

**Central Cariboo/City of Williams Lake
Joint Committee Agenda**

Board Room, Cariboo Regional District office
Suite D – 180 North Third Avenue
Williams Lake, BC

March 28, 2012
5:00 pm

Reminder: Ask if any Committee members have any other commitments that will require them to leave the meeting prior to adjournment. Please turn off all cell phones.

Note: Dinner will be provided at 4:45 pm

A. Receipt and Adoption of Minutes

1. Minutes of meeting held February 22, 2012

B. Items for Consideration and Information

(Voting: Electoral Areas D, E, F & Council)

Ratification Required by: CRD & City

1. Letter dated February 24, 2012 from Cindy Bouchard, Manager of Legislative Services
-- Social Planning Function Creation

(Voting: Electoral Areas D, E, F & Council)

Ratification Required by: CRD

2. Memorandum dated March 21, 2012 from Darron Campbell, Manager of Community Services
-- McLeese Lake Community Hall Improvements – Northern Development Initiative Trust Application

(Voting: Electoral Areas D, E, F & Council)

Ratification Required by: CRD

3. Report dated March 15, 2012 from Geoff Paynton, Director of Community Services
-- Capital Budget Amendment – Cariboo Memorial Recreation Centre

(Voting: Electoral Areas D, E, F, J, K & Council)

Ratification Required by: CRD & City

4. March 6th and March 7th notes from Pool Task Force meeting

(Voting: Electoral Areas D, E, F & Council)

Ratification Required by: CRD & City

5. Memorandum dated March 21, 2012 from Darron Campbell, Manager of Community Services
-- Pool Task Force Membership – Seniors Advisory Committee

6. Action Page, dated March 28, 2012

C. Discussion Items

1. Setting up a Community Foundation vs. Grants for Assistance

There will be various items suitable for discussion In-camera pursuant to Section 90(1) (a) of the *Community Charter*.

“That the Minutes of the Central Cariboo/City of Williams Lake Joint Committee meeting held on January 25, 2012 be adopted as presented.”

Carried Unanimously

Recreation Facility Open on Statutory Holidays
(Voting - Electoral Areas D, E, F and Council)
Ratification required by: CRD & City

Res. D Moved Councillor Rathor; Seconded Councillor Zacharias:

“That the report dated December 8, 2011 from Deb Radolla, Manager of Active Living regarding the Cariboo Memorial Recreation Complex availability on statutory holidays, be received. Further, that the Complex continue with the 2011 statutory holiday schedule and remain open on Wrestling Day, Victoria Day, BC Day, Thanksgiving Day and Remembrance Day.”

Carried

CONTRARY TO THE MOTION: Councillor D. Hughes

Invite to bid on the 2016 and 2018 BC Summer and Winter Games
(Voting - Electoral Areas D, E, F, and Council)
Ratification Required by: CRD & City

Res. E Moved Councillor Zacharias; Seconded Mayor Cook:

“That the report dated February 15, 2012 from Community Services Committee, City of Williams Lake regarding BC Games Society bid opportunities for 2016 and 2018 BC Summer and Winter Games, be received.”

Carried Unanimously

Pool Task Force Terms of Reference
(Voting - Electoral Areas D, E, F, and Council)
Ratification Required by: CRD & City

Res. F Moved Director Kemp; Seconded Councillor Rathor:

“That the report dated February 2, 2012 from Geoff Paynton, Director of Community Services regarding draft Pool Task Force Terms of Reference, be received. Further, that the Terms of Reference be endorsed with an amendment to include that the Pool Task Force meeting minutes be

forwarded to the Central Cariboo/City of Williams Lake Joint Committee on a regular basis.”

Carried

CONTRARY TO THE MOTION: Director D. Bischoff

Xeni Gwet'in First Nation Community Kitchen – NDI Application

(Voting - Electoral Areas D, E, F, and Council)

Ratification Required by: CRD

Res. G **Moved Councillor Zacharias;** **Seconded Councillor Rathor:**

“That the memorandum dated February 15, 2012 from Darron Campbell, Manager of Community Services regarding a Northern development Initiative Trust Central Cariboo Regional Development Account grant application for \$90,840 from the Xeni Gwet'in First Nation to develop a community kitchen, be received. Further, that the application be supported for submission.”

Carried Unanimously

Youth Representation on the Pool Task Force

(Voting - Electoral Areas D, E, F, and Council)

Ratification Required by: CRD & City

Res. H **Moved Councillor Zacharias;** **Seconded Councillor Hughes:**

“That the item referred from City of Williams Lake Council regarding appointing two youth representation seats on the Pool Task Force, be received and endorsed.”

Carried Unanimously

J. Bell left the meeting.

Rick Hansen 25th Anniversary Relay Update

(Voting - Electoral Areas D, E, F, and Council)

Ratification Required by: City

Res. I **Moved Councillor Rathor;** **Seconded Councillor Zacharias:**

“That the report dated February 13, 2012 from Deb Radolla, Manager of Active Living regarding a Rick Hansen 25th Anniversary Relay update, be received.”

Carried Unanimously

Director D. Bischoff left the meeting.

Dry Grad

(Voting - Electoral Areas D, E, F, and Council)

Ratification Required by: CRD & City

Res. J Moved Mayor Cook; Seconded Councillor Rathor:

“That options be brought forward for consideration of the Committee on ways to support the Dry Grad event.”

Carried Unanimously

The meeting was closed to the public to deal with matters suitable for In-camera discussion, pursuant to Section 90(1)(a) of the *Community Charter*.”

