

BCITSA IN FOCUS

Annual Report 2006/2007



About BCIT Student Association

Definition

The Student Association of the British Columbia Institute of Technology (The Association) is incorporated under the Society Act as an autonomous student-run organization that works to enhance the ability of our membership to fully engage in their own BCIT student experience through advocacy & representation, student development, and student-centred services. BCIT students annually elect student directors to govern the affairs of the Association.

Membership & Fees

The Association's membership is comprised of all BCIT students paying student fees to BCITSA for the current term of study. Student fees are collected by BCIT and remitted to the Association upon notice as directed by the College & Institute Act.

Mission

To be an advocate for students and provide services which are student-centered, responsive and pro-active in supporting and enhancing the quality of student life.

A Message From the President

Building off the momentum and success from the previous year, the 2006/2007 BCITSA executives and Student Council implemented many successful and exciting initiatives.

Some of the highlights include updating the bylaws to reflect the current needs of the student population, posing a referendum question to have the BCITSA President become one of the student representatives on the Board of Governors, the opening of the Advocacy Office and the creation of the BCITSA Advocate, and developing a healthy cooking workshop for students.

In addition, Orientation and Shinerama, two of our flagship events, were once again successful and helped to kick off the start of the year. From there the bylaws were successfully changed to update some of the executive's roles to make them more user friendly for students. The Advocacy Office, an initiative brought forth by the previous executive and Student Council, received a huge push from this executive, who began the process of letting students know about the service. The Advocacy Office saw increasing traffic all through the year.

Overall it was a great year with many changes. I am proud to have worked with such talented and passionate executives, council members, and staff. I look forward to seeing how the new executive and Student Council improve BCITSA in 2007/2008.

**Jennifer Leaman, BBA, Dip IT, CHRP Candidate
President 2006-07**





A Message From the Director

What a year! To start things off, we launched our second strategic plan, *2006-2011 - Renewing our Commitment*. Since the adoption of the first strategic plan BCITSA has gone through a significant amount of growth, and although some objectives may not have gone as planned, BCIT students have benefited from our work over the past five fascinating years.

Initiatives such as a new Advocacy Office, which provides support to students with academic challenges; the adoption of revised by-laws to match the needs of the Association; the approval of new organizational policies and procedures corresponding to the new business of BCITSA; and new succession planning training sessions for the executives, allowing them to be better prepared for their position, are only some of the initiatives completed this past year, which have helped to shape the new image of BCITSA.

Financially the Association had a surplus of over \$151,000 compared to the past two years of deficits. This surplus was caused by a combination of operational efficiency and sales increases.

I want to extend my profound gratitude to all students, employees, and volunteers for making 2006/2007 a great year. Their continuous commitment to the Association and to the students of BCIT allowed us to continue our growth and increase our financial performance.

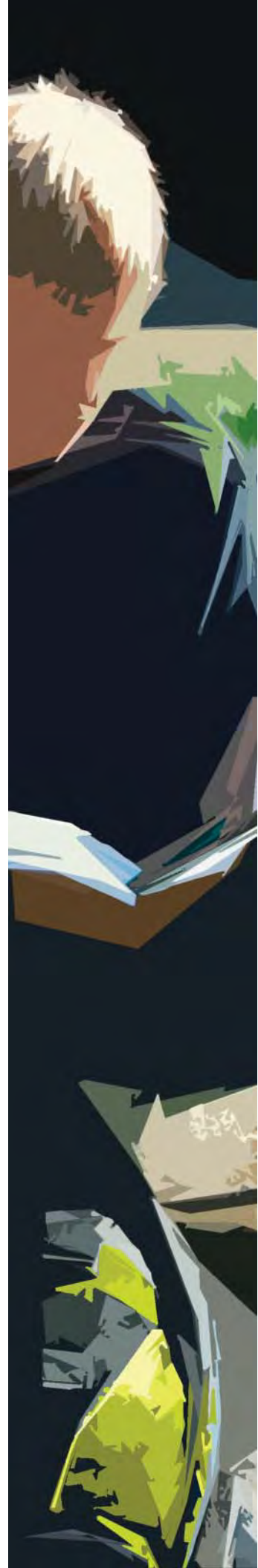
Going forward into 2007/2008, the challenge will be use this momentum for growth and positive change.

Caroline Gagnon, MA
Director

Governance, Management, and Staff

The Board & Council

The Association is governed by a Board of Directors (Student Executive) that are elected annually by the membership. The Council is comprised of students appointed by the Board to communicate between the Schools and The Association. Together the Board and Council have full control of all activities under BCITSA, have the power to recommend amendments to the Bylaws concerning powers and duties of the Association, all officers, committees, clubs, and have the power to prescribe matters of procedure which are not provided for in the Constitution, or in the Societies Act.



Meet the Board

BCITSA President

2006/2007 - Jennifer Leaman

president@bcitsa.ca

The President is a full-time student, the Chair of the Board of Directors, and the official spokesperson for BCITSA and represents all BCIT students. The President coordinates the activities the Student Executive and liaises with external officials regarding issues affecting BCIT students.

BCITSA Vice-President Finance & Administration

2006/2007 - Todd Embley

vpfin@bcitsa.ca

The Vice-President Finance & Administration is a full-time student, the Vice-Chair of the Board of Directors, and assumes the responsibilities of the President, should the President be unable to continue in his/ her role. The Vice-President Finance & Administration shall be responsible to read and evaluate the financial reports of BCITSA. The Vice-President Finance & Administration will Chair the Constitution Committee and Business Committee.

BCITSA Vice-President Public Relations & Marketing

2006/2007 - Matt Chong

vppr@bcitsa.ca

The Vice-President Public Relations & Marketing is a full-time student and works to promote good public relations between students and the BCIT Community, municipality, and industry. The Vice-President Public Relations & Marketing liaises with other student organizations and is responsible for student led fund raising campaigns, and is Co-Chair of the Business Committee.

BCITSA Vice-President Student Affairs

2006/2007 - Thomas Trowbridge

vpasa@bcitsa.ca

The Vice-President Student Affairs is a full-time student and the primary advocate for BCIT students regarding all academic and non-academic issues, and is Co-Chair of the Support Services Committee.

BCITSA Vice-President Campus Life

2006/2007 - Rick Sandhu

vpcl@bcitsa.ca

The Vice-President Campus Life is a full-time student and works to promote a high quality of campus life for students. The Vice-President Campus Life is responsible for orientation, manages and supports the student clubs and is the Chair of the Support Services Committee.



Meet the Chairs

BCITSA Chairs

The School Chairs represent their respective schools and provide an invaluable link between the Student Executive and students. School Chairs are primarily responsible for ensuring that the views and needs of students in the school that they represent are brought forward to the rest of the Executive and Council. The School Chairs are responsible for soliciting and appointing students to the Council.

