



Committee-of-the-Whole Meeting

Wednesday, May 21, 2025

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

10:00 am

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/21-5-2025/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_GntaQRLxT7uF-OTFzCOt6Q#/registration

PAGE

1. **CALL TO ORDER**

Recognition of Territories.

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

Introductions – Directors and Staff present in the Boardroom and via Zoom.

2. **APPROVAL OF AGENDA**

(motion to approve, including late items required ALL VOTE 2/3 majority vote)

3. **DECLARATIONS**

(conflict of interest)

4. **MINUTES**

a. **Committee-of-the-Whole Meeting – March 19, 2025**

3-5

THAT the minutes of the Committee-of-the-Whole meeting held on March 19, 2025 be adopted.

5. **PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)**

6. **CORRESPONDENCE**

7. REQUEST FOR DECISIONS

- a. **2025 GRANT-IN-AID APPLICATIONS** **6-215**
Regional Category

(If awarding grant-in-aid)

THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of _____ in 2025 to the _____ (organization).

8. REPORTS

- a. **ACRD Procedure Bylaw Review – Report and Presentation.** **216-219**
(H. Zenner)

9. LATE BUSINESS

10. QUESTION PERIOD

Questions/Comments from the public:

- **Participating in Person in the Board Room**
- **Participating in the Zoom meeting**
- **Emailed to the ACRD at responses@acrd.bc.ca**

11. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, MARCH 19, 2025, 10:00 AM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations

PRESENT:

Fred Boyko, Director, Electoral Area "B" (Beaufort)

Bob Beckett, Director, Electoral Area "A" (Bamfield)

Vaida Siga, Director, Electoral Area "C" (Long Beach)

Rene Lacoursiere, Director, (Alternate), Electoral Area "D" (Sproat Lake)

Susan Roth, Director, Electoral Area "E" (Beaver Creek)

Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)

Sharie Minions, Mayor, City of Port Alberni

Marilyn McEwen, Mayor, District of Ucluelet

Moriah Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Dan Law, Councillor, (Alternate), District of Tofino

Cindy Solda, Vice-Chair, Councillor, (Alternate), City of Port Alberni

Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

REGRETS:

Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni

Tom Stere, Councillor, District of Tofino

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

STAFF PRESENT:

Cynthia Dick, General Manager of Administrative Services

Heather Zenner, Manager of Administrative Services

Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/19-3-2025/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:00am.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

2. APPROVAL OF AGENDA

MOVED: Director Solda
SECONDED: Director Cootes

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Committee-of-the-Whole Meeting held March 12, 2025

MOVED: Director Solda
SECONDED: Director Sparrow

THAT the minutes of the Committee-of-the-Whole Meeting held on March 12, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Claire Trevena, BC Ferry Authority Director, BC Ferry Authority, update on the BC Ferry Authority.

6. REPORTS

a. ACRD Procedure Bylaw Review – Presentation. (H. Zenner)

MOVED: Director Law
SECONDED: Director Solda

THAT the ACRD Procedure Bylaw discussion be continued at the next Committee of the Whole meeting.

CARRIED

Director Minions left the meeting at 11:56am.

7. LATE BUSINESS

(requires 2/3 majority vote)

8. QUESTION PERIOD

Questions/Comments from the public.

Charles Mealey provided feedback regarding the discussion on the ACRD Procedure Bylaw, specifically on the following topics: motion to defer, motion to table, call to question, withdrawals of motion and recommending that instead of investing in technology for recording votes, the ACRD could have directors joining from zoom use indicators (example paddles) for voting yes or no.

The General Manager of Administrative Services advised there were no questions or comments respecting an agenda topic from public:

- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

9. ADJOURN

MOVED: Director Sparrow

SECONDED: Director Roth

THAT this meeting be adjourned at 12:24 pm.

CARRIED

Certified Correct:

John Jack

John Jack,
Chairperson

Cynthia Dick

Cynthia Dick,
General Manager of Administrative Services



To: Committee of the Whole

From: Teri Fong, CPA, CGA, Chief Financial Officer
Heather Zenner, MA, Manager of Administrative Services

Meeting Date: May 21, 2025

Subject: 2025 Grant-in-Aid Applications – Regional Category

Proposed Motions:

(If awarding grant-in-aid)

That the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of _____ in 2025 to the _____ (organization).

Desired Outcome:

To consider and make recommendations to the Board of Directors regarding Grant-in-Aid (GIA) applications to assist registered organizations, registered charities, non-profits or not-for-profits, and societies who provide services, projects or initiatives that provide a social, economic, recreational, or environmental benefit to the communities within the Alberni-Clayoquot region.

Summary:

The Alberni-Clayoquot Regional District (ACRD) Board of Directors considers GIA applications once a year. The Board adopted a new GIA policy in 2024 (attached); therefore, this is the first year the new GIA program has been implemented. The GIA deadline is April 30th each year.

This year the Regional District received eight GIA applications for the Regional Category and have requested \$122,265. The 2025 budget for the Regional Category is \$35,000. The funding requests are summarized below, and the applications are attached to this report.

#	Organization	2025 Requested Amount	2024 Awarded Amount	2023 Awarded Amount	2022 Awarded Amount
GIA 10	Alberni District Fall Fair	\$2,500*	\$1000 (in kind)	\$1000 (in kind)	\$1000 (in kind)
GIA 11	Westcoast Inland Search and Rescue	\$6,000	\$6,000	\$6,000	\$6,000
GIA 12	Vancouver Island North Film Commission	\$10,000	\$5,000	\$5,000	\$5,000
GIA 13	Alberni Valley Rescue Squad	\$23,265	\$6,000	\$12,000	\$12,000
GIA 14	Port Alberni Shelter Society	\$5,500	\$0	\$0	\$0
GIA 15	Alberni Valley Makerspace	\$5,000	\$5,000	\$5,000	\$0
GIA 16	Alberni Valley Restorative Justice Society	\$10,000	\$0	\$0	\$0
GIA 17	Community Futures	\$60,000	\$0	\$0	\$0
	Total GIA Funds	\$122,265			

*Alberni District Fall Fair - \$2500 request includes a value of \$1000 for printing materials at ACRD office (in-kind).

Time Requirements – Staff & Elected Officials:

Approximately 30 hours of staff time is required to conduct the grant-in-aid process.

Financial:

The adopted ACRD 2025-2029 Financial Plan included a \$35,000 budget for the Regional GIA Category.

Strategic Plan Implications:

There is no direct link to the 2024-2027 Strategic Plan.

Policy or Legislation:

The Alberni-Clayoquot Regional District's Grant-in-Aid Policy and *Local Government Act* applies.

Submitted by: Teri Fong
Teri Fong, CPA, CGA, Chief Financial Officer

Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

2025 ACRD GRANT-IN-AID APPLICATION FORM

ORGANIZATION INFORMATION

Organization Name:	ALBERNI DISTRICT FALL FAIR
Society Number: <i>(N/A for applications <\$500)</i>	S-0003041
Contact Person:	ANN SIDDALL
Street Address:	#20 4090 HOLLYWOOD ST
City, Province, Postal Code:	PORT ALBERNI BC V9Y 4B3
Phone:	250 723-9313
Email:	albernifair@shaw.ca
Identify your Organization Type (see GIA Policy for definitions):	
<input checked="" type="checkbox"/>	Registered Organization
<input type="checkbox"/>	Non-Registered Organization <i>(for Grant Applications <\$500, on a one-time basis only)</i>

Describe the services & benefits that your organization provides to the Alberni-Clayoquot Region (specifically indicate which community or communities your organization services):

The Alberni District Fall Fair (Fall Fair), a cherished tradition in the heart of the Alberni Valley, serves as more than just an annual celebration. It is a vibrant event that brings the community together, fostering a sense of unity and pride while also contributing significantly to the local economy by drawing in an audience from throughout the region and beyond.

The Fall Fair provides a platform for community members to engage with one another, celebrating the unique heritage and cultural richness of the region. It boosts local business, supports other non for profits and strengthens community bonds. The Fall Fair is a space for residents to interact, share experiences, and create lasting memories. Whether its families enjoying an outing, old friends reuniting, or new friendships being formed, the fair plays a vital role in building a cohesive and supportive community.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

PROJECT INFORMATION			
Project Name:	ALBERNI DISTRICT FALL FAIR		
Grant Amount Requested:	\$1500.00		
In-kind Resources Requested:	\$1000.00 FOR PRINTING AND LAMINATING SIGNAGE		
Project Start Date:	09/04/25	Project End Date:	09/07/25
Identify the Grant-in-Aid Category you are applying to (select one option only):			
<input checked="" type="checkbox"/>	Regional GIA (regional projects that benefit residents & visitors across the ACRD)		
<input type="checkbox"/>	Alberni Valley & Bamfield GIA (projects that benefit residents & visitors in the AV & Bamfield)		
<input type="checkbox"/>	West Coast GIA (projects that benefits residents & visitors on the West Coast)		
<input type="checkbox"/>	Bamfield Electoral Area GIA	<p>Electoral Area GIA categories are intended to support projects that occur in one of the six Electoral Area's. In most cases, GIA applications <u>can be submitted to one Electoral Area Category only</u>. An exception to this, could be an event that spans across two electoral areas (such as a race that occurs in Beaver Creek & Cherry Creek Electoral Areas).</p> <p><i>If you are considering applying to more than one Electoral Area GIA, please discuss this with staff before applying.</i></p>	
<input type="checkbox"/>	Beaufort Electoral Area GIA		
<input type="checkbox"/>	Long Beach Electoral Area GIA		
<input type="checkbox"/>	Sproat Lake Electoral Area GIA		
<input type="checkbox"/>	Beaver Creek Electoral Area GIA		
<input type="checkbox"/>	Cherry Creek Electoral Area GIA		
Describe the specific activities of the project to which this Grant would be applied (be as specific as possible):			
<ol style="list-style-type: none"> To assist with printing and laminating costs associated with putting on the annual Fall Fair: High-quality printed materials are essential for promoting the fair. Amount: \$1,000. In Kind To assist with an audience engaging agriculture display: This display will promote the importance of sustaining our local agriculture. It will feature looping videos on a TV screen that highlight various agricultural practices and success stories. These videos were first produced in 2021 as part of the Virtual Family Farm Days, but are still relevant. To enhance the video's we plan to bring in guest speakers who will share valuable growing tips, catering to both producers and backyard growers and the promotion of sustainable practices: The display will advocate sustainable farming methods, contributing to the long-term health and prosperity of our local agricultural sector. We hope this project along with other groups such as the ACRD Agriculture Plan, AV Food Security and Alberni Valley Farmers Institute will draw people into the building. Amount: \$1,500. Cash 			



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Describe how this project will benefit the community (*Describe the expected outcomes and who will specifically benefit from this project*):

1. By covering these costs, we can ensure that all promotional and informational materials are visually appealing and professionally produced. Having most of the signage laminated ensures they don't get damaged by weather.
2. The display aims to educate visitors on how to be more self-sustaining and encourages them to support local agriculture. By featuring local agricultural success stories and expert speakers, the display will foster a sense of community pride and highlight the importance of supporting local farmers.

Financial Information (*attach a copy of your annual report, a copy of your organizations current year budget, latest financial statement, and an EFT application*).

Item Description (<i>be as specific as possible</i>)	Cost	Amount Requested from ACRD
PRINTING	2000	1000
AGRICULTURE EDUCATION DISPLAY MATERIALS	3000	1500

Totals	\$ 5,000.00	\$2500.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION DECLARATION

- | | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | I acknowledge that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. |
| <input checked="" type="checkbox"/> | I acknowledge that this grant application is related to a project within the Alberni-Clayoquot Regional District boundary. |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will utilize the funds as indicated in this application. |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will be required to provide a Final Report by March 31, 2026, including financial documentation related to how the grant funds were spent. |
| <input checked="" type="checkbox"/> | I acknowledge that if grant funds are not fully utilized, that they will be returned to the ACRD. |
| <input checked="" type="checkbox"/> | I acknowledge if my organization does not submit a Final Report, the organization will be ineligible to apply for an ACRD GIA the following year. |
| <input checked="" type="checkbox"/> | I acknowledge that receipt of a GIA does not guarantee funding in the future and that applicants are encouraged to work towards financial independence where possible. |
| <input checked="" type="checkbox"/> | I acknowledge that GIA's will not be provided to subsidize activities that are the responsibility of senior levels of government. |

ATTACHMENTS TO INCLUDE WITH THIS FORM

- | | |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Copy of your groups most recent financial statement (<i>not required for GIA applications <\$500</i>). |
| <input checked="" type="checkbox"/> | Copy of your organization's current year budget (<i>not required for GIA applications <\$500</i>). |
| <input checked="" type="checkbox"/> | A copy of your annual report, if available (<i>not required for GIA applications <\$500</i>). |
| <input checked="" type="checkbox"/> | A completed Electronic Funds Payment Application and void cheque. |



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION SUBMISSION

Submit your completed GIA application form and attachments via email to GIA@acrd.bc.ca or deliver to:

Alberni-Clayoquot Regional District
Grant-in-Aid Program
3008 5th Ave
Port Alberni, BC V9Y 2E3

Application deadline is April 30, 2025.

Applications that do not meet eligibility criteria or are received after the application deadline, will not be considered.

Assistance to apply is available to all applicants. If you would like assistance in applying, please reach out to ACRD staff through email GIA@acrd.bc.ca or via phone at 250-720-2700.

Declaration: I declare that the information provided in this application is true and accurate to the best of my knowledge.

Signature: Ann Siddall

Date: 03-14-2025

Note: The personal information collected in this survey is collected in accordance with Section 26 (c, d, e) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purposes of consideration regarding applications to the Alberni-Clayoquot Regional District Grant-in-Aid program. Direct any questions about the collection, use and disclosure of this information to foi@acrd.bc.ca.



ALBERNI DISTRICT FALL FAIR ASSOCIATION

ALBERNI DISTRICT FALL FAIR 2024 FINANCIAL STATEMENT For the year ending October 31st.



*To: The Directors, Members, and Interested Parties
Of the Alberni District Fall Fair Association*

The accompanying Balance Sheet and Statement of Revenue and Expenditures of the Alberni District Fall Fair Association from the books and records of the Association are for internal management use only. Readers are cautioned that these may not be appropriate for their purposes.

Ann Siddall

Administrator

Alberni District Fall Fair Association

Dated: October 31, 2024

**ALBERNI DISTRICT FALL FAIR
2024 FINANCIAL STATEMENT
ADMINISTRATION**

		2023	2023	2024	2024	2024	
REVENUE	BUDGET	ACTUAL	BUDGET	ACTUALS	IN KIND		
1 MEMBERSHIP DUES	410	340	350	340			
2 DONATION	350	5,372		2,970			
3 COM GAMING GRANT	30,000	30,000	30,000	30,000			
4 PARTNERSHIP PROGRA	20,000	23,513	25,000	22,900	16,000		
5 OTHER GRANTS	3,000	32,100					
6 INTEREST ON GIC		360		4,880			
TOTAL REVENUE	53,760	91,685	55,350	61,090	16,000		
EXPENDITURE							
6 INFORMATION BOOTH	800	600	800	600			
7 LEGAL	500	224	500				
8 DONATION	500		500	1,900			
9 OFFICE SUPPLIES	7,000	7,128	7,500	11,225			
10 TROPHIES/RIBBONS	2,500	728	2,000	1,525			
11 ADMIN WAGES	26,000	26,050	27,000	26,068			
12 OFFICE WAGES	6,000	5,167	6,000	7,440			
13 SUNSHINE	500	105	500	123			
14 SCHOOL TOURS	100						
15 ASSOCIATION DUES	1,000	1,208	1,500	1,507			
16 INSURANCE	33,000	33,651	36,000	38,808			
17 CHAIR EXP	500	500	600	500			
18 TRAVEL/ BC FAIRS	4,000		4,000	2,085			
19 DIRECTOR TRAINING	1,200	1,000	1,000				
20 BANK STAFF	3,000	3,000	3,000	3,000			
21 SHAW	6,200	6,446	6,500	6,794			
22 ACCOUNTING	0						
23 BANK SERVICE CHARG	800	1,218	1,500	809			
24 PHOTOCOPIER	2,300	2,130	2,300	1,853			
25 PARTNERSHIP SALES	7,000	8,016	8,000	6,903			
26 JUDGES ACCOMMODAT	0						
27 BUSINESS LICENSE	1,760	880	880	880			
28 SECURITY ALARMS	1,200	905	1,200	1,311			
29 PARTNERSHIP EXPENS	2,000	1,512	2,000	1,120			
30 BURSURY	500		500				
TOTAL EXPENSE	108,360	100,468	113,780	114,451	0		
NET INCOME (LOSS)	-54,600	-8,783	-58,929	-53,361	16,000		
Revenue							
<i>Donations: Chinese Canadian Society - 1500, Bus contract fillfilled - 10 payments @ 105., Shaw rebate - 660</i>							
<i>Fenton Group - 200 for horse show</i>							
<i>GIC Interest: 2502. for Insurance Fund GIC, \$910. on \$20,000. GIC, and \$1468 on the \$30,000. we cashed in 2024</i>							
Expenses:							
<i>donations include BC Fairs for \$1000. motion of July 2024, Thomson Celebration of Life</i>							
<i>Supplies:</i>							
<i>Program data licensing fees - 5114</i>							
<i>office supplies - 5511</i>							
<i>Office Wages - includes \$2090. for Bingo Assistants</i>							
<i>Insurance - includes D& O, liability, property and \$12,500 to insurance fund</i>							

**ALBERNI DISTRICT FALL FAIR
2024 FINANCIAL STATEMENT
FAIR SERVICES**

		2023	2023	2024	2024	2024
		BUDGET	ACTUAL	BUDGET	ACTUAL	IN KIND
REVENUE						
1	VENDORS	25,000	19,447	19,800	22,266	
2	GATE	175,000	153,900	156,620	158,417	
3	EVENT REVENUE	7,000	7,419	7,000	3,099	
4	V Appreciation REVENUE	145	315		0	
5	FOOD VENDORS	15,000	13,622	15,000	15,373	
6	a) BEVERAGE GARDEN	15,000	16,505	20,000	12,153	
	b) LOOKOUT LOUNGE				3,929	
7	FOOD BOOTH MAIN. FEE	1,600	1,600	1,600	0	
TOTAL REVENUE		238,745	212,808	220,020	215,237	
EXPENDITURE						
8	EVENT PROMO	2,000	3,444	3,000	2,227	
9	FOOD FAIR-MISC.	200		200	62	
10	BEVERAGE GARDEN	8,500	8,552	10,000	8,311	
	LOOK OUT LOUNGE				1,747	500
11	FIRST AID	1,700	2,005	2,000	1,700	
12	SECURITY	8,000	15,384	16,000	17,368	
13	RENTAL RADIOS (communication)	2,500	2,341	2500	3,500	
14	BAG CHECKS	1,000	1,000	1,000	1,000	
15	GATE EXPENSES	1,000	2,765	1,500	1,204	
16	GATE STAFF	3,000	3,850	4,000	3,850	
17	COMMERCIAL REFUNDS	0	234	250	1,512	
18	COMMERCIAL SET-UP/TEAR	3,200	3,301	3,500	3,871	
19	FAIR MEALS	8,000	10,510	12,000	6,385	1,500
20	WORK PARTY MEALS	800	791	1,000	986	
21	ANNIVERSARY RECEPTION	0				
22	SUNDAY DINNER	800	850	850	600	
23	V.APPRECIATION DINNER	4,757	4,757	2,300	2,985	
24	W/PARTY REFRESHMENT	2,000	964	2,000	1,366	
25	GLENWOOD RENTAL	4,200	4,208	2,200	2,008	
26	VOLUNTEER EXPENSES (T-SHI	3,000	1,052	3,000	2,046	
27	RENTAL TENTS	7,000	6,321	7,000	6,545	1,500
TOTAL EXPENSE		61,657	72,329	74,300	69,273	3500
NET INCOME (LOSS)		177,088	140,479	144,720	145,964	
NOTES:						
Expenses:						
13	Radio's: were purchased in 2024 as a one time xpense					
17	Commercial refunds: 3 vendors that paid, but then backed out because of business licensing issues					
19	<i>Inkind for volunteer meals includes Hertel Meats of \$1000.</i>					
27	<i>Inkind for tents includes sponsorship from BI & White and city of Port Alberni</i>					

**ALBERNI DISTRICT FALL FAIR
2024 FINANCIAL STATEMENT
ATTRACTIONS**

		2023	2023	2024	2024	2024
		BUDGET	ACTUAL	BUDGET	ACTUALS	IN KIND
REVENUE						
1	BINGO	3,500	4,837	4,500	3,312	
2	MIDWAY RIDES	52,000	56,988	60,000	64,633	
3	GAME OF CHANCE(wheels)	5,500	6,397	6,000	4,958	
4	RAFFLE	60,000	44,040	100,000	43,868	
5	ENTRY FEES-logger sport	1,400	1,070	1,200	1,120	
6	SALES BY RYAN COOK CARVIN	3,000	1,770	1,500	2,110	
TOTAL REVENUE		125,400	115,102	173,200	120,001	
EXPENDITURE						
7	WHEELS EXPENSES	3,000	3,399	3,500	2,514	
8	RAFFLE EXPENSES	35,000	36,829	60,000	26,582	
9	BINGO EXPENSE	2,000	150	2,000	3,028	
10	LOGGER SPORTS PRIZES	11,000	10,240	12,000	11,975	
11	LOGGER SPORT MISC	4,300	4,755	5,000	6,348	2,500
12	TRACTOR PULL	1,200	1,200	1,200	1,200	
13	SPECIAL ATTRACTIONS					
	OTHER	8,500	3,275	3,500	9,364	
	RYAN COOK	8,000	7,650	8,000	11,000	
14	AMAZING FAMILY ZONE	4,000	4,000	4,000	4,980	
TOTAL EXPENSE		77,000	71,498	99,200	76,991	2,500
NET INCOME (LOSS)		48,400	43,604	74,000	43,010	
NOTES						
	<i>Expenses:</i>					
	<i>Special Attractions other</i>					
	VI Wrestling - 3000					
	Yukon Dan - 2723					
	Shareky Balloons - 1500					
	Hotel Rms - 3 rms for 4 nights = 2351					
	Ryan Cook and Uncle Kevin - 10,290					
	<i>plus rooms for 4 nights</i>					
	<i>Family Zone - 4200 plus hotel room</i>					
11	<i>In kind: logs from Probyn Logging</i>					

**ALBERNI DISTRICT FALL FAIR
2024 FINANCIAL STATEMENT
ENTERTAINMENT**

		2023	2023	2024	2024	2024
		BUDGET	ACTUAL	BUDGET	ACTUAL	IN KIND
REVENUE						
	PRISM MERC				155	
TOTAL REVENUE		0	0	0	155	
EXPENDITURE						
1	RENTAL OF STAGE,	12,000	12,000	12,000	12,750	
2	SOUND/LIGHTING	4,000	5,000	5,000	5,000	
3	ENTERTAINERS	24,500	24,075	30,000	28,038	
4	MISC ENTERTAINMENT EXP	3,500	6,582	6,500	7,117	2500
5	PARADE PARKING	900	1,250	1,250	1,700	
TOTAL EXPENSE		44,900	48,907	54,750	54,605	2500
NET INCOME (LOSS)		-44,900	-48,907	-54,750	-54,450	
NOTES:						
Expenses						
1 & 2	are an in and out see Buildings page 8					
4	Entertainment Misc					
	Prism Rider - 393					
	Prism Meal Buy out - 125					
	M/C - 500					
	Backline - 1792					
	Hotel Rms - 4182					
	ICBC for trailer insurance - 125					
	In Kind: hotel rooms and RV for Green Rm					
6	Parade					
	Mt Arrowsmith Amateur Radio - 600					
	Flaggers 8 @ 100					
	Toy Run - barricades - 300					
	Note: we still owe city one set of barricades apparently they will be invoicing \$350. plus					

**ALBERNI DISTRICT FALL FAIR
2024 FINANCIAL STATEMENT
HOME ARTS**

		2023	2023	2024	2024
		BUDGET	ACTUAL	BUDGET	ACTUALS
REVENUE					
	ENTRY FEES	1,200	1,174	1,500	1,575
	TOTAL REVENUE	1,200	1,174	1,500	1,575
EXPENDITURE					
2	PRIZE MONEY	4,500	2,799	3,000	3,566
3	JUDGES	500	770	800	800
4	IMPROVEMENTS/SUPPLIES	500		1,500	115
5	CLASSROOM SERIES	1,000			
6	INCENTIVE PRIZE	500		500	
	TOTAL EXPENSE	7,000	3,569	5,800	4,481
	NET INCOME (LOSS)	-5,800	-2,395	-3,800	-2,906

**ALBERNI DISTRICT FALL FAIR
2024 FINANCIAL STATEMENT
AGRICULTURE**

		2023	2023	2024	2024	2024
		BUDGET	ACTUAL	BUDGET	ACTUALS	in kind
REVENUE						
1	AG EDUCATION	500	4,000	0		
2	ENTRY FEES	1,000	331	1,000	290	
3	HORSE SHOW FEES	1,200		1,200	935	
4	RENTAL HORSE RING STALLS	800				
TOTAL REVENUE		3,500	4,331	2,200	1,225	
EXPENDITURE						
5	PRIZE MONEY	4,000	1,874	2,500	1,992	500
6	4-H PRIZE MONEY	2,500	1,003	2,500	1,254	
7	JUDGES	1,800	700	1,000	950	
8	AG MAINTENANCE	500	309	500	1,135	
9	BEDDING STRAW/ FEED	500	217	500	500	
10	PRIZES-HORSE SHOW	800		600	520	
11	HORSE MAINTENANCE	1,500	549	1,500		
12	JUDGES-HORSE SHOW	1,000		1,000	1,000	
13	PA SYSTEM	500	250	250		
14	AG EDUCATION	2,500	993	1,500		
15	OLD MACDONALDS FARM	200		1,000	1,000	
TOTAL EXPENSE		15,800	5,895	12,850	8,351	500
NET INCOME (LOSS)		-12,300	-1,564	-10,650	-7,126	

**ALBERNI DISTRICT FALL FAIR
2024 FINANCIAL STATEMENT
GROUNDS**

		2023	2023	2024	2024	2024
		BUDGET	ACTUAL	BUDGET	ACTUALS	IN KIND
REVENUE						
1	CAMPING/TOY RUN	3,000	3,000	4,500	3,500	
2	DOG SHOW	2,000	2,100	2,000		
3	EVENTS REVENUE (Shaker)	12,000	3,700	4,000	1,500	
5	PICNIC TABLE RENTALS	1,200			360	
6	WASHROOM RENTALS 2 X400	800	840			
TOTAL REVENUE		19,000	9,640	10,500	5,360	
EXPENDITURE						
6	LANDSCAPING/ DECORATING	1,500	1,257	1,500	1,114	
7	GROUNDS ENHANCEMENT	1,500	352	1,000		
8	PAVING	0				
9	SIGNS	500		500	338	
10	TABLE COVERS/ PLASTIC SKIRTING	2,000	1,635	1,500	733	
11	NEW TABLES**					
12	VEHICLE--MAINT. & INS.	1,000		1,000	574	
13	GOLF CART RENT	3,200	3,242	3,400	3,242	
13	CLEAN UP/ rental toilets	8,600	4,450	6,000	5,551	1000
15	JANITORIAL GROUP	1,000	1,000	1,000	1,000	
16	JANITORIAL SUPPLIES	1,000	1,735	1,800	2,957	
17	PARKING	3,500	3,685	3,700	3,500	
18	NEW BARRICADES FOR PARKING	0				
19	EQUIPMENT OPERATING	5,500	7,508	13,500	9,115	
20	GROUNDS MAINT.(fencing)	1,000	2,448	2,500	3,746	
21	GARBAGE COLLECTION	4,500	4,030	4,500	4,584	500
22	USER GROUP GARBAGE	1,700	1,700	1,700	1,700	
TOTAL EXPENSES		36,500	33,042	43,600	38,154	1500
		-17,500	-23,402	-33,100	-32,794	
1 <i>Camping: includes \$1500. from Funtastic, movie production and Toy Run</i>						

**ALBERNI DISTRICT FALL FAIR
2024 FINANCIAL STATEMENT
BUILDINGS**

		2023	2023	2024	2024	2024
		BUDGET	ACTUAL	BUDGET	ACTUAL	IN KIND
REVENUE						
1	STORAGE	11,500	15,238	15,000	6,940	
2	LA MARINE	20,000	14,457	15,000	13,748	
3	KCC RENTALS	5,000	7,605	7,500	5,650	
4	FIVE ACRE - K WING	4,800	4,800		1,200	
5	KCC BASEMENT RENTAL				17,750	
6	OLD DUTCH RENTAL	7,260	7,260	7,260	7,260	
7	VAN IPREN RENTAL	11,700	11,700	12,900	11,398	
8	WAIKATO	4,600	4,600	4,600	4,600	
9	BUS RENTAL	300	300			
		65,160	65,960	62,260	68,546	
EXPENSES						
11	FORTIS	800	420	500	1,079	
12	TAXES	5,500	5,369	5,500	6,439	
13	PEST CONTROL	2,300	1,848	2,000	2,673	
14	PLUMBING	500	4,179	2,500	3,207	
15	HORSE RING - office/maint	0			0	
16	STEPHENS MAINT	3,000	474	500	473	
17	VAN IPREN	0			0	
18	BUILDING IMPROVEMENT	1,200	3,213	3,500	2,965	
19	HYDRO	18,000	12,247	14,000	11,702	
20	KITCHEN SUPPLIES - KCC	500	95	6,000	778	
21	WATER/SEWER	6,500	6,861	7,000	5,411	
22	MAIN. KIN HUT	700	2,681	1,600	3,950	
23	IMPROVE FOOD BOOTH	100		100	0	
24	KCC MANAGEMENT FEES	500	500	500	500	
25	STORAGE MANAGEMENT	0			100	
26	ICE MACHINE	200	2,967	5300	0	
27	KCC MAINTENANCE	3,000	5,361	5,500	4,959	
		42,800	46,215	54,500	44,236	
		22,360	19,745	8060	24,310	
	<i>Revenue</i>					
5	KCC basement rental is an in and out see Entertainment page 4					
	Expenses					
26	<i>Kin Hut Maint. - includes upgrades to fire alarm, frozen pipes, and staining the deck</i>					
31	<i>KCC Maint. - includes elevator, propane fill and tank contract, heat pump, fan cleaning and yearly inspection</i>					

**ALBERNI DISTRICT FALL FAIR
2024 FINANCIAL STATEMENT
PR & MARKETING**

	2023	2023	2024	2024	2024
	BUDGET	ACTUAL	BUDGET	ACTUALS	IN KIND
REVENUE	0	0	0		
EXPENDITURE					
1 EVENT BOOK	0				
2 PRIZE BOOK (printing)	1,800	1,798	1,800	2,147	
3 ADVERTISING/PUBLICITY	6,500	3,063	5,000	7,714	3,500
4 SOCIAL MEDIA	3,750	3,992	6,250	6,254	
5 PRINTING SIGNS	0		500	0	1,000
	12,050	8,853	13,550	16,115	4,500
NET INCOME (LOSS)	-12,050	-8,853	-13,550	-16,115	
3 Advertising includes \$1000. for raffle advertising and \$1750 for 4 promo video's					

**ALBERNI DISTRICT FALL FAIR
2024 FINANCIAL STATEMENT
SUMMARY**

REVENUE	2023	2023	2024	2024	2024
	BUDGET	ACTUALS	BUDGET	ACTUALS	IN KIND
ADMINISTRATION	53,760	91,685	55,350	61,090	16,000
FAIR SERVICES	238,745	212,808	220,020	215,237	
ATTRACTIONS	125,400	115,102	173,200	120,001	
ENTERTAINMENT	0	0	0	155	
HOME ARTS	1,200	1,174	1,500	1,575	
AGRICULTURE	3,500	4,331	2,200	1,225	
GROUND	19,000	9,640	10,500	5,360	
BUILDINGS	65,160	65,960	62,260	68,546	
P/R	0	0	0	0	
CAPITAL IMPROVEMENTS		28,000	140,000	63,447	
	506,765	500,700	666,030	536,636	16,000
EXPENSES					
ADMINISTRATION	108,360	100,468	113,780	114,451	
FAIR SERVICES	61,657	72,329	74,300	69,273	4000
ATTRACTIONS	77,000	71,498	99,200	76,991	3000
ENTERTAINMENT	44,900	48,907	54,750	54,605	3000
HOME ARTS	7,000	3,569	5,800	4,481	
AGRICULTURE	15,800	5,895	12,850	8,351	500
GROUND	36,500	33,042	43,600	38,154	1000
BUILDINGS	42,800	46,215	54,500	44,236	
P/R	12,050	8,853	13,550	16,115	4500
IMPROVEMENTS (** NOTE **)	138,230	79,119	194,000	78,236	
	406,067	390,776	666.030	504,893	16,000
NET PROFIT/LOSS	100,698	109,924	0	31,743	
RECEIVABLES STILL TO COME IN:					
Dog Show - \$1800					
Storage in the barn					

**ALBERNI DISTRICT FALL FAIR
2024 FINANCIAL STATEMENT
BALANCE SHEET**

	G/A	GAMING	TOTAL
CURRENT ASSETS	2024	2024	
Cash in the bank	90,293	132	90,425
GIC - internally restricted	13,668		13,668
GIC - internally restricted	62,500		62,500
GIC - internally restricted	20,000		20,000
Accounts Receivable	3,300		6,800
Pre paid deposits	38,206		38,206
	227,967		231,599
FIXED ASSETS			
Land & Improvements	200,000		200,000
Building & Improvements	746,424		746,424
Furnishings & Equipment	83,748		83,748
TOTAL FIXED ASSETS	1,030,172		1,030,172
CURRENT LIABILITIES			
Accounts Payable	0		0
GST payable	1829		1829
EQUITY			
Retained earnings For 2024	1,258,139		1,258,271
Current year earnings	31,743	132	31,743
TOTAL EQUITY	\$ 1,291,711		\$ 1,291,843
2024 Internally restricted Funds			
4. - To intertally restrict the present GIC of \$20,000			
<u>Motion of October 9, 2024 by Carol Brown and Bill Brown to internally restrict the \$20,000. GIC for the sole purpose of completing the renovations on the outside of our barn(s).</u>			
5. To internally restrict \$12,500. to our insurance fund from \$55,000. to \$62,500.			
<u>Motion of October 9, 2024 by Carol Brown and Scott Green to internally restrict \$12,500. GIC for the sole purpose of increasing our Insurance Fund to \$62,500.</u>			
6. To internally restrict another \$26,332. to top up the \$13,668. GIC to \$40,000			
<u>Motion of October 9, 2024 by Carol Brown and Bill Brown to internally restrict th\$40,000. for the sole purpose of completing the front admission gates.</u>			
Approved by:			
2024 President			
Approved by:			
2024 Finance Chairman			
#7 - RECEIVABLES:			
Dog Show - \$1800. & \$1500. for storage			
#8 - PRE PAID DEPOSITS: include annual insurance premium \$33,808.			
Windsor Plywood credit \$33,085 for 4-H barn/Stephens upgrades.			

