



**Annual General Meeting
September 12th, 2023**

Dutch Lake Community Centre

CALL TO ORDER 7:00 p.m.

Welcome by Chamber President – Peter Bradstock

Traditional Territory Acknowledgement

I would like to begin by acknowledging that we are fortunate to be gathering together on the unceded territory of the Simpcwemc, who have been caretakers of this land since time immemorial,

Approval of Agenda:

Approval of AGM Minutes of Oct 20th, 2022

Page 3-6

Recommendation:

THAT the Minutes of the October 20th, 2022 Annual General Meeting be adopted as presented or amended.

Correspondence - NA

New Business:

1. 2023 Annual Report

Page 7-9

Recommendation:

THAT the 2023 Annual report be received as presented and distributed as appropriate.

2. Strategic Plan Update

Page 10-18

3. Financial Statements for 2021 and 2022

Page 19-24

Page 25-30

Recommendation:

THAT the 2021 and 2022 Financial Statements be received as presented and distributed as appropriate.

4. **Map/Brochures – 2024**

Executive Reports:

1. President's Report 2022/23 – Peter Bradstock

Recommendation:

THAT the 2023 Presidents report be received as presented.

2. Vice-President's / Secretary Report 2022/23 – Lesle Groulx

Page 31-32

Recommendation:

THAT the 2023 Vice-President/Secretary report be received as presented.

3. Treasurer's Report –Angela Reiter

Page 33

Recommendation:

THAT the 2023 Finance update be received as presented.

ELECTIONS

Note: Election of Officers (no one may be nominated without membership or written letter of proxy)

Election of Officers:

- President – One year term
- Vice - President - One year term
- Treasurer – One year term
- Secretary – One year term

Four 1- Year directorship – 2-year terms

- Angela Reiter – expires Sept 2024
- Doug Borrow – expires Sept 2024
- Darren Dunbar – expires Sept 2024
- Vacant

Election of Directors

Four 2- year directorship – (expires Sept 12 2023)

- (Currently Roger Toews) - expires
- (Currently Cheryl Thomas) - expires
- (Currently Lorne Selbee) - expires
- (Currently Craig Reiter) - expires

- ❖ Motion to destroy the ballots after 14 days.
- ❖ Oath of Office Ceremony
- ❖ Appoint director to Tourism Wells Gray to attend meetings

Announcements – any news from those present

Next Executive Meeting – October 10, 2023

Next General Meeting – January 2024

Adjournment:



**AGM - Minutes
October 20th, 2022 Munroe's
@ Wells Grey Inn**

Welcome by Chamber President – Jeff Lamond, President called the meeting to order at 6:10 pm

Traditional Territory Acknowledgement

I would like to begin by acknowledging that we are fortunate to be gathering together on the unceded territory of the Simpcwemc, who have been caretakers of this land since time immemorial,

Present:

Name	Position	Present
Jeff Lamond	President	X
Peter Bradstock	Vice-President	X
Jennifer Selbee	Treasurer	X
Deana Pidcock	Secretary	X
Leslie Groulx	Director	X
Doug Borrow	Director	
Harry Minci	Director	
Lorne Selbee	Director	X
Cheryl Thomas	Director	X
Angela Reiter	Director	X
Craig Reiter	Director	X

There were 12 consisting of members, members of the public, TNRD Services Coordinator Sherri Madden, CAO Thomas and EDO Wylie Bystedt

Approval of Agenda:

Moved by Leslie Groulx, seconded by Jennifer Selbee

THAT the Agenda for the 2022 AGM be approved as presented.

CARRIED

Approval of AGM Minutes of Oct 28th, 2021

Moved by Peter Bradstock, seconded by Angela Reiter

THAT the minutes of the AGM held on October 28, 2021 be approved as presented.

CARRIED

Business arising from minutes: N/A

Correspondence: N/A

New Business:

Bookkeeping to be done by Stone Hazel & Co. (must be dealt with immediately)

CRA Authority, cheque signing authority for GST/Payroll Remittance on our behalf, and quarterly bookkeeping and voting on using the accountant's software program (this will save on costs)

Moved by Leslie Groulx, seconded by Peter Bradstock

THAT the Chamber Board approves awarding a contract to Stone Hazel and Co. for the financial record keeping of the Chamber, namely providing authority to complete CRA reporting – Payroll and GST remittances, and cheque signing authority for GST/Payroll remittance on behalf of the Chamber: and THAT Stone Hazel and Co. complete the quarterly bookkeeping using their software.

CARRIED

Action: Jennifer Selbee to correspond with Stone Hazel & Co to work with them on transitioning the books over to them, requesting CRA and Payroll be brought up to date, and to provide a financial report for the December meeting.

Moved by Lorne Selbee, seconded by Peter Bradstock

THAT the Chamber Board recommends reimbursement of expenditures in relation to the "2022 All Candidates Forum" for an amount of \$265.95 (Hub Insurance \$225 & CSS Rental Permit \$40.95) to Leslie Groulx.

CARRIED

Action: Jennifer Selbee to provide a cheque to Leslie Groulx for reimbursement

Guest Speakers - Wylie Bystedt, EDO District of Clearwater

- District is looking at running the Transit system on Saturdays for seniors
- Currently completing Business Walks
- Working on BR&E program with Executive Pulse (Business Retention and Expansion)
- Asset based community development
- Intercommunity Business Licence bylaw passed by Council
- Increase tourism – multiday stop overs
- Tourism Wells Gray – AGM November 18, 2022
- Asked businesses to complete the 2022 Business Walk form

Executive Reports

President's Report – Jeff Lamond 2021/22 Activities were read out (attached)

Vice-President's Report – Peter Bradstock

- Added the All-Candidates Forum held on Oct 3 2022

Treasurer's Report & Audit– Jennifer Selbee

- As of October 20, 2022 the balance on the bank is \$25,935.78 plus GIC's for a total of \$50,000 in the bank
- For 2022 - revenue (membership and grant) and expenses (grant and payroll) there was a gain of \$1,000

Secretary's Report – Deana Pidcock (Out-going President Jeff Lamond provided the full report)

Moved into 2022-2023 Board Elections

Election of Officers (no one may be nominated without membership or written letter of proxy)

Conducted by Sherri Madden

President – One year term

- Peter Bradstock – acclaimed

Vice - President - One year term

- Leslie Groulx – acclaimed

Treasurer – One year term

- Jennifer Selbee - acclaimed

Secretary – One year term

- Deana Pidcock - acclaimed

Four 1- year directorship – 2-year terms {1.5-year term to catch up to Constitution) (expires March 2024)}

- Angela Reiter
- Christina Burrill
- Barb Purewal
- Rhonda England

Four 2-year directorship – (from 2021 - expires March 2023)

- Roger Toews
- Cheryl Thomas
- Lorne Selbee
- Craig Reiter

Oath of Office Ceremony – to take place on November 10, 2022

Action: contract John Thomas, CAO DOC to complete the swearing in

Appointment to Tourism Wells Gray – Peter Bradstock; alternative Cheryl Thomas

Action: Deana to forward correspondence to Tourism Wells Gray with the names of the appointees

District of Clearwater Forestry Working Group – not functioning right now

Announcements – any news from those present

- Royal Purple has a permanent food cart for the winter market
- Trash Talk – TNRD recycling program changes

Next Executive Meeting –

There a significant change being proposed to change Electoral Area Boundaries pertaining to Provincial MLA representation. These changes will significantly affect Clearwater and area – for example Wells Gray Park will be separate from Clearwater as will be Candle Creek Trails – the line on the map starts at Barber Road across to the Clearwater dump road (Clearwater Valley Road) north taking Wells Gray Park into Prince George – Valemount and Barriere / Clearwater / Vavenby are taken into Cariboo North area.

Chamber Board of Directors to meet on November 10, 2022 regarding a submission for Electoral Provincial MLA boundary change. [Proposed 2022 Electoral Division Names, Populations and Variations - 2022 British Columbia Electoral Boundaries Commission \(bcebc.ca\)](https://www.bcebc.ca)

Moved by Peter Bradstock, seconded Jennifer Selbee

THAT the newly elected Chamber of Commerce Board members meet prior to November 22, 2022 to draft a submission for submission to the BC Electoral Boundaries Commission

CARRIED

Action: Deana to send out a meeting invite to the board for the Nov 10 meeting to include the link to the electoral boundary changes for reference

Next General Meeting –

The Table Officers agreed to meet week of Oct 31, 2022 to set a yearly schedule for the four general meetings and monthly meetings for the Board. To be announced.

