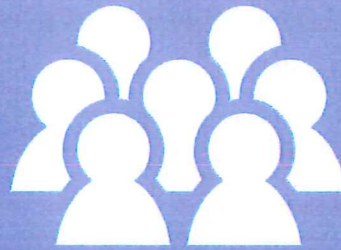


KITIMAT
CHAMBER

OF COMMERCE

ANNUAL REPORT



2024

Vision Statement

**The proactive hub for business and the
community**

Mission Statement

**Strengthen, support, and connect the
community.**

KITIMAT

CHAMBER OF COMMERCE

AGM AGENDA
April 18, 2024, at 6:00 pm
Luso Hall

- ❖ Call to Order
- ❖ Confirmation of Quorum
- ❖ Adoption of the Agenda
- ❖ Adoption of the Minutes from the 2023 Annual General Meeting
- ❖ 2023 Financial Statements for the year ended December 31, 2023
- Reports:**
- ❖ 2023 Terrace-Kitimat Airport Society Report – The Kitimat Chamber is a member of the Society.
- ❖ President's Report
- ❖ Nomination Committee Report
- ❖ Election of Officers & Directors
- ❖ New Business
- ❖ AGM Adjournment
- ❖ Dinner
- ❖ Presentations
 - Mayor Phil Germuth - District of Kitimat
 - Walsham Tenshak – Director of Economic Development
 - Amanda Munro - Partner, Munro Thompson Communications

KITIMAT CHAMBER OF COMMERCE

Kitimat Chamber of Commerce Annual General Meeting

Minutes

Thursday, April 20, 2023

Luso Hall, Kitimat BC

6:15 pm Called to Order by Tracey Hittel, President

A total of 24 voting members representing 24 businesses and holding 33 ballots were in attendance. As per the by-laws of the Kitimat Chamber of Commerce, the quorum for the Annual General Meeting is 15 voting members.

Tracey thanked everyone for attending.

There being no additions to the agenda the meeting proceeded to the adoption of the agenda.

Adoption of Agenda

"Moved that the agenda for the 2023 Annual General Meeting be adopted as presented."

Motion: Warren Featherstone

Second: Jaclynn Gordychuk

Carried

Annual General Meeting Minutes

"Moved that the Minutes from the 2022 Annual General Meeting be adopted as presented."

Motion : Paul LeBlanc

Second : Warren Featherstone

Carried

Financial Statements

"Moved the 2022 financial report be adopted as presented."

Motion: Paul LeBlanc

Second: Jackie Sweet

Carried

Terrace-Kitimat Airport Society Report

"Moved to accept the 2022 Terrace-Kitimat Airport Society Report as circulated."

Motion: Paul LeBlanc

Second: Ashley Hinton

Carried

President Report

“Moved to accept the 2022 President Report as presented.”

Motion: Jacylyn Gordychuk

Second: Craig Eustace

Carried

Nomination Committee Report

“Moved to accept the 2022 Nomination Committee Report as circulated.”

Motion: Paul LeBlanc

Second: Warren Featherstone

Carried

Election of Director and Offices

No election took place due to the number of members who let their names stand.

Tracey Hittel declared that all nominees were elected, by acclamation. Tracey congratulated and welcomed the 2023 board:

Executive

President

Ashley Hinton, CIVEO

Vice President

Warren Featherstone MK Bay Marina

Secretary

Jacqueline Sweet, Jacqueline Sweet Notary Corporation

Directors

Devrie Sanghera – Rio Tinto

Giuseppe Bravo- Century 21 Realtor

Jacylyn Gordychuk – Jack's Creative Consulting

Jesse Santos -Northward West Construction Ltd

Karen Doherty -Big Jim's Liquor Store

Kyle MacGillivray – Kyles NOFRILLS

Paul LeBlanc – First Transit Canada

Vanessa Couto – MStar Hotel

Outgoing Directors Tanya Healey, Corrado Colombo, and Tracey Hittel were thanked for their contributions to the Chamber of Commerce and were presented with a certificate.

