

SOUTH CARIBOO JOINT COMMITTEE

AGENDA

District of 100 Mile House Council Chambers
100 Mile House

October 17, 2011
5:00 pm

A. Receipt and Adoption of Minutes

1. Minutes of meeting September 21, 2011

B. Delegations

1. Agriplex Society
-- renovation project budget and construction timeline
2. Cariboo Mountain Bike Consortium
-- Mountain Bike Initiatives and Partnership Opportunities

C. Discussion Items

1. South Cariboo Community Foundation – *(Director Rattray)*
-- deferred from September 21, 2011 meeting

SOUTH CARIBOO JOINT COMMITTEE MINUTES

WEDNESDAY SEPTEMBER 21, 2011

A meeting of the South Cariboo Joint Committee was held on Wednesday, September 21, 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 Councillor, D. Mingo, District of 100 Mile House

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

STAFF: D. Campbell, Manager of Community Services, Cariboo Regional District
Roy Scott, Administrator, District of 100 Mile House

Res. A Minutes

By Consensus:

“That the June 20, 2011 minutes of South Cariboo Joint Committee, be received and endorsed.”

Delegations

Josh Dickerson from Canlan Ice Sports Corporation attended the meeting to answer questions regarding concerns with out of town bookings at the Recreation Centre

Gerry MacDougall, Executive Director of Ministry of Forests, Lands and Natural Resource Operations in the Cariboo did not attend the meeting.

Res. B Rental Rates at the Recreation Centre

By Consensus:

“That the delegation from Josh Dickerson, Canlan Ice Sports Corporation, be received. Further, that a report regarding new facility rental rates for out-of-area bookings be brought back to the Committee for consideration.”

Res. C South Cariboo Recreation Services – 2012 Business and Financial Plans and Capital Projects Plan

By Consensus:

“That the memorandum from Darron Campbell, Manager of Community Services dated September 12, 2011 regarding the 2012 Business Plan and Financial Plan for the South Cariboo Recreation services function and the South Cariboo Recreation Centre capital plan, be received. Further, that the plans be endorsed.”

Res. D Rick Hansen 25th Anniversary Relay

By Consensus:

“That the memorandum dated July 12, 2011 from Donna Bellingham, Deputy Director of Corporate Administration regarding the Rick Hansen 25th Anniversary Relay, be received. Further, that up to \$1000 be made available in the South Cariboo Recreation budget to support hosting the event at the South Cariboo Recreation Centre.”

Res. E South Cariboo Community Foundation

By Consensus:

“That the discussion regarding the South Cariboo Community Foundation be deferred to the next meeting pending confirmation of the long term availability of the Northern Trust community foundation grant funding.”

Res. F Agriplex Society

By Consensus:

“That the Agriplex Society be requested to attend the next South Cariboo Joint Committee meeting and provide the renovation project budget and construction timeline.”

Res. G Adjournment

By Consensus:

“That the meeting of the South Cariboo Joint Committee adjourn at 7:45 pm, Wednesday, September 21, 2011.”

CERTIFIED CORRECT:

CERTIFIED CORRECT:

CO-CHAIR

CO-CHAIR

Bernice Crowe

From: Darron Campbell
Sent: October-11-11 11:17 AM
To: Bernice Crowe
Subject: FW: Agriplex

Hi Bernice, please include this email from the Agriplex Society in the SCJC agenda for Oct 17. Thanks. dc

From: Peter Reid [<mailto:cariboolog@telus.net>]
Sent: Tuesday, October 04, 2011 9:59 AM
To: ;
Subject: Agriplex

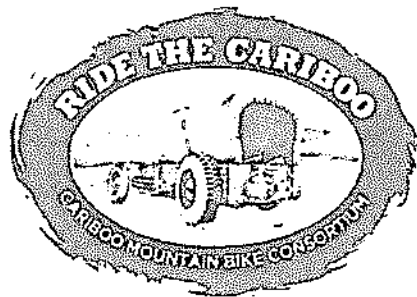
Darron

In regards to paying for the repairs of the Agriplex.

