

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

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

**July 10, 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

That the agenda items be adopted as presented.

2. ADOPTION OF MINUTES

7-14

2.1. Minutes of the Central Cariboo / City of Williams Lake Joint Committee - May 22, 2013

That the minutes of the Central Cariboo / City of Williams Lake Joint Committee meeting held May 22, 2013, be received and adopted.

3. DISCUSSION ITEMS

15-47

3.1. Value and Future of Central Cariboo / City of Williams Lake Joint Committee Meetings

4. REPORTS AND CORRESPONDENCE

- 49-50 **4.1. Financial Incentive Offer from Multi Materials BC to Collect Residential Packaging and Printed Paper**
Voting - Electoral Areas D, E, F, K and Council
Ratification required by: CRD

That the agenda item summary from Mitch Minchau, Manager of Environmental Services, dated July 2, 2013, regarding MMBC's financial incentive offer for the Central Cariboo Transfer Station's recycling depot be received. Further, that the financial incentive offered by MMBC for operation of the recycling depot at the Central Cariboo Transfer Station, be accepted.

- 51-55 **4.2. City of Williams Lake - Letter from J. Catalano - Accessibility at the Cariboo Memorial Recreation Complex**
Voting - Electoral Areas D, E, F and Council
Ratification required by: CRD and City

That the letter from Cindy Bouchard, Manager of Legislative Services, dated June 13, 2013, and attachments related to a letter from Janet Catalano regarding accessibility at the Cariboo Memorial Recreation Complex, be received.

- 57-92 **4.3. Central Cariboo Arts and Culture Society - 1st and 2nd Quarter 2013 Reports/2012 Annual Report**
Voting - Electoral Areas D, E, F and Council
Ratification not required: For receipt only

That the 1st and 2nd Quarter 2013 Reports and 2012 Annual Report for the Central Cariboo Arts and Culture Society as submitted by Harry Jennings, President, Central Cariboo Arts and Culture Society, be received.

- 93 **4.4. Museum of the Cariboo Chilcotin - Arts & Culture Grant Review Process and Delegation Request**
Voting - Electoral Areas D, E, F and Council
Ratification: CRD and City

4. REPORTS AND CORRESPONDENCE

That the letter from Sheila Wyse, President, Museum of the Cariboo Chilcotin, dated June 18, 2013, regarding the Arts & Culture grant review process and request to attend as a delegation before the Central Cariboo / City of Williams Lake Joint Committee, be received.

95-96 **4.5. Healthy Vending Contract - Cariboo Memorial Recreation Complex**

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

That the City of Williams Lake Council Report from Deb Radolla, Manager of Active Living, dated June 11, 2013, regarding the healthy vending contract for the Cariboo Memorial Recreation Complex, be received.

97-99 **4.6. Williams Lake and District Pool Feasibility Study - Final Report**

To view the Pool Feasibility Study and Appendices, please click on the following links:

[Williams Lake and District Pool Feasibility Study](#)
[Appendices A and B](#)
[Appendix C](#)

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

That the City of Williams Lake Council Report from Geoff Paynton, Director of Community Services, dated June 17, 2013, regarding the Final Report of the Williams Lake and District Pool Feasibility Study, be received. Further, that the final report be received and endorsed, thereby endorsing, in principle, a project that would proceed with the Recommended Option at a cost of \$11.3 million to include major expansion of the leisure water area, fitness centre, change rooms, and renewal of the main pool tank.

4. REPORTS AND CORRESPONDENCE

- 101-102 **4.7. Recommendation from the Williams Lake and District Pool Feasibility Study to Establish a Finance Committee**
Voting - Electoral Areas D, E, F and Council
Ratification required by: CRD and City

That the agenda item summary from Darron Campbell, Manager of Community Services, dated July 3, 2013, regarding establishment of a Finance Committee as recommended by the Williams Lake and District Pool Feasibility Study, be received. Further, that four members of the Central Cariboo Joint Committee, including two members of council and two regional district directors from electoral area D, E or F, be appointed to work with staff on the committee and that a report be brought back to the Joint Committee within four months.

- 103-108 **4.8. Affordable Recreation Cards and Special Needs Passes - Cariboo Memorial Recreation Complex**
Voting - Electoral Areas D, E, F and Council
Ratification not required: For receipt only

That the City of Williams Lake Council Report from Deb Radolla, Manager of Active Living, dated June 26, 2013, regarding Affordable Recreation Cards and Special Needs programs at the Cariboo Memorial Recreation Complex, be received.

5. ACTION PAGE

- 109-112 **5.1. Action Page**

That the Action Page as presented at the Central Cariboo / City of Williams Lake Joint Committee meeting on July 10, 2013, be received.

6. IN-CAMERA SESSION

- 113-114 **6.1. In-Camera Session**
There will be items suitable for discussion in-camera pursuant to Section 90(1)(k) of the *Community Charter*.

6. IN-CAMERA SESSION

Click on the following attachment to view the subsections of Section 90 of the *Community Charter*.

That the meeting be closed to the public to discuss items suitable for discussion in-camera pursuant to Section 90(1)(k) of the *Community Charter*.

7. ADJOURNMENT

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

That the meeting of the Central Cariboo / City of Williams Lake Joint Committee be adjourned at TIME, July 10, 2013.

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

MAY 22, 2013

A meeting of the Central Cariboo / City of Williams Lake Joint Committee
was held on May 22, 2013 at 5:05 p.m.,
in the Cariboo Regional District Board room, in Williams Lake, BC.

PRESENT: Co-Chair J. Sorley; Directors D. Bischoff; and B. Kemp (Cariboo Regional District)
Co-Chair K. Cook; Councillors D. Hughes; G. Bourdon; L. Walters (for a portion of the meeting); and S. Zacharias - via teleconference (City of Williams Lake)

ABSENT: Directors R. William and C. Mernett (Cariboo Regional District)
Councillors I. Bonnell and S. Rathor (City of Williams Lake)

STAFF: J. Bell, Chief Administrative Officer; D. Campbell, Manager of Community Services; and Bernice Crowe, Executive Assistant (Cariboo Regional District)
G. Goodall, Acting Chief Administrative Officer; G. Paynton, Director of Community Services; and D. Radolla, Manager of Active Living (City of Williams Lake)

1. CALL TO ORDER

**1.1
Adoption of Agenda**

Moved Director Bischoff;
Seconded Mayor Cook:

CCJ-13.05A-1 That the agenda items, including the discussion of a joint news release, be adopted as presented.

Carried Unanimously

2. ADOPTION OF MINUTES

2.1

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

Moved Councillor Hughes;
Seconded Councillor Bourdon:

CCJ-13.05A-2

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

Carried Unanimously

3. DELEGATIONS

3.1

Brian Johnston (PERC) – Williams Lake and District Pool Feasibility Study

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

Moved Councillor Zacharias;
Seconded Councillor Bourdon:

CCJ-13.05A-3

That the Williams Lake and District Pool Feasibility Study as completed by the Professional Environmental Recreation Consultants (PERC), and the council report from Geoff Paynton, Director of Community Services, dated May 13, 2013, regarding the study, be received.

Carried Unanimously

Councillor Walters joined the meeting at 5:20 p.m.

4. REPORTS AND CORRESPONDENCE

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

Moved Director Bischoff;
Seconded Councillor Walters:

CCJ-13.05A-4

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. Further, that a letter be forwarded to the Swim Club acknowledging their request for reconsideration and that their request does not meet the Grant for Assistance criteria for qualification.

Carried Unanimously

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

Moved Councillor Bourdon;
Seconded Mayor Cook:

CCJ-13.05A-5

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

Carried Unanimously

4.3

2014/2015 Cariboo Memorial Recreation Complex Advertising Fees

Voting - Electoral Areas D, E, F and Council

Ratification required by: CRD

Moved Councillor Bourdon;
Seconded Director Kemp:

CCJ-13.05A-6

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.

Carried Unanimously

4.4

2012 Stat Holiday Report - Cariboo Memorial Recreation Complex

Voting - Electoral Areas D, E, F and Council

Ratification required by: CRD

Moved Councillor Bourdon;
Seconded Councillor Walters:

CCJ-13.05A-7

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. Further, that staff be directed to continue opening the Sam Ketcham Pool and Fitness Centre for three and a half hours on statutory holidays and report back to the Committee on an annual basis.

Carried

CONTRARY TO THE MOTION: Councillor Hughes

Agenda Item # 2.1.

Central Cariboo / City of Williams Lake Joint Committee Meeting
22 May 2013

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

Councillor Zacharias left the meeting at 6:20 p.m.

Moved Councillor Walters;
Seconded Director Bischoff:

CCJ-13.05A-8

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.

Carried

CONTRARY TO THE MOTION: Mayor Cook

Moved Director Bischoff;
Seconded Councillor Bourdon:

CCJ-13.05A-9

That the request from the City of Williams Lake regarding the formation of a Steering Committee for Solid Waste in the central Cariboo be referred to staff to develop a Terms of Reference for a proposed Committee and be brought back for consideration.

Carried Unanimously

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

Moved Councillor Bourdon;
Seconded Councillor Walters:

CCJ-13.05A-10

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

Carried Unanimously

4.7

Referred Item - National Health & Fitness Day Proclamation

Voting - Electoral Areas D, E, F and Council

Ratification required by: CRD & City

Moved Mayor Cook;
Seconded Councillor Walters:

CCJ-13.05A-11

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, that the first Saturday in June be proclaimed as "National Health and Fitness Day" in our region and 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 complimentary basis on National Health and Fitness Day.

Carried Unanimously

4.8

Esler Recreation Advisory Commission Minutes and Recommendations - 2013 Spring Meeting

Voting - Electoral Areas D, E, F and Council

Ratification required by: CRD

Moved Director Kemp;
Seconded Councillor Bourdon:

CCJ-13.05A-12

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

Agenda Item # 2.1.

Central Cariboo / City of Williams Lake Joint Committee Meeting
22 May 2013

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.

Carried Unanimously

5. **DISCUSSION ITEMS**

5.1

Rescheduling of June Meeting Date

Moved Director Kemp;
Seconded Director Bischoff:

CCJ-13.05A-13

That the Central Cariboo / City of Williams Lake Joint Committee meeting previously scheduled for June 19th be rescheduled to July 10th, 2013.

Carried Unanimously

Late Item – Joint Press Release

Moved Mayor Cook;
Seconded Director Bischoff:

CCJ-13.05A-14

That a joint press release be sent out advising that the June meeting has been rescheduled to July 10th and outlining the activities of the Central Cariboo / City of Williams Lake Joint Committee.

Carried Unanimously

Agenda Item # 2.1.

Central Cariboo / City of Williams Lake Joint Committee Meeting
22 May 2013

6. ACTION PAGE

**6.1
Action Page**

Moved Councillor Bourdon;
Seconded Councillor Hughes:

CCJ-13.05A-15 That the Action Page as presented at the Central Cariboo / City of Williams Lake Joint Committee meeting on May 22, 2013, be received.

Carried Unanimously

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

Moved Councillor Bourdon;
Seconded Director Bischoff:

CCJ-13.05A-16 That the meeting of the Central Cariboo / City of Williams Lake Joint Committee be adjourned at 6:44 p.m., May 22, 2013.

Carried Unanimously

Certified Correct:

Co-Chair



CITY OF WILLIAMS LAKE

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

June 13, 2013

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

At its Regular Meeting held June 4, 2013, Council declined to ratify the May 22, 2013 recommendation of the Central Cariboo / City of Williams Lake Joint Committee to deny the request for reconsideration of the Williams Lake Blue Fins Swim Club's 2013 Grant-in-Aid application. At the same meeting, Council resolved the following:

"That the Grant for Assistance *Grant Approval Criteria* be referred back to the Central Cariboo / City of Williams Lake Joint Committee for review and qualification of the definition of 'capital items'."

Please place both items, being the reconsideration of the Blue Fins GIA application and a review of the grant approval criteria, on the Joint Committee agenda for July 10, 2013. Don't hesitate to 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





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



www.williamslake.ca



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	
	CRWC	
	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)

Agenda Item # 3.1.

Grant in Aid Application Evaluation

Name of Applicant: NL BLUE FINS SWIM CLUB

Application Description: RACE CLOCKS / DVD / BALLS / FINS

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	✓	✗	
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 / GEORGE PRYNTON / PAT HIGGINS

Evaluation Date: Oct. 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, Sulte 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 keep 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.

- 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 organisational 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. Part 14 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:

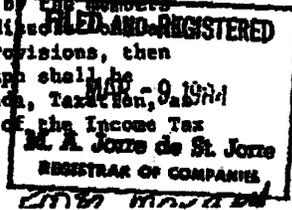
- 4. (1) an adult person may apply to the directors for membership in the society and on acceptance by the directors and payment of a membership fee shall be a member for the reporting year.
- (2) a minor person may participate in a program of the Society for not longer than the period during which one 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, 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

FORM 02/01

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

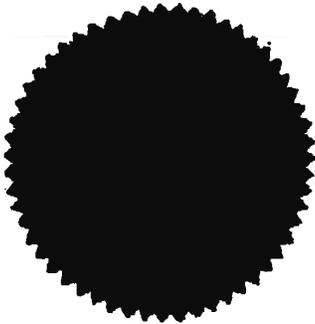
HAS THIS DAY BEEN INCORPORATED UNDER THE SOCIETY ACT

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

DRAFT

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 Beachamp; 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 # 3.1.

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	<u>31,768.60</u>
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	<u>31,768.60</u>

Treasurer Wally Saunders

Agenda Item # 3.1.

PM
7/12
ual Basis

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

Jul '11 - Jul 12

Ordinary Income/Expense	
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	26,486.69
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 # 3.1.