RECESSED: The meeting recessed at 6:20 pm to go in-camera.

RECONVENED: The meeting reconvened at 6:46 pm

PRESENT: Co-Chair J. Sorley, and Director B. Kemp
Co-Chair K. Cook, Councillors S. Rathor, D. Hughes, L. Walters and S. Zacharias.

ABSENT: Directors R. William and Bischoff
Councillors I. Bonnell, G. Bourdon

STAFF: D. Campbell, Manager of Community Services, B. Crowe, Executive Assistant, Cariboo Regional District
B. Carruthers, Chief Administrative Officer, G. Paynton, Director of Community Services, D. Radolla, Manager of Active Living, City of Williams Lake

Release of In-Camera Resolutions

Central Cariboo Recreation Advisory Committee

(Voting - Electoral Areas D, E, F, and Council)

Ratification Required by: CRD & City

Res. K Moved Councillor Rathor; Seconded Councillor Zacharias:

“That the following resolutions be released from in-camera and confirmed in open meeting:

Central Cariboo Recreation Advisory Committee

“That Gerald Doering be appointed to the Central Cariboo Recreation Advisory Committee.”

Appointments to Pool Task Force

“That the report dated February 2, 2012 from Geoff Paynton, Director of Community Services regarding a Pool Task Force update, be received. Further, that in addition to the existing members that Jerome Beauchamp, Stefan Hoelzer, and Geoff Goodall also be appointed to the Pool Task Force.”

“That the Pool Task Force also include a member of the accessibility committee with the preferred representative to be selected by the accessibility committee.””

Carried Unanimously

Motion to Adjourn Meeting

(Voting - Electoral Areas D, E, F, J, K and Council)

Res. L

Moved Councillor Walters;

Seconded Councillor Rathor:

“That the regular meeting of the Central Cariboo/City of Williams Lake Joint Committee be adjourned at 6:45 pm, Wednesday, February 22, 2012.”

Carried Unanimously

CERTIFIED CORRECT:

CO-CHAIR



OFFICE OF THE MAYOR
CITY OF WILLIAMS LAKE

B1

450 MART STREET, WILLIAMS LAKE, BRITISH COLUMBIA V2G 1N3
TELEPHONE (250)392-2311 FAX (250)392-4408

February 24, 2012

File: 2-18-1; cc 1660-02-01

Central Cariboo / City of Williams Lake Joint Committee
c/o Cariboo Regional District
180 Third Avenue North
Williams Lake, BC
V2G 2A4

Attention: Bernice Crowe, Executive Assistant

Dear Ms. Crowe:

RE: Social Planning Function Creation

Council considered the above matter at its regular meeting held February 21, 2012. Quoted hereunder is Resolution Number 65/12 as passed at that meeting.

"That pursuant to Committee of Whole Council Report #06-2012, the Social Planning Council be invited to present at a future Central Cariboo / City of Williams Lake Joint Committee Meeting; and further, the Cariboo Regional District be encouraged to give consideration to the creation of a Social Planning Function for joint funding of local and regional social development programs."

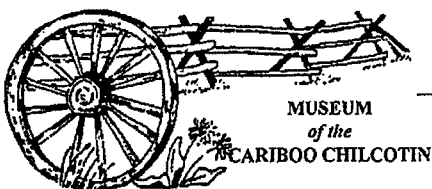
Please place this item on the agenda for the March 28, 2012 Central Cariboo / City of Williams Lake Joint Committee Agenda. If you have any questions in this regard, contact the undersigned at (250) 392-1773.

Yours truly,

Cindy Bouchard
Manager of Legislative Services

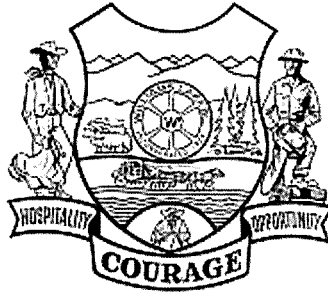
CB/rs

cc Anne Burrill, Manager of Social Development



www.williamslake.ca





CITY OF WILLIAMS LAKE

DATE &
ITEM NO.

February 21 2012-E5

RES #

RES #65/12

SUBJECT Social Planning Function Creation - COWC Rpt #06-2012

Moved by Councillor Walters

Seconded by Councillor Zacharias

That pursuant to Committee of Whole Council Report #06-2012, the Social Planning Council be invited to present at a future Central Cariboo / City of Williams Lake Joint Committee Meeting; and further, the Cariboo Regional District be encouraged to give consideration to the creation of a Social Planning Function for joint funding of local and regional social development programs.

CARRIED

RECORD OF VOTE (UPON REQUEST)

YEAS _____

NAYS _____

B2

File: 510

MEMORANDUM

TO: CENTRAL CARIBOO/CITY OF WILLIAMS LAKE JOINT COMMITTEE

AND TO: JANIS BELL, CHIEF ADMINISTRATIVE OFFICER

FROM: DARRON CAMPBELL, MANAGER OF COMMUNITY SERVICES

DATE: MARCH 21, 2012

SUBJECT: MCLEESE LAKE COMMUNITY HALL IMPROVEMENTS - NORTHERN DEVELOPMENT INITIATIVE TRUST APPLICATION

Please find attached an application to the Northern Development Initiative Trust (NT) from the McLeese Lake Recreation Commission Society. The Society owns and operates the McLeese Lake Community Hall and grounds, including a ball field and riding arena.

The request is for \$14,632 in grant funding from the central Cariboo allocation of the NT Regional Development Account, under the Community Halls and Recreation Facilities Program. The funding will be used to complete improvements to the hall and grounds, such as construction of a lakeside patio and ball field bleachers, which will allow the hall to host events and greatly increase its rental revenue.

Other funding for the \$43,932 project is proposed to come from private donors, community fundraising, and the McLeese Lake Recreation function (1552) of the Regional District.

As of February 2012, the central Cariboo regional account had a balance of approximately \$269,533 available for grants and more than two million available for loans.

Other NT projects recently approved by the Central Cariboo Joint Committee include the construction of the community kitchen by the Xeni Gwet'in First Nation (\$90,840), development of wheelchair accessible trails (\$30,000 Cariboo Regional District) and the creation of a signature mountain bike trail (\$30,000 – Cariboo Mountain Bike Consortium).

Prior to forwarding the proposal to the Northern Trust for Regional Advisory Committee (RAC) consideration, all Regional Development applications require a sponsoring resolution from the local government with jurisdiction in the project area.

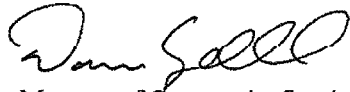
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STAFF RECOMMENDATION:

That the memorandum dated March 21, 2012 from Darron Campbell, Manager of Community Services regarding a Northern Development Initiative Trust Central Cariboo Regional Development Account grant application for \$14,632 from the McLeese Lake Recreation Commission Society to complete improvements to the McLeese Lake Community hall and grounds, be received. Further, that the application be supported for submission.

Respectfully submitted,



Manager of Community Services

attachment



Adobe Reader 8.0+ is required to complete this application form.

If you are using an earlier version, you will not be able to save any information you enter into the form.
 Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>

**1. Project Name**

Provide a name for the project that is proposed in this funding application:

McLeese Lake Community Hall and Recreation Facility Upgrades

2. Applicant Profile

Applicant Organization (Legal Name): McLeese Lake Recreation Commission	Non-Profit Society Registration No. (if applicable): 13173
Address (street, city, postal code): 6178 Forglen Road, PO Box 124, McLeese Lake, BC V0L1P0	
Telephone: (250) 297-6429	Fax:
Email: hchamberlin@netbistro.com	Website (URL):

3. Primary Contact Information

Primary Contact (for this application): Howard Chamberlin	Position / Title: President
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Complete the following if different from Applicant Organization contact information:

Address (street, city, postal code): PO Box 152, McLeese Lake, BC V0L1P0	Telephone:
Email:	Fax:

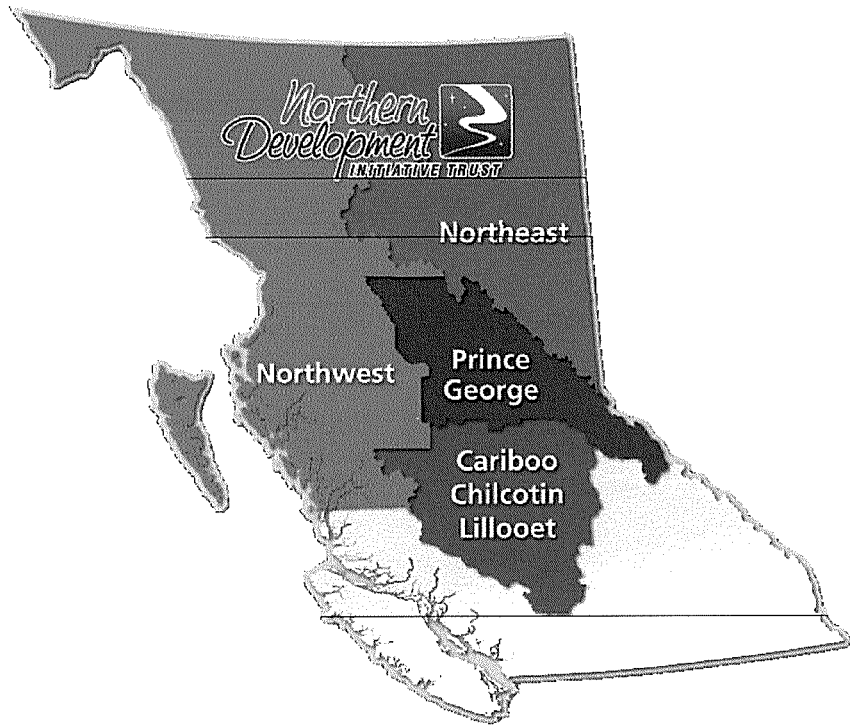
4. Select the Application Process

Northern Development accepts Community Halls and Recreation Facilities funding applications to each of the following Trust Accounts. See the Application Guide for more information on the advisory review and approval process.

Select **one** of the following accounts:

Regional Development:

- Cariboo-Chilcotin/Lillooet
- Northeast
- Northwest
- Prince George



Identify the municipality or regional district that is supporting this funding application:

Cariboo Regional District

Resolution of Support:

- A resolution of support from the municipality or regional district is attached.
- A resolution of support has not yet been secured from the municipality or regional district.

The date when this funding application is scheduled for review is:

For all Regional Development Account applications, applicants are responsible for securing a resolution of support from a municipality or regional district. The applicant must provide a certified copy of the resolution of support to Northern Development before a funding decision can be made.

The resolution of support must specify formal support for the funding application to Northern Development by the municipality's Council or the regional district's Board, the amount and terms of the funding supported, and the account and local government allocation that the Council or Board supports the funds to be drawn from.

5. Project Overview

Provide a concise description of the project:

The McLeese Lake Recreation Commission currently manages the McLeese Lake Community Hall located at 6178 Forglen Road in McLeese Lake, BC. The hall is a hub for social gatherings, events and sport in the community and is an important piece of recreation infrastructure in the central Cariboo region. The McLeese Lake Recreation Commission will complete important upgrades to the McLeese Lake Community Hall and the ball fields to increase the capacity of the facility to host more events and sports tournaments, and to increase hall rentals. Upgrades include installing new windows, bleachers, a backstop and fencing, and constructing a patio overlooking McLeese Lake.

Explain the rationale for the project:

Recently, the Commission completed several health and safety upgrades to the hall in order to better serve the community. However, other renovations must still be completed to ensure the building's longevity and its value to McLeese Lake, and to contribute to local economic development. Approximately 1,000-1,500 people use the facilities each year, and after the renovations are completed the hall will be able to host more frequent, larger events including baseball tournaments.

For the past nine years, the McLeese Lake Recreation Commission and McLeese Lake residents have been involved in several revitalization projects to attract travellers on Highway 97 into the community and to promote McLeese Lake as a desirable travel destination. Recent improvements include, completing a historic farm display with antique wagons and farm machinery, installing old style log gates and fencing, community beautification projects such as painting murals and building flower gardens, and working to install a visitor information kiosk to market local assets to travellers. Completing the upgrades to the McLeese Lake Community Hall and its recreation facilities is an important component of this revitalization plan. The hall will be a valuable amenity to the community and will host more events ultimately attracting more people to McLeese Lake and benefitting local business owners and tourism operators.

✦ *Focus on community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.*

6. Direct Economic Benefits

Outline the direct economic benefits to the local or regional economy:

After the renovations are completed, it is estimated that the hall could attract an additional 2000 people to the community for weddings, reunions, community events, festivals and sports tournaments each year. Attendees would use local businesses and tourism operators, directly impacting our local economy.

7. Current Employment

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):	How does the proposed funding help to sustain the existing positions?
Direct permanent full-time jobs:	0	35+ hours/week	12 months/year	The current part-time position will be sustained and more hours may be added when more events are held at the hall.
Direct permanent part-time jobs:	0	hours/week	12 months/year	
Direct seasonal jobs:	1	17 hours/week	5 months/year	

8. New Employment (Job Creation)

The following job creation will be reported on by the applicant organization for a five (5) year period to demonstrate the direct economic benefits of the project:

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/Title(s):
Direct permanent full-time jobs:		35+ hours/week	12 months/year	
Direct permanent part-time jobs:		hours/week	12 months/year	
Direct seasonal jobs:		hours/week	months/year	
Direct temporary jobs (construction or consulting):	11	35 hours/week	3 months/year	Labourers
TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:				2.8
† Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.				

9. Increased Revenue Generation

The following annual revenue generation will be reported on by the applicant organization for a five (5) year period to demonstrate the direct economic benefits of the project:

Current Annual Revenues:	Projected Annual Revenues				
	Year 1	Year 2	Year 3	Year 4	Year 5
\$ 21,000	\$ 22,000	\$ 23,000	\$ 24,000	\$ 25,000	\$ 26,000
INCREMENTAL REVENUE GENERATION OVER FIVE (5) YEARS:					\$ 15,000
<p>† Incremental revenue is the sum of the Projected Annual Revenues for the five (5) years of the project, minus the Current Annual Revenues maintained over the same five (5) year period.</p>					
<p>Describe how the revenue will be generated and the sources of revenue:</p> <p>Revenue will be generated through hall and facility rentals.</p>					
<p>What percent of the projected annual revenue is from outside central and northern BC?</p>					0 %

10. Project Participation

List all participants that will actively contribute to the project:	
Communities (population ≤ 5,000 residents):	McLeese Lake
Communities (population > 5,000 residents):	
First Nations Communities:	
Private Businesses:	Private Donors
Non-Profit Organizations:	McLeese Lake Recreation Commission
Governmental Organizations:	Cariboo Regional District

11. Project Milestones

Stage of Project:	Scheduled Date:	Describe the current stage of the project:
1) Receive funding approval from ND!	May 2012	The Commission has received quotes for all of the proposed work and is ready to begin construction when funding has been approved.
2) Begin Construction	June 2012	
3) Complete Construction	September 2012	
4) Grand Opening	September 2012	
5)		
6)		

Complete the above, however if you wish to provide a more detailed project schedule, please attach separately to this application.

12. Project Budget

Expense Item:	Amount (\$):	Verification:
Windows and installation	\$ 7,739	<input checked="" type="checkbox"/> Quote(s) attached
Patio construction	\$ 20,457	<input checked="" type="checkbox"/> Quote(s) attached
Backstop and fencing upgrades	\$ 8,736	<input checked="" type="checkbox"/> Quote(s) attached
Kitchen window and security screen installation	\$ 3,000	<input checked="" type="checkbox"/> Quote(s) attached
Bleachers installation	\$ 4,000	<input checked="" type="checkbox"/> Quote(s) attached
	\$	<input type="checkbox"/> Quote(s) attached
TOTAL PROJECT BUDGET: \$ 43,932		

Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

13. Funding Request

The following funding is requested from Northern Development:

Funding Type:	Amount (\$):	
Grant	\$ 14,632	✦ <i>Maximum allowable grant is \$30,000 per Community Hall or Recreation Facility project.</i>
Loan	\$ 0	Re-Payment Terms Requested:
TOTAL REQUESTED: \$ 14,632		

The Community Halls and Recreation Facilities program limits funding to a **maximum one-time grant of \$30,000 per facility**. For projects requiring additional funding, a loan may be requested from Northern Development.

