

REGIONAL DISTRICT OF NANAIMO

NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE

TUESDAY, OCTOBER 9, 2012

2:00 PM

(COMMITTEE ROOM)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Allen Cameron, Town of Qualicum Beach – Re: Qualicum Beach Airport Fuel Spill Containment at Aircraft Refueling Pumps Project.

Peter Doukakis, Qualicum Beach Chamber of Commerce – Re: Commerce Ambassador Program.

Kim Burden, Parksville and District Chamber of Commerce – Re: Oceanside Initiatives Project.

MINUTES

2 - 3 Minutes of the Northern Community Economic Development Select Committee meeting held May 9, 2012.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

REPORTS

4 - 142 Northern Community Economic Development Program – Fall 2012 Proposals

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

ADJOURNMENT

IN CAMERA

Distribution: J. Stanhope, G. Holme, J. Fell, B. Veenhof, M. Lefebvre, D. Willie, P. Thorkelsson, P. Thompson, C. Midgley, J. Harrison, J. Hill, M. O'Halloran

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
MEETING HELD ON WEDNESDAY, MAY 9, 2012 AT 12:00 P.M.
IN THE COMMITTEE ROOM**

Present:

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

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
Karen Sanders	Recording Secretary

CALL TO ORDER

The meeting was called to order at 12:04 p.m.

MINUTES

MOVED Director Holme, SECONDED Director Fell, that the minutes of the NCED Select Committee meeting held March 7, 2012 be adopted.

CARRIED

REPORTS/ PROPOSALS

Northern Community Economic Development Program – Spring 2012 Proposals

MOVED Director Lefebvre, SECONDED Director Home, that the Oceanside Initiative – Community Economic Development Assessment Proposal be awarded funding in the amount of \$9,450.

CARRIED

MOVED Director Fell, SECONDED Director Lefebvre, that the Qualicum Beach Airport Fuel Spill Containment at Aircraft Refuelling Pumps Proposal be awarded funding in the amount of \$15,000.

CARRIED

MOVED Director Veenhof, SECONDED Director Holme, that the town of Qualicum Beach be informed that the approval of funding for the Qualicum Beach Airport Fuel Spill Containment project is based on the spring 2012 application and that funding for future projects through the NCED service will be based on the merit of future applications.

CARRIED

MOVED Director Holme, SECONDED Director Fell, that the 2012 Artist and Studio Guide for Parksville-Qualicum and Area Proposal be deferred to the fall 2012 Select Committee NCED meeting.

CARRIED

MOVED Director Holme, that the Commerce Ambassador Program proposal be deferred to the fall NCED meeting.

The motion failed due to lack of a seconder.

MOVED Director Fell, SECONDED Director Lefebvre, that \$7,500 be awarded to the Commerce Ambassador Program, and that the project proponent submit a proposal for additional funding at the fall 2012 NCED Select Committee meeting.

CARRIED

ADJOURNMENT

MOVED Director Lefebvre, SECONDED Director Veenhof, that this meeting be adjourned.

CARRIED

Time: 12:43 pm

CHAIRPERSON

TO: Paul Thorkelsson
General Manager, Strategic and Community Development/
Interim CAO

DATE: October 3, 2012

FROM: Chris Midgley
Manager, Energy and Sustainability

FILE:

SUBJECT: Northern Community Economic Development Program – Fall 2012 Proposals

The NCED Select Committee recommends Board approval of approximately \$50,000¹ in annual funding for economic development projects within, or that benefit the City of Parksville, Town of Qualicum Beach, and Electoral Areas 'E', 'F', 'G', and 'H'.

SPRING 2012 SUBMISSIONS

At the NCED Select Committee Meeting held May 9, 2012, the committee reviewed four proposals and disbursed funding as outlined in Table 1 below:

Table 1: NCED Project Proposals – Spring 2012

Project Name	Amount Requested	Amount Disbursed
Oceanside Initiatives – Community Economic Development Assessment	\$9,450	\$9,450
Qualicum Beach Airport Fuel Spill Containment at Aircraft Refuelling Pumps	\$15,000	\$15,000
Artist and Studio Guide for Parksville – Qualicum and Area	\$5,000	\$0
Commerce Ambassador Program	\$14,250	\$7,500
Total Amount of Funding Disbursed -2012	---	\$31,950
Wages, Administration and Other Costs		\$411
Total Remaining for Fall 2012		\$17,858

At the direction of the committee, proponents for the two proposals that were not awarded full funding were urged to resubmit in the Fall, in the case of the Oceanside Tourism Association with a revised application; and in the case of the Qualicum Beach Chamber of Commerce, to apply for funding for the second half of the Commerce Ambassador Program.

FALL 2012 SUBMISSIONS

Inclusive of the two applications carried over from the Spring, seven applications have been submitted for committee consideration, totalling \$49,862 in requested funding, as outlined in Table 2:

¹ Actual revenues for the Northern Community Economic Development service in 2012 equaled \$50,219.

Table 2: NCED Project Proposals – Fall 2012

Project Name	Proponent	Amount Requested
Commerce Ambassador Program	Qualicum Beach Chamber of Commerce	\$6,750
Marketing the Arts in Oceanside	Oceanside Community Arts Council	\$5,000
LCBA Trade Show	Lighthouse Country Business Association	\$3,000
Lighthouse Country Village Signs for Qualicum Bay, Bowser, Deep Bay and Horne/ Spider Lakes	Lighthouse Country Business Association	\$5,000
Public Picnic and Rest Area	North Island Wildlife Recovery Association	\$14,112
Museum Analysis/ Feasibility Study for Proposed Museum Expansion and Sustainability	Qualicum Beach Historical and Museum Society	\$8,000
Lighthouse Bluegrass Festival 2013	Mid-Island Bluegrass Society	\$8,000
Total Amount of Funding Requested – Fall 2012		\$49,862
Total Funding Remaining for 2012		\$17,858
Wages, Administration and Other Costs (est.)		\$358
Total Available for Fall 2012		\$17,500

The Fall 2012 NCED proposals are appended as follows:

Appendix 1: Commerce Ambassador Program Proposal

Appendix 2: Marketing the Arts in Oceanside

Appendix 3: LCBA Trade Show

Appendix 4: Lighthouse Country Village Signs for Qualicum Bay, Bowser, Deep Bay and Horne/ Spider Lakes

Appendix 5: Public Picnic and Rest Area - North Island Wildlife Recovery Association

Appendix 6: Museum Analysis/ Feasibility Study for Proposed Museum Expansion and Sustainability

Appendix 7: Lighthouse Bluegrass Festival 2013

Respectfully Submitted,



Appendix 1: Commerce Ambassador Program Proposal

Summary Evaluation

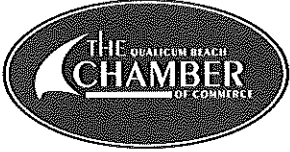
Proponent: Qualicum Beach Chamber of Commerce
 Amount Requested: \$6,750
 Summary: Deliver the second half of a collaborative program of workshops and events involving regional employers and their employees for skills training in customer service, commerce and marketing.
 Eligibility: Events and workshops 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'

Committee Recommendation: Full Funding Partial Funding: _____ No Funding



**"The Voice of Qualicum
Beach Business
Since 1927"**

**Moira Hauk, Chair
Coastal Community
Credit Union**

**Geoff Ball, 1st Vice Chair
Milner Gardens & Woodland**

**Oura Giakoumakis
2nd Vice Chair
Thalassa Restaurant**

**Jason Moore, Treasurer
McIntosh Norion Williams**

**Pat Weber, Post Chair
RE/MAX Anchor Realty**

**Dianna Rivard, Past Chair
Quality Foods Case Co**

**Rusly Joerin
Woodsgiff Enterprises**

**Jim Lynch
NR Insurance Services**

**Sheri Waters
2 Maids Attending**

**Krysta Robins
The Gardens at Qualicum
Beach**

Staff:

**Peter Doukakis
President/CEO**

**Marilyn Whittingham
Executive Assistant**

**Julle Chambers
Visitor/Membership Services**

**Qualicum Beach
Chamber of Commerce**

**124 West 2nd Avenue
Qualicum Beach, BC
V9K 1S7
Phone 250-752-0960
chamber@qualicum.bc.ca
www.qualicum.bc.ca**

October 1, 2012

Chris Midgley
Manager, Energy and Sustainability
Regional District of Nanaimo

Re: Northern Community Economic Development Program

On behalf of the Qualicum Beach Chamber of Commerce, please accept the attached summary report and re-application for funding to deliver the Commerce Ambassador program to businesses located with the Northern Regional District.

We were extremely excited to receive your support in May of this year and have successfully delivered the first of two program sessions in Qualicum Beach. Our next session is scheduled for late October/early November in Lighthouse Country. Your funding of \$7,500 allowed us to develop a business centered program which matches the needs of our regional business community.

As recommended by the Regional District of Nanaimo's, Northern Community Economic Development Select Committee, we are resubmitting our proposal for additional funding so that we may complete the training in Parksville and Nanoose. Please note, this second application for funding is in the amount of \$6,750.00 for continued phase of training and all post program promotional activities taking place in early 2013.

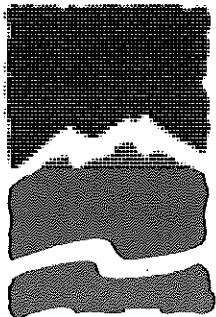
Please find enclosed the following information for your review:

- The Regional District of Nanaimo's May letter with their further recommendation;
- Copy of the Chamber's initial application for funding;
- Completed Summary Report and Evaluation Summary from the September Commerce Ambassador session in Qualicum Beach; and
- First eleven pages of the Chamber's initial proposal as submitted with our application in March of 2012.

We appreciate the Regional District of Nanoimo's support and look forward to continuing the final two sessions of the Commerce Ambassador program in the early 2013. We see the value in the Northern Community Economic Development Program and thank you for the difference you make in our community.

Sincerely,

Peter Doukakis
President/CEO,
Qualicum Beach Chamber of Commerce



REGIONAL
DISTRICT
OF NANAIMO

May 25, 2012

Peter Doukakis
President and CEO Qualicum Beach Chamber of Commerce
PO Box 159
124 West 2nd Street
Qualicum Beach, B.C. V9K 1S7

Dear Mr. Peter Doukakis

Re: Qualicum Beach Chamber of Commerce Application
Commerce Ambassador Program

On behalf of the Northern Community Economic Development Select Committee, and the Regional District of Nanaimo Board of Directors, I am pleased to advise that at the Regular Board Meeting held Tuesday May 22, 2012, the following recommendation of the Northern Community Economic Development Select Committee was approved:

That \$7,500 be awarded to the Commerce Ambassador Program and that the project proponent submit a proposal for additional funding at the Fall 2012 NCED Select Committee meeting.

We wish to stress that while the approved funding amounts to approximately half the \$14,250.00 requested, the Committee reviewed the proposal in favourable terms. The rationale for providing partial funding at this time orients around the fact the proposal describes a project that extends through the first quarter of 2013. Considering this extends well beyond the next opportunity to allocate program funding, the Committee felt that an update in the fall showing a successful program to that point would provide a strong basis upon which to consider the remaining amount requested.

Therefore, as a recipient of partial project funding, the Qualicum Beach Chamber of Commerce is invited to make a brief presentation outlining the impact of the *Commerce Ambassador Program* and submit an application for the additional funding to the Northern Community Economic Development Select Committee at a meeting to be scheduled in the Fall of 2012.

We wish you success in your project, and look very forward to seeing the interim results of the *Commerce Ambassador Program* this fall.

Sincerely,

Chris Midgley
Manager, Energy and Sustainability
Regional District of Nanaimo

cc.:

Carol Mason, CAO Regional District of Nanaimo
Paul Thorkelsson, GM Strategic and Community Development, Regional District of Nanaimo
Matt O'Halloran, Legislative Coordinator, Regional District of Nanaimo
Dir. G. Holme, Electoral Area E
Dir. J. Stanhope, Electoral Area G
Dir. M. Lefevbre, City of Parksville
Dir. J. Fell, Electoral Area F
Dir. B. Veenhof, Electoral Area H
Dir. D. Willie, Town of Qualicum Beach

6300 Hammond Bay Rd.
Nanaimo, B.C.
V9T 6N2

Ph. (250) 390-4111
Toll Free: 1-877-607-4111
Fax: (250) 390-4163

RDN Website: www.rdn.bc.ca

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
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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: October 1, 2012	RECEIVED BY: CM
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.

PROJECT TITLE Commerce Ambassador Program		
NAME OF ORGANIZATION: Qualicum Beach Chamber of Commerce		
CONTACT PERSON: Peter Doukakis	TELEPHONE NUMBER: 250-752-0960 FAX NUMBER: 250-752-2923	E-MAIL ADDRESS: chamber@qualicum.bc.ca
TOTAL NCED PROGRAM FUNDING: \$7,500.00	TOTAL PROJECT BUDGET: \$43,250.00	
PROJECT START DATE (YYYY/MM/DD): 2012/09/01	PROJECT END DATE (YYYY/MM/DD): in progress	
PERCENT COMPLETE: 25%		
IF NOT COMPLETE, WHAT ASPECTS OF THE PROJECT REMAIN? PROVIDE ESTIMATED COMPLETION DATE: Successfully delivered 1 of 2 sessions to area businesses, second session set for Oct/Nov.		

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'
PLEASE PROVIDE A SUMMARY OF THE PROJECT RESULTS: Successfully delivered the first of two session, in Qualicum Beach, to area businesses with the second session set to run in Lighthouse Country in late October/early November (awaiting venue confirmation). Please see attached evaluation of 13 participants from the initial training session. (Attach any documents or other materials produced as a result of this project).
DESCRIBE THE ECONOMIC BENEFITS OR OTHER OUTCOMES THAT HAVE RESULTED FROM THIS PROJECT: Customer service training was delivered to local businesses which resulted in an increased awareness of the value of: serving local residents, importance of the service sector to the local economy, tourism as an economic driver, cross promotional awareness to strengthen regional referrals within the northern regional district. (Please attach any supporting information that quantifies the economic benefits of the project.)
PLEASE DESCRIBE HOW THE PROJECT HAS MET THE PROGRAM PRINCIPLES AND PRIORITY AREAS: Promoted a more positive business climate amongst businesses who traditionally competed amongst themselves. Ensured dollars spent within the region are re-invested in support of local community events and groups as they lead to a greater awareness of regional businesses and services. Sharing of talent and experiences led to the capacity building of regional businesses. (Please attach additional pages as necessary.)

OFFICE USE ONLY:		
DATE RECEIVED: October 1, 2012	RECEIVED BY: CM	POSTED ONLINE: <input type="checkbox"/> YES <input type="checkbox"/> NO

Please Note: Completed Summary Reports will be posted publicly on the Regional District of Nanaimo website.

WORKSHOP SERVICE EVALUATION SUMMARY – SESSION #1: QUALICUM BEACH CIVIC CENTRE

Your opinion is valuable. We ask that you complete this evaluation form as honestly as possible so that we can make changes to future workshops. Your comments are confidential, and will only be used to improve service. Please ✓ the answer that best reflects your opinion. Please feel free to meet personally, call or email the Chamber CEO, if you wish to provide additional feedback.

What did you think of the workshops in general?

Sessions (listed in alphabetical order)					
		Very Good	Good	Fair	Improvement Needed
Business Associations Panel	(100%)	54%	39%	7%	
Customer Service On-line Reviews	(100%)	54%	46%		
FISH Philosophy	(100%)	48%	62%		
National Geographic Video	(100%)	100%			
Reducing Stress & Dealing With Problem Customers	(100%)	23%	77%		
Sales & Marketing Essentials	(100%)	39%	54%	7%	
Tourism Indicators/Travel Types	(100%)	46%	54%		
Who Is The Customer	(100%)	17%	62%	7%	14%

Length of Sessions 23% - Very Good 77% - Good - Fair

Comments:

- I think the meetings should start later and go longer to condense the number of days involved (ie: 8 – 12 for 2 days). I think this would be helpful for turnout.
- Easy to do before working. Possibly an extra half hour per session. Good variety of speakers. Time went very quickly – enjoyable.
- Would prefer a whole day for the management although it was convenient and do-able. Great opportunity to have content and interaction.
- Would have liked perhaps a weekly meeting per topic to involve more of a local exchange of comments.

Size of Class 58% Very Good 28% Good 14% Fair

Comments:

- Would like to see a few more people from other stores. Fine, would be great to see more businesses here to get the benefit of training.
- Good size, just the right amount. Class size was fine.
- More participants to share their experiences makes it very relevant. Could be larger, more input and representation.

Workshop Topics 65% Very Good 28% Good 7% Fair

Comments:

- Would like to have more problem solving on some subjects discussion – troubleshooting.
- A lot of work must have been put into choosing these – well done. Nice variety, great videos.
- Over all very good, some areas need re-focusing on relating back to front end staff/customer service.
- A great refresher and some easy things to pass along and share with other staff.

Instructor's Presentation And Facilitation Skills 100% Very Good - Good - Fair

Comments:

- Good energy, lots of fun even at 7:00am. Good blend of humour and interaction.
- I enjoyed very much, very personable, relaxed, also very clear. Good – great, thank you.
- Examples are good and measurable. Mix of information is great, looking forward to a continued learning program. A great start!
- Excellent rapport with group. Very good organizational framework.
- Presenter was great, relaxed atmosphere made for laughs and a lot of interaction – very good!
- Friendly, fun, entertaining – very enjoyable. Variety of subjects was great!
- Presenter's enthusiasm and organization of 5 session presentations made getting up early in the dark morning bearable.
- Business Association panel was great, hope to see this continue and lead to new regional economic development partnership.

Facility 86% Very Good 7% Good 7% Fair

- Comfortable, easy access. Roomy, comfortable, nice setting.
- Nice environment, liked the coffee and fruit first thing in the morning.
- Roomy, comfortable and well maintained.

Did you learn what you wanted? 93% Very Good - Good 7% Fair

If you answered "yes" or "somewhat", please elaborate on what you found most hopeful:

- Attitude of presenters was great! National Geographic video was inspiring.
- The local business community needs this!! Thank you! How to look at myself first.
- I am leaving class with many new ideas and very uplifted. Yes, learned a great about the area, other businesses, etc.
- Relevant information, broad spectrum, great motivation to lead, teach and live!!!
- Variety of content, guest speakers, different perspectives. Great refresher and eye opener to what we didn't know.
- I learned some things and had great reminders that refreshed my attitude.
- Loved the great reminders/new ideas and suggestions. Seeing the business association panel all together was amazing.
- Business Assoc panel showed me the variety of businesses in district 69 and how they are being promoted.

If you answered "no" or 'somewhat', what would you like to learn or see presented in this or in other workshops?

- It would be really nice to see more businesses involved in what you are offering. I will tell people about this workshop.
- More opportunity for group (large and small) to interact. Less focus on Power Point/ can read notes after session to assimilate.

Thank you for your participation in the workshop and the evaluation process.
If you enjoyed and learned from the workshop, please tell others that may benefit!

QUALICUM BEACH CHAMBER OF COMMERCE APPLICATION

Regional District of Nanaimo

Northern Community Economic Development Program Application

Commerce Ambassador Program

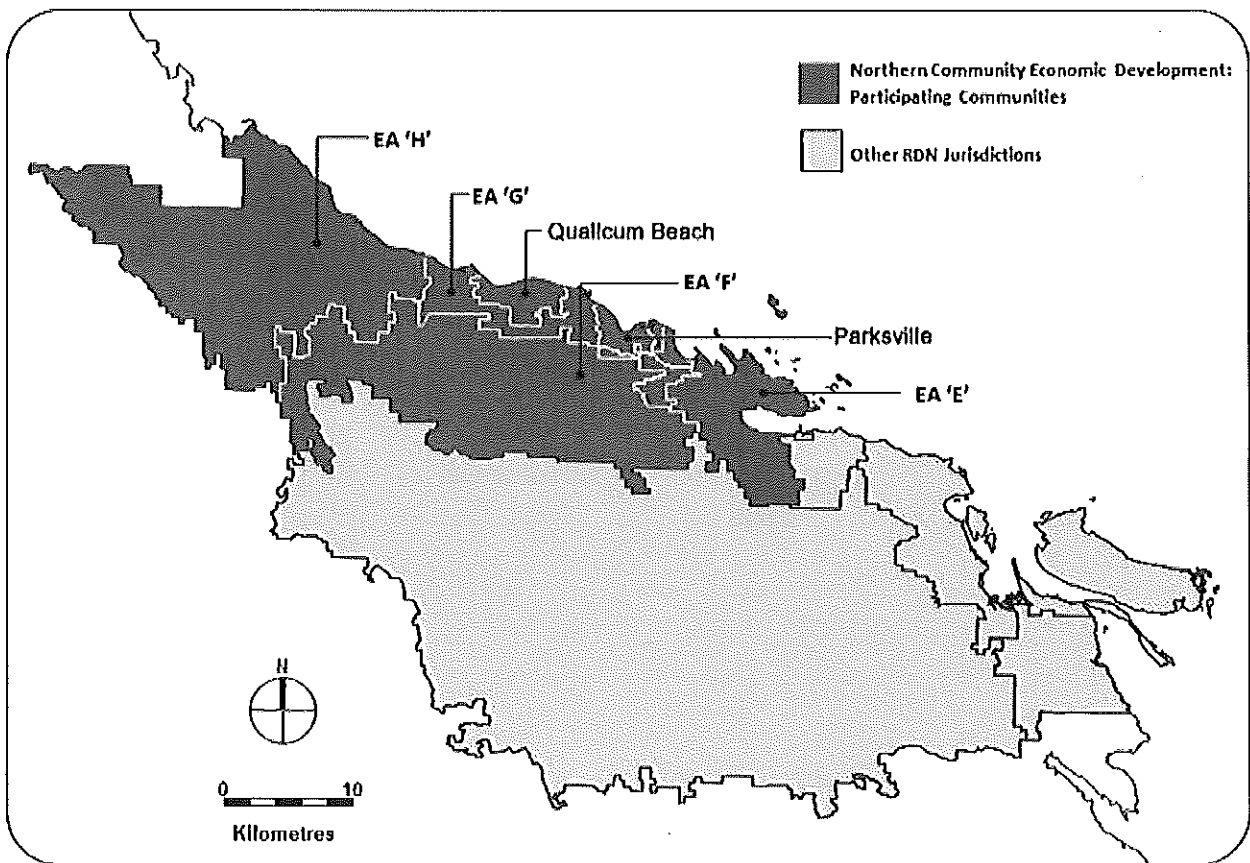
March, 2012

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

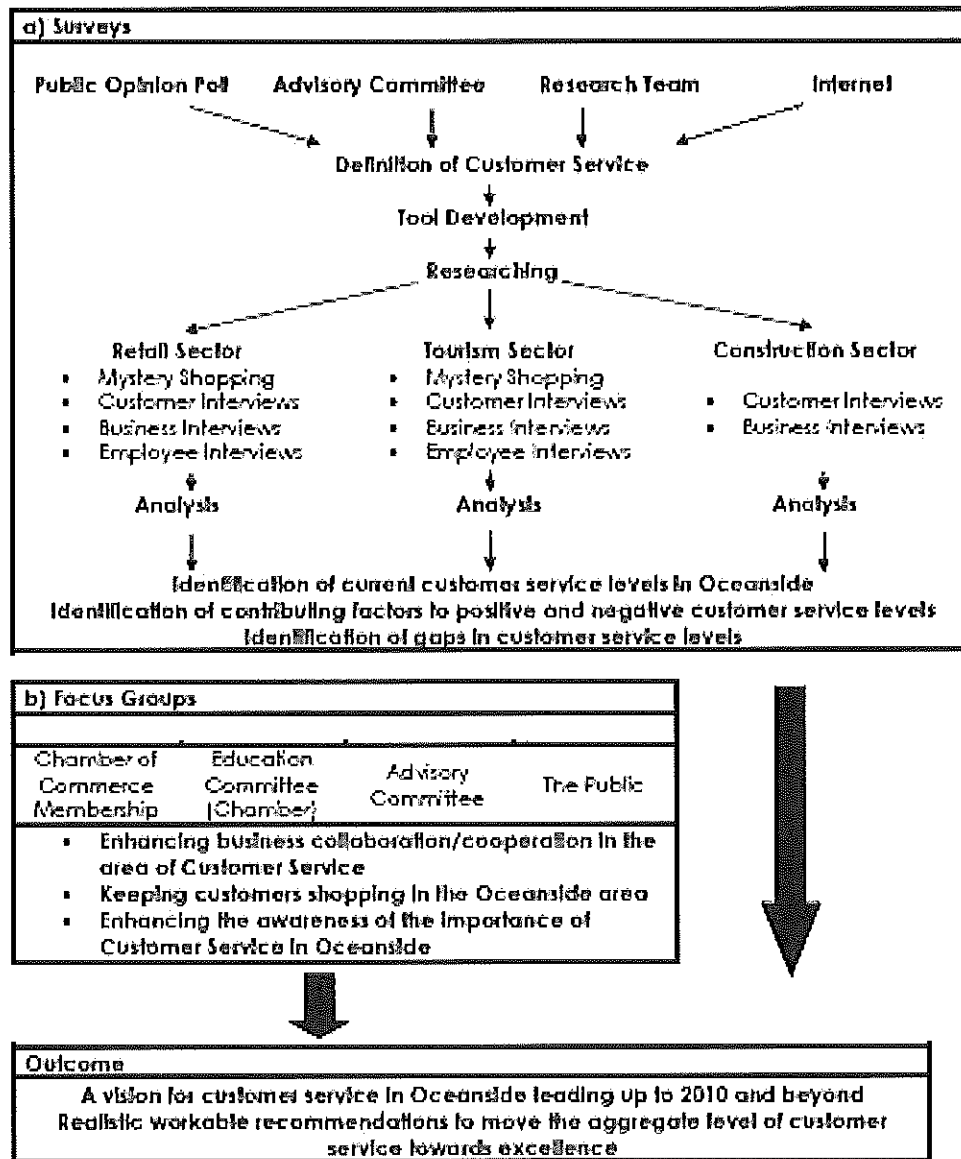


Chart 2: Number of Business Sampled Per Sector and Area

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
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
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
	Grand-Total:	813	100	350

