

Grants Advisory Committee
June 20, 2012
3:00 p.m. – Bylaw Services Meeting Room, City Hall Annex
238 Franklyn Street

AGENDA

1. Information Items

Minutes of February 15, 2012 meeting	Attached
Report to Council	Attached
2012 Grants Committee Budget	Attached
2012 Synopsis of Grants Awarded/Denied	Attached

2. DELEGATION - New Application

PacificCare Request to be placed on the City's 2012 Permissive Tax Exemption Bylaw for property leased at 3156 Barons Road and for 'any relief from 2012 taxes' deemed appropriate.	Application attached
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3. Next Meeting:

The next meeting of the Committee is scheduled for
Wednesday, July 18, 2012 at 3:00 p.m. in the Bylaw
Services Meeting Room, City Hall Annex, 238 Franklyn
Street

4. Adjournment:

MINUTES OF THE GRANTS ADVISORY COMMITTEE MEETING
HELD IN THE BOARD ROOM, 455 WALLACE STREET
February 15, 2012, 3:00 p.m.

Present: Councillor D. Johnstone, Chair
B. Meunier
W. Anderson
L. Avis
W. Anderson
F. Tellier

Absent: D. Bonner, J. Neville

Staff: L. Mercer, Manager, Revenue Services
C. Knapp, Recording Secretary

1. INFORMATION ITEMS:

Received.

MOVED and SECONDED that the minutes from the December 15, 2011 meeting be adopted. CARRIED.

2. NEW APPLICATIONS:

Nanaimo Volunteer and Information Centre Society (OG-01)

MOVED and SECONDED that the Nanaimo Volunteer and Information Centre Society receive an Other Grant in the amount of \$1,397.42, representing an In-Kind grant for the rental of the Beban Social Centre for the Society's annual volunteer luncheon to be held in April of this year. THE MOTION CARRIED.

3. NEXT MEETING:

The next meeting of the Grants Advisory Committee is scheduled for 3:00 p.m., Wednesday, March 21, 2012 in the City Hall Boardroom.

4. ADJOURNED:

MOVED and SECONDED, to adjourn the meeting at 3:16 p.m. CARRIED.

REPORT TO COUNCIL

FROM: COUNCILLOR DIANA JOHNSTONE, CHAIRPERSON, GRANTS ADVISORY COMMITTEE

RE: 2012 GRANTS ADVISORY COMMITTEE RECOMMENDATIONS

COMMITTEE'S RECOMMENDATION: That Council:

1. award a \$1,397.42 Other Grant to the Nanaimo Volunteer & Information Centre Society, representing an 'in-kind' grant for the rental of Beban Social Centre for the Society's annual volunteer luncheon to be held in April of this year.

EXECUTIVE SUMMARY:

The Grants Advisory Committee met on 2012-Feb-15. Included in this report are the Committee's recommendations.

BACKGROUND:

The Grants Advisory Committee has reviewed in detail the financial data and background information provided by the applicant. Recommendations are made in accordance with the Grants Policy and Guidelines adopted by Council.

The Committee recognizes both the limited funding that the City has available and the excellent community services provided by the various organizations. We are hopeful that the funds allocated by Council will allow the organizations in need of assistance to continue to provide their valuable services.

NEW APPLICATIONS

Application OG-01 Nanaimo Volunteer & Information Centre Society

The Committee recommends awarding a \$1,397.42 Other Grant to the Nanaimo Volunteer & Information Centre Society, representing an 'in-kind' grant for the rental of Beban Social Centre for the Society's annual volunteer luncheon to be held in April of this year.

The City has supported this event for a number of years and members felt that this continued to be a worthwhile endeavour.

Respectfully submitted



Councillor Diana Johnstone
Chair, Grants Advisory Committee

COUNCIL: 2012-Feb-27

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**GRANTS ADVISORY COMMITTEE
2012 Grant Applications**

	2006	2007	2008	2009	2010	2011	2012	2012	Remaining
	Grant	Grant	Grant	Grant	Grant	Grant	Request	Recommend	Budget
Other Grants 275000 - 1334									7,000.00
2.011 Nanaimo 7-10 Club Society covered by Council contingency								9,321.00	7,000.00
OG-01 Nanaimo Volunteer & Information Centre Society	754.00	DNA	DNA	1,521.26	1,293.80	1,408.06	1,397.42	1,397.42	5,602.58
Subtotal: Other Grants 275000 - 1334	754.00	0.00	0.00	1,521.26	1,293.80	1,408.06	1,397.42	10,718.42	5,602.58

Permissive Tax Exemptions 275000 - 1332

Subtotal: Permissive Tax Exemptions 27500 - 1332	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
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Security Check Grants 275000 - 1329

Subtotal: Security Check Grants 275000 - 1329	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
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Totals

Nanaimo 7-10 Club Society - 50% rent reduction for 2012 only was approved by Council. Funded from 2012 Council Contingency.

2011 Budget	14,000.00
Add: Transfer from Council Con	9,321.00
Less: Recommended Grants (10,718.42)	(10,718.42)
Remaining Budget	12,602.58

Synopsis of Grants Awarded/Denied 2012

Organization	Grant Approved by Grants Committee & Council		Letter Sent		Cheque Sent		Amount Granted \$	Reason Grant Awarded/Denied
	Y	N	Y	N	Y	N		

OTHER GRANTS								
Nanaimo Volunteer & Information Centre Society (OG-01)	√		√			√	\$1,397.42	'In Kind' grant for Beban Park rental. Funds paid out from Grants cost centre.
SECURITY CHECK GRANTS								
PERMISSIVE TAX EXEMPTION GRANTS								

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Name of Organization: PacificCare Request to be placed on 2012 Permissive Tax Exemption Bylaw.				
Grant No. 2012 PTE-01				
Criteria:	Meets Criteria:		Statement of Purpose: An organization may only be added to the Permissive Tax Exemption roll for the following year. In some cases, it may be appropriate to give an organization a cash grant during the current year. These exemptions must be adopted by bylaws, by the 31 st of October of the year preceding exemption, and passed with a two-third's majority. All buildings and properties that receive a PTE must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category.	
	Yes	No		
	> the property <u>must</u> be recommended for a Permissive Tax Exemption in the following year; and			
	> the property qualifies for a PTE as a Church, Public Hospital, Community Care Facility, or Private School or			
	> the organization can demonstrate a financial need			
> must adhere to all of the City of Nanaimo's bylaws and policies				
	\$	Amount Recommended: \$		
Grant Awarded:	Yes			No
Discussion:				
Notes:				



PacificCARE

"Empowering communities to thrive through education,
support and collaborative relationships"

Pacific Child and Family
Enrichment Society

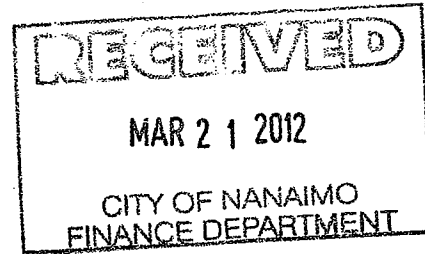
3156 Barons Rd
Nanaimo, BC V9T 4B5

Fax: (250) 756-2021

Web: www.pacific-care.bc.ca

Email: mailbox@pacific-care.bc.ca

March 20, 2012



250-756-2022,
Toll Free
1-888-480-CARE

Insurance
Toll Free
1-800-565-6510

Ms. Diana Johnstone
1204 College Drive
Nanaimo, BC V9R 6A4

Dear Diana:

We would like to thank you for your recent visit to PacificCARE and for your valuable feedback regarding our application for Tax Exemption. We appreciated your helpful comments and have completed our first draft of the application.

Thank you for offering to critique it for us prior to our submission to your Advisory Council for consideration. And as we discussed, Dean and I would be very pleased to meet with the council and answer any questions or concerns.

It will be most helpful to us if we are successful; as it will enhance our opportunities to continue supporting the Nanaimo community with our service provision at a best practices level of professionalism.

Thank you again for your support.

Kindest regards,
PacificCARE

Dianne Magor, M.Ed., R.R.P.
Executive Director

ccrr
Child Care Resources & Referrals



Funded by the
Ministry of Children
and Family
Development

CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Organization: Pacific Child and Family Enrichment Society dba PacificCARE	Date: March 20, 2012
Address: 3156 Barons Road Nanaimo BC V9T 4B5	President: Christine Walker
	Senior Staff Member: Dianne Magor, Executive Director
	Contact: Dianne Magor
Telephone: 250-756-2022	Telephone: 250-756-2022

Overview of your organizations programs and services offered in the community:

Pacific Child and Family Enrichment Society (PacificCARE) formed in 1989 is an accredited non-profit organization demonstrating best practices, and dedicated to making a positive difference for children and families.

Our largest program is the Child Care Resource and Referral Program (CCRR) which offers a unique local service. This service provides information, referrals, resources and training to families, child care providers and the community. The service works to enhance the quality of child care through education of child care providers, increases family and community awareness of quality child care and early childhood development. In addition, we provide support to parents applying for Child Care Subsidy.

Geographic area served by the organization:

The organization serves Nanaimo and region, Ladysmith, Port Alberni, West Coast, Oceanside, Courtenay/Comox Valley, Powell River, Campbell River, and North Island. The insurance program is Province wide.

