

**COMMITTEE OF THE WHOLE  
MEETING AGENDA**

November 3, 2016

12:30 p.m.

Cariboo Regional District Board Room

Suite D - 180 Third Avenue North

Williams Lake, B.C.

**Pages**

**1. CALL TO ORDER**

(The meeting is scheduled to commence at 12:30 p.m.)

**1.1 Adoption of Agenda**

That the agenda items be adopted as presented.

**2. RECEIPT AND ADOPTION OF MINUTES**

**2.1 Minutes of the Committee of the Whole Meeting - September 22, 2016**

1

That the minutes of the Committee of the Whole meeting, held September 22, 2016, be received and adopted.

**3. REPORTS AND CORRESPONDENCE**

**3.1 Corporate Priorities**

**3.1.1 Strategic Goals**

7

That the "Corporate Priorities - Strategic Goals" report, as of November 3, 2016, be received.

**3.1.2 Routine Business Plan Goals**

10

That the "Corporate Priorities - Routine Business Plan Goals" report, as of November 3, 2016, be received.

**3.1.3 Additions to Work Plan**

13

That the "Corporate Priorities - Additions to Work Plan" report, as of November 3, 2016, be received.

**3.2 2017 Public Meetings** 15

That the agenda item summary from Emily Epp, Manager of Communications, dated October 20, 2016, regarding 2017 Public Meetings, be received. *Further action at the discretion of the Committee.*

**3.3 Request from Director Forseth to Discuss a Biannual Electoral Area Directors Meeting** 17

That the agenda item summary from Lore Schick, Deputy Corporate Officer, dated October 26, 2016, regarding a request from Director Forseth to discuss holding a biannual Electoral Area Directors meeting, be received. *Further action at the discretion of the Committee.*

**3.4 Use of Parcel Taxes and User Fees for Asset Management and Long Term Financial Planning for CRD Utilities** 19

That the agenda item summary from Scott Reid, Chief Financial Officer, dated October 26, 2016, regarding the use of parcel taxes and user fees for Asset Management and Long Term Financial Planning for CRD utilities, be received. Further, that staff be directed to develop long term financial plans for sewer and water services that use parcel tax revenues to cover debt servicing costs associated with new infrastructure, and use revenues from user fees to cover all costs associated with operating, maintaining, and (where possible) replacing existing sewer and water infrastructure as it reaches the end of its useful life.

**3.5 Regional Airport Function Feasibility Study** 22

That the agenda item summary from Janis Bell, Chief Administrative Officer, dated October 28, 2016, regarding the feasibility study for a regional airport function, be received. *Further action at the discretion of the Committee.*

**4. ADJOURNMENT**

That the meeting of the Committee of the Whole be adjourned at TIME, November 3, 2016.



**CARIBOO REGIONAL DISTRICT  
COMMITTEE OF THE WHOLE MINUTES**

**September 22, 2016**

**1:12 pm**

**Wells Community Hall**

**4269 Sanders Avenue**

**Wells, B.C.**

**VOK 2RO**

**PRESENT :** Chair A. Richmond, Director T. Armstrong, Director J. Bruce, Director J. Massier, Director J. Sorley, Director M. Wagner, Director B. Anderson, Director B. Coakley, Director W. Cobb, Director M. Campsall, Director R. Sharpe, Alternate Director M. Neufeld

**ABSENT :** Director S. Forseth, Director B. Kemp, Director D. Cash, Director R. William, Director B. Simpson

**STAFF :** J. Bell, Chief Administrative Officer, S. Reid, Chief Financial Officer, E. Epp, Manager of Communications, L. Schick, Deputy Corporate Officer

**1. CALL TO ORDER**

**1.1 Adoption of Agenda**

**COW.2016-9-1**

Moved Director Anderson

Seconded Director Armstrong

That the agenda items be adopted as presented.

**Carried Unanimously**

**2. RECEIPT AND ADOPTION OF MINUTES**

**2.1 Minutes of the Committee of the Whole Meeting - June 9, 2016**

**COW.2016-9-2**

Moved Director Massier  
Seconded Director Sorley

That the minutes of the Committee of the Whole meeting, held June 9, 2016, be received and adopted.

**Carried Unanimously**

**3. DELEGATIONS**

**3.1 Delegation - Barkerville Heritage Trust**

Ed Coleman, CEO, and Kiley Sales, Commerce, Partnerships & Givings Officer, Barkerville Heritage Trust, appeared before the Committee to provide information on Barkerville's overall plan for upgrades.

Director Sorley left the meeting at 1:28 p.m.

**COW.2016-9-3**

Moved Director Campsall  
Seconded Director Coakley

That the information provided by Ed Coleman, CEO, and Kiley Sales, Commerce, Partnerships & Givings Officer, for Barkerville Heritage Trust, regarding projects proposed that will further the authentic, unique, world-class heritage experience in Barkerville, be received.

**Carried Unanimously**

**4. REPORTS AND CORRESPONDENCE**

**4.1 Corporate Priorities**

**4.1.1 Strategic Goals**

**COW.2016-9-4**

Moved Director Wagner  
Seconded Director Massier

That the "Corporate Priorities - Strategic Goals" report, as of September 22, 2016, be received.

**Carried Unanimously**

**4.1.2 Routine Business Plan Goals**

**COW.2016-9-5**

Moved Director Armstrong  
Seconded Director Anderson

That the "Corporate Priorities - Routine Business Plan Goals" report, as of September 22, 2016, be received.

**Carried Unanimously**

**4.1.3 Additions to Work Plan**

**COW.2016-9-6**

Moved Director Coakley  
Seconded Director Sharpe

That the "Corporate Priorities - Additions to Work Plan" report, as of September 22, 2016, be received.

**Carried Unanimously**

**4.2 Review of Section 11(2) of Procedure Bylaw**

Director Sorley returned to the meeting at 1:50 p.m.

**COW.2016-9-7**

Moved Director Armstrong  
Seconded Director Wagner

That the agenda item summary from Alice Johnston, Corporate Officer, dated July 29, 2016, regarding a Board resolution referring discussion of section 11(2) of the Board's procedure bylaw to today's Committee of the Whole meeting, be received.

**Carried Unanimously**

**4.3 Board Meeting Day of Week**

**COW.2016-9-8**

Moved Director Sorley  
Seconded Director Wagner

That the agenda item summary from Janis Bell, Chief Administrative Officer, dated September 15, 2016, regarding the Board meeting day of week, be received. Further, that the 2017 Board meeting schedule be based on Thursday Board meetings rather than Fridays.

**Carried**

#### **4.4 Request From Director Armstrong to Discuss Barking Dogs**

##### **COW.2016-9-9**

Moved Director Armstrong  
Seconded Director Sorley

That the agenda item summary from Alice Johnston, Corporate Officer, dated September 8, 2016, regarding a request from Director Armstrong for the Committee to discuss the issue of barking dogs, be received. Further, that #6 of the Bylaw Enforcement - Barking Dog Complaint Policy No. 09-10B-25 be revised to read as follows:

*6. A minimum of four days of records is required before submitting the completed form. The forms may be returned to any Cariboo Regional District Office.*

Further, that staff investigate ways in which current bylaws and policies may be made more effective in regard to dealing with barking dogs.

**Carried Unanimously**

RECESSED:                   The meeting recessed at 2:42 p.m.

RECONVENED:               The meeting reconvened at 3:00 p.m.

PRESENT :                   Chair A. Richmond, Director T. Armstrong, Director J. Bruce, Director J. Massier, Director J. Sorley, Director M. Wagner, Director B. Anderson, Director B. Coakley, Director W. Cobb, Director M. Campsall, Director R. Sharpe, Alternate Director M. Neufeld

ABSENT :                    Director S. Forseth, Director B. Kemp, Director D. Cash, Director R. William, Director B. Simpson

STAFF :                     J. Bell, Chief Administrative Officer, S. Reid, Chief Financial Officer, E. Epp, Manager of Communications, L. Schick, Deputy Corporate Officer

#### **4.5 Rural Dividend Fund Discussion**

##### **COW.2016-9-10**

Moved Director Wagner  
Seconded Director Bruce

That the agenda item summary from Alice Johnston, Corporate Officer, dated September 8, 2016, regarding Cariboo Regional District Board referral of discussion on the Rural Dividend Fund, be received.