**ALBERNI DISTRICT FALL FAIR
2025 DRAFT BUDGET
ATTRACTIONS AND ENTERTAINMENT**

		2024	2024	2025	
		BUDGET	ACTUALS	BUDGET	
REVENUE					
1	BINGO	4,500	3,312	3,500	
2	MIDWAY RIDES	60,000	64,633	65,000	
3	GAME OF CHANCE(wheels)	6,000	4,958	5,000	
4	RAFFLE	100,000	43,868	100,000	
5	ENTRY FEES-logger sport	1,200	1,120	1,200	
6	SALES BY RYAN COOK CARVIN	1,500	2,110		
7	MERCHANDISE		155		
TOTAL REVENUE		173,200	120,156	174,700	
EXPENDITURE					
8	BINGO EXPENSE	2,000	3,028	3,200	
9	WHEELS EXPENSES	3,500	2,514	3,000	
10	RAFFLE EXPENSES	60,000	26,582	60,000	
11	LOGGER SPORTS PRIZES	12,000	11,975	15,000	
12	LOGGER SPORT MISC	5,000	6,348	6,500	
13	TRACTOR PULL	1,200	1,200	1,200	
14	WALK ABOUTS			5,000	
15	FEATURE	8,000	11,000	12,000	
16	WRESTLERS, YUKON DAN	3,500	9,364	10,000	
17	AMAZING FAMILY ZONE	4,000	4,980	5,000	
18	RENTAL OF STAGE,	12,000	12,750	12,750	
19	SOUND/LIGHTING	5,000	5,000	5,000	
20	ENTERTAINERS	30,000	28,038	40,000	
21	MISC ENTERTAINMENT EXP	6,500	7,117	7,500	
22	PARADE	1,250	1,700	1,500	
TOTAL EXPENSE		153,950	131,596	187,650	
NET INCOME (LOSS)		19,250	-11,440	-12,950	
2025 ATTRACTIONS CONSIDERATIONS INCLUDED					
12	Logger Sports Misc: what to budget for new climbing trees? 2024 expenditures included: hotel rooms for 3 for one night, timers, M/C plus supplies				
14	feature attraction in 2024 was Ryan Cook - his price plus hotel rooms feature in 2025 Super Dogs - 9000 plus hotel rms \$12000. other: in 2024 was Yukon Dan for 3 days plus hotel and 2 days of Pro Wrestling				
16	2024 family zone - Bryan Burns \$4200. plus hotel				
2025 ETERTAINMENT CONSIDERATIONS INCLUDED					
Utilize Arrowsmith Amatuer Radio Club to oversee the parade					
Toy Run for barricades					

**ALBERNI DISTRICT FALL FAIR
2025 DRAFT BUDGET
HOME ARTS AND AGRICULTURE**

		2024	2024	2025
		BUDGET	ACTUALS	BUDGET
REVENUE				
1	HOME ARTS ENTRY FEES	1,500	1,575	1,600
2	AGRICULTURE ENTRY FEES	1,000	290	1,000
3	HORSE SHOW FEES	1,200	935	1,000
4	RENTAL HORSE RING STALLS			
TOTAL REVENUE		3,700	2,800	3,600
EXPENDITURE				
5	HOME ARTS PRIZE MONEY	3,000	3,566	3,600
6	HOME ARTS JUDGES	800	800	1,000
7	HOME ARTS SUPPLIES	1,500	115	1,000
8	AGRICULTURE PRIZE MONEY	2,500	1,992	2,500
9	4-H PRIZE MONEY	2,500	1,254	2,500
10	AGRICULTURE JUDGES	1,000	950	1,500
11	AGRICULTURE MAINTENANCE	500	1,135	2,000
12	BEDDING STRAW/ FEED	500	500	1,000
13	PRIZES-HORSE SHOW	600	520	600
14	** HORSE MAINTENANCE	1,500		
15	JUDGES-HORSE SHOW	1,000	1,000	1,000
16	PA SYSTEM	250		500
17	AG EDUCATION	1,500		1,500
18	OLD MACDONALDS FARM	1,000	1,000	1,000
TOTAL EXPENSE		18,150	12,832	19,700
NET INCOME (LOSS)		-14,450	-10,032	-16,100
2025 HOME ARTS CONSIDERATIONS				
7	Home arts supplies: not sure if we need to replace/fix any stands flowers/veggies etc.			
2025 AGRICULTURE CONSIDERATIONS				
8 & 9:	put in what we budgeted in 2024			
10	To allow to get more qualified judges			
11	Ag. Maint. - new extra fencing panels and lighting at the back of the barn			
	<i>** Horse Maint. Moved to capital improvements for water and lighting replacement</i>			

**ALBERNI DISTRICT FALL FAIR
2025 DRAFT BUDGET
BUILDINGS AND GROUNDS**

		2024	2024	2025
		BUDGET	ACTUALS	BUDGET
REVENUE				
1	CAMPING/TOY RUN	4,500	3,500	3,500
2	DOG SHOW	2,000		1,900
3	EVENTS REVENUE (Shaker)	4,000	1,500	1,500
4	PICNIC TABLE RENTALS		360	400
5	STORAGE	15,000	6,940	8,000
6	LA MARINE	15,000	13,748	15,000
7	KCC RENTALS	7,500	5,650	4,000
8	KCC BASEMENT RENTAL		17,750	17,750
9	OLD DUTCH RENTAL	7,260	7,260	7,260
10	VAN IPREN RENTAL	12,900	11,398	16,500
11	WAIKATO	4,600	4,600	4,600
TOTAL REVENUE		72,760	72,706	80,410
EXPENDITURE				
12	LANDSCAPING/ DECORATING	1,500	1,114	1,500
13	GROUND ENHANCEMENT	1,000		1,000
14	PAVING			
15	SIGNS	500	338	1,000
16	TABLE COVERS/ PLASTIC SKIRTING	1,500	733	1,500
17	VEHICLE--MAINT. & INS.	1,000	574	1,000
18	GOLF CART RENT	3,400	3,242	3,500
19	CLEAN UP/ rental toilets	6,000	5,551	6,000
20	JANITORIAL GROUP	1,000	1,000	1,500
21	JANITORIAL SUPPLIES	1,800	2,957	2,000
22	PARKING	3,700	3,500	3,700
23	EQUIPMENT OPERATING	13,500	9,115	10,000
24	RENTAL TEMP FENCING	2,500	3,746	4,000
25	GARBAGE COLLECTION	4,500	4,584	5,000
26	USER GROUP GARBAGE	1,700	1,700	1,700
27	FORTIS	500	1,079	500
28	TAXES	5,500	6,439	6,500
29	PEST CONTROL	2,000	2,673	2,800
30	PLUMBING	2,500	3,207	6,000
31	ELECTRICAL	6,500	2,816	5,000
32	STEPHENS MAINT	500	473	500
33	VAN IPREN		0	
34	BUILDING IMPROVEMENT	3,500	2,965	3,500
35	HYDRO	14,000	11,702	11,000
36	KITCHEN SUPPLIES - KCC	6,000	778	500
37	WATER/SEWER	7,000	5,411	6,000
38	MAIN. KIN HUT	1,600	3,950	2,000
39	IMPROVE FOOD BOOTH	100	0	0
40	KCC MANAGEMENT FEES	500	500	500
41	STORAGE MANAGEMENT		100	500
42	KCC MAINTENANCE	5,500	4,959	6,000
TOTAL EXPENSES		99,300	85,206	94,700
		-26,540	-12,500	-14,290
2025 GROUNDS CONSIDERATIONS				
15	<i>Signs: new metal sign to replace ADFP sign on the front of Kin Hut pls a new smaller office sign on outside of building</i>			
20	<i>increase for janitorial group</i>			
2025 BUILDINGS CONSIDERATIONS				
35	Hydro: Kinsmen paying for Kin Hut/ Five Acre to pay for any unusual increases in KCC			
38	Kin Hut: Includes annual fire inspection			
42	REFERS TO SCHEDULED ANNUAL MAINTENANCE AGREEMENTS			

**ALBERNI DISTRICT FALL FAIR
2025 DRAFT BUDGET SUMMARY PAGE**

REVENUE	2024	2024	2025
	BUDGET	ACTUALS	BUDGET
ADMINISTRATION	55,350	61,090	63,370
FAIR SERVICES	220,020	215,237	219,196
ATTRACTIONS AND ENTERTAINMENT	173,200	120,156	174,700
HOME ARTS AND AGRICULTURE	3,700	2,800	3,600
BUILDINGS AND GROUNDS	72,760	72,706	80,410
CAPITAL IMPROVEMENTS	140,000	63,447	90,000
	665,030	535,436	631,276
EXPENSES			
ADMINISTRATION	127,829	130,566	151,280
FAIR SERVICES	75,300	69,273	77,112
ATTRACTIONS AND ENTERTAINMENT	153,950	131,596	187,650
HOME ARTS AND AGRICULTURE	18,150	12,832	19,700
BUILDINGS AND GROUNDS	99,300	85,206	94,700
CAPITAL IMPROVEMENTS	182,500	75,222	100,100
	657,029	504,695	630,542
NET PROFIT/LOSS	8,001	30,741	734



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

2025 ACRD GRANT-IN-AID APPLICATION FORM

ORGANIZATION INFORMATION

Organization Name:	
Society Number: <i>(N/A for applications <\$500)</i>	
Contact Person:	
Street Address:	
City, Province, Postal Code:	
Phone:	
Email:	
Identify your Organization Type (see GIA Policy for definitions):	
<input type="checkbox"/> Registered Organization	
<input type="checkbox"/> Non-Registered Organization <i>(for Grant Applications <\$500, on a one-time basis only)</i>	

Describe the services & benefits that your organization provides to the Alberni-Clayoquot Region (specifically indicate which community or communities your organization services):



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

PROJECT INFORMATION			
Project Name:			
Grant Amount Requested:			
In-kind Resources Requested:			
Project Start Date:		Project End Date:	
Identify the Grant-in-Aid Category you are applying to (select one option only):			
<input checked="" type="checkbox"/> Regional GIA (<i>regional projects that benefit residents & visitors across the ACRD</i>)			
<input type="checkbox"/> Alberni Valley & Bamfield GIA (<i>projects that benefit residents & visitors in the AV & Bamfield</i>)			
<input type="checkbox"/> West Coast GIA (<i>projects that benefits residents & visitors on the West Coast</i>)			
<input type="checkbox"/> Bamfield Electoral Area GIA	<p><i>Electoral Area GIA categories are intended to support projects that occur in one of the six Electoral Area's. In most cases, GIA applications can be submitted to one Electoral Area Category only. An exception to this, could be an event that spans across two electoral areas (such as a race that occurs in Beaver Creek & Cherry Creek Electoral Areas).</i></p> <p><i>If you are considering applying to more than one Electoral Area GIA, please discuss this with staff before applying.</i></p>		
<input type="checkbox"/> Beaufort Electoral Area GIA			
<input type="checkbox"/> Long Beach Electoral Area GIA			
<input type="checkbox"/> Sproat Lake Electoral Area GIA			
<input type="checkbox"/> Beaver Creek Electoral Area GIA			
<input type="checkbox"/> Cherry Creek Electoral Area GIA			
Describe the specific activities of the project to which this Grant would be applied (be as specific as possible):			



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

Describe how this project will benefit the community *(Describe the expected outcomes and who will specifically benefit from this project):*

Financial Information *(attach a copy of your annual report, a copy of your organizations current year budget, latest financial statement, and an EFT application).*

Item Description <i>(be as specific as possible)</i>	Cost	Amount Requested from ACRD
Totals		



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION DECLARATION

I acknowledge that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.
I acknowledge that this grant application is related to a project within the Alberni-Clayoquot Regional District boundary.
I acknowledge that if an ACRD GIA is received, my organization will utilize the funds as indicated in this application.
I acknowledge that if an ACRD GIA is received, my organization will be required to provide a Final Report by March 31, 2026, including financial documentation related to how the grant funds were spent.
I acknowledge that if grant funds are not fully utilized, that they will be returned to the ACRD.
I acknowledge if my organization does not submit a Final Report, the organization will be ineligible to apply for an ACRD GIA the following year.
I acknowledge that receipt of a GIA does not guarantee funding in the future and that applicants are encouraged to work towards financial independence where possible.
I acknowledge that GIA's will not be provided to subsidize activities that are the responsibility of senior levels of government.

ATTACHMENTS TO INCLUDE WITH THIS FORM

Copy of your groups most recent financial statement <i>(not required for GIA applications <\$500)</i> .
Copy of your organization's current year budget <i>(not required for GIA applications <\$500)</i> .
A copy of your annual report, if available <i>(not required for GIA applications <\$500)</i> .
A completed Electronic Funds Payment Application and void cheque.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION SUBMISSION

Submit your completed GIA application form and attachments via email to GIA@acrd.bc.ca or deliver to:

Alberni-Clayoquot Regional District
Grant-in-Aid Program
3008 5th Ave
Port Alberni, BC V9Y 2E3

Application deadline is April 30, 2025.

Applications that do not meet eligibility criteria or are received after the application deadline, will not be considered.

Assistance to apply is available to all applicants. If you would like assistance in applying, please reach out to ACRD staff through email GIA@acrd.bc.ca or via phone at 250-720-2700.

Declaration: I declare that the information provided in this application is true and accurate to the best of my [redacted]

[redacted] [redacted]

Date: _____

Note: The personal information collected in this survey is collected in accordance with Section 26 (c, d, e) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purposes of consideration regarding applications to the Alberni-Clayoquot Regional District Grant-in-Aid program. Direct any questions about the collection, use and disclosure of this information to foi@acrd.bc.ca.

Westcoast Inland Search and Rescue

Comparative Income Statement

	Actual 01/01/2023 to 31/12/2023		Actual 01/01/2022 to 31/12/2022		Percent
REVENUE					
Donations					
Corporate Donations		2,000.00		2,000.00	0.00
District of Tofino	0.00		0.00		0.00
District of Ucluelet	0.00		0.00		0.00
Alberni Clayoquot Regional Dist...	6,000.00		6,000.00		0.00
Total Municipal & FN Donations		6,000.00		6,000.00	0.00
Donations of Search Reimb.	50.00		0.00		0.00
Other Tax Received Donations	0.00		0.00		0.00
Total Tax Receipts Issued		50.00		0.00	0.00
Non-Profit Organizations		0.00		0.00	0.00
Miscellaneous Donation		0.00		83.16	-100.00
Local Business Donations		0.00		0.00	0.00
Fundraising Event Revenue		0.00		0.00	0.00
Total Donations		8,050.00		8,083.16	-0.41
Direct Government Funding					
Direct Access Grants		0.00		0.00	0.00
BC SARA Grant		53,200.00		49,300.00	7.91
Total Direct Government Fundi...		53,200.00		49,300.00	7.91
Other Revenue					
Reimbursement - PEP et al		5,505.71		2,840.43	93.83
Reimbursement - BC SARA		0.00		0.00	0.00
Insurance Pay-outs		0.00		0.00	0.00
Membership Dues		160.00		290.00	-44.83
Miscellaneous Revenue		0.00		935.00	-100.00
T-shirt sales		0.00		0.00	0.00
Training Revenue		0.00		0.00	0.00
Total Other Revenue		5,665.71		4,065.43	39.36
TOTAL REVENUE		66,915.71		61,448.59	8.90
EXPENSE					
Operations Expenses					
Batteries		59.04		171.10	-65.49
Dues, Fees & Licenses - Ops		1,241.35		502.25	147.16
Canine Expense		0.00		0.00	0.00
First Aid Kit Expense		0.00		0.00	0.00
G-SAR Expense		0.00		529.20	-100.00
G-SAR Supplies		489.74		504.15	-2.86
Outreach Expense		0.00		0.00	0.00
Task Expense		1,173.32		185.10	533.88
Training Supplies	17.12		0.00		0.00
Training Courses	2,516.39		5,872.00		-57.15
Training Travel	3,197.88		2,934.30		8.98
Training Venue & Food	100.22		0.00		0.00
Total Training		5,831.61		8,806.30	-33.78
Rope Rescue Expense		0.00		0.00	0.00
Uniforms		693.14		2,652.22	-73.87
Total Operations Expenses		9,488.20		13,350.32	-28.93
General & Administrative Expe...					
Accounting & Legal		7,769.80		5,714.28	35.97
Advertising & Promotions		0.00		22.45	-100.00
Bad Debts		0.00		1,930.39	-100.00
Building Expense		365.94		361.45	1.24
Business Fees & Licenses		0.00		0.00	0.00
Cash Short/Over		-241.11		0.00	0.00
Courier, Postage & Freight		1,223.67		79.03	1,448.36

Westcoast Inland Search and Rescue

Comparative Income Statement

	Actual 01/01/2023 to 31/12/2023	Actual 01/01/2022 to 31/12/2022	Percent
Contract Labour	0.00	0.00	0.00
Amortization Expense	48,494.13	34,004.10	42.61
Insurance	4,634.00	3,068.00	51.04
Interest & Bank Charges	3.01	0.00	0.00
Office Supplies	11.96	24.00	-50.17
Tax Expense (GST)	300.03	2,704.12	-88.90
Meeting Expense	317.84	323.05	-1.61
Team Building	7,195.05	200.00	3,497.53
Motor Vehicle Expenses	410.10	3,855.51	-89.36
Motor Vehicle Fuel Expense	843.74	237.04	255.95
Miscellaneous Expenses	0.00	0.00	0.00
Rent/Lease	0.00	50.00	-100.00
Storage	0.00	0.00	0.00
Repair & Maintenance	120.00	61.97	93.64
Site Security	0.00	0.00	0.00
Satellite Phone	1,014.24	898.68	12.86
SAR Hall Fibre	1,285.21	1,029.27	24.87
Call-out System	2,475.44	2,564.34	-3.47
SAR Hall Line	965.64	1,165.19	-17.13
Total Communications & Call-out	5,740.53	5,657.48	1.47
Travel	0.00	0.00	0.00
Utilities	0.00	0.00	0.00
Website	262.63	538.20	-51.20
Total General & Admin. Expen...	77,451.32	58,831.07	31.65
TOTAL EXPENSE	86,939.52	72,181.39	20.45
NET INCOME	-20,023.81	-10,732.80	86.57

Westcoast Inland Search and Rescue

Comparative Balance Sheet

	As at 31/12/2023	As at 31/12/2022	Percent
ASSET			
Current Assets			
Cash Clearing	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00
Gaming Account	0.00	0.00	0.00
Chequing Bank Account	91,362.89	102,630.45	-10.98
Total Cash	91,362.89	102,630.45	-10.98
Accounts Receivable	0.00	0.00	0.00
Prepaid Expenses	0.00	0.00	0.00
Total Current Assets	91,362.89	102,630.45	-10.98
Capital Assets			
Command Base Equipment	1,775.20	1,775.20	0.00
Accum. Amort. Command Base ...	-1,095.15	-975.14	12.31
Net Command Base Equipment	680.05	800.06	-15.00
Communications Equipment	33,331.26	27,082.46	23.07
Accum. Amort. Communications...	-17,333.65	-14,510.54	19.46
Net Communications Equipment	15,997.61	12,571.92	27.25
Computers & Electronics	7,970.40	6,715.29	18.69
Accum. Amort. Computers & El...	-5,444.71	-4,362.27	24.81
Net Computers & Electronics	2,525.69	2,353.02	7.34
General Search & Rescue Equip	33,666.54	32,180.72	4.62
Accum. Amort. Gen. S & R	-23,245.81	-20,640.63	12.62
Net Search & Rescue Equip	10,420.73	11,540.09	-9.70
Rope Rescue Equipment	48,607.96	48,607.96	0.00
Accum. Amort Rope Rescue	-39,230.09	-36,885.63	6.36
Net Rope Rescue	9,377.87	11,722.33	-20.00
Water Rescue Equipment	19,263.74	19,263.74	0.00
Accum. Amort. Water Rescue	-17,727.76	-17,343.76	2.21
Net Water Rescue	1,535.98	1,919.98	-20.00
Uniforms	37,205.29	16,742.50	122.22
Accum. Amort. Uniforms	-37,205.29	-16,742.50	122.22
Net Uniforms	0.00	0.00	0.00
Leasehold Improvements	25,818.97	25,818.97	0.00
Office Furniture & Equipment	2,556.12	2,556.12	0.00
Accum. Amort. -Furn. & Equip.	-2,247.35	-2,170.16	3.56
Net - Furniture & Equipment	308.77	385.96	-20.00
Vehicle & Trailers	228,167.47	228,167.47	0.00
Accum. Amort. -Vehicle & Trailers	-190,868.08	-174,882.62	9.14
Net - Vehicle & Trailers	37,299.39	53,284.85	-30.00
Boat & Trailer	0.00	0.00	0.00
Accum Amort Boat & Trailer	0.00	0.00	0.00
Net Boat & Trailer	0.00	0.00	0.00
Building	16,155.14	8,737.47	84.89
Accum. Amort. -Building	-5,717.17	-3,107.68	83.97
Net - Building	10,437.97	5,629.79	85.41
Total Capital Assets	114,403.03	126,026.97	-9.22
Other Non-Current Assets			
Computer Software	93,471.73	93,471.73	0.00
Accum. Amort. Computer Softw...	-93,471.73	-93,471.73	0.00
Net - Computer Software	0.00	0.00	0.00
Total Other Non-Current Assets	0.00	0.00	0.00
TOTAL ASSET	205,765.92	228,657.42	-10.01
LIABILITY			
Current Liabilities			
Accounts Payable	4,724.48	5,066.69	-6.75
Donations Receivable	0.00	0.00	0.00

Westcoast Inland Search and Rescue

Comparative Balance Sheet

	As at 31/12/2023	As at 31/12/2022	Percent
Members' Expenses	0.00	0.00	0.00
GST/HST Paid on Purchases	-9,607.25	-7,081.77	35.66
ITC Adjustments	<u>0.00</u>	<u>0.00</u>	0.00
GST Owing (Refund)	-9,607.25	-7,081.77	35.66
Prepaid Sales/Deposits	0.00	0.00	0.00
Total Current Liabilities	<u>-4,882.77</u>	<u>-2,015.08</u>	142.31
TOTAL LIABILITY	<u>-4,882.77</u>	<u>-2,015.08</u>	142.31
EQUITY			
Retained Earnings			
Retained Earnings - Previous Year	230,672.50	241,405.30	-4.45
Current Earnings	<u>-20,023.81</u>	<u>-10,732.80</u>	86.57
Total Retained Earnings	<u>210,648.69</u>	<u>230,672.50</u>	-8.68
TOTAL EQUITY	<u>210,648.69</u>	<u>230,672.50</u>	-8.68
LIABILITIES AND EQUITY	<u><u>205,765.92</u></u>	<u><u>228,657.42</u></u>	-10.01



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

2025 ACRD GRANT-IN-AID APPLICATION FORM

ORGANIZATION INFORMATION

Organization Name:	Vancouver Island North Film Commission
Society Number: <i>(N/A for applications <\$500)</i>	S0034704
Contact Person:	Joan Miller
Street Address:	#100 -401 11th Ave
City, Province, Postal Code:	Campbell River, BC V9W 4G2
Phone:	[REDACTED]
Email:	joan.miller@infilm.ca
Identify your Organization Type (see GIA Policy for definitions):	
<input checked="" type="checkbox"/>	Registered Organization
<input type="checkbox"/>	Non-Registered Organization <i>(for Grant Applications <\$500, on a one-time basis only)</i>

Describe the services & benefits that your organization provides to the Alberni-Clayoquot Region (specifically indicate which community or communities your organization services):

INfilm services the entire Alberni Clayoquot Region. At our core, INfilm, a certified regional film office is tasked with creating and managing an inviting environment for film, television, and multimedia productions. This mission can vary from promoting local sites as filming locations to facilitating complex logistics that allow film crews to work smoothly. We act as the main facilitator between productions and the community.

To support local employment opportunities INfilm has developed and delivered industry skills training in the Alberni Clayoquot Region as well as within our entire service region. Qualified participants have had their training costs covered through grants leveraged and managed by INfilm.

INfilm has acquired specialized industry equipment which, we can loan out to qualified productions as an additional soft incentive to work in our region. In 2024/2025 to date the equipment was used in the ACRD by 3 feature films "One Mile" "Stolen Child" and "One More Mile".

BC's Motion Picture Industry is a major employer and economic driver. Economic development benefits such as generating local spending and creating employment opportunities; Bring new money into the ACRD region from outside sources; Support the community's long-term well-being and provides measurable economic benefits for residents and communities within the region.



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

PROJECT INFORMATION			
Project Name:	Motion Picture Industry Attraction and Facilitation		
Grant Amount Requested:	\$10,000		
In-kind Resources Requested:			
Project Start Date:	January 1, 2025	Project End Date:	December 31 2025
Identify the Grant-in-Aid Category you are applying to (select one option only):			
<input checked="" type="checkbox"/>	Regional GIA (regional projects that benefit residents & visitors across the ACRD)		
<input type="checkbox"/>	Alberni Valley & Bamfield GIA (projects that benefit residents & visitors in the AV & Bamfield)		
<input type="checkbox"/>	West Coast GIA (projects that benefits residents & visitors on the West Coast)		
<input type="checkbox"/>	Bamfield Electoral Area GIA	Electoral Area GIA categories are intended to support projects that occur in one of the six Electoral Area's. In most cases, GIA applications <u>can be submitted to one Electoral Area Category only</u> . An exception to this, could be an event that spans across two electoral areas (such as a race that occurs in Beaver Creek & Cherry Creek Electoral Areas). If you are considering applying to more than one Electoral Area GIA, please discuss this with staff before applying.	
<input type="checkbox"/>	Beaufort Electoral Area GIA		
<input type="checkbox"/>	Long Beach Electoral Area GIA		
<input type="checkbox"/>	Sproat Lake Electoral Area GIA		
<input type="checkbox"/>	Beaver Creek Electoral Area GIA		
<input type="checkbox"/>	Cherry Creek Electoral Area GIA		
Describe the specific activities of the project to which this Grant would be applied (be as specific as possible):			
<p>In accordance to AFCI certification guidelines, clients are provided at no charge, industry standard service, from the original location request - providing up to date digital location photo files, research, networking, in person producer location surveys. From prep to wrap both the production and the community are ensured industry standard serviced and support. Funding received from local and provincial government supports the day to day work of the commission. See attached budget.</p>			



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Describe how this project will benefit the community (*Describe the expected outcomes and who will specifically benefit from this project*):

See attached report which outlines the current benefits to the region

The benefits provided to the region we service have a clear track record of meeting all the pillars, outlined under economic development - from sustainability, economy, environment, culture, governance and workforce development

Financial Information (*attach a copy of your annual report, a copy of your organizations current year budget, latest financial statement, and an EFT application*).

Item Description (<i>be as specific as possible</i>)	Cost	Amount Requested from ACRD
INfilm is funded and services 6 Regional Districts		\$10,000
INfilm funding is allocated to the attached budget		
INfilm can not charge clients for its service		
INfilm uses the regional funding to cover administration		
INfilm uses the funding to cover regional traveling		
INfilm uses the fund to cover industry memberships		
INfilm uses the funding for technology services		
Totals	0	\$10,000



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION DECLARATION

- | | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | I acknowledge that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. |
| <input checked="" type="checkbox"/> | I acknowledge that this grant application is related to a project within the Alberni-Clayoquot Regional District boundary. |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will utilize the funds as indicated in this application. |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will be required to provide a Final Report by March 31, 2026, including financial documentation related to how the grant funds were spent. |
| <input checked="" type="checkbox"/> | I acknowledge that if grant funds are not fully utilized, that they will be returned to the ACRD. |
| <input checked="" type="checkbox"/> | I acknowledge if my organization does not submit a Final Report, the organization will be ineligible to apply for an ACRD GIA the following year. |
| <input checked="" type="checkbox"/> | I acknowledge that receipt of a GIA does not guarantee funding in the future and that applicants are encouraged to work towards financial independence where possible. |
| <input checked="" type="checkbox"/> | I acknowledge that GIA's will not be provided to subsidize activities that are the responsibility of senior levels of government. |

ATTACHMENTS TO INCLUDE WITH THIS FORM

- | | |
|-------------------------------------|------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Copy of your groups most recent financial statement <i>(not required for GIA applications <\$500)</i> . |
| <input checked="" type="checkbox"/> | Copy of your organization's current year budget <i>(not required for GIA applications <\$500)</i> . |
| <input checked="" type="checkbox"/> | A copy of your annual report, if available <i>(not required for GIA applications <\$500)</i> . |
| <input checked="" type="checkbox"/> | A completed Electronic Funds Payment Application and void cheque. |



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION SUBMISSION

Submit your completed GIA application form and attachments via email to GIA@acrd.bc.ca or deliver to:

Alberni-Clayoquot Regional District
Grant-in-Aid Program
3008 5th Ave
Port Alberni, BC V9Y 2E3

Application deadline is April 30, 2025.

Applications that do not meet eligibility criteria or are received after the application deadline, will not be considered.

Assistance to apply is available to all applicants. If you would like assistance in applying, please reach out to ACRD staff through email GIA@acrd.bc.ca or via phone at 250-720-2700.

Declaration: I declare that the information provided in this application is true and accurate to the best of my

██████████
██████████
██████████

Date:

Friday April 25th 2025

Note: The personal information collected in this survey is collected in accordance with Section 26 (c, d, e) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purposes of consideration regarding applications to the Alberni-Clayoquot Regional District Grant-in-Aid program. Direct any questions about the collection, use and disclosure of this information to foi@acrd.bc.ca.

ISLAND NORTH FILM COMMISSION
Financial Information
Year Ended December 31, 2023

PIER CPA GROUP INC.
CHARTERED PROFESSIONAL ACCOUNTANTS



PHONE: (250) 286-1307
TOLL FREE: 1 (800) 330-6385

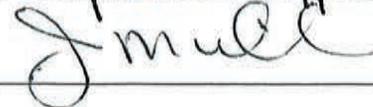
702 ISLAND HIGHWAY
CAMPBELL RIVER, BC V9W 2C3

INFO@PIERCPAGROUP.COM
WWW.PIERCPAGROUP.COM

ISLAND NORTH FILM COMMISSION
Statement of Financial Position
December 31, 2023

	2023	2022
ASSETS		
CURRENT		
Cash	\$ 573,593	\$ 127,176
Accounts receivable	28,038	643
Prepaid expenses	9,383	1,539
	<u>611,014</u>	<u>129,358</u>
TANGIBLE CAPITAL ASSETS (Net of accumulated amortization)	<u>83,045</u>	<u>5,913</u>
	<u>\$ 694,059</u>	<u>\$ 135,271</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 5,134	\$ 3,268
Due to Government Agencies	4,685	38,996
Deferred revenue	388,357	15,000
	<u>398,176</u>	<u>57,264</u>
DEFERRED CONTRIBUTION TO TANGIBLE CAPITAL ASSETS	<u>75,743</u>	<u>-</u>
	<u>473,919</u>	<u>57,264</u>
NET ASSETS		
Unrestricted	212,839	72,094
Invested in tangible capital asstes	7,301	5,913
	<u>220,140</u>	<u>78,007</u>
	<u>\$ 694,059</u>	<u>\$ 135,271</u>

ON BEHALF OF THE BOARD

 _____ Director
 _____ Director

See notes to financial information

PIER CPA GROUP INC. - CHARTERED PROFESSIONAL ACCOUNTANTS

ISLAND NORTH FILM COMMISSION
Statement of Changes in Net Assets
Year Ended December 31, 2023

	Unrestricted	Invested in Tangible Capital Asstes	2023	2022
NET ASSETS - BEGINNING OF YEAR	\$ 72,094	\$ 5,913	\$ 78,007	\$ 66,156
EXCESS OF REVENUES OVER EXPENSES	140,745	1,388	142,133	11,851
NET ASSETS - END OF YEAR	\$ 212,839	\$ 7,301	\$ 220,140	\$ 78,007

See notes to financial information

Table 1

Table 1		
Revenue		
Province of BC	100,000.00	Approved
Nanaimo RD	50,000.00	Approved
Alberni Clayoquot RD	10,000.00	Grant in Aid requested
Comox Valley RD	20,000.00	Yearly budget line item
City of Campbell River	50,000.00	Yearly budget line item
Mt Waddington RD	3,000.00	Yearly budget line item
Qathet RD	3,000.00	Grant in aid requested
	236,000.00	
Expenses		
Wages	156,500.00	Executive Director/Project Administrator, Regional Production Services Manager, Communications Manager
CRA payroll expenses	13,000.00	Employers portion of CRA payroll expenses
Bluecross	7,000.00	Extended health benefit
Rent office	6,200.00	
Bank fees	500	
Industry memberships dues	2,000.00	Association of Film Commissioners International, Regional Film Commissions of BC, Canadian Film and Television Commissions Association
Professional fees	6,000.00	Accountant and bookkeeper
Capitol purchases office	2,500.00	Office computer upgrade, cell and digital camera
Software licences	2,500.00	Reel Scout, Website
Utilities/ phones	5,000.00	
Regional local travel	8,000.00	Producers surveys, location scouting, community meetings
Regional local location contracted scouts	7,000.00	
Marketing / industry events	7,000.00	Whistler Film Festival, Ottawa Prime Time, Cinepososium
Van rentals	3,000.00	Production surveys - touring production teams
Mileage 8000 km @.62	7,000.00	Accumulative mileage to cover 7 regional districts - VI and Coastal Mainland
Contingency	2,800.00	
	236,000.00	



April 25, 2025

Joan Miller

Executive Director
Vancouver Island North Film Commission
#100 401 11th Avenue, Campbell River
BC, V9W 4G2

Re: Vancouver Island North Film Commission (Infilm) Contribution Agreement and Annual Report

Dear Chair John Jack and Directors,

Thank you for providing an opportunity to submit a 2025 request for financial support. Vancouver Island North Film Commission is proud of the value added investment made through your financial support.

