

Jefferies, Cyndy

From: Joan Merrifield <pres@gabriolamuseum.org>
Sent: Friday, August 30, 2019 12:06 PM
To: Inquiries
Subject: Community Grant Application 2019
Attachments: Gabriola Museum - Community Grant Application.pdf; Museum 2019-07-31 Income Statement YTD.pdf; Museum 2019-07-31 Income Statement.pdf; GHMS Projected Budget 2019.xlsx; RE QUESTION -11 - Letter of Confirmation -Gabriola Museum - Snuneymuxw Community.pdf; RE QUESTION 4 - Gabriola Museum - replica petroglyphs for relocating.jpg; ATT00001.txt; RE QUESTION 4 - Gabriola Museum - Snuneymuxw exhibit future site.jpg; ATT00002.txt; RE QUESTION 9 - Gabriola Museum - Project Budget.pdf; RE QUESTION 11 - Letter of Confirmation - Heritage BC - GHMS.pdf

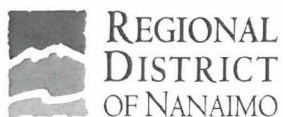
Caution: This email is from an external source. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear RDN; Here is the Gabriola Historical Museum Society's Community Grant Application for funding. We have submitted a number of documents:

1. Application PDF, with digital signature of President 2. Museum current financial statements-Question 13 3. Museum financial statements from Jan-July-Question 13 4. Museum's projected Operating budget-Question 12 5. Project Budget-Question 9 6. Two attachments for Question 4-photos 7. Two attachments for Question 11-Letter of Confirmation Heritage BC & Letter of Confirmation Snuneymuxw

We are excited about our new project and look forward to working with the RDN to make this possible. If you have any questions do not hesitate to contact me.

With respect, Joan Merrifield, President



COMMUNITY GRANTS PROGRAM APPLICATION

| | | |
|--|--|---|
| NAME OF ORGANIZATION Gabriola Historical Museum Society (GHMS) | | GRANT AMOUNT REQUESTED \$14,500 |
| MAILING ADDRESS Box 213, 505 South Road, Gabriola Island, BC | | |
| POSTAL CODE V0R 1X0 | CONTACT PERSON Joan Merrifield, Museum Board President | |
| EMAIL ADDRESS pres@gabrielamuseum.org | TELEPHONE NUMBER 250-247-9987 | |

| | | |
|---|--|------------------------------------|
| PLEASE REVIEW THE COMMUNITY GRANTS CRITERIA OUTLINED ON THE LAST PAGE OF THIS FORM. DOES YOUR ORGANIZATION MEET THE CRITERIA FOR THIS PROGRAM? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
|---|--|------------------------------------|

IMPORTANT: If your organization meets the Community Grants criteria, and if you can answer 'yes' to the following four questions, please proceed to complete this application for submission.

| | | |
|--|---|-----------------------------|
| Are you a registered non-profit organization in good standing? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| Does your organization provide a social enrichment service to the community? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| Does the project fill a need in the community? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| Does the project promote volunteer participation and citizen involvement? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |

Application Submission Requirements

Please provide the following information. Items 1 through 14 are mandatory requirements for consideration of the application. Please attach additional pages with corresponding question numbers if more space is required.

1. Provide information about the programs and services offered to the community by your organization.

GHMS will celebrate 25 years of continuous operation in 2020. It has over 350 members, annually employs a high-season staff person and is volunteer-driven.

Our Public Education Program successfully delivers annual activities and projects that spark our community's Curiosity, Exploration & Learning about Gabriola's Indigenous, Settler and Natural histories.

We are a community museum. GHMS program activities help strengthen the social fabric of our community, now and for future generations, and link with others beyond our community.

Each year, in addition to our permanent exhibit, archives and special exhibition offerings, we program more than a dozen popular activities serving our community. Outreach programs include historical bus tours on "Gertie" (our RDN supported community bus), children's Beach Quest summer day camps, and evening presentations featuring special guest speakers.

Renewal of our interior exhibit space is a significant project almost nearing completion. We are also embarking on a major development of our outdoor Snuneymuxw Petroglyph & Diorama cultural space. It is a collaborative partnership with Snuneymuxw community leaders and a significant project in renewing and reconciling our relationship with the Snuneymuxw and other Coast Salish Peoples who inhabited Gabriola. It is this project for which we are seeking RDN Community Grant support.

