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Cariboo Regional District

SEP 28 2018

File No. 182020

SEP 30 2018

DISTRICT OF 100 MILE HOUSE
BRITISH COLUMBIA

Grant for Assistance Joint Application

Referred To DCO

Organization Information Sheet

Name of Organization:	South Cariboo Chamber of Commerce
Mailing Address:	Box 2312, 100 Mile House, BC V0K 2E0
Telephone (office):	250-395-6124
Purpose of Organization (From Constitution or Incorporation Documents):	See attached *
How long has the organization operated in the community?	Since 1970
BC Society Registration Number:	Registered federally under the Board of Trade Act
Federal Charitable Registration Number: (if applicable)	n/a
Chairperson's name:	Christine Gallagher
Telephone:	[REDACTED]
Treasurer or Financial Officer's name:	Rick Takagi
Telephone:	[REDACTED]

Date of last Annual General Meeting (Attach minutes and current list of Directors):

May 9th, 2018

See attached **

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

See attached ***

Previous Year Grant from CRD and District (if applicable)

\$ not for this project

NOTE: A Final Report for previous year's grant MUST be included with this submission.

Current Grant Amount Requested

Half of estimated amount needed

\$ 2500.00

Grant for Assistance Application



Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?
The Chamber is expanding funding activities to better achieve the goals of the Chamber. Membership is increasing and have increased our staffing with an events coordinator. This project will interact with local residents, visitors and tourist to promote the area with a visually interactive map at the South Cariboo Tourist Information Centre.

2. If your organization charges user fees/memberships/admission, attach your current fee structure:
attached ****

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

The Chambers specific goals are to provide support to the business community with resources that are available to them, promote the South Cariboo as a whole as an attractive place to live, do business and/or retire, Plus the Chamber is dedicated to enhancing events in the community.

4. Who does your organization serve? (% of clients from District, % of clients from South Cariboo)

The Chamber membership consists of 66% within the District of 100 Mile House and 44% within the Cariboo Regional District. The Chamber services the South Cariboo as a whole regardless of membership. The events of the Chamber service 100% of the South Cariboo.

5. Does your organization receive a rental subsidy from the CRD and/or District? If so, how much?

We receive office space from the District of 100 Mile House.

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from District Tax Department)

No

7. Does your organization use CRD or District owned facilities? If so, which ones?

Yes, we frequently rent the Valley Room, Centennial Park, and the South Cariboo Rec Centre for events.

8. How will you indicate that the CRD and District are contributing to your organization?

Acknowledgement on the Visitor Info Sign itself of the contributions of the District and CRD.



Grant for Assistance Application

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

This portion of the grant is for phase I : Update Mapping. Phase II : would include a digital sign added for community events. (We are not including this portion in the grant until more cost research can be done)

Phase I

The Visitor Information sign at the South Cariboo Visitors Centre is in much need up an upgrade. The Chamber manages the advertising bookings on the sign. We would like to update the sign for visitors and local residents by creating a more visually interactive map of 100 Mile House and the surrounding South Cariboo. The map would be more location interactive as well. The Chamber is willing to also put a matching sum of money towards the project.

2. How do you know there is a need for this service/project in our community?

There is a need for this service due to the location of the sign at the Info Centre and great number of visitors to the Centre. Visitors interact with the map as it is now. We find that the map is out of date with road name changes and location of new facilities and attractions.

Also we would like to update the pictures from the area on the sign as well.

3. Is your agency applying for funds from other levels of government or other sources for this project?

not at this time

4. Would you still be able to complete the project if you do not receive the other funds applied for?

We would have to fundraise for the funds needed to upgrade delaying the project

5. Please describe the impact of this application being denied or approval of an amount less than requested.

The biggest impact would be the delay in completing this project

6. Start date of the project: Present

End date for the project: May 1, 2019

Grant for Assistance Application



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7. Please describe the key activities that will take place to complete the project and any associated timelines.

The Chamber would meet as a committee to reasearch potential artists for the sign, we would also consider local public interest and suggestions for features and themes for the sign. Please see the attached pictures of the current sign and potential ideas researched that other communities have used.

8. Please provide a detailed financial budget for the project.

At this time we are researching costs and would be in communication with the CRD and District if costs are less than what is stated in the budget. See attached *****

9. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

The value of the project will be measured by community engagement, the success of upgrading and making the sign more visually attractive and interactive to visitors coming to the community, plus the new businesses and organizations that may want to advertise on the sign.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

President/Chairperson



Box 2312,
100 Mile House, B.C. V0K 2E0
(250) 395-6124
manager@southcariboochamber.org
www.southcariboochamber.org

Providing a united voice for business and working to enhance the economic prosperity of the South Cariboo Community.

