

**CITY OF LANGFORD**

**ADMINISTRATION AND FINANCE COMMITTEE**

**Tuesday March 15<sup>th</sup>, 2016 @ 4:45 p.m.**

**Council Chambers, 3<sup>rd</sup> Floor – 877 Goldstream Avenue**

	<b>Page</b>
<b>1. <u>CALL TO ORDER</u></b>	
<b>2. <u>APPROVAL OF THE AGENDA</u></b>	
<b>3. <u>ADOPTION OF THE MINUTES</u></b>	
<b>a) Administration and Finance Committee – January 12<sup>th</sup>, 2016</b>	<b>001</b>
<b>4. <u>REPORTS</u></b>	
<b>a) Monthly Approval of Accounts Payable – January and February 2016</b>	<b>003</b>
- <input type="checkbox"/> <b>Staff Report (Finance)</b>	
<b>b) Review of Annual Unaudited Financial Statements for the Year Ended December 31<sup>st</sup>, 2015</b>	
- <b>Staff Report (Finance)</b>	<b>016</b>
<b>c) Review of Funding Requests for 2016 Budget Year</b>	
- <b>Staff Report (Finance)</b>	<b>047</b>
<b>5. <u>ADJOURNMENT</u></b>	

**CITY OF LANGFORD**

**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE**

**Tuesday, January 12<sup>th</sup>, 2016 @ 4:45 p.m.**

**Council Chambers, 3<sup>rd</sup> Floor – 877 Goldstream Avenue**

**PRESENT**

Councillor M. Sahlstrom (Chair), Councillor L. Szpak (Vice-Chair), Members: J. Crook, K. Halbert and F. Hudson.

**ATTENDING**

Director of Finance, S. Ternent, Deputy Director of Finance, A. Kryklywyj, Administrator, J. Bowden.

**1. CALL TO ORDER**

The Chair called the meeting to order at 4:45 p.m.

**2. APPROVAL OF THE AGENDA**

MOVED BY: F. HUDSON  
SECONDED: J. CROOK

That the Administration and Finance Committee approve the Agenda as presented

CARRIED.

**3. ADOPTION OF THE MINUTES**

**a) Administration and Finance Committee – December 15<sup>th</sup>, 2015**

MOVED BY: J. CROOK  
SECONDED: K. HALBERT

That the Administration and Finance Committee approve the Minutes of the meeting held on December 15<sup>th</sup>, 2015.

CARRIED.

**4. REPORTS**

**a) Monthly Approval of Accounts Payable – December 2015**

-  **Staff Report (Finance)**

MOVED BY: F. HUDSON

SECONDED: J. CROOK

That the Administration and Finance Committee recommend to Council:

That Council approve the disbursements from December 2015, as outlined in the Accounts Payable Report dated January 4, 2016.

CARRIED.

**b) 2016 – 2020 General Government Five-Year Financial Plan**

- **Staff Report (Finance)**

MOVED BY: F. HUDSON

SECONDED: J. CROOK

That the Administration and Finance Committee recommend to Council:

That Council approve in principle the General Government Five Year Financial Plan for 2016-2020 as presented in the staff report dated January 12, 2016 and refer it to the Treasurer for inclusion in the consolidated Financial Plan.

**5. ADJOURNMENT**

The Chair adjourned the meeting at 5:10 p.m.

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CHAIR

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CERTIFIED CORRECT  
(Administrator)



# City of Langford

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## Staff Report

To

### Administration and Finance Committee

**Date:** March 15, 2016

**Department:** Finance

**Subject:** Monthly Approval of Accounts Payable – January and February 2016

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**1. Background:**

All accounts payable are approved by Council via Administration and Finance Committee on a regular basis.

**2. Financial Implications:**

Expenses are processed by municipal staff within budget guidelines and brought before committee for ratification.

**3. Legal Implications:**

The monthly approval of the accounts payable will ensure that all expenditures made by the City are technically legal.

4. **Commentary:**

This is a housekeeping matter that the Administration and Finance Committee review and recommend approval by Council of the monthly accounts. In this regard I have attached the City's January and February 2016 accounts payable for review by Committee.

5. **Recommendation:**

That Administration and Finance Committee recommend to Council that:

City of Langford disbursements from January and February 2016, be approved as outlined in the Accounts Payable Report dated March 8, 2016.

Respectfully submitted,



Audrey Kryklywyj-Shortreid  
Deputy Director of Finance

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	1/1/2016
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last		Last

Sorted By: Cheque Date

\* Voided Cheques

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
0036513	West Shore Parks & Recreation Society	1/1/2016	\$605,100.35
EFT000000000016	Minister Of Finance/Corporate Relations	1/6/2016	\$329,418.44
0036342	Acuren Group Inc.	1/7/2016	\$372.75
0036343	Best Service Pros Ltd	1/7/2016	\$130.32
0036344	Boreas Consulting Ltd.	1/7/2016	\$6,757.64
0036345	City of Nanaimo	1/7/2016	\$498.75
0036346	Clemco Mechanical Ltd.	1/7/2016	\$293.04
0036347	Corix Water Products Inc	1/7/2016	\$45.89
0036348	Creative Embroidery	1/7/2016	\$728.02
0036349	Dynamex Canada Corp	1/7/2016	\$18.93
0036350	Enex Fuels Ltd	1/7/2016	\$3,882.10
0036351	Esri Canada	1/7/2016	\$955.50
0036352	Fantastic Cleaning Ltd.	1/7/2016	\$2,943.97
0036353	Heritage House Trophies	1/7/2016	\$551.04
0036354	Hub Fire Engines & Equipment Ltd	1/7/2016	\$137.64
0036355	Justice Institute Of B.C.	1/7/2016	\$22.50
0036356	Kachanoski, Adam	1/7/2016	\$189.76
0036357	Kerr Wood Leidal Consulting Engineers	1/7/2016	\$17,763.90
0036358	Langford Emergency Social Services	1/7/2016	\$294.01
0036359	Langford Lanes Bowling Alley Inc	1/7/2016	\$213,544.61
0036360	Lexisnexis Canada Inc.	1/7/2016	\$223.91
0036361	Minister Of Finance/Corporate Relations	1/7/2016	\$122.17
0036362	Morse, Dave	1/7/2016	\$223.99
0036363	Newnham, Trevor	1/7/2016	\$279.95
0036364	On The Moove Dairy Delivery	1/7/2016	\$96.00
0036365	Performance Plus Hockey	1/7/2016	\$958.65
0036366	Purolator Courier Ltd	1/7/2016	\$85.97
0036367	RecTec Industries Inc	1/7/2016	\$313.60
0036368	reFUSE Resource Recovery	1/7/2016	\$6.39
0036369	Rhino Labour Temp Services	1/7/2016	\$2,667.01
0036370	R. Manion Consulting	1/7/2016	\$3,591.00
0036371	Rona Revy Inc.	1/7/2016	\$47.62
0036372	Royal Colwood Golf & Country Club	1/7/2016	\$175.19
0036373	Ryzuk Geotechnical	1/7/2016	\$349.66
0036374	Stokes International	1/7/2016	\$1,064.96
0036375	Tran Sign (1999) Ltd	1/7/2016	\$280.00
0036376	Travel Medicine & Vaccination Centre-Victoria	1/7/2016	\$75.00
0036377	Victoria Contracting & Municipal Maint.	1/7/2016	\$57.70
0036378	West Bay Mechanical Ltd.	1/7/2016	\$147.50
0036380	Aire Serv of Greater Victoria	1/13/2016	\$3,858.73
0036381	Airgas Canada Inc.	1/13/2016	\$12.15
0036382	Allen Beasley	1/13/2016	\$475.00
0036383	Alpine Disposal & Recycling	1/13/2016	\$1,424.58
0036384	Associated Engineering Ltd	1/13/2016	\$1,937.25
0036385	Atomic Crayon	1/13/2016	\$1,459.14
0036386	Bayside Mechanical Ltd	1/13/2016	\$1,338.07
0036387	BC Hydro	1/13/2016	\$53,429.20
0036388	Bell Mobility Inc.	1/13/2016	\$7,140.70
0036389	Canadian Springs	1/13/2016	\$367.54
0036390	Coast Environmental Services Ltd.	1/13/2016	\$357.00
0036391	Columbia Fuels	1/13/2016	\$992.77
0036392	Daxtech IT Solutions	1/13/2016	\$267.75
0036393	de Bree, Anton	1/13/2016	\$162.00
0036394	Dewitt, Rob	1/13/2016	\$162.00
0036396	Greater Victoria Public Library	1/13/2016	\$18,214.00
0036397	Home Depot Credit Services	1/13/2016	\$50.84

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0036398		Houle Electric			1/13/2016	\$878.36
0036399		Island Key Computer Ltd.			1/13/2016	\$301.75
0036400		Langford Vol. Fire. Women's Auxillary			1/13/2016	\$105.00
0036401		Mac's Heating Ltd			1/13/2016	\$215.22
0036402		Gary Moser Consulting Inc			1/13/2016	\$5,315.62
0036403		Mr. Electric			1/13/2016	\$5,383.35
0036404		Oldenburger Consulting			1/13/2016	\$3,894.19
0036405		OnPoint Project Engineers Ltd			1/13/2016	\$18,113.82
0036406		On The Moove Dairy Delivery			1/13/2016	\$137.80
0036407		Performance Plus Hockey			1/13/2016	\$2,038.61
0036408		P. R. Bridge Systems Ltd			1/13/2016	\$26,737.53
0036409		Prices Lock & Safe			1/13/2016	\$79.80
0036410		Purolator Courier Ltd			1/13/2016	\$37.65
0036411		Raylec Power LP			1/13/2016	\$13,707.43
0036412		reFOUSE Resource Recovery			1/13/2016	\$174.12
0036413		Rocky Mountain Phoenix			1/13/2016	\$564.48
0036414		Rona Revy Inc.			1/13/2016	\$34.29
0036415		Chrissy Shaw			1/13/2016	\$2,015.95
0036416		SSL-Sustainable Services Ltd			1/13/2016	\$247.51
0036417		Tedford Overhead Doors Ltd.			1/13/2016	\$483.53
0036418		Tran Sign (1999) Ltd			1/13/2016	\$312.23
0036419		Uptown Air Conditioning Ltd.			1/13/2016	\$99.75
0036420		Verity Construction Ltd			1/13/2016	\$6,751.13
0036421		Vic Davies Architect (2003) Ltd			1/13/2016	\$822.16
0036422		Westcoast Appliance Centre			1/13/2016	\$93.45
0036423		Western Canada Fire Protection			1/13/2016	\$47.04
0036424		The Westin Bear Mountain, Victoria			1/13/2016	\$2,777.50
0036425		Westside Insta-A-Print			1/13/2016	\$310.20
0036426		WFR Wholesale Fire & Rescue Ltd.			1/13/2016	\$351.13
0036427		WSP Canada Inc			1/13/2016	\$50,470.23
0036428		BC Assessment Authority			1/13/2016	\$1,401.37
0036429		BC Transit			1/13/2016	\$58,306.60
0036430		Capital Regional District			1/13/2016	\$240,594.80
0036431		Capital Regional Hospital District			1/13/2016	\$7,277.96
0036432		Edwards, Cam			1/13/2016	\$212.12
0036433		Goldstream Ventures LLP			1/13/2016	\$8,644.21
0036434		Greater Victoria Public Library			1/13/2016	\$129,525.58
0036435		Hendry Swinton McKenzie			1/13/2016	\$246,866.00
0036436		International Assoc Of Firefighters			1/13/2016	\$2,875.25
0036437		Langford Volunteer Firefighters Assoc.			1/13/2016	\$30,426.25
0036438		Langford Staff Social Committee			1/13/2016	\$264.00
0036439		Pacific Centre Family Services			1/13/2016	\$5,439.16
0036440		Richmond Property Group			1/13/2016	\$5,502.65
0036441		Scansa Construction			1/13/2016	\$93,984.00
0036442		School District No.62			1/13/2016	\$52,200.10
0036443		Seaton, Lanny			1/13/2016	\$116.82
0036444		Chrissy Shaw			1/13/2016	\$89.15
0036445		Thyssenkrupp Elevator			1/13/2016	\$233.04
0036446		West Shore Environmental Services			1/13/2016	\$49,618.80
0036447		RBC Royal Bank			1/14/2016	\$1,140.00
0036450		Acklands - Grainger Inc.			1/19/2016	\$230.76
0036451		BC Hydro			1/19/2016	\$106.13
0036452		Bell Distribution Inc.			1/19/2016	\$480.47
0036453		BMO InvestorLine Self Directed RRRSP			1/19/2016	\$8,537.10
0036454		Boos, Shaun			1/19/2016	\$1,375.00
0036455		Brown's The Florist			1/19/2016	\$202.30
0036456		Canadian Linen & Uniform Service			1/19/2016	\$438.87
0036457		Canterbury Food Service			1/19/2016	\$155.48
0036458		Caven, Lance			1/19/2016	\$74.25
0036459		City Of Langford Pipes And Drums			1/19/2016	\$600.00
0036460		Civicinfo BC			1/19/2016	\$1,283.10
0036461		Columbia Fuels			1/19/2016	\$280.14
0036462		Colwood Langford Auto Supply Ltd.			1/19/2016	\$75.64

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0036463		Commercial Lighting Products	1/19/2016			\$54,997.01
0036464		Corix Water Products Inc	1/19/2016			\$19.45
0036465		Custom Stamp & Engraving Ltd.	1/19/2016			\$81.92
0036466		DB Services of Victoria Inc	1/19/2016			\$1,750.00
0036467		Dominion Govlaw LLP	1/19/2016			\$1,769.97
0036468		Dynamex Canada Corp	1/19/2016			\$195.22
0036469		Eager Beaver Tree Service	1/19/2016			\$1,575.00
0036470		Gordon N Gordon Interiors Ltd	1/19/2016			\$750.00
0036471		GO Ventures Ltd	1/19/2016			\$1,000.00
0036472		Greater Victoria Security	1/19/2016			\$5,644.80
0036473		Island Key Computer Ltd.	1/19/2016			\$162.40
0036474		J. Dhesi Development Ltd	1/19/2016			\$1,000.00
0036475		Kal Tire	1/19/2016			\$1,093.12
0036476		Labosport Inc	1/19/2016			\$6,454.50
0036477		Lordco Parts Ltd	1/19/2016			\$128.85
0036478		Madill - The Office Company	1/19/2016			\$660.66
0036479		Marathon Surfaces	1/19/2016			\$4,000.00
0036480		Martin & Levesque Inc	1/19/2016			\$4,360.38
0036481		M.D. Charlton Co. Ltd.	1/19/2016			\$94.28
0036482		Monk Office Supply Ltd	1/19/2016			\$932.82
0036483		Nicole Navarrete	1/19/2016			\$570.00
0036484		Orkin Canada Corporation	1/19/2016			\$76.65
0036485		Parker Johnston Industries Ltd.	1/19/2016			\$1,185.45
0036486		Pentillion Construction	1/19/2016			\$20.00
0036487		Performance Plus Hockey	1/19/2016			\$1,366.72
0036488		Philips Lifeline	1/19/2016			\$135.29
0036489		Protex Fence Services	1/19/2016			\$157.50
0036490		Questica Inc.	1/19/2016			\$5,264.67
0036491		Receiver General of Canada	1/19/2016			\$50.00
0036492		Rocky Mountain Phoenix	1/19/2016			\$218.93
0036493		Rogers Mobile Air Condition	1/19/2016			\$459.20
0036494		Rona Revy Inc.	1/19/2016			\$223.08
0036495		Roynat Inc	1/19/2016			\$498.42
0036496		Scho's Line Painting Service	1/19/2016			\$3,486.00
0036497		Shaw Cablesystems GP	1/19/2016			\$630.64
0036498		Slegg Construction Materials Ltd	1/19/2016			\$36.01
0036499		Telus	1/19/2016			\$1,642.72
0036500		The Crispy Fish	1/19/2016			\$100.00
0036501		Distributel Communications	1/19/2016			\$888.50
0036502		Tower Fence Products Ltd.	1/19/2016			\$2,047.50
0036503		Transoft Solutions Inc	1/19/2016			\$526.40
0036504		TST Canada	1/19/2016			\$226.78
0036505		Volunteer Firefighter Association of BC	1/19/2016			\$400.00
0036506		Waste Management	1/19/2016			\$301.62
0036507		West Coast Tire and Wheel	1/19/2016			\$1,232.22
0036508		Western Comm. Fire Safety Expo	1/19/2016			\$300.00
0036509		West Shore Chamber Of Commerce	1/19/2016			\$4,750.00
0036510		Westshore Cabinets	1/19/2016			\$325.50
0036511		Whalen, Karen	1/19/2016			\$100.00
0036512		Young, Ryan	1/19/2016			\$193.00
0036514		Hoylelake Developments Limited Partnership	1/20/2016			\$185,134.00
0036516		BC Hydro	1/20/2016			\$20,174.70
0036515		RBC Royal Bank	1/25/2016			\$1,140.00
0036517		Access Records And Media Mngmnt Ltd	1/27/2016			\$87.03
0036518		Alpine Disposal & Recycling	1/27/2016			\$42.42
0036519		Aubrey's Enterprises Ltd.	1/27/2016			\$1,059.25
0036520		BC Hydro	1/27/2016			\$701.82
0036521		Belmont Collision	1/27/2016			\$2,548.29
0036522		Black Press Group	1/27/2016			\$4,631.88
0036523		Canadian Linen & Uniform Service	1/27/2016			\$436.65
0036524		Cantec Fire Alarm Systems	1/27/2016			\$424.73
0036525		Capital City Paving Ltd.	1/27/2016			\$4,834.20
0036526		Capital Regional District Water Dept.	1/27/2016			\$8,587.57

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0036527		Chew Excavating Ltd.,	1/27/2016			\$1,148.74
0036528		Clemco Mechanical Ltd.	1/27/2016			\$14.65
0036529		Duffus, Maureen	1/27/2016			\$59.90
0036530		Elite Sportswear & Awards	1/27/2016			\$170.19
0036531		Hayworth Communities Inc	1/27/2016			\$6,272.61
0036532		Home Depot Credit Services	1/27/2016			\$107.52
0036533		Hourigan's Carpets And Linos Ltd.	1/27/2016			\$917.14
0036534		Kal Tire	1/27/2016			\$1,095.40
0036535		Kerr Wood Leidal Consulting Engineers	1/27/2016			\$1,644.82
0036536		Liahona Security Consortium Inc	1/27/2016			\$2,100.00
0036537		Minister Of Finance/Corporate Relations	1/27/2016			\$25.61
0036538		Gary Moser Consulting Inc	1/27/2016			\$1,417.50
0036539		Need2 Suicide Prevention Ed & Support	1/27/2016			\$5,201.55
0036540		Organized Crime Agency of BC	1/27/2016			\$2,746.40
0036541		PacificGold Homes Ltd	1/27/2016			\$30.41
0036542		Petty Cash	1/27/2016			\$162.45
0036543		Raylec Power LP	1/27/2016			\$70,242.38
0036544		Scansa Construction	1/27/2016			\$87,416.70
0036545		Shaw Business Solutions Inc	1/27/2016			\$3,976.00
0036546		Sherwin Williams	1/27/2016			\$72.06
0036547		Vancouver Island S Film & Media Comm	1/27/2016			\$2,000.00
0036548		Victoria Contracting & Municipal Maint.	1/27/2016			\$411,139.71
0036549		Western Watershed Design	1/27/2016			\$73,394.36
0036550		York Excavating Ltd	1/27/2016			\$31,330.91
0036551		Young, Anderson Barristers & Solicitors	1/27/2016			\$9,530.74
0036552		Telus	1/27/2016			\$147,148.81
0036553		Abell Pest Control	2/4/2016			\$121.91
0036554		Accent Refrigeration Systems Ltd.,	2/4/2016			\$562.38
0036555		Aire Serv of Greater Victoria	2/4/2016			\$5,542.94
0036556		Alexander Holburn Beaudin LLP	2/4/2016			\$835.92
0036557		Applied Ecological Solutions Corp	2/4/2016			\$2,370.38
0036558		Atomic Crayon	2/4/2016			\$466.94
0036559		Baines, Amandev	2/4/2016			\$2,500.00
0036560		Bartle & Gibson Co. Ltd.	2/4/2016			\$95.26
0036561		Bayside Mechanical Ltd	2/4/2016			\$6,872.10
0036562		BC Crime Prevention	2/4/2016			\$135.00
0036563		BC Hydro	2/4/2016			\$40.89
0036564		Bell Mobility Inc.	2/4/2016			\$6,531.25
0036565		Best Service Pros Ltd	2/4/2016			\$130.32
0036566		BMT Group Services Ltd.	2/4/2016			\$7,310.95
0036567		Boardwalk Communications Ltd.	2/4/2016			\$3,292.36
0036568		Brown, Gary	2/4/2016			\$750.00
0036569		Canadian Linen & Uniform Service	2/4/2016			\$450.65
0036570		Canadian Springs	2/4/2016			\$15.58
0036571		Capital Regional District	2/4/2016			\$7,400.00
0036572		Capital Regional District Water Dept.	2/4/2016			\$14.48
0036573		Cats Eye Contracting	2/4/2016			\$200.00
0036574		City Centre Park	2/4/2016			\$416.67
0036575		Columbia Fuels	2/4/2016			\$1,486.61
0036576		Cupe Local 50	2/4/2016			\$386.80
0036577		DB Services of Victoria Inc	2/4/2016			\$13,805.00
0036578		Dynamex Canada Corp	2/4/2016			\$94.97
0036579		Eager Beaver Tree Service	2/4/2016			\$2,467.50
0036580		Envirosmart Biodegradables	2/4/2016			\$3,628.80
0036581		Fantastic Cleaning Ltd.	2/4/2016			\$2,847.16
0036582		Fletcher, Lorne	2/4/2016			\$84.12
0036583		Food For Thought Catering Ltd	2/4/2016			\$254.51
0036584		Greater Victoria Security	2/4/2016			\$6,460.65
0036585		Helium to Go Victoria	2/4/2016			\$161.28
0036587		Henshall, George	2/4/2016			\$142.50
0036588		Heritage House Trophies	2/4/2016			\$11.20
0036589		Holland, Tammy	2/4/2016			\$15,900.00
0036590		Icompass Technologies, Inc.	2/4/2016			\$1,164.80

