

# Cariboo Chilcotin Coast Tourism Association Annual General Meeting Agenda November 5, 2021 1:00 - 2:00 pm

- 1. Call to Order
- 2. Appointment of Recording Secretary
- 3. Adoption of Agenda
- 4. Adoption of November 25, 2020 Meeting Minutes
- 5. Chair's Report
- 6. Annual Financial Report
- 7. Election of Directors
- 8. Questions from the Floor
- 9. Adjournment

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#### Cariboo Chilcotin Coast Tourism Association Annual General Meeting Minutes November 25, 2020 @ 10:30 - 11:15 am

Stakeholders:

Andre Kuerbis – AFK Business Consulting Brenda Van Ember - The Historic Chilcotin Lodge Cheryl Chapman - Soda Creek Indian Band Anton Forster – Danfor Development Colleen Peters - Woodlands Fishin Resort Donn Irwin – Retreat Wilderness Inn Elyse Godard - Big Bar Guest Ranch Elyssia Sasaki – Island Mountain Arts Jayme Kennedy – Bella Coola Mountain Lodge Julie Gilmore – South Cariboo Visitor Centre Kevan Bracewell - Chilcotin Holidays Leanne Sallenback - South Point Resort Lindsay Blair - City of Quesnel Manuela Betschart – Loon Bay Resort Margaret Moreira - Village of Ashcroft MJ Vigeant - Allways Travel Peggy Zorn – Ecotours-BC Tim Wilkinson – Bella Coola Heli Sports & Tweedsmuir Park Lodge Staff
Amy Thacker
Beverly Evans (minutes)
Kristi Denby (zoom handler)

1. Call to Order – 10: 40

2. Appointment of Recording Secretary – Beverly Evans MOTION: To appoint Beverly Evans as recording secretary.

Forster/Kennedy/CRD

3. Adoption of Agenda

MOTION: To adopt Agenda as presented.

Sallenback/Kennedy/CRD

4. Adoption of November 2, 2019 Meeting Minutes

MOTION: To adopt the November 2, 2019 minutes as presented.

Kennedy/Van Ember/CRD

5. Chair's Report: another incredible year, important to look at the time before COVID-19 as many great things happened. Had return of ferry to Bella Coola and showed a united front working together. Had an incredible building in the province and a lot of success talking to Minister and government. Thank you, Honourable Lisa Beare for your active reaching out to the organization. 2019 able to engage with all parties with the important work that tourism does and a significant project moving along CCCTA still leading in emergency management as a road map to the whole province. Thanks to the board of directors for the time that was given, it is a pleasure working with this group of people; special thanks to Amy and team for the amazing work that you have done in moving us along.

MOTION: To accept the Chair's verbal report as given.

Kennedy/Van Ember/CRD

6. Annual Report

Introduction provided by auditor Toni Lepore accepting the audit and providing a clean bill of financial health, with additional detail provided from Finance Manger, Amber Stratton.

MOTION: To accept the financial statements for 2019 – 2020 as presented. Sallenback/Van Ember/CRD



#### 7. Election of Directors

▶ 6 nominees

Will be a link in the chat to click to vote

3 nomination for the Cariboo representative:

Marshall Fremlin - Siwash Lake Wilderness Resort.

Mike Retasket – Aboriginal Affects Consulting

Jillian Merrick – not logged on removed because as per the bylaws she needs to be present unless excused further.

As per poll – 13 voting stakeholder 11 respondents

Cariboo Regional Rep elected by majority Mike Retasket

Coast Regional Rep – no nominees

Director at large for 2-year term.

Nominations for director at large - Anton Forster, Jayme Kennedy, Brenda Van Ember, Marshall Fremlin

Director at large for 2-year term elected by majority Jayme Kenney Brenda Van Ember Anton Forster

Director at large for one-year term by acclamation Marshall Fremlin

Kuerbis – Thanks to our board that worked hard and tireless over the year and got a lot of stuff done we have an incredible team in the office under Amy and they receive direction from the board.

MOTION: To destroy the electronic ballots.

Kennedy/Sallenback/CRD

8. Adjournment – 11:26

MOTION: To adjourn the CCCTA AGM.