Chart 3: Retail Overall Comparison

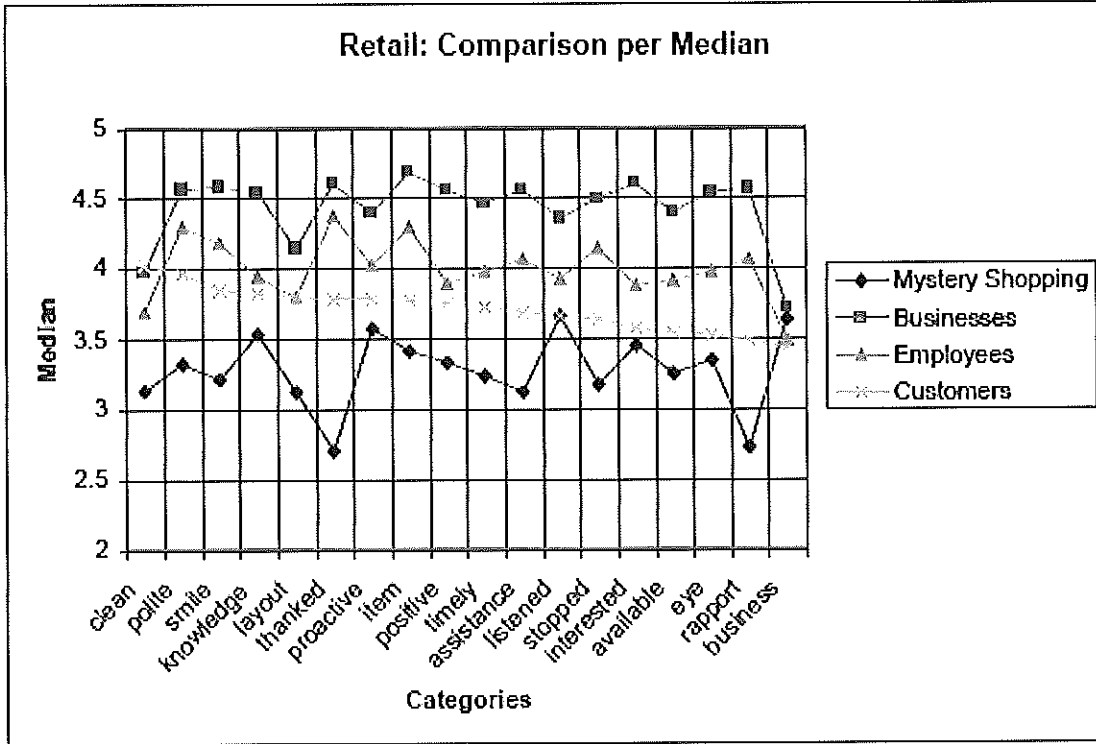


Chart 4: Tourism Overall Comparison

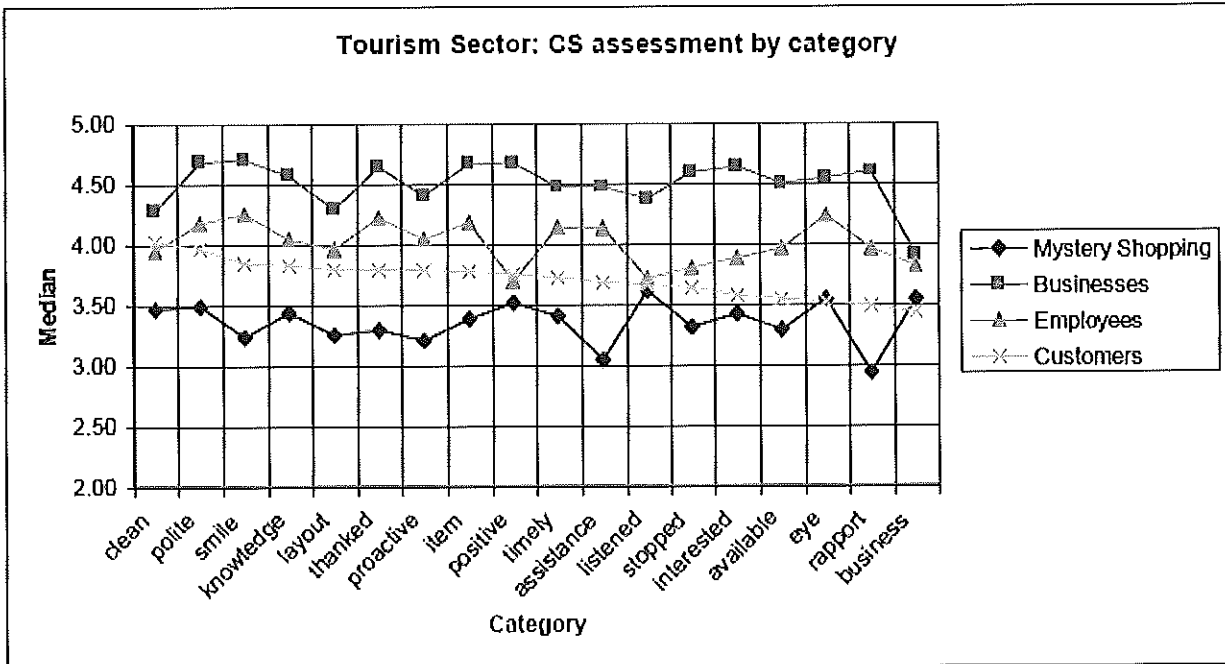
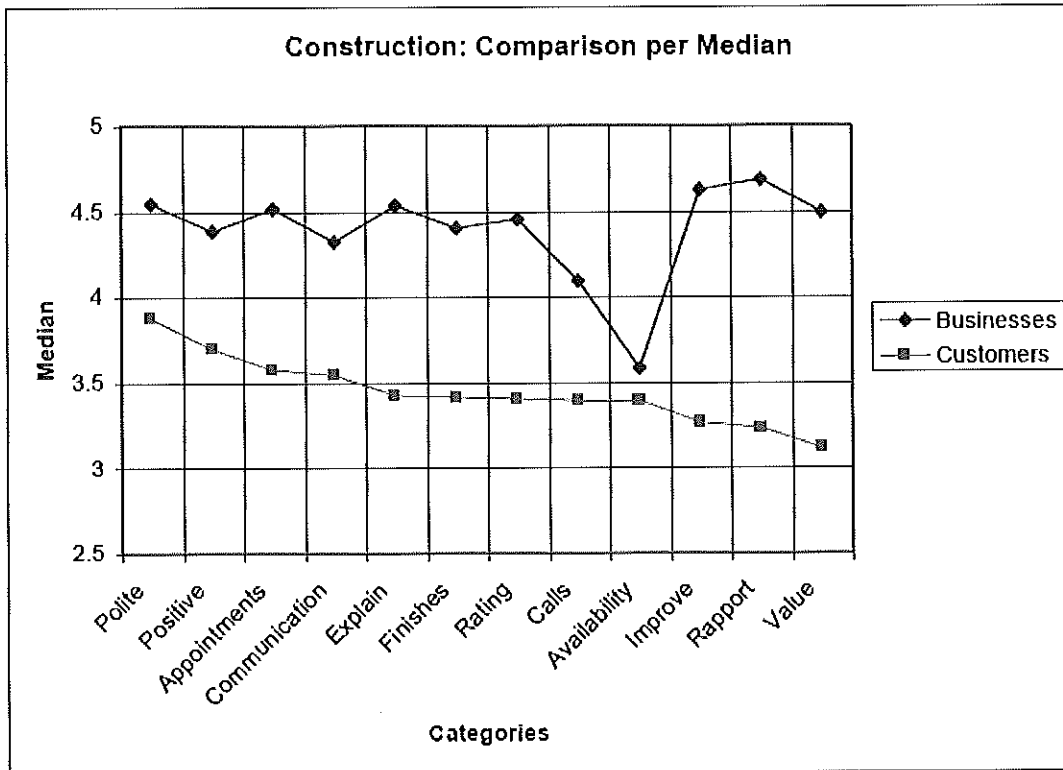


Chart 5: Construction Overall Comparison



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

Appendix 2: Marketing the Arts in Oceanside Proposal

Summary Evaluation

Proponent: Oceanside Community Arts Council
 Amount Requested: \$5,000
 Summary: A literature package consisting of brochures, rack cards, promotional post cards and business cards to advertise the McMillan Arts Centre and regional artists for distribution to visitor centres, resorts, businesses, galleries, etc.
 Eligibility: Targeted operating costs, including marketing initiatives not previously undertaken are an eligible cost.
 Priority Areas: **Arts, Culture and Media:** The proposed project contributes to cultural institutions in the region through the promotion of arts and cultural activities in non-urban areas to promote regional tourism.
Tourism and Recreation: The proposed project aims to attract more visitors with enhanced communications, advertising and outreach to draw people to the region.

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)		NA

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

Committee Recommendation: Full Funding Partial Funding: _____ No Funding

Oceanside Community Arts Council



133 McMillan Street, PO Box 1662, Parksville BC V9P 2H5
www.oceansideartscouncil.com ocac@shaw.ca

Ph/Fax: 250-248-8185

Regional District of Nanaimo,
6300 Hammond Bay Road,
V9T 6N2

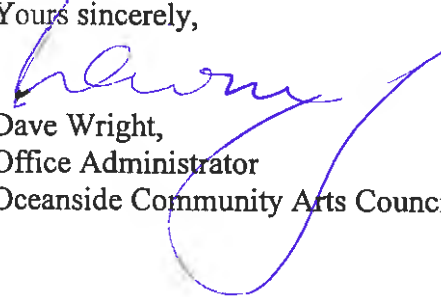


To whom it may concern,

Please find enclosed the application form on behalf of the Oceanside Community Arts Council (OCAC) for the Northern Community Economic Development Program 2012. This application is to replace the one submitted in April 2012 with the project title '2012 Artist and Studio Guide'.

Enclosed are copies of the OCAC's 2010 and 2011 Financial statements. As our year end is December 31st, the 2012 Financial statement will not be available before the grant submission deadline.

Yours sincerely,


Dave Wright,
Office Administrator
Oceanside Community Arts Council

"To engage, energize, educate and enrich the cultural life of the Oceanside community"



BRITISH
COLUMBIA
ARTS COUNCIL
The province's public corporation for the promotion of British Columbia
Arts and the National Arts Centre



City of Parksville



REGIONAL
DISTRICT
OF NANAIMO

NAME OF ORGANIZATION: OCEANSIDE COMMUNITY ARTS COUNCIL		AMOUNT REQUESTED: \$5,000
MAILING ADDRESS: P.O. Box 1662, 133 McMILLAN STREET, PARKSVILLE, BC V9P 2H5		
CONTACT PERSON: DAVE WRIGHT OFFICE ADMINISTRATOR	TELEPHONE NUMBER: 250-248-8185 FAX NUMBER: 250-248-8185	E-MAIL ADDRESS: ocac@shaw.ca

PROJECT TITLE: MARKETING THE ARTS IN OCEANSIDE
PROJECT DESCRIPTION: THIS INNOVATIVE, FIRST TIME PROJECT WILL CREATE A MARKETING TOOL FOR THE LOCAL ARTS COMMUNITY TO ATTRACT VISITORS AND PROMOTE ECONOMIC DEVELOPMENT. BROCHURES, RACK CARDS, CENTENNIAL PROMOTIONAL POSTCARDS AND BUSINESS CARDS WILL BE PRODUCED TO ADVERTISE THE McMILLAN ARTS CENTRE'S OWN CULTURAL SERVICES; OTHER ARTS GROUPS AND ARTISTS WILL BE INVITED TO CONTRIBUTE THEIR OWN MATERIALS. THESE WILL BE ASSEMBLED INTO PROMOTIONAL PACKAGES AND DISTRIBUTED TO VISITOR CENTRES, BUSINESSES AND ART GALLERIES THROUGHOUT THE ISLAND AS WELL AS LOCAL RESORTS AND LIBRARIES. (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: • GRAPHIC DESIGN AND LAYOUT COSTS OF BROCHURES, RACK CARDS, POSTCARDS, AND BUSINESS CARDS FOR THE McMILLAN ARTS CENTRE. • PRINTING COSTS OF 50 FOLDER PACKAGES, 300 BROCHURES, 500 POSTCARDS, 500 BUSINESS CARDS AND 1000 RACK CARDS. • DISTRIBUTION COSTS FOR DELIVERY TO ARTS AND VISITOR CENTRES FROM VICTORIA TO CAMPBELL RIVER. (Please attach additional pages as necessary.)
LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER SOURCES: THE CITY OF PARKSVILLE GIVES AN OPERATIONS GRANT, A PORTION OF WHICH WILL BE USED TO PAY THE ADMINISTRATIVE COSTS OF THIS PROJECT. (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 PRODUCTION AND DISTRIBUTION OF THE MAC ART LITERATURE PACKAGE IS TO BE PART OF A MARKETING STRATEGY AIMED AT ENHANCING A STRONG, THRIVING, AND CREATIVE LOCAL ECONOMY. IT WILL BRING EXPOSURE FOR LOCAL ARTISTS AND ART GROUPS AND LEAD TO AN INCREASED NUMBER OF VISITORS SEEKING OUT THE MANY CULTURAL, DIVERSE AND ART BASED ACTIVITIES IN OCEANSIDE. THIS INCREASED EXPOSURE WILL HELP MAKE THE OCEANSIDE AREA AN "ART DESTINATION" FOR VISITORS.

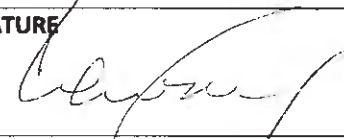
(Please attach additional pages as necessary.)

LIST ANY MEASURABLE ECONOMIC BENEFITS OR OTHER OUTCOMES THAT WILL RESULT FROM THIS PROJECT:
 THIS PROJECT WILL BROADEN THE OCEANSIDE REGION'S ATTRACTIVENESS AS A TOURIST DESTINATION, BRINGING IN INCREASED NUMBERS OF VISITORS, WHILST DEVELOPING INCREASED RELATIONSHIPS WITH AREA VISITOR CENTRES AND ARTISTS. PARTNERING WITH SMALL LOCAL BUSINESSES FOR DESIGN, LAYOUT, PRINTING AND ADVERTISING PURPOSES WILL CREATE NEW OPPORTUNITIES FOR THE LOCAL ECONOMY

(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: Sept 22/2012
By signing here, you confirm that you have read the Program Guide and that you are signing on behalf of an eligible applicant.	

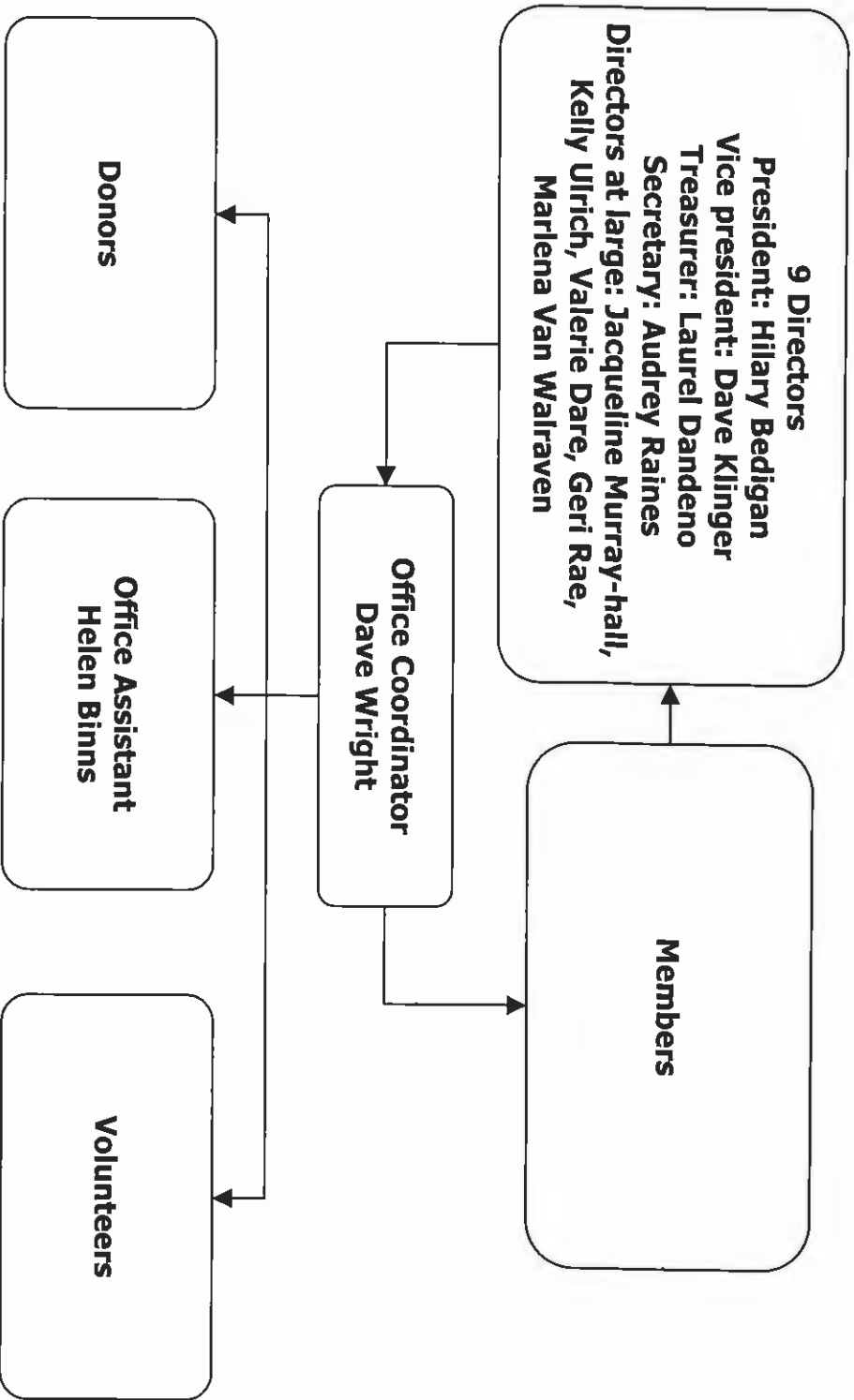
SUBMIT HARD COPIES TO: NORTHERN COMMUNITY ECONOMIC DEVELOPMENT PROGRAM
 REGIONAL DISTRICT OF NANAIMO
 6300 HAMMOND BAY ROAD
 V9T 6N2

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

OFFICE USE ONLY:	
DATE RECEIVED: September 28, 2012	RECEIVED BY: CM
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



133 McMillan Street, PO Box 1662, Parksville BC V9P 2H5
www.oceansideartscouncil.com ocac@shaw.ca

Ph/Fax: 250-248-8185

Board of Directors 2012

President	Hilary Bedigan	210 Hamilton Avenue Parksville, V9P 2V5	250 954 3774 bedigan@shaw.ca	retired
Vice President	Dave Klinger	1412 Sidney Place Parksville, BC	250 947 9755 klinger1@telus.net	Musician
Secretary	Audrey Raines	436 Martindale Road Parksville V9P 1P9	250 248 2984 rainesbroadcasting@shaw.ca	Artist
Treasurer	Laurel Dandeno	383 Jensen Ave. West Parksville, V9P 1K2	248-0593 sprout61@shaw.ca	Accountant

Directors at large

Jacqueline Murray-Hall	432 Day Place Parksville, V9P 1Z6	250 586 8788 bumblebee1@shaw.ca	Artist
Kelly Ulrich	105,3555 Outrigger Rd. Nanoose Bay V9P 9K1	kellybenaya@hotmail.com	Artist
Geri Rea	226 Potlatch Street Parksville V9P 1K3	250 248 3353 gerir12@shaw.ca	Artist
Valerie Dare		250 586-6583 vgdare@gmail.com	
Marlena Van Walraven	781 Sanderson Rd. Parksville V9P 1A8	250-586-7000 (H) 250-937-8808 © mvw9@shaw.ca	

Council Liaison: **Bill Neufeld**

STAFF

Office Administrator	Dave Wright	752-8355 (H) 327-5332 ©	
Admin Assistant	Helen Binns	740-2556	
Accountant	Tanya Pritchett	PO Box 165 Qualicum Beach, V9K 1S7	250 616 6669 pritchet@telus.net 250 752 1895

**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
Blue Brochure 2011	\$ 3,500
Membership Dues	\$ 2,100
Room / Equip. Rental	\$ 7,500
Donations / Fundraising Revenue	\$ 7,500
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)

**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)

OCEANSIDE COMMUNITY ARTS COUNCIL

FINANCIAL STATEMENTS
(Unaudited - See Notice to Reader)

December 31, 2011

INDEX

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Statement of Changes in Net Assets	4
Statement of Operations	3
Statement of Financial Position	5 - 6
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SABO, JANG & CO. LTD.

SABO, JANG & CO. LTD.

(A Professional Corporation)

Certified General Accountants

GREG K. SABO, B.A., C.G.A.

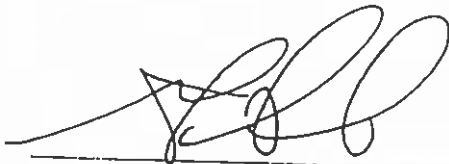
MICHAEL JANG, B.A., C.G.

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Oceanside Community Arts Council as at December 31, 2011 and the statements of operations and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.