PM
 '12
 ual Basis

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

Jul '11 - Jul 12

Expense	Jul '11 - Jul 12
EXPENSES	
6006 Advertising	769.44
6010 Awards	1,488.18
6016 Bad Debts	4,022.20
6020 Bank Service Charges	163.52
6026 CASA Fees	6,508.00
6030 Club Registration fee	208.00
6035 Coach Training	1,376.77
6040 Coach Training CSCTA	350.00
6048 Cost of Goods Sold	4,131.29
6055 Expense Miscellaneous	151.91
6057 Equipment	804.66
6058 Fundraising Expenses	275.00
6060 Office supplies	208.39
6062 Open Water Event	804.09
6065 Pool Rental	17,161.03
6070 Swim Meet Home Expenses	1,900.96
6210 Club Spirit	255.73
6400 Utilities Internet/telepho	1,487.91
6450 Website	168.00
Coaches Travel	
5360 Kamloops	1,745.37
5360 Misc Coach Travel	1,868.77
5375 Provinciais	2,523.61
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	<u>-10,215.59</u>

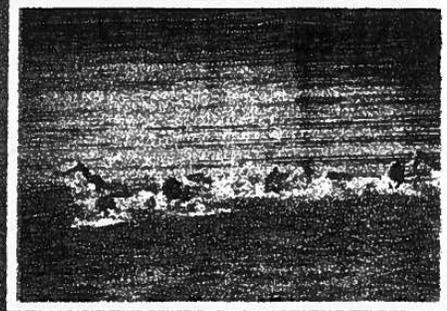
APPENDIX E

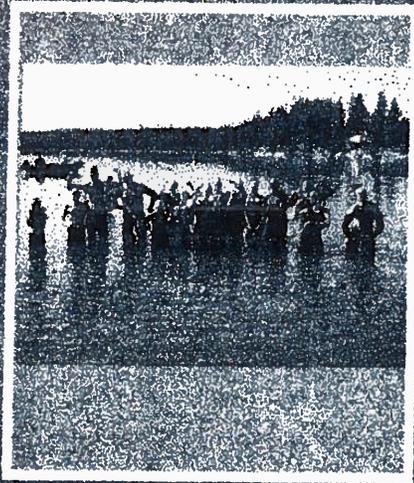
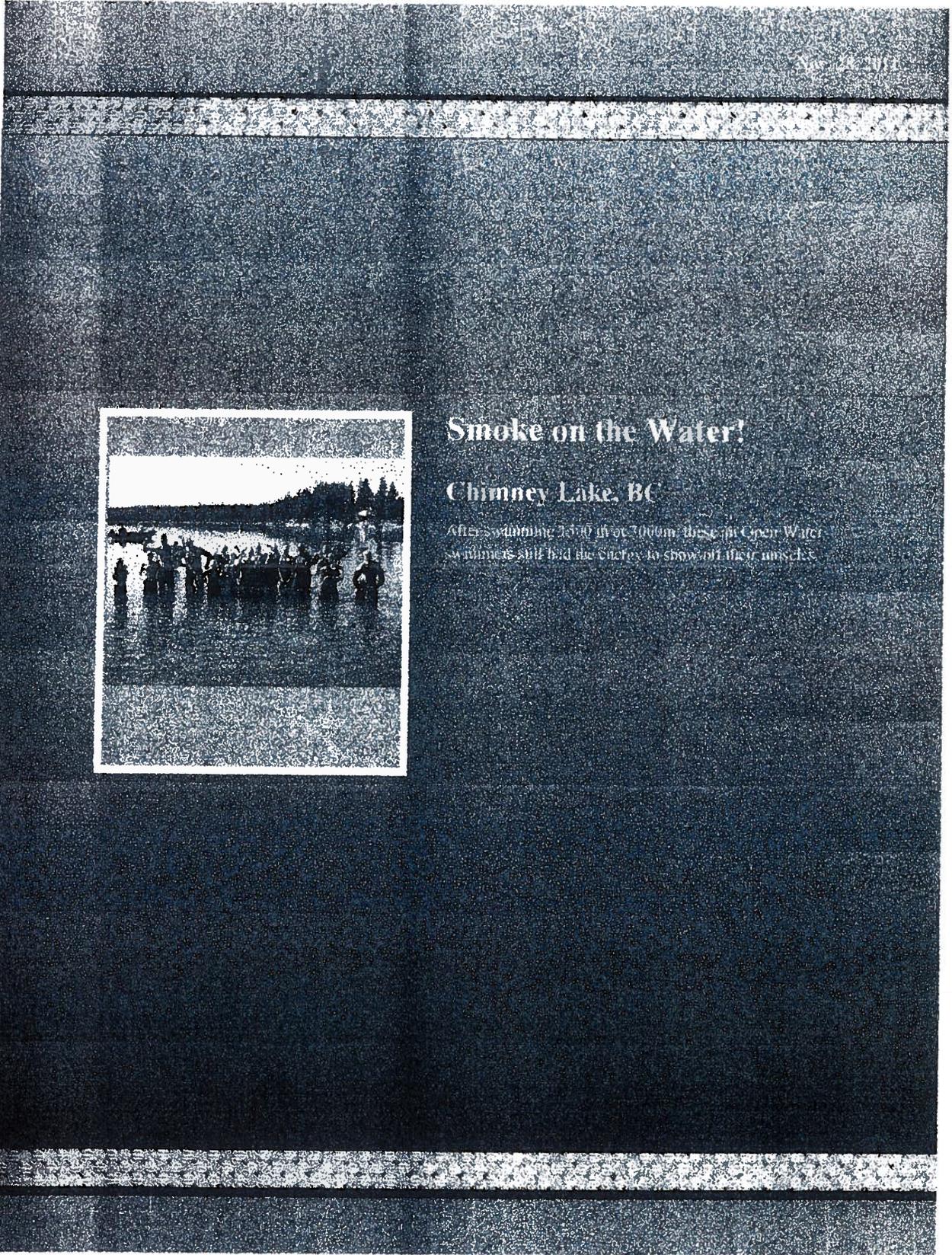
**Event Hosting Grant Proposal
'Smoke on the Water'
Open Water Swim Event**

A Proposal To: City of Williams Lake

Nov. 28, 2011

**Williams Lake Bluefins
Swim Club**





Smoke on the Water!

Chimney Lake, BC

After swimming 2000 ft or 3000m, these fit Open Water swimmers still had the energy to show off their antics.

Nov. 28, 2011

'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.



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

Nov. 28, 2011

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	\$1500
Total	\$4000

Expenses:

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

Appendix 1

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 chooses 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

Received \$NIC



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



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.

Agenda Item # 3.1.

7. Start date of the project: _____

~~Friday, February 24th~~ _____

8. End date for the project: _____

Sunday, February 26th _____

Appendix F

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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

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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

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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
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- 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



AGENDA ITEM SUMMARY

File:
Date: 02 Jul
2013

TO: Central Cariboo/City of Williams Lake Joint Committee

AND TO: Janis Bell, Chief Administrative Officer

FROM: Mitch Minchau, Manager of Environmental Services

DATE OF MEETING: 10 Jul 2013

SHORT SUMMARY: Financial Incentive Offer from Multi Materials BC to Collect Residential Packaging and Printed Paper

VOTING: By Consensus

MEMORANDUM: Multi Materials BC (MMBC) is the stewardship agency responsible for the extended producer responsibility program for residential packaging and printed paper (PPP) in British Columbia. The Ministry of Environment has given MMBC until May 19, 2014 to implement their PPP stewardship plan. Because residential PPP has traditionally been handled by local governments, MMBC is offering local governments incentives to continue to provide the residential PPP collection service.

The Central Cariboo Transfer Station's (CCTS) recycling depot is currently funded by both the CRD and City of Williams Lake, together the CRD and CWL need to decide, before September 16, 2013, if MMBC's incentive should be accepted.

If the incentive is accepted the CRD and CWL would:

- Receive between \$60 and \$175 per tonne of residential PPP depending on the material type;
- Would no longer be responsible for the costs of rental of the recycling bins, hauling of the materials, or processing of the materials;
- Would have to provide supervision during all depot hours;
- May have to account for commercial users;
- Would have to ensure the site was secure and locked when closed to the public; and
- Would have to collect plastic film and Styrofoam in addition to the current material types.

If the incentive is not accepted, the CRD and CWL would operate the depot and pay all associated costs.

City of Williams Lake and CRD staff have discussed the offer and feel

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it is in the best interest of both local governments to accept the incentives offered by MMBC. CRD Staff estimate that annual incentives would initially amount to \$10,000 and that the current \$70,000 annual cost to operate the site could be reduced by up to 75% or \$52,500. The short fall of 25% is associated with the commercial users of the site. While no date has been set it is expected that MMBC will cover these costs at some future date.

ATTACHMENT:

POLICY IMPLICATIONS: N/A

FINANCIAL IMPLICATIONS: Potential to save up to \$62,500 per year for operation of the Central Cariboo Transfer Station.

Reviewed and concur: Scott Reid, Chief Financial Officer

CAO COMMENTS:

Reviewed and concur: Janis Bell, Chief Administrative Officer

OPTIONS:

- 1) Endorse the recommendation
- 2) Receipt and other action
- 3) Defer

RECOMMENDATION: That the agenda item summary from Mitch Minchau, Manager of Environmental Services, dated July 2, 2013, regarding MMBC's financial incentive offer for the Central Cariboo Transfer Station's recycling depot be received. Further, that the financial incentive offered by MMBC for operation of the recycling depot at the Central Cariboo Transfer Station, be accepted.



CITY OF WILLIAMS LAKE

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

June 13, 2013

File: 3-57-2

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: LETTER FROM JANET CATALANO RE ACCESSIBILITY AT THE CARIBOO MEMORIAL RECREATION COMPLEX

Council considered the above matter at its regular meeting held June 4, 2013. Quoted hereunder is Resolution No. 255/13 as passed at that meeting.

"That pursuant to the correspondence covering memo of the Director of Community Services dated May 31, 2013, the letter from Janet Catalano, Recreation Director - Williams Lake Seniors Village dated May 17, 2013 regarding accessibility at the Cariboo Memorial Recreation Complex be received and referred to the Central Cariboo / City of Williams Lake Joint Committee."

Please place this item on the Joint Committee agenda for July 10, 2013. Don't hesitate to 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





City of Williams Lake

CORRESPONDENCE MEMO

COUNCIL MEETING DATE:	June 4, 2013
SUBJECT &/OR ITEM #:	Correspondence from Janet Catalano re/ Accessibility at the CMRC
STAFF COMMENTS: Geoff Paynton, Director of Community Services	<p>Mrs. Catalano's letter points out many issues that the City and CRD are more than aware of at the CMRC and are addressing as budget and priority allow.</p> <p>The CMRC is an old building and was constructed prior to many of these accessibility items being standard building practice. As a result much of the building is difficult to access for mobility challenged individuals and making accessibility changes is most often very expensive, and sometimes impossible.</p> <p>Even with these obstacles, in the last five years alone over \$500k has been invested directly, or indirectly, in accessibility improvements at the CMRC. Improvements to accessibility in all areas of the building will continue to be a priority and items will be addressed as funding is made available.</p> <p>Current top three priorities for determining capital items, which are brought forward annually to the Joint Committee, are:</p> <ol style="list-style-type: none"> 1. Maintaining current service levels by replacing aging, and failing, infrastructure such as roofs, major mechanical; mandatory life and safety improvements etc.. 2. Improving energy efficiency and reducing carbon footprint, while reducing operating costs. 3. Accessibility improvements. <p>Recent accessibility improvements to the CMCR include:</p> <ul style="list-style-type: none"> • Installation of the wheelchair lift in rink #1 • Access to the rinks via the new arena entrance with accessible doors • New button controlled power doors throughout the facility (and more to come) • New fitness equipment designed for mobility limited

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patrons

- New lift into the pool
- New stainless steel wheel chair for the pool.
- New stairs into the pool
- Improvements to pool deck tiles to prevent slipping.
- Handrails in pool change rooms and pool hallways.
- Floor ramps in Rink #2

CMRC staff recently applied for funding through a federal program to add more power doors but unfortunately it was turned down. Staff continue to look for more grant opportunities to help in this area as many doors require upgrades. Upgrading CMRC's "regular" access doors to power doors is currently the highest accessibility priority and work will continue in this area.

Two specific items in Mrs. Catalano's letter that are already being addressed this summer are;

- Installing a ramp to lower level of rink #1- Already well into the planning stages. The area in question is the main fire exit through-way and any obstruction in this area not permitted. It is likely a traditional ramp will obstruct this through-way as the space is very limited and the surrounding area is all structural concrete. Staff are currently working with the related authorities to get approvals for this project if possible.
- Lower level of seating in Rink #1- a row of the lowest level seats already fold back to accommodate wheel chairs, etc... Once the lower ramp is done then this seating area is ready to go and would be signed appropriately.

Several of the items on Mrs. Catalano's list would require massive infrastructure investments. Hand rails down the bleacher aisles would be a minimum of \$200,000-\$250,000 (likely much higher) and an elevator would require a complete redesign of a major portion of the arena side of the building and would likely be in the millions of dollars.

