



BOARD OF EDUCATION

OPERATIONS & FACILITIES COMMITTEE MEETING

**October 17, 2017
4:30 p.m.
District Education Office**

AGENDA

1. Call to Order
2. Election of Chair
3. Approval of the Agenda
4. Approval of the Minutes – April 18, 2017 (*Page 2*)
5. Meeting Dates (*Page 6*)
6. Capital Plan (*Page 7*)
7. AFG Funding/Summer Work (*Page 10*)
8. Kent Addition
9. C.E. Barry Field Use (*Page 12*)
10. Kiosk Update
11. Coquihalla Covered Play Area
12. New Staff
13. Daycare at Harrison Hot Springs
14. Cameras in Schools Update
15. Questions
16. Adjournment

**Next Meeting: December 13, 2016
 4:30 p.m.
 District Education Office**

**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**DRAFT MINUTES OF THE OPERATIONS & FACILITIES COMMITTEE MEETING
April 18, 2017**

PRESENT:

Board Representatives:

Tom Hendrickson	Chair
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Committee Representatives:

Peter Flynn	Vice Principal	FCPVPA
Karl Koslowsky	Vice Principal	FCPVPA
Diana Savoie	AEC	
Brad Bourel	Staff	CMAW

District Staff:

Karen Nelson	Superintendent
Natalie Lowe	Secretary-Treasurer
Kevin Bird	Assistant Superintendent
Doug Templeton	Director, Transportation & Facilities
Laurie Bjorge	Recording Secretary

Regrets:

Linda Kerr	Trustee	
Amy Smith	President	FCTA
Lisa Mason	Parent Rep	
Leanne Bowcott	AEC	
Jim Turner	Teacher	FCTA

1. Call to Order

The meeting was called to order by the Chair at 4:30 p.m. in the boardroom of the District Education Office.

2. Approval of Agenda

KOSLOWSKY/BOUREL

THAT the agenda of the Operations and Facilities Committee meeting for April 18, 2017 be approved as presented.

CARRIED

3. Approval of Previous Minutes –February 21, 2017

Mr. Koslowsky asked that there be an amendment to the February 21, 2017 minutes to clarify that in item #11-Transportation Funds, it is the Hope Secondary School culinary program that is expanding and is looking to purchase a foods trailer, not a truck. Also, it is the Hope Secondary program, not a district program.

FLYNN/KOSLOWSKY

THAT the minutes of the Operations and Facilities Committee meeting held on February 21, 2017 be approved as amended.

CARRIED

4. Capital Plan Funding

The Director of Transportation and Facilities reviewed the five year capital plan. SEP (School Enhancement Projects) are the minor capital works the district has requested be funded. CNCP has been active for approximately eight years. The district has received funding for all SEP projects and quite a few of the CNCP projects, some of which are LED lighting upgrades for Hope Secondary and Coquihalla Elementary, roof replacement for Agassiz Elementary Secondary, and mechanical upgrade for Hope Secondary. In the end the district will be 100% LED which will reduce consumption by 50%.

The district typically receives \$500,000 AFG funding per year. The new five year plan focuses spending the majority of the funds on two or three schools each year. Boston Bar Elementary Secondary and Harrison Hot Springs Elementary will be worked on in the upcoming year and will take up the majority of AFG funding.

The Secretary-Treasurer noted that significant AFG funding has been going to replacing and repairing schools roofs in the past few years. Using the School Enhancement Program funding for the Agassiz Elementary Secondary roof means it doesn't come from AFG funds which can be spent on other projects.

5. Kent Elementary Addition

The building permit is ready. The goal is to have the addition framed and the roof on by end of May. With work over the summer, it will be ready by September.

6. District of Kent – Tree Planting

District of Kent has applied for grant funding to plant Dogwood trees along Evergreen Avenue which borders on Agassiz Elementary-Secondary school property. The Secretary-Treasurer will advise the committee when and if the District of Kent receives the funding and the project is a go.

7. Water Testing Results

The Ministry required districts to have water tested for lead by March 31st. None of the district schools has any measureable lead content. Testing is now an annual requirement. Hope

Secondary has some lead solder as any school built prior to 1973. It is not an issue at this point, but maintenance will be replacing the pipe regardless.

8. Youth Trade Capital Equipment Program

Mr. Koslowsky reported that the district careers committee researched what was needed and prepared the request to the Ministry of Education for \$1.1 million. The district was awarded approximately \$378,000 in total; approximately \$240,000 has been received already this year and the remainder will come over the next two years.

The funds are to be used on capital items. The Secretary-Treasurer, Director of Transportation & Facilities, and Mr. Koslowsky will meet to prioritize the order of the work. For example, in the first year, air handlers are a priority in larger shops at Agassiz Elementary Secondary and Hope Secondary. Current equipment does not meet the current WorkSafe BC requirements. Other items approved included a stainless steel table, stand mixer, CNC machine, computer labs for coding, saws and hand tools. Funding also includes the installation of the equipment.

9. New Bus

The new bus is anticipated to be ready and arrive in June. The bus will seat about 24 (10 seats and 2 handicapped spots). The district pays an annual fee to the transportation association through the Ministry who negotiates best price for busses on our behalf, as well as all districts. The district was able to stay within the budget of \$120,000.