**4.6 Reallocation and Disposition of Cariboo Regional District Accumulated Operating Surpluses**

**COW.2016-9-11**

Moved Director Sorley

Seconded Director Coakley

That the agenda item summary from Scott Reid, Chief Financial Officer, dated September 16, 2016, regarding Cariboo Regional District accumulating operating surpluses, be received. Further, that the reallocation and disposition of CRD accumulating operating surpluses be accomplished as follows:

Capital Reserves

- Sufficient reserves be set aside to fund long term landfill closure and post closure liabilities
- Sufficient reserves be set aside to fund asset major maintenance costs as required/scheduled for all assets employed by each service
- Sufficient reserves be set aside to fund asset replacement costs (net of anticipated grants or debt financing) for all assets employed by each service
- No amounts be reserved for future asset additions or enhancements (except on a short term ad hoc basis)

Operating Reserves

- Sufficient reserves be set aside as contingency for feasibility studies related to new services
- Sufficient reserves be set aside as contingency for legal costs
- Sufficient reserves be set aside as contingency for insurance costs (both to cover insurance deductible amounts, and to pay costs directly, thus avoiding insurance claims and maintaining favourable target loss ratios and insurance premiums)
- Sufficient reserves be set aside as a reserve for future election costs
- Sufficient reserves be set aside as a reserve to accommodate unplanned and unbudgeted operating costs (historical variance analysis indicates that operating reserves in the range of 5% to 15% are required/sufficient, depending upon the nature of the service provided)
- Sufficient reserves be set aside to ensure satisfaction of cash flow transactional requirements (defined as one half of annual tax requisition and user fee revenues less any cash balances maintained by a service in respect of capital reserves as described above)

Unappropriated Operating Surplus

- Any accumulated operating surplus amounts not allocated as outlined above would be recognized in financial reporting as unappropriated operating surplus.
- For all CRD services which utilize capital assets, it is expected that reallocation of accumulated operating surpluses to capital reserves will leave very little in the way of unappropriated operating surpluses
- For all CRD services which do not employ capital assets, it is expected that any remaining unappropriated operating surpluses will be returned to the taxpayer by way of reducing or maintaining tax requisition and user fee amounts going forward.

**Carried Unanimously**

**4.7 Review of Directors Discretionary Funds and Grants for Assistance Procedures**

**COW.2016-9-12**

Moved Director Wagner  
Seconded Director Sorley

That the agenda item summary from Lore Schick, Deputy Corporate Officer, dated August 28, 2016, regarding discretionary funds and Grants for Assistance Policy and procedures, be received. Further, that staff bring forward an amended Grants for Assistance Policy in accordance with the noted recommendations, with the exception of making changes to annual advertising. And further, that Policy #2014-12A-52 Electoral Area Discretionary Funds, be repealed.

**Carried Unanimously**

**5. ADJOURNMENT**

**COW.2016-9-13**

Moved Director Armstrong  
Seconded Director Massier

That the meeting of the Committee of the Whole be adjourned at 4:20 p.m., September 22, 2016.

**Carried Unanimously**

---

Chair

---

Corporate Officer



ID	Description	Status	Comments	Services	Res. #
<b>Strategic Goals - Ensuring Sufficient &amp; Sustainable Funding</b>					
109	Begin construction process for a major upgrade and renovation of the Sam Ketcham Pool. – CRD led initiative	Open	Construction in progress. Final tenders complete. Project is on schedule for Oct 2017 completion and on budget at \$13.1 million.	1553 Central Cariboo Recreation (Recreation)	
110	Redesign and resurface the parking lot. – CRD led initiative	Complete	Complete. Except for light standards to be installed first week of November.	1553 Central Cariboo Recreation (Recreation)	
111	Begin construction of the West Fraser Centre. – CRD led initiative	Open	Construction underway. Project is on schedule for completion in September 2017 and on budget at \$20.6 million.	1554 North Cariboo Recreation (Recreation)	
<b>Strategic Goals - Building on Relationships</b>					
112	Contribute to the replacement of the roof on the Forest Grove hall.- 3rd party led initiative	Open	Awaiting other funding.	1558 Area H Community Hall (Recreation)	
113	Enter into a contribution agreement with the McLeese Lake Farmers Market Association to support the promotion and development of the McLeese Lake Farmers Market.- CRD led initiative	Closed	Complete	1014 Area D (Economic Development)	
114	Review a new agreement with the 100 Mile Development Corporation to support the operation of the South Cariboo Visitor Information Centre.- CRD led initiative	Open	Will be brought forward to SC Rural caucus in October after the tourist season.	1017 South Cariboo (Economic Development)	
115	Support site development and capital improvements at the Bridge Lake ice caves.- 3rd party led initiative	Open	Access road work in progress.	1017 South Cariboo (Economic Development)	
116	Sponsor conferences and events in the South Cariboo.- 3rd party led initiative	Open	Support provided for Chinese delegate tour, Garlic Fest, Little Britches Rodeo, Canada Day and events with the IEA.	1017 South Cariboo (Economic Development)	
117	Work with the communities of Horsefly, Likely and Big Lake to develop, maintain and improve trails and sites for tourism activity, such as motorcycle touring through Horsefly, as well as historic sites including Quesnel Forks, Cedar Point Park and the Big Lake Heritage Site. - 3rd party led initiative	Open	Projects planned for summer and fall.	1018 Area F (Economic Development)	
118	Continue to work with the 150 Mile Greenbelt, Trail and Heritage Society on a heritage tourism site in 150 Mile House and implement property improvements as possible.- 3rd party led initiative	Hold	Limited access to the site continues to be problematic for the group.	1018 Area F (Economic Development)	
119	Support the installation of heritage plaques at historic sites.- 3rd party led initiative	Open	No progress.	1018 Area F (Economic Development)	
121	Sponsor conferences and events in the service area. - 3rd party led initiative	Open	Supported the Chinese delegate tour.	1018 Area F (Economic Development)	
122	Install community information display signs.- 3rd party led initiative	Open	Location options and priorities under consideration.	1112 Likely (Airports)	
123	Support trail development in 150 Mile House greenbelt and other locations within the sub-regional recreation area. - 3rd party led initiative	Complete	150 Mile projects complete. Low mobility trail canceled and mountain bike trail work subject to city lease agreement.	1553 Central Cariboo Recreation (Recreation)	
124	Construct an accessible ramp with covered porch for the rear fire exit at the Lone Butte Community Hall. - 3rd party led initiative	Open	No progress to date.	1559 Area L Community Hall (Recreation)	
125	Construct an accessible ramp with covered exit at the Interlakes Community Complex.- 3rd party led initiative	Open	No progress to date.	1559 Area L Community Hall (Recreation)	
126	Improve drainage near the front entrance of the Big Lake Community Hall.- 3rd party led initiative	Open	No progress to date.	1561 Area F Community Hall (Recreation)	
127	Repair the retaining wall on the hall property.- 3rd party led initiative	Open	In progress.	1562 108 Mile Community Hall (Recreation)	
128	Continue to cultivate partnerships with community and library groups both within and outside the Cariboo. - CRD led initiative	Open	The Manager of Library Services attended the Spring meetings of the ABCPLD (Association of BC Public Library Directors) and the NCLF (North Central Library Federation) in April and May. The MOLS participated in the Nominations Committee leading up the AGM of the BC Libraries Cooperative. The MOLS and two Area Librarians participated in the Spring meeting of the Sitka Business Function Group via teleconference. One Area Librarian is actively contributing to the work of the provincial SITKA De-duplicating Committee whose purpose is to identify duplicate cataloguing records and clean up the catalogue that is shared by dozens of libraries in BC and Manitoba. Branch Assistants in two Area Branches attend meetings of the ECD (Early Childhood Development) group in their communities to collaborate on programming needs for pre-school children. Staff from Williams Lake Branch participated in the local Children's Festival on May 23, 2016. Two Area Librarians and the MOLS attended and participated in a Strategic Planning Day for the North Central Library Federation. The MOLS represented the CRDL at the Fall meeting of the Librarians Advisory Group to the North Central Library Federation and the NCLF Fall Board meeting in Prince George.	1660 Cariboo Library Network (Culture, Heritage and Library)	
129	Continue to facilitate the inclusion of First Nations heritage sites on the CRD Heritage Register. - 3rd party led initiative	Open	So far the Williams Lake Indian Band church at Sugarane.	1670 Heritage (Culture, Heritage and Library)	
130	Strengthen relations with First Nations partners throughout the region.- CRD led initiative	Open	Held Community to Community Forum with TNG; signed MOU with Williams Lake Indian Band.	1003 Administrative (General Services)	
131	Invest in capital improvements or marketing and promotional activities at the Bull Mountain Cross Country Ski Area. - 3rd party led initiative.	Open	No projects brought forward to date, but is expected to undertake trail upgrades if other major grant funding can be secured. Group is undertaking a larger scope, longer term - planning exercise.	1014 Area D (Economic Development)	
132	Increase participation by all Anahim Lake Airport Commission members. - CRD led initiative	Complete	Commission meeting held May 2016, updated contact information collected and a request for an appointment from the Ulgatcho Band sent.	1111 Anahim Lake (Airports)	
<b>Strategic Goals - Providing Cost Effective, High Quality Services</b>					
133	Improve management of 108 Mile Lake level. - CRD led initiative	Open	Referendum passed, further work being done to confirm potential use of the north aquifer, RFP being issued for consultant review. Draft report received final report expected by September 16, 2016	1884 108 Mile House (Water Systems)	
134	Relocate the McLeese Lake Community Library Branch to the McLeese Lake Community Hall. (This goal carries forward from 2011)- CRD led initiative	Open	Meetings were held with the property owner and a building inspection of the existing structure was completed on March 23, 2016. Options for retaining library service on the current site are being considered. Potential floor plans and new furniture arrangements are being worked on.	1660 Cariboo Library Network (Culture, Heritage and Library)	
135	Survey Williams Lake area residents concerning Area Branch programs and services.- CRD led initiative	Open	Will be done as part of a system-wide Strategic Planning Initiative in 2016/2017.	1660 Cariboo Library Network (Culture, Heritage and Library)	