Number of full time staff: 11	Number of part time staff: 8
Number of volunteers: 6 permanent, 22 casual	Volunteer hours per year: 2308 hrs
Number of members: 1000	Membership fee: \$20
Clients served last year: 369 Child Care Providers 1109 Parent Referrals 900 Insurance Referrals 277 Resources for Providers and Parents 105 Providers and Parents who borrowed from toy and equipment library. 13,399 Individuals receiving consultations 111 Support Visits 1,325 Parents assisted with Child Care Subsidy Forms.	Clients served this year (projected): Given our current projected budget and the initiatives we are pursuing, we may expect an increase of 15%.
BC Society Act Reg. No.: S-0024860	Revenue Canada Charitable Reg. No. N/A

Current Budget: Refer to Budget approx. \$639,000		Legal Description of Property: PID: 001-223-828 Lot 11, Section 5, Wellington District, Plan 30716	
Income: to Feb. 29, 2012 attached			
Expenses: to Feb. 29, 2012 attached		Tax Folio Number: 07498.255-3156 Barons Road	
Next Year Projected: Attached budget		Current Year Taxes (if known): Approximately \$13,700	
Income: Refer to Budget attached			
Expenses: Refer to Budget attached			
Signature:	Title/Position: Accountant	Date: March 14, 2012	
Note: Your Organization's most recent audited financial statements and current financial statements must be attached to the application form (including a Balance Sheet and Income Statement).			

1. Please describe the work of your organization in this community.

PacificCARE locally supports child care providers to offer opportunities for positive early learning experiences and healthy development for children. We support families in their search for quality accessible and affordable child care. We are committed to working in partnership in providing access to a range of child care options, training opportunities, community resources, and supports for families.

PacificCARE's services are free of charge or for cost recovery.

Services for Parents, Families and Child Care Providers:

- Child care information and referrals
- Child care subsidy information and applications
- Lending libraries
- Workshops and training
- Drop-in programs
- Newsletters
- Computer access
- Consultations in person or by phone
- Networking
- Laminating and photocopying
- Job postings
- Start-up resources for licensed-not-required child care providers

PacificCARE builds capacity by supporting community partners. We established a Community hub that provides easy access to many services under one roof. For 22 years, PacificCARE has been providing a unique local service to each area it serves and we are not in direct conflict with anyone else. CCRR's are the communities' best source of child care information and resources.

2. What are your organization's specific priorities for the coming year?

- To advise, educate and support new child care providers to start their own business; by doing so they achieve employment self sufficiency.
- Support parents' options to stay home and be self employed.
- To expand our services to include support for children and families with disabilities. The disability sector is traditionally underfunded; and therefore PacificCARE would like to support disabilities by increasing our staff complement.
- To support our teams and ensure a continual high level of professionalism and best practices (as per our reaccreditation standards), it is imperative that we provide education in the Early Childhood Development field.
- To pursue funding and or a partnership in the employment readiness sector. Many of our clients are on child care subsidy due to financial duress. Providing the education and skill development to enhance employability, is our objective.

3. How does your organization ensure that its services address continuing and emerging community needs?

PacificCARE recently achieved the highest level of reaccreditation standards through the Council on Accreditation. To achieve this designation and fulfill the Ministry of Children and Family Development's requirement, PacificCARE redirected substantial funds and personnel volunteered 700 hours of weekend work.

As a result the Executive Director was nominated to become a Peer Reviewer Volunteer. This rare opportunity will allow our Executive Director to mentor and increase the level of best practices for other non-profit service providers in the Nanaimo Community. Through accreditation and continuous quality improvement practices, PacificCARE identifies the emerging needs of the community, staff and clients. Feedback is gathered by:

- Conducting surveys,
- Focus groups,
- Supplying quarterly reports to our funders,
- Monthly reports to the Board of Directors, and
- Annual reports to Society members and clients.

4. Please describe the role of volunteers in your organization.

We believe volunteers are the heart of the community; and we work with volunteers to assist our community partners' community events.

In the past year we supported volunteers in the following ways:

- Members on our Board of Directors are local to Nanaimo and volunteer their time.
- PacificCARE supported our Nanaimo Community gardening project volunteer in her quest to achieve Early Childhood Education recertification. Other volunteers also worked on the project.
- PacificCARE supports volunteers from each community to provide feedback towards improving local services. Partnership with Vancouver Island Vocational Rehabilitation Services in Nanaimo provides an opportunity for a person with a disability to learn new skills and enjoy an opportunity for socialization.

- PacificCARE provides an opportunity for volunteers to assist in our community drop-in programs.
- Woodgrove Mall donates space and advertising for our weekly drop-in.
- Please refer back to Question 3 where we indicated hundreds of personnel hours to achieve reaccreditation.

5. Please list grants applied for/received from other governments or service clubs.

We applied for the New Horizons Grant to provide a Senior Ambassador program for the Nanaimo area, and the Queen Alexandra Grant to provide a nutrition and literacy program in the Port Alberni region.

6. Please provide details of fees for service in your organization, and how costs and fees are determined.

Fees are charged for the following:

- Society membership (non-voting) \$15.
- Society membership individual (entitles member to vote at the AGM) \$20.
- Family membership is \$25.
- Business and Group Centre membership is \$30.
- Insurance referral fees, \$30 per policy to cover the cost of administration.

7. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.

Although our head office is located in Nanaimo, we provide local services in many communities across our region. Each region is serviced with its own local child care consultant(s). Nanaimo is our largest region and we have four local Child Care Consultants who offer the full range of our services to children, parents, and families. PacificCARE is a unique service and we have no competition in Nanaimo and in the areas we serve. Further, areas outside of Nanaimo support PacificCARE by providing below market rent, free storage space, free administration support, services and equipment at low cost, and space to provide education and training to care providers. Also we are given opportunities to provide space for drop-in programs for children and families. We are very thankful for the support of these communities. Locally, Woodgrove Centre supports us by providing free space and advertising for our Drop-in program throughout PacificCARE's region, community partners with special expertise, offer their services at no charge (for example a nutrition workshop, literacy activity, and community teddy bear picnic, etc.) PacificCARE supports community partners by attending community events and promoting community awareness of quality child care and early childhood development.

With our limited budget PacificCARE continues to maximize any opportunity for partnerships within the community.

8. Please describe your policy and treatment of: capital, reserve or special purpose funds, and year-end surpluses or deficits.

Special purpose funds on the balance sheet refers to a non-government fund set up approximately 20 years ago by the Society for the purpose of funding any sudden Government cuts; and if not used, this funding would go towards purchasing a facility for PacificCARE. The fund had the benefit of past high interest rates and continues to be dedicated for special purposes. In 2007, the government cut back funding by 34% and an additional 8% in 2010. From 2009 to date \$144,641 was used to offset severe budget cuts and in addition the Municipal Pension Plan is not 100% funded as agreed, in the BCGEU Collective Agreement which has caused financial hardship.

9. Please describe current or planned approaches to self generated income.

Our services, including insurance referral and fees generated, provide only cost recovery, or for replenishing resources for children and families.

We monitor BC Bid Website on a daily basis for proposal opportunities. Should we be successful in one of these bids, we have personnel at PacificCARE who have expertise to support any program expansions.

PacificCARE is exploring the process involved in applying for charitable status.

10. What will the effect be if you do not receive a Grant in Aid from the City of Nanaimo?

We have our sights set on a 15% improvement in service provision in the Nanaimo Community. It would be very difficult to achieve our goal without a grant in aid which would prevent PacificCARE's services from diminishing in the community.

Receiving the grant in aid would enhance our opportunities to continue supporting our community partners and would enable us to continue providing support to the children and families in the Nanaimo area.

11. Does your organization require funding to cover the current year's taxes? If so, what amount?

We expect the current year's taxes to be in approximately \$13,700 after a recent reassessment of the property. However, we have not received written confirmation of the reassessment. Any relief would be much appreciated.

Please contact Dianne Magor, Executive Director 250-756-2022 ext. 24 for further information or for any financial enquiries call Dean Mapstone at 250-616-9620.

Dash Holdings Ltd.
Turriff Holdings Ltd.

#1 - 3188 Barons Road
Nanaimo, BC
V9T 4B5

Phone: 250-751-1266
Fax: 250-751-7767

May 10, 2012

Re: 3156 Barons Road, Nanaimo, BC

This letter will confirm that there will be no benefit to the landlords for a tax exemption for Pacific Care as a tenant in the above described subject property.



David B. Hart

Carson Denture Clinic



"Look Great, Eat Well"

Ted Carson, Denturist
R.D. C.D.T F.C.A.D.(A)

May 10 2012

To Whom it May Concern

Re: Lease of office space at 3156 Barons Road , Nanaimo, B.C. to Pacific Family Child
Enrichment Society.

As per the terms of the lease between Pacific Care and Dash Holdings & Turriff Holdings the
Tenant is responsible for 100 % of the property tax at 3156 Barons Road, therefore any permissive
tax exemption that is granted is for the benefit of the tenant.

Yours truly

Ted Carson
Turriff Holdings Ltd
c/o Carson Denture Clinic

NANAIMO
4186 Departure Bay, Nanaimo, V9T 4B7
Fax: 250-758-3750
250-758-3731

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RECEIVED 29 2009

Turriff Holdings Ltd.

Dash Holdings Ltd.

#1 - 3188 Barons Road
Nanaimo, BC
V9T 4B5

Phone: 250-751-1266

Fax: 250-751-7767

June 25, 2009

Dean Mapstone
c/o Pacific Child and Family Enrichment Society
#11 – 327 Prideaux Street
Nanaimo, BC
V9R 2N4

Dear Mr. Mapstone:

Re: Lease – 3156 Barons Road, Nanaimo, BC

Find enclosed your copy of the Lease Agreement.

