



Central Cariboo/City of Williams Lake
JOINT COMMITTEE AGENDA



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

October 23, 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.*

A. Receipt and Adoption of Minutes & Agenda

- 5 - 10
1. Minutes of the Joint Committee Meeting held September 25, 2013
[September 25 2013-CCJC Minutes.pdf](#)
 2. Adoption of Agenda

B. Items for Consideration and Information

- 11 - 14
1. *(Voting - Electoral Areas D, E, F and Council)*
Ratification for receipt required by: CRD & City
Central Cariboo Arts & Culture Society
--2013 Canada Day / Performances in the Park Year-End Report
[October 23 2013-B1.pdf](#)
- 15 - 16
2. *(Voting - Electoral Areas D, E, F and Council)*
Ratification for receipt required by: CRD & City
Central Cariboo Arts & Culture Society
--2013 Arts & Culture Society Third Quarter Report
[October 23 2013-B2.pdf](#)
- 17 - 27
3. *(Voting - Electoral Areas D, E, F and Council)*
Ratification required by: CRD & City
Report of the Central Cariboo Arts & Culture Fee for Service Management Committee
--Arts & Culture Fee for Service Program Review
[October 23 2013-B3.pdf](#)

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- 29 - 30 4. *(Voting - Electoral Areas D, E, F and Council)*
Ratification required by: CRD & City
Report of Patricia Higgins, Director of Financial Services, City of Williams Lake
--Grant-in-Aid Criteria Review
[October 23 2013-B4.pdf](#)
- 31 - 38 5. *(Voting - Electoral Areas D, E, F and Council)*
Ratification required by: CRD & City
Agenda Item Summary of Darron Campbell, Manager of Community Services, Cariboo Regional District
--Central Cariboo Arts & Culture 2014 Business & Financial Plans
[October 23 2013-B5.pdf](#)
- 39 - 57 6. *(Voting - Electoral Areas D, E, F and Council)*
Ratification required by: CRD & City
Agenda Item Summary of Darron Campbell, Manager of Community Services, Cariboo Regional District
--Central Cariboo Recreation & Leisure Services 2014 Business, Financial & Capital Plans
[October 23 2013-B6.pdf](#)
- 59 - 64 7. *(Voting - Electoral Areas D, E, F and Council)*
Ratification required by: CRD & City
Report of Geoff Paynton, Director of Community Services, City of Williams Lake
--Cariboo Mountain Bike Consortium Proposal re Funding Model & Sub-Committee for Consortium Initiative with City and CRD
[October 23 2013-B7.pdf](#)
- 65 - 66 8. *(Voting - Electoral Areas D, E, F, J, K and Council)*
Ratification required by: CRD & City
Agenda Item Summary of Bernice Crowe, Executive Assistant, Cariboo Regional District
--Proposed 2014 Meeting Schedule
[October 23 2013-B8.pdf](#)
- 67 - 73 9. *(Voting - Electoral Areas D, E, F, J, K and Council)*
Ratification required by: CRD & City
Memorandum of Darrell Garceau, Chief Administrative Officer, City of Williams Lake
--Review of City / CRD Memorandum of Understanding
[October 23 2013-B9.pdf](#)

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- 75 - 80 10. *(Voting - Electoral Areas D, E, F, J, K and Council)*
Ratification required by: CRD & City
Report of Darrell Garceau, Chief Administrative Officer, City of Williams Lake
--Central Cariboo / City of Williams Lake Joint Committee Terms of Reference Review
[October 23 2013-B10.pdf](#)
- 81 11. *(Voting - Electoral Areas D, E, F, J, K and Council)*
Ratification required by: CRD & City
Letter from Area 'D' Director Deb Bischoff
--Intent to Withdraw Area 'D' from Central Cariboo Joint Committee and Functions
[October 23 2013-B11.pdf](#)
- 83 - 84 12. *(Voting - Electoral Areas D, E, F, J, K and Council)*
Ratification required by: CRD & City
Report of Darrell Garceau, Chief Administrative Officer, City of Williams Lake
--Appointment of an Alternate Elected Representative for City of Williams Lake on the Pool Finance Committee
[October 23 2013-B12.pdf](#)
- 85 - 87 13. Action Page for October 23, 2013
[October 23 2013-CCJC Action Page.pdf](#)

C. Adjournment

1. Adjournment

MINUTES OF THE CENTRAL CARIBOO / CITY OF WILLIAMS LAKE JOINT COMMITTEE MEETING HELD IN THE CARIBOO REGIONAL DISTRICT BOARDROOM ON WEDNESDAY, SEPTEMBER 25, 2013 AT 6:00 PM

PRESENT: Co-Chair K. Cook, Councillors I. Bonnell, G. Bourdon, D. Hughes, S. Rathor, L. Walters and S. Zacharias
Co-Chair J. Sorley and Director B. Kemp

ABSENT: Director D. Bischoff

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

DELEGATIONS: 1) Sheila Wyse, President, Museum of the Cariboo Chilcotin re Background on Museum Society's Board, Staff, Funding Sources and Membership

2) Justin Calof, Cariboo Mountain Bike Consortium re '*Discussion Paper: Mountain Biking as a Permanent Recreation and Economic Development Function of the Central Cariboo*' and Future

CALL TO ORDER

Res. A Minutes of the Joint Committee Meeting held July 10, 2013

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

Moved by Director Kemp
Seconded by Councillor Rathor

"That the Minutes of the Central Cariboo / City of Williams Lake Joint Committee Meeting held July 10, 2013 be adopted as circulated."

CARRIED UNANIMOUSLY

Res. B Adoption of Agenda

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

Moved by Councillor Rathor
Seconded by Councillor Bourdon

"That the agenda be adopted as amended."

CARRIED UNANIMOUSLY

Res. C Code of Conduct

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

Moved by Councillor Zacharias
Seconded by Councillor Bourdon

"That the report of Co-Chairs Cook and Sorley dated September 18, 2013 regarding the roles and responsibilities of each elected official in terms of how they conduct themselves at meetings and how business is to be conducted in a responsible and respectable manner be received and endorsed."

CARRIED UNANIMOUSLY

Res. D Appointment of Sub-Committee for Review of 2014 Grant-in-Aid Applications

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

Moved by Councillor Walters
Seconded by Councillor Bourdon

"That the report of Patricia Higgins, Director of Financial Services, City of Williams Lake dated September 18, 2013 regarding the formation of a sub-committee for review of the joint 2014 Grant-in-Aid applications be received; and further, that Director Sorley be appointed to represent the Cariboo Regional District and Councillor Bonnell be appointed to represent the City of Williams Lake."

CARRIED UNANIMOUSLY

Res. E Review of Criteria for “Capital Items” as Defined in the Grant-in-Aid Policy

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

Moved by Director Sorley
Seconded by Councillor Walters

"That the sub-committee appointed to review and make recommendations on the applications for 2014 Grants-in-Aid be directed to also review the criteria for and definition of 'capital items' in the Grant-in-Aid Policy and report back to the October 23, 2013 Joint Committee meeting with recommended revisions to the Policy, including what is not considered a capital item, and also with recommendations for the 2014 Grants-in-Aid applications."

CARRIED UNANIMOUSLY

Res. F Pool Renovation & Upgrade Project – Finance Committee Initial Report

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

Moved by Councillor Zacharias
Seconded by Director Kemp

"That this item be deferred to the October 23, 2013 Joint Committee meeting."

CARRIED UNANIMOUSLY

Res. G Motion to Amend Appointments to Pool Finance Committee

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

Moved by Director Sorley
Seconded by Councillor Zacharias

"That Director Bischoff be removed from the Pool Finance Committee and Director Kemp be appointed in her place."

DEFEATED

CONTRARY TO THE MOTION: Director Kemp, Mayor Cook and Councillors Bonnell, Bourdon and Hughes

Res. H Direction from CRD Board Respecting Director Bischoff's Letter to Directors Sorley and Kemp

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

Ratification required by: CRD & City

Moved by Councillor Bonnell
Seconded by Councillor Rathor

"That a copy of Director Bischoff's letter to Directors Sorley and Kemp regarding her intent to withdraw herself and Area 'D' from the Central Cariboo / City of Williams Lake Joint Committee and all functions thereof be received as part of the October 23, 2013 Joint Committee agenda; and further, the CRD Board be requested to provide direction to the Joint Committee with respect to Director Bischoff's requests as contained therein."

DEFEATED

CONTRARY TO THE MOTION: Director Sorley and Councillor Walters

Res. I Bike Consortium Proposals for Funding Initiatives

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

Ratification required by: CRD & City

Moved by Councillor Bonnell
Seconded by Councillor Rathor

"That the presentation of Justin Calof, Cariboo Mountain Bike Consortium, be received and the Consortium's request to work with the City and Regional District to create a sub-committee for the purpose of exploring a more permanent funding model for their initiatives post-2014 be referred to the October 23, 2013 Joint Committee agenda for consideration."

CARRIED UNANIMOUSLY

Res. J Action Page for September 25, 2013

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

Moved by Councillor Bonnell
Seconded by Councillor Rathor

"That the Action Page dated September 25, 2013 be received."

CARRIED UNANIMOUSLY

Res. K In-Camera Session

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

Moved by Councillor Bourdon
Seconded by Director Kemp

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

CARRIED UNANIMOUSLY

- The meeting recessed at 8:34 PM to convene the In-Camera session.
- The meeting reconvened at 8:59 PM.

Res. L Central Cariboo Recreation Mandate and Proposed Increased Service Levels for Outdoor Recreation

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

Ratification required by: CRD

Moved by Director Sorley
Seconded by Councillor Bonnell

"That the memorandum of Darron Campbell, Manager of Community Services, Cariboo Regional District dated September 18, 2013 regarding background information on the Central Cariboo Recreation and Leisure Services sub-regional recreation function be received."

CARRIED UNANIMOUSLY

Res. M Adjournment

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

Moved by Councillor Rathor
Seconded by Councillor Walters

"That this meeting be adjourned."

CARRIED UNANIMOUSLY

Time: 9:00 PM

CERTIFIED CORRECT:

CO-CHAIR



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

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

**CANADA DAY/PERFORMANCES IN THE PARK 2012 REPORT
TO THE CENTRAL CARIBOO JOINT COMMITTEE
at its meeting of October 23rd 2013**

This report provides an overview of the Canada Day Celebrations 2013 and Performances in the Park 2013, and provides recommendations for future management of the events. An appendix gives event details.

Overview

Following contractual agreements with the City of Williams Lake in late March 2013, the Society rehired Beth Holden as Events Coordinator following Beth's excellent coordination of last year's Canada Day Celebrations and Performances in the Park. Unfortunately, Beth submitted her resignation upon her appointment as Events and Marketing Coordinator for the City in early May. An immediate call for interested individuals or groups proceeded, and Angela Sommer (AngelKeys Music Studio) was awarded the sub-contract to complete the events.

Recommendations from the previous year were implemented, and the Performances in the Park start time changed from 5pm to 6pm, and the one-hour gap between performances was removed with the second act starting at 7pm. Performances in the Park also launched separately from the Canada Day Celebrations, unlike the previous year.

A diverse slate of performers was presented with a variety of local and provincial musical acts, and the weather was suitable or better during each event, ensuring no cancellations. Food vendors were available on most nights (WL Street Tacos and Smashin' Smoothies), and the business community got involved through evening and event sponsorships while local media provided excellent coverage. Angela continually engaged the community by surveying attendees at the events and through the Performances in the Park Facebook page, gathering information on how to better serve the audience and community through future events. Between 200 and 400 people attended each of the events.

The Society is very pleased with the work of Angela Sommer, and is proud of the outcomes of both events. These two very worthwhile community events were well received by the public and the media, garnering positive feedback, community spirit, and successful celebrations of arts, culture and heritage.

Our Board would like to thank you for the opportunity to present these two successful events. We will continue to work with the Central Cariboo Joint Committee and staff towards the goal of sustainable continuation of such events.

Recommendations

The Society does have recommendations for future event consideration:

- The Society felt that there was again not enough sufficient time between signing the contract with the City of Williams Lake and the launch of the events. More time would allow for a greater effort in

obtaining community partnerships, sponsorships, and grants (such as the Celebrate Canada funding available through Canadian Heritage, which had a deadline of January 15, 2013).

- Key to the success of Performances in the Park was the availability of adequate funds (this year again from the Recreation budget). No resources were made available for Canada Day. Again, we recommend that your committee recognize the importance of dedicated funds for both events.
- That the Central Cariboo Joint Committee continues to endorse the objective of ensuring the sustainable continuation of key community arts and culture events, whichever organization undertakes to do them.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'H. Jennings', written in a cursive style.

Harry Jennings,
President

Appendix A

Canada Day Celebrations

July 1, 2013, 2:00 – 4:00 pm

The program started with the Williams Lake Pipe Band who led in the Color Brigade and local dignitaries Mayor Kerry Cook, MLA Donna Barnett, Chief Ann-Louie from the Williams Lake Indian Band and Cariboo Regional District Electoral Area K Director Chat Mernett. Harry Jennings volunteered as MC. Introductions, a blessing and words of welcome by the above followed.

Music was provided by Quintet Plus, Willow and The Williams Lake Community Band.

