

# Manitoba Bed & Breakfast Association

## Information for Prospective Members

The following is the information that most prospective members request.

1. Contact your city, town, or municipality to learn of the specific restrictions that apply to your area. They can be anywhere from nothing to many; Winnipeg has the most but please note that they seem to change so be sure you are updated.
2. Contact bed and breakfast owners in the province to find out any tips they may pass on to you and to get others perspectives. If possible, visit as many as you can.
3. Check with your insurance agent for the cost of a liability clause for your proposed B&B. The Association has a group policy which is approximately \$95 a year for one million dollar liability which is an option that about half our members choose. If you do not choose the group plan, you would be required to provide the association with proof of a liability plan with another agent. We have our plan through Co-Operators Insurance.
4. If you have decided to open a B&B then you will want to consider registering your name once you have chosen it. The Companies Office is a government branch that does a search of your name (\$45) and once that is clear they register your name (\$45) for a period of 3 years. If someone else tries to use the same name they will be contacted and will have to change their name which can be costly. For more info please phone 204-945-2500.
5. The Manitoba Bed and Breakfast Association is the only one in the province and is a cooperative with elected board members. We charge a one time joining fee of \$130 to all members. Our annual fee is \$225 and includes many benefits as follows:

**Our web site** is very well maintained and we also have our own Webmaster to help you once you are online. You can use as many pictures on your website as you wish. Once we set your site up, you will receive a password and your site becomes interactive so that you may change the information and the photos as you see fit.

All new members will receive a complimentary visit by an existing member of the association for a pre-visit. The pre-visit is an opportunity for the new member to ask questions about the inspection, membership etc. The association wants to ensure you have all the help you need for passing the formal third party inspection.

**A third party inspector** inspects our new members in the first year of their operation. All existing members go through an inspection every 4 years. The inspectors use our list of standards as a guideline for inspections. We refer to this as our customer assurance policy which we utilize to guarantee each person that uses the facilities of one of our members that they will be able to count on these standards.

Many of our members value the interaction of the members and participate in **our annual meeting which is held in the spring at a designated area...** At this meeting we hold workshops and we discuss pertinent information.

We elect new board members during our AGM in the spring. You must have been a member for a minimum of one year prior to sitting on the board. During the year the board members have several meetings to deal with the incoming of new members, marketing, political action, education, website and other related issues.

We are a cooperative marketing association. We believe that we can accomplish more by pooling our resources together in order to advertise. The board makes all decisions on any group advertising that we are able to do and promote the group when the opportunity arises.

# **Manitoba Bed and Breakfast's Standards**

## **Advertising**

1. Advertising will accurately represent the features of the Bed & Breakfast.
2. Promotions and specials will be honored.
3. The Quality Assurance Program standards will be available to guests.

## **Courtesy & Information**

4. Hosts will be friendly and courteous.
5. Hosts will provide information regarding local services.

## **Facilities**

6. A First Aid Kit will be available
7. There will be visible and/or well-lit sign or address number.
8. There will be adequate outdoor lighting for safety.
9. There will be sufficient parking to accommodate all guests.
10. Buildings and grounds will be well maintained, in good repair and safe.
11. There will be handrails on stairways interior 2 and exterior 3 steps and ramps rise not more than 400 mm. (MB Building Code of Canada)
12. All pools, ponds, hot tubs must adhere to municipal public safety rules and regulations.

## **Interiors**

13. Interiors will be clean, safe and in good repair.
14. Smoke alarms & Fire Extinguishers must be in working condition and installed on each floor.
15. Carbon Monoxide Detectors must be installed if required.
16. There will be adequate hot water for showers & baths.
17. Regular bathroom amenities will be supplied.
18. Reading lights, waste baskets and hangers will be provided.
19. Guests will be informed of fire exits.

20. Linens/towels must be in good condition, and will be laundered for each new stay and for long stays.
21. Mattresses will be in good condition and have mattress covers and pillow covers.
22. Bathrooms will be kept clean and sanitized with a disinfectant product.
23. Guest rooms will have privacy locks.

### **Kitchen and Food**

24. A good quality breakfast will be offered in accordance with advertising.
25. All dining room and kitchen facilities will be clean and sanitized.
26. Host will complete the Provincial Food/Safety Handling course within 2 years of opening.
27. Drinking water must be potable.

### **Other**

28. Hosts agree to address all complaints and to comply with recommendations from the Board in a reasonable allotted time.
29. Hosts have a procedure to handle all inquiries within 24 hours.
30. A reasonable reservation and cancellation policy will be clearly stated.
31. Host agrees to third party inspections.
32. Hosts will be reasonably available and /or contactable by guests at all times. Emergency phone numbers will be posted.
33. All hosts will attempt to operate their facility in an environmentally-friendly manner, and they will encourage guests to practice conservation and good stewardship of resources.
34. Host will maintain a minimum of 1 M dollar liability insurance.
35. Hosts will register their business name with the Companies Office of Manitoba and keep it current
36. All Manitoba Bed and Breakfast Cooperative Members are required to have the Manitoba Food Handler's Certificate—this is available through your Regional Health Authority, ACC or Red River Community College.

# New Membership Application Form

Please return ALL Forms to the address below

Jana Wise  
Manitoba Bed & Breakfast Membership Chairman  
Box 295  
Swan Lake, Manitoba R0G 2S0

For membership-related inquiries phone 204-836-2024.

