



**Grants for Assistance Application**

Central Cariboo and Cariboo Chilcotin

Tuesday September 30th 2025 12:24 PM

**Name of Organization:** Cariboo Direct Farm Market Association

**Mailing Address:** CDFMA, PO Box 4056, Main PO, Williams Lake BC V2G 2V2

**Physical Address:** Operates at 525 Proctor Street, Williams Lake BC

**Telephone (office):** 250-297-6553      **email:** wlfm.manager@gmail.com

**Purpose of Organization:** SOCIETY'S PURPOSES To establish and maintain a Farmers' Market which will provide a marketing opportunity to local farmers, producers, artists and craftspeople; to improve production; to stimulate public interest; to increase consumption of local products and to spark the local economy. ("Local" refers to the Cariboo-Chilcotin region of British Columbia in general; more specifically the region defined as being within the boundaries of the Cariboo Regional District.)

**How long has the organization operated in the community?** 30 years - established 1995

**BC Society Registration Number:** S0033963

**Federal Charitable Registration Number:**

**Chairperson's name:** Shawn McGrath

**Telephone:** [REDACTED]      **email:** [REDACTED]

**Treasurer or Financial Officer's name:** Carla Krogan

**Telephone:** [REDACTED]      **email:** [REDACTED]

**Current Grant Requested from CRD:** \$ 3044.00

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## PROJECT INFORMATION

### 1. Brief Description of Proposed Use of Grant Being Applied For:

To upgrade damaged and worn equipment used at the Williams Lake Market for shade/rain shelter for visitors (umbrellas), and to enhance safety aspects for vendors and market operations (canopy/umbrella weight bags)

### 2. How do you know there is a need for this service/project in our community?

MARKET UMBRELLA UPGRADE: With an ever-increasing number of visitors to the Williams Lake Farmers' Market, there is an increased demand for sun/rain shelter for those attending for socialization and resting purposes, particularly our senior and physically-challenged attendees. Our current sun/rain protection umbrellas have become worn out and dysfunctional, and we have continual requests from attendees regarding the need for more weather shelter while they are at the market.  
WEIGHT BAG UPGRADE: Severe wind events are becoming increasingly common, and we are finding that our existing canopy weight bags are becoming damaged by continual usage. We would like to replace the dysfunctional ones, as well as having some extras available for vendor use during unexpected extreme wind events.  
MARKETWURKS Software Subscription Management Program: We would like to enroll with the Marketwurks Farmers' Market Management Program to enhance our abilities to communicate with the public and with our vendors. This is a widely used program throughout BC and would increase our market's ability to improve manager, vendor, and public experiences.

**3. Start date of the project:** 4/3/2026    **End date for the project:** 10/9/2026

**4. Describe the key activities and timelines to complete this project:** We would like to have all of the upgrades in place for the first outdoor Market, in particular the Marketwurks program. Equipment purchases could extend throughout the market season if need be, though we would like to have everything on hand during the early part of the season.

**5. How will you determine if the project/event was successful?** Customer and vendor feedback and observational assessments will be our key way of measuring positive impact of the project.

**6. Does your organization have sustainable funding? Please explain.** The organization operates with funding generated through vendor membership and booth fees, and that funding is sustainable for normal operations. Special projects such as these equipment/software upgrades are challenging to finance with our current revenue stream, and we are hesitant to raise vendor fees as many of our members indicate that they are struggling financially, and we are focused on keeping the market as "low barrier" as possible

**7. Is your agency applying for funds from other sources for this project/event?**

No

**If so, which organizations?** n/a

**8. Describe the impact of this application being denied or approval of an amount less than requested. Will you be able to complete the project/event if you do not receive the funds applied for?**

If this application is denied, we will proceed without the upgrades. If a lesser amount is approved, we will use it to the best of our ability to complete some of the project.

**9. Does your organization charge user fees/membership/admission? If yes, attach your current fee structure.**

No

**10. Does your organization receive any other support(s) from the CRD? (i.e. financial support, rental subsidies, contribution agreements, tax exemption, use of CRD-owned facility) If yes, what support(s) and how much?**

**11. How will you recognize the CRD's contribution to your organization?**

Announcements and mentions on our social media accounts and website, signage at the market site, inclusion in the footer of our written communications.