OUR MISSION STATEMENT

We exist to drive and support economic growth in the South Cariboo and promote it as an ideal community in which to live, work, and play.

Our Vision

We see the South Cariboo as a prosperous and thriving region due to:

- A commitment to making this the "best place to do business."
- An unwavering dedication to improving quality of life within the community.
- Emergence of key new industries to diversify our traditional economic base.
- Wise use of our natural resources and responsible environmental stewardship.
- Dedicated to the inclusion of all demographics and cultures within the South Cariboo.

Member Code of Conduct – Commitment

"As a member of the South Cariboo Chamber of Commerce ("Chamber"), I/we recognize that membership is a privilege. Further, membership brings with it the responsibility to assure that all members also understand and commit to the following membership Code of Conduct.

Accordingly, I/we shall commit to:

1. Conduct all business and professional activities in a reputable manner, to reflect honorably upon the business community;
2. Respect the good reputation, profile and status of the Chamber, and represent the Chamber accordingly;
3. Understand, support, and promote the Missions and Goals of the Chamber;
4. Whenever reasonably possible, participate in the functions and activities of the Chamber, plus, in the promotion and enhancement of business growth and related activities such as the Shop Local Incentive and the Chamber Bucks Program within the City of 100 Mile House.

I/we also understand that the failure to adhere to the professional and personal obligations outlined above, and as further defined in Chamber By-Laws, as well as Boards of Trade Act, *can result in the termination of my membership by the Chamber's Board of Directors* ("Board").

Membership continues in force for January 1st to December 31st each year and will remain in force until revoked in writing. Upon termination/revocation of Membership, all benefits, all media advertising and presence/links on the Chamber website are also terminated.



SOUTH CARIBOO CHAMBER OF COMMERCE

Annual General Meeting – Meeting Minutes

Wednesday, May 9, 2018

Valley Room

1. Opening Comments

Christine Gallagher welcomed the Chamber members, directors and guests to the AGM.

2. Message from CRD Board Chair Margo Wagner, MLA Donna Barnett and Bill Hadden from the District of 100 Mile House.

3. Approval of 2017 AGM minutes

a. Motion to accept 2017 AGM minutes. 1) Rick 2) Ralph All in favour.

4. Financial Report – Keith Greenhalgh

Membership in the Chamber has increased for the second year in a row. There is a \$15K surplus in the account.

a. Motion to accept yearend financial statement ending March 31, 2018.

1) Rick 2) Ralph All in favour

b. Motion to appoint PMT as accountant for 2018

1) Tom 2) Carl All in favour

5. Chair Report

Christine Gallagher thanked the directors and members for their support.

6. Executive Director Report

Shelly Morton thanked the members and directors for their support and reviewed the year's activities. Of note is that membership is up 15 % over the previous year.

7. Call for Nominations

Rob Fry, Ralph Myhill-Jones, Rick Takagi, and Chad Swanson are up for re election and agreed to let their names stand for another term.

There was a first call for nominations. Carl Gimse nominated Jeremy Welch who agreed to stand for election.

There was a second call for nominations.

There was a third call for nominations.

There being no further nominations those standing for nomination were elected by acclimation.

8. Board Retreat

The strategic planning session for the new board was set for June 14.

9. Adjournment

Motion to adjourn the 2018 AGM. 1) Rick 2) Ralph All in favour

List of attendees

Christine Gallagher

Keith Jackson

Leon Cretien

Ken Chan

Christina Roderick

Ashlee Hyde

Bruce Madu

Josh Dickerson

Rick Takagi

Michele Hyek

Brian Cowell

Bill Hadden

Martina Dopf

Cassidy Mellot

Marian Schulling

Cathi Gimse

Jeremy Welch

Kim Andruk

Keith Greenholgh

Ralph Myhill-Jones

Carl Gimse

Rob Fry

Bev Fry

Pedro (from Spruce Hill)

Christine (from Spruce Hill)

Shelly Morton

Robyn Angus

Tom Gallagher

Chad Swanson

Sally Gimse

Board of Directors results -2018 AGM results

Christine Gallagher

Tom Gallagher

Leon Chretien

Carl Gimse

Keith Jackson

David Jurek

Len Doucette

Rob Fry

Ralph Myhill-Jones

Rick Takagi

Chad Swanson

Jeremy Welch

SOUTH CARIBOO CHAMBER OF COMMERCE
Statement of Revenues and Expenditures
Year Ended March 31, 2018

(Unaudited - See Notice To Reader)

