: we filled the space with a diverse range of events including book launches, environmental forums and a meet the Candidates event during election time. In addition to these large events, the library experienced its most vivacious year of programming yet with offerings for every taste, interest and need.

The combined efforts of our staff team achieved a significant increase in the number of young people participating in library events on a regular basis. We plan to continue these efforts to bring children and young adults the resources and library services they need to excel. 2018 was also a year of many new Digital Literacy initiatives including Coding with Spheros, Lego Robotics and DJ training. With



the support of community grants the Gibsons Library Foundation and devoted volunteers, GDPL is bringing progressive digital literacy education to our patrons.

As much as the library is a gateway to new technology, it also continues to serve as respite from the busy online world. Face to face programs

Continued on next page

Stories To Tell

such as book clubs, open microphone nights, and game nights including Dungeons and Dragons, and Magic encourage authentic in person connections. Conversational language groups, writers groups, and knitting sessions are other ongoing programs that foster these type of meaningful interactions and learning.

Another key advancement of GDPL in 2018 was its establishment as a key proponent of the sharing economy on the Sunshine Coast. The monthly Repair Café encourages people to bring in their broken small appliances, instruments and household items, and learn how to repair them alongside skilled volunteers. The Sunshine Coast Seed Collective continues to offer its Spring Seed library at GDPL alongside educational workshops on gardening, seed saving and food preservation. 2018 was the first year GDPL also hosted a Dragon's Den style Environmental Forum at which local participants pitched their sustainable living concepts to an audience. These are just some examples of how GDPL educates and supports sustainable living practices.

With a focus on service excellence and staff teamwork, GDPL is poised to provide the very best in library services to our community. 2018 was a year of reflection and research as the library board facilitated a Strategic Planning process resulting in our new 2019 to 2022 Strategic Plan. The meeting



of the strategic objectives within this new plan will advance the library's important role as a place of lifelong learning, community and personal development and educational inspiration. Our selection of online databases and resources gives people endless educational opportunities; and GDPL also supports local students and home learner by offering free exam proctoring services. As one of the last free public spaces in which everyone has equal rights and access regardless of income or background, the library is a flourishing community hub that effectively supports people to improve their quality of life.

Following a year of change in 2017, 2018 has felt, from a Board perspective, like a year of new beginnings. As noted above, Heather's energy and enthusiasm have brought a variety of new programs and opportunities for the library,

Continued on next page

and these events have engaged a wider cross-section of our community than ever. Heather's first full year as Library Director has led us through many important milestones, from negotiating a new 4-year collective agreement with staff, to the development of a new Strategic Plan that sets direction for the Library's Board and Staff for the next four years.

Since 2016, our Board has seen significant turn over in the last two years, but this year with the recruitment of four new board members, we are back to a full complement of energized trustees, who are ready to implement the new Strategic Plan. On a personal note, 2018 marks the last full calendar year in which I will be a Gibsons and District Library Board Trustee, having completed nearly eight years on the board, the maximum allowed under our bylaws. It has been a pleasure to



serve as a trustee these last eight years, but I know I leave the Board and Library in excellent hands, with a strong board and a fantastic Library Director.



The Library is one of the last examples of a true community facility that is accessible, for everyone... it is what we should be fighting to protect in terms of publicly-funded institutions. It expands horizons. It is the only place like that on the Sunshine Coast.

—Dion Whyte, Community Member

Stories To Tell

THE NUMBERS for 2018

Library visits **107,641**
(up 10% over 2017)



Circulation **163,332**
(up 10% over 2017)



Program attendees **6,635**
(up 26% over 2017)

WiFi logins **11,289**
(up 15% over 2017)



Public computer use **6,975**
(up 11% over 2017)



Website visits **28,113** (up 11% over 2017)



Public events **465**
(up 15% over 2017)



New library memberships **1,452** (up 12% over 2017)

The Gibsons Library is recognizing the changing role of municipal library. It is a centre of learning, knowledge and community gathering—the ideal of what a library should be, especially for a small town with limited resources.

—Patrick Bocking, Superintendent School District 46

Library Board

Matt Thomson, Chair
 Janet Hodgkinson Co-Vice Chair
 Alison Sawyer, Co-Vice Chair
 Robert Flux, Trustee
 Janine Young, Trustee
 Marah Farmer, Trustee
 Robert Bennie, Trustee
 Tim Southam, Trustee
 Joyce Bradbury, Trustee
 Donna McMahon, SCRD Liaison
 Aleria Ladwig, Town of Gibsons Liaison

Library Staff



Library Director

Heather Evans-Cullen

Outreach Coordinator

Andrea Routley

Child and Youth Services Coordinator

Danielle Arsenault

Administrative Services Coordinator

Lynda Carlson

Technical and Reference Services Coordinator

Jocelyn Stewart

Technical Assistants

Keely Park

Amanda Nichol

Circulation Services Coordinator

Sue Larose- Cloherty

Circulation Assistants

Keely Park

Justin French

Andrea Trevett

Stories To Tell

2018 Financial Statement

GDPL REVENUE 2018

| | |
|----------------------------------|------------------|
| Provincial Grants | \$60,060 |
| Sunshine Coast Regional District | \$595,309 |
| Other Grants | \$17,715 |
| Revenue from fines and donations | \$17,896 |
| Other Income | \$5,000 |
| Total | \$695,980 |

GDPL EXPENSES 2018

| | |
|---------------------|------------------|
| Wages and Benefits | \$449,604 |
| Collections | \$90,555 |
| Library Management | \$35,654 |
| Building Operations | \$39,469 |
| Programs | \$15,824 |
| Amortization | \$9,541 |
| Total | \$640,647 |



Stories To Tell



Gibsons & District Public
Library
Stories To Tell

470 South Fletcher Road, Box 109, Gibsons BC V0N 1V0
T: 604.886.2130 | gibsons.bclibrary.ca

Stories To Tell



Person visits **167,332**
in 2019 (up 9.5%
over 2018)

Population **13,739** as of October 2019

Area D (Roberts Creek): 3,421

Area E (Elphinstone): 3,664

Area F (West Howe Sound): 2,043

Town of Gibsons: 4,605

Active library users **7,792** in 2019

56% of the Gibsons and Area
population has GDPL as their
home library

1461 GDPL patrons from
Roberts Creek

43% of Roberts Creek residents
have an active GDPL Membership



Circulation
2019 **135,507**
(up 9% over
2018)



Public computer use
5,222 sessions



WiFi logins **9,583**
(up 8.7% over
2018)

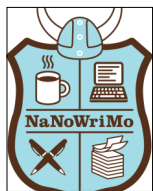


Programs
for all ages
444 (up
9.1% over
2018)



2019 program
attendees **5,229**
(up 8.5% over 2018)

November Special Events



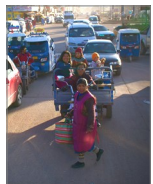
Fridays, November 1, 8, 15, 22, 29, 2-5 pm
Come Write In! November is National Novel Writing Month (NaNoWriMo)! Join other writers for quiet writing time, 2-4 pm, followed by TGIF NaNoWriMo Social, 4-5 pm, in the Mainil Room. *Register by calling the library.*



Saturday, November 2, 11 am-noon
Elevenses: An LGBTQ2 Book Club discusses *The Tiger Flu*, by Larissa Lai, over coffee, tea and scones.



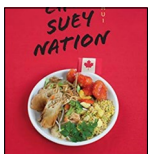
Saturday, November 2, 16 & Dec. 21, 2-3:30
"Doesn't Have to Be About Mental Health" A 3-part writing series for people who either have lived experience with mental illness themselves or through a loved one or friend. With instructor Lenore Rowntree. *Registration required.*



Wednesday, November 6, 6 pm
"Slow Travelling" in South America Photographer/educator Nick Smith shares 6 months of travel adventure at this slideshow presentation.



Thursday, November 7, 4-5:30 pm
Volunteer Leader Training Session for LEGO Robotics League Love coding and robotics? Have patience and enthusiasm to help kids learn?—train to be a volunteer leader! **Ages 16-adult.** For more information, email Danielle at darsenault@gibsons.bclibrary.ca



Wednesday, November 13, 6-7 pm
GDPL Book Club discusses *Chop Suey Nation*, by Ann Hui. **New members welcome!**



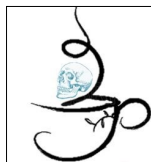
Thursdays, Nov. 14 to Dec. 19, 3:30-5 pm
LEGO Robotics Coding League Learn to code LEGO Mindstorms and complete challenges on official First LEGO League "Into Orbit" Challenge Board. 6-week program. Space is limited. **Grades 4-8. Register online.**



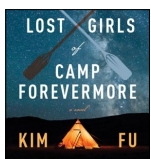
Friday, November 15, 12:15-1:15 pm
LIFT Speaker Series Topic and presenters TBA.



Friday, November 15, 6-7:30 pm
D&D Youth Games Night Join an exciting storytelling adventure after hours at the library. All levels of experience and play are welcome. Adult DMs will be leading adventures. **For grades 6-12. Parents/guardians welcome too.**



Saturday, November 16, 10:30 am-12:30 pm
Death Cafe provides a safe space for anyone wanting a time of respectful conversation about any aspect of death. With Dianne Baker.



Tuesday, November 19, 7-8:30 pm
The Teen Book Club Join us for a lively discussion of Kim Fu's *The Lost Girls of Camp Forevermore*. **Grades 10-12.** Books available at the library. New readers welcome!



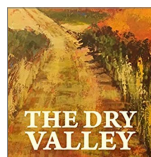
Wednesday, November 20, 6-7 pm
ESL Reading Discussion Group Read books and magazines and practise speaking English with other learners and native speakers. Facilitated by Trudi Dienen. *Call the library to register.*



Saturday, November 23, 10:30 am-12:15pm
LEGO Builders Club This month's theme: Dinovember! **10:30-11:15 for children under 8; 11:30-12:15 8 and up.**



Saturday, November 23, 2 pm
Discrimination and Human Rights in Canada Join us for this informative talk and discussion about discrimination and how to file a human rights complaint. Presented by an experienced human rights mediator.



Wednesday, November 27, 6-7:30 pm
MUSE: Open Mic Share 5 minutes of poetry, prose or song. With featured author, visiting Saskatchewan poet Bernadette Wagner.



Friday, November 29, 6:30-8 pm
Reel Youth Film Festival Watch these short films made by youth from across the globe, including a few claymations made in Gibsons! Festival is rated PG. **Recommended for ages 12 and up.**



Saturday, November 30, 10 am-noon
LearnAlong with Fibreshed Enjoy demonstrations and discussion with Fibreshed's fibre producers and artisans!



Sechelt Library Budget Submission 2020-2024

Introduction

The Sechelt Library is submitting its five-year budget as proposed by the Regional District at its October 31, 2019 meeting.

At the end of 2018, Sechelt Library was in a state of financial crisis. IT infrastructure needed updating and key staffing positions were left unfilled in order to remain within the funding allotment granted for 2018. Due to funding decisions made for 2019, Sechelt Library is no longer in a state of crisis, and is now recovering and building toward a strong and stable future.

The difference between an under-funded and an adequately funded library is the scale of impact it can have on individuals, organizations and the wider community. The scale of impact increases because the focus of strategy and planning remains on the community we serve rather than time and energy spent on strategies for internal survival.

With the funding decision of 2019, Sechelt Library has been able to undergo a year of rebuilding after years of austerity. Recovery will take time, but significant action has been taken to ensure that resources are allocated to meet the needs of those we serve.

Actions taken in 2019

Hiring Children's Coordinator:

The funding decision of 2019 enabled Sechelt Library to make key strategic decisions. Filling the previously vacant staffing positions was a key priority. By ensuring that the Children's Coordinator position was filled, we more than doubled the number of children who participated in our Summer Reading Club, compared to the previous summer when existing staff were required to take on the extra tasks surrounding children's summer programming.

Impact on the Community:

Research on "summer learning loss" demonstrates that when children do not read over the summer months, their reading levels fall behind. Further, this loss has also been directly linked to income gaps. The result is that students who do not participate in significant reading over

summer months spend the first part of the new school year simply catching up to their pre-summer levels rather than continually making gains. The Summer Reading Program is designed to address this inequality and by doubling the number of children participating, the library plays a role in ensuring more children have equal access to educational opportunities.

Hiring Adult Coordinator:

Filling the Adult Coordinator position ensures that the many adults and older adults in our community have access to quality programs and services. With a higher than B.C average of older adults, it is imperative that Sechelt Library participate in successful aging programming.

Impact on the Community:

Adult programming helps meet the intellectual, social and emotional needs of adults that keep them healthy and active. Research clearly indicates that social participation is a large determinant for healthy aging. Documented outcomes include: lower morbidity, lower risk of depression and a decreased risk of cognitive decline. All the things that make for a healthier Sunshine Coast.

Renewed IT infrastructure:

2019 required investment in the infrastructure that sustains operations. With an update to servers as well as to several public computers, Sechelt Library is able to remain a key hub for access to technology.

Impact on the Community:

Access to technology improves the lives of those on the coast in a variety of ways. Libraries are major vehicles for addressing social issues on the coast like social isolation, poverty reduction and access to information through technology. We are a major centre for technology help that ranges from help with government websites to instruction on how to use devices. The barriers to technology that we address are also part of a social isolation reduction mandate.

Strategic Planning:

During 2019, the Sechelt Board of Directors began a strategic planning process. Four objectives were identified: Enhancing Programs and Services, Enhancing Physical Space, Improving Organization Health, and Creating Better Communications. The Board expects to complete the plan in early 2020. In summer 2019, over 500 survey responses were gathered to inform the strategic planning process. These responses saw an approval rating of 99% for either “excellent” or “very good” for “the ability of staff to help the public with their needs,” and a rate of 100% for “excellent” or “very good” for “staff knowledge.” 45% of people surveyed

visited the library every week. These results, in addition to many others, demonstrate the continued impact Sechelt Library has on our community.

Impact on the Community: This future oriented planning ensures that the greatest needs of the community are met through strategic priorities and considered resource allocation.

Financial Management:

One of the projects undertaken in 2019 was a complete financial review. New mechanisms for budgeting have been implemented and outside professionals have been engaged to review the steps taken to ensure accuracy and dedication to best practices.

Impact on the Community:

Dedication to financial best practices ensures that Sechelt Library demonstrates excellent stewardship of organizational resources, ensuring accuracy of budget projections as well as stability for future project planning.

New Service in 2020

Sechelt Library will continue to deliver a multitude of programs and services in 2020. As always, material lending in multiple formats, as well as access to technology, children's programs and adult programs will continue.

One new service that will emerge in 2020 is Cognitive Care Kit lending.

This new service is aimed at caregivers and those living with dementia and Alzheimer's in our community. These kits contain multiple scientifically based activities that caregivers can use to engage with people who are diagnosed with dementia and Alzheimer's. Access to information is always the bedrock of library service and new methods of sharing information is what helps the library remain relevant to society. Lendable kits that provide meaningful engagement between caregivers and those being cared for is perhaps the best method for sharing the latest science in cognitive care. These kits provide both knowledge and action based on creating an environment of dignity and purpose for those living with cognitive decline.

This new service will be accomplished without an added burden to the Sechelt Library budget. By partnering with other community organizations who share a mandate for this work, we have collectively gained support from local granting agencies and individual donors. This has allowed Sechelt Library to offer DementiAbility Training to multiple volunteers while also allowing Vancouver Coastal Health employees to participate as well using their own funding.

Future Budget Considerations

A key goal for Sechelt Library is to achieve a strong and stable financial position. This is the basis for our conversation about 2020-2024 funding.

New and rising costs occur regularly for every organization and it is challenging to project for five years. The proposed budget includes known increases over the foreseeable future.

- Chief Librarian Salary:

The Sechelt Public Library hired its Chief Librarian in 2018 at a time the library was facing cutbacks in services after operating through years of fiscal austerity. The salary offered to the Chief Librarian at the time of hire reflected the Board's meager funding situation. In 2019 when approaching the time for the Chief Librarian's annual performance review, the HR Committee was tasked by the Board to conduct a performance and salary review with the objective of assessing the performance of the librarian and recommending a salary package commensurate with similar sized libraries. The HR Committee conducted a performance evaluation and worked with the BC Library Trustees Association (BCLTA) and Sea-to-Sky libraries (Pemberton, Whistler, Squamish) to recommend a fair compensation package to the Board. Through the process, the Committee learned that most chief librarian salaries are tied to their municipalities and that the level of responsibility of a chief librarian equates to a manager or director level in a municipal position.

Our Chief Librarian received a performance evaluation that demonstrated she exceeded expectations in almost all categories. In determining the compensation to be offered, the Board took into consideration the following:

- In 2019, the average salary for chief librarians in the Metro Vancouver was \$134,000.
 - In 2019, the municipal salary for managers and directors in the District of Sechelt was \$90,000 to \$120,000.
 - The average chief librarian salary for mid-sized libraries in 2015 was \$83,000. The equivalent in 2019 at a 2% annual increase would be \$88,700.
 - While the salary offered to our Chief Librarian is below the average suggested by our review, the Board believes the salary proffered to be fair and in line with the current Sechelt Library budget situation. We further believe, retention is less expensive than recruitment.
- An increase from Part-time to Full-time for the Supervisor Position

The monies given in 2019 made a part-time supervisor position possible. Apart from the Chief Librarian, this is the first exempt position for Sechelt Library. A person hired for this position

manages eight individuals and will be involved in the day to day operations. Therefore, it is important that this position be full-time. It is a challenge to manage full-time staff and oversee daily operations when the position is part-time. Retaining someone with the level of experience required is far more likely if the position becomes full time. We are requesting an additional \$23,857 for this position. This amount is approximately \$28,630 when benefits are included.

Part-time to full-time differential for supervisor position: \$28,630

- Job Evaluation Process in 2021

In line with our 2018 collective agreement, Sechelt Library began a process of internal job evaluations at the end of this summer. This process is scheduled to finish in June 2020 and salary increases will become effective in 2021. As we have only begun and do not yet have the evaluation factors, it is difficult to estimate the amount of the increase. We looked at the positions we think might be affected and made a conservative estimate of \$10,000 per year increase to our staffing costs.

Job evaluation process estimate for 2021: \$10,000

- Union Negotiations for 2022

In 2022, Sechelt Library will engage in new union negotiations. It is difficult to predict the outcome of these negotiations, but it is expected that there will be increased staffing costs at that time. We estimated \$10,000 for these staffing costs.

Union negotiation estimate for 2022: \$10,000

- Computers and Server 2021 to 2024

Our computers and server will need to be replaced on a regular basis. Therefore, we have designated approximately \$27,600 over the course of the five-year agreement for this purpose.

Computer and server replacement: \$27,600

Summary

The budget we are submitting requests 4.4% in 2020 and 4% for the years 2021 to 2024. The budget will meet our needs going forward and is in line with funding by local government funders for similar sized libraries in BC from 2014 to 2018 (4.23%).

The 2019 funding decisions made on behalf of Sechelt Library have breathed new life into a previously struggling organization. The staff and board are immensely grateful for the support demonstrated and there is renewed confidence in the role we play in the social, emotional and

economic well-being of this community. Future budgetary increases are based on creating a viable work environment for our staff and fall in line with events taking place in other libraries. We look forward to continuing to build a vibrant and stable institution that continues to demonstrate significant positive impact for those we serve.

Thank you.

Elle Archibald, Chief Librarian

Susan Egerman, Chair, Sechelt Library Board

Sechelt Public Library

Budget - Current Year - 2019

| | | BUDGET | ACTUALS AS AT SEP 30 2019 | |
|-------------------|-----------------------------------|------------|------------------------------|------|
| Account Number | Account Name | Amount | Amount | |
| REVENUE | | | | |
| 4010 | SCRD-Area A | 40,731.00 | 38,847.22 | 95% |
| 4011 | SCRD-Area B | 165,578.00 | 152,614.10 | 92% |
| 4012 | SCRD-Area D | 71,171.00 | 86,018.88 | 121% |
| 4013 | SCRD-SIGD | 15,430.00 | 15,429.66 | 100% |
| 4020 | District of Sechelt- operating | 544,555.00 | 396,539.00 | 73% |
| 4030 | Public LS Branch-Operating | 48,457.00 | 48,457.00 | 100% |
| 4040 | Public LS Branch Resource Sharing | 9,751.00 | 9,751.00 | 100% |
| 4045 | Public LS Branch - Other | 7,975.00 | 7,975.00 | 100% |
| 4110 | Donations | 10,000.00 | 19,776.65 | 198% |
| 4112 | Donations - Capital Reserve Fund | 0.00 | 907.88 | 0% |
| 4120 | Printing/Copies/FAX | 7,500.00 | 8,933.03 | 119% |
| 4130 | Fines/ILL Fees | 1,000.00 | 408.80 | 41% |
| 4140 | Paid Lost Books | 2,000.00 | 901.53 | 45% |
| 4170 | Archives Administration | 1,350.00 | 675.00 | 50% |
| 4180 | Interest | 500.00 | - | 0% |
| 4190 | Miscellaneous Revenue | 500.00 | 3,946.57 | 789% |
| 4310 | Federal Government | 1,799.00 | - | 0% |
| 4315 | Other Grants | 2,000.00 | 2,515.00 | 126% |
| 4320 | Provincial Government - One Card | 11,000.00 | 11,000.00 | 100% |
| 4330 | Community Partnership | 0.00 | - | 0% |
| | TOTAL REVENUE | 941,297.00 | 804,696.32 | 85% |
| EXPENSE | | | | |
| 5010 | Salaries | 547,255.00 | 328,916.02 | 60% |
| 5021 | Benefits | 110,862.00 | 74,738.00 | 67% |
| 5030 | Staff and Volunteer Expenses | 1,500.00 | 93.19 | 6% |

| | | | | | |
|------|------------------------------|-----------|-----------|------|--|
| 5040 | Staff Development | 4,000.00 | 375.00 | 9% | |
| 5050 | Board Expenses | 2,500.00 | 1,656.61 | 66% | |
| 5060 | Recruitment Costs | 6,810.00 | 777.58 | 11% | \$6,000 will be moved to reserves |
| 5070 | Union Expenses | 1,500.00 | 111.86 | 7% | |
| 5110 | Books | 64,490.00 | 35,510.15 | 55% | \$3,600 will be deferred to 2020 post shelving relocation |
| 5120 | Magazines & Newspapers | 6,000.00 | 5,659.31 | 94% | |
| 5130 | Audio | 3,000.00 | 1,306.39 | 44% | |
| 5135 | Video | 10,000.00 | 4,236.89 | 42% | |
| 5136 | Video Games Collection | 2,000.00 | 1,308.11 | 65% | |
| 5140 | On-line Resources | 23,000.00 | 16,606.65 | 72% | |
| 5145 | eBooks/eAudio | 10,000.00 | 2,150.41 | 22% | |
| 5150 | InterLINK | 1,500.00 | 1,440.81 | 96% | |
| 5160 | Inter Library Delivery | 3,200.00 | 2,933.02 | 92% | |
| 5210 | Janitorial | 10,000.00 | 7,320.42 | 73% | |
| 5220 | Insurance | 5,200.00 | 4,294.47 | 83% | |
| 5230 | Utilities | 15,000.00 | 7,618.60 | 51% | |
| 5280 | Maintenance | 1,000.00 | 759.59 | 76% | |
| 5320 | Internet | 3,000.00 | 1,835.00 | 61% | |
| 5322 | Software | 3,000.00 | 1,929.21 | 64% | |
| 5325 | Contract Services - SITKA | 4,800.00 | 4,933.77 | 103% | |
| | | | | | \$10,000 for one-time capital will be deferred (website development) |
| 5330 | I.T. Support | 11,000.00 | 402.50 | 4% | until 2020 |
| 5340 | Computer equipment | 12,500.00 | 5,974.19 | 48% | \$12,000 is from one-time capital |
| 5410 | Accounting & Legal | 2,700.00 | 1,900.00 | 70% | |
| 5412 | Bank fees | 180.00 | 371.24 | 206% | |
| 5413 | Cash Short/Over | 0.00 | (214.03) | 0% | |
| 5415 | Consultants | 10,000.00 | 5,526.26 | 55% | |
| 5420 | Telephone & Fax | 3,400.00 | 3,168.98 | 93% | \$1,800 from one-time capital |
| 5430 | Bookkeeping & Payroll | 1,000.00 | 943.40 | 94% | |
| 5440 | Photocopier | 7,500.00 | 6,090.85 | 81% | |
| 5450 | Fees and Dues | 1,200.00 | 841.40 | 70% | |
| 5460 | Miscellaneous | 1,000.00 | 200.00 | 20% | |
| 5470 | Office & Processing Supplies | 15,000.00 | 12,279.47 | 82% | |
| 5485 | Public Relations | 5,000.00 | 2,963.67 | 59% | |

| | | | | | |
|------|-------------------------------------|-------------------|-------------------|------|--|
| 5490 | Progammimg | 5,900.00 | 6,015.94 | 102% | |
| 5491 | PR Grant Projects | 2,000.00 | 529.42 | 26% | |
| 5495 | Postage/Freight | 3,300.00 | 2,265.18 | 69% | |
| 5510 | Furniture & Equipment - by donation | 0.00 | 3,412.79 | 0% | |
| 5530 | Computer Equipment - by donation | 0.00 | 1,380.18 | 0% | |
| | | | | | \$20k from one-time capital, deferred to 2020 pending interior |
| 5570 | Furniture/Leasehold Improvements | 20,000.00 | - | 0% | designer recommendations |
| | TOTAL EXPENSE | 941,297.00 | 560,562.50 | 60% | |
| | NET EXPENSE | 0.00 | 244,133.82 | | |

| Sechelt Public Library, 2019 to 2023 Budget | | 2020 Budget | | | 2021 Budget | | | 2022 Budget | | | 2023 Budget | | | 2024 Budget | | | |
|---|------------|-------------|-----------|-----------------|-------------|-----------|-----------------|--------------|-----------|-----------------|--------------|-----------|-----------------|--------------|-----------|-----------------|-------|
| | 2019 | Amount | \$ Chg | % Chg / 2019 | Amount | \$ Chg | % Chg / 2020 | Amount | \$ Chg | % Chg / 2021 | Amount | \$ Chg | % Chg / 2022 | Amount | \$ Chg | % Chg / 2022 | Notes |
| REVENUE | | | | | | | | | | | | | | | | | |
| Total Local Gov. Support | \$ 793,793 | \$ 828,720 | \$ 34,927 | 4.4% | \$ 859,123 | \$ 33,043 | 4.00% | \$ 893,488 | \$ 34,365 | 4.00% | \$ 920,293 | \$ 26,805 | 4.00% | \$ 957,104 | \$ 36,812 | 4.00% | |
| | | | | | | | | | | | | | | | | | |
| Provincial and Federal Grants | | | | | | | | | | | | | | | | | |
| PLS - Operating | \$ 48,457 | \$ 49,426 | \$ 969 | 2.0% | \$ 50,415 | \$ 989 | 2.0% | \$ 51,423 | \$ 1,008 | 2.0% | \$ 52,451 | \$ 1,028 | 2.0% | \$ 53,500 | \$ 1,049 | 2.0% | |
| PLS - Resource Sharing | 9,751 | 9,946 | 195 | 2.0% | 10,145 | 199 | 2.0% | 10,348 | 203 | 2.0% | 10,555 | 207 | 2.0% | 10,766 | 211 | 2.0% | |
| PLS - Literacy & Equity | 7,975 | 8,135 | 160 | 2.0% | 8,297 | 163 | 2.0% | 8,463 | 166 | 2.0% | 8,632 | 169 | 2.0% | 8,805 | 173 | 2.0% | |
| PLS - One Card | 11,000 | 11,220 | 220 | 2.0% | 11,444 | 224 | 2.0% | 11,673 | 229 | 2.0% | 11,907 | 233 | 2.0% | 12,145 | 238 | 2.0% | |
| Summer Employment Grant, Federal | 1,799 | 1,835 | 36 | 2.0% | 1,872 | 37 | 2.0% | 1,909 | 37 | 2.0% | 1,947 | 38 | 2.0% | 1,986 | 39 | 2.0% | |
| Total Provincial and Federal Grants | \$ 78,982 | \$ 80,562 | \$ 1,580 | 2.0% | \$ 82,173 | \$ 1,611 | 2.0% | \$ 83,816 | \$ 1,643 | 2.0% | \$ 85,493 | \$ 1,676 | 2.0% | \$ 87,203 | \$ 1,710 | 2.0% | |
| | | | | | | | | | | | | | | | | | |
| Donations and Other Grants | | | | | | | | | | | | | | | | | |
| Other Grants | \$ 2,000 | \$ 2,040 | \$ 40 | 2.0% | \$ 2,081 | \$ 41 | 2.0% | \$ 2,122 | \$ 42 | 2.0% | \$ 2,165 | \$ 42 | 2.0% | \$ 2,208 | \$ 43 | 2.0% | |
| Donations | 10,000 | 10,200 | 200 | 2.0% | 10,404 | 204 | 2.0% | 10,612 | 208 | 2.0% | 10,824 | 212 | 2.0% | 11,041 | 216 | 2.0% | |
| Archives Administration | 1,350 | 1,377 | 27 | 2.0% | 1,405 | 28 | 2.0% | 1,433 | 28 | 2.0% | 1,461 | 29 | 2.0% | 1,491 | 29 | 2.0% | |
| Total Donations and Other Grants | \$ 13,350 | \$ 13,617 | \$ 267 | 2.0% | \$ 13,889 | \$ 272 | 2.0% | \$ 14,167 | \$ 278 | 2.0% | \$ 14,450 | \$ 283 | 2.0% | \$ 14,739 | \$ 289 | 2.0% | |
| Library Revenue | | | | | | | | | | | | | | | | | |
| Printing - Copies/FAX | \$ 7,500 | \$ 7,650 | \$ 150 | 2.0% | \$ 7,803 | \$ 153 | 2.0% | \$ 7,959 | \$ 156 | 2.0% | \$ 8,118 | \$ 159 | 2.0% | \$ 8,281 | \$ 162 | 2.0% | |
| Fines | 1,000 | 1,020 | 20 | 2.0% | 1,040 | 20 | 2.0% | 1,061 | 21 | 2.0% | 1,082 | 21 | 2.0% | 1,104 | 22 | 2.0% | |
| Book Sales/Lost Books | 2,000 | 2,040 | 40 | 2.0% | 2,081 | 41 | 2.0% | 2,122 | 42 | 2.0% | 2,165 | 42 | 2.0% | 2,208 | 43 | 2.0% | |
| Interest | 500 | 510 | 10 | 2.0% | 520 | 10 | 2.0% | 531 | 10 | 2.0% | 541 | 11 | 2.0% | 552 | 11 | 2.0% | |
| Miscellaneous Revenue | 500 | 510 | 10 | 2.0% | 520 | 10 | 2.0% | 531 | 10 | 2.0% | 541 | 11 | 2.0% | 552 | 11 | 2.0% | |
| Total, Library Revenue | \$ 11,500 | \$ 11,730 | \$ 230 | 2.0% | \$ 11,965 | \$ 235 | 2.0% | \$ 12,204 | \$ 239 | 2.0% | \$ 12,448 | \$ 244 | 2.0% | \$ 12,697 | \$ 249 | 2.0% | |
| TOTAL OPERATING REVENUE | \$ 897,625 | \$ 934,629 | \$ 37,004 | 4.1% | \$ 967,150 | \$ 35,161 | 3.8% | \$ 1,003,675 | \$ 36,525 | 3.8% | \$ 1,032,684 | \$ 29,008 | 2.9% | \$ 1,071,743 | \$ 39,060 | 3.8% | |

| | | | | | | | | | | | | | | | | | |
|---|-------------------|-------------------|-------------------|---------------|-------------------|------------------|-------------|-------------------|------------------|-------------|-------------------|------------------|-------------|-------------------|------------------|-------------|---|
| EXPENSES | | | | | | | | | | | | | | | | | |
| Human Resources & Staff Development | | | | | | | | | | | | | | | | | |
| Staff Salaries | \$ 513,255 | | | | | | | | | | | | | | | | |
| Supervisor, includes benefits | 34,000 | | | | | | | | | | | | | | | | |
| Staff and Supervisor Salaries | \$ 547,255 | \$ 581,988 | \$ 34,733 | 6.3% | \$ 603,372 | \$ 21,384 | 3.7% | \$ 625,184 | \$ 21,812 | 3.6% | \$ 637,688 | \$ 12,504 | 2.0% | \$ 650,441 | \$ 12,754 | 2.0% | 2019 includes CL salary incr. Proposal includes \$23,857 to bring the PT superv to FT in 2020, est of \$10k in 2021 for job reclassifications & est of \$10k in 2022 for salary increases |
| Benefits | 110,862 | 130,129 | 19,267 | 17.4% | 132,732 | 2,603 | 2.0% | 135,386 | 2,655 | 2.0% | 138,094 | 2,708 | 2.0% | 140,856 | 2,762 | 2.0% | More staff members will qualify for benefits in 2020 |
| Total Staff and Supervisor Salaries | \$ 658,117 | \$ 712,117 | \$ 54,000 | 8.2% | \$ 736,104 | \$ 23,987 | 3.4% | \$ 760,570 | \$ 24,467 | 3.3% | \$ 775,782 | \$ 15,211 | 2.0% | \$ 791,297 | \$ 15,516 | 2.0% | |
| Staff & Volunteer Expenses | 1,500 | 1,530 | 30 | 2.0% | 1,561 | 31 | 2.0% | 1,592 | 31 | 2.0% | 1,624 | 32 | 2.0% | 1,656 | 32 | 2.0% | |
| Staff Development | 4,000 | 4,080 | 80 | 2.0% | 4,162 | 82 | 2.0% | 4,245 | 83 | 2.0% | 4,330 | 85 | 2.0% | 4,416 | 87 | 2.0% | |
| Board Expenses | 2,500 | 2,550 | 50 | 2.0% | 2,601 | 51 | 2.0% | 2,653 | 52 | 2.0% | 6,000 | 3,347 | 126.2% | 2,706 | 3,294 | 2.0% | Strategic planning in 2023 |
| Recruitment Costs | 6,810 | 3,000 | | | | | | 3,000 | | | 3,000 | | | 3,000 | | | Reserves for librarian and staff recruitment |
| Union Expenses | 1,500 | 1,530 | 30 | 2.0% | 1,561 | 31 | 2.0% | 1,592 | 31 | 2.0% | 1,624 | 32 | 2.0% | 1,656 | 32 | 2.0% | |
| Total Staff & Volunteer Expenses | \$ 16,310 | \$ 12,690 | \$ (3,620) | -22.2% | \$ 9,884 | \$ 254 | 2.0% | \$ 13,081 | \$ 262 | 2.0% | \$ 16,577 | \$ 262 | 2.0% | \$ 13,435 | \$ 332 | 2.0% | |
| Total Human Resources & Staff Develop | \$ 674,427 | \$ 724,807 | \$ 50,380 | 7.5% | \$ 745,987 | \$ 24,240 | 3.3% | \$ 773,652 | \$ 24,728 | 3.3% | \$ 792,359 | \$ 15,473 | 2.0% | \$ 804,732 | \$ 15,847 | 2.0% | |
| Materials | | | | | | | | | | | | | | | | | |
| Books | \$ 64,490 | \$ 57,000 | \$ (7,490) | -11.6% | \$ 58,140 | \$ 1,140 | 2.0% | \$ 59,303 | \$ 1,163 | 2.0% | \$ 60,489 | \$ 1,186 | 2.0% | \$ 61,699 | \$ 1,210 | 2.0% | \$3k for books in 2019 was deferred to 2020 pending results of community survey. |
| Magazines & Newspapers | 6,000 | 6,120 | 120 | 2.0% | 6,242 | 122 | 2.0% | 6,367 | 125 | 2.0% | 6,495 | 127 | 2.0% | 6,624 | 130 | 2.0% | |
| Audio | 3,000 | 3,060 | 60 | 2.0% | 3,121 | 61 | 2.0% | 3,184 | 62 | 2.0% | 3,247 | 64 | 2.0% | 3,312 | 65 | 2.0% | |
| Video | 10,000 | 10,200 | 200 | 2.0% | 10,404 | 204 | 2.0% | 10,612 | 208 | 2.0% | 10,824 | 212 | 2.0% | 11,041 | 216 | 2.0% | |
| Video Games Collection | 2,000 | 2,040 | 40 | 2.0% | 2,081 | 41 | 2.0% | 2,122 | 42 | 2.0% | 2,165 | 42 | 2.0% | 2,208 | 43 | 2.0% | |
| On-Line Resources | 23,000 | 23,460 | 460 | 2.0% | 23,929 | 469 | 2.0% | 24,408 | 479 | 2.0% | 24,896 | 488 | 2.0% | 25,394 | 498 | 2.0% | 2019 includes \$8k for revamping of database collection, which was postponed in 2018 due to lack of funding |
| eBooks | 10,000 | 10,200 | 200 | 2.0% | 10,404 | 204 | 2.0% | 10,612 | 208 | 2.0% | 10,824 | 212 | 2.0% | 11,041 | 216 | 2.0% | |
| InterLINK | 1,500 | 2,898 | 1,398 | 93.2% | 2,810 | (88) | -3.0% | 2,653 | (157) | -5.6% | 2,548 | (105) | -4.0% | 2,548 | - | 0.0% | InterLINK costs will increase beginning in 2020 |
| Inter Library Delivery | 3,200 | 3,264 | 64 | 2.0% | 3,329 | 65 | 2.0% | 3,396 | 67 | 2.0% | 3,464 | 68 | 2.0% | 3,533 | 69 | 2.0% | |
| Total Materials | \$ 123,190 | \$ 118,242 | \$ (4,948) | -4.0% | \$ 120,461 | \$ 2,219 | 1.9% | \$ 122,657 | \$ 2,196 | 1.8% | \$ 124,952 | \$ 2,295 | 1.9% | \$ 127,400 | \$ 2,448 | 2.0% | |
| Building | | | | | | | | | | | | | | | | | |
| Janitorial | \$ 10,000 | \$ 10,200 | \$ 200 | 2.0% | \$ 10,404 | \$ 204 | 2.0% | \$ 10,612 | \$ 208 | 2.0% | \$ 10,824 | \$ 212 | 2.0% | \$ 11,041 | \$ 216 | 2.0% | |
| Insurance | 5,200 | 5,304 | 104 | 2.0% | 5,410 | 106 | 2.0% | 5,518 | 108 | 2.0% | 5,629 | 110 | 2.0% | 5,741 | 113 | 2.0% | |
| Utilities | 15,000 | 15,300 | 300 | 2.0% | 15,606 | 306 | 2.0% | 15,918 | 312 | 2.0% | 16,236 | 318 | 2.0% | 16,561 | 325 | 2.0% | |
| In-library Maintenance - supplies etc. | 1,000 | 1,250 | 250 | 25.0% | 1,563 | 313 | 25.0% | 1,953 | 391 | 25.0% | 2,441 | 488 | 25.0% | 3,052 | 610 | 25.0% | 2020 maintenance costs are being negotiated with DOS |
| Total Building | \$ 31,200 | \$ 32,054 | \$ 854 | 2.7% | \$ 32,983 | \$ 929 | 2.9% | \$ 34,002 | \$ 1,019 | 3.1% | \$ 35,131 | \$ 1,129 | 3.3% | \$ 36,395 | \$ 1,264 | 3.6% | |
| Computer and Information Technology Services | | | | | | | | | | | | | | | | | |
| Contract services (SITKA) | \$ 4,800 | \$ 4,896 | \$ 96 | 2.0% | \$ 4,994 | \$ 98 | 2.0% | \$ 5,094 | \$ 100 | 2.0% | \$ 5,196 | \$ 102 | 2.0% | \$ 5,300 | \$ 104 | 2.0% | |
| Internet | 3,000 | 3,060 | 60 | 2.0% | 3,121 | 61 | 2.0% | 3,184 | 62 | 2.0% | 3,247 | 64 | 2.0% | 3,312 | 65 | 2.0% | |
| Software | 3,000 | 3,060 | 60 | 2.0% | 3,121 | 61 | 2.0% | 3,184 | 62 | 2.0% | 3,247 | 64 | 2.0% | 3,312 | 65 | 2.0% | |
| I.T. Support | 1,000 | 1,020 | 20 | 2.0% | 1,040 | 20 | 2.0% | 1,061 | 21 | 2.0% | 1,082 | 21 | 2.0% | 1,104 | 22 | 2.0% | |
| Computer Equipment Under \$500 | 500 | 510 | 10 | 2.0% | 520 | 10 | 2.0% | 531 | 10 | 2.0% | 541 | 11 | 2.0% | 552 | 11 | 2.0% | |