All groups involved, including the architect and engineer have understood from the beginning that they would be paid when and if we received any grants applied for. failing that, they would wait until we were in the building and receiving money from the rental of the arena, however long that takes.

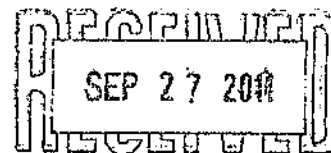
The contractor, who is on holidays until October 19th, expects it will take 4 days to complete the repairs and has scheduled to finish the repairs before the end of this month

Peter/Rick



September 21, 2011

Mayor and Council
District of 100 Mile House
100 Mile House, BC



Re: Follow-Up From Presentation to Council on April 26th, 2011 Regarding Mountain Bike Initiatives and Partnership Opportunities

As you know, the Cariboo Mountain Bike Consortium aims is to cement mutually beneficial partnerships with the municipalities and businesses of the Cariboo Region that supports the goal of diversifying the regional economy into the vibrant and growing sector mountain bike sector. As a follow up from our meeting in April we are pleased to attach a proposal that outlines a maintenance program for the 100 Mile House Bike Park and other opportunities.

As we discussed previously, bike parks are a critical element of infrastructure that anchor a communities bike community. The attached proposal outlines a maintenance program that will enhance the communities livability and support the growing mountain bike economy.

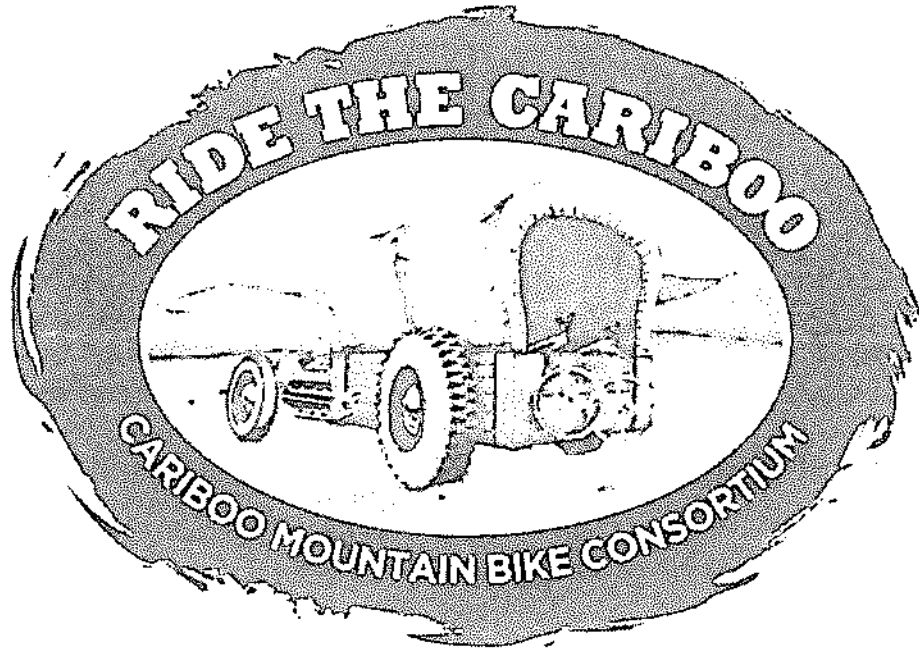
Over the past summer the Hun City Bike Club in partnership with the Cariboo Mountain Bike Consortium has established a large network of mountain bike specific trails in 108 Mile through Partnerships with local resorts, as well as completed the construction of a large single track trail with the support of the Province of BC off the 99 Mile area. The bike park is an infrastructure element that requires an additional partnership with the District.

Please review the attached proposal and contact the Hun City Bike Club for further discussions. We sincerely hope this will be the start of a productive relationship that supports economic growth and healthy community.

