

Jefferies, Cyndy

From: David Swanson [REDACTED]
Sent: Friday, August 30, 2019 4:43 PM
To: Inquiries
Subject: ATT: CINDY
Attachments: Solar Project Budget.xlsx; RDN solar power grant app Aug 2019.pdf; 2018 Annual Report, May 29, 2019 AGM.docx; 57 panels each generating 250 watts-1.docx; Photo of solar project.eml; Giro Income Stmt Jan to July 2019 compare with Jan to July 2018.pdf; Giro Balance Sheet 31 July 2019.pdf; Giro Income Jan to July 2019 vs Budget-1.pdf

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GABRIOLA RECYCLING COMMUNITY GRANT APPLICATION

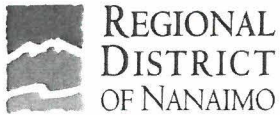
Docs are attached. Pls note that I am the Secretary Treasurer. I couldn't understand how to fit that into the signing space. Also, after signing I got locked out of the PDF before I completed the project budget. I have attached the budget separately.

Thanks for your assistance.

David Swanson

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Sent from [Postbox](#)



COMMUNITY GRANTS PROGRAM APPLICATION

NAME OF ORGANIZATION Gabriola Island Recycling Organization (GIRO)		GRANT AMOUNT REQUESTED \$16,000
MAILING ADDRESS 700 Tin Can Alley Gabriola, BC		
POSTAL CODE VOR 1X3	CONTACT PERSON Michelle MacEwan, General Manager	
EMAIL ADDRESS [REDACTED]	TELEPHONE NUMBER 250 247 9257	

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"/>
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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.

The Gabriola Island Recycling Organization (GIRO) provides a key community hub. It is known locally as "the depot" and has its roots in a free-store that then morphed into a social enterprise that, with the occasional grant from the RDN and other levels of government, is self-supporting.

During the summer, we estimate that on a "depot day" (Wednesdays and Saturdays) over 700 people visit our centre to drop off materials for recycling or resale, purchase recycled items and scrap materials, discuss recycling issues, and socialize in general. Prior to opening our gates in the morning, there is a line-up of up to 20 bargain shoppers waiting to get in. It is difficult to find a parking space at our loading docks and our parking lot at any given time can have over 25 vehicles spilling down the road to the neighbouring garden centre. In short, the depot provides a vital year-round social centre for Gabriola Island, rivalled only by the seasonal farmer markets.

In addition to depot activities, GIRO runs extensive outreach activities and is a community leader in educating and advocating for social changes to deal with climate change. In this regard, our general manager, Michelle MacEwen, has completed a year of successful curriculum development work for the RDN. Her work includes on-going classroom activities at the Gabriola Elementary School along with developing a proposal that has resulted in a School District 68 commitment to curriculum changes that will see climate action along with recycling, reducing and rethinking activities added to existing curricula.

For more information and a history of GIRO's community activism, we encourage you to visit GIRO's website at girodepot.com.

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

The most recent financial statements that are attached to this application show that GIRO is largely self-supporting, with relatively little grant income. Its major revenue centre is its "Re-Store," a used-goods and clothing emporium located at the GIRO depot.

At our August 23 Board meeting, our general manager reported that July produced the largest revenue on record. She compared it with previous years as follows:

July 2019, Total= \$30,189.98 Nine depot days, average= \$3,354.44
July 2018, Total= \$25,050.66 Eight depot days, average= \$3,131.33
July 2017, Total= \$24,539.16 Nine Depot days, average= \$2,262.71

Summer is always our busiest period, so annual averages are lower. We receive federal youth employment grants to help us hire, this year, three youths. These are the only regular grants we have received. On the whole, however, GIRO receives no lottery or other regular grant money. Instead, it is a successful social enterprise that had to dip into its reserve funds to pay for a solar power project it believes in.

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.

Project Description Partial Funding for a Solar Panel Project Installed on GIRO's Depot Roof

In August, 2019, GIRO completed a solar power project . This project consists of 57 solar panels installed on the GIRO depot roof. The attached article by Michelle MacEwen, GIRO's manager, was published in the Gabriola Sounder newspaper. It describes the project in detail. There is also a photo attached.