| | | | | | | | | | | | | | | | | | |
|--|-------------------|-------------------|------------------|-------------|-------------------|------------------|-------------|---------------------|------------------|-------------|---------------------|------------------|-------------|---------------------|------------------|-------------|--|
| Total Computer and IT Services | \$ 12,300 | \$ 12,546 | \$ 246 | 2.0% | \$ 12,797 | \$ 251 | 2.0% | \$ 13,053 | \$ 256 | 2.0% | \$ 13,314 | \$ 261 | 2.0% | \$ 13,580 | \$ 266 | 2.0% | |
| | | | | | | | | | | | | | | | | | |
| Office, Communications & Other Services | | | | | | | | | | | | | | | | | |
| Accounting and Legal | \$ 2,700 | \$ 2,754 | \$ 54 | 2.0% | \$ 2,809 | \$ 55 | 2.0% | \$ 2,865 | \$ 56 | 2.0% | \$ 2,923 | \$ 57 | 2.0% | \$ 2,981 | \$ 58 | 2.0% | |
| Bank Fees | 180 | 184 | 4 | 2.0% | 187 | 4 | 2.0% | 191 | 4 | 2.0% | 195 | 4 | 2.0% | 199 | 4 | 2.0% | |
| Consultants | 10,000 | | | | | - | | 5,000 | - | | 5,000 | - | | 5,000 | - | | Consultant for Union negotiations in 2022 and 2023 |
| Furniture | - | - | - | | 5,000 | - | | 5,000 | - | 0.0% | 10,000 | - | 0.0% | 10,000 | - | 0.0% | Furniture replacement |
| Telephone & Fax | 1,600 | 1,632 | 32 | 2.0% | 1,665 | 33 | 2.0% | 1,698 | 33 | 2.0% | 1,732 | 34 | 2.0% | 1,767 | 35 | 2.0% | |
| Bookkeeping & Payroll | 1,000 | 1,020 | 20 | 2.0% | 1,040 | 20 | 2.0% | 1,061 | 21 | 2.0% | 1,082 | 21 | 2.0% | 1,104 | 22 | 2.0% | |
| Photocopier | 7,500 | 7,650 | 150 | 2.0% | 7,803 | 153 | 2.0% | 7,959 | 156 | 2.0% | 8,118 | 159 | 2.0% | 8,281 | 162 | 2.0% | |
| Fines & Dues | 1,200 | 1,224 | 24 | 2.0% | 1,248 | 24 | 2.0% | 1,273 | 25 | 2.0% | 1,299 | 25 | 2.0% | 1,325 | 26 | 2.0% | |
| Freight and Miscellaneous | 1,000 | 1,020 | 20 | 2.0% | 1,040 | 20 | 2.0% | 1,061 | 21 | 2.0% | 1,082 | 21 | 2.0% | 1,104 | 22 | 2.0% | |
| Office and Processing Supplies | 15,000 | 15,300 | 300 | 2.0% | 15,606 | 306 | 2.0% | 15,918 | 312 | 2.0% | 16,236 | 318 | 2.0% | 16,561 | 325 | 2.0% | |
| Public Relations | 5,000 | 5,100 | 100 | 2.0% | 5,202 | 102 | 2.0% | 5,306 | 104 | 2.0% | 5,412 | 106 | 2.0% | 5,520 | 108 | 2.0% | |
| Programming | 5,900 | 6,018 | 118 | 2.0% | 6,138 | 120 | 2.0% | 6,261 | 123 | 2.0% | 6,386 | 125 | 2.0% | 6,514 | 128 | 2.0% | |
| PR Grant Projects | 2,000 | 2,040 | 40 | 2.0% | 2,081 | 41 | 2.0% | 2,122 | 42 | 2.0% | 2,165 | 42 | 2.0% | 2,208 | 43 | 2.0% | |
| Postage | 3,300 | 3,366 | 66 | 2.0% | 3,433 | 67 | 2.0% | 3,502 | 69 | 2.0% | 3,572 | 70 | 2.0% | 3,643 | 71 | 2.0% | |
| Total Office, Comms & Other Serv | \$ 56,380 | \$ 47,308 | \$ 928 | 1.6% | \$ 53,254 | \$ 946 | 2.0% | \$ 59,219 | \$ 965 | 1.8% | \$ 65,203 | \$ 984 | 1.7% | \$ 66,207 | \$ 1,004 | 1.5% | |
| | | | | | | | | | | | | | | | | | |
| TOTAL OPERATING EXPENSES | \$ 897,497 | \$ 934,957 | \$ 37,460 | 4.2% | \$ 965,482 | \$ 30,525 | 3.3% | \$ 1,002,582 | \$ 37,100 | 3.8% | \$ 1,030,959 | \$ 28,377 | 2.8% | \$ 1,048,314 | \$ 17,356 | 1.7% | |
| | | | | | | | | | | | | | | | | | |
| TOTAL OPERATING REVENUE | \$ 897,625 | \$ 934,629 | | | \$ 967,150 | | | \$ 1,003,675 | | | \$ 1,032,684 | | | \$ 1,071,743 | | | |
| TOTAL OPERATING EXPENSES | \$ 897,497 | \$ 934,957 | | | \$ 965,482 | | | \$ 1,002,582 | | | \$ 1,030,959 | | | \$ 1,048,314 | | | |
| Reserves: Computers and Server | \$ 128 | \$ (328) | | | \$ 1,668 | | | \$ 1,093 | | | \$ 1,725 | | | \$ 23,429 | | | Computers/server replacement |

| | | | | | | | | | | | | | | | | | |
|--|------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| One-Time Revenue & Expenses | | | | | | | | | | | | | | | | | |
| Revenue | \$ 43,672 | | | | | | | | | | | | | | | | |
| Expenses | | | | | | | | | | | | | | | | | |
| Website | 10,000 | | | | | | | | | | | | | | | | |
| Computers and Server | 12,000 | | | | | | | | | | | | | | | | |
| furniture | 20,000 | | | | | | | | | | | | | | | | |
| Telephone and Fax | 1,800 | | | | | | | | | | | | | | | | |
| Total One-time expenses | \$ 43,800 | | | | | | | | | | | | | | | | |
| Surplus/Deficit | \$ (128) | | | | | | | | | | | | | | | | |

ANNEX C

| PENDER HARBOUR READING CENTRE | | | | | | | | | |
|--|--------------------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Budget Comparison 2020 - 2016 | | | | | | | | | |
| Monday, October 28, 2019 | | | | | | | | | |
| | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET |
| | 2020 | Sept 30/19 | 2019 | 2018 | 2018 | 2017 | 2017 | 2016 | 2016 |
| INCOME | | | | | | | | | |
| Memberships * | \$900.00 | \$565.00 | \$900.00 | \$975.00 | \$900.00 | \$865.00 | \$900.00 | \$965.00 | \$1,040.00 |
| Overdue Books | \$150.00 | \$106.75 | \$150.00 | \$252.45 | \$150.00 | \$156.45 | \$150.00 | \$192.30 | \$150.00 |
| Book Sales | \$200.00 | \$262.55 | \$200.00 | \$410.65 | \$200.00 | \$198.75 | \$200.00 | \$263.00 | \$200.00 |
| Dividends | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 | \$0.00 | \$0.00 | \$0.00 |
| Donations | \$100.00 | \$594.45 | \$100.00 | \$134.75 | \$150.00 | \$120.80 | \$200.00 | \$495.00 | \$200.00 |
| Individual Donations * | \$500.00 | \$5,000.00 | \$500.00 | \$5,920.00 | \$500.00 | \$5,660.00 | \$700.00 | \$1,638.49 | \$1,400.00 |
| SCRD | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$1,200.00 | \$1,200.00 | \$1,200.00 | \$500.00 | \$500.00 |
| Inter-Library Loans | \$50.00 | \$13.00 | \$50.00 | \$3.60 | \$75.00 | \$16.50 | \$75.00 | \$73.90 | \$90.00 |
| Lost Books | \$0.00 | \$22.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$32.00 | \$0.00 |
| Interest | \$1,000.00 | \$934.06 | \$1,000.00 | \$701.49 | \$1,000.00 | \$1,353.18 | \$400.00 | \$1,188.19 | \$400.00 |
| Sechelt Library (internet) | \$480.00 | \$480.00 | \$480.00 | \$480.00 | \$480.00 | \$480.00 | \$480.00 | \$480.00 | \$480.00 |
| Total Income | \$5,380.00 | \$9,977.81 | \$5,380.00 | \$10,877.94 | \$4,655.00 | \$10,070.68 | \$4,305.00 | \$5,827.88 | \$4,460.00 |
| EXPENSES | | | | | | | | | |
| Accounting | \$540.00 | \$495.00 | \$540.00 | \$540.00 | \$500.00 | \$525.00 | \$500.00 | \$575.00 | \$500.00 |
| Advertising | \$0.00 | \$244.20 | \$0.00 | \$80.00 | \$0.00 | \$0.00 | \$0.00 | \$385.00 | \$720.00 |
| Book Purchases * | \$5,000.00 | \$2,634.14 | \$5,000.00 | \$5,031.56 | \$5,000.00 | \$4,283.69 | \$5,000.00 | \$6,131.08 | \$4,500.00 |
| Insurance | \$1,600.00 | \$1,306.00 | \$1,600.00 | \$1,549.00 | \$1,700.00 | \$1,601.00 | \$1,700.00 | \$1,773.00 | \$1,700.00 |
| Minister Finance | \$40.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 | \$25.00 | \$65.00 | \$25.00 |
| Miscellaneous | \$150.00 | \$1.75 | \$150.00 | \$234.68 | \$200.00 | \$330.65 | \$150.00 | \$294.75 | \$150.00 |
| Office Supplies | \$300.00 | \$262.51 | \$300.00 | \$209.30 | \$400.00 | \$1,476.66 | \$400.00 | \$263.64 | \$950.00 |
| Rent | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 |
| Repairs & Maint. | \$395.00 | \$135.00 | \$395.00 | \$225.00 | \$500.00 | \$335.00 | \$500.00 | \$690.24 | \$500.00 |
| Telephone & Internet | \$1,000.00 | \$616.86 | \$1,200.00 | \$1,474.96 | \$1,500.00 | \$1,782.22 | \$1,600.00 | \$1,182.16 | \$1,100.00 |
| Utilities | \$1,400.00 | \$1,399.59 | \$1,000.00 | \$938.81 | \$1,600.00 | \$2,023.48 | \$1,650.00 | \$1,640.04 | \$1,840.00 |
| GST Expense | \$150.00 | \$255.48 | \$150.00 | \$133.79 | \$200.00 | \$176.28 | \$300.00 | \$294.62 | \$350.00 |
| Total Expenses | \$10,580.00 | \$7,395.53 | \$10,380.00 | \$10,462.10 | \$11,645.00 | \$12,578.98 | \$11,830.00 | \$13,299.53 | \$12,340.00 |
| TOTAL DEFICIT | -\$5,200.00 | \$2,582.28 | -\$5,000.00 | \$415.84 | -\$6,990.00 | -\$2,508.30 | -\$7,525.00 | -\$7,471.65 | -\$7,880.00 |
| Notes * We have been fortunate to have a generous donor for the past 3 years but this is not a guaranteed donation each year | | | | | | | | | |
| * 30% of our memberships received in November and December | | | | | | | | | |
| * We make 2 large book purchases per year. The invoice for the second half has not yet come in. | | | | | | | | | |

ANNEX D

Name of Organization
Date Created:
Budget Planning Year:
Year to Date:

| |
|----------------------------|
| Sechelt Community Archives |
| 1-Nov-19 |
| 2020 |
| Oct-19 |

REVENUE:

| | 2019 Budget | Actuals to 10/31/2019 | 2020 Budget | Variance | % Variance 2019 |
|--|----------------|--------------------------|----------------|----------|--------------------|
| Local Government Support | \$ 9,548.00 | \$ 9,548.00 | \$ 9,548.00 | | 0% |
| Total Request | \$ 9,548.00 | \$ 9,548.00 | \$ 9,548.00 | | 0% |
| Previous Year (Deficit) / Surplus | | | | | |
| TOTAL REVENUE | \$ 9,548.00 | \$ 9,548.00 | \$ 9,548.00 | | 0% |

EXPENSES:

Materials and Supplies

| | | | | | |
|-----------------------|-------------|-------------|-------------|------|----|
| Administrative fees | \$ 1,350.00 | \$ 1,012.50 | \$ 1,350.00 | | 0% |
| Human Resources | \$ 7,500.00 | \$ 6,306.00 | \$ 7,500.00 | | 0% |
| Supplies | \$ 250.00 | \$ 316.00 | \$ 250.00 | | 0% |
| Fees | \$ 120.00 | \$ 120.00 | \$ 120.00 | | 0% |
| Sub Total | \$ 9,220.00 | \$ 7,754.50 | \$ 9,220.00 | | 0% |
| TOTAL EXPENSES | \$ 9,220.00 | \$ 7,754.50 | \$ 9,220.00 | \$ - | 0% |

ANNEX E

| Revenue | Budget 2019 | Actual 2019 | Diff | Budget 2020 |
|---------------------------------------|----------------|----------------|-----------|----------------|
| Skookumchuck Heritage | | | | |
| projected to end Dec 2019 | | | | |
| Operating Grant SCRD | 32,200.00 | 32,200.00 | | 32,200.00 |
| Admission & Other Donations | 7,500.00 | 6,700.00 | 800.00 | 7,500.00 |
| Gift Shop Sales & Commissions | 12,500.00 | 12,000.00 | 500.00 | 12,500.00 |
| Memberships (most members = lifetime) | 60.00 | 85.00 | -25.00 | 60.00 |
| Summer Student Grant | 0.00 | 0.00 | | 0.00 |
| CRA Refund | - | 442.67 | -442.67 | 0.00 |
| Interest | 0.00 | 0.07 | -0.07 | 0.10 |
| Total Revenue | 52,260.00 | 51,427.74 | 832.26 | 52,260.10 |
| Expense | | | | |
| <i>Utilities:</i> | | | | |
| BC Hydro | 1,700.00 | 2,185.28 | -485.28 | 2,200.00 |
| Telephone | 1,500.00 | 860.00 | 640.00 | 900.00 |
| Internet & Website | 1,600.00 | 1,799.76 | -199.76 | 600.00 |
| Security & Alarm Monitoring | 700.00 | 632.36 | 67.64 | 700.00 |
| SCRD Water | 350.00 | 398.86 | -48.86 | 400.00 |
| | 5,850.00 | 5,876.26 | -26.26 | 4,800.00 |
| <i>Maintenance & Repairs:</i> | | | | |
| Cleaning & Washroom Supplies | 700.00 | 325.98 | 374.02 | 350.00 |
| Bldg Maintenance & Grounds Keep | 1,500.00 | 1,980.00 | -480.00 | 1,500.00 |
| | 2,200.00 | 2,305.98 | -105.98 | 1,850.00 |
| <i>Staffing:</i> | | | | |
| Wages & Remittances | 33,000.00 | 29,000.00 | 4,000.00 | 33,000.00 |
| University & High School Students | 3,000.00 | 766.30 | 2,233.70 | 3,500.00 |
| Worksafe BC | 120.00 | 108.15 | 11.85 | 120.00 |
| | 36,120.00 | 29,874.45 | 6,245.55 | 36,620.00 |
| <i>Office Overhead:</i> | | | | |
| Accounting & Legal | 0.00 | 0.00 | | 0.00 |
| Tourism Development | 500.00 | 405.50 | 94.50 | 0.00 |
| Advertising & Promotion | 500.00 | 952.48 | -452.48 | 500.00 |
| Insurance on Bldg & Liability | 2,800.00 | 2,910.00 | -110 | 3,000.00 |
| Office Supplies | 300.00 | 832.20 | -532.2 | 500.00 |
| Gift Store Inventory & Supplies | 6,500.00 | 8,937.80 | -2437.8 | 6,500.00 |
| Display Supplies, Archives Legacy | 750.00 | 612.35 | 137.65 | 700.00 |
| Fundraising Expenses | 100.00 | 200.00 | -100 | 100.00 |
| Dues & Fees | 45.00 | 93.36 | -48.36 | 100.00 |
| First Data & Square Up Card Costs | 225.00 | 172.65 | 52.35 | 200.00 |
| Back Step Repairs | 0.00 | 0.00 | | 0.00 |
| Expansion / Acquisitions | 0.00 | 0.00 | | 0.00 |
| | 11,720.00 | 15,116.34 | -3,396.34 | 11,600.00 |
| Total Expenses | 55,890.00 | 53,173.03 | 2,716.97 | 54,870.00 |



Sunshine Coast
Museum
& Archives

716 Winn Road, P.O. Box 766
Gibsons BC V0N 1V0
Phone/Fax (604)886-8232
scm_a@dccnet.com
www.sunshinecoastmuseum.ca

Museum Programs 2020 with a Summary of Revenue and Expenses as of October 31, 2019

At the Sunshine Coast Museum & Archives, we are proud to work with our community to preserve and promote the fascinating and diverse histories of the Sunshine Coast. Our mission is to be the best place to discover the story of the Sunshine Coast, and the best community museum in Canada. In 2018, we were honoured to be named one of the best community museums in British Columbia by Travel BC, and 2019 has proven to be another exceptional year with our highest annual visitation and our busiest single-day event (Halloween Block Party) in organizational history.

In 2020, we will continue to offer our core heritage operations, along with a variety of special programming for our community. Our core operations include the management of a Museum and Archives in Gibsons, focussing on the collection, preservation and exhibition of artifacts and archives of historical relevance to the Sunshine Coast. We are open year-round to the public, and offer 2-floors of exhibits to explore, plus a reference library and giftshop featuring local artisans. With a coast-wide geographic collections mandate, we are actively building our collection from public and private donors. We offer free research opportunities to members of the public, along with access to digitized collections of Sunshine Coast newspapers and archives via our website. The cornerstone of our education program is Museum School, a week-long immersive experience for classes in SD46; we also offer day visits for classes and community groups such as Elder College and Sunshine Coast Welcoming Communities. Annual events such as Halloween Block Party and Antiques Roadshow Fundraiser offer engaging all-ages programming, while workshops at the Museum provide hands-on learning opportunities in a variety of subjects including basket weaving and drum making.

While maintaining excellence in our core heritage services, 2020 will mark the continuation of a number of special projects. The ongoing Pride History Project will feature the recording of oral histories from members of the LGBTQ2 community, while the Storage Upgrade Project will see the re-housing of artifacts and archives to better meet their preservation needs. The Museum is also currently involved as a project partner for a number of high-profile Sunshine Coast heritage projects, including working with the Town of Gibsons on the re-location of the Persephone, and advising on the important work of restoring the MV Lady Rose in Sechelt. We are also working cooperatively with the Sechelt Archives and District of Sechelt on finding a new, permanent home for the Sechelt Archives.

Sunshine Coast Museum & Archives is situated on the traditional, unceded, and ancestral territory of the Squamish and Sechelt Nation



In accordance with your request we have attached the following:

1. The Financial Operating results for the year to October 31, 2019 showing Actual, Budget and variance with explanatory notes as required.
 2. The 2020 Budget and the proposed Financial plan for 2020 -2024 with assumptions and notes.
- If further information or explanation is required please contact the undersigned.

The Sunshine Coast Museum & Archives is respectfully requesting a 2.5 % increase in the SCRD contribution for our museum operations to better preserve and protect the important history of the Sunshine Coast.

Yours truly



Thor Olsen, Treasurer

Sunshine Coast Museum & Archives is situated on the traditional, unceded, and ancestral territory of the Squamish and Sechelt Nation



SUNSHINE COAST MUSEUM & ARCHIVES SOCIETY
2019 FINANCIAL POSITION - ACTUAL vs BUDGET Year to date October 31, 2019

| | Year to Oct 31 2019 | | | 2019 Annual Budget |
|---|---------------------|-------------------|------------------|-----------------------|
| | Actual | Budget | Variance | |
| REVENUE: | | | | |
| SCRD | \$ 87,138 | \$ 87,138 | \$ - 1 | \$ 87,137.75 |
| Grants incl. Federal CSJ & GST | \$ 5,494 | \$ 4,353 | \$ 1,141 | \$ 4,353.09 |
| Other Charities, Donations, & Gifts | \$ 19,503 | \$ 11,000 | \$ 8,503 2 | \$ 12,520.00 |
| Events, Fundraising, & Memberships | \$ 4,027 | \$ 5,275 | -\$ 1,248 | \$ 12,005.00 |
| Gift Shop Sales & Museum Services | \$ 5,303 | \$ 3,200 | \$ 2,103 | \$ 3,600.88 |
| Reinvested Interest Earned on Reserves | -\$ 863 | -\$ 600 | -\$ 263 | (-\$ 831.38) |
| Money transferred from Reserves | \$ 519 | \$ 7,300 | -\$ 6,781 3 | \$ 7,300.00 |
| TOTAL REVENUE | \$ 121,120 | \$ 117,666 | \$ 3,454 | \$ 126,085.34 |
| EXPENSES: | | | | |
| Conservation, Research, Restoration | \$ 21 | \$ 75 | -\$ 54 | \$ 75.00 |
| Exhibits & Displays | \$ 573 | \$ - | \$ 573 | \$ 1,500.00 |
| Other Supplies | \$ 256 | \$ 675 | -\$ 419 | \$ 800.00 |
| Computer Equipment, Maintenance, & Software | \$ 191 | \$ - | \$ 191 | \$ 100.00 |
| Courier, Delivery, & Freight | \$ 151 | \$ 500 | -\$ 349 | \$ 600.00 |
| Furnishings | \$ 107 | \$ - | \$ 107 | \$ 100.00 |
| Office Equipment, Repairs, & Supplies | \$ 1,407 | \$ 835 | \$ 571 | \$ 985.40 |
| General Operating | \$ 5,655 | \$ 5,873 | -\$ 218 | \$ 7,478.09 |
| Insurance | \$ 2,753 | \$ 3,102 | -\$ 349 | \$ 3,688.64 |
| Off-Site Storage Facility | \$ - | \$ - | \$ - | \$ 50.00 |
| Security & Essential Safety Services | \$ 2,356 | \$ 2,355 | \$ 1 | \$ 2,472.00 |
| Utilities - Hydro, Sewer/Water, Telephone | \$ 4,083 | \$ 6,683 | -\$ 2,600 | \$ 8,326.36 |
| Human Resources | \$ 66,474 | \$ 69,879 | -\$ 3,405 4 | \$ 87,436.36 |
| Fundraising | \$ 646 | \$ 980 | -\$ 334 | \$ 6,255.00 |
| Outreach/Public Programming | \$ 2,498 | \$ 3,544 | -\$ 1,046 | \$ 3,893.50 |
| Royalty Fee(s) Re: Trademark Agreements | \$ 100 | \$ - | \$ 100 | \$ - |
| Website Management & Internet | \$ 1,681 | \$ 1,452 | \$ 229 | \$ 1,868.80 |
| Education & Training | \$ 350 | \$ - | \$ 350 | \$ 385.00 |
| Travel & Accommodation | \$ 143 | \$ - | \$ 143 | \$ 110.00 |
| TOTAL EXPENSES | \$ 89,445 | \$ 95,952 | -\$ 6,507 | \$ 126,124.15 |
| NET Actual Capital Items & Special Projects | -\$ 2,600 | \$ - | -\$ 2,600 | \$ - |
| TOTAL REVENUES LESS EXPENSES | \$ 29,075 | \$ 21,713 | \$ 7,361 | (-\$ 38.81) |
| Capital Items & Special Projects | | | | |
| 0000 Museum School - Ongoing | \$ 453 | | | \$ 750.00 |
| 2019 Restoration- Trunk / FarrellCollection | -\$ 3,054 | | | \$ 3,800.00 |
| | -\$ 2,600 | | | \$ 4,550.00 |

- Notes**
1. 2019 SCRD grant received in full by Oct 31
 2. Includes \$7805 net proceeds from the sale of a donated truck.
 3. Special projects deferred to next year so funds not transferred.
 4. Assistant started mid Feb not January 1 as budgeted.

2020

| | 2020-2024 proposed financial plan | | | | | NOTES and ASSUMPTIONS |
|---|-----------------------------------|------------|------------|------------|------------|-----------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |
| REVENUE: | | | | | | |
| Local Government Request | | | | | | |
| SCRD | | | | | | |
| Total Request | | | | | | |
| Grants | | | | | | |
| Canada Summer Jobs - Summer Student | \$ 89,316 | \$ 89,316 | \$ 91,103 | \$ 92,925 | \$ 94,783 | \$ 96,679 |
| Other Federal & Provincial Grants | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| GST Paid out on Purchases Less Rebate | \$ 300 | \$ 300 | \$ 306 | \$ 312 | \$ 318 | \$ 325 |
| Sub Total Grants | \$ 6,100 | \$ 6,100 | \$ 6,222 | \$ 6,346 | \$ 6,473 | \$ 6,603 |
| Other Revenue | | | | | | |
| Other Charities, Donations, & Gifts | \$ 11,677 | \$ 11,677 | \$ 11,911 | \$ 12,149 | \$ 12,392 | \$ 12,640 |
| Events, Fundraising, & Memberships | \$ 10,928 | \$ 10,928 | \$ 11,147 | \$ 11,369 | \$ 11,597 | \$ 11,829 |
| Gift Shop Sales & Museum Services | \$ 6,438 | \$ 6,438 | \$ 6,567 | \$ 6,698 | \$ 6,832 | \$ 6,969 |
| Interest Earned on Reserves | \$ 875 | \$ 875 | \$ 211 | \$ 36 | \$ 36 | \$ 36 |
| Money transferred from Reserves | \$ - | \$ - | \$ 600 | \$ 800 | \$ 800 | \$ 900 |
| Sub Total Other Revenue | \$ 29,918 | \$ 29,918 | \$ 30,435 | \$ 31,053 | \$ 31,657 | \$ 32,373 |
| Total Revenue - Organization Generated | \$ 36,018 | \$ 36,018 | \$ 36,657 | \$ 37,399 | \$ 38,130 | \$ 38,976 |
| TOTAL REVENUE | \$ 125,334 | \$ 125,334 | \$ 127,760 | \$ 130,324 | \$ 132,913 | \$ 135,655 |

The 2020 SCRDR request assumes a 2.5% increase from 2019

We will continue to hire a summer student under the CSJ program

Plan is to make daily visitors more aware of donation box.

Receipted donations and memberships expected to increase slightly.

assumes reserves earn 1.75% on balance not expended on projects

2020-2024 proposed financial plan
NOTES and ASSUMPTIONS

| 2020 | 2020 | 2021 | 2022 | 2023 | 2024 | |
|---|--------------------|------------|------------|------------|------------|------------|
| Budget | \$ 2,020 | \$ 2,021 | \$ 2,022 | \$ 2,023 | \$ 2,024 | |
| 2020 | Financial Planning | | | | | |
| Budget | \$ 2,020 | \$ 2,021 | \$ 2,022 | \$ 2,023 | \$ 2,024 | |
| EXPENSES: | | | | | | |
| Materials & Supplies | | | | | | |
| Conservation, Research, Restoration | \$ 1,825 | \$ 1,825 | \$ 1,862 | \$ 1,899 | \$ 1,937 | \$ 1,975 |
| Exhibits & Displays | \$ 2,000 | \$ 2,000 | \$ 2,040 | \$ 2,081 | \$ 2,122 | \$ 2,165 |
| Other Supplies | \$ 550 | \$ 550 | \$ 561 | \$ 572 | \$ 584 | \$ 595 |
| Sub Total | \$ 4,375 | \$ 4,375 | \$ 4,463 | \$ 4,552 | \$ 4,643 | \$ 4,736 |
| Office / Equipment | | | | | | |
| Computer Equipment, Maintenance, & Software | \$ 102 | \$ 102 | \$ 104 | \$ 106 | \$ 108 | \$ 110 |
| Courier, Delivery, & Freight | \$ 182 | \$ 182 | \$ 186 | \$ 189 | \$ 193 | \$ 197 |
| Furnishings | \$ 102 | \$ 102 | \$ 104 | \$ 106 | \$ 108 | \$ 110 |
| Office Equipment, Repairs, & Supplies | \$ 990 | \$ 990 | \$ 1,010 | \$ 1,030 | \$ 1,051 | \$ 1,072 |
| Sub Total | \$ 1,376 | \$ 1,376 | \$ 1,404 | \$ 1,432 | \$ 1,460 | \$ 1,489 |
| Facility / Utilities | | | | | | |
| General Operating | \$ 8,253 | \$ 8,253 | \$ 8,418 | \$ 8,586 | \$ 8,758 | \$ 8,933 |
| Insurance | \$ 3,762 | \$ 3,762 | \$ 3,837 | \$ 3,914 | \$ 3,992 | \$ 4,072 |
| Off-Site Storage Facility | \$ 50 | \$ 50 | \$ 51 | \$ 52 | \$ 53 | \$ 54 |
| Security & Essential Safety Services | \$ 2,964 | \$ 2,964 | \$ 3,023 | \$ 3,084 | \$ 3,145 | \$ 3,208 |
| Utilities - Hydro, Sewer/Water, Telephone | \$ 8,187 | \$ 8,187 | \$ 8,351 | \$ 8,518 | \$ 8,688 | \$ 8,862 |
| Sub Total | \$ 23,216 | \$ 23,216 | \$ 23,680 | \$ 24,154 | \$ 24,637 | \$ 25,130 |
| Personnel | | | | | | |
| Human Resources | \$ 89,243 | \$ 89,243 | \$ 91,028 | \$ 92,848 | \$ 94,705 | \$ 96,599 |
| Other Expenses | | | | | | |
| Fundraising | \$ 821 | \$ 821 | \$ 837 | \$ 854 | \$ 871 | \$ 889 |
| Outreach/Public Programming | \$ 3,768 | \$ 3,768 | \$ 3,843 | \$ 3,920 | \$ 3,999 | \$ 4,079 |
| Royalty Fee(s) Re: Trademark Agreements | \$ 119 | \$ 119 | \$ 121 | \$ 124 | \$ 126 | \$ 129 |
| Website Management & Internet | \$ 1,906 | \$ 1,906 | \$ 1,944 | \$ 1,983 | \$ 2,023 | \$ 2,063 |
| Sub Total | \$ 6,614 | \$ 6,614 | \$ 6,746 | \$ 6,881 | \$ 7,019 | \$ 7,159 |
| Training / Development | | | | | | |
| Education & Training | \$ 350 | \$ 350 | \$ 357 | \$ 364 | \$ 371 | \$ 379 |
| Travel & Accommodation | \$ 110 | \$ 110 | \$ 112 | \$ 114 | \$ 117 | \$ 119 |
| Sub Total | \$ 460 | \$ 460 | \$ 469 | \$ 479 | \$ 488 | \$ 498 |
| TOTAL EXPENSES | \$ 125,284 | \$ 125,284 | \$ 127,790 | \$ 130,345 | \$ 132,952 | \$ 135,611 |
| TOTAL REVENUE LESS EXPENSES | \$ 50 | \$ 50 | \$ 30 | \$ 22 | \$ 39 | \$ 43 |

Cut back on essentials to meet budget target

Increase due to higher employer costs

Incl. Alarm Monitoring, Storage Security, Elevator Mtce., Fire Insp.
Overall increase in all utilities including Hydro and Water/Sewer

Includes payroll, benefits and 2% payroll cost increase

This year's expenses include a community Hallows Eve block party

Name of Organization
Date Created:
Revision Date:
Budget Planning Year:

Sunshine Coast Museum & Archives Society
11-Nov-2018
2020

| 2020-2024 proposed financial plan | | | | | | | NOTES and ASSUMPTIONS |
|--|--------------------|-----------|-----------|----------|----------|------|---|
| 2020 | 2020 | 2021 | 2022 | 2023 | 2024 | | |
| Budget | 2020 | 2021 | 2022 | 2023 | 2024 | | |
| 2020 | Financial Planning | | | | | | |
| Budget | \$ 2,020 | \$ 2,021 | \$ 2,022 | \$ 2,023 | \$ 2,024 | | |
| Special Projects - To Be done only if additional required revenue is generated to complete the project | | | | | | | |
| INCOME FOR CAPITAL ITEMS | | | | | | | |
| 2020 Upgrade offsite storage facility | \$ 19,093 | \$ 19,093 | | | | | Make containers useable for storage including hydro and shelving |
| 2020 Upgrade Artifact/Archive Storage Room | \$ 10,000 | \$ 10,000 | | | | | H-Vac Upgrade, shelving and conservation materials |
| INCOME FOR SPECIAL PROJECTS | | | | | | | |
| 0000 Museum School - Ongoing | \$ 750 | | | | | | Ongoing program to educate students about local history |
| 2020 Restoration - Trunk / Farrell Collection | \$ 3,800 | \$ 3,800 | | | | | Restore Trunk damaged in filming / Rehouse Farrell collection |
| 2020 Square Point of Sale Upgrade, w/Invento | \$ 2,000 | \$ 2,000 | | | | | Update Square POS system to simplify Gift Shop Sales for Volunteers |
| 2020 Square POS Upgrade - Contract Labour | \$ 1,040 | \$ 1,040 | | | | | Contract Labour to Set Up POS & Set Up Inventory Merchandise |
| 2020 Web Site Redevelopment | \$ 2,000 | \$ 2,000 | | | | | Redevelop Web Site and update old content with more current |
| 2021 Collection Preservation/Exhibit Upgrade | \$ 10,000 | \$ 10,000 | | | | | Exhibit upgrade & Collection preservation |
| 2022 Update Strategic Plan | \$ 5,000 | \$ 5,000 | | | | | Create strategic plan with meetings and consultations |
| RQRD INCOME: CAPITAL ITEMS/SPEC.PROJEC | \$ 53,683 | \$ 37,933 | \$ 10,000 | \$ 5,000 | \$ - | \$ - | |



Halfmoon Bay-Chatelech Community School Association
8086 Northwood Road
Halfmoon Bay, BC
V0N 1Y1

Sunshine Coast Regional District
Special Corporate and Administrative Services Committee
1975 Field Rd.
Sechelt, BC
V0N 3A1

November 15, 2019

Summary of Programs and Services

Halfmoon Bay – Chatelech Community School Association

Thank you for the opportunity to report a summary of our Association's programs and services and to present our request for 2020. We have received funding from the SCRD for over a decade to support Restorative Practices across School District #46 and have been receiving funding support for Halfmoon Bay Tween Nights for the last three consecutive years. We are most appreciative of your on-going confidence allowing us to work with school staff and community to continue to deliver these valuable programs.

We will begin with an overview of the programs our Association is involved in. We will also attach an outline of our Restorative Practices program, an outline of our Tween Night program and finally our current financial position, which includes our 2019/20 budget. Our main funders are CommunityLINK, the Ministry of Children & Family Development, the United Way and yourselves.

Through CommunityLINK funds we are able to provide a Community School Coordinator in both Halfmoon Bay Community Elementary and Chatelech Secondary. These Coordinators both work part-time (18 hours per week during the school year). The United Way has now funded us for the past three years to provide an increase in middle years coordinator time. In Halfmoon Bay our Coordinator has just begun a new contract with the Sunshine Coast Regional Economic Development Organization (SCREDO), to revitalize the Halfmoon Bay Information and Business Referral program (previously the Halfmoon Bay Information and Referral Centre). This program maintains a business list for Halfmoon Bay and will soon share that with the community through the Community School website and limited printed brochures. This program provides outreach to our local businesses, welcome packages to new residents and also hosts two annual Business and Entrepreneur events for our community.

Programs offered and or supported at Halfmoon Bay include bi-monthly Tween Nights, Kicks

for Kids, Student Leadership, Primary Literacy Club, Homework Club, Volunteer Readers, Fishing Club, Breakfast Program, Yearbook Club, Lunchtime Clubs, Family Book Club, support of school and community events, as well as the Fruit and Veggie Program. A new addition to our Student Leadership program is welcoming our Area Director Lori Pratt to some of our meetings. We appreciate and see value in her visits with our Leadership Team as it empowers our kids with knowledge and increases a sense of pride and responsibility in working in and nurturing their community.

Chatelech Secondary programs include a Breakfast and Hungry Kids Lunch Program, Fruit and Veggie Program, Robotics Club, Cool School (an afterschool program for students grades 7 to 12 offering experience in wood working, metal and automotive), Grade 7 Transition events, support of Shine On students in school activities ensuring an inclusive school environment, support of the Mentors in Violence Prevention Program, and other school events.

Our Association also does work with the early years population through a sub-contract with School District #46. This contract funds a 16-hour per week Family Support Navigator position (Sue Lamb) who is embedded in school district Family Resource Programs in Madeira Park, Sechelt and Gibsons. Sue works alongside Strongstart facilitators in all three communities to ensure parents of children (ages zero to five) can easily connect to services they need and feel a sense of belonging and welcoming in all our programs. As part of her Family Navigation role Sue co-facilitates Positive Discipline parenting classes and provides coaching to parents looking for new ways to approach parenting the early years.

Please see the attached Restorative Practices report and Halfmoon Bay Tween Night report as well as our association's financial statement indicating our current financial position and 2019/20 budget as requested.

We respectfully request continuation of our funding for Restorative Practices (\$10,000 annually) and Halfmoon Bay Tween Night (\$2,700 annually). We do not expect any cost of living increases and anticipate each annual budget to remain a constant in our financial plan for 2020-2024.

We expect our programming for 2020-2024 to remain similar to the programs described above.

We thank you for your continued support.

Sincerely,

Sue Lamb

Restorative Practices Coordinator

Wendy White

HMB Community School

Coordinator



Halfmoon Bay-Chatelech Community School Association
8086 Northwood Road
Halfmoon Bay, BC
V0N 1Y1

Sunshine Coast Regional District
Special Corporate and Administrative Services Committee
1975 Field Rd.
Sechelt, BC
V0N 3A1

November 15, 2019

Summary - Restorative Practices
Halfmoon Bay – Chatelech Community School Association

Once again I thank you on behalf of our Association for your continued support of Restorative Practices Initiatives in our community. Your steadfast commitment to funding this program over the past 15 years has resulted in many positive outcomes for children and families on the Sunshine Coast.