Thanks in advance,

Justin Calof, Chair
Cariboo Mountain Bike Consortium

Steve Law & Dwayne Chamberlain
Hun City Mountain Bike Club



HUN CITY BIKE PARK
MAINTENANCE PROPOSAL

1. Council approval for a one time bike park investment of \$6,700 in order to re-construct damaged areas of the park and upgrade its overall experience;
2. An agreement with the District of 100 Mile House to fund ongoing maintenance activities in the proposed Bike Park at an approximate annual cost of \$3,200.

Bike Park Maintenance and Liability Management

Facility maintenance is an integral part of managing risk, user experience and environmental impact (Hoots, 2009). In order to ensure that the park is continues to operate at the highest possible safety standard the Hun City Bike Club proposes that the District of 100 Mile House in partnership with the Hun City Bike Club undertake an annual maintenance schedule beginning in the fall of 2011.

The maintenance will focus on three key goals. First, to ensure the park is kept up-to-date and consistent with the progression of local riders, periodic changes to its structure and flow can be incorporated into a maintenance plan. Second, it the maintenance of existing features to ensure they are safe and enjoyable to ride. Third, maintaining the park in good order will allow the Hun City Bike Club to organize events that generate economic activity for the City and Region.

As the park has come into some dis-repair in the past years, the first maintenance round will require a greater level of effort and resources. This one time cost will correct some of the existing damage and enable more cost effective maintenance to be undertaken in the years following.

The Hun City Bike Club in partnership with the Cariboo Mountain Bike Consortium has identified a suitable contractor at work in the region to undertake this work. This business is currently under contract with the City of Williams Lake to undertake identical work in the recently completed Boitano Bike Park. The proposed cost structure outlined below is a reflection of this regional experience.

Table 1 - Summary of Total Costs to Maintain 100 Mile Bike Park

| YEAR | MAINTENANCE DESCRIPTION | COST |
|------|---|---------|
| 2011 | Full park upgrade and re-build of existing features. | \$6,700 |
| 2012 | Two maintenance rounds (Spring and Fall) that re-shape features, manage vegetation and address any safety concerns. | \$3,200 |
| 2013 | Two maintenance rounds (Spring and Fall) that re-shape features, manage vegetation and address any safety concerns. | \$3,200 |

Conclusion

The Hun City Bike Club has substantially contributed to the well-being and livability of this City. Many young families continue to move here for the abundant adventure tourism opportunities that are available, particularly the extraordinary biking that has been built entirely from volunteer effort. The Hun City Bike Club in partnership with the Cariboo Mountain Bike Consortium is confident that the maintenance of the Bike Park is a reasonable step in the development of this valuable resource.

The Hun City Bike Club sincerely hopes this proposal is received well and looks forward to engaging with District officials on its content. The Bike Club is requesting to meet with Council in the immediate term to discuss this proposal. Please contact Steve Law at 250-791-7279 to arrange a session.

C1

**South Cariboo Community Foundation
Progress Report #4 – Sept 12.11**

Background:

The members of the South Cariboo Joint Committee have expressed interest in the establishment of a Community Foundation. The objectives are:

- To consolidate existing grant funds and decision making
- To provide broader community-based decision making
- To move from a taxation-based source of grant funds to an interest-based source of grant funds
- To take advantage of non-government funding sources to increase the foundations asset base

A Working Group was established on April 18, 2011 to:

- develop a proposal for establishment of a South Cariboo Community Foundation
- present the proposal to the South Cariboo Joint Committee for recommendation to the CRD Board and the 100 Mile District Council
- if approved, to establish the Foundation

The working group members are:

- Jeannie Best – representing the 100 Mile District Council
- Bruce Rattray – representing the Cariboo Regional District's South Cariboo Rural Caucus
- Roy Scott – Chief Administrative Officer 100 Mile District
- Ron Graves - volunteer from 100 Mile District
- Peter Crawshay – volunteer from CRD Area "L"