Sabo, Jang & Co. Ltd.
Certified General Accountants

Parksville, B.C.
May 08, 2012

www.sabojang.com

P.O. Box 7,
193 Memorial Avenue
Parksville, B.C. V9P 2G3

2

frontdesk@sabojang.com

Ph: 250-951-2000

Fax: 250-951-2070

Toll Free: 1-877-951-2001

OCEANSIDE COMMUNITY ARTS COUNCIL,
STATEMENT OF OPERATIONS
(Unaudited - See Notice to Reader)
For the year ended December 31, 2011

	<u>2011</u>	<u>2010</u>
REVENUE	\$ <u>65,987</u>	\$ <u>93,878</u>
DIRECT EXPENSES	<u>4,643</u>	<u>7,498</u>
GROSS PROFIT	<u>61,344</u>	<u>86,380</u>
EXPENSES		
Advertising and promotion	7,114	7,401
Amortization of tangible assets	1,980	1,772
Automobile operation	516	161
Equipment rental	-	2,618
Insurance	1,109	110
Bank charges	923	830
Meals and entertainment	-	450
Memberships and subscriptions	6,150	9,037
Office and general	5,184	4,423
Honorariums	-	5,616
Professional fees	3,275	2,350
Rent	-	2,000
Repairs and maintenance	3,168	10,554
Supplies	254	-
Telephone	449	425
Travel	-	1,343
Utilities	4,467	5,341
Wages and benefits	23,174	33,344
Workers' compensation	<u>66</u>	<u>261</u>
	<u>57,829</u>	<u>88,036</u>
 EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	 \$ <u><u>3,515</u></u>	 \$ <u><u>(1,656)</u></u>

See accompanying Notes to Financial Statements

3

SABO, JANG & CO. LTD.

OCEANSIDE COMMUNITY ARTS COUNCIL
STATEMENT OF CHANGES IN NET ASSETS
(Unaudited - See Notice to Reader)
For the year ended December 31, 2011

NET ASSETS	Invested in capital assets	<u>Restricted</u>	<u>Unrestricted</u>	Total 2011	Total 2010
Balance, beginning of year	\$ 30,438	\$ -	\$ 10,516	\$ 40,954	\$ 42,609
Excess (deficiency) of revenues over expenses	-	-	3,515	3,515	(1,655)
Investment in capital assets	<u>(1,085)</u>	<u>-</u>	<u>1,085</u>	<u>-</u>	<u>-</u>
	<u>29,353</u>	<u>-</u>	<u>15,116</u>	<u>44,469</u>	<u>40,954</u>
Balance, end of year	<u>\$ 29,353</u>	<u>\$ -</u>	<u>\$ 15,116</u>	<u>\$ 44,469</u>	<u>\$ 40,954</u>

SABO, JANG & CO. LTD.

See accompanying Notes to Financial Statements

OCEANSIDE COMMUNITY ARTS COUNCIL
STATEMENT OF FINANCIAL POSITION
(Unaudited - See Notice to Reader)
December 31, 2011

ASSETS		<u>2011</u>	<u>2010</u>
CURRENT			
Cash	\$	8,811	\$ 19,859
Term deposits		8,149	8,107
Prepaid expenses		1,021	1,774
Goods and Services Tax recoverable		<u>837</u>	<u>1,415</u>
TOTAL CURRENT ASSETS		18,818	31,155
CAPITAL ASSETS (Note 1)		<u>29,352</u>	<u>30,439</u>
TOTAL ASSETS	\$	<u>48,170</u>	\$ <u>61,594</u>

Approved by the Directors:

_____, Director

_____, Director

OCEANSIDE COMMUNITY ARTS COUNCIL
 STATEMENT OF FINANCIAL POSITION
 (Unaudited - See Notice to Reader)
 December 31, 2011

	<u>2011</u>	<u>2010</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 3,701	\$ 4,740
Deferred contributions	-	15,900
TOTAL LIABILITIES	<u>3,701</u>	<u>20,640</u>
NET ASSETS		
Net assets invested in capital assets	29,353	30,438
Unrestricted net assets	<u>15,116</u>	<u>10,516</u>
TOTAL NET ASSETS	<u>44,469</u>	<u>40,954</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$ 48,170</u>	<u>\$ 61,594</u>

See accompanying Notes to Financial Statements

SABO, JANG & CO. LTD.

OCEANSIDE COMMUNITY ARTS COUNCIL,
 NOTES TO FINANCIAL STATEMENTS
 (Unaudited - See Notice to Reader)
 December 31, 2011

1. CAPITAL ASSETS

Amortization of property, plant and equipment is based on the amounts reported for income tax purposes, and is not intended to reflect estimates of useful lives of the associated assets.

	<u>2011</u>		<u>2010</u>	
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Cost</u>	<u>Accumulated Amortization</u>
Computer hardware	\$ 5,886	\$ 5,456	\$ 5,555	\$ 5,132
Office equipment	11,646	9,144	11,083	8,588
Building	<u>31,063</u>	<u>4,643</u>	<u>31,063</u>	<u>3,542</u>
	<u>\$ 48,595</u>	<u>\$ 19,243</u>	<u>\$ 47,701</u>	<u>\$ 17,262</u>
Net Book Value		<u>\$ 29,352</u>		<u>\$ 30,439</u>

2. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with the current year classifications of operating expenses

OCEANSIDE COMMUNITY ARTS COUNCIL

Financial Statements
(Unaudited - See Notice to Reader)

December 31, 2010

SABO, JANG & CO. LTD.

SABO, JANG & CO. LTD.

(A Professional Corporation)

Certified General Accountants

GREG K. SABO, B.A., C.G.A.

MICHAEL JANG, B.A., C.G.A.

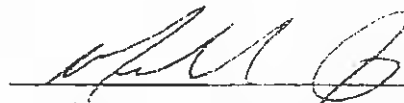
REF. TO:

NOTICE TO READER

On the basis of information provided by management, we have compiled the balance sheet of Oceanside Community Arts Council as at December 31, 2010 and the statements of earnings and net assets' equity for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.



SABO, JANG & CO. LTD.
CERTIFIED GENERAL ACCOUNTANTS

Parksville, BC
May 16, 2011

www.saboco-cga.com

Parksville
P.O. Box 7, 193 Memorial Ave.
Parksville, B.C. V9P 2G3
Ph: 250-951-2000
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Port Alberni
4555 Helen Street
Port Alberni, B.C. V9Y 6P4
Ph: 250-724-7226
Fax: 250-724-7267
Toll Free: 1-877-404-7226

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
NET ASSETS	<u>20,640</u>	<u>14,606</u>
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 CHANGES IN NET ASSETS

Year ended December 31, 2010
(Unaudited - See Notice to Reader)

	<u>Invested in property, plant, and equipment</u>	<u>Internally restricted</u>	<u>Externally restricted</u>	<u>Unrestricted</u>	<u>Total 2010</u>	<u>Total 2009</u>
BALANCE -						
beginning of year	\$ 30,771	\$ -	\$ -	\$ 11,838	\$ 42,609	\$ 50,113
Excess (deficiency) of revenues over expenses	-	-	-	(1,655)	(1,655)	(13,504)
Property, plant and equipment purchases	1,439	-	-	(1,439)	-	-
Amortization of property, plant and equipment	(1,772)	-	-	1,772	-	-
Internally imposed restrictions	-	-	-	-	-	-
	<u>\$ 30,438</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,516</u>	<u>\$ 40,954</u>	<u>\$ 42,609</u>

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

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

SABO, JANG & CO. LTD.

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	1%	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>

SABO, JANG & CO. LTD.



COASTAL COMMUNITY
CREDIT UNION

TOGETHER, LET'S DO
GREAT THINGS

Head Office

STATEMENT OF ACCOUNTS

Date August 31, 2012
Member No. [REDACTED]
Page 1 of 6

036279

Oceanside Community Arts Council
PO Box 1662 Stn Main
Parksville BC V9P 2H5

CHEQUING

Community Partner Package

Date	Description	Withdrawals	Deposits	Balance
01 Aug 12	Opening Balance			7,054.95
01 Aug 12	External Deposit Misc Payments ROYAL BANK CENTRAL CARD CENTRE		60.00	7,114.95
01 Aug 12	External Deposit Misc Payments ROYAL BANK CENTRAL CARD CENTRE		20.00	7,134.95
01 Aug 12	External Withdrawal Misc Payments ROYAL BANK CENTRAL CARD CENTRE	0.60		7,134.35
01 Aug 12	External Withdrawal Misc Payments ROYAL BANK CENTRAL CARD CENTRE	1.08		7,133.27
01 Aug 12	External Withdrawal Misc Payments ROYAL BANK CENTRAL CARD CENTRE	20.00		7,113.27
01 Aug 12	External Withdrawal Misc Payments ROYAL BANK CENTRAL CARD CENTRE	49.15		7,064.12
01 Aug 12	Cheque 1383	21.00		7,043.12
02 Aug 12	Eff. 08-01 Cheque 1381	30.45		7,012.67
03 Aug 12	Deposit for shaw bill		84.66	7,097.33
03 Aug 12	Bill Payment - Shaw Cable	84.66		7,012.67
04 Aug 12	Eff. 08-03 Cheque 1395	84.66		6,928.01
06 Aug 12	External Deposit Misc Payments ROYAL BANK CENTRAL CARD CENTRE		165.00	7,093.01
06 Aug 12	External Withdrawal Misc Payments ROYAL BANK CENTRAL CARD CENTRE	2.98		7,090.03
07 Aug 12	Deposit		998.59	8,088.62

continued...

Lisa gave all her friends the same

FINANCIAL ADVICE:

She shared
OUR NAME



Share our name and your
Coastal Community experience,
and help your friends experience
great things too.

Ask about our new referral
program. Visit us at any
location, online at cccu.ca
or call 1-888-741-1010.



Community Partner Package

Account: [REDACTED]

Date	Description	Withdrawals	Deposits	Balance
08 Aug 12	Eff. 08-07 Cheque 1366	31.32		8,057.30
08 Aug 12	Eff. 08-07 Cheque 1394	62.00		7,995.30
09 Aug 12	External Deposit Misc Payments ROYAL BANK CENTRAL CARD CENTRE		225.00	8,220.30
09 Aug 12	External Deposit Misc Payments ROYAL BANK CENTRAL CARD CENTRE		75.00	8,295.30
09 Aug 12	External Withdrawal Misc Payments ROYAL BANK CENTRAL CARD CENTRE	2.31		8,292.99
09 Aug 12	External Withdrawal Misc Payments ROYAL BANK CENTRAL CARD CENTRE	4.06		8,288.93
10 Aug 12	External Deposit Misc Payments ROYAL BANK CENTRAL CARD CENTRE		115.00	8,403.93
10 Aug 12	External Deposit Misc Payments ROYAL BANK CENTRAL CARD CENTRE		45.00	8,448.93
10 Aug 12	External Withdrawal Misc Payments ROYAL BANK CENTRAL CARD CENTRE	2.51		8,446.42
10 Aug 12	Eff. 08-09 Cheque 1382	26.60		8,419.82
10 Aug 12	Eff. 08-09 Cheque 1410	70.00		8,349.82
10 Aug 12	Eff. 08-09 Cheque 1405	312.50		8,037.32
10 Aug 12	Eff. 08-09 Cheque 1407	820.38		7,216.94
11 Aug 12	Eff. 08-10 Cheque 1409	210.00		7,006.94
11 Aug 12	Eff. 08-10 Cheque 1406	335.32		6,671.62
13 Aug 12	External Deposit Misc Payments ROYAL BANK CENTRAL CARD CENTRE		170.00	6,841.62
13 Aug 12	Deposit BC Hydro		287.00	7,128.62
13 Aug 12	Bill Payment - BC Hydro	287.00		6,841.62
13 Aug 12	Deposit CRA 892926783RP0001 mem #123574		639.74	7,481.36
13 Aug 12	Withdrawal CRA 892926783RP0001 mem #123574	639.74		6,841.62
13 Aug 12	External Deposit Misc Payments ROYAL BANK CENTRAL CARD CENTRE		22.00	6,863.62
13 Aug 12	External Withdrawal Misc Payments ROYAL BANK CENTRAL CARD CENTRE	0.39		6,863.23
14 Aug 12	Eff. 08-13 Cheque 1400	56.25		6,806.98
14 Aug 12	Eff. 08-13 Cheque 1411	140.00		6,666.98
14 Aug 12	Eff. 08-13 Cheque 1396	200.00		6,466.98
14 Aug 12	Eff. 08-13 Cheque 1402	287.00		6,179.98
14 Aug 12	Eff. 08-13 Cheque 1408	636.84		5,543.14
14 Aug 12	Eff. 08-13 Cheque 1401	639.74		4,903.40
15 Aug 12	Eff. 08-14 Cheque 1399	76.61		4,826.79
24 Aug 12	Eff. 08-23 Cheque 1416	25.00		4,801.79
24 Aug 12	Eff. 08-23 Cheque 1414	684.46		4,117.33
24 Aug 12	Eff. 08-23 Cheque 1413	816.11		3,301.22
25 Aug 12	Eff. 08-24 Cheque 1404	300.00		3,001.22
27 Aug 12	External Deposit Misc Payments ROYAL BANK CENTRAL CARD CENTRE		100.00	3,101.22
28 Aug 12	External Deposit Misc Payments ROYAL BANK CENTRAL CARD CENTRE		120.00	3,221.22
28 Aug 12	External Withdrawal Misc Payments ROYAL BANK CENTRAL CARD CENTRE	2.16		3,219.06



Community Partner Package

Account: [REDACTED]

Date	Description
28 Aug 12	Eff. 08-27 Cheque 1412
28 Aug 12	Eff. 08-27 Cheque 1418
31 Aug 12	Credit Interest
Total Withdrawals and Deposits	
Rate (earned): 0.010%	

Withdrawals	Deposits	Balance
326.59		2,892.47
340.75		2,551.72
	0.04	2,551.76
\$7,630.22	\$3,127.03	

Community Partner Package

Account: [REDACTED]

Date	Description
01 Aug 12	Opening Balance
Total Withdrawals and Deposits	
Rate (earned): 0.010%	

Withdrawals	Deposits	Balance
		60.33
\$0.00	\$0.00	

GAMING ACCOUNT

SAVINGS

Community Partner Savings

Account: [REDACTED]

Date	Description
01 Aug 12	Opening Balance
31 Aug 12	Credit Interest
Total Withdrawals and Deposits	

Withdrawals	Deposits	Balance
		687.45
	0.03	687.48
\$0.00	\$0.03	

Plan 24 - Golden

NON - REGISTERED TERM DEPOSITS

GIC Community Cashable

Account: [REDACTED]

Date	Description
01 Aug 12	Opening Balance
Total Withdrawals and Deposits	
Rate: 0.500% Maturity Date: 01 Nov 12	

Withdrawals	Deposits	Balance
		5,149.16
\$0.00	\$0.00	

Next Interest 01 Nov 12

End of Statement

Appendix 3: LCBA Trade Show Proposal

Summary Evaluation

Proponent: Lighthouse Country Business Association (LCBA)
 Amount Requested: \$3,000
 Summary: Funding for the LCBA to host a stand-alone trade show for its members to promote themselves within the local area (EA H)
 Eligibility: Events, including trade shows, are an eligible cost.
 Priority Areas: **Assistance for Start-ups and Self Employment:** According to the applicant, the majority of LCBA members are small, self-employed, home-based entrepreneurs. The trade show assists these businesses with networking opportunities and the ability to display their services to local community members.

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		NA
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)		NA

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

Committee Recommendation: Full Funding Partial Funding: _____ No Funding

NAME OF ORGANIZATION: Lighthouse Country Business Association		AMOUNT REQUESTED: \$3000.00
MAILING ADDRESS: LCBA, Bowser BC V0R 1G0		
CONTACT PERSON: Arlene Veenhof	TELEPHONE NUMBER: 778-424-6779 FAX NUMBER:	E-MAIL ADDRESS: lcba@shaw.ca

PROJECT TITLE: LCBA Trade Show
PROJECT DESCRIPTION: See attached Project profile (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 type="checkbox"/> QUALICUM BEACH <input type="checkbox"/> EA 'E' <input type="checkbox"/> EA 'F' <input type="checkbox"/> EA 'G' <input checked="" type="checkbox"/> EA 'H'
DESCRIBE IN DETAIL WHAT THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT FUNDS WILL BE USED FOR: See attached Project Profile expenses - Booth Screening - Electrical Access to the individual booths - Advertising including re-usable signage - Hall Rental (Please attach additional pages as necessary.)
LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER SOURCES: None other applied for. (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:

Encourage growth of local economy through support of diverse small home based businesses
 Encourage networking between business owners, Encourage entrepreneurship
 Help residents be able to shop locally
 Reinforce community service groups
 Encourage economic stability and flexibility for Area H

(Please attach additional pages as necessary.)

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

Businesses will gain clients and become more profitable
 Non-profits will raise funds from food sales
 Support the local Community Hall with rental revenue from a large event
 Residents will reduce driving by shopping locally
 Residents will discover what businesses are available locally and how to access them
 Service groups will raise their profile and potentially recruit new volunteers

(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 <i>Arlene Veenhof</i>	DATE: Aug 18, 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: August 19, 2012	RECEIVED BY: CM
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.

Project Profile

First Annual LCBA Trade Show

Background

The Lighthouse Country Business Association (LCBA) is a non-profit society whose goal is to advance the interests and prosperity of all business in this area (Area H) and to promote their activities and events. Towards this end, in February 2012 the LCBA hosted a free mini trade show for its member businesses to promote themselves to the local market. Not knowing the level of interest from either the membership or the community, it was provided free to the LCBA members and held in conjunction with the regularly scheduled pancake breakfast and flea market. We had hoped for a dozen business participants and were overwhelmed with over thirty. The event was underfunded, poorly advertised and the space was way too small, but the response from the public was extremely positive. Based on the number of pancake sales, attendance was estimated at about 800 to 1000 people. Many visitors stopped to tell us they had no idea there were so many diverse businesses in our local area. Business owners talked about people telling them they had been searching for just the service they offered and thought they had to go outside the area to meet their needs.

The buzz in the room was palpable as the crowds toured the booths. Business owners spent time networking with each other as well as meeting new clients. The after-action survey results indicated that all of the business owners wanted to have the event repeated at least annually, in a larger venue so that they could better present their services, and for a longer period of time. Most businesses felt they had gained new clients as a result of the event. All were willing or able to pay up to \$25.00 for a booth and some were willing to pay \$50. Only one company was willing to pay \$75 or more and most expressed concern about keeping the cost as low as possible in recognition that these are almost all small home based businesses with narrow margins.

Based on this positive response, the LCBA has decided to host another Trade Show in 2013 for its 130 members, however, this time on its own. In essence this is a “new event” as Trade Show 2013 will be a stand-alone event – no flea market or pancake breakfast to subsidize the cost of the hall or draw in attendance. The concept is outlined below although not all the details have been finalized.

LCBA Tradeshow 2013

The **venue** will be the Lighthouse Community Hall and grounds April 28, 2013. There will be approximately 36 inside booths and an undetermined number of outside booths as needed to accommodate all participants. Vendors may sign up for a time slot for a **20-minute presentation** at their booth. Scheduled demonstrations will move around the venue and allow participants to fully demonstrate their service or product.

Community Service groups: The three Area H fire-rescue departments and the Royal Canadian Marine Search and Rescue will be invited to host static displays outside. Non-profit groups will be invited to host hot dog and hamburger sales.

A **Seafood Celebration** will focus on the local shellfish industry with input from both the industry and the local Shellfish Research Centre. **Bowser Elementary School** will be engaged with educational sessions leading up to the trade show and culminating with displays at the Seafood Celebration.

Information Sessions: Scheduled 45 minute presentations will be made by various interest groups in a side room. Suggestions include Emergency Preparedness (either local or RDN), First Nations Archeologically sensitive areas, Fish hatchery operations and successes, RCM SAR water safety, or any of a number of other possibilities.

Expenses - Estimated

Hall rental -	\$500.00
Booth set-up with pipes and drapes and electrical -	\$2000.00
Advertising – Newspaper, Radio and signage	\$1500.00
Prizes for students and door prizes	\$200.00
Insurance	\$100.00
Cleanup	\$150.00
Misc Unanticipated	<u>\$100.00</u>
Total	\$4550.00

Volunteers will manage all aspects of the event organization and coordination.

Registration will begin in January on a first come first served basis to members of the LCBA. (Membership is open to all businesses for an annual fee of \$50.00)

Cost of registration will be based on the anticipated cost less any grant money, and assuming 35 participants. There will be a fee per booth structure set up based on booth size and location so that all businesses will be able to afford appropriate display space.

Admission will be free with a voluntary donation to the food bank.

Event Coordinators:

Arlene Veenhof, LCBA Vice Chair, email – pacificspiritwear@shaw.ca - 778-424-6779

Don Alberg, LCBA Board Member, email aldermtn@shaw.ca- 250-752-2473

Jeff Shields LCBA Member, email jeff@yaadev.com - 250-757-8003

Supporting Material

Lighthouse Country Business Association Profile

The Lighthouse Country Business Association is a non-profit society whose goal is to advance the interests and prosperity of all businesses in Area H, and to promote their activities and events. With its current funding the LCBA is able to support existing projects. The proposed trade show is an opportunity to expand the economic benefits to the members and the community and requires additional funding beyond what the LCBA can raise through its current methods. Membership in the association costs \$50.00 per year and is the primary source of funding for the LCBA. Additional funding comes from proceeds of advertising in the community and sign rental on a fence that is donated by TOMM'S Food Village for this purpose.

The major projects/expenditures of the LCBA are:

- Maintaining a comprehensive web site which is currently being completely redesigned.
- Producing and publishing a community directory of businesses and residences in area H every other year. This is distributed free to over 2000 households and has become the must have directory for the area.
- Maintaining and updating tourism signage in the area currently at seven locations. A major update is currently in the planning stages.
- New this year, a Trade Show which if successful will become an annual event.

In addition to these major projects, the LCBA is active in supporting community events and charities through activities like Midnight Madness which raises money for the food bank, organizing support for the Olympic Torch Relay, Fund raising for the District 69 Bowser Elementary School PAC monthly themed lunch program.

With all the exciting programs that the LCBA supports, it is unable to provide adequate funding to start-up the new initiative of the Trade Show. Grant money will make this possible.



Statement of Accounts

Main Branch
Box 134
Lenoir, NC 28645
Tel: 252-315-2111
Fax: 252-315-2111
WebSite: www.lcb.com

Roanoke Island Branch
Roanoke Island, NC
Tel: 252-315-2111
Fax: 252-315-2111

Lighthouse Community Branch
Roanoke, NC
Tel: 252-315-2111
Fax: 252-315-2111

Telephone Banking: 252-315-2122 ext 1
Email: svc@lcb.com

Lighthouse Community Bank
Roanoke Island Branch
Box 59
Roanoke, NC
28645
VBR 1050

Have you received your new
CHIP card yet?
If not, please notify your local
BRANCH manager as soon as possible.
All magnetic stripe cards will no
longer be making as of
December 31st, 2012.

Account No.	Start Date	End Date
[REDACTED]	Jan 01, 2012	Jan 26, 2012

Organization Changing

Seq Number	Description	* Type	#	Withdrawal	Deposit	Balance
Jan 01, 2012	Initial Deposit		214	87.50	624.00	8,519.01
Jan 13, 2012	Deposit				624.00	9,293.62
Jan 13, 2012	Deposit				624.00	9,968.62
Jan 26, 2012	Deposit		212	2,122.11	804.00	9,284.51
Jan 27, 2012	Deposit				804.00	9,284.51
Jan 27, 2012	Deposit		215	1,147.40		8,613.94
Jan 28, 2012	Deposit				1,178.20	10,113.14

Share Capital

Seq Number	Description	#	Withdrawal	Deposit	Balance
Jan 01, 2012	Initial Deposit			1.70	101.87
Jan 27, 2012	Initial Deposit				101.87

Regular Shares

Seq Number	Description	#	Withdrawal	Deposit	Balance
Jan 01, 2012	Initial Deposit			4,639.97	4,639.97
Jan 27, 2012	Initial Deposit			48.54	4,788.51
May 23, 2012	Special Dividend			4,600.00	10,788.51

This statement was prepared by the Lighthouse Community Bank, Roanoke Island Branch, and is not intended to be used for any other purpose. All figures are in US dollars and are subject to audit. The information is provided for informational purposes only.



