

Secure Funding

RE: Hornby Arts Centre

Please find documents that confirm the funding we have secured to date:

- Island Coast Economic Trust Letter of Intent to Fund
- Bank Balance of the Hornby Island Arts Council Arts Centre Account
- Hornby Island Community Economic Enhancement Corporation Letter of Intent to Fund
- In-Kind Valuation of our Pro-Bono Design Team



Building a diverse and sustainable economy.

February 28, 2019

Andrew Mark
Executive Director
Hornby Island Arts Council
2115A Sollans Road
Hornby Island, BC V0R 1Z0

Dear Mr. Mark,

Re: Hornby Island Arts Centre

I am pleased to inform you that your proposal was considered at the February 22, 2019 meeting of the Island Coastal Economic Trust (ICET) Board of Directors and has been approved for funding assistance under the ICET Economic Infrastructure & Innovation Program. The ICET Board of Directors has approved the provision of funding up to \$175,000 based on the estimated total project value of \$1,170,048 to the Hornby Island Arts Council for the *Hornby Island Arts Centre Project* subject to the following terms and conditions:

- Letters of verification for all sources of matching funding for the project, as detailed in the funding proposal, must be provided to ICET prior to August 31, 2019.
- Written confirmation of any required federal, provincial and local permits and approvals, including any applicable environmental licenses, must be provided to ICET prior to August 31, 2019.
- Confirmation of comprehensive general liability insurance of at least \$2 million per occurrence insuring against personal injury and property damage, including liability assumed under contract insurance, with insurers licensed in British Columbia, with ICET named as additional insured, must be provided to ICET prior to August 31, 2019.
- Project implementation must begin no later August 31, 2019 and be completed no later than December 31, 2020.
- The non-repayable contribution may only be applied to eligible project costs, as detailed in the funding proposal dated January 25, 2019. Any changes to the project scope or activities, including any budget changes, must be approved by ICET.
- A contribution agreement outlining the detailed terms and conditions for the use of the funds must be fully executed by both parties. The date of the contribution agreement will define the start date for reimbursable claims for the project.

Once we have received written confirmation of matching funding, confirmation of any permits and approvals that are required and proof of comprehensive general liability insurance, we will send a contribution agreement for signature, project reimbursement claim forms and reporting requirements.



Building a diverse and sustainable economy.

All public communications regarding this project must be held in confidence until such time as a communication process has been developed. Wording of any news announcements must be approved by ICET. We will contact you shortly regarding project announcement protocols.

Should you require additional information or clarification, please do not hesitate to contact Denice Regnier, Manager Programs and Corporate Affairs at 250-871-7797 ext. 230 or denice.regnier@islandcoastaltrust.ca.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Line Robert", written over a faint circular watermark or background.

Line Robert
Chief Executive Officer

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Payments

Transfers

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Account Summary

Account: 639757

Membership 639757

Account Name	Balance
Community Non Profit Chequing_0	\$95,565.30
Membership Equity Shares_0	\$27.72
MM Donation_0	\$23,287.19
Money Max_1	\$57,240.07

Scheduled Bill Payments

From Account	To Payee	Date	Amount
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You currently do not have any Bill Payments Scheduled.

Scheduled Transfers

From Account	To Account	Date	Amount
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You currently do not have any Transfers Scheduled.

Stopped Cheques

Payee	Cheque #	Amount
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You currently do not have any Stop Cheques Scheduled.

Welcome Building Account
HIAC New Art Center.

[Logout of Online Banking](#)

Last logged in on Mon, Nov 5, 2018,
5:51 PM, PST via Online Banking.

Union Bay Branch & ATM
313 McLeod Rd, PO Box 158
Union Bay, BC V0R 3B0

P 250.335-2122
F 250.335-2131

Tue - Fri: 9:00am - 4:30pm
Sat: 9:00am - 12:30pm

Hornby Island Branch
2115 Sollans Rd, PO Box 2
Hornby Island BC V0R 1Z0

P 250.335-2326
F 250.335-2370

Tue, Wed, Fri 9:30am - 11:15
and from 12:00 to 3:00

Lighthouse Community Branch & ATM
Suite 101-6996 W Island Hwy, PO Box 83
Bowser, BC V0R 1G0

P 250.757-8146
F 250.757-8185

Tue - Fri: 9:00am - 4:30pm
Sat: 9:00am - 12:30pm

Union Bay
CREDIT UNION

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****Please note we will be closed the preceding Saturday when a holiday falls on a Sunday or Monday****

January 16, 2019

Re: Letter of Support for Hornby Island Arts Council Application, for funding under the Canadian Heritage Cultural Spaces Program

To: Department of Canadian Heritage

The Hornby Island Community Economic Enhancement Corporation (HICEEC) is responsible for the delivery of economic enhancement services for Hornby Island, British Columbia. This letter is being written to confirm HICEEC's enthusiastic support for the Hornby Island Arts Council (HIAC)'s application for funding, for an Arts Centre on Hornby Island, as part of a strategy for revitalization of our local Arts community.