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0036591		Island Key Computer Ltd.	2/4/2016			\$1,606.08
0036592		Island Corridor Foundation	2/4/2016			\$2,000.00
0036593		JDF Figure Skate Club	2/4/2016			\$169.17
0036594		JDF Minor Hockey	2/4/2016			\$338.33
0036595		JDF Minor Soccer	2/4/2016			\$41.67
0036596		Kerr Wood Leidal Consulting Engineers	2/4/2016			\$15,939.87
0036597		Brian Kitagawa	2/4/2016			\$2,352.00
0036598		K.L.A. Registry Services Ltd	2/4/2016			\$237.35
0036599		Madill - The Office Company	2/4/2016			\$602.72
0036600		Michelle Mahovlich	2/4/2016			\$98.28
0036601		Mcilvaney Riley Land Surveying Inc.	2/4/2016			\$2,310.00
0036602		McIntyre Painting	2/4/2016			\$1,677.38
0036603		Medical Services Plan Of BC	2/4/2016			\$9,311.00
0036604		Minister Of Finance	2/4/2016			\$2,721.69
0036605		Ministry of Transportation & Infrastructure	2/4/2016			\$6,236.47
0036606		Monk Office Supply Ltd	2/4/2016			\$211.12
0036608		On The Moove Dairy Delivery	2/4/2016			\$101.40
0036609		Pacific Centre Family Services	2/4/2016			\$5,439.16
0036610		Postage By Phone	2/4/2016			\$1,852.20
0036611		P. R. Bridge Systems Ltd	2/4/2016			\$8,697.02
0036612		Professional Components Ltd	2/4/2016			\$745.49
0036613		Raylec Power LP	2/4/2016			\$30,975.00
0036614		Receiver General of Canada	2/4/2016			\$50.00
0036615		Richmond Property Group	2/4/2016			\$5,502.65
0036616		R. Manion Consulting	2/4/2016			\$3,402.00
0036617		Robinson, Wayne	2/4/2016			\$492.41
0036618		Rona Revy Inc.	2/4/2016			\$120.89
0036619		Roynat Inc	2/4/2016			\$498.42
0036620		Saunders Subaru	2/4/2016			\$51.41
0036621		Scansa Construction	2/4/2016			\$100.00
0036622		Shaw Cablesystems GP	2/4/2016			\$313.87
0036623		Sherwin Williams	2/4/2016			\$80.28
0036624		Silverstream Investments Inc	2/4/2016			\$8,673.18
0036625		Softchoice LP	2/4/2016			\$912.10
0036626		Sun Life Financial	2/4/2016			\$200.00
0036627		Sun Shade Film Systems Ltd.	2/4/2016			\$189.00
0036628		Telus	2/4/2016			\$42.20
0036629		Thyssenkrupp Elevator	2/4/2016			\$233.04
0036630		TReO Port Mann	2/4/2016			\$2.30
0036631		Turner Lane Development Corp	2/4/2016			\$20,000.00
0036632		Vela, Diana	2/4/2016			\$100.00
0036633		Verity Construction Ltd	2/4/2016			\$13,500.00
0036634		Victoria Contracting & Municipal Maint.	2/4/2016			\$573.63
0036635		Victoria Figure Skate Club	2/4/2016			\$169.17
0036636		Westhills Land Corp	2/4/2016			\$25,000.00
0036637		The Westin Bear Mountain, Victoria	2/4/2016			\$204.07
0036638		West Shore Environmental Services	2/4/2016			\$62,075.77
0036639		Willing, Pete	2/4/2016			\$10,000.00
0036640		Woodlands Park Ent Ltd	2/4/2016			\$750.00
0036641		WSP Canada Inc	2/4/2016			\$18,256.79
0036642		York Excavating Ltd	2/4/2016			\$1,340.38
0036643		Allen Beasley	2/4/2016			\$475.00
EFT00000000017		Ternent, Steve	2/4/2016			\$65.49
0036645		RBC Royal Bank	2/10/2016			\$1,140.00
0036646		0950119 BC Ltd DBA Empire Welding	2/11/2016			\$442.40
0036647		Acklands - Grainger Inc.	2/11/2016			\$430.99
0036648		Alexander Holburn Beaudin LLP	2/11/2016			\$458.38
0036649		Bellamy Holdings Ltd	2/11/2016			\$76,439.00
0036650		Bell Distribution Inc.	2/11/2016			\$125.40
0036651		Bell Mobility Inc.	2/11/2016			\$138.80
0036652		Best Service Pros Ltd	2/11/2016			\$195.55
0036653		Boreas Consulting Ltd.	2/11/2016			\$9,772.88
0036654		Budget Blinds of Victoria	2/11/2016			\$1,083.95

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0036655		Canadian Linen & Uniform Service	2/11/2016			\$676.48
0036656		Canadian Springs	2/11/2016			\$516.87
0036657		Capital Regional District	2/11/2016			\$2,655.34
0036658		Cascadia Health Corporation	2/11/2016			\$15,750.00
0036659		Colwood Langford Auto Supply Ltd.	2/11/2016			\$11.14
0036660		Custom Stamp & Engraving Ltd.	2/11/2016			\$97.02
0036661		Daxtech IT Solutions	2/11/2016			\$615.46
0036662		Depend-a-Dor	2/11/2016			\$94.50
0036663		Dynamex Canada Corp	2/11/2016			\$27.79
0036664		Eagle Eye Towing	2/11/2016			\$441.00
0036665		Fantastic Cleaning Ltd.	2/11/2016			\$10,816.05
0036666		Fitz's Walker Power Equipment	2/11/2016			\$25.09
0036667		Gordon, Mike	2/11/2016			\$162.00
0036668		Greater Victoria Public Library	2/11/2016			\$121,010.58
0036669		Hayworth Communities Inc	2/11/2016			\$3,830.40
0036670		Holmes Cleaning Services Inc	2/11/2016			\$1,007.21
0036671		Indro Robotics	2/11/2016			\$8,137.50
0036672		Island Key Computer Ltd.	2/11/2016			\$275.46
0036673		Island Corridor Foundation	2/11/2016			\$2,100.00
0036674		Jewers, Dorion	2/11/2016			\$100.00
0036675		Kerr Wood Leidal Consulting Engineers	2/11/2016			\$1,074.68
0036676		KGC Fire Rescue Inc.	2/11/2016			\$1,694.16
0036677		Langford Emergency Social Services	2/11/2016			\$157.37
0036678		Langford Vol. Fire. Women's Auxillary	2/11/2016			\$255.00
0036679		Langford Lanes Bowling Alley Inc	2/11/2016			\$199,344.21
0036680		Madill - The Office Company	2/11/2016			\$258.38
0036681		Microsoft Corporation	2/11/2016			\$95,668.79
0036682		Monk Office Supply Ltd	2/11/2016			\$37.12
0036683		Murphy, Daniel or Sharon	2/11/2016			\$750.00
0036684		Oldenburger Consulting	2/11/2016			\$935.81
0036685		On The Moove Dairy Delivery	2/11/2016			\$107.60
0036686		Petty Cash	2/11/2016			\$186.35
0036687		P. R. Bridge Systems Ltd	2/11/2016			\$201.05
0036688		Prices Lock & Safe	2/11/2016			\$788.20
0036689		Princess Auto	2/11/2016			\$141.07
0036690		Receiver General Of Canada	2/11/2016			\$1,230,795.00
0036691		Receiver General of Canada	2/11/2016			\$50.00
0036692		Rocky Mountain Phoenix	2/11/2016			\$145.60
0036693		Rona Revy Inc.	2/11/2016			\$260.13
0036694		Royal Colwood Golf & Country Club	2/11/2016			\$120.19
0036695		School District No.62	2/11/2016			\$18,148.00
0036696		Shaw Business Solutions Inc	2/11/2016			\$3,976.00
0036697		SSL-Sustainable Services Ltd	2/11/2016			\$10,119.40
0036698		Staples #137	2/11/2016			\$4,529.34
0036699		Vic Davies Architect (2003) Ltd	2/11/2016			\$822.15
0036700		Victoria Contracting & Municipal Maint.	2/11/2016			\$294.00
0036701		Waste Management	2/11/2016			\$335.10
0036702		West Coast Spill Supplies	2/11/2016			\$100.80
0036703		West Isle Industries Ltd	2/11/2016			\$8,103.37
0036704		West Shore Environmental Services	2/11/2016			\$12,746.25
0036705		Young, Stewart	2/11/2016			\$174.80
EFT000000000018		Adams, Steve	2/11/2016			\$84.00
EFT000000000019		Booth, Travis	2/11/2016			\$1,037.59
EFT000000000020		Caven, Lance	2/11/2016			\$90.01
EFT000000000021		Spriggs, Geoff	2/11/2016			\$725.03
EFT000000000022		Yhde-Riis, Tammy	2/11/2016			\$43.09
0000583		City Of Langford	2/16/2016			\$156,701.21
0000584		Colwood, City Of	2/16/2016			\$77,560.00
0000585		Esquimalt, Township Of	2/16/2016			\$78,249.24
0000586		Highlands, District Of	2/16/2016			\$10,176.46
0000587		Metchosin, District Of	2/16/2016			\$23,231.51
0000588		Sooke, District Of	2/16/2016			\$59,518.08
0036707		Access Records And Media Mngmnt Ltd	2/18/2016			\$196.74

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0036708		Acme Supplies	2/18/2016			\$77.95
0036709		Airgas Canada Inc.	2/18/2016			\$906.04
0036710		Allied Power and Communication Ltd.	2/18/2016			\$5,664.96
0036711		Aloyd Fitness Equipment	2/18/2016			\$117.25
0036712		Artopia Adaptive Display Arts	2/18/2016			\$1,372.00
0036713		Associated Engineering Ltd	2/18/2016			\$1,837.08
0036714		Aubrey's Enterprises Ltd.	2/18/2016			\$556.24
0036715		Basecamp Innovations Ltd.	2/18/2016			\$4,335.53
0036716		BC Hydro	2/18/2016			\$65,455.17
0036717		Black Press Group	2/18/2016			\$3,021.82
0036718		Canadian Linen & Uniform Service	2/18/2016			\$91.06
0036719		Canadian Springs	2/18/2016			\$113.68
0036720		Canterbury Food Service	2/18/2016			\$289.25
0036721		Capital Regional District Water Dept.	2/18/2016			\$6,348.15
0036722		Cap-It The Truck Outfitters	2/18/2016			\$188.15
0036723		Cascade Wear Ltd	2/18/2016			\$1,955.94
0036724		Chew Excavating Ltd.,	2/18/2016			\$1,000.00
0036725		Colwood Langford Auto Supply Ltd.	2/18/2016			\$40.15
0036726		Eager Beaver Tree Service	2/18/2016			\$420.00
0036727		Esquimalt Nation	2/18/2016			\$1,419.03
0036728		F.A.S.T. First Aid & Survival	2/18/2016			\$232.05
0036729		Fire Engineering	2/18/2016			\$30.00
0036730		Fortis BC Natural Gas	2/18/2016			\$11,618.81
0036731		Greater Victoria Public Library	2/18/2016			\$121,010.58
0036732		Island Key Computer Ltd.	2/18/2016			\$1,066.24
0036733		Island Corridor Foundation	2/18/2016			\$52,500.00
0036734		Johnson Controls #V4020	2/18/2016			\$228.47
0036735		Brian Kitagawa	2/18/2016			\$3,024.00
0036736		Kitto, Devon	2/18/2016			\$50.00
0036737		Lordco Parts Ltd	2/18/2016			\$169.04
0036738		Madill - The Office Company	2/18/2016			\$293.70
0036739		Mcilvaney Riley Land Surveying Inc.	2/18/2016			\$603.75
0036740		Milner Group	2/18/2016			\$166,380.19
0036741		Ministry of Finance - PST	2/18/2016			\$5,363.12
0036742		Monk Office Supply Ltd	2/18/2016			\$91.35
0036743		M.S. Drycleaning & Tailoring	2/18/2016			\$267.81
0036744		My Phung Consulting	2/18/2016			\$1,050.00
0036745		OnPoint Project Engineers Ltd	2/18/2016			\$47,047.83
0036746		Pacific Centre Family Services	2/18/2016			\$5,439.16
0036747		Pacifica Housing Advisory Association	2/18/2016			\$19,071.14
0036749		Petty Cash	2/18/2016			\$290.45
0036750		Pitney Bowes	2/18/2016			\$2,688.03
0036751		Prices Lock & Safe	2/18/2016			\$84.00
0036752		Princess Auto	2/18/2016			\$146.57
0036753		Purolator Courier Ltd	2/18/2016			\$21.28
0036754		Reid, Scott	2/18/2016			\$200.00
0036755		Rhino Labour Temp Services	2/18/2016			\$488.14
0036756		Richmond Property Group	2/18/2016			\$5,502.65
0036757		Ritter, Scott	2/18/2016			\$3,000.00
0036758		Rona Revy Inc.	2/18/2016			\$207.10
0036759		Roynat Inc	2/18/2016			\$498.42
0036760		Ryzuk Geotechnical	2/18/2016			\$262.64
0036761		Shaw Cablesystems GP	2/18/2016			\$115.63
0036762		Chrissy Shaw	2/18/2016			\$1,771.95
0036763		Silverstream Investments Inc	2/18/2016			\$8,644.21
0036764		Songhees Nation	2/18/2016			\$2,594.79
0036765		SSL-Sustainable Services Ltd	2/18/2016			\$249.83
0036766		Sun Life Financial	2/18/2016			\$200.00
0036767		Talbot Mackenzie & Associates	2/18/2016			\$378.00
0036768		Telus	2/18/2016			\$1,640.84
0036769		Tetra Tech WEI Inc.	2/18/2016			\$17,493.00
0036770		Distributel Communications	2/18/2016			\$904.59
0036771		Think Communications Inc	2/18/2016			\$4,465.44

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0036772		Thyssenkrupp Elevator	2/18/2016			\$233.04
0036773		Tran Sign (1999) Ltd	2/18/2016			\$2,923.24
0036774		Vancouver Island Firefighters Assoc.	2/18/2016			\$222.00
0036775		Verity Construction Ltd	2/18/2016			\$1,500.00
0036776		Victoria Contracting & Municipal Maint.	2/18/2016			\$169,478.35
0036777		Watt Consulting Group	2/18/2016			\$8,171.69
0036778		West Coast Spill Supplies	2/18/2016			\$361.20
0036779		Western Canada Fire Protection	2/18/2016			\$183.75
0036780		The Westin Bear Mountain, Victoria	2/18/2016			\$2,777.50
0036781		Westside Insta-A-Print	2/18/2016			\$172.63
0036782		West Shore Environmental Services	2/18/2016			\$25,031.35
0036783		Yariwon, Justin	2/18/2016			\$200.00
0036784		Young, Anderson Barristers & Solicitors	2/18/2016			\$40,817.33
EFT000000000024		Corpus, Ted	2/18/2016			\$207.42
EFT000000000025		Dube, Kevin	2/18/2016			\$818.78
EFT000000000026		Kachanoski, Adam	2/18/2016			\$69.57
EFT000000000027		Le Ross, Phillip	2/18/2016			\$371.95
EFT000000000028		Obersteller, Paul	2/18/2016			\$50.00
EFT000000000029		Robb, Jordan	2/18/2016			\$60.11
EFT000000000030		Waters, Jane	2/18/2016			\$52.38
0036785		RBC Royal Bank	2/22/2016			\$1,140.00
0036786		Minister Of Finance	2/23/2016			\$1,597.93
0036787		Abell Pest Control	2/25/2016			\$121.91
0036788		Accent Refrigeration Systems Ltd.,	2/25/2016			\$1,580.88
0036789		Acklands - Grainger Inc.	2/25/2016			\$2,120.20
0036790		Action Door Service Inc.	2/25/2016			\$974.21
0036791		Acuren Group Inc.	2/25/2016			\$2,569.88
0036792		Allied Power and Communication Ltd.	2/25/2016			\$765.94
0036793		Alpine Disposal & Recycling	2/25/2016			\$649.27
0036794		BC Hydro	2/25/2016			\$3,129.41
0036795		Best Service Pros Ltd	2/25/2016			\$130.32
0036796		BMS Integrated Services Inc	2/25/2016			\$1,813.77
0036797		BMT Group Services Ltd.	2/25/2016			\$2,566.68
0036798		Canadian Springs	2/25/2016			\$9.05
0036799		Capital Regional District	2/25/2016			\$7,400.00
0036800		City Centre Park	2/25/2016			\$109.20
0036801		Coast Environmental Services Ltd.	2/25/2016			\$393.75
0036802		Columbia Fuels	2/25/2016			\$778.63
0036803		Digger Dale Contracting Ltd	2/25/2016			\$200.00
0036804		Dominion Govlaw LLP	2/25/2016			\$2,341.18
0036805		Dulux Paints	2/25/2016			\$65.17
0036806		Dynamex Canada Corp	2/25/2016			\$13.44
0036807		Greater Victoria Festival Society	2/25/2016			\$75.00
0036808		Habitat Systems Inc.	2/25/2016			\$5,730.00
0036809		Heritage House Trophies	2/25/2016			\$438.06
0036810		Hinds Blinds	2/25/2016			\$10,710.00
0036811		Island Key Computer Ltd.	2/25/2016			\$301.01
0036812		Johnson Controls #V4020	2/25/2016			\$494.24
0036813		Monk Office Supply Ltd	2/25/2016			\$105.30
0036814		Nanaimo, City of	2/25/2016			\$2,078.79
0036815		OnPoint Project Engineers Ltd	2/25/2016			\$5,504.64
0036816		Paladin Security Group Ltd.	2/25/2016			\$261.29
0036817		Prairie Coast Equipment	2/25/2016			\$269.13
0036818		Prices Alarm Systems Ltd	2/25/2016			\$362.69
0036819		Prices Lock & Safe	2/25/2016			\$19.13
0036820		Professional Components Ltd	2/25/2016			\$1,646.40
0036821		Protex Fence Services	2/25/2016			\$2,992.50
0036822		Radioworks	2/25/2016			\$1,020.68
0036823		Raylec Power LP	2/25/2016			\$4,284.92
0036824		Receiver General of Canada	2/25/2016			\$50.00
0036825		Rhino Labour Temp Services	2/25/2016			\$622.55
0036826		Saunders Subaru	2/25/2016			\$2,495.14
0036827		Scho's Line Painting Service	2/25/2016			\$2,360.66

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0036828		Shaw Cablesystems GP	2/25/2016			\$227.36
0036829		Sherwin Williams	2/25/2016			\$80.28
0036830		Sigma Safety Corp	2/25/2016			\$1,610.34
0036831		Spectrum Safety Group	2/25/2016			\$7,875.00
0036832		Stokes International	2/25/2016			\$313.27
0036833		Thomcat Equipment Ltd.	2/25/2016			\$537.65
0036834		Tran Sign (1999) Ltd	2/25/2016			\$153.26
0036835		Travel Medicine & Vaccination Centre-Victoria	2/25/2016			\$75.00
0036836		Victoria Contracting & Municipal Maint.	2/25/2016			\$125,404.67
0036837		West Bay Mechanical Ltd.	2/25/2016			\$15,820.35
0036838		West Shore R.C.M.P.	2/25/2016			\$17,600.00
0036839		Westshore Towing Ltd	2/25/2016			\$123.90
0036840		Zone West Enterprises Ltd.	2/25/2016			\$127.75
EFT0000000000031		Alexander Holburn Beaudin LLP	2/25/2016			\$1,155.00
EFT0000000000032		Beckett, Bob	2/25/2016			\$2,466.54
EFT0000000000033		Canadian Linen & Uniform Service	2/25/2016			\$327.72
EFT0000000000034		Colwood Langford Auto Supply Ltd.	2/25/2016			\$340.53
EFT0000000000035		Greater Victoria Security	2/25/2016			\$14,147.95
EFT0000000000036		Mike Leskiw	2/25/2016			\$403.44
EFT0000000000037		Lordco Parts Ltd	2/25/2016			\$16.43
EFT0000000000038		Madill - The Office Company	2/25/2016			\$149.07
EFT0000000000039		Nielsen, Yari	2/25/2016			\$389.70
EFT0000000000040		Performance Plus Hockey	2/25/2016			\$161.40
EFT0000000000041		Rocky Mountain Phoenix	2/25/2016			\$353.22
EFT0000000000042		Rona Revy Inc.	2/25/2016			\$416.76
EFT0000000000043		Waters, Jane	2/25/2016			\$94.00
EFT0000000000044		Worobec, Jerry	2/25/2016			\$78.39
0036841		DB Services of Victoria Inc	2/29/2016			\$15,949.00
Total Cheques: 525						Total Amount of Cheques: \$7,315,861.28

Ranges:	From:	To:	From:	To:
Chequebook ID	GENERAL	GENERAL	Number	Last
Description	First	Last	Date	2/29/2016
User-Defined 1	First	Last	Type	Decrease Adjustment

Sorted By: Date  
 Include Trx: Reconciled, Unreconciled

\* Voided transaction ^ Cleared amount is different than posted amount

Chequebook ID	Description	User-Defined 1	Current Balance		
GENERAL	BOM General Bank Account		\$4,485,756.40		
Number	Date	Type Paid To/Rcvd From	Reconciled Origin	Payment	Deposit
DAJ000003792	1/4/2016	DAJ Interac Fees	Yes CMTRX00001882	\$5.34	
DAJ000003793	1/4/2016	DAJ Monthly Fee	Yes CMTRX00001882	\$43.55	
DAJ000003783	1/5/2016	DAJ Ternent Mastercard Dec 15 15	Yes CMTRX00001875	\$3,487.89	
DAJ000003784	1/5/2016	DAJ Mahovlich Mastercard Dec 15 15	Yes CMTRX00001876	\$3,722.10	
DAJ000003785	1/5/2016	DAJ Bowden MC Dec 15 15	Yes CMTRX00001877	\$393.06	
DAJ000003786	1/5/2016	DAJ Beckett MC Dec 15 15	Yes CMTRX00001878	\$5,922.17	
DAJ000003787	1/5/2016	DAJ Baldwin MC Dec 15 15	Yes CMTRX00001879	\$30.00	
DAJ000003795	1/5/2016	DAJ Receiver General PP27 FT	Yes CMTRX00001883	\$48,956.91	
DAJ000003796	1/5/2016	DAJ Receiver General PP27 PT	Yes CMTRX00001883	\$13,385.56	
DAJ000003797	1/7/2016	DAJ WCB 2015 Final	Yes CMTRX00001883	\$20,472.18	
DAJ000003794	1/8/2016	DAJ Fire Pension PP27	Yes CMTRX00001882	\$3,221.79	
DAJ000003798	1/8/2016	DAJ Shell PAP Dec 14	Yes CMTRX00001883	\$445.47	
DAJ000003800	1/12/2016	DAJ LTSA Top Up	Yes CMTRX00001884	\$500.00	
DAJ000003802	1/14/2016	DAJ Payroll Chq 36379 Aldridge	Yes CMTRX00001886	\$692.50	
DAJ000003803	1/15/2016	DAJ Pay Period 01	Yes CMTRX00001886	\$193,134.80	
DAJ000003804	1/15/2016	DAJ Pension Pay Period 01	Yes CMTRX00001887	\$32,410.61	
DAJ000003805	1/15/2016	DAJ Fire Pension Pay Period 01	Yes CMTRX00001887	\$10,107.20	
DAJ000003806	1/15/2016	DAJ Savings Bonds PP01	Yes CMTRX00001887	\$1,115.00	
DAJ000003807	1/15/2016	DAJ Cransel Autostore USF	Yes CMTRX00001887	\$7,538.11	
DAJ000003808	1/15/2016	DAJ Jan Desjardins Statement	Yes CMTRX00001888	\$11,623.04	
DAJ000003801	1/16/2016	DAJ Dec ASO Cost Plus	Yes CMTRX00001885	\$19,718.53	
DAJ000003811	1/20/2016	DAJ Receiver Gen PP01 FT	Yes CMTRX00001891	\$81,499.33	
DAJ000003812	1/20/2016	DAJ Receiver Gen PP01 PT	Yes CMTRX00001891	\$13,948.23	
DAJ000003815	1/25/2016	DAJ Shell PAP Dec 31	Yes CMTRX00001894	\$678.61	
DAJ000003818	1/29/2016	DAJ Pay Period 02	Yes CMTRX00001895	\$190,430.82	
DAJ000003819	1/29/2016	DAJ PP02 Savings Bonds	Yes CMTRX00001896	\$1,115.00	
DAJ000003820	1/29/2016	DAJ Fire Pension PP02	Yes CMTRX00001896	\$10,165.13	
DAJ000003821	1/29/2016	DAJ Pension PP02	Yes CMTRX00001896	\$32,380.65	
DAJ000003830	2/1/2016	DAJ BMO Deposit in Jan	Yes CMTRX00001903	\$600.00	
DAJ000003835	2/1/2016	DAJ LTSA Fees Feb 01 16	Yes CMTRX00001907	\$500.00	
DAJ000003836	2/1/2016	DAJ Interac Fees	Yes CMTRX00001908	\$8.02	
DAJ000003837	2/1/2016	DAJ Monthly Fees	Yes CMTRX00001908	\$80.25	
DAJ000003822	2/2/2016	DAJ Ternent Mastercard Jan 15 20	Yes CMTRX00001897	\$7,108.49	
DAJ000003823	2/2/2016	DAJ Mahovlich Mastercard Jan 15	Yes CMTRX00001898	\$1,292.82	
DAJ000003824	2/2/2016	DAJ Pedde Mastercard Jan 15 16	Yes CMTRX00001899	\$1,614.39	
DAJ000003825	2/2/2016	DAJ Bowden Mastercard Jan 15 16	Yes CMTRX00001900	\$93.52	
DAJ000003826	2/2/2016	DAJ Beckett Mastercard Jan 15 16	Yes CMTRX00001901	\$4,593.00	
DAJ000003827	2/2/2016	DAJ Baldwin Mastercard Jan 15 16	Yes CMTRX00001902	\$84.00	
DAJ000003833	2/2/2016	DAJ Pay Period 02 RP0001	Yes CMTRX00001906	\$80,719.26	
DAJ000003834	2/2/2016	DAJ Pay Period 02 RP0002	Yes CMTRX00001906	\$12,866.73	
DAJ000003839	2/2/2016	DAJ Payroll Chq 36449 Landry	Yes CMTRX00001910	\$5,984.59	
DAJ000003840	2/9/2016	DAJ Shell Charges Feb 09	Yes CMTRX00001911	\$487.20	
DAJ000003843	2/12/2016	DAJ PP02 Pension	Yes CMTRX00001914	\$31,676.36	
DAJ000003844	2/12/2016	DAJ PP02 Pension Fire	Yes CMTRX00001914	\$9,941.60	
DAJ000003845	2/12/2016	DAJ PP03 Receiver General	Yes CMTRX00001915	\$77,904.75	
DAJ000003846	2/12/2016	DAJ PP03 Receiver General	Yes CMTRX00001915	\$12,881.70	
DAJ000003851	2/12/2016	DAJ Pay Period 03	Yes CMTRX00001920	\$185,488.54	
DAJ000003852	2/12/2016	DAJ Payroll Cheque 36644	Yes CMTRX00001920	\$1,511.69	
DAJ000003847	2/15/2016	DAJ Feb Desjardins	Yes CMTRX00001916	\$13,725.92	
DAJ000003842	2/16/2016	DAJ Jan ASO Cost Plus	Yes CMTRX00001913	\$20,463.89	

Chequebook ID		Description		User-Defined 1		Current Balance	
Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin	Payment	Deposit
DAJ000003849	2/16/2016	DAJ	LTSA Fee	Yes	CMTRX00001918	\$500.00	
DAJ000003850	2/16/2016	DAJ	Bank Charges	Yes	CMTRX00001919	\$30.00	
DAJ000003848	2/17/2016	DAJ	PP03 Savings Bonds	Yes	CMTRX00001917	\$1,115.00	
DAJ000003866	2/25/2016	DAJ	Shell Canada Jan 31 2016	Yes	CMTRX00001932	\$517.37	
DAJ000003861	2/26/2016	DAJ	PP04 2016 Pension Reg	Yes	CMTRX00001928	\$32,327.28	
DAJ000003862	2/26/2016	DAJ	PP04 2016 Pension Fire	Yes	CMTRX00001928	\$10,732.18	
DAJ000003863	2/26/2016	DAJ	PP04 2016 Bonds	Yes	CMTRX00001929	\$1,115.00	
DAJ000003865	2/26/2016	DAJ	PP04 2016	Yes	CMTRX00001931	\$189,684.23	
DAJ000003853	2/29/2016	DAJ	Bowden MC Feb 15 2016	Yes	CMTRX00001921	\$2,820.96	
DAJ000003854	2/29/2016	DAJ	Ternent MC Feb 15 2016	Yes	CMTRX00001922	\$4,259.09	
DAJ000003855	2/29/2016	DAJ	Beckett MC Feb 15 2016	Yes	CMTRX00001923	\$3,751.85	
DAJ000003856	2/29/2016	DAJ	Mahovlich MC Feb 15 2016	Yes	CMTRX00001924	\$3,301.97	
DAJ000003857	2/29/2016	DAJ	Baldwin MC Feb 15 2016	Yes	CMTRX00001925	\$563.75	
DAJ000003859	2/29/2016	DAJ	PP04 2016 RP0001	Yes	CMTRX00001927	\$79,611.62	
DAJ000003860	2/29/2016	DAJ	PP04 2016 RP0002	Yes	CMTRX00001927	\$13,793.03	

65 Transaction(s)

65 Total Transaction(s)



# City of Langford

[www.cityoflangford.ca](http://www.cityoflangford.ca)

## Administration and Finance Committee

Date: March 15, 2016

File No: 1880-20/QFR

Subject: 2015 Annual Financial Review of Unaudited Financial Statements

Please find attached the Unaudited Consolidated and Fund Statements and a Schedule of Capital Expenditures for the City of Langford for the year ended December 31, 2015.