LIGHTHOUSE COUNTRY BUSINESS ASSOCIATION
Budget - Current Year - 2011/2012

Account Name	Budget Total 2010/2011	Budget Total 2011/2012
Membership Fees	\$ 5,000	\$ 5,000
Luncheons and Fundraising	1,800	3,000
Phone Directory Ads	8,960	0
Phone Directory Sales	40	50
Tomm's Signage Program	750	1,000
Income	<u>16,550</u>	<u>9,050</u>
TOTAL REVENUE	<u>\$ 16,550</u>	<u>\$ 9,050</u>
EXPENSE		
Program Costs		
Website Servicing	3,000	1,000
Olympic Torch Relay	409	409
Signage Improvements	-	5,000
Phone Directory	5,270	5,500
Total Program Costs	<u>8,679</u>	<u>11,909</u>
General and Admin Expenses		
Advertising and Promotions	1,500	1,500
Bank Charges	10	10
Insurance	500	500
Luncheon & Entertainment Exp	2,150	3,350
Office Supplies	180	200
Memberships & Dues	200	100
Postage and Courier	300	400
Repairs and Maintenance	500	500
Rent	200	200
Total General and Admin. Expenses	<u>5,540</u>	<u>6,760</u>
TOTAL EXPENSE	<u>\$ 14,219</u>	<u>\$ 18,669</u>
NET INCOME	<u>\$ 2,331</u>	<u>\$ (9,619)</u>

LIGHTHOUSE COUNTRY BUSINESS ASSOCIATION
Budget - Current Year - 2010/2011

Account Name	Budget Total 2009/2010	Budget Total 2010/2011
Membership Fees	\$ 5,200	\$ 5,000
Luncheons and Fundraising	1,700	1,800
Phone Directory Ads	4,000	8,960
Phone Directory Sales	0	40
Tomm's Signage Program	750	750
Income	<u>11,650</u>	<u>16,550</u>
TOTAL REVENUE	<u>11,650</u>	<u>16,550</u>
 EXPENSE		
Program Costs		
Website Ad Cost	2,550	3,000
Olympic Torch Relay	6,036	409
Phone Directory	1,000	5,270
Total Program Costs	<u>9,586</u>	<u>8,679</u>
 General and Admin Expenses		
Advertising and Promotions	1,300	1,500
Bank Charges	10	10
Insurance	500	500
Luncheon & Entertainment Exp	1,553	2,150
Office Supplies	180	180
Memberships & Dues	200	200
Postage and Courier	139	300
Repairs and Maintenance	190	500
Rent	200	200
Total General and Admin. Expenses	<u>4,272</u>	<u>5,540</u>
TOTAL EXPENSE	<u>13,858</u>	<u>14,219</u>
NET INCOME	<u>(2,208)</u>	<u>2,331</u>
	Total Bank Nov. 1, 2010	\$ 7,423.39
	Proj. Bank Oct. 31, 2011	<u>\$ 9,754.03</u>

LIGHTHOUSE COUNTRY BUSINESS ASSOCIATION
Comparative Balance Sheet

	<u>As at Oct. 31, 2011</u>	<u>As at Oct. 31, 2010</u>	<u>As at Oct. 31, 2009</u>
ASSETS			
Current Assets			
Union Bay CU - General	\$ 14,842.10	\$ 2,697.16	\$ 6,473.22
Union Bay CU - Regular Shares	4,659.95	4,586.66	6,019.07
Union Bay CU - Share Capital	146.52	139.57	132.95
Total Cash	19,648.57	7,423.39	12,625.24
Accounts Receivable	48.60	0.00	234.45
NSF Charge Backs	0.00	0.00	0.00
GST/HST Receivable	0.00	0.00	0.00
Total Receivables	48.60	0.00	234.45
Total Current Assets	19,697.17	7,423.39	12,859.69
TOTAL ASSETS	\$ 19,697.17	\$ 7,423.39	12,859.69
LIABILITY			
Current Liabilities			
Accounts Payable	0.00	0.00	1,688.72
HST Charged on Sales	409.84	4.80	-1.27
HST Paid on Purchases	(162.36)	(47.03)	49.04
HST/GST Paid - OTR Legacy	0.00	0.00	-466.15
HST Owing (Refund)	247.48	(42.23)	-418.38
Total Current Liabilities	247.48	(42.23)	1,270.34
TOTAL LIABILITY	\$ 247.48	\$ (42.23)	1,270.34
EQUITY			
Retained Earnings			
Retained Earnings - Previous Year	7,465.62	11,589.35	10,636.71
Current Earnings	11,984.07	(4,123.73)	952.64
Total Retained Earnings	19,449.69	7,465.62	11,589.35
TOTAL EQUITY	\$ 19,449.69	\$ 7,465.62	11,589.35
LIABILITIES AND EQUITY	\$ 19,697.17	\$ 7,423.39	12,859.69

LIGHTHOUSE COUNTRY BUSINESS ASSOCIATION Comparative Balance Sheet

	As at Oct. 31, 2010	As at Oct. 31, 2009
ASSETS		
Current Assets		
Union Bay CU - General	\$ 2,697.16	\$ 6,473.22
Union Bay CU - Regular Shares	4,586.66	6,019.07
Union Bay CU - Share Capital	139.57	132.95
Total Cash	7,423.39	12,625.24
Accounts Receivable	0.00	234.45
NSF Charge Backs	0.00	0.00
GST Receivable	0.00	0.00
Total Receivables	0.00	234.45
Total Current Assets	7,423.39	12,859.69
TOTAL ASSETS	7,423.39	12,859.69
LIABILITY		
Current Liabilities		
Accounts Payable	0.00	1,688.72
HST Charged on Sales	4.80	-1.27
HST Paid on Purchases	(47.03)	49.04
HST/GST Paid - OTR Legacy	0.00	-466.15
HST Owing (Refund)	(42.23)	-418.38
Total Current Liabilities	(42.23)	1,270.34
TOTAL LIABILITY	(42.23)	1,270.34
EQUITY		
Retained Earnings		
Retained Earnings - Previous Year	11,589.35	10,636.71
Current Earnings	(4,123.73)	952.64
Total Retained Earnings	7,465.62	11,589.35
TOTAL EQUITY	7,465.62	11,589.35
LIABILITIES AND EQUITY	7,423.39	12,859.69

LIGHTHOUSE COUNTRY BUSINESS ASSOCIATION
Comparative Income Statement

	Actual Nov. 1, 2009 to Oct. 31, 2010	Budget Nov. 1, 2009 to Oct. 31, 2010	Difference
REVENUE			
Sales Revenue			
Membership Fees	\$ 1,960.00	\$ 5,200.00	\$ (3,240.00)
Donations	164.64	0.00	164.64
Luncheons and Fundraising	700.00	1,700.00	(1,000.00)
Phone Directory Ads	0.00	4,000.00	(4,000.00)
Phone Directory Sales	76.19	0.00	76.19
Tomm's Signage Program	790.00	750.00	40.00
Interest and Dividends	78.23	0.00	78.23
Net Sales	<u>3,769.06</u>	<u>11,650.00</u>	<u>(7,880.94)</u>
TOTAL REVENUE	<u>3,769.06</u>	<u>11,650.00</u>	<u>(7,880.94)</u>
EXPENSE			
Program Costs			
Website Ad Cost	569.35	2,550.00	(1,980.65)
Olympic Torch Relay	5,086.45	6,036.00	(949.55)
Phone Directory	0.00	1,000.00	(1,000.00)
Total Program Costs	<u>5,655.80</u>	<u>9,586.00</u>	<u>-3,930.20</u>
General and Admin Expenses			
Advertising and Promotions	638.14	1,300.00	(661.86)
Bank Charges	8.49	10.00	(1.51)
Insurance	0.00	500.00	
Luncheon & Entertainment Exp	1,059.72	1,553.00	(493.28)
Office Supplies	0.00	180.00	(180.00)
Memberships & Dues	25.00	200.00	(175.00)
Postage and Courier	130.64	139.00	(8.36)
Repairs and Maintenance	66.00	190.00	(124.00)
Rent	309.00	200.00	109.00
Total General and Admin. Expenses	<u>2,236.99</u>	<u>4,272.00</u>	<u>(1,535.01)</u>
TOTAL EXPENSE	<u>7,892.79</u>	<u>13,858.00</u>	<u>(5,465.21)</u>
NET INCOME	<u>(4,123.73)</u>	<u>(2,208.00)</u>	<u>(2,415.73)</u>

Appendix 4: Lighthouse Country Village Signs for Qualicum Bay, Bowser, Deep Bay and Horne/ Spider Lakes Proposal

Summary Evaluation

Proponent: Lighthouse Country Business Association
 Amount Requested: \$5,000
 Summary: Repair, replacement and provision of new signage for the village communities of Bowser, Qualicum Bay and Deep Bay.
 Eligibility: Design, materials and installation of signage can be considered minor capital investment in support of local business development.
 Priority Areas: **Tourism and Recreation:** Improved signage highlighting the identity of the Lighthouse community could serve as enhanced communications and advertising that attracts visitors and draws more people to the region.

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		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'

Committee Recommendation: Full Funding Partial Funding: _____ No Funding

NAME OF ORGANIZATION: Lighthouse Country Business Association (LCBA)		AMOUNT REQUESTED: \$5000.00
MAILING ADDRESS: LCBA, Box 59, Bowser, BC V0R 1G0		
CONTACT PERSON: Bonaventure Thorburn or Betsy Poel	TELEPHONE NUMBER: 250 757 8874 FAX NUMBER:	E-MAIL ADDRESS: lcba@shaw.ca

PROJECT TITLE: Lighthouse Country Village Signs for Qualicum Bay, Bowser, Deep Bay & Home/Spider Lakes
PROJECT DESCRIPTION: See attached project profile sheets. (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 type="checkbox"/> QUALICUM BEACH <input type="checkbox"/> EA 'E' <input type="checkbox"/> EA 'F' <input type="checkbox"/> EA 'G' <input checked="" type="checkbox"/> EA 'H'
DESCRIBE IN DETAIL WHAT THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT FUNDS WILL BE USED FOR: See attached budget details. (Please attach additional pages as necessary.)
LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER SOURCES: Only other application is a LCBA Trade Show \$3000 grant request to NCED program 2012 (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:

Geographically identifies local community and village areas.
Stimulates pride and belonging in the local communities.
Provides name branding for the four communities under one design theme.
Encourages local communities to bond together economically and socially.
Visually attracts and invites visitors to stay, play, shop and enjoy our Lighthouse Country.
In line with RDN Bowser Village Plan objectives.

(Please attach additional pages as necessary.)

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

Increase in local shopping, supplies and services.
Increase in tourist night stays.
Increase in local service organizations.
Increase in Real Estate sales.

(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

Matthew - DIRECTOR LCBA
Elizabeth Peel - PRESIDENT LCBA

DATE:

August 17, 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: August 24, 2012

RECEIVED BY: CM

COMMENTS:

Lighthouse Country Village Signage Upgrades

Background

In 1973, the original name of the Lighthouse Country Business Association (LCBA) was the Bowser, Qualicum Bay, Deep Bay Business Association. That group started a local phone directory in 1974 and today, the LCBA still regularly updates this directory.

Over the same timeframe, LCBA has provided signage for the village communities of Bowser, Qualicum Bay and Deep Bay. LCBA also provided visitor information signage for drivers on the Old Island Highway 19A. Today, these information signs are still erected in four locations on the highway. LCBA regularly maintains these signs. The signs tell those Lighthouse Country visitors, who are possibly searching for accommodations, supplies or services, that we offer the same in our Lighthouse Country area. For locals, these signs reinforce that they need not go outside our area to meet their needs.

All these signs are now in need of a major overhaul due to their ages and due to our weather elements. This project is part of the short term implementation actions RDN outline in the Bowser Village Plan. See the added documentation on these RDN actions.

LCBA Planned Signage Improvements 2012-2013

1. The visitor information signage at the First Nations turn-out on the south side of Qualicum Bay needs major updating and renovation. An artist's rendering has been completed and the materials have to be purchased. The signage will be installed by LCBA member volunteers. The materials estimate is \$3000. See photos 1 & 2.
2. LCBA wishes to replace two Highway 19A roadside signs to display the modernized theme created for the First Nations signage above. The estimate for the art work drafting and the signage is \$2000. See Photo #3.
3. The visitor information signage at the Cone Zone in Qualicum Bay also needs major updating and renovation based on the above two items. The estimate for this work is \$2000 and this item will be included in LCBA's 2013-14 budget.
4. The community signs of Bowser, Deep Bay and Qualicum Bay need protection from the weather elements. LCBA intends to provide a simple shake roof structure over these signs and upgrade/landscape their bases with an oyster shell & planting theme. LCBA volunteers will provide the manual labour for these up-upgrades. The \$3000 material estimate for the upgrades will be included in LCBA's 2013-14 budget. See photos 4, 5 & 6.
5. LCBA wishes to provide a similar sign for the Horne Lake and Spider Lake areas. The material estimate of \$3000 for this signage will be included in LCBA's 2013-14 budget. See Photo #5.

For photo details, see page 2.

Signage Coordinators:

Don Alberg - LCBA Board Member at large - 250-752-2473

Dietmar Baumeister-Quint - LCBA Board Member at large - 250-757-8944



1. Existing old First Nation Pull-out LCBA Signage above & below it is the artist rendering of Proposed replacement sign



2. Grey concrete posts of photo #1 to be replaced with wood similar to wood in Parksville sign shown above



3. Two Existing highway signs to be replaced with Proposed new signs according to theme of artist rendering in photo # 1



4. LCBA wishes to landscape Existing carved signs in Bowser, Qualicum Bay & Deep Bay with shell & plantings @ bases.



6. LCBA wishes to install Proposed Horne Lake & Spider Lake signs similar to the Existing LCBA-supplied sign above.



6. LCBA wishes to install roof structures over some of its Lighthouse Country signage similar to the shake structure above.

LCBA ORGANIZATION

LCBA is a registered volunteer society in British Columbia with its base in Bowser, BC. In 2012, it currently has 140+ members. The society has up-to-date tax filing, constitution and society by-laws. The society has a 2012 elected board of directors consisting of:

President -	Betsy Poel	(250) 757- 8442
Treasurer -	Pat Jiggins	(250) 752- 9727
Secretary -	Patti Stubbs	(250) 757- 9364
Director-	Bonaventure Thorburn	(250) 757- 8874
Director -	Dietmar Baumeister-Quint	(250) 757- 8944
Director -	Don Alberg	(250) 752 -2473
Director -	Arlene Veenhof	(778) 424 -6779
Director -	Sharon Waugh	(778) 424 -2012

Bowser Village Centre Plan

Implementation Actions requiring collaboration with Ministry of Transportation & Infrastructure

Timing

The timing for implementing policies and actions is as follows:

Immediate (should be initiated and/or completed by 2010)

Ongoing (should be initiated during 2010 with no planned completion date)

Short Term (should be addressed within 5 years)

Long Term (should be addressed within 5-10 years)

Implementation

Costs

Achieving the goals and objectives of the Bowser Village Centre Plan will require a variety of resources. While there are several policy actions that RDN departments may be able to undertake as part of regular operations, others will require special resources that may involve:

- Prioritizing options and timely review of costs
- Developer contributions
- Consider creating service areas in accordance with the *Local Government Act* for properties that directly benefit from improvements within the Bowser Village Centre
- Seeking grants and contributions from other levels of government
- Voluntary community activities to generate actual or in kind contributions
- The provision of community amenities as part of re-zoning applications

The identification of community priorities for different activities will determine the allocation of resources needed to implement the plan on an annual basis.

Goal 1. Plan and Design with Nature in Mind

1.1. Develop a Compact, Complete Village Centre

Objectives

- 1.1.1 To reduce green house gas (GHG) emissions by:
- a. increasing opportunities for alternative transportation; and
 - b. creating opportunities for multi-family and mixed use development.

Policies	Related Actions	Who	Time
1.2.1 The RDN supports the development of integrated ground/rain water management planning.	h. Look for opportunities to encourage integrated ground/rain water management with developers, various agencies and other partners.	RDN MOTI DFO MOE MHLS	Long Term
1.2.2 The RDN supports the use of low maintenance landscaping methods that involve maximizing rain/storm water infiltration (such as swales, grasscrete, roof gardens, rainwater catchment areas including green streets).	i. Use Development Permits to guide development of 'Green Streets' and landscaping for public and private open space. j. Consider a 'Green Street' demonstration project.	RDN	Short Term
1.7.1 The RDN will work with residents and MOTI to establish priorities for street lighting along Highway 19A and in commercial areas of Bowser Village Centre.	a. Request MOTI to provide information on options and costs for energy efficient street lighting on Highway 19A. b. Explore the interest and feasibility of a local service area for providing street lighting in commercial areas of Bowser Village Centre.	RDN MOTI Com	Short Term

Goal 2. Build a safer, more resilient community

2.2 Disaster Resilience - General

Objectives

- 2.2.1 To increase the resilience of residents to the impacts of emergencies and disasters.
- 2.2.2 To mitigate the impacts of climate change caused by anticipated increases in extreme weather events and sea level rise.

Policies	Related Actions	Who	Time
2.2.1 The RDN will collaborate with emergency responders and MOTI to develop evacuation plans for Bowser Village Centre.	a. Hold a workshop on evacuation planning with various stakeholders.	RDN MOTI MOFR RCMP BCAS BHBVFD DBVFD	Ongoing

2.3.1 Where appropriate the RDN supports the placement of fire breaks (with adequate room for access by emergency vehicles) within parks and trails.	a. Work with MOTI and MOFR to integrate planning for parks and trails with interface fire safety in mind.	RDN POSAC MOFR MOTI	Short Term
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Policies	Related Actions	Who	Time
3.2.1 The RDN will ensure that planning and development proposals for Bowser Village Centre takes into account environmental, economic and social impacts on other Village Centres in Electoral Area 'H' and the Regional District as a whole.	a. Develop a checklist of sustainability criteria for the evaluation of development proposals.	RDN MOTI	Short Term
4.1.1 The following Gateways are identified in this plan: <ul style="list-style-type: none"> Southern Gateway (on Highway 19A at the McColl Road intersection) Northern Gateway (on Highway 19A at the Crosley Road intersection) Ocean Gateway (near where Bowser Road meets the ocean) At regional trail entrances to Bowser Village Centre 	a. Encourage the community, business owners and MOTI to work together to plan and improve gateway areas.	RDN LCBA MOTI	Short Term
4.1.2 The RDN supports the installation of welcoming signs, landmark features and landscaping to beautify gateway areas. Gateway design should be consistent with the overall design themes for Bowser Village Centre.	b. Provision of gateway structures and landscaping can be considered a community amenity. c. Encourage landmark building design, public art and open space in gateway areas.	RDN POSAC LCBA MOTI	Short Term

Policies	Related Actions	Who	Time
4.2.1 The RDN will encourage the Provincial Government to work collaboratively on the management and planning for Crown lands within and adjacent to Bowser Village Centre.	a. Request that ILMB, MOFR and MOE involve the RDN, First Nations and the wider community in land use management and planning on Crown lands adjacent to Bowser Village Centre.	RDN ILMB MOFR MOE QFN Com MOTI	Short Term

Goal 6. - Connect people and places in ways that promote safe, enjoyable and healthy movement

6.1 Encouraging Active Transportation Objectives

- 6.1.1 To increase healthy, energy efficient modes of transportation and reduce private vehicle use.
- 6.1.2 To see visible improvements in the safety, access and attractiveness of streetscapes for pedestrians and other traffic in Bowser Village Centre by 2015.
- 6.1.3 To have safe pedestrian and cycling paths that connect Bowser Village Centre to outside neighbourhoods along the road right of way along Highway No. 19A by 2020.
- 6.1.4 To have a speed limit of 50 km established on Highway No. 19 A between Crosley Road and McColl Road intersections by 2015.
- 6.1.5 To have at least two clearly marked pedestrian crossing areas across Highway No. 19A near Magnolia Court and Georgia Park commercial areas in Bowser Village Centre by 2015.
- 6.1.6 To maximize the use of existing regional trail and rail trail corridors for active transportation and recreational use.

Policies	Related Actions	Who	Time
6.1.1 The RDN supports undertaking a Built Environment and Active Transportation (BEAT) assessment and plan for Bowser Village Centre.	a. Seek funding for a BEAT study of Bowser Village Centre and incorporate results in an Active Transportation plan for Bowser. b. Request that MOTI assists with a BEAT assessment for Bowser Village Centre.	RDN MOTI	Short Term
6.1.2 The RDN encourages the development of an Active Transportation component in all new road developments and retrofit of existing roads as identified through a BEAT plan for Bowser Village Centre.	c. Continue to work with MOTI to pursue Active Transportation on existing and undeveloped road right of ways.		Ongoing

Policies	Related Actions	Who	Time
<p>6.1.3 The RDN shall work with MOTI and the community to develop and implement a plan to create a safer environment for pedestrians, cyclists and scooters that considers:</p> <ul style="list-style-type: none"> • Separate paths/sidewalks for pedestrians, cyclists and scooters, especially along Highway No. 19A • Slowing traffic to 50 km/hour before entering Bowser Village Centre by posting signage and implementing traffic calming at Crosley and McColl Road intersections on Highway No. 19A • Pedestrian crossings across Highway No. 19A to facilitate safe walking access between residential and commercial areas • Safe pedestrian and cycling routes for Bowser Elementary School children • Minimizing entrances and exits onto Highway No. 19A through the use of collector/feeder roads or shared driveways 	<ul style="list-style-type: none"> d. Continue discussions with MOTI to achieve Traffic/pedestrian safety objectives. e. Involve local community groups like LCBA in planning and discussions. 	<p>RDN MOTI LCBA</p>	<p>Short Term</p>

REVISED AGENDA
Friday November 18, 2011, Bowser Legion

Meeting Objective:

This is a follow up meeting to the October 17, 2011 meeting on how to implement aspects of the Bowser Village Centre Plan that involve working collaboratively with MoTI to improve signage (& establish clear gateways), and develop a safer pedestrian and cycling environment.

Agenda - 9:30-10:45

1. Agenda Review

Any changes? Please e-mail Lisa in advance of the meeting if possible.

2. Update on Status of Action Items from Oct 17

- a) Oct 25 meeting with RDN Parks
- b) Nov 14 MoTI meeting
- c) Other items

3. Formal Request to MoTI

a) Discuss further work needed to establish priorities for signage requests to be formally made to MoTI

- MoTI Directional Signs (Lighthouse Country & Village Centres)
- Speed/Safety Signs

b) Discuss further work needed to establish priorities for requests to improve Pedestrian/Cycling access and safety

- Speed limit changes
- Pedestrian crossing
- Gateway road improvements to lower speeds
- Conversion of lanes between Bowser and Deep Bay for pedestrian/cycling use

4. Other non MoTI Signage Improvements

- a) Gateway Promotional signs (Bowser Village Centre)
- b) Non-MoTI Lighthouse Country Signs
- c) Process for permits for non-MoTI signs

5. Next Steps

Review meeting outcome/ action items

Discuss next steps needed to make request to MoTI

Agenda - 10:45-11:30

6. Area H Transit Update – Daniel Pearce

Discussion of potential options for Paratransit service in Area 'H' – routes and stops



Lighthouse Community Bank
 Association
 Box 59
 Thomas, NC
 28781-0059

Head Office
 Box 134
 Front Street, NC
 28781-0134
 Tel: 252-515-1100
 Fax: 252-515-1111
 Toll Free: 1-800-375-5464
 Website: www.lcb.com

Roanoke Island Branch
 1000 N. 1st St.
 28781-1000
 Tel: 252-515-1100
 Fax: 252-515-1111

Lighthouse Community Branch
 2500 S. 1st St.
 28781-2500
 Tel: 252-515-1100
 Fax: 252-515-1111
 Telephone Banking: 252-515-1122 ext 1
 Email: svc@lcb.com

Have you received your new
 CHIP card yet?
 If not, please notify your local
 BRANCH manager as soon as possible.
 All magnetic strip cards will no
 longer be making as of
 December 31st, 2012.