	2018	2017
Revenue		
Event income	\$ 46,861	\$ 43,721
Grants/In kind	8,700	6,000
Membership	24,338	21,531
Other income	11,817	7,131
Professional services	160	1,600
Visitor centre sign	7,750	7,894
	<u>99,626</u>	<u>87,877</u>
General and administrative expenses		
Accounting fees	750	750
Advertising and promotion	1,707	814
Bad debts	261	3,873
Bank charges and interest	1,011	989
Donations	2,000	-
Insurance	1,764	1,938
Membership meetings	-	533
Memberships	2,439	2,373
Office	1,375	1,889
Board	2,158	39
Event costs	26,577	31,993
Rental	6,138	6,000
Repairs and maintenance	138	-
Travel	2,575	1,684
Telephone and utilities	1,962	1,980
Wages and benefits	33,964	33,580
	<u>84,819</u>	<u>88,435</u>
Excess (deficiency) of revenue over general and administrative expenses	<u>\$ 14,807</u>	<u>\$ (558)</u>

The accompanying notes are an integral part of this statement.



The below information is considered private information and will not be share by the South Cariboo Chamber of Commerce.

Length of time in business: _____ Number of Employees: _____ full time ____ part time _____

The Chamber would like your permission to add your business email to our newsletter list:

NO YES

Is there an additional email that you would like newsletter emails to be sent to?

NO YES (If yes please provide additional email) _____

Please provide emergency contact information other than the business or organization contact information. **The Chamber will only use the following in the case of a state of emergency and will not share the information below.**

Cell Phone _____ Email _____

Schedule of Annual Membership Investment Assessments (Membership Fee)

# of Employees	Membership Dues	GST	Total Annual Fee
Home-based, no employees	\$105.00	\$5.25	110.25
1 - 2	125.00	6.25	131.25
3 - 4	145.00	7.25	152.25
5 - 9	167.00	8.35	175.35
10 - 15	192.00	9.60	201.60
16 - 20	225.00	11.25	236.25
21 - 50	280.00	14.00	294.00
51 +	442.00	22.10	464.10
Non-Profit Associations	57.00	2.85	59.85
Non-Voting Associate	84.00	4.20	88.20
Second Business*	47.00	2.35	49.35

*Second Business requires its own membership form (a business working in the same premise/location as the first business)

Amount of membership fees due \$ _____ payment can be made by MasterCard, Visa or Cheque to South Cariboo Chamber of Commerce

I hereby apply for membership in the South Cariboo Chamber of Commerce. I understand and agree that this membership contract will remain in effect until I resign, after giving 10 days advance notice in writing, and that my membership is due and payable on or before the 31st of January annually, for the current year. I understand that the business membership will attach to the company named above, and not to any individual, and that it is non-transferable. Fees are payable annually for a period of one calendar year, beginning the 1st day of January ending the 31st day of December. Membership dues received by this Chamber of Commerce are non-refundable. New members only (excluding past members) may be eligible for prorated membership dues if registered late in the year (must be pre-approved by the Chamber Manager).

Applicant's Signature: _____ Date: _____

Applicant's Name: _____ Position/Title: _____



Visitor Info Sign upgrade Project Budget

Revenue

Grants	2500	
Chamber Investment	2500	
Total Revenue		5000

Expenses

Art Work	3000	see estimate attached
installation	500	
sign renovations need	500	
sign material and printing	1000	
Total Expenses		5000

Drawing Change Consulting Inc
 Sam Bradd, Principal
 114-4238 Albert Street
 Burnaby BC V5C 6T1
 604-616-8680
 sam@drawingchange.com
 www.drawingchange.com
 GST/HST Registration No.: 76869 1099



ESTIMATE

ESTIMATE # 1372_
DATE 28-09-2018

ADDRESS

Shelly Morton
 Executive Director
 385 Birch Ave,
 100 Mile House, BC V0K 2E0
 South Cariboo Chamber of
 Commerce

Please detach top portion and return with your payment.

ACTIVITY	QTY	RATE	AMOUNT
Infographic Project Deliverable: 1 sided map of South Cariboo for print size TBD, JPG files for web	30	100.00	3,000.00

Provided by Cariboo Chamber office:
 - data and list of categories to include
 - verified addresses
 - list of key icons/landmarks

Created by Drawing Change:
 - vector based map in layers (layer for parks, layer for streets, etc)
 - original icons for each section (schools, firehall, library, etc)
 - featured, small illustration for each landmark

Estimated hours:
 4 hours for draft concept/ sketch of icons and basic map layout
 10 hours for digital version including layers, and locating all places on map
 6 hours: custom illustrations for title and landmarks
 9 hours: revisions as needed, ~3 hours x 3 changes
 1 hr for prepping final files for print and web versions
 Total: 30 hours

Here's to a productive visual conversation!

SUBTOTAL	3,000.00
GST @ 5%	150.00
TOTAL	CAD 3,150.00

TAX SUMMARY

Here's to a productive visual conversation!

