

Jefferies, Cyndy

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AUG 30 2019

REGIONAL DISTRICT
of NANAIMO

From: jamie cowan [REDACTED]
Sent: Thursday, August 29, 2019 5:25 PM
To: Inquiries
Cc: Mallory
Subject: Lighthouse Community Centre Society - Community Grants Application 2019
Attachments: LCCS - Community Grants Application.pdf; LCCS - Community Grants Application S.7..pdf; LED Pros - Lighthouse Community Hall Proposal.pdf; LCCS Budget - 2018-19.pdf; LCCS - Financials 2018.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 Ms Bradburne,

Please find attached our application to the RDN Community Grants Program and all required documents in support of the application. If you have any questions, please do not hesitate to contact us.

Kind regards,

Jamie Cowan (on behalf of LCCS Board)

[REDACTED]

COMMUNITY GRANTS PROGRAM APPLICATION

NAME OF ORGANIZATION Lighthouse Community Centre Society		GRANT AMOUNT REQUESTED \$55,000
MAILING ADDRESS 240 Lions Way Qualicum Bay, BC		
POSTAL CODE V9K 2E2	CONTACT PERSON Mallory Owen - [REDACTED]	
EMAIL ADDRESS office.communityhall@gmail.com	TELEPHONE NUMBER o) 778.424.9900 [REDACTED]	

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 purpose of the Lighthouse Community Centre Society (LCCS) is to operate, maintain and promote the Lighthouse Community Hall, and to promote, foster and develop community spirit and good citizenship through educational, charitable, cultural and athletic endeavours within the Lighthouse Country area (RDN Electoral Area H). Through the Lighthouse Community Hall, LCCS is able to offer a wide variety of programs and services to the community, including:

- OAP Room - Seniors have exclusive access to their own room in the Hall.
- Soupy Cafe - A monthly chance for community members to gather and share food in a "pay what you can" format.
- Second Sunday Market & Pancake Breakfast
- Subsidized youth recreation programs (eg: youth floor hockey)
- Charitable fundraisers for community members in need (eg: extreme illness, victims of house fire, etc.)
- Dances and Live music events
- Theatrical Productions
- Memorial Celebrations of Life
- Local Government public engagement meetings
- Municipal, Provincial and Federal Voting station
- ESS - The Hall is designated as the Emergency Support Shelter between the Big Qualicum River and Nile Creek bridges.

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

Most of LCCS revenue generation comes from Hall rentals. Individuals, families or groups or governmental agencies rent the main hall, kitchen, or one of it's two side rooms and facilities and extensive grounds for a wide variety of activities, including club meetings, AA meetings, training seminars, exercise classes (fitness, tai chi, taekwondo, yoga) recreation (eg: pickleball, badminton, various forms of dance), arts & culture (ukelele club, drumming circle, meditation, etc.) banquets, recitals, fundraisers, public functions (eg: local government meetings, voting).

Other sources of income include community fundraising efforts (eg: Second Sunday Market and Pancake Breakfast), membership (\$5/yr for community members), in addition to grants and donations from various levels of government, and private businesses.

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 proposed project is to replace the current antiquated main Hall sign with an 8' x 8' full colour, double-sided, programmable LED sign. At present, each time the sign needs to be updated (several times per month) a volunteer must go into the Hall, fetch a ladder, select the appropriate letters and numbers from a box in the office, and go down and change the sign manually, and then return to the hall and put away the replaced letters and numbers, and replace the ladder under the stage. This process usually takes a minimum of 2 hours.

The channels which hold the letters and numbers in place on the current sign have deteriorated beyond repair. The sign is susceptible to wind and other natural elements, and storms often blow the information regarding current and upcoming events askew, again requiring a volunteer to go through the arduous process of getting a ladder form inside the hall to replace the pieces. Given that most volunteers are 65+ years of age, there is a significant risk of injury by continuing with the status quo.

A modern LED sign will be a significant improvement upon the current sign. The LED sign will be programmable via wifi enabled software, meaning that any volunteer can update or modify the sign without the use of a ladder, greatly reducing the time required and risk involved to volunteers at present. Additionally, an LED sign will be much more attractive to passers-by, with its dynamic full-colour display. It will keep locals more informed and engaged with the happenings at the community hall. It will also better inform tourists passing along the Old Island Hwy of the existence of the hall, and how they might participate in programming and events while they are in the Lighthouse area.

