

# SOUTH CARIBOO JOINT COMMITTEE

## AGENDA

District of 100 Mile House, Council Chambers  
100 Mile House

April 18, 2011  
5:00 pm

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### **A. Receipt and Adoption of Minutes**

1. Minutes of meeting March 15, 2011

### **B. Delegation**

1. Deborah Young, President, The Fishing Highway Tourist Association
2. Patricia Spencer, South Cariboo Coordinator, Cariboo Woodstove Exchange Program and Graham Veale, Ministry of Environment
3. Canlan Ice Sports Corp.  
-- Quarterly Report

### **C. Reports and Correspondence**

1. Canlan Ice Sports Corp. Annual Operating Plan and Quarterly Report  
*(Documents will be ready for pick up Friday, April 15<sup>th</sup>, afternoon)*  
- Directors pick up at CRD 100 Mile House office  
- Council members pick up at District office
2. Memorandum dated April 12, 2011 from Darron Campbell, Manager of Community Services  
-- South Cariboo Recreation Centre Property Master Plan RFP
3. Memorandum dated April 11, 2011 from Bernice Crowe, Executive Assistant  
-- South Cariboo Community Foundation
4. Email dated April 11, 2011 from Graham Barbour, Chief Building Official  
-- Agriplex update

# SOUTH CARIBOO JOINT COMMITTEE MINUTES

AI

TUESDAY, MARCH 15, 2011

A meeting of the South Cariboo Joint Committee was held on Tuesday, March 15, 2011 at 5:00 pm, at the Cariboo Regional District office in 100 Mile House.

**PRESENT:** Co-Chair A. Richmond, Directors A. Dumaresq, and B. Rattray, Cariboo Regional District  
Co-Chair Mayor M. Campsall, and Councillors, D. Mingo, and B. Hadden District of 100 Mile House

**ABSENT:** Councillors M. Torgerson, and J. Best, District of 100 Mile House

**STAFF:** D. Campbell, Manager of Community Services, Cariboo Regional District  
Flori Vincenzi, Director of Financial Administration, District of 100 Mile House

**Res. A**      **Minutes**

By Consensus:

“That the December 16, 2010 minutes of South Cariboo Joint Committee, be received and endorsed.”

Delegations

RCMP Staff Sgt. Brian Coldwell provided the Committee with an update on the crime statistics in comparison from 2009 to 2010 and their annual plan for their calendar year April 1, 2011 to March 31, 2012.

**Res. B**      **Fishing Highway Tourist Association**

By Consensus:

“That the Fishing Highway Tourist Association be invited to appear as a delegation at the next meeting.”

**Res.C**      **Proposed 2011 Meeting Schedule**

By Consensus:

“That the memorandum dated March 7, 2011 from Bernice Crowe, Executive Assistant regarding the proposed 2011 meeting schedule, be received. Further, that the schedule be amended and approved as follows; April 18<sup>th</sup> (District) May 9<sup>th</sup> (CRD) June 13<sup>th</sup> (District) September 19<sup>th</sup> (CRD), October 17<sup>th</sup> (District) November 14<sup>th</sup> (CRD) and December 12<sup>th</sup> (District).”

**Res. D**      **South Cariboo Community Foundation**

By Consensus:

“That the memorandum dated January 25, 2011 from Danielle Johnson, Project Coordinator regarding the South Cariboo Community Foundation, be received.

Further, that the proposed membership for a working committee include a representative from the District of 100 Mile House and the Cariboo Regional District as well as four community participants, one from each Electoral Area and the municipality. Further, that this be brought forward for discussion at the next meeting.”

Director Bruce Rattray left the meeting.

**Res. E South Cariboo Recreation Facility Stakeholder Meeting Summary**

By Consensus:

“That the memorandum dated March 7, 2011 from Darron Campbell, Manager of Community Services regarding the South Cariboo Recreation – Facility Stakeholder meetings, be received. Further, that a third meeting of the facility stakeholders be arranged with the intent to discuss additional participants, particularly from rural areas of the south Cariboo, and that the local media also be invited to encourage public awareness of the process.”

**Res. F South Cariboo Transit – Renewal Agreement**

By Consensus:

“That the memorandum dated March 7, 2011 from Darron Campbell, Manager of Community Services regarding the South Cariboo Transit Agreement with the District of 100 Mile House, be received. Further, that Cariboo Regional District Finance Policy F4.6 be waived and the agreement be renewed on the existing terms for an additional three years.”

**Res. G Request to Purchase a Memorial Bench**

By Consensus:

“That the letter dated March 3, 2011 from Millie Halcro regarding the purchase of a memorial bench, be received. Further, that the bench be approved for installation and the family be directed to work with District Staff on an appropriate location.”

**Res. H Adjournment**

By Consensus:

“That the meeting of the South Cariboo Joint Committee adjourn at 7:00 pm, Tuesday, March 15, 2011.”

CERTIFIED CORRECT:

CERTIFIED CORRECT:

\_\_\_\_\_  
CO-CHAIR

\_\_\_\_\_  
CO-CHAIR

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File: 709'

MEMORANDUM

TO: SOUTH CARIBOO JOINT COMMITTEE

AND TO: JANIS BELL, CHIEF ADMINISTRATIVE OFFICER

FROM: DARRON CAMPBELL, MANAGER OF COMMUNITY SERVICES

DATE: APRIL 12, 2011

SUBJECT: SOUTH CARIBOO REC CENTRE PROPERTY MASTER PLAN RFP

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Following a joint committee resolution in 2010, the following goal was included in the 2011 South Cariboo Recreation Business Plan:

- Goal:** Complete a Master Plan for future development of the South Cariboo Recreation Centre property.

**Rationale:** A high level plan is necessary to address opportunities for development on the property, such as an aquatic centre, improved agriplex, expanded equestrian grounds or additional ball fields. As well, cooperative links to adjacent properties such as the bike park need to be explored.

**Strategy:** Regional District staff will manage the planning process with support from the facility operator and consultation with key user groups.

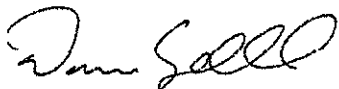
A Request for Proposals is attached for review by the joint committee. The focus of the work is intended to be land-based with the final product consisting of development options that would be suitable to the property and recommendations for effective and efficient use of the area.

The cost for the RFP is to a maximum of \$15,000, which is included in the South Cariboo Recreation 2011 budget.

RECOMMENDATION:

That the memo from Darron Campbell, Manager of Community Services, dated April 12, 2011 regarding a Request for Proposals for a South Cariboo Recreation Centre Property Master Plan be received. Further, that the scope of work in the proposal be confirmed and the RFP be issued.

Respectfully submitted,



Manager of Community Services



building communities together

Tel: 250 392 3351  
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Suite D 180 North Third Avenue  
Williams Lake, BC V2G 2A4  
www.cariboord.bc.ca

File: 7095-01

## REQUEST FOR PROPOSALS

From: CARIBOO REGIONAL DISTRICT

Date: APRIL XXX, 2011

### Project Title:

### **South Cariboo Recreation Centre Property Master Plan**

### Terms of Reference

The Cariboo Regional District is undertaking the development of a **Recreation Property Master Plan** (hereinafter referred to as the 'Plan') to guide the use, development and coordination of recreation property located in the south Cariboo and supported by the South Cariboo Recreation function - Cariboo Regional District Bylaw 4617 (2010).

The 9.1 hectare property is located at 2-175B Airport Road in 100 Mile House and currently includes an arena, curling rink, agriplex (inactive), equestrian grounds, two ball fields and common use areas such as parking.

A high level plan is necessary to address opportunities for development on the property, such as an aquatic centre, improved agriplex, expanded equestrian grounds or additional ball fields. As well, cooperative links to adjacent properties such as the bike park need to be explored.