## Please print and complete the forms:

1. Include a cheque payable to “Manitoba Bed & Breakfast Co-op”
2. Include a current copy of your “Proof of Liability Insurance”, if not insured through the Co-op.
3. If your water is from a private well, you should have it tested once a year (preferably in the spring after run-off). You may pick up sample bottles from your MAFRI Office.

### Insurance:

The Association has secured a group rate for \$1,000,000 Liability with Cooperator’s Insurance at a rate of \$100/year per B&B. If you do not wish to purchase this insurance, it is understood that you are responsible for arranging Liability Insurance to cover your B&B operation through your own personal house insurance.

### Fees:

Initial Start Up Fee (new members) Note: This fee is a one time fee.		\$ 130.00
Membership Fee		
November 1 to October 31 2016		\$225.00
May 1 – October 31 <sup>st</sup> Note this rate is for new members only who join sometime during the year.		\$150.00
Liability Insurance Fee		
Do you wish to purchase liability insurance	No	\$ 0.00
	Yes	\$100.00
Total Enclosed:		

**Please make your cheque payable to MB B&B Marketing Co-op**

Your cheque will not be cashed until your Bed & Breakfast has met all quality assurance requirements.

### Contact Information

<b>Name of B&amp;B</b>	
<b>Name of Owner(s)</b>	
<b>Mailing Address</b>	<b>Street:</b>
	<b>City:</b>
	<b>Postal Code:</b>
<b>Telephone Number</b>	
<b>Cell Number</b>	
<b>Email address</b>	

### Website Information

Website Address If you have your own website please indicate it here	https://
Price range	\$
Extra person charge	
Children charge	
GPS coordinates This information is mandatory. We need this to position your B&B on our Mb interactive map	

### Description of your bed and breakfast:

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**Photograph:**

Please send one digital photograph of the front of the B&B, including the front door (entryway) where guests would enter to Joe Coady at:

[website@bedandbreakfast.mb.ca](mailto:website@bedandbreakfast.mb.ca)

**Please put a check mark in the boxes applicable to your B&B:**

**Amenities**

- Off Street Parking
- Powered Parking
- Air Conditioning
- Children over 13
- Children Welcome
- Detached Guest House
- Double Bed
- Meeting Room
- No Pets
- No Smoking
- Pets Welcome
- Private Bath Full
- Private Bath with Shower
- Private Bath with Tub
- Queen Bed
- Shared Bath with Shower
- Shared Bath Full
- Single Bed
- TV Access
- We have pets
- Wheelchair Access

**Experiences**

- Beach
- Bird Watching
- Culinary Tourism
- Cycling
- Dinners (maybe extra cost)
- Downhill Skiing
- snowmobiling
- Farm Setting
- Golfing Nearby
- Group Retreats
- Hiking
- Historic Sites
- Hunting & Fishing
- Kayaking/Canoeing
- Musical
- Painting
- Quilting
- Sauna
- Scrapbooking
- Snowshoeing
- Spa Treatments

- Wired Internet
- Wireless Internet (WIFI)
- Continental Breakfasts
- Full Breakfast
- Gluten Free Available
- Vegan Available
- Vegetarian Available
- Hot Tub
- Sauna
- Fire Pit
- French Spoken
- German Spoken
- Ukrainian Spoken
- All Major Credit Cards
- American Express
- Cash Only
- Monthly Rates
- No Credit Cards
- Paypal
- Personal Cheques
- Purchase Orders
- Travelers Cheques
- Visa
- Mastercard
- E-Transfer
- Separate Pet Housing
- Pool

- Trails
- Weddings (on site)
- X-Country Skiing
- Yoga
- Pool
- Boat Dock
- Tobogganing



## Next Steps:

1. Jana Wise will make arrangements with a current member to visit your B&B once all the paperwork has been received and in good order. The purpose of this visit is two-fold; first to guide you through the requirements for the quality assurance program offered by the Bed and Breakfast of Manitoba Cooperative and second; prepare you for the 3rd party inspector visit.

2. Once Step 1 has been completed and you have met all of the requirements for the pre-visit checklist you can expect the following:

- Your membership cheque will be cashed.
- The website information will be processed and posted.
- You will be contacted by our website coordinator with user id and password.
- Email will be sent to all members welcoming you on board.
- A “Welcome” Package will be sent to your home address, including:
  - Welcome letter
  - Yellow Card Program
  - Latest Newsletter
  - Marketing Information

If you have any inquiries in regards to the New Member Application Process please contact:

Jana Wise call (204) 386-2024 or email at [555paradise333@gmail.com](mailto:555paradise333@gmail.com)

## Associate Membership Application Form

For those who are not sure about joining the Coop—we offer a \$100.00 Associate Fee for the calendar Year.

Your associate membership entitles you to:

- quarterly newsletters
- permission to attend our conferences
- 5 hours of consultation with the any of our board members

You would not have access to our website. If you choose to join and become a full member within the year ending October 31—the Associate Fee will be applied to regular membership.

Please fill in the following information for **Associate Member**:

<b>Name of B&amp;B</b>	
<b>Name of Owner</b>	
<b>Mailing Address:</b>	Street:
	City:
	Postal Code:
<b>Telephone Number</b>	
<b>Email Address</b>	