

DISTRICT OF 100 MILE HOUSE – REGULAR COUNCIL AGENDA
- MEETING HELD IN MUNICIPAL COUNCIL CHAMBERS -

Feb 11th 2020
7:00 PM



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| <p>A.</p> | <p><u>CALL TO ORDER</u></p> <p>Mayor to call the regular meeting to order at 6:30 PM</p> <p>BE IT RESOLVED THAT, pursuant to Section 92 of the <i>Community Charter</i>, that this meeting of Council be closed to the public under Section 90 (2)(c,g) of the Community Charter</p> |
| <p>B.</p> | <p><u>APPROVAL OF AGENDA:</u></p> |
| | <p>B1</p> <p>BE IT RESOLVED THAT the February 11th, 2020 Regular Council agenda <u>be approved</u>.</p> |
| <p>C.</p> | <p><u>INTRODUCTION OF LATE ITEMS AND FROM COMMITTEE OF THE WHOLE:</u></p> <p>Late Item 18 UBCM Funding Application will be addressed under Staff Reports.</p> |
| <p>D.</p> | <p><u>DELEGATIONS:</u></p> |
| <p>E.</p> | <p><u>MINUTES:</u></p> |
| <p>Regular Council – Jan 14th, 2020</p> | <p>E1</p> <p>BE IT RESOLVED THAT the minutes of the regular meeting of January 14th, 2020, <u>be adopted</u>.</p> |
| <p>F.</p> | <p><u>UNFINISHED BUSINESS:</u></p> |
| <p>G.</p> | <p><u>MAYOR’S REPORT:</u></p> |

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| H. | <u>CORRESPONDENCE:</u> |
| Commissionaires Report – January 2020 | <p>H1</p> <p>BE IT RESOLVED THAT the By-Law Officer report for the period of January 1st to 31st 2020 <u>be received</u>.</p> |
| I. | <u>STAFF REPORTS:</u> |
| Home Occupation – Personal Services | <p>I1</p> <p>BE IT RESOLVED THAT the memo from Administration dated December 18, 2019 regarding Home Occupations – Personal Services be received; and further</p> <p style="text-align: center;"><i>Further action at the direction of Council.</i></p> |
| Cannabis Retail Store – Hours of Operation | <p>I2</p> <p>BE IT RESOLVED THAT the memo from Administration dated February 3rd, 2020 regarding Cannabis Retail Store Hours of Operation be received; and further</p> <p>BE IT RESOLVED THAT the Policy and Procedure Manual Section 1.10, D(3), maximum hours of operation for Cannabis Retail Sales be amended to read 9:00 am to 9:00 pm.</p> |
| Funding Proposal – Rapid Needs Assessment and Economic Development Plan Update | <p>I3</p> <p>BE IT RESOLVED THAT the memo from Administration dated February 3rd, 2020 regarding Funding Proposal-Rapid Needs Assessment and Economic Development Plan Update be received; and further</p> <p>BE IT RESOLVED THAT Council of the District of 100 Mile House supports the application for funding to the Ministry of Social Development and Poverty Reduction, Labour Market Partnership Program for a project to conduct a Community Economic Development Rapid Needs Assessment and update the District's Economic Development Plan;</p> <p>AND FURTHER BE IT RESOLVED that Council waives the Policy and Procedures - Purchasing Policy, in favour of direct awarding the Rapid Needs Assessment to Simon Fraser University Community Economic Development Department.</p> |

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| <p>Water Conservation Plan</p> | <p>I4</p> <p>BE IT RESOLVED THAT the memo from Administration dated February 6th, 2020 regarding the Water Conservation Plan be received; and further</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House approves the “Water Conservation Plan” as presented this 11th day of February 2020.</p> |
| <p>ICIP Funding Application</p> | <p>I5</p> <p>BE IT RESOLVED THAT the memo from Administration regarding the funding application to the Investing in Canada Infrastructure Program (ICIP) be received; and further</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House endorse the application for funding under the ICIP for the Wastewater Treatment Plant Upgrades; and further</p> <p>BE IT RESOLVED THAT the District of 100 Mile House contribution (\$500,000) of project costs be allocated from the Municipal Utilities Infrastructure Reserve Fund.</p> |
| <p>Active Transportation Grant Application</p> | <p>I6</p> <p>BE IT RESOLVED THAT the memo from Administration regarding the funding application to the Active Transportation Grant Program be received; and further</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House endorse the application for funding under the Active Transportation Grant Program for the Cariboo Trail Sidewalk Project; and further</p> <p>BE IT RESOLVED THAT the District of 100 Mile House contribution (\$830,000) of project costs be allocated from the Municipal Infrastructure Reserve Fund.</p> |

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| <p>District Lands - Debris Grinding/Removal</p> | <p>I7</p> <p>BE IT RESOLVED THAT Council of the District of 100 Mile House endorses the change from burning debris piles to grinding the debris piles in DL 4180; and further</p> <p>BE IT RESOLVED THAT the estimated project deficit, totaling approximately \$50,000 will be sourced from annual operating surplus; and further</p> <p>BE IT RESOLVED that Council waives the Policy and Procedures - Purchasing Policy, in favour of direct awarding the grinding contract to Huska Holdings and the trucking contract to Junar Enterprises Ltd. / Timberland Holdings Ltd.; and further</p> <p>BE IT RESOLVED THAT Council authorizes the contracts with Huska Holdings, Junar Enterprises Ltd. / Timberland Holdings Ltd., Renee Bergbauer, and Williams Lake Power Plant to be fully executed and forwarded as appropriate.</p> |
| <p>UBCM – Funding Application ESS</p> | <p>I8</p> <p>BE IT RESOLVED THAT the memo from Administration dated February 11, 2020 regarding a funding application to the UBCM in support of emergency support services be received; and further</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House declares its support to apply to the UBCM “Emergency Support Services” program in the amount of \$18,440 as per the prepared application.</p> |
| <p>J.</p> | <p><u>BYLAWS:</u></p> |
| <p>Business License Amendment By-Law #1364-2020</p> | <p>J1</p> <p>BE IT RESOLVED THAT District of 100 Mile House <u>“Business License Amendment Bylaw No.1364-2020”</u> be read a first, second and third time this 11th day of February 2020.</p> |

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| K. | <u>VOUCHERS</u> |
| Paid Vouchers – #24397 to # 24511 & EFTs | K1 BE IT RESOLVED THAT the paid manual vouchers #24397 to #24511 and EFT's totaling \$ 518,614.66 <u>be received</u> . |
| L. | <u>OTHER BUSINESS:</u> |
| M. | <u>QUESTION PERIOD:</u> |
| N. | <u>ADJOURNMENT</u> BE IT RESOLVED THAT this February 11 th , 2020 meeting of Council be adjourned: Time: |



DISTRICT OF 100 MILE HOUSE

MEETING HELD IN DISTRICT COUNCIL CHAMBERS

TUESDAY, JANUARY 14, 2020 AT 7:00 PM

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| PRESENT: | Mayor | Mitch Campsall |
| | Councillor | Ralph Fossum |
| | Councillor | Dave Mingo |
| | Councillor | Chris Pettman |
| | Councillor | Maureen Pinkney |

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| STAFF: | CAO | Roy Scott |
| | Dir. of Planning/Ec Dev | Joanne Doddridge |

OTHERS: Media (1) Others (1)

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| A | <p><u>CALL TO ORDER</u></p> <p>Mayor Campsall called the meeting to order at 7:00 PM</p> |
| B | <p><u>APPROVAL OF AGENDA</u></p> |
| | <p>B1</p> <p>Res: 01/20 Moved By: Councillor Fossum Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the January 14th 2020 Regular Council Agenda <u>be approved</u>.</p> <p style="text-align: center;">CARRIED.</p> |

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| C | <u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u> |
| D | <u>DELEGATIONS</u> |
| E | <u>MINUTES</u> |
| Regular Council – December 10th 2019 | <p>E1</p> <p>Res: 02/20 Moved By: Councillor Pinkney Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the minutes of the Regular meeting of Council held December 10th 2019 <u>be adopted.</u></p> <p style="text-align: center;">CARRIED.</p> |
| | <p><u>UNFINISHED BUSINESS</u></p> <p>No unfinished business.</p> |
| G | <u>MAYOR'S REPORT</u> |
| H | <u>CORRESPONDENCE</u> |
| Commissionaires Report – December 2019 | <p>H1</p> <p>Res: 03/20 Moved by: Councillor Mingo Seconded by: Councillor Fossum</p> <p>BE IT RESOLVED THAT the By-Law Officer report for the period of December 1st to 31st 2019 <u>be received.</u></p> <p style="text-align: center;">CARRIED.</p> |



| <u>STAFF REPORTS</u> | |
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| Home Occupation – Personal Services | <p>I1</p> <p>Res: 04/20 Moved by: Councillor Fossum Seconded by: Councillor Pinkney</p> <p>BE IT RESOLVED THAT the memo from Administration dated December 18, 2019 regarding Home Occupations – Personal Services be received.</p> <p style="text-align: center;">CARRIED.</p> <p>Council was generally supportive of adding personal services as allowable under Home Occupations, except for laundry and dry-cleaning services; however, several concerns were raised in terms of requirements for adequate insurance and health inspections. District Planner noted that these concerns may be addressed in the business license bylaw. Council directed staff to look at other bylaws, potential conditions, and research other municipalities, then return the item to a future Council meeting for further consideration.</p> |
| Retail Cannabis Outlet – 355 Birch Ave. | <p>I2</p> <p>Res: 05/20 Moved by: Councillor Pinkney Seconded by: Councillor Fossum</p> <p>BE IT RESOLVED THAT Council of the District of 100 Mile House recommends support for an application from Happiness Health Ent. Ltd. for a proposed non-medical cannabis retail store, called Central Cariboo Cannabis Supply, on the property located at 355 Birch Avenue, legally described as Lot 1, Plan 13141, District Lot 32, Lillooet District, with operating hours in accordance with District of 100 Mile House approved operating hours of between 9:00 Am to 9:00 PM daily; and further</p> <p>BE IT RESOLVED THAT Council’s comments are as follows:</p> <ul style="list-style-type: none"> a) The property is in the Central Business District and is zoned C-1, Central Business District Commercial Zone; |



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| | <p>b) No negative impacts on the community are anticipated if the application is approved, as the cannabis retail store use is permitted in the C-1 Zone between First and Fifth Streets, and is located among other commercial retail establishments;</p> <p>c) The views of property owners and tenants within approximately 60 metres of the proposed location were gathered by way of a written invitation to attend a Public Hearing Dec. 4, 2019 or otherwise provide comments in writing. Such notices were mailed to property owners and hand delivered to occupants and tenants, along with being published in 2 consecutive issues of the 100 Mile Free Press and posted on the District of 100 Mile House website. Five (5) written submissions were received, two of which noted concerns with respect to the proposed application(s). Forty-four (44) people attended the Public Hearing. Only 1 of the 7 people who gave their comments at the Public Hearing was opposed.</p> <p style="text-align: center;">CARRIED.</p> <p>The CAO noted that no further written submissions had been received up to 4:00 PM January 14th 2020.</p> |
| | <p>I3</p> <p>Res: 06/20 Moved by: Councillor Mingo Seconded by: Councillor Pinkney</p> <p>BE IT RESOLVED THAT Council of the District of 100 Mile House recommends support for an application from 1208832 B.C. Ltd. for a proposed non-medical cannabis retail store called Cariboo Buds Cannabis Store, on the property located at 245 Birch Avenue, legally described as Lot 36, Plan 8066, District Lot 31, Lillooet District, with operating hours in accordance with District of 100 Mile House approved operating hours of between 9:00 AM to 9:00 PM daily; and further</p> |



**Retail Cannabis
Outlet – 245 Birch
Ave.**

BE IT RESOLVED THAT Council's comments are as follows:

- a) The property is in the Central Business District and is zoned C-1, Central Business District Commercial Zone;
- b) No negative impacts on the community are anticipated if the application is approved, as the cannabis retail store use is permitted in the C-1 Zone between First and Fifth Streets, and is located among other commercial retail establishments;
- c) The views of property owners and tenants within approximately 60 metres of the proposed location were gathered by way of a written invitation to attend a Public Hearing Dec. 4, 2019 or otherwise provide comments in writing. Such notices were mailed to property owners and hand delivered to occupants and tenants, along with being published in 2 consecutive issues of the 100 Mile Free Press and posted on the District of 100 Mile House website. Five (5) written submissions were received, two of which noted concerns with respect to the proposed application(s). Forty-four (44) people attended the Public Hearing. Only 1 of the 7 people who gave their comments at the Public Hearing was opposed.

