

REGIONAL DISTRICT OF NANAIMO

NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE

WEDNESDAY, MAY 9, 2012

12:00 PM

(COMMITTEE ROOM)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

MINUTES

3-4 Minutes of the Northern Community Economic Development Select Committee meeting held March 7, 2012.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

REPORTS/PROPOSALS

5 Memo to Committee members
7 - 37 Oceanside Initiative – Community Economic Development Assessment Proposal
38 - 90 Qualicum Beach Airport Fuel Spill Containment at Aircraft Refuelling Pumps Proposal
91 - 108 2012 Artist and Studio Guide for Parksville-Qualicum and Area
109 - 156 Commerce Ambassador Program Proposal

ADDENDUM

NEW BUSINESS

Next Meeting

ADJOURNMENT

Distribution: J. Stanhope, G. Holme, J. Fell, B. Veenhof, M. Lefebvre, D. Willie, C. Mason, P. Thorkelsson, P. Thompson, C. Midgley

For Information Only: M. Young, A. McPherson, H. Houle, B. Dempsey, J. Ruttan, D. Brennan, D. Johnstone, B. Bestwick, J. Kipp, T. Greves, G., Anderson, M. Brown, F. Manson; T. Graff, D. Holmes; A. Kenning

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE
HELD ON WEDNESDAY, MARCH 7, 2012 AT 2:00 P.M.
IN THE OCEANSIDE PLACE MEETING ROOM**

PRESENT

Director G. Holme	Chairperson (Delegated)
Director J. Stanhope	Electoral Area G
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum

Also in Attendance:

Carol Mason	Chief Administrative Officer
Paul Thorkelsson	General Manager of Development Services
Paul Thompson	Manager of Long Range Planning
Chris Midgley	Manager, Energy & Sustainability
Michele Sparks	Recording Secretary

CALL TO ORDER

The meeting was called to order at 2:02 p.m. In the absence of Chairperson Stanhope at the call to order, Director Holme assumed the Chair.

COMMUNICATIONS AND CORRESPONDENCE:

January 4, 2012 – Parksville & District Chamber of Commerce (Kim Burden) – Application RE: Economic Assessment for Oceanside Region.

MOVED Director Lefebvre, SECONDED Director Fell that the correspondence from Kim Burden regarding request for funding for an Economic Development Assessment for Oceanside Region be received.

CARRIED

January 13, 2012 – INFILM – Vancouver Island North Film Commission – Re: Investment in Creative Economy, Film and New Media.

MOVED Director Fell, SECONDED Director Veenhof, that the correspondence from INFILM – Vancouver Island North Film Commission - Re: Investment in Creative Economy, Film and New Media be received.

CARRIED

REPORTS

Northern Community Economic Development Program Guide

MOVED Director Lefebvre, SECONDED Director Veenhof that the *Northern Community Economic Development Program Guide* be approved as amended.

CARRIED

MOVED Director Lefebvre, SECONDED Director Veenhof that recipients of funding provide a presentation to the Northern Community Economic Development Select Committee at project completion or 12 months after receiving funding, whichever is earlier.

CARRIED

Communications Plan

C. Midgley, Manager of Energy & Sustainability provided an overview of advertising to the public and community groups via the website and media.

MOVED Director Fell, SECONDED Director Veenhof that the Communications Plan be received.

CARRIED

Next Meeting

C. Midgley, Manager of Energy & Sustainability presented options for scheduling the next Committee meeting.

MOVED Director Lefebvre, SECONDED Director Fell that the verbal update concerning the next NCED Select Committee meeting be received, and the next meeting date be scheduled under New Business.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Parksville & District Chamber of Commerce

MOVED Director Lefebvre, SECONDED Director Willie that staff notify the Parksville Chamber of Commerce that in order to be considered for funding, the Application Form in the Program Guide must be submitted.

CARRIED

INFILM – Vancouver Island North Film Commission

MOVED Director Lefebvre, SECONDED Director Willie that staff notify INFILM, Vancouver Island North Film Commission that in order to be considered for funding, the Application Form in the Program Guide must be submitted.

CARRIED

TO: Northern Community Economic Development Select Committee **DATE:** May 1, 2012

FROM: Chris Midgley
Manager, Energy and Sustainability **FILE:**

SUBJECT: Northern Community Economic Development Program – Spring 2012 Proposals

Four proposals have been received in time for consideration at the NCED Select Committee Meeting scheduled for May 9, 2012. The proposals are appended as follows:

Appendix 1: Oceanside Initiatives – Community Economic Development Assessment Proposal

Appendix 2: Qualicum Beach Airport Fuel Spill Containment at Aircraft Refuelling Pumps Proposal

Appendix 3: 2012 Artist and Studio Guide for Parksville – Qualicum and Area

Appendix 4: Commerce Ambassador Program Proposal

Table 1 identifies each project, the total amounts requested, and the total remaining for proposals submitted in the fall of 2012.

Table 1: NCED Project Proposals

Project Name	Amount Requested
Oceanside Initiatives – Community Economic Development Assessment	\$9,450
Qualicum Beach Airport Fuel Spill Containment at Aircraft Refuelling Pumps	\$15,000
Artist and Studio Guide for Parksville – Qualicum and Area	\$5,000
Commerce Ambassador Program	\$14,250
Total Amount of Funding Requested – Spring 2012	\$43,700
Total Remaining for Fall 2012	\$4,300

If the full amount requested is awarded to each project, a total of \$43,700 will be disbursed through this inaugural proposal intake. This will leave \$4,300 available for projects proposed in the fall of 2012.

Respectfully Submitted,



Appendix 1: Oceanside Initiatives – Community Economic Development Assessment Proposal

Summary Evaluation

Proponent: Parksville & Area Chamber of Commerce
Amount Requested: \$9,450
Summary: A wide ranging feasibility study to assess how to best attract foreign investment to the Oceanside area.
Eligibility: A Feasibility Study is an eligible cost.
Priority Areas: The proponent argues that all program priority areas are addressed.
Employment and Skills Training: Exploring how to attract foreign investment into the area offers potential to generate employment opportunities.
Assistance for Start-ups and Self Employment: Identifying economic strengths, weaknesses, opportunities and constraints provides important information to prospective business developers interested in the Oceanside area.

Evaluation Criteria:

<i>Project Viability:</i>	Yes	No/ NA
Clear and well-defined project	✓	
Strong potential for success	✓	
Realistic goals	✓	
Sufficient information provided	✓	
<i>Financial and Administrative Feasibility:</i>	Yes	No/ NA
Realistic budget with clearly identified capacity to undertake work	✓	
Evidence that the funds will be well managed	✓	
Demonstration of other funding sources	✓	
<i>New and Unique:</i>	Yes	No/ NA
Unique component is evident in the project – the work is not already being attempted	✓	
The proposal does not replicate an existing event, program or project	✓	
Support will not compete with existing businesses or generate unfair competition for small or local businesses	✓	
<i>Economic Benefit:</i>	Yes	No/ NA
Demonstrates quantifiable economic benefits to the participating communities	Indirectly	
Leads to increased economic activity or employment in the participating communities	✓	
Will attract business and investment to the Northern Communities of the RDN	✓	
<i>Community Support:</i>	Yes	No/ NA
Well-articulated community benefit;	✓	
Demonstrates partnership with the community or other organizations	✓	
Addresses priorities identified in the context of a community vision (Official Community Plan, Regional Growth Strategy or Board Strategic Plan)	✓	

Project Area: PARKSVILLE QB EA 'E' EA 'F' EA 'G' EA 'H'

Recommendation:

NAME OF ORGANIZATION: Parksville & District Chamber of Commerce		AMOUNT REQUESTED: \$9450.00
MAILING ADDRESS: PO Box 99 Parksville, BC V9P 2G3		
CONTACT PERSON: Kim Burden	TELEPHONE NUMBER: 250 248 3613 FAX NUMBER: 250 248 5210	E-MAIL ADDRESS: kim@parkvillechamber.com

PROJECT TITLE: Oceanside Initiatives - Community Economic Development Assessment						
PROJECT DESCRIPTION: The project will improve the capacity to attract, retain and expand Economic Investment by: Increasing the understanding of regional assets and strengths that can be promoted to attract Investment Identifying specific industries that are judged to provide the best investment opportunities. Identifying weaknesses and barriers to attracting, retaining or expanding Investment that need to be addressed. Creating a pattern of collaboration on investment-related matters between the local governments in the area (municipalities of Parksville and Qualicum Beach and Regional District of Nanaimo), business organizations (Chamber of Commerce) and other key institutions (Vancouver Island University, School District). The consultation sessions will also involve individual businesses and other community stakeholders in a discussion of the issues, thereby enhancing knowledge and capacity for action. (Please attach any supporting materials and documents produced as a result of the project.)						
PROJECT AREA (SELECT ALL THAT APPLY): <table style="width:100%; border:none;"> <tr> <td style="text-align:center;">PARKSVILLE</td> <td style="text-align:center;">QUALICUM BEACH</td> <td style="text-align:center;">EA 'E'</td> <td style="text-align:center;">EA 'F'</td> <td style="text-align:center;">EA 'G'</td> <td style="text-align:center;">EA 'H'</td> </tr> </table>	PARKSVILLE	QUALICUM BEACH	EA 'E'	EA 'F'	EA 'G'	EA 'H'
PARKSVILLE	QUALICUM BEACH	EA 'E'	EA 'F'	EA 'G'	EA 'H'	
DESCRIBE IN DETAIL WHAT THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT FUNDS WILL BE USED FOR: To pay an economist specializing in economic development for a competitive assessment of the Oceanside Region's to be used in the development of an overall Economic Development Strategy for the region. A quote for the work has been received from Vann Struth Consulting in the amount of \$18,900.00. A Grant Application from the Federal Trade Commissioner for \$9450.00 has been approved. (Please attach additional pages as necessary.)						
LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER SOURCES: See attached ICCI Approval Letter. (Please attach additional pages as necessary.)						

EXPLAIN HOW YOUR PROJECT SUPPORTS THE PRINCIPLES AND PRIORITY AREAS OF THE PROGRAM:

The project meets all of the Principles described on page 2 of the Guide and targets the Priority Areas listed on page 3 of the guide. The overriding project objective is to develop a comprehensive understanding of Oceanside's competitive situation. This includes identifying strengths and assets as well as challenges and barriers.

The competitive analysis will be completed from both an investment attraction perspective (i.e., what are the strengths and weaknesses of Oceanside from the point of view of an external investor) as well as a business retention and expansion perspective (i.e., what are the strengths and weaknesses of Oceanside from the point of view of a business currently invested in the community).

(Please attach additional pages as necessary.)

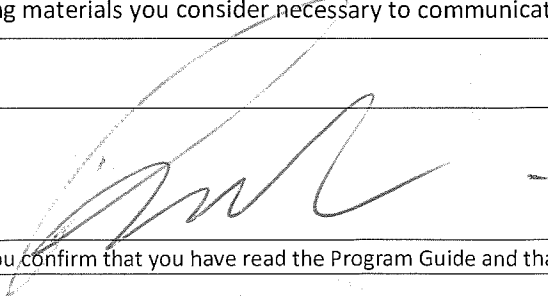
LIST ANY MEASURABLE ECONOMIC BENEFITS OR OTHER OUTCOMES THAT WILL RESULT FROM THIS PROJECT:

The project will lay the groundwork for the development of a comprehensive Economic Development Strategy for the Northern Communities. While there are no definite measurable Economic Benefits of this phase; it is necessary that a measurable baseline for future Economic Development projects be established prior to the development of strategy going forward which will lead to measurable economic benefits. Outcomes of this project are described on pages 1&2 of the attached - Anticipated Outcomes.

(Please attach additional pages as necessary.)

PLEASE PROVIDE THE FOLLOWING SUPPLEMENTAL MATERIAL:

- An Organizational Chart illustrating the structure of your organization, including Directors and volunteers.
- A copy of a bank statement showing your organization's name and address.
- A copy of your organization's financial statements for the current year and one year prior.
- A copy of your organization's budget for the current year and one year prior.
- Any supporting materials you consider necessary to communicate your project idea.

SIGNATURE 	DATE: March 12, 2012
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By signing here, you confirm that you have read the Program Guide and that you are signing on behalf of an eligible applicant.

SUBMIT HARD COPIES TO: **NORTHERN COMMUNITY ECONOMIC DEVELOPMENT PROGRAM**
REGIONAL DISTRICT OF NANAIMO
6300 HAMMOND BAY ROAD
V9T 6N2

SUBMIT DIGITAL COPIES TO: nced@rdn.bc.ca

OFFICE USE ONLY:	
DATE RECEIVED:	RECEIVED BY:
COMMENTS:	
FUNDING AWARDED: YES NO	AMOUNT AWARDED:

Oceanside Initiatives

Community Economic Development Assessment

January-March 2012

Anticipated Outcomes

Anticipated Short-term Outcomes

1. The project will improve the capacity to attract, retain and expand business.
 - a. Increasing the understanding of regional assets and strengths that can be promoted to attract Business
 - b. Identifying specific industries that are judged to provide the best investment opportunities.
 - c. Identifying weaknesses and barriers to attracting, retaining or expanding business that need to be addressed.
 - d. Creating a pattern of collaboration on investment-related matters between the local governments in the area
 - i. municipalities of Parksville and Qualicum Beach and Regional District of Nanaimo
 - ii. business organizations (Chamber of Commerce) and
 - iii. other key institutions (Vancouver Island University, School District).

The consultation sessions will also involve individual businesses and other community stakeholders in a discussion of the issues, thereby enhancing knowledge and capacity for action.

This project will increase awareness of business opportunities among the business community, local government, and general public in the Oceanside area. This project does not include promotion of opportunities beyond Oceanside (as that will be part of subsequent phases in the creation of an Economic Growth Strategy). To the extent that possible investors are already in Oceanside, their awareness will be enhanced. This may include existing investors who would consider expanding their current operations, or investing in a new line of business as a complement to their existing business.

The communications strategy lead by the Parksville & District Chamber of Commerce will lead to enhanced local knowledge of economic opportunities. The participation of individual businesses, local government and other key institution officials, and the general public will all encourage greater knowledge of economic opportunities.

Anticipated Intermediate Outcomes

The project's communication strategy, as well as the business consultation meetings, will explain the importance of business retention and expansion and thereby increase the community's knowledge of this topic. It is well understood and appreciated that significant economic and employment growth is generated by companies that are already invested in a community so understanding the competitive environment faced by current businesses is a critical aspect of economic development.

This project will not directly address aftercare services for foreign investors as that would be addressed through the subsequent development of a full Economic Growth Strategy. Aftercare services are

currently informal and the development of more explicit aftercare protocols would be part of future strategy development. However, this project may indirectly have the benefit of enhancing aftercare services by increasing knowledge of the competitive issues facing investors, leading to more effective services.

Project Components

Component	Total Estimated	Total ICCI Grant	Total Requested
#1. Competitive Assessment of Oceanside Economy	\$18,900.00	\$9,450.00	\$9,450.00

Competitive Assessment of Oceanside Economy

This initiative is the critical first step in developing an overall Economic Growth Strategy. It is required to ensure that the competitive situation of the Oceanside economy is well understood by all of the partner organizations. The project outcomes will be used as input into the development of an overall Economic Growth Strategy

Activities and Expenses

The **competitive assessment** will include four parts, to be completed in a written report by an economist specializing in economic development. The delivery of the final report according to the description outlined below is the measurable outcome of the project.

1. Statistical analysis and benchmarking

This includes a summary of all relevant data, including population growth and demographic characteristics, migration, labour force and employment, educational attainment, occupational profile, income from employment and other sources, housing and commercial/industrial development, property taxation, employment insurance and social assistance, and others. There will also be an occupation analysis utilizing the Richard Florida typologies of Creative Class, Service Class, Working Class and Farming/Fishing/Forestry jobs. The analysis identified key trends in Oceanside and benchmarks the region's performance against a group of similar regions (to be selected based on characteristics like similar size, locations, key industries, etc.). This gives much deeper insights into relative strengths and weaknesses rather than simply comparing Oceanside to a provincial or national average. In addition, while the creation of a new community/regional profile is not part of this project, much of the analysis and data collection in this phase can be used for a new profile to be developed in the future.

2. Qualitative analysis

This part includes information collection and analysis relating to various business factors, including real estate availability, transportation connections, infrastructure, business support services, etc.

The analysis would be based on a review of prior research in Oceanside or Vancouver Island, the consultant's evaluation, and local input.

3. Business and community consultation

Several days of focus groups or interviews will be arranged for the consultant to collect input on business strengths, assets, challenges, barriers and opportunities. The preliminary results of the quantitative and qualitative analyses will be presented for comment and discussion. Special effort will be made to engage with businesses that currently represent investment in Oceanside.

4. Opportunity targeting analysis

This is an exercise that considers a list of opportunities that have been identified through prior research and in consultation. The opportunities are then subjected to a rigorous analysis that rates the fit between Oceanside and each opportunity's requirement for labour, land, resources, access to markets, etc. This is a type of "pre-feasibility" analysis that produces a prioritized list of opportunities that appear to provide the best chance for successfully attracting investment

Strategic Economic Development planning and researching

Outputs: Expected

- a. • Labour-Force Profiles/Labour-Market Research
- b. • Competitive/Best Practices/Bench-marketing Reviews
- c. • Competitive Advantage/Benchmarking Analysis

Additional Comments:

Activity Expense Type	Cost Breakdown	Total Estimated Expenses	Funding Confirmed from ICCI (excl. tax)	Requested RDN Contribution
Consultant fees	Consulting fees estimated at \$18,900 based on a preliminary consulting quote of 21 days at \$900/day. This includes data collection and analysis, consultation and report preparation.	\$18,900.00	\$9,450.00	\$9,450.00
		\$18,900.00	\$9,450.00	\$9,450.00

Capacity to Complete the Project

Project Governance:

The project is a project of the Parksville & District Chamber of Commerce Board of Directors. The project was identified in the 2010/11 Strategic Plan and a Committee of the Board of Directors was struck. The Committee members include representatives from the partner groups. Terms of Reference have been passed by the Chamber Board and delegate the Chamber Executive Director (Mr. Kim Burden) as the person responsible for all inter-agency communication.

Sustainability:

The project's goal is to identify and assess current strengths, competitiveness, weaknesses and opportunities for attracting investment to the community. From this assessment a strategy for investment attraction will be developed and that strategy will be implemented over the next several years.

Community Economic Development Strategy

Background and Outline of Economic Development Strategy:

Through this project, Oceanside Initiatives is taking the initial steps toward the development of an Economic Development Strategy. The key steps are envisioned as follows:

- 1.** Competitive assessment of the Oceanside economy (this step is the subject of this funding application). The assessment will use a combination of quantitative and qualitative research, as well as local business consultation, to
 - a.** identify existing strengths and assets that will attract and retain investment,
 - b.** identify weaknesses and barriers that will inhibit the attraction or retention of investment, and
 - c.** identify industries that provide the best current investment opportunities.
- 2.** Building on the results of the competitive assessment, an Economic Development strategy will be developed. While it is premature to specify exactly what this strategy will contain, it is expected to include a marketing component for promoting Economic Growth opportunities as well as strategies to be implemented by local governments and other partners to enhance Oceanside investment conditions.

Strategic Objectives of Project:

Identify the key objectives - i.e. build strategic partnerships, increase marketing reach, generate targeted leads, etc.

The overriding project objective is to develop a comprehensive understanding of Oceanside's

competitive situation. This includes identifying strengths and assets as well as challenges and barriers.

The competitive analysis will be completed from both an investment attraction perspective (i.e., what are the strengths and weaknesses of Oceanside from the point of view of an external investor) as well as a business retention and expansion perspective (i.e., what are the strengths and weaknesses of Oceanside from the point of view of a business currently invested in the community).

The project will result in a comprehensive competitive analysis of the Oceanside economy. This will include:

1. Identifying strengths and assets that can be marketed or otherwise used as building blocks to increase investment
2. Identifying weaknesses and barriers that need to be addressed or mitigated in order to increase investment
3. Identifying specific industries that have the greatest potential to expand investment

The range of topics that will be covered include physical characteristics of the community (land, transportation connections, infrastructure), location (proximity to markets, proximity to natural resources), human resources (skill and educational profile, labour availability), industrial composition (existing industrial strengths, rising and declining industries, business support services), taxation and regulatory framework, and so on.

Communication Strategy

Community and Partner Communications:

The Parksville & District Chamber of Commerce has a very successful and well followed web site, Facebook Page and Twitter Account. These plus media releases to announce achievements as we move forward will form the basis of our communication with the business community and the public. In addition we distribute a weekly eflash newsletter to our 500+ subscribers which will be used for announcements and to provide links to news articles and releases. The RDN will be featured prominently in all media.

Partner communications are primarily face to face through regularly scheduled meetings of the partner group and email to provide updates and an ongoing communication link.

Media Releases: Following a successful Grant Application the Parksville & District Chamber of Commerce will release the following to local print, television and radio outlets.

Parksville & District Chamber of Commerce Initiating Assessment of Oceanside Business Climate

Economic opportunities flourish across the Oceanside Region and encouraging and retaining Investment is an important way to help bring these opportunities to fruition by:

- Competing effectively for good jobs and increased employment opportunities to improve Oceanside's live/work balance
- Improving the non-residential tax base of The City of Parksville, The Town of Qualicum Beach and the surrounding unincorporated areas
- Supporting appropriate and planned growth strategies
- Generating more business and wealth
- Creating a diverse and sustainable economic base

Improvement of the commercial sector in Oceanside must be based upon comprehensive research, analysis, and most importantly stakeholder consultation. The key to the development of a successful strategy will be to work in cooperation with business and economic growth partners. To this end The Parksville & District Chamber of Commerce in partnership with The Qualicum Beach Chamber of Commerce, The Town of Qualicum Beach, The City of Parksville, The Regional District of Nanaimo, Vancouver Island University and SD69 have established "Oceanside Initiatives".

As an initial step Oceanside Initiatives with the assistance of a grant from Invest Canada Community Initiatives and the Regional District of Nanaimo will be conducting a thorough assessment and competitive analysis of Oceanside's current Commercial base. Following the completion of this comprehensive assessment Oceanside Initiatives will develop a strategy to attract investment with the goal of increasing the Commercial Base and raising the average earned income in Oceanside.

Submitted by the Parksville & District Chamber of Commerce



ASSET

Current Assets

Petty Cash	480.00
CU Chequing	67,039.42
CU Savings	87,950.39
CU Entrance Sign Savings	0.00
Cash Clearing	334.52
Term Deposit	0.00
Manulife Bank	12,962.33
Accounts Receivable	24,217.21
Interest Receivable	30.97
Accounts Receivable Other	0.00
Payroll Advances	0.00
Inventory	7,621.98
Prepaid Expenses	1,818.87

Total Current Assets 202,455.69

Property, Plant & Equipment

Building - Cost	258,057.83
Equipment - Cost	38,076.74

Total Property, Plant & Equip... 296,134.57

TOTAL ASSET 498,590.26

LIABILITY

Current Liabilities

Accounts Payable	1,327.10
Fantasy Auction Payable	0.00
CU MasterCard	-2,813.29
Vacation Payable	1,184.55
CPP Payable	0.00
EI Payable	0.00
Income Tax Payable	0.00
Total Receiver General Payable	0.00
WCB Payable	254.43
GST Collected on Sales	5.70
GST Paid on Purchases	-0.49
Net GST Payable (Refundable)	5.21
PST Payable	-1.12
HST Collected on Sales	11,807.54
HST Paid on Purchases	-6,971.21
HST Payable (Refundable)	4,836.33
Prepaid Membership Dues	0.00
BC Parks Parking Passes	2,273.16
Prepaid Events Revenue	0.00
Prepaid Attraction Signage	9,790.00
Alphabet Walk Donations	0.00
Deferred Business Energy Advisor	11,234.20
Prepaid Advertising	1,040.90
Prepaid Purchases	0.00

Total Current Liabilities 29,131.47

TOTAL LIABILITY 29,131.47

EQUITY

Members' Equity

Net Assets Unrestricted	17,495.84
Net Assets - Special Funds	26,723.30

PV & District Chamber of Commerce
Balance Sheet As at 03/12/2012

Net Assets - Capital Improvement	0.00
Net Assets - Lease Obligations	0.00
Investment in Capital Assets	372,439.89
Excess of Revenue	52,799.76
Total Members' Equity	<u>469,458.79</u>
TOTAL EQUITY	<u>469,458.79</u>
LIABILITIES AND EQUITY	<u><u>498,590.26</u></u>

REVENUE

Revenue

Advertising Revenues	5,575.00
Fee For Service Agreements	44,002.64
Attraction Sign Revenue	0.00
General Meetings	355.44
Insurance Program Recoveries	2,098.77
Membership	51,051.52
Miscellaneous Income	-681.36
Events Revenue	26,709.71
Generated Revenue	0.00
Sales and Other Revenue	257.71
Consignment Sales	314.69
Wage Grants	0.00
Interest Income	107.21

Total Revenue 129,791.33

TOTAL REVENUE 129,791.33

EXPENSE

Expenditures

Advertising and Promotion	7,591.92
Attraction Sign Expenses	0.00
Bad Debts	0.00
Bank Charges	528.82
Board and Committee Expenses	635.00
Communications	3,366.47
IT (Computer)	1,000.00
Conferences	0.00
Equipment Purchase	960.00
Equipment Rental	720.28
Insurance	0.00
Janitorial Services	286.90
Meetings	36.00
Membership Dues & Expenses	2,379.49
Membership Expenses	192.00
Office Supplies	1,430.02
Other Expenses	0.00
Postage	500.88
Generated Revenue Expenses	0.00
Professional Fees	0.00
Events Expenses	14,319.97
Purchases	284.93
Recruitment	0.00
Repairs & Maintenance	2,777.99
Landscaping & Snow removal	653.48
Rent	196.00
Training	0.00
Travel	1,134.96
Utilities	448.40
Waste & Recycling	173.98
Wages	24,556.64
Wages - Part Time	0.00
Wages/Contract Services	10,400.00
Casual Labor	0.00
CPP Expense	772.26
EI Expense	641.44
WCB Expense	41.20
EHB/Dental Benefit	962.54

Total Expenditures 76,991.57

PV & District Chamber of Commerce
Income Statement 01/01/2012 to 03/12/2012

TOTAL EXPENSE	<u>76,991.57</u>
NET INCOME	<u><u>52,799.76</u></u>

ASSET

Current Assets

Petty Cash	310.13
CU Chequing	70,976.10
CU Savings	87,861.09
CU Entrance Sign Savings	0.00
Cash Clearing	0.01
Term Deposit	0.00
Manulife Bank	12,946.84
Accounts Receivable	20,299.66
Interest Receivable	30.97
Accounts Receivable Other	0.00
Payroll Advances	0.00
Inventory	7,786.92
Prepaid Expenses	1,818.87

Total Current Assets 202,030.59

Property, Plant & Equipment

Building - Cost	258,057.83
Equipment - Cost	38,076.74

Total Property, Plant & Equip... 296,134.57

TOTAL ASSET 498,165.16

LIABILITY

Current Liabilities

Accounts Payable	3,192.90
Fantasy Auction Payable	0.00
CU MasterCard	10,542.56
Vacation Payable	1,665.31
CPP Payable	746.12
EI Payable	359.30
Income Tax Payable	3,119.90
Total Receiver General Payable	<u>4,225.32</u>
WCB Payable	213.23
GST Collected on Sales	50.98
GST Paid on Purchases	-77.24
Net GST Payable (Refundable)	<u>-26.26</u>
PST Payable	-1.12
HST Collected on Sales	12,876.59
HST Paid on Purchases	-12,273.30
HST Payable (Refundable)	<u>603.29</u>
Prepaid Membership Dues	0.00
BC Parks Parking Passes	2,273.16
Prepaid Events Revenue	0.00
Prepaid Attraction Signage	9,790.00
Alphabet Walk Donations	0.00
Deferred Business Energy Advisor	44,936.84
Prepaid Advertising	4,090.90
Prepaid Purchases	0.00

Total Current Liabilities 81,506.13

TOTAL LIABILITY 81,506.13

EQUITY

Members' Equity

Net Assets Unrestricted	17,495.84
Net Assets - Special Funds	26,723.30

PV & District Chamber of Commerce
Balance Sheet As at 12/31/2011

Net Assets - Capital Improvement	0.00
Net Assets - Lease Obligations	0.00
Investment in Capital Assets	328,595.05
Excess of Revenue	43,844.84
Total Members' Equity	<u>416,659.03</u>
TOTAL EQUITY	<u>416,659.03</u>
LIABILITIES AND EQUITY	<u><u>498,165.16</u></u>

PV & District Chamber of Commerce
Income Statement 01/01/2011 to 12/31/2011

REVENUE

Revenue

Advertising Revenues	24,756.76
Fee For Service Agreements	161,107.88
Attraction Sign Revenue	0.00
General Meetings	2,093.48
Insurance Program Recoveries	13,773.27
Membership	89,436.91
Miscellaneous Income	4,686.97
Events Revenue	106,013.52
Generated Revenue	0.00
Sales and Other Revenue	4,861.78
Consignment Sales	2,028.94
Wage Grants	3,938.00
Interest Income	930.79

Total Revenue	<u>413,628.30</u>
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TOTAL REVENUE	<u>413,628.30</u>
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EXPENSE

Expenditures

Advertising and Promotion	15,450.99
Attraction Sign Expenses	0.00
Bad Debts	0.00
Bank Charges	2,388.32
Board and Committee Expenses	4,371.73
Communications	11,387.58
IT (Computer)	6,256.99
Conferences	2,986.08
Equipment Purchase	2,383.27
Equipment Rental	4,350.98
Insurance	3,629.00
Janitorial Services	2,818.13
Meetings	1,818.04
Membership Dues & Expenses	9,027.44
Membership Expenses	2,311.19
Office Supplies	5,259.17
Other Expenses	-286.03
Photocopy	2,214.94
Postage	1,369.66
Generated Revenue Expenses	0.00
Professional Fees	3,200.00
Events Expenses	40,410.12
Purchases	7,380.72
Recruitment	978.43
Repairs & Maintenance	1,748.24
Landscaping & Snow removal	2,722.06
Rent	1,274.00
Training	1,821.54
Travel	2,548.62
Utilities	2,387.04
Waste & Recycling	1,173.33
Wages	153,181.20
Wages - Part Time	480.48
Wages/Contract Services	60,340.00
Casual Labor	66.00
CPP Expense	5,294.48
EI Expense	3,366.92
WCB Expense	218.04
EHB/Dental Benefit	3,454.76

Total Expenditures	<u>369,783.46</u>
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PV & District Chamber of Commerce
Income Statement 01/01/2011 to 12/31/2011