Sharon Taylor, coordinator of the Welcoming Communities BC project, organized a community art project which showcased diversity within our community. Everyone could participate by painting a Canada Day message on fabric in different languages, resulting in a display of the many cultures that make up the Cariboo. Tamara Sommer, Lexi Redl and Brittany Rook, three young university students originally from Williams Lake, volunteered their time to face paint. Cake, partially donated by Save On Foods, was served by Save On staff, local dignitaries, Stampede Royalty, the Royal Canadian Army Cadets and Arty the Art Walker.

Sponsors included the Ministry of Jobs, Tourism and Innovation, Save On Foods, BMO-Bank of Montreal, The Wolf/The Rush, The Williams Lake Tribune, Got News Network Inc, Dollar Dollar, and Cool Clear Water.

Approximately 300 people attended the event between 2 and 4pm.

2013 Performances in the Park Schedule

Date	Time	Performers	MC	Sponsors	Gold Sponsor	Advertising Sponsors
July 4, 2013	6:00 7:00	Angelkeys Music Studio; Old Time Fiddlers	Deb Bishoff	PMT Chartered Accountants/ Business Advisors LLP	BMO – Bank of Montreal	The Wolf / The Rush; Got News Network Inc; The Williams Lake Tribune
July 11, 2013	6:00 7:00	Music for Life – Michelle Erlandson; Colin Easthope and the Coal Harbor Band	Deb Bishoff	Dr. Elmer Thiessen; Windsor Plywood	BMO – Bank of Montreal	The Wolf / The Rush; Got News Network Inc; The Williams Lake Tribune

Date	Time	Performers	MC	Sponsors	Gold Sponsor	Advertising Sponsors
July 18, 2013	6:00 7:00	Youth Fiddlers – Ingrid Johnston; When the Walls Bend	Mary Forbes	United Way – Thompson Nicola Cariboo	BMO – Bank of Montreal	The Wolf / The Rush; Got News Network Inc; The Williams Lake Tribune
July 25, 2013	6:00 7:00	Williams Lake’s got Talent; New Journey	Deb Bishoff	Yellow Umbrella / Thyme for Tea; Oliver and Co.	BMO – Bank of Montreal	The Wolf / The Rush; Got News Network Inc; The Williams Lake Tribune
August 1, 2013	6:00 7:00	Eagle Spirit Band; Jordan Holmes	Harry Jennings	Safeway; Zirnhelt Timber Frames Ltd	BMO – Bank of Montreal	The Wolf / The Rush; Got News Network Inc; The Williams Lake Tribune
August 8, 2013	6:00 7:00	Beautifully Haunting; Perfect Match	Harry Jennings	Coast Fraser Inn; West Fraser Mills	BMO – Bank of Montreal	The Wolf / The Rush; Got News Network Inc; The Williams Lake Tribune
August 15, 2013	6:00 7:00	Robyn Ferguson and Oren Barter; Brett Wildeman	Mary Forbes	Williams Lake and District Credit Union; BCGEU – Area 6 Cross Component Committee	BMO – Bank of Montreal	The Wolf / The Rush; Got News Network Inc; The Williams Lake Tribune
August 22, 2013	6:00 7:00	Rowan, Kylie and Sam; My Wife’s Quartet	Joan Sorley	BMO – Bank of Montreal	BMO – Bank of Montreal	The Wolf / The Rush; Got News Network Inc; The Williams Lake Tribune



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ARTS AND CULTURE SOCIETY REPORT TO THE CENTRAL CARIBOO JOINT COMMITTEE 3rd Quarter 2013

This is our report for the second quarter of 2013, covering the period of July 1st through September. We have also completed the report and recommendations for this year's Canada Day Celebrations and Performances in the Park, and have submitted it for your receipt.

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

1. Programming and Activities

- We successfully presented Canada Day Celebrations and Performances in the Park via sub-contract with Angela Sommer (AngelKeys Music Studio). We are extremely pleased with the work done by Angela, including her efforts in community engagement. Judging by the feedback received for both events, the audience was also pleased with Angela's work.
- We continue our partnership with Fraser Basin Council in the "Williams Lake Celebrating Diversity Mural Project".
- We received the final report from Island Mountain Arts regarding the successful partnership for the second "Art is Your Business" conference in Williams Lake on the weekend of May 3-5, 2013. The report expressed the desire to work with CCACS to deliver future conferences.
- We continue our partnership with the Community Arts Council of Williams Lake (CACWL) with their "Branding the City with Art" street banner project. CCACS Director Jane Wellburn volunteered her time to be a part of the artwork selection committee.
- We continue to meet with your committee's Fee-for-Service Management Committee to review information and prepare recommendations based on the approved criteria to your Board, and have submitted it for your receipt.
- We provided support and assistance as the Community Arts Council of WL rallied to submit a funding application to the BC Arts Council and prepare for their AGM.
- We participated, along with the Arts Centre tenant groups, in the Cariboo Welcome Fair hosted by the Immigration and Multiculturalism Services Society at TRU on September 28th.
- We have been selected by Imagine Canada for their November Member Profile, to be published in *Imagine Matters*, and the Imagine Canada blog and website (<http://www.imaginecanada.ca/>).

In addition, the Coordinator has:

- Registered for TRU's "Non-Profit Management" course with Dr. Graham Kelsey, which runs from September 18th to December 11th. She will receive certification upon successful completion of the course.
- Continued to promote and attend arts/cultural events and CCACS grant projects within the Central Cariboo Region.

- Continued to attend, at her availability, the meetings of the Social Planning Council, providing updates on arts/culture and Society matters.
- Continued to produce and send out quarterly newsletters which include up-to-date information about various upcoming grant deadlines, workshops, opportunities, and news.

2. The Central Cariboo Arts Centre

The tenant groups opened their studios to the Boitanio Day Camp kids again in July.

We were pleased to find that the quilted artwork donated to the Centre and created by the Cariboo Piecemakers' Guild received first place at the Williams Lake Fall Fair.

We were happy to receive a donated fabric covered room divider from the Museum of the Cariboo Chilcotin for use in the studios, which works very well with echo reduction in the rental spaces.

3. Organizational Matters

We have received a reply from the Canada Revenue Agency regarding our application for charitable status and were disappointed to learn that our application was denied because "the CCACS has not shown that it is established exclusively for charitable purposes" (a very thorough and helpful response was received and is on file). Our application has been formally withdrawn with the understanding that the CCACS could later apply if it seems suitable to do so.

We will be holding a dedicated Board retreat in October for the purpose of brainstorming creative ideas for the development of arts and culture in the Central Cariboo, for the promotion of our vision statement, and for the development of CCACS itself.

Respectfully Submitted,



Harry Jennings
President

CENTRAL CARIBOO ARTS AND CULTURE FEE-FOR-SERVICE MANAGEMENT COMMITTEE

REPORT TO THE CENTRAL CARIBOO JOINT COMMITTEE at its meeting of October 19th 2013

The revised Fee-for-Service program for arts and culture in the Central Cariboo was approved by the Central Joint Committee and the CRD Board in 2012. It established a Fee-for-Service Management Committee (formed from the earlier Fee-for-Service Sub-Committee) and called for the Committee to take the following actions over the summer:

- To explain the new program to all current fee-for-service agreement holders (the change to three-year agreements, the criteria to be used for providing the agreements, the role of the program Management Committee),
- To explain the information that current agreement holders are required to submit in support of a request for renewal of their current agreement and its extension to three years,
- To receive requests for renewal and to adjudicate them in accordance with (a) the established criteria and (b) the amount of funding available for the program,
- To make recommendations for new three-year agreements to be provided to current agreement holders when those agreements expire on December 31st.

All these tasks were completed. This report describes the Committee's process and brings its recommendations.

A. The Process

The Committee developed an information request form to be used by current agreement holders. It includes a statement of the adjudication criteria and is reproduced at Appendix A.

Three Committee members met each of the current agreement holders between May 9th and June 12th. In each case they explained the new program and its working, namely (a) that those agreement holders who wished to renew for the new three-year term agreement were to be asked to provide specific information about their organization and the event or events that were to be included, (b) that their information would be reviewed by the Management Committee in the light of the newly approved criteria for the renewal of agreements and (c) that the Committee would then make recommendations to the Central Cariboo Joint Committee for the execution of new agreements. An information request form was given to each agreement holder and a deadline of June 28th was established for the submission of the information.

All current agreement holders indicated that they did wish to be considered for a new agreement and all submitted an information request form. In one case the submission was incomplete and the submitter was asked for more information which was duly supplied. In two other cases, some clarification was needed, but since the form was received more than a week late, the Committee declined to seek it.

Copies of the completed information forms were then given to all Committee members who reviewed them and convened as an adjudication panel on August 12th to produce preliminary findings and again on September 9th to finalize their recommendations.

B. Major Considerations

As the Committee reviewed the results of the information gathering, three considerations became important in deciding what funding levels to recommend:

1. Funds for these agreements are from the arts and culture function and recipients must therefore show clearly that their programming does have an arts and culture focus.
2. The criteria approved for this process were designed to ensure that organizations receiving this long-term (3-year) funding had thought about the implications of this for their planning—i.e., that they did do long-term planning and budgeting.
3. The review of current agreements and their funding levels also takes into consideration the financial limits of the Central Cariboo Arts and Culture function and the very real potential for eventual new agreements with groups that fit well within the criteria for the program.

Further, one purpose of the arts and culture function is to encourage the development of arts and culture as distinct from simply perpetuating what already exists. For this reason, the Committee proposes to use its information-gathering and assessment process as a way of providing feedback to fee-for-service agreement holders about their programming, administration and long-range planning.

C. Recommendations

The Committee makes the following recommendations

1. That three-year Fee-for-Service agreements be provided to the following organizations with annual payments as follows:

Williams Lake Museum & Historical Society	\$29,000
Station House Studio and Gallery Society	\$12,000
Rotary Club of Williams Lake Daybreak (for Stampede Parade)	\$ 5,000
Williams Lake Harvest Fair	\$ 2,500
Downtown Williams Lake Business Improvement Association (for Winter Lights and Stampede Street Party)	\$ 7,000
Horsefly Historical Society	\$ 2,000
Likely & District Chamber of Commerce (Cedar City Museum)	\$ 2,000

2. That the Williams Lake Indoor Rodeo Association not be awarded a Fee-for Service Agreement from the Central Cariboo Arts and Culture function, but that the Association be advised to apply for a project grant to support any arts and culture component of its programming that it decides to incorporate in any given year.
3. That a new Fee-for-Service agreement be created for the Canada Day celebrations in the amount of \$1,500. This recommendation results from the difficulties experienced over the past two years since the former organizers of the event withdrew. The Committee felt that for this much valued annual event, the “ad hocery” of the past two years needed to be replaced by a longer term arrangement. The Committee would also suggest that, in view of their interest in last year’s event and its stimulating effect, the Downtown Williams Lake Business Improvement Association should be asked to consider incorporating it into their program along with the Stampede Street Party and the Winter Lights recommended above.

Appendix A

FEE-FOR-SERVICE PROGRAM INFORMATION REQUEST 2014 through 2016

PURPOSE OF THE FEE-FOR-SERVICE PROGRAM

Fee for Service agreements are used by the City of Williams Lake and the Cariboo Regional District to secure services from non-profit organizations for a specified fee. Services provided generally tend to be operating public facilities, such as museums or galleries or coordinating high profile public events on an annual basis, such as a harvest fair or community parade. The agreements are intended to provide a stable source of basic funding on a multi-year basis to allow the non-profit groups to undertake effective planning and make the most of the often substantial volunteer time also required to deliver services.

The agreements must be with non-profit organizations only, and these groups are required to submit detailed reports that include their planning budgets and financial statements. Only activities that are within the mandate of the City and the Regional District are eligible, which does not include programs that are the responsibility of other levels of government, such as the school district, health authority and the provincial or federal governments.

Agreements that are within the Central Cariboo Arts and Culture (CCAC) budget of the Regional District must be appropriate to the purpose of the CCAC function and be aligned with its overall strategic goals.

ELIGIBILITY

Requests will be assessed first for their eligibility for the fee-for-service program, using the following components:

- ***The appropriateness of arts and culture funding.*** The fee-for-service management committee will determine whether funding from the arts and culture funding is appropriate for the service provided by the requesting organization.
- ***The continuing value of the service.*** Fee-for-service agreements are intended to support organizations in delivering a valued service or event on a regular, year after year basis. Organizations requesting fee-for-service support will be asked to describe the service or event that they deliver, attest to its regular year after year occurrence and provide evidence to show that it is valued. The fee-for-service management committee may seek outside opinions as to how strongly the service is valued in the relevant community.
- ***The maturity of the organization or program.*** To be eligible, organizations must have been in continuous operation for at least two years.

ADJUDICATION CRITERIA:

For eligible organizations, the following specific criteria will be assessed.

- ***Need for public subsidy.*** Requesting organizations must demonstrate the need for public funding. This is assessed by an examination of the organization's normal revenue sources, normal expenditures, existing reserves and plans for those reserves. Organizations that must manage facilities or other capital assets as an essential part of their operation might be considered more in need of public subsidy than those that do not.