Restorative approaches are proven to increase the emotional literacy, resiliency and wellbeing of children, families and classrooms. It is evidence based, trauma informed, and effective in dealing with issues of mental health, inclusion and resolving conflict. It can be used in classrooms, with school staff, and with families. With the help of your funding over the past 15 years our Association has liaised with the Community Justice Program of the Sunshine Coast and School District #46 to bring training and skill development (through the use of Peace Circles and Positive Discipline, two proven restorative methodologies) to staff and parents of School District #46. Your support has been part of a bigger picture of moving towards new ways of addressing harm in our community, again we thank you.

Our Association works with two main trainers, Dr. Evelyn Zellerer, an internationally known facilitator and teacher of Peace Circles. Dr. Zellerer has a PHD in criminology and a passion for Restorative Justice. We also work with Sarah Joseph, a local certified Positive Discipline trainer who can train parents, parent facilitators, school staff and daycare providers. Sarah has a Masters in Social Work, with over a decade of experience teaching Positive Discipline locally and internationally. She is passionate about supporting families and building

community.

Since 2013 Dr. Zellerer has trained over 100 teachers, counselors, community school coordinators, education assistants and principals in Peace Circles. Peace Circles and the use of a talking piece enable all voices to be heard, encourage empathy, understanding, problem solving and respectful sharing of perspectives creating strong, caring classroom cultures built on inclusion and respect. Through additional funding from Civil Forfeiture we have been able to do several school wide initiatives that include classroom circles, strategic planning, team building and deeper communication. Last year your funds provided a district wide communication workshop, a strategic planning session, and a successful school wide visioning circle at Madeira Park Elementary. Dr. Zellerer also spent time with our district principals exploring circle practice and how it connects with other social emotional programs in our district.

Over the past several years through partnerships with School District #46, Ministry of Children and Families, Vancouver Coastal Health, and Sunshine Coast Community Schools we have been able to train over 300 parents in Positive Discipline parenting. Positive Discipline is used in over 60 countries including China, Africa, Brazil, France and Columbia. At the Positive Discipline Think Tank held in Seattle last July, Sarah Joseph and I heard many stories of its success in reducing domestic violence, calming children in war torn countries, and inspiring families to view parenting in a new way. Positive Discipline's principle's of mutual respect, creating a sense of belonging and significance, and seeing each other as capable is applicable at home, school and in the workplace. It empowers parents and children, as do Peace Circles, through real life experience and role-play which makes learning fun and community building. Comments from parents include; "I learned valuable life skills and parenting skills"; "the class made relationships with my kids and partner much more close and deeper"; "it provided tools for real life success".

Parenting classes continue through our School District #46's Early Learning and Family Resource Programs, we plan to deliver 7 Positive Discipline parent classes between September and June this year, our fall classes both ran at full capacity. All school counselors, special education staff, and education assistants have had the opportunity to be trained in Positive Discipline, as have several principals and classroom teachers.

Last year your funds contributed to two school wide Positive Discipline certifications, one at Halfmoon Bay Elementary, and the other at Cedar Grove. In September this year Roberts Creek Elementary hired Sarah to train their staff, presently there are three schools in our district interested in school wide certification.

We propose to spend this year's funds to contribute to two schools, using the expertise of Dr. Zellerer and Sarah Joseph to implement Peace Circles and Positive Discipline as part of their vision of creating safe, respectful learning environments. A third school will receive support through coordinator time and sharing of skills in the implementation of school wide Positive Discipline.

As shown below, your funds are split between training costs and coordinator time (four

hours per week, Sept to June). This year we ask to include a 3% (\$300) fee that would go towards ongoing general expenses of our Association such as accounting, payroll, bookkeeping, and insurance. In the past we have been able to cover these costs through other funding streams, which are no longer available to us.

Restorative Practices Funding 2019/20
Halfmoon Bay – Chatelech Community School Association

| | |
|--|-----------------|
| Grant received August 2019 | \$10,000.00 |
| Positive Discipline training (Langdale Elem) | \$1,500.00 |
| Peace Circle training (Kinnikinnick Elem) | \$3,600.00 |
| Coordinator wages | \$4,600.00 |
| Administration | <u>\$300.00</u> |
| Total | \$10,000.00 |

We would greatly appreciate your continued support of this initiative. If funded for the 2020/2021 school year our funds would be directed to continue the three-year initiative at Kinnikinnick Elementary which begins with Dr. Zellerer on January 6th this year.

Sincerely,

Sue Lamb
Restorative Practices Coordinator
Halfmoon Bay – Chatelech Community School Association
Halfmoon Bay, BC
V0N 1Y1



Sunshine Coast Regional District
Special Corporate and Administrative Services Committee
1975 Field Rd.
Sechelt, BC
V0N 3A1

November 15, 2019

Summary – Halfmoon Bay Tween Night

Halfmoon Bay – Chatelech Community School Association

Please except this letter of request on behalf of the Halfmoon Bay-Chatelech Community School Association for funding in the amount of \$2,700 to continue our Friday Night Tween Program that we run in Halfmoon Bay. Our Halfmoon Bay Tween Night program has made a huge impact in our community. The funding that the SCRD has granted us the last three consecutive years has enabled this program to double in frequency, have two supportive staff on site at all times and allow us to supply healthy meals and snack options as well as buy supplies to plan engaging activities for all participants.

In our rural setting there is not much for this age group to do and providing a structured program makes such an impact. Our twice a month program draws between 15 and 27 grades 5-7 students. We do have a need here in Halfmoon Bay for a recreational youth program that provides a social element, gives youth a sense of belonging and most importantly provides a safe place to be.

We run this program with 2 Safe Adults. Presently the SCRD Recreation Department employs one safe adult once a month to be paired with the Community School Coordinator who has been given additional hours to be the second safe adult or to be able to pay an honorarium to a qualified volunteer in their place. The addition of the Coordinator not only allows us to have more flexibility with numbers and age groups, but also gives vulnerable students safe school community connections outside of school time. New this year, we have invited a few high school students that are part of the Youth Initiative Program at Chatelech Secondary. They help us plan games and interact with the Grade 5-7s. This provides an opportunity for the high school students to gain experience working with youth and also a transition opportunity for youth to have a connection with students that attend their future high school. This is proving with be a very successful program addition.

Finally we are able to provide a healthy dinner and snacks supported by your funding and supplemented by the Halfmoon Bay portion of Community Link Funding where necessary so our youth leave with full bellies to begin their weekend. We can also provide more options to keep our children engaged in different activities including the following: movie nights, dance parties, crafting fun, outdoor adventure themes, sports tournaments, obstacle courses, scavenger hunts and

so much more. We want them leaving happy, full, tired and wanting more, which keeps our participant numbers consistent.

As shown below, your funds will be used for 13 sessions and split between wages (including coordinator time and responsible adult coverage), program supplies, food/drink and a 3% administration fee. This year we ask to include a 3% (\$81) fee that would go towards ongoing general expenses of our Association such as accounting, bookkeeping, and insurance. In the past we have been able to cover these costs through other funding streams, which are no longer available to us.

Tween Night Budget for 2019/20: \$2,700 (plus \$409 deferred funds) *based on 13 sessions:*

| | |
|-------------------|------------------------------|
| Wages: | \$1,200.00 |
| Admin Fee 3%: | \$81.00 |
| Program Supplies: | \$1,048.00 |
| Food/Drink: | \$780.00 |
| Total: | \$3,109.00 (\$2,700 + \$409) |

The program budget has been adjusted to incorporate last year's surplus however just to clarify, our ask of \$2,700.00 will sustain the program going forward, it may mean an alteration to the program supplies portion of the budget.

We anticipate the above Tween Night annual budget to remain a constant in our financial plan for 2020-2024. We do not anticipate any cost-of- living increases to this budget within the timeframe.

We would appreciate your continued support on an ongoing basis to help us deliver this valuable program. We truly believe there is a need here in Halfmoon Bay to keep our youth safe, connected and engaged in our community.

Thank you for all your support and consideration.

Sincerely,

Wendy White
HMB Community School Coordinator
Halfmoon Bay – Chatelech Community School Association

Halfmoon Bay - Chatelech Community School Association
July 1, 2019 - June 30, 2020 Budget

INCOME

| | | |
|---|-------|---------------------|
| GST Rebate | A | \$ 500.00 |
| Interest Income | B | 1,200.00 |
| Grant -Restorative Practices (SCRD) | C & I | 10,000.00 |
| Grant - Family Resource Program (SD46) | D & I | 23,000.00 |
| Grant - Tween Night (SCRD) | E & I | 2,700.00 |
| Grant - Tween Night (SCRD) - Deferred | E | 408.77 |
| Grant - SD#46 Community Link - CHAT | F | 19,583.00 |
| Grant - SD#46 Community Link - HMB | F | 19,583.00 |
| Grant - SD#46 Community Link CHAT- Deferred | F | 5,267.20 |
| Grant - SD#46 Community Link HMB -Deferred | F | 1,547.44 |
| Grant - United Way Regular | G | 7,500.00 |
| Grant - HMB Information & Business Referral (SCREDO) | H & I | 4,500.00 |
| Admin Funds - Family Resource Program Deferred (Apr-Jun 2019) | I | 500.00 |
| Admin Funds - Early Years #5 Deferred | I | 1,545.12 |
| Total Income | | \$ 97,834.53 |

EXPENSES

| | | |
|---|-----|----------------------|
| Amortization | n/a | \$ 250.00 |
| Dues and Fees - funded from savings | * | 350.00 |
| Insurance - funded from savings | * | 650.00 |
| Cool School and/or Arts Club-Chatelech *funded from savings account | * | 1,500.00 |
| Robotics - Chatelech *funded from savings account | * | 1,800.00 |
| Roots of Empathy - HMB *funded from savings account | * | 400.00 |
| Volunteer Recognition & Honorariums | A | 450.00 |
| Development and Training | B | 500.00 |
| Flex Fund Expenses | B | 400.00 |
| Restorative Practices Project Expense | C | 5,100.00 |
| Restorative Practices - Wages & Benefits | C | 4,600.00 |
| Wages & Benefits - Family Resource Program | D | 21,000.00 |
| Tween Night Program Expenses | E | 1,827.77 |
| Tween Night -Wages & Benefits | E | 1,200.00 |
| Community Link Exp - Chat Site Team Exp | F | 8,915.20 |
| Community Link Exp - HMB Site Team Exp | F | 5,545.44 |
| Community Link -Wages & Benefits | F | 31,170.00 |
| Website Design | F | 350.00 |
| United Way Regular -Wages & Benefits | G | 7,500.00 |
| Wages & Benefits - HMB Info & Business Referral | H | 3,365.00 |
| HMB Info & Business Referral Program Expense | H | 1,000.00 |
| Advertising and Promotion | I | 100.00 |
| Accounting and Legal | I | 1,400.00 |
| Office | I | 400.00 |
| Bank Charges | I | 24.00 |
| Wages & Benefits - Administrative & Payroll Duties | I | 1,787.12 |
| Wages & Benefits - Kinderspark | I | 600.00 |
| WCB | I | 250.00 |
| Total Expenses | | \$ 102,434.53 |
| NET INCOME (LOSS) | | -\$ 4,600.00 |

SUMMARY OF DEFICIT

| | | |
|--|-------|---------------------|
| Cool School &/or Arts Club -Chatelech *funded from savings account | * | -\$ 1,500.00 |
| Robotics - Chatelech *funded from savings account | * | - 1,800.00 |
| Roots of Empathy - HMB *funded from savings account | * | - 400.00 |
| Dues & Fees *funded from savings account | * | - 350.00 |
| Insurance *funded from savings account | * | - 650.00 |
| Amortization *non cash transaction | n/a | - 250.00 |
| Excess GST Rebate & Interest Income unallocated | A & B | 350.00 |
| Total Deficit | | -\$ 4,600.00 |

Halfmoon Bay-Chatelech Community School

Profit & Loss Statement

July 1, 2019 - October 31, 2019

Income

YTD ACTUAL \$

| | | |
|---|----|-----------|
| Interest Income | \$ | 44.68 |
| Restorative Practices (SCRD) - Current | | 10,000.00 |
| Tween Night , HMB (SCRD) - Current | | 2,700.00 |
| Tween Night, HMB (SCRD) - Deferred Funds | | 408.77 |
| SD#46 Community Link Grant | | 7,834.00 |
| SD#46 Community Link Grant- Deferred | | 6,814.64 |
| Early Year 5 - Admin Fees (deferred) | | 1,545.12 |
| United Way Grant - Regular | | 1,467.19 |
| Family Resource Program Grant (SD46) | | 7,000.00 |
| Family Resource Program Admin Fees | | 2,000.00 |
| HMB Info & Business Referral Grant (SCREDO) | | 1,100.00 |
| Total Income | \$ | 40,914.40 |

Expenses

| | | |
|--|----|-----------|
| Bank Charges | \$ | 4.00 |
| Office | | 136.94 |
| Insurance | | 590.00 |
| Development & Training | | 105.00 |
| Wages & Benefits - Administration | | 59.04 |
| Wages & Benefits - HMB Info & Business Referral | | 462.44 |
| Wages & Benefits - United Way | | 1,468.59 |
| Wages & Benefits - Family Resource Program | | 6,080.39 |
| Wages & Benefits - EY5 Adjustment | - | 262.50 |
| Restorative Practices -Program Expenses | | 46.65 |
| Restorative Practices -Wages & Benefits | | 764.43 |
| Tween Night - Program Expenses | | 124.45 |
| Tween Night - Wages & Benefits | | 66.66 |
| Chatelech Site Team Expense | | 398.73 |
| Halfmoon Bay Site Team Expense | | 685.16 |
| Community School Coordinators - Wages & Benefits | | 7,133.57 |
| Total Expenses | \$ | 17,863.55 |

Net Profit (Loss)

\$

23,050.85

| | | |
|--|----|----------|
| <u>Tween Night</u> | F | |
| Tween Current Grant | | 2,700.00 |
| Less Admin Fee Portion 3% | - | 81.00 |
| Tween Income from 2018 y/end deferred | | 408.77 |
| | \$ | 3,027.77 |
| | | |
| Tween Night -Wages | | 1,200.00 |
| Tween Night - Program Expense - current | | 1,419.00 |
| Tween Night - Program Expense - excess from Deferred Rev 2019 yend | | 408.77 |
| | \$ | 3,027.77 |

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee

AUTHOR: Francine Clohosey, PHCSS manager Submitted: Nov 15, 2019

SUBJECT: **2020 R1 BUDGET PROPOSAL FROM PENDER HARBOUR COMMUNITY SCHOOL SOCIETY**

SPECIAL PROJECT REQUEST:
PENDER HARBOUR / AREA A: COMMUNITY RECREATION PROGRAM

RECOMMENDATION(S)

THAT the report titled 2020 R1 Budget Proposal for Pender Harbour Community School Society – Special Project Request: COMMUNITY RECREATION PROGRAM be received.

DISCUSSION

2020 R1 Budget Proposal for Special Project

| | | |
|---|---|---|
| 1 | Function Number & Project Name: | Function # 670 Pender Harbour / Area A: Community Recreation Program |
| | 2020 Funding requested: | \$40,000 |
| | Summary of programs & services to be offered in 2020: | <p>Provide a full range of recreational, educational and social programs for all residents of Pender Harbour/Area A.</p> <p>Plan, research, develop and implement programs and activities, responding to the community's recreational, social and lifelong learning needs and interests.</p> <p>Working in partnership with other community organizations, offer and support a wide variety of programs for various ages and interest groups.</p> <p>Examples of programs and activities we will offer in 2020 include:</p> |

| | |
|--|--|
| | <ul style="list-style-type: none"> ~ Cooking Classes for Adults ~ Cooking Classes for Kids ~ CFSC & Conservation & Outdoor Rec Certification ~ Pickleball & sports nights ~ FoodSafe Certification ~ Literacy Crawl ~ Emergency First Aid, AED training ~ Narcan & Opioid info sessions ~ Open House for community ~ Non-profit workshop & presentation ~ Babysitter & Stay Safe Course ~ Fishing Club ~ Kinder Soccer ~ Kids Art Classes ~ Kids Garden Club ~ Movie Nights for Kids & Families ~ Facepainting at community events <p>Ongoing quarterly reports will demonstrate deliverables.</p> <p>In 2020, we estimate 470 participants taking part in 5,000 hours of activities.</p> |
| <p><i>Summary of assumptions for 2020:</i></p> | <p>Working in partnership with other community organizations ensures efficient use of resources across all organizations and allows us to address gaps in services and activities for the whole community.</p> <p>Some of the groups we network with include: PH Aquatic & Fitness Centre, Seniors Initiative, Harbourside Friendship, Pender Harbour Health Centre, Women's Connection, Schools, PH Living Heritage, SCRD Recreation, SCCSS Child Care Resource & Referral, and Volunteer Tax Service.</p> |

Pender Harbour Community School Society

Community Recreation Program ~ Area A

Income & Expenses ~ JANUARY 1 to OCTOBER 31, 2019

with 2019 budget

and 2020 proposed budget

| | January 1 to October 31, 2019 | 2019 Program Budget | 2020 Proposed Budget |
|--|----------------------------------|---------------------------|----------------------------|
| INCOME: | | | |
| SCRD Recreation Grant | 40,000.00 | 40,000.00 | 40,000.00 |
| Program revenues | 10,626.05 | 12,000.00 | 14,000.00 |
| Total Income | 50,626.05 | 52,000.00 | 54,000.00 |
| EXPENSES: | | | |
| People costs | | | |
| REC Coordination | 17,767.89 | 21,700.00 | 22,850.00 |
| REC Facilitation | 14,230.00 | 15,500.00 | 16,000.00 |
| Accounting/financial | 1,283.75 | 1,500.00 | 1,500.00 |
| Total people costs | 33,181.64 | 38,700.00 | 40,350.00 |
| Program & Admin costs | | | |
| Program Materials & Supplies | 3,259.45 | 3,325.00 | 3,400.00 |
| Program Venue Rentals | 1,509.75 | 1,700.00 | 1,700.00 |
| Advertising / promotion | 3,547.26 | 3,300.00 | 3,300.00 |
| Insurance | 1,700.00 | 1,700.00 | 1,800.00 |
| Membership & ProD | 286.35 | 525.00 | 600.00 |
| Office supplies & postage | 593.97 | 650.00 | 650.00 |
| Telephone & internet | 539.61 | 600.00 | 600.00 |
| Technical & maintenance | 399.00 | 575.00 | 575.00 |
| Travel / mileage | 664.15 | 500.00 | 600.00 |
| WCB expense | 426.05 | 425.00 | 425.00 |
| Total program & admin costs | 12,625.59 | 13,300.00 | 13,650.00 |
| Total Expenses | 46,207.23 | 52,000.00 | 54,000.00 |

Remaining balance for Nov-Dec 2019 4,418.82

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – November 2019

AUTHOR: Francine Clohosey, PHCSS Manager

SUBJECT: 2020 R1 BUDGET PROPOSAL FOR PENDER HARBOUR COMMUNITY SCHOOL SOCIETY
SPECIAL PROJECT REQUEST: **PENDER HARBOUR YOUTH PROGRAM**

RECOMMENDATION(S)

THAT the report titled 2020 R1 Budget Proposal for Pender Harbour Community School Society – Special Project Request be received.

DISCUSSION

2020 R1 Budget Proposal for Special Project

| | | |
|---|------------------------------------|---|
| 1 | Function Number – Project Name: | Function # 670 PENDER HARBOUR YOUTH PROGRAM Youth Restitution & Youth Drop-in Activities |
| | 2020 Funding requested: | \$10,000 |
| | Rational / Service Impacts: | <p>Coordinate the Youth Restitution Program in conjunction with SC RCMP and BC Youth Justice Service Restitution Program to provide supervision and guidance, direct support, education and referrals to youth and community members involved.</p> <p>Assistance in completion of Community Service hours is key to dispute resolution. Examples of youth involvement coordination include:</p> <ul style="list-style-type: none">✓ Volunteering at community events✓ Assisting seniors with yard work✓ Help with bottle drive and bake sale fundraisers✓ Taking part in community clean up events✓ Connecting youth with adult and peer mentors✓ Attending workshops/meetings (e.g., Sechelt Indian Band workshops) and participating in SCCSS Counseling Programs |

| | | |
|--|--------------------|---|
| | | <p>Also, provide a variety of Youth Drop-in Activities to offer an outlet for youth to gather in a safe and supportive environment, such as:</p> <ul style="list-style-type: none"> ✓ Sport nights 2-3 times a week throughout the school year ✓ Summer Activity Days at Local Recreation Sites (e.g., Hotel Lake, Dan Bosch Park and Catharine Lake) ✓ Summer outdoor sports for families and youth ✓ Movie & pizza nights and summer activities in Egmont ✓ Supervision at school dances ✓ Participation in workshops in partnership with other youth resource services (i.e., VCMH, Sechelt Indian Band Youth Services and Pender Harbour Health Clinic) ✓ Support community initiatives (e.g., Community Club Youth Group, Pender Harbour Community Church Youth Group and Summer Camp, Pender Harbour McCreary Youth Group, Pender Harbour Youth Collective) <p>In 2020, the anticipated number of youth supported will be between 20-22 individuals with approximately 365 hours of overall support provided.</p> |
| | Savings Potential: | <p>Utilizing the BC Provincial Restorative Justice service delivery template (also used by the RCMP and SD46) aids in consistency and effectiveness.</p> <p>Utilizing community facilities (such as the Harbour Learning Centre, schools, Lions Park, Egmont Community Hall, Madeira Park Community Hall, and our local recreation sites were the youth naturally congregate) ensures facilities are used fully.</p> <p>Working closely with other people and agencies (school principals, teachers, local business owners, probation officers, community organizations) ensures expertise is accessed efficiently.</p> <p>Proven reduction in crime, and an increased in sense of belonging in community.</p> |

Pender Harbour Youth Program

Income & Expenses for the period Jan 1 to Oct 31, 2019

with 2019 & 2020 Budget

| | <i>Jan-Oct 2019</i> | <i>2019 BUDGET</i> | | <i>2020 BUDGET</i> |
|----------------------------------|-------------------------|------------------------|--|------------------------|
| Income | | | | |
| Sunshine Coast Regional District | 10,000.00 | 10,000.00 | | 10,000.00 |
| | | | | |
| Expenses | | | | |
| Coordinator: Restitution | 4,416.00 | 5,700.00 | | 5,700.00 |
| Coordinator: Youth Drop-in | 2,608.00 | 3,000.00 | | 3,000.00 |
| Program materials | 583.69 | 500.00 | | 500.00 |
| Travel/mileage | 675.00 | 800.00 | | 800.00 |
| | | | | |
| Total expenses | 8,282.69 | 10,000.00 | | 10,000.00 |
| | | | | |
| <i>Remaining budget for 2019</i> | <i>1,717.31</i> | | | |



November 15, 2019

Sunshine Coast Regional District
1975 Field Rd, Sechelt, BC V0N 3A1

Attention: Tina Perrault, SCRD Board of Directors

Re: 2020 Sechelt Youth Centre Request for Funding

Dear Ms. Perrault and Directors of the Board,

Please find attached documentation to support our request for continued funding through 2020 in the amount of \$35,000 for the Sechelt Youth Centre.

Attached documents include:

- 2018-19 Program Budget Actual for the Sechelt Youth Centre
- 2019-24 Program Projected vs Actual Budget (Includes current financial position, as well projections through to 2024).
- A Summary of 2018-19 Programs and Services at the Sechelt Youth Centre

Further to your request for information, the attached description of existing programs and services will continue into 2020-21, with the following additions:

- We are using the carry forward from 2018-19 to provide staff training opportunities and increase staff capacity, and offered a youth facilitated 'Transition' Program for Young Women going into Grade 8 at Chatelech.
- We will be extending program hours to include All Age Tuesdays, from 2:30pm to 5:30pm.
- We will be offering skills based opportunities aimed at students who will be leaving home to teach basic cooking skills, shopping on a budget, and food literacy.
- Staff are forging relationships with newly hired SIGD Youth Assistants, and strengthening relationships with Youth Outreach Workers, and are doing more outreach at the high school and Alternative School programs.

Thank you for your consideration, and willingness to support our children and youth in Sechelt and area.

Sincerely,

A handwritten signature in black ink, appearing to read "Ted Chisholm", with a long horizontal line extending to the right.

Ted Chisholm
Sechelt Community Schools Coordinator
E-mail: secheltcommunityschools@gmail.com
Phone: 604 989-5365

\$35,000 SECHELT YOUTH CENTRE BUDGET 2018-19

Sechelt Community Schools Society

Projected vs Actual Revenues & Expenses for the year ending June 30, 2019

| | Projected | Actual | Variance |
|--|--------------|--------------|----------|
| Revenues | | | |
| <i>Sunshine Coast Regional District</i> | 35000 | 35000 | 100% |
| Other | | | |
| Direct Access Gaming | 5500 | 5500 | 100% |
| Total Income | <u>40500</u> | <u>40500</u> | 100% |
| Expenses | | | |
| <i>Wages and MERCS</i> | 24812 | 20744 | 84% |
| <i>Wages and MERCS supervision and payroll</i> | 3000 | 3000 | 100% |
| <i>Program Materials</i> | 1388 | 3592 | 259% |
| Program Materials - Direct Access | 4000 | 3928 | 98% |
| Insurance/Accounting | 800 | 800 | 100% |
| Facility Costs | | | |
| Rent | 5000 | 4904 | 98% |
| Rent - Direct Access | 1500 | 1500 | 100% |
| Total Expenses | <u>40500</u> | <u>38468</u> | 95% |
| Surplus (Deficit) | 0 | 2032 | |

Description:

Wages include:

Direct Service: 2 staff to supervise youth drop in programming on Wednesday and Friday afternoons from 3pm to 6pm, and Tweens drop in programming on Thursdays 2:30pm to 5:30pm. Youth Drop-In is free, and open to participants aged 13 to 18. Due to medical leaves, Centre did not open for August, first two weeks of September, and youth days were staffed below capacity for periods of fall and winter, resulting in staffing dollar surplus.

Planning Time: Six hours for the Youth Centre Supervisor, monthly staff meeting time for 2 staff in addition to YC Supervisor

SCS Administration time: coordinator and payroll time relating to program (hiring, staff meetings, reporting, grant writing, payroll)

Program Materials - budgeted minimum amount for food, program supplies. This year we took advantage of staffing surplus to purchase new computers for the centre, and replace equipment.

Direct Access: grant specifically for food, art supplies, jewellery making equipment, and equipment repair and replacement, in consultation with participants

\$35,000 SECHELT YOUTH CENTRE BUDGET 2019-24

Sechelt Community Schools Society

Projected vs Actual Revenues & Expenses for the year ending June 30, 2020

| | Projected | Actual (To Nov 13) | Variance |
|--|-----------|-----------------------|----------|
| Revenues | | | |
| <i>Sunshine Coast Regional District</i> | 37032* | 37032 | 100% |
| Other | | | |
| Direct Access Gaming | 5500 | 5500 | 100% |
| Total Income | 42532 | 42532 | 100% |
| Expenses | | | |
| <i>Wages and MERCS</i> | 27732 | 5849 | 21% |
| <i>Wages and MERCS supervision and payroll</i> | 3000 | 3000 | 100% |
| <i>Program Materials</i> | 500 | 202 | 40% |
| Program Materials - Direct Access | 4000 | 993 | 25% |
| Insurance/Accounting | 800 | 0 | 0% |
| Facility Costs | | | |
| Rent | 5000 | | 0% |
| Rent - Direct Access | 1500 | | 0% |
| Total Expenses | 42532 | 10044 | 24% |
| Surplus (Deficit) | 0 | 32488 | |

Description:

* **Revenue** includes \$2032 carry forward from previous fiscal, to be used for staff training, Girls Transition Program, and additional service hours on Tuesdays, starting Nov. 12

Wages include:

Direct Service: 2 staff to supervise youth drop in programming on Wednesday and Friday afternoons from 3pm to 6pm, Tweens drop in programming on Thursdays 2:30pm to 5:30pm. Youth Drop-In is free, and open to participants aged 13 to 18, and All Ages Tuesday.

Staff Training: including High Five Principles of Healthy Childhood Development and Mental Health First Aid for People Working with Youth.

Planning Time: Six hours for the Youth Centre Supervisor

Program Materials - budgeted minimum amount for food, program supplies.

Direct Access: grant specifically for food, art supplies, jewellery making equipment, and equipment repair and replacement, in consultation with participants



Community Programs and Initiatives (Excerpt from 2018-19 SCS Annual Report)

Sechelt Youth Centre Tween Program

The SCRd funds the Monday and Thursday afternoon drop in program which includes cooking and baking, art, cooperative games, pool, air hockey, foosball and gaming/ computer time, in a safe, inclusive, environment supervised by two youth workers. Regular games of capture the flag or manhunt took place on school grounds or at the Rockwood, and basketball, volleyball, and dodgeball were popular in the gym.

Tweens in Grades 5 to 8 from KES, WSES, Ecole du Pacifique, HMB, and DBES attended the program from the first two weeks of July, and September through to June, including one week at Christmas and Spring Break. The program is an important transition for preteens who have outgrown licensed after school care, want to develop more independence and autonomy, but still require supervision, and a healthy outlet for their energy.

Participation in our Tweens program decreased slightly, down 19% from 2017-18.

SYC Youth Programming

Youth programming was aimed at creating a more casual drop in atmosphere, with cooking included as an essential element each day. Youth generally were looking for a space to relax, talk, eat, surf the web, make art, and play pool, although gym time and games like dodgeball were popular.

Youth days were scheduled for Wednesdays and Fridays each week, 3pm to 6pm.

The summer period was again a problem for the SYC programs, as staff often find other jobs during the closure and do not return. As a result, we did not open in the two August weeks prior to school start up, and the Coordinator was required to fill in on Tween days through the first two months of the school year. Three new staff were hired, bringing a range of skills from fabric arts to cooking. Both Tweens and Youth were provided with opportunities for weaving, knitting toques, felting, silk-screening and fabric dyeing, as well as greater opportunities to bake and cook, with participants being encouraged to bring in recipes to try. Plans to open on Tuesdays were put on hold until staffing was solidified, and then delayed indefinitely as the Sechelt Library started a Tuesday Tween Drop In.

Program Attendance SYC

| | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | TOTAL |
|---------------|----------|-----|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| Tweens | 3 | | 72 | 120 | 104 | 107 | 104 | 94 | 88 | 105 | 89 | 93 | 979 |
| Youth | 1 | | 19 | 23 | 19 | 22 | 15 | 17 | 20 | 31 | 42 | 43 | 252 |
| Total | 4 | | 91 | 143 | 123 | 129 | 119 | 111 | 108 | 136 | 131 | 136 | 1231 |



November 15, 2019

Sunshine Coast Regional District
1975 Field Rd, Sechelt, BC V0N 3A1

Attention: Tina Perrault, SCRD Board of Directors

Re: 2020 Grant In Aid Request for Funding

Dear Ms. Perrault and Directors of the Board,

Please find attached documentation to support our request for continued Grant in Aid funding through 2020 in the amount of \$10,000 to support Tweens programming at the Sechelt Youth Centre.

Attached documents include:

- 2018-19 Program Budget Actual for the Grant In Aid
- 2019-24 Program Projected vs Actual Budget (Includes current financial position, as well projections through to 2024).

In the interest of saving paper, please see the Sechelt Youth Centre description of programs and services accompanying our SYC funding request.

Thank you for your consideration, and willingness to support our children and youth in Sechelt and area.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted Chisholm", with a long horizontal line extending from the end of the signature.

Ted Chisholm
Sechelt Community Schools Coordinator
E-mail: secheltcommunityschools@gmail.com
Phone: 604 989-5365

\$10,000 GRANT IN AID BUDGET 2018-19

Sechelt Community Schools Society

Projected vs Actual Revenues & Expenses for the year ending June 30, 2019

| | Projected | Actual | Variance |
|----------------------------------|------------------|---------------|-----------------|
| Revenues | | | |
| Sunshine Coast Regional District | 10000 | 10000 | 100% |
| Total Income | 10000 | 10000 | 100% |
| Expenses | | | |
| Wages and MERCS | 9505 | 9505 | 100% |
| Program Materials | 495 | 495 | 100% |
| Total Expenses | 10000 | 10000 | 100% |
| Surplus (Deficit) | | | |
| | 0 | 0 | |

Description:

The Grant In Aid is used to fund a free Tween Drop In program at the SYC on Mondays from 2:30pm to 5:30 pm for pre-teens and teens aged 10 to 13.

Wages cover 2 staff working for 4 hours, 2 hours of planning time weekly for the Youth Centre Supervisor, and monthly staff meetings.

Program Materials includes food, sports equipment, and program materials, that are utilized in conjunction with other SYC programming.

\$10,000 GRANT IN AID BUDGET 2019-24

Sechelt Community Schools Society

Projected vs Actual Revenues & Expenses for the year ending June 30, 2020

| | Projected | Actual (To Nov 13) | Variance |
|----------------------------------|------------------|-------------------------------|-----------------|
| Revenues | | | |
| Sunshine Coast Regional District | 10000 | 10000 | 100% |
| Total Income | 10000 | 10000 | 100% |
| Expenses | | | |
| Wages and MERCS | 10000 | 2462 | 25% |
| Total Expenses | 10000 | 2462 | 25% |
| <hr/> | | | |
| Surplus (Deficit) | 0 | 7,538 | |

Description:

The Grant In Aid is used to fund a free Tween Drop In program at the SYC on Mondays from 2:30pm to 5:30 pm for pre-teens and teens aged 10 to 13.

Wages cover 2 staff working for 4 hours, monthly staff meetings (all staff), and contribute to p hours for the Youth Centre Supervisor.

Roberts Creek Community School
NIGHTS ALIVE Youth drop in program.
Report to the Sunshine Coast Regional District
November 8, 2019.



Description of the Nights Alive Program that will be provided for 2020:

- Teen/tween drop in program every Friday night, 5:00 – 8:00 pm except for SD46 Pro D days, summer and holidays.
- The program will be in the Roberts Creek Community School Gym with some outings.
- The target age range 11 – 14.
- No attendance fees will be charged.
- Three- four staff will always be on duty.
- Activities provided this year have expanded to appeal to a wide range of interests and will include:
 - Music & Coffee Houses
 - Cooperative Games
 - Organized Sports
 - Beach Gatherings
 - Art and Cooking Activities
 - Special Guests
 - Storytelling & Theatre Games
- Youth will participate in the program design.
- There will be free, nutritious food available.
- Policies and procedures for the programme are in place.
- This year, all staff will benefit from High Five Training.
- At least one First Aid-trained staff member is present at all times.
- An incident record book is kept on site.
- The Sunshine Coast Youth Outreach team regularly visits the program.
- Staff work closely with community school coordinators, school staff and administration to support students as needed.