TOTAL EXPENSE	<u>369,783.46</u>
NET INCOME	<u><u>43,844.84</u></u>

Account Name	Sub Accounts	Column1	2010 Budget	Business Energy Advisor	2011 Annual Chamber Budget	Annual Budget
Advertising Revenues			\$ 3,500.00		\$ 30,890.00	\$ 30,890.00
External Agencies						\$ -
Fee For Service Agreements	City of Parksville		\$ 40,000.00		\$ 40,000.00	\$ 40,000.00
	Tourism BC		\$ 24,800.00		\$ 20,000.00	\$ 20,000.00
	Destination Signs		\$ 10,395.00			\$ -
	Business Energy Advisor			\$ 101,107.89		\$ 101,107.89
General Meetings			\$ 3,500.00		\$ 2,500.00	\$ 2,500.00
Insurance Program Recoveries			\$ 12,000.00		\$ 14,000.00	\$ 14,000.00
Membership	General Membership		\$ 88,460.00		\$ 88,000.00	\$ 88,000.00
Miscellaneous Income			\$ 1,000.00		\$ 1,800.00	\$ 1,800.00
Events Revenue	Glassies		\$ 13,500.00		\$ 16,000.00	\$ 16,000.00
	Street Market		\$ 20,000.00		\$ 23,000.00	\$ 23,000.00
	Golf Tournament		\$ 10,000.00		\$ 15,000.00	\$ 15,000.00
	Fanatasys Auction		\$ 58,000.00		\$ 60,000.00	\$ 60,000.00
						\$ -
Exit 46 Sign Rental						\$ -
VC Video Presentation						\$ -
Hot Dog Sales					\$ 1,000.00	\$ 1,000.00
DVD PostCard					\$ 1,500.00	\$ 1,500.00
Sales and Other Revenue			\$ 7,000.00		\$ 6,500.00	\$ 6,500.00
Consignment Sales			\$ 500.00		\$ 3,000.00	\$ 3,000.00
Wage Grants			\$ 12,000.00		\$ 8,000.00	\$ 8,000.00
Interest Income			\$ 700.00		\$ 300.00	\$ 300.00
TOTALS			\$ 305,355.00	\$ 101,107.89	\$ 331,490.00	\$ 432,597.89
Advertising and Promotion			\$ 5,000.00	\$ 3,000.00	\$ 12,500.00	\$ 15,500.00
Attraction Sign Expenses					\$ 700.00	\$ 700.00
Bad Debts					\$ 100.00	\$ 100.00
Bank Charges			\$ 2,500.00		\$ 3,000.00	\$ 3,000.00
Board & Committees			\$ 3,000.00		\$ 3,000.00	\$ 3,000.00
Communications			\$ 3,800.00	\$ 2,400.00	\$ 3,500.00	\$ 5,900.00
IT (Computer)			\$ 6,400.00	\$ 3,000.00	\$ 4,000.00	\$ 7,000.00
Conferences			\$ 7,500.00		\$ 4,000.00	\$ 4,000.00
Equipment Purchase			\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 5,000.00
Equipment Rental			\$ 5,000.00		\$ 5,000.00	\$ 5,000.00
Executive Director Discretionary					\$ 875.00	\$ 875.00
Insurance			\$ 2,500.00		\$ 3,500.00	\$ 3,500.00
Internal Marketing						\$ -
Janitorial Services			\$ 4,000.00		\$ 3,000.00	\$ 3,000.00
Meetings			\$ 4,200.00		\$ 4,500.00	\$ 4,500.00
Membership Dues & Expenses			\$ 8,500.00		\$ 8,500.00	\$ 8,500.00
Office Supplies			\$ 3,500.00	\$ 1,500.00	\$ 3,000.00	\$ 4,500.00
Other Expenses			\$ 2,500.00		\$ 1,500.00	\$ 1,500.00
Photocopy			\$ 2,000.00	\$ 800.00	\$ 1,500.00	\$ 2,300.00
Superhost						\$ -
Postage			\$ 1,200.00		\$ 1,200.00	\$ 1,200.00
Professional Fees			\$ 7,000.00		\$ 4,000.00	\$ 4,000.00
Events Expenses	Glassies		\$ 13,000.00		\$ 15,000.00	\$ 15,000.00
	Street Market		\$ 8,500.00		\$ 4,000.00	\$ 4,000.00
	Fanatasys Auction		\$ 15,000.00		\$ 17,000.00	\$ 17,000.00
	Golf Tournament		\$ 5,000.00		\$ 5,000.00	\$ 5,000.00
	DVD Postcard Sales					\$ -
	Hot Dog Sales					\$ -
	Video Presentation				\$ 1,200.00	\$ 1,200.00
Advertising Revenue Expense	Wedding Guide				\$ -	\$ -

	Restaurant Guide					\$	-
Purchases - VC Sales			\$ 3,500.00			\$ 6,500.00	\$ 6,500.00
Recruitment/Membership			\$ 600.00			\$ 2,500.00	\$ 2,500.00
Repairs & Maintenance			\$ 3,750.00			\$ 4,000.00	\$ 4,000.00
Landscaping & Snow removal			\$ 3,500.00			\$ 4,000.00	\$ 4,000.00
Rent						\$	-
Training			\$ 2,000.00	\$ 2,000.00		\$ 2,000.00	\$ 4,000.00
Travel			\$ 3,500.00	\$ 20,500.00		\$ 2,500.00	\$ 23,000.00
Utilities			\$ 4,000.00			\$ 4,500.00	\$ 4,500.00
Waste & Recycling			\$ 2,200.00			\$ 1,500.00	\$ 1,500.00
Wages - Full Time			\$ 116,860.00	\$ 7,540.00		\$ 132,596.00	\$ 140,136.00
Wages - Contract Services			\$ 22,400.00	\$ 46,800.00		\$ 24,960.00	\$ 71,760.00
CPP Expense			\$ 3,870.00			\$ 6,500.00	\$ 6,500.00
EI Expense			\$ 3,265.00			\$ 3,620.00	\$ 3,620.00
WCB Expense			\$ 300.00			\$ 200.00	\$ 200.00
EHB/Dental Benefit			\$ 10,000.00			\$ 4,000.00	\$ 4,000.00
Contingency Allowance			\$ 3,000.00			\$ 3,000.00	\$ 3,000.00
						\$	-
Total Expense			\$ 294,845.00	\$ 89,540.00		\$ 314,951.00	\$ 404,491.00
Net Revenue (Loss)			\$ 10,510.00	\$ 11,567.89		\$ 16,539.00	\$ 28,106.89

Account Name	Business Energy Advisor	2011 Annual Chamber Budget	Annual Budget
Advertising Revenues		\$ 30,890.00	\$ 30,890.00
External Agencies			\$ -
Fee For Service Agreements		\$ 40,000.00	\$ 40,000.00
		\$ 20,000.00	\$ 20,000.00
			\$ -
	\$ 101,107.89		\$ 101,107.89
General Meetings		\$ 2,500.00	\$ 2,500.00
Insurance Program Recoveries		\$ 14,000.00	\$ 14,000.00
Membership		\$ 88,000.00	\$ 88,000.00
Miscellaneous Income		\$ 1,800.00	\$ 1,800.00
Events Revenue		\$ 16,000.00	\$ 16,000.00
		\$ 23,000.00	\$ 23,000.00
		\$ 15,000.00	\$ 15,000.00
		\$ 60,000.00	\$ 60,000.00
			\$ -
Exit 46 Sign Rental			\$ -
VC Video Presentation			\$ -
Hot Dog Sales		\$ 1,000.00	\$ 1,000.00
DVD PostCard		\$ 1,500.00	\$ 1,500.00
Sales and Other Revenue		\$ 6,500.00	\$ 6,500.00
Consignment Sales		\$ 3,000.00	\$ 3,000.00
Wage Grants		\$ 8,000.00	\$ 8,000.00
Interest Income		\$ 300.00	\$ 300.00
TOTALS	\$ 101,107.89	\$ 331,490.00	\$ 432,597.89
Advertising and Promotion	\$ 3,000.00	\$ 12,500.00	\$ 15,500.00
Attraction Sign Expenses		\$ 700.00	\$ 700.00
Bad Debts		\$ 100.00	\$ 100.00
Bank Charges		\$ 3,000.00	\$ 3,000.00
Board & Committees		\$ 3,000.00	\$ 3,000.00
Communications	\$ 2,400.00	\$ 3,500.00	\$ 5,900.00
IT (Computer)	\$ 3,000.00	\$ 4,000.00	\$ 7,000.00
Conferences		\$ 4,000.00	\$ 4,000.00
Equipment Purchase	\$ 2,000.00	\$ 3,000.00	\$ 5,000.00
Equipment Rental		\$ 5,000.00	\$ 5,000.00
Executive Director Discretionary		\$ 875.00	\$ 875.00
Insurance		\$ 3,500.00	\$ 3,500.00
Internal Marketing			\$ -
Janitorial Services		\$ 3,000.00	\$ 3,000.00
Meetings		\$ 4,500.00	\$ 4,500.00
Membership Dues & Expenses		\$ 8,500.00	\$ 8,500.00
Office Supplies	\$ 1,500.00	\$ 3,000.00	\$ 4,500.00
Other Expenses		\$ 1,500.00	\$ 1,500.00
Photocopy	\$ 800.00	\$ 1,500.00	\$ 2,300.00
Superhost			\$ -
Postage		\$ 1,200.00	\$ 1,200.00
Professional Fees		\$ 4,000.00	\$ 4,000.00
Events Expenses		\$ 15,000.00	\$ 15,000.00
		\$ 4,000.00	\$ 4,000.00
		\$ 17,000.00	\$ 17,000.00
		\$ 5,000.00	\$ 5,000.00
			\$ -
			\$ -
		\$ 1,200.00	\$ 1,200.00
Advertising Revenue Expense		\$ -	\$ -

			\$ -
Purchases -VC Sales		\$ 6,500.00	\$ 6,500.00
Recruitment/Membership		\$ 2,500.00	\$ 2,500.00
Repairs & Maintenance		\$ 4,000.00	\$ 4,000.00
Landscaping & Snow removal		\$ 4,000.00	\$ 4,000.00
Rent			\$ -
Training	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
Travel	\$ 20,500.00	\$ 2,500.00	\$ 23,000.00
Utilities		\$ 4,500.00	\$ 4,500.00
Waste & Recycling		\$ 1,500.00	\$ 1,500.00
Wages - Full Time	\$ 7,540.00	\$ 132,596.00	\$ 140,136.00
Wages - Contract Services	\$ 46,800.00	\$ 24,960.00	\$ 71,760.00
CPP Expense		\$ 6,500.00	\$ 6,500.00
EI Expense		\$ 3,620.00	\$ 3,620.00
WCB Expense		\$ 200.00	\$ 200.00
EHB/Dental Benefit		\$ 4,000.00	\$ 4,000.00
Contingency Allowance		\$ 3,000.00	\$ 3,000.00
			\$ -
Total Expense	\$ 89,540.00	\$ 314,951.00	\$ 404,491.00
Net Revenue (Loss)	\$ 11,567.89	\$ 16,539.00	\$ 28,106.89

	2012 Chamber Budget	BEA Budget	Total Budget		
REVENUE					
Advertising Revenues	\$ 25,000.00		\$ 25,000.00		
Fee For Service Agreements					
City of Parksville	\$ 40,000.00		\$ 40,000.00		
BEA		\$ 132,000.00	\$ 132,000.00		
Tourism BC	\$ 20,000.00		\$ 20,000.00		
ICCI/RDN Ec Dev Grant	\$ 18,900.00		\$ 18,900.00		
TOTAL FEE FOR SERVICES				\$ 210,900.00	
General Meetings	\$ 2,500.00		\$ 2,500.00		
Insurance Program Recoveries	\$ 14,000.00		\$ 14,000.00		
Membership	\$ 95,000.00		\$ 95,000.00		
Miscellaneous Income	\$ 1,500.00		\$ 1,500.00		
Events Revenue					
Golf Tournament	\$ 8,000.00		\$ 8,000.00		
Community Awards	\$ 15,000.00		\$ 15,000.00		
Fantasy Auction	\$ 44,000.00		\$ 44,000.00		
Street Market	\$ 32,000.00		\$ 32,000.00		
Raffle	\$ 55,000.00		\$ 55,000.00		
TOTAL EVENTS				\$ 154,000.00	
Sales and Other Revenue	\$ 4,500.00		\$ 4,500.00		
Consignment Sales	\$ 2,500.00		\$ 2,500.00		
Wage Grants	\$ 8,000.00		\$ 8,000.00		
Interest Income	\$ 1,000.00		\$ 1,000.00		
TOTAL REVENUE	\$ 386,900.00		\$ 518,900.00		
EXPENSE					
Advertising and Promotion	\$ 11,000.00	\$ 2,000.00	\$ 13,000.00		
Bad Debts					
Bank Charges	\$ 2,500.00	\$ 1,300.00	\$ 3,800.00		
Board and Committee Expenses	\$ 3,500.00		\$ 3,500.00		
Communications	\$ 6,500.00	\$ 3,000.00	\$ 9,500.00		
IT (Computer)	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00		
Conferences	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00		
Equipment Purchase	\$ 3,000.00	\$ 2,000.00	\$ 5,000.00		
Equipment Rental	\$ 4,500.00		\$ 4,500.00		
Insurance	\$ 3,000.00	\$ 800.00	\$ 3,800.00		
Janitorial Services	\$ 2,500.00	\$ 500.00	\$ 3,000.00		
Meetings	\$ 3,000.00		\$ 3,000.00		
Membership Dues & Expenses	\$ 9,000.00		\$ 9,000.00		
Membership Expenses	\$ 2,000.00		\$ 2,000.00		
Office Supplies	\$ 3,000.00	\$ 1,850.00	\$ 4,850.00		
Other Expenses	\$ 500.00		\$ 500.00		
Photocopy	\$ 2,500.00	\$ 1,000.00	\$ 3,500.00		

Postage	\$ 1,250.00	\$ 250.00	\$ 1,500.00		
Professional Fees	\$ 1,000.00	\$ 2,600.00	\$ 3,600.00		
Events Expenses			\$ -		
Golf Tournament	\$ 5,000.00		\$ 5,000.00		
Community Awards	\$ 15,000.00		\$ 15,000.00		
Fantasy Auction	\$ 15,000.00		\$ 15,000.00		
Street Market	\$ 7,000.00		\$ 7,000.00		
Raffle	\$ 26,000.00		\$ 26,000.00		
TOTAL EVENTS EXPENSES			\$ -	\$ 68,000.00	
Purchases	\$ 2,500.00		\$ 2,500.00		
Recruitment	\$ 500.00	\$ 500.00	\$ 1,000.00		
Repairs & Maintenance	\$ 6,000.00		\$ 6,000.00		
Landscaping & Snow removal	\$ 2,750.00	\$ 250.00	\$ 3,000.00		
Rent	\$ 1,300.00	\$ 8,450.00	\$ 9,750.00		
Training	\$ 3,000.00	\$ 2,000.00	\$ 5,000.00		
Travel	\$ 6,000.00	\$ 25,000.00	\$ 31,000.00		
Utilities	\$ 3,000.00		\$ 3,000.00		
Waste & Recycling	\$ 1,500.00		\$ 1,500.00		
Wages	\$ 160,000.00	\$ 15,000.00	\$ 175,000.00		
Wages - Part Time			\$ -		
Wages/Contract Services	\$ 18,900.00	\$ 62,400.00	\$ 81,300.00		
CPP Expense	\$ 5,580.00	\$ 620.00	\$ 6,200.00		
EI Expense	\$ 3,960.00	\$ 440.00	\$ 4,400.00		
WCB Expense	\$ 150.00	\$ 30.00	\$ 180.00		
EHB/Dental Benefit	\$ 5,000.00	\$ 500.00	\$ 5,500.00		
TOTAL EXPENSE	\$ 354,890.00	\$ 132,490.00	\$ 487,380.00		
NET INCOME	\$ 32,010.00		\$ 31,520.00		



██████████ ██████████
PARKSVILLE & DISTRICT CHAMBER OF COMMERC
PO BOX 99 STN MAIN
PARKSVILLE BC V9P 2G3

Date February 29, 2012
Member No. 122801
Page 1 of 12

 **CHEQUING**



December 15, 2011

Project Number: 2012-BC-019

Kim Burden
Executive Director
Parksville and District Chamber of Commerce
1275 East Island Highway
PO Box 99
Parksville, BC V9P 2G3

Re: Application for 2012 funding of Invest Canada-Community Initiatives (ICCI)

Dear Mr. Burden:

I am pleased to advise you that the Adjudication Committee (AC) for the Invest Canada-Community Initiatives (ICCI) for the Province of British Columbia has reviewed your application and has authorized up to \$9,450 in ICCI funding. I would like to remind you that ICCI runs as a competitive process and therefore funds are limited.

I would like to bring to your attention the following ICCI milestones which must be met:

- 1) The activity period for your 2012 Contribution Agreement is from **January 1, 2012 to December 31, 2012**. Expenses incurred prior to or after these dates will not be eligible for consideration under this project.
- 2) Your claims and progress reports must be submitted via the ICCI Online Application and Information Management System. You can start submitting your claims as of **April 1st, 2012**. The eligible and non eligible elements are listed on our website at www.international.gc.ca/icci-icic

A legal agreement will be sent to you for signature in the coming weeks. In the meantime, approved activities have been outlined below. Note that the approved activities may include conditions as identified by the ICCI Adjudication Committee.

Component 1: Approved, no changes required. Of an original ask of \$9,450, the full amount of \$9,450 has been approved. Please note that the ICCI funding is meant for foreign FDI attract. While there were some elements of local economic development in your initiative, the end goal of FDI attraction should be reflected in both projects undertaken and the final report.

Please do not hesitate to contact me should you have any questions or concerns regarding the above mentioned items.

I wish you the best of success in implementing your project.

Yours sincerely,



Adeline Leung

Trade Commissioner and ICCI officer for BC and Yukon
Foreign Affairs and International Trade Canada

Adeline.Leung@international.gc.ca
604-666-0388

Parksville & District Chamber of Commerce 2011/2012 Board Contact

Board Position	Name	Company	Company Position	Phone 1	E-mail	Committees
PRESIDENT	Rudi Widdershoven	teamW of RE/MAX First Realty	Owner/Agent	250-248-1071 (w)	team@teamw.ca	Executive
1st VICE PRESIDENT	Doug Riederer	Thrifty Foods	Manager	250-248-8823 (w)	driederer@thriftyfoods.com	Executive
2nd VICE PRESIDENT	Robynne Shaw	Sunrise Ridge Waterfront Resort	General Manager	250-248-4674 (w)	generalmanager@sunriseridge.ca	Business Initiatives/Executive
SECRETARY/TREASURER	Al McLean	Private Member		250-951-2969	almclean@shaw.ca	Finance/Membership/OTA/Executive
DIRECTOR	Donna Andres	Lady's Mantle	Owner	250-586-3800	donnaandres@hotmail.com	Communication/Membership
DIRECTOR	Shawna Broekhuizen	The Beach Club Resort	General Manager	250-947-2103 (w)	sbroekhuizen@beachclubresort.ca	
DIRECTOR	Bruce Cownden	Oceanside Site Services	Owner	250-248-7452 (w)	bnrcownden@shaw.ca	Policy
DIRECTOR	Jason Granger	Encompass Computer Services	Owner	250-586-1351	info@encompass-computers.com	Policy/Economic Health
DIRECTOR	Terry Kerr	The Kerr Group	Owner	250-586-1100	terry@thekerrgroup.ca	Economic Health
DIRECTOR	Lisa Leger	Pharmasave Health Centre #024	Employee	250-951-0243 (w)	lisaps@shaw.ca	Membership
DIRECTOR	Arlene Sandeman-Allen	Coastal Community Credit Union	Employee	250-741-3200 (w)	arlene.allen@cccu.ca	Policy
DIRECTOR	Rhiannon Whitney	Natural Synergy Day Spa	Owner	250 586 1772 (w)	info@synergydayspa.ca	
DIRECTOR	Dave Willie	Black & White Party Rentals	Owner	250-954-1401 (w)	dave@bwparty.com	
PAST PRESIDENT	Gary Child	Pacific Brimm Coffee & Tea Company	Owner		gary@pacificbrimm.com	Policy
CITY COUNCIL REP	Sue Powell	The City of Parksville	Councillor		kfsue@shaw.ca	
EXECUTIVE DIRECTOR	Kim Burden			250-248-3613 (w)	kim@parkvillechamber.com	

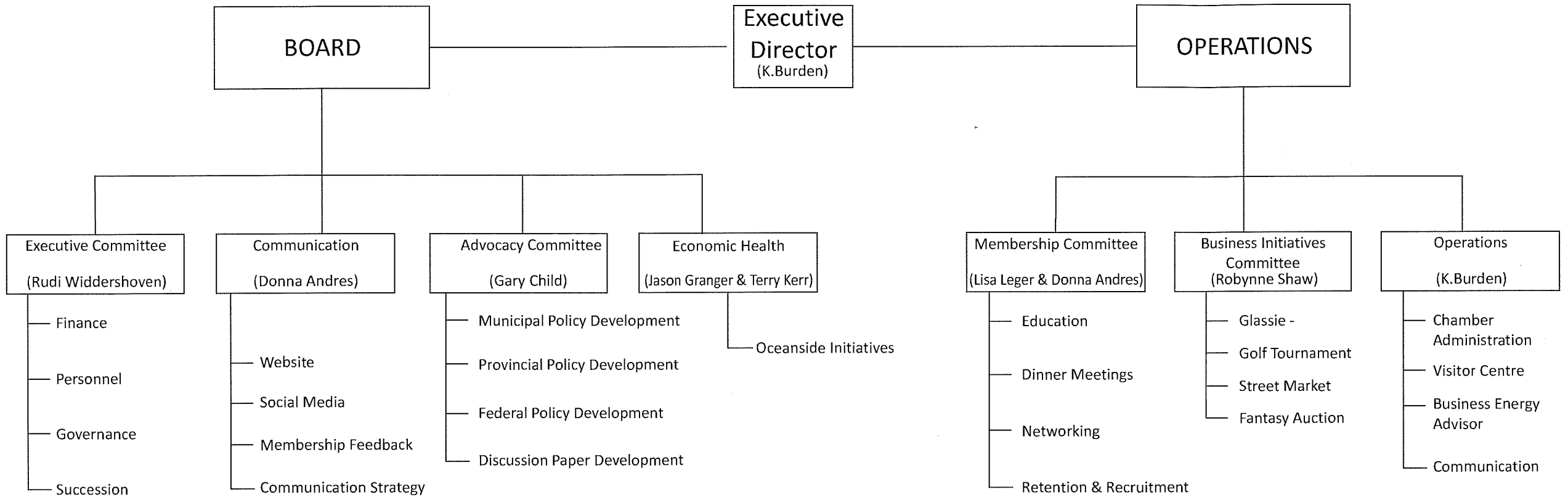


LEADING THE WAY...

Parksville & District
Chamber of Commerce

**A Single Voice... Dedicated
to the Prosperity of
Our Business Community**

Parksville & District Chamber of Commerce Organization Chart



Appendix 2: Qualicum Beach Airport Fuel Spill Containment at Aircraft Refuelling Pumps Proposal

Summary Evaluation

Proponent: Town of Qualicum Beach
Amount Requested: \$15,000
Summary: Construction of spill containments and stormwater treatment works at the aircraft refuelling station at the Qualicum Beach Airport.
Eligibility: Minor Capital is an eligible cost.
Priority Areas: ***Tourism and Recreation:*** Though Minor Capital projects are not identified as a priority for Tourism and Recreation, eligible costs that support a priority area can be funded.

Evaluation Criteria:

Project Viability:	Yes	No/ NA
Clear and well-defined project	✓	
Strong potential for success	✓	
Realistic goals	✓	
Sufficient information provided	✓	
Financial and Administrative Feasibility:	Yes	No/ NA
Realistic budget with clearly identified capacity to undertake work	✓	
Evidence that the funds will be well managed	✓	
Demonstration of other funding sources	✓	
New and Unique:	Yes	No/ NA
Unique component is evident in the project – the work is not already being attempted		NA
The proposal does not replicate an existing event, program or project		NA
Support will not compete with existing businesses or generate unfair competition for small or local businesses	✓	
Economic Benefit:	Yes	No/ NA
Demonstrates quantifiable economic benefits to the participating communities		NA
Leads to increased economic activity or employment in the participating communities	✓	
Will attract business and investment to the Northern Communities of the RDN	✓	
Community Support:	Yes	No/ NA
Well-articulated community benefit;	✓	
Demonstrates partnership with the community or other organizations	✓	
Addresses priorities identified in the context of a community vision (Official Community Plan, Regional Growth Strategy or Board Strategic Plan)	✓	

Project Area: PARKSVILLE QB EA 'E' EA 'F' EA 'G' EA 'H'

Recommendation:



TOWN OF QUALICUM BEACH

INCORPORATED 1942

201 - 660 Primrose St.
P.O. Box 130
Qualicum Beach, B.C.
V9K 1S7

Telephone: (250) 752-6921
Fax: (250) 752-1243
E-mail: qbtown@qualicumbeach.com
Website: www.qualicumbeach.com

April 27, 2012

Email: nced@rdn.bc.ca

Northern Community Economic Development Program
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

Dear Select Committee:

Enclosed is the application by the Town of Qualicum Beach for funding through the Northern Community Economic Development Program for the Qualicum Beach Airport.

This application is the first of the annual \$15,000. submissions for funding under the Northern Economic Development function as per the agreed upon yearly allocation to offset the Town's ongoing contribution to the watershed requisition.

We look forward to your approval of our 2012 application so that we can proceed with this statutorily required work on the fuel system at the Qualicum Beach Airport. The Airport is a key piece of infrastructure for the economic development and sustainability of the northern region and we appreciate your support.

Yours truly,

Trudy Coates
Corporate Administrator

/tc

c: Councillor Dave Willie
Mark Brown, CAO
Allan Cameron, Superintendent of Public Works, Parks & Bldgs.

N:\Letters\2012\NCED QB Airport Grant Application.docx
File: 1850.50 RDN NCED QB Airport

NAME OF ORGANIZATION: Town of Qualicum Beach		AMOUNT REQUESTED: \$15,000.00
MAILING ADDRESS: 201 - 660 Primrose Street PO Box 130 Qualicum Beach, BC V9K 1S7		
CONTACT PERSON: Trudy Coates, Corporate Administrator Airport Manager	TELEPHONE NUMBER: 250-738-2202 FAX NUMBER: 250-752-1243	E-MAIL ADDRESS: tcoates@qualicumbeach.com

PROJECT TITLE: Qualicum Beach Airport Fuel Spill Containment at Aircraft Refuelling Pumps (AVGAS and Jet A)
PROJECT DESCRIPTION: Effective June 2012, it is a statutory Federal requirement (Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulation) to have spill containment at the Qualicum Beach Airport. The project is to install fuel spill containment and storm water treatment for the aircraft refuelling pumps at the Qualicum Beach Airport. Both AVGAS and Jet A refuelling pumps are in separate locations on the apron adjacent to the Terminal. The existing pavement will be altered to collect storm water runoff and spilled fuel into two new catch basins and pipe installation to an oil and sediment separator sized to treat stormwater runoff by removing pollutants through gravity separation and flotation then piped out to existing ditch. (Please attach any supporting materials and documents produced as a result of the project.)
PROJECT AREA (SELECT ALL THAT APPLY): <input type="checkbox"/> PARKSVILLE <input checked="" type="checkbox"/> QUALICUM BEACH <input type="checkbox"/> EA 'E' <input type="checkbox"/> EA 'F' <input type="checkbox"/> EA 'G' <input type="checkbox"/> EA 'H'
DESCRIBE IN DETAIL WHAT THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT FUNDS WILL BE USED FOR: Pavement \$11,150.00 (+taxes) Separator \$10,452.12 (including taxes) Construction Permit \$ 1,000.00 Pipe, catch basins, labour \$12,500.00 TOTAL: \$35,102.12 (Please attach additional pages as necessary.)
LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER SOURCES: Nil. (Transport Canada was consulted and met with Town staff on site, but advised that the project was not eligible for ACAP funding.) The additional funds required beyond the \$15,000 grant, will be funded by Town of Qualicum Beach taxpayers to the benefit of the region. (Please attach additional pages as necessary.)

Please Note: The Regional District of Nanaimo is subject to the provisions of *The Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

EXPLAIN HOW YOUR PROJECT SUPPORTS THE PRINCIPLES AND PRIORITY AREAS OF THE PROGRAM:

The Airport creates regional benefits in a variety of ways from scheduled flights to helicopter and fixed wing charter, to search and rescue, forest fire fighting response, medevac and Angel flights, recreation, tourism and weather reporting. See attached report listing regional uses, primary and secondary benefits. It is an environmentally responsible measure to install fuel spill containment. The Airport cannot operate a fuel system without installation of the fuel spill containment; the Airport will not be viable without a fuel system for purchase by pilots. Retaining an Airport in Qualicum Beach supports the priority to attract more visitors and supports the forest industry.

(Please attach additional pages as necessary.)

LIST ANY MEASURABLE ECONOMIC BENEFITS OR OTHER OUTCOMES THAT WILL RESULT FROM THIS PROJECT:

Economic benefits or other outcomes include the continued availability of fuel at the Qualicum Beach Airport, which enables continued flights to and from the region. The volume of fuel purchased and sold is measurable. The number of passengers is measurable. Our challenge is measuring the other secondary benefits: the jobs, the visitors, the businesses that ship via the Airport, the utility companies that serve the region through corporate aircraft via our airport, etc.

(Please attach additional pages as necessary.)

PLEASE PROVIDE THE FOLLOWING SUPPLEMENTAL MATERIAL:

- An Organizational Chart illustrating the structure of your organization, including Directors and volunteers.
- A copy of a bank statement showing your organization's name and address.
- A copy of your organization's financial statements for the current year and one year prior.
- A copy of your organization's budget for the current year and one year prior.
- Any supporting materials you consider necessary to communicate your project idea.

<p>SIGNATURE</p> 	<p>DATE:</p> <p>April 27, 2012</p>
---	---

By signing here, you confirm that you have read the Program Guide and that you are signing on behalf of an eligible applicant.

SUBMIT HARD COPIES TO: **NORTHERN COMMUNITY ECONOMIC DEVELOPMENT PROGRAM**
REGIONAL DISTRICT OF NANAIMO
6300 HAMMOND BAY ROAD
V9T 6N2

SUBMIT DIGITAL COPIES TO: nced@rdn.bc.ca

OFFICE USE ONLY:	
DATE RECEIVED:	RECEIVED BY:
COMMENTS:	
FUNDING AWARDED: <input type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT AWARDED:

Please Note: The Regional District of Nanaimo is subject to the provisions of *The Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

Qualicum Beach Airport, owned and operated by the Town of Qualicum Beach, is eligible to apply for up to \$15,000 annually of the \$50,000 annual requisition through the RDN Northern Community Economic Development Service Establishing Bylaw that established an economic development service, starting in 2012. Qualicum Beach Airport benefits the region:

- Airport tenants: of the 67 Airport tenants (tiedowns, leases, etc.) 12 are from Qualicum Beach while 55 are from other locations (e.g. 11 from Parksville, 22 from RDN, 6 from Nanaimo, and 18 from other locations outside of the region)
- As a major transportation mode, providing easy access to the region for a variety of purposes, for example the following regularly fly into CAT4:
 - Scheduled airline (KD Air) transporting 8,000+ passengers annually (residents, visitors, and business people) to and from the region
 - Charter flights transporting visitors and business people, and freight, to and from the region
 - Helicopter companies on charter flights, in addition to the tenant Sunwest Helicopter
 - Base for helicopters providing contract services to naval base at Nanoose
 - RCMP
 - Canadian Coast Guard
 - Department of National Defence
 - Forest fire fighting purposes (including practice)
 - Medevac - the BC Ambulance Service regularly fly into CAT4 picking up medevacs from the region
 - Angel Flights - local pilots (residents of Nanoose Bay, Qualicum Beach, Parksville, etc.) fly residents of the region to medical appointments in the Lower Mainland or Victoria. At times residents of neighbouring regions also fly through CAT4, e.g. Port Hardy, Port Alberni and Powell River, due to weather
 - 442 Search and Transport Squadron (uses it for training purposes with a few other military exercises - Canada/US - involving fuel bowsers for refueling have been observed - and at times CSIS)
 - Special event aircraft, e.g. annually on Remembrance Day, a WWII Harvard from Langley flies to Qualicum Beach and participates in the fly past activities above six mid-island ceremonies
 - Pilots who wish to attend special events, e.g. the Airport Appreciation Day, or other special events in the communities in the region
 - Telus with their Turbo Beaver (weekly usage)
 - Canadian IFR from Boundary Bay Airport for practice instrument training (weekly usage)
 - Flying schools visiting the area
 - Pilots with aircraft of all types and sizes that land to purchase fuel at the Airport - this is an important safety factor, and secondary benefit (to fuel supplier/delivery employees, etc.)
 - Seasonal residents who are pilots and fly in during their part time residency in the region, but park as 'transients' at the Airport, and therefore, are not included in the tenant count
- Through services provided at the Airport, for example, residents and businesses of the region, regularly visit the Airport :
 - To eat at the restaurant
 - To take flying lessons
 - To have aircraft repaired
 - Including members of the Nanaimo Flying Club who report regular visits to Qualicum Beach
- Providing Environment Canada weather reports - as a federal weather station, this information is used by news media, other agencies, and businesses that are weather dependent
- As a recreation location
- Providing tourist information - there is brochure rack in the Terminal
- Other secondary benefits, e.g. employees of the businesses based at the Airport, who live and shop in the region

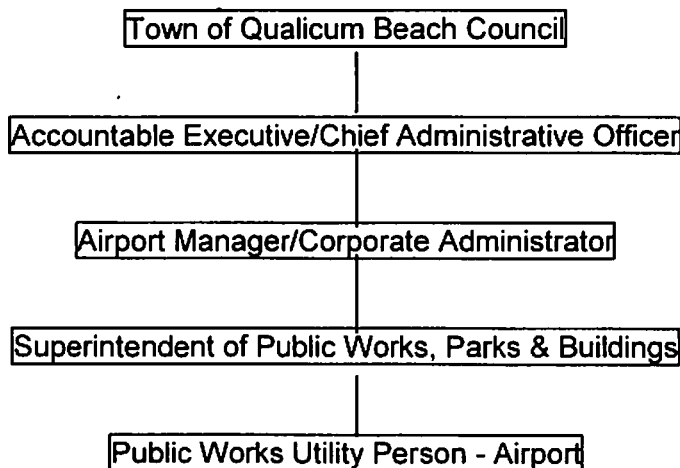
of Qualicum Beach Municipal Office, Post Office Box 130, 201 – 660 Primrose Street, Qualicum Beach V9K 1S7, or telephone 250.752.6921 or 250.738.2202. Outside of the APM’s regular hours of operation, messages may be left on either number. Callers may be connected to an after hours call centre by calling 250.752.6921 who will in turn call the Superintendent of Public Works, Parks and Buildings, or designate, for the Town of Qualicum Beach. In case of an EMERGENCY ONLY, call 911.