2. Provide information regarding your organization's revenue generating activities and other sources of income.

GHMS sustains its annual operations and core program delivery through museum exhibit admission fees, donations, grants and program cost recovery.

The RDN-Area B taxed annual operating grant to GHMS is vital to our yearly facility operations at \$16,000 per year.

Now after 25 years, we are in the midst of plans to renew and expand our exhibits and facility infrastructure. This will require a community capital fundraising campaign and seeking sources of support beyond our annual revenue capabilities.

This RDN Community Grant request is an important component to beginning our facility's renewal and re-development as part of our long-term plans to better serve Gabriola and the Regional District for the next 25 years.

(Attached is our annual operating budget for 2019-20 fiscal year.)

3. Does your organization own its own facility? Yes ☒ No ☐

Grant Request Information:

4. Describe the project that this grant is intended to be used for.

The project is redeveloping and renewing the museum's "Outdoor Snuneymuxw Petroglyph & Immersive Exhibit Space".

Still in design with our Snuneymuxw team leaders, the project will include: an immersive outdoor exhibit honouring and celebrating Snuneymuxw life on this island; relocation of replica petroglyphs; a covered outdoor education shelter; and interpretive signage. It will be a much-valued community/regional education asset, open to the public at no charge.

The RDN Community Grant would be allocated to fund needed relocation and site remediation expenses of the replica petroglyphs; and excavation, heavy equipment construction and timbers needed for both the outdoor shelter and Snuneymuxw cultural exhibit space.

For all other components of this project, we already have confirmed support from "Heritage BC - Indigenous Partners' Program", Snuneymuxw Community Leaders, internal budget allocations of funds, volunteer in-kind and donor support from our community.

In building on our past experience and seeking to embrace the spirit of the UN Declaration of the Rights of Indigenous Peoples (UNDRIP); in early 2016, the GHMS began actively seeking further dialogue with the Snuneymuxw First Nation to explore and reconcile concerns about the museum's inclusion of Indigenous artifacts and replicas, and identify meaningful ways we can work together. After several years of dialogue and initial planning, RDN Community Grant support will make it possible for the GHMS to realize development of this important cultural education-asset benefiting all residents of the RDN and beyond.
(PLEASE SEE ATTACHED "GABRIOLA MUSEUM - RDN COMMUNITY GRANT PROJECT BUDGET & SITE PHOTOS.)

5. Provide the project start and end date.

Start Date: January 1, 2020

End Date: December 31, 2020

6. Describe the benefit of the project for the residents fo the Regional District.

In the spirit of "Syeyutsus" (i.e. walking together), we see this project as a tangible and lasting example for all RDN residents and organizations to enjoy and learn from, in looking at other collaborative projects and meaningful ways we can involve the Snuneymuxw First Nation and individuals in future beneficial activities.

KEY BENEFITS INCLUDE:

1. Demonstrate to Gabriolans and island visitors, a culturally appropriate exhibit that deepens knowledge and appreciation of the importance of Indigenous Peoples to island culture and the Region.
2. Honour and respect the values and oral history of the Snuneymuxw cultural traditions and of many existing artifacts and representations as sacred.
3. Snuneymuxw-led exhibit design, relocation, interpretation and re-positioning of significant replica castings of the island's Indigenous Petroglyphs (Note: Gabriola is widely regarded as having more petroglyph remains than any other coastal locale.)
4. Through partnerships, collaborative effort, significant volunteer contributions and confirmed funding from the province's Heritage BC program, the RDN contribution will be leveraged more than 3 times.

7. How many people does your organization anticipate will attend, benefit or participate in this project?

Based on past public events and visitor logs to the museum, we anticipate the outdoor exhibit space will see 2,000 - 3,000 person site visits annually, including school and group tours. The outdoor exhibit is open for public viewing at no charge. We will include an outdoor visitor guest-book to help us monitor visits and comments, as well as encourage visitors to comment via email.

8. Describe how the project will promote volunteer participation and citizen involvement. Include a description of the types of roles the volunteers will undertake.

Our organization, and Gabriola as a small island community, has a long-history of significant volunteer and community involvement. In-kind volunteer contributions are integral to this project's implementation and success.