136	Undertake a value for money audit. - CRD led initiative	Open	Baseline analysis North Cariboo recreation and recreation and all sub-regional recreation underway. Completed. No real progress to date on benchmarking with other Regional District Recreational Services. Preliminary indications are that true comparables with respect to size and structure of services provided are difficult to find. Substituted baseline assessment and review of Sub Regional Recreation functions. Will need to identify value for money/performance audit topics for future activities. Value for money/performance audit deferred - a framework for audit in respect of Building Inspection service to be brought to next Finance/Audit meeting.	1003 Administrative (General Services)	
138	Paint interior of Williams Lake office building and replace carpeting.- CRD led initiative	Open	Not started yet. Target release date for RFQ early November.	1003 Administrative (General Services)	
139	Review Zoning, OCP and Rural Land Use Bylaws. - CRD led initiative	Open	Review of ancillary buildings / structures and secondary dwellings to June COW, 2015. Fall 2015 draft brought to Board.	1005 Planning (Development Services)	
140	Develop policies to implement Remedial Action Requirements.- CRD led initiative	Open	No action taken at this time. Dangerous Trees not permitted to be actioned under this section of LGA.	1006 Bylaw Enforcement (Development Services)	
141	Install new water sources throughout the Lone Butte fire protection area. - CRD led initiative	Open	Determining water location points.	1329 Lone Butte (Protective Services)	
142	Complete installation of new water sources throughout the fire protection area.- CRD led initiative	Open	Installation of first source will be completed in 2014. Hall #1 has 6,000. Hall #2 has 4,000 gallons, looking for 6,000 gallon tank for hall #3 – will be sending proposed sites dry hydrants. Requested update from Chief on August 4, 2015.	1367 Interlakes (Protective Services)	
143	Provide basic Emergency Preparedness and Response Training and Communications to communities in the CRD. - CRD led initiative	Open	Staff have prepared Family and Community guides for preparedness and are now working on the distribution and sharing of that information.	1385 EA Emergency Planning (Protective Services)	
144	Construct a wheelchair accessible trail to connect the marsh and the forest area at the rear of the recreation centre property. - CRD led initiative	Open	Construction contract awarded and work in progress for completion by end of October.	1546 South Cariboo Arena (Recreation)	
145	Work with the Ministry of Environment to improve access to Main Beach.- CRD led initiative	Hold	No progress to date.	1548 108 Mile Ranch Greenbelt (Recreation)	
146	Establish a second Sub-Regional Community Library Committee.- CRD led initiative	Open	The South Cariboo Community Library Committee met in September for the first time. In addition, a Central Cariboo Community Library Committee met for the first time in mid-October. These committees are in addition to the first one that was established in 2015 in the Chilcotin area.	1660 Cariboo Library Network (Culture, Heritage and Library)	
147	Undertake capital improvements to the Red Bluff Sewer System. - CRD led initiative	Open	New lift station pumps have been ordered and new flow meter installed. Assessments of high concern manholes completed developing plans for either replacement or repair. Tender for manhole repair issued. Contract for manhole repair/replacement awarded and work underway as of mid-October.	1775 Red Bluff (Sewer Systems)	
149	Undertake capital improvements to the Red Bluff Sewer System.- CRD led initiative	Closed	New lift station pumps have been ordered and new flow meter installed. Assessments of high concern manholes completed developing plans for either replacement or repair.	1775 Red Bluff (Sewer Systems)	
150	Complete review, draft and consultation of South Cariboo Area Official Community Plan.- CRD led initiative	Open	Review started. Consultant hired. First meeting held November 16, 2015. Advisory Committee established and meeting held. 3 Public meetings held. Survey's distributed until April 15, 2016 and September 30, 2016.	1005 Planning (Development Services)	
151	Complete a technical background report, review, draft and consultation for the Lac La Hache Area Official Community Plan. - CRD led initiative	Open	Review started. RFP completed. Consultant hired. Public consultation underway.	1005 Planning (Development Services)	
152	Commence the Interlakes Area Official Community Plan review. - CRD led initiative	Open	Background information to be gathered by Planning Research Assistant.	1005 Planning (Development Services)	
153	To make balanced, educated decisions regarding geotechnical hazards.- CRD led initiative	Open	Terms of Reference drafted.	1007 Building Inspection (Development Services)	
154	Replicate the Wells pilot recycling program at three other rural communities with non-controlled sites. - CRD led initiative	Open	Work progressing for Tatla lake, Horsefly and Nimpo Lake. Horse Lake and Nimpo Lake completed. Tatla Lake ongoing having difficulty finding an interested party to contract.	1008 Rural Refuse (Environmental Services)	
155	Complete a feasibility study of yard and garden windrow composting costs and diversion potential from both the CRD and City of Williams Lake residents and ICI sectors. If considered feasible, the study would also recommend if a regional site at Central Cariboo Transfer Station (CCTS) that accepted material from outlining CRD sites is a preferred option, or if a site at CCTS and individual composting sites at the outlying CRD refuse sites is preferred. - CRD led initiative	Open	Work has commenced with a composting pile at CCTS. Collecting data and will discuss with City of Williams Lake once sufficient information has been obtained. Sufficient data will not be acquired until 2017/18.	1008 Rural Refuse (Environmental Services)	
156	Conduct a risk assessment of runway 16-24 in contemplation of reactivation of the runway. - CRD led initiative	Open	Preliminary assessment complete and cost implications for tree removal in progress.	1111 Anahim Lake (Airports)	
158	Relocate the fuel switches from the fuel shed to inside the terminal building.- CRD led initiative	Closed	Project determined to be cost prohibitive.	1111 Anahim Lake (Airports)	
159	Install a large sign visible from the highway identifying the airport.- CRD led initiative	Open	Project awarded. Installation planning underway.	1113 South Cariboo (Airports)	
161	Complete internal reviews of all Volunteer Fire Departments- CRD led initiative	Open	Not started yet. Internal data collection and project formatting have been initiated. Once that has been completed then surveys will be sent to each VFD. Then interviews will be held with Chiefs, Officers and fire fighters. If applicable, CRD staff may be interviewed and then the final reports will be completed.	1300 To Be Allocated (Protective Services)	
162	Continue with next phase of training ground development.- CRD led initiative	Open	WVFD Chief is working with CRD staff in moving this project forward. Have located materials at great price and looking into purchase of the same.	1365 Wildwood (Protective Services)	
163	Purchase satellite system for truck. - CRD led initiative	Complete	CCSAR has asked to delete this goal as they have found it to be too expensive for small return benefits. Complete.	1375 Search and Rescue (Protective Services)	
164	Work on strategy to raise profile of CCSAR Land SAR and AutoEx groups work and successes. - CRD led initiative	Open	Land SAR has an active Facebook page that they use to advise when the group has been called and to show and talk about training and practices. Sharing their posts on our existing CRD website would certainly raise the profiles of both CCSAR and the CRD. Protective Services will discuss with our new Communications manager.	1375 Search and Rescue (Protective Services)	
165	Develop and provide additional training to member municipalities for Everbridge mass notification system. - CRD led initiative	Open	Some training has been done with the fire Chiefs. They should be able to take that back to their municipalities and share it. A shared working policy is in draft form.	1385 EA Emergency Planning (Protective Services)	

