



CENTRAL CARIBOO JOINT COMMITTEE AGENDA

April 23, 2025

5:30 p.m.

Cariboo Regional District Board Room

Suite D - 180 Third Avenue North

Williams Lake, B.C.

Pages

1. CALL TO ORDER - By Co-Chair M. Neufeld

(The meeting is scheduled to commence at 5:30 p.m.)

1.1 Adoption of Agenda

That the agenda be adopted as presented.

2. ADOPTION OF MINUTES

2.1 Minutes of the Central Cariboo Joint Committee - March 26, 2025

1

That the minutes of the Central Cariboo Joint Committee meeting, held March 26, 2025, be adopted.

3. DELEGATIONS

3.1 5:30 p.m. Delegation - Williams Lake Field Naturalists

Megan Taylor, Executive Director, and Margaret Waring, from the Scout Island Nature Centre, will be in attendance to provide an update on the CCRLS Fee for Service (Scout Island trails maintenance).

4. INFORMATION ITEMS

4.1 Cariboo Memorial Recreation Centre - 2024 Budget Summary Report

3

4.2 Cariboo Memorial Recreation Centre - 2025 Q1 Budget Update Report

6

5. DISCUSSION ITEMS

5.1 Interior Health - Harm Reduction Activities

5.2 NCLGA Membership Survey on Reforming Local Government Act

9

5.3 Citizens On Patrol Update

6. ACTION PAGE

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7. IN-CAMERA SESSION

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

That the meeting be closed to public to discuss items suitable for discussion in-camera pursuant to Section 90(1)(k) of the *Community Charter*.

8. ADJOURNMENT

That the meeting of the Central Cariboo Joint Committee be adjourned at TIME, April 23, 2025.

**CENTRAL CARIBOO
JOINT COMMITTEE MINUTES**

March 26, 2025

5:30 p.m.

**Cariboo Regional District Board Room
Suite D - 180 Third Avenue North
Williams Lake, B.C.**

PRESENT : Co-Chair M. Neufeld, Director S. Forseth, Director M. LeBourdais, Co-Chair S. Rathor, Councillor M. Moses, Councillor S. Nelson

STAFF : D. Campbell, Manager of Community Services, L. Schick, Deputy Corporate Officer/Executive Assistant, Stacey Miranda, Director of Community Services

1. CALL TO ORDER - By Co-Chair M. Neufeld

1.1 Adoption of Agenda

CCJ.2025-03-01

Moved Councillor Nelson

Seconded Director LeBourdais

That the agenda be adopted as presented.

Carried

2. ADOPTION OF MINUTES

2.1 Minutes of the Central Cariboo Joint Committee - February 26, 2025

CCJ.2025-03-02

Moved Co-Chair Rathor

Seconded Director LeBourdais

That the minutes of the Central Cariboo Joint Committee meeting, held February 26, 2025, be adopted.

Carried

3. **DELEGATIONS**

3.1 **5:30 Delegation - Central Cariboo Arts and Culture Society**

Melissa Normandin from the Central Cariboo Arts and Culture Society was in attendance to provide an update on the Performance in the Park program.

Ratification required by Cariboo Regional District

CCJ.2025-03-03

Moved Director LeBourdais

Seconded Director Forseth

That the Cariboo Regional District send a letter to the Ministry of Tourism Arts, Culture and Sport, supporting the continuation of the Fairs, Festivals, and Events grant program.

Carried

7. **ADJOURNMENT**

CCJ.2025-03-04

Moved Councillor Nelson

Seconded Director LeBourdais

That the meeting of the Central Cariboo Joint Committee be adjourned at 6:23 p.m., March 26, 2025.

Carried

Co-Chair

Co-Chair



CITY OF WILLIAMS LAKE COUNCIL REPORT

DATE OF REPORT: March 24, 2025
DATE & TYPE OF MEETING: April 23, 2025 Joint Committee Meeting
AUTHOR: Stacey Miranda, Director of Community Services
SUBJECT: FINAL 2024 OPERATING BUDGET FOR CARIBOO MEMORIAL RECREATION COMPLEX
FILE: 7900-10

Recommendation

That the Central Cariboo Joint Committee receive this report for information, and direct staff how to accommodate the unanticipated 2024 budget discrepancy.