These statements were prepared without audit. They are for information and discussion purposes only.

For the purposes of this report, references will be to the individual funds:

### General Revenue Fund Statements D, E, F and Schedules 1-9

#### Assets

Cash: Reduced - There were many large projects that were underway at the yearend date. As a result of this, our cash was utilized to support the projects resulting in a reduction in cash and investments.

Property Taxes: Reduced - Taxpayers continue the trend of reducing their tax obligations in a timely manner. This has resulted in less amounts owing to the City and also to a lower penalty revenue recognized.

Receivables: Increased - The current year includes grants that we have applied for at the yearend date. These total \$1.8M. There is also the parcel tax outstanding of \$1.6M which will be added to tax in 2016; the hearing of an appeal is pending at this time.

Prepaid Expenses: Reduced - The prior year included 2 months prepayments for the Victoria Public Library and the deposit on the purchase of 1997 Country Club Way (North Langford Rec Centre).

#### Liabilities

Payables: Amounts are fairly consistent with the prior year.

Other Liabilities: Amounts are fairly consistent with the prior year.

## **Surplus**

The surplus in the General Revenue Fund has increased by \$90,816. This is after the anticipated transfer from prior years surplus of \$685,000.

## **Revenue:**

Compared to the anticipated budget figures, the overall revenues received are reasonable. There are overages in some of the sources but a shortfall in others. Large variances from budget are the increase in building permit fees. The City's construction industry was very active in the 2015 year. As the bowling alley was out of commission for approximately 5 months, the City's revenue was lower than anticipated. The Casino revenue is budgeted in the General Revenue Fund, however, we claim it where it is utilized. The amount recognized in this fund is \$319,400 and the amount recognized in the Capital Works Fund is \$920,376. The Casino continues to provide a consistent source of revenue for the City of Langford projects.

## **Expenses:**

As with revenues, the overall expenses are reasonable.

## **General Capital Fund Statements G, H, I**

### **Assets:**

Capital: The City continues to obtain high quantities of infrastructure through the development process. The amount of Capital Assets recognized by the City in the year 2015 from developer donations is \$12,230,535. Other asset amounts from developers (contributions) total \$1,002,500.

### **Liabilities:**

Debt continues to be reduced with the annual principal payments.

### **Equity:**

All equity transactions (funding and transfers) are on Statement H.

## **Sewer Capital Fund Statements J, K, L**

The only activity in the Sewer Capital Fund is the sewer infrastructure constructed by West Shore Environmental, and for the final year, debt payments. As fees are charged through West Shore Environmental, a franchise fee is paid to the City of Langford. The net of the gross up fee and the annual capital purchases is a net reduction in the Sewer Franchise Payable. The current year saw a reduction of \$2,732,597. The actual franchise revenue received is 18% which is \$713,622.

## **Sewer Operating Fund Statements M, N, O**

As all the debt in the Sewer Fund has been paid out, the Sewer Capital Fund net surplus has been transferred to the Capital Works Reserve.

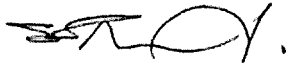
**Reserve Statements, P, Q**

Reserve fund balances continue to be stable from year to year. With the exception of the Capital Works Reserve and General Amenity Reserve, all reserves are established for specific purposes and are restricted as to their use.

**Recommendation:**

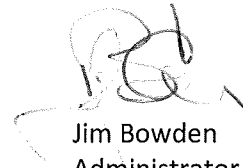
That the Administration and Finance Committee receive the 2015 Annual Financial Review of Unaudited Financial Statements for information.

Respectfully submitted,



Steve Ternent  
Director of Finance

Audrey Kryklywyj-Shortreid  
Deputy Director of Finance



Jim Bowden  
Administrator

**2015** CITY OF LANGFORD  
Consolidated Financial Statements  
For the fiscal year ending December 31, 2015

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Unaudited

City of Langford, British Columbia, Canada



# City of Langford

[www.cityoflangford.ca](http://www.cityoflangford.ca)

<b>Mayor:</b>	Stewart Young
<b>Councillors:</b>	Denise Blackwell Matt Sahlstrom Lanny Seaton Winnie Sifert Lillian Szpak Roger Wade
<b>Administrator:</b>	Jim Bowden, MPA
<b>Treasurer:</b>	Steve Ternent
<b>City Engineer:</b>	Michelle Mahovlich, M.Eng., P.Geo., P.Eng.
<b>City Planner:</b>	Matthew Baldwin, MCIP
<b>Fire Chief:</b>	Bob Beckett, MA
<b>Solicitors:</b>	Young Anderson
<b>Bankers:</b>	Bank of Montreal
<b>Police:</b>	RCMP - West Shore

# City of Langford

British Columbia

Consolidated Financial Statements  
Year Ended December 31, 2015

Consolidated Statement of Financial Position	Statement A
Consolidated Statement of Financial Activities	Statement B
Consolidated Statement of Changes in Cash Position	Statement C
General Revenue Fund	
Statement of Financial Position	Statement D
Statement of Surplus	Statement E
Statement of Financial Activity	Statement F
Schedules to Statement of Financial Activity	Schedules 1-9
General Capital Fund	
Statement of Financial Position	Statement G
Statement of Equity in Capital Assets	Statement H
Statement of Capital Financing	Statement I
Sewer Capital Fund	
Statement of Financial Position	Statement J
Statement of Equity in Capital Assets	Statement K
Statement of Capital Financing	Statement L
Sewer Operating Fund	
Statement of Financial Position	Statement M
Statement of Surplus	Statement N
Statement of Financial Activity	Statement O
Reserve Funds	
Statement of Financial Position	Statement P
Statement of Changes in Reserve Funds	Statement Q

# City of Langford

British Columbia

## STATEMENT A

### Consolidated Statement of Financial Position

Year Ended December 31, 2015, with comparative figures for 2014

Unaudited

	2015	2014
<b>Assets</b>		
Cash	\$ 4,990,846	\$ 2,469,024
Investments	10,085,066	17,062,500
Accounts Receivable	9,414,116	6,058,047
Other Assets	6,027,063	6,316,834
Municipal Finance Authority Debt Reserve Fund Deposit	33,313	182,821
	30,550,404	32,089,226
Capital Assets	413,713,001	388,820,544
	<b>\$ 444,263,405</b>	<b>\$ 420,909,770</b>
<b>Liabilities, Equity and Reserves</b>		
Payables:		
Accounts Payable	\$ 19,749,342	\$ 22,618,517
Prepaid property taxes and licences	664,248	666,589
Refundable deposits	7,512,701	7,520,894
Municipal Finance Authority Debt Reserve Fund:		
Cash deposit	9,854	52,999
Demand note	23,459	129,823
	27,959,604	30,988,822
Debenture Debt	28,251,031	31,891,611
Equity and Reserves		
Surplus	1,764,097	2,968,694
Reserve for Future Expenditures	1,092,045	1,710,726
Reserves	17,923,592	17,364,389
Equity in capital assets	367,273,036	335,985,528
	<b>\$ 444,263,405</b>	<b>\$ 420,909,770</b>

# City of Langford

British Columbia

## STATEMENT B

### Consolidated Statement of Financial Activities

Year Ended December 31, 2015, with comparative figures for 2014

Unaudited

	<b>Budget</b>	<b>2015</b>	<b>2014</b>
<b>Revenue:</b>			
Taxation	25,596,400	25,612,522	23,271,564
Other revenue	10,593,300	10,331,928	10,654,871
Transfer from other governments	747,300	831,260	663,392
Total Revenue	36,937,000	36,775,710	34,589,827
<b>Expenditure:</b>			
General government services	4,194,500	4,132,138	3,818,093
Protective services	9,816,800	9,987,368	9,544,536
Transportation services	6,875,400	6,675,274	7,286,871
Environmental development services	1,051,700	931,144	775,012
Recreation and cultural services	8,173,600	7,568,836	8,252,716
Sewer Operating	-	293	1,644
Transfers to own reserve accounts and funds	3,335,300	2,430,758	932,320
Fiscal services	3,489,700	4,274,083	4,253,631
Total Expenditure	36,937,000	35,999,894	34,864,823
Net revenue from operations	-	775,816	( 274,996 )
Increase in equity in capital assets	-	31,287,508	6,921,065
<b>Increase in equity for the year</b>	<b>\$ -</b>	<b>\$ 32,063,324</b>	<b>6,646,069</b>

# City of Langford

British Columbia

## STATEMENT C

### Consolidated Statement of Changes in Cash Position

Year ended December 31, 2015, with comparative figures for 2014

Unaudited

	2015	2014
<b>Opening cash balance</b>	<b>\$ 19,531,524</b>	<b>24,301,678</b>
Net revenue from operations and surplus contribution	(1,823,278)	(1,285,190)
(Increase) decrease in accounts receivable	(3,356,069)	534,733
(Increase) decrease in other assets	289,771	(507,170)
(Increase) in capital assets	(24,892,457)	(19,190,199)
(Increase) in grants, transfers and contribution for capital assets	31,287,508	16,632,433
Increase (decrease) in accounts payable	(2,869,175)	(1,032,772)
Increase (decrease) in prepaid property taxes and licences	(2,341)	132,748
Increase (decrease) in refundable deposits	(8,193)	641,695
(Decrease) increase in reserves	559,203	3,313,063
Capital lease obligation	-	(444,246)
Debenture debt	(3,640,581)	(3,565,249)
<b>Net increase (decrease) in cash</b>	<b>(4,455,612)</b>	<b>(4,770,154)</b>
<b>Closing cash balance</b>	<b>\$ 15,075,912</b>	<b>19,531,524</b>
Composition of closing balance:		
Cash	\$ 4,990,846	2,469,024
Short term investments	10,085,066	17,062,500
	<b>\$ 15,075,912</b>	<b>19,531,524</b>

# City of Langford

British Columbia

## General Revenue Fund

### Statement of Financial Position

Year Ended December 31, 2015, with comparative figures for 2014

## STATEMENT D

Unaudited

	2015	2014
<b>Assets</b>		
Cash	\$ 4,990,846	\$ 2,469,024
Investments	10,085,066	17,062,500
Receivables:		
Property Taxes	1,435,127	2,147,845
Federal government	271,408	355,353
Provincial government and agencies	15,248	9,930
Other local government	355,335	334,680
Other	6,631,050	2,695,264
Land held for resale	5,386,214	5,385,060
Prepaid expenses	640,849	931,774
Municipal Finance Authority Debt Reserve Fund Deposit	33,313	58,470
	<b>\$ 29,844,456</b>	<b>\$ 31,449,900</b>
<b>Liabilities and Surplus</b>		
Payables:		
Trade accounts and accrued liabilities	\$ 4,607,922	\$ 4,623,049
Federal government	98,000	189,593
Provincial government and agencies	27,255	46,893
Due to other funds	14,860,815	16,423,231
Other Liabilities:		
Prepaid property taxes and licences	664,248	666,589
Security deposits	6,842,763	7,031,038
Other	669,938	489,856
Municipal Finance Authority Debt Reserve Fund:		
Cash deposit	9,854	16,968
Demand note	23,459	41,502
	<b>27,804,254</b>	<b>29,528,719</b>
Reserve for Future Expenditures	276,105	247,900
Surplus (Statement E)	1,764,097	1,673,281
	<b>\$ 29,844,456</b>	<b>\$ 31,449,900</b>

# City of Langford

British Columbia

## General Revenue Fund

### Statement of Surplus

Year Ended December 31, 2015, with comparative figures for 2014

## STATEMENT E

Unaudited

		<b>2015</b>	<b>2014</b>
Balance, beginning of year	\$	1,673,281	2,875,277
Surplus for the year (Statement F)		775,816	( 274,996 )
Less: Appropriated		685,000	927,000
<b>Balance, end of period</b>	<b>\$</b>	<b>1,764,097</b>	<b>1,673,281</b>

# City of Langford

British Columbia

## STATEMENT F

### General Revenue Fund

### Statement of Financial Activity

Year Ended December 31, 2015, with comparative figures for 2014

Unaudited

	Budget	2015	2014
<b>Revenue:</b>			
Taxation (schedule 1)	\$ 25,596,400	25,612,522	22,414,854
Other revenue from own sources (schedule 2)	7,121,800	6,757,732	6,687,256
Provincial revenue sharing grants	168,100	263,819	161,277
Conditional transfers from other government (schedule 3)	579,200	567,441	502,115
Transfer from own reserve accounts and funds	2,008,600	2,124,475	3,859,056
DCC Revenue	162,500	149,307	20,365
<b>Total Revenue</b>	<b>35,636,600</b>	<b>35,475,296</b>	<b>33,644,923</b>
<b>Expenditure:</b>			
General government services (schedule 4)	4,194,500	4,132,138	3,818,093
Protective services (schedule 5)	9,816,800	9,987,368	9,544,536
Transportation services (schedule 6)	6,875,400	6,675,274	7,286,871
Environmental development services (schedule 7)	1,051,700	931,144	775,012
Recreation and cultural services (schedule 8)	8,173,600	7,568,836	8,252,716
Transfer to own reserve accounts and funds (schedule 9)	2,257,000	1,342,273	927,320
Interest and other services	12,500	4,129	2,428
Interest and principal repayments	3,255,100	4,058,318	3,312,943
<b>Total Expenditure</b>	<b>35,636,600</b>	<b>34,699,480</b>	<b>33,919,919</b>
<b>(Deficit) Surplus for the period</b>	<b>\$ -</b>	<b>775,816</b>	<b>( 274,996 )</b>

# City of Langford

British Columbia

## General Revenue Fund

### Statement of Financial Activity

Year Ended December 31, 2015, with comparative figures for 2014

## SCHEDULE 1

Unaudited

	<b>Budget</b>	<b>2015</b>	<b>2014</b>
<b>TAXES</b>			
Property taxes	\$ 23,390,500	23,398,314	20,354,173
Property taxes - Greater Victoria Public Library	1,716,000	1,716,421	1,573,843
1% Utility taxes	393,500	393,653	387,489
Provincial grant in lieu of taxes	96,400	104,134	99,349
	<b>\$ 25,596,400</b>	<b>25,612,522</b>	<b>22,414,854</b>

## SCHEDULE 2

### OTHER REVENUE FROM OWN SOURCES

Licences and permits			
Building inspections	\$ 841,000	1,418,657	953,044
Business licences	70,000	15,770	116,475
Engineering and subdivision	494,500	532,244	538,874
Planning	375,000	378,347	344,519
	<b>1,780,500</b>	<b>2,345,018</b>	<b>1,952,912</b>
Commercial leasing	251,900	215,694	224,361
Langford City Centre Park Revenue	2,408,000	1,767,423	2,298,906
Interest	170,000	137,006	181,373
Penalties and interest on taxes	433,000	354,522	413,543
Casino revenue	1,200,000	319,400	329,984
Miscellaneous	878,400	1,618,669	1,286,177
	<b>5,341,300</b>	<b>4,412,714</b>	<b>4,734,344</b>
	<b>\$ 7,121,800</b>	<b>6,757,732</b>	<b>6,687,256</b>

# City of Langford

British Columbia

## General Revenue Fund

### Statement of Financial Activity

Year Ended December 31, 2015, with comparative figures for 2014

## SCHEDULE 3

Unaudited

	<b>Budget</b>	<b>2015</b>	<b>2014</b>
<b>CONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS</b>			
<b>Provincial:</b>			
Street lighting	\$ -	1,073	1,312
Community Works Fund	-	-	3,331
LEEDS Project Grant	15,000	59,936	5,000
Age Friendly Program Grant	-	1,000	18,000
Climate Action Revenue Incentive Program	-	8,608	9,187
Hotel Tax	65,000	-	49,668
<b>Other Government</b>			
CRD - Fire protection and 911	382,700	388,660	297,386
IT Services - Other Government	116,500	108,164	118,231
	<b>\$ 579,200</b>	<b>567,441</b>	<b>502,115</b>

# City of Langford

British Columbia

## SCHEDULE 4

### General Revenue Fund

### Statement of Financial Activity

Year Ended December 31, 2015, with comparative figures for 2014

Unaudited

	Budget	2015	2014
<b>GENERAL GOVERNMENT SERVICES</b>			
<b>Legislative:</b>			
Council indemnities and expenses	\$ 465,500	330,590	391,411
<b>Administrative:</b>			
Salaries and benefits	1,070,400	1,114,293	1,083,115
Consulting	142,800	90,858	143,812
Travel and training	22,800	15,423	24,421
Dues and fees	31,300	27,482	27,668
Other	88,200	178,977	187,724
<b>Common Services:</b>			
Legal	63,000	67,735	32,069
Advertising	20,400	21,090	23,160
Subscriptions and office supplies	33,600	24,570	32,034
Telephone	64,000	64,448	70,105
Postage and courier	23,500	32,926	21,879
Insurance	215,000	219,683	204,894
Personnel development	40,600	10,199	7,600
Other	58,000	60,884	52,575
Contract	-	10,007	12,895
Luxton Storage Area Enhancement	100,000	208,206	31,978
Office equipment supplies and maintenance	33,000	26,958	22,721
Municipal hall and other properties	209,800	179,748	203,600
<b>Information Technology:</b>			
Network Support:			
Salaries and benefits	387,700	364,716	323,826
Travel and training	10,000	5,535	3,262
Hardware and software support	298,700	351,264	248,454
Other	28,000	26,320	887
Internet and Database Support:			
Salaries and benefits	183,700	172,010	176,110
Other	53,500	26,216	13,137
GIS/Mapping:			
Salaries and benefits	308,000	284,317	330,813
Other	29,500	3,698	3,755
Records Management:			
Salaries and benefits	166,800	177,549	129,827
Other	46,700	36,436	14,361
	\$ 4,194,500	4,132,138	3,818,093

# City of Langford

British Columbia

## SCHEDULE 5

### General Revenue Fund

### Statement of Financial Activity

Unaudited

Year Ended December 31, 2015, with comparative figures for 2014

	Budget	2015	2014
<b>PROTECTIVE SERVICES</b>			
<b>Police Services:</b>			
RCMP contract services	\$ 4,913,900	4,860,046	4,957,431
Administration	618,100	617,794	680,317
Police building	197,500	223,009	188,045
Expenses	113,100	137,693	92,010
	5,842,600	5,838,542	5,917,803
<b>Fire Protection:</b>			
Administration	1,352,300	1,572,539	1,291,930
Communication centre	576,900	476,300	476,955
Fire fighting force	216,300	215,443	258,855
Fire fighting equipment	169,500	146,121	130,910
Fire station and buildings	141,100	169,630	152,835
Vehicle fleet	89,300	130,056	80,297
Training	95,200	91,983	83,573
	2,640,600	2,802,072	2,475,355
<b>Emergency Measures</b>	55,400	34,287	23,928
<b>Building inspection:</b>			
Salary and benefits	452,000	446,683	426,312
Expenses	84,100	64,209	46,584
Vehicle	13,800	10,240	11,201
	549,900	521,132	484,097
<b>Board of Variance</b>	-	451	-
<b>Bylaw enforcement costs:</b>			
Salary and benefits	394,200	404,816	326,013
Expenses	222,300	254,951	201,811
Vehicle	21,800	42,317	25,529
	638,300	702,084	553,353
<b>Animal control</b>	90,000	88,800	90,000
	\$ 9,816,800	9,987,368	9,544,536

# City of Langford

British Columbia

## SCHEDULE 6

### General Revenue Fund

### Statement of Financial Activity

Year Ended December 31, 2015, with comparative figures for 2014

Unaudited

	Budget	2015	2014
<b>TRANSPORTATION SERVICES</b>			
<b>Common services:</b>			
Salaries and benefits	\$ 592,700	490,569	522,719
Expenses	300,900	270,140	230,696
Vehicle	49,700	49,182	38,618
<b>Subdivision services:</b>			
Salaries and benefits	450,000	520,056	474,124
Expenses	55,900	34,496	42,792
Road maintenance	4,230,300	3,950,389	4,766,410
Other maintenance	-	209	121
Street lighting	325,300	433,521	364,384
Traffic signs	32,600	51,167	106,744
Traffic Signals	164,600	181,920	153,029
Storm drainage	445,500	442,710	390,040
Other	227,900	250,915	197,194
	\$ 6,875,400	6,675,274	7,286,871

## SCHEDULE 7

### ENVIRONMENTAL DEVELOPMENT SERVICES

Salaries and benefits	\$ 604,500	609,881	635,680
Expenses	114,000	89,168	99,885
Vehicle	2,200	1,350	1,418
Boards and commissions	1,000	-	107
Community development	330,000	230,745	37,922
	\$ 1,051,700	931,144	775,012