BCITSA Chair, School of Business

2006/2007 - Sukh Aujla

chbs@bcitsa.ca

BCITSA Chair, School of Health Sciences

2006/2007 - Julia Cornester

chhs@bcitsa.ca

BCITSA Chair, School of Transportation, Construction, and the Environment

2006/2007 - Ron Asperin

chtc@bcitsa.ca

BCITSA Chair, School of Manufacturing, Electronics, and Industrial Process

2006/2007 - Bryson Norrish

ch2mnr@bcitsa.ca

BCITSA Chair, School of Computing and Academic Studies

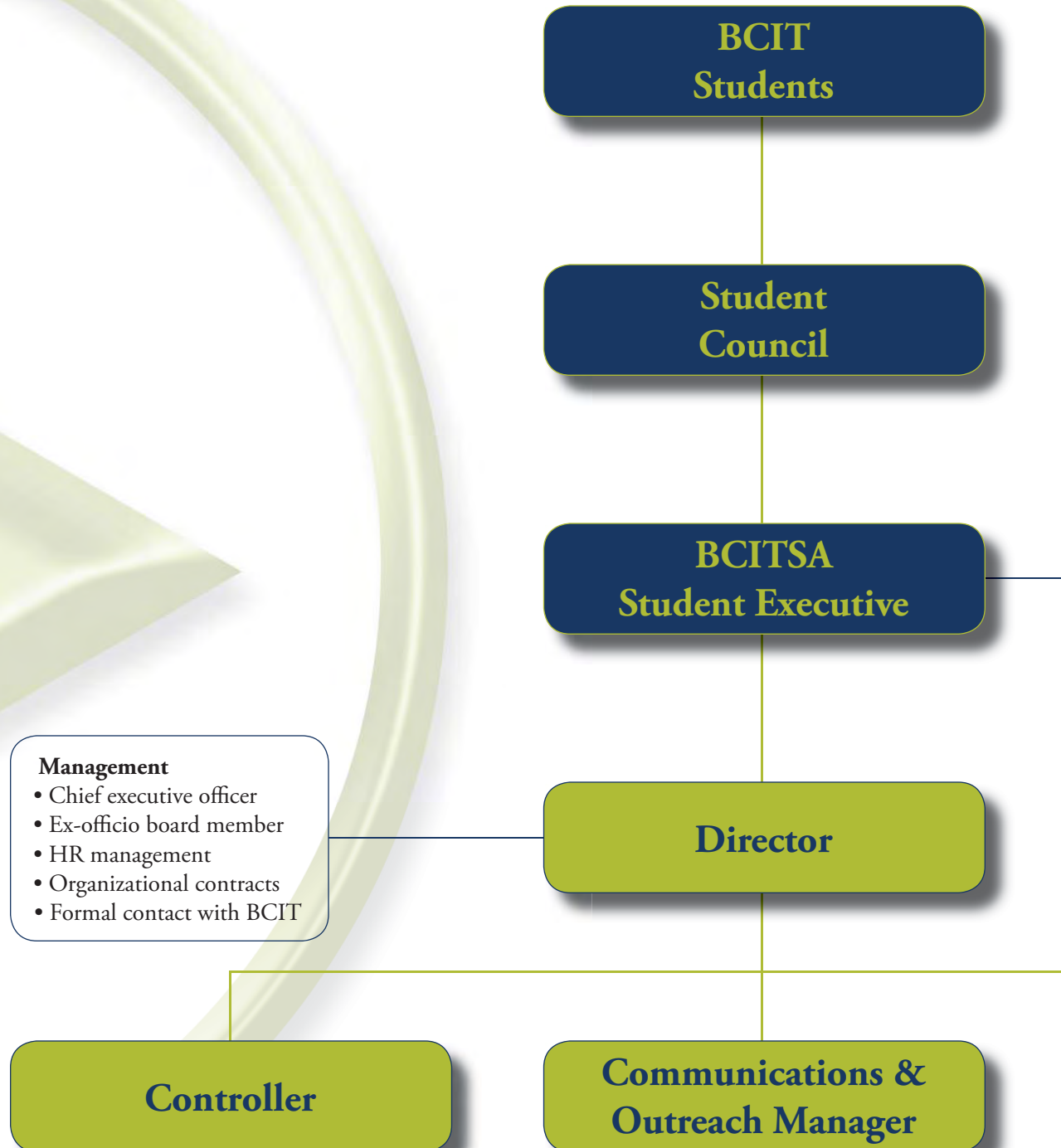
2006/2007 - Carlo Ocampo

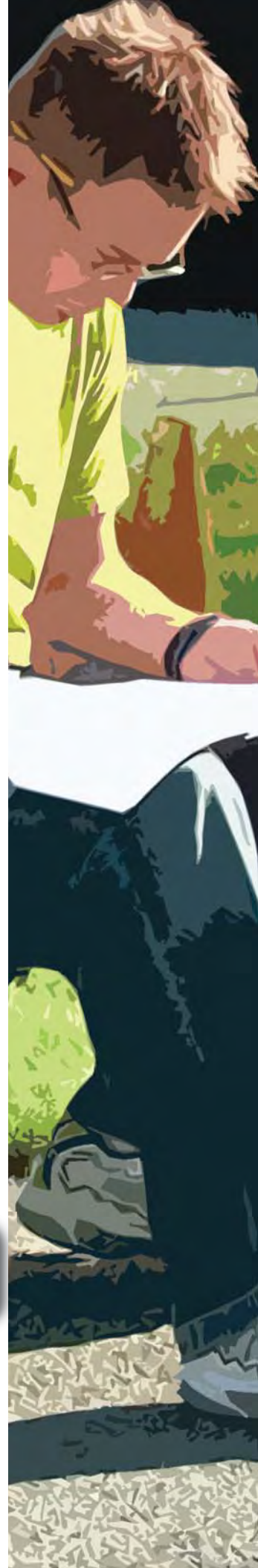
ch2e@bcitsa.ca



Organizational Flow

Governance and Management





Governance

- Elected Board of Directors
- Govern the affairs of the Association
- Recommend amendments to Constitution and Bylaws
- Approve Policies and Procedures
- Prescribe matters of procedure not provided for in the Constitution, or in the Society Act

**Retail
Manager**

**Pub
Manager**

Student Development and Campus Life

Orientation 2006

Goals

Orientation represents one of our first and best opportunities to engage new students and welcome them into the BCIT Community. BCITSA & BCIT remained committed to the overall orientation framework created in 2005 that worked to effectively connect new students to the entire BCIT Community.



BCITSA adjusted the framework and flow of the Services Expo for Orientation 2006 and was able to focus on attracting and retaining student volunteers to help connect our new students with the BCIT Community.

Successes

Orientation 2006 represented a significant improvement upon a proven orientation framework. The partnership between BCITSA and BCIT to deliver a more holistic orientation experience was definitely delivered to students in the second year of this strategy. In addition, Orientation 2006 successfully built upon the good work of the previous year through increased volunteer participation, more effective planning of the Services Expo and increased partnerships with internal and external groups that ensured Orientation 2006 stayed on budget.

In addition, BCITSA & BCIT effectively introduced a consolidated trades orientation under the BCIT Green Roof that was well received by students and staff alike. Entertainment was also introduced at the Gym with the welcome and key addresses that were previously part of the Services Expo.

Challenges

One of the most consistent challenges of this integrated orientation process is faculty involvement. Although there was a stronger connection than the previous year, a large number of new students were not encouraged to attend the Services Expo at their program orientation and as such, some students did not get the opportunity to participate in this final and important facet of the orientation process.