New Business

No new business was brought forward.

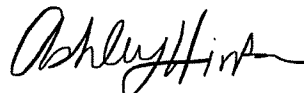
Meeting Adjourned: 6:30 pm



Minutes recorded by:

Jacqueline Sweet

Secretary



Minutes approved by:

Ashley Hinton

President

Kitimat Chamber of Commerce

Year End Financials for 2023

**Kitimat Chamber of Commerce
Balance Sheet
As at December 31, 2023**

Current Assets:

Credit Card Clearing	\$	-	
Online Payments Clearing	\$	750.75	
Undeposited Funds	\$	-	
Cash Register Float	\$	50.00	
Petty Cash	\$	250.00	
Envision Chequing Account	\$	182,829.51	
Envision Shares Account	\$	36.45	
Total Cash			<u>\$ 183,916.71</u>
Heritage Park - Restricted Funds	\$	6,362.71	
GIC #1 18 Plus 18	\$	14,063.67	
Step Up 6Plus6 #28	\$	22,261.51	
GIC #26 Contract Security Deposit	\$	6,296.19	
GIC #20 18 Plus 18	\$	12,851.35	
Business 12Month #31	\$	75,000.00	
Step Up Plus 6 25 51150	\$	1,869.73	
Total Investments			<u>\$ 138,705.16</u>

Accounts Receivable

Accounts Receivable	\$	969.63	
Total Accounts Receivable			<u>\$ 969.63</u>
Prepaid Expenses			<u>\$ 3,629.87</u>

Total Assets:

\$ 327,221.37

Liabilities:

Accounts Payable	\$	13,607.26	
ERTF Funds	\$	27,667.78	
Vacation Payable	\$	2,833.98	
WCB Payable	\$	-	
PST Payable	\$	673.88	
GST Charged on Sales	\$	(10.25)	
GST Paid on Purchases	\$	-	
GST Owing			<u>\$ (10.25)</u>
Unearned Revenue			<u>\$ 46,747.50</u>

Total Liabilities:

\$ 91,520.15

Members Equity

Retained Earnings	\$	191,408.65	
Restricted Funds - Wages	\$	19,997.56	
Plus: Current year's Net Income	\$	24,295.01	

Closing Equity

\$ 235,701.22

Total Liabilities & Equity

\$ 327,221.37

Kitimat Chamber of Commerce Income Statement

Revenue	<u>2023</u>	<u>2022</u>
Core Revenue		
Membership Dues	\$ 48,445.97	\$ 45,172.21
DOK Fee For Service	\$ 157,211.00	\$ 146,926.00
DOK Special Projects Tourism	\$ 10,000.00	\$ -
Destination BC Grant	\$ 15,000.00	\$ 15,000.00
Municipal and Regional District Tax	\$ 156,986.15	\$ 123,900.75
Youth Employment Grants	\$ 15,249.55	\$ 14,910.05
Misc. Gov Grants		
Total Core Revenue	<u>\$ 402,892.67</u>	<u>\$ 345,909.01</u>
Event (Net) Revenue		
AGM & BEA	\$ 19,885.89	\$ 30,275.38
Christmas Party	\$ 14,067.85	\$ 12,485.00
Light Up Kitimat	\$ 950.00	\$ 750.00
Live,Love,Local	\$ -	\$ 2,250.00
KPAA Mural Funds	\$ 23,956.97	\$ 19,500.00
Entrepalozzas Donations	\$ -	\$ -
Night Market	\$ 1,456.78	\$ 1,223.83
Fish Derby	\$ 15,629.28	\$ 7,228.63
Buisness Bootcamp	\$ 15,000.00	\$ -
Total Event(Net) Revenue	<u>\$ 90,946.77</u>	<u>\$ 73,712.84</u>
Other Revenue		
Kitimat Visitors Guide Advertising	\$ 19,950.00	\$ 17,811.74
Mountain Bike Rental	\$ 92.70	\$ 22.32
Kayak Rentals	\$ 90.90	\$ 1,077.17
Paddleboard Rentals	\$ 309.00	\$ 421.88
Bank Interest	\$ 1,366.48	\$ 851.21
Special Projects Revenue	\$ 438.76	\$ -
Room Rental	\$ 4,980.00	\$ 4,796.67
Tent Rentals	\$ 40.00	\$ -
Souvenir Sales	\$ 9,136.92	\$ 5,975.18
Welcome to Kitimat Tours	\$ 2,761.80	\$ 100.00
Chamber Benefits Commission	\$ 3,240.52	\$ 2,500.70
Dinner Meetings	\$ 709.76	\$ 620.25
E-Blasts	\$ 560.00	\$ 640.00
Co-op Trade Show	\$ 1,120.46	\$ -
Traning/Seminars	\$ 1,000.00	\$ -
Pembina Grant Revenue	\$ -	\$ 14,000.00
Misc. Revenue	\$ 170.25	\$ 272.00
Total Other Revenue	<u>\$ 45,967.55</u>	<u>\$ 49,089.12</u>
Total Revenue	<u>\$ 539,806.99</u>	<u>\$ 468,710.97</u>
Expenses		
Payroll Expenses		
Manager Salary	\$ 73,911.88	\$ 62,283.71
Support Staff	\$ 81,123.65	\$ 68,264.99
Contracted Services	\$ -	\$ 5,845.00
Summer Students	\$ 19,820.32	\$ 29,452.80
Employment Grants	\$ 1,348.47	\$ -
EI Expenses	\$ 3,619.12	\$ 3,440.69
CPP Expenses	\$ 9,063.75	\$ 8,291.21
WCB Expenses	\$ 457.17	\$ 214.58
Employee Benefits	\$ 9,024.55	\$ 1,742.30
RRSP - Company Portion	\$ 2,600.00	\$ 2,600.00
Mileage	\$ 132.00	\$ 1,408.32