I understand that in order for the City to consider waiving the property taxes, a copy of this Lease Agreement must be in the hands of the appropriate City official prior to August 1, 2009.

I've been advised by Ray Reimer at City Hall that the committee which makes recommendations to the City on waiving taxes meets on August 1, 2009 and that if a tax waiver is received, it would not commence until January 1, 2010.

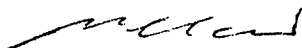
I have also been advised by the City that they will consider reimbursing the taxes payable from August 1, 2009 to December 31, 2009, at which point, hopefully, the tax waiver would come into effect. I would therefore request that Pacific Child and Family Enrichment Society also write a letter to the City asking for a cash payment in lieu of taxes.

I'm going to be out of the office for July and August; if you need to contact me to discuss any of these issues, please feel free to call me on my cell phone which is: 250-716-6123.

I trust you will make arrangements to apply for the tax waivers.

Thank you for your cooperation throughout.

Yours truly,



David B. Hart

DBH/pls
Enclosures:
Lease Agreement

cc: Frank Johnson, Remax
Ted Carson

STANDARD FORM LEASE

THIS LEASE made in triplicate this 16th day of June 2009.

BETWEEN:

Dash Holdings Ltd. / Turriff Holdings Ltd
C/O #1 3188 Barons Rd.
Nanaimo B.C.
V9T 4B5

(hereinafter referred to as the "Landlord")

OF THE FIRST PART

AND: Pacific Family Child Enrichment Society.

Care of Dianne Magor. Executive Director.

(hereinafter referred to as the "Tenant")

OF THE SECOND PART

In consideration of the covenants, agreements and conditions herein contained, the parties agree as follows:

ARTICLE 1 - PREMISES AND TERM

1.01 DEMISE

The Landlord demises and leases to the Tenant the Premises, as more particularly described and outlined in Schedule "A" attached hereto, comprising an area of 5047 square feet, more or less, located on the following floor(s):

5047 square feet on the Lower floor;

of that Building situated at 3156 Barons Rd Nanaimo B.C.

1.02 HABENDUM AND COMMENCEMENT

To have and to hold the Premises for and during the Term of Three Years and One Month from the Commencement Date of July 1, 2009 which will be rent free, with rental payments commencing August 1, 2009 through two July 31, 2012

ARTICLE 2 – DEFINITIONS

2.01 BASE YEAR (OPERATING COSTS)

"Base Year (Operating Costs)" means the operating costs incurred during the period of TWELVE (12) months commencing on the later of either the Commencement Date.

2.02 BASE YEAR (TAXES)

"Base Year (Taxes)" means the taxes assessed during the period of twelve months commencing on the later of either the Commencement Date, or the date in the taxation year following the Commencement Date in which the taxes levied and assessed against the land and the building(s) are so levied and assessed on the basis that the building(s) are fully completed for the whole of such year, without rebate or concession in determining the Base Year (Taxes), a pro-rata adjustment of two ensuing taxation years may be necessary.

2.03 BUILDING

"Building" means the land and building of which the Premises form a part.

2.04 COMMENCEMENT DATE

"Commencement Date" shall be the 1 st day of July 2009.

2.05 MUNICIPAL TAXES

"Municipal Taxes" means the substantiated aggregate of all property, utility and local improvement taxes or similar charges, duties, rate and assessments save and except business, machinery and equipment taxes charged or levied by any lawful authority against the Building. The Tenant shall not be responsible for increases in the Municipal Taxes resulting from additions or improvements made to the Building by persons other than the Tenant or not requested by the Tenant.

2.06 OPERATING COSTS

"Operating Costs" means the substantiated direct cost to the Landlord of ordinary non-capital expenditures incurred only in connection with the operation of the Building as itemized in column (b) of Schedule "B" attached hereto, and the costs of services provided by the Landlord but paid for by the Tenant as itemized in column (c) of the said Schedule "B", including, as the context may require, costs for:

- (a) Preventative servicing & minor repairs of the heating, ventilating and air-conditioning (HVAC) system;
- (b) Water and sewer rates;

and excluding costs for:

- (i) Structural maintenance and repairs;

Amounts normally charged to depreciation, interest on debt or capital retirement of debt, and rental agent fees shall not be included in calculating Operating Costs.

2.07 PREMISES

"Premises" means the area of approximately 5047 square feet, of which 5047 square feet is located on the Ground floor,.

2.08 PROPORTIONATE SHARE

"Proportionate Share" means a fraction, the numerator of which represents the Premises and the denominator of which is the Total Rentable Area of the Building, which areas shall be determined according to the standard method of measurement approved at the time of execution hereof by the Building Owners and Managers Association International, and which is 100 %. In the event that the Building may be subject to multiple purpose tenancies, due weight and consideration shall be given to the use and benefits derived or being derived by respective classes of tenancies in ascribing the proportionate share factor to the Premises.

2.09 IMPROVEMENTS

"Improvements" means the improvements to be made to the Premises as may be more particularly set forth in Schedule "C" attached hereto.

2.10 TERM

"Term" means the period of time described in Paragraph 1.02 and shall be construed, if necessary, to include any term resulting from the exercise of the option to renew in Paragraph 4.09.

2.11 TERM YEAR

"Term Year" means a ONE (1) year period commencing on the August 1 2009 and running one full year thereafter and each subsequent one year period thereafter until termination.

2.12 TOTAL RENTABLE AREA

"Total Rentable Area" means the aggregate of all areas in the Building which are rented or available for rental and which is 5047 square feet.

ARTICLE 3 - RENT AND OTHER CHARGES

3.01 RENT

The Tenant shall pay to the Landlord, Rent over the whole of the Term, of Three Years, one month With the payment of rent commencing August 1, 2009 for a period of three years. The month of July 2009 is to be rent free. The Rent for the Premises is at the rate of \$ \$10.70 per square foot. = \$4,500.00 Per Month plus GST.

3.02 TAXES

a) PROPORTIONATE SHARE OF TAXES

In accordance with column (c) of Schedule "B", within ONE HUNDRED AND EIGHTY (180) days next following the due date for the payment of taxes for a tax year, the Landlord shall forward to the Tenant a copy of the receipted tax bills for such tax year, along with a calculation of the Tenant's Proportionate Share thereof. The Tenant agrees to pay the Landlord by way **additional rent such amount in monthly installments in advance** during each period on the dates and times for payment of Minimal Rental provided for in this lease.

3.03 OPERATING COSTS

a) PROPORTIONATE SHARE OF OPERATING COSTS

The Tenant shall also pay to the Landlord a Proportionate Share of Operating costs as identified in **Column (C) of Schedule "B"**. The Tenant agrees to pay the Landlord by way of **additional rent such**

amount in monthly installments in advance during each period on the dates and times for payment of Minimal Rental provided for in this lease.

3.04 RECORDS

During the term of this Lease, as the same may be renewed, and for a period of not less than TWENTY-FOUR (24) months after the expiration or sooner determination of the said Term,

- a) The Landlord shall, keep and maintain full and complete records of expenses and costs incurred for the Building and the Premises together with proper records of all tender calls, quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto; and
- b) At all reasonable times and from time to time the Landlord shall make all such records available to the Tenant, or to persons acting on its behalf, for inspection and audit and for the purpose of making copies thereof and taking extracts therefrom and shall furnish to such persons any and all information which they may require from time to time in connection therewith.

ARTICLE 4 - GENERAL COVENANTS

4.01 QUIET ENJOYMENT

The Landlord covenants with the Tenant for quiet enjoyment.

4.02 USE OF PREMISES

The Tenant may use the Premises as offices for nonprofit societies.

4.03 ACCESS

The Tenant, its subtenants and their respective servants, agents, employees, licensees and invitees shall have the right in common with other occupants of the Building to pass, repass and utilize all common areas including corridors, lobbies, washrooms, stairways, and passages and over the lands of the Building for the purposes of ingress, egress and full enjoyment of the Premises, parking and other facilities in use by the Tenant.

4.04 LANDLORD'S OBLIGATIONS

The Landlord shall promptly pay all Municipal; Taxes levied against the Building together with all fuel, utility and other charges, of any nature whatsoever, for which the Landlord is responsible. The Landlord shall maintain the Building, and also to provide and pay for the further Landlord's services set down in Schedule "B" and Supplement(s) to this Lease.

4.05 COMPLY WITH LAWS

The Landlord shall comply at all times during the Term hereof with all laws, statutes, by-laws, ordinances, regulations or other lawful requirements of any governmental authority having jurisdiction, and the Landlord warrants and covenants that the Premises comply now and shall comply during the term with such laws and regulations.

4.06 ALTERATIONS

The Tenant shall be able, with the prior written consent of the Landlord, (which consent shall not be unreasonably withheld or delayed) to make such alterations or additions to the Premises as it may from time to time request in writing and as are required for the conduct of its business. If the landlord does not respond within THIRTY (30) days to such a request, consent will be deemed to have been given.

4.07 NOTIFICATION OF SALE OR ASSIGNMENT AND ACKNOWLEDGMENT

If at any time during the Term hereof the Building or the Landlord's interest therein or in this Lease shall be assigned, mortgaged or sold to any third party, the Landlord shall, within FOURTEEN (14) days following the execution and delivery by the Landlord of any assignment or documents of mortgage or sale, deliver to the Tenant a notice in writing of the making of such assignment, mortgage or sale and the effective date thereof and shall obtain an agreement from the assignee, mortgager or purchaser, as the case may be, acknowledging and confirming the Rent, the Term, and the other covenants, obligations and conditions of this Lease.

