

SOUTH CARIBOO RURAL DIRECTORS CAUCUS AGENDA

**District of 100 Mile Council Chambers
100 Mile House, BC**

**September 9, 2013
4:00 P.M.**

Page

1. CALL TO ORDER

1.1 Adoption of Agenda

That the agenda items be adopted as presented.

2. ADOPTION OF MINUTES

3 - 4

2.1 Minutes of the South Cariboo Rural Directors Caucus - May 13, 2013

That the minutes of the South Cariboo Rural Directors Caucus meeting held May 13, 2013 be received and adopted.

3. DELEGATIONS

4. REPORTS AND CORRESPONDENCE

5 - 6

4.1 Secwepemc Gathering 2013 *Committee works by consensus*

That the letter from Julie John, Event Coordinator for the Secwepemc Gathering 2013, dated July 29, 2013, be received. *Further action at the discretion of the Committee.*

7 - 12

4.2 Proposed Renewal of the Economic Development Contribution Agreement for the South Cariboo Visitor Information Centre *Caucus committee works by consensus*

That the agenda item summary from Darron Campbell, Manager of Community Services, dated August 27, 2013, regarding a proposed renewal of the contribution agreement with the 100 Mile

Development Corporation for operation of the South Cariboo Visitors Information Centre, be received. Further that the agreement be renewed for an additional three-year term at the current annual contribution of \$31,000.

13 - 19 4.3 Proposed Renewal of the Economic Development Contribution Agreement for the Martin Exeter Hall and Valley Room Complex

Caucus committee works by consensus

That the agenda item summary from Darron Campbell, Manager of Community Services, dated September 3, 2013, regarding a proposed renewal of the contribution agreement with the 100 Mile Development Corporation for operation of the Martin Exeter Hall - Valley Room conference centre, be received. Further that the agreement be renewed for an additional three-year term at the current annual contribution of \$15,000.

5. DISCUSSION ITEMS

5.1 Discussion regarding formation of a community forest east of 100 Mile House in the Forest Grove, Canim Lake area.

Committee works by consensus

6. ADJOURNMENT

6.1 Adjournment of the South Cariboo Rural Directors Caucus Meeting

That the meeting of the South Cariboo Rural Directors Caucus be adjourned at TIME, September 9, 2013.

CARIBOO REGIONAL DISTRICT

SOUTH CARIBOO RURAL DIRECTORS CAUCUS

MONDAY, MAY 13, 2013

Minutes of the South Cariboo Rural Directors Caucus meeting held in the District of 100 Mile House Council Chambers on May 13, 2013 at 4:00 p.m., in 100 Mile House, BC.

PRESENT: Chair M. Wagner, Directors A. Richmond and B. Rattray

STAFF: D. Campbell, Manager of Community Services, Cariboo Regional District

1. CALL TO ORDER

1.1 Adoption of Agenda

By Consensus:

SCR.13-05-1 That the agenda items be adopted as presented.

2. ADOPTION OF MINUTES

**2.1 Minutes of the South Cariboo Rural Directors Caucus –
March 11, 2013**

By Consensus:

SCR.13-05-2 That the minutes of the South Cariboo Rural Directors Caucus meeting held March 11, 2013 be received and adopted.

4. REPORTS AND CORRESPONDENCE

**4.1 Proposed Renewal of the Mobile Stage Advertising
Agreement with the Rotary Club of 100 Mile House**

By Consensus:

SCR.13-05-3 That the agenda item summary from Darron Campbell, Manager of Community Services, dated May 6, 2013, regarding a proposed renewal of an advertising agreement for the mobile stage with the Rotary Club of 100 Mile House be received. Further, that the agreement be renewed at the current rate of \$500 per year for a five-year term and that the

South Cariboo Rural Directors Caucus Meeting
13 May 2013

appropriate signatories be authorized to enter into the agreement.

