

**SOUTH CARIBOO RURAL DIRECTORS CAUCUS
AGENDA**

District of 100 Mile House Council Chambers

100 Mile House, BC

**October 21, 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 - 5

**2.1 Minutes of the South Cariboo Rural Directors Caucus -
September 9, 2013**

That the minutes of the South Cariboo Rural Directors Caucus meeting held September 9, 2013 be received and adopted.

3. DELEGATIONS

**3.1 Ron Ehmann will appear before the Committee to discuss his
concerns with wood burning boilers.**

Committee works by consensus

That the presentation from Ron Ehmann regarding wood burning boilers, be received.

4. REPORTS AND CORRESPONDENCE

7

4.1 Interlakes Economic Association Board of Directors

Committee works by consensus

That the email from Dianne Lawson, President of the Interlakes Economic Association, dated September 12, 2013 regarding an

invitation to their 1st Community Forum, be received.

**9 - 17 4.2 Item Deferred from the September Meeting - 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 Bernice Crowe, Executive Assistant, dated September 24, 2013, and the attachment relating to an item deferred from the September 9th meeting, regarding the proposed renewal of the Economic Development Contribution for the Martin Exeter Hall and Valley Room Complex, 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 Deferred from September 9 - Discussion regarding the
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, October 21, 2013.

**CARIBOO REGIONAL DISTRICT
SOUTH CARIBOO RURAL DIRECTORS CAUCUS MINUTES
SEPTEMBER 9, 2013**

A meeting of the South Cariboo Rural Directors Caucus was held in the District of 100 Mile House Council Chambers on September 9 at 4:00 p.m., in 100 Mile House, BC.

PRESENT: Chair M. Wagner and Director B. Rattray

ABSENT: Director A. Richmond

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

1. CALL TO ORDER

1.1 Adoption of Agenda

By Consensus:

SCR.13-09-1 That the agenda items be adopted as presented.

2. ADOPTION OF MINUTES

2.1

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

By Consensus:

SCR.13-09-2 That the minutes of the South Cariboo Rural Directors Caucus meeting held May 13, 2013 be received and adopted.

4. REPORTS AND CORRESPONDENCE

4.1

Secwepemc Gathering 2013

By Consensus:

SCR.13-09-3 That the letter from Julie John, Event Coordinator for the Secwepemc

South Cariboo Rural Directors Caucus Meeting
09 September 2013

Gathering 2013, dated July 29, 2013, be received.

4.2

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

By Consensus:

SCR.13-09-4

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.

4.3

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

By Consensus:

SCR.13-09-5

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 deferred to the next meeting for further discussion.

5. DISCUSSION ITEMS

By Consensus:

SCR.13-09-6

That discussion regarding the formation of a community forest east of 100 Mile House in the Forest Grove and Canim Lake area, be deferred to the next meeting.

South Cariboo Rural Directors Caucus Meeting
09 September 2013

6. ADJOURNMENT

**6.1
Adjournment of the South Cariboo Rural Directors Caucus
Meeting**

By Consensus:

SCR.13-09-7 That the meeting of the South Cariboo Rural Directors Caucus be
adjourned at 4:20 p.m., September 9, 2013.

Certified Correct:

CHAIR

From: Dianne [mailto:diannemlawson@gmail.com]
Sent: September-12-13 4:33 AM
To: cathy.mcleod.c1@parl.gc.ca; Donna.Barnett.MLA@leg.bc.ca; Bruce Rattray
Cc: Dorothy Hartshorne; Bob & Anneli Goheen; Cheryl Levick; Gordon Ross; Helga Zeiner; President, Fishing Highway 24 Tourist Association; Steve Brown; Vance Kroeger
Subject: Invitation to Community Forum
Importance: High

September 12, 2013

To: Bruce Rattray, CRD Area L Director
Donna Barnett, MLA, Cariboo-Chilcotin
Cathy McLeod, MP Kamloops-Thompson-Cariboo

Dear Elected Officials;

It is with great pleasure, on behalf of the newly established Interlakes Economic Association Board of Directors to invite you to our 1st Community Forum on Saturday November 2, 2013. This all day event will focus on three very important themes/subjects for our area; Local business, New Opportunities and New Residents.

We are in the process of developing the program and securing our sponsorships and we would like to propose to you the opportunity to speak at this event and to offer you an advertising opportunity for \$200.00.

The Community Forum will be limited to 120 participants and the event will be offered free of charge. The Forum will be offered first to our membership (the Association has over 200 members) and will then be opened up to the general public. The only criteria for participants are that they live in the Interlakes area.

A booth display at the mini trade show is provided for our advertisers/sponsors and will be available at refreshment breaks for our participants. Your \$200.00 advertising contribution also provides you with recognition on the Community Forum poster and program and a click through on our website to your office website. Our advertisers and sponsors will also be recognized throughout the Forum.

The speaking opportunity for Elected Officials is scheduled for the final segment of the Forum starting at approximately 2:45 pm. The objective for this part of the program is for the speakers to draw upon the information and feedback they heard from the participants throughout the day. Each elected official will be provided 15 minutes to address the opportunities and issues raised and to speak to economic initiatives and best practices.