5. Provide the project start and end date.

Start Date: ASAP

End Date: Approx 6 weeks from order

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

The Lighthouse Community Hall provides many benefits for the residents of RDN, and a new LED sign will greatly enhance the profile of the Hall within our community. An LED sign will better inform the residents of the Regional District as to the current and upcoming events at the Hall. Electoral Area H residents and other RDN residents travelling through the Lighthouse Country area along the Old Island Highway will be more attracted to the dynamic full-colour display of the sign. As a result, they will be able to more clearly see both current and upcoming events at the Hall. This improved visibility and dynamic information display will serve to increase community connection, engagement and participation rates, including volunteerism.

The Lighthouse Community Hall is also the designated Emergency Support Shelter between the Big Qualicum River and Nile Creek. Improved signage will build more familiarity with the Hall as the ESS for the village of Qualicum Bay, thus making essential ESS information more readily accessible to RDN residents.

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

Please see attached document LCCS - Community Grants Application S.7.

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

It is very easy to pass by the current Hall sign without noticing it. Once installed, a full colour LED sign will contribute greatly to advertising both active volunteer opportunities and general citizen involvement at the Hall. More frequent, dynamic messages can be displayed or scroll across the screen, inviting citizens and potential volunteers to attend regular board/organizing meetings, AGMs, etc.

The types of roles that volunteers may undertake at the hall vary widely. They may become a board member, volunteer for a committee (maintenance, fundraising, arts & culture, leisure, etc.), or participate in various capacities (event planning, cooking, bartending, set up/take down, ticket sales, etc.) in an ongoing event (Soupy Cafe, the Second Sunday Market and Pancake Breakfast, Coffee House Music Series, etc.). Volunteers may also choose to facilitate or instruct programs for community benefit offered through the Hall.

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

Grant funding will be used to pay for the purchase, delivery and installation of an 8' x 8' LED Sign, and the provision of power from BC Hydro pole to the sign (2 x 115VAC @ 50 AMP).

Please see the attached proposal/quote from LED Pros. \$45,158.40

The estimated cost for electrical provision is \$10,000.

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

Due to the nature of this capital expenditure and installation, there are neither expected revenues to be generated nor fees to be charged in carrying out this project.

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.

At present, we have neither received nor applied for funds from any other sources for this project.

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.

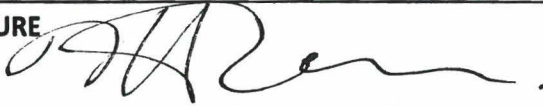
Attached

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 	DATE Thursday, August 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.

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

Given its mandate and purpose to foster community spirit, involvement and benefit, the hall is available and accessible to the general public, including any/all residents of RDN and EA H. The population of Electoral Area H is approximately 4,000 (OCP Document, S.1.1), and growing both in numbers and the median age of residents. Although the hall already sees thousands of users per year, there is significant potential for increases in bookings, programming, and overall use rates. The improved visibility and dynamic information capabilities of an LED sign will complement existing communication tools (eg: local newsletter, website, and social media sites, in efforts to increase community participation at the Hall.

Lighthouse Community Centre Society

Annual Budget

September 1st, 2018 to August 31st, 2019

	Monthly	Annual		
REVENUE				
Rental - Regular User Groups	1,500	18,000		
Rental - Casual Renters	700	8,400		
Total Rent			2200	26400
LCC Events	700	8,400		
Misc Events inc Hockey & Pickelball	20	240		
Corner Café	25	300		
Donations	375	4500		
Membership Dues	15	180		
50/50 Ticket Sales	70	840		
Pancake Breakfa 3X per year	400	4,800		
Soupy Cafe Donations	150	1,800		
Kitchen Rental	150	1,800		
Table Rentals	320	3,840		
TOTAL REVENUE	4,425	53,100		

EXPENSE

Accounting & Legal	75	900
Advertising & Promotions	250	3,000
Administrative Fee PayPal	15	180
Garbage	100	1,200
Insurance	600	7,200
Janitorial	425	5,100
Janitorial Supplies	45	540
LCC Events	500	6,000
Licences, Dues & Fees	60	720
Office Supplies	50	600
Repairs & Maintenance	750	9,000
Security Monitoring	40	480
Soupy Cafe	160	1,920
Supplies - Operational	240	2,880
Supplies - Pancake Breakfast	150	1,800