10. Questions

The Secretary-Treasurer reported that the Kent PAC has asked the Board to help fund, build and install playground equipment. She noted that the Board has helped in the past to fund soft fall and installation.

The Director of Transportation & Facilities stated that AFG guidelines specifically indicates that AFG funds cannot be used to purchase playground equipment. The district is supposed to have playground equipment audited and checked on a monthly basis and annual basis by a certified person. He reported that the district has started to do this and is looking at having district staff certified so it can be done in house.

There is an added cost of approximately \$1500 - \$2500 per piece of equipment that is placed on the district for routine maintenance. In the past the district has helped with the soft fall, and helped with installation but not been completely responsible for the installation.

Director of Transportation & Facilities has shared with administrators his guidelines for playground equipment, including the procurement process and who's responsible for paying. The guidelines suggest that the Maintenance department manages the installation of playground equipment. He noted three proposals for installation; contractor installation, contractor installation with community assist to reduce installation costs, and district installation.

KOSLOWSKY/FLYNN

THAT recommendation be made to the Board to write to the Ministry of Education requesting funding for playground installation and ongoing maintenance.

CARRIED

Adjournment

/FLYNN

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 5:25 p.m.

Next Meeting

Fall 2017

Location: District Education Office



**OPERATIONS & FACILITIES COMMITTEE
2017-2018**

District Education Office

MEETING DATES

October 17, 2017	4:30 p.m.
December 19, 2017	4:30 p.m.
February 13, 2018	4:30 p.m.
May 15, 2018	4:30 p.m.

SEISMIC MITIGATION PROGRAM PROJECTS

Project Priority	Facility Name	Project Code	Project Description	Total
GRAND TOTAL				\$ -

EXPANSION PROJECTS

Project Priority	Facility Name	Project Code	Project Description	Total
1	Kent Elementary	ADD	2 classroom addition	\$ 1,200,000
GRAND TOTAL				\$ 1,200,000

SCHOOL REPLACEMENT PROJECTS

Project Priority	Facility Name	Project Code	Project Description	Total
1	Agassiz Elem/Sec (7-12)	REPL	Replace with New 7-12	\$ 20,163,030
2	Harrison Hot Springs Elem	REPL	Replace Elementary with New 40K/100	\$ 6,562,188
GRAND TOTAL				\$ 26,725,218

BUILDING ENVELOPE PROGRAM PROJECTS

Project Priority	Facility Name	Project Code	Project Description	Total
GRAND TOTAL				\$ -

SCHOOL ENHANCEMENT PROGRAM PROJECTS

Project Priority	Facility Name	Project Code	Project Description	Total
1	Agassiz Elm-Sec	SEP	LED lighting upgrade	\$ 250,000
2	Hope Secondary	SEP	dust collection system	\$ 350,000
3	Boston Bar Elm-Sec	SEP	AC and Unit Ventilators replacement	\$ 275,000
4	Hope Secondary	SEP	Roof top units replacement	\$ 250,000
4	Harrison Hot Springs Elm	SEP	roof top units replacement	\$ -
4	Silver Creek Elm	SEP	Roof top units replacement	\$ -
5	Kent Elm	SEP	LED lighting upgrade	\$ 140,000
GRAND TOTAL				\$ 1,265,000

CARBON NEUTRAL CAPITAL PROGRAM PROJECTS

Project Priority	Facility Name	Project Code	Project Description	Total
1	maintenance	0	replace gas powered vehicle	\$ 35,000
GRAND TOTAL				\$ 35,000

SCHOOL BUS REPLACEMENT PROGRAM PROJECTS

Model Year	Current Bus Type	New or Replacement Bus	Issue Description	Additional Comments
2004	D (80+RE)	Yes – Replacement based on safety & Mechanical Issues	District needs bus with 2 H/C and this bus has rust issues which is documented on inspection report	Requirement for more than 1 H/C on bus

ANNUAL PROGRAMS FUNDING AGREEMENT

SCHOOL DISTRICT NAME: No. 78 (Fraser-Cascade)

FIVE-YEAR CAPITAL PLAN BYLAW NO: 2017/18-CPSD78-01

PROJECT:

Program	School Name	Project Type	Funding
SEP	Hope Secondary	Lighting Upgrade	\$185,000
SEP	Coquihalla Elementary	Lighting Upgrade	\$105,000
SEP	Agassiz Elem/Sec.	Roof Repairs or Replacement	\$350,000
SEP	Hope Secondary	Mechanical Upgrade	\$300,000
CNCP	Agassiz Elem/Sec.	HVAC	\$300,000
TOTAL			\$1,240,000
GRAND TOTAL			\$1,240,000