**Date of your last Annual General Meeting (AGM):** 2/21/2025

**Previous Grant from CRD amount:** \$

**Previous project Description:**

**I confirm: \***

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

**Date:**

9/30/2025 

**Signature: (President/Chairperson) ?**



Please attach minutes, list of Directors, and Financial Statements \* 

**File Name**



CDFMA AGM 2025 - MINUTES February 21 2025.pdf

143.5 KB



2025 CDFMA Executive and Committee Contact List.pdf

44.1 KB



CDFMA 2024 Financial Statement.pdf

561.5 KB

**A final report for your last grant received MUST be included with this submission, if not previously submitted.**

**If your organization charges user fees/memberships/admission, attach your current fee structure.**

**File Name**



FEE STRUCTURE CDFMA 2025.pdf

32.4 KB

**Please provide a detailed financial budget for the project. \***

**File Name**



BUDGET - Upgrades Project 2026 CRD Annual Grant for Assistance - CDFMA WL Farmers Mkt.pdf

65.7 KB

## **Cariboo Direct Farm Market Association**

### **Williams Lake Farmers' Market**

#### **BUDGET for PROJECT:**

#### **Market Equipment & Operational Upgrades 2026**

- To replace worn & damaged Market Equipment
- To enroll with Marketwurks market management software & support program

#### **Projected Purchases:**

6 - 9 ft. Market Umbrellas @ \$224 each = \$1344.00

5 x 4-bag sets of canopy/umbrella weight bags @ \$40 each = \$200

2026 Enrollment & Annual Subscription to Marketwurks Program = \$1500

**Total Requested: \$ 3044.00**

Funding Source: Cariboo Regional District Areas D, E, F, J, & K Grant for Assistance Program

# MINUTES

## Cariboo Direct Farm Market Association Annual General Meeting

Friday, February 21, 2025

*Unifor Local 318 Union Hall, 33 Yorston Street, Williams Lake, B.C.*

**Meeting Called to Order: 10:00 A.M.**

**Welcome & Intro by Chair: Barb Scharf**

*The Williams Lake Farmers' Market operates on Secwepemc (Shuswap) traditional territory, neighbouring both T'exelceme (Williams Lake) First Nation and the Xat'súll (Soda Creek) First Nation. The City of Williams Lake is also home to many people from Tsilhqot'in (Chilcotin) Territory. We are grateful to be able to reside, work and play on these lands.*

**Regrets:** Stephanie Bird, Jane Bowser, Jane Bettles, Andrew Sanderson, Chad & Christiana Leyte

**Present:** Barb Scharf, Frank Wijma, Allan Stafford, Mayeva Hordiuk, Elaine Stafford, Fred Stafford, Brianna van de Wijngaard, Jane Perry, Donna Patterson, Debbie Lloyd, Earl Wilson, Carole Mahood, Christine Wheeldon, Lelia Perrault, Lacey Ranger, Kari-Jo Dowdell, Neil Kinsman, Carla Krogan, Christine Betz, Bryden Kohnke, Shawn McGrath (via remote connection), Edwin Bowser, Oliver Berger

**Identification of Voting Members** (*Youth, non-profit/community, non-attending co-op members, out-of-area members & those handling mainly out-of-area items are non-voting.*)

**Adoption of Agenda** – Moved by Frank Wijma, 2nd by Fred Stafford - passed

**Adoption of 2024 AGM Minutes** - Moved by Fred Stafford, 2nd by Mayeva Hordiuk - passed

**President's Report**

**Treasurer's Report** (*2024 Balance Statement, Proposed 2025 Budget*)

**Adoption of Treasurer's Report & 2025 Projected Budget** - Moved by Allan Stafford, 2nd by Mayeva Hordiuk - passed

**Market Manager's Report**

**Confirmation of CDFMA Voting Member at the BCAFMA 2025 AGM**

Barb Scharf to be designated as the CDFMA representative to BCAFMA for 2025.

Moved: Carla Krogan, 2<sup>nd</sup> Fred Stafford - passed

**Seedy Saturday Co-Event**

The Central Cariboo Community Food Hub will partner with us in a co-event on Saturday, March 15, 2025, at the TRU Gymnasium. Time: 10 AM till 2 PM. This event has legacy financial sponsorship from the Williams Lake Food Policy Council, and financial sponsorship from the Food Hub, and should be cost neutral for CDFMA.

