



**The Corporation of the Town of Gananoque**

<i>POLICY AND PROCEDURE MANUAL</i>			
<b>POLICY NO.</b>	ADM 17-2015	<b>POLICY TYPE:</b>	Administrative
<i>AUTHORITY</i>	Treasury Department	<i>APPROVAL DATE:</i>	June 2, 2015
		<i>EFFECTIVE DATE:</i>	<b>June 2, 2015</b>
		<i>LAST REVISION DATE:</i>	n/a
<i>SUBJECT</i>	Council Grant Policy		

**1. PURPOSE:**

The Town of Gananoque acknowledges the efforts of our local volunteer community and believes that many services, events or projects are best provided through the volunteer efforts of local community organizations. Council Grant funding demonstrates Council's commitment to working with community organizations without eroding their strength and independence and encourages organizations to work toward financial self-sufficiency. The Council Grant program provides financial assistance to provide direct services, events or programs to the benefit of the residents of Gananoque.

This policy establishes eligibility requirements and the application process. Applicants are further encouraged to pursue other opportunities for financial support.

**2. ELIGIBILITY CRITERIA:**

Local organizations are eligible for a Town of Gananoque Council Grant if they are based within the Town of Gananoque delivering programs, events or services to the residents of Gananoque. Applicants must provide, a completed application form, a budget and a business plan demonstrating how their service, event or program will directly benefit the overall economy of Gananoque.

**3. Ineligible Activities**

The Council Grant Program is not intended to provide funding:

- To organizations with a political mandate, such as political parties or individual, citizen ratepayers associations, etc.;
- To individuals;
- To organizations that provide services or programs that are the responsibility of another level of government;
- To organizations indebted to the Town of Gananoque;
- To organizations who may be receiving municipal funding through other grants, rates subsidies, etc.; or
- For debt repayment

**4. FUNDING CATEGORIES:**

**Recreation/Health and Wellness** – is defined as those organizations offering athletic or leisure opportunities which promote a healthy life style and are not offered by the Municipality.

**Civic** - is defined as those organizations providing events or services promoting the Town of Gananoque which could be expected to bring economic and/or public relation benefits to the Town.

**Social** - is defined as those organizations offering a specific service (other than Recreational/Health and Wellness) to residents of the Town, which is not considered to be the responsibility of another level of government.

**5. PURPOSE OF GRANT:**

Grants may be provided to eligible activities as defined above, for:

- Activities/events that benefit the community as a whole and generally occurring within Town boundaries;
- Activities/events that directly benefit children or youth of the Town and/or aged friendly; or
- For programs, activities and events addressing a community need or contributing to the positive image of the Town.

**6. COUNCIL GRANT APPLICATION:**

Applications are available from the Municipal Office and/or the Town's website. Complete applications are due by the first municipal business day in November for the following year's budget process. Late submissions will be accepted pending the availability of funds, and will be reviewed by Council on a case by case basis.

- a) Applications will be accepted from organizations with an elected executive. Other organizations will be considered who have one of the following: - a constitution; a mission statement; a statement of purpose; and minutes showing an Annual General Meeting.
- b) All requests for funding must be accompanied by a fully completed "Council Grant Application" and must include:
  - b.1) a budget showing a list of anticipated revenues and expenditures;
  - b.2) a business plan showing what is entailed in the project or event and what the target population is, registration or entry fees, and anticipated number of participants, and the plan should also include a statement as to how and when the event will become self-sustainable; and
  - b.3) be forwarded to the Finance Department for inclusion in the following year's budget.
- c) Applications must be legible, completed in full, signed, and include all required documentation.

- d) Applications may be submitted not more than two (2) consecutive years; or three (3) in five years; excluding commitments already extended to certain organizations prior to the adoption of this policy.
- e) The maximum amount that can be applied for at any one application process is ten thousand dollars (\$10,000); excluding commitments already extended to certain organizations prior to the adoption of this policy.

**7. VETTING PROCESS:**

All applications received, by the Finance Department, for a Council grant will be circulated to the Senior Management Team for comment and vetted to ensure that there is no duplicate municipal funding and that the application meets the criteria of this policy.

Once vetted the request will be included in the budget process. If the application is received outside the budget process the application will be taken to, and considered by, Council for approval on a case-by-case basis.

All successful applicants must provide accreditation/recognition to the Town of Gananoque in their promotional material for the funding received.

**8. REPORTING REQUIREMENTS:**

Successful applicants shall be required to submit an accounting of all grant dollars received within sixty (60) days after the event; or by year end whichever comes first. Said report shall include but not limited to: a financial statement showing how the grant was utilized, a summary of the event indicating how successful it was, local and regional attendance, age demographic of participants and attendees, and how the project or event benefitted the Town of Gananoque residents.

Failure to file the required report will disqualify the possibility of any future funding for any event or project the applicant may be involved in/with.

**9. ACCESS TO INFORMATION:**

As Council Grants are provided from public funds the application process is open for public review, including the application and any documents attached thereto.

**10. RECORDS RETENTION:**

All records relative to Council grants will be kept, as part of the budget documents, in accordance with the Town's Records Retention Policy.

**COUNCIL GRANT APPLICATION**

(PLEASE PRINT CLEARLY)

**Organization Name: Brockville and District Hospital Foundation**

**Purpose of Grant:** (Specify what the grant will be used for)

To assist with the augmented purchasing of urology equipment that will enhance the recently purchased flexible ureter-reno videoscope that was purchased May 2016 through a generous donation made by a Gananoque donor. This newly acquired equipment is used to treat kidney stones which are normally unable to be reached with routine instruments. The flexible ureter-reno videoscope has placed BGH as the best place to receive kidney stone treatment. To further enhance this treatment the Foundation is looking to assist the Urology department of BGH in securing funding for three pieces of equipment that will greatly benefit the citizen of the United Counties of Leeds, Grenville & The 1000 Islands. These three items are:

Specialized forceps that would pass through the new cystoscope in order to perform biopsies of the bladder as well as remove stones that are in the bladder.

The second instrument would help break up the kidney stone and can be broken up under direct vision using the video ureteroscope.

And finally, the funds would be used to purchase an instrument that would allow the Urologist to cut fine strictures or scars that would be too large for a regular instrument. This last piece of equipment is 40-years old and does not work with the new digital equipment.

<b>Date:</b> September 12, 2016		<b>Application Year:</b> 2016
<b>Name of Person Completing the Application:</b> Joan Simon		<b>Title of Person Completing Application:</b> Executive Director
<b>Contact Information:</b>	<b>Phone #:</b> 613-345-4478	<b>Email:</b> foundation@bgh-on.ca
	<b>Mailing Address:</b>	75 Charles Street
		Brockville, ON
		K6V 1S8
<b>Signing Officer's Name:</b> (Please print clearly) Joan Simon		<b>Signature:</b> 

**Other Funding or Reduced Rates Received:** (Please check off)

Community Grant     Reduced Facility Rate     P.O.P. Funding     Provincial     Federal

**Please specific any other funding received from other sources:**

Mr. Jack Keyes and The Gananoque Legion Branch 92.

**Funding Applied For:** (Please check which type of funding)

Recreation/Health and Wellness     Civic     Social

**ATTACHMENTS:** The following items **must** be attached.

Proposed Budget – showing all revenues and expenditures.

- Business Plan – in the business plan please include a description on how this application benefits the Town and its residents.