Using BC Heritage Program standards for in-kind valuation, over \$13,000 in volunteer time and materials will be allocated for this project. Citizen involvement & volunteer participation will be realized in these major ways:

- 1) This is a shared project/program initiative that is a collaboration with the GHMS & Snuneymuxw First Nation; it will involve both paid and volunteer participation of Snuneymuxw Elders and Indigenous design students and wood carvers from VIU.
- 2) Construction of outdoor learning shelter and Snuneymuxw exhibit timbers --
Volunteer labour from students of the Island School of Building Arts as part of their coursework. Skilled in-kind labour from GHMS team volunteers and community members will also be a part of this construction. There will be call-outs for community volunteers for specific project work-bees e.g.) raking, plantings and site restoration after construction and relocating replica petroglyphs.
- 3) Snuneymuxw-GHMS project coordination, meetings and production planning --
Senior GHMS board members with significant professional expertise for this project are volunteering their time and working in partnership with Snuneymuxw community leaders.
- 4) Promotion, publicity and hosting of guided school and group tours.

9. Provide details of how the grant funding will be used and a breakdown of expenses.

The Project Budget for GHMS is attached. Please reference for itemized revenue and expenses.

RDN Community Grant funding is needed for the following two itemized budget expenditures :

- > Petroglyph Relocation & Outdoor Exhibit Site -- prep & construction = \$7,500
(based on site prep, small-time excavator and materials (e.g. concrete) estimates for project scope)
- > Outdoor Learning Shelter & Exhibit Timber = \$7,000
(note: the differential in line item amount to grant request is covered by the portion that is in-kind labour and materials contributions)

10. Provide information regarding revenues and fees that will be charged for the event or program (if applicable).

Not Applicable.

11. Provide details regarding all other sources of funding for this project including financial contributions and any grants received, or applied for, from other sources, i.e. other municipalities, levels of government or service organizations.

Please see the attached "Project Budget" for itemized details.

Also attached:

---> Letter of Confirmation of Funding from Heritage BC - Indigenous Partners Program

---> Letter of Confirmation from Snuneymuxw Elder & Knowledge Keeper, Ms. Geraldine Manson

Budget Information – please provide the following information as separate attachments:

- | | | |
|---|----------|-----|
| 12. Provide a copy of your organization's current year budget. | Attached | |
| 13. Provide a copy of your organization's latest financial statement. | Attached | |
| 14. Provide an annual report for your organization, if applicable. | Attached | N/A |

Applications received that are incomplete, that do not meet the criteria, or are received after the deadline will not be considered. Please check to ensure that you have provided all information and details as requested in this application prior to submission.

| | |
|---|--------------------------------|
| SIGNATURE Joan M Digitally signed by Joan M Date: 2019.08.30 11:37:19 -07'00' | DATE August 29, 2019 |
|---|--------------------------------|

Please submit your organization's completed application to:

Finance Department
Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2
Telephone: 250-390-4111 or toll free 1-877-607-4111, Fax: 250-390-6572
Email: inquiries@rdn.bc.ca

Please Note: The Regional District of Nanaimo is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

Gabriola Historical & Museum Society

Income Statement 01-01-2019 to 07-31-2019

REVENUE

Museum Activities

| | |
|------------------------|----------|
| Admissions & Donations | 7,239.46 |
| Bus Tours | 1,175.00 |
| Gift Shop | 5,390.87 |
| Museum Publications | 820.70 |
| Memberships | 945.00 |
| Miscellaneous | 430.00 |
| Opening Day | 1,570.00 |
| Canada-Indigenous Day | 1,250.00 |
| Presentations | 625.80 |
| Group Bookings | 579.00 |

Net Sales 20,025.83

Operating Grant

| | |
|------------------------------|-----------|
| Regional District of Nanaimo | 16,000.00 |
|------------------------------|-----------|

Net Sales - Operating Grant 16,000.00

Grants - Museum Programs

| | |
|-------------------------------------|----------|
| Grants - Deferred from Previous ... | 4,989.75 |
| Grants - Gabriola Lions | 4,000.00 |
| Donation - Arbutus Home Bldg C... | 1,500.00 |

Net Sales - Grants 10,489.75

Other Revenue

| | |
|------------------|-------|
| Interest Revenue | 50.49 |
| PST Commission | 44.00 |

Total Other Revenue 94.49

TOTAL REVENUE 46,610.07

EXPENSE

Cost of Goods Sold

| | |
|-----------------------|----------|
| Inventory - Gift Shop | 2,536.73 |
| Inventory - Books | 907.15 |
| Subcontracts | 857.50 |

Total Cost of Goods Sold 4,301.38

Payroll Expenses

| | |
|------------------|-----------|
| Wages & Salaries | 13,036.14 |
| EI Expense | 295.60 |
| CPP Expense | 555.00 |