Adjournment:

Moved by Jennifer Selbee

THAT the 2022 AGM be adjourned at 7:26pm



2023 Clearwater and District Chamber of Commerce – Annual Report

October 2022 – a new Board of Directors was elected.

Strategic Plan Development

- January 2023 Board of Directors meet for a day long strategic planning session, prior to the session the Directors completed a survey which was used as the kick off to the in-person session. A mission statement was developed and key values were prioritized.
 - Supportive of our business community
 - Resourceful and dependable
 - Inclusive
 - Proactive
 - Innovative
 - Creative

Priorities were established – a three-year plan has been adopted:

1. Membership – Return of Investment
2. Partnerships
3. Connectivity (broadband and cell)
4. Communication
5. Advocacy

General Meetings:

- January 10, 2023
- April 11, 2023
- June 13, 2023

Board of Director Meetings:

- February 14, 2023
- March 14, 2023
- May 9, 2023

Speaker Series – January to June:

- Property Taxes in relation to Property Assessments – Tracy Shymko, Deputy Assessor for BC Assessment - January 24, 2023

- Pipeline Expansion Completion for Spread B – Kate Stebbings, Chole Finn, MJ Zimmerman – February 21, 2023
- Aaron Morgan, Group Benefit Specialist – Chamber Member benefits and Therese Pelton, WorkBC – employer supports – February 28, 2023
- Renata King, ETSI-BC – Who are We and What can we do for you, and Blair Gray, Executive Director, Community Futures Thompson Country – April 11, 2023
- Brett Allan, Mascon – Broadband – cell services for area, and Colin O’Leary, Kamloops Chamber of Commerce – Benefits of a Chamber of Commerce – June 13, 2023

Re - development of Chamber Website – The website was redesigned by Fresh Inc. check it out at <https://clearwaterbcchamber.com/> - new website developed and launched end of July 2023

Clearwater Chamber of Commerce Business Excellence Award Event (aka “Of the Year Awards” Gala)– October 20, 2023

- The return of the business and community awards recognition event
- New sponsorship program
- New nomination categories

Facebook page @Clearwater and District Chamber of Commerce

- There is a Director’s Page for interaction within Board Members
- There is a Membership page – updates are posted regularly

Grants – 2023

- Website made possible through grants from Community Futures Thompson Country (\$2,000) and North Thompson Foundation (\$2,000)
- Governance Workshop scheduled for October 23, 2023 for Not-For-Profit boards to gain skills on effective meetings conduct - Governance Workshop – Community Futures \$1,500 approved; Wells Gray Community Forest (2010) Society \$3,500; TNRD \$1,000
- BC Chamber – Registration and Travel support for President Bradstock to attend BC Chamber AGM

Other activities:

November 2022 – hired Administrative Assistant at 15-20 hours per week; resigned February 20, 2023; hired replacement March 24, 2023

February 2023 - Support Letter for Tourism Wells Gray to apply for Destination BC Funding

March 26, 2023 – Board member resigns

April 3, 2023 – received Electoral Boundary Final Report – Boundaries for Clearwater and area were NOT changed, the Chamber submission was well supported.

April 5, 2023 – Job Fair – 17 vendors attended both day and evening sessions, 120+ students attended during the day and 30 community members attended during the evening. Survey of Vendors was complete – vendors stated that they would support a Job Fair in 2024

April 17, 2023 – Board member resigns

May 2023 – Support Letter for Community Futures Thompson Country for ETSI – BC Forestry Recovery Funding

May 2023 – President Bradstock attended BC Chamber of Commerce AGM

May 2023 – Clearwater Chamber submitted a support letter to BC Chamber AGM in support of the Kamloops Chamber of Commerce Mandatory Dam Cam for Commercial Trucks Policy (93% of attendees at the BC Chamber AGM were in support of forwarding the policy to the province)

July and August – Business Excellence Award Event planning

Clearwater and District Chamber of Commerce

Strategic Plan

Update - 2023-09-12

1. Membership – Return of Investment
2. Partnerships
3. Connectivity (broadband and cell)
4. Communication
5. Advocacy

GOAL #1: Membership <ul style="list-style-type: none"> • To establish membership benefits and levels that best fit each member’s particular need with a strong focus on member services and benefits and a return on investment for both the Chamber and its members 		
Actions	Measurables/Benchmark	Target Date / Who is Responsible
Objective 1: To foster strong leadership within the Chamber and to create continuity within Board		
<ul style="list-style-type: none"> - Create Board of Directors job descriptions <ul style="list-style-type: none"> ○ President, Vice-President, Treasurer and Secretary ○ Directors Complete presented to Board May 2023 – no action - Establish committees in order to share workload – examples are: <ul style="list-style-type: none"> ○ Membership Committee – Business Excellence Award Event establish - Provide training opportunities for Board members – examples are: <ul style="list-style-type: none"> ○ Board Governance – applied for and successful for a grant to host – Date set for Oct 23-2023 ○ Leadership skills - na 	<p>Job descriptions are complete and adopted</p> <p>Committees are established if needed</p> <p>Growth for Board members</p>	<p>March 2023 / Vice-President</p> <p>As required / President</p> <p>Board of Directors</p>

<ul style="list-style-type: none"> ○ Use of emerging technology ie: Zoom, Facebook, Teams – Zoom, Youtube and Facebook are all active 		
Objective 2: To establish a Membership Steering Committee for the purposes of recruitment and retention of membership		
<ul style="list-style-type: none"> - Form a Steering Committee specific to Membership as per Article 9 of Chamber Bylaws - Establish a process in identifying new and existing businesses with the purpose of recruiting them to become a member of the Chamber - Visit new businesses and welcome them on board, provide documents on becoming a member 	<p>A committee is established</p> <p>Guidelines are established</p> <p>Business attraction package is available</p>	<p>March 2023 / Board of Directors</p>
Objective 3: Return on Investment for members by offering information and educational opportunities		
<ul style="list-style-type: none"> - Survey membership for input as to what they would like to see in the way of education – complete in April 2023 - Provide learning opportunities that support business growth. <ul style="list-style-type: none"> ○ webinars ○ online resources – Youtube videos of guest speaker presentations available online ○ consider the needs of a diverse demographic ie young professionals, women, Indigenous & new arrival entrepreneurs - Survey Members to identify what is needed to support businesses through recovery from COVID 19 and “Business after Transmountain” <ul style="list-style-type: none"> ○ Research and develop a resource list of business supports 	<ul style="list-style-type: none"> - Established calendar of events (living document) that is published on a monthly basis - Attendance at learning events - Number of complimentary members who become paying, active members - # of members accessing the listed business supports 	<p>Board of Directors</p>
<ul style="list-style-type: none"> - Marketing campaign to promote the value of Chamber Membership – promote on Facebook and new CoC website <ul style="list-style-type: none"> ○ To enhance awareness among diverse groups ○ To remind current Members of all that we offer 	<ul style="list-style-type: none"> - Member satisfaction survey - Increase in members engaging in information 	<p>Board of Directors</p>

<ul style="list-style-type: none"> - Offer Member discussion forums to share opportunities and obstacles while brainstorming solutions with like-minded business people. - Ensure that all businesses are aware of annual Job & Career Fair – <i>job fair hosted April 5th in partnership with CSS 17 vendors attended with over 125 students</i> 	<ul style="list-style-type: none"> - Zoom sessions setup on an established time schedule 	
GOAL #2: Partnerships <ul style="list-style-type: none"> • To foster two-way communications with key stakeholders within the community and area. 		
Actions	Measurables/Benchmark	Target Date / Who responsible
Objective 1: To establish partnerships with key stakeholders within the Clearwater & District Chamber service area		
<ul style="list-style-type: none"> - Identify key stakeholders and contacts within each group / organization that the Chamber can partner with to enhance the business environment - Work to build a relationship and an understanding of how to work together <ul style="list-style-type: none"> ○ District of Clearwater ○ Thompson Nicola Regional District ○ Simpcw First Nation ○ School District No. 73 ○ Yellowhead Community Services - Identify and communicate ways that the municipality can support business and economic growth whether through policy, taxation or efficiency measures - Establish quarterly leadership roundtable to work together to encourage growth and development of the community <ul style="list-style-type: none"> ○ District of Clearwater EDO ○ TNRD Services Coordinator ○ WorkBC Manager ○ Yellowhead Community Services ○ Chamber Board 	District of Clearwater TNRD Simpcw BC Chamber / other Chambers Tourism Wells Gray Rotary <ul style="list-style-type: none"> - Number of aligned partner events a communication policy is adopted	Board of Directors / Office

Objective 2: To promote and support local business through business awareness and shop local campaigns		
<ul style="list-style-type: none"> - Network with business <ul style="list-style-type: none"> o Small Business Week – Pub Night o Quarterly social evenings – Held social evening May 2023 o Recognize community businesses annually at the “OF the Year Gala” – Hosting Business Excellence Award Event – Oct 20/2023 - Shop Local Campaign – partner with business community <ul style="list-style-type: none"> o Promote year round Shop Local reminders o Work with local retail businesses to market shop local initiatives o Work with BC Chamber to role out Shop Local Initiatives - To engage with Tourism Wells Gray to understand the gaps in tourism opportunities outside of Wells Gray Park 	<p>Schedule of events is set annually</p> <p>Year-round promotions Seasonal specials – Christmas</p> <p>Meet with Tourism Wells Gray on an annual basis</p>	<p>October 2023 Quarterly October 2023</p> <p>Winter 2023</p>
GOAL #3: Connectivity (broadband and cell)		
<ul style="list-style-type: none"> • To foster business stability, and opportunity, growth and inclusivity 		
Actions	Measurables/Benchmark	Target Date / Who responsible
Objective 1: To gain an understanding of the challenges and barriers to the coverage and speed of broadband		
<ul style="list-style-type: none"> - Meet with Telus and Mascon – Mascon guest speaker June 13-2023 <ul style="list-style-type: none"> o Understand current capacity o Determine needs o Advocate for plan upgrades - Support the TNRD and District of Clearwater advocacy where appropriate, as an additional voice for business for high speed <ul style="list-style-type: none"> o minimum 50mb – 120mb o Fibre in core areas of the community 	<p>Meeting with Telus and Mascon</p>	<p>Board of Directors</p>

<ul style="list-style-type: none"> - E-Newsletter via Mailchimp (bi-weekly) – bi-weekly news letters throughout the spring and started up Sept - Approach District of Clearwater for a spot in their bi-monthly newsletter – this has been offered and the Business Excellence Award event will be featured - Newspaper articles (monthly) <ul style="list-style-type: none"> o Board members providing content o Survey members for topic suggestions - Social media - Facebook <ul style="list-style-type: none"> o Board Members – FB group – done and in use o Membership forum – page – done and in use 	<ul style="list-style-type: none"> - E-Newsletter to membership Connect with EDO to see if this is possible? - # Of Board members engaged - Web presence increases – assessed by analytics 	<ul style="list-style-type: none"> o Admin Assist – MailChimp - Board members submit articles <p>Admin Assistant</p>
<p>Objective 3: To understand and provide accurate and timely information to the Membership on the Benefits of being a Chamber member</p>		
<ul style="list-style-type: none"> - Board of Directors educated on BC Chamber benefits <ul style="list-style-type: none"> o Educate membership on Group Benefit Plan and other membership benefits – Youtube video online for members and presentation took place in March 	<ul style="list-style-type: none"> - Workshop with BC Chamber on general benefits - Workshop with representative of Group Benefit Plan 	<p>BC Chamber – March 2023 February 28 2023</p>
<p>Objective 4: To continually check-in with our members</p>		
<ul style="list-style-type: none"> - Survey membership and review with the Board the potential benefits of the Member-to-Member Plan outlined on the Membership Application Form - Establish a process in which to have ongoing communications with members ie: web portal, email, phone call, etc. – email is primary communication method at this time 	<ul style="list-style-type: none"> - Complete survey and analysis of the results - Members elect to engage in a member-to-member program - quarterly health check with businesses 	<p>Oct 2023</p> <p>Fall 2023 / Administrative Assistant - Quarterly</p>

<ul style="list-style-type: none"> - Assign Board members to write bi-weekly or monthly article for the Clearwater Times with regard to Chamber happenings and other relevant topics. 		
Objective 5: To continually grow our membership		
<ul style="list-style-type: none"> - To connect with new business – <i>currently post new business member on the CoC Facebook page</i> 	<ul style="list-style-type: none"> - Outreach send out a “Congratulations” to new business to the community accompanied with a Chamber membership application 	Ongoing
GOAL #5: Advocacy <ul style="list-style-type: none"> • To foster working relationships with the BC Chamber, regional chambers, and governments ie: Municipal, Regional District, First Nation, Provincial and Federal • To foster growth and opportunities within the development community 		
Actions	Measurables/Benchmark	Target Date / Who responsible
Objective 1: To lobby the appropriate levels of government to ensure there is an adequate housing supply for labour force and new residents.		
<ul style="list-style-type: none"> - Advocate for development of affordable housing - Advocate for housing spaces for health and education workers - Understand the effects of short-term rentals on the housing needs - Advocate for market housing <ul style="list-style-type: none"> o Single and multi-Family dwellings 	Yellowhead Community Services District of Clearwater Real-estate businesses	Board of Directors

Objective 2: To lobby for efficiencies with local government, other government agencies with regards to processing applications land development – ie: zoning and subdivisions		
<ul style="list-style-type: none"> - Meet with Developers to understand the current barriers to development - Meet with municipal and regional district to understand and advocate for efficiencies in development application processes - Meet with representatives of MOTI to understand challenges to highway access for developments 	Meeting held with action items	Board of Directors
Objective 3: To advocate for the attraction and development of a skilled workforce		
<ul style="list-style-type: none"> - Work with WorkBC to understand labour pool -skills and gaps to a skilled workforce – hosted Manager of WorkBC as guest speaker in April 2023, Youtube video posted online - Advocate post secondary to bring education opportunities for skilled trades to Clearwater - Partner in hosting Job / Career Fair – April 5 - 17 vendors attended <ul style="list-style-type: none"> o District of Clearwater – WorkBC and Clearwater Secondary School (will host in partnership with WorkBC and CSS in the spring 2024) 	TRU offers skilled trades based in Clearwater	Board of Directors
Objective 4: To advocate for business to reduce barriers for workers to obtain gainful employment		
<ul style="list-style-type: none"> - Advocate for reliable transportation for workers - Advocate for affordable and adequate housing to ensure attraction of a skilled workforce - Understand immigration programs for migrant workers - Promotion of foreign worker programs and how to navigate the system 	Ministry of Jobs, Economic Development and Innovation	Board of Directors

Objective 5: To promote Entrepreneurial opportunities for small businesses		
<ul style="list-style-type: none"> - Advocate for programs to enhance small business - Work with Economic Trust of the Southern Interior, Ministry of Jobs, Economic Development and Innovation, Community Futures and WorkBC 	# of new business start ups	Board of Directors

CLEARWATER AND DISTRICT CHAMBER OF COMMERCE

Financial Information

Year Ended December 31, 2021

COMPILATION ENGAGEMENT REPORT

To the Members of Clearwater and District Chamber of Commerce

On the basis of information provided by management, we have compiled the statement of financial position of Clearwater and District Chamber of Commerce as at December 31, 2021, and the statements of changes in net assets and revenues and expenditures for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Prior to compiling these financial information, our firm completed accounting services that included preparation of accounting entries that have a significant effect on the financial information.

Kamloops, British Columbia
August 30, 2023

Stone Hazell & Company

Stone Hazell & Company
Chartered Professional Accountants

CLEARWATER AND DISTRICT CHAMBER OF COMMERCE

Statement of Financial Position

December 31, 2021

	2021	2020
<u>ASSETS</u>		
Current		
Cash	\$ 54,550	\$ 28,194
Term deposits	24,995	24,678
Accounts receivable	468	9
Government remittances recoverable	96	-
Prepaid expenses	818	888
	80,927	53,769
Property and equipment (Note 2)	264	489
	\$ 81,191	\$ 54,258
<u>LIABILITIES AND NET ASSETS</u>		
Current		
Accounts payable	\$ 8,581	\$ 400
Government remittances payable	-	146
Deferred income	-	98
	8,581	644
Net assets	72,610	53,614
	\$ 81,191	\$ 54,258

APPROVED BY THE DIRECTOR

_____ Director

See notes to financial information

CLEARWATER AND DISTRICT CHAMBER OF COMMERCE

Statement of Changes in Net Assets

Year Ended December 31, 2021

	2021	2020
Net assets - beginning of year	\$ 53,614	\$ 53,650
Excess of revenues over expenses	<u>18,996</u>	<u>(36)</u>
Net assets - end of year	<u>\$ 72,610</u>	<u>\$ 53,614</u>