Annual Facilities Grant (AFG) - Expenditure Plan April 1, 2017 - March 31, 2018

District: 78 Fraser-Cascade

	Name	Email	Phone
Contact:	Doug Templeton	doug.templeton@sd78.bc.ca	604-798-4011

Submission Date (YYY/MM/DD): 30/04/2017

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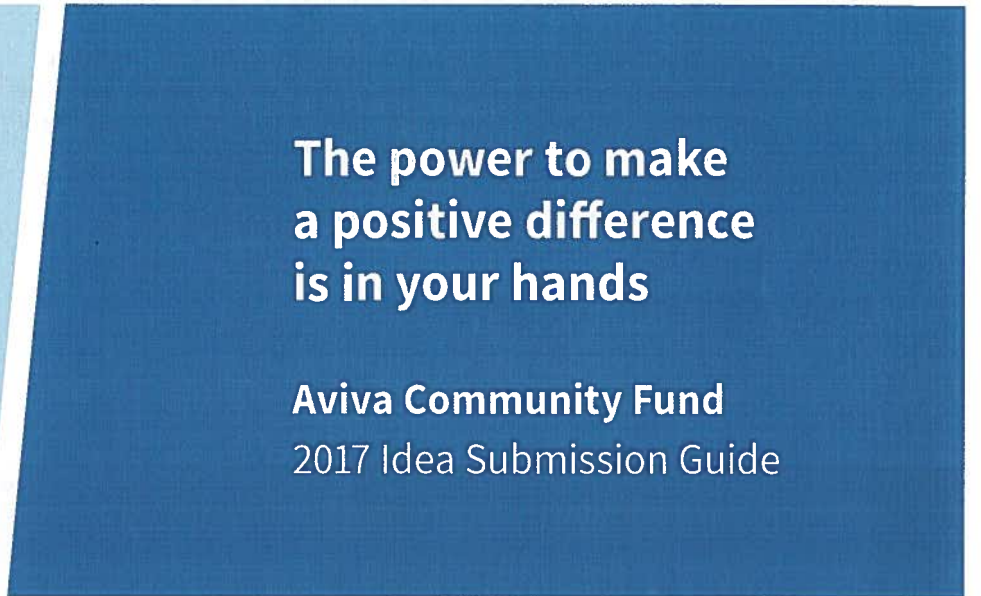
2017/18 Annual Facility Grant Allocation

School District	Total AFG	Capital Portion	Operating Portion			Total Allocation to Districts
			Gross	Withheld (CAMS)	Net	
5 Southeast Kootenay	1,349,697	1,062,700	286,997	24,430	262,567	1,325,267
6 Rocky Mountain	920,842	725,036	195,806	16,667	179,139	904,175
8 Kootenay Lake	1,314,852	1,035,264	279,588	23,799	255,789	1,291,053
10 Arrow Lakes	293,710	231,256	62,454	5,316	57,138	288,394
19 Revelstoke	307,414	242,046	65,368	5,564	59,804	301,850
20 Kootenay-Columbia	911,726	717,858	193,868	16,502	177,366	895,224
22 Vernon	1,676,605	1,320,095	356,510	30,347	326,163	1,646,258
23 Central Okanagan	3,693,367	2,908,016	785,351	66,851	718,500	3,626,516
27 Cariboo-Chilcotin	1,466,098	1,154,350	311,748	26,537	285,211	1,439,561
28 Quesnel	842,258	663,162	179,096	15,245	163,851	827,013
33 Chilliwack	2,146,986	1,690,455	456,531	38,861	417,670	2,108,125
34 Abbotsford	3,254,228	2,562,255	691,973	58,902	633,071	3,195,326
35 Langley	3,198,757	2,518,579	680,178	57,898	622,280	3,140,859
36 Surrey	11,108,205	8,746,172	2,362,033	201,064	2,160,969	10,907,141
37 Delta	2,891,974	2,277,030	614,944	52,346	562,598	2,839,628
38 Richmond	3,899,266	3,070,133	829,133	70,578	758,555	3,828,688
39 Vancouver	10,524,842	8,286,858	2,237,984	190,502	2,047,482	10,334,340
40 New Westminster	1,109,265	873,393	235,872	20,078	215,794	1,089,187
41 Burnaby	4,378,006	3,447,075	930,931	79,243	851,688	4,298,763
42 Maple Ridge-Pitt Meadows	2,433,709	1,916,209	517,500	44,051	473,449	2,389,658
43 Coquitlam	5,359,445	4,219,822	1,139,623	97,007	1,042,616	5,262,438
44 North Vancouver	2,945,252	2,318,979	626,273	53,310	572,963	2,891,942
45 West Vancouver	1,257,454	990,071	267,383	22,760	244,623	1,234,694
46 Sunshine Coast	924,519	727,931	196,588	16,734	179,854	907,785
47 Powell River	578,118	455,188	122,930	10,464	112,466	567,654
48 Sea to Sky	898,889	707,751	191,138	16,270	174,868	882,619
49 Central Coast	283,542	223,250	60,292	5,132	55,160	278,410
50 Haida Gwaii	519,146	408,756	110,390	9,397	100,993	509,749
51 Boundary	533,063	419,713	113,350	9,649	103,701	523,414
52 Prince Rupert	637,859	502,226	135,633	11,545	124,088	626,314
53 Okanagan Similkameen	591,835	465,988	125,847	10,712	115,135	581,123
54 Bulkley Valley	666,198	524,539	141,659	12,058	129,601	654,140
57 Prince George	3,137,805	2,470,588	667,217	56,795	610,422	3,081,010
58 Nicola-Similkameen	591,756	465,926	125,830	10,711	115,119	581,045
59 Peace River South	1,343,762	1,058,027	285,735	24,322	261,413	1,319,440
60 Peace River North	1,405,975	1,107,011	298,964	25,449	273,515	1,380,526
61 Greater Victoria	3,810,598	3,000,319	810,279	68,973	741,306	3,741,625
62 Sooke	1,583,977	1,247,163	336,814	28,670	308,144	1,555,307
63 Saanich	1,438,191	1,132,377	305,814	26,032	279,782	1,412,159
64 Gulf Islands	487,350	383,721	103,629	8,821	94,808	478,529
67 Okanagan Skaha	1,262,554	994,087	268,467	22,853	245,614	1,239,701
68 Nanaimo-Ladysmith	2,613,085	2,057,443	555,642	47,298	508,344	2,565,787
69 Qualicum	937,488	738,142	199,346	16,969	182,377	920,519
70 Alberni	995,926	784,154	211,772	18,027	193,745	977,899
71 Comox Valley	1,648,001	1,297,573	350,428	29,829	320,599	1,618,172
72 Campbell River	1,237,443	974,315	263,128	22,398	240,730	1,215,045
73 Kamloops/Thompson	3,300,686	2,598,834	701,852	59,743	642,109	3,240,943
74 Gold Trail	656,782	517,125	139,657	11,888	127,769	644,894
75 Mission	1,173,413	923,901	249,512	21,239	228,273	1,152,174
78 Fraser-Cascade	504,461	397,193	107,268	9,131	98,137	495,330
79 Cowichan Valley	1,806,213	1,422,143	384,070	32,693	351,377	1,773,520
81 Fort Nelson	303,856	239,245	64,611	5,500	59,111	298,356
82 Coast Mountains	1,449,714	1,141,449	308,265	26,240	282,025	1,423,474
83 North Okanagan-Shuswap	1,610,390	1,267,960	342,430	29,148	313,282	1,581,242
84 Vancouver Island West	372,511	293,301	79,210	6,743	72,467	365,768
85 Vancouver Island North	697,793	549,416	148,377	12,630	135,747	685,163
87 Stikine	285,699	224,948	60,751	5,171	55,580	280,528
91 Nechako Lakes	1,361,133	1,071,704	289,429	24,637	264,792	1,336,496
92 Nisga'a	255,387	201,082	54,305	4,623	49,682	250,764
93 Conseil scolaire francophone	1,306,511	1,028,697	277,814	23,648	254,166	1,282,863
Provincial Total	110,495,587	87,000,000	23,495,587	2,000,000	21,495,587	108,495,587