We are following up to formally request renewal of a **\$10,000** annual contribution agreement.

Our documents highlight the investment of 2024 funding as well results from our work in the Alberni Clayoquot Regional District where we trained and contracted local photographers who captured 254 unique new location files / 15,240 individual images, and 27 aerial drone videos shot by regionally based drone operators a key tool in attracting production to any community. An investment of **\$35,023.00 in 2024 /25 to date** covered by an ongoing Vancouver Island North Film Commission regional economic diversification project.

Vancouver Island North regional film office, plays a pivotal economic diversification role steering BC's motion picture industry out into the regions of BC. By facilitating complex logistics our regional office attracts and facilitates a wide range of production types including film, television, commercials, documentaries, music videos and other media productions within its service jurisdiction.

Established in 2001 under a government recognized nonprofit body, the regional film office is an essential ally to a producer or inbound production, assisting productions with their needs while simultaneously supporting and endorsing the local community and workforce. The

regional film office not only promotes the region's cultural and natural assets but also facilitates significant economic development by attracting productions that bring jobs, tourism, and business to local communities.

BC Regional Film Services: The regional film office coordinates with local government and community resources. We assist productions with location scouting, regional incentives, access to local crew, logistical support across multiple municipalities, and more. There are currently seven BC regional film service areas: Four operate full time, full service film offices - Thompson Nicola, Okanagan, Victoria and Vancouver Island North. Three operate as part time regional film liaison point of contact working off the desk of a regional tourism organization - Northern BC, Cariboo Chilcotin and the Kootenays.

The Role of a Full Time Full Service Regional Film Office

At their core, a regional film office is tasked with creating and managing an inviting environment for film, television, and multimedia productions. This mission can vary from promoting local sites as filming locations to facilitating complex logistics that allow film crews to work smoothly. As the main facilitator between productions and the community, here are a few core roles a film commission office plays in helping their community at large.

Location Scouting Assistance

Our regional film office maintains a **digital location library** that features unique landmarks, scenic backdrops, and accessible venues for film projects. Currently housing 3308 total locations consisting of 112,870 total images with 55 aerial videos supporting locations from Ladysmith to Cape Scott on Vancouver Island and qathet Regional District to Mt Waddington up through the mainland coast. Having everything organized in one digital location saves production teams time and energy when searching for a location or cluster of locations that meet the creative needs of their production.

Our regional film office staff often assist producers and production teams with site visits during the pre-production process. This also includes identifying locations that are in close proximity to other needed sites, helping a production minimize travel time and save money.

Permitting and Regulatory Support

Both small and large productions need to understand a jurisdiction's regulations. These permits and regulations vary from community to community making the regional film office an invaluable resource when it comes to securing specific filming permits. We are

knowledgeable and have the connections to ensure the correct permits are acquired, as well as ensure filming activities are authorized and compliant with local laws. This can include everything from managing road closures, obtaining permissions for special effects, coordinating with public safety departments and more.

Financial and Soft Incentive Guidance

Financial Incentives - can help sway specific productions into our area. In BC we **offer tax credits or rebates to incentivize film production**. The film commission guides production teams through these financial benefits, helping them tap into available incentives that reduce costs and add appeal to filming in a specific location. We also work closely with the government to establish or lobby for incentives.

Soft Incentives - Through a series of grants and government funding our regional film office has acquired a full locations kit , a small mobile prep, first aid office and four 5k voltstack clean energy electric generators. We can offer this equipment on a loan basis to qualified productions often offsetting costs of them renting and traveling the equipment from Vancouver. The clean energy electric batteries also provide an extra layer of environmentally friendly filming assurance required by many of our sensitive locations in or around parks, beaches and rivers.

Providing Local Crew and Vendor Resources

When a production comes to town, they are not going to be as tapped into the local market as the regional film office. One of the key areas that film offices can assist with is maintaining databases of local crew, equipment suppliers, and vendors, enabling productions to source locally. Using locally sourced crew and supplies can often affect the tax incentive offered and is a major cost-saving for a production company to outsource in a local market versus bringing in a crew and supplies from outside of our region.

Liaison Services

Our regional film office serves as an intermediary between film productions and government agencies, local businesses, and communities. We assist with necessary connections, such as access to crown land, first nations, BC or federal parks, police, transportation departments, and local governance to ensure smooth operations. Our staff regularly work on building strong connections with our local community to make any film production as seamless as possible for both parties.

Marketing and Promotion

The regional film office actively markets our region through various event activities such as film festivals local, regional, provincial and international, film symposiums, markets and other industry-specific gatherings where filmmakers and decision-makers are invited to learn more about the region. This provides us a great opportunity to showcase our region and answer any questions a potential production team may have before committing to a location.

Why a Regional Film Office is Essential to Community Growth

The regional film office fosters economic growth and local job creation, often yielding significant long-term benefits for a community. Here are 4 ways that Vancouver Island North regional film office impacts our communities:

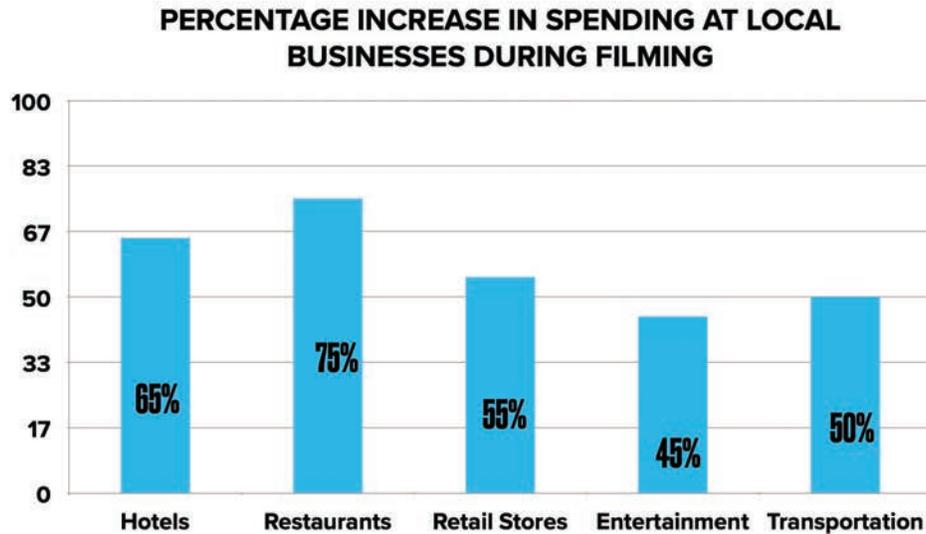
1. Job Creation / Local Crew Database - Productions often require extensive manpower, from directors and producers to crew members and support staff. By attracting film projects the regional film office provides opportunities for local workers in trades such as carpentry, transportation, catering, hospitality and more. This demand creates jobs and supports workforce development, especially in smaller communities that may not have many other high-demand industries. We have developed our local crew expertise [digital crew database](#) to the point now of being able to provide a local y based qualified crew.

2. Local Business Growth

Productions need local services ranging from equipment rentals to catering, transportation, and accommodation. As a result, many small businesses in the community experience increased patronage. We have built a digital business services library, [business service database](#) a network of businesses and resources drawing steady business from the film industry.

3. Community Engagement and Education

Our regional film office works with local educational institutions to create internships, workshops, and training programs that prepare the next generation of filmmakers and media professionals. This collaboration not only equips students with practical skills but also fosters a community that values and supports the film industry. Fostering this opportunity for young filmmakers is a great way to help the economy, keep local support and further support the industry in your community.



Vancouver Island North Film Commission has spearheaded a one of a kind in BC, skills training programs. Partnered with North Island College we have leveraged over 2.5 million dollars in training grants to provide tuition free local training to over 400 people in the areas of lighting, grip, set construction, set decoration, production assistant, production accounting, payroll clerk, craft service and first aid.

INfilm works best and accomplished most when surrounded by like minded organizations where collaboration leverages a higher level of benefits for the communities we represent and service.

Partnering with our regional post secondary institution to develop and deliver skills trades training for local crew or maximizing rural economic diversification opportunities through Island Coastal Economic Trust and the Ministry of Jobs, Economic Development and Innovation we have trained and contracted local location photographers and drone operators who have shot thousands of new locations and captured high end aerial drone videos used as a key tool to attract productions but also shared with our tourism organizations and local governments.

4. Boosting Tourism

As a media consumer, a specific location or story line can quickly become a point of interest for fans and tourists. This phenomenon is known as “film tourism.” Communities featured in

films can experience an influx of visitors wanting to see iconic filming locations firsthand, which drives tourism revenue to local businesses like hotels, restaurants, and tour companies.

Over the last few decades community destination tourism organizations and the film commission have worked very closely to pilot film tourism opportunities. Developing dedicated tours, special events and more to attract film enthusiasts. Successful regional campaigns with Discovery / A&E Channel “Alone”, Hallmark “Chesapeake Shores”, Apple TV+ “SEE”, Paramount Pictures “Sonic The HedgeHog” and 20th Century Studios “Planet of The Apes” series, HBO “The Last Of Us”.

This year’s annual BC Tourism Conference rolled out a pilot called “Cineaventure and the Future of Film Tourism in BC.” Enhancing cultural identity on the global stage to generate significant economic growth, Cineaventure exemplifies how storytelling can inspire exploration and pride in local destinations and promoting cultural heritage.

Regional film offices don’t just promote a region’s landscapes; they help share their location’s unique culture, history, and heritage with a global audience. This is particularly true for films that showcase traditional sites, historical landmarks, and local customs, increasing public awareness and pride in the community’s cultural assets.

This is becoming even more important as sustainability becomes a priority for production companies and governments to preserve their culture sites. Having a professionally shot and managed database of unique local images and drone videos is an asset shared to support film, tourism and local government needs.

INfilm also manages a screen tourism map located on our website with over 85 projects tagged to locations within our service region. For destinations, films provide long-term revenue with screen-induced tourism currently being one of the fastest growing sectors.

January 17th, 2025 from Walt Judas, CEO Tourism Industry of BC
BC’s Voice of Tourism Weekly Industry Update:

“Aside from the BC Film Commission, there are eight provincially-funded regional film commissions that collaborate to promote, serve and assist their regions through local knowledge, industry expertise and ground support to various productions. These local commissions are

catalysts in driving jobs and economic activity. In fact, two of them are housed within regional destination management organizations (RDMOS) who clearly recognize the synergistic relationship between productions and tourism.

Aside from what's known as 'film tourism', where fans of television series or movies travel to destinations to all the locations where these productions are shot, the film industry drives significant business for hotels, restaurants, transportation providers, suppliers and other segments of the visitor economy. In other words, it's important to the tourism industry and why I'm sharing information on this subject with you"

As we move into a new year we see the efforts and vision of so many coming to fruition. Vancouver Island and our region in particular having built a strong foundation to continue diversifying to attract and grow sustainable industries.

Our organization is fortunate in that we live and work in one of the most unique and picturesque regions of BC. We do not take for granted the environment we are blessed to be surrounded by or the level of support we receive from all our local government funders and industry partners.

Respectfully,

A handwritten signature in cursive script that reads "Joan Miller". The signature is written in black ink and is positioned above the typed name and title.

Joan Miller and team
Vancouver Island North Film Commission



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

2025 ACRD GRANT-IN-AID APPLICATION FORM

ORGANIZATION INFORMATION

Organization Name:	Alberni Valley Rescue Squad
Society Number: <i>(N/A for applications <\$500)</i>	S0005034
Contact Person:	Mike Riddalls
Street Address:	██████████
City, Province, Postal Code:	Port Alberni, B.C. V9Y 6E9
Phone:	██████████
Email:	treasurer@avrs.ca
Identify your Organization Type (see GIA Policy for definitions):	
<input checked="" type="checkbox"/>	Registered Organization
<input type="checkbox"/>	Non-Registered Organization <i>(for Grant Applications <\$500, on a one-time basis only)</i>

Describe the services & benefits that your organization provides to the Alberni-Clayoquot Region (specifically indicate which community or communities your organization services):

We provide ground and inland waterways search and rescue services to the Alberni Valley and surrounding areas as far out as Bamfield and Della Falls. In addition, we participate in Mutual Aid to the west coast in support of West Coast Inland SAR and work co-operatively with Fire Departments, the RCMP and BCEHS within the ACRD. The majority of our calls are in the ACRD and include Mt Arrowsmith, Sproat lake, Great Central lake, Mt Klitsa, Mt 5040, The Beaufort Range and Stamp River see attached "Statement of Community Benefit"



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

PROJECT INFORMATION			
Project Name:	Drone Program		
Grant Amount Requested:	\$ 23,265		
In-kind Resources Requested:	none		
Project Start Date:	04/01/25	Project End Date:	06/30/25
Identify the Grant-in-Aid Category you are applying to (select one option only):			
<input checked="" type="checkbox"/>	Regional GIA (regional projects that benefit residents & visitors across the ACRD)		
<input type="checkbox"/>	Alberni Valley & Bamfield GIA (projects that benefit residents & visitors in the AV & Bamfield)		
<input type="checkbox"/>	West Coast GIA (projects that benefits residents & visitors on the West Coast)		
<input type="checkbox"/>	Bamfield Electoral Area GIA	<p>Electoral Area GIA categories are intended to support projects that occur in one of the six Electoral Area's. In most cases, GIA applications <u>can be submitted to one Electoral Area Category only</u>. An exception to this, could be an event that spans across two electoral areas (such as a race that occurs in Beaver Creek & Cherry Creek Electoral Areas).</p> <p><i>If you are considering applying to more than one Electoral Area GIA, please discuss this with staff before applying.</i></p>	
<input type="checkbox"/>	Beaufort Electoral Area GIA		
<input type="checkbox"/>	Long Beach Electoral Area GIA		
<input type="checkbox"/>	Sproat Lake Electoral Area GIA		
<input type="checkbox"/>	Beaver Creek Electoral Area GIA		
<input type="checkbox"/>	Cherry Creek Electoral Area GIA		
Describe the specific activities of the project to which this Grant would be applied (be as specific as possible):			
<p>Our funding request is to cover the purchase of the drone, spotlight, speaker, thermal, laser range finder, airband radios for advanced flight and starlink mini for internet to mobile members.</p> <p>Drone coverage of search areas will improve our ability to locate and access lost and injured subjects resulting in reduced search times, improved patient outcomes and a lower risk of injury to our members on task.</p> <p>Please refer to our attached Drone Program document Section 1 Overview/Abstract and Section 2 Statement of Need/Need Assessment.</p>			



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION DECLARATION

- | | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | I acknowledge that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. |
| <input checked="" type="checkbox"/> | I acknowledge that this grant application is related to a project within the Alberni-Clayoquot Regional District boundary. |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will utilize the funds as indicated in this application. |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will be required to provide a Final Report by March 31, 2026, including financial documentation related to how the grant funds were spent. |
| <input checked="" type="checkbox"/> | I acknowledge that if grant funds are not fully utilized, that they will be returned to the ACRD. |
| <input checked="" type="checkbox"/> | I acknowledge if my organization does not submit a Final Report, the organization will be ineligible to apply for an ACRD GIA the following year. |
| <input checked="" type="checkbox"/> | I acknowledge that receipt of a GIA does not guarantee funding in the future and that applicants are encouraged to work towards financial independence where possible. |
| <input checked="" type="checkbox"/> | I acknowledge that GIA's will not be provided to subsidize activities that are the responsibility of senior levels of government. |

ATTACHMENTS TO INCLUDE WITH THIS FORM

- | | |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Copy of your groups most recent financial statement (<i>not required for GIA applications <\$500</i>). |
| <input checked="" type="checkbox"/> | Copy of your organization's current year budget (<i>not required for GIA applications <\$500</i>). |
| <input type="checkbox"/> | A copy of your annual report, if available (<i>not required for GIA applications <\$500</i>). |
| <input checked="" type="checkbox"/> | A completed Electronic Funds Payment Application and void cheque. |



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION SUBMISSION

Submit your completed GIA application form and attachments via email to GIA@acrd.bc.ca or deliver to:

Alberni-Clayoquot Regional District
Grant-in-Aid Program
3008 5th Ave
Port Alberni, BC V9Y 2E3

Application deadline is April 30, 2025.

Applications that do not meet eligibility criteria or are received after the application deadline, will not be considered.

Assistance to apply is available to all applicants. If you would like assistance in applying, please reach out to ACRD staff through email GIA@acrd.bc.ca or via phone at 250-720-2700.

Declaration: I declare that the information provided in this application is true and accurate to the best of my knowledge. [REDACTED]

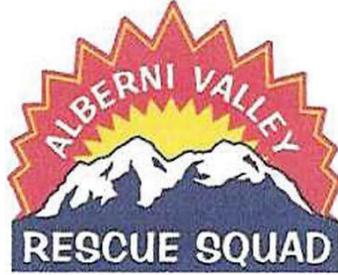
[REDACTED]

[REDACTED]

Date:

April 26, 2025

Note: The personal information collected in this survey is collected in accordance with Section 26 (c, d, e) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purposes of consideration regarding applications to the Alberni-Clayoquot Regional District Grant-in-Aid program. Direct any questions about the collection, use and disclosure of this information to foi@acrd.bc.ca.



Alberni Valley Rescue Squad Grant Application

Title: Drone Program

1. **Overview/Abstract:**

While rescue missions save victims from dangerous scenarios, they can also place responders at risk. The Alberni Valley Rescue Squad is implementing a drone program to assist our members in our search and rescue tasks and mitigate risk to our members in the field.

Drones are capable of rapidly covering extensive areas and navigating difficult terrain. They can locate missing individuals or collect significant information before responders arrive on the scene, providing them with the necessary context to act swiftly and make informed decisions.

While they're not a replacement for tried-and-true traditional methods, drones complement existing efforts and expand capabilities.

Drones can offer SAR teams an extensive amount of information in the field in a shorter space of time enabling them to locate and access subjects faster and improve health outcomes.

In British Columbia, more and more search and rescue teams are using drones to efficiently build situational awareness, plot rescue strategy, and even relay messages to individuals once they are found all while keeping their members at a safe distance.

Over the past 5 years SAR has seen a steady increase in the public recreating in the back country often spurred on by social media posts. Unfortunately, many of the individuals we search for and rescue are unprepared for their adventure and as a result require the services of search and rescue. We are also responding to more urban searches for subjects with dementia who have walked away from their residences.

In 2024 we responded to 49 incidents and expect that number to increase in future years. Data from the British Columbia Search and Rescue Association forecasts that B.C.'s annual call volume to reach pandemic levels again by 2026 and doubling to 3,000 incidents a year by 2046.

By supporting our project financially donors will help us operate more effectively and efficiently in the back country to serve residents of the Alberni Valley, Alberni Clayoquot Regional District and beyond in distress.

2. Statement of Need/Need Assessment:

Drone coverage of search areas will improve our ability to locate and access subjects resulting in reduced search times, improved patient outcomes and a lower risk of injury to our members on task.

Key uses and advantages of search and rescue drones:

- **Map out disaster zones:** When the mission requires a full understanding of the surrounding terrain, drones can map the area faster and safer than traditional methods.
- **Find missing people in the dark:** Drones can see what humans can't. With a thermal camera you can identify missing people who may not be visible based on their body heat. This capability is invaluable during night missions and avalanche zones.
- **Communicate with people in trouble:** Drones can be equipped with a speaker to communicate with stranded people, send out a signal that they can hear, and then let them know they've been found and help is on the way.
- **Assess without intrusion:** In avalanche zones, one small move or even too much noise can cause a new slide — placing stranded people out of reach.

Luckily, the right drone can stay in the air for significant lengths of time and hover at altitudes that don't emit excess noise or turbulence. Drones also limit the amount of time SAR workers need to be out in an avalanche zone by allowing them to access the site from a distance and only go where they are needed.

- **Monitor areas for animal activity:** Drones are equipped with powerful cameras capable of scanning forests and open water for potential dangers is a perfect example for rescue missions, providing powerful cameras and long battery life to ensure that SAR managers can monitor search areas and respond to potential rescues.

A significant percentage of the 49 missions the Alberni Valley Rescue Squad were tasked to perform in 2024 would have benefitted from access to Drones.

In October 2024 we were tasked to locate 2 separate missing motorists in the Bamfield area. Their vehicles had been swept into the Sarita River during an atmospheric river event. Due to high water levels and high streamflow, we were unable to determine if anyone was in the vehicles until the next day when a drone was able to fly over the partially submerged vehicles and confirm the subjects' location.

Other recent tasks that would have benefitted from drone usage include:

- ✚ Mt Arrowsmith subjects that had veered off trail and become "cliffed out" in a steep gully.
- ✚ Stokes falls voice message to lost subjects informing them to stay where they are and await rescue.
- ✚ Mt Arrowsmith search of drainage areas for sign of a lost person.
- ✚ Stamp River search upstream and downstream for subjects and hazards to support a swift water rescue over Stamp Falls.
- ✚ Search local wooded areas and parks in urban areas for missing teen.
- ✚ Fly over areas following a windstorm to identify safe access and egress routes during a Wellness check.
- ✚ Shoreline search of Sproat lake where there is no beach access.
- ✚ Search for missing subjects in water on Sproat lake
- ✚ body recovery at the bottom of a 40 ft embankment, Parkview Crescent,
- ✚ locating a mushroom picker off Cameron Main and planning a safe egress route.

- ✚ search for a missing male prospector in the Bamfield area.
- ✚ SOS Activation Franklin River.
- ✚ medical rescue of an injured 44 yr old female swimmer Wally Creek.
- ✚ Heli rescue of 2 stranded hikers on Mt 5040.
- ✚ medical rescue of a female snowshoer with a fractured ankle on Mt 5040.
- ✚ Search for lost hikers in the Rogers Creek trail system.

3. Project Description:

Our Drone Program includes:

One MATRICE 4T drone equipped with 1/1.3 inch CMOS Sensor. 48MP wide range camera, a medium tele camera, a tele camera, an infrared thermal camera, a nir auxiliary light and laser range finder.

Three Mini 4 Pro (DJI RC2) - 48MP RAW camera, powered by a 1/1.3-inch CMOS sensor, Dual Native ISO Fusion, an f/1.7 aperture, and 2.4µm 4-in-1 pixels and weighing under 249 grams

2 Starlink Minis, 4 battery packs, 2 Airband radios, 1 laptop computer and a portable power station.

We currently have 2 Advanced drone pilots and one Basic level pilot and plan on training 2 more pilots over the Spring/Summer.

4. Budget & Budget Allocation:

COST ESTIMATES:

Drones:

1 each DJI Matrice 4T incl: 4 x batteries, DJI Cell Dongle, Spotlight, Speaker, Thermal, Laser Range Finder	\$ 11,426
3 each DJI Mini 4 Pro – 249 g, 45 min flight time	4,659

Tech:

2 each Starlink Mini	1,407
4 each Battery Packs (22000 mAh)	672
2 each Airband Radios	945
1 each Portable Power Station 1024Wh	897

Training:

2 x Advanced Pilot training for BLOS/Night	1,800
1 each Laptop	1,439

Registration:

4 each Per UAV	<u>20</u>
TOTAL including taxes	\$ <u>23,265</u>

FUNDING SOURCES:

Alberni Clayoquot Regional District grant-in-aid	\$ <u>23,265</u>
TOTAL	\$ <u>23,265</u>

TIMELINE:

April 01, 2025	Apply for ACRD grant in aid
April 30, 2025	Order Drone equipment
May 31, 2025	Training of Drone pilots
June 15, 2025	Develop operating procedures
June 30, 2025	Go Live

5. Organizational Background:

The Alberni Valley Rescue Squad (AVRS) was incorporated in 1956 and has continuously provided search and rescue services to the Alberni-Clayoquot Regional District on the traditional territories of the c̓išaaʔath, hupačasath, tla-o-qui-aht, Yuuʔuʔiʔath, and Huu-ay-aht First Nations.

AVRS is one of the oldest Search and Rescue organizations in BC and was heavily involved in the 1964 Tsunami in Port Alberni. Like all other Search and Rescue groups in BC, AVRS now operates under the policies, procedures and guidelines set out by Emergency Management and Climate Readiness BC. We have evolved into a highly skilled and multidisciplinary team carrying out increasingly complex medical rescues and searches.

In 2023 we trained 6 members in helicopter winch and long line rescue with Ascent Helicopters in Parksville, BC as part of a North Island Regional team with Arrowsmith Search and Rescue Society.

AVRS members are on call 24 hours a day, 365 days a year, tasked by agencies such as the BCAS, RCMP, BC Coroners Service, Fire departments, and other SAR groups requesting mutual aid. We currently have 42 active members, nearly half of whom are women.

Because of the significant variation in terrain, volunteers are trained in a variety of specialty areas such as avalanche response, advanced wilderness medical response, helicopter winch and long line rescue, helicopter operations, rope rescue, search management/logistics, and swift water rescue and tracking. AVRS also participates in light urban search and rescue, civil emergency services, and outdoor safety education and advocacy.

6. Supporting Documents:

2025-26 Budget

2023-24 Financial Statements

Letter of Community Benefit

Letter of Support from Josie Osborne, MLA, Mid Island Pacific Rim



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

Josie Osborne, MLA
Mid Island-Pacific Rim
3945B Johnston Rd
Port Alberni, BC V9Y 5N4



April 24th, 2025

Alberni Clayoquot Regional District
3008 5th Ave, Port Alberni
BC V9Y 2E3

Dear Board of Directors,

As the MLA for the Mid Island Pacific-Rim region I am writing this letter in support for the Alberni Valley Rescue Squad's application for funding under the Alberni Clayoquot Regional District's Grant-in-Aid program.

Our region is rich with outdoor beauty and recreational opportunities. From mountains and trails to lakes and rivers, people travel from all over the world to experience what our West Coast communities have to offer, and for those fortunate enough to live here hiking, swimming and exploring are often a regular part of life.

With a growing population and tourism industry, the Alberni Valley Rescue Squad has seen a steady increase in calls over the last few years. During 2024 they were tasked with 49 search and rescue missions, some in the toughest terrain our region has to offer.

They are applying to secure funding which will support a drone program, to assist their members in locating and accessing subjects during search and rescue missions. The benefits of drone coverage of search areas include reduced search times, improved patient outcomes and a lower risk of injury to their members during rescue missions.

This tool would be invaluable, even allowing searches to be conducted effectively at night using heat sensors to detect body heat. In this line of work, being able to conduct searches faster and more effectively could be the difference between life and death.

The Alberni Valley Rescue Squad provides important front-line services in our community and I am in full support of this application.

All my best,

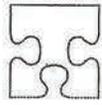
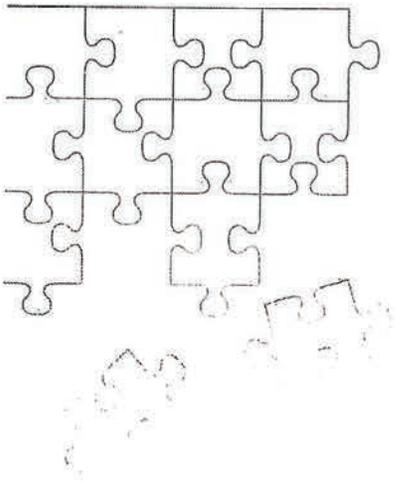
Josie Osborne, MLA
Mid Island-Pacific Rim

jo:am BCGEU

ALBERNI VALLEY RESCUE SQUAD
Compiled Financial Information
Year Ended March 31, 2024

ALBERNI VALLEY RESCUE SQUAD
Index to Compiled Financial Information
Year Ended March 31, 2024

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Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
Notes to Compiled Financial Information	6 - 7
Gaming (<i>Schedule 1</i>)	8
Operating (<i>Schedule 2</i>)	9



Robbins & Company

Chartered Professional Accountants

3245 3rd Ave
Port Alberni, BC
V9Y 4C9
☎ 250-723-2471
robbinsandco.ca

COMPILATION ENGAGEMENT REPORT

To the Members of Alberni Valley Rescue Squad

On the basis of information provided by management, we have compiled the statement of financial position of Alberni Valley Rescue Squad as at March 31, 2024, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and Note 2, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Port Alberni, British Columbia
June 3, 2024

ROBBINS & COMPANY
CHARTERED PROFESSIONAL ACCOUNTANTS

ALBERNI VALLEY RESCUE SQUAD
Statement of Revenues and Expenditures
Year Ended March 31, 2024

	2024	2023
Gaming	\$ 93,568	\$ 66,885
Operating	<u>187,825</u>	<u>165,195</u>
	<u>281,393</u>	<u>232,080</u>
EXPENSES		
Amortization	47,974	54,855
Automobile operation	9,820	8,069
Insurance	19,815	19,994
Interest and bank charges	106	106
Licenses, fees and dues	1,359	1,869
Office	13,670	17,402
PEP	15,737	12,075
Personal protective equipment	26,423	6,715
Professional fees	2,928	2,829
Repairs and maintenance	7,455	4,248
Supplies	19,915	15,961
Telephone	7,034	7,147
Training	58,953	41,963
Utilities	13,372	13,866
	<u>244,561</u>	<u>207,099</u>
EXCESS OF OVER EXPENSES FROM OPERATIONS	36,832	24,981
OTHER INCOME	-	(4)
EXCESS OF OVER EXPENSES	\$ 36,832	\$ 24,977

ALBERNI VALLEY RESCUE SQUAD
Statement of Changes in Net Assets
Year Ended March 31, 2024

	Investment in Property and Equipment Fund	Restricted Fund	Unrestricted Fund	2024	2023
NET ASSETS - BEGINNING OF YEAR	\$ 347,069	\$ 11,954	\$ 98,435	\$ 457,458	\$ 432,481
EXCESS OF OVER EXPENSES	-	100,000	(63,168)	36,832	24,977
EQUIPMENT PURCHASED	35,694	(11,954)	(23,740)	-	-
AMORTIZATION	(47,974)	-	47,974	-	-
NET ASSETS - END OF YEAR	\$ 334,789	\$ 100,000	\$ 59,501	\$ 494,290	\$ 457,458

ALBERNI VALLEY RESCUE SQUAD
Statement of Cash Flows
Year Ended March 31, 2024

	2024	2023
OPERATING ACTIVITIES		
Excess of over expenses	\$ 36,832	\$ 24,977
Items not affecting cash:		
Amortization of property and equipment	47,974	54,855
Loss on disposal of property and equipment	-	4
	<u>84,806</u>	<u>79,836</u>
Changes in non-cash working capital		
Accounts receivable	6,489	(3,234)
Goods and services tax recoverable	(174)	(480)
Accounts payable	(1,459)	5,432
Deferred income	(3,680)	(6,083)
Prepaid expenses	2,548	695
	<u>3,724</u>	<u>(3,670)</u>
Cash flow from operating activities	<u>88,530</u>	<u>76,166</u>
INVESTING ACTIVITY		
Purchase of property and equipment	<u>(35,694)</u>	<u>(34,521)</u>
INCREASE IN CASH FLOW	52,836	41,645
Cash - beginning of year	<u>108,179</u>	<u>66,534</u>
CASH - END OF YEAR	\$ 161,015	\$ 108,179
CASH CONSISTS OF:		
Cash	<u>\$ 161,015</u>	<u>\$ 108,179</u>

ALBERNI VALLEY RESCUE SQUAD
Notes to Compiled Financial Information
Year Ended March 31, 2024

1. PURPOSE OF THE ORGANIZATION

Alberni Valley Rescue Squad (the "organization") is a not-for-profit organization of British Columbia. As a registered charity the organization is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

Alberni Valley Rescue Squad operates to conduct ground and inland waterways searches primarily in central Vancouver Island using a local network of internally trained volunteers in ground searching, tracking, rope rescue, swiftwater, flat ice and avalanche rescue. The Society owns and uses a hall facility, appropriately equipped vehicles and boats, as well as related equipment.

2. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Alberni Valley Rescue Squad as at March 31, 2024, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- Accounts receivable less an allowance for doubtful accounts;
- Property, plant and equipment, goodwill are recorded at cost and amortized at established tax rates;
- Accounts payable and accrued liabilities

3. CASH

	Unrestricted	Restricted	Total cash
Petty cash	\$ 80	\$ -	\$ 80
Unrestricted cash - operating bank	51,934	-	51,934
Restricted cash - operating bank	-	100,000	100,000
Gaming bank	9,001	-	9,001
	<u>\$ 61,015</u>	<u>\$ 100,000</u>	<u>\$ 161,015</u>

The AVRS Society membership passed a motion at a Special General meeting held on January 24, 2024 to internally restrict \$100,000 from its operating bank account towards the purchase of a replacement SAR Command vehicle.

4. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Land	\$ 1	\$ -	\$ 1	\$ 1
Buildings	430,647	231,583	199,064	183,725
Vehicles and trailers	396,594	345,162	51,432	66,332
Computer equipment	16,788	13,237	3,551	3,509
Furniture and fixtures	11,081	7,380	3,701	4,626
Tools and equipment	121,367	92,113	29,254	31,142
Security system and mobile radio	91,290	70,685	20,605	25,757
Boats	155,438	128,256	27,182	31,978
	<u>\$ 1,223,206</u>	<u>\$ 888,416</u>	<u>\$ 334,790</u>	<u>\$ 347,070</u>

ALBERNI VALLEY RESCUE SQUAD
Notes to Compiled Financial Information
Year Ended March 31, 2024

5. DEFERRED INCOME

	2024	2023
Unearned Income	\$ 8,274	\$ 11,954

A portion of grant monies received in 2024 were deferred to the 2025 fiscal year, to be allocated to personal protective equipment purchases. This is presented as a current liability as the income will be realized within the 12 month period following the fiscal year end.

ALBERNI VALLEY RESCUE SQUAD

Gaming

(Schedule 1)

Year Ended March 31, 2024

	2024	2023
REVENUES		
Gaming	\$ 93,568	\$ 66,885
EXPENSES - COMMUNITY GAMING GRANT		
Accounting and legal	2,759	2,686
Bank charges and interest	5	23
Insurance	19,807	16,072
Licences, fees and dues	1,090	1,069
Office Supplies and postage	2,913	2,927
Personal protective equipment	11,479	1,253
Repairs and maintenance	7,455	3,593
Rescue supplies and equipment	8,801	2,577
Telephone - Gaming	7,008	6,653
Training	11,561	4,308
Utilities	11,555	13,718
Vehicle expense	7,407	1,245
	<u>91,840</u>	<u>56,124</u>
INCOME FROM OPERATIONS	<u>\$ 1,728</u>	<u>\$ 10,761</u>

The accompanying notes are a part of the financial information

ALBERNI VALLEY RESCUE SQUAD

Operating

(Schedule 2)

Year Ended March 31, 2024

	2024	2023
REVENUES		
Donations	\$ 33,377	\$ 30,757
Fees, dues and other revenue	10,120	17,428
EMBC/BCSARA grant	74,735	72,502
Emergency Management BC callouts	69,592	44,508
	<u>187,824</u>	<u>165,195</u>
EXPENSES		
Accounting and legal	169	144
Amortization	47,974	54,855
Bank charges and interest	102	83
Insurance	8	3,922
Licences, fees and dues	269	800
Milage, gas - Emergency Management BC	15,737	12,075
Office and postage	10,757	14,475
Personal protective equipment	14,944	5,462
Repairs and maintenance	-	655
Rescue supplies and equipment	11,114	13,384
Telephone	25	494
Training	47,392	37,654
Utilities	1,817	148
Vehicle expenses	2,413	6,824
	<u>152,721</u>	<u>150,975</u>
INCOME FROM OPERATIONS	<u>\$ 35,103</u>	<u>\$ 14,220</u>

Alberni Valley Rescue Squad

Budget - 2025-26

DRAFT

version: April 26, 2025

	Gaming 2025/26 Budget	Operating 2025/26 Budget	Combined 2025/26 Budget
REVENUES			
Donations	-	15,000	15,000
Emergency Management BC - payment for Search/Rescues	-	75,000	75,000
EMCR/BCSARA grant funding - 2025/26 Note 1	-	74,184	74,184
Alberni Clayoquot Regional District - Grant in Aid Note 3	-	23,265	23,265
Province of BC - Community Gaming Grant 2025-26	125,000	-	125,000
Membership fees	-	450	450
Other recoveries and sales	-	3,000	3,000
Hall Rental	-	750	750
Total Revenues	125,000	191,649	316,649
EXPENDITURES			
Accounting & Legal	3,000	-	3,000
Bank Charges and Interest	-	1,200	1,200
Office Supplies and Postage	-	2,500	2,500
Software	2,960	-	2,960
Repairs and Maintenance	-	6,750	6,750
Repairs and Maintenance - BCSARA/EMCR 2025-26 Note 1	-	11,923	11,923
Rescue supplies and equipment - Gaming 2025-26	17,768	2,500	20,268
Rescue supplies and equipment - BCSARA/EMCR 2025-26 Note 1	-	17,327	17,327
Insurance	20,781	1,200	21,981
Licences, Fees and Dues	-	1,375	1,375
Internet	7,421	1,325	8,746
Telephone	3,043	-	3,043
Telephone - Satellite	4,459	190	4,649
Alarm Systems - Monitoring	330	200	530
Vehicle Operating expenses	18,270	4,500	22,770
Training - BCSARA/EMCR 2025-26 Notes 1, 2	-	33,377	33,377
Training - Gaming 2025-26 Notes 1, 2	26,454	-	26,454
Meal and Other Expenses - Search	-	18,975	18,975
Miscellaneous Expense	-	4,990	4,990
Utilities - Sewer User Fee	202	-	202
Utilities - Garbage Pickup	690	-	690
Utilities - Water	393	-	393
Utilities - Electricity	3,919	-	3,919
Utilities - Propane	1,981	1,883	3,864
Capital - Command Truck Build -2025-26 completion	-	6,612	6,612
Capital - Rescue 2 Replacement Project	-	40,000	40,000
ACRD - drone program Note 3	-	23,265	23,265
PPE Gaming 2025-26	13,330	-	13,330
PPE - BCSARA/EMCR 2025-26 Note 1	-	11,556	11,556
Total Expenditures	125,000	191,649	316,649
NET INCOME	-0	-0	-0

Alberni Valley Rescue Squad

NOTE 2 Training Expenses

ASU NUEC2	1,137.50	GAMING	
ASU NUEC3	1,417.50	GAMING	
Advanced Protocols	1,137.50	GAMING	
NUEC Intermediate	5,000.00	GAMING	
Hoist training	19,042.89	BCSARA	
CDFL training	4,344.80	BCSARA	
Rope Rescue - 3 x \$ 1,700 + travel	5,850.00	BCSARA	
AST1, AST2	4,140.00	BCSARA	
PSLL course	983	GAMING	
Hover Exit training	6,331.50	GAMING	26,454.00 GAMING
Rope Rescue - 5 x \$ 1,700	8,500.00	GAMING	33,377.69 BCSARA
Mountain Rescue training	1,947.00	GAMING	59,831.69
total training	59,831.69		

NOTE 1 BCSARA/EMCR 2025/26 grant expense

Training - Hoist	19,043	TRAINING	
Training - CDFL	4,345	TRAINING	
Training - Rope Rescue - 3 @ \$ 1,700 + travel	5,850	TRAINING	TRAINING 33,377
Training - AST1, AST2	4,140	TRAINING	PPE 11,556
PPE jackets and pants	8,796	PPE	RESCUE SUPP 17,327
Helmets replacement x 12	2,760	PPE	REP&MAINT 11,923
Mobile radios x 3	6,627	RESCUE SUPP	74,184
Rope Rescue equipment	4,000	RESCUE SUPP	
Printer/plotter	3,000	RESCUE SUPP	
First Aid supplies	2,500	RESCUE SUPP	
adapters re: phone calls from helicopters	1,200	RESCUE SUPP	
lighting replacement	2,500	REP&MAINT	
fencing to secure trailers stored outside	9,423	REP&MAINT	
total	74,184		

NOTE 3 ACRD 2025/26 grant expense

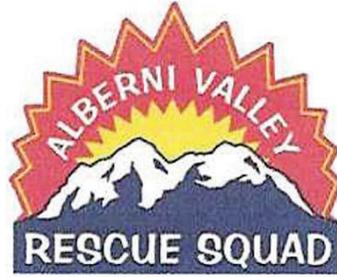
Drone - DJI Matrice 4T	11,426
Drone - DJI Mini 4 Pro - 3 x 249 g	4,659
starlink mini x 2	1,407
portable power station 1024Wh	897
battery packs 22000 mAh x 4	672
laptop	1,439
airband radio x 2	945
Advanced pilot training for BLOS/Night x 2	1,800
registration	20
total ACRD 2025/26 grant expense	23,265

Alberni Valley Rescue Squad

GAMING BUDGET SUMMARY 2025-26		2025-26
Accounting & Legal		3,000
Office Supplies and Postage		-
Software		2,960
Vehicle Operating expenses:		
Service, fuel, lubricants	4,770	
Rescue 3 suspension upgrade/lift	7,500	
Replace tires on Rescue 2 - 4 @ \$ 750	3,000	
Replace tires on Rescue 3 - 4 @ \$ 750	3,000	
Total Vehicle Operating expenses		18,270
Rescue Supplies and equipment:		
Prussik cord - 8 mm x 100 m spool	1 @ \$ 300	300
Clutch CMC clutch	2 @ \$ 1,195	2,390
Edge Pro - SMC, PMI	1 @ \$ 500	500
Tech 1 - Petzl harness Mtn w/Chest Air	4 @ \$ 450	1,800
Tech 1 - Carabiner - Locking D - Petzl Am'D	16 @ \$ 25.95	415
Tech 1 - Carabiner - Pear - Petzl Attache	4 @ 22.95	92
Tech 1 - Prussik - Sewn Short - Amarak CMC	4 @ \$ 25	100
Tech 1 - Prussik - Sewn Long - Amarak CMC	4 @ \$25	100
Tech 2 - Purcell Prussik - Sterling Presewn loop	4 @ \$ 25.95	104
Tech 2 - 5.9 mm PowerCord -	20 @ \$ 7.80	156
Tech 2 - Rigging Plate - PAW rigging plate - Small	3 @ \$ 44.95	135
Tech 2 - Prussik Minding Pulley	3 @ \$ 80	240
Tech 2 - Descent Control Device - DMM Pivot, Petzl, Reverso	3 @ \$ 44.95	135
Tech 2 - Harness Radio Holster - Ten4Tec Radio Holder	3 @ \$ 63.95	192
Dog Harness - Heli - CMC K9 Proserie Rappel	1 @ \$ 600	600
Dog Harness - Hike - Airlift K9 Rescue Sling	2 @ \$ 140	280
Helmet - Kask Superplasm HD	5 @ \$ 229.95	1,150
Helmet Visor - Kask Visor	5 @ \$ 99.95	500
Hammer Drill Kit - Hilti/Marita/Milwaukee	1 @ \$2,000	2,000
Removeable Anchor Bolts - Petzl 12 mm	4 @ \$ 94.95	380
Arcteryx mountain back pack - First Aid		500
Heat Vests and Heat Blankets - First Aid		1,500
Dry bags - various sizes - First Aid		500
AED batteries - First Aid	2 @ \$ 500	1,000
Titanium stretcher - First aid	1 @ \$ 2,700	2,700
Total rescue supplies and equipment		17,768
Insurance		20,781
Internet		7,421
Telephone		3,043
Telephone - Satellite		4,459
Alarm Systems - Monitoring		330
Training:		
First Aid - ASU NUEC2	class of 10	1,138
First Aid - ASU NUEC3	class of 10	1,418
First Aid - NUEC Intermediate	class of 10	5,000
First Aid - Advanced Protocols	class of 10	1,138
Hover Exit training	class of 10 x 2	6,332
Rope Rescue	5 x \$ 1,700	8,500
Mountain Rescue training	6 x 324.50	1,947
PSLL course travel	4 members	983
Total training		26,454
Utilities - Sewer User Fee		202
Utilities - Garbage Pickup		690
Utilities - Water		393

Alberni Valley Rescue Squad

Utilities - Electricity			3,919
Utilities - Propane			1,981
PPE:			
PPE - Arcteryx Alpine Guide jackets	14 @ \$ 533	7,462	
PPE - Arcteryx Alpha pants	14 @ \$ 200	2,800	
PPE - Arcteryx Atom hoody	14 @ \$ 219	3,068	
Total PPE			13,330
	total		125,000



Alberni Valley Rescue Squad

Fact Sheet

The Alberni Valley Rescue Squad (AVRS) was incorporated in 1956, and has continuously provided search and rescue services to the Alberni-Clayoquot Regional District on the traditional territories of the čišaaʔath, hupačasath, tla-o-qui-aht, Yuuʔuʔifʔath, and Huu-ay-aht First Nations.

AVRS is one of the oldest Search and Rescue organizations in BC and was heavily involved in the 1964 Tsunami in Port Alberni. Like all other Search and Rescue groups in BC, AVRS now operates under the policies, procedures and guidelines set out by Emergency Management and Climate Readiness BC. We have evolved into a highly skilled and multidisciplinary team carrying out increasingly complex medical rescues and searches.

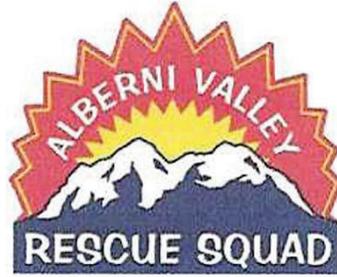
Our search area covers the Alberni Valley out to Bamfield, Mt. Arrowsmith, Strathcona Park and west to Wally Creek including Mt Adder, Mt 5040 and Triple Peaks mountains.

Because of the significant variation in terrain, volunteers are trained in a variety of specialty areas such as avalanche response, advanced wilderness medical response, helicopter winch and long line rescue, helicopter operations, rope rescue, search management/logistics, and swift water rescue. AVRS also participates in light urban search and rescue, civil emergency services, and outdoor safety education and advocacy.

Our members are on call 24 hours a day, 365 days a year, tasked by agencies such as the BCAS, RCMP, BC Coroners Service, Fire departments, and other SAR groups requesting mutual aid. We currently have 40 active members, nearly half of whom are women.

In 2023 we trained 6 members in helicopter winch and long line rescue with Ascent Helicopters in Parksville, BC as part of a North Island Regional team with Arrowsmith Search and Rescue Society.

During 2024 the Alberni Valley Rescue Squad volunteered approximately 7,316 hours of service to the community. Those hours were spent by 44 active members on 49 search and rescue tasks



and included 92 training exercises, 3 general meeting, 12 executive meetings, and several public engagement events.

Application to join our organization is open to everyone in the community regardless of ability, ethnicity, gender, religion, income or sexual orientation. While active members are required to complete a Justice Institute Ground Search and Rescue course and hold a valid first aid certificate there are Auxiliary positions for volunteers who are unable to meet the physical demands of Active status or offer a specific skill set.

Funding from the Province of BC the Alberni Clayoquot Regional District, grants and donors allows us to maintain equipment and facilities to current standards and thereby ensuring that resources are in place to continue delivering search and rescue services to our community well into the future.



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

2025 ACRD GRANT-IN-AID APPLICATION FORM

ORGANIZATION INFORMATION

Organization Name:	Port Alberni Shelter Society
Society Number: <i>(N/A for applications <\$500)</i>	128847084RR0001
Contact Person:	Riley Forbes
Street Address:	3681 3rd Ave
City, Province, Postal Code:	Port Alberni, BC, V9Y 4E7
Phone:	[REDACTED]
Email:	riley@portalbernisheltersociety.com
Identify your Organization Type (see GIA Policy for definitions):	
<input checked="" type="checkbox"/>	Registered Organization
<input type="checkbox"/>	Non-Registered Organization <i>(for Grant Applications <\$500, on a one-time basis only)</i>

Describe the services & benefits that your organization provides to the Alberni-Clayoquot Region *(specifically indicate which community or communities your organization services):*

Located on the traditional territories of the Hupacasath and Tseshaht First Nations, the Port Alberni Shelter Society (PASS) is a registered Canadian charity that provides food, housing, clothing, recovery options and employment opportunities to individuals experiencing homelessness.

Shelter Farm is a social enterprise that is operated by PASS. In addition to growing fresh vegetables, Shelter Farm provides a nurturing environment for individuals undergoing long-term recovery. Our Therapeutic Recovery Community (TRC) provides a safe and supportive home for up to six females and offers a two-year stay (or more), allowing for a comprehensive and extended treatment option.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

PROJECT INFORMATION			
Project Name:	Hoop Tunnel for Winter Food Production		
Grant Amount Requested:	5500		
In-kind Resources Requested:	Volunteering, fuel, potting mix valued at 2290		
Project Start Date:	08/01/25	Project End Date:	08/08/25
Identify the Grant-in-Aid Category you are applying to (select one option only):			
<input checked="" type="checkbox"/>	Regional GIA (regional projects that benefit residents & visitors across the ACRD)		
<input type="checkbox"/>	Alberni Valley & Bamfield GIA (projects that benefit residents & visitors in the AV & Bamfield)		
<input type="checkbox"/>	West Coast GIA (projects that benefits residents & visitors on the West Coast)		
<input type="checkbox"/>	Bamfield Electoral Area GIA	<p>Electoral Area GIA categories are intended to support projects that occur in one of the six Electoral Area's. In most cases, GIA applications <u>can be submitted to one Electoral Area Category only</u>. An exception to this, could be an event that spans across two electoral areas (such as a race that occurs in Beaver Creek & Cherry Creek Electoral Areas).</p> <p><i>If you are considering applying to more than one Electoral Area GIA, please discuss this with staff before applying.</i></p>	
<input type="checkbox"/>	Beaufort Electoral Area GIA		
<input type="checkbox"/>	Long Beach Electoral Area GIA		
<input type="checkbox"/>	Sproat Lake Electoral Area GIA		
<input type="checkbox"/>	Beaver Creek Electoral Area GIA		
<input type="checkbox"/>	Cherry Creek Electoral Area GIA		
Describe the specific activities of the project to which this Grant would be applied (be as specific as possible):			
<p>This grant will be used specifically for the construction and implementation of a Hoop Tunnel at Shelter Farm, designed to extend our growing season and support year-round therapeutic, agricultural, and food security initiatives. The project includes the following key activities: Hoop Tunnel Construction and Farm Infrastructure Development: This includes site preparation, purchase of materials (galvanized steel framing, UV-resistant polyethylene, irrigation systems, etc.), and the full assembly and installation of the Hoop Tunnel. Once built, the tunnel will be outfitted with internal growing infrastructure and planted with winter-hardy crops to ensure continuous seasonal production.</p>			



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Describe how this project will benefit the community (*Describe the expected outcomes and who will specifically benefit from this project*):

The Hoop Tunnel will provide year-round therapeutic work, structure, and skill-building for women in our Therapeutic Recovery Community (TRC), supporting long-term recovery from addiction and trauma.

Increased crop production will benefit PASS clients, the Port Alberni Backpack Program, and our CSA program, improving access to fresh, local food.

Local businesses like Wesco Foods, Double R Meats and Springford Market will gain a reliable supply of seasonal produce, while our partnership with the Tofino Ucluelet Culinary Guild connects our vegetables to regional families and restaurants focused on sustainability.

Financial Information (*attach a copy of your annual report, a copy of your organizations current year budget, latest financial statement, and an EFT application*).

Item Description (<i>be as specific as possible</i>)	Cost	Amount Requested from ACRD
3 Days for site and supply prep, seeding and planting from volunteers (valued at \$25.00/hr) (in kind)	\$ 1,800.00	
Fuel (for machine operation) (in kind)	\$ 250.00	
Potting Mix (in kind)	\$ 240.00	
Winter Seeds (donation received)	\$ 200.00	
Crop protection equipment (donation received)	\$ 4,900.00	
Hoop Tunnel	\$ 5,500.00	\$ 5,500.00
Totals	\$ 12,890.00	\$ 5,500.00



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION DECLARATION

- | | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | I acknowledge that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. |
| <input checked="" type="checkbox"/> | I acknowledge that this grant application is related to a project within the Alberni-Clayoquot Regional District boundary. |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will utilize the funds as indicated in this application. |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will be required to provide a Final Report by March 31, 2026, including financial documentation related to how the grant funds were spent. |
| <input checked="" type="checkbox"/> | I acknowledge that if grant funds are not fully utilized, that they will be returned to the ACRD. |
| <input checked="" type="checkbox"/> | I acknowledge if my organization does not submit a Final Report, the organization will be ineligible to apply for an ACRD GIA the following year. |
| <input checked="" type="checkbox"/> | I acknowledge that receipt of a GIA does not guarantee funding in the future and that applicants are encouraged to work towards financial independence where possible. |
| <input checked="" type="checkbox"/> | I acknowledge that GIA's will not be provided to subsidize activities that are the responsibility of senior levels of government. |

ATTACHMENTS TO INCLUDE WITH THIS FORM

- | | |
|-------------------------------------|------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Copy of your groups most recent financial statement <i>(not required for GIA applications <\$500)</i> . |
| <input checked="" type="checkbox"/> | Copy of your organization's current year budget <i>(not required for GIA applications <\$500)</i> . |
| <input checked="" type="checkbox"/> | A copy of your annual report, if available <i>(not required for GIA applications <\$500)</i> . |
| <input checked="" type="checkbox"/> | A completed Electronic Funds Payment Application and void cheque. |



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION SUBMISSION

Submit your completed GIA application form and attachments via email to GIA@acrd.bc.ca or deliver to:

Alberni-Clayoquot Regional District
Grant-in-Aid Program
3008 5th Ave
Port Alberni, BC V9Y 2E3

Application deadline is April 30, 2025.

Applications that do not meet eligibility criteria or are received after the application deadline, will not be considered.

Assistance to apply is available to all applicants. If you would like assistance in applying, please reach out to ACRD staff through email GIA@acrd.bc.ca or via phone at 250-720-2700.

Declaration: I declare that the information provided in this application is true and accurate to the best of my knowledge.

Signature: Riley Forbes

Date: May 2, 2025

Note: The personal information collected in this survey is collected in accordance with Section 26 (c, d, e) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purposes of consideration regarding applications to the Alberni-Clayoquot Regional District Grant-in-Aid program. Direct any questions about the collection, use and disclosure of this information to foi@acrd.bc.ca.

PORT ALBERNI SHELTER SOCIETY
FINANCIAL STATEMENTS
Year Ended March 31, 2024

**PORT ALBERNI SHELTER SOCIETY
INDEX TO FINANCIAL STATEMENTS
Year Ended March 31, 2024**

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Statement of Financial Position	5
Statement of Cash Flows	6
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SABO, JANG & CO. LTD.

(A Professional Corporation)
Chartered Professional Accountants

GREG K. SABO, CPA, CGA

MICHAEL JANG, CPA, CGA, CAFM

INDEPENDENT AUDITOR'S REPORT

To the Members of Port Alberni Shelter Society

Report on the Financial Statements

Qualified Opinion

We have audited the financial statements of Port Alberni Shelter Society (the Society), which comprise the statement of financial position as at March 31, 2024, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Qualified Opinion

In common with many charitable organizations, the Society derives revenue from donations and in kind donations, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues and expenses was limited to the amounts recorded in the records of the Society and we were not able to determine whether any adjustments might be necessary to contributions, expenses, excess of revenues over expenses, current assets and net assets. Our audit opinion on the financial statements for the year ended March 31, 2023 was modified accordingly because of the possible effects of this limitation of scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, 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.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

(continues)

Independent Auditor's Report to the Members of Port Alberni Shelter Society (*continued*)

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the Societies Act of British Columbia, we report that, in our opinion, the accounting policies applied in preparing and presenting the financial statements in accordance with Canadian Accounting Standards for Not-for-profit Organizations have been applied on a basis consistent with that of the preceding year.



Chartered Professional Accountants

Parksville, British Columbia
November 8, 2024

PORT ALBERNI SHELTER SOCIETY
STATEMENT OF OPERATIONS
Year Ended March 31, 2024

	2024	2023
REVENUES		
BC Housing	\$ 1,702,874	\$ 3,172,369
Vancouver Island Health Authority	1,626,847	1,159,571
Donated food and other products	1,250,815	1,106,113
Canadian Mental Health Association	340,613	292,106
BC Community Gaming grant	75,000	75,000
Rental revenue	66,959	238,361
Farm revenue	62,637	56,395
Donations	48,432	40,731
Other grants	47,958	80,880
Miscellaneous revenue	45,653	159,405
BC Ministry of Social Development & Poverty Reduction	13,575	13,714
Fundraising	6,613	32,925
	5,287,976	6,427,570
EXPENSES		
Advertising and promotion	8,101	2,178
Amortization	78,044	77,621
Bad debts	506	-
Consulting fees	-	24,000
Donated food and other products distributed	1,250,815	1,106,113
Employee benefits	386,463	420,388
Groceries	85,000	168,883
Insurance	38,853	34,617
Interest and bank charges	284	303
Interest on long term debt	11,065	11,373
Management fees	85,114	148,217
Office	64,668	50,914
Professional fees	52,658	40,112
Property taxes	15,119	14,102
Rental	18,790	38,688
Repairs and maintenance	50,128	73,001
Salaries and wages	2,946,238	3,567,252
Sub-contracts	28,739	5,628
Supplies	77,939	95,234
Telephone	19,214	41,141
Training	20,913	87,144
Travel	10,127	6,577
Utilities	71,035	118,258
Vehicle	27,990	38,585
	5,347,803	6,170,329
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	(59,827)	257,241
OTHER INCOME (EXPENSES)		
Interest income	73	242
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (59,754)	\$ 257,483

See accompanying notes to financial statements

PORT ALBERNI SHELTER SOCIETY
STATEMENT OF CHANGES IN NET ASSETS
Year Ended March 31, 2024

	Unrestricted net assets	Invested in capital assets	2024	2023
NET ASSETS - BEGINNING OF YEAR	\$ 174,743	\$ 1,426,102	\$ 1,600,845	\$ 1,343,362
Deficiency of revenues over expenses	(59,754)	-	(59,754)	257,483
Amortization of capital assets	78,044	(78,044)	-	-
Purchase of capital assets	(47,362)	47,362	-	-
NET ASSETS - END OF YEAR	\$ 145,671	\$ 1,395,420	\$ 1,541,091	\$ 1,600,845

See accompanying notes to financial statements

PORT ALBERNI SHELTER SOCIETY
STATEMENT OF FINANCIAL POSITION
March 31, 2024

	2024	2023 <i>(Revised)</i>
ASSETS		
CURRENT		
Cash	\$ 873,118	\$ 809,023
Accounts receivable <i>(Note 4)</i>	33,711	279,614
Advances to employees	1,750	-
Prepaid expenses	-	446
	908,579	1,089,083
PROPERTY, PLANT AND EQUIPMENT <i>(Note 5)</i>	1,417,565	1,448,247
TOTAL ASSETS	\$ 2,326,144	\$ 2,537,330
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 48,163	\$ 55,153
Wages payable	175,894	369,220
Employee deductions payable	58,280	34,932
WCB payable	18,328	31,566
Deferred revenue <i>(Note 6)</i>	142,239	9,760
Callable debt due in one year <i>(Note 7)</i>	7,578	11,029
Interest payable	1,048	-
	451,530	511,660
Callable debt due thereafter <i>(Note 7)</i>	182,094	238,719
	633,624	750,379
DEFERRED CONTRIBUTIONS <i>(Note 8)</i>	151,429	186,106
TOTAL LIABILITIES	785,053	936,485
NET ASSETS		
Unrestricted net assets	145,671	174,743
Invested in capital assets	1,395,420	1,426,102
	1,541,091	1,600,845
	\$ 2,326,144	\$ 2,537,330

APPROVED BY THE DIRECTORS

Myron Jespersen

Director

Bobbi Tatoosh

Director

See accompanying notes to financial statements

PORT ALBERNI SHELTER SOCIETY
STATEMENT OF CASH FLOWS
Year Ended March 31, 2024

	2024	2023
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ (59,754)	\$ 257,483
Item not affecting cash:		
Amortization of property, plant and equipment	78,044	77,621
	18,290	335,104
Changes in non-cash working capital:		
Accounts receivable	245,903	(152,164)
Advances to employees	(1,750)	3,200
Accounts payable and accrued liabilities	(6,990)	6,174
Deferred revenue	132,479	(471,163)
Prepaid expenses	446	21,700
Provincial sales tax payable (recoverable)	-	9,518
Wages payable	(193,326)	224,682
Employee deductions payable	23,348	33,885
Interest payable	1,048	-
WCB payable	(13,238)	31,566
Deferred contributions	(34,677)	(142,050)
	153,243	(434,652)
Cash flow from (used by) operating activities	171,533	(99,548)
INVESTING ACTIVITY		
Purchase of property, plant and equipment	(47,362)	(173,990)
FINANCING ACTIVITY		
Repayment of callable debt	(60,076)	(10,547)
INCREASE (DECREASE) IN CASH FLOW	64,095	(284,085)
Cash - beginning of year	809,023	1,093,108
CASH - END OF YEAR	\$ 873,118	\$ 809,023
CASH FLOWS SUPPLEMENTARY INFORMATION		
Interest received	\$ (73)	\$ (242)
Interest paid	\$ 11,352	\$ 11,675
CASH CONSISTS OF:		
Cash	\$ 873,118	\$ 809,023

See accompanying notes to financial statements

PORT ALBERNI SHELTER SOCIETY
NOTES TO FINANCIAL STATEMENTS
Year Ended March 31, 2024

1. PURPOSE OF THE SOCIETY

Port Alberni Shelter Society (the "Society") is a non-profit organization with a mission to provide housing, eliminating barriers and offering long-term housing solutions. The Society provides a variety of supports and services that empower individuals towards self-sufficiency and a sense of belonging within the community. These supports include food services; harm reduction services; health care; addictions care; life skills training; education; employment; advocacy; family, community and cultural connections; and transition to other housing options.

The Society is a registered charity under the Income Tax Act and is exempt from income taxes.

2. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include amounts on deposit with financial institutions.

Property, plant and equipment

Property, plant and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life on a declining balance basis at the following rates and methods:

Land	N/A	non-amortizable
Buildings	4%	declining balance method
Equipment	20%	declining balance method
Motor vehicles	30%	declining balance method

The Society regularly reviews its property, plant and equipment to eliminate obsolete items.

Property, plant and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

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 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 the carrying value exceeds its fair value.

Revenue recognition

Port Alberni Shelter Society follows the deferral method of accounting for contributions.

Grants, rents, and restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Grants and restricted contributions received for the purchase of capital assets that will be amortized are deferred and recognized as revenue on the same basis as the amortization expense related to the acquired capital assets.

(continues)

PORT ALBERNI SHELTER SOCIETY
NOTES TO FINANCIAL STATEMENTS
Year Ended March 31, 2024

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Interest income is recognized as revenue when earned.

Fundraising revenues are recognized as revenue when the fundraising initiatives are held.

Government grants

Government grants are recorded when there is a reasonable assurance that the Society has complied with and will continue to comply with, all the necessary conditions to obtain the grants.

Donated goods

The Society receives donations of food and other products from businesses and the general public. The total food and other products donated and collected by the Society for the 2024 year was 416,938 pounds (2023 - 368,704 pounds), with a value of \$3.00 per pound (2023 - \$3.00), based on estimate provided by a third party.

The Society recognizes the donated food products in the period in which they are received. These donated food and other products are reflected in the statement of operations as donated food and other products revenue and are offset by donated food and other products expense.

Food purchases and inventory

Food purchases are recorded as an expense at the date of purchase. Food items on hand at year-end are not recorded as inventory.

Net assets

- a) Net assets invested in property and equipment represents the organization's net investment in property and equipment which is comprised of the unamortized amount of property and equipment purchased with restricted funds.
- b) Internally restricted net assets are funds which have been designated for a specific purpose by the organization's Board of Directors.
- c) Unrestricted net assets comprise the excess of revenue over expenses accumulated by the organization each year, not of transfers, and are available for general purposes.

Callable debt

The Society's demand loans are classified as current liabilities because the lender has the right to demand repayment within one year.

Measurement uncertainty

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

4. ACCOUNTS RECEIVABLE

	2024	2023
Accounts receivable	\$ 13,182	\$ 265,135
GST receivable	20,529	14,479
	\$ 33,711	\$ 279,614

PORT ALBERNI SHELTER SOCIETY
NOTES TO FINANCIAL STATEMENTS
Year Ended March 31, 2024

5. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Land	\$ 142,509	\$ -	\$ 142,509	\$ 142,509
Buildings	1,628,275	464,541	1,163,734	1,188,655
Equipment	170,325	151,030	19,295	19,478
Motor vehicles	171,195	101,314	69,881	75,459
Computer equipment	1,219	1,219	-	-
Assets under construction	22,146	-	22,146	22,146
	\$ 2,135,669	\$ 718,104	\$ 1,417,565	\$ 1,448,247

Assets under construction for which no amortization is taken include buildings of \$22,146 (2023 - \$22,146).

Equipment included assets not yet available for use, for which no amortization is taken, of \$0 (2023 - \$3,616)

6. DEFERRED REVENUE

Deferred revenue consists of amounts received in advance of services provided.

The Society receives funds from the British Columbia Ministry of Social Development and Poverty Reduction (BC MSDPR) and Vancouver Island Health Authority (VIHA) for the purpose of supplying shelter, food, clothing and support services to members of the community.

	2024	2023
VIHA	\$ 139,594	\$ -
BC MSDPR	1,750	2,500
Security deposits & other	895	425
Community Supported Agriculture	-	6,835
	\$ 142,239	\$ 9,760

PORT ALBERNI SHELTER SOCIETY
NOTES TO FINANCIAL STATEMENTS
Year Ended March 31, 2024

7. CALLABLE DEBT

	2024	2023
RBC loan bearing interest at 6.74% compounded monthly, repayable in monthly blended payments of \$1,678. The loan matures on March 1, 2025 and is secured by an assignment of rents and building which has a carrying value of \$474,469. Loan is callable on demand.	\$ 189,672	\$ 249,748
Principal due in one year	(7,578)	(11,029)
	\$ 182,094	\$ 238,719

Principal repayment terms are approximately:

2025	\$ 7,578
2026	8,105
2027	8,668
2028	9,271
2029	9,916
Thereafter	146,134
	<u>\$ 189,672</u>

8. DEFERRED CONTRIBUTIONS

Deferred contributions consists of funds received for the purchase of capital assets and the amounts below represent the unexpended and unamortized portions of the funds as at March 31.

The Society has received funds from the Minister of Agriculture and Agri-Food under the Local Food Infrastructure Fund (LFIF) that are restricted for the purchase of a refrigerated vehicle and food transformation equipment for the establishment of a food processing space, of which at year end \$0 (2023 - \$26,384) are unspent.