Total Payroll Expense 13,886.74

General & Administrative Expe...

| | |
|-----------------------------|----------|
| Accounting & Legal | 1,500.00 |
| Advertising & Promotions | 313.28 |
| AGM Expense | 583.50 |
| Bad Debts | -37.31 |
| Business Fees & Licenses | 600.00 |
| Cash Short/Over | -3.30 |
| Cleaning | 391.99 |
| Computer Support | 302.50 |
| Courier & Postage | 10.55 |
| Credit Card Charges | 32.91 |
| Fund Raising Expense | 154.50 |
| Insurance | 2,283.42 |
| Interest & Bank Charges | 58.58 |
| Interest & Penalties - PST | 60.09 |
| Office Equipment & Supplies | 507.14 |
| Miscellaneous Expenses | 507.04 |

Printed On: 08-21-2019

Gabriola Historical & Museum Society
Income Statement 01-01-2019 to 07-31-2019

| | |
|--|------------------|
| Repair & Maintenance | 868.40 |
| Security | 470.40 |
| Suspense - Expenses | 1,140.81 |
| Telephone & Internet | 1,105.83 |
| Travel & Entertainment | 341.33 |
| Utilities | 970.52 |
| Water | 102.06 |
| Website | 1,168.93 |
| Online Payment Fees | 372.35 |
| Total General & Admin Expens... | 13,805.52 |
| Program Expenses | |
| Bus Tours | 307.09 |
| Education Programs | 67.41 |
| Indoor Exhibit | 14,189.45 |
| Opening/Canada/Nat Indigenous | 3,279.14 |
| Presentations | 359.73 |
| Trivia | 61.01 |
| Truth & Reconciliation | 300.00 |
| Total Program Expenses | 18,563.83 |
| TOTAL EXPENSE | 50,557.47 |
| NET INCOME | -3,947.40 |

Gabriola Historical & Museum Society

Income Statement 07-01-2019 to 07-31-2019

REVENUE

| | |
|------------------------------------|------------------|
| Museum Activities | |
| Admissions & Donations | 2,275.15 |
| Bus Tours | 875.00 |
| Gift Shop | 2,791.52 |
| Museum Publications | 356.00 |
| Memberships | 190.00 |
| Miscellaneous | 110.00 |
| Opening Day | 500.00 |
| Canada-Indigenous Day | 1,250.00 |
| Presentations | 474.80 |
| Group Bookings | 126.00 |
| Net Sales | <u>8,948.47</u> |
| Operating Grant | |
| Regional District of Nanaimo | 16,000.00 |
| Net Sales - Operating Grant | <u>16,000.00</u> |
| Other Revenue | |
| Interest Revenue | 4.58 |
| PST Commission | 22.00 |
| Total Other Revenue | <u>26.58</u> |
| TOTAL REVENUE | <u>24,975.05</u> |

EXPENSE

| | |
|---|------------------|
| Cost of Goods Sold | |
| Inventory - Gift Shop | 706.22 |
| Inventory - Books | 140.09 |
| Total Cost of Goods Sold | <u>846.31</u> |
| Payroll Expenses | |
| Wages & Salaries | 5,541.12 |
| EI Expense | 125.64 |
| CPP Expense | 241.40 |
| Total Payroll Expense | <u>5,908.16</u> |
| General & Administrative Expe... | |
| Accounting & Legal | 450.00 |
| Bad Debts | 20.75 |
| Business Fees & Licenses | 25.00 |
| Cleaning | 250.00 |
| Credit Card Charges | -263.91 |
| Insurance | 313.92 |
| Office Equipment & Supplies | 94.67 |
| Repair & Maintenance | 335.00 |
| Telephone & Internet | 376.36 |
| Travel & Entertainment | 95.00 |
| Water | 41.94 |
| Website | 300.00 |
| Online Payment Fees | 358.86 |
| Total General & Admin Expens... | <u>2,397.59</u> |
| Program Expenses | |
| Indoor Exhibit | 7,672.22 |
| Opening/Canada/Nat Indigenous | 475.26 |
| Total Program Expenses | <u>8,147.48</u> |
| TOTAL EXPENSE | <u>17,299.54</u> |