Sep. 12/17.

Re: CE Barry Running Trench

1 Feb.



The Aviva Community Fund helps passionate people like you **make positive change in your community.**

For eight years, we've been putting our money where our business is — investing in charitable community initiatives across Canada, protecting the people and things you love, supporting the causes you care about most, and strengthening your local community. To us, at Aviva, this is just good thinking. We're so proud to have provided more than \$7.5 million in project funding to date to over 250 charities and community groups across the country, and we can't wait to donate another \$1* million this year.

It all starts with your great idea.

Eight years of community impact and counting...

Aviva Canada is thrilled to have the Aviva Community Fund competition continue to help great community-driven ideas come to life. Each year, Aviva continues to be amazed at the passion and drive that Canadians have for improving their communities.
We can't wait to donate another \$1* million in 2017.



Established in
2009



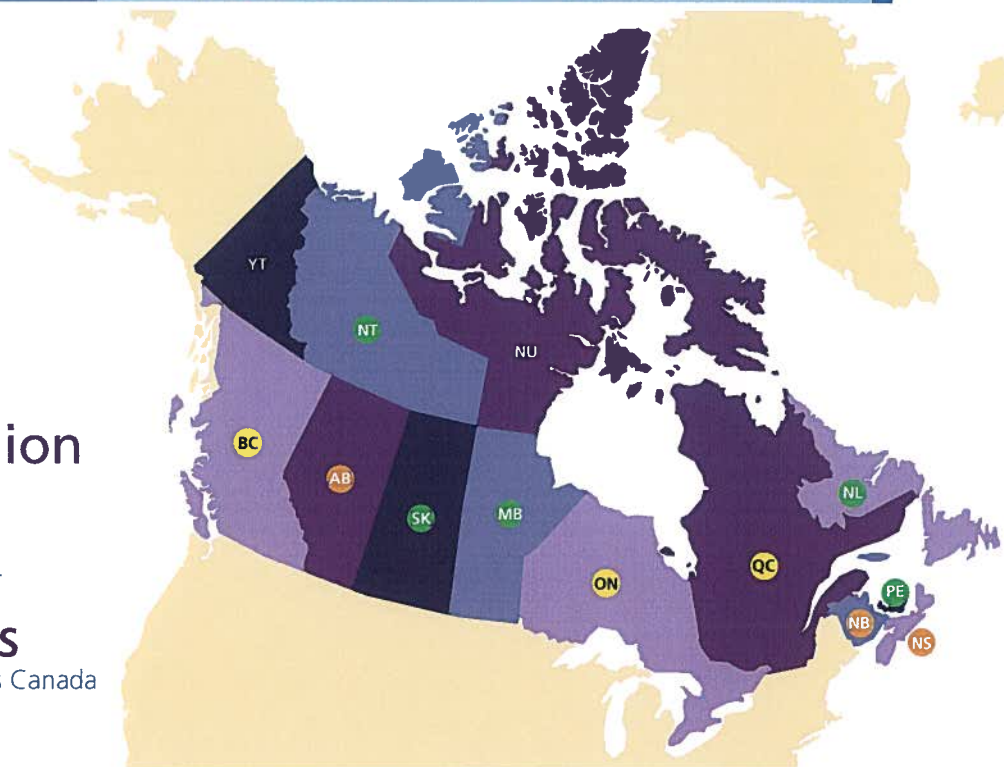
8,180+
ideas submitted



More than
\$7.5 million
given away to date



We've supported over
250 ideas
in communities across Canada



*Dots represent general location of past winners.

