



Central Cariboo/City of Williams Lake JOINT COMMITTEE AGENDA



CARIBOO REGIONAL DISTRICT BOARDROOM
SUITE D - 180 NORTH THIRD AVENUE, WILLIAMS LAKE, BC

SEPTEMBER 25, 2013
6:00 PM

Page

Call to Order

Reminders: *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.*

- 3 - 9
- A. **Receipt and Adoption of Minutes & Agenda**
1. Minutes of the Joint Committee Meeting held July 10, 2013
 2. Adoption of Agenda
- 11 - 13
- B. **Delegations**
1. Sheila Wyse, President, Museum of the Cariboo Chilcotin
--Introduction of Board of Directors and Society's Background
 2. Justin Calof, Cariboo Mountain Bike Consortium
--Discussion Paper: *Mountain Biking as a Permanent Recreation and Economic Development Function of the Central Cariboo*
- 15 - 16
- C. **Items for Consideration and Information**
1. *(Voting - Electoral Areas D, E, F, J, K and Council)*
Ratification required by: CRD & City
Report of Co-Chairs, Mayor Cook - City of Williams Lake and Director Sorley - Cariboo Regional District
--Code of Conduct
- 17 - 18
2. *(Voting - Electoral Areas D, E, F and Council)*
Ratification required by: CRD & City
Report of Pat Higgins, Director of Financial Services, City of Williams Lake
--Appointment of Sub-Committee for Review of 2014 Grant-in-Aid Applications & GIA Criteria Review

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3. *(Voting - Electoral Areas D, E, F and Council)*
Ratification for receipt required by: CRD
Report of Darron Campbell, Manager of Community Services, Cariboo Regional District
--Pool Renovation & Upgrade Project - Finance Committee Initial Report

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4. Action Page for September 25, 2013

D. Adjournment

1. Adjournment

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

JULY 10, 2013

A meeting of the Central Cariboo / City of Williams Lake Joint Committee
was held on July 10, 2013 at 5:00 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; L. Walters ; S. Rathor S. Zacharias -
via teleconference (for a portion of the meeting) and I. Bonnell (for a portion of
the meeting) (City of Williams Lake)

ABSENT: Directors C. Mernett and R. William (Cariboo Regional District)
Councillor G. Bourdon (City of Williams Lake)

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

1. CALL TO ORDER

1.1

Adoption of Agenda

Moved Councillor Rathor;
Seconded Mayor Cook:

CCJ-13.07A-1 That the agenda be adopted as presented.

Carried Unanimously

4. REPORTS AND CORRESPONDENCE

4.3

Central Cariboo Arts and Culture Society – 1st and 2nd 2013 Quarter
Report and 2012 Annual Report
Voting - Electoral Areas D, E, F and Council

Moved Councillor Rathor;
Seconded Councillor Walters:

- CCJ-13.07A-2** 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.

Carried Unanimously

2. ADOPTION OF MINUTES

2.1

Minutes of the Central Cariboo / City of Williams Lake Joint Committee – May 22, 2013

Moved Director Bischoff;
Seconded Director Kemp:

- CCJ-13.07A-3** That the minutes of the Central Cariboo / City of Williams Lake Joint Committee meeting held May 22, 2012, be received and adopted.

Carried Unanimously

3. DISCUSSION ITEMS

3.1

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

Moved Director Kemp;
Seconded Director Bischoff:

- CCJ-13.07A-4** That the Blue Fins Grant for Assistance application not be reconsidered.

Carried

CONTRARY TO THE MOTION: Councillor Zacharias

CCJ-13.07A-5 Moved Mayor Cook;
Seconded Councillor Zacharias:

That the City of Williams Lake and Cariboo Regional District Chief Financial Officers provide a report to the next meeting detailing grant for assistance criteria, including clarification on the definition of capital equipment.

Carried Unanimously

Councillor Zacharias left the meeting.

4. REPORTS AND CORRESPONDENCE

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

Moved Mayor Cook;
Seconded Director Kemp:

CCJ-13.07A-6

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.

Carried Unanimously

Councillor Bonnell entered the meeting.

4.2

Accessibility at the Cariboo Memorial Recreation Complex

Voting - Electoral Areas D, E, F and Council

Ratification required by: CRD & City

Moved Mayor Cook;
Seconded Director Kemp:

CCJ-13.07A-7 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. Further, that a letter of response be forwarded to Janet Catalano. Further, that accessibility improvements be identified as a priority when developing the capital plan and that input of the Accessibility Committee also be considered.

Carried Unanimously

4.4

**Museum of the Cariboo Chilcotin –
Fee for Service Agreement Review Process and Delegation Request**
Voting - Electoral Areas D, E, F and Council
Ratification required by: CRD & City

Moved Director Bischoff;
Seconded Councillor Hughes:

CCJ-13.07A-8 That the letter from Sheila Wyse, President, Museum of the Cariboo Chilcotin, dated June 18, 2013, regarding Fee for Service Agreement review process and request to attend as a delegation before the Central Cariboo/City of Williams Lake Joint Committee, be received. Further, that the Museum of the Cariboo Chilcotin be notified that they may appear as a delegation at the next joint meeting.

Carried Unanimously

4.5

**Healthy Vending Contract – Cariboo Memorial Recreation
Complex**
Voting - Electoral Areas D, E, F, and Council
Ratification required by: City

Moved Councillor Rathor;
Seconded Mayor Cook:

CCJ-13.07A-9 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.

Carried Unanimously

4.6

Williams Lake and District Pool Feasibility Study

Voting - Electoral Areas D, E, F and Council

Ratification for receipt required by: CRD

Moved Councillor Bourdon;

Seconded Councillor Walters:

CCJ-13.07A-10

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 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, subject to a successful referendum.

Carried Unanimously

4.7

Williams Lake and District Pool Feasibility Study to Establish a Finance Committee

Voting - Electoral Areas D, E, F and Council

Ratification required by: CRD & City

Moved Director Kemp;

Seconded Councillor Hughes:

CCJ-13.07A-11

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 Directors Sorley and Bischoff, and Councillors Bonnell and Walters, be appointed to work with staff on the committee and that a report be brought back to the Joint Committee within four months.

Carried Unanimously

4.8

Affordable Recreation Cards and Special Needs Passes – Cariboo Memorial Recreation Complex

Voting - Electoral Areas D, E, F and Council

Moved Mayor Cook;
Seconded Councillor Walters:

- CCJ-13.07A-12** 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.

Carried Unanimously

5. ACTION PAGE

5.1

Action Page

Moved Director Kemp;
Seconded Director Bischoff:

- CCJ-13.07A-13-13** That the Action Page as presented at the Central Cariboo / City of Williams Lake Joint Committee meeting on July 10, 2013, be received. Further, that items 7, 8, 10, 11, 12, 14, 15, 16, and 17, be removed from the page.

Carried Unanimously

6. IN-CAMERA SESSION

Moved Councillor Rathor;
Seconded Councillor Bonnell:

- CCJ-13.07A-14** 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*.

Carried Unanimously

- RECESSED:** The meeting recessed at 6:50 pm to go in-camera.
- RECONVENED:** The meeting reconvened at 8:01 pm
- PRESENT:** Co-Chair J. Sorley; Directors D. Bischoff; and B. Kemp (Cariboo Regional District)
Co-Chair K. Cook; Councillors D. Hughes; L. Walters ; S. Rathor and I. Bonnell (City of Williams Lake)
- ABSENT:** Directors C. Mernett and R. William (Cariboo Regional District)
- STAFF:** J. Bell, Chief Administrative Officer; D. Campbell, Manager of Community Services; and Bernice Crowe, Executive Assistant (Cariboo Regional District)
D. Garceau, Chief Administrative Officer; G. Paynton, Director of Community Services; and D. Radolla, Manager of Active Living (City of Williams Lake)

7. ADJOURNMENT

7.1

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

Moved Councillor Rathor;
Seconded Mayor Cook:

- CCJ-13.07A-15** That the meeting of the Central Cariboo / City of Williams Lake Joint Committee be adjourned at 8:10 p.m., July 10, 2013.

Carried Unanimously

Certified Correct:

Co-Chair



**DISCUSSION PAPER:
MOUNTAIN BIKING AS A PERMANENT RECREATION AND
ECONOMIC DEVELOPMENT FUNCTION OF THE CENTRAL CARIBOO**

Purpose

This paper is intended to support discussions between the Cariboo Mountain Bike Consortium, the City of Williams Lake, the Cariboo Regional District and other regional organizations about creating a permanent funding mechanism specific for mountain bike recreation and economic development activities in the Central Cariboo region.

Proposal

This paper is intended to support discussions amongst the Central Cariboo Joint Committee that will explore mountain biking as a permanently funded recreation and economic development program element through a re-constituted Cariboo Mountain Bike Consortium (CMBC).

Background

In 2010 the Cariboo Regional District and City of Williams Lake began to make a series of strategic investments into mountain bike recreation infrastructure in the Central Cariboo beginning with the Boitanio Bike Park. Shortly thereafter Northern Development Initiative Trust and the Cariboo-Chilcotin Beetle Action Coalition began their support of the Cariboo Mountain Bike Consortium which focused on the growth of the mountain bike economy through investments in marketing, recreational trail infrastructure and the partnerships needed to support a mountain bike destination. Since that time, the mountain bike economy in the Cariboo region has grown by over 11%¹.

The Cariboo Mountain Bike Consortium - Structure and Function

Organization - The CMBC is an incorporated non-profit Society in BC with a 5 member Board. Currently the Board is made of of individuals directly involved in the Cariboo mountain bike sector. The CMBC employs one part-time staff person in the Executive Director who is responsible for implementing all elements of the CMBC's programs. The CMBC is part of the

¹ See Cariboo Mountain Bike Consortium, Economic Assessment of Mountain Biking in the Cariboo Region 2012-2012 at....

British Columbia Mountain Bike Tourism Association and has an advanced relationship with the Province of BC.

Program Areas - Since its inception in 2010, the CMBC has maintained three program areas. First, the Consortium has built and maintained the www.ridethecariboo.ca website. Attracting over 25,000 pages views between April 20th and May 30 in the 2013 season (a 53% increase from 2012), the site is one of the most sophisticated and purpose built mountain bike marketing sites in the interior. Second, the CMBC builds and maintains world class mountain bike recreation infrastructure throughout the region like the [Snakes and Ladders Regional Signature Trail](#) completed in 2012. Third is an ongoing effort to build partnerships and agreements with all aspects of the mountain bike user experience including both regional and municipal governments, service businesses and local bike clubs.

Funding Structure - The CMBC is currently funded through one time grants from the Cariboo-Chilcotin Beetle Action Coalition (CCBAC). CCBAC has funded the CMBC on two occasions to a total of \$100,000 over four years of implementation. The CMBC subsequently leveraged that funding through the Northern Development Initiative Trust, the Community Tourism Opportunity program, the Central Cariboo Arts and Culture Society and other programs to grow its annual budget to ~\$35,000/year. The CMBC is equipped to operate until June of 2015.

Role of Mountain Biking in Cariboo Regional Economy

In 2010 the CMBC conducted a limited baseline assessment of the economic impact of mountain biking in the Cariboo region. It assessed the value generated by mountain bike visitors, the value of mountain bike retail activity and the value of mountain bike events at \$1.9 million annually. In 2011, this baseline assessment was enhanced with actual trail use data and increased mountain bike recreation infrastructure development, at which time the total value increased to \$2.01million annually.

In 2012, the CMBC undertook the first comprehensive economic impact assessment of mountain biking in the region. In partnership with the Province of BC, detailed trail use data combined with intercept survey information refined the number of mountain bike visitors, their origin and their average expenditures. As with the previous assessments, the value of sales, infrastructure development and events was also assessed. This assessment found that the mountain bike economy had grown 11.5% since 2010 to over \$2.25 million annually.

Role of Mountain Biking in Regional Recreational Infrastructure

In a 2011 City of Williams Lake Study, 24% of residents felt that their proximity to wilderness, including outdoor recreation was their favorite thing about living in the City (See: http://www.williamslake.ca/files/1/doc_corp_2011_citizen_survey.pdf). In 2012 a Cariboo Regional District survey put mountain biking in the top 5 recreation assets that Central Cariboo residents valued the most. Further, mountain biking was the primary driver in the recent Official Community Plan's and its *World Class Recreation* goal. Suffice it to say, the recreational mountain bike resource in the Central Cariboo is critical to our communities livability.

The mountain bike recreational asset of the Cariboo also plays a key role in the Business Expansion and Attraction Strategy. Anecdotal survey's of local small business in Williams Lake and the Central Cariboo indicate that the mountain bike reputation of the area is a primary factor for new employees in making their final decisions to move to the area².

Proposed Actions

The Cariboo Mountain Bike Consortium has had informal discussions with managers in both the City of Williams Lake and the Cariboo Regional District on this topic. This group is suggesting the following courses of action:

- The Central Cariboo Joint Committee hear a presentation from the CMBC on its structure and its implementation successes and challenges;
- A small sub-committee be struck with representation from the City and Regional District to further explore this proposal and make recommendations to the Joint Committee in the fall of 2013.

² Discussions with Zirnhelt Timber Frames indicate that final decisions of their last 3 hires, all considered mountain biking in the final decision.



Report to the Central Cariboo/City Of Williams Lake Joint Committee



DATE OF REPORT: September 18, 2013
DATE & TYPE OF MEETING: September 25, 2013 Joint Committee Meeting
AUTHOR: **Mayor Kerry Cook and Director Joan Sorley, Co-Chairs**
SUBJECT: **REPORT ON CODE OF CONDUCT**
FILE: **0540-22-01**

The Cariboo Regional District and City of Williams both have provisions within their respective Procedural Bylaws that clearly define the role and responsibility of each elected official in terms of how they conduct themselves at meetings and most importantly, how business is to be conducted in a responsible and respectable manner.

One of the principal components of an effective governance model is the awareness of the key roles and their impact on the system as a whole. Where such an understanding is lacking, the governance process suffers and the entire organization suffers. Leadership requires the application of certain basic components, shared commitment, accountability, acceptable behavior.

The elected members must have a clear sense of purpose, an understanding of the issues, a respectful professional culture, and a collaborative approach to decision making to ensure the model of good governance is upheld.

There are definite leadership behaviours that enable our elected representatives to be successful. Among the most valued leadership character traits are;

- an ability to communicate effectively;
- adherence to the highest standard of integrity;
- ability to search for and find areas of compromise;
- compassion and willingness to forgive quickly and without reservation;
- ability to bring out the best in others.

The elected representatives are expected to listen to all sides of the issue, seek administrative advice and research, review policy and budgetary consequences and ensure that a thorough process has been followed. Procedural policies around conduct for a governing body assist to protect and promote the interests of the group, and in so doing, maintain the highest ideals of honesty and integrity in the faithful discharge of their duties without fear or favour. The members are expected to be candid and fair in all dealings whether with their fellow colleagues, employees or the general public.

The work of the Joint Committee is purposeful, strategic, engaged and provides a vital venue for decisions to be considered, debated and meaningful recommendations to be brought forward to our respective governing bodies for the betterment of our communities. It is imperative that a positive, respectful and collegial environment be maintained in order to facilitate the continuation of healthy debate and consensus building.

.../2

The Joint Committee is governed in part by the Terms of Reference that reiterates, in summary, the decorum expected to be followed at meetings. Meetings will be conducted in accordance with the Terms of Reference, including the conduct provisions outlined therein, in order to ensure that the integrity of the respective organizations is maintained and honored. Anything less will not be tolerated by fellow Joint Committee members or the presiding chair.

Respectfully submitted,

Co-Chair Kerry Cook
Mayor, City of Williams Lake

Co-Chair Joan Sorley
Director, Cariboo Regional District



**CITY OF WILLIAMS LAKE
COUNCIL REPORT**

DATE OF REPORT: September 18, 2013
DATE & TYPE OF MEETING: September 25, 2013 Joint Committee Meeting
AUTHOR: Pat Higgins, Director of Financial Services
SUBJECT: APPOINTMENT OF SUB-COMMITTEE FOR REVIEW OF 2014 GRANT-IN-AID APPLICATIONS & GIA CRITERIA REVIEW
FILE: 1850-20 (2014)

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to appoint one elected representative from both the Cariboo Regional District and City of Williams Lake, as well as two Staff members from each body, to form a sub-committee for the review of the joint 2014 Grant for Assistant applications, pursuant to the Grant-in-Aid Agreement between the CRD and City.

Additionally, staff have been requested to provide information detailing the grant for assistance criteria, including clarification on the definition of capital equipment.

SECTION 2: BACKGROUND

Grant-in-Aid applications that must be reviewed by representatives from the City and the District. Recommendations will be reported to Joint Committee at the October 23, 2013 meeting.

SECTION 3: DISCUSSION

As per Section 11 of the grant in aid agreement between the City and the Cariboo Regional District the following criteria for applications must be met in order to be considered by the sub-committee:

- Application is in support of an event, special project or capital expenditure of a public nature
- Applicant is an registered not-for-profit organization in good standing with the Registrar of Companies
- Applicant has provided their most recent Annual General Meeting Report identifying all elected members of the Board
- Applicant has provided their most recent financial statements (revenue/expense balance sheet, audited financial statements)
- Applicant has provided an approved budget for the current year
- There is a demonstrated financial need within the organization
- Application contributes to or supports the current objectives and priorities of the City and/or District
- Consideration of other assistance provided by local government (Permissive tax exemption, revenue sharing, fee for service building lease)
- Extent to which the application benefits the community (specific group vs broad community participation)

Questions have arisen regarding what is considered to be a “capital” expenditure. The definition of a capital expenditure is the purchase of a fixed asset that has a useful life extending beyond the taxable year. Typically a fixed asset includes items such as land and buildings, vehicles, furniture, office

equipment, computers and machinery. These items are reflected in the financial statements and are depreciated over the period of their useful life.

Additionally for most businesses/governments a threshold for the purchase of fixed assets typically is determined at a value ranging from \$5,000 - \$10,000 depending on the type of the fixed asset. For the purposes of the grant-in-aid applications (not for profit organizations) the Committee may wish to determine a threshold of \$500 which could then encompass such capital items like computers and other office equipment.

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 supports the following ICSP Priority Areas:

N/A

d. This project potentially conflicts 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 the Joint Committee appoint one elected representative and two members of Staff from both the Cariboo Regional District and City of Williams Lake to form a sub-committee for the review of the joint 2014 Grant for Assistance applications.

Respectfully submitted,

Darrell Garceau
Chief Administrative Officer

This report has been prepared in consultation with the following:	Initials
Director of Community Services, City of Williams Lake	GP



AGENDA ITEM
SUMMARY

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: 25 Sep 2013

SHORT SUMMARY: Pool Renovation and Upgrade Project - Finance Committee Initial Report

VOTING: Committee works by modified consensus

MEMORANDUM: At its meeting on July 10, 2013, the Central Cariboo Joint Committee (CCJC) struck the pool renovation finance committee based on the recommendations of the Williams Lake and District Pool Feasibility Study by PERC and Bruce Carscadden Architects, which was endorsed at the same meeting.

This initial report will update the CCJC on the information, discussion and recommendations of the project finance committee to this point.

The committee met August 12 and September 6 and reviewed and discussed the background information which is attached to this report. The next meeting is planned for Thursday, Oct 10.

As a result of these meetings, the committee brings forward the following recommendations for consideration of the CCJC:

1. That the capital borrowing required for the \$11.3 million project be set at \$10 million for a 20-year term. A debt of this amount will directly result in an increase to the Central Cariboo Recreation and Leisure Services (CCRLS) budget of about \$37/\$100,000 of assessed residential value. When operating costs are also considered the total increase in tax rate is about \$40/\$100,000. This figure will be key information for the ongoing public communication process regarding the project. The remaining \$1.3 million would have to be made up from grants, fundraising and reserves. Any funds raised beyond the required project budget will go towards reducing debt or rebuilding capital reserves.

2. That the CCRLS financial plan for 2014 and forward, be increased to the maximum requisition possible under the current establishment bylaw. The committee felt this was an important opportunity to build

capital reserves in preparation for the required main tank replacement at a cost of \$2 million as noted in the feasibility study. This tank replacement is also included in the \$11.3 million cost of the full upgrade and renovation; however it will be required regardless of the success of the referendum due to the deteriorating condition of the tank.

3. That the CCJC consider the timing of the proposed referendum to authorize the borrowing required for the project. Within the attached background documents is an information sheet outlining some pros and cons of the options discussed by the committee including referendum dates in June or November 2014.

The committee also discussed some preliminary communications plans for the project financing information and this topic will be the focus of the next meeting on October 10.

In arriving at the conclusion to recommend borrowing \$10 million for the project, the committee also considered potentially available grants and realistic local fundraising strategies and targets. These topics will also be included in some additional discussion at the next meeting.

ATTACHMENT: Pool Finance Committee Agendas and Background Materials

POLICY IMPLICATIONS: None. The CCJC has requested regular updates from the finance committee as a standing item for agendas.

FINANCIAL IMPLICATIONS: If the referendum is successful and \$10 million is borrowed to support the pool project, annual payments including principle and interest amounting to \$835,871 will be included in the CCRLS financial plan.

Increasing the CCRLS 2014 financial plan to its maximum requisition possible would change the annual amount collected from taxation in 2014 from \$2,215,370 to \$2,559,480, which is an increase of \$344,110.

Upon support for the direction recommended, details of the financial implications will be presented as part of the annual business goal and financial planning process to the CCJC in October.

Reviewed and concur: Scott Reid, Chief Financial Officer

CAO COMMENTS: The mandate of the pool finance committee was to consider options for financing a new pool including the borrowing amount required from other sources such as grants, etc. Staff fully support the proposal to proceed to referendum to obtain assent to borrow sufficient funds to replace the pool. It is also recognized that if the referendum fails, an alternative plan to repair the existing pool tank will be required.

The second recommendation to increase taxation by \$344,110 for 2014 could achieve a number of things, including:

- 1) significant progress on raising the additional \$1.3 million that is not anticipated to be borrowed;
- 2) reducing the borrowing required if additional funds are forthcoming through grants or other sources; or
- 3) providing funding for repair of the existing tank if the referendum to replace the pool fails.

The proposed taxation increase for 2014 would mean an increase of 1.6% of the total CRD requisition for all functions. This would effectively negate the ability for any other function to increase taxation if the Board wishes to stay within a reasonable requisition increase level that is near CPI levels. CPI adjustments made in January 2013 to reflect the total inflation for 2012 were 1.6%. It is anticipated that 2013 levels will be near or even below that number.

Generally, when we have substantial increases to a function such as that proposed, we do not include it in our overall "inflationary" requisition but rather cite it as a "new service" that has either been mandated by the provincial government or requested/approved by the public (ie referendum). There has not yet been a public process specifically related to the proposed 2014 requisition increase prior to referendum. There are also other options for funding the pool replacement if the referendum fails that have not yet been fully explored, including the fact that it is anticipated that there will be approximately \$1.015 million in reserve for this function at the end of 2013, the ability to borrow for up to 5 years without public assent, the new authority to borrow from our own reserves at low interest rates, etc.

Because this matter is being considered in isolation of the Board's total financial plan, I will be recommending to the Board that they approve the first portion of the recommendation to proceed to referendum to borrow \$10 million, while referring the second portion to increase the 2014 requisition to the Finance/Budget Committee for consideration in the context of the Regional District's overall financial plan together with all options available to finance the repairs in the event of a failed referendum.

Reviewed and concur: Janis Bell, Chief Administrative Officer

OPTIONS: 1) Endorse the recommendation, 2) Receipt and other action as determined by the Joint Committee, 3) Defer

RECOMMENDATION: That the agenda item summary from Darron Campbell, Manager of Community Services, dated September 12, 2013, regarding an update report and recommendations from the finance committee for the pool renovation and upgrade project, be received. Further, that the initial recommendations be endorsed including confirmation that the referendum for the project will request authority to borrow up to \$10 million over a 20-year term and that the provisional Central Cariboo Recreation and Leisure Service 2014 financial plan reflect a taxation increase to the maximum extent possible to support building reserves for replacement of the main tank.

Pool Renovation and Upgrade Finance Committee

Agenda topics and background documents

September 6, 2013

1. Referendum timing – pros and cons of a spring vote vs. or concurrent with the November elections
2. Grant funding opportunities – Building Canada program or other notables
3. Local fundraising – realistic targets and examples

August 12, 2013

1. Executive summary of the pool report.
2. Financial and taxation impacts of borrowing options.
4. Current financial and business plans for the CCRLS function.
5. Current capital plan for the CMRC.
6. Example referendum question and bylaw.

The other topics for discussion should include:

7. Potential funding sources (borrowing, grants, fundraising/donations, others)
8. Timing for the referendum.
9. Public communications about the finance committee and project.

Compiled on September 6 for a report to the Central Cariboo Joint Committee

Sam Ketcham Pool – Renovation project finance committee

Referendum timing considerations

Continuation of the discussion from August 12 meeting

May-June 2014

Pros:

Allows for project design process to begin sooner

Referendum is project-specific and not confused with other election issues

Allows for a decision well in advance of the 2015 CCRLS financial plan discussion

Cons:

Less time for public consultation

More cost if not combined with election voting approximately \$5,000 vs. \$2000

Expected lower voter turnout when not combined with general election, which allows for more influence from specific interest groups

November 2014

Pros:

Cost savings when combined with general election

Election profile raises public awareness of the project and voter turnout

More time to ensure adequate public consultation

Cons:

Means a longer time for project initiation and increased risk of ongoing pool issues

Limited time to affect the 2015 financial plan, but short term borrowing and reserves would be available

May conflict with other planned referendums

The referendum and the general election will have different eligible voters and polling stations, which can lead to confusion

Darron Campbell

From: Danielle Johnson
Sent: September-03-13 4:53 PM
To: Darron Campbell
Subject: RE: major infrastructure grants review

Hi Darron;

There are currently no provincial or federal programs accepting applications for capital recreation projects. However, there are two programs that are expected to open in 2014. Details on a revised Gas Tax program are expected to be announced January-March 2014 and it is being discussed that under the new program recreation projects will be eligible. This discussion is taking place this fall and a decision is expected by the end of the year. Details on a revised Building Canada Fund program are also expected to be released approximately 3-6 months after the new Gas Tax program details are announced in 2014. Recreation projects are expected to be eligible.

Another program the committee may want to consider is the FCM Green Municipal Fund if energy saving features are going to be a part of this project. For capital projects, the FCM will fund up to 80% of eligible project costs. The loan maximum is \$10 million, and the grant amount is set at up to 20% of the loan to a maximum of \$1 million. The District of Kitimat received a \$1.5 million loan under this program for its similar Sam Lindsay Memorial Pool Retrofit project.

For your information, I have been discussing this project with Brian Bedford at the Province. His contact is (250) 356-0700. I am also waiting to hear back from a staff person with Infrastructure Canada who may be able to provide more information. I will let you know the outcome of that conversation ASAP.

Please let me know if you would like me to format this information in a specific way for distribution to the committee. I will also keep my eye out for other larger capital grant programs.

Sincerely,

Danielle Johnson
Project Coordinator
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Please think about the environment before you print

From: Darron Campbell
Sent: Friday, August 23, 2013 12:37 PM
To: Grant Writer
Subject: major infrastructure grants review

Hi Danielle, I have a request for you. We've struck a project finance committee for a major pool renovation (\$11.3M) at the Cariboo Memorial Complex in WL and at our next meeting we'd like to discuss the opportunities out there for major infrastructure grants. Our meeting is on September 6.

Can you do a review of the latest information on the larger federal/provincial programs – like Building Canada, and let me know if/when it seems like new intakes would be available.

Or if there is any other grants out there to consider.

Give me a call if you need to.

Thanks.

Darron Campbell

Manager of Community Services

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Executive Summary

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

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

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

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

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

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

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

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

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

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

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

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



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

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

The consultants make the following recommendations.

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

Term	Borrowed	Annual Payments	Interest	Total Interest	Tax increase per \$100,000 of residential value	% Incr	Total GC/LS tax rate per \$100,000 (\$87/\$100K - 2014)	Rate by 2016 (+20% inflation and capital)	reduction of \$9/100K after 2016 debt repaid
25	\$11.3M	\$ 271,335	\$ 565,000	\$10.3M	\$ 38	4.4%	120	140	
25	\$10M	\$ 240,119	\$ 500,000	\$8.5M	\$ 33	3.8%	120	140	
20	\$20M	\$ 671,693	\$1M	\$13.5M	\$75	8.62%	\$162	\$182	
20	\$15M	\$ 503,726	\$750,000	\$10M	\$57	6.55%	\$144	\$164	
20	\$11.3M	\$ 380,646	\$566,667	\$11.3M	\$42		\$129	\$149	
20	\$10M	\$ 335,871	\$500,000	\$6.7M	\$37	4.25%	\$114	\$134	
20	\$1M	\$ 33,581	\$50,000	\$63,675	\$1.80	4.4%	\$91	\$111	Small Business 2.4% res rate Industry= 3.4% res rate Utility= 3.5% res rate
15	\$10M	\$ 499,411	\$500,000	\$9M	\$46	5.29%	\$133	\$153	
15	\$5M	\$ 249,705	\$250,000	\$2.5M	\$24	2.6%	\$111	\$131	
15	\$1M	\$ 49,941	\$50,000	\$499,116	\$4.50	5.2%	\$91.50	\$111.50	
10	\$10M	\$ 899,999	\$500,000	\$3.3M	\$61	7.01%	\$148	\$168	
10	\$5M	\$ 416,454	\$250,000	\$1.7M	\$31	3.6%	\$118	\$138	
2011 Residential Rate is \$87 per \$100,000 assessed value of land and improvements of the subregional recreation taxation area									
Operating cost implications = \$4.50 rate increase per \$100,000 of expense									
1) Example scenario									
Capital borrowing	20	\$ 335,871	\$500,000	\$6.7M	\$37	4.25%	\$114	\$134	
Operational increase annual		\$50,000			\$2	2.6%			
Combined total		\$ 885,871	budget increase		\$39	4.48%	\$126	\$146	2017 \$137
2) Example scenario									
Capital borrowing	25	\$ 240,119	\$ 500,000	\$8.5M	\$33	3.79%	\$120	\$140	2017 \$131
Operational increase annual		\$50,000			\$2	2.6%			
Combined total		\$ 790,119	budget increase		\$35	4.05%	\$122	\$142	2017 \$133
Current requisition limit of Bylaw 4226 \$2,559,480									
\$112 current tax limit (2013 assessments)									
Taxation projection in 2014									
		\$ 2,215,370					\$3.5M	\$152 new tax limit (2013 assessments)	
		\$ 885,871	budget increase						
		\$3,101,241	new 2015 requisition						equals a \$40 increase in limit
Best option to limit taxation increase is to control operating costs and make the most of the potential revenue generated by the new aquatic and fitness space. Reducing the \$50,000 estimated cost to \$50,000/year net positive reduces the annual taxation by \$100,000 (\$4.50/\$100K)									

Cariboo Memorial Recreation Complex-Capital Plan.										
Project	Area	Strategic Priority	2012	2012 Projected	2013	2014	2015	2016	2017	
Pool Equipment	POOL		\$ 10,000	\$ 10,000	\$ 7,500	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Fitness Equipment	FTNESS		\$ 10,000	\$ 10,000	\$ 12,500	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Class on line	ALL		\$ 10,000	\$ 10,000	\$ 10,000					
Brine header replacement- Rink #2	ARENA				\$ 65,000					\$ 500,000
Rink slab Replacement Rink #2	ARENA									
Redesign and pave parking lot	EXTERIOR					\$ 35,000	\$ 450,000			
Paint facility- exterior	EXTERIOR					\$ 80,000				
Replace (2) Refrigeration Compressors	ARENA									
Rebuild Main Pool tank and all mechanical	POOL							\$ 2,000,000		
Upgrade PA and music system	ALL						\$ 30,000			
Replace Brine Pump for Rink #2	Arena						\$ 7,000			
Acoustic wall treatment for Gibraltar Room	GR				\$ 15,000	\$ 15,000				
Domestic water heaters replace	ALL						\$ 30,000			
Telephone system upgrade	ALL									
Replace Expansion joints in pool	Pool									
Pool mechanical/filters	Pool									
Rink Dehumidifiers	Arena				\$ 60,000					
Roof glass replacement- Lobbies	ALL									\$ 45,000
Arena roofs and/or other roofs	Arena/admin						\$ 400,000	\$ 250,000		
Community/Charette Process- Pool/Multicentre			\$ 75,000	\$ 60,000	\$ 25,000	\$ 20,000				
FAWE module upgrades							\$ 75,000			
Gibraltar Room AV system redo			\$ 35,000.00	\$ 35,000.00						
Chiller Room upgrades- Vestibule, etc..			\$ 25,000.00	\$ 22,000.00						
Chlorine Room Temp System			\$ 17,000.00	\$ 17,000.00						
Chlorine Room Permanent system			\$ 40,000.00	\$ 20,000.00						
Arena #2 lights			\$ 50,000.00	\$ 58,000.00						
Exterior Door Replacements					\$ 19,100.00					
Ammonia Pipes during CWF chiller upgrade					\$30,000					
Pool light seals for LED Install										
Steam room equipment upgrade										
TOTAL CAPITAL FUNDS REQUIRED			\$ 272,000.00	\$ 242,000.00	\$ 234,100.00	\$ 625,000.00	\$ 787,000.00	\$ 2,020,000.00	\$ 565,000.00	
		Gas Tax CWF \$		\$ 78,000.00	\$15,000					
For 2014 and forward identify capital projects as strategic priorities					\$ 203,000.00	CWF investment from Prism Report				
1. Critical Infrastructure upgrades										
2. Energy Efficiency upgrades										
3. Improvements to accessibility										
4. other service improvements										

Budget / Financial Plan 2013

Fund Grp : Recreation

Fund : 1553 - C Cariboo Recreation

Tax limit, higher of : \$ 2,559,480 Total \$ Amount
 \$ 2.0577 \$/ \$1,000 of Assessed Value

2013-04-15

2013 Tax Rate : \$ 1.1560 \$/ \$1,000

Residential Tax Rate : \$ 81.64 \$ 85.74 \$/ \$100,000 of Residential Assessment (Land&impr)
 plus Parcel Tax : \$ - \$ - per Parcel (if applicable)

Capital and Operating Summary

	Budget 2012	Actual 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016	Budget 2017
Open Capital Reserve	528,438	528,438	833,282	1,008,282	739,926	357,778	529,243
Trfrs to/(from) Reserves	300,000	304,843	175,000	(268,356)	(382,148)	171,465	171,465
Close Capital Reserve	<u>828,438</u>	<u>833,282</u>	<u>1,008,282</u>	<u>739,926</u>	<u>357,778</u>	<u>529,243</u>	<u>700,708</u>
	Budget 2012	Actual 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016	Budget 2017
Prior Year's Surplus	518,408	518,408	246,866	94,244	60,303	65,302	62,023
Operating Revenue	2,099,796	2,092,707	2,110,627	2,216,120	2,326,889	2,443,196	2,875,302
Operating Expense	(1,639,321)	(1,610,872)	(1,650,424)	(1,670,592)	(1,709,213)	(1,792,185)	(1,883,551)
Leases & Debt Servicing	(206,065)	(231,336)	(207,825)	(207,825)	(207,825)	1,542,175	(350,000)
Operating Surplus/(Deficit)	<u>254,410</u>	<u>250,498</u>	<u>252,378</u>	<u>337,703</u>	<u>409,851</u>	<u>2,193,186</u>	<u>641,751</u>
Trfrs (to)/from Reserves	(300,000)	(304,843)	(175,000)	268,356	382,148	(171,465)	(171,465)
Capital Expenditures	(195,000)	(222,040)	(230,000)	(640,000)	(787,000)	(2,025,000)	(580,000)
Capital Surplus/(Deficit)	<u>(495,000)</u>	<u>(526,884)</u>	<u>(405,000)</u>	<u>(371,644)</u>	<u>(404,852)</u>	<u>(2,196,465)</u>	<u>(751,465)</u>
Budgeted Surplus	<u>277,818</u>	<u>242,022</u>	<u>94,244</u>	<u>60,303</u>	<u>65,302</u>	<u>62,023</u>	<u>(47,691)</u>

Budget / Five Year Financial Plan

	Budget 2012	Actual 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016	Budget 2017
Tax Requisition Change =>			5.0%	5.0%	5.0%	5.0%	17.7%
Revenue							
Prior Year's Surplus	518,408	518,408	246,866	94,244	60,303	65,302	62,023
Transfer from Reserves	-	-	-	268,356	382,148	128,535	-
Tax Requisition	2,009,046	2,009,046	2,109,877	2,215,370	2,326,139	2,442,446	2,875,302
Other Revenue	90,750	83,661	750	750	750	750	-
Total Revenue	<u>2,618,204</u>	<u>2,611,115</u>	<u>2,357,493</u>	<u>2,578,720</u>	<u>2,769,340</u>	<u>2,637,033</u>	<u>2,937,325</u>
Expense							
Salary, Wages & Benefits	18,364	16,659	20,018	21,046	22,149	23,330	24,600
Contractors & Consultants	1,542,775	1,526,125	1,553,779	1,565,456	1,598,869	1,653,351	1,708,922
Oper. Supplies, Repair & Mtce	-	63	-	-	-	-	-
General & Administration	78,182	68,025	76,627	84,090	88,195	115,504	150,029
Debt Servicing	206,065	231,336	207,825	207,825	207,825	(1,542,175)	350,000
Capital Expenditures	195,000	222,040	230,000	640,000	787,000	2,025,000	580,000
Transfer to Reserves	300,000	300,000	175,000	-	-	300,000	62,000
Budgeted Surplus	277,818	246,866	94,244	60,303	65,302	62,023	61,774
Total Expenditure	<u>2,618,204</u>	<u>2,611,115</u>	<u>2,357,493</u>	<u>2,578,720</u>	<u>2,769,340</u>	<u>2,637,033</u>	<u>2,937,325</u>

CARIBOO REGIONAL DISTRICT		CapFund	528,438	828,438	1,003,438	735,082	352,934	224,399	274,399
2012 BUDGET		CapFund							
1553 Central Cariboo Recreation Business Plan		Actual 2010	Actual 2011	Projected Actual 2012	Provisional 2013	Provisional 2014	Provisional 2015	Provisional 2016	Provisional 2017
Expenditures									
Personnel									
2110 1101	Direct Salaries - Fulltime	12,072	12,352	13,500	13,905	14,322	14,752	15,194	15,650
2110 1301	Benefits - Fulltime	4,593	2,887	5,557	6,113	6,724	7,397	8,136	8,950
	Total Personnel Costs	16,665	15,238	19,057	20,018	21,046	22,148	23,331	24,600
General									
2120 1120	Contract Services	-	76,578	72,500	62,500	62,500	62,500	62,500	62,500
2120 1120	Contracts - Community Projects	65,000	-	17,500	40,000	40,000	40,000	40,000	40,000
2120 2110	General Travel								
2120 2210	Advertising								
2120 2320	Legal								
2120 2392	Consulting/Retirement								
2120 2395	Dues & Memberships								
2140 2373	Insurance	62,846	69,257	67,843	74,627	82,090	86,195	90,504	95,029
2140 2480	Equipment & Furniture								
2140 5600	Amortization Expense								
	Total General Operating	127,846	145,835	157,843	177,127	184,590	188,695	193,004	197,529
2145 1131	Contract - City of Williams Lake	2,570,813	2,360,257	2,537,351	2,598,698	2,670,672	2,724,085	2,778,567	2,834,138
2145 1139	Municipal Recreation Revenue Offset	(1,079,343)	(1,061,895)	(1,107,076)	(1,147,419)	(1,207,716)	(1,227,716)	(1,227,716)	(1,227,716)

CARIBBOO REGIONAL DISTRICT											
2012 BUDGET											
	CapFund	CapFund									
	CapFund	528,438	\$ 828,438	\$ 1,003,438	\$ 735,082	\$ 352,934	\$ 224,399	\$ 274,399			
	Actual	Actual	Projected	Provisional	Provisional	Provisional	Provisional	Provisional	Provisional	Provisional	Provisional
	2010	2011	Actual	2013	2014	2015	2016	2017	2017	2017	2017
	2010	2011	2012	2013	2014	2015	2016	2017	2017	2017	2017
											
1553 Central Caribboo Recreation											
Business Plan											
Net Municipal Contract	1,491,470	1,298,362	1,430,275	1,451,279	1,462,956	1,496,369	1,550,851	1,606,422			
Grand Total Operating	1,635,981	1,459,435	1,607,175	1,648,424	1,668,592	1,707,212	1,767,186	1,828,552			
Capital											
Equipment Improvements	1,030,000	288,232	250,000	230,000	640,000	787,000	2,025,000	580,000			
Anticipated Grant Expense											
Building											
Debtenture Borrowing Offset											
Total Capital	1,030,000	288,232	250,000	230,000	640,000	787,000	2,025,000	580,000			
Fiscal Services											
Transfer to Capital Reserve		50,000	300,000	175,000							50,000
Interest Charges		2,195	2,000	2,000	2,000	2,000	2,000	2,000			2,000
Lease											
Lease Payout											
MFA Interest		72,800	74,560	74,560	74,560	74,560	124,780	87,500			
MFA Principal		133,265	133,265	133,265	133,265	133,265	456,265	323,000			
Budgeted Surplus		317,069	518,408	94,244	60,000	65,000	65,000	70,000			
Prior Year's Deficit											
Total Fiscal Services		523,134	778,428	479,069	269,825	274,825	648,045	532,500			
Total Expenditures		3,189,115	2,526,095	2,357,493	2,578,417	2,769,037	4,440,231	2,941,052			



2013 Business Plan Central Cariboo Recreation and Leisure Services (1553)

Darron Campbell, Manager of Community Services

Working in partnership with communities, large and small, to make the Cariboo Chilcotin a socially, economically and environmentally desirable region to live, work and play.

Department/Function Services

The Central Cariboo Recreation and Leisure Services function was established in 2007 by Bylaw No. 4226, which merged the functions for Central Cariboo Recreation (Bylaw No. 3894 – 2004) and Central Cariboo Leisure Services (Bylaw No. 3951 – 2004). To complete major renovations to the Cariboo Memorial Recreation Complex in 2006, a bylaw provided authority to borrow \$1.6 million to match a federal/provincial infrastructure grant. This debt is scheduled to be fully repaid in 2016.

The new Recreation and Leisure Services function has a mandate derived directly from the predecessor bylaws, which is to provide the following services:

- (i) swimming pool complex;
- (ii) twin ice arena facility;
- (iii) recreation and cultural programming;
- (iv) trail development and maintenance;
- (v) sports fields, facility development and maintenance.

The facility management and recreation programming components of the service are provided under contract by the City of Williams Lake. A five-year Facility Management Agreement (2009-2013) was entered into in September 2009.

Services are generally provided from the recreation complex in Williams Lake, which includes the twin arenas, Sam Ketcham Pool and the Gibraltar Room multi-purpose space. The function also includes the Esler Sports Complex, which includes slo-pitch, soccer and minor fastball fields under use and occupancy agreements with local associations. These groups also receive field maintenance funding on an annual basis to complement the work of volunteers and their own financial resources. Various other community projects, such as neighborhood outdoor rinks, trails or bike parks are also supported on a project by project basis.

Participants in the service include portions of Electoral Areas “D”, “E”, and “F” and the City of Williams Lake. Requisition is by way of a tax rate applied to the assessed value of land and improvements utilizing hospital district assessment. The requisition limit is the greater of \$2,559,480 or a rate of \$2.0577/1,000.

The Directors for Electoral Areas “D”, “E”, and “F” and the City of Williams Lake are responsible for the governance of this service, which is provided through the Central Cariboo/City of Williams Lake Joint Committee with advisory support from volunteers on the Central Cariboo Recreation Advisory Committee. The Central Cariboo Joint Committee (CCJC) holds an open, public meeting once per month.

Business Plan Goals, Rationale & Strategies

2013 Goals

1. **Goal:** Continue the planning process for renovation or replacement of the Sam Ketcham Pool, which builds on the 2012 options and feasibility report.
Rationale: A major pool leak in July 2011 and other ongoing large capital projects at the Memorial Complex have raised the issue of facility lifespan and the value of continuing to complete expensive repairs. A Feasibility Study completed in 2012 under guidance of a Pool Task Force identified a range of improvement options for the existing pool and recommended a preferred option, which included construction of additional leisure swim area and rebuilding the existing main tank.
Strategy: Funding has been identified in the 2013 capital plan for continuing this project. Other large, non-critical capital items at the Memorial Complex, such as repaving the parking lot, have been deferred pending completion the planning process. Public consultation, funding strategies and further design details will be the focus for 2013.

2. **Goal:** Review the Facility Management and Recreation Services Agreement with the City of Williams Lake.
Rationale: The current five-year agreement for facility management and activity programming services for the Cariboo Memorial Recreation Complex between the Regional District and the City of Williams Lake expires in December 2013.
Strategy: Staff will prepare a draft renewal agreement for review by the joint committee and Regional District Board.

3. **Goal:** Repair and rebuild the arena roof.
Rationale: The existing roof has exceeded its effective lifespan creating a maintenance liability and risk of an extended facility shut down.
Strategy: This project was brought forward from 2014 to accommodate submission of a grant application to the Community Infrastructure Investment Fund (CIIF) for \$200,000 to cover 50% of the cost. If grant funding is not received, the project will proceed in 2014 as originally planned. The significant cost of this work will require a transfer from capital reserves combined with an increase in tax requisition.

4. **Goal:** Construct a new access road into the Esler Sports Complex.
Rationale: Use of the sports complex continues to grow and additional improvements and capital investment will further increase traffic to and from the site in the coming years; however, the current access is a winding, narrow residential route along upper Hodgson Road and is not adequate. Creating a safer, shorter access route directly off Highway 20 was a key component of a development plan completed in 2007.
Strategy: The project is subject to securing grant funding. An application to the Community Infrastructure Investment Fund (CIIF) for \$150,000 was submitted to cover 50% of the cost. The significant cost of this work will require a transfer from capital reserves.
5. **Goal:** Improve efficiency and transparency of operations at the Memorial Complex by changing the process for tracking accounts.
Rationale: Currently, much of the functional details for operating the Complex are amalgamated into broad account categories, which makes it difficult to identify specific trends or expense patterns. By improving the tracking process, opportunities to change internal processes and increase efficiencies can be more readily identified.
Strategy: Changes will be developed by the facility operator in expectation for implementation in the 2014 budget year.
6. **Goal:** Contribute to the establishment of mountain bike trailheads on the Fox Mountain and Westsyde trail networks and development of a signature trail in the valley.
Rationale: Projects were carried forward from 2012. Mountain biking is a well-established recreation activity in the area and trail networks on Fox Mountain and Westsyde have recently been authorized by the province to be managed and maintained by the Williams Lake Cycling Club. A signature trail was identified as a key priority of both the Parks, Trails and Outdoor Recreation Master Plan and the Trails Feasibility Study completed in 2010/2011. The multi-use trail would serve as a recreation opportunity, transportation corridor, and tourism attraction.
Strategy: Trail projects will be managed by the cycling club in consultation with staff at the Regional District, City of Williams Lake and Ministry of Forests, Lands and Natural Resource Operations. Capital funding to contribute to the work is included in the Community Projects budget of the CCRLS financial plan. Other project funding will be provided by the province and the Northern Trust. The club will supply significant in-kind resources to complete the work.
7. **Goal:** Support outdoor rink improvements in Wildwood and an accessible, multi-use trail in Russet Bluff.
Rationale: An outdoor rink in Wildwood has been in progress by the community association for several years and would provide an opportunity for neighborhood recreation. Establishing an accessible trail in Russet Bluff area is incorporated into the project scope for the Regional District's Wheelchair Accessible Wilderness Trails initiative.

Strategy: Implementation of the improvements would be funded through the Community Projects budget of the CCRLS function and managed directly by the community groups in consultation with Regional District staff.

8. **Goal:** Increase accessibility to the Memorial Complex fitness centre and focus equipment purchases on providing approachable, introductory training opportunities.
Rationale: The limited fitness centre at the complex has a broad range clientele and is most appropriately focused on multi-use, flexible exercise equipment that encourages use by all levels of customers, including persons of low-mobility and families.
Strategy: Funding for equipment purchase and improvements has been identified in the 2013 capital plan for this item. Implementation will be initiated and managed by the facility operator.
9. **Goal:** Purchase the service request module for the FAME capital assets management software.
Rationale: The FAME asset management software package is shared with the Quesnel and District Arts and Recreation Centre through cooperative arrangement as Regional District facilities. The programs support effective and efficient maintenance of equipment and building structure.
Strategy: Funding has been identified in the capital budget for this item. Implementation will be initiated and managed by the facility operator.
10. **Goal:** Replace the brine header for Rink 2 at the Memorial Complex.
Rationale: The existing brine header has exceeded its effective service lifespan and has become an operational and maintenance liability. Replacement will reduce repair and operating costs and address potential safety concerns.
Strategy: Funding has been identified in the 2013 capital plan for this item. Implementation will be initiated and managed by the facility operator.
11. **Goal:** Replace two arena dehumidifiers in the Memorial Complex.
Rationale: The existing equipment has exceeded its effective lifespan and become a maintenance liability. The dehumidifiers are important for efficient operations of the facility HVAC and ice plant systems.
Strategy: Funding has been identified in the 2013 capital plan for this item. Implementation will be initiated and managed by the facility operator.

2014 Goals

1. **Goal:** Paint the exterior of the Cariboo Memorial Recreation Complex.
Rationale: The existing paint has exceeded its effective lifespan and has become a maintenance liability. Repainting will improve the visual aesthetics of the facility.
Strategy: Funding has been identified in the 2014 capital plan for this item. Implementation will be initiated and managed by the facility operator.

2. **Goal:** Replace the audio-visual equipment in the Gibraltar Room.
Rationale: The existing equipment has been complicated and problematic since its installation in 2007. Renters of the space often expect functional audio-visual services included in the rental package; however, providing reliable equipment that does not require advance technical expertise has been a challenge.
Strategy: Funding has been identified in the 2014 capital plan for this item. Implementation will be initiated and managed by the facility operator.

2015 Goal

Goal: Redesign and resurface the parking lot
Rationale: The parking lot has been in poor condition for many years and the work was deferred in 2011 pending decisions around a major pool repair or replacement.
Strategy: Funding has been identified in the 2015 capital budget for this item. Implementation will be initiated and managed by the facility operator.

Overall Financial Impact

The 2013 requisition is increased by 5% from the 2012 requisition amounting to \$100,470.

This increase is required both for inflationary increases in operating costs for the function and to support a \$175,000 contribution to capital reserves in expectation of a major repair projects, including roof and parking lot repairs at the Memorial Complex.

An increase of 5% is also planned in 2014 and again in 2015 in order to undertake the works noted above, which are unrelated to the pool section of the building. A replacement of the six lane lap pool is shown in the budget in 2016 using \$1.75 million in short-term financing to complete.

The majority of operational costs to the function were fixed in 2009 for a five-year term with the execution of the Facility Management Agreement with the City of Williams Lake. The compensation paid to the City for operational costs increases at 1.5 percent per year over the term; starting at \$1,367,798 in 2009 to \$1,451,729 in 2013. All revenue generated at the Memorial Complex is retained by the City under the terms of the management agreement.

The five-year capital plan for the function includes an average annual investment of about \$500,000. This includes capital spending at the Cariboo Memorial Recreation Complex and the Esler Sports Complex. This relatively high figure reflects the aging mechanical equipment and structural components at the Memorial Complex. Ongoing requisition increases or significant external grant funding will be necessary to continue to implement the proposed capital plan.

The service had capital reserve funds of approximately \$528,400 at the end of 2011 with a transfer of \$300,000 to reserves planned for 2012 and \$175,000 in 2013.

A draw on capital reserves and use of budget surplus amounting to \$350,000 was approved in 2013 to provide matching funding for Community Infrastructure Investment Fund (CIIF) grant applications for replacement of the arena roof and construction of an access road into the Esler Sports Complex. These funds will be allocated upon confirmation that the grant applications are successful.

As of December 31, 2011 the service had an outstanding debt of \$878,191 scheduled to be fully repaid in 2016. The debt is a result of the Memorial Complex renovations completed in 2007.

Significant Issues & Trends

A major leak in July 2011 and other ongoing large capital projects at the Sam Ketcham Pool have raised the issue of facility lifespan and the value of continuing to complete expensive repairs. A Feasibility Study completed in 2012 by Professional Environmental Recreation Consultants (PERC), under guidance of a Pool Task Force appointed by the CCJC, identified a range of improvement options for the existing pool and recommended a preferred option, which included construction of additional leisure swim area, more fitness centre space on a second floor and rebuilding the existing main tank.

Following endorsement-in-principle of the PERC report by the CCJC and the Regional District Board, the next steps recommended to continue the project include:

1. Appointment of a Financing Committee to explore all possible non-tax sources of capital funding to implement the Preferred Option with the expectation that the committee report back within four months.
2. The CCJC will receive the Finance Committee report and confirm general public support with its conclusions. Then to proceed, the CCJC must 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 residents that vote in the referendum understand all the implications of their positive or negative vote.
3. If the referendum is successful, and all other funding sources are confirmed, a detailed design and construction process to implement the Preferred Option would begin.
4. If the referendum fails, short term financing and available capital reserves within the CCRLS function would be utilized to complete the renovations necessary to rebuild the six-lane lap pool and retain other components of a functioning pool, and plans for enhancing the aquatic opportunities at the Memorial Complex would be set aside for the foreseeable future.

In addition to the Sam Ketcham Pool study process, other parts of the Memorial Complex continue to receive renovations and improvements; however, the aging structure, utility services and equipment in the facility continue to be a challenge. Increased operating and maintenance costs are to be expected and significant capital investment will be necessary to maintain the Complex in future years.

The continued delivery of an effective and coordinated sub-regional recreation and leisure service is expected to remain a high priority for the public and elected officials. The benefits of developing a recreation service that takes advantage of the Cariboo Memorial Recreation Complex as an information hub and a centre for activity programming is evident. Integrating public recreation properties, both from the greater Williams Lake area and those within the city itself, makes sense to improve the management, public investment and overall enjoyment of these community assets.

A broad, inclusive sub-regional recreation and leisure services agreement between the City and the Regional District should be undertaken when the current Facility Management Agreement for the Memorial Complex expires in 2013. Such an agreement would provide the framework to adequately address other central Cariboo recreation and leisure assets of interest to both parties, such as the Esler Sports Complex, trails, sports fields, or other potential future assets such as an indoor turf facility.

Another strategic priority for the CCRLS function is to provide support for mountain bike trail infrastructure that is appropriate for this popular recreational activity. Mountain biking in the Cariboo provides a considerable benefit to many communities. For local residents, studies consistently indicate that trails provide a venue to participate in an active and healthy lifestyle and increase the desirability of living in the area. In recent surveys conducted in the Cariboo region, mountain bike infrastructure was a prominent priority amongst respondents, who ranked mountain bike trails in the top five activities they participate in. Ongoing investments in the central Cariboo trail networks will support continued recreational opportunities as well as ongoing efforts to diversify the regional economy into this fast-growing sector.

The Cariboo Regional District is a signatory on the Province of BC/UBCM Climate Action Charter, and has committed to continuing work towards carbon neutrality in respect of corporate operations.

Measuring Previous Years Performance

2012 Goals

Goal: Undertake a planning process for replacement of the Sam Ketcham Pool, which also identifies other high priority public facilities that may be combined with the project for efficiency of use and construction.

- Completed with steps to continue in 2013. Professional Environmental Recreation Consultants (PERC) was retained to undertake the feasibility planning process and completed the report in October 2012.

- Goal:** Upgrade the lighting in Rink #2 and replace exterior doors to increase energy efficiency at the Memorial Complex.
- Completed. Project was paid for by the Regional District Community Works Fund.
- Goal:** Implement a sports field maintenance agreement with the Esler Sports Complex user groups.
- Completed. Groups were reimbursed for actual field maintenance costs incurred for materials and contractors.
- Goal:** Contribute to the establishment of mountain bike trailheads on the Fox Mountain and Westsyde trail networks.
- Partially completed. Survey work was undertaken by the club, but delays in the permitting and approvals process will result in the project being carried forward to 2013.
- Goal:** Support outdoor rink improvements in Wildwood and 150 Mile House and a multi-use trail in Russet Bluff.
- Partially completed. Work at 150 Mile was completed, design requirements and quotes from contractors were planned for Wildwood and the multi-use trail in Russet Bluff is combined with the Regional District's Wheelchair Accessible Wilderness Trails initiative. Uncompleted components will be carried forward.
- Goal:** Coordinate discussions for the establishment of a signature trail that circles the Williams Lake valley and connects adjacent neighborhoods and scenic features.
- Partially completed. The Williams Lake Cycling Club received Northern Trust grant funding to develop the Snakes and Ladders Trail as a signature route and the grant funding was approved for the City of Williams Lake to construct an underpass on the River Valley Trail.
- Goal:** Increase active living opportunities at the Memorial Complex by providing free-use public events such as swimming or skating.
- Completed. Ten free-use public events were offered in 2012 compared with just two or three in previous years.
- Goal:** Implement an online program registration system for leisure services.
- Completed. Online registration is planned for activation in early 2013.



CARIBOO REGIONAL DISTRICT

BYLAW NO. 3986

A bylaw of the Cariboo Regional District, in the Province of British Columbia, to amend Bylaw No. 3894, 2004 to establish a higher requisition limit to allow for the borrowing of funds.

WHEREAS the Cariboo Regional District has established a service known as Central Cariboo Recreation Services pursuant to "Cariboo Regional District Sam Ketcham Pool Amendment Bylaw No. 3894, 2004"; and

WHEREAS the Cariboo Regional District has, with the approval of the electors, by way of a referendum, adopted "Cariboo Regional District (Central Cariboo Recreation Services) Loan Authorization Bylaw No. 3985, 2005"; and

WHEREAS the electors of the service are have consented to the adoption of this bylaw by way of a referendum; and,

WHEREAS the Cariboo Regional District desires to raise the requisition limit allowed in Bylaw No. 2380 to facilitate the approved borrowing;

NOW THEREFORE, duly assembled in an open meeting, the Board of Directors of the Cariboo Regional District hereby enacts as follows:

1. CITATION

- a) This bylaw may be cited for all purposes as the "Cariboo Regional District Sam Ketcham Pool Amendment Bylaw No. 3986, 2005".

2. AMENDMENT

- a) That Section 3 of Bylaw No. 2380 be deleted in its entirety and replaced by the following:
 - "a) The maximum amount that may be requisitioned annually pursuant to this service shall not exceed the greater of \$1,911,968 or an amount determined by applying a rate of \$1.882/\$1,000 to the net taxable value of lands and improvements within the service area."

READ a first time this 18th day of February 2005.

READ a second time this 18th day of February 2005.

READ a third time this 18th day of February 2005.

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 3986 cited as the "Cariboo Regional District Sam Ketcham Pool Amendment Bylaw No. 3986, 2005", as read a first, second and third time by the Regional District Board on the 18th day of February 2005.

Janis Bell, Manager

RECEIVED the approval of the Inspector of Municipalities this 17th day of March 2005.

RECEIVED the approval of the electors of Cariboo Regional District on the 30th day of April 2005.

ADOPTED this 13th day of May, 2005.

Ted Armstrong, Chair

Jo-Anne Frank, Corporate Secretary

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 3986 cited as the "Cariboo Regional District Sam Ketcham Pool Amendment Bylaw No. 3986, 2005", as adopted by the Regional District Board on the 13th day of May, 2005

Jo-Anne Frank, Corporate Secretary



CARIBOO REGIONAL DISTRICT

BYLAW NO. 3985

A bylaw of the Cariboo Regional District in the Province of British Columbia to authorize borrowing for the repair, maintenance and improvement of the recreation facilities associated with the "Central Cariboo Recreation Service."

WHEREAS the Regional Board of the Cariboo Regional District has established by Bylaw No. 2380, a service for the purpose of providing recreation facilities to the Central Cariboo Recreation Service Area; and,

WHEREAS it is deemed desirable and expedient to repair, maintain and improve the recreation facilities serving the Central Cariboo Recreation Service Area; and,

WHEREAS the estimated cost of the renovation and improvement of the recreation facilities including expenses incidental thereto is the sum of three million two hundred thousand dollars (\$3,200,000) of which one million six hundred thousand dollars (\$1,600,000) is the amount of debt created by this bylaw, the remaining balance to be provided through provincial-federal grants, reserves and appropriate budgets; and,

WHEREAS the maximum term for which a debenture may be issued to secure the debt created by this bylaw is for a term not to exceed 10 years; and

WHEREAS the authority to borrow under this bylaw expires five years from the date on which this bylaw is adopted;

WHEREAS the Regional Board of the Cariboo Regional District has obtained the approval of electors, through a referendum, in accordance with Section 823.1 of the *Local Government Act*;

NOW THEREFORE, the Regional Board of the Cariboo Regional District in open meeting assembled, enacts as follows:

1. The Regional Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the repair, maintenance and improvement to the recreation facilities serving the Central Cariboo Recreation Service Area generally in accordance with plans on file in the regional district office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:

- a) To borrow upon the credit of the Regional District a sum not exceeding one million six hundred thousand dollars (\$1,600,000);
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the said repair, maintenance and improvement to the recreation facilities.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 10 years.
 3. This bylaw may be cited as "Cariboo Regional District (Central Cariboo Recreation Services) Loan Authorization Bylaw No. 3985, 2005".

READ a first time this 18th day of February 2005.

READ a second time this 18th day of February 2005.

READ a third time this 18th day of February 2005.

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 3985 cited as the "Cariboo Regional District (Central Cariboo Recreation Services) Loan Authorization Bylaw No. 3985, 2005", as read a first, second and third time by the Regional District Board on the 18th day of February 2005.

Janis Bell, Manager

RECEIVED the approval of the Inspector of Municipalities this 17th day of March, 2005.

RECEIVED the approval of the electors of Cariboo Regional District on the 30th day of April, 2005.

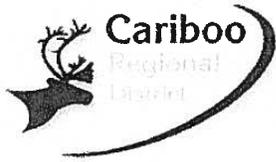
ADOPTED this 13th day of May, 2005.

Ted Armstrong, Chair

Jo-Anne Frank, Corporate Secretary

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 3985 cited as the "Cariboo Regional District (Central Cariboo Recreation Services) Loan Authorization Bylaw No. 3985, 2005", as adopted by the Regional District Board on the 13th day of May, 2005.

Jo-Anne Frank, Corporate Secretary



AGENDA ITEM
SUMMARY

File: 3900-20-
13-01; 3200-
20-4837
Date: 24 May
2013

TO: Chair and Directors, Cariboo Regional District Board

AND TO: Janis Bell, Chief Administrative Officer

FROM: Alice Johnston, Corporate Officer

DATE OF MEETING: 07 Jun 2013

SHORT SUMMARY: Request for Board Approval for South Cariboo Recreation Referendum

VOTING: Corporate Vote - Unweighted

MEMORANDUM: The South Cariboo Joint Committee has a resolution on today's agenda for the Board's consideration, which asks that the CRD amend the South Cariboo Recreation service to add a flexible definition of facilities and programs to be included in recreation and arts and culture services and a requisition limit increase of \$300,000 to a maximum of \$900,000 to be put to a referendum in September 2013.

Should the Board decide to proceed to referendum to amend the South Cariboo Recreation service as noted above, it is now necessary for the Board to:

- appoint a Chief and Deputy Chief Election Officer;
- approve the wording of the question for the ballot;
- pass a resolution to conduct the referendum over the entire service area rather than in individual areas, pursuant to section 801 of the *Local Government Act*; and
- give Bylaw No. 4837 three readings.

ATTACHMENT: Bylaw No. 4837
Financial Analysis

POLICY IMPLICATIONS:

FINANCIAL IMPLICATIONS: Referendum costs will be recovered by the South Cariboo Recreation function.

Reviewed and concur:

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

OPTIONS: 1) Endorse the recommendations;
 2) Receipt and other action.

RECOMMENDATION: #1: That the agenda item summary from Alice Johnston, Corporate Officer, dated May 24, 2013, regarding a referendum for Cariboo Regional District South Cariboo Recreation Service Amendment Bylaw No. 4837, 2013, be received. Further, that the Cariboo Regional District proceed to referendum on proposed Bylaw No. 4837, to be conducted on September 7, 2013 with advance voting opportunities on August 28th and September 3rd.

