



**DISTRICT OF 100 MILE HOUSE**  
**COMMITTEE OF THE WHOLE**  
**TO BE HELD IN DISTRICT COUNCIL CHAMBERS**  
**Tuesday, March 24<sup>th</sup>, 2026, AT 3:00 PM**

	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor to call the Committee of the Whole meeting to order at 3:00 PM.</p> <p>Mayor acknowledges that this meeting is being held on Tsjescencúfecw.</p>
<b>A.</b>	<b><u>APPROVAL OF AGENDA:</u></b>
	<p><b>A1</b></p> <p><b>BE IT RESOLVED THAT</b> the March 24<sup>th</sup>, 2026, Committee of the Whole agenda <u>be approved</u>.</p>
<b>B.</b>	<b><u>INTRODUCTION OF LATE ITEMS</u></b>
<b>C.</b>	<b><u>DELEGATIONS:</u></b>
<b>D.</b>	<b><u>UNFINISHED BUSINESS:</u></b>
<b>E.</b>	<b><u>CORRESPONDENCE:</u></b>
<b>F.</b>	<b><u>STAFF REPORTS:</u></b>

<b>2026 Operating Budget</b>	<p><b>F1</b></p> <p>S. Elias, Director of Finance to present the 2026 Operating Budget and Property Tax rate scenario for Councils consideration and discussion.</p> <p><i>Further amendments and action at the discretion of Council</i></p>
<b>Terms of Reference – Economic Development Task Force</b>	<p><b>F2</b></p> <p><b>BE IT RESOLVED THAT</b> that draft Terms of Reference for the proposed Economic Development Task Force <u>be received</u>.</p> <p><i>Further amendments and action at the discretion of Council</i></p>
<b>G.</b>	<b><u>BYLAWS:</u></b>
<b>H.</b>	<b><u>OTHER BUSINESS:</u></b>
<b>I.</b>	<b><u>QUESTION PERIOD:</u></b>
<b>J.</b>	<b><u>ADJOURNMENT:</u></b>
	<p><b>J1</b></p> <p><b>BE IT RESOLVED THAT</b> the Committee of the Whole meeting of March 24<sup>th</sup>, 2026 adjourn:      PM:</p>

*“Committee of the Whole” means a committee comprised of all Council Members of the District of 100 Mile House to consider and recommend on matters of the Districts’ business. The Committee sits in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting action.*



## DISTRICT OF 100 MILE HOUSE

### MEMO

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**Date:** March 12<sup>th</sup>, 2026  
**To:** Mayor & Council  
**From:** Finance  
**Subject:** DRAFT Budget 2026 + Property Tax Rates

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I am writing to provide a comprehensive overview and justification for the proposed 3% mill rate increase in the upcoming 2026 budget. The information outlined below highlights the key factors driving this adjustment and underscores the necessity of this increase for the continued prosperity and sustainability of our municipality.

#### **Revenue Considerations:**

- The determination of actual tax rates relies on the revised roll from the BC Assessment Authority, expected later in March. The proposed collection amount is an estimate based on the 2026 Completed Roll totals, indicating a need for flexibility in our revenue projections.
- Funding contributions from the Cariboo Regional District support various essential functions within our municipality.
- Interest earned has been budgeted at a very conservative amount of \$80,000 due to planned capital expenditures and easing interest rates. The District has seen elevated interest returns over the past couple of years but cannot anticipate that to continue during a trend of lowering rates.

### **Utility Frontage Rates:**

Sewer and Water Frontage taxes have been subject to annual increases of 5% as per current bylaws. We are approaching the expiration of the current frontage bylaws in 2027.

### **Utility User Rates:**

A review of Water and Sewer rates and rate categories was completed in 2025. Sewer rates have been set at 70% of water rates and the number of categories has been drastically decreased. Notable changes:

- 30% increase to metered water rates, this rate is still not at 100% cost recovery.
- Flat rates for residential units are now the same for all types of residential units.
- Garage per washroom fee removed and all business switched to office.

It is imperative to maintain these increases to ensure the efficiency and sustainability of our water and sewer infrastructure.

### **Government Grants:**

We anticipate receiving \$390,000 from the Small Communities Grant, which serves to offset current year operating expenses, relieving some pressure on our budget.

The Community Works funding is budgeted for \$151,200 determined by the Canada Community Building Fund Agreement, provides vital support for eligible projects or reserves, contributing to the overall financial health of our municipality.

### **Expense Considerations:**

Wage increases for the bargaining unit and exempt staff are reflective of collective agreements and district policies, ensuring fair compensation while adhering to budgetary constraints. 2026 is the first year in a 2026 -2029 collective agreement.

Employee benefits are calculated at 26% of wages, down from 28% in 2025. Training budgets remain consistent with prior year allocations.

Increases in standard expenses are noticeable in all aspects of operations. To mitigate increases the District continues to seek out the best value when purchasing by competitive process, receiving multiple quotes and utilizing co-operative procurement.