Gabriola Historical & Museum Society
Income Statement 07-01-2019 to 07-31-2019

| | |
|------------|-----------------|
| NET INCOME | <u>7,675.51</u> |
|------------|-----------------|

Gabriola Historical Museum Society 2019 Projected Budget

| Revenue | | Totals | Notes |
|---------------------------------|---------------------|---------------------|------------------|
| Admissions | \$ 5,500.00 | | |
| Donations | \$ 700.00 | | |
| Memberships | \$ 2,500.00 | | |
| RDN 2019-Operating | \$ 16,000.00 | | |
| Sub Total | | \$ 24,700.00 | |
| Museum Programs | | | |
| Gift shop | \$ 15,040.00 | | |
| Historical Bus Tours | \$ 1,725.00 | | |
| Museum Publications | \$ 3,425.00 | | |
| Historical Presentations | \$ 2,500.00 | | |
| School & Summer prog. | \$ 1,200.00 | | includes groups |
| Opening Day event | \$ 1,500.00 | | |
| Canada-Indigenous Day | \$ 1,250.00 | | |
| Remembrance Day | \$ 50.00 | | |
| Trivia Night Event | \$ 6,900.00 | | |
| Miscellaneous | \$ 2,500.00 | | includes raffle |
| Sub Total programs | | \$ 36,090.00 | |
| Grant Programs | | | |
| Grants Deferred 2018 | \$ 4,989.75 | | Indoor Exhibits |
| Gabriola Lions | \$ 4,000.00 | | Indoor Exhibits |
| Arbutus Home Building | \$ 1,500.00 | | Indoor Exhibits |
| YCW-student program | \$ 9,000.00 | | Summer Students |
| BC Heritage grant | \$ 7,500.00 | | Outdoor Exhibits |
| Total Grant Programs | \$ 26,989.75 | \$ 26,989.75 | |
| Total Revenue 2019 | | \$ 87,779.75 | |
| Expenses | | | |
| Gift Shop | \$ 10,150.00 | | |
| Wages & Payroll Exp | \$ 18,000.00 | | |
| Accounting | \$ 3,000.00 | | |
| Advertising & PR | \$ 6,700.00 | | |
| AGM | \$ 500.00 | | |
| Archives | \$ 550.00 | | |
| Board & Staff | \$ 500.00 | | Training & Mtg |
| Fees & Memberships | \$ 700.00 | | |
| Cleaning-custodian | \$ 1,000.00 | | |
| Computer support | \$ 1,450.00 | | |
| Courier & Postage | \$ 100.00 | | |
| Credit card charges | \$ 300.00 | | 2018 |
| Fundraising | \$ 3,500.00 | | |
| Insurance | \$ 3,500.00 | | |
| Interest & Bank Charges | \$ 500.00 | | |
| Office Equipment | \$ 300.00 | | |
| Miscellaneous | \$ 500.00 | | |
| Repair & Maintenance | \$ 1,000.00 | | |
| Security | \$ 500.00 | | |
| Telephone & Internet | \$ 1,400.00 | | |
| Travel | \$ 500.00 | | |
| Utilities | \$ 2,000.00 | | |
| Water | \$ 900.00 | | |
| Website | \$ 582.00 | | |
| Total Administrative Exp | \$ 58,132.00 | \$ 58,132.00 | |
| Program Expenses | | | |
| Bus Tours | \$ 1,000.00 | | |
| School & Summer program | \$ 200.00 | | |
| Elder Interviews | \$ 500.00 | | |
| Exhibits | \$ 15,000.00 | | Indoor Exhibit |
| Annual Events | \$ 2,400.00 | | |
| Presentations | \$ 1,000.00 | | |
| Trivia Night | \$ 3,000.00 | | |
| Truth & Reconciliation | \$ 1,000.00 | | |
| Volunteer Program | \$ 700.00 | | |
| Outdoor Exhibit | \$ 7,500.00 | | Phase 1 |
| Total Program Expenses | \$ 32,300.00 | \$ 32,300.00 | |
| Total Expenses | | \$ 90,432.00 | |
| Surplus/Deficit | | \$ 2,652.25 | |

May 3, 2019

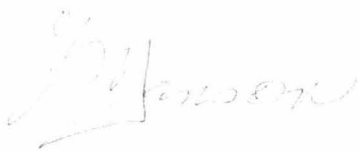
Regarding: Heritage BC Indigenous Partnership Grant - IP2019-09

Support Letter for "Outdoor Amphitheatre Village Project"

It is with great anticipation that I attach this support letter for the 2nd Phrase of the "Outdoor Amphitheatre Village" project being submitted by the Gabriola Island Museum. The 1st phrase, costs were covered by Vancouver Island University to have a design of what this village setting would showcase the petroglyph casts that are on the grounds of Gabriola Island Museum. It is our hope to bring honor to the images by bringing them together showing their beauty but also it will give anyone a further understanding the importance of their history through educational background on each. Snuneymuxw community still today has very strong ties to these images and continue to share the legacy of why and what they represent.