166	Research and purchase virtual training program to provide enhanced training opportunities for all stakeholders in emergency planning. - <i>CRD led initiative</i>	Open	One company has been found that offers this type of virtual programming. Protective Services will approach IT to review the product, the licensing structure, fees, etc.	1385 EA Emergency Planning (Protective Services)
167	Update Emergency Plan. - <i>CRD led initiative</i>	Open	Draft is under review.	1385 EA Emergency Planning (Protective Services)
168	Consider opening up the area between the West Beach picnic area and the parking lot. - <i>CRD led initiative</i>	Hold	No progress to date.	1548 108 Mile Ranch Greenbelt (Recreation)
172	Review the North Cariboo Recreation Management Agreement between the City of Quesnel and the Cariboo Regional District. - <i>CRD led initiative</i>	Open	No specific progress to date, but strategic planning in progress on recreation services scope. Going to NC rural Caucus in September for discussion.	1554 North Cariboo Recreation (Recreation)
174	Complete the evaluation of library programs in the Area Branches and set up ongoing evaluations in all branches with a focus on outcomes vs. outputs. - <i>CRD led initiative</i>	Open	Staff have been studying the use of logic models in order to implement outcome-based evaluations of library programming in response to recent provincial reporting requirements. Staff are completing an on-line course on this subject provided by the Libraries Branch of the Ministry of Education (to be completed by June 20, 2016), and attended a seminar on this subject in Prince George in April 2016 sponsored by the North Central Library Federation. Area Librarians are in the final stages of preparing a tool to use in the evaluation of programming.	1660 Cariboo Library Network (Culture, Heritage and Library)
175	Provide Cariboo/Chilcotin residents with improved access to digital content, including e-books, e-audiobooks, e-magazines, and video. - <i>CRD led initiative</i>	Open	An e-magazine service (Zinio) has been added to the digital collection. An updated library website to provide an improved portal for digital library services is in the initial stages. An RFP to identify a website development company is complete. Proposals are being considered.	1660 Cariboo Library Network (Culture, Heritage and Library)
176	Review the hours of service requirements for Community Branches. - <i>CRD led initiative</i>	Open	Information for the evaluation of the hours of service requirements for both Community and Area Branches will be gathered during the public consultation portion of the Strategic Planning process.	1660 Cariboo Library Network (Culture, Heritage and Library)
177	Review existing Fee-for-Service contribution agreements and consider an expansion of the program. - <i>CRD led initiative</i>	Open	Review committee will be bringing forward recommendations forward to the CCJC in September.	1665 Central Cariboo Arts and Culture (Culture, Heritage and Library)
178	Design a pilot project for an additional grant program to complement the existing project grants and the fee-for service agreements. - <i>CRD led initiative</i>	Open	Under development and funded by the CCACS. Planned for announcement in 2017.	1665 Central Cariboo Arts and Culture (Culture, Heritage and Library)
179	Improve water quality of the Gateway water system. - <i>CRD led initiative</i>	Complete	Quality has improved with increased flushing.	1881 Gateway Water (Water Systems)
180	Convey water from new well to Sepa Pump House. - <i>CRD led initiative</i>	Open	No action at this time, pending further review by a third party consultant to confirm use of north aquifer is appropriate.	1884 108 Mile House (Water Systems)
181	Ensure proper treatment plant design for 108 water. - <i>CRD led initiative</i>	Open	RFP for engineering design and construction supervision closes April 22, 2016. TRUE Consulting awarded engineering contract design work has commenced.	1884 108 Mile House (Water Systems)
182	Improve water well head protection at Alexis Creek. - <i>CRD led initiative</i>	Open	No progress yet, will acquire quotes in May for needed improvements. Contract awarded, work will be completed in Early October. Wellhead improvements completed.	1885 Central Alexis Creek (Water Systems)
183	Replace lower well at Russet Bluff. - <i>CRD led initiative</i>	Open	No progress yet, will acquire quotes in April/May. Well completed and contract issued for pump installation and connection to the distribution system.	1886 Russett Bluff (Water Systems)
184	Work with the Agricultural Land Commission on ALR boundaries and planning. - <i>CRD led initiative</i>	Open	Two areas to be considered at this time – Green Lake and South Cariboo. Green Lake OCP adopted and South Cariboo OCP review to start in 2014. Review for Lac La Hache and South Cariboo Areas OCP's started. Changes in legislation will change how to complete boundary adjustments.	1005 Planning (Development Services)
186	Establish a strategic plan for the Cariboo Regional District Library, Part 1. - <i>CRD led initiative</i>	Open	Ongoing	1660 Cariboo Library Network (Culture, Heritage and Library)
187	Evaluate the potential uses of emerging technology in library service delivery within the CRDL. - <i>CRD led initiative</i>	Open	The potential purchase of a type of barcode reader that will read barcodes from the screens of cell phones is being considered for the Area Branches since 'app' technology is now being used by larger libraries and members of the public from these areas are starting to visit the Cariboo with their library cards on their cell phones.	1660 Cariboo Library Network (Culture, Heritage and Library)
188	Interlakes Area Official Community Plan Lot Inventory. - <i>CRD led initiative</i>	Open	Contract underway. Under review.	1005 Planning (Development Services)
189	Work with the City of Williams Lake to determine if the operation of an Eco Depot in Williams Lake is feasible. The Eco Depot would require funding from both local governments. - <i>CRD led initiative</i>	Open	Discussions to occur in 2016.	1008 Rural Refuse (Environmental Services)
190	Complete a recreation plan for the North Cariboo Recreation and Parks Service. - <i>CRD led initiative</i>	Open	Strategic Planning in progress by NCJPC Funding has also been allocated to develop a facility assessment and concept upgrades plan for the Arts and Recreation Centre.	1554 North Cariboo Recreation (Recreation)

