



## CITY OF WILLIAMS LAKE

DATE &  
ITEM NO.

**October 28 2025-B2  
(Special)**

RES #

RES #395/25

**SUBJECT**

2026-2028 Fee for Service Continued Funding and New Applications Review (*deferred from October 14, 2025 Committee of Whole Council*)

Moved and Seconded

That the Downtown Williams Lake Business Improvement Association Fee for Service application for their clean team service be referred for consideration to the Community Grants program.

CARRIED

**RECORD OF VOTE (UPON REQUEST)**

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_



FEE FOR SERVICE PROGRAM APPLICATION FORM

Organization Information

Name of Organization: Williams Lake Central Business Improvement Area Association - Clean Team Program	
Mailing Address (office): 327 Oliver Street, Williams Lake, BC V2G 1M4	
Phone # (office): 250-398-5717	E-Mail (office): info@downtownwilliamslake.com
Purpose of Organization: Our mission at the BIA is to ensure a vibrant downtown through promotion, advocacy, beautification, and support for business.	
BC Society or Charitable Registration Number: 856130778 RP0001	
Primary Contact: Sherry Yonkman, Executive Director	
Phone #: 250-398-5717	E-Mail: info@downtownwilliamslake.com
Secondary Contact: Ryan Brink, Board Chair	
Phone #: [REDACTED]	E-Mail: RBrink@harbourfrontwealth.com

Who does your organization serve? (i.e. residents from City, CRD, province)

We primarily exist to serve the businesses and organizations located in our downtown Williams Lake boundaries, but the events, promotions, and beautification that we provide benefit the residents of Williams Lake and Cariboo Regional District, and any visitors from beyond.

Does your organization receive any other supports from the City? (i.e. rental subsidies, contribution agreements, tax exemptions, use of government-owned facilities, property leases, other financial supports). If yes, what supports and amounts (tax exemption information available from City Tax Department)?

In 2025, we received a \$5,000 community grant in support of our Clean Team program, a \$4,000 fee for service payment in support of our Winter Lights Festival, and a \$5,000 payment for the City of Williams Lake's portion of the Williams Lake Public Art Grant.



How will you indicate that the City is contributing to your organization?

We have acknowledged the City of Williams Lake's financial support our monthly newsletter, on our social media, at our Annual General Meeting, and in our 2024 Annual Report. We have acknowledged the support in interviews, as well, and will continue to take all opportunities presented to us.

**Fee for Service Request Summary**

Please answer the following questions, using additional paper if necessary.

Brief description of proposed use of Fee for Service funds being applied for:

The Fee for Service funds would be used to pay for wages and necessary program supplies for the Downtown Williams Lake Clean Team.

Current Year Fee for Service from City (if applicable): \$ 0

Next Year Fee for Service Amount Being Applied For: \$ 10000

LIST ALL OTHER AGENCIES TO WHOM A FEE HAS BEEN REQUESTED FOR THE CURRENT FISCAL YEAR AND NOTE IF REQUEST IS <b>APPROVED, DENIED OR PENDING</b>				
AGENCY	ADDRESS	\$ REQUEST	DECISION (APPROVED/DENIED/PENDING)	\$ RECEIVED
Prince George & Region Prosperity	102 - 1584 7th Avenue Prince George, BC V2L	20000	Approved	20000
Enbridge Fueling Futures		7000	Pending	
Social Planning and Research	4445 Norfolk St. Burnaby, BC V5G 0A7	23235	Denied	



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Attach your current financial statement prepared and signed by the appropriate person (i.e. CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

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What efforts has your organization made to become self-supporting? If your agency charges user fees or membership dues, attach your current fee structure.

Our organization is mainly funded through a property tax levy on downtown commercial properties. We are in receipt of grant funding from the Province of BC through PG Foundation to help fund our Clean Team, receiving \$20,000 per year for 2025 and 2026. Art Walk is funded through registration fees from participating hosts (\$175) and artists (\$75) which allows that event to be self sufficient. We charge parade registration for the Winter Lights Parade (\$20 early bird, \$30 regular), which brought in \$210 in 2024.

What are your organization's goals and objectives for this year?

In 2025, we established the Clean Team program to run 3 hours per day, 4 days per week, for an 8 month period, employing workers who face barriers to other employment due to disabilities. We want to continue this program in 2026 and beyond. We estimate that it costs a total of \$35,000 per year to run the program as it currently is, but if we are able to raise additional funds in the future we would expand the services provided to include graffiti removal and increase the program to cover more days per week or months per year.

How does your organization strengthen and enhance the well-being of the community, promote volunteerism and support the goals and strategic priorities of the City of Williams Lake?

In the City of Williams Lake's strategic plan, the focus area of "Collaboration and Partnerships - Support community partners and not for profit organizations" is the clearest achievement that supporting the Clean Team program can accomplish. We are both a community partner and a not for profit organization, and support of our Clean Team program would benefit both the City and our organization. In the focus area of "Livability/Positive Atmosphere - Investigate ways to make the city and downtown more attractive and vibrant", this is exactly what the Clean Team's purpose is. And as for enhancing the well-being of the community, clean streets and public areas in our downtown foster a sense of pride in our community. People are more likely to visit the downtown and support the downtown businesses if they are not concerned by finding needles, broken glass, cigarette butts, discarded weapons, and human waste on our sidewalks. Response from the public on this program has been universally positive.

How do the services of your agency overlap a similar agency, and what efforts have been taken to eliminate the duplication, if any?

To my knowledge there isn't overlap. There are volunteers who pick up trash in the community, and Canadian Mental Health Association's Supported Opportunities Program has also had its participants do some community clean ups. But I believe this is the only program that does the work on a consistent schedule with paid employees.



How is the function of your organization mainly for the benefit of the citizens of Williams Lake?

This program is 100% for the benefit of the citizens of Williams Lake. Cleaner, safer streets increase the enjoyment of the public who use those streets, and in turn make a more welcoming environment surrounding the downtown business community.

How does your organization promote cultural understanding in the community?

We have a respectful relationship with the First Nations community, and have made it a practice to ask for guidance, advice, and blessings from WLFN and downtown First Nations organizations to make sure our words and actions demonstrate that respect. We take the same approach with our multi-cultural business community in the downtown.

In the past year, how many persons has your organization served?

Thousands. Every person who comes to downtown Williams Lake benefits from the work of the Clean Team. Our various events and promotions are available to everyone in Williams Lake.

How long has your organization been in existence in Williams Lake?

Since December 2004

How many years has your organization received Fee for Service funding from the City of Williams Lake?

14

How long do you anticipate that your agency will require funding from the City of Williams Lake?

We plan to run this program for as long as it is needed in Williams Lake.

Is your organization voluntary and non-profit?

Our organization is a registered non-profit with a voluntary board of directors.

Are all of the board members/directors voluntary? If no, state amounts paid.

Yes, all are voluntary.

Is any part of the income of your organization payable to, or otherwise available for, the personal benefit of any proprietor, member of shareholder?

No



Report the number of volunteers your organization has.

We had 24 volunteers in 2024

Report the number of volunteer hours worked.

130 hours

Report the number of paid management and staff members and total salaries paid. Please indicate full vs part time staff.

We currently have two part-time year-round employees, and 4 part-time seasonal employees. Our expected payroll expense for 2025 is approximately \$123,000.

Does your organization use City-owned facilities? If so, which ones?

No

If your agency received a City Fee for Service last year, what specific benefits(s) to your agency and to the community did the fee make?

We received a Community Grant in support of Clean Team in 2025, but this is the first Fee For Service application we've submitted for the Clean Team program. We did receive Fee for Service funding for our Winter Lights Festival, which covered almost 85% of the costs of hosting the event last year.

If your agency is applying for a matching fee from government or other sources, is the grant contingency upon receipt of this City fee?

No

How are your services publicized?

Monthly newsletter, Facebook, Instagram, Williams Lake Tribune, Vista Radio.