In addition, the entertainment hosted in the Courtyard proved to be quite problematic due to the levels of noise generated because of the glass and concrete surroundings. Finally, with the introduction of entertainment into the registration component in the Gym, BCIT staff volunteers found it difficult to process student cards and resolve any last minute issues that arose from students.

Next Steps

BCITSA will continue to work with our community partners at BCIT to improve and deliver an orientation that meets our collective needs. BCITSA will have to continue to focus on volunteer recruitment and retention to build upon the good work of Orientation 2006. In addition, the entertainment within the Gym and at the Courtyard will need to be addressed for future orientation processes. Finally, a concerted effort to more effectively include faculty into the orientation process should be addressed.

Student Clubs

Goals

The Association worked to identify opportunities to provide the student clubs with access to resources and support to assist the clubs in their mandate and to ensure consistency and accountability across the Association's student clubs.

Successes

The Association and the student clubs created an ad hoc clubs committee to give voice to clubs related issues and provide the Association with a vehicle to build a clubs framework. In addition, the student leaders updated the constitution and presented their changes to the membership at the Annual General Meeting to better reflect the goals of the Association and those of the student clubs. Finally, the Association worked with student leaders to update the policies governing the clubs and provide a clearer expectations and support that were approved by Student Council in the spring of 2007.

Challenges

2006 was definitely a year of transition for the Association and the student clubs, which presented a unique set of challenges for all involved. The time lines for some of the goals identified in the summer of 2006 were too aggressive, such as club banking and required a considerable amount of time and energy to complete.

Next Steps

The Association will need to provide the clubs with an organizational overview and training prior to the September start-up. In addition, a comprehensive clubs package will need to be developed to ensure that clubs can fully take advantage of the resources available to them through the Association.

Campus Outreach

Goals

The Association worked to identify and evaluate opportunities to engage students and direct future contact with these students attending the Aerospace and Marine Campuses. Ultimately, this will be used to implement an outreach framework across the Association for all BCIT Campuses.

Successes

The Association participated in the fall orientation and hosted a BBQ and open house at the Marine Campus for the first time in our history. The event was very well received by students and staff and identified some next steps to better connect the Association to Marine Campus students. The Association also worked with student leaders at the Aerospace Campus to conduct student elections and provide resources for student led events. In addition, the Association worked with student leaders to better understand student questions and concerns with the transition to the new Aerospace Campus scheduled for fall 2007.

Challenges

Although important opportunities were identified with students at other BCIT Campuses, it became apparent that additional organizational resources would be necessary to effectively build consistent awareness of the Association and develop relevant programming for students attending other campuses.

Next Steps

The Association will apply additional resources and staffing to the Aerospace Campus to develop an outreach framework that can be implemented at all campuses in the future, as there are student leaders and office space already available to the Association on site. Until that framework is complete, the Association will need to continue to host one off events and work to increase the awareness of and access to existing programming already available to all BCIT students.



Retail Services Department

Through the restructuring of the senior management team, the retail manager portfolio became part of senior management with retail services that offered numerous products to students and faculty. Each store had a specific focus.

Locations

mainmgr@bcitsa.ca – The Association operates five retail outlets on the Burnaby Campus. The TNT Mainstore is located on the first floor of SE2, the TNT Convenience Store and SA Coffee Shop are located on the second floor of SE2 in the Great Hall. The TNT NE1 is located beside the cafeteria on the main level of NE1 and the TNT SE12 is located in the breezeway of SE12.

Product & Services

The TNT Convenience Store is the one stop for transit passes, snacks, hot and cold beverages, candies, tobacco products, and warm and cold lunch alternatives. The SA Coffee Shop is a place to get specialty gourmet hot and cold coffee drinks and freshly baked pastries. The TNT Main Store offers a large selection of BCIT branded clothing and gift



items, as well as backpacks, school supplies, computer accessories and Apple computers. The TNT NE1 Store offers hot and cold beverages, snacks and lunch alternatives, school supplies, limited selection of BCIT branded clothing and backpacks. The TNT SE 12 Store has snacks, cold beverages, school supplies, and BCIT branded clothing.

Service Goals

The Convenience Store goals were focused on continuously maximizing the sales by offering a larger selection of products, especially healthier choices, utilizing the space, and improving the speed of service at the peak times. At the same time, one of the goals was to improve the quality of some products, particularly by offering more up-scale brand of coffee, which was achieved by switching to Seattle's Best coffee.

The SA Coffee Shop goals were to increase the efficiency, quality and speed at the peak times. Another service goal was to offer the extra value, which was achieved by switching to JJ Bean coffee that supports local community and contributes to a friendlier environment.

The Main Store goals were to keep the sales at the highest level possible by meeting changing requirements in technology, and adding e-store to service long distance customers and BCIT alumni.

The NE 1 Store goals were to maximize the existing retail space, and to enrich the selection of products available in that location and the SE 12 Store goals were to find the niche market and offer the right product mix in order to succeed financially.

Financial Goals

This was a second consecutive year when all five (5) retail operations were separated in stand alone departments which allowed management to truly analyze financial performance. Although the overall performance was well in excess of budget, the individual retail operations performed in different ways to contribute to the overall result. However, in all the excellent performance of the Retail Services was due to increased labour efficiencies, control over operational costs and effective new product sourcing.

Divisional Net Revenue	Year End	Budget	Variance
Convenience	\$163,954	\$187,290	\$(23,336)
Mainstore	\$106,191	\$119,090	\$(12,899)
SE12	\$50,249	\$50,660	\$(411)
NE1	\$153,160	\$128,020	\$25,140
Coffee Shop	\$45,612	\$71,540	\$(25,926)
Total	\$519,166	\$556,600	\$(37,433)
Less: total expenses	\$502,297	\$543,990	\$41,693
Net Surplus/(Deficit)	\$16,870	\$12,610	\$4,260

Successes

The Convenience Store maintained the efficient customer service during the peak times, such as September and January for the transit fast trax stickers, as well as the beginning and the end of each month for the transit passes sales. The enhanced product selection and better variety of brands, including Seattle's Best coffee, have increased sales volume. The increased efficiency and reduced staffing have also contributed to the improved profitability.

The SA Coffee Shop has improved the quality of products offered and the productivity. The successful initiatives included introducing JJ Bean coffee brand, practicing extreme cost efficiency by using the best prices possible for the dairy products and improving customers' loyalty by introducing coffee cards. The inventory control was continuously improving by concentrating on careful consideration of the kits and recipes.

The Main Store was able to continuously increase the traffic flow by offering a must have supplies such as part kits. Main Store also became an authorized campus Apple dealer, which increased both revenues and traffic flow. The work to redesign e-store continued and will be ready to launch in the next fiscal year.

The NE 1 Store increased their sales by providing great customer service and efficiency in staffing, as well as by increasing product selection, introducing fresh choices and switching to Seattle's Best brand of coffee. The SE 12 Store benefited from streamlining as well and continued to be profitable by expanding food selection and offering healthier choices.

Challenges

One of the biggest challenges is changes and shifting in the intake for different programs. This affects traffic flow thus customer base for different locations. Also changes in school requirements, such as calculators' models, impacted the ability to meet sales projections. The profitability of the SA Coffee Shop was largely affected by the layout that has proven to be not user friendly, as well as by the nature of the business that is labour intensive and has very specific traffic patterns.