6. ADJOURNMENT

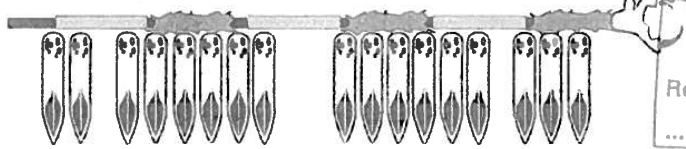
6.1 Adjournment of the South Cariboo Rural Directors Caucus

SCR.13-05-4 That the meeting of the South Cariboo Rural Directors Caucus be adjourned at 4:10 p.m., May 13, 2013.

Certified Correct:

CHAIR

SECWEPENCÚLECW



Cariboo Regional District
File No.
AUG - 1 2013
Referred To *com*
SC Dir's 6750

July 29, 2013

Dear Community, Leaders, Business and/or Organization;

I would like to inform you of the Secwepemc Gathering, August 16 – 18, 2013 which will be held at Green Lake, BC this year with Canim Lake being the 'host' Nation, in which all 17 Secwepemc Bands will be working together on the agenda/events in which I, Julie John will be the main contact person for this gathering.

I am from the Little Shuswap Lake Indian Band on the beautiful Shuswap outside of Chase, BC. My parents are Helen John (Anthony) from Neskonlith Indian Band and my father is Narcisse John from Little Shuswap Lake Indian Band. My grandparents from my mother's side were Honora (Nora) Livina Lysette Anthony (Neskonlith) and Raymond Adrian Narcisse (Adams Lake).

Now busy with the planning process in which financial support of individuals, organizations and/or companies is required to help host a successful event. This letter is to request financial support. All funds raised for this gathering will be used for entertainment, activities, meals, security, sports, traditional games and/or events and camping to accommodate up to 400 plus participants. Any financial contribution, support or direction is greatly appreciated.

Again, I give gratitude for your time, I look forward to your reply. Any cheques can be made payable to Canim Lake Indian Band, attention: Alana Dixon.

In Friendship,

Julie John, Event Coordinator

Secwepemc Gathering 2013
Julie John, Event Coordinator
c/o Canim Lake Indian Band
PO Box 1030, 100 Mile House, BC V0K 2E0
Cell: 250-572-6215 Email: julie_joh@hotmail.com



**2013 Business Plan
South Cariboo Economic Development
(1017)**

Darron Campbell, Manager of Community Services

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

Business Plan Goals, Rationale & Strategies

2013 Goals

2. **Goal:** Sponsor conferences and events in the south Cariboo.
Rationale: Conferences and events draw visitors to the south Cariboo and encourage economic development in the area.
Strategy: The resources necessary to provide limited sponsorship to conferences and events is included in the function financial plan.



AGENDA ITEM
SUMMARY

File:
Date: 27 Aug
2013

TO: South Cariboo Rural Directors Caucus Committee

AND TO: Janis Bell, Chief Administrative Officer

FROM: Darron Campbell, Manager of Community Services

DATE OF MEETING: 09 Sep 2013

SHORT SUMMARY: Proposed Renewal of the Economic Development Contribution Agreement for the South Cariboo Visitor Information Centre

VOTING: Caucus committee works by consensus

MEMORANDUM: The three-year contribution agreement between the Cariboo Regional District and the 100 Mile Development Corporation to provide funding support for the South Cariboo Visitor Information Centre (VIC) will expire on December 31, 2013.

Through the agreement, the Regional District contributes \$31,000 per year from the South Cariboo Economic Development function towards operations of the VIC. The contribution is in recognition of the many tourism-based business from rural areas of electoral areas G, H and L that benefit from the activities of the VIC.

Staff has discussed the agreement terms with staff at the District of 100 Mile House, which owns the Development Corporation, and no issues are apparent with the proposed renewal.

ATTACHMENT: VIC Contribution Agreement
VIC Revenue and Expenditures Statement

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: The cost of the agreement is included in the five-year financial plan for the South Cariboo Economic Development function.

Reviewed and concur: Scott Reid, Chief Financial Officer

CAO COMMENTS: *Reviewed and concur:*

OPTIONS: 1) Endorse recommendation; 2) Receipt only; 3) Defer.

