

DISTRICT OF 100 MILE HOUSE
2019 ANNUAL REPORT





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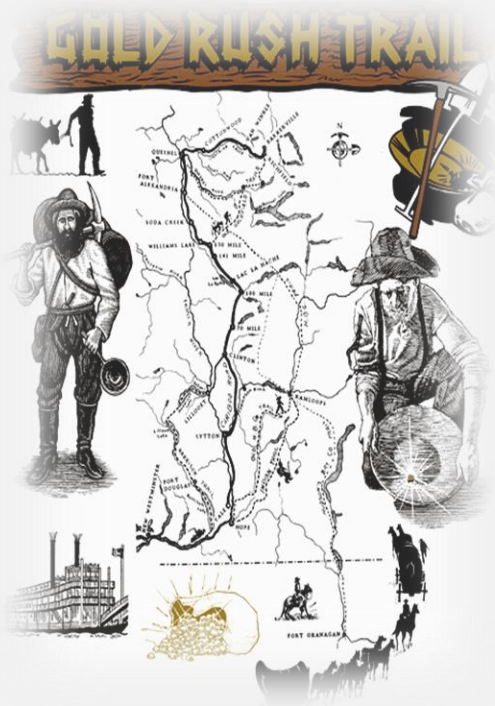
Cover photo credit: Dave Mingo

The History of 100 Mile House

The South Cariboo historic roots go to the fur trading days before the gold strike. By 1860, thousands of gold seekers thronged to the Cariboo to seek the precious metal. Between 1862 and 1870, over 100,000 people travelled the Cariboo Wagon road from Lillooet, aiming their way into Cariboo country.

Throughout this gold fever, certain roadhouses, because of their favorable locations along the Cariboo Wagon Road from Lillooet to Soda Creek, grew to be supply points for the gold seekers and the surrounding district, 100 Mile House, South Cariboo's dominant community, was originally one of these stopping points along the gold rush trail. 100 Mile House was so named because it was located 100 Miles from Lillooet (Mile 0) of the Cariboo Wagon Road. As the gold rush subsided, ranchers began to settle in surrounding areas.

The District of 100 Mile House is worldly recognized as the *"Handcrafted Log Home Capital of North America"* and has a population of approximately 1900. 100 Mile House is the commercial hub of the South Cariboo and the main service centre for many outlying communities. The service area has a population roughly ten times the size of the District. It includes the communities of Lac La Hache, Forest Grove, Lone Butte, Horse Lake, Bridge Lake, 70 Mile House, Canim Lake and 108 Mile Ranch, and is the largest residential centre between Kamloops and Williams Lake.



100 Mile House is a thriving community with an economy based in forestry, ranching, log home building and tourism. Tourism experiences significant growth each year as travelers from around the world come to 100 Mile House as it is well known for its outdoor recreational activities and friendly atmosphere.

Mayor's Message



On behalf of Council, I am pleased to present the 2019 Annual Report of the District of 100 Mile House.

Highlights from 2019

- Completed various paving projects within the District (\$365,000)
- Completed installation of sidewalk on west side of Cedar Ave from First St to Fourth St. & HL Road from Cedar Ave to HL Bridge (\$ 600,000)
- Centennial Park 2 more park shelters were installed (\$ 15,000)
- New Water Plant & service improvements project completed (\$6,500,000)
- Fleet/Equipment Upgrades - Sweeper & Rescue Unit (\$ 740,000)

These continue to be very difficult times for our country, our province and in some ways our community and it's important to remember that many people in our community are surviving on fixed incomes. This is particularly hard for the elderly and those with young families. We are all impacted by the rising cost of fuel, utilities, food, etc. and this Council understands those challenges. As Council and staff, we have worked very hard to keep our tax rates low and competitive. We have worked hard to build reserves so that we can "pay as we go" and not incur debt on behalf of our residents and businesses. We are not perfect by any means; but we believe our successes far outdistance any shortcomings we may have experienced.

Our commitment to you, our residents and businesses is unwavering - we will continue to strive to exceed your expectations and build a great future for 100 Mile House - a community we can all be proud of.

Along with our elected Council in October of 2018; we have established four pillars to guide us going forward for the term of office to which we've been elected.

➤ Maintain Strong Financial Stewardship

- ✓ Balanced Budgets
- ✓ Retire long-term debt (**accomplished in July 2019**)
- ✓ Continue to build reserve funds - support our "pay as we go" philosophy
- ✓ Maintain competitive tax rates

➤ Infrastructure Upgrades and Development

- ✓ Continue replacement of water/sewer systems
- ✓ Horse Lake Road Bridge Replacement
- ✓ Continue upgrade/replacement of municipal equipment
- ✓ Replace aging Emergency Services Equipment
- ✓ Support the development of new and improved recreation facilities

➤ Staff Development & Succession Planning

- ✓ Continue to develop staff throughout organization
- ✓ Plan for retirement of senior staff members in 2020/21
- ✓ Identify long term staffing needs and recruit to fill long term needs

➤ Planning & Economic Development

- ✓ Support affordable Housing initiatives - connect developers & investors
- ✓ Support transportation initiatives both locally and regionally
- ✓ Review Trade School concept
- ✓ Emphasis on business and resident attraction
- ✓ Continue upgrades to Valley Room & Marten Exeter Hall
- ✓ Strong effort towards relationship building & strategic partnerships

District Council

Council is a legislative body that represents the citizens of 100 Mile House, elected to provide leadership and establish policies and priorities for the District of 100 Mile House municipal government. Council reviews and establishes budget levels for civic operations and capital expenditures.