Unionized with Unifor.

RATE
GST @ 5%

TAX
150.00

NET
3,000.00

Accepted By

Accepted Date

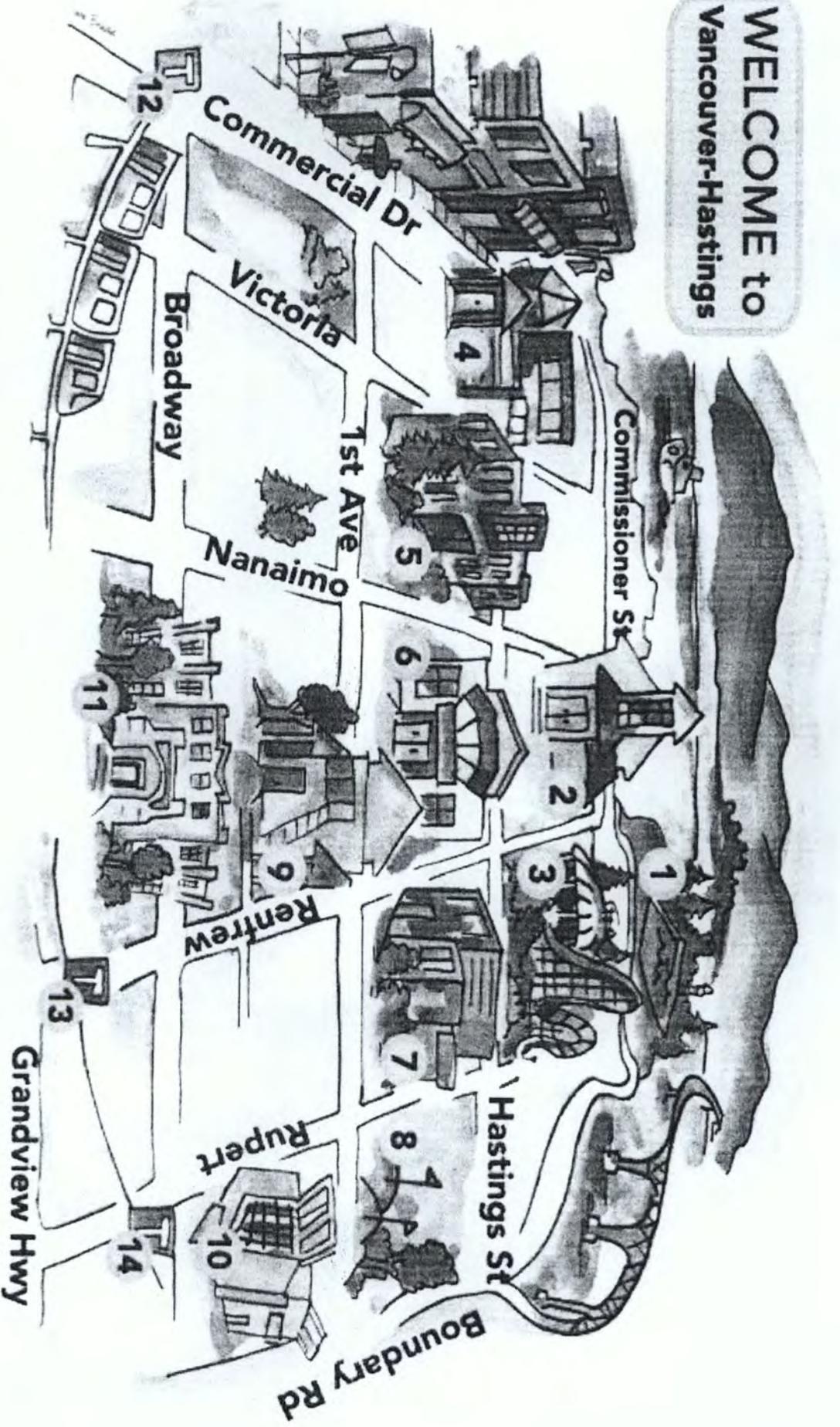
Here's to a productive visual conversation!

Unionized with Unifor.



Lumant

**WELCOME to
Vancouver-Hastings**



- | | | |
|---|--|---|
| 1 New Brighton Park | 6 Hastings Library | 11 Vancouver Technical High School |
| 2 Kiwassa Neighbourhood House | 7 Hastings Community Centre | 12 Broadway Skytrain Station |
| 3 Hastings Park and PNE | 8 Rupert Pritch and Putt | 13 Renfrew Skytrain Station |
| 4 Vancouver East Cultural Centre | 9 Frog Hollow Neighbourhood House | 14 Rupert Skytrain Station |
| 5 Templeton High School | 10 Thunderbird Community Centre | |