**Please Submit Application** to: [mkirkby@gananoque.ca](mailto:mkirkby@gananoque.ca); or Town of Gananoque, 30 King St E., PO Box 100, Gananoque, ON K7G 2T6. Please direct questions to: Melanie Kirkby at 613-382-2149 Ext. 1124; or [mkirkby@gananoque.ca](mailto:mkirkby@gananoque.ca)

**FOR TOWN USE ONLY:**

Circulated to Management Team: Yes  No

Attach any comments before adding to the Council Agenda – Date of Council Meeting \_\_\_\_\_, 20

**TOWN  
OF  
GANANOQUE**

**COMMUNITY GRANTS  
PROGRAM**

**2016**

## **Gananoque Community Grants Program**

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Since 2002, the Town of Gananoque has received from the Ontario Lottery and Gaming Corporation 2.5% of the annual gross slot machine revenues of the 1000 Islands Charity Casino.

By resolution of the Gananoque Town Council, \$80,000 of these revenues has been earmarked to provide grants, donations, and contributions to special projects to support Gananoque organizations and individuals with financial assistance for projects and activities that will benefit the community and enhance the quality of life of Gananoque's citizens. A Community Granting Committee of Council (CGC) will evaluate applications for grants according to the criteria and procedures set out in these guidelines.

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### **Eligibility:**

To apply, the applicant must be one of the following:

- a not-for-profit (non-share) corporation (incorporated under the Corporations Act)
- an organized, unincorporated, non-profit organization
- an individual (person who permanently resides in Gananoque), if the request is for an activity that cannot be brought forward by a community organization who meets the application requirements

### **Applicant Requirements for Community Organizations:**

1. Organizations must operate under the authority of a volunteer board or executive committee (not less than 5 members).
2. Organizations must hold an annual general meeting, at which the board of directors or executive committee is elected from the general membership through a democratic election process.
3. Organizations must have a minimum of 75% of its membership or registrants comprised of Gananoque residents / ratepayers UNLESS there are insufficient residents to form a local organization and the addition of non-residents will enable Gananoque residents / ratepayers to participate in an otherwise unavailable activity.
4. An official grant application must be completed and submitted to the Community Grants Program, c/o Gananoque Town Hall, prior to the program deadlines.
5. Organizations must provide financial statements for the previous 2 years.
6. Organizations must provide an operating budget specifically outlining within it how grant dollars will be allocated. Within 60 days after the event or project is complete, the organization needs to report back to the Committee.
7. Grants must be used within one year (365 days) from receipt of funding, unless a specific exception has been approved by the Granting Committee at time of funding approval.

### **Restrictions:**

The following activities will not be eligible for funding:

- Flow through funding (where the intent is to redistribute funds to others)
- Religious or political activities
- Debt retirement, depreciation, retroactive or deficit funding
- Universities, Colleges, Schools, or Hospitals
- Invitational or discretionary travel

The Granting Committee will not normally approve multi-year grants.

Funding will not be provided for permanent staff positions.

Any requests which, if granted, would constitute a future cost burden on the Town will be re-directed (i.e., the applicant will be advised to seek funding directly from the Town as part of its normal budgeting process).

## Gananoque Community Grants Program

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### Applicant Requirements

1. An official grant application must be completed, and submitted to the Community Granting Committee (CGC) prior to the program deadlines outlined below.
2. The applicant must address how the application fits with the fund's purpose.
3. The applicant, if the applicant is an individual, must indicate why an organization cannot submit the application.
4. The applicant must complete an operating budget, expenditures and revenues specifically outlining how grant dollars will be utilized.
5. Grants must be used within one year (365 days) from receipt of funding.
6. The applicant must report back to the Committee on the success of their event/services, provide a financial accounting of revenues and expenditures for the event/services, and provide their last annual financial statements.

### Notes:

- Applicants applying for start-up funding must indicate when their first annual meeting will be held and are not expected to have financial statements for submission.
- Exceptions can be made upon request (must be submitted with the application).

### ***Community Granting Committee***

#### ***Application for Grants/Donations/Contributions to Special Projects Timelines***

##### Application Deadlines – 4 per year

Round 1 - 4pm, Thursday, February 18, 2016

Round 2 - 4pm, Thursday, April 14, 2016

Round 3 - 4pm, Thursday, August 11, 2016

Round 4 – 4pm, Thursday, September 22, 2016

##### Committee Review Dates

Round 1 - Week of February 29, 2016

Round 2 - Week of April 25, 2016

Round 3 - Week of August 22, 2016

Round 4 – Week of October 3, 2016

##### Earliest Recommendation to Council

Round 1 - Tuesday, March 15, 2016

Round 2 - Tuesday, May 17, 2016

Round 3 - Tuesday, September 6, 2016

Round 4 – Tuesday, October 18, 2016

Please note that the application deadlines will not change, however the Committee review and recommendation to Council of any application may require more assessment time than provided. A decision by Council not to fund at the level requested may be appealed to the Council by the applicant not later than 30 days from the date of notification of the decision of the Council to the applicant.



**A. FUNDING CATEGORIES:**

**A.1 COMMUNITY ORGANIZATION GRANTS**

(i) Projects:

Organizations may apply for one-time funding related to a specific project of significant benefit to the Town of Gananoque in terms of economic impact, community participation and education, and/or enhancement of the image of the Town.

(ii) Enhancement of Organizational Effectiveness and Service

This category will assist organizations with start-up funding or provide support / development funding for:

- internal training programs / personal development opportunities for members  
e.g.- Coaching clinics, certification programs, skills and techniques workshops, etc.
- equipment needs  
e.g.- Training equipment, program equipment
- travel for members who qualify to participate in provincial, national, or international activities relating to the work of the organization
- expansion of an organization's services

(iii) Community Event

This category provides funding for organizations planning to host events open to the Gananoque community (e.g. festivals, concerts, tournaments, conferences, workshops, etc.). The event should either be educational, celebratory (provincial championship, etc.), or provide an activity that would not occur in Gananoque without the applicant providing it.

**A.2 GRANTS TO INDIVIDUALS**

- An individual may apply for funding to assist with the development of a new initiative, project, or community event.

**A.3 TRAVEL SUPPORT GRANTS**

- Individuals may apply for funding to assist with travel costs associated with their qualification at a provincial, national, or international activity.

**A.4 FUNDING AVAILABLE:**

Suggested Maximum Grant Guideline for 2016                      \$20,000

**Please submit 1 copy of your application package (or fax or email) to:**

Town of Gananoque  
30 King Street East  
Gananoque, ON

**Fax:** 613-382-8587

**Email:** [mkirkby@gananoque.ca](mailto:mkirkby@gananoque.ca)

**B. GRANTING REVIEW PROCESS:**

1. The CGC will review all applications and prioritize recommendations. The CGC may seek further information from the applicant and may also make related inquiries as it deems necessary.
2. The CGC will meet to consider applications as soon as possible after each deadline date. Recommendations will be forwarded to Town Council for approval.
3. Applicants will be notified regarding the status of their request after Council has met and funds will be distributed after Council approval has been received.
4. Applicants, who wish to appeal the decision made by Council, must notify the Recording Secretary, Community Granting Committee, c/o Gananoque Town Hall, of their intent within 30 days of receiving notice.
5. CGC (if applicable) will review appeals and Council (if applicable) will consider appeals.
6. Funds will be distributed by way of a Town of Gananoque cheque. Included with the cheque will be a letter noting the amount that was approved and a reminder that recipients must report to the Committee after their event or activity has taken place providing a financial statement for the activity and the most recent annual financial statement for their organization. This reporting is due no later than one year after the receipt of the funds. Successful applicants may be subject to a Town of Gananoque audit.
7. CGC will review the Community Grants process and evaluations received from Grant recipients. Any recommended adjustments will be forwarded to Council for consideration prior to the implementation of a 2017 funding program.