RECOMMENDATION: That the agenda item summary from Darron Campbell, Manager of

Community Services, dated August 27, 2013, regarding a proposed renewal of the contribution agreement with the 100 Mile Development Corporation for operation of the South Cariboo Visitors Information Centre, be received. Further that the agreement be renewed for an additional three-year term at the current annual contribution of \$31,000.

**SOUTH CARIBOO ECONOMIC DEVELOPMENT
CONTRIBUTION AGREEMENT**

SOUTH CARIBOO VISITOR INFORMATION CENTRE

THIS AGREEMENT made as at the 15th day of June, 2011

BETWEEN:

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

(hereinafter called the "Region")

AND:

100 MILE DEVELOPMENT CORPORATION
PO Box 340
100 Mile House BC V0K 2E0

(hereinafter called the "Corporation")

WHEREAS the Region established the South Cariboo Economic Development function through Bylaw No. 3573 (2000) to encourage the private sector to make better and more productive use of the available resources to create sustainable employment under local control and ownership, which in turn facilitates the offering of socially benefiting services; and

WHEREAS promoting tourism within the south Cariboo is an economic development priority for the local communities; and

WHEREAS the 100 Mile House Visitor Information Centre (hereinafter called the Visitor Centre), which is owned by the District of 100 Mile House and operated by the Corporation, is a key facility in the south Cariboo for tourism-related services; and

WHEREAS the Board of Directors has deemed it appropriate and consistent with the purpose of the South Cariboo Economic Development function to financially contribute to the Visitor Centre.

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

Term:

The term of this Agreement is three (3) years from January 1, 2011 to December 31, 2013 inclusive. Upon expiry of the term, the parties may consider amendments to and renewal of the Agreement.

Conditions:

The following commitments are required by the parties:

The Corporation will:

- a) operate, maintain, actively promote, and continue to develop and improve the Visitor Centre as a key south Cariboo tourism facility
- b) expend funds only on eligible costs as detailed for in the Visitor Centre budget for the purposes noted above;
- c) keep accounting records and provide copies of expense reports and invoices to the Region upon request; and
- d) provide an annual financial plan and expenditure priorities summary related to the Visitor Centre, including use, major improvements or repairs, and revenue and expenses to the Region by December 1 in each year of the term.

The Region will:

- a) contribute \$31,000 to the Corporation in August of each year of the term upon receipt of an invoice from the Corporation.

Entire Agreement:

This Agreement and any and all addenda, schedules or exhibits attached hereto represents the entire agreement of the parties regarding the subject matter hereof. There are no other oral or written collateral representations, agreements or understandings regarding the subject matter hereof.

Notices:

Any notices or other communication required or permitted to be given under this Agreement will be in writing, delivered personally, by mail, email, or facsimile and will be deemed given upon actual delivery or, if mailed by registered or certified mail, three days after deposit in the mail, to the address on page one of this agreement

Assignment:

None of the parties may assign any of its rights or delegate any of its duties under this Agreement without the prior written consent of the other party,

Termination:

The Region may terminate this agreement at any time and for any reason by giving 90 days written notice of termination to the Corporation. Subject to Termination for Cause, the Region will pay to the

Corporation all amounts owing under this agreement up to and including the date of termination. Upon payment of such amounts, no other payment will be owed by the Region to the Corporation and no amount will be owing on account of any future expenditures or lost revenues relating to Visitor Centre operations.

Termination by the Corporation

The Corporation may terminate this agreement at any time and for any reason by giving 90 days written notice of termination to the Region.

Rights of the Region Upon Termination for Cause

If the Region terminates this agreement for cause, such as failure of the Corporation to meet the required commitments, then the termination is deemed effective upon receipt of notice by the Corporation and the Region may withhold payment of any amount owing to the Corporation under this agreement.