How does the Aviva Community Fund work?



1 Submit

Submit your idea at avivacommunityfund.org from September 13 to October 2. Your idea must fall within one of four categories and three funding levels.

Once your idea has been approved, you will receive a confirmation email with your idea number for your reference and a unique link to share your idea page. Please note approved ideas will only be made live on the Aviva Community Fund site on the first day of the **Voting Round** on October 10.



2 Promote

Tell everyone you know (and even those you don't!) about your incredible idea to improve your community and encourage them to vote.



3 Vote – it's easier than ever!

Anyone registered for the Aviva Community Fund has 18 votes they can use at any time from October 10 - 19 to vote for their favourite idea(s). You can spread your votes around or use them all to support one project. Cast all 18 votes at once, or keep coming back to cast your votes. Don't forget, once a vote is cast, it cannot be changed.



4 Winners announced

On December 5, the Grand Prize Winners, as determined by a panel of independent judges, will be announced.

What makes a winning idea?

Make sure you know what ideas are and aren't eligible for funding before submitting an idea.

Eligible The following does meet the eligibility criteria and will qualify for funding	Not Eligible The following does not meet the eligibility criteria and will not qualify for funding
<ul style="list-style-type: none"> Ideas that result in a change that positively affects Canadian communities. Ideas that can be implemented within a two-year period (completed by December 2019). Ideas associated with Canadian registered charities, public foundations, non-profit organizations, social enterprises, registered B Corporations, publicly-funded schools, universities or colleges, and municipality or government entities. <small>Note: Ideas must be associated with one of the above entities at the time of submission (Sept. 2017).</small> Ideas that are aligned to one of the four idea categories and its associated criteria (Community Development, Community Health, Community Resilience and Community Legacy). <small>Note: Ideas submitted to the Community Legacy idea category must be submitted by current or aspiring social entrepreneurs aged 18-25 years old, who are Canadian residents.</small> Ideas that fall within one of the three funding levels (up to \$50,000, \$50,001 - \$100,000, and \$150,000). Ideas that take place within Canada on publicly accessible spaces. <small>Note: Ideas should not require access to private or restricted property in order to be implemented.</small> Ideas that are accessible to all individuals regardless of faith/religious background. Ideas that include planned outcomes, supported by a measurement and evaluation process. Ideas associated with organizations with a record of achievement and potential for success. Ideas associated with organizations with sound financial practices and a sustainable funding model. Ideas that demonstrate a sound implementation plan and realistic budget for requested funds. Ideas that demonstrate the use of education and skills training. Ideas that demonstrate likelihood of sustainability, legacy, impact, success, viability, originality and knowledge mobilization. Ideas that increase access to scholarships/bursaries/internship programs for youth of marginalized populations. Ideas that address a community need and provide direct impact to the community served. <small>Note: Aviva Community Fund prefers to fund programs and projects rather than bricks and mortar.</small> Ideas submitted in English or French. 	<ul style="list-style-type: none"> Ideas outside of Canada. Ideas associated with capital campaigns where at least 60% of the total funding goal has not been secured (eg if your capital campaign goal is \$1 million you must have at least \$600,000 secured to apply). Ideas associated with operational/overhead costs including administrative and salary costs. <small>Note: Aviva will not fund ideas where salaries/administrative costs account for more than 25% of the requested funding amount.</small> Ideas that promote any activities that may appear unsafe or dangerous or relate to controversial subject matter (determined at Aviva's sole discretion). Ideas that are based on financial/medical/educational/monetary support to individuals and or individual pursuits. Ideas associated with political or fraternal organizations, service clubs, or third-party organizations that raise funds for charity. Ideas associated with religious organizations or associations/political parties/lobbyist or affiliated groups where the idea itself is not accessible. The following standalone projects listed below, which do not align with Aviva's commitment to fund ideas that result in sustainable change: <ul style="list-style-type: none"> advertising or promotional campaigns events, conferences, workshops, seminars, conventions, symposiums endowment or memorial campaigns production of a film, video, or publication (will be funded if it is a part of an idea or if it is an educational skills training tool) travel-related events, including student trips or tours, subsidized travel, accommodation and entertainment expenses (will be funded if it is a part of an idea or if it is an educational skills training tool) professional or amateur sports (individual or team), golf tournaments and other sports activities such as runs and races reduction of accumulated capital or operating deficits tuition, membership/registration fees, sabbatical or academic leaves in-kind contributions, such as meeting space and materials, and promotional items Ideas associated with private foundations/private fee-based independent schools. Ideas associated with animal welfare organizations including spay, neuter, animal rescue, humane society, animal cruelty, perceived animal cruelty, animal sanctuary programs including but not limited to, all cat and dog shelters (determined at Aviva's sole discretion). Ideas for commercial or promotional benefit or purposes/for-profit business venture. Organizations that discriminate against race, gender, religion or promote offensive, obscene, or sexually suggestive material, propaganda, potentially misleading information, or defamatory or disparaging material about other people or companies, or endorse any form of hate or hate group or terrorist activity.