Telephone & Internet	150	1,800		
Utilities - Hydro	550	6,600		
Utilities - Propane	160	1,920		
Utilities - Water	30	360		
TOTAL EXPENSE	4,350	52,200		
NET INCOME (LOSS)	75	900		

LIGHTHOUSE COMMUNITY CENTRE SOCIETY

FINANCIAL STATEMENTS
(Unaudited - see Notice to Reader)

YEAR ENDED AUGUST 31, 2018

LIGHTHOUSE COMMUNITY CENTRE SOCIETY

YEAR ENDED AUGUST 31, 2018
(Unaudited - see Notice to Reader)
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McGORMAN

MacLEAN

Chartered Professional Accountants

Mark A.A. McGorman, Ltd.

Campbell B. MacLean, Ltd.

Stana Pazicka, Inc.

Leanne M. Souchuck, Ltd.

Tel: 250-248-3211

Fax: 250-248-4504

mcgormanmaclean.com

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Lighthouse Community Centre Society as at August 31, 2018 and the statement of operations and net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

McGorman MacLean
CHARTERED PROFESSIONAL ACCOUNTANTS

Parksville, Canada
January 23, 2019

LIGHTHOUSE COMMUNITY CENTRE SOCIETY

STATEMENT OF FINANCIAL POSITION (Unaudited - see Notice to Reader) AS AT AUGUST 31, 2018

ASSETS	2018	2017
CURRENT		
Cash (note 3)	\$ 16,973	\$ 34,785
GST receivable	848	1,435
Accounts receivable	315	1,085
Prepaid expenses	350	166
Prepaid capital improvement costs	-	5,000
	18,486	42,471
TANGIBLE CAPITAL ASSETS (note 4)	1,020,922	1,000,866
	\$ 1,039,408	\$ 1,043,337
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 1,782	\$ 1,399
Damage and key deposits payable	1,755	1,655
Deferred revenue (note 5)	3,649	24,386
	7,186	27,440
NET ASSETS	1,032,222	1,015,897
	\$ 1,039,408	\$ 1,043,337

Commitments (note 6)

APPROVED ON BEHALF OF THE BOARD:

Director

Director

LIGHTHOUSE COMMUNITY CENTRE SOCIETY

STATEMENT OF OPERATIONS AND NET ASSETS (Unaudited - see Notice to Reader) YEAR ENDED AUGUST 31, 2018

	2018	2017
REVENUE		
Rentals	\$ 23,601	\$ 25,955
Second Sunday Market	15,931	14,641
Special events	11,304	12,415
Donations	3,045	2,491
Advertising sponsorships	500	80
Membership dues	375	615
Interest	19	13
Regional District of Nanaimo - Grants	-	24,644
	54,775	80,854
Transfers from deferred revenue	18,972	67,050
	73,747	147,904
EXPENSES		
Repairs, maintenance and enhancements	18,951	15,422
Utilities	8,607	12,182
Special event costs	8,133	6,406
Supplies	7,317	3,459
Insurance	6,939	6,368
Advertising and promotion	2,993	2,946
Telephone	2,109	2,018
Accounting and legal	918	372
Office	903	493
Licences, dues and permits	355	369
Bank charges	197	112
Hall rental agent fees	-	97
	57,422	50,244
EXCESS OF REVENUE	16,325	97,660
NET ASSETS AT BEGINNING OF YEAR	1,015,897	918,237
NET ASSETS AT END OF YEAR	\$ 1,032,222	\$ 1,015,897

LIGHTHOUSE COMMUNITY CENTRE SOCIETY

NOTES TO FINANCIAL STATEMENTS (Unaudited - see Notice to Reader) YEAR ENDED AUGUST 31, 2018

The Lighthouse Community Centre Society is incorporated under the Society Act of British Columbia and its principal purpose is the operation of a community hall in Qualicum Bay.

1. ACCOUNTING POLICIES

(a) Cash

Cash is recorded as unrestricted when no externally imposed restrictions exist for the use of the funds.

(b) Tangible capital assets

Tangible capital assets are recorded at cost and are not being amortized.

(c) Deferred revenue

Deferred revenue represents prepaid rental fees, gaming funds received for specific expenditures that will be expended in the coming fiscal year and internally restricted funds for building maintenance.