Kennedy/CRD



# CARIBOO CHILCOTIN COAST TOURISM ASSOCIATION Financial Statements Year Ended March 31, 2021

# Index to Financial Statements Year Ended March 31, 2021

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Revenues and Expenditures	4
Statement of Changes in Net Assets	5
Statement of Cash Flow	6
Notes to Financial Statements	7 - 12
Operations (Schedule 1)	13
Destination Development (Schedule 2)	14
Destination Marketing (Schedule 3)	15
Special Projects (Schedule 4)	16

Chartered Professional Accountant

PO Box 405 STN Main, Granbrook, BC V1G 4H9

#### INDEPENDENT AUDITOR'S REPORT

To the Stakeholders of Cariboo Chilcotin Coast Tourism Association

Report on the Financial Statements

I have audited the financial statements of Cariboo Chilcotin Coast Tourism Association (the "Association"), which comprise the statement of financial position as at March 31, 2021, and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2021, and the results of its operations and cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Association in accordance with ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

(continues)

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to
  fraud or error, design and perform audit procedures responsive to those risks, and obtain audit
  evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting
  a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may
  involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal
  control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures
  that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the
  effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the
  disclosures, and whether the financial statements represent the underlying transactions and events in
  a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

As required by the Societies Act of British Columbia, I report that, in my opinion, the accounting policies applied in preparing and presenting the financial statements in accordance with Canadian Accounting Standards for Not-for-profit Organizations have been applied on a basis consistent with that of the preceding year.

Cranbrook, British Columbia June 4, 2021

CHARTERED PROFESSIONAL ACCOUNTANT

# Statement of Financial Position

# March 31, 2021

	2021	 2020
ASSETS		
CURRENT		
Cash	\$ 1,330,407	988,012
Term deposits (Notes 2, 4)	2,486,566	185,450
Accounts receivable	175,132	20,592
Goods and services tax recoverable  Due from related party (Note 6)	20,375	14,347 18,992
Prepaid expenses	- 1,316	1,177
	4,013,796	1,228,570
CAPITAL ASSETS (Note 5)	27,854	 39,791
	\$ 4,041,650	\$ 1,268,361
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 402,080	\$ 193,964
Wages payable	52,208	22,324
Due to related party (Note 6)	59,413	-
Deferred income (Note 7) Current portion of long term debt (Note 8)	2,407,869	387,845
Current portion of long term debt (Note 8)	10,170	 9,652
	2,931,740	613,785
LONG TERM DEBT (Note 8)	12,669	23,658
LONG TERM DEFERRED INCOME (Note 7)	10,000	10,000
	2,954,409	647,443
NET ASSETS	1,087,241	620,918
	\$ 4,041,650	\$ 1,268,361

ON BEHALF OF THE BOARD

Mile State Director

Director

# Statement of Revenues and Expenditures Year Ended March 31, 2021

		2021	2020
REVENUE			
Core Funding:			
MTACS	\$	1,117,000	\$ -
Destination BC	_	-	875,894
Total Core Funding	-	1,117,000	875,894
		1,117,000	875,894
Other Revenue			
Annual General Meeting		38,022	14,835
Government of Canada		-	13,961
Interest Income		11,348	12,598
Other Revenue		- 1,0 10	17,977
Canada Emergency Wage Subsidy		223,909	_
Indigenous Tourism		63,450	24,050
Destination Development Misc Revenue		36,950	-
Catalyst Funding		200,000	-
Creative BC (Schedule 4)		16,474	14,950
Cariboo Chilcotin Coast Tourism Marketing Association (Schedule		500 50	700
4)		30,785	24,721
Gold Rush Trail Project (Schedule 4)		386	137,788
Great Bear Rainforest Project (Schedule 4)		61,979	65,000
Rural Dividend (Schedule 4)		59,228	50,772
Tourism Emergency Management (Schedule 4)		62,197	100,000
Tourism Resiliency Program (Schedule 4)	_	146,715	 -
	_	951,443	476,652
Total Revenue		2,068,443	1,352,546
EXPENDITURES See Schedules 1 to 4		1,602,120	1,370,442
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	\$	466,323	\$ (17,896)

# Statement of Changes in Net Assets Year Ended March 31, 2021

	General Fund	2021	2020
NET ASSETS - BEGINNING OF YEAR Excess of revenue over expenditures Net capital asset expenditures	\$ 620,918 466,323 -	\$ 620,918 466,323 -	\$ 638,814 (17,896)
NET ASSETS - END OF YEAR	\$ 1,087,241	\$ 1,087,241	\$ 620,918

# Statement of Cash Flow Year Ended March 31, 2021

		2021	2020
OPERATING ACTIVITIES  Excess (deficiency) of revenue over expenditures Item not affecting cash:	\$	466,323	\$ (17,896)
Amortization of net tangible assets		11,937	17,053
		478,260	(843)
Changes in non-cash working capital: Accounts receivable Goods and services tax payable Prepaid expenses Vacation payable Accounts payable and accrued liabilities Deferred income	_	(154,540) (6,028) (139) 29,884 208,116 2,020,024	114,022 (5,754) 2,702 (5,512) 122,636 109,720
Cash flow from operating activities	_	2,097,317 2,575,577	337,814
FINANCING ACTIVITIES  Advances from (to) related parties Repayment of long term debt	_	78,405 (10,471)	(18,992) (9,156)
Cash flow from (used by) financing activities		67,934	(28,148)
INCREASE IN CASH FLOW		2,643,511	308,823
Cash - beginning of year		1,173,462	 864,639
CASH - END OF YEAR	\$	3,816,973	\$ 1,173,462
CASH CONSISTS OF: Cash Term deposits	\$	1,330,407 2,486,566	\$ 988,012 185,450
	\$	3,816,973	\$ 1,173,462