Start Date	End Date
Jan 01, 2012	Jan 31, 2012

Organization Changing

Seq Number	Description	* Type	#	Withdrawal	Deposit	Balance
Jan 01, 2012	Initial Deposit		214	87.50	604.00	8,519.01
Jan 13, 2012	Deposit				604.00	9,298.62
Jan 14, 2012	Deposit				604.00	9,902.62
Jan 26, 2012	Deposit		212	3,122.11	804.00	9,284.51
Jan 31, 2012	Deposit				804.00	9,284.51
Jan 25, 2012	Deposit		216	1,147.60		8,613.94
Jan 28, 2012	Deposit				1,178.20	10,113.14

Share Capital

Seq Number	Description	#	Withdrawal	Deposit	Balance
Jan 01, 2012	Initial Deposit			1.70	101.87
Jan 25, 2012	Initial Deposit				1.70

Regular Shares

Seq Number	Description	#	Withdrawal	Deposit	Balance
Jan 01, 2012	Initial Deposit			48,554	4,296,486
Jan 27, 2012	Initial Deposit			4,600.00	4,301,086
May 23, 2012	Initial Deposit				46,706.40

This statement was prepared by the Accounting Department of Lighthouse Community Bank. It is not intended to be used for tax purposes. For more information, please contact your tax advisor.

LIGHTHOUSE COUNTRY BUSINESS ASSOCIATION
Comparative Income Statement

	Actual Nov. 1, 2009 to Oct. 31, 2010	Budget Nov. 1, 2009 to Oct. 31, 2010	Difference
REVENUE			
Sales Revenue			
Membership Fees	\$ 1,960.00	\$ 5,200.00	\$ (3,240.00)
Donations	164.64	0.00	164.64
Luncheons and Fundraising	700.00	1,700.00	(1,000.00)
Phone Directory Ads	0.00	4,000.00	(4,000.00)
Phone Directory Sales	76.19	0.00	76.19
Tomm's Signage Program	790.00	750.00	40.00
Interest and Dividends	78.23	0.00	78.23
Net Sales	<u>3,769.06</u>	<u>11,650.00</u>	<u>(7,880.94)</u>
TOTAL REVENUE	<u>3,769.06</u>	<u>11,650.00</u>	<u>(7,880.94)</u>
EXPENSE			
Program Costs			
Website Ad Cost	569.35	2,550.00	(1,980.65)
Olympic Torch Relay	5,086.45	6,036.00	(949.55)
Phone Directory	0.00	1,000.00	(1,000.00)
Total Program Costs	<u>5,655.80</u>	<u>9,586.00</u>	<u>-3,930.20</u>
General and Admin Expenses			
Advertising and Promotions	638.14	1,300.00	(661.86)
Bank Charges	8.49	10.00	(1.51)
Insurance	0.00	500.00	
Luncheon & Entertainment Exp	1,059.72	1,553.00	(493.28)
Office Supplies	0.00	180.00	(180.00)
Memberships & Dues	25.00	200.00	(175.00)
Postage and Courier	130.64	139.00	(8.36)
Repairs and Maintenance	66.00	190.00	(124.00)
Rent	309.00	200.00	109.00
Total General and Admin. Expenses	<u>2,236.99</u>	<u>4,272.00</u>	<u>(1,535.01)</u>
TOTAL EXPENSE	<u>7,892.79</u>	<u>13,858.00</u>	<u>(5,465.21)</u>
NET INCOME	<u>(4,123.73)</u>	<u>(2,208.00)</u>	<u>(2,415.73)</u>

LIGHTHOUSE COUNTRY BUSINESS ASSOCIATION
Comparative Balance Sheet

	<u>As at Oct. 31, 2011</u>	<u>As at Oct. 31, 2010</u>
ASSETS		
Current Assets		
Union Bay CU - General	\$ 14,842.10	\$ 2,697.16
Union Bay CU - Regular Shares	4,659.95	4,586.66
Union Bay CU - Share Capital	146.52	139.57
Total Cash	<u>19,648.57</u>	<u>7,423.39</u>
Accounts Receivable	48.60	0.00
NSF Charge Backs	0.00	0.00
GST/HST Receivable	0.00	0.00
Total Receivables	<u>48.60</u>	<u>0.00</u>
Total Current Assets	<u>19,697.17</u>	<u>7,423.39</u>
TOTAL ASSETS	<u>\$ 19,697.17</u>	<u>\$ 7,423.39</u>
LIABILITY		
Current Liabilities		
Accounts Payable	0.00	0.00
HST Charged on Sales	409.84	4.80
HST Paid on Purchases	(162.36)	(47.03)
HST/GST Paid - OTR Legacy	0.00	0.00
HST Owing (Refund)	<u>247.48</u>	<u>(42.23)</u>
Total Current Liabilities	<u>247.48</u>	<u>(42.23)</u>
TOTAL LIABILITY	<u>\$ 247.48</u>	<u>\$ (42.23)</u>
EQUITY		
Retained Earnings		
Retained Earnings - Previous Year	7,465.62	11,589.35
Current Earnings	11,984.07	(4,123.73)
Total Retained Earnings	<u>19,449.69</u>	<u>7,465.62</u>
TOTAL EQUITY	<u>\$ 19,449.69</u>	<u>\$ 7,465.62</u>
LIABILITIES AND EQUITY	<u>\$ 19,697.17</u>	<u>\$ 7,423.39</u>

LIGHTHOUSE COUNTRY BUSINESS ASSOCIATION
Comparative Income Statement

	Actual Nov. 1, 2010 to Oct. 31, 2011	Budget Nov. 1, 2010 to Oct. 31, 2011	Difference
REVENUE			
Sales Revenue			
Membership Fees	\$ 4,920.00	\$ 5,000.00	\$ (80.00)
Donations	0.00	0.00	-
Luncheons and Fundraising	1,579.58	1,800.00	(220.42)
Phone Directory Ads	9,450.00	8,960.00	490.00
Phone Directory Sales	0.00	40.00	(40.00)
Tomm's Signage Program	550.00	750.00	(200.00)
Interest and Dividends	80.94	0.00	80.94
Net Sales	<u>16,580.52</u>	<u>16,550.00</u>	<u>30.52</u>
TOTAL REVENUE	<u>\$ 16,580.52</u>	<u>\$ 16,550.00</u>	<u>\$ 30.52</u>
EXPENSE			
Program Costs			
Website Ad Cost	1,211.40	3,000.00	(1,788.60)
Olympic Torch Relay	0.00	409.00	(409.00)
Phone Directory	1,502.50	5,270.00	(3,767.50)
Total Program Costs	<u>2,713.90</u>	<u>8,679.00</u>	<u>(5,965.10)</u>
General and Admin Expenses			
Advertising and Promotions	72.00	1,500.00	(1,428.00)
Bank Charges	0.00	10.00	(10.00)
Insurance	0.00	500.00	
Luncheon & Entertainment Exp	1,738.55	2,150.00	(411.45)
Office Supplies	0.00	180.00	(180.00)
Memberships & Dues	72.00	200.00	(128.00)
Postage and Courier	0.00	300.00	(300.00)
Repairs and Maintenance	0.00	500.00	(500.00)
Rent	0.00	200.00	(200.00)
Total General and Admin. Expenses	<u>1,882.55</u>	<u>5,540.00</u>	<u>(3,157.45)</u>
TOTAL EXPENSE	<u>\$ 4,596.45</u>	<u>\$ 14,219.00</u>	<u>\$ (9,122.55)</u>
NET INCOME	<u>\$ 11,984.07</u>	<u>\$ 2,331.00</u>	<u>\$ 9,153.07</u>

LIGHTHOUSE COUNTRY BUSINESS ASSOCIATION Comparative Balance Sheet

	<u>As at Oct. 31, 2010</u>	<u>As at Oct. 31, 2009</u>
ASSETS		
Current Assets		
Union Bay CU - General	\$ 2,697.16	\$ 6,473.22
Union Bay CU - Regular Shares	4,586.66	6,019.07
Union Bay CU - Share Capital	<u>139.57</u>	<u>132.95</u>
Total Cash	7,423.39	12,625.24
Accounts Receivable	0.00	234.45
NSF Charge Backs	0.00	0.00
GST Receivable	<u>0.00</u>	<u>0.00</u>
Total Receivables	0.00	234.45
Total Current Assets	<u>7,423.39</u>	<u>12,859.69</u>
TOTAL ASSETS	<u><u>7,423.39</u></u>	<u><u>12,859.69</u></u>
LIABILITY		
Current Liabilities		
Accounts Payable	0.00	1,688.72
HST Charged on Sales	4.80	-1.27
HST Paid on Purchases	(47.03)	49.04
HST/GST Paid - OTR Legacy	<u>0.00</u>	<u>-466.15</u>
HST Owing (Refund)	(42.23)	-418.38
Total Current Liabilities	<u>(42.23)</u>	<u>1,270.34</u>
TOTAL LIABILITY	<u>(42.23)</u>	<u>1,270.34</u>
EQUITY		
Retained Earnings		
Retained Earnings - Previous Year	11,589.35	10,636.71
Current Earnings	<u>(4,123.73)</u>	<u>952.64</u>
Total Retained Earnings	<u>7,465.62</u>	<u>11,589.35</u>
TOTAL EQUITY	<u>7,465.62</u>	<u>11,589.35</u>
LIABILITIES AND EQUITY	<u><u>7,423.39</u></u>	<u><u>12,859.69</u></u>

LIGHTHOUSE COUNTRY BUSINESS ASSOCIATION
Budget - Current Year - 2010/2011

<u>Account Name</u>	<u>Budget Total 2009/2010</u>	<u>Budget Total 2010/2011</u>
Membership Fees	\$ 5,200	\$ 5,000
Luncheons and Fundraising	1,700	1,800
Phone Directory Ads	4,000	8,960
Phone Directory Sales	0	40
Tomm's Signage Program	750	750
Income	<u>11,650</u>	<u>16,550</u>
TOTAL REVENUE	<u>11,650</u>	<u>16,550</u>
 EXPENSE		
Program Costs		
Website Ad Cost	2,550	3,000
Olympic Torch Relay	6,036	409
Phone Directory	1,000	5,270
Total Program Costs	<u>9,586</u>	<u>8,679</u>
 General and Admin Expenses		
Advertising and Promotions	1,300	1,500
Bank Charges	10	10
Insurance	500	500
Luncheon & Entertainment Exp	1,553	2,150
Office Supplies	180	180
Memberships & Dues	200	200
Postage and Courier	139	300
Repairs and Maintenance	190	500
Rent	200	200
Total General and Admin. Expenses	<u>4,272</u>	<u>5,540</u>
TOTAL EXPENSE	<u>13,858</u>	<u>14,219</u>
NET INCOME	<u>(2,208)</u>	<u>2,331</u>

LIGHTHOUSE COUNTRY BUSINESS ASSOCIATION
Budget - Current Year - 2011/2012

<u>Account Name</u>	<u>Budget Total 2010/2011</u>	<u>Budget Total 2011/2012</u>
Membership Fees	\$ 5,000	\$ 5,000
Luncheons and Fundraising	1,800	3,000
Phone Directory Ads	8,960	0
Phone Directory Sales	40	50
Tomm's Signage Program	750	1,000
Income	<u>16,550</u>	<u>9,050</u>
TOTAL REVENUE	<u>\$ 16,550</u>	<u>\$ 9,050</u>
EXPENSE		
Program Costs		
Website Servicing	3,000	1,000
Olympic Torch Relay	409	409
Signage Improvements	-	5,000
Phone Directory	5,270	5,500
Total Program Costs	<u>8,679</u>	<u>11,909</u>
General and Admin Expenses		
Advertising and Promotions	1,500	1,500
Bank Charges	10	10
Insurance	500	500
Luncheon & Entertainment Exp	2,150	3,350
Office Supplies	180	200
Memberships & Dues	200	100
Postage and Courier	300	400
Repairs and Maintenance	500	500
Rent	200	200
Total General and Admin. Expenses	<u>5,540</u>	<u>6,760</u>
TOTAL EXPENSE	<u>\$ 14,219</u>	<u>\$ 18,669</u>
NET INCOME	<u>\$ 2,331</u>	<u>\$ (9,619)</u>

Appendix 5: Public Picnic and Rest Area Proposal

Summary Evaluation

Proponent: North Island Wildlife Recovery and Education Centre
 Amount Requested: \$14,112
 Summary: Construction of a picnic and rest area consisting of 12 picnic tables and related improvements on the Recovery Centre grounds.
 Eligibility: Purchase of picnic tables and costs for related improvements such as landscaping are Minor Capital costs, which are eligible for NCED funding.
 Priority Areas: **Tourism and Recreation:** Though minor capital costs are not referenced the Priority Areas of the Program Guide, the project offers the potential to attract and retain visitors by creating opportunities to better showcasing the region’s recreational, environmental and tourism amenities.

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		Not for rest area
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		✓
Leads to increased economic activity or employment in the participating communities	Indirectly	
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)		NA

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

Committee Recommendation: Full Funding Partial Funding: _____ No Funding



RECEIVED
OCT 01 2012
 REGIONAL DISTRICT
 of NANAIMO

APPLICATION FORM

Northern Community Economic Development Program 2012

NAME OF ORGANIZATION: North Island Wildlife Recovery Association		AMOUNT REQUESTED: \$14,112
MAILING ADDRESS: Box 364, 1240 Leffler Road, Errington, BC V0R 1V0		
CONTACT PERSON: Sylvia Campbell	TELEPHONE NUMBER: 250-248-8534 FAX NUMBER: 250-248-1274	E-MAIL ADDRESS: wildlife@niwra.org

PROJECT TITLE: Public picnic and rest area
PROJECT DESCRIPTION: As our facility has grown and the pathways to the various viewing areas have increased, we would like to provide a rest area and picnic site for visitors and families with children. To that end we have set aside an area at NIWRA which is large enough to accommodate several picnic tables and would like to begin work on this project in order to have it ready for the 2013 tourist/visitor season. (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 type="checkbox"/> QUALICUM BEACH <input type="checkbox"/> EA 'E' <input checked="" 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: If we are successful in obtaining funds, they would be used to purchase 12 picnic tables with attached seating (one-piece units). Other enhancements to the area such as plantings, garbage containers, etc. would be provided by ourselves. (Please attach additional pages as necessary.)
LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER SOURCES: We have applied to Vancouver Foundation, Grants-in-Aid through RDN, Shaw and the BC Provincial Gaming Grants program for aid in various areas of our facility. The picnic table expense was not included in those funding requests. (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:

NIWRA is presently one of the area's tourist/visitor draws. We have seen the number of visitors increase over the years and find we are now entertaining visitors from many countries around the world as well as from the local areas. We strive constantly to improve the experience our visitors receive as well as the educational component they take away with them. We have many school and classroom groups visiting as well and they often bring snacks or lunch with them. This area would provide a place for them to sit and enjoy the area a bit longer.

(Please attach additional pages as necessary.)

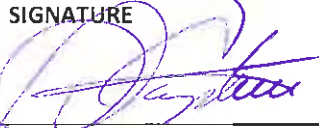
LIST ANY MEASURABLE ECONOMIC BENEFITS OR OTHER OUTCOMES THAT WILL RESULT FROM THIS PROJECT:

If we are able to encourage people to stay a bit longer at the Wildlife Recovery Centre, perhaps having lunch, they may well be refreshed enough to continue on and visit some of the other tourist attractions we have to offer in the area as well.

(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>Sept 20/12</p>
<p>By signing here, you confirm that you have read the Program Guide and that you are signing on behalf of an eligible applicant.</p>	

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

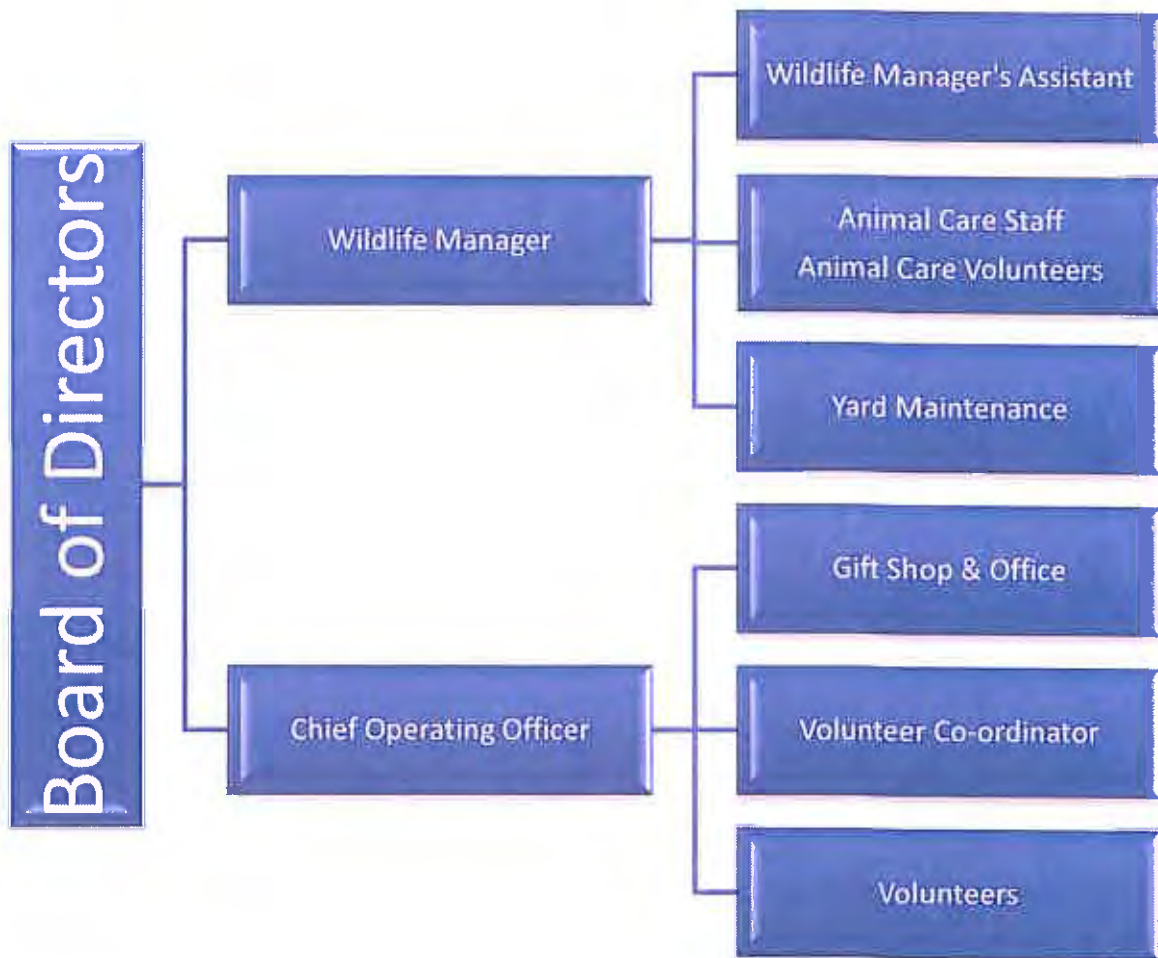
OFFICE USE ONLY:	
DATE RECEIVED: October 1, 2012	RECEIVED BY: CM
COMMENTS:	
FUNDING AWARDED: <input type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT AWARDED:

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.

BOARD OF DIRECTORS 2012-13
NORTH ISLAND WILDLIFE RECOVERY ASSOCIATION

President	Wendy J. Harper	250-752-2523	jademyst@shaw.ca
Vice President	Sylvia J. Campbell	250-248-1245	sylrob2@shaw.ca
Treasurer	Linda M. Strand	250-248-0602	lindaandclaud@hotmai.com
Secretary	Judith E. Brown	250-752-3558	jellenbrown@shaw.ca
Director	David J. Mclean	250-594-4444	mcaudit@yahoo.com
Director	Del L. Kristolovich	250-594-6585	clarity2001@shaw.ca

NORTH ISLAND WILDLIFE RECOVERY ASSOCIATION
ORGANIZATIONAL CHART - 2012





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

Business Account Statement

RBBDA11030_6846207 E D 04130

NORTH ISLAND WILDLIFE RECOVERY ASSOCIATION
OPERATING ACCOUNT
BOX 364
ERRINGTON BC V0R 1V0

July 31, 2012 to August 31, 2012

Account number: [REDACTED]

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
152 SOUTH ALBERNI HWY-PO BOX 429, PARKSVILLE, BC V9P 2G5

Opening balance on July 31, 2012	\$50,620.34
Total deposits & credits (112)	+ 52,281.99
Total cheques & debits (56)	- 34,108.46
Closing balance on August 31, 2012	= \$68,793.87

Effective June 1, 2012 there is a \$2 fee for each paper statement.

To avoid this fee, please see "Important Account Information" at the end of this statement.

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			50,620.34
01 Aug	Business PAD TD MC 22038547		107.62	
	Business PAD TD VISA22038547		152.32	
	Business PAD TD IDP 22038547		299.57	
	Cheque - 6667	52.63		
	Cheque - 6666	82.65		
	Cheque - 1824	673.50		
	Cheque - 1826	1,051.94		49,319.13
02 Aug	Deposit 0106		6,034.01	
	Business PAD TD MC 22038547		160.16	
	Business PAD TD IDP 22038547		192.86	
	Business PAD TD VISA22038547		335.89	
	Misc Payment AMEX 9321686843		42.36	

Handwritten signature/initials

RBBDA 11030_6846207 001460 HRI - -9 - 1 - 12 - - 035481

**NORTH ISLAND WILDLIFE RECOVERY ASSOCIATION
BUDGET
FOR THE YEAR ENDING DECEMBER 31, 2012**

	Budget <u>2011</u>	Budget <u>2012</u>
REVENUE		
Admissions	112,000	115,000
Donations	95,000	100,000
Gift Shop Sales	32,000	35,000
Bingo Grant	20,000	0
Tours	16,000	16,000
Adoptions	19,000	19,000
Payroll Grant	7,000	7,000
Fundraising	10,000	10,000
Interest	8,000	14,000
Seasons Ticket Holders	2,000	2,000
Memberships	1,000	1,000
TOTAL REVENUE	<u>322,000</u>	<u>319,000</u>
OPERATING EXPENSES		
Animal Food	20,000	20,000
Repairs and maintenance	45,000	45,000
Supplies	8,500	10,000
Utilities	12,000	12,000
Vehicle expense	3,800	5,000
Veterinary fees	2,000	2,500
Yard expense	1,000	1,500
Display costs	5,000	6,000
Public Education	0	13,500
Wages - Animal Care	68,000	82,000
Benefits - Animal Care	4,000	8,200
Honorarium	42,000	42,000
TOTAL OPERATING EXPENSES	<u>211,300</u>	<u>247,700</u>
ADMINISTRATIVE EXPENSES		
Gift shop purchases	28,000	28,000
Brochures / Advertising	24,000	25,000
Bank Charges	3,800	4,000
Insurance - Life	10,000	10,000
Insurance - General	6,500	8,000
License, fees and dues	1,500	1,500
Office	11,000	12,500
Education / Professional Development	500	1,000
Professional fees	6,400	6,500
Property tax / Rent	600	1,000
Telephone	5,000	5,000
Travel	2,400	5,000
Wages - Office and Gift Shop	10,000	10,000
Benefits - Office and Gift Shop	1,000	1,000
TOTAL ADMINISTRATIVE EXPENSES	<u>110,700</u>	<u>118,500</u>
NET POSITION	<u>0</u>	<u>-47,200</u>

NORTH ISLAND WILDLIFE RECOVERY CENTRE
Income Statement 01/01/2012 to 31/08/2012

REVENUE

Revenue	
Gift Shop	24,057.31
Interest Inc - Endowment	0.00
Admissions	82,498.76
Seasons Ticket Holders	805.20
Tours	10,540.56
Adoptions	4,030.00
Membership	707.00
Donations	63,456.03
Donations - Brick	268.50
Estate Income	5,000.00
Fundraising	0.00
Grants	42,422.00
Bingo Proceeds	11,000.00
Raffle	0.00
Plant and Book Sale	0.00
Rent	2,000.00
Miscellaneous Income	43,324.83
Miscellaneous Income - US	-50.37
Total Revenue	<u>290,059.82</u>

TOTAL REVENUE **290,059.82**

EXPENSE

Operating Expenses

Amortization	0.00
Animal Feed	10,315.29
Equipment Rentals	0.00
Repairs and Maintenance	27,471.82
Repair and Replacement - Capital	15,282.28
Signs	0.00
Supplies	5,438.33
Utilities	8,296.25
Vehicle	3,991.45
Veterinary	1,643.85
Yard	139.18
Display Costs	3,853.60
Wages - Animal Care	51,072.37
CPP Expense - Animal Care	2,119.58
EI Expense - Animal Care	1,370.58
Vacation - Animal Care	1,885.75
MSP Expense	1,832.00
Honorarium	27,040.00
Total Operating Expenses	<u>161,552.33</u>

Administrative Expenses

Gift Shop	19,025.99
Advertising and Promotion	13,395.64
Bank Charges and Interest	2,065.52
Equipment Rental	0.00
Insurance - General	4,178.00
Insurance - Life	5,746.48
Licences, fees and dues	913.67
Office	4,671.06
Education Program Costs	1,323.43
Professional Development	100.00
Professional Fees	2,422.25
Rent and Property Tax	417.18
Telecommunications	3,244.46
Travel and Accommodation	383.20
Wages - Office	9,434.64
CPP Expense - Office	173.42
EI Expense - Office	210.73
Vacation - Office	330.14
WCB Expense	1,577.32
Inventory Write-down	0.00
Reserve for Capital Expenditures	0.00
Total Administrative Expenses	<u>69,613.11</u>

TOTAL EXPENSE **231,165.44**

NET INCOME **58,894.38**



City of Parksville
Office of the Mayor

September 12, 2012

Vancouver Foundation
Suite 1200, 555 West Hastings Street
Box 12132, Harbour Centre
Vancouver, BC V6B 4N6

To Whom It May Concern:

Re: Support for North Island Wildlife Recovery Association Grant Application

On behalf of Council, I am writing to express our wholehearted support for the North Island Wildlife Recovery Association's grant application.