*Please see [Terms & Conditions](#) for complete guidelines and eligibility requirements at avivacommunityfund.org

Choose a **funding level** & **idea category**

When you're planning your idea, it's important to consider how much of an investment is needed for your idea to be successful. Make sure your idea has a realistic budget and falls within one of the three funding levels below.

The Aviva Community Fund offers **three distinct levels of funding**:

- 1 **Small ideas:** \$50,000 and under
- 2 **Large ideas:** \$50,001 - \$100,000
- 3 **Community Legacy ideas:** \$150,000 (one prize only)

There are four idea categories:



Community Development

Education, skills training, culture, research and basic needs



Community Health

Health, sport, active living and play



Community Resilience

Environment, climate, disaster relief and prevention



Community Legacy

Climate change and environment with broad reach and scalability in Canada, and potentially globally (*only ideas submitted by current and aspiring social entrepreneurs, aged 18-25 years old will be accepted*)



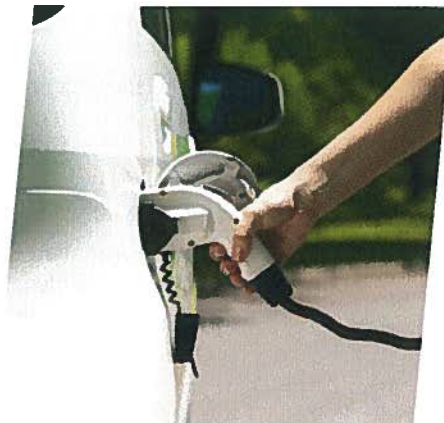
Community Legacy

We're celebrating Canada's 150th year by offering a bold new challenge to young social entrepreneurs who have ideas focused on the theme of creating Community Legacy!

If you're between 18 and 25 years old and you have a unique solution to tackling the consequences of climate change or an idea that benefits Canada's environmental legacy, submit your idea under this category for a chance to win \$150,000 in funding. We care so much about creating legacy and paying it forward to future generations, we're allotting an additional \$150,000 above our usual \$1 million prize funding.

In this category, the five ideas that receive the most votes during our Voting Round will become finalists and will be evaluated by our panel of judges who will determine the winning idea. The winner will receive \$150,000 in funding to implement their idea within a two-year period. The remaining four finalists will receive a \$5,000 donation to their charity of choice.

We're counting on you to help us continue creating a positive legacy for the next (and hopefully beyond) 150 years!





Community Development

Education, skills training, culture, research and basic needs

A strong and empowered community starts with its individuals.

Programs that provide skills training and basic needs ensure no one gets left behind. Every community needs spaces to develop culture through art, music and drama.

This category is for ideas that help educate, reduce poverty, infuse culture and support important research for the betterment of individuals and the community.

Ideas submitted to this category must meet at least one of the following criteria:

- promote skills training, provide tutoring and mentorship programs, literacy programs, and employment readiness programs or any other program that provides positive change and a pathway to a better future through education
- promote literacy, new technology, creativity and innovation
- promote culture, such as music programs, drama or the arts
- help advance science and technology discovery or engage youth through a drama program
- support charities, foundations and hospitals conducting research on health, medical, climate, conservation, environmental, or science and technology innovation
- promote programs that fight poverty such as assistance programs, drop-in centers, food banks, or awareness programs focused on hunger, poverty or healthy eating
- support projects to help restore community culture including museums, community centres, historic landmarks, art, or music and conservation
- promote programs that serve marginalized populations including low-income, newcomer, homeless, or those in need of transitional housing



2016 Grand Prize Winner:

Share the Harvest, Feed the People! Moncton, NB

Harvest House Atlantic is a community center that has been providing services including an emergency shelter, step-up housing, a nine-month addiction recovery program for men and an array of referral programs for women for nearly 20 years. In 2015, they served over 54,000 meals to people in need and aimed to serve over 65,000 meals in 2016.

They were awarded \$86,500 to renovate and expand their kitchen and dining area to meet the growing needs of the community.



Community Health

Health, sport, active living and play

An active community is a healthy community.

Important community landmarks such as parks, sports fields and playgrounds make it easier for adults and children alike to lead a healthy, active lifestyle.

This category is for ideas that support health and well-being in your community.

Ideas submitted to this category must meet at least one of the following criteria:

- promote active healthy living through sport or activities such as: aquatics centres, splash pads, soccer fields, football fields, outdoor exercise facilities, public parks, hockey arenas, basketball courts, bike and skate facilities, equestrian, or track and field facilities, playgrounds or other shared community facilities
- support amateur sports via sports non-profit organizations that help train and develop athletes in Canada
- support experiences for youth, such as programs that help fund sports or summer camps for those who can't afford it
- provide improved access to communities in need of additional healthcare options or equipment
- community programs that provide support to those impacted by major health/medical-related issues that affect the long term well-being of the public
- support purchase of new equipment for your community hospital or improve treatment services/facilities
- support programs that provide counseling or mental health services



2016 Grand Prize Winner:

Caleb's Courage Fund for Pediatric Palliative Care Cape Breton Island, NS

Caleb MacArthur was a courageous three-year-old boy who lost his battle with cancer while at the Cape Breton Regional Hospital. The Cape Breton Regional Hospital Foundation was awarded \$100,000 for the Caleb's Courage campaign, which aims to transform the Oncology Palliative Care Pediatrics room at the hospital. The transformation will transition the institutional room into a bright superhero-themed room, where families can stay and feel at home. The room will include an accessible washroom as well as a new bariatric bed, which will allow parents to sleep next to their children. The room will also honor Caleb and his courage.



