

**CENTRAL CARIBOO / CITY OF WILLIAMS LAKE
JOINT COMMITTEE AGENDA**

**CARIBOO REGIONAL DISTRICT BOARDROOM
Suite D - 180 North Third Avenue
Williams Lake, BC**

**May 22, 2013
5:00 PM
(Dinner at 4:45 PM)**

Reminder: Ask if any Committee members have any other commitments that will require them to leave the meeting prior to adjournment. Please turn off all cell phones.

Page

1. CALL TO ORDER

1.1. Adoption of Agenda

Voting - Electoral Areas D, E, F, J, K and Council

That the agenda items be adopted as presented.

2. ADOPTION OF MINUTES

7-13

2.1. Minutes of the Central Cariboo / City of Williams Lake Joint Committee - November 21, 2012

Voting - Electoral Areas D, E, F and Council

Ratification required by: CRD & City

That the minutes of the Central Cariboo / City of Williams Lake Joint Committee meeting held November 21, 2012, be received and adopted.

3. DELEGATIONS

15-105

3.1. Brian Johnston (PERC) - Williams Lake and District Pool Feasibility Study

Brian Johnston from Professional Environmental Recreation Consultants (PERC) will join the meeting via conference call to discuss the Williams Lake and District Pool Feasibility Study.

4. REPORTS AND CORRESPONDENCE

- 107-141 **4.1. Williams Lake Blue Fins Swim Club and City of Williams Lake - Request for Reconsideration of Grant for Assistance Application**
Voting - Electoral Areas D, E, F and Council
Ratification required by: CRD & City

That the letter from Mari-Ann Russell, Director, Williams Lake Blue Fins Swim Club, and letter from Cindy Bouchard, Manager of Legislative Services, City of Williams Lake, both dated December 7, 2012, requesting reconsideration of the Club's 2013 Grant for Assistance Application, be received.

- 143-145 **4.2. Central Cariboo Arts and Culture Society - 2012 Fourth Quarter Report**
Voting - Electoral Areas D, E, F and Council
Ratification for receipt required by: CRD & City

That the 2012 Arts and Culture Society fourth quarter report from Harry Jennings, President, Central Cariboo Arts and Culture Society, be received.

- 147-151 **4.3. 2014/2015 Cariboo Memorial Recreation Complex Advertising Fees**
Voting - Electoral Areas D, E, F and Council
Ratification required by: CRD

That the Council Report from Geoff Paynton, Director of Community Services, dated May 13, 2013, regarding a review of the advertising fees for the Cariboo Memorial Recreation Complex, be received. Further, that the Cariboo Regional District Central Cariboo Recreation and Leisure Services Fees and Charges Bylaw No. 4763 be amended to include a 2% increase on advertising rates and that a commercial rate be increased 50% more than non-profit rates for Rink board advertising and Active Living Guide Advertising.

- 153-157 **4.4. 2012 Stat Holiday Report - Cariboo Memorial Recreation Complex**

4. REPORTS AND CORRESPONDENCE

Voting - Electoral Areas D, E, F and Council
Ratification required by: CRD

That the City of Williams Lake Council Report from Deb Radolla, Manager of Active Living, dated May 14, 2013, regarding the 2012 statutory holiday report for the Sam Ketcham Pool and Fitness Centre at the Cariboo Memorial Recreation Complex, be received.

159 **4.5. City of Williams Lake - Formation of Steering Committee for Solid Waste Management Plan**

Voting - Electoral Areas D, E, F, J, K and Council
Ratification required by: CRD & City

That the letter from Cindy Bouchard, Manager of Legislative Services, City of Williams Lake, dated December 11, 2012, regarding the formation of a Steering Committee for the Cariboo Regional District Solid Waste Management Plan, be received.

161 **4.6. Minutes of Pool Task Force Meeting - November 28, 2012**

Voting - Electoral Areas D, E, F and Council
Ratification for receipt required by: CRD & City

That the minutes of the Pool Task Force meeting held November 28, 2012, be received.

163-164 **4.7. Referred Item - National Health & Fitness Day Proclamation**

Voting - Electoral Areas D, E, F and Council
Ratification required by: CRD & City

That the agenda item summary from Bernice Crowe, Executive Assistant, dated May 14, 2013, regarding an item referred by the CRD Board pertaining to National Health and Fitness Day, be received.
Further action at the discretion of the Committee.

165-179 **4.8. Esler Recreation Advisory Commission Minutes and Recommendations - 2013 Spring Meeting**

4. REPORTS AND CORRESPONDENCE

Voting - Electoral Areas D, E, F and Council
Ratification required by: CRD

That the agenda item summary from Darron Campbell, Manager of Community Services, dated May 15, 2013, regarding minutes from the Esler Recreation Advisory Commission meeting held April 30, 2013, be received. Further, that the following recommendations from the Commission be endorsed:

i) that the three-year contribution agreements for field maintenance with the Williams Lake Soccer Associations, the Williams Lake Slo-pitch League and the Williams Lake Minor Fastball Association be endorsed and that the appropriate signatories be authorized to enter into the agreements.

ii) that the proposed capital projects for each user group be approved including: the upgrade of the soccer association's irrigation system and bleacher construction, completion of the slo-pitch league irrigation system and fencing, paint and side the minor fastball league's clubhouse. And further that \$5,000 for the approved capital projects for each user group be approved as allocated in the Central Cariboo Recreation and Leisure Services (CCRLS) budget and business plan for 2013.

iii) that the advisory commission members for 2013 be appointed as follows: Linda Barbondy for the WL Slo-pitch League, Daryl Taylor for the WL Soccer Associations, Michelle Tenning for the WL Minor Fastball Association and Judy Reilander and Judy Newbery for the Esler Community Association.

5. DISCUSSION ITEMS

5.1. Rescheduling of June Meeting Date

That the Central Cariboo / City of Williams Lake Joint Committee meeting previously scheduled for June 19th be rescheduled.

6. ACTION PAGE

181-182 **6.1. Action Page**

That the Action Page as presented at the Central Cariboo / City of Williams Lake Joint Committee meeting on May 22, 2013, be received.

7. ADJOURNMENT

7.1. Adjournment of the Central Cariboo / City of Williams Lake Joint Committee Meeting

Voting - Electoral Areas D, E, F, J, K and Council

That the meeting of the Central Cariboo / City of Williams Lake Joint Committee be adjourned at TIME, May 22, 2013.

Agenda Item # 2.1.

MINUTES OF THE CENTRAL CARIBOO / CITY OF WILLIAMS LAKE JOINT COMMITTEE MEETING HELD IN THE RICK HANSEN BOARDROOM OF CITY HALL ON WEDNESDAY, NOVEMBER 21, 2012 AT 5:06 PM

PRESENT: Councillors I. Bonnell, D. Hughes, S. Rathor, L. Walters and S. Zacharias (arrived at 5:13 PM)
Co-Chair J. Sorley and Director B. Kemp

ABSENT: Co-Chair K. Cook, Councillor G. Bourdon and Director D. Bischoff

IN ATTENDANCE: G. Goodall, Acting Chief Administrative Officer, City of Williams Lake
P. Higgins, Director of Financial Services, City of Williams Lake
G. Paynton, Director of Community Services, City of Williams Lake
R. Schill, Corporate Services/Records Management Coordinator, City of Williams Lake
D. Campbell, Manager of Community Services, Cariboo Regional District

CALL TO ORDER

Res. A Minutes of the Joint Committee Meeting held October 24, 2012

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD & City

Moved by Councillor Rathor
Seconded by Councillor Hughes

"That the Minutes of the Central Cariboo / City of Williams Lake Joint Committee Meeting held October 24, 2012 be adopted as circulated."

CARRIED UNANIMOUSLY

Res. B Adoption of Agenda

(Voting - Electoral Areas D, E, F and Council)

Moved by Councillor Rathor
Seconded by Councillor Walters

"That the agenda be adopted as presented."

CARRIED UNANIMOUSLY

Res. C Proposed 2013 Joint Committee Meeting Schedule

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD & City

Moved by Councillor Rathor
Seconded by Councillor Walters

"That the agenda item summary of Bernice Crowe, Executive Assistant, Cariboo Regional District dated November 21, 2012 be received and the Central Cariboo / City of Williams Lake Joint Committee meeting schedule for 2013 be endorsed as follows:

- Wednesday, January 23, 2013 (CRD office);
- Wednesday, February 27, 2013 (CRD office);
- Wednesday, March 27, 2013 (CRD office);
- Wednesday, April 24, 2013 (CRD office);
- Wednesday, May 22, 2013 (City Hall);
- Wednesday, June 19, 2013 (City Hall);
- Wednesday, September 25, 2013 (City Hall);
- Wednesday, October 23, 2013 (City Hall);
- Wednesday, November 27, 2013 (City Hall)."

CARRIED UNANIMOUSLY

Agenda Item # 2.1.

Res. D Grants-in-Aid 2013

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD & City

Moved by Councillor Rathor
Seconded by Councillor Hughes

"That the report of Patricia Higgins, Director of Financial Services, City of Williams Lake dated November 13, 2012 and the Central Cariboo / City of Williams Lake Joint Committee receive the 2013 Grant-in-Aid applications; and further, the 2013 Grants-in-Aid be approved in the amount of \$25,999, as amended, for the City of Williams Lake, apportioned equally between Electoral Areas D, E, and F in the amount of \$7,799.70, to be combined with a contribution from the City of Williams Lake in the amount of \$18,199.30 pursuant to Section 4(a) of Schedule A5 - Grant in Aid Agreement to the Memorandum of Understanding between the Cariboo Regional District and the City of Williams Lake; and further, that these funds be distributed as follows:

- Canadian Mental Health Association = \$1,000
- Williams Lake Saturday Market Association = \$333
- Cariboo Direct Farm Market Association = \$367
- Williams Lake Central Business Improvement Area Association = \$8,000
- Royal Canadian Legion = \$16,299
- TOTAL = **\$25,999.**"

CARRIED UNANIMOUSLY

Res. E Grants-in-Aid 2013 –Williams Lake Blue Fins Swim Club Application

(Voting – Electoral Areas D, E, F and Council)
Ratification required by: CRD & City

Moved by Councillor Bonnell
Seconded by Councillor Rathor

"That the Williams Lake Blue Fins Swim Club's 2013 Grant-in-Aid application be approved."

DEFEATED

CONTRARY TO THE MOTION: Director Kemp and Councillor Walters

Agenda Item # 2.1.

Res. F Grants-in-Aid 2013 – Letters to Applicants

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD & City

Moved by Councillor Rathor
Seconded by Councillor Zacharias

"That letters be sent to all those applicants whose applications were denied for 2013 Grants-in-Aid."

CARRIED UNANIMOUSLY

Res. G Grants-in-Aid 2013 – Referrals to Arts & Culture Function

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD & City

Moved by Councillor Rathor
Seconded by Councillor Zacharias

"That the Cariboo Chilcotin Youth Fiddle Society and the Arts on the Fly Society be recommended to apply to Central Cariboo Arts and Culture Function for the 2013 application for funding intake."

CARRIED UNANIMOUSLY

Res. H 2.5% Tipping Fee Increase for Central Cariboo Transfer Station

(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD

Moved by Councillor Bonnell
Seconded by Director Kemp

"That the agenda item summary from Tera Grady, Supervisor of Solid Waste Management, Cariboo Regional District dated November 8, 2012 regarding an increase in tipping fees at the Central Cariboo Transfer Station be received and the tipping fees be increased by 2.5% effective January 1, 2013; and further, that CRD Staff bring forward the appropriate bylaw to enable the increase at the Cariboo Regional District's December 2012 Board Meeting."

CARRIED UNANIMOUSLY

Res. I Presentation to Joint Committee re Central Cariboo Transfer Station Tipping Fees

(Voting - Electoral Areas D, E, F and Council)

Ratification required by: CRD & City

Moved by Councillor Zacharias
Seconded by Councillor Walters

"That CRD Staff be requested to give a presentation at the January 23, 2013 Joint Committee Meeting on the changes in tipping fees that will occur over the next few years at the Central Cariboo Transfer Station and how increases to these fees will contribute to full cost recovery of solid waste handling."

CARRIED UNANIMOUSLY

Res. J Esler Recreation Advisory Commission Minutes & Recommendation

(Voting - Electoral Areas D, E, F and Council)

Ratification required by: CRD

Moved by Director Kemp
Seconded by Councillor Bonnell

"That the agenda items summary of Darron Campbell, Manager of Community Services, Cariboo Regional District dated November 14, 2012 regarding the Minutes from the Esler Recreation Advisory Commission Meeting held November 7, 2012 be received; and further, that Joint Committee endorse the Commission's recommendation that the five-year Use and Occupancy Agreement for the Williams Lake Minor Fastball Association be renewed at the current terms without amendment."

CARRIED UNANIMOUSLY

Res. K Pool Feasibility Study 'Summary of Recommendations' Item Status Update

(Voting - Electoral Areas D, E, F and Council)
Ratification for receipt required by: CRD & City

Moved by Councillor Bonnell
Seconded by Councillor Walters

"That the report of Geoff Paynton, Director of Community Services, City of Williams Lake dated November 8, 2012 regarding an update on the status of those items identified under the 'Life and Safety' and 'Urgent' columns of *Figure Five: Summary of Recommended Upgrades to the Sam Ketcham Pool*, found on page 15 of the October 2012 'Williams Lake & District Pool Feasibility Study' be received for information."

CARRIED UNANIMOUSLY

Res. L Pool Task Force Update

(Voting - Electoral Areas D, E, F and Council)
Ratification for receipt required by: CRD & City

Moved by Councillor Bonnell
Seconded by Councillor Walters

"That the report of Geoff Paynton, Director of Community Services, City of Williams Lake dated November 13, 2012 regarding an update on the Pool Task Force be received for information; and further, that a special meeting of the Joint Committee be scheduled for Wednesday, December 12, 2012 at 5:00 PM for receipt and review of the final 'Williams Lake & District Pool Feasibility Study' report."

CARRIED UNANIMOUSLY

Res. M Action Page for November 21, 2012

(Voting - Electoral Areas D, E, F and Council)

Ratification required by: CRD & City

Moved by Councillor Walters
Seconded by Councillor Bonnell

"That the Action Page dated November 21, 2012 be received and amended as follows:

- Items 7, 9 and 11 be deleted from the Action Page."

CARRIED UNANIMOUSLY

Res. N Adjournment

(Voting - Electoral Areas D, E, F and Council)

Moved by Councillor Rathor
Seconded by Councillor Walters

"That this meeting be adjourned."

CARRIED UNANIMOUSLY

Time: 6:31 PM

CERTIFIED CORRECT:

CO-CHAIR



CITY OF WILLIAMS LAKE COUNCIL REPORT

DATE OF REPORT: May 13, 2013
DATE & TYPE OF MEETING: May 22, 2013 Joint Committee Meeting
AUTHOR: Geoff Paynton, Director of Community Services
SUBJECT: POOL FEASIBILITY STUDY
FILE:

SECTION 1: EXECUTIVE SUMMARY

The Pool Feasibility Study (Attached) has now been completed by our consultant Professional Environmental Recreation Consultants (PERC) and the Pool Task Force (PTF) met to consider the final report and provide recommendations to Joint Committee.

At this meeting of the PTF was able to come to a consensus that the process of reaching the final report was a good one and that now the public needed to decide on the project via referendum.

The majority of the PTF endorses all the final recommendations presented by PERC in the report, although there was some concern voiced about the higher taxes that would come about as a result of a successful referendum. It was agreed that ultimately this would be up to the public to decide.

Lastly, the PTF encourages a concerted public education process prior to the referendum to ensure that the public is as aware as possible of all the facts about this project.

Given the time delay due to Joint Committee not meeting PERC is recommending that the report just be received at this meeting and recommendations within be brought forward at the Joint Meeting in June. This will allow some time for all to refresh themselves on the full process and the final report, and allow for any questions and/or concerns to be fully addressed prior to any decisions being made.

SECTION 2: BACKGROUND (if applicable)

In the final version of the Pool Feasibility study the following recommendations are made;

1. The Joint Committee should receive and endorse, in principle, this report thereby endorsing, in principle, a project that would proceed with the Recommended Option.
2. The Joint Committee should then appoint a Financing Committee to explore all possible non- tax sources of capital for the Recommended Option, and mandate the Committee to report back within four months.
3. On report back, the Joint Committee should endorse a referendum to borrow funds required to augment the non-tax sources of revenue to finance the project. The referendum would include a thorough public awareness campaign that would ensure all citizens that vote in the referendum understand all the implications of their positive or negative vote.
4. Upon successful referendum, the Joint Committee would proceed with a design and

construction process to implement the Recommended Option.

- 5. If the referendum were to fail, the Joint Committee should use available capital reserves and short term borrowing to rebuild the existing tank to retain a functioning indoor public pool in Williams Lake at a cost of \$2 million, and set aside all plans for enhancing the aquatic opportunities at the Sam Ketcham Pool for the foreseeable future. Not having an indoor pool is not an option.

SECTION 3: DISCUSSION

The report and its recommendations are considered sound because:

- 1. The report complied with all aspects of the RFP.
- 2. It included a review of the existing structure, which guided the options process.
- 3. The recommended option is based on an analysis of more use potential (not population growth)
- 4. The recommended option retains the value of the existing investment in the facility – change rooms, structure, administration area, recently upgraded electrical/mechanical, etc..
- 5. It included extensive input from a broad section of stakeholders, user groups as well as randomly selected comment from the general public (kiosks).

SECTION 4: DETAILED ANALYSIS

a. Financial Considerations – Cost and Resource Allocations:

b. Legislative Considerations (Applicable Policies and/or Bylaws):

c. This project most closely supports the following ICSP Priority Areas:

World Class Recreation
N/A
N/A

d. This project potentially conflicts with the following ICSP Priority Areas (also list mitigation measures)

N/A
N/A
N/A
Mitigation measures:

e. Environmental Considerations:

f. Social Considerations:

g. Economic Considerations:

SECTION 5: RECOMMENDATION(S)

That Joint receive the Pool Feasibility Report.

Respectfully submitted,

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POOL FEASIBILITY STUDY Page 3

Geoff Goodall
Acting Chief Administrative Officer

This report has been prepared in consultation with the following:	Initials
Darron Campbell, Manager of Community Services, CRD	

ATTACHMENT(S):

Appendix A- Pool Feasibility Study and Appendixes

...

Agenda Item # 3.1.



Williams Lake and District Pool Feasibility Study

October 2012



Professional Environmental Recreation Consultants Ltd.
Suite 400, 505 – 8840 210th Street, Langley, BC V1M 2Y2
Tel: 604.868.3604 www.perconline.com



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Executive Summary

Early in 2012 the City of Williams Lake, on behalf of the Central Cariboo / City of Williams Lake Joint Committee retained the services of a consulting team to **“evaluate the existing Swimming Pool at The Cariboo Memorial Recreation Complex, address the problems, and make recommendations and prepare estimates of construction costs to correct these problems. Also include a cost to construct a new swimming pool”**.

The Sam Ketcham Pool is owned by the Cariboo Regional District and operated by the City of Williams Lake. It is supported financially through user revenues, occasional grants, and the taxpayers of both the City of Williams Lake and defined portions of Electoral Areas D, E, and F. Approximately 20,000 residents live within the tax supporting area.

An analysis of the existing pool showed that in recent years it has accommodated about 132,000 swims per year in seven categories of aquatic service, within three modes of operation as summarized in the first column of figures in Figure A. The same figure shows that the long term need in a market of this size will be about 175,500 swims if the quality and quantity of aquatic amenities can be enhanced to respond to real need.

**Figure A
Summary of Existing and Proposed Future Uses of Sam Ketcham Pool**

Seven Categories of Aquatic Service	Total Existing Uses	Total Need in the Community
Recreational Swimming	57,400	90,000
Skill Development	19,000	20,000
Fitness Swimming	42,700	49,000
Sport Training	10,000	11,000
Special events	500	700
Therapy and Rehabilitation	2100	4100
Leadership Training	500	700
Totals	132,200	175,500

However, the existing pool cannot meet current need or future need as it has far too many technical problems as documented clearly in the consultants’ report. At the very least, significant investment is required to render the facility able to continue to meet the existing needs, but significantly more investment will be required by way of additional aquatic amenities if the facility is to be expected to meet future needs. Many components of the existing facility are at or near the end of its functional lifespan.

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Against the above summarized technical reality, the consultants talked to fourteen organized community groups, a Pool Task Force appointed to oversee this study, and about 250 members of the general public from the local area at kiosks set up around Williams Lake. Their general input was clear and is summarized below.

- Being without a pool is not an option – whatever we need to do to keep an indoor public pool in this area, we have to do;
- However, just keeping what we have is not good enough – we need to find a way to improve on what we have and provide a better indoor aquatic experience; something that will be higher quality, attract a broader range of users, specifically non users, families and children;
- Being without a pool during construction is concerning; we need to find a way to reduce or eliminate the period during which we don't have access to any pool during the construction project;
- Taking up significant amounts of existing parking on the existing site should be avoided – the site is already constrained during some special events and we can't afford to exacerbate that problem;
- We also need more and better quality dry floor fitness spaces, as current demand exceeds the capacity of the existing spaces to meet that demand;
- Whatever we do, we need to ensure it is a good long term solution – another “band aid” approach, investing more money for a short term, poor quality fix, should be avoided at all cost.

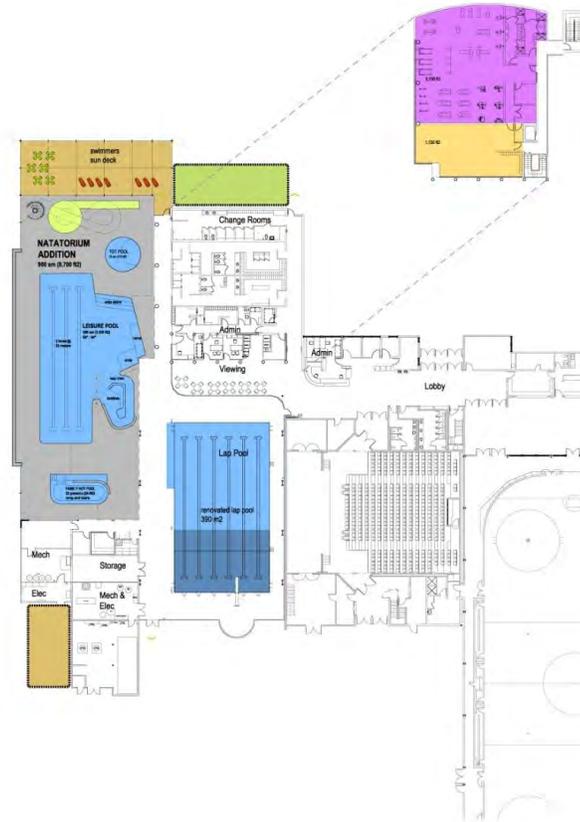
Everyone also agreed that it may be difficult to convince local taxpayers to invest now in an expensive solution. Many complained that mistakes have been made in the past, and they had little confidence that mistakes might be avoided in the future, but the vast majority said that they would personally support tax increases to pay for a good long term solution if they were convinced the money would be well spent. At this point in the process, the extent of that tax increase had not been tested.

The consultants tested a number of possible concept options and gradually winnowed them down using the filter of input received to a preferred concept, illustrated in the drawing on the following page, as the one the consultants recommend. This concept was tested in a second round of public discussion where over 300 local residents were engaged at various points in the community and over 80% of them supported the concept, saying that they would vote for it in a referendum.

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If the Regional District proceeded with the Recommended Option as illustrated below, the following benefits would be realized:

- Significantly increased quality of existing swims in all seven categories of aquatic services;
- Significantly increased capacity for swimming in all seven categories of aquatic services;
- Significantly increased quality and quantity of dry land fitness opportunities;
- Increased efficiency of providing aquatic services in terms of reduced net subsidy per swim;
- Significantly increased longevity of aquatic spaces (i.e. planned for 50 year functional lifespan);
- Significantly increased quality of experiences in support spaces (e.g. dressing rooms);
- Enhanced ability to attract and retain professionals and business leaders currently lost to communities with much better aquatic facilities;
- Enhanced ability to attract users from the region and serve passing tourists who stop in Williams Lake;
- Significantly enhanced safety through more modern mechanical systems;
- Significantly reduced environmental footprint per swim through more modern mechanical systems.



The total cost to develop the recommended option would be \$11.3 million. If a total of 1.3 million dollars can be raised through a combination of capital reserves, grants, and fundraising, the remaining \$10 million could be borrowed and paid back over 20 years by local taxpayers as a debenture. The combined total of operating tax increases (\$2.25 per \$100,000 of residential assessment) and capital costs (\$37 per \$100,000 of residential tax assessment for borrowing \$10million over 20 years) would be almost \$40 per \$100,000 of residential tax assessment.

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Surveys of public spending on leisure services across BC show that, while there is a great deal of variability, there are many municipalities and Electoral Areas where total spending on public recreation is at or above the level that would be experienced in Williams Lake and District after passing of the proposed referendum. In fact, communities like Mackenzie, Sparwood, Tumbler Ridge, Fort St. John, Taylor, Kitimat, and Gold River currently spend over \$300 per capita on public recreation services, far more than the \$141 per capita that Williams Lake and area would be spending if the \$40 per capita associated with the referendum increases were added to the \$101 per capita that is already being spent.

The consultants make the following recommendations.

1. The Joint Committee should receive and endorse, in principle, this report thereby endorsing, in principle, a project that would proceed with the Recommended Option.
2. The Joint Committee should then appoint a Financing Committee to explore all possible non-tax sources of capital for the Recommended Option, and report back within four months.
3. On report back, the Joint Committee should endorse a referendum to borrow funds required to augment the non-tax sources of revenue to finance the project. The referendum would include a thorough public awareness campaign that would ensure all citizens that vote in the referendum understand all the implications of their positive or negative vote.
4. Upon successful referendum, the Joint Committee would proceed with a design and construction process to implement the Recommended Option.
5. If the referendum were to fail, the Joint Committee should use available capital reserves and short term borrowing to rebuild the existing tank to retain a functioning indoor public pool in Williams Lake at a cost of \$2 million, and set aside all plans for enhancing the aquatic opportunities at the Sam Ketcham Pool for the foreseeable future. Not having an indoor pool is not an option.

Introduction

(PERC) and its sub-consultants listed below to undertake a study of the aquatics and fitness components of the Cariboo Memorial Recreation Complex. Sub Consultants on the project included:

- Bruce Carscadden Architect Inc. for Architectural and site planning services;
- CWMM Consulting Engineers Inc. for Structural Engineering services;
- The AME Group for Mechanical Engineering services;
- Applied Engineering Solutions Ltd. for Electrical Engineering services;
- Venture Pacific Construction Management Ltd. for constructability and capital cost estimation services.

The consultants worked to a Terms of Reference which are included in **Appendix A** to this report. The goal of the project was to ***“evaluate the existing Swimming Pool at The Cariboo Memorial Recreation Complex, address the problems, and make recommendations and prepare estimates of construction costs to correct these problems. Also include a cost to construct a new swimming pool”***.

The Sam Ketcham Pool, a significant component of the Cariboo Memorial Recreation Complex, was built in 1980 and opened in 1981. It has been retrofitted a number of times and has been added to once. In recent years there have been several concerns identified which suggest the facility is approaching the end of its functional lifespan, and is in need of each significant retrofit or replacement. This study was intended to clarify the costs and benefits of either approach, and to chart a course forward toward a long-term, sustainable solution to the aquatics needs of the Williams Lake and area population.

The Sam Ketcham Pool is owned by the Cariboo Regional District and operated by the City of Williams Lake. It is supported financially through user revenues, occasional grants, and the taxpayers of both the City of Williams Lake and defined portions of Electoral Areas D, E, and F. Approximately 20,000 residents live within the tax supporting area.

The work plan for the project involved several steps under five phases of work which are summarized in **Figure One**.

**Figure One
Summary of the Study Work Plan**

Phase	Step	Completed by
Phase One: Information Gathering		
	1. Initial trip to Williams Lake to meet with Pool Task Force and gather background data files	March 2012
	2. Facilitate ten stakeholder interviews	March 2012
	3. Engineers tour facility and interview staff	March 2012
	4. Report to Pool Task Force on results of first round of public input and initial status of technical review	March 2012
Phase Two: Review and Analysis		
	5. Analyze all background data	March 2012
	6. Prepare engineering assessments	April 2012

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Phase	Step	Completed by
Phase Three: Needs Assessment		
	7. Synthesize all background data and first round of public input into a projection of needs for aquatic services under seven headings	April 2012
Phase Four: Concept Options		
	8. Prepare three design concepts in response to the projected needs	April 2012
	9. Present alternative concepts to the Pool Task Force	May 2012
	10. Conduct second round of public input with the general public at several high profile locations	May 2012
	11. Assess results of the input to the three options	June 2012
Phase Five: Recommended Option		
	12. Prepare two additional Design concepts	June 2012
	13. Discuss the concepts with the Pool Task Force	June 2012
	14. Proceed to develop a single Recommended Option	August 2012
Phase Six: Prepare Report		
	15. Prepare Draft Report	August 2012
	16. Discuss Draft Report with Pool Task Force	
	17. Third Round of public input with the general public	September 2012
	18. Refine draft and submit Final Report	September 2012
	19. Present Final Report	October 2012

Results of First Round of Public Input

In March the consultants met with several key stakeholders in the community. The objective was to obtain an initial broad based assessment of the “mood” of the community with respect to doing something to maintain or improve indoor public aquatic services within the area. The groups that provided input included:

- Pool, Regional District and City staff;
- general public pool users;
- the Blue Fin Swim Club;
- Big Brothers/Sisters;
- Boys and Girls Club;
- Social Planning Council;
- Williams Lake Rotary Club;
- Pacific Dawn Society;
- Cariboo Chilcotin Coast Tourism Association;
- Williams Lake Chamber of Commerce;
- Williams Lake Accessibility Committee;
- Seniors Advisory Council;
- Cariboo Chilcotin Training and Education Centre; and
- Elected officials from both the City and the Regional District.

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In addition, the consultants had an initial meeting with the Pool Task Force, which included representatives from a range of constituencies, and solicited input from those members on what should happen with respect to indoor aquatics services in Williams Lake.

The themes that resulted from the stakeholder interviews are summarized as follows:

- Not having a pool is not an option – whatever happens, we need an indoor pool in this community;
- A pool is good for users, but it is also good for the entire community including non-users;
- This existing Sam Ketcham pool is at the end of its functional lifespan, and putting more “band aids” on it is not the right approach at this point;
- Moving forward, we need increased quality of an indoor pool more than increased quantity – this pool doesn’t meet current expectations for a modern indoor pool, and we need to meet current expectations;
- However, that doesn’t mean anything too fancy, with lots of “bells and whistles” – we need to focus on real, practical, high quality, aquatic service which is sustainable;
- There should be a focus on attracting more youth and families, and a pool that serves our aging population – it must serve the fitness and rehabilitation/therapy needs in the community also;
- All that said, people are quite leery about spending large sums of money on a major new facility – there is a feeling locally that this isn’t the time for yet another huge referendum that has a good chance of being defeated;
- Benefits touted for a future aquatic facility include attracting professionals to our community, serving tourist interests, hosting special events, health and fitness of our local citizens, bringing families together in recreation, and making us all feel proud of our community.

Context for Assessing Indoor Aquatic Needs

There are seven categories of aquatic service under which existing service is assessed and future needs determined. They are as follows:

- **Recreational Swimming** (i.e. swimming for fun);
- **Skill Development** (e.g. swim lessons primarily, but also other skills taught in lesson format);
- **Fitness Swimming** (both lane swimming and aquasize classes);
- **Sport Training** (e.g. aquatic sport club training sessions);
- **Special Events** (e.g. swim meets);
- **Therapy and Rehabilitation** (where those that are injured, frail, or have disabilities are active in water because it supports the body weight);
- **Leadership Training** (e.g. Bronze Medallion, Bronze Cross, NLS courses).

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There are also three modes of pool operation as follows:

- **Drop-in**, where individuals and families decide to come and swim on a case by case basis;
- **Program**, where users pre-commit, through a registration process, to a series of uses that typically involve some instruction or leadership, and happen at a predetermined time;
- **Rental**, where a group rents the space, and then controls the users and uses.

The seven categories of aquatic service are typically accommodated within the three modes of operation as summarized in *Figure Two*.