ADJUDICATION CRITERIA, continued:

- **Organizational soundness.** This is assessed by an examination of governance and management structure, length of time in operation, size of membership and procedures for electing the governing body and the existence of a three-year business or operating plan.
- **Financial soundness.** This is assessed by an examination of financial statements for at least two years and evidence of the use of budgets as an integral part of financial planning.
- **Program soundness.** This is assessed by length of time the program has been offered, and evidence of program evaluation, renewal and development.
- **Collaboration.** This is assessed by evidence of attempts to foster collaborations and partnerships in program offerings.
- **Accommodation of diversity.** This is assessed by the extent to which either the organization or its programs are inclusive and accessible (for example to youth, seniors and aboriginal populations).
- **Generation of economic value.** This is assessed by either or both of the extent to which the organization has generated funds from outside agencies and the extent to which its programs generate economic value (as shown for example by estimated ticket sales, tourist revenues, spin-off effects, etc.).

ASSESSMENT

Information is reviewed by the fee-for-service management committee, which consists of one elected official from the City, one elected official from the CRD's Central Cariboo area, one Director from CCACS, and one administrator from each of CCACS, the City, and the CRD who will consider the information received in support of each request and will make recommendations to the Central Cariboo Joint Committee which, in turn will forward those which it approves to the CRD Board. Approved agreements, subject to the availability of funds, will be agreements with the Cariboo Regional District and the recipients will report to the Central Cariboo Arts and Culture Society.

SEND OR DELIVER COMPLETED FORMS TO, OR FOR FURTHER INFORMATION, PLEASE CONTACT:

CCACS Coordinator Leah Selk at:
 Central Cariboo Arts and Culture Society
 Fee-for-Service Program
 90 Fourth Avenue North, Williams Lake, BC V2G 2C6
 Telephone: 778-412-9044
 Email: info@centralcaribooarts.com

PLEASE SUBMIT COMPLETED FORMS BY JUNE 28, 2013**TIPS ON USING MICROSOFT (MS) WORD FORMS**

The pages of the application are designed to be filled out as forms on your computer. (The rest of the application will be comprised of attached pages.) You have the option of printing the "form" pages and completing them manually or duplicating them in another software program. However, if you choose to complete the MS Word form pages on your computer, here's some useful information:

- The document is locked, so you can enter information only in the text boxes and check boxes provided.
- The text boxes and check boxes appear shaded when you view the application on a computer screen, but the shading does not appear when you print the document. You can tab from one text box to another, even if the text boxes are several pages apart.
- As you enter information in a text box, it extends the table, sometimes beyond the page end. This may result in extra pages when you print. Please do not submit empty pages with your completed application. Submit only tables on which you have entered information.



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 Williams Lake, BC V2G 2C6
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**FEE-FOR-SERVICE PROGRAM
 INFORMATION REQUEST
 2014 through 2016**

<p>Name of Organization:</p> <p>Complete Mailing Address:</p> <p>Complete Physical Address:</p> <p>Telephone: ()</p> <p>E-mail:</p> <p>Website:</p> <p>Contact Person:</p> <table border="0"> <tr> <td>First Name</td> <td>Last Name</td> <td>Position</td> </tr> </table> <p>If different from above:</p> <table border="0"> <tr> <td>Telephone: ()</td> <td>E-mail:</td> </tr> </table>	First Name	Last Name	Position	Telephone: ()	E-mail:	<p>Current Fee-for-Service Amount: \$</p> <p>Has this program previously received Fee-for-Service funding? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Has the applicant submitted a report on the use of the last received Fee-for-Service funding? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(Note: If a report on the use of the previous funds was not submitted, your organization is <u>not</u> eligible for a new or renewed fee-for-service agreement.)</p>
First Name	Last Name	Position				
Telephone: ()	E-mail:					

<p>SUBMISSION CHECKLIST Submit only single-sided pages, unstapled and unbound</p> <p><input type="checkbox"/> SIGNED AND COMPLETED INFORMATION REQUEST FORM</p> <p><input type="checkbox"/> THREE YEAR BUSINESS OR OPERATING PLAN</p> <p><input type="checkbox"/> FINANCIAL STATEMENTS FOR THE PAST TWO YEARS</p> <p align="center">PLEASE SUBMIT COMPLETED FORMS BY JUNE 28, 2013</p>

SECTION 2: FINANCIAL INFORMATION

When is your organization's financial year-end?

For your most recent completed financial year what proportion (%) of total organization revenue was from:

Government, municipal/CRD

Gaming licenses or grants

Other grants

Ticket or event sales

Membership fees

Donations

Other Fundraising

Other (describe:)

Total (Must equal 100%)

FINANCIAL MANAGEMENT AND ADMINISTRATION: Please describe the organization's successes during the past year, the challenges facing the organization, and recent steps taken to strengthen the organization's overall health in the areas of finance and administration:

Please attach financial statements for the past two years

OPERATING REVENUES

(Round to the nearest dollar)

Please identify revenue categories in the third column. In cases of grants, please indicate the grant source and whether funding has been approved.

Actual 2010/11	Actual 2011/12	REVENUE CATEGORIES	Actual/Projected 2012/13	Forecast Budget 2013/14
		Government/Municipal/CRD		
		Gaming Licenses or Grants		
		Other Grants ()		
		Ticket or event sales		
		Membership Fees		
		Donations		
		Other fundraising		

		TOTALS		

PLEASE ATTACH ANOTHER SHEET IF NECESSARY

OPERATING EXPENSES

(Round to the nearest

dollar)

Please identify expense categories in the third column.

Actual 2010/11	Actual 2011/12	Not all categories may be applicable	Actual/Projected 2012/13	Forecast Budget 2013/14
		PROGRAM EXPENSES		
		Staff Salaries (artistic/support)		
		Artist/Instructor Fees		
		Insurance		
		Equipment/Maintenance		
		Training/Workshops		
		Exhibitions/Screenings/etc		
		Advertising		
		IN-KIND:		
		(A) TOTAL PROGRAM EXPENSES		
		ADMINISTRATIVE EXPENSES		
		Salaries (Manager/Admin/support)		
		Facility		
		Equipment/Maintenance		
		Bank/Legal Fees		
		Accounting/Audit Fees		
		Travel (admin only)		
		Advertising		
		Fundraising costs		
		Insurance		

		IN-KIND: (Volunteers @ \$10/hour)		
		(B) TOTAL ADMIN EXPENSES		
		TOTAL (A)+(B) EXPENSES		

PLEASE ATTACH ANOTHER SHEET IF NECESSARY

SUMMARY OF OPERATIONS

Please insert totals from tables above to calculate any surplus or deficit.

Actual 2010/11	Actual 2011/12		Actual/Projected 2012/13	Forecast Budget 2013/14
		TOTAL REVENUES		
		TOTAL (A)+(B) EXPENSES		
		EXCESS REVENUES OVER EXPENSES		

SURPLUS / DEFECIT (if applicable):

If the organization is carrying a surplus (current or accumulated), please indicate whether the funds have been designated for a specific purpose (for example, a restricted fund) and explain:

If the organization is carrying a deficit (current or accumulated), please give the amount and explain how and when the debt was incurred. Also, outline the Board's plan to reduce it, including specific actions and timeframe:

SECTION 3: PROGRAM INFORMATION

Program Title:

For how long has this program been offered?

HIGHLIGHTS OF THE LAST ACTUAL YEAR (2011/12): Please describe your organization's major artistic/cultural accomplishments during the last completed year, and explain how these fulfill your mandate. Include any identified program strengths and weaknesses.

HIGHLIGHTS OF CURRENT YEAR (2012/13): Please describe major artistic/cultural accomplishments (actual/projected) of the current year and explain how these fulfill your mandate. Include any identified program strengths and weaknesses.

HIGHLIGHTS OF PROJECTED NEXT THREE YEARS (2014-17): Outline plans for the next three years. Explain how you are going to achieve those plans and describe how they will fulfill your mandate.

COLLABORATION: Please describe attempts to foster collaborations and partnerships in program offerings.

AUDIENCE DEVELOPMENT: Please explain initiatives in audience development.

SECTION 4: STATISTICS

ACTUAL 2010/11		ACTUAL 2011/12			ACTUAL/ PROJECTED 2012/13	FORECAST 2013/14		
				PROGRAM:				
				Total attendance				
				PROGRAM:				
				Total attendance				
				PROGRAM:				
				Total attendance				
				PROGRAM:				
				Total attendance				
				TICKETS/PASSES				
				Average ticket price (\$)				
				Total # of single tickets sold				
				Average pass price (\$)				
				Total # of passes sold				
FT	PT	FT	PT	PAID STAFF/EMPLOYEES	FT	PT	FT	PT
				# Paid Office/Administrative Staff: Regular				
				: Contract				
				# Paid Technical Staff: Regular				
				: Contract				
				# Paid Instructors: Regular				
				: Contract				
				# Other paid employees (specify:)				
				# TOTAL PAID STAFF				
FT	PT	FT	PT	PAID ARTISTS (musicians, actors, dancers, writers, etc)	FT	PT	FT	PT
				Central Cariboo:				
				BC:				
				Other:				
				# TOTAL PAID ARTISTS				

SECTION 5: DECLARATION (two signatures required)

On behalf of and with the authority of the organization named above, in signing this application

- We have read and agree to all the conditions outlined on pages 1 and 2 of Information & Guidelines;
- To the best of our knowledge, the information provided herein is accurate and complete; and
- If funding is awarded, we undertake to provide CCACS with an annual report on the use of the funds.

Name: Person authorized to prepare form:

Telephone: () **Signature:** _____

Name: Chair/President of the Board of Directors

Telephone: () **Signature:** _____



CITY OF WILLIAMS LAKE COUNCIL REPORT

DATE OF REPORT: October 16, 2013
DATE & TYPE OF MEETING: October 23, 2013 Joint Committee Meeting
AUTHOR: Pat Higgins, Director of Financial Services
SUBJECT: DEFINITION OF CAPITAL EXPENDITURE
FILE: 1850-20 (2014)

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide a recommendation from the GIA sub-committee on revisions to the Grant-In-Aid policy regarding the definition of a capital item.

SECTION 2: BACKGROUND

The Central Cariboo/City of Williams Lake Joint Committee at their September 25, 2013 meeting requested that the GIA sub-committee review the criteria for and definition of 'capital items' in the Grant-in-Aid Policy and report back to the October 23, 2013 Joint Committee meeting with recommended revisions to the Policy.

SECTION 3: DISCUSSION

The GIA sub-committee is recommending that under Section 8 (Grant Categories), the following wording be added:

"Grants will not be provided for operating funds, wages and items that are deemed to be consumable or have a functional lifespan of less than one year."

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 Central Cariboo/City of Williams Lake Joint Committee approve the recommended changes to the Grant-in-Aid Policy.

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: 23 Oct 2013
SHORT SUMMARY: Central Cariboo Arts and Culture 2014 Business and Financial Plans
VOTING: Committee works by modified consensus

MEMORANDUM: The attached 2014 business goals and financial plan for the Central Cariboo Arts and Culture function (CRD Bylaw 4420) were developed as part of the annual planning and management process. These documents are presented to the Central Cariboo Joint Committee for information and endorsement prior to submission to the Regional District Board.

The budget reflects the renewal of existing Fee for Service contribution agreements and some potential inclusion of additional new agreements. The new Fee for Service Agreements will have three-year terms and are based funding levels of the recommendations report from the agreements management committee, which is elsewhere on this meeting agenda.

Major components of the financial plan include:
i) Fee for Service Agreements with eight community groups funded at \$59,500 total.

- \$29,000 Museum of the Cariboo Chilcotin,
- \$12,000 Station House Gallery,
- \$7,000 WL Business Improvement Area Street Party and winter lights festival
- \$5,000 Rotary stampede parade
- \$2,500 Williams Lake Harvest Fair
- \$2,000 Cedar City Museum in Likely
- \$2,000 Pioneer Museum in Horsefly

ii) a continuation of the annual arts and culture project grants delivered by the Central Cariboo Arts and Culture Society funded at \$25,000. Due to high demand for the program, this is a proposed increase of \$5,000 from the 2013 funding level.

iii) Funding support for Performances in the Park in the amount of \$15,000 to enable a multi-year agreement for delivery of the event. **Page 32 of 87**

iv) The service delivery agreement with the Central Cariboo Arts and Culture Society, which amounts to \$90,000 annually and includes management and operations of the arts centre in Williams Lake. This contract has a five-year term from 2011-2015.

ATTACHMENT: 1. CCAC Business Plan
2. CCAC Financial Plan

POLICY IMPLICATIONS: None. Direction regarding these plans from the joint committee will be included in the final version that is presented to the Regional District Board finance committee.

FINANCIAL IMPLICATIONS: The plans propose an increase to the 2013 tax requisition by \$12,200 from the 2013 requisition, which equates to an increase of 7% and an additional \$0.30 per \$100,000 of the assessed residential value of properties in the service area.

In 2013 and previous years, surplus funds allowed for additional costs, such as new Fee for Service contribution agreements, to be addressed without increasing taxation levels; however, this option is not sustainable over the term of the financial plan. Accordingly, an increase of 6% is also planned in 2015.

Reviewed and concur: Scott Reid, Chief Financial Officer

CAO COMMENTS: Similar to other recommendations from the various Committees, my recommendation to the Board will be to refer Committee recommendations for budgets to the Finance/Budget Committee rather than endorsing them in the absence of having a full understanding of the financial implications of the overall 5 year financial plan.