Purpose

To share and describe the overage in the operational budget for 2024 for the Cariboo Memorial Recreation Complex to the Central Cariboo Joint Committee, based on unaudited financial reports.

Discussion

Background

Based on all research and previous budget years, the 2024 budget forecast was created. This forecast was for the future expenses vs. revenue, and assuming a steady trend for the year was applied to the accounts.

Analysis

In general, public recreation in BC and Canada is not a cost recovery operation. Certain aspects of the operation create positive revenues (registered programs, fitness, rentals) while others (pool and ice use fees) are heavily subsidized. This subsidization is generally accepted as the cost of the benefits that come with providing affordable recreation services for the community.

Based on initial analysis, it is clear that increases in expenses will continue to outweigh any gains in revenue or cost savings for the foreseeable future. This was considered when negotiating the current management contract for the Cariboo Memorial Recreation Complex. After investigating the shortfalls and overages the following was discovered:

- Revenues were not as high as anticipated in the pool and registered program areas.
- Hydro invoices were higher than expected, even when considering the addition of the solar panels.
- Pool chemicals have increased significantly over the last four years.
- The management agreement admin charges and staff wages were higher than budgeted.
- Compressor maintenance - outside contractor sources - was higher than budgeted due to servicing requirements.

Please see Attachment A for reference.

Financial Considerations (Cost and Resource Allocation)

☒ Yes – There is a management agreement with the Cariboo Regional District and the City of Williams Lake. “Central Cariboo Recreation and Leisure Services Facility Management Agreement” which indicates the amount of the 2024 Operations subsidy to be \$2,353,248.00.

☐ N/A

Legislative Considerations (Applicable Policies and/or Bylaws)

☒ Yes – \$127,303 over budget for 2024

☐ N/A

This project aligns with the following Focus Areas of Council’s Strategic Plan:

☒ Collaboration and Partnerships

☐ Indigenous Relations

☒ Livability / Positive Atmosphere

☐ Housing

☒ Infrastructure

☒ Organizational Effectiveness

OR

☐ *Core Service (not identified in Focus Areas, but necessary local government function)

This report has been prepared in consultation with:

- Brandy Links, Community Services Facilities Manager

Approved for Agenda by:

Chief Administrative Officer

Respectfully submitted,

Stacey Miranda

Director of Community Services

ATTACHMENTS:

Attachment A – 2024 Budget and Actual Operating Comparison

2024 CMRC Budget to Actuals

| Revenue Sources | | Budget Revenues | Actual Revenue | Reason |
|---|--------------|----------------------------|--------------------------|--|
| Pool | | 748,003.00 | 713,555.81 | |
| Arena | | 417,430.00 | 409,270.02 | |
| Gibraltar Room | | 53,500.00 | 62,801.81 | |
| Leisure Services | | 418,200.00 | 302,639.68 | |
| | | \$ 1,637,133.00 | \$ 1,488,267.32 | |
| Revenue Totals | | \$ 1,637,133.00 | 1,488,267.32 | |
| Short Fall | \$143,165.68 | | | childrens'/adult progs/swim lessons/SD rentals pool/summer daycamp |
| Expense Sources | | Budget Expenses | Actual Expense | |
| Leisure Services | | 691,655.00 | 652,756.58 | |
| Complex Admin | | 620,137.00 | 656,095.00 | Adm-charge / Adm-wages |
| Pool | | 2,364,784.00 | 2,294,147.20 | |
| Arena | | 255,851.00 | 307,124.00 | hydro/compressor maintenance |
| Gibraltar Room | | 59,695.00 | 58,696.52 | |
| | | 3,992,122.00 | 3,968,819.30 | |
| Expenses Total | | | | |
| UNDER | \$23,302.70 | | | |
| Net | | <u>2,353,489.00</u> | <u>2480551.98</u> | |
| CRD Amount in agreement for 2024 | | 2,353,248.00 | 2,353,248.00 | |
| End Result | | (241.00) | (127,303.98) | |



CITY OF WILLIAMS LAKE COUNCIL REPORT

DATE OF REPORT: April 12, 2025
DATE & TYPE OF MEETING: April 23, 2025 Joint Committee Meeting
AUTHOR: Stacey Miranda, Director of Community Services
SUBJECT: 2025 OPERATIONAL BUDGET FORECAST
FILE: 7900-10

Recommendation

That the Central Cariboo Joint Committee receive this report for information.