4.08 DIRECTIONS AS TO EMERGENCY AND PAYMENTS

- (a) In case of emergency the Landlord designates David Hart or Ted Carson ; telephone number 250-751-1266 or 250 758-3731 as his representative, and the Tenant designates _____; telephone number 758-7774 as its representative.
- (b) Until further notice the Landlord designates Darlene Carson care of Carson Denture Clinic 4186 Departure Bay Road , Nanaimo B.C. as the recipient for Rent and other amounts payable under the Lease.

4.09 OPTION TO RENEW

- (a) Commencing on the expiration of the Term hereof, the Tenant may renew this Lease for an additional term of 3 Years (hereinafter called the "Renewal Term")
- i) At a Rent to be negotiated at the time of renewal and before the expiration of the Term and otherwise upon the same terms and conditions as contained herein, save that of further renewal. If the parties hereto cannot agree upon the Rent before the expiration of the Term, the parties agree to resort to binding arbitration in accordance with the provisions of the Commercial Arbitration Act, S.B.C. 1986, c. 3, and shall be predicated upon the current market value rentals for comparable space, and disregarding in the ascertainment of the new rental rate improvements made to the Premises by or at the expense of the Tenant.
- (b) The Tenant may exercise this option to renew only by delivering or mailing to the Landlord by registered mail written notice of its intention to exercise such option not later than SIX (6) months immediately preceding the last day of the Term.

4.10 SUBLETTING

The Tenant will not sublet the Premises without the prior written consent of the Landlord, which consent shall not be unreasonably withheld or delayed.

ARTICLE 5 - INSURANCE, REPAIRS AND DEFAULT

5.01 LANDLORD'S CONVENANT TO INSURE

The Landlord shall obtain, maintain and pay for insurance on the Building, excluding all chattels of the Tenant and of its subtenants against loss or damage by fire and extended coverage perils. The Landlord further agrees to obtain and maintain Public Liability Insurance for an amount not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence.

5.02 TENANT'S INSURANCE

- (a) The Tenant shall not do or permit anything to be done which causes the Landlord's cost of insuring the Building to increase. Any increase in insurance costs to the Landlord resulting from a breach of this covenant shall be borne by the Tenant.
- (b) The Tenant shall take out and keep in force during the term of this lease:
 - (1) Insurance upon all glass in the premises, whether provided by the Landlord or the Tenant;
 - (2) Public liability insurance in an amount acceptable to the Landlord and in any event to be not less than TWO MILLION DOLLARS (\$2,000,000) inclusive limit per occurrence;
 - (3) Tenant's "all risk" legal liability Broad Form insurance; and
 - (4) Any other form or forms of insurance as the Tenant or the Landlord or the Landlord's mortgagees may reasonably require from time to time in form, in amounts, and for insurance risks against which a prudent Tenant and Business Proprietor would protect itself.
- (c) Each such policy shall provide that the insurer shall not have any right of subrogation against the Landlord on account of any loss or damage covered by such insurance or on account of payments made to discharge claims against or liabilities of the Landlord or Tenant covered by such insurance.
- (d) All such insurance policies shall name the Landlord and the holder of any mortgage or Agreement for Sale covering the Lands as an additional insured and shall in the case of public liability insurance, contain a cross liability clause and shall protect and indemnify the Landlord and the holder of any mortgage or Agreement for Sale covering the Lands and the Tenant.

5.03 Deleted

5.04 LANDLORD'S COVENANT TO REPAIR

The Landlord covenants, subject to the provisions of Article 5.05, to maintain the Building and its HVAC, mechanical, electrical, plumbing and utility systems in good repair and operating condition, and upon receipt of written notice of the Tenant, to remedy promptly any defects in the Building and its systems.

5.05 REPAIR IN THE EVENT OF DAMAGE

If the Premises are damaged by fire or any other hazard such that the Premises are rendered untenable or convenient access is prevented, then if such damage is capable of repair within NINETY (90) days the Landlord shall, within THIRTY (30) days of the occurrence of the damage, initiate that repair and forthwith allow an abatement of the Rent which recognizes the nature and extent of the damage, or inconvenience, until such time as the Premises have been rebuilt or access restored. If the Landlord does not initiate the restoration of the Premises or access within the said THIRTY (30) days, or having commenced the restoration, does not proceed to complete it with reasonable dispatch, then the Tenant may give the Landlord FOURTEEN (14) days notice and thereafter may terminate this Lease forthwith. If the damage is severe enough to preclude reoccupation of the Premises by the Tenant for a period in excess of NINETY (90) days, either party may, within THIRTY (30) days of the occurrence of the damage, serve notice upon the other of the immediate termination of this Lease.

5.06 TENANT'S RIGHT TO PERFORM

If the Tenant delivers to the Landlord written notice of default in any of the services to be provided by the Landlord hereunder, and the Landlord fails to remedy such default:

- (a) Within SEVENTY-TWO (72) hours from and after delivery of such written notice; or

- (b) Within such period less than SEVENTY-TWO (72) hours from and after delivery of such written notice as will ensure that the Tenant suffers no loss or damage if, by reason of the nature of such default, the Tenant may reasonable be expected to suffer loss or damage if such default is not remedied within a period less than SEVENTY-TWO (72) hours,

then and in any and every such event, the Tenant may without further notice to the Landlord take such steps as may, in the sole judgment of the Tenant, be necessary to remedy such default, and without limiting any of the Tenant's remedies at law or in equity, all costs incurred by the Tenant in remedying any such default of the Landlord shall be charged to and paid by the Landlord.

5.07 TENANT'S COVENANT TO REPAIR

The Tenant's covenant to repair shall extend only so far as to its undertaking not to overload any floors. The Tenant shall allow the Landlord to enter the Premises at any reasonable time for the purpose of inspecting the Premises and making necessary repairs.

5.08 NOTIFICATION OF DEFECTS

The Tenant shall promptly give the Landlord notice of any accident, defect or damage within the Building, Premises, systems or services for which the Landlord has an obligation under this Lease and which have come to the Tenant's attention.

ARTICLE 6 - TERMINATION AND SURRENDER

6.01 TERMINATION, HOLDING OVER AND RE-ENTRY

- a) Unless renewed pursuant to paragraph 4.09 the Term herein granted shall expire by attrition without further notice from either party to the other, provided always that in the event the Tenant shall continue to occupy the Premises after the expiration of the Term and if the Landlord shall accept Rent without any further written agreement, the tenancy shall be a monthly tenancy at the Rent herein mentioned and on the terms and conditions herein set out except as to the length of the tenancy.
- b) If and whenever the rents hereby reserved or any part thereof shall be in arrears or unpaid after any days on which the same ought to have been paid although no formal or other demand shall have been made therefore, or in the case there be default or breach or non-performance of any of the other covenants or agreements in this Lease contained on the part of the Tenant and such default continuing for **twenty-one (21) days** after notice thereof to the Tenant then, and in any such cases, it shall be lawful for the landlord at any time thereafter to enter into and upon the Premises or any part thereof in the name of the whole and the same to have again, repossess and enjoy as of its former estate, anything in this Lease to the contrary notwithstanding; and no acceptance of rent subsequent to any default or breach other than by non-payment or rent, and no condoning, excusing or overlooking by the Landlord on previous occasions of any breach or default similar to that for which re-entry is made shall be taken to operate as a waiver of this condition or in any way to defeat or affect the rights of the Landlord hereunder.

6.02 ANNEXATION OF TENANT'S FIXTURES

The Tenant and the Landlord agree that any alterations, improvements and fixtures made to or installed upon the Premises at the expense of the Tenant other than reasonably moveable fixtures shall, immediately upon affixation, be deemed to be annexed to the Building and become the Landlord's repair liability under Article 5.04. Such fixtures shall remain upon and be surrendered with the Premises upon the expiration or earlier termination of this Lease unless the Landlord and the Tenant otherwise agree.

6.03 SURRENDER

The Tenant shall surrender the Premises at the expiration or sooner termination, of the Term, in good repair (together with such alterations and chattels as the Tenant may elect to leave if any) to the Landlord, reasonable wear and tear, damage from fire, storm, tempest and other casualty, removal of alterations and chattels only

excepted, and the Tenant shall not be liable to pay compensation or to make any other payment to the Landlord in respect of restoration or repair of the Premises.

ARTICLE 7 - MISCELLANEOUS

7.01 MUTUAL INDEMNITY

The Landlord and Tenant shall indemnify each other against all claims, actions, causes of action, loss, damage, expense and costs, whatsoever, made by any person arising out of or resulting directly or indirectly and whether by reason of negligence or otherwise, from the performance, default of performance, or remedying of any default by any party hereto of its covenants and obligations under this Lease.

7.02 NOTICES

Any notices required pursuant to the terms of this Lease shall be in writing and may be delivered personally or sent by certified, registered or prepaid mail, and if so mailed shall be deemed to have been given THREE (3) days following the date upon which it was mailed. Any notice given during a strike, lockout or other labour disturbance at the Post Office shall be delivered and not mailed.

7.03 SAVING

Notwithstanding anything contained in this Lease to the contrary, the Landlord shall not be entitled to and shall not exercise any of its rights or remedies against the Tenant by reason of any default or breach of any covenant or agreement of this Lease unless and until the Landlord shall first have given to the Tenant written Notice of such default, stating the nature thereof, and giving the Tenant reasonable time within which to cure the default or breach.