An elevator for the rinks, and many other accessibility improvements, were part of the improvements that were included in the failed referendum about 8 years ago. Numerous accessibility upgrades were made during the portion of the referendum improvements that were approved but most were on the pool side. These include;

- Accessible change rooms, doorways and hallways on the pool side.
- Separate disabled changing and shower stalls
- Lowered service counter at front desk

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	<ul style="list-style-type: none">• Power sliding doors at front entrance• Accessible viewing area and pool deck <p>An elevator is proposed in the Pool feasibility Study preferred concept but it is only for the pool side to access the new proposed second floor above the change rooms. The preferred pool concept also includes numerous accessibility upgrades to the pool side including;</p> <ul style="list-style-type: none">• A ramp into the main tank,• A ramp into the hot tub• Zero depth entry into leisure pool• Improved change room accessibility <p>The CMRC is a CRD owned facility and the capital budget for this facility is ultimately approved by the Joint Committee and CRD Board. As a result this letter should be directed to Joint Committee for discussion.</p>
ATTACHMENTS: (IF APPLICABLE)	1. Letter from Janet Catalano

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Date Rec'd 17/5/13 (via email)
File No. _____
Referred Concl Agenda
June 4/13

Mayor Kerry Cook,

As Recreation Director of the Williams Lake Seniors Village, I would like to draw your attention to the lack of handicap accessibility to rink 1 of the Cariboo Memorial Complex. Residents of the Williams Lake Seniors Village were recently invited to the Indoor Rodeo. I went to check out the seating a few weeks ahead of time and was very disappointed in what I found. With Williams Lake being the home of Rick Hansen, here are some things that need to be considered from someone who takes large groups of seniors out into the community on a regular basis;

- There are only steps (there used to be a ramp – this is like going back in time) in rink 1 to get to the seating on the lower level
- If someone has a walker, there is no room for a walker to get to the seats.
- There are no railings on the steps for help in climbing the steps
- The lift. I have heard some personal stories from people who had a family member who used the lift and after getting to the top of the stairs, it broke down. The family member and the wheelchair had to be carried down the stairs – pretty scary!
- The lift is good for up to 550 pounds. A few of our residents who would've enjoyed the rodeo are in electric wheelchairs. An electric wheelchair weighs about 300 pounds. The combined weight of the wheelchair and residents can be over 500 pounds. We can't risk this on a lift that tends to break down at times.
- The controls for the lift are on the same side as the stairs. People who have had a stroke would not be able to operate this lift.

Here are some suggestions of how accessibility could be improved in rink 1 of the Cariboo Memorial Complex:

- Install railings on the stairs.
- Install a ramp to the lower level of seating.
- Remove the lowest level of seating to make room for walkers and wheelchairs
- Install a safe elevator that will carry more than 550 pounds.

Thank you for your time and consideration. I realize this all costs but these things need to be considered with any improvements to the arena to make it all inclusive.

Sincerely

Janet Catalano
Recreation Director
Williams Lake Seniors Village



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 Williams Lake, BC V2G 2C6
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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
 1st Quarter 2013**

This is our report for the first quarter of 2013, covering the period of January 1 through March 31. 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 held a very successful Grant Writing workshop in January 15th with Graham Kelsey, which paired with the CCACS Grant Program deadline of February 8th. We received thirty-eight eligible grant applications, totaling \$43,741 in requested funds with \$20,000 in available funds (2012 received twenty-one eligible applications with a total of \$38,355 and \$25,000 in available funds).
- Progress continues on the establishment of the Central Cariboo Art Route, and we are set to launch in early April. The Route will be accessible via interactive maps on our website and in printed brochures, available at participating artist studios and business locations, at the Central Cariboo Arts Centre, and at various Tourist Information Centres across BC.
- A call for performers has been released for Performances in the Park, with a deadline of May 3rd. The concert series will feature both a youth performance and a headlining performance. The youth performance will take the form of either youth performers or acts designed for youth, and will begin at 6pm each week. The headlining act will begin at 7pm, and all acts will be family friendly. The break of an hour between youth and headlining which we programmed last year proved unpopular and has been removed for this year.
- We continue our partnership with Fraser Basin Council in the “Williams Lake Celebrating Diversity Mural Project”. We participated in the Embracing Our Diversity forum held on March 12th at the Central Cariboo Arts Centre, which was the first event in the creation of the mural, and was facilitated by Iris Young of PeerNetBC and graphically facilitated by Sam Bradd of Drawing Change.
- We continue our partnership with Island Mountain Arts in hosting and sponsoring the second “Art is Your Business” conference in Williams Lake on the weekend of May 3-5, 2013. 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. Registration is now open at www.imarts.com
- In partnership with United Way Thompson Nicola Cariboo, we hosted an Enterprising Non-Profits workshop at the Central Cariboo Arts Centre on March 7th. Twenty-four participants attended, travelling from as far as Wells, Prince George, Quesnel and 100 Mile House.

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- We have provided support to the Williams Lake Community Arts Council in their application for a BC Creative Communities grant for “Branding the City with Art”, a 2013 Street Banner Project. At this time, we have provided a letter of support for their application, and have appointed CCACS Director Jane Wellburn to sit on the Street Banner Art adjudication panel.
- We continue to meet with your committee’s Fee-for-Service sub-committee, and are currently developing Priority Criteria for deciding on requests for the renewal of existing Fee-for-Service agreements and any requests for new agreements.
- We assisted the Potato House Sustainable Community Society in developing its application for major funding from CCBAC and were very pleased at their award of over \$100,000.

In addition, the Coordinator has:

- Continued to promote and attend arts/cultural events and CCACS grant projects within the Central Cariboo Region.
- Provided advice and assistance towards the formation of two new groups: Williams Lake Writer’s Club and McLeese Lake Arts and Culture Society. The McLeese Lake Arts and Culture Society is interested in providing arts and culture programming within the McLeese Lake area, and the WL Writer’s Club is now meeting monthly at the Central Cariboo Arts Centre.
- Provided advice and assistance to numerous groups wanting to apply for a 2013 CCACS Project Grant.
- Continued to attend, at her availability, the meetings of the Social Planning Council, providing updates on arts/culture and Society matters.
- Continued to produce and send out monthly newsletters which include up-to-date information about various upcoming grant deadlines, workshops, opportunities, and news.
- Followed up with Arts on the Fly and the Cariboo Chilcotin Youth Fiddle Society regarding their referral from the Grant-in-Aid program. Apparently, the only communication to the groups regarding the referral was from the CCACS.
- Was interviewed live by CBC Daybreak Kamloops regarding arts and culture in the region, as well as the Central Cariboo Art Route.

2. The Central Cariboo Arts Centre

We continue to have quarterly meetings with the Centre’s three tenant groups. This remains a positive building block for effective communication and the growth of the Arts Centre.

The Cariboo Piecemakers’ Guild, a regular user of the Centre, has created and donated a beautiful collaborative quilted art piece to hang in the entry of the Centre. The image is inspired by a photo of 150 Mile photographer Stan Navratil of the old Scout Island Bridge. The piece brightens up the entry and garners numerous comments of appreciation.

3. Organizational Matters

We have implemented new policies – one on Providing Assistance to Grant Applicants and one on External Communications. We are currently developing a policy on succession planning.

Dr. Kane Fraser of PMT Chartered Accountants attended our January Director’s meeting with regard to accounting best practices, such as controls, policies and risk areas. The CCACS was referred to by Kane as

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a “sophisticated organization.” He has also offered to provide information sessions to other groups, and may be presenting at Art is Your Business.

The Coordinator has successfully completed a two-year employee evaluation, and has renewed her employment agreement with the Society.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'HJ', with a stylized flourish at the end.

Harry Jennings
President



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ARTS AND CULTURE SOCIETY REPORT TO THE CENTRAL CARIBOO JOINT COMMITTEE 2nd Quarter 2013

This is our report for the second quarter of 2013, covering the period of April 1st through June. We have also completed our 2012 Annual Report, which includes our year-end financial statements, and have submitted it for your receipt.

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 launched the Central Cariboo Art Route. Brochures are now available at participating locations, online, and various tourist information centres throughout the province. Please like us on Facebook at www.facebook.com/CentralCaribooArtRoute
- We have released programming for Canada Day Celebrations and Performances in the Park, which is now being coordinated via sub-contract by Angela Sommer/Angelkeys Music Studio after Beth Holden submitted her resignation in early May due to a conflict of interest with her new position with the City as Events and Marketing Coordinator.
- We continue our partnership with Fraser Basin Council in the “Williams Lake Celebrating Diversity Mural Project”.
- We completed a successful partnership with Island Mountain Arts in hosting and sponsoring the second “Art is Your Business” conference in Williams Lake on the weekend of May 3-5, 2013. The conference was successful with approximately forty people in attendance from across the region. A final report from Island Mountain Arts is to be submitted to our Board in the near future.
- We assisted the Community Arts Council of Williams Lake (CACWL) in preparing their application to the provincial Creative Communities Program. We were delighted to learn that the application was successful and that the CACWL was awarded \$11,000 for its “Branding the City with Art” street banner project. The project will be moving forward with our partnership and input.
- We continue to meet with your committee’s Fee-for-Service sub-committee, and have now met with all current Fee-for-Service holders to request information and explain the changes to the process.
- We have submitted a letter of support to the Chamber of Commerce for their resolution to the provincial Chamber in support of arts and culture.

In addition, the Coordinator has:

- Attended another Think! Social Media workshop hosted by the Cariboo Chilcotin Coast Tourism Association.

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- Connected the Boitanio Day Camp with the Centre’s tenant groups for another tour and visit to the Arts Centre this summer.
- Continued to receive requests to coordinate, promote and schedule touring performing artists in the area, beyond Performances in the Park. This continues to be a major gap within our community, identifying the definite need to have some sort of performing arts group or promoter business, along with adequate facilities to host such events.
- Continued to promote and attend arts/cultural events and CCACS grant projects within the Central Cariboo Region.
- Continued to attend, at her availability, the meetings of the Social Planning Council, providing updates on arts/culture and Society matters. The CCACS hosted the May SPC meeting at the Arts Centre, providing tours to those who were interested.
- Continued to produce and send out newsletters which include up-to-date information about various upcoming grant deadlines, workshops, opportunities, and news.

2. The Central Cariboo Arts Centre

We are undertaking, as per our Policy on Evaluation, a review of the operations of the Centre, which includes meeting with the tenant groups for feedback.

We are working with Reg Ryan of the City to ensure that KONE performs an inspection of our handicap lift and that the lift remains in service.

3. Organizational Matters

We have appointed new Directors to the Board to replace Casey Bennett, Liane Skellett, Jacinda Mack, and recently resigned Cody Slinn. We welcome Cat Fink (First Nations artist), Miriam Schilling (Community Economic Development Coordinator, Soda Creek Indian Band - Xat’sull Heritage Village), Cathie Hamm (Owner of Kornak and Hamm’s Pharmacy and active member of Williams Lake Studio Theatre), and Lorie Wilson (previously the owner of Annie’s Attic). We also held our Annual General Meeting on June 25th where Ciel Patenaude (originally from Horsefly and a recent MA graduate in Integrative Healing from California Institute of Integral Studies) was elected as Director. Executive positions remain the same with Harry Jennings as President, Melissa Newberry as Vice President, Thomas Schoen as Treasurer and Jane Wellburn as Secretary. We are very pleased that our Board is now in line with our bylaws of ten Directors plus Past President.

We have become a member of Imagine Canada.

We have implemented a new policy on Succession Planning, and have also reviewed all of our policies for amendment or re-affirmation.

Respectfully Submitted,



Harry Jennings

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President

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2012 ANNUAL REPORT

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2012
ANNUAL
REPORT

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IMAGE CREDITS: Harry Jennings photo by Leah Selk. Leah Selk photo by Lori Rankin Photography.
All other photos either submitted or taken by Leah Selk, Beth Holden, and Casey Bennett.
CCACS Logo and Central Cariboo Art Route Logo designs by Todd Sullivan/The Stew Magazine.

A MESSAGE FROM THE PRESIDENT



It is my pleasure to both introduce this second annual report of the Central Cariboo Arts and Culture Society, and myself as President, taking over from the esteemed Dr. Graham Kelsey, who so ably guided the CCACS into fruition from an inspiring idea. We are still new at this endeavour, but the experience gained, both by our board and our dauntless co-ordinator, Leah Selk, have demonstrated the profound worth of dedicating municipal resources to arts and culture. Our centrally located hub, the Arts Centre, has become a focal point for community collaboration, creativity, and enthusiastic activity while our grants program has facilitated an amazing array of projects across the area. The challenge continues to find opportunities to promote and encourage projects and development of arts and culture throughout the sub-region, and demonstrate the arts and culture function works for all the citizens in the Central Cariboo. One particular project of which we are very proud is the “Central Cariboo Art Route”, a year round, self-guided tour that showcases our region’s artists and artisans. Our board is also partnering with the City of Williams Lake and the Cariboo Regional District to bring funding sustainability to several longstanding events and organizations through a rationalization and review of current Fee for Service agreements, including the Museum of the Cariboo Chilcotin, smaller museums in Likely and Horsefly, Stampede Parade, Winter Lights, Indoor Rodeo and many others.

The CCACS, and the CRD Arts and Culture function which makes our organization possible, are a demonstration of the cooperation, collaboration, creativity, and hard work of many volunteers, elected officials, and paid staff. I send my deep personal thanks to the Board members putting in countless hours to oversee our activities, staff members of both the City of Williams Lake and the Cariboo Regional District lending invaluable expertise to guide CCACS business, Joan Sorley, CRD Area F Director, and Laurie Walters, City Councillor, for their dedicated liaison efforts with their respective elected bodies. Particular gratitude is directed towards our co-ordinator, Leah Selk, toiling energetically in her basement office, providing a daily demonstration of positive facilitation and dedication. The Central Cariboo is a wonderful, energetic, creative home to us all, and we look forward to another successful and challenging year helping to foster and develop artistry and cultural pursuits throughout the area.

Harry Jennings
President



A MESSAGE FROM THE COORDINATOR

“ *Here's to the crazy ones. The misfits. The rebels. The troublemakers. The round pegs in the square holes. The ones who see things differently. They're not fond of rules. And they have no respect for the status quo. You can quote them, disagree with them, glorify or vilify them. About the only thing you can't do is ignore them. Because they change things. They push the human race forward. And while some may see them as the crazy ones, we see genius. Because the people who are crazy enough to think they can change the world, are the ones who do.* ”

- Apple Inc.