Benefits of the programme:

- Program provides an emotionally and physically safe space for youth to regularly socialize and participate in activities.
- Staff members are excellent role models who build strong relationships with youth.
- Nights Alive Coordinator has vast experience organizing programming and working with youth, including youth at risk.
- The programme leverages the work of the S.C. Youth Outreach Team – it is a venue where the outreach workers can connect with youth that need support.

| RCCS Budget 2019-2020 | Other Programs | Nights Alive | 2019-2020 Total RCCS Society |
|--|-----------------------|---------------------|---|
| Revenue | | | |
| SCRD funding - NA | | 10,000 | 10,000 |
| SCRD funding for Garden - Grants in Aid | 3,000 | | 3,000 |
| Accessible Garden Funds - Received | 17,000 | | 17,000 |
| RCCS Contingency Funds | 1,500 | | 1,500 |
| Roots of Empathy: PAC's & donations | 4,800 | | 4,800 |
| Community LINK | 37,410 | 1,750 | 39,160 |
| United Way of the Lower Mainland | 8,000 | | 8,000 |
| ASSAI Funding | 15,380 | | 15,380 |
| Total Revenues | \$87,090 | \$11,750 | \$98,840 |
| Expenses | | | |
| Accounting & Legal (Professional fees) | 2,500 | | 2,500 |
| Advertising & Promotion | 250 | 50 | 300 |
| Automotive & travel | 500 | | 500 |
| Insurance Liability/directors | 600 | | 600 |
| Insurance | 3,000 | | 3,000 |
| Bank charges & Interest | 150 | | 150 |
| Garden materials, supplies | 18,000 | | 18,000 |
| Licenses & Fees | 300 | | 300 |
| Material & Office Supplies | 1,000 | | 1,000 |
| Printing expense | 150 | 50 | 200 |
| Program Expenses & Equipment rental | 1,300 | 1,000 | 2,300 |
| Rent (School/SD 46) | - | | - |
| Repairs & Maintenance | 550 | 50 | 600 |
| Telephone & communications. | 1,200 | | 1,200 |
| Training & Development | 840 | 500 | 1,340 |
| Kinderspark program x 2 | 1,600 | | 1,600 |
| ROE Licensing Fees - \$500 x 5 programs | 2,500 | | 2,500 |
| ROE Supplies | 250 | | 250 |
| Sub contractors - Nights Alive | - 1,500 | 9,000 | 7,500 |
| Sub contractors - ROE instructors | 3,000 | | 3,000 |
| Sub contractor - Office | - | | - |
| Sub-Contractor - after school program | 1,000 | | 1,000 |
| Salary- Woodin (includes taxes, CPWBC) | 15,000 | | 15,000 |
| Coordinator (includes taxes, CPP, EI, WBC) | 34,900 | 1,100 | 36,000 |
| Total Expenses | \$87,090 | \$11,750 | \$98,840 |
| Surplus/Deficit | \$0 | \$0 | \$0 |

| | |
|-----------------------|--|
| Name of Organization | Roberts Creek Community School Society |
| Date Created: | November 5 2019 |
| Revision Date: | |
| Budget Planning Year: | 2020 (July 1 2019-June 30 2020) |
| Year to Date: | June 30 2019 |

| Budget | Actuals to | 2018/19 | | % Variance | Financial Planning | | | | | |
|--------|------------|---------|----------|------------|--------------------|------|------|------|------|--------|
| 2020 | Jun-19 | Budget | Variance | Budget | 2021 | 2022 | 2023 | 2024 | 2025 | NOTES: |

REVENUE:

| | | | | | | | | | | |
|-------------------------------|--------------|--------------|--------------|------|----|--------------|--------------|--------------|--------------|--------------|
| Local Government Request | | | | | | | | | | |
| SCRD | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ - | 0% | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 10,500.00 |
| Budget Proposal (if required) | | | | \$ - | | | | | | |
| - | | | | \$ - | | | | | | |
| - | | | | \$ - | | | | | | |
| - | | | | \$ - | | | | | | |
| Total Request | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ - | 0% | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 10,500.00 |

| | | | | | | | | | | |
|------------------|------|------|------|------|--|------|------|------|------|------|
| Grants | | | | | | | | | | |
| - | | | | \$ - | | | | | | |
| - | | | | \$ - | | | | | | |
| Sub Total Grants | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |

| | | | | | | | | | | |
|--------------------------------|-------------|-----------|-------------|-----------|-----|-------------|-------------|-------------|-------------|-------------|
| Other Revenue | | | | | | | | | | |
| Roberts Creek Community School | \$ 1,750.00 | \$ 600.00 | \$ 1,248.00 | \$ 502.00 | 29% | \$ 1,975.00 | \$ 2,204.50 | \$ 2,438.59 | \$ 2,677.36 | \$ 2,420.91 |
| - | | | | \$ - | | | | | | |
| - | | | | \$ - | | | | | | |
| Sub Total Other | \$ 1,750.00 | \$ 600.00 | \$ 1,248.00 | \$ 502.00 | 29% | \$ 1,975.00 | \$ 2,204.50 | \$ 2,438.59 | \$ 2,677.36 | \$ 2,420.91 |

| | | | | | | | | | | |
|--|--------------|--------------|--------------|-----------|-----|--------------|--------------|--------------|--------------|--------------|
| Previous Year (Deficit) / Surplus | | | | | | | | | | |
| Total Revenue - Organization Generated | \$ 1,750.00 | \$ 600.00 | \$ 1,248.00 | \$ 502.00 | 29% | \$ 1,975.00 | \$ 2,204.50 | \$ 2,438.59 | \$ 2,677.36 | \$ 2,420.91 |
| TOTAL REVENUE | \$ 11,750.00 | \$ 10,600.00 | \$ 11,248.00 | \$ 502.00 | 4% | \$ 11,975.00 | \$ 12,204.50 | \$ 12,438.59 | \$ 12,677.36 | \$ 12,920.91 |

| 2018/19 | Acutals to | 2018/19 | | % Variance | Financial Planning | | | | | |
|---------|------------|---------|----------|------------|--------------------|------|------|------|------|--|
| Budget | Jun-19 | Budget | Variance | 2018/19 | 2021 | 2022 | 2023 | 2024 | 2025 | |

EXPENSES:

| | | | | | | | | | | |
|--|-------------|-----------|-----------|------------|------|-------------|-------------|-------------|-------------|-------------|
| Materials and Supplies | | | | | | | | | | |
| Equipment (balls, repairs, rackets etc.) | \$ 250.00 | \$ 250.00 | \$ 400.00 | -\$ 150.00 | -60% | \$ 255.00 | \$ 260.10 | \$ 265.30 | \$ 270.61 | \$ 276.02 |
| Snacks | \$ 750.00 | \$ 650.00 | \$ 300.00 | \$ 450.00 | 60% | \$ 765.00 | \$ 780.30 | \$ 795.91 | \$ 811.82 | \$ 828.06 |
| - | | | | \$ - | | | | | | |
| - | | | | \$ - | | | | | | |
| Sub Total | \$ 1,000.00 | \$ 900.00 | \$ 700.00 | \$ 300.00 | 30% | \$ 1,020.00 | \$ 1,040.40 | \$ 1,061.21 | \$ 1,082.43 | \$ 1,104.08 |

| | | | | | | | | | | |
|-------------------------|-------------|-------------|-------------|------------|-------|-------------|-------------|-------------|-------------|-------------|
| Office / Equipment | | | | | | | | | | |
| Advertising & promotion | \$ 50.00 | \$ 50.00 | \$ 300.00 | -\$ 250.00 | -500% | \$ 51.00 | \$ 52.02 | \$ 53.06 | \$ 54.12 | \$ 55.20 |
| Administration | \$ 1,100.00 | \$ 1,100.00 | \$ 750.00 | \$ 350.00 | 32% | \$ 1,122.00 | \$ 1,144.44 | \$ 1,167.33 | \$ 1,190.68 | \$ 1,214.49 |
| Printing | \$ 50.00 | \$ 50.00 | \$ 50.00 | \$ - | 0% | \$ 51.00 | \$ 52.02 | \$ 53.06 | \$ 54.12 | \$ 55.20 |
| - | | | | \$ - | | | | | | |
| Sub Total | \$ 1,200.00 | \$ 1,200.00 | \$ 1,100.00 | \$ 100.00 | 8% | \$ 1,224.00 | \$ 1,248.48 | \$ 1,273.45 | \$ 1,298.92 | \$ 1,324.90 |

| | | | | | | | | | | |
|-----------------------|----------|------|----------|-----------|------|----------|----------|----------|----------|----------|
| Facilty / Utilities | | | | | | | | | | |
| Repairs & maintenance | \$ 50.00 | \$ - | \$ 80.00 | -\$ 30.00 | -60% | \$ 51.00 | \$ 52.02 | \$ 53.06 | \$ 54.12 | \$ 55.20 |

| | | | | | | | | | | | | | | | | | | | | |
|------------------------------|----|------------|----|-----------|----|-----------|-----|------------|---------|------|-----------|--------------------|-----------|------|-----------|------|-----------|------|-----------|---|
| - | | | | \$ | - | | | | | | | | | | | | | | | |
| - | | | | \$ | - | | | | | | | | | | | | | | | |
| - | | | | \$ | - | | | | | | | | | | | | | | | |
| Sub Total | \$ | 50.00 | \$ | - | \$ | 80.00 | -\$ | 30.00 | -60% | \$ | 51.00 | \$ | 52.02 | \$ | 53.06 | \$ | 54.12 | \$ | 55.20 | |
| Personnel | | | | | | | | | | | | | | | | | | | | |
| Mangement & supervision | \$ | 2,000.00 | \$ | 2,000.00 | \$ | 2,068.00 | -\$ | 68.00 | -3% | \$ | 2,040.00 | \$ | 2,080.80 | \$ | 2,122.42 | \$ | 2,164.86 | \$ | 2,208.16 | |
| Staff wages | \$ | 7,000.00 | \$ | 6,500.00 | \$ | 7,000.00 | \$ | - | 0% | \$ | 7,140.00 | \$ | 7,282.80 | \$ | 7,428.46 | \$ | 7,577.03 | \$ | 7,728.57 | |
| - | | | | \$ | - | | | | | | | | | | | | | | | |
| Sub Total | \$ | 9,000.00 | \$ | 8,500.00 | \$ | 9,068.00 | -\$ | 68.00 | -1% | \$ | 9,180.00 | \$ | 9,363.60 | \$ | 9,550.87 | \$ | 9,741.89 | \$ | 9,936.73 | |
| Other Expenses | | | | | | | | | | | | | | | | | | | | |
| - | | | | \$ | - | | | | | | | | | | | | | | | |
| - | | | | \$ | - | | | | | | | | | | | | | | | |
| - | | | | \$ | - | | | | | | | | | | | | | | | |
| - | | | | \$ | - | | | | | | | | | | | | | | | |
| Sub Total | \$ | - | \$ | - | \$ | - | \$ | - | | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | |
| Training / Development | | | | | | | | | | | | | | | | | | | | |
| Staff training | \$ | 500.00 | | | \$ | 300.00 | \$ | 200.00 | 40% | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 | New this year: High Five Training offered to all NA staff |
| - | | | | | | | \$ | - | | | | | | | | | | | | |
| - | | | | | | | \$ | - | | | | | | | | | | | | |
| - | | | | | | | \$ | - | | | | | | | | | | | | |
| Sub Total | \$ | 500.00 | \$ | - | \$ | 300.00 | \$ | 200.00 | 40% | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 | |
| TOTAL EXPENSES | | | | | | | | | | | | | | | | | | | | |
| | \$ | 11,750.00 | \$ | 10,600.00 | \$ | 11,248.00 | \$ | 502.00 | 4% | \$ | 11,975.00 | \$ | 12,204.50 | \$ | 12,438.59 | \$ | 12,677.36 | \$ | 12,920.91 | |
| CAPITAL REQUIREMENT | | | | | | | | | | | | | | | | | | | | |
| Budget | | Acutals to | | 2018/19 | | Variance | | % Variance | | 2021 | | Financial Planning | | 2023 | | 2024 | | 2025 | | |
| Budget | | Jun-19 | | Budget | | | | Budget | | | | | | | | | | | | |
| Purchases: | | | | | | | | | | | | | | | | | | | | |
| - | | | | | \$ | - | | #DIV/0! | | | | | | | | | | | | |
| - | | | | | \$ | - | | #DIV/0! | | | | | | | | | | | | |
| Subtotal Purchased | \$ | - | \$ | - | \$ | - | \$ | - | #DIV/0! | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | |
| Proposed Exenditures: | | | | | | | | | | | | | | | | | | | | |
| - | | | | | \$ | - | | #DIV/0! | | | | | | | | | | | | |
| - | | | | | \$ | - | | #DIV/0! | | | | | | | | | | | | |
| Sub Total Proposed | \$ | - | \$ | - | \$ | - | \$ | - | #DIV/0! | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | |
| TOTAL CAPITAL | \$ | - | \$ | - | \$ | - | \$ | - | #DIV/0! | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | |
| TOTAL COMMITTED EXPENDITURES | | | | | | | | | | | | | | | | | | | | |
| | \$ | 11,750.00 | \$ | 10,600.00 | \$ | 11,248.00 | \$ | 502.00 | 4% | \$ | 11,975.00 | \$ | 12,204.50 | \$ | 12,438.59 | \$ | 12,677.36 | \$ | 12,920.91 | |
| LESS PROPOSED EXPENDITURES | \$ | - | \$ | - | \$ | - | \$ | - | #DIV/0! | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | |
| LESS ORGANIZATION REVENUE | \$ | 1,750.00 | \$ | 600.00 | \$ | 1,248.00 | \$ | 502.00 | 29% | \$ | 1,975.00 | \$ | 2,204.50 | \$ | 2,438.59 | \$ | 2,677.36 | \$ | 2,420.91 | |
| TOTAL TAX REQUISITION | \$ | 10,000.00 | \$ | 10,000.00 | \$ | 10,000.00 | \$ | - | 0% | \$ | 10,000.00 | \$ | 10,000.00 | \$ | 10,000.00 | \$ | 10,000.00 | \$ | 10,500.00 | |



PO Box 308
Madeira Park, BC V0N 2H0
Phone: 604-883-2764
FAX: 604-883-2780
phhc@dccnet.com

November 15, 2019

Tina Perrault
Treasurer
Sunshine Coast Regional District
1975 Field Road.
Sechelt, BC
V0N 3A1

Dear Tina:

Attached please find our budget submission for the 2020-2021 fiscal year. We have provided:

- An overview of the current 2019-2020 facility operations budget and projections with respect to surplus/deficit. In the format requested...2019 budget, 2019 year to date actuals, extrapolations to fiscal year end and 2020-2021 budget (Attachment A)
- Fiscal year 2020-2021 proposed financial plan (budget) identifying operational resources being requested from the SCRD under the Pender Harbour Health Centre Amendment Bylaw 1003.1, 2002. (Attachment B)
- Fiscal year 2020-2021 capital improvement projects and resources being requested from SCRD under the Pender Harbour Health Centre Amendment bylaw 1003.1, 2002. **We are requesting capital improvement support for a secure vehicle storage for the new handicap accessible vehicle we are receiving in early 2020.**
- Our board approved budget for 2019- 2020; historical SCRD operational funding; historical capital project funding; the five year operational funding projection. Attachment (C)
- A brief overview of the services and programs that will be delivered in 2020. Attachment (D)

Operational funding

Fiscal 2020 -2021 will be year one after the three year catchup program we presented to the SCRD board in 2016. We are tracking quite well to that program. For 2019-2020 we received a base grant of \$134,040 an \$8,000 increase. That is very much appreciated. For 2019-2020 we are managing all discretionary expenses and delaying expenditures where ever possible. We expect that our expenses will be **\$147,786** against our submitted 2017-2018 budget of **\$143,313**. This is an unfavorable variance of **(\$4,472)** to planned budget and will result in a deficit of **(\$13,746)** after applying our operating grant.

We continue to seek ways to reduce costs in all areas, but have experienced overruns in 1) advertising and promotion due to extensive recruiting needs (\$2,518) 2) increased garbage/hazardous waste disposal from multiple facility renovations (\$2,952). 3) office & and small assets for computers for new hires (\$1,714). We anticipate these areas will come down again this coming year.

Grounds maintenance has been favorable by \$1,420 and repair & maintenance costs have been favorable by \$788 through deferment and delay where possible.

In grant funding for 2020- 2021 we are requesting an increase of **\$8,000** from **\$134,040** to **\$142,040**. This increase reflects creepage in overall operating costs and **new** operational expenses that we will incur starting in 2020 with the acquisition of a handicap vehicle for transporting seniors. We have raised the necessary capital (please see comments under Capital Projects) but will need help with the annual operational and insurance costs which we have budgeted at \$5000. A baseline of **\$142,040** will enable PHHC to hold the gap between operational expenses versus grant funding and result in a projected deficit of **(\$8,424)**. See five year operational funding projection, attachment (C)

Capital Projects (Schedule C)

We have two key capital projects in 2019-2020.

1) We have been able to acquire a handicap accessible vehicle to enable transportation for seniors to medical appointments and also provide ability for isolated seniors to engage in multiple community seniors focused activities and programs focused on "aging in place" and overall health and wellness. We have successfully raised the capital for this project through a grant from the Sunshine Coast Community Foundation (SCCF (\$40,000) and a generous private donor (25,000). We will not need assistance from SCRD on the capital acquisition costs for the vehicle.

2) We are requesting **\$20,000** in capital improvement funding for the building of secure vehicle storage for the newly acquired handicap vehicle which will be stored on the Health Centre property. We will be seeking quotes for this project in January.

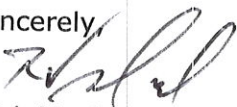
We have deferred replacing the carpeting in the main lobby this year. This project is deferred indefinitely pending firming up of facility expansion planning. We received a capital grant against this project in 2018 and will make a formal request for the funds when we start the project.

Additional information

The board is engaged in the strategic planning for future expansion of the Health Centre on the adjoining property, which was acquired in 2016. The expansion will focus on identified needs from the 2018 community needs survey in the areas of primary care, increased seniors care and increased community partnering. The board is engaging with key stakeholders at the community, municipal and regional governments, the health authority, and provincial/federals level to develop the expansion plan. This is a long term undertaking and it is anticipated that a formal presentation to SCRD on the expansion will done prior to fiscal 2021-2022 planning period.

We have completed the third year three of our three year catch up plan to reduce our annual operational deficit and we have made good progress against targets. New operational expenses for the handicap vehicle service are the major impact to our costs going forward. We will continue to experience a deficit which impacts our ability to cover other much needed training, medical equipment and preventative health care programs. The Health Centre funds these initiatives through fund raising and community support. We recognize overall funding remains tight and any additional assistance and support for our operating budget is appreciated. Please call or e-mail me if you require any further information or would like to discuss the application.

Sincerely,



Rick MacDonald
PHHC Administrator

CC Leonard Lee
SCRD Director,
Area "A" - Pender Harbour/Egmont

Pender Harbour & District Health Centre**CURRENT FISCAL YEAR 2019-20**

| | SCRD BUDGET 2019-20 | PHHC ACTUAL YEAR TO DATE Sep 30 2019 | PROJECTED YEAR END TO 3/31/20 | DIFFERENCE | SCRD BUDGET 2020-21 |
|------------------------------------|---------------------------|--|-------------------------------------|-----------------|---------------------------|
| Administration Cost | \$ 25,950 | \$ 12,975 | \$ 25,950 | \$ - | \$ 26,339 |
| Advertising & Promotion | 5,728 | 5,382 | 8,246 | 2,518 | 5,814 |
| Garbage & Hazardous Waste Disposal | 2,455 | 4,153 | 5,380 | 2,925 | 2,492 |
| Professional Fees | 7,082 | 6,507 | 7,082 | 0 | 7,188 |
| Grounds Maintenance | 5,290 | 1,225 | 3,870 | -1,420 | 5,369 |
| Insurance | 7,763 | 5,838 | 7,763 | 0 | 7,880 |
| Janitor Contract & Expenses | 25,544 | 12,172 | 24,944 | -600 | 25,927 |
| Office & Small Asset Purchases | 7,795 | 5,612 | 9,509 | 1,714 | 7,912 |
| Postage | 674 | 195 | 532 | -142 | 684 |
| Repair & Maintenance | 28,019 | 11,721 | 27,231 | -788 | 28,439 |
| Phone/Fax/Internet | 6,926 | 3,913 | 7,376 | 450 | 7,030 |
| Utilities | 15,855 | 7,675 | 15,855 | 0 | 16,093 |
| Vehicle- Handicaped | 0 | 0 | 0 | 0 | 5,000 |
| GST | 4,233 | 1,931 | 4,048 | -185 | 4,297 |
| TOTAL BUDGET | \$ 143,314 | \$ 79,300 | \$ 147,786 | \$ 4,472 | \$ 150,463 |
| COMMITTED GRANT | \$ 134,040 | | \$ 134,040 | | \$ 142,040 Request |
| PLANNED DEFICIT | \$ 9,274 | | \$ 13,746 | | \$ 8,424 |

Pender Harbour & District Health Centre

PROPOSAL FOR THE 2020 -21 FISCAL YEAR

| | | |
|------------------------------------|-----------------|----------------|
| Administration Cost | \$ | 26,339 |
| Advertising & Promotion | | 5,814 |
| Garbage & Hazardous Waste Disposal | | 2,492 |
| Professional Fees | | 7,188 |
| Grounds Maintenance | | 5,369 |
| Insurance | | 7,880 |
| Janitor Contract & Expenses | | 25,927 |
| Office & Small Asset Purchases | | 7,912 |
| Postage | | 684 |
| Repair & Maintenance | | 28,439 |
| Phone/Fax/Internet | | 7,030 |
| Utilities | | 16,093 |
| Vehicle -Handicapped | | 5,000 |
| GST | | 4,297 |
| | TOTAL \$ | 150,463 |

REQUESTED GRANT: \$ 142,040

Anticipated Deficit: -\$ 8,423

PENDER HARBOUR & DISTRICT HEALTH CENTRE**2019 - 2020 BUDGET****DESIGNATED REVENUE**

| | | |
|-----------------------------------|-----------|----------------|
| VCH Contract | \$ | 289,392 |
| SCRD Grant | | 134,040 |
| Tenant Income | | 76,632 |
| Seniors Health Diabetes | | 31,211 |
| Harbourside Friendships | | 19,800 |
| Pender Harbour Seniors Initiative | | 36,859 |
| TOTALS | \$ | 587,934 |

NON DESIGNATED FUNDS

| | | |
|---------------------------|-----------|----------------|
| Donations & Bequests | | 35,000 |
| Membership | | 600 |
| Auxiliary | | 60,000 |
| Interest Income | | 3,500 |
| Endowment Fund Interest | | 12,700 |
| Tray Fees/Private Medical | | 0 |
| TOTALS | \$ | 111,800 |

| | | |
|----------------------|-----------|----------------|
| TOTAL REVENUE | \$ | 699,734 |
|----------------------|-----------|----------------|

MEDICAL EXPENSES

| | | |
|---------------------------|-----------|----------------|
| Courier | \$ | 7,600 |
| Delivery / Fuel Surcharge | | 1,100 |
| Medical Supplies | | 23,000 |
| Office Expenses | | 10,000 |
| Home Care Mileage | | 5,500 |
| Staff Development | | 6,500 |
| Wages & Benefits | | 269,359 |
| TOTALS | \$ | 323,059 |

PHHC PROGRAMS

| | | |
|---|----|--------|
| Harbourside Friendships, Aux. Support | \$ | 3,000 |
| Harbourside Friendships Program | | 19,100 |
| Pender Harbour Seniors Initiative Program | | 36,859 |
| Better at Home Program | | 300 |
| Hospice/Bereavement Programs | | 300 |
| Chronic Conditions / Cardiac Wellness | | 3,000 |
| Palliative On Call | | 1,000 |
| Women's Wellness/ NP Support | | 6,000 |
| Youth Clinic | | 5,500 |
| Seniors Health -Diabetes | | 31,211 |
| PHSI Support | | 1,000 |

| | |
|---------------------------------|-------------------|
| Additional Staff Development | 12,000 |
| Emergency Prep/Response Program | 500 |
| General Program Support | 7,550 |
| TOTALS | \$ 127,320 |

OPERATIONAL EXPENSES & SPECIAL PROJECTS

| | |
|--|-------------------|
| Administration Costs | \$ 125,673 |
| Advertising & Publicity | 10,000 |
| Garbage | 3,000 |
| Hazardous Waste Disposal | 900 |
| Grounds Maintenance | 3,000 |
| Community Garden | 600 |
| Insurance | 12,500 |
| Janitor Contract | 22,900 |
| Janitorial Supplies | 4,200 |
| Office Exp, Supplies, Security, Dues, Fees | 10,000 |
| Postage | 630 |
| Mortgage Interest Payment, Property Tax | 7,300 |
| Legal, Accounting, Bank Charges | 7,750 |
| Repairs & Maintenance | 20,546 |
| Phone/Fax/Internet | 7,560 |
| Utilities | 20,500 |
| TOTALS | \$ 257,059 |

| | |
|-----------------------|-------------------|
| TOTAL EXPENSES | \$ 707,438 |
|-----------------------|-------------------|

| | |
|-------------------------------|------------------|
| NET OPERATIONAL INCOME | -\$ 7,704 |
|-------------------------------|------------------|

CASH FLOW

| | |
|-------------------------------------|-----------|
| Cash Flow From Operating Activities | -\$ 7,704 |
| GST Recoverable | 2,000 |
| Capital Items | -27,300 |
| Special Projects | 18,000 |
| Other? | -2,000 |

| | |
|---------------------------|-------------------|
| ACTUAL USE OF CASH | -\$ 17,004 |
|---------------------------|-------------------|

DETAIL RE: CAPITAL ITEMS AND SPECIAL PROJECTS

| | |
|--------------------------------|------------------|
| Medical Equipment (Capital) | \$ 15,300 |
| Building Improvement- Flooring | 12,000 |
| EMR Transition (Special) | TBD |
| Parking (Special) | 2,000 |
| TOTALS | \$ 29,300 |

Restricted funds are indicated by red font



A Leader in Community Health Care

MISSION

*To provide quality health care and
respond
to health related needs in a
respectful and caring manner*

5066 Francis Peninsula Road
PO Box 308
Madeira Park, BC, V0N 2H0
Phone: (604) 883-2764
Fax: (604) 883-2780
E-mail: phhc@dccnet.com

www.penderharbourhealth.com

PENDER HARBOUR HEALTH CENTRE - OVERVIEW

Since opening in 1976 the Health Centre has received two major expansions. The first expansion was completed in 1996 and more than doubled overall space, allowing for increased services of other health professionals to be made available to the community. This expansion also provided some tenant rental income to help support our financial needs. The final expansion was completed in December 2006 and the Health Centre now encompasses approximately 7,500 square feet.

Our services include four major areas: Nursing Services, Doctors' Services, Dental Services and Specialists' Services.

NURSING SERVICES

Ambulatory Care, including:

ECG, wound care, IV therapy, Holter monitors

Lab Services

Home Care / Palliative Care

Additional Health Centre Programs:

- Adult Day Care
- Women's Wellness
- Health & Chronic Education Programs
- Harbourside Friendships
- Diabetes Program
- RN & Dietitian
- Bereavement and Palliative Support
- Wellness Days
- Seniors Initiative
- Youth Clinic
- Social Worker

HEALTH CARE PROFESSIONALS

Hours vary by practitioner

Details at www.penderharbourhealth.com

Physicians (604) 883-2344

Dental Services (604) 883-2997

Chiropractor

Dr. Alderson (604) 883-2764

Dr. Dickson (604) 980-4538

Public Health Nurse (604) 883-2764

Mental Health

Adult (604) 883-2764

Psychiatrist (604) 885-6101

Foot Care (604) 740-2890

Rheumatologist (604) 875-6815

Nurse Practitioner (604) 883-2764

Registered Massage Therapists

Brigit Cogrossi (604) 741-1202

Ellen Luchkow (778) 888-2012

Tara Crosby

From: John L. Rathbone <phhcfm@dccnet.com>
Sent: Thursday, November 14, 2019 2:39 PM
To: Tina Perreault; Tara Crosby
Cc: Rick MacDonald
Subject: RE: PHHC annual financial statement
Attachments: PHHC-minutes 2019 AGM.docx; PHDHCS March 31 2019 FS Approved.pdf

Hello Tina and Tara:

In keeping with requirements of our grant, please find attached the Pender Harbour & District Health Centre Society's annual financial statement and minutes of our AGM on September 22. I've held off sending the to you until the Board of Trustees elected their executive.

President – Alan Stewart alanstewart@royalpage.ca
Vice President – Marilyn Duggan marlyd@telus.net
Treasurer – Doug Cameron banditsky1@gmail.com
Secretary – open

As always, please do not hesitate to contact either myself or our administrator, Rick MacDonald if you have questions.

Regards,

John L. Rathbone
Finance and Administration Manager
Pender Harbour Health Centre
P.O. Box 308
5066 Francis Peninsula Road
Madeira Park, B.C. V0N 2H0
Canada
Phone: 604-883-2764
Email: phhcfm@dccnet.com

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**Pender Harbour & District Health Centre
Annual General Meeting, Minutes
September 22, 2019
1:00 p.m.**

Trustees Present:

Marilyn Duggan
Linda Szabados
Les Falk
Doug Cameron

Gary Strong
Alan Skelley
Linda Pearson
Alan Stewart

1. Call to order – Alan Skelley
2. Confirmation of a quorum present - 18 members and 2 guests. Current membership is 97.
3. Approval of the agenda as circulated - **by consensus.**
4. Reading of the 2018 AGM minutes – Linda Szabados Motion to adopt the minutes of the 2018 AGM. Moved by Rose Everett; seconded by Karen MacDonald.
Carried
5. Business arising out of the minutes: None
6. Reports:
 - a) **President's Report – Alan Skelley.** Alan recognized the strengths of the Health Centre, the Bargain Barn and the community and overviewed the year's key activities. Alan advised that Rick MacDonald will be retiring after 12 years at the end of the year and thanked him for his service. Motion to file the President's report as read. Moved by Rosemary Bonderud; seconded by Sharon Halford. **Carried**
 - b) **Treasurer – Doug Cameron.** Doug asked Richard Wilson of the Coast Group to present the year end financial review and the financial review engagement report. Motion to accept the year end financial review as presented. Motion by Marilyn Duggan; seconded by Gary Strong. **Carried** Motion to accept the financial review engagement report. Moved by Linda Szabados; seconded by Rose Everett. **Carried**

- c) **Administrator's Report – Rick MacDonald.** In closing Rick said that his 12 years at the Health Centre have been an awesome experience and a great pleasure to have had the opportunity to give back. Motion to accept the report as presented. Moved by Rosemary Bonderud; seconded by Gary Strong **Carried**
- d) **Nursing Report- Susan Nattall.** Motion to accept nurses report as presented. Moved by Linda Pearson; seconded by Sharon Halford. **Carried**
- e) **Auxiliary Report – Lorna Young.** Lorna advised the auxiliary had a record year and a cheque was presented to PHHC in the amount of \$45,000. Motion to accept the auxiliary report as presented. Moved by Les Falk; Alan Stewart. **Carried**
7. New business: Alan Skelley provided a brief overview of board planning activity and continuing activities to explore potential options for future expansion. Key activities include the Community Power Point presentation that will be shared with the community. Three goals will guide the Board in exploring expansion.
1. That any expansion to facilities and programs must be affordable and make sense financially.
 2. That the community will be kept informed of plans as we move ahead.
 3. That come what may, the independence and community base of our Health Centre will be preserved. .
8. Election of Trustees – Allan Stewart
- | | |
|---------------------------|----------------------------|
| Nominees for re-election: | Les Falk - 3 year term |
| | Alan Skelley - 3 year term |
| Standing for election: | Pia Sillem - 3 year term |
- All elected by acclamation.
9. Appointment of auditors – Doug Cameron. Motion to retain the Coast Group as the external accountants. Moved by Rick MacDonald; seconded by Linda Szabados. **Carried**
10. Special Recognitions – Alan Skelley
- Special recognition of Linda Szabados for her exceptional service to the board of PHHC over 3 full terms.
 - 10 year service recognition for Kym Harris
11. Meeting adjourned at 2:40 pm, followed by refreshments.

Pender Harbour & District Health Centre Society

Financial Statements

(Unaudited)

March 31, 2019

Pender Harbour & District Health Centre Society
Table of Contents

(Unaudited)

March 31, 2019

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| Statement of Operations and Changes in Fund Balances | 4 |
| Statement of Cash Flows | 5 |
| Notes to the Financial Statements | 6 - 11 |

Independent Practitioner's Review Engagement Report

To the members of Pender Harbour & District Health Centre Society

We have reviewed the accompanying financial statements of Pender Harbour & District Health Centre Society, which comprise the statement of financial position as at March 31, 2019, and the statement of operations and changes in fund balances and statement of cash flows for the year, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Practitioner's Responsibility

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

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

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

Conclusion

Based on our review nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Pender Harbour & District Health Centre Society as at March 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

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

Crowe MacKay LLP

Sechelt, British Columbia
August 19, 2019

Chartered Professional Accountants


Pender Harbour & District Health Centre Society
Statement of Financial Position

(Unaudited)

| March 31 | General Fund | Capital Fund | March 31, 2019 | March 31, 2018 |
|--|-------------------|---------------------|---------------------|---------------------|
| Assets | | | | |
| Current | | | | |
| Cash | \$ 170,955 | \$ - | \$ 170,955 | \$ 123,002 |
| Marketable securities (Note 4) | 2,444 | - | 2,444 | 2,297 |
| Term deposits (Note 4) | 306,858 | - | 306,858 | 186,858 |
| Accounts receivable | 7,043 | - | 7,043 | 1,044 |
| GST recoverable | 1,622 | - | 1,622 | 1,934 |
| Prepaid expenses | 13,044 | - | 13,044 | 10,299 |
| | 501,966 | - | 501,966 | 325,434 |
| Externally restricted cash (Note 3) | 6,280 | 4,690 | 10,970 | 10,858 |
| Tangible capital assets (Note 5) | - | 1,281,824 | 1,281,824 | 1,290,754 |
| Deposit receivable | 2,500 | - | 2,500 | 2,500 |
| | \$ 510,746 | \$ 1,286,514 | \$ 1,797,260 | \$ 1,629,546 |
| Liabilities | | | | |
| Current | | | | |
| Accounts payable and accrued liabilities | \$ 54,758 | \$ - | \$ 54,758 | \$ 35,340 |
| Deferred contributions (Note 6) | 267,544 | 59,660 | 327,204 | 136,878 |
| | 322,302 | 59,660 | 381,962 | 172,218 |
| Long-term debt (Note 7) | - | 179,475 | 179,475 | 179,475 |
| | 322,302 | 239,135 | 561,437 | 351,693 |
| Fund Balances | | | | |
| Unrestricted | (14,239) | - | (14,239) | 14,220 |
| Internally restricted (Note 8) | 202,683 | - | 202,683 | 202,566 |
| Invested in capital assets | - | 1,047,379 | 1,047,379 | 1,061,067 |
| | 188,444 | 1,047,379 | 1,235,823 | 1,277,853 |
| | \$ 510,746 | \$ 1,286,514 | \$ 1,797,260 | \$ 1,629,546 |

Approved on behalf of the Board of Directors:

Director 

Director 

Pender Harbour & District Health Centre Society
Statement of Operations and Changes in Fund Balances

(Unaudited)

| For the year ended March 31 | General Fund | Capital Fund | 2019 | 2018 |
|--|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | |
| Donations (Note 11) | \$ 105,279 | \$ 891 | \$ 106,170 | \$ 93,767 |
| VCHA Contract | 283,700 | - | 283,700 | 278,324 |
| Membership and miscellaneous | 425 | - | 425 | 470 |
| Grants | 70,508 | 2,050 | 72,558 | 65,367 |
| Rentals and fees | 78,710 | - | 78,710 | 83,145 |
| Interest income | 7,694 | - | 7,694 | 4,817 |
| Operating allowance | 127,862 | - | 127,862 | 120,574 |
| | 674,178 | 2,941 | 677,119 | 646,464 |
| Expenditures | | | | |
| Advertising and promotion | 12,298 | - | 12,298 | 6,992 |
| Amortization | - | 41,633 | 41,633 | 40,519 |
| Accounting and legal | 6,434 | - | 6,434 | 6,138 |
| Courier | 7,512 | - | 7,512 | 8,063 |
| Insurance | 12,027 | - | 12,027 | 11,685 |
| Interest on long-term debt | - | 6,059 | 6,059 | 5,969 |
| Medical supplies | 22,827 | - | 22,827 | 22,212 |
| Office | 23,765 | - | 23,765 | 16,998 |
| Property taxes | 998 | - | 998 | 1,047 |
| Repairs and maintenance | 55,719 | - | 55,719 | 57,114 |
| Program costs | 68,450 | - | 68,450 | 55,827 |
| Survey costs | - | - | - | 16,475 |
| Telephone | 7,675 | - | 7,675 | 8,075 |
| Training | 3,909 | - | 3,909 | 7,313 |
| Utilities | 18,563 | - | 18,563 | 20,279 |
| Wages and benefits (Note 13) | 427,427 | - | 427,427 | 420,882 |
| | 667,604 | 47,692 | 715,296 | 705,588 |
| Other expenses | | | | |
| Endowment gift (Note 9) | 4,000 | - | 4,000 | - |
| Fair market value adjustment of marketable securities | (147) | - | (147) | 418 |
| Excess (deficiency) of revenues over expenditures | | | | |
| | 2,721 | (44,751) | (42,030) | (59,542) |
| Fund balances, beginning of year | 216,786 | 1,061,067 | 1,277,853 | 1,337,395 |
| Interfund transfer (Note 10) | (31,063) | 31,063 | - | - |
| Fund balances, end of year | \$ 188,444 | \$ 1,047,379 | \$ 1,235,823 | \$ 1,277,853 |

Pender Harbour & District Health Centre Society
Statement of Cash Flows

(Unaudited)

| For the year ended March 31 | 2019 | 2018 |
|---|-------------------|-------------------|
| Operating activities | | |
| Excess (deficiency) of revenues over expenditures | \$ (42,030) | \$ (59,542) |
| Adjustments for | | |
| Amortization | 41,633 | 40,519 |
| Total adjustments | 41,633 | 40,519 |
| | (397) | (19,023) |
| Change in non-cash working capital items | | |
| Marketable securities | (147) | 418 |
| Accounts receivable | (5,999) | 5,530 |
| Sales taxes recoverable | 312 | (563) |
| Accounts payable and accrued liabilities | 19,418 | 1,506 |
| Deferred contributions | 190,326 | 15,459 |
| Prepaid expenses | (2,745) | (587) |
| | 200,768 | 2,740 |
| Investing activities | | |
| Purchase of tangible capital assets | (32,703) | (21,251) |
| Increase (decrease) in term deposits | (120,000) | (11,858) |
| Increase in restricted cash | (112) | (159) |
| | (152,815) | (33,268) |
| Increase (decrease) in cash | 47,953 | (30,528) |
| Cash, beginning of year | 123,002 | 153,530 |
| Cash, end of year | \$ 170,955 | \$ 123,002 |

Pender Harbour & District Health Centre Society
Notes to the Financial Statements

March 31, 2019

(Unaudited)

1. Nature of operations

Pender Harbour & District Health Centre Society is incorporated under the Society Act of British Columbia as a non-profit organization and has transitioned to the new Societies Act of BC, and is a registered charity under the Income Tax Act. The Society's major activity is operating the local community health centre in Madeira Park, BC.

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

(a) Cash equivalents

Cash equivalents consist of short term investments with an initial maturity of three months or less.

(b) Financial instruments

(i) Measurement of financial instruments

The Society initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

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

Financial assets measured at amortized cost include cash, externally restricted cash, term deposits and accounts receivable.

Financial assets measured at fair market value include marketable securities.

Financial liabilities measured at amortized cost include accounts payable, accrued liabilities and long term debt.

(ii) Impairment

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

- ♦ the present value of the cash flows expected to be generated by the asset or group of assets;

Pender Harbour & District Health Centre Society
Notes to the Financial Statements

March 31, 2019

(Unaudited)

2. Significant accounting policies, continued

- ♦ the amount that could be realized by selling the assets or group of assets;
- ♦ the net realizable value of any collateral held to secure repayment of the assets or group of assets.

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

(c) Fund accounting

The Society follows fund accounting principles. The General Fund accounts for the Society's general operations of operating the community health centre. The Capital Fund reports the assets, liabilities, revenues and expenses related to the Society's capital assets.

(d) Revenue recognition

The Society follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted contributions for future expenses are recognized as revenue in the year in which the related expenditures are incurred. Restricted contributions for the purchase of capital assets are recognized as revenue on the same basis as the amortization expense related to the acquired capital assets. Interest, rental and other revenues are recognized using the accrual method.

(e) Tangible capital assets

Capital assets are recorded at the original cost less related government assistance, plus any costs of betterment less accumulated amortization. Amortization has been recorded on a straight line basis over the expected useful lives of the assets at the rates indicated below. The carrying value of capital assets is written-off when the assets are sold or scrapped, or when they have no further useful economic life.

| | | |
|--------------------|-------------------|------|
| Buildings | Declining balance | 2.5% |
| Equipment | Declining balance | 10% |
| Paving | Declining balance | 8% |
| Computer equipment | Declining balance | 20% |

(f) Impairment of long-lived assets

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

Pender Harbour & District Health Centre Society
Notes to the Financial Statements

March 31, 2019

(Unaudited)

2. Significant accounting policies, continued

(g) Income taxes

As a registered charity, the Society is exempt from taxes under Section 149 of the Income Tax Act and is able to issue donation receipts for income tax purposes. In order to maintain its status as a registered charity, the Society must meet certain requirements laid out in the Income Tax Act. In management's opinion, these requirements have been met.

(h) Measurement uncertainty

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

3. Restricted cash

The \$6,280 (2018 - \$6,168) of externally restricted cash in the operating fund is the residual amount of VCHA SMART grant received during the past few years for the purpose of financing future operating expenses of the Pender Harbour Seniors Initiative program.

The externally restricted cash of \$4,690 (2018 - \$4,690) in the capital asset fund relates to future purchases of medical equipment pursuant to the restriction of a specific donation.

4. Investments

| | 2019 | 2018 |
|--|-------------------|-------------------|
| Marketable securities, at fair market value | \$ 2,444 | \$ 2,297 |
| Term deposits, at amortized cost: average rate of 2.08%, maturities range from May to December 2019 | \$ 306,858 | \$ 186,858 |

Pender Harbour & District Health Centre Society
Notes to the Financial Statements

March 31, 2019

(Unaudited)

5. Tangible capital assets

| | Cost | Accumulated amortization | 2019 Net Book Value | 2018 Net Book Value |
|--------------------|---------------------|-----------------------------|---------------------------|---------------------------|
| Land | \$ 513,987 | \$ - | \$ 513,987 | \$ 513,987 |
| Buildings | 1,245,191 | 527,946 | 717,245 | 748,374 |
| Equipment | 129,372 | 92,525 | 36,847 | 26,885 |
| Paving | 9,505 | 761 | 8,744 | - |
| Computer equipment | 32,314 | 27,313 | 5,001 | 1,508 |
| | \$ 1,930,369 | \$ 648,545 | \$ 1,281,824 | \$ 1,290,754 |

The total cost of property and equipment is net of related government assistance of \$377,168 (2018 - \$369,470).