CLEARWATER AND DISTRICT CHAMBER OF COMMERCE

Statement of Revenues and Expenditures

Year Ended December 31, 2021

	2021	2020
Revenues		
Memberships	\$ 5,398	\$ 4,705
Chamber Plan	4,043	4,019
Donations	628	-
Banquets, net	-	2,425
	<u>10,069</u>	<u>11,149</u>
Expenses		
Advertising and promotion	5,441	998
Amortization	224	328
Bad debts	5	-
Bank charges and interest	14	9
Business taxes and licenses	1,144	1,144
Insurance	2,119	1,884
Office	1,365	997
Professional fees	3,538	-
Rental	5,480	5,850
	<u>19,330</u>	<u>11,210</u>
Deficiency of revenues over expenses from operations	<u>(9,261)</u>	<u>(61)</u>
Other income		
Interest income	322	25
BC Chamber COVID relief grant	27,935	-
	<u>28,257</u>	<u>25</u>
Excess (deficiency) of revenues over expenses	<u>\$ 18,996</u>	<u>\$ (36)</u>

See notes to financial information

CLEARWATER AND DISTRICT CHAMBER OF COMMERCE

Notes to Financial Information

Year Ended December 31, 2021

1. Basis of accounting

The basis of accounting applied in the preparation of the statement of financial position of Clearwater and District Chamber of Commerce as at December 31, 2021, and the statements of changes in net assets and revenues and expenditures for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable less an allowance for doubtful accounts
- investments recorded at cost
- prepaid expenses
- property and equipment amortized over their useful lives
- accounts payable and accrued liabilities

2. Property and equipment

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Computer equipment	\$ 1,614	\$ 1,451	\$ 163	\$ 362
Signs	2,650	2,549	101	127
	<u>\$ 4,264</u>	<u>\$ 4,000</u>	<u>\$ 264</u>	<u>\$ 489</u>

3. Comparative figures

Some of the comparative figures have been reclassified to conform to the current year's presentation.

CLEARWATER AND DISTRICT CHAMBER OF COMMERCE

Financial Information

Year Ended December 31, 2022

COMPILATION ENGAGEMENT REPORT

To the Members of Clearwater and District Chamber of Commerce

On the basis of information provided by management, we have compiled the statement of financial position of Clearwater and District Chamber of Commerce as at December 31, 2022, and the statements of changes in net assets and revenues and expenditures for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Prior to compiling these financial information, our firm completed accounting services that included preparation of accounting entries that have a significant effect on the financial information.

Kamloops, British Columbia
August 30, 2023

Stone Hazell & Company

Stone Hazell & Company
Chartered Professional Accountants

CLEARWATER AND DISTRICT CHAMBER OF COMMERCE

Statement of Financial Position

December 31, 2022

	2022	2021
<u>ASSETS</u>		
Current		
Cash	\$ 20,933	\$ 54,550
Term deposits	25,015	24,995
Accounts receivable	5	468
Government remittances recoverable	707	96
Prepaid expenses	858	818
	<u>47,518</u>	80,927
Property and equipment (Note 2)	154	264
	<u>\$ 47,672</u>	<u>\$ 81,191</u>
<u>LIABILITIES AND NET ASSETS</u>		
Current		
Accounts payable	\$ 5,907	\$ 8,581
Government remittances payable	488	-
	<u>6,395</u>	8,581
Net assets	<u>41,277</u>	72,610
	<u>\$ 47,672</u>	<u>\$ 81,191</u>

APPROVED BY THE DIRECTOR

_____ Director

See notes to financial information

CLEARWATER AND DISTRICT CHAMBER OF COMMERCE

Statement of Changes in Net Assets

Year Ended December 31, 2022

	2022	2021
Net assets - beginning of year	\$ 72,610	\$ 53,614
Deficiency of revenues over expenses	<u>(31,333)</u>	<u>18,996</u>
Net assets - end of year	<u>\$ 41,277</u>	<u>\$ 72,610</u>

CLEARWATER AND DISTRICT CHAMBER OF COMMERCE

Statement of Revenues and Expenditures

Year Ended December 31, 2022

	2022	2021
Revenues		
Shop Local Campaign	\$ 7,296	\$ -
Memberships	6,540	5,398
Chamber Plan	3,771	4,043
Banquets, net	266	-
Donations	1	628
	<u>17,874</u>	<u>10,069</u>
Expenses		
Advertising and promotion	22,669	5,441
Amortization	110	224
Bad debts	5	5
Bank charges and interest	-	14
Business taxes and licenses	1,006	1,144
Insurance	2,331	2,119
Office	7,057	1,365
Professional fees	3,860	3,538
Rental	5,559	5,480
Wages and employee benefits	13,619	-
	<u>56,216</u>	<u>19,330</u>
Deficiency of revenues over expenses from operations	<u>(38,342)</u>	<u>(9,261)</u>
Other income		
Stewardship interest income	25	322
BC Chamber COVID relief grant	6,984	27,935
	<u>7,009</u>	<u>28,257</u>
Excess (deficiency) of revenues over expenses	<u>\$ (31,333)</u>	<u>\$ 18,996</u>