# City of Langford

British Columbia

## SCHEDULE 8

### General Revenue Fund

### Statement of Financial Activity

Year Ended December 31, 2015, with comparative figures for 2014

Unaudited

	<b>Budget</b>	<b>2015</b>	<b>2014</b>
<b>RECREATION AND CULTURAL SERVICES</b>			
Administration			
Contracted services	\$ 924,200	841,674	741,949
Westshore Parks and Recreation	2,420,500	2,472,760	2,394,046
Expenses	883,100	828,241	839,408
Arts and Culture	47,500	7,000	7,500
Recreation Facilities	2,067,700	1,621,722	2,530,374
Beautification and Festivals	114,600	105,489	145,328
Library services	1,716,000	1,691,950	1,594,111
	<b>\$ 8,173,600</b>	<b>7,568,836</b>	<b>8,252,716</b>

## SCHEDULE 9

### TRANSFERS TO OWN RESERVE ACCOUNTS AND FUNDS

Reserve Funds:			
Capital Works Reserve	\$ 1,238,600	358,000	105,000
Equipment Replacement Reserve	500,000	500,000	480,000
Special Police Reserve	13,400	-	8,049
General Amenity Reserve	220,000	-	-
Reserve for Future Expense Accounts	-	49,035	50,875
Capital Expenditure Transfer	285,000	435,238	283,396
	<b>\$ 2,257,000</b>	<b>1,342,273</b>	<b>927,320</b>

# City of Langford

British Columbia

## STATEMENT G

### General Capital Fund

### Statement of Financial Position

Unaudited

Year Ended December 31, 2015, with comparative figures for 2014

	2015	2014
<b>Assets</b>		
Accounts Receivable	\$ 705,948	\$ 514,975
Capital Assets		
Land	156,270,789	145,908,664
Building	32,724,925	31,975,063
Engineering structures	146,352,060	139,990,255
Equipment	11,624,044	11,532,696
Work In Progress	10,330,583	3,908,537
	<b>\$ 358,008,349</b>	<b>\$ 333,830,190</b>
<b>Liabilities</b>		
Temporary borrowings:		
Due to General Revenue Fund	\$ 3,062,777	\$ 2,246,792
Interim Financing	28,201,733	31,587,183
Debenture Debt	49,298	129,337
<b>Equity</b>		
Future expenditures	815,940	1,462,826
Equity in Capital Assets (Statement H)	325,878,601	298,404,052
	<b>\$ 358,008,349</b>	<b>\$ 333,830,190</b>

# City of Langford

British Columbia

## STATEMENT H

### General Capital Fund

### Statement of Equity in Capital Assets

Unaudited

Year Ended December 31, 2015, with comparative figures for 2014

	2015	2014
Balance, beginning of year	\$ 298,404,052	\$ 285,086,882
Add:		
Assets transferred from		
General Revenue Fund	435,238	283,396
Reserve Funds	6,146,996	2,806,030
Infrastructure grant funding	2,783,702	563,939
Reserve for Future Expenditures	1,864,144	-
Assets contributed by developers & other	13,233,036	9,899,235
Proceeds on disposal of assets	912,631	488,700
Transfer to other funds	( 162,631 )	( 2,787,333 )
Retirement of capital lease obligation	-	444,246
Retirement of long-term debt:		
Debentures	3,465,489	2,686,935
	28,678,605	14,385,148
Deduct assets sold or written off	1,204,056	1,067,978
<b>Balance, end of period</b>	<b>\$ 325,878,601</b>	<b>\$ 298,404,052</b>

# City of Langford

British Columbia

## STATEMENT I

### General Capital Fund

### Statement of Capital Financing

Unaudited

Year Ended December 31, 2015, with comparative figures for 2014

	2015	2014
Unapplied, beginning of year:	\$ ( 3,194,643 )	\$ 3,435,237
Finances acquired		
Transfers from:		
Transfer to other funds	( 162,631 )	( 2,787,333 )
General Revenue Fund	435,238	283,396
Reserve Funds	8,011,140	2,806,030
Infrastructure grants	2,783,702	563,939
Developers' contributions	13,233,036	9,899,235
Proceeds on disposal of assets	912,631	488,701
	25,213,116	11,253,968
	<b>\$ 22,018,473</b>	<b>\$ 14,689,205</b>
Acquisition of Capital Assets:		
General government services	2,979,743	4,708,953
Protective services	161,165	286,110
Transportation services	20,319,118	10,139,065
Recreation and cultural services	1,731,216	2,749,720
Unapplied, end of year:		
Due to other funds	( 3,062,777 )	( 2,246,792 )
Reserve for Future Expenditures	( 815,940 )	( 1,462,826 )
Accounts receivable	705,948	514,975
	( 3,172,769 )	( 3,194,643 )
	<b>\$ 22,018,473</b>	<b>\$ 14,689,205</b>

# City of Langford

British Columbia

## STATEMENT J

### Sewer Capital Fund

### Statement of Financial Position

Unaudited

Year Ended December 31, 2015, with comparative figures for 2014

	2015	2014
<b>Assets</b>		
Capital Assets		
Engineering structures	\$ 19,083,107	\$ 19,083,107
Sewer franchise infrastructure	37,327,493	36,422,222
	<b>\$ 56,410,600</b>	<b>\$ 55,505,329</b>
<b>Liabilities</b>		
Temporary borrowings:		
Sewer Franchise Payable	\$ 15,016,165	\$ 17,748,762
	15,016,165	17,748,762
Debenture debt	-	175,091
<b>Equity</b>		
Equity in Capital Assets (Statement K)	41,394,435	37,581,476
	<b>\$ 56,410,600</b>	<b>\$ 55,505,329</b>

# City of Langford

British Columbia

## STATEMENT K

### Sewer Capital Fund

### Statement of Equity in Capital Assets

Unaudited

Year Ended December 31, 2015, with comparative figures for 2014

	2015		2014
Balance, beginning of year	\$ 37,581,476	\$	34,266,213
Add:			
Franchise Fees	3,637,868		2,436,949
Retirement of long-term debt:			
Debentures	175,091		878,314
	3,812,959		3,315,263
<b>Balance, end of year</b>	<b>\$ 41,394,435</b>	<b>\$</b>	<b>37,581,476</b>

# City of Langford

British Columbia

## STATEMENT L

### Sewer Capital Fund

### Statement of Capital Financing

Unaudited

Year Ended December 31, 2015, with comparative figures for 2014

	2015	2014
Unapplied, beginning of year		
Sewer Franchise Payable	\$ ( 17,748,762 )	\$ ( 17,811,382 )
Due to Other Funds	-	16,239
	(17,748,762)	(17,795,143)
Finances acquired:		
Transfers from:		
Franchise Fees	3,637,868	2,436,949
	3,637,868	2,436,949
	<b>\$ ( 14,110,894 )</b>	<b>\$ ( 15,358,194 )</b>
Finances applied:		
Temporary borrowings, beginning of year		
Due to Other Funds	\$ -	\$ 16,239
Acquisition of capital assets:		
Sewer franchise infrastructure	905,271	2,374,329
Unapplied, end of year:		
Sewer franchise payable	(15,016,165)	(17,748,762)
	(15,016,165)	(17,748,762)
	<b>\$ ( 14,110,894 )</b>	<b>\$ ( 15,358,194 )</b>

# City of Langford

British Columbia

## STATEMENT M

### Sewer Operating Fund

#### Statement of Financial Position

Unaudited

Year Ended December 31, 2015, with comparative figures for 2014

	2015	2014
<b>Assets</b>		
Due from other funds	\$ -	\$ 1,305,633
Municipal Finance Authority Debt Reserve Fund Deposit	-	124,351
	<b>\$ -</b>	<b>\$ 1,429,984</b>
<b>Liabilities and Surplus</b>		
Accrued interest payable	\$ -	\$ 10,219
Municipal Finance Authority Debt Reserve Fund:		
Cash deposit	-	36,031
Demand note	-	88,321
	-	124,352
Surplus (Statement N)	-	1,295,413
	<b>\$ -</b>	<b>\$ 1,429,984</b>

# City of Langford

British Columbia

## STATEMENT N

### Sewer Operating Fund

### Statement of Surplus

Year Ended December 31, 2015, with comparative figures for 2014

Unaudited

		2015	2014
Balance, beginning of year	\$	1,295,413	1,378,607
Surplus for the year (Statement O)		-	-
Appropriation of Surplus		1,295,413	83,194
<b>Balance, end of year</b>	<b>\$</b>	<b>-</b>	<b>1,295,413</b>

# City of Langford

British Columbia

## STATEMENT OF

### Sewer Operating Fund

### Statement of Financial Activity

Unaudited

Year Ended December 31, 2015, with comparative figures for 2014

	Budget	2015	2014
<b>Revenue:</b>			
Taxation	\$ -	-	856,710
Transfer from Surplus	1,295,400	1,295,414	83,194
Utility charges	5,000	5,000	5,000
Total Revenue	1,300,400	1,300,414	944,904
<b>Expenditure:</b>			
Wages and benefits	-	293	1,644
Interest and principal payments	222,100	211,636	938,260
Transfer to reserve fund	1,078,300	1,088,485	5,000
Total Expenditure	1,300,400	1,300,414	944,904
Surplus, end of year	\$ -	-	-

# City of Langford

British Columbia

## STATEMENT P

### Reserve Funds

#### Statement of Financial Position

Unaudited

Year Ended December 31, 2015, with comparative figures for 2014

	2015	2014
<b>Assets</b>		
Due from Other Funds	\$ 17,923,592	17,364,389
<b>Total Assets</b>	<b>\$ 17,923,592</b>	<b>17,364,389</b>
<b>Reserves</b>		
Capital Works	\$ 1,531,820	1,360,237
Affordable Housing	999,498	976,731
Parks and Open Space	2,143,353	1,756,988
Parkland Improvement	2,875	52,608
General Amenity	2,198,060	2,020,262
Equipment Replacement	571,853	346,267
Sidewalk Capital	98,998	85,261
Bear Mountain Firehall	1,109,377	973,101
Special Police Capital	178,325	176,819
Development Cost Charge Reserve	9,052,799	9,579,790
Downtown Parking	36,634	36,325
<b>Total Reserves</b>	<b>\$ 17,923,592</b>	<b>17,364,389</b>

# City of Langford

British Columbia

## STATEMENT Q

### Reserve Funds

#### Statement of Changes in Reserve Funds

Unaudited

Year Ended December 31, 2015, with comparative figures for 2014

	Balance Beginning of Year	Additions	Expenditures Transfers	Interest Earned/charged	Balance End of Year
<b>Statement of Changes in Fund Balance</b>					
<b>Reserves</b>					
Capital Works	\$ 1,360,237	2,579,486	(2,418,098)	10,196	1,531,821
Affordable Housing	976,731	224,468	(209,406)	7,705	999,498
Parks and Open Space	1,756,988	370,194	-	16,171	2,143,353
Parkland Improvement	52,607	-	(50,000)	268	2,875
General Amenity	2,020,263	1,283,425	(1,126,652)	21,024	2,198,060
Equipment Replacement	346,267	500,000	(278,661)	4,247	571,853
Sidewalk Capital	85,261	12,932	-	805	98,998
Bear Mountain Firehall	973,101	127,500	-	8,776	1,109,377
Special Police Capital	176,819	-	-	1,506	178,325
Downtown Parking	36,325	-	-	309	36,634
<b>Total Reserve Funds Balances</b>	<b>7,784,599</b>	<b>5,098,005</b>	<b>(4,082,817)</b>	<b>71,007</b>	<b>8,870,794</b>
<b>Development Cost Charges</b>					
Parks	4,596,718	-	-	39,151	4,635,869
Storm Drainage	9,609	184,210	(430,443)	687	(235,937)
Roads	2,667,511	1,552,112	(2,988,395)	22,666	1,253,894
Sewers	27,857	-	-	237	28,094
Parkland and Open Space	2,278,095	1,243,013	(173,441)	23,212	3,370,879
<b>Total Development Cost Charges Balances</b>	<b>9,579,790</b>	<b>2,979,335</b>	<b>(3,592,279)</b>	<b>85,953</b>	<b>9,052,799</b>
<b>Total Funds on Hand</b>	<b>\$ 17,364,389</b>	<b>8,077,340</b>	<b>(7,675,096)</b>	<b>156,960</b>	<b>17,923,593</b>

**City Of Langford**  
**Capital Expenditures**  
**For the Year Ended December-31-15**

	<u>Budget</u>	<u>2015</u>	
<b>General Government</b>			
Hardware Replacements	\$128,000	\$117,496	Computers, Servers, and Printer Replacements
CityView/Escribe/FDM	100,000	27,705	Software
Asset Management	150,000	189,549	Project to Work in Progress
Land Acquisition	3,350,000	2,644,993	Purchase of 1997 Country Club Way
<b>Total General Government</b>	<b>3,728,000</b>	<b>2,979,743</b>	
<b>Police and Bylaw Services</b>			
Equipment Replacement	5,600	-	
<b>Total Police Services</b>	<b>5,600</b>	<b>-</b>	
<b>Fire Services</b>			
Brush 1 Replacement	112,000	161,165	2015 Ford Mini Pumper Truck
Firefighting Fleet - Engine 12 Replacement	607,300	-	Signed a contract to purchase, but it is a one year build - 2016 item
<b>Total Fire Services</b>	<b>719,300</b>	<b>161,165</b>	
<b>Public Works</b>			
Roads - Goldstream Fountain Replacement		105,428	Insurance claim to replace damaged fountain
Roads - Green City Strategies (Spider Network)	300,000	164,838	Bike lanes completed during the year
Roads - Leigh Rd Interchange	2,000,000	5,243	Awaiting resolution of land issues
Roads - SW Quadrant Interchange Ramp	8,000,000	3,081,703	Project to Work in Progress
Roads - Neighbourhood Improvements	200,000	316,803	Complete
Roads - McCallum Road Connector	2,000,000	525,578	Project to Work in Progress
Roads - Leigh - Goldstream to Dunford	715,000	837,101	Project to Work in Progress
Roads - Westshore Parkway Design & Construction	5,303,905	22,260	Project to Work in Progress
Roads - Westshore Parkway Segment 1 Sooke @ WSP	100,000	55,550	Project to Work in Progress
Roads - Westshore Parkway Segment 2 Glenshire	52,863	1,217,272	Project to Work in Progress
Roads - Westshore Parkway Segment 3/4 Mid Section	233,333	191,424	Project to Work in Progress
Roads - Westshore Parkway Segment 5 Westhills	50,273	103,914	Project to Work in Progress
Roads - Westshore Parkway Segment 6 Westhills Roundabout	50,000	47,481	Project to Work in Progress
Roads - Westshore Parkway Segment 7/8/9 KC & TCH	151,526	84,664	Project to Work in Progress
Roads - Realignment of Leigh/Goldstream Intersection	1,000,000	21,353	Project to Work in Progress
Roads - McCallum - Florence to Springboard		364,404	Project to Work in Progress
Roads - Hockley Improvements		57,916	Project Complete
Roads - Atkins Bicycle Lanes		37,924	Project to Work in Progress
Sidewalk & Blvd - Sidewalk Infill	250,000	129,533	Projects complete
Storm Drains - Walfred Rd Culvert	200,000	-	Awaiting developer
Storm Drains - Willing Storm Water Detention Pond	937,300	831,471	Project to Work in Progress
Street Lights and Traffic Signal Upgrades	195,000	51,559	Projects complete
Wayfinding	20,000	-	To operating
<b>Total Public Works</b>	<b>21,759,200</b>	<b>8,253,419</b>	

**City Of Langford**  
**Capital Expenditures**  
**For the Year Ended December-31-15**

**Parks**

City Centre Park - Parking Lot/Hydro	1,200,000	-	
City Centre Park - Landscaping and Pathways	50,000	46,517	On going
City Centre Park - Ball Netting	100,000	48,948	Project Complete
City Centre Park - Water Park Equipment	50,000	56,324	Project Complete
City Centre Park - Stadium Seating Expansion	25,000	28,082	Project Complete
City Centre Park - Rugby Canada Fitness Relocation	2,500,000	-	Waiting confirmation of the grant
City Centre Park - Miscellaneous Equipment Replacement	70,000	68,404	Project Complete
City Centre Park - Video Screen	60,000	71,262	Project Complete
Beach/Waterfront - Langford Lake	25,000	9,030	Project Complete
Beach/Waterfront - Lake Ida Ann	10,000	-	Not started
Fishing/Observation Platforms - Florence Lake	100,000	-	Not started
Fishing/Observation Platform - Langford Lake Boat Ramp	10,000	-	Not started
Bicycle Paths - E&N Trail - Savory School to Galloping Goose	3,000,000	-	Grant dependent - ongoing
Hiking Trails	50,000	44,196	Project Complete
Partnerships - Disability and Access Improvements	100,000	57,045	Project Complete
Partnerships - Tennis Courts	20,000	-	On hold
Vehicle Purchase	35,000	-	Not yet purchased
Dog Park	25,000	190,529	This is the park on Claude Rd. Council approved cost overruns. Project Complete
Parkland Acquisition	600,000	429,326	Project Complete
Centennial Park Improvements	5,000	-	
Centennial Park Ball Diamonds	50,000	22,326	Project Complete
Glen Cove Beach Improvements	25,000	-	Not started
Joint Use Project - Westhills Future Phases - Trails and Landscaping	50,000	-	Dependent on Westhills Development
Ed Nixon Trail Retention/Upgrade	50,000	-	Not started
Veterans Memorial Park	25,000	25,571	Complete
Willing Park	200,000	-	Waiting for detention pond to be finished
Westhills Parks	250,000	-	Dependent on state of development by developers
Bear Mtn Future Phases - Trails and Landscaping	100,000	-	Dependent on state of development by developers
Bear Mountain Parks	500,000	-	Dependent on state of development by developers

<b>Total Parks</b>	<b>9,285,000</b>	<b>1,097,560</b>	
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**Recreation**

YM/YWCA Library	1,500,000	468,819	In construction. Anticipate opening Spring 2016
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<b>Total Recreation</b>	<b>1,500,000</b>	<b>468,819</b>	
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<b>Total Capital Expenditures</b>	<b>36,997,100</b>	<b>12,960,706</b>	
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**Staff Report**  
**to**  
**Administration and Finance Committee**

**Date:** March 15, 2016  
**Department:** Finance  
**Subject:** Funding Requests for 2016 Budget Year

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**Background**

In February of 2015, City of Langford Council adopted a Funding Request Policy. This policy outlines the criteria for consideration and specifies that requests be forwarded to the Administration and Finance Committee for recommendation to Council.

**Commentary**

A summary of requests that meet the policy requirements is attached, followed by copies of all the request letters. The summary categorizes the requests according to whether they have received funding in the past or are new requests.

Staff are suggesting approval of all nine of the historically funded applications as they have previously demonstrated their value to Langford. Approval of the Victoria Real Estate Board request is also recommended for approval as there is only an in kind contribution (trolley use) and it is for the promotion of Langford.

Due to funding constraints in the 2016 budget, it is recommended that the remaining two new requests be denied for 2016.

**Financial Implications**

Approving the previously funded requests will have no impact on the 2016 budget as they are already included. Approving the Victoria Real Estate Board will have no impact on the budget as it is a request for in kind assistance only. Approving the other two new requests would require a tax increase of up to 0.75% in 2016.

**Legal Implications**

None

## Options

That the Administration and Finance Committee recommend to council that:


1. The following applications be funded for the year 2016:
  - a) Your Literacy Connection - \$500 and use of the trolley for the Learning Tour
  - b) Metchosin Farmers' Institute – cost of tent rental for Luxton Fall Fair (approx.. \$350)
  - c) Royal Canadian Legion - \$2,000 for Remembrance Day luncheon
  - d) Fort Rodd Hill and Fisgard Lighthouse - \$1,000 for Canada Day celebration
  - e) Vancouver Island South Film and Media Commission - \$2,000 to promote the industry
  - f) Goldstream Nature House and HAT - \$1,000 for the Chums educational program
  - g) Belmont and Royal Bay schools - \$5,000 each for combined dry grad
  - h) Greater Victoria Bike to Work Society - \$1,500 for Bike to Work Week
  - i) YMCA-YWCA of Greater Victoria – use of the trolley for event October 20, 2016
  - j) Victoria Real Estate Board – use of trolley for tour to promote Langford

**and**
2. The Mary's Farm Society and The Paper Mache applications be denied for 2016 due to budgetary constraints
- or**
3. That the following applications be approved and the rest denied:
  - a)

Respectfully submitted,



Steve Ternent  
Treasurer



Jim Bowden  
Administrator

# Funding Requests From Non-Profit Organizations - 2016

Requesting Organization	Funding in Budget	Description	Prior Funding Approved	Funding Requested	In-kind Contribution	In-kind Value
<b>Organizations That Have Received Historical Funding:</b>						
Your Literacy Connection	yes	Books for Breakfast and Literacy for Lunch programs and Family Learning Tour	300.00	500.00	Trolley for Learning Tour	150.00
Metchosin Farmers' Institute	yes	Rental of tent for Luxton Fall Fair	375.00	Tent rental - approx. \$350		
Royal Canadian Legion	yes	Contribution toward Remembrance Day luncheon	2,000.00	2,500.00		
Fort Rodd Hill and Fisgard Lighthouse	yes	Contribution toward Canada Day Celebration	1,000.00	Total \$4000 from all sources		
Vancouver Island South Film and Media Commission	yes	Promotion of the film production industry	2,000.00	2,000.00		
Goldstream Nature House and Habitat Acquisition Trust	yes	Goldstream Chums education for school children	1,000.00	1,000.00		
Belmont and Royal Bay Graduation Classes	yes	Dry Grad	10,000.00	10,000.00		
Greater Victoria Bike to Work Society	yes	Bike to work week	1,500.00	1,500.00		
YMCA-YWCA of Greater Victoria	n/a	Use of Trolley to transport Spencer and Dunsmuir School girls to event October 20th		none	Trolley	150.00
<b>New Funding Requests:</b>						
Victoria Real Estate Board	no	Tour to showcase Langford	n/a		Trolley for 2 hr.	150.00
Mary's Farm Society	no	Social Programs	n/a	60,000.00		
	no	Agricultural Programs	n/a	120,000.00		
The Paper Mache	no	Children's newspaper for Sooke, Victoria, Saanich elementary schools	n/a	none specified		



Steve Ternent and Langford Finance Committee  
2nd Floor, 877 Goldstream Avenue  
Langford, British Columbia, Canada  
V9B 2X8

2016-02-22

Dear Steve Ternent and Langford Finance Committee:

On behalf of Your Literacy Connection Westshore, I am writing to request the City of Langford's support, by way of a monetary donation in the amount of \$500.00, to support the Westshore Books for Breakfast and Literacy for Lunch Programs.

This free, locally based, volunteer-run program hosts a variety of local readers, great books, interactive songs, activities and healthy food. One event is offered per month, whereby children and parents are exposed to early literacy practices, gifted with a new book and a personal photo capturing their literacy experience. This valuable event serves as an opportunity for families to gather, be exposed to great children's literature and learn ways to model early literacy. In recent years, local service providers such as Island Health, the Greater Victoria Public Library and the Westshore Childcare Resource and Referral have been in attendance to provide support to families.

In the spirit of Family Literacy we would also like to formally request use of the Langford Trolley for our 2017 Family Learning Tour hosted by Your Literacy Connection Westshore, and its partners. The trolley will be used in partnership with the Goudy Library Branch as a venue for a story time activity. Following the story time, participants enjoy a 15-min trolley tour of Langford's family facilities, including City Centre Park, the YMCA / YWCA as well as the new library branch.

Our Family Learning Tour event has been running for four years. The most recent event, on January 23, 2016, hosted approximately 240 Langford residents. Families were exposed to various forms of learning activities that they could then apply at home within their own family life. The Story time on the Trolley event has been one of our most well attended activities throughout the years and we hope that in 2017 we will be able offer this option again.

Thank you very much for your consideration of both of our family literacy requests. We look forward to hearing from you.

Sincerely,  
Shantael Sleight  
Literacy Outreach Coordinator - Your Literacy Connection Westshore  
E: [smsleight@gmail.com](mailto:smsleight@gmail.com)  
W: [www.sookewestshoreliteracy.ca](http://www.sookewestshoreliteracy.ca)  
P: 250-208-2975





**Metchosin Farmers Institute**  
1040 Marwood Avenue, Victoria, B.C. Canada V9C 3C4  
Phone 478-2759 Fax 478-8868

**To:** City of Langford

**Date:** December 2, 2015

**Subject:** Luxton Fall Fair, Sept 16, 17, and 18, 2016

Hello;

The Metchosin Farmers' Institute is holding the Luxton Fall Fair on the weekend of September 16, 17, and 18 2016. This year we have "Truck and Tractor Pulls" challenge in our 1200 seat main Arena.. A number of prizes for various sections, "Sled Pull, Teeter Totter", etc have been donated by local businesses. As well we will have all the usual Fair events we have had in the past, including the "Special Needs Day" on Friday, where the Fair is open exclusively to special needs persons from all the local regions.