Please do accept this as my support for the application of Heritage BC Indigenous Partnership Grant.

Sincerely,



VIU, Elder-in-Resident, Geraldine Manson





GHMS (Gabriola Museum) – RDN Community Grant Application
PROJECT BUDGET --- "Snuneymuxw Outdoor Exhibit & Public Education Space"

Version: August 28, 2019

| EXPENDITURES | Amount |
|--|---------------|
| <u>Project Costs</u> | |
| | |
| Snuneymuxw Conceptual Plans & Site Drawings | 7,000 |
| Project Dialogue, Planning & Partners Co-ordination | 4,600 |
| Honoraria (Indigenous Advisors) | 1,800 |
| Community Awareness Event | 1,000 |
| Exhibit Interpretive Signage Materials (per two estimates for budget purposes) | 5,848 |
| Petroglyph Relocation & Outdoor Exhibit Site prep | 7,500 |
| Outdoor Learning Shelter & Exhibit Timber | 15,000 |
| Assigned admin staff support | 1,260 |
| Bookkeeping & Grant reporting | 450 |
| SUBTOTAL > | 44,458 |
| | |
| | |
| <u>Other Project Costs</u> | |
| Ferry travel reimbursements | 200 |
| Shipping & Materials Delivery | 175 |
| Contingency | 1,500 |
| SUBTOTAL > | 1,875 |
| TOTAL PROJECT COSTS | 46,333 |
| | |
| REVENUE | |
| RDN Community Grants Fund -- Requested | 14,500 |
| Snuneymuxw -Vancouver Island University – Young Canada Works Grant – Indigenous Partner -- Anticipated 2020 | 7,000 |
| GHMS Member Donations -- Allocated | 1,533 |
| Heritage BC -- Indigenous Partners' Program -- Confirmed | 7,500 |
| GHMS Gaming License Proceeds -- Anticipated | 1,500 |
| GHMS Paid seasonal-staff time & admin -- Allocated | 1,700 |
| * In-kind -- GHMS Project Planning & Partners Coordination (\$30 hour) | 3,600 |
| * In-kind – Volunteer labour for site prep, outdoor learning shelter construction & petroglyph relocation (combo of gen labour, skilled-trades, students from Island School of Building Arts) | 9,000 |
| | |
| TOTAL PROJECT REVENUE | 46,333 |

** **NOTE:** In-kind estimates and valuations follow Heritage BC Guidelines. From our organization's long-history of significant volunteer and community involvement, we are confident these line items should be considered "Confirmed Revenue" for this project.*



Award Agreement and Funding Contract

This Agreement is made the 28th of June 2019

Between

Heritage BC (the "Society")
On Behalf of the Heritage Legacy Fund
Suite 864
104-1015 Columbia Street
New Westminster, BC V3M 6V3

And

Gabriola Historical Museum Society (the "Contractor")
Box 213, 505 South Road
Gabriola Island, British Columbia V0R 1X0

A. THE PROJECT

The Society agrees to pay the Contractor a maximum of \$7,500.00 (the "Contract Price") for the Toward Renewal & Reconciliation with the Snuneymuxw Outdoor Exhibit project as described in the application IP2019-09 received by the Society from the Contractor on 15 May 2019 including any subsequent revisions made in consultation with the Heritage BC Heritage Program Manager, the work to be as outlined in attached Appendix I, and subject to any additional provisions outlined in Appendix II.

B. TERM

The Contractor must complete the work by 28 June 2021. If the project will not be completed by that date, a letter requesting an extension and detailing reasons for the delay(s) must be received by Heritage BC on or before 30 April 2021.

C. PAYMENT

The Society will pay half (\$3,750.00) of the Contract Price on fulfillment of the conditions described in Appendix II, receipt of two copies of this Agreement signed by a signing officer of the Contractor and a certificate of insurance as described in paragraph D. below.

A second, final payment of the unpaid balance of the Contract Price will be made on receipt of the Final Report described in paragraph D. below.

The final payment will be in an amount equal to the lesser of: