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SEP 30 2019
DISTRICT OF 100 MILE HOUSE
BRITISH COLUMBIA

Grant for Assistance Joint Application

Organization Information Sheet

| | |
|---|--|
| Name of Organization: | South Cariboo Chamber of Commerce Summer Festival 2020 |
| 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 #1 |
| How long has the organization operated in the community? | 1970 |
| BC Society Registration Number: | Registered under the Federal Board of Trade Act |
| Federal Charitable Registration Number: (if applicable) | NA |
| 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, 2019 See attached #2

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 #3

Previous Year Grant from CRD and District (if applicable) \$ 5250.00

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

See attached #4

Current Grant Amount Requested \$ 7000.00



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 continuously expanding its membership and fundraising to better achieve the goals of the Chamber. Membership has remained steady with the increases it experienced in the last few years. The board is working hard to implement more Chamber activities for our members and the community, with a focus on continuing partnership with local governments and community groups.

2. If your organization charges user fees/memberships/admission, attach your current fee structure: See attached # 5

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

The Chambers specific goals is business and economic support for the South Cariboo. The Chamber is dedicated in promoting the South Cariboo in a large capacity to help boost tourism and business. The Summer Festival is a platform to support this while promoting our shop local programs plus giving non-profit groups an opportunity of exposure and fundraising. The Chamber will continue to promote the South Cariboo as an attractive place to do business, retire, and to live.

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

The Chamber supports the South Cariboo and District of 100 Mile House as a whole. All businesses in the South Cariboo benefits from the work the Chamber does.

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

Yes, we recieve a rental subsidy from the District of 100 Mile House for our office.

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, the South Cariboo Rec Centre and Centennial Park.

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

see next page



Grant for Assistance Application

The Chamber would indicate contributions in all print, advertising, social media, website and newsletters that are in conjunction with the event. The Chamber also encourages any involvement of the the CRD and District of 100 Mile House by way of volunteers booth space and welcome speeches.

Project Summary Sheet

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

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

The grant funds would be used for all aspects of the Summer Festival including rent, entertainment, kids activities, demonstrations, advertising, and growth of the event. We acknowledged from previous, we needed to spend more funds on signage advertising and it was implemented in 2019. We would like to expand the activities like the Kids Fire Fighter Challenge which was a popular event thanks to the volunteers.

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

The need for a community event is apparent with the show of community support, business support and attendance at the event. The opportunity for the community to come together is greatly appreciated. It is the only event of its kind in 100 Mile House. Families were thrilled with the activities and contests.

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

We are looking to add more corporate sponsorship every year as the event grows.

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

Holding the Summer Festival would be very difficult, if not impossible without the funding of grants. The Chamber is dedicated to host the Summer Festival every year. Without the grant funding, the event would have to be adjusted to a budget without the grant.

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

The denial of the grant funds would have a negative impact on the event and possible cancellation. The event would have to be scaled back and we would not be able to bring expensive entertainment to the event. The Chamber would have to spend more time and labour searching for funding.

6. Start date of the project: Present

End date for the project: August 2020



Grant for Assistance Application

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

The Chamber appoints a committee every year for the Summer Festival and has monthly meetings. At the meetings, completion of tasks and assignment of duties will be discussed while following a time line set by the events coordinator or committee chair person.

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

See attached #6

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 Chamber takes into account attendance, vendor attendance, community and business support, and feedback from attendees to determine the success of the event. Our volunteer base grew getting closer to the event showing the excitement in the community. Our committee also provides feedback as a group and discusses positive an negative attributes of the event.

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

President/Chairperson

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.

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.

All corporate members are fully responsible and accountable for all actions of, and all charges incurred by, their designated Chamber representatives

SOUTH CARIBOO CHAMBER OF COMMERCE

Annual General Meeting – Meeting Minutes

Wednesday, May 8, 2019

Valley Room

6:30pm call to order – Quorum Declared

1. Approval of 2018 AGM minutes

- a. Motion to accept 2018 AGM minutes. 1) Rick Takagi 2) Ralph Myhill-Jones
All in favour.

2. Opening Comments (Welcome)

Christine Gallagher welcomed the Chamber members, directors and guests to the AGM. Christine acknowledged the food vendors for the meeting. Notable Chamber events from the past year include Hot July Nights Car & Bike Show, the South Cariboo Summer Festival and the Shop & Win Contest.

3. Financial Report – Keith Greenhalgh

2018 was an unusual year in that some funding from the Red Cross came through. The Chamber has shown growth, good cash flow, and stability.

- a. Motion to accept yearend financial statement ending March 31, 2019.
 - i. Ralph Myhill-Jones 2) KIm Andruk All in favour
- b. Motion to appoint PMT as accountant for 2018
 - i. Jeremy Welch 2) Rob Fry All in favour

4. Membership Fees

Motion to increase membership fees **by 2 %**

- i. Ralph Myhill-Jones 2) Rick Takagi All in favour

5. Bylaws

Motion to pass bylaws as read and presented.

- i. Ralph Myhill-Jones 2) Rob Fry All in favour

6. Guest speaker : Walter Bramsleven – GM for Mt Timothy Recreation Resort

Walter reviewed the purchase by an investment group of Mt Timothy in the spring of 2019. Plans are underway for extensive renovations, upgrades, and maintenance of the resort. One of the goals of the resort is to turn it into a year round facility.

7. District of 100 Mile House report.
Councillor Ralph Fossum updated the members of the successes during the year and acknowledged the great working partnership between the Chamber and the Municipality.

8. Call for Nominations
There was a first call for nominations from the floor.
Walter Bramsleven, Jodi Christenson, Stacey Borge, Christine Gallagher, Amanda Usher, Angela Williams and Martina Dopf.

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 acclamation.

9. Board Retreat/ Strategic Planning Meeting was Scheduled for June 24th, 2019 at the Chamber office @ 4PM.

10. Adjournment 8:00pm
Motion to adjourn the 2019 AGM. 1) Rob Fry 2) Chad Swanson All in favour

List of attendees

| | |
|---------------------|-----------------|
| Christine Gallagher | Shelly Morton |
| Leon Cretien | Robyn Angus |
| Rick Takagi | Chad Swanson |
| Martina Dopf | Angela Williams |
| Jeremy Welch | Dawn Sims |
| Kim Andruk | Val Nickless |
| Keith Greenholgh | Kim Andruk |
| Ralph Myhill-Jones | Alisha Piccolo |
| Rob Fry | Melissa Brown |
| Bev Fry | Julie Gilmore |
| Cathi Gimse | Rachel Choquis |
| Raven Nyman | Kathy Mcmillan |
| Walter Bramsleven | Krista Connell |
| Amarantha Cretien | Rachel Choquis |
| Cathi Gimse | Kathy Mcmillan |

#3
SOUTH CARIBOO CHAMBER OF COMMERCE

Statement of Revenues and Expenditures

Year Ended March 31, 2019

(Unaudited - See Notice To Reader)

| | 2019 | 2018 |
|--|-------------------|------------------|
| Revenue | | |
| Membership | \$ 26,183 | \$ 24,338 |
| Summer Festival | 25,036 | 23,805 |
| Business Excellence Awards | 21,830 | 20,512 |
| Other income | 8,345 | 11,817 |
| Visitor centre sign | 7,388 | 7,750 |
| Grants/In kind | 6,000 | 8,700 |
| Professional services | 1,050 | 410 |
| | <u>95,832</u> | <u>97,332</u> |
| General and administrative expenses | | |
| Accounting fees | 750 | 750 |
| Advertising and promotion | 3,118 | 1,707 |
| Amortization | 706 | - |
| Bad debts | 2,194 | 261 |
| Bank charges and interest | 1,172 | 1,011 |
| Board | 2,149 | 2,158 |
| Donations | - | 2,000 |
| Event costs | 308 | 249 |
| Business Excellence awards | 14,646 | 13,260 |
| Summer Festival | 18,703 | 10,775 |
| Insurance | 1,789 | 1,764 |
| Memberships | 2,925 | 2,439 |
| Office | 2,534 | 1,374 |
| Professional fees | 529 | - |
| Rental | 6,000 | 6,138 |
| Repairs and maintenance | - | 138 |
| Telephone and utilities | 2,301 | 1,962 |
| Travel | 1,394 | 2,575 |
| Wages and benefits | 39,836 | 33,964 |
| | <u>101,054</u> | <u>82,525</u> |
| Excess (deficiency) of revenue over general and administrative expenses | <u>\$ (5,222)</u> | <u>\$ 14,807</u> |

The accompanying notes are an integral part of this statement.

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The 3rd Annual South Cariboo Summer Festival Final Report

The South Cariboo Summer Festival was held again at the South Cariboo Re Centre and Grounds on August 10th & 11th. The weather was nice for all of Saturday and most of Sunday. The committee was quite happy with the estimated 1200 people through the gate. We had the assistance and support from 25 volunteers during the festival's two days.

Saturday the 10th, started off with the returning Wranglers Pancake Breakfast just outside the doors of the arena. Saturday continued with nice weather and the crowds were moving consistently. As decided at the wrap of last year's event we condensed the areas of the event so that it could be utilized better for the attendees. Our trade faire was held indoors again in the arena and was the placer about 25 vendors.

Outside we had return Tom Jennings and his team of Percherons and their wagon. Maverick Farms petting zoo and pony rides which was a big hit once again. Uncle Chris the Clown in the Kids Zone, Big Horn Archery and the loved Schutzhund group with demonstrations both Saturday and Sunday. The excitement for the returning Lawn Mower Races brought a great crowd over to the edge of the ball field, to cheer on the drivers. Returned where 11 racers the competed on both days and put on a great show for all of us to see.

Just outside the Rec centre our 4 food vendors spread out over the parking lot to feed all the attendees. The snells were Devine and the vendors all reported having good sales Saturday with slightly less sales Sunday due to the cooler temperatures.

Some new fun aspects were added to the Summer Festival this year, they were well received and attended. Firstly being the Kids Firefighter Challenge that was put on by the 100 Mile House Fire Rescue and their team of volunteers. Saturday was well attended with an estimate of over 100 children 12 & Under through the course. Sunday brought about 60 children through due to the cooler temperatures. Another big hit which was also done by the same group was the Vehicle extraction demonstrations that were demonstrated both Saturday and Sunday. Two vehicles were donated and transported for the Fire Rescue team to show the crowd two different scenarios that they encounter with vehicle incidents.

With those two new portions of the event a success we had high hopes that were validated when the Cariboo Chit Chat Club presented their Kids Pie Eating Contest on Saturday and Celebrity Pie Eating Contest on Sunday! Both heavily attended with the crowds cheering on the pie eaters, watching to see who the big winners ended up being.



Box 2312,
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southcariboochamberevents@gmail.com
www.southcariboochamber.org

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Our main stage brought a constant line up of entertainment with the Kordaroy Band, Dutch Courage returning, Uncle Chris the Clown, the Baladi Babes and Madison Olds, although her set was interrupted by mother nature we continued into Sunday and enjoyed every moment.

The committee has some changes and improvements for the 4th Annual Summer Festival that we hope to expand on the great aspect and downsize or eliminate any areas that aren't fitting in with the event well.

All in all we call this another successful event, that we where happy to all be apart of and have such a great committee and group of volunteers by our sides. The amount of community attendance shows that the event is still relevant and we will once again focus on the positives and bringing more of that excitement forward in the future.

Thank you,
Robyn Angus
Events Coordinator
South Cariboo Chamber of Commerce

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South Cariboo
Chamber of Commerce
Membership Registration

PRIVATE INFORMATION – INFORMATION ON THIS FORM WILL NOT BE SHARED PUBLICALLY

Length of time in business ___ Average # of employees throughout the year: Full time ___ Part time ___

NEWSLETTER EMAIL PERMISSION: ___ YES (Please Circle) Email Address _____

Emergency contact info in addition to business contact information Cell Phone/Personal # (___) ___-___

Only to be used in the case of a state of emergency

Schedule of Annual Membership Investment Assessments (Membership Fees)

| # of Employees (average) | Membership | GST | Total Annual Fee |
|--|------------|-------|------------------|
| Home-base No Employees | 107.00 | 5.35 | \$112.35 |
| 1-2 | 128.00 | 6.40 | \$134.40 |
| 3-4 | 148.00 | 7.40 | \$155.40 |
| 5-9 | 170.00 | 8.50 | \$178.50 |
| 10-15 | 196.00 | 9.80 | \$205.80 |
| 16-20 | 230.00 | 11.50 | \$241.50 |
| 21-50 | 285.00 | 14.25 | \$299.25 |
| 51+ | 450.00 | 22.50 | \$472.50 |
| Non-Profit Association | 58.00 | 2.90 | \$60.90 |
| Non-Voting Associate | 86.00 | 4.30 | \$90.30 |
| 2 nd Business/Same Location | 50.00 | 2.50 | \$52.50 |

Amount of membership fees due \$_____. Payment can be made by Mastercard, Visa, cheque or cash.

Interested in becoming a sponsor for the following events? Please indicate yes or no to be contacted. Level of sponsorship can be entry level or title sponsor level. manager@southcariboochamber.org

Please contact regarding 25th Annual Business Excellence Awards sponsorship YES NO

Please contact regarding 3rd Annual South Cariboo Summer Festival sponsorship YES NO

I hereby continue membership in the South Cariboo Chamber of Commerce. I understand and agree that 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 January 31st, 2019. I understand that the business membership will attach to the company named above, and not to any individual, and in non-transferable. Fees are payable annually for the period of one calendar year. Membership dues received by the Chamber of Commerce are non-refundable. New members (excluding past members) may be eligible for prorated membership dues if registered late in the year.

Business Authorized Signature _____ Date _____

Authorized Personnel Name _____ Position/Title _____

#6



South Cariboo
Chamber of Commerce

Summer Festival Budget 2020

Revenue

| | | |
|----------------------|------|-------|
| Grants | 7000 | |
| Sponsors | 6000 | |
| Gate entry Revenue | 6000 | |
| Trade Fair | 2000 | |
| Vendors | 500 | |
| | | |
| Total Revenue | | 21500 |

Expenses

| | | |
|----------------------------|------|-------|
| Entertainment | 5000 | |
| Rent | 3000 | |
| Supplies | 200 | |
| advertising | 2000 | |
| security | 1300 | |
| insurance | 1000 | |
| tent rentals/fencing/stage | 1300 | |
| signage | 1000 | |
| adminsitration | 3000 | |
| Total Expenses | | 17800 |
| Total Earnings | | 3700 |

SUMI CARIBOO Summer Festival

August 10th & 11th, 2019