CARRIED.

The CAO noted that no further written submissions had been received up to 4:00 PM January 14th 2020.



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| Age Friendly – Funding Application | I4 Res: 07/20 Moved by: Councillor Fossum Seconded by: Councillor Mingo BE IT RESOLVED THAT Council of the District of 100 Mile House authorize Administration to submit a funding application to the UBCM Age Friendly Projects (Stream 2) program in the amount of \$15,000. CARRIED. |
| CRD Contribution Agreement Renewals | I5 Res: 08/20 Moved by: Councillor Mingo Seconded by: Councillor Pettman BE IT RESOLVED THAT the District of 100 Mile House Council approve contribution agreement renewals for the Martin Exeter Hall complex and the 100 Mile Soccer Fields between the District of 100 Mile House and the Cariboo Regional District for three-year terms commencing January 1 st 2020. CARRIED. |
| | <u>BYLAWS</u> |



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| | <u>GENERAL VOUCHERS</u> |
| Paid Vouchers – #24307 to #24396 & EFTs | <p>K1</p> <p>Res: 09/20 Moved by: Councillor Pinkney Seconded by: Councillor Mingo</p> <p>BE IT RESOLVED THAT the paid manual vouchers #24307 to #24396 and EFT's totaling \$ 212,911.51 <u>be received.</u></p> <p style="text-align: center;">CARRIED.</p> |
| L | <u>OTHER BUSINESS:</u> |
| M | <u>QUESTION PERIOD</u> |
| N | <p style="text-align: center;"><u>ADJOURNMENT</u></p> <p>Res: 10/20 Moved By: Councillor Pettman Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT this Regular meeting for January 14th 2020 be adjourned: Time: 7:15 PM.</p> <p style="text-align: center;">CARRIED.</p> |
| | <p>I hereby certify these minutes to be correct.</p> <p style="text-align: center;"> _____ Mayor _____ Corporate Officer </p> |





COMMISSIONAIRES

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H1

Monthly Progress Report

District of 100 Mile House – Bylaw Enforcement Site 545 January 1st to January 31st, 2020

In January, there were 2 Requests for Service:

- Semi trailer left by Canadian 2 for 1 pizza blocking 1 lane of traffic due to truck breaking down. After 4 days CAO Roy Scott called company, trailer was towed by company – no cost to District.
- Dog on the loose – Dog running around neighbors' yard. Talked to owner of dog and gave them a copy of the Animal Control bylaws. Told them they will be fined next time – will monitor.

Other issues dealt with in January:

- 2 HR parking limit- Employee of business parking on street all day – left district warning – Vehicle was off street next day.
- No Parking Zone – 2 vehicles – left district warning.

Note – January was a very quiet month.

Harold Underhill
Employee No. 3258
Commissionaires B.C.



DISTRICT OF 100 MILE HOUSE

M E M O

Date: Feb. 3, 2020
To: Mayor & Council
From: Administration
Subject: Home Occupations – Personal Services

At the January 14, 2020 Regular Meeting, Council discussed whether to allow selected Personal Services as a Home Occupation. The original memo package dated Dec. 18, 2019 is attached.

Council's two concerns were whether insurance and health requirements could be confirmed or otherwise made a condition for these types of home occupations, and what, if any, health permits are required. Staff notes the following:

Insurance

The District's Business Licence Bylaw requires Proof of Insurance for only the following businesses:

- Carnivals & Circuses
- Taxi Shuttles
- Off Premises Sales

Personal service establishments, like hair salons, operating in the commercial areas of town are not required to provide Proof of Insurance to the District. Therefore, requiring it from home-based businesses is an extra step in business licencing, and one that may not seem fair based solely on location.

Health Permit

Interior Health lists Personal Service Establishments as being Low Risk, Moderate Risk, or High Risk Services (information sheet is attached). Each of these types of services has construction,

operational, cleaning and sanitizing standards. These standards are applicable whether in a home-based environment or a commercial storefront.

Staff has confirmed that Interior Health approval of Personal Service Establishments is required, and they will conduct one inspection only, with any further inspections by complaint. This process is followed regardless of location.

Similar to the conclusions noted for insurance, a District requirement that home-based Personal Service businesses should have additional health inspections (over and above those required for commercial entities), likewise may not seem fair.

From an administrative standpoint, it would also be clearer in the licencing process to treat all personal service establishments the same, regardless of their location.

Should Council be in favour of proceeding with adding personal services to home occupations, a Zoning Bylaw Amendment is required.

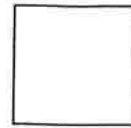
Council direction is requested.



J. Doddridge, Director Ec Dev / Planning



Flori Vincenzi, Deputy CAO



DISTRICT OF 100 MILE HOUSE

COPY

MEMO

Date: Dec. 18, 2019
To: Mayor & Council
From: Planning
Subject: Home Occupations – Personal Services

From time to time, staff receive inquiries regarding allowable uses as Home Occupations, for hairdressing, esthetics and other businesses that generally fall under “personal service establishment.” Attached are:

- Summary of current Home Occupation Regulations from Zoning Bylaw No. 1290, 2016
- Page 22 of Zoning Bylaw with definition of “personal service establishment” highlighted

With the exception of laundry and dry-cleaning facilities, the other uses listed under personal service establishment, as general examples, are relatively non-offensive in terms of impacts in residential neighbourhoods. They are not noisy, do not involve outdoor storage, and would not generate excessive traffic or parking demands, especially given that only the occupants of the home are permitted to conduct the home-based business (ie: no staff), and the space in the home which can be allotted for the business, is relatively small. Overall, there would likely be minimal negative impact in residential neighbourhoods.

Would Council like to add a “personal service establishment” to a Home Occupation? In whole or in part? If yes, a Zoning Bylaw amendment is required, complete with advertising for a Public Hearing, and all to be initiated by the District.

If Council would rather consider these types of home occupations on a case-by-case basis, a site-specific Zoning Bylaw Amendment would be required at the applicant’s expense.

Council direction is requested.

J. Doddridge, Director Ec Dev / Planning

Roy Scott, CAO



Home Occupation

- 1.1.1 Home occupation is permitted that meets all the provisions of this section and may include the following uses:
- a) business office;
 - b) art or music studio;
 - c) tutoring;
 - d) homecraft;
 - e) internet based business; and
 - f) child care use with not more than 8 pre-school and/or school-aged children.
- 1.1.2 No more than 30 square metres or 50% of the floor area of the principal dwelling unit, whichever is less, may be used in connection with the home occupation.
- 1.1.3 Any home occupation must be carried out within the dwelling unit or in an accessory building (where permitted in the particular zone), with no external storage of materials, containers or finished products.
- 1.1.4 A home occupation is not permitted to have any commercial vehicle, exceeding a 1 tonne truck, to be located outside of an unenclosed building.
- 1.1.5 Only the occupants of the principal dwelling unit may carry on the home occupation located on the same parcel.
- 1.1.6 The home occupation must not generate traffic that exceeds the level prevailing in the neighbourhood or creates a demand for parking that cannot be contained within the parcel containing the home occupation.
- 1.1.7 The home occupation must not produce a public offence or nuisance of any kind (e.g. noise, smoke, dust, toxic or noxious matter, odour, electrical interference) beyond the parcel lines of the parcel containing the home occupation.
- 1.1.8 The home occupation must not use materials or that produce flammable or explosive vapours or gasses.
- 1.1.9 No retail sales are permitted on the premises except the sale of goods directly associated with the home occupation.
- 1.1.10 The home occupation must be carried out with no change to the parcel or external change to the principal dwelling including outdoor storage, display of materials, floodlighting or signs except as permitted in the Sign Bylaw.



“parcel width” means the mean horizontal distance between the side parcel lines of a parcel.

“park” means the use of land designed for passive or active recreation purposes by the public, including tot-lots, playgrounds, walkways, trails, band shells, greenbelts, buffers, nature interpretation areas and similar land uses including all natural and man-made landscaping, facilities, playing fields, buildings and structures.

“park model trailer” means a recreational unit designed to conform to CAN/CSA Z-240 RV Series or CAN/CSA Z-241 standard.

“personal service establishment” means a building or part of a building used by people who cater to peoples’ personal needs and, without limiting the generality of the foregoing, may include a tailor, seamstress, shoe repair, photographer, barber, beautician, hairdresser, laundry and dry cleaning facilities and may also include the sale of merchandise as an accessory use to the personal service provided.

“pet services” means the use of land or a building to provide services for domestic pets, including pet grooming and washing, obedience and agility training, dog behaviour, counselling and socializing, accessory retail sales of pet products and supplies, pet shuttle and pet taxi service, dog walking services, post-surgery recovery care for dogs, and pet photographer. Pet services do not include a kennel, animal shelter, animal impounding facility, or any overnight services.

“portable building or structure” means a factory pre-manufactured ancillary building or structure without a foundation used for seasonal purposes or other non-permanent use but does not include a park model trailer or recreational vehicle.

“principal use” means the main purpose for which the parcel, building or structure is used and may include more than one use on a parcel.

Q

R

“ratite” means a bird having small or rudimentary wings and no keel to the breastbone, and includes ostriches, emus, and rheas.

Lower Risk Personal Service Establishment (PSE) Declaration

Personal Services

A PSE is defined as an establishment in which a person provides a service to, or on the body of, another person. All personal service establishments (PSE) are regulated by the Public Health Act [SBC 2008] C. 28 and Regulated Activities Regulation 161/2011.

For provincial standards of practice, the Ministry of Health has developed the Guidelines for Personal Service Establishments; copies of these guidelines can be found at http://www.health.gov.bc.ca/protect/ehp_pse.html.

If providing only lower risk personal service(s) to or on the body of another person, you may use this simplified application. See Table 1 to determine if you are providing only lower risk services.

This declaration form should be completed and forwarded to your local health office for review. It is the operator's responsibility to ensure that the establishment is in compliance with all local municipal bylaws.

If you have any questions about the application process, please contact your local Environmental Health Officer (EHO).

Table 1 – Facility Categorization

Use this table to determine if you will provide only low-risk services

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| High Risk Service | <ul style="list-style-type: none"> • Body modification (e.g. branding, scarification) • Body piercing • Ear/nose piercing¹ • Electrolysis • Micro pigmentation / Micro blading • Shaving using non disposable blades and handle / cradle • Tattooing / tattoo removal |
| Moderate Risk Service | <ul style="list-style-type: none"> • Colonic irrigation • Class 3b and 4 laser services² • Floatation tank • Manicure • Pedicure • Shaving (if using reusable razor handle / cradle with disposable blades) • Tanning (indoor) |
| Low Risk Service | <ul style="list-style-type: none"> • Aromatherapy • Esthetics without dermal penetration (skin and body therapy) • Face/body painting • Hair/barber services • Makeup (non-permanent) • Massage (excluding RMT) • Mud/steam bath • Teeth whitening (excluding dentist) • Waxing, lash and brow tinting • Shaving (if using only disposable razors/blades/handles) • Ear piercing (lobe only) using pre-packaged, pre-sterilized jewellery with a cartridge applicator |

¹ Excludes ear lobe piercing operations using pre-packaged, pre-sterilized jewelry in single use cartridges. Ear piercing (lobe only) using pre-packaged, pre-sterilized jewellery with a cartridge applicator does not require EHO's to inspect facilities.

² Excludes services provided by a Health Professional regulated under the Health Professions Act.

All PSEs should comply with the following standards and be maintained in a clean, sanitary, pest-free condition and in good repair:

Construction Standards

- Ensure facility is designed, organized, and constructed for the specific service(s) offered.
- Ensure facility has adequate lighting to facilitate cleaning and injury prevention.
- Ensure floors and walls are constructed from materials that are impervious to moisture and easily cleanable.
- Ensure contact surfaces (e.g. counters, tables, trays, lamps and magnifiers) are constructed of smooth, non-absorbent finishes (e.g. stainless steel).
- Ensure dedicated hand wash station(s) have hot and cold running water with sufficient quantity and pressure, liquid soap, and single use paper towel to facilitate proper hand washing.
- Install and maintain adequate ventilation systems / local exhaust ventilation, as appropriate.
- Ensure client areas are separate from any portion of the premises used as a residence (e.g. for food preparation, dining, sleeping, and pets).
- Provide a washroom facility for staff and clients.
- Provide sufficient counter space to ensure hygienic, safe and efficient procedures.
- Install hand washing sink(s) within easy access of all client procedure areas (separate from the washroom facilities); instrument/equipment cleaning sink(s) separate from client areas and sized appropriately; janitorial sink (or written procedures for sanitation if using instrument/cleaning sink) as appropriate for the services provided.
- Install backflow prevention device (e.g. one-way valve) anywhere contaminated water could enter the drinking water system.

Operational Standards

- Maintain facility in a clean, sanitary, pest-free condition, and in good repair.
- Provide secure and cleanable space for storing instruments/equipment and supplies.
- Use only durable instruments/equipment in good repair and designed and suitable to the application.
- Discard single-use (disposable) items immediately after use.
- Dispense products such as wax, pigment, creams, lotions or cotton balls in a way that prevents contaminating the bulk supply.
- Maintain written standard practices for infection control. Documentation should include methods and procedures for cleaning, disinfection and/or sterilization of all instruments, equipment and surfaces that come in direct contact with clients.

Cleaning and Sanitizing Standards

- Follow proper hand hygiene procedures.
- Clean contaminated instruments/equipment immediately after use.
- Take instruments/equipment apart to allow for effective cleaning and sanitation.
- In the dedicated cleaning stations, clean and disinfect instrument/equipment in accordance with the appropriate level of disinfection, as outlined in the [BC Guidelines for Personal Service Establishments](#).
- Clean and disinfect chairs, counters/work surfaces, floors and washrooms at the end of each day.
- Handle all soiled laundry minimally, and wash and dry on the highest temperature setting. Clean laundry must be stored in a manner that protects it from contamination.



I2

DISTRICT OF 100 MILE HOUSE

MEMO

Date: Feb. 3, 2020
To: Mayor & Council
From: Administration
Subject: Cannabis Retail Store – Hours of Operation

Council originally elected to allow cannabis retail stores to be open between 9 am and 11 pm, mirroring the hours of operation that the Province established. At the Jan. 14, 2020 Regular Meeting, Council indicated a desire to reduce the allowable hours of operation to 9am-9pm.

Attached are the associated Policy and Business Licence Bylaw amendments for Council's consideration.

Should Council be in favour of the amendments as proposed, the following resolution would be in order:

"BE IT RESOLVED THAT District of 100 Mile House Business License Amendment Bylaw No. 1364, 2020 be read a first, second and third time this 11th day of February 2020; and further

BE IT RESOLVED THAT the Policy and Procedure Manual Section 1.10, D (3), maximum hours of operation for Cannabis Retail Sales be amended to read 9:00 am to 9:00 pm."

J. Doddridge, Director Ec Dev / Planning

Flori Vincenzi, Deputy CAO



DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

D. LOCAL GOVERNMENT RESOLUTION APPLICATION EVALUATION CRITERIA

1. Evaluation Matrix

An evaluation matrix for scoring and prioritizing applications for retail cannabis sales establishments has been developed. Complete applications will be evaluated by a multi-departmental committee against a scoring matrix, Council Policy, and Zoning Bylaw No. 1290. The Evaluation Matrix is attached to this policy as Attachment E.

Process

Step 1 - Only complete applications received by referral from the Liquor and Cannabis Regulation Branch (LCRB) will be evaluated by the evaluation committee as part of the first step in evaluation and processing.

Evaluation Committee

The evaluation committee is proposed to be comprised of one member from each of the following:

- CAO or Designate
- Planning Department
- Building Department
- One Member of Council

If members of the evaluation committee score an application differently, a total average score will be calculated. Applicants will be advised in writing of their application status, what their total application score was, and if their application was selected to move forward at this time.

Applications that receive a total score of at least 70% by the evaluation committee without infringing on the Zoning Bylaw, will be selected to move forward with the next step.

Step 2 – Step 2 consists of the Public Hearing and notification process.

Step 3 - Following the Public Hearing, District of 100 Mile House Council will make the final decision whether to provide a positive recommendation to the LCRB for license issuance.

Note: Council retains the full and final authority to approve or deny applications as it sees fit.



DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

2. Community Impact

Council may consider the following when providing a resolution with respect to a Liquor Licence or Cannabis Retail application:

- ✚ Location of the establishment.
- ✚ Proximity of the establishment to other social or recreational facilities and public buildings.
- ✚ Proximity of the establishment to other similar establishments.
- ✚ Occupant load and hours of liquor service for Liquor Licence Applications.
- ✚ Floor plan of the retail, warehouse and delivery (m2), and proposed hours of operation for Cannabis Retail.
- ✚ Traffic, noise, parking and zoning.
- ✚ Population, density and trends.
- ✚ Relevant socio-economic information.
- ✚ Applicant's security plan.
- ✚ Overall business proposal.
- ✚ Whether the proposed amendment will result in the establishment being operated in a manner that is contrary to its primary purpose (i.e. Food Primary).
- ✚ The hours of operation.
- ✚ The impact on the community if the application is approved.
- ✚ Any other criteria that Council considers relevant.

3. Hours

Council will consider the proposed hours of Liquor Service and Cannabis Retail uses. Council has established the maximum hours of operation for Cannabis Retail sales to be **9:00 a.m. to 9:00 p.m.**

4. Location of Liquor Primary Establishments and Cannabis Retail

Staff will provide in a Report to Council a summary of surrounding land uses and the proximity of the nearest residential, institutional and liquor and cannabis retail uses for Council's consideration.

Liquor Licence

Council will consider suggested minimum separation between liquor primary licenced establishments on a case specific basis in consideration of the evaluation criteria in Section D.1.

Cannabis Retail Licence

Council has established that Cannabis Retail uses may be permitted with a minimum separation of 50 metres from other cannabis retail uses.

DISTRICT OF 100 MILE HOUSE

Bylaw No. 1364

Being a Bylaw to amend the District of 100 Mile House Business License Bylaw No. 1252, 2013.

This bylaw may be cited for all purposes as “**District of 100 Mile House Business License Amendment Bylaw No. 1364, 2020.**”

The Council of the District of 100 Mile House in open meeting assembled enacts as follows:

- 1) That the District of 100 Mile House Business License Bylaw No. 1252, 2013 is hereby amended as follows:

That Section 5 Specific Business Regulations - Cannabis Retail Store License Regulations 5.72(e) be amended to read:

“operate the cannabis retail store between the hours of 9 am and 9 pm daily.”

READ A FIRST, SECOND AND THIRD TIME this _____ day of _____, 2020.

ADOPTED this _____ day of _____, 2020.

Mayor

Corporate Administrator



I3

DISTRICT OF 100 MILE HOUSE

MEMO

Date: Feb. 3, 2020

To: Mayor & Council

From: Administration

Subject: Funding Proposal – Rapid Needs Assessment and Economic Development Plan Update

We have had an opportunity to apply for a grant through the Ministry of Social Development & Poverty Reduction, to conduct a Rapid Needs Assessment and an update of our Economic Development Plan in light of the forestry restructuring locally. Although a Council resolution is not required for this funding, we are seeking Council support.

The project is:

- a) Conduct a Community Economic Development (CED) Rapid Needs Assessment to evaluate CED opportunities, recommend supports for small businesses, identify and profile community assets and opportunities, and perform a gap analysis for the community.
- b) Update the District's Economic Development Plan by reviewing it for alignment with the Regional Labour Market Study results (nearing completion), the CED Rapid Assessment recommendations, new priorities, and the new economic realities stemming from forestry adjustments locally. Realign the Economic Development Plan to transition the focus as needed.

The budget for the project is:

\$20,000 for the Rapid Needs Assessment

\$50,000 for the Economic Development Plan Update

Additional funding will be included for other project supports like: advertising, communications, refreshments, supplies, etc.

Horton Ventures and the South Cariboo Chamber of Commerce have indicated they are supportive of the District undertaking this project.

Staff would like Council's endorsement to single source the Rapid Needs Assessment to Simon Fraser University (SFU). They are conducting similar projects in Clearwater and Fort St. James, both communities undergoing similar economic disruption as 100 Mile House, due to forestry sector adjustments and mill closures. Staff believes that SFU's Community Economic Development Mill Closure Response Team has the expertise and quick availability to undertake this project.

Council's endorsement of the project and direct awarding the contract for the Rapid Needs Assessment are requested. A resolution has been drafted for Council's consideration.

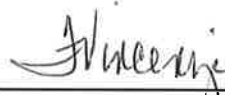
Resolution

BE IT RESOLVED THAT Council of the District of 100 Mile House supports the application for funding to the Ministry of Social Development and Poverty Reduction, Labour Market Partnership Program for a project to conduct a Community Economic Development Rapid Needs Assessment and update the District's Economic Development Plan;

AND FURTHER BE IT RESOLVED that Council waives the Policy and Procedures - Purchasing Policy, in favour of direct awarding the Rapid Needs Assessment to Simon Fraser University Community Economic Development Department.



J. Doddridge, Director Ec Dev / Planning



Flori Vincenzi, Deputy CAO



I4

DISTRICT OF 100 MILE HOUSE

M E M O

Date: February 6, 2020
To: Mayor & Council
From: Administration
Subject: Water Conservation Plan

One of the criteria required to support a funding application under the Investing in Canada Infrastructure Program (ICIP) is to include a copy of an up to date Water Conservation Plan.

Administration engaged TRUE Consulting to update the District's water conservation plan (copy attached) which now includes water consumption for the period of 2013 to present. We note that water use continues to decrease, which may be attributed to a more efficient treatment processes no win place.

In support of the ICIP funding application for the wastewater plant, this updated conservation plan requires Council endorsement.

Should Council concur with the above, then the following resolution would be in order:

"BE IT RESOLVED THAT the memo from Administration dated February 6th 2020 regarding the Water Conservation Plan be received; and further

BE IT RESOLVED THAT the Council of the District of 100 Mile House approves the "**Water Conservation Plan**" as presented this 11th day of February 2020."



R. Scott, CAO

Water Conservation Plan

District of 100 Mile House



February 2020

Project No. 364-911

ENGINEERING ■ PLANNING ■ URBAN DESIGN ■ LAND SURVEYING

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Revision Log

| Revision # | Revised by | Date | Issue / Revision Description |
|------------|------------|------|------------------------------|
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Report Submission

Report Prepared By:

Report Reviewed By:

S Emerson

D Underwood

Sydney Emerson, EIT
Project Engineer

Dave Underwood, P. Eng.
Project Engineer

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List of Acronyms

| | |
|----------|-----------------------------|
| TRUE | TRUE Consulting |
| District | District of 100 Mile House |
| RFP | Request for Proposal |
| DW#4 | District Production Well #4 |
| WTP | Water Treatment Plant |
| CRD | Cariboo Regional District |
| IHA | Interior Health Authority |

Units of Measure

| | |
|-------|-------------------------------|
| ft | feet |
| lgpm | Imperial gallons per minute |
| km | kilometre |
| L/d | Litres per day |
| L/m | Litres per minute |
| L/s | Litres per second |
| l/p/d | Litres per person per day |
| m | metre |
| mg/L | milligrams per Litre |
| mm | millimetre |
| NTU | Nephelometric Turbidity Units |
| psi | pounds per square inch |
| USgpm | US gallons per minute |

Referenced Reports

| | |
|-----------------|---|
| TRUE Consulting | “District of 100 Mile House Plan for Efficient Use of Clean Water” 2014 |
| TRUE Consulting | “District of 100 Mile House Water Conservation Plan” 2014 |
| TRUE Consulting | “Town of Osoyoos Water Conservation Plan” 2010 |

1.0 Introduction

Drinking water is increasingly becoming one of the world's most precious resources. In British Columbia, we are fortunate enough to have a relative abundance of drinking water resources, however many residents of this province take the availability of fresh water for granted and therefore are among the highest water users in the world. Water conservation initiatives benefit each and every community – regardless of size and fresh-water availability – and are vital to ensuring the long-term sustainability of British Columbia's fresh water resources.

The purpose of the District of 100 Mile House's comprehensive Water Conservation Plan is to provide the District with the sufficient information to develop a short-term and long-term plan for reducing water consumption. There are many social, economic and environmental benefits to developing a Water Conservation Plan for the District of 100 Mile House. Reducing the overall water demand will extend the lifetime of existing water and wastewater infrastructure, delay the capital costs of replacing or upgrading system components, and reduce annual operating costs and greenhouse gas emissions by reducing overall energy use. The water conservation plan can help to inform long term asset management planning and can assist in identifying future development cost charge projects. Furthermore, a formally adopted water conservation plan is now a mandatory requirement for communities to receive capital grant funding from an approved infrastructure grant. Per the BC Ministry of Environment's (MOE) *Living Water Smart: British Columbia's Water Plan*, any community applying for provincial infrastructure funding must be actively conserving water. This MOE water conservation initiative sets out the following conservation goals:

- By 2020, overall water use in British Columbia will be 33% more efficient (compared to 2008)
- By 2020, 50% of new municipal water needs will be acquired through conservation

Water conservation plans must be council endorsed and need to:

- Identify current water consumption (e.g. 600 lpcd)
- Set a water reduction target (e.g. 350 lpcd by xxxx year)
- Outline the community's current and planned water conservation actions/measures (e.g. universal metering, inclined block water rates, conservation plumbing fixtures, leakage reduction, rebate programs, education programs, xeriscaping, etc.)
- Identify current and planned mitigation and adaption strategies to address climate change (e.g. installing water meters to secure water supply, lowering demand to reduce pumping requirement.);
- Detail how strategies/initiatives will be implemented (e.g. schedule, funding, responsibility, etc.); and
- Link the plan to other regulatory mechanisms, policies and plans (e.g. water master plan, wastewater management strategy, etc.).

The Province participated in the preparation of a *Water Conservation Guide for British Columbia* which was published in December 2013. The Guide describes a seven-step process to prepare a water conservation plan. To the greatest practical extent this water conservation plan follows and addresses the seven-step process of the Water Conservation Guide.

The water conservation plan can also serve as readily available information to the public to better inform 100 Mile House residents of the current state and operating costs of the water system, as well as the proposed water conservation initiatives. This will allow residents to understand the importance of water conservation, and appreciate the potential benefits of actively pursuing a lower individual and community water demand. Decreasing water consumption will help to ensure that future generations continue to have access to clean, sustainably sourced drinking water.

2.0 Description of Water System

The District of 100 Mile House water system currently serves a population of approximately 1,980, according to 2016 census data. The service area of the system is shown on Figure 2.1. In 2018 the old water treatment plant was completely decommissioned, and the system now includes three production wells, a manganese reduction water treatment plant, 3 reservoirs serving 3 pressure zones and a distribution system comprised primarily of PVC and asbestos cement pipe. The District also has a bulk water dispenser intended to provide potable water to consumers outside of the water distribution system.

Prior to the construction of the manganese reduction water treatment plant the District relied on Bridge Creek as a primary water source. The Bridge Creek slow sand water treatment plant was not capable of solely supply the District's maximum daily water demand (MDD) of approximately 40 L/s. Further issues with Bridge Creek as a primary water source included seasonal low water levels in the creek, elevated turbidity, and concerning levels of disinfection by-products as a result of chlorination. The Bridge Creek water supply was supplemented by groundwater from District Production Well #4 (DW #4) to support the demand. The DW#4 proved capable of providing a flow rate to meet MDD but contained high levels of manganese.

To ensure the residents are provided with reliable, safe and clean water the District has completed several improvements to their water supply system. The manganese reduction WTP has been fully operational since October of 2018. The plant construction also included the construction of two additional production wells, DW#5 and DW#6. The design of the plant allows for the estimated future MDD of 44 L/s to be fulfilled by the operation of two wells, with one on standby. Further information about the capacity of these wells can be found in the *Well Drilling and Completion Report: Productions Wells DW#5 and DW#6*, completed by Wester Water Associates Ltd in February of 2017.

In conjunction with asset management planning other deficiencies in the water system have also been addressed. This has included water looping projects on Alpine and Birch Ave and a current project to increase fire protection in the Exeter Road Area.

3.0 Current Water System Operational Data

Paramount to developing a suitable water conservation plan for any community is clearly defining the current state of the system from a water consumption and system operational cost standpoint. In many cases, water conservation initiatives can be partially or fully funded by water system cost savings. An accurate understanding of the existing and future water demands is crucial to assessing the viability and practicality of water conservation options, the corresponding demand reductions and the social, economic and environmental benefits.

3.1 Water Consumption

3.1.1 Annual Water Consumption

Water consumption data for the District from 2008 to 2019 has been compiled and assessed to determine the overall annual water consumption, the overall contribution to the water supply from the Bridge Creek source and DW#4, and the average per capita water demand. It should be noted that in October of 2018 the Bridge Creek water treatment plant was decommissioned and the manganese reduction water treatment plant was put into service. The construction of the new treatment plant also included the construction of two additional production wells, DW#5 and DW#6. Values are shown in Table 3-1 below and graphically in Figure 3-1 in order to establish water consumption trends over the given period. Figure 3-2 represents the total monthly flows between 2013 and 2019 to establish seasonal variance. It is important to note that per capita consumption values are calculated on the basis of census data, and an estimated per year population growth within the District of 1%. Water consumption in the District of 100 Mile also includes all non-residential water use.

TABLE 3-1: ANNUAL WATER CONSUMPTION FOR THE DISTRICT OF 100 MILE HOUSE

| Year | WTP (Bridge Creek) | | Groundwater* | | Total for Both Sources (m ³) | Pop. | Avg. Demand (l/p/d) |
|------|------------------------------|------------|------------------------------|------------|--|------|---------------------|
| | Year Total (m ³) | % of Total | Year Total (m ³) | % of Total | | | |
| 2008 | 428,411 | 87% | 66,636 | 13% | 495,047 | 1933 | 702 |
| 2009 | 473,805 | 81% | 113,026 | 19% | 586,831 | 1943 | 827 |
| 2010 | 496,930 | 91% | 48,676 | 9% | 545,606 | 1954 | 765 |
| 2011 | 571,736 | 98% | 11,193 | 2% | 582,929 | 1886 | 847 |
| 2012 | 585,313 | 92% | 50,320 | 8% | 635,633 | 1905 | 914 |
| 2013 | 455,244 | 79% | 122,941 | 21% | 578,185 | 1924 | 823 |
| 2014 | 380,271 | 72% | 151,348 | 28% | 531,619 | 1942 | 750 |
| 2015 | 527,994 | 93% | 38,430 | 7% | 566,424 | 1961 | 791 |
| 2016 | 530,440 | 99% | 5,053 | 1% | 535,493 | 1980 | 741 |
| 2017 | 519,033 | 87% | 80,504 | 13% | 599,537 | 2000 | 821 |
| 2018 | 278,285 | 51% | 270,027 | 49% | 548,312 | 2020 | 744 |
| 2019 | 0 | 0% | 470,636 | 100% | 470,636 | 2040 | 632 |

* 2008-October 2018: DW#4; October 2018 – Present: Manganese Reduction Water Treatment Plant