Operational control is maintained by daily inspection of the airport by Town staff. As well, tenants and customers of the Airport contact the Airport Manager with service requests and reports, including information as to prevailing conditions at the airport, all of which augment observations by Town staff working at locations in close proximity to the airport.

Emergency / Incident Response

- In the event of an emergency, call 911. Emergencies are also reported to the Airport Manager during regular business hours and to the Superintendent of Public Works, Parks and Buildings outside of normal business hours, through the after hours call centre. The Incident Command System is used to manage emergency response in accordance with BCERMS and the Emergency Response Plan (See Appendix E for further details).

2.1.2 Organizational Chart



2.1.3 Duties and Responsibilities

Airport Manager

The position of Airport Manager (APM) is held by the Corporate Administrator as appointed by the Town of Qualicum Beach to administer and oversee airport operations. Caretaking and maintenance shall be the responsibility of the Superintendent of Public Works, Parks & Buildings. All contact should be made through the APM at the Town of Qualicum Beach Municipal Office, Post Office



ROYAL BANK OF CANADA
 P.O. BAG SERVICE 2650
 CALGARY AB T2P 2M7

Business Account Statement

January 31, 2012 to February 29, 2012

RBBDA11050_2771372 E D 04670 00100
 TOWN OF QUALICUM BEACH
 C/-RBC #4670
 133 WEST 2ND AVE BOX490
 QUALICUM BEACH BC V9K 1T1

How to reach us:

Please contact your RBC Banking representative or call
 1-800-Royal®2-0
 (1-800-769-2520)
www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

Royal Bank of Canada
 133 WEST 2ND AVE-PO BOX 490, QUALICUM BEACH, BC V9K 1T1

Opening balance on January 31, 2012	\$3,409,180.32
Total deposits & credits (57)	+ 371,411.04
Total cheques & debits (267)	- 1,259,947.80
Closing balance on February 29, 2012	= \$2,520,643.56

**Town of Qualicum Beach
Airport Operating Revenues and Expenditures**

Apr 30/12

	2012 Budget	2011 Budget	2011 Actual	2010 Actual
Operating Revenues				
Tie Down Fees	8,000	6,463	8,124	7,830
Hangar/Terminal Lease Fees	77,885	69,100	78,778	68,365
Blanket Landing Fees	2,000	3,232	2,029	2,298
Head Tax	25,000	30,606	27,314	21,345
Aviation Fuel Sales	230,000	190,000	212,254	186,027
Less Aviation Fuel Expenses	-220,000	-175,762	-224,424	-170,471
Miscellaneous Airport Revenue	1,000	1,000	1,150	860
Total Net Revenue	123,885	124,639	105,224	116,253
Operating Expenditures				
Airport Transport	53,467	54,710	49,826	78,497
Airport Staff & Terminal Bld	70,000	69,536	66,319	73,503
Internal Equipment Charges	21,000	20,861	19,896	20,522
Internal Admin Overhead	18,520	18,637	17,422	18,272
Total Operating Expenditures	162,987	163,744	153,462	190,794
Sub Total Operating (Loss)	-39,102	-39,105	-48,238	-74,541

TOWN OF QUALICUM BEACH
FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2011

TOWN OF QUALICUM BEACH
FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2011

Management's Responsibility Report	S1
Independent Auditors' Report	S2
Statements	
1 Consolidated Statement of Financial Position	S3
2 Consolidated Statement of Operations	S4
3 Consolidated Statement of Changes in Net Financial Assets	S5
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C Receipts and Disbursements of Gas Tax Agreement	S10
D Consolidated Segment Disclosure by Service	S11
E Consolidated Tangible Capital Assets	S12

**TOWN OF QUALICUM BEACH
MANAGEMENT RESPONSIBILITY REPORT
2011 FINANCIAL STATEMENTS**

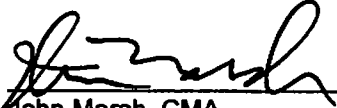
The preparation of these Financial Statements is the responsibility of management. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Finance Committee of Council. The Finance Committee meets with the external auditors two times per year.

The external auditors, McGorman MacLean, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the Town's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Finance Committee of Council.

On behalf of the Town of Qualicum Beach



John Marsh, CMA
Financial Administrator/Deputy CAO



Teunis Westbroek
Mayor

INDEPENDENT AUDITORS' REPORT

S2

To the Mayor and Council of the
Town of Qualicum Beach

Report on Financial Statements

We have audited the accompanying consolidated statement of financial position of the Town of Qualicum Beach as at December 31, 2011 and the consolidated statements of operations, changes in net financial 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 Public Sector Accounting Standards, 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.

Auditors' 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 from 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 auditors' 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, these consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2011 and the results of its operations for the year then ended in accordance with Canadian public sector accounting standards.

CHARTERED ACCOUNTANTS

Parksville, Canada
March 12, 2012

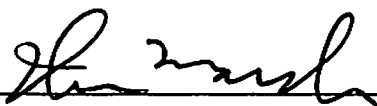
TOWN OF QUALICUM BEACH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2011

S3
STATEMENT 1

	2011	2010
FINANCIAL ASSETS		
Cash and cash equivalents (note 2)	\$ 4,368,984	\$ 4,786,369
Accounts receivable (note 3)	1,825,340	2,139,433
Deposit	-	238,141
	<u>6,194,324</u>	<u>7,163,943</u>
FINANCIAL LIABILITIES		
Accounts payable (note 4)	620,248	1,121,256
Accrued employee benefits	523,940	553,628
Deferred revenue	886,532	882,523
Performance bonds and deposits	257,944	408,408
Deferred revenue - capital (note 5)	1,087,726	1,124,018
Long term debt (note 6)	107,734	188,533
Capital lease obligation (note 7)	450,000	-
	<u>3,934,124</u>	<u>4,278,366</u>
NET FINANCIAL ASSETS	<u>2,260,200</u>	<u>2,885,577</u>
NON-FINANCIAL ASSETS		
Inventories	107,016	132,000
Prepaid expenses	15,372	4,603
Tangible capital assets (note 8)	110,270,369	108,233,880
	<u>110,392,757</u>	<u>108,370,483</u>
ACCUMULATED SURPLUS (notes 9 and 10)	<u>\$ 112,652,957</u>	<u>\$ 111,256,060</u>

Contingent liabilities and commitments (note 11)

Approved:


 _____ Financial Administrator

TOWN OF QUALICUM BEACH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2011

S4
STATEMENT 2

	<u>2011</u> <u>Budget</u> <u>(unaudited)</u>	<u>2011</u> <u>Actual</u>	<u>2010</u> <u>Actual</u>
REVENUE			
Net taxation	\$ 7,419,559	\$ 7,435,821	\$ 7,155,351
Water and sewer rates	1,244,943	1,312,289	1,324,466
Sale of services	499,614	594,743	192,905
Other revenue from own sources	1,009,180	1,231,987	1,066,320
Government transfers	2,134,487	2,002,510	2,166,116
Gain on disposal of tangible capital assets	1,047,000	566,627	95,161
Contribution of tangible capital assets	-	112,256	60,000
Transfer from deferred revenue - capital	231,000	231,000	160,000
	<u>13,585,783</u>	<u>13,487,233</u>	<u>12,220,319</u>
EXPENSES			
General government services	1,761,267	1,690,954	1,590,438
Protective services	1,900,604	1,746,615	1,704,534
Transportation services	4,306,108	4,369,011	4,214,672
Environmental health services	589,576	521,615	481,865
Water services	1,080,739	1,111,974	1,068,251
Sewer services	340,802	322,571	326,052
Public health services	43,618	39,011	51,045
Planning and development services	623,422	686,664	660,878
Parks and recreational services	1,658,630	1,601,921	1,748,255
	<u>12,304,766</u>	<u>12,090,336</u>	<u>11,845,990</u>
ANNUAL SURPLUS	1,281,017	1,396,897	374,329
ACCUMULATED SURPLUS AT BEGINNING OF YEAR	<u>111,256,060</u>	<u>111,256,060</u>	<u>110,881,731</u>
ACCUMULATED SURPLUS AT END OF YEAR	<u>\$ 112,537,077</u>	<u>\$ 112,652,957</u>	<u>\$ 111,256,060</u>

TOWN OF QUALICUM BEACH
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
AS AT DECEMBER 31, 2011

S5
STATEMENT 3

	<u>2011 Budget (unaudited)</u>	<u>2011 Actual</u>	<u>2010 Actual</u>
ANNUAL SURPLUS	\$ 1,281,017	\$ 1,396,897	\$ 374,329
Acquisition of tangible capital assets	(6,235,017)	(5,244,639)	(2,679,649)
Amortization of tangible capital assets	3,100,000	2,966,778	2,867,236
Proceeds on sale of tangible capital assets	-	807,999	331,809
Gain on disposal of tangible capital assets	-	(566,627)	(95,161)
	<u>(3,135,017)</u>	<u>(2,036,489)</u>	<u>424,235</u>
Acquisition (consumption) of supplies inventories	-	24,984	(22,600)
Consumption of prepaid expenses	-	(10,769)	(653)
	<u>-</u>	<u>14,215</u>	<u>(23,253)</u>
CHANGE IN NET FINANCIAL ASSETS	(1,854,000)	(625,377)	775,311
NET FINANCIAL ASSETS BEGINNING OF YEAR	<u>2,808,926</u>	<u>2,885,577</u>	<u>2,110,266</u>
NET FINANCIAL ASSETS END OF YEAR	<u>\$ 954,926</u>	<u>\$ 2,260,200</u>	<u>\$ 2,885,577</u>

TOWN OF QUALICUM BEACH
CONSOLIDATED STATEMENT OF CASH FLOWS
AS AT DECEMBER 31, 2011

S6
STATEMENT 4

	2011	2010
CASH PROVIDED BY OPERATIONS		
Annual surplus	\$ 1,396,897	\$ 374,329
Items not involving cash:		
Amortization	2,966,778	2,867,236
Gain on disposal of tangible capital assets	(566,627)	(95,161)
Change in non-cash operating working capital:		
Decrease (increase)		
Accounts receivable	314,093	(1,208,764)
Deposit	238,141	(238,141)
Prepaid expenses	(10,769)	(653)
Inventories	24,984	(22,600)
Increase (decrease)		
Accounts payable	(501,008)	192,536
Accrued employee benefits	(29,688)	58,853
Deferred revenue	(36,292)	19,101
Performance bonds and deposits	(150,464)	177,836
Deferred revenue - capital	4,009	(73,303)
	3,650,054	2,051,268
FINANCING ACTIVITIES		
Decrease in long term debt	(80,799)	(80,800)
Increase (decrease) in capital lease obligation	450,000	(93,916)
	369,201	(174,716)
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(5,244,639)	(2,679,649)
Proceeds on sale of tangible capital assets	807,999	331,809
	(4,436,640)	(2,347,840)
DECREASE IN CASH AND CASH EQUIVALENTS	(417,385)	(471,288)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	4,786,369	5,257,657
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 4,368,984	\$ 4,786,369
SUPPLEMENTARY CASH FLOW INFORMATION:		
Cash paid for interest	\$ -	\$ 1,244

**TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2011**

S7

The Town of Qualicum Beach was incorporated on May 5, 1942 under the provisions of the Local Government Act of British Columbia. The Town's principal activities include the provision of services to residents of Qualicum Beach. These include general government services, protective services, transportation services, environmental services, development services and parks and recreation services.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of presentation

Consolidated financial statements have been prepared in accordance with the recommendation of the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants. The consolidated statement of financial position includes all assets and liabilities of the Town.

(b) Cash and cash equivalents

Cash and cash equivalents are comprised of cash on hand, demand deposits and short-term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

(c) Non financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the assets. The cost, less the residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

	<u>Years</u>
Buildings and structures	50
Infrastructure - utilities	50 - 80
Infrastructure - transportation	20 - 75
Infrastructure - land improvements	25 - 75
Equipment	7 - 20

Amortization is charged over the asset's useful life commencing with the year of acquisition. No amortization is charged in the year of disposal.

Inventories

Inventories are recorded at the lower of cost and net realizable value.

(d) Principles of consolidation

These financial statements include accounts of all funds of the Town. Inter-fund transactions and balances have been eliminated.

**TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2011**

S7

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) Basis of accounting

Except as noted below, the basis of accounting followed in the financial statement presentation is the accrual basis and includes revenue in the period in which the transactions or events occurred that gave rise to the revenue, and expenses in the period the goods and services are acquired and a liability is incurred or transfers are due.

Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the Town discharges the obligations that led to the collection of funds.

Revenues or receipts with respect to capital which are subject to external restrictions, are deferred and reported as deferred revenue capital. Revenue is recognized when qualifying expenses are incurred.

Government transfers are recognized in the consolidated financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

(f) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the amounts of assets and liabilities, disclosure of contingent assets and liabilities and the reported amounts of revenue and expenses.

In 2009, the Town's implementation of the Public Sector Accounting Handbook section 3150 has required management to make estimates of historical cost and useful lives of tangible capital assets. Actual results may differ from these estimates.

2. RESTRICTED CASH AND INVESTMENTS

Included in financial assets are cash and cash equivalents of \$179,762 that are invested on behalf of the cemetery trust fund. These funds may only be used for the upkeep and care of the cemetery and burial plots.

3. ACCOUNTS RECEIVABLE

	<u>2011</u>	<u>2010</u>
Property taxes	\$ 388,793	\$ 416,448
Water rates	186,345	196,711
Sewer rates	109,066	110,925
Solid waste	145,845	123,000
Receivable from federal government	83,740	127,990
Receivable from provincial government	851,235	1,098,200
Trade receivables	60,316	66,159
	<u>\$ 1,825,340</u>	<u>\$ 2,139,433</u>

**TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2011**

S7

4. ACCOUNTS PAYABLE

	<u>2011</u>	<u>2010</u>
Trade payables	\$ 324,207	\$ 710,434
Payable to federal government	214,486	215,494
Payable to provincial government	44,821	89,085
Accrued debenture interest	369	369
Holdbacks payable	36,365	105,874
	<u>\$ 620,248</u>	<u>\$ 1,121,256</u>

5. DEFERRED REVENUE - CAPITAL

	<u>Off street parking</u>	<u>Development cost charges</u>	<u>Total</u>
Balance at beginning of the year	\$ 106,398	\$ 1,017,620	\$ 1,124,018
Additions	71,300	229,199	300,499
Refunds	-	(117,730)	(117,730)
Transfers to revenue	-	(231,000)	(231,000)
Interest	1,700	10,239	11,939
	<u>\$ 179,398</u>	<u>\$ 908,328</u>	<u>\$ 1,087,726</u>

Deferred revenue - capital includes statutory reserves set up by bylaw under the authority of the Community Charter which are required to be spent for the purposes specified in the Community Charter.

6. LONG TERM DEBT

	<u>2011</u>	<u>2010</u>
Term loan, payable \$6,733 monthly, principal only, to April 1, 2013	\$ 107,734	\$ 188,533

Principal due over the next two years on long term debt is as follows:

2012	\$ 80,800
2013	26,934
	<u>\$ 107,734</u>

**TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2011**

S7

7. CAPITAL LEASE OBLIGATION

	<u>2011</u>	<u>2010</u>
Capital lease, payable \$10,945 monthly, including principal and interest at prime less 1% and applicable sales tax, maturing December 2015	<u>\$ 450,000</u>	<u>\$ -</u>

Future minimum lease payments net of imputed interest for the next four years are approximately as follows:

2012	\$ 108,935
2013	111,460
2014	113,710
2015	115,895

8. TANGIBLE CAPITAL ASSETS

	<u>Historical Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>
<u>2011</u>			
Land	\$ 31,911,701		\$ 31,911,701
Buildings and structures	21,270,554	\$ 5,964,593	15,305,961
Equipment	5,105,952	2,493,025	2,612,927
Infrastructure	101,931,784	41,492,004	60,439,780
	<u>\$160,219,991</u>	<u>\$ 49,949,622</u>	<u>\$ 110,270,369</u>

	<u>Historical Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>
<u>2010</u>			
Land	\$ 30,507,276		\$ 30,507,276
Buildings and structures	19,750,509	\$ 5,530,621	14,219,888
Equipment	4,398,880	2,570,566	1,828,314
Infrastructure	100,936,938	39,258,536	61,678,402
	<u>\$155,593,603</u>	<u>\$ 47,359,723</u>	<u>\$ 108,233,880</u>

TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2011

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9. ACCUMULATED SURPLUS

	<u>2011</u>	<u>2010</u>
<u>Reserves and Surpluses</u>		
Equipment reserve fund	\$ 49,305	\$ 48,818
Property reserve fund	254,922	527,165
Park land reserve fund	40,910	40,504
Park improvements reserve fund	83,529	82,702
Cemetery reserve fund	185,012	179,673
Arrowsmith water reserve	23,908	23,908
Buildings reserve account	56,000	56,000
Affordable housing reserve account	60,000	-
General surplus	1,016,795	1,016,796
Water surplus	994,754	1,059,960
Sewer surplus	175,187	175,187
	<u>2,940,322</u>	<u>3,210,713</u>
Tangible capital assets (net of debt) (note 10)	<u>109,712,635</u>	<u>108,045,347</u>
Total accumulated surplus	<u>\$ 112,652,957</u>	<u>\$ 111,256,060</u>

10. INVESTMENT IN TANGIBLE CAPITAL ASSETS

	<u>2011</u>	<u>2010</u>
Investment in tangible capital assets, beginning of year	\$ 108,045,347	\$ 108,294,866
Add: Capital expenditures	5,244,639	2,679,649
Reduction in long term debt	-	174,716
Less: Amortization	(2,966,778)	(2,867,236)
Increase in long term debt	(369,201)	-
Net book value of asset disposals	(241,372)	(236,648)
Investment in tangible capital assets, end of the year	<u>\$ 109,712,635</u>	<u>\$ 108,045,347</u>

**TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2011**

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11. CONTINGENT LIABILITIES AND COMMITMENTS

- a) Regional District - the Town is responsible, as a member of the Regional District of Nanaimo and of the Nanaimo Regional Hospital District, for its proportion of any operating deficits or capital debt related to functions in which it participates.
- b) Municipal Pension Plan - the Town and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including the investment of assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The Plan has about 163,000 active members and approximately 60,000 retired members. Active members include approximately 35,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of plan funding. The most recent valuation as at December 31, 2009 indicated an unfunded liability of \$1,024 million for basic pension benefits. The next actuarial valuation will be performed as at December 31, 2012 with results available in 2013. The actuary does not attribute portions of the surplus/unfunded liability to individual employers. Contributions to the plan were:

	2011		2010
Employer portion	\$ 286,919	\$	259,508
Employee portion	262,591		240,104
	\$ 549,510	\$	499,612

- c) Municipal Insurance Association of British Columbia - the Town is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Town, along with other participants, would be required to contribute towards the deficit.
- d) Other contingent liabilities consisting of routine claims will be accounted for as an expense in the period in which the costs are incurred. It is not possible to determine the Town's liability, if any, with respect to these other matters.
- e) Commitments - The Town rents equipment under operating leases which expire on February 28, 2012 and May 28, 2016. The amount due under these leases to the date of expiry is \$14,130.

**TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2011**

S7

12. SEGMENT DISCLOSURE BY SERVICE

The Town of Qualicum Beach is a diversified municipal government that provides a wide range of services to its residents. The following is a description of the types of services included in each of the main segments of the Town's financial statements:

General Government Services

Services related to general corporate and legislative governance and administration as well as human resources, information technology and financial management.

Protective Services

Services related to providing fire protection, bylaw enforcement and building inspection to the Town, as well as the Town's share of expenses related to providing policing.

Transportation Services

Services related to the delivery of municipal public works services including the development and maintenance of roadway systems, street lighting, and other public works and engineering related services.

Environmental Services

Services related to the collection of garbage and chipping as well as environmental testing and monitoring. It also includes services related to the delivery of water, sanitary sewer removal and the planning, development and maintenance of the Town's water and sewer infrastructure.

Developmental Services

Services related to planning for development and for improving quality of life and sustainability initiatives.

Parks and Recreation Services

Services related to the development and maintenance of parks and trails, municipal landscaping, and providing and maintaining recreation and cultural buildings.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 1. For additional information see the Consolidated Schedule of Segment Disclosure by Service (Schedule D).

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF REVENUES
YEAR ENDED DECEMBER 31, 2011

	<u>2011</u> <u>Budget</u> <u>(unaudited)</u>	<u>2011</u> <u>Actual</u>	S8 <u>SCHEDULE A</u> <u>2010</u> <u>Actual</u>
NET TAXATION			
Taxes collected for municipal purposes			
General	\$ 6,282,674	\$ 6,289,727	\$ 5,994,870
Parcel tax - water	786,000	775,605	774,165
Parcel tax - sewer	157,200	158,935	158,655
1% utility tax	125,050	131,976	129,063
	<u>7,350,924</u>	<u>7,356,243</u>	<u>7,056,753</u>
Taxes collected for other governments			
Education	4,530,000	4,530,743	4,582,480
Regional District of Nanaimo	3,050,000	3,047,604	2,995,757
Nanaimo Regional Hospital District	437,000	437,595	439,050
Vancouver Island Regional Library	356,000	356,425	336,819
B.C. Assessment Authority	133,600	133,439	138,670
Municipal Finance Authority	400	414	404
	<u>8,507,000</u>	<u>8,506,220</u>	<u>8,493,180</u>
Less taxes paid to other governments	<u>(8,507,000)</u>	<u>(8,505,111)</u>	<u>(8,472,040)</u>
	<u>-</u>	<u>1,109</u>	<u>21,140</u>
Grants-in-lieu of taxes			
Federal government	14,000	13,857	13,571
Taxes paid to other governments	(7,377)	(7,729)	(7,714)
B.C. Hydro	51,250	60,557	59,817
Permissive tax exemptions	10,762	11,784	11,784
	<u>68,635</u>	<u>78,469</u>	<u>77,458</u>
	<u>\$ 7,419,559</u>	<u>\$ 7,435,821</u>	<u>\$ 7,155,351</u>
WATER AND SEWER RATES			
Water user rates	\$ 851,570	\$ 873,800	\$ 905,873
Water connection fees	7,000	27,774	10,700
Sewer user rates	379,373	401,715	398,143
Sewer connection fees	7,000	9,000	9,750
	<u>\$ 1,244,943</u>	<u>\$ 1,312,289</u>	<u>\$ 1,324,466</u>
SALE OF SERVICES			
Public Works	\$ 15,500	\$ 33,924	\$ 28,247
Solid waste pickup	451,000	529,145	123,000
Cemetery	33,114	31,674	41,658
	<u>\$ 499,614</u>	<u>\$ 594,743</u>	<u>\$ 192,905</u>

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF REVENUES (continued)
YEAR ENDED DECEMBER 31, 2011

S8
SCHEDULE A
2010
Actual

	2011	2011	
	Budget	Actual	
	(unaudited)		
OTHER REVENUE FROM OWN SOURCES			
Licences and permits	\$ 173,482	\$ 217,368	\$ 187,802
Leases and rentals	327,610	361,278	355,230
Interest on investments	65,000	44,557	35,763
Interest on property taxes	59,937	57,365	61,391
Miscellaneous - operating	89,332	126,966	107,796
Contributions and other	20,000	156,694	63,318
Airport services	110,401	117,394	100,698
Community Hall	26,438	26,388	24,244
Civic Centre	136,980	123,977	130,078
	<u>\$ 1,009,180</u>	<u>\$ 1,231,987</u>	<u>\$ 1,066,320</u>
GOVERNMENT TRANSFERS			
Operating			
Revenue sharing grants	\$ 463,000	\$ 631,210	\$ 134,434
Fire protection	76,236	95,610	84,950
Community parks and other	113,325	108,095	133,239
Other grants	10,000	85,424	217,070
	<u>662,561</u>	<u>920,339</u>	<u>569,693</u>
Capital			
Infrastructure	1,193,333	803,684	1,317,910
Federal gas tax revenue	278,593	278,487	278,513
	<u>1,471,926</u>	<u>1,082,171</u>	<u>1,596,423</u>
	<u>\$ 2,134,487</u>	<u>\$ 2,002,510</u>	<u>\$ 2,166,116</u>
OTHER CAPITAL REVENUE			
Gain on disposal of tangible capital assets	\$ 1,047,000	\$ 566,627	\$ 95,161
Contributions of tangible capital assets	-	112,256	60,000
Transfer from deferred revenue - capital	231,000	231,000	160,000
	<u>\$ 1,278,000</u>	<u>\$ 909,883</u>	<u>\$ 315,161</u>
TOTAL REVENUE	<u>\$ 13,585,783</u>	<u>\$ 13,487,233</u>	<u>\$ 12,220,319</u>
SUMMARY OF REVENUE			
Operating revenue	\$ 10,815,857	\$ 11,338,485	\$ 10,245,417
Capital and other revenue	2,769,926	2,148,748	1,974,902
	<u>\$ 13,585,783</u>	<u>\$ 13,487,233</u>	<u>\$ 12,220,319</u>

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF EXPENSES
YEAR ENDED DECEMBER 31, 2011

S9
SCHEDULE B
2010
Actual

	<u>2011</u> <u>Budget</u> <u>(unaudited)</u>	<u>2011</u> <u>Actual</u>	
GENERAL GOVERNMENT SERVICES			
Legislative	\$ 113,500	\$ 116,538	\$ 113,636
Grants-in-aid	88,467	87,432	87,432
Office and ground maintenance	191,455	178,745	141,753
Administrative	1,165,903	1,119,559	1,075,550
Other	<u>90,697</u>	<u>103,672</u>	<u>89,410</u>
	1,650,022	1,605,946	1,507,781
Fiscal services	45,245	21,515	22,482
Tangible capital assets amortization	<u>66,000</u>	<u>63,493</u>	<u>60,175</u>
	<u>\$ 1,761,267</u>	<u>\$ 1,690,954</u>	<u>\$ 1,590,438</u>
PROTECTIVE SERVICES			
RCMP	\$ 1,025,000	\$ 856,059	\$ 839,978
Fire department	512,465	529,483	529,780
Other	<u>318,139</u>	<u>317,782</u>	<u>293,176</u>
	1,855,604	1,703,324	1,662,934
Tangible capital assets amortization	<u>45,000</u>	<u>43,291</u>	<u>41,600</u>
	<u>\$ 1,900,604</u>	<u>\$ 1,746,615</u>	<u>\$ 1,704,534</u>
TRANSPORTATION SERVICES			
P/W administration and yard	\$ 534,554	\$ 522,758	\$ 490,340
Roads and drainage	700,619	865,871	817,357
Airport	393,249	322,568	322,471
Less fuel sales	(283,240)	(212,254)	(186,027)
Street lighting	130,905	135,883	130,491
Equipment	<u>522,021</u>	<u>526,526</u>	<u>511,107</u>
	1,998,108	2,161,352	2,085,739
Tangible capital assets amortization	<u>2,308,000</u>	<u>2,207,659</u>	<u>2,128,933</u>
	<u>\$ 4,306,108</u>	<u>\$ 4,369,011</u>	<u>\$ 4,214,672</u>
ENVIRONMENTAL HEALTH SERVICES			
Waste removal	\$ 563,576	\$ 484,926	\$ 232,044
Solid waste landfill	8,000	10,454	11,625
Other solid waste	<u>18,000</u>	<u>26,235</u>	<u>238,196</u>
	<u>\$ 589,576</u>	<u>\$ 521,615</u>	<u>\$ 481,865</u>

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF EXPENSES (continued)
YEAR ENDED DECEMBER 31, 2011

	<u>2011</u> <u>Budget</u> <u>(unaudited)</u>	<u>2011</u> <u>Actual</u>	S9 <u>SCHEDULE B</u> <u>2010</u> <u>Actual</u>
WATER SERVICES			
Water maintenance	\$ 733,739	\$ 780,952	\$ 744,550
Water tangible capital assets amortization	<u>347,000</u>	<u>331,022</u>	<u>323,701</u>
	<u>\$ 1,080,739</u>	<u>\$ 1,111,974</u>	<u>\$ 1,068,251</u>
SEWER SERVICES			
Sewer maintenance	\$ 180,802	\$ 168,649	\$ 176,017
Sewer tangible capital assets amortization	<u>160,000</u>	<u>153,922</u>	<u>150,035</u>
	<u>\$ 340,802</u>	<u>\$ 322,571</u>	<u>\$ 326,052</u>
PUBLIC HEALTH SERVICES			
Cemetery	<u>\$ 43,618</u>	<u>\$ 39,011</u>	<u>\$ 51,045</u>
PLANNING DEVELOPMENT SERVICES			
Planning and zoning	\$ 283,719	\$ 281,477	\$ 291,845
Community development	<u>339,703</u>	<u>405,187</u>	<u>369,033</u>
	<u>\$ 623,422</u>	<u>\$ 686,664</u>	<u>\$ 660,878</u>
PARKS AND RECREATIONAL SERVICES			
Recreation	\$ 10,613	\$ 4,908	\$ 3,832
Community Hall	69,217	47,619	67,217
Civic Centre	423,782	357,949	444,684
Parks buildings	166,362	201,674	161,391
Beach maintenance	60,119	57,061	61,322
Parks and landscaping	<u>754,537</u>	<u>765,319</u>	<u>847,017</u>
	1,484,630	1,434,530	1,585,463
Tangible capital assets amortization	<u>174,000</u>	<u>167,391</u>	<u>162,792</u>
	<u>\$ 1,658,630</u>	<u>\$ 1,601,921</u>	<u>\$ 1,748,255</u>
TOTAL EXPENDITURES	<u>\$ 12,304,766</u>	<u>\$ 12,090,336</u>	<u>\$ 11,845,990</u>
SUMMARY OF EXPENDITURES			
Operating costs	\$ 9,159,521	\$ 9,102,043	\$ 8,956,272
Fiscal services	45,245	21,515	22,482
Amortization	<u>3,100,000</u>	<u>2,966,778</u>	<u>2,867,236</u>
	<u>\$ 12,304,766</u>	<u>\$ 12,090,336</u>	<u>\$ 11,845,990</u>

TOWN OF QUALICUM BEACH
SCHEDULE OF RECEIPTS AND DISBURSEMENTS OF GAS TAX AGREEMENT
YEAR ENDED DECEMBER 31, 2011

	<u>2011</u>	<u>S10 SCHEDULE C 2010</u>
Gas Tax Agreement Funds		
Opening balance	\$ (59,363)	\$ (337,876)
Add: Amount received during the year	278,487	278,513
Less: Amount spent on projects	<u>(900,206)</u>	<u>-</u>
	<u>\$ (681,082)</u>	<u>\$ (59,363)</u>

The federal gas tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Municipality and the Union of British Columbia Municipalities. Gas tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

**TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE
DECEMBER 31, 2011**

S11
SCHEDULE D

	Consolidated		General Government Services		Protective Services		Transportation Services		Environmental Services		Development Services		Parks & Recreation Services	
	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010
	Revenue													
Not taxation	\$ 7,435,821	\$ 7,155,351	\$ 6,501,282	\$ 6,222,531					\$ 834,539	\$ 832,820				
Sale of services	1,907,032	1,517,372	-	-			\$ 13,495	\$ 20,201	1,875,912	1,491,525	\$ 17,825	\$ 4,338	\$ -	\$ 1,310
Other operating revenue	1,231,987	1,066,320	616,781	493,743	\$ 224,107	\$ 184,628	117,394	115,288	-	-	84,640	59,969	189,065	202,692
Government transfers	2,002,510	2,166,116	560,638	113,219	166,183	106,165	85,423	156,766	1,082,171	1,287,862	-	-	108,095	502,104
Gain on disposal of assets	568,027	95,161	568,027	95,101	-	-	-	-	-	-	-	-	-	-
Other capital revenue	343,256	220,000	112,256	-	-	-	231,000	25,000	-	135,000	-	-	-	60,000
	<u>13,487,233</u>	<u>12,220,319</u>	<u>8,357,584</u>	<u>6,924,654</u>	<u>390,290</u>	<u>300,793</u>	<u>447,312</u>	<u>317,255</u>	<u>3,892,822</u>	<u>3,847,207</u>	<u>102,265</u>	<u>64,305</u>	<u>297,160</u>	<u>766,106</u>
Expenses														
Wages and salaries	4,918,485	4,983,483	952,487	892,949	687,006	688,953	1,170,739	1,134,646	732,798	715,842	355,748	344,867	1,019,707	1,206,226
Goods and services	4,183,558	3,972,789	653,459	614,632	1,016,318	973,981	990,613	951,093	777,429	737,635	330,916	316,011	414,823	379,237
Amortization	2,988,778	2,867,238	63,483	60,175	43,291	41,600	2,207,659	2,128,933	484,944	473,736	-	-	187,391	162,792
Fiscal services	21,515	22,482	21,515	22,482	-	-	-	-	-	-	-	-	-	-
	<u>12,090,336</u>	<u>11,845,990</u>	<u>1,690,954</u>	<u>1,590,438</u>	<u>1,746,615</u>	<u>1,704,534</u>	<u>4,369,011</u>	<u>4,214,672</u>	<u>1,995,171</u>	<u>1,927,213</u>	<u>686,664</u>	<u>660,878</u>	<u>1,601,921</u>	<u>1,748,255</u>
Annual surplus (deficit)	<u>\$ 1,396,897</u>	<u>\$ 374,329</u>	<u>\$ 6,666,630</u>	<u>\$ 5,334,216</u>	<u>\$ (1,356,325)</u>	<u>\$ (1,403,741)</u>	<u>\$ (3,921,699)</u>	<u>\$ (3,897,417)</u>	<u>\$ 1,897,451</u>	<u>\$ 1,919,994</u>	<u>\$ (584,399)</u>	<u>\$ (596,574)</u>	<u>\$ (1,304,761)</u>	<u>\$ (982,149)</u>

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
DECEMBER 31, 2011

S12
SCHEDULE E

	Land	Buildings	Equipment	Water	Sewer	Drainage	Roads	Other	Parks	Total
COST										
Opening Balance (Jan 1, 2010)	\$ 30,831,352	\$ 18,343,723	\$ 4,138,288	\$ 13,809,502	\$ 9,310,870	\$ 16,760,725	\$ 41,377,591	\$ 17,465,385	\$ 1,473,928	\$ 153,311,364
Add: 2010 Additions	-	1,406,788	448,308	-	-	68,341	36,344	719,870	-	2,679,649
Less: 2010 Disposals	(124,076)	-	(167,716)	(4,588)	-	(17,720)	-	(63,310)	-	(397,410)
Closing Balance (Dec. 31, 2010)	30,507,276	19,750,509	4,398,880	13,804,914	9,310,870	16,811,346	41,413,935	18,121,945	1,473,928	155,593,603
Add: 2011 Additions	1,494,925	1,520,045	1,134,136	332,830	550	435,887	83,382	242,884	-	5,244,639
Less: 2011 Disposals	(90,500)	-	(427,084)	-	-	-	-	(100,887)	-	(618,251)
Closing Balance (Dec. 31, 2011)	31,911,701	21,270,554	5,105,952	14,137,744	9,311,420	17,247,233	41,497,317	18,264,142	1,473,928	160,219,991
ACCUMULATED AMORTIZATION										
Opening Balance (Jan 1, 2010)		5,122,037	2,444,928	4,008,557	3,930,664	4,520,852	17,827,804	6,086,758	711,651	44,653,249
Add: 2010 Amortization		408,584	262,178	186,350	155,181	294,844	1,160,614	368,254	31,231	2,867,236
Less: 2010 Disposals		-	(136,538)	-	-	(6,497)	-	(17,727)	-	(160,762)
Closing Balance (Dec 31, 2010)		5,530,621	2,570,566	4,194,907	4,085,845	4,809,199	18,988,418	6,437,285	742,882	47,359,723
Add: 2011 Amortization		433,972	296,541	201,983	155,190	302,109	1,168,510	372,498	35,975	2,966,778
Less: 2011 Disposals		-	(374,082)	-	-	-	-	(2,797)	-	(376,879)
Closing Balance (Dec 31, 2011)		5,964,593	2,493,025	4,396,890	4,241,035	5,111,308	20,156,928	6,806,986	778,857	49,949,822
Net Book Value, Dec 31, 2010	\$ 30,507,276	\$ 14,219,668	\$ 1,828,314	\$ 9,610,007	\$ 5,225,025	\$ 12,002,147	\$ 22,425,517	\$ 11,684,660	\$ 731,046	\$ 108,233,880
Net Book Value, Dec 31, 2011	\$ 31,911,701	\$ 15,305,961	\$ 2,612,927	\$ 9,740,854	\$ 5,070,385	\$ 12,135,925	\$ 21,340,389	\$ 11,457,156	\$ 695,071	\$ 110,270,369

TOWN OF QUALICUM BEACH
FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2010

TOWN OF QUALICUM BEACH
FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2010

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**TOWN OF QUALICUM BEACH
MANAGEMENT RESPONSIBILITY REPORT
2010 FINANCIAL STATEMENTS**

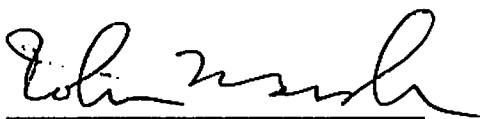
The preparation of these Financial Statements is the responsibility of management. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Finance Committee of Council. The Finance Committee meets with the external auditors two times per year.

The external auditors, McGorman MacLean, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the Town's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Finance Committee of Council.

On behalf of the Town of Qualicum Beach



John Marsh, CMA
Financial Administrator/Deputy CAO



Teunis Westbroek
Mayor

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the
Town of Qualicum Beach

Report on Financial Statements

We have audited the accompanying consolidated statement of financial position of the Town of Qualicum Beach as at December 31, 2010 and the consolidated statements of operations, changes in net financial 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 Public Sector Accounting Standards, 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.

Auditors' 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 from material misstatement.

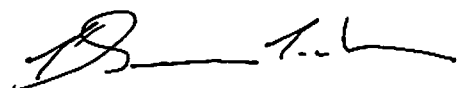
An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or 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, these consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2010 and the results of its operations for the year then ended in accordance with Canadian public sector accounting standards.



CHARTERED ACCOUNTANTS

Parksville, Canada
June 13, 2011

TOWN OF QUALICUM BEACH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2010

S3
STATEMENT 1

	2010	2009
FINANCIAL ASSETS		
Cash and cash equivalents (note 2)	\$ 4,786,369	\$ 5,257,657
Accounts receivable (note 3)	2,139,433	930,669
Deposit	238,141	-
	7,163,943	6,188,326
FINANCIAL LIABILITIES		
Accounts payable (note 4)	1,121,256	928,720
Accrued employee benefits	553,628	494,775
Deferred revenue	882,523	955,826
Performance bonds and deposits	408,408	230,572
Deferred revenue - capital (note 5)	1,124,018	1,104,917
Long term debt (note 6)	188,533	269,333
Capital lease obligation (note 7)	-	93,916
	4,278,366	4,078,060
NET FINANCIAL ASSETS	2,885,577	2,110,266
NON-FINANCIAL ASSETS		
Inventories	132,000	109,400
Prepaid expenses	4,603	3,950
Tangible capital assets (note 8)	108,233,880	108,658,115
	108,370,483	108,771,465
ACCUMULATED SURPLUS (note 9)	\$ 111,256,060	\$ 110,881,731

Contingent liabilities and commitments (note 11)

Approved:


 _____ Financial Administrator

TOWN OF QUALICUM BEACH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2010

S4
STATEMENT 2

	<u>2010</u> <u>Budget</u> <u>(unaudited)</u>	<u>2010</u> <u>Actual</u>	<u>2009</u> <u>Actual</u>
REVENUE			
Net taxation	\$ 7,111,042	\$ 7,155,351	\$ 6,842,348
Water and sewer rates	1,270,152	1,324,466	1,365,626
Sale of services	234,806	192,905	74,471
Other revenue from own sources	964,777	1,066,320	1,112,668
Government transfers	2,700,353	2,166,116	1,876,108
Gain on disposal of tangible capital assets	1,040,000	95,161	2,316
Contribution of tangible capital assets	-	60,000	-
Transfer from deferred revenue - capital	410,000	160,000	156,642
	<u>13,731,130</u>	<u>12,220,319</u>	<u>11,430,180</u>
EXPENSES			
General government services	1,694,252	1,590,438	1,739,151
Protective services	1,755,423	1,704,534	1,606,217
Transportation services	4,117,607	4,214,672	4,363,761
Environmental health services	391,114	481,865	244,553
Water services	1,052,560	1,068,251	1,114,117
Sewer services	332,433	326,052	338,509
Public health services	42,763	51,045	33,311
Planning and development services	608,683	660,878	673,807
Parks and recreational services	1,647,881	1,748,255	1,637,135
	<u>11,642,716</u>	<u>11,845,990</u>	<u>11,750,560</u>
ANNUAL SURPLUS (DEFICIT)	2,088,414	374,329	(320,380)
ACCUMULATED SURPLUS AT BEGINNING OF YEAR	<u>110,881,731</u>	<u>110,881,731</u>	<u>111,202,111</u>
ACCUMULATED SURPLUS AT END OF YEAR	<u>\$ 112,970,145</u>	<u>\$ 111,256,060</u>	<u>\$ 110,881,731</u>

TOWN OF QUALICUM BEACH
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
AS AT DECEMBER 31, 2010

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STATEMENT 3

	<u>2010 Budget (unaudited)</u>	<u>2010 Actual</u>	<u>2009 Actual</u>
ANNUAL SURPLUS (DEFICIT)	\$ 2,088,414	\$ 374,329	\$ (320,380)
Acquisition of tangible capital assets	(6,350,500)	(2,679,649)	(2,268,714)
Amortization of tangible capital assets	2,900,000	2,867,236	2,965,576
Proceeds on sale of tangible capital assets	-	331,809	16,550
Gain on disposal of tangible capital assets	-	(95,161)	(2,316)
	<u>(3,450,500)</u>	<u>424,235</u>	<u>711,096</u>
Acquisition (consumption) of supplies inventory	-	(22,600)	17,800
Acquisition (consumption) of prepaid expense	-	(653)	5,227
	<u>-</u>	<u>(23,253)</u>	<u>23,027</u>
CHANGE IN NET FINANCIAL ASSETS	(1,362,086)	775,311	413,743
NET FINANCIAL ASSETS BEGINNING OF YEAR	<u>2,110,266</u>	<u>2,110,266</u>	<u>1,696,523</u>
NET FINANCIAL ASSETS END OF YEAR	<u>\$ 748,180</u>	<u>\$ 2,885,577</u>	<u>\$ 2,110,266</u>

TOWN OF QUALICUM BEACH
CONSOLIDATED STATEMENT OF CASH FLOWS
AS AT DECEMBER 31, 2010

\$6
STATEMENT 4

	2010	2009
CASH PROVIDED BY OPERATIONS		
Annual surplus (deficit)	\$ 374,329	\$ (320,380)
Items not involving cash:		
Amortization	2,867,236	2,965,576
Gain on disposal of tangible capital assets	(95,161)	(2,316)
Change in non-cash operating working capital:		
Decrease (increase)		
Accounts receivable	(1,208,764)	(149,917)
Deposit	(238,141)	-
Prepaid expenses	(653)	5,227
Inventories	(22,600)	17,800
Increase (decrease)		
Accounts payable	192,536	172,356
Accrued employee benefits	58,853	(3,960)
Deferred revenue	19,101	(28,109)
Performance bonds and deposits	177,836	17,336
Deferred revenue - capital	(73,303)	(169,007)
	<u>2,051,268</u>	<u>2,504,606</u>
FINANCING ACTIVITIES		
Decrease in long term debt	(80,800)	(80,800)
Decrease in capital lease obligation	(93,916)	(103,116)
	<u>(174,716)</u>	<u>(183,916)</u>
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(2,679,649)	(2,268,714)
Proceeds on sale of tangible capital assets	331,809	16,550
	<u>(2,347,840)</u>	<u>(2,252,164)</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(471,288)	68,526
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>5,257,657</u>	<u>5,189,131</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 4,786,369</u>	<u>\$ 5,257,657</u>
SUPPLEMENTARY CASH FLOW INFORMATION:		
Cash paid for interest	<u>\$ 1,244</u>	<u>\$ 613</u>

**TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2010**

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The Town of Qualicum Beach was incorporated on May 5, 1942 under the provisions of the Local Government Act of British Columbia. The Town's principal activities include the provision of services to residents of Qualicum Beach. These include general government services, protective services, transportation services, environmental services, development services and parks and recreation services.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of presentation

Consolidated financial statements have been prepared in accordance with the recommendation of the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants. The consolidated statement of financial position includes all assets and liabilities of the Town.

(b) Cash and cash equivalents

Cash and cash equivalents are comprised of cash on hand, demand deposits and short-term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

(c) Non financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the assets. The cost, less the residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

	<u>Years</u>
Buildings and structures	50
Infrastructure - utilities	50 - 80
Infrastructure - transportation	20 - 75
Infrastructure - land improvements	25 - 75
Equipment	7 - 20

Amortization is charged over the asset's useful life commencing with the year of acquisition. No amortization is charged in the year of disposal.

Inventories

Inventories are recorded at the lower of cost and net realizable value.

(d) Principles of consolidation

These financial statements include accounts of all funds of the Town. Inter-fund transactions and balances have been eliminated.

**TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2010**

S7

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) Basis of accounting

Except as noted below, the basis of accounting followed in the financial statement presentation is the accrual basis and includes revenue in the period in which the transactions or events occurred that gave rise to the revenue, and expenses in the period the goods and services are acquired and a liability is incurred or transfers are due.

Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the Town discharges the obligations that led to the collection of funds.

Grants, contributions and other amounts received, which are subject to external restrictions, are deferred and reported as deferred revenue capital. Revenue is recognized when qualifying expenses are incurred.

Government transfers are recognized in the consolidated financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

(f) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the amounts of assets and liabilities, disclosure of contingent assets and liabilities and the reported amounts of revenue and expenses.

In 2009, the Town's implementation of the Public Sector Accounting Handbook section 3150 has required management to make estimates of historical cost and useful lives of tangible capital assets. Actual results may differ from these estimates.

2. RESTRICTED CASH AND INVESTMENTS

Included in financial assets are cash and cash equivalents of \$174,478 that are invested on behalf of the cemetery trust fund. These funds may only be used for the upkeep and care of the cemetery and burial plots.

TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2010

S7

3. ACCOUNTS RECEIVABLE

	2010	2009
Property Taxes	\$ 416,448	\$ 258,184
Water Rates	196,711	180,755
Sewer Rates	110,925	102,599
Solid Waste	123,000	-
Receivable from federal government	127,990	84,453
Receivable from provincial government	1,098,200	215,350
Trade Receivables	66,159	89,328
	<u>\$ 2,139,433</u>	<u>\$ 930,669</u>

4. ACCOUNTS PAYABLE

	2010	2009
Trade payables	\$ 710,434	\$ 623,588
Payable to federal government	215,494	243,989
Payable to provincial government	89,085	58,201
Accrued debenture interest	369	369
Holdbacks payable	105,874	2,573
	<u>\$ 1,121,256</u>	<u>\$ 928,720</u>

5. DEFERRED REVENUE - CAPITAL

	Off street parking	Development cost charges	Total
Balance at beginning of the year	\$ 55,598	\$ 1,049,319	\$ 1,104,917
Additions	50,000	273,234	323,234
Refunds	-	(153,049)	(153,049)
Transfers to revenue	-	(160,000)	(160,000)
Interest	800	8,116	8,916
	<u>\$ 106,398</u>	<u>\$ 1,017,620</u>	<u>\$ 1,124,018</u>

Deferred revenue - capital includes statutory reserves set up by bylaw under the authority of the Community Charter which are required to be spent for the purposes specified in the Community Charter.

6. LONG TERM DEBT

	2010	2009
<u>General</u>		
Term loan, payable \$6,733 monthly, principal only, to April 1, 2013	<u>\$ 188,533</u>	<u>\$ 269,333</u>

Principal due over the next three years on long term debt is as follows:

2011	\$ 80,800
2012	80,800
2013	26,933
	<u>\$ 188,533</u>

TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2010

S7

7. CAPITAL LEASE OBLIGATION

	2010	2009
Capital lease, payable \$9,163 monthly, including principal and interest at prime less 1% and goods and services taxes, maturing December 2010	\$ -	\$ 93,916

8. TANGIBLE CAPITAL ASSETS

	Historical Cost	Accumulated Amortization	Net Book Value
2010			
Land	\$ 30,507,276		\$ 30,507,276
Buildings and Structures	19,750,509	\$ 5,530,621	14,219,888
Equipment	4,398,880	2,570,566	1,828,314
Infrastructure	100,936,938	39,258,536	61,678,402
	\$ 155,593,603	\$ 47,359,723	\$ 108,233,880

	Historical Cost	Accumulated Amortization	Net Book Value
2009			
Land	\$ 30,631,352		\$ 30,631,352
Buildings and Structures	18,343,723	\$ 5,122,037	13,221,686
Equipment	4,138,288	2,444,926	1,693,362
Infrastructure	100,198,001	37,086,286	63,111,715
	\$ 153,311,364	\$ 44,653,249	\$ 108,658,115

9. ACCUMULATED SURPLUS

	2010	2009
<u>Reserves and Surpluses</u>		
Equipment reserve fund	\$ 48,818	\$ 48,249
Property reserve fund	527,165	236,599
Park land reserve fund	40,504	120,903
Park improvements reserve fund	82,702	81,883
Cemetery reserve fund	179,673	174,392
Arrowsmith water reserve	23,908	20,620
Buildings reserve account	56,000	56,000
General surplus	1,016,796	663,072
Water surplus	1,059,960	1,009,960
Sewer surplus	175,187	175,187
	3,210,713	2,586,865
Tangible capital assets (net of debt) (note 10)	108,045,347	108,294,866
Total accumulated surplus	\$ 111,256,060	\$ 110,881,731

TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2010

S7

10. INVESTMENT IN TANGIBLE CAPITAL ASSETS

	<u>2010</u>	<u>2009</u>
Investment in tangible capital assets, beginning of the year	\$ 108,294,866	\$ 108,822,046
add: capital expenditures	2,679,649	2,268,714
reduction in long term debt	174,716	183,916
less: amortization	(2,867,236)	(2,965,576)
net book value of asset disposals	<u>(236,648)</u>	<u>(14,234)</u>
Investment in tangible capital assets, end of the year	<u>\$ 108,045,347</u>	<u>\$ 108,294,866</u>

11. CONTINGENT LIABILITIES AND COMMITMENTS

- a) Regional District - the Town is responsible, as a member of the Regional District of Nanaimo and of the Nanaimo Regional Hospital District, for its proportion of any operating deficits or capital debt related to functions in which it participates.
- b) Municipal Pension Plan - the Town and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including the investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The Plan has about 163,000 active members and approximately 60,000 retired members. Active members include approximately 35,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of plan funding. The most recent valuation as at December 31, 2009 indicated an unfunded liability of \$1,024 million for basic pension benefits. The next actuarial valuation will be performed as at December 31, 2012 with results available in 2013. The actuary does not attribute portions of the surplus/unfunded liability to individual employers. Contributions to the plan were:

	<u>2010</u>	<u>2009</u>
Employer portion	\$ 259,508	\$ 236,443
Employee portion	<u>240,104</u>	<u>219,709</u>
	<u>\$ 499,612</u>	<u>\$ 456,152</u>

- c) Municipal Insurance Association of British Columbia - the Town is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Town, along with other participants, would be required to contribute towards the deficit.
- d) Other contingent liabilities consisting of routine claims will be accounted for as an expense in the period in which the costs are incurred. It is not possible to determine the Town's liability, if any, with respect to these other matters.
- e) Commitments - The Town rents equipment under an operating lease which expires on February 28, 2012. The amount due under this lease to the date of expiry is \$3,089.

**TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2010**

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12. SEGMENT DISCLOSURE BY SERVICE

The Town of Qualicum Beach is a diversified municipal government that provides a wide range of services to its residents. The following is a description of the types of services included in each of the main segments of the Town's financial statements:

General Government Services

Services related to general corporate and legislative governance and administration as well as human resources, information technology and financial management.

Protective Services

Services related to providing fire protection, bylaw enforcement and building inspection to the Town, as well as the Town's share of expenses related to providing policing.

Transportation Services

Services related to the delivery of municipal public works services including the development and maintenance of roadway systems, street lighting, and other public works and engineering related services.

Environmental Services

Services related to the collection of garbage and chipping as well as environmental testing and monitoring. It also includes services related to the delivery of water, sanitary sewer removal and the planning, development and maintenance of the Town's water and sewer infrastructure.

Developmental Services

Services related to planning for development and for improving quality of life and sustainability initiatives.

Parks and Recreation Services

Services related to the development and maintenance of parks and trails, municipal landscaping, and providing and maintaining recreation and cultural buildings.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 1. For additional information see the Consolidated Segment Disclosure by Services (Schedule E).

**TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2010**

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13. ANNUAL BUDGET

The financial statements include the 2010 annual budget as approved by Council on December 7, 2009 adjusted for items that do not affect revenues and expenses.

Total revenue as per December 7, 2009 adopted bylaw no. 647	\$ 15,295,216
- remove internal reserve funds transfer	(1,564,086)
	<u>13,731,130</u>
Total expenses as per December 7, 2009 adopted bylaw no. 647	15,295,216
- capital expenditures on property purchase	(6,350,500)
- principal payments on debt	(188,000)
- remove internal reserve funds transfer	(14,000)
- amortization expense	2,900,000
	<u>11,642,716</u>
Budgeted excess revenues over expenses	<u>\$ 2,088,414</u>

14. COMPARATIVE FIGURES

Certain 2009 comparative figures have been changed to reflect financial statement presentation adopted in the current year.

**TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF REVENUES
YEAR ENDED DECEMBER 31, 2010**

S8
SCHEDULE A
2009
Actual

	<u>2010 Budget (unaudited)</u>	<u>2010 Actual</u>	<u>2009 Actual</u>
NET TAXATION			
Taxes collected for municipal purposes			
General	\$ 5,980,081	\$ 5,994,870	\$ 5,719,316
Parcel tax - water	785,000	774,165	768,565
Parcel tax - sewer	157,000	158,655	157,465
1% utility tax	<u>122,000</u>	<u>129,063</u>	<u>124,965</u>
	<u>7,044,081</u>	<u>7,056,753</u>	<u>6,770,310</u>
Taxes collected for other governments			
Education	4,576,000	4,582,480	4,485,797
Regional District of Nanaimo	2,985,000	2,995,757	2,653,974
Nanaimo Regional Hospital District	438,000	439,050	423,733
Vancouver Island Regional Library	337,000	336,819	330,770
B.C. Assessment Authority	134,000	138,670	134,104
Municipal Finance Authority	<u>1,000</u>	<u>404</u>	<u>403</u>
	<u>8,471,000</u>	<u>8,493,180</u>	<u>8,028,782</u>
Less taxes paid to other governments	<u>(8,471,000)</u>	<u>(8,472,040)</u>	<u>(8,029,521)</u>
	<u>-</u>	<u>21,140</u>	<u>(739)</u>
Grants-in-lieu of taxes			
Federal government	14,000	13,571	13,959
Taxes paid to other governments	(7,539)	(7,714)	(7,789)
B.C. Hydro	50,000	59,817	55,051
Permissive tax exemptions	<u>10,500</u>	<u>11,784</u>	<u>11,556</u>
	<u>66,961</u>	<u>77,458</u>	<u>72,777</u>
	<u>\$ 7,111,042</u>	<u>\$ 7,155,351</u>	<u>\$ 6,842,348</u>
WATER AND SEWER RATES			
Water user rates	\$ 871,702	\$ 905,873	\$ 967,406
Water connection fees	10,000	10,700	10,420
Sewer user rates	378,450	398,143	378,050
Sewer connection fees	<u>10,000</u>	<u>9,750</u>	<u>9,750</u>
	<u>\$ 1,270,152</u>	<u>\$ 1,324,466</u>	<u>\$ 1,365,626</u>
SALE OF SERVICES			
Public Works	\$ 34,500	\$ 28,247	\$ 26,131
Solid waste pickup	168,000	123,000	-
Cemetery	<u>32,306</u>	<u>41,658</u>	<u>48,340</u>
	<u>\$ 234,806</u>	<u>\$ 192,905</u>	<u>\$ 74,471</u>

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF REVENUES (continued)
YEAR ENDED DECEMBER 31, 2010

S8
SCHEDULE A
2009
Actual

	<u>2010 Budget (unaudited)</u>	<u>2010 Actual</u>	<u>2009 Actual</u>
OTHER REVENUE FROM OWN SOURCES			
Licences and permits	\$ 151,490	\$ 187,802	\$ 144,934
Leases and rentals	327,610	355,230	331,475
Interest on investments	60,000	35,763	29,893
Interest on property taxes	43,841	61,391	50,122
Miscellaneous - operating	106,762	107,796	54,834
Contributions and other	7,595	63,318	233,282
Airport services	107,972	100,698	102,083
Community Hall	25,793	24,244	28,895
Civic Centre	133,714	130,078	137,151
	<u>\$ 964,777</u>	<u>\$ 1,066,320</u>	<u>\$ 1,112,668</u>
GOVERNMENT TRANSFERS			
Operating			
Revenue sharing grants	\$ 134,000	\$ 134,434	\$ 797,231
Fire protection	75,110	84,950	77,740
Community parks and other	111,650	133,239	114,248
Other grants	10,000	217,070	71,791
	<u>330,760</u>	<u>569,693</u>	<u>1,061,010</u>
Capital			
Infrastructure	2,091,593	1,317,910	533,027
Federal gas tax revenue	278,000	278,513	282,071
	<u>2,369,593</u>	<u>1,596,423</u>	<u>815,098</u>
	<u>\$ 2,700,353</u>	<u>\$ 2,166,116</u>	<u>\$ 1,876,108</u>
OTHER CAPITAL REVENUE			
Gain on disposal of tangible capital assets	\$ 1,040,000	\$ 95,161	\$ 2,316
Contributions of tangible capital assets	-	60,000	-
Transfer from deferred revenue - capital	410,000	160,000	156,642
	<u>\$ 1,450,000</u>	<u>\$ 315,161</u>	<u>\$ 158,958</u>
TOTAL REVENUE	<u>\$ 13,731,130</u>	<u>\$ 12,220,319</u>	<u>\$ 11,430,180</u>
SUMMARY OF REVENUE			
Operating revenue	\$ 9,903,942	\$ 10,245,417	\$ 10,222,842
Capital and other revenue	3,827,188	1,974,902	1,207,338
	<u>\$ 13,731,130</u>	<u>\$ 12,220,319</u>	<u>\$ 11,430,180</u>

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF EXPENSES
YEAR ENDED DECEMBER 31, 2010

S9
SCHEDULE B
2009
Actual

	2010	2010	
	Budget	Actual	
	(unaudited)		
GENERAL GOVERNMENT SERVICES			
Legislative	\$ 110,000	\$ 113,636	\$ 110,662
Grants-in-aid	87,439	87,432	86,412
Office and ground maintenance	187,701	141,753	236,270
Administrative	1,127,662	1,075,550	1,136,897
Other	<u>88,527</u>	<u>89,410</u>	<u>92,081</u>
	1,601,329	1,507,781	1,662,323
Fiscal services	30,923	22,482	14,589
Tangible capital asset amortization	<u>62,000</u>	<u>60,175</u>	<u>62,239</u>
	<u>\$ 1,694,252</u>	<u>\$ 1,590,438</u>	<u>\$ 1,739,151</u>
PROTECTIVE SERVICES			
RCMP	\$ 900,000	\$ 839,978	\$ 820,510
Fire department	502,415	529,780	454,595
Other	<u>311,008</u>	<u>293,176</u>	<u>288,085</u>
	1,713,423	1,662,934	1,563,190
Tangible capital asset amortization	<u>42,000</u>	<u>41,600</u>	<u>43,027</u>
	<u>\$ 1,755,423</u>	<u>\$ 1,704,534</u>	<u>\$ 1,606,217</u>
TRANSPORTATION SERVICES			
P/W administration and yard	\$ 524,072	\$ 490,340	\$ 548,501
Roads and drainage	686,882	817,357	799,518
Airport	385,537	322,471	414,620
less fuel sales	(277,007)	(186,027)	(217,702)
Street lighting	128,338	130,491	122,215
Equipment	<u>511,785</u>	<u>511,107</u>	<u>494,658</u>
	1,959,607	2,085,739	2,161,810
Tangible capital asset amortization	<u>2,158,000</u>	<u>2,128,933</u>	<u>2,201,951</u>
	<u>\$ 4,117,607</u>	<u>\$ 4,214,672</u>	<u>\$ 4,363,761</u>
ENVIRONMENTAL HEALTH SERVICES			
Waste removal	\$ 329,772	\$ 232,044	\$ 142,968
Solid waste landfill	15,920	11,625	13,703
Other solid waste	<u>45,422</u>	<u>238,196</u>	<u>87,881</u>
	\$ 391,114	\$ 481,865	\$ 244,553

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF EXPENSES (continued)
YEAR ENDED DECEMBER 31, 2010

	2010 <u>Budget</u> (unaudited)	2010 <u>Actual</u>	S9 SCHEDULE B 2009 <u>Actual</u>
WATER SERVICES			
Water maintenance	\$ 727,560	\$ 744,550	\$ 751,314
Fiscal services	-	-	28,000
Water tangible capital asset amortization	<u>325,000</u>	<u>323,701</u>	<u>334,803</u>
	<u>\$ 1,052,560</u>	<u>\$ 1,068,251</u>	<u>\$ 1,114,117</u>
SEWER SERVICES			
Sewer maintenance	\$ 182,433	\$ 176,017	\$ 183,328
Sewer tangible capital asset amortization	<u>150,000</u>	<u>150,035</u>	<u>155,181</u>
	<u>\$ 332,433</u>	<u>\$ 326,052</u>	<u>\$ 338,509</u>
PUBLIC HEALTH SERVICES			
Cemetery	<u>\$ 42,763</u>	<u>\$ 51,045</u>	<u>\$ 33,311</u>
PLANNING DEVELOPMENT SERVICES			
Planning and zoning	\$ 216,153	\$ 291,845	\$ 245,626
Community development	<u>392,530</u>	<u>369,033</u>	<u>428,181</u>
	<u>\$ 608,683</u>	<u>\$ 660,878</u>	<u>\$ 673,807</u>
PARKS AND RECREATIONAL SERVICES			
Recreation	\$ 10,404	\$ 3,832	\$ 20,145
Community Hall	67,860	67,217	66,226
Civic Centre	445,471	444,684	429,449
Parks buildings	163,100	161,391	159,262
Beach maintenance	58,940	61,322	47,000
Parks and landscaping	<u>739,106</u>	<u>847,017</u>	<u>746,678</u>
	1,484,881	1,585,463	1,468,760
Tangible capital asset amortization	<u>163,000</u>	<u>162,792</u>	<u>168,375</u>
	<u>\$ 1,647,881</u>	<u>\$ 1,748,255</u>	<u>\$ 1,637,135</u>
TOTAL EXPENDITURES	<u>\$ 11,642,716</u>	<u>\$ 11,845,990</u>	<u>\$ 11,750,560</u>
SUMMARY OF EXPENDITURES			
Operating costs	\$ 8,711,793	\$ 8,956,272	\$ 8,742,395
Fiscal services	30,923	22,482	42,589
Amortization	<u>2,900,000</u>	<u>2,867,236</u>	<u>2,965,576</u>
	<u>\$ 11,642,716</u>	<u>\$ 11,845,990</u>	<u>\$ 11,750,560</u>

TOWN OF QUALICUM BEACH
SCHEDULE OF RECEIPTS AND DISBURSEMENTS OF GAS TAX AGREEMENT
YEAR ENDED DECEMBER 31, 2010

	<u>2010</u>	<u>S10 SCHEDULE C 2009</u>
Gas Tax Agreement Funds		
Opening balance	\$ (337,876)	\$ (250,862)
Add: Amount received during the year	278,513	282,071
Less: Amount spent on projects	<u>-</u>	<u>(369,085)</u>
	<u>\$ (59,363)</u>	<u>\$ (337,876)</u>

The federal gas tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Municipality and the Union of British Columbia Municipalities. Gas tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

**TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE
DECEMBER 31, 2010**

S11
SCHEDULE D

	Consolidated		General Government Services		Protective Services		Transportation Services		Environmental Services		Development Services		Parks & Recreation Services	
	2010	2009	2010	2009	2010	2009	2010	2009	2010	2009	2010	2009	2010	2009
	Revenue													
Net taxation	\$ 7,155,351	\$ 6,842,348	\$ 6,222,531	\$ 5,918,318					\$ 932,820	\$ 928,030				
Sale of services	1,517,372	1,440,098	-	-			\$ 20,201	\$ 23,553	1,491,525	1,413,987	\$ 4,338		\$ 1,310	\$ 2,578
Other operating revenue	1,088,320	1,112,888	493,743	455,628	\$ 194,628	\$ 149,980	115,288	189,221	-	-	59,969	\$ 99,382	202,882	218,477
Government transfers	2,166,116	1,876,108	113,219	713,057	108,165	161,914	158,786	377,428	1,287,882	423,427	-	8,000	502,104	182,284
Gain on disposal of assets	95,181	2,316	95,161	-	-	-	-	2,318	-	-	-	-	-	-
Other capital revenue	220,000	158,642	-	-	-	-	25,000	158,642	135,000	-	-	-	60,000	-
	<u>12,220,319</u>	<u>11,430,180</u>	<u>6,924,654</u>	<u>7,085,003</u>	<u>300,793</u>	<u>311,894</u>	<u>317,255</u>	<u>748,158</u>	<u>3,847,207</u>	<u>2,783,424</u>	<u>64,305</u>	<u>107,382</u>	<u>788,108</u>	<u>413,339</u>
Expenses														
Wages and salaries	4,983,463	4,529,900	892,949	873,898	688,953	634,570	1,134,846	1,009,101	715,842	678,103	344,867	306,765	1,208,226	1,028,665
Goods and services	3,972,789	4,212,495	814,832	788,827	973,981	828,820	951,093	1,152,708	737,835	533,403	316,011	387,042	379,237	442,095
Amortization	2,867,238	2,065,576	80,175	82,239	41,600	43,027	2,128,833	2,201,951	473,736	488,984	-	-	162,782	100,375
Fiscal services	22,482	42,589	22,482	14,589	-	-	-	-	-	28,000	-	-	-	-
	<u>11,845,980</u>	<u>11,760,560</u>	<u>1,590,438</u>	<u>1,739,151</u>	<u>1,704,534</u>	<u>1,608,217</u>	<u>4,214,872</u>	<u>4,363,760</u>	<u>1,927,213</u>	<u>1,730,490</u>	<u>680,878</u>	<u>673,807</u>	<u>1,748,255</u>	<u>1,637,135</u>
Annual surplus (deficit)	<u>\$ 374,329</u>	<u>\$ (320,380)</u>	<u>\$ 6,334,216</u>	<u>\$ 5,345,852</u>	<u>\$ (1,403,741)</u>	<u>\$ (1,284,323)</u>	<u>\$ (3,897,417)</u>	<u>\$ (3,914,802)</u>	<u>\$ 1,919,994</u>	<u>\$ 1,032,934</u>	<u>\$ (686,574)</u>	<u>\$ (686,445)</u>	<u>\$ (982,149)</u>	<u>\$ (1,223,796)</u>

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
DECEMBER 31, 2010

S12
SCHEDULE E

	Land	Buildings	Equipment	Water	Sewer	Drainage	Roads	Other	Parks	Total
Opening Balance (Jan 1, 2009)	\$ 30,631,352	\$ 18,285,179	\$ 3,818,130	\$ 13,386,577	\$ 9,310,870	\$ 16,760,725	\$ 40,238,787	\$ 17,465,385	\$ 1,169,369	\$ 151,066,374
Add: 2009 Additions	-	58,544	343,882	422,925	-	-	1,138,804	-	304,559	2,268,714
Less: 2009 Disposals	-	-	(23,724)	-	-	-	-	-	-	(23,724)
Closing Balance (Dec. 31, 2009)	<u>30,631,352</u>	<u>18,343,723</u>	<u>4,138,288</u>	<u>13,809,502</u>	<u>9,310,870</u>	<u>16,760,725</u>	<u>41,377,591</u>	<u>17,465,385</u>	<u>1,473,928</u>	<u>153,311,364</u>
Add: 2010 Additions	-	1,406,786	448,308	-	-	68,341	36,344	719,870	-	2,679,649
Less: 2010 Disposals	(124,076)	-	(187,716)	(4,588)	-	(17,720)	-	(63,310)	-	(397,410)
Closing Balance (Dec. 31, 2010)	<u>30,507,276</u>	<u>19,750,509</u>	<u>4,398,880</u>	<u>13,804,914</u>	<u>9,310,870</u>	<u>16,811,346</u>	<u>41,413,935</u>	<u>18,121,945</u>	<u>1,473,928</u>	<u>155,593,603</u>
ACCUMULATED AMORTIZATION										
Opening Balance (Jan 1, 2009)		4,768,076	2,194,232	3,804,496	3,775,483	4,227,123	16,493,482	5,763,337	670,934	41,697,163
Add: 2009 Amortization		353,961	260,184	204,061	155,181	293,729	1,334,322	323,421	40,717	2,965,576
Less: 2009 Disposals		-	(9,490)	-	-	-	-	-	-	(9,490)
Closing Balance (Dec 31, 2009)		<u>5,122,037</u>	<u>2,444,926</u>	<u>4,008,557</u>	<u>3,930,664</u>	<u>4,520,852</u>	<u>17,827,804</u>	<u>6,086,758</u>	<u>711,651</u>	<u>44,853,249</u>
Add: 2010 Amortization		408,584	262,178	186,350	155,181	294,844	1,160,614	368,254	31,231	2,867,236
Less: 2010 Disposals		-	(136,538)	-	-	(6,497)	-	(17,727)	-	(160,762)
Closing Balance (Dec 31, 2010)		<u>5,530,621</u>	<u>2,570,566</u>	<u>4,194,907</u>	<u>4,085,845</u>	<u>4,809,199</u>	<u>18,988,418</u>	<u>6,437,285</u>	<u>742,882</u>	<u>47,359,723</u>
Net Book Value, Dec 31, 2009	<u>\$ 30,631,352</u>	<u>\$ 13,221,686</u>	<u>\$ 1,693,362</u>	<u>\$ 9,800,945</u>	<u>\$ 5,380,206</u>	<u>\$ 12,239,873</u>	<u>\$ 23,549,787</u>	<u>\$ 11,378,627</u>	<u>\$ 762,277</u>	<u>\$ 108,658,115</u>
Net Book Value, Dec 31, 2010	<u>\$ 30,507,276</u>	<u>\$ 14,219,888</u>	<u>\$ 1,828,314</u>	<u>\$ 9,610,007</u>	<u>\$ 5,225,025</u>	<u>\$ 12,002,147</u>	<u>\$ 22,425,517</u>	<u>\$ 11,684,660</u>	<u>\$ 731,046</u>	<u>\$ 108,233,880</u>

Corix Water Products LP

#2 -2683 Moray Avenue
Courtenay, BC V9N 8M9
CANADA
Tel: 250-334-3200
Fax: 250-334-2973
www.corix.com

QUOTATION



Sales Quote Number: 1021205773
Sales Quote Date: 03/27/12
Page: 1

BILL TO	TOWN OF QUALICUM BEACH P.O. BOX 130 QUALICUM BEACH, BC V9K 1S7 CANADA Tel: 250-752-6921 Fax: 250-752-1243	SHIP TO	TOWN OF QUALICUM BEACH Allen Cameron Qualicum Beach Airport QUALICUM BEACH, BC CANADA
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CUST NO.	TOWQUABEA	CLOSING DATE		PROJECT	
TERMS	Net 30 days	ORDERED BY	Allen Cameron	ENGINEER	
SHIP VIA	Corix Water Products Truck	SALESPERSON	Blair Stanger	CUST JOB NO.	QUALICUM AIRPORT
SHIP METHOD	PREPAID	CREATOR	Blair Stanger	CUST JOB DESC	
F.O.B.					
PRINTED	BStanger	03/27/12	11:40 AM		

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
ZZWI-DRAINAGE	ADS WATER QUALITY UNIT	EA	1	9,332.25	9,332.25

Taxable Amount	Tax Exempt Amount	HST-BC (12%)	Subtotal:	9,332.25
9,332.25	0.00	1,119.87	Total Tax:	1,119.87
			Total:	10,452.12

Thank you for the opportunity to quote. This quote prepared for you by: Blair Stanger
Tel: 250- 334-3200 blair.stanger@corix.com

THIS QUOTATION IS VALID FOR THE IDENTIFIED CUSTOMER ONLY AND DOES NOT CONSTITUTE AN OFFER TO SELL. ALL QUOTATIONS ARE SUBJECT TO APPROVAL OF CREDIT. CORIX ACCEPTS NO RESPONSIBILITY FOR THE CORRECTNESS OR COMPLETENESS OF MATERIAL QUOTED. F.O.B. POINT & PRICES ARE BASED ON ALL ITEMS AND QUANTITIES QUOTED UNLESS OTHERWISE NOTED.

ALL PRICES ARE FIRM FOR ACCEPTANCE WITHIN 30 DAYS OF QUOTATION DATE



HAYLOCK BROS. PAVING LTD.

P.O. Box 9, Quallcum Beach, British Columbia V9K 1S7 • Telephone: (250) 248-8011/248-6313/390-9959
Plant and Office located at 1301 Alberni Highway, Parksville B.C. Fax: (250) 248-5150

Quotation and Work Order

January 26, 2012

To: **Town of Quallcum Beach**

Phone: **250-927-5003**

Attention: **Alan Cameron**

Email: **acameron@quallcum beach.com**

Re: Quallcum Beach Airport Fuel Spill Containment

We are pleased to quote unit prices for the above noted project.

Scope of Work

Regrade 2 areas near fueling stations to create swale. Supply of gravel by others.		
	+/- 170 m²	\$ 7.00 / m²
		\$ 1,190.00
Pave ONLY with 50 mm of Hot Mix Asphalt, 2 ft wide trench and 2 swale areas,		
	+/- 220 m²	\$ 44.00 / m²
		\$ 9,680.00
Pave 75 mm High Asphalt Drainage Curb,		
	+/- 14 m	\$ 20.00 / m
		\$ 280.00
Approximate Total		\$ 11,150.00

If there are any questions concerning this quote please call me at your convenience.


Note: **Due to current conditions with oil prices, prices are subject to change.
Sub-base and base by others. Any tight blading to be billed hourly.
Lap joints, Crack Sealing, Layout and Material Testing are not included.
Upon completion of work an on site measure-up will determine actual billing area.
Catch basins, manholes etc. are to be installed and adjusted by others if required.
This quote is based on 2 mobilizations, traffic control is not included.
HST will be added to the bill.

Terms and Guarantee: This quotation is valid for 14 days from quotation date. Awarded work is guaranteed subject to weather at time of paving. HBP cannot guarantee specified densities which are paved in cold/damp weather from about October (or earlier), until the following Spring warm weather returns. Uncompleted Fall work will be completed the following Spring (subject to price escalation or as noted.) Work is guaranteed for one year from date of completion against faulty workmanship and/or materials supplied by HBP and as noted above. HBP will not be responsible for:

- any open cracks that may develop along seams between existing and new pavement
- complete water drainage from paved surfaces sloping less than 1%
- damages or delays due to any act or omission due to strikes
- weather, or any causes beyond its control.

It is understood and agreed that this quotation shall become a binding contract upon written acceptance and shall constitute the entire binding contract between the parties hereto and that there are no other express or implied agreements. Additional work requested by the Customer shall be deemed "extras" and shall be charged therefore at our normal charge out rates. The Customer guarantees payment of the above price immediately upon satisfactory completion or Progress Invoice. It is understood and agreed that interest of 18% per annum shall be charged on the balance of the account unpaid. Any other terms of payment, credit approval, or interest payments must be established prior to commencement of work. Customers with prior approved credit and terms agree that 18% interest per annum will be added to invoices not paid within 30 days of invoice date. The Customer hereby authorizes HBP to: obtain such credit information & reports as may be required.

Credit Application Forms are available on request.

Signed:  Haylock Bros. Paving Ltd.
Dennis Dougan, ASCT

Accepted: _____ Date: _____
Customer or Representative

Appendix 3: 2012 Artist and Studio Guide for Parksville – Qualicum and Area Proposal

Summary Evaluation

Proponent: Oceanside Community Arts Council
Amount Requested: \$5,000
Summary: Production and distribution of a guide to artists and studios in the Parksville-Qualicum area.
Eligibility: Production and distribution of an artist and studio guide is eligible as Targeted Operating Costs.
Priority Areas: *Arts, Culture, and Media:* Promotion of arts and cultural activities in non-urban areas to promote regional tourism.

Evaluation Criteria:

Project Viability:	Yes	No/ NA
Clear and well-defined project	✓	
Strong potential for success	✓	
Realistic goals	✓	
Sufficient information provided	✓	
<hr/>		
Financial and Administrative Feasibility:	Yes	No/ NA
Realistic budget with clearly identified capacity to undertake work	✓	
Evidence that the funds will be well managed	✓	
Demonstration of other funding sources	✓	
<hr/>		
New and Unique:	Yes	No/ NA
Unique component is evident in the project – the work is not already being attempted	✓	
The proposal does not replicate an existing event, program or project	✓	
Support will not compete with existing businesses or generate unfair competition for small or local businesses	✓	
<hr/>		
Economic Benefit:	Yes	No/ NA
Demonstrates quantifiable economic benefits to the participating communities	✓	
Leads to increased economic activity or employment in the participating communities	✓	
Will attract business and investment to the Northern Communities of the RDN		NA
<hr/>		
Community Support:	Yes	No/ NA
Well-articulated community benefit;	✓	
Demonstrates partnership with the community or other organizations	✓	
Addresses priorities identified in the context of a community vision (Official Community Plan, Regional Growth Strategy or Board Strategic Plan)	✓	

Project Area: PARKSVILLE QB EA 'E' EA 'F' EA 'G' EA 'H'

Recommendation:

NAME OF ORGANIZATION: OCEANSIDE COMMUNITY ARTS COUNCIL		AMOUNT REQUESTED: \$5,000.00
MAILING ADDRESS: P.O. Box 1662 133 McMillian Street Parksville, BC V9P 2H5		
CONTACT PERSON: TANYA PRITCHETT TREASURER	TELEPHONE NUMBER: 250-248-8185 FAX NUMBER: 250-248-8185	E-MAIL ADDRESS: ocac@shaw.ca pritchet@telus.net

PROJECT TITLE:
2012 ARTIST + STUDIO GUIDE FOR PARKSVILLE-QUALICUM AREA

PROJECT DESCRIPTION:
PRODUCTION OF A FOLD-OUT BROCHURE LISTING PARTICIPATING ARTISTS, GALLERIES + BUSINESSES SUPPORTING OCEANSIDE + AREA ARTISTS. THE BROCHURE WILL PROVIDE ADDRESSES, A MAP SHOWING LOCATIONS + A BRIEF DESCRIPTION OF ART + MERCHANDISE AVAILABLE. THE BROCHURE WILL BE DISTRIBUTED TO THE 3 MAJOR FERRY ROUTE; SELECT MINOR FERRY ROUTES; HOTELS; MOTELS; RESORTS; VISITOR INFO CENTRES FROM VICTORIA TO CAMPBELL RIVER
(Please attach any supporting materials and documents produced as a result of the project.)

PROJECT AREA (SELECT ALL THAT APPLY):
 PARKSVILLE
 QUALICUM BEACH
 EA 'E'
 EA 'F'
 EA 'G'
 EA 'H'

DESCRIBE IN DETAIL WHAT THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT FUNDS WILL BE USED FOR:
- GRAPHIC DESIGN + LAY-OUT COSTS
- PRINTING COSTS TO PRODUCE THE BROCHURE
- RACK FEES CHARGED BY DISTRIBUTION COMPANY SUPPLYING BC FERRY ROUTES
- DELIVERY / DISTRIBUTION COSTS OF BROCHURE TO OTHER VENUES
(Please attach additional pages as necessary.)

LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER SOURCES:
- BC ARTS COUNCIL
- HUMAN RESOURCE + DEVEL (SUMMER STUDENT EMPLOY)
- THE OCEANSIDE COMMUNITY ARTS COUNCIL APPLIES ON AVERAGE, SIX (6) GRANTS ANNUALLY, VARYING IN DOLLAR AMOUNT APPLICABLE TO SPECIFIC PROJECTS.
(Please attach additional pages as necessary.)

Please Note: The Regional District of Nanaimo is subject to the provisions of The Freedom of Information and Protection of Privacy Act and cannot guarantee that information provided can or will be held in confidence.

EXPLAIN HOW YOUR PROJECT SUPPORTS THE PRINCIPLES AND PRIORITY AREAS OF THE PROGRAM:

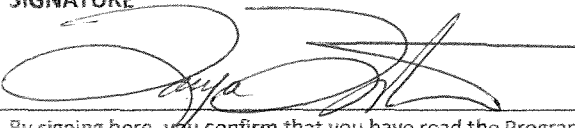
THE PROJECT SUPPORTS THE PRINCIPLES OF THE PROGRAM BY PROVIDING WIDE RANGE EXPOSURE FOR ARTISTS & SMALLER GALLERIES THAT, DUE TO COST PROHIBITIVENESS, WOULD BE UNABLE TO REACH THE SAME NUMBER OF TOURISTS. THE BROCHURE WILL BE AN ESSENTIAL TOOL FOR DRAWING TOURIST TO THE PRIORITY AREAS. ARTISTS AND BUSINESSES FROM ALL PRIORITY AREAS ARE ABLE TO PARTICIPATE.
(Please attach additional pages as necessary.)

LIST ANY MEASURABLE ECONOMIC BENEFITS OR OTHER OUTCOMES THAT WILL RESULT FROM THIS PROJECT:

* INCREASED EXPOSURE FOR ARTISTS & BUSINESSES
 * INCREASED TOURIST SPENDING AT GALLERIES & BUSINESSES
 * INCREASED EXPOSURE FOR PRIORITY AREAS
 * SHOWCASING THE DIVERSITY OF ARTISTS' GALLERIES, PRODUCTS, THAT THE PRIORITY AREAS HAVE TO OFFERS; HELPING TO MAKE THE AREA AN "ART DESTINATION."
 (Please attach additional pages as necessary.)

PLEASE PROVIDE THE FOLLOWING SUPPLEMENTAL MATERIAL:

- An Organizational Chart illustrating the structure of your organization, including Directors and volunteers. 2 pgs.
- A copy of a bank statement showing your organization's name and address.
- A copy of your organization's financial statements for the current year and one year prior. SEE ATTACHED "NOTES"
- A copy of your organization's budget for the current year and one year prior. SEE ATTACHED "NOTES"
- Any supporting materials you consider necessary to communicate your project idea.

SIGNATURE 	DATE: 25 APRIL 2012
TANLIA PRITCHETT TREASURER	
By signing here, you confirm that you have read the Program Guide and that you are signing on behalf of an eligible applicant.	

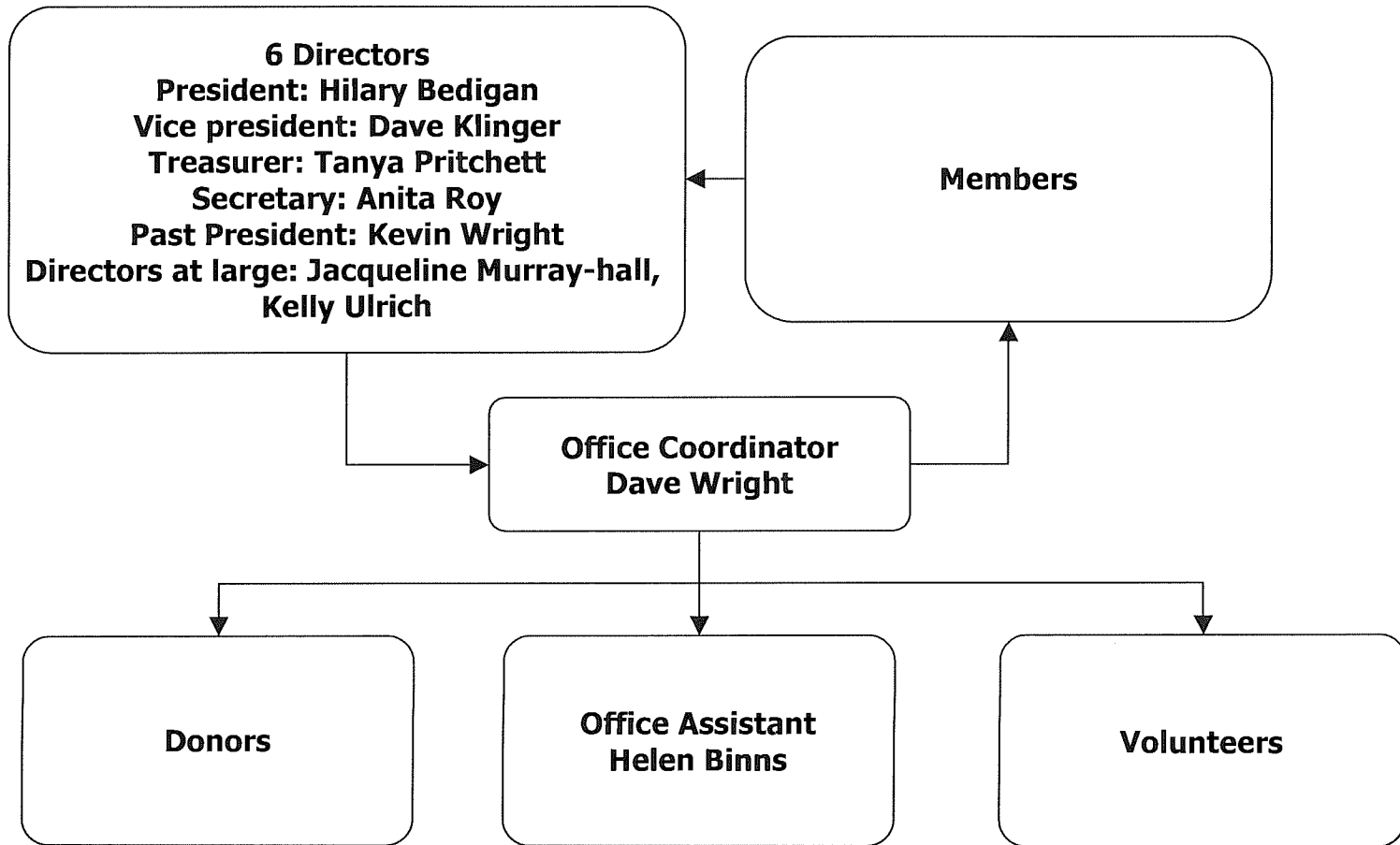
SUBMIT HARD COPIES TO: NORTHERN COMMUNITY ECONOMIC DEVELOPMENT PROGRAM
 REGIONAL DISTRICT OF NANAIMO
 6300 HAMMOND BAY ROAD
 V9T 6N2

SUBMIT DIGITAL COPIES TO: nced@rdn.bc.ca

OFFICE USE ONLY:	
DATE RECEIVED:	RECEIVED BY:
COMMENTS:	
FUNDING AWARDED: <input type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT AWARDED:

Please Note: The Regional District of Nanaimo is subject to the provisions of *The Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

Oceanside Community Arts Council Organizational Chart 2012



OCEANSIDE COMMUNITY ARTS COUNCIL
Overview of Volunteers

REGULAR VOLUNTEERS

Marjorie Gueho

Margaret Mitchell

Allan Watson

Audra Wright

Tatiana Myers

Gillian Walker

Jeff Shields

Pat Collins

Doug O'Brien

Eileen Nesbitt

Janice Austin

Audrey Raines

Merry Hallsor

Hilary Bedigan

Dave Klinger

Anita Roy

Mehdi

Joan Shaver

Jacqui Murray-Hall

Tanya Prichett

Colleen Garton

Geri Rea

Carsten Krogh

Elaine Nesbit

Bonnie Klassen

Jode Tilly

AREA OF WORK

Gift Shop, ordering &pay outs

Gift shop

Office, Blue Brochure

Office, general

Office

Gallery

Website

Garden

maintenance

Art Classes Co-ordinator

Piano player, Website

Resident Artist

past president

receptions

performing arts committee

Office, receptions, computers

Receptions

Receptions, hanging

Resident Artist, Wed. drop in

VIU contact

handy man

workshop classes

gallery committee, hanging

reception coordinator



Date February 29, 2012
 Member No. 123574
 Page 1 of 6

COA115R E D 00000 35836

OCEANSIDE COMMUNITY ARTS COUNCIL
 PO BOX 1662 STN MAIN
 PARKSVILLE BC V9P 2H5

CHEQUING

Community Partner Package

Date	Description	Withdrawals	Deposits	Balance
01 Feb 12	Opening Balance			
01 Feb 12	External Withdrawal Misc Payments ROYAL BANK CENTRAL CARD CENTRE			
01 Feb 12	External Withdrawal Misc Payments ROYAL BANK CENTRAL CARD CENTRE			
01 Feb 12	External Withdrawal Misc Payments ROYAL BANK CENTRAL CARD CENTRE			
02 Feb 12	Eff. 02-01 Cheque 1237			
03 Feb 12	External Deposit Misc Payments ROYAL BANK CENTRAL CARD CENTRE			
03 Feb 12	Eff. 02-02 Cheque 1243			
03 Feb 12	Bill Payment - Shaw Cable			
03 Feb 12	Deposit			
03 Feb 12	Withdrawal reciever General 892926783			
04 Feb 12	Eff. 02-03 Cheque 1224			
04 Feb 12	Eff. 02-03 Cheque 1258			
04 Feb 12	Eff. 02-03 Cheque 1261			
06 Feb 12	External Deposit Misc Payments ROYAL BANK CENTRAL CARD CENTRE			
07 Feb 12	Eff. 02-06 Cheque 1251			
07 Feb 12	Eff. 02-06 Cheque 1245			
08 Feb 12	External Deposit Misc Payments ROYAL BANK CENTRAL CARD CENTRE			
08 Feb 12	External Withdrawal Misc Payments ROYAL BANK CENTRAL CARD CENTRE			
08 Feb 12	Eff. 02-07 Cheque 1238			
08 Feb 12	Eff. 02-07 Cheque 1239			

continued..

At Coastal Community, you get to elect the people in charge!

It starts with your vote in our Board of Directors Election -- from March 5 to April 4, 2012. **Now you can vote online** through Member Direct online banking. Visit our website to learn more.

visit www.cccu.ca

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 with 100% recycled
 paper. For more information
 visit www.fsc.org



COA115R 35836 HRI - 0 - 3 - 3 - 1 - 1 - 0 084797

**Northern Community Economic Development Program 2012
Application Form – Supplemental Notes
Oceanside Community Arts Council**

- We have enclosed copies of our 2009 and 2010 Financial Statements. As our year end is 31 December, our 2011 Financial Statements are currently being prepared by our accountant and not available at submission deadline. We have enclosed an “unadjusted” 2011 Balance Sheet & Income Statement for reference.
- We have enclosed a copy of our 2011 budget, however, our 2012 budget is only in a “draft” format as our Annual General Meeting is not scheduled until 15 May 2012 and therefore, our current year’s budget has not be accepted and can only be deemed “draft” at the grant submission deadline.

OCEANSIDE COMMUNITY ARTS COUNCIL

BALANCE SHEET

December 31, 2010

(Unaudited - See Notice to Reader)

	2010	2009
ASSETS		
Current:		
Cash and bank	\$ 19,859	\$ 8,797
Temporary investments	8,107	17,073
Goods and services tax receivable	1,415	573
Prepaid expenses	<u>1,774</u>	<u>-</u>
	31,155	26,443
Property, plant and equipment - note 2	<u>30,439</u>	<u>30,772</u>
	<u>\$ 61,594</u>	<u>\$ 57,215</u>

The accompanying notes are an integral part of these financial statements.

SABO, JANG & CO. LTD.

OCEANSIDE COMMUNITY ARTS COUNCIL
BALANCE SHEET
December 31, 2010
(Unaudited - See Notice to Reader)

	2010	2009
LIABILITIES		
Current:		
Accounts payable & acc. liab.	\$ 4,740	\$ 4,871
Deferred income	15,900	7,800
Accrued wages and benefits	<u>-</u>	<u>1,935</u>
	20,640	14,606
	<u>20,640</u>	<u>14,606</u>
NET ASSETS		
Net Assets - page 3	<u>40,954</u>	<u>42,609</u>
	<u>\$ 61,594</u>	<u>\$ 57,215</u>

The accompanying notes are an integral part of these financial statements.

SABO, JANG & CO. LTD.

OCEANSIDE COMMUNITY ARTS COUNCIL
STATEMENT OF REVENUES AND EXPENSES
Year ended December 31, 2010
(Unaudited - See Notice to Reader)

	2010	2009
Revenue	\$ <u>93,878</u>	\$ <u>88,427</u>
Artists fees	<u>7,498</u>	<u>12,892</u>
Gross margin	<u>86,380</u>	<u>75,535</u>
Expenses		
Accounting and legal	2,350	1,727
Advertising and promotion	6,901	5,189
Amortization - notes 1a and 2	1,772	1,828
Bank charges and interest	830	1,096
Fundraising	-	5,232
Honorariums	5,616	-
Insurance	110	2,875
Meals and entertainment	450	-
Office	4,823	6,957
Project expenses	11,655	8,821
Rent	2,000	-
Repairs and maintenance	10,554	5,190
Scholarships	500	700
Supplies	-	208
Telephone	425	959
Travel and education	1,343	3,914
Utilities	4,940	2,584
Vehicle	161	547
Wages and benefits	<u>33,605</u>	<u>41,212</u>
	<u>88,035</u>	<u>89,039</u>
Net (loss) for the year	\$ <u>(1,655)</u>	\$ <u>(13,504)</u>

The accompanying notes are an integral part of these financial statements.

OCEANSIDE COMMUNITY ARTS COUNCIL
NOTES TO THE FINANCIAL STATEMENTS

December 31, 2010

(Unaudited - See Notice to Reader)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Society are in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year. Outlined below are those policies considered particularly significant.

a) Property Plant and Equipment

Property, plant and equipment are recorded at cost. Amortization is provided annually at rates used for income tax purposes as follows except in the year of acquisition when one half of the rate is used.