Communications & Outreach Department

The Association invested in the communications department and renovated and updated the support programming office spaces to better reflect the new brand of the Association. Through management restructuring the Image Centre moved into the Communications & Outreach Department.

Advocacy Office

Location

advocate@bcitsa.ca – The Advocacy Office is located in the Great Hall on the second level of SE2.

Product & Services

The Association opened a new support service for students in the former Link Student Newspaper Office. This new service offered students information and assistance regarding all academic and non-academic issues. The advocate was the first contact for students wanting to know how to navigate through the BCIT Policies affecting them. This new office worked in tandem with the Office of BCITSA Vice-President Student Affairs to ensure that the needs of BCIT students were being addressed. Secondary services include safe space & other programming initiatives.

Service Goals

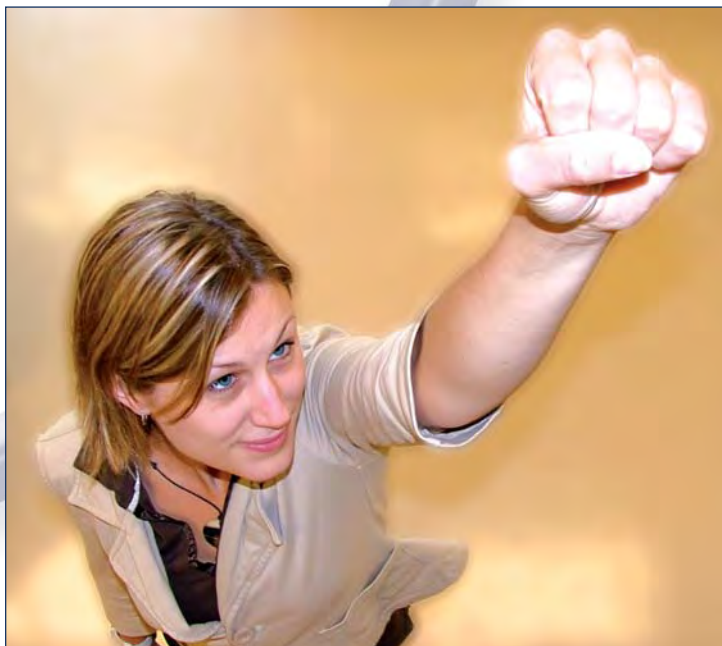
The Advocacy Office had no prior information to benchmark the needs or anticipated student visitors and worked to set up a framework to effectively track student interest and numbers. The advocate also needed to identify and initiate relationships with key BCIT personnel to build the referral network necessary to implement a successful advocacy service.

Financial Goals

The Advocacy Office fell within the umbrella of the Uconnect Resource Centre and as such does not have a distinct budget. The Association invested in a part time contract position for the 2006/2007 year to evaluate if the service was beneficial to students prior to implementing a permanent position and applying additional resources.

Successes

The Advocacy Office in the fall of 2006 opened 29 student files between September and December of 2006. The numbers between January and May of 2007 the numbers increased to 108 student files. In addition, as an integral service of the Uconnect, the Advocate participated and led programming such as



the inaugural White Rose Campaign and the award winning Blue Light Safety event. The advocate portfolio will be implemented as a permanent part time position in the next budget cycle

Challenges

One of the biggest hurdles for this new service was identifying and working with the right personnel at the right time. As this was an entirely new model, the service was initially met with resistance and distrust from faculty. However, with support from the Office of the BCIT Vice-President Student Services and the Chair of Education Council, this perception eventually began to resolve.

Uconnect Resource Centre

Location

uconnect@bcitsa.ca – The Uconnect Resource Centre is located in the Great Hall on the second level of SE2.

Product & Services

The Uconnect is the primary information and referral service for students on campus on topics ranging from student clubs, student discounts, advocacy, institutional navigation, health, financial, housing, day care, and counseling related issues. Uconnect's programming includes services such as one-to-one peer tutoring, volunteer opportunities, cooking workshops, personal development, shopping events, and



a student food bank. Our physical space includes a resource wall, jobs board, free computers, bus schedules, study space and a volunteer posting board. The Uconnect also houses the Health and Dental Office.

Service Goals

The Uconnect was focused on creating and maintaining relationship with on and off campus partners to create interest for students and increase the participation and value. While the Uconnect tracks the quantity of students entering into the centre the primary focus of Uconnect programming is measure the outcomes of student participation in this important service.

Financial Goals

The Uconnect was allocated to operate on a budget of \$137,340. Through careful management of expenses, the Uconnect spent \$128,223 under spent its budget by \$9,117 while increasing services offered. This year the Association was in a much better position to provide a strong funding base to allow the Uconnect to generate new programming and add to existing services.

Successes

This year 11,962 students accessed the Uconnect many of whom accessed multiple services in one visit. Our most commonly accessed services include: general inquiries (as per above), directions (identify and locating on campus services) and freebies (condoms, tampons, swag). With regard to fund raising the Gift of Choice Holiday Campaign raised \$6,900 for the annual Emergency Food Fund.

Challenges

One of the biggest challenges for the Uconnect has been increasing student engagement and general campus awareness. To this end the Uconnect embarked on various promotional and educational campaigns such as the Volunteer Fair and Post Card, White Rose, Gift of Choice and Code Blue campaigns aimed at highlighting existing programming and services. The Uconnect has also focused on relationship building with on campus partners through information sharing at departmental meetings, collaborating on workshops and events, and contributing to Learning Commons and Open House committees.



Special Events 2006

Location

events@bcitsa.ca – The Events Office is located in the Great Hall on the second level of SE2.

Product & Services

The Special Events & Programming portfolio produces and supports event programming initiatives across the Association. Events are designed to be informative, entertaining and supportive of the Association's focus on providing value-added programming to BCIT students.

Service Goals

The portfolio created and implemented special events and programming that worked to increase student participation with BCITSA. In addition, one of BCITSA primary goals was to generate a value-added programming base to support the work of the previous year by actively engaging with internal and external partners to develop special events for BCIT students.

Financial Goals

The events portfolio was given an operating budget of \$ 16,500. The Association provides seed funding to this area requires event sponsorships and community partners to fully initiate the wide variety of event programming offered. At year end the events portfolio only spent \$11,080 thereby saving the SA \$5,420.

Successes

This past year saw the events portfolio deliver programming that worked to increase the opportunities for students to participate in events that were engaging, informative and relevant. The events portfolio delivered on established events such as Shinerama Campaign, the Live@Lunch Series, Risky Business and Eco-Fair 2007 to name a few. In addition, successful new events with key community partners included the

Annual Toolbox Event, Code Blue Safety Week and the White Rose Campaign.



Finally, there were student-led initiatives such as Jobs for the Future, which created opportunities for student networking and mingling with potential employers and industry representatives. In all, the events portfolio remained on track and on budget for the year and established a successful base to build on for the future.

Challenges

Although, the events portfolio successfully delivered events that focused on value-added programming, most of the new programming that was implemented remained quite reactive. As a result, the success of this programming is harder to quantify and evaluate. Thus, more work must be done to propel the events area into a more strategic direction with clearly defined goals and outcomes to ensure that the programming and events base remains engaging, informative and relevant.