7.05 NO WAIVER

The remedies of the Landlord or the Tenant under this Lease are cumulative and the exercise or non-exercise by either party of any right or remedy for the breach of any covenant or agreement herein contained, or the acceptance of any monies owing hereunder, shall not be deemed to be a waiver or to alter, affect or prejudice the right or remedy to which either party may be lawfully entitled and any waiver granted in one case shall not be deemed to be a waiver of any subsequent default or breach.

7.06 COVENANTS AND AGREEMENTS

All the provisions of this Lease are to be construed as covenants and agreements as though the words importing such covenants and agreements were used in each provision hereof. Should any provision or provisions of this Lease be illegal or not enforceable, it or they shall be considered separate and severable from the Lease and its remaining provisions as though the said illegal or unenforceable provision(s) had never been included.

7.07 ENTIRE AGREEMENT

No other stipulation, agreement or undertaking, oral or otherwise, of the parties or of their agents shall be valid or enforceable unless made in writing, initialed by both parties and incorporated by reference into this Lease or attached to this Lease.

7.08 INTERPRETATION

Wherever the singular, masculine or neuter is used in this Lease that gender shall be deemed to include the plural or the feminine or body politic or corporate and the respective heirs, executors, administrators, successors and assigns of the parties hereto and each of them where the context or the parties so require.

7.09 **SUCCESSORS**

This Lease shall enure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns as the case may be.

7.10 **TIME OF ESSENCE**

Time is of the essence of this Lease.

7.11 **ADDITIONAL SPACE**

N/A

IN WITNESS WHEREOF the parties have affixed their hands and seals and where a party is a corporate entity, the corporate seal of that company has been affixed in the presence of its duly authorized officers effective the day and year first recited above.

SIGNED, SEALED AND DELIVERED
by the Landlord in the presence of:

Richard D. Leonard
Witness Name
4045 VALEWOOD DRIVE
NANAIMO, BC. V9T 6B9
Address

As to both Signatures.

THE CORPORATE SEAL OF the
Landlord was hereunto affixed in the
presence of:

Authorized Signatory

Authorized Signatory

SIGNED, SEALED AND DELIVERED
by the Tenant in the presence of:

Dean Mapstone
Witness Name
2515 Lynton Cr.
Address Nanaimo BC V9S 3T5

THE CORPORATE SEAL OF the Tenant
was hereunto affixed in the presence of:

Dianne May
Authorized Signatory
D. Mapstone
Authorized Signatory

Per *David B. Hart*

David B. Hart, Pres. Dash Holdings Limited.

Per *Ted Carson*

Ted Carson, Pres. Turriff Holdings Ltd

Per *Dianne May*

For Pacific Child and Family Enrichment
Society.

SCHEDULE "A"

LEGAL DESCRIPTION

Lot 11, Section 5, Plan 30716, LD 58

PLAN

SCHEDULE "B"
OPERATING COSTS

This lease includes the items checked below:

(A)	(B)	(C)	(D)	(E)
Item	To be provided by Landlord, cost included in rent	To be provided by Landlord cost borne by Tenant	To be provided by Tenant cost borne by Tenant	Does not apply
1. Gas	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
2. Heating	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
3. Electricity	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
4. Water & Sewer	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
5. Preventative Servicing & Minor Repairs of HVAC System	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
6. Preventative Servicing & Minor Repairs of Roof	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Preventative Servicing & Minor Repairs of Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x
8. Security/Alarm	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
9. Garbage Removal	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
10. Snow Removal	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
11. Maintenance of Landscaping	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Window Cleaning – Interior	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
13. Window Cleaning – Exterior	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
14. Lamp & Tube Replacement	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
15. Janitorial Services & Supplies	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
16. Parking	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Tenant Improvements	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
18. Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x
19. Accounting/Legal	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Taxes	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
21. Insurance – Building, Fire & Extended Coverage Perils, P.L. & P.D.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The items provided by the Landlord pursuant to Column (b) above are included in the rent, and the items provided by the Landlord pursuant to Column (c) may be subject to escalation.

SCHEDULE "C"

IMPROVEMENTS

TENANT IMPROVEMENTS

To be approved by the Landlord

LANDLORD'S IMPROVEMENTS

1. To replace the Carpet floor covering in the front large central office area with material of like kind and quality.
2. To share the cost equally with the tenant to remove the janitor tub and install a shower enclosure. To remove a section of the common wall between two offices and install a two door passage way between the two offices. ~~To repaint the walls in the front entrance room with a color of the tenants choice.~~

AT LAND LORDS COST -

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SCHEDULE "A" - LEGAL DESCRIPTION AND LINE DRAWING

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SCHEDULE "D" -

Offices:		PacificCARE	United Way	ICCS	MAILS
		120	120	120	120
		137	120		
		120	150		
		120	140		
		120	140		
		120	140		
		120			
		120			
		140			
		140			
		140			
		0			
Total:	2447	1397	810	120	120

Shared facilities:	ft2	PacificCARE	United Way	ICCS	MAILS
Board room	260	148	86	13	13
Lunch room	185	106	61	9	9
Secure file room	248	142	82	12	12
Waiting area	690	394	228	34	34
Shower room	50	29	17	2	2
3 bathrooms	210	120	70	10	10
Storage room	204	116	68	10	10
Systems room	100	57	33	5	5
Hallways	600	343	199	29	29
Entrance	53	30	18	3	3
Total:	2600	1484	861	128	128

Total Office Area = 2447 ft2

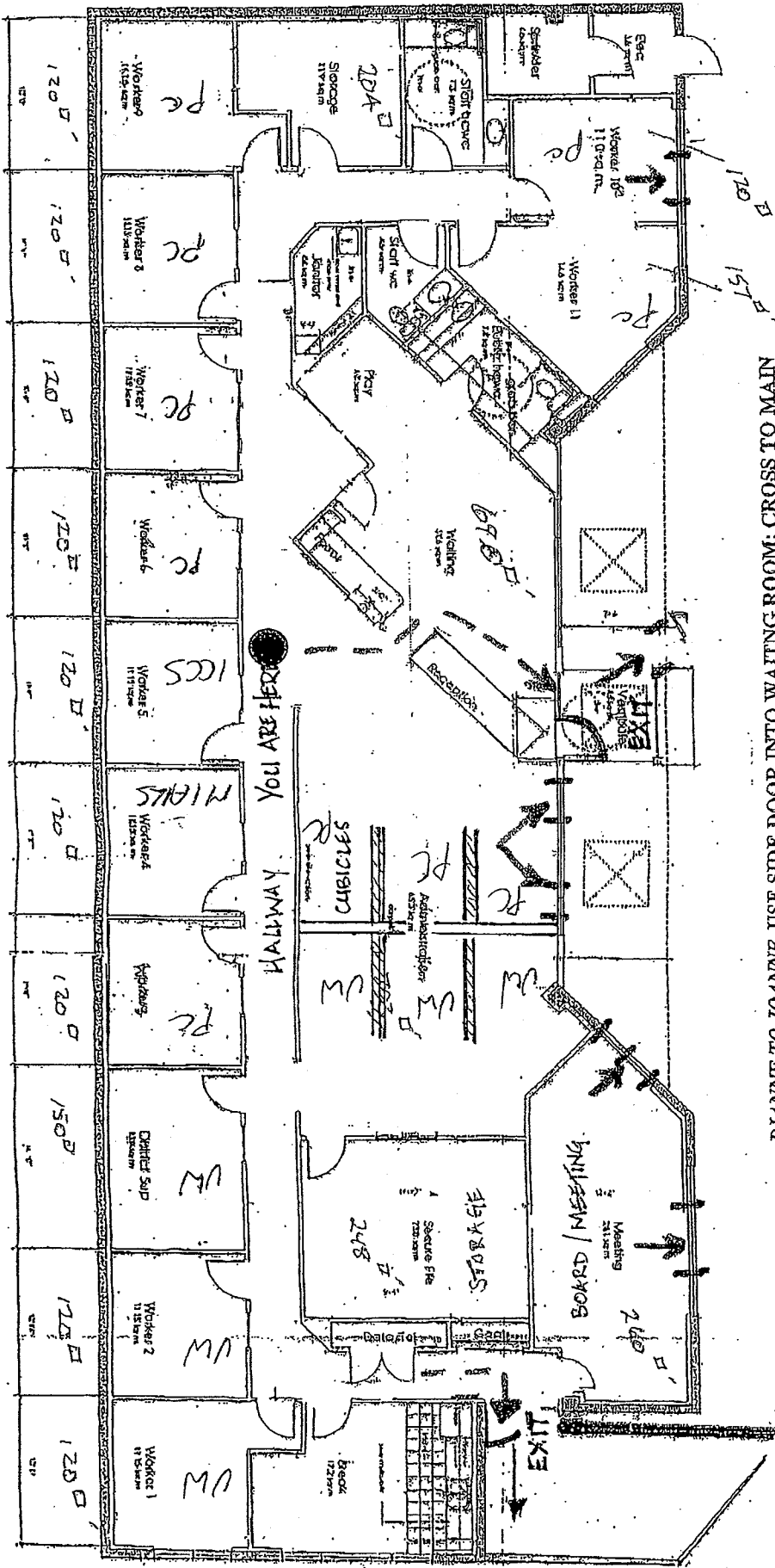
Total Shared Area = 2600 ft2

Total Building Area = 5047 ft2

ICCS = Island Crisis Care Society

MAILS = Mid Island Abilities and Independent Living Society

Attention Cheryl



DIANNE TO JOANNE USE SIDE DOOR INTO WAITING ROOM; CROSS TO MAIN DOOR AND EXIT OUT TO PARKING LOT. IF DOOR IS BLOCKED, EXIT OUT WINDOW IN OFFICE 10 (DIANNE'S OFFICE)

SHANDA, RECEPTION & CUBICLES EXIT OUT FRONT DOOR TO PARKING LOT.