The Regional District is issuing this Request For Proposals to solicit responses from qualified consultants for the development of the Plan. The consultant is expected to:

- i.) review the existing facilities on the property, identifying opportunities and deficiencies;
- ii.) meet with key stakeholders to determine their plans and goals for the recreational properties they utilize;
- iii.) make recommendations on the best use of the facilities on the property;

### **Electoral Areas**

A – Red Bluff-Quesnel South ( B – Quesnel West-Bouchie Lake Ten Mile ( C – Barlow-Bowron ( D – Wildwood-McLeese Lake  
E – Estler-Dog Creek ( F – Horsefly-Likely-150 Mile House ( G – Lac La Hache-108 Mile House ( H – Canim Lake-Forest Grove  
I – Narcosli-Nazko ( J – West Chilcotin ( K – East Chilcotin ( L – Lone Butte-Interlakes

### **Municipalities**

Quesnel ( Wells ( Williams Lake ( 100 Mile House

- iv.) make recommendations on potential physical and functional links, with a focus on integration of use, with adjacent recreation properties;
- v.) prepare a concept plan that provides an inventory of existing service and facilities and a strategy for future improvements, establishing short-term and long-term objectives for the property;
- vi.) provide site plans with detailed maps demonstrating the existing conditions, potential conditions and development options.

Submissions:

Proposals to provide the above services must have a budget of no more than \$13,000 plus applicable taxes, and actual out-of-pocket costs up to \$2,000, to be considered.

Proposals may be submitted up to 3:30 pm on May XXX 2011, to the Regional District in one of the following formats:

- Sealed envelope with one hard copy, in an unbound, copyable format, to: Darron Campbell, Community Services Manager at the Cariboo Regional District offices at:
  - 180D north 3<sup>rd</sup> avenue, Williams Lake, BC V2G 2A4,
- via pdf document emailed to [dcampbell@cariboord.bc.ca](mailto:dcampbell@cariboord.bc.ca)

Faxed submissions will not be accepted.

If it is determined that an amendment is required to this RFP, any and all changes to the RFP will be issued in the form of a written addendum. All addenda will be posted on the Cariboo Regional District website. It is the sole responsibility of the proponent to monitor the Cariboo Regional District website to ensure they are aware of any updates or other information regarding this RFP. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any proponent.

Submissions become the property of the Regional District and will not be returned. Submissions will be held in confidence unless otherwise required by law. The Regional District is a 'public body' defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

Evaluation:

The evaluation criteria applied in assessing proposals are:

- a) Project Comprehension - proposals must demonstrate a clear understanding of concepts in the proposal call and include explanatory strategies to achieve the desired outcomes.

- b) Qualifications and Experience - qualifications and relevant experience of the consulting company and key individuals; providing brief examples of similar past work is encouraged.
- c) Financial - proposals must include a total project cost and itemized budget with a daily rate, travel expenses, general expenses, supplies and all fees associated with the project.
- d) Project Completion Date – a completion date for the final report must be provided. Preference will be given to proposals dedicated to completing the work in a timely manner.

Evaluation will not be strictly limited to the criteria above and may include any other criteria that the Regional District considers relevant.

Selection of Preferred Proponent and Award of Contract:

This RFP does not create a tender process or any contractual or other legal rights or obligations. This RFP is not an invitation for an offer to contract and it is not an offer to contract made by the Cariboo Regional District. By this RFP, the Regional District intends to reserve to itself absolute and unfettered discretion to invite proposals, consider and analyze proposals, select a preferred proponent and attempt to negotiate an agreement as the Regional District considers desirable.

Without limiting the generality of the foregoing, the Regional District reserves the right to:

- a) reject or short-list any proposal whether or not complete;
- b) require clarification where any proposal is unclear, have meetings with an individual proponent for this purpose, and consider the clarification in the evaluation of that proposal;
- c) reject any or all proposals without any obligation or any compensation or reimbursement to the proponents;
- d) change any schedule or date in the RFP; and,
- e) interview one or more proponents prior to selecting a preferred proponent.

The Regional District is under no obligation to select a preferred proponent, proceed to negotiations for an agreement or enter into an agreement.

Proponents are solely responsible for their own expenses in preparing, and submitting proposals, and for any negotiations or discussions with the Regional District relating to or arising from this RFP.

The Regional District will not be liable to any proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the proponent in preparing and submitting a proposal, or participating in negotiations for an agreement, or other activity related to or arising out of the RFP.

Proponents will disclose any potential conflicts of interest and existing business relationships they may have with the Regional District.

Proponents will not contact any member of the Regional District Board of Directors with respect to this RFP prior to award of a contract or termination of the RFP. The Regional District may reject the proposal of any proponent that makes any such contact.

Any reference to the Regional District in the RFP includes any representatives, agents, employees, consultants and elected representatives.