Indemnity:

The Corporation will indemnify and save harmless the Region and all of its employees, servants, representatives and agents, from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) which the Region or its employees, servants, representatives or agents incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Corporation of any obligation of this agreement, or any wrongful or negligent act of the Corporation or any employee or agent of the Corporation.

Survival of Indemnity

The indemnity described above will survive the termination or completion of this agreement and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Region.

IN WITNESS WHEREOF the said parties hereto have set their hands to as of the date as written below.



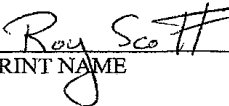
Janis Bell – Chief Administrative Officer
CARIBOO REGIONAL DISTRICT

15-6-11
DATE



Signing Officer
100 MILE DEVELOPMENT
CORPORATION

15-6-11
DATE



PRINT NAME

REVENUES

Visitor Info Center												
Mechandising	9741200	-	9,853	-\$ 15,000	-	15,000	-\$ 10,595	-	14,023	-\$ 14,075	-\$ 20	NOTE: There has been a steady decline in sales over last three-(3) years. Adjustment to line items is recommended.
Food & Beverage	9741300	-	778	-\$ 1,000	-		-\$ 875	-				
Postage	9741400	-	1,174	-\$ 3,000	-	3,000	-	738	-	219	-	
Post Cards/Books/Maps	9741900	-	6,323	-\$ 15,000	-	15,000	-	9,528	-	12,619	-	20
Cash Over/Short	9742000	-	42		-	50	-	18	-	21	-	7
Wage Subsidy	9743000	-	9,648	-\$ 7,300	-	8,960	-	3,673	-	4,991	-	9,854
Grant Funding	9743100	-	49,750	-\$ 40,750	-	46,000	-	49,750	-	46,000	-	15,000
District Funding-Fee for Service												18,925
Donations & Misc Income	9750000	-	645	-\$ 500	-	500	-	270	-	195	-	418
Commissions	9750100			-\$ 100	-	100						
US Exchange	9750300			-\$ 40	-	40						5
Transfer From Surplus - VIC										29,803		
			- 78,213	-\$ 91,690	-\$ 88,650	-\$ 75,411	-\$ 102,979	-\$ 115,150	-\$ 146,873	-\$ 154,638		

Cariboo Regnl Dist
Mini, Jobs, Tourism & Innov \$ 31,000
* CRD is a 3 yr funding agreement

EXPENDITURES

Visitor Info Center									
	Account N	Actual at Jul-31	Budget 2013	Budget 2012	Actual at Dec 31/12	Actual 2011	Actual 2010	Actual 2009	Actual 2008
Clothing/Souvenirs	9841200	10,101	8,250	8,250	5,514	5,614	\$ 8,574	\$ 13,348	\$ 9,444
Food & Beverage	9841300	1,040			756				
Postage	9841400	1,189	2,850	2,850	1,044				
Freight	9841500		900	900	179	333	431		
Post Cards/Books/Maps	9841900	2,477	9,000	9,000	7,356	5,238	10,082	9,642	11,227
Salaries	9961001	8,916	14,980	15,915	16,597	15,875	19,940	25,774	18,311
Wages	9961003	11,990	20,385	14,040	17,342	15,296	5,834	11,100	19,212
Wages - Over Time	9961004		1,000	1,000	-	-	-	-	-
Wages - Part Time	9961005	11,178	22,320	17,355	13,043	12,940	41,521	30	
Employee Benefits	9961006	5,728	11,390	10,000	9,000	9,000	9,000		
Travel	9961021	95	2,900	2,900	1,294	4,135	2,545	4,428	3,179
Postage	9961022	1,947	2,200	2,200	1,313	1,541	1,150	2,920	2,183
Freight	9961023	41	150	75	43	150	31	8	55
Telephone	9961024	3,732	5,500	5,500	5,366	4,236	4,826	6,93	
Alarm System	9961025	508	400	400	146	384	527	25	
Advertising	9961026	3,465	3,500	3,500	5,409	10,932	5,847	4,08	
Training	9961033	88	1,500	1,000	367	669			
Contract Services	9961035	4,695	7,980	5,000	8,001	2,384	4,574	5,211	
Liability Insurance								231	694
All Risk Insurance									
Interest & Bank Charges									
Building Repairs & Maintenance	9961041	7,889	38,300	17,950	9,117	6,607	18,152		
Public Reception	9961048		300	300	177	50			
Office Supplies	9961061	1,553	3,000	2,500	7,342	4,367	2,536		
Janitorial Supplies	9961062	230	1,000	800	256	5,323	2,145	795	500
Water	9961063	410	265	250	205	150	240	142	181
Heat	9961064	410	1,155	1,155	858	885	847	740	894
Hydro	9961065	791	1,365	1,365	1,588	1,468	1,672	1,193	1,388
Garbage Collection	9961066	291	450	450	547	619	580	524	495
Sewer	9961067	148	365	345	394	317	315	182	228
Groceries & Supplies	9961069	36	500	300	141	115	112	178	249
		\$ 78,948	\$ 161,905	\$ 126,085	\$ 103,455	\$ 102,980	\$ 139,271	\$ 147,848	\$ 142,394