Purpose

To share the forecasted 2025 operational budget for the Cariboo Memorial Recreation Complex after the first quarter actual costs have been compared to the first quarter budgeted amounts. This report has been prepared in anticipation of requests for a current update.

Discussion

Background

The Cariboo Memorial Recreation Complex operational costs were \$127,304.00 over the anticipated budget for 2024. This report discusses the current situation at the Cariboo Memorial Recreation Complex with regards to the 2025 operational budget and includes some capital budget notes.

Analysis

After completing the first quarter of 2025, the following revenues are in line with or above expectations:

- Swim and Fitness Admissions
- Individual Fitness Passes
- Gibraltar Room Rentals

All other revenue areas are within 10% of the budget anticipated.

Expenses that we are watching closely:

- Hydro expenses
- Chemical costs for the pool

All other expenses are currently in line with projections as of March 31, 2025.

OF NOTE:

- This year the pool shutdown will be five weeks, allowing for several capital projects to be completed.
- Upgrading and/or replacing the lighting, sound and projection system in the Gibraltar room is expected to be completed.
- The \$1.5 million Heat Recovery Project will be 95% complete by year end.

- Solar panels are working well and are consistent with the 2024 results. Without these functioning assets, Hydro invoices would have been extremely elevated due to the increases in rates.

The next budget forecast report is slated for the September 17, 2025, Central Cariboo Joint Committee meeting. At this time, the 2025 forecast is in line with the budgeted amounts, and not overages are expected.

Financial Considerations (Cost and Resource Allocation)

- ☒ Yes
1. There is a Management agreement between the Cariboo Regional District and the City of Williams Lake, being the “Central Cariboo Recreation and Leisure Services Facility Management Agreement” which indicates a budgeted amount for the 2025 Operations subsidy to be \$2,423,845.00. This amount will be reflective of actual costs at the end of the fiscal year.
 2. The Fees and Charges Bylaw restricts the adjustment of fees beyond 3% annually on the first (1st) of each year of the Bylaw. Current fees and charges are at the average admissions of like facilities.
 3. In 2025, the annual pool shutdown will be five consecutive weeks. There will be leisure pool basin tile work, the tie in of the Heat Recovery System and overhead ducting material cleaning added to the tasks for 2025. This equates to \$100,000.00 to \$110,000.00 in pool expense savings.

Legislative Considerations (Applicable Policies and/or Bylaws)

- ☐ Yes
☒ N/A

This project aligns with the following Focus Areas of Council’s Strategic Plan:

- ☒ Collaboration and Partnerships
☐ Indigenous Relations
☒ Livability / Positive Atmosphere
☐ Housing
☒ Infrastructure
☒ Organizational Effectiveness
 OR
☐ *Core Service (not identified in Focus Areas, but necessary local government function)

This report has been prepared in consultation with:

- Brandy Links, Community Services Facilities Manager

Approved for Agenda by:

Chief Administrative Officer

Respectfully submitted,

Stacey Miranda
Director of Community Services

Excerpt from the April 8, 2025 Committee of Whole Council Minutes

G2. NCLGA Membership Letter re "Reforming the Local Government Act: A Roadmap - Survey Link"

Moved and Seconded

"That the NCLGA membership letter and '*Reforming the Local Government Act: A Roadmap*' survey link be forwarded to the Central Cariboo Joint Committee for input from Regional partners prior to Councillors filling in the survey."

CARRIED

File: 1-68-21A

Attn: DCS to refer to April 23, 2025 CCJC Agenda for Discussion



CITY OF WILLIAMS LAKE

DATE &
ITEM NO.

April 1 2025-F1

RES #

RES #126/25

SUBJECT NCLGA Membership Letter re "Reforming the Local Government Act: A Roadmap - Survey Link"

Moved and Seconded

That the letter from the North Central Local Government Association dated March 21, 2025 regarding "Reforming the *Local Government Act*: A Roadmap - Survey Link" be received for information, and that the survey be added to the next Committee of the Whole Council meeting.