6. Deferred contributions

Related to operating activities:

| | 2019 | 2018 |
|---|-------------------|------------------|
| Balance, beginning of the year | \$ 81,975 | \$ 64,349 |
| Less: amounts recognized as revenue during the year | (365,268) | (330,113) |
| Plus: amounts received related to future years | 550,837 | 347,739 |
| Balance, end of the year | \$ 267,544 | \$ 81,975 |

Related to capital purchases:

| | 2019 | 2018 |
|---|------------------|------------------|
| Balance, beginning of the year | \$ 54,903 | \$ 57,074 |
| Plus: amounts received related to the future years | 7,698 | - |
| Less: amounts recognized as revenue during the year | (2,941) | (2,171) |
| | \$ 59,660 | \$ 54,903 |

7. Long-term debt

The Society holds a mortgage used to finance the acquisition of the adjacent land. The terms of the mortgage are to be renewed on August 30, 2019. The mortgage is secured by land and assignment of rents. The term loan bears interest of prime + 0.5% (3.38%) and requires monthly interest-only payments.

Pender Harbour & District Health Centre Society
Notes to the Financial Statements

March 31, 2019

(Unaudited)

8. Internal restrictions

The board of directors of the Society allocated \$43,854 (2018 - \$43,737) for a contingency reserve to provide for financing future operating costs for internal programs and the Society also set aside \$158,829 (2018 - \$158,829) for the purposes of establishing a long-term fund to provide funds for planned capital expansion or expansion of services. The Society may not use these internally restricted amounts for any other purpose without the approval of the board of directors.

| | 2019 | 2018 |
|------------------|-------------------|-------------------|
| Long-term Fund | \$ 158,829 | \$ 158,829 |
| Contingency Fund | 43,854 | 43,737 |
| | \$ 202,683 | \$ 202,566 |

9. Endowment gift

During the year, the Society transferred \$4,000 (2018 - nil) to the Sunshine Coast Community Foundation to fund the Pender Harbour & District Health Centre Society Endowment which is an agency fund held in perpetuity by the Foundation for the benefit of the Society. As at March 31, 2019, the balance of the endowment fund capital was \$330,713.

The endowment fund assets belong to the Foundation and accordingly are not recognized as an asset of the Society. The endowment fund capital is held permanently and invested in accordance with the Foundation's investment policies. Distributable earnings from the endowment fund will be paid to the Society at least once a year. Should the Society discontinue its operations, ownership of the fund will remain with Sunshine Coast Community Foundation which will use the fund to benefit other health related organizations within Area A of the Sunshine Coast Regional District. If the Foundation ceases operations, the balance of the endowment fund would be returned to the Society.

The grants of distributable earnings from the endowment fund of \$12,733 (2018 - \$12,668) were recognized during the year.

10. Interfund transfer

In accordance with the Board of Directors resolution, an amount of \$31,063 (2018 - \$27,220) was transferred from the General Fund to the Capital Fund for the purpose of acquiring property and equipment and payment of interest on long-term debt.

11. Related party transaction

The Society received a donation of \$5,000 (2018 - \$10,500) from The Rasmussen Foundation Ltd. which is controlled by one of Directors of the Society.

This transaction is in the normal course of operations and have been valued in these financial

Pender Harbour & District Health Centre Society
Notes to the Financial Statements

March 31, 2019

(Unaudited)

statements at the exchange amount which is the amount of consideration established and agreed to by the related parties.

12. Economic dependence

The Society's operations are economically dependent on the continued support of the Vancouver Coastal Health Authority and the Sunshine Coast Regional District.

13. Management remuneration

During the year the Society remunerated one of its managers a total of \$92,960 (2018 - \$88,957) including benefits.

14. Financial instruments

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

Credit risk

Credit risk is the risk of financial loss as a result of a counterparty to a financial instrument failing to meet its obligations. Financial instruments that expose the Society to credit risk are cash of \$170,955 (2018 - \$123,002) and amounts receivable of \$9,543 (2018 - \$3,544). The Society holds all of its cash with one financial institution but because it is a BC credit union, the deposits are 100% guaranteed by the Province of BC. The Society's receivables are from government agencies and accrued interest on term deposits which reduces the Society's exposure to credit risk. In the opinion of management, the overall credit risk is low and not material.

Liquidity risk

Liquidity risk is the risk that the Society cannot repay its obligations to creditors when they become due. The Society is exposed to liquidity risk with respect to the accounts payable and accrued liabilities of \$54,758 (2018 - \$35,340). The Society keeps sufficient cash on hand to ensure that all payables can be paid as they come due and in the opinion of management, the liquidity risk is low and not material.

15. Comparative amounts

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

Pender Harbour & District Health Centre Society
Reviewer Information Page

(Unaudited)

Date Monday August 19, 2019 5:55 PM
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CENTRE SOCIETY\CASEWARE\PHDHCS 2019\
Warnings Warnings have been disabled.

Rounding
Rounding tolerance 5
Statement Out by Round by Round to
Balance Sheet Col1 - 1 Accounts payable and accrued liabilities
Balance Sheet Col4 - 2 Accounts payable and accrued liabilities
Income statement Col1 - 2 Office
Income statement Col3 - 2 Office
Income statement Col4 - 2 Office

Sunshine Coast Community Services: Youth Outreach Worker Program

Sunshine Coast Youth Outreach (SCYO) is a program that aims to connect youth aged 13-23 with local resources in our community and promotes increased safety while decreasing risk. Employing a harm reduction model, with a focus on a non-judgmental attitude, safety, sustainability, inclusion, advocacy, and partnerships with existing agencies and resources, SCYO workers educate and inform youth about existing resources and supports available to them locally. Youth connect with outreach workers concerning various topics including, but not limited to, drug and alcohol concerns, parent-teen conflicts, housing, food insecurity and sexual health issues.

SCYO team members have formed valuable connections and developed a positive reputation within the community. Our staff connect with youth at Elphinstone Secondary School, Chatelech Secondary School, Pender Harbour Secondary School and the Sunshine Coast Alternate Schools. This year two elementary schools have been added, Kinnikinnick and Gibsons Elementary. Outreach workers also meet with youth in the community on regular Friday night outreach shifts as well as at community events including Pride in the Park, Beat the Summer Indigenous Youth Festival and Danger Bay Longboard Races in Pender Harbour. The program emphasizes maintaining a visible and consistent presence for youth in our community.

Friday Night Outreach Accomplishments of 2019 (Jan-Oct)

YOWP workers had contact with approximately 690 youth in the following age categories:

- 2% preteen
- 50% 13-15yrs
- 35% 16-19yrs
- 10% 20-23yrs

Workers identifies 46% of these youth as being 'at risk'

- 44% for safety (vulnerable to sexual exploitation, bullying, peer and relationship issues being unsupervised and unconnected, etc.)
- 28% for mental health and substance use
- 27% for food and housing

Access to resources

The Youth Outreach Workers involvement in the community has resulted in putting many youth in touch with employment resources, food security, housing services and more. Referrals this year included youth being referred to the Youth in Transition Program, Drug and Alcohol counseling, Mental Health Services, the Youth Health Clinics and the food banks in both Sechelt and Gibsons. A number of youth were also referred to programs online such as bouncebackbc.ca and agedout.com.

Communication with youth beyond outreach hours

Youth Outreach continues to use a widely advertised phone number which functions as a confidential helpline and informational resource for local youth. This number is on posters, stickers, Facebook, Instagram, as well as informational flyers handed out in schools and given out to youth by other social services professionals such as Vancouver Coastal Health and the Ministry of Children and Family Development. Youth are invited to call or text this number if they are having any issues in their lives. This phone has a detailed message outlining emergency numbers, including the Kids Helpline (1-888-688-6868) and the Crisis Center (1-800-SUICIDE). All callers that leave a message or send a text receive a call back.

Youth Outreach has a presence online via Facebook and Instagram; two popular social media platforms for both youth and adults in our community. The Sunshine Coast Youth Outreach Facebook page provides a useful forum to communicate with the community at large, to share resources and pertinent news articles and information. The Facebook page currently has 270 followers, with posts reaching close to 600 Facebook users this October. The SCYO Instagram account has over 140 followers – local youth, youth advocates and service providers. This platform continues to be an effective way to publicise resources, events, outreach activities, and safe spaces for youth in our community. Instagram chat is the most common avenue that youth are using to reach out to staff at this time.

Presence at Community Events

SCYO was present at the Danger Bay Longboard races in Pender Harbour in May 2019. Our team provided snacks, water, condoms, Safe Rides and on-site emotional support throughout the Pender Harbour area and campgrounds. For the second year in a row the workers have provided support to campers and the host at Katherine Lake Campground, a popular youth gathering place on the weekend. Workers communicate with police in the area specifically around Lions Park to assist youth to stay away from the adult only event.

Youth Workers were also present at Sunday in the Park with Pride, My Big Gay Prom and the first annual Beat the Summer Youth Festival.

Our team aims to ensure that youth are able to engage and participate in local events safely and are able to access support if they need it.

Our program continues to provide a consistent presence at the following events/venues as well:

- Sechelt and Gibsons Youth Centers
- Roberts Creek Nights Alive
- LGBTQ2 Youth Drop-In
- Game Point gaming drop-in, Sechelt
- Christ the King and Calvary Church Youth Groups
- School District #46 Secondary Schools and Alternative Schools
- Youth Events (dances)
- Indigenous Families Pulling Together events (feasts and canoe outings)
- Grade 7 Panels with SD#46
- Youth Solstice Christmas Dinner
- Mental Health Week and Mental Illness Awareness Week
- Bus stops, McDonalds, Tim Hortons, parks and beaches

Connection with Youth Committees

The Team Lead and a youth worker are responsible for attending monthly meetings of the Youth Action and Awareness Committee. During these meetings many local community members and professionals who work with youth meet to discuss issues and give updates on their programs. The outreach worker provides a Youth Outreach report including items such as schools visits, statistics, location and hangout spots among youth, specific youth events and situations such as trends with youth experimenting with drugs and alcohol. The Lead provides any updates to the programming and other youth programs at Sunshine Coast Community Services.

The Team Lead and a Youth Outreach worker also attend and participate in the Sunshine Coast Child and Youth Mental Health and Substance Use Local Action Team.

Challenges in 2019

This year the biggest challenge we faced was staffing. This has been a community wide and cross agency challenge on the coast. We have had a staff shortage and although we have still provided Friday Night Outreach at times it has been in a limited capacity. We still managed lunch hour outreach, grade 7 panels and presence at community events. Going forward we have recently hired staff and will be utilizing the budgeted annual funds fully by the end of the fiscal year.

A Success Story

This story is that of a young woman who was a participant of our Youth in Transition Program a couple of years ago. She had been a child living in foster care and aged out of that system at 19. Shortly after aging out, approximately a year ago, youth outreach had contact with her on a Friday night outreach and assisted her to secure emergency housing. After that the workers did not see her for a period of time. Recently one of the workers had contact with her again during a Friday night outreach. She had been going through difficult times and shared with the worker about her current substance use and the fact that she had left an abusive relationship. Her greatest concern was the lack of employment. The worker sat with her a while and listened. During the conversation the worker gave her information about Work BC and Income Assistance. Upon leaving the worker provided the young woman with bus tickets and youth outreach contact information. The young woman has since made contact with the program to share that she has a job interview. The worker has informed her of our ability to help by providing bus tickets to get to her interview and other appointments. It is apparent there will be ongoing contact. This is one example of how the Outreach Worker Program works in providing assistance in different capacities and at different times in a youth and young adults life.

| | |
|-----------------------|--|
| Name of Organization | Sunshine Coast Community Service Society |
| Date Created: | 12-Nov-19 |
| Revision Date: | |
| Budget Planning Year: | 2020 |
| Year to Date: | January to September 2019 |

| | 2019 Budget | 9 mth acutals to Sep-19 | 2018 Budget | Variance | % Variance 2019 | Financial Planning | | | | | NOTES: |
|--|---------------------|----------------------------|---------------------|------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|
| | | | | | | 2020 | 2021 | 2022 | 2023 | 2024 | |
| REVENUE: | | | | | | | | | | | |
| Local Government Request | | | | | | | | | | | |
| SCRD | \$ 38,712.00 | \$ 29,034.00 | \$ 38,712.00 | \$ - | 0% | \$ 40,803.45 | \$ 42,027.55 | \$ 43,288.38 | \$ 44,587.03 | \$ 45,924.64 | |
| Budget Proposal (if required) | | | | \$ - | #DIV/0! | | | | | | |
| District of Sechelt (confirmed) | \$ 25,521.00 | \$ 19,140.75 | \$ 25,521.00 | \$ - | 0% | \$ 26,286.63 | \$ 27,075.23 | \$ 27,887.49 | \$ 28,724.11 | \$ 29,585.83 | |
| Town of Gibsons (proposed) | \$ 13,047.00 | \$ 9,785.25 | \$ 12,200.00 | \$ 847.00 | 6% | \$ 14,326.27 | \$ 14,756.06 | \$ 15,198.74 | \$ 15,654.70 | \$ 16,124.34 | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | |
| Total Request | \$ 77,280.00 | \$ 57,960.00 | \$ 76,433.00 | \$ 847.00 | 1% | \$ 81,416.35 | \$ 83,858.84 | \$ 86,374.61 | \$ 88,965.84 | \$ 91,634.82 | For 2020 to 2024, we are asking for a 3% increase for wage increases and COLA's. |
| Grants | | | | | | | | | | | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | |
| Sub Total Grants | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Other Revenue | | | | | | | | | | | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | |
| Sub Total Other | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Previous Year (Deficit) / Surplus | | | | | | | | | | | |
| | \$ - | | | | | | | | | | |
| Total Revenue - Organization Generated | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - | |
| TOTAL REVENUE | \$ 77,280.00 | \$ 57,960.00 | \$ 76,433.00 | \$ 847.00 | 1% | \$ 81,416.35 | \$ 83,858.84 | \$ 86,374.61 | \$ 88,965.84 | \$ 91,634.82 | |
| EXPENSES: | | | | | | | | | | | |
| Materials and Supplies | | | | | | | | | | | |
| Program Supplies | \$ 2,000.00 | \$ 2,525.45 | \$ 2,000.00 | \$ - | 0% | \$ 2,355.00 | \$ 2,410.00 | \$ 2,520.00 | \$ 2,650.00 | \$ 2,675.00 | |
| Publicity & Advertising | \$ 300.00 | \$ 288.88 | \$ 300.00 | \$ - | 0% | \$ 310.00 | \$ 310.00 | \$ 320.00 | \$ 350.00 | \$ 360.00 | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | |
| Sub Total | \$ 2,300.00 | \$ 2,814.33 | \$ 2,300.00 | \$ - | 0% | \$ 2,665.00 | \$ 2,720.00 | \$ 2,840.00 | \$ 3,000.00 | \$ 3,035.00 | |
| Office / Equipment | | | | | | | | | | | |
| Office Expenses | \$ 125.00 | \$ 100.00 | \$ 125.00 | \$ - | 0% | \$ 135.00 | \$ 140.00 | \$ 150.00 | \$ 155.00 | \$ 155.00 | |
| Cellular | \$ 1,510.00 | \$ 1,346.01 | \$ 1,510.00 | \$ - | 0% | \$ 1,520.00 | \$ 1,530.00 | \$ 1,550.00 | \$ 1,575.00 | \$ 1,575.00 | |
| Computer mtncn/service/support | \$ 960.00 | \$ 720.00 | \$ 960.00 | \$ - | 0% | \$ 960.00 | \$ 965.00 | \$ 975.00 | \$ 990.00 | \$ 990.00 | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | |
| Sub Total | \$ 2,595.00 | \$ 2,166.01 | \$ 2,595.00 | \$ - | 0% | \$ 2,615.00 | \$ 2,635.00 | \$ 2,675.00 | \$ 2,720.00 | \$ 2,720.00 | |
| Facility / Utilities | | | | | | | | | | | |
| Rent | \$ 2,745.00 | \$ 2,058.75 | \$ 2,000.00 | \$ 745.00 | 27% | \$ 2,010.00 | \$ 2,020.00 | \$ 2,030.00 | \$ 2,050.00 | \$ 2,050.00 | |
| Insurance | \$ 150.00 | \$ 112.50 | \$ 150.00 | \$ - | 0% | \$ 150.00 | \$ 155.00 | \$ 160.00 | \$ 165.00 | \$ 170.00 | |
| Telephone/Fax/Internet | \$ 720.00 | \$ 540.00 | \$ 720.00 | \$ - | 0% | \$ 725.00 | \$ 750.00 | \$ 760.00 | \$ 775.00 | \$ 775.00 | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | |
| Sub Total | \$ 3,615.00 | \$ 2,711.25 | \$ 2,870.00 | \$ 745.00 | 21% | \$ 2,885.00 | \$ 2,925.00 | \$ 2,950.00 | \$ 2,990.00 | \$ 2,995.00 | |
| Personnel | | | | | | | | | | | |
| Supervision | \$ 3,026.00 | \$ 2,483.21 | \$ 3,026.00 | \$ - | 0% | \$ 3,226.99 | \$ 3,323.80 | \$ 3,423.51 | \$ 3,526.22 | \$ 3,332.01 | 2019 Actuals low because of staff vacancies and difficulty in finding staff |
| Direct Service Salaries & Benefits | \$ 47,815.00 | \$ 30,151.70 | \$ 47,815.00 | \$ - | 0% | \$ 51,417.40 | \$ 53,226.98 | \$ 54,851.14 | \$ 57,503.72 | \$ 58,981.64 | |
| - | | | \$ - | \$ - | #DIV/0! | \$ - | | | | | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | |
| Sub Total | \$ 50,841.00 | \$ 32,634.91 | \$ 50,841.00 | \$ - | 0% | \$ 54,644.39 | \$ 56,550.78 | \$ 58,274.66 | \$ 61,029.93 | \$ 62,313.64 | |
| Other Expenses | | | | | | | | | | | |
| Travel | \$ 7,500.00 | \$ 3,975.92 | \$ 7,500.00 | \$ - | 0% | \$ 7,607.00 | \$ 7,700.00 | \$ 8,000.00 | \$ 8,240.00 | \$ 8,250.00 | |
| Audit | \$ 300.00 | \$ 225.00 | \$ 300.00 | \$ - | 0% | \$ 300.00 | \$ 305.00 | \$ 310.00 | \$ 320.00 | \$ 330.00 | |
| Dues & Subscriptions | \$ 105.00 | \$ 76.04 | \$ 105.00 | \$ - | 0% | \$ 105.00 | \$ 110.00 | \$ 110.00 | \$ 115.00 | \$ 120.00 | |

| | 2019 | 9 mth acutals to | 2018 | | % Variance | Financial Planning | | | | | |
|-------------------------------------|---------------------|---------------------|---------------------|------------------|----------------|---------------------|---------------------|---------------------|---------------------|---|--------|
| | Budget | Sep-19 | Budget | Variance | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | NOTES: |
| Admin Fee (12%) | \$ 9,274.00 | \$ 6,955.00 | \$ 9,172.00 | \$ 102.00 | 1% | \$ 9,769.96 | \$ 10,063.06 | \$ 10,364.95 | \$ 10,675.90 | \$ 10,996.18 | |
| Sub Total | \$ 17,179.00 | \$ 11,231.96 | \$ 17,077.00 | \$ 102.00 | 1% | \$ 17,781.96 | \$ 18,178.06 | \$ 18,784.95 | \$ 19,350.90 | \$ 19,696.18 | |
| Training / Development | | | | | | | | | | | |
| Staff Development | \$ 750.00 | \$ 1,500.00 | \$ 750.00 | \$ - | 0% | \$ 825.00 | \$ 850.00 | \$ 850.00 | \$ 875.00 | \$ 875.00 | |
| - | | | | \$ - | #DIV/0! | | | | | | |
| - | | | | \$ - | #DIV/0! | | | | | | |
| - | | | | \$ - | #DIV/0! | | | | | | |
| Sub Total | \$ 750.00 | \$ 1,500.00 | \$ 750.00 | \$ - | 0% | \$ 825.00 | \$ 850.00 | \$ 850.00 | \$ 875.00 | \$ 875.00 | |
| TOTAL EXPENSES | \$ 77,280.00 | \$ 53,058.46 | \$ 76,433.00 | \$ 847.00 | 1% | \$ 81,416.35 | \$ 83,858.84 | \$ 86,374.61 | \$ 89,965.84 | \$ 91,634.82 | |
| CAPITAL REQUIREMENT | | | | | | | | | | | |
| Purchases: | | | | | | | | | | | |
| Laptops and other technology | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ 700.00 | | | \$ 750.00 | 3-4 year replacement plan on technology staggered | |
| - | | | | \$ - | #DIV/0! | | | | | | |
| Subtotal Purchased | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ 700.00 | \$ - | \$ - | \$ 750.00 | |
| Proposed Expenditures: | | | | | | | | | | | |
| - | | | | \$ - | #DIV/0! | | | | | | |
| - | | | | \$ - | #DIV/0! | | | | | | |
| Sub Total Proposed | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - | |
| TOTAL CAPITAL | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ 700.00 | \$ - | \$ - | \$ 750.00 | |
| TOTAL COMMITTED EXPENDITURES | \$ 77,280.00 | \$ 53,058.46 | \$ 76,433.00 | \$ 847.00 | 1% | \$ 81,416.35 | \$ 84,558.84 | \$ 86,374.61 | \$ 89,965.84 | \$ 92,384.82 | |
| LESS PROPOSED EXPENDITURES | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - | |
| LESS ORGANIZATION REVENUE | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - | |
| TOTAL TAX REQUISITION | \$ 77,280.00 | \$ 53,058.46 | \$ 76,433.00 | \$ 847.00 | 1% | \$ 81,416.35 | \$ 84,558.84 | \$ 86,374.61 | \$ 89,965.84 | \$ 92,384.82 | |



Sunshine Coast Tourism
PO Box 1883
Gibsons BC
VON 1V0
T: 1-866-941-3883
E: info@sunshinecoastcanada.com

November 21, 2019

Attention: Tina Perreault
Sunshine Coast Regional District
General Manager, Corporate Services / Chief Financial Officer
1975 Field Road, Sechelt BC
VON 3A1

Dear Ms. Perreault and SCRD Board,

RE: 2020 Annual Funding Request

I write this letter to formally request funding for 2020 to support Sunshine Coast Tourism in the amount of \$20,000 for destination marketing activities. Since this is a shared resource across the entire Sunshine Coast, we will also be approaching the District of Sechelt, the Town of Gibsons, the Sechelt Indian Government District, as well as City of Powell River, qathet Regional District and Tla'amin Nation. The total request for funding from the 7 local governments on the Sunshine Coast will be \$81,000.

Sunshine Coast Tourism was formed in 2008 and is a 50/50 public private partnership between all of our local governments and the region's growing tourism industry. The 2% Municipal Regional District Tax (MRDT), implemented on August 1, 2016, is the final funding piece provided by visiting consumers that will allow us to be sustainable and ultimately successful as an organization.

Over the years, we have greatly appreciated the SCRD's ongoing investment in Sunshine Coast Tourism. We look forward to our continued partnership with you and the other local governments to help achieve our shared mandate to promote the Sunshine Coast and grow the visitor economy for the benefit of all of our communities.

Thank you for your time and consideration.

Sincerely,
Paul Kamon - Executive Director

Sunshine Coast Tourism
E: paul@sunshinecoastcanada.com T: 604-618-1963

An introduction to...



Who We Are

Sunshine Coast Tourism (SCT) is a non-profit Destination Marketing Organization (DMO) with the mandate to promote British Columbia's Sunshine Coast, in its entirety (from Howe Sound to Desolation Sound), as a remarkable and inviting tourism destination to the rest of the world.

SCT is guided by an industry-led volunteer Board of Directors (11) and managed by a small team (6) of passionate and dedicated staff, we are supported by more than 250+ members which encompass all facets of business within the region's tourism industry.

2019/20 SCT Board of Directors

Executive

Jack Barr - President

Beach Gardens/Town Centre Hotel - Large Accommodation, North Coast

Christine Hollmann - Vice President

Terracentric Coastal Adventures - Member at Large, North Coast

Theressa Logan - Secretary

Sunshine Coast Air - Recreation

Heather Newman - Treasurer

Pointhouse Suites on Sergeant Bay - Large Accommodation South Coast

Directors

John Hermesen

Footprint Nature Explorations - Member at Large, North

Chris Greenfield

101 Brewhouse + Distillery - Member at Large, South

Jamie Mani

Alpha Adventures - Member at Large, South

Linda Williams

Coast Cultural Alliance - Arts, Culture, & Heritage

Chris Tait
Homfray Lodge - Large Accommodation, North

Shangxuan Ma
Gibsons Garden Hotel - Large Accommodation, South

TBD - Small Accommodations & Campgrounds

SCT Staff

Paul Kamon - Executive Director
Annie Schroeder - Marketing Director
Lauren Stanton-Nixdorf - Member Engagement Specialist
Casey Jo Loos - Marketing & Administrative Assistant
Wendy Wright - Gibsons Visitor Centre Manager
Sheena Macdonald - Sechelt Visitor Centre Manager

SCT Contractors

Andrea Wickham Foxwell - Media and Communications Director
Tammy Williams - Bookkeeping
Nelson Alvarez - Accountant

Our team creates bold, inspiring and engaging marketing campaigns that motivate visitors to plan their trip to the Sunshine Coast and work diligently in creating brand awareness and advocacy for the region as a whole.

As a non-profit, we are supported by our stakeholder membership, as well as our local, provincial, and Indigenous governments, who all see the value of growing the tourism economy and our ability to unite together to market the Sunshine Coast in a way that no one business could achieve individually.

Our Mission

To build a strong tourism economy on the Sunshine Coast consistent with the values of residents. Sunshine Coast Tourism will:

- Promote BC's Sunshine Coast to leisure and business travellers as a year-round destination in targeted markets through strategic, research-based marketing strategies.
- Facilitate the continuing evolution of the Sunshine Coast as a top-of-mind destination.
- Increase awareness of the value, contribution and importance of tourism among the government, population and businesses along the Sunshine Coast.

Further Resources

View the [Sunshine Coast Tourism Strategic Business Plan 2015-2019](#)

View the [Sunshine Coast 10 Year Destination Development Strategy](#)

Three Pillars of Funding

| SOURCES | LOCAL GOV'T | INDUSTRY | MRDT (2%) |
|--|------------------|----------|-----------|
| Sunshine Coast Tourism | \$81,000 | \$36,750 | \$57,250 |
| Subtotal | = \$175,000 | | |
| Destination BC Cooperative Marketing Program | + \$175,000 | | |
| Other Marketing | +\$25,000 | | |
| MARKETING BUDGET | \$375,000 | | |

Sunshine Coast Tourism operates on a public/private funding model for its marketing budget, which pools together three streams of funding:

- 1) **Local Government Investment** (Town of Gibsons, District of Sechelt, shíshálh Nation, Sunshine Coast Regional District, City of Powell River, qathet Regional District, Tla'amin Nation)
- 2) **Local Tourism Stakeholders** (membership and marketing co-op buy-in)
- 3) **Consumer** (via Municipal Regional District Tax 2% charge on accommodation)

We use these pooled local funds to apply to the Provincial DMO (Destination BC) Cooperative Marketing Program to leverage for up to 50/50 matched dollars. Since the program's inception in 2016, SCT has managed to secure over \$1 million dollars in Provincial funding to help market the Sunshine Coast as a tourism destination.

Municipal Regional District Tax

After a successful application submission to the Ministry of Finance, in August of 2016, all commercial accommodation providers within the qathet Regional District and the Sunshine Coast Regional District (north and south coast) with 4+ rooms began collecting from consumers the 2% Municipal Regional District Tax on behalf of Sunshine Coast Tourism for regional destination marketing services for a period of 5 years.

2016 MRDT Collected: \$134,746 (4 months only)

2017 MRDT Collected: \$364,871

2018 MRDT Collected: \$357,780

2019 MRDT Collected: \$301,032+ (2 months still pending)

Total MRDT collected (38 months): \$1,158,429

This program has a duration of 5 years and a renewal application must be filed to the Ministry of Finance 6 months before the current end date of the program August 1, 2021

=

Renewal Submission Date: February 1, 2021

Sunshine Coast Tourism board of directors has created a MRDT Renewal Committee to focus and develop a comprehensive communication and engagement strategy to ensure the successful renewal and continuity of the SCT organization and its destination marketing mandate for the region.

Sunshine Coast Tourism Website - primary call to action

| Sunshinecoastcanada.com | 2019 | 2018 |
|--|------------------|------------------|
| Users | 373,943 (+57%) | 248,982 (+35%) |
| Pageviews | 1,303,581 (+34%) | 1,087,487 (+49%) |

Sunshine Coast Marketing Channels

Sunshine Coast Tourism is active on the big 3 social media platforms (Instagram, Facebook, Twitter) and also supports content on YouTube and Pinterest.

Instagram: @sunshinecoastbc

Facebook: Sunshine Coast Tourism - Canada

Twitter: @sunshinecoastca

YouTube: Sunshine Coast Tourism

Pinterest: Sunshine Coast Tourism

Hashtag: #sunshinecoastbc

Current SCT Social Reach = 35,000+

|  | Facebook  | Instagram  | Twitter  | #sunshinecoastbc |
|---|--|---|---|------------------|
| | 11,577+ | 18,400+ | 5,384+ | 164,623+ |

Membership

Sunshine Coast Tourism provides the following benefits to our membership:

- Website listing with booking referral engine in our online Member Directory through sunshinecoastcanada.com
- Promotion of specials, packages and booking deals on sunshinecoastcanada.com

- Discounted cooperative advertising opportunities in print, online, radio campaigns and industry trade shows
- Exposure in our social media networks reaching 35,000+ followers
- Inclusions in media hosting and itineraries
- Access to educational workshops, business development events and informative newsletters

Membership Investment

Business Membership: \$175 per year

Non-Profit Associations: \$85 per year

*NOTE: Accommodations collecting and submitting the MRDT on behalf of the tourism sector will have their membership fees waived.

Visitor Information Centres

There are currently 3 full-time visitor centres on the Sunshine Coast (Gibsons, Sechelt, Powell River), who are recognized and partially funded by Destination BC via the Visitor Centre Network Program (the majority of the funds come from the host community).

There is a seasonal VIC in Pender Harbour (June-September) that is funded by local government and the Pender Harbour Chamber of Commerce. The Gibsons Chamber continues to operate their own seasonal visitor services via the kiosk at the Langdale by-pass and the BC Ferry Ambassador program with limited funding support from local government.

The Gibsons Visitor Information Centre is currently under contract with Sunshine Coast Tourism as of January 14, 2018-December 31, 2021.

In September of 2019, the District of Sechelt awarded Sunshine Coast Tourism with a 3 year renewal of the visitor information centre management contract ending December 2022.

SCT's vision is to help bring all of visitor services within the Sunshine Coast region into brand alignment with SCT and to facilitate deeper collaboration amongst the info centres and marketing staff to ensure visitors get a consistent message that facilitates a high value engagement while traveling in the region.

| <u>RACKING FEES</u> | SCT Members | Non Member | Member Non-Profit | Non Member Non-Profit |
|----------------------------|--------------------|-------------------|--------------------------|------------------------------|
| 1 Visitor Centre | \$75 | \$200 | \$50 | \$125 |

| | | | | |
|-------------------|-------|-------|------|-------|
| 2 Visitor Centres | \$110 | \$250 | \$60 | \$150 |
|-------------------|-------|-------|------|-------|

Other VIC Racking Fees

- Powell River = \$25 individual \$85 non profit \$175 business (via Tourism Powell River membership)
- Pender Harbour = \$50 racking fee with membership (membership= \$45 non profit \$80-\$115 (via Pender Harbour Chamber of Commerce membership)

In spring of 2019, SCT was awarded a BC Rural Dividend grant to facilitate the development of the [Sunshine Coast Regional Visitor Services Strategy](#) to provide a more coordinated and optimized framework for servicing visitors in the region.



Board Contact

Jack Barr, President
T: 604-738-1111
E: president@sunshinecoastcanada.com

Staff Contact

Paul Kamon, Executive Director
T: 604-618-1963
E: paul@sunshinecoastcanada.com

For more information about the Sunshine Coast Tourism organization, please visit:
<https://sunshinecoastcanada.com/corporate/tourism-resources/>



Coast Cultural Alliance
4638 Sunshine Coast Highway
Sechelt BC V0N 3A2
phone: 604.886.9556
artsinfo@suncoastarts.com
www.suncoastarts.com

November 8, 2019

Tina Perrault
General Manager Corporate Services/
Chief Financial Officer
Sunshine Coast Regional District

To Tina Perrault:

Re: 2020 SCRD Economic Development Budget Process

The Coast Cultural Alliance appreciates the opportunity to present our 2020 budget request for your consideration. This request is for support for the annual **Sunshine Coast Art Crawl** and the weekly/monthly **Arts and Culture Calendar**. These two programs continue to be very successful marketing tools for arts and culture on the Sunshine Coast and contribute to the economy of the entire region.

Please find attached:

- Description of these programs and rationale for funding request
- SCRD spread sheet with 2020 budget and 2019 actuals to October 31, 2019
- 2019 Final Report and Stats

We are presently compiling the accounting information for the 2019 Art Crawl (October 18-20); the actuals in the attached spread sheet are to October 31, 2019. This year we received funding from all levels of local government, including the Sechelt Indian Band and Powell River through their Arts Council, and we will be requesting grants from each of these for 2020.

Our 2020 request is for \$4,200.00 for the Sunshine Coast Art Crawl and \$3,000.00 for the Arts and Culture Calendar. Our total request is for \$7,200 - this is an increase from previous years to reflect additional costs inherent in the exponential growth the Coast Cultural Alliance is experiencing. This will include a change in our organization structure to include a paid position to deal with work necessary in running CCA administered programmes; work that has increased with the popularity and participation growth in the Art Crawl. With the growth of the new website, this position will allow us to efficiently update and maintain our on-line calendar presence both for our members and the Sunshine Coast community.

We would like to thank the SCRD for providing the Coast Cultural Alliance with funding in support of the 2019 Sunshine Coast Art Crawl, and for the monthly printed event and workshop brochure, the Arts and Culture Calendar. Please let me know if you require further information for the December 4th meeting.

With kind regards,

Verna Chan
Director, Coast Cultural Alliance
604-886-3114, vernachan@telus.net

**Sunshine Coast Regional District
Economic Development Request 2020
Coast Cultural Alliance (CCA)**

Vision – *“The Coast Cultural Alliance is a network of arts, cultural and heritage groups and individuals working to enhance the economic vitality of the Sunshine Coast through cultural sector development and cultural tourism.”*

Current paid CCA membership: non-profit 43, business 53, individual 260 = Total: 339

CCA projects: yearly **Purple Banner Studio & Gallery Guide**, annual **Sunshine Coast Art Crawl**, monthly **Arts & Culture Calendar** brochure, monthly **Artesia Coffeehouse** (winter-spring), weekly event e-newsletter (1700+ subscribers), 24/7 interactive website, now compatible on all mobile devices and including: Artist Gallery, Event Calendar including Workshops and Artist Opportunities, Purple Banner Tour, and Art Crawl Tour. Members now have the ability to log in to their own account and make their own changes.

We have increased the total amount of requested funds this year to **\$7,200** as we now spend an increasing amounts of time managing our projects including maintaining and updating the new website with ongoing calendar and membership data, compiling weekly event e-newsletters, organizing the increasing number of artists signing up for the annual Art Crawl, and much more. In coming years we plan to gradually increase the amounts spent on management of projects so that we may continue to experience the success and growth of our organization and events and begin to compensate for the many hours of time that have, to date, been largely volunteer--a model that is not sustainable.

Requests for funds:

1. **The Sunshine Coast Art Crawl:** an annual free, self-directed weekend art studio and gallery tour from Gambier Island and Langdale to Earls Cove held in October, promoting local artists and bringing tourist visits to the Sunshine Coast during the shoulder season.
 - a. The Art Crawl has grown from 75 venues, 6,000 studio visits and \$30,000 in sales in 2010 to, in 2019, 185 venues representing 350 artists, 49,800 recorded studio visits over 3 days and \$460,500 in direct recorded sales, plus \$120,000 in recorded commissions plus many booked workshops.
 - b. We printed and distributed 10,500 free full colour printed brochures with web and smart phone map links and complete social media complement. Our social media expert provides Facebook, Instagram, Twitter and YouTube coverage before, during and after the Crawl. Each year, the number of followers increases.

Benefits: With the increase of local and tourist traffic, the Art Crawl contributes substantial sales dollars directly to the participating artists and provides spin-off sales to restaurants, retail businesses and accommodation providers. The Crawl creates an awareness of the vibrancy and quality of the arts on the Sunshine Coast; this enhances our cultural tourism throughout the year.

The Sunshine Coast Art Crawl provides a direct connection between the public and artists and reinforces the sense of and appreciation for our community. Engagement with the artists educates the public about how, where and why artists do what they do and can inspire others to think creatively. The Crawl helps the public to identify with their community and develop a sense of pride not only in the community itself but in their place within it.

Use of Requested Funds:

The requested funds will contribute to advertising, promotion and brochure printing costs. Statistics collected during this year's Crawl show that ads placed in print material (newspapers, magazines, posters) have significant results; there were 13,611 responses indicating this is where crawlers heard about the event.

Our request for 2020 for the Art Crawl is for \$4,200.00. These funds will be used to maintain our high level of off-coast marketing, contribute to the costs of printing additional signage and brochures, ensure the re-hiring of a social media expert as well as cover costs of additional website updates and maintenance.

2. The Arts and Culture Calendar: a free monthly event and workshop brochure distributed since 1998

- a. 1550 copies are distributed monthly to Visitor Centres, Libraries, Schools, Ferry Ambassadors (the only brochure they are permitted to distribute), cafes, coffee shops, Chambers of Commerce, local government offices, retail & real estate outlets, bookstores, accommodation providers and more from Langdale to Pender Harbour by hand and by mail to Powell River, Lund, the North Shore and several Vancouver outlets.
- b. Data is gathered through our complimentary website (suncoastarts.com), where people can view and post their own events, now complete with images, workshops and news items covering all arts, culture, heritage and recreation activities. Listings are free to upload and CCA membership is not required. Two administrators seek out additional content from the community and design the brochure.
- c. Advertising revenue space is limited as there are so many events on the Sunshine Coast; event listings take priority.

Benefits: The calendar is a useful marketing tool for the event/workshop presenter. Readers, both local and visitors, are made aware of the richness of our local cultural scene and are able to plan their monthly activities. We believe there is still a need for a printed brochure for locals and visitors. This brochure, available at many public sites, including on BC Ferries through the ferry ambassadors, is useful for accommodation owners, tourists and "locals", and is an immediate source of current information, and a user-friendly tool for those who may not access their information on the computer. The weekly e-newsletter is sent to over 2,000 targeted emails with access to sign up directly from the website. The on-line calendar is now formatted to be available on any mobile device.

Use of Requested Funds:

We are requesting funds to contribute to the costs of printing, paper, distribution and postage as well as input and maintenance of our on-line calendar and weekly email newsletter. CCA membership fees help cover the costs of this very important program and local businesses place ads in the printed brochure. We believe the Arts and Culture Calendar is a valuable tool for marketing and promotion of cultural activities and opportunities on the Sunshine Coast.

Our request for 2019 for the Arts and Culture Calendar is for \$3,000.00. These funds will help cover data input, editing, printing, distribution and postage costs.

Total request for 2020 funding from the SCRD Economic Development Program: \$7,200.