If there's one thing that I take most seriously within my position as Coordinator, it is to break free of the status quo. Settling into my second year, I find that we are doing just that. The arts and culture community continues to expand and increase in diversity; new organizations emerge, assuring there is a creative aspect for everyone to explore, while established organizations are increasing their memberships and finding more opportunities for partnerships and expansion in their current offerings. What really makes my heart swell, however, are all of the organizations who work so hard to give back to the community through their art, be it an artwork donation to a local fundraiser, sewing quilts for Victim Services, or simply giving a child an opportunity to express themselves in a positive way and fulfilling a sense of pride.

Throughout this past year we have been faced with many challenges, and have made even more accomplishments. From fine-tuning our Grants program and maintaining an increasingly active Arts Centre, to establishing a Central Cariboo Art Route, we continue to find ways to go beyond the status quo.

It has been a great honour to work with and learn from such a diverse group that makes up the CCACS Board of Directors, all of whom dedicate numerous hours and skills towards providing a well-rounded and well-functioning powerhouse. I am very thankful for Graham Kelsey's willingness to guide me based on his extensive background in the non-profit sector while he maintained Presidency until our AGM in June, and even now as he fills the role of Past President. I am excited to continue learning from Harry Jennings with his deep roots within the Central Cariboo's arts and culture community, and look forward to new adventures under his Presidency. It was also a pleasure to work with Beth Holden as she filled the roll of Coordinator for Canada Day and Performances in the Park. Beth was a fantastic addition to our team, and presented a professional and exciting spectacle of performances throughout the summer.

And, most of all, I look forward to another "crazy" year!

Leah Selk
Coordinator

THE SOCIETY'S ROLE AND MANDATE



The Society was formed in June, 2010 as a BC registered not-for-profit society. Our mandate is fourfold:

- (a) to support artistic and cultural organizations and events in the Central Cariboo,
- (b) to facilitate, coordinate and assist in the development of arts and culture in the Central Cariboo,
- (c) to provide strategic advice on arts and culture to local governments and other organizations,
- (d) to educate the public with respect to arts and culture matters.

We administer the arts and culture function of the Cariboo Regional District and the City of Williams Lake. We also manage the Central Cariboo Arts Centre. We take seriously the notion of assisting the development of the arts—not simply supporting the status quo.

As befits a service organization with a mandate to serve all taxpayers and not simply the interests of member groups, the Society's Directors are its only members.

Managing the Central Cariboo Arts Centre and coordinating its activities is a year-round responsibility. Currently CCACS also administers a competitive grants program for arts groups and societies in the region. In addition, it offers occasional workshops, provides advice and assistance to arts groups, develops and maintains an inventory of facilities and activities in the region and seeks opportunities for mutually beneficial partnerships.

HOW THE SOCIETY IS FINANCED

The Society's core funding comes from two contracts. The first is a Contracting Services Agreement with the Cariboo Regional District (CRD). The second is an agreement with the City of Williams Lake. Funds for both these contracts are from the CRD's arts and culture function. The function provides for tax revenue dedicated to arts and culture in the Regional District's Areas "D", "E" and "F" and the City of Williams Lake. The municipal/regional governing body for this function is the Central Cariboo Joint Committee, consisting of the Williams Lake Mayor and Council members and the elected Directors for Areas "D", "E" and "F" of the Cariboo Regional District. The Society reports to this Committee which, in turn, reports to its members' parent bodies (Williams Lake Council and the CRD Board of Directors).

The two contracts are respectively for (a) the Society's administration of the arts and culture function and (b) the management of the Central Cariboo Arts Centre. The first contract is specific about the expectation that the Society will be active in leveraging funds for arts and culture from other sources. The Society also derives revenue from space rental in the Arts Centre, from grants and from occasional working arrangements with other agencies. It does not, however, do direct fund raising on its own behalf because that would be fund raising at the expense of the region's other arts and culture groups and hence contrary to the spirit of the mandate.

2012: A YEAR IN REVIEW

2012 built and continued on the successes of 2011, our first full year of operations, as another year of development, challenges, excitement and, above all, achievement.

The five basic goals that guided our first full year of operation proved a sound guide to our work in 2012. We continued to function as a *coordinating resource* for the many and varied arts and culture activities in the Central Cariboo. We sought and used opportunities to *cultivate partnerships* across the multi-stakeholder environment in which we work. We once again helped to *deliver arts and culture funding* to a variety of groups. We continued to *manage the Central Cariboo Arts Centre*. We pursued our *engagement within and among the various communities* that we serve in arts and culture. Inevitably also we dealt with our own internal organizational and administrative matters.

Manage an Accessible, Multi-Use Arts & Culture Facility

By prior arrangement with the City of Williams Lake, three groups had been awarded tenancy of studio spaces on the main floor of the converted former Fire Hall, now the Central Cariboo Arts Centre. Our contract for the management of the Centre required us to take over and maintain these tenancies as well as to make other space in the Centre available for arts and cultural activities.

Cultivate Mutually Beneficial Partnerships

This goal called for us to increase the value of the Society’s coordinating function in the longer term by building partnerships across the multi-stakeholder environment of arts and culture activity in the Central Cariboo.

Develop Community Engagement & Communications

We effectively manage and maintain a broad reach of communications via social media, our website, monthly newsletters, and CCACS attendance at numerous community events and functions.

Function as a Coordinating Resource

As we settle into our role as a coordinating resource, we are constantly reminded of the importance of this role within the communities we serve. Specifically we are to act as a resource to the arts and culture community by providing funding advice and expertise, and workshops on developing and improving arts and culture organizations, as well as coordination and resources for events, activities and organizations. Our business plan made clear that our response to current and emerging issues in the arts, culture and heritage community should always be, “How can we be a resource here? How can we be part of facilitating a solution?”

Deliver Effective, Accountable Arts & Culture Funding

The budget of the CRD’s arts and culture function for 2012 included \$25,000 for grants to arts and culture organizations and groups and we were charged with administering a grants program and recommending to the Central Cariboo Joint Committee which groups should receive grants.

ORGANIZATIONAL MATTERS

2012: A YEAR IN REVIEW

Since our incorporation in the summer of 2010, we have been mindful of our need to ensure our development as an efficiently functioning organization. During 2012 we have continued to develop the policies that undergird our operation organization and to make changes where necessary. At the 2012 AGM in June we approved bylaw changes to replace the former one-year terms for directors by staggered two-year terms so as to ensure some degree of continuity on the Board. Also at the AGM, our founding President stepped down and Harry Jennings was elected as his successor, supported by Melissa Newberry as Vice-President, Jane Wellburn as Secretary and Thomas Schoen as Treasurer.

We also undertook an internal evaluation of the functioning of the Board which concluded with four findings: (a) the CCACS Board functions very well; (b) the Board should discuss the various suggestions for change given by respondents and consider mechanisms for implementing some or all of them; (c) the briefing of new (or potential) Board members does not seem to be systematically done and could be improved; (c) regular evaluations of Board operation are valuable and should be continued as per the CCACS policy on evaluation. We have continued to act upon these findings.

CCACS finances continued to be healthy during 2012. However, it became apparent that attempts to make use of outside funding opportunities are frequently dependent on being able to provide our own funding to match that from outside agencies. The prudent management of the non-taxpayer funded part of our revenue has enabled us to create an "Opportunity Reserve" so that money can be available to allow us to pursue outside funding.

The extent to which the development of arts and culture contributes to a community's healthy economy and general well-being is increasingly well documented in a general way, but to date, little, precise information is available for our service area. In our 2011 Annual Report we were able to report in a crude way the economic benefit to the area from our activities. During 2012 we have begun to think how more systematic data might be collected and we have defined as a goal for 2013 the development of a framework for assessing both the economic impact of our work and, equally importantly, the development of arts and cultural activities themselves.



THE GRANTS PROGRAM

We continued to administer this popular program, with an increased allocation, totaling \$25,000. We received twenty-one eligible applications (up from thirteen in 2011) and were able to recommend fifteen grants to groups across the entire Central Cariboo. A complete list of the grants awarded, and their results, is given at Appendix B.

When the CRD's arts and culture function allowed for the development of this grants program in 2011 it was a completely new addition to the arts and culture scene—for the first time groups were able to access small grants for work that in the past might never have happened. The 2012 offering of the program built on what we had learned from 2011 but wanted to be sure we had designed and operated it as well as possible. For this reason we arranged for an independent external evaluation. This was done over the summer by Lori Baxter Consulting of Vancouver. Baxter's report was helpful in making recommendations for fine tuning and overall very favourable indeed. She concludes, "The level of satisfaction for the Arts Grants Program and CCACS's administration of it is very high among all current stakeholder groups."

2012: A YEAR IN REVIEW

THE WORKSHOPS PROGRAM

Aside from offering a Grant Writing workshop to coincide with the release of the year's Project Grants Program, we offer workshops to artists and organizations which develop their capacity to further their work. We were fortunate to work with Graham Kelsey and Cat Fink to offer the following workshops for 2012:

Running Productive Meetings, Instructor: Graham Kelsey

Participants will learn the basics of preparing, chairing and constructively participating in meetings that are efficient, effective and stimulating.

Building an Artist Portfolio, Instructor: Cat Fink

This workshop was on the basics of creating an artist portfolio. Topics included constructing a curriculum vitae; creating a biography and an artist statement; recording images and details of artwork; adding news and magazine articles and covers, book excerpts, exhibit invitations, and other documents.

Creating Artist Proposals, Instructor: Cat Fink

This workshop was on the basics of putting together a proposal for entry to group shows, solo shows, and residencies. Topics included how to read calls for entry, researching the gallery or organization, the individual elements of a proposal, presentation, and response from the gallery or organization.

THE CENTRAL CARIBOO ARTS CENTRE



The Central Cariboo Arts Centre continued to work well in 2012. We initiated quarterly meetings with the three tenant groups (Cariboo Arts Society, Cariboo Potters' Guild and the Williams Lake Spinners, Weavers and Fibre Artists' Guild) as both a way of hearing their concerns and suggestions on a regular basis and updating them on changes in policy. As the result of a suggestion by the tenants we installed three electrical outlets along the east exterior wall for use at outdoor events and allocated a "lounge" area sitting space for all users of the Centre.

While the Centre is important as a home for the three tenant groups, the best measure of its success as a facility for the Central Cariboo is the number of people and groups that use the great room and the smaller meeting rooms. Over the year, we saw an increase both in the number of bookings and in the variety of groups making those bookings. The Centre now sees regular use by groups such as the GAD-Z-Ukes ukulele group, the Cariboo Piecemakers Guild, the Potato House Sustainable Community Society and Whirlaways Square Dancers, to name a few. Establishment of new groups has been encouraged through the availability of accessible meeting space, and has enabled such groups as the newly formed WL Writer's Club, the Cariboo Camera Club and a monthly Skill-Share group.

By providing a physical home for arts and culture, visitors and community members (many of them being new to the community) are able to easily find information and resources about events and groups of interest. Membership in the three tenant groups, along with many other community arts groups, continues to increase along with public inquiries about memberships and available organizations.

PRODUCTIVE PARTNERSHIPS



2012: A YEAR IN REVIEW

An important element of what we do is the cultivation of partnerships in developing arts and culture. Frequently these are at the invitation of another group and we are pleased to respond if the outcome seems likely to be an enhancement of the artistic and cultural landscape.

We enjoyed three such partnerships in 2012, one of which was completed by year's end, and two of which laid the groundwork for continuing work in 2013. We were happy to assist the City of Williams Lake in adjudicating submissions for its "Cabinet Wrap" initiative which resulted in the exciting photographic images decorating the formerly drably utilitarian (and graffiti-prone) steel utility cabinets within the City. We also joined with the Fraser Basin Council and the Canadian Mental Health Association Cariboo Chilcotin Branch in the Williams Lake Celebrating Diversity Mural Project. An invitation from Island Mountain Arts in Wells led to our involvement in planning for a repeat of their very successful "Art Is Your Business" conference in Williams Lake, to be held in the spring of 2013.

A different sort of partnership saw us working as part of a special sub-committee of the Central Cariboo Joint Committee to review and perhaps redesign the arts and culture related "Fee for Service" grants made for many years by the City and the Regional District. Considerable progress was made in the sub-committee's work, which will continue into 2013.



COMMUNICATION, FACILITATION & ARTS AWARENESS

Early in the year we transformed our occasional e-mail bulletins on arts and culture matters into a regular monthly newsletter, attractively designed and sent out electronically to the more than seventy groups and organizations that now belong to our communications network. This, together with our new use of Facebook and Twitter, has ensured that communication about happenings and issues in arts and culture is now fuller and more widespread than ever before.

Through our communication efforts, we are becoming more well-known within the region as the "go-to" organization for arts and culture matters and resources. We are very frequently contacted to provide facilitation advice to groups and individuals on matters such as events, partnerships, funding, and organizational development.

2012:
A YEAR IN REVIEW

DEVELOPING A CENTRAL
CARIBOO ART ROUTE

With the support of the Cariboo Chilcotin Coast Tourism Association, the Cariboo Regional District, and funding from Community Futures Cariboo Chilcotin and the Community Tourism Opportunities (CTO) program under the Ministry of Jobs, Tourism and Skills Training, we were able to begin the groundwork for the development of an “art route”, to be launched in the spring of 2013.

The Central Cariboo Art Route is an opportunity to develop the arts sector and showcase the region’s artists and artisans. Through a year-round, self-guided tour, locals and visitors alike will have the chance to connect with artists at work and gain a deeper sense of their practice.

Increased market exposure and revenue generated for local artists through direct sales and/or post-visit shipping orders, along with increased visits and sales to local galleries and cafes, has the potential to help transform our resource dependent economy to a diversified economy, rich in artistic talent.