CARRIED

RECORD OF VOTE (UPON REQUEST)

YEAS _____

NAYS _____



March 21, 2025

Dear NCLGA Member Councils, Boards, and CAOs,

I am reaching out to formally request your participation in an important initiative to modernize the *Local Government Act (LGA)*. The insights and experiences of local government elected officials and staff are essential in shaping legislative reforms, and we encourage you to take part in this process.

Don Lidstone K.C. has developed the [Regional District Legislation Roadmap](#), a framework designed to gather input from all five area associations on the challenges facing local governments under the *LGA*. This framework has been transposed into a survey, accessible at the following link:

[Reforming the Local Government Act: A Roadmap – SURVEY LINK](#)

Key Details About the Survey:

- The survey may be completed individually or as a group. We welcome feedback from local government and First Nations elected officials and staff regarding the legislation, its impacts on your work, and recommendations for improvement.
- The *Roadmap* document has been structured into nine survey pages in SurveyMonkey, including an executive summary with recommendations and an analysis of Parts 5–12 of the *LGA*.
- Each section includes questions, but there is no requirement to answer all of them—any level of input is valuable.
- Survey responses will be anonymously compiled to produce a report for the Union of British Columbia Municipalities (UBCM) and the Province, outlining key issues and preferences for modernizing the *LGA*.
- Each section provides the option to include contact information if you wish to provide additional insights or receive follow-up communication—this is entirely optional.
- Responses will be saved after each page, allowing you to pause and return later. Please note that you must use the same device and web browser to access your saved responses.
- You may edit or add comments to your submission until May 31, 2025, at 11:59 p.m., using the same device and web browser.

Key Deadlines:

- **March 28, 2025** – Responses received by this date will be included in content presented at the area associations' annual conventions.
- **May 31, 2025 (11:59 p.m.)** – Final deadline to submit responses.

We strongly encourage you to share this request within your organization and allocate time for discussion at upcoming meetings. Your feedback is crucial in shaping the future of local government legislation.

If you have any questions, please contact NCLGA Executive Director, Terry Robert, at trobert@nclga.ca.

Thank you for your time and participation.

Sincerely,

Judy Greenaway
President, North Central Local Government Association (NCLGA)



Central Cariboo Joint Committee

ACTION PAGE



Meeting Date: April 23, 2026

| Project # | Summary of Resolution | Action Required | Delegation | Status |
|-----------|--|----------------------|--------------------|---|
| 1. | <i>Discussion Item – Central Cariboo Arts & Culture and Recreation Facilities</i> That the topic of additional arts, culture and recreation facilities be included as a standing item on the Action Page. (<i>Standing Item</i> per CCJC Nov 23, 2022 mtg) | | | Discussed at November 23/22 CCJC meeting and directed to add as standing item on Action Page. |
| 2. | That the Central Cariboo Joint Committee commit to prioritizing the Esler Fields Access Road Project for future grant opportunities. (CCJC Dec 18, 2023 mtg) | | CRD and City staff | ongoing |
| 3. | That staff bring a report forward to the Central Cariboo Joint Committee, regarding a Naming Policy for the Cariboo Memorial Complex. (Apr 24, 2024 mtg) | Bring report forward | City staff | In progress |
| 4. | That the Cariboo Regional District send a letter to the Ministry of Tourism Arts, Culture and Sport, supporting the continuation of the Fairs, Festivals, and Events grant program. (March 26, 2025 meeting) | Send letter | CRD | In progress |

Meetings that may or must be closed to the public

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- ☐ (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- ☐ (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- ☐ (c) labour relations or other employee relations;
- ☐ (d) the security of the property of the municipality;
- ☐ (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- ☐ (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- ☐ (g) litigation or potential litigation affecting the municipality;
- ☐ (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
- ☐ (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- ☐ (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- ☐ (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- ☐ (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
- ☐ (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- ☐ (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);
- ☐ (o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.

90 (2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

- ☐ (a) a request under the *Freedom of Information and Protection of Privacy Act*, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;
- ☐ (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- ☐ (c) a matter that is being investigated under the *Ombudsperson Act* of which the municipality has been notified under section 14 [*ombudsperson to notify authority*] of that Act;
- ☐ (d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

90 (3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.