Image Centre

Location

image@bcitsa.ca – The Image Centre is centrally located within the Great Hall on the second floor of SE2.

Products & Services

The Image Centre is a full service print shop offering students and staff a wide range of design and print services to meet their academic, business and personal printing needs. In addition, the Image Centre manages a fleet of self-serve photocopiers for students across the Burnaby Campus.

Service Goals

The Image Centre continued the previous service focus on timely delivery and student access with guaranteed service times. The Centre worked evaluate all aspects of the technology, as the service contract for the current technology was set to expire by year end. In meantime, it was necessary to proceed under the current model to ensure that students still had reasonable access to this important support service.

Financial Goals

Association management decided that the financial goals for the centre were to avoid additional losses until a complete review of the services, technologies, products and pricing was completed.

Image Centre	Actual	Budget	Variance
Net Revenue	\$70,942	\$71,540	\$(598)
Net Expense	\$137,041	\$144,950	\$7,909
Net Surplus/(Deficit)	\$(66,099)	\$(73,410)	\$7,311



Successes

As with previous years, the students that knew about and used the Image Centre were pleased with the delivery of the service and the attention and care they received from the staff. Another important accomplishment was the successful solicitation of a proposal for a new technology and service contract to be implemented in the 2007/2008 year. The new contract will give students access to new and more robust copy technology.

Challenges

After a year of review management and staff discovered that the Image Centre has an image problem. Students perceive the service as an expensive alternative to what is offered off campus. While this is not entirely true, the perception has damaged the business's reputation. At year end with the pending implementation of a new technology contract, management and staff can focus more readily on the product and pricing structure compared with off-campus providers to ensure that the service operates as efficiently as possible while maintaining a high standard of products and print solutions.



Publications Office

Location

link@bcitsa.ca – The Publications Department is located on the second floor of SE2, next to the BCITSA Council Chambers.

Products & Services

The Publications Department is home to the Link Student Newspaper, which is disseminated bi-weekly to all BCIT campuses. The BCITSA Student Handbook and the BCITSA Annual Report are also produced within this department.

Service Goals

The Publications Department designs and develops high level publications that work to engage and inform BCIT students. In addition, the Publications Department, specifically the Link, is focused on developing student staff and volunteers who contribute to the publication throughout the year. This past year the Link was focused on producing an expanded 16 page paper with more student written stories and photos.

Financial Goals

The Publications Department has an operating budget \$101,040. The contribution of advertising helped to offset operating costs associated with production of related publications materials.

Publications	Actual	Budget	Variance
Net Revenue	\$44,158	\$41,500	\$2,658
Net Expense	\$136,467	\$142,540	\$6,073
Net Surplus/(Deficit)	\$(92,309)	\$(101,040)	\$8,371

Successes

A small volunteer drive generated a dedicated crew of writers, mostly from the radio program, who helped drive and direct the paper – finally making it student run, student written and student led. In addition, the Silver Pen Award was given out to a student contributor, Tom Laird, for the second consecutive year.



The Publications Department designed and produced the inaugural BCITSA Annual Report, a key document for the Association demonstrating our accountability and transparency for our student members.

Challenges

One challenge for this department was the implementation of a new student editor position. Teaching an already busy student how to manage other student contributors in addition to layout, design, and editing skill sets was a difficult task, but ultimately worth the effort.

It became apparent that the Publications Department would have to evaluate our relationship with our third party advertisers as revenues from national advertising began to slide in the fall term. This issue was ultimately resolved by year end, but contributed to reduced national advertising revenues placing more pressure on the ad sales coordinator to produce additional local advertising to fill the gap.

Professor Mugs Pub & Grill

Location & Venue

pubmgr@bcitsa.ca – Professor Mugs Pub and Grill is located on the first floor of the SE2 Building.

The Association restructured the senior management team in 2006 and at that time the pub manager portfolio became part of the senior management team as the pub provides a ‘multiple bottom line’ operation for the community. This past year the pub provided affordable, and nutritious meals and it provided a recreational facility for students to unwind, refuel and re-launch into their studies. Professor Mugs Pub & Grill was also an income source for the Association and was an important service for the students and BCIT community.

Service Goals

In 2006 Professor Mugs made significant changes in its operations, updating the menu to reflect the tastes and budget of students, implemented a weekly ‘fresh sheet’ of new items. The Fresh Sheet offers variety for everyone - especially to the vegetarians - and provides nutritious and tasty ‘budget’ meals. Professor Mugs did important outreach to the wider BCIT community and re-established or invigorated relationships with our stakeholders.

Financial Goals

The pub was profitable for the first time in several years, which reflected well on the decision to more effectively deliver good food in clean comfortable environment.

Pub	Actual	Budget	Variance
Net Revenue	\$572,800	\$640,550	\$(67,750)
Net Expense	\$565,766	\$636,250	\$70,484
Net Surplus/(Deficit)	\$7,034	\$4,300	\$2,734

Successes

The pub was able to establish a working relationship with Campus Residence and Safety & Security over issues of alcohol service on campus and proved ourselves competent managers who are attentive to the concerns of the students and the BCIT Administration. The pub also began the process of reaching out to the different student groups on campus by offering a small budget catered menu, offering them the use of the pub for early morning breakfast briefings and discounting some food for different groups.

Challenges

Some of the key challenges this past year for Professor Mug’s was re-negotiating relationships with its suppliers, such as Sysco and McCains, to better meet our needs. The pub dropped its cleaning company and replaced them with a service that delivered a better product. Due to ongoing issues regarding training and human resources, the pub decided to revamp front-of-house operations to better serve BCIT students.



Association Branding

Goals

The Association initiated a marketing strategy to visually reinforce organizational goals using key messaging and colour. The Association worked to define graphic standards utilizing focus groups to implement and evaluate the findings. Ultimately, the goal was to increase student awareness of and participation in the Association to better market the Association's services and programming to students.



Successes

The Association website was completely re-designed utilizing the new brand strategy. The new website was more robust and interactive than the previous version and also united the Association visually. In addition, the service areas that were being renovated were updated to reflect the new branded colour scheme.

Challenges

The Association also wanted to focus on service names and implement new signage as a part of the overall implementation of the new branding. In addition, developing identities for each service area was not achieved in the 2006/2007 year due to time and staff constraints.

Next Steps

The Association will need to focus on developing the identity of each service within the overall brand strategy of the Association prior to moving forward on developing new signage and names.

Sponsors, Donations & Suppliers

The Association through our network of sponsors, donors and suppliers provided value for BCIT student through a host of programming, services and products. The Association seeks out partnerships that work to promote our students and our organization. This past the Student Association of BCIT was proud to work with the following groups.

Sponsors

BCIT Aboriginal Services
BCIT Alumni Association
BCIT Mediation Services
BCIT Recreation Services
BCIT School of Construction
Chartwells
Pepsi Co.
Staedtler
Tenant Verification Service
Travel Cuts
United Way
Volunteer Burnaby
YouthCo.