First 5 line items represent Cost of Goods Sold at VIC.

Council approved group benefits for FT employees in 2012.

Janitorial service contract - 5 Yr contract renewed in 2011

Major cost in 2013 is request to refinish building exterior. Rethinking of logs and refinish pic nic



AGENDA ITEM
SUMMARY

File:
Date: 03 Sep
2013

TO: South Cariboo Rural Directors Caucus Committee

AND TO: Janis Bell, Chief Administrative Officer

FROM: Darron Campbell, Manager of Community Services

DATE OF MEETING: 09 Sep 2013

SHORT SUMMARY: Proposed Renewal of the Economic Development Contribution Agreement for the Martin Exeter Hall and Valley Room Complex

VOTING: Caucus committee works by consensus

MEMORANDUM: The three-year contribution agreement between the Cariboo Regional District and the 100 Mile Development Corporation to provide funding support for the Martin Exeter Hall / Valley Room Conference Centre will expire on December 31, 2013.

Through the agreement, the Regional District contributes \$15,000 per year from the South Cariboo Economic Development function towards operations of the facility. The contribution is in recognition of the many event-hosting activities that take place at the complex, which include participation from residents of rural areas of electoral areas G, H and L. and the other benefits that it provides to tourism-based business in the area.

Depending on the results of the South Cariboo Recreation bylaw amendment referendum scheduled for September 7, 2013, additional funding could be provided by the Regional District to the centre through support for arts and culture aspects of the facility. It is recommended that regardless of the referendum results, that this economic development agreement remain in place to off set other new funding made available because it serves a different purpose and encompasses the much broader tax base of the south Cariboo than the recreation function.

Staff has discussed the agreement terms with staff at the District of 100 Mile House, which owns the Development Corporation, and no issues are apparent with the proposed renewal.

ATTACHMENT: 1. Contribution Agreement for the Centre
2. Revenue and Expense Report for the Centre

POLICY None.

IMPLICATIONS:

FINANCIAL

IMPLICATIONS:

The cost of the agreement is included in the five-year financial plan for the South Cariboo Economic Development function.

Reviewed and concur: Scott Reid, Chief Financial Officer

CAO COMMENTS:

Reviewed and concur:

OPTIONS:

1) Endorse recommendation; 2) Receipt only; 3) Defer.

RECOMMENDATION:

That the agenda item summary from Darron Campbell, Manager of Community Services, dated September 3, 2013, regarding a proposed renewal of the contribution agreement with the 100 Mile Development Corporation for operation of the Martin Exeter Hall - Valley Room conference centre, be received. Further that the agreement be renewed for an additional three-year term at the current annual contribution of \$15,000.