In previous years the City of Langford has generously donated tents and equipment to make the Fair an enjoyable and festive event for our residents and visitors. This year we are asking for the City to please donate for a "twenty by twenty foot tent. This would be used to house the free lunch area for the Special Needs patrons on Friday, and on Saturday and Sunday be used other displays. The cost of renting this tent will be approximately \$350.00 for the weekend and we would greatly appreciate your donation to cover this. I am sending this request in at this time as I received a notice asking that all requests be sent in before January 15'th for 2016.

Thank you very much

Ian McKenzie  
Metchosin Farmers' Institute  
Luxton Fall Fair  
<http://www.luxtonfair.ca>  
[info@luxtonfair.ca](mailto:info@luxtonfair.ca)  
ph 250-478-2387

In-kind donation value.  
= \$465.  
Jai



**Royal Canadian Legion  
Prince Edward Branch #091**

761 Station Avenue  
Victoria, BC V9B 2S1  
Tel: 250 478-1828  
Fax: 250 478-1870  
e-mail: secretary@rci91.ca  
website: [www.rci91.ca](http://www.rci91.ca)  
A Non-Profit Organization

November 25,2015

City of Langford  
Finance, Governance/Corporate Policy and Planning  
2nd Floor, 877 Goldstream Avenue  
Victoria, BC V9B 2X8

Dear Mayor and Council:

The Royal Canadian Legion, Prince Edward Branch #91 had an extremely successful 2015 Poppy Campaign and Remembrance Day Service and parade and wish to thank the City of Langford for the generous donation towards the cost of our Remembrance Day Celebration.

Once again, we are submitting our application requesting a donation in the amount of \$2,500 which will go towards the cost of the luncheon we provide as part of our Remembrance Day celebration in the Westshore following the service at the Cenotaph. The funds would go towards the celebration for November 11th, 2016.

Application Submission Requirements:

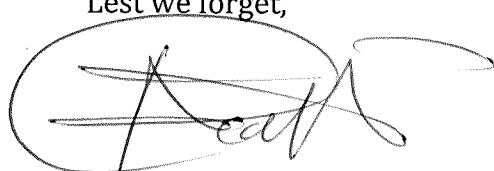
1. The Branch is run by the many volunteers who work tirelessly throughout the year to raise funds to provide help to needy veterans, widows, widowers and children of veterans, youth organizations, bursaries and to the many charities and community services supported by the Royal Canadian Legion, mainly in the Westshore. To date Branch#91 has donated a total of \$22,000, while the Westshore Poppy Fund has donated a total of \$62,639.75
2. We have attached an organization chart for your information. All positions are filled by volunteers except for the Manager, Branch Secretary, Bar Staff and cook.
3. The funds are raised through the Poppy Campaign, catering by our Ways and Means Committee, hall rentals, meat draws and other entertainment events.
4. Our organization owns its own facility.

.../2

5. As stated above, the funds would go towards the cost of the luncheon we provide as part of our Remembrance Day celebration in the Westshore following the service at the Cenotaph. The funds would go towards the celebration for November 11th, 2016.
6. Monies raised and distributed are used in the City of Langford as part of the Western Communities.
7. We anticipate upwards of 1,000 + people to attend this event throughout the day.
8. All fund raising activities of both the RCL Branch #91 and the Poppy Campaign are done by volunteers.
9. No revenues or fees will be charged for this event.
10. We will also apply for funding from the City of Colwood for the 2016 Remembrance Day celebration.
11. Branch #91 nor Westshore Poppy Fund have a current year budget.

We would appreciate any help you could give us towards making the Remembrance Day celebration a success again next year. It is a well attended event and enjoyed by the people of the Western Communities.

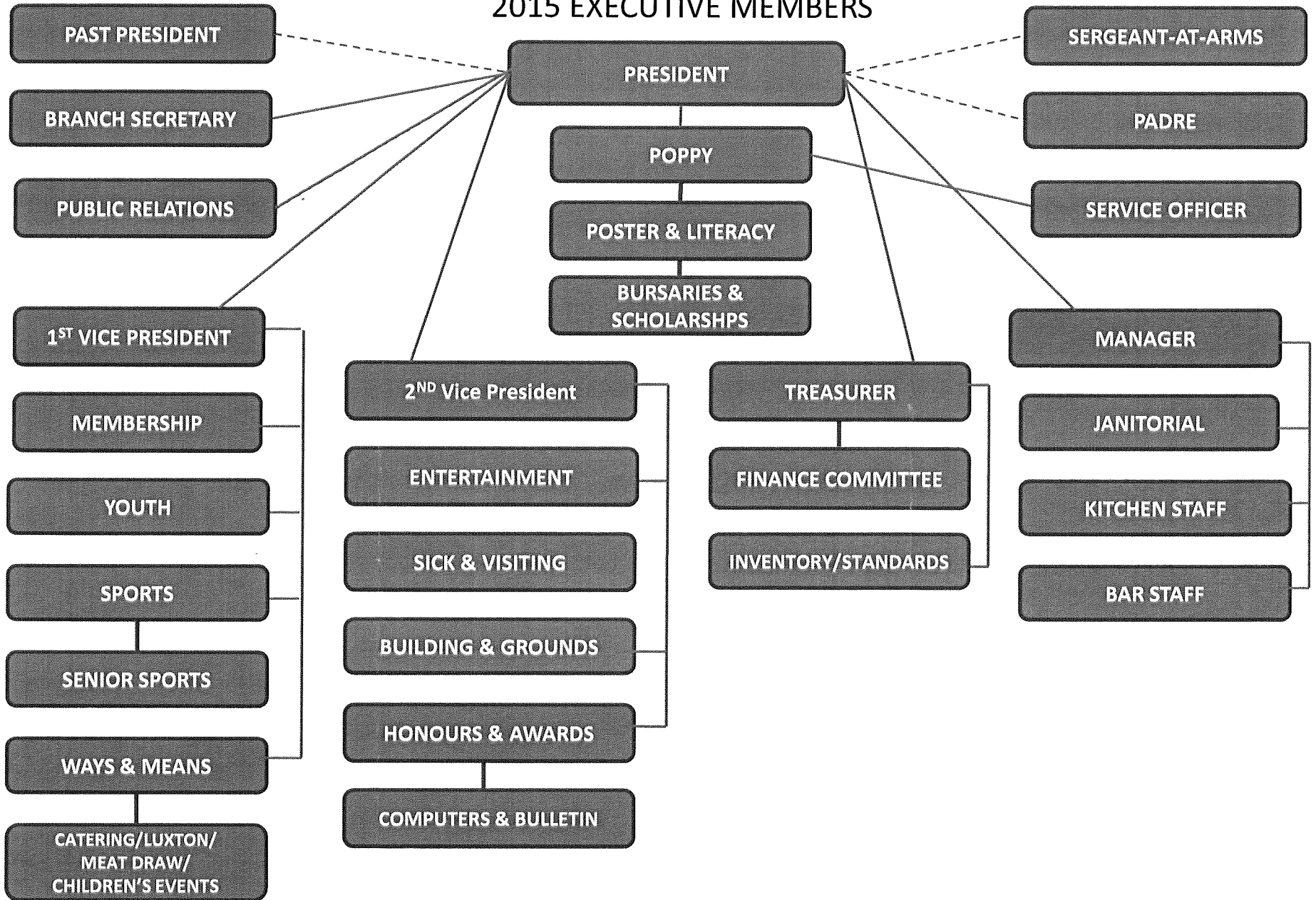
Lest we forget,

A handwritten signature in black ink, appearing to read "Norm Scott", is written over a circular stamp. The signature is fluid and cursive.

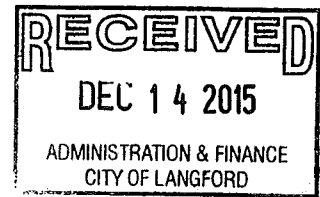
Norm Scott  
President

Enclosure

## 2015 EXECUTIVE MEMBERS



January 16/15  
Approved by Cde. President Norm Scott



Fort Rodd Hill and Fisgard Lighthouse  
National Historic Sites of Canada  
603 Fort Rodd Hill Road  
Victoria, B.C. V9C 2W8

SCANNED

- 2016 Funding request  
- Audrey for spreadsheet in  
Finance/SP SP

Mayor and Council  
City of Langford  
Municipal Hall  
2nd Floor - 877 Goldstream Ave.  
Victoria, BC V9B 2X8

December 7, 2015

Subject: Request for Funding Assistance in Delivery of Canada Day Celebrations for the  
Western Communities - July 1, 2016

Dear Mayor and Councillors,

Since 2001 Fort Rodd Hill and Fisgard Lighthouse National Historic Sites of Canada has been organizing annual Canada Day Celebrations for the Western Communities. Prior to 2001 this event had been organized, since 1983, by the West Shore Chamber of Commerce, although we had always been involved in the planning and delivery of this event. This year the site's staff will again be organizing July 1<sup>st</sup> celebrations for the West Shore.

Last year's Canada Day event proved to be very successful and over 6,500 local residents and visitors came to the site to help us celebrate our nation's birthday. Equally heartening was the support shown for this event by local businesses, organizations and the West Shore municipalities.

Planning for Canada Day 2016 has already begun. We will, as always, be relying heavily on the assistance of many volunteers from our community to deliver this event, and we anticipate commitments of voluntary services from the St. John's Ambulance, the Band of the 5<sup>th</sup> (B.C.) Field Regiment, Royal Canadian Artillery, and Staff from the Juan de Fuca Recreation Centre. We also feel certain Thrifty Foods will once again donate the huge birthday cake they have so generously provided each Canada Day for many years.

While we are confident that we can provide an enjoyable Canada Day event at very limited expense, the reality is that some costs will be unavoidable. To be able to cover these costs we are seeking funding to a total of approximately \$4,000.00 to cover expected expenditures.

I would like to request that the council of the City of Langford consider providing funding to assist in the delivery of this event. **This year funding assistance is in the form of a cheque made out to the Receiver General For Canada that should be sent here to the sites.** I would also like to extend an invitation to the mayor or member of council to attend the event on behalf of your community. **Please RSVP before July 1.**

As always, in kind donations would also be greatly appreciated. If your municipality has tents, or other materials which could be loaned for this event it would save considerable expense.

Please note that entry to Fort Rodd Hill and Fisgard Lighthouse National Historic Sites will be free on July 1, and the sites will cover the costs (including overtime) of staff involved in the planning and delivery of this event.

If you would like to discuss the Canada Day event in greater detail, please feel free to contact me by telephone at (250) 478-7594 or by e-mail at [lara.martens@pc.gc.ca](mailto:lara.martens@pc.gc.ca)

Sincerely,



Lara Martens  
Acting Site and Visitor Experience Manager  
Fort Rodd Hill and Fisgard Lighthouse  
National Historic Sites of Canada



# Vancouver Island South Film & Media Commission

## Board of Directors

December 18, 2015

## Executive

Annie Wong- Harrison  
President

CITY OF LANGFORD  
2nd floor, 877 Goldstream Ave.  
Langford, BC V9B 2X8

Paul Rayman  
Vice President

Dear Mayor Young & Council,

Cathy Scott  
Secretary

I would like to thank you for your continued support of our work to bring film production, jobs and economic growth to the CRD. 2016 is going to be a pivotal year for the Film Commission and we need your financial assistance more than ever.

Albert Zalazar  
Treasurer

As many of you know the BC Film Industry generates over one billion dollars of direct spending into the provincial economy and employs over 30,000 BC residents. Here in the Capital Region those numbers have risen to 19 Million this year in direct spending and well over 200 employed directly in the industry. There are also hundreds of businesses that profit. One television movie (MOW) can generate as many as 2000 hotel room nights.

## Directors

Barb Coultish  
Melinda Harris  
Edison Kahakauwila  
Beverly Booth  
Miranda Ji  
Don Enright  
Donna Petrie  
Karen Elgersma

There are more than 300 official Film Commissions on six continents and hundreds of unofficial economic development and tourism offices doing whatever it takes to entice film production into their regions. It is very important that we continue this momentum and keep Greater Victoria and the CRD in the minds of producers worldwide.

Building on our recent successes, 2015 was the busiest production year on record for the CRD with 24 productions, resulting in 19 Million dollars of direct spending into the local economy. After convincing the province to include the CRD in the 6% distant film tax credit, we actively promoted to Producers, and capitalized on a lower Canadian dollar to help create an unprecedented boom in our local film industry.

Multi-million dollar productions filmed in 2015 in the region include,  
Feature films: The Boy, Monkey Up, Girl in the Photograph and Pupstar  
Television movies: Perfect High, Playdate, Gourmet Detective II, Unreal, Hell on Wheels, Just in Time for Christmas, Signed, Sealed and Delivered, Stranger in the House, The Bridge I & II, Chesapeake Shores and Disney's For Wheelz  
Documentaries: 1491 (The Americas Before Columbus)

Not only did we bring a host of new Producers to town in 2015 but we also assisted a number of local independent filmmakers with their projects including The Devout which played at the Vancouver International Film Festival and 1491, The Americas Before Columbus, a feature docudrama produced by Arrow Productions for APTN.

In 2015 we fielded requests for locations, crew, accommodations and tax credit information. We conducted several location surveys and familiarization or 'fam' tours with Producers from LA, New York and abroad. Regular trips to Vancouver and ongoing contact thru telephone and emails to LA and Vancouver Producers have helped keep our profile front and centre.

To supplement funding, our Oscar Viewing Gala and silent auction fundraiser was sold out again. We also updated our sponsorship program and brought on a number of new corporate supporters to help promote the growth of island film production. In addition to sponsors, we sold more than 150 individual memberships. This number continues to grow as we build a connected community of industry professionals.

Both local and visiting film productions provide opportunities for citizen engagement through the hiring of background performers and local crew. To encourage this relationship with the community, we held educational and networking events in 2015, including the Motion Picture Industry Orientation Course at Royal Roads University and Working in the Film Industry Panel Discussions at Camosun College. We also held a Film Industry Mixer at the Commission, well attended by local professionals and service businesspeople looking to make new connections. The Film Commission maintains an ongoing volunteer program to staff our events and assist with projects in the office. This program provides volunteers with experience and connections related to film production and economic development.

Infrastructure development remains a priority in the coming year as the search for suitable warehouse studio and production office space continues. In 2015, we helped visiting productions find temporary options and assisted a number of local interest groups to develop proposals for more permanent facilities. Studio and office space remain key elements needed to capitalise on potential for growth in the local industry.

To generate \$19M in economic impact requires an immense effort to sell the locations and services of the region to Producers, then troubleshoot and manage complex logistics once a major production arrives. Our challenge going forward is to effectively maintain recent growth by meeting increased demand for production liaison services. To achieve this goal, we seek sustainable sources of funding to expand to a three person office. We respectfully request that the City of Langford continue its support of our work in the form of a grant for \$2,000.

Thank you for considering our application and if you have any questions please feel free to contact me.

Sincerely,



**Kathleen Gilbert**  
Film Commissioner



# Vancouver Island South Film & Media Commission

## Organization History and Description

*The Vancouver Island South Film and Media Commission (formerly the Greater Victoria Film Commission)* was established as a non-profit organization devoted to economic development on September 12, 1996. The re-branding of our name was decided by our Board of Directors and our voting members at our AGM in an effort to better reflect the region that we serve. Since its inception, the film commission has focused on promoting southern Vancouver Island as an international filming destination, thereby attracting film and television productions and significantly contributing to the economic development of the region.

We have developed a broad and mature base of support and services, consisting of skilled professionals, crews and companies dedicated to the industry. The Film Commission's focus is to develop the infrastructure required to provide necessary services and talent to the international film and television industry.

## **Services Provided**

### **Production / Location Services**

The Production/Location Services Department is the area of service within the Commission, most familiar to film companies and producers. Commission staff and contractors provide assistance with the following:

#### **Script Breakdown**

Using our online locations software as a base resource, we provide complete script breakdown services for features, MOWs, series and pilots. Photo files are sent using Reel Scout™ to producers and location managers to convince them to bring their projects to Greater Victoria and Southern Vancouver Island.

#### **Scouting and Surveys**

Based on production and script requirements, we scout and photograph specific locations that may not be on file in the digital library. The Commission may provide location scouts to accompany producers and directors around Greater Victoria and Southern Vancouver Island in search of suitable locations.



# Vancouver Island South Film & Media Commission

## Ongoing Support

Producers and Location Managers use the Production/Location Services Department for production research and information, location expertise, and assistance with other support and technical services. Staff provides assistance with contacting appropriate agencies regarding immigration/work permits and city filming permits, as well as information regarding trade unions, guilds, labour rates, studio facilities, post-production facilities, hotels, and suppliers.

## Photo Library

The library is continually being updated and expanded and consists of key images from across Greater Victoria and Southern Vancouver Island used in script breakdowns, commercial requests and ongoing production and location support. It is used internally by Commission staff and contractors, and externally by producers, location managers and other industry personnel.

Our programs also include training for local crew, and information seminars for local businesses and those interested in working with the film industry. We also host networking events for local film industry professionals and independent producers. As part of our outreach program we held the following events in the last year:

- National Film Board and Telefilm sessions with local Producers
- Stakeholder Meetings: How to make Victoria a 'Film Friendly City'
- Public Panel Discussion: How to start work in the film industry
- Public Panel Discussion: How to be an 'Extra' in the films
- Presentation to Hoteliers Marketing Committee
- Crew meeting with local film industry personnel
- Film Industry Mixer event for Commission members
- Motion Picture Industry Orientation Course in conjunction with Royal Roads University

## Economic Benefits

Film dollars support a wide range of services on Southern Vancouver Island and the CRD— helping to foster a vibrant local economy. The film industry not only provides jobs for our local crew and income for their families, but offers training and future opportunities for young people to work on Vancouver Island. **Over the last 12 years the Film Commission has contributed in excess of \$182 million film dollars in direct spending to the local economy.** This represents an average of \$15 million per year in direct spending to a wide range of services:

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION [admin@filmvictoria.com](mailto:admin@filmvictoria.com) |  
[www.filmvictoria.com](http://www.filmvictoria.com) | Ph: 250.386.3976 Fax: 250.386.3967



# Vancouver Island South Film & Media Commission

hotels	coffee	photofinishing
catering	computer rentals	recycling
car rentals	couriers	restaurants
equipment rentals	ferry	sign & graphics
accommodations	flowers	sound
airlines	laundry	video stock
art supplies	legal	special events
building supplies	limo	equipment rental
cell phones	locksmith	taxi
cleaners	locations	water
offices	office supplies	services

## Community Partnerships

In addition to the active corporate sponsorship campaign we redesigned in 2015, we also organise a Red Carpet Gala as our main fundraiser each year. We raised \$11,000.00 last year.

The Film Commission takes creative measures and partners with members of the community to further reduce operating costs. For example, the Thrifty's Smile Card Fundraising Program allowed us to purchase new office furniture and pay for an office move so we can continue to provide location scouting services to production companies and promote all the amazing locations on Southern Vancouver Island. They have also helped us purchase new computers and software and this year will fund another useful acquisition.

We frequently use Tech Soup Canada which provides discounted software products to non-profits through affiliated donor agencies. This year we purchased greatly-needed software programs such as Adobe Photoshop and Premiere Elements to create professional marketing pieces to promote the region.

Our ongoing Volunteer Program provides us with a range of additional support from administration to special events, and we benefit greatly from the extra help. In return, our volunteers receive complimentary memberships to the commission and the opportunity to learn new skills related to film production and economic development.



# Vancouver Island South Film & Media Commission

These are just some examples of how we strategize to reduce our costs. The Film Commission will continue to create partnerships with community members and promote a vibrant film industry on Southern Vancouver Island.

## **Grant Benefits**

Since 1996, Vancouver Island South Film and Media Commission (VISFMC) has been the go-to agency for film productions doing business on Southern Vancouver Island and the Capital Regional District. As a non-profit film commission providing free services to production companies, we play an indispensable role in the economic development of the region. Over the last 12 years the Film Commission has contributed in excess of \$182 million film dollars in direct spending to the local economy. In 2015 alone, one of the busiest on record, the film industry spent \$19 Million in the local economy.

In order for the Film Commission to continue providing free services to attract film productions to the region, and foster the economic development, we require full support from the provincial government and the municipalities of the Capital Regional District.

Without the financial assistance this grant provides, the Film Commission would have to significantly reduce its working hours and services, which would translate into fewer film productions in the CRD, less direct spending, and fewer jobs for local crew. It would also severely limit our region's potential as a location for future filmmaking since the area would "fall off the radar" of the industry.

## **Financial Sustainability**

The Film Commission has implemented active measures to ensure financial sustainability for our organization. These measures include changes to our membership structure, fundraisers, sponsorships, alternative staff and volunteers, and local community partnerships.

### **Membership fees**

The Film Commission membership fee remains affordable at \$25 per year (per voting member) and this covers our costs for managing and processing memberships as well as some business networking events. With over 150 active members we have increased our numbers by 50% this year and continue to grow by promoting the practice of working together to build the industry.



# Vancouver Island South Film & Media Commission

## **Red Carpet Gala**

As mentioned above, to raise additional funds we hold a yearly gala which takes place on the night of The Academy Awards at a select location. This event is our primary fundraiser of the year and is billed as the most glamorous Oscar-viewing party north of Hollywood. In addition to a live feed of the awards broadcast, dinner, drinks, and entertainment, the evening features a silent fundraising auction.

## **Expanded Corporate Sponsorship campaign**

Our three-tier Corporate Sponsorship campaign focuses on obtaining financial support from businesses that regularly provide services to production companies on southern Vancouver Island. In addition, we added business memberships for commercial establishments to join the program with smaller sponsorship budgets.

## **Volunteer Program**

Our membership with Volunteer Victoria has allowed us to provide volunteer opportunities to members in the community seeking to increase their work experience and learn more about the film industry. In fact, a few of our volunteers have been able to land jobs as Production Assistants in films and television movies.

We also find volunteers through contact with Camosun College, University of Victoria and in the community at large. We have developed a volunteer intake process designed to match the skills and interests of applicants to the volunteer needs of our organisation.

## **Summary**

Victoria's locations, skilled crew, talent, business services and mild climate, make it an ideal spot for film and television production. This potential, with support from the region, could provide sustainable economic and cultural growth. We are grateful for the support of Langford and all the CRD Municipalities who support and share this goal.

**VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION**

**Financial Statements**

**Year Ended December 31, 2014**

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

Index to Financial Statements  
Year Ended December 31, 2014

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Statement of Revenues and Expenses	4
Statement of Changes in Net Assets	5
Statement of Cash Flow	6
Notes to Financial Statements	7 - 10

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Vancouver Island South Film and Media Commission

We have audited the accompanying financial statements of Vancouver Island South Film and Media Commission, which comprise the statement of financial position as at December 31, 2014 and the statements of revenues and expenses, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

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

### Auditor's Responsibility

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

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

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

### Basis for Qualified Opinion

In common with many not-for-profit organizations, Vancouver Island South Film and Media Commission derives revenue from donations the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of Vancouver Island South Film and Media Commission. Therefore, we were not able to determine whether any adjustments might be necessary to donations, excess of revenues over expenses, and cash flows from operations for the year ended December 31, 2014, current assets and net assets as at December 31, 2014.

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VICTORIA  
901-747 Fort St.  
Victoria, BC V8W 3E9  
Tel: 250.383.8994 | Fax: 250.383.8904

DUNCAN  
823 Canada Ave.  
Duncan, BC V9L 1V2  
Tel: 250.746.4406 | Fax: 250.746.1950

NANAIMO *(continues)*  
30 Front St.  
Nanaimo, BC V9R 5H7  
Tel: 250.753.2544 | Fax: 250.754.1903

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Vancouver Island South Film and Media Commission as at December 31, 2014 and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matter

As required by the Society Act, we report that, in our opinion, the accounting principles in the Canadian accounting standards for not-for-profit organizations have been applied on a consistent basis.