Figure Two
Accommodating Categories of Aquatic Service Within Three Modes of Operation

Seven Categories of Aquatic Service	Three Modes of Operation		
	Drop-In	Program	Rental
Recreational Swimming			
Skill Development			
Fitness Swimming			
Sport Training			
Special events			
Therapy and Rehabilitation*			
Leadership Training			

Assessment of Existing Aquatic Services

The consultants assessed existing uses of the Sam Ketcham Pool under the above summarized structure. Information was synthesized from existing pool operating records and clarified, in some cases, during the stakeholder interviews.

Recreational Swimming

This is the largest category of swimming currently. It happens primarily in drop-in mode, where citizens from the region decide, on a case by case basis, to visit the pool for fun or pleasure. However, there is also some recreational swimming hosted by local groups which rent the pool and arrange for their members to use it.

Although this is the largest category of aquatic service, there is some significant concern that the existing facilities do not serve this need sufficiently, and that the pool does not compete well with other pools in the region and beyond, so that there is significant “leakage” in this market segment with many families preferring other pools and some of them willing to travel to them.

There is no documented evidence of where drop-in users reside. However, anecdotal evidence suggests that the vast majority of this use is from the geographic area which supports the pool financially; that being the City of Williams Lake and the residents of a defined portion of Electoral Areas D, E, and F, an area referred to as the Central Cariboo Sub-Regional Recreation Taxation Area. It is clear that some users come from residents of the region outside this contributing area, but these are very few, and not significant enough to be of concern. It is also clear that some users pay an additional fee to be able to use the facility because they live in a non-contributing area. Again, it is a very small proportion of the total swims. This category of swimming has not been growing and has remained stable on an annual basis for most of the past decade. It is also most subject to fluctuations when the pool is shut for any significant period of maintenance or retrofit. On reopening after a shut-down, it takes a while for the numbers in this category to build to pre-shut down levels.

Fitness Swimming

Swims in this category consist of patrons that drop-in and swim laps to keep fit using their own fitness routines. This category of swimming represents the second largest number of pool uses after recreational swimming. However, it also has stabilized and remained relatively constant for many years. This is unlike most indoor pools in BC which have experienced increasing levels of fitness swims in the past decade. In fact, this category of aquatic uses is generally considered to be the fastest growing segment of the aquatics market in the province, a situation that has not been experienced in Williams Lake. This may be due to limitations in the pool, which is harder to get into than most modern pools due to its fully recessed gutter system. In modern pools, this type of perimeter gutter has been replaced with a deck level roll out system, which is widely considered to be more accessible for all pool users.

Skill Development

This category of swimming is largely made up of children’s swim lessons; a large segment of the total aquatics market, but one that is heavily dependent on the number of school aged children in the region. About three quarters of these swims are associated with swim lessons managed by the pool staff. The remaining swims are associated with another agency renting the pool (e.g. the School Board) and conducting some swim lessons during this rented time.

Over the past ten years there has been a slight decrease in the number of swims in this category as the number of school aged children has leveled off, and, in some cases, declined.

Sport Training and Special Events

There is only one aquatic sport that has a club that uses the Sam Ketcham pool on a rental basis regularly. The Blue Fin Swim Club is a year round speed swimming club. It currently has 60 members aged 6 to 18. About 70% are female. They live in all parts of the funding region. The members appear to represent the demographic profile of the region. The number of registered members has been in decline for the past ten years. At its peak, the club had about 100 members, which is an optimum number of members for a six lane pool.

The club currently rents about 63.5 lane hours per week in the pool to accommodate its training needs, although this varies slightly by season. That equates to about 10.5 hours of full pool time per week for

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about 40 weeks per year. In addition, the club rents the entire pool for two large meetings and three small local meets for another 50 hours per year. At two of those meets between 60 and 100 swimmers compete; and some of those are from out of town. The number of meets has remained relatively stable over the past decade. For its 470 hours of pool rental per year the club pays about \$19,200, or about \$40.85 per hour, which is \$6.80 per lane hour, or, \$1.92 per swim, the lowest average revenue of all aquatic service categories.

The swim club believes that Williams Lake is ideally located between Prince George and Kamloops to be a regional centre of aquatics competition, but because the existing pool is too small, it has trouble tapping into that potential and trouble bringing in many swimmers from either of those centres for a swim meet.

Rehabilitation and Therapy

Many users who drop-in or participate in programs use the pool primarily for rehabilitation or therapy. They are disabled, injured, have chronic health issues, or are simply frail. They enjoy movement and exercise in the water because of its buoyancy. Such water based activity is prescribed by doctors and physiotherapists in the region. This small category of aquatics uses has been constant in the recent past but is poised to increase in the future as the population continues to age.

Leadership Training

Courses are held occasionally to quality pool staff and provide skills and abilities for leaders in aquatics services. Programs like Bronze Cross and National Lifesaving are becoming more common and, while they currently make up a very small proportion of the pool uses, they are increasing in numbers.

The consultants and staff have made some estimates to isolate and separate the dry land fitness uses from the aquatic uses recorded at the pool during 2011, which is the last full year of operation on record. Total aquatics usage categorized by type and mode of operation in 2011 has been summarized in **Figure Three**.

**Figure Three
Summary of Swims in 2011**

Seven Categories of Aquatic Service	Three Modes of Operation			Total
	Drop-In	Program	Rental	
Recreational Swimming	50,000		7,400	57,400
Skill Development		14,000	5,000	19,000
Fitness Swimming	40,700	2,000		42,700
Sport Training			10,000	10,000
Special events			500	500
Therapy and Rehabilitation	1,000	1,000	100	2,100
Leadership Training		500		500
Totals	91,700	17,500	23,000	132,200

Economics of Pool Operation

The consultants then separated the costs and revenues from the dry land fitness activities and calculated the pool costs and revenues as they relate to pool uses. The 132,200 swims resulted in user revenue of about \$305,443 in 2011. That equates to an average of about \$2.31 per swim. The total cost of providing those swims is \$995,280. That equates to about \$7.53 per swim. The recovery rate (i.e. the operating revenue expressed as a percentage of operating cost) is 31% and the net subsidy per swim is \$5.22. This cost per swim, revenue per swim, recovery rate, and rate of subsidy are all quite typical in BC

The 3680 sq. ft. main tank of the Sam Ketcham pool has an annual capacity for swimming equal to roughly 174,000 swims. Therefore the current usage level of 132,200 represents about 76% of capacity. Because almost 70% of pool operating costs are fixed (i.e. it costs about the same per hour to operate a pool with two swimmers as it does to operate a pool with 40 swimmers), and because all pool revenue is variable (i.e. revenue varies directly proportional to total use), a pool which operates close to full capacity almost always has a much higher recovery rate than a pool which operates at a lower proportion of capacity. In other words, if use of the Sam Ketcham pool were to increase from 76% of capacity to, say, 85% of capacity, the additional swims would bring in more revenue than they would add to the operating cost, resulting in a lower operating deficit, and a reduced average deficit per swim. However, the consultants believe that the only way to increase the number of swims in this pool would be to improve the quality of the aquatics experience significantly, and that typically means adding some amenities that will attract the additional users and uses. Adding the attracting amenities will increase capacity and increase operating costs. However, it may not increase operating costs proportionately. In other words, adding new, more attractive, aquatic amenities to increase use may be financially feasible. This will be tested in a subsequent section of this report.

Projected Need for Aquatic Service

The consultants have found in hundreds of pool planning studies that almost all communities with indoor pools have between 4 and 10 swims per capita per year, and most are in the range of about 6 to 9 swims per capita. Where a community sits on that continuum depends almost entirely on the ability of the local pool or pools to meet all seven categories of aquatic needs. Where a pool cannot properly meet all needs in each category, in a high quality way, the community typically scores closer to the bottom of that range. Communities with the highest quality pools are typically in the top half of that range. In Williams Lake the total number of swims equates to about 6.6 swims per capita. The consultants, therefore, believe that there is potential, with an excellent quality indoor pool, to move the swim rate into the 7.5 to 8.5 swims per capita level, an increase of about 20% or more. When the proportions of existing swims are compared to potential swims (from typical communities achieving swim rates of 8 to 8.5 swims per capita), it is apparent that the category of swimming which the existing pool is not catering to sufficiently is recreational swimming. There is likely potential to increase this category of swims by 25,000 to 50,000 recreational swims if the pool were to ideally cater to this market.

The other categories where there is some significant potential to increase swims include rehabilitation/therapy and fitness swimming. As the local population ages, and swimming is seen as a highly desirable, low injury, efficient form of fitness, there is potential to “grow” these two categories substantially by 5,000 to 10,000 between the two categories. **Figure Four** represents the consultants’

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best current estimate of future swims in this geographic area, if a new high quality pool can be provided which will continue to meet four categories of swimming, and attract more uses in the remaining three categories of swimming.

Figure Four
Summary of Proposed Uses Resulting from any of the Three Options

Seven Categories of Aquatic Service	Three Modes of Operation			Total Proposed	Total Existing
	Drop-In	Program	Rental		
Recreational Swimming	80,000		10,000	90,000	57,400
Skill Development		15,000	5,000	20,000	19,000
Fitness Swimming	45,000	4,000		49,000	42,700
Sport Training		1,000	10,000	11,000	10,000
Special events			700	700	500
Therapy and Rehabilitation*	3,000	1,000	100	4,100	2,100
Leadership Training		700		700	500
Totals	128,000	21,700	25,800	175,500	132,200

However, the total of 175,500 swims in the existing market can only be realized if a much higher quality indoor pool is provided. The consultants wish to stress that this estimate of unmet need (i.e. 175,500 minus 132,200 = 43,300) is conservative. In other words, if decisions are made on the basis of achieving the goal of increasing swimming in the short term by 43,300 swims, those who make that decision will not be disappointed.

Need for Dry Floor Fitness Activities

In addition to the need for aquatic services, which includes aquatic based fitness services, the consultants reviewed the need for indoor, dry floor fitness activities within the pool complex.

It is difficult to know precisely how many visits to the dry floor fitness studio are being made, as many users pay a single fee that allows them to use both the pool and the fitness studio, and there is no control point that measures which of the two spaces they actually use. For the same reason, it is difficult to be sure how much revenue to attribute to the fitness studio. Also, it is almost impossible to determine the costs associated with the fitness studio, as the many of the staff and systems required to accommodate swimmers are used to also accommodate fitness centre users. For example, a cashier is required to support pool operation and is attributed to pool costs. However, the same person controls fitness centre users at no additional cost. Estimates have to be used for costs, revenues and numbers of

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visits. The staff has provided survey data collected in 2011 that shows there were approximately 40,000 visits to the dry floor fitness studio. These uses generated approximately \$57,202 in revenue, or about \$1.43 per visit. These uses triggered some direct operating costs which totaled less than \$30,000, or about \$.75 per visit, for a net surplus of about \$27,202 or about \$.63 per visit.

It must be stressed that this analysis assumes that the pool is in operation and incurring costs and that only incremental costs that need to be incurred to accommodate the fitness studio are being included in the cost total. In fact, there are other costs (e.g. cashier wages) that are being attributed to the pool and not apportioned to the fitness studio. This marginal costing approach is appropriate if it assumed that the fitness studio is ancillary to the pool. However, it results in a fiscal reality which, although real, looks very different than a stand-alone fitness operation.

There has been some question from some Pool Task Force members about why the Cariboo Memorial Recreation Complex should be in the fitness business, as these individuals contend that it competes with private fitness operators. The reasons for the public sector being involved in fitness are the same reasons why it is involved in any other form of recreation activity. That reasoning follows the logic summarized below:

- Public recreation departments are in the business of overall citizen fitness and wellbeing. They are in this business in order to reduce health care costs, reduce social service costs, contribute to a healthier lifestyle for local citizens and to make for a better community in which citizens can live, work and play.
- These departments do not get involved in just any form of recreation. The types of recreation the public recreation departments focus on must deliver on the above reason for being. There is demand for many forms of recreation that does not result in overall citizen health and well-being that a public recreation department does not engage in. Public recreation departments typically don't get involved with such things as movie theatres, pool halls, games arcades, or bowling alleys. They only get involved where the service results in a clear collective "public good" – in other words a clear benefit to the entire community such as a healthy, active, confident, competent citizenry.
- Public recreation departments don't automatically get involved in all recreation activities that deliver a public good. If the private sector can deliver the public good, the public sector can stand aside and focus on other areas. For example, if the private sector could ensure that all citizens have an opportunity to become fit, the public sector wouldn't have to.
- However, the private sector is typically not able to meet all fitness needs in the community for several reasons. Firstly, many people that would most benefit from being more fit cannot afford the services provided by the private sector. Secondly, much demand for fitness activity is connected with other activity that only the public sector can deliver; things like aquatic services. The vast majority of patrons of the Sam Ketcham Pool that purchase a fitness pass, use both the fitness studio and the pool; a service package that is not available in the private sector.

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- Public recreation departments are also in the family support business, and experience shows that when dry floor fitness is combined with a public aquatic amenity, there is more attraction for families. Often parents use the fitness area which children use the aquatics amenity. In fact, the combination is a powerful attractor of families.
- Finally, in most communities, the experience among private sector fitness providers is that the private sector benefits from the public sector introducing citizens to fitness in a very easy to access way. Many users that want a more intensive fitness service package, and can afford it, move from an entry level public fitness studio to specialist private fitness studios that are “fed” by the public studios. In fact, private fitness studios only started to exist in BC well after the public recreation departments had developed the fitness market in their respective communities.

For all the above reasons, the Cariboo Memorial Recreation Complex should continue to be in the fitness and wellbeing business, and in fact, should provide more service in this core service area, just as virtually all the recreation complexes in BC and in Canada have done.

It is also worth noting that the need for more dry floor fitness at the Sam Ketcham Pool was one of the highest priority themes in the public consultation process. The general public wants more and better dry floor fitness opportunities at the pool.

Facility’s Technical Ability to Respond to Existing and Future Needs

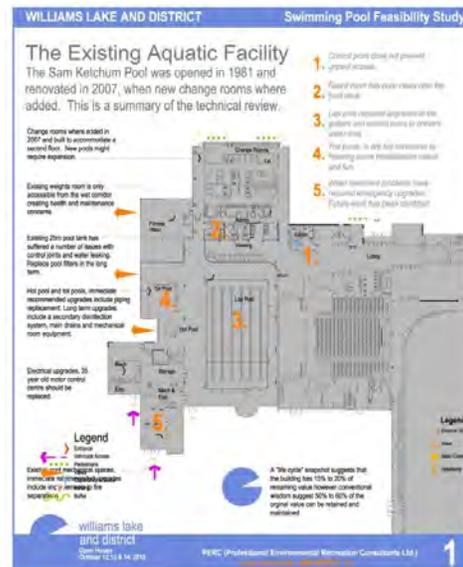
The consultants then proceeded to undertake a technical assessment of the existing facility to determine its ability to meet the projected need for about 175,500 swims and about 50,000 to 100,000 dry floor fitness visits per year.

GENERAL

The Sam Ketcham Pool was opened in February 1981, significant renovations to change rooms was completed in February 2007. The Main pool is 25m x 13.8m and is 6 lanes with 1 meter diving board. The hot pool is 2.7m x 2.7m accommodating about 8 bathers. The wading Pool is 6.7m x 6.4m and .6m to .8m. While the aquatic facilities have served the community for many years there have been a number of issues including the physical condition of the tanks and water purification systems that need to be addressed.

REVIEW and ANALYSIS

In a one day, high-level workshop, site visit and tour, Bruce Carscadden Architect coordinated an integrated building review with structural engineers CWMM,



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mechanical engineers AME, and electrical engineers AES. The day of activities included a tour of the facilities and roundtable discussions that identified and considered maintenance requirements and upgrade opportunities at the Sam Ketcham Pool. The Integrated Building Review provided the data required for a high-level overview, data that was registered in the site reviews provided by each consultant (see **Appendix B**). The following is a summary of the review and analysis performed by the consultant team to ascertain, in general, the condition of the Sam

Ketcham Pool. This review is based on observations from our site visit, and is informed by staff and operator comments and a review of owner provided drawings and documentation.

BACKGROUND MATERIALS

The consultants reviewed a number of background documents and previous planning studies including:

- CMC Addition 2005
- CMC Addition and Renovation 2006
- CMC Addition and Renovations As Built 2006
- Sam Ketcham Pool Plans 1979
- Geotechnical Site Inspection, 17 May 2006, Trow Associates Inc.

ARCHITECTURAL

The architectural review performed by Bruce Carscadden Architect ascertained, in general, the condition of the existing facility, and looked at the building envelope, spatial relationship, and maintenance issues. The review was based on observations, owner-provided comments, and review of drawings and documentation and did not include any destructive testing or specialized analysis. The review was assisted by maintenance and operational comments by staff and shared with the consultant team.

Item numbers below summarize the notable observations as follows:

1. LAP POOL EXPANSION JOINTS – The pattern number and location of expansion joints in the lap pool was observed. Staff has indicated expansion joints have been the source of significant water loss and that maintenance of the expansion joints has been costly. Expansion joints are included to accommodate movement in the structure.

Recommendations:

The number and length of expansion joints in the pool bottom is high and atypical. Removal or replacement of non-critical expansion joints can be considered, and replacement of the bottom slab could address this design concern.

2. WINDOW CONDENSATION – The natatorium windows, particularly along the west elevation, show obvious signs of prolonged and excessive condensation and degradation of the sill, thought to be a result of relatively poor and cold window frames. Light control on the same

window is accomplished with coroplast sheeting and may contribute to the problem by limiting air to the window surfaces.

Recommendations:

Higher performing replacement windows could be considered, however, future facility enhancements might remove this portion of the building. In the latter case, new windows should be selected to suite the difficult environment.

- 3. SPATIAL RELATIONSHIPS – A number of concerns with the spatial relationships were noted by staff and consultant including: wet/dry foot traffic cross-over in accessing the fitness room, guard room visibility and access to the pool deck, the control point relative to the viewing area does not adequately address access control to change rooms.

Recommendations:

These issues might not be easily modified in the current configuration, however, they can be addressed with future facility enhancements.

- 4. ACCESSIBILITY – Significantly, the new change rooms added in 2007 provide for near universal and HC accessibility. The pool tanks themselves, however, provide limited access. While a pool lift is available, modern standards (including the ADA) require ramp access to the lap pool and ideally to the hot pool and tot pool as well.

Recommendations:

These issues might not be easily modified in the current configuration, however, they can be addressed with future facility enhancements.

STRUCTURAL REVIEW

This structure has generally performed well over the years. The roof leaks have been addressed through replacement of the roof membranes. The corroded structural steel columns were previously repaired and the roof membrane has recently been replaced. Some rot may be present in the exterior wood stud walls at the exterior glazing on the west side of the pool. Concrete spalling and steel column corrosion are present in the mechanical room. The main pool bottom expansion joints are prone to failure and need long term repair.

Corroded and leaking equipment in the mechanical room should be fixed and/or replaced to prevent further concrete spalling and structural steel corrosion.

The exterior walls on the west side at the windows should be opened up to confirm that no rot of the wood frame structure is present. The caulking to the masonry veneer should be replaced to limit further water intrusion inside the wall. Steps should also be taken to reduce the condensation on the window glazing.

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If any modifications to the pool gutter system are made to increase the pool depth, it would be an excellent time to confirm if the water leakage had resulted in any soil wash-out around the pool perimeter due to past pool leakage.

The pool expansion joints should be completely replaced. Alternatively, a new pool bottom could be poured on top of the existing pool bottom with perimeter expansion joints at the pool wall.

MECHANICAL

The pool mechanical and building mechanical systems were reviewed with respect to their current and past performance, as well as equipment age. Each system was evaluated separately, and recommendations provided for items requiring immediate repair or replacement, items that should be budgeted for repair or replacement in the future, and modifications to enhance the building as part of a renovation package.

1. IMMEDIATE REPAIRS – Replace fusible links in fire damper; Repair integrity of fire separations in boiler rooms; Replace sections of kid’s pool and hot tub piping to prevent a catastrophic break and mechanical room flooding due to these systems; Add a check valve or vacuum breaker to the DCW supply for the pool facility acid tank to prevent potential backflow and addition of large amounts of concentrated acid to the pool mechanical systems.
2. FUTURE – Life cycle replacement of air handling unit and boiler plant; Replace chlorine room exhaust fan; Repair heat reclaim from air handling unit; Refit 25m pool filters and pumps; Replace hot pool and kids pool main drain covers.

Some items might be addressed as part of future renovations, while the 25m pool might be repaired and maintained as part of a reconfigured natatorium. A new leisure pool and hot pool would require all-new mechanical room equipment and piping.

ELECTRICAL

The Sam Ketcham Pool was constructed in 1979 with the most recent renovation to the facility completed in 2005. The facility’s main electrical power distribution equipment has been replaced as part of the 2005 renovation and is generally in good condition, however, there is some original electrical distribution equipment and MCC (motor control centres) located in the original electrical room. The life of this equipment is beyond over.

As such, it can be stated that some of the original remaining electrical power equipment is coming to the end of its life. This does not mean that the equipment will fail, but the probability of failure increases with each year and availability of spare parts decreases. With few exceptions, the electrical systems of the facility are generally old and outdated. These components should be replaced during a planned upgrade of the facility. Newer equipment would be retained and expanded.

BUILDING COMPONENT LIFE EXPECTANCY

A building component life expectancy assessment was performed to provide a “snap shot” view of the facility in time. The Sam Ketcham Pool scored a Remaining Value Score of 24% (*see Appendix B*). This score is based on replacement life estimates taken from “Life Cycle Costing for Design Professionals, Kirk

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& Dell’Isola” and compares residual component value against the cost of building the facility today. A score of 7% indicates that the majority of building components are currently beyond their expected lifespan and that the facility as a whole is largely exhausted.

The range of scores of 25%-50% indicates that ongoing upgrades and additions at the aquatic facility have extended the overall life expectancy of the facility, however some significant percentage of components have outlived their typical lifespans. See **Appendix B** for the detailed assessment.

SUMMARY OF RECOMMENDED UPGRADES

The Sam Ketcham Pool is a long-standing asset to the City and District. Given that it has been 33 years since construction started on the building, the building has fared well with many components outliving their expected lifespans. This report finds that portions of the building and pools can be repaired, modified and maintained. Recommendations are outlined in **Figure Five** and prioritized by the following categories:

- **Life Safety:** This category describes the work that needs to be performed immediately in order to correct safety hazards and life safety code violations.
- **Urgent:** Items in this category require appropriate attention to preclude predictable deterioration or potential downtime and associated damage or higher costs if deferred further.
- **1-5 Years:** Items in this category are beyond, or will soon be beyond, their expected useful life, but are currently functioning and in reasonable condition.
- **Future:** Recommendations identified in this category require no action at this time, however may improve the energy performance or functional operation of the existing facility.

Reference prefixes A, S, M, and E refer to the architectural, structural, mechanical and electrical site reports respectively.

Figure Five summarizes all the work required to upgrade the existing pool to render it able to meet needs for the foreseeable future.

**Figure Five
Summary of Recommended Upgrades to the Sam Ketcham Pool**

Reference	Recommendation	Life and Safety	Urgent	1-5 Year	Future
A1	Lap pool expansion joints		yes		
A2	Window Condensation			yes	
A3	Aquatic Accessibility				yes
S1	Replace pool expansion joints		yes		
M2.7	Re&re fusible-link fire dampers	immediate	yes		
M3.2	Boiler Room fire separations	immediate	yes		
M4.3	Replace underground pool pipe	immediate		yes	
M4	Add a check valve to DCW	yes	yes		
M5	Re&re air handling & boiler				yes

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Reference	Recommendation	Life and Safety	Urgent	1-5 Year	Future
M2.7	Replace chlorine room exhaust			yes	
M7	air handling unit reject heat			yes	
M8	Investigate water softening			yes	
M4.3	Refit of the 25m pool filter			yes	
M4.3	Replace 25m pump impellor			yes	
M4.2	Replace Kid's Pool and Hot Tub mechanical components			yes	
M12	Replace main drain covers			yes	
E1	Replace equipment and outlets downstream from main electrical room			yes	
E2	Replace pool mechanical motor control centre			yes	
E3	Replace pool area lighting			yes	
E4	Additional lighting to suit additions/renovations			yes	
E5	Additional emergency lighting as required by new layout			yes	
E6	Replace existing with energy efficient fixtures				yes

The result of the above summarized technical assessment of the exiting facility is that is cannot meet future needs. At the very least, significant investment is required to render the facility able to continue to meet the existing needs, but significantly more investment will be required by way of additional aquatic amenities if the facility is to be expected to meet future needs.

Options for Rendering the Existing Facility Better Able to Respond to Future Needs

The consultants first investigated the cost of fixing the most urgent and important aspects of the existing pool. As the existing tank cannot be repaired, it would have to be replaced. The best option for replacing it would be to essentially pour a new tank inside the existing one. The new tank would include all new water supply and drainage piping. A new, more modern, deck level roll out gutter system would be provided, essentially raising the height of the water surface to the existing deck. The new tank would have a fifty year lifespan. It could all be done using the existing pool enclosure, the existing deck and some of the existing water quality mechanical infrastructure. However, additional work would be required within the existing pool enclosure to fix problems of an urgent nature with the whirlpool and toddlers tank and some of the electrical and mechanical systems.

The total project could be done for about \$2million, but would require a shut down of the existing pool enclosure for about one year. The consultants cannot recommend this option for the following reasons:

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- The result of the project would mean that after spending almost \$2million, the result would be very similar to the existing aquatic facility, with upgrades almost unnoticable by users. Yet they would have to endure almost a whole year without a pool. This would leave the impression of significant cost (in terms of dollars and time without a pool) with very little benefit;
- The project would essentially only fix the most significant of the problems and could not guarentee that other problems would not surface soon after reopening. Such a guarentee is something that the vast majority of the participants in the public process agreed was a necessary condition of any pool project.

Therefore, if there is not another option, the above “fix” of the existing facility, adding no additional quality or quantity of amenity, might be tolerable, but it is not an option the consultants can support, and is not an optimim long term solution that the community will support either.

Given the above conclusion, the consultants proceeded to develop some more desirable physical design concepts that would allow the existing pool to continue to meet existing needs, and to meet future needs. The goal was to develop scenarios that would provide at least 250,000 high quality swims per year optimized in all seven categories of aquatic service. This would meet currently identified needs and provide room for growth if and when the region’s population increases. In fact, it represented a capacity that is a critical mass below which options should not be considered, as they will not be able to meet all needs in all seven categories of aquatics service. The three options which were created represent some significant tradeoffs, and were chosen to stimulate dicussion about those tradeoffs so that the public consultation process might lead more effectively to what is really important to local citizens, both users and non-users. The three options are summarized below and included in **Appendix C**.

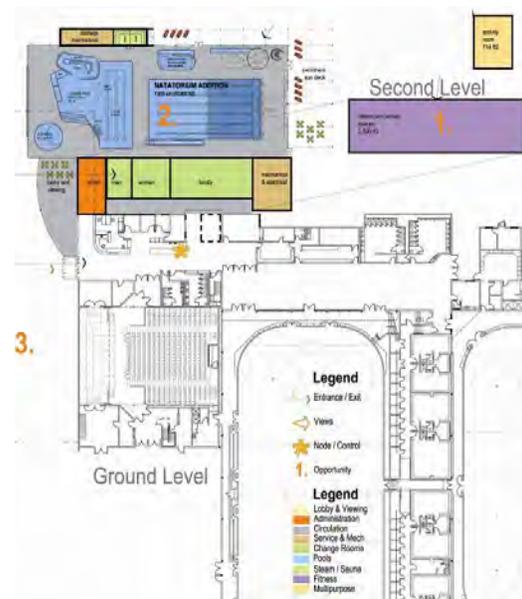
OPTION ONE – Retain the pool tank and enclosure, the existing dressing rooms, and most mechanical/electrical spaces, add new tank inside the old one, new 250 sq. m. leisure pool, some mechanical, expand fitness and dressing rooms.



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OPTION TWO – Retain the existing dressing rooms, add new 6 lane rectangular tank, new 250 sq. m. leisure pool, new, larger fitness area, new mechanical/electrical space



OPTION THREE – Retain only the existing control point. Build new 6 lane rectangular tank, new 250 sq. m. leisure tank, larger fitness area, new mechanical/electrical areas, new dressing rooms, and tie it all into the existing complex with a more efficient control point.

Public Response to Initial Three Concept Options

Over a period of three days in May of 2012, the consultants met and talked with approximately 250 of the area’s citizens who provided comments about the three options at locations including the Seniors’ Centre, SaveOn Foods, Canadian Tire, City Hall (public Open House), and the lobby of the Memorial Cariboo Recreation Complex. The locations were chosen so as to engage the broadest possible cross section of the local population, and only residents within the taxation area where included in the discussion. Themes from this input are summarized as follows:

- Being without a pool is not an option – whatever we need to do to keep an indoor public pool in this area, we have to do;

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- However, just keeping what we have is not good enough – we need to find a way to improve on what we have and provide a better indoor aquatic experience; something that will be higher quality, attract a broader range of users, specifically non users, families and children;
- Being without a pool during construction is concerning; we need to find a way to reduce or eliminate the period during which we don't have access to any pool during the construction project;
- Taking up significant amounts of existing parking on the existing site should be avoided – the site is already constrained during some special events and we can't afford to exacerbate that problem;
- We also need more and better quality dry floor fitness spaces, as current demand exceeds the capacity of the existing spaces to meet that demand;
- Whatever we do, we need to ensure it is a good long term solution – another “band aid” approach, investing more money for a short term, poor quality fix, should be avoided at all cost.

Everyone also agreed that it may be difficult to convince local taxpayers to invest now in an expensive solution. Many complained that mistakes have been made in the past, and they had little confidence that mistakes might be avoided in the future, but the vast majority said that they would personally support tax increases to pay for a good long term solution if they were convinced the money would be well spent. At this point in the process, the extent of that tax increase had not been tested.



Open houses at the Canadian Tire Store, SaveOn Store, and the Grad Ceremonies

CONCEPT OPTIONS FOUR AND FIVE

The consultants considered the input from the 250 local citizens and developed two additional options that would better respond to the issues raised. These two concepts, labeled Options Four and Five, are included in the **Appendix C**. They show how the pool could be retrofitted and expanded to meet future needs and still:

- Not take up a significant amount of the existing parking on the site;
- Utilize as much of the existing structure that has remaining functional lifespan as possible;
- Cost the least to develop and operate;
- Result in the least possible “down time” or closure for the existing pool.