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

Sherry Yonkman Digitally signed by Sherry Yonkman  
Date: 2025.09.18 19:39:50 -07'00'

Authorized Representative

**Privacy Acknowledgement:**

*The collection of personal information is authorized under section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA).*

*This information will only be used for the purpose of the Community Grants Program and may be included on a public Council Meeting agenda. Questions about the collection of this information can be directed to: Corporate Officer, 450 Mart Street, BC, V2G 1N3, 250-392-2311, [corporateservices@williamslake.ca](mailto:corporateservices@williamslake.ca).*

**Profit and Loss - Clean Team**  
**Williams Lake Central Business Improvement**  
**January 1 - August 31, 2025**

Distribution account	Total
Income	
40000 Revenue- (H)	
40200 Event Income (Parking Lot sale fundraiser)	662.25
40500 Grants	25,000.00
<b>Total for 40000 Revenue- (H)</b>	<b>\$25,662.25</b>
<b>Total for Income</b>	<b>\$25,662.25</b>
Expenses	
67000 Payroll Expenses	17,634.15
68000 Supplies & Small Tools (H)	
68100 Project supplies and costs	470.52
<b>Total for 68000 Supplies &amp; Small Tools (H)</b>	<b>\$470.52</b>
<b>Total for Expenses</b>	<b>\$18,104.67</b>
Other Income	
Other Expenses	
<b>Profit - as of August 31, 2025</b>	<b>\$7,557.58</b>
<b>Projected Expenses - September to November</b>	
67000 Payroll Expenses	<b>\$11,538.10</b>
68000 Supplies & Small Tools ***	<b>\$300.00</b>
661020 WorkSafe BC	<b>\$207.13</b>
<b>Total Projected Expenses - September to November</b>	<b>\$12,045.23</b>
<b>Total Actual Expenses to date</b>	<b>\$18,104.67</b>
<b>Total Projected Expenses 2025</b>	<b>\$30,149.90</b>
<b>Projected Profit/-Loss</b>	<b>-\$4,487.65</b>

Accrual Basis Tuesday, September 23, 2025 06:03 PM GMTZ

\*\*\* Note - Supplies and Small Tools

In 2024, Tolko Industries Ltd. donated a large amount of supplies, which we have been using for the past year and have almost used up. This is why our projected budget for supplies appears high for the next three months compared to the actual costs for the first five months.

WILLIAMS LAKE CENTRAL BUSINESS  
IMPROVEMENT AREA ASSOCIATION

FINANCIAL INFORMATION

For the year ended December 31, 2024

**WILLIAMS LAKE CENTRAL BUSINESS IMPROVEMENT AREA ASSOCIATION  
FINANCIAL INFORMATION  
For the year ended December 31, 2024**

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223 Reid Street, Quesnel, BC, V2J 2M1  
Telephone: 778-414-5678 FAX: 778-414-5679

## **COMPILATION ENGAGEMENT REPORT**

### **To the Board of Directors of**

Williams Lake Central Business Improvement Area Association

On the basis of information provided by management, we have compiled the statement of financial position of Williams Lake Central Business Improvement Area Association as at December 31, 2024, the statements of operations, changes in net assets and cash flows for the year then ended, and note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Quesnel, BC  
April 23, 2025

FBB CHARTERED  
PROFESSIONAL  
ACCOUNTANTS LLP

# WILLIAMS LAKE CENTRAL BUSINESS IMPROVEMENT AREA ASSOCIATION

## STATEMENT OF OPERATIONS

For the year ended December 31, 2024

	<u>2024</u>	<u>2023</u>
<b>REVENUES</b>		
City of Williams Lake - BIA Levy	\$ 126,005	\$ 122,335
Grant revenue	14,309	10,500
Event revenue	8,510	8,470
Miscellaneous revenue	169	169
Rental revenue	17,220	17,220
Parking lot rental revenue	<u>-</u>	<u>1,920</u>
	<u>166,213</u>	<u>160,614</u>
<b>EXPENDITURES</b>		
Advertising and promotion	23,961	19,190
Amortization	952	1,493
Contract service	120	950
Equipment lease	2,059	1,220
Insurance	3,966	3,840
Interest and bank charges	280	94
Office	4,243	4,005
Professional fees	2,944	2,884
Rent	5,397	5,397
Repairs and maintenance	3,818	4,828
Salaries and related benefits	102,129	91,011
Subscriptions, permits and licenses	686	711
Supplies	16,127	20,449
Telephone and utilities	8,959	9,244
Travel	<u>1,181</u>	<u>1,114</u>
	<u>176,822</u>	<u>166,430</u>
<b>DEFICIENCY OF REVENUES OVER EXPENDITURES</b>	<u>\$ (10,609)</u>	<u>\$ (5,816)</u>