We would appreciate confirming whether you will be able to attend and if you are interested in advertising at the event by Friday September 20th, 2013 as we will be finalizing the program and will begin advertising for the event shortly after.

If you have any further questions regarding the event please contact me directly at 250-819-0558.

Sincerely,

Dianne Lawson, President
Interlakes Economic Association



AGENDA ITEM SUMMARY

File:
Date: 24 Sep
2013

TO: South Cariboo Rural Directors Caucus Committee

AND TO: Janis Bell, Chief Administrative Officer

FROM: Bernice Crowe, Executive Assistant

DATE OF MEETING: 21 Oct 2013

SHORT SUMMARY: Item Deferred from the September Meeting - 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 South Cariboo Rural Directors Caucus, at its September 9 meeting, resolved as follows:

"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 deferred to the next meeting for further discussion."

Accordingly, the above is being brought forward for further consideration.

ATTACHMENT: Agenda item summary from Darron Campbell, Manager of Community Services, dated September 3, 2013

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 Bernice Crowe, Executive

Assistant, dated September 24, 2013, and the attachment relating to an item deferred from the September 9th meeting, regarding the proposed renewal of the Economic Development Contribution for the Martin Exeter Hall and Valley Room Complex, be received. Further that the agreement be renewed for an additional three-year term at the current annual contribution of \$15,000.



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

| Lodge Complex | | | | | | | | |
|-----------------------|-------------|-------------|-------------|---------------------|-------------|-------------|-------------|-------------|
| | Account No. | Budget 2013 | Budget 2012 | Actual at Dec 31/12 | Actual 2011 | Actual 2010 | Actual 2009 | Actual 2008 |
| Salaries | 9971301 | 11,235 | \$ 5,303 | \$ 6,872 | \$ 5,292 | \$ 3,625 | \$ 5,175 | \$ - |
| Wages | 9971303 | | 6,240 | 4,491 | 6,098 | 192 | 55 | - |
| Wages - Part Time | 9971305 | | - | - | 6,906 | 14,044 | 13,093 | 9,720 |
| Fringe Benefits | 9971306 | 2,695 | 3,395 | 2,369 | 1,117 | 990 | 3,223 | 753 |
| Postage | 9971322 | 100 | 100 | 155 | - | 100 | 55 | 75 |
| Freight | 9971323 | 50 | 50 | - | - | - | - | - |
| Tele-phones | 9971324 | 4,000 | 4,000 | 2,405 | 1,883 | 3,127 | - | - |
| Alarm System | 9971325 | 1,000 | 1,000 | 609 | 670 | 915 | - | - |
| Advertising | 9971326 | 1,500 | 100 | 219 | - | 148 | - | - |
| Training | 9971333 | - | - | - | - | - | - | - |
| Contract Services | 9971335 | 31,500 | 31,200 | 18,100 | 11,368 | 4,259 | - | - |
| SOCAN | 9971335 | - | 200 | - | - | - | 1,455 | - |
| Insurance - Liability | | - | - | - | - | 8,267 | - | 7,171 |
| Insurance - All Risk | 9971337 | 9,000 | 9,000 | 8,030 | 8,606 | 2,595 | - | - |
| Building Repairs & M | 9971341 | 11,800 | 11,800 | 8,563 | 7,163 | 18,324 | - | - |
| Equipment & Suppl | 9971341 | - | - | - | - | - | - | - |
| Office Supplies | 9971361 | 500 | 500 | 528 | 502 | 177 | 300 | 432 |
| Janitorial Supplies | 9971362 | 1,000 | 1,000 | 1,164 | 967 | 1,271 | 1,405 | 1,053 |
| Water | 9971363 | 855 | 855 | 852 | 828 | 81 | 300 | 509 |
| Heat | 9971364 | 16,500 | 16,500 | 17,740 | 19,441 | 13,742 | 16,450 | 19,154 |
| Hydro | 9971365 | 6,500 | 6,500 | 8,699 | 8,399 | 7,399 | 6,595 | 5,410 |
| Garbage | 9971366 | 400 | 400 | 305 | 398 | 361 | 340 | 230 |
| Sewer | 9971367 | 625 | 625 | 625 | 595 | - | 375 | 506 |
| Groceries & Supplies | 9971369 | 1,000 | 800 | 531 | 144 | 698 | 120 | 4,668 |
| | | \$ 100,260 | \$ 99,370 | \$ 82,260 | \$ 80,379 | \$ 80,829 | \$ 89,615 | \$ 132,407 |

Includes services provided by contractor to open/close clean up, sound mtce, etc. (W/love).
PT Wage line item reduced in 2012 to reflect change in 2012.

Includes purchase of 100 chairs, new blinds and painting (over in 2012).

Not Included:
Office O/H @ 10%
Amortization

10,000
81,430

MEH REVENUES

~\$36,000 Rental annually plus \$15,000 paid for the Valley Room from SC Ec Dev (1017)
is \$51,000 in revenue for an estimated operational deficit of \$50,000 per year

recommend keeping the SC Ec Dev contract in place because it captures rural tax base which benefit from the Ec Dev activities at the Valley Room and covering the \$50k deficit from SC Rec