The North Island Wildlife Recovery Association has been a respected member of the community since 1986. However, the NIWRA is not simply a small local organization; they have cared for animals from as far away as Saskatchewan at their rehabilitation centre, and are internationally known for the notable rescue and release of 25 eagles that were accidentally poisoned by barbiturates.

The rehabilitation centre operated by the NIWRA has been home to bears, wolves, cougars, owls, eagles and other sick, injured or orphaned wildlife. The Association provides knowledgeable and responsible care to all wildlife, and releases the rehabilitated animals back into the wild when possible.

In addition to their work with injured animals, the North Island Wildlife Recovery Centre also serves as an environmental education centre; it draws attention to the extraordinary wildlife in the Parksville area, and educates visitors and residents alike on how to protect, respect and cohabitate peacefully with this wildlife. This feat is accomplished through a variety of remarkable educational programs, including a "Museum of Nature" complete with hands-on exhibits, nature walks and live animal presentations.

.../2

The NIWRA unquestionably lives up to its lofty goals to care for ill, injured and orphaned wildlife and to educate the public on wildlife and environmental issues. We would like to acknowledge the North Island Wildlife Recovery Association for their invaluable work in our community, and we wish them the greatest success with their grant application.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Burger". The signature is fluid and cursive, with the first name "Chris" being more prominent than the last name "Burger".

CHRIS BURGER
Mayor

cc: Sylvia Campbell, NIWRA Chief Operating Officer

I:\Users\Mayor\Letters\2012 Letters\Support - North Island Wildlife Recovery.docx

TO WHOM IT MAY CONCERN,

I am writing this letter in support of the North Island Wildlife Recovery Association. I am a local wildlife veterinarian and I have had the unique privilege of being involved with NIWRA since May, 1990. During this time I have observed an overwhelming amount of good work and professional growth at the centre.

The centre's main mission is to rescue and treat ill, injured and orphaned wildlife and where possible return it back to the wild. Over the years this has included a wiliness to work with all manner wild species from songbirds to herons to eagles to black bears. This demanding, emotionally draining work has required an incredible investment of resources and an extremely high level of staff dedication.

Over the years, a great number of students, volunteers, and professionals have also benefitted greatly from their hands-on experiences and learning opportunities at the centre. In order to engage the public and make them more empathetic and aware of the plight of our wild neighbours, NIWRA is also involved in extensive programs of public education and outreach which involve the recovery centre's "Museum of Nature" and also its non-releasable wildlife "ambassadors".

Over the years NIWRA has also supported many valuable research programs which have sought to identify and mitigate ongoing threats to wildlife such as electrocutions and environmental toxins. In addition, NIWRA has provided valuable medical equipment that has supported efforts to recover the highly endangered Vancouver Island marmot.

For over two decades the North Island Wildlife Recovery Association, through direct wildlife care and community outreach, has made an incredible contribution towards the well-being of our local wildlife. In my opinion, this ongoing work has tremendous conservation and social value and NIWRA highly deserves any continued support.

Sincerely,



Malcolm McAdie, DVM

Nanaimo, BC



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

October 19, 2011

To Whom It May Concern:

North Island Wildlife Recovery Association

I am pleased to offer this letter of reference for the North Island Wildlife Recovery Centre. Since 1986, the Centre has provided wildlife rehabilitation and extensive wildlife educational programs for the public, at its 8-acre location on Leffler Road in Errington, BC. The North Island Wildlife Recovery Association, a non-profit society, manages the funds for the Centre.

A few notable facilities and programs offered through the Centre include:

- Facilities for injured eagles to recover and strengthen for release
- Short-term rehabilitation of bear, wolf and cougar
- Museum of Nature & Wildlife Learning Centre
- Vancouver Island Black Bear Rehabilitation Program
- Treatment Centre
- Summer Kids' Program
- In-school presentations on raptors, adaptations and general conservation
- School children visits to the Centre to view wildlife and learn about wildlife and environmental issues
- Public education through website, visits to the Centre and public events, such as the release of rehabilitated eagles

The work they are doing is invaluable for the wildlife presently in their care and for the future. The condition of, and respect for, wildlife and the environment is a marker of our own quality of life and society. The Centre is also a popular destination for visitors and residents alike, during the March to October period when it is open daily to the public. To see one of their rehabilitated eagles released to fly once again in the wild, is a remarkable experience.

The Town of Qualicum Beach appreciates and supports the ongoing wildlife rehabilitation and public education programs offered by the North Island Wildlife Recovery Association. We wish them great success in obtaining the grant.

Sincerely,


Mayor Teunis Westbroek

/tc
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National 'Communities in Bloom' & 'Floral' Award Winner



**NORTH ISLAND WILDLIFE RECOVERY
ASSOCIATION**

FINANCIAL STATEMENTS

(UNAUDITED)

DECEMBER 31, 2011

DENE ROBERTS INC.

Certified General Accountant

#106 - 281 East Island Highway
P.O. Box 397
Parksville, BC V9P 2G5

Phone (250) 248-9906
1-800-248-9906
Fax: (250) 248-4932
Email: CGA@denerobertsinc.ca

REVIEW ENGAGEMENT REPORT

To the Directors of
NORTH ISLAND WILDLIFE RECOVERY ASSOCIATION

I have reviewed the statement of financial position of **NORTH ISLAND WILDLIFE RECOVERY ASSOCIATION** as at December 31, 2011 and the statements of operations, changes in net assets, and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the Association.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.



CERTIFIED GENERAL ACCOUNTANT

Parksville, British Columbia
April 20, 2012


NORTH ISLAND WILDLIFE RECOVERY ASSOCIATION

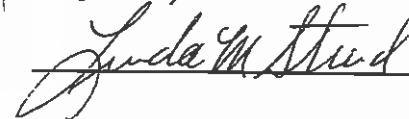
STATEMENT OF FINANCIAL POSITION

(Unaudited)

DECEMBER 31	2011	2010
ASSETS		
CURRENT ASSETS		
Cash	\$ 70,171	\$ 86,509
Short term investments	880,500	251,681
Accounts receivable (note 2)	5,646	1,258
Inventory (note 2)	23,134	24,399
Prepaid expenses	<u> -</u>	<u> 140</u>
	979,451	363,987
CAPITAL ASSETS (note 4)	<u>611,182</u>	<u>593,589</u>
	<u>\$ 1,590,633</u>	<u>\$ 957,576</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 10,169	\$ 9,529
Wages and payroll taxes payable	2,297	1,983
Deferred revenue	<u>9,329</u>	<u>10,000</u>
	<u>21,795</u>	<u>21,512</u>
NET ASSETS		
Unrestricted net assets	897,656	282,474
Internally restricted for future expenditures	60,000	60,000
Net assets invested in capital assets	<u>611,182</u>	<u>593,590</u>
	<u>1,568,838</u>	<u>936,064</u>
	<u>\$ 1,590,633</u>	<u>\$ 957,576</u>

Approved on behalf of the Association:





NORTH ISLAND WILDLIFE RECOVERY ASSOCIATION

STATEMENT OF CHANGES IN NET ASSETS

(Unaudited)

YEAR ENDED DECEMBER 31	2011		2010	
	Invested in Capital <u>Assets</u>	Restricted and <u>Unrestricted</u>	<u>Total</u>	<u>Total</u>
NET ASSETS, BEGINNING OF YEAR	\$ 593,590	\$ 342,474	\$ 936,064	\$ 890,729
Excess of revenue over expenditures	-	632,774	632,774	20,335
Investment in capital assets	82,921	(82,921)	-	-
Amortization of capital assets	(65,329)	65,329	-	-
Contributions restricted for future expenditures	-	-	-	25,000
NET ASSETS, END OF YEAR	<u>\$ 611,182</u>	<u>\$ 957,656</u>	<u>\$ 1,568,838</u>	<u>\$ 936,064</u>

The accompanying notes are an integral part of the financial statements

NORTH ISLAND WILDLIFE RECOVERY ASSOCIATION

STATEMENT OF OPERATIONS

(Unaudited)

YEAR ENDED DECEMBER 31	2011	2010
REVENUE		
Estate income	\$ 581,863	\$ 22,000
Donations	183,863	123,879
Museum admissions	124,763	111,816
Bingo and gaming	20,667	31,000
Adoptions	18,605	18,580
Gift Shop net revenue	18,086	21,155
School tours	16,873	16,348
Interest and other income	6,779	7,542
Payroll grants	6,586	7,573
Other fund raising events	1,330	5,175
Memberships	1,165	1,297
Fundraising	-	6,290
	<u>980,580</u>	<u>372,655</u>
EXPENDITURES		
Operating expenditures - Schedule A	265,703	225,344
Administrative expenditures - Schedule B	82,103	101,976
Internally restricted funds for future expenditures	-	25,000
	<u>347,806</u>	<u>352,320</u>
EXCESS REVENUE OVER EXPENDITURES	<u>\$ 632,774</u>	<u>\$ 20,335</u>

The accompanying notes are an integral part of the financial statements

NORTH ISLAND WILDLIFE RECOVERY ASSOCIATION

STATEMENTS OF EXPENDITURES

(Unaudited)

YEAR ENDED DECEMBER 31	2011	2010
OPERATING EXPENDITURES (Schedule A)		
Amortization	\$ 65,329	\$ 64,246
Animal feed	19,336	13,420
Honourarium	40,280	37,500
Repairs and maintenance	45,086	27,677
Supplies	8,541	6,481
Utilities	11,504	10,885
Vehicle	3,803	3,640
Veterinary fees	2,286	2,305
Wages and benefits	68,257	58,582
Yard expense	1,281	608
	<u>\$ 265,703</u>	<u>\$ 225,344</u>

ADMINISTRATIVE EXPENDITURES (Schedule B)

Advertising and brochures	\$ 26,520	\$ 27,233
Bank charges and interest	3,808	3,005
Insurance	16,450	16,035
License, fees, and dues	872	1,573
Office	11,043	11,724
Professional development	493	1,818
Professional fees	6,395	18,865
Rent and property tax	506	786
Telephone	4,818	4,843
Travel and accommodation	2,160	617
Wages and benefits	9,038	15,477
	<u>\$ 82,103</u>	<u>\$ 101,976</u>

The accompanying notes are an integral part of the financial statements

NORTH ISLAND WILDLIFE RECOVERY ASSOCIATION

STATEMENT OF CASH FLOWS

(Prepared without audit)

YEAR ENDED DECEMBER 31	2011	2010
CASH PROVIDED BY (USED FOR):		
OPERATIONS		
Excess (deficiency) of revenue over expenditures	\$ 632,774	\$ 20,335
Items not involving cash:		
Amortization	65,329	64,246
Restricted for future expenditures	<u>-</u>	<u>25,000</u>
	698,103	109,581
Change in working capital:		
Accounts receivable	(4,388)	(429)
Prepaid expenses	140	949
Inventory	1,265	(6,913)
Accounts payable and accrued liabilities	639	2,592
Payroll taxes payable	314	(2,245)
Sales taxes	-	(197)
Deferred revenue	<u>(671)</u>	<u>10,000</u>
	<u>695,402</u>	<u>113,338</u>
INVESTING		
Temporary investments	(628,819)	(85,773)
Purchase of capital assets	<u>(82,921)</u>	<u>(757)</u>
	<u>(711,740)</u>	<u>(86,530)</u>
CHANGE IN CASH RESOURCES	(16,338)	26,808
CASH RESOURCES - Beginning of year	<u>86,509</u>	<u>59,701</u>
CASH RESOURCES - End of year	<u>\$ 70,171</u>	<u>\$ 86,509</u>

The accompanying notes are an integral part of the financial statements

NORTH ISLAND WILDLIFE RECOVERY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

(Unaudited)

DECEMBER 31

2011

2010

1. ORGANIZATION

North Island Wildlife Recovery Association was incorporated in the Province of British Columbia as a corporation without share capital and has been granted tax-exempt status as a registered charity under paragraph 149(1) of the Income Tax Act.

The accounting policies of the Association are in accordance with Canadian generally accepted accounting principles for non-profit organizations.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

ACCOUNTS RECEIVABLE

Accounts receivable is made up of the Harmonized Sales Tax recoverable for charitable organizations.

INVENTORY

Inventory is stated at the lower of cost and estimated net realizable value.

CAPITAL ASSETS AND AMORTIZATION

Capital assets acquired by the association are reported at cost. Capital assets donated to the association are recorded at their fair market value at the date of the donation.

Amortization is recorded on a straight line basis using the following annual rates:

Animal enclosures	5%
Automobile	20%
Bear rehabilitation project	5%
Computer equipment	10%
Eagle flight cage	5%
Equipment and furniture	10%
X-ray equipment	10%
Museum of Nature	5%
Wildlife Learning Centre	5%
Recovery room	5%
Video equipment	10%
Waterfowl habitat	5%

The company applies one-half of the annual amortization rate in the year that an asset is purchased.

REVENUE RECOGNITION

Unless specifically restricted by the donor, all contributions are considered to be available for unrestricted use.

NORTH ISLAND WILDLIFE RECOVERY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

(Unaudited)

DECEMBER 31

2011

2010

3. FINANCIAL INSTRUMENTS

The Association's financial instruments consist primarily of cash, temporary investments, accounts receivable, and accounts payable. Unless otherwise noted it is management's opinion that the association is not exposed to significant interest, currency, or credit risks arising from these financial instruments, the fair market value of which approximates their carrying value.

4. CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Animal enclosures	\$ 196,965	\$ 51,562	\$ 145,403	\$ 76,773
Automobile	36,999	29,827	7,172	8,965
Bear rehabilitation	184,241	100,105	84,136	93,348
Computer equipment	15,884	9,248	6,636	6,261
Eagle flight cage	56,127	38,211	17,916	20,723
Equipment and furniture	90,203	64,927	25,276	29,585
X-ray 2007	96,015	36,169	59,846	66,495
Museum of Nature	224,806	115,054	109,752	120,992
Wildlife Learning Centre	80,961	43,713	37,248	41,296
Recovery room	166,856	60,829	106,027	114,370
Video equipment	28,700	17,959	10,741	13,611
Waterfowl habitat	<u>2,838</u>	<u>1,809</u>	<u>1,029</u>	<u>1,170</u>
	<u>\$ 1,180,595</u>	<u>\$ 569,413</u>	<u>\$ 611,182</u>	<u>\$ 593,589</u>

5. LEASE AND OTHER COMMITMENTS

The Association leases its premises from Robin and Sylvia Campbell, officers of the Association, for a rental fee of \$1 per year.

6. LIFE INSURANCE CASH SURRENDER VALUE

The Association carries life insurance on two of the principal officers of the Association. These two officers own the property on which the Association operates the wildlife centre. The cash surrender value of these two policies at December 31, 2011 was \$53,552.73.

Appendix 6: Museum Analysis/ Feasibility Study for Proposed Museum Expansion and Sustainability

Summary Evaluation

Proponent: Qualicum Beach Historical and Museum Society
 Amount Requested: \$8,000
 Summary: A portion of the costs to undertake an analysis/ feasibility study for the expansion of the Qulaicum Beach Museum in to a rich cultural, educational and tourist facility for the mid-Island region.
 Eligibility: Plans and studies, including feasibility studies are an eligible cost.
 Priority Areas: **Arts, Culture, and Media:** The proposed project is a necessary first step in strengthening a regional cultural institution.
Tourism and Recreation: If feasible, an expanded museum offers the opportunity to attract more visitors to the region.

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	Applied. Unconfirmed.	
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		NA
Leads to increased economic activity or employment in the participating communities		Indirectly.
Will attract business and investment to the Northern Communities of the RDN		NA
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)		NA

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

Committee Recommendation: Full Funding Partial Funding: _____ No Funding

NAME OF ORGANIZATION: Qualicum Beach Historical & Museum Society		AMOUNT REQUESTED: 8,000
MAILING ADDRESS: Qualicum Beach Museum 587 Beach Rd. Qualicum Beach, B.C. V9K 1K7		
CONTACT PERSON: Leona Matte (Assistant Manager)	TELEPHONE NUMBER: (250) 752-5533 FAX NUMBER:	E-MAIL ADDRESS: qbmuseum@shaw.ca

PROJECT TITLE: Museum Analysis/Feasibility Study for Proposed Museum Expansion and Sustainability
PROJECT DESCRIPTION: Due to lack of display, storage & workshop space, particularly for its reknowned & extensive Paleontology Collection, the QB Museum is in need of expansion to reach its goal of becoming a rich cultural, educational & tourist facility for the mid-island region. The scientific value of this collection is underlined by numerous visits to the Museum by researching paleontologies, most recently (Sept. 2012) by the director of the Smithsonian Institute - Kirk Johnson, & by Peter Ward - Professor of Paleontology from U. of Washington (also guest lecturer of many Paleo presentations on Knowledge Network), as well as 2 reknown artists, Ray Troll & Jan Vriesen (International Museum muralist). (please see Attachment (1) for more details) (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 Funding will be used to help cover the costs of the Analysis/Feasibility Study - Totaling \$24,240 (Please see Attachment (2)) (Please attach additional pages as necessary.)
LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER SOURCES: Applications have been made to the following sources (not guaranteed): Qualicum & Parksville Rotary Clubs (4 clubs in total) Legion #76 (Qualicum), Legion #211(Bowser), Legion #49 (Parksville) Coastal Community Credit Union (please see Attachment (3)) (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:

- This project will "foster diversification" in the local economy by providing the essential information needed to advance the Museum's goals of expansion into a "destination" Museum with Paleontology as its premier attraction.
- An enhanced facility will "broaden the region's attractiveness as a tourism destination" by improving an existing cultural asset and expanding its capabilities to capitalize upon the area's natural history - a story found in the rich fossil beds of Vancouver Island, dating as far back as 450 million years. (see Attachment (4))

(Please attach additional pages as necessary.)

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

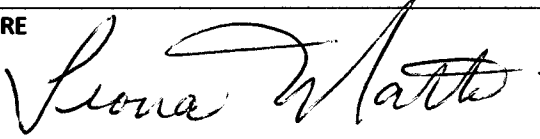
The Analysis/Feasibility study will provide the basis and reasoning for expansion/improvement to the existing Museum which in turn will result in increased visits to Qualicum Beach and the region, providing more customers to the tourist-related businesses (hotel, restaurants, stores and other visitor amenities) in the region. Prosperous businesses provide increased opportunities for local employment, all contributing to the overall economy.

(it is difficult to measure economic benefits on this study alone as it is part of a bigger strategy to enhance an asset which will contribute to increased economic development in the region)

(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: Oct. 1, 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: October 1, 2012	RECEIVED BY: CM
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.

Attachment (1)

An expansion requires fundraising from all levels of government, business, and private sources. As such, most applications for funding require extensive information on the Museum & its operations and a comprehensive Feasibility Study is required at this stage. The Museum's Board of Directors is currently reviewing a proposal to conduct such a study by a professional Museum Consultant (Patricia Huntsman) in tandem with a Collection Analysis (Lord Cultural Resources), and if approved will begin in November 2012 with completion for March/April 2013. This report will be key in determining if and how an expansion/improvement is to proceed. Please see Consultant's proposal for more details

Attachment (2)

The study is comprised of 4 areas as outlined: (see Consultants proposal for details)

- 1) Situational Review of previous planning documents, studies, conceptual drawings & materials is required to summarize the Museum's current situation and future direction, identifying planning gaps & includes interviews with key stakeholders to confirm vision and space needs.
- 2) Benchmarking Study identifies 5 similar-sized museums to examine their success in achieving their mandates, institutional plans, operating and funding structures and space/storage facilities with the goal to determine the best model.
- 3) Collection Analysis identifies all the collection's strengths, weaknesses & gaps, star artifacts, collections statistics, density of display & storage, and issues surrounding space needs & will be carried out in tandem with Lord Cultural Resources (experts in collection analysis).
- 4) Feasibility Study – information gathered will determine the viability of the Museum's expansion, providing a clear understanding of the conditions under which the proposed expansion is feasible and sustainable and will include strategic options and their initial costs.

A comprehensive & detailed formal report which assesses the above mentioned items will be the outcome and will be key in determining if, and how an expansion is to proceed.

Attachment (3) Grants applied from other sources cont.

- The Town of Qualicum Beach will cover all structural assessment costs associated with the feasibility study. (Guaranteed)

* **Please note:** The Town of Qualicum Beach presently contributes \$31,413 in annual, non-designated funding to the Museum through a 0.50% taxation in property taxes.

- The Museum is committed to matching any funds granted for this project.