The Society received funds from Vancouver Island Health Authority (VIHA) and BC Housing for various renovation projects completed in previous years.

	2024	2023
VIHA	\$ 124,186	\$ 129,360
LFIF	20,169	49,377
BC Housing	7,074	7,369
	\$ 151,429	\$ 186,106

9. ECONOMIC DEPENDENCE

The Society receives a significant portion of its revenues from operating grants from BC Housing and Vancouver Island Health Authority (VIHA). BC Housing accounts for 32.20% (2023 - 49.36%) of total revenues and VIHA accounts for 30.77% (2023 - 18.04%) of total revenues.

PORT ALBERNI SHELTER SOCIETY
NOTES TO FINANCIAL STATEMENTS
Year Ended March 31, 2024

10. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. This note describes the Society's objectives, policies and processes for managing those risks and the methods used to measure them. There have been no substantive changes in the Society's exposure to financial instrument risks, its objectives, policies and processes for managing those risks or the methods used to measure them from previous periods.

Financial instruments not measured at fair value includes cash and cash equivalents, trade and other receivables, and trade and other payables. Due to their short-term nature, the carrying value of cash and cash equivalents, trade and other receivables, and trade and other payables approximates their fair value.

The following analysis provides information about the Society's risk exposure and concentration as of March 31, 2024.

Credit risk

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

No allowance for credit losses on financial assets was required as of March 31, 2024. The Society is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Society is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, callable debt and accounts payable.

Interest rate risk

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

Unless otherwise noted, it is management's opinion that the Society is not exposed to significant other price risks arising from these financial instruments.

11. BC SOCIETIES ACT DISCLOSURES

Remuneration paid to Directors

Board directors receive no remuneration for being a director of the Society.

Remuneration paid to highest paid employees and contractors

There were five individuals whose remuneration was at least \$75,000 during the year ended March 31, 2024. They received an aggregate of \$483,243 (2023 - three people received \$309,273) from the Society during the year.

12. COMPARATIVE FIGURES

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



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

2025 ACRD GRANT-IN-AID APPLICATION FORM

ORGANIZATION INFORMATION

Organization Name:	Alberni Valley Makerspace
Society Number: <i>(N/A for applications <\$500)</i>	S0070732
Contact Person:	Michael Moore
Street Address:	4701 North Park Drive
City, Province, Postal Code:	Port Alberni
Phone:	2509188426
Email:	info@albernimakerspace.ca
Identify your Organization Type (see GIA Policy for definitions):	
<input checked="" type="checkbox"/>	Registered Organization
<input type="checkbox"/>	Non-Registered Organization <i>(for Grant Applications <\$500, on a one-time basis only)</i>

Describe the services & benefits that your organization provides to the Alberni-Clayoquot Region (specifically indicate which community or communities your organization services):

The Alberni Valley Makerspace provides valuable services and benefits to the Alberni-Clayoquot region, specifically focusing on youth, community groups, and individuals in the Alberni Valley and surrounding areas. By offering a wide range of tools and resources, we aim to foster creativity, innovation, and skill development within the community. For youth, the Makerspace is an exciting opportunity to explore hands-on learning in a supportive and engaging environment. We offer workshops and programs that teach valuable skills in areas such as design, fabrication, coding, and digital manufacturing. These programs help young people develop a passion for STEM (Science, Technology, Engineering, and Mathematics) while giving them the tools to create their own projects, whether for school, personal growth, or future career pathways. We provide affordable access to professional-grade equipment, enabling local groups to complete projects that might otherwise be out of reach. Whether it's a non-profit organization creating promotional materials, an art group working on a collaborative installation, or a local environmental initiative crafting sustainable solutions, the Makerspace supports a wide range of community-driven efforts. The Makerspace also serves as a hub for individuals looking to start or grow small businesses. Entrepreneurs can take advantage of the space's tools to prototype products, refine designs, and scale their ideas without needing to invest in expensive equipment. In addition to access to tools, the Makerspace encourages a culture of collaboration, where members can network, share ideas, and receive support from others in the region.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

PROJECT INFORMATION			
Project Name:	Acquisition of a Fiber Laser for Community Innovation and Education		
Grant Amount Requested:	5000		
In-kind Resources Requested:	Makerspace will provide training, PPE, & access to the tools & resources.		
Project Start Date:	07/01/25	Project End Date:	
Identify the Grant-in-Aid Category you are applying to (select one option only):			
<input checked="" type="checkbox"/>	Regional GIA (regional projects that benefit residents & visitors across the ACRD)		
<input type="checkbox"/>	Alberni Valley & Bamfield GIA (projects that benefit residents & visitors in the AV & Bamfield)		
<input type="checkbox"/>	West Coast GIA (projects that benefits residents & visitors on the West Coast)		
<input type="checkbox"/>	Bamfield Electoral Area GIA	<p>Electoral Area GIA categories are intended to support projects that occur in one of the six Electoral Area's. In most cases, GIA applications <u>can be submitted to one Electoral Area Category only</u>. An exception to this, could be an event that spans across two electoral areas (such as a race that occurs in Beaver Creek & Cherry Creek Electoral Areas).</p> <p><i>If you are considering applying to more than one Electoral Area GIA, please discuss this with staff before applying.</i></p>	
<input type="checkbox"/>	Beaufort Electoral Area GIA		
<input type="checkbox"/>	Long Beach Electoral Area GIA		
<input type="checkbox"/>	Sproat Lake Electoral Area GIA		
<input type="checkbox"/>	Beaver Creek Electoral Area GIA		
<input type="checkbox"/>	Cherry Creek Electoral Area GIA		
Describe the specific activities of the project to which this Grant would be applied (be as specific as possible):			
<p>Fiber lasers are critical tools in modern fabrication and manufacturing, enabling users to engrave and cut a wide variety of metals with precision and efficiency. The addition of a fiber laser to our equipment inventory will allow our members—students, artists, entrepreneurs, and tinkerers—to access professional-grade tools typically out of reach due to high costs.</p> <p>The fiber laser will be used for:</p> <ul style="list-style-type: none"> · Small business prototyping (e.g., custom metal tags, enclosures, tools) · Artistic and jewellery design using metal · Workforce development through hands-on technical training · Community workshops in digital design and fabrication <p>This acquisition aligns with our mission to democratize access to advanced tools and foster innovation across all ages and experience levels. This hardware will be added to existing laser options and give users access to safe and reliable introduction to metal working options.</p>			



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Describe how this project will benefit the community (*Describe the expected outcomes and who will specifically benefit from this project*):

The fiber laser will provide community members with access to professional-grade equipment, fostering innovation and creativity. It will support local entrepreneurs in prototyping and producing custom metal products, contribute to artistic endeavours through metalworking, and offer training opportunities in advanced manufacturing techniques. The expected outcomes include increased community engagement, skill development, and economic empowerment.

Financial Information (*attach a copy of your annual report, a copy of your organizations current year budget, latest financial statement, and an EFT application*).

Item Description (<i>be as specific as possible</i>)	Cost	Amount Requested from ACRD
xTool F1 Ultra 20W Fiber & Diode Dual Laser Engraver	\$ 6,471.00	\$ 5,000.00
Totals	\$ 6,471.00	\$ 5,000.00



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION DECLARATION

- | | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | I acknowledge that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. |
| <input checked="" type="checkbox"/> | I acknowledge that this grant application is related to a project within the Alberni-Clayoquot Regional District boundary. |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will utilize the funds as indicated in this application. |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will be required to provide a Final Report by March 31, 2026, including financial documentation related to how the grant funds were spent. |
| <input checked="" type="checkbox"/> | I acknowledge that if grant funds are not fully utilized, that they will be returned to the ACRD. |
| <input checked="" type="checkbox"/> | I acknowledge if my organization does not submit a Final Report, the organization will be ineligible to apply for an ACRD GIA the following year. |
| <input checked="" type="checkbox"/> | I acknowledge that receipt of a GIA does not guarantee funding in the future and that applicants are encouraged to work towards financial independence where possible. |
| <input checked="" type="checkbox"/> | I acknowledge that GIA's will not be provided to subsidize activities that are the responsibility of senior levels of government. |

ATTACHMENTS TO INCLUDE WITH THIS FORM

- | | |
|-------------------------------------|------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Copy of your groups most recent financial statement <i>(not required for GIA applications <\$500)</i> . |
| <input checked="" type="checkbox"/> | Copy of your organization's current year budget <i>(not required for GIA applications <\$500)</i> . |
| <input type="checkbox"/> | A copy of your annual report, if available <i>(not required for GIA applications <\$500)</i> . |
| <input type="checkbox"/> | A completed Electronic Funds Payment Application and void cheque. |



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION SUBMISSION

Submit your completed GIA application form and attachments via email to GIA@acrd.bc.ca or deliver to:

Alberni-Clayoquot Regional District
Grant-in-Aid Program
3008 5th Ave
Port Alberni, BC V9Y 2E3

Application deadline is April 30, 2025.

Applications that do not meet eligibility criteria or are received after the application deadline, will not be considered.

Assistance to apply is available to all applicants. If you would like assistance in applying, please reach out to ACRD staff through email GIA@acrd.bc.ca or via phone at 250-720-2700.

Declaration: I declare that the information provided in this application is true and accurate to the best of my [REDACTED]

[REDACTED]


[REDACTED]

Date:

04/29/25

Note: The personal information collected in this survey is collected in accordance with Section 26 (c, d, e) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purposes of consideration regarding applications to the Alberni-Clayoquot Regional District Grant-in-Aid program. Direct any questions about the collection, use and disclosure of this information to foi@acrd.bc.ca.

ALBERNI MAKER SPACE SOCIETY
Financial Information
December 31, 2024

ALBERNI MAKER SPACE SOCIETY

Index to Financial Information

Year Ended December 31, 2024

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COMPILATION ENGAGEMENT REPORT

To Management of Alberni Maker Space Society

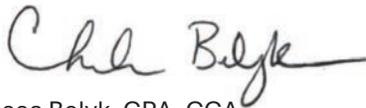
On the basis of information provided by management, I have compiled the statement of financial position as at December 31, 2024, the statement of income and retained earnings for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information (“financial information”).

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.



Chelsea Belyk, CPA, CGA

March 26, 2025

3716 Exton St, Port Alberni BC V9Y3X9

ALBERNI MAKER SPACE SOCIETY

Statement of Financial Position

December 31, 2024

	<u>2024</u>	<u>2023</u>
ASSETS		
CURRENT ASSETS		
Cash	\$14,690	\$ 10,879
TOTAL CURRENT ASSETS	14,690	10,879
CAPITAL ASSETS <i>(net of accumulated amortization)</i>	19,567	1,485
TOTAL ASSETS	34,257	12,364
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	10,378	-
TOTAL CURRENT LIABILITIES	10,378	-
NET ASSETS		
Invested in capital assets	19,567	1,485
General fund	4,312	10,879
TOTAL NET ASSETS	23,879	12,364
TOTAL LIABILITIES AND NET ASSETS	34,257	12,364

ON BEHALF OF THE BOARD

_____ Director

_____ Director

See Notes to financial information.

ALBERNI MAKER SPACE SOCIETY

Statement of Income and Retained Earnings

Year Ended December 31, 2024

	<u>2024</u>	<u>2023</u>
REVENUE		
Donations and memberships	33,416	25,027
Sales and services	2,695	1,220
Grants	5,394	-
TOTAL REVENUE	41,505	26,247
EXPENSES		
Accounting	1,444	-
Amortization	3,219	165
Interest & bank charges	427	48
Insurance	1,358	235
Internet	2,402	1,225
Meals	44	-
Promotion	30	-
Repairs and maintenance		1,361
Supplies and materials	14,660	10,849
Travel	61	-
Wages	6,345	-
TOTAL EXPENSES	29,990	13,883
EXCESS OF REVENUE OVER EXPENSES	11,515	12,364
RETAINED EARNINGS		
General fund – beginning	10,879	-
Excess of revenue over expenses – current year	11,515	12,364
Invested in capital assets	(18,082)	(1,485)
GENERAL FUND	4,312	10,879
Invested in capital assets fund – beginning	1,485	-
Invested in capital assets – current year	18,082	1,485
INVESTED IN CAPITAL ASSETS	19,567	1,485

See Notes to financial information.

ALBERNI MAKER SPACE SOCIETY

Notes to financial information

Year Ended December 31, 2024

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position as at December 31, 2024, and statement of income and retained earnings for the year then ended is the historical cost basis, reflecting cash transactions with the addition of:

- Capital assets amortized over their useful lives
- Accounts payable and accrued liabilities

Alberni Maker Space Society
 Budget
 For the Year ending Dec 31, 2025

Income:

Memberships	30,000
Donations	4,000
Sales	2,400
Grant - CleanBC	190,000
Grant - GIA ACRD	5,000
Total Income	<u>231,400</u>

Expenses:

Advertising/Marketing	12,500
Accounting/Legal	6,000
Bank charges	1,300
Subscriptions	800
Equipment purchases	50,300
Insurance	1,344
Internet	4,000
Supplies	22,000
Taxes and Licenses	156
Wages	133,000
Total Expenses	<u>231,400</u>
Net Profit	-

Alberni Valley Makerspace Board Meeting/AGM March 27, 2025

In attendance: Andrew Rousseau, Cheslea Belyk, Carey Goddard, Corinne Moore, Ian Thomas, Michael Moore (outgoing President) Susan Wall, Tomm Dool, Wyatt Race

Meeting Called to order: 6:05 pm

Michael made motion to adopt Minutes from AGM 2023, Tomm seconds, motion passed.

Review and approve 2024 Financials- Susan Moved, Henry seconds – motion passed

PRESIDENTS REPORT:

Additions to the space:

- New Laser cutter, lots of visual improvements and making the space more efficient
- Cubbies / Storage- look at ways to get better with managing members materials and or storage
- ACRD has said that additional space will be granted to Makerspace – wait to see if this comes to pass

Volunteers:

Some volunteers are coming on a more regular basis, community engagement is a priority, but a struggle to get consistency

Notable Volunteers:

- Graham- Linux expert, taking over the electronics room
- Void- youth, very into fabrication and 3D printing and making their own projects, recently helped out at Family day event
- Larry – into woodworking has a lot of expertise

FINANCIAL REPORT:

Chelsey Belyk will be hired as Makerspace Account and will deliver payroll and support with correct dispersal of grant funds.

Review of Financial statement for 2024

We currently bank with CIBC, but we have opened new bank account with Coastal Community so we can get a company Credit Card to make mid-sized purchases without board review and approval.

Membership numbers have doubled since last year (recurring members who have automatic renewal)

Action item: Work towards managing Donations and fees -We need to improve how it is tracked.

Action Item: Review spending policy- tailor amounts to meet operational needs based on signing authority.

NEW BUSINESS:

This special meeting/AGM called due to incoming new grants and to restructure staffing and to elect new board

- Clean BC Plastic Action Grant – Alacrity, Total Grant Value: 190,000, Effective April 1, 2025 – End Feb 2026 This grant for the purpose of processing plastic waste into new products that can be used and sold to the public. Plastics cannot be used for day-to day operations.
- REDIP Grant – Rural Economic Diversification and Infrastructure Program Begins 2026 Total Grant Value 500k, Will be split with North Island College as they were budgeted for 160,000 for their part in building curriculum and recruiting through their channels, funds can be used in part for operations.

REDIP Will be primarily focused on delivery of microcredential courses offered at the space, guest instructors and Michael will fill the role as Project Manager – therefore he will have to step down from his executive role as President.

Andrew and Wyatt and Michael will be employed under the grant; Therefore Michael will need to step down from current role as Makerspace president.

RESIGNATION OF PRESIDENT MICHAEL MOORE

Michael is nominating Tomm Dool to fill his seat.

Move to appoint Tomm as President > Michael- Seconded Carey > Motion carried

BOARD EXECUTIVE NOMINATIONS

Motion to nominate Corinne as Secretary by Tomm >Seconded by Carey> Motion carried

Discussion of Corinne, as she is married to Michael, she cannot vote on any matters regarding to Michael. Review of upholding Bylaws regarding Absention, conflict of Interest, excusing Corinne from matters regarding Michael's role as employee.

Carey Goddard is remaining as Treasurer.

Henry Torfs will remain as Director at Large with Signing Authority

Emma Wall will remain as Director at Large

Susan Wall will remain as a Director at Large

Vice President needs to be filled...

Motion to appointment Henry as Vice President Moved by Susan>seconded by Tomm
>motion carried.

Review of current policy for signing authority

Table financial discussion to next meeting

Big purchase is coming 40k for equipment for Plastics Grant a benefactor has purchased it and we will buy it from them, Tropospheric Systems Inc.

Executives Tomm and Henry will conduct this purchase.

Action Item: Henry is requesting that we review update on Charitable status at next months meeting.

Update on Charitable status: Henry reports that Makerspace is getting closer to Charitable status.

Inquiry from Susan: Do we have the correct insurance?

Michael: We have 5 million liability but it will be up for renewal in September but we will need to review insurance policies to make sure that coverage is sufficient.

Motion to review Insurance Policy at next meeting (Tomm) seconded by Henry> motion carried.

Action item: collect current policies, binder and review policies to reflect sufficient coverage of new operational needs.

Date of next meeting: Monday April 28th, 2025 at 6 pm

Discussion regarding Method of meeting method, IT will now provide Makerspace emails for staff and board members.

Motion to adjourn >Moved by Tomm> Seconded Henry > Meeting adjourned 6:53pm



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

2025 ACRD GRANT-IN-AID APPLICATION FORM

ORGANIZATION INFORMATION

Organization Name:	Alberni Valley Restorative Justice Society
Society Number: <i>(N/A for applications <\$500)</i>	S0043829
Contact Person:	Duncan Booth
Street Address:	██████████
City, Province, Postal Code:	Port Alberni, BC V9Y 9C4
Phone:	██████████
Email:	avrjsdirector@gmail.com
Identify your Organization Type (see GIA Policy for definitions):	
<input checked="" type="checkbox"/>	Registered Organization
<input type="checkbox"/>	Non-Registered Organization <i>(for Grant Applications <\$500, on a one-time basis only)</i>

Describe the services & benefits that your organization provides to the Alberni-Clayoquot Region (specifically indicate which community or communities your organization services):

The Alberni Valley Restorative Justice Society (AVRJS) is dedicated to fostering healing and reconciliation that result from crime and conflict. We do this through restorative justice (RJ) processes. We use a peace circle model to bring together victims, offenders, those affected by conflict, and the broader communities (Port Alberni, Sproat Lake, Beaver Creek, Cherry Creek, Beaufort, Bamfield, Tseshaht, Hupač̓asath, Huu-ay-aht, Uchucklesaht) to address harm, promote understanding, and rebuild relationships.

We receive referrals from the RCMP, provincial and federal Crowns, the Court, BC Corrections, high schools and the Alberni District Teachers' Union. We investigate the case, prepare participants for a Circle, conduct the Circle and then monitor the agreement that results.

RJ supports healing, accountability, and stronger, safer communities—it also reduces recidivism and eases the strain on RCMP and criminal justice resources. We honor and walk alongside the Nuu-chah-nulth Nations, guided by the sacred principles of ʔiisaak (Greater Respect), ʔuuʔaʔuk (Taking Care Of), and Hišuk ma čawak (Everything is One). These values ground our commitment to dialogue, respect, and interconnectedness, nurturing both present and future generations.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

PROJECT INFORMATION			
Project Name:	Voices of Justice		
Grant Amount Requested:	10,000		
In-kind Resources Requested:	Use of office space		
Project Start Date:	Sep 1 2025	Project End Date:	Sep 1 2026
Identify the Grant-in-Aid Category you are applying to (select one option only):			
<input checked="" type="checkbox"/>	Regional GIA (regional projects that benefit residents & visitors across the ACRD)		
<input type="checkbox"/>	Alberni Valley & Bamfield GIA (projects that benefit residents & visitors in the AV & Bamfield)		
<input type="checkbox"/>	West Coast GIA (projects that benefits residents & visitors on the West Coast)		
<input type="checkbox"/>	Bamfield Electoral Area GIA	<p>Electoral Area GIA categories are intended to support projects that occur in one of the six Electoral Area's. In most cases, GIA applications <u>can be submitted to one Electoral Area Category only</u>. An exception to this, could be an event that spans across two electoral areas (such as a race that occurs in Beaver Creek & Cherry Creek Electoral Areas).</p> <p><i>If you are considering applying to more than one Electoral Area GIA, please discuss this with staff before applying.</i></p>	
<input type="checkbox"/>	Beaufort Electoral Area GIA		
<input type="checkbox"/>	Long Beach Electoral Area GIA		
<input type="checkbox"/>	Sproat Lake Electoral Area GIA		
<input type="checkbox"/>	Beaver Creek Electoral Area GIA		
<input type="checkbox"/>	Cherry Creek Electoral Area GIA		
Describe the specific activities of the project to which this Grant would be applied (be as specific as possible):			
<p>We are designing a multi-year project to increase the number of First Nations citizens (clients) who are facing criminal charges to go through a Restorative Justice (RJ) process with their Nation.</p> <p>This is the first phase of the project which will:</p> <ul style="list-style-type: none"> - provide cultural safety training for our project lead and volunteers - through meetings, education sessions, & workshops, confirm the Nations that will work with us throughout this project, and; - identify and inventory the cultural RJ or Circle processes that they have historically or culturally relied on, and; - define, with each Nation and in conjunction with the criminal justice participants (RCMP, Crowns, Court and Corrections), a process that enables clients to more quickly be referred to this alternative process. 			



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

Describe how this project will benefit the community (*Describe the expected outcomes and who will specifically benefit from this project*):

This project will foster healing, trust, and collaboration between the Alberni Valley Restorative Justice Society and the Tseshaht, Hupačasath, Huu-ay-aht, Uchucklesaht, and West Coast Nuu-chah-nulth Nations. By supporting culturally relevant justice practices and building community-led capacity, it will empower Nations to address conflict in ways that reflect their values, with the ultimate goal of reducing the number of First Nations citizens that move through the criminal justice system. The project will strengthen community relationships, reduce harm, and promote dialogue between Indigenous and non-Indigenous communities. It lays the groundwork for sustainable, inclusive justice approaches and serves as a model for regional collaboration and long-term public safety.

Financial Information (*attach a copy of your annual report, a copy of your organizations current year budget, latest financial statement, and an EFT application*).

Item Description (<i>be as specific as possible</i>)	Cost	Amount Requested from ACRD
Elder/Knowledge Keeper Honoraria	2000	2000
Gifts/Cultural Protocol Items	2000	2000
Staff/Volunteer Travel	2000	2000
Meeting Hosting	1000	1000
Restorative Justice Workshop Development	750	750
Joint Dialogue/Cultural Safety Training	750	750
Outreach Materials	500	500
Evaluation/Reporting Support	500	500
Contingency	500	500
Totals	10000	10000



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION DECLARATION

- | | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | I acknowledge that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. |
| <input checked="" type="checkbox"/> | I acknowledge that this grant application is related to a project within the Alberni-Clayoquot Regional District boundary. |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will utilize the funds as indicated in this application. |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will be required to provide a Final Report by March 31, 2026, including financial documentation related to how the grant funds were spent. |
| <input checked="" type="checkbox"/> | I acknowledge that if grant funds are not fully utilized, that they will be returned to the ACRD. |
| <input checked="" type="checkbox"/> | I acknowledge if my organization does not submit a Final Report, the organization will be ineligible to apply for an ACRD GIA the following year. |
| <input checked="" type="checkbox"/> | I acknowledge that receipt of a GIA does not guarantee funding in the future and that applicants are encouraged to work towards financial independence where possible. |
| <input checked="" type="checkbox"/> | I acknowledge that GIA's will not be provided to subsidize activities that are the responsibility of senior levels of government. |

ATTACHMENTS TO INCLUDE WITH THIS FORM

- | | |
|-------------------------------------|------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Copy of your groups most recent financial statement <i>(not required for GIA applications <\$500)</i> . |
| <input checked="" type="checkbox"/> | Copy of your organization's current year budget <i>(not required for GIA applications <\$500)</i> . |
| <input checked="" type="checkbox"/> | A copy of your annual report, if available <i>(not required for GIA applications <\$500)</i> . |
| <input checked="" type="checkbox"/> | A completed Electronic Funds Payment Application and void cheque. |



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION SUBMISSION

Submit your completed GIA application form and attachments via email to GIA@acrd.bc.ca or deliver to:

Alberni-Clayoquot Regional District
Grant-in-Aid Program
3008 5th Ave
Port Alberni, BC V9Y 2E3

Application deadline is April 30, 2025.

Applications that do not meet eligibility criteria or are received after the application deadline, will not be considered.

Assistance to apply is available to all applicants. If you would like assistance in applying, please reach out to ACRD staff through email GIA@acrd.bc.ca or via phone at 250-720-2700.

Declaration: I declare that the information provided in this application is true and accurate to the best of my knowledge.

Signature: _____

Date: _____

April 29, 2025

Note: The personal information collected in this survey is collected in accordance with Section 26 (c, d, e) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purposes of consideration regarding applications to the Alberni-Clayoquot Regional District Grant-in-Aid program. Direct any questions about the collection, use and disclosure of this information to foi@acrd.bc.ca.

Last Year's Financial Statements

GRANTS IN PERIOD	FY2023	FY2024
Grants received	4,000	46,000
Deferred to next year		(21,818)
Revenue from grants, this year	4,000	14,382
INCOME STATEMENT		
	FY2023	FY2024
REVENUE		
Grants	4,000	14,382
Other		63
	4,000	14,445
EXPENSES		
Advertising/Promo	44	
Bank Charges	116	2
Membership Fees		130
Office Equipment		1,957
Office Expenses		258
Office Supplies	316	76
Telephone/Internet	189	
Wages & Benefits	4,386	13,041
Other Expenses	2,523	358
Total Expenses	7,574	15,818
Surplus (Deficit)	(3,574)	(1,373)

STATEMENT OF CASH FLOWS	FY2023	FY2024
Surplus (Deficit)	(3,574)	(1,373)
To: Accounts Payable		4,582
From: Deferred Revenue		31,575
Cash at Start of Period	11,179	7,605
Cash at End of Period	7,605	42,389
STATEMENT OF FINANCIAL POSITION		
	FY2023	FY2024
ASSETS		
Cash	7,605	42,389
LIABILITIES		
Deferred Revenue		31,575
Accounts Payable		4,582
	0	36,157
NET ASSETS		
Unrestricted Net Assets	7,605	6,232
TOTAL LIABILITIES AND NET ASSETS	7,605	42,389

AVRJS OPERATIONS
SUMMARY CASH FLOW PROJECTIONS (Year Ending March 31*)

	FY2025 (Est.)	FY2026 (Projected)											FY2027 (Proj)	
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Grants & Revenue														
BC Gaming Grant & Others										20,000				80,000
City of Port Alberni		20,000												
Civil Forfeiture Grant	40,000				40,000									40,000
CAP Grant	4,000				4,000									4,000
Community Foundation	2,000													
ACRD Contribution to Phase 1							10,000							
	46,000	20,000	0	0	44,000	0	10,000	0	0	20,000	0	0	0	124,000
Expenses														
Office & Meeting Spaces														0
Promo & Supplies	840	250	250	250	250	250	250	250	250	250	250	250	250	5,000
Training	10,000													
Wages, Benefits, Honorariums	39,025	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	120,000
Expenses Related to Phase 1							1,000	1,500	1,500	1,500	1,500	1,500	1,500	
Total Expenses	49,865	6,500	6,500	6,500	6,500	6,500	7,500	8,000	8,000	8,000	8,000	8,000	8,000	125,000
Surplus / (Deficit)	(3,865)	13,500	(6,500)	(6,500)	37,500	(6,500)	2,500	(8,000)	(8,000)	12,000	(8,000)	(8,000)	(8,000)	(1,000)
Cash														
At Start	10,140	6,275	19,775	13,275	6,775	44,275	37,775	40,275	32,275	24,275	36,275	28,275	20,275	12,275
At End	6,275	19,775	13,275	6,775	44,275	37,775	40,275	32,275	24,275	36,275	28,275	20,275	12,275	11,275

Notes

* This projection is designed to match the ACRD's fiscal year end. Our normal year end is October 31.



ALBERNI VALLEY RESTORATIVE JUSTICE SOCIETY

Restorative Alberni

Our 2024 Annual General Meeting

December 5, 2024

Brandy Lauder

Chief, Hupacasath First Nation



Ken Watts

Chief, Tseshaht First Nation



Gord Johns

Member of Parliament, Government of Canada



Josie Osborne

Member of Legislative Assembly,
Government of British Columbia



Deb Haggard

City Councillor, Port Alberni



Compassion

Humility

Understanding

Empathy

Trust

Respect

Generosity

Inclusivity

Healing

Gratitude

Collaboration

Compassion

Humility

Understanding

Empathy

Trust

Respect

Generosity

Inclusivity

Healing

Gratitude

Collaboration

Gratitude

PIZZA

Twin City Brewing

GUESTS

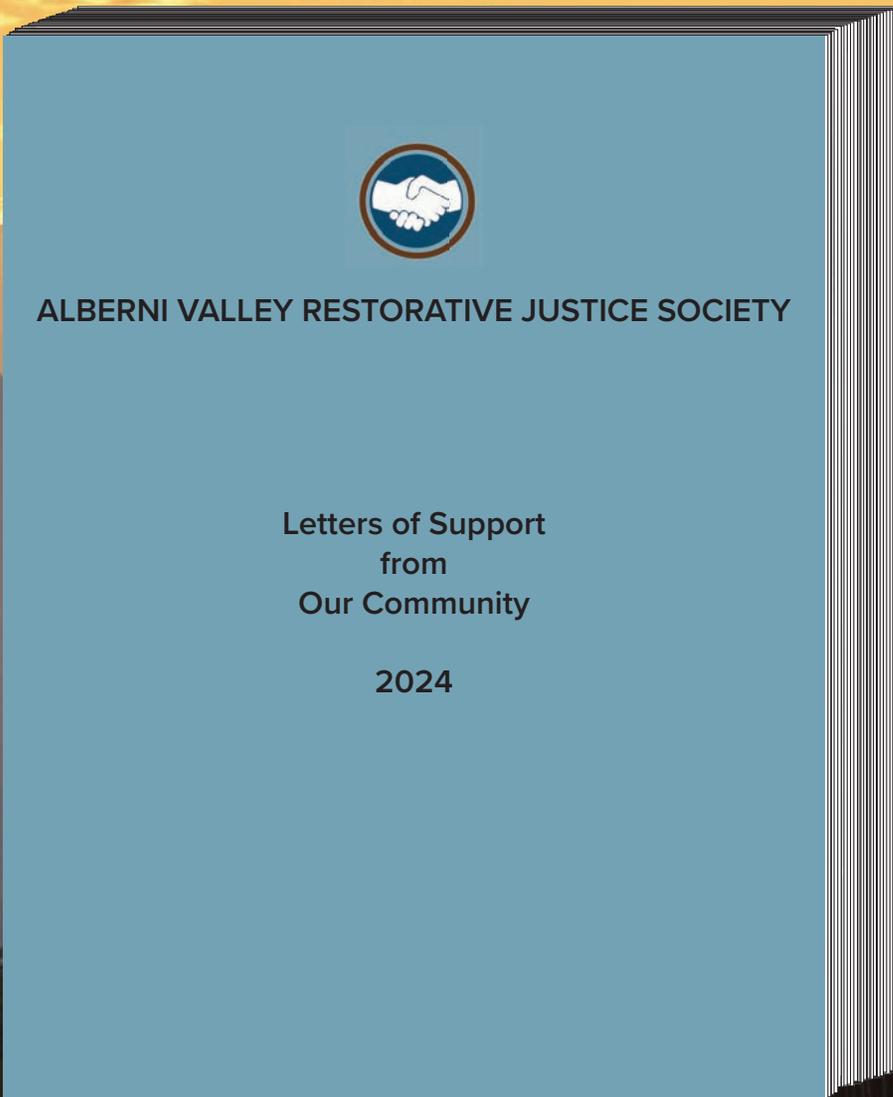
Brandy Lauder, Ken Watts, Gord Johns, Josie Osborne, Deb Haggard