J. Romero Banjo Co., Horsetly
Jason and Pharis Romero



MamaQuilla Textiles,
Beaver Valley
Maureen LeBourdais



Walking Owl Studio, Williams Lake
Cat Fink

Agenda Item # 4.3.



The celebration of Canada Day and the series of open air musical performances traditionally held over the summer (Performances in the Park) were under threat in 2012—the community volunteers who for several years had arranged the Canada Day program declined to do so again and no group had offered to present Performances in the Park. Although our mandate is not to produce shows or events, we agreed to manage these two events for 2012. We hired Beth Holden as the events’ Coordinator, led by a committee of Board members Melissa Newberry and Debra McNie.

The Canada Day celebration took place in the afternoon of July 1st with an old-fashioned flair of performances, balloons, cake and face painting, followed that evening by the first of the open air Performances in the Park. The performances were then held each Thursday evening throughout the summer. A well-received innovation this year was our scheduling of a youth-focussed performance prior to the regular headliner performance.

PERFORMANCES IN THE PARK 2012 LINE-UP

- July 1st** AngelKeys Children’s Choir, Hwy 97
- July 5th** The Magical Jesaja, My Wife’s Quartet
- July 19th** Uke Tuba, Pharis & Jason Romero
- July 26th** Mill Girl Follies, Carmen & Dena
- August 2nd** “Potato Dreams” Theatre production, Maria in the Shower
- August 9th** The Ta Daa Lady, Big Twang Daddy
- August 16th** Sam Tudor, Marin Patenaude, Drum & Bell Tower



APPENDIX: A

BOARD MEMBERS & VOLUNTEER CONTRIBUTORS

BOARD MEMBERS

- Casey Bennett (2011-12)
- Harry Jennings (2010-12)
- Graham Kelsey (2010-12)
- Maureen LeBourdais (2010-12)
- Jacinda Mack (2012)
- Debra McNie (2011-12)
- Melissa Newberry (2011-12)
- Thomas Schoen (2010-2011, 2012)
- Liane Skellett (2012)
- Cody Slinn (2012)
- Karen Tschierschwitz (2010-12)
- Jane Wellburn (2011-12)

VOLUNTEERS & DONORS

- Michael Atwood
- Cariboo Art Society
- Cariboo Chilcotin Coast Tourism Association
- Cariboo Chilcotin Elder College
- Cariboo Piecemakers' Guild
- Cariboo Potters' Guild
- Cariboo Regional District
- City of Williams Lake
- Community Futures Cariboo Chilcotin
- Community Tourism Opportunities (CTO) program under the Ministry of Jobs, Tourism and Skills Training
- Concrete Fitness
- Christine Constabel
- Cool Clear Water
- Dollar Dollar
- Mary Forbes
- Got News Network/Welcome to Williams Lake News and Events
- Pam Hedley-Smith
- Harry Jennings
- Graham Kelsey
- Maureen LeBourdais
- Bob and Debra McNie
- Melissa Newberry
- Jane Perry
- Save-On Foods
- Thomas Schoen
- ScotiaBank
- Joan Sorley
- TechSoup Canada
- Karen Tschierschwitz
- United Way Thompson Nicola Cariboo
- Laurie Walters
- Williams Lake Spinners, Weavers & Fibre Artists' Guild
- Williams Lake Tribune
- The Yellow Umbrella/Thyme for Tea

APPENDIX: B

2012 CCACS GRANT PROGRAM RESULTS

The following report summarizes the results of the 2012 Central Cariboo Arts and Culture Society Grant Program. For 2012, the awarded amount was \$25,000, as per the available amount in the arts and culture function budget. Two of the grants awarded were for Operating grants, which were available for up to \$3000, and thirteen for Project grants, available for up to \$2000.

The compiled results in the following pages are based on information provided in received grant reports. Those awarded a grant were required to report on its use either one month from completion of project for Project Grants, or, for Operating Grants, forty days following the organization's financial year-end.

We are very pleased to have been able to support these organizations and projects throughout the Central Cariboo. As noted in Lori Baxter's independent external review of the 2010 and 2011 CCACS Grant Program, "applicants indicated that 6 projects would not have happened without the Arts Grants Program funding. A further 8 projects were identified as having been significantly enhanced from what could have been offered without the funding."

Baxter's review also observed, "When asked why the Arts Grants Program is important, applicants responded around the theme of providing an opportunity to try new things. Words like "challenge," "encourage" and "provide an incentive" were used to describe the role the Program plays in helping applicants plan beyond existing activities. Another applicant indicated that the program made the organization more responsive to the public." Each one of the 2012 funded organizations and projects are of high calibre and were successful in extraordinary ways.

OPERATING & PROJECT GRANT DESCRIPTIONS

OPERATING GRANT DESCRIPTION

Operating Grants of up to \$3,000 were made available to assist registered non-profit arts and culture organizations in developing and enhancing their arts and culture programming.

Criteria for eligibility included:

- Organizations must be a registered non-profit which has been incorporated for at least one year.
- Organizations must be located in the City of Williams Lake or Cariboo Regional District Areas D, E, or F.
- Organizations must be able to show evidence of sound financial management.
- Organizations with a Fee for Service contract with the City of Williams Lake are not eligible for Operating grants, though may apply for a Project Grant.
- Organizations must conduct their activities on an annual, ongoing basis either throughout the year or on a seasonal basis.

Successful grant recipients were provided with the following conditions of funding:

- Grant recipients are required to file an Operating Grant Report with the CCACS within forty (40) days of their financial year-end. Applications for future grants will not be considered until reports on previous grants have been received and approved by CCACS. These reports help us to evaluate the achievements of Arts and Culture Function funded activities in the community; monitor the effectiveness of our grant programs; and report to the stakeholders how funds are spent.
- CCACS Directors and staff do their best to visit client facilities and attend client performances and events. Grant recipients are required to send CCACS information on any public performances or events presented in the context of grant support. This information should be mailed/delivered or e-mailed to the CCACS Coordinator. The Coordinator will also ensure your information is advertised through the CCACS website and Facebook page, and any posters provided will be posted at the Central Cariboo Arts Centre.
- Grants may only be used for the purposes outlined in the application. Material changes to the nature or scope of the project must be reported promptly to CCACS. In such cases, CCACS may require full or partial repayment of the grant. Grants must be repaid in full to the Cariboo Regional District if the grant recipient ceases to operate or dissolves prior to December 31, 2012.
- Grant recipients are required to submit a report on the use of the grant and year-end financial statements within 40 days of their financial year-end. Applications for future grants will not be considered until reports on previous grants have been received and approved by CCACS.

PROJECT GRANT DESCRIPTION

Project Grants of between \$300 and \$2,000 were made available for projects which:

- Are new or build creatively on previous work
- Increase participation in arts & culture
- Must be completed before December 31st 2012

Adjudicators were asked to consider the following for each application:

- Does the project show some originality or bring some new direction to what the applicant normally does?
- Is the project likely to increase participation (by artists or public or both)?
- Can the project be completed by December 2012?
- Is the project budget reasonable and does it show some financial or in-kind contribution by the applicant?
- Does the applicant have a sound financial record?

Successful grant recipients were provided with the following conditions of funding:

- Successful applicants must acknowledge the support of the Cariboo Regional District and City of Williams Lake through the Central Cariboo Arts and Culture Society in all promotional materials, advertising and programs related to the project being funded. Acknowledgements must be approved by the CCACS Coordinator prior to usage (please allow a minimum of 48 hours for approval). This is an important condition of receiving a grant because it informs the public of sources of support, and encourages public support for public funding of the arts.
- Grants may only be used for the purposes outlined in the application. Material changes to the nature or scope of the project must be reported promptly to CCACS. In such cases, CCACS may require full or partial repayment of the grant. Grant recipients who have not completed their project by December 31, 2012 must also notify CCACS. Grants must be repaid in full to the Cariboo Regional District if the grant recipient ceases to operate or dissolves prior to completion of the project.
- CCACS Directors and staff do their best to attend client performances and events. Grant recipients are required to send CCACS information on any public performances or events presented in the context of their grant-supported projects. This information should be mailed/delivered or e-mailed to the CCACS Coordinator. The Coordinator will also ensure your information is advertised through the CCACS website and Facebook page, and any posters provided will be posted at the Central Cariboo Arts Centre.
- Grant recipients are required to file a Project Grant Report with the CCACS within one month of the project's completion. Applications for future grants will not be considered until reports on previous grants have been received and approved by CCACS. These reports help us to evaluate the achievements of Arts and Culture Function funded activities in the community; monitor the effectiveness of our grant programs; and report to the stakeholders how funds are spent.

OPERATING GRANT RESULTS

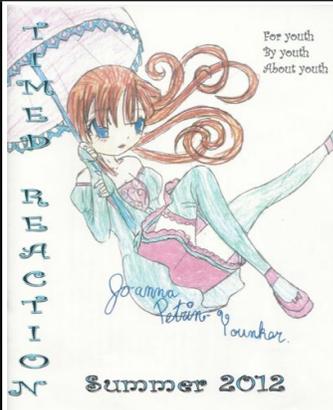
Grant Recipient	Purpose of the Grant
Cedar City Museum c/o Cedar Point Park Class "C" Provincial Park	To continue the process of expanding the amount of historical information in their archives, compiling a list of families & businesses, and research/documentation of the Museum's artifacts' history.
Amount	
\$1,045	
Grant Results	
<p>Three Museum staff members, which allowed for a variety of creative input towards design and displays, worked on the project of summarizing information from historical family interviews and putting the information into museum displays. Pages, created and compiled to story board holders, represent some area families and places, and include pictures and information such as Likely and area Post Offices from the beginning of the gold rush, John Likely, John Hobson of the Bullion Mine, and local families and businesses who are still in Likely. Staff still continue to scan old photographs into the computer, conduct interviews, and do research. As well, staff were able to label most of the tools in a display case and a number of other displays in the museum. Visitors to the museum seemed to be pleased with the displays and information.</p> <p>CCACS Coordinator (Leah) visited the Cedar City Museum in August. Museum staff member Wendy Tuerlings provided Leah with an exciting tour of the newly researched documentation and displays on historic local families as a result of the grant, along with a tour of archives yet to be researched. Images and information had been compiled in a scrap-book format, ensuring that the reader has the opportunity to feel at home within the close-knit community. Some research had also begun with regards to Chinese artifacts and translating text within the artifacts, and Leah was surprised to learn that the Cedar City Museum has a very extensive Chinese collection from historic Quesnel Forks.</p>	

Grant Recipient	Purpose of the Grant
Community Arts Council of Williams Lake	To increase capacity so as to enable sound preparation of provincial grant applications and enhanced support to member groups.
Amount	
\$3,000	
Grant Results	
<p>Funds were used to enhance support to the Cariboo Art Society's "Inspired to Print" workshop by providing the rental fee for the workshop to take place in the Central Cariboo Arts Centre (see Cariboo Art Society on page 7 for information on the "Inspired to Print" workshop). A Community Arts Council scholarship was also provided to Sam Tudor for excellence in Fine Arts through the School District No. 27 Scholarship Committee. Remaining funds were used for general operating expenses.</p>	

PROJECT GRANT RESULTS

Project Grant Recipient	Purpose of the Grant
Boys and Girls Club of WL and District	Timed Reaction (Youth Magazine): to reinvest and build upon "Timed Reaction", a youth-driven magazine with submissions including poetry, stories, songs and many forms of artwork. They would like to reintroduce elements that have previously worked (Art House Coffee events), and enhance the publication to meet the target audience's current style of communication (electronic).
Amount	
\$1,500	

Grant Results



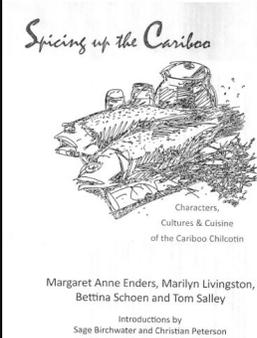
In July, the CCACS Board approved a request to extend the project's completion date to February 2013.

Spring and Summer 2012 editions of "Timed Reaction" have been released in printed format and is "for youth, by youth, about youth" magazine, featuring drawings and poetry. Equipment was also purchased to provide the technology necessary to produce a "Timed Reaction" website in order to stay current with youth arts expression. Although the website is currently in "test" phase and awaiting confirmation from the artists that they are fine with their work being presented on the web, the website will be available in time for their upcoming Art House Coffee evening at the end of February. The website also includes space for conversations about art, opportunities for youth to submit audio and video works, and a blog component. Inclusion of technology-driven art forms is appealing to the youth, and is seeing increased participation in the project.

The Boys and Girls Club of WL and District will provide a full report in March 2013, though expenses specific to the project made full use of the CCACS grant by the end of 2012.

Project Grant Recipient	Purpose of the Grant
Canadian Mental Health Association	Community Cookbook: celebrating WL's diverse ethnicities through culinary arts. They will be inviting the community to participate by submitting a traditional family recipe and a story about their cultural background. The goal is to build a more inclusive community by learning a little something about our neighbours. Once the cookbook is complete, they will have a community potluck dinner.
Amount	
\$2,000	

Grant Results



In October, the CCACS Board approved a request to extend the project's completion date to May 2013. This was because the project became so successful that Caitlin Press has informed CMHA that they would like to publish the book. Local partnerships, along with contributors, include authors Sage Birchwater (story editor) and Christian Peterson (recipe editor). *Spicing Up the Cariboo* provides a glimpse into the rich ethnic diversity of Cariboo-Chilcotin kitchens. The collection features over 45 Cariboo-Chilcotin residents of various cultural backgrounds and interweaves their tales of hardship, celebration, love, and resilience with traditional family recipes. Caitlin Press will be distributing *Spicing Up the Cariboo* throughout BC to book stores and other venues selling books.

CMHA will provide a full report of revenues and expenses in December 2013, though expenses specific to the cookbook project made full use of the CCACS grant by the end of 2012.