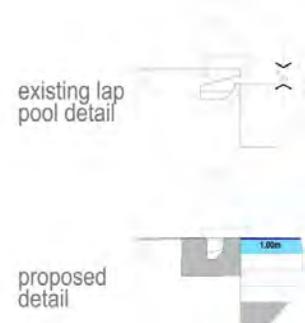
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The Recommended Concept

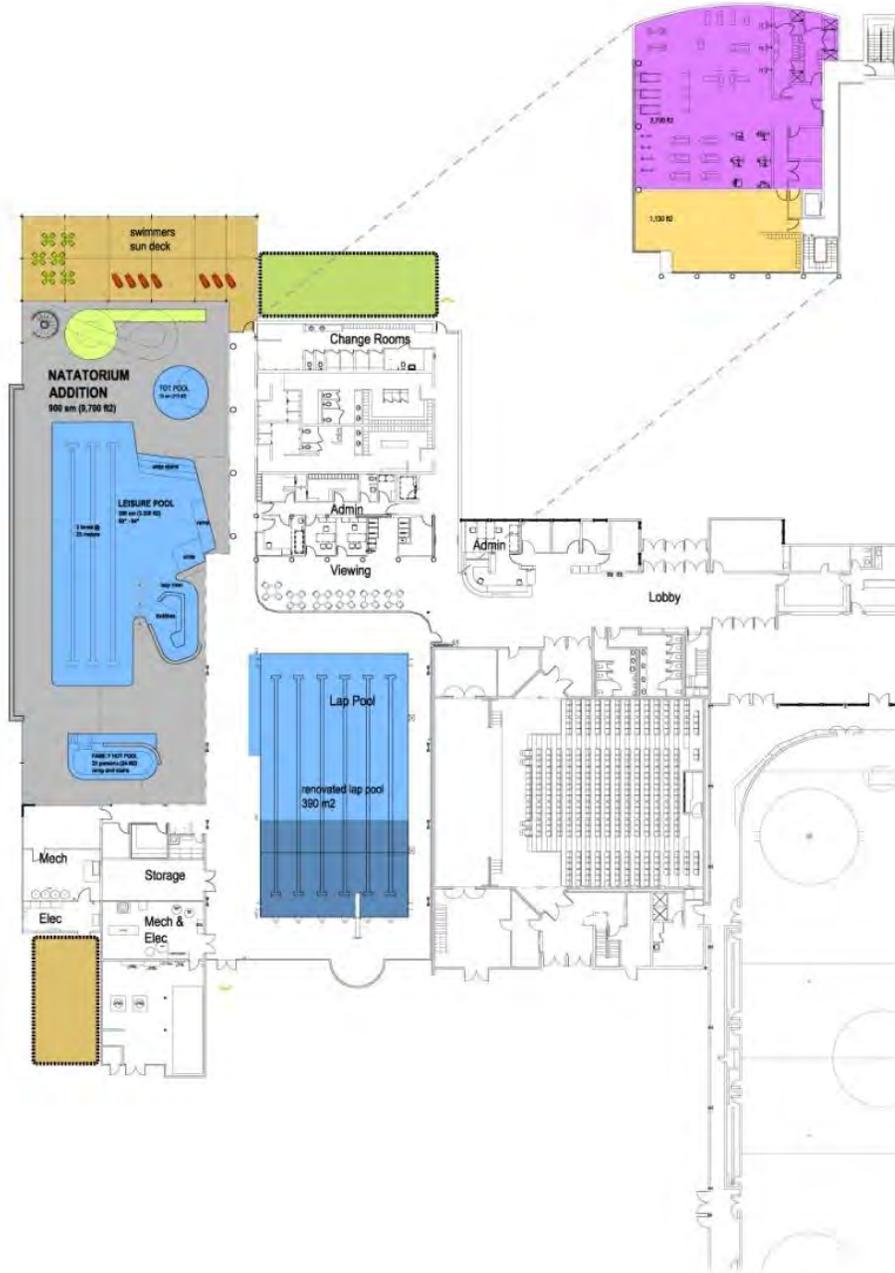
These two concepts were discussed with the Pool Task Force which agreed with a recommendation from the consultant that Option Five represented the most appropriate option. Under the direction of the Pool Task Force, the consultants then proceeded to refine this option in the Recommended Option, incorporating it into a draft report on feasibility. If the Regional District proceeded with the Recommended Option as illustrated to the left, the following benefits would be realized:

- Significantly increased quality of existing swims in all seven categories of aquatic services;
- Significantly increased capacity for swimming in all seven categories of aquatic services;
- Significantly increased quality and quantity of dry land fitness opportunities;
- Increased efficiency of providing aquatic services in terms of reduced net subsidy per swim;
- Significantly increased longevity of aquatic spaces (i.e. planned for 50 year functional lifespan);
- Significantly increased quality of experiences in support spaces (e.g. dressing rooms);
- Enhanced ability to attract and retain professionals and business leaders currently lost to communities with much better aquatic facilities;
- Enhanced ability to attract users from the region and serve passing tourists who stop in Williams Lake;



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- Significantly enhanced safety through more modern mechanical systems;
- Significantly reduced environmental footprint per swim through more modern mechanical systems.



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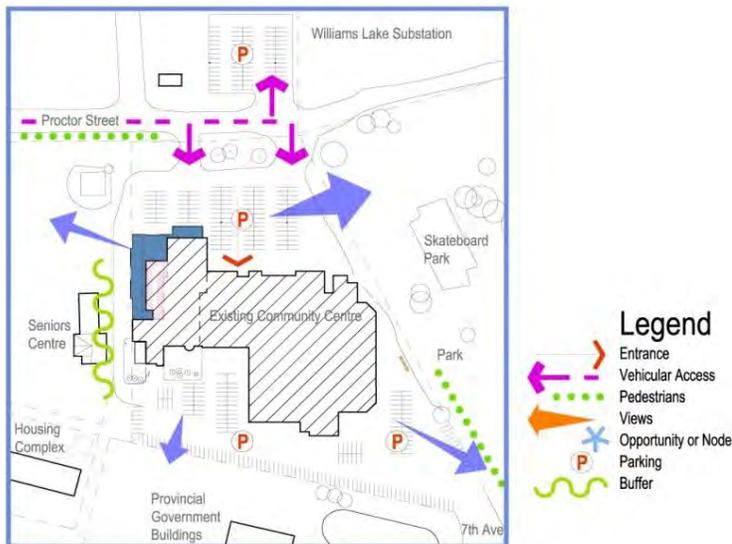
VALUE IN EXISTING ASSETS

Building on already completed planning studies and the change room addition in 2007, the Recommended Option retains much of the existing structure and building systems. It works well with the existing site conditions, and has been designed to take advantage of surrounding views and existing site connections. Significantly, extensive renovations of the existing lap pool tank will bring the gutter system, mechanical piping and access to modern standards. The option includes no “band aid” solutions to expansion joint problems or all important mechanical systems.

PHASABLE AND SCALABLE

While the lap pool would be need to be closed for approximately eight months, the recommended option can be phased so that the new leisure pool tanks are constructed before work on the lap pool begins. The leisure pool includes three 25 meter lanes to enhance this transition.

It is estimated that the construction phase of the project would take approximately 10-14 months if done in one single phase or 16-20 months if done in two phases as is recommended. Doing the project in one phase would mean the loss of any swimmable water for the duration of the project.



Site Plan and Analysis

PARKING

Parking and vehicular circulation on the site have long been a concern. Short cuts through the site and connections between the front and rear parking areas have been annoyances. The recommended option has little impact on the existing parking and displaces only a few spaces. Overflow parking currently exists adjacent the Williams Lake Substation on City owned land. Parking here is self-organized on a

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gravel surface. Enhancements to this overflow lot might increase capacity and use. Future planning for connections to 7th Avenue and definition of the park edge might address circulation issues.

MECHANICAL CAPACITY AND UPGRADES

The facility has suffered some significant pool mechanical related issues, a number related to sub grade piping in the hot and tot pools, and some to do with lap pool construction. The Recommended Option will be able to address these mechanical and architectural shortcomings while retaining much of the value.

STRUCTURAL LONGEVITY

The existing structures have value, the corrosion on steel frames has been addressed and structure can be renovated to modern levels and current codes and standards. A new pool bottom addresses current issues with expansion joints.



ACCESSIBILITY

Access for person of abilities is an import community aspiration and in part a building code requirement. Improved access to all the pool tanks, existing and new, is possible with the Recommended Option. Lap pool ramps and beach entries are import aquatic features built into this option. The Recommended Option proposes a new lap pool to be built inside the existing facility with the addition of a leisure component, creating a facility that responds to greater community needs.

Recommended Concept drawings can be found in the appendices of this document.

Financial Viability

The overall feasibility of proceeding with the Recommended Option was investigated under two headings; namely Capital and Operating.

Financing the Capital

The total cost of proceeding with the Recommended Option as soon as possible would be \$11.3 million. This includes all construction costs for new spaces and retrofitting existing spaces. It also includes all so called “soft” costs such as the costs of design fees, new furnishings that might be required, interim financing fees, and all site servicing costs. The estimate also includes an escalation allowance for a delay in construction of about one year, which is a prudent estimate for processing and decision making.

There may be several ways of financing this capital cost. However, the consultants would like to suggest one approach as follows:

- Allocate \$.5 to \$1 million from existing facility reserves held by the Regional District to pay for the initial phases of the work, perhaps the design and initial months of construction;
- Seek as much grant funding as it is possible to apply for during the construction period; perhaps in the range of \$.5 million to \$2 million, or more;
- Raise as much capital utilizing fund raising activities and donations as is possible; perhaps a total of \$.1 to \$1 million for local citizens, community groups and businesses;
- Borrow the remaining (perhaps \$8 to 10 million) as a debenture and repay it back over 20 years.

Of course, the Regional District may be able to adjust the amounts under any of the above headings to render a more palatable solution. However, there may be a tradeoff between the time it takes to raise money through non tax sources (i.e. fundraising and grant approvals) and the risk that the existing pool may fail in the interim and force a decision, or the rate of inflation outstripping the rate of fund raising.

Once the amount to be borrowed has been determined, it would have to be subject to a local referendum within the tax contributing area. Such a referendum would require a majority of local voters to approve the debenture borrowing on the understanding that the project would also have an operating impact on taxes.

Figure Six summarizes the annual impact on local taxes for borrowed sums at, above and below the assumed borrowed amount above.

**Figure Six
Annual Cost to Repay Debentures Used to Finance the Capital Costs of Pool Project**

If the CRD Borrowed	And Paid it Back Over an Amortization Period of	The Annual Cost of Principle Repayment and Interest Would Be	And, That Translates to a Tax Increase per \$100,000 of Residential Property of
\$11.3 million	15 years	\$1,132,666	\$52.00
\$11.3 million	20 years	\$947,313	\$42.00
\$10 million	15 Years	\$999,411	\$46.00
\$10 million	20 Years	\$835,871	\$37.00
\$8 million	20 Years	\$668,648	\$30.40
\$8 million	15 Years	\$799,528	\$36.00

The assumptions that have been used to compile **Figure Six** are as follows:

- The current interest rate for public debentures will continue to be 5%;

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- The total taxable assessment in the taxation area will continue to be the same;
- The tax rate for local small business is 2.4 times the rate in the last column above;
- The tax rate for local industry is 3.4 times the rate in the last column above;
- The tax rate for local utilities is 3.5 times the rate in the last column above.

It is also worth noting that the current tax rate for all Central Cariboo Regional Leisure Services is \$87 per \$100,000 of residential assessment.

Financing the Operation

The existing pool and fitness area cost about \$1,025,280 to operate per year. The current revenue associated with aquatic and fitness uses is about \$403,000 per year. That leaves a deficit supported by local taxpayers of \$622,280. These figures do not include special costs or revenues associated with occasional grants or capital projects, but they do include such ancillary activities as locker rentals, vending machine operation, and resale of pool and fitness related equipment.

If the Recommended Option were implemented, the total uses would increase by about 33% so it is safe to assume that at user fees similar to those currently set, the total revenue would also increase 33%, or about \$132,990.

The new facilities would be more energy efficient, and more efficient from an operating point of view. However, they would be larger, and therefore there would be some increase in operating costs. The consultants believe that the main cost centres that might increase would be as summarized in **Figure Seven**.

Figure Seven
Summary of Operating Cost Increases for Proposed New Pool

Cost Centre	Current Cost	Percent Increase	New Cost Estimate
Pool Staff Wages	\$392,590	10%	\$39,259
Fitness Staff Wages	\$12,158	10%	\$1,216
Pool Chemicals and Utilities	\$119,691	10%	\$11,969
Insurance	\$76,125	25%	\$19,031
Janitorial Supplies	\$7,936	20%	\$1,587
Supplies – General	\$10,264	20%	\$2,053
Staff Training	\$7,157	10%	\$ 716
Program Supplies	\$1,000	20%	\$ 200
Miscellaneous Increases	NA	NA	\$10,000
Total Increase in Operating Costs			\$86,031

All other operating costs (e.g. administration, computer system maintenance, advertising, grounds maintenance, etc.) will remain unchanged.

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In summary, initial estimates show that the total increase in operating revenues of \$132,990 will actually exceed the total increase in operating costs of about \$86,031. However, there is some margin of error associated with any estimate, and it is important that local taxpayers see a “worst case” scenario when making up their minds on whether to support this project in a referendum. Many participants in the public process referred to poor estimates in project planning in the past, and a concern over the credibility of a process to develop a long-term aquatic solution this time. They indicated that there should be no possibility of a negative surprise in project funding if a referendum is passed for a new pool. Therefore, to be safe, the consultants suggest that the net operating impact of the new Recommended Option will not exceed \$50,000 of additional cost per year. That allows a large margin of error in the above estimates.

An increase in the net operating costs for the new Recommended Option of \$50,000 would result in a tax rate increase on residential property in the taxation area of \$2.25.

Summary of Tax Impacts

If the CRD Borrowed	And Paid it Back Over an Amortization Period of	The Annual Cost of Principle Repayment and Interest Would Be	Capital cost plus Operating cost combined per \$100k of residential property
\$11.3 million	15 years	\$1,132,666	\$54.25
\$11.3 million	20 years	\$947,313	\$44.25
\$10 million	15 Years	\$999,411	\$48.25
\$10 million	20 Years	\$835,871	\$39.25
\$8 million	20 Years	\$668,648	\$32.65
\$8 million	15 Years	\$799,528	\$38.65

In order to keep the combined tax rate increase for this project under \$33 per \$100,000, the Regional District would have to find \$3.3 million of capital costs from a source separate from the borrowing by-law, and amortize the remaining \$8 million over 20 years. In order to keep the tax increase for this project under \$40 per \$100,000 of residential assessment, the Regional District would have to find \$1.3 million from a source separate from the borrowing by-law and amortize the remaining \$10 million over 20 years.

Comparison to Other Communities

It may be helpful to compare the existing tax rates in Williams Lake and funding area to other communities in the same region. The RFP included comparison to recreation tax rates from other similar communities. At present, residential property in the Central Cariboo Leisure Services Sub-Region is taxed at the rate of about \$87 per \$100,000 of assessment. Property owners in the Quesnel area, by comparison currently pay about \$131 per \$100,000 and residential property owners in the 100 Mile House, without an indoor pool, pay only \$42 per \$100,000 of assessment. The latter figure shows the significant impact of supporting a local public indoor pool facility.

Surveys of public spending on leisure services across BC show that, while there is a great deal of variability, there are many municipalities and Electoral Areas where total spending on public recreation is at or above the level that would be experienced in Williams Lake and District after passing of the proposed referendum. In fact, communities like Mackenzie, Sparwood, Tumbler Ridge, Fort St. John,

Taylor, Kitimat, and Gold River currently spend over \$300 per capita on public recreation services, far more than the \$141 per capita that Williams Lake and area would be spending if the \$40 per capita associated with the referendum increases were added to the \$101 per capita that is already being spent.

Public Response to the Recommended Option

During the period October 11th to 13th, the consultants managed a second round of public consultation. During that time, they held meetings with several local community agencies and groups, conducted a public open house, set up kiosks at several local food and department stores and discussed the preferred option. Also, the preferred option was posted on the City and Regional District website with invitations to comment. Finally, the display boards were featured at the Cariboo Memorial Recreation Complex where comment forms were available. Overall, the consultants gained input from a total of more than 300 individuals representing a broad cross section of the local public. The vast majority of those individuals, more than 80%, expressed strong support for the preferred option, which is the one the consultants now wish to recommend for final consideration.

Summary and Recommendations

The consultants are prepared to make the following recommendations.

1. The Joint Committee should receive and endorse, in principle, this report thereby endorsing, in principle, a project that would proceed with the Recommended Option.
2. The Joint Committee should then appoint a Financing Committee to explore all possible non-tax sources of capital for the Recommended Option, and mandate the Committee to report back within four months.
3. On report back, the Joint Committee should endorse a referendum to borrow funds required to augment the non-tax sources of revenue to finance the project. The referendum would include a thorough public awareness campaign that would ensure all citizens that vote in the referendum understand all the implications of their positive or negative vote.
4. Upon successful referendum, the Joint Committee would proceed with a design and construction process to implement the Recommended Option.
5. If the referendum were to fail, the Joint Committee should use available capital reserves and short term borrowing to rebuild the existing tank to retain a functioning indoor public pool in Williams Lake at a cost of \$2 million, and set aside all plans for enhancing the aquatic opportunities at the Sam Ketcham Pool for the foreseeable future. Not having an indoor pool is not an option.

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Appendi

Appendix A – Terms of Reference for the Study

The following text is a section of the Terms of Reference for this study which was taken from the City of William Lakes RFP.

PROJECT SCOPE

The purpose of this Feasibility Study is to evaluate the existing Swimming Pool at The Cariboo Memorial Recreation Complex, address the problems, and make recommendations and prepare estimates of construction costs to correct these problems. Also include a cost to construct a new swimming pool.

PROJECT OBJECTIVES SPECIFICATIONS

The Sam Ketcham Pool, located within the Cariboo Memorial Recreation Complex (CMRC) at 525 Procto Street, was constructed in 1980. The CMRC is owned by the Cariboo Regional District and is currently managed by the City of Williams Lake.

The Joint Committee of the City of Williams Lake and the Cariboo Regional District has asked for options and estimated costs to repair and/or renovate the existing pool, and/or construct a new pool. The Joint Committee has approved funds for a study examining these options as part of the 2012 and 2013 Financial Planning process. At this point there is no commitment for actual project funding.

Non-critical capital investment in the pool, and surrounding amenities, has been deferred until the completion of a planning process. A Pool Task Force has also been appointed to assist the proponent in the project.

The objectives of the study include:

Existing Information: To gather and review information on the current operation, and examine physical state of the existing pool;

Public Participation: To ensure that the Pool Task Force is an integral part of the process To ensure that the general public and stakeholders are given an opportunity to provide comments and suggestions regarding the development of a new, expanded or renovated Aquatic facility in the community; To revise initial concept plans prepared based on results of public feedback;

Design trends: To identify current design and program trends, desirable features and space requirements related to those facilities;

Optimize Use: To optimize the use of existing, and future, facility space and staff resources;

Benefits: To discuss the benefits of an upgraded, new or renovated aquatic facility to the community;

Costs: To detail both construction and operating costs for the new, expanded or renovated facility;

Phasing: To consider possible phasing of any proposed development to allow the existing pool to remain open during any construction;

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Taxation: To determine the financial impact of the proposed facility on local taxation; and compare current, and proposed, rates to similar community's taxation rates

Final report: To prepare and present a final report with plans, costs and recommendations, identifying preferred options.

BACKGROUND INFORMATION

Prior to proceeding with the design process, it is important for the proponent to gain a thorough understanding of the existing facility both through the collection of documents and public meetings, as well as a physical analysis of the current physical condition of the pool itself. This process shall include the following:

- Collect and review existing reports, including information related to regional population growth projections, Census data, demographics and SD27 School District growth;
- Technical review of current facility infrastructure by qualified expert. Eg/ P.Eng. Meeting with the public, local organizations and pool user groups to determine needs and interests including but not limited to;
 - a) Pool Task Force
 - b) City Council
 - c) Regional District Directors
 - d) Swim Club
 - e) School District 27
 - f) First Nations
 - g) Chamber of Commerce
 - h) Interior Health Authority
 - i) TRU
 - j) Senior's Advisory Council
 - k) Other identified community groups
- Identify and collect information from several communities comparable in size to Williams Lake having recently built new, or expanded, community aquatic facilities including:
 - a. operating costs;
 - b. staffing levels;
 - c. fees and charges;
 - d. participation rates before and after the completion of the new facility;
 - e. taxation rates;
 - f. critical facility design features; and
 - g. other relevant information

PROJECT PLANNING

- Determine different types and trends of aquatic use currently available including water-play amenities;
- Determine ideal public access point(s) into the new, or renovated, facility whether it will be from the existing entrance or a new location;

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- Review the current vehicle access and parking spaces available, requirements for the expanded facility and proposals for improvements;
- Explore opportunities for alternative use of the old pool facility should a new separate facility be developed;
- Discuss the possibility of expanded complementary services, and spaces, currently provided at the facility and the impact of any proposed changes.
- Compare these complementary services with similar communities & facilities. Discuss the current options and trends for pool water treatment and the impact of these with respect to both the public and the facility;
- Consider opportunities for expanded school use;
- Consider opportunities for expanded leased space options;
- Discuss energy conservation and sustainable design options, opportunities and possible grants to support the same;
- Confirm the current utility infrastructure capacity and costs related to any required improvements or upgrades;
- Estimate the projected attendance, revenues and expenses related to the new facility;
- Create a possible construction schedule showing the integration of the new facility with the old and how disruption to the existing facility will be minimized; and
- Solicit comments from organizations such as the Life Saving Society and Red Cross.

SCHEDULE

Proponent will propose project schedule, however an expedient process will be preferred.

PROPOSED FACILITY DESIGN

Develop aquatic facility requirements, including detailed program descriptions and simple floor plans around a minimum of four possible scenarios working with a facility budget similar to facilities recently built, currently being built/planned, or being considered in comparable communities.

- Repair existing facility to ensure long-term viability (I think this was a piece of option one and could be pulled from there specifically to show it was considered prior to developing the Recommended Option.)
- Modify and expand the existing facility,
- Construct a new facility connected to the existing recreation facility; and
- Construct a new separate facility.

This work will involve:

Multiple meetings and on-going consultation with Pool Task Force Meetings with pool stakeholders;
 Review of the preferred locations with Pool Task Force; Preparing estimated capital and operating costs
 Outlining the financial impact of the facility options on taxation Conducting a minimum of two public open house to review project plans, including surveys (surveys could also be posted on-line); and
 Presenting the plans and final recommendations to Pool Task Force and Joint Committee.

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PROPOSED MEETINGS OUTLINE

Proponent should propose their own outline to meet the work requirements, and all meeting costs should be included in the final proposal.

SAMPLE ONLY Project Meetings Outline

Trip #1

Day 1

Meet with key staff to tour the facility.

Meet with our Pool Task Force, Joint Committee, RD, SD27 reps

Meet with the Swim Club

General public meeting in the evening, workshop format with structures & questions

Day 2

Review of meeting notes and discussions and additional facility review with Pool Task Force

Additional meetings with community groups

Trip #2

Other information gathering and preliminary concepts review with Pool Task Force.

Public Open House in evening to comment on preliminary concept options.

Trip #3

Presentation of draft report to Pool Task Force.

Public Open House in evening to comment on revised concepts.

Trip #4

Presentation of final report to Joint committee. We will schedule this around a regular meeting of Joint which would be at 5pm mid-week.

DOCUMENTS AVAILABLE

Facility plans – available by request Current fees and charges Current facility budget and wage rates

Current facility organization structure 12 month summary of Hydro and Gas invoices

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All submitted proposals should include ALL project costs including, but not limited to, disbursements, travel expenses, copying expenses, taxes, etc....

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Appendix B – Review and Analysis (A Technical Assessment of the Existing Facility)

- Bruce Carscadden Architect Inc.;
Architectural Report April 28th 2012
Life Expectancy Analysis, August 22, 2012
- CWMM Consulting Engineers Inc.;
- The AME Group Consulting Professional Engineers;
Williams Lake Recreation Centre Mechanical Assessment Report April 28th 2012
- Applied Engineering Solutions Ltd.;
Electrical Systems Review and Feasibility Study for Aquatic Centre at Cariboo Memorial Complex, Williams Lake, BC

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Life Expectancy Assessment 2012

Building: Williams Lake - Sam Ketcham Pool - Swimming Pool Feasibility Study
 Construction Year: 1980 Renovated and Change rooms added in 2007

General Notes:
 High humidity and chlorine present in aquatic facilities contribute to accelerated wear on affected building components, as indicated on the table below.
 The remainder of the community centre is not included in this review.

% of Total Replacement Cost	Replacement Value	Comments	Life Expectancy †	Wear Factor ††	Adjusted Life Expectancy	Construction Year	Expiration Year	Years Left	Value remaining	Construction: 1980																Year of review: 2012															
										Date	1985	1990	1995	2000	2005	2010	2015	2020	2025	2030	2035	2040	2045	2050	2055	2060	2065	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70
ARCHITECTURAL																																									
2%	\$299,700	Doors	40	100%	40	1980	2020	8	\$59,940																																
3%	\$299,700	Windows	40	75%	30	1980	2010	0	\$0																																
2%	\$199,800	Roof - change rooms	20	75%	15	2007	2022	10	\$99,900																																
1%	\$99,900	Roof - pools	20	75%	15	1980	1995	0	\$0																																
8%	\$799,200	Concrete block partitions	60	100%	60	1980	2040	28	\$372,960																																
1%	\$99,900	Steel guards and rails	30	100%	30	1980	2010	0	\$0																																
1%	\$99,900	Flooring - Sports Flooring	20	100%	20	2007	2027	15	\$74,925																																
5%	\$499,500	Flooring - Ceramic Tile	25	100%	25	2007	2032	20	\$399,600																																
3%	\$299,700	Partitions and accessories	25	100%	25	1980	2005	0	\$0																																
27%	\$2,697,300	Sub Total							\$1,007,325																																
STRUCTURAL																																									
5%	\$499,500	Concrete foundations	75	100%	75	1980	2055	43	\$286,380																																
8%	\$799,200	Concrete slab-on grade	50	100%	50	1980	2030	18	\$287,712																																
5%	\$499,500	*Pool tank	25	100%	25	1980	2005	0	\$0																																
10%	\$999,000	Exterior concrete block walls	60	75%	45	1980	2025	13	\$216,450																																
6%	\$599,400	Metal superstructure	50	90%	45	1980	2025	13	\$155,844																																
5%	\$499,500	Metal deck	50	75%	38	1980	2018	6	\$54,945																																
38%	\$3,886,100	Sub Total							\$1,001,331																																
MECHANICAL																																									
7%	\$699,300	HVAC	20	100%	20	1980	2000	0	\$0																																
3%	\$299,700	Dehumidification	25	75%	19	1980	1999	0	\$0																																
6%	\$599,400	Pool mechanical	20	50%	10	1980	1990	0	\$0																																
3%	\$299,700	Plumbing	25	50%	13	1980	1993	0	\$0																																
19%	\$1,898,100	Sub Total							\$0																																
ELECTRICAL																																									
4%	\$399,600	Distribution	25	75%	19	2005	2024	12	\$187,812																																
3%	\$299,700	Lighting	20	50%	10	2005	2015	3	\$44,955																																
1%	\$99,900	Emergency Lighting	20	100%	20	1980	2000	0	\$0																																
1%	\$99,900	Fire Alarm	15	100%	15	2005	2020	8	\$53,280																																
1%	\$99,900	Security	15	0%	0	1980	1980	0	\$0																																
10%	\$999,000	Sub Total							\$286,047																																
95%	\$9,490,500	Value of reviewed portion							\$2,294,703	Remaining Value of reviewed portion																															
100%	\$9,990,000	Replacement Value = 22,000 square feet x \$450/sf							24%	Remaining Value Score																															

notes:
 *Life Expectancy Values for items marked with an asterisk based on manufacturer's recommendation and professional recommendation
 †Life Expectancy Values obtained from "Life Cycle Costing for Design Professionals"; Kirk, Dell'Acqua
 ††Wear Factor Value is used to adjust life expectancy and is based on environment (moisture, chlorine), maintenance, observed conditions and usage intensity

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**STRUCTURAL BUILDING CONDITION ASSESSMENT
 WILLIAMS LAKE AND DISTRICT POOL
 WILLIAMS LAKE, B. C.**

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 September 17, 2012

CWMM CONSULTING ENGINEERS LTD.



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Agenda Item # 3.1.

STRUCTURAL BUILDING CONDITION ASSESSMENT WILLIAMS LAKE AND DISTRICT POOL WILLIAMS LAKE, B. C.

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**STRUCTURAL BUILDING CONDITION ASSESSMENT
WILLIAMS LAKE AND DISTRICT POOL
WILLIAMS LAKE, B. C.**

1.0 INTRODUCTION

CWMM Consulting Engineers Ltd. was requested to provide a structural building condition assessment of the above facility. A site visit was conducted on April 14, 2009.

2.0 ASSESSMENT CRITERIA AND GUIDELINES

The following material was used as a basis for the assessment:

- .1 The National Building Code of Canada, 1977..
- .2 The British Columbia Building Code, 2006.
- .3 User's Guide – NBCC 2005 Structural Commentaries (Part 4 of Division B)
- .4 Guidelines for Seismic Evaluation of Existing Buildings, 1992, National Research Council of Canada.
- .5 Architectural drawings A1 dated Oct. 15, 1979 and A2 through A10 inclusive by Davidson/Johnston Architecture dated July 26, 2012.
- .6 Structural drawings S-1 through S-5 and S-7 through S-9 inclusive by Reid, Crowther & Partners Limited dated July 27, 1979.

3.0 BUILDING CONSTRUCTION

There are a number of facilities contained within the Cariboo Memorial Complex. For this report we are only reviewing the Sam Ketcham Swimming Pool.

The original pool was constructed in the period of 1979 to 1980.

The primary roof of the pool consists of 3" nominal tongue and groove timber decking supported by Y shaped and straight steel pipe columns. There are also some interior reinforced concrete masonry and perimeter wood stud bearing walls. A mechanical sub-basement is located at the northwest corner of the pool. The floor construction above this room consists of ¾" T&G plywood on 2 x 10 wood joists topped with 2" of semi light weight concrete.

The main floor consists of 5" slab on grade reinforced with 6x6xW8/W8 welded wire mesh. Primary support for the structure consists of reinforced concrete pad and strip foundations.

Walls for the pool tank are of reinforced concrete and vary between 12" and 16" in thickness while the pool bottom is a 6" slab reinforced with #3 at 12" on center each way. Some localized slab thickenings are also indicated along with multiple control joints.

Both the Training and Whirl pools consist of 8" and 6" thick reinforced concrete walls and base respectively.

A below grade surge tank is constructed of 8" thick reinforced concrete top slab walls and base.

4.0 EVALUATION: STRUCTURAL SYSTEMS

4.1 ORIGINAL DESIGN REQUIREMENTS

- NBCC 1977

Ground Snow Load 61PSF (2.9 kPa)
 (Per notes on drawings Ground Snow = 44PSF (2.1 kPa))

Wind $q_{10} = 6.3$ PSF (0.30 kPa)
 $q_{30} = 7.3$ PSF (0.35 kPa)

Assembly areas 100 PSF (4.8 kPa)

Seismic: $V = ASKIFW$
 Where $V =$ Lateral seismic force (working stress)
 $A = 0.02 =$ Acceleration Ratio; Seismic Zone = 1
 $K = 1.3$
 $I = 1.0$ for normal buildings
 $F = 1.3$ (estimated)
 $W =$ Building dead load

4.2 PRESENT CODE REQUIREMENTS

The 2006 British Columbia Building Code specifies the following design live loads:

Ground Snow Load (1/50 year return period) $S_s = 50$ PSF (2.4 kPa)
 $S_r = 4.2$ PSF (0.2 kPa)

Assembly areas 100 PSF (4.8 kPa)

Wind $q_{10} = 9.6$ PSF (0.46 kPa)
 $q_{50} = 12.5$ PSF (0.60 kPa)

Seismic
 $V = (S(T)M_v I_E W) / R_d R_c$ but not greater than $2/3 S(0.2) I_E W / R_d R_c$

Where: $V =$ Lateral seismic force (factored load)
 $R_d = 3.0$ $R_c = 1.7$
 $PGA = 0.14 =$ Peak Ground Acceleration
 $I_E = 1.0 =$ Normal Importance Factor
 $S_R(0.2) = 0.28$ $S_R(0.5) = 0.16$
 $S_R(1.0) = 0.093$ $S_R(2.0) = 0.055$
 $S(T) =$ Spectral Response Acceleration
 $M_v = 1.0$

4.3 STRUCTURAL CONDITION SURVEY

The existing structure has generally performed well for gravity loading. In general there are no indications of excessive deflections or settlement in the superstructure or the foundations. The anomaly of design snow load noted on the drawings and that indicated as being the suggested design value does not seem to have been an issue to date. It should be noted that the current design snow load is currently between the two noted 1977 values. Despite the reasonable past performance, certain areas of concern have been identified and are each discussed below.

The roof structure exhibits signs of either condensate build-up or leakage of the roof membrane. There is no indication of rot at the present time but it is important to control this situation to prevent future issues.



Corrosion was found on some of the primary Y shaped columns during the 2006 complex additions and renovations. Repairs were made at that time and no further corrosion is visible at this time.

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Condensate issues are also prevalent on the exterior glazing of the west wall where it can be seen on the windows. Separation of the wood stud wall and the 4" masonry veneer is visible and it is unknown if this has led to rot of the wood stud wall framing at this time.



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Concrete spalling and corrosion of structural steel is visible in the mechanical room and would appear to be the result of equipment leakage. It would appear that this equipment needs to be repaired or replaced. The concrete spalling, if it continues, could lead to loss of support for the equipment. Corrosion of the checkered plate cover below will also continue to get worse.



Also in the mechanical room it is apparent that water from a pipe is causing corrosion of the steel pipe column which could result in loss of structural strength if not stopped.



Water leaks have occurred in the main pool tank on several occasions with repair to the control joints being made at these times. Leakage at these joints appears to have resulted in localized break-down in the concrete pool slab. The pool walls and bottom do not exhibit any significant indication of pool settlement and the pool concrete appears to be generally sound with the exception of the expansion joints. Significant settlement is not visible in the concrete deck surrounding the pool at this time.