Attachment (4) Principles & Priorities

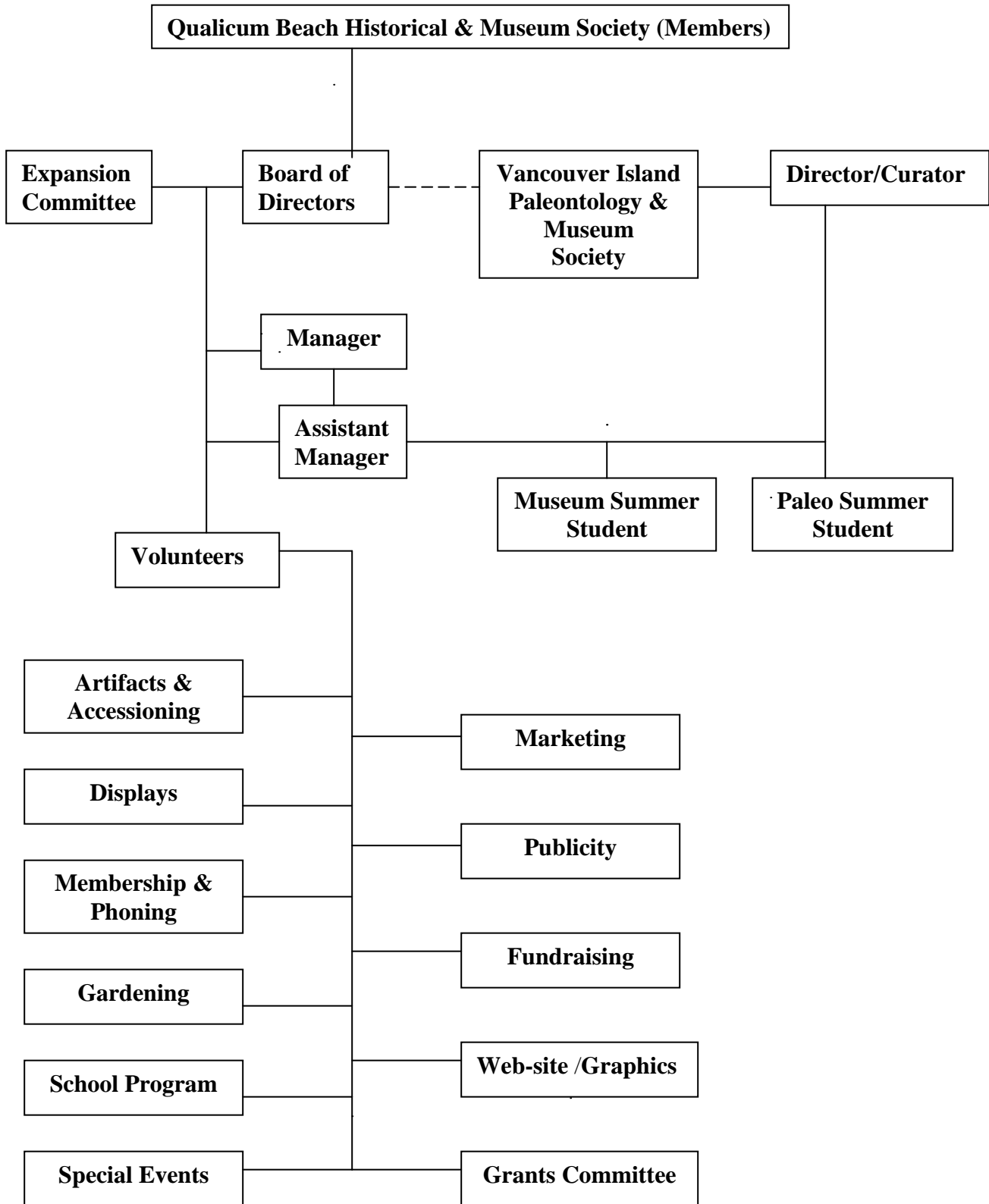
- A Museum expansion will not only help to “promote cultural activities in non-urban areas” (a Priority area) but is also in keeping with the Town’s recently adopted cultural plan wherein the QB Museum also provides exhibit opportunities for the Kwalikum First Nations and is a key cultural facility in the community

- As Cultural-based Tourism is leading trend in the tourism sector, an enhanced museum will play an important part in economic development actions.

- The Museum wishes to leverage the Town’s own story of its early beginnings as a resort destination- a different story from how other communities in our region evolved (ie.not industrial) and use this unique story to its advantage

Governance:

The QBH & MS recognizes that its Human Resource function is a premiere force in its organizational ability to have sustainable growth. The following chart indicates the functions of governance, volunteer force and staff of the Qualicum Beach Historical & Museum Society:



August 2, 2012

PN008-2012

Mme. Netanja Waddell
Manager
Qualicum Beach Museum & Archives
587 Beach Road
Qualicum Beach, BC
V9K 1K7

Dear Netanja,

Thank you for the opportunity to meet last month to discuss the Qualicum Beach Museum and Archives' current planning needs surrounding the Museum's proposed expansion. Based on that discussion, along with an initial scan of previous planning documents posted on the Expansion Steering Committee's site, I have prepared for you a proposal of the work to be completed at this juncture.

Project Description (the "Project")

The Qualicum Beach Museum and Archives (hereinafter the "Client" or "Museum") requires initial museum planning services related to a proposed expansion to be completed by Patricia Huntsman, Arts and Cultural Management (the "Consultant").

1. Situational Review

As a first step towards a broader museum master plan, a situational review of previous planning documents, studies, conceptual drawings, and materials is required and will be carried out by the Consultant. This will serve to summarize the Museum's current situation and future direction, identify any planning gaps, and will include interviews with key stakeholders to confirm the Museum's vision and space needs.

The conclusions of the Situational Review, Benchmarking Study, and the Collections Analysis (#3) will guide the nature of the strategic plan to be developed by the Consultant with the Museum's Expansion Steering Committee, Senior Staff and identified key stakeholders, such as Council and staff representatives from the Town of Qualicum Beach.

2. Benchmarking Study

Working in conjunction with Museum staff, the Consultant will identify five similarly-sized museums to examine the success of these museums in achieving their mandates, their institutional plans, current operating and funding structures, and space and storage facilities.

3. Collections Analysis

In tandem to this work, the Consultant will serve the Museum as project manager in the coordination of a collections analysis to be completed by Lord Cultural Resources. Identifying the collections' strengths, weaknesses and gaps, star artifacts, as well as collections statistics, density of display and storage, and issues surrounding space needs is included in the collections analysis. A detailed scope of work for the collections analysis is attached to the present proposal.

4. Feasibility Study

With a defined summary of identified planning needs, and collections analysis, the development of a feasibility study--- determining the viability of the Museum's expansion--- is to be completed by the Consultant. This phase will provide the Museum with a clear understanding of the conditions under which the proposed expansion is feasible and will include the development of strategic options. The study's parameters will be set out in conjunction with senior staff and the Expansion Steering Committee, and initial costing of strategic options will be included. A formal report will be written and submitted to the Client for their internal and external use.

Scope of Services (the "Services")

1. Situational Review: (\$2,500)
 - a. identify and assemble inputs (e.g. data, key documents, materials etc.. etc);
 - b. review materials
 - c. interview key stakeholders to confirm vision.
2. Benchmarking Study(\$1,500)
 - a. Identification of case study museums
 - b. Interview and data collection
 - c. Summary
3. Collections Analysis: (\$10,240)
 - a. To be carried out by Heather Maximea, Lord Cultural Resources, in tandem to situation review and project managed by Patricia Huntsman.
 - b. See attached proposal.
4. Feasibility Study (\$10,000):
 - a. Define study parameters in conjunction with senior staff and steering committee.
 - b. Summarizing findings of items #1, 2 and 3 above.
 - c. Determine financial feasibility, visitation and revenue projections, operational recommendations, structural suitability of existing building, viability of any proposed sites and other factors as identified by consultant.
 - d. Finalize report for Museum.

A detailed work plan at the outset of the project will developed in conjunction with the Museum Manager and Board Representatives.

Services Not Provided

While marketing and communications services lend themselves to the project, these services will not be provided within the current scope of services to be completed for the client.

Fees

The fees proposed to complete the project (service items #1, #2 and #4) as described above are extended to the client in the amount of \$14,000 exclusive of disbursements and GST/HST. Engineering and cost consultant fees and expenses are not included in the present agreement.

Revisions/Changes in Scope

At this time, the services as described above are the priority requirements of the client. If the scope of work changes substantially to that described above, the Consultant reserves the right to re-negotiate the fees.

Schedule and Payment

The consultant will begin to undertake the work for this project on October 8th. The final deliverable, a summary report, will be provided at a date to be agreed upon with the Client. A payment schedule will be proposed separately to be agreed upon with the Client.

Agreement

If you are in agreement with the proposal as stated above please sign the acceptance as noted below and return one copy.

I very much look forward to working with the Qualicum Beach Museum and Archives on this project and please contact me if you have any questions regarding this proposal.

Yours truly,



Patricia Huntsman, MBA, BA

I/We do hereby accept the proposal within and acknowledge that upon providing a signed copy of this letter to Patricia Huntsman, I/We have entered into an agreement with Patricia Huntsman comprised of this proposal and the terms and conditions as outlined above.

Name

Date

Signature

July 24th, 2012

Patricia Blakney Huntsman
Arts & Cultural Management Consulting

RE: Proposal for Collections Analysis, Qualicum Beach Museum

Dear Patricia,

It was a pleasure to speak with you about the work you are doing for the Town of Qualicum Beach. I would be delighted to conduct the collections analysis and would also be available as planning proceeds to review and update facility planning documents in keeping with evolving needs.

I hereby submit a proposal for your consideration. My experience as a Registrar at the Royal Ontario Museum and the Toronto Historical Board, plus 20 years as a Senior Consultant at Lord, is very appropriate to your current challenge. Due to my collections background I conduct many collections analyses for Lord clients, particularly in identifying collections strengths and gaps, and quantifying collections data in order to effectively plan for needed back of house storage, work and handling space.

Recent projects in which I have written collections analyses for our clients include:

- New Orleans Museum of Art . a major study following Hurricane Katrina, to determine collections directions and needs for a museum expansion and off-site storage to replace flooded storage areas
- Edmonton Heritage . review of existing City Collections for a proposed new City Museum
- Nashville Public Library and Archives . analysis of political collections proposed for donation to support new Tennessee History galleries in a new archives facility

In 2011 I also completed chapters on collections analysis for the new edition of our book, *The Manual of Museum Planning*.

A Collections Analysis is an important piece of the puzzle when addressing almost any museum planning process; it has both quantitative and qualitative dimensions that support visioning and situational analysis as well as concrete facility and exhibition planning efforts. I understand that the Qualicum Beach Museum has three main collection components which may be seen as three strands of the Qualicum Beach story:

- Local history
- Palaeontology
- First Nations history.

Our work has often helped to bring to light the unique characteristics of a collection and of a community story. Differentiating the Qualicum Beach Museum from BC's host of other local history museums, may be a key determinant of future success, and may help to crystallize local support around the museum's plans.

My work would include review of background information, a 1-day site visit to tour the collections, and a written report. I can also be available to make a presentation of findings as part of your visioning workshop (optional).

Timeline

I understand that the timeline for this project is to begin in the Fall, and that you would like to have findings available to support a Feasibility Study process. This is feasible and I look forward to working with you to set up a project schedule.

1. Project Scope and Methodology

I would conduct the Collections Analysis study personally. I suggest the following steps, or methodology:

1. Background Documentation Review: I will review all background information, in advance, including all available collections reports and data such as inventories;
2. Start-up phone call: We will schedule a start-up phone call with you as Project Manager and the client group to discuss the study parameters, timelines, additional background information, and vision for the project.
3. Site Visit: I will come to Qualicum Beach for a day to tour the collections, collection storage and work areas and current gallery spaces, and to meet with collections staff to discuss collection direction, facilities needs, and preliminary findings. The collections tour becomes a walking workshop as collections staff are able to offer their insights and address concerns; I normally take lots of photographs and notes to document collection strengths, and current conditions and needs.

4. Findings and Recommendations Draft Report: I will prepare a draft report in two sections each of which provides findings and recommendations:
 - Draft Qualitative Analysis: looks at the collection strengths, weaknesses and gaps, collections growth history, star artifacts and key donated collections, proposed donations, documentation, and issues around current restrictions on interpretation that may be addressed in a new facility.
 - Quantitative Analysis: looks at collection statistics, growth history in terms of storage space, and current conditions of storage in terms of issues such as overcrowding. We look at collection density in storage and on display and the relative display ratios and recommend optimum densities and space requirements.
5. Conference Call to review the Draft Report: Following submission of the Draft Report, we can schedule a conference call to collectively review the draft report, answer questions and identify any outstanding issues;
6. Final Report: I ask that written comments and changes be received within 2 weeks of submission of the Draft Report. I will then complete any revisions and issue a Final Report.
7. Presentation (optional): I will be available to come to Qualicum Beach to make a presentation or to participate in a workshop.

These steps can be adjusted to meet your needs and budget.

2. Budget and Schedule

I will conduct the study personally, and may be assisted in any needed research by Lord consultants and production support staff. My charge rate is \$1,600 per diem, based on an 8 hour day (\$200 per hour).

We request 35% on contract signing, 35% on draft submission, and 30% on final report submission.

The table below provides a cost and time plan. Total fees will be \$9,230, excluding the presentation option, which would bring total fees to \$10,240.

**Lord Cultural Resources
Fee Schedule**

		<i>Schedule (weeks)</i>	Heather Maximea	Sarah Aranha	Support Staff	Total
			<i>Senior Consultant</i>	<i>Consultant</i>	<i>Graphics/ Production</i>	
<i>Hourly Rates</i>			\$200	\$140	\$105	
1	Background Information Review	<i>week 1</i>	4	0		4
1	Start-up Call	<i>week 1</i>	1	0		1
1	Day Trip, Collections Tour and Meeting	<i>week 2</i>	8	0		8
1	Qualitative and Quantitative Analysis, Draft Report	<i>week 3-5</i>	24	3		27
2	Conference Calls	<i>week 6</i>	2	0		2
2	Final Report	<i>week 7</i>	4	0	2	6
2	Presentation (optional)	<i>TDB</i>	0	0	0	0
Hours			43.0	3.0	2.0	48.0
Fees			\$8,600	\$420	\$210	\$9,230
Total hours			43.0	3.0	2.0	48.0
Total Lord Fees			\$8,600	\$420	\$210	\$9,230
Presentation (optional)			\$800	\$0	\$210	\$1,010
						\$10,240

Expenses will be at cost, largely for long distance telecommunication, fares, ground transportation and meals, for each trip:

Estimated Expenses	
Day trip White Rock/Qualicum Beach - ferry, gas and mileage	\$175
Meals and incidentals	\$75
Communications	\$50
Total	\$300

Please do not hesitate to contact me with any questions you may have about this proposal. I am delighted to be able to offer our services and am available at any time to discuss further tailoring the proposal to your needs.

Sincerely,



Heather Maximea
Senior Consultant
Tel: 1.604.538.8680 Fax: 1.604.535.8695
hmaximea@lord.ca

Cash Flow for 2013 Proposed Budget

REVENUES AND EXPENSES

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
REVENUES													
Gift Shop and Archives Sales	13	13	13	13	13	13	13	13	13	13	13	13	160
Donations	250	250	250	-	125	250	250	250	250	375	375	375	3,000
Bequest	-	-	-	-	5,000	-	-	-	-	-	-	-	5,000
Town of QB	-	-	-	-	34,337	-	-	-	-	-	-	-	34,337
Interest Income	45	45	45	45	45	45	45	45	45	45	45	45	544
Membership	95	95	95	95	95	95	95	95	95	95	95	95	1,145
Fundraising and Events	-	-	-	-	-	-	-	1,000	-	-	-	-	1,000
Programs - School	45	45	45	45	45	45	45	45	45	45	45	45	543
Projected Revenues	449	449	449	199	39,661	449	449	1,449	449	574	574	574	45,729
EXPENSES													
Administration	167	167	167	167	167	167	167	167	167	167	167	167	2,000
Advertising / Promotions	125	125	125	125	125	125	125	125	125	125	125	125	1,500
Associations / Memberships	33	33	33	33	33	33	33	33	33	33	33	33	393
Dep/Amt Expenses	141	141	141	141	141	141	141	141	141	141	141	141	1,696
Displays	-	-	-	-	-	-	4,500	-	-	-	-	-	4,500
Donations to Other Societies	-	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising / Event Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Fair Market Value of In-Kind	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	2,000	-	-	2,000
Honorariums	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Office Expenses	175	175	175	175	175	175	175	175	175	175	175	175	2,100
Payroll (Mgmt&Custodian)	4,178	4,178	4,178	4,178	4,178	4,178	4,178	4,178	4,178	4,178	4,178	4,178	50,132
Rent/Insurance to Town	-	-	-	-	910	-	-	-	-	-	-	-	910
School Program	-	-	-	-	-	-	-	-	-	-	-	-	-
Telephone	146	146	146	146	146	146	146	146	146	146	146	146	1,753
Utilities	230	230	230	230	230	230	230	230	230	230	230	230	2,760
Security System/Monitoring	84	84	84	84	84	84	84	84	84	84	84	84	336
Projected Expenses	5,528	5,444	5,444	5,528	6,354	5,444	10,028	5,444	5,444	7,528	5,444	5,444	73,079

QUALICUM BEACH HISTORICAL AND MUSEUM SOCIETY

FINANCIAL STATEMENTS

YEAR ENDED AUGUST 31, 2011

These Financial Statements have been prepared from the books and records of the Society and have not been subject to an independent audit.


September 28, 2011

**Qualicum Beach Historical and Museum Society
Balance Sheet at at August 31, 2011**


Unaudited

		<u>2011</u>	<u>2010</u>
A S S E T S			
CURRENT ASSETS			
Cash	Schedule 1	\$ 102,563	\$ 71,225
Accounts Receivable	Schedule 2	\$ 5,509	\$ 10,015
Term Deposits and Investments	Schedule 3	\$ 7,455	\$ 7,151
		<u>\$ 115,527</u>	<u>\$ 88,391</u>
CAPITAL ASSETS			
Equipment	Note 2	\$ 3,368	\$ 3,368
Less: Depreciation		-\$ 1,347	-\$ 673
Leasehold Building Improvements		\$ 5,176	\$ 5,176
Less: Amortization		-\$ 1,035	-\$ 518
		<u>\$ 6,162</u>	<u>\$ 7,353</u>
		<u>\$ 121,689</u>	<u>\$ 95,744</u>
L I A B I L I T I E S			
CURRENT LIABILITIES			
Accounts Payable	Schedule 4	\$ 587	\$ 33
		<u>\$ 587</u>	<u>\$ 33</u>
EQUITY			
Unrestricted Surplus	Note 1	\$ 58,867	\$ 46,797
Restricted Surplus	Note 1	\$ 62,232	\$ 48,914
		<u>\$ 121,099</u>	<u>\$ 95,711</u>
		<u>\$ 121,686</u>	<u>\$ 95,744</u>

Approved by the Board of Directors

Director:  _____
SUE MORGAN

Date: SEP. 30/11

Director:  _____
GIL GILMORE

Date: SEP. 30/11

Qualicum Beach Historical and Museum Society
Statement of Income and Surplus
Unaudited

Year Ended August 31		<u>2011</u>	<u>2010</u>
<u>REVENUES</u>			
Gift Shop and Archives Sales		\$ 636	\$ 160
Donations			
Cash		\$ 18,140	\$ 10,262
In-Kind	Schedule 5	\$ 10,775	\$ 83,246
Grants	Schedule 6	\$ 45,434	\$ 51,971
Interest and Dividend Income		\$ 552	\$ 382
Membership		\$ 585	\$ 1,245
Fundraising and Events	Schedule 7	\$ 31,891	\$ 37,104
Programs - School		\$ 565	\$ 520
		<u>\$ 108,578</u>	<u>\$ 184,890</u>
<u>EXPENSES</u>			
Administration	Schedule 8	\$ 2,223	\$ 2,615
Advertising and Promotions		\$ 3,613	\$ 2,502
Associations and Memberships		\$ 565	\$ 686
Depreciation/Amortization Expenses		\$ 1,191	\$ 1,191
Displays	Schedule 11	\$ 1,852	\$ 2,145
Donations	Schedule 9	\$ -	\$ -
Fundraising and Event Expenses	Schedule 10	\$ 10,881	\$ 9,452
Fair Market Value of In-Kind Donations	Note 3	\$ 10,775	\$ 83,246
Insurance		\$ 1,420	\$ 1,585
Honorariums		\$ 1,176	\$ 1,330
Maintenance	Schedule 12	\$ 1,202	\$ 811
Office Expenses	Schedule 14	\$ 3,392	\$ 5,678
Payroll and Training	Schedule 13	\$ 40,342	\$ 45,300
School Program	Schedule 15	\$ 358	\$ -
Telephone		\$ 1,593	\$ 1,479
Utilities		\$ 2,606	\$ 2,586
		<u>\$ 83,189</u>	<u>\$ 160,607</u>
NET INCOME (LOSS)		\$ 25,388	\$ 24,283
SURPLUS AT BEGINNING OF YEAR		<u>\$ 95,711</u>	<u>\$ 71,428</u>
SURPLUS AT END OF YEAR		<u>\$ 121,099</u>	<u>\$ 95,711</u>

Qualicum Beach Historical and Museum Society
Notes and Schedules to Financial Statements

Unaudited

NOTES

1. Restricted Surplus

The restricted surplus is comprised of two amounts. The first is equal to the balance in the Gaming Account as these funds are restricted in their use as set out in the agreement between the Society and the Provincial Gaming Commission. The second amount, if needed, is set out by the directors for special projects, usually capital in nature.

2. Capital Assets

Purchased capital assets are reported at acquisition cost. Amortization/depreciation is provided on a straight-line basis over the estimated useful lives of the assets as follows:

- Buildings and improvements - 10 years
- Operating equipment - 5 years

3. Collections

The value of collections (artefacts, specimens and documents) is not reported on the Statement of Financial Position. Donated collections are recorded as revenue, when received at an estimated Fair Market Value of the gift, based on appraisals by independent appraisers. The acquisition of both donated and purchased collections is expensed.