Victoria, BC  
October 15, 2015

*Hayes Stewart Little + Co*

CHARTERED PROFESSIONAL ACCOUNTANTS

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

Statement of Financial Position

December 31, 2014

	2014	2013
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash <i>(Note 3)</i>	\$ 117,311	\$ 95,018
Short term investments <i>(Note 3)</i>	41,027	40,701
Accounts receivable	-	2,023
Goods and services tax recoverable	1,685	1,042
Prepaid expenses	130	820
	<u>\$ 160,153</u>	<u>\$ 139,604</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 6,440	\$ 7,206
Employee deductions payable	1,604	984
Deferred revenue <i>(Note 5)</i>	5,500	-
	<u>13,544</u>	<u>8,190</u>
<b>NET ASSETS</b>		
General fund	<u>146,609</u>	<u>131,414</u>
	<u>\$ 160,153</u>	<u>\$ 139,604</u>

ON BEHALF OF THE BOARD

\_\_\_\_\_ Director

\_\_\_\_\_ Director

See notes to the financial statements

**VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION**

**Statement of Revenues and Expenses**

**Year Ended December 31, 2014**

	2014	2013
<b>REVENUE</b>		
Municipal grants	\$ 93,863	\$ 88,571
Provincial grant and contribution	40,000	40,000
Sponsorships	12,513	14,690
Event revenue	30,515	32,934
Miscellaneous	3,126	3,123
Memberships	1,800	1,150
	<u>181,817</u>	<u>180,468</u>
<b>EXPENSES</b>		
Advertising	22	10,468
Bank charges and interest	331	293
Equipment purchases	1,217	954
Event costs	15,892	17,376
Memberships and subscriptions	1,015	1,059
Office	8,676	7,706
Parking	1,975	1,697
Professional fees	8,894	8,774
Promotion and entertainment	1,311	1,092
Rent	9,000	9,000
Salaries and benefits	109,412	97,747
Telephone and internet	3,788	4,156
Trade shows and familiarization trips	105	3,437
Travel and scouting	4,984	3,199
	<u>166,622</u>	<u>166,958</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 15,195</u>	<u>\$ 13,510</u>

See notes to the financial statements

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

Statement of Changes in Net Assets

Year Ended December 31, 2014

	2014	2013
NET ASSETS - BEGINNING OF YEAR	\$ 131,414	\$ 117,904
Excess of revenue over expenses	15,195	13,510
NET ASSETS - END OF YEAR	\$ 146,609	\$ 131,414

See notes to the financial statements

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

Statement of Cash Flow

Year Ended December 31, 2014

	2014	2013
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	\$ 15,195	\$ 13,510
Changes in non-cash working capital:		
Accounts receivable	2,023	(2,016)
Accounts payable	(766)	(4,539)
Deferred revenue	5,500	-
Prepaid expenses	690	1,174
Goods and services tax payable	(643)	856
Employee deductions payable	620	(143)
	<u>7,424</u>	<u>(4,668)</u>
<b>INCREASE IN CASH FLOW</b>	<b>22,619</b>	<b>8,842</b>
Cash and cash equivalents - beginning of year	<u>135,719</u>	<u>126,877</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR (Note 3)</b>	<b>\$ 158,338</b>	<b>\$ 135,719</b>

See notes to the financial statements

# VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

## Notes to Financial Statements

Year Ended December 31, 2014

---

### 1. DESCRIPTION OF BUSINESS

Vancouver Island South Film and Media Commission (the "Commission") is incorporated under the Society Act of British Columbia. The Commission's principal activity is to market the south island area to the film, television, and commercial industry. The Commission is a not-for-profit organization and is not subject to income taxes.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

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

#### Revenue recognition

Vancouver Island South Film and Media Commission follows the deferral method of accounting for contributions.

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. Endowment contributions are recognized as direct increases in net assets.

#### Donated goods

Donated goods are recorded at their fair market value at the time of the donation. During the year \$15,000 (2013 - \$27,572) in goods were donated.

#### Contributed services

Volunteers contribute a significant amount of their time each year. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

#### Tangible capital assets

Tangible capital assets are recorded as an expense in the year that it is acquired. In the current year \$nil of tangible capital assets was expensed.

#### Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

*(continues)*

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

Notes to Financial Statements

Year Ended December 31, 2014

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Measurement uncertainty

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

3. CASH AND CASH EQUIVALENTS

	<u>2014</u>	<u>2013</u>
Cash	\$ 117,311	\$ 95,018
Short term investments	41,027	40,701
	<u>\$ 158,338</u>	<u>\$ 135,719</u>

Short term investments consist of a cashable GIC invested at a rate of 0.8% . The investment matures on November 12, 2015. The stated balance includes an interest accrual of \$44 (2013 - \$43).

4. BANK INDEBTEDNESS

The Commission has an authorized line of credit facility to a maximum of \$50,000 with RBC Royal Bank. The loan is secured by a General Security Agreement and bears interest at bank prime. As at December 31, 2014, the Commission has not drawn against this facility (2013 - Nil).

5. DEFERRED REVENUE

Deferred revenue consists of \$5,000 in grant revenue received in 2014 to fund a project that will be started in 2015 and \$500 received for tickets to an event to be held in 2015.

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

Notes to Financial Statements

Year Ended December 31, 2014

6. RELATED PARTY TRANSACTIONS

The following is a summary of the Commission's related party transactions:

	2014	2013
<i>Received from companies significantly influenced by Directors of the Commission. In kind donations are also recorded in the financial statements as expenses.</i>		
Sponsorship revenue	\$ 1,200	\$ 2,268
Event revenue	-	1,329
Office expense	(1,200)	(1,200)
Travel expense	-	(129)
	<u>-</u>	<u>2,268</u>
	<u>\$ -</u>	<u>\$ 2,268</u>

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties. In kind amounts are recorded at fair market value of the goods or services that would have otherwise been purchased.

7. ECONOMIC DEPENDENCE

The Commission derives approximately 73% of its revenue from different levels of government. Should these government bodies substantially reduce their funding, management is of the opinion that continued viable operations would be doubtful.

8. FINANCIAL INSTRUMENTS

The Commission is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Commission's risk exposure and concentration as of December 31, 2014.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Commission does not extend credit to its members or customers.

Liquidity risk

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

Market risk

Market Risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Commission is not significantly exposed to any of these risks.

(continues)

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

Notes to Financial Statements

Year Ended December 31, 2014

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8. FINANCIAL INSTRUMENTS *(continued)*

Currency risk

Currency risk is the risk to the company's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Commission does not have any cash, accounts receivable, and accounts payable held in foreign currency.

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 Commission manages exposure through its normal operating and financing activities. The Commission has a GIC at a fixed interest rate. There is not a significant risk that future cash flows from this investment will decrease materially.

Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Commission is not exposed to other price risk as its investments are in GICs.

Dear Lindy Kaercher,

On behalf of the Goldstream Nature House and Habitat Acquisition Trust's Goldstream Chum Sponsorship Program, I have included below the details pertaining to our program within your application guidelines.

1. Name of Organization: Habitat Acquisition Trust
2. Contact Information: Primary: Executive Director, Jill Robinson [jill@hat.bc.ca](mailto:jill@hat.bc.ca), 250-995-2428, or Secondary: Tracey Bleackley, [traceybleackley@rlcparks.ca](mailto:traceybleackley@rlcparks.ca), Goldstream Nature House 250-478-9414
3. Funding requested for 2016 - \$1000 (2014 and 2015 contribution of \$1000 at the Vision Level)
4. Organization Information/Project Description and purposes and benefit to Langford:

Habitat Acquisition Trust (H.A.T) was established in 1996 by the Victoria Natural History Society. Our mission is to conserve land on Southern Vancouver Island, by i. increasing the amount of protected natural areas; ii) maintain & restoring natural areas; iii) engaging the public; iv) creating community partnerships; v) ensuring HAT's organizational excellence. Since our first project at salmon-bearing Ayum Creek we have been involved in the acquisition of several key pieces of valuable habitat in the Capital Regional District, and have placed conservation covenants on many private lands. HAT is raising funds to offset costs for schools wishing to attend salmon run school programs at Goldstream Park through a corporate sponsorship program known as the "Goldstream Chums". HAT facilitates the Goldstream Chums Corporate Sponsorship program at the Goldstream Nature House by providing an avenue for local businesses to sponsor at various levels to help send school children for environmental education programming.

Our Objectives within the Goldstream Chums Corporate Sponsorship Program:

A. To teach our park visitors and local school children to have a lighter impact on the Earth, while empowering them with the ability to see how important healthy ecosystems like Goldstream are to meeting this objective;

B. Deliver high quality nature and conservation programming with hands-on, outdoor classroom experience to reach 250 classes during the salmon run (when up to 60,000 salmon return) and "Eagle Extravaganza" (when as many as 200 Bald Eagles arrive to feed on the spawning salmon).; and

C. Provide free outdoor natural history programs at Goldstream during the annual salmon run and eagle time of year to youth audiences from Vancouver Island school districts including Aboriginal youth, youth living in rural communities and underprivileged youth.

5. In 2015, over 4700 students were able to experience the 'Salmon run' and "Eagle Extravaganza" school programs. There is a direct benefit for school children who are residents of the City of Langford as the park's nearby location makes it likely they will attend these programs. Additionally, residents of all ages are likely to visit the park on weekends. There is also significant evidence of benefits for local youth residents who are experiencing natural environments; increased awareness and observation skills, motor skills, concentration and independence. Goldstream is considered by many as part of the Langford community.

6. Project Budget details:

#### Project Budget

##### Revenue

Source	Confirmed?	Cash Amount	In-Kind Amount
City of Langford	no	\$1,000	
Volunteers (x hours valued at \$y/hour)	yes		\$15,000
Goldstream Chums Corporate Sponsorship Program	no	\$35,000	
<b>Total</b>		<b>\$36,000</b>	<b>\$15,000</b>
<b>Grand Total</b>		<b>\$51,000</b>	

##### Expenses

Description	Cash Amount	In-Kind Amount
-------------	-------------	----------------

<i>Labour - Volunteer (Naturalist Assistance and Nature House Staffing)</i>		\$15,000
<i>Senior Naturalist (x hours @ \$y/hour)</i>	\$1,500	
<i>Program Training/Development</i>	\$2,500	
<i>Weekday school programming</i>	\$30,000	
<i>Weekend programming</i>		
<i>Advertising</i>	\$1,000	
<i>Materials and Equipment</i>	\$1,000	
<b>Total</b>	<b>\$36,000</b>	<b>\$15,000</b>
<b>Grand total</b>	<b>\$51,000</b>	



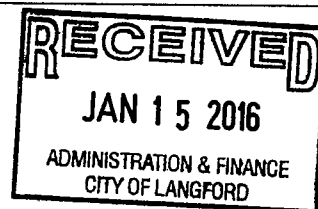
# BELMONT SECONDARY SCHOOL

3041 Langford Lake Road Victoria, BC V9B 0L9 Canada  
Tel (250) 478-5501 Fax (250) 478-2879



# Royal Bay Secondary School

3500 Ryder Hesjedal Way, Victoria, BC V9C 0J6  
Tel: 250-474-2377 Royalbay.sd62.bc.ca



To Mayor Young and Langford City Council:

January, 2015

I am writing this letter on behalf of the 2016 Belmont and Royal Bay Graduation classes. We are planning our DRY Prom and Safegrad. We are very excited to be offering this to our Grads of 2016. This will be an amazing event where both Belmont and Royal Bay will work in partnership to provide an amazing celebration for their grads. The Prom Committee is dedicated to engaging all our community partners, and we believe this event can create a wonderful magical evening that focuses on the safety of our youth.

Our DRY Prom and Safegrad will be held in the City Center Recreation, and promises to be another exciting evening of special events, and memorable times. This will be the fifth time that an all night Safegrad has ever been offered. The Grads will start their Safegrad directly after the Prom, and will commit to staying inside the facility until after breakfast in the morning. There will be several activities going through the night.

It is very important for us to keep this very special event in our local area, promoting and putting money back into our local businesses. . In order to provide this DRY Prom and Safegrad, we have always asked local businesses for their support..We have strived to come together in support of Westshore and are planning to inquire as a team with all our requests therefore keeping requests to a minimum for all our community partners that provide such amazing support.

We at this time would like to offer our services to the city of Langford to become the stewards for Hull's Trail as well as for any special projects that may be in Langford's near future. We would like this to be an ongoing partnership where this year and years to come the city of Langford can count on our youth to help out the community. Our grads are excited to partake in community projects that could benefit our local area. The city of Langford has been incredibly supportive to our youth and provided \$10 000.00 in funds each year for at least 6 years. We are hoping to have that continued support. We also believe it is important to us to recognize this by giving back. This is an exciting opportunity for us to put back into the community and have the community more aware of the great impact our youth can have. Please feel free to ask us to partake in a project of your choosing or if you would like us to come up with some ideas. Our group is very open to any ideas and want to give back to our community. We are hoping that the city of Langford will be also interested in helping fund our very special event.

Our focus is to keep our youth safe for such a milestone event and continue to keep the Dry Prom and Safegrad a celebration that is not cost prohibitive for our families. We will strive to provide a wonderful exciting all night event to keep our youth in a safe environment.

Please see enclosed Application Summary and Proposed Budget.

Thank-you so much,  
Belmont, Royal Bay Prom Committee:

Darlene Younger: chair, youngerandyounger@gmail.com, 250-888-1595

Belmont Representative:  
Principal Ray Miller

Royal Bay Representative:  
Windy Beadall



# Application Summary

## 1. Name of Organization and Contact Information

- a) Belmont/Royal Bay Prom Committee
- b) Darlene Younger (chair) i) [youngerandyounger@gmail.com](mailto:youngerandyounger@gmail.com)  
ii) 250-888-1595

### Principals

Ray Miller (Belmont) - [rmiller@sd62.bc.ca](mailto:rmiller@sd62.bc.ca)  
- 250-478-5501

Windy Beadall (Royal Bay) - [wbeadall@sd62.bc.ca](mailto:wbeadall@sd62.bc.ca)  
- 250-474-2377

## 2. Amount Being Requested and any previous Requests

- a) \$10000.00 requested
- b) \$10000.00 requested and granted for the last 5 years.

## 3. Organizations mandate, project description and purposes, benefit to Langford and budget details

- a) Our mandate is to provide a formal, affordable prom and safe grad for the graduates of Belmont and Royal Bay that will engage them for the entire night.
- b) We will occupy Eagle Ridge from 5:00pm-11:30pm in a formal dinner and dance, then will open the rest of City Center facility to accommodate a safe grad party till 5:00am. Our focus is to provide a fun safe atmosphere for the grads and guests to celebrate this special milestone.
- c) A copy of the proposed budget is included

## Cash Flow Budget Worksheet

	Dec	Jan	Feb	Mar	April	May	Total
<b>Beginning Cash Balance</b>							
<b>Cash Inflows (Income):</b>							
Tickets Sales						50,000	50,000
PAC						1,000	1,000
School Grand Prize						1,000	1,000
Liquor Store						5,000	5,000
Metehosen						350	350
Highlands						250	250
Langford						10,000	10,000
community support						3,445	3,445
Colwood						1,000	1,000
subtotal		\$0	\$0	\$0		\$72,045	\$72,045
<b>Av: Total Cash Inflows</b>							
<b>Cash Outflows (Expenses):</b>							
Advertising and tickets						68	68
City Center Facility						10,868	10,868
Hardship Cases						3,500	3,500
Chairs and Tables						1,563	1,563
Keepsakes						1,200	1,200
Prizes						3,000	3,000
Buffet, Snacks and Breakfast						21,000	21,000
Pizza						1,500	1,500
Decorations						10,000	10,000
Photobooth						1,800	1,800
Photobooth props						100	100
Casino						1,549	1,549
Evening Drinks (Thrifty's)						0	0
Grand Prize				donation		1,000	1,000
Volunteer Food						100	100
Psychic						450	450
DJ, stage and Lighting						1,000	1,000
hangers						100	100
Photographer						0	0
Temporary Fencing						0	0

## Cash Flow Budget Worksheet

	Dec	Jan	Feb	Mar	April	May	Total
Other:				0		0	
Moore's garment bags						336	336
Langford Lanes						3,000	3,000
Whistbands						150	150
LA Limosines						568	568
Truck Rental						500	500
Partyworks						7,064	7,064
<b>Otr Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			<b>\$70,416</b>	<b>\$70,416</b>
Other:							0
							0
							0
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
<b>Ent Total Cash Outflows</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$70,416</b>	

January 4, 2016

Mayor Stewart Young and Council  
City of Langford  
2nd Floor, 877 Goldstream Avenue  
Langford, BC V9B 2X8

Dear Mayor Young and Council:

For 21 years **Bike to Work Week** has grown to be one of the regions most supported and recognizable community events. In keeping with our Society's purpose of promoting the use of the bicycle as a viable transportation option to and from work, we have supported veteran cyclists and introduced 13,850 new participants to commuter cycling in a fun and accessible way.

I am writing to confirm the City of Langford's continued support for the 2016 Greater Victoria Bike to Work Week event, by approving funding in the amount of \$1,500. Your assistance ties the City of Langford to a strong community event supporting sustainable transportation and positive personal health.

With the support of all Greater Victoria municipalities including the City of Langford, City of Colwood, District of Highlands, District of Metchosin, District of Sooke and others, the 2015 Greater Victoria Bike to Work Week enjoyed a very successful 21<sup>st</sup> annual event with a record 9,127 individuals and 728 workplace teams taking part. These participants, including 1,346 new riders, rode an estimated 439,620 km during the week, averting 95,310 kg of CO<sub>2</sub> emissions from entering the atmosphere.

To celebrate our 22<sup>nd</sup> annual event in 2016 and continue the positive growth, we are planning 18 celebration stations, a launch event marking six weeks to the start of the Bike to Work Week and a commuter challenge media event. Funding from the City of Langford will directly support the organization and delivery of 1 Bike to Work Week celebration station within Langford and a Langford commuter challenge team. Highly successful in past years, the Langford station saw 150 participants in 2015 at its Crossroads Park location. Celebration station sponsorship costs \$2,500 - \$3,000 per station. By combining City of Langford's contribution with Goldstream Bike's potential sponsorship, another excellent celebration station can be organized in Langford by Bike to Work and will include free food, beverage, prizes and bike safety checks.

### **Benefits**

Supporting the Greater Victoria Bike to Work Society provides an array of benefits to the City of Langford and the community at large, including:

- Supporting individuals to choose an active, environmentally sustainable transportation mode improving health and air quality;
- Emphasizing value-based business practices shown to support community health; liveability and contribute to higher rates of employee retention;
- Delivering healthy, productive employees and children to their place of work/school;
- Reduced congestion during peak commuting hours and reducing/delaying costs associated with expanding and repairing roadways.

In recognition of Langford's continued support, in 2014 the City received:

- Prominent logo placement on the main Bike to Work Week poster (1000 copies widely distributed)
- Logo on 2 websites: [www.biketowork.ca/victoria](http://www.biketowork.ca/victoria) & [www.biketoworkvictoria.ca](http://www.biketoworkvictoria.ca)
- Logo on 2,250 t-shirts popularly worn throughout Greater Victoria

The City of Langford's sponsorship will continue to be recognized in 2016 Bike to Work Week promotions.

Please find attached our 2015 approved financial statements, 2015-2016 budget and 2015-2016 proposed sponsor list. For a glimpse of our efforts, here is a link to our 2015 Yearbook:

<http://online.flipbuilder.com/czrt/fzbs/>

We hope you will continue to join us in making commuter cycling a more mainstream choice in your community.

Sincerely,



Frank Hudson  
Executive Director  
Greater Victoria Bike to Work Society

2016 Greater Victoria Bike to Work Society  
 BOARD OF DIRECTORS  
 As of December, 2015

President	Andrew Cripps	2574 MacDonald Drive West Victoria, BC V8N 1X8	(250) 382-3452 (h) (250) 217-6422 (c)	<a href="mailto:andrewcripps@gmail.com">andrewcripps@gmail.com</a>
Vice-President	Kryn Zedel	909 Damelart Way Brentwood Bay, BC V8M 1C2	(250) 652-0583 (h) (250) 380-5312 (o)	<a href="mailto:KZedel@timescolonist.com">KZedel@timescolonist.com</a>
Secretary/Treasurer	Jack Wessel	408-66 Songhees Rd Victoria, BC V9A 0A2	(778) 676-1046 (h)	<a href="mailto:jackwessel@me.com">jackwessel@me.com</a>
Director	Chris Foord	2144 McNeill Ave Victoria, BC V8S 2Y3	(250) 896-2144 (c)	<a href="mailto:chrisfoord@shaw.ca">chrisfoord@shaw.ca</a>
Director	Rajinder Sahota	4566 Cordova Bay Road Victoria BC V8X 3V5	(250) 384-6262 (w)	<a href="mailto:rsahota@awslaw.ca">rsahota@awslaw.ca</a>
Director	Lynne Holt	2029 Romney Road Victoria, BC V8S 4J6	(250) 592 5908 (h) (250) 580 9180 (c)	<a href="mailto:lholt@shaw.ca">lholt@shaw.ca</a> <a href="mailto:Lynne.holt@gov.bc.ca">Lynne.holt@gov.bc.ca</a>
Director	Peter Fibiger	303-751 Goldstream Ave Victoria, BC V9B 2X4	(250) 360.6587	<a href="mailto:pfibiger@shaw.ca">pfibiger@shaw.ca</a>
Director	Mia Frankl	1534-B Redfern St. Victoria, BC V8R 4X2	(250) 886.1221	<a href="mailto:mamamiaf@hotmail.com">mamamiaf@hotmail.com</a>
Executive Director	Frank Hudson	3150 Glen Lake Road Victoria, BC V9B 4B7	(250) 884.2960 (C) (250) 920.5775 (O)	<a href="mailto:frank@biketowork.ca">frank@biketowork.ca</a>



**FINAL REPORT. JULY 2015**

**Summary of Results**

Registered Teams	728
Total Cyclists	9,127
Total First Time Commuter Cyclists	1,346
% Female/Male Cyclists	48/52
Total KMS Cycled	439,620
Kilos of Greenhouse Gas Saved	95,310
Calories Burned	13,242,726

**General Trend**

The terrific weather, increased participation and broad community support all lead to a successful 21<sup>st</sup> Bike to Work Week event in Greater Victoria. With more teams registered than ever before (728), the event saw a record number of total riders (9,127), new first time commuter cyclists (1,346) and total kilometres cycled (439,620).

**Event Promotion**

Greater Victoria Bike to Work Week received significant and early media coverage starting with the annual Launch and newspaper ads mid-April, marking 6 weeks until the start of the event. CTV Vancouver Island news anchors emceed the Launch at Victoria City Hall that saw 150 prominent community attendees. Media personalities, journalists and municipal mayors and councillors participated in the successful Commuter Challenge event May 20<sup>th</sup> demonstrating overall, it's quicker to bike to work. KOOL FM and CFX 1070 did regular updates and media interviews during the week, while Black Press (Oak Bay, Saanich and Victoria News) printed 8 weekly posters. Page One Publishing promoted the event in both Y.A.M. and Douglas magazines and online. Social media continued to play an important part in promoting this year's event which saw Greater Victoria Bike to Work's Facebook page increase 35%.

**Sponsor Support**

Community support for the 2015 event was overwhelming with 215 sponsors! This includes cash, prize, online auction, food donations and in-kind contributions, all of which contribute to the success of Bike to Work Week. For the first time, every municipality provided financial support and BC Gaming funds were provided for the third year. Bike shops and prize sponsors provided \$30,000 in prizes for nearly half of registered teams. Sponsors additionally provided \$8,500 in goods and services that were put up for bid on the Society's second successful online auction.



## **Celebration Station Locations**

There were a total of 18 Celebration Station locations throughout Greater Victoria including the Commuter Challenge and end of week BBQ that saw an overall increase of 8% in attendance from 2014. Most station locations were similar to previous years with new, interactive activities such as photo booths, massages, live surveys and a bike kitchen workshop. Interactivity at stations was very well received and gave people a reason to stay and mingle with the cycling community. The end of week Fri BBQ at Switch Bridge served ice cream, root beer, 700 hot dogs from Save-On-Foods managers and more. Overall, the distribution of celebration station locations made it easy to participate in Bike to Work Week events.