It is the Mayor's duty to chair meetings of Council, hold ex-officio membership in all Council Committees and all bodies to which Council has the right to appoint members. Council meets monthly on the second Tuesday of each month.

Council and Committee meetings are open to the public. Agendas are available at the Municipal Office or on the District's website www.100milehouse.com. In-Camera meetings are held as per section 90 of the *Community Charter* where necessary.



Left to right: Councilor Ralph Fossum, Councilor Chris Pettman, Mayor Mitch Campsall, Councilor Maureen Pinkney, Councilor Dave Mingo.

Council Biographies



Mayor Mitch Campsall

Mayor Campsall was re-elected in October 2018 for his fourth term of office. Prior to serving as Mayor, Mitch served as a Councillor for 11 years.

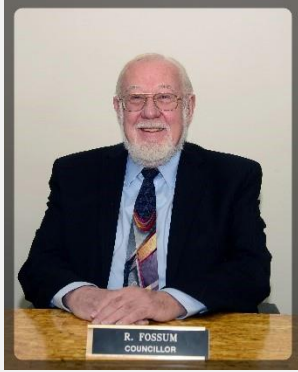
Mitch has been a resident and business owner in 100 Mile House for over 35 years and spends as much time as possible with his family, wife Heather, 3 daughters and 3 grandchildren.

He is also involved and supports many aspects of our community. Mitch spent many years on the Board of the 100 Mile House Lions Club and has participated and supported many other charities and organizations in our community.

Mitch believes in putting the interests of the citizens of 100 Mile House first and he will continue to work hard on economic stability and development. Mitch's door is always open to the public and community and looks forward to hearing all ideas and exploring community ideas.

Appointments

- NDI Regional Advisory Committee
- Union BC Municipalities - Small Town Representative
- Cariboo Regional District
- Administration Liaison
- Budget Committee
- Economic Development Committee
- Emergency Executive Committee
- Forest Advisory Committee
- Hospital Liaison
- RCMP Liaison
- Treaty Advisory Committee
- And other community boards as invited.



Councilor Ralph Fossum

Ralph Fossum was also re-elected in October 2018. Ralph was previously on 100 Mile Council for three terms in the 1990's. Councilor Fossum has lived in the 100 Mile House area for over 43 years and since retiring from his career as a notary public and property manager, has been active with tutoring and community events. Ralph loves duplicate bridge and the great outdoors!

Appointments

- South Cariboo Health Foundation Director
- South Cariboo Community Concerts
- Acting Mayor Nov 6/2018 to Nov 30/2019
- Age Friendly Society of the South Cariboo
- Budget Committee
- Chamber of Commerce Representative
- Community Forest Management Committee
- Woodlot Committee



Councilor Dave Mingo

Dave Mingo was also re-elected in October 2018 and is passionate about our community and feels this is a wonderful place to call home. Born and raised in Mission BC, Dave arrived in the 100 Mile House area in 1994 with wife Kerri. An avid outdoorsman, Dave enjoys fishing, hunting and motorcycling. He is currently President of the 100 Mile Fly Fishers and an active member/director of the Lone Butte Fish and Wildlife Association and Director at large for the 100 Mile Wranglers. Dave is a Realtor with RE/MAX.

Appointments

- Acting Mayor Dec 2021 to Nov 30/2022
- Administration Liaison
- Budget Committee
- Community Forest Management Committee
- NDI Regional Advisory Committee
- 100 Mile & District Safety Committee
- Woodlot Committee



Councilor Chris Pettman

Newly elected to Council in 2018, Chris has shown leadership in the community through his volunteerism and various board work. Chris was elected as a Trustee to the School District #27 Board in 2012, has served as Vice President of the South Cariboo Chamber of Commerce and also as a board member of Stemetewuwi Gathering Place Friendship Centre.

Chris earned an MBA with a specialization in Social Enterprise which has become very useful in his career as he is the Executive Director of the Cariboo Family Enrichment Centre; a non-profit social services organization, Chris is a social justice advocate and believes that representation matters. As a member of Cowessess First Nations, Chris is proud to be the first First Nation on the 100 Mile House District Council.

Chris has lived in the Cariboo since 1982, is married and has two wonderful children. In the summer he can be found in his garden tending to the hollyhocks; in the winter inside cheering on the Maple Leafs.

Appointments

- Acting Mayor Dec 2019 to Nov 30/2020
- Budget Committee
- Cariboo Chilcotin Beetle Action Coalition
- Collective Bargaining
- Treaty Advisory Committee



Councilor Maureen Pinkney

Also newly elected to Council in 2018, Maureen brings with her some political experience from her time serving as the Cariboo Regional District Area L Director from 2002-2008, and the CSRD from 2008-2010. Maureen also served as a board member of the Property Assessment Panel from 2008-2010.