14. Other Funding Sources

Funding Source:	Amount (\$):	Identify funding terms:	Identify funding confirmation:
Private Donors	\$ 20,000	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other: Donations	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
McLeese Lake Recreation Commission	\$ 7,000	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other: Contribution	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
Community Fundraising Dollars	\$ 2,300	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other: Fundraising	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
TOTAL OTHER FUNDING: \$ 29,300		TOTAL PROJECT FUNDING: \$ 43,932 (Northern Development + Other Sources)	

Prior to disbursement of funds, Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than six other funding sources, attach a complete list separately.

15. Leveraging

Calculate Northern Development’s funding leverage for the project:

The funding request as a percentage of total project funding is: **33.3 %**

✦ *Leverage % = (Northern Development funding request) ÷ (Total project funding)*

Northern Development provides funding up to a maximum of 33.33% of a total project budget (a leveraging ratio of \$1.00 from Northern Development to \$2.00 from other sources).

16. Sustainability

Explain how funds will be generated to operate the facility for five (5) years:

Hall and recreation facility rentals will generate funds in addition to the taxation received.

Describe how the project will support population growth or help sustain population in the community or region:

The McLeese Lake Community Hall upgrades will increase the value of this amenity to the community and will provide local families with a place to socialize, play sports and remain active in their community. The facility will be a source of civic pride and make the community more appealing to families looking to make the Cariboo their home.

Describe how the project will contribute to environmental sustainability:

Installing new windows will reduce the amount of heat required to keep the hall warm.

Describe and quantify any increase to property value(s) that would directly result from the project:

The patio addition and improvements to the condition of the building may result in an increase to the property value of the hall.

17. Attachments

List all documents attached to this application:

Document Name:
1) Cariboo Regional District Resolution of Support
2) Wise Windows and Doors Quote
3) LA Fencing Quote
4) Global Industrial Canada Inc. Quote
5)
6)
7)
8)
9)
10)

18. Authorization

I AFFIRM THAT the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented. I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit report reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in my organization's field of activities, to collect and share information with them, as Northern Development deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate their results after project completion.

I agree that information provided in this application form may be shared with the appropriate Regional Advisory Committee(s) and/or Northern Development staff and consultants.

Name: Howard Chamberlin
Organization Signing Authority

Title: President

Date: March 8, 2012

19. Submitting Your Application

Completed funding application forms (with all required attachments) should be provided electronically to Northern Development by email.

Email: info@northerndevlopment.bc.ca



CITY OF WILLIAMS LAKE COUNCIL REPORT

B3

DATE OF REPORT: March 15, 2012
DATE & TYPE OF MEETING: March 28, 2012 Joint Committee Meeting
AUTHOR: Geoff Paynton, Director of Community Services
SUBJECT: CAPITAL BUDGET AMENDMENT- CMRC
FILE:

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to request an amendment to the 2012 capital budget due to the recent chlorine incident at the Cariboo Memorial Recreation Complex which requires the replacement of the chlorine gas injection system with a temporary liquid chlorine system for sanitizing the pool water.

SECTION 2: BACKGROUND (if applicable)

On February 26th, 2012 a mechanical failure in the chlorine gas injection system for the Sam Ketcham Pool at the CMRC caused a release of a small amount of chlorine gas into the pool area. As a result of this failure, and the dangers inherent with chlorine gas use, a move to a permanent system that did not utilize chlorine gas is required.

As a permanent solution will require a significant amount of time and resources to put in place a temporary system is required to get the pool safely up and running while the long term solution goes through proper planning and approval processes.

SECTION 3: DISCUSSION

The cost of a temporary liquid chlorine injection system is approximately \$25,000. This system will allow the pool to re-open in the shortest amount of time. There is currently no capital budget allocated for this undertaking.

It is likely that some, or all, of the temporary system will be utilized in the long term solution however until a permanent solution is chosen, and approved, by Joint Committee this is not guaranteed. A report from AME Group will be coming forward to Joint at a future meeting which will outline possible long-term options, pros and cons of each, as well as costs.

SECTION 4: DETAILED ANALYSIS

a. Financial Considerations – Cost and Resource Allocations:

The approximate cost of the temporary liquid chlorine system is \$25,000. As there is no budgeted capital for this item in 2012, the funding will have to be found from other budget lines such as capital reserves.

b. Legislative Considerations (Applicable Policies and/or Bylaws):

c. This project most closely supports the following ICSP Priority Areas:

World Class Recreation

N/A

N/A

d. This project potentially conflicts with the following ICSP Priority Areas (also list mitigation measures)

N/A

N/A

N/A

Mitigation measures:

e. Environmental Considerations:

f. Social Considerations:

g. Economic Considerations:

SECTION 5: RECOMMENDATION(S)

That Joint Committee amend the 2012 Capital budget to reflect the cost of installing the temporary liquid chlorine system for the CMRC.