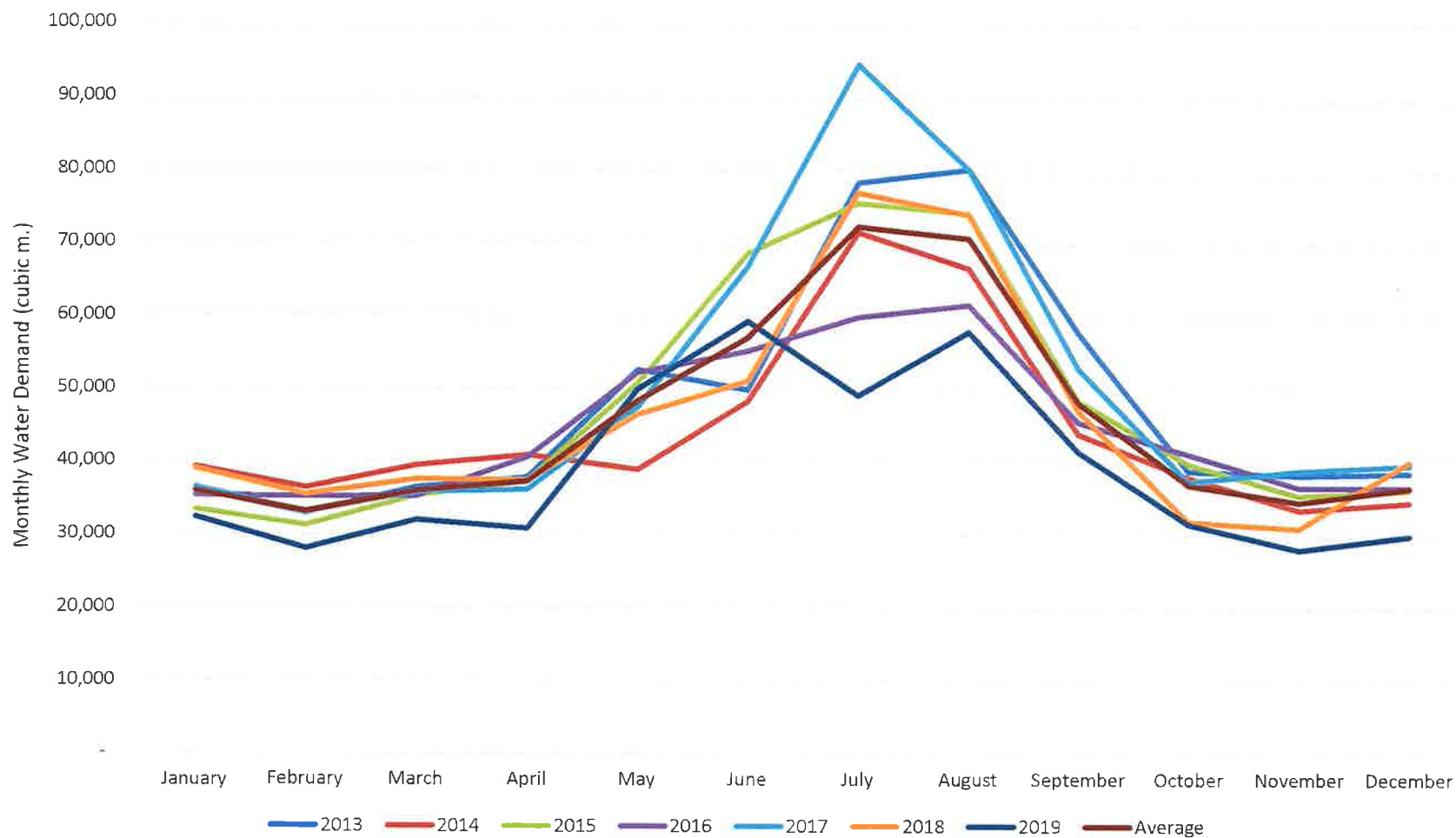
Based on the data presented in Table 3-1 and Figure 3-1 and 3-2, the following observations can be made:

- The population of 100 Mile House has remained relatively steady. The 2016 census identified 1,920 people living in the District. For the purposes of this report population growth has been assumed at 1% per year.
- Despite relatively constant population numbers, the overall and average water demand has declined since the last water conservation plan exercise was undertaken. The decrease in water usage could be due to better efficiency in the new water treatment plant.
- There has been some up-and-down fluctuation in water usage – likely at least partially attributable to variance in summer weather conditions.
- Between 2007 and 2012, average water demand increased approximately 25% from 726 l/p/d to 907 l/p/d. Between 2016 and 2019 water consumption has decreased approximately 12 % from 741 l/p/d to 632 l/p/d. 2017 is being considered an outlier due to the wildfires throughout the Cariboo region.
- The average water demand for British Columbia and Canada respectively are 490 l/p/d and 353 l/p/d. In 2019 the District of 100 Mile House averaged 632 l/p/d, which is on par with other small municipalities in the province. Rural communities typically have higher water requirements than large urban centres, especially in respect to irrigation requirements. Seasonal peaks can be observed in Figure 3-2.

FIGURE 3-1: YEARLY WATER CONSUMPTION (2009-2019)



FIGURE 3-2: MONTHLY WATER CONSUMPTION (2013-2019)



3.1.2 Maximum Day Water Demand

When designing a water system, the maximum day demand (MDD) is the most critical design element in terms of the system capacity adequacy. The combined capacities of all water sources must exceed the maximum day demand for the water system service area, otherwise water shortages will occur and some system users may experience disruptions to their water service.

The MDD typically occurs during summer months when weather conditions are hot and dry and irrigation use is at its peak. The maximum daily demands from 2009 to 2019 for the 100 Mile House water system as a whole and on a per capita basis are shown in Table 3-2 below and represented graphically in Figure 3-4.

TABLE 3-2: MAXIMUM DAY DEMANDS FOR THE DISTRICT OF 100 MILE HOUSE

| Year | WTP (Bridge Creek) | DW#4 | Entire System | | |
|------|-----------------------|-----------------------|-----------------------------|------|------------------------|
| | MDD (m ³) | MDD (m ³) | MDD Total (m ³) | Pop. | MDD Per Capita (l/p/d) |
| 2009 | 2,199 | 2,002 | 3,864 | 1943 | 1989 |
| 2010 | 3,467 | 1,159 | 3,556 | 1954 | 1820 |
| 2011 | 2,784 | 970 | 3,334 | 1886 | 1768 |
| 2012 | 2,969 | 1,771 | 3,079 | 1905 | 1616 |
| 2013 | 2,442 | 2,793 | 4,102 | 1924 | 2132 |
| 2014 | 2,201 | 1,384 | 3,493 | 1942 | 1798 |
| 2015 | 2,424 | 1,243 | 3,246 | 1961 | 1655 |
| 2016 | 2,844 | 882 | 3,493 | 1980 | 1764 |
| 2017 | 2,593 | 2,266 | 3,866 | 2000 | 1933 |
| 2018 | 2,392 | 2,942 | 3,534 | 2020 | 1750 |
| 2019 | 0 | 2,881 | 2,881 | 2040 | 1412 |

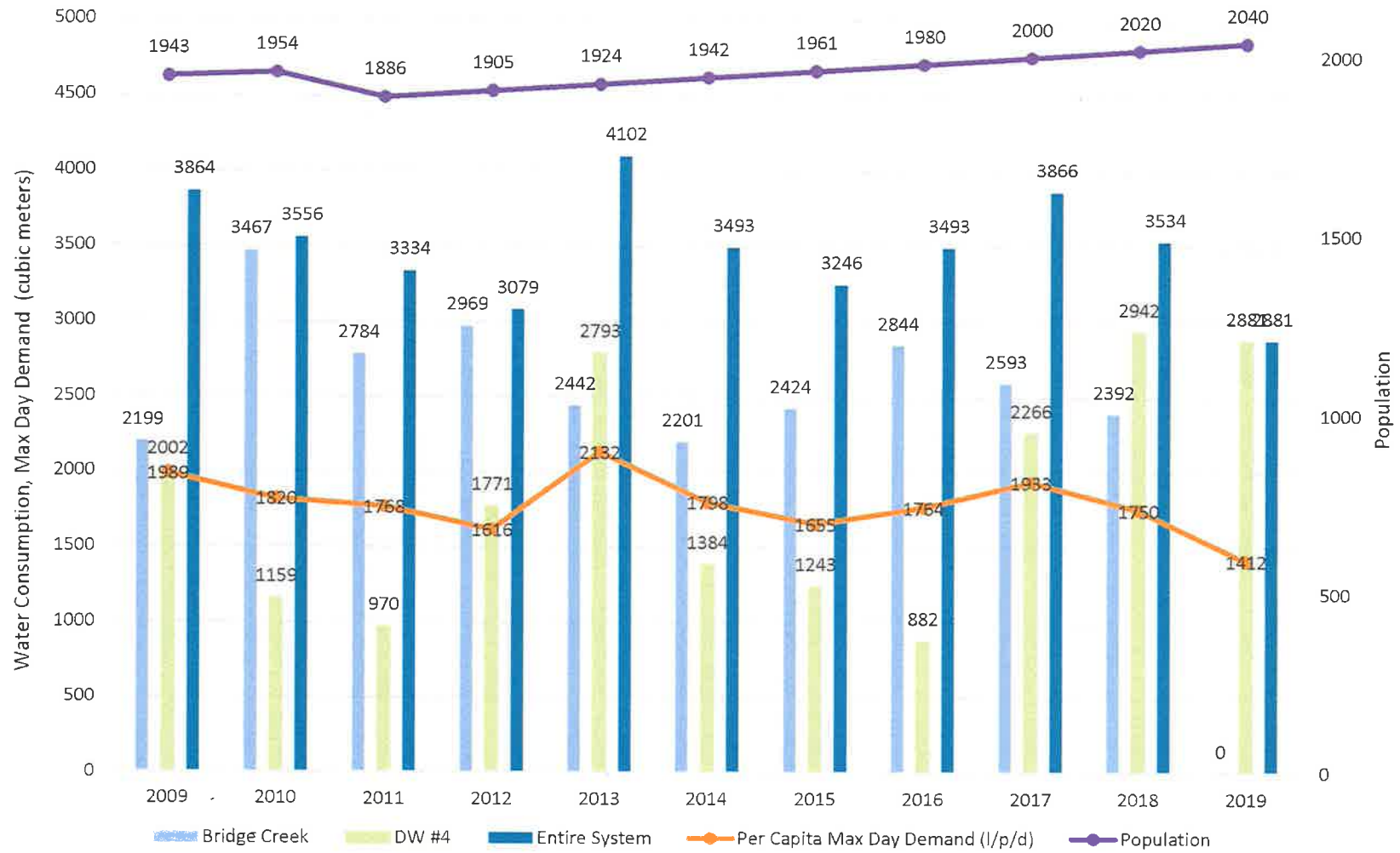
From Table 3-2 and Figure 3-3 the following observations can be made:

- The maximum day demand varies from year to year – a phenomenon that is attributable to the variance in summer weather conditions – however typical values are around 3,400 m³ (~1,750 l/p/d). This is well below the supply capabilities of the production wells, which combine for a possible supply of approximately 7,000 m³/d. Based on these numbers, the current supply capability of the 100 Mile House water system is sufficient to sustain almost double the current population. Therefore, the District can rest assured that – barring any extraordinary unforeseen circumstances – the current water supply is capable of adequately supplying any foreseeable future water demand scenarios.
- The maximum day demand in 2019 is significantly lower than historical demand. 2019 was the first full year of operation of the new manganese reduction water treatment plant, and the difference in water consumption could be due to new plant efficiencies.

When completing observations and comparisons of water demand statistics, it is important to note several factors:

- The water demands recorded for the District of 100 Mile House include all non-residential water use (irrigation, industrial, commercial, etc.), as well as residential water use. This is the case for many other municipalities as well.
- One of the biggest contributors to water consumption is undoubtedly lawn and garden irrigation. The significant variations in climates within BC lead to vastly different irrigation requirements.
- Several residents in 100 Mile House rely on personal wells for their water supply. These residents would still be included in the census data that was used to determine per capita water statistics.
- Due to the fact that only residents are counted as water users, fluctuations in seasonal populations will greatly influence the water demand statistics for certain communities.