As an active volunteer, she serves as Secretary of the 100 Mile House Wranglers, has past experiences with 100 Mile House

Rotary Club, RCACC Cadets, 100 Mile House Snowmobile Club, Alternate Justice Program, 100 Mile Legion Bingos, 100 Mile House Chamber of Commerce, 100 Mile Merchants Assoc., Women’s Business Assoc. and many more.

Maureen was born and raised in 100 Mile House and is currently living at the 108 Mile Ranch with partner Bill. She enjoys being active, golfing and helping out whenever she can.

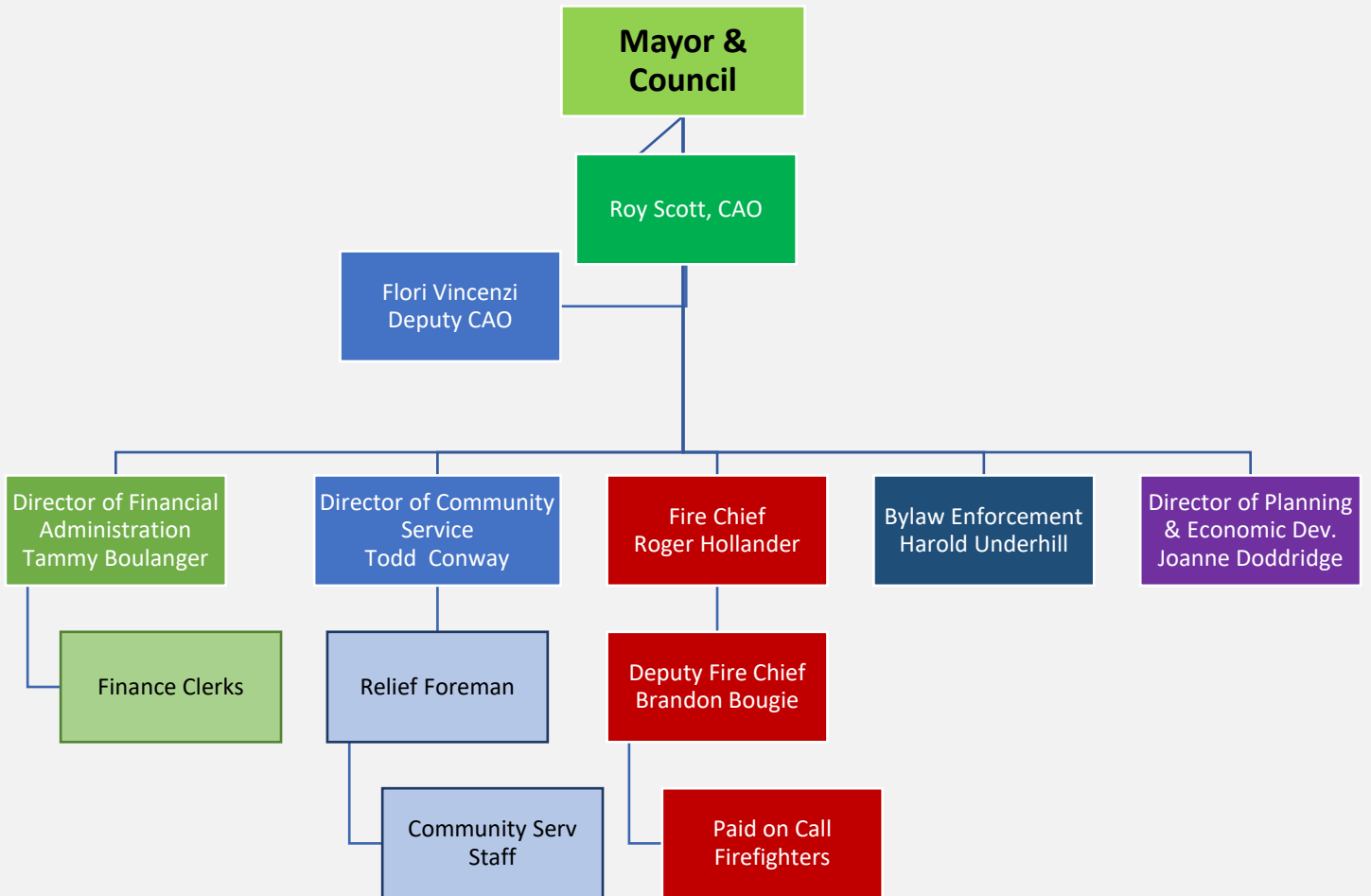
Appointments

- **Acting Mayor Dec 2020 to Nov 30/2021**
- **Age Friendly Initiative**
- **Budget Committee**
- **Cariboo Regional District**
- **Hospital Liaison**
- **Economic Development Liaison**



Centennial Park Water Falls

Organizational Chart



2019 HIGHLIGHTS

Administration serves as the core function of Municipal Government by providing support to Council, the various departments, and the public. Overseen by the Chief Administrative Officer, Administration is responsible for:

- Bylaws, Policies and Procedures
- Council Meeting Agendas & Minutes
- Human Resource Management
- Records & Information Management
- Legal Services
- Public Relations

Administration has been working with staff to encourage and support staff training by developing individual professional development plans to build more capacity within Administrative staff. There is ongoing progress in this area and staff uptake to training has been excellent.

This past year we have successfully transitioned our Director of Finance position - we are very proud of our practice of training and promoting from within the organization. We feel we have become an employer of choice - employees know when they are hired that if they take advantage of training opportunities and are committed, opportunities will open up for them over time.



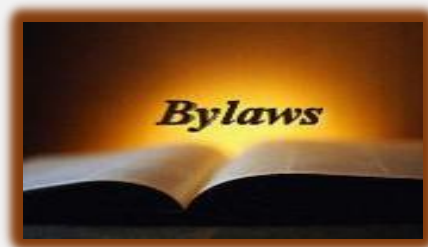
Municipal Office



Finance responsibilities involve financial planning and budget development; financial management, reporting and accounting services; payroll; purchasing; coordination of day to day contract administration for unionized workforce; information services including both hardware and software; insurance and risk management services.

It is the intention of the Finance Department to build a fiscal capacity for future equipment and capital projects to limit incurred debt and negative impact to rate payers as these projects come on line. The ongoing priority is to contribute to reserves and have the infrastructure deficit be reduced.

A steady commitment of a portion of the annual operating surpluses had been set aside for debt retirement; as of 2019 year end the Hwy 97 debenture debt has been retired and two minor debts remain. The focus will continue to be on fiscally responsible decisions to support community vision and goals.



Corporate Administration is responsible for providing effective administrative support services to the Mayor and Council to ensure that the statutory requirements of the Community Charter and Local Government Act are met, and other relevant statutes, for the administration of Council policy, bylaws and procedures.



Planning & Development

Key functions of the Planning and Development department are as follows:

Long range planning and sustainability – Coordination of updates and amendments to the Official Community Plan. Development and implementation of strategies and policies related to climate change adaptation and mitigation, recreation, transportation and trails network planning.

Land use planning and development applications – Review of development proposals and processing of applications for development permit, development variance permit, sign permit applications and amendments to the Zoning bylaws.

Subdivision applications – As Approving Officer, management of subdivision review process involving fee-simple, bare land strata or strata conversion applications and the administration of subdivision related agreements such as statutory right-of-way, covenants and servicing agreements.

Economic Development – The 100 Mile Development Corporation (a subsidiary of the District) serves to promote economic development activity throughout the region. Functions include the operation of the Visitor Information Centre, South Cariboo Marketing Program and the operation of the Lodge/Martin Exeter Hall complex.

Hosted 3rd Annual Business Walk on May 1st 2019, mirroring the process from 2016/17, with revised plan to conduct every 18 months.

Update Economic Development Web Page/District Web site; funding has been identified and approved. Engage consultant and prepare content is ongoing. Staff collaboration underway to expand website project for whole District website and the Visitor Information Centre website.

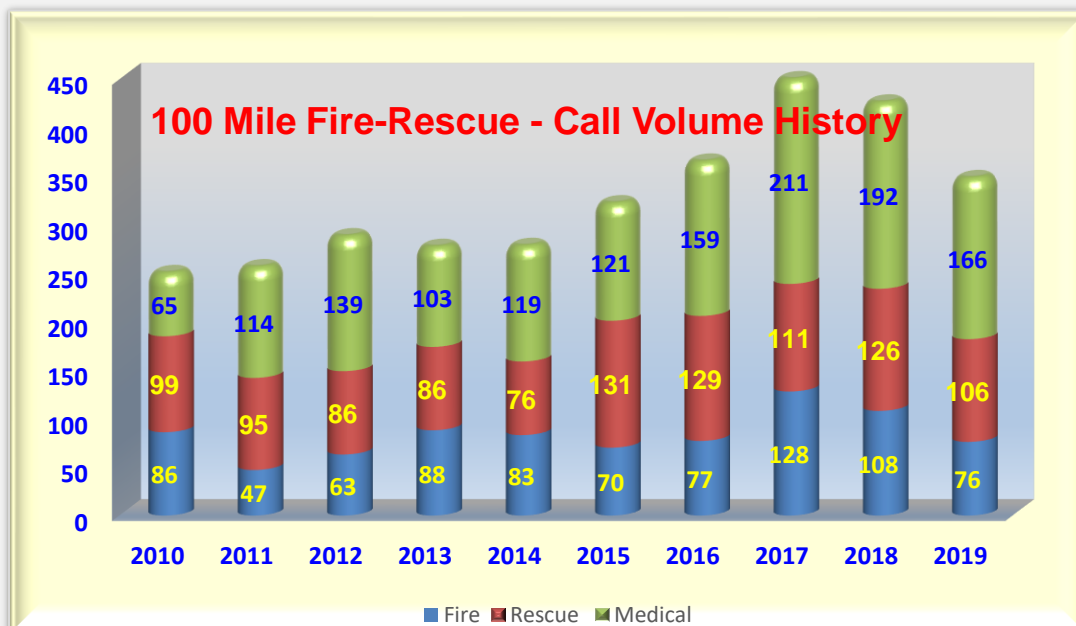
Cannabis Regulation – Cannabis policy direction from Council has been obtained. Full Cannabis regulation bylaws, policies and fees & charges have been completed.