Staff Training	\$ 227.89	\$ 756.60
Total Payroll Expenses	<u>\$ 201,328.80</u>	<u>\$ 184,300.20</u>
Event Expenses		
Dinner Meeting Expenses	\$ 2,683.87	\$ 1,236.27
BEA/AGM Expenses	\$ 21,304.88	\$ 31,721.75
Christmas Party Expenses	\$ 14,396.96	\$ 14,326.06
Halloween Howl Expense	\$ 1,109.80	\$ -
Municipal and Regional District Tax	\$ 1,500.00	\$ 1,500.00
All Candidates Forum	\$ 110.00	\$ 1,949.93
Welcome to Kitimat Tours	\$ 1,239.05	\$ -
Business Bootcamp	\$ 3,529.14	\$ -
Entrepalozza Expenses	\$ 383.98	\$ -
Live,Love, Local	\$ -	\$ 1,272.62
KPAA Mural Expenses	\$ 20,492.83	\$ 23,298.36
Light Up Kitimat Expense	\$ 6,488.30	\$ 4,577.29
Wara Marketing Campaign	\$ -	\$ 10,000.00
Winterfest Expenses	\$ -	\$ 192.59
Canada Day Parade Expenses	\$ 92.95	\$ 183.97
Kitimat's Birthday	\$ 151.14	\$ -
Fish Derby Expenses	\$ 7,053.03	\$ 2,007.06
Night Market Expenses	\$ 827.99	\$ 155.97
Tourisum Equipment Rental Expense	\$ 426.69	\$ -
Minerals North	\$ 11,970.95	\$ -
Misc Events Expenses	\$ 1,204.30	\$ -
Event Expenses Total	<u>\$ 94,965.86</u>	<u>\$ 92,421.87</u>
General & Administrative Expenses		
Accounting & Legal	\$ 8,005.00	\$ 7,120.00
Advertising & Promotion	\$ 136,642.70	\$ 63,960.30
Bank Charges	\$ 3,873.21	\$ 3,373.09
POS Service Fees	\$ (27.85)	\$ 243.34
Cash Over/Short	\$ (246.46)	\$ 68.22
Souvenir Commissions / Purchases	\$ 6,630.45	\$ 2,226.39
Community Support Expense	\$ 1,095.24	\$ -
Courier & Postage	\$ 2,954.23	\$ 3,592.18
Equipment Lease - Copier	\$ 2,786.28	\$ 2,786.28
Copier Supplies	\$ 2,611.16	\$ 2,161.34
Insurance - Property	\$ 3,943.24	\$ 2,377.52
Insurance - Directors	\$ 500.00	\$ 500.00
Memberships	\$ 4,457.38	\$ 4,350.48
Chamber Training	\$ -	\$ 100.00
Coffee Supplies	\$ 327.51	\$ 272.00
Janitor and Cleaning Supplies	\$ 87.42	\$ 363.13
Office Expense	\$ 3,310.42	\$ 7,688.06
Office Software License and IT	\$ 4,039.72	\$ 3,853.58
Office Supplies	\$ 2,271.46	\$ 1,950.23
Small Equipment & Supplies	\$ -	\$ 2,173.06
Rent	\$ 8,676.00	\$ 8,366.13
R&M - Building	\$ 5,272.03	\$ 9,656.42
R&M - Equipment	\$ 31.60	\$ 200.00
R&M - Heritage Park	\$ 488.68	\$ 1,460.85
R&M - Property	\$ 5,346.51	\$ 5,820.00
Telephone & Internet	\$ 2,121.74	\$ 2,439.16
Travel - Tourism	\$ 5,243.91	\$ 541.01
Travel - Directors	\$ 3,680.70	\$ 5,595.14
Travel - Executive Director	\$ 559.00	\$ 840.30
Utilities - Gas/Hydro/Garbage	\$ 4,536.04	\$ 4,572.61
Total General Expenses	<u>\$ 219,217.32</u>	<u>\$ 148,650.82</u>
Total Expenses	<u>\$ 515,511.98</u>	<u>\$ 425,372.89</u>
Net Profit (loss) for the year	<u>\$ 24,295.01</u>	<u>\$ 43,338.08</u>



Northwest Regional Airport Terrace-Kitimat

Prepared for the Kitimat Chamber of Commerce Annual General Meeting 2024

Terrace-Kitimat Airport Society A Look at 2023-2024

Passenger numbers have been rising steadily since the end of Covid-19 restrictions. The Northwest Regional Airport Terrace-Kitimat has returned to 95% of the pre-covid passenger numbers. Many airports around Canada still have not returned to even 50% pre-covid statistics.

SCHEDULED PASSENGER NUMBERS

Fiscal	2023-2024	2022-2023	2020-2021	2019-2020	2018-2019
	240,705	254,729	110,311	291,227	253,548
Calendar	2023	2022		2019	2018
	280,435	236,309	147,106	293,895	240,253

Since the beginning of the LNG Canada project (January 2020) in Kitimat the airport has serviced in excess of 560,000 workers through the workforce transfer terminal. This number also includes mining and hospital construction workforce movements.

In this last year the Airport has launched the Air Terminal Completion project to improve the comfort of arriving passengers. With this there will be a one-way door for security, new baggage belt which will allow easier access for the passenger's belongings and a much-needed renovation to the administrative office space.

As well this year the Airport Society pulled the trigger on long awaited upgrades to the long-term parking. New asphalt and now covered walkways in parts of the parking area as well as the infrastructure for the future ability to install electrical outlets for electric charging stations.

The Airport Society has maintained a safe and well-run facility. A leader among regional airports in Canada for sure. The management team sits as chair of the Regional Community Airports of Canada again for the third year as well all members of the team are participants on committees in many Airport Industry organizations.



Northwest Regional Airport Terrace-Kitimat

Enjoy a few photos and renderings from our construction below.