Actions to Date:

- Establish Working Group, prepare and distribute background papers - done
- Collect sample constitution and bylaws –done
- Assess Vancouver CF and Kamloops CF for financial management services - underway
- Contact Danielle Johnson re: NDIT funding deadlines - underway
- Contact Barbara McMillan at Community Foundations of Canada re: support and advice - ongoing
- Advise Chamber of Commerce, Peter Skene Ogden Secondary School, SC Health Foundation – done
- Advise Rotary Club, Lions Club, Legion, Knights of Columbus - done
- Report #1 to SCJC and obtain approval for funding, public engagement - done
- Develop financial plan – underway
- Develop constitution and bylaws - underway
- Select foundation name – underway
- Report #2 to SCJC - done
- Application to reserve society name – underway
- Report #3 to SCJC – decision made to defer pending further discussion with the South Cariboo Health Foundation

South Cariboo Community Foundation
Progress Report #4 – Sept 12.11

- Met with South Cariboo Health Foundation Board – additional follow-up required on foundation name and shared Director.
- Contacted potential Board members.
- Report #4 to SCJC – Prepared and forwarded report for consideration at the September 19, 2011 meeting

Current Concept:

Organization: A non-profit society in accordance with the BC Society Act with charitable status as approved by the Canada Revenue Agency.

Membership is restricted to Board members and others at the discretion of the Board.

The initial application for a name such as Community Foundation of the South Cariboo, South Cariboo Community Foundation (SCCF) or South Cariboo Community Foundation was rejected. A second application is pending.

Purposes: The stated purposes for the Foundation will be defined in the Constitution as:

- (i) education through the establishment of scholarship funds and the funding of specific educational endeavours ;
- (ii) programs for the needy and for the alleviation of human suffering and poverty;
- (iii) amateur sport and community recreation;
- (iv) arts and cultural activities, including but not limited to music, theatre, film, dance, literature, weaving, painting, sculpture and pottery;
- (v) preservation of lands or buildings of historic or environmental value;
- (vi) preservation and protection of the environment through hands on projects, as well as through courses and seminars directed at educating the public;
- (vii) projects and endeavours of a charitable nature which generally contribute to the well-being of residents of the District of 100 Mile House and Areas G, H and L of the Cariboo Regional District, and

to receive funds, which will not form part of the permanent capital fund, from governments, education institutions, individuals, corporations, trusts, charities, community groups and like organizations and to hold, invest and disburse those funds in accordance with the requirements of and arrangements made with such persons or organizations, but always in accordance with the charitable purposes of the society as set out herein and

to convene meetings that provide a forum to consider community priorities and action around emerging and existing community needs and how best to meet them. The fields of consideration are the relief of poverty; educational needs; social welfare and health issues; programs for the aged, the disabled; preservation and protection of the environment; advancement of the arts; prevention of delinquency and substance abuse. The meetings are not intended to influence public opinion.

**South Cariboo Community Foundation
Progress Report #4 – Sept 12.11**

Board of Directors: The Board will be composed of not less than 6 and not more than 12 Directors. All Directors must be residents of the South Cariboo. One Director will be an elected official appointed by the District of 100 Mile House and one Director will be an elected official from among the South Cariboo members of the Cariboo Regional District. All other Directors will be appointed for three year terms (renewable one time), with terms staggered such that one third of the positions are appointed in a given year.

The intent is for the board to be representative of the community, reflecting its cultural diversity, and with the attitudes, skills and expertise to do the job.

Board members will serve without remuneration.

Nominating Committee: The nominating committee is responsible for proposing new directors to fill vacancies on the Board. The committee is comprised of one member of the current Board and 2 to 4 prominent members of the South Cariboo community. New directors are appointed by members (Board) at the Annual General Meeting.