Fire Department

100 Mile House Fire Rescue has been providing service to 100 Mile House and area since 1956 and is made up of 28 Paid-On-Call members and a career Fire Chief and Deputy Fire Chief.

Over the years, 100 Mile House Fire-Rescue has evolved from not only fire suppression, but now also includes rescue services, medical aid, and public education. The department also operates the Emergency Services Training Centre providing training opportunities to the entire region. Over the last 5 years the department has responded to an average of 382 incidents per year ranging from grass fires, motor vehicle incidents, medical aid, structure fires, gas leaks and false alarms.

The department actively participates in numerous community organizations such as Safe Ride Home, P.A.R.T.Y. Program (Preventing Alcohol and Risk Related Trauma in Youth), Grad Ceremonies, Muscular Dystrophy Boot drive, School Tours, etc.



Training is always ongoing with 10 members reaching NFPA 1001 "full service" certification this year and multiple members at Officer 1 & 2 Certified

Complete fire inspection frequency policy reviewing solution with existing resources.

Annual Recruitment of new members to maximize paid-on-call staffing.

Community Services

Community Services is responsible for the operation and maintenance of water utility, sanitary sewer utility, roads, drainage, parks, cemetery, airport, fleet and building maintenance.

The District was excited to move forward with a major capital project to replace its water treatment plant which was completed at the end of 2019. This project see's the District moving to an aquifer for its long-term water source, which will improve both capacity and quality of water for the community.



A Look Inside the Water Treatment Plant

The Sidewalk Implementation Plan continued in 2019 with the completion of the west side of Cedar Avenue from First Street to Fourth Street and along the north side of Horse Lake Road from Cedar Avenue to Horse Lake Bridge.

Identifying funding to support replacement of Horse Lake Bridge within a five (5) year time frame continues. Once third-party funding is identified, design and tender of the project will commence.



A Winter Look at the new sidewalk on Horse Lake Road from Cedar Avenue to the Bridge

The Alpine Watermain project was completed in 2019.

The paving program also continued in 2019 in various locations within the District as follows:

- **Parkside Art Gallery**
- **Cedar Avenue-Fourth to Fifth Street**
- **Alley - 1st to 3rd St**
- **Alley - 3rd to 4th St**
- **Dogwood Crescent - Cedar Avenue to 1st St**
- **Dogwood Crescent - 1st St to Aspen**
- **Balsam Place**
- **District Parking Lot**
- **Municipal Office parking lot**
- **Martin Exeter Hal**

2019 saw the relocation of the stagecoach from the Red Coach Inn to the Visitor Information Centre.



A second scattering garden memorial wall was installed in the 100 Mile House cemetery.





Continuing with Council’s commitment made in 2017, Centennial Park received two (2) new picnic shelters this year.

CCTV Sewer Line Inspection of the gravity sewer and storm sewers was completed. Using cameras and GPS positioning, the review indicated that the underground sewer infrastructure is in good condition for its age with a few minor repairs needed in some areas.

2019 also saw a comprehensive review of the District’s pumping stations, lagoons, rapid infiltration basins, and aeration of lagoons. Results of this review showed that the lagoon would require de-sludging soon and that an emergency overflow reservoir should be installed at the main pump station.

These reports will provide a guideline for infrastructure repair/replacement to be included in our long-term capital planning.



2020 ANTICIPATED

Administration

- **Bylaw & Policy review and updates where necessary**
- **Seek out funding opportunities for Horse Lake Bridge Project**
- **Recruit/develop senior staff to address pending retirements**
- **Continue with staff development/training**
- **Support Council with fulfilling strategic priorities**

Finance

- **Birch Extension Debt Retirement**
- **Continue contributions to reserves**
- **Long term capital budget planning and asset management**
- **Continue with staff development/training**

Planning & Development

- **Update investment materials -engage consultant, investment materials updated**
- **Develop investment attraction portfolio - engage consultant and complete portfolio**
- **Conduct a Community Economic Development Rapid Needs Assessment - engage consultants, complete report, incorporate into Economic Development Plan Update**
- **Update Economic Development Plan - engage consultant, complete report early 2021**
- **Update District website and Visitor Information Centre website - engage consultant and prepare content, complete update**
- **Conduct Housing Needs Study - engage consultant and begin project, completion 2021**
- **Conduct Regional/Sub-regional Labour Market Study - underway, completion March 2020**
- **Administer interest in BC PNP Entrepreneur Immigration Regional Pilot Project - ongoing**
- **Secondary Suite Policy - preliminary research completed, full policy development 2020**

2020 ANTICIPATED

Fire Department

- Fleet Upgrades: Fire rescue Apparatus Replacement
- Training to continue
- Complete fire inspection frequency policy reviewing solution with existing resource.
- Annual recruitment of new members to maximize paid-on-call staffing.