#2: That by an affirmative vote of at least 2/3rds of the votes cast, the Cariboo Regional District Board hereby provides that the participating area approval is to be obtained for the entire service area in the referendum on Cariboo Regional District South Cariboo Recreation Service Amendment Bylaw No. 4837, 2013.

#3: That Alice Johnston be appointed Chief Election Officer for the South Cariboo Recreation Service Amendment referendum on September 7, 2013, and that Darron Campbell be appointed Deputy Chief Election Officer for this referendum.

#4: That the question to be put to the electorate for the South Cariboo Recreation Service Amendment referendum on September 7, 2013, be as follows:

"Are you in favour of the adoption of Bylaw No. 4837, which would amend the South Cariboo Recreation Service to allow a more broad definition of recreation services including arts and cultural services, and to increase the maximum annual requisition to the greater of \$900,000 or an amount raised by applying a tax rate of \$0.8721/\$1,000 to the taxable value of land and improvements in the service area? (Based on 2013 assessed values, the maximum rate would be \$0.8721/\$1,000, which translates to a residential rate of \$68/\$100,000.)"

#5: That Cariboo Regional District South Cariboo Recreation Service Amendment Bylaw No. 4837, 2013 be read a first, second and third time this 7th day of June, 2013.



CARIBOO REGIONAL DISTRICT

BYLAW NO. 4837

A bylaw of the Cariboo Regional District in the Province of British Columbia to amend the South Cariboo Recreation Bylaw.

WHEREAS pursuant to the provisions of the *Local Government Act*, being Chapter 323 of the Revised Statutes of British Columbia, and amendments thereto, a Board may amend establishment bylaws; and

WHEREAS the Board of Directors has deemed it in the best interests of good government to amend the description of services and increase the maximum requisition for the service known as the South Cariboo Recreation Service; and

WHEREAS the Board of the Cariboo Regional District has obtained the approval of the electorate within the South Cariboo Recreation Service Area by referendum in accordance with Section 801.2 of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Cariboo Regional District, duly assembled in an open meeting, hereby enacts as follows:

1. Citation

This bylaw may be cited for all purposes as the “Cariboo Regional District South Cariboo Recreation Service Amendment Bylaw No. 4837, 2013”.

2. Description of Services

Section 3 of Bylaw No. 4617 is hereby deleted and replaced with the following:

The South Cariboo Recreation Service shall provide the following services to the participating areas:

- i) Development and operation of recreation and arts and cultural facilities, which may include but will not be limited to: an ice arena, curling rink, sports fields, trails, and performing arts facilities; and
- ii) Recreation and leisure, and arts and cultural activities and programs.

3. Requisition Limit

Section 7 of Bylaw No. 4617 is hereby deleted and replaced with the following:

The maximum amount that may be requisitioned annually under Section 806 of the *Local Government Act* for this service shall not exceed the greater of \$900,000 or an amount determined by applying a rate of \$0.8721/\$1,000 to the net taxable value of land and improvements in the service area.

READ A FIRST TIME THIS 7th DAY OF June, 2013.

READ A SECOND TIME THIS 7th DAY OF June, 2013.

READ A THIRD TIME THIS 7th DAY OF June, 2013.

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 4837, cited as the "Cariboo Regional District South Cariboo Recreation Service Amendment Bylaw No. 4837, 2013" as read a third time by the Cariboo Regional District Board the 7th day of June, 2013.

Corporate Officer

Approved by the Inspector of Municipalities the 4th day of July, 2013.

Received assent of the electors within the South Cariboo Recreation Service Area on the ___ day of _____, 2013.

ADOPTED THIS ___ DAY OF _____, 2013.

Chair

Corporate Officer

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 4837, cited as the "Cariboo Regional District South Cariboo Recreation Service Amendment Bylaw No. 4837, 2013" as adopted by the Cariboo Regional District Board the ____ day of _____, 2013.

Corporate Officer



AGENDA ITEM SUMMARY

TO: Chair and Directors
AND TO: Janis Bell, Chief Administrative Officer
FROM: Darron Campbell, Manager of Community Services DATE: June 11, 2008
DATE OF MEETING: June 27, 2008

SHORT SUMMARY: North Cariboo Multicentre project – Bylaws to provide for a loan authorization and taxation limit increase

VOTING: Corporate Vote – Unweighted

MEMORANDUM: Please find two attached proposed bylaws required to proceed to referendum on the North Cariboo MultiCentre project.

These bylaws were received and endorsed by the North Cariboo Joint Planning Committee June 10, 2008.

The two bylaws are:

- i) a loan authorization bylaw which will allow the Cariboo Regional District to borrow up to \$15,000,000 for the Multicentre project.
- ii) a service establishment amendment bylaw which will allow the Cariboo Regional District to increase the taxation limit of the North Cariboo Recreation and Parks function to the greater of \$3.70 / \$1,000 or \$4,900,000. This amendment is necessary to provide for debt management and higher operational cost related to the Multicentre project as well as ongoing delivery of existing NCRP services.

Public assent for the adoption of these bylaws will be attempted by referendum held in conjunction with the local government elections November 15, 2008. The referendum question proposed to acquire public assent is:

Referendum Question

Yes or No

Are you in favour of the Cariboo Regional District adopting i) Loan Authorization Bylaw 4396 to borrow up to \$15,000,000 and ii) Service Establishment Amendment Bylaw 4395 to increase the North Cariboo Recreation and Parks function taxation limit to a maximum of the greater of \$3.70/\$1,000 of assessed value or \$4,900,000 to provide for the construction of a new arena, theatre and multipurpose event space?

Full copies of bylaws and summary synopsis are presented at the voting booth and other appropriate locations.

Bylaws synopsis

i) Loan Authorization Bylaw

- This bylaw authorizes the borrowing of up to \$15,000,000 for the Multicentre project. The actual amount borrowed will depend on grant funding received from senior governments and the success of local fundraising.
- The debt management cost to borrow the funds is estimated at \$1,300,000 per year for 20 years.
- The bylaw limits spending of the borrowed funds to the fulfillment of the Multicentre project, which includes an arena, theatre, and multipurpose event space.

ii) Service Establishment Amendment Bylaw

- This bylaw amends the taxation limit of the North Cariboo Recreation and Parks (NCRP) function to the greater of \$3.70/\$1,000 or \$4,900,000.
- The current NCRP taxation limit is the greater of \$3.70/\$1,000 or \$3,678,000.
- Total taxation approved for the 2008 NCRP financial plan is \$3,102,063. This equates to a 2008 residential tax rate of \$146/\$100,000 on the assessed value of land and improvements.
- The budget increase necessary to provide for the Multicentre project is estimated at \$1,500,000 per year based on i) borrowing \$15,000,000 and ii) a net annual operational cost increase to the function of \$200,000. This equates to an approximate increase to the residential tax rate of \$60/\$100,000. Therefore, the estimated residential tax rate post-Multicentre construction is estimated at \$205/\$100,000 on the assessed value of land and improvements.

ATTACHMENT: Proposed bylaws 4395 and 4396

POLICY IMPLICATIONS: These bylaws must be given three readings by the Board prior to seeking approval from the Ministry of Community Services.

In order to meet the timeline necessary for a referendum November 15, 2008, these bylaws must be given three readings no later than July 18, 2008.

FINANCIAL IMPLICATIONS: These bylaws will allow the borrowing of up to \$15 million and an increase to \$3.70/\$1,000 of assessed value within the NCRP function. Reviewed by the Treasurer:

OPTIONS: Receipt, Receipt and endorsement of the Recommendation, Rejection

RECOMMENDATION: That the agenda item summary from Darron Campbell, Manager of Community Services, dated June 11, 2008, regarding the Cariboo Regional District North Cariboo Recreation and Parks Service Loan Authorization Bylaw No. 4396, 2008 and the Cariboo Regional District North Cariboo Recreation and Parks Service Establishment Amendment Bylaw No. 4395, 2008, be received. Further that the bylaws be given three readings in preparation for public assent via referendum November 15, 2008.



Central Cariboo / City of Williams Lake Joint Committee

ACTION PAGE

Meeting Date: September 25, 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.	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	
8.	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	
9.	That the City of Williams Lake and Cariboo Regional District Chief Financial Officers provide a report to the next meeting detailing grant for assistance criteria, including clarification on the definition of capital equipment. (July 10, 2013 mtg)		City/CRD staff	September 25
10.	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. (July 10, 2013 mtg)		CRD Staff	
11.	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. Further, that a letter of response be forwarded to Janet Catalano. Further, that accessibility improvements be identified as a priority when developing the capital plan and that input of the Accessibility Committee also be considered. (July 10, 2013 mtg)		City Staff	
12.	That the letter from Sheila Wyse, President, Museum of the Cariboo Chilcotin, dated June 18, 2013, regarding Fee for Service Agreement review process and request to attend as a delegation before the Central Cariboo/City of Williams Lake Joint Committee, be received. Further, that the Museum of the Cariboo Chilcotin be notified that they may appear as a delegation at the next joint meeting. (July 10, 2013 mtg)	Delegation at September meeting	City staff will make arrangements for delegation	September 25

Project #	Summary of Resolution	Action Required	Delegation	Date Completed
13.	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 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, subject to a successful referendum. (July 10, 2013 mtg)			
14.	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 Directors Sorley and Bischoff, and Councillors Bonnell and Walters, be appointed to work with staff on the committee and that a report be brought back to the Joint Committee within four months. (July 10, 2013 mtg)			