**Seedling Saturday/Earlybird Farmers' Market Co-Event**

The Central Cariboo Community Food Hub and the Williams Lake Garden Club may partner with us in a co-event on the first Saturday in May, at the Market site at Kiwanis Park. Date: May 3, 2025. Time: 9 AM till 2 PM.

## **Confirm Market Dates & Times for 2025:**

- ❖ Friday Market (23 Markets, May 9 to Oct 10)
- ❖ Tuesday Market (16 Markets, June 10 to September 23)

## **Confirm Market Fees for 2025:**

- ❖ Annual Memberships – \$10 for all participants (Two categories – Voting & Non-Voting)
- ❖ Tuesday Booth Fees – \$15 per single space, \$5 for youth vendors, no fee for non-profits
- ❖ Friday Booth Fees - \$20 per single space, \$10 for youth vendors, no fee for non-profits
- ❖ Pre-paid Tuesday Season’s Pass rates – \$208 per single space based on \$13/per day
- ❖ Pre-paid Friday Season’s Pass rates – \$391 per single space based on \$17/per day
- ❖ **Discussion on fee structure for 2025 and future years – see attached Discussion Notes**

## **SPECIAL RESOLUTION:**

Motion: **“That the CDFMA adopt the revised version of the Society’s Bylaws, as presented, in accordance with recommendations from BC Societies and BCAF, and that the revised version be filed with BC Societies in accordance with the Societies Act.”**

Moved by: Jane Perry

Seconded by: Mayeva Hordiuk

Voting Members present: 19 voting: Yes – 17 / No – 0 / Abstained - 2 Result: passed

## **Discussion Points**

*There was broad informal discussion on the following topics – please see attached Discussion Notes*

- |   |  |
|---|--|
| #1 – Radio and other advertising in 2025      | #6 – Volunteers, Special Event Committees    |
| #2 - Noise and exhaust issues with generators | #7 – Tuesday Market end time                 |
| #3 – Market safety and liability topics       | #8 – Friday Market hard start                |
| #4 – Power Outlet Update                      | #9 – Fund raising ideas for special projects |
| #5 – Proposed Winter Market                   |  |

### **Motion arising from discussion:**

That CDFMA limit generators used on site to those rated at a maximum of 64 decibels at peak operation level. This regulation to come into effect for the 2026 market season.

Moved by Jane Perry

Seconded by Fred Stafford

Passed

## **Elections: Board of Directors**

*The Board of Directors requires a minimum of 4 and a maximum of 10 directors. The Board ratio is mandated at 4 agricultural/horticultural directors to each 1 non-agricultural director, though this may vary in extraordinary circumstances. According to the CDFMA Constitution & By-Laws, at all times there must be a majority of agriculture/horticulture directors.*

### **Current Directors retaining positions till AGM 2026:**

- Stephanie Bird (agricultural vendor)
- Carla Krogan (agricultural vendor)
- Allan Stafford (artisan/craft vendor)
- Bryden Kohnke (agricultural/food vendor)

### **Director positions expiring AGM 2025**

- Christine Betz (agricultural vendor)
- Shawn McGrath (agricultural vendor)
- Colleen Kielman (artisan/craft vendor)
- Frank Wijma (agricultural/horticultural vendor)
- Kari-Jo Dowdell (agricultural vendor)

- Colleen Kielman has moved away and will no longer be an active member of the Market.
- Frank Wijma wishes to take a break from serving on the Committee this term but will consider stepping forward again in future.
- CDFMA extends warm thanks to Colleen and Frank for their years of service to the Society.

### **Elections for Directors, 2-year positions expiring AGM 2027**

- Shawn McGrath (agricultural vendor)
  - Nominated by: Self. Seconded by: Debbie Lloyd. All in favour - Elected
- Kari-Jo Dowdell (agricultural vendor)
  - Nominated by: Self. Seconded by: Carla Krogan. All in favour - Elected
- Brianna van de Wijngaard (agricultural vendor)
  - Nominated by: Barbara Scharf. Seconded by: Fred Stafford. All in favour - Elected
- Mayeva Hordiuk (food vendor)
  - Nominated by: Self. Seconded by: Jane Perry. All in favour - Elected
- Christine Betz (agricultural vendor)
  - Nominated by: Self. Seconded by: Mayeva Hordiuk. All in favour - Elected