Reviewed and concur: Janis Bell, Chief Administrative Officer

OPTIONS: 1) Endorse recommendation; 2) Receipt and other direction regarding the plans; 3) Receipt only; 4) Defer.

RECOMMENDATION: That the agenda item summary from Darron Campbell, Manager of Community Services, dated October 16, 2013, regarding the 2014 Business and Financial plans for the Central Cariboo Arts and Culture service, be received. Further, that the plans be endorsed.



2014 Business Plan Central Cariboo Arts and Culture (1665)

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 Arts and Culture (CCAC) function was established in 2009 by Bylaw No. 4420. The new arts and culture service is designed to support the following activities across the Central Cariboo area:

- (i) arts and cultural services, which may include but will not be limited to fine arts, performing arts, historical and festival events, promotion of local crafts, music and market goods; and/or
- (ii) arts and culture facility development, improvement and maintenance.

The service is delivered through a five-year contract (2011-2015) with the Central Cariboo Arts and Culture Society, which also operates the Central Cariboo Arts Centre in Williams Lake. The newly-renovated arts centre provides a focal point for arts organizations and offers rental use to various groups. The Society employs a full-time coordinator to manage the centre and supply support to arts and cultural groups throughout the central Cariboo. A key responsibility of the Society is the delivery of an annual grant program, which provides support for arts and cultural projects and events throughout the service area.

Participants in the service include 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 \$200,000 or a rate of \$.0940/\$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 within the arts and culture sector. The Central Cariboo Joint Committee holds an open, public meeting once per month.

Business Plan Goals, Rationale & Strategies

2014 Goals

1. **Goal:** Implement multi-year Fee for Service contribution agreements based on approved eligibility and priority criteria.
Rationale: Implementation and ongoing administration of the agreements is the final phase of work begun in 2012 and continued to 2013 under the guidance of a sub-committee with representation from the Central Cariboo Joint Committee (CCJC) and the Central Cariboo Arts and Culture Society (CCAC Society).
Strategy: The funding priorities, criteria and structure for the agreements from the sub-committee were endorsed by the CCJC in 2013. Under the new structure, the CCAC Society will administer the agreements and provide reports to the CCJC on an annual basis.

2. **Goal:** Increase the funding available through the application-driven process to provide grants for projects and events originating from the arts and culture sector.
Rationale: In 2013, the grant program administered by the CCAC Society awarded the full \$20,000 allocated for this purpose. Awareness of the grant program continues to grow as the CCAC Society works with groups on improving applications and the demand for funding has increased significantly.
Strategy: An additional \$5,000 is allocated in the 2014 financial plan for the grant program. The program is managed by the CCAC Society as a core responsibility of the Service Delivery Agreement; however, involvement and consultation on the process will continue with the Central Cariboo Joint Committee and the Regional District Board.

3. **Goal:** Stabilize delivery of the Performances in the Park series by entering into a multi-year delivery agreement.
Rationale: Costs for Performances in the Park were included in the arts and culture function budget in 2014 and are delivered by a contractor under the guidance of the CCAC Society. Making the delivery contract a three-year agreement will allow the contractor to effectively plan future years and seek longer term sponsorship arrangements.
Strategy: Contract arrangements will be undertaken by the CCAC Society with notifications to Regional District and City of Williams Lake staff.

4. **Goal:** Establish measures to consistently track development of arts and culture in the central Cariboo.
Rationale: While it is a challenge to statistically track development and benefits of a broadly-defined category like arts and culture, establishing consistent measures through time is important to demonstrate achievement of expected objectives. The measures and results will help guide decisions on the best opportunities for allocation of the CCAC function budget.

Strategy: Work towards achieving this goal in 2014 will continue to build on initial progress from 2013. The research and methodology required will be created by the CCAC Society and communicated out through their annual report.

Overall Financial Impact

The 2014 requisition is increased by \$12,200 from the 2013 requisition, which equates to an increase of 7% and approximately an additional \$0.30 per \$100,000 of the assessed residential value of properties in the service area.

The requisition was also increased by 7% in 2013 to account for actual service costs including Performances in the Park, Fee for Service contribution agreements and delivery of the grant program.

In 2012 and previous years, surplus funds allowed for these additional costs to be addressed without increasing taxation levels; however, this option is not sustainable over the term of the financial plan. Accordingly, an increase of 6% is also planned in 2015.

Requisition increases for inflation are also planned each year from 2015 through 2018.

Costs for the Performances in the Park were allocated to the Central Cariboo Recreation and Leisure Services function in 2013, but transferred to the CCAC budget in 2014 and forward.

The annual project grant program delivered by the CCAC Society has been increased in 2014 to \$25,000 for the term of the financial plan. This funding level has been adequate to support most of the qualifying applications received; however, the objective is to increase awareness and utilization of the program, which in time may result in limitations on funding support provided.

It is expected that some immediate budget pressure will occur in 2014 from the renegotiation of existing Fee for Service contribution agreements and inclusion of additional new agreements.

Significant Issues & Trends

As the CCAC function grows into a stable, full service delivery structure, the budget available for new programs is limited. As of 2016, all existing surplus in the function will be expended and all new requisition revenues will be committed to multi-year agreements and the annual grant program. As a result there are no budgeted surplus funds in future years.

Arts and culture as a community sector continues to grow along with the changing demographic trends towards an older population and research consistently shows the social and economic benefits of investment in the arts. Traditionally, sector activities have been provided by volunteers of numerous distinct organizations with minimal

integrated planning and cooperation. Moving forward, the most effective and efficient way to meet the growing demand for more sophisticated arts and cultural activities is by encouraging development of the sector under the leadership of the CCAC Society and its efforts to foster inter-group cooperation and access to new sources of funding support. This cooperative strategy is supported by arts and culture studies commissioned by the Cariboo Chilcotin Beetle Action Coalition and the Central Interior Regional Arts Council and by the Service Delivery Plan developed by the Regional District.

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

Goal: Develop approval criteria and an effective administrative structure for Fee for Service contribution agreements.

- Completed. Recommendations from the review committee went to the Central Cariboo Joint Committee on October 23rd. Ongoing administration of the agreements will be delivered by the Central Cariboo Arts and Culture Society.

Goal: Launch the Art Route for the central Cariboo to encourage cultural tourism and connect local artists.

- Completed. Brochures were complete and distributed for summer visitors. Program will be reviewed for possible improvements in 2014.

Goal: Establish measures to consistently track development of arts and culture in the central Cariboo.

- Partially completed. The CCAC Society undertook a literature and best practices review as well as connecting with relevant external agencies, such as ImagineCanada and Hills Research Strategies. Full completion of the goal will be carried forward.

Goal: Enter into one-year Fee for Service contribution agreements to support the Cedar City Museum in Likely and the Pioneer Museum in Horsefly.

- Completed. The museums are also included in the implementation of multi-year agreements for 2014.

 CARIBOO REGIONAL DISTRICT 2014 BUDGET											
		1665 Central Cariboo Arts & Culture									
Business Plan		Actual	Actual	Actual	Actual	Projected	Provisional	Provisional	Provisional	Provisional	Provisional
		2009	2010	2011	2012	Actual	2014	2015	2016	2017	2018
Revenues											
1100 1100	Electoral Areas D, E and F	10,514	87,788	87,454	88,023	94,185	100,778	106,779	109,902	110,013	110,134
177,881,234	2010 Revised Hosp. Assess (conv)										
4.95	2010 Residential Rate/\$100,000										
181,015,872	2011 Completed Hosp. Assess (conv)				181,456,647	183,271,213	185,103,925	186,954,965	188,824,514	190,712,759	192,619,887
4.86	2011 Residential Rate/\$100,000				\$ 4.85	\$ 5.14	\$ 5.44	\$ 5.71	\$ 5.82	\$ 5.77	\$ 5.72
1100 1301	City of Williams Lake	9,264	75,101	75,435	74,866	80,107	85,714	90,818	93,474	93,570	93,672
151,293,103	2010 Revised Hosp. Asses (conv)										
-	2011 Completed Hosp. Assess (conv)				154,334,094	155,877,435	157,436,210	159,010,572	160,600,677	162,206,684	163,828,751
Total Requisition		19,778	162,889	162,889	162,889	174,292	186,492	197,597	203,376	203,583	203,807
1500 1550	Interest Recovery	17		340.83							
1700 1759	Other Grants		10000	2000							
1900 1911	Prior Year's Surplus		2,264	55,802	54,392	24,077	22,102	5,587	-	-	-
Total Revenue		19,795	175,153	221,032	217,281	198,369	208,594	203,184	203,376	203,583	203,807
Expenditures											
Personnel											
2110 1101	Direct Salaries	-	1,563	-	1,657	1,707	1,758	1,811	1,865	1,921	1,979
2110 1301	Benefits	-	852	-	1,032	1,135	1,248	1,373	1,511	1,662	1,828
Total Personnal Costs		-	2,415	-	2,689	2,842	3,007	3,184	3,376	3,583	3,807
General											
2120 1120	Repay Feasibility										
2120 1120	Contract Services	16,844	90,000	166,393	149,425	153,425	175,000	175,000	175,000	175,000	175,000

 CARIBOO REGIONAL DISTRICT 2014 BUDGET											
		Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Actual 2013	Provisional 2014	Provisional 2015	Provisional 2016	Provisional 2017	Provisional 2018
1665 Central Cariboo Arts & Culture											
Business Plan											
2120 1120	Community Projects		65000	-	25,000	20,000	25,000	25,000	25,000	25,000	25,000
2120 2110	Travel	172	500	-							
2120 2210	Advertising	511		-							
Total General		17,527	155,500	166,393	174,425	173,425	200,000	200,000	200,000	200,000	200,000
Fiscal Services											
2811 8100	Interest Charges	4.16		246.75							
2900 9800	Budgeted Surplus	2,264	17238	54,392	40,167	22,102	5,587				
Total Fiscal Services		2,268	17,238	54,639	40,167	22,102	5,587	-	-	-	-
Total Expenditures		19,795	175,153	221,032	217,281	198,369	208,594	203,184	203,376	203,583	203,807
Authorization: Bylaw No. 4420				(0)	0	(0)	(0)	0	-	-	-
Taxation Limitation: Greater of \$200,000 or \$0.0940/\$1,000											
Inflationary Pressures											
Requisition Difference											



AGENDA ITEM SUMMARY

File: 7010-01
Date: 16 Oct
2013

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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: 23 Oct 2013

SHORT SUMMARY: Central Cariboo Recreation and Leisure Services 2014 Business, Financial and Capital Plans

VOTING: Committee works by modified consensus

MEMORANDUM: The attached 2014 business goals and financial plan for Central Cariboo Recreation and Leisure Services (CCRLS) were developed as part of the annual function management and planning process. These documents are presented to the Central Cariboo Joint Committee for information and endorsement prior to final submission to the Regional District Board.

Also attached is the Cariboo Memorial Complex five-year capital plan and 2014 projected revenues and expenditures summary.

Major components of the business plan are detailed below:

Pool Upgrade and Renovation

Proposed in the 2014 plan is \$20,000 to support the public engagement and referendum costs for the pool upgrade and renovation project.

A pool finance committee has been struck to determine all sources of funding available for the project including borrowing, grants, reserves and fundraising. The recommendation of the pool finance committee is to borrow up to \$10 million for the project and use other sources to cover the remaining \$1.3 million. If grants and fundraising are successful in producing more than the minimum amount required, any surplus will go towards reducing the project debt.

Funding of \$60,000 was utilized in 2012 for the completion of a Pool Feasibility Study by PERC and Bruce Carscadden Architecture. The conclusion of the study recommends a combination of pool infrastructure replacement and renovations amounting to \$11.3 million. The final report and the recommendations therein were endorsed by the joint committee in June 2013.

Support for Recreation Facilities other than the Memorial Complex

A new goal proposed in the business plan is to increase support for volunteer groups currently managing public outdoor recreation facilities, such as the Esler Sports Complex and trail systems. Page 40 of 87

There has been significant taxpayer capital investment into development of various public recreation assets, which are currently operated by a declining volunteer base. These volunteers groups do not have the time or skills necessary to continue to properly maintain the assets or implement major capital projects as well as plan adequately for future growth. Without direct support, the value of these assets, including trail systems, soccer and ball fields will continue to diminish.

The funding to support a new, dedicated staff person is included in the financial plan and would be added to the recreation services management agreement with the City of Williams Lake. This position would be tasked with providing the increased support and be the liaison for volunteer groups managing these public recreation assets.

The immediate priority sub-regional facility assets have been identified as:

1. Esler Sports Complex
2. Mountain Bike Trail System
3. River Valley Trail and sub-regional trail connections
4. Bike Park and Skate Park
5. Rural area trails (development and formalization)

However, as issues at these key assets are addressed, other areas and projects may also become priorities as identified by the joint committee and the Regional District Board through the business plan process.

Capital Works at the Memorial Complex and Esler Sports Complex

Included in the financial plan for 2014 are \$540,000 worth of capital works at the Memorial Complex; the major project is a replacement of the roof on the arenas. Also included is funding to resolve the audio/visual equipment issues in the Gibraltar room and improve the accessibility of the complex with automatic door openers.