**SOUTH CARIBOO ECONOMIC DEVELOPMENT
CONTRIBUTION AGREEMENT**

MARTIN EXETER LODGE CONFERENCE CENTRE

THIS AGREEMENT made as at the 15th day of June, 2011

BETWEEN:

CARIBOO REGIONAL DISTRICT

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

(hereinafter called the "Region")

AND:

100 MILE DEVELOPMENT CORPORATION

PO Box 340
100 Mile House BC V0K 2E0

(hereinafter called the "Corporation")

WHEREAS the Region established the South Cariboo Economic Development function through Bylaw No. 3573 (2000) to encourage the private sector to make better and more productive use of the available resources to create sustainable employment under local control and ownership, which in turn facilitates the offering of socially benefiting services; and

WHEREAS promoting business-tourism through event hosting and conferences within the south Cariboo is an economic development priority for the local communities;

WHEREAS the Martin Exeter Lodge Conference Centre, (hereinafter called the "Lodge") which is owned by the District of 100 Mile House and operated by the Corporation, is a key facility in the south Cariboo for event hosting and conferences; and

WHEREAS the Board of Directors has deemed it appropriate and consistent with the purpose of the South Cariboo Economic Development function to financially contribute to operation of the Lodge.

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

Term:

The term of this Agreement is three (3) years from January 1, 2011 to December 31, 2013 inclusive. Upon expiry of the term, the parties may consider amendments to and renewal of the Agreement.

Conditions:

The following commitments are required by the parties:

The Corporation will:

- a) operate, maintain, actively promote, and continue to develop and improve the Lodge as an event hosting and conference facility
- b) expend funds only on eligible costs as detailed for in the Lodge budget for the purposes noted above;
- c) keep accounting records and provide copies of expense reports and invoices to the Region upon request; and
- d) provide an annual financial plan and expenditure priorities summary related to the Lodge, including use, major improvements or repairs, and revenue and expenses to the Region by December 1 in each year of the term.

The Region will:

- a) contribute \$15,000 to the Corporation in August of each year of the term upon receipt of an invoice from the Corporation.

Entire Agreement:

This Agreement and any and all addenda, schedules or exhibits attached hereto represents the entire agreement of the parties regarding the subject matter hereof. There are no other oral or written collateral representations, agreements or understandings regarding the subject matter hereof.

Notices:

Any notices or other communication required or permitted to be given under this Agreement will be in writing, delivered personally, by mail, email, or facsimile and will be deemed given upon actual delivery or, if mailed by registered or certified mail, three days after deposit in the mail, to the address on page one of this agreement

Assignment:

None of the parties may assign any of its rights or delegate any of its duties under this Agreement without the prior written consent of the other party.

Termination:

Termination by the Region

The Region may terminate this agreement at any time and for any reason by giving 90 days written notice of termination to the Corporation. Subject to Termination for Cause, the Region will pay to the Corporation all amounts owing under this agreement up to and including the date of termination. Upon payment of such amounts, no other payment will be owed by the Region to the Corporation and no amount will be owing on account of any future expenditures or lost revenues relating to Lodge operations.

Termination by the Corporation

The Corporation may terminate this agreement at any time and for any reason by giving 90 days written notice of termination to the Region.

Rights of the Region Upon Termination for Cause

If the Region terminates this agreement for cause, such as failure of the District to meet the required commitments, then the termination is deemed effective upon receipt of notice by the Corporation and the Region may withhold payment of any amount owing to the Corporation under this agreement.

Indemnity:

The Corporation will indemnify and save harmless the Region and all of its employees, servants, representatives and agents, from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) which the Region or its employees, servants, representatives or agents incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Corporation of any obligation of this agreement, or any wrongful or negligent act of the Corporation or any employee or agent of the Corporation.

Survival of Indemnity

The indemnity described above will survive the termination or completion of this agreement and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Region.

IN WITNESS WHEREOF the said parties hereto have set their hands to as of the date as written below.



Janis Bell – Chief Administrative Officer
CARIBOO REGIONAL DISTRICT

15-6-11
DATE



Signing Officer
100 MILE DEVELOPMENT
CORPORATION

15-6-11

DATE

Roy Scott

PRINT NAME