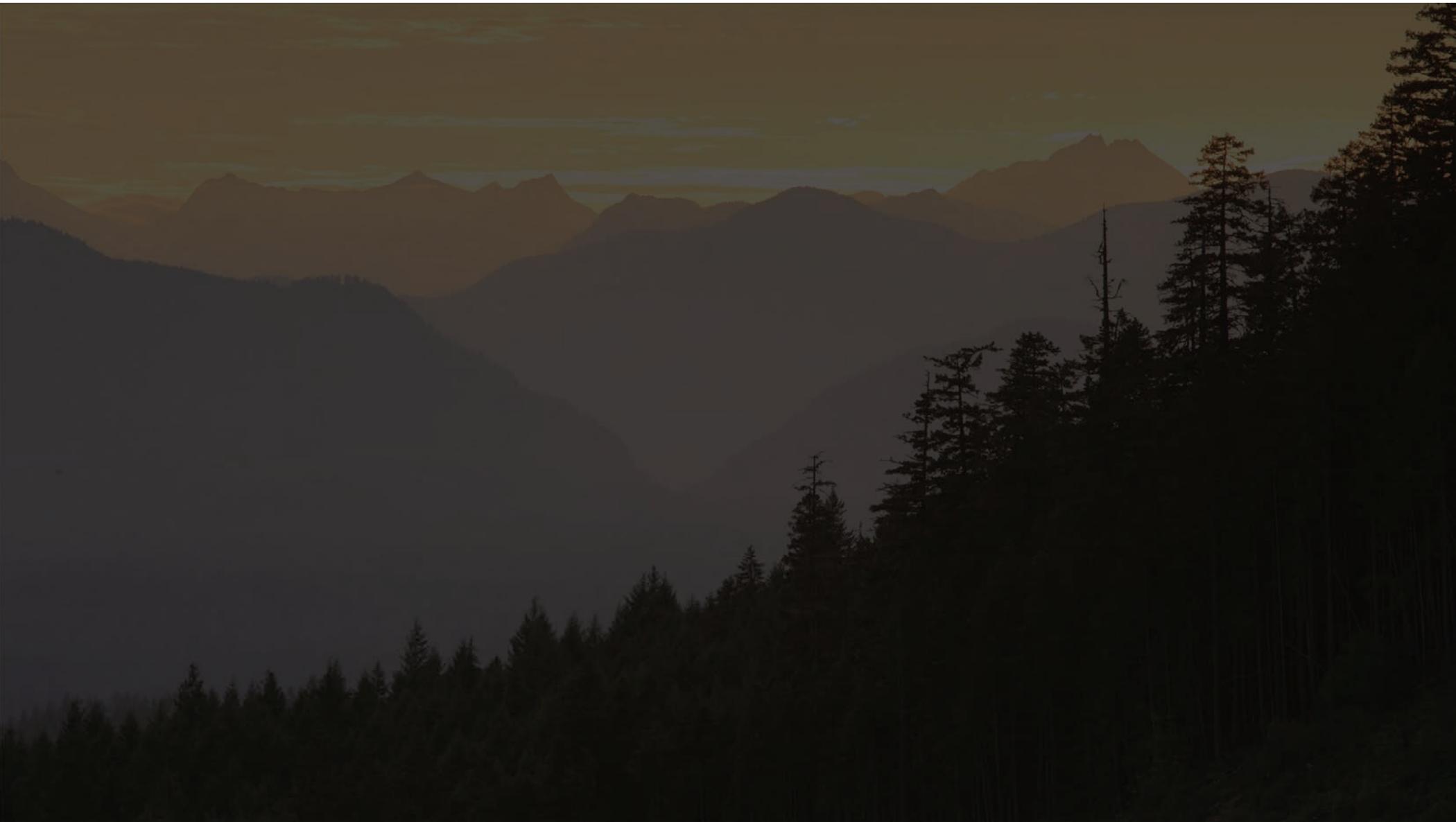
BOARD

Laurie Money, Major Michael Ramsay, David Brooks, Jackie Chambers, Cstl. Jordan Hamlyn, Carol Wright, Abu Jahangir, Elisa Haase, Duncan Booth

FRIENDS

Abby, Abu, Alana, Alex, Alex, Alex, Alexis, Ali, Alicia, Allan, Allen, Allie, Amelie, Andrea, Annaliese, Ashlyn, Boyd, Brandy, Brennan, Brianne, Cameron, Campbell, Cara, Carla, Carlin, Carol, Carol-Anne, Carrie, Chantelle, Charles, Chelsea, Cherilyn, Cheyne, Chief Ken, Chris, Christianne, Christina, Christina, Christina, Cindy, Claudia, Colin, Colleen, Corrine, Curtis, Cyndi, Daniel, Danielle, Danielle, Danielle, Daphne, Darcy, Darren, Dave, Dave, David, David, David, Deb, Debbie, Debbie, Deborah, Debra, Debrah, Desiree, Dionne, Don, Donna, Duncan, Duncan, Dylan, Ed, Ed, Edward, Edward, Eileen, Elisa, Elizabeth, Ellen, Emily, Emily, Erin, Evan, Evelyn, Gail, George, Gillian, Gillian, Grace, Hannah, Harrena, Heather, Heidi, Helen, Hugh, Jackelyn, Jackie, Jaime, James, Jane, Jane, Janet, Janice, Janis, Jayme, Jeannette, Jenny, Jess, Jessica, Jessica, Jim, Jo, Joanne, John, John, John, John, Johnny, Jolleen, Jordan, Josie, Julie, Justin, Karen, Karen, Kate, Katrina, Keah, Kelli, Kelly, Kelly, Kelsey, Kendra, Kimberly, Kirsten, Kristine, Kyle, Laura, Laura, Laura, Laurie, Leah, Lena, Les, Lesley, Leslieann, Lexi, Lindsay, Lisa, Lisa, Lorena, Lyndsay, Madeleine, Malie, Marcie, Marianne, Marilyn, Mark, Marla, Marlene, Mary Clare, Megan, Michael, Michaela, Micheal, Michell, Michelle, Mike, Mike, Moriah, Natalia, Natasha, Nicholas, Nicholas, Nicole, Nicole, Nina, Norine, Oona, Owen, Pam, Pam, Parker, Pat, Pat, Pat, Penny, Peter, Rebecca, Rich, Richard, Richard, Rick, Rita, Rob, Roby, Ron, Roxy, Ryan, Ryan, Ryan, Ryan, Samuel, Sandy, Sanne, Sara, Sarah, Sarah, Sarah, Sarah, Sarah, Sarah, Shane, Shannon, Shari, Sharie, Sharon, Shawn, Sherry, Siobhan, Siri, Sonia, Stacy, Stella, Stephen, Steve, Sue, Susan, Susan, Susie, Tanis, Tenille, Teresa, Terry, Thaddeus, Thomas, Tobias, Todd, Toni, Tracy, Travis, Travis, Trudy, Trudy, Valerie, Vesa, Virginia, Wendy, Wes

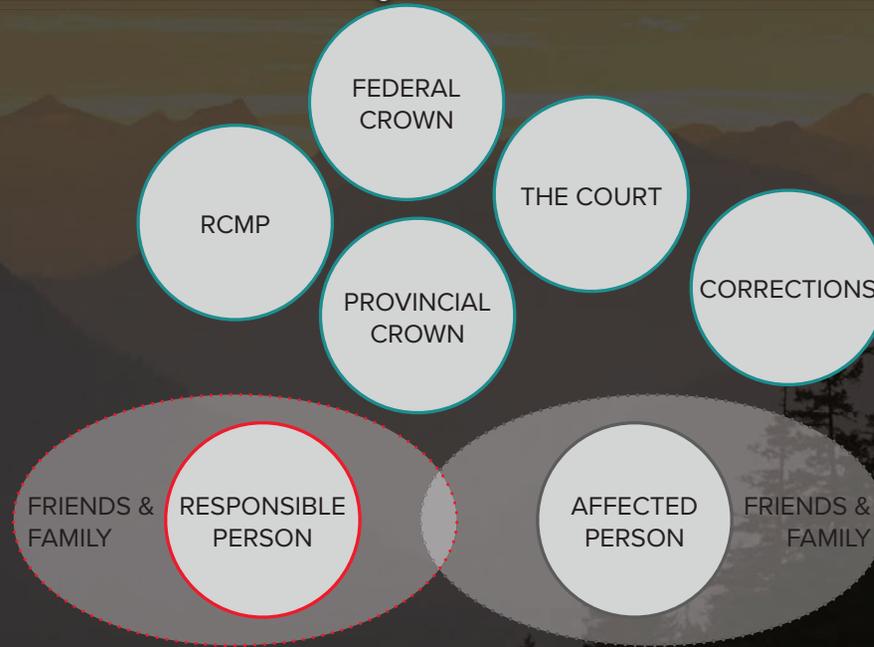




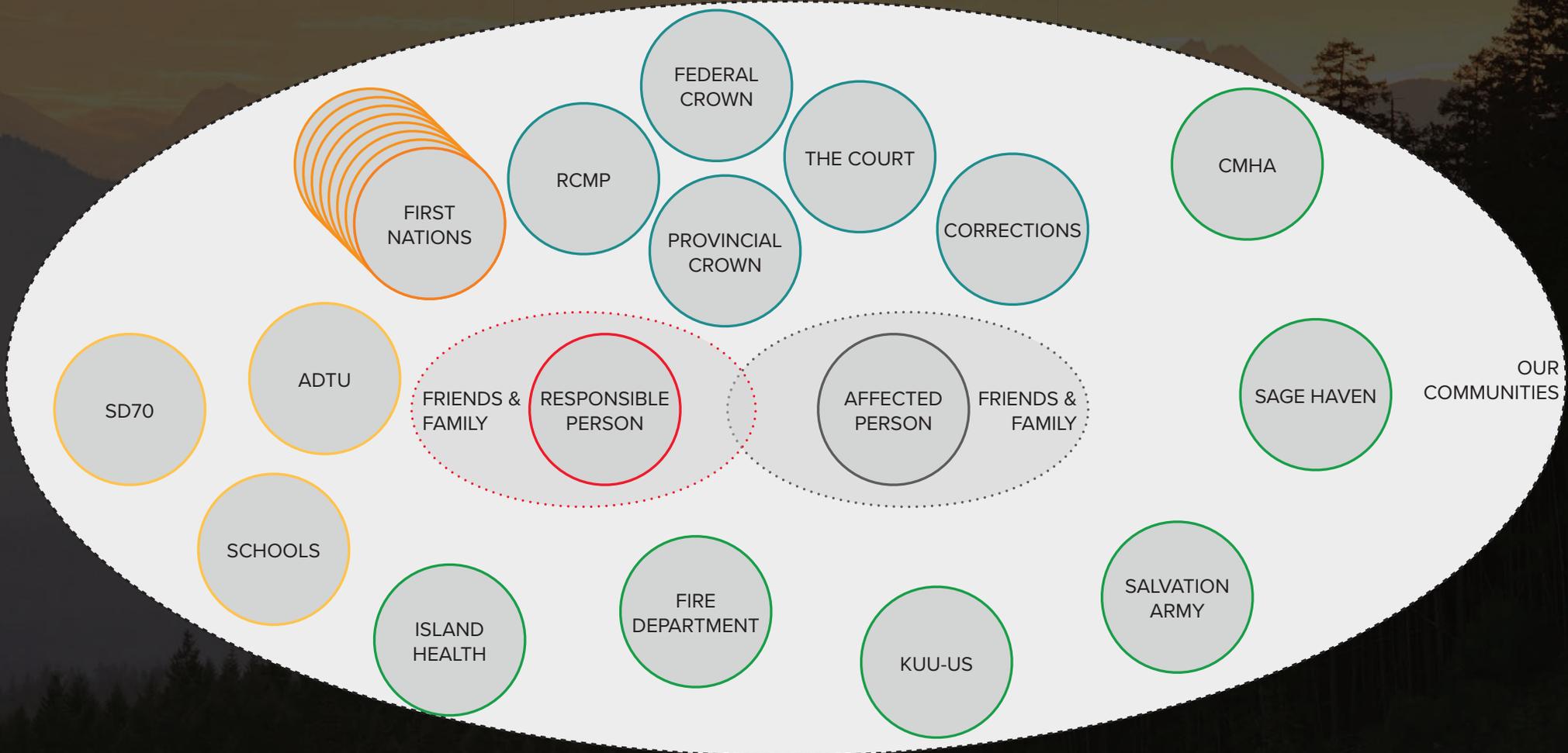
This is how many people think about justice.



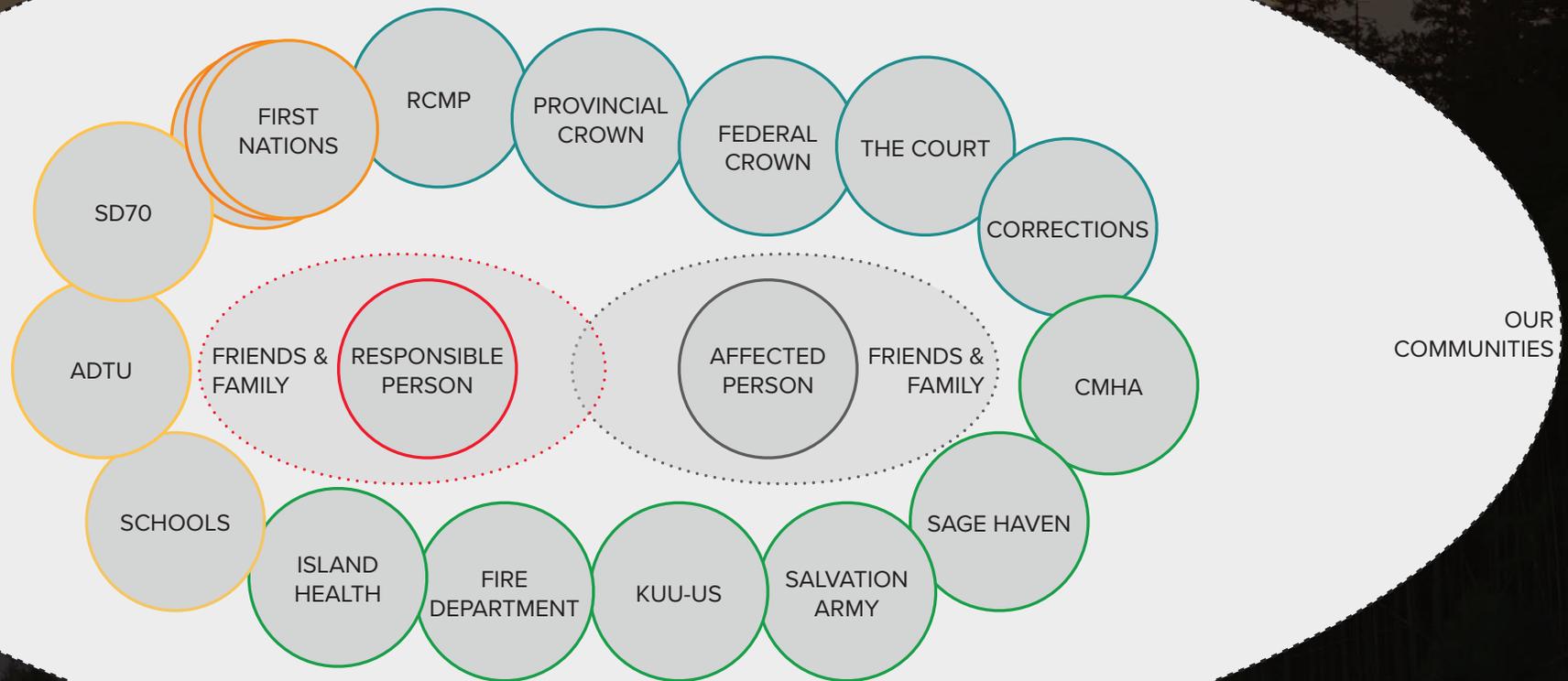
RJ also includes everyone affected by conflict...



...and broadens the circle even wider because...



...it takes everyone working together.



Business Section Of Our AGM

A Little History

2023

Renew our vision.
Renew our board.

Income Received*
\$ 4,000

Cases
Few.
Simple.

of Partners: 1

*
CAP Grant

2024

Grow awareness.
Grow capacity.

Income Received**
\$ 46,000

Cases
Few more.
More serious.
More complex.

of Partners: 6

**
Community Foundation
Civil Forfeiture
CAP Grant

Previous Minutes



ALBERNI VALLEY RESTORATIVE JUSTICE SOCIETY

AGM Meeting Minutes for AVRJS

December 6th 2023, 6:30-8:00pm
Echo Field House

Attendance: Carol Wright, Alex Glassey, David Brooks, Jordan Hamlyn, Michael Ramsay, Jackie Chambers, Dave, Boyd Gallic, Abu, Kate Heibert,
Regrets: Leanne Wrigley,

1. ****Welcome and Introductions****

- Chairperson's opening remarks
- Introduction of board members and special guests

2. ****Approval of Agenda****

- Motion to approve the agenda for the meeting (Attachment 1): David Brooks.
- Seconded by Jackie Chambers

3. ****Review and Approval of Previous AGM Minutes (Attachment 2)****

- Presentation of the minutes from the last AGM. LM
- Motion to approve the minutes: Jackie Chambers
- Seconded by David Brooks

4. ****Chairperson's Report****

- Overview of the past year's activities and achievements. LM
- Discussion on challenges faced and how they were addressed. LM

5. ****Financial Report****

- Presentation of the annual financial statements by the Treasurer(Attachment 3).
- Explanation of financial position and major expenses. AG
- Motion to approve the financial report: David Brooks
- Seconded by Jackie Chambers

6. ****Special Presentation: Principles of Restorative Justice****

- A brief educational segment about the basic principles of Restorative Justice. AG
- Discussion of how these principles are applied in the society's activities.
/JC - education/DB -various stages of implementation /MR – conflict resolution in the Salvation Army (3-4 sentences each)

7. ****Review of Strategic Plan and Future Goals****

- Discussion of the long-term goals and upcoming projects. AG
- Soliciting feedback and ideas from members.

8. ****Open Forum / Q&A Session****

- Opportunity for members to ask questions, provide feedback, or discuss concerns.

9. ****Acknowledgements and Appreciations****

- Recognition of Lorraine Lee's and Sandy Anweiler's contributions JC

10. ****Adjournment****

- Motion to adjourn the meeting: Jackie Chambers
Seconded by David Brooks

Last Year's Financial Statements

GRANTS IN PERIOD	FY2023	FY2024
Grants received	4,000	46,000
Deferred to next year		(21,818)
Revenue from grants, this year	4,000	14,382
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	FY2023	FY2024
REVENUE		
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Cash at End of Period	7,605	42,389
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	FY2023	FY2024
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Accounts Payable		4,582
	0	36,157
NET ASSETS		
Unrestricted Net Assets	7,605	6,232
TOTAL LIABILITIES AND NET ASSETS	7,605	42,389

A Look Forward

2023

Renew our vision.
Renew our board.

Income Received*
\$ 4,000

Cases
Few.
Simple.

of Partners: 1

*

CAP Grant

2024

Grow awareness.
Grow capacity.

Income Received**
\$ 46,000

Cases
Few more.
More serious.
More complex.

of Partners: 6

**

Community Foundation

Civil Forfeiture

CAP Grant

2025

Grow referrals.
Grow programs.

Income Received***
\$ 146,000+ (projected)

Cases
Many more.
Simple to complex.
Less to very serious.

of Partners: 10+

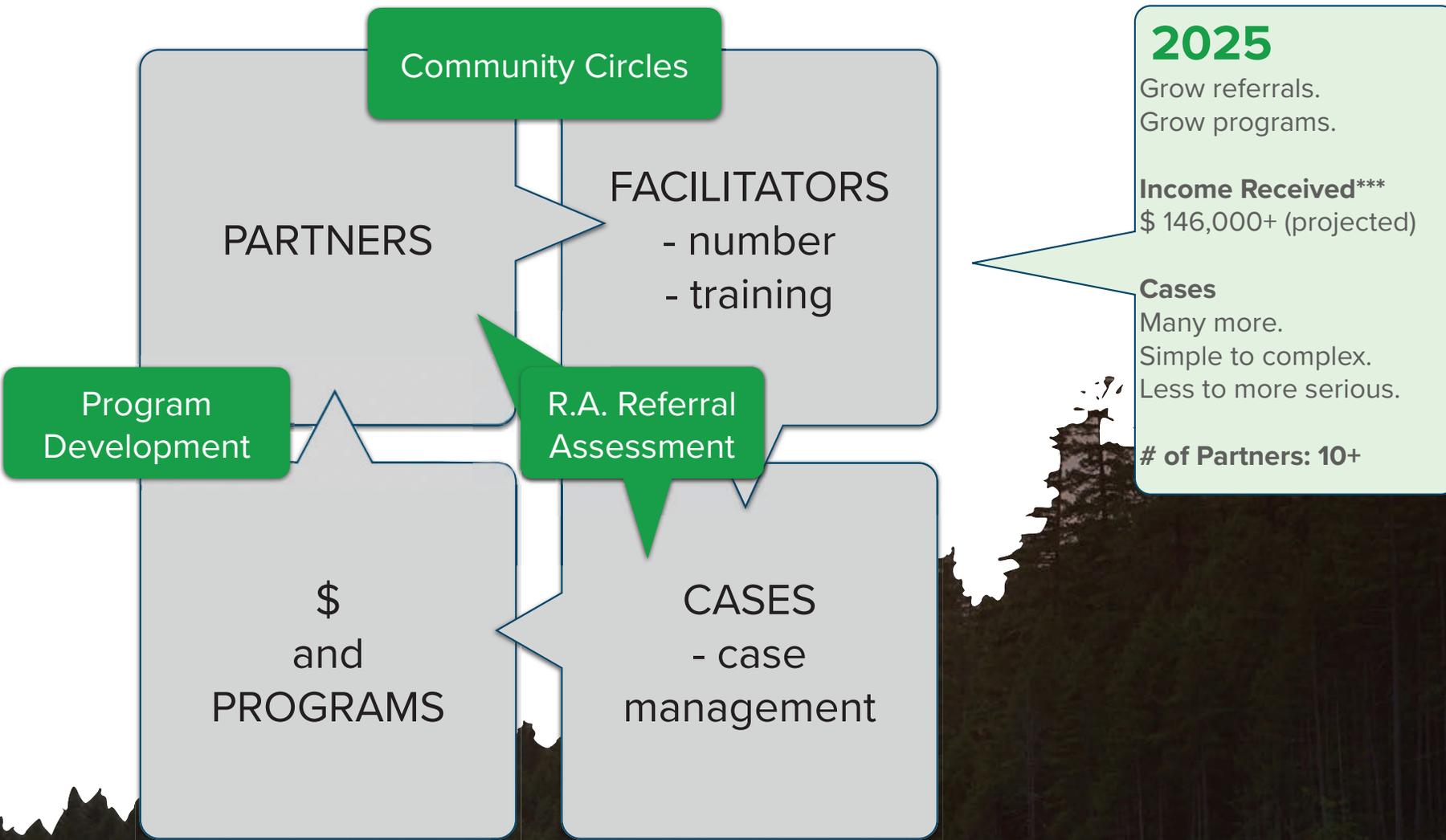
Others... 😊

BC Gaming Grant

Federal Justice SIVC

Civil Forfeiture

CAP Grant



Alana Maas

Special Guest





Wendy Haas





Travis Clem

Salvation Army





Kyle Dornan

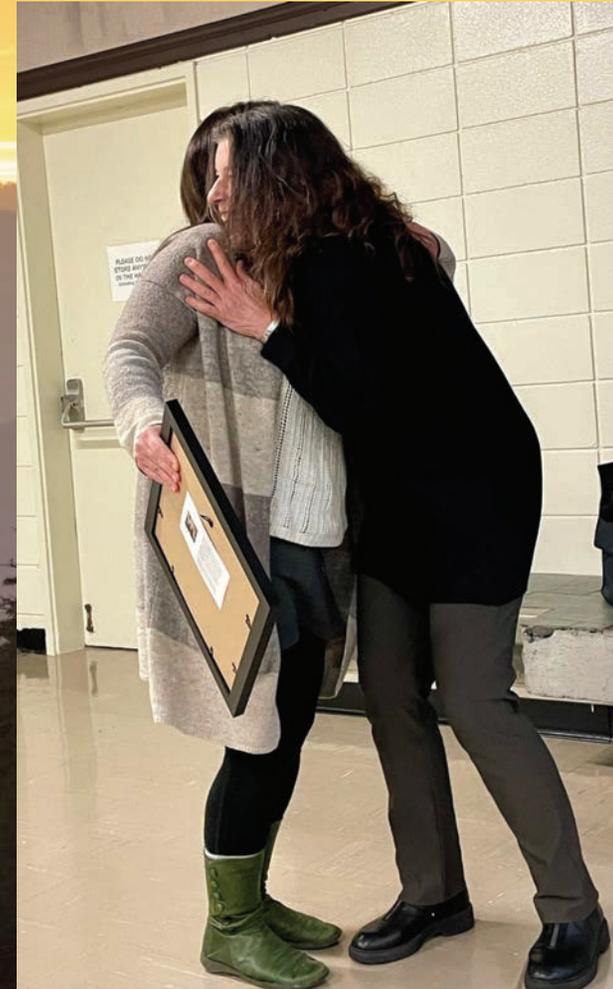
RCMP





MaryAnn Gillis

SD70 and ADSS





Any Questions or Comments
Before We Wrap Up?

Wrapping Up...

- Community Guidance Card
- Board Information Session: Dec 12, 3:30pm, Public Safety Bldg.
- Next Board Meeting: January 9, 3:30pm, Public Safety Bldg.
- Community Circle: January
- RJ Referral Assessment: approx. January 15.



COMMUNITY GUIDANCE CARD

Please help us plan our 2025 activities by completing and returning this card.

All information is strictly confidential and **will not be shared**. Thank you. 😊

Your name: _____

- I'd like to learn more about FACILITATING.
- I'd like to learn more about becoming a BOARD MEMBER.
- I may want to attend or participate in a COMMUNITY CIRCLE.
- I'd like to learn how this could benefit my ORGANISATION.
- I may want to participate in an RJ REFERRAL ASSESSMENT.

I have these additional comments / questions:

The best way to reach me is: Phone Text Email at:

Restorative Alberni AGM

Thank you!



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

2025 ACRD GRANT-IN-AID APPLICATION FORM

ORGANIZATION INFORMATION

Organization Name:	Community Futures Alberni-Clayoquot
Society Number: <i>(N/A for applications <\$500)</i>	S-313221-8
Contact Person:	Reana Miller
Street Address:	4757 Tebo Avenue
City, Province, Postal Code:	Port Alberni, B.C., V9Y 8A9
Phone:	250-724-1241
Email:	reana@cfac.ca
Identify your Organization Type (see GIA Policy for definitions):	
<input checked="" type="checkbox"/>	Registered Organization
<input type="checkbox"/>	Non-Registered Organization <i>(for Grant Applications <\$500, on a one-time basis only)</i>

Describe the services & benefits that your organization provides to the Alberni-Clayoquot Region (specifically indicate which community or communities your organization services):

Community Futures Alberni-Clayoquot (CFAC) is a non-profit organization providing community and economic development support in the Alberni-Clayoquot region, as well as financing. Our service area includes Port Alberni, Bamfield, Tofino and Ucluelet. We provide financing, resources and support to startups, businesses, social enterprises and non-profit organizations, and we invest in projects that produce wider social and economic benefits in coastal communities. We are developmental lenders that provide financing to start, expand, franchise or sell a business in our local service area. Our loans are also available for non-profits to start or grow a social enterprise.

More info: www.cfac.ca



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

PROJECT INFORMATION			
Project Name:	Adventure Sport Park Design		
Grant Amount Requested:	\$60,000.00		
In-kind Resources Requested:	N/A		
Project Start Date:	06/01/25	Project End Date:	03/31/26
Identify the Grant-in-Aid Category you are applying to (select one option only):			
<input checked="" type="checkbox"/>	Regional GIA (regional projects that benefit residents & visitors across the ACRD)		
<input type="checkbox"/>	Alberni Valley & Bamfield GIA (projects that benefit residents & visitors in the AV & Bamfield)		
<input type="checkbox"/>	West Coast GIA (projects that benefits residents & visitors on the West Coast)		
<input type="checkbox"/>	Bamfield Electoral Area GIA	<p>Electoral Area GIA categories are intended to support projects that occur in one of the six Electoral Area's. In most cases, GIA applications <u>can be submitted to one Electoral Area Category only</u>. An exception to this, could be an event that spans across two electoral areas (such as a race that occurs in Beaver Creek & Cherry Creek Electoral Areas).</p> <p><i>If you are considering applying to more than one Electoral Area GIA, please discuss this with staff before applying.</i></p>	
<input type="checkbox"/>	Beaufort Electoral Area GIA		
<input type="checkbox"/>	Long Beach Electoral Area GIA		
<input type="checkbox"/>	Sproat Lake Electoral Area GIA		
<input type="checkbox"/>	Beaver Creek Electoral Area GIA		
<input type="checkbox"/>	Cherry Creek Electoral Area GIA		
Describe the specific activities of the project to which this Grant would be applied (be as specific as possible):			
<p>Funding for a portion of the Design Phase of a regional, all-ages Adventure Sport Park in Port Alberni. The park would have 3 components: #1) An "all-wheels" park suitable for BMX, bikes, skateboards scooters, etc. #2) A pump track, and #3) A Mountain Bike Skills Park and set of jump lines. This project was presented to the ACRD board on January 29, 2025. More info was emailed and on https://cfac.ca/ (Comm dev - park). CFAC would use the ACRD's funding to hire professional services to complete a portion of the park design, including: Geotechnical assessments and reports, site surveys, stormwater management plan, user group engagement, engineering, and 3D renderings. For context, design fees are typically 8-10% of the capital budget and for a multi-component park of approximately 100,000 square feet, capital costs may be \$2M solely for the sport components of the park. ACRD's funding would generate a user-group-informed conceptual for CFAC to use in future funding applications and for promotion/fundraising.</p>			



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION DECLARATION

- | | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | I acknowledge that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. |
| <input checked="" type="checkbox"/> | I acknowledge that this grant application is related to a project within the Alberni-Clayoquot Regional District boundary. |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will utilize the funds as indicated in this application. |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will be required to provide a Final Report by March 31, 2026, including financial documentation related to how the grant funds were spent. |
| <input checked="" type="checkbox"/> | I acknowledge that if grant funds are not fully utilized, that they will be returned to the ACRD. |
| <input checked="" type="checkbox"/> | I acknowledge if my organization does not submit a Final Report, the organization will be ineligible to apply for an ACRD GIA the following year. |
| <input checked="" type="checkbox"/> | I acknowledge that receipt of a GIA does not guarantee funding in the future and that applicants are encouraged to work towards financial independence where possible. |
| <input checked="" type="checkbox"/> | I acknowledge that GIA's will not be provided to subsidize activities that are the responsibility of senior levels of government. |

ATTACHMENTS TO INCLUDE WITH THIS FORM

- | | |
|-------------------------------------|------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Copy of your groups most recent financial statement <i>(not required for GIA applications <\$500)</i> . |
| <input type="checkbox"/> | Copy of your organization's current year budget <i>(not required for GIA applications <\$500)</i> . |
| <input checked="" type="checkbox"/> | A copy of your annual report, if available <i>(not required for GIA applications <\$500)</i> . |
| <input checked="" type="checkbox"/> | A completed Electronic Funds Payment Application and void cheque. |



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

APPLICATION SUBMISSION

Submit your completed GIA application form and attachments via email to GIA@acrd.bc.ca or deliver to:

Alberni-Clayoquot Regional District
Grant-in-Aid Program
3008 5th Ave
Port Alberni, BC V9Y 2E3

Application deadline is April 30, 2025.

Applications that do not meet eligibility criteria or are received after the application deadline, will not be considered.

Assistance to apply is available to all applicants. If you would like assistance in applying, please reach out to ACRD staff through email GIA@acrd.bc.ca or via phone at 250-720-2700.

Declaration: I declare that the information provided in this application is true and accurate to the best of my knowledge.

Signature: _____

Date: April 30 2025

Note: The personal information collected in this survey is collected in accordance with Section 26 (c, d, e) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purposes of consideration regarding applications to the Alberni-Clayoquot Regional District Grant-in-Aid program. Direct any questions about the collection, use and disclosure of this information to foi@acrd.bc.ca.



CITY OF PORT ALBERNI

City Hall
 4850 Argyle Street,
 Port Alberni, BC V9Y 1V8
 Telephone: 250-723-2146 Fax: 250-723-1003
 www.portalberni.ca

Our File No. 6240-20

July 23, 2024

Community Futures Alberni-Clayoquot
 4757 Tebo Avenue
 Port Alberni, B.C.
 V9Y 8A9

Attn. Lori Camire, Executive Director

Re: Letter of Support | Adventure Sport Park

It is with pleasure that we provide this non-binding letter of support to Community Futures to accompany future funding applications and donations for a proposed Adventure Sport Park in Port Alberni at the present location of the Skate Park.

An adventure sports park combining skateboarding, BMX and mountain biking strongly aligns with Council's priorities. It fosters a complete community by creating a new, regional-scale public space for young people to engage in a positive, healthy activity, and can also serve as a regional attraction for the recreational tourism sector. The park also proposes to replace the current skateboard park, which, at 30 years old, is among the oldest in the province.

The City supports the efforts Community Futures has made in advancing this project that has social, environmental and economic benefits for Port Alberni and the Alberni Valley. The City is in support of the project and Community Futures' efforts to seek financing and donations to be held in reserve at the City of Port Alberni.

Yours truly,
 CITY OF PORT ALBERNI

Mike Fox
 Chief Administrative Officer

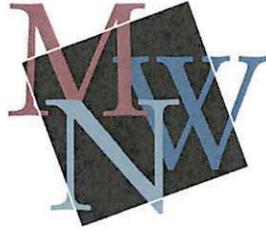
C: W. Thorpe, Director of Parks, Recreation and Culture
 D. Leurebourg, Director of Corporate Services

**COMMUNITY FUTURES DEVELOPMENT CORPORATION
OF ALBERNI-CLAYOQUOT
Financial Statements
Year ended March 31, 2024**

**Community Futures Development Corporation of Alberni-Clayoquot
Financial Statements
March 31, 2024**

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chartered professional accountants

Cory McIntosh, CAFM, CFP, CPA, CGA *

Jason S. Moore, BA, CPA, CGA *

Jeff D. Durrant, BBA, CPA *

Michael K. Williams, CPA, CGA
(Retired)

**practising as a professional corporation*

"It's not what you earn, it's what you keep!"

INDEPENDENT AUDITOR'S REPORT

To the Membership of
Community Futures Development Corporation of Alberni-Clayoquot

Opinion

We have audited the financial statements of Community Futures Development Corporation of Alberni-Clayoquot, which comprise the statement of financial position as at March 31, 2024, and the statement of operations, statement of changes in fund balances and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the company as at March 31, 2024, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

Our audit was conducted for the purpose of forming an opinion on the summary financial statements. The current year's supplementary information included in the schedules is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such supplemental information has been subjected to the auditing procedures applied in the audit of the summary financial statements and, in our opinion is fairly stated in all material respects in relation to the summary financial statements.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), 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.

In preparing the financial statements, management is responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the company's financial reporting process.