Agenda Item # 4.3.

Project Grant Recipient	Purpose of the Grant
Cariboo Art Society	Inspired to Print: a one week workshop with Victoria printmaker Jenn Robbins. Participants will learn the basics, embossing, collograph, and solar-plate etching. Jenn will also provide a public presentation at TRU on the history of printmaking. The CAS will then share what they have learned at their annual Christmas show and sale by inviting the public into their studio to try their hand at creating an original hand pulled print.
Amount	
\$2,000	

Grant Results

A seven day beginner to advanced workshop was held from August 11-17th at the Central Cariboo Arts Centre with award-winning Victoria printmaker Jenn Robbins to rejuvenate interest and skills of community artists in the techniques of printmaking using the Cariboo Art Society etching press. Prior to the start of the workshop on August 10th, a public presentation was offered at Thompson Rivers University on the history of the original hand pulled print and Jenn Robbins' experiences as a traveler and printmaker artist in the Eastern and Western Arctic. In November, the CAS also offered an Open House event in the studio with an opportunity for the public to try their hand at creating an original hand pulled print. It was also possible with the aid of the grant for the CAS to purchase materials for building its own light box for the solar plate etching component of the workshop, oil based etching inks, and a plate cutter.



The project was very successful through full workshop registration (including new members, two participants from Quesnel, and two high-school art students who were invited to participate in the beginner part of the workshop at a 40% reduction in the registration fee). Turnout for both the public presentation at TRU and November Open House was also very good, and the events proved to be successful and rewarding.

Following completion of the workshop, an article by Jenn Robbins was published in the October/November 2012 edition of Pacific Coastal Airlines' "Soar" magazine. It described the workshop and the history of CAS, including the society's early work with A.Y. Jackson (Group of Seven).

CCACS Coordinator visited portions of the workshop and observed the progress throughout the week. It was apparent that artists were incorporating and personalizing their newly learned skills into their own creative processes.

Agenda Item # 4.3.

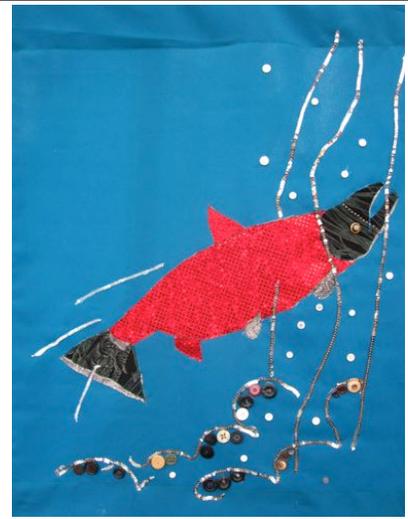
Project Grant Recipient	Purpose of the Grant
Cariboo Friendship Society	Let's Sing Together: to bring Angela Sommer of Angelkeys Music Studio to teach 12 one hour choir and vocal group sessions during July/August to the children in the House of Youth Afterschool and Summer Daycare program. Participants will learn to sing, move to music and play rhythm instruments in a group setting, allowing children to participate who would otherwise not be able to attend a choir or singing group.
Amount	
\$630	
Grant Results	
	<p>The program, which took place over a three week period, was successful in engaging the youth in music and rhythm. Between 6-8 children were at the HOY House Summer Program on any given day, and sessions were designed to develop life skills in children ages 5-12. Music lessons stimulate the brain, and group lessons help children work together, to listen to one another, to share and ultimately have fun with their peers. Sessions included singing, movement to music, rhythm exercises and solo performances. The youth developed self confidence which allowed them to explore music of their choice and perform in front of their peers. According to instructor Angela Sommer, "This was one of the most rewarding programs I have ever had the privilege to teach. The kids were so excited and thankful for everything we did, no matter how hot it was during the three weeks of program. I would love to do a similar program again next year."</p> <p>CCACS Coordinator attended the final day of lessons where the youth were excited to have a small audience to show off their talents and new-found confidence.</p>

Project Grant Recipient	Purpose of the Grant
Cariboo Potters Guild	Keith & Celia Rice-Jones Workshop: A three day workshop for participating Guild members, with the info session and finale of the workshop open to the public to view the creations. They will be learning techniques for geometric, organic, and wall sculptures, as well as using clay slabs to create undulating forms and allowing their members to expand their knowledge of the clay medium.
Amount	
\$425	
Grant Results	
<p>Several members of the public attended the information session and presentation of Keith and Celia's work and influences. Saturday and Sunday were instructional days for paid participants, while Sunday afternoon was open to the public and other potters in order to view the results of the workshop. At that time Keith also gave a critique.</p> <p>Instruction was based on teaching techniques for geometric, organic, and wall sculptures that were completely new to most of the participants, as well as showing the use of clay slabs to create undulating forms. These techniques will allow potters to expand their repertoire of work in clay.</p> <p>By inviting the public to the information session and viewing of the completed works, the Guild created interest and encouraged participation in the Guild. Several potters came from out of town to participate in the workshop, and some participants even became members of the Guild.</p>	

Agenda Item # 4.3.

Project Grant Recipient	Purpose of the Grant
Horsefly Historical Society	Preservation of Museum's Oral History: To digitize their collection (100 one-hour cassettes) of oral history dating back to 1977 of recorded interviews with local pioneers. Many of the cassettes are deteriorating, and preserving them would allow the public to access the collection.
Amount	
\$1,800	
Grant Results	
<p>The project involved converting approximately 100 hours of cassette tapes to audio CD's. Funding was used to purchase archival discs, an external hard drive, cassette to CD converter and to assist with labour costs. With technical advice from community member Erich Zirnheld, the Society was able to save money on the archival discs and the CD converter by purchasing an external hard drive with greater memory capacity than originally planned, and which will assist with the eventual second stage of this project (digitizing their extensive photo collection).</p> <p>The mandate of the Horsefly Historical Society is to preserve their local history, and this project was the first step in the digitization of their historical records. The project was successfully completed.</p> <p>CCACS Coordinator visited the Jack Lynn Memorial Museum (home of the Horsefly Historical Society) in early September where she received a full explanation of the lengthy conversion process by staff member Jan Hoy, along with a tour of the museum's extensive and exciting collections and buildings.</p>	

Project Grant Recipient	Purpose of the Grant
Horsefly River Roundtable Society	Horsefly River Salmon Festival (September 1-3): To host a festival celebrating the annual return of the Horsefly River Sockeye run and provide watershed education through community arts activities and helping people understand their connections to water and fish habitat and how to make behavioral changes to protect streams, rivers, lakes and our one ocean. The festival will include: the Horsefly Heritage Museum, children's arts and crafts tent, partnership with Xat'sull First Nations to demonstrate traditional fish drying techniques, elder stories, and traditional drumming, a traditional folk dancing workshop and an evening square dance with live caller and music by the Romeros.
Amount	
\$2,000	
Grant Results	
<p>The event kicked off on Friday, August 31st with a Family Square Dance at the Horsefly Community Hall and featured a live square dance caller and music by Horsefly's own Pharis and Jason Romero. Historically, the dance has been held on the Saturday evening, which may be the reason for lower attendance than previous years. Regardless, a good time was had by all.</p> <p>Riverside activities took place on September 1st and 2nd. The rainy weather did not seem to impact numbers, and Saturday held the highest attendance. Arts and culture based activities included <i>Gyotaku</i> (Japanese fish printing), and a partnership with a new Horsefly business "Creative Hands" led the making of fish mobiles from recycled materials and salmon sock puppets. Local First Nations groups were also on site with various information booths, bannock, and Haida delicacies of herring roe and seaweed cakes.</p> <p>The event was a success and would not have happened without this grant.</p> <p>CCACS Coordinator attended the rainy, yet welcoming, Saturday events, observing activities and enjoying the techniques of <i>Gyotaku</i>.</p>	



Agenda Item # 4.3.

Project Grant Recipient	Purpose of the Grant
Likely Community School Association	Theatre Day Camp: To run a two week Theatre Day Camp in late July and August which aims to create a "dream" to pair with the Potato House Project's "Potato Dreams" project about Likely's own past and future with the youth of Likely and area with a possible performance in WL. The grant would be used for wages to implement the program.
Amount	
\$2,000	

Grant Results



In July, the CCACS Board approved a request to adjust the original proposal. Instead of creating a play for performance at the 2012 Performances in the Park, the Association used a day camp model using a less structured program which accommodated children's availability in a more flexible way. A nine-day program, designed by Venta Rutkauskas and implemented by Venta and summer student Brian Nickerson, was run over the course of two weeks (July 23 - 27 and July 30 - August 2), with a total of nine children in attendance, ranging in age from 5-13. The focus was on improvisational games, creating masks and puppets, and staging short works for each other and the CCACS Coordinator.

Attendance was lower than previous years for a variety of reasons. Last year's program saw a number of students enroll who were not Likely School students (visiting family in the community, etc). Also, a decrease in Likely School's student body meant fewer overall students in the community. Finally, a variety of personal reasons were given by families who wanted to attend but could not.

In lieu of "bigger plans", it was apparent that the creation of a space for exploration and play encouraged children to step out of their comfort zones when appropriate, and to try new ways of learning about themselves through art and performance. Even short extra-curricular activities are greatly appreciated by the small community.

CCACS Coordinator attended the final day of the program to watch their staged short works (which included puppet theatre with their own puppet creations) and participated in various exercises which encouraged imagination and creativity, even inspiring the Coordinator to move outside of her own comfort zone!

Agenda Item # 4.3.

Project Grant Recipient	Purpose of the Grant
Potato House Sustainable Community Society	Potato Dreams Collective Community Theatre Project: groups and individuals are invited to create a "dream" with a message of sustainability to form a play woven and mentored by Debra McNie into a final production including music, dance, visual media and performed by people from the community at the Potato House (49 Borland) and other sites around the City/CRD.
Amount	
\$2,000	

Grant Results



A dream by Debra McNie put into action became an original community theatre project. The play was an artistic opportunity to share the message of the Potato House Sustainable Community Society and the importance of arts, culture and heritage. Through an original script, music and fictional characters, the Society was able to introduce the Potato House itself by performing outside on the front lawn - almost theatre in the round, not often done in Williams Lake. Performances at the house took place on Stampede weekend's Saturday June 30th, and again on July 4th as part of the "Community Roots: Inspirations from the Potato House" Station House Gallery exhibition opening. Both performances at the Potato House boasted audiences of over sixty people.

On August 2nd the play was presented at Performances in the Park, and on August 4th at the Sunset Theatre in Wells as part of the 9th Annual ArtsWells Festival. The challenge of taking the play out of its original setting at the Potato House was overcome with a backdrop painting of the house by Roland Class.

In all, the play had twelve performers and four crew. Approximate audience numbers were 520 people for all four performances. "Dream" sequences were submitted as collaborations, actors were encouraged to create their own characters, and an original song was written for the play by Pharis Romero and Carl Johnson. Jenny Noble also provided a last minute treat with an original play and song performance.

CCACS Coordinator and Directors attended the performance on July 4th as part of the Station House Gallery exhibition opening, and participated in the "parade" to the Potato House site, led by drummers Helen Sandy (in full traditional First Nation's regalia) and Barbara Flach. The community aspect of the project was quite evident throughout the entire experience.

Agenda Item # 4.3.

Project Grant Recipient	Purpose of the Grant
Station House Studio and Gallery Society	Conspiracy Case exhibition by Edwin Janzen: An installation exhibit during July/August
Amount	profiling the Columbian ground squirrel through investigative methods based on the
\$2,000	speculation that mammals who live in colonies are pre-conditioned to conspiracy.
Grant Results	
<p>Montreal based artist Edwin Janzen arrived in the beginning of July to begin his “investigation” of the local Columbia Ground Squirrel population. Through a mock headquarters in the Upper Gallery of the Station House Gallery, “Inspector Janzen” began to locate and identify individual characters within the Lakeview Crescent borough. Although the exhibition was ‘tongue in cheek’, it did bring a unique perspective to paranoia that now exists in our daily lives because of social media.</p>	
<p>The response from the majority of visitors (over a thousand came through the doors during the month of the exhibition) to the show was by and large, positive. Most understood the humour and wanted to know more about the artist and how/why he developed this novel exhibition.</p>	
<p>“Conspiracy Case” exemplified one of the Station House Gallery’s purposes, which is to host shows that give their guests a mental experience as well as a visual one.</p>	
<p>The exhibition encouraged visitor participation via a vintage typewriter to give ‘tips’ or ‘concerns’ to Inspector Janzen.</p>	
<p>CCACS Coordinator and Directors attended the “Conspiracy Case” exhibition opening and thoroughly enjoyed the unique concept which encouraged gallery visitors to get involved and think out-of-the-box.</p>	



Project Grant Recipient	Purpose of the Grant
Williams Lake Central Business Improvement Area Association	Back Alley Art Scene: A one-day event and artist competition to mark the start of the annual Art Walk. Artists will be invited to submit proposals to take part in the competition and to reproduce their art on a wall in a back alley in downtown WL, therefore beautifying back alleys and reducing graffiti.
Amount	reproduce their art on a wall in a back alley in downtown WL, therefore beautifying back alleys and reducing graffiti.
\$2,000	
Grant Results	
<p>In July, the CCACS Board approved a request to adjust the original proposal of a one-day event and artist competition to that of a mentorship project involving youth. This change was necessary because some other anticipated funding did not materialize. The project’s new objectives included providing mentorship for hands-on learning to new mural artists; work with as many community partners as possible; encourage multi-cultural exchange and supporting historical diversity; developing a work ethic through art with youth; encourage use of historical research to support the mural design; develop the goals as part of an ongoing/annual project.</p>	
<p>Two murals - a 1920s mercantile scene at the back of Deanna’s Studio, and a traditional First Nations fishing village at the entrance to the Cariboo Friendship Society’s gift shop - were produced by local First Nations youths Miranda Fontaine and Jamie Moore with the help and mentorship of Dwayne Davis/Davis Arts. Local historical and cultural elements were incorporated into each mural.</p>	
<p>The WLBIA partnered with Dwayne Davis/Davis Arts (mentor), Choices for Youth (supplied summer student Miranda Fontaine), Cariboo Friendship Society (wall space for mural) and Deanna’s Studio (wall space for mural). The WLBIA also provided summer student Jamie Moore.</p>	
<p>CCACS Coordinator, CCACS Directors, and civic dignitaries attended the mural unveiling and are very proud of the resulting murals, while feeling that the changes to the program resulted in a project that was more inclusive via the mentorship component.</p>	



Agenda Item # 4.3.