**Date of 2026 Annual General Meeting: Friday, February 20, 2026**

### **Banking Info needed for CDFMA Account update:**

Current signing authority – Carla Krogan, Colleen Kielman, Frank Wijma

Changes to signatories: **Retained: Carla Krogan**

**Removed:** Colleen Kielman and Frank Wijma

**Added: Kari-Jo Dowdell and Brianna van de Wijngaard**

Bank instruction: CDFMA to order 200 x 2-signature cheques

### **AGM Adjourned: 11:58 A.M.**

**Board of Directors** – Board Meeting held following AGM to decide 2025 Directors:

Chair: Shawn McGrath

Vice-Chair: Allan Stafford

Treasurer: Carla Krogan

Secretary: Stephanie Bird

Directors at large:

Christine Betz

Kari-Jo Dowdell

Mayeva Hordiuk

Bryden Kohnke

Brianna van de Wijngaard

## Addendum to 2025 AGM Minutes

### DISCUSSION POINTS

#### #1 – Radio and other advertising in 2025

- *Is the radio advertising worthwhile? Consensus – YES*
- *Weekly updates to change ad content – Carla/Barb*
- *Discussion supporting expanded radio advertising March to last market in October, longer if Winter Market goes ahead. Cost: \$2320 (approx.)*
- *Change carrying channel from CKWL Cariboo Country to 94.3 The Goat Rock*
- *Reach out to community news to mention WLFM special events*
- *Community News – contact Pat Matthews*
- *Reach out to CBC Kamloops for WLFM community events, list of performers at each market*

#### #2 - Noise and exhaust issues with generators

- *As discussed at the 2024 AGM, CDFMA hopes to address some of the issues with generators in the space in regard to noise and fumes. Motion passed: Maximum 64 decibel rating limit starting 2026.*

#### #3 – Market safety and liability topics

- *General discussion about importance of all food safety guidelines being adhered to, importance of awareness of food preparation best practices, importance of proper food permits*
- *General discussion about the advisability of vendors carrying appropriate liability insurance*
- *In 2025 CDFMA will be formalizing: WorkSafeBC First Aid policy, Bullying & Harassment Policy, and a Market Code of Conduct policy*

#### #4 – Power Outlet Update

- *Update: CDFMA has been working with the City regarding upgrading our power outlets. For 2025 there should be a GFI upgrade to 20 amps for the existing plug-ins. Adding plug-in points at the light standards will be considered for 2025. Adding more power outlets to the Proctor Street frontage will be brought forward by City Works as an operating budget item for inclusion in a future budget – capital improvement. Cost estimated to be \$6000.*
- *Adding a power extension to the western and southern parking lot verges is estimated to be a \$40,000 + project, and City Works does not feel that this is a likely improvement in the near future.*

#### #5 – Proposed Winter Market

- *A group of vendors has asked that CDFMA consider establishment of an indoor winter market to extend the market season to year-round. A short online poll was circulated to 75 of our regular vendors to gauge interest. 32 replies were received, the majority in favour of moving ahead with this initiative*
- *A Winter Market Committee of interested vendors will be formed to look into the details, with the goal of having a working plan in place early enough in the market season to allow publicizing of this expansion if this is deemed a viable project after the Winter Market Committee presents its plan*

#### #6 – Volunteers, Special Event Committees

- *There will be a call-out for volunteers to assist in the coordination and carrying out of special events such as customer appreciation days, Canada Day celebrations, and various special events*

#### #7 – Tuesday Market end time

- *Discussion was brought forward regarding changing the Tuesday Market to end at 6 versus 7 PM, and to consider starting at noon or 1 PM versus 2 PM. Consensus at present is to carry on with current hours of 2 PM till 7 PM, with ongoing assessment of vendor wishes considering possible future changes*

#### #8 – Friday Market hard start

- *Discussion was brought forward about consideration of a “hard start” to disallow sales before the set start time. Good discussion on pros and cons, with eventual consensus being that we will continue to allow each vendor to decide if they wish to maintain a hard start or to accommodate early sales*
- *CDFMA will monitor numbers of early bird shoppers and consult with vendors as to whether they feel this is something we may wish to initiate in future*

#### #9 – Fund raising ideas for special projects

- *Discussion about the possibility of undertaking some in-market fundraising to support special events, equipment improvement, music program etc.*
- *Ideas put forward were raffles, 50/50 draw, fundraising sales*
- *Discussion regarding how these might be undertaken/administered with pros & cons, obtaining gaming licenses etc. No decision on whether this is something CDFMA might wish to pursue was made at this time as more information is needed*