Buildings	4%	Declining balance
Computer equipment	30%	Declining balance
Equipment and fixtures	20%	Declining balance

2. PROPERTY, PLANT AND EQUIPMENT

	2010		2009	
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Buildings	\$ 31,063	\$ 3,542	\$ 27,521	\$ 28,668
Computer equipment	5,555	5,132	423	604
Equipment and fixtures	<u>11,083</u>	<u>8,588</u>	<u>2,495</u>	<u>1,500</u>
	<u>\$ 47,701</u>	<u>\$ 17,262</u>	<u>\$ 30,439</u>	<u>\$ 30,772</u>

Oceanside Community Arts Council

Balance Sheet As at 12/31/2011

ASSET

UNADJUSTED COPY

Current Assets

Cash in Till - Gift Shop	55.00	
Cash to be deposited	0.00	
Cash Draws	0.00	
Petty Cash	90.00	
Petty Cash - S.O.A.P Program	100.00	
Credit Union - Savings Acct #89...	687.24	
Credit Union - Main Acct #8903	7,194.75	
Credit Union - Gaming Acct #82...	60.33	
Non-Registered Term Deposit	8,149.16	
Joint Building Account	624.08	
Total Cash		16,960.56
Visa Receivable	0.00	
MasterCard Receivable	0.00	
American Express Receivable	0.00	
Other Credit Card Receivable	0.00	
Total Credit Card Receivables		0.00
Investments		0.00
Accounts Receivable	0.00	
Allowance for Doubtful Accounts	0.00	
Payroll Advances	0.00	
Payroll ADJE	0.00	
Total Receivable		0.00
Purchase Prepayments		1,896.08
Prepaid Expenses		1,021.46
Total Current Assets		19,878.10

Inventory Assets

Inventory A		0.00
Inventory B		0.00
Inventory C		0.00
Total Inventory Assets		0.00

Capital Assets

Computer Equipment	5,886.09	
Accum Amort. - Computer Equip.	-5,132.15	
Net - Computer Equipment		753.94
Office Furniture & Equipment	10,207.16	
Accum. Amort. -Furn. & Equip.	-8,444.42	
Net - Furniture & Equipment		1,762.74
Vehicle	0.00	
Accum. Amort. -Vehicle	0.00	
Net - Vehicle		0.00
Building	31,062.90	
Accum. Amort. -Building	-3,541.95	
Net - Building		27,520.95
Land		0.00
Total Capital Assets		30,037.63

Other Non-Current Assets

Computer Software		0.00
Goodwill		0.00
Incorporation Cost		0.00
Gallery Fixtures		1,438.89
Accum. Amort. - Gallery Fixtures		-143.88
Total Other Non-Current Assets		1,295.01

TOTAL ASSET 51,210.74

LIABILITY

Printed On: 04/24/2012

Oceanside Community Arts Council

Balance Sheet As at 12/31/2011

UNADJUSTED COPY

Current Liabilities	
Deferred Revenue - Grants	0.00
Deferred Revenue - BC Arts Cou...	0.00
Key Deposits	20.00
Accounts Payable	4,377.73
Acct Payable & Accruals - Open ...	0.00
Other Accounts Payable	1,200.00
Import Duty Clearing	0.00
Bank Loan - Current Portion	0.00
Bank Advances	0.00
Visa Payable	0.00
MasterCard Payable	0.00
American Express Payable	0.00
Other Credit Card Payable	0.00
Total Credit Card Payables	0.00
Corporate Taxes payable	0.00
Vacation payable	0.00
EI Payable	0.00
CPP Payable	0.00
Federal Income Tax Payable	0.00
Total Receiver General	0.00
WCB Payable	0.00
User-Defined Expense 1 Payable	0.00
User-Defined Expense 2 Payable	0.00
User-Defined Expense 3 Payable	0.00
User-Defined Expense 4 Payable	0.00
User-Defined Expense 5 Payable	0.00
Deduction 1 Payable	0.00
Deduction 2 Payable	0.00
Deduction 3 Payable	0.00
Deduction 4 Payable	0.00
Deduction 5 Payable	0.00
PST Payable	0.00
GST Charged on Sales	0.00
GST Charged on Sales - Rate 2	0.00
GST Paid on Purchases	0.00
GST Payroll Deductions	0.00
HST Charged on Sales	0.00
HST Paid on Purchases	-1,543.91
GST Owning (Refund)	-1,543.91
Prepaid Sales/Deposits	0.00
Total Current Liabilities	4,053.82
Long Term Liabilities	
Bank Loans	0.00
Mortgage Payable	0.00
Loans from Owners	0.00
Total Long Term Liabilities	0.00
TOTAL LIABILITY	4,053.82
EQUITY	
Owners Equity	
Owners Contribution	0.00
Owners Withdrawals	0.00
Net: Assets Invested In Capital	33,665.00
Retained Earnings - Previous Year	7,093.84
Current Earnings	6,398.08
Total Owners Equity	47,156.92
TOTAL EQUITY	47,156.92

Printed On: 04/24/2012

Oceanside Community Arts Council
Balance Sheet As at 12/31/2011

LIABILITIES AND EQUITY

51,210.74

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Oceanside Community Arts Council
Income Statement 01/01/2011 to 12/31/2011

UNADJUSTED COPY

REVENUE

Sales Revenue	
Sales - Gift Shop	2,834.50
Sales - Gallery	2,853.00
Sales - Library	135.00
Sales - Show Entry Fees	0.00
Performing Arts Revenue	1,447.00
Reception Revenue	184.61
Sales	0.00
Sales Returns	0.00
Early Payment Sales Discounts	0.00
Net Sales	<u>7,454.11</u>

Other Revenue

Gov't Grant Revenue	31,014.00
Municipal Grants Revenue	5,250.00
Grants - Other	0.00
Donations - Corporate Sponsors...	2,000.00
Membership Dues	2,590.22
Workshop / Class Registers	880.00
Room / Space Rental Income	5,376.40
Donation Box Revenue	687.21
Donations Receiptable	1,147.64
Drop-Ins	16.06
Interest Revenue	44.09
Fundraising	3,862.01
Artist Guide	0.00
Blue Brochure Revenue	4,050.00
Youth Arts	425.00
Sponsored Projects	1,250.00
Miscellaneous Revenue	94.92
Total Other Revenue	<u>58,687.55</u>

TOTAL REVENUE 66,141.66

EXPENSE

Cost of Goods Sold

Inventory A Cost	0.00
Inventory B Cost	0.00
Inventory C Cost	0.00
Inventory Variance	0.00
Item Assembly Costs	0.00
Adjustment Write-off	0.00
Transfer Costs	0.00
Instructor Fees	862.50
Program Supplies & Purchases	339.37
Purchase Returns	0.00
Early Payment Purchase Discou...	0.00
Artists' Pay-outs - Gallery	1,982.40
Artists' Pay-outs - Gift Shop	1,797.63
Net Purchases	<u>4,119.40</u>
Freight Expense	64.15
Grant Commission	1,500.00
Show / Exhibit Expenses	3,430.00
Total Cost of Goods Sold	<u>9,976.05</u>

Payroll Expenses

Wages & Salaries	21,856.44
EI Expense	551.46
CPP Expense	765.86
WCB Expense	66.41
User-Defined Expense 1 Expense	0.00

Printed On: 04/24/2012

**Oceanside Community Arts Council
Income Statement 01/01/2011 to 12/31/2011**

UNADJUSTED COPY

User-Defined Expense 2 Expense	0.00	
User-Defined Expense 3 Expense	0.00	
User-Defined Expense 4 Expense	0.00	
User-Defined Expense 5 Expense	0.00	
Employee Benefits	0.00	
Total Payroll Expense		<u>23,240.17</u>
General & Administrative Expe...		
Accounting & Legal	3,275.00	
Advertising & Promotions	7,078.21	
Bad Debts	0.00	
Bursary Pay-outs	0.00	
Business Fees & Licenses	108.00	
Cash Short/Over	23.46	
Copying & Printing	2,429.99	
Courier & Postage	212.95	
Credit Card Charges	0.00	
Currency Exchange & Rounding	0.00	
Amortization Expense	0.00	
Equip. Rentals	0.00	
Exhibit Fees Paid	50.00	
Honorarium Pay-outs	0.00	
Gallery Supplies	253.54	
Income Taxes	0.00	
Insurance	1,108.59	
Interest & Bank Charges	895.00	
Interest & Late Pymnt Fees-Gov't	0.00	
Internet Charges	450.40	
Janitorial Services	978.32	
Office Supplies	1,053.33	
Professional Dev / Training	55.00	
Property Taxes	0.00	
Membership Dues	350.83	
Motor Vehicle Expenses	515.91	
Miscellaneous Expenses	0.00	
Realized Exchange Gain/Loss	0.00	
Reception Refreshments	763.95	
Rent	0.00	
Repair & Maintenance	2,457.10	
Telephone	449.16	
Travel & Entertainment	0.00	
Meals & Food Allow.	0.00	
Travel & Ent:Non-Reimbursable	0.00	
Utilities	4,016.52	
Vendor Late Payment Fees	4.10	
Visa Commissions	0.00	
MasterCard Commissions	0.00	
American Express Commissions	0.00	
Other Credit Card Commissions	0.00	
Total Credit Card Commissions		<u>0.00</u>
Total General & Admin. Expen...		<u>26,527.36</u>
TOTAL EXPENSE		<u>59,743.58</u>
NET INCOME		<u><u>6,398.08</u></u>

**OCEANSIDE COMMUNITY ARTS COUNCIL
OPERATING BUDGET
FOR THE YEAR ENDING 31 DECEMBER 2011**

PROJECTED INCOME

Gift Shop / Gallery Sales	\$ 10,000
Gov't Grants	\$ 40,000
Membership Dues	\$ 2,100
Room / Equip. Rental	\$ 7,500
Donations / Fundraising Revenue	\$ 11,000
Concert Revenue	\$ 1,000
Sponsored Project Funding	\$ 5,000
Corporate Sponsorship	\$ 3,000

2011 PROJECTED INCOME **\$ 79,600**

PROJECTED EXPENSES

Accounting & Legal	\$ 3,000
Advertising	\$ 7,500
Amortization / Depreciation Allow.	\$ 1,500
Artists' Payouts	\$ 6,000
Building Repair & Maintenance	\$ 12,500
Copying & Printing	\$ 2,500
Courier & Postage	\$ 500
Grant Commissions	\$ 2,500
Honorarium Pay-out Allow.	\$ 2,500
Insurance - Bldg / Contents	\$ 1,000
Interest & Bank Charges	\$ 1,000
Internet Charges	\$ 475
Janitorial Services	\$ 2,000
Membership & Licencing Fees	\$ 1,000
Mileage / Travel Reimbursement	\$ 2,000
Office Supplies	\$ 1,500
Show / Exhibit Expenses	\$ 10,000
Telephone	\$ 600
Utilities	\$ 5,500
Wages & Salaries	\$ 16,100

2011 PROJECTED EXPENSES **\$ 79,675**

2011 PROJECTED OPERATING INCOME /(LOSS) **\$ (75)**

DRAFT

OCEANSIDE COMMUNITY ARTS COUNCIL
OPERATING BUDGET
FOR THE YEAR ENDING 31 DECEMBER 2012

PROJECTED INCOME

Gift Shop / Gallery Sales	\$	15,000
Art Classes	\$	5,000
Gov't Grants	\$	13,575
Membership Dues	\$	3,000
Room / Equip. Rental	\$	10,000
Donations / Fundraising Revenue	\$	23,500
Concert Revenue	\$	2,000
Sponsored Project Funding	\$	2,500
Corporate Sponsorship	\$	3,000

2012 PROJECTED INCOME

\$ 77,575

PROJECTED EXPENSES

Accounting & Legal	\$	3,500
Advertising	\$	7,000
Artists' Payouts	\$	6,500
Building Repair & Maintenance	\$	3,000
Copying & Printing	\$	500
Courier & Postage	\$	250
Insurance - Bldg / Contents	\$	1,200
Interest & Bank Charges	\$	1,000
Internet Charges	\$	500
Janitorial Services	\$	1,000
Membership & Licencing Fees	\$	1,000
Mileage / Travel Reimbursement	\$	700
Office Supplies	\$	5,000
Show / Exhibit Expenses	\$	4,000
Telephone	\$	650
Facility Operations	\$	17,000
Wages & Salaries	\$	26,000

2012 PROJECTED EXPENSES

\$ 78,800

2012 PROJECTED OPERATING INCOME /(LOSS)

\$ (1,225)

Appendix 4: Commerce Ambassador Program Proposal

Summary Evaluation

Proponent: Qualicum Beach Chamber of Commerce
Amount Requested: \$14,250
Summary: Development and delivery of a collaborative program of workshops and events involving regional employers and their employees for skills training in customer service, commerce and marketing.
Eligibility: Events are an eligible project cost.
Priority Areas: *Employment and Skills Training:* The proposed project enables the development of a skilled workforce adapting to the trends of the 21st Century, and provides HR programs for employers working to create the best possible working environments.

Evaluation Criteria:

Project Viability:	Yes	No/ NA
Clear and well-defined project	✓	
Strong potential for success	✓	
Realistic goals	✓	
Sufficient information provided	✓	
Financial and Administrative Feasibility:	Yes	No/ NA
Realistic budget with clearly identified capacity to undertake work	✓	
Evidence that the funds will be well managed	✓	
Demonstration of other funding sources	✓	
New and Unique:	Yes	No/ NA
Unique component is evident in the project – the work is not already being attempted	✓	
The proposal does not replicate an existing event, program or project	✓	
Support will not compete with existing businesses or generate unfair competition for small or local businesses	✓	
Economic Benefit:	Yes	No/ NA
Demonstrates quantifiable economic benefits to the participating communities	✓	
Leads to increased economic activity or employment in the participating communities	✓	
Will attract business and investment to the Northern Communities of the RDN	✓	
Community Support:	Yes	No/ NA
Well-articulated community benefit;	✓	
Demonstrates partnership with the community or other organizations	✓	
Addresses priorities identified in the context of a community vision (Official Community Plan, Regional Growth Strategy or Board Strategic Plan)	✓	

Project Area: PARKSVILLE QB EA 'E' EA 'F' EA 'G' EA 'H'

Recommendation:

NAME OF ORGANIZATION: Qualicum Beach Chamber of Commerce		AMOUNT REQUESTED: \$ 14,250.00
MAILING ADDRESS: PO Box 159 124 West 2nd Avenue Qualicum Beach, BC V9K 1S7		
CONTACT PERSON: Peter Doukakis	TELEPHONE NUMBER: 250-752-0960 FAX NUMBER: 250-752-2923	E-MAIL ADDRESS: chamber@qualicum.b c.ca

PROJECT TITLE: Commerce Ambassador Program
PROJECT DESCRIPTION: The Commerce Ambassador Program will focus on providing enhanced employability and skills training to small and medium sized businesses within the region in the areas of customer service, marketing and cross-promotional awareness. The program will run from June 1, 2012 to March 31, 2013 with an anticipated target group of 100 regional employees serving as many 85 - 100 employers. The program model is based on collaboration and sharing of best practices and resources with larger area employers and agencies providing the majority of the training and development as session facilitators. The human resources and marketing principles will allow employers to create a positive & supportive work environment while providing employee training. (Please attach any supporting materials and documents produced as a result of the project.)
PROJECT AREA (SELECT ALL THAT APPLY): <input checked="" type="checkbox"/> PARKSVILLE <input checked="" type="checkbox"/> QUALICUM BEACH <input checked="" type="checkbox"/> EA 'E' <input checked="" type="checkbox"/> EA 'F' <input checked="" type="checkbox"/> EA 'G' <input checked="" type="checkbox"/> EA 'H'
DESCRIBE IN DETAIL WHAT THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT FUNDS WILL BE USED FOR: The program will serve the Regional District of Nanaimo's (RDN) Northern Community Economic Development program principles while benefitting the entire northern area, inclusive of RDN Areas E, F, G and H, as well as the City of Parksville and Town of Qualicum Beach. The following and their members will be a focus point: Lighthouse Country Business Association, Qualicum Beach Downtown Business Association, Parksville Downtown Business Association. (Please attach additional pages as necessary.)
LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER SOURCES: Key community stakeholders (regions medium and large employers) will provide facilitation services as contributions in kind in the amount of \$15,000.00. See page 3 of attached proposal for listing of businesses and organizations. (Please attach additional pages as necessary.)

Please Note: The Regional District of Nanaimo is subject to the provisions of *The Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

EXPLAIN HOW YOUR PROJECT SUPPORTS THE PRINCIPLES AND PRIORITY AREAS OF THE PROGRAM:

(Please attach additional pages as necessary.)


LIST ANY MEASURABLE ECONOMIC BENEFITS OR OTHER OUTCOMES THAT WILL RESULT FROM THIS PROJECT:

Creating and promoting a more positive business climate;
 Sharing of the talent, resources and expertise of larger regional businesses;
 Expanding on the capacity of existing employees through personnel development;
 Increasing the profile of businesses within the region as positive and inclusive option for consumers;
 Ensuring dollars are spent and circulated in within the community;
 Building skills through formalized, professional training for small business owner and employees ;

(Please attach additional pages as necessary.)

PLEASE PROVIDE THE FOLLOWING SUPPLEMENTAL MATERIAL:

- An Organizational Chart illustrating the structure of your organization, including Directors and volunteers.
- A copy of a bank statement showing your organization's name and address.
- A copy of your organization's financial statements for the current year and one year prior.
- A copy of your organization's budget for the current year and one year prior.
- Any supporting materials you consider necessary to communicate your project idea.

SIGNATURE 	DATE: April 30, 2012
---	--------------------------------

By signing here, you confirm that you have read the Program Guide and that you are signing on behalf of an eligible applicant.

SUBMIT HARD COPIES TO: NORTHERN COMMUNITY ECONOMIC DEVELOPMENT PROGRAM
 REGIONAL DISTRICT OF NANAIMO
 6300 HAMMOND BAY ROAD
 V9T 6N2

SUBMIT DIGITAL COPIES TO: nced@rdn.bc.ca

OFFICE USE ONLY:	
DATE RECEIVED:	RECEIVED BY:
COMMENTS:	
FUNDING AWARDED: <input type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT AWARDED:

Please Note: The Regional District of Nanaimo is subject to the provisions of *The Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

QUALICUM BEACH CHAMBER OF COMMERCE APPLICATION

Regional District of Nanaimo

Northern Community Economic Development Program Application

Commerce Ambassador Program

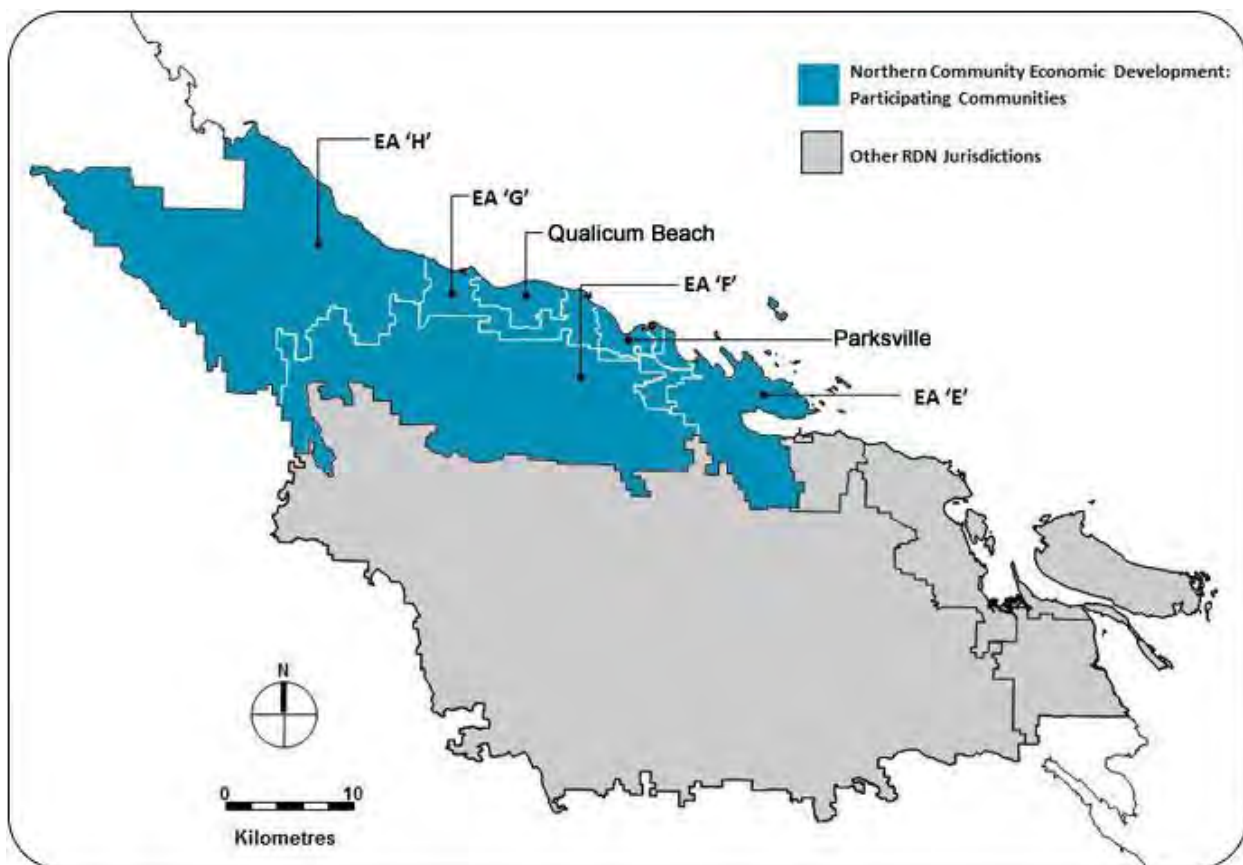
March, 2012

Program Purpose:

The Qualicum Beach Chamber of Commerce is pleased to offer, for consideration, a comprehensive community based program which meets the needs of regional businesses with the northern community economic development catchment area.

The proposed, "Commerce Ambassador Program" will serve businesses through the development and application of a program aimed at supporting the district employer and their employees in the areas of skills training in customer service, commerce and marketing.

The Commerce Ambassador Program has been designed to work within the Regional District of Nanaimo's (RDN) Northern Community Economic Development program mandate and principles while benefitting the entire northern area, inclusive of RDN Areas E, F, G and H, as well as the City of Parksville and Town of Qualicum Beach.



Program Overview/Goals:

The Commerce Ambassador Program will focus on providing enhanced employability and skills training to small and medium sized businesses within the region in the areas of customer service, marketing and cross-promotional awareness. The program will run from June 1, 2012 to March 31, 2013 with an anticipated target group of 100 regional employees serving as many 85 - 100 employers.

The program model is based on collaboration and sharing of best practices and resources with larger area employers and agencies providing the majority of the training and development as session facilitators. The human resources and marketing principles will allow employers to create a positive and supportive work environment while providing their front line workers with the following skills training:

Component	Objectives / Seminar Topics	Sponsors/Supporting Agencies
Customer Service	<ul style="list-style-type: none"> ▪ To identify and understand the needs and expectation of internal and external customers ▪ How to acknowledge customer behaviors and make adjustments to communication based on those behaviors ▪ How to reduce stressful situations and deal with problem customers ▪ Develop a personalized strategy for improving communications skills with co-workers and customers ▪ Make better choices to improve attitude and presentation skills 	<ul style="list-style-type: none"> ▪ Quality Foods ▪ Coastal Community Credit Union ▪ Canadian Imperial Bank of Commerce ▪ Qualicum Beach Chamber of Commerce
Sales & Marketing	<ul style="list-style-type: none"> ▪ The sales & marketing cycle ▪ Characteristics of successful salespeople ▪ Planning and setting targets ▪ Maximizing your marketing program ▪ Brochures, print ads, radio and TV ▪ Marketing mistakes to avoid ▪ Working with the media, branding and internet marketing strategies 	<ul style="list-style-type: none"> ▪ RE/MAX Anchor Realty ▪ Parksville Qualicum Beach News ▪ Qualicum Beach Chamber of Commerce ▪ Oceanside Tourism Association
Cross Promotions Awareness	<ul style="list-style-type: none"> ▪ Sharing a regional business inventory ▪ Understanding the local service sector economy ▪ Leveraging partnerships ▪ Cooperative marketing approaches 	<ul style="list-style-type: none"> ▪ Career Centre: Central Vancouver Island Jobs Opportunities Society ▪ Oceanside Tourism Association ▪ Lighthouse Country Business Association ▪ Qualicum Beach Downtown Business Association ▪ Parksville Downtown Business Association (note: pending final approval)
Marketing Regional Benefits	<ul style="list-style-type: none"> ▪ Customer service star brand recognition ▪ Branding and community directories ▪ Stakeholder promotions models 	<ul style="list-style-type: none"> ▪ Qualicum Beach Chamber of Commerce ▪ Parksville Qualicum Beach News

The program sessions will be delivered in Nanoose, Parksville, Qualicum Beach and Lighthouse Country and customized start times (typically 7:00am - 8:45am) will be arranged to accommodate smaller businesses with limited resources and employee coverage. Participating employers will reserve spaces for their employees by enrolling them in the program. Once the employees have completed the components, they and the business will receive:

- A certificate of completion;
- "Customer Service Star" name badge for their employee;
- A "Customer Service Star" decal for their cash register or window (tied top number of employees); and
- Inclusion in post program advertising and promotional material listing the businesses as having completed the training.

Once completed, the Commerce Ambassador Program will ensure all businesses benefit as a result of:

- Creating and promoting a more positive business climate;
- Sharing of the talent, resources and expertise of larger regional businesses;
- Expanding on the capacity of existing employees through human resource/personnel development;
- Increasing the profile of businesses within the region as positive and inclusive option for consumers;
- Ensuring dollars are spent and circulated within the community;
- Building skills through formalized, professional training for small business owner and employees; and
- Strengthening the regional economy through a mood of cooperation and cross-promotions.

The Commerce Ambassador Program has been designed to work within the following RDN's Northern Community Economic Development program, key principles and priority areas:

- Employers and employees will be provided with the opportunity to work cooperatively in an environment that recognizes the individual differences and unique products/service each provides, while supporting businesses through a cooperative customer service branding program. This branding program will raise the awareness amongst regional residents and drive consumer to spend more dollars locally for a sustained regional economic benefit.
- The customer service, marketing, and cross-promotional employment and skills training will provide employees with the skill set to maintain and grow the profitability of regional businesses. When one business provides a positive customer services experience all neighbouring businesses benefit. When one business provides an appropriate referral to other regional businesses all regional businesses benefit. When one business increasing their marketing and promotional campaigns all regional businesses benefit from the internal, regional, and national exposure.

Now imagine what can happen when a collection of businesses across the northern regional district work collaboratively to share resources, build capacity and strengthen the working environment of the service sector.

Data and Rationale:

The Province of British Columbia recently conducted a series of "Small Business Roundtable" sessions and produced a series of six recommendations to government and seven (7) recommendations to the small business community. We believe this program addresses the following recommendations:

Continue to instill consumer and business confidence

- Continue holding consultations with small business to obtain regular feedback for consideration when developing government policy and programs.
- Encourage communities to acknowledge the importance of small business contributions to local economies, and to consider ways in which they can encourage small business development and growth, such as reducing the regulatory burden.

Support training and labour market development

- Continue supporting small businesses in recruitment, retention, and succession planning.
- Ensure needs of small businesses are considered under Labour Market and Labour Market Development Agreements while continuing to support them through targeted skills training programs. Renew commitment to include the Roundtable in brainstorming solutions to more effectively administer LMA funds.
- Continue to invest and provide funding for training programs.
- Champion Aboriginal business support service centres such as the First Citizens Fund and Aboriginal business and entrepreneurship skills training programs.
- Continue to modernize immigration practices to meet the needs of the labour market.

Focus on human resources

- Ensure your company's human resource plan accommodates the major changes taking place in the labour market due to BC's aging population.
- Remain competitive by ensuring you and your staff have appropriate skills sets for today.
- Create employee retention strategies.
- Grow the expertise you need by investing in the capabilities of your employees.

Develop your leadership skills and knowledge

- Identify what training would be of greatest benefit to you by identifying your strengths and areas for improvement.
- Participate in management roles or management skills training programs.
- Learn from seasoned entrepreneurs through a mentorship program available through a variety of business associations.

Data and Rationale Continued:

The Parksville & District Chamber conducted an in depth analysis and printed a report, "The Oceanside Service Excellence Research Project" (OSERP). The OSERP was developed in order to address/support the regions service sector or more specifically: retail, tourism and construction. The study encompassed the entire Oceanside Area: Bowser, Qualicum North, Qualicum Beach, Whisky Creek, Coombs, Errington, French Creek, Parksville and Nanoose. The project sought to answer several questions around the level of customer service in the Tourism, Retail and Construction Sectors. To accomplish these aims, over 1500 surveys were completed.

In doing so, the researchers answered the main objectives of this project including the identification of existing Customer Service levels, and the positive and negative contributing factors en route to the final analysis resulting in recommendations and the rendering of a vision for the Oceanside communities. The completed paper was comprehensive in both a rigorous statistical treatment based on scientifically quantifiable result determinants as well as diversity of group sampling in that every possible identifiable group was approached for comparison purposes. For example, in Tourism and Retail, the field research was broken down into 4 main components, which were: customers, employees, employers/business owners and mystery shoppers. The results were then compared for similarities and divergences in order to draw final conclusions and recommendations.

Along the way, gaps in customer service became apparent such as inconsistencies in thanking customers and weakness in rapport building that were found across all the Sectors examined (see charts 3 - 5).

The support activities such as the focus groups, the Business after Business open house, the mail-out campaign to over 350 businesses, the newspaper articles, radio interviews, interview tables at various locations including the Summer Street Market and regular Chamber e-mails all supported the goal to increase customer service importance and awareness. The paper concluded with workable recommendations based on the research conducted across all aspects of the population surveyed both formally and informally. Many valuable insights and ideas came from the business community, the focus groups and from the public we met with everywhere around Oceanside.

The research was organized into several main categories, the first of which was to ask the public for feedback on defining excellent customer service. The information was utilized to further develop the following survey tools for:

- Retailers, restaurants and hospitality providers
- Customers in the various venues
- Business owners
- Employees

The project was divided into three distinct phases with Phase I covering personnel and hiring, Advisory Committee formation and tool development. Phase II covered the data collection and research component and Phase III encompassed the analysis and report production aspect including recommendations related to the improvement of customer service in Oceanside.

The objectives of the research into customer service levels covered several sub-points as outlined below:

- Identification of current customer service levels in Oceanside
- Identify the contributing factors to positive and negative customer service levels
- Identify gaps for small and medium sized businesses in customer service levels
- Improve and enhance awareness and importance of customer service
- Facilitate business collaboration and cooperation in all aspects of customer service
- Develop a vision for customer service in Oceanside in the run up to 2010
- Provide realistic workable recommendations to move the aggregate level of customer service towards excellence

The primary recommendation arising from the report was the need for an ongoing customer service training program, given that less than 33% of Oceanside businesses (retail and tourism sectors) and only 7% of construction related business provided formal training for customer service.

