

CENTRAL CARIBOO ARTS AND CULTURE SOCIETY FEE-FOR-SERVICE MANAGEMENT COMMITTEE

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Report to the Central Cariboo Joint Committee: 28 September 2022

The Fee-for-Service Management Committee was struck at the Central Cariboo Joint Committee meeting of 26 January 2022, and approved by the CRD Board at their 18 March 2022 meeting. It was tasked with recommending recipient funding for 3-year Fee-for-Service agreements in Arts and Culture for the period 2023-25. Appointed to the Committee were Councillor Marnie Brenner, Director Steve Forseth, CCACS President Harry Jennings, CRD Manager of Community Services Darron Campbell, City Director of Community Services Stacey Miranda and managed by CCACS Executive Director Melissa Normandin.

A. The Process

The Committee held their first meeting on 21 April 2022, to review the current agreement holder agreements, CCACS agreement principles, process and criteria, to agree on a timeline, and to agree on potential new agreements for adjudication. Eligibility, criteria, and other critical information is included as *APPENDIX I* to this report.

Existing agreement holders and potential new applicants were invited by email to provide information about their organization and their program so that the Committee could adjudicate their suitability for a new three-year agreement. Agreement holders were alerted on 29 March 2022, that a renewal application would be sent and to prepare for the process. The application was provided to agreement holders on 2 May 2022, and new applicants were invited to submit information on 6 May 2022. All applicants were reminded of the 20 June 2022, deadline at the start of that month. Melissa had some difficulty reaching some applicants for responses and, as such, the deadline for submissions was extended in order to allow applicant presentations.

All but one out of the ten current agreement holders, and one of two potential new agreement holders submitted information requests for the Committee's deliberations for the end of July. Groups that will not renew their 3-year funding were invited to apply for CCACS Project or Support Grants, if funding is still required in the future.

Copies of the completed information forms and supplemental information documents were then given to all Committee members who reviewed them and convened as an adjudication panel on 28 July 2022, to discuss and finalize their recommendations.

Following the approval of the funding recommendations, the CRD and CCACS will prepare agreements for signatures and notification letters to be provided to and completed by successful organizations before 31 December 2022.



B. Committee Funding Recommendations

The Committee makes the following recommendations:

That three-year Arts and Culture Fee-for-Service agreements be provided to the following organizations with annual payments as follows:

Organization	2023-25 Recommendations	2020 -22 Agreement Amounts
Museum of the Cariboo Chilcotin	\$38,000	\$38,000
Station House Studio and Gallery Society	\$22,500	\$20,000
Community Arts Council of Williams Lake	\$5,000	\$7,000
Horsefly Historical Society (Horsefly Pioneer Museum)	\$4,000	\$4,000
Likely Chamber of Commerce (Cedar City Museum)	\$4,000	\$4,000
150 Mile Greenbelt, Trail & Heritage Society (150 Mile Schoolhouse)	\$3,000	\$2,500
Scout Island Nature Centre (Art in Nature/Nature in Art)	\$2,500	\$2,500
Women's Contact Society (Williams Lake Children's Festival)	\$2,000	\$2,000
Cariboo Festival Society (Cariboo Festival)	\$1,500	\$1,500
Williams Lake Studio Theatre	\$2,000	\$0
Arts On The Fly	\$0: <i>Did not re-apply</i>	\$3,000
TOTAL ANNUAL PAYMENTS	\$84,500	\$84,500



APPENDIX I

FEE-FOR-SERVICE PROGRAM INFORMATION OUTLINE 2023 - 2025

PURPOSE OF THE FEE-FOR-SERVICE PROGRAM

Fee-for-Service agreements are used by the City of Williams Lake and the Cariboo Regional District to secure services from non-profit organizations for a specified fee. Services provided generally tend to be operating public facilities, such as museums or galleries or coordinating high profile public events on an annual basis, such as a harvest fair or community parade. The agreements are intended to provide a stable source of basic funding on a multi-year basis to allow the non-profit groups to undertake effective planning and make the most of the often-substantial volunteer time also required to deliver services.