Project Grant Recipient	Purpose of the Grant
Williams Lake Field Naturalists/Scout Island Nature Centre	Mentoring the Arts in Nature: Involving artists from a variety of mediums to participate in the Scout Island nature programs with children as mentors in order to refine children's perceptions and develop tools for expressing their emotions. Nature crafts have traditionally been a part of their programming, however this project intends to go beyond crafts to encourage and mentor a more meaningful artistic expression, as well as ongoing relationships with artists/mentors.
Amount	
\$1,100	

Grant Results

The "Mentoring the Arts in Nature" program explored ways of enabling children to deepen and express their connection to nature by bringing a variety of mentors into their educational programs. In each session, a nature walk and nature-based games provided subjects and materials for artistic expression.

Programs included: Spring Break with artist Allison Tew (sketching birds, collages, and crayon rubbing vases); Nature Fun "Art Days" with summer students every Wednesday through July and August; "Nature's Scribes" in September and November brought local author Anne Theresa White and nature educator Julianne Trelenberg for three 3-hour sessions, incorporating outdoor exploration and indoor writing.

The programs went beyond teaching information by encouraging participants to be aware of their own perceptions and explore their own creative possibilities.

Emphasis was placed on process over product, and the children who participated seemed to genuinely enjoy the activities. Staff were also somewhat surprised to recognize the extent to which active games unlocked the children's creativity, and will research this effect for future programs.

CCACS Coordinator attended an afternoon of "Nature Fun" programming and participated in the creation of a very imaginative collaborative "one-word story" with illustrated story books.



Project Grant Recipient	Purpose of the Grant
Women's Contact Society	Williams Lake Children's Festival: A free community event on May 27 at Boitanio Park. The event focuses on literacy, safety, arts and culture, nutrition, physical activity and showcases local child care providers, services and support for children 0-10 years. The event features live performances by local groups, interactive and engaging children's performers and entertainers, fire safety, RCMP and numerous booths and games for children. This year they would like to include interactive live theatre stage performances.
Amount Awarded	
\$1,500	

Grant Results

The festival was held on Sunday, May 27 from 10am - 3pm. The goal of the festival is to show parents the services available to children in the community and to showcase the importance of the Early Years on the development of positive, healthy and happy children later in life.

This year's Children's Festival was reportedly the busiest that the organizers have seen! The event hosted twenty-seven community booths, including food vendors, local arts and culture organizations, and local government services. Stage events included Clinton W. Grey magic, Kiki the Eco Elf, Music for Life, and AngelKeys Music. The organizers expanded on this annual event by introducing live interactive theatre with Terri Smith. Terri performed a child-friendly version of Shakespeare's "The Tempest".



APPENDIX: C

EXTERNAL REVIEWER'S FINANCIAL REPORT

CENTRAL CARIBBOO ARTS AND CULTURE SOCIETY
Index to Financial Statements
Year Ended December 31, 2012
(Unaudited - See Notice To Reader)



CHARTERED ACCOUNTANTS / BUSINESS ADVISORS LLP

www.pmtaccountants.com

Members, Institute of Chartered Accountants of British Columbia

NOTICE TO READER
FINANCIAL STATEMENTS

Statement of Financial Position
Statement of Changes in Net Assets
Statement of Revenue and Expenditures
Notes to Financial Statements

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Central Cariboo Arts and Culture Society as at December 31, 2012 and the statements of revenue and expenditures and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Williams Lake, BC
March 11, 2013

PMT
PMT CHARTERED ACCOUNTANTS /
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CENTRAL CARIBOO ARTS AND CULTURE SOCIETY
Statement of Changes in Net Assets
Year Ended December 31, 2012
(Unaudited - See Notice To Reader)

	2012	2011
Net assets - beginning of year	\$ 35,996	\$ 7,978
Excess of revenue over expenditures	22,075	28,017
Net assets - end of year	\$ 58,070	\$ 35,995

CENTRAL CARIBOO ARTS AND CULTURE SOCIETY
Statement of Financial Position
December 31, 2012
(Unaudited - See Notice To Reader)

	2012	2011
ASSETS		
Current		
Cash	\$ 15,061	\$ 5,462
Term deposits	27,064	7,003
Accounts receivable	445	5,552
Capital assets (Note 2)	42,570	18,027
	17,555	19,467
	\$ 60,125	\$ 37,494
LIABILITIES		
Current		
Accounts payable and accrued liabilities	\$ 2,005	\$ 1,499
General Fund	58,070	35,995
	\$ 60,125	\$ 37,494

APPROVED BY THE DIRECTORS
 Director
 Director

The accompanying notes are an integral part of this statement.

CENTRAL CARIBOO ARTS AND CULTURE SOCIETY
Statement of Financial Position
December 31, 2012
(Unaudited - See Notice To Reader)

	2012	2011
ASSETS		
Current		
Cash	\$ 15,061	\$ 5,462
Term deposits	27,064	7,003
Accounts receivable	445	5,552
Capital assets (Note 2)	42,570	18,027
	17,555	19,467
	\$ 60,125	\$ 37,494
LIABILITIES		
Current		
Accounts payable and accrued liabilities	\$ 2,005	\$ 1,499
General Fund	58,070	35,995
	\$ 60,125	\$ 37,494

APPROVED BY THE DIRECTORS
 Director
 Director

The accompanying notes are an integral part of this statement.

CENTRAL CARIBOO ARTS AND CULTURE SOCIETY
Statement of Revenue and Expenditures
Year Ended December 31, 2012
(Unaudited - See Notice To Reader)

	2012	2011
Revenue		
Municipal and regional contract revenue	\$ 90,000	\$ 85,000
Project revenue	17,400	-
Rental income	10,830	8,365
Other sources	3,030	11,574
Contributed asset	588	-
	<u>121,848</u>	<u>104,939</u>
Expenditures		
Advertising and promotion	1,665	3,273
Association	5,792	2,790
Bank charges and interest	107	251
Consulting fees	881	-
Insurance	2,375	3,660
Office	3,266	2,750
Professional fees	4,020	2,370
Projects and workshops	12,545	3,009
Repairs and maintenance	8,613	9,654
Staff expenses	2,049	-
Telephone and utilities	5,289	9,133
Travel	133	2,970
Wages and benefits	53,034	36,773
	<u>99,833</u>	<u>76,825</u>
Excess of revenue over expenditures from operations	22,015	28,014
Other income		
Interest income	60	3
Excess of revenue over expenditures	\$ 22,075	\$ 28,017

The accompanying notes are an integral part of this statement.

CENTRAL CARIBOO ARTS AND CULTURE SOCIETY

Notes to Financial Statements
Year Ended December 31, 2012
(Unaudited - See Notice To Reader)

1. Significant accounting policy

The preparation and presentation of these financial statements may not conform to Canadian generally accepted accounting principles and therefore may not be appropriate for all readers' purposes.

2. Capital assets

	Cost	Accumulated amortization	2012 Net book value	2011 Net book value
Computer equipment	\$ 3,473	\$ 2,241	\$ 1,232	\$ 2,337
Computer software	600	450	150	-
Furniture and fixtures	6,225	1,446	4,779	4,119
Leasehold improvements	15,539	4,445	11,094	13,011
	<u>\$ 26,137</u>	<u>\$ 8,582</u>	<u>\$ 17,555</u>	<u>\$ 19,467</u>

3. Comparative figures

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

...

Agenda Item # 4.3.

For more information, please contact:
Central Cariboo Arts and Culture Society
90 North Fourth Avenue
Williams Lake, BC V2G 2C6
P: (778) 412-9044

info@centralcaribooarts.com
www.centralcaribooarts.com

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PerformancesinthePark

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CaribooArts

WITH FINANCIAL SUPPORT FROM:



Cariboo Regional District and City of Williams Lake

...
Agenda Item # 4.4.

Directors,
Central Cariboo Joint Committee
Williams Lake, BC

Date Rec'd 25/6/13
File No. _____
Referred JC
CC MFC

June 18, 2013

Dear Committee Members,

The Board of the Williams Lake Museum and Historical Society, the non-profit organization that manages the Museum of the Cariboo Chilcotin in Williams Lake, respectfully request the opportunity to address your meeting of July 10, 2013.

On May 22, 2013 members of our board met with representatives of the City, the CRD, and the Central Cariboo Arts and Culture Society. At this meeting we were provided background information on the fee for service agreements as well as a Fee-For-Service Program Information Request.

Historically, the Museum has received a Fee for Service through an agreement with the City of Williams Lake. These funds - \$32 425 – provide operating capital to keep the Museum open year round for residents and visitors. We understand that the Central Cariboo Arts and Culture Society, with support from the City and CRD, will now manage this agreement.

At our meeting on May 22nd, we learned that the Central Cariboo Arts and Culture budget process was being revised to ensure a consistent format and structure. The budget for all nine groups presently totals \$63 425. We were also advised that there was currently no process by which funds could be allocated to new, additional groups. The handout provided to us cites the following statement: *There is very little room for new fee-for-service agreements or to expand beyond the existing funding levels. This review process is only dealing with existing funding agreements, and may result in changes to current funding levels.*

Our Board is concerned that this last statement indicates future funding for the Museum may be cut to accommodate inclusion of additional groups within the Central Cariboo Arts and Culture Function.

We respectfully request the opportunity to address the Central Cariboo Joint Committee to provide your members with background about our organization and the agreement we have held with the City of Williams Lake for more than 30 years.

We look forward to this meeting and the opportunity it affords to ensure your committee understands the nature of the original agreement between the City and the Museum.

Sincerely,

Sheila Wyse
President
Museum of the Cariboo Chilcotin



CITY OF WILLIAMS LAKE COUNCIL REPORT

DATE OF REPORT: June 11, 2013
DATE & TYPE OF MEETING: July 10, 2013 Joint Committee Meeting
AUTHOR: Deb Radolla, Manager of Active Living
SUBJECT: HEALTHY VENDING CONTRACT – CARIBOO MEMORIAL RECREATION COMPLEX
FILE:

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to inform the Joint Committee of the financial impacts of the two 2011 Five Year Food and Beverage Vending Contracts at the Cariboo Memorial Recreation Complex (CMRC). The beverage contract was awarded to PepsiCo Canada and the hot and cold drink and snack contract was awarded to Blackstock Ventures Ltd. These contracts conformed to the CMRC Healthy Food and Beverage Policy approved by the Joint Committee. The policy states that the CMRC will follow the 2007 Nutritional Guidelines for Vending Machines in BC.

The financial impact of these two contracts has resulted in a loss of revenue of approximately \$7000 per year.

SECTION 2: BACKGROUND

Prior to the Healthy Vending Policy the facility had a contract with the Coca Cola Bottling Company. Beverages in the vending machines included a variety of sugar filled pop and fruit cocktails. Blackstock Vending carried a variety of chips, chocolate bars and unhealthy food snacks in the vending machines.

In March 2011 the CMRC signed a five year contract with PepsiCo Canada. PepsiCo was the sole bidder and is exclusive provider of beverages in the building. All beverages in the vending machines and at the concession, leased to Karen’s Place, meet the 2007 Nutritional Guidelines. The selections include water, diet drinks, fruit juices and flavored water. The Complex receives a 5% commission on beverages sold in the vending machines.

Blackstock Ventures Ltd was awarded a five year vending contract in March 2011. They were the sole bidders. The equipment in the facility includes a hot and cold beverage machine and snack machine in the pool lobby, one cold beverage machine in the main lobby, and five machines in the arena. The CMRC receives 0% commission from the healthy snack machines and 10% on the hot beverage machines. As part of the contract Blackstock invested capital funds into decaling the vending machines in the pool lobby in November 2012 to make them attractive to customers and to promote healthy choices.

SECTION 3: DISCUSSION

The decision to adopt a Healthy Food and Beverage Policy was common practice in municipalities around the province. The CMRC received a Healthy Food and Beverage Grant from the provincial government which provided resources to hire a contractor to audit the snack and beverage machines at the facility, organize user group meetings, communicate with vendors and assist with writing the Healthy Food and Beverage Policy. The adoption of the policy and consequent changes encouraged good eating and wise choices at the CMRC.

SECTION 4: DETAILED ANALYSIS
a. Financial Considerations – Cost and Resource Allocations:
The revenue from 2008 - 2011 averaged \$8800, which included bonuses for sports groups and other incentives. The first full year of the new contracts with PepsiCo Canada and Blackstock was 2012. Revenue was \$1454 which included \$920 from the ATM machine and \$535 from the vending machines. This decrease from \$8800 to \$1454 equates to \$7346 less in the CMRC's annual revenue.
b. Legislative Considerations (Applicable Policies and/or Bylaws):
N/A
c. This project most closely <u>supports</u> the following ICSP Priority Areas:
World Class Recreation
d. This project potentially <u>conflicts</u> with the following ICSP Priority Areas (also list mitigation measures)
N/A
e. Environmental Considerations:
N/A
f. Social Considerations:
N/A
g. Economic Considerations:
N/A
SECTION 5: RECOMMENDATION
That Joint Committee receive this report for information.