## **Community Impacts**

The Bike to Work Week event continues to have a gradual cumulative effect demonstrating cycling is a viable transportation alternative in the Capital Region. The annual event provides individuals with several opportunities to try commuter cycling. This is supported by the provision of safe bike skills training, and creating a positive, fun experience. Since its inception in 1995 the promotion of the Greater Victoria Bike to Work Week has been responsible for getting nearly 14,000 people out of their cars and onto a bicycle to try commuter cycling for the first time.

In a recent survey, 90% of respondents who started biking to work during a Bike to Work Week event reported they continue to often or occasionally bike to work, demonstrating the lasting impact of this annual community event.

The event supports individuals to gradually adopt commuter cycling over the long term and contributes to:

- A greater awareness of cycling as a feasible mode of transportation
- Increased cycling profile, which facilitates greater acceptance of cyclists by motorists
- Enhanced sense of community pride

Bike to Work Week provides a tangible way to introduce citizens to the significant health and financial benefits of commuter cycling with the aim that they will continue year-round. From a climate change perspective, removing vehicles from the roads, even for a week, helps reduce greenhouse gas emissions and improve air quality in the region.

## **Conclusion**

The 2015 Greater Victoria Bike to Work Week event was highly successful and reached all goals that were set for the event. Responses to the 2015 participant survey conducted during the summer months are currently being reviewed and analyzed. This data will assist in improving the Bike to Work Week experience for all in future years.

Please join us for the 22<sup>nd</sup> Greater Victoria Bike to Work Week in 2016!

**Greater Victoria Bike to Work Society**  
**Approved 2015-2016 Budget**  
 October 1, 2015 through September 30, 2016

	Oct 1 2014 - Sep 30 2015 Year End Actuals	2015-2016 APPROVED BUDGET	2016-2017 APPROVED BUDGET
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Grants and Donations</b>			
BTW Corporate	12,750	10,350	10,350
BTW Institutions	12,550	12,500	12,500
BTW Federal Grants	2,450	2,500	2,500
BTW Gaming	9,070	8,000	8,000
BTW Local Government Grants	15,550	19,000	19,000
BTW BTWBC Contribution	21,500	20,000	20,000
BTW Miscellaneous	69	200	200
<b>Total Bike to Work Week - Income</b>	<b>73,939</b>	<b>72,550</b>	<b>72,550</b>
<b>Bike Skills Course Income</b>			
Bsk Contract	15,224	0	0
Bsk Registration Fees	6,271	7,400	7,400
Bsk Workshops	2,933	2,000	2,000
Bsk Municipal Grants	4,000	2,000	0
Bsk Federal Grants	2,000	2,000	2,000
Bsk Gaming	4,000	4,000	4,000
<b>Total Bike Skills Course Income</b>	<b>34,428</b>	<b>17,400</b>	<b>15,400</b>
<b>Other Types of Income</b>			
T-Shirt Sales	14,092	7,200	7,200
Online Auction	5,643	6,500	6,500
Misc	762	900	900
<b>Total Other Types of Income</b>	<b>20,497</b>	<b>14,600</b>	<b>14,600</b>
<b>Income In-kind</b>			
Bike to Work Week	204,561	209,000	209,000
Bike Skills Courses	5,000	0	0
Auction Items	5,643	6,500	6,500
T-Shirts Donated Portion	5,000	5,000	5,000
<b>Total In-Kind Income</b>	<b>220,204</b>	<b>220,500</b>	<b>220,500</b>
<b>Total Income</b>	<b>349,070</b>	<b>325,050</b>	<b>323,050</b>
<b>Expenses</b>			
<b>Bike to Work Week Expenses</b>			
BTW Online Auction	822	1,000	1,000
BTW Event Coordination	22,187	22,000	22,000
BTW Graphic Art	580	500	500
BTW Food & Beverage	541	1,000	1,000
BTW Prizes	100	500	500
BTW Printing & Copying	1,389	1,000	1,000
BTW Transportation	755	1,000	1,000
BTW First Aid	100	150	150
BTW Gaming Raffle	701	0	0
BTW Celebration Station	5,255	6,000	6,000
BTW Volunteers	153	200	200
<b>Total Direct Bike to Work Wk Expenses</b>	<b>32,583</b>	<b>33,350</b>	<b>33,350</b>
<b>Bike Skills Courses Expenses</b>			
BSk Instructors Fees	7,953	5,400	5,400
BSk Consultants	1,433	1,000	1,000
BSk Contract Expenses	1,969	0	0
BSk Registration Fees	98	100	100
BSk Advertising & Promotion	235	250	250
BSk Graphic Design	3,750	200	200
BSk Course Materials	1,888	2,000	2,000
BSk Coordinator	3,898	5,000	5,000
<b>Total Bike Skills Courses</b>	<b>21,223</b>	<b>13,950</b>	<b>13,950</b>
<b>Total COGS</b>	<b>53,806</b>	<b>47,300</b>	<b>47,300</b>
<b>Gross Profit</b>	<b>295,263</b>	<b>277,750</b>	<b>275,750</b>
<b>Operations</b>			
Management & Staff	49,089	40,000	40,000

**Greater Victoria Bike to Work Society**  
**Approved 2015-2016 Budget**  
 October 1, 2015 through September 30, 2016

	Oct 1 2014 - Sep 30 2015 Year End Actuals	2015-2016 APPROVED BUDGET	2016-2017 APPROVED BUDGET
Rent & Utilities	6,525	7,000	7,000
Communications	2,795	3,000	3,000
Office Supplies & Services	2,533	3,000	3,000
Bank Charges	589	700	700
Business Registration Fees	75	75	75
Memberships & Dues	132	150	150
Depreciation & Amortization	141	150	150
Governance	1,713	2,000	2,000
Volunteer Honorariums	501	500	500
<b>Total Operations</b>	<b>64,094</b>	<b>56,575</b>	<b>56,575</b>
<b>In Kind Expenses</b>			
BTW Advertising & Promotion	79,700	80,000	80,000
BTW Prizes	29,211	32,000	32,000
BTW Volunteer Labour	43,340	44,000	44,000
BTW Food & Beverage	24,360	25,000	25,000
BTW Graphic Artwork	27,050	27,000	27,000
BTW Donated Facilities & Rentals	900	1,000	1,000
T-Shirt Complimentary	5,000	5,000	5,000
BSk Classroom Rent	5,000	0	0
Cost of Online Auction Items	5,643	6,500	6,500
<b>Total In-Kind Expenses</b>	<b>220,204</b>	<b>220,500</b>	<b>220,500</b>
<b>T Shirt Costs</b>			
T Shirt Costs	11,639	7,200	7,200
<b>Total T Shirt Costs</b>	<b>11,639</b>	<b>7,200</b>	<b>7,200</b>
<b>Total Expense</b>	<b>295,937</b>	<b>284,275</b>	<b>284,275</b>
<b>Net Ordinary Income</b>	<b>-673</b>	<b>-6,525</b>	<b>-8,525</b>
<b>Net Income</b>	<b>-673</b>	<b>-6,525</b>	<b>-8,525</b>

BTWW Event Sponsors	2014-15 Funds		2015-16 Asked and Confirmed	
	Cash	In-Kind	Cash	In-Kind
<b>Municipalities/Governments</b>				
City of Victoria	2,500	500	Asking: \$2500	500
District of Saanich	4,500		Asking: \$4500	
District of Oak Bay	2,000		Asking: \$2000	
Township of Esquimalt	1,000		Asking: \$1500	
Town of Sidney	500		Asking: \$500	
Town of View Royal	750		Asking: \$500	
City of Langford	1,500		Asking: \$1,500	
City of Colwood	1,500		Asking: \$1500	
Highlands	250		Asking: \$250	
Metchosin	200		Asking: \$200	
Sooke	300		Asking: \$300	
Central Saanich	500		Asking: \$500	
Capital Regional District	4,000		Asking: \$4000	
District of North Saanich	200		Asking: \$300	
BC Government	21,500		Asking: \$23,500	
BC Gaming	9,000		Asking \$12,000	
Inter-Action Grant	\$2,400		Asking: \$2,500	
<b>Educational Institutions</b>				
University of Victoria	8,000		Asking: \$8,000	
Royal Roads University	1,000		Asking: \$1,000	
Camosun College	3,500		Asking: \$3,500	
<b>Corporate/Business</b>				
Vancity	1,500		Conf: \$1,250	
Victoria Shipyards	300		Asking: \$300	
Old Victoria Water		3,000		\$1000
Dockside Green	1,500		Conf: \$1,250	
Genumark		8,000		\$8,000
Modo Carshare			Conf: \$1,500	
Design 2 Graphics		27,000		\$27,00
Uptown	0	12,000	0	\$5,000
Accent Inns	200		\$200	
Oak Bay Bike Store	2,250	1,000	\$2,250	1,000
TELUS	0	0	Asking: \$8,000	
Performance Bikes		3,000		3,000
EDS-Tech Park	1,000		\$1,000	
VIHA	2,000	2,000	\$2,000	1,000
Acheson, Whitley, Sweeney	500		\$500	
MEC	100	200	\$100	
Blue Horizon Cycling Tours		6,000		\$2,000
Food and Beverage Sponsors:		23,000		\$23,000

Online Auction Sponsors:					\$6,000
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<b>Media</b>					
Times Colonist		6,600			0
Black Press					\$10,000
CTV News		54,000			\$54,000
C-FAX 1070 & 107.3 KOOL FM		16,000			\$16,000
Douglas Magazine		3,600			\$3,600
I love Downtown Victoria		2,000			
Prize Donations		36,000			\$20,000
Facility Donations		2,400			\$2,400
Volunteer Labour		41,000			\$37,000
<b>Cash</b>		<b>88,900</b>			
<b>Total In-Kind</b>		<b>220,500</b>			
<b>Total Cash and In-Kind</b>		<b>\$309,400</b>			

Notes:

1. Additional income is derived through t-shirt sales, and Bike Skills course fees and sponsorships.
2. Financials are approved annually at AGM: Oct 2015.
3. It is anticipated the 2015-2016 revenue and expenses will be similar to the preceding year as seen in the attached draft 2015-2016 budget.



**WEEK  
WITHOUT  
VIOLENCE**

**THE POWER  
OF BEING aGIRL**

March-11-16

Langford Trolley  
2nd Floor, 877 Goldstream Avenue  
Victoria, BC V9B 2X8

Dear Mr. Henshall,

Thank you so much for your generous support of the Power of Being a Girl Conference in 2010, 2011, 2012 and 2013!

The YMCA-YWCA of Greater Victoria is a registered charity that supports the health and well being of children and youth in our community. The Power of Being a Girl is a National YWCA initiative that focuses on girl's developmental needs to help prevent violence they may encounter in their lives.

This year, we are very pleased to again deliver two separate Power of Being a Girl conferences: one at the Military Family Resource Centre in the West Shore for approximately 125 girls from Middle Schools in School District #62 on Tuesday, October 20<sup>th</sup>; and a second event for an additional 125 students from School District #61 at the Downtown Y in Victoria on Thursday, October 22nd.

Our 2015 theme is Health and Wellness and workshops will address issues such as self-esteem, healthy relationships, discrimination, body image, sexual health, suicide prevention/awareness, fitness and healthy living. The goal is to provide young girls with tools that will build self esteem and empower them to better deal with violence that may impact their lives.

The Y is committed to increasing community potential and exploring sustainable alternatives to help eliminate violence. The Power of Being a Girl Conferences exemplify the Y's continuing commitment to provide quality family services to Victoria communities.

**We are hoping you will consider providing a donation of the use of the Langford Trolley to transport students from Spencer and Dunsmuir Middle Schools to the Colwood Pacific Activity Centre and back on Tuesday, October 20<sup>th</sup>.**

Thank you for considering this request. I look forward to speaking with you about this opportunity further.

Sincerely,

Monica Legge  
Program Manager  
YMCA-YWCA of Greater Victoria  
250-857-1175



**PRESIDENT**

Wendy Moreton

**PRESIDENT-ELECT**

Mike Nugent

**SECRETARY-TREASURER**

Andrew Plank

**PAST PRESIDENT**

Guy Crozier

**DIRECTORS**

Sandi-Jo Ayers

Ara Balabanian

Kyle Kerr

Tony Wick

Cheryl Woolley

**EXECUTIVE OFFICER**

David Corey

January 15, 2016

Mr. Steve Ternent  
Director of Finance  
City of Langford  
2<sup>nd</sup> Floor 877 Goldstream Avenue  
Langford BC V9B 2X8

**Funding Request / In-kind Contributions**

Dear Sir,

The Professional Development Committee of the Victoria Real Estate Board is please to provide this proposal for your review. We look forward to partnering with the City of Langford to provide an opportunity to showcase the City of Langford's unique neighbourhoods, quality public services, ample parks and recreation and current and future developments.

The Victoria Real Estate Board is an association of Victoria area REALTORS®. For over 90 years it has been a key player in the development of standards and innovative programs aimed at enhancing the professionalism and community standing of Realtors. Home ownership contributes to community responsibility, civic, economic, business and employment stability, family security and wellbeing. We recognize communities flourish best when they offer a high quality of life at affordable costs.

We have collaborated successful annual community networking events with other municipalities to promote the quality of life in their community. The event format usually includes a two hour bus tour and lunch and welcomes the Mayor and a number of Councillors to be on board to represent the community. Our proposal includes the use of the Langford Trolley for a two hour tour throughout the urban core of the West Shore and a lunch for the attendees.

We appreciate the City of Langford taking an interest in helping our Realtors develop their knowledge to better serve their clients in attaining homeownership opportunities. Please give me a call at 250-920-4650 if you require any further information or have any questions concerning this proposal.

Kind regards,

Kim Mantle  
Manager, Education and Member Service

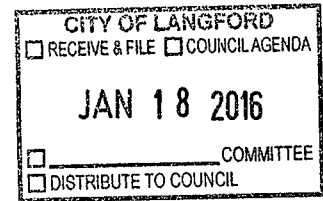
**VICTORIA REAL ESTATE BOARD**

3035 Nanaimo Street  
Victoria, BC  
V8T 4W2

**T** 250.385.7766

**F** 250.385.8773

www.vreb.org  
www.openhousesvictoria.ca



Mary's Farm Society  
1128 Finlayson Arm Road  
Victoria, BC V9B 6H7  
250-478-4116

January 15, 2016

City of Langford Mayor and Council  
2<sup>nd</sup> Floor 877 Goldstream Avenue  
Victoria B.C. V8B 2X8

Attention: Mayor and Council,

**RE: Request for Grant Funding to support Agricultural Practices and Social Programs at 1128 Finlayson Arm Road.**

Mary's Farm Society, a not for profit located at 1128 Finlayson Arm Road, is submitting this letter and the attached spreadsheet to request a grant from the City of Langford Council to support agricultural activities as well as social programs on Mary's Farm.

We respectfully request that Council consider a grant to support the planning and implementation of agricultural activities, consistent with the city's commitment to promote a sustainable food supply within Langford. Opportunities for connection between children and the process of growing, harvesting and eating fresh produce will be fostered. Additionally, we request grant funds to continue and expand educational activities and therapeutic farm programs. These growing social programs will tap into the farm's crop cultivation and therapeutic animals to offer a healing environment for persons experiencing various conditions.

We believe that by funding Mary's Farm Society, the City of Langford will not only contribute to sustainable farm practices and to the therapeutic betterment of our young clients, it also will help to develop Mary's Farm and Langford as models. We anticipate that, especially with the support from Langford, the Farm will attract attention throughout Canada and other parts of the world among people who seek to develop local, sustainable practices that also serve therapeutic and educational functions for similar populations.

<http://www.cityoflangford.ca/EN/meta/city-hall/community-plan/agricultural-strategy.html>

**BACKGROUND**

I, Mary, have owned 1128 Finlayson Arm Road since 1995. The 30 acre property lies on the west face of Mt. Finlayson, and extends from Finlayson Arm Road to the Goldstream River Estuary. An original Langford homestead, the parent parcel was 100 acres and was home to a nursery in the early 1900's. The farmhouse still stands on the site and is occupied my family.

Finlayson Arm Road is a steep narrow public road that travels between the Trans Canada Highway at Goldstream Park and Millstream Road in the District of Highlands. The property features pastoral vistas with views of the Malahat.

The land is zoned Rural Residential and has been serving as a horse farm for over 25

years. Approximately 20 acres of the land is cleared and enjoys full daytime sun. The property is serviced by two artesian wells with good capacity. The primary use of the land in recent years has been for therapeutic programs. The property is enjoyed by many non-profit and educational organizations:

- Power To Be Adventure Therapy Society has been bringing groups to the farm for over 6 years.
- Garth Homer Society has brought disabled adults to volunteer weekly for over 8 years.
- Community Living Teenage Connections meet during school breaks at the farm.
- Boys and Girls Club bring their after school programs for farm visits.
- Women's Transition House brings their Children Who Witness Abuse summer camp here every summer.
- University of Victoria School of Child and Youth Care provides practicum students every year to gain experience working with youth in this type of setting.
- Royal Roads University Continuing Studies partners with the farm to offer a workshop called "Mindfulness and Horses".
- Human Nature Counseling brings clients to the farm regularly. A partnership is under discussion.
- Rising Sun Counseling has based a nature based play therapy practice here <http://www.risingsuncounselling.com/youth-groups/>
- UVic First People's House provided a coop student this past summer to help us offer land based cultural programming.
- The Native Friendship Center partners in our cultural programming and brings urban aboriginal youth out regularly.
- Surrounded By Cedar has approved Mary and the farmhouse as a level 2 Foster Home. This partnership is growing.
- The former Youth Corrections Center accessed the farm weekly for over 6 years.
- IDM Youth Services brings youth for therapeutic farm visits and community service hours.
- Greater Victoria Youth Services accesses our facility as a place for youth to complete their community service hours. We look at this as our greatest opportunity to impact young lives in a positive way.

## THE FUTURE

The next step in the evolution of the property is the planning and implementation of agriculture. Agriculture will contribute to the local food supply and sustainable resource management. The excellent exposure and access to plentiful ground water make this a prime location for growing.


An incredible synergy exists between the social programs already in place and a desire to connect to the earth through growing food. As such, our agricultural programs will generate additional educational and volunteer opportunities involving the broader Langford community.

The attached five-year strategic plan shows how we intend to expand our agricultural and social programs. The plan allows for planting and harvesting 1 acre of land in Year 1, 3 acres in Year 2, and 5 acres in Years 3 through 5. Over the 5 years we will add additional livestock (largely to serve the social programs), bees, and a chicken coop to support egg production. Meantime, the numbers and types of social programs will expand. For example, we will be adding a small nature based specialty school starting in year 1 and expanding our volunteer program to support the cultivation, harvesting and sale of crops through multiple venues. The synergy between the expansion of both the agricultural and social programs is key.

Our budget assumes a declining financial commitment from Langford over time as income from individual and corporate donors, other grants, crop sales, and revenue from social programs all increase.

Thank you so much for considering our proposal. We would love to conduct tours of the property for any member of Council that is interested. We think you will agree that this is an amazing opportunity for Langford.

Best Regards,

A handwritten signature in black ink that reads "Mary Rostad". The signature is written in a cursive, flowing style.

Mary Rostad

Mary's Farm Society

**Mary's Farm Society Projected Income and Expense Summary**

<b>Year 1</b>	<b>Annual Expense</b>	<b>Revenue</b>
Langford City Grant - Social Programs	\$ -	\$ 60,000
Langford City Grant - Agricultural Programs	\$ -	\$ 120,000
Other Grants	\$ -	\$ 85,000
Individual and Corporate Donors	\$ -	\$ 169,186
Lion Society Funding for Ramps (hopeful)	\$ -	\$ 30,000
Farm Generated Income	\$ -	\$ 236,916
<b>GRAND TOTAL:</b>	<b>\$ 701,102</b>	<b>\$ 701,102</b>
<b>Year 2</b>		
Langford City Grant - Social Programs & Scholarship fund	\$ -	\$ 60,000
Langford City Grant - Agricultural Programs	\$ -	\$ 100,000
Other Grants	\$ -	\$ 105,000
Individual and Corporate Donors	\$ -	\$ 108,581
Farm Generated Income	\$ -	\$ 447,052
<b>GRAND TOTAL:</b>	<b>\$ 820,633</b>	<b>\$ 820,633</b>
<b>Year 3</b>		
Langford City Grant - Social Programs & Scholarship fund	\$ -	\$ 60,000
Langford City Grant - Agricultural Programs	\$ -	\$ 75,000
Other Grants	\$ -	\$ 90,000
Individual and Corporate Donors	\$ -	\$ 29,074
Farm Generated Income	\$ -	\$ 482,712
<b>GRAND TOTAL:</b>	<b>\$ 736,786</b>	<b>\$ 736,786</b>
<b>Year 4</b>		
Langford City Grant - Social Programs & Scholarship fund	\$ -	\$ 25,000
Langford City Grant - Agricultural Programs	\$ -	\$ 25,000
Other Grants	\$ -	\$ 5,427
Individual and Corporate Donors	\$ -	\$ -
Farm Generated Income		\$ 686,663
<b>GRAND TOTAL:</b>	<b>\$ 742,090</b>	<b>\$ 742,090</b>
<b>Year 5</b>		
Langford City Grant - Social Programs & Scholarship fund	\$ -	\$ 25,000
Langford City Grant - Agricultural Programs	\$ -	\$ 25,000
Other Grants	\$ -	\$ 90,000
Individual and Corporate Donors	\$ -	\$ 52,706
Farm Generated Income		\$ 552,712
<b>GRAND TOTAL:</b>	<b>\$ 745,418</b>	<b>\$ 745,418</b>

**YEAR 1**  
**ADMINISTRATIVE**  
 January - March

ACTIONS	Annual Expense	Revenue	Assumptions
Executive Director	\$24,800.00		40% of salary time spent on admin, 40% of \$52,000 salary
Operations Director	\$20,800.00		40% of salary time spent on admin, 40% of \$52,000 salary
Admin/Bookkeeping/Communications	\$20,800.00		20 hours a week @ 20/hr x 52 weeks
Benefits: 11% of staff wages	\$13,280.00		
Achieve charitable status	\$2,500.00		estimate
Negotiate liability insurance policy	\$6,000.00		website hosting, printing, advertising etc.
Establish communications systems and consultant data bases	\$2,400.00		
Pay utilities (phone, internet, garbage, hydro)	\$6,600.00		
Establish/maintain transparent accounting systems in coordination with	\$9,600.00		\$80/hr x 6 hrs/month x 12
Add 3 new dedicated board members			
Develop policies and procedures manual			
March - May			
<b>TOTAL:</b>	<b>\$106,780.00</b>	<b>\$0.00</b>	

**SOCIAL PROGRAMS**

January - December	Lease the Facility	\$36,000.00	\$36,000.00	costs split between social and agricultural programs
	Maintain property	\$3,000.00		costs split between social and agricultural programs
	Procure live stock feed	\$18,000.00		costs split between social and agricultural programs
	Procure supplies	\$3,000.00		costs split between social and agricultural programs
January - March	Contract to vet farrier	\$1,500.00		costs split between social and agricultural programs
	Hire program staff			60% of \$62,000 salary
	Executive Director	\$37,200.00		60% of \$52,000 salary
	Operations Director	\$31,200.00		\$30/hr, 80hrs/month x 4 months
	Program Manager	\$9,600.00		\$20/hr x 80/month x 12
	Program Assistant	\$20,800.00		
	Benefits: 11% of staff wages	\$19,760.00		
January - December	Offer facility by donation to first nations for ceremonies such as drumming or sweat lod.		\$1,000.00	by donation
January - December	Increase one on one private therapeutic farm visits to 6 per week	\$30,000.00	\$14,400.00	6 x \$60per child x 40 weeks
January - December	build and install accessible washroom and pathways			funding from Lions Society (hopeful)
January - December	Increase farm visits to community partners to 50/year	\$850.00	\$8,500.00	\$170/farm visit x50 program associate and Practicum students to facilitate
February-March	Complete renovations for multi-purpose classroom space	\$25,000.00		Costs divided for social program budget and agricultural budget
February - June	Complete forest camp outdoor classroom	\$25,000.00		
June - December	Revenue from Forest Camp Outdoor Classroom		\$1,000.00	4 participants @ 10/person x 42 weeks, costs are as needed
Jan-June/Sep-Dec	Continue 1 day per week Gifts Empowerment Program (GEP)	\$2,940.00	\$18,480.00	\$70/week for presenter and supplies X 42 weeks
January - December	Continue to fundraise for rescue animals			
January - March	Develop Camp Curriculum	\$1,000.00	\$7,200.00	12 children per week @ \$120/child x 5 weeks
July - August	Day Camps	\$1,500.00	\$6,000.00	6 individuals @ \$250 x4
July - August	Overnight weekend camps	\$2,520.00	\$15,840.00	36 weeks at \$440/week
March-June/Sep-Dec	Replicate GEP for youth males 1 day per week.	\$679.20	\$3,396.00	6 moms per day @ \$75 per mom x 2 offerings per year
January - December	Mom's of special kids retreat days	\$450.00	\$900.00	year
June - December	Human Nature Counselling Farm Lease	\$400.00	\$2,000.00	partnership discussions for programming underway
Sept-December	Blossoming Souls Farm Lease - Autism Behavioural Intervention	\$240.00	\$1,200.00	
January-December	Volunteer program, daily farm chores with educational and therapeutic	\$20,000.00	\$20,000.00	
July-August	Continue to offer indigenous Culture Camps	\$1,000.00	\$5,000.00	12 children per week @ 120/child x 3 weeks
March-October	Design and pilot horticultural education and therapy programs	\$2,500.00	\$5,000.00	10 kids @ \$750/month, costs: contract educators and supplies
Sept-December	Pilot nature-based school under independent status of Arts Calibre Ace	\$30,000.00	\$30,000.00	supplies
<b>TOTAL:</b>		<b>\$326,289.20</b>	<b>\$175,916.00</b>	