No significant primary building foundation settlement or frost heave are visible.

4.4 GRAVITY LOAD ASSESSMENT

Both the NBCC 1997 (Basic Roof Snow = 49 PSF) and the current BCBC 2006 (Basic Roof Snow = 44 PSF) basic roof snow design loads are higher than 35 PSF provided in the design notes (Drawing S-1) for this project. It should also be noted that the return period for snow loading has been increased from 30years to 50 years.

Even though there are some anomalies related to the actual design snow load requirement for the original building the performance of the roof over the last 32 years has been satisfactory.

The pool tanks appear to be functioning satisfactorily with the exception of the expansion joints. The concrete in the immediate vicinity of these joints has also degraded possibly with time from the leakage process. No significant settlement issues of the pool tanks or surrounding decks are apparent.

No foundation problems were evident and we assume that the existing foundations are adequate for support of the existing gravity loads.

4.5 SEISMIC / WIND (LATERAL) LOAD ASSESSMENT

The structure appears to have performed well under lateral loading and there are multiple perimeter plywood and wood stud shear walls to resist the lateral loads.

Wind is the likely governing load condition and appears to have increased a small amount but at the same time the return period has increase from 30 years to 50 years as with the snow loading.

5.0 CONCLUSIONS

This structure has generally performed well over the years.

The roof leaks have been addressed through replacement of the roof membranes.

The corroded structural steel columns were previously repaired and the roof membrane has recently been replaced.

Some rot may be present in the exterior wood stud walls at the exterior glazing on the west side of the pool.

Concrete spalling and steel column corrosion are present in the mechanical room.

The main pool bottom expansion joints are prone to failure and need long term repair.

6.0 RECOMMENDATIONS

Corroded and leaking equipment in the mechanical room should be fixed and or replaced to prevent further concrete spalling and structural steel corrosion.

The exterior walls on the west side at the windows should be opened up to confirm that no rot of the wood frame structure is present. The caulking to the masonry veneer should be replaced to limit further water intrusion inside the wall. Steps should also be taken to reduce the condensation on the window glazing.

If any modifications to the pool gutter system are made to increase the pool depth it would be an excellent time to confirm if the water leakage had resulted in any soil wash-out around the pool perimeter due to past pool leakage.

The pool expansion joints should be completely replaced. Alternatively a new pool bottom could be poured on top of the existing pool bottom with perimeter expansion joints at the pool wall.

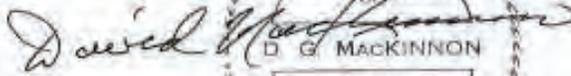
7.0 LIMITATION OF LIABILITIES

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CWMM Consulting Engineers Ltd. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made, or actions based, on this report.

Report prepared by:

CWMM Consulting Engineers Ltd.



per: David Mackinnon, P. Eng., M. Eng.
Principal





**WILLIAMS LAKE
RECREATION CENTRE**

**MECHANICAL
ASSESSMENT REPORT**

Prepared For:

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Project No. 040a-015-12
April 28th, 2012

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EXECUTIVE SUMMARY

Further to a site inspection of the Sam Ketcham Pools inside the Cariboo Memorial Recreation Centre in Williams Lake, BC, the mechanical systems have been reviewed with respect to their current and past performance, as well as equipment age. Each system has been evaluated separately, and recommendations have been divided into three categories as follows: items requiring immediate repair or replacement, items that should be budgeted for repair or replacement in the future, and modifications to enhance the building as part of a renovation package. The third category will be costed only as part of Bruce Carscadden Architect Inc. report. System types will be covered in schematic design if this option proceeds.

1. Immediate repair should be completed regardless if the building is renovated or not. These repairs are required for the mechanical systems in the building to function properly. Immediate repair items include:
 - Examination and replacement (if necessary) of all fusible-link fire dampers
 - Restore integrity of all fire separations and firestop all pipe penetrations of boiler-mechanical room walls.
 - Replace and resupport sections of Kid's Pool and Hot tub piping to prevent a catastrophic break and mechanical room flooding due to these systems.
 - Add a check valve or vacuum breaker to the DCW supply for the pool facility acid tank, to prevent potential backflow and addition of large amounts of concentrated acid to the pool mechanical systems.

2. Replacement or repair items to be budgeted for in the future are required because of the age of several of the pieces of equipment in the mechanical systems. These items include the following:
 - Life-cycle replacement of air handling unit, boiler plant, and plumbing fixture components in accordance with wear and tear under normal operational use.
 - Replacement of chlorine room exhaust fan.
 - If the natatorium is to be maintained in its current configuration, the ability of the air handling unit to reject heat to the main pool circulation system should also be restored.
 - Investigate the performance of, and refit as required, the water softening system to increase facility water quality as needed.
 - Refit of the 25m pool filter internal components
 - Re-selection of the 25m pool circulation pump impellor due to ongoing cavitation.
 - Replacement of all Kid's Pool and Hot Tub mechanical room components (except heat exchanger and chemical feed systems).
 - Replacement of Kid's Pool and Hot tub main drain covers with ANSI-7 compliant "unblockable" main drain covers.

Williams Lake Recreation Centre
Mechanical Assessment Report

Funds for these repairs should be included in the operating budget. Changes should not be implemented unless equipment has failed, or annually during pool shut down.

Modifications to enhance the facility as part of a renovation are based on sketches issued by Bruce Carscadden Architect Inc. Costs submitted by BCA Inc. will include mechanical.

1.0 INTRODUCTION

The AME Consulting Group Ltd was commissioned to participate in a general facility assessment/expansion charrette for the Cariboo Memorial Recreation Centre in Williams Lake, BC. The following report is a result of this effort pertaining to the building mechanical systems. These systems have been reviewed with respect to their current and past performance, as well as equipment age. Each system has been evaluated separately, and recommendations have been divided into three categories as follows:

- Items requiring immediate repair or replacement.
- Items that should be budgeted for repair or replacement in the future.
- Modifications to enhance the building as part of a renovation package. The third category will be costed only as part of the larger report prepared by Bruce Carscadden Architect.

The facility consists generally of a purpose-built natatorium attached to a larger recreation centre. The natatorium consists of a 25m pool, Kid's Pool and Hot Tub. The recreation center features supporting change and washroom spaces, but also includes administrative office spaces. The facility Domestic Cold and Hot water, pool mechanical, and pool HVAC plant is located within the natatorium footprint, in a ground-level mechanical space.

The attached arena and arena support spaces, including changerooms and multi-purpose administrative rooms, were not examined as they were outside the scope of work of this report.

This general review was not based upon exhaustive calculations or a detailed analysis of the equipment size, condition, or reliability, etc., but was based upon general visual observation only.

This report has been prepared by the AME Consulting Group for the exclusive use of Bruce Carscadden Architects. The material in this report reflects the best judgment of the AME Consulting Group with the information made available to them at the time of preparation. Any use a third party may make of this report, or any reliance on or decisions made based upon the report, are the responsibility of such third parties. The AME Consulting Group accepts no responsibility for damages suffered by any third party as a result of decisions made or actions taken based upon this report.

City of Williams Lake
April 28, 2012
4

AME Group

2.0 OVERVIEW OF EXISTING HEATING AND VENTILATION SYSTEMS

The existing heating and ventilation system covered in this report consists of five zones:

1. Pool Hall
2. Fitness Area
3. Changerooms and changerroom foyer
4. Entrance Atrium
5. Administrative offices and reception alcove in Entrance Atrium

2.1 Pool Hall

The Pool hall is served by a gas-fired air handling unit, consisting of a supply and return fan, mixing box, air filter, and heating/dehumidification coils. The unit provides ventilation, heating, and dehumidification to the pool hall. The heat recovery system rejects recovered heat from the exhaust airstream to the main pool heating system, but ceased dehumidifying when the main pool heating requirement was satisfied. In 2009 a supplementary air cooled condenser unit was added to provide an alternate heat rejection when it cannot be provided to the facility, thus allowing continuous dehumidification. There are also two roof-mounted exhaust fans that cycle to provide free cooling in summer. In terms of distribution ducting, one round duct runs along the West side of the 25m pool area and branches across the 25m pool provide air toward the centre of it. A supply-air branch runs to the exterior windows near the Kids Pool and Hot Tub to prevent moisture buildup. There are two mid-level return air grilles, located above the mechanical room access doors.

Pool ventilation comments are as follows:

- The pool hall ventilation rate meets ASHRAE recommended air change rates for aquatic facilities, therefore additional ventilation for the space is not required.
- The ability of the unit to reject heat to the pool is not functional. This should be repaired and the overall components recommissioned, to recover heat to the facility rather than expel it via the chiller, as the economic payback on such equipment would be realized within several years.
- Moisture buildup was noted at the window assemblies, and building maintenance staff noted substantial moisture buildup at the base of the windows prior to their replacement. Delivery of more air to the windows, or air at dryer temperatures, would aid in preventing condensation in this area.

2.2 Fitness area

The fitness area is served by a dedicated roof-top air handling unit providing ventilation, heating and cooling to the space. The unit was installed at time of

the fitness area renovation in 2008. New primary and secondary ducting was also provided in the space. The fitness area is held at positive pressure relative to the pool hall to minimize corrosive pool hall air infiltration. The fitness area is also controlled via demand ventilation. Currently there are no reported issues with this system and it appears to be functioning as intended. The mean life expectancy of this equipment is expected to be 12-15 years.

2.3 Changerooms and Changeroom foyer:

All 3 changerrooms are served by a dedicated roof top air handling unit providing ventilation, heating, and cooling to the space. The unit was installed at time of the changerroom renovation in 2008. Exhaust is collected within the shower and toilet areas of the changerroom and discharged to a roof mounted exhaust fan. The changerroom area is held at equal pressure to the fitness room, and positive pressure to the foyer area. The pressure differential is great enough to affect the opening of doors between the spaces, and the relatively higher pressure should be reduced. The system is controlled by demand ventilation scheme. There are no reported issues with this system and it appears to be functioning as intended. The mean life expectancy of this equipment is expected to be 12-15 years.

2.4 Entrance Atrium

The entrance atrium is served by a dedicated roof top air handling unit, providing ventilation, heating, and cooling to the space. The unit was installed at time of the atrium renovation. This area is held at positive pressure to the adjoining pool hall. The unit was installed at the time of the recent atrium renovation and there are no reported issues with this system. The mean life expectancy of this equipment is expected to be 10-15 years.

There is an administrative area within the airspace of the entrance atrium, served as a separate zone by the air handling unit serving the administrative offices. The administration area and atrium are open to each other with no building barrier to separate the ventilation systems. The lobby unit is a mixed air system where as the administration spaces have air conditioning. Current design has the systems mixing thus the lobby cools down and the administration unit struggles to maintain a cooler temperature.

2.5 Administrative Offices

The administrative offices and atrium administrative area served by a dedicated roof top air handling unit, providing ventilation, heating and cooling. It is controlled by a thermostat located in one of the offices. The mechanical components of this system are reported to be functioning properly. As noted above, the air from this system mixes with that of the atrium system. Thus the lobby cools down and the administrative area is not properly heated in winter.

The administrative office and entrance atrium currently require conjunctive manual tweaking of the respective systems at the change of each season.

The administration space should also be raised so that its space temperature is only a few degrees cooler than the lobby.

2.6 Exhaust Fan Systems

There is also a supplementary ventilation system for the pool chlorine room. While operational, the exhaust fan has no visible motor plate, and the performance of this fan could not be ascertained. This fan should be replaced with a centrifugal, epoxy coated fan featuring a motor out of the airstream.

Pool humidity control is supplemented in the summer season by the two roof-mounted exhaust fans. Since there is no interlock between the fan extraction and the air intake, the pool hall pressure changes as the fans cycle on/off. These should be interlocked with the main pool air handling unit to maintain consistent pressure. If the main air handling unit is controlled to provide dehumidification through additional ventilation in the summer months, these fans should also be interlocked to shut down and maintain building pressure under these circumstances as well.

2.7 Central Heating Plant

Recent renovations - Central Plant

In general, the existing plumbing systems appear to be in good shape. A large renovation was conducted approximately 3 years ago, covering the following:

- The domestic hot water plant including domestic storage tanks, a double-wall heat exchanger, and various circulation pumps was replaced. Most of the distribution piping was not replaced at this time.
- The central heating plant, consisting of two Viessmann condensing boilers and distribution piping serving the pool heat exchangers, and domestic hot water heat exchanger was replaced. New distribution loop circulation pumps, c/w integral VFD control, were also added at this time. The Viessmann Vitocrossal CT-337 boilers installed provide 13250 mbh redundant capacity, and would be capable of serving a much larger heating load. The addition of heat pumps would be required.
- The three pool heat exchangers were replaced. The new heat exchangers are plate and frame type, made of 316 stainless steel, by Sonex.

Items to be addressed immediately: Due to the age of some of the ducting components, an inspection of all fusible-link fire dampers is recommended.

Items to be addressed as part of regular maintenance budgets: The chlorine room exhaust fan should be replaced as described above. Life-cycle maintenance of components is expected to be required. If the natatorium is to be maintained in its current configuration, the ability of the air handling unit to reject heat to the main pool circulation system should also be restored.

Items to be addressed as part of future renovations: reconfiguration of the pool hall to include a leisure pool and whirlpool would entail a substantial increase in both the air handling capacity and capabilities of the HVAC plant. Another air handler similar in size and capacity (or multiple units amounting to equal capacity) would be required to provide ventilation capacity. To meet ASHRAE code 90.1:2007 requirements, heat recovery capabilities would also be required. Dehumidification of the air stream would also be implemented. The Viessmann boilers installed currently supply a “high temperature” heating loop, as they condensing boilers they would be capable of operating in a “low temperature” heating loop involving heat pumps and energy recovery. While these boilers would be able to provide for the requirements of a larger facility than currently exists, whether they are large enough to meet the facility expansion requirements is subject to the details of that expansion.

3.0 OVERVIEW OF EXISTING PLUMBING SYSTEM

3.1 Recent Renovations – changerooms

In addition, new changerooms were added to the building approximately 3 years ago complete with the following:

1. New plumbing fixtures
2. New finishes
3. New configuration.

The new changerooms utilize a tempered hot water system for the showers and lavatories, and this system is reported to be operating reliably without temperature fluctuations, particularly in the morning.

3.2 Recent Renovations – Water Softener

It was identified during discussions that the existing water softener is not performing adequately. Confirmation of its true performance, and further investigation into the cause of any underperformance in it, are outside the scope of this report but required to make accurate recommendations regarding its disposition.

Items to be addressed immediately: most critical plumbing equipment in the portion of the building has been replaced very recently, such that it is expected to require routine maintenance only. Several piping penetrations between the boiler room and pool mechanical room, as well as the pool mechanical room and adjoining spaces, form fire rating penetrations that are not properly firestopped. These penetrations should be sealed to maintain the fire rate assembly integrity.

Items to be addressed as part of regular maintenance budgets: Life-cycle maintenance of remaining plumbing components is expected to be required. If the water softener is not operating adequately, the results of further investigations should be acted upon (larger contact tanks if required.)

Items to be addressed as part of future renovations: reconfiguration of the pool hall to include a leisure pool and whirlpool could entail larger changerooms and thus domestic water demand. The domestic hot water system would require expansion to accommodate the demands of a larger facility.

4.0 OVERVIEW OF EXISTING POOL MECHANICAL SYSTEMS

The Sam Ketcham pools include three aquatic mechanical systems. The largest consists of a 6-lane, 25m pool tank with a dedicated filtration, chemical treatment, and heating plant in a mechanical room adjoining the deck. The smaller pools consist of a hot tub (whirlpool) tank, and a kids pool with a dedicated filtration, chemical treatment, and heating plants in the same adjoin mechanical room. The facility uses liquid chlorine as the primary disinfectant for each pool, and a dedicated chlorine room is provided on the Southern exterior side of the building to store and contain the chlorine storage and injection equipment.

4.1 25m pool

The 25m pool has a volume of 138 000 USG, and is operating at a circulation system flowrate of approx. 500 USGPM, yielding a 4.7 hour turnover rate. It has an operating temperature of 83 F.

The underground pool piping is original to the installation of the pool tanks. In 2011 a broken pipe in the underground space next to the 25m pool was identified. Investigation of the break caused structural damage to the pool construction joints which was repaired. Final repair of the leak resulted in the decommissioning of several inlet fittings, reducing the circulation turnover rate of the pool to approximately 4.7 hours. While this remains within code requirement applicable to the pool, the loss of any further inlets would reduce the turnover rate to an unacceptably long time and create imbalanced circulation within the pool tank.

The main drains likely meet the free area and flowrate velocity limitations in force under previous and current codes, but are not 'ANSI 7' / 'VGB' compliant.

Pool circulation is accomplished through main drains and a surge gutter drawing water to a circulation pump. Pump discharges the water into 2 horizontal fibreglass filters sized each at 50% of the pump capacity. After the water is filtered by-pass lines run through a plate and frame heat exchanger and experiences automatic injection. Our assessment of the mechanical components is as follows:

- The circulation pump is cavitating badly (either due to vacuum cavitation or pressure cavitation) and its impellor requires replacement every two years.
- The pool filters are experiencing some sand bypass through the lateral elements during a backwash cycle but the pressure vessels are otherwise intact.

Williams Lake Recreation Centre
Mechanical Assessment Report

- The pool piping appears properly supported and intact but includes various vintages of fittings and valves. The pool heat exchanger bypass piping (except for that near the heat exchanger itself) requires resupport.
- The pool chlorine feed system, including chemical controllers, are in good or new operational shape. The pool heat exchangers appear to be in good condition, given their materials of construction. However their internal components were not inspected.

4.2 Swirlpool and Kids Pool

The underground pool piping is original to the installation of the pool tanks. No damage to the pipes or fittings is reported.

The main drains likely meet the free area and flowrate velocity limitations in force under previous and current codes, but are not 'ANSI 7' or 'VGB' compliant. There is also only one drain in the case of both the swirlpool.

Pool circulation in each case is accomplished through main drains and a surface skimmer drawing water to a circulation pump. Pump discharges the water into 2 vertical fibreglass filters sized each at 50% of the pump capacity for the Kid's pool, and a single vertical filter in for the swirlpool. After the water is filtered by-pass lines run through a plate and frame heat exchanger and experiences automatic chemical injection. Our assessment of the mechanical components is as follows:

- Both the swirlpool and Kid's pool circulation and jet pumps are experiencing seal leaks. The circulation piping is not well supported, is held together by a variety of fittings and in some cases hose clamps, and is generally in poor repair. The heat exchanger bypass piping (except for the heat exchanger connections) is not properly supported and has warped.
- Both the swirlpool and hot tub filters, while adequately sized and suitable equipment for the application, are in need of life-cycle replacement.
- The pool chlorine feed system, including chemical controllers, are in good or new operational shape. The pool heat exchangers are similarly in good condition.

4.3 Pool chemical Systems

The pool chemical systems have been recently replaced as part of a conversion of an existing chlorine gas/soda ash disinfection system to a liquid chlorine/muriatic acid system. The components of these systems are in good repair. However, the acid tank water fill is cross-connected with that of the rest of the pools. The pool domestic water supply line is however isolated from the rest of the building with a reduced-pressure-principle backflow preventor.

Items to be addressed immediately: The Kid's Pool and Swirlpool piping should be supported to ensure catastrophic breaks in the pipe do not occur. A

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Williams Lake Recreation Centre Mechanical Assessment Report

check valve or vacuum breaker should also be added to the acid tank domestic cold water line to isolated it from the rest of the pool quickfill systems.

Items to be addressed as part of regular maintenance budgets: The internal elements of the main pool filter should be replaced. The 25m pool pump impellor should be reselected when next it requires replacing. All elements of the Hot Tub and Kid's Pool circulation piping should be replaced, except heat exchanger connections. Although the single main drain configuration in the Kid's Pool and Hot Tub is allowed under the code in force at the time of the facility's construction, these drain grates should be replaced with 'ANSI 7' compatible drains.

Items to be addressed as part of future renovations: While the 25m pool circulation components would be applicable should the tank be maintained as part of a reconfigured natatorium, a new leisure pool and/or swirlpool would require all-new mechanical room equipment and underground piping.

We trust that the above report will be of use and invite questions and comments as require. We remain,

Yours very truly,
The AME Consulting Group Ltd.

Blair Dary,
Design Technician

**Electrical Systems Review and
Feasibility Study for Aquatic Centre at
Cariboo Memorial Complex,
Williams Lake, BC**

Prepared for:

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March 9, 2012
Project No. 2-12-050

Bruce Carscadden Architect Inc.
Electrical Systems Review and Feasibility Study for Aquatic Centre at
Cariboo Memorial Complex,
Williams Lake, BC



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Bruce Carscadden Architect Inc.
Electrical Systems Review and Feasibility Study for Aquatic Centre at
Cariboo Memorial Complex,
Williams Lake, BC



1.0

INTRODUCTION

This report reviews the electrical installation of the aquatic centre located at the Cariboo Memorial Complex at 525 Proctor Street, Williams Lake, BC. The purpose of the report is to identify the electrical upgrade requirements of the facility for the planned renovations, along with associated electrical construction costs.

The recreational facility currently consists of 2 ice arenas, a multi-purpose space identified as the Gibraltar Room, an administration area and an aquatic facility consisting of 6 lane 25 meter pool, sauna, steam room, hot pool change rooms and fitness center.

This report reviews the electrical components associated with the aquatic facility only.

2.0

ELECTRICAL SYSTEMS DESCRIPTION

2.1 ELECTRICAL SYSTEMS

GENERAL ELECTRICAL OBSERVATIONS

The original aquatic facility was constructed in 1979 with the most recent renovation to the facility completed in 2005. The facility's main electrical power distribution equipment has been replaced as part of the 2005 renovation and is generally in good condition.

Although renovations have been completed over time, some of the original 1979 electrical distribution equipment remains and is therefore over 30 years old. In general, electrical power equipment has a life of 25 to 35 years. As such, it can be stated that some of the original remaining electrical power equipment is coming to the end of its life. This does not mean that the equipment will fail, but the probability of failure increases with each year and availability of spare parts decreases.

POWER DISTRIBUTION SYSTEM

Description:

The building is currently supplied secondary power from BC Hydro at 347/600 Volts, 3 phase, 4 wire. There is an underground service from a pad mounted transformer located to the south west side of the building. This service feeds a main distribution board in the main electrical room, which in turn feeds all electrical loads in the building. The main distribution in the main electrical room consists of the following:

- Main Breaker (1000 Amps)
- BC Hydro metering equipment.
- New 1000A Main Distribution Board c/w the following breakers:
 - 100 A 3P feeding panel 6R1 in main elect room.
 - 60 A 3P feeding 45KVA Xfmr for panel 2R2 in main elect room.

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Bruce Carscadden Architect Inc.
Electrical Systems Review and Feasibility Study for Aquatic Centre at
Cariboo Memorial Complex,
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- 150 Amps 3P feeding 112.5KVA Xfmr for 400A GDP located in sub elec room.
- 400A 3P for future pool distribution.
- 400A 3P for future pool distribution.
- 20 Amps 3P feeding AHU-1 on roof.
- 30 Amps 3P feeding AHU-2 on roof.
- 30 Amps 3P feeding AHU-3 on roof.

Comments:

The total power available in the building is estimated as follows:

The existing connected load is 216KW. The future load estimate is 580KW for total of 796KW. Therefore, the existing 1000A service at 347/600V 3 phase would be sufficient.

The main electrical room was noted to have ample space for working on the equipment. The location of the room will need to be reviewed and considered during the conceptual design process when considering the various architectural options for the new leisure pool. Currently it resides in the south west corner of the existing site.

The sub electrical room is currently located in the fitness room on the northwest side of the existing facility. The sub distribution consists of the following:

The main 400 Amp 120/208V 3 phase 4 wire CDP, panel 2R3 and MCC. This equipment is in good condition and can be re-used if required for the new aquatic facility.

Upgrade Requirements:

The main electrical distribution equipment located in the main electrical room is proposed to be retained. Due to the current location and age of the equipment outside of the main electrical room and planned major renovations, it is proposed to replace all electrical equipment and outlets downstream from the main electrical room. This will ensure compliance with current codes and increased reliability. The panels located in administration where renovations would not occur could be retained but would likely need to be re-fed back to the existing electrical room as the sub electrical room equipment would more than likely be removed as part of the new renovations.

All existing outlets in renovated areas will be removed and replaced with new outlets as part of the new proposed renovation layouts.

The existing 35 year old pool mechanical motor control center (MCC) would be removed. New mechanical equipment for the new leisure and lap pool will be provided with new distribution equipment (MCC) wired back to the main electrical room as required.

Bruce Carscadden Architect Inc.
Electrical Systems Review and Feasibility Study for Aquatic Centre at
Cariboo Memorial Complex,
Williams Lake, BC



INTERIOR LIGHTING SYSTEM

Description:

The lighting system for the existing facility consists of the following:

Pool area:

- Metal halide indirect pendant mount fixtures, surface mounted fluorescent lensed/gasketed fixtures around pool perimeter.
- Recessed 2ft x 4ft- 4 lamp fluorescent fixtures above pool.
- Recessed quartz fixtures in pool tank.

Mechanical / Electrical rooms:

- Industrial 2 lamp fluorescent fixtures.

Administration areas:

- Recessed indirect 3 lamp fluorescent fixtures.

Fitness room:

- Suspended row mounted direct/indirect fluorescent fixtures.

Viewing area:

- Column mounted indirect luminaires.
- Suspended fluorescent lensed/gasketed fixtures.

Lobby:

- Suspended metal halide fixtures.

Change rooms:

- Surface mounted lensed/gasketed 2 lamp fixtures.

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Electrical Systems Review and Feasibility Study for Aquatic Centre at
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Comments:

In general, the lighting levels seem to be commensurate with the area use. However, the older light fixtures in general are not in good condition.

Low voltage lighting controls have been provided and installed and could be retained in areas not being renovated.

Upgrade Requirements:

Due to the age of equipment and planned major renovations it is proposed to replace most of the lighting. This will improve the aesthetics of the space, as well as improve efficiency. Some of the existing lighting can be retained in some rooms such as the change rooms and the administration areas, however all of the existing pool area lighting would be removed and replaced with new to suit new renovations. All new luminaires specified would be energy efficient type such as using T5, T8 and LED lamp sources.

At minimum new low voltage light switches will be provided to control all lighting. A low voltage lighting control system for the facility should be further reviewed and considered during design. Additional energy savings could be achieved for the facility by providing automatic lighting controls such as occupancy sensors and daylight sensors.

EXTERIOR LIGHTING SYSTEM

Description:

The exterior lighting system consists of on building wall mounted full cutoff metal halide luminaires. The parking lots consist of pole mounted metal halide luminaires.

Comments:

The exterior light fixtures provide adequate illumination but are not energy efficient. They are also aged.

Upgrade Requirements:

Additional lighting will be added to illuminate the new building to suit the additions and renovations.

Energy efficient luminaires would be specified and wired via building lighting control system and wired via photocell timeclock.

EMERGENCY LIGHTING SYSTEM

Description:

The emergency lighting for the facility consists of battery packs, and DC lamps connected to battery packs. These lamps come on when power is interrupted in the area they are located.

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Electrical Systems Review and Feasibility Study for Aquatic Centre at
Cariboo Memorial Complex,
Williams Lake, BC



Comments:

These emergency lighting heads are located in various locations, and their compliance with codes cannot be tested except after hours. These are not in good condition.

Upgrade requirements:

Existing lights that are in good condition will be relocated and additional new emergency lighting will be provided commensurate with the new layout.

EXIT LIGHTING SYSTEM

Description:

Exit lights mounted over exit doors, and other public areas leading the occupants to exits from the building form the exit lighting system for the building. Sealed gasketed exit signs are provided and installed in the pool area.



Comments:

The existing exit lights are adequate for the current building but would be removed with new ones to suit the new building additions and renovations.

Upgrade requirements:

New exit lights utilizing energy efficient and long life LEDs will be provided during the renovations.

FIRE ALARM SYSTEM

Description:

The existing fire alarm system is a Simplex 4100 addressable system. The main panel is installed in the ice arena with a new annunciator provided and installed at the main entrance.

Comments:

The system has recently been upgraded in the last year and can be retained for the facility.

Upgrade requirements:

Existing devices would be removed in the pool areas being renovated. New Simplex addressable devices would be provided commensurate with the new layout.

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Electrical Systems Review and Feasibility Study for Aquatic Centre at
Cariboo Memorial Complex,
Williams Lake, BC



INTRUSION DETECTION SYSTEM

Description:

A basic intrusion detection system consisting of door contacts and motion sensors serve the facility.

Comments:

Security systems are based on the philosophy of operation of the facility. Further discussion with the facility staff would be recommended in order to establish facility and staff needs. The upgrade requirements of this system should therefore be reviewed by the owner.

COMMUNICATIONS SYSTEM

Description:

This system consists of incoming communications cables, terminations, and equipment located in the communications room and the electrical room.

Comments:

The communications system is tailored to the needs of the facility, therefore, we cannot comment on this system.

Upgrade Requirements:

We assume that the communications system head end equipment in communications and electrical rooms will be retained. Horizontal cables will be replaced based on current city requirements and standards. New outlets and cabling to be provided and installed as required to suit the new renovations and additions.

3.0

CONCLUSION

With the exceptions as noted, the electrical systems of the facility are generally old and outdated. These components will be replaced during the planned upgrade of the facility. Newer equipment would be retained and expanded. The upgrade and/or replacement of the aquatic centre's operational electrical systems will be as per direction received from the City of Williams Lake. These include, Intrusion Detection System and Communications System except horizontal runs.

Bruce Carscadden Architect Inc.
Electrical Systems Review and Feasibility Study for Aquatic Centre at
Cariboo Memorial Complex,
Williams Lake, BC



5.0 QUALIFICATIONS AND ASSUMPTIONS

The purpose of this report is to review the electrical installation of the aquatic centre located at the Cariboo Memorial Complex at 525 Proctor Street, Williams Lake, BC, after a walk through visual inspection. There were no drawings and maintenance manuals available for review. No calculations, design review, and testing of the electrical systems have been undertaken to ascertain proper design, installation, and operation of the electrical systems. No testing and investigation of the systems were carried out to confirm the findings, and system descriptions above. These descriptions are the writer's best judgment, based on his past experience with similar facilities.

Appendix C –Program Development and Concept Options

- Open House Panels, 7 June 2012
Welcome
Site Analysis
Existing Building
Concept Option One, Two, Three

- Steering Committee Meeting , 7 June 2012
Site Analysis and Site Plan
Concept Option Four and Five

- Second Open House Panels, ... 2012
Site Analysis and Site Plan
The Preferred Option

...

Agenda Item # 3.1.

- Open House Panels, 7 June 2012
 - Welcome*
 - Site Analysis*
 - Existing Building*
 - Concept Option One, Two, Three*

C - 2

WELCOME

This event is intended to collect information from the public regarding this proposed recreation project so that you can influence future aquatic facility investments. We encourage you to review the presentation and ask any questions you may have.

Introduction

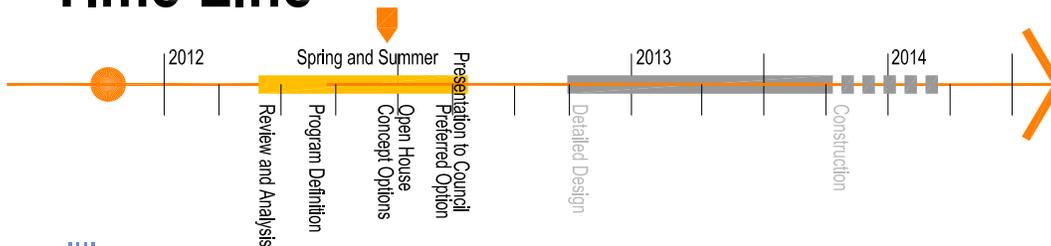
The Sam Ketcham Pool has served the residents of the Williams Lake Area for over three decades. But it is now experiencing some significant challenges.

The goal of this project is to identify aquatic facility upgrade or replacement options that will serve the present and future needs of local citizens.

The City has been working with *Professional Environmental Recreation Consultants Ltd., Bruce Carscadden Architect Inc.* and a team of structural, mechanical and electrical engineers to complete a study exploring options.

The study has involved a considerable amount of research, including discussions with recreation personnel and community stakeholders and now requires your input.