Community Services

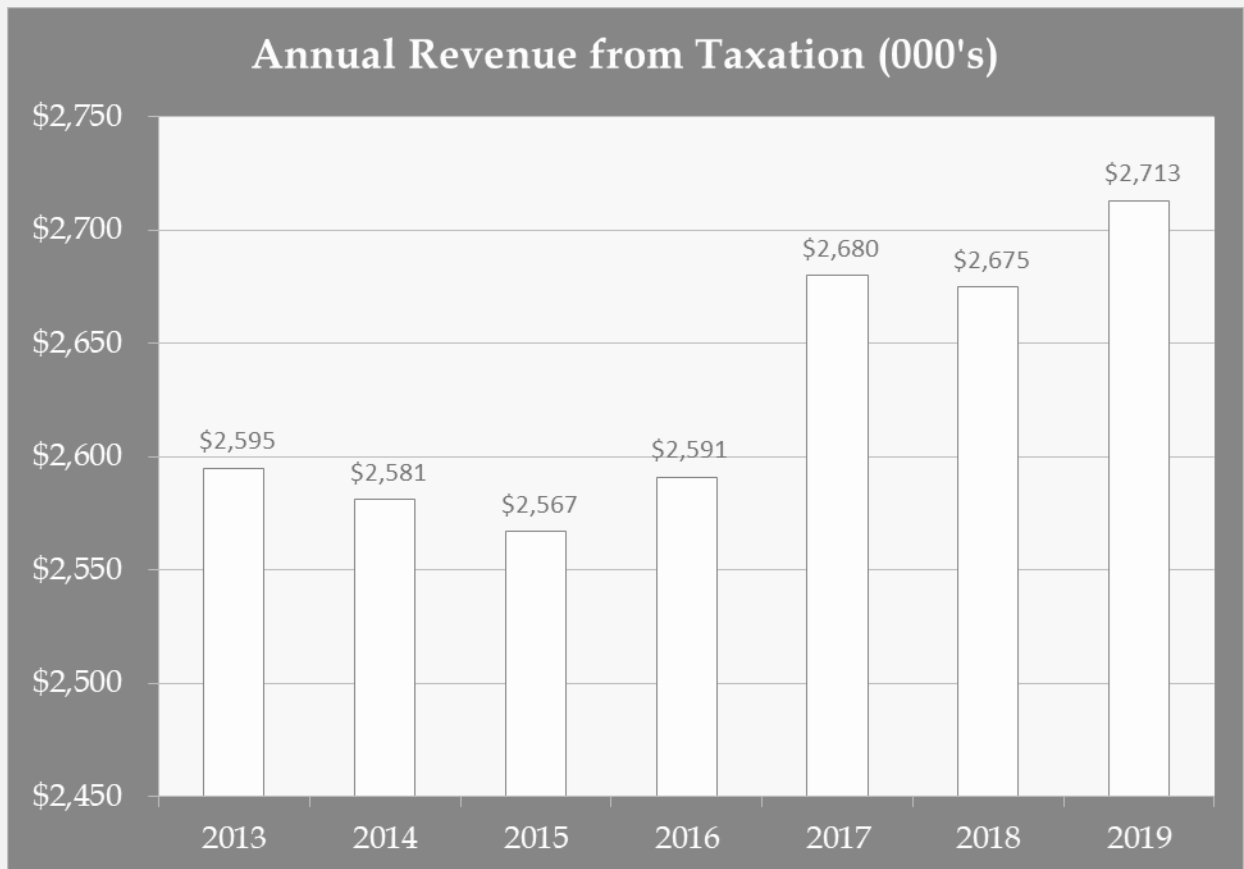
- Fleet Upgrades: Elgin Crosswind Sweeper Replacement
- Fleet Upgrades: Truck Replacement
- Paving Program Continued - various areas throughout the District
- Cariboo Trail Sidewalk Project
- Centennial Park Gateway Project
- Lodge & Martin Exeter Hall upgrade
- Emergency overflow at lagoons
- Sani dump upgrades