"Arts play a useful role in broader issues such as social justice, public safety and community revitalization – what is sometimes referred to as arts-based community development." Max Wyman

| | |
|-----------------------|-------------------------|
| Name of Organization | Coast Cultural Alliance |
| Date Created: | 14-Nov-19 |
| Revision Date: | 2019 |
| Budget Planning Year: | 2020 |
| Year to Date: | Nov-19 |

| | 2020 Budget | 2019 Actl-Oct 31 | 2019 Budget | 2018 Actl | 2018 Budget | 2017 Act | 2017 Budget |
|---|---------------------|------------------|---------------------|--------------|-----------------|----------------------|-----------------|
| REVENUE: | | | | | | | |
| Local Government Request | | | | | | | |
| SCRD | \$ 7,200.00 | \$ 5,500.00 | \$ 5,500.00 | \$ 5,500.00 | \$ 5,500.00 | \$ 5,500.00 | \$ 5,500.00 |
| Budget Proposal (if required) | | | | | | | |
| District of Sechelt | \$ 3,800.00 | \$ 1,500.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 3,300.00 | \$ 3,500.00 |
| Town of Gibsons | \$ 1,800.00 | \$ 1,800.00 | \$ 1,800.00 | \$ 1,800.00 | \$ 1,800.00 | \$ 1,800.00 | \$ 1,800.00 |
| Sechelt Indian Government District | \$ 900.00 | \$ 900.00 | \$ 900.00 | \$ 900.00 | \$ 900.00 | \$ 800.00 | \$ 800.00 |
| Powell River Arts Council | \$ 600.00 | | \$ 600.00 | \$ 600.00 | \$ 600.00 | \$ 600.00 | \$ 1,000.00 |
| Total Request | \$ 14,300.00 | \$ 9,700.00 | \$ 12,300.00 | \$ 12,300.00 | \$ 12,300.00 | \$ 12,000.00 | \$ 12,600.00 |
| Sponsors | | | | | | | |
| Sunshine Coast Credit Union | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 1,500.00 | \$ 2,000.00 |
| - | | | | | | | |
| Sub Total Sponsors | \$ 2,000.00 | | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 1,500.00 | \$ 2,000.00 |
| Other Revenue | | | | | | | |
| Art Crawl Participants | \$ 23,000.00 | \$ 20,654.00 | \$ 20,000.00 | \$ 19,782.00 | \$ 18,000.00 | \$ 18,000.00 | \$ 14,950.00 |
| Other Art Crawl income | \$ 800.00 | \$ 566.00 | | | | | |
| CCA Membership contribution | \$ 3,200.00 | | \$ 6,900.00 | | \$ 5,000.00 | \$ 5,500.00 | \$ 1,550.00 |
| in kind | \$ 2,700.00 | | \$ 3,800.00 | | \$ 3,800.00 | \$ 3,800.00 | \$ 3,200.00 |
| Advertising revenue | \$ 6,500.00 | \$ 5,640.00 | \$ 6,000.00 | \$ 6,525.00 | \$ 6,000.00 | \$ 5,165.00 | \$ 6,000.00 |
| Sub Total Other | \$ 36,200.00 | | \$ 36,700.00 | | \$ 32,800.00 | \$ 32,465.00 | \$ 25,700.00 |
| Total Revenue | \$ 52,500.00 | | \$ 51,000.00 | | | | |
| Previous Year (Deficit) / Surplus | | | | | | | |
| Total Revenue - Organization Generated | | | | | \$ 34,800.00 | \$ 33,965.00 | \$ 27,700.00 |
| TOTAL REVENUE | | | | | \$ 47,100.00 | \$ 45,965.00 | \$ 40,300.00 |
| | | | | | #REF! Budget | Acutals to Nov-17 | #REF! Budget |

EXPENSES:

| Materials and Supplies | | | | | | | | | |
|-------------------------------|----|-----------|----|-----------|-----------|-----------|----|-----------|--|
| signs, inked stamps | \$ | 3,500.00 | \$ | 3,612.00 | \$ | 3,000.00 | \$ | 2,835.00 | \$ 1,200.00 \$ 3,889.00 \$ 1,000.00 |
| - | | | | | | | | | |
| Sub Total | | | | | | | | | \$ 1,200.00 \$ 3,889.00 \$ 1,000.00 |
| Office / Equipment | | | | | | | | | |
| - | | | | | | | | | |
| Sub Total | | | | | | | | | \$ - \$ - \$ - |
| Facility / Utilities | | | | | | | | | |
| - | | | | | | | | | |
| Sub Total | | | | | | | | | \$ - \$ - \$ - |
| Personnel | | | | | | | | | |
| project management/web design | \$ | 8,000.00 | \$ | 3,800.00 | \$ | 5,000.00 | \$ | 3,800.00 | \$ 4,000.00 \$ 3,300.00 \$ 2,900.00 |
| graphic design | \$ | 6,000.00 | \$ | 3,590.00 | \$ | 8,000.00 | \$ | 4,672.00 | \$ 8,000.00 \$ 7,536.00 \$ 5,500.00 |
| Social media contractor | \$ | 3,500.00 | \$ | 2,000.00 | \$ | 3,500.00 | \$ | 3,598.00 | \$ 3,000.00 \$ 2,720.00 \$ 5,900.00 |
| - | | | | | | | | | |
| Sub Total | \$ | 17,500.00 | \$ | 9,390.00 | \$ | 16,500.00 | \$ | 12,070.00 | \$ 15,000.00 \$ 13,556.00 \$ 14,300.00 |
| Other Expenses | | | | | | | | | |
| advertising and promotion | \$ | 14,000.00 | \$ | 9,853.00 | \$ | 14,500.00 | \$ | 12,981.00 | \$ 14,000.00 \$ 13,182.00 \$ 9,400.00 |
| printing | \$ | 14,100.00 | \$ | 13,641.00 | \$ | 14,000.00 | \$ | 14,111.00 | \$ 13,500.00 \$ 12,863.00 \$ 13,000.00 |
| postage/distribution | \$ | 2,500.00 | \$ | 1,390.00 | \$ | 2,500.00 | \$ | 1,605.00 | \$ 2,500.00 \$ 2,020.00 \$ 2,000.00 |
| launch | \$ | 500.00 | \$ | 315.00 | \$ | 500.00 | \$ | 342.00 | \$ 600.00 \$ 327.00 \$ 600.00 |
| web hosting & URL (2016-2019) | \$ | 400.00 | \$ | 1,389.00 | | | | | |
| Sub Total | \$ | 31,500.00 | \$ | 26,588.00 | \$ | 31,500.00 | \$ | 29,039.00 | \$ 30,600.00 \$ 28,392.00 \$ 25,000.00 |
| Training / Development | | | | | | | | | |
| - | | | | | | | | | |
| Sub Total | | | | | | | | | \$ - \$ - \$ - |
| TOTAL EXPENSES | | | | | | | | | |
| | \$ | 52,500.00 | | \$ | 51,000.00 | | | | \$ 46,800.00 \$ 45,837.00 \$ 40,300.00 |

2019 Sunshine Coast Art Crawl Information

The Sunshine Coast Art Crawl, organized by Coast Cultural Alliance, continues to grow. Studio and gallery participation included 186 venues representing more than 350 individual artists spread along the Sunshine Coast from Gambier Island and Langdale to Earls Cove. This year there were **72 new venues** including many more group shows which kept the interest high for returning Crawlers. There was an increase from 2018 of 12% in number of venues to 186. Gambier Island Artists (15) showing at the Commnity Hall and other group shows were popular new additions. Powell River artists returned again this year to Roberts Creek Hall. Despite pouring rain conditions over all 3 days, **venue visits** rose by 5% to more than **49,800**, resulting in more than **\$460,500 in sales** up from \$440,500 in 2018, Many sales were made the following week and not recorded in these figures. Commissions rose by 29% to more than **\$120,000** plus Crawlers signing up for future arts workshops.

The Travel Ambassadors volunteered for sailings on Friday and Saturday and distributed over 350 brochures and information to more than 500 passengers specifically interested in the Art Crawl. Certified Folder racked the Art Crawl brochure in 3 BC Ferries routes during the month of October. This year 10,500 brochures were printed and all distributed.

Artists reported high numbers of off-Coast visitors attending, specifically visiting to attend the Crawl. They also noted Sunshine Coast residents, some who have recently purchased homes here are taking advantage the Crawl as a great way to get to know their new community ... and make purchases for their homes. Guests were identified from the Vancouver area, communities across the Lower Mainland, Vancouver Island, Sea to Sky, all across Canada, Seattle, Bellingham, Oregon area and many international visits. (A complete list attached)

Participation in the passport prize campaign remains high with many more visiting all 4 areas. We are finding many repeat Crawlers from the Bellingham area and many more from the Fraser Valley who come to spend the entire 3 days.

Winners of the draw: Painted Boat weekend - Chrissy Benard from North Vancouver

2 winners of 2 ferry passes – car & driver & 2 passenger

Stephen Taylor, Sechelt and Stephanie Perrins, Gibsons

2019 LIST OF CRAWLERS HOME TOWNS

* Whistler - Vancouver area

Whistler, Squamish, Tsawwassen, Ladner, Vancouver, N Vancouver, W Vancouver, Burnaby, Richmond, Delta, New Westminster, Horseshoe Bay, False Creek, Lions Bay, Steveston, Pemberton, Brackendale

* **Mainland** -- Surrey, Coquitlam, Port Coquitlam, Pitt Meadows, Langley, Mission, Port Moody, Aldergrove, Fort Langley, White Rock, Maple Ridge, Abbotsford, Ladner, Chilliwack, Cloverdale, Agassiz, Sardis, Crescent Beach, Harrison Hot Springs, Pitt Meadows, Hope, Yarrow, Cultus Lake, Aldergrove

* **Rest of BC** -- Oliver, Kaleden, Penticton, Vernon, Kelowna, Sheridan Lake, Kamloops, Hope, Castlegar, Oliver, Coldstream, Lillooet, Terrace, Nelson, Quesnel, Prince George, Williams Lake, 150 Mile, Okanagan, Enderby, Robson, Anmore, Sun Peaks, Coldstream, Jewel Lake, Port McNeill, Smithers, Kaslo, Fairmont Hot Springs, Nelson Grand Forks, Oliver, Windermere

* **Islands** -- Victoria, Nanaimo, Bamfield, Port Alberni, Parksville, Campbell River, Tofino, Comox, Duncan, Parksville, Metchosin, Ucluelet, Cobble Hill, Ladysmith, Siox Lookout, Brentwood Bay, Necker Island, Gabriola, Sooke, Bamfield, Courtney, Sidney, Qualicum Beach, Gillies Bay, Lantzville, Langford, Hornby Isl, Salt Spring Island, Savory Isl, Lasqueti Isl, Pender Island, Keats Island,

* **Canada** -- Calgary Alta, Lake Country, Whitehorse, Yukon, Ontario - Kenora, Pearth, Chatham, Hamilton, Windsor, Blenheim, Toronto, Missauga, London, Ottawa, Kingston, Peterborough, Dundas, Orillia, St Catherines; Montreal PQ, Saskatoon Sask, Melfort Sask, Newfoundland, Summerside PEI, Yarmouth NS, Moncton NB; Alberta - Grand Prairie, Taber, Edmonton, Cochrane, St Albert, Okotoks, Ft Macleod, Lethbridge, Canmore, Alta, Regina, Winnipeg, Lloydminster, Saskatoon.

* **US** -- Port Townsend WA, Federal Way, WA, Bellingham WA, Leavenworth, WA, Seattle WA, Federal Way WA, Bargain Harbour WA, Blaine WA, Kingston WA, California - San Francisco, San Diego, Oakhurst, Laguna Woods, San Luis Obispo; Palm Beach FL, New York City, Livingston, Texas, Albuquerque, Syracuse, NY, Silvis, Illinois, Oakland Iowa, Boston, Kentucky

* **International** -- Wales UK, Singapore, Glasgow Scotland, Cambridge, UK, Mexico, Germany, Madrid, Spain, Ashburton, NZ, Hong Kong, Puerto Vallarta, Mexico, Barcelona, Spain, Honduras, Cambridge UK, Shanghai, Clare, Ireland, Sydney, Australia, Copenhagen, DDK, Galway, Ireland, Belgium, Munich Germany, Los Cerritos, Mexico, Dorset, England, Edinburgh, Scotland, Aberdeen, Scotland, Hengelo, Netherlands, Bruxelles, South Africa

Stats for Coast Cultural Alliance - Sunshine Coast Art Crawl - ongoing to 2019

2010

75 participating venues
6800 + approx 20% = 8,160 studio visits
\$30,000 reported sales

2011

108 participating venues
12,348 - Total x 20% = 14,817
\$59,140 reported sales

2012

110 participating venues (35 new) representing 275 + artists
18,000 studio visits.
\$102,000 reported sales.

2013

122 participating venues (47 new) representing 300 + artists
20,000 studio visits
\$135,000 reported sales (and many more confirmed commissions)

2014

141 participating venues (53 new) representing 340+ artists
21,000 studio visits
\$162,000 reported sales (plus more commissions)
\$67,000 reported sales/commissions from 2013 Art Crawl

2015 - (no longer Powell River Venues)

125 participating venues (30 new) representing 350+ artists - 18 Powell River artists showing in Roberts Creek Hall
28,000 studio visits
\$218,000 reported sales (plus \$60,000+ recorded commissions)

2016

130 participating venues (41 new) representing 350+ artists - 23 Powell River artists showing in Roberts Creek Hall
35,000 studio visits
\$268,000 reported sales (plus \$30,000+ recorded commissions)

2017

144 participating venues (51 new) representing 330+ artists - 23 Powell River artists showing in Roberts Creek Hall
38,000 studio visits
\$372,000 reported sales (plus \$87,000+ recorded commissions)

2018

165 participating venues (63 new) representing 340+artists - 18 PR artists in Gibsons Legion Hall (Sechelt Hosp Foundation Gala)
46,000 studio visits
\$440,500 reported sales (plus \$93,000+ recorded commissions and sign ups for workshops etc)

2019

185 participating venues (72 new) representing 340+artists - 16 PR artists in Roberts Creek Hall - 15 artists in Gambier Island Hall
49,600 studio visits
\$4600,500 reported sales (plus \$120,000+ recorded commissions and sign ups for workshops etc)

Roberts Creek Community Library

Budget 2020

| | 2020 | Jan-Sept 2019 | Budget 2019 |
|--------------------------|---------------|---------------|---------------|
| REVENUE | | | |
| Book sales & Fundraising | 3,000 | 2,577 | 3,000 |
| Donations | 1,200 | 1,034 | 1,200 |
| Room rent | 400 | 125 | 400 |
| Lost books repayment | 150 | 52 | 150 |
| SCRD - Grant | 14,300 | 10,150 | 13,500 |
| Interest income | 200 | 136 | 300 |
| Transfer from reserve | | | |
| TOTAL REVENUE | 19,250 | 14,073 | 18,550 |
| EXPENSES | | | |
| Books | 7,250 | 3,835 | 7,120 |
| Cleaning | 1,440 | 900 | 1,200 |
| Internet | 1,105 | 740 | 975 |
| Office, R&M | 545 | 336 | 525 |
| Rent | 7,680 | 5,760 | 7,680 |
| Supplies | 90 | 8 | 75 |
| Supplies - Library | 200 | 536 | 175 |
| Supplies - Processing | 500 | 713 | 450 |
| Telephone | 440 | 320 | 350 |
| TOTAL EXPENSE | 19,250 | 13,147 | 18,550 |
| NET | 0 | 926 | 0 |

We are requesting an increase for 2020
due to higher internet & cleaning costs.
Our last increase was in 2018.

CONTACT:

Kathleen Hudson, treasurer
kmhudson@telus.net
604-885-8800



November 15, 2019

Ms. Tina Perreault
General Manager
Corporate Services / CFO
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1

Dear Ms. Perreault:

Re: Gibsons & District Chamber of Commerce BC Ferry Travel Ambassador Program and
Visitor Information Park Visitor Information Park Summer Kiosk Funding Request 2020

The following funding request is for continued 2020 Tourism activity that will promote and create awareness about the entire Sunshine Coast to over 19,000 visitors that have engaged with our BC Ferries Travel Ambassadors and our Visitor Services Kiosk at the Visitor Information Park (on Stewart Rd) during the busy Tourism Season, May to September.

With targeted communication and support collateral (Tourism Magazine, Gibsons Walking Map, local businesses pamphlets and promo material) we address and advise all inquiries about the events, attractions, activities, location and current events for all of the Gibsons and area as well as the special places/activities on the entire Sunshine Coast (i.e. Skookumchuck Rapids, Mount Daniel, Trails, Parks, Pender Harbour and more).

Our priority focus is on Area D, E and F of SCRD as well as the Town of Gibsons. This activity compliments and adds to the current services that is undertaken by Sunshine Coast Tourism Association and their Visitor Services Centres.

This report will identify the positive results that we achieved in 2019 as we engaged with visitors, travellers, tourists and even residents who continue to comment how useful our services are to them.

- The BC Ferries Travel Ambassador program is a Volunteer supported activity (coordinated by the Gibsons Chamber) now in its 20th year, that provides the first point of contact on the BC Ferry from Horseshoe Bay to Langdale. Visitors, tourists, and travellers can make that last minute inquiry about their visit to the Sunshine Coast. Even in this digital age, people enjoy the personal contact and have questions not easily Googled!
- BC Ferries Chief Steward's office is fully behind our program as it frees up their staff to do their job that would otherwise be continually inundated with passenger inquiries and questions.
- The funding (Supplements the Canada Summer Jobs Program) is used to support the staffing of the Visitor Information Park Kiosk, the costs of handout collateral and Operating Costs (insurance, Administration, maintenance and the co-ordination of the Volunteer participants)

In 2019, our program engaged with almost 20,000 visitors and their questions that gave them a very positive and welcoming reception to the Sunshine Coast

| Financial Summary | 2018 | 2019 | 2020 |
|---|---------------|---------------|-----------------------|
| | Actual | Actual | Budget Request |
| Visitor Services – Gibsons/Area D, E& F (Visitor Information Park Kiosk, Wayfinding Map Info and Rest Stop) | \$6,100 | \$6,100 | \$5,000 |
| BC Ferries Travel Ambassador Program | \$1,600 | \$1,600 | \$2,700 |
| Total Allocation & New Request | \$7,700 | \$7,700 | \$7,700 |

This funding will allow us to continue to provide this engaging service of assisting visitors to the Sunshine Coast who use Gibsons & District as the Gateway. We support ALL businesses from all areas of the Sunshine Coast.

Over 1 million visitors step on to our shores between the months May and September. They are seeking information, advice, directions, and even accommodation bookings. Not all visitors go to the Gibsons Visitor Centre in the Landing – that has limited space to accommodate and access (parking). We can supplement the inquiries of visitors and ensure their experience is a memorable one.

Of the over 20,000 visitors that we engaged with 5,000 of them stopped, viewed, rested and engaged with our Summer Visitor Advisers at the Visitor Information Park. Much of the stopping to engage and seek more detail for their SC adventure that can't always happen on the short ferry ride was with the support of the Travel Ambassadors who advised people that help is just at the top of the bypass before the start of their journey.

Our opportunity is to carry on this service to promote our business and support the continued growth of Visitors, Tourists, Travellers and even new Residents coming to the Sunshine Coast.

We continue to look to ways that will build upon their experience and the first impressions our guests receive to ensure a positive Sunshine Coast experience.

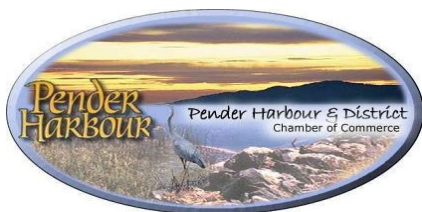
Your funding significantly assists us in the operational costs that allows us to continue this positive worthwhile program.

I would like to thank the continued support provided by SCRD. If you have any questions, please do not hesitate to contact me.

Best Regards,

Deb Mowbray
President

Chris Nicholls
Executive Director



PENDER HARBOUR & DISTRICT CHAMBER OF COMMERCE

P.O. BOX 265 MADEIRA PARK B.C.V0N 2H0
E-MAIL: chamber@penderharbour.ca
PHONE: 604 883-2561

Website: www.penderharbour.ca
TOLL FREE: 1-877 873-6377

November 13, 2019

Sunshine Coast Regional District
1975 Field Road
Sechelt, BC. V0N 3A1

Attention: Tina Perreault, CPA,CMA
CFO

Dear Tina,

As requested we are submitting our 2020 funding request and providing the additional supporting information as requested in your letter of October 21st.

We wish to continue our local programs and therefore request the following funding support from the SCRD:

| | |
|--|-----------|
| • Tourism Sanitation Services (Portable toilets) | \$ 2,650 |
| • Visitor Information Center Washrooms | \$ 5,500 |
| • Visitor Information Booths | \$ 8,000 |
| • Economic Development | \$ 2,500 |
| | ----- |
| | \$ 18,650 |

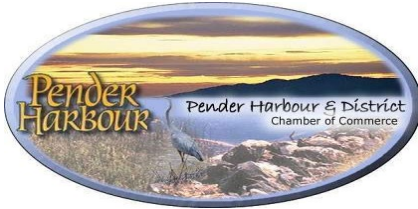
The details of our requests and associated budgets are outlined in the attached report. We have also included our 201 interim Financials and our Draft Budget for 2020.

We trust this information meets your expectations so as to assist with the District Budgetary process.

Best regards,

Ron Seymour, Chamber treasurer

cc. Kerry Milligan, Executive director



PENDER HARBOUR & DISTRICT CHAMBER OF COMMERCE

P.O. BOX 265 MADEIRA PARK B.C.V0N 2H0
E-MAIL: chamber@penderharbour.ca
PHONE: 604 883-2561

Website: www.penderharbour.ca
TOLL FREE: 1-877 873-6377

Pender Harbour & Egmont Chamber of Commerce Report

November 12, 2019

Purpose

The following report will provide details on current programs, proposed changes to some of these programs and financial details on each.

Executive Summary

This report is based on the Pender Harbour & District Chamber of Commerce interim financial results to date in 2019 and our 2020 proposed budget which are all based on a Chamber fiscal year ending December 31. We approved a change to our fiscal period ending December 31, 2018. So going forward please notice the accounting results will match the calendar year.

All of our discretionary programs are funded by a combination of SCRD Grants, Chamber fundraising events, membership dues and related member billed services including sign board rentals and racking fees. Our board treasurer provides administrative support, paid manager dedicated to specific programs, community volunteer labor and board members carry out all of our annual objectives.

The following reports indicate that four existing programs are ongoing and were supported by 2019 SCRD grants totaling **\$18,200**. Our 2020 plan anticipates SCRD grants for these programs amounting to **\$18,650**. Ongoing programs are Visitor Information Booths (VIB), Visitor Information Center washrooms (VIC washrooms), Tourism Sanitation Services, and Economic Development. In addition our chamber continues encouraging community spirit by "Light up the Harbour" and the "Christmas in Pender Harbour" month.

In 2019 we expect to finish our year with a surplus. For 2020 we will continue to budget for a reasonable surplus to cushion against unforeseen expenses and hopefully work towards a stronger financial position and a healthier state so we can efficiently manage our cash flow requirements through the entire season. Membership continues to be strong and local businesses appreciate the chamber's services and community presence.

The following data is taken from our financial records compared to our 2020 plan complete with narratives for each of our funding requests.

The SCRD grants received and proposed are:

| | Actual <u>2018</u> | YTD. <u>2019</u> | Proposed <u>2020</u> |
|--------------------------------|-----------------------|---------------------|--------------------------------|
| Tourism Sanitation Services | \$ 2,250 | \$ 2,550 | \$ 2,650 |
| VIC washrooms | \$ 4,750 | \$ 5,150 | \$ 5,500 |
| VIB | \$ 8,000 | \$ 8,000 | \$ 8,000 |
| Economic Development | \$ 2,500 | \$ 2,500 | \$ 2,500 |
| Total of above Programs | \$17,750 | \$18,200 | \$18,650 |

DETAILS ON PROGRAM REQUESTS:

Tourism Sanitation Services (PortableToilets) program:

In 2010 our Chamber entered into an agreement with the SCRD to sponsor the washroom facilities at Millennium Park and Hospital Bay by assuming administrative responsibilities including preparing yearly funding requests.

By 2014 improvements to our Madeira Park Visitor Information Booth washrooms and the Harbour Association opening and closing hours of their Madeira Park washrooms allowed us to remove the Portable Washrooms at Millennium Park.

This grant request for 2020 will allow for one year around plus one summer months only Portable Washrooms at Hospital Bay. We expect a nominal increase in the service price.

2020 Budget for Tourism Sanitation Services (Portable Toilets in Hospital Bay):

| | Actual 2018 | YTD 2019 | Proposed 2020 |
|-----------------------|----------------|----------------|-------------------------|
| SCRD Grant | \$2,500 | \$2,550 | \$2,650 |
| Total Revenue | \$2,500 | \$2,550 | \$2,650 |
| Portable toilets | \$2,310 | \$2,247 | \$2,300 |
| Admin for this | 190 | \$ 253 | \$ 350 |
| Total Expenses | \$2,500 | \$2,550 | \$2,650 |

Portable Toilets are considered to be temporary and should be replaced by permanent washroom facilities as soon as practical.

The Garden Bay/Hospital Bay location was originally planned to be replaced by a permanent Harbour Authority sponsored facility constructed at the current location of the Portable Toilets by 2016/17. The death of a principal in one of the neighboring businesses and the sale of a second neighboring business has delayed the completion of this project. The difficulty in securing a low cost septic treatment connection remains, however negotiations are continuing with a solution still possible. This has been time consuming.

Visitor Information Center Washrooms (VIC washrooms)

Our Visitor Information Center (VIC) is one building housing our main Visitor Information Booth (VIB) and associated Visitor Information Center washrooms (VIB washrooms). Our VIC washrooms are located in downtown Madeira Park. The Chamber is responsible for the operation and overall management of the VIC washrooms.

In 2014 we upgraded this facility which allowed us to have consistent open and closing times, extend our hours during the summer months and ultimately respond to Local Merchant requests for even longer openings each day.

Ongoing operations are financed by a combination of volunteer management, volunteer labor, and grants from the SCRD and voluntary contributions from merchants in the immediate area. We need an increase and currently mens toilet area repairs are in progress as planned last cycle. We can also hope for better contributions from merchants this coming year.

2020 budget for VIC Washrooms:

| | Actual 2018 | YTD 2019 | Proposed 2020 |
|---------------------------|----------------|----------------|--------------------------|
| SCRD Grant | \$4,750 | \$5,150 | \$5,500 |
| Local Merchants Donations | \$1,980 | \$1,815 | \$2,000 |
| Total Revenue | \$6,730 | \$6,965 | \$7,500 |
| Utilities | \$1,300 | \$1,300 | \$1,300 |
| Repairs & maint. | \$ 240 | \$ 255 | \$ 500 |
| Washroom cleaning | \$3,650 | \$3,300 | \$3,900 |
| Washroom Supplies | \$1,821 | \$1,800 | \$1,800 |
| Total Expenses | \$7,011 | \$6,655 | \$7,500 |

Long term plans

We have upgraded our VIC washrooms to provide secure year round public facilities in downtown Madeira Park. We are proposing to continue this operation for the foreseeable future. These facilities are heavily used and appreciated by the general public and merchants alike. The Chamber can insure their working condition as there are no alternative plans in place to provide public accessible washrooms.

Visitor Information Booths

Visitor Information services are provided at our main location, which is a building housing our Visitor Information Booth (VIB) and associated Visitor Information Center washrooms (VIC washrooms), located in downtown Madeira Park, plus a secondary kiosk located on the intersection of Hwy 101 and Madeira Park Road. The Chamber is responsible for the staffing, operation and overall management of the VIBs'.

In 2017 we upgraded the secondary location to better draw the attention of Highway traffic and service their inquiries. Our Ambassadors welcomed visitors to our area and responded to inquiries in person at both booths, by phone, by e-mail, and by reference to our web site. We also provided printed information at several rack sites. In 2017 we were approved for 2 students under the Federal student employment grant for the second straight year. Some staffing challenges prevented us from taking full benefit of the grant, but it all helped to allow us to adequately staff these 2 locations.

We believe that our staff and volunteer Ambassadors are the face of our community and should be enthusiastic, welcoming, and engaging with all visitors and members of our community. We made a concerted effort in 2018 to hire professional staff and prepare them for their task at hand. We feel we were well prepared for the 2019 season and were planning to repeat and build on that success in 2019. Unfortunately we encountered staffing issues and made the decision to step back to 1 location this past year. In spite of Jobs Canada Student funding being available to us, securing committed seasonal help was difficult this year. To some extent labour issues are a general challenge for many of our business on the coast.

Ongoing operations of our main location are financed by a combination of grants from the SCRD and Chamber funding and voluntary contributions from merchants in the immediate area. Never the less tourism continues to increase in our region and our VIB manager maintains good records to support the reality that Pender Harbour & Area is a destination for many and of great interest to travels from BC, other parts of Canada & Washington and International visitors of all kinds.

2020 budget for Visitor Information Booth (VIB):

| | Actual 2018 | YTD 2019 | Proposed 2020 |
|-----------------------|-----------------|------------------|------------------|
| SCRD Grant | \$ 8,000 | \$ 8,000 | \$ 8,000 |
| Chamber funding | \$ 6,000 | \$ 6,000 | \$ 6,000 |
| Total Revenue | \$14,000 | \$ 14,000 | \$ 14,000 |
| Info center Supplies | \$ 313 | \$ 193 | \$ 1,500 |
| Phone and Internet | \$ 2,600 | \$ 2,436 | \$ 2,800 |
| Summer Help | \$17,865 | \$13,684 | \$ 15,700 |
| Employment Grant | \$ (8,299) | \$ (5,056) | \$ (6,000) |
| Total Expenses | \$12,479 | \$ 12,257 | \$ 14,000 |

Historically we have reported the number of group inquiries each of which could have been a single visitor making a single inquiry, a single visitor making multiple inquiries or a group of visitors making multiple inquiries. However, in 2016 we began recording the actual number of visitors to the booth that asked one or more questions. We continued using both methods of reporting to more accurately reflect the amount of information provided.

Listed below are the inquiry stats for the last six years

| <u>Year</u> | <u># groups</u> | <u># of Inquiries</u> |
|-------------|-----------------|-----------------------|
| 2014 | 1362 | 2315 |
| 2015 | 1439 | 2461 |
| 2016 | 2450 | 5094 |
| 2017 | 2594 | 5246 |
| 2018 | 4563 | 6803 |
| 2019 | | |

For 2020 our plan is to operate the main information booth in town with a minimum of two paid staff, to re-apply for the student grant, and to put out the call for volunteer staff, as this will allow us to better service visitor enquiries from both land and water. There is always more which we'd like to accomplish.

Long term plans

As is evident in the numbers indicated above, our visitor inquiry numbers in 2018 is up sharply and continues the trend set from previous years. This appears consistent with the coast in general as more and more travelers include the Sunshine Coast in their itineraries. We anticipate that these numbers will continue to grow in 2020 due to all efforts combined. We wish to be well prepared to share as much information as we can to as many visitors as possible throughout the season. To accomplish this we plan on being open at least three or four if not five days per week from the May long weekend until school is out the last week of June. During July and August we will be open 7 days a week for 8 hours per day, requiring a bare minimum of 2 paid staff members. Historically we have closed the booth after the September long weekend leaving us with limited information available to tourists in September, a time when a number of local events take place. In order to provide additional hours in June and in September, and to fulfill our task of providing information to a larger number of tourists over the busy summer season, we will require additional staffing, which will in turn necessitate consistent funding.

We are planning to continue our operation of the VIB for many years to come and hope to eventually transition to become part of a larger visitor information system or network. We continue to feel strongly about the need to upgrade our Information Centre and provide an attractive rest area for travelers – drivers, boaters, cyclists, and campers. We anticipate a considerable increase in tourist traffic in the next few years and wish to be well prepared. We are continuing to explore more visitor friendly resources for our area, including further development of our website, and having our Ambassadors and information available at local festivals and events, as we work towards raising the level of awareness with respect to all that Pender Harbour has to offer.

Economic Development

In 2014 we embarked on an Economic Development Project which we are proposing to carry on throughout 2018 and 2019. In support of this discretionary project we received various grants including \$ 2,500 in 2019.

Our Economic Development activities for 2019 have included providing volunteer labor to perform various activities such as assisting PODS, providing material for trade shows, accumulating content for our social media, managing many of the activities for Pender Harbour Days, leading the signage development initiative, participating in mini park development, working on cemetery restoration projects, participating with other chambers on the Business Excellence Awards and active participation on SCREDO projects. We have also paid for materials to take to trade shows, a portion of the trade show booths, a small monthly honorarium to provide fresh material regularly on our social media sites, maintaining and adding to the sites and modifying our web content to provide updated material and pictures to several publications including Ahoy BC and North West Boat Travel.

For 2020 we are requesting a further grant of \$2,500 so we can continue to fund the activities started in 2016 and detailed above. We will also be providing the same or more volunteer labor to supplement these activities as well as engaging in additional activities which will focus on bringing economic activity to the coast. We believe that one of the ways to draw attention to our area is to show them what their lifestyle could look like, being able to blend work and outdoor recreation together on a daily basis. We will continue to add to our electronic media resources through our website and social media. Media assets (photos, video and writers) are required to build a stock of tools to carry out this initiative.

| | Actual 2018 | YTD 2019 | Proposed 2020 |
|---------------------------------|-----------------|-----------------|--------------------------|
| SCRD Grant | \$ 2,500 | \$ 2,500 | \$ 2,500 |
| Chamber funding | \$ 4,000 | \$ 4,000 | \$ 4,000 |
| Total Revenue | \$ 6,500 | \$ 6,500 | \$ 6,500 |
| | | | |
| Marketing | \$2,627 | \$2,628 | \$ 2,500 |
| Social Media management | \$2,400 | \$2,400 | \$ 2,500 |
| Visual Assets & data collection | \$1,500 | \$1,363 | \$ 1,500 |
| Total Expenses | \$6,527 | \$6,391 | \$ 6,500 |

Long term plans

Our economic development plan is designed to complement and support a coast-wide marketing campaign, Regional Economic Development Office and signage and branding. We will also continue to work with service clubs and voluntary groups to promote the festivals and events that make us a destination for visitors.

We are working with Sunshine Coast Tourism (Tourist attraction and retention) and SCREDO (business attraction and retention) and working to update our

systems and processes to provide a seamless interface to their systems and on-line information as they are made available to us a year or two from now.

Our chamber has a presence on the SCREDO board and directors are actively participating in the business round up project and associated system update work. SCREDO has focused on data collection and creation of a database that will hold and report on the data collected. This has made some of our administrative functions easier and at the same time foster a closer working relationship with our members. We are also adding functionality and data to our systems that will enable us to add a general business attraction and support functionality to our existing on-line tools, which are now largely focused on tourist attraction and tourist related businesses.

Sunshine Coast Tourism is expected to greatly enhance our tourist attraction and retention capability, both with increased marketing activities and system functionality. We are looking forward to improvements in our on-line content and associated marketing messages. One of our business owners has joined the board of Sunshine Coast Tourism and expressed a desire to ensure we achieve maximum benefit from an integrated approach to the work our Chamber and Sunshine Coast Tourism is doing.

Grant in Aid (for info only)

Unfortunately we were unsuccessful in obtaining a Grant in Aid for 2018 and missed the deadline for any 2019 support.