In January, 2019, the GIRO Board identified a rooftop solar array project as an important 2019 community leadership activity for Gabriola. Because GIRO is a busy social center, our objective was to provide public education re. the benefits and feasibility of alternative energy, while at the same time communicating the relatively short pay-back period for our investment, estimated at 10-12 years. When we developed the project we hoped that the RDN would pay up to half of the project cost.

In May 2019, GIRO's general manager, Michelle MacEwen, contacted Area B RDN Director, Vanessa Craig, to inquire about a subsidy for the solar project. Vanessa told us that the Area B budget for Gabriola capital works was entirely committed to a walkway project that has grown to a cost of over a million dollars.

In May, 2019, the Board decided the project was significant enough that we should use our reserve funds to cover the entire cost.

In early August, we received an email from Vanessa notifying us of the Community Grants application for projects to be implemented in 2020. Michelle MacEwan contacted the RDN CFO who told her that she could find no regulation attached to this grant that excluded retroactive funding for a community-benefit. With this information in hand, we decided to apply for half the cost of our solar panel project as part of your 2019 community grants. The amount we request is \$16,000.

Start Date: August 2020

End Date: August 2020

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

Project: Rooftop Solar Power

To date we have received an extraordinary number of questions, and our staff have had many depot-day conversations about the new solar project. We have had two newspaper articles along with a feature photo of our solar array in the Gabriola Sounder newspaper. In short, the public education has been significant. In addition, during the first 16 days of operation, the payback from feeding into the BC Hydro grid was \$150. In other words, our fiscal and education aims appear to have been met.

The leadership from GIRO re. solar power won't single-handedly encourage more alternative energy use in our community. But because of GIRO's presence as a busy community hub, we believe it provides significant educational benefit for residents both on Gabriola and beyond. And of course more use of green alternatives encourage the movement away from fossil fuels. In other words, this project plays a vital role in the education necessary to mitigate climate change for future generations.

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

Gabriola's estimated population is 4,500. We estimate the daily average number of depot-day customers to be 500, peaking at 700 during the summer months.

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

We are a volunteer-dependent organization. At present, we have 22 regular volunteers.

As described above, one of the objectives of the solar project was to create citizen involvement. Based on the interest shown in this project, we believe its impact has been significant. During the three-weeks of installation work, the questions raised by the installation, along with discussions with GIRO staff, provided powerful information about the do-ability and financial returns of solar arrays feeding back to the Hydro grid.

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

Budget for materials and installation of 57 solar panels, wiring, and controls:

Labour
Materials

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

We don't receive fees for the solar project. We do, however, sell surplus power to BC Hydro that the designer estimated will pay back the cost of this installation within 10-12 years.

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.

See the history of our conversation with the RDN regarding this project, above. We have not applied for any other grants for our solar array. One of the reasons we felt obliged to proceed immediately using a portion of our reserve fund was the urgency we feel about changing and rethinking the way we live--in this case, the way we source our power.

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 <i>D Swanson</i>	DATE Aug 29, 2019
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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 Island Recycling Organization

Comparative Income Statement

	Actual 01/01/19 to 31/07/19	Budget 01/01/19 to 31/12/19
REVENUE		
REVENUE		
Donations (restore)	91,761.66	154,000.00
Donations (clothing)	41,815.57	58,000.00
Donations (recycling)	17,689.99	29,000.00
Materials	0.00	250.00
Returnables	7,218.65	14,000.00
Membership Dues	128.00	120.00
Product Care	2,140.95	2,400.00
Business Recycling	8,332.45	10,000.00
Interest Income	900.82	600.00
Other misc income	480.51	700.00
Depot Metal Bin	329.17	2,500.00
Metal Bin (copper brass silver etc)	4,862.25	8,000.00
Diabetes Association	1,277.00	1,500.00
Donations - Tax Receipt	2,000.00	2,000.00
Canada Helps Donations	336.00	0.00
Grants	7,932.83	10,000.00
TOTAL REVENUE	187,205.85	293,070.00
TOTAL REVENUE	187,205.85	293,070.00
EXPENSE		
GENERAL & ADMIN. EXPENSES		
Advertising	0.00	400.00
Accounting & Legal	1,742.50	2,200.00
Bookkeeping	4,320.00	7,200.00
Recycle Expense	794.95	3,000.00
Restore Expense	184.24	500.00
Dues & Fees	0.00	200.00
Baler repairs	50.00	0.00
Clothing Expense	523.04	500.00
Charitable donations	0.00	850.00
Compost Green Bins - RDN	201.31	800.00
Hydro	2,771.42	5,200.00
Insurance	4,541.74	8,500.00
Interest & Bank Charges	48.00	200.00
Materials Expense	2,213.06	2,800.00
General Expense	4,068.76	7,000.00
Shaw Cable	812.42	1,400.00