#### Notes to Financial Statements Year Ended March 31, 2021

#### 1. INCORPORATION AND NATURE OF THE ASSOCIATION

Cariboo Chilcotin Coast Tourism Association (the "Association") is a not-for-profit organization incorporated provincially under the Society Act of British Columbia. As a not-for-profit, the Association is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The Association administers and implements programs aimed at assisting people, organizations, communities and companies involved in the tourism industry, and manages responsible and sustainable growth of the visitor economy.

The operations of the Association are governed by the Board of Directors that is substantially elected from its stakeholders. The Chartered Professional Accountants of Canada defines, for the purposes of not-for-profit organizations, that related parties include individuals or entities that can exercise significant influence or control over the operations of the Association. Accordingly, the Association may, from time to time, have transactions in the ordinary course of business with the individuals who are members of the Board or Management.

#### 2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO) and, in management's opinion, with consideration of materiality and within the framework of the following accounting policies:

#### **Deferral Method**

Cariboo Chilcotin Coast Tourism Association follows the deferral method of accounting for contributions.

Revenues and expenses related to program delivery and administrative activities are reported in the Operating Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to Cariboo Chilcotin Coast Tourism Association's capital assets.

#### Use of estimates

The preparation of the financial statements requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from these estimates. Significant areas of estimation include estimated useful lives of capital assets, accrued liabilities and disclosure of contingencies.

#### Cash and short term investments

Cash equivalents are comprised of term deposit with maturities of one year or less from date of acquisition.

(continues)

#### Notes to Financial Statements Year Ended March 31, 2021

#### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

When the Association issues financial instruments that include both a debt and equity component, the entire proceeds are allocated to the debt component, and the equity component is assigned a measurement amount of \$nil.

When financial instruments that include both a debt and an equity component are issued, the proceeds are allocated firstly to the component for which the fair value is more readily determinable, and the residual is allocated to the other component.

#### Capitalized costs

Asset expenditures over \$2,000 are capitalized.

#### Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Office furniture and 20% declining balance method equipment

Motor vehicles 30% declining balance method

#### Revenue Recognition

Revenue is recognized upon project completion. The operating transfer and administration fees are recorded in the period earned.

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

#### Contributed materials and services

The operations of the Association depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

# Notes to Financial Statements Year Ended March 31, 2021

#### 3. GOING CONCERN ASSUMPTION

These financial statements were prepared using accounting standards that apply to an operating Association. This assumes that the Association will continue its operations for the foreseeable future and will be able to realize its assets and discharge its liabilities in the normal course of operations.

In March 2020, the World Health Organization declared a global pandemic due to COVID-19.

The Association is confident on its ability to maintain its profitability.

4.	TERM DEPOSITS						2021		2020
	TD GIC maturity Oct 15, 2021 0.25% TD GIC maturity May 8, 2021 1.00% TD GIC maturity May 3, 2021 TD GIC maturity Apr 21, 2021 0.48% TD GIC maturity Oct 15, 2020 1.75% TD GIC maturity Jul 8, 2020 2.00%					\$	41,446 94,004 2,300,000 51,116 -	\$	94,004 - - 41,446 50,000
						\$	2,486,566	\$	185,450
5.	NET TANGIBLE ASSETS								•
			Cost		ccumulated mortization		2021 Net book value	N	2020 let book value
	Motor vehicles Furniture and fixtures	\$	66,876 9,823	\$	39,022 9,823		27,854	\$	39,791
		\$	76,699	\$	48,845	5 \$	27,854	\$	39,791
6.	DUE TO RELATED PARTY	-							
						_	2021		2020
	Current portion due from related part Due to CCCTMA	у				<u>\$</u>	_	\$	18,992
	Transactions to a related company a	re n	on-interest b	eai	ing and hav	/e n	o set repayme	nt te	rms.
						_	2021		2020
	Current portion due to related party Due to CCCTMA					<u>\$</u>	59,413	\$	-
	Advances to and from a related As terms. Both organziation have the sa					aring	g and have no	set	repayment

# Notes to Financial Statements Year Ended March 31, 2021

#### 7. DEFERRED REVENUE

Deferred revenue comprises fee for service funding and project funding for projects, which will be carried out after the Association's year end. This includes:

	2021		 2020
Short-Term			
MTACS Targeted Funding	\$	2,300,000	\$ _
Emergency Management Program		37,803	18
Symphony Tourism Service		41,800	-
Great Bear Rainforest		26,459	-
Creative BC		1,807	3,281
DBC		-	275,000
Rural Dividend Program			59,228
Indigenous Tourism BC		-	25,950
Gold Rush Trail	-	-	 24,386
Subtotal Short-Term		2,407,869	387,845
Signage		10,000	 10,000
Total Short and Long-Term	\$	2,417,869	\$ 387,845

# Notes to Financial Statements Year Ended March 31, 2021

8.	LONG TERM DEBT	2021	2020
	TD Canada Trust loan bearing interest at 5.24% compounded monthly, repayable in monthly blended payments of \$931. The loan matures on May 25, 2023 and is secured by a 2018 Chevrolet Suburban, carrying value \$27,854. Amounts payable within one year	\$ 22,839 (10,170)	\$ 33,310 (9,652)
		\$ 12,669	\$ 23,658
	Principal repayment terms are approximately:		
	2022 2023 2024	\$ 10,170 10,716 1,953	
N. Co. of		\$	

#### 9. LEASE OBLIGATIONS

The Association has entered into operating leases for a copier and postage machine. The total obligation under these leases is as follows:

2022

\$ 3,720

#### 10. FINANCIAL INSTRUMENTS

The Association uses risk management to monitor and manage its risk arising from financial instruments. These risks include credit risk, interest rate risk, liquidity risk and market risk.

The Association does not use any derivative financial instruments to mitigate these risks.

#### Credit risk

Credit risks arise from three sources: cash and cash equivalents, accounts receivable, and investments in debt securities. Cash and cash equivalents are deposited with reputable, major financial institutions to limit the credit risk exposure. The credit risk from counter parties not paying accounts receivable is not considered to be significant. The investments include commercial papers and investments issued by high-credit quality corporations and financial institutions, and we consider the risk of non-performance of these instruments to be remote.

#### Liquidity risk

Liquidity risk exposure is dependent on the receipt of funds from provincial government grants, membership fees and other sources to enable the Association to pay its liabilities as they become due.

# Notes to Financial Statements Year Ended March 31, 2021

#### 11. REMUNERATION

The Association does not compensate it's directors. The Association has one employee with a total compensation in excess of \$75,000 per annum for a total of \$99,055 (2019 - \$94,073).

The Association has one contractor with a total compensation in excess of \$75,000 per annum for a total of 95,600.

#### 12. ALLOCATION OF EXPENSES BY FUNCTION

Payroll costs are allocated by function and project.

# Operations (Schedule 1)

	2021		2020
EXPENDITURES			
AGM Expenses	\$ 10,565	\$	26,152
Accounting Fees	47,667		43,053
Amortization	11,937		17,053
Audit and Legal Fees	11,840		8,383
Automotive	2,762		(1,259)
Bank charges and interest	1,334		2,252
Conferences	263		7,240
Directors Expenses	2,539		19,796
Equipment Costs	5,313		7,722
Information Technology	18,955		13,710
Insurance	890		5,194
Janitorial	4,377		5,275
Memberships Dues and Subscriptions	2,629		2,252
Office and Other	47,074		27,281
Rent	30,405		29,663
Salaries and Benefits	30,975		14,563
Telephone and Fax	4,652		4,086
Training & Education	 (165)		10,939
	\$ 234,012	\$	243,355

# Destination Development (Schedule 2)

	2021	2020
EXPENDITURES  Destination Development program and salaries Remarkable Experiences program and salaries Indigenous Tourism program and salaries Catalyst Funding	\$ 265,577 99,125 69,171 200,000	\$ 420,119 17,280 48,100 725
	\$ 633,873	\$ 486,224

# Destination Marketing (Schedule 3)

	 2021	 2020
EXPENDITURES		
Consumer Shows	\$ 70	\$ 9,109
Content and Social	34,098	23,776
Familiarization Tours	13,218	13,104
Travel Media programs and salaries	70,412	99,694
Travel Trade programs and salaries	 65,446	 113,254
	\$ 183,244	\$ 258,937

# Special Projects (Schedule 4)

	2021	2020
EXPENDITURES		
Creative BC	\$ 16,474	\$ 14,950
Gold Rush Trail Project	210	137,788
Great Bear Rainforest Project	61,979	65,009
Rural Dividend Projects	81,869	50,772
Full of Heart Campaign	100,000	
Tourism Emergency Management	62,197	113,407
Tourism Resiliency Program	228,263	-
	\$ 550,992	\$ 381,926