The agreements must be with non-profit organizations only, and these groups are required to submit detailed reports that include their planning budgets and financial statements. Only activities that are within the mandate of the City and the Regional District are eligible, which does not include programs that are the responsibility of other levels of government, such as the school district, health authority and the provincial or federal governments.

Agreements that are within the Central Cariboo Arts and Culture Society (CCACS) budget of the Regional District must be appropriate to the purpose of the CCACS function and be aligned with its overall strategic goals.

ELIGIBILITY

Requests will be assessed first for their eligibility for the fee-for-service program, using the following components:

- **The appropriateness of arts and culture funding.** The fee-for-service management committee will determine whether funding from the arts and culture funding is appropriate for the service provided by the organization.
- **The continuing value of the service.** Fee-for-service agreements are intended to support organizations in delivering a valued service or event on a regular, year-after-year basis. Organizations being considered for fee-for-service support will be asked to describe the service or event that they deliver, attest to its regular year after year occurrence and provide evidence to show that it is valued. The fee-for-service management committee may seek outside opinions as to how strongly the service is valued in the relevant community.
- **The maturity of the organization or program.** To be eligible, organizations must have been in continuous operation for at least two years.

ADJUDICATION CRITERIA:

For eligible organizations, the following specific criteria will be assessed.

- **Need for public subsidy.** Requesting organizations must demonstrate the need for public funding. This is assessed by an examination of the organization's normal revenue sources, normal expenditures, existing reserves and plans for those reserves. Organizations that must manage facilities or other capital assets as an essential part of their operation might be considered more in need of public subsidy than those that do not.
- **Organizational soundness.** This is assessed by an examination of governance and management structure, length of time in operation, size of membership and procedures for electing the governing body and the existence of a three-year business or operating plan.



- **Financial soundness.** This is assessed by an examination of financial statements for at least two years and evidence of the use of budgets as an integral part of financial planning.
- **Program soundness.** This is assessed by length of time the program has been offered, and evidence of program evaluation, renewal and development.
- **Collaboration.** This is assessed by evidence of attempts to foster collaborations and partnerships in program offerings.
- **Accommodation of diversity.** This is assessed by the extent to which either the organization or its programs are inclusive and accessible (for example to youth, seniors and indigenous populations).
- **Generation of economic value.** This is assessed by either or both of the extent to which the organization has generated funds from outside agencies and the extent to which its programs generate economic value (as shown for example by estimated ticket sales, tourist revenues, spin-off effects, etc.).

ASSESSMENT

Information is reviewed by the fee-for-service management committee, which consists of one elected official from the City, one elected official from the CRD's Central Cariboo area, one Director from CCACS, and one administrator from each of CCACS, the City, and the CRD who will consider the information received in support of each request and will make recommendations to the Central Cariboo Joint Committee which, in turn will forward those which it approves to the CRD Board. Approved agreements, subject to the availability of funds, will be agreements with the Cariboo Regional District and the recipients will report to the Central Cariboo Arts and Culture Society.

CONDITIONS OF FUNDING

Your organization's ability to adhere to the conditions of funding will be taken into consideration in all funding applications managed by the Central Cariboo Arts and Culture Society.

- All funding is subject to the availability of funds.
- Agreement holders must acknowledge the support of the Cariboo Regional District and the City of Williams Lake via the Central Cariboo Arts and Culture Society in promotion materials, advertising, and programs, including websites and social media.
- Agreement holders are required to file an activities report with the CCACS within 60 days following the end of the operating season.
- Submit, with your annual activities report from the preceding year, an invoice to the CCACS in the amount of your agreement.
- Operate and maintain the facility and/or produce and present the event to a standard acceptable to the Central Cariboo and generally equivalent to other facilities/events, including the provision and administration of all required support services.
- Keep accounting records and provide copies of expense reports and invoice to the Region/City/CCACS upon request.
- Carry public liability insurance and operations liability insurance at its sole cost to cover claims for personal injury, death or property damage in the amount of two million (\$2,000,000) dollars and to name the Region and the City as additional insured on all such policies.
- Ensure that up to date contact information for your organization is sent to the CCACS when updated or changed.