### **Debt Principal Payments:**

The District of 100 Mile House currently holds no debt, the final payment of the Blackstock Sewer debt was paid in 2024.

## **Capital Expenditures:**

The proposed capital projects address critical infrastructure needs, equipment replacements, and community service enhancements, all of which are vital for the well-being and development of our municipality.

Capital projects are continuing to climb in expense due to inflation and trade uncertainty. The 2026 BC budget has added engineering services as a PST applicable service, this will have a noticeable effect on capital budgeting going forward.

The District is currently drawing more from reserves for Capital expenditures each year than contributions being made to the reserves. The 3% mill rate increase will aid in the Districts ability to increase contributions to reserves for planned Capital expenditures.

## **Conclusion:**

In conclusion, the proposed 3% mill rate increase is necessary to address increasing costs, maintain essential services, continue current service levels, and continue to fund vital capital projects while planning for future projects.

We remain committed to prudent fiscal management and will continue to refine the budgetary process to ensure transparency and accountability. Your support of this increase is crucial for the continued prosperity of our municipality.

This memo serves as a prelude to the presentation of the Five-year Financial Plan, scheduled for Council consideration on April 14, 2026.

Should you have any further questions or require additional information, please do not hesitate to reach out.

Thank you for your attention to this matter.



**S. Elias; Dir. of Finance**



**T. Boulanger, CAO**

## Economic Development Task Force

### Terms of Reference

#### 1. Introduction

The Council of the District of 100 Mile House intends to establish a NEW Economic Development Task Force (the *Task Force*) to provide business-to-business support for investment attraction activities. The Task Force is a volunteer-based, advisory body comprised of business-minded individuals whose primary role is to support economic development by identifying business gaps and opportunities within the District of 100 Mile House and the broader South Cariboo region and directly recruiting new business investment in a peer-to-peer format.

#### 2. Purpose

The purpose of the Economic Development Task Force is to:

- Advise Council of the District of 100 Mile House on existing and anticipated business gaps within the region; and
- Support proactive outreach to targeted investors and businesses outside the region, with the objective of encouraging business relocation, expansion, or investment in the South Cariboo.

#### 3. Membership and Composition

- The Task Force shall be chaired by the Mayor of the District of 100 Mile House **or alternate member of Council**.
- The Task Force shall consist of a core membership of five (5) to six (6) members, **including one member of Council**, in addition to the Chair.

- Membership numbers may be expanded or reduced at the discretion of the core membership to respond to workload or operational needs.
- Members shall possess strong business backgrounds and demonstrate the ability to represent the interests of the District of 100 Mile House and the South Cariboo region as a whole.
- Members must reside within the District of 100 Mile House or the South Cariboo.
- Membership is strictly voluntary, and members shall serve without remuneration.
- Members are expected to actively participate in Task Force activities and attend regular meetings.

#### **4. Appointment and Term**

- Members shall be appointed by [Council](#) following a review of Expressions of Interest (Eol).
- Eol submissions must include requirements to be determined by [Council of the District of 100 Mile House](#).
- Short-listed candidates may be required to participate in an in-person interview.
- Appointments shall be for a term of two (2) years, with the option for renewal, extension, or cancellation at the discretion of the District of 100 Mile House.

#### **5. Meetings**

- The Task Force shall meet at least once every two (2) months, with the exception of July and August.
- Additional meetings may be convened at the call of the Chair.
- A note-taker shall be appointed at the beginning of each meeting.
- Meeting notes shall be provided to [Council of the District of 100 Mile House](#) and the Economic Development Officer within one (1) week of each meeting.



## 6. Scope of Work and Duties

The Economic Development Task Force shall:

1. Identify critical business gaps and sectors experiencing decline or limited representation within the South Cariboo.
2. Develop and maintain a list of targeted businesses for recruitment.
3. Proactively engage with businesses seeking expansion or relocation opportunities that align with the economic priorities of 100 Mile House.
4. Initiate direct business-to-business outreach to targeted businesses, actively recruiting them to establish operations in 100 Mile House and the South Cariboo.
5. [Seek out needed professionals and engage contact for attraction through appropriate means, whether through letters, emails, or phone contact.](#)

## 7. Reporting

- The Task Force shall provide a written quarterly report to Council outlining activities, progress, and initiatives underway.
- Representatives of the Task Force shall attend Council meetings as a delegation, as required, to respond to questions related to the report.
- More frequent reporting may be arranged to meet the needs of the Task Force or Council.

## 8. Administration and Support

- The District of 100 Mile House Director of Economic Development shall serve as the primary staff liaison to the Task Force.
- Administrative support, including meeting space, refreshments, photocopying, and related resources, shall be provided at Municipal Hall as required.
- Miscellaneous expenses may be reimbursed by the District of 100 Mile House, subject to prior approval.



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Eol to be drafted.

Other items to consider:

- How is voting done? By consensus? Simple majority?
- Quorum?
- Specify any particular member type? Industry sector? First Nations?
- Limitation on membership?
- Add succession planning under scope of work?
- Add something about Task Force connecting to other like minded committees in the region?