Committees: The Board of Directors may establish committees comprised of directors and others as required.

Financial Plan: The Cariboo Regional District and the District of 100 Mile House will provide seed funding to the Foundation in the amount of \$300,000 on a defined schedule over a period of ten years. An additional \$200,000 will be requested from the Northern Development Initiatives Trust over the first six years. (see Appendix A)

The Board of Directors of the Foundation will seek opportunities to increase the endowment fund through bequests, donations and fundraising activities. Efforts will be made to increase the endowment fund to a specified target in the first ten years of operation. For example, with an addition of \$20,000 per year to the endowment fund, the fund would reach \$700,000 by the end of year 10 and would generate interest of \$40,000 per year, assuming a rate of return of 6%.

Interest accruing from the asset base will be disbursed in the form of grants to eligible recipients in accordance with the foundation's policies and Canada Revenue Agency rules.

The Cariboo Regional District and the District of 100 Mile House may choose to continue to issue grants during the formative years of the foundation in order to maintain the level of support to groups at roughly current levels. It may be possible and desirable for the foundation to administer/manage the awarding of grant funding on behalf of CRD/District of 100 Mile House during this period to ensure some consistency in process. On an ongoing basis there may also be a need to maintain some CRD/District of 100 Mile House grant funding to address applications which do not meet CRA eligibility requirements.

It is anticipated that the assets of the foundation will be managed by an existing foundation such as the Vancouver Foundation or the Kamloops Community Foundation (*to be determined*).

**South Cariboo Community Foundation
Progress Report #4 – Sept 12.11**

Administration expenses (accounting, investment management fees, fundraising activities, communication, society and CRA costs) will be drawn from interest revenues and will be limited to an amount stipulated by the Board and which conforms to CRA standards. No staff are anticipated during the initial ten years of the foundation.

Issues for discussion:

1. Public Engagement – Those attending the Town Hall meetings in February were advised of the proposal for a community foundation and appeared to be supportive. Ron Graves contacted 100 Mile House Lions, 100 Mile Rotary, Canadian Legion, Knights of Columbus and the Peter Skene Ogden Secondary School and advises that all indicated that they believed the foundation proposal had merit. Bruce Rattray advised the Chamber of Commerce Board of Directors who also indicated support for the proposal.

Sandy Foster informed his fellow Board members at the South Cariboo Health Foundation of the proposal and advised that the Board members do not support the proposal. Feedback from the South Cariboo Health Foundation suggests that:

- a. The name South Cariboo Community Foundation would create confusion between the two foundations
- b. Both foundations would be competing for the same local dollars
- c. Concern that this is a case of the local governments downloading to a community group and may also restrict potential recipients who don't have charitable status (see separate item).

Discussions with staff at the Community Foundations of Canada indicate that it is common for Health/Hospital Foundations react negatively to the introduction of a local community foundation. CFC staff advise that there are numerous examples of cooperative arrangements that have developed between the two types of foundations.

In an effort to reduce potential conflict, the Working Group Chair, CRD Chair and Mayor of 100 Mile met with the Health Foundation and agreed that:

- “health care, including the funding of medical programs and treatment facilities” will be deleted from the proposed Purposes
- the Health Foundation will be consulted regarding selection of a name for the Community Foundation
- a Director from the Health Foundation will be asked to sit on the Community Foundation Board in order to facilitate communication between the two groups

2. Eligible recipients – To maintain the foundation's charitable status, the Canada Revenue Agency requires that grants be made to recipients who also have charitable status. A rough count of previous CRD grant recipients suggests that about half have charitable status. There are a number of options available to ensure that ineligible groups continue to be supported:

**South Cariboo Community Foundation
Progress Report #4 – Sept 12.11**

- a. Ineligible groups may apply for charitable status with Canada Revenue Agency
 - b. Ineligible groups may partner with an eligible group with similar interests.
 - c. Grant for Assistance funding could be maintained by the CRD and the District of 100 Mile at a reduced level to directly support ineligible groups.
3. Human Resource Capacity – There are a limited number of qualified and motivated volunteers in the South Cariboo to undertake the work associated with the various community organizations. Many of these individuals already serve on multiple committees and Boards. A community foundation will be competing with these other organizations to attract Board members. The success of the foundation will depend upon the energy and enthusiasm of its Board, particularly in the area of fundraising to increase the size of the endowment fund.