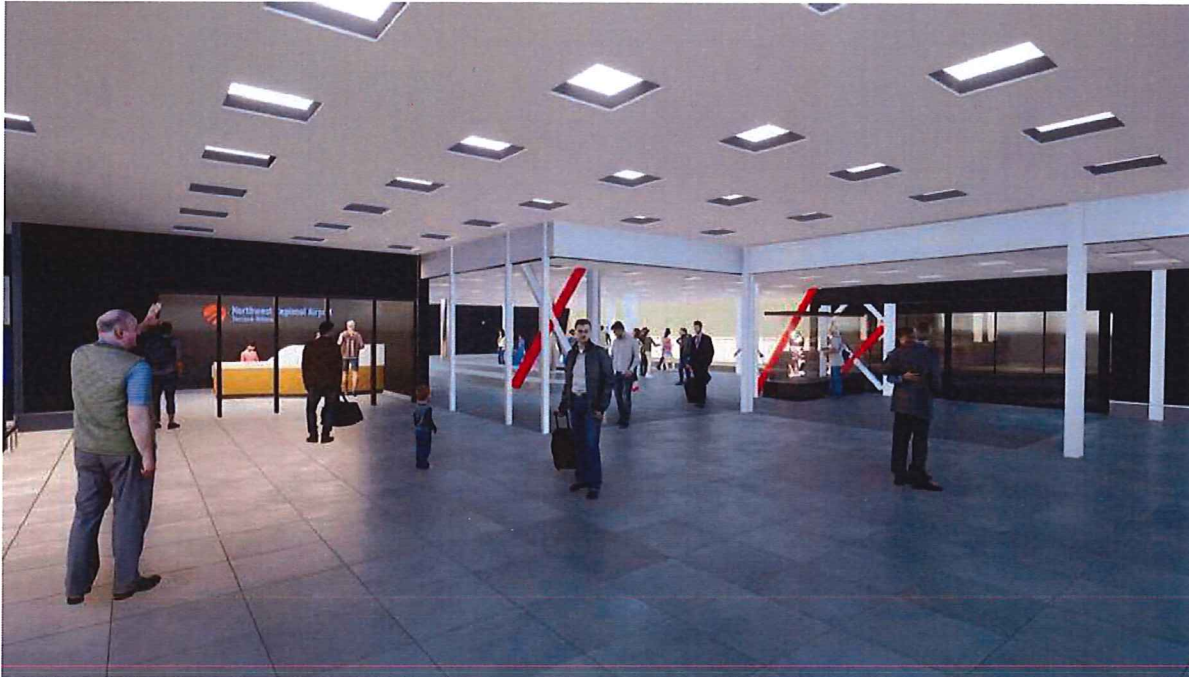
Northwest Regional Airport

Terrace-Kitimat





Northwest Regional Airport Terrace-Kitimat



President's Report

The Chamber and our various different community partners were busy this year! We'll take a brief look at last years events, and what's coming up.

Events:

- Business Excellence Awards were successful this year.
- Annual Fishing Derby. Thank you to local businesses who contribute to this event every year.
- Chamber of Horrors 400 people over the 3 days
- Annual Canada Day Parade
- The Kitimat Chamber's Christmas party was sold out this year. As usual, we saw a lot of local businesses treat their staff to a night out and the Luso was again, the perfect host.
- Light Up Kitimat – This year was the best year yet. We our participation grow back to pre-covid numbers and even though it rained cats and dogs on us this year, the community showed up. Thank you to the district for lighting up the tree this year.
- International Women's Day event, was a great success. We had an intimate and inspiring conversation with Tracey Ross who drew quite the crowd at Hirsch Creek on a very wintery, Friday evening, but Sprue Tree media live streamed it so people could watch from home.
- The Chamber hosted a Volunteer Fair on April 13th. This was an important event, because as you may not know, we have an aging population of volunteers in our community. If you didn't get a chance to attend, please feel free to reach out to Laurel, our Chamber staff or any of our Directors. A massive percentage of the events that I just listed, are because there is a group of people dedicating their time to make sure we can share these special traditions and memories here in Kitimat. If you can spare any extra time, or want to make some new friends, or make a difference, it is worth it.