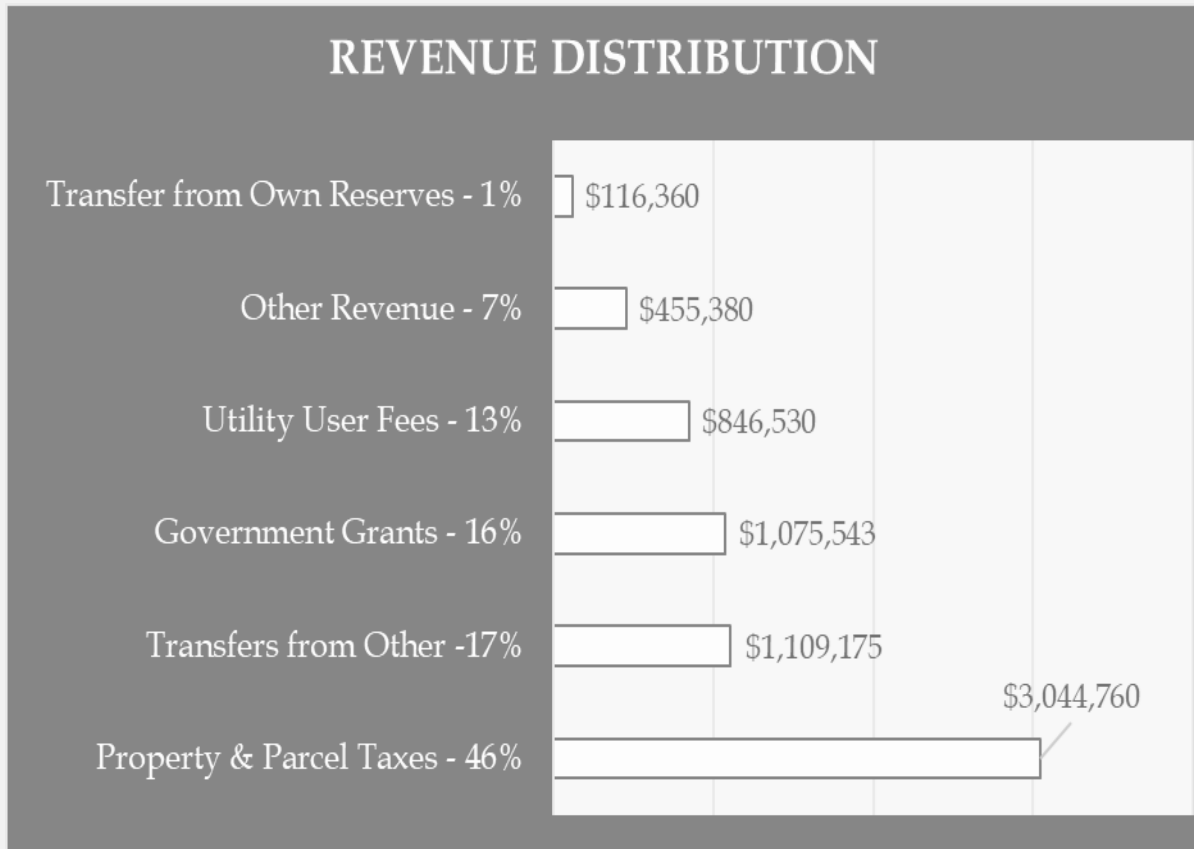
STATISTICAL DATA

Tax Collection – Revenues / Expenditures

Although rates have changed over the years; actual revenue from taxation has remained fairly static in recent years. Council and staff have worked hard to reduce overall operating costs; thereby maintaining minimal increases to the annual “revenue from taxation” requirement.



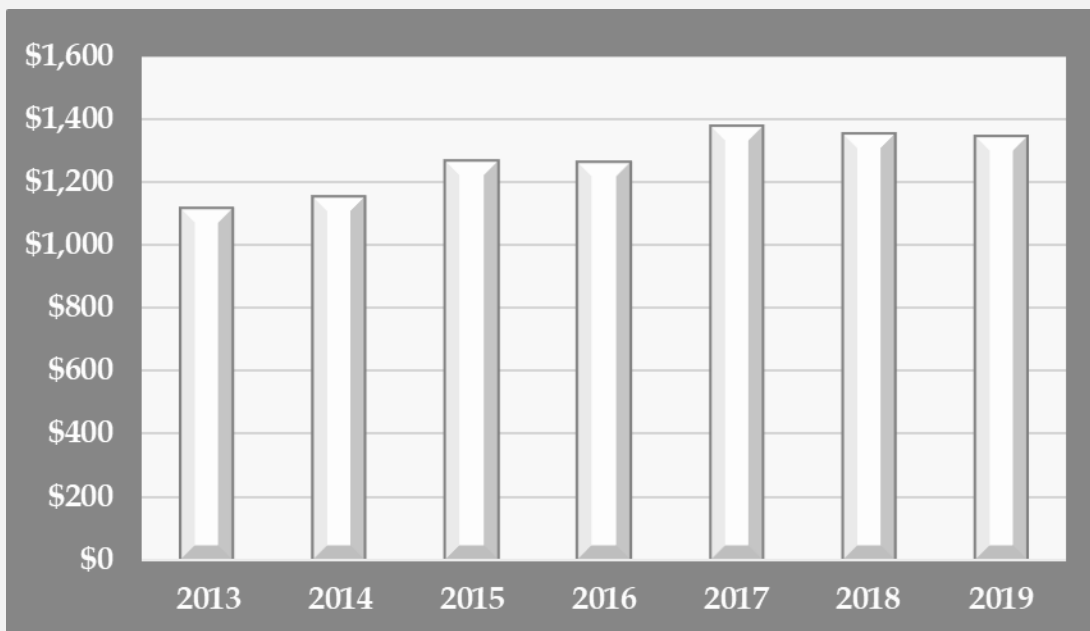
2019 Revenue Distribution



2019 Expenditure Distribution



Gross Salaries / Wages (\$,000)



Over the past two terms, Council has held the line on wage/benefit expenditures. Capacity building, training & development of staff have created efficiencies and greater overall productivity for the District. Council will continue its strong fiscal stewardship and support management practices to continue improving services to our residents.

We are proud of our workforce. They are a dedicated group of men, women and students that often go above and beyond the normal requirements of the District.



Permissive Tax Exemptions

A permissive tax exemption (PTE) is an exemption from the payment of municipal tax which is granted by Council to help support organizations that provide services that are deemed to contribute to the well-being of the community. In accordance to the *Community Charter*, the following is a listing of organizations granted a permissive tax exemption in 2019, along with the amount of municipal taxes that would have been imposed on the property if it were not considered exempt.