An initial survey of potential Board members indicates that there are a number of good candidates interested in volunteering for the Board.

4. NDIT funding – The deadline for NDIT funding for 2011 has passed. Application would be made for funding in 2012.

Decision Requested:

It is requested that the South Cariboo Joint Committee:

1. recommend to the Cariboo Regional District and the District of 100 Mile House that the working group be requested to proceed with the establishment of a community foundation in the South Cariboo, and further

that staff be directed to negotiate a contribution agreement for financial support for the community foundation,

or

2. reject the community foundation proposal.

**South Cariboo Community Foundation
Progress Report #4 – Sept 12.11**

Appendix A - Financial Plan

Community Foundation - Investment Scenario (\$'000s)

| Year 1 2011 | Year 2 2102 | Year 3 2013 | Year 4 2014 | Year 5 2015 | Year 6 2016 | Year 7 2017 | Year 8 2018 | Year 9 2019 | Year 10 2020 | Year 11 2021 | Total |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|-----------------|-------|
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|-----------------|-------|

Contributions to Foundation

| | | | | | | | | | | | |
|---------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Area G | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 100 |
| Area H | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 50 |
| Area L | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 100 |
| 100 Mile | 25 | 25 | | | | | | | | | 50 |
| NDIT | | 100 | 25 | 25 | 25 | 25 | | | | | 200 |
| Other | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 200 |
| Total Principal / Contribution | 120 | 240 | 310 | 380 | 450 | 520 | 565 | 610 | 655 | 700 | 700 |

| | | | | | | | | | | | |
|----------|---|-----|------|------|------|----|------|------|------|------|----|
| Interest | 0 | 4.2 | 14.4 | 18.6 | 22.8 | 27 | 31.2 | 33.9 | 36.6 | 39.3 | 42 |
|----------|---|-----|------|------|------|----|------|------|------|------|----|

Grants Issued

| | | | | | | | | | | | |
|--------------------------------|-----------|-------------|-------------|-------------|-------------|-----------|-------------|-------------|-------------|-------------|-----------|
| From foundation | 0 | 4.2 | 14.4 | 18.6 | 22.8 | 27 | 31.2 | 33.9 | 36.6 | 39.3 | 42 |
| On behalf of local governments | 30 | 30 | 30 | 30 | 30 | 25 | 20 | 15 | 10 | 5 | |
| | 30 | 34.2 | 44.4 | 48.6 | 52.8 | 52 | 51.2 | 48.9 | 46.6 | 44.3 | 42 |

- Assumptions:**
- 1 Investment of 25K per year for first two years for 100 Mile House for total investment of 50K
 - 2 Investment of 10K per year for ten years for Areas G and L for total investment of 100K each over ten years
 - 3 Investment of 5K per year for Area H for ten years for a total investment of 50K
 - 4 Difference in investment levels reflects the difference in number of households in each area/district
 - 5 NDIT contribution claimed for 100 Mile House and Area G in year 2
 - 6 NDI contribution claimed for Area L in years 3 and 4
 - 7 NDI contribution claimed for Area H in years 5 and 6
 - 8 Assume 6% interest rate
 - 9 Grant awards each year are funded by a combination of interest revenue and government funds
 - 10 Award of government grants at reduced level continues for 5 years after which it declines to zero by year 11

- Results:**
- 1 CRD /100 Mile House donations total \$300K over ten years
 - 2 NDIT matching funds total \$200K over six years
 - 3 Private donations of \$200K over ten years