Time Line



williams lake and district

PERC (Professional Environmental Recreation Consultants Ltd.)
bruce carscadden ARCHITECT inc

8 June 2012

WILLIAMS LAKE AND DISTRICT

Swimming Pool Feasibility Study

The Existing Aquatic Facility

The Sam Ketchum Pool was opened in 1981 and renovated in 2007, when new change rooms were added.

Change rooms were added in 2007 and built to accommodate a second floor. New pools might require expansion.

Existing weights room is only accessible from the wet corridor creating health and maintenance concerns

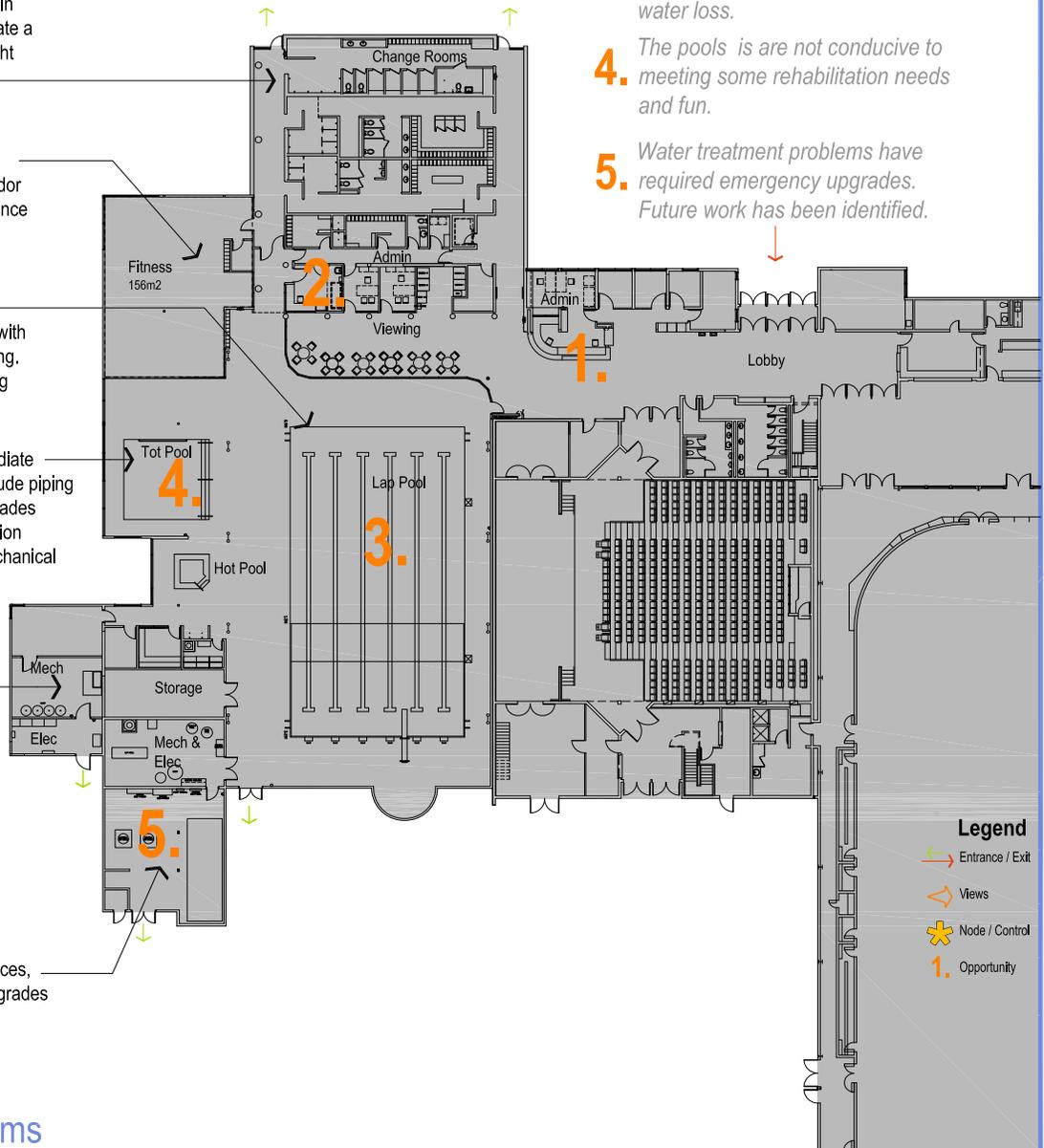
Existing 25m pool tank has suffered a number of issues with control joints and water leaking. Replace pool filters in the long term.

Hot pool and tot pools, immediate recommended upgrades include piping replacement. Long term upgrades include a secondary disinfection system, main drains and mechanical room equipment.

Electrical upgrades, 35 year old motor control centre should be replaced.

Existing pool mechanical spaces, immediate recommended upgrades include improvements to fire separations.

1. Control point does not prevent unpaid access.
2. Guard room has poor views onto the pool deck.
3. Lap pool required upgrades to the gutters and control joints to prevent water loss.
4. The pools are not conducive to meeting some rehabilitation needs and fun.
5. Water treatment problems have required emergency upgrades. Future work has been identified.



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8 June 2012

WILLIAMS LAKE AND DISTRICT

Swimming Pool Feasibility Study

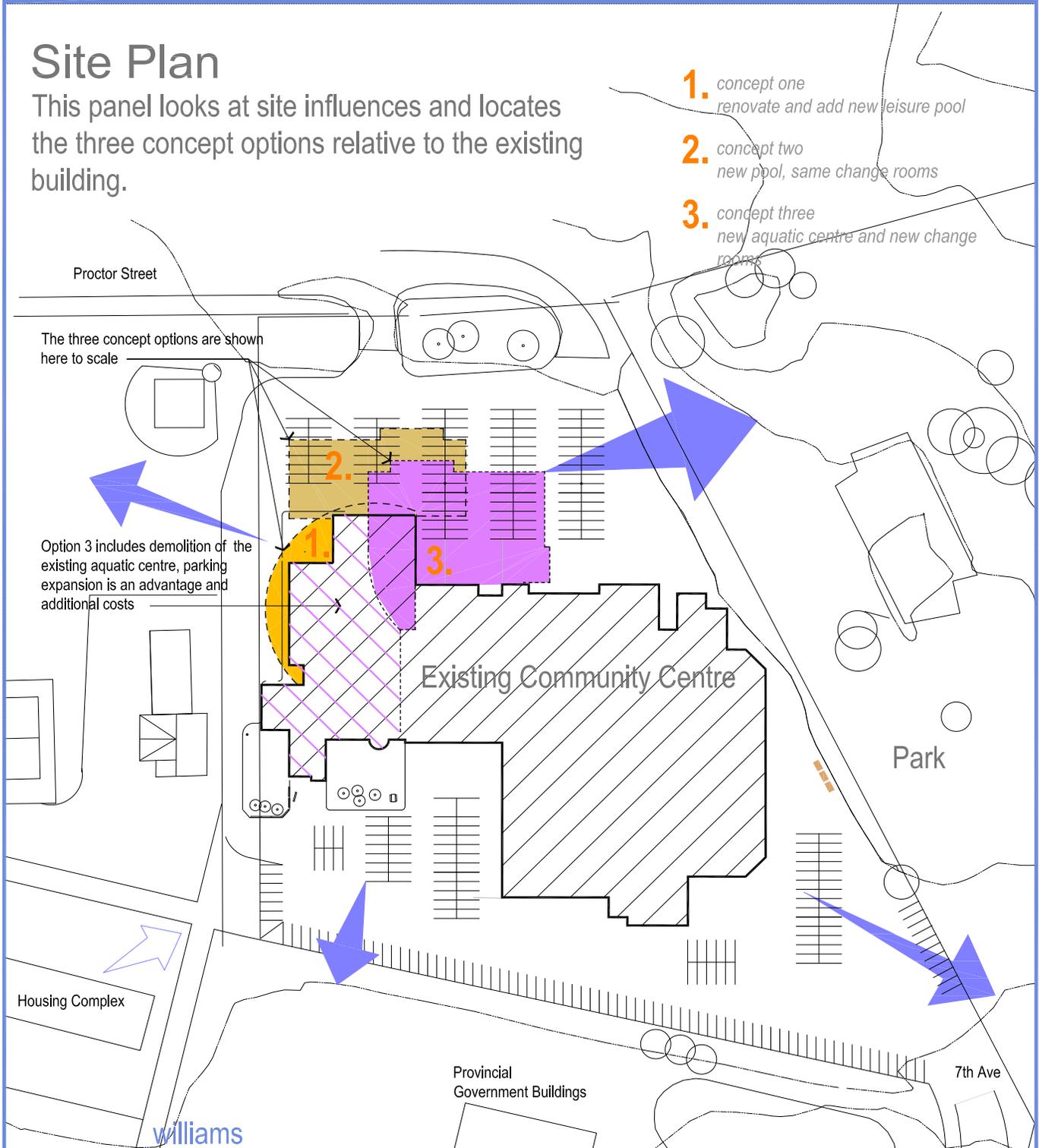
Site Plan

This panel looks at site influences and locates the three concept options relative to the existing building.

- 1. concept one
renovate and add new leisure pool
- 2. concept two
new pool, same change rooms
- 3. concept three
new aquatic centre and new change rooms

The three concept options are shown here to scale

Option 3 includes demolition of the existing aquatic centre, parking expansion is an advantage and additional costs



williams lake and district

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8 June 2012

Agenda Item # 3.1.

WILLIAMS LAKE AND DISTRICT

Swimming Pool Feasibility Study

Concept Option One

This option follows through with earlier plans to renovate and maintain the existing lap pool and add a new leisure pool, and second floor fitness spaces.

1. Second floor fitness and activity spaces overlook new pool.
2. New leisure pool, hot pool and water slide replace the existing tot and hot pools.
3. Lap pool required upgrades to the gutters and control joints to prevent water loss.

\$	\$3.0 million	Aquatic Additions (7,000 ft ² @ \$425)
	\$2.1 million	Activity Additions (5,800 ft ² @ \$350)
	\$1.0 million	Lap Pool Renovations (4,200 ft ² @ \$250)
	\$1.0 million	Upgrades to existing services (allowance)
	\$0.2 million	Site Development Allowance
	\$7.3 million	sub total
	\$1.8 million	add soft costs at 25%
\$9.1 million	sub total	
\$0.4 million	escalation & contingencies @ 5% - 2013	
\$9.5 million	TOTAL PROJECT COST	

Change room expansion will be necessary with added water



Water slide that's fun and fast for the thrill seeker



The leisure pool includes features enjoyed by young and old including beach entry and sprays

Program Summary

Activity Spaces

1. Fitness Space 250m² (2,700 ft²)
2. Multipurpose Studio 106m² (1,140 ft²)

Aquatic Spaces 1,300 m² (14,000 ft²)

1. Renovated existing 6 Lane Lap Pool
2. Leisure Pool, 172 m² (1,850 ft²)
3. Hot Pool, 23 m² (250 ft²)
4. Tot Pool, 63 m² (732 ft²)
5. Sun deck, on deck viewing
6. Sauna and Steam
7. Water slide

Service / Support Spaces

1. Janitorial Office/Closets
2. Pool Mech. & Chem. Storage
3. Electrical Room

Mechanical space addition included in upgrades

Existing services will remain and be reworked for the new pools

Renovate the existing 25m lap pool, tank and gutters, renovations might include ramp and stair access

Ground Level

second floor fitness overlooks new pools
507 m²

Second Floor

Legend

Entrance / Exit

Views

Node / Control

Opportunity

Legend

Lobby & Viewing

Administration

Circulation

Service & Mech

Change Rooms

Pools

Steam / Sauna

Fitness

Multipurpose

williams lake and district

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8 June 2012

WILLIAMS LAKE AND DISTRICT

Swimming Pool Feasibility Study

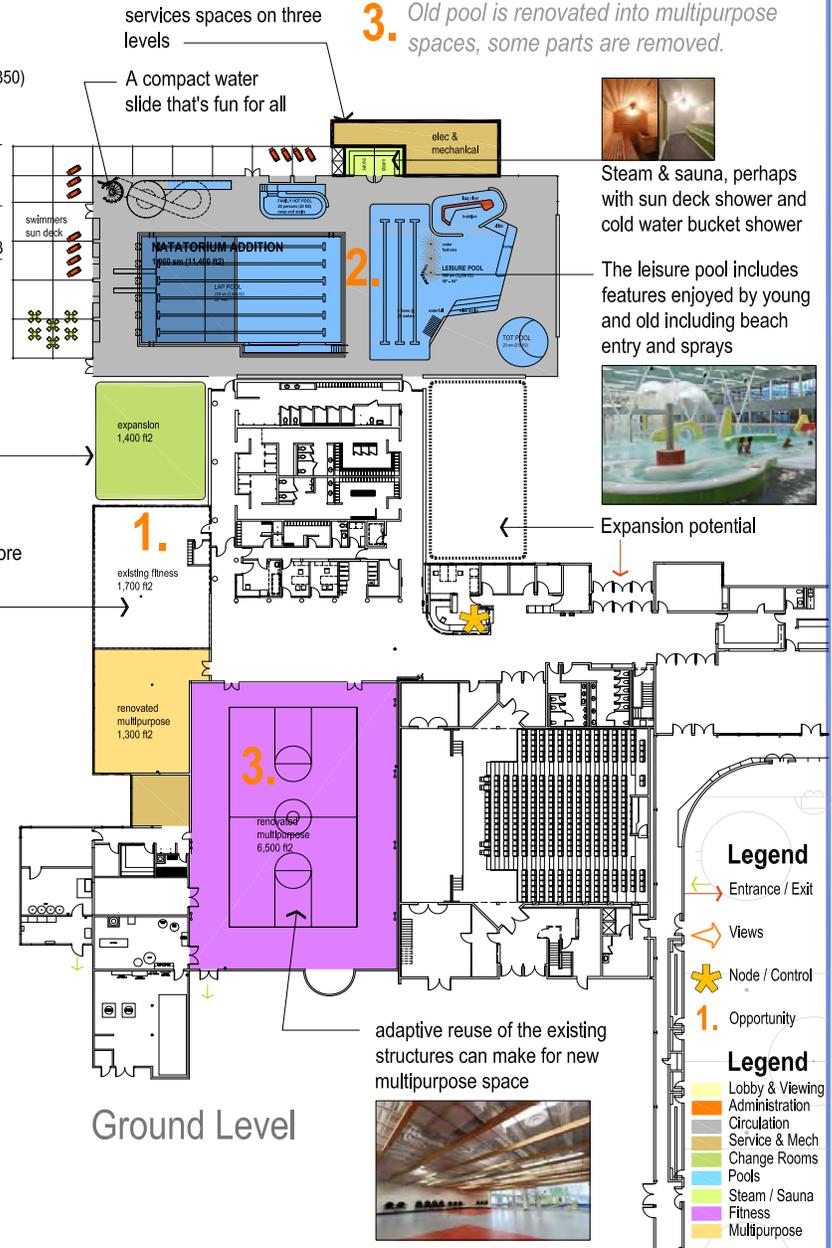
Concept Option Two

This option retains the existing change rooms but proposes constructing a new aquatic facility. The old pool might be renovated to multipurpose spaces.

1. Existing fitness can be renovated, added to and will offer overlook of the new pool.
2. New aquatic centre includes lap, leisure and hot pools, water slide, steam and sauna.
3. Old pool is renovated into multipurpose spaces, some parts are removed.

\$	\$4.9 million	Aquatic Additions (11,400 ft ² @ \$425)
	\$0.5 million	Change Room Additions (1,400 ft ² @ \$350)
	\$1.5 million	Renovations (8,500 ft ² @ \$300)
	\$0.3 million	Exterior sundeck (allowance)
	\$0.2 million	Site Development Allowance
	\$7.4 million	sub total
\$2.4 million	add soft costs at 25%	
\$11.9 million	sub total	
\$0.6 million	escalation & contingencies @ 5% - 2013	
\$12.5 million	TOTAL PROJECT COST	

services spaces on three levels
A compact water slide that's fun for all



Steam & sauna, perhaps with sun deck shower and cold water bucket shower

The leisure pool includes features enjoyed by young and old including beach entry and sprays



Expansion potential

Change room expansion will be necessary with added water



Existing fitness space could be more than doubled in size with new additions and renovations



Program Summary

Activity Spaces

existing and renovated spaces as noted

Aquatic Spaces 1,030 m² (11,100 ft²)

1. Lap Pool, 228m² (2,456 ft²)
2. Leisure Pool, 300 m² (3,200 ft²)
3. Hot Pool, 20 persons (250 ft²)
4. Tot Pool, 20m² (215 ft²)
5. Sun deck
6. Sauna and Steam
7. Water slide

Service / Support Spaces

1. Janitorial Office/Closets
2. Pool Mechanical and Chemical Storage
3. Electrical Room



adaptive reuse of the existing structures can make for new multipurpose space

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8 June 2012

Agenda Item # 3.1.

WILLIAMS LAKE AND DISTRICT

Swimming Pool Feasibility Study

Concept Option Three

This option proposes an entirely new aquatic facility on the same site but located to allow construction before removal of the old one.

1. Second floor fitness and activity spaces overlook new pool.
2. New aquatic centre includes lap, leisure and hot pools, water slide, steam and sauna.
3. Old pool and change rooms are demolished.



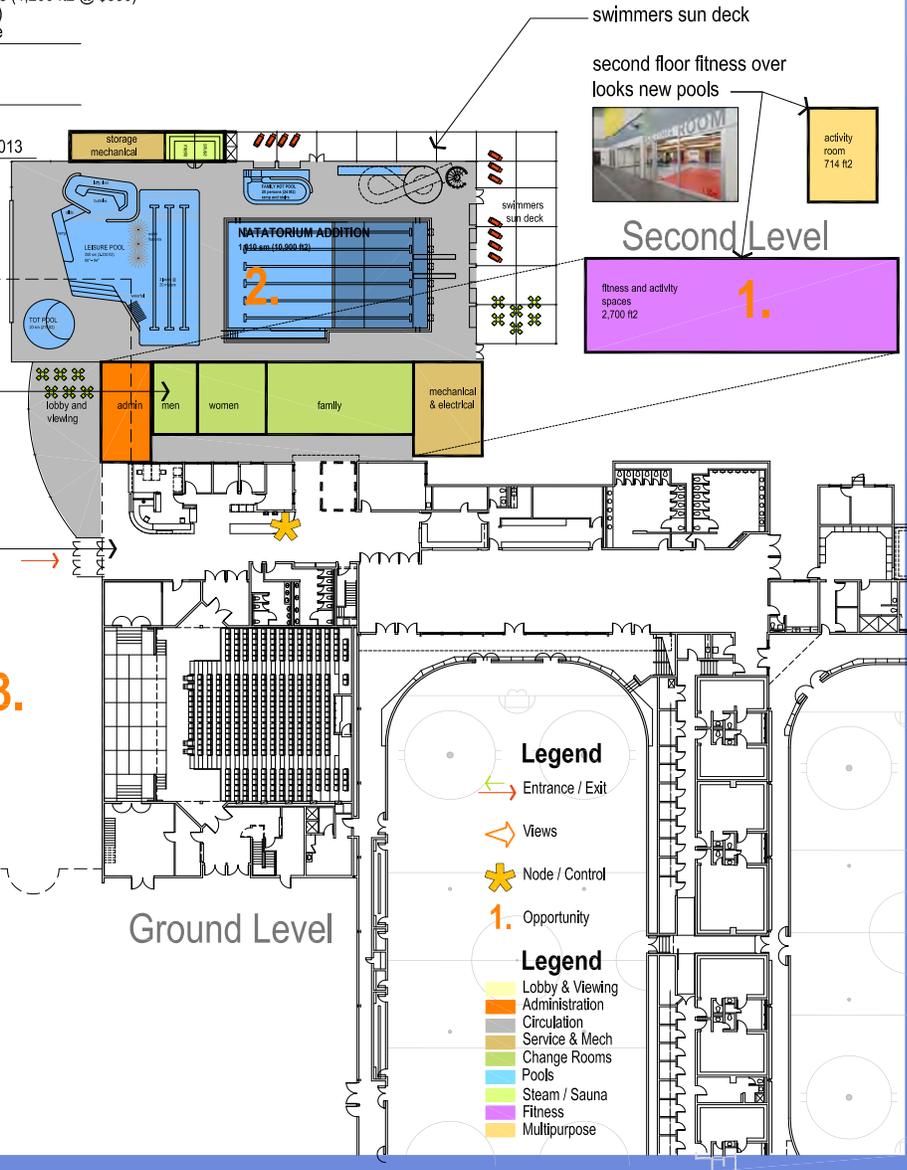
\$1.0 million	Demo Existing (20,000 ft2 @ \$50)
\$6.9 million	Aquatic Additions (16,300 ft2 @ \$425)
\$1.5 million	Fitness and Activity Additions (4,200 ft2 @ \$350)
\$0.3 million	Exterior features (allowance)
\$0.2 million	Site Development Allowance
\$9.9 million	sub total
\$2.5 million	add soft costs at 25%
\$12.4 million	sub total
\$0.6 million	escalation & cont. @ 5% - 2013
\$13.0 million	TOTAL PROJECT COST



New change rooms could be bright and open



New entrance and control



Program Summary

Activity Spaces

1. Fitness Space 250 m2 (2,700 ft2)
2. Multipurpose Studio 66 m2 (714 ft2)

Aquatic Spaces

1,030 m2 (11,100 ft2)

1. Lap Pool, 228m2 (2,456 ft2)
2. Leisure Pool, 300 m2 (3,200 ft2)
3. Hot Pool, 20 persons (250 ft2)
4. Tot Pool, 20m2 (215 ft2)
5. Sun deck
6. Sauna and Steam
7. Water slide

Service / Support Spaces

1. Janitorial Office/Closets
2. Pool Mechanical and Chemical Storage
3. Electrical Room

williams lake and district

PERC (Professional Environmental Recreation Consultants Ltd.)

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8 June 2012

...

Agenda Item # 3.1.

- Steering Committee Meeting , 7 June 2012
Site Analysis and Site Plan
Concept Option Four and Five

C - 3

WILLIAMS LAKE AND DISTRICT

Swimming Pool Feasibility Study

Site Plan

This panel looks at site influences and locates the current concept options relative to the existing building and site.

Williams Lake Substation

Overflow parking could be developed to increase capacity and convenience

Proctor Street

Options 4 & 5 are shown here to scale

Minimal impact to the existing parking

Both options 4&5 includes demolition of portions of the existing aquatic centre, shown hatched

Seniors Centre

Existing Community Centre

Skateboard Park

Park

Housing Complex

Provincial Government Buildings

7th Ave

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22 June 2012

WILLIAMS LAKE AND DISTRICT

Swimming Pool Feasibility Study

Concept Option Four

This option includes all new pool tanks, reuse and expansion of the existing change rooms and renovates the old pool as activity spaces.

\$6.8 million	Aquatic Additions (16,000 ft ² @ \$425)
\$0.4 million	Change Room Addition (1,000 ft ² @ \$350)
\$1.5 million	Renovations (6,000 ft ² @ \$250)
\$1.0 million	Upgrades to existing services (allowance)
\$0.2 million	Site Development (allowance)
\$9.9 million	sub total
\$2.5 million	add soft costs at 25%
\$12.4 million	sub total
\$0.6 million	escalation & contingencies @ 5% - 2013
\$13.0 million	TOTAL PROJECT COST

Strengths and Weakness

Strengths:

- New pool tanks can be built before existing pool is decommissioned
- Creates a new multipurpose space (could be dedicated to a specific use like gymnastics, or an extension of the Gibraltar room)
- Features a significant new leisure pool with warm lanes and water slide
- No perceived or real "band aid" solutions - all new natatorium
- Could provide additional fitness space
- Features good viewing onto one pool deck from the staff room
- Features good public viewing onto the pool enclosure.

Weaknesses:

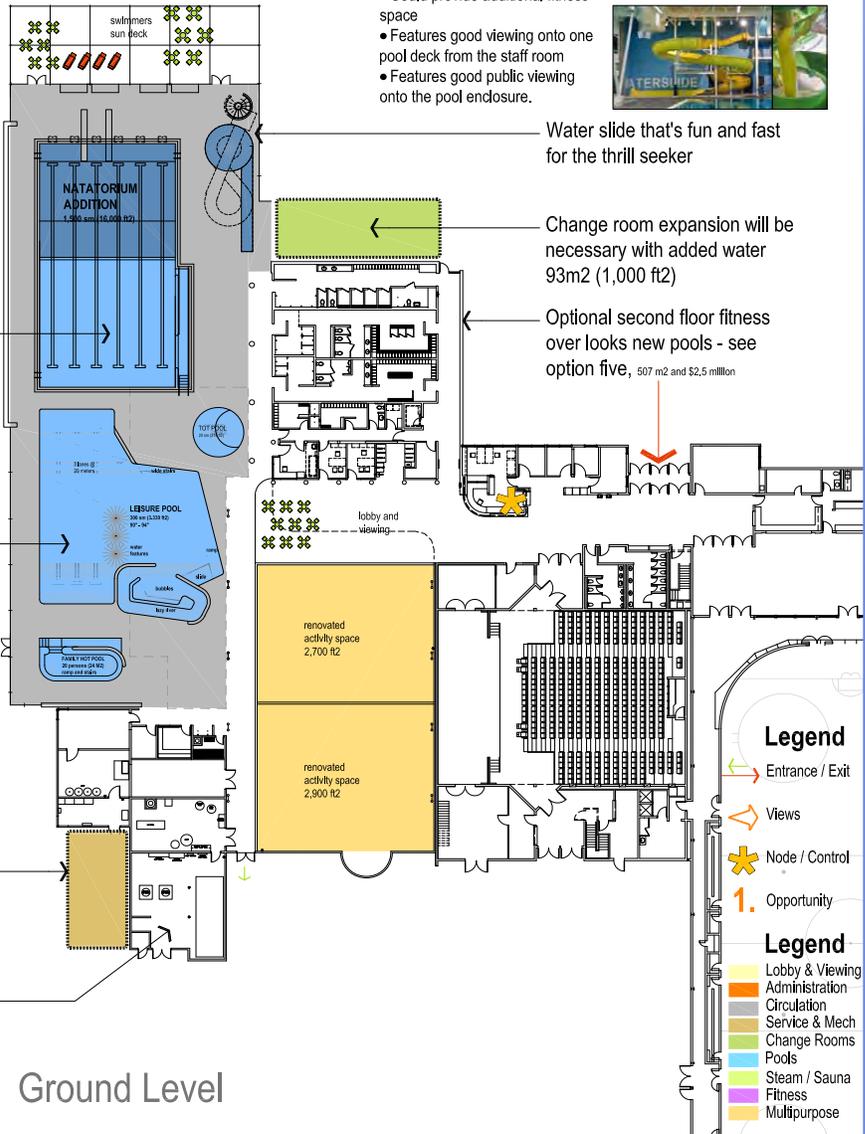
- Takes up a few existing parking spaces
- Doesn't provide a new entry
- Significantly more expensive option than Option Five
- Doesn't deal with problem of vehicle access on west side of site



All new 25m, 6 lane lap pool includes ramp and stair access



The leisure pool includes features enjoyed by young and old including beach entry and sprays



Water slide that's fun and fast for the thrill seeker

Change room expansion will be necessary with added water 93m² (1,000 ft²)

Optional second floor fitness over looks new pools - see option five, 507 m² and \$2.5 million

Mechanical space addition included in upgrades

Existing services will remain and be reworked for the new pools

Ground Level

Program Summary

Activity Spaces

1. Multipurpose Space 520 m² (5,600 ft²)

Aquatic Spaces 1,500 m² (16,000 ft²)

1. New 25m, 6 lane Lap Pool
2. Leisure Pool, 300 m² (3,200 ft²)
3. Hot Pool, 23 m² (250 ft²)
4. Tot Pool, 20 m² (215 ft²)
5. Sun deck
6. Renovated Steam Room
7. Water slide

Service / Support Spaces

1. Janitorial Office/Closets
2. Pool Mech. & Chem. Storage
3. Electrical Room

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22 June 2012

WILLIAMS LAKE AND DISTRICT

Swimming Pool Feasibility Study

Concept Option Five

This option includes a "new lap pool" inside the existing building with a significant leisure pool addition. Second floor multipurpose is an option.

\$4.1 million	Aquatic Additions (9,700 ft ² @ \$425)
\$0.4 million	Change Room Addition (1,000 ft ² @ \$350)
\$1.0 million	Lap Pool Renovations (4,200 ft ² @ \$250)
\$1.0 million	Upgrades to existing services (allowance)
\$0.2 million	Site Development Allowance
\$6.7 million	sub total
\$1.7 million	add soft costs at 25%
\$8.4 million	sub total
\$0.4 million	escalation & contingencies @ 5% - 2013
\$8.8 million	TOTAL PROJECT COST

Strengths and Weakness

Strengths:

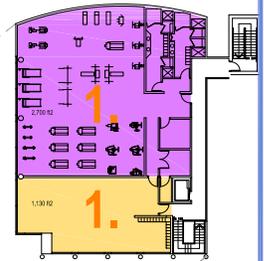
- Minimal impact on existing parking
- Least cost option of options 5 & 6
- Reuses almost all of what exists that has value
- Features a significant new leisure pool with water slide
- Features warm up and warm down lanes
- Can include new fitness space
- Provides significant aquatic capacity in the new leisure tank (including three lanes) while the lap pool is being rebuilt
- Features good viewing onto one pool deck from the staff room
- Features good public viewing onto the pool enclosure.

Weaknesses:

- Doesn't result in a new multipurpose space
- Doesn't deal with problem of vehicle access on west side of site
- Doesn't provide a new entry
- Might be perceived to include some "band aid" components (even though consultants don't believe it does)



Change room expansion will be necessary with added water 93m² (1,000 ft²)



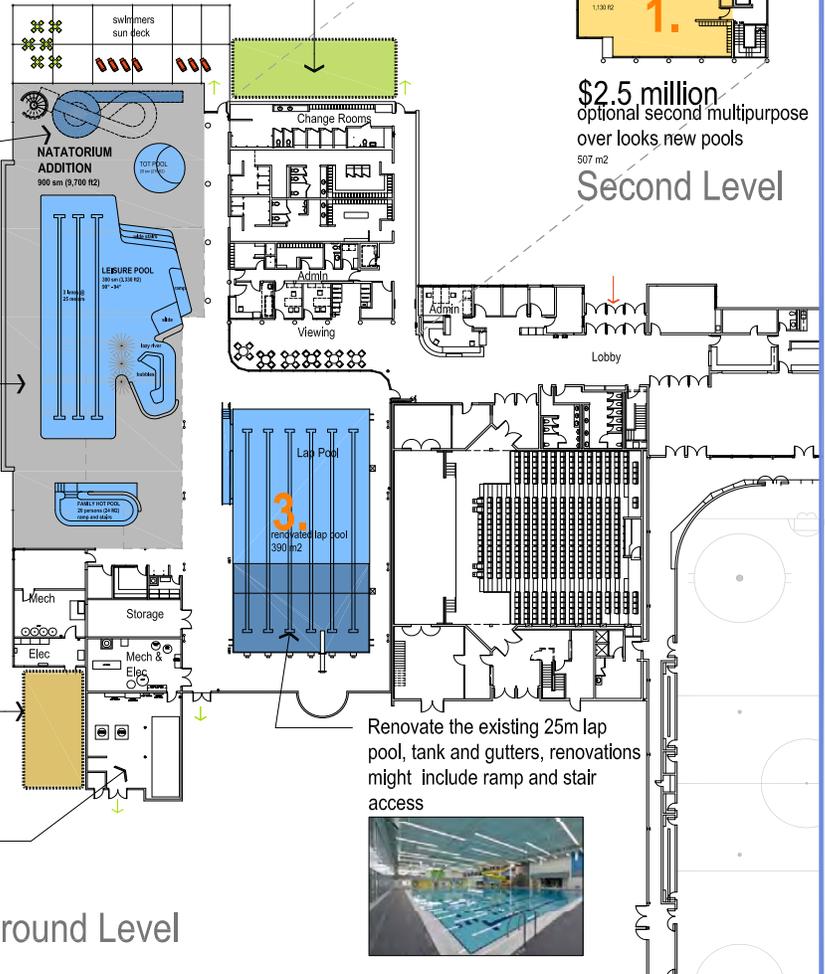
\$2.5 million optional second multipurpose over looks new pools 507 m²
Second Level



Water slide that's fun and fast for the thrill seeker



The leisure pool includes fun water features and three 25m lanes for lessons and laps



Program Summary

Activity Spaces 500 m² (5,400 ft²) OPTIONAL

1. Fitness Space 250m² (2,700 ft²)
2. Multipurpose Studio 106m² (1,140 ft²)

Aquatic Spaces 1,300 m² (14,000 ft²)

1. Leisure Pool, 300 m² (3,200 ft²)
 2. Hot Pool, 20 persons (250 ft²)
 3. Tot Pool, 20m² (215 ft²)
 4. Sun deck
 5. Water slide
- EXISTING SPACES**
6. Renovated 6 Lane 25m Lap Pool
 7. Sauna and Steam

Service / Support Spaces

1. Janitorial Office/Closets
2. Pool Mech. & Chem. Storage expansion
3. Electrical Room
4. Change Room Expansion

Mechanical space addition included in upgrades

Existing services will remain and be reworked for the new pools

Renovate the existing 25m lap pool, tank and gutters, renovations might include ramp and stair access



Ground Level



williams lake and district

PERC (Professional Environmental Recreation Consultants Ltd.)

bruce carscadden ARCHITECT inc

22 June 2012

...