Organization	Property Value	Tax Class	Tax* Exemption
100 Mile House United Church	\$ 143,900	8	\$ 481
Evangelical Free Church of America	255,600	8	855
Christ the King Lutheran Church	106,900	8	357
Bethal Chapel Society	2,008,200	8	6,714
Bethal Chapel Society	37,800	6	302
Fraser Basin Property Society	144,200	8	482
100 Mile House Sikh Society	152,200	8	509
Emissaries Of Divine Light - Leesee	8,631	6	69
Cedar Crest Soceity for Community Living	254,500	8	851
Nature Trust of BC	197,200	6	1,578
Cedar Crest Soceity for Community Living	783,200	1	3,023
Canadian Red Cross	34,800	6	278
100 Mile House Community Club	61,100	6	489
100 Mile House Community Club	289,000	6	2,313
100 Mile House Nordic Ski Society	69,200	8	231
Cariboo Elders Building & Rec Society	413,500	6	3,309
100 Mile House Snowmobile Club	111,000	8	371
100 Mile House Snowmobile Club	128,100	6	1,025
TOTAL	\$ 5,199,031		\$ 23,237

Development Cost Charges

New development typically triggers need for expansion of services like roads, sewer, drainage and water systems. The level of investment needed to support new development is significant and one of the mechanisms available to municipalities to help finance this investment is Development Cost Charges (DCCs). DCCs are monies collected from developers to help offset the costs of the infrastructure investments needed to service new development. They are imposed by bylaw, pursuant to the *Local Government Act*, and provide the Municipality with a way to finance capital investment related specifically to roads, sewers, drainage, water and parks.

In 2019, there was considerable development activity, as evidenced by continued strong building permit values. Most of the commercial building permits were for renovations rather than new construction. Renovations do not always trigger DCCs. Some new single-family residential construction also took place, in which case DCCs were paid at the time of subdivision, not at the time of building. So, in 2019, DCCs were collected for one commercial development and one eight-lot residential subdivision, resulting in a slight decrease in DCCs collected over the previous year. 2020 should see some new residential lots come online, as well as some commercial development. Modest DCCs are anticipated.

The following provides some information about DCC collections and expenditures from 2019 for each of the infrastructure types:

	<u>Sewer</u>	<u>Water</u>	<u>Drainage</u>	<u>Roads</u>	<u>Total</u>
Opening Balances	\$ 127,041	\$ 192,029	\$ 13,829	\$ 34,562	\$ 367,461
Collections	0	1,727	0	11,523	13,251
Interest	3,095	4,598	354	796	8,842
Expenditure	-	-	-	-	-
	\$ 130,136	\$ 198,354	\$ 14,183	\$ 46,881	\$ 389,554
Waivers & Reductions	\$ -	\$ -	\$ -	\$ -	\$ -

Note:

Collections are reported net of Waivers & Reductions.

In some instances, a developer will undertake work that would otherwise be done by the Municipality and funded by DCC's. When this occurs, the amount of DCC's related to those works may be forgiven. The amounts forgiven are reported as Waivers & Reductions.

Tammy Boulanger, Director of Finance

Community Forest Operations

2019 operations were focused on fuel management activities along the Horse Lake Road ridge corridor. Activities included:

- Development and harvesting of Fuel Break Cutting Permits on Horse Lake Ridge and the north side of Horse Lake Road from the Catholic church to Young Road (CP10), the north side of the ranchettes (CP12 Block 5) and the east side of the Imperial Ranchettes (CP12 Block 6) Subdivisions.
- Manual Fuel Break treatments were completed along Horse Lake Road (CP 10 - Blocks 1,3,4 & 5
- Piling of surface fuels on CP 10
- Layout and preparation for harvest on CP 15: North side of Horse Lake Road North from the end of Horse Lake Road to eh start of the Earl Lake FSR and the area around the Horse Lake School - Garrett Road, Katchmar Road and Hwy 24 North of Irish Lake.



File/Debris Burning:

- Scattered small piles and some of the debris that was not suitable for grinding remain to be burned on parts of CP 10
- CP 12 will see debris piling done in the summer/fall of 2020 and the small piles from this work along with the harvest debris piles and piles that were not able to be accessed for grinding will be burned in fall 2020.

Cost Recovery:

The community had strong support from FESBC for the Fuel Management and Fire Mitigation projects completed in 2019 including – prescriptions/layout; incremental harvest costs; debris piling; pulp recovery; debris removal and manual fuel treatments. 100% cost recovery was approved.

Community Forest 2019 Revenue/Expense Summary			
Revenue		Expenditure	
Logging	\$ 813,305	Operating Costs	\$ 225,640
FESBC	167,125	Donations	30,000
		Dividends Paid	500,000
	<u>\$ 980,430</u>		<u>\$ 755,640</u>

1. Periodically, dividends are declared & paid to the District of 100 Mile House Community Forest Reserve Fund. Funds are used to support critical community infrastructure projects.
2. Net revenues/expenditures are held by the 100 Mile Development Corporation as retained earnings for Community Forest operations.
3. Approved FESBC funding is allocated over a three-(3) year horizon and may not reflect actual costs in any given reporting period. This will equalize over the term of the project.

Consolidated Financial Statements
ATTACHED