

Howard Houle
Regional Director
Nanaimo Regional District
Nanaimo, B.C.

June 20th, 2018

Dear Howard,

I am writing on behalf of the Board of Directors of the Gabriola Island Community Hall Association. We are applying for support from the Community Works Fund for the installation of gutters and for an upgrade to the mechanical room.

As you know, our mission is to maintain and develop the Hall for multiple uses by our community. A partial list of activities that take place in the Hall on a regular basis includes choral concerts, pantomimes, dances, pickle ball, the annual salmon barbecue, karate, badminton, tai chi, the library's annual book sale, food forums, the annual Christmas Spirit Feast, and many others. The Hall is the only facility on the Island that can accommodate this variety of activities. We endeavour to keep our rental rates as low as is feasible in order to make the Hall accessible to as many Gabriolans as possible. Our budgets are balanced, though with little or no surplus.

Recently, thanks to a generous grant from the Regional District of Nanaimo via the Community Works Fund, we were able to partially re-roof our building on those portions covered by metal roofing. Unfortunately, during a particularly vehement storm, water leaked in through the partially finished roof and did very considerable damage to the building. Our insurers are assisting us to rectify the situation and we anticipate that most of the water damage will be repaired in the coming few months.

We have canvassed our supporters to gather their suggestions regarding needs and priorities and have distilled them into a multi-phase project that would, over the

coming few years, make substantial improvements to our premises for the benefit of users and the community at large.

Phase One, the subject of this request for funding, would deal with two of the most pressing issues :

1. the installation of gutters
2. a re-vamp of the dated mechanical room which houses electrical and plumbing mechanisms.

This latter can more efficiently be done at the same time as the insurers' rectifications in June and July this year.

GICHA has secured a grant from the Gabriola Lions for \$3,000 which we propose to apply towards the matching funds requirement in order to complete this first phase.

Later phases might include replacement of the flat roof, repainting, installing a generator, replacing the windows, solar panels and improving parking. We are grateful that you and the RDN have been open to assisting, where appropriate, in some of these future endeavours.

With regard to the asset management requirement, I attach a report outlining significant repairs done in the recent past as well as replacements and renovations planned for future years.

In conclusion, we are submitting this letter and accompanying documentation as a request for \$4,995.00 as a contribution towards the completion of what we are calling Phase One of our renovations which will have a total cost of \$9,990.00. Please see the attached Project Budget for a detailed breakdown of costs and revenues.

The proposal has been carefully reviewed by the entire Board of Directors and has their unanimous approval.

Please find attached documentation regarding the above projects.

Yours respectfully,

Joyce Babula,

President

Enclosures:

(a) Project Budget

- (b) Estimate for gutters
- (c) Estimate materials for mechanical room upgrade
- (d) Asset Management Report

			GICHA MAINTENANCE PROJECT - PHASE 1			
COSTS						
1) Installation of new gutters and down pipes						
	Guttermen					\$5,019
	Supervision Konrad Mauch 8 hours @\$40					\$320
2) Upgrade of mechanical room						
	Andrew Sheret - materials					\$2,985
SUBTOTAL						<u>\$8,324</u>
Contingencies (20%)						\$1,665
<u>TOTAL</u>						<u>\$9,989</u>
<u>REVENUES</u>						
Labour provided "in kind" by Konrad Mauch						\$320
Grant from Gabriola Lions						\$3,000
GICHA from cash reserves						\$1,675
TOTAL MATCHING FUNDS						\$4,995
Request funds from CWF						\$4,995
TOTAL REVENUES						<u>\$9,990</u>

GABRIOLA COMMUNITY HALL ASSOCIATION ASSET MANAGEMENT REPORT

1. How old is the building? The current building is now 34 years old.

2. What are the past renovations in the last 10 years - 20 years?

In the last 10 years, the following renovations have been completed :

- new opening windows were installed in the stairwell
- replacement of the second boiler
- ongoing maintenance of stage lighting and sound system
- new stoves and fridges in both kitchens
- reverse osmosis system installed in kitchen sinks
- interior and exterior of Hall were repainted
- replacement of all the lighting in the main hall
- installation of tile in the storage room
- new countertops in both kitchens
- built a roof over double door entry along the ramp
- installation of carpeting in the downstairs area
- replacement of the metal portion of our roof which exposed a good amount of damage to the structural part that needed to be replaced
- installation of an accessible washroom on the main floor this year
- Canada 150 grant was received and a realization of an external mural depicting the history of the Island

Previously, in the period between 1998 - 2008, the following work was done :

- new well was drilled and new water pump was installed from the well to the cistern to maintain ongoing stability with water.
- a filtration system was put in at that time.
- a new cistern was purchased and a wooden structure built around it
- installation of a new boiler in the mechanical room

- painting of the inside and outside of the Hall two times during the last 20 years and repaired holes made by woodpeckers.
- installation of curbing, resurfacing and improved drainage in the parking lot
- Skylights were removed from area above solarium and in stairwell and metal roof repair completed.

3. What are the future renovations planned for the next 5, 10, 20 years?

We have a list of items to be phased in during the coming years.

This grant will take care of an immediate need to upgrade the mechanical room and install gutters around the roof of the Community Hall.

Future needs will comprise :

- replacement of flat roof
- a generator to maintain lighting and electricity in the event of a power outage
- replacement of windows in solarium
- refinishing of the wooden floor in the main hall,
- replacement of the carpet in the stairwell
- over the next ten years, we could look at heat pumps for both heating and cooling.
- explore new technology such as solar panels to make the hall greener and more energy efficient
- over the 20 year time frame, we plan to maintain the building as required for the changing needs of the growing community

4. Structural defects - none