Agenda Item # 3.1.

- Preferred Concepts, 20 August 201
The Preferred Concept.1
The Preferred Concept.2

WILLIAMS LAKE AND DISTRICT

Swimming Pool Feasibility Study

The Preferred Concept.1

This option includes a "new lap pool" inside the existing building with a significant leisure pool addition. Second floor multipurpose is an option.

\$1.9 million	Second Floor Addition (5,500 ft2 @ \$350)
\$4.1 million	Aquatic Additions (9,700 ft2 @ \$425)
\$0.4 million	Change Room Addition (1,000 ft2 @ \$350)
\$1.0 million	Lap Pool Renovations (4,200 ft2 @ \$250)
\$1.0 million	Upgrades to existing services (allowance)
\$0.2 million	Site Development Allowance
\$8.6 million	sub total
\$2.2 million	add soft costs at 25%
\$10.8 million	sub total
\$0.5 million	escalation & contingencies @ 5% - 2013
\$11.3 million	TOTAL PROJECT COST

Strengths and Weakness

Strengths:

- Minimal impact on existing parking
- Reuses almost all of what exists that has value
- Features a significant new leisure pool with water slide
- Features warm up and warm down lanes
- Can include new fitness space
- Provides significant aquatic capacity in the new leisure tank while the lap pool is being rebuilt
- Features good viewing onto one pool deck from the staff room
- Features good public viewing into the pool enclosure.

Weaknesses:

- Doesn't result in a new multipurpose space
- Doesn't deal with problem of vehicle access on west side of site
- Doesn't provide a new entry
- Might be perceived to include some "band aid" components (even though consultants only believe it does)



Change room expansion will be necessary with added water 93m2 (1,000 ft2)



Water slide that's fun and fast for the thrill seeker



The leisure pool includes fun water features and three 25m lanes for lessons and laps



Second Level second spaces over looks new pools and views 507 m2

Legend

- Entrance
- Vehicular Access
- Pedestrians
- Views
- Opportunity or Node
- Parking
- Buffer

Mechanical space addition included in upgrades

Existing services will remain and be reworked for the new pools

Renovate the existing 25m lap pool, tank and gutters, renovations might include ramp and stair access



Ground Level



williams lake and district

PERC (Professional Environmental Recreation Consultants Ltd.)

bruce carscadden ARCHITECT inc

22 June 2012

WILLIAMS LAKE AND DISTRICT

Swimming Pool Feasibility Study

The Preferred Concept.2

This concept workswell with the existing site conditions and takes advantage of adjacent views and existing connections.

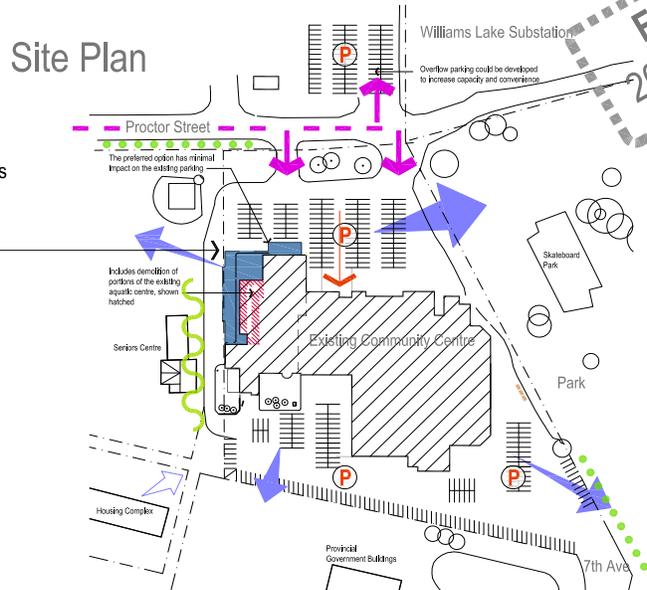
First Draft
20 August 2012



The leisure pool includes fun water features and three 25m lanes for lessons and laps

Legend

- Entrance
- Vehicular Access
- Pedestrians
- Views
- Opportunity or Node
- Parking
- Buffer



Program Summary

Activity Spaces 500 m² (5,400 ft²) OPTIONAL

1. Fitness Space 250m² (2,700 ft²)
2. Multipurpose Studio 106m² (1,140 ft²)

Aquatic Spaces 1,300 m² (14,000 ft²)

1. Leisure Pool, 300 m² (3,200 ft²)
2. Hot Pool, 20 persons (250 ft²)
3. Tot Pool, 20m² (215 ft²)
4. Sun deck
5. Water slide

EXISTING SPACES

6. Renovated 6 Lane 25m Lap Pool
7. Sauna and Steam

Service / Support Spaces

1. Janitorial Office/Closets
2. Pool Mech. & Chem. Storage expansion
3. Electrical Room
4. Change Room Expansion



Conceptual Perspective View



williams
lake and district

PERC (Professional Environmental Recreation Consultants Ltd.)
bruce carscadden ARCHITECT inc

Agenda Item # 4.1.

Williams Lake
BLUE FINS SWIM CLUB



525 Proctor Street, Williams Lake B.C. V2G 4J1
 Phone/Fax (250) 267-1561

December 7, 2012

City of Williams Lake and
 Cariboo Regional District
 c/o 250 Mart Street
 Williams Lake, B.C.
 V2G 1N3

Attention: Pat Higgins, Director of Finance

Date Rec'd	03/01/13	Via	mail
File No.	1850-20 (2013)	X	Scanned
Referred	Mayor		Council
	Cncl Agenda		
	CRCWC		
	X Committee Joint Committee - Jan. 2013		
	X Staff ALS - FYA		
RM			

Dear Ms. Higgins:

RE: GRANT FOR ASSISTANCE APPLICATION

We recently submitted a grant for capital expenditures on September 28, 2012. We ask that the Committee Members reconsider our application, as we believe it may have been denied due to some misunderstandings.

We understand our application was denied because the proposed expenditures were not considered "capital". We believe this is not so. In our opinion, "expenses" are items which are definition used up in a current fiscal period, and "capital" expenditures are ones which have an enduring or lasting benefit for the organization.

Pace clocks, DVD and iPad (that is, for filming swimmers and providing feedback), balls and cords, and fins and snorkels will have a lasting and continuing benefit over many years of operations for the Swim Club and its members.

We ask you to revisit our application, and we look forward to hearing from you.

Yours truly,

WILLIAMS LAKE BLUE FINS

Per:

MARI-ANN RUSSELL
 (Director)



CITY OF WILLIAMS LAKE

450 MART STREET, WILLIAMS LAKE, BRITISH COLUMBIA V2G 1N3
TELEPHONE (250)392-2311 FAX (250)392-4408

December 7, 2012

File: 1850-20 (2013)

Central Cariboo / City of Williams Lake Joint Committee

c/o Cariboo Regional District	c/o City of Williams Lake
Suite D, 180 North 3rd Avenue	450 Mart Street
Williams Lake, BC	Williams Lake, BC
V2G 2A4	V2G 1N3

RE: Blue Fins Swim Club – Grant-in-Aid Application – Request for Joint Committee to Reconsider Application

Council considered the above matter at its Regular Meeting held December 4, 2012. Quoted hereunder is Resolution Number 549/12 as passed at that meeting.

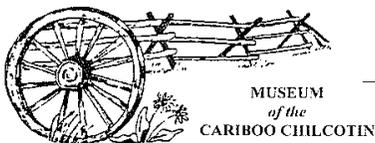
“That Council request the Central Cariboo / City of Williams Lake Joint Committee reconsider the request for a Grant-in-Aid from the Blue Fins Swim Club.”

Please contact the undersigned at (250) 392-1773 if you have any questions in this regard.

Yours truly,

Cindy Bouchard
Manager of Legislative Services

CRB/rs



MUSEUM
of the
CARIBOO CHILCOTIN

www.williamslake.ca



...

Agenda Item # 4.1.

Excerpt from the November 21, 2012 Central Cariboo /City of Williams Lake Joint Committee Minutes

Res. E Grants-in-Aid 2013 – Williams Lake Blue Fins Swim Club Application

“That the Williams Lake Blue Fins Swim Club’s 2013 Grant-in-Aid application be approved.”

DEFEATED

CONTRARY TO THE MOTION: Director Kemp and Councillor Walters

File: 1850-20 (2013)

Agenda Item # 4.1.

Grant in Aid Application Evaluation

Name of Applicant: WL BLUE FINN SWIM CLUB

Application Description: RACE CLOCKS / OVD / BALLS / FINN

Grant Request: \$ 6339.33

Category:

- Capital
- Special Project
- Event

Requirement	Y	N	Comments
Registered Non-profit in good standing with Registrar of Companies	✓		
Annual General Meeting report inc. list of Directors	✓		
Revenue/expense balance sheet or audited financial statement	✓		
Approved current year budget	✓		
Demonstrated financial need	✓	N/A	
Supports goals and priorities of City and CRD			If yes, describe
Applicant receives other local government support	✓		If yes, describe
Previous Grant in Aid		✓	If yes, describe
Extent of community benefit			Broad Limited Specific

Recommendation: Approve

Deny

Amount: \$ _____

Rationale:

DOES NOT QUALIFY - NOT A CAPITAL EXPENSE

Evaluation Team: SCOTT REID / GERRIE PRYNTON / PAT HIGGINS

Evaluation Date: 09.16/12



CENTRAL CARIBOO GRANT FOR ASSISTANCE APPLICATION

On an annual basis, the City of Williams Lake (City) and Electoral Areas D, E and F of the Cariboo Regional District (CRD) jointly provide Grants For Assistance to local non-profit organizations for projects, activities and events that strengthen and enhance the well being of the community, promote volunteerism and support the goals and priorities of the City of Williams Lake and Cariboo Regional District.

Applications may be submitted to the City of Williams Lake, 450 Mart Street, V2G 1N3 or Cariboo Regional District, Suite D, 180 North third Ave., V2G 2A4

THE DEADLINE FOR APPLICATIONS IS SEPTEMBER 30TH

Late applications will not be considered.

In order to qualify for a Grant For Assistance, the applicant must:

- Be a registered non-profit organization in good standing with the Registrar of Companies;
- Provide the most recent Annual General Meeting report, financial statements and approved budget for the current year;
- Demonstrate financial need; and
- Provide a service, project or event that supports the priorities and goals of the City and CRD.

Services, projects or events proposed by the applicant must not:

- Offer direct financial assistance to individuals or families;
- Duplicate or replace services that fall within the mandate of senior levels of government or local service agency; or
- Support a Provincial or National fundraising campaign;
- OR Be of a commercial nature

Grants for Assistance will be provided under the following categories:

1. **Capital Expenditure** – equipment purchase, construction, repair or upgrade of facilities
2. **Event** – seed funding for new, ongoing events with diminishing support over three years
3. **Special Project** – one-time special event, program or activity

Grant for Assistance Application



Organization Information Sheet

Name of Organization: <i>Williams Lake Blue Fins Swim Club</i>
Mailing Address: <i>525 Proctor Street, Williams Lake, BC, V2G 4J1</i>
Telephone (office): <i>250-392-2987</i>
Purpose of Organization (From Constitution or Incorporation Documents): <i>... guidance for developing competitive swimming skills..., etc (see Appendix A)</i>
How long has the organization operated in the community? <i>As current Society... incorporated in 1984 (Appendix B)</i>
BC Society Registration Number: <i>S-18987 (Appendix B)</i>
Federal Charitable Registration Number: (if applicable) <i>Not applicable</i>
Chairperson's name: <i>Denise Beauchamp</i>
Telephone: <i>(250) 296-4119 (h); (250)267-1561 (c)</i>
Treasurer or Financial Officer's name: <i>Wally Saunders</i>
Telephone: <i>(250) 392-7332; (250) 267-7014</i>

Date of last Annual General Meeting (Attach minutes and current list of Directors):
June 20, 2012 (Appendix C – List and Minutes)

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).
(see Appendix D)

Previous Year Grant from City and CRD (if applicable) \$ *Nil for GIA/\$30 for Event Hosting*
NOTE: A Final Report for previous year's grant MUST be included with this submission.
(see Appendix E – 2 reports)

Current Grant Requested from City and CRD *\$6,339.33 plus HST*

Grant for Assistance Application



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

1. What plans has your organization made to fund its activities over the next 3-5 years?

Currently, as in previous years, WLBF is funded by swimmer fees, fundraising, Provincial Gaming grants and corporate donation. WLBF anticipates our funding sources to continue over the next 3-5 years. However, the funding has decreased over the past 3 years, as has our membership.

2. If your organization charges user fees/memberships/admission, attach your current fee structure: *See Appendix F attached.*

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

The 2012-13 WLBF objectives are to increase enrolment, to offer greater selection of program for recreational swimmers, to build the club to produce top provincial and national age group swimmers, and to make membership more affordable to families of all ethnic diversities. This differs from last year as the focus this year will be being more strategic in targeting the needs of different participating groups. We have a unique opportunity with Chad Webb returning as the head coach of WLBF, having coached UBC swim team. He is up to date with latest techniques for swimmer improvement. To obtain this equipment put tools in his hands to bring our local swimmers to the next level.

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

Currently, as in past years, our swim families reside mostly in the City (about 80%), but some in the CRD (about 20%), and these within a 20 minute from facilities.

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

No

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department)

No

7. Does your organization use City or CRD owned facilities? If so, which ones?

WLBF rents an office and pool in the Recreation Complex.

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

WLBF gratefully acknowledges contributions by way of special ads and photos in local papers, and sponsorship listings on swim sheets during our hosted events, and posters.

Grant for Assistance Application



Project Summary Sheet

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

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

The Proposed Capital Expenditures are listed in Appendix G.

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

WLBF would prefer to keeps fees affordable for families. As a result we have delayed needed purchases which would enable our swimmers to obtain competitive instruction. WLBF will be able to remain and increase their competitive edge with this equipment.

3. Is your application for a:

A. seed grant B. special project or C. special capital expenditure

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

WLBF will continue to apply for funding from Provincial Gaming and local organizations.

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

No. Currently we have not secured local organization donations for the equipment.

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

As funding allows, WLBF will initiate purchases. These purchases will not be implemented if this application is unsuccessful.

7. Start date of the project:

October 2012

8. End date for the project:

June 2013



Grant for Assistance Application

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

The listed capital expenditures will begin to be purchased as grant and donation money is secured during 2012-13.

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

See attached Appendix G.

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

Pace Clocks – swim times will improve.

DVD and ipad – filming swimmers, immediate feedback to swimmers, and coaches will contribute to faster times and correct swimming techniques.

Balls, Cords- dry land training tools are essential for swimmer strengthening and stretching.

Fins, Snorkels – essential swimmer training equipment, when in pool.

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

DBeauchamp

President/Chairperson

Appendix A

SOCIETY ACT

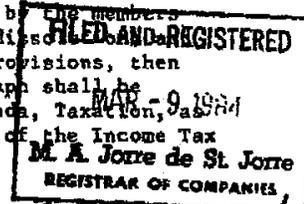
Constitution

1. The name of the society is the Williams Lake Blue Fin Swim Club.
2. The purposes of the society are:
 - a) to provide participants with guidance for developing and testing their respective skills in competitive swimming and diving at progressively higher standards.
 - b) to create and maintain an organizational structure, means of skill development and financial base necessary to nurture the best spirit and performance in those participants.
 - c) to do all such other things as are necessary and consistent with the attainment of such said objectives.
3. The purposes of the society shall be carried out without purpose of gain for its members and any profits or other accretions to the society shall be used for promoting its purposes.
4. ^{the} Part 34 of the Constitution as amended herein is unalterable in accordance with Section 22 of the Society Act.

Bylaws

The bylaws of the society are those set out in Schedule B to the Society Act, with the following variations, deletions and additions.

1. Delete Part 2 paragraph 4 and replace with a new paragraph 4 as follows:
 4. (1) an adult person may apply to the directors for membership in the society and on acceptance by the directors and payment of a membership fee shall be a member for the reporting year.
 - (2) a minor person may participate in a program of the Society for not longer than the period during which one parent or guardian of that minor person is a member.
 - (3) an adult person may be a program participant provided that he is a member of the society.
2. Change Part 4 paragraph 22
 - (2) Voting by show of hands except at election of officers shall be done by secret ballot.
4. Add Part 13 - Dissolution
 63. In the event of winding up or dissolution of the society, funds and assets of the Society remaining after the satisfaction of its debts liabilities, shall be given or transferred to such organizations promoting the same purposes as this Society, in the Williams Lake area, as may be determined by the members of the Society at the time of winding up or dissolution. If effect cannot be given to the aforesaid provisions, then such organization referred to in this paragraph shall be registered charity recognized by Revenue Canada, Taxation, and being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect.



09/07/2012 10:10 2503873055

SOCIETIES

PAGE 02/07

Appendix B

DUPLICATE

CANADA
PROVINCE OF BRITISH COLUMBIA

NUMBER
S-18987



Province of British Columbia
Ministry of Consumer and Corporate Affairs
REGISTRAR OF COMPANIES

SOCIETY ACT

Certificate of Incorporation

I HEREBY CERTIFY THAT

WILLIAMS LAKE BLUE FIN SWIM CLUB

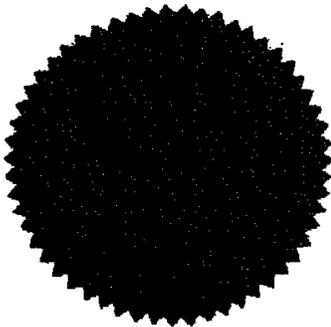
HAS THIS DAY BEEN INCORPORATED UNDER THE SOCIETY ACT

GIVEN UNDER MY HAND AND SEAL OF OFFICE

AT VICTORIA, BRITISH COLUMBIA,

THIS 9TH DAY OF MARCH, 1984

L. G. HUCK
DEPUTY REGISTRAR OF COMPANIES



Appendix C

Williams Lake Blue Fins Executive Officers 2012/2013

President	Denise Beauchamp 250-296-4119 denise.beauchamp@sd27.bc.ca
Past President	Dale Taylor 250-392-0498 dalebrendataylor@shaw.ca
Vice President	Martine Cyr 250-398-9085 vitoratos@shaw.ca
Secretary	Darla Robson 250-392-6421 gdrobson@shaw.ca
Treasurer	Wally Saunders 250-392-7332 wallsaun@telus.net
Registrar	Carrie Kerley 250-392-3713 carriemarkland9@hotmail.com
Fundraising	Marilyn Haines 250-305-9546 marilynhaines@shaw.ca
Public Relations	Dale Taylor 398-6151 dalebrendataylor@shaw.ca
Director at Large	Mari-Ann Russell/John Russell 250-398-2262 imarussell2@hotmail.com
Director at Large	Patti Blokland 250-392-5303 npkl@shaw.ca
Director at Large	Sharon Haynes 250-398-5316 shrnhyms@yahoo.ca
Director at Large	Ellen Paynton 250-398-2656 ellen@lifepilates.ca
Director at Large	Scott McCreight 250-392-5659 Srmeer8@shaw.ca
Head Coach	Chad Webb 1-604-376-8199 (before 9pm) chadwebb@telus.net
Swim BC Liaison/ Gaming Officer	Jerome Beauchamp 296-4119 jerome.beauchamp@sd27.bc.ca

Swim Club Williams Lake Blue Fins
Annual General Meeting June 20,
2012

Meeting called to order at 1737h by Dale Taylor

1. Minutes of the AGM September 17, 2011
Read
2. Motion to accept the Minutes as read
by Denise Beauchamp; seconded by Jerome
Beauchamp
3. President's Report by Dale Taylor

In the past year we have changed the AGM /awards banquet back to June. The change to September did not improve attendance those who competed in AA and AAA's . For the second year the Club has fundraised with Operation Red Nose adding \$1500.00 revenue to the Club. At our Spring Fling Dinner we had motivational speaker Al Campsal who was inspiring to all. The Chlorine incident this spring caused a \$65,000 loss of revenue for the city. The Club will submit losses to the city as well. The Club has been negotiating with our prospect for new head coach, Chad Webb. Special thanks to John and Mary Ann Russell for their assistance in the writing of the contract. Thank you to past board members Denise Beauchamp, Jerome Beauchamp, Sue Stoddart and Darla Robson; and to Directors at Large Jen Ryan and Jennifer Bryant.

DRAFT

4. Treasurer Report of Financial Statements 2011-2012 by Sue Stoddart.
5. Presentation of proposed Budget 2012-2013 by Sue Stoddart.
6. Election of the 2012-2013 Board
 - a) President: Denise Beauchamp nominated by Darla Robson. Accepted. Seconded by Sue Stoddart. Carried.
 - b) Vice President: Deena Williamson nominated by Darla Robson. Declined. Neil Blokland nominated by Denise Beauchamp. Declined. Martine Cyr By Acclamation.
 - c) Treasurer: Mandy Blusson nominated Sharon Haynes. Declined. Wally Saunders by Acclamation.
 - d) Secretary: Darla Robson By Acclamation.
 - e) Registrar: Mandy Blusson nominated by Martine Cyr. Seconded Sharon Haynes. Carried.
 - f) Fundraising: Marilyn Haines by Acclamation
 - g) Gaming: Jerome Beauchamp by Acclamation
 - h) Directors at Large: Sharon Haynes, Neil and Pattie Blokland, Ellen Paynton, John or Marianne Russell.
7. Swim BC Report: Jerome Beauchamp. There is a very "BIG MEET" (olympics) happening this summer in London. 47% of that team comes from this province. Those swimmers started in clubs just like this

...

Agenda Item # 4.1.

one. That Olympic goal can start in a club just like this. We are committed to developing coaches and even the Board to help the Swim club be its best There will be a workshop in Excellence at Club operations in September to help the new board function effectively.

8. Motion to adjourn the meeting by Darla Robson at 1818h. Seconded by Mandy Blusson.

DRAFT

Appendix D

PM
7/12
ual Basis

Williams Lake Blue Fins
Balance Sheet
As of September 27, 2012

Sep 27, 12

ASSETS	
Current Assets	
Chequing/Savings	
1000 Credit Union	8,847.38
1010 Shares General Account	66.00
1020 Shares National 209023	133.00
1050 Bingo Account	3.29
1100 National Account 209023	9,601.11
Total Chequing/Savings	18,650.78
Accounts Receivable	
1200 Accounts Receivable	4,066.53
Total Accounts Receivable	4,066.53
Other Current Assets	
1500 Undeposited Funds	2,033.29
Total Other Current Assets	2,033.29
Total Current Assets	24,750.60
Other Assets	
1300 Swim Supplies on Hand	7,018.00
Total Other Assets	7,018.00
TOTAL ASSETS	31,768.60
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll remittance	
2110 CPP employee	276.38
2120 EI employee	112.86
2155 Taxes	765.28
Total Payroll remittance	1,154.52
Total Other Current Liabilities	1,154.52
Total Current Liabilities	1,154.52
Total Liabilities	1,154.52
Equity	
3000 Retained Earnings	72,014.98
3100 Opening Bal Equity	-17,553.83
Net Income	-23,847.07
Total Equity	30,614.08
TOTAL LIABILITIES & EQUITY	31,768.60

Treasurer Wally Saunders

Agenda Item # 4.1.

PM
7/12
ual Basis

Williams Lake Blue Fins Profit & Loss July 2011 through July 2012

Jul '11 - Jul 12

Ordinary Income/Expense	Jul '11 - Jul 12
Income	
FUNDRAISING	
4120 Christmas Trees	2,685.00
4130 Misc Fundraising	2,485.83
4141 Norcard Fundraiser	519.40
4145 Pizza Bowling	-47.95
4148 Purdy's Sales	497.20
4150 Raffle Tickets	3,933.82
4160 Steak & Wine PG	290.00
4165 Spaghetti Dinner	943.60
4170 Swimathon	3,560.00
Total FUNDRAISING	14,866.90
INCOME CORPORATE	
4200 Advertising Revenue	2,420.00
4220 Grants	2,022.50
4240 Donations Other	600.00
4250 Gaming	26,496.69
4260 Corporate Donations	2,288.50
4270 Miscellaneous	217.55
Total INCOME CORPORATE	34,045.24
INCOME FEES	
4300 CASA Fees	6,725.00
4310 Swim Program Fees	24,713.27
Total INCOME FEES	31,438.27
INCOME SWIM	
4420 Swim Meet Home Income	3,786.00
4430 Training Camp	0.00
4460 Open Water Event	510.00
Total INCOME SWIM	4,296.00
Interest Income	5.28
REIMBURSED MEET INCOME	
4540 Meet Event charges/splash	-518.00
4550 Reimbursed other	-264.80
4555 Coaches Travel	2,360.00
4560 Provincials AAA	54.00
REIMBURSED MEET INCOME - Other	133.00
Total REIMBURSED MEET INCOME	1,764.20
SWIM SUPPLIES SALES	
4610 Clothing and Other items	1,740.00
4610 Goggles	1,002.00
4620 Swim Caps	344.00
4630 Swim Suits	2,223.00
4635 Swim supplies - other	557.66
4640 Swim Supplies Purchased	315.54
SWIM SUPPLIES SALES - Other	101.00
Total SWIM SUPPLIES SALES	6,283.20
Total Income	92,699.09

Treasurer Dally Saunders

Agenda Item # 4.1.

PM
7/12
ual Basis

Williams Lake Blue Fins Profit & Loss July 2011 through July 2012

Jul '11 - Jul 12

Expense	Jul '11 - Jul 12
EXPENSES	
5005 Advertising	769.44
5010 Awards	1,488.18
5015 Bad Debts	4,022.20
5020 Bank Service Charges	163.52
5026 CASA Fees	6,508.00
5030 Club Registration fee	208.00
5035 Coach Training	1,376.77
5040 Coach Training CSCTA	350.00
5048 Cost of Goods Sold	4,131.29
5055 Expense Miscellaneous	151.91
5057 Equipment	804.66
5058 Fundraising Expenses	275.00
5060 Office supplies	208.39
5062 Open Water Event	804.09
5065 Pool Rental	17,161.03
5070 Swim Meet Home Expenses	1,900.96
5210 Club Spirit	255.73
5400 Utilities internet/telepho	1,487.91
5450 Website	168.00
Coaches Travel	
5350 Kamloops	1,745.37
5360 Misc Coach Travel	1,868.77
5375 Provincials	2,523.81
5380 Prince George	933.28
Total Coaches Travel	7,071.23
Wages	
5510 Assistants	4,343.00
5520 Head Coach	44,633.42
5530 WCB	1,338.90
5540 Cpp Expense	2,053.43
5550 EI expense	1,239.11
Total Wages	53,607.86
Total EXPENSES	102,914.17
Reconciliation Discrepancies	0.51
Total Expense	102,914.68
Net Ordinary Income	-10,215.59
Net Income	-10,215.59

Appendix E

Event Hosting Grant Proposal
"Smoke on the Water"
Open Water Swim Event

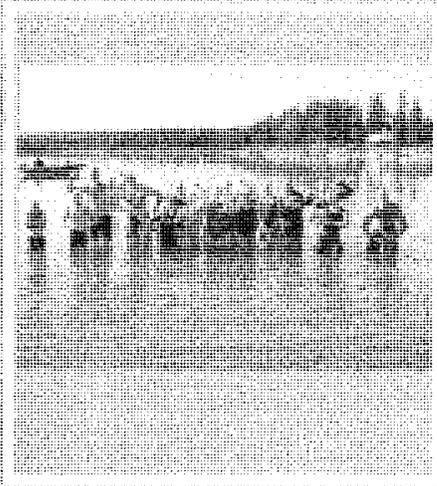
A Proposal To: City of Williams Lake

Nov. 28, 2011

Williams Lake Bluefins
Swim Club



Agenda Item # 4.1.



Smoke on the Water?

Climate Change, II

Climate change is a global environmental issue that is causing significant impacts on the planet. It is the result of human activities that release greenhouse gases into the atmosphere, which trap heat and lead to global warming. The effects of climate change are being felt in many ways, including rising sea levels, more frequent and severe weather events, and the loss of biodiversity. It is a challenge that we all face, and it is up to us to take action to reduce our carbon footprint and protect our planet for future generations.

'Smoke on the Water' Open Water Swim Event

Background

Open Water swim events have become very popular over the last decade. For the most part, Open Water events are longer distance swim races, held in lakes or salt water. They can be events that stand alone as the feature event, or part of other events such as triathlons. Open Water swims are now an Olympic event, which has heightened their popularity even more. The Williams Lake Bluefins Swim Club have been hosting the 'Smoke on the Water' Open Water Swim Event for two years. This event is a three part event held each August at Chimney Lake in CRD Area E. It features a 750 meter event for kids, and a choice of 1500 meter and 3000 meter events for stronger swimmers..

Grant Application Eligibility

The Williams Lake Bluefins Swim Club is eligible to apply for the Event Hosting Grant. The club is a registered not-for-profit sport organization and is in good standing with the City of Williams Lake.

The 'Smoke on the Water' Open Water Swim event also fits the criteria for the grant application:

The 'Smoke on the Water' Open Water swim event will be a two day event, August 4 – 5, 2011.

The first day will be an Open Water Training Clinic, featuring a top Open Water instructor. The clinic will narrow the focus for participants by giving them ideas on the management of swimming in an Open Water race, as well as develop strategy for long distance Open Water swimming. The club felt that this was an important addition to the event to encourage growth of the event. Many local and Cariboo participants are not experienced with Open Water swimming and although the clubs research found that there are many who were interested, their lack of experience and understanding of this type of swimming was stopping them from participating. Having a training clinic would encourage new participants to enter the race, knowing that they would receive some ideas and tips prior to the race.

The second day hosts the swim races, which are the only Open Water events in the Cariboo. This attracts the curious, the interested and those training for triathlons to participate. It has also become a very popular event with Chimney Lake residents, who get up early to come out and sit on their wharves, sip a coffee and cheer on the swimmers.

Over the past two years, approximately 25% of the participants have been visitors from outside the Central Cariboo Recreation Taxation Area. Organizers feel that this trend will continue or be increased through growth of the event. Extending the length of the event over two days and bringing in a high profile Open Water swimmer will attract swimmers from outside the Williams Lake area.



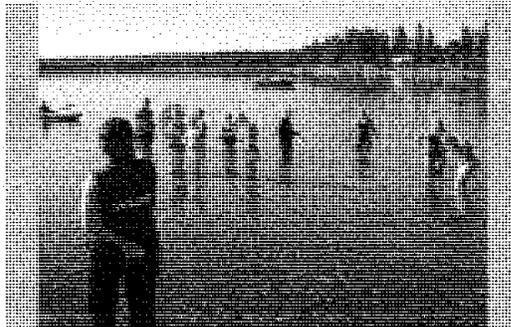
**Grant Application
Eligibility**

**Facilities, Accommodations and
Venues**

The 'Smoke on the Water' Open Water swim event will feature the use of facilities both in Williams Lake as well as Chimney Lake. Participants from outside the area will need to secure accommodation, meals, etc. within Williams Lake. As a one day event, it was possible for some participants to commute to the event, then back home without staying in Williams Lake.

The expansion of this event will ensure that all participants will be required to find accommodation in Williams Lake on the Saturday night in order to participate in both days of the event.