Ferry & Overheight Charges	800.00	1,900.00
Software - Accounting Package	0.00	600.00
Truck - Gas	889.70	1,400.00
Truck Maintenance	0.00	2,000.00
Truck Insurance	1,314.25	2,400.00
Professional Development	0.00	1,000.00
Volunteer/Staff Appreciation	0.00	2,000.00
Workshops - Recycling Education	6,157.88	10,000.00
Wages & Commissions	118,411.88	201,640.00
CPP Expense	4,066.75	10,115.55
EI Expense	2,675.71	4,541.44
Payroll Remittance Penalty	57.52	0.00
Blue Cross	371.00	636.00
WCB Expense	3,008.92	2,500.00
Total Wages & Commissions	128,591.78	219,432.99
Amortization/Depreciation	6,763.89	10,000.00
TOTAL GENERAL & ADMIN	166,788.94	291,482.99
 TOTAL EXPENSE	 166,788.94	 291,482.99
 NET INCOME	 20,416.91	 1,587.01

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Gabriola Island Recycling Organization

Balance Sheet As at 31/07/19

ASSET

CURRENT ASSETS

Float	390.00	
Cash for Deposit	0.00	
Petty Cash	37.58	
CCCU Chequing General 9592088	36,225.92	
GIC 23720400	25,313.70	
GIC 23184821	25,605.06	
GIC 23561986	25,501.54	
CCCU Savings 18449080	0.00	
Depot Improvement & Reno 22023301	0.00	
CCCU Reserve Savings 20158455	16,333.81	
CCCU Equity Shares - 10088381	55.65	
CCCU Casino Equity Shares 10015731	0.00	
Term Dep Prop & Bldg Improvts (R)	0.00	
NCU-Plan 24-Casino-1222355	0.00	
CCCU Casino Chequing 9595792	0.00	
Term Deposit #4	0.00	
Term Dep Winding Down (R)	0.00	
Cash Total		129,463.26
Payroll Loans		0.00
Accounts Receivable		4,245.00
Accounts Receivables other		0.00
Gain on sale of fixed asset		0.00
GIC Accrued Interest		284.50
Prepaid Expenses		3,058.85
TOTAL CURRENT ASSETS		137,051.61

LAND, BUILDINGS, EQUIPMENT

Vehicles	28,353.52	
New Bailer	1,725.83	
Paper Cutter	0.00	
Computer	689.82	
Pallet Jack	440.90	
Trailer	7,498.64	
Depot Improvements	102,140.22	
Access Path	15,209.70	
Depot Fence	17,292.90	
Toxic Materials Cage	2,619.47	
Land	41,200.00	
Total Fixed Assets		217,171.00

2015 New Building Project	139,368.63
AA 2015 New Building	-31,936.54
Current Restore Upgrade	13,864.03
AA Current Restore Upgrade	-3,176.25
Improvements - Recycle Depot	127,893.90
AA Improvements Depot	-12,381.34
Equipment & Furniture	3,015.79
AA Equipment & Furniture	-1,050.03
Equipment	2,336.73
AA Equipment	-467.35
Write off Carried from Prev. Years	-201,961.30
LAND, BUILDINGS & EQUIP	<u>252,677.27</u>
TOTAL ASSET	<u>389,728.88</u>