As in previous years, focus for capital projects at the Complex continues to be on items which will reduce utility and maintenance costs or are critical for ongoing operation of the facility. The capital plan for 2014 is consistent with direction from the joint committee to defer all major capital investment of a non-critical nature at the Sam Ketcham Pool to allow for a planning process that identifies options for facility renovation or replacement.

To support capital projects at the Esler Sports Complex from the Williams Lake soccer associations, the Williams Lake Minor Softball League and the Williams Lake Slo-pitch League, \$15,000 is also included in the capital budget.

Community Works Funding – In 2013, the Regional District retained Prism Engineering through a combination of Community Works Funding and a grant from BC Hydro to implement an energy efficiency upgrade of 13 facilities including the Memorial Complex. The project scope to reduce energy consumption was coordinated by Prism for the Complex amounting to \$203,000 and including retrofit updates for lighting fixtures and mechanical equipment. Installation of a DDC control system for the ice plant and upgrade of hot water tanks were also completed under this program for a further investment of \$47,000.

Since 2009, the Regional District has invested \$720,000 from its regional allocation for the Community Works Fund in energy efficiency upgrades to the Complex.

Esler Sports Complex Maintenance and Community Projects – funding is once again identified throughout the five-year financial plan of up to \$50,000 to support field maintenance at the Esler Sports Complex. Three-year Field Maintenance Agreements were entered into with the user groups at Esler in 2013. This funding is used to reimburse the Williams Lake soccer associations, the Williams Lake Minor Softball League and the Williams Lake Slo-pitch League for actual costs incurred for field maintenance. The intent of the support was to improve the safety of and protect the substantial capital investment in the playing fields, as well as allow the groups to focus their own volunteers and financial resources on other areas, such as managing their buildings on site and increasing player registration for their respective leagues.

The community projects funding in 2014 is proposed to be \$40,000, which includes \$20,000 for a contribution towards the installation of signage for the mountain bike trail network and development of trail infrastructure east towards 150 Mile as well as support for an outdoor rink in Wildwood (\$15,000 carried forward from 2013) and trail works with the community group in 150 Mile (\$5,000) as noted in the business plan goals.

A Fee-for-Service contribution amounting to \$12,500 for the Scout Island Nature Centre was included in the budget in 2012 and remains in place through the five year plan.

ATTACHMENT:

1. CCRLS Business Plan
2. CCRLS Financial Plan
3. CMRC Capital Plan
4. CMRC Projected Revenue and Expenditures

POLICY IMPLICATIONS:

None. Direction regarding these plans from the joint committee will be included in the final version that is presented to the Regional District Board finance committee.

FINANCIAL IMPLICATIONS:

Under the proposed financial plan, the 2014 requisition is increased by 21% amounting to \$449,603 from the 2013 requisition to build

capital reserves for the replacement of the main pool tank either as part of the major upgrade and renovation or as a stand-alone project. **Page 42 of 87**
This requisition level is maintained throughout the five-year financial plan. Until otherwise directed by the pool project referendum, a replacement of the main tank is shown in the budget in 2016 using \$1.25 million in short-term financing to complete.

These increases are required both for inflationary increases in operating costs for the function and to support a \$625,000 contribution in 2014/15 to capital reserves in expectation of a major repair projects, including replacement of the main tank, arena roof and parking lot repairs at the Recreation Complex.

It should be noted that there may be revenue sources of funding available for these projects other than planned contributions to capital reserves, namely internal short term borrowing opportunities within the Regional District financial structure. Upon endorsement by the joint committee, the financial plan as presented will be brought forward to the Regional District Board; however once the plan is viewed as part of the full corporate-wide budget plan, amendments to the proposed requisition increase may occur.

The majority of operational costs to the function were fixed in 2013 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 1.75 percent per year over the term; starting at \$1,462,134 in 2014 to \$1,567,202 in 2018. All revenue generated at the Recreation 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 \$833,282 at the end of 2012 with a transfer of \$175,000 to reserves planned for 2013, \$125,000 in 2014 and \$500,000 in 2015.

As of December 31, 2011 the service had an outstanding debt of \$716,053 scheduled to be fully repaid in 2016. The debt is a result of the Recreation Complex renovations completed in 2007.

Reviewed and concur: Scott Reid, Chief Financial Officer

CAO COMMENTS:

As noted in the financial comments, the recommendation is to increase taxation by 21% or approximately \$450,000 in 2014. While it is appreciated that the pool will need to be addressed, the Regional District Board may, as part of its overall financial plan at the Finance Committee meeting, wish to consider first allowing the referendum

process to play out. The increase is, for all intents and purposes, based on establishing a backup plan to a failed referendum but will result in a significant tax increase to, not only the Central Cariboo Recreation budget, but the overall Regional District tax requisition as well. It will not be possible to characterize these increases as a "new service" which is generally how the Regional District breaks down the difference between an "electorate based" mandate and an "internal corporate based" increase. While the justification for such an increase may well exist, the Board will have to consider these implications as part of its overall financial planning process and may or may not wish to endorse the Committee recommendation at that time. For the Committee's information, my recommendation to the Board will be to refer whatever recommendation is forthcoming from the Committee to the Finance/Budget Committee for consideration in the context of the full financial plan.

Reviewed and concur:

OPTIONS: 1) Endorse recommendation; 2) Receipt and other direction regarding the plans; 3) Receipt only; 4) Defer.

RECOMMENDATION: That the agenda item summary from Darron Campbell, Manager of Community Services, dated October 16, 2013, regarding the 2014 Business and Financial plans for the Central Cariboo Recreation and Leisure Services function and the Cariboo Memorial Recreation Complex capital plan, be received. Further, that the plans be endorsed.



2014 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 (2013-2018) was entered into in September 2013.

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.

An annual contribution agreement is also in place with the Scout Island Nature Centre to support operation of its extensive trail networks.

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

2014 Goals

1. **Goal:** Continue the planning process for a major upgrade and renovation of the Sam Ketcham Pool including undertaking a borrowing referendum.
Rationale: A feasibility study completed in 2012 under guidance of a Pool Task Force recommended a preferred option, which included construction of additional leisure swim area and rebuilding the existing main tank. A project finance committee was formed and recommended that a referendum **in XXX** be undertaken to seek authority to borrow up to \$10 million for the project. A major pool leak in July 2011 and other ongoing large capital projects at the Recreation Complex have raised the issue of facility lifespan and the value of continuing to complete expensive repairs.
Strategy: Funding has been identified in 2014 for continuing this process. Public consultation on the referendum and project financing strategies will be the focus for 2014. The 2014 tax requisition has been increased by \$450,000 to build capital reserves for the replacement of the main tank either as part of the major upgrade and renovation or as a stand-alone project in 2016.

2. **Goal:** Increase support for volunteer groups currently managing public outdoor recreation facilities, such as the Esler Sports Complex and trail systems.
Rationale: Significant taxpayer capital investment has gone into development of various recreation assets, which are currently operated by a declining volunteer base. These volunteers groups do not have the time or skills necessary to continue to properly maintain the assets as well as plan adequately for future growth. Without direct support, the value of these assets, including trail systems and soccer and ball fields will continue to diminish.
Strategy: A new dedicated staff person will be included in the recreation services management agreement with the City of Williams Lake and tasked with providing the increased support and be the liaison for volunteer groups managing these public recreation assets.

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: Funding has been identified in the 2014 capital plan for this item. Implementation will be initiated and managed by the facility manager. The significant cost of this work will require an increase in tax requisition. Community Works Funds will be identified for the insulation upgrade portion of this work in recognition of the gain in energy efficiency.

4. **Goal:** Increase accessibility to the Recreation Complex by upgrading doors and other entry points and focus fitness equipment purchases on providing approachable, introductory training opportunities.
Rationale: Several doors at the complex require automatic door openers to improve access for persons with low mobility. 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 2014 capital plan for this item. Implementation will be initiated and managed by the facility manager.

5. **Goal:** Undertake a customer satisfaction survey and install visitor counters at the Recreation Complex.
Rationale: Feedback directly from customers and user groups about facility operations is important to determine areas necessary for improvement. Automatic visitor counters at all entry points will help determine actual use numbers for the facility.
Strategy: A survey will be undertaken by the facility manager on an annual or bi-annual basis so that trends in customer comments can be identified. The results will be reported as part of the Business Plan development process.

6. **Goal:** Modify the audio-visual equipment in the Gibraltar Room.
Rationale: The existing equipment has been complicated and problematic since its installation in 2007 and is now mostly inoperable. Renters of the space often expect functional audio-visual services included in the rental package; however, providing reliable, up to date equipment that does not require advance technical expertise has been a challenge. The modifications will simplify the system and will provide a very basic level of service which will be appropriate for most users, and manageable within existing staff expertise. These modifications will also easily allow for users requiring a higher level of equipment and service (concerts, film club, theatre productions) to bring their own equipment, and expertise, and be able supplement it with the basic system provided.
Strategy: Funding has been identified in the 2014 capital plan for this item. Implementation will be initiated and managed by the facility manager.

7. **Goal:** Contribute to the establishment of mountain bike trail access signage for the Westsyde and Southsyde networks.

Rationale: Adequate trail signage is critical to direct visitors and residents to the various trail networks that have been authorized by the province to be managed and maintained by the Williams Lake Cycling Club. The networks were identified as a key priority of both the Parks, Trails and Outdoor Recreation Master Plan (PTORMP) 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 signage 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. The club will supply significant in-kind resources to complete the work.

8. **Goal:** Support the planning and development of a mountain bike trail to connect areas east of Williams Lake to the Fox Mountain network.
Rationale: A trail that connects fringe areas, such as Sugar Cane and 150 Mile House, has been identified as a priority both by local residents and in the PTORMP. A trail route to achieve the first phase of this plan has been approved by the province.
9. **Goal:** Support outdoor rink improvements in Wildwood and trail development in 150 Mile House.
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. The 150 Mile Trails, Greenbelt and Heritage Society has a management agreement in place with the province for a large area in the community and plans to improve trail connections throughout.
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.
10. **Goal:** Continue to 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 manager during the 2014 budget year.
11. **Goal:** Establish a succession plan for aquatic staff.
Rationale: Many lifeguards and swim instructors leave the Recreation Complex after one or two years of service to pursue postsecondary studies. Recruitment is a constant challenge.
Strategy: Establishing a Junior Lifeguard program would create a clear path to becoming a certified lifeguard or safety instructor and increase the pool of skilled

individuals potentially available. As part of the program, junior lifeguards would also assist with special events and programs, which draw in their peers and families.

- 12. Goal:** Package and promote annual fitness passes in monthly installments.
Rationale: The Recreation Complex will be bundling fitness passes with weigh-ins, lectures and additional fitness opportunities. The full concept is to offer patrons sustainable, affordable programs and options for healthy living and unlimited access to the facility as their schedules permit.
Strategy: The facility manager will be promoting the monthly installment purchase opportunity using available advertising strategies.

2015 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 2015 capital plan for this item. Implementation will be initiated and managed by the facility manager.
- 2. Goal:** Replace the refrigeration compressors at the Cariboo Memorial Recreation Complex.
Rationale: The existing equipment is not energy efficient and is close to exceeding its effective lifespan becoming a maintenance liability.
Strategy: Funding has been identified in the 2015 capital plan for this item. Implementation will be initiated and managed by the facility manager. Community Works Funds will be identified for this work in recognition of the energy efficiency upgrade for the equipment.

2016 Goals

- 1. Goal:** Replace the six-lane main pool tank.
Rationale: The tank is over 30 years old and has experienced several major leaks in recent years. Repairs to the tank and expansion joints as well as the mechanical and electrical systems continue to become increasingly expensive and less effective. A full rebuild will extend the operating life of the tank by as much as 50 years.
Strategy: The significant cost of this work will require a transfer from capital reserves and short-term borrowing. A detailed design will be required prior to project tendering and construction will require the pool to be shut down for at least 8-10 months.
- 2. 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.

2017 Goals

1. **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. Applications will be submitted as opportunities arise. The significant cost of this work will require a transfer from capital reserves.

Overall Financial Impact

The 2014 requisition is increased by 21% amounting to \$449,603 from the 2013 requisition to build capital reserves for the replacement of the main pool tank either as part of the major upgrade and renovation or as a stand-alone project. This requisition level is maintained throughout the five-year financial plan. Until otherwise directed by the pool project referendum, a replacement of the main tank is shown in the budget in 2016 using \$1.25 million in short-term financing to complete.

The 2013 requisition was increased by 5% from the 2012 requisition.

These increases are required both for inflationary increases in operating costs for the function and to support a \$625,000 contribution in 2014/15 to capital reserves in expectation of a major repair projects, including replacement of the main tank and roof and parking lot repairs at the Recreation Complex.

The majority of operational costs to the function were fixed in 2013 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 1.75 percent per year over the term; starting at \$1,462,134 in 2014 to \$1,567,202 in 2018. All revenue generated at the Recreation 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 \$833,282 at the end of 2012 with a transfer of \$175,000 to reserves planned for 2013, \$125,000 in 2014 and \$500,000 in 2015.

As of December 31, 2011 the service had an outstanding debt of \$716,053 scheduled to be fully repaid in 2016. The debt is a result of the Recreation 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. This committee submitted its recommendations to the CCJC in November including that a referendum in **XXX** be undertaken to seek authority to borrow up to \$10 million for the project.
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.

To this end, a new dedicated staff person will be included in the recreation services management agreement with the City of Williams Lake and tasked with providing the increased support and be the liaison for volunteer groups managing these public recreation assets.

Another strategic priority for the CCRLS function is to continue 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

2013 Goals

- Goal:** Continue the planning process for renovation or replacement of the Sam Ketcham Pool, which builds on the 2012 options and feasibility report.
- Completed. Recommendations from the Williams Lake and District Pool Feasibility Study by PERC and Bruce Carscadden Architects was endorsed by the Central Cariboo Joint Committee in June at which time a project finance committee was formed.
- Goal:** Review the Facility Management and Recreation Services Agreement with the City of Williams Lake.
- Completed. A new five-year agreement was signed with the city in September.

- Goal:** Repair and rebuild the arena roof.
- Not completed. A grant application for the work was denied. Goal is carried forward to 2014.
- Goal:** Construct a new access road into the Esler Sports Complex.
- Not completed. A grant application for the work was denied. Goal is deferred until grant funding becomes available.
- Goal:** Improve efficiency and transparency of operations at the Memorial Complex by changing the process for tracking accounts.
- Partially completed. Goal is carried forward.
- 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.
- Completed. A new parking area is planned for Ross Road on Fox Mountain with construction to be complete by November.
- Goal:** Support outdoor rink improvements in Wildwood and an accessible, multi-use trail in Russet Bluff.
- Partially completed. A contribution agreement was entered into with the Russet Bluff Community Association for a wheelchair accessible wilderness trail. Outdoor rink improvements in Wildwood were not pursued by the local community group.
- Goal:** Increase accessibility to the Memorial Complex fitness centre and focus equipment purchases on providing approachable, introductory training opportunities.
- Completed. Several doors were upgraded with automatic openers and fitness equipment purchases reflected a focus on accessibility.
- Goal:** Purchase the service request module for the FAME capital assets management software.
- Completed. FAME modules were purchased under a shared licensing agreement with the Quesnel and District Arts and Recreation Centre.
- Goal:** Replace the brine header for Rink 2 at the Memorial Complex.
- Completed.
- Goal:** Replace two arena dehumidifiers in the Memorial Complex.
- Completed.

CARIBOO REGIONAL DISTRICT		CapFund								
2014 BUDGET		CapRsrv	528,438	\$ 828,438	\$ 1,003,438	\$ 1,128,438	\$ 1,628,438	\$ 378,438	\$ 378,438	\$ 378,438
	1553 Central Cariboo Recreation				Projected					
	Business Plan	Actual	Actual	Actual	Actual	Provisional	Provisional	Provisional	Provisional	Provisional
		2010	2011	2012	2013	2014	2015	2016	2017	2018
	Revenues									
1100 1100	Specified Area SRVA#72 D, E &F	627,402	622,298	646,742	748,390	907,868	907,868	907,868	907,868	907,868
71,008,692	2010 Revised Hosp Assess (conv)									
79.60587993	2010 Residential Rate /\$100,000									
72,114,664	2011 Completed Hosp Assess (conv)		72,114,664	72,435,967	87,289,119	88,162,010	89,043,630	89,934,067	90,833,407	91,741,741
\$ 86.29	2011 Residential Rate /\$100,000		86.96	89.28	85.74	102.98	101.96	100.95	99.95	98.96
1100 1301	City of Williams Lake	1,342,251	1,347,354	1,377,966	1,361,487	1,651,612	1,651,611	1,651,612	1,651,612	1,651,612
151,293,103	2010 Revised Gen Assess (conv)									
-	2011 Completed Hosp Assess (conv)		156,101,877	154,334,094	158,798,075	160,386,056	161,989,916	163,609,815	165,245,914	166,898,373
	Total Requisition	1,969,653	1,969,652	2,009,406	2,109,877	2,559,480	2,559,480	2,559,480	2,559,480	2,559,480
1400 1411	Other Recoveries	750	750	750	750	750	750	750	750	750
1500 1550	Interest Recovery		4,416	-	-	-	-	-	-	-
	Infrastructure Grant	382,000								
1500 1600	Sale of Assets									
1700 1759	Other Grants	58,000	186,640	70,000	47,000	75,000	87,000			
1700 1799	Anticipated Grant/ Borrowing							1,250,000		
1900 1911	Prior Year's Surplus	678,712	364,638	518,408	246,866	116,515	89,148	36,387	256,516	60,347
1900 1912	Transfer from Capital Reserve	100,000						1,250,000		
1900 1913	Transfer from Capital Fund									
	Total Revenue	3,189,115	2,526,096	2,598,564	2,404,493	2,751,745	2,736,378	5,096,617	2,816,746	2,620,577

CARIBOO REGIONAL DISTRICT		CapFund								
2014 BUDGET		CapRsrv	528,438	\$ 828,438	\$ 1,003,438	\$ 1,128,438	\$ 1,628,438	\$ 378,438	\$ 378,438	\$ 378,438
	1553 Central Cariboo Recreation				Projected					
	Business Plan	Actual	Actual	Actual	Actual	Provisional	Provisional	Provisional	Provisional	Provisional
		2010	2011	2012	2013	2014	2015	2016	2017	2018
	Expenditures									
	Personnel									
2110 1101	Direct Salaries - Fulltime	12,072	12,352	13,500	13,905	14,322	14,752	15,194	15,650	16,120
2110 1301	Benefits - Fulltime	4,593	2,887	5,557	6,113	6,724	7,397	8,136	8,950	9,845
	Total Personnel Costs	16,665	15,238	19,057	20,018	21,046	22,148	23,331	24,600	25,965
	General									
2120 1120	Contract Services	-	76,578	72,500	62,500	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	40,000
2120 2392	Consulting/Referendum					20,000				
2120 2395	Dues & Memberships									
2140 2373	Insurance	62,846	69,257	67,843	67,356	74,092	77,796	81,686	85,770	90,059
2140 2480	Equipment & Furniture									
	Total General Operating	127,846	145,835	157,843	169,856	196,592	180,296	184,186	188,270	192,559
	Increase Services for Other Facilities					80,000	80,000	80,000	80,000	80,000
2145 1131	Contract - City of Williams Lake	2,570,813	2,360,257	2,537,351	2,598,698	2,564,926	2,715,437	2,741,472	2,767,963	2,794,918
2145 1139	Municipal Recreation Revenue Offset	(1,079,343)	(1,061,895)	(1,107,076)	(1,147,419)	(1,102,792)	(1,227,716)	(1,227,716)	(1,227,716)	(1,227,716)
	Net Municipal Contract	1,491,470	1,298,362	1,430,275	1,451,279	1,542,134	1,567,721	1,593,756	1,620,247	1,647,202
	Grand Total Operating	1,635,981	1,459,435	1,607,175	1,641,153	1,759,772	1,770,166	1,801,273	1,833,117	1,865,725

CARIBOO REGIONAL DISTRICT		CapFund								
2014 BUDGET		CapRsrv	528,438	\$ 828,438	\$ 1,003,438	\$ 1,128,438	\$ 1,628,438	\$ 378,438	\$ 378,438	\$ 378,438
	1553 Central Cariboo Recreation				Projected					
	Business Plan	Actual	Actual	Actual	Actual	Provisional	Provisional	Provisional	Provisional	Provisional
		2010	2011	2012	2013	2014	2015	2016	2017	2018
	Capital									
2150 6000	Equipment Improvements	1,030,000	288,232	250,000	262,000	570,000	222,000	2575,000	630,000	435,000
	Total Capital	1,030,000	288,232	250,000	262,000	570,000	222,000	2,575,000	630,000	435,000
	Fiscal Services									
2250 7400	Transfer to Capital Reserve		50,000	300,000	175,000	125,000	500,000			
2811 8100	Interest Charges		2,195	2,000	2,000					
2811 8150	Lease									
	Lease Payout									
2811 8200	MFA Interest	72,800	74,560	74,560	74,560	74,560	74,560	99,780	62,500	62,500
2811 8300	MFA Principal	133,265	133,265	133,265	133,265	133,265	133,265	364,048	230,782	230,783
2900 9800	Budgeted Surplus	317,069	518,408	246,866	116,515	89,148	36,387	256,516	60,347	26,569
2900 9900	Prior Year's Deficit									
	Total Fiscal Services	523,134	778,428	756,691	501,340	421,973	744,212	720,344	353,629	319,852
	Total Expenditures	3,189,115	2,526,095	2,613,866	2,404,493	2,751,745	2,736,378	5,096,617	2,816,746	2,620,577

Cariboo Memorial Recreation Complex-Capital Plan.								
Project	Area	Strategic Priority	2013	2014	2015	2016	2017	2018
Pool Equipment	POOL	4	\$ 7,500.00	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Fitness Equipment	FITNESS	3	\$ 12,500.00	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Rink Slab Replacement Rink #2	ARENA	1					\$ 500,000	
Redesign and pave parking lot, lights, etc..	EXTERIOR	1				\$ 450,000		
Paint facility - exterior	EXTERIOR	4			\$ 35,000			
Replace (2) Refrigeration Compressors	ARENA	1			\$ 80,000			
Rebuild Main Pool tank and all mechanical	POOL	1				\$ 2,000,000		
Upgrade PA and music system	ALL	4			\$ 30,000			
Replace Brine Pump for Rink #2	Arena	1			\$ 7,000			
Telephone system upgrade	ALL					\$ 30,000		
Roof glass replacement- Lobbies	ALL	2					\$ 45,000	
Arena roofs and/or other roofs	Arena/admin	1		\$ 475,000				
Gibraltar Room AV system redo	Gibraltar	4		\$ 50,000				
Accessible doors upgrade	All	3		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		
Elevator to rink #1 Mezzanine	Arena	3						\$ 100,000.00
Replace Storage Tanks in Compressor room	Arena	2				\$ 50,000.00		
Fitness Centre/pool deck stretching area	Pool	4			\$ 25,000.00			
Ice Plant motor control panel	Arena	1					\$ 50,000.00	
Air handling unit- Main lobby areas	All	1						\$ 100,000.00
Low-E ceiling rink #1	Arena	2						\$ 100,000.00
Low-E ceiling Rink #2	Arena	2						\$ 100,000.00
Class on line	ALL	4	\$ 10,000.00					
Brine header replacement- Rink #2	ARENA	1	\$ 65,000.00					
Domestic water heaters replace	ALL	2	\$ 15,000.00					
Rink Dehumidifiers	Arena	2	\$ 65,000.00					
Community Charette Process- Pool/Multicentre			\$ 25,000.00					
FAME module upgrades	All	4	\$ 20,000.00					
Ammonia Pipes during CWF chiller upgrade	Arena	1	\$ 19,100.00					
Steam room equipment upgrade	Pool	1	\$ 10,000.00					
TOTAL CAPITAL FUNDS REQUIRED			\$ 249,100.00	\$555,000.00	\$ 207,000.00	\$ 2,560,000.00	\$ 615,000.00	\$ 420,000.00
	Gas Tax CWF \$		\$ 15,000.00	\$ 75,000.00	\$ 87,000.00			
For 2014 and forward identify capital projects as strategic priorities								
1. Critical infrastructure upgrades								
2. Energy Efficiency upgrades								
3. Improvements to accessibility								
4. other service improvements								

RECREATION SERVICES REVENUE		2014 Budget
	POOL	\$ 417,085.81
	ARENA	\$ 394,032.08
	GILBRALTAR ROOM	\$ 26,500.00
	LEISURE SERVICES Programs	\$ 265,174.25
	Total Revenue	\$ 1,102,792.13
RECREATION SERVICES EXPENSES		
	LEISURE SERVICES Programs	\$ 368,300.17
	Complex Administration	\$ 470,563.73
	POOL	\$ 650,936.09
	Facility Maintenance- Arena and Pool	\$ 807,179.99
	ARENA	\$ 228,560.49
	GILBRALTAR ROOM	\$ 39,385.59
	Total Expenditure	\$ 2,564,926.07
	Total Operating costs	-\$ 1,462,133.93

2014 CRD Contribution \$ 1,462,134.00

Net \$ 0.07



CITY OF WILLIAMS LAKE COUNCIL REPORT

DATE OF REPORT: October 17, 2013
DATE & TYPE OF MEETING: October 23, 2013 Joint Committee Meeting
AUTHOR: Geoff Paynton, Director of Community Services
SUBJECT: MOUNTAIN BIKE CONSORTIUM DELEGATION
FILE: 8200-12

SECTION 1: EXECUTIVE SUMMARY

At the September Joint Meeting Justin Calof of the Cariboo Mountain Biking Consortium presented to the Joint Committee on the activities of the Consortium and the results of the partnerships between itself, the City, and CRD to promote Mountain Biking in the Cariboo, and generate increased economic activity as a result.

The highly successful effort has now reached a point where development of a plan for the long term sustainability is a priority to ensure the continued growth and success of the now established effort and the Consortium is asking for a formal process to begin to have these discussions.

SECTION 2: BACKGROUND

None.

SECTION 3: DISCUSSION

The Cariboo Mountain Bike Consortium has suggested that a working group consisting of members of their Board, as well as CRD Directors and City Council members, and senior staff from each could be formed to develop options for Joint Committee to consider.

Currently there is also discussion at the Joint Committee around increasing resources for sub-regional groups such as the Mountain Bike consortium that may have an impact on any options that might be developed. It is likely that support of some type for mountain biking would be included in the work plan of the proposed position in this proposal.

