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1. Project Profile

Project #:	Project name:
Proponent organization (legal name):	

2. Primary Contact Information

Primary contact (for this report):	Position/title:
Telephone:	Email:

3. Reporting Period

Final payment date:	What timeframe are you reporting on?
<p>✦ This date can be found on the final cheque or the letter accompanying the final cheque for this project.</p> <p>✦ If you are unable to locate this date, give us a call at 250-561-2525.</p>	<p>Year 1</p> <p>✦ Please report on the following time period:</p> <p>_____ to _____</p>

4. Progress Report

Tell us how the project has positively impacted your downtown or main street

Would you have done anything different?

What elements of your downtown or main street revitalization plan have yet to be completed?

5. Additional Key Deliverables ✦ Only complete sections identified in your signed agreement.

Level of Investment

Actual public/private investment in the downtown

Year 1:

If the project did not result in increased public/private investments in the downtown as anticipated, please explain some of the factors that could have caused this:

Property Values in the Downtown

Baseline average property values: <i>(as per signed agreement)</i>	Actual average property values
	Year 1:
If the project did not result in an increase in average property values in the downtown as anticipated, please explain some of the factors that could have caused this:	

Downtown Hotel/Motel Occupancy Rates

Baseline accommodation occupancy rate <i>(as per signed agreement)</i>	Actual accommodation occupancy rate
	Year 1:
If the project did not result in an increase to accommodation occupancy rates as anticipated, please explain some of the factors that could have caused this:	

Downtown Events

Baseline # events hosted in the downtown or main street: <i>(as per signed agreement)</i>	Actual # of performances, exhibits and/or events:
	Year 1:
If the project did not result in an increase to the number of events in the downtown as anticipated, please explain some of the factors that could have caused this:	

Commercial Vacancy Rate

Baseline vacancy rate in commercial buildings within the downtown <i>(as per signed agreement)</i>	Actual vacancy rate in commercial buildings within the downtown
	Year 1:
If the project did not result in a decrease in the commercial vacancy rate as anticipated, please explain some of the factors that could have caused this:	

Downtown Parking Revenues

Baseline downtown parking revenues <i>(as per signed agreement)</i>	Actual downtown parking revenues
	Year 1:
If the project did not result in an increase in downtown parking revenues as anticipated, please explain some of the factors that could have caused this:	

Business Revenues

Actual average % increase in revenues for businesses within the downtown
Year 1:
If the project did not result in increased revenues for businesses located in the downtown as anticipated, please explain some of the factors that could have caused this:

6. Authorization

I confirm that I have inputted all applicable baselines as per the project's signed agreement

I confirm that the information in this report is accurate, complete, and fairly presented.

I authorize Northern Development to make enquiries in order to verify the results reported.

I agree to provide upon request any additional updates and reporting Northern Development staff deems necessary.

I understand that information provided to Northern Development may be accessible under the Freedom of Information (FOI) Act.

Name (organization signing authority): ✦ <i>Please type name.</i>	Position/title:	Date:

7. Submitting Your Report

Completed project reporting forms (with all required attachments) should be provided electronically to Northern Development by email to info@northerndevelopment.bc.ca. ✦ *Do not scan this form.*