SCHEDULES

For the Year Ended August 31

	2011	2010
BALANCE SHEET		
1 Cash		
General Account	\$ 40,281	\$ 22,246
Gaming Account	\$ 59	\$ 3,908
Building Account	\$ 62,173	\$ 45,007
Cash on Hand	\$ 50	\$ 64
	\$ 102,563	\$ 71,225
2 Accounts Receivable		
Grant Receivables	\$ 3,783	\$ 9,372
GST Receivable	\$ 1,725	\$ 643
	\$ 5,508	\$ 10,015

Qualicum Beach Historical and Museum Society
Notes and Schedules to Financial Statements

Unaudited

For the year ended August 31

	2011	2010
3 Term Deposits and Investments		
Coastal Community Credit Union		
Membership Shares	\$ 6	\$ 6
4.25% Five Year Term Deposit	\$ 7,449	\$ 7,145
Matures February 28, 2012		
	\$ 7,455	\$ 7,151
4 Accounts Payable		
Accounts Payable - CRA & WCB	\$ 587	\$ 33
	\$ 587	\$ 33

INCOME STATEMENT

REVENUES

5 Donations		
Non-Received	\$ 6,346	\$ 3,352
Received - General	\$ 2,394	\$ 6,910
Received - Building / Expansion	\$ 9,400	
In-Kind Received - General	\$ 920	\$ 67,167
Received - Golf	\$ 700	
Non-Received - Golf	\$ 9,155	\$ 16,079
	\$ 28,915	\$ 93,508
6 Grants		
Federal - Human Resources	\$ 8,021	\$ 9,319
Provincial - Gaming Commission	\$ 2,000	\$ 6,000
Regional	\$ 750	
Municipal	\$ 31,413	\$ 29,900
Foundations	\$ 1,000	\$ 6,752
Business	\$ 250	\$ -
Other	\$ 2,000	\$ -
	\$ 45,434	\$ 51,971
7 Fundraisers and Events		
Garage Sale	\$ 1,753	\$ 1,852
Victorian Tea	\$ 1,000	
Seeds & Salt	\$ 355	\$ 520
Golf Tournament	\$ 28,272	\$ 34,626
Other	\$ 511	\$ 106
	\$ 31,891	\$ 37,104

Qualicum Beach Historical and Museum Society
Notes and Schedules to Financial Statements

Unaudited

For the year ended August 31	<u>2011</u>	<u>2010</u>
<u>EXPENSES</u>		
8 Administration		
Accounting and Legal	\$ 25	\$ 542
Miscellaneous	\$ 1,812	\$ 1,077
Miscellaneous Equipment	\$ 386	
Grant Exp (equipment/materials/supplies)	\$ -	\$ 996
		\$ -
	<u>\$ 2,223</u>	<u>\$ 2,615</u>
10 Event Expenses		
Garage Sale	\$ 68	\$ 119
Golf Tournament	\$ 8,133	\$ 6,965
Children's Day	\$ 2,332	\$ 1,934
Theater - Seeds & Salt	\$ 68	\$ -
Monthly Meetings	\$ 237	\$ -
Other Events	\$ 43	\$ 434
	<u>\$ 10,881</u>	<u>\$ 9,452</u>
11 Display		
Display Expenses	\$ 693	\$ 2,145
Additional Unit	\$ 1,159	
	<u>\$ 1,852</u>	<u>\$ 2,145</u>
12 Maintenance		
Custodial Expenses	\$ 153	\$ -
Repair and Maintenance (Supplies)	\$ 1,049	\$ 811
	<u>\$ 1,202</u>	<u>\$ 811</u>
13 Payroll and Training for Staff and Volunteers		
Museum Manager	\$ 19,080	\$ 19,870
Summer Students	\$ 12,243	\$ 12,145
Archives Manager	\$ 6,940	\$ 11,250
Custodial Manager	\$ 1,620	\$ 1,140
External Contracts	\$ -	\$ 285
Training	\$ 459	\$ 610
	<u>\$ 40,342</u>	<u>\$ 45,300</u>

Qualicum Beach Historical and Museum Society
Notes and Schedules to Financial Statements

Unaudited

For the year ended August 31

	2011	2010
14 Office Expenses		
Bank charges	\$ 0	\$ -
Computer Supplies and Equipment	\$ 674	\$ 760
Internet Access/Web Expenses	\$ 26	\$ 253
Office Supplies	\$ 2,021	\$ 3,051
Courier and Postage	\$ 309	\$ 406
Repairs and Maintenance - Equipment	\$ 362	\$ 1,208
	\$ 3,392	\$ 5,678
15 Program Expenses		
School Program	\$ 358	\$ -
	\$ 358	\$ -

**Qualicum Beach Historical and Museum Society
Notes and Schedules to Financial Statements**

Unaudited

Schedule of Tax Deductible Receipts

Details Attached for:	Cash	In-kind
2011 Museum receipts	\$ 1,690	\$ 920
Golf receipts	\$ 704	\$ 700
New Building receipts	\$ 9,400	\$ -
 2010 Museum Receipts		
From Current Year	\$ 5,135	\$ 66,822
From Previous Period	\$ 1,000	
From Foundations	\$ 1,000	
School Program Receipts	\$ 150	
Golf Tournament Receipts		
Donations	\$ 1,600	
Sponsorship	\$ 1,500	
Player Receipts	\$ 1,770	
 2009 Details attached for Restated In-Kind		
Museum Receipts		
from then current year	\$ -	\$ 34,352

Qualicum Beach Historical and Museum Society

2011 - 2012 Budget

Cash Position as at August 31

		Totals
Operating Account – estimated at	34,831	
Gaming Account	1,094	
Term Deposit (matures Mar.9, 2015)	<u>7,448</u>	<u>43,373</u>

Revenues:

Grants	42,030	
Donations	3,728	
Membership	2,250	
Events	14,091	
Sundry	<u>1,885</u>	<u>63,983</u>

Expenses:

Wages & Associated Expenses	44,183	
Events Costs & Expenses	3,866	
Display Management	2,997	
Legal and Compliance	1,670	
Advertising & Public Relations (inc. Web)	2,168	
Heating, Electrical, Internet & Telephone	4,500	
Office and Administration	3,297	
Furniture and Fixtures	5,410	
Security Upgrades	<u>5,250</u>	<u>73,341</u>

Estimated Position at Year End August 31, 2012

34,014

The Accounts Committee

August 17, 2011



**COASTAL COMMUNITY
CREDIT UNION**

TOGETHER, LET'S DO
GREAT THINGS

Head Office
21 - 13 Victoria Crescent
Nanaimo, BC V9R 5B9

STATEMENT OF ACCOUNTS

036312

Qualicum Beach Historical & Museum Socie¹⁹
587 Beach Rd
Qualicum Beach BC V9K 1K7

OPERATING ACCT

CHEQUING

		Operating Business C/A		
Date	Description	Withdrawals	Deposits	Balance
01 Aug 12	Opening Balance			88,964.30
02 Aug 12	Eff. 08-01 Cheque 777	56.49		88,907.81
03 Aug 12	Eff. 08-02 Cheque 781	818.44		88,089.37
03 Aug 12	Eff. 08-02 Cheque 780	1,825.00		86,264.37
04 Aug 12	Eff. 08-03 Cheque 773	134.40		86,129.97
04 Aug 12	Eff. 08-03 Cheque 784	250.00		85,879.97
04 Aug 12	Eff. 08-03 Cheque 779	1,061.59		84,818.38
07 Aug 12	Deposit		229.42	85,047.80
09 Aug 12	Eff. 08-08 Cheque 783	650.15		84,397.65
09 Aug 12	Eff. 06-28 Deposit		878.55	85,276.20
10 Aug 12	Eff. 08-09 Cheque 782	818.44		84,457.76
15 Aug 12	Eff. 08-14 Cheque 778	180.00		84,277.76
15 Aug 12	Deposit		193.79	84,471.55
16 Aug 12	Eff. 08-15 Cheque 785	157.12		84,314.43
17 Aug 12	Eff. 08-16 Cheque 786	18.99		84,295.44
17 Aug 12	Eff. 08-16 Cheque 794	86.25		84,209.19
17 Aug 12	Eff. 08-16 Cheque 792	818.44		83,390.75
17 Aug 12	Eff. 08-16 Cheque 791	818.44		82,572.31
17 Aug 12	Eff. 08-16 Cheque 789	940.00		81,632.31
18 Aug 12	Eff. 08-17 Cheque 790	864.00		80,768.31
18 Aug 12	Bill Payment - BC Hydro	131.50		80,636.81

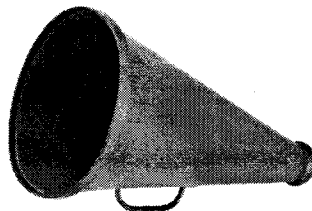
continued...

Lisa gave all her friends the same

FINANCIAL ADVICE:

She shared

OUR NAME



*Share our name and your
Coastal Community experience,
and help your friends experience
great things too.*

Ask about our new referral program. Visit us at any location, online at cccu.ca or call 1-888-741-1010.

Qualicum Community Branch
(250) 752-9244

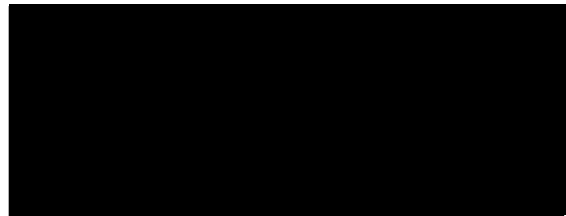
24 Hour Remote Banking
www.cccu.ca or 1.888.741.4040

Lost/stolen MasterCard card or MEMBER CARD
1.800.LOST111



COASTAL COMMUNITY
CREDIT UNION

TOGETHER, LET'S DO
GREAT THINGS



Operating Business C/A

Date	Description	Withdrawals	Deposits	Balance
18 Aug 12	Bill Payment - BC Hydro	34.34		80,602.47
18 Aug 12	Bill Payment - BC Hydro	58.47		80,544.00
21 Aug 12	Eff. 08-20 Cheque 793	77.65		80,466.35
22 Aug 12	Eff. 08-21 Cheque 795	88.68		80,377.67
22 Aug 12	Eff. 08-21 Cheque 787	486.36		79,891.31
25 Aug 12	Deposit		871.28	80,762.59
30 Aug 12	Withdrawal	10,000.00		70,762.59
31 Aug 12	Eff. 08-30 Cheque 797	896.57		69,866.02
31 Aug 12	Credit Interest		0.92	69,866.94
Total Withdrawals and Deposits		\$21,271.32	\$2,173.96	
Rate (earned):		0.011%		

Appendix 7: Lighthouse Bluegrass Festival 2013 Proposal

Summary Evaluation

Proponent: Mid Island Bluegrass Society
 Amount Requested: \$8,000
 Summary: Electrical upgrades, honoraria for festival coordinators, and various coordination costs needed to better deliver the 2013 Lighthouse Bluegrass Festival.
 Eligibility: The proposal requests funding for minor capital costs, events and targeted operating costs to improve the festival, all of which are eligible costs.
 Priority Areas: **Arts, Culture, and Media:** The festival is a community cultural event that supports local businesses and artists, attracts visitors to the region, and promotes arts and cultural activities in non-urban areas of the region.
Tourism and Recreation: Improved electrical infrastructure represents an enhancement to the region’s tourism and recreational amenities, and the festival in general is a unique event that draws people to the region.

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)		NA

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

Committee Recommendation: Full Funding Partial Funding: _____ No Funding



APPLICATION FORM

Northern Community Economic Development Program 2012

NAME OF ORGANIZATION: Mid Island Bluegrass Society		AMOUNT REQUESTED: \$8000.00
MAILING ADDRESS: 1830 Ashling Road Qualicum Beach B. C. V9K2V1		
CONTACT PERSON: Kazimea Sokil Linda Thorburn	TELEPHONE NUMBER: 250-650-3738 FAX NUMBER:	E-MAIL ADDRESS: kazimea@gmail.com lindabanjo@hotmail.c

PROJECT TITLE: Lighthouse Bluegrass Festival 2013
PROJECT DESCRIPTION: Lighthouse Bluegrass Festival is "The Little Festival That Could". 2013 will be the 3rd year of this great, rural familyfriendly music festival situated in the heart of area H. The festival takes place in & surrounding the Qualicum Bay Lions Facility Park, on the Canada Day Weekend. With a structure based on other successful bluegrass festivals, Lighthouse welcomes local bands as well as great bands from Eastern Canada and the States. The stage acts run Friday afternoon til Sunday night. Band contests & open stages allow up and coming musicians access to our audience. Local vendors bring food & merchandise. Children play in the playground. Festival goes camp on site, participating in music jams that are the essence of bluegrass (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 type="checkbox"/> QUALICUM BEACH <input type="checkbox"/> EA 'E' <input type="checkbox"/> EA 'F' <input type="checkbox"/> EA 'G' <input checked="" type="checkbox"/> EA 'H'
DESCRIBE IN DETAIL WHAT THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT FUNDS WILL BE USED FOR: 1. Electrical upgrade from present 60 amp use outside to an adequate supply, to run a musical sound system and provide enough power to vendors. \$5000. 2. Honoraria for festival office coordinator and volunteer coordinator in recognition of the hundreds of hours they have put in for the festival's success \$2000 3. Coordinate costs, office supplies, program printing, fuel & postage costs, phone costs, \$1000 (Please attach additional pages as necessary.)
LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER SOURCES: No other grants have been received. (There is about \$5000 in sponsorship advertising, & and an equal amount in kind donations for raffles, food gift certificates, volunteer coffee & gravel to improve the site. This is not grant money but is our working dollars to make our festival work.) (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.



APPLICATION FORM

Northern Community Economic Development Program 2012

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

The Lighthouse Bluegrass Festival broadens the attractiveness of our area as a tourist destination. It acts as a "bookend" with the festivals in the Comox Valley, Chemainus, and Providence Farm encouraging music lovers to stay on holiday on Vancouver Island for several weeks. Our festival brings audience members from Victoria to Port Hardy, from across B. C. , Alberta, Washington, across Canada & worldwide. Our festival is a cooperation between the Mid Island Bluegrass Society, Qualicum Bay Lions, & the Lighthouse Community Hall. It is a rural community cultural event supporting local businesses & artists.

(Please attach additional pages as necessary.)


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

The first year we had 300 guests (gate \$12,656), the second 600 (gate proceeds \$17,500). With continued growth, as word spreads about the excellent facilities, the quality of music, and the friendly folks. With the power improvement, food vendors will not be restricted (presently only power for two) & brownouts will not occur. We support regional tourism, our festival offers a well visited website with links to many local attractions www.lighthousebluegrass.com. Many came early to enjoy, explore, shop, dine and add to our tourism.. Store owners reported increased sales. Resorts were busy..

(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  PRESIDENT M.I.B.S.	DATE: Oct 1 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: October 1, 2012	RECEIVED BY: CM
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.

Supporting Ideas for Application

Our main purpose in applying at this time in the fall is that the next window for grant money would be too late to implement the purpose for us applying, which is to upgrade the available power supply for future events held on this RDN park. At present, the power is outdated and undersized for this event, and any other outdoor events.

By improving this facility, we would benefit the whole Qualicum Bay community, plus open a new window of opportunity for other events.

Mid Island Bluegrass Society has already improved the grounds considerably, last week we filled some low spots on the field with sand and when the rain comes we will seed it, also the ditches have been cleaned. Last year we seeded a huge section after helping the Lions clear off more trees and brush. The facility has been upgraded with blue chip gravel around the building, which has been provided by local sponsors. Last week we met with the Qualicum Bay Lions and they agreed to allow us to pursue these power improvements.

Any other info about the Mid Island Bluegrass Society and the Lighthouse Bluegrass Festival is available at www.lighthousebluegrass.com

Check it out.

Thank you,



Linda Thorburn

Note to Chris:

Total Bank statements for 2011 are available, if needed please call 250-752-0383

Or email lindabanjo@hotmail.com

Organizational Flowchart of the Mid Island Bluegrass Society

1. Board of Directors:

President/Acting Treasurer: Linda Thorburn

Vice President: Graham Caines

Secretary: Sharon Klassen

Directors at Large: Robert Thorburn, Sheena McCorquodale,

Laurel Lacey , Jack Taylor

Volunteer Coordinator: Kazimea Sokil

2. Organizational Membership

3. Volunteers

**Board of directors, membership and volunteers are three
Intersecting/overlapping segments of our society**

2011 Bluegrass Budget for Lighthouse Bluegrass Festival 2012

Mark Phillips & 3 rd Generation, Oklahoma	\$4000.00 US
John Reischman & the JayBirds, Vancouver	\$3500.00
5 On A String, Coquitlam	\$1500.00
HlghRise Lonesome, Vancouver	\$1500.00
Elena Yeung, Creston	\$1200.00
Mission Hill, Courtenay	\$600.00
Sweet Ginger	\$1500.00
Northern Departure, Washington	\$2500.00US
Andrew Collins Trio, Ontario	\$500.00
Riverside, Victoria	\$500.00
BackPorch Banjo, Qualicum	\$400.00
Rainbow Stew Cloggers	\$150.00
Colleen O'Brien slowpitch	\$450.00
BAND COST TOTALS	\$18,300.00

2011 Bluegrass Budget for Lighthouse Bluegrass Festival 2012**Other Costs**

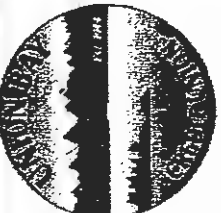
Sound	\$1000.00
Announcer	\$950.00
Porta Potties	\$565.00
Garbage	\$200.00
Socan	\$500.00
First Aid	\$500.00
Merchandise	\$1100.00
TOTAL OTHER COSTS	\$4815.00
Band costs	\$18,300.00
TOTAL	\$23115.00

Budget for 2012 for Lighthouse Bluegrass Festival 2013**Band Costs**

Pete & Joan Duo	2 sets	1200.00
Long Road Home	4 sets	6000.00
Maple Mountain Boys	2 sets	600.00
Jenny Lester	4 sets	3000.00
BackPorch Banjo, Quallcum	1.5 sets	750.00
Hub City Ramblers, Nanalmo	3 sets	1500.00
Annie Lou Duo	3 sets	1500.00
Scout Mountain	2 sets	600.00
Sweet Lowdown	2 sets	700.00
Moonshiners	2 sets	600.00
Northern Departure	3 sets	2500.00
TOTAL:	28.5 sets	\$18,900.00

**Budget for 2012 for
The Lighthouse Bluegrass Festival 2013**

Other Costs:	
Slowpitch, Colleen O'Brien	\$500.00
Sound	1200.00
Garbage	225.00
Portapotties	550.00
SOCAN	600.00
Office	500.00
Program printing	90.00
Merchandise	1000.00
Band accommodations	1000.00
First Aid	\$500.00
TOTAL , Other Costs	\$6125.00
Less approximate Sponsorship/Advertising Income	(\$5000.00)
Plus Band costs TOTAL	\$18,900.00
Final TOTAL	\$20,125.00



Main Branch
 Box 158
 Union Bay, BC
 V0K 3B0
 Tel: 250-335-2122
 Fax: 250-335-2131
 Toll Free: 1-800-377-2455
 Website: www.ubcu.ca

Hornby Island Branch
 Hornby Island, BC
 V0R 1Z0
 Tel: 250-335-2326
 Fax: 250-335-2370

Lighthouse Community Branch
 Bowen, BC
 V0R 1G0
 Tel: 250-757-8146
 Fax: 250-757-8185

Mid Island Bluegrass Society
 5320 Island Hwy West
 Qualicum Beach, BC
 V9K 1Z2

Telephone Banking: 250-335-2122 ext. 1
 Email: ubcu@ubcu.ca

**DID ALL THAT GIFT GIVING
 CATCH UP ON YOU? ...
 CONSOLIDATE AND GET RID OF ALL
 THAT HIGH INTEREST CREDIT CARD
 DEBT!
 COME SEE US TODAY!**

Dec 01, 2011 | Dec 31, 2011

Organization Chequing

Seq Number: 1	Pre-Auth:			
Dec 09, 2011		Balance Forward		0.00
Dec 09, 2011		Pre-authorized Debit 451 D+H -CHEQUE ORDER	-55.36	-55.36 OD
Dec 31, 2011		Overnight Interest	0.80	-56.16 OD

Share Capital

Seq Number: 1				
Dec 01, 2011		Balance Forward		0.00
Oct 28, 2011		Cash Deposit	25.00	25.00



The Credit Union Deposit Insurance Corporation of British Columbia is a government corporation. It is not a bank. It is not a financial institution. Deposits are 100% insured by the Deposit Insurance Corporation of British Columbia. Deposits are not insured by the Deposit Insurance Corporation.



Statement of Accounts

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Mid Island Bluegrass Society
 1830 Ashling
 Qualicum Beach, BC
 V9K2V1

**UNION BAY CREDIT UNION
 67th ANNUAL GENERAL MEETING**

**SATURDAY APRIL 14th 2:00-4:00
 UNION BAY COMMUNITY HALL**

**SPECIAL GUEST: CHELSEA LAKE;
 DIRECTOR
 OF YOUTH PROGRAMS BC CO-OP
 ASSOCIATION**

**REFRESHMENTS AND DOOR PRIZES
 EVERYONE WELCOME!**

	Feb 01, 2012	Feb 29, 2012

Organization Chequing

Seq Number: 1		# Chqs: 3	
Feb 01, 2012	Balance Forward		2,114.60
Feb 01, 2012	Cheque	1	500.00
Feb 08, 2012	Cheque	3	246.40
Feb 14, 2012	Cheque	5	56.16
Feb 17, 2012	Deposit		298.00
			1,610.04



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Mid Island Bluegrass Society
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 ... CREDITMASTER
 ASK US ABOUT CREDITMASTER TODAY.
 IT'S WHAT A PERFECT MORTGAGE
 SHOULD BE.**

	Mar 01, 2012	Mar 31, 2012

Organization Chequing

Seq Number: 1		# Chqs: 2	
Mar 01, 2012	Balance Forward		1,610.04
Mar 07, 2012	Cheque	4	87.94
Mar 15, 2012	Cheque	7	150.00
			1,372.10



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Mid Island Bluegrass Society
 1830 Ashling
 Qualicum Beach, BC
 V9K2V1

Have you received your new
CHIP card yet?
 If not please notify your local
BRANCH and have one ordered....
 All magnetic strip cards will no
 longer be working as of
 December 31st, 2012.

[Redacted]	[Redacted]
Jun 01, 2012	Jun 30, 2012

Organization Chequing

Seq Number: 1		# Chqs: 6			
Jun 01, 2012	Balance Forward				2,682.39
Jun 06, 2012	Cheque	17	46.03		2,636.36
Jun 06, 2012	Cheque	15	100.00		2,536.36
Jun 08, 2012	Cheque	12	1,168.72		1,367.64
Jun 18, 2012	Cheque	14	49.41		1,318.23
Jun 18, 2012	Cheque	16	123.70		1,194.53
Jun 28, 2012	Cheque	18	40.00		1,154.53
Jun 28, 2012	Deposit			1,681.30	2,826.83
Jun 28, 2012	Cash Deposit			340.00	3,166.83
Jun 28, 2012	Transfer Description Rows		400.00		2,766.83
Jun 29, 2012	Night Deposit			1,395.00	4,121.83
Jun 29, 2012	Deposit			2,665.00	6,786.83
Jun 29, 2012	Deposit			670.00	7,456.83
Jun 29, 2012	Cash Deposit			950.00	8,406.83
Jun 29, 2012	Cash Deposit			30.00	8,436.83

Share Capital

Seq Number: 1			
Jun 01, 2012	Balance Forward		25.00
Jan 27, 2012	Dividend Payment	0.21	25.21



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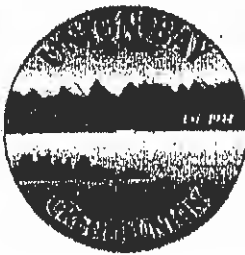
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The perfect mortgage...
CreditMaster
 Ask us about CreditMaster today.
 It's what a perfect mortgage should be.

[Redacted]	[Redacted]
Jul 01, 2012	Jul 31, 2012

Organization Chequing

Seq Number: 1		# Chqs: 9			
Jul 01, 2012	Balance Forward				8,436.83
Jul 03, 2012	Deposit			1,588.30	10,025.13
Jul 03, 2012	Cash Deposit			10.25	10,035.38
Jul 04, 2012	Cheque	24	6,938.75		3,096.63
Jul 06, 2012	Cheque	13	50.00		3,046.63
Jul 10, 2012	Cheque	19	73.92		2,972.71
Jul 10, 2012	Cheque	22	168.00		2,804.71
Jul 13, 2012	Cash Deposit			127.25	2,931.96
Jul 17, 2012	Cheque	33	22.40		2,909.56
Jul 19, 2012	Cheque	21	370.23		2,539.33
Jul 20, 2012	Cheque	34	759.36		1,779.97
Jul 24, 2012	Cheque	23	38.72		1,741.25
Jul 25, 2012	Cheque	32	150.00		1,591.25



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 V9K2V1

NEW ACCOUNT LINE UP!

**Check out the NEW account options
 due to rollout in September at
 ubcu.ca or ask your Member Service
 Rep. for more info**

	Aug 01, 2012	Aug 31, 2012
--	--------------	--------------

Organization Chequing

Seq Number: 1

Chqs: 6

Date	Description	Seq	Amount	Balance
Aug 01, 2012	Balance Forward			1,591.25
Aug 10, 2012	Deposit		115.00	1,706.25
Aug 10, 2012	Cheque Deposit		450.00	2,156.25
Aug 10, 2012	Cheque Deposit		838.51	2,994.76
Aug 16, 2012	Cheque	62	115.00	2,879.76
Aug 16, 2012	Cheque	59	215.04	2,664.72
Aug 16, 2012	Cheque	56	468.90	2,195.82
Aug 17, 2012	Cheque	60	72.58	2,123.24
Aug 22, 2012	Cheque	61	425.60	1,697.64
Aug 22, 2012	Cheque	57	574.00	1,123.64

The Credit Union Deposit Insurance Corporation of British Columbia, a government corporation, protects deposits of all Credit Union members. Deposits are 100% guaranteed as provided by the Financial Institutions Act. Equity Shares are not protected by the Deposit Insurance guarantee.



The Mid Island Bluegrass Society

The Mid Island Bluegrass Society is a new society, which was formed in November 2010. The first year financial report was for the year 2011 ending Dec 31., which is included. Our second financial report is not due till the end of this year. As the treasurer, I can say that we broke almost completely even this year. Costs were up, but revenue increased quite a bit, figures are still being finalized.