Respectfully submitted,

Brian Carruthers
Chief Administrative Officer

This report has been prepared in consultation with the following:	Initials

ATTACHMENT(S):
Attachment A –

Cariboo Memorial Recreation Complex-Capital Plan.						
Project	Area	2012	2013	2014	2015	2016
Pool Equipment	POOL	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Fitness Equipment	FITNESS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Class on line	ALL	\$ 10,000.00				
Brine header replacement- Rink #2	ARENA		\$ 100,000.00			
Rink Slab Replacement Rink #2	ARENA					\$ 500,000.00
Redesign and pave parking lot	EXTERIOR				\$ 500,000.00	
Paint facility - exterior	EXTERIOR		\$ 35,000.00			
Replace (2) Refrigeration Compressors	ARENA			\$ 80,000.00		
Refill Main Pool tank	POOL					
Filter- Sediment & UV	POOL					
Upgrade PA and music system	ALL				\$ 30,000.00	
Replace Brine Pump for Rink #2	Arena				\$ 7,000.00	
Acoustic wall treatment for Gibraltar Room	GR		\$ 15,000.00			
Rink #2 lighting upgrade	Arena	\$ 40,000.00				
Domestic water heaters replace	ALL		\$ 15,000.00			
Telephone system upgrade	ALL				\$ 30,000.00	
Exterior Door replacement-rinks- rekey	Arena	\$ 50,000.00				
Floor machine			\$ 15,000.00			
Replace Expansion joints in pool	Pool					
Pool mechanical/filters	Pool				\$ 250,000.00	
Rink Dehumidifiers	Arena			\$ 60,000.00		
Roof glass replacement- Lobbies	ALL					
Arena roofs	Arena			\$ 150,000.00		
Community Charette Process- Pool/Multicentre		\$ 75,000.00	\$ 75,000.00			

TOTAL CAPITAL FUNDS REQUIRED		\$ 195,000.00	\$ 275,000.00	\$ 560,000.00	\$ 837,000.00	\$ 995,000.00
Gas Tax \$		\$ 90,000.00	\$ 15,000.00	\$ 140,000.00		
Reserve						
total other funding		\$ 90,000.00				

Net \$ 105,000.00

Project	Area	Actual 2011	Budgeted 2011
Pool Equipment	POOL	\$ 8,000.00	\$ 8,000.00
Fitness Equipment	FITNESS	\$ 10,000.00	\$ 10,000.00
Brine header replacement- Rink #1	ARENA	\$ 56,000.00	\$ 100,000.00
Arena Boiler replacement	ARENA	\$ 184,640.00	\$ 240,000.00
Sprinkler pump/fire system	ALL	\$ 40,000.00	\$ 40,000.00
Turf Facility Planning and design		\$ -	\$ 50,000.00
Lighting upgrades- public areas		\$ 20,000.00	
Carried forward from 2010		\$ 194,253.00	\$ -
Arena entrance			

TOTAL CAPITAL FUNDS REQUIRED		\$ 512,893.00	\$ 448,000.00
Gas Tax \$		\$ 204,640.00	\$ 240,000.00
Reserve			
RINC		\$ 194,034.00	\$ 187,000.00
NDI		\$ 34,430.00	\$ 30,000.00
total other funding		\$ 433,104.00	\$ 457,000.00

Net \$ 79,789.00 -\$ 9,000.00

Williams Lake Aquatic Centre Feasibility Study Notes from First Two Meetings of the Pool Task Force

Initial Meeting of the PTF March 6th Noon

In Attendance: Bruce Carscadden and Brian Johnston attended on behalf of the consulting team. Members of the PTF present included Jerome Beauchamp, Margaret Waring, Gerald Doering, and Joan Sorley. Staff was represented by Darren Campbell, Deb Radolla, and Geoff Paynton.

Geoff introduced the consultants, and then Brian led a discussion with participants under three headings:

1. **Expectations of the PTF:** The consultants expect the members of the PTF to provide input on both process (i.e. the steps in the process, ensuring that they optimally meet the project needs and maximize public involvement) and content (i.e. especially at draft report stage, where the Committee will review and provide comment).
2. **Process the consultants plan to follow:** There will be five stages of work, beginning with this trip to gather all available data and gain input from organized groups in the community. After that, the consultants will assess all data, determine long term needs for a pool under seven categories of aquatic service, and develop some optional physical responses. Then the consultants will return in mid-May to meet with the PTF, and then host a public event at which the options are discussed and public event is encouraged. Fourthly, the consultants will draft a report and return to discuss the draft with the PTF. Finally, the consultants will consider the input from the PTF, finalize the report and come to the community in mid-June to present it.
3. **Project Deliverables:** Ideally, the final report will include a series of physical project options which respond to clearly identified needs. There will be an assessment of all costs and benefits of each option and recommendation as to which option best meets the most needs at the least cost to the local taxpayers. It is hoped that the PTF and the consultants can agree on the most cost effective option and present it to the elected officials in a united fashion.

Second Meeting of the PTF March 7th 7:15pm

In attendance: Brian Johnston represented the consultants. Members of the PTF included Jerome Beauchamp, Margaret Waring, Gerald Doering, Ron Bisaro and Joan Sorley. Staff were represented by Darren Campbell, Deb Radolla, and Geoff Paynton.