Coming up:

- Flag Raising Event – This year, April 27th, with addition of 5 new flags of Ukraine, Nigeria, Japan, Columbia and Jamaica and the re-positioning of the

Haisla Flag, we see it first as we are living, working and playing on Haisla territory. We thought it was important to represent that.

- Kitimat Chamber of Commerce Golf Tournament returned in 2023 with over 25 teams. It is back this year and is a great opportunity to get out and have some fun and we encourage you to come out this year at Hirsch Creek. **June 9th**

Ongoing:

- The LNG Rebate program going extremely well. Over \$100K has been distributed to businesses in Terrace and Kitimat and to Indigenous Businesses

District partnership –

Business Bootcamp & Business Builder Competition The Kitimat Business Bootcamp was a series of 6 workshops designed to provide businesses resources based on what we heard during the 2022 Annual Kitimat Business Walk. This workshop started in April and concluded with the Kitimat Business Builders Competition.

Entrapalooza was held in October , it was co-hosted by the DOK and was sponsored by LNG Canada, with additional support from the Kitimat Northern Sentinel. The event provides a casual networking opportunity for local entrepreneurs and aspiring business owners to meet with resource providers, funders, investors and learn from other established business owners in Kitimat.

Business Walk was held in October and is done with the DOK . It is an information gathering campaign organized by the District of Kitimat's Economic Development Department It is an opportunity for District staff and Council, Kitimat Chamber of Commerce staff and directors, and other community stakeholders to meet business owners/operators in-person to get a feel for the commercial sector in Kitimat. As many businesses as possible are visited in one day to complete the short survey. We survey 46 businesses in 2023. The findings from this report are available on the DOK's website or we could send it to you.

Tourism

- Secured our 5 year contract with the DOK to manage the visitor center
- Destination BC, with financial support from PacificCan, provided Kitimat with the opportunity to develop a Destination Development Strategy.
- We were successful in our federal funding and the DOK top off grant for our summer students.
- We also received to grants from Destination BC
 - Visitor Experience Grant & 2023 Indigenous Learning & Projects Grant

Nominations Committee Report

A call for nominations was posted in the Chamber's weekly Tuesday e-blast in March and April as well as the members were emailed on April 7th, 2024. No additional nominations were received by the deadline is Thursday, April 13th end of business day (5pm)

Under the Board of Trade Act, the Chamber of Commerce Board consists of a President, Vice-President, Secretary, and 8 Directors.

Nominations for the 2024/2025 Term are as follows.

Executive Candidates

President

Warren Featherstone – General Manager – MK Bay Marina

Warren's interest in the Chamber includes learning about the different businesses and how he can be involved in the community. He moved here 5 years ago and loves the outdoors and has met so many great people. Warren has enjoyed many experiences over the years and is glad to be here in Kitimat doing what he is doing. Warren wants to run for President so he can connect with Chamber members and represent the collective interests of membership.

Vice President

Paul LeBlanc – Manager – First Transit Canada

Paul is the GM First Transit Canada Inc. He has lived in Kitimat for 7 years and has sat on the board as a director for the past 2 years. Paul has spent 25 years in the military and lived across Canada and Europe. He loves the outdoors, and he met his wife here in Kitimat. Paul is a huge supporter of community and has a passion for kid's programs.

Paul is proud of this community. As a member of the Board of Directors for the Chamber of Commerce it gives him pride that he can represent all the businesses in Kitimat. Paul thinks the Chamber plays an important part for this community especially with all the events it sponsors and is happy to take part in those events to help make them happen. The reason that he wants to be VP of the Chamber of Commerce is to take on more of a leadership role. He also wants to represent Kitimat businesses at larger events that the BC Chamber of Commerce hold. As VP he wants to help guide the directors, so that we do the best job we can when it comes to representing all the businesses in Kitimat. Maybe one day he will run for president of the Chamber of Commerce!