LIABILITY

CURRENT LIABILITIES

Accrued Accounting	1,700.00
PST	1,252.31
Gst Paid	-1,532.73
Accounts Payable	5,129.63
Accounts Payable - General Ledger	0.00
Grand Opening 2015	0.00
Credit Union Mastercard Payable	-16.66
Payroll Taxes Payable	0.00
CPP Payable	0.00
EI Payable	<u>0.00</u>
Payroll Deductions Payable	0.00
Accrued Vacation	927.74
Payroll Over/under pmt	-1.68
WCB Payable	2,338.56
Deferred contribution - oil tank	5,508.10
Deferred contribution - New Roof	21,770.96
Deferred Revenue Access Path	<u>9,814.00</u>
TOTAL CURRENT LIABILITIES	<u>46,890.23</u>
TOTAL LIABILITY	<u>46,890.23</u>

EQUITY

RETAINED EARNINGS

Retained Earnings	322,421.74
Current Earnings	<u>20,416.91</u>
TOTAL RETAINED EARNINGS	<u>342,838.65</u>

TOTAL EQUITY 342,838.65

LIABILITIES AND EQUITY 389,728.88

Generated On: 19/08/19

Gabriola Island Recycling Organization

Comparative Income Statement

	Jan-Jul 2019	Jan-Jul2018
REVENUE		
REVENUE		
Donations (restore)	91,761.66	86,917.14
Donations (clothing)	41,815.57	30,833.35
Donations (recycling)	17,689.99	17,924.44
Materials	0.00	251.13
Returnables	7,218.65	7,215.65
Membership Dues	128.00	0.00
Product Care	2,140.95	862.84
Business Recycling	8,332.45	6,669.00
Interest Income	900.82	286.07
Other misc income	480.51	394.21
Depot Metal Bin	329.17	1,499.49
Metal Bin (copper brass silver etc)	4,862.25	4,096.78
Diabetes Association	1,277.00	1,045.00
Donations - Tax Receipt	2,000.00	0.00
Canada Helps Donations	336.00	0.00
Grants	7,932.83	913.57
TOTAL REVENUE	187,205.85	158,908.67
TOTAL REVENUE	187,205.85	158,908.67
EXPENSE		
GENERAL & ADMIN. EXPENSES		
Accounting & Legal	1,742.50	1,771.70
Bookkeeping	4,320.00	3,862.13
Recycle Expense	794.95	3,120.26
Restore Expense	184.24	137.73
Baler repairs	50.00	0.00
Clothing Expense	523.04	420.81
Compost Green Bins - RDN	201.31	402.62
Hydro	2,771.42	3,249.90
Insurance	4,541.74	4,666.82
Interest & Bank Charges	48.00	35.00
Materials Expense	2,213.06	0.00
General Expense	4,068.76	7,051.99
Penalties & interest	0.00	157.20
Shaw Cable	812.42	821.92
Ferry & Overheight Charges	800.00	800.00
Truck - Gas	889.70	541.50

Truck Insurance	1,314.25	1,309.35
Workshops - Recycling Education	6,157.88	0.00
Wages & Commissions	118,411.88	112,667.70
CPP Expense	4,066.75	3,666.03
EI Expense	2,675.71	2,593.97
Payroll Remittance Penalty	57.52	69.27
Blue Cross	371.00	364.00
WCB Expense	<u>3,008.92</u>	<u>2,338.56</u>
Total Wages & Commissions	128,591.78	121,699.53
Amortization/Depreciation	<u>6,763.89</u>	<u>6,763.89</u>
TOTAL GENERAL & ADMIN	<u>166,788.94</u>	<u>156,812.35</u>
 TOTAL EXPENSE	 <u>166,788.94</u>	 <u>156,812.35</u>
 NET INCOME	 <u><u>20,416.91</u></u>	 <u><u>2,096.32</u></u>

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57 Solar Panels installed on GIRO's roof

One of GIRO's main goals is to reduce our carbon footprint. With the large south facing roofline at the depot it was clear that we were an ideal candidate for solar panels. Unlike gas and coal, solar power is a renewable, clean, sustainable energy. Solar power does not pollute our air or contribute to global warming.

Before the solar panel installation could be completed the roof on the old building needed to be replaced. This project was completed in 2017 with the help of the RDN who supported the project through a \$25,000 grant.