Respectfully submitted,

Geoff Goodall
Acting Chief Administrative Officer



CITY OF WILLIAMS LAKE COUNCIL REPORT

DATE OF REPORT: June 17, 2013
DATE & TYPE OF MEETING: July 10, 2013 Joint Committee Meeting
AUTHOR: Geoff Paynton, Director of Community Services
SUBJECT: POOL FEASIBILITY STUDY - FINAL
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.

SECTION 2: BACKGROUND

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:
<ol style="list-style-type: none"> 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:
N/A
b. Legislative Considerations (Applicable Policies and/or Bylaws):
N/A
c. This project most closely <u>supports</u> the following ICSP Priority Areas:
World Class Recreation
d. This project potentially <u>conflicts</u> with the following ICSP Priority Areas (also list mitigation measures)
N/A
e. Environmental Considerations:
N/A
f. Social Considerations:
N/A
g. Economic Considerations:
N/A
SECTION 5: RECOMMENDATION
The Joint Committee receive and endorse this report thereby endorsing, in principle, a project that would proceed with the Recommended Option at a cost of \$11.3 million to include major expansion of the leisure water area, fitness centre, change rooms, and renewal of the main pool tank.

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	DC

...

Agenda Item # 4.6.

ATTACHMENTS:

Attachment A – Pool Feasibility Study and Appendices



AGENDA ITEM
SUMMARY

File: 7010-01
Date: 03 Jul
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: 10 Jul 2013

SHORT SUMMARY: Recommendation from the Williams Lake and District Pool Feasibility Study to Establish a Finance Committee

VOTING: Electoral Areas D, E, F and Council - Ratification required by Board and Council

MEMORANDUM: A key recommendation from the Williams Lake and District Pool Feasibility Study is the appointment of a project Finance Committee to explore sources of revenue to undertake construction of the Recommended Option pool concept, should the option be endorsed in-principle by the Joint Committee.

The results of the Finance Committee's work will provide the Joint Committee and the Regional District Board with the specific information and options to proceed to additional detailed public consultation and the eventual referendum process to borrow funds for construction.

As noted in the feasibility study, if the Regional District has to borrow the full project cost of \$11.3 million over 20 years the resulting tax implications would be an increase of \$42 per \$100,000 of assessed residential value. If this borrowed amount can be reduced to \$10 million by funding from other sources, such as capital reserves, grants and corporate sponsorships, then the tax increase would be reduced to about \$37 per \$100,000. The report also includes an estimate of increased operating costs for a new facility at \$50,000 per year which equates to an increase of about \$2 per \$100,000. The current taxation rate is about \$87 per \$100,000.

Timing details of the potential financing options will also be investigated by the committee. If the goal is to proceed to a referendum in the spring of 2014, the committee can consider the feasibility of various funding sources achievable prior to the referendum and others that may become available afterwards, but prior to construction.

Community level action and fundraising strategies will be a necessary

Agenda Item # 4.7.

part of the discussion as well.

In order to encourage immediate action and flexibility for meeting coordination, staff is recommending that the committee be kept to a manageable size, which will allow it to readily engage other members of the public and business community as appropriate for the collection of information and discussion of opportunities.

Monthly update reports as a standing item on the Joint Committee agenda will provide a consistent communications process and a final report from the Finance Committee will be due in four months.

ATTACHMENT:

POLICY None.

IMPLICATIONS:

FINANCIAL None. No committee members will be eligible for remuneration.

IMPLICATIONS:

Reviewed and concur: Scott Reid, Chief Financial Officer

CAO COMMENTS:

Reviewed and concur: Janis Bell, Chief Administrative Officer

OPTIONS:

- 1) Receipt and endorsement of the recommendation;
- 2) Receipt only;
- 3) Defer.

RECOMMENDATION: That the agenda item summary from Darron Campbell, Manager of Community Services, dated July 3, 2013, regarding establishment of a Finance Committee as recommended by the Williams Lake and District Pool Feasibility Study, be received. Further, that four members of the Central Cariboo Joint Committee, including two members of council and two regional district directors from electoral area D, E or F, be appointed to work with staff on the committee and that a report be brought back to the Joint Committee within four months.



**CITY OF WILLIAMS LAKE
COUNCIL REPORT**

DATE OF REPORT: June 26, 2013
DATE & TYPE OF MEETING: July 17, 2013 Joint Committee Meeting
AUTHOR: Deb Radolla, Manager of Active Living
SUBJECT: AFFORDABLE RECREATION CARDS AND SPECIAL NEEDS PASSES – CARIBOO MEMORIAL RECREATION COMPLEX
FILE:

SECTION 1: EXECUTIVE SUMMARY

A concerted effort has been made to educate social services agencies and Central Cariboo residents about the availability and benefits of the Affordable Recreation Cards (ARC) and Special Needs (SN) programs at the Cariboo Memorial Recreation Complex (CMRC). Awareness of the Complex’s increased attention to accessibility has enabled residents with a disability to use the facility on a regular basis.

Between 2012 and 2011 the number of residents in the Central Cariboo who applied and received ARC and SN increased. In 2011, sixty-five ARC were approved and sixty-nine ARC’s were approved in 2012 which equates to a 1% increase. Twenty-eight SN cards were approved in 2011 and fifty-seven were approved in 2012 which equates 49% increase. It is difficult to determine an exact cost for the ARC and SN, but these programs do impact the final budget.

SECTION 2: BACKGROUND

ARC benefits include a 50% discount on drop-in swimming, skating, drop-in fitness classes and fitness centre admissions; 50% discount on monthly passes, one free drop-in admission per month, a 50% discount on group Red Cross Swim Kids and Swim Preschool lessons and one free recreation program per year. Special Needs cards are designed for residents living in the Central Cariboo Recreation taxation area who have permanent physical or mental disabilities. The SN card provides a 50% discount on the regular ten pass rate. The pass is used for swimming, skating, fitness classes and fitness centre admissions, as well as drop-in classes. Special Needs cards are issued to patrons from the Williams Lake Association for Community Living, Child Development Centre, Canadian Mental Health, members of the White Cane Society and residents at large.

SECTION 3: DISCUSSION

The economic situation in the community has a direct impact on the number of applications for the ARC program. The SN cards increase with awareness and it is likely that the number of People with Disabilities who apply for this program will rise in the future.

SECTION 4: DETAILED ANALYSIS

a. Financial Considerations – Cost and Resource Allocations:

None.

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

None.

<p>c. This project most closely <u>supports</u> the following ICSP Priority Areas:</p> <p>World Class Recreation</p> <p>In the City’s Official Community Plan under 4.5.2 Goals and Objectives – The goal for recreation in Williams Lake is to provide recreation opportunities that are accessible, affordable, and innovative, engaging all members of our community, as well as providing for diverse visitor needs.</p>
<p>d. This project potentially <u>conflicts</u> with the following ICSP Priority Areas (also list mitigation measures)</p> <p>N/A</p>
<p>e. Environmental Considerations:</p> <p>N/A</p>
<p>f. Social Considerations:</p> <p>N/A</p>
<p>g. Economic Considerations:</p> <p>N/A</p>
<p>SECTION 5: RECOMMENDATION</p> <p>That Joint Committee receive this report for information.</p>

Respectfully submitted,

Geoff Goodall
Acting Chief Administrative Officer

ATTACHMENTS:
Attachment A – Affordable Recreation Application Form
Attachment B – Special Needs Pass Application Form



Affordable Recreation Card (ARC)

Eligibility

- Residents living within the Central Cariboo Recreation taxation boundary who have limited financial resources can apply for an Affordable Recreation Card.
- Individuals and/or couples whose combined gross family income meets the following guidelines.

Family size	Maximum Yearly Income
1 person	\$16,500
2 persons	\$21,000
3 persons	\$26,000
4 persons	\$31,000
5 or more persons	\$35,000

- Affordable Recreation Cards are issued for one year.

Affordable Recreation Card Benefits

The Affordable Recreation Card entitles individuals and/or family members to the following Cariboo Memorial Complex services:

- 50% discount on drop-in swimming, skating, fitness classes and fitness centre admissions.
- 50% discount on one, three, six month or annual fitness passes excluding 10 ticket pass.
- One free swim, skate, fitness centre or fitness class admission per month.
- 50% discount on one group Red Cross Swim Lessons (Level 1 – 10) or Preschool Swimming Lessons
- 1 free Recreation Services Program per year excluding Rec and Roll, Day Camps, Leadership Training and select programs at the discretion of the Manager of Active Living.

Application Process

- Applicants must submit a completed ARC Application Form to the Manager of Active Living at the Cariboo Memorial Recreation Complex.

All information disclosed on this application will be kept in strict confidence. If you have any questions, please contact Deborah Radolla, Manager of Active Living at (250)392-1788.



525 Proctor Street, Williams Lake, British Columbia V2G 4J1
Telephone (250) 398-7665 * Fax (250) 398-7884 * www.activewilliamslake.com





Cariboo Memorial Recreation Complex

Sam Ketcham Memorial Pool * Twin Ice Arena * Gibraltar Room * Recreation Programs

Affordable Recreation Card (ARC) Application

Name of Applicant: _____ Recreation Access Card#: _____

Name of Spouse/Partner: _____ Recreation Access Card#: _____

Address: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

In order to process this application in a timely matter, please attach proof of income assistance, "Notice or Assessment" from Revenue Canada or a signed "Release of Personal Information" form from the Ministry of Employment and Income Assistance.

Dependent Names	Birthdate	Recreation Access Card #
1.		
2.		
3.		
4.		
5.		
6.		

Consent Form:

If requested, I _____ (Signature) agree to meet with the Manager of Active Living to discuss my latest Revenue Canada tax return, GAIN or other income documentation.

Self Declaration:

I _____ (Signature) hereby declare on _____ (Date) that my combined family income (including my income and spouse or common-law partner, if applicable) currently is estimated at \$ _____ per year.

The Affordable Recreation Card will be cancelled if information provided is discovered to be false. Random checks may be conducted. It is a criminal offence to provide inaccurate information on this form.

Approved: _____

Date: _____

Please submit completed form to the Administration Office at the Cariboo Memorial Recreation Complex.



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Special Needs Pass (SN)

Eligibility

- Residents living in the Central Cariboo Recreation taxation area who have permanent physical or mental disabilities can apply to purchase a Special Needs (SN) Pass. The SN Pass is 50% off the regular 10 ticket pass rate and is non-transferable.
- The escort of a SN Pass holder will be admitted at no charge and must stay within site of the client at all times. The escort must participate in drop-in classes if their client is participating.
- The SN Pass is valid for 6 months. Applications may be extended by the Manager of Active Living.

Special Ticket Benefits

- 50% discount on drop-in or regular 10 ticket pass for swimming, skating, fitness classes and fitness centre admissions excluding all monthly fitness passes.

Application Process

- Applicants must submit a completed SN Pass Application to the Manager of Active Living at the Cariboo Memorial Recreation Complex.
- Once the application has been approved a SN Pass may be purchased at the Administration Office.

All information disclosed on this application will be kept in strict confidence. If you have any questions, please contact Deborah Radolla, Manager of Active Living at (250) 392-1788.



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Cariboo Memorial Recreation Complex

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Special Needs Pass Application

Applicant Information

Name: _____ Recreation Access Card#: _____

Address: _____ Postal Code: _____

Phone #: _____ Cell Phone #: _____

Email Address: _____

Disability: _____

Escort Information

Name: _____ Phone #: _____

Additional Escort: _____ Phone #: _____

Emergency Contact

Name: _____ Phone #: _____

Additional Information

Approval: _____ Date: _____

Please submit completed form to the Administration Office at the Cariboo Memorial Recreation Complex.



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Central Cariboo / City of Williams Lake Joint Committee

ACTION PAGE

Meeting Date: July 10, 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	REMOVE
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.	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.)	To be brought to the September meeting	CRD Staff	

Project #	Summary of Resolution	Action Required	Delegation	Date Completed
10.	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. Further, that a letter be forwarded to the Swim Club acknowledging their request for reconsideration and that their request does not meet the Grant for Assistance criteria for qualification. (May 22, 2013 mtg.)			
11.	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. (May 22, 2013 mtg.)			COMPLETE
12.	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. Further, that staff be directed to continue opening the Sam Ketcham Pool and Fitness Centre for three and a half hours on statutory holidays and report back to the Committee on an annual basis. (May 22, 2013 mtg.)			
13.	That the request from the City of Williams Lake regarding the formation of a Steering Committee for Solid Waste in the central Cariboo be referred to staff to develop a Terms of Reference for a proposed Committee and be brought back for consideration. (May 22, 2013 mtg.)	Information to be brought back to the October meeting	CRD Staff	
14.	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, that the first Saturday in June be proclaimed as "National Health and Fitness Day" in our region and 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 complimentary basis on National Health and Fitness Day. (May 22, 2013 mtg.)			COMPLETE

Project #	Summary of Resolution	Action Required	Delegation	Date Completed
15.	<p>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:</p> <p>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. - Agreements complete</p> <p>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.</p> <p>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. (May 22, 2013 mtg.) - Agreements complete</p>			
16.	That the Central Cariboo / City of Williams Lake Joint Committee meeting previously scheduled for June 19th be rescheduled to July 10th, 2013. (May 22, 2013 mtg.)			
17.	That a joint press release be sent out advising that the June meeting has been rescheduled to July 10th and outlining the activities of the Central Cariboo / City of Williams Lake Joint Committee. (May 22, 2013 mtg.)			COMPLETE

Meetings that may or must be closed to the public

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);
- (o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.

Agenda Item # 6.1.

90 (2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

- (a) a request under the *Freedom of Information and Protection of Privacy Act*, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;
- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- (c) a matter that is being investigated under the *Ombudsperson Act* of which the municipality has been notified under section 14 [*ombudsperson to notify authority*] of that Act;
- (d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

90 (3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.