The Saturday portion of the event, the training clinic, will be hosted at Sam Ketchum Pool. The Sunday, 'Smoke on the Water' Open Water race, will be held at Chimney Lake.



**Business Plan,
Objectives, etc.**

Budget

Revenue:

Entry Fee: \$50/person x 30 =	\$1500
Club Funds	\$1000
Grant	<u>\$1500</u>
Total	\$4000

Expenses:

Food costs (group breakfast)	\$300
Event Insurance	\$200
Awards/souveigners	\$400
Misc. Supplies	\$300
Guest Clinician	\$800
Travel and Accommodation	\$900
Facilities (Sam Ketchum Pool)	\$200
Advertising	<u>\$900</u>
Total	\$4000

Business Plan

Logistics

The current infrastructure of the Williams Lake Bluefins which consists of the head coach, executive and volunteers will plan and take on the tasks in organizing the event.

This group will procure venues, insurance, equipment, food, etc. to run the event.

Guest Clinician

The first order of business will be securing a Guest Open Water Swimming clinician. This will be accomplished through contact with the BC Open Water Swim Association. This will present some challenges as this is an Olympic year, and the top Open Water swimmers from BC are Olympians. The club will work with BCOWSA to secure a past Olympian to run the clinic portion of the event.

Accommodation

Local Williams Lake hotels will be canvassed to gain information about room rates for the event. This information will be included in advertising.

Advertising

Once the clinician is secured, advertising of the event will begin, through newspaper and radio advertisements in all communities from Kamloops north. Advertising will also be done through a poster campaign through swim clubs in the north, including Kamloops.

Registration

Williams Lake Bluefins will take on the responsibility of registration.

Officiating

BCOWSA will be asked to provide officials as well as put on an officials clinic on the Saturday of the event so

the Williams Lake Bluefins can run their own events in the future.

Impact on Tourism

Although this event is an annual event, it is still very small and has great potential for growth. Extending the event to two days means that participants will require accommodation and food to a higher degree during their stay.

Also, this event has the potential to lead to other events connected to Open Water Swimming. Having the infrastructure to run Open Water events means that the infrastructure is therefore in place to run other events that include swimming, such as triathlons.

This event will bring people to the Williams Lake area to experience both the amenities of the city as well as the recreation potential of the surrounding area, most notably Chimney Lake.

There is great potential here to develop tourism around this event.

Grant Funding Proposal

This proposal fits in the Event Growth category. Fund will be used to grow the existing event by 25% based on the number of participants and overnight hotel stays.

Grant Amount

The amount of the grant requested, as indicated in the Budget area is:

\$1500

Amount received: \$30.00

Agenda Item # 4.1.

Received \$ NIL



Grant for Assistance Application

Organization Information Sheet

Name of Organization: Williams Lake Blue Fins Swim Club
Mailing Address: 525 Proctor Street, Williams Lake, BC, V2G 4J1
Telephone (office):
Purpose of Organization (From Constitution or Incorporation Documents): To promote, foster, teach and develop the art and science of the sport of swimming.
How long has the organization operated in the community? Since 1968, 43 years.
BC Society Registration Number: 104923
Federal Charitable Registration Number: (if applicable) Not applicable
Chairperson's name: Dale Taylor
Telephone: (250) 398-6151 (h)
Treasurer or Financial Officer's name: Susan Stoddart
Telephone: (250) 296-3457

Date of last Annual General Meeting (Attach minutes and current list of Directors):

Sat, Sept 17th, 2011.

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from City and CRD (if applicable) \$ \$2,000

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

Current Grant Requested from City and CRD \$ \$3,000

... **Agenda Item # 4.1.**



Grant for Assistance Application

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

1. What plans has your organization made to fund its activities over the next 3-5 years?

The club has applied for and received a 1 year gaming grant from the Province of BC. Our
funding, though, has been reduced from the province by 17.18%. We are continuing
to fundraise traditional ways and will continue to apply for provincial gaming grants.

2. If your organization charges user fees/memberships/admission, attach your current fee structure: Attached

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

The club's goals don't differ from year to year. We are here to "promote, foster, teach and
Develop the art & science of swimming". It's in our Constitution! Even our club handbook
says the club's philosophy is to "...develop every swimmer to the best of their ability".

4. Who does your organization serve? (% of clients from City, % of clients from Central Cariboo)
The Blue Fins have 80% from the City and 20% from the CRD.

5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?
No

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department)
No

7. Does your organization use City or CRD owned facilities? If so, which ones?
Sam Ketcham Memorial Pool, Fitness facility weight room.

8. How will you indicate that the City and CRD are contributing to your organization?
As per past practice, acknowledge on our swim meets heat sheet cover page. Web, Facebook.



Grant for Assistance Application

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

Coordinating a meet begins 4 month in advance. Invites are sent to other clubs, coordination with Swim BC, volunteers and officials prepared and trained. Preparation for this meet has already started. Weekly meetings with the board and our swim coach keep it moving forward.

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

See attached.

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

Measurement and evaluation of the meet is clear, when we have swimmers attaining A, AA or even AAA times, we know it's been a successful meet. Qualifying our local swimmers to go to the provincial championship and the national championship is what we want to achieve.

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

President/Chairperson



Grant for Assistance Application

Project Summary Sheet

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

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

The Blue Fins will be using the funds to host a Swim BC sanctioned swim meet. Grant money will be used to cover costs of pool rental, coaches wages, prizes, ribbons, programs, advertising, volunteer refreshments and more.

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

With nearly 100 swimmers in the Blue Fins, the need for competition is high. Hosting meets enable our Williams Lake swimmers to receive Swim BC sanctioned times to be ranked provincially. Even swimmers from out of town need the meet to qualify for BC championships.

3. Is your application for a:

A. seed grant B. special project or C. special capital expenditure

4. Is your agency is applying for funds from other levels of government or other sources for this project? No

5. Would you still be able to complete the project if you do not receive the other funds applied for? No

6. Please describe the impact of this application being denied or approval of an amount less than requested. To begin, the club would be in a deficit right away should the meet even be held..The reduction in gaming grant money from the provincial government has impacted the club on every level. Those costs would then be downloaded to swim parents. On the swimmer side, local and regional swimmers who would have been in competition here would go elsewhere to qualify for BC championships taking with them the money they would have spent on Williams Lake businesses.

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Agenda Item # 4.1.

7. Start date of the project: _____

Friday, February 24th _____

8. End date for the project: _____

Sunday, February 26th _____

Appendix F

FEE STRUCTURE EXPLANATION

Welcome to the 2012-2013 Blue Fin Swim Season.

Below please find an explanation of our new Fee structure. We have divided our swim season into three sessions. The best choice for athlete development is to participate in the whole swim season. It is possible, however, for swimmers to participate in one, two or all swim sessions.

There are no "partial" terms. If a member choses to leave the Blue Fins part way through a semester, it is their choice. A medical note/explanation is the only reason session monies would be returned pro-rated. Registration and Swim BC fees are non-refundable.

Terms are running 10 weeks, (Oct. 1st, 2012 - Dec. 21st, 2012,) 10 weeks, (Jan. 7th - Mar. 14th) and 8 weeks, (April 2nd - May 31st,) leaving Christmas and Spring Break open. During these "Open" periods, there is a possibility swim camps will be offered to club members. (These camps are not affiliated with our regular fees.)

NOTE:

All cheques will be made out to: **Williams Lake Blue Fins**

All cheques must be dated for the 1st of the month.

Monies owing from previous season must be paid in full at time of registration.

There will be a \$30 fee charged for all NSF cheques. If you have more than 1 NSF cheque during the swim season, all remaining fees must be paid by cash or certified cheque

Term Fees are as follows: (1st term/ 2nd term/ 3rd term)

Novice - \$255 for the season - (\$90/\$90/\$75) - 1 hr/wk

Super Novice - \$370 for the season - (\$130/\$130/\$110) 2 hr/wk

Junior 1 - \$675 for the season (\$235-\$235-\$205) 4.5 hr/wk

Junior 2 - \$690 for the season (\$240-\$240-\$210) 5.5 hr/wk

Senior 1 - \$750 for the season (\$260-\$260-\$230) 7 hr/wk

Senior 2 - \$825 for the season (\$285-\$285-\$255) 8.75 hr/wk & 2 hr Dry Land

Senior 3 - \$900 for the season (\$310-\$310-\$280) 12 hr/wk & 2 hr Dry Land

Appendix G

WILLIAMS LAKE BLUE FINS SWIM CLUB

2012-13 Capital Expenditure List

- Fins: 4-xxs, 6-xs, 10-s, 10-m, 16-lg, 4-xl = 40 fins @\$36 = \$1440.00
- DVDs: 16 @ \$46 = \$736.00
- iPad: \$399.00
- iPad underwater housing: \$42.00
- Stretch cords with swim paddles: 8 @ \$52.00 = \$416.00
- Stretch cord long belt with slider: 2 @ \$78 = \$156.00
- Medicine balls: 4 – 2 lbs @ \$24.47 = \$97.88
- Medicine balls: 6 – 4 lbs @ \$32.71 = \$196.26
- Medicine balls: 4 – 6 lbs @ \$41.53 = \$166.12
- Pace Clocks: I-Clocks Pro4, 2 @ \$1050 = \$2100.00
- Tripod: 2 @ \$100 = \$200.00
- Clock batteries: 2 @ \$85 = \$170.00
- Pelican case for clocks: 1 = \$220.00

TOTAL: \$6339.26 + HST

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Agenda Item # 4.1.

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Friday, February 24th

8. End date for the project:

Sunday, February 26th



90 Fourth Avenue North
Williams Lake, BC V2G 2C6
Tel: 778.412.9044
Email: info@centralcaribooarts.com
Web: www.centralcaribooarts.com

*Arts and culture reflect, communicate and celebrate the spirit of the Cariboo,
inspiring and enlivening its people and its communities.*

**ARTS AND CULTURE SOCIETY REPORT
TO THE CENTRAL CARIBOO JOINT COMMITTEE
at its meeting of January 23, 2012**

This is our report for the fourth quarter of 2012, covering the period of October through December. We will be producing a separate Annual Report for 2012 when our independently reviewed financial statements are available.

In what follows we deal with (1) programming and activities, (2) the Central Cariboo Arts Centre, and (3) organizational matters.

1. Programming and Activities

- We have released information and applications for the 2013 Grant program, with a deadline for submissions on February 8, 2013. We are also offering a free 2-hour workshop on January 15th with Graham Kelsey on Grant Writing, which will be specifically geared towards the CCACS grant application. Following approval by the Joint Committee of the interim report for the sub-committee on fee-for-service agreements, the CCACS Board has revised its grants program so as to administer only project grants and remove the category of operating grants from the program.
- Progress continues on the establishment of the Central Cariboo Art Route. We have received a number of worthy submissions from studios throughout the Central Cariboo region, and continue to work with Maureen LeBourdais of the Fraser Basin Council to fulfill the project's goals and produce a quality brochure.
- We have accepted the role of manager for 2013 Canada Day Celebrations and Performances in the Park, subject to funding, and have begun preparations with Beth Holden as Event Coordinator.
- We continue our partnership with Fraser Basin Council in the "Williams Lake Celebrating Diversity Mural Project", funded by the BC Arts Engagement program under the BC Ministry of Jobs, Tourism and Innovation. The project will use the arts to bring diverse groups together to interact and collaborate on a project that addresses racism, promotes multiculturalism and builds an inclusive community.
- We continue our partnership with Island Mountain Arts in hosting the second "Art is Your Business" conference in Williams Lake. The conference focuses on the business aspects of art and art making and will enable participants to improve their knowledge and skills in such matters as marketing their work, dealing with tax issues, applying for funding, available resources, etc. It was originally scheduled to take place in mid-October 2012, has been postponed to the weekend of May 3-5, 2013. This will allow time to secure more funding for a higher quality conference.
- We are also firming up details to offer another Grant Writing workshop with Northern Development Initiative Trust to take place during the day of March 6th, followed by an

Enterprising Non-Profits arts-specific presentation in the evening. Enterprising Non-Profits will then offer a full social enterprise workshop on March 7th.

In addition, the Coordinator has:

- Continued to promote and attend arts/cultural events and CCACS grant projects within the Central Cariboo Region.
- Been working with SOCAN (Society of Composers, Authors and Music Publishers of Canada) to ensure the CCACS complies with copyright regulations. We are working towards organizing a workshop with SOCAN to provide information to other groups with an opportunity to have their questions answered.
- Assisted the City's recreation department in obtaining another "burning man" by local chainsaw carver Ken Sheen for the Halloween bonfire.
- Coordinated meetings between Thompson Rivers University, the Williams Lake Studio Theatre, and other stakeholders to discuss a Performing Arts Centre.
- Continued to attend, at her availability, the meetings of the Social Planning Council, providing updates on arts/culture and Society matters, and also gave input towards the topic of Community Partnerships at their AGM.
- Continued to produce and send out monthly newsletters which include up-to-date information about various upcoming grant deadlines, workshops, opportunities, and news.

2. The Central Cariboo Arts Centre

We continue to have quarterly meeting with the Centre's three tenant groups, which remains a positive building block for effective communication and the growth of the Arts Centre. The tenant leases have all been renewed for 2013.

We have continued to improve the common area rental spaces within the Centre and have installed four quality bulletin boards in the Small Studio. We have also purchased a projector screen and projector for use in the Centre.

We were very happy to work with City staff to ensure the HVAC system functions correctly between the Great Room and basement via strategically placed temperature averaging sensors installed by Horizon Climate Controls. The temperatures are now consistent between the levels, and user complaints about lack of heat have subsided.

3. Organizational Matters

In accordance with its policy on evaluation, the CCACS Board has undertaken an evaluation of its own operation. A questionnaire was sent to all current and former Board members. The results showed a generally high rating for the way the Board has operated and also provided useful suggestions for minor improvements.

As part of the process for evaluation, the Board has approved a new policy on the functions of the Board and the expectations for individual Board members. The policy clarifies the Board's role as a policy making and direction-setting Board.

CCACS has agreed to become a member of the WL Social Planning Council.

Agenda Item # 4.2.

In our last report, we spoke of Casey Bennett's resignation from the Board, and regret to inform you that further resignations have been received from Debra McNie, Liane Skellett and Jacinda Mack for various personal reasons. We very much value their efforts and time invested with our Board, but understand that sometimes life can get too busy. We wish them all the best and hope to work with them again when the timing is right. Our Nominating Committee is actively working to recruit new Directors in order to fill the vacancies.

Respectfully Submitted,



Harry Jennings
President



CITY OF WILLIAMS LAKE COUNCIL REPORT

DATE OF REPORT: May 13, 2013
DATE & TYPE OF MEETING: May 22, 2013 Joint Committee Meeting
AUTHOR: Geoff Paynton, Director of Community Services
SUBJECT: 2014-2015 CMRC FEES- ADVERTISING
FILE:

SECTION 1: EXECUTIVE SUMMARY

The recently approved Fees and Charges Bylaw for 2013-2015 did not include fees for advertising rates as they were on a different timeline. The current fees for these areas expire on Dec. 31st, 2013 and this update will bring all fees and charges into the same timeline moving forward.

After a thorough review of advertising fees at the CMRC it was found that most are consistent with what other communities are charging with the exception of commercial rates for advertising in the Active Living Guide. In addition to standardizing commercial rates with market prices a 2% inflationary increase is recommended for all advertising fees in each of the next two years to keep pace with inflation and rising operating costs. This is consistent with the recently approved 2013-2015 Fees and Charges By-Law for all other fees and charges at the CMRC.

SECTION 2: BACKGROUND (if applicable)

The Current Fees and Charges for advertising services (Rink board and Active Living Guide) at the Cariboo Memorial Recreation Complex expires at the end of 2013. These fees were not brought forward with the other fees and charges as they were on a different timeline and did not expire until the end of 2013. The recommended timelines contained within this report will also now make timelines consistent for all fees and charges.

The current Fees and Charges By-law has been thoroughly reviewed by staff and recommended changes are based on market research.

SECTION 3: DISCUSSION

Staff have thoroughly reviewed the current fees and charges, completed a detailed market analysis, compared rates with similar sized communities throughout BC and identified revisions, changes and additions to current fees for advertising commencing in 2014 and running through 2015.

All existing fees and charges were reviewed and compared to similar communities. This research clearly showed that our rates for rink board advertising were very fair and in-line with market prices however it also showed that the rates for commercial advertising in the Active Living Guide were very low. Almost all other communities charged at least 50% more for commercial advertising than for non-profit advertising. It is therefore recommended that commercial rates for advertising in the ALG be 50% more than the non-profit rate.

Lastly, increased cost of production for color pages has also dictated a need to raise the fees for ads that occupy color pages which are at a premium.

SECTION 4: DETAILED ANALYSIS
a. Financial Considerations – Cost and Resource Allocations:
Recommended fee increases are required to keep pace with inflation, and rising operational and production costs.
b. Legislative Considerations (Applicable Policies and/or Bylaws):
c. This project most closely <u>supports</u> the following ICSP Priority Areas:
World Class Recreation N/A N/A
d. This project potentially <u>conflicts</u> with the following ICSP Priority Areas (also list mitigation measures)
N/A N/A N/A Mitigation measures:
e. Environmental Considerations:
f. Social Considerations:
g. Economic Considerations:
SECTION 5: RECOMMENDATION(S)
That the Cariboo Regional District Central Cariboo Recreation and Leisure Services Fees and Charges Bylaw No. 4763 be amended to include a 2% increase on advertising rates and that a commercial rate be increased 50% more than non-profit rates for Rink board advertising and Active Living Guide Advertising.

Respectfully submitted,

Geoff Goodall
Acting Chief Administrative Officer

This report has been prepared in consultation with the following:	Initials
Darron Campbell, Manager of Community Services, CRD	

ATTACHMENT(S):

- Appendix A- Tab 1- Proposed Rink Board Advertising fees**
- Tab 2- Proposed Active Living Guide Advertising fees**

Agenda Item # 4.3.

<u>Location</u>	<u>Size</u>	<u>Proposed</u>		<u>2010-2013</u>	<u>2009</u>	<u>2008</u>
		<u>2015</u>	<u>2014</u>			
RINK 1						
Rink Boards (East Wall Facing stands)	3x8	\$ 442.17	\$ 433.50	\$ 425.00	\$ 600.00	\$ 300.00
Wall Signs (South Wall By scoreboard)	4x4	\$ 182.07	\$ 178.50	\$ 175.00	n/a	n/a
Wall Signs (South Wall By scoreboard)	4x8	\$ 338.13	\$ 331.50	\$ 325.00	n/a	\$ 200.00
Wall Signs (South Wall By scoreboard)	8x8	\$ 624.24	\$ 612.00	\$ 600.00	n/a	\$ 275.00
Wall Signs (South Wall By scoreboard)	12x8	\$ 910.35	\$ 892.50	\$ 875.00	\$ 1,000.00	\$ 350.00
Wall Signs (East wall)	4x4	\$ 182.07	\$ 178.50	\$ 175.00	n/a	n/a
Wall Signs (East wall)	4x8	\$ 312.12	\$ 306.00	\$ 300.00	\$ 450.00	\$ 200.00
Wall Signs (east Wall)	8x8	\$ 598.23	\$ 586.50	\$ 575.00	n/a	\$ 275.00
Wall Signs (east Wall)	12x8	\$ 858.33	\$ 841.50	\$ 825.00	n/a	\$ 350.00
Wall signs (North Wall)	4x4	\$ 182.07	\$ 178.50	\$ 175.00	n/a	n/a
Wall signs (North Wall)	4x8	\$ 286.11	\$ 280.50	\$ 275.00	n/a	\$ 200.00
Wall signs (North Wall)	8x8	\$ 546.21	\$ 535.50	\$ 525.00	n/a	\$ 275.00
Wall signs (North Wall)	12x8	\$ 780.30	\$ 765.00	\$ 750.00	\$ 900.00	\$ 350.00
Wall Sign (west Wall behind stands)	3x6	\$ 234.09	\$ 229.50	\$ 225.00	\$ 350.00	n/a
Wall signs (lobby area)	2x3	\$ 208.08	\$ 204.00	\$ 200.00	\$ 200.00	\$ 75.00
Player Bench signs	4x4	\$ 234.09	\$ 229.50	\$ 225.00	\$ 275.00	n/a
Penalty box signs	4x4	\$ 260.10	\$ 255.00	\$ 250.00	\$ 450.00	n/a
Lit signs under scoreboard	3'6" x 6	\$ 884.34	\$ 867.00	\$ 850.00	\$ 1,100.00	n/a
Lit signs under scoreboard	3'6" x 4	\$ 780.30	\$ 765.00	\$ 750.00	\$ 900.00	n/a
Lit sign on media box	2 x 14	\$ 1,248.48	\$ 1,224.00	\$ 1,200.00	?	n/a
Wall sign on media box	4x4	\$ 182.07	\$ 178.50	\$ 175.00	?	n/a
Wall sign on media box	4x8	\$ 327.73	\$ 321.30	\$ 315.00	?	\$ 200.00
Wall sign on media box	8x8	\$ 639.85	\$ 627.30	\$ 615.00	?	\$ 275.00
Wall sign on media box	12x8	\$ 910.35	\$ 892.50	\$ 875.00	?	\$ 350.00
Top of glass*- per pane	x pane w	\$ 156.06	\$ 153.00	\$ 150.00	\$ 200.00	\$ 75.00
Arena Stairs- 12 stairs	6" x 18"	\$ 286.11	\$ 280.50	\$ 275.00	\$ 300.00	n/a
Arena Stairs- 13 stairs	6" x 18"	\$ 312.12	\$ 306.00	\$ 300.00	\$ 325.00	n/a
Zamboni Advertising	side	\$ 1,040.40	\$ 1,020.00	\$ 1,000.00	\$ 1,500.00	n/a
	two sides	\$ 1,820.70	\$ 1,785.00	\$ 1,750.00	\$ 2,500.00	n/a
	top	\$ 520.20	\$ 510.00	\$ 500.00	\$ 600.00	n/a
	front	\$ 338.13	\$ 331.50	\$ 325.00	\$ 400.00	n/a
	seat	\$ 156.06	\$ 153.00	\$ 150.00	\$ 200.00	n/a
Mezzanine facing	32" x 8'	\$ 520.20	\$ 510.00	\$ 500.00	?	n/a
RINK #2		\$ -	\$ -			
Rink Boards	3x8	\$ 312.12	\$ 306.00	\$ 300.00	?	n/a
Wall signs	4x4	\$ 104.04	\$ 102.00	\$ 100.00	?	n/a
Wall signs	4x8	\$ 208.08	\$ 204.00	\$ 200.00	?	n/a

*Some locations are maximum 24" or less in max height, same price applies
 COST OF SIGN PRODUCTION and installation is advertisers responsibility
 TAXES NOT INCLUDED
 FEES ARE NOT PRO-RATED
 TERM ENDS ON JULY 31st of EACH YEAR
 All costs increased 2% per year consistent with approved fees and charges

Agenda Item # 4.3.

Size	2013		Proposed 2014		Proposed 2015	
	Non-Profit Rate	Commercial	Non-Profit	Commercial	Non-Profit	Commercial
Inside Cover Full Page (color)	\$428	\$536	\$450.00	\$675.00	\$540.00	\$688.50
Inside back cover full page (color)			\$450.00	\$675.00	\$540.00	\$688.50
Outside Back Cover Full Page (color)	\$428	\$536	\$550.00	\$825.00	\$660.00	\$841.50
1/8 Page (b&w) 2 x 3 inches	\$51	\$64	\$52.02	\$78.03	\$62.42	\$79.59
1/4 Page (b&w) 3 x 4.5 inches	\$103	\$129	\$105.06	\$157.59	\$126.07	\$160.74
1/2 Page (b&w) 4.5 x 6 inches	\$187	\$234	\$190.74	\$286.11	\$228.89	\$291.83
1 Page (b&w)	\$348	\$436	\$354.96	\$532.44	\$425.95	\$543.09
Banner Ad (b&w) 2 x 6 inches	\$61	\$74	\$62.22	\$93.33	\$74.66	\$95.20

2% increase in non-profit rates consistent with overall fees and charges already approved

Color pages increased to reflect true costs and marketplace survey

Commercial rate is 50% higher than non-profit in 2014 and on.

Ads must be provided camera ready in appropriate size and format. Advertisers are responsible for all costs of ad production.

Commercial ads are limited to one full page or combination of sizes adding up to one full page

CMRC retains the right to refuse any ad of any type

Color pages are priority for non-profit ads. Commercial ads for these pages will only be considered should no non-profit ad be requested.



CITY OF WILLIAMS LAKE COUNCIL REPORT

DATE OF REPORT: May 14, 2013
DATE & TYPE OF MEETING: May 22, 2013 Joint Committee Meeting
AUTHOR: Deb Radolla, Manager of Active Living
SUBJECT: 2012 STAT HOLIDAY REPORT
FILE:

SECTION 1: EXECUTIVE SUMMARY

Two and a half years ago the Joint Committee directed staff to open Sam Ketcham Pool and the Fitness Centre for three and a half hours on Stat Holidays and report back to the committee on an annual basis. A spreadsheet is attached to illustrate the number of patrons, revenue, expenses and total costs affiliated with opening on Stat holidays (Wrestling Day, Victoria Day, BC Day, Thanksgiving Day, and Remembrance Day). The number of customers visiting the facility increased slightly between 2011 and 2012.

The most popular Stat holidays occur during the fall and winter months – Wrestling Day and Remembrance Day. Spring and Summer Stats are not as well attended with the least attended being BC Day in August.

SECTION 2: BACKGROUND (if applicable)

On January 25, 2012, the Joint Committee directed staff to open Sam Ketcham Pool and the Fitness Centre at the CMRC for 3.5 hours on five statutory holidays in 2012. Staff was directed to report back at the end of the second year.

The revenue from Fitness Passes (sold in one, three and six month increments, as well as annually) is not included. It is difficult to put a monetary value on these passes as the longer the term, the less individuals pay. The value of the 10 session Drop-in passes is also omitted as customers purchase passes at different prices during the year. Many customers purchase large quantities of Drop-in passes during the Christmas Ticket Sale.

SECTION 3: DISCUSSION

The attached spreadsheet shows the attendance figures from Fitness Pass (FP) holders and Regular (Reg) Drop in customers on the Stat holidays. It also shows the drop-in revenue during the day and other point of sale transactions. In the next column net revenue for the day is shown.

Four staff are scheduled on statutory holidays and Sundays: two lifeguards, one cashier and one facility maintenance. The expenses are solely staff wages and do not include electricity, chemicals, cleaning supplies or facility maintenance costs to clean the facility following the stat.

On average we have found that stat holiday opening cost approximately 60-70% more to operate than a comparable “average day” swim. This is caused by the need to pay Union staff OT for those shifts, and less use on these days.

SECTION 4: DETAILED ANALYSIS

Agenda Item # 4.4.

a. Financial Considerations – Cost and Resource Allocations:
The additional Stat holiday opening in 2012 cost the CMRC budget approximately \$2,600.
b. Legislative Considerations (Applicable Policies and/or Bylaws):
c. This project most closely <u>supports</u> the following ICSP Priority Areas:
World Class Recreation N/A
d. This project potentially <u>conflicts</u> with the following ICSP Priority Areas (also list mitigation measures)
Choose an item. N/A
e. Environmental Considerations:
f. Social Considerations:
g. Economic Considerations:
SECTION 5: RECOMMENDATION(S)
That Joint receive this report for information.

Respectfully submitted,

Geoff Goodall
Acting Chief Administrative Officer

This report has been prepared in consultation with the following:	Initials
Geoff Paynton, Director of Community Services	
Darron Campbell, Manager of Community Services, CRD	

...

Agenda Item # 4.4.

ATTACHMENT(S):
Attachment A – Stat Holiday Report 2012

Agenda Item # 4.4.

STATUTORY HOLIDAY REPORT 2012

Stats - Open 12:00pm - 3:30pm & Comparable Sundays Open 10:00am - 8:00 pm						
	Facility Pass holder s	Paid admissio n	Total	Revenue*	Expense	Net
Wrestling Day, Sunday, January 2, 2011	38	54	92	\$ 168.53	\$ 656.00	-\$ 487.47
Wrestling Day, Monday, January 2, 2012	48	83	131	\$ 288.95	\$ 688.00	-\$ 399.05
Wrestling Day, Wednesday, January 2, 2013	57	46	103	\$ 237.14	\$ 688.00	-\$ 450.86
Victoria Day, Monday, May 23, 2011	28	58	86	\$ 99.11	\$ 656.00	-\$ 556.89
Victoria Day, Monday, May 21, 2012	27	31	58	\$ 151.99	\$ 688.00	-\$ 536.01
BC Day, Monday, August 1, 2011- (Shutdown)						
BC Day, Monday, August 6, 2012	17	15	32	\$ 98.81	\$ 688.00	-\$ 589.19
Thanksgiving Day, Monday, October 10, 2011	38	67	105	\$ 116.01	\$ 656.00	-\$ 539.99
Thanksgiving Day, Monday, October 8, 2012	21	48	69	\$ 96.48	\$ 688.00	-\$ 591.52
Remembrance Day, Friday, November 11, 2011	28	67	95	\$ 196.52	\$ 656.00	-\$ 459.48
Remembrance Day, Sunday, November 11, 2012	32	76	108	\$ 223.92	\$ 688.00	-\$ 464.08
		2011 total	378		2011 total	-\$ 2,043.83
		2012 total	398		2012 total	-\$ 2,579.85

*Facility Pass Holder revenue is not included in calculated revenue for specific days



CITY OF WILLIAMS LAKE

450 MART STREET, WILLIAMS LAKE, BRITISH COLUMBIA V2G 1N3
TELEPHONE (250)392-2311 FAX (250)392-4408

December 11, 2012

File: 1-67-16

Central Cariboo / City of Williams Lake Joint Committee

c/o Cariboo Regional District
Suite D, 180 North 3rd Avenue
Williams Lake, BC
V2G 2A4

c/o City of Williams Lake
450 Mart Street
Williams Lake, BC
V2G 1N3

RE: Formation of Steering Committee for Solid Waste Management Plan

Council considered the above matter at its regular meeting held December 4, 2012. Quoted hereunder is Resolution Number 560/12 as passed at that meeting.

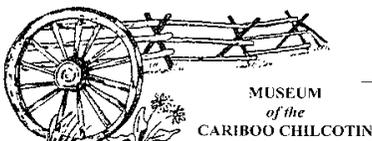
"That pursuant to Committee of Whole Council Report #54-2012 and the report of the Manager of Water and Waste dated October 16, 2012, Council support the Cariboo Regional District Solid Waste Management Plan in principle with the understanding that any financial implications contemplated from the implementation of any strategies within the plan that will affect the City will require approval from City Council; and further, that through the Central Cariboo / City of Williams Lake Joint Committee, a steering committee be formed consisting of two (2) elected representatives for the City of Williams Lake (Councillors Bonnell and Zacharias, Alternate Councillor Rathor), two (2) elected representatives for the Cariboo Regional District and two (2) members of Staff for each local government body to assist in the implementation of the objectives of the Solid Waste Management Plan."

Please contact the undersigned at 250.392.1773 if you have any questions in this regard.

Yours truly,

Cindy Bouchard
Manager of Legislative Services

CRB/rs



www.williamslake.ca



Attachment "B" (1 Page)

Pool Task Force minutes

November 28th, 2012

Present- Deb Radolla, Gerald Doering, Geoff Paynton, Geoff Goodall, Ivona Ognjanova, Stefan Hoelzer, Darron Campbell, Ross Macoubrey, Dave Reedman, Ron Bisaro, Joan Sorley, Laurie Walters, Doug Neufeld, Jerome Beauchamp.

Review of Agenda

Discussion of items that were added since last Draft was presented.

Discussion of items in new report-

- \$11.3 million dollar figures need to be added- Geoff will do this
- Timeline for full project needs to be clearer- Geoff will add this
- Discussion of proposed Finance committee and how it might work- Joan and Laurie to bring thoughts to Joint when this discussion occurs. Ultimately it will be up to Joint to decide who is on this committee and how it will function.
- Discussion of whether there is enough \$\$ allocated for public education process and referendum process- This will need to be brought forward by Joan/Laurie during Joint discussions

Roundtable Final comments from all present;

- There was unanimous agreement that the process was good and that the public now needs to decide via referendum.
- The majority endorse the recommendations within the report.
- There was some concern by a few about the increase in taxation that would be a result of a successful referendum.
- Concern voiced by a few of the "bells and whistles" included in the current concept.
- There was consensus that a concerted public education process needed to precede any referendum and that giving out just "the facts" was paramount.