Community Resilience

Environment, climate, disaster relief and prevention

We're in the insurance business, so we know a thing or two about weather, environment and climate-related crises.

It may not be possible to prevent disasters from happening altogether, but we can do our part to help cope with the aftermath, and protect and enhance our environmental landscape.

This category is for ideas that help create a more sustainable future for generations to come.

Ideas submitted in this category must meet at least one of the following criteria:

- mitigate the risks of climate change and protect people and property from increasingly more volatile and extreme weather
- protect the diversity of nature and our quality of life, now and for the future
- be associated with renewable energy, resources, recycling and sustainability or minimize environmental impact in the areas of energy, water, waste, paper consumption, communication and travel
- reduce greenhouse emissions, create or support a pollution prevention initiative, protect community fresh water/rivers/coastal watersheds, and promote environmental initiatives
- assist Canadians in learning about their dependence on a healthy environment and the benefits of time in nature through outdoor education
- protect green (eg forestry, parks, natural environment, greenbelt areas) and blue (eg rivers, creeks, watersheds, lakes, ocean, lagoons) spaces
- create or enhance pedestrian and cycle or environmentally-friendly transportation options in your community
- protect wildlife habitats from human impacts from development, deforestation, pollution and climate change and promote biodiversity
 - if the idea is associated with wildlife, it must focus on habitat preservation or protection of the environment including protection of rivers, streams, forests, and Canada's natural resources or protect wildlife categorized as "pollinators" such as bees and butterflies as 90% of the world's plants rely on pollinators for fertilization including about 75% of our food



2016 Grand Prize Winner: Food Forest Owen Sound, ON

The Mental Health Association Grey Bruce provides programs and services that support the resilience and recovery of people experiencing mental disorders and has positioned itself as a leader in community-based food security and wellness. CMHA Grey Bruce was awarded \$100,000 to expand their community garden project. The expansion will improve the community's local food security as well as provide educational opportunities on gardening and healthy food. The garden will also feature a memorial tree plot to honour those who've lost their battle with mental health issues.

*Please see [Terms & Conditions](#) for complete guidelines and eligibility requirements at avivacommunityfund.org



Community Legacy

Climate change and environment with broad reach and scalability in Canada, and potentially globally

Only ideas submitted by current and aspiring social entrepreneurs, aged 18-25 years old will be accepted.

Protection and prevention of climate change and environment issues. Pay it forward to the next generation by creating a positive and lasting legacy for the next 150 years and beyond.

Leave a positive legacy for Canada's next 150 years with innovative solutions to tackling the consequences of climate change and making a positive difference to the environment.

This category is for innovative ideas that tackle the consequences of climate change and make a difference to our environment. Ideas should incorporate catalysts for change such as collaboration within the environment sector and education, research and technology.

Ideas submitted to this category must meet at least one of the following criteria:

- support strengthening Canada's climate change/environment legacy
- support the four priorities of Canada's environmental sustainability
 - addressing climate change and air quality;
 - maintaining water quality and availability;
 - protecting nature; and
 - shrinking the environmental footprint
- promote protection, prevention and risk guidance around climate change/environment issues
- promote collaborative environmental research
- promote sustainable and environmental education programs
- promote the collaboration of more than one climate initiative to solve alike problems
- promote the use of education, research, and technology to support broad reach and scalability
- promote renewable energy and carbon-reducing projects
- promote biodiversity environment projects
- promote protecting lands, forests and oceans
- promote preserving fragile ecosystems
- be associated with renewable energy resources, recycling and sustainability or minimize environmental impact in the areas of energy, water, waste, paper consumption, communication and travel
- support the upholding of administrative and enforcement of international, national, provincial and municipal environmental law

Before you submit an idea, review the submission questions below



If you are submitting an idea to the Community Development, Community Health or Community Resilience idea categories, these are the questions you will be asked to answer.