Donors

BCIT
Aboriginal Services
Alumni Association
Apprentice Services
Association of Interactive Marketers
Bookstore
Broadcasting Program
Counselling & Student Development
Disability Resource Centre
Downtown Campus
Financial Aid
Financial Services
Foundation
Housing
Human Resources
Information Technology Services
Institute Research & Planning
International Business Services
International Student Centre
Learning & Teaching Centre
Learner Services
Library
Marketing Association
Marketing & Communications
Media Works
Medical Services
Program Advising
Recreation Services
Registrar's Office
Student Employment Services

Suppliers

Acco Brands Canada Inc.
A&L Electronic
Ampad
Apple Canada Inc.
Axidata Inc.
Bev Gas
Budget Printing
Chartwells
Concept Business Furnishings
Core-Mark
Frito-Lay Canada
Gallivan & Associates
Gray Beverage (Pepsi)
H.D.Brown Enterprises Ltd.(Russell Athletic)
Holiday Group Inc.(Roots and Swiss Gear bags)
Ikon Office Solutions
Imperial Tobacco Canada
InBev
Island Farms
JJ Bean
K&K Food Service
McCain's
Metropolitan Cleaning Services
Molson
Monster
Monte Cristo Bakery
North Trek Promotions (giftware)
Old Dutch Foods Ltd.
Pentel Stationery of Canada Ltd.
Pepsi Co.
Red Bull
Rolex Plastics
Russell Foods
Shaw Cable
Sysco
White Fish Group Ltd. (Seattle's Best)
Snow Cap Enterprises Ltd.
Nuffy' Enterprises Ltd.(Surefresh)
Staedtler-Mars Limited
Translink
Yen Brothers Food Service Ltd.



A Message from the Controller

The Association had a very good financial year. For the fiscal year ending May 31, 2007, BCITSA not only achieved the organizational budget targets for the year but exceeded them by a wide margin. All primary departments within the Association surpassed their budgets: the profit centers had higher net profits and the cost centers had lower expenditures than was budgeted. This is clearly good news for the members of BCITSA and should give them great confidence the Association has travelled far on the path to fiscal stability. However, we are not sitting on the bench admiring the view just yet, there are plenty of challenges to be mindful of and we are moving forward with pace and determination to ensure that you, the members, receive the most value and service for your buck.



What a difference a year makes, last year the SA was facing a second year of losses albeit reduced from (\$207,494) in 2005 to (\$118,919) in 2006 whereas this year the SA achieved a net surplus of \$151,896 for the fiscal year ending May 31, 2007. This was well in excess of the surplus of \$3,830 that was budgeted and was an impressive \$270,815 turnaround from the prior year. The Association achieved this turnaround by improving overall revenues from the previous year by 205,985 or 5.6% (2007: \$3,860,366 2006: \$3,654,380). Cost of goods sold decreased slightly as a percentage of sales from 32.9% (2006: 1,203,661) to 32.3% (2007: \$1,245,749). Therefore the increase in net revenues contributed \$163,900 to the turnaround. Expenses were reduced by 5.2% and contributed the remaining \$135,826 of the turnaround which more than offset the reduction of gains realized. Most of the savings in expenses is represented in a \$122,827 reduction of the overall wages and benefits through the use of better scheduling and labour controls.

Naturally the balance sheet has improved where for every \$1.00 owed, BCITSA now has \$2.29 in current assets (2006 – \$2.09). The investment portfolio had a nice return of 8.2% and at the end of the year was worth

\$1,426,901 (2006 - \$1,318,400) of which 57% is in bonds, 22% in equities, and 21% in money market funds. In 2007 the Association continued its policy of modernizing and updating its assets with an investment \$97,000 (2006 - \$67,400) in capital assets. The Student Medical plan also saw a slight increase of \$30,500 in its surplus (2006 – \$52,200) in spite of holding premiums steady and adding additional benefits to students.

We look forward to another successful year and although the view is pretty good from here, there are still hills to climb and with the support and hard work of the staff and members we are confident that we will reach the Association's goal.

Roland J. Gagel, CGA
Controller

Activity Fee Payment Schedule

The activity fees for 2006-2007 increased by 15.6% from the previous year. This increase reflects the cost of living or rate of inflation for the last 10 years, which was when the activity fees were last changed. The referendum approving this increase - dated March 19 to March 23, 2005 - was passed by the students and implemented by the Council and also included a provision to adjust the activity fees annually by the cost of living as calculated by Statistics Canada. For the 2007-2008 year the activity fee was adjusted upward by 1.8%.

Student Attending the Burnaby Campus

a. All full time day - Technology	\$59.11	per term
b. All full time day - Trades & Apprentices	\$2.53	per week
c. All part time day - Technology	\$5.89	per credit (\$59.11 per term max.)
d. All part time evening (CE courses)	\$3.54	per course
e. All Industry Services student	\$2.53	per week
f. All Coop Technology Students	\$22.99	per term
g. Trades Coop	\$1.06	per week

Students Attending the Sea Island Campus

a. All full time day - Technology	\$59.11	per term
b. All full time day - Trades & Apprentices	\$2.53	per week
c. All part time day - Technology	\$5.89	per credit (\$59.11 per term max.)
d. All part time evening (CE courses)	\$3.54	per course
e. All Industry Services student	\$2.53	per week

Students Attending Great Northern Way, Marine Campus, Kelowna, Maple Ridge, Langley, New Westminster, and other non BBY & ATC sites, not distance education

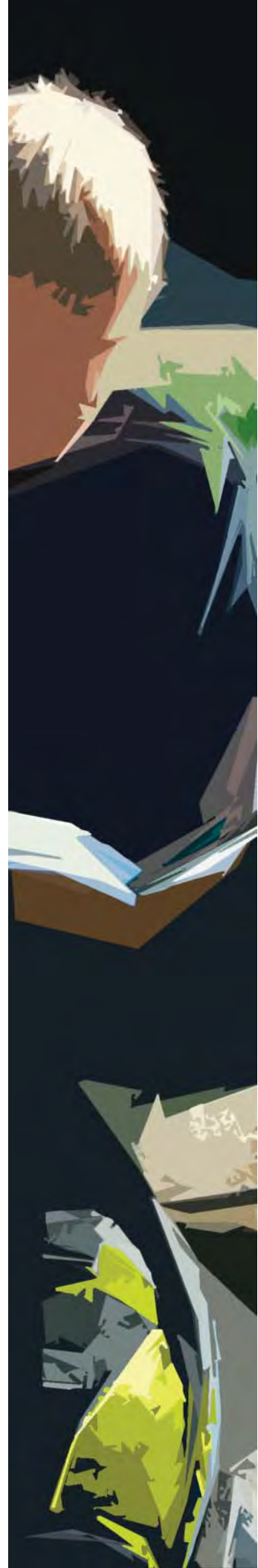
a. All full time day - Technology	\$25.34	per term
b. All full time day - Trades & Apprentices	\$1.06	per week
c. All part time day - Technology	\$2.53	per credit (\$25.34 per term max.)
d. All part time evening (CE courses)	\$1.54	per course
e. All Industry Services student	\$1.06	per week
f. High School Students	\$5.00	per registration

Distance Education Students (as defined as those students taking a course or courses from BCIT but do not use any BCIT facility either owned, rented or occupied by BCIT)

\$1.18 per course

Student Medical Plan - Gallivan

	Single	Couple	Family
Health - per year	\$68.00	\$188.00	\$188.00
Dental - per year	92.00	212.00	332.00
	<u>\$160.00</u>	<u>\$400.00</u>	<u>\$520.00</u>



Management's Responsibility for Financial Reporting

May 31, 2007

The accompanying financial statements of the BCIT Student Association and all the information in this annual report are the responsibility of management and have been approved by the Board of Directors.

The financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles. Financial statements are not precise since they include certain amounts based on estimates and judgements. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

The Association maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Association's assets are appropriately accounted for and adequately safeguarded.

The Board is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements.

The Directors review the Association's financial statements and recommends their approval. The Board meets periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the annual report, the financial statements and the external auditors' report. The Board takes this information into consideration when approving the financial statements for issuance to the members. The Board also considers the engagement of the external auditors.

The financial statements have been audited by Reid Hurst Nagy, CGAs in accordance with Canadian generally accepted auditing standards on behalf of the members. Reid Hurst Nagy, CGAs have full access to the BCIT Student Association.



Director



Vice President Finance & Administration



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AUDITORS' REPORT

To: THE MEMBERS OF
BCIT STUDENT ASSOCIATION

We have audited the statement of financial position of BCIT Student Association as at May 31, 2007 and the statements of operations, changes in fund balance and cash flow for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these statements based on our audit.

We conducted our audit in accordance with Canadian general accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at May 31, 2007 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

The financial statements as at May 31, 2007 and for the year then ended were reported on by other auditors who expressed an opinion without reservation on those statements in their report dated October 20, 2006.

REID HURST NAGY
CERTIFIED GENERAL ACCOUNTANTS

NOVEMBER 13, 2007
RICHMOND, B.C.

BCIT STUDENT ASSOCIATION
STATEMENT OF OPERATIONS
For the year ended May 31, 2007

Statement 1

REVENUE	2007	2006
Student fees	\$ 996,747	\$ 869,766
Pub revenue, net (Note 10)	572,800	595,283
Retail store, net (Note 11)	519,166	485,702
Childcare	-	15,934
Pepsi vending, net (Note 12)	188,884	185,805
Miscellaneous (Note 13)	155,199	120,100
Copy centre, net (Note 14)	70,942	83,943
Handbook advertising and newspaper	44,158	38,037
Interest and dividend	57,123	48,949
Rent	9,600	7,200
	2,614,619	2,450,719
EXPENSES		
Advertising and promotion	13,941	13,150
Amortization of deferred charges	17,346	20,182
Bad debts	788	664
Bank charges and interest	37,991	42,903
Bursaries	25,500	25,000
Depreciation	98,414	120,588
Childcare provisions	-	1,763
Equipment rental	62,870	65,606
Handbook expense	22,250	17,483
Honoraria	51,058	50,700
Insurance	38,363	40,903
Janitorial	28,203	22,925
Office and Miscellaneous	42,189	27,724
Professional development	33,253	31,683
Professional fees	120,150	120,885
Rent	227,542	227,686
Repairs and maintenance	15,427	14,212
Societies and student services	112,117	115,620
Subcontracted printing	12,018	11,355
Telephone and utilities	26,676	28,063
Wages and benefits	1,477,099	1,599,926
	2,463,195	2,599,021
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES BEFORE OTHER ITEMS	151,424	(148,302)
OTHER ITEMS		
Gain on disposal of investments	472	30,363
Loss on disposal of capital assets	-	(980)
	472	29,383
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$151,896	\$(118,919)

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

BCIT STUDENT ASSOCIATION
STATEMENT OF CHANGES IN FUND BALANCES
For the year ended May 31, 2007

Statement 2

	Capital Asset Fund	Operating Fund	2007	2006
Balance, beginning of the year:	\$ 428,662	\$ 1,186,952	\$1,615,614	\$ 1,734,533
(Deficiency) excess of revenue over expenses	(98,414)	250,310	151,896	(118,919)
Capital assets acquired	96,991	(96,991)	-	-
Balance, end of the year	\$427,239	\$1,340,271	\$1,767,510	\$1,615,614

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

BCIT STUDENT ASSOCIATION
STATEMENT OF FINANCIAL POSITION
As At May 31, 2007

Statement 3

	2007	2006
ASSETS		
CURRENT		
Cash	\$824,264	\$ 734,625
Temporary investments (Note 3)	606,603	617,120
Accounts receivable	163,160	76,676
Inventory	152,662	153,829
Prepaid expenses	28,957	45,189
	1,775,646	1,627,439
CAPITAL (Notes 2a and 5)	427,239	428,662
OTHER		
Investments (Note 4)	666,341	615,740
Deferred charges (Note 6)	241,514	258,860
	3,110,740	2,930,701
LIABILITIES		
CURRENT		
Bank indebtedness	214,743	-
Accounts payable and accruals	253,647	344,659
Wages payable	39,574	37,452
Government agencies payable	18,294	20,698
Student one-card deposits	38,300	11,822
Deferred revenue (Note 8)	16,588	152,786
Current portion of student medical plan payable (Note 9)	225,517	211,650
	776,663	779,067
OTHER		
Student medical plan payable (Note 9)	566,567	536,020
	1,343,230	1,315,087
NET ASSETS		
Invested in capital assets (Note 5)	427,239	428,662
Unrestricted	1,340,271	1,186,952
	1,767,510	1,615,614
	\$3,110,740	\$2,930,701

Approved by the Directors:

Director:  President: 

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

BCIT STUDENT ASSOCIATION
STATEMENT OF CASH FLOWS
For the year ended May 31, 2007

Statement 4

	2007	2006
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$151,896	\$(118,919)
Depreciation	98,414	120,588
Amortization of deferred charges	17,346	20,182
Loss on sale of capital assets	-	980
Gain on disposal of temporary investments	(472)	(30,363)
	267,184	(7,532)
NET CHANGES IN WORKING CAPITAL ACCOUNTS		
Accounts Receivable	(86,484)	5,259
Inventory	1,168	(26,472)
Prepaid expenses	16,232	(2,276)
Student fees receivable	-	10,000
Accounts payable and accruals	(91,014)	102,129
Wages payable	2,122	486
Government agencies payable	(2,404)	(3,555)
Student one-card deposits	(3,522)	(4,767)
Deferred revenue	(136,198)	734,625
Student medical plans payable	44,415	78,807
	11,499	172,037
INVESTING ACTIVITIES		
Increase in temporary investments	(326,612)	(216,598)
(Increase) decrease in investments	(50,601)	147,833
Acquisition of capital assets	(96,991)	(67,366)
Proceeds on disposition of capital assets	-	2,135
Proceeds on disposition of temporary investments	337,601	63,482
	(136,603)	(70,514)
(DECREASE) INCREASE IN CASH	(125,104)	101,523
CASH - BEGINNING OF THE YEAR	734,625	633,102
CASH - END OF THE YEAR	609,521	734,625
REPRESENTED BY:		
Cash	824,264	734,625
Bank indebtedness	(214,743)	-
	\$609,521	\$734,625

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

BCIT STUDENT ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
May 31, 2007

NOTE 1: ORGANIZATION AND MISSION

The BCIT Student Association (the "Association") was incorporated under the British Columbia Society Act on October 3, 1968 as a not for profit organization. It is tax exempt under the Income Tax Act. Its mission is to be an advocate for students and provide services which are student centered, responsive and pro active in supporting and enhancing the quality of student life.