-end-

RFP issued XXXX, 2011. Closing date is XXXX, 2011.



MEMORANDUM

TO: SOUTH CARIBOO JOINT COMMITTEE  
AND TO: JANIS BELL, CHIEF ADMINISTRATIVE OFFICER  
FROM: BERNICE CROWE, EXECUTIVE ASSISTANT  
DATE: APRIL 11, 2011  
SUBJECT: SOUTH CARIBOO COMMUNITY FOUNDATION

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The South Cariboo Joint Committee, at its March 15, 2011 meeting, passed the following resolution:

“That the memorandum dated January 25, 2011 from Danielle Johnson, Project Coordinator regarding the South Cariboo Community Foundation, be received. Further, that the proposed membership for a working committee include a representative from the District of 100 Mile House and the Cariboo Regional District as well as four community participants, one from each Electoral Area and the municipality. Further, that this be brought forward for discussion at the next meeting.”

Accordingly, the above is being brought forward for the committee’s consideration.

Yours truly,



Bernice Crowe  
Executive Assistant

attachment



MEMORANDUM

TO: SOUTH CARIBOO JOINT PLANNING COMMITTEE

FROM: DANIELLE JOHNSON, PROJECT COORDINATOR

DATE: JANUARY 25, 2011

SUBJECT: SOUTH CARIBOO COMMUNITY FOUNDATION

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Canada Revenue Agency restricts community foundations to make grants only to organizations that have a registered charitable business number. However, a community foundation can make grants to non-qualified organizations through an intermediary or sponsor organization. The sponsor organization must have registered charitable status and there are some conditions.

As a requirement of the Income Tax Act, and to avoid the sponsor organization simply acting as a flow-through mechanism for funds, it is recommended that there be a written contract between the non-qualified organization and the sponsor. The contract should state what the non-qualified organization is expected to do in return for the payment and the organization should be required to provide detailed reports to the sponsor. The sponsor must be able to demonstrate it is controlling the use of the funds and can account for them. It is also important that the sponsor and the non-qualified organization have a reasonable link. For example, it may not be appropriate for a library to sponsor a little league baseball team.

To assist non-qualified organizations in this process, the proposed South Cariboo Community Foundation may choose to provide a contract template and a list of potential sponsor organizations. Also, many community foundations develop a policy that outlines how it will work with non-qualified organizations. Example policies and templates can be obtained from the Community Foundations of Canada.

In addition, local governments may also sponsor non-qualified organizations. There is also a national organization that is able to act as a sponsor for sports organizations that are not registered charities. Organizations that plan to apply to the community foundation each year may also choose to make a formal application to Canada Revenue Agency to become a registered charity. The community foundation may choose to provide some tools or resources to assist organizations in this process.

To create an endowment each electoral area will submit a separate application to the Northern Development Community Foundation Matching Grants program. This will ensure each electoral area receives the maximum \$50,000 contribution over two years. However, these funds will contribute to the general endowment of the South Cariboo Community Foundation.



Staff is in contact with the Community Foundations of Canada's Director of Regional Strategies who will assist in the process of setting up a new community foundation in the south Cariboo.

**STAFF RECOMMENDATION:**

That the memorandum dated January 25, 2011, from Danielle Johnson, Project Coordinator, be received.

Yours truly,

A handwritten signature in black ink, appearing to read 'DJ', with a long horizontal flourish extending to the right.

Danielle Johnson  
Project Coordinator



**Bernice Crowe**

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C4

**From:** Graham Barbour  
**Sent:** April-11-11 12:02 PM  
**To:** Rick Hodgson  
**Cc:** Bernice Crowe  
**Subject:** OHM Agriplex

Hi Rick:

This writing is to give you an update on the progress at the OHM Agriplex project. I have not heard anything from the group for quite some time. The last discussion I had with them was to point out that their Architect had given them a number of options and that they should discuss these options with him. I also mentioned to them that WorkSafeBC had said they would require a hazardous materials assessment. Since that conversation I have had no contact with the group.


Thanks

Graham

**Graham Barbour, RBO**  
*Chief Building Official and  
Manager Responsible for Bylaw Enforcement*  
[gbarbour@cariboord.bc.ca](mailto:gbarbour@cariboord.bc.ca)



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