FIGURE 3-3: MAXIMUM DAY DEMAND (2009-2019)



3.2 Water and Sewer System Costs

In 2012, the total operation and maintenance costs for the District of 100 Mile House's water and sewer systems was approximately \$381,000. While the majority of the operations and maintenance budgets for both water and sewer are fixed costs (wages, benefits, insurance, maintenance, administrative costs, etc.) approximately \$100,000 of this figure represents costs that vary directly with the water system demand. These variable costs include chlorine for disinfection, power for operating the treatment systems and pumps, and some maintenance costs. Based on the total demand for the 100 Mile House water system for 2012 (635,633 m³), these variable costs work out to approximately \$0.16 per cubic meter of water supplied. Although it is difficult to definitively determine, it can be conservatively assumed that the potential savings that the District can potentially save between \$0.12 and \$0.16 for every cubic meter of water that is conserved. It is important to note, however, that this figure assumes the continuation of the status quo for the water system operation and does not account for any future changes or upgrades to the system or its components.

The total operation and maintenance costs for the new water treatment plant will be re-examined after a few years of full operation. This exercise will assist in determining future efficiency projects for the water system and will identify routine maintenance costs.

4.0 Water Conservation Targets

The Province's *Water Conservation Guide* describes a community consultation process to develop goals and objectives for the Water Conservation Plan. The guide suggests that a community engagement process would determine water savings necessary to ensure:

- Streams stay healthy;
- Fish have adequate habitat;
- Aquifers are not depleted;
- Water is available for economic growth; and
- Costs for treatment remain affordable

This District of 100 Mile is in a fortunate position that their production wells have sufficient capacity to service population growth in the District. If the District operates and maintains their water infrastructure in accordance with best practices the amount of water used should not affect stream health, fish habitat or adversely affect local aquifers. Therefore, water conservation measures are not considered critical to providing capacity for population and economic growth.

The Province's *Living Water Smart Plan* describes water conservation goals from a province wide perspective. It is suggested that that municipalities set a goal for 33% water consumption reduction by 2020 compared to 2008 consumption data. To meet this goal by 2020 would be

unreasonable for the District. Instead the suggested goal is to reduce consumption by 33% by 2028. It should be noted that the 2008 consumption data is uncharacteristically low for the District of 100 Mile. Therefore, the District’s water reduction goal will be based on an average total consumption between the years of 2008 and 2018. The Water Conservation Guide suggests that water conservation goals and targets be reviewed and updated on a periodic basis.

TABLE 4-1: WATER CONSERVATION TARGETS

| Year | Annual Consumption | | Reduction from average |
|---------------------|------------------------------|--------------------|------------------------|
| | Total (m ³ /year) | Per Capita (l/c/d) | |
| 2008-2018 (Average) | 564,147 | 793 | - |
| 2019 (Actual) | 470,636 | 632 | 20% reduction |
| 2028 (Target) | 377,978 | 532 | 33% reduction |

5.0 Water Conservation Measures

5.1 Present Water Conservation Initiatives

Although the District of 100 Mile House is in the enviable position of having an adequate water supply capacity to meet current and future demands, they have recognized the importance of implementing water conservation measures and have had a water conservation plan for several years. Several water conservation initiatives are currently in effect.

5.1.1 Public Education

The District of 100 Mile House mails out utility billing every quarter, with which they include informational pamphlets to inform utility users of the importance and benefits of water conservation and watershed stewardship. Additional informational brochures on subjects such as efficient plumbing, xeriscaped landscaping, composting toilets, etc. can also be included. Although the conservational results from educational promotions are limited, the overall annual costs are relatively low.

5.1.2 Reclaimed Water Irrigation

Th District has an irrigation system that allows for the use of reclaimed water on approximately 35 acres of irrigable land on District property and 100 Mile Ranch property. Improvements to the wastewater treatment plant will allow for continued opportunity for reclaimed water irrigation.

5.1.3 Residential Sprinkler Restrictions

The District currently implements seasonal sprinkler restrictions limiting residential irrigation to either even or odd days – depending on house number – from June through September. This program includes a \$50.00 fine for each infraction.

5.2 Proposed Water Conservation Initiatives

In order for the District of 100 Mile House to continue to reduce water demand, there are several water conservation initiatives that can be implemented in the future, subject to Council approval and budget constraints. Implementing these measures will allow the District to save money in operating and maintenance costs, reduce greenhouse gas emissions by reducing energy consumption, and maintain a high level of water quality in the surface water and ground water that supplies the community. Additionally, implementing such measures will also ensure that the District is eligible for future water infrastructure grant funding for future improvements and upgrades to the system.

5.2.1 Continued Public Education

Public information and education is a vital aspect of any comprehensive water conservation plan. These types of programs are typically most effective when used as a tool to inform the public of water conservation strategies or initiatives that the District is considering or implementing, in addition to informing residents of the importance and potential benefits of actively reducing water use. These public education programs can include announcements, workshops, seminars and websites, in addition to the pamphlets and brochures that are mailed out with the District's quarterly utility bills.

While the District should continue to prepare and distribute informational pamphlets and brochures with utility billing, it is suggested that the District of 100 Mile House implement a more intensive and informative public education program. This program could include the following:

- *More Information Available on the 100 Mile House Website*

Many people use the internet as their primary source of information. The 100 Mile House website should be improved to include an entire section on water conservation initiatives. This site could include links to other water conservation-related websites, tips, announcements, bulletins, suggestions, and tools such as a water use calculator. All of the information included in the bill stuffers should also be available on the website, along with information on existing water conservation initiatives such as the residential plumbing fixture replacement program.

- *An Informative and Understandable Water Bill*

Per the USEPA's Water Conservation Plan Guidelines, a water bill should identify volume of usage, rates, charges and other relevant information. Although much of this information is dependent on water metering, information on total demand, average per-capita demand and peak day demand could be included in the 100 Mile House water bills. Comparisons to other months or years, and water conservation tips could also be useful information for consumers.

Although it is difficult to accurately quantify the water demand reduction resulting from a public education and information program as a stand-alone water conservation strategy, the USEPA's Water Conservation Plan Guideline suggests that a well-conceived program can result in reductions in water usage of 2-5%. In cities such as Kamloops, Kelowna and Vernon, however, Water Smart initiatives implemented concurrently with universal water metering programs have achieved on average an estimated 20% reduction in residential water use.

5.2.2 Residential Plumbing Fixture Replacement Program and Water Efficient Fixture Bylaw

Per the BC Ministry of Environment's (MOE) *Living Water Smart: British Columbia's Water Plan*:

"Effective October 3, 2011, the BC Building Code regulation requires the installation of high efficiency toilets and urinals in all new residential buildings and renovation projects involving toilet replacements in British Columbia."

On average, toilet flushing accounts for approximately 30% of residential indoor water consumption. Conventional toilets – typically installed up to approximately 2000 – use about 20 L per flush. The BC Building Code stipulates that all new construction must incorporate low flush toilets (~13 L per flush). Replacing all conventional toilets and low flush toilets in 100 Mile House with ultra-low flush toilets (<6 L per flush) could potentially reduce the average day demand by up to 3%, and the MDD by up to 1%

The District of 100 Mile House should implement an incentive program to encourage homeowners to replace 20 and 13 L per flush toilets with sub 6 L per flush toilets, along with other high-efficiency plumbing fixtures. Typical programs offer rebates for replacing existing fixtures (toilets, shower heads, faucet aerators, etc.) with high-efficiency fixtures, up to a certain limit (ie. \$300.00 per household), with the requirement that the old fixtures be delivered to a receiving depot for recycling and confirmation of eligibility. In addition, the Canada Eco Energy Program offers a \$65 rebate for each new ultra-low flush toilet installed. The District should also consider adopting a bylaw requiring water efficient fixtures (such as 6 L per flush toilets, rather than the 13 L per flush toilets that are required under the BC Building Code) be installed in all new construction.

5.2.3 Commercial Plumbing Fixture Replacement Program

Based on the success and the resulting water demand reduction, the District should consider expanding their plumbing fixture replacement program to include commercial and institutional

water system users. This is particularly important for commercial or institutional developments constructed before 2000 that have a large number of high-flow toilets and water users (such as schools). Replacing plumbing fixtures in these buildings can lead to significant reductions in their water usage – an average of 34% based on the Sunshine Coast Regional District’s commercial pilot program. The District should consider an incentive-based program similar to the residential program.

5.2.4 Universal Water Metering

Likely the most effective method of reducing overall system water demand is by implementing a universal water metering program. Universal metering is generally the most intensive and expensive step in a comprehensive water conservation program, although it is also typically the most effective. A universal metering program will allow the District to replace the current flat-rate charge for water use with a volume-based rate structure. It will also allow water users to view their own usage and compare it to the per capita average. When individual water users are aware that they are paying for water based on actual usage as opposed to a flat-rate, they are much more likely to consciously conserve water to reduce their own costs. Furthermore, modern water meters are capable of determining which water users likely have leaks based on their consumption habits. In the District of 100 Mile House, however, the implementation of a universal water metering program will likely be met with resistance from residents, based on the significant cost and the fact that the District has no discernible water supply restrictions. Based on the experiences of municipalities in B.C., however, universal water metering programs can result in an average reduction of average and maximum day demands by 20%-30%.

For the District of 100 Mile House to implement such a program, it would have to be phased in over several years. The basic phases of this approach could be summarized as follows:

- The District would assess the overall cost of implementing a universal water metering program, including determining the cost-benefit analysis of the program as a whole. This information, along with projected water usage, would be used to determine the volume-based rate structure that would be appropriate for the District of 100 Mile water system users once the program is fully implemented.
- The District would adopt a bylaw requiring installation of water meters in all new non-residential construction, and requiring the installation of water meter horns in all new residential construction for the installation of water meters at a later date. Homeowners would also be encouraged to install water meters in existing residences on a voluntary basis.
- The District would then have water meters installed for all water system users. This would be done in multiple phases over several years. The District should follow the example of municipalities such as Peachland and initiate a “mock” billing system where water users that have had meters installed are shown on their bills what they would have paid under the metered rate structure compared to the flat-rate that they are paying. This mock billing

system will likely reduce water usage even before the metering program is fully implemented.

- Full implementation of the universal water metering system would include the restructuring of the water user rate system.

The approximate cost of fully implementing this universal water metering program would likely be on the order of \$1,000,000. Senior government grant funding is often available to help municipalities pay for these programs.

5.2.5 Major User Audits

Water utilities working with major water users to understand their water usage habits and opportunities for reducing their usage can be an effective tool in reducing the overall system demand. Once the universal water metering program is fully implemented, District staff can compile and evaluate individual water usage rates to flag the major water users. The District would then contact the customer and offer assistance to undertake a comprehensive water audit with the objective of identifying potential water conservation opportunities. This type of program is ideal for a municipality such as 100 Mile House because they have a relatively small number of accounts. Typical major user audit programs can achieve reductions in average day water demands of 3-5%.

6.0 Conclusions and Recommendations

6.1 Assessment Summary

The District of 100 Mile House water system serves a current population of approximately 1,980. The system is supplied by groundwater from three production wells (DW#4, DW#5, and DW#6). The groundwater is treated in the manganese reduction water treatment plant, which has been fully operational since October of 2018. The treatment plant is designed to treat up to 44 L/s using two wells, with one acting as standby. The plant can provide the estimated max day demand without overdrawing the production wells.