Based on these variables, and the developing nature of the sub-regional proposal, staff are recommending that a terms of reference for this working group be developed with the Mountain Bike consortium, and that it considers the developments that may occur in the on-going discussions at Joint around sub-regional recreation.

The proposed terms of reference would be brought back to a Joint Committee meeting before the end of 2013 for discussion and possible appointment of members of that working group.

SECTION 4: DETAILED ANALYSIS

a. Financial Considerations – Cost and Resource Allocations:

N/A

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

N/A

c. This project most closely <u>supports</u> the following ICSP Priority Areas:
World Class Recreation
d. This project potentially <u>conflicts</u> with the following ICSP Priority Areas (also list mitigation measures)
N/A
e. Environmental Considerations:
N/A
f. Social Considerations:
N/A
g. Economic Considerations:
N/A
SECTION 5: RECOMMENDATION
That Joint Committee direct staff to work with the Cariboo Mountain Bike Consortium to develop a terms of reference for a working committee to explore a sustainable plan for mountain biking in Williams Lake and area and report back to a future meeting of the Joint Committee.

Respectfully submitted,

Darrell Garceau
Chief Administrative Officer

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

ATTACHMENTS:

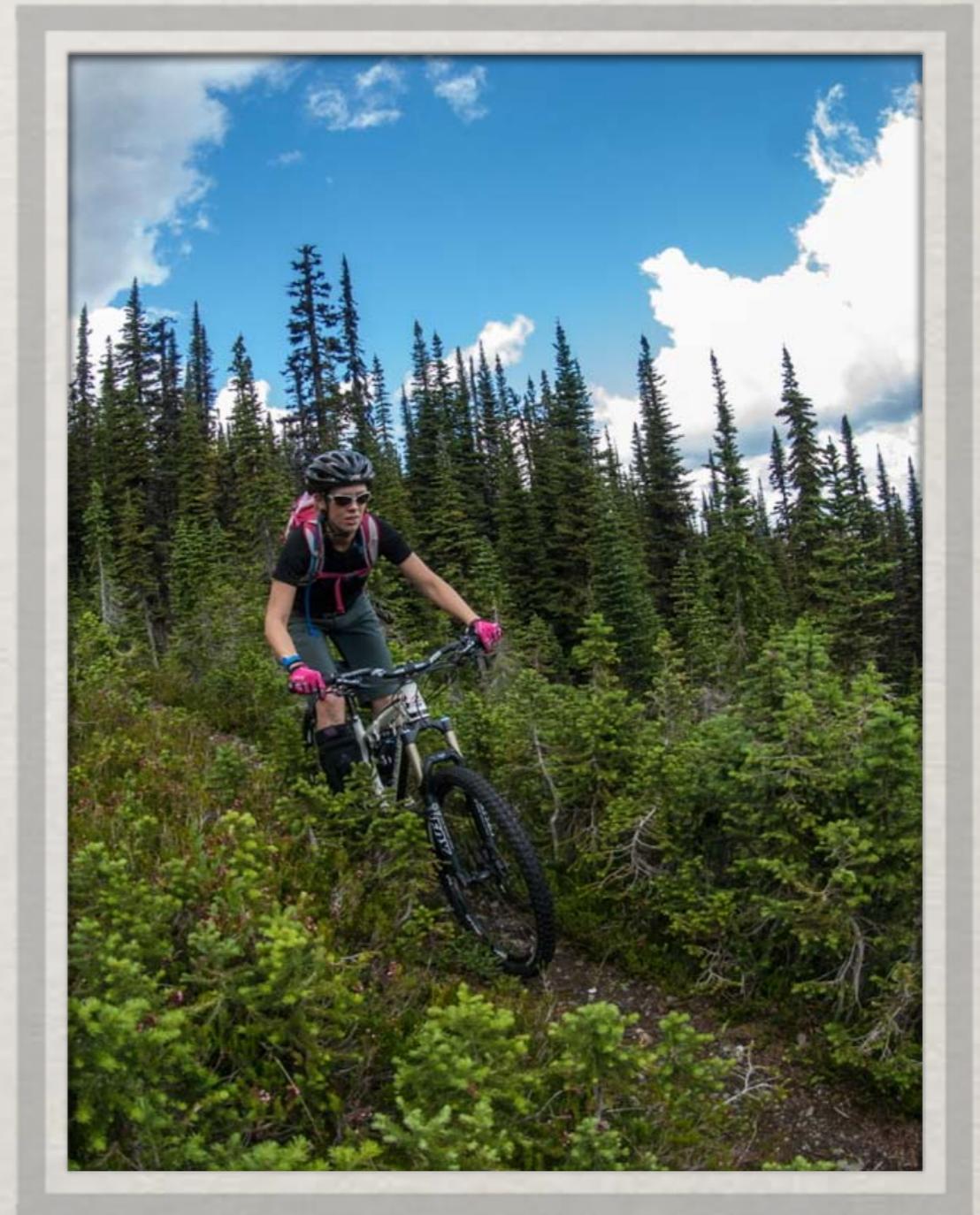
Attachment A – Cariboo Mountain Bike Consortium September 25, 2013 Joint Committee Presentation



The Cariboo Mountain Bike Opportunity

Cariboo Mountain Bike Consortium

- * Established in 2009 as an incorporated society.
- * Focused on 3 program areas:
 - * Marketing
 - * Business & Government Partnership Development
 - * Recreational Infrastructure
- * Economic Impact Assessment



Cariboo Mountain Bike Economy

- * In 2010 the mountain bike economy in the Cariboo was valued at \$1.9M
- * In 2012, a second and more comprehensive assessment was carried out, which indicated an 11.5% increase in the overall mountain bike economy.
- * This growth can be maintained with investment in the stability of the Consortium initiative



Proposal



- ☼ Explore a more permanent funding model for the Consortium initiative with the City and Regional District
- ☼ Create a sub-committee to further explore this notion and make recommendations to the Joint Committee in the Winter of 2014.



AGENDA ITEM SUMMARY

File:
Date: 10 Oct
2013

TO: Central Cariboo/City of Williams Lake Joint Committee

AND TO: Janis Bell, Chief Administrative Officer

FROM: Bernice Crowe, Executive Assistant

DATE OF MEETING: 23 Oct 2013

SHORT SUMMARY: 2014 Proposed Meeting Schedule

VOTING:

MEMORANDUM: Below is a proposed 2014 meeting schedule for the Committee's consideration. Generally, the schedule is based on every 4th Wednesday of the month with the exception of summer break and December, where no meetings take place. Please note in June the meeting is scheduled for the third Wednesday based on the Committee's past requests to not schedule a meeting the same week of Stampede, and in September the meeting is also scheduled the 3rd week to accommodate the Union of BC Municipalities convention.

Wednesday, January 22, 2014 (CRD)
 Wednesday, February 26, 2014 (CRD)
 Wednesday, March 26, 2014 (CRD)
 Wednesday, April 23, 2014 (CRD)
 Wednesday, May 28, 2014 (CRD)
 Wednesday, June 18, 2014 (City)
 Wednesday, September 17, 2014 (City)
 Wednesday, October 22, 2014 (City)
 Wednesday, November 26, 2014 (City)

All of the above noted meetings will convene at the Cariboo Regional District office; however, I have indicated which months the City and Regional District will be preparing the agendas.

ATTACHMENT:

POLICY
 IMPLICATIONS:
 FINANCIAL
 IMPLICATIONS:

Reviewed and concur: Scott Reid, Chief Financial Officer

CAO COMMENTS:

Reviewed and concur:

OPTIONS: 1) Receipt; 2) Receipt and Endorse.

RECOMMENDATION: That the agenda item summary dated October 10, 2013 from Bernice Crowe, Executive Assistant regarding the 2014 proposed meeting schedule, be received. Further, that the following 2014 Central Cariboo/City of Williams Lake Joint Committee meeting schedule be endorsed:

Wednesday, January 22, 2014 (CRD)
Wednesday, February 26, 2014 (CRD)
Wednesday, March 26, 2014 (CRD)
Wednesday, April 23, 2014 (CRD)
Wednesday, May 28, 2014 (CRD)
Wednesday, June 18, 2014 (City)
Wednesday, September 17, 2014 (City)
Wednesday, October 22, 2014 (City)
Wednesday, November 26, 2014 (City).



**CITY OF WILLIAMS LAKE
MEMORANDUM**

TO: Central Cariboo / City of Williams Lake Joint Committee

FILE: 1-36-16

FROM: Darrell Garceau, Chief Administrative Officer, City of Williams Lake

DATE: October 16, 2013

SUBJECT: **Renewal of Memorandum of Understanding between City of Williams Lake and Cariboo Regional District**

This agenda item is at the request of Director Sorley to have a discussion regarding the Memorandum of Understanding for the Cariboo Regional District and the City of Williams Lake. The discussion is whether or not we want to begin negotiations to renew the MOU taking into consideration the existing document has an expiration date of December 31, 2013. The individual agreements are renewed on an individual basis based upon the nature of the agreement and the proposed service. The Joint Committee operates according to the Terms of Reference and has functioned in the shadow of the MOU between both parties with specific mandates and respective issues as they relate to the City and the Electoral Areas.

This item is being brought forward for discussion and ultimately would be forwarded to staff to undertake action as requested by the membership.

Yours truly,

Darrell Garceau
Chief Administrative Officer
City of Williams Lake

Attachment A – Current 2009 to 2013 MOU Agreement

MEMORANDUM OF UNDERSTANDING

THIS UNDERSTANDING made as at the _____ day of _____, 200.

BETWEEN:

CARIBOO REGIONAL DISTRICT

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

(hereinafter called the "Regional District")

OF THE FIRST PART

AND:

CITY OF WILLIAMS LAKE

450 Mart Street
Williams Lake BC V2G 1N3

(hereinafter called the "City")

OF THE SECOND PART

WHEREAS:

- A. The Regional District, pursuant to Section 796(1)(a) of the *Local Government Act*, may enter into a contract considered by the Board of Directors necessary or desirable for the exercise of its powers and the performance of its services, including the operation of services; and
- B. The City, under Section 173 of the *Local Government Act*, may enter into a contract for services.

NOW THEREFORE the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, covenant and agree with the other as follows:

Term

1. This Memorandum of Understanding is for a term of five years commencing on the 1st day of January, 2009 and terminating on the 31st day of December, 2013.

Intent

2. The intent of this Memorandum of Understanding is to lay out, in general terms, the cooperative approach that the Regional District and the City will take to the provision of joint local government services within the City and the fringe areas surrounding the City. It is the underlying assumption of this memorandum that the parties, as independent jurisdictions, agree to cooperatively review the delivery of local government services with the intent of recognizing benefits to the greater community. This recognizes that there is a cohesive community in the greater Williams Lake area that exists and functions irrespective of jurisdictional boundaries, and that it is in the best interests of the community to manage development and provide services from a shared viewpoint and through consolidated administrative procedures.

Area Extent

3. Both parties agree that the areal extent to which this cooperative understanding extends shall be all lands located within the City and Electoral Areas “D”, “E”, and “F” of the Regional District.

Definitions

4. “Local Government Services” include, but are not limited to the following:
 - a. Landfill and Solid Waste Services;
 - b. Sub-Regional Recreation;
 - c. Cemeteries;
 - d. Invasive Weed Control;
 - e. Search and Rescue/Vehicle Extrication;
 - f. Economic Development/Tourism;
 - g. Transit;
 - h. Airshed Management Plan;
 - i. Building Inspection;
 - j. Planning;
 - k. Geographic Information Systems;
 - l. Victim Services;
 - m. Emergency Planning and Operations Centre;
 - n. Lake Quality Management Plan;
 - o. Grants-in-Aid;
 - p. Fire Protection; and
 - p. Boundary Extensions.

Provision of Services

5. Both parties agree that individual agreements relating to local government services shall be developed and further, that the Central Cariboo/City of Williams Lake Joint Committee may agree to amend, add or delete items as may become necessary. As each agreement is endorsed by the Regional District Board and City Council it shall be attached to, and form part of **Schedule A** of this memorandum.

Services where an individual agreement is not required but where there is the intent of both parties to work cooperatively, shall be identified in **Schedule B** of this memorandum.

Jurisdiction

6. Nothing in this memorandum of understanding shall or is intended to negate or fetter the legal authority of either party.

Joint Committee

7. Both parties agree that the Central Cariboo/City of Williams Lake Joint Committee shall be the forum to provide direction and general guidance for the delivery of local government services included in this agreement.

Termination or Amendment

8. Either party may terminate this Memorandum of Understanding in its entirety or may terminate any individual schedule attached to this Memorandum or may enter into negotiation for the amendment of any schedule attached to this Memorandum by delivering, to the other party, written notice, a minimum of three (3) months in advance, of their intent to do so. However, under no circumstances shall either party terminate this memorandum, or any schedule attached to it, prior to December 31st of the year within which written notice is given, unless both parties agree to such termination.

Waiver

9. This understanding shall ensure to the benefit of and be binding upon the parties hereto and their successors and assigns.

Headings

10. The headings in this understanding are inserted for convenience and reference only and in no way define, limit, or enlarge the scope or meaning of this memorandum or any provision of it.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals on the day and year first above written.