See notes to financial information

CLEARWATER AND DISTRICT CHAMBER OF COMMERCE

Notes to Financial Information

Year Ended December 31, 2022

1. Basis of accounting

The basis of accounting applied in the preparation of the statement of financial position of Clearwater and District Chamber of Commerce as at December 31, 2022, and the statements of changes in net assets and revenues and expenditures for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable less an allowance for doubtful accounts
- investments recorded at cost
- prepaid expenses
- property and equipment amortized over their useful lives
- accounts payable and accrued liabilities

2. Property and equipment

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Computer equipment	\$ 1,614	\$ 1,541	\$ 73	\$ 163
Signs	2,650	2,569	81	101
	<u>\$ 4,264</u>	<u>\$ 4,110</u>	<u>\$ 154</u>	<u>\$ 264</u>

3. Comparative figures

Some of the comparative figures have been reclassified to conform to the current year's presentation.



To: 2023 AGM
From: Leslie Groulx, Vice-President / Secretary
Re: 2023 Annual Report

Date: September 12, 2023

Facilitate Strategic Planning Workshop

- development of 2023-2025 Strategic Plan for Board Approval

Information Sessions (Goal 1 – Membership)

Organized six sessions for speaker series

- BC Assessment in relation to property taxation – January 24, 2023
- Transmountain wrap up in area – February 21, 2023
- BC Chamber Group Insurance Plan – February 28, 2023
- WorkBC Employer Supports – February 28, 2023
- BC Chamber general membership benefits – March 9, 2023
- Mascon – connectivity; Colin O’leary, Director Kamloops Chamber

Grant Applications

- Website upgrade – Community Futures \$2,000 (this brings the grants for the website upgrade to \$4,000 or 50% of the costs)
- Governance Workshop – Community Futures \$1,500 approved; Wells Gray Community Forest (2010) Society \$3,500 waiting approval; TNRD \$1,000 waiting for approval

Work with Chamber Personnel

- E-Newsletter
- Cleanup Office Files
- Work with Accounting Firm to complete books for 2021 and 2022

Policies

- Drafted policies and presented at Directors meeting held on May 9, 2023:
 - o Board of Directors – Director and Executive members
 - o Yet to be drafted - Purchasing Policy, Purchase Card and Petty Cash, Agenda and Minutes processing
- Drafting procedures – for communications, office staff, etc.

Job Fair

- Invitation to vendors to attend Job Fair, worked with District of Clearwater and Clearwater Secondary School to host the event

Website

- Website mock-up was presented on May 9, 2023, presentation on the website development to date on June 5, 2023, website consultants, worked with website developer to ground truth and provide content. Launch on July 25, 2023

Board of Trade Annual Report

- Submit Annual Report to Board of Trade for 2023 with current board members

Survey of Members:

- Completed two surveys of Chamber members –
 - o Communications – how do you prefer to received communications?
 - o 2023 Job Fair Satisfaction

Lobby to purchase a new computer



To: 2023 Membership & Board of Directors

Date: September 12, 2023

From: Leslie Groulx, (for Angela Reiter, Treasurer)

Re: AGM Annual Report

Financial position

- General Bank Balance at 2023-09-09 = \$7,953.90
- GIC Balance at 2023-04-11 = \$25,014.81 (Expires October 10, 2023)

2023 Budget

- Budget for 2023 will be finalized once the Financial Statements from 2021 and 2022 are adopted at AGM.

Outstanding AP for September: n/a

Website - \$8,000:

- Grants approved for \$4,000 – NT Communities Foundation / Community Futures (reduces costs to \$4,000)
- Website launched on July 25, 2023 – grant report in draft for submission to funders

Credit Card:

- RBC requires 2(two) years of financial statements and all 3 of signatories (executive board members) need to re-sign the master agreement to indicate that the Chamber wants to borrow. A \$1,000 limit and a Business Visa is recommended, for a cost of \$12 annual fee.
- With annual renewals for subscriptions, insurance and website domain a Visa would be recommended.