While the population of 100 Mile House has remained relatively steady since 2007, the overall and average day demand increased approximately 25% between 2007 and 2012, from 509,064 m³ (726 l/p/d) to 635,633 m³ (907L/p/d). However, more recent consumption data suggests that demand is decreasing, between 2016 and 2019 average day demand decreased approximately 12% from 535,493 m³ (741 l/p/d) to 470636 m³ (632 l/p/d). Despite these fluctuations, the District's water usage is comparable to other similar municipalities in B.C.

The Maximum Day Demand for 100 Mile House varies from year to year depending on summer weather conditions. Since 2009 it has ranged from 4,102 m³ (2,132 l/p/d) in 2013 to 2,881 m³

(1,412 l/p/d), with an average value of approximately 3,400 m³ or 1,750 l/p/d. These values are comparable to other municipalities in B.C.

The ground water source that supplies the 100 Mile House water system can sustain the annual and maximum day demands of the District, with capacity for population growth. This puts the District of 100 Mile House in the unique position of having no foreseeable water demand issues. Nevertheless, there are many benefits to be gained by implementing a comprehensive water conservation plan. Reducing water demand will extend the lifetime of existing water and wastewater infrastructure, delay the capital costs of replacing or upgrading system components, and reduce annual operating costs and greenhouse gas emissions by reducing overall energy use. Based on the variable annual operating costs for the water and sewer systems – assuming the status quo in terms of water system operations – the District stands to save \$0.12 to \$0.16 for every cubic meter of water conserved. Furthermore, per the BC Ministry of Environment’s *Living Water Smart: British Columbia’s Water Plan*, any community applying for provincial infrastructure grant funding must be actively conserving water.

6.2 Recommendations

Despite the fact that there are no foreseeable issues pertaining to the District of 100 Mile House’s current water supply, there are many benefits to implementing water conservation initiatives. The District of 100 Mile House should consider the following recommendations in order to achieve a discernible reduction in overall water demand:

- *Improve the 100 Mile House Website*

Expanding the current public education initiative to include a water conservation section on the District’s website with information on water conservation initiatives, announcements, bulletins and online tools.

| | |
|-------------------------|-----------------|
| Approximate Cost | \$1,000-\$2,000 |
| Potential Water Savings | Undeterminable |

- *Residential Plumbing Fixture Replacement Program & Water Efficient Fixture Bylaw*

Implementing an incentive-based residential plumbing fixture replacement program where the District offers rebates to residents for replacing existing plumbing fixtures with high-efficiency fixtures, up to a certain limit per household. In addition, a bylaw could be adopted requiring the installation of high-efficiency fixtures in all new construction and renovations involving plumbing fixture replacement.

| | |
|-------------------------|---|
| Approximate Cost | \$300/household up to \$18,000/year |
| Potential Water Savings | 3% of Annual Demand (~18,000m ³ /yr) |

- *Commercial Plumbing Fixture Replacement Program*

Based on the success of a residential plumbing fixture replacement program, the District could expand to include a similar incentive-based replacement program for commercial or institutional water system users. The limit per institution should be considerably higher than the residential limit.

| | |
|-------------------------|---|
| Approximate Cost | Dependent on annual budget considerations |
| Potential Water Savings | Up to 30% per commercial/institutional user |

- *Universal Water Metering Program*

Implement universal residential and commercial water metering and a volume-based water user rate structure. This initiative will be phased-in over several years and should be done concurrently with a significant expansion in the public education initiative to ensure that residents are fully informed of the potential options for and benefits of actively reducing their water usage.

| | |
|-------------------------|--|
| Approximate Cost | \$1,000,000 |
| Potential Water Savings | 20%-30% of Annual Demand (120,000-180,000 m ³ /yr) |

- *Major User Audits*

Once the universal water metering initiative is fully implemented, District staff should compile and evaluate individual water usage rates, flag major water users, and offer to undertake a comprehensive audit of their water consumption to identify potential water conservation opportunities.

| | |
|-------------------------|---|
| Approximate Cost | Unknown |
| Potential Water Savings | Up to 5% of Annual Demand (~30,000m ³ /yr) |



DISTRICT OF 100 MILE HOUSE

M E M O

Date: February 7, 2020
To: Mayor & Council
From: Administration
Subject: Wastewater Treatment Facility – Funding Application

During Asset Management Plan development; Administration requested True Eng. conduct a full review of the Wastewater Treatment facilities.

That review identified several facility improvements that should be undertaken in order to increase the useful life of the facility and increase its current efficiency.

One of the major issues identified was the sludge build up in the lagoons. The volume of sludge in the lagoons is impacting efficiency and its current useful life.

The Engineer's review recommends several tasks to be completed; including but not limited to:

- A Upgrades to the Main Lift Station**
- B Blower Building Upgrades**
- C Aerated Lagoon Upgrades (Sludge Removal)**
- D Replacement of Aerator Membranes**
- E SCADA System Improvements**

Class D estimates for the project is \$1,250,760 inclusive of engineering and contingencies.

The Grant program will contribute up to 73.33% of project costs – the District would be responsible for the balance of project costs (\$335,000).

Administration recommends the District indicate that our contribution be \$500,000 to the project; which is more than required.

Experience has demonstrated if applicants are able to increase their financial commitment, above minimum requirements, likelihood of a successful application is enhanced.

Recommendation:

BE IT RESOLVED THAT the memo from Administration regarding the funding application to the Investing in Canada Infrastructure Program (ICIP) be received; and further

BE IT RESOLVED THAT the Council of the District of 100 Mile House endorse the application for funding under the ICIP for the Wastewater Treatment Plant Upgrades; and further

BE IT RESOLVED THAT the District of 100 Mile House contribution (\$500,000) of project costs be allocated from the Municipal Utilities Infrastructure Reserve Fund.


Roy Scott, CAO



DISTRICT OF 100 MILE HOUSE

MEMO

Date: February 7, 2020
To: Mayor & Council
From: Administration
Subject: Cariboo Trail Sidewalk – Funding Application

Subsequent to a delegation to Council in the fall of 2018 Council committed to seek funding for the Cariboo Trail Sidewalk project.

The only funding opportunity currently available to the District is the Active Transportation Grant Program. Project funding is up to 70% up to a maximum of \$500,000 from senior Government.

The District has identified construction of a sidewalk on Cariboo Trail as the next highest priority project in our sidewalk plan. We believe this project “may” fit under the funding program noted above.

The project will comprise construction of a 750 lineal metre long by 2-meter-wide concrete sidewalk along Cariboo Trail from Horse Lake Road to Jens Street; linking the District's south residential neighbourhood to the downtown core.

A detailed list of the physical works associated with this project is as follows:

- removal of approximately 1,600 square metres of asphalt curb and concrete curb
- supply and placement of approximately 1,500 square metres of base gravels
- Supply and placement of approximately 750 lineal metres by 2-meter-wide concrete sidewalk
- Supply and placement of approximately 3,000 square metres of hot mix asphaltic cement
- Construction of approximately 10 wheelchair let-downs
- Removal and relocation of approximately 7 catch basin assemblies with associated piping and appurtenances
- Pavement markings and signage

- Restoration including topsoil and seeding

Total cost of this project is estimated to be \$1,330,000. Minimum contribution from the District would be \$830,000.


Should Council be supportive of this application the following resolution would be in order:

Recommendation:

BE IT RESOLVED THAT the memo from Administration regarding the funding application to the Active Transportation Grant Program be received; and further

BE IT RESOLVED THAT the Council of the District of 100 Mile House endorse the application for funding under the Active Transportation Grant Program for the Cariboo Trail Sidewalk Project; and further

BE IT RESOLVED THAT the District of 100 Mile House contribution (\$830,000) of project costs be allocated from the Municipal Infrastructure Reserve Fund.


Roy Scott, CAO



DISTRICT OF 100 MILE HOUSE

M E M O

Date: Feb. 7, 2020
To: Mayor & Council
From: Administration
Subject: DL 4180

It is now time to clean up the logging debris from the logging done in 2019 on DL 4180. Originally, the plan was to burn the debris piles. But upon further consideration, there are several reasons that burning is not ideal. Essentially, the proximity to the community in general, and the hospital and Mill Site / Fisher Place in particular, gives rise to potential health concerns and possible environmental air quality concerns associated with burning.

Grinding the debris piles is the preferred option. It will have a smaller environmental and health impact, and the grindings can be utilized as opposed to being burned. The materials can be shipped to Atlantic Power in Williams Lake. It should be noted that a limited amount of burning will still be required for the material that cannot be utilized by Atlantic Power.

A grinding contractor is available to start work right away. This contractor has already been working in the Community Forest nearby and is ready to move to DL4180, thereby minimizing mobilization costs. Due to timing, favourable weather conditions, and contractor availability, Council is asked to waive purchasing policy to enable hiring this contractor on a single source basis.

Likewise, the trucking company that has already been working in the CFoR hauling grindings, is available to transfer from the CFoR blocks to the DL4180 lands on short notice. Contracts are easily amended, insurances already in place, and they have quick availability.

In order to haul the grindings out of DL4180, a private land road use agreement has been negotiated with Mrs. Bergbauer on Blackstock Road. She is out of the country; but has confirmed her agreement with the road use agreement by email.

Atlantic Power will pay an estimated \$87,500 for approx. 100 loads of grindings. The cost for grinding, hauling and associated expenses, is approx. \$135,000, resulting in a net loss of about \$50,000. The shortfall can be readily sourced from annual operating surplus.

| DL4180 Cleanup - Estimated Costs | | | |
|---|------------------------------------|----------|--------------------|
| Revenue: | | | |
| 100 Loads of Hog | 2500 Green tonnes | | \$ 87,500 |
| Expense: | | | |
| D7 | Road clearing and truck turnaround | \$ 9,320 | |
| Grinding | 2500 Tonnes @ \$22/T | 55,000 | |
| Trucking | 2500 Tones @ \$25.2/T | 63,000 | |
| Road Mtce | 16 hrs @ 170/Hr | 2,720 | |
| Road Access | Agreement | 5,000 | \$ 135,040 |
| Estimated Net Cost | | | \$ (47,540) |

The Free Press and the local radio station have been notified of activities occurring on DL4180. In addition, notices were hand delivered to all residents in the Black Stock residential area, posted on the District web site and posted on bulletin boards.

The following resolution(s) support the telephone poll conducted with members of Council.

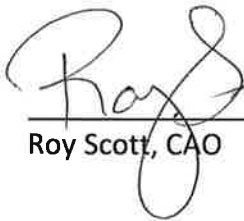
Resolution

BE IT RESOLVED THAT Council of the District of 100 Mile House endorses the change from burning debris piles to grinding the debris piles in DL 4180;

AND FURTHER BE IT RESOLVED THAT the project deficit totalling approximately \$50,000 will be sourced from annual operating surplus;

AND FURTHER BE IT RESOLVED that Council waives the Policy and Procedures - Purchasing Policy, in favour of direct awarding the grinding contract to Huska Holdings and the trucking contract to Junar Enterprises Ltd. / Timberland Holdings Ltd.;

AND FURTHER BE IT RESOLVED THAT Council authorizes the contracts with Huska Holdings, Junar Enterprises Ltd. / Timberland Holdings Ltd., Renee Bergbauer, and Williams Lake Power Plant to be fully executed and forwarded as appropriate.



Roy Scott, CAO



DISTRICT OF 100 MILE HOUSE

Public Notice

The District of 100 Mile House will be conducting grinding and chip removal at the base of the old downhill ski area, immediately east of Centennial Park, from Feb. 6th to Feb. 29th.