Pender Harbour & District Chamber of Commerce
Budget vs. Actuals: Chamber Budget - 2020 - YTD 2019 P&L
January - December 2019

| | Total | | |
|-------------------------------------|------------------|------------------|------------------|
| | 2020 | Actual | Budget |
| Income | | | |
| Brochure Racking Fees - current | 950 | 950 | 1,100 |
| Chamber Group Insurance Plan Comm | 260 | 242 | 150 |
| Community Fundraising | 1,000 | | 2,000 |
| Interest/Dividend Income | 10 | 6 | 2 |
| Marquee Tent Rental | 300 | 200 | 400 |
| Membership Dues - Current | 8,600 | | |
| Class C1 | | 3,200 | 3,000 |
| Class C2 | | 3,185 | 2,825 |
| Class C3 | | 1,500 | 2,250 |
| Class N/C | | 790 | 600 |
| Total Membership Dues - Current | \$ 8,600 | \$ 8,675 | \$ 8,675 |
| Sandwich Board Fees | 100 | | 50 |
| SCRD - Community Engagement Funding | | | 2,000 |
| SCRD - Economic Development Funding | 2,500 | 2,500 | 2,500 |
| SCRD Sanitation Grant | 2,650 | 2,550 | 2,550 |
| SCREDO Revenue | 500 | 500 | 800 |
| Sign Maintenance - Current | 6,700 | 6,675 | 6,895 |
| Info Centre Large | | | 0 |
| Info Centre Small | | | 0 |
| Kleindale | | | 0 |
| North Approach Large | | | 0 |
| North Approach Small | | | 0 |
| North Approach X-Large | | | 0 |
| South Approach Large | | | 0 |
| South Approach Small | | | 0 |
| South Approach X-Large | | | 0 |
| Total Sign Maintenance - Current | \$ 6,700 | \$ 6,675 | \$ 6,895 |
| Visitor Information Center | | | |
| Grant Income - Employment | 6,000 | 5,056 | 8,300 |
| Grant Income - VIB Ambassadors | 8,000 | 8,000 | 8,000 |
| Grant Income - W/R Maintenance | 5,500 | 5,150 | 5,150 |
| Guides & Maps | 400 | | 400 |
| Washroom Subsidy | 2,000 | 1,815 | 2,250 |
| Total Visitor Information Center | \$ 21,900 | \$ 20,021 | \$ 24,100 |
| Total Income | \$ 45,470 | \$ 42,320 | \$ 51,222 |
| Expenses | | | |
| Advertising & Promotion | 1,200 | 583 | 1,350 |
| Bank Service Charges | 600 | 62 | 460 |
| Computer and Internet Expenses | 700 | 454 | 680 |
| Contract Labour | 500 | 220 | 3,000 |
| Dues and Subscriptions | 750 | 764 | 600 |
| Insurance Expense | 600 | 575 | 600 |
| Marketing Expense | 2,600 | 2,628 | 2,600 |

| | | | |
|---------------------------------|-----------------|-----------------|-----------------|
| Meeting Expense | 500 | | 800 |
| Office Supplies | 200 | 119 | 250 |
| Payroll Expenses | 15,700 | 13,684 | 17,925 |
| PH Days Donations | | 500 | |
| Postage and Delivery | 150 | | 150 |
| SCRD - Community Engagement | | 204 | 2,500 |
| SCRD - Economic Dev Initiatives | 1,500 | 1,363 | 1,600 |
| SCRD Portable Toilet Expenses | 2,300 | 2,247 | 2,350 |
| Sign Maintenance | 1,000 | 144 | |
| Trail Booklets Expense/Recovery | 400 | | 400 |
| Visitor Information Centre | | | |
| Cleaning | 3,900 | 3,300 | 3,900 |
| Maintenance of VIC & Washrooms | 500 | 255 | 500 |
| Office Supplies | 500 | 140 | 1,500 |
| Repairs & Maintenance | | 53 | |
| Telephone Expense | 2,800 | 2,436 | 2,800 |
| Utilities | 1,300 | 1,300 | 1,300 |
| Washroom Supplies | 1,800 | 1,800 | 1,800 |
| Website & Social Media | 2,500 | 2,400 | 2,400 |
| Worksafe BC | 75 | 17 | 75 |
| Total Expenses | 42,075 | 35,247 | 49,540 |
| Net Income | \$ 3,395 | \$ 7,073 | \$ 1,682 |

Tuesday, Nov 12, 2019 06:41:06 PM GMT-8 - Accrual Basis

Name of Organization

Date Created:

Revision Date:

Budget Planning Year:

Year to Date:

PENDER HARBOUR & DISTRICT CHAMBER OF COMMERCE

Nov 12,2019

2020

Dec-19

| 2020 | Actuals to | 2019 | | % Variance | Financial Planning | | | | | |
|--------|------------|--------|----------|------------|--------------------|------|------|------|------|--------|
| Budget | Nov-19 | Budget | Variance | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | NOTES: |

REVENUE:

Local Government Request

| | | | | | | | | | | |
|--------------------------------|--------------|--------------|--------------|-----------|-----|------|------|------|------|------|
| SCRD- Economic Dev | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ - | 0% | | | | | |
| SCRD- Sanitation Services | \$ 2,650.00 | \$ 2,550.00 | \$ 2,500.00 | \$ 150.00 | 6% | | | | | |
| SCRD-Visitor Centre Washroom | \$ 5,500.00 | \$ 5,150.00 | \$ 4,750.00 | \$ 750.00 | 14% | | | | | |
| SCRD-Visitor Information Booth | \$ 8,000.00 | \$ 8,000.00 | \$ 8,000.00 | \$ - | 0% | | | | | |
| - | | | | \$ - | | | | | | |
| Total Request | \$ 18,650.00 | \$ 18,200.00 | \$ 17,750.00 | \$ 900.00 | 5% | \$ - | \$ - | \$ - | \$ - | \$ - |

Grants

| | | | | | | | | | | |
|------------------------|-------------|-------------|-------------|--------------|------|------|------|------|------|------|
| -Employment Grant, VIB | \$ 6,000.00 | \$ 5,056.00 | \$ 8,300.00 | -\$ 2,300.00 | -38% | | | | | |
| - | | | | \$ - | | | | | | |
| Sub Total Grants | \$ 6,000.00 | \$ 5,056.00 | \$ 8,300.00 | -\$ 2,300.00 | -38% | \$ - | \$ - | \$ - | \$ - | \$ - |

Other Revenue

| | | | | | | | | | | |
|--------------------------|--------------|--------------|--------------|--------------|------|------|------|------|------|------|
| - | | | | \$ - | | | | | | |
| -Chamber General Revenue | \$ 20,570.00 | \$ 19,064.00 | \$ 25,172.00 | -\$ 4,602.00 | -22% | | | | | |
| - | | | | \$ - | | | | | | |
| Sub Total Other | \$ 20,570.00 | \$ 19,064.00 | \$ 25,172.00 | -\$ 4,602.00 | -22% | \$ - | \$ - | \$ - | \$ - | \$ - |

Previous Year (Deficit) / Surplus

| | | | | | | | | | | |
|--|--------------|--------------|--------------|--------------|------|------|------|------|------|------|
| Total Revenue - Organization Generated | \$ 26,570.00 | \$ 24,120.00 | \$ 33,472.00 | -\$ 6,902.00 | -26% | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL REVENUE | \$ 45,220.00 | \$ 42,320.00 | \$ 51,222.00 | -\$ 6,002.00 | -13% | \$ - | \$ - | \$ - | \$ - | \$ - |

| | 2020 Budget | Actuals to Nov-19 | 2019 Budget | Variance | % Variance 2020 | Financial Planning | | | | |
|-----------------------------------|----------------|----------------------|----------------|--------------|--------------------|--------------------|------|------|------|------|
| | | | | | | 2021 | 2022 | 2023 | 2024 | 2025 |
| EXPENSES: | | | | | | | | | | |
| Materials and Supplies | | | | | | | | | | |
| - Trade Shows & Marketing | \$ 2,500.00 | \$ 2,628.00 | \$ 2,500.00 | \$ - | 0% | | | | | |
| - Social Media & Website | \$ 2,500.00 | \$ 2,400.00 | \$ 2,500.00 | \$ - | 0% | | | | | |
| - visual Assets & Data Collection | \$ 1,500.00 | \$ 1,363.00 | \$ 1,500.00 | \$ - | 0% | | | | | |
| - | | | | \$ - | | | | | | |
| Sub Total | \$ 6,500.00 | \$ 6,391.00 | \$ 6,500.00 | \$ - | 0% | \$ - | \$ - | \$ - | \$ - | \$ - |
| Office / Equipment | | | | | | | | | | |
| - Admin for VIB | \$ 300.00 | \$ 313.00 | \$ 300.00 | \$ - | 0% | | | | | |
| - Admin for Sanitation services | \$ 350.00 | \$ 253.00 | \$ 100.00 | \$ 250.00 | 71% | | | | | |
| - | | | | \$ - | | | | | | |
| Sub Total | \$ 650.00 | \$ 566.00 | \$ 400.00 | \$ 250.00 | 38% | \$ - | \$ - | \$ - | \$ - | \$ - |
| Facility / Utilities | | | | | | | | | | |
| - Sanitation Supply | \$ 2,300.00 | \$ 2,247.00 | \$ 2,350.00 | -\$ 50.00 | -2% | | | | | |
| - Washroom Supplies | \$ 1,800.00 | \$ 1,821.00 | \$ 1,800.00 | \$ - | 0% | | | | | |
| - Rental/share of costs | \$ 1,300.00 | \$ 1,300.00 | \$ 1,300.00 | \$ - | 0% | | | | | |
| - Maintenance, VIC | \$ 2,000.00 | \$ 255.00 | \$ 2,000.00 | \$ - | 0% | | | | | |
| - Phone/Internet | \$ 2,800.00 | \$ 2,600.00 | \$ 2,800.00 | \$ - | 0% | | | | | |
| - | | | | \$ - | | | | | | |
| Sub Total | \$ 10,200.00 | \$ 8,223.00 | \$ 10,250.00 | -\$ 50.00 | 0% | \$ - | \$ - | \$ - | \$ - | \$ - |
| Personnel | | | | | | | | | | |
| - Washroom Janitorial | \$ 3,650.00 | \$ 3,300.00 | \$ 3,900.00 | -\$ 250.00 | -7% | | | | | |
| - Summer help - VIB | \$ 15,700.00 | \$ 13,684.00 | \$ 18,000.00 | -\$ 2,300.00 | -15% | | | | | |
| - | | | | \$ - | | | | | | |
| Sub Total | \$ 19,350.00 | \$ 16,984.00 | \$ 21,900.00 | -\$ 2,550.00 | -13% | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other Expenses | | | | | | | | | | |
| - Chamber General Operating | \$ 5,375.00 | \$ 3,083.00 | \$ 10,490.00 | -\$ 5,115.00 | -95% | | | | | |
| - | | | | \$ - | | | | | | |
| - | | | | \$ - | | | | | | |
| Sub Total | \$ 5,375.00 | \$ 3,083.00 | \$ 10,490.00 | -\$ 5,115.00 | -95% | \$ - | \$ - | \$ - | \$ - | \$ - |

Training / Development

| | | | | | | | | | | |
|-----------|------|------|------|------|---------|------|------|------|------|------|
| - | | | | \$ - | #DIV/0! | | | | | |
| - | | | | \$ - | #DIV/0! | | | | | |
| Sub Total | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - |

| | | | | | | | | | | |
|-----------------------|--------------|--------------|--------------|--------------|------|------|------|------|------|------|
| TOTAL EXPENSES | \$ 42,075.00 | \$ 35,247.00 | \$ 49,540.00 | -\$ 7,465.00 | -18% | \$ - | \$ - | \$ - | \$ - | \$ - |
|-----------------------|--------------|--------------|--------------|--------------|------|------|------|------|------|------|

| | 2020 Budget | Acutals to Nov-19 | 2019 Budget | Variance | % Variance 2020 | Financial Planning | | | | |
|--|----------------|----------------------|----------------|----------|--------------------|--------------------|------|------|------|------|
| | | | | | | 2021 | 2022 | 2023 | 2024 | 2025 |

CAPITAL REQUIREMENT**Purchases:**

| | | | | | | | | | | |
|--------------------|------|------|------|------|---------|------|------|------|------|------|
| - | | | | \$ - | #DIV/0! | | | | | |
| Subtotal Purchased | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - |

Proposed Exenditures:

| | | | | | | | | | | |
|----------------------|------|------|------|------|---------|------|------|------|------|------|
| - | | | | \$ - | #DIV/0! | | | | | |
| Sub Total Proposed | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL CAPITAL | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - |

| | | | | | | | | | | |
|-------------------------------------|--------------|--------------|--------------|--------------|---------|------|------|------|------|------|
| TOTAL COMMITTED EXPENDITURES | \$ 42,075.00 | \$ 35,247.00 | \$ 49,540.00 | -\$ 7,465.00 | -18% | \$ - | \$ - | \$ - | \$ - | \$ - |
| LESS PROPOSED EXPENDITURES | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - |
| LESS ORGANIZATION REVENUE | \$ 26,570.00 | \$ 24,120.00 | \$ 33,472.00 | -\$ 6,902.00 | -26% | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL TAX REQUISITION | \$ 15,505.00 | \$ 11,127.00 | \$ 16,068.00 | -\$ 563.00 | -4% | \$ - | \$ - | \$ - | \$ - | \$ - |

Pender Harbour & District Chamber of Commerce

BALANCE SHEET

As of December 31, 2019

| | TOTAL | |
|--|--------------------|-------------------------|
| | AS OF DEC 31, 2019 | AS OF DEC 31, 2018 (PY) |
| Assets | | |
| Current Assets | | |
| Cash and Cash Equivalent | | |
| Class B Equity Shares | 72.52 | 68.15 |
| Class C Equity Shares | 62.59 | 62.59 |
| Operating account | 6,407.44 | 64,048.11 |
| Term Deposit-SCCU | 0.00 | 0.00 |
| Tourism Chequing Account | 0.00 | 0.00 |
| Tourism Class B Equity Shares | 0.00 | 0.00 |
| Tourism Class C Equity Shares | 0.00 | 0.00 |
| Total Tourism Chequing Account | 0.00 | 0.00 |
| Undeposited Funds | 5,056.10 | 0.00 |
| Total Cash and Cash Equivalent | \$11,598.65 | \$64,178.85 |
| Accounts Receivable (A/R) | | |
| Accounts Receivable | 1.00 | 1.00 |
| Total Accounts Receivable (A/R) | \$1.00 | \$1.00 |
| Growth Zone A/R | 18,115.00 | |
| Cash - Gateway Funds | -3,023.43 | |
| E-Transfer collections | -390.00 | |
| Growth Zone - manual deposit clearing | -11,875.00 | |
| Total Growth Zone A/R | 2,826.57 | |
| Total Current Assets | \$14,426.22 | \$64,179.85 |
| Total Assets | \$14,426.22 | \$64,179.85 |
| Liabilities and Equity | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable (A/P) | | |
| Accounts Payable | 0.00 | 0.00 |
| Total Accounts Payable (A/P) | \$0.00 | \$0.00 |
| Accounts Payable-other | 7,554.10 | 3,264.10 |
| Dock Management Acct Funding | -4,326.00 | 56,790.77 |
| GST/HST Payable | 0.00 | 0.00 |
| Payroll Liabilities | 0.00 | 0.00 |
| Federal Taxes | 0.00 | 0.00 |
| Total Payroll Liabilities | 0.00 | 0.00 |
| Receiver General Suspense | 0.00 | 0.00 |
| SCREDO Accounts | 0.00 | 0.00 |
| Allocated Expenses | -5,394.95 | -5,394.95 |
| SCREDO Funding | 5,394.95 | 5,394.95 |
| Total SCREDO Accounts | 0.00 | 0.00 |
| Unearned Revenue | 0.00 | 0.00 |
| Total Current Liabilities | \$3,228.10 | \$60,054.87 |
| Total Liabilities | \$3,228.10 | \$60,054.87 |
| Equity | | |

| | TOTAL | |
|-------------------------------------|--------------------|-------------------------|
| | AS OF DEC 31, 2019 | AS OF DEC 31, 2018 (PY) |
| Opening Bal Equity | 0.00 | 0.00 |
| Retained Earnings | 4,124.98 | 14,123.01 |
| Profit for the year | 7,073.14 | -9,998.03 |
| Total Equity | \$11,198.12 | \$4,124.98 |
| Total Liabilities and Equity | \$14,426.22 | \$64,179.85 |

Pender Harbour & District Chamber of Commerce

BUDGET VS. ACTUALS: CHAMBER BUDGET - 19 - FY19 P&L

January - December 2019

| | TOTAL | | |
|---|-----------------|-----------------|------------------|
| | ACTUAL | BUDGET | OVER BUDGET |
| Income | | | |
| Brochure Racking Fees - current | 950 | 1,100 | -150 |
| Chamber Group Insurance Plan Comm | 242 | 150 | 92 |
| Community Fundraising | | 2,000 | -2,000 |
| Interest/Dividend Income | 6 | 2 | 4 |
| Marquee Tent Rental | 200 | 400 | -200 |
| Membership Dues - Current | | | |
| Class C1 | 3,200 | 3,000 | 200 |
| Class C2 | 3,185 | 2,825 | 360 |
| Class C3 | 1,500 | 2,250 | -750 |
| Class N/C | 790 | 600 | 190 |
| Total Membership Dues - Current | 8,675 | 8,675 | 0 |
| Sandwich Board Fees | | 50 | -50 |
| SCRD - Community Engagement Funding | | 2,000 | -2,000 |
| SCRD - Economic Development Funding | 2,500 | 2,500 | 0 |
| SCRD Sanitation Grant | 2,550 | 2,550 | 0 |
| SCREDO Revenue | 500 | 800 | -300 |
| Sign Maintenance - Current | 6,675 | | 6,675 |
| Info Centre Large | | 750 | -750 |
| Info Centre Small | | 850 | -850 |
| Kleindale | | 200 | -200 |
| North Approach Large | | 300 | -300 |
| North Approach Small | | 450 | -450 |
| North Approach X-Large | | 1,100 | -1,100 |
| South Approach Large | | 420 | -420 |
| South Approach Small | | 625 | -625 |
| South Approach X-Large | | 2,200 | -2,200 |
| Total Sign Maintenance - Current | 6,675 | 6,895 | -220 |
| Visitor Information Center | | | |
| Grant Income - Employment | 5,056 | 8,300 | -3,244 |
| Grant Income - VIB Ambassadors | 8,000 | 8,000 | 0 |
| Grant Income - W/R Maintenance | 5,150 | 5,150 | 0 |
| Guides & Maps | | 400 | -400 |
| Washroom Subsidy | 1,815 | 2,250 | -435 |
| Total Visitor Information Center | 20,021 | 24,100 | -4,079 |
| Total Income | \$42,320 | \$51,222 | \$ -8,902 |
| GROSS PROFIT | \$42,320 | \$51,222 | \$ -8,902 |
| Expenses | | | |
| Advertising & Promotion | 583 | 1,350 | -767 |
| Bank Service Charges | | 460 | -460 |
| Computer and Internet Expenses | 454 | 680 | -226 |
| Contract Labour | 220 | 3,000 | -2,780 |
| Dues and Subscriptions | 764 | 600 | 164 |
| Insurance Expense | 575 | 600 | -25 |
| Interest Expense | 62 | | 62 |
| Marketing Expense | 2,628 | 2,600 | 28 |

| | TOTAL | | |
|---|-----------------|-----------------|-------------------|
| | ACTUAL | BUDGET | OVER BUDGET |
| Meeting Expense | | 800 | -800 |
| Office Supplies | 119 | 250 | -131 |
| Payroll Expenses | | | |
| Taxes | 921 | 1,250 | -329 |
| Wages | 12,763 | 16,675 | -3,912 |
| Total Payroll Expenses | 13,684 | 17,925 | -4,241 |
| PH Days Donations | 500 | | 500 |
| Postage and Delivery | | 150 | -150 |
| Reimbursements | 255 | | 255 |
| SCRD - Community Engagement | 204 | 2,500 | -2,296 |
| SCRD - Economic Dev Initiatives | 1,363 | 1,600 | -237 |
| SCRD Portable Toilet Expenses | 2,247 | 2,350 | -103 |
| Sign Maintenance | 144 | | 144 |
| Trail Booklets Expense/Recovery | | 400 | -400 |
| Visitor Information Centre | | | |
| Cleaning | 3,300 | 3,900 | -600 |
| Maintenance of VIC & Washrooms | | 500 | -500 |
| Office Supplies | 140 | 1,500 | -1,360 |
| Repairs & Maintenance | 53 | | 53 |
| Telephone Expense | 2,436 | 2,800 | -364 |
| Utilities | 1,300 | 1,300 | 0 |
| Washroom Supplies | 1,800 | 1,800 | 0 |
| Total Visitor Information Centre | 9,028 | 11,800 | -2,772 |
| Website & Social Media | 2,400 | 2,400 | 0 |
| Worksafe BC | 17 | 75 | -58 |
| Total Expenses | \$35,247 | \$49,540 | \$ -14,293 |
| NET OPERATING INCOME | \$7,073 | \$1,682 | \$5,391 |
| NET INCOME | \$7,073 | \$1,682 | \$5,391 |



November 28, 2019

Sunshine Coast Regional District
Attn: Lori Pratt, Chair
1975 Field Rd.
Sechelt, BC V0N 3A1

ANNEX R

SCRD
RECEIVED

NOV 29 2019

CHIEF ADMINISTRATIVE
OFFICER

File No. 0550

Dear Lori,

RE: Sechelt Public Library Funding and Service Agreement Council Resolution

At the November 20, 2019 Regular Council meeting, the following two resolutions were endorsed by Council:

'That a five year (2020-2024) Memorandum of Understanding (MOU) / Service Agreement be negotiated with the Sechelt Public Library Association.'

AND

'Whereas public libraries benefit every resident of the Sunshine Coast and should be funded equitably; and

Whereas the physical distance to Electoral Area A can be overcome through digital techniques, offsite programming and other activities; and

That the District of Sechelt supports in principle funding Sechelt Public Library based on estimated percentage of population served, using 100% for Electoral Area A, 100% for Electoral Area B, 100% for District of Sechelt and 50% for Electoral Area D and considerations of existing Service Bylaws by Area; and

That the Sechelt Indian Government District be consulted as to an agreeable percentage of population served contribution based on the proposed change for suggested percentage contributions.'

Sincerely,

Darnelda Siegers
Mayor

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – December 4, 2019

AUTHOR: Tina Perreault, General Manager, Corporate Services / Chief Financial Officer

SUBJECT: **RURAL AREAS' GRANT-IN-AID AND ECONOMIC DEVELOPMENT 2019 CARRY-FORWARDS**

RECOMMENDATION(S)

THAT the report titled Rural Area's Grant-in-Aid and Economic Development 2019 Carry-Forwards be received.

BACKGROUND

The Rural Areas' Grant-in-Aid Program provides grant-in-aid funding for non-profit societies and organizations that operate or provide a community or regional benefit. Successful grant applications have a measurable benefit to communities outside of the rural areas and as such are required to also apply to the appropriate municipal grants-of-assistance program on the Coast.

Economic Development functions have supported Sunshine Coast Regional District (SCRD) Partners in their ongoing efforts to encourage business and growth on the Sunshine Coast.

DISCUSSION

Options and Analysis

Discretionary funding is in both Rural Areas' Grant-in-Aid and Economic Development for non-profit societies and organizations to apply through either the budget process or application intake for funds to support their projects.

Financial Implications

Each year the surplus / deficit position for the discretionary funding for these functions is presented to the SCRD Board to assess the ongoing budget related to the projected grant requests to be presented and determine how to use surpluses or how to recover deficits.

Attached are three spreadsheets for the SCRD Board's information to support 2020 budget decisions:

- A - Rural Areas' Grant-in-Aid Budgets [121-129]
- B - Rural Areas' Economic Development (including MOU values) [531-535]
- C - Summary of Community Partners and Stakeholders 2020 Budget Requests

Timeline for next steps or estimated completion date

In the budget process the functions for Rural Areas' Grant-in-Aid [121-129] and Economic Development [531-535] will be reviewed by the SCRD Board in preparation for final adoption in February 2020.

STRATEGIC PLAN AND RELATED POLICIES

The granting processes offered by the SCRD ensure financial sustainability as well as facilitates community development.

CONCLUSION

This report is provided for information to assist the SCRD Board in the 2020 budget process.

| | | | |
|--------------|------------------|-------------|------------|
| Reviewed by: | | | |
| Manager | | Finance | |
| GM | | Legislative | |
| Acting CAO | X – T. Perreault | Other | X-T.Crosby |

Rural Areas' Grant-in-Aid Status

| | 121 (A) | 122 (B) | 123 (E&F) | 125 (COM) | 126 (GGCP) | 127 (D) | 128 (E) | 129 (F) |
|--|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|
| Discretionary | \$ 19,000 | \$ 16,000 | \$ 4,000 | \$ - | \$ 10,000 | \$ 25,000 | \$ 9,000 | \$ 14,000 |
| Youth Outreach (Decision Pending) | \$ 8,389 | \$ 8,372 | \$ - | \$ - | \$ - | \$ 8,015 | \$ 7,573 | \$ 7,137 |
| Bursary | \$ 800 | \$ 800 | \$ - | \$ - | \$ - | \$ 800 | \$ 800 | \$ 800 |
| Howe Sound Marine Reference Guide (3 years starting 2018) (Decision Pending) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,000 |
| HMB Comm School Restorative Justice | \$ - | \$ - | \$ - | \$ 10,000 | \$ - | \$ - | \$ - | \$ - |
| HMB Comm School Tween Night (Decision Pending) | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| PH Community School | \$ 8,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 2020 TOTAL DISCRETIONARY TO DATE | \$ 36,189 | \$ 25,172 | \$ 4,000 | \$ 10,000 | \$ 10,000 | \$ 33,815 | \$ 17,373 | \$ 22,937 |

**Figures have not been approved by SCRD Board to date.*

| | | | | | | | | |
|--------------------------------------|-------------|-------------|-------------|-----------|-------------|-----------|----------|-------------|
| SUBTOTAL: 2019 Surplus / Deficit | \$ 6,653.68 | \$ 3,703.66 | \$ 1,290.68 | \$ 685.40 | \$ 1,290.58 | \$ 259.42 | \$ 69.17 | \$ 5,204.36 |
| | | | | | | | | |
| TOTAL: 2019 Surplus / Deficit | \$ 6,653.68 | \$ 3,703.66 | \$ 1,290.68 | \$ 685.40 | \$ 1,290.58 | \$ 259.42 | \$ 69.17 | \$ 5,204.36 |

Reduce 2020 Taxation

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|

**ECONOMIC DEVELOPMENT FUNDING [531-535]
2020 Budget**

| Organization Name - Project Name | Basis of Allocation | 2020 Requests | Area A [531] | Area B [532] | Area D [533] | Area E [534] | Area F [535] | Totals | Notes from 2019 Budget Process |
|--|-----------------------------|---------------|--------------|--------------|--------------|--------------|--------------|------------|---|
| Sunshine Coast Tourism - Destination Marketing Activities | Previously Assessed Value | 20,000.00 | | | | | | 0.00 | |
| PH&DCC - Visitor Information Booth Ambassadors | | 8,000.00 | | | | | | 0.00 | |
| PH&DCC - Visitor Information Booth Washrooms | | 5,500.00 | | | | | | 0.00 | |
| PH&DCC - Tourism Sanitation Services (Portables) | | 2,650.00 | | | | | | 0.00 | |
| PH&DCC - Economic Development | | 2,500.00 | | | | | | 0.00 | |
| G&DCC - Visitor Services Centre (Gibsons and E&F) - Visitor Information Park Kiosk, Wayfinding Map Info and Rest Stop) | | 6,100.00 | | | | | | 0.00 | |
| G&DCC - Travel Ambassador Program | | 1,600.00 | | | | | | 0.00 | |
| Coast Cultural Alliance - Sunshine Coast Art Crawl | Previously Evenly Allocated | 4,200.00 | | | | | | 0.00 | |
| Coast Cultural Alliance - Arts and Cultural Calendar | Previously Evenly Allocated | 3,000.00 | | | | | | 0.00 | |
| 2019 Total Economic Development Funding Available | | | 67,036.00 | 47,160.00 | 39,169.00 | 38,736.00 | 51,429.00 | 243,530.00 | |
| Regional Economic Development Initiative MOU (2019 values included in the Funding Available above amount) | | | 37,589.00 | 33,941.00 | 30,733.00 | 20,228.00 | 33,089.00 | 155,580.00 | * Based on \$300,000 Annual Contribution 50%Assessment/50% Population for Areas A, B, D, F Assessment Only for Area E |
| 2020 Total Discretionary Funds | | | 64,549.00 | 44,775.00 | 39,034.06 | 47,698.54 | 53,914.37 | 249,970.97 | |
| Operating Expenses (Support Services Allocation) | | | 2,487.00 | 2,385.00 | 1,980.00 | 1,959.00 | 2,603.00 | 11,414.00 | |
| Total Committed Discretionary Funds in 2020 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Remaining Discretionary Funds (Uncommitted Discretionary Funds) | | | 26,960.00 | 10,834.00 | 6,456.00 | 16,549.00 | 15,737.00 | 76,536.00 | |
| 2019 Uncommitted Surplus | | | 2,745.42 | 5,394.40 | 1,845.06 | 10,921.54 | 5,088.37 | | |
| Used to offset 2020 Taxation | | | - | - | - | - | - | - | |

Summary of Budget Requests from Community Partners
and Stakeholders

| | Functions | Area Participants | 2019 | SCRD 2019 | 2020 | SCRD 2020 | Change over 2019* | % change | Special Project |
|--|---------------|-----------------------------|--------------------|--------------------|--------------------|--------------------|----------------------|----------|-----------------|
| Sechelt Public Library | 643, 645, 646 | A, B, & D | \$837,464 | \$277,480 | \$828,720 | TBD | | 0.00% | |
| Gibsons and District Public Library | 640,646 | ToG, D, E & F | | \$610,309 | | \$648,841 | \$38,532 | 6.31% | |
| Roberts Creek Community Library | 646 | D | | \$13,500 | | \$14,300 | \$800 | 5.93% | |
| Pender Harbour Reading Centre | 643 | A | | \$2,000 | | \$2,000 | \$0 | 0.00% | |
| Pender Harbour Health Centre | 410 | A | | \$126,040 | | \$134,040 | \$8,000 | 6.35% | |
| Sechelt Archives | 648 | Regional-All | | \$9,548 | | \$9,548 | \$0 | 0.00% | |
| Sunshine Coast Museum and Archives | 648 | Regional-All | | \$87,138 | | \$89,316 | \$2,178 | 2.50% | |
| Skookumchuck Museum / Egmont Heritage Centre | 648 | Regional-All | | \$32,200 | | \$32,200 | \$0 | 0.00% | |
| Sunshine Coast Community Services Society: Youth Outreach | 121-129 | A, B, D, E, F | \$77,961 | \$38,712 | \$81,416 | \$40,803 | \$2,091 | 5.40% | |
| Halfmoon Bay-Chatelech Community School Association: Restorative Justice | 125 | A, B, D, E, F, ToG,DoS | | \$10,000 | | \$10,000 | \$0 | 0.00% | |
| Halfmoon Bay-Chatelech Community School Association: Restorative Justice | 670 | A, B, D, E, F, ToG,DoS | | \$2,700 | | \$2,700 | \$0 | 0.00% | |
| Sechelt Community Schools Society: Youth Programs | 670 | Regional (except F-islands) | | \$10,000 | | \$10,000 | \$0 | 0.00% | |
| Sechelt Community Schools Society: Youth Centre | 670 | Regional (except F-islands) | | \$35,000 | | \$35,000 | \$0 | 0.00% | |
| Pender Harbour Community School Society: Youth Programs | 670 | Regional (except F-islands) | | \$10,000 | | \$10,000 | \$0 | 0.00% | |
| Pender Harbour Community School Society: Recreation Programs | 670 | Regional (except F-islands) | | \$32,000 | | \$32,000 | \$0 | 0.00% | |
| Pender Harbour Community School Society: Recreation Programs | 121 | Area A Grant-in-Aid | | \$8,000 | | \$8,000 | \$0 | 0.00% | |
| Roberts Creek Community School Society: Youth Programs | 670 | Regional (except F-islands) | | \$10,000 | | \$10,000 | \$0 | 0.00% | |
| Sunshine Coast Tourism | 531-535 | Rural Area Ec-Dev | \$82,000 | \$20,000 | \$81,000 | \$20,000 | \$0 | 0.00% | |
| Pender Harbour Chamber of Commerce | 531 | Area A Ec-Dev | | \$18,200 | | \$18,650 | \$450 | 2.47% | |
| Coast Cultural Alliance | 531-535 | Rural Area Ec-Dev | | \$5,500 | | \$7,200 | \$1,700 | 30.91% | |
| Gibsons and District Chamber of Commerce | 531-535 | (Typically E&F) | | \$7,700 | | \$7,700 | \$0 | 0.00% | |
| TOTAL | | | \$1,366,027 | \$1,142,298 | \$1,142,298 | \$53,751.45 | | | |

*SCRD Portion of Funding Only

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – December 4, 2019

AUTHOR: Tina Perreault, General Manager, Corporate Services / Chief Financial Officer

SUBJECT: SPECIAL FUNDING REQUESTS

RECOMMENDATION(S)

THAT the report titled Special Funding Requests be received.

BACKGROUND

Several organizations approach the Sunshine Coast Regional District (SCRD) for funding or other types of assistance. The Rural Areas' Grant-in-Aid Program provides grant-in-aid funding for non-profit societies and organizations that operate or provide a community or regional benefit and has been a mechanism to provide grants for one time or requested funding assistance. Economic Development functions have also supported SCRD Partners in their ongoing efforts to encourage business and growth on the Sunshine Coast.

Recently, several organizations with ongoing programs have submitted requests to the SCRD. Programs such as the Sunshine Coast Community Foundation's Seniors Planning Table (Attachment A), Sunshine Coast Community Services Society – Youth Outreach Worker Program (Attachment B), Coast Car Co-Op (Attachment C), Deadboat Society, and Police Based Victims Services.

The SCRD has on many occasions, on behalf of these community groups, advocated to various BC Ministries to support the ongoing programs and funding. Where possible the SCRD has provided some financial grants through the Rural Areas' Grant-in-Aid program. The following resolution regarding the Youth Outreach Worker Program funded in 2019 through Grant-in-Aid also requests that staff look at options for establishing a service for programs that are ongoing in nature, specifically in this case, youth related:

039/19 **Recommendation No. 9** *Sunshine Coast Community Services Society – 2019 Budget Request -Youth Outreach Worker Program*

THAT the 2019 budget submission of \$39,486 from the Sunshine Coast Community Services Society for the Youth Outreach Worker Program be approved and incorporated into 2019 Round 2 Budget apportioned based on 50% assessed value and 50% population from Rural Areas' Grant-in-Aid functions (Area A [121], Area B [122], Area D [127], Area E [128], and Area F [129]);

AND THAT staff report to a future committee with options, feasibility, and financial and legislative requirements of establishing a service for the Youth Outreach Worker Program and other youth related programs.

DISCUSSION

Options and Analysis

There is currently no specified Regional District service for organizations such as those listed above who provide an important service to the communities on an ongoing basis.

In the case of Coast Car Co-Op the 2020 request is for the SCRD to become a business member for which annual fees for 2020 are \$800 for 6 drivers and \$25 for each additional. The Coast Car Co-Op approached the SCRD with this membership offer in 2014 and at that time the SCRD Board declined the request. Instead, the Coast Car Co-Op was supported through Rural Areas' Grant-in-Aid for 2014 at a total of \$400 and then again in 2015 through Economic Development at a total of \$2,750.

For 2020, the Seniors Planning Table is requesting a Memorandum of Understanding for ongoing support of approximately \$35,000 annually. The Community Resource Centre coordinates the Sunshine Coast Seniors Planning Table. In 2016, the SCRD advocated on behalf of the Seniors Planning Table with the Minister of Health for provincial funding opportunities. In 2019, the Community Resource Centre put forward a request for 2019 funding in the amount of \$50,000 (from the Town of Gibsons, District of Sechelt and SCRD), the SCRD provided \$4,000 from the Rural Areas' Grant-in-Aid.

Sunshine Coast Community Services Society presents a budget request each year within the Partners and Stakeholders portion of the budget process for the Youth Outreach Worker Program and per the resolution above, it was determined that there might be other funding options. The Sunshine Coast Community Services Society has received ongoing Rural Areas' Grant-in-Aid funding with a 5 year total of \$184,456.

In 2003, the SCRD Board resolved that Victims Services be included in a discussion regarding a Social and Community Services function, further resolutions included:

- 443/03 #24 - "Establish new social services funding service through referendum process";
- 507/03 #18 – "Report outlining logistics for potential Social Services function for electoral areas and SIGD as framework for further discussion";
- 021/04 #14 – "Draft bylaw to establish social services function in area D";
- 019/06 #0 – "Refer youth social services issues to next Intergovernmental agenda".

This was the extent of the conversation regarding a Social and Community Services function.

Sunshine Coast Community Services has applied to Rural Areas' Grant-in-Aid for the RCMP Police-Based Victims' Services and has been granted approximately \$10,000 in funding for various programs over the past 10 years. The SCRD Board has additionally advocated to the Ministry of Public Safety and Attorney General for ongoing funding support for the program on several occasions since 2009.

The Dead Boat Society is another organization that has recently approached the SCRD to partner on program delivery and funding in 2020.

As part of the 2016 external financial audit conducted by BDO Canada, the SCRD Board requested they review funding for ongoing programs through rural grants-in-aid. It concluded that both clear policy and legislation, such as establishing a regional district service for each specified purpose should be done for programs that are provided funding on an annual basis.

Financial Implications

As there is currently no specified funding function for Social or Community Service type programs, staff request the Committee's direction on the attached requests.

STRATEGIC PLAN AND RELATED POLICIES

Working with Community based groups for both social and environmental initiatives aligns with the Board's Strategic focus areas of *Regional Collaboration and Partnership*, and *Advocacy*.

CONCLUSION

Several organizations approach the SCRD for funding or other types of assistance. The Rural Areas' Grant-in-Aid Program provides grant-in-aid funding for non-profit societies and organizations that operate or provide a community or regional benefit and has been a mechanism to provide grants for one time or requested funding assistance. Economic Development functions have also supported SCRD Partners in their ongoing efforts to encourage business and growth on the Sunshine Coast.

There is currently no specified funding function for Social or Community Service type programs who provide an important service to the communities on an ongoing basis, staff request the Committee's direction on the attached requests.

Attachments:

Attachment A - Sunshine Coast Community Foundation's Seniors Planning Table

Attachment B - Sunshine Coast Community Services Society – Youth Outreach Worker Program (in the Partners and Stakeholders portion of Agenda as well)

Attachment C – Coast Car Co-Op Membership Information

| | | | |
|--------------|------------------|-------------|---------------|
| Reviewed by: | | | |
| Manager | | Finance | |
| GM | | Legislative | X – S. Reid |
| Acting CAO | X – T. Perreault | Other | X – T. Crosby |

Tara Crosby

Subject: FW: MOU
Attachments: SC Seniors Planning Table Draft Memorandum of Understanding - January 13, 2016 copy.pdf

From: Mark Brown
Sent: Thursday, October 24, 2019 8:34 AM
To: DL - Senior Managers Only <Senior.Managers@scrd.ca>
Cc: Tracey Hincks <Tracey.Hincks@scrd.ca>
Subject: FW: MOU

From: Darnelda Siegers [<mailto:Siegers@sechelt.ca>]
Sent: Thursday, October 24, 2019 7:34 AM
To: All Council <AllCouncil@sechelt.ca>; Andreas Tize <Andreas.Tize@scrd.ca>; Lori Pratt <Lori.Pratt@scrd.ca>; Donna McMahon <Donna.McMahon@scrd.ca>; Alvina Paul Council <alvinapaul@sechelt.nation.net>; Leonard Lee <Leonard.Lee@scrd.ca>; Mark Hiltz <Mark.Hiltz@scrd.ca>; Bill Beamish <mayorandcouncil@gibsons.ca>
Cc: Tina Perreault <Tina.Perreault@scrd.ca>; David Douglas <ddouglas@sechelt.ca>; Andrew Yeates <AYeates@sechelt.ca>; Emanuel Machado <emachado@gibsons.ca>; Mark Brown <Mark.Brown@scrd.ca>
Subject: Fwd: MOU

Good morning, all,

The Seniors Planning Table is looking to establish stable funding for their ongoing endeavours to support the aging population on the Sunshine Coast. Given the size of the population in this demographic and the valuable work the Table does, I believe the dollars spent are well worth the outlay. We did have an MOU put together a few years back to fund Youth and this is now funded through the SCRD. Please let me know if you are in support of moving forward with an MOU for funding the Seniors Planning Table. More information is attached.

Thanks.

Darnelda

Darnelda Siegers
Mayor, District of Sechelt
VM: 604-885-1986 x 8409
E: siegers@sechelt.ca

This e-mail communication is CONFIDENTIAL AND LEGALLY PRIVILEGED. If you are not the intended recipient, please notify me at the telephone number shown above or by return e-mail and delete this communication and attachment(s), and any copy, immediately. Thank you. Disclaimer added by District of Sechelt IT Department.

MEMORANDUM OF UNDERSTANDING

Sunshine Coast Seniors Planning Table

Preamble:

The Need

The need for a Seniors Planning Table has been contemplated for a number of years in part because of the following demographics (from Vital Signs, 2014):

- in 2011 the median age on the Sunshine Coast was 51.6 which was the second highest of all regional districts in BC
- as of 2013, 46% of the population in the SCRD was 55+ and this number is increasing
- by 2022 BC Stats projects that the dependency ratio on the Sunshine Coast will be 84.7%, many of whom will be seniors

While the data is far from perfect it does point in a very clear direction - residents of the Sunshine Coast are aging!

The Catalysts

A number of key projects were undertaken that added momentum, including but not limited to:

- 2006 - Out of the Shadows - Addressing the Needs of Abused Older Women on the Sunshine Coast
- 2011 - Sechelt Age Friendly Project - Accessible and Adaptable Housing Design Guidelines - endorsed by Council
- 2012 - Better at Home Feasibility Report - Home Supports (non-medical) for Older Adults on the Sunshine Coast
- 2012 - Gibsons Official Community Plan Age Friendly Review
- 2015 - The final catalyst for moving the idea of a Seniors Planning Table forward to fruition came from the development of the Progress Plan during the development of which a number of older women also added their voices to the needs outlined in all the projects noted above. Adult Care recommendations resulted in the Community Dialogues - "Community Connections for Seniors"-a New Horizons funded project (involving 250 older adults on the Coast), a public forum to identify gaps (60 participants), 2 visits from the newly appointed BC Seniors Advocate (300 and 150 participants respectively), and 2 strategic planning sessions with a new Steering Committee. All this activity resulted in a \$20,000 one year grant from the Sunshine Coast Community Foundation.

Today

The new Seniors Planning Table (SPT) meets every 2 months with a membership list of 50 agency representatives and volunteers. The Table is guided by a representative Steering Committee. Seven Action Groups with 30 members (Abuse Including Abuse of Older Women, Safety, Dementia Support, Substandard Housing, Communications, Evaluation and Sustainability) have been formed to begin to plan the detail of how to

address needs related to interagency collaboration and safety for vulnerable seniors – this year’s two overarching priorities.