Qualicum Beach
#102 222 Second Ave West
Qualicum Beach, BC V9K 0A4
Tel: 250.752.6996
Fax: 250.752.1071
Toll Free: 1.877.752.6996

website: www.mnwcga.com

email: info@mnwcga.com

Port Alberni
4757 Tebo Ave
Port Alberni, BC V9Y 8A9
Tel: 250.724.0185
Fax: 250.724.1774
Toll Free: 1.877.724.0185

INDEPENDENT AUDITOR'S REPORT, continued*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



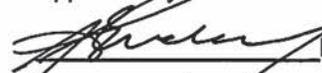
McINTOSH | NORTON | WILLIAMS
chartered professional accountants

Port Alberni, B.C.
July 23, 2024

Community Futures Development Corporation of Alberni-Clayoquot
Statement of Financial Position
March 31, 2024

	Investment Fund 2024 \$	Operating Fund 2024 \$	2024 \$	2023 \$
LIABILITIES				
Current liabilities				
Accounts payable and accrued liabilities	16,985	32,658	49,643	29,057
Wages and benefits payable	-	9,567	9,567	8,048
Deferred revenue (Note 7)	13,575	519,029	532,604	40,543
Current portion of loan payable (Note 12)	<u>628,085</u>	<u>-</u>	<u>628,085</u>	<u>-</u>
	<u>658,645</u>	<u>561,254</u>	<u>1,219,899</u>	<u>77,648</u>
Long-term debt (Note 10)	820,000	-	820,000	820,000
Loan payable (Note 12)	<u>-</u>	<u>-</u>	<u>-</u>	<u>784,710</u>
	<u>1,478,645</u>	<u>561,254</u>	<u>2,039,899</u>	<u>1,682,358</u>
NET ASSETS				
Contributed Net Assets (Note 15)	2,450,000	-	2,450,000	2,450,000
Unrestricted Fund	-	476,186	476,186	375,104
Investment Fund (Note 13)	6,220,128	-	6,220,128	5,892,540
Internally Restricted Fund (Note 14)	-	512,898	512,898	512,898
Invested in Capital Assets	<u>-</u>	<u>18,282</u>	<u>18,282</u>	<u>18,749</u>
	<u>8,670,128</u>	<u>1,007,366</u>	<u>9,677,494</u>	<u>9,249,291</u>
	<u>10,148,773</u>	<u>1,568,620</u>	<u>11,717,393</u>	<u>10,931,649</u>

Approved by the Directors

 Director
 Director

The accompanying notes are an integral part of these financial statements.

McINTOSH | NORTON | WILLIAMS
chartered professional accountants

Community Futures Development Corporation of Alberni-Clayoquot
Statement of Financial Position
March 31, 2024

	Investment Fund 2024 \$	Operating Fund 2024 \$	2024 \$	2023 \$
ASSETS				
Current assets				
Cash	5,199,083	1,061,805	6,260,888	5,918,639
Short term investments	871,211	-	871,211	821,922
Accounts receivable	-	56,811	56,811	13,933
Accrued interest receivable	31,160	-	31,160	30,515
Prepaid expenses	-	6,853	6,853	5,443
Current portion of loans receivable (Note 3)	805,859	-	805,859	498,355
Due from own funds	(3,378)	3,378	-	-
Due from government agencies	-	5,885	5,885	5,932
	<u>6,903,935</u>	<u>1,134,732</u>	<u>8,038,667</u>	<u>7,294,739</u>
Loans receivable (Note 3)	3,244,838	-	3,244,838	3,223,601
Due from related parties (Note 9)	-	130,000	130,000	130,000
Investment in Coombs Country Candy (2020) Ltd. (Note 4)	-	155,213	155,213	118,110
Investment in Venture Connect Inc. (Note 5)	-	130,393	130,393	146,450
Capital assets (Notes 2.f & 6)	-	18,282	18,282	18,749
	<u>10,148,773</u>	<u>1,568,620</u>	<u>11,717,393</u>	<u>10,931,649</u>

The accompanying notes are an integral part of these financial statements.

McINTOSH | NORTON | WILLIAMS
chartered professional accountants

**Community Futures Development Corporation of Alberni-Clayoquot
Statement of Changes in Fund Balances
Year ended March 31, 2024**

	Unrestricted Fund 2024 \$	Investment Fund 2024 \$	Internally Restricted Fund 2024 \$	Capital Asset Fund 2024 \$	2024 \$	2023 \$
Balance, beginning of year	375,104	5,892,540	512,898	18,749	6,799,291	6,343,019
Excess (shortfall) of revenue over expenditure	(56,230)	484,433	-	-	428,203	456,272
Transfers	156,845	(156,845)	-	-	-	-
Amortization	5,421	-	-	(5,421)	-	-
Capital assets acquired	(4,954)	-	-	4,954	-	-
Balance, ending of year	<u>476,186</u>	<u>6,220,128</u>	<u>512,898</u>	<u>18,282</u>	<u>7,227,494</u>	<u>6,799,291</u>

The accompanying notes are an integral part of these financial statements.

McINTOSH | NORTON | WILLIAMS
chartered professional accountants

Community Futures Development Corporation of Alberni-Clayoquot
Statement of Operations
Year ended March 31, 2024

	Investment Fund 2024 \$	Operating Fund 2024 \$	2024 \$	2023 \$
Revenue				
Interest income	559,121	27,059	586,180	425,079
Other income	1,058	378,089	379,147	112,800
Pacific Economic Development				
Canada	-	295,131	295,131	295,131
Export navigator revenue	-	113,719	113,719	108,707
Contract revenue	-	75,936	75,936	68,282
Rental revenue	-	13,800	13,800	12,000
	<u>560,179</u>	<u>903,734</u>	<u>1,463,913</u>	<u>1,021,999</u>
Expenditure				
Advertising and promotions	-	13,436	13,436	4,233
Amortization	-	5,421	5,421	6,593
Bad debts and collections (net of recoveries)	90,501	-	90,501	(7,075)
Board travel	-	4,975	4,975	7,451
Equipment rental and lease	-	2,279	2,279	2,878
Export pilot project	-	112,129	112,129	106,897
Office	-	48,136	48,136	43,291
Professional fees	1,474	43,424	44,898	50,111
Projects	-	23,699	23,699	39,290
Repairs and maintenance	-	19,258	19,258	14,697
Telephone and internet	-	12,308	12,308	11,495
Travel	-	21,620	21,620	15,695
Utilities	-	7,804	7,804	6,674
Wages and related costs	-	666,521	666,521	448,649
	<u>91,975</u>	<u>981,010</u>	<u>1,072,985</u>	<u>750,879</u>
Excess (shortfall) of revenue over expenditure before other items	468,204	(77,276)	390,928	271,120
Gain on bargain purchase	-	-	-	122,925
Income from subsidiaries	-	21,046	21,046	71,763
Write-up (write-down) of short term investments	16,229	-	16,229	(9,536)
Excess (shortfall) of revenue over expenditure	<u>484,433</u>	<u>(56,230)</u>	<u>428,203</u>	<u>456,272</u>

The accompanying notes are an integral part of these financial statements.

McINTOSH | NORTON | WILLIAMS
chartered professional accountants

Community Futures Development Corporation of Alberni-Clayoquot
Statement of Cash Flows
Year ended March 31, 2024

	2024	2023
	\$	\$
Operating activities		
Excess of revenue over expenditure	428,203	456,272
Items not involving cash		
Amortization	5,421	6,593
Gain on bargain purchase	-	(122,925)
RRRF loans forgiven	(156,625)	(70,750)
	<u>276,999</u>	<u>269,190</u>
Change in non-cash working capital items		
Accounts receivable	(42,878)	26,994
Prepaid expenses	(1,410)	(95)
Short term investments	(49,289)	(17,978)
Accrued interest receivable	(645)	9,869
Accounts payable and accrued liabilities	20,584	(55,427)
Due to government agencies	47	14,602
Wages and benefits payable	1,519	757
Deferred revenue	492,061	(40,801)
	<u>696,988</u>	<u>207,111</u>
Investing activities		
Investments in and advances from related parties	(21,046)	(201,762)
Acquisition of capital assets	(4,954)	-
Loan advances	(1,866,390)	(732,921)
Loan repayments	1,537,651	1,397,191
	<u>(354,739)</u>	<u>462,508</u>
Financing activities		
Advances from related parties	-	(13,753)
Increase in cash	342,249	655,866
Cash, beginning of year	<u>5,918,639</u>	<u>5,262,773</u>
Cash, end of year	<u><u>6,260,888</u></u>	<u><u>5,918,639</u></u>

The accompanying notes are an integral part of these financial statements.

Community Futures Development Corporation of Alberni-Clayoquot
Notes to the Financial Statements
March 31, 2024

1. Purpose of the organization

The Community Futures Development Corporation of Alberni-Clayoquot is a regional organization operating a variety of programs to encourage rural economic activity and entrepreneurship. It is incorporated under the Canada Corporations Act as a not-for-profit organization and, as such, is exempt from taxation under the provisions of the Canadian Income Tax Act.

2. Significant accounting policies

The Corporation prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) set out in Part III of the CPA Canada Handbook - Accounting, as issued by the Accounting Standards Board of Canada, which are part of Canadian generally accepted accounting principles, and include the following significant accounting policies:

(a) Fund accounting

The Corporation follows the restricted fund method of accounting for contributions, and maintains two funds: The Operating Fund and Investment Fund.

The Operating Fund includes:

The Unrestricted Fund which includes revenues and expenses related to program delivery and administrative activities.

The Internally Restricted Fund which includes internally restricted reserves.

The Capital Asset Fund which includes the capital assets.

The Investment Fund includes:

The five loan funds which include revenues and expenses related to providing loans to small businesses.

- Business Development Loan Fund
- Forestry Loan Fund
- Fisheries Loan Fund
- Disabled Entrepreneur Loan Fund
- Regional Relief and Recovery Fund (RRRF)

Community Futures Development Corporation of Alberni-Clayoquot
Notes to the Financial Statements
March 31, 2024

2. Significant accounting policies, continued

(b) Revenue recognition

The annual Pacific Economic Development Canada ("PacifiCan") contribution is recognized as revenue in the year specified in the agreement. Interest transfers are recognized as revenue in the period that the transfer is approved by PacifiCan. Interest is recognized in the period in which it is earned.

Administration fees, rental, contract and other revenues are recognized as revenue in the year in which the revenue is earned or the services are provided, the amount is determinable and collection is reasonably assured.

Export Navigator and Province of BC revenue is recognized as revenue in the period in which the related expenses are incurred.

(c) Cash and cash equivalents

Cash and cash equivalents include balances with banks and short-term investments with maturities of three months or less.

(d) Short-term investments

Short-term investments include short term deposits maturing within 12 months and funds invested with the Community Futures Development Association of BC.

(e) Investment in subsidiary companies

The company uses the equity method to account for its investment in subsidiary companies.

(f) Capital assets

Capital assets are recorded at cost, less accumulated amortization. The company provides for amortization using the following methods at rates designed to amortize the cost of the capital assets over their estimated useful lives. The annual amortization rates and methods are as follows:

Building	Straight-line	10 years
Computer equipment	Declining balance	30%
Furniture and equipment	Declining balance	20%

Community Futures Development Corporation of Alberni-Clayoquot
Notes to the Financial Statements
March 31, 2024

2. Significant accounting policies, continued

(g) Provision for uncollectible loans

The provision for uncollectible loans is estimated by management based on a review of all loans outstanding, net of recovery from security that is held on the loan. Actual write-offs, net of recoveries, will be deducted from the allowance for credit losses. The provision for credit losses in the statement of operations and changes in fund balances is charged with an amount sufficient to keep the balance in the allowance for credit losses adequate to absorb all credit related losses.

(h) Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reporting amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains and losses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period which they became known. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. Since a precise determination of many assets and liabilities depends on future events, actual results may differ from such estimates and approximations. Balances which require some degree of estimation are capital assets (amortization) and loans receivable (provision for loan losses).

(i) Comparative figures

Comparative year's figures have been restated, where applicable, to conform to current year's presentation.

Community Futures Development Corporation of Alberni-Clayoquot
Notes to the Financial Statements
March 31, 2024

2. Significant accounting policies, continued

(j) Financial instruments

The company initially measures its financial assets and liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets subsequently measured at amortized cost include cash, accounts receivable, accrued interest receivable, loans receivable and Investment in Venture Connect Inc.

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

Financial assets subsequently measured at fair value are short term investments.

Financial assets are assessed for impairment on an annual basis, at the end of the year, if there are indicators of impairment. If there is an indicator of impairment, the Corporation determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized by selling the financial asset or the amount the Corporation expects to realize. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

Community Futures Development Corporation of Alberni-Clayoquot
Notes to the Financial Statements
March 31, 2024

3. Loans receivable

	Forestry Loan Fund	Fisheries Loan Fund	Disabled Entrepreneur Loan Fund	Business Development Loan Fund	Total 2024	Total 2023
	\$	\$	\$	\$	\$	\$
Loan Portfolio	992,803	403,179	202,419	2,600,662	4,199,063	3,868,531
Current portion	(275,985)	(47,448)	(14,990)	(467,436)	(805,859)	(498,355)
Allowance for Doubtful Accounts	(19,996)	-	(65,443)	(62,927)	(148,366)	(146,575)
	<u>696,822</u>	<u>355,731</u>	<u>121,986</u>	<u>2,070,299</u>	<u>3,244,838</u>	<u>3,223,601</u>

In addition to the loans receivable, at March 31, 2024 the Corporation had approved loans of \$1,003,774 which were not yet disbursed (2023 - \$90,000).

Loans receivable are repayable monthly at varying amounts including interest ranging from 2.95% to 12%. The interest rate on some loans are based on the bank prime rate which was 7.2% as of March 31, 2024 (2023 - 6.7%).

As of March 31, 2024 there are three (2023 - zero) loans receivable with a balance greater than \$150,000 totaling \$1,143,227 (2023 - nil).

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Community Futures Development Corporation of Alberni-Clayoquot
Notes to the Financial Statements
March 31, 2024

4. Investment in Coombs Country Candy (2020) Ltd.

The Corporation owns 100% of the common shares in Coombs Country Candy (2020) Ltd. which operates a retail confectionery store. The Corporation has elected to account for this investment using the equity method. The fiscal year end of the subsidiary is September 30.

Summary financial information of Coombs Country Candy (2020) Ltd. is as follows:

	2023	2022
	\$	\$
Balance Sheet		
Total assets	1,958,102	1,969,504
Total liabilities	<u>1,802,889</u>	<u>1,851,394</u>
Total shareholder's equity	<u><u>155,213</u></u>	<u><u>118,110</u></u>
Statement of Income		
Total revenue	1,039,056	1,046,523
Total expenses	<u>1,001,953</u>	<u>973,376</u>
Net income	<u><u>37,103</u></u>	<u><u>73,147</u></u>
Statement of Cash Flows		
Operating activities	84,799	79,521
Investing activities	(7,574)	(1,382,877)
Financing activities	<u>(75,047)</u>	<u>1,289,181</u>
Increase (decrease) in cash	<u><u>2,178</u></u>	<u><u>(14,175)</u></u>

Community Futures Development Corporation of Alberni-Clayoquot
Notes to the Financial Statements
March 31, 2024

5. Investment in Venture Connect Inc.

The Corporation owns 100% of the common shares in Venture Connect Inc. which provides services for the sale and purchase of businesses in communities in Canada. The Corporation has elected to account for this investment using the equity method. The fiscal year end of the subsidiary is March 31.

Summary financial information of Venture Connect Inc. is as follows:

	2024	2023
	\$	\$
Balance Sheet		
Total assets	132,043	159,829
Total liabilities	<u>1,650</u>	<u>13,379</u>
Total shareholder's equity	<u><u>130,393</u></u>	<u><u>146,450</u></u>
Statement of Income		
Total revenue	52,830	70,574
Total expenses	<u>68,987</u>	<u>91,952</u>
Net loss	<u><u>(16,057)</u></u>	<u><u>(21,378)</u></u>
Statement of Cash Flows		
Operating activities	(24,995)	(81,041)
Investing activities	<u>-</u>	<u>(125,000)</u>
Decrease in cash	<u><u>(24,995)</u></u>	<u><u>(206,041)</u></u>

Community Futures Development Corporation of Alberni-Clayoquot
Notes to the Financial Statements
March 31, 2024

6. Capital assets

The capital assets consist of:

	Cost \$	Accumulated Amortization \$	2024 Net Book Value \$	2023 Net Book Value \$
Building	323,517	313,207	10,310	12,713
Computer equipment	55,756	48,407	7,349	4,885
Furniture and equipment	37,476	36,853	623	1,151
	<u>416,749</u>	<u>398,467</u>	<u>18,282</u>	<u>18,749</u>

7. Deferred revenue

Deferred revenue consists of the following:

	2024 \$	2023 \$
Province of B.C.	500,000	-
Export Navigator	19,029	19,468
Community Futures of B.C.	13,575	21,075
	<u>532,604</u>	<u>40,543</u>

8. Economic dependence

Pursuant to various written agreements with federal and provincial governments the Corporation receives a majority of its operating funds through contributions of which there is no guarantee of future funding. The agreement with PacifiCan to provide operating funding expires March 31, 2026.

Community Futures Development Corporation of Alberni-Clayoquot
Notes to the Financial Statements
March 31, 2024

9. Due to related party and related party transactions

a) The Corporation is related to Coombs Country Candy (2020) Ltd., a wholly owned subsidiary. The Corporation did not have any transactions with Coombs Country Candy (2020) Ltd. during the year.

b) The Corporation is related to Venture Connect Inc., a wholly owned subsidiary. During the year, the Corporation recognized \$13,405 (2023 - \$22,860) of revenue from Venture Connect Inc. This amount has been recorded as other income on the statement of operations.

These transactions are in the normal course of operations and have been valued in these financial statements at the exchange amount which is the amount of consideration established and agreed to by the related parties.

10. Long term debt

	2024 \$	2023 \$
Pacific Economic Development Canada		
Fisheries Legacy Trust Fund	420,000	420,000
Business Development Investment Fund	200,000	200,000
Disabled Entrepreneurs Investment Fund	200,000	200,000
	820,000	820,000

Under an Agreement with Pacific Economic Development Canada, the above amounts are conditionally repayable if any of the following conditions occur:

- (a) The Conditionally Repayable Investment Fund is not administered according to the terms and conditions specified in the Agreement; or
- (b) based on reviews and evaluations of the operations and the Conditionally Repayable Investment Fund of the Corporation, the Conditionally Repayable Investment Fund is not providing a satisfactory level of benefits in terms of employment creation, the development of Community-owned or controlled businesses, and strengthening of the western Canadian economy; or
- (c) in the opinion of the Minister, the Conditionally Repayable Investment Fund is no longer necessary or relevant to the development of the western Canadian economy; or
- (d) the Agreement is terminated; or
- (e) an event of default occurs, as outlined in the Agreement; or
- (f) the Minister does not approve terms and conditions to extend the Project beyond the Completion Date.

Community Futures Development Corporation of Alberni-Clayoquot
Notes to the Financial Statements
March 31, 2024

10. Long term debt, continued

Repayable Terms:

- (a) Upon 30 days written notice by the Minister, the Corporation must immediately repay the lesser of:
- (i) the uncommitted cash balance of the Conditionally Repayable Investment Fund, or
 - (ii) the total amount paid by Pacific Economic Development Canada to the Corporation for the establishment and maintenance of the Conditionally Repayable Investment Fund.
- (b) Upon 30 days written notice by the Minister, the Corporation agrees to immediately give possession to the Minister all documentation evidencing investments made by the Corporation with the Conditionally Repayable Investment Fund and to take immediate steps to assign all of its interest in all debts owing to it to the Minister.
- (c) Upon 30 days written notice by the Minister, the Corporation must liquidate all debts owing to it as a result of the Conditionally Repayable Investment Fund via sale to a third party satisfactory to the Minister, or via other means satisfactory to the Minister, and to remit the proceeds of liquidation to the Minister.
- (d) The debt owing as a result of the Conditionally Repayable Investment Fund will be deemed to have been fully repaid once the Corporation has repaid to the Minister the lesser of:
- (i) the assets of the Conditionally Repayable Investment Fund, or
 - (ii) the amount of the Conditionally Repayable Contribution paid by Pacific Economic Development Canada.

11. Operating line of credit

An operating line of credit has been authorized by the bank to a maximum of \$150,000 and bears interest at prime plus 0.75%. As at March 31, 2024 no amount has been drawn on this line of credit (2023 - Nil).

12. Loan payable

	2024 \$	2023 \$
Promissory note payable to Community Futures Development Association of British Columbia, 0% interest, due on demand but no later than December 31, 2025.	905,460	905,460
Amount forgiven on repayment	(277,375)	(120,750)
	628,085	784,710
Less current portion	628,085	-
Due beyond one year	-	784,710

Community Futures Development Corporation of Alberni-Clayoquot
Notes to the Financial Statements
March 31, 2024

13. Externally Restricted Net Assets

	Business Development Loan Fund 2024	Forestry Loan Fund 2024	Fisheries Loan Fund 2024	Disabled Entrepreneur Loan Fund 2024	RRRF Investment Fund 2024
	\$	\$	\$	\$	\$
Opening balance	3,798,012	1,225,622	665,722	196,090	7,093
Excess of revenue over expenditure	313,601	111,684	77,708	(38,400)	19,841
Interest transfers	(100,000)	(30,705)	(26,140)	-	-
	<u>4,011,613</u>	<u>1,306,601</u>	<u>717,290</u>	<u>157,690</u>	<u>26,934</u>
					<u>5,892,539</u>
					484,434
					(156,845)
					<u>6,220,128</u>

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Community Futures Development Corporation of Alberni-Clayoquot
Notes to the Financial Statements
March 31, 2024

14. Internally Restricted Net Assets

Internally restricted net assets consist of amounts restricted by the Corporation for the following:

	2024	2023
	\$	\$
	<u> </u>	<u> </u>
Building Reserve Fund	138,526	80,193
General Reserve Fund	25,386	83,719
Self Employment Reserve Fund	32,980	32,980
Projects Reserve Fund	<u>316,006</u>	<u>316,006</u>
	<u><u>512,898</u></u>	<u><u>512,898</u></u>

15. Contributed Net Assets

Pursuant to various written agreements, the Corporation has received contributions to enable it to make loans to small businesses under prescribed formulas.

16. Allowance for doubtful accounts

	2024	2023
	\$	\$
	<u> </u>	<u> </u>
Allowance for doubtful accounts, beginning of year	146,575	191,429
Recoveries	(63,895)	(85,639)
Provision	<u>65,686</u>	<u>40,785</u>
Allowance for doubtful accounts, end of year	<u><u>148,366</u></u>	<u><u>146,575</u></u>

17. Financial instruments

The financial instruments of the Corporation consist of cash, short term investments, accounts receivable, accrued interest receivable, loans receivable, accounts payable and accruals and long term debt. Unless otherwise noted, it is management's opinion that the Corporation is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair value of the instruments approximates their carrying values, unless otherwise noted.

The Corporation is exposed to financial risk that arises from the fluctuation in interest rates and in the credit quality of its customers and related-parties.

Community Futures Development Corporation of Alberni-Clayoquot
Notes to the Financial Statements
March 31, 2024

17. Financial instruments, continued

(a) Credit risk

The Corporation's credit risk consists principally of cash and cash equivalents, short-term investments, accounts receivable, accrued interest and loans receivable. The Corporation maintained cash and cash equivalents with reputable and major financial institutions. The Corporation mitigates risk on loans receivable through various forms of security such as promissory notes, personal guarantees of the principals, chattel mortgages and mortgages over real property. Loans are considered impaired as soon as collection of the full principal and interest on the loan becomes doubtful. Each impaired loan is evaluated separately and written down to the fair value of any security held. An allowance for credit losses has been recorded.

(b) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk.

The Corporation is exposed to interest rate cash flow risk with respect to loans receivables, which are subject to a range of interest rates.

(c) Fair value

The Corporation's cash and cash equivalents, accounts receivable, and accounts payable and accrued liabilities are short-term financial instruments whose fair value approximates their carrying values.

18. Contingent liabilities

The Corporation is contingently liable for a loan to Coombs Country Candy (2020) Ltd., a wholly owned subsidiary. The balance of the loan as at March 31, 2024 is \$191,247 (2023 - \$209,836). The loan includes interest calculated at 3.5% and is due on demand.

Community Futures Development Corporation of Alberni-Clayoquot
Schedule of Revenue, Expenditure and Net Assets
Year Ended March 31, 2024
Administration Fund

	2024	2023
	\$	\$
Revenue		
Pacific Economic Development Canada	295,131	295,131
Other income	378,089	111,496
Export navigator revenue	113,719	108,707
Contract revenue	75,936	68,282
Interest income	27,059	20,108
Rental revenue	13,800	12,000
	<u>903,734</u>	<u>615,724</u>
Expenditure		
Advertising and promotions	13,436	4,233
Amortization	5,421	6,593
Board travel	4,975	7,451
Equipment rental and lease	2,279	2,878
Export pilot project	112,129	106,896
Office	48,136	43,271
Professional fees	43,424	48,662
Projects	23,699	39,290
Repairs and maintenance	19,258	14,697
Telephone and internet	12,308	11,495
Travel	21,620	15,695
Utilities	7,804	6,674
Wages and related costs	666,521	448,649
	<u>981,010</u>	<u>756,484</u>
Shortfall of revenue over expenditure before other items	(77,276)	(140,760)
Gain on bargain purchase	-	(122,925)
Contribution to Capital Asset Fund	(467)	(6,593)
Income from subsidiaries	(21,046)	(71,762)
Excess (shortfall) of revenue over expenditure after other items	(55,763)	60,520
Net assets - beginning of year	375,104	157,667
Transfers	156,845	156,917
Net assets - end of year	<u>476,186</u>	<u>375,104</u>

The accompanying notes are an integral part of these financial statements.

Community Futures Development Corporation of Alberni-Clayoquot
Schedule of Financial Position
March 31, 2024
Business Development Loan Fund

	2024	2023
	\$	\$
ASSETS		
Current		
Cash	2,942,872	3,669,793
Short term investments	871,211	821,922
Accrued interest receivable	9,533	5,794
Current portion of loans receivable (Note 3)	<u>467,436</u>	<u>284,028</u>
	4,291,052	4,781,537
Loans receivable (Note 3)	<u>2,070,299</u>	<u>1,366,213</u>
	<u><u>6,361,351</u></u>	<u><u>6,147,750</u></u>
LIABILITIES		
Long term		
Long term debt (Note 10)	200,000	200,000
Due to own funds	<u>99,738</u>	<u>99,738</u>
	<u>299,738</u>	<u>299,738</u>
NET ASSETS		
Contributed Net Assets (Note 15)	2,050,000	2,050,000
Net Assets from Operations (Note 13)	<u>4,011,613</u>	<u>3,798,012</u>
	<u>6,061,613</u>	<u>5,848,012</u>
	<u><u>6,361,351</u></u>	<u><u>6,147,750</u></u>

The accompanying notes are an integral part of these financial statements.

Community Futures Development Corporation of Alberni-Clayoquot
Schedule of Revenue, Expenditure, and Net Assets
Year Ended March 31, 2024
Business Development Fund

	2024	2023
	\$	\$
Revenue		
Interest income	349,393	261,430
Other income	986	1,265
	<u>350,379</u>	<u>262,695</u>
Expenditure		
Bad debts and collections (net of recoveries) (Note 3)	51,534	7,805
Professional fees	1,473	1,449
	<u>53,007</u>	<u>9,254</u>
Excess of revenue over expenditure before other items	297,372	253,441
Write-up (write-down) of short term investment	<u>16,229</u>	<u>(9,536)</u>
Excess of revenue over expenditure after other items	313,601	243,905
Net assets - beginning of year	3,798,012	3,654,107
Transfers	<u>(100,000)</u>	<u>(100,000)</u>
Net assets - end of year	<u><u>4,011,613</u></u>	<u><u>3,798,012</u></u>

The accompanying notes are an integral part of these financial statements.

Community Futures Development Corporation of Alberni-Clayoquot
Schedule of Financial Position
March 31, 2024
Forestry Loan Fund

	2024	2023
	\$	\$
ASSETS		
Current		
Cash	727,407	677,153
Accrued interest receivable	6,387	11,178
Current portion of loans receivable (Note 3)	<u>275,985</u>	<u>153,729</u>
	1,009,779	842,060
Loans receivable (Note 3)	<u>696,822</u>	<u>783,563</u>
	<u><u>1,706,601</u></u>	<u><u>1,625,623</u></u>
LIABILITIES		
NET ASSETS		
Contributed Net Assets (Note 15)	400,000	400,000
Net Assets from Operations (Note 13)	<u>1,306,601</u>	<u>1,225,623</u>
	<u><u>1,706,601</u></u>	<u><u>1,625,623</u></u>

The accompanying notes are an integral part of these financial statements.

Community Futures Development Corporation of Alberni-Clayoquot
Schedule of Revenue, Expenditure, and Net Assets
Year Ended March 31, 2024
Forestry Loan Fund

	2024 \$	2023 \$
Revenue		
Interest income	111,688	79,344
Other income	41	24
	<u>111,729</u>	<u>79,368</u>
Expenditure		
Bad debts and collections (net of recoveries) (Note 3)	<u>45</u>	<u>366</u>
Excess of revenue over expenditure	111,684	79,002
Net assets - beginning of year	1,225,622	1,150,355
Transfers	<u>(30,705)</u>	<u>(3,735)</u>
Net assets - end of year	<u><u>1,306,601</u></u>	<u><u>1,225,622</u></u>

The accompanying notes are an integral part of these financial statements.

Community Futures Development Corporation of Alberni-Clayoquot
Schedule of Financial Position
March 31, 2024
Fisheries Loan Fund

	2024	2023
	\$	\$
ASSETS		
Current		
Cash	638,152	551,889
Accrued interest receivable	6,093	4,376
Due from own funds	89,866	89,866
Current portion of loans receivable (Note 3)	<u>47,448</u>	<u>45,000</u>
	781,559	691,131
Loans receivable (Note 3)	<u>355,731</u>	<u>394,591</u>
	<u><u>1,137,290</u></u>	<u><u>1,085,722</u></u>
LIABILITIES		
Long term debt (Note 10)	420,000	420,000
NET ASSETS		
Net Assets from Operations (Note 13)	<u>717,290</u>	<u>665,722</u>
	<u><u>1,137,290</u></u>	<u><u>1,085,722</u></u>

The accompanying notes are an integral part of these financial statements.

Community Futures Development Corporation of Alberni-Clayoquot
Schedule of Revenue, Expenditure, and Net Assets
Year Ended March 31, 2024
Fisheries Fund

	2024 \$	2023 \$
Revenue		
Interest income	69,158	41,416
Expenditure		
Bad debts and collections (net of recoveries) (Note 3)	<u>(8,550)</u>	<u>(34,011)</u>
Excess of revenue over expenditure	77,708	75,427
Net assets - beginning of year	665,722	610,062
Transfers	<u>(26,140)</u>	<u>(19,767)</u>
Net assets - end of year	<u><u>717,290</u></u>	<u><u>665,722</u></u>

The accompanying notes are an integral part of these financial statements.

Community Futures Development Corporation of Alberni-Clayoquot
Schedule of Financial Position
March 31, 2024
Disabled Entrepreneur Loan Fund

	2024	2023
	\$	\$
ASSETS		
Current		
Cash	222,057	266,023
Accrued interest receivable	9,149	9,167
Due from own funds	6,494	6,494
Current portion of loans receivable (Note 3)	<u>14,990</u>	<u>15,598</u>
	252,690	297,282
Loans receivable (Note 3)	<u>121,986</u>	<u>106,234</u>
	<u><u>374,676</u></u>	<u><u>403,516</u></u>
LIABILITIES		
Current		
Accounts payable and accrued liabilities	16,986	7,426
Long term debt (Note 10)	<u>200,000</u>	<u>200,000</u>
	216,986	207,426
NET ASSETS		
Net Assets from Operations (Note 13)	<u>157,690</u>	<u>196,090</u>
	<u><u>374,676</u></u>	<u><u>403,516</u></u>

The accompanying notes are an integral part of these financial statements.

Community Futures Development Corporation of Alberni-Clayoquot
Schedule of Revenue, Expenditure, and Net Assets
Year Ended March 31, 2024
Disabled Entrepreneur Fund

	2024 \$	2023 \$
Revenue		
Interest income	9,042	16,525
Other income	<u>30</u>	<u>15</u>
	<u>9,072</u>	<u>16,540</u>
Expenditure		
Bad debts and collections (net of recoveries) (Note 3)	<u>47,472</u>	<u>18,765</u>
Excess (shortfall) of revenue over expenditure	(38,400)	(2,225)
Net assets - beginning of year	<u>196,090</u>	<u>198,315</u>
Net assets - end of year	<u><u>157,690</u></u>	<u><u>196,090</u></u>

The accompanying notes are an integral part of these financial statements.

Community Futures Development Corporation of Alberni-Clayoquot
Schedule of Financial Position
March 31, 2024
RRRF Investment Fund

	2024	2023
	\$	\$
ASSETS		
Current		
Cash	668,594	239,878
Loans receivable (Note 3)	<u>-</u>	<u>573,000</u>
	<u>668,594</u>	<u>812,878</u>
LIABILITIES		
Current		
Deferred revenue (Note 7)	13,575	21,075
Current portion of loan payable (Note 12)	<u>628,085</u>	<u>-</u>
	641,660	21,075
Loan payable (Note 12)	<u>-</u>	<u>784,710</u>
	641,660	805,785
NET ASSETS		
Net Assets from Operations (Note 13)	<u>26,934</u>	<u>7,093</u>
	<u>668,594</u>	<u>812,878</u>

The accompanying notes are an integral part of these financial statements.

Community Futures Development Corporation of Alberni-Clayoquot
Schedule of Revenue, Expenditure, and Net Assets
Year Ended March 31, 2024
 RRRF Investment Fund

	2024 \$	2023 \$
Revenue		
Interest income	19,841	6,236
Excess of revenue over expenditure	19,841	6,236
Balance, beginning of year	7,093	857
Net assets - end of year	26,934	7,093

The accompanying notes are an integral part of these financial statements.