**Information Accessibility** - Information provided by the applicant and contained within the application form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Corporation of the Town of

## Gananoque Community Grants Program

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Gananoque to evaluate and recommend funding allocations. Applications will be reviewed in an open, to the public, meeting format of Committee and Council.

### **C. ORGANIZATION FINANCIAL INFORMATION**

**C1.** Please include in your application submission –

- a) Copies of your organization's financial statements for the past 2 years. Statements must include a Balance Sheet (all assets & liabilities including cash reserves) and an Income Statement.
- b) An operating budget for the current year. If you have included activities that are part of this grant request, please also note requested financial support from the Town of Gananoque as a potential revenue source.
- c) List of current board members.

**C2.** Has your organization received financial support from the Town of Gananoque in the past?

If so, please indicate amounts and purposes.

**Gananoque Community Grants Program**

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**C3.** In addition to items noted in C1, please outline below your organization's sources of operating revenue. This will assist in our financial review of your organization.

<b>Revenue Sources (be specific)</b>	<b>Amount Received (previous financial yr.)</b>	<b>Current Budget (projected)</b>
Membership Fees	Nil	Nil - Only admin. expenditures are budgeted not revenue.
Program Fees / Fees for Service	Nil	Nil
Other (non-Town)Government Funding	Nil	Nil
Other Grants	\$15,000	Nil
Fundraising	\$547,995	Not budgeted
Sponsorship	Nil	Not budgeted
Donations	\$1,128,701	Not budgeted
Gifts In Kind	\$6,039	Not budgeted
Other (please specify) Investment income per notes to FS includes fund allocations	-\$1,239,099	Not budgeted
Total Revenues:	\$458,636	

**C4. TOWN OF GANANOQUE COMMUNITY GRANTS**

**DATE:** September 10, 2016

**APPLICATION FOR:** (Select One) **GROUP PROJECT:** X **INDIVIDUAL:**        **TRAVEL:**       

**ORGANIZATION'S NAME:** Brockville and District Hospital Foundation

**ADDRESS & POSTAL CODE:** 75 Charles Street Brockville, ON K6V 1S8

**TELEPHONE:** 613- 345-4478 **EMAIL:** foundation@bgh-on.ca **FAX:** 613- N/A

**PRESIDENT OR CEO:** Not applicable **TELEPHONE:** 613-       

**CONTACT PERSON:** Joan Simon **TELEPHONE:** 613- 345-4478

**NUMBER TOWN MEMBERS:**        **NUMBER OTHER MEMBERS:**       

**MEMBERSHIP FEE:** N/A **SERVICE/CLIENT FEE:** N/A

**FUNDING AMOUNT REQUESTED:** \$ 15,000.00

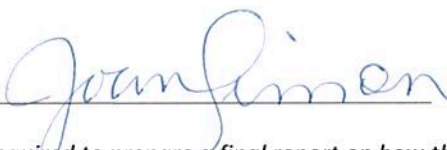
**Post Event/Service RESULTS**

<p>1. DESCRIBE PROJECT. The Urology Dept. of BGH was able to purchase several new state of the art instruments in order to perform a vast number of prostate, urologic and bladder procedures. The three additional pieces will all work together to allow the department to provide the best care in the region.</p>	
<p>2. HOW WILL THE PROJECT ENHANCE THE TOWN OF GANANOQUE? Brockville General Hospital is a community hospital that serves over 99,000 residents of the United Counties of Leeds &amp; Grenville. Many Gananoque residents come to BGH for care. In 2014, 484 Gananoque residents came to BGH for outpatient procedures.</p>	
<p>3. PLEASE ATTACH THE BUDGET SHOWING ALL EXPENDITURES AND ALL SOURCES OF REVENUE REGARDING THIS PROJECT. (Include the budget for this project showing expenditures and all sources of cash revenue as well as Donations in kind.)  Please see attached quote that provides a breakdown.</p>	

**Gananoque Community Grants Program**

<p>4. WHAT ARE YOUR FUNDRAISING ACTIVITIES AND/OR SPONSORSHIP PLANS FOR THE UPCOMING YEAR? On August 31 the Foundation held its annual signature event (golf tournament) that raises funds in support of BGH's palliative care program. Tim Hortons pending Smile Cookie campaign proceeds is used to purchase a \$10K -13 K piece of needed equipment.</p>	
<p>5. IF YOUR GRANT REQUEST IS APPROVED, HOW WILL YOU NOTIFY THE COMMUNITY ABOUT YOUR RECEIPT OF FUNDS? The Foundation has an external outreach of over 75 media sources that will receive a media release announcing funding approval.</p>	
<p>6. HOW WILL YOU BE AFFECTED IF THE GRANT IS NOT APPROVED OR IF A REDUCED AMOUNT IS GRANTED? The new equipment will provide state of the art technology to the Urologist and put BGH at the top of region in providing this care.</p>	
<p>7. HOW WILL YOU EVALUATE AND MEASURE THE SUCCESS OF YOUR PROPOSAL? By assessing the number of patient referrals to BGH's urology department. The Foundation also tends to see an increase in donations made to a department when new technology and equipment enhances care and provides better patient outcomes.</p>	
<p>8. ADDITIONAL INFORMATION (Please attach any relevant information) The Foundation and Brockville General Hospital are always very appreciative of the support that is received from the Town of Gananoque.</p>	

PRES/CEO SIGNATURE: \_\_\_\_\_ N/A \_\_\_\_\_

CONTACT SIGNATURE:  \_\_\_\_\_

*\* All grant recipients are required to prepare a final report on how the grant monies were expended, and the level of success of their project – see section C of the Community Grant Policy.*

**C5.\* Proposal Budget**

Please note the following:

- If your request is for equipment or facility upgrades, a written quote (estimate) from a supplier or contractor is required. Please attach to your application.
- If your request is for a facility upgrade to a site you do not own, please include a letter permitting this work to be done (if funding is approved) from the facility owner.

Should full financial support not be recommended for your proposal, it will be helpful to know which items you view as the most critical part of your request. Please complete the priority ranking section in the chart below for this purpose (1 = highest priority/most needed).

Expected Costs Description	\$ Amount	Priority Ranking	Expected Funding Sources		Confirmed	Requested
				\$ Amount		
Aquarius LT System includes	\$32,271.00	1	Donor	\$15,000.00		X
			Gananoque Legion	\$ 5,000.00		X
Sub-Total:	\$32,271.00		Sub-Total:	\$20,000.00		

**Funding Request: \$ 15,000.00**

**In-Kind Contributions** (donation of space, materials, etc.)

Contribution	Estimated \$ Value	Donor	Confirmed	Requested
Not applicable.				
Total:				

**Gananoque Community Grants Program**

\* Please refer to sample (next page) provided for assistance on completing this section of the application.