A foundational Service Provider Mapping Forum has also taken place with participation from 20 agencies/32 individuals and the final report is now available. See Appendix B for an interim report to the SCCF as funder).

The recent successful Age Friendly grant application submitted by the District of Sechelt (DoS) for \$20,000 will result in an Age Friendly Plan for the DoS that can be used to inform the next OCP and those of other jurisdictions on the Coast. With this piece of work beginning, and with greater access to meaningful data about older adults on the Coast, the SPT’s Action Groups can focus on needed community education, service coordination, relationship-building and partnership development to address gaps in service and bringing needed best practices in serving older adults to our communities. The SPT also needs to begin to consider other top priorities such as transportation, affordable housing, and access to a variety of health services, to name a few.

The enthusiasm and active involvement of so many community members, many of whom are seniors to contribute to this immense initiative is both inspiring and astounding. The need for increased detailed and thoughtful coordination to keep things moving forward effectively, making the best use of resources, is essential.

This Memorandum of Understanding (“MOU”) is dated for reference the _____ day of _____, 2016.

BETWEEN:

**The District of Sechelt
Box 129, Sechelt, B.C. V0N 3A0**

**AND: The Town of Gibsons
Box 340, Gibsons, B.C. V0N 1V0**

**AND: The Sunshine Coast Regional District
1975 Field Road, Sechelt, B.C. V0N 3A1
(Referred to collectively as the “Parties”)**

WHEREAS:

1. The Parties agree that they have the following common goals:
 - a. To provide leadership and coordination for the region in the area of celebrating the contributions of, and meeting the needs of older residents as they age
 - b. To collaboratively research, facilitate, coordinate and publicize the provision of wellness, information and referral, support and care programming and initiatives as and when it is needed with and for older adults on the Sunshine Coast.
2. To achieve these goals the Parties agree:
 - a. To formalize their representation on the Seniors Planning Table and to identify a representative to sit on the SC Seniors Planning Table Steering Committee
 - b. To jointly fund on a proportional basis the costs of the SC Seniors Planning Table, including a contracted Coordinator, set out in item 5 below
 - c. To contract with the Sunshine Coast Resource Centre Society, a non-profit Society, to continue to host the SC Seniors Planning Table by administering the funds and managing the contracted Coordinator position as it has done so for almost a year, given the CRC's:
 - i. Demonstrated leadership in building and maintain strong relationships in the community among people and organizations knowledgeable about the needs of older adults, to launch and develop the SC Seniors Planning Table and its associated Action Groups.

- ii. Staff and organizational resources (the Resource Centre already has a highly qualified coordinator who has been working with the Seniors Planning Table since March 19th, 2015).
- iii. Experience in successfully partnering with local governments.

THEREFORE, in consideration of these goals and agreements:

- 3. The term of the MOU is _____, 2016 to _____, 2018 (3 years) with a review early in 2018 to discuss options for sustainability of the SC Seniors Planning Table over the longer term.
- 4. The SC Seniors Planning Table Terms of Reference are attached as Appendix A. The interim report to the SC Community Foundation is Appendix B.
- 5. The % of total cost between the Parties is derived from a blended formula of assessed value, population from 2006 Census, number of dwellings from 2006 Census.

| Funding Schedule | % | 2016 | 2017 | 2018 |
|-------------------------|------------|-----------------|-----------------|-----------------|
| Town of Gibsons | 13.23 | \$7,938 | \$7,938 | \$7,938 |
| District of Sechelt | 28.76 | \$17,256 | \$17,256 | \$17,256 |
| SCRD | 58.01 | \$34,806 | \$34,806 | \$34,806 |
| Total | 100 | \$60,000 | \$60,000 | \$60,000 |

- 6. The annual budget is attached as Appendix C

On behalf of the SC Seniors Planning Table, the CRC will provide budgets for each year at least two months prior to the beginning of the fiscal year.

- 7. The Seniors Planning Table Contract Coordinator Scope of Work is Appendix D.

This Agreement may be executed in any number of original counterparts, with the same effect as if all the parties had signed the same document, and will become effective when one or more counterparts have been signed by all the parties and delivered to each of the parties. All counterparts shall be construed together and evidence only one agreement, which, notwithstanding the dates of execution of any counterparts, shall be deemed to be dated the reference date set out above, and only one of which need to be produced to any purpose

IN WITNESS)
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Chair)
Corporate Officer)

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Mayor
Corporate Officer

IN WITNESS WHEREOF the)
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SECHELT was hereunto affixed)
in the presence of:)
Mayor)
Corporate Officer)
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Terms of Reference of the SC Seniors Planning Table

Mission Statement

We work collaboratively as seniors, service providers, community organizations and local governments to ensure that the supports and programs are available for all older adults living on the Sunshine Coast to be healthy, valued and involved members of the community.

Vision to 2019 (Five year Plan)

As individual seniors we take action alongside organizational representatives in the community to:

- identify needs and gaps, honouring the diversity among older adults in all dimensions
- build partnerships
- connect existing services
- communicate and collaborate to meet the needs of older adults
- speak up for and about services for older adults

We are recognized by government and in the community as the coordinated voice of Sunshine Coast seniors.

In five years, we have achieved stable funding and our community knows how to reach us for efficient, effective actions. We live by our slogan “compassionate hearts working together”.

Terms of Reference: These bullet points set out the scope of the SC Planning Table.

- to build capacity in the engagement and leadership of older adults
- to nurture community engagement, capacity and mobilization related to seniors' issues
- to provide a network for information and resource sharing and collaboration
- to support citizens and service providers to collaboratively identify and respond to local challenges and opportunities, build partnerships, and create a collective voice.
- to facilitate effective information, referral and coordination of service delivery
- to enhance public awareness and service provider knowledge on matters relating to seniors through educational activities and hosting workshops or events
- to identify and encourage projects and research that will benefit seniors

- to assist local government to determine priority needs for older adults
- to communicate with all levels of government on seniors' issues
- to request resources from funding agencies, planners and other appropriate sources

Membership

- An agency or organization which provides services to seniors living on the Sunshine Coast is eligible for membership
- Individual interested seniors are eligible for membership
- Decisions of the planning table will be made by consensus
- Members who attend meetings may speak for themselves or the organization they represent

Frequency of Meetings and Administration

- A meeting of the Seniors Planning Table will be held every two months or at the call of the Steering Committee between September and June of each year
- The work of the planning table will be supported by a Coordinator who is accountable to a steering committee which includes a representative of the host organization and 3 to 5 representatives of the membership

Steering Committee for 2015

Host organization: Anne Titcomb or Sue Elliott - Community Resource Centre Board

- Gloria Lifton - Sunshine Coast Community Services Society Board/ Better at Home Advisory Committee
- Adrienne Gadd - Recreation Program Coordinator, Sunshine Coast Regional District

Individual Members:

- Jill and Henry Hightower
- Lee Ann Johnson
- Vicki Dobbyn

Coordinator: Alison Leaney, MSW, RSW

Member Agencies March 2015

- Community Resource Centre
- Sunshine Coast Community Services Society - Better at Home, Together Against Violence
- Vancouver Coastal Health
- Sechelt Indian Band
- District of Sechelt

- Sechelt Seniors Activity Centre
- Sunshine Coast Hospice Society
- COSCO
- Gibsons United Church
- Gibsons Fire Dept.
- Pender Harbour Seniors Initiative
- St. Mary's Hospital and Health Auxiliary
- RCMP
- Coast Housing Society
- Elder U, Capilano University
- SCRD Parks and Recreation
- Division of Family Practice
- Seniors Housing Initiative



SC Seniors Planning Table - Priorities for 2015

Priority A: Improve interagency collaboration and communication

Goal 1: Create a plan for Interagency Collaboration and Communication to improve seniors' access to services and programs

- Some identified issues: How do we learn about each other? Service coordination and information and referral services – what do we all do? What are the gaps?
- Map the services and programs that are available locally and identify where there are gaps in service

Goal 2: Address the issue of ageism as a lens to overlay all our work

- Define ageism including the diversity among older adults e.g. economic, political, health status, volunteer involvement etc.
- Identify how to address and influence changing norms. How do we break down age barriers? Identity issues?

Goal 3: Create summary documents for education (funders and public)

- One page documents similar in format to Vital Signs so they can include stories, infographics, and have discrete documents on the economic impact of seniors; the political impact of seniors and the volunteer contributions of older adults to the community.

Goal 4: Develop an outreach plan and timeline to implement

Goal 5: Host an open forum for the community

Goal 6: Develop a web presence and plan

Priority B: Safety for vulnerable adults

Goal 1: Create awareness of safety issues for seniors

- Identify safety issues and map programs which address seniors safety needs (e.g. falls program through VCH and Remember When Program – Gibsons Fire Dept)
- Create an outreach and communication plan for safety issues

Goal 2: Raise awareness of all aspects of abuse of vulnerable adults

- Raise awareness of the risks and dangers for older adults e.g. many die due to poverty
- Examine support regarding fraud and financial abuse (CRN and other agencies in the community)
- Create partnerships for outreach and communication e.g. ElderU
- Create a community awareness campaign

Goal 3: Identify supports which address violence against older women

Phase One:

- Identify existing services in the community
- Identify outreach worker for information and contact (committee oversight)
- Increase public awareness - e.g. hold seminars on violence, articles in local paper
- Create support groups
- Identify and collaborate regarding housing support

Phase Two:

- Identify resources via the “Older Women’s Dialogue Project”

Goal 4: Create a cooperative plan to address homelessness and substandard housing

(Note: Sue Jackel is the liaison to SC Housing Committee)

- Examine National Project on Housing to identify rural issues and new models
- Gather data and raise awareness re: safety and health issues and poverty
- Empower seniors re: information about subsidies and awareness of issues like refusing care

Goal 5: Assess and map resources for dementia support

- Identify safety issues for caregivers and caregiver support available
- Include care options for singles

Value Statements

Value: We value belonging

Foundational Statement: All seniors belong by: being involved, being visible, having their voices heard and having their contributions, experience and knowledge valued.

Value: We value the voices of older adults

Foundational Statement: We are informed by seniors/older adults to choose actions that build partnership and collaboration which support seniors in the community.

Value: We value ethical conduct, accountability and transparency

Foundational Statement: We are responsible for transparent and inclusive decision making and follow through.

Value: We value diversity in all dimensions

Foundational Statement: We value a caring approach that is inclusive and accessible, that fosters dignity, equality, openness and respect.

Value: We value creativity....

Foundational Statement: therefore we expect to change and adapt our processes with recognition of community needs

Value: We value courage

Foundational Statement: We value courage to accept and experiment with new ideas while respecting and embracing the skills and experience of seniors.

Value: We value renewable succession

Foundational Statement: We value renewable succession to ensure continued effectiveness and vitality of the group in fulfilling the community's needs.

Value: We value compassion

Foundational Statement: We care about each other therefore we empower seniors with the resources and options to make their own decisions.

Value: We value generosity

Foundational Statement: We are generous with each other with praise, time and energy. We celebrate successes!

Value: We value respect

Foundational Statement: We respect our elders for their knowledge and experience and give them opportunities to teach us.

Interim Report to the Funder – Sunshine Coast Community Foundation

October 20, 2015

Sandra Cunningham
SC Community Foundation
P.O. Box 1343
Sechelt, B.C. V0N 3A0

RE Six Month Update from the SC Seniors Planning Table

Dear Ms. Cunningham:

We are just past the six month mark of our funding and we are excited to share with you the accomplishments of the SC Seniors Planning Table thus far.

Thank you again to the Foundation for the generous contribution of \$20,000.00 to firmly establish the SC Seniors Planning Table. We continue to marvel at the overwhelming interest and willingness of individual citizens and organizations to come together to address issues impacting older adults from ferry to ferry on the Coast.

The Planning Table Itself

The Planning Table meets every second month (4 meetings so far). Planning Table membership is representative of communities all over the Coast with involvement from more than 20 organizations operating numerous more programs/services with the involvement of more than 50 individuals some as engaged citizens not associated with any organization. The Planning Table is now THE place to come on the Coast to prioritize, and coordinate identifying and responding to issues impacting older adults. In keeping with our community social planning approach we are in the process of establishing a regular annual or bi-annual cycle of conducting an environmental scan, identifying community needs, strengths and priorities, setting short and longer term priority actions, taking action, and monitoring and evaluating. We have an approved work plan which we are in the process of implementing that is a combination of laying the ground work for the longer term as well as taking action on first year priorities.

The Table hosted the Seniors Advocate (May 23) who spoke to 150 community members only three days after the release of her Seniors Housing Report. (See flyer attachment with SCCF logo included and our press release).

We also partnered with Voice on the Coast and the SC Affordable Housing Committee on an All Candidates Meeting just last week (October 1) and it was standing room only with over 100 people in attendance. See the attached questions posed to all four local candidates which reference Vital Signs for important context. The questions were posed as per the attachment and flyers included the SCCF logo.

Both local papers have been very supportive of the Planning Table committing to printing a monthly article. See attached for four articles and for the first time ever a paid ad that advertises all education offerings relevant to this year's SPT priorities brought together in one resource for the first time. In addition to documenting educational opportunities already available this fall, the Planning Table Coordinator has been meeting with seniors groups on the Coast to let them know about the Table, and about financial benefits available, as it has been identified that many people don't know what is available. Lack of financial resources is key to increasing vulnerability (see attached draft Financial Benefits Checklist).

We also just completed a two part Social Mapping session. Twenty organizations were represented with 32 individuals in attendance, all front line workers serving seniors. Participants also included Vancouver Coastal Health management staff and the RCMP. These two half day sessions were by invitation only to enable actual mapping of size and influence of organizations and programs, organizational mandates, relationships among organizations. Tangible outcomes of this exercise include more built relationships, a greater shared understanding of who is doing what, where there are gaps and overlaps in service and actions to address the gaps and overlaps. A final report with next steps is currently being prepared. All the information will feed into the two overarching priorities of the Seniors Planning Table – getting the word out about what is available and addressing the needs of older adults who are in the most vulnerable circumstances.

Planning Table Steering Committee

The Steering Committee acts as an Executive of the Planning Table, keeping things moving between Planning Table meetings. There are 10 members, some service providers, some seniors.

Action Groups

In addition, the following six Action Groups have been established to focus in on Planning Table goals, each developing its own Terms of Reference, identifying a skilled facilitator/chair who is a member of the Planning Table, again to build in sustainability for the longer term:

Dementia Support – initial members have been identified and will be pulled together for the first meeting in the next couple of weeks. Already the Social Mapping Forum identified some specific actions that can be taken to streamline access to dementia support on the Coast. Additional specific actions will be identified by the group, one of which could be to train community members to give community presentations to help the Coast become more Dementia Friendly, enabling seniors with dementia to remain more safely in the community for longer.

Abuse of Older Women – this group held a World Elder Abuse Awareness Day training event for service providers and will be taking action based on the status of recommendations made in the Out of the Shadows report. Given concerns in addition about Abuse of Older Adults - Frauds/Scams – we are exploring producing a local TV program that will reach people who can't easily get out on how to protect themselves.

Safety (non-abuse) - actions will include better coordination of falls and fire prevention education programs, and possibly providing education to older adults and their families about how the home support system works on the Coast, things to know, to ask, etc.

Homelessness and Substandard Housing - this group inclusive of two elected officials is reviewing key reports to identify specific actions and has preliminarily identified the need to provide specific information to older adults about the annual requirement to apply for the Property Tax Deferral Program to avoid big bills they can't pay. Many seniors do not know they have to apply to deter each year.

Communications and Public Relations – this group has a comprehensive Communications Plan to ensure consistency and regularity of messaging both internal to the Seniors Planning Table, Steering Committee and Action Groups as well as externally to older adults and their family and friends.

Evaluation – this group has developed tools to help keep track of details associated with volunteer hours, presentations, and is now working on developing a logic model/theory of change to measure short, medium and long term, the impact the Planning Table is having on the quality of life of older citizens on the Coast.

We are also in the process of establishing a Sustainability Action Group to ensure the continuance of the Seniors Planning Table

My role as the ten hour per week Coordinator is to keep all this going, always with a view to ensuring the Seniors Planning Table remains long into the future. Integral to this is being able to rely on the amazing gifts of many community members/older adults to get involved and take on a lot of the tangible tasks

Thanks again to the Foundation for the first year of funding, we have truly uncovered a community-wide need that is only going to continue to grow as our seniors population grows.

Please let me know if you would like any further information. I would be happy to come and speak at some point if you wish.

Attached please find the following documents:

- the Mission, Vision, Membership, Detailed Priorities/Goals
- Flyer for Seniors Advocate visit on Seniors Housing
- Seniors Advocate Visit press release and monthly newspaper articles
- paid ad with education events
- flyer and questions for All Candidates meeting
- Checklist of Financial Benefits (DRAFT)

Alison Leaney, MSW, RSW- Coordinator

SC Seniors Planning Table

seniorsplanningtable@resourcecentre.ca 604.865.0776

Annual Budget

| | |
|---|-----------------|
| Coordination contract position(s) | \$40,000 |
| Consultants | \$5,000 |
| Meeting and Event expenses | \$3,000 |
| Publicity | \$3,000 |
| Operating expenses – office supplies, photo copying, printing, accounting, administration , conference fees | \$7,500 |
| Travel expenses | \$1,500 |
| Total: | \$60,000 |

Scope of Work

Coordinator – SC Seniors Planning Table

Purpose: To coordinate the work of the Seniors Planning Table to achieve its mission and vision.

Key Work Objectives:

- Coordinate Planning Table meetings and communications of the planning table
- Provide administrative support to meetings, including logistics, agenda planning with Chair, distribution of meeting material, taking minutes, and communication with members and guests
- Complete action items in a timely manner
- Prepare reports as needed for Planning Table, the CRC, and funders
- Liaise with community groups relevant to the objectives of the Planning Table
- Using a community development approach, work with the Planning Table to encourage cross-sectoral involvement from government, community organizations, individuals, businesses, and communities of geography and interest to build a network of communication, support, inclusion, and action related to seniors
- Conduct ongoing environmental scans to identify changing community capacity and issues related to seniors
- Identify additional sources of funding and in-kind support for planning table activities and projects, and assisting with grant applications.
- Act as media liaison and be responsible for public relations communications

Skills and Abilities:

- Ability to apply community development principles and processes
- Skills in community consultation, capacity building, consensus building and conflict resolution
- Ability to collaborate and work effectively with community groups and diverse stakeholders
- Ability to communicate respectfully and effectively, both verbally and in writing
- Excellent skills in group facilitation and presentations
- Interest and experience working directly with the seniors community
- Ability to work both independently and as part of a team
- Knowledge of the cultural and geographic diversity of the Sunshine Coast
- Knowledge of community resources and services for seniors locally and provincially
- Knowledge of and sensitivity to vulnerable populations
- Strong organizational and administrative skills
- Strong computer literacy including proficiency in Word, PowerPoint, internet search, multi-media tools and equipment

Accountability:

The Coordinator is accountable to the Planning Table, and will report to a Steering Committee which includes a host agency representative.

Contract Terms:

- Current contract up March 31, 2016
- Proposed 3 year contract position from _____ 2016 to _____ 2018
- Part-time hours at the rate of \$30 - \$40/ per hour

Coordinator is expected to provide:

- Home office or access to office space
- Phone, internet, and use of a computer with a minimum of Microsoft Office
- Ability to travel and work flexible hours as required
- Valid BC Driver's License and use of own vehicle (mileage will be reimbursed)

**Sunshine Coast Community Services:
Youth Outreach Worker Program**

Sunshine Coast Youth Outreach (SCYO) is a program that aims to connect youth aged 13-23 with local resources in our community and promotes increased safety while decreasing risk. Employing a harm reduction model, with a focus on a non-judgmental attitude, safety, sustainability, inclusion, advocacy, and partnerships with existing agencies and resources, SCYO workers educate and inform youth about existing resources and supports available to them locally. Youth connect with outreach workers concerning various topics including, but not limited to, drug and alcohol concerns, parent-teen conflicts, housing, food insecurity and sexual health issues.

SCYO team members have formed valuable connections and developed a positive reputation within the community. Our staff connect with youth at Elphinstone Secondary School, Chatelech Secondary School, Pender Harbour Secondary School and the Sunshine Coast Alternate Schools. This year two elementary schools have been added, Kinnikinnick and Gibsons Elementary. Outreach workers also meet with youth in the community on regular Friday night outreach shifts as well as at community events including Pride in the Park, Beat the Summer Indigenous Youth Festival and Danger Bay Longboard Races in Pender Harbour. The program emphasizes maintaining a visible and consistent presence for youth in our community.

Friday Night Outreach Accomplishments of 2019 (Jan-Oct)

YOWP workers had contact with approximately 690 youth in the following age categories:

- 2% preteen
- 50% 13-15yrs
- 35% 16-19yrs
- 10% 20-23yrs

Workers identifies 46% of these youth as being 'at risk'

- 44% for safety (vulnerable to sexual exploitation, bullying, peer and relationship issues being unsupervised and unconnected, etc.)
- 28% for mental health and substance use
- 27% for food and housing

Access to resources

The Youth Outreach Workers involvement in the community has resulted in putting many youth in touch with employment resources, food security, housing services and more. Referrals this year included youth being referred to the Youth in Transition Program, Drug and Alcohol counseling, Mental Health Services, the Youth Health Clinics and the food banks in both Sechelt and Gibsons. A number of youth were also referred to programs online such as bouncebackbc.ca and agedout.com.

Communication with youth beyond outreach hours

Youth Outreach continues to use a widely advertised phone number which functions as a confidential helpline and informational resource for local youth. This number is on posters, stickers, Facebook, Instagram, as well as informational flyers handed out in schools and given out to youth by other social services professionals such as Vancouver Coastal Health and the Ministry of Children and Family Development. Youth are invited to call or text this number if they are having any issues in their lives. This phone has a detailed message outlining emergency numbers, including the Kids Helpline (1-888-688-6868) and the Crisis Center (1-800-SUICIDE). All callers that leave a message or send a text receive a call back.

Youth Outreach has a presence online via Facebook and Instagram; two popular social media platforms for both youth and adults in our community. The Sunshine Coast Youth Outreach Facebook page provides a useful forum to communicate with the community at large, to share resources and pertinent news articles and information. The Facebook page currently has 270 followers, with posts reaching close to 600 Facebook users this October. The SCYO Instagram account has over 140 followers – local youth, youth advocates and service providers. This platform continues to be an effective way to publicise resources, events, outreach activities, and safe spaces for youth in our community. Instagram chat is the most common avenue that youth are using to reach out to staff at this time.

Presence at Community Events

SCYO was present at the Danger Bay Longboard races in Pender Harbour in May 2019. Our team provided snacks, water, condoms, Safe Rides and on-site emotional support throughout the Pender Harbour area and campgrounds. For the second year in a row the workers have provided support to campers and the host at Katherine Lake Campground, a popular youth gathering place on the weekend. Workers communicate with police in the area specifically around Lions Park to assist youth to stay away from the adult only event.

Youth Workers were also present at Sunday in the Park with Pride, My Big Gay Prom and the first annual Beat the Summer Youth Festival.

Our team aims to ensure that youth are able to engage and participate in local events safely and are able to access support if they need it.

Our program continues to provide a consistent presence at the following events/venues as well:

- Sechelt and Gibsons Youth Centers
- Roberts Creek Nights Alive
- LGBTQ2 Youth Drop-In
- Game Point gaming drop-in, Sechelt
- Christ the King and Calvary Church Youth Groups
- School District #46 Secondary Schools and Alternative Schools
- Youth Events (dances)
- Indigenous Families Pulling Together events (feasts and canoe outings)
- Grade 7 Panels with SD#46
- Youth Solstice Christmas Dinner
- Mental Health Week and Mental Illness Awareness Week
- Bus stops, McDonalds, Tim Hortons, parks and beaches

Connection with Youth Committees

The Team Lead and a youth worker are responsible for attending monthly meetings of the Youth Action and Awareness Committee. During these meetings many local community members and professionals who work with youth meet to discuss issues and give updates on their programs. The outreach worker provides a Youth Outreach report including items such as schools visits, statistics, location and hangout spots among youth, specific youth events and situations such as trends with youth experimenting with drugs and alcohol. The Lead provides any updates to the programming and other youth programs at Sunshine Coast Community Services.

The Team Lead and a Youth Outreach worker also attend and participate in the Sunshine Coast Child and Youth Mental Health and Substance Use Local Action Team.

Challenges in 2019

This year the biggest challenge we faced was staffing. This has been a community wide and cross agency challenge on the coast. We have had a staff shortage and although we have still provided Friday Night Outreach at times it has been in a limited capacity. We still managed lunch hour outreach, grade 7 panels and presence at community events. Going forward we have recently hired staff and will be utilizing the budgeted annual funds fully by the end of the fiscal year.

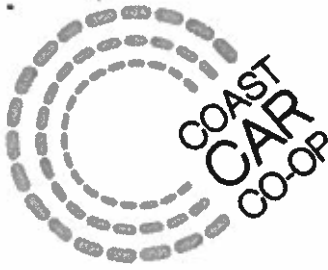
A Success Story

This story is that of a young woman who was a participant of our Youth in Transition Program a couple of years ago. She had been a child living in foster care and aged out of that system at 19. Shortly after aging out, approximately a year ago, youth outreach had contact with her on a Friday night outreach and assisted her to secure emergency housing. After that the workers did not see her for a period of time. Recently one of the workers had contact with her again during a Friday night outreach. She had been going through difficult times and shared with the worker about her current substance use and the fact that she had left an abusive relationship. Her greatest concern was the lack of employment. The worker sat with her a while and listened. During the conversation the worker gave her information about Work BC and Income Assistance. Upon leaving the worker provided the young woman with bus tickets and youth outreach contact information. The young woman has since made contact with the program to share that she has a job interview. The worker has informed her of our ability to help by providing bus tickets to get to her interview and other appointments. It is apparent there will be ongoing contact. This is one example of how the Outreach Worker Program works in providing assistance in different capacities and at different times in a youth and young adults life.

| | |
|-----------------------|--|
| Name of Organization | Sunshine Coast Community Service Society |
| Date Created: | 12-Nov-19 |
| Revision Date: | |
| Budget Planning Year: | 2020 |
| Year to Date: | January to September 2019 |

| | 2019 Budget | 9 mth acutals to Sep-19 | 2018 Budget | Variance | % Variance 2019 | Financial Planning | | | | | 2024 | NOTES: |
|--|----------------|----------------------------|----------------|-----------|--------------------|--------------------|--------------|--------------|--------------|------|--------------|--|
| | | | | | | 2020 | 2021 | 2022 | 2023 | | | |
| REVENUE: | | | | | | | | | | | | |
| Local Government Request | | | | | | | | | | | | |
| SCRD | \$ 38,712.00 | \$ 29,034.00 | \$ 38,712.00 | \$ - | 0% | \$ 40,803.45 | \$ 42,027.55 | \$ 43,288.38 | \$ 44,587.03 | \$ | \$ 45,924.64 | |
| Budget Proposal (if required) | | | | \$ - | #DIV/0! | | | | | | | |
| District of Sechelt (confirmed) | \$ 25,521.00 | \$ 19,140.75 | \$ 25,521.00 | \$ - | 0% | \$ 26,286.63 | \$ 27,075.23 | \$ 27,887.49 | \$ 28,724.11 | \$ | \$ 29,585.83 | |
| Town of Gibsons (proposed) | \$ 13,047.00 | \$ 9,785.25 | \$ 12,200.00 | \$ 847.00 | 6% | \$ 14,326.27 | \$ 14,756.06 | \$ 15,198.74 | \$ 15,654.70 | \$ | \$ 16,124.34 | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | | |
| Total Request | \$ 77,280.00 | \$ 57,960.00 | \$ 76,433.00 | \$ 847.00 | 1% | \$ 81,416.35 | \$ 83,858.84 | \$ 86,374.61 | \$ 88,965.84 | \$ | \$ 91,634.82 | For 2020 to 2024, we are asking for a 3% increase for wage increases and COLA's. |
| Grants | | | | | | | | | | | | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | | |
| Sub Total Grants | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Other Revenue | | | | | | | | | | | | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | | |
| Sub Total Other | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Previous Year (Deficit) / Surplus | | | | | | | | | | | | |
| | \$ - | | | | | | | | | | | |
| Total Revenue - Organization Generated | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| TOTAL REVENUE | \$ 77,280.00 | \$ 57,960.00 | \$ 76,433.00 | \$ 847.00 | 1% | \$ 81,416.35 | \$ 83,858.84 | \$ 86,374.61 | \$ 88,965.84 | \$ | \$ 91,634.82 | |
| EXPENSES: | | | | | | | | | | | | |
| | 2019 Budget | Acutals to Sep-19 | 2018 Budget | Variance | % Variance 2019 | 2020 | 2021 | 2022 | 2023 | | 2024 | |
| Materials and Supplies | | | | | | | | | | | | |
| Program Supplies | \$ 2,000.00 | \$ 2,525.45 | \$ 2,000.00 | \$ - | 0% | \$ 2,355.00 | \$ 2,410.00 | \$ 2,520.00 | \$ 2,650.00 | \$ | \$ 2,675.00 | |
| Publicity & Advertising | \$ 300.00 | \$ 288.88 | \$ 300.00 | \$ - | 0% | \$ 310.00 | \$ 310.00 | \$ 320.00 | \$ 350.00 | \$ | \$ 360.00 | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | | |
| Sub Total | \$ 2,300.00 | \$ 2,814.33 | \$ 2,300.00 | \$ - | 0% | \$ 2,665.00 | \$ 2,720.00 | \$ 2,840.00 | \$ 3,000.00 | \$ | \$ 3,035.00 | |
| Office / Equipment | | | | | | | | | | | | |
| Office Expenses | \$ 125.00 | \$ 100.00 | \$ 125.00 | \$ - | 0% | \$ 135.00 | \$ 140.00 | \$ 150.00 | \$ 155.00 | \$ | \$ 155.00 | |
| Cellular | \$ 1,510.00 | \$ 1,346.01 | \$ 1,510.00 | \$ - | 0% | \$ 1,520.00 | \$ 1,530.00 | \$ 1,550.00 | \$ 1,575.00 | \$ | \$ 1,575.00 | |
| Computer mtncn/service/support | \$ 960.00 | \$ 720.00 | \$ 960.00 | \$ - | 0% | \$ 960.00 | \$ 965.00 | \$ 975.00 | \$ 990.00 | \$ | \$ 990.00 | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | | |
| Sub Total | \$ 2,595.00 | \$ 2,166.01 | \$ 2,595.00 | \$ - | 0% | \$ 2,615.00 | \$ 2,635.00 | \$ 2,675.00 | \$ 2,720.00 | \$ | \$ 2,720.00 | |
| Facility / Utilities | | | | | | | | | | | | |
| Rent | \$ 2,745.00 | \$ 2,058.75 | \$ 2,000.00 | \$ 745.00 | 27% | \$ 2,010.00 | \$ 2,020.00 | \$ 2,030.00 | \$ 2,050.00 | \$ | \$ 2,050.00 | |
| Insurance | \$ 150.00 | \$ 112.50 | \$ 150.00 | \$ - | 0% | \$ 150.00 | \$ 155.00 | \$ 160.00 | \$ 165.00 | \$ | \$ 170.00 | |
| Telephone/Fax/Internet | \$ 720.00 | \$ 540.00 | \$ 720.00 | \$ - | 0% | \$ 725.00 | \$ 750.00 | \$ 760.00 | \$ 775.00 | \$ | \$ 775.00 | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | | |
| Sub Total | \$ 3,615.00 | \$ 2,711.25 | \$ 2,870.00 | \$ 745.00 | 21% | \$ 2,885.00 | \$ 2,925.00 | \$ 2,950.00 | \$ 2,990.00 | \$ | \$ 2,995.00 | |
| Personnel | | | | | | | | | | | | |
| Supervision | \$ 3,026.00 | \$ 2,483.21 | \$ 3,026.00 | \$ - | 0% | \$ 3,226.99 | \$ 3,323.80 | \$ 3,423.51 | \$ 3,526.22 | \$ | \$ 3,332.01 | 2019 Actuals low because of staff vacancies and difficulty in finding staff |
| Direct Service Salaries & Benefits | \$ 47,815.00 | \$ 30,151.70 | \$ 47,815.00 | \$ - | 0% | \$ 51,417.40 | \$ 53,226.98 | \$ 54,851.14 | \$ 57,503.72 | \$ | \$ 58,981.64 | |
| - | | | \$ - | \$ - | #DIV/0! | \$ - | | | | | | |
| - | | | \$ - | \$ - | #DIV/0! | | | | | | | |
| Sub Total | \$ 50,841.00 | \$ 32,634.91 | \$ 50,841.00 | \$ - | 0% | \$ 54,644.39 | \$ 56,550.78 | \$ 58,274.66 | \$ 61,029.93 | \$ | \$ 62,313.64 | |
| Other Expenses | | | | | | | | | | | | |
| Travel | \$ 7,500.00 | \$ 3,975.92 | \$ 7,500.00 | \$ - | 0% | \$ 7,607.00 | \$ 7,700.00 | \$ 8,000.00 | \$ 8,240.00 | \$ | \$ 8,250.00 | |
| Audit | \$ 300.00 | \$ 225.00 | \$ 300.00 | \$ - | 0% | \$ 300.00 | \$ 305.00 | \$ 310.00 | \$ 320.00 | \$ | \$ 330.00 | |
| Dues & Subscriptions | \$ 105.00 | \$ 76.04 | \$ 105.00 | \$ - | 0% | \$ 105.00 | \$ 110.00 | \$ 110.00 | \$ 115.00 | \$ | \$ 120.00 | |

| | 2019 | 9 mth acutals to | 2018 | | % Variance | Financial Planning | | | | | |
|-------------------------------------|---------------------|---------------------|---------------------|------------------|----------------|---------------------|---------------------|---------------------|---------------------|---|--------|
| | Budget | Sep-19 | Budget | Variance | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | NOTES: |
| Admin Fee (12%) | \$ 9,274.00 | \$ 6,955.00 | \$ 9,172.00 | \$ 102.00 | 1% | \$ 9,769.96 | \$ 10,063.06 | \$ 10,364.95 | \$ 10,675.90 | \$ 10,996.18 | |
| Sub Total | \$ 17,179.00 | \$ 11,231.96 | \$ 17,077.00 | \$ 102.00 | 1% | \$ 17,781.96 | \$ 18,178.06 | \$ 18,784.95 | \$ 19,350.90 | \$ 19,696.18 | |
| Training / Development | | | | | | | | | | | |
| Staff Development | \$ 750.00 | \$ 1,500.00 | \$ 750.00 | \$ - | 0% | \$ 825.00 | \$ 850.00 | \$ 850.00 | \$ 875.00 | \$ 875.00 | |
| - | | | | \$ - | #DIV/0! | | | | | | |
| - | | | | \$ - | #DIV/0! | | | | | | |
| - | | | | \$ - | #DIV/0! | | | | | | |
| Sub Total | \$ 750.00 | \$ 1,500.00 | \$ 750.00 | \$ - | 0% | \$ 825.00 | \$ 850.00 | \$ 850.00 | \$ 875.00 | \$ 875.00 | |
| TOTAL EXPENSES | \$ 77,280.00 | \$ 53,058.46 | \$ 76,433.00 | \$ 847.00 | 1% | \$ 81,416.35 | \$ 83,858.84 | \$ 86,374.61 | \$ 89,965.84 | \$ 91,634.82 | |
| CAPITAL REQUIREMENT | | | | | | | | | | | |
| Purchases: | | | | | | | | | | | |
| Laptops and other technology | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ 700.00 | | | \$ 750.00 | 3-4 year replacement plan on technology staggered | |
| - | | | | \$ - | #DIV/0! | | | | | | |
| Subtotal Purchased | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ 700.00 | \$ - | \$ - | \$ 750.00 | |
| Proposed Expenditures: | | | | | | | | | | | |
| - | | | | \$ - | #DIV/0! | | | | | | |
| - | | | | \$ - | #DIV/0! | | | | | | |
| Sub Total Proposed | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - | |
| TOTAL CAPITAL | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ 700.00 | \$ - | \$ - | \$ 750.00 | |
| TOTAL COMMITTED EXPENDITURES | \$ 77,280.00 | \$ 53,058.46 | \$ 76,433.00 | \$ 847.00 | 1% | \$ 81,416.35 | \$ 84,558.84 | \$ 86,374.61 | \$ 89,965.84 | \$ 92,384.82 | |
| LESS PROPOSED EXPENDITURES | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - | |
| LESS ORGANIZATION REVENUE | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | \$ - | |
| TOTAL TAX REQUISITION | \$ 77,280.00 | \$ 53,058.46 | \$ 76,433.00 | \$ 847.00 | 1% | \$ 81,416.35 | \$ 84,558.84 | \$ 86,374.61 | \$ 89,965.84 | \$ 92,384.82 | |



*Sharing Cars on the Coast.
Affordable. Convenient. Greener.*

October 22, 2019

Mark Brown
Chief Administrative Officer
Sunshine Coast Regional District,
Sechelt, BC



Via email

Dear Mark:

The Coast Car Co-op invites the Sunshine Coast Regional District to join us as a business member. Here are some reasons why:

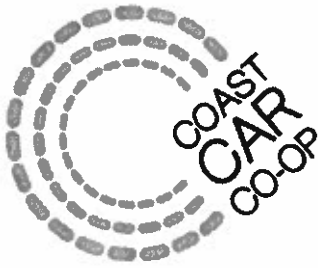
- Car sharing is aligned with the SCR D's strategic plan focus areas of Regional Collaboration and Partnership, and Reducing GHG emissions.
- Co-op membership would give the SCR D access to a selection of additional vehicles without the cost of ownership.
- Coast Car Co-op members have roaming privileges with MODO which has over 700 vehicles in Metro Vancouver, Victoria, Nanaimo, Squamish and Kelowna. This is advantageous for SCR D employees travelling to meetings and events in those areas (for instance there are vehicles at Horseshoe Bay ferry terminal, and at the harbours in Vancouver, Victoria and Nanaimo near the Harbour Air float plane bases).
- It's also a useful resource for consultants and contractors coming here, as there is a MODO car at Langdale, plus our other five vehicles in Gibsons, Roberts Creek and Sechelt.)
- By joining, the SCR D helps build our co-op's capacity to expand and provide more and better transportation options on the Sunshine Coast.

P.O. Box 103
Gibsons, BC, V0N 1V0

778.374.3092

info@coastcarco-op.ca
www.coastcarco-op.ca

Finally, if the SCR D joins, we will commit to a feasibility study on stationing a car at Field Road and Hwy 101—a population hub that we have already identified as having strong potential for a vehicle.



Membership fees are fully refundable. A business membership share is \$800 and includes up to 6 registered drivers. Additional drivers can be added at a cost of \$25 per driver. Hourly rates include gas and insurance. Drivers can register to roam with Modo at no additional cost.
<https://www.coastcarco-op.ca/pricing.html>

The SCRCD investigated the possibility of joining CCC in 2014 and concluded that it was not viable, but times have changed as have the regulations about roaming for business members. We would love to see the Sunshine Coast Regional District join the Coast Car Co-op and model great sustainability and reduced carbon footprint for other coast organizations.

I would be happy to meet with you any time to discuss this.

Betty Baxter
Chair, Coast Car Co-op
bettybaxter@dccnet.com
cell 604-885-8312