The following five (5) charts represent an overview of the OSERP approach and findings:

Chart 1: Overview of Project

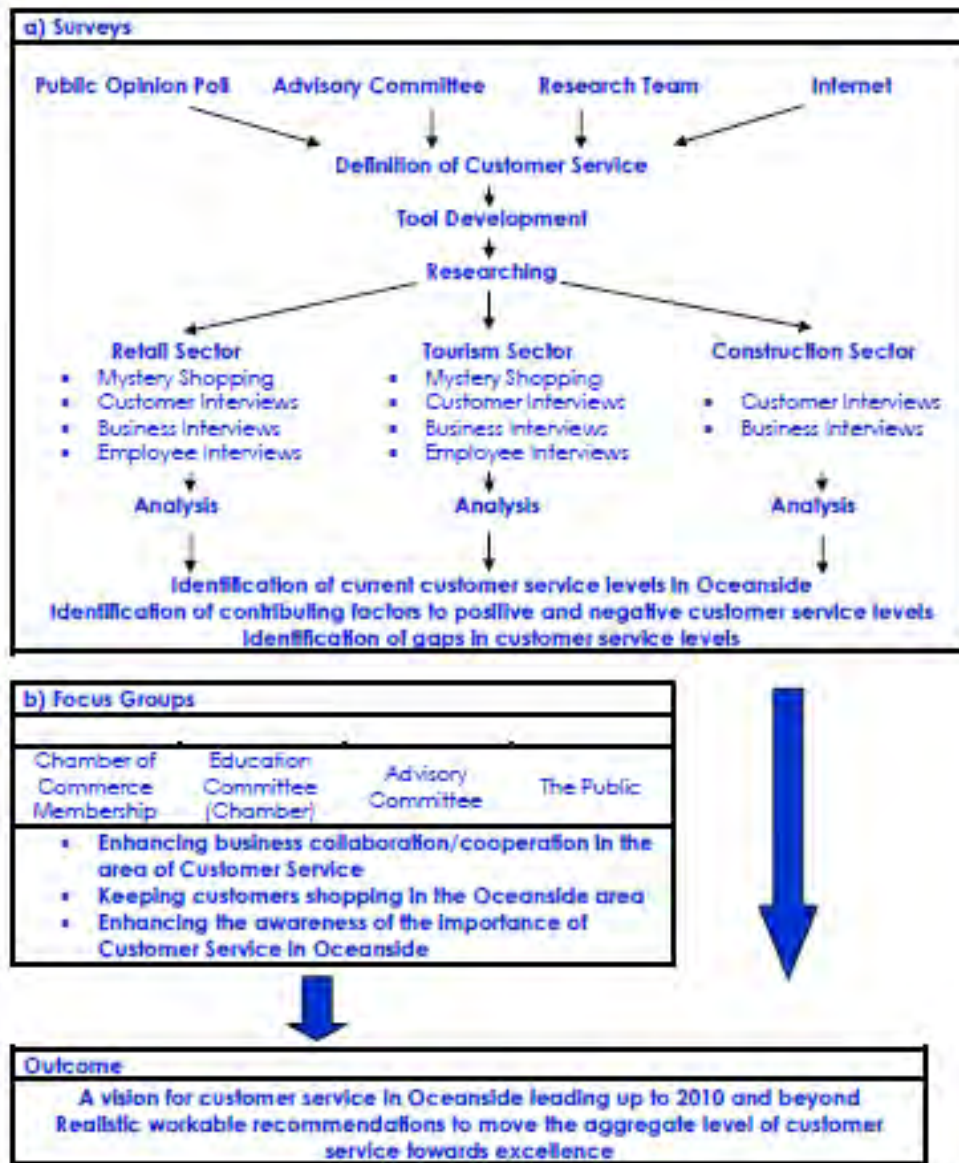


Chart 2: Number of Business Sampled Per Sector and Area

Business Sector	Area	Number of Businesses	In %	Number of Businesses sampled
Retail	Bowser	3	0.4	1
	Coombs/Errington	18	2.2	8
	Nanoose Bay	16	2.0	7
	Parksville	245	30.1	105
	Qualicum Beach	163	20.0	70
	Total:	445	54.7	191
Tourism	Bowser	5	0.6	2
	Coombs/Errington	12	1.5	5
	Nanoose Bay	22	2.7	9
	Parksville	94	11.6	40
	Qualicum Beach	75	9.2	32
	Total:	208	25.6	90
Construction	Bowser	4	0.5	2
	Coombs/Errington	10	1.2	4
	Nanoose Bay	11	1.4	5
	Parksville	77	9.5	33
	Qualicum Beach	58	7.1	25
	Total:	160	19.7	69
Grand-Total:	813	100	350	

Chart 3: Retail Overall Comparison

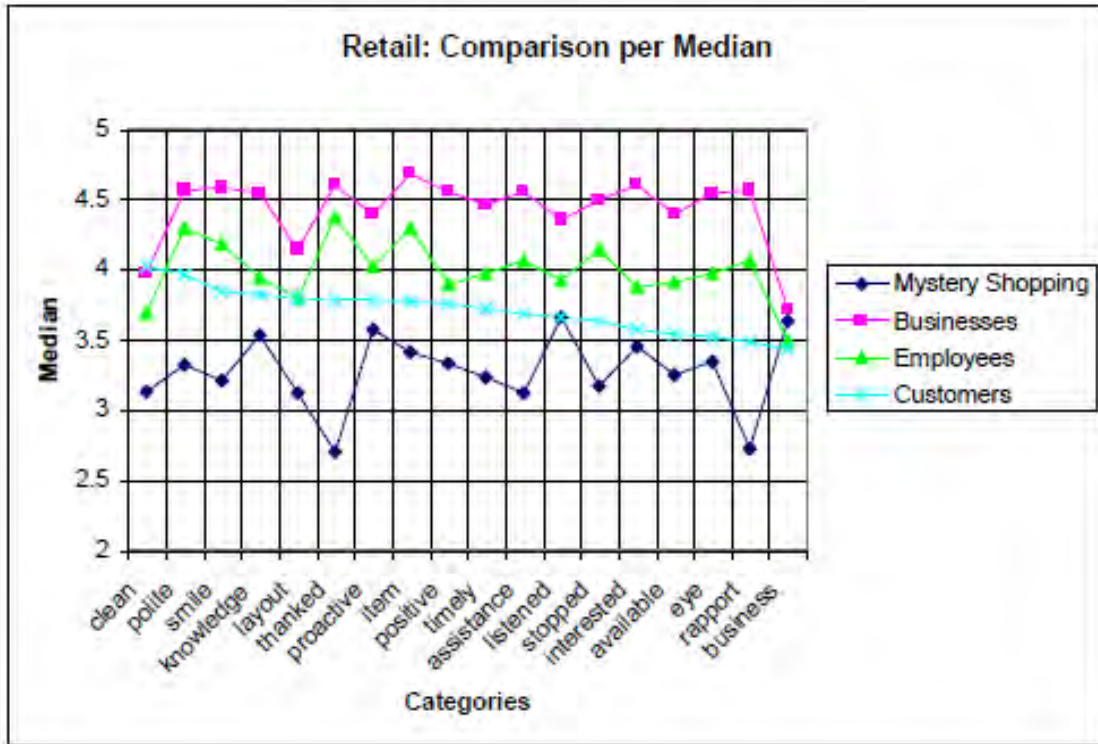


Chart 4: Tourism Overall Comparison

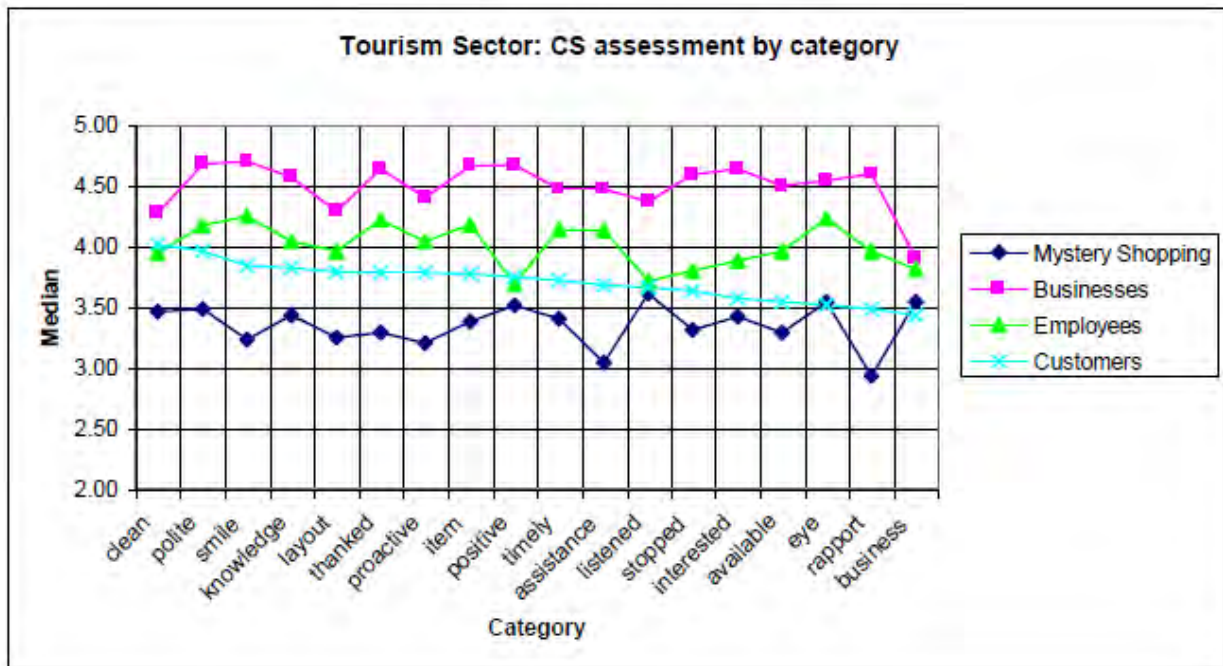
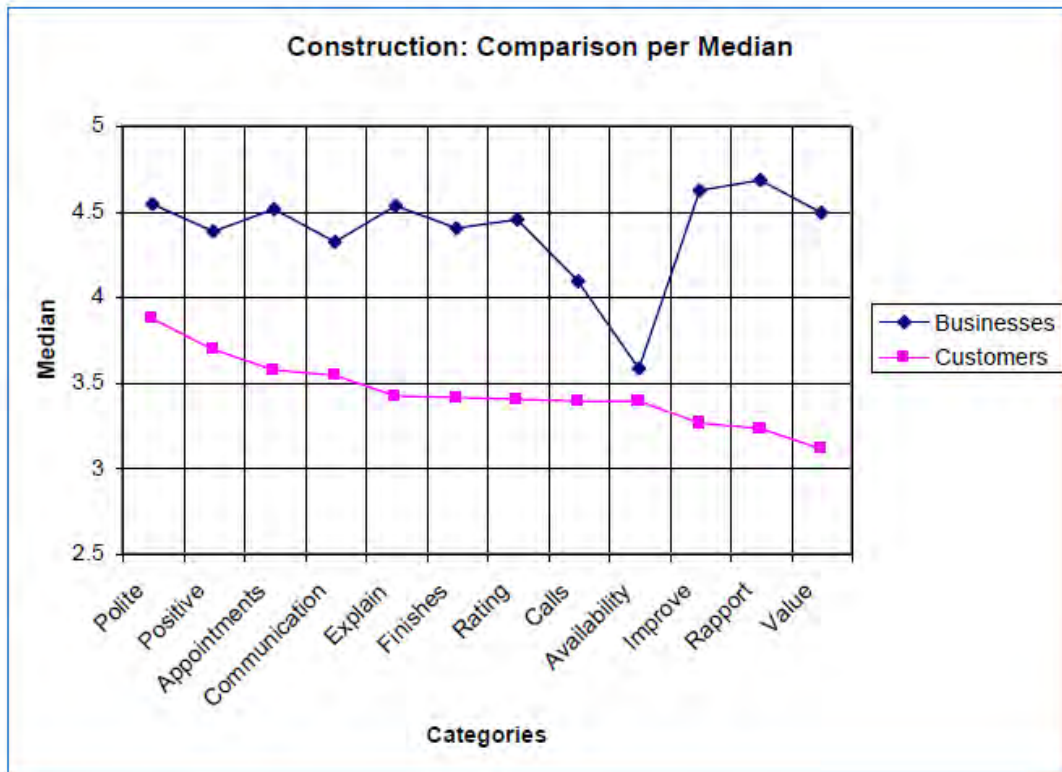


Chart 5: Construction Overall Comparison



Grant Request:

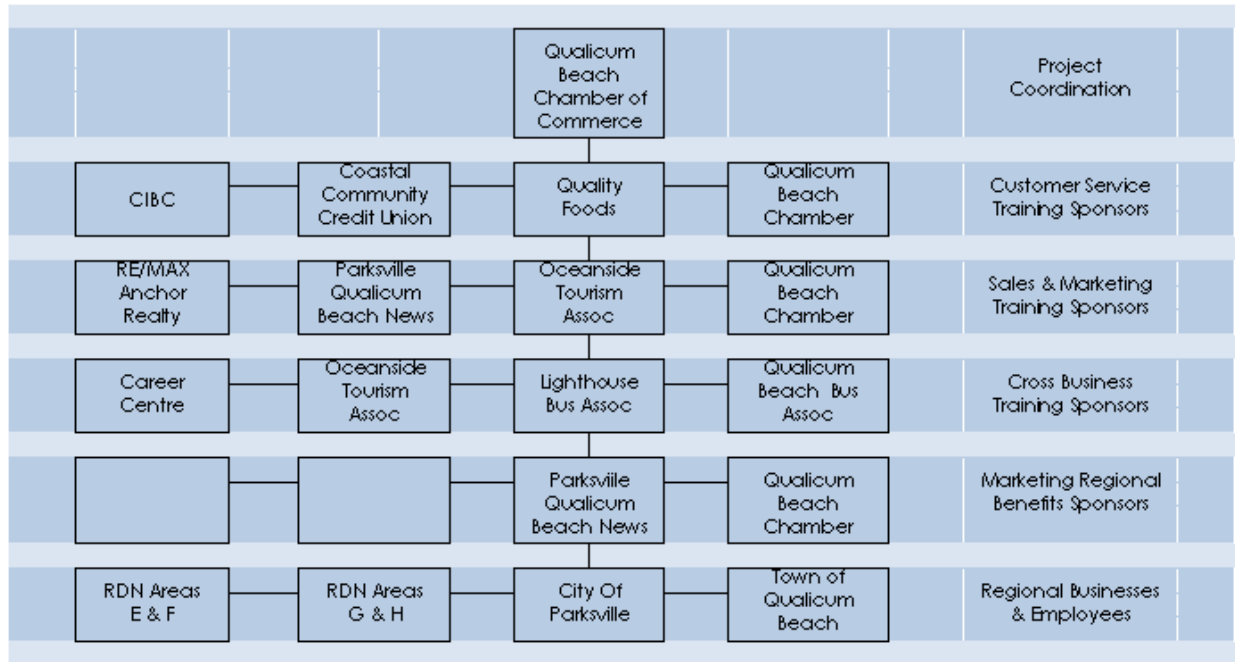
The Qualicum Beach Chamber of Commerce, working as the voice of business, and having developed a community based stakeholder approach to the economic development needs of small business, in order to strengthen the economic environment of the Northern Nanaimo Regional District, submit this application and request for a grant in the amount of \$ 14,250.00 .

Financial Reports & Project Budget Rationale:

Program Components	Expenses
1. Recruitment and Marketing of Participants	\$ 1,500.00
2. Training Materials and Participant Resources	\$ 1,500.00
3. Regional Advertising and Promotions Profiles	\$ 2,250.00
4. Meeting Rental Space and Internet Access	\$ 7,500.00
5. Facilitation of Customer Service Sessions	\$ 15,000.00
6. Customer Service Star Post Promotions & On-line Regional Cross Directory	\$ 13,000.00
7. Qualicum Beach Chamber of Commerce Program Administration	\$ 3,000.00
8. Total Expenses:	\$ 43,250.00
Program Components	Revenue
9. Participant Registration Fees	\$ 14,000.00
10. Employer / Agency Sponsorship of Facilitators	\$ 15,000.00
11. Total Revenue:	\$ 29,000.00
12. Funds Requested:	\$ 14,250.00

Appendices:

Project Organizational Structure



Qualicum Beach Chamber of Commerce Budget Fiscal 2011 with Membership Levels

CHAMBER REVENUE

CHAMBER MEMBER/ADMINISTRATION REVENUE

Ac#	ACCOUNT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
	New Membership	670	670	670	670	670	670	670	670	670	670	670	670	8,040.00
	Membership Renewal	5700	6700	5700	5700	5700	5700	5700	5700	5700	5700	5700	5700	69,400.00
	Racking only			125	250	2500	1700	500						5,075.00
	GI Marketing Fees	170	170	170	170	170	170	170	170	170	170	170	170	2,040.00
	Gala Auction-Administration												5000	5,000.00
	Gala Auction - Operations												5400	5,400.00
	Gala Auction-Gala Grants												5400	5,400.00
	Gala Auction-Bldg & Cntingncy												7200	7,200.00
	Marketing	800	1500	150	150	1000	500							4,100.00
	General Meetings	900	1000		700		2000			1400	1000	1000		8,000.00
	VIC Administration	400	400	450	500	750	900	900	900	900	600	350	350	7,400.00
	Interest Income	35	35	35	35	35	35	35	35	35	35	35	35	420.00
	Miscellaneous Income	25	25	25	25	25	25	25	25	25	25	25	25	300.00
	Community Awards		2000	3200										5,200.00
	Scholarship Revenue	100	100	350	100		400			100	100	100		1,350.00
	Subtotal Member Revenue	8800	12600	10875	8300	10850	12100	8000	7500	9000	8300	8050	29950	134,325.00

CONTRACT REVENUE

	Town of Qualicum Beach					24000			21000				1000	46,000.00
	Province of BC					25000								25,000.00
	HRDC Student Funding									9500				9,500.00
	Subtotal Contract Revenue					49000	0		21000	9500			1000	80,500.00

Qualicum Beach Chamber of Commerce Budget Fiscal 2011 with Membership Levels

EXPENSE
CHAMBER MEMBER EXPENSE

Ac#	ACCOUNT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
	Dues - BC Chamber	3500												3,500.00
	Dues - BC Chamber Execs			100										100.00
	Dues - Canadian Chamber	650												650.00
	Dues - CCEC											175		175.00
	BCCC - Annual Meeting				1000	2000								3,000.00
	BCCC - Programs										40			40.00
	Board Development				150									150.00
	Strategic Planning											800		800.00
	Gala Grants					3000						2100		5,100.00
	Building & Contingency	650			1150							3000	0	4,800.00
	Marketing		2000		500		2500		400		2000		500	7,900.00
	Flowers, Gifts, Etc.											150		150.00
	General Meetings	750	1200		600		2200			1250	950	950		7,900.00
	Member supplies		100						200					300.00
	New Member Receptions										350			350.00
	Member Surveys											200		200.00
	Board Expense	125	125	125	125	125	125			125	125	125	125	1,250.00
	Scholarships									1000	750			1,750.00
	Community Awards		3000	2500										5,500.00
	Total Member Expense	5675	6425	2725	3525	5125	4825	0	600	2375	4215	7500	625	43,615.00

Qualicum Beach Chamber of Commerce Budget Fiscal 2011 with Membership Levels

SHARED ADMINISTRATION

Ac#	ACCOUNT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
	Advertising & Promotion		120		100					250				470.00
	Bank Charges	120	120	120	120	120	120	120	120	120	120	120	120	1,440.00
	IT Equipment & Maintenance	200	50	100	300	250	100	50	50	50	100	100	100	1,450.00
	Equipment & Maintenance	325	300	300	300	300	300	300	300	300	300	300	300	3,625.00
	Insurance - General	90	90	90	90	90	90	90	90	90	90	90	90	1,080.00
	Insurance - E&O Directors	60	80	80	80	80	80	80	80	80	80	80	80	940.00
	Repairs & Maintenance	60	300	60	60	60	60	60	60	60	60	60	60	960.00
	Rent - Chamber Office	250												250.00
	GM Expense	35	35	35	35	35	35	35	35	35	35	35	35	420.00
	Office Expense	100	50	50	50	50	50	50	50	50	50	50	50	650.00
	Courier & Postage	100	110	110	110	110	110	110	110	110	110	110	110	1,310.00
	Telephone	85	85	85	85	85	85	85	85	85	85	85	85	1,020.00
	Staff Development						225				700			925.00
	Security	30	30	30	30	30	30	30	30	30	30	30	30	360.00
	Utilities	150	120	120	120	120	120	120	120	120	120	120	120	1,470.00
	Salaries & Benefits:													
	Salaries	5500	5500	5500	5500	5500	5400	7000	7000	7000	7000	7000	7000	74,900.00
	EI	125	125	125	125	125	145	145	145	145	145	145	145	1,640.00
	CPP	120	120	120	120	120	150	150	150	150	150	150	150	1,650.00
	WCB	25	25	25	25	25	25	25	25	25	25	25	25	300.00
	Benefits	200	200	200	200	200	200	200	200	200	200	200	200	2,400.00
	Total Salaries & Benefits													
	Total Shared Expense	7575	7460	7150	7450	7300	7325	8650	8650	8900	9400	8700	8700	97,260.00

VISITOR CENTRE REVENUE

Qualicum Beach Chamber of Commerce Budget Fiscal 2011 with Membership Levels

Ac#	ACCOUNT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
	Merchandise Sales	130	150	350	450	900	900	1600	1700	1100	700	300	300	8,580.00
	VIC Wall Map					700	700							1,400.00
	Commissions-Bus	20	50	50	70	100	70	70	70	70	70	70	70	780.00
	Commissions - Park Passes						10	10	10	10				40.00
	VIC Revenue	150	200	400	520	1700	1680	1680	1780	1180	770	370	370	10,800.00

VISITOR INFO CENTRE EXPENSE

Ac#	ACCOUNT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
	Administration	400	400	450	500	750	900	900	900	900	600	350	350	7,400.00
	Bank Charges	65	65	65	65	65	65	65	65	65	65	65	65	780.00
	Property Insurance	140	140	140	140	140	140	140	140	140	140	140	140	1,680.00
	Merchandise Costs	100	100	100	400	500	600	600	850	650	200	200	200	4,500.00
	Office Expense	75	75	75	75	75	75	75	75	75	75	75	75	900.00
	Security	30	30	30	30	30	30	30	30	30	30	30	30	360.00
	Recycling	45	45	45	60	60	60	60	60	60	45	45	45	630.00
	Train Station - Phone & Hydro	200	35	35	35	35	35	35	35	35	35	35	35	585.00
	Salaries	3000	3000	3000	3000	4550	7000	7000	7000	3050	3000	3000	3000	49,600.00
	EI	85	85	85	85	85	85	85	85	85	85	85	85	1,020.00
	CPP	135	135	135	135	135	135	135	135	135	135	135	135	1,620.00
	WCB	20	20	20	20	20	20	20	20	20	20	20	20	240.00
	Staff Development		150			100								250.00
	Office/Equipment Expense	75	75	75	75	75	75	75	75	75	75	75	75	900.00
	Uniforms					200								200.00
	IT Equipment & Maintenance	100	100	100	100	100	100	100	100	100	100	100	100	1,200.00
	Telephone	125	125	125	125	125	150	150	150	150	125	125	125	1,600.00
	Repairs & Maintenance	75	75	75	75	75	75	75	75	75	75	75	75	900.00
	Utilities	125	125	125	125	125	125	125	125	125	125	125	125	1,500.00
	Volunteer Recognition								600					850.00
	Total Info centre Expense	4795	4780	4680	5045	7245	9670	9670	10520	5770	4930	4680	4930	76,715.00

27,115.00

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
EXPENSES - VC & CHAMBER													
Dues - BC Chamber	3,500												\$ 3,500
Dues - BC Chamber Execs	100												\$ 100
Dues - Canadian Chamber	650												\$ 650
BCCC - Annual Meeting				1,200	2,400				1,000				\$ 3,600
BCCF - Annual Mtg/Membership									1,000				\$ 1,000
RDN Customer Service Program					1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	\$ 12,000
Board Development				450									\$ 450
Strategic Planning												325	\$ 325
Speakers Gifts	50		50	50	50	50			50	50	200		\$ 550
General Meetings		1,700	1,700	1,700	2,000	1,700			1,700	1,700	1,700		\$ 13,900
New Member Receptions			250							250			\$ 500
Board Meeting Expense	135	135											\$ 270
Scholarships									1,000	1,500			\$ 2,500
Community Awards		3,000	2,200										\$ 5,200
Marketing (Advertising & Promotion)	150	150	250	250	150				1,000	1,000	1,000	1,000	\$ 4,950
Bank Charges	175	175	175	175	175	175	175	175	175	175	175	175	\$ 2,100
IT Equipment & Maintenance	150	685	5,685	650	150	150	150	150	150	150	150	150	\$ 8,370
Equipment & Maintenance	465	465	465	465	465	465	465	465	465	465	465	465	\$ 5,580
Insurance - General (VC&Chamber)	235	235	235	235	235	235	235	235	235	235	235	235	\$ 2,820
Insurance - E&O Directors	60	60	60	60	60	60	60	60	60	60	60	60	\$ 720
Insurance & Maintenance	150	300	300	200	200	200	200	200	200	200	200	200	\$ 2,560
Repairs & Maintenance	265												\$ 265
Rent - VIC & Chamber Office	50	50	50	50	50	50	50	50	50	50	50	50	\$ 600
Transportation	150	150	175	175	175	175	175	175	150	150	150	150	\$ 1,950
Office Expense	200	200	200	200	200	200	200	200	200	200	200	200	\$ 2,400
Courier & Postage	200	200	200	200	200	200	200	200	200	200	200	200	\$ 2,400
Telephone	200	200	200	200	200	200	200	200	200	200	200	200	\$ 2,400
Staff Development VC			450										\$ 450
Security	60	60	60	60	60	60	60	60	60	60	60	60	\$ 720
Utilities	325	325	325	275	275	275	275	275	275	275	275	275	\$ 3,500
Merchandise		1,250	750	750	750							750	\$ 4,250
Recycling	35	35	35	70	70	70	70	70	70	35	35	35	\$ 630
Train Station - Phone & Hydro	135	35	35	35	35	35	35	35	35	35	35	35	\$ 520
Uniforms & Name Badges			250										\$ 250
Volunteer Recognition							900						\$ 1,150
FAM Tour			225	225									\$ 450
VIC: Salaries & MERCS	3,207	3,207	3,062	3,062	3,589	3,764	3,764	3,764	3,709	3,709	3,709	3,709	\$ 42,257
VIC: Salaries Summer Students					4,386	4,386	4,386	4,386					\$ 17,543
Chamber: Salaries, Benefits & MERCS	7,188	7,188	8,675	8,675	8,675	8,675	8,675	8,675	8,675	8,675	8,675	8,675	\$ 101,126
													\$ 252,096
	\$ 17,635	\$ 19,605	\$ 25,862	\$ 19,212	\$ 25,850	\$ 22,425	\$ 21,575	\$ 20,675	\$ 20,959	\$ 20,674	\$ 20,149	\$ 17,474	\$ 252,096
	-\$ 680	-\$ 5,640	\$ 2,663	-\$ 4,289	\$ 32,026	\$ 24,586	\$ 15,316	\$ 26,021	\$ 27,032	\$ 15,098	\$ 3,163	\$ 2,174	\$ 2,174

Proposed 2012 Budget

REVENUE - VC & CHAMBER	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
New Membership		675	1,125	1,125	900	900	900	675	675	675	450	450	\$ 8,550
Membership Renewal	5,175	5,175	5,175	5,175	5,175	5,175	5,175	5,175	4,500	2,700	1,800	1,350	\$ 51,750
Rocking		500	500	500	2,500	875	500				250	250	\$ 5,875
Additional Promotional Sales			750	750	225	225					750	750	\$ 3,450
Gala Operations												4,500	\$ 4,500
Gala Administration												5,000	\$ 5,000
Affinity Program Revenue	350	350	350	350	350	350	350	350	350	350	350	350	\$ 4,200
Marketing	800	200	250	200	200	200	400	200	200	200	200	250	\$ 3,300
General Meetings		1,680	1,680	1,680	1,680	1,680			1,680	1,680	1,680		\$ 13,440
Interest Income	35	35	35	35	35	35	35	35	35	35	35	35	\$ 420
Community Awards		5,200										175	\$ 5,200
Scholarship Revenue	175	400	175	175	175	400			175	175	175	175	\$ 2,200
Town of Qualicum Beach FFA	10,000				20,000			20,000				1,000	\$ 51,000
Town of Qualicum Beach Sch D			6,835										\$ 6,835
Town of Qualicum Beach QBDDBA			14,040										\$ 14,040
Province of BC - Tourism BC					25,000								\$ 25,000
Service Canada Student Funding									10,660				\$ 10,660
VIC Retail Sales	200	200	500	750	1,500	2,000	2,500	2,500	1,500	750	350	200	\$ 12,950
VIC Wall Map					700	700							\$ 1,400
VIC Commissions-Bus	20	30	50	70	100	70	70	70	70	50	50	50	\$ 700
VIC Info Screen	200	200	200	200	500	500	500	500	250	250	250	250	\$ 3,800
Website Sales & Sponsorship			2,500	1,250	1,250	1,875	1,875	1,875	1,875	1,875	1,875	1,875	\$ 5,000
RDN Customer Service Program					1,875	1,875	1,875	1,875	1,875	1,875	1,875	1,875	\$ 15,000
Total Revenue	\$16,955	\$14,645	\$34,165	\$12,260	\$62,165	\$14,985	\$12,305	\$31,380	\$21,970	\$ 8,740	\$ 8,215	\$16,485	\$ 254,270

**QUALICUM BEACH CHAMBER OF COMMERCE
FINANCIAL STATEMENTS
DECEMBER 31, 2010
(Unaudited - See Notice to Reader)**



McINTOSH | NORTON | WILLIAMS
certified general accountants

Cory McIntosh, CGA, CAFM, CFP*
Jay R. Norton, FCGA, CAFM†
Michael K. Williams, CGA*
Jason S. Moore, BA, CGA*

*practising as a professional corporation

"It's not what you earn, it's what you keep!"

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Qualicum Beach Chamber of Commerce as at December 31, 2010 and the statements of operations and changes in net assets for the year then ended.

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McINTOSH | NORTON | WILLIAMS
certified general accountants

Qualicum Beach, B.C.
February 8, 2011

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**Qualicum Beach Chamber of Commerce
Financial Statements
December 31, 2010**
(Unaudited - See Notice to Reader)

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Qualicum Beach Chamber of Commerce
Statement of Operations and Net Assets
Year Ended December 31, 2010
(Unaudited - See Notice to Reader)

	2010 \$	2009 \$
Revenue		
Memberships	59,030	63,090
Municipal contract	51,058	47,304
Tourism BC	25,000	31,000
Gala	22,358	21,091
Marketing	18,143	20,031
Employment programs	10,056	12,226
Merchandise sales	6,879	8,601
OTA contract	-	4,800
Commission and fee income	2,989	2,971
Other revenue	2,107	1,891
VIC wall map	1,400	1,400
Interest income	516	441
	<u>199,536</u>	<u>214,846</u>
Expenses		
Advertising and promotion	1,088	1,041
Amortization	5,363	11,969
Bank charges	2,220	2,424
Dues and memberships	4,441	4,074
Education and development	1,604	1,827
Equipment rental and maintenance	4,628	4,596
Gala grants	7,500	7,338
Insurance	3,436	3,528
Marketing	13,172	24,156
Meetings	4,751	8,785
Merchandise purchases	5,332	5,834
Office	2,577	4,238
OTA contract	-	1,274
Repairs and maintenance	6,232	6,585
Security	600	600
Scholarships	1,506	1,000
Telephone and fax	2,328	2,420
Train station	420	420
Utilities	2,890	2,840
Volunteer program	706	724
Wages and employee benefits	128,416	127,362
	<u>199,210</u>	<u>223,035</u>
Excess (deficit) of revenue over expenses	326	(8,189)
Net assets, beginning of year	<u>131,764</u>	<u>139,953</u>
Net assets, end of year - page 2	<u>132,090</u>	<u>131,764</u>

Qualicum Beach Chamber of Commerce
Statement of Financial Position
As at December 31, 2010
(Unaudited - See Notice to Reader)

	2010	2009
	\$	\$
ASSETS		
Current		
Cash	14,479	4,484
Term deposits	38,734	41,351
Accounts receivable	23,713	19,439
Inventory	4,149	4,135
Prepaid expenses	<u>1,718</u>	<u>1,849</u>
	82,793	71,258
Capital assets <i>(Note 2)</i>	<u>76,720</u>	<u>80,863</u>
	<u>159,513</u>	<u>152,121</u>
LIABILITIES		
Current		
Accounts payable and accrued liabilities <i>(Note 3)</i>	20,583	12,854
Unearned revenue	<u>6,840</u>	<u>7,503</u>
	<u>27,423</u>	<u>20,357</u>
MEMBERS' EQUITY		
Net assets - <i>page 1</i>	<u>132,090</u>	<u>131,764</u>
	<u>159,513</u>	<u>152,121</u>

Approved by the Directors

_____ Director

_____ Director

Qualicum Beach Chamber of Commerce
Notes to Financial Statements
December 31, 2010
(Unaudited - See Notice to Reader)

1. Nature of Business

The Qualicum Beach Chamber of Commerce commenced operations on January 27, 1927 and operates a visitor information centre and business office.