**SAMPLE**

**Proposal Budget** (to be completed by ALL Applicants)

Expected Costs Description	\$ Amount	Priority Ranking	Expected Funding Sources	\$ Amount	Confirmed	Requested
1. Training for Volunteers			Membership Fees	\$1,875.00		
(2 sessions X \$75/coach X 25 coaches)	\$3,750.00	1	Town Community Grants Committee	\$1,875.00		
2. Equipment (quote attached)						
(10 bats x \$100 each + tax)	\$1,130.00	2	Town Community Grants Committee	\$1,130.00		
3. Storage Containers (quote attached)						
(48 units needed x 26.50 each) + tax	\$1,437.36	3	Own Savings Account (12 units)	\$ 359.34		
			Town Community Grants Comm. (36 units)	\$1,078.02		
Sub-Total:	\$6,317.36		Sub-Total:	\$6,317.36		

**Funding Request: \$ 4,084.00** = total (rounded) of expected funding source (Town Community Grants Committee shown as requested items)

**In-Kind Contributions** (donation of space, materials, etc.)

Contribution	Estimated \$ Value	Donor	Confirmed	Requested
Training Space				
\$20/hour x 7 hours x 2 sessions	\$280.00	123 Cares Inc.		
Refreshments for training	\$200.00	Groceries 4 You		



**Gananoque Community Grants Program**

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Total:	\$480.00			
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2101, Boul. Lapinière, Brossard (QC) J4W 1L7  
 Tel: (450) 671-5901, 1(888) LABORIE (522-6743), Fax: (450) 671-7182

**Quote/Soumission**

**ES12896**

**Date**

05/18/16

www.laborie.com

6415 Northwest Drive, Unit 11, Mississauga, Ontario, L4V 1X1, Canada  
 Tel: (450) 671-5901, 1(888) LABORIE (522-6743), Fax: (450) 671-7182  
 International Tel: (905) 612-1170, Fax: (905) 612-9731

Sold To  
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**Brockville General Hospital**  
 Attn: Accts.Payable,V# 38959  
 75 Charles Street  
 Brockville, ON. K6V 1S8  
**Tel:** (613) 345-5649X4048  
**Fax:** (613) 342-5592  
**Email:** payables@bgh-on.ca

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**Brockville General Hospital**  
 Attn: Receiving  
 75 Charles Street  
 Brockville, ON. K6V 1S8  
**Tel:** (613) 345-7580  
**Fax:** (613) 345-8311  
**Email:** payables@bgh-on.ca

FOB / FOB		Ship Via / Expédié via	Shipment Terms Termes d'Expédition	Lead Source Origine	Sales Rep Vendeur	Quote Date Soumission	Quote Valid For Validité
Our Warehouse		Purolator Collect# 0378933	Net 30 Days/Jours		KR	05/18/2016	90 Days
Ln	Item No. No De Pièce	Description	UOM UDM	QTY	QTE	Unit Price Prix Unitaire	Total
1	UDS	Aquarius LT System includes: - Roam - Touchscreen hub with pump - EMG - LIT box - Laptop - Printer shelf - Software & manuals - 110V PSU - Air-charged Transducers - extra length - Wireless Uroflow - Bluetooth Remote - Commode Chair w/ Funnel  TRA619 Transducer, TDOC with Mini Lemo Pves, 6' TRA620 Transducer, TDOC with Mini Lemo - Pabd, 6' TRA621 Transducer, TDOC with Mini Lemo - Pura, 6' MSM1068 Mechanical Assembly, T-Doc Holder Assembly RMX1000 Roam DX Unit LIS224 i-LIST, Office Reporter, English, Windows Xp/Wi MAN1010 Manuals, Unpackaging Guide for Aquarius NGM FEA262 Features, EMG TRA1002 Transducer, Urocap 5, Wireless Battery Powered FEA263 Features, EMG, 2nd Channel REM201 Remote Control, Android Phone, NGM, Program MSM1016 Mechanical Assembly, Blank - Sensor Placeholder MAN049 Manuals, Aquarius XT/CT/LT/CTS Quick Start G CDR120 CD/DVD, Laborie Software System, Customized CAB1000 Cable, Custom USB Type A - to - Custom Type M FEA1000 Features, Software, UDS120 Bluetooth Android MSM1069 Mechanical Assembly, Dummy Infusion Hook LAB1000 Laborie Software, NGM Urodynamics Software I COM532 Computer, Laptop, Windows 7 Professional, 64- PER225 Peripherals, Mouse, USB With PS2 Adapter PER184 Peripherals, 7.5" H X 8" W Insert Mouse Pads CAB1034 Cable, NGM_EMG Non Shielded w/5 Pin Lemo, POW005 Power, Cord, 110V CHA181 Commode Chair, FOLDING CHA102 Accessories, Funnel, 11.25"L (28.6 cm), ABS Pl AQS1000 Aquarius LT Urodynamic Analyzer System, 110V MSM1044 Mechanical Assembly, Shelf - Static CAB151 EMG, Touchproof Shorting Leads - Non Shielded ELE350 Electrode, Lead, EMG, Set of 2-Red, 1-Green MAN095 Manuals, Password Quick Start Guide, English v COM098 Bluetooth, USB Adapter, EDRv2.0, MS Stack, E SOF397 Software, Virtual Hasp Key	Each		1	32,271.00	32,271.00
2	FRE100	Freight, Shipping and Handling	Each		1	350.00	350.00



www.laborie.com

2101, Boul. Lapinière, Brossard (QC) J4W 1L7  
 Tel: (450) 671-5901, 1(888) LABORIE (522-6743), Fax: (450) 671-7182

6415 Northwest Drive, Unit 11, Mississauga, Ontario, L4V 1X1, Canada  
 Tel: (450) 671-5901, 1(888) LABORIE (522-6743), Fax: (450) 671-7182  
 International Tel: (905) 612-1170, Fax: (905) 612-9731

**Quote/Soumission**

**ES12896**

**Date**

05/18/16

Sold To  
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**Brockville General Hospital**  
 Attn: Accts.Payable,V# 38959  
 75 Charles Street  
 Brockville, ON. K6V 1S8  
**Tel:** (613) 345-5649X4048  
**Fax:** (613) 342-5592  
**Email:** payables@bgh-on.ca

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**Brockville General Hospital**  
 Attn: Receiving  
 75 Charles Street  
 Brockville, ON. K6V 1S8  
**Tel:** (613) 345-7580  
**Fax:** (613) 345-8311  
**Email:** payables@bgh-on.ca

FOB / FOB		Ship Via / Expédié via	Shipment Terms Termes d'Expédition	Lead Source Origine	Sales Rep Vendeur	Quote Date Soumission	Quote Valid For Validité
Our Warehouse		Purolator Collect# 0378933	Net 30 Days/Jours		KR	05/18/2016	90 Days
Ln	Item No. No De Pièce	Description		UOM UDM	QTY QTE	Unit Price Prix Unitaire	Total

**Comments**

<b>SubTotal / Sous-Total</b>	32,621.00
<b>Discount</b>	0.00
<b>HST</b>	4,240.73
<b>Total (CDN)</b>	<b>36,861.73</b>

**This quote does not include applicable sales taxes  
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Financial Statements of

**BROCKVILLE AND DISTRICT  
HOSPITAL FOUNDATION**

Year ended March 31, 2016

# **BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION**

## **Index of Financial Statements and Schedule**

Year ended March 31, 2016

### **Statement Number**

#### **Independent Auditor's Report**

#### **Financial Statements**

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#### **Notes to Financial Statements**

#### **Schedule of Changes in Deferred Contributions**

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Brockville and District Hospital Foundation

### Report on the Financial Statements

We have audited the accompanying financial statements of Brockville and District Hospital Foundation, which comprise the statement of financial position as at March 31, 2016, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Brockville and District Hospital Foundation as at March 31, 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

**Report on other Legal and Regulatory Requirements**

As required by the Corporations Act (Ontario), we report that, in our opinion, Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

MNP LLP

Chartered Professional Accountants, Licensed Public Accountants

May 24, 2016  
Brockville, Canada

# BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION

## Statement of Financial Position

March 31, 2016, with comparative figures for 2015

Statement 1

	2016	2015 (as restated - note 2)
<b>Assets</b>		
Current assets:		
Cash	\$ 734,299	\$ 221,135
Harmonized sales tax recoverable	29,390	85,473
Inventory of gift-in-kind	850	850
	<u>764,539</u>	<u>307,458</u>
Promissory notes receivable (note 3)	63,185	44,834
Cash and investments held by investment custodian (note 4)	19,758,794	21,996,557
Capital assets (note 5)	7,995	6,044
	<u>\$ 20,594,513</u>	<u>\$ 22,354,893</u>

## Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 33,072	\$ 29,110
Government remittances payable	15,077	-
	<u>48,149</u>	<u>29,110</u>
Loan payable to Brockville General Hospital (note 6)	532,449	607,124
Deferred contributions (note 7 and schedule):		
Future expenditures of Brockville General Hospital	9,676,900	10,033,026
	<u>10,257,498</u>	<u>10,669,260</u>
Net assets:		
Investment in capital assets	7,995	6,044
Internally restricted for specific expenditures of Brockville General Hospital:		
Automated drug dispensing system	656,838	818,443
Palliative care	1,618,828	1,724,786
Redevelopment campaign	300,000	300,000
Externally restricted endowments (note 8)	119,176	120,991
Unrestricted	7,634,178	8,715,369
	<u>10,337,015</u>	<u>11,685,633</u>
	<u>\$ 20,594,513</u>	<u>\$ 22,354,893</u>

See accompanying notes to financial statements.

On behalf of the Board:

  
Director

  
Director



# BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION

## Statement of Operations

Year ended March 31, 2016, with comparative figures for 2015

Statement 2

	2016	2015
		(as restated - note 2)
Revenue:		
Recognition of deferred contributions (schedule)	\$ 1,352,887	\$ 1,092,137
Unrestricted contributions	89,296	604,603
Dividends	343,316	462,656
Interest	44,422	6,566
	<u>1,829,921</u>	<u>2,165,962</u>
Expenses:		
Donations to Brockville General Hospital:		
Palliative care:		
Services	575,000	575,000
Capital	145,968	35,712
Equipment	697,607	990,472
Cardiac rehabilitation unit services	225,813	167,266
Other	35,000	17,500
	<u>1,679,388</u>	<u>1,785,950</u>
Fundraising and administrative:		
Salaries and employee benefits	256,546	239,442
Investment and custodial fees	52,838	59,058
Fundraising	49,878	31,775
Physician recruitment	5,412	-
Professional fees	17,133	15,677
Advertising and donor recognition	17,589	11,729
Non-resident tax on dividends from foreign corporations	6,971	3,007
Amortization of capital assets	1,283	1,514
Miscellaneous	7,569	13,292
	<u>2,094,607</u>	<u>2,161,444</u>
Excess of revenue over expenses (expenses over revenue) before undernoted items	(264,686)	4,518
Other revenue (expenses):		
Realized gains (losses) on disposals of investments	(1,137,044)	506,882
Unrealized gains (losses) on investments	16,282	(401,691)
Investment return on loan payable to Brockville General Hospital (note 6)	36,830	(23,383)
	<u>(1,083,932)</u>	<u>81,808</u>
Excess of revenue over expenses (expenses over revenue)	<u>\$ (1,348,618)</u>	<u>\$ 86,326</u>

See accompanying notes to financial statements.

# BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION

## Statement of Changes in Net Assets

Year ended March 31, 2016, with comparative figures for 2015

Statement 3

Year ended March 31, 2016	Investment in capital assets	Internally restricted			Externally restricted endowments (note 8)	Unrestricted	Total
		Automated drug dispensing system	Palliative Care	Redevelopment Campaign			
Balance, beginning of year	\$ 6,044	\$ 818,443	\$ 1,724,786	\$ 300,000	\$ 120,991	\$ 8,715,369	\$ 11,685,633
Excess of revenue over expenses (expenses over revenue)	(1,283)	(161,605)	(105,958)	-	(1,815)	(1,077,957)	(1,348,618)
Investment in capital assets	3,234	-	-	-	-	(3,234)	-
Balance, end of year	\$ 7,995	\$ 656,838	\$ 1,618,828	\$ 300,000	\$ 119,176	\$ 7,634,178	\$ 10,337,015

Year ended March 31, 2015	Investment in capital assets	Internally restricted			Externally restricted endowments (note 8)	Unrestricted	Total (as restated - note 2)
		Automated drug dispensing system	Palliative Care	Redevelopment Campaign			
Balance, beginning of year	\$ 7,558	\$ 900,000	\$ 1,663,008	\$ -	\$ 119,920	\$ 8,908,821	\$ 11,599,307
Excess of revenue over expenses (expenses over revenue) (as restated – note 2)	(1,514)	(81,557)	61,778	-	1,071	106,548	86,326
Internally imposed restriction for redevelopment campaign	-	-	-	300,000	-	(300,000)	-
Balance, end of year	\$ 6,044	\$ 818,443	\$ 1,724,786	\$ 300,000	\$ 120,991	\$ 8,715,369	\$ 11,685,633

See accompanying notes to financial statements.

# BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION

## Statement of Cash Flows

Year ended March 31, 2016, with comparative figures for 2015

Statement 4

	2016	2015
Cash provided by (used in):		
Operating activities:		
Deferred contributions received	\$ 1,527,419	\$ 1,794,954
Unrestricted contributions received	89,296	604,603
Interest received on bank accounts	3,424	8,523
Donations paid to Brockville General Hospital	(1,679,388)	(1,785,950)
Cash paid to suppliers and employees	(265,123)	(348,206)
Loss on disposal of marketable securities donated to Foundation	(385)	(860)
	(324,757)	273,064
Investing activities:		
Cash withdrawals from (contribution to) investments account	900,000	(200,000)
Promissory note issued	(25,000)	-
Promissory note collected	4,000	25,000
Addition to capital assets	(3,234)	-
	875,766	(175,000)
Financing activities:		
Repayment of loans to Brockville General Hospital: Demand loan (J.E. Johnson Bequest)	(37,845)	(51,558)
Increase in cash	513,164	46,506
Cash, beginning of year	221,135	174,629
Cash, end of year	\$ 734,299	\$ 221,135

Cash is comprised of cash on hand and accounts with banks excluding cash held by the investment custodian.

See accompanying notes to financial statements.

# BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION

Notes to Financial Statements

Year ended March 31, 2016

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The Foundation is incorporated without share capital under the Corporations Act (Ontario) and is a non-profit corporation established for the purpose of receiving and maintaining a fund or funds and applying all or part of the principal and income therefrom to or for the benefit of Brockville General Hospital or such other charitable organizations registered under the Income Tax Act which, in the judgment of the Foundation's directors, will enhance or improve the health care services or patient care provided by the Brockville General Hospital including medical research and education or will otherwise advance the purposes of the Brockville General Hospital. The Foundation qualifies for tax-exempt status as a registered charity under paragraph 149(1)(f) of the Income Tax Act.

## 1. Summary of significant accounting policies:

### (a) General:

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

### (b) Revenue recognition:

The Foundation follows the deferral method of accounting for contributions, which include donations, fundraising proceeds and grants.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Externally restricted contributions are deferred and recognized as revenue in the year in which the related expenses are recognized. Related expenses include donations to Brockville General Hospital and other charitable organizations.

Endowment contributions are recognized as direct increases in net assets.

Unrestricted investment income is recognized as revenue when earned. Restricted investment income is recognized as revenue in the year in which the related expenses are recognized.

### (c) Promissory notes and donation pledges receivable:

Promissory notes receivable are accounted for at amortized cost using the effective interest rate method. Donation pledges receivable are recognized if the amount to be received can be reasonably estimated and collection is reasonably assured.

### (d) Measurement of financial instruments:

The Foundation initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Foundation subsequently measures all of its financial assets and financial liabilities at amortized cost except for investments that are quoted in an active market which are measured at fair value determined by reference to published price quotations.