NOTE 2: SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of significant accounting policies used in the preparation of the financial statements:

a) Fund accounting

The Association follows the deferral method of accounting for contributions.

The Operating Fund accounts for the Association's program delivery and administration activities.

The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to the Association's capital assets and building expansion campaign.

b) Revenue recognition

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Unrestricted contributions are recognized as revenue in the year received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

c) Temporary investments

Temporary investments, representing money market funds, equity securities and a bond maturing within one year, are recorded at cost.

d) Inventory

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

e) Investments

Strip bonds are carried at cost. If the market value becomes lower than cost and the decline is considered to be other than temporary, the investments are written down to market value.

NOTE 2: SIGNIFICANT ACCOUNTING POLICIES (continued)

f) Capital assets and depreciation

Purchased capital assets are valued at cost. Contributed capital assets are valued at fair value at the date of contribution. Depreciation is provided on a declining balance method at the following annual rates:

Furniture and equipment	20%
Office equipment	20%
Computer software	100%
Computer hardware	30%
Vehicles	30%
Video tapes	100%

Depreciation of leasehold improvements is calculated on a ten year straight line method. In the year of acquisition, depreciation is recorded at one half the normal rate.

g) Deferred charges

Deferred charges represent professional fees paid in relation to various long term agreements entered into by the Association and a capital funding contribution paid to the British Columbia Institute of Technology in conjunction with the construction of the Campus Centre building. The professional fees are amortized on a straight line basis over the terms of the related agreements that vary between ten and thirty years. The capital funding contribution is amortized on a straight line basis over the term of the Campus Centre lease of thirty years.

h) Contributed services

Volunteers contribute numerous hours per year to assist the Association in carrying out its services. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

i) Income taxes

Income taxes are not reflected in these financial statements as the Association is a not for profit organization.

j) Financial instruments

The Association's financial instruments consist of cash, temporary investments, accounts receivable, investments, bank indebtedness, accounts payable and accruals, wages payable and government agencies receivable. 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.

k) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements and reported amounts of revenues and expenses during the reporting year. Actual results may differ from those estimates.

BCIT STUDENT ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
May 31, 2007

		2007	2006
NOTE 3:	TEMPORARY INVESTMENTS		
	Equity securities (market value \$317,308, 2006: \$235,877)	\$164,718	\$164,282
	Bonds (market value \$162,656, 2006: \$353,597)	141,695	327,664
	Money market fund (market value \$300,190, 2006: \$125,174)	300,190	125,174
		606,603	617,120
NOTE 4:	INVESTMENTS		
	Bonds (market value \$646,688, 2006: \$602,633)	630,351	582,046
	Accrued interest	35,990	33,694
		\$666,341	\$615,740

NOTE 5: CAPITAL ASSETS
Capital assets of the following:

	COST	ACCUMULATED AMMORTIZATION	2007 Net	2006 Net
Computer hardware	\$94,046	\$38,112	\$55,934	\$46,466
Computer software	15,293	10,409	4,884	2,762
Furniture and fixtures	1,184,097	1,003,456	180,641	191,714
Leasehold improvements	218,614	75,444	143,170	134,726
Office equipment	397,576	354,966	42,610	52,675
Vehicle	20,708	20,708	-	319
	\$1,930,334	\$1,503,095	\$427,239	\$428,662

BCIT STUDENT ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
May 31, 2007

NOTE 6: DEFERRED CHARGES

	COST	ACCUMULATED AMMORTIZATION	2007 Net	2006 Net
Capital funding contribution	\$289,500	\$115,326	\$174,174	\$183,824
Professional fees	179,846	112,506	67,340	75,036
	\$469,346	\$227,832	\$241,514	\$258,860

NOTE 7: LINE OF CREDIT

The Association has available a line of credit totaling \$330,000, of which \$214,743 has been utilized as at May 31, 2007. Advances under this facility bears interest at the bank prime rate plus 0.5% per annum.

NOTE 8: DEFERRED REVENUE

The deferred revenue represents grant revenue received in advance for the period June 1, 2007 to December 31, 2007 and grant revenue to be used in the subsequent year.

NOTE 9: STUDENT MEDICAL PLAN PAYABLE

	2007	2006
Student medical plan payable	\$792,084	\$747,670
Less: current portion	225,517	211,650
	\$566,567	\$536,020

The Association collects premiums from the students each year. Any premiums not required to be paid out for insurance coverage are maintained by the Association to cover future rate increases. The current portion of the medical plan reflects premiums payable through August 2007.

NOTE 10: PUB REVENUE, NET

	2007	2006
Pub revenue	\$949,293	\$990,704
Less: cost of sales	376,493	395,421
	\$572,800	\$595,283

BCIT STUDENT ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
May 31, 2007

NOTE 11: RETAIL STORE REVENUE, NET

	2007	2006
Retail store sales revenue	\$ 1,371,400	\$1,264,064
Less: cost of sales	852,234	778,362
	\$519,166	\$485,702

NOTE 12: PEPSI REVENUE, NET

	2007	2006
Pepsi vending/sponsorship revenue	\$ 202,335	\$208,865
Less: commission	13,451	23,060
	\$188,884	\$185,805

NOTE 13: MISCELLANEOUS REVENUES

	2007	2006
Miscellaneous	\$ 107,626	\$66,183
Cost recovery	5,517	12,382
Grants	42,056	41,535
	\$155,199	\$120,100

NOTE 14: COPY CENTRE REVENUE, NET

	2007	2006
Copy centre revenue	\$74,512	\$90,761
Less: cost of sales	3,570	6,818
	\$70,942	\$83,943

NOTE 15: LEASE COMMITMENTS

The Association's premises are leased under an agreement with BCIT for office and retail space in the Campus Centre and will expire on July 26, 2025. Upon expiration of the lease agreement, the lease will automatically renew for an additional five year period.

The Association has entered into lease agreements with Ikon Capital and Nexcap Finance Corporation for equipment.

Future minimum lease payments for the next five years are as follows:

	Premises	Equipment	Total
2008	\$210,000	\$23,083	\$233,083
2009	160,000	21,421	181,421
2010	160,000*	21,421	181,421
2011	160,000*	21,421	181,421
2012	160,000*	21,421	181,421
	<hr/>	<hr/>	<hr/>
	\$850,000	\$108,767	\$958,767

*Gross rent of the premises for the period beginning on April 1, 2009 and ending on March 31, 2010 and in subsequent one year periods will be subject to adjustment based on the consumer price index for the Province of British Columbia as established by Statistics Canada.

NOTE 16: CONTINGENT LIABILITIES

The Association is contingently liable for a letter of guarantee in the amount of \$20,000 and \$10,000 issued by Vancity in favour of Brewers Distributors Ltd. and the BC Liquor Distribution Branch respectively.

NOTE 17: COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with the current year's presentation.



BCITSA Student Executive 2006/2007



(c) 2007 Student Association of the
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