2. FINANCIAL INSTRUMENTS

The Society's financial instruments consist of cash, accounts receivable and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the Society is not exposed to significant interest, currency or credit risks arising from these financial instruments, the fair value of which approximates their carrying value.

3. CASH

	2018	2017
Unrestricted	\$ 12,150	\$ 8,744
Restricted	4,823	26,041
	\$ 16,973	\$ 34,785

4. TANGIBLE CAPITAL ASSETS

	Cost 2018	Cost 2017
Building	\$ 923,951	\$ 909,798
Equipment	88,942	83,039
Highway sign	7,367	7,367
Fence	662	662
	\$ 1,020,922	\$ 1,000,866

LIGHTHOUSE COMMUNITY CENTRE SOCIETY

NOTES TO FINANCIAL STATEMENTS (Unaudited - see Notice to Reader) YEAR ENDED AUGUST 31, 2018

5. DEFERRED REVENUE

	2018	2017
Gaming funds	\$ 2,439	\$ 2,439
Prepaid rents	630	2,975
Improvement fund	580	-
Regional District of Nanaimo - Grants	-	18,972
	\$ 3,649	\$ 24,386

6. COMMITMENTS

The Society has a lease agreement with the Regional District of Nanaimo to lease land on which the community hall is located. The licence fee is \$1 for a ten-year term and expires on January 31, 2021.

The Society also holds a licence-to-use agreement with the Regional District of Nanaimo which allows the Regional District of Nanaimo to use the community hall as an Emergency Reception Centre in the case of an emergency. This licence-to-use agreement was renewed on April 1, 2018 for a five-year term expiring on March 31, 2023. The Regional District of Nanaimo pays the Society \$1 for the term of the agreement.



LED Pros Ltd.
6031 Gateway Blvd NW
Edmonton • Alberta • Canada

Proposal. Sign and Installation Only



P10 SMD COLOR LED DISPLAY BOARD SPECIFICATIONS

Specification Sheet

LED	Outdoor SMD LED
Dimension per cabinet	128cm x 128cm
Pitch	10mm
Resolution	128X128
Input	110VAC 60Hz, Max amps 9.5A Avg. amps 4A
Water proof	IP65
Color	True color
Max Brightness	6500-8000 cd/sgm
Photo sensor	Yes
Life Span (hrs)	≥100,000
Temperature Range (°C)	-40- 50
Humidity Range (RH)	10%~90%, No condensation
Controller	Wi-Fi or 3G
Software	PC Only interactive software



LED Pros Ltd.
6031 Gateway Blvd NW
Edmonton • Alberta • Canada

Name	Item	Description	Unit Price	Qty.	Sub-Total
Signage	Main Sign	P10 8'x8' Full color digital sign-Double sided	\$24,320.00	1	\$24,320.00
	Software	Programming software+user manual	\$0.00	0	\$0.00
	Technical Support	Lifetime Remote Technical Support	\$0.00	0	\$0.00
	Warranty	1 year	\$0.00	0	\$0.00
Structure	Brackets	Industry approved brackets	\$1,500.00	1	\$1,500.00
	Fasteners	Industry approved Fasteners	\$500.00	1	\$500.00
Installation - Equipment and Labor	Labor	Pole Retrofitting - remove existing signs plus necessary adjustments	\$1,200.00	1	\$1,200.00
	Labor	Signage Installation - calculate per day	\$3,920.00	1	\$3,920.00
	Equipment	Boom lift rental - calculated per day	\$500.00	2	\$1,000.00
	Equipment	Lift rental - calculated per day	\$1,200.00	1	\$1,200.00
Travel Cost	Delivery	Delivery of materials and signage - includes crating, shipping and trailer	\$600.00	1	\$600.00
	Hospitality	Including lodging and meals for the installation crew	\$350.00	4	\$1,400.00
	Equipment Mobilization	1300km mobilization and 1300km demobilization + hours	\$1.80	2600	\$4,680.00
					\$40,320.00

PLUS 5%GST AND 7% PST

Power Requirement: 2 of 115VAC 50Amp or 3 phase 30Amp

Warranty

1-year – comes with purchase(Travel fee is not covered by warranty)

\$150/hour when repair is performed outside warranty. Travel fee is not covered by warranty in any cases.