Financial assets measured at amortized cost include cash and promissory notes receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and the loan payable to Brockville General Hospital.

# BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION

Notes to Financial Statements, page 2

Year ended March 31, 2016

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## 1. Summary of significant accounting policies (continued):

### (e) Investment income and transaction costs:

Investment income is comprised of interest, dividends, realized gains and losses on the sale of investments and unrealized gains and losses on investments. Investment income is recognized on an accrual basis and unrealized gains and losses are accrued on investments owned at year end.

Transaction costs associated with the acquisition and disposal of investments and investment management and custodial fees are expensed as incurred.

### (f) Capital assets:

Capital assets are recorded at cost and are amortized on a straight-line basis using the following annual rates:

Computer hardware and software	20%
Other equipment and furniture	5% to 6.67%

### (g) Contributed services:

A substantial number of volunteers contribute a significant amount of time each year. Due to the difficulty in determining the fair value, contributed services are not recognized in the financial statements.

### (h) Management estimates:

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses for the reported period. Actual results could differ from these estimates.

## 2. Restatement of 2015 comparative figures:

During the preparation of these financial statements it was determined that the prior year's revenue from unrestricted contributions was understated as the result of the misclassification of a contribution received.

The Foundation has restated the 2015 comparative figures in the statement of financial position by decreasing deferred contributions by \$100,000 and increasing unrestricted net assets by \$100,000. In addition, the 2015 comparative figures in the statement of operations have been restated to increase revenue from unrestricted contributions by \$100,000 and the excess of revenue over expenses changing from a deficiency of \$13,674 to an excess of \$86,326.

# BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION

Notes to Financial Statements, page 3

Year ended March 31, 2016

## 3. Promissory notes receivable:

	2016	2015
Balance, beginning of year	\$ 44,834	\$ 67,208
Promissory note issued during the year	25,000	-
Promissory note repaid during the year	(4,000)	(25,000)
Discount to fair value of promissory notes issued in the year	(5,412)	-
Imputed interest at 5.0%	2,763	2,626
Balance, end of year	\$ 63,185	\$ 44,834

The promissory notes receivable are non-interest bearing and are repayable in full within five years of the original issue.

The Foundation expects to collect a \$21,000 promissory note receivable in 2017. The remaining promissory notes receivable are expected to be collected in 2018 and 2021.

## 4. Cash and investments held by investment custodian:

	2016	2015
Cash	\$ 1,182,957	\$ 1,547,218
Accrued interest and dividends receivable	65,633	23,746
Fixed income investments:		
Canadian Treasury bills	896,965	399,136
Canadian government	988,000	-
Canadian corporate	4,565,261	-
Foreign corporate	424,224	-
Preferred shares	-	6,642,609
Equities:		
Canadian	6,948,255	6,425,590
Foreign	4,687,499	5,937,038
Mutual funds	-	1,021,220
	\$ 19,758,794	\$ 21,996,557

The fixed income investments mature at various dates from April 2016 to December 2022 with approximately 45% of the fixed income investments maturing within the next two years. Based on the fair value of the fixed income investments as at March 31, 2016, the effective yield rates ranged from 0.7% to 6.6%.

# BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION

Notes to Financial Statements, page 4

Year ended March 31, 2016

## 4. Cash and investments held by investment custodian (continued):

The Foundation's investment management agreement with the investment manager allows for investing in cash and cash equivalents, fixed income investments, preferred shares and equities in accordance with the following asset allocation guidelines:

	Minimum	Maximum	Target
Cash and cash equivalents	0%	30%	10%
Fixed income investments and preferred shares	25%	55%	50%
Equities	30%	75%	40%
Total			100%
Foreign securities	0%	50%	25%

The Foundation's investment management agreement sets out quality and diversification guidelines which, when combined with the asset allocation guidelines, are intended to achieve the Foundation's objective of optimizing the long-term growth of its investment portfolio together with generating a certain level of income. Risk and volatility of investment returns are managed through diversification of investments in different countries, business sectors and corporation sizes.

A summary of the transactions in the Foundation's cash and investments account is as follows:

	2016	2015
Investment income:		
Dividends	\$ 567,302	\$ 724,299
Interest	72,526	8,178
Realized gains (losses) on disposals of investments	(1,896,079)	798,629
Unrealized gains (losses) on investments	27,152	(632,893)
	(1,229,099)	898,213
Investment expenses:		
Investment and custodial fees	(97,040)	(100,750)
Non-resident tax on dividends from foreign corporations	(11,624)	(4,737)
	(108,664)	(105,487)
Investment return (loss)	(1,337,763)	792,726
Balance, beginning of year	21,996,557	21,003,831
Contribution (withdrawals)	(900,000)	200,000
Balance, end of year	\$ 19,758,794	\$ 21,996,557

# BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION

Notes to Financial Statements, page 5

Year ended March 31, 2016

## 5. Capital assets:

March 31, 2016			
	Cost	Accumulated amortization	Net book value
Computer hardware and software	\$ 7,620	\$ 1,862	\$ 5,758
Other equipment and furniture	5,516	3,279	2,237
	<u>\$ 13,136</u>	<u>\$ 5,141</u>	<u>\$ 7,995</u>

March 31, 2015			
	Cost	Accumulated amortization	Net book value
Computer hardware and software	\$ 16,882	\$ 13,375	\$ 3,507
Other equipment and furniture	7,197	4,660	2,537
	<u>\$ 24,079</u>	<u>\$ 18,035</u>	<u>\$ 6,044</u>

## 6. Loan payable to Brockville General Hospital:

By agreement with Brockville General Hospital, effective April 1, 2004 the Foundation purchased the investment assets of the Brockville General Hospital – J.E. Johnson Bequest fund at fair market value in consideration for a demand loan payable to the Brockville General Hospital with an investment return payable on this loan. The investment return is equal to the annual rate of return on the Foundation's investment portfolio as reported by the investment manager, less reasonable investment management and custodial fees.

	2016	2015
Balance, beginning of year	\$ 607,124	\$ 635,299
Investment return (loss)	(36,830)	23,383
Repayment of loan	(37,845)	(51,558)
Balance, end of year	<u>\$ 532,449</u>	<u>\$ 607,124</u>

## 7. Deferred contributions:

Deferred contributions for future expenditures of Brockville General Hospital represent unspent externally restricted donations, bequests and fundraising proceeds for specific future expenditures of Brockville General Hospital as summarized in the schedule to the financial statements.



# BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION

Notes to Financial Statements, page 6

Year ended March 31, 2016

## 8. Externally restricted endowments:

	2016	2015
E.B. Connell education endowment	\$ 112,478	\$ 114,293
Other endowment	6,698	6,698
	<u>\$ 119,176</u>	<u>\$ 120,991</u>

The externally imposed restrictions on the E.B. Connell education endowment are as follows:

- (i) the principal is to be maintained intact;
- (ii) 20% of the annual investment return on the principal is to be added to the principal each year; and
- (iii) 80% of the annual investment return is to be used, only upon request by the Brockville General Hospital, to provide financial assistance for educational purposes according to an agreement between the donor and the Brockville General Hospital. As at March 31, 2016 the funds available to provide financial assistance for educational purposes totaled \$27,676.

The other endowment is subject to an externally imposed restriction that the capital of \$6,698 be maintained intact for a period of not less than ten years

## 9. Financial instruments:

The significant financial risks to which the Foundation is exposed relating to its financial instruments are credit, interest rate, other price, currency and liquidity risks.