About you (Step 1 of 4)	
Question	Advice & tips
Name of primary idea submitter	<p>Please tell us who you are in relation to the idea you are submitting. Are you a fundraiser, entrepreneur, student or community member?</p> <p>You'll need to decide who the primary contact is. The primary contact will receive all email notifications regarding the idea you are submitting. They will also be contacted if we have questions or need additional information the idea.</p> <p>A secondary contact is optional, and will only be contacted if we are unable to reach the primary contact.</p>
What is your role with regards to this idea submission?	
Email address	
Phone number	
Name of secondary contact (optional) Email address (optional) Phone number (optional)	
Idea category	<p>Identify which category your idea falls within:</p> <ol style="list-style-type: none"> 1. Community Development (education, skills training, culture and basic needs) 2. Community Health (health, sport, active living and play) 3. Community Resilience (environment, climate, disaster relief and prevention) 4. Community Legacy (climate change and environment with broad reach and scalability in Canada, and potentially globally. Only ideas submitted by current and aspiring social entrepreneurs, aged 18-25 years old will be accepted)



About the organization (Step 2 of 4)

Question	Advice & tips
<p>Name of associated charity or community organization (this will be displayed as the idea creator on the idea summary page).</p> <p>Your idea must be associated with Canadian registered charities, public foundations, non-profit organizations, social enterprises, registered B Corporations, publicly-funded schools, universities or colleges, and municipality or government entities.</p>	<p>Please read the Terms & Conditions.</p> <p>Ideas must be associated with one of the listed entities at the time of submission (Sept. 2017). If your idea is associated with a charity, you must provide the Charitable Registration Number, which can be found at www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html.</p>
Has this organization received funding from the Aviva Community Fund in the past?	
Has this idea been submitted to the Aviva Community Fund in the past?	
Does this organization have established partnerships and/or support from other organizations including Federal/ Provincial/ Municipal groups to assist in the execution of the idea?	<p>Do you have any confirmed partners or support from other groups?</p> <p>Has a level of government or another organization confirmed support for your idea?</p>
Do you require approval from a governing body to implement this idea? (eg school board, Board of Directors, etc.).	<p>Are you submitting this idea on behalf of a school?</p> <p>Please ensure you have School Board approval for your idea.</p>

About the project (Step 3 of 4)

Question	Advice & tips
Idea name.	This is the name that will display on your project page on the Aviva Community Fund website.
Please describe your idea.	<p>Tell us in detail what your idea is and why you require funding. The more interesting your idea is, the more people will get excited about it and support it.</p> <p>Explain the current situation, the community need or opportunity that exists. Tell us what your idea/organization plans to achieve and why.</p> <p>Focus on the real impact of your idea and how it will change peoples' lives and the community as a whole.</p> <p>Please read pages 6-8 for highlights on past Aviva Community Fund winning ideas for tips.</p>
Your idea should reflect originality. Is this a new idea?	Is this a new idea or one that has already been operating previously?



Question	Advice & tips
Are you submitting this idea on behalf of a religious organization?	<p>Please read the Terms & Conditions.</p> <p>If your idea is associated with a religious organization, the idea itself must be accessible to anyone of any faith. We will not fund ideas that are not accessible to everyone.</p> <p>For example, if you are submitting an idea on behalf of a church to run a program, the program must be open to anyone of any faith not exclusive to church members.</p>
Will your idea be realistically implemented by December 31 st , 2019?	<p>Please read the Terms & Conditions.</p> <p>Ideas must be implemented within a two-year period (completed by December 2019).</p> <p>Provide a high-level description of your idea's timelines/ milestones.</p>
Aviva Community Fund funding level request.	<p>There are two distinct levels of funding available:</p> <p>Small Ideas: up to 50,000</p> <p>Large Ideas: \$50,001 - \$100,000</p> <p>You will be asked to select the most appropriate funding level. You will only be able to select one funding level.</p>
What is your total idea budget?	<p>We want to know what your total fundraising or idea goal is, even if you are only asking us for a portion of it.</p> <p>For example you might be asking us for \$48,000 while your total fundraising goal is \$100,000.</p>
Please provide a budget for your idea, giving a high-level overview of how funds will be allocated.	<p>We want to know how you will be using the funds you are requesting.</p> <p>When planning your idea, it's important to consider how much of an investment is needed for your idea to be successful. Make sure your budget is realistic.</p>
How much money are you requesting from the Aviva Community Fund for this idea?	<p>You have already chosen a funding level, but now we want to know the exact amount you are requesting within the funding level.</p> <p>For example, you might have selected the small idea funding level, and only need \$48,000. This is where you let us know that you need \$48,000.</p>
Are there other funders of this idea?	<p>Please list any top funders, confirmed/tentative amounts and/or in-kind contributions and commitment term.</p>
Organization email	



Question	Advice & tips
Facebook page/group URL (optional)	<p>Enter your idea's or organization's Facebook page address if you have one.</p> <p>We encourage you to create a Facebook page to generate support and promote your idea!</p>
Add photos (optional)	<p>Upload a photo or choose from selection we offer.</p> <p>You can include up to a maximum of 5 images to make your project more distinctive. By default the first image you upload will show as the main image. Photos must be in .jpg or .png format and not bigger than 2MB.</p> <p>Please note we may need to trim the sides of your pictures when we display them on the website.</p>
Add videos (optional)	<p>You can share a video that you've uploaded to YouTube. Please ensure your video does not exceed 2 minutes in length; we will not display videos that exceed this time limit.</p>

Additional information (Step 4 of 4)

Question	Advice & tips
Describe what success will look like for your idea including how you plan on measuring success? Please list your measurable outcomes.	How do you view success for your idea?
Describe how you plan to make your idea sustainable.	After the total budget has been used, how will the idea continue to create impact in the community?
What target group/population will directly benefit from your idea?	Who in the community will your idea benefit, is the idea targeting a certain demographic in the community?
How many people will directly benefit from your idea?	Please report impact per group/population (eg children, adults, communities, etc.).