ID	Description	Status	Comments	Services	Res. #
	<b>Routine Business Plan Goals - Priority 1</b>				
34	That the Cariboo Regional District base cost sharing agreements between the CRD and City of Williams Lake on the actual weight of material contributed from each jurisdiction.	Complete	Postponed until Solid Waste Management Plan review is completed. Cannot implement without controls at rural transfer stations. Implementation will be considered 2014/15. Not possible to achieve due to City residents using CRD sites.		2008 MOB – 08-10B-31
35	Expand Likely Landfill site and extend existing bear fence perimeter.	Open	Tenders to occur in June, work to be completed by October. Carried Forward. Completion in 2014. Carried forward to 2015. Partially completed, remaining improvement 2016. 90% complete remaining fencing to be completed in 2017.	1008 Rural Refuse (Environmental Services)	
36	Paint exterior doors and stairs.	Open	Work in progress, should be completed by end of June.	1323 Bouchie Lake (Protective Services)	
37	Determine type and cost of building required to house exposed water storage tank at hall. (Carried forward from 2013)	Closed	Tanks have been purchased. Installation will occur in the spring. The contract to have the new tanks installed and hooked up and the large metal tank excavated and removed has been let and the work will be underway as soon as possible. No building will be required, as new tanks will be buried.	1327 150 Mile House (Protective Services)	
38	Complete energy upgrades to hall, installing insulated bay doors in log structure and energy efficient interior and exterior lighting.	Open	The Chief has provided me with the one quote he was able to get – I will work with staff to get additional quotes and complete this project.	1329 Lone Butte (Protective Services)	
39	Install cement pads at the bay doors of fire halls 1, 2, and 3.	Open	Increased budget requirement for 2016 completion. I have contacted the successful bidder from last year to determine if they are still available and if their price remains the same. A draft Schedule A & B has been provided to Procurement for a contract document and the project will be underway and within the current budget. Concrete pads at Hall #1 are complete. Work on concrete pad at Hall #2 is underway and a time frame for completion of pad at Hall #3 has been requested. Concrete at Hall #2 has been completed and Hall #3 is underway.	1367 Interlakes (Protective Services)	
40	Purchase good used backup generators for each fire hall over a three year period (if necessary) for use as emergency power sources to keep the halls functional and the apparatus from harm.	Open	Will purchase Hall 1 generator this year and final generator in 2016. 10,000 watt generator has been installed in Hall 2. I need to see if the supplier will honour price from last year and then proceed with purchase.	1367 Interlakes (Protective Services)	
41	Re-install power to the Milburn Fire Hall.	Open	Not started.	1323 Bouchie Lake (Protective Services)	
42	Apply for Community Works Funds to insulate and re-side the hall exterior.	Open	Quotes are higher than anticipated. Will complete in 2016. Need to retender – will work with procurement manager.	1326 Deka Lake (Protective Services)	
43	Utilize technology to enable the community to register for programs on-line from the convenience of their homes.	Hold	New software purchase planned for 2017.	1554 North Cariboo Recreation (Recreation)	
44	Establish measures to consistently track development of arts and culture in the central Cariboo.	Open	In progress by the CCACS.	1665 Central Cariboo Arts and Culture (Culture, Heritage and Library)	
45	Host a Community Librarian's meeting.	Open	This past goal has been replaced with other goals that are intended to provide better ongoing support to rural library branch staff than a one-time gathering; specifically the establishment sub-regional Community Library Committees in the north, south, west, and central Cariboo, and by regular site visits to each branch. See Category 3, # 146 Establish a Sub-Regional Community Library Committee.	1660 Cariboo Library Network (Culture, Heritage and Library)	
46	Weed Community Library collections.	Open	Community Branch staff are being trained in best practices of keeping library collections up to date so they can do effective weeding on an ongoing basis in their own branch rather than relying on Area Librarians to do it for them. This training began during all individual site visits and Sub-Regional meetings in 2015. Branches still have the option of having the Area Librarians visit their branch for a 'Weeding Day'. As of October 2016, one branch has accepted this offer. The 'Weeding Day' will take place in 2017.	1660 Cariboo Library Network (Culture, Heritage and Library)	
47	Review and restructure programs offered to the public (100 Mile House Area Branch).	Open	This is being done as part of a separate goal to "Complete the evaluation of library programs in the Area Branches and set up ongoing evaluations in all branches with a focus on outcomes vs. outputs." 100 Mile House Branch will be the pilot project for this new process. See Category 3, # 174 for updates.	1660 Cariboo Library Network (Culture, Heritage and Library)	
48	Review the hours of service requirements for Anahim Lake, Big Lake and Horsefly Community Libraries.	Open	Horsefly complete. Anahim Lake under consideration. Changes to hours of operation at the Big Lake Branch have been reviewed, and public input has been received and considered. New hours in Big Lake Branch went into effect on May 31, 2016. Opening hours at Anahim Lake will remain as they are for now. Opening hours of all branches will be evaluated as part of the Strategic Planning process.	1660 Cariboo Library Network (Culture, Heritage and Library)	
49	Complete individual site visits to Community Branches.	Open	Planned individual site visits for 2016 include Likely, Big Lake, and Nazko Branches.	1660 Cariboo Library Network (Culture, Heritage and Library)	
50	Raise the level of education among library staff concerning the challenges facing public libraries both currently and in the future, as well as the changes that have already taken place and those which are imminent.	Open	Ongoing	1660 Cariboo Library Network (Culture, Heritage and Library)	
51	Monitor ground water table.	Complete	Equipment installed, monitoring commencing.	1882 Forest Grove (Water Systems)	
52	Long term improvement/capital plan.	Open	Waiting on large rain event so sampling can be completed.	1886 Russett Bluff (Water Systems)	
53	To increase consistency and documentation of Building Inspections.	Open	Review of digital inspection forms ongoing.	1007 Building Inspection (Development Services)	
54	Expand the Interlakes landfill site and extend existing bear fence perimeter.	Open	Design work being completed, may not expand at this time, have more room than anticipated.	1008 Rural Refuse (Environmental Services)	
55	Expand the Nemaiah Valley landfill site and extend existing bear fence perimeter.	Open	Design work completed, applying for a forest license to cut permit. Work will be completed in 2017.	1008 Rural Refuse (Environmental Services)	
56	Continue to facilitate recycling for commercial and residential users.	Complete	Ongoing, providing service and expanded education materials. Ongoing promotion, regular day to day business project should be considered complete.	1008 Rural Refuse (Environmental Services)	

57	Continue to encourage household recycling of printed paper and packaging (PPP) materials and increase resident awareness of consumer funding of recycling costs for these items. Provide clear and simple education materials and signage at refuse sites for how and why to divert organics, wood, metals, PPP and other recyclables from our landfills.	Open	Ongoing, preparing new educational materials. New Cariboo Cares signage will be completed by early October.	1016 South Cariboo Solid Waste (Environmental Services)
58	Supply 108 residents with bear proof locks for their garbage totes.	Complete	Not feasible at this time due to high costs. Existing bins will not work with available locks and are too thin to deter bears.	1016 South Cariboo Solid Waste (Environmental Services)
59	Provide additional landing space at the Lone Butte Transfer Station and construct an oversized vehicle traffic route.	Open	Quotes received, work should be completed before the end of May. Project moved forward to 2017.	1016 South Cariboo Solid Waste (Environmental Services)
60	Reseal the terminal's concrete floor.	Closed	Complete	1111 Anahim Lake (Airports)
63	Replace runway signage.	Hold	Deferred until highway signage project is completed as the priority project.	1113 South Cariboo (Airports)
65	Continue brushing and fencing work at the airstrip.	Complete	Complete	1112 Likely (Airports)
66	Purchase a good used first responder vehicle for Hall #2.	Open	Looking for one. This goal has been postponed until 2017. Hall #2 must have an addition designed and completed before there is room for this vehicle.	1319 Forest Grove (Protective Services)
67	Install new energy efficient windows in Hall #1 and truck bay vehicle exhaust air cleaners in both Halls #1 and #2.	Open	One quote has been received. Mgr. Procurement looking to see if other suppliers offer similar product. Fire Chief will be contacting window supplier to get quote for new windows and discussions with company regarding exhaust system prices are in their final stages.	1319 Forest Grove (Protective Services)
68	Sell Engine 12 from Hall 1.	Closed	Department has changed plans. Cancel this goal.	1319 Forest Grove (Protective Services)
69	Install air cleaning system in apparatus bays.	Open	Quotes received from supplier currently under review by Manager of Procurement and Manager of Protective Services. Installation dates to be finalized by Manager of Protective Services and Fire Chiefs.	1321 108 Mile House (Protective Services)
70	Complete purchase of a new water tender and take delivery.	Open	Standardization Template completed. RFP released and submissions will be reviewed and evaluated by Manager of Procurement and Manager of Protective Services. Presentation of submissions and results to VFD Fire Chiefs scheduled for late October.	1321 108 Mile House (Protective Services)
71	Purchase new SCBAs to replace worn equipment.	Open	Not started. Fire Chief has submitted one quote. Additional quotes are being sought and then purchase will proceed.	1323 Bouchie Lake (Protective Services)
72	Purchase good used ambulance for first responder calls.	Open	Looking for good used vehicle. Good used ambulance was purchased from Alberta. It has arrived and will be shipped to Bouchie Lake as soon as decaling has been completed which is in process.	1323 Bouchie Lake (Protective Services)
73	Purchase a thermal imaging camera for the Bouchie Lake VFD.	Complete	Not started. Will price TICs at FCBC conference.	1323 Bouchie Lake (Protective Services)
74	Sell Engine 13 (1989 Ford with 1500 gallon water capacity).	Open	Not started. A request for photos and specifications of Engine 13 has been sent to the Chief and Deputy Chief so the engine can be advertised for disposal.	1327 150 Mile House (Protective Services)
75	Replace all interior and exterior lighting with energy efficient lighting and replace three heating units/furnaces that are more than 25 years old with energy efficient units.	Open	RFQ written and waiting for review by Mgr. Procurement. Quote was received and contract/PO has been issued. Most work has been completed and all work is expected to be completed by September 9/16.	1331 West Fraser (Protective Services)
76	Purchase a Thermal Imaging Camera for the Ten Mile VFD.	Closed	Not started. Will price TICs at FCBC conference.	1333 Ten Mile Lake (Protective Services)
77	Build a cover over the sidewalk and entrance on the street side of the fire hall.	Open	Need design and quotes – will work with Mgr. Procurement for both. I will take measurements of building and walkway during my budget meeting on September 13th and then have a tender issued for the work shortly thereafter.	1364 Kersley (Protective Services)
78	Install air cleaning system in apparatus bays to remove diesel and gas contaminants.	Open	One quote has been received. Mgr. Procurement looking to see if other suppliers offer similar product. Checking on the quote provided to ensure it covers all aspects of the project and if yes then the contract will be issued asap.	1367 Interlakes (Protective Services)
79	Change fencing at parking lot at hall location on Mackenzie Avenue.	Complete	In process. Complete	1375 Search and Rescue (Protective Services)
80	Sell 1964 Bluebird bus.	Closed	Complete	1375 Search and Rescue (Protective Services)
81	Staff to visually inspect the works during spring freshet.	Complete	The instream works are fine. No repairs or maintenance required and no costs incurred. Complete	1390 Quesnel/Hixon Erosion (Protective Services)
82	Upgrade the infields at the Lumberman's and Robinson ball parks.	Closed	Complete	1546 South Cariboo Arena (Recreation)
85	Continue to upgrade pasture fences.	Open	Ongoing with a significant project planned as part of the Blue Goose grazing license renewal. PO# issued to Blue Goose.	1548 108 Mile Ranch Greenbelt (Recreation)
89	Repair the roof at Bouchie Lake Hall.	Open	NDIT grant approval expected Sept 13. Work planned for September or October.	1554 North Cariboo Recreation (Recreation)
90	Improve Library staff access to training in multiple formats	Open	Three Community Branches have been supplied with upgraded telephones with speaker capability so they can participate in training offered via teleconference/webinar. Ongoing	1660 Cariboo Library Network (Culture, Heritage and Library)
91	Provide facility/equipment improvements to Area and Community Branches.	Open	Ongoing	1660 Cariboo Library Network (Culture, Heritage and Library)
92	Continue the distribution of the Cariboo driving brochure.	Open	Ongoing	1670 Heritage (Culture, Heritage and Library)
93	Assurance that conditions of Development Permits and Temporary Use Permits have been completed.	Open	Reminder letters sent to complete conditions for Development Permits and for expiry of Temporary Use Permits. Complete	1006 Bylaw Enforcement (Development Services)
94	Clear, grade, and seed logged portion of property.	Closed	Complete	1327 150 Mile House (Protective Services)
95	Provide certified rope rescue training to both Land SAR and Auto Ex members in 2016.	Complete	Not yet started. Complete	1375 Search and Rescue (Protective Services)
<b>Routine Business Plan Goals - Priority 2</b>				
96	Ensure wells do not get contaminated from poor land use practices.	Open	Ongoing, no progress.	1880 Lac la Hache (Water Systems)
97	Ensure wells do not get contaminated from poor land use practices.	Open	Ongoing, no progress.	1882 Forest Grove (Water Systems)



98	Ensure wells do not get contaminated from poor land use practices.	Open	Ongoing, no progress.	1884 108 Mile House (Water Systems)	
99	Protect the groundwater supply from potential pollution sources	Closed	Hydrogeologist preparing assessments, waiting for significant rain event to confirm prior sampling.	1886 Russett Bluff (Water Systems)	
100	Clean database for zoning and designation.	Open	Complete, maintenance will be ongoing.	1005 Planning (Development Services)	
101	Purchase laptops, projectors and screens for use by sub-regional Community Library Committees.	Open	Project on hold; pending establishment of committees.	1660 Cariboo Library Network (Culture, Heritage and Library)	
102	That the agenda item summary from Lore Schick, Deputy Corporate Officer, dated June 5, 2015, and attached September 4, 2014 Likely Community Debrief Report, from Director Joan Sorley, be received. Further, that the recommendations contained within the report be endorsed and referred to staff for comment on how those recommendations may be implemented.	Open	Being reviewed as part of Emergency Plan update.		2015-6-84
103	Produce a handout of Greenbelt area paths and developed trails.	Hold	No progress to date.	1548 108 Mile Ranch Greenbelt (Recreation)	
104	Construction of expansion of Hall 2.	Open	All quotes came in far above budget. Need to reassess need in term of size? Looking for new design for smaller expansion and lower quotes.	1319 Forest Grove (Protective Services)	
105	Replace damaged maple veneer on Williams Lake Branch counter and overhead lighting unit.	Open	No change in status.	1660 Cariboo Library Network (Culture, Heritage and Library)	
106	To increase compliance with the Building Bylaw.	Open	New process for expired permits now implemented with good success.	1007 Building Inspection (Development Services)	
<b>Routine Business Plan Goals - Priority 3</b>					
107	That the Memorandum of Understanding between the Cariboo Regional District and the City of Williams Lake be posted on the CRD's website.	Open	Have not received a signed copy. Waiting for a signed copy to be returned from the City of Williams Lake. Staff have been requested to forward a copy to Communications staff for posting on the web once it is received.		12-11A-48(2)

ID	Description	Status	Comments	Services	Res. #
	<b>Additions to Workplan - Priority 1</b>				
17	That the agenda item summary dated June 8, 2012, from Janis Bell, Chief Administrative Officer, regarding updating of zoning regulations, be received. Further, that the Board consider necessary or desired improvements to zoning regulations and consider resource allocations to address those improvements. Further, that a policy for enforcing these regulations be reviewed.	Open	Presented at Sept 13, 2012, Committee of the Whole meeting. In progress – first stage of amendments completed. June COW 2015. Second stage October COW 2015. Ancillary space amendment bylaw given first and second reading and Public Hearings scheduled. Secondary dwellings bylaw report		12-06B-32
18	That staff bring back a report concerning Temporary Permits for Accommodation.	Open	Fall 2015. First report completed at November Board meeting.		2015-7-75
19	That the agenda item summary from Karen Moores, Manager of Development Services, dated October 13, 2015, regarding proposed ancillary bylaw amendments and attached staff reports, be received. Further, that staff proceed with drafting a bylaw and referral for changes to the ancillary area with the addition of one more property range category including 'less than 4ha to 32ha' and amending the others to reflect this change. Further, that the bylaw also include changes to ancillary height, text for deck exception and definition updates. Further, that staff bring back another report regarding shipping containers with respect to proposed and existing regulations within the municipalities and explore requirements for venting and the authorization process. Further, that the proposed amendment for lot coverage be deferred at this time.	Open	Underway. Ancillary bylaw given first and second reading. Steel Container report for 2016 fall COW		2015-11-67
20	That the agenda item summary from Karen Moores, Manager of Development Services, dated October 13, 2015, regarding proposed Secondary Suites, Carriage Houses and Secondary Dwellings, and attached staff report be received. Further, that staff forward an updated report and a draft bylaw that will allow for secondary suites in all zones, allow for carriage houses and secondary dwellings as proposed, and new definitions and definition changes as proposed, to the Cariboo Regional District Board.	Open	First report November Board, second report underway.		2015-11-68
21	Review the most recent Building Inspection boundaries in Electoral Areas D and E to reflect desired service delivery area.	Open	Meeting request submitted to UBCM.	1007 Building Inspection (Development Services)	
22	That the following recommendation from the Committee of the Whole meeting, held April 21, 2016, be endorsed: That staff report back with regard to the costs and necessary steps to allow CRD residents two months of free disposal at CRD solid waste facilities to clean up brush and tree wood waste from their properties as a remedial action in preventing possible fire hazards.	Complete			2016-5-34
23	That the following recommendation from the Committee of the Whole meeting, held April 21, 2016, be endorsed: That the agenda item summary from Rowena Bastien, Manager of Protective Services, dated March 8, 2016, regarding a new Volunteer Chief, Deputy Chief and Training Officer Recruitment and Retention Bonus Policy, be referred back to staff to revise the policy as per Board's comments below:  1) Delete #4 from the policy;  2) Policy to include the time frame in which the courses must be completed (6 months) and that training must be repeated if the criteria has changed after 3 years; and  3) That the policy include incentives for less senior members with aspirations to take further training courses.	Closed			2016-5-38
191	That the agenda item summary from Janis Bell, Chief Administrative Officer, dated June 29, 2016, regarding regional district compensation for BC Hydro transmission and distribution lines, be received. Further, that the issue of compensation to regional districts from BC Hydro transmission and distribution lines be referred to the North Central Local Government Association conference in 2017 and that other area associations be encouraged to consider this issue in 2017.	Open	Resolution drafted and being reviewed before being sent to NCLGA.		2016-06B-19
194	That the agenda item summary from Darron Campbell, Manager of Community Services, dated July 8, 2016, regarding a risk management policy for danger trees on Regional District recreation properties, be received. Further, that a coordinated danger tree assessment be undertaken for recreation properties with treed areas using the provincial standard as a guide and that the assessment cost be attributed to each property budget appropriately as an increase to existing approved operational costs. And further, that a danger tree risk management and removal policy be brought back along with the assessment report to allow for an understanding of the costs associated with both ongoing assessments and tree removal.	Open	Assessment work is complete and tree removal is in progress.		2016-7-19
195	That the following recommendation from the Finance/Audit Committee meeting, held July 11, 2016, be endorsed: That the North Cariboo Recreation value for money audit be deferred. Further, that staff forward a framework for a value for money audit on the Building Inspection function to the next meeting of the Finance/Audit Committee.	Open	Not yet started		2016-7-34
196	That the agenda item summary from Janis Bell, Chief Administrative Officer, dated September 16, 2016, regarding library facilities within School District #27 properties, be received. Further, that staff investigate possible options for relocating the Bridge Lake Library.	Open	In progress. Manager of Procurement scheduled to visit possible alternate location at Interlake Service Centre.		2016-9-16
197	That staff continue to negotiate with School District #27 with regard to lease agreements for the Alexis Creek, Anahim Lake, Likely and Lac La Hache libraries, and report back to the Board at its meeting on November 4, 2016, with an update and	Open			2016-9-17
	<b>Additions to Workplan - Priority 2</b>				
26	That the agenda item summary from Alice Johnston, Corporate Officer, dated October 6, 2015, regarding the Grants for Assistance process, be received. Further, that staff report back with recommendations on amending the Grants for Assistance policies with regard to the requirement for charitable status, the current time frames etc.	Complete	AIS submitted to September 22, 2016 COW.		2015-11-66
27	That staff be requested to review the CRD Development Procedures, Guidelines and Fees Bylaw to determine whether to amend the bylaw to address applications for removal of restrictive covenants.	Open	Not yet started.		13-02A-15
28	That staff investigate options for a competitive procurement process for the provision of fire dispatch services within the CRD and report back to the Board.	Open	Manager of Procurement meet with Industry Representatives at the FCABC conference in Richmond. Scope of Services to be developed for review by Manager of Protective Services with		2015-12-54
29	That staff investigate and report back on options for insurance coverage for Cariboo Regional District electoral area community halls and event liability coverage.	Open	Not yet started.		2015-12-30
30	That the agenda item summary from Alice Johnston, Corporate Officer, dated April 21, 2010, regarding a proposed boundary amendment to transfer NE1/4, District Lot 8866, Cariboo District from Electoral Area F to Electoral Area D, with attached letter from William and Joan Kopyyka, be received. Further, that staff determine an appropriate boundary in order to keep the electoral areas contiguous, and consult with affected property owners and report back to the Board prior to submitting a request to the Province of British Columbia to transfer any properties from Electoral Area F to Electoral Area D of the Cariboo Regional District.	Open	Letters sent out in October 2010. Awaiting Responses. More properties identified by area director; new letters sent. Collecting responses. No negative responses received, request for boundary amendment sent to ministry. Letter sent to Ministry requesting status update on September 1, 2011. February 2012 – requested status update again – was advised it will be provided soon. Letters Patent being prepared for Cabinet. December 2012 – advised that process is still underway at the Province. Province advised that amendment process is still ongoing – May 2013. Province has begun actively working		10-04C-13

31	That the following recommendation from the Committee of the Whole meeting, held April 21, 2016, be endorsed: That the agenda item summary from Alice Johnston, Corporate Officer, dated April 7, 2016, regarding a recommendation from the North Cariboo Rural Directors Caucus requesting a staff report on options to mitigate the negative impact on property owners within designated slide areas, be received. That staff report back on the following: 1) The number of properties within the Geotechnical Hazard areas and maps showing the designated hazardous areas; and 2) Possible options for refining the scope of the geotechnical hazard areas and a policy for any future mitigation efforts.	Open	Complete		2016-5-32
32	That the following recommendation from the Committee of the Whole meeting, held April 21, 2016, be endorsed: That the agenda item summary from Alice Johnston, Corporate Officer, dated April 13, 2016, regarding a request from Director Coakley for the Committee to discuss the possibility of charging a fee per lot for successful subdivision applicants in Area L to cover the cost of construction, maintenance and enhancement of lake access, be received. Further, that staff report back on the feasibility of a potential new service/development cost charges etc.	Open			2016-5-36
192	That the following recommendation from the Committee of the Whole meeting, held June 9, 2016, be endorsed:  That the agenda item summary from Janis Bell, Chief Administrative Officer, dated May 31, 2016, regarding a review of the report entitled "A Review of Current Service Delivery Arrangements and Issues Related to Governance in the Interlakes Area of the Cariboo Regional District", be received. Further, that staff be requested to review the budget for the Interlakes Official Community Plan update for 2017 to ensure that sufficient funds are available for an enhanced communication strategy associated with the update.	Open	To be reviewed during 2017 budget preparation.		2016-6B-32
<b>Additions to Workplan - Priority 3</b>					
33	That the following recommendation from the Committee of the Whole meeting, held April 21, 2016, be endorsed: That staff conduct a review of the 100 Mile House library hours.	Open	Gathering information for a background report.		2016-5-40





**Date:** 20/10/2016

## **AGENDA ITEM SUMMARY**

---

**To:** Chair and Directors, Committee of the Whole  
**And To:** Janis Bell, Chief Administrative Officer  
**From:** Emily Epp, Manager of Communications  
**Date of Meeting:** Committee of the Whole\_Nov03\_2016  
**File:** 550-01

---

### **Short Summary:**

2017 Public Meetings

### **Voting:**

-

### **Memorandum:**

In 2015, the Board made several decisions around public meetings:

1. The Board decided to discontinue budget consultation meetings and instead have the information available on the CRD website as well as paper copies at the CRD offices and libraries.
2. The Board decided that an annual Meet and Greet session may be held at the discretion of each Electoral Area Director. The Board authorized funding for a total of 16 Meet and Greet sessions per year, excluding meal costs.
3. The Board also authorized funding for one Multi-Agency Forum in the north, central and south areas each year, for a total of three per year.

As of the current date, none of these meetings have been held this year. Staff would recommend holding meetings in the fall or spring avoiding winter and summer. Should the Board concur, it is also too late to organize any for 2016.

Looking ahead to 2017, staff are seeking a decision from the Board regarding when and where the Multi-Agency Forums will be held. In 2015, three Multi-Agency Forums took place in the fall (end of October, beginning of November) in Electoral Areas G (108 Mile), D (McLeese Lake) and B (Bouchie Lake). Staff are also seeking Board input into the annual Meet and Greet sessions and whether or not the Board still wishes to include funding for them in the budget.

### **Attachments:**

None

### **Financial Implications:**

Funds have been allocated in the 2017 Provisional Budget for 3 Multi-Agency Forums and 16 Meet and Greets.

**Policy Implications:**

N/A

**Alignment with Strategic Plan:**

- Ensuring Sufficient and Sustainable Funding
- Building on our Relationships
- Providing Cost Effective High Quality Services
- Focusing on Being Well Governed

This is in alignment with the Board’s goal of proactively communicating with residents.

**CAO Comments:**

Concur

**Options:**

- 1) Receipt and provide direction to staff;
- 2) Other action.

**Recommendation:**

That the agenda item summary from Emily Epp, Manager of Communications, dated October 20, 2016, regarding 2017 Public Meetings, be received. *Further action at the discretion of the Committee.*



**Date:** 26/10/2016

## **AGENDA ITEM SUMMARY**

---

**To:** Chair and Directors, Committee of the Whole  
**And To:** Janis Bell, Chief Administrative Officer  
**From:** Lore Schick, Deputy Corporate Officer  
**Date of Meeting:** Committee of the Whole\_Nov03\_2016  
**File:**

---

### **Short Summary:**

Request from Director Forseth to Discuss a Biannual Electoral Area Directors Meeting

### **Voting:**

-

### **Memorandum:**

Director Forseth has requested that the Committee devote some time at today's meeting to discuss having a Biannual (spring/fall) Electoral Area Directors Meeting.

### **Attachments:**

None

### **Financial Implications:**

If a biannual Electoral Area Directors meeting were to be approved as a sanctioned meeting, attendees would be remunerated for meeting attendance, travel time, vehicle allowance, and expenses, per Cariboo Regional District Directors' Remuneration and Expenses Bylaw No. 5055, 2016.