Brian led a discussion of the group under four headings:

1. **Initial engineering review:** The consultant structural, mechanical, and electrical toured the facility today along with the architect and recreation consultant and staff. They got all the information they needed (or obtained commitment to get it quickly) and are satisfied that they can provide some good input on the state of the existing facility quickly. They will also be asked to comment on the engineering implications of the options once they are developed.
2. **Themes from the meetings:** Four meetings with organized user groups went very well. Groups represented in the meetings included pool staff, general users, the Blue Fin Swim Club, Big Brothers/Sisters, Boys and Girls Club, Social Planning Council, Williams Lake Rotary Club, Pacific Dawn Society, Cariboo Chilcotin Coast Tourism Association, Williams Lake Chamber of

Commerce, Williams Lake Accessibility Committee, Seniors Advisory Council, local First Nations groups, and elected officials. Themes from these meetings included

- Not having a pool is not an option – whatever happens, we need an indoor pool in this community,
- A pool is good for users, but it is also good for the entire community including non-users,
- This pool is at the end of its functional lifespan, and putting more band aids on it is not the right approach at this point,
- Moving forward, we need increased quality of indoor pool more than increased quantity – this pool doesn’t meet current expectations for a modern indoor pool, and we need to meet current expectations,
- However, that doesn’t mean anything too fancy, with lots of “bells and whistles” – we need to focus on real, practical, high quality, aquatic service which is sustainable,
- There should be a focus on attracting more youth and families, and a pool that serves our aging population – it must serve the fitness and rehab/therapy needs in the community also,
- All that said, people are leery about spending large sums of money on a major new facility – there is a feeling locally that this isn’t the time for yet another huge referendum that has a good chance of being defeated,
- Benefits touted for a future aquatic facility include attracting professionals to our community, serving tourist interests, hosting special events, health and fitness of our local citizens, bringing families together in recreation, and making us all feel proud of our community.

3. **Assessment of the seven categories of aquatic service:** Initial trends in the seven categories of aquatic service were reviewed and the discussion centered on likely future trends as summarized in the table below.

Category of Aquatic Service	Current Trends	Potential Future Trends
Recreational Swimming (i.e. swimming for fun)	Stable	Increasing
Skill Development (e.g. swim lessons primarily, but also other skills taught in lesson format)	Decreasing	Stable
Fitness Swimming (both lane swimming and aquasize classes)	Increasing	Increasing
Sport Training (e.g. aquatic sport club training sessions)	Decreasing	Stable to Increasing
Special events (e.g. swim meet)	Stable	Increasing
Therapy and Rehabilitation (where those that are injured, frail, or have disabilities are active in water because it supports the body weight)	Increasing	Increasing
Leadership Training (e.g. Bronze Medallion, Bronze Cross, NLS courses)	Stable	Increasing

MEMORANDUM

TO: CENTRAL CARIBOO/CITY OF WILLIAMS LAKE JOINT COMMITTEE
AND TO: JANIS BELL, CHIEF ADMINISTRATIVE OFFICER
FROM: DARRON CAMPBELL, MANAGER OF COMMUNITY SERVICES
DATE: MARCH 21, 2012
SUBJECT: POOL TASK FORCE MEMBERSHIP – SENIORS ADVISORY COMMITTEE

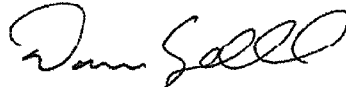
Director Joan Sorely was contacted by Audrey MacLise, Chair of the Senior Advisory Committee regarding representation of the committee on the Pool Task force and requested that the item be brought forward to the Central Cariboo Joint Committee (CCJC) agenda for consideration.

The Terms of Reference, as approved at the February 25, CCJC meeting, are attached and would require amendment to include the additional member.

STAFF RECOMMENDATION:

That the memorandum dated March 21, 2012 from Darron Campbell, Manager of Community Services regarding membership of the Seniors Advisory Committee on the Pool Task Force, be received. *Further action at the direction of the joint committee.*

Respectfully submitted,



Manager of Community Services

attachment



Pool Task Force

The Pool Task Force was created by the Central Cariboo Joint Committee specifically to examine the Sam Ketcham Pool, and its immediate amenities (hot tub, sauna, steam room, fitness centre, change rooms, etc.) through a community process resulting in a Pool Feasibility Study. This feasibility study will provide the Joint Committee with an analysis of the existing pool along with clear options and pricing for repair, and/or expansion, and/or replacement, of the existing pool. This information will then be used by the Joint Committee for consideration in a larger discussion and process around recreation infrastructure priorities.

The Pool Task Force will be composed of members appointed by the Central Cariboo Joint Committee.

The Pool Task Force will continue until adoption of the Pool Feasibility Study by Joint committee at which time it will be dissolved.

The following rules and regulations shall govern the Task Force:

- The appointed CRD Director and City Councilor shall serve as Co-Chairs for this Task Force
- The Task Force shall hold meetings as required, or at the call of the Chair for special business as required.
- The Task Force will strive to make all recommendations in a consensus fashion. Should a consensus be unreachable a majority recommendation shall be made with all objections noted.
- At all official meetings a majority of the members of the Task Force present at the meeting shall form a quorum.
- All appointed members of the Task Force who are present at a meeting shall have one vote.
- The Task Force may from time to time, appoint a Committee or Committees for any specific purpose or purposes and may delegate to such Committee or Committees authority with, or without, restriction and conditions, to execute and carry out any of the executive or administrative powers of the Task Force.
- Joint Committee shall have the power to remove from the Task Force at any time, any member of the Task Force.
- No member of the Task force shall receive remuneration, or financial benefit, directly or indirectly, for involvement.
- All meetings of the Task Force are open to the public unless dealing with in-camera eligible items outlined in the Community Charter.
- All members of the Task Force are required to maintain confidentiality of information as required. Any breach of confidentiality will result in expulsion from the Task Force.
- Continuous absence of a member at three (3) consecutive meetings, without prior consent of the Co-Chairs or a reasonable need (eg/ illness) will be reviewed by the Co-Chairs who may recommend to Joint Committee that the member be removed.
- The Co-Chairs will act as official spokespersons for the Task Force.
- The PTF will communicate with the Joint Committee through the provision of meeting minutes, or by presentations as required/requested.