See accompanying note

**WILLIAMS LAKE CENTRAL BUSINESS IMPROVEMENT AREA  
ASSOCIATION**

**STATEMENT OF CHANGES IN NET ASSETS**

For the year ended December 31, 2024

	<u>Unrestricted net assets</u>	<u>Net assets invested in tangible capital assets</u>	<u>Total 2024</u>	<u>Total 2023</u>
<b>NET ASSETS, BEGINNING OF YEAR</b>	\$ 198,378	\$ 3,267	\$ 201,645	\$ 207,461
Deficiency of revenues over expenditures	<u>(9,657)</u>	<u>(952)</u>	<u>(10,609)</u>	<u>(5,816)</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 188,721</u>	<u>\$ 2,315</u>	<u>\$ 191,036</u>	<u>\$ 201,645</u>

See accompanying note

**WILLIAMS LAKE CENTRAL BUSINESS IMPROVEMENT AREA  
ASSOCIATION**

**STATEMENT OF FINANCIAL POSITION  
As at December 31, 2024**

	<u>2024</u>	<u>2023</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash	\$ 208,636	\$ 207,707
Accounts receivable	54,401	1,465
GST receivable	<u>797</u>	<u>1,013</u>
	263,834	210,185
<b>TANGIBLE CAPITAL ASSETS</b>	<u>2,316</u>	<u>3,267</u>
	<u>\$ 266,150</u>	<u>\$ 213,452</u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 22,621	\$ 11,807
Unearned revenue	<u>52,493</u>	<u>-</u>
	75,114	11,807
<b>NET ASSETS</b>	<u>191,036</u>	<u>201,645</u>
	<u>\$ 266,150</u>	<u>\$ 213,452</u>

On behalf of the Board

\_\_\_\_\_ Director

\_\_\_\_\_ Director

See accompanying note

**WILLIAMS LAKE CENTRAL BUSINESS IMPROVEMENT AREA  
ASSOCIATION**

**STATEMENT OF CASH FLOWS**

For the year ended December 31, 2024

	<u>2024</u>	<u>2023</u>
<b>OPERATING ACTIVITIES</b>		
Deficiency of revenues over expenditures	\$ (10,609)	\$ (5,816)
Item not affecting cash		
Amortization	<u>952</u>	<u>1,493</u>
	(9,657)	(4,323)
Change in non-cash working capital items		
Accounts receivable	(52,936)	(1,465)
GST receivable	216	30
Accounts payable and accrued liabilities	10,813	674
Unearned revenue	<u>52,493</u>	<u>-</u>
<b>INCREASE (DECREASE) IN CASH</b>	929	(5,084)
<b>CASH, BEGINNING OF YEAR</b>	<u>207,707</u>	<u>212,791</u>
<b>CASH, END OF YEAR</b>	<u>\$ 208,636</u>	<u>\$ 207,707</u>

See accompanying note

# **WILLIAMS LAKE CENTRAL BUSINESS IMPROVEMENT AREA ASSOCIATION**

## **NOTE TO THE FINANCIAL INFORMATION**

**For the year ended December 31, 2024**

### **1. Basis of accounting**

The basis of accounting applied in the preparation of the balance sheet of Williams Lake Central Business Improvement Area Association as at December 31, 2024, and the income statement for the year then ended, is the historical cost basis and reflects cash transactions with the addition of the following:

- (i) Accounts receivable
- (ii) Prepaid expenses and deposits
- (iii) Tangible capital assets recorded at historical cost and amortized using the declining balance method
- (iv) Accounts payable and accrued liabilities