### (a) Credit risk:

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

Credit risk associated with cash and fixed income investments is minimized substantially by ensuring that these assets are invested with major financial institutions, governments and corporations that have been accorded investment grade ratings by a primary rating agency.

The Foundation is also exposed to credit risk in the event of non-collection of its promissory notes receivable. This credit risk is managed primarily by the on-going monitoring of the promissory notes, in particular, when the promissory notes reach their maturity dates.

### (b) Interest rate risk:

Interest rate risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate due to changes in market interest rates.

The exposure of the Foundation to interest rate risk arises from its interest bearing assets, being cash and fixed income investments.

# BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION

Notes to Financial Statements, page 7

Year ended March 31, 2016

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## 9. Financial instruments (continued):

### (b) Interest rate risk (continued):

The Foundation's cash includes amounts on deposit with a financial institution that earn interest at market rates. The Foundation manages its interest rate exposure of its cash by maximizing the interest income earned on excess funds while maintaining the liquidity necessary to conduct operations on a day-to-day basis.

The Foundation's primary objective with respect to its fixed income investments is to ensure the security of principal amounts invested, provide for a high degree of liquidity, and achieve a satisfactory investment return.

Changes in market rates of interest on cash and fixed income investments do not have a significant impact on the Foundation's results of operations.

### (c) Market price risk:

Market price risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate due to changes in market prices (other than changes arising from interest rate risk), whether those changes are caused by factors specific to the individual instrument or its issuer or factors affecting all similar instruments traded in the market.

The Foundation is exposed to market price risk due to its investments in preferred shares, equities and mutual funds.

The Foundation's investment policy is summarized in note 4 to the financial statements. This policy establishes the investment asset mix between fixed income investments, preferred shares and equities. Market price risk is managed through the diversification of investments in preferred shares, equities and mutual funds between different countries, business sectors and corporation sizes.

### (d) Currency risk:

Currency risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate relative to the Canadian dollar due to changes in foreign exchange rates.

The Foundation has invested a portion of its investment portfolio in foreign equities. The Foundation's investment policy manages currency risk through the asset allocation guidelines and the diversification of investments summarized in note 4 to the financial statements.

### (e) Liquidity risk:

Liquidity risk is the risk that the Foundation will not be able to meet a demand for cash or fund its obligations as they come due.

The Foundation meets its liquidity requirements by monitoring its cash flows from operations, anticipating investing and financing activities and holding assets that can be readily converted into cash.

# **BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION**

Notes to Financial Statements, page 8

Year ended March 31, 2016

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## **9. Financial instruments (continued):**

### (f) Changes in risk:

There have been no significant changes in the Foundation's risk exposures from the prior year.

## **10. Other information:**

In October, 2014 the Foundation's Board of Directors issued a letter of support to the Brockville General Hospital's Board of Governors confirming the Foundation's commitment to raise funds totaling \$17.9 million representing the local share of the financing required for the Hospital's Phase II Redevelopment Project.

# BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION

## Schedule of Changes in Deferred Contributions

Year ended March 31, 2016, with comparative figures for 2015

Year ended March 31, 2016	Redevelopment Campaign	Specific Equipment	Cardiac Rehabilitation Unit	Palliative Care	Chapel	Education (note 8)	Total
Balance, beginning of year	\$ 5,896,380	\$ 1,175,091	\$ 239,782	\$ 2,622,444	\$ 64,394	\$ 34,935	\$ 10,033,026
Contributions received	–	391,750	140,471	995,198	–	–	1,527,419
Investment return (loss)	(362,229)	4,873	(11,217)	(154,826)	–	(7,259)	(530,658)
Less amount recognized as revenue when donated to Brockville General Hospital	–	(406,106)	(225,813)	(720,968)	–	–	(1,352,887)
<b>Balance, end of year</b>	<b>\$ 5,534,151</b>	<b>\$ 1,165,608</b>	<b>\$ 143,223</b>	<b>\$ 2,741,848</b>	<b>\$ 64,394</b>	<b>\$ 27,676</b>	<b>\$ 9,676,900</b>

Year ended March 31, 2015	Redevelopment Campaign	Specific Equipment	Cardiac Rehabilitation Unit	Palliative Care	Chapel	Education (note 8)	Total (as restated - note 2)
Balance, beginning of year	\$ 5,283,174	\$ 1,040,216	\$ 253,289	\$ 2,359,723	\$ 64,394	\$ 30,653	\$ 9,031,449
Contributions received (as restated – note 2)	420,000	439,865	145,104	789,985	–	–	1,794,954
Investment return	193,206	9,169	8,655	83,448	–	4,282	298,760
Less amount recognized as revenue when donated to Brockville General Hospital	–	(314,159)	(167,266)	(610,712)	–	–	(1,092,137)
<b>Balance, end of year</b>	<b>\$ 5,896,380</b>	<b>\$ 1,175,091</b>	<b>\$ 239,782</b>	<b>\$ 2,622,444</b>	<b>\$ 64,394</b>	<b>\$ 34,935</b>	<b>\$ 10,033,026</b>

Brockville & District Hospital Foundation  
 Historical Summary of Donations Received

Significant changes

Fundraising activities

Fiscal Year Received	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-09	2007-08
ACU	2,150.00	21,144.00	29,034.00	-	1,685.00			1,406.39	
Angel Tree	-	-	945.00	3,331.00	11,506.91	13,754.66	6,460.00	34,428.00	85,697.90
Annual Appeal	181,547.30	188,973.15	206,569.01	155,928.50	164,344.12	229,667.41	147,196.32	75,992.69	229,562.05
Brockville Cardio Program	141,322.00	148,164.94	174,941.65	157,096.18	150,713.90	106,866.23	118,090.23	149,953.90	
CCC	-	-	985.00	-	-	855.00			
Chemotherapy	-	-	500.00	-					
Donor Appreciation	-	-	-	-	2,480.00				
EB Connell Ed Fund	-	-	2,000.00	3,200.00	3,000.00	3,000.00	2,550.00	8,843.66	
E Johnson Estate - Vol Assoc	-	-	-	-	38,000.00	35,000.00	34,000.00		
Emergency	4,140.00	845.00	1,825.00	1,130.00	7,875.00	2,195.00	210.00		
Equipment	16,052.68	51,924.40	285,278.35	57,721.55	138,975.00	155,001.00	437,705.90	208,675.03	
Friends of Palliative Care Golf Gala (2015-1East;	555,489.22	239,489.57	244,160.50	179,409.96	186,446.10	198,184.69	172,293.75	208,161.00	157,390.08
Girls Night Out	196,702.50	150,003.28	-	-	-	127,747.59	2,550.00		
Grief		-	100.00	2,370.00	5,795.50	4,109.60			
Home for the Holidays				650.00	-	180.00	200.00	250.00	94,720.17
Hole In One (HIO)				-				145.00	
ICU	1,059.81	880.00	1,970.00	30.00	545.50	18,375.00	610.00	345.00	
Lab		500.00	500.00	-					
Mammography		1,600.00	1,246.00	2,510.00	1,215.00	1,100.00	700.00		
Maycourt		-	120.00	390.00	349.50	256.22	392.80	500.28	
Mental Health	4,480.40	2,630.00	6,462.00	200.00	-	6,275.08			
Maternal Child	16,250.00	14,551.78	1,490.00	3,784.05	2,960.00	250.00	5,961.88	1,196.35	
Ophthalmology		-	-	-	50.00				
Orthopedic		-	200.00	350.00					
Patient Care	100.00								
Palliative Care - General	237,263.50	382,311.16	354,843.58	546,471.18	255,340.51	224,190.39	489,952.94	175,691.03	48,885.62
Palliative Care - Telethon	241,000.00	213,000.00	246,000.00	186,000.00	173,000.00	184,000.00	148,000.00	153,000.00	143,000.00
Palliative Care - Community Outreach		-	50.00	-	50.00				
Palliative Care - Education		-	20.00	-	50.00		175.00	125.00	
Palliative Care - Music Program		-	-	-	-	825.00	2,213.50	12,338.85	
Physician Lounge					1,100.00				
Physician Recruitment					-	45,500.00	19,900.00	11,000.00	
Promotion					1,000.00				
RAFFA - BGH LTC Fund		-	200.00	-	10.00	596.00	2,794.57	649.00	
Redevelopment		420,000.00	355,000.00	-	-	25.00			
Rehab Therapy		-	-	-	-	100.00		50.00	
Restoratarive Care		-	3,445.00	1,495.00	1,200.00				
Rounds		-	3,000.00	-					