If a vacancy occurs in the membership of the Task Force through the death, resignation or removal by Joint Committee of any member of the Task Force, Joint Committee shall choose whether to fill the position with a new candidate.

TERMS OF REFERENCE

1. The Pool Task Force will act in an advisory capacity to Joint Committee through the Pool Feasibility Study process.
2. The Pool Task Force, through City and CRD staff, will be the primary point of contact for the consultants working on this project.
3. The Pool Task Force shall work with the consultant to determine tasks (methodology), schedule and deliverables, as outlined in the RFP developed for the Pool Feasibility Study.
4. The Pool Task Force shall communicate with Joint Committee through meeting minutes, reports and presentations as necessary.
5. The Pool Task Force will participate in client workshops (as required), assist in the presentation of public open houses and information gathering, and review all information presented by the consultant. They will also will provide feedback on all draft reports and act as the primary sounding board for public input and feedback.
6. The Pool Task Force cannot approve any additional expenditures beyond the approved RFP award amount without approval from the Joint Committee.
7. City and CRD staff will act as technical advisors to the Task Force. The Task Force shall not have authority to direct, or instruct, the staff in any manner.

Current Appointed Members

(* = staff)

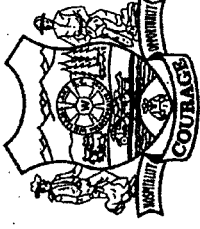
- | | |
|--------------------------------------|---------------------------------|
| 1. Ron Bisaro | RAC |
| 2. David Reedman | RAC |
| 3. Ryan Lucas | RAC |
| 4. Talia Baptiste | RAC- Youth Council |
| 5. Gerald Doering | RAC |
| 6. Director Joan Sorley | CRD Board Rep- Co-Chair |
| 7. Councilor Laurie Walters | City Council Rep- Co-Chair |
| 8. Trustee Doug Neufeld/Joyce Cooper | School District (and alternate) |
| 9. Stefan Hoelzer | |
| 10. Jerome Beauchamp | |
| 11. Geoff Goodall | |
| 12. Margaret Waring | Accessibility Committee |
| 13. Youth Council #2 TBA | |

Staff Support

- | | |
|------------------|--------------------------------------|
| Geoff Paynton | *Director of Community Services- CWL |
| Darron Campbell. | *Manager of Community Services- CRD |
| Deb Radolla | *Manager of Active Living- CWL |
| Bonnie Roller | *Secretary-Treasurer- SD 27 |

ACTION PAGE

Meeting Date: March 28, 2012



Project #	Summary of Resolution	Action Required	Delegation	Date Completed
1.	"That pursuant to the report dated April 5, 2007 from Alberto DeFeo, Chief Administrative Officer, Staff from the City and Cariboo Regional District initiate negotiations with the Williams Lake Indian Band to obtain an easement through its land at the end of South Lakeside Road and discuss terms for improvement of the easement to facilitate vehicular access of emergency trucks to create an alternative emergency route as identified in the Interface Fire Plan."	Ltr sent to WLJB on July 7, 2011	CRD/City Staff	
2.	"That staff prepare and distribute to the Joint Committee, a discussion paper regarding local industrial taxation, taking into consideration the Strong Regions Report and the proposed Regional Development Framework." (March 24/10 mtg)			
3.	That pursuant to the report dated October 18, 2012 of Geoff Paynton, Director of Community Services, City of Williams Lake, the Central Cariboo/Cit of Williams Lake Joint Committee not support a bid for the 2013 or 2015 Northern BC Winter Games at this time; Joint Committee to prepare strategic plan to respond to similar requests in future. (Nov 17, 2010 mtg)			
4.	"That the request from Director Bischoff to appoint a liaison to the Central Cariboo Search & Rescue be referred to Staff for a report back to Joint Committee." (June 23/11 mtg)			
5.	That the report of Geoff Paynton, Director of Community Services dated September 26, 2011 be received; and further, that the Central Cariboo/City of Williams Lake Joint Committee confirm that it is the mandate of the Cariboo Memorial Recreation Complex to provide a range of affordable and accessible fitness programs; and further, that Central Cariboo/City of Williams Lake Joint Committee recommend that a comprehensive business plan be developed for the Cariboo Memorial Recreation Complex and further, that a joint media release be issued following approval of the recommendations by City Council and Cariboo Regional District Board. (Oct 26, 2011 mtg)			
6.	That pursuant to the report of Geoff Paynton, Director of Community Services dated October 11, 2011, the letter from the Central Cariboo Recreation Advisory Committee regarding condition of playing fields in and around Williams Lake be referred to a future Joint Use Committee meeting for discussion. (Oct 26, 2011 mtg)			
7.	That pursuant to the report of Brian Carruthers, Chief Administrative Officer dated October 3, 2011, the Central Cariboo/City of Williams Lake Joint Committee receive the report for information and direct staff to develop options for submission to the Community Recreation Program. (Oct 26, 2011 mtg)			
8.	That options be brought forward for consideration of the Committee on ways to support the Dry Grad event. (Feb 22, 2012 mtg)			