The Corporate Seal of the
CARIBOO REGIONAL DISTRICT
was affixed hereto in the
presence of:

Chair

Corporate Officer

The Corporate Seal of the
CITY OF WILLIAMS LAKE
was hereunto affixed in the presence of:

Mayor

Administrator

Schedule A
Approved Agreements

#	Agreement	Expiry
A1	Central Cariboo Recreation and Leisure Services Facility Management Agreement	December 31, 2018
A 2	Landfill use Agreement	Operating under existing agreement - working towards a new agreement – on going
A 3	Recycling Services Agreement	Operating under existing agreement – working towards a new agreement – on going
A4	Cemetery Services Agreement	December 31, 2013 On going
A5	Grants for Assistance	ongoing
A6	Central Cariboo HandyDART – Contribution Agreement	December 2016
A7	Airshed Plan and Ambient Modification	March 31, 2016
A8	Tourism Marketing and Development – Letter of Agreement (new Agreement is between CRD & Economic Development Corporation)	January 2007 – December 31, 2007 Was not renewed/should be removed
A9	Building Inspection Agreement	December 31, 2016
A10	Boundary Extensions Agreement	December 31, 2013
A11	Invasive Plant Management Agreement	December 31, 2013
A12	Victim Services – CRD – Central Cariboo Victim Services Establishment Bylaw) – No agreement	No agreement – Bylaw
A13	Fire Protection Agreement	December 31, 2018
A14	Joint use Agreement	December 31, 2015

Schedule B Cooperative Service Delivery

B 1 Planning

Both parties agree that there are needs and opportunities to work cooperatively on planning initiatives that affect the greater Williams Lake community. These initiatives may include, but are not limited to First Nations relations (Community to Community Forums/FN Liaison position), Williams Lake OCP, Fringe OCP, Water Quality Protection, Lakeshore Management.

B 2 Geographic Information System (GIS)

Where compatible systems/training exist, both parties agree to provide the services of their respective trained GIS staff in the event the other party requires assistance during extended staff absences, emergency situations or other extraordinary circumstances. Each party agrees to reimburse the other party for all wages in accordance with the applicable Collective Agreements.



CITY OF WILLIAMS LAKE COUNCIL REPORT

DATE OF REPORT: October 16, 2013
DATE & TYPE OF MEETING: October 23, 2013 Joint Committee Meeting
AUTHOR: Darrell Garceau, Chief Administrative Officer
SUBJECT: JOINT COMMITTEE TERMS OF REFERENCE REVIEW
FILE: 1-36-16

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to bring forward for discussion by members of the Central Cariboo/City of Williams Lake Joint Committee the matter of the Terms of Reference as it relates to the Decision Making Process and elected representation.

SECTION 2: BACKGROUND

The current decision making process relies upon Committee resolutions passed based on the majority of the participating stakeholder electoral area directors and the majority of the city council members voting in favor of a proposed resolution. In the case of only two (2) electoral area directors voting in opposition of the proposed resolution, the motion is automatically defeated under this decision making process. This is not very productive in terms of moving proposed resolutions forward after a fair and democratic debate on the issue.

SECTION 3: DISCUSSION

Consideration is being asked of the members to amend the Terms of reference to reflect a decision making process that provides a means that all members are given an equal vote on all resolutions.

The objective here is to discuss and consider this matter and ultimately instruct staff from the Regional District and the City to bring forward examples of language changes to the Terms of Reference that is befitting the intent of a fair and democratic decision making process that reflects the will and desire of the elected representatives.

The second matter is a discussion on the elected representation that forms the Joint Committee. Consideration to the number of elected representatives of the City of Williams Lake is to be discussed and considered at the meeting. The intent is to review what is envisioned as the ideal structure of elected representation for the Joint Committee.

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 <u>conflicts</u> with the following ICSP Priority Areas (also list mitigation measures)
N/A
e. Environmental Considerations:
N/A
f. Social Considerations:
N/A
g. Economic Considerations:
N/A
SECTION 5: RECOMMENDATION
That the Central Cariboo/City of Williams Lake Joint Committee receive this report and direct Staff to report back to a future Joint Committee meeting with proposed revisions to the Committee’s Terms of Reference.

Respectfully submitted,

Darrell Garceau
Chief Administrative Officer

ATTACHMENTS:

Attachment A – Current Central Cariboo / City of Williams Lake Terms of Reference

TERMS OF REFERENCE

CENTRAL CARIBOO/CITY OF WILLIAMS LAKE JOINT COMMITTEE

Membership

Membership on the Central Cariboo Joint Committee (the Committee) is the Cariboo Regional District Directors for electoral areas “D”, “E”, “F”, “J” and “K” as well as all members of the City of Williams Lake Council.

Purpose

The Committee will consider issues that affect, or have the potential to affect, the greater central Cariboo and, where applicable, Chilcotin areas. Items referred to the Committee must be received and considered prior to either the Cariboo Regional District Board or the City Council taking action.

Meetings

At the last meeting of each year, the Committee will establish a meeting schedule for the following year. In general the Committee will meet approximately monthly except in July, August and December. A light dinner will be provided at 4:45 pm followed by the meeting at 5:00 pm. The meetings will be shared equally between the Cariboo Regional District and the City. The first of the year the meetings will be held at the Cariboo Regional District office and the last half will be held at City Hall.

Procedure

Once the Committee has reached a decision on a matter before it, the resultant resolution will be forwarded to the appropriate parent body that has the legal authority to carry out the resolution, if it is related to an existing function. In the event the parent body chooses not to endorse a recommendation from the Committee, that body will refer the matter back to the Committee for further consideration.

If the item is new or general in nature such that it does not relate to an existing function, both bodies may be requested to endorse the resolution. In such cases, the resolution will specify whether the Cariboo Regional District or the City of Williams Lake are charged with taking action on the resolution.

Items that cannot be resolved in a timely fashion by the Committee, it may be referred to a future Committee meeting or may be referred directly to the appropriate parent body without a Committee recommendation.

When an item comes before either the Regional District Board or the City Council that has not yet been referred to the Committee, but that reasonably falls within the purview of the Committee, the only resolution that shall be passed shall be one of referral to the Committee.

Co-Chairs

There shall be two co-Chairs of the Committee, one being the Mayor of the City of Williams Lake and the other being a Regional District Director for electoral area “D”, “E”, “F”, “J” or “K”. The co-Chair from the Regional District shall be elected by the five (5) eligible electoral area directors annually.

Stakeholder Votes

Items brought before the Committee will be considered on a stakeholder basis. Stakeholders are defined as those making a financial contribution to a service, function or proposal and may also be defined by limited specific geography of a discussion. (Topic examples provided for clarity: i) stakeholders in the sub-regional Central Cariboo Recreation and Leisure Services function includes electoral areas “D”, “E”, and “F” and the City, ii) stakeholders for general discussion of economic development or relationships with First Nations would include all Committee members.)

The Committee agendas and minutes shall identify the appropriate stakeholders participating in each item. The agenda will also note whether the matter requires ratification by the City, the Regional District, or both.

Quorum

Meeting quorum shall consist of at least four (4) members of City Council and for the Cariboo Regional District Area Directors; quorum shall be based on the majority of stakeholder participants for each item on the agenda. Therefore, if a particular item only requires a vote from areas D, E and F, a quorum would consist of at least 2 of the 3 stakeholders. If an item requires a vote from areas D, E, F, J and K, a quorum would consist of at least 3 of the 5 stakeholders.

Decision Making Process

The Committee will work to achieve consensus on items that come before it, however, items will not be unduly delayed. Where consensus is not reached, Committee resolutions will be passed based on the majority of the participating stakeholder electoral area directors and the majority of the city council members voting in favor of a proposed resolution. This structure allows for directors or councilors of either party to be recorded in the minutes as opposed to a resolution.

Code of Conduct

All business conducted during Joint Committee meetings will be conducted with appropriate respect and decorum. All Joint Committee members will treat one another, staff and the public with dignity and respect. Members shall refrain from abusive conduct, intimidating or demeaning behaviour, personal charges or verbal attacks upon the character or motives of other Members, staff or the public. Members will prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand. Cell phones and blackberries should be turned off during meetings.

Delegations

Requests to appear before the Joint Committee as a delegation must be received in writing a minimum of 1 week in advance of a meeting and must be accompanied by a brief written summary of the topic for inclusion on the agenda if the delegation is approved. Approval of the two Co-Chairs is required in advance of a delegation being placed on the agenda. Approved delegations will be provided with a maximum of 10 minutes to make their presentation followed by a brief question and answer period. Delegations will be advised at the time of scheduling that no decision of any requests will be made at the meeting at which they make their presentation. A maximum of 2 delegations will be permitted at any meeting.

Agenda Distribution

Meeting agendas will be distributed or made available electronically on the Friday prior to the meeting. The agenda will be reviewed and approved by the Co-Chairs in advance of the Friday deadline for distribution.

Late Items

Late items will first be approved by the Co-Chairs for inclusion on a late agenda. At the meeting, the late items will first be presented to the Committee for consideration of whether or not to accept the item for discussion. Late items will only be considered with the agreement of a majority of both the members of Council and Electoral Area Directors present at the meeting.

Communications

Where a matter is deemed to be of sufficient interest to affected residents to warrant a news release advising of its outcome, regardless of which parent body endorses the Committee resolution, press releases will be joint releases prepared in such a manner as to ensure reasonable and equitable coverage and quotations by both the Regional District and City.

In cases where a matter before the Committee does not commit either party to use of financial or other resources, but is deemed by the Committee to be of general interest to the public in a timely manner for information purposes only, a joint news release of the Committee recommendation may be issued upon approval from the Mayor as the representative of the City and the Regional District Chair as the representative of the Board.

In response to requests from groups and organizations, the Committee may also provide joint Letters of Support, signed by the co-chairs, prior to endorsement by the parent bodies, in situations that do not include a commitment of financial or other resources.

In order to improve communications with Committee members for matters within the mandate of either party by virtue of agreements between the parties that do not require further Committee deliberation, such as the awarding of construction contracts or capital project milestone updates, notification will be provided via email to all Committee members prior to the issuance of a public announcement.

B11

From: Deb Bischoff <DBischoff@cariboord.bc.ca>
Date: September 23, 2013 at 1:06:19 PM PDT
Subject: Area D planning to withdraw from Central Cariboo Joint Committee, and numerous functions **RE: Central Meetings**

Good Afternoon All

Due to the change in meeting times please be advised that Area D will not be attending any further Central Cariboo Rural Caucus meetings. Nor participating in any further Central Cariboo Joint Committee Meetings. Please be advised that Area D will not be participating monetarily in any further (additional) functions other than via a bonafide referendum.

Please be advised Area D Director will be proceeding with communicating with Area D taxpayers/property owners that their duly elected Area Director plans to proceed withdrawing Area D from the Central Cariboo Joint Committee, and plan to proceed withdrawing Area D taxpayers from the Central Cariboo Cemetery, Victim Services, Grants for Assistance, and will be making a request to the CRD Board that Area D taxation contribution to the Arts Culture Function be placed in a separate account to be accessed specifically by Area D community organizations and/or Area D taxpayers/property owners.

Please be advised that I, the duly elected Area D Cariboo Regional District Director will ensure the above will be topics for discussion with Area D taxpayers/property owners at the October 5th, 2013 Area D Town hall meeting.

Please be advised that I will continue representing Area D at the Pool Finance Committee meetings.

Sent with the deepest of respect.

Deb Bischoff, Director, Cariboo Regional District - Area D
Proud to represent communities of Commodore Heights, Fox Mountain, McLeese Lake, Pine Valley, Soda Creek/McAlister, Deep Creek, Tyee Lake, Wildwood

Cariboo Regional District, Suite D, 180 North 3rd Avenue,
Williams Lake, BC V2G 2A4
Phone: (250) 392-3351 or 1-800-665-1636 Fax: (250) 392-2812
Office Hours of Operation: 8:00 am – 4:30 pm, Monday to Friday



CITY OF WILLIAMS LAKE COUNCIL REPORT

DATE OF REPORT: October 16, 2013
DATE & TYPE OF MEETING: October 23, 2013 Joint Committee Meeting
AUTHOR: Darrell Garceau, Chief Administrative Officer
SUBJECT: APPOINTMENT OF ALTERNATE CITY REPRESENTATIVE ON POOL FINANCE COMMITTEE
FILE:

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is for the Joint Committee to appoint an alternate City representative to the Pool Finance Committee, in the event that either Councillor Bonnell or Councillor Walters are unable to attend.

SECTION 2: BACKGROUND

Due to the conflicting work schedules of the two members of City Council previously appointed to represent the City of Williams Lake on the Pool Finance Committee, it has been requested that a third Councillor be appointed to this Committee as an alternate, in the case that either Councillor Bonnell or Councillor Walters are unable to participate in any future meetings.

SECTION 3: DISCUSSION

None.

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 Central Cariboo/City of Williams Lake Joint Committee receive this report and appoint a third member of City Council to sit on the Pool Finance Committee as an alternate representative.

Respectfully submitted,

Darrell Garceau
Chief Administrative Officer



ACTION PAGE

Meeting Date: October 23, 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.	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. <ul style="list-style-type: none"> • Report going on City Committee of Whole Council agenda for November 27, 2012. • 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). 	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)			