**2025 CDFMA Executive & Market Manager Contact List**

**Shawn McGrath** (Chair) – Windy Creek Farm

[Redacted]

**Allan Stafford** (Vice-Chair) – Wheelchair Woodturnings

[Redacted]

**Carla Krogan** – (Treasurer) – Windy Creek Farm/CS Artisans

[Redacted]

[Redacted]

**Christine Betz** (Director) – Pablo Creek Farm

[Redacted]

**Kari-Jo Dowdell** (Director) – Echo’s Reach Organic Pork

[Redacted]

[Redacted]

**Brianna van de Wiingaard** (Director) – Puddle Produce Farm

[Redacted]

**Maveva Hordiuk** (Director) – Hillbilly Hump

[Redacted]

**Manager:**

**Barb Scha**

**Jane Bows**

**Edwin Bo**

[Redacted]

# **FEE STRUCTURE - 2025 – Williams Lake Farmers' Market Cariboo Direct Farm Market Association**

Membership Fee (Annual) \$10

## **Vendor booth fees:**

Fridays – Adult \$20, Youth \$10

Tuesdays – Adult \$15, Youth \$5

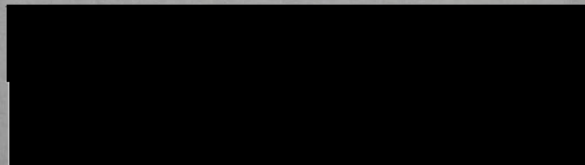
Winter Markets – Adult \$25, Youth \$15

**Cariboo Direct Farm Market Association  
Williams Lake Farmers' Market  
2024 Financial Statement**

**CARIBOO DIRECT FARM MARKET ASSOCIATION  
Williams Lake Farmers' Market  
FINANCIAL STATEMENT**

Submitted by Carla Krogan  
February 21, 2025

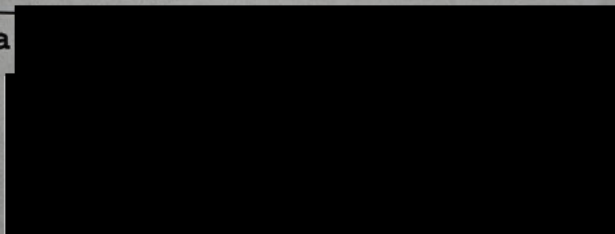
OPENING BANK BALANCE JANUARY 1, 2024	\$ 14,112.60
<b><u>INCOME</u></b>	
Memberships	\$ 1,750.00
Table rentals	25,697.00
Donations <i>(For music program)</i>	80.00
Nutrition Coupon Program deposit from BCAFM	21,921.00
Nutrition Coupon Program Honorarium from BCAFM	800.00
Market Bucks purchased	295.00
Central Cariboo Arts and Culture 2024 Music Grants	3,000.00
Petty Cash Forward from 2023	120.09
2023 Music Grant Received in 2024	1,500.00
<b>TOTAL INCOME</b>	<b>\$ 69,275.69</b>



Sept 29, 2024

<b>OPERATING EXPENSES</b>	
City of Williams Lake Business License	\$ 100.00
City of WL venue rental	1,050.00
Post Office Box	196.35
Market Bucks reimbursed to vendors	570.00
Nutrition Coupon Program honorarium	800.00
Nutrition Coupon Program vendor payments	21,921.00
Market Manager salary	12,400.00
Musician Stipends	6,675.00
Stationary, printing, office supplies	444.17
Website fees	193.95
Trailer insurance	213.00
BCAFM membership	250.00
General insurance	715.00
Advertising (radio \$2050 / print \$500.50)	2,550.50
Bank fees	78.90
BC Society filing fee	40.00
Payroll remittance from 2023	1,226.24
Cleaning supplies	96.29
Vendor fee refunds (canceled/missed markets)	95.00
WorkSafeBC fees	35.13
BCAFM AGM Expense Stipend for Managers	600.00
Treasurer Fee for Service	500.00
Accounting Fees	2,598.75
Accounts payable for cheques not cleared in 2023	6584.00
<b>TOTAL EXPENSES</b>	<b>\$ 59,933.28</b>
<b>CLOSING BANK BALANCE DECEMBER 31, 2024</b>	<b>\$9342.41</b>

Prepared & submitted by Carla  
February 21, 2025



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