The GIRO roof can hold an array of three rows of nineteen panels (fifty-seven in total). Cost for design layout, purchase and installation totalled \$32,000. We were unsuccessful in receiving funding for this project through our local district (Regional District of Nanaimo), but decided to proceed regardless, drawing on savings set aside for capital improvements.

Each panel can generate up to 250 watts (when the sun's out), for a total of 15kw for the full array, which is enough to run 350 four-foot fluorescent tubes. In the summer when we are generating more than we use, the excess electricity goes to the grid so there is no battery storage required. In the week since we went live, we have generated 450 kilowatt hours, despite two rainy days. This saved \$60 in Hydro costs. We estimate overall, this will cut our annual hydro bill in half with a payback of 10-15 years, depending on how much hydro rates increase.

The array of panels will produce clean energy for thirty years and is the equivalent carbon offset of planting 325 trees a year!

Thank you to Empower Gabriola (Steve Earle) for the concept, DN Solar (Dave Needs) for the design work, Phillip Claxton for the installation, and GIRO Board President Barry Loescher for facilitating the project.

Come and visit us on Wednesdays and Saturdays to see this latest project and learn more about the other services and initiatives GIRO is supporting.

Thank you to everybody for the continued support of this important community resource centre.

Costs for Solar Panel Project, Aug 30, 2019

24472.51 materials

11767.36 labour

24472.51 total

NB We have detailed documentation re. these expenses.

GABRIOLA ISLAND RECYCLING ORGANIZATION (GIRO) BOARD OF DIRECTORS 2018 ANNUAL REPORT FOR THE 2019 AGM

PURPOSES OF GIRO

- Operate a recycling depot
- Encourage environmentally-responsible consumer practices
- Promote co-operation to improve the island environment
- Promote wise use of the earth's resources

(Summarized from the GIRO Constitution)

GIRO BOARD

After the 2017 AGM on May 30, 2017, the Board of Directors consisted of: Barry Loescher, David Swanson, Jane Ward, Red St. Pierre. At the September Board meeting, the Board used its appointment authority to appoint Nicholas Read as a Director with a term that expires at the 2019 AGM.

In February, Jane Ward resigned for personal reasons. The Board thanks Jane for her membership and recruitment work and for her role in developing print resources for GIRO.

The current executive consists of:

Barry Loescher, President and interim Treasurer
David Swanson, Secretary
Red St. Pierre and Nicholas Read: members at large

Rusty Rushton, who did not stand for re-election as a director in 2018 due to illness, died this past year. Rusty spent a lot of time developing a document management system for GIRO and was committed to living a life that was guided by goals similar to GIRO's. We honour his memory and miss his guidance and skill.

FACILITY UPGRADES

During 2018 the following depot improvements were made:

1. Concrete walkways and parking-place slabs were built using the federal accessibility grant that was approved the previous year. Thank you to Graham Sheehan for designing this project and supervising all work.

2. The receiving area that received a new roof in 2017 was insulated and the area's entrances were improved to provide better security and reduce heat losses.
3. The hazardous chemicals and paint cage roof was extended to cover the used oil tank and slab that was installed the previous year. Thank you to Dave Piercey who did much of the work and supervised this project.

EDUCATION

The GIRO manager, Michelle MacEwen continued to run regular school-based activities at Gabriola Elementary School that are educating kids about rethinking, reducing, and recycling. This program has received very positive reviews from two Gabriola principals and from the GES teachers she has worked with. In September, the Regional District of Nanaimo began providing GIRO with funds to expand and document the GES program so that Michelle's work could be shared with other schools and agencies.

Education is a less visible aspect of GIRO's activities than regular Depot operations, but Michelle has become an educational leader in the Nanaimo area. Her regular columns in the *Souther* newspaper supplement her school-based activities. As the climate crisis escalates, GIRO plans to expand its educational activities. Rethinking our lives on planet Earth seems more important now, than ever.

APPRECIATION

GIRO would not be what it is today were it not for the work and dedication of staff and volunteers, as well as the support of the community at large. Based on the comments from the public and from recycling industry sources, GIRO is recognized as one of the best recycling centres of its scale in the province.

We as a Board say: THANK YOU to our community and to the many people who regularly help us work to achieve our vision of a better way to live.

GIRO Board of Directors, May 2018