Brockville & District Hospital Foundation  
 Historical Summary of Donations Received

Significant changes

Fundraising activities

Fiscal Year Received	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-09	2007-08
Second Floor Solarium	197.75	-	-	-	-	-	-	100.00	-
Speech Language Services	-	-	1,295.00	-	-	-	-	-	-
Stroke Clinic	250.00	-	-	-	-	-	-	-	-
Surgical Services	600.00	-	500.00	1,200.00	50.00	500.00	-	-	122,391.00
Screen for the Cure	-	-	41,564.00	39,177.95	43,949.70	48,808.41	45,302.76	-	-
Smile Campaign - Maternal/Child	17,007.00	12,470.00	13,567.00	13,451.10	8,945.10	-	6,478.00	-	-
Trivia Pursuit 2010 (PC Hospice)	-	-	-	-	-	4,406.00	4,000.00	1,275.00	-
Urology	5,500.00	-	25,000.00	200.00	250.00	26,250.00	250.00	1,070.00	-
Unrestricted - Memorials	-	-	10,028.33	161,868.14	14,612.44	1,489.15	885.00	1,395.00	9,875.56
Unrestricted - Donations	76,622.37	621,251.09	407,411.59	963,338.58	243,479.24	25,397.28	120,486.80	24,081.71	35,120.49
<b>Total</b>	<b>1,697,734.53</b>	<b>2,469,738.37</b>	<b>2,420,251.01</b>	<b>2,481,303.19</b>	<b>1,458,978.52</b>	<b>1,464,904.71</b>	<b>1,814,740.76</b>	<b>1,132,414.25</b>	<b>972,822.19</b>
Number of donations		4,420	3,989	4,375	5,086	4,442	4,847		
Check total		-							
<b>Total Fundraising events</b>	<b>1,191,746.02</b>	<b>803,936.00</b>	<b>755,399.04</b>	579,668.51	593,987.43	806,272.36	573,662.14	533,468.05	661,829.35
Includes: Angel Tree, Annual Appeal, Chairity, FPCG, HIO, Home for the Holidays, PC Telethon, Girls Night Out, SFTC, SMILE)									
Total Estates	14,692.75	351,630.00	663,942.36	1,290,905.69	306,111.55	113,741.50	457,382.04	38,428.25	33,994.54
Other	491,295.76	1,314,172.37	1,000,909.61	610,728.99	558,879.54	544,890.85	783,696.58	560,517.95	276,998.30
<b>Total</b>	<b>1,697,734.53</b>	<b>2,469,738.37</b>	<b>2,420,251.01</b>	<b>2,481,303.19</b>	<b>1,458,978.52</b>	<b>1,464,904.71</b>	<b>1,814,740.76</b>	<b>1,132,414.25</b>	<b>972,822.19</b>

BDHF - 2016-17 Operational Budget

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Category:	2014-15 Actual	2015-16 Budget	YTD Budget 31-Jan-16	YTD Actual 31-Jan-16	YTD Variance 31-Jan-16	2016-17 Budget	YTD Comments
<b>Salaries/Benefits:</b>							
Salaries	214,508	227,461	189,551	188,449	1,102	249,052	Staff and contracted staff working to budget
Benefits	24,269	27,257	22,714	23,770	(1,056)	34,243	
<b>Total Sal/Benefits</b>	<b>238,777</b>	<b>254,718</b>	<b>212,265</b>	<b>212,219</b>	<b>46</b>	<b>283,296</b>	<b>2% Infl + 5% RRSP + 12,647 Comm Co-ord</b>
Comparison to prior year		2.0%				11.2%	
<b>Operational:</b>							
Marketing and Promotions (Adv)	10,767	12,000	10,000	9,030	970	11,000	Newsletters going out as scheduled
Association & Membership	781	1,000	833	502	331	750	Timing - more renewals in Feb/Mar
Board Meetings (including AGM)	5,487	2,500	2,083	762	1,321	2,000	Timing - No AGM/Strategic Planning to date
Professional Fees/Audit	16,880	17,133	14,278	14,277	1	17,390	Accrue 1/12/month; 2014-15-16 on budget
Donor/Volunteer Recognition	2,012	1,500	1,250	4,660	(3,410)	1,500	1East Donor wall - \$3,638
Fundraising	7,832	10,000	8,333	10,700	(2,367)	11,000	Timing; Gala fundraiser - \$54,287 excluded
Bank & CC/DC charges	5,683	5,400	4,500	4,549	(49)	5,400	Golf tournaments, more activity in summer
Office Supplies, copying, printing	24,383	21,000	17,500	20,235	(2,735)	23,000	Review allocations at year end
Staff Training/conference/accom	512	2,000	1,667	364	1,303	1,500	Feb and March costs to be received
Telephone	1,011	1,000	833	866	(33)	1,020	
Travel & Parking	555	550	458	762	(304)	750	
Info Technology - new software	1,000	2,500	2,083	1,500	583	1,000	Logilys software, budget includes new printer
Other, miscellaneous	125	1,000	833	690	143	1,000	
<b>Total Operational</b>	<b>77,028</b>	<b>77,583</b>	<b>64,653</b>	<b>68,897</b>	<b>(4,244)</b>	<b>77,310</b>	
Comparison to prior year		2.4%				-0.4%	
<b>Total Expenses</b>	<b>315,805</b>	<b>332,301</b>	<b>276,918</b>	<b>281,116</b>	<b>(4,198)</b>	<b>360,606</b>	
Comparison to prior year		2.1%				8.5%	



**Town of Gananoque  
Community Grants Programme  
2016**

**PAST FINANCIAL SUPPORT FROM THE TOWN OF GANANOQUE**

<b>YEAR</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
2015	\$15,000.00	Brockville General Hospital ~ 1 East Revitalization Project
2014	\$10,000.00	Central Monitoring System for ICU
2013	\$10,000.00	Operating Room Table
2012	\$10,000.00	Bladder Scanner
2011	\$5,000.00	New coloscope and monitor





## **BROCKVILLE DISTRICT HOSPITAL FOUNDATION**

### **BOARD OF DIRECTORS**

**SEPTEMBER 2016 – SEPTEMBER 2017**

Scott MacCrimmon, Chair

Heather Halladay, Vice-Chair

Ruth Lockett, Past Chair

Ainslie Coleman

Jim Cooper

Maureen Fraser

Russ Gaskin

Heather Halladay

Heather Howard

Dennis Hudson

Mary Lynn O'Shaughnessy

Chris Puddicombe

Marilies Rettig

#### **Ex-Officio**

Wayne Blackwell, BGH Interim CEO (non-voting)

#### **Appointed**

Sandra Devaney  
(Brockville Volunteer Association Representative – voting member)

William Spencer  
(Board of Governors Representative - non-voting)