Cory McIntosh, CAFM, CFP, CPA, CGA *

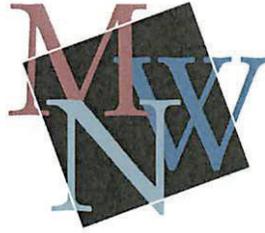
Jason S. Moore, BA, CPA, CGA *

Jeff D. Durrant, BBA, CPA *

Michael K. Williams, CPA, CGA
(Retired)

*practising as a professional corporation

"It's not what you earn, it's what you keep!"



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Independent Practitioner's Reasonable Assurance Report on Compliance

To the Members of Community Futures Development Corporation of Alberni-Clayoquot:

We have undertaken a reasonable assurance engagement of Community Futures Development Corporation of Alberni-Clayoquot's compliance during the period April 1, 2023, to March 31, 2024, with the requirements set out in the Contribution Agreement between Pacific Economic Development Canada and Community Futures Development Corporation of Alberni-Clayoquot dated March 25, 2021.

Management's Responsibility

Management is responsible for Community Futures Development Corporation of Alberni-Clayoquot's compliance with the specified requirements. Management is also responsible for such internal control as management determines necessary to enable Community Futures Development Corporation of Alberni-Clayoquot's compliance with the specified requirements.

Our Responsibility

Our responsibility is to express a reasonable assurance opinion on Community Futures Development Corporation of Alberni-Clayoquot's compliance based on the evidence we have obtained. We conducted our reasonable assurance engagement in accordance with Canadian Standard on Assurance Engagements 3531, Direct Engagements to Report on Compliance. This standard requires that we plan and perform this engagement to obtain reasonable assurance about whether the entity complied with the specified requirements, in all significant respects.

Reasonable assurance is a high level of assurance but is not a guarantee that an engagement conducted in accordance with this standard will always detect a significant instance of non-compliance with specified requirements when it exists. Instances of non-compliance can arise from fraud or error and are considered significant if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users of our report. A reasonable assurance compliance reporting engagement involves performing procedures to obtain evidence about the entity's compliance with the specified requirements. The nature, timing and extent of procedures selected depends on our professional judgment, including an assessment of the risks of significant non-compliance, whether due to fraud or error.

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

Our Independence and Quality Control

We have complied with the independence and other ethical requirements of the Rules of Professional Conduct of CPA BC, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

The firm applies Canadian Standard on Quality Control 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance Engagements* and, accordingly, maintains a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Opinion

In our opinion, Community Futures Development Corporation of Alberni-Clayoquot complied with the specified requirements set out in the Contribution Agreement during the period April 1, 2023, to March 31, 2024, in all significant respects.

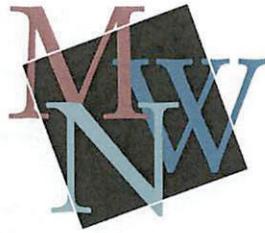
Qualicum Beach
#102 222 Second Ave West
Qualicum Beach, BC V9K 0A4
Tel: 250.752.6996
Fax: 250.752.1071
Toll Free: 1.877.724.1852

202

website: www.mnwcga.com

email: info@mnwcga.com

Port Alberni
4757 Tebo Ave
Port Alberni, BC V9Y 8A9
Tel: 250.724.0185
Fax: 250.724.1774
Toll Free: 1.877.724.0185



MCINTOSH | NORTON | WILLIAMS
chartered professional accountants

Cory McIntosh, CAFM, CFP, CPA, CGA *

Jason S. Moore, BA, CPA, CGA *

Jeff D. Durrant, BBA, CPA *

Michael K. Williams, CPA, CGA
(Retired)

**practising as a professional corporation*

"It's not what you earn, it's what you keep!"

We do not provide a legal opinion on Community Futures Development Corporation of Alberni-Clayoquot's compliance with the specified requirements.

Restriction on Distribution and Use of Our Report

Our report is intended solely for Community Futures Development Corporation of Alberni-Clayoquot and Pacific Economic Development Canada and should not be distributed to or used by parties other than Community Futures Development Corporation of Alberni-Clayoquot or Pacific Economic Development Canada.

Port Alberni, BC
July 23, 2024

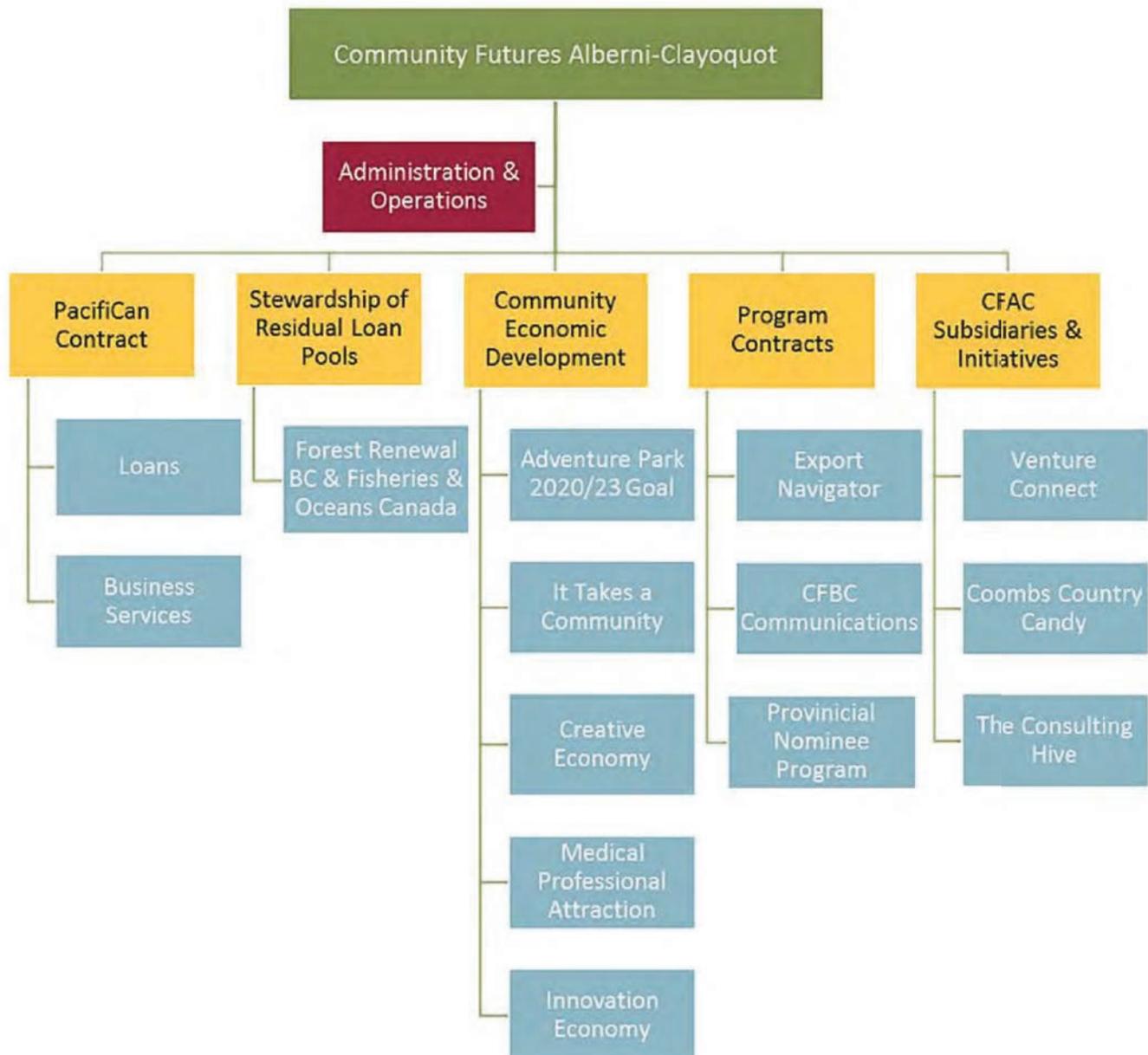

MCINTOSH NORTON WILLIAMS
chartered professional accountants

2023
-
2024

ANNUAL REPORT

Community Futures
Alberni-Clayoquot

Growing Communities One Idea at a Time



CFAC

STAFF & BOARD MEMBERS

CFAC Staff Members



Lori Camire
Executive Director
Team Member for 26 Years



Reana Miller
Communications & Community Development
Team Member for 5 Years



Susan Payne
Finance & Accounts Officer
Team Member for 1 Year



Meena Rai
Commercial Loans Officer
Team Member for 3 Years



Ashley Van Vliet
Executive Assistant
Team Member for 3 Years



Erica Beaugie
Marketing Coordinator
Team Member for 10 Months



Rachael Corry-Danieluk
Communication & Client Services
Team Member for 10 Months



Darrell Goertzen
Business Consultant
Team Member for 12 Years



Brady Calancie
Export Navigator
Team Member for 4 Years

Board of Directors & Committee Members

Geoff Lindsay

Board Chair & Investment
Committee Member
Volunteer for 8 Years 3 Months

Todd Patola

Board Chair & Investment
Committee Member
Volunteer for 13 Years 9 Months

David Robertson

Board Chair & Investment
Committee Member
Volunteer for 17 Years 3 Months

Norm Donald

Board Chair & Investment
Committee Member
Volunteer for 12 Years 2 Months

Jerry Linning

Board Chair & Investment
Committee Member
Volunteer for 5 Years 8 Months

Mary Dolen

Board Chair & Investment
Committee Member
Volunteer for 1 Year 11 Months



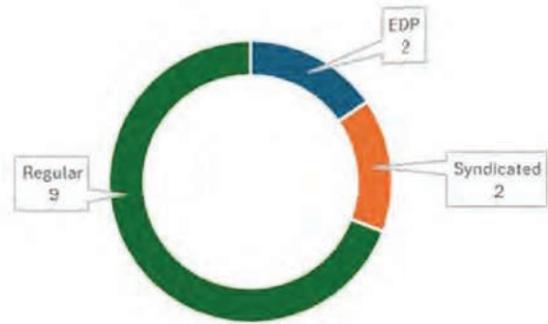
Business Loans

In the fiscal year 2023/2024, our loan portfolio was busy, encompassing 20 loan applications and 2 syndicated loan applications from other Community Futures Offices in BC. We successfully approved 13 loans, 3 were declined, 3 were withdrawn, and one remains pending as further client information is required.

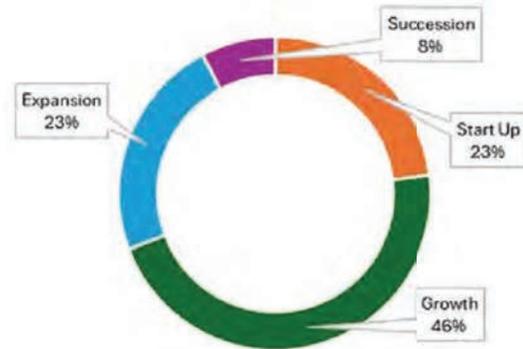
The year 2023/2024 posed significant challenges for small business owners and entrepreneurs on the West Coast. It saw the maturity of loans under the Rural Relief and Recovery Fund, alongside increases in interest rates and economic impacts stemming from labor shortages and natural disasters in our region. Particularly, the Cameron Bluff Fires in the summer of 2023 had a profound effect on local businesses and entrepreneurs, leading to supply chain disruptions, travel constraints, and a decline in tourism, consequently impacting sales.

Having access to cash on hand is crucial to keep a business running smoothly. Our proactive commitment to clients during the application process allows us to explore viable alternatives supporting their diversification and growth opportunities effectively.

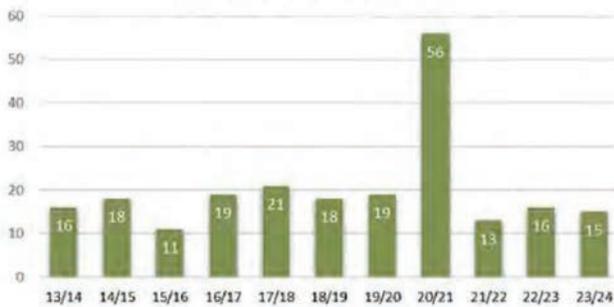
LOAN PRODUCTS



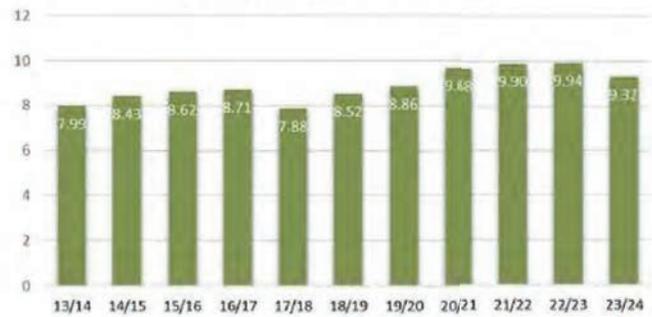
PURPOSE OF LOANS



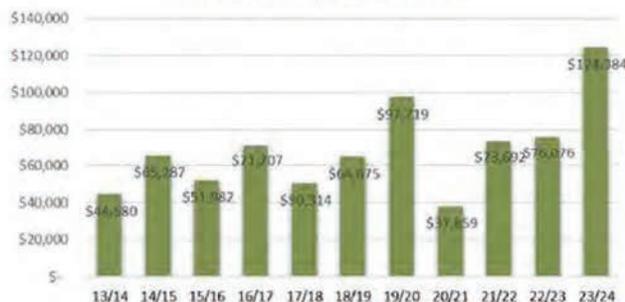
Volume of Authorized Loans



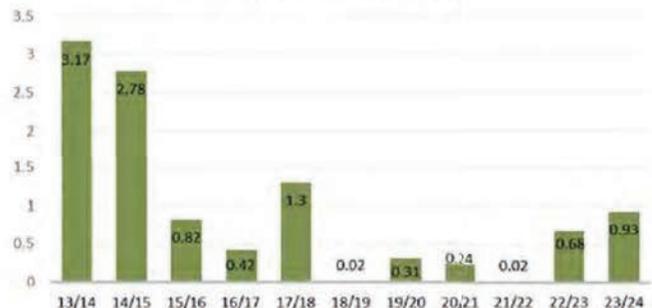
Portfolio Value in Millions



Annual Average Loan Value



Write-off Percentages



Adventure Sport Park Initiative

Partners: City of Port Alberni Parks, Culture & Heritage Department, Alberni Valley Skatepark Association, Riders of the Alberni Valley (ROAV)

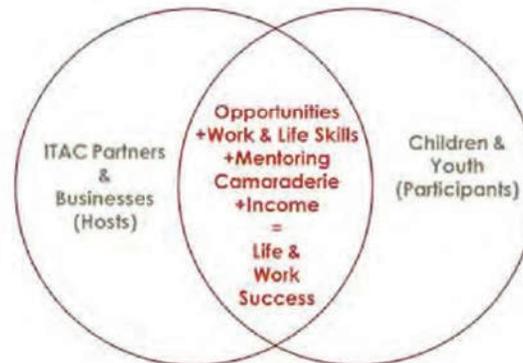
CFAC and ROAV continued to work with the City regarding the creation of an Adventure Sport Park in Echo Park. Project activities:

- Project update to City Council resulting in a Motion to include the project in the Parks, Recreation and Culture Master Plan in development
- Inclusion in the "Next" category of the City's "Now, Next, Later" Strategic Priorities and identified as a priority by the community in the Official Community Planning process
- Research into funding opportunities

BMX PA premiere.
west coast.
SK8 PA adventure sport.
MTB PA skills park.

It Takes a Community

Due to limited resources, this project has been placed on hold as the Medical Professional Attraction and Retention Plan has taken priority. It is hopeful it will see activity before the end of fiscal 2024/25.



Creative Economy Initiative

Partners: Community Arts Council, Capitol Theatre/Portal Players Dramatic Society, Theresa Kingston, Alberni Art Rave Society

- Coordination of participatory community art-making of a luminary at the AV Makerspace, led by Alberni Art Rave Society
- Advising to the Community Arts Council Board of Directors and Administrator
- Advising to the Five Acre Shaker's Planning Committee
- Sourcing, reviewing and preparing funding applications for the Capitol Theatre
- Researching building retrofit options and potential business models for the Capitol Theatre

CFAC

ECONOMIC DEVELOPMENT

Medical Professional Attraction and Retention Plan

Community Futures Alberni Clayoquot was invited to the table late last summer when several attempts by numerous agencies to attract additional medical professions had not materialized.

It quickly became evident the missing link to a successful attraction plan is a facility that will meet the expectations of a new generation of medical personnels and can compete against other locations to attract personnel to Port Alberni. CFAC is now playing a leading role working with local medical professionals and agencies along with governments to identify a suitable location to build.



Innovation Economy Initiative

Community Futures has engaged with a number of partners to further community and economic development goals and initiatives.

Partner: City of Port Alberni

Activities included:

- Content creation and maintenance of the City's investment website ChoosePortAlberni.ca
- Creation of a database of Vancouver-Island-based Outdoor Recreation Manufacturers + research into the model of the Kootenay Outdoor Recreation Enterprise (KORE)
- Coordination of professional photo documentation of the Somass Lands site prior to its decommissioning
- Marketing and assessing applications to the Ocean Community Climate Challenge and 'Making Waves' online discussion coordinated by the Ocean Startup Project
- Support for recruitment efforts to attract healthcare professionals
- Research and following with leads regarding a bio-processing facility
- Weekly contributions to the Business Examiner's Movers & Shakers column



Export Navigator

Export Navigator (EN) helps small and medium-sized businesses grow by supporting their entry into new domestic or international markets. CFAC holds the contract to support participating businesses in the central to northern regions of Vancouver Island and Powell River. Since its inception in 2016, 223 clients within our region have participated in the EN Program and 127 clients remain actively involved.

In addition to managing the local service contract, CFAC is the lead CF playing a pivotal role since Export Navigators' inception and remains an advisor on the Provincial Export Navigator Advisory Committee and liaison between the CFs and the Advisory Committee.

Results in our region in 2023/24:

- 33 new jobs, including 24 HQP*
- 69 new businesses in the program
- \$34,696,096 reported average total revenue increase.
\$6,228,264 outside BC. \$23,094,584 outside Canada.



The logo for Export Navigator features the word "Export" in a blue sans-serif font with a green checkmark-like shape above the 'o', and the word "Navigator" in a larger, bold blue sans-serif font below it.

**Highly qualified personnel (HQP) are defined as individuals with university degrees at the bachelors' level and above (or equivalent polytech level training).*

CFBC Communications & Information Technology

CFAC was contracted in the summer to redevelop the Disaster Recovery Economic Adjustment Initiative (DREAI) CRM, website and marketing for Taking Care of Business (TaCoBiz). TaCoBiz was re-branded as myCommunityFutures.ca and launched in January 2024. Activities included:

- Updates to CRM processes
- Updates to client experience including application process
- Creation of a Helpdesk system to track and resolve IT concerns
- IT problem-solving
- Creation and issuing social media content across multiple platforms
- Creation of print promotions, swag orders, and presentations

This work has resulted in a higher uptake in the program's services of workshops, training funding, peer masterminds and consulting



The logo for my Community Futures features the word "my" in a light blue cursive script, followed by "Community" in a green sans-serif font and "Futures" in a dark green sans-serif font below it.

Provincial Nominee Program

British Columbia welcomes entrepreneurs from around the world to discover the many business opportunities across all regions of the province. Through the Provincial Nominee Program (PNP) Regional Pilot, the Province offers an immigration pathway for enterprising individuals who are looking to start a new business in a small community and make BC their new home.

The Regional Pilot was introduced in March 2019. Port Alberni was one of 28 participating communities that joined the pilot. Today there are 21 participating communities, a drop of 7.

Certainly there was a significant drop in enquiries resulting from the ability to travel during the pandemic, however there interest has not rebounded.

In addition to the limited enquiries we also reassessed our community's offering to potential immigrant entrepreneurs.

Entrepreneurs attracted to this pilot are those seeking to start a business with relatively restricted funds (\$100,000). In the current environment with limited housing stock and a very competitive labour supply it is difficult for an immigrant with limited financial backing and connecting to successfully start a business. Further, we did not see the applications with new business ideas that would add to the business community; rather the presented businesses ideas would place competition with existing businesses. An acquisition of a business may offer a better opportunity for applicants but that is not an option for this pilot program. As such we decided to exit the program.

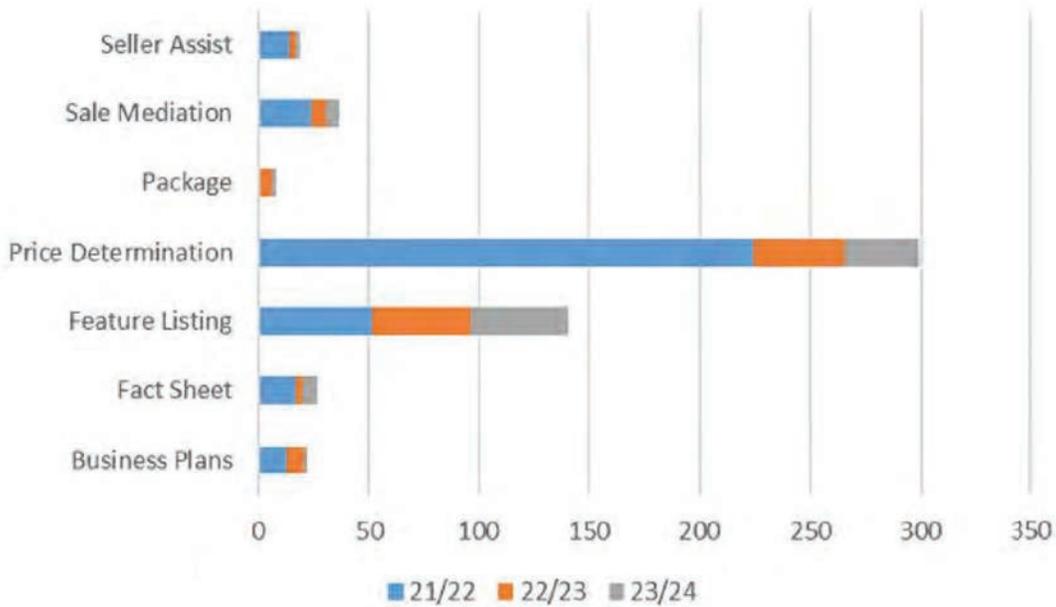


Venture Connect & BCBM

In February, Darrell Goertzen our Senior Business Advisor presented Venture Connect and its services to attendees at the Community Futures PanWest Conference in Kelowna.

Venture Connects price determination remains the most sought after service. Its' demand is from business sellers, buyers and Community Futures Business Analysts.

In March 2024, just before the end of the fiscal year, the Province of BC announced they were again supporting BCBM to support business buyers and sellers to access Venture Connect services at no charge through the Rural Economic Diversification and Infrastructure Program (REDIP).



Coombs Country Candy

The Camerson Bluffs wildfire resulted in full and partial road closures between June and September severely impacting summer revenues resulting in a drop in summer sales by approximately 23% from the same period in the previous year. Annual gross revenues for the business' fiscal year were down \$72,986.90 (approx. 7%) from the previous year. We committed and were pleased to maintain all full-time employees during this difficult time.

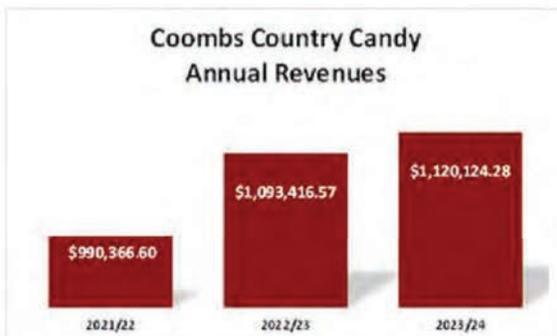
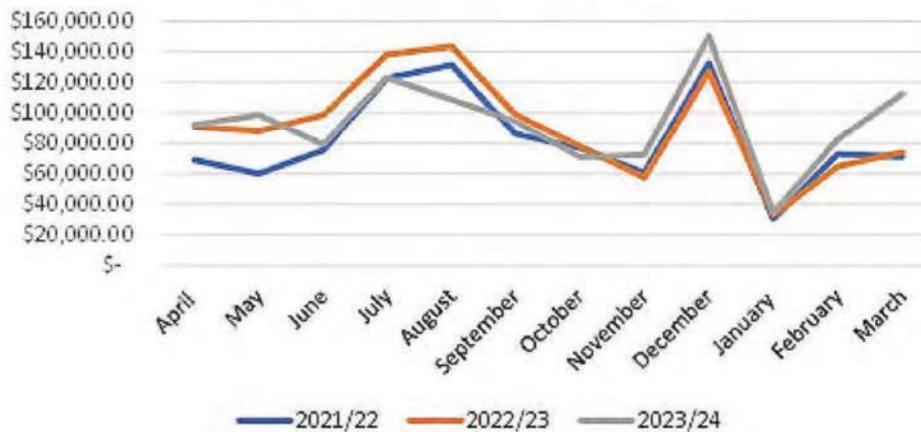
2023/24 represents the first full year of Billboard revenues.



HERE WE ARE



**Coombs Country Candy Gross Revenue Trend
April 2021 - March 2024**



The Consulting Hive

Following a one year hiatus after pandemic funding elapsed the Consulting Hive (Hive) was called back into action with funding received from PacifiCan for the Disaster Recovery Economic Adjustment Initiative (DREAI). DREAI provides business supports to 17 CF offices that have been impacted by various economic and or natural disasters.

The Hive is a CFAC initiative which functions with local office administration and a team of consultants residing from around the province. On average there are 18 consultants who support business owners with a diverse range of concerns.

Between the projects start in the last week of November, 2022 to the end of the fiscal year, over 1988 hours of coaching and consulting were provide to 125 business owners.

DREAI continued to operate throughout 2023/24. Its end date is undetermined.



CF Performance Results

Community Futures is a program funded by the Federal Government. The CF Program supports community economic development and builds capacity of communities to realize their sustainable potential by helping them develop and implement local solutions to local priorities.

Community-Futures Alberni Clayoquot (CFAC) is an organization and administers the CF Program for the Alberni-Clayoquot region. CFAC also manages contracts outside of the CF program and thus these Performance Targets do not reflect total office results.

Community Futures Program Results (via TEA Reporting System)	Results as of 2023-24
<i>Strong rural community strategic planning and implementation</i>	
1. Total number of community based projects (new and ongoing)	6
2. Total number of local and regionally based community strategic plans developed and/or updated	0
<i>Rural Access to business development services</i>	
3. Total number of business training session participants*	90
*Did not achieve our targets as CFAC was accepted into DREAL program at the end of Q3, and participants are tallied there	
4. Total number of business advisory services	167
<i>Rural access to capital and leveraged capital</i>	
5. Dollar value of loans	\$ 4,279,969
6. Total number of loans	72
7. Number of jobs created/maintained/expanded through lending ¹	36
¹ Estimated at time of lending	



To: Committee of the Whole

From: Heather Zenner, Manager of Administrative Services

Meeting Date: May 21, 2025

Subject: ACRD Procedure Bylaw Review – Presentation. Meeting #3

Summary:

At the March 12th and March 19th Alberni-Clayoquot Regional District (ACRD) Committee of the Whole (COW) meeting, the committee commenced the review of the ACRD Procedure Bylaw. The attached document provides a summary of bylaw sections that were reviewed and the committee's recommendations. At the May 21st Committee of the Whole meeting, staff will continue with the previous presentation to complete the review of the existing bylaw.

New Information:

An Electoral Area Directors Services Committee meeting was held on April 16th and the committee discussed the possibility of holding more Electoral Area Committee meetings to review planning applications. The Committee has directed staff to investigate the criteria for major projects that would warrant a separate Electoral Area meeting, including a cost estimate, and will report back at the June 18th Electoral Area Directors meeting.

At the May 14th ACRD Board of Directors meeting, Director Boyko put forth a notice of motion to request that all Board, committee, and Advisory Planning Commission meetings be recorded. This motion will be discussed at this Committee of the Whole meeting.

Policy or Legislation:

The *Local Government Act* and *Community Charter* apply to the Procedure Bylaw.

Submitted by: Heather Zenner
Heather Zenner, MA, Manager of Administrative Services

Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer

Bylaw Section (Consolidated Version 2021)	Proposed Changes for Consideration	Date Committee Reviewed:	Committee Recommendations:
NEW	Consent Agenda.	March 12, 2025	Support to utilize a consent agenda for non-controversial items such as receipt/adoption of meeting minutes & correspondence not requiring action.
NEW	Use of Electoral Area Committee meetings for review of Planning Applications.	March 12, 2025	Committee asked staff to investigate options for reviewing Planning Applications at EA committee meetings, rather than at Board meetings, while ensuring that planning applications aren't delayed.
Area & Member Reports (15. Order of Proceedings & Business)	Streamline Area Reports & Member reports section of the agenda.	March 12, 2025	Utilize "Member Reports (Including Electoral Area Reports, First Nation Governments Reports, Municipality Reports and Committee Reports)" heading for all meetings.
3. Application of Rules of Procedure	No changes.	March 12, 2025	N/A.
4. Inaugural Meeting	Change Chair of the Inaugural meeting to be chaired by Corporate Officer (from CAO).	March 12, 2025	Support.
5. Election of the Chair & Vice-Chair	Change Chair & Vice-Chair Elections to be conducted by Corporate Officer (from CAO).	March 12, 2025	Support.
6. Time & Location of Meetings	Board requested discussion on start time of Board meetings.	March 12, 2025	Committee requested staff bring back options related to evening Board meetings.
7. Notice of Regular Board & Committee Meetings	Remove reference to the 'notice board' as one of the ACRD's Public Notice Posting Place & modify wording from providing agendas at the ACRD reception desk to boardroom.	March 12, 2025	Support. Committee requested that staff investigate options for providing presentations (for upcoming Board/Committee meetings) be provided in advance.
8. Notice of Special Meetings	Reduce notice period for Special Meetings from five days to 24 hours notice.	March 12, 2025	Support.
9. Electronic Meetings & Participation	Remove subsection ii. (Board member to notify Corporate Officer 24 hours in advance if participating electronically).	March 12, 2025	Support. Committee has asked staff to work towards standardizing format for all Electronic Meetings (livestreamed & accessible after meeting ends).
10. Attendance of Public at Meetings	Modify wording, not content.	March 12, 2025	Support.
11. Minutes of Meetings to be Maintained & Available to the Public	No proposed changes to bylaw.	March 12, 2025	Board has requested to receive all committee, APC, and Parks Commission meeting minutes.
12. Calling Meeting to Order	No proposed changes.	March 12, 2025	N/A.

13. Adjourning Meeting Where No Quorum	Change from 30 minutes to 15 minutes.	March 12, 2025	Support
14. Agenda	Modify wording, not content.	March 12, 2025	Support. Committee has asked staff to post all agendas (Board, Committee, and Commissions) in the same manner (i.e. ACRD Website).
16. Late Items	Include a deadline of when late items can be received & criteria for what type of items are eligible.	March 19, 2025	Support for a deadline (48 hours before meeting) for late items. Items that may be considered as late items include: Matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents and developing criteria for urgent matters.
17. Voting at Meetings	Update language on debate. Simplify language. Remove Mover & Seconder. Recording of votes.	March 19, 2025	Support to update language to "The vote on a motion will be taken when the Chair is satisfied that its intent is clear to Directors". Support to remove the name of the mover & seconder of a motion and replace with "The motion was moved & seconded". Committee is interested in exploring alternative ways of recording of votes (while being timely & accurate), including electronic voting.
18. Chief Administrative Officer	Remove Chief Administrative Officer section 18 in entirety.	March 19, 2025	Support to remove.
19. Delegations	Change timeframe for a delegation request (to 7 days) ahead of meeting and change date that a presentation must be submitted (48 hours) ahead of meeting. Propose to allow delegation to submit a two-page executive summary to be included in the agenda package. Add a section on agenda for presentations.	March 19, 2025	Support to change timelines as presented. Support to allow delegations to submit an executive summary. Support to add presentation section on agenda (where Board extends an invitation or staff presentation ex- Long Term Staff Award).
20. Points of Order	Combine into Conduct and Debate Section of Bylaw.	Not reviewed	N/A
21. Conduct and Debate	Minor wording changes.	March 19, 2025	Support
NEW	Add process for 'Notice of Motion'.	March 19, 2025	Support to add a process for a Notice of Motion including providing the CO with a written or emailed copy of motion, no later than seven days

			prior to the scheduled meeting, and the CO shall add the motion to the agenda. Add ability to submit a NOM for Special Board meeting.
22. Motions Generally	Add 'If a motion is not seconded, the motion is "lost for lack of seconder" and add ability to 'withdraw' a motion. Remove 'matters not on agenda' in favour of new 'Notice of Motion' section. Add motions: 'Recess, point of order'. Change 'move the previous question' to 'call the question and 'refer to committee' to 'refer to committee or staff'. Change order of precedence.	March 19, 2025	Support for all changes.
23. Motion to Commit	Remove 'Motion to Commit'.	March 19, 2025	Support to remove as precedence already covers this situation.
24. Motion for the Main Question	Remove 'Motion for the Main Question', Combine 24. a & b. Remove requirement to have written motion. Simplify wording.	March 19, 2025	Support for all changes.
25. Amendments	Simplify wording for voting on amendments.	March 19, 2025	Support to change to simplify wording to "Amendments shall be voted on in the reverse order to that in which they are moved".
26. Reconsideration by Member	Replace entire section with simplified wording.	March 19, 2025	Support for rewording.
Section 27. Reports from Committees	Remove the level of detail.	March 19, 2025	Support to change the wording to "All committee recommendations are subject to being actioned by the Board".
Section 28. Adjournment	Change wording for end time of Board meetings. Change wording for adjournment of Board meeting. Remove 28.3.	March 19, 2025	Support to change end time of Board meetings to 3.5 hours from the time the meeting was convened. Support to change adjournment wording and removal of 28.3.