AGRICULTURAL PROGRAMS			
January-December	Lease the land	36,000.00	36,000.00 Donated by Miary
	Maintain property	3,000.00	
	Procure supplies	3,000.00	
	Contract to vet farrier	1,500.00	
January-March	Hire Farm Manager	20,800.00	\$20/hr x 80hrs/month x 12 months - farm manager will work full time some months and not at all other months
	Hire Maintenance Technician	20,800.00	
	Benefits: 11% of staff wages	8,320.00	\$20/hr x 80hrs/month x 12 months
	Apply for rezoning to permit agricultural uses including worker housing, ecolagrit tourism facilities and educational uses.	1,000.00	Donated by Langford
	Perform an agricultural land use study	6,000.00	
	Plan crops and planting schedule for 1 acre market garden	24,000.00	Based on quotes from Island Tractor and BowMel Dodge lease to own
	Build machine shed	49,157.75	as per estimate from Interactive Construction
	Lease necessary farm equipment (truck, tractor, trailer)	18,000.00	
	Install manure management system	15,954.75	Put more fencing costs for social programs in year 2 for horse field fencing, Fence Master quote \$15,954.75
	Build cold storage/produce cleaning station	8,000.00	
	Perimeter fence (600 meters x 20\$/meter)	30,000.00	based on quote from Engram Construction and Power to the People
	Improve livestock shelter and fence for Llamas and Goats	1,500.00	
	Build 3000 sq ft greenhouse	6,000.00	
	Pest deterrents	15,000.00	
	Purchase seeds, fruit trees/berries, and supplies	4,000.00	
	Establish egg laying operation	1,000.00	
	Sale of manure fertilizer		
	Cultivate and harvest produce and sell at farmer's markets, restaurants and grocers using labour forces from horticultural social programs	20,000.00	Expenses are embedded in labour costs already accounted for
May-October			
<b>DEVELOPMENT</b>		<b>TOTAL:</b>	<b>268,032.50</b>
June-December	Langford City Grant - Social Programs	60,000.00	
	Langford City Grant - Agricultural Programs	120,000.00	
	Other Grants	85,000.00	
	Individual and Corporate Donors	169,185.70	
	Lion Society Funding for Ramps (hopeful)	30,000.00	
	<b>TOTAL:</b>	<b>464,185.70</b>	
<b>GRAND TOTAL:</b>		<b>701,017.70</b>	<b>\$701,017.70</b>

**YEAR 2**

ADMINISTRATIVE	ACTIONS	Annual Expense	Revenue	Assumptions
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January-December	Executive Director	\$25,420.00		2.5 % raise every year
	Operations Director	\$21,320.00		
	Admin/Bookkeeping Assistant	\$21,320.00		\$20.50/hr x20hr/wk x 52 weeks
	Hire Communications & Development Assistant	\$23,920.00		\$23/hr x20hr/wk x 52 weeks
	Benefits: 11% of staff wages	\$18,396.00		
	Pay insurance policy	\$6,000.00		
January-March	Develop comprehensive communications and development strategy	\$2,400.00		
January-December	Pay utilities (phone, internet, garbage, hydro)	\$6,600.00		
January-December	Establish/maintain transparent accounting systems in coordination with Contract /	\$9,600.00		
	<b>TOTAL:</b>	<b>\$134,976.00</b>	<b>\$0.00</b>	

**SOCIAL PROGRAMS**

January - December	Lease the Facility	\$36,000.00		
	Maintain property	\$3,000.00		
	Procure feed for therapeutic program animals	\$18,000.00		
	Procure supplies	\$3,000.00		
	Contract to vet farrier	\$1,500.00		
	Pay staff: Executive Director	\$38,130.00		
	Operations Director	\$31,980.00		
	Program Manager	\$29,520.00		
	Program Assistant	\$21,320.00		
	Benefits: 11% of staff wages/salaries	\$24,190.00		
	Equipment for multi-purpose classroom (2 computers, projector, screen)	\$5,000.00		
	Continue to develop Forest Camp including build 2 bunkhouses + bathroom/show	\$30,000.00		
	Continue to fundraise for rescue animals		\$1,000.00	as needed
January - December	Offer facility by donation to first nations for ceremonies such as drumming or sweat lodge etc.	\$8,434.65		
January - April	Increase fencing for social programs		\$24,000.00	10 x \$60per child x 40 weeks
January - December	Increase one on one private therapeutic farm visits to 10 per week	\$60,000.00		\$99,200.00 20 kids @620 per week x 8
July - August	Provide week long sleep away camp	\$1,500.00		\$6,000.00
July - August	Overnight camps	\$1,500.00		\$7,200.00
July - August	Day Camps	\$2,150.00		\$6,000.00 6 individuals @\$250 x4
March	Overnight weekend camps	\$600.00		\$2,400.00 20 kids@120/wk
December	Spring break camp	\$600.00		\$2,400.00 20 kids@120/wk
January-December	Holiday season school break camp	\$600.00		\$8,500.00
Jan-June/Sep-Dec	Facilitate farm visits for community partners 50/year	\$1,700.00		\$18,480.00
Jan-June/Sep-Dec	Girls Empowerment Program (GEP)	\$2,940.00		\$15,840.00
Jan-June/Sep-Dec	Male Youth Empowerment Program	\$2,520.00		\$3,396.00
January-December	Rising Sun Counselling Services Farm Lease	\$679.20		\$3,396.00
January-December	Blossoming Souls Farm Lease - Autism Behavioural Intervention	\$679.20		\$3,396.00
January-December	Volunteer program: daily farm chores with educational and therapeutic value	\$21,000.00		\$21,000.00
January - December	Mom's of special kids retreat days	\$450.00		6 moms per day @\$75 per mom x 2
January - December	Adult education programs - farm provided	\$500.00		\$900.00 offerings per year
January - December	Adult education programs - lease of space	\$200.00		\$1,000.00
March-June/Sep-Dec	Replicate GEP for youth males 1 day per week.	\$2,520.00		\$15,840.00 36 weeks at \$440/week

June - December	Human Nature Counselling Farm Lease	\$400.00	\$2,000.00	partnership discussions for programming underway
January - December	Adult education programs - lease of space	\$100.00	\$500.00	
July-August	Increase offering of summer Indigenous Culture Camps	\$1,500.00	\$8,000.00	
March-October	Horticultural Education and Therapy Programs	\$2,000.00	\$5,000.00	
Jan-May	Build small roadside farm retail sales area ( approx 500 sq ft)	\$40,000.00	\$12,000.00	construction costs split 50% between social programs and agricultural programs, \$5000 in costs to stock shelves
Jan-June/Sep-Dec	Nature-based school daily program	\$40,000.00	\$75,000.00	
<b>AGRICULTURAL PROGRAMS</b>		<b>\$433,613.05</b>	<b>\$340,052.00</b>	
January-December	Lease the land	\$36,000.00	\$36,000.00	
	Maintain property	\$3,000.00		
	Procure supplies	\$3,000.00		
	Contract to vet farrier	\$1,500.00		
	Pay staff: Farm Manager	\$37,310.00		changed to 10.5 months equivalent based on full time except half time in three months of winter
	Maintenance Manager	\$37,310.00		
	Benefits: 11% of staff wages	\$14,924.00		
	Improve and extend roads	\$20,000.00		
	Begin honey bee business (purchase boxes and bees + labour)	\$4,000.00		
	Plan crops and planting schedule for 3 acre market garden	\$24,000.00		
	Lease necessary farm equipment (truck, tractor, trailer)	\$6,000.00		
	Purchase seeds and supplies	\$6,000.00		
	Sale of manure	\$1,000.00		
	Install new well and irrigation systems	\$30,000.00		
March-October	Cultivate and harvest produce and sell via CSA, at farmer's markets, restaurants and grocers using labour forces from horticultural social programs		\$70,000.00	
Jan-May	Build small roadside farm retail sales area ( approx 500 sq ft)	\$35,000.00		Costs split 50% between social programs and agricultural programs
<b>DEVELOPMENT</b>		<b>\$252,044.00</b>	<b>\$107,000.00</b>	
	Langford City Grant - Social Programs & Scholarship fund		\$60,000.00	
	Langford City Grant - Agricultural Programs		\$100,000.00	
	Other Grants		\$105,000.00	
	Individual and Corporate Donors		\$108,581.05	
	Total		\$373,581.05	
<b>GRAND TOTAL:</b>		<b>\$820,633.05</b>	<b>\$820,633.05</b>	

**YEAR 3**

ADMINISTRATIVE	ACTIONS	Annual Expense	Revenue	Assumptions
January-December	Executive Director	\$26,056.00		
	Operations Director	\$21,853.00		
	Admin/Bookkeeping Assistant	\$39,336.00		
	Communications & Development Assistant	\$24,518.00		
	Benefits: 11% of staff wages	\$22,352.60		
	Pay insurance policy	\$6,000.00		
January-March	Communications and Marketing	\$2,400.00		
January-December	Utilities (phone, internet, garbage, hydro)	\$6,600.00		
January- December	Contract Accountant	\$9,600.00		

**TOTAL: \$158,715.60 \$0.00**

**SOCIAL PROGRAMS**

January - December	Lease the Facility	\$36,000.00		
	Maintain property	\$3,000.00		
	Procure feed for therapeutic program animals	\$21,000.00		therapeutic animals
	Procure supplies	\$3,000.00		
	Contract to vet ferrier	\$1,500.00		
	Executive Director	\$39,083.00		
	Operations Director	\$32,780.00		
	Program Manager	\$30,258.00		
	Program Assistant	\$21,853.00		
	Benefits: 11% of staff wages/salaries	\$24,794.80		
	Facilitate farm visits for community partners 50/year	\$1,700.00	\$8,500.00	
January - December	Continue to fundraise for rescue animals			as needed
January - December	Offer facility by donation to first nations for ceremonies such as drumming or sweat lodge etc.		\$1,000.00	
Jan-June/Sep-Dec	Girls Empowerment Program	\$2,940.00	\$18,480.00	
Jan-June/Sep-Dec	Male Youth Empowerment Program	\$2,520.00	\$15,840.00	
January-December	Rising Sun Counselling Services Farm Lease	\$679.20	\$3,396.00	
January-December	Blossoming Souls Farm Lease - Autism Behavioural Intervention	\$679.20	\$3,396.00	
January-December	Volunteer program: daily farm chores with educational and therapeutic	\$22,000.00	\$22,000.00	
January - December	Increase one on one private therapeutic farm visits to 15 per week		\$39,000.00	15 x \$65 per child x 40
July-August	Indigenous Culture Camps	\$1,500.00	\$8,000.00	
July - August	Provide week long sleep away camp	\$60,000.00	\$99,200.00	20 Kids @ \$20 per week x 8
July - August	Overnight camps	\$1,500.00	\$6,000.00	
July - August	Day Camps	\$1,500.00	\$7,200.00	
July - August	Overnight weekend camps	\$2,150.00	\$6,000.00	6 individuals @ \$250 x4
March	Spring break camp	\$600.00	\$2,400.00	20 Kids @ 120/wk

December	Holiday season school break camp	\$600.00	\$2,400.00	20 kids@120/wk
January - December	Mom's of special kids retreat days	\$450.00	\$900.00	6 moms per day @\$75 per
January - December	Adult education programs - farm provided	\$500.00	\$1,000.00	mom x 2 offerings per year
January - December	Rising Sun Counseling Services Farm Lease	\$200.00	\$1,000.00	
March-October	Horticultural Education and Therapy Programs	\$1,000.00	\$5,000.00	
January - December	Roadside sales - additional sales besides agricultural sales	\$10,000.00	\$24,000.00	\$2000/month in sales
Jan-June/Sep-Dec	Nature-based school daily program	\$60,000.00	\$100,000.00	

**TOTAL: \$383,787.20 \$374,712.00**

**AGRICULTURAL PROGRAMS**

January-December	Lease the land	\$36,000.00		
	Maintain property	\$3,000.00		
	Procure livestock feed	\$6,000.00		
	Procure supplies	\$3,000.00		
	Contract to vet farrier	\$2,500.00		
	Pay staff: Farm Manager	\$38,243.00		
	Maintenance Manager	\$38,243.00		
	Benefits: 11% of staff wages	\$15,297.20		
	Begin Farming Apprenticeship program to inspire more organic farmer:	\$10,000.00		
	Incorporate more farm animals: Pigs and Milking Cow Operation	\$10,000.00		
	Plan crops and planting schedule for 3 acre market garden			
	Lease necessary farm equipment (truck, tractor, trailer)	\$24,000.00		
	Purchase seeds and supplies	\$6,000.00		
	Sale of manure	\$1,000.00		
	Egg-laying operation	\$2,000.00		
March-October	Cultivate and harvest produce and sell via CSA, at farmer's markets, restaurants and grocers using labour forces from horticultural social programs	\$100,000.00		Increased to account for caring for more animals

**TOTAL: \$194,283.20 \$108,000.00**

**DEVELOPMENT**

	Langford City Grant - Social Programs & Scholarship fund	\$60,000.00		
	Langford City Grant - Agricultural Programs	\$75,000.00		
	Other Grants	\$90,000.00		
	Individual and Corporate Donors	\$29,074.00		
	<b>Total</b>	<b>\$254,074.00</b>		

**GRAND TOTAL: \$736,786.00 \$736,786.00**

YEAR 4		ADMINISTRATIVE	ACTIONS	Annual Expense	Revenue	Assumptions
January-December	Executive Director		\$27,717.00			
	Operations Director		\$22,959.00			
	Admin/Bookkeeping Assistant		\$40,319.00			
	Communications & Development Assistant		\$25,131.00			
	Benefits: 11% of staff wages		\$23,225.20			
January-March	Pay insurance policy		\$6,000.00			
	Communications and Marketing		\$2,400.00			
January-December	Utilities (phone, internet, garbage, hydro)		\$6,600.00			
January-December	Contract Accountant		\$9,600.00			
<b>SOCIAL PROGRAMS</b>			<b>TOTAL:</b>	<b>\$163,951.20</b>	<b>\$0.00</b>	
January - December	Lease the Facility		\$36,000.00			
	Maintain property		\$3,000.00			
	Procure feed for therapeutic program animals		\$21,000.00			
	Procure supplies		\$3,000.00			
	Contract to vet and farrier		\$1,500.00			
	Executive Director		\$40,060.00			
	Operations Director		\$33,569.00			
	Program Manager		\$30,258.00			
	Program Assistant		\$22,399.00			
	Benefits: 11% of staff wages/salaries		\$25,257.20			
	Facilitate farm visits for community partners 50/year		\$1,700.00		\$8,500.00	
January-December	Continue to fundraise for rescue animals					as needed
January-December	Offer facility by donation to first nations for ceremonies such as drumming or sweat lodg				\$1,000.00	
Jan-June/Sep-Dec	Girls Empowerment Program		\$2,940.00		\$18,480.00	
Jan-June/Sep-Dec	Male Youth Empowerment Program		\$2,520.00		\$15,840.00	
January-December	Rising Sun Counselling Services Farm Lease		\$679.20		\$3,396.00	
January-December	Blossoming Souls Farm Lease - Autism Behavioural Intervention		\$679.20		\$3,396.00	
January-December	Volunteer program: daily farm chores with educational and therat		\$23,000.00		\$23,000.00	
January - December	Increase one on one private therapeutic farm visits to 20 per week				\$52,000.00	20x \$65per child x 40 weeks
July - August	Provide week long sleep away camp		\$60,000.00		\$99,200.00	20 kids @620 per week x 8
July - August	Overnight camps		\$1,500.00		\$6,000.00	
July - August	Day Camps		\$1,500.00		\$7,200.00	
July - August	Overnight weekend camps		\$2,150.00		\$6,000.00	6 individuals @ \$250 x4
March	Spring break camp		\$600.00		\$2,400.00	20 kids@120/wk
December	Holiday season school break camp		\$600.00		\$2,400.00	20 kids@120/wk
January - December	Mom's of special kids retreat days		\$450.00		\$900.00	6 moms per day @ \$75 per mom x 2 offerings per year

January - December	Adult education programs - farm provided	\$500.00	\$1,000.00
January - December	Adult education programs - lease of space	\$200.00	\$1,000.00
July-August	Indigenous Culture Camps	\$1,500.00	\$8,000.00
March-October	Horticultural Education and Therapy Programs	\$1,000.00	\$5,000.00
January - December	Roadside sales - additional sales to agricultural sales	\$10,000.00	\$30,000.00 \$2500/month
Jan-June/Sep-Dec	Nature-based school daily program	\$60,000.00	\$100,000.00

**TOTAL: \$387,561.60**

**AGRICULTURAL PROGRAMS**

January-December	Lease the land	\$36,000.00	
	Maintain property	\$3,000.00	
	Procure livestock feed	\$10,000.00	assuming increases in Livestock
	Procure supplies	\$3,000.00	
	Contract to vet ferrier	\$2,500.00	
	Pay staff: Farm Manager	\$39,199.00	
	Maintenance Manager	\$39,199.00	
	Benefits: 11% of staff wages	\$15,679.60	
	Farming Apprenticeship Program	\$10,000.00	
	Meat and Dairy		\$5,000.00
	Plan crops and planting schedule for 3 acre market garden		
	Lease necessary farm equipment (truck, tractor, trailer)	\$24,000.00	
	Purchase seeds and supplies	\$6,000.00	
	Sale of manure	\$2,000.00	\$1,000.00
	Egg-laying operation		\$7,000.00
	Cultivate and harvest produce and sell via CSA, at farmer's markets, restaurants and grocers using labour forces from horticultural social programs		\$115,000.00

**TOTAL: \$190,577.60**

**DEVELOPMENT**

	Langford City Grant - Social Programs & Scholarship fund	\$25,000.00
	Langford City Grant - Agricultural Programs	\$25,000.00
	Other Grants	\$5,427.20
	Individual and Corporate Donors	

**Total \$55,427.20**

**GRAND TOTAL: \$742,090.40**



6 moms per day @\$75 per mom x  
2 offerings per year

January - December	Mom's of special kids retreat days	\$450.00	\$900.00
January - December	Adult education programs - farm provided	\$500.00	\$1,000.00
January - December	Adult education programs - lease of space	\$200.00	\$1,000.00
July-August	Indigenous Culture Camps	\$1,500.00	\$8,000.00
March-October	Horticultural Education and Therapy Programs	\$1,000.00	\$5,000.00
January - December	Roadside sales - additional sales to agricultural sales	\$10,000.00	\$36,000.00
Jan-June/Sep-Dec	Nature-based school daily program	\$60,000.00	\$100,000.00

**TOTAL: \$389,742.80 \$414,712.00**

**AGRICULTURAL PROGRAMS**

January-December	Lease the land	\$36,000.00	
	Maintain property	\$3,000.00	
	Procure livestock feed	\$6,000.00	
	Procure supplies	\$3,000.00	
	Contract to vet ferrier	\$2,500.00	
	Pay staff: Farm Manager	\$40,179.00	
	Maintenance Manager	\$40,179.00	
	Benefits: 11% of staff wages	\$16,071.60	
	Farming Apprenticeship Program	\$10,000.00	
	Incorporate more farm animals: Pigs and Milking Cow Operation		\$5,000.00
	Plan crops and planting schedule for 3 acre market garden		
	Lease necessary farm equipment (truck, tractor, trailer)	\$24,000.00	
	Purchase seeds and supplies	\$6,000.00	
	Sale of manure		\$1,000.00
	Egg-laying operation		\$7,000.00
	Cultivate and harvest produce and sell via CSA, at farmer's markets, restaurants and grocers using labour forces from horticultural social programs		
March-October			\$125,000.00

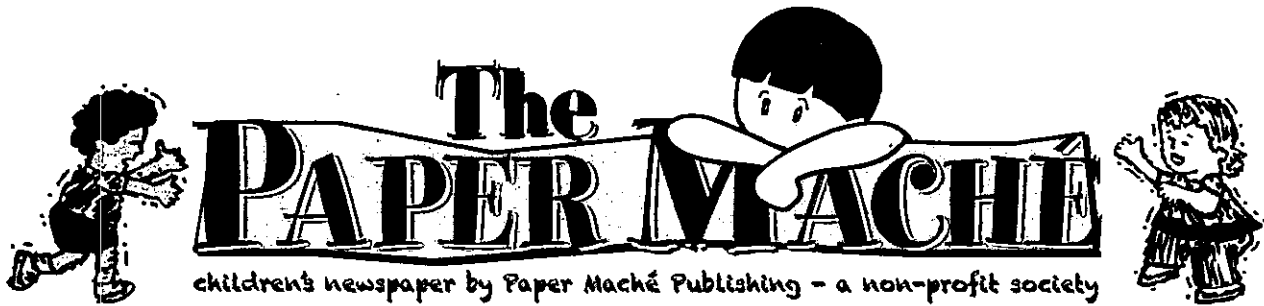
**TOTAL: \$188,929.60 \$138,000.00**

**DEVELOPMENT**

	Langford City Grant - Social Programs & Scholarship fund		\$25,000.00
	Langford City Grant - Agricultural Programs		\$25,000.00
	Other Grants		\$90,000.00
	Individual and Corporate Donors		\$52,706.40

**Total \$192,706.40**

**GRAND TOTAL: \$745,418.40 \$745,418.40**



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City of Langford  
2nd Floor, 877 Goldstream Avenue  
Langford, BC  
V9B 2X8  
Attn: Mayor Stewart Young

Wednesday, June 17, 2015

Dear Mr. Young

For the last three years something has been happening in the elementary schools that is innovative and very influential. A Victoria children's newspaper, *The Paper Maché*, is distributed to over 15,000 elementary school students in the Victoria, Saanich and Sooke School Districts. It is published it each month for the whole school year by the Paper Maché Publishing Society, a nonprofit charitable organization.

The unique aspect of this newspaper is that it is entirely filled with children's writing and artwork and as I often say to students, it is probably the only newspaper in Canada of its kind! As the publisher and originator of *The Paper Maché*, I realize I have a bias, however I have received so much positive feedback from principals, teachers and students that its value speaks for itself.

We put a great deal of effort into building relationships with schools and as a result we have a great system that provides an important service. Teachers submit their students' work to the school board offices and once a month I pick up all the work. We design the paper; Black Press prints 6,000 copies each month; it is delivered via the internal mail system in the Sooke district and in Victoria and Saanich it is delivered to all 33 elementary schools. As well, it is distributed to a number of independent schools and all the libraries and recreation centers in Greater Victoria. The latest issue is enclosed so you can see how exciting *The Paper Maché* is.

Over the three years the paper has managed financially from advertising and grants and funds raised by an amazing class of Grade 4 students at Oaklands Elementary School (see the website for the whole story). Funding is increasingly tight for many artistic projects so in our fourth year we have started an Indiegogo crowd sourcing campaign at <http://tinyurl.com/k8yn4g6>. Many will benefit from the continuation of this project and be grateful for your support. Please contact me if you have any questions.

Yours truly,

Dana Waite  
Publisher, The Paper Mache