Secretary

Jackie Sweet – Owner – Jacqueline Sweet Notary Corp

Jacqueline Sweet is the owner of Jacqueline Sweet Notary Corporation. She has served on the board for 6 ½ years and enjoys her role as the Secretary. Jackie has owned and operated her business for 11 years in Kitimat. She came here in 1995 and raised her family here. She loves the community and wants to see the best outcomes for our community and the businesses that operate here.

Directors Candidates

Giuseppe Bravo – Realtor – Century 21

As a dedicated local realtor in Kitimat, his passion lies in assisting individuals and families in finding their perfect home within this vibrant community. He thrives on forging connections and fostering a sense of belonging for newcomers, guiding them through every step of the home-buying process with expertise and care.

Being a part of the Chamber of Commerce allows Giuseppe to further contribute to Kitimat's growth and prosperity, advocating for policies that support local businesses and initiatives that enhance the quality of life for residents. It's not just about transactions; it's about building a thriving, welcoming community he's proud to call home.

Jaclyn Gordychuk – Owner - Jack's Aligned Consulting

Jaclyn is enjoying her new role as owner of Jack's Aligned Consulting. This born-and-raised Kitimatian has been here for 39 years and counting, she enjoys raising her son in our wonderful community. She is well-connected, hard-working, and is all about building relationships. She likes to promote growth and helps with all the local events. She is looking forward to her 3rd term on the Chamber board. One of the roles I would like to play on the board is to be a mentor to new businesses who are looking for guidance.

Kyle MacGillivray - Owner – Kyle's NoFrills

He was born and raised in PEI. Grew up with a family in the retail/grocery business, however, He looked for something different and went to school for engineering. After that, he became a commercial deep-sea diver where he had the privilege to travel and work. This career brought Kyle to the coast of BC in 2009 where he met my wife, Vanessa. A short 18 months later they both ended up back in PEI where he began working at his father's NOFRILLS in PEI. While training to someday own a store under my father's leadership he found the time to become a volunteer firefighter with Crossroads Fire Department. In late 2015 the opportunity presented itself to move to Kitimat and own and operate my own NOFRILLS. After a quick Google search of where Kitimat was here, 7 years later fully involved in the community at the Shooting Range, Snowmobile Club, Fishing Derby, Hospital, Food Bank, Humane Society, and Rod & Gun, among many other local events and organizations. Kyle values the work the Chamber does for the community and is proud to be on the board.

Devrie Sanghera - Business Partner | Communities and Social Performance - Rio Tinto

Born and raised in Kitimat, BC, Devrie lived on Vancouver Island, worked abroad in Bermuda, and travelled Europe before returning to Kitimat in 2013. Since then, Devrie and her husband have settled back into the community raising their two children and enjoying life in Northern BC.

Devrie joined the Rio Tinto team in January 2021 in the role of Communities and Social Performance (CSP) Advisor, in November 2022 she was appointed the role of Business Partner, CSP. She is an enthusiastic professional with extensive experience collaborating with community, First Nations, business, and government. Her diverse work experience along with her international, regional, and local

exposure have supported and furthered her ability to adapt, recognize and leverage opportunities, and cultivate meaningful relationships.

Devrie believes in giving back to the community and the importance of community collaboration, partnership, and engagement to build a strong Northern BC economy.

She holds a Master of Business from Royal Roads University with a concentration on leadership.

Having a pulse on the Kitimat community and being able to contribute to the conversations and actions to build a sustainable community and strengthen opportunities for local businesses. I value the work that the Kitimat Chamber does for the community and am proud to currently be on the Board and hope to be able to continue my work with the Kitimat Chamber again this year.

Jesse Santos – Owner - Northward West Construction

Born and raised in Kitimat BC. Jesse moved away after completing school at MESS to attend university in Victoria.

In 2019 Jesse moved back to Kitimat to raise his young family and start his own business to serve the community of Kitimat. Northward West Construction was founded in 2021 and provides residential and commercial general contracting services to Northwest BC.

I would like to continue to remain on the board to further serve the community I love and help local small businesses flourish where I can.