UNITED WAY OFFICES & CUBICLES EXIT BACK DOOR TO PARKING LOT.

BOARD AND STAFF LUNCH ROOM

- IF NOT ABLE TO EXIT OUT OF BOARDROOM - EXIT OUT WINDOWS
- IF TRAPPED IN OFFICE BREAK WINDOW AND EXIT

GREEN ARROWS SHOW ROUTES TO EXIT

RED SHOWS EXIT

EVACUATION PLAN

SECONDARY MEETING AREA
WELLINGTON SECONDARY SCHOOL
DEPARTURE BAY RD. / MEXICANA RL



Annual Report

OFFICE USE ONLY

1. Name of Society: PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY

Address of Society: 3156 BARONS ROAD NANAIMO BC V9T 4B5

2. Incorporation Number: S-0024860

ONLINE FILING AVAILABLE at www.bcregistryservices.gov.bc.ca

See the last page for details

3. Give us the date your 2011 Annual General Meeting was held (YYYY/MM/DD): 2011/10/24

[Insert year of Annual General Meeting]

(If no Annual General Meeting was held, please write "NO MEETING HELD" in the date field above.)

4. The society's registered address in B.C. is - Must be a physical location. No PO Boxes.

3156 BARONS ROAD NANAIMO BC V9T 4B5

Is this is a change to your registered address from the previous year? [] Yes [X] No (if yes, submit an additional \$15.00 for the Change of Address)

NOTE One director must be a B.C. resident

5. The society's directors are listed below.

Addresses must be physical locations. No PO Boxes.

Last name: WALKER

First name (include initials): CHRISTINE

Address (include postal code): 92 ROBERTA ROAD W NANAIMO BC V9X 1A6

Last name: DOOLE

First name (include initials): ANKIE

Address (include postal code): 1064 HIGHVIEW TERRACE NANAIMO BC V9R 6K5



Last name: COONES
First name (include initials): SANDY
Address (include postal code): 656 GEORGIA AVENUE
NANAIMO BC V9R 3W4

Last name: LIN
First name (include initials): REBECCA
Address (include postal code): 591 SEVENTH STREET
NANAIMO BC V9R 1G1

Last name: CAMPBELL
First name (include initials): HEATHER
Address (include postal code): 616 BRUCE AVENUE
NANAIMO BC V9R 3Y7

Last name: _____
First name (include initials): _____
Address (include postal code): _____

Last name: _____
First name (include initials): _____
Address (include postal code): _____

6. Please provide an email address that we may use for future communications:

dmagor@pacific-care.bc.ca

7. Sign and certify this form

I certify that this information is accurate and complete.

Signature: _____

Dianne Magor

NOTE

This must be signed
by a current director,
officer or solicitor.

8. Return form and fee

Mail to: BC Registry Services
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

NOTE

Annual Report filing
fee is \$25.00

If you updated your
registered address,
add \$15.00 for a total
fee of \$40.00

Questions? Call 250 356-8609

Please make your cheque payable to **Minister of Finance** and write your Incorporation Number on the cheque.

PacificCARE

Balance Sheet As at February 29, 2012

ASSET

CURRENT ASSETS

Petty Cash - CCRR	827.97	
Petty Cash Port Alberni	137.28	
Petty Cash Courtenay Satellite	300.91	
Petty Cash - Parksville	100.00	
Petty Cash - Campbell River	164.21	
Coastal Credit Union -103731	7,180.69	
Society Funds	<u>185,987.62</u>	
Cash: Total		194,698.68
Accounts Receivable		884.24
Advances Receivable		0.00
Prepaid Expenses		14,015.40
Paid Board Expenses		16,759.57
Accrued Interest		<u>0.00</u>
TOTAL CURRENT ASSETS		<u>226,357.89</u>

FIXED ASSETS

Computer Equipment	85,541.45	
Amortization Computer	<u>(70,111.14)</u>	
Net Computer		15,430.31
Furniture & Equipment	82,345.60	
Amortization Furniture & Equipment	<u>(76,479.46)</u>	
Net Furniture and Equipment		5,866.14
Vehicle - Van	7,253.85	
Amortization Vehicle	(6,891.21)	
Vehicle - 2008 Van	23,092.10	
Amortization - 2008 Van	(14,436.46)	
Vehicle - Wave	16,365.65	
Amortization - Wave	<u>(13,611.94)</u>	
Net Vehicle		11,771.99
Childcarepro Communities Module	0.00	
Amortization Communities Module	<u>0.00</u>	
Net Communities Module		<u>0.00</u>
TOTAL FIXED ASSETS		<u>33,068.44</u>

TOTAL ASSET 259,426.33

PacificCARE

Balance Sheet As at February 29, 2012

LIABILITY

CURRENT LIABILITIES

Audit Fee Payable		9,200.20
Y/E Accrual		0.00
Insurance Premiums Payable		0.00
Mastercard Payable		0.00
Accounts Payable		2,562.45
Accrued Sick Pay Payable		11,621.88
Vacation Payable		17,578.12
EI Payable	1,542.58	
CPP Payable	3,171.52	
Income Tax Payable	<u>4,618.42</u>	
Receiver General Payable		9,332.52
HST Collected	11,588.49	
HST Paid	<u>(2,468.93)</u>	
HST Payable		9,119.56
Third Party Remittance		0.00
Pension Remittance		1,202.30
RRSP Payable		0.00
Wage Adjustment		0.00
Union Dues Payable		0.00
Charity Payable		538.00
HBT Payable		0.00
WCB Payable		429.12
Wages payable		<u>11,344.00</u>
TOTAL CURRENT LIABILITIES		<u>72,928.15</u>

TOTAL LIABILITY 72,928.15

EQUITY

SURPLUS/(SHORTFALL)

Retained Earnings	235,099.13
Current Earnings	<u>(48,600.95)</u>
TOTAL EARNINGS	<u>186,498.18</u>

TOTAL EQUITY 186,498.18

LIABILITIES AND EQUITY 259,426.33

PacificCARE

Income Statement April 01, 2011 to February 29, 2012

REVENUE

REVENUE

Prov Funding	580,741.03
CVACL	<u>13,450.85</u>
Total Program Funding	<u>594,191.88</u>

Operating Revenue

Caregivers' Registration Fee	2,940.00
Insurance Referral Fee	<u>27,690.00</u>
Total Operating Revenue	<u>30,630.00</u>

Memberships and Services

Equipment Revenue	493.13
Advertising Revenue	3,042.00
Membership Fees	<u>12,700.00</u>
Total Membership and Services	<u>16,235.13</u>

Other Income

Investment Interest	2,243.35
Bank Interest	<u>6.67</u>
Total Other Income	<u>2,250.02</u>

TOTAL REVENUE

643,307.03

PacificCARE

Income Statement April 01, 2011 to February 29, 2012

EXPENSE

WAGES & BENEFITS

Casual Hours/Backfill	703.00
EI Expense	11,069.88
CPP Expense	18,650.40
WCB Expense	2,639.68
Group Health Global	44,377.28
Pension Expense	17,436.96
Wages	<u>456,243.69</u>
Total Wages & Benefits	<u>551,120.89</u>

ADMINISTRATION

Advertising/Promotion	4,941.89
Workshop Expense	5,412.21
Print Expense	0.00
Criminal Record Checks	5.00
Rental Office Equipment	0.00
LNR Start up Costs	1,544.36
Criminal Records Check	350.00
Travel	5,380.53
Vehicle Expenses	6,218.00
Meeting Expense	3,021.53
Freight/Courier	96.60
Amortization	0.00
Audit/legal Fees	7,666.28
Bank & C/C Charges	1,744.93
Board Expense	0.00
Donations to Charities	425.00
Insurance	3,623.00
Internet/software	6,128.69
Janitorial	6,784.21
Repair & Maintenance General	794.12
Repair & Maintenance Computers	4,175.32
Office Supplies	4,861.44
Photocopies	2,768.50
Postage	1,239.59
Professional Development/Training	569.55
Professional Fees/Memberships	255.07
Rent Paid	38,641.50
Telephone	10,451.39
Utilities	4,219.59
Property Taxes	19,483.53
Program Resource Materials	(92.69)
Administration Costs	<u>77.95</u>
Total Administration Expenses	<u>140,787.09</u>

TOTAL EXPENSE

691,907.98

NET INCOME

(48,600.95)

PacificCARE
Monthly Budget - 2012-2013 Working Budget
Fiscal Start Date: April 01 2012