Final thanks to Committee for their work by Co-Chairs

Adjournment.



AGENDA ITEM
SUMMARY

File:
Date: 14 May
2013

TO: Central Cariboo/City of Williams Lake Joint Committee

AND TO: Janis Bell, Chief Administrative Officer

FROM: Bernice Crowe, Executive Assistant

DATE OF MEETING: 22 May 2013

SHORT SUMMARY: Referred Item - National Health & Fitness Day Proclamation

VOTING:

MEMORANDUM: The Cariboo Regional District Board, at its May 10, 2013 meeting, referred the following recommendation from the North Cariboo Joint Planning Committee to the Central Cariboo Joint Committee for consideration:

'National Health & Fitness Day Proclamation from Senator Nancy Greene Raine

That the following Proclamation from Nancy Greene Raine, Senator, regarding national Health and Fitness Day be approved and staff forward this proclamation and resolution to the Federation of Canadian Municipalities endorsing National Health and Fitness Day:

WHEREAS:

Canada by nature offers abundant recreational and fitness opportunities through such things as our mountains, oceans, lakes, forests, and parks;

We as Canadians could therefore be the healthiest and fittest people on earth;

Participation rates in healthy physical activities have been declining;

We have public facilities to promote health and fitness;

Canadians recognize the growing concern over chronic disease and other impediments to health and fitness;
Health and fitness ought to be promoted for Canadians of all ages and abilities;

We all aspire to increase participation by Canadians in health, recreational sports and fitness activities;

Agenda Item # 4.7.

THEREFORE:

We acknowledge National Health and Fitness Day in our region as the first Saturday in June;

As a step to increase participation and enhance the health of all Canadians, we commit to make our health, recreational sports, and fitness facilities available at a reduced or complementary basis on National Health and Fitness Day; and

We request that Federation of Canadian Municipalities support National Health and Fitness Day and encourage its members to follow suit.'

ATTACHMENT: None

**POLICY
IMPLICATIONS:
FINANCIAL
IMPLICATIONS:**

Reviewed and concur: Scott Reid, Chief Financial Officer

CAO COMMENTS:

Reviewed and concur: Janis Bell, Chief Administrative Officer

OPTIONS: 1) Receipt; 2) Receipt and other action.

RECOMMENDATION: That the agenda item summary from Bernice Crowe, Executive Assistant, dated May 14, 2013, regarding an item referred by the CRD Board pertaining to National Health and Fitness Day, be received. *Further action at the discretion of the Committee.*



AGENDA ITEM
SUMMARY

File: 6860-01
Date: 15 May
2013

TO: Central Cariboo/City of Williams Lake Joint Committee
AND TO: Janis Bell, Chief Administrative Officer
FROM: Darron Campbell, Manager of Community Services
DATE OF MEETING: 22 May 2013
SHORT SUMMARY: Esler Recreation Advisory Commission Minutes and Recommendations - 2013 Spring Meeting
VOTING: Committee works by modified consensus
MEMORANDUM: Please find the attached minutes from the Esler Recreation Advisory Commission (ERAC) spring meeting held April 30, 2013.

As noted in the minutes, the commission endorsed the proposed field maintenance contribution agreements and capital project support for each group that is in the 2013 Central Cariboo Recreation and Leisure Services budget.

The recommendations from the ERAC are presented for endorsement by the Central Cariboo Joint Committee and further to the Regional District Board.

ATTACHMENT: ERAC Minutes of April 30, 2013
ERAC Agenda Package

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: The three-year contribution agreements for field maintenance with the Esler Sports Complex User groups amount to \$50,000 annually, which is accounted for in the Central Cariboo Recreation and Leisure Services (1553) financial plan. The capital projects for the user groups amount to \$15,000, which is accounted for in the 2013 CCRLS budget.

Reviewed and concur: Scott Reid, Chief Financial Officer

CAO COMMENTS: *Reviewed and concur: Janis Bell, Chief Administrative Officer*

OPTIONS: 1) Receipt 2) Endorse recommendation 3) Receipt and other action 4) Defer

Agenda Item # 4.8.

RECOMMENDATION: That the agenda item summary from Darron Campbell, Manager of Community Services, dated May 15, 2013, regarding minutes from the Esler Recreation Advisory Commission meeting held April 30, 2013, be received. Further, that the following recommendations from the Commission be endorsed:

i) that the three-year contribution agreements for field maintenance with the Williams Lake Soccer Associations, the Williams Lake Slo-pitch League and the Williams Lake Minor Fastball Association be endorsed and that the appropriate signatories be authorized to enter into the agreements.

ii) that the proposed capital projects for each user group be approved including: the upgrade of the soccer association's irrigation system and bleacher construction, completion of the slo-pitch league irrigation system and fencing, paint and side the minor fastball league's clubhouse. And further that \$5,000 for the approved capital projects for each user group be approved as allocated in the Central Cariboo Recreation and Leisure Services (CCRLS) budget and business plan for 2013.

iii) that the advisory commission members for 2013 be appointed as follows: Linda Barbondy for the WL Slo-pitch League, Daryl Taylor for the WL Soccer Associations, Michelle Tenning for the WL Minor Fastball Association and Judy Reilander and Judy Newbery for the Esler Community Association.



**CARIBOO REGIONAL DISTRICT
ESLER RECREATION ADVISORY COMMISSION
CRD Committee Meeting Room**

Tuesday – April 30, 2013 5:00 pm

Agenda

5:00 pm **Director Byron Kemp (commission chair)**

Items for discussion

1. Minutes from November 7, 2012 ERAC meeting
2. Contribution Agreements for field maintenance (CRD staff)
3. Highway 20 access road update (CRD staff)
4. Capital projects for 2013 (User Groups/CRD staff)
5. ERAC appointments (User Groups)
6. Monthly water metering (CRD staff)
7. Other business
8. Next meeting



**CARIBOO REGIONAL DISTRICT
ESLER RECREATION ADVISORY COMMISSION
CRD Committee Meeting Room**

Wednesday – November 7, 2012 5:00 pm

Attending:

Area E Director Byron Kemp, Area E Alternate Director Melynda Neufeld, Darron Campbell (CRD staff), Daryl Taylor (Soccer Associations), Linda Barbondy (WL Slo-pitch), Michele Tenning (WL Minor Fastball), Judy Reilander and Bruce and Judy Newbery (Esler Community Association).

Minutes

5:00 pm **Director Byron Kemp (commission chair)**

Items discussed and agreed to by consensus.

1. Previous Meeting Minutes:

Minutes from the April 26, 2012 meeting were accepted.

2. Report on Projects Completed in 2012:

- WL Slo-pitch finished construction of two dugouts, had their water well developed and should have the irrigation pipes installed by year's end. Minor Fastball completed long-needed repairs to the clubhouse and dugouts. The Soccer Associations finished deck repairs and installation of field signs; the group did not complete the covered bleachers project due to cost and other priorities. The Ministry of Transportation installed directional signs at the complex entry point on Hodgson Road as requested.

3. Provisional Budget Support for Field Maintenance and Capital Projects in 2013:

- CRD staff advised that the support funding arrangement and reimbursement process is expected to be the same for 2013 as it was in 2012 based on the allocations agreed to as follows: \$25,000 for the soccer fields, \$14,500 for the slo-pitch fields and \$10,500 for the minor fastball fields. Funding for field maintenance is included in the provisional Central Cariboo Recreation and Leisure Services (CCRLS) budget and business plan for 2013. The groups committed to continue to plan more field maintenance cooperatively and also coordinate material purchases and share potential use of a summer student.

- Staff also advised that \$15,000 in capital funding is identified in the 2013 CCRLS budget, to be allocated as \$5,000 to each group for projects that can be identified and approved at the spring meeting. The potential for a shared secure storage shed was discussed.

Agenda Item # 4.8.

4. Renewal of Use and Occupancy Licence for Minor Fastball:

- The licence will be renewed for another five-year term without amendment.

5. Update on the Proposed Alternate Access Road into the Complex:

- The preliminary plans and permit process for the proposed route were discussed as well as the grant application to the federal Community Infrastructure Improvement Fund. A support letter for the application and permit will be supplied by the Esler Community Association and other residents, to demonstrate the negative effects on the area of traffic to and from the Complex on the current access road.

6. Monthly Water Metering Reports:

- Water use report from Minor Fastball was received. The commission requested that the CRD write a letter to the Soccer Associations reminding them of their obligation within the Use and Occupancy Agreement to submit monthly reports.

7. Emergency Contact Information:

- Minor Fastball provided its contact information as requested.

8. Other Business:

- The groups expressed interest in meeting again if/when the new access road permit is approved to discuss details of the roads and parking areas within the complex and extend the planning to other areas of mutual interest, such as shared playground space.

9. Next Meeting:

- The next meeting will be scheduled for late March or early April to confirm plans for the 2013 season.

6:05 pm Meeting concludes

FIELD MAINTENANCE CONTRIBUTION AGREEMENT

THIS AGREEMENT made as at the _____ day of _____, 20__

BETWEEN:

CARIBOO REGIONAL DISTRICT

Suite D, 180 North 3rd Avenue
Williams Lake, BC V2G 2A4

(hereinafter called the "Region")

AND:

WILLIAMS LAKE MINOR FASTBALL ASSOCIATION

PO Box 2577
Williams Lake, BC V2G 4P2

(hereinafter called the "Association")

WHEREAS the Region is the registered owner of those lands and premises situate, lying and being in the Cariboo Regional District and being more particularly known as the Esler Sports Complex and described as Part of District Lot 5782, Cariboo District (hereinafter called the "Land");

WHEREAS the Region and the Association are parties to a Use and Occupancy Agreement dated January 1, 2013 for the Association's use the Land, including fields situated on the Land, for minor fastball recreational purposes;

AND WHEREAS the Region has deemed it appropriate to financially contribute to the Association for maintenance of the fields for minor fastball recreational purposes.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and covenants hereinafter contained and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each party, the parties agree as follows:

Intent:

This Agreement and the funding commitment herein are specifically for maintenance of the fields, and directly-related infrastructure such as water systems and fences, used by the Association for minor fastball recreational purposes and no other activities of the Association.

Independent Contractors:

The parties acknowledge that the Association or any contractor hired by the Association to perform services related to this Agreement will have the status of an independent contractor and that nothing in this Agreement will contemplate or constitute the Association or contractor as an agent, partner or employee of the Region for any purpose.

Agenda Item # 4.8.

Activities under the Agreement shall be carried out at all times in conformity with the WorkSafe BC Health and Safety Regulations. Confirmation of coverage and status of account must be submitted to the Region upon request.

Term:

The term of this Agreement is three (3) years from January 1, 2013 to December 31, 2015 inclusive.

Succession:

This Agreement may remain in effect after its expiration date to facilitate ongoing negotiations for successful renewal of the Agreement.

Conditions:

The following commitments are required by the parties:

The Association will:

- a) perform maintenance of the fields used for minor fastball recreational purposes;
and
- b) submit a request for reimbursement, with expense reports and invoices, annually to the Region for payment of expenses related to the field maintenance, addressed to the Manager of Community Services.

The Region will:

- a) contribute \$10,500 annually, in the form of reimbursement and following receipt of a request for reimbursement, towards field maintenance costs.

Entire Agreement:

This Agreement and any and all addenda, schedules or exhibits attached hereto represents the entire agreement of the parties regarding the subject matter hereof. There are no other oral or written collateral representations, agreements or understandings regarding the subject matter hereof.

Notices:

Each Notice to a party must be given in writing. A Notice may be given by delivery to an individual, by fax or by email, and will be validly given if delivered on a Business Day to an individual at the following address, or, if transmitted on a Business Day by fax or email addressed to the following party:

if to the Region:

Cariboo Regional District

180D N. 3rd Avenue
Williams Lake, BC V2G 2A4
c/o Manager of Community Services
Phone : 250-392-3351
Fax: 250-392-2812
Email: dcampbell@cariboord.bc.ca

if to the Association:

Williams Lake Minor Fastball Association

PO Box 2577
Williams Lake, BC V2G 4P2
c/o Michele Tenning
Phone: 250-392-6534
Email: micheletenning@hotmail.com

Assignment:

None of the parties may assign any of its rights or delegate any of its duties under this Agreement without the prior written consent of the other party.

Termination:

The Region may terminate this agreement at any time and for any reason by giving 30 days written notice of termination to the Association. Subject to Termination for Cause, the Region will pay to the Association all amounts owing under this agreement up to and including the date of termination. Upon payment of such amounts, no other payment will be owed by the Region to the Association and no amount will be owing on account of any future expenditures or lost revenues relating to the Association's operations.

Termination by the Association

The Association may terminate this agreement at any time and for any reason by giving 30 days written notice of termination to the Region.

Rights of the Region Upon Termination for Cause

If the Region terminates this agreement for cause, such as failure of the Association to meet the required commitments, then the termination is deemed effective upon receipt of notice by the Association and the Region may withhold payment of any amount owing to the Association under this agreement.

Indemnity:

The Association will indemnify and save harmless the Region and all of its employees, servants, representatives and agents, from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) which the Region or its employees, servants, representatives or agents incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the

Agenda Item # 4.8.

Association of any obligation of this agreement, or any wrongful or negligent act of the Association or any employee or agent of the Association.

Survival of Indemnity

The indemnity described above will survive the termination or completion of this agreement and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Region.

Compliance with Laws and Regulations:

The Association shall comply with all Local Government, Provincial and Federal legislation relating to the activities funded under this Agreement. It is the responsibility of the Association to ensure all permits and authorizations are in place as appropriate for its activities. Non-compliance with this section will be considered a breach of the Agreement.

IN WITNESS WHEREOF the said parties hereto have set their hands to as of the date as written below.

Chief Administrative Officer
CARIBOO REGIONAL DISTRICT

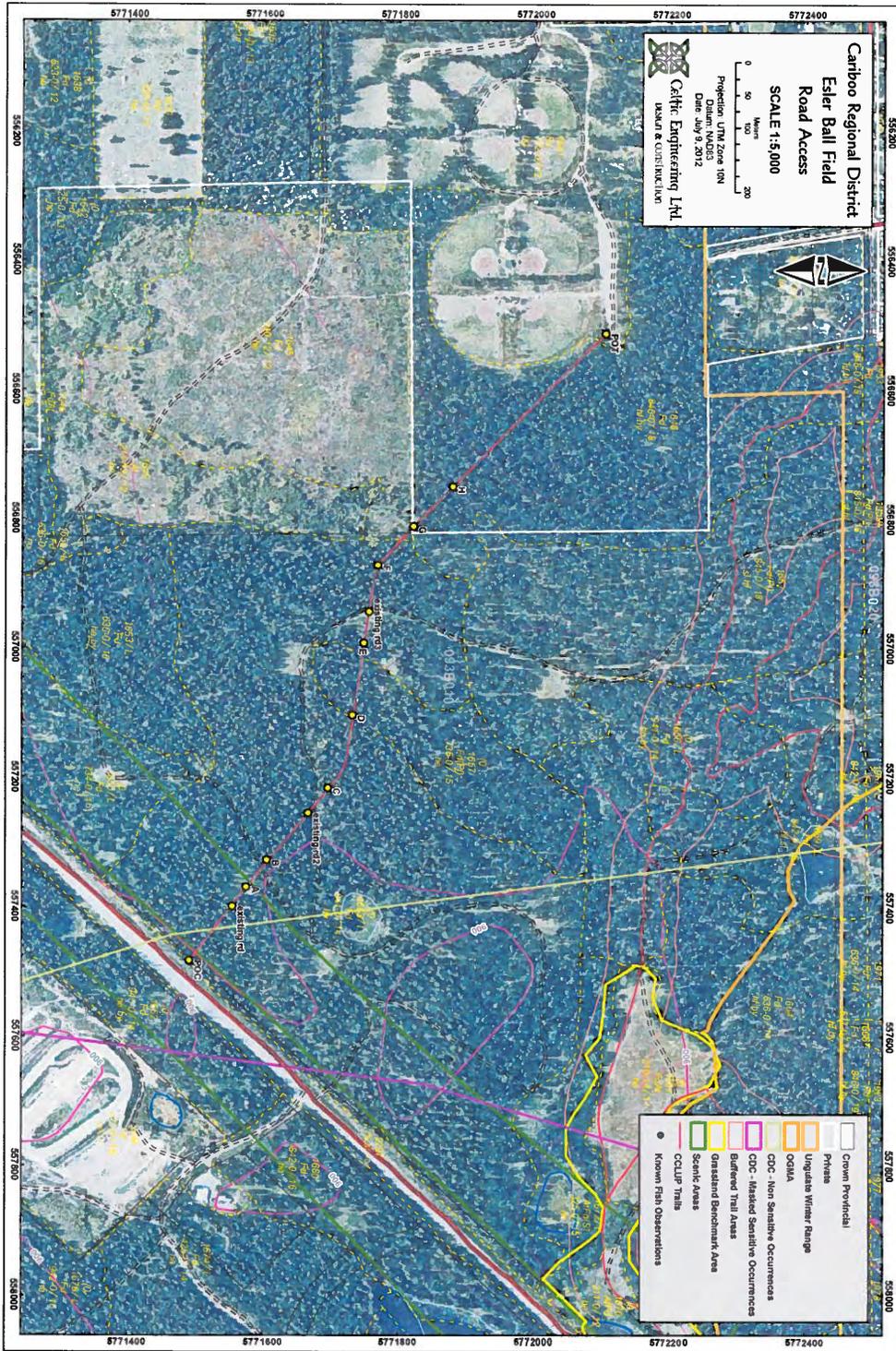
DATE

Signing Officer
WILLIAMS LAKE MINOR FASTBALL ASSOCIATION

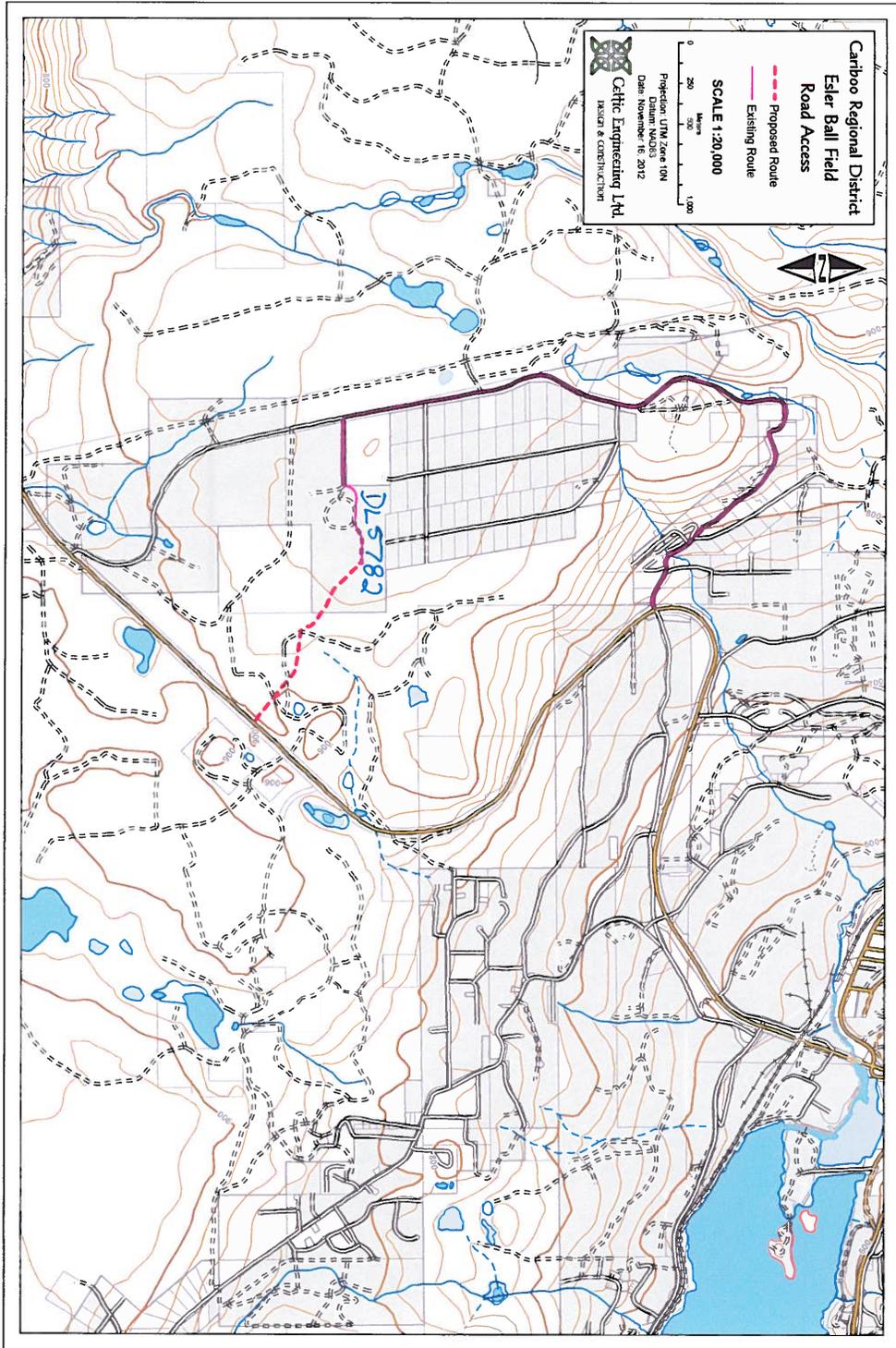
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PRINT NAME

Agenda Item # 4.8.



Agenda Item # 4.8.

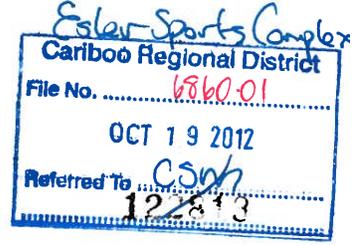


Agenda Item # 4.8.

Minor softball water use report

	Meter Reading	Used
April 25/12 start up	323,814	
May 24/12	323,925	11,100
June 22/12	324,109	18,400
July 19/12	324,330	22,100
Aug 15/12	324,642	31,200
Sept 27/12	325,071	42,900
Oct 01/12	325,120	4,900

WATER METER REAL



Meter reading is in hundreds

Total Used 130,600 Gallons used in 2012

Agenda Item # 4.8.

Soccer Water Usage Report

Although we understand monthly reports were expected (as per our contract) – it has become a habit to submit the yearly number at the end of the watering season. Unfortunately, we are unable to submit a definitive water use report for the 2012 year. It appears the water gauge stopped working partway through the summer. We attempted to estimate our usage based off of the amount of heads per zone and time ran and have come up with approximately 1,900,000 gallons.

As you know – this is much higher than what was ever reported for a given year.

After many meetings with the multiple associations that make up the field committee and consulting with the current irrigation contractor (Gene's Irrigation) and the past field supervisor (Greg Austin) that ran the fields for the previous 4 years I have come up with the following:

- Most water gauges have a 'factor' setting to multiply the values from the gauge – the current has a 'gallons x 10' written on it. I don't believe the previous individuals who documented the water usage took this into consideration.
- The usage was not submitted in 2011 but was in 2010 which stated 168,974 gallons. I believe this was supposed to be 1,689,740 gallons.
- The starting reading in May 2010 was 323270 and the number when it stopped working (lets say half way through 2012 season) was 693962. This is a gain of 370,692. At a factor of 10 – this will be a usage of 3,706,920 gallons for 2.5years or an average of 1,482,768 gallons per year.
- I did not go further back than 2010 as I was told it had a different water gauge and the third field was not in operation so there for the numbers would be lower anyway.

I do not want this to become a finger pointing exercise on past field committees, maintenance contractors or past reports. Our current committee is filled with dedicated people who recognize this as being a serious situation and we are united to resolve this issue. The obvious first step is to ensure the water gauge is working and is verified to have accurate readings. The next step is to vindicate our final determination that the daily numbers (at past water practices) are between 15,000 gallons and 20,000 gallons per day. If this is the case – then my numbers above are fairly accurate. From here – we will most likely re-evaluate our water delivery (pump, hardware, technology) and techniques (amount, duration, timing) to minimize the amount of water used.

We will obviously discuss further at the next meeting. I will make sure I am there.

Again – sorry for the 11th hour water usage report.

Daryl Taylor
Field Committee ERAC Rep



**CARIBOO REGIONAL DISTRICT
ESLER RECREATION ADVISORY COMMISSION
CRD Committee Meeting Room**

Wednesday – April 30, 2013 5:00 pm

Attending:

Area E Director Byron Kemp, Darron Campbell (CRD staff), Linda Smith (Soccer Associations), Linda Barbondy (WL Slo-pitch), Dave Means (WL Minor Fastball), Judy Reilander and Judy Newbery (Esler Community Association).

Minutes

5:00 pm **Director Byron Kemp (commission chair)**

Items discussed and agreed to by consensus.

1. Previous Meeting Minutes:

Minutes from the November 7, 2012 meeting were accepted.

2. Contribution Agreements for Field Maintenance:

- The commission reviewed and endorsed the proposed contribution agreements with the user groups for field maintenance. The agreements have a three-year term for the current funding levels, which have previously required approval on an annual basis. Under the agreements, the soccer associations will receive \$25,000, the slo-pitch league \$14,500 and the minor fastball league \$10,500 each year. Funding for field maintenance is included in the Central Cariboo Recreation and Leisure Services (CCRLS) budget and business plan for 2013-2017.

3. Highway 20 Access Road Update:

- CRD staff advised that the grant application for the road project to the federal Community Infrastructure Investment Fund (CIIF) was denied. The CRD will continue to work on the project by securing the necessary permit and undertaking more detailed planning in preparation for a future grant opportunity.

4. Capital Projects for 2013:

- CRD staff advised that \$5,000 for capital projects for each user group has been allocated in the Central Cariboo Recreation and Leisure Services (CCRLS) budget and business plan for 2013. As required by the Use and Occupancy Agreements the projects approved for the groups include: the soccer associations will upgrade their irrigation system and construct bleachers, the slo-pitch league will complete installation of their

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irrigation system and finish fencing, and the minor fastball league will paint and add siding to their clubhouse.

5. ERAC Appointments:

- All groups advised that the appointments for 2013 will remain the same.

6. Monthly Water Metering Reports:

- The water use reports from the soccer associations and minor fastball were received. The commission requested that the CRD write a letter to all the groups reminding them of their obligation within the Use and Occupancy Agreement to submit monthly reports, including water use and measurements of the static head levels of each well. The commission requested that this information be circulated to all members on a monthly basis. The letter will also include a request to the soccer associations to provide confirmation of its plan to reduce water use to within the limits of its use agreement.

The user groups will meet to discuss water allocations in the near future and the possibilities of reallocating more water use to the soccer associations if it is not required by the other leagues.

7. Other Business: Fuel Management project by the Cariboo Fire Centre:

- A proposal by the Cariboo Fire Centre to undertake a few days of fuel management work between the soccer fields and the radio tower access road was received. The commission fully supported the project and encouraged as much fuel reduction work as possible.

8. Next Meeting:

- The next meeting will be scheduled for late October or early November to receive updates on the activities of the 2013 season.

5:55 pm Meeting concludes

Central Cariboo / City of Williams Lake Joint Committee



ACTION PAGE



Meeting Date: May 22, 2013

Project #	Summary of Resolution	Action Required	Delegation	Date Completed
1.	<p>“That staff prepare and distribute to the Joint Committee, a discussion paper regarding local industrial taxation, taking into consideration the Strong Regions Report and the proposed Regional Development Framework.” (March 24, 2010 mtg)</p> <ul style="list-style-type: none"> • <i>CRD meeting with Premier at UBCM.</i> 		CRD Staff	
2.	<p>That pursuant to the report of Geoff Paynton, Director of Community Services dated October 11, 2011, the letter from the Central Cariboo Recreation Advisory Committee regarding condition of playing fields in and around Williams Lake be referred to a future Joint Use Committee meeting for discussion. (Oct 26, 2011 mtg)</p>		City Staff	
3.	<p>That a sub-committee be formed consisting of Councillor Walters and Director Sorley, a representative from the Central Cariboo Arts and Culture Society as well as the appropriate staff from the City of Williams Lake and Cariboo Regional District. Further, that this Committee work on the Central Cariboo Arts and Culture Function business plan goal to review the process and structure for the Fee for Service contribution agreements contained within the function’s financial plan with an effort to integrate them with the existing CCAC Society grants program. (April 25, 2012 mtg)</p> <ul style="list-style-type: none"> • <i>Committee Meetings held May 18, June 7 & July 9, 2012.</i> • <i>Joint Committee endorsed ‘Strategic Principles’ as presented Sept. 19, 2012.</i> • <i>CRD Board and City Council endorsed implementation plan April 2013</i> 		CRD Staff	
4.	<p>That the report dated May 9, 2012 from Anne Burrill, Manager of Social Development regarding general information about the process for forming a Community Foundation, be received. Further, that a working group be formed and report back to the Committee. (May 23, 2012 mtg) (Mayor Cook, Councillors Bourdon-with Councillor Walters as alternate, Anne Burrill, and Director Mernett have been appointed to the working committee).</p> <ul style="list-style-type: none"> • <i>Update to Winter 2012/13 Joint Committee meeting.</i> 	Ongoing	Staff	
5.	<p>That the report of Geoff Paynton, Director of Community Services, City of Williams Lake dated June 18, 2012 and the verbal report of Director Sorley regarding an update on the Pool Task Force and the pool feasibility study be received and Pool Task Force updates be added as standing items to future Joint Committee agendas until project completion. (June 27, 2012 mtg)</p>	Ongoing	City Staff	

Project #	Summary of Resolution	Action Required	Delegation	Date Completed
6.	<p>That the Cariboo Regional District Solid Waste Management Plan Review Stage 3 Implementation Plan Report be received and referred to City Staff for a report and recommendation back to City Council for submission to the Cariboo Regional District by their October 25, 2012 Board Meeting.</p> <ul style="list-style-type: none"> • <i>Report going on City Committee of Whole Council agenda for November 27, 2012.</i> • <i>Council Resolution sent to CRD December 6, 2012 with recommendation that, through the Joint Committee, a steering committee be formed to assist in the implementation of the objectives of the Solid Waste Management Plan (Councillors Bonnell and Zacharias – alternate Councillor Rathor – and two Staff have been appointed to represent the City).</i> 	Report to Council and submission back to CRD.	CRD Staff City Staff	
7.	<p>That the memorandum of Darron Campbell, Manager of Community Services, Cariboo Regional District dated September 12, 2012 regarding applications to the Community Infrastructure Improvement Fund (CIIF) grant program for construction of the Esler Sports Complex Access Road and replacement of the arena roof at the Cariboo Memorial Recreation Complex be received an application for \$150,000 be submitted for the road access project and the City of Williams Lake submit an application for \$200,000 for the replacement of the arena roof; and further, the Central Cariboo Recreation and Leisure Services financial plan be amended to allocate up to \$350,000 in matching funding required for both projects.</p> <ul style="list-style-type: none"> • <i>Due date for submissions is November 19, 2012.</i> • <i>Notification received that funding request has been declined.</i> 		Staff	
8.	<p>That the report dated April 16, 2012 from Deb Radolla, Manager of Active Living regarding the final report of the Rick Hansen 25th Anniversary celebration, be received. Further, that the Rick Hansen Celebration Committee bring forward ideas on how the extra money could be used to provide a legacy of the event and benefit the Community. (April 25, 2012 mtg)</p> <ul style="list-style-type: none"> • <i>Report slated for Fall 2012 Joint Committee Meeting (see below).</i> <p>That pursuant to the report of Deb Radolla, Manager of Active Living, City of Williams Lake dated October 16, 2012, the Central Cariboo / City of Williams Lake Joint Committee receive the Human Resources and Skills Development Canada <i>Enabling Accessibility Fund</i> grant application for three automatic door openers at the CMRC and authorize the use of the remaining \$2,400 from the Rick Hansen Celebration account towards this project. (October 24, 2012 mtg)</p>	In Progress	City Staff	
9.	<p>That CRD Staff be requested to give a presentation at the January 23, 2013 Joint Committee Meeting on the changes in tipping fees that will occur over the next few years at the Central Cariboo Transfer Station and how increases to these fees will contribute to full cost recovery of solid waste handling. (November 21, 2012 mtg)</p>	To appear at the September meeting	CRD Staff	