Since the 1970's Hornby Island has been a mecca for artists, from internationally acclaimed artists like Jack Shadbolt and Robert Bateman, to people wanting to learn to express their creative side. The physical beauty of Hornby Island (sometimes referred to as "the Hawaii of Canada") was the initial attraction. As the island became known as an "artistic haven", the reputation attracted other creative people. However, with lack of infrastructure and shifting populations, it has become clear that a key piece in retaining this reputation has been missing. That key piece is a central meeting place. A place to share culture and ideas, to innovate and learn from each other, to welcome new residents, and a place to encourage the engagement and participation by a broad cross-section of the community.

HICEEC is supporting this application to invest in cultural infrastructure as it will provide an attraction for potential new residents, enrich the quality of life for current residents, enhance our visitors' experience, and promote the community as an arts destination. Current estimates are that 40,000 visitors a year visit Hornby, heavily weighted for summer visitations. With this strategic investment in a high-quality Arts Centre, cultural tourism would be a year-round economic anchor, strengthening the Island's economic base, and allowing this beautiful community to flourish and grow.

As a show of local government support, our small organization has committed to contributing \$25,000. to the building of an Arts Centre on Hornby Island.

We are excited that leveraged funds from Canadian Heritage will be a catalyst to a more diverse, innovative and sustainable Island economy.

Karen Ross
Economic Enhancement Officer
HICEEC
Home office phone: 250-335-1455

cc. Andrew Mark, Executive Director,
Hornby Island Arts Council

May 8, 2019

RE: Pro-bono work value to support an Arts Centre on Hornby Island.

Dear Canadian Heritage,

For professional designers, with over 40 years of experience with public infrastructure projects on Hornby Island and across Canada, a standard line-item fee for a team like ours would encompass at least 10% of the total dollar value of the project. Note that we are bringing far more to this project than a usual design consultant.

In the attached, we describe the schedule of the work we have completed prior to HIAC's applications for matching funds (15% of the 10%—ineligible for budgeting), and then the work we will undertake after full funding (85% of the 10%—eligible for budgeting). As you can see, our post-application contributions are quite significant, and in many respects we are putting in more work and time than we would be if we were paid because we are doing this professional service as our contribution and donation to our community. We live here. We will pass by the building every single day. We want to see this done right, and we know how to do that.

Here is how we arrive at the figure for our fee, our in-kind contribution. Not including our in-kind contribution, the total value of the project is \$1,224,000. 10% of this total is \$124,400. 85% of the smaller total is \$104,040 representing our work to come after funding. We have also attracted AES Lighting Group to the project who will be offering \$10,000 in in-kind design and installation services, bringing the total in-kind value to \$114,040.

In addition to our immediate services accounted for in this application, we also have a landscape architect, Goya Ngan, MBCSLA, CSLA, and building-envelope engineer Innes Hood, MASc, MSc, Mechanical Engineering Senior Sustainability Consultant for Stantec, who are both consulting with us pro-bono, and who own homes on Hornby Island. Finally, our work includes the collaboration and approval of a registered architect, pro-bon. We are all proud to contribute our part as volunteers: this group effort is what has created such willingness. Hornby Island is a community that will maximize Canadian Heritage's support for this project: you can be sure this space will meet and exceed the needs of professional artists.

With Regards,

Michael McNamara
BlueSkyDesign.ca
Established 1973, Hornby Island
(250)335-0115

Lewis Morse & Susanna Morse
MorseDesignStudio.com
Established 1977, Vancouver
(604)926-5993 – (250)335-1100

Schedule of work for Arts Centre Design Team

Pre-Application for Matching Funds (ICET, Canadian Heritage, Provincial ICIP), 15% of work completed:

Development Stage

- Programming
- Siting
- Conceptual Design and Model
- Public Consultation

Preliminary Design

- Design Development
- Drawings for Approval and Fundraising
- Preliminary CAD for Class C Cost Estimate

Post-Application for Matching Funds (ICET, Canadian Heritage, Provincial ICIP), 85% of work (\$114,040) to be completed:

Design Stage

- Further Consultations with Board and Users
- Engineering Consultations
- Integration of Landscaping Drawings, Envelope Engineering, Structural Engineering, and final Design Drawings

Construction Phase

- Interior Finishes
- Finish Schedule, Specifications, and Layout (doors, windows, colour, lighting, sound, projection, electrical, trim, millwork, plumbing, mechanical, etc.)
- Architectural, Acoustic, Lighting, and Specialized Consultation and Approval
- Development of Construction Drawings (Working Drawings)

Tendering Phase

- Tendering/Bidding Process Consultation

Final Drawings and Model for Fundraising

Site Visits, Monitoring, Change Orders, and Consultation to Project Completion