Account Name	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Totals
REVENUE													
Provincial Funding	52,187	52,187	64,687	52,187	52,187	53,137	52,187	52,187	52,187	52,187	52,187	52,187	639,693
MPP Funding	3,278	3,278	3,278	3,278	3,278	3,278	3,278	3,278	3,278	3,278	3,278	3,278	39,340
Operating Fees/Insurance	-	-	360	360	1,047	1,374	785	20,303	6,446	1,537	752	444	33,408
Memberships and Services	1,198	250	218	498	2,640	4,383	3,023	2,173	225	362	1,265	1,477	17,712
Interest Income	245	238	217	223	205	190	193	182	190	191	175	199	2,448
TOTAL REVENUE:	56,908	55,953	68,760	56,546	59,357	62,362	59,466	78,123	62,326	57,555	57,657	57,585	732,601
EXPENSE													
Wages & Benefits	49,300	49,300	49,300	49,300	49,300	49,300	49,300	49,300	49,300	49,300	49,300	49,300	591,600
Advertising & Promotion	450	450	450	450	450	450	450	450	450	450	450	450	5,400
Audit Fees	-	-	-	-	-	3,500	-	-	-	-	-	-	3,500
Building Maintenance	690	690	690	690	690	690	690	690	690	690	690	690	8,280
Computer Maintenance	610	610	610	610	610	610	610	610	610	610	610	610	7,320
Insurance	-	-	-	-	1,630	-	-	-	230	-	1,763	-	3,623
LNR Start-up	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Meeting Expense	275	275	275	275	275	275	275	275	275	275	275	275	3,300
Office Expense	975	975	975	975	975	975	975	975	975	975	975	975	11,700
Postage	120	120	120	120	120	120	120	120	120	120	120	120	1,440
Property Taxes	-	-	-	13,600	-	-	-	-	-	-	-	-	13,600
Rent	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	44,400
Memberships	75	75	75	75	75	75	75	75	75	75	75	75	900
Staff Travel	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Telephone	930	930	930	930	930	930	930	930	930	930	930	930	11,160
Utilities	400	400	400	400	400	400	400	400	400	400	400	400	4,800
Vehicle Expense	565	565	565	565	565	565	565	565	565	565	565	565	6,780
Workshops/Training	500	500	500	500	500	500	500	500	500	500	500	500	6,000
TOTAL EXPENSE:	59,240	59,240	59,240	72,840	60,870	62,740	59,240	59,240	59,470	59,240	61,003	59,240	731,603
SURPLUS/(DEFICIT):	(2,332)	(3,287)	9,520	(16,294)	(1,513)	(378)	226	18,883	2,856	(1,685)	(3,346)	(1,655)	998

**PACIFIC CHILD AND FAMILY
ENRICHMENT SOCIETY**

Financial Statements
(Unaudited)
March 31, 2011

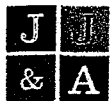
PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY

FINANCIAL STATEMENTS

March 31, 2011

REVIEW ENGAGEMENT REPORT

	Pages
STATEMENT OF FINANCIAL POSITION	1 - 2
STATEMENT OF CHANGES IN NET ASSETS	3
STATEMENT OF OPERATIONS	4
STATEMENT OF CASH FLOW	5
NOTES TO THE FINANCIAL STATEMENTS	6 - 9



Ref. To:

REVIEW ENGAGEMENT REPORT

To the Members
Pacific Child and Family Enrichment Society

We have reviewed the statement of financial position of Pacific Child and Family Enrichment Society as at March 31, 2011 and the statements of changes in net assets, operations, and cash flow for the year then ended. Our 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 us by the Society.

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

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

JOHNSTON, JOHNSTON & ASSOCIATES LTD.
CERTIFIED GENERAL ACCOUNTANTS

Nanaimo, British Columbia
July 05, 2011

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
STATEMENT OF FINANCIAL POSITION
 March 31, 2011
 (Unaudited)

	2011	2010
ASSETS		
Current:		
Cash - note 3	\$ 289,542	\$ 313,042
Accounts receivable - note 2(a)	3,314	1,660
Harmonized sales tax receivable	-	3,824
Prepaid expenses	<u>14,015</u>	<u>23,455</u>
	306,871	341,981
Capital assets - notes 2(b), 2(c) and 4	<u>33,069</u>	<u>37,679</u>
	<u>\$ 339,940</u>	<u>\$ 379,660</u>

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

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
STATEMENT OF FINANCIAL POSITION
 March 31, 2011
 (Unaudited)

	2011	2010
LIABILITIES		
Current:		
Accounts payable and accrued liabilities	\$ 13,688	\$ 18,410
Harmonized sales tax payable	15,706	-
Accrued wages and benefits payable - note 5	<u>75,447</u>	<u>57,515</u>
	104,841	75,925
NET ASSETS		
Net assets - page 3	<u>235,099</u>	<u>303,735</u>
	<u>\$ 339,940</u>	<u>\$ 379,660</u>

Commitment - note 10

On behalf of the Board

Walker (President)
 Director

Reames (-TREASURER)
 Director

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

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
STATEMENT OF CHANGES IN NET ASSETS

Year ended March 31, 2011
(Unaudited)

	Invested in capital assets <u>- note 4</u>	Internally restricted <u>- note 6</u>	<u>Unrestricted</u>	Total <u>2011</u>	Total <u>2010</u>
BALANCE - beginning of year	\$ 37,679	\$ 277,551	\$ (11,495)	\$ 303,735	\$ 384,290
(Deficiency) of revenue over expenditures	(13,980)	2,947	(57,603)	(68,636)	(80,555)
Capital assets funded by internally restricted funds	9,370	(9,370)	-	-	-
Transfer of funds	-	<u>(271,128)</u>	<u>271,128</u>	-	-
BALANCE - end of year	\$ <u>33,069</u>	\$ -	\$ <u>202,030</u>	\$ <u>235,099</u>	\$ <u>303,735</u>

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

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
STATEMENT OF OPERATIONS
Year ended March 31, 2011
(Unaudited)

	2011	2010
Revenue - note 2(d)		
Ministry of Children & Family Development - note 7	\$ 652,312	\$ 707,909
Insurance administration fees	26,880	48,375
Interest income	2,947	2,652
Membership fees	12,620	10,190
Other income - note 8	<u>20,979</u>	<u>26,713</u>
	<u>715,738</u>	<u>795,839</u>
Expenses		
Advertising and promotion	251	22,642
Audit and legal	7,650	7,848
Bank charges and interest	2,186	4,371
Board expenses - note 9	12,115	33,182
Equipment rental	512	1,200
Freight	272	591
Insurance	2,890	2,948
Membership fees	1,512	3,310
Moving	-	18,696
Office expenses	20,249	27,452
Program supplies	1,399	882
Property taxes	19,535	-
Rent and utilities (net)	49,881	56,007
Repairs and maintenance	13,169	13,574
Telephone	13,152	14,094
Training	1,204	4,521
Travel	12,188	17,508
Vehicle	6,607	6,760
Wages and benefits	<u>605,622</u>	<u>622,416</u>
	<u>770,394</u>	<u>858,002</u>
(Deficiency) of revenue over expenditures from operations	(54,656)	(62,163)
Amortization - notes 2(c) and 4	<u>13,980</u>	<u>18,392</u>
(Deficiency) of revenue over expenditures	<u>\$ (68,636)</u>	<u>\$ (80,555)</u>

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

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
STATEMENT OF CASH FLOW
Year ended March 31, 2011
(Unaudited)

	2011	2010
CASH PROVIDED BY (USED FOR)		
Operations:		
(Deficiency) excess of revenue over expenditures	\$ (68,636)	\$ (80,555)
Item not requiring an outlay of funds:		
Amortization	<u>13,980</u>	<u>18,392</u>
	(54,656)	(62,163)
Changes in non-cash working capital		
Accounts receivable	(1,654)	1,593
Prepaid expenses	9,439	(9,402)
Accounts payable and accrued liabilities	(4,722)	(4,040)
Accrued wages and benefits payable	17,933	(4,650)
Harmonized sales tax receivable	<u>19,530</u>	<u>404</u>
	(14,130)	(78,258)
Investments:		
(Purchase) of capital assets	<u>(9,370)</u>	<u>(675)</u>
(Decrease) in cash	(23,500)	(78,933)
Cash, beginning of year	<u>313,042</u>	<u>391,975</u>
Cash, end of year - note 3	<u>\$ 289,542</u>	<u>\$ 313,042</u>

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

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
 March 31, 2011
 (Unaudited)

1. PURPOSE OF THE SOCIETY

Pacific Child and Family Enrichment Society (PacificCARE) promotes quality care for children by supporting caregivers and providing parents with information to make wise child care choices. It receives most of its funding from the Ministry of Children & Family Development.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

- a) Accounts receivable are reflected net of allowance for doubtful accounts.
- b) Purchased capital assets are recorded at cost. Donated capital assets are recorded at fair market value and included as revenue at the date of donation.
- c) Amortization of capital assets is recorded on a declining balance basis at the undernoted rates:

Computer equipment	33%	Declining balance
Furniture and equipment	33%	Declining balance
Vehicles	33%	Declining balance

- d) Revenue is recorded as services are performed.

3. CASH

	2011	2010
General account	\$ 44,855	\$ 34,341
Business high interest savings account - note 6	243,637	277,551
Petty cash	<u>1,050</u>	<u>1,150</u>
	<u>\$ 289,542</u>	<u>\$ 313,042</u>

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
NOTES TO THE FINANCIAL STATEMENTS

March 31, 2011
(Unaudited)

4. CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	2011 <u>Net Book Value</u>	2010 <u>Net Book Value</u>
Computer equipment	\$ 85,541	\$ 70,111	\$ 15,430	\$ 11,352
Furniture and equipment	82,346	76,479	5,867	8,756
Vehicles	<u>46,712</u>	<u>34,940</u>	<u>11,772</u>	<u>17,571</u>
	<u>\$ 214,599</u>	<u>\$ 181,530</u>	<u>\$ 33,069</u>	<u>\$ 37,679</u>

5. ACCRUED WAGES AND BENEFITS PAYABLE

Accrued wages and benefits payable consist of:

	2011	2010
Wages payable	\$ 27,200	\$ 14,404
Sick and special leave payable	11,622	11,198
Vacation pay payable	22,803	21,713
WCB payable	691	-
Union dues payable	452	-
Payroll deductions payable	11,221	10,154
Pension remittance payable	1,160	-
Employee donations payable	<u>298</u>	<u>46</u>
	<u>\$ 75,447</u>	<u>\$ 57,515</u>

6. INTERNALLY RESTRICTED FUNDS

The internally restricted funds were designated as unrestricted funds by the Board of Directors during the year. These funds remain in an interest bearing savings account.