2. Capital Assets

	Cost	Amortization	2010 Net	2009 Net
	\$	\$	\$	\$
Building	91,059	25,464	65,595	68,329
Furniture and fixtures	15,226	12,226	3,000	2,378
Equipment	26,791	18,666	8,125	10,156
Leasehold improvements	<u>62,403</u>	<u>62,403</u>	<u>-</u>	<u>-</u>
	<u>195,479</u>	<u>118,759</u>	<u>76,720</u>	<u>80,863</u>

3. Accounts Payable

	2010	2009
	\$	\$
Accounts payable and accrued liabilities	7,138	2,132
Accrued wages payable	1,196	1,393
Deferred remuneration	2,438	3,335
Due to government agencies	<u>9,811</u>	<u>5,994</u>
	<u>20,583</u>	<u>12,854</u>

QUALICUM BEACH CHAMBER OF COMMERCE
FINANCIAL STATEMENTS
DECEMBER 31, 2011
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Qualicum Beach, B.C.
March 7, 2012

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Qualicum Beach Chamber of Commerce
Statement of Operations and Net Assets
Year Ended December 31, 2011
(Unaudited - See Notice to Reader)

	2011 \$	2010 \$
Revenue		
Memberships	61,220	59,030
Municipal contract	48,980	51,058
Tourism BC	25,000	25,000
Gala	22,524	22,358
Marketing	10,710	18,143
Employment programs	7,641	10,056
Merchandise sales	7,545	6,879
Commission and fee income	3,349	2,989
Other revenue	3,068	2,107
VIC wall map	1,800	1,400
Interest income	705	516
	<u>192,542</u>	<u>199,536</u>
Expenses		
Advertising and promotion	1,912	1,088
Amortization	4,921	5,363
Bank charges	2,176	2,220
Dues and memberships	4,048	4,441
Education and development	2,091	1,604
Equipment rental and maintenance	4,567	4,628
Gala grants	5,400	7,500
Insurance	3,456	3,436
Marketing	9,574	13,172
Meetings	6,294	4,751
Merchandise purchases	5,245	5,332
Office	2,343	2,577
Repairs and maintenance	4,143	6,232
Security	600	600
Scholarships	755	1,506
Telephone and fax	2,256	2,328
Train station	195	420
Utilities	3,158	2,890
Volunteer program	658	706
Wages and employee benefits	142,340	128,416
	<u>206,132</u>	<u>199,210</u>
Excess (deficit) of revenue over expenses	(13,590)	326
Net assets, beginning of year	<u>132,090</u>	<u>131,764</u>
Net assets, end of year - page 2	<u>118,500</u>	<u>132,090</u>

Qualicum Beach Chamber of Commerce
Statement of Financial Position
As at December 31, 2011
(Unaudited - See Notice to Reader)

	2011	2010
	\$	\$
ASSETS		
Current		
Cash	50,575	53,213
Accounts receivable	10,163	23,713
Inventory	1,868	4,149
Prepaid expenses	<u>2,962</u>	<u>1,718</u>
	65,568	82,793
Capital assets <i>(Note 2)</i>	<u>72,506</u>	<u>76,720</u>
	<u>138,074</u>	<u>159,513</u>
LIABILITIES		
Current		
Accounts payable and accrued liabilities <i>(Note 3)</i>	14,392	20,583
Unearned revenue	<u>5,182</u>	<u>6,840</u>
	<u>19,574</u>	<u>27,423</u>
MEMBERS' EQUITY		
Net assets - <i>page 1</i>	<u>118,500</u>	<u>132,090</u>
	<u>138,074</u>	<u>159,513</u>

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	Cost	Amortization	2011 Net	2010 Net
	\$	\$	\$	\$
Building	91,059	28,089	62,970	65,595
Furniture and fixtures	15,226	12,826	2,400	3,000
Equipment	27,498	20,362	7,136	8,125
Leasehold improvements	<u>62,403</u>	<u>62,403</u>	<u>-</u>	<u>-</u>
	<u>196,186</u>	<u>123,680</u>	<u>72,506</u>	<u>76,720</u>

3. Accounts Payable

	2011	2010
	\$	\$
Accounts payable and accrued liabilities	4,820	7,138
Accrued wages payable	1,246	1,196
Deferred remuneration	-	2,438
Due to government agencies	<u>8,326</u>	<u>9,811</u>
	<u>14,392</u>	<u>20,583</u>



COA15R E D 00000 35958
 QUALICUM BEACH CHAMBER OF COMMERCE
 124 SECOND AVE WEST
 BOX 159
 QUALICUM BEACH BC V9K 1S7

Date February 29, 2012
 Member No. 134410
 Page 1 of 10

CHEQUING

Community Partner Package

Date	Description	Withdrawals	Deposits	Balance
01 Feb 12	Opening Balance			10,794.88
01 Feb 12	External Withdrawal Business Pre-Authorized Payment CHAMB GROUP INS. CH	113.02		10,681.86
01 Feb 12	Cheque 5913	452.14		10,229.72
01 Feb 12	Cheque 5917	548.80		9,680.92
01 Feb 12	Cheque 5943	867.64		8,813.28
01 Feb 12	Bill Payment - FortisBC-Natural Gas	120.75		8,692.53
01 Feb 12	Bill Payment - Yellow Pages Group Co	5.15		8,687.38
02 Feb 12	External Deposit Business Pre-Authorized Payment T-D VISA POS -		889.00	9,576.38
02 Feb 12	External Deposit Business Pre-Authorized Payment T-D DIRECT PAYMENT EFTPOS		35.00	9,611.38
02 Feb 12	External Deposit Business Pre-Authorized Payment TD MC TD MC		35.00	9,646.38
02 Feb 12	External Withdrawal Business Pre-Authorized Payment T-D VISA A&A	71.83		9,574.55
02 Feb 12	External Withdrawal Business Pre-Authorized Payment T-D VISA A&A	229.06		9,345.49
02 Feb 12	Eff. 02-01 Cheque 5942	1,002.31		8,343.18
02 Feb 12	Deposit		2,156.62	10,499.80
03 Feb 12	External Deposit Business Pre-Authorized Payment TD MC TD MC		460.00	10,959.80
03 Feb 12	External Deposit Business Pre-Authorized Payment T-D VISA POS -		330.88	11,290.68
03 Feb 12	External Deposit Business Pre-Authorized Payment T-D DIRECT PAYMENT EFTPOS		85.00	11,375.68
03 Feb 12	Eff. 02-02 Cheque 5940	72.74		11,302.94

continued...

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BRITISH COLUMBIA'S
Small Business Roundtable



SMALL BUSINESS ROUNDTABLE

6th Annual Report to Government | October 2011

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B.C. Small Business Successes

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Our Commitments Moving Forward

Message from the Small Business Roundtable

British Columbia is emerging from the recent economic downturn with a strong sense of renewal and economic momentum. This is in part due to the innovative and entrepreneurial spirit of British Columbia's small business sector. Small businesses created 13,700 new jobs in 2010, generating 57% of all jobs in British Columbia - the highest rate in Canada. In addition, small business exported over 47% of the total value of goods from the province. Despite uncertainties in Europe and the U.S., small businesses remain the cornerstones of B.C. communities and continue to be our economic engine.

It is within this context that the Small Business Roundtable submits this 6th Annual Report to Government. This report summarizes key Roundtable activities during 2010. The report provides insights to new and continued progress in addressing the issues raised by small business owners during consultations held throughout the province. Based largely on these consultations, the report includes forward looking recommendations to government as well as the small business community on strategies to further enhance the growth and success of small business in the province.

We believe it is not enough for small businesses to survive. For British Columbia's long term prosperity, it is vital that we collectively find ways to ensure our small business community thrives and grows.

Finally, we would like to welcome our new chair, Honourable Pat Bell, Minister of Jobs, Tourism and Innovation, along with the Roundtable's new Co-Chair Kevin Krueger, MLA, Kamloops-South Thompson. We look forward to working together to further the interests of British Columbia's small businesses.

Small Business Roundtable Board Members

B.C. Small Business Success Stories

Small businesses play a vital role in the economic success of communities throughout the Province of British Columbia. To recognize this contribution, eight diversified and successful small businesses (one from each economic region) have been selected to reflect the entrepreneurial spirit and diversity evident throughout this province.

Highlighted throughout this year's report are:

Arbutus Grove Nursery	page 3
J.D. Farms	page 6
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Cartolina	page 10
Aspenware	page 10
Chief Louie Paddle Company	page 15
Motion Media	page 15

Arbutus Grove Nursery

When Hans Stoffelsma immigrated to Canada from Holland with a dream to grow trees, he couldn't have imagined what five acres of land would one day become. But within two years of starting their greenhouse business, he and his wife Susan had their first contract to grow 100,000 western hemlock seedlings. Fast forward 32 years and Arbutus Grove Nursery has grown into a progressive business on 25 acres producing over nine million reforestation seedlings annually for their customers across B.C. and the North-Western U.S., with their son, Nathaniel, at the helm.

The company has steadily grown over its history, due to the consistent quality of trees grown as well as the customer relationships fostered. Steady growth has made the transition of the business from father to son a smooth one. "I look at the company now from a distance and I am very satisfied with our life's work. Nathaniel has taken the reins, making the business his own while still retaining Arbutus' core values of family, customer service and quality product. It feels good", Hans says.

Indeed, Nathaniel is keen to maintain the business for generations to come. "We're making strides to become a better and more efficient business, but our strength will always be the skilful and dedicated people we work with", Nathaniel shares, "Arbutus is family owned and operated, but 'family' doesn't stop with the last name 'Stoffelsma'. "Some of our staff are third generation, turning the business into more than just a profitable alliance, it's an extended family. Our team has truly been the key to our success", shares Nathaniel proudly.

www.arbutusgrove.com



About Us

What is the Small Business Roundtable?

The Small Business Roundtable was established in 2005 to provide British Columbia's small businesses with a voice to government through:

1. Engaging in a dialogue with small business to identify key issues and opportunities.
2. Developing recommendations to government and small business owners on strategies to enhance B.C.'s small business climate.
3. Advocating small business interests in the province.

Honourable Pat Bell, Minister of Jobs, Tourism and Innovation chairs the Small Business Roundtable Board whose members consist of Co-chair Kevin Krueger, MLA Kamloops-South Thompson, and 18 recognized leaders within their small business communities.

Who do we represent?¹

The Small Business Roundtable represents small businesses across British Columbia. Small Business is defined as a business with fewer than 50 employees, or self employed without paid help.

- 98 percent of all businesses in the province are small businesses.
- Small business provides nearly 57 percent of all private sector jobs, employing over one million people.
- Over 41 percent of the total value of goods exported from British Columbia is generated by small business.
- Small businesses are responsible for approximately 32 percent of the province's Gross Domestic Product (GDP).

Number of Small Businesses per Economic Region, British Columbia, 2010

Region	Population ²	# of small businesses ³
1. Vancouver Island/Coast	772,309	71,000
2. Mainland/Southcoast	2,667,496	231,200
3. Thompson-Okanagan	536,315	49,000
4. Kootenay	151,821	14,900
5. Cariboo	160,699	13,500
6. North Coast and 7. Nechako	98,320	6,400
8. Northeast	68,247	5,500
British Columbia	4,455,207	391,700



¹Statistical source: Small Business Profile, BC Stats, 2010

²Source: BC Stats, Regional Population Estimates and Projections (2009 data)

³Source: Small Business Profile, BC Stats, 2010

Who are we?



1. **Sue Adams**,
Managing Partner,
Bevendale Enterprises
WHISTLER



2. **John Cameron**,
CEO, Rock Solid
Business Coaching Inc.
LANGLEY



3. **Cindy Choi**,
Manager,
Chan & Company
VICTORIA



4. **Robert Fine**,
Executive Director,
Economic Development
Commission of the
Central Okanagan
KELOWNA



5. **Garth Frizzell**,
Founder and CEO
Terra Cognita Software
Systems Inc
PRINCE GEORGE



6. **Laura Jones**,
Sr. VP of Research, Economics
& Western Canada, Canadian
Federation of Independent
Business
VANCOUVER



7. **Linda Larson**,
Vice-Chair, Small Business
Roundtable
OLIVER



8. **David Littlejohn**,
Professional Campground
Operator, Living Forest
RV Park/Oceanside
Campground
NANAIMO



9. **Kelly
McCormack**
Owner, McCormack
Management
BURNS LAKE



10. **Cybele Negriz**,
President & Co-Founder,
Webnames.ca Inc.
VANCOUVER



11. **Coralee Oakes**,
Executive Director,
Quesnel & District
Chamber of Commerce
QUESNEL



12. **Murray Presley**,
Partner, Presley &
Partners
COURTENAY



13. **Mark Startup**,
President & CEO,
Shelfspace – the
Association for Retail
Entrepreneurs
VANCOUVER



14. **Ian Tostenson**,
President & CEO,
British Columbia
Restaurant & Food
Services Association
VANCOUVER



15. **Sonia Virk**,
Lawyer and Partner
Joomratty and Virk,
Barristers & Solicitors
SURREY



16. **MJ Whitemarsh**,
CEO, Canadian Home
Builders' Association
of BC
BURNABY



17. **Chief
Judy Wilson**,
Neskonlith Indian Band
(Skatsin)
CHASE



18. **John Winter**,
President & CEO,
British Columbia
Chamber of Commerce
VANCOUVER



19. **Kevin Krueger**,
Co-Chair, Small Business
Roundtable
KAMLOOPS

For inquiries contact
roundtablesecretariat@gov.bc.ca

JD Farms

JD Farms began as a small commercial egg farm in 1979 and has since transformed into a specialty turkey producer with an on-site bistro, retail store and a wholesale distribution channel.

Described as a “32 year overnight success”, JD Farms is a family-owned and operated business. Jack and Debbie Froese both grew up on farms - he hailed from egg country and she from a dairy farm, and two of their children are active in the business. And with six grandkids to date, the family farm could foreseeably continue for another generation or more!

What sets JD farms apart is the sense of tradition engrained in their specialty turkeys, as well as their business practices. “We have families coming to pick out their Thanksgiving or Christmas turkeys every year. Their family tradition has become ours, and that is very important to us” says Jack Froese proudly.

Indeed, personal relationships have been pivotal for the success of JD Farms. From loyal customers returning for their famous turkey pepperoni , to the number of staff who have been with the farm for over 17 years, JD Farms was built on personal relationships.

Froese advises anyone interested in starting a small business to be aware of the challenges, but don't be discouraged. “You don't have to have an MBA to be successful, but having the right business coach and some training goes a long way. We were 25 when we started this - we certainly didn't have all the answers but we learnt from experience and from the people around us”.

www.jdfarms.ca



Meeting our Mandate

This section provides highlights of our activities as well as examples of government responses to concerns voiced by B.C.'s small business community.

1. Engage in Dialogue With the Small Business Community

Over 48 consultations have been completed throughout the province since 2005 providing small business owners with an opportunity to discuss issues and opportunities with the Roundtable. In 2010, consultations took place in Whiterock, Vernon, Kelowna, Chilliwack, Kamloops, Parksville, Abbotsford, Oliver and the Tri-Cities area , which includes Anmore, Belcarra, Coquitlam, Port Coquitlam and Port Moody . Further details on these consultations can be found at:

www.smallbusinessroundtable.ca

2. Annual Report to Government

Since the Roundtable's inception in 2005, the Board has presented a report to Government documenting the highlights of the previous year, including the Board's activities and forward looking recommendations. This year's sixth annual report continues to present recommendations to government and small business for the purpose of contributing to small business' growth and success and the development of government small business strategies.

3. New small business friendly www.gov.bc.ca site

There were many drivers behind the development of the new government of B.C. website. However, the single gateway “Business and Investing” tab on the home page is a direct response to the message commonly heard during small business consultations — finding any B.C. Government information for business was very challenging given multiple, evolving sites with no standardization. The new website provides easy access to relevant information from the business users' perspective. The Small Business Roundtable website, www.smallbusinessroundtable.ca was also refreshed this year with small business convenience as a key objective.

4. Provide Recommendations to Promote Small Business Growth

The Small Business Roundtable Board meets once a quarter to share information about what is happening in B.C. regions and business sectors, discuss ways to better address the needs and potential opportunities for small business and to provide government with advice about proposed strategies and programs. Occasionally, subcommittees are formed to focus attention on specific small business topics by developing recommendations for consideration by the board as a whole. The following are current subcommittees:

- Regulatory Reform
- Small Business Award
- Small Business Roundtable Annual Report
- Building Skills

The voice of small business is conveyed to government by individuals participating in regional small business consultations, by individual board members, by the board's subcommittees as well as by the board as a whole.

5. Regulatory Reform

5.1 10th Regulatory Reform Anniversary in B.C.

Now entering its 10th year, the Regulatory Reform program was implemented for the primary purpose of reducing red tape and has reduced regulatory requirements by more than 42 per cent. The Roundtable supports this program as it continues to provide small businesses with simplified processes. It has formed a subcommittee whose goal is to ensure the initiative continues to address the needs of small business.

On June 26th, 2011, government renewed its commitment to no net increases to the regulatory count to 2015, and announced it would enshrine regulatory accountability in legislation.

This is a major milestone in B.C.'s regulatory reform program and highlights B.C.'s international leadership in this area.

sparkgeo

When Will Cadell emigrated from Scotland in 2005, he came in search of mountains of opportunity - literally. He settled with his wife in Prince George, a town which combines their thirst for adventure and the great outdoors with his love of geography and technology. The result was SparkGeo, a geo-web consultancy that provides a way for users to visualize data by putting maps on the internet. "We're about as far north as Silicone Valley gets," Cadell jokes.

The inspiration behind SparkGeo was simple: Cadell wanted a challenge. Previously an Information Technology Manager, he wanted to create his own rewarding job. He saw a gap in geo services industry and filled that niche by becoming a consultant. Initially, sparkgeo supported eco-reserve.org, a non-profit technology start-up by building their webmap. Now, sparkgeo works with mountain communities, iPhone app developers, data providers and Northern B.C. First Nations as well as more "traditional G.I.S.s" and mapping work.

In rare moments of downtime, Cadell loves to spend time with his family and mountain climb. Climbing has provided a perfect example for his business: "I'm scared of heights, but that's a good thing in rock climbing! In business, fear keeps you from stepping too far outside of your boundaries. Without it, I wouldn't be where I am today".

So what's the best part of Will's experience as a new small business owner? Getting that first cheque! "Each time it's a moment of revelation. My clients are telling me that my work is valuable." Another highlight is having a client refer him. Cadell says "Word of mouth is important but sparkgeo is primarily online so I rarely have the opportunity to shake hands with a client. Because of our online presence, our clients in San Francisco only have to check LinkedIn and they can view previous client referrals. It works for us".

www.sparkgeo.com



The Most Small Business Friendly Community Award

This year, the Small Business Roundtable is pleased to recognize those communities making an effort to foster the growth and success of small businesses in the Province of British Columbia through the “Most Small Business Friendly Community Award”.

An award was available for one community within each of the eight economic regions of the province to acknowledge its efforts in supporting small businesses in their communities. Award evaluations were based on locally implemented government measures as they relate to:

- Reducing regulatory barriers.
- Enhancing small business competitiveness.
- Recognizing small business’ contributions to their community.
- Climate action initiatives that support small business.

The winners for 2011 are:

Region 1 (Vancouver Island/Coast)	Ladysmith
Region 2 (Mainland/Southwest)	Surrey
Region 3 (Thompson – Okanagan)	Kamloops
Region 4 (Kootenay)	Rosland
Region 5 (Cariboo)	Quesnel
Region 6 (North Coast)	Prince Rupert

5.2 BizPaL

BizPaL is a free online tool that generates a customized list of permits and licences from all levels of government for those looking to open or expand a business in a particular locality in British Columbia. By following an easy step-by-step process, BizPaL reduces the time spent in identifying requirements from a full day to about 15 minutes.

To make this tool more widely available, the B.C. government is in the process of expanding the service to every local government throughout the province. The Small Business Roundtable endorses the expansion of the program. Members promote the service to local governments in an effort to make it easier for business to identify and comply with regulatory requirements imposed by all levels of government. www.bizpal.ca

5.3 Inter-community Business License

The Inter-Community Business Licence (Mobile Business Licence) allows mobile businesses to operate across participating local governments by purchasing only one licence. Currently, there are five Intercommunity Business License agreements in the province. The Small Business Roundtable fully supports the expansion of the Inter-Community Business Licence in all regions and is advocating their local governments to adopt it as a means of reducing barriers to doing business in the province.

6. Improved Trade and Labour Mobility

The New West Partnership Trade Agreement (NWPTA) came into effect in July 2010. The NWPTA is a comprehensive agreement to remove barriers to trade, investment and labour mobility between British Columbia, Alberta and Saskatchewan. Key elements of the NWPTA include: continuing to remove obstacles to labour mobility, ensuring equal treatment for workers and business, treating other provinces’ businesses, investors and workers as fairly as their own, and reconciling unnecessary differences in work standards and regulations. Under the NWPTA, the parties continue to eliminate barriers in the hiring of qualified labour across these three provinces and have opened the labour market to a wider geographic area.

7. Competitive Tax Environment

The Roundtable was disappointed with the results of the HST Referendum. However, we are committed to supporting the government and the small business community in transitioning back to the PST. We urge the government to continue to look for ways to ensure British Columbia retains a competitive tax environment.

8. Small Business Month

British Columbia continues to dedicate the entire month of October towards recognizing small business' contribution to the province. Events, which provide opportunities to celebrate, learn, and network, take place throughout all regions.

9. Small Business BC

The Roundtable supports the work of Small Business BC in delivering programs and services to small business owners.

Small Business BC is a non-government organization, supported by the federal government, the provincial government and the private sector. It is a resource centre which provides small business in B.C. with knowledge-based business products and services. www.smallbusinessbc.ca

10. Human Resource Development

Human resource development and support for small business succession continue to be identified as issues during Roundtable consultations. On December 7, 2010 the Province released the Skills for Growth: British Columbia's Labour Market Strategy to 2020 plan. This living strategy focuses efforts on increasing the skill level and success of people currently within British Columbia, improving work productivity, and attracting and retaining skilled labour both nationally and internationally.

Building on the success of the Workplace Training for Innovation Pilot Program developed in consultation with the Roundtable, the Province launched the Targeted Skills Shortage Pilot Program to provide training to low skilled employees in high growth sectors where there is expected to be an increasing demand for skilled workers.

The Building Skills subcommittee of the Roundtable approved partnership funding for a collaborative pilot project to address small business succession. Additional funding for the project was provided by the province, the Island Coastal Economic Trust and the Island Coastal Community Futures Network. The project will link interested business purchasers to small business owners who are in the process of, or thinking about, exiting their business and will offer relevant training and support to both buyers and sellers.

Oceanwild

When the fishing industry hit a wall in Prince Rupert, Mike and Almudena Miles had to rethink their commercial fishing business. They had their boats and knew every inlet, and in 2008 they started Oceanwild, a small company specializing in nature and diving expeditions. After fishing for many years, the pair realised how few people saw the abundant wildlife common on the north coast. They wanted to share the bears, birds, sea lions and whales with families and other groups. "We wanted to keep the groups small", Almudena Miles says, "that way the experience is more intimate".

With Mike's background in fishing, Almudena's training as a biologist and their shared love of diving, developing a tourism-based business felt natural. They spend each day on the water, doing the things they love. They've added a floating camp of cabins and bunkhouses for overnight accommodation and multi-day kayaking adventure tours to their list of services.

"We love getting up in the morning and heading to 'work'", says Miles. "Sharing sea life and nature with other families and small groups is much more than a job – it's a pleasure. Admittedly we didn't know much about business when we first started, but we followed our instincts and simply did what we love to do", she adds.

And it wouldn't be possible without support in Prince Rupert. "We have a great, small staff and good relationships with the people who are integral to our business. We wouldn't be where we are today without their support".

www.oceanwild.ca



Cartolina

When Fiona Richards started Cartolina Cards in 2006, she didn't have time to start slowly – she needed to create a job for herself and fast! Moving from Victoria to the Kootenays meant adjusting her lifestyle but it was the best move she could have made. Once there, Richards felt compelled to share her collection of rare vintage ephemera and so created her own greeting card design & paper products company. She started with one store on Granville St. in Vancouver and, with the help of her distributor, quickly spread from there into the U.S. Today, Cartolina has gone global, gracing the shelves of beautiful stores across Australia, New Zealand, North America and Europe. Richards considers each unique vendor a milestone, with locations like Harrods and the British Museum carrying her whimsical designs.

With her collection of vintage imagery and a great eye for colour, Richards has created a niche for herself. She names social media, especially the use of blogging and twitter, as one of the reasons for her success. Vendors hear about Cartolina through social media chatter - and it has paid off. The Cartolina i-phone app, a "three-dimensional e-greeting treasure that shows up in your email", came out last year and became #1 and a staff favourite at the app store.

Being a small business owner has its challenges of course, namely when Kootenay winter weather holds up a large shipment. But Richards says she loves being at the helm and seeing her designs in flagship retailers feels amazing. Richard's advice to small business owners is simple: learn every aspect of your business, from website development to what kind of packaging tape is best. Put the effort in, enjoy the huge rewards of your vision and expect to lose sleep.

www.cartolina.com



Aspenware

What happens when three shop teachers and an English teacher brainstorm? Answer: beautiful, strong, compostable wooden cutlery!

The birth of Aspenware dates back to 1997 when one of the three saw wooden cutlery from Europe on a television documentary. As shop teachers, they did what came naturally – they went on a fieldtrip to see for themselves! What they found was definitely made of wood but lacked strength and functionality. They set to work brainstorming ways to improve the cutlery. Late one night, Terry Bigsby, one of the original three, had a "Eureka" moment that led the company to form veneer, designing the world's first "laminated" wooden cutlery.

Aspenware is becoming a common sight in grocery store aisles with a significant, yet completely unintended, benefit. Aspenware cutlery, as well as its packaging, is truly compostable. "We don't consider ourselves a green company," says Bigsby. "We simply want to be known as a company doing good things the best way we know how in a constant effort to improve."

Today, 15 years later, Terry and the Aspenware team continue to apply their skill and ingenuity, building Aspenware's second manufacturing line.

Help for Aspenware came in the form of a grant from Industrial Research Assistance Program, but the ultimate reason for Aspenware's success is the incredible team of great people behind it. "Without them, we wouldn't be in business today", Bigsby says, "We now have twenty team members and believe growth will be exponential as the market becomes aware of Aspenware."

www.aspenware.ca



Recommendations to Government

Our annual roundtable consultations provide business owners with the opportunity to raise their ideas and issues directly with the minister or his representative. The following recommendations reflect what was heard during these sessions as well as submissions from Board members.

1. Continue to instill consumer and business confidence

- Continue holding consultations with small business to obtain regular feedback for consideration when developing government policy and programs.
- Encourage communities to acknowledge the importance of small business contributions to local economies, and to consider ways in which they can encourage small business development and growth, such as reducing the regulatory burden.

2. Support training and labour market development

- Continue supporting small businesses in recruitment, retention, and succession planning.
- Ensure needs of small businesses are considered under Labour Market and Labour Market Development Agreements while continuing to support them through targeted skills training programs. Renew commitment to include the Roundtable in brainstorming solutions to more effectively administer LMA funds.
- Continue to invest and provide funding for training programs.
- Champion Aboriginal business support service centres such as the First Citizens Fund and Aboriginal business and entrepreneurship skills training programs.
- Continue to modernize immigration practises to meet the needs of the labour market.

3. Leverage technology and competitiveness

- Continue encouraging small business to leverage new technologies, innovations and ideas to increase productivity.
- Further enhance the competitiveness of B.C.'s tax structure.
- Continue investing to diversify northern B.C.'s economy (i.e. Bio-energy industry and natural resource extraction industries) and commit to further communication and transportation infrastructure improvements in the North.
- Continue to encourage small business to make use of the LiveSmartBC program to counteract climate change.
- Continue to investigate further ways to help small business reap the benefits from online business development – (competitive/ industry intelligence, expand B2B and customer networks, improve productivity, e-commerce).



Recommendations to Government

4. Focus on factors that stimulate small business growth

- Support small business expanding both their national and international markets by ensuring they play a prominent role in British Columbia's international trade outreach activities.
- Partner with local communities to provide training to more rural areas through video conferencing centres and other remote communication tools.
- Continue to provide annual Aboriginal-focused Small Business Roundtable sessions in partnership with the Community Futures Development Corporation of the Central Interior First Nations as one part of exploring new opportunities to align B.C.'s Aboriginal Economic Development Action Plan for further building of self-reliance, prosperity, and economic stability.
- Assist small businesses in increasing access to capital through funding programs and grants. Different funding should be made available throughout the lifecycle of a small business and include research and development, feasibility studies, business planning, start-up capital, marketing development, bridge financing, and operational capital.

5. Continue to reduce regulatory burden on small business

- Recognize other governments for their endeavours to reduce regulations on small business.
- Assist other government levels to continue to implement regulatory reduction through initiatives such as BizPaL, OneStop and the Mobile Business License.

6. Further enhance the entrepreneurial culture in B.C.

- Continue to raise the profile of small business and their contribution to the provincial and local government economies through Small Business Month.
- Continue to support Junior Achievement BC in providing business and entrepreneurship programs in our schools.
- Continue to investigate and expand mentorship programs for new entrepreneurs.



Recommendations to Small Business Community

The economic environment in B.C. has rebounded, however, small businesses must remain vigilant in their efforts to be competitive and invest in opportunities both short-term and long-term.

Given the re-emerging labour shortage, it is vital that small businesses explore new ways to attract and retain employees. They also face the challenge of keeping their delivery of goods and services current with changes in consumer trends and emerging markets.

These recommendations highlight potential actions for small businesses to help them expand and develop.



1. Focus on human resources

- Ensure your company's human resource plan accommodates the major changes taking place in the labour market due to B.C.'s aging population.
- Remain competitive by ensuring you and your staff have appropriate skills sets for today.
- Create employee retention strategies.
- Grow the expertise you need by investing in the capabilities of your employees.
- Recruit potential employees from "non-mainstream" groups, such as Aboriginals, seniors, immigrants, and those with disabilities. Three locations to start are:
 - WorkBC's Finding Workers website:
http://www.workbc.ca/employers/finding_workers/hire_immigrants_in_bc.htm
 - Hiring Persons with Disabilities booklet:
http://www.workbc.ca/docs/toolKit_Book3.pdf
 - Hiring Mature Workers booklet:
http://www.workbc.ca/docs/toolKit_Book2.pdf
- Investigate better ways to market your company to the young workforce.

2. Get involved

- Learn what is happening in your community at the planning level by attending city council meetings, getting involved with local community service groups, and being aware of regional initiatives. This type of engagement can be a source of insights to potential new business opportunities for diversification and development.
- Help shape the future workforce by volunteering your business expertise in youth programs such as Junior Achievement BC.
- Join, online or offline, a business or entrepreneurship group, industry association or local Chamber of Commerce and board of trade to expand your networks.

3. Develop your leadership skills and knowledge

- Identify what training would be of greatest benefit to you by identifying your strengths and areas for improvement.
- Participate in management roles or management skills training programs.
- Learn from seasoned entrepreneurs through a mentorship program available through a variety of business associations.

Recommendations to Small Business Community

4. Leverage new technologies

- Increase productivity and improve operations through new ways of leveraging technology.
- Develop and maintain a current web presence. Reap the benefits of social media through judicious implementation. Use it to monitor what your customers are publicly saying about your company.
- Contact the eBusiness Connection to learn how to use technology to attract and retain customers. www.e-bc.ca

5. Access new markets

- Discover how to benefit your business through export. Note: export is defined as doing business involving revenue flows from outside B.C. into the province.
- Financial services, design and engineering, accounting, computer and data services or coaching and mentorship can be extended by small businesses into larger markets. More information is available at www.tradestart.ca

6. Take advantage of green initiatives

- Leverage LiveSmartBC's small business program to save money and reduce energy www.livesmartbc.ca
- Determine the most efficient uses of environmental resources by taking advantage of programs that assess business operations. www.bchydro.com/powersmart
- Investigate how green initiatives can provide a competitive advantage to increase revenues.

7. Leverage small business resources; communicate to government

- Use government tools and resources provided such as:
 - Ministry of Jobs, Tourism and Innovation – www.gov.bc.ca/jti/
 - Small Business BC – www.smallbusinessbc.ca
 - WorkBC – www.workbc.ca
- Ensure you communicate your needs to government through your MLA. A listing of elected provincial representatives is located at www.leg.bc.ca/mla/3-1-1.htm
- Participate in small business consultations taking place in your community and connect with the Roundtable. Visit www.smallbusinessroundtable.ca for more information or email us at roundtablesecretariat@gov.bc.ca



Chief Louie Paddle Company

Every small business has a unique approach, and the Chief Louie Paddle Company is no different. "Our plan does not include benefit/cost analysis; instead we ask whether Chief Louie, the last hereditary chief of the Cheslatta people, would be pleased with what we are doing. He is our guiding principle", Mike Robertson says.

The inspiration for the company came in 2009, after the local sawmill shut down and left unused lumber behind. The Cheslatta set to work carving paddles out of this lumber and the wood submerged in Ootsa Lake after the flood Chief Louie predicted in 1951. Now, carvers gather to make up to 40 paddles per day, connecting with the Earth and the spirits of their ancestors whose lives were washed away in the flood. "They tell stories as they carve each paddle, ingraining our history into the wood", Robertson shares.

Robertson prefers to keep the company small and sustainable with the focus not on profits, but on employment, culture and resources management. Their paddles have been shipped to Germany, China, New Zealand, Japan, Australia and throughout North America, often presented as gifts to politicians, celebrities and even a Nobel peace prize winner.

International recognition is rewarding, but what drives Chief Louie Paddle Company is community. By staying true to their roots, the company inspires other members and artisans to create. "The wood brings out the best in all of us. Chief Louie would be proud", says Robertson, "and to us, that is success."

www.chieflouie.com



Motion Media

Andrew Tylosky takes meeting customer's needs to the next level. Motion Media, originally a video production company established in 2006, has expanded to become a one-stop shop integrated marketing studio. In addition to video production, they supply the Peace Region with printing, web development, graphic design, marketing & branding services because customer demand led them to diversify. "I noticed that people would ask us if we offered this service, or could fulfill this role for them and I said yes! As requests came in, we adapted", Tylosky adds.

Tylosky saw an opportunity in Fort St. John, where there was nowhere to go for the range of marketing services Motion Media has come to symbolize. Tylosky sees the Peace Region and surrounding areas moving towards a knowledge-based economy and to this end, Motion Media has become a referral house for local businesses.

Tylosky describes his business style as "aggressive but also one which builds on small successes". He is proud to remain a small business. "We're a small and nimble team creating great things. I'm proud to say that we take on big projects with gusto and continually get better at what we do".

Tylosky is heavily involved in his community. In addition to running Motion Media, he serves as President of Fort St John Chamber of Commerce and co-owns two local news websites, energeticcity.ca and mile0city.ca. With all this, he says he keeps his head straight by having people to bounce ideas off. "Good advisors from different backgrounds have been an integral component of Motion Media's success", Tylosky admits, "A different perspective goes a long way".

www.motionmedia.ca