### **Policy Implications:**

[Click here to enter text.](#)

### **Alignment with Strategic Plan:**

- Ensuring Sufficient and Sustainable Funding
- Building on our Relationships
- Providing Cost Effective High Quality Services
- Focusing on Being Well Governed

[Click here to enter text.](#)

### **CAO Comments:**

Concur

**Options:**

- 1) Receipt
- 2) Receipt and further action
- 3) Deferral

**Recommendation:**

That the agenda item summary from Lore Schick, Deputy Corporate Officer, dated October 26, 2016, regarding a request from Director Forseth to discuss holding a biannual Electoral Area Directors meeting, be received. *Further action at the discretion of the Committee.*



**Date:** 26/10/2016

## **AGENDA ITEM SUMMARY**

---

**To:** Chair and Directors, Committee of the Whole  
**And To:** Janis Bell, Chief Administrative Officer  
**From:** Scott Reid, Chief Financial Officer  
**Date of Meeting:** Committee of the Whole\_Nov03\_2016  
**File:**

---

### **Short Summary:**

Use of Parcel Taxes and User Fees for Asset Management and Long Term Financial Planning for CRD Utilities

### **Voting:**

-

### **Memorandum:**

CRD staff's recent and ongoing review of Asset Management and Long Term-Financial Planning requirements for the Regional District includes analysis with respect to the most equitable and efficient method of funding current and future expenditures required to ensure continued sustainable service provision. As part of this review, staff have examined the Regional District's utility services with respect to their ability to cover current operating costs, maintenance costs, and future costs for rehabilitation and replacement of the assets used to provide those services. While additional work is required (and underway) before a comprehensive long term financial plan can be developed and implemented, a number of related issues have been identified in the current budgets and financial plans. The use of parcel taxes is not consistent across the Regional District's sewer and water services. Some utility services are using parcel taxes specifically to recover revenues in amounts sufficient to cover the debt servicing costs associated with prior capital expenditures. The parcel taxes collected for some utility services are well in excess of amounts required to service infrastructure related debt, and the excess is being used to reduce operating expenses or to contribute to reserves set aside for future asset maintenance, rehabilitation or replacement. In one instance, parcel taxes are being collected for a service which has no debt, and the amounts collected are being used entirely to fund operating expenses and reserves. The table presented below provides additional detail with respect to parcel tax requisition amounts and percent of operating revenues along with debt servicing requirement amount and percent of operating expenditures for all of the CRD's sewer and water services.

**Cariboo Regional District Sewer and Water Services  
Parcel Taxes and Debt Servicing requirements**

	Current Operating Revenue					Parcel tax less Debt	Current Operating Expenditures					
	Total	Parcel Taxes		User Fees & Other			Total	Debt Servicing		Other Oper Expend		
	\$ Amount	\$ Amount	%	\$ Amount	%		\$ Amount	\$ Amount	%	\$ Amount	%	
	1770 Lac la Hache Sewer	\$ 81,598	\$ 46,248	57%	\$ 35,350	43%	\$ 23,225	\$ 81,652	\$ 23,023	28%	\$ 58,629	72%
	1772 Pine Valley Sewer	37,012	-	0%	37,012	100%	-	35,679	-	0%	35,679	100%
	1773 Wildwood Sewer	39,045	15,134	39%	23,911	61%	15,134	39,570	-	0%	39,570	100%
	1774 Alexis Creek Sewer	11,810	-	0%	11,810	100%	-	25,878	-	0%	25,878	100%
	1775 Red Bluff Sewer	388,840	-	0%	388,840	100%	-	413,727	-	0%	413,727	100%
	1880 Lac la Hache Water	32,970	-	0%	32,970	100%	-	35,902	-	0%	35,902	100%
	1881 Gateway Water	27,017	14,310	53%	12,707	47%	6,570	20,402	7,740	38%	12,662	62%
	1883 Alexis Creek Water	14,093	-	0%	14,093	100%	-	15,408	-	0%	15,408	100%
2015 Yr	1884 108 Mile Ranch Water	425,221	190,890	45%	234,331	55%	143,422	361,518	47,468	13%	314,050	87%
2019 Yr	1884 108 Mile Ranch Water	656,209	353,500	54%	302,709	46%	250,632	429,129	102,868	24%	326,261	76%
	1885 Cntrl Alexis Ck Water	28,683	7,168	25%	21,515	75%	(780)	29,977	7,948	27%	22,029	73%
	1886 Russet Bluff Water	36,266	-	0%	36,266	100%	-	35,421	-	0%	35,421	100%
	1888 Canim Lake Water	31,017	9,480	31%	21,537	69%	2,146	32,476	7,334	23%	25,142	77%
	1889 Horse Lake Water	59,885	29,732	50%	30,153	50%	8,761	26,964	20,971	78%	5,993	22%

**Notes:** Current Operating Revenues do not include prior year surpluses, capital grants, or transfers from reserves. They represent only annual operating revenues from taxes, user fees and other operating revenues.

Current Operating Expenditures do not include budgeted surpluses, capital expenditures, transfers to reserves, or non-cash amounts for amortization/depreciation. They represent only annual operating expenditures required to maintain and provide services (including debt servicing costs).

Amounts presented are from the provisional 2017 Budget, EXCEPT for 1884 - 108 Mile Ranch Water, which includes 2015 year data (before tax requisition changes relating to new capital infrastructure) and 2019 data (after all new debt relating to infrastructure is in place and debt servicing cost relating to prior capital expenditures has been retired).

Staff support the use of parcel taxes as an effective way to generate revenue required and used to service the debt associated with infrastructure additions. The use of parcel taxes to service debt related to new infrastructure also ensures that all taxpayers in a position to benefit from the addition of assets will share in the cost of putting the assets in place (whether or not they are users of the service). However, staff believe that user fees should be sufficient to cover **all** of the costs associated with annual operating expenditures, annual minor and major maintenance costs, and any amounts set aside as reserves for future asset rehabilitation or replacement. Further, staff's opinion is that, when parcel taxes collected are in excess of debt servicing requirements and used instead to cover operating expenditures, non-users are subsidizing the actual users of sewer and water systems, and that using parcel taxes to cover (in part) annual operating expenses understates the true cost of operating and maintaining sewer and water services (including the cost of asset rehabilitation and replacement).

**Attachments:**

None

**Financial Implications:**

Determining the appropriate sources of funds (taxes, user fees, grants, debts etc.) will be a critical component in the development of the CRD's Asset Management Plan, Long-Term Financial Plan, and their related policies, procedures, processes and activities.

**Policy Implications:**

Determining the appropriate sources of funds (taxes, user fees, grants, debts etc.) will be a critical component in the development of the CRD's Asset Management Plan, Long-Term Financial Plan, and their related policies, procedures, processes and activities.

**Alignment with Strategic Plan:**

- Ensuring Sufficient and Sustainable Funding
- Building on our Relationships
- Providing Cost Effective High Quality Services
- Focusing on Being Well Governed

[Click here to enter text.](#)

**CAO Comments:**

Concur

**Options:**

- 1) Endorsement of the recommendation;
- 2) Receipt only;
- 3) Defer

**Recommendation:**

That the agenda item summary from Scott Reid, Chief Financial Officer, dated October 26, 2016, regarding the use of parcel taxes and user fees for Asset Management and Long Term Financial Planning for CRD utilities, be received. Further, that staff be directed to develop long term financial plans for sewer and water services that use parcel tax revenues to cover debt servicing costs associated with new infrastructure, and use revenues from user fees to cover all costs associated with operating, maintaining, and (where possible) replacing existing sewer and water infrastructure as it reaches the end of its useful life.



**Date:** 28/10/2016

## **AGENDA ITEM SUMMARY**

---

**To:** Chair and Directors, Committee of the Whole  
**And To:** -  
**From:** Janis Bell, Chief Administrative Officer  
**Date of Meeting:** Committee of the Whole\_Nov03\_2016  
**File:**

---

### **Short Summary:**

Regional Airport Function Feasibility Study

### **Voting:**

-

### **Memorandum:**

The following resolution was passed at the May 13, 2016 Board meeting:

*“That the following recommendation from the Committee of the Whole meeting, held April 21, 2016, be endorsed:*

*That the agenda item summary from Lore Schick, Deputy Corporate Officer, dated April 13, 2016, regarding a request from the City of Quesnel for a financial contribution for the Quesnel Regional Airport, and the letter from Mayor Bob Simpson, City of Quesnel, dated December 14, 2015, requesting the CRD to provide an annual contribution of 50% toward the cost of operating the Quesnel Regional Airport, be received. Further, that \$20,000 in feasibility funds be authorized for an investigative study to be undertaken regarding the airports being included as a regional tax-based function.”*

The City of Williams Lake, which would be one of the major participants of a regional service, has indicated that it does not wish to be included in a regional service. As such, staff is seeking further direction from the Board as to whether or not to proceed with a feasibility study. Should the Board wish to proceed further, staff would require direction as to what the Board envisions the service would look like as a non-regional service without the City of Williams Lake as a participant.

### **Attachments:**

none



**Financial Implications:**

Click here to enter text.

**Policy Implications:**

Click here to enter text.

**Alignment with Strategic Plan:**

- Ensuring Sufficient and Sustainable Funding
- Building on our Relationships
- Providing Cost Effective High Quality Services
- Focusing on Being Well Governed

Click here to enter text.

**CAO Comments:**

Click here to enter text.

**Options:**

- 1) Receipt and provide direction to staff
- 2) Receipt only
- 3) Defer

**Recommendation:**

That the agenda item summary from Janis Bell, Chief Administrative Officer, dated October 28, 2016, regarding the feasibility study for a regional airport function, be received. *Further action at the discretion of the Committee.*