	2011	2010
Balance - beginning of year	\$ 277,551	\$ 332,143
Interest income	2,947	2,652
Capital assets funded by internally restricted funds	(9,370)	-
Fund transfer	<u>(271,128)</u>	<u>(57,244)</u>
Balance - end of year	<u>\$ -</u>	<u>\$ 277,551</u>

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
 March 31, 2011
 (Unaudited)

7. REVENUE - MINISTRY OF CHILD & FAMILY DEVELOPMENT

	2011	2010
Program funding	\$ 652,312	\$ 704,489
New contract incentive payment	<u> -</u>	<u> 3,420</u>
	<u>\$ 652,312</u>	<u>\$ 707,909</u>

8. OTHER INCOME

	2011	2010
Advertising revenue	\$ 4,072	\$ 3,603
Caregivers' registration fees	3,899	3,204
Cowichan Association of Community Living	12,501	12,501
Equipment revenue	492	357
Literacy Alberni Society	-	7,000
Miscellaneous interest income	<u> 15</u>	<u> 48</u>
	<u>\$ 20,979</u>	<u>\$ 26,713</u>

9. BOARD EXPENSES

Board expenses are expenses that have been specifically identified by the Board of Directors as relating to their activities. Some expenses shown as Board expenses in the previous fiscal year have been recorded in separate expense accounts this year.

Board expenses consist of the following:

	2011	2010
Accreditation	\$ 564	\$ -
Board meetings	11,551	10,214
Donations	-	2,960
Office improvements	-	3,546
Promotion	<u> -</u>	<u> 16,462</u>
	<u>\$ 12,115</u>	<u>\$ 33,182</u>

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
NOTES TO THE FINANCIAL STATEMENTS

March 31, 2011

(Unaudited)

10. LEASE COMMITMENT

On June 16, 2009, the Society signed a lease agreement with Dash Holdings Ltd. and Turriff Holdings Ltd. for its premises. The lease payments are \$4,500 per month on a triple net basis. The lease will expire on July 31, 2012, at which time the Society has an option to renew for a further three year term.



PacificCARE

"Empowering communities to thrive through education,
support and collaborative relationships"

Pacific Child and Family
Enrichment Society

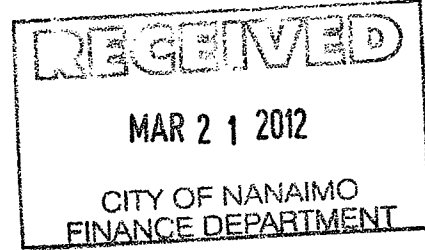
3156 Barons Rd
Nanaimo, BC V9T 4B5

Fax: (250) 756-2021

Web: www.pacific-care.bc.ca

Email: mailbox@pacific-care.bc.ca

March 20, 2012



250-756-2022
Toll Free
1-888-480-CARE

Insurance
Toll Free
1-800-565-6510

Ms. Diana Johnstone
1204 College Drive
Nanaimo, BC V9R 6A4

Dear Diana:

We would like to thank you for your recent visit to PacificCARE and for your valuable feedback regarding our application for Tax Exemption. We appreciated your helpful comments and have completed our first draft of the application.

Thank you for offering to critique it for us prior to our submission to your Advisory Council for consideration. And as we discussed, Dean and I would be very pleased to meet with the council and answer any questions or concerns.

It will be most helpful to us if we are successful; as it will enhance our opportunities to continue supporting the Nanaimo community with our service provision at a best practices level of professionalism.

Thank you again for your support.

Kindest regards,
PacificCARE

ccrr
Child Care Resources & Referrals

Dianne Magor, M.Ed., R.R.P.
Executive Director



Funded by the
Ministry of Children
and Family
Development

Offices in:

Nanaimo

Courtenay

Outreach to:

Campbell River

Ladysmith

North Island

Oceanside

Port Alberni

West Coast

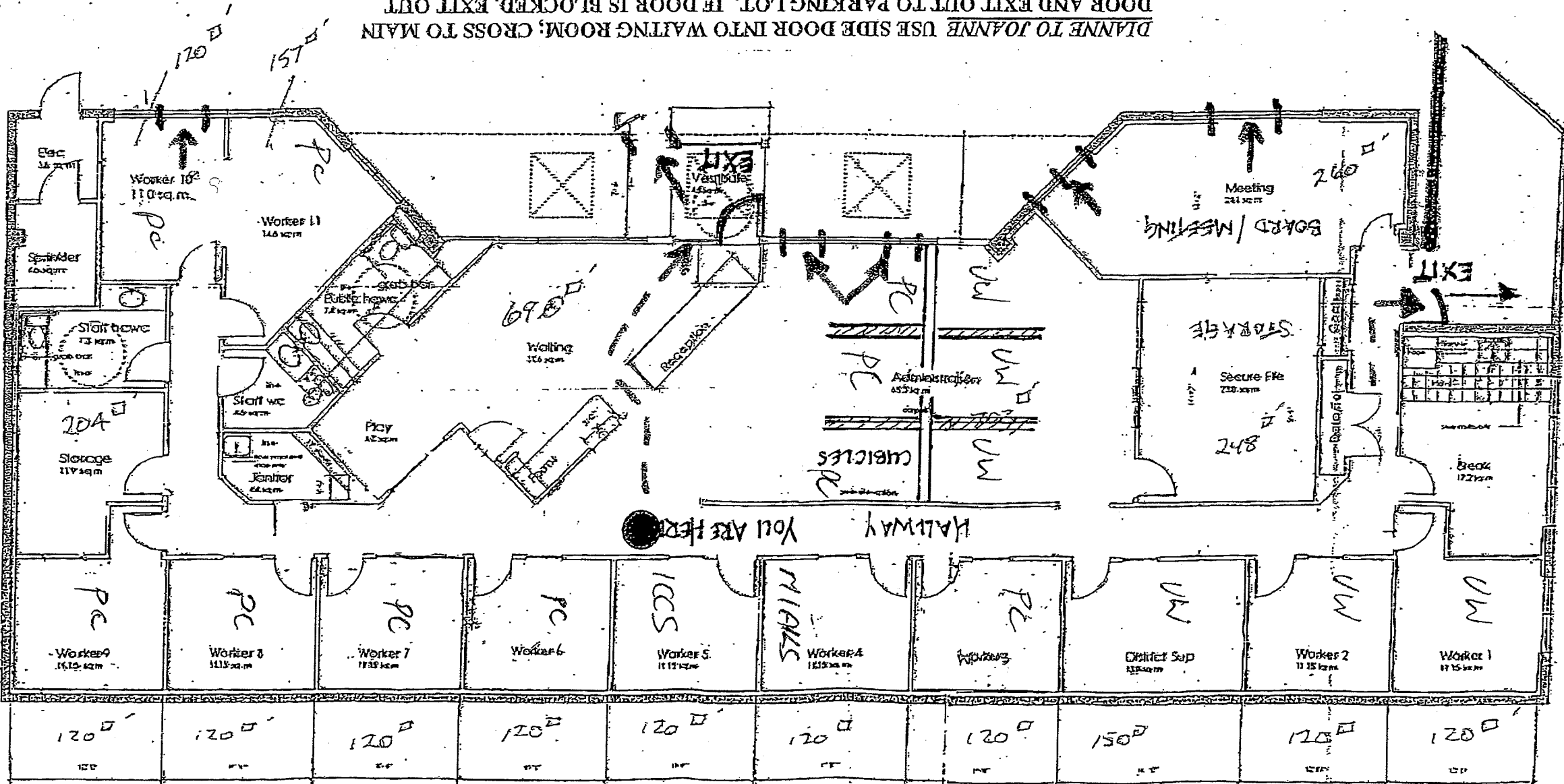
Powell River

EVAQUATION PLAN

RED SHOWS EXIT

GREEN ARROWS SHOW ROUTES TO EXIT

- DIANNE TO JOANNE USE SIDE DOOR INTO WAITING ROOM; CROSS TO MAIN DOOR AND EXIT OUT TO PARKING LOT. IF DOOR IS BLOCKED, EXIT OUT WINDOW IN OFFICE 10 (DIANNE'S OFFICE)
- SHANDA, RECEPTION & CUBICLES EXIT OUT FRONT DOOR TO PARKING LOT.
- UNITED WAY OFFICES & CUBICLES EXIT BACK DOOR TO PARKING LOT.
- BOARD AND STAFF LUNCH ROOM
- IF NOT ABLE TO EXIT OUT OF BOARDROOM - EXIT OUT WINDOWS
- IF TRAPPED IN OFFICE BREAK WINDOW AND EXIT



Attention Cheryl

SECONDARY MEETING AREA
WILLINGTON SECONDARY SCHOOL
DEPARTURE BAY RD./MEXICANA RT

P. 001/001

FAX No. 250-756 2021

PACIFIC CARE

11/MAY/2012/FRI 12:55 PM