The grinding work will reduce the fuel hazard and address smoke management challenges from the burning of logging debris piles.

Blackstock Road will be used as the access route for the project, and all grinding and hauling activities will be restricted to the hours of 7:00 am to 5:00 pm daily.

Please respect the project area, heavy equipment, and all safety signs.

Ken Freed - 250-395-8813



DISTRICT OF 100 MILE HOUSE

M E M O

Date: February 11, 2020
To: Mayor & Council
From: Administration
Subject: UBCM Funding Application – Emergency Support Services

The District is applying through the UBCM “Community Emergency Preparedness Fund – Emergency Support Services” program. Funding is being requested to support purchase of equipment and the applicable training (\$18,440.). A project summary is hereto attached.

One of the established criteria to support the funding application is a resolution from the governing body associated with the applicant agency.

Therefore, should Council be supportive of this application the following resolution would be in order:

BE IT RESOLVED THAT the memo from Administration dated February 11, 2020 regarding a funding application to the UBCM in support of emergency support services be received; and further

BE IT RESOLVED THAT the Council of the District of 100 Mile House declares its support to apply to the UBCM “Emergency Support Services” program in the amount of \$18,440 as per the prepared application.



R. Scott, CAO

Community Emergency Preparedness Fund Emergency Support Services 2020 Application Form

Please complete and return the application form by February 14, 2020. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

| SECTION 1: Applicant Information | AP <small>(for administrative use only)</small> |
|---|--|
| Name of Local Government or First Nation: District of 100 Mile House | Date of Application: February 3, 2020 |
| Contact Person*: Roger Hollander | Position: Fire Chief/EPC |
| Phone: 250-395-2152 | E-mail: rhollander@100milehouse.com |

* Contact person must be an authorized representative of the applicant.

| SECTION 2: For <u>Regional Projects Only</u> |
|--|
| <p>1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the Program & Application Guide for eligibility.</p> <p>N/A</p> |
| <p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>N/A</p> |

| SECTION 3: Project Summary |
|--|
| <p>3. Name of the Project: Emergency Support Services</p> |
| <p>4. Project Cost & Grant Request: Total Project Cost: \$18,438.90 Total Grant Request: \$18,438.90 Have you applied for or received funding for this project from other sources? No</p> |

- 5. Project Summary.** Provide a summary of your project in 150 words or less.

This project is focussed and aimed at digitalizing and modernizing our local volunteer ESS team. New digital registration forms and processes have been released for ESS teams with the intentions of streamlining and improving the registration of evacuees and its process. It is our intention to purchase laptops and other related IT equipment in order for our team to remain effective during the transition from hard copies and paperwork to the more improved, updated, and streamlined digital world.

- 6. Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

Every emergency plan is designed to help and support the public during crisis. Nobody knows this more than our local ESS and EOC teams. During the wildfires of 2017, our small volunteer ESS team worked extremely hard at evacuating and registering thousands of residents in our community. Much of the public's and ESS's frustration came from the registration of evacuees and the time spent in doing so. Having technology that supports and streamlines the registration process will have a positive impact in lowering the frustration and highly charged emotions that are often experienced during this time. Both ESS staff and the public will benefit from this.

SECTION 4: Detailed Project Information

- 7. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.

Purchasing laptops, printer, supplies, storage cabinet, as well as training on the new equipment which would include travel costs

- 8. Modernization of local ESS programs.** How will the proposed activities support the modernization of the local ESS program?

The above supplies, equipment, and training will help move the ESS team towards a more effective and productive team. The addition of this equipment and training will also show the team of volunteers that their leaders and managers are willing to support the great work they do every day and will continue to seek out opportunities to help advance the team.

- 9. Capacity Building.** Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

Having the proposed equipment and training will allow for less paper forms being stored on site and will help speed up the process of registering evacuees in an emergency. Currently, the ESS team does not have any computers. In addition, communication between the ESS team and EOC, EPC, and other organizations will improve and be more effective especially when in remote areas.

10. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and/or First Nations (i.e. ESS volunteers, training resources, cots, blankets, etc.).

There are multiple local governments and First Nation groups under the responsibility and jurisdiction of this particular ESS team. Many of the ESS volunteers belong to these groups and live in different rural communities. Their experience and training with the equipment will help their small communities in understanding the new ESS modernization model which will be beneficial to recruitment, retention, and in an evacuation of those particular communities if an emergency were to occur.

11. Partnerships. In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together.

Although this application is being submitted by the District of 100 Mile House, the South Cariboo ESS team is shared with the Cariboo Regional District and the District of 100 Mile House. The team is located out of 100 Mile House and is managed by the Fire Chief/EPC of 100 Mile House. The ESS team responds to all ESS emergencies throughout the South Cariboo region. Both local governments communicate regularly regarding ESS functions and both governments and multiple First Nations benefit from this regional ESS team.

12. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? (i.e. tracking the number of training events and recruitments, external evaluators, etc.)

As mentioned, the ESS team is managed by the Fire Chief/EPC of 100 Mile House. The local ESS director is responsible for day to day operations and communicates with the Fire Chief/EPC on a regular basis. Training of the ESS team often occurs at the fire hall and/or the District of 100 Mile House Emergency Services Training Center. Tracking of the training sessions, recruitment, and evaluating the change over to the new technology will be assessed by both the ESS Director and Fire Chief/EPC to ensure the process is a smooth transition.

13. Progress to Date. If you received funding under the 2017 or 2018 Emergency Social Services funding stream, please describe the progress you have made in increasing ESS capacity.

N/A

14. Additional Information. Please share any other information you think may help support your submission.

The 2017 wildfires were an extreme demand on our local resources and capabilities including our small ESS team. The team was relentless in providing support, registration, and accommodations to thousands of our community members. All too often we rely on these volunteers to provide professional, first class customer services to the public without providing the essential equipment and training they require. With the recent EMBC advances in ESS registration and online process being released, the goal is to provide this local ESS team with essential equipment and training they need to do

their jobs. By doing so, it will provide the continued support and service to the public and community members in the future.

SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.


SECTION 6: Signature

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).

Name: Roger Hollander

Title: Fire Chief/EPC

Signature:


An electronic or original signature is required.

Date: February 3, 2020

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

EMERGENCY SUPPORT SERVICES/FUNDING REQUEST

| QTY | ITEM | COST | TOTAL |
|------------|---------------------------------|--------------------|--------------------|
| 6 | LAPTOPS | \$1,099.00 | \$6,594.00 |
| 6 | LAPTOP SOFTWARE | \$350.00 | \$2,100.00 |
| 6 | INSTALLATION OF SOFTWARE/LABOUR | \$125.00 | \$750.00 |
| 6 | WIRELESS MICE | \$29.99 | \$179.94 |
| 3 | BRIEFCASES | \$99.99 | \$299.97 |
| 1 | MOBILE PRINTER | \$199.99 | \$199.00 |
| 1 | EXTRA INK JETS | \$59.99 | \$59.99 |
| 1 | STORAGE CABINET FOR EQUIPMENT | \$1,000.00 | \$1,000.00 |
| 1 | TRAINING FOR VOLUNTEERS | \$7,256.00 | \$7,256.00 |
| | | \$10,219.96 | \$18,438.90 |

DISTRICT OF 100 MILE HOUSE
Cheque Register-Summary-Bank

*Bid
EFT'S*



AP5090

Page : 3

Date : Feb 03, 2020

Time : 9:20 am

Supplier : 079850 To ZZ9950

Pay Date : 01-Jan-2020 To 31-Jan-2020

Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No.

Status :

Medium : M=Manual C=Computer E=EFT PA

K1

| Cheque # | Cheque Date | Supplier | Supplier Name | Status | Batch | Medium | Amount |
|--|-------------|----------|-------------------------------------|--------|-------|--------|------------|
| Bank : 4 ROYAL BANK - CURRENT ACCOUNT | | | | | | | |
| 24503 | 31-Jan-2020 | CLEAN50 | CLEANERCLEAN | Issued | 38 | C | 49.00 |
| 24504 | 31-Jan-2020 | COMP50 | COMPASS VENTURES ENVIROMENTAL SOLL | Issued | 38 | C | 2,613.45 / |
| 24505 | 31-Jan-2020 | ENVI50 | ENVIRONMENTAL OPERATORS CERTIFICATI | Issued | 38 | C | 157.50 |
| 24506 | 31-Jan-2020 | GUIL50 | GUILLEVIN INTERNATIONAL CO | Issued | 38 | C | 100.65 |
| 24507 | 31-Jan-2020 | HERA50 | HERITAGE SIGNWORKS | Issued | 38 | C | 44.80 |
| 24508 | 31-Jan-2020 | KING50 | KINGSGATE AUTO (1974) LTD | Issued | 38 | C | 4,861.51 |
| 24509 | 31-Jan-2020 | PERS50 | PERFECT SOLUTIONS LTD | Issued | 38 | C | 1,032.74 |
| 24510 | 31-Jan-2020 | S&DW50 | S & D WELDING & FABRICATING | Issued | 38 | C | 280.00 |
| 24511 | 31-Jan-2020 | VANH50 | VAN HOUTTE COFFEE SERVICES INC | Issued | 38 | C | 108.92 |
| 03230-0001 | 22-Jan-2020 | BCHY50 | BC HYDRO & POWER AUTHORITY | Issued | 9 | E | 343.59 |
| 03231-0001 | 22-Jan-2020 | BCHY50 | BC HYDRO & POWER AUTHORITY | Issued | 10 | E | 16,703.32 |
| 03232-0001 | 22-Jan-2020 | FORT50 | FORTIS BC - NATURAL GAS | Issued | 11 | E | 122.03 |
| 03233-0001 | 23-Jan-2020 | FORT50 | FORTIS BC - NATURAL GAS | Issued | 12 | E | 1,745.21 |
| 03234-0001 | 15-Jan-2020 | MINI50 | MINISTER OF FINANCE | Issued | 13 | E | 12,508.36 |
| 03235-0001 | 16-Jan-2020 | MINI50 | MINISTER OF FINANCE | Issued | 14 | E | 155.47 |
| 03236-0001 | 03-Jan-2020 | MINI50 | MINISTER OF FINANCE | Issued | 15 | E | 217,520.79 |
| 03237-0001 | 13-Jan-2020 | PETC50 | PETRO CANADA | Issued | 16 | E | 7,922.94 |
| 03238-0001 | 10-Jan-2020 | RECE50 | RECEIVER GENERAL OF CANADA | Issued | 17 | E | 16,537.40 |
| 03239-0001 | 10-Jan-2020 | RECE50 | RECEIVER GENERAL OF CANADA | Issued | 18 | E | 4,734.45 |
| 03240-0001 | 13-Jan-2020 | ROYL50 | ROYAL BANK VISA | Issued | 19 | E | 501.50 |
| 03241-0001 | 13-Jan-2020 | ROYL50 | ROYAL BANK VISA | Issued | 20 | E | 1,012.98 |
| 03242-0001 | 13-Jan-2020 | ROYL50 | ROYAL BANK VISA | Issued | 21 | E | 103.95 |
| 03243-0001 | 16-Jan-2020 | SHAW50 | SHAW CABLE | Issued | 22 | E | 407.10 |
| 03244-0001 | 07-Jan-2020 | TELM50 | TELUS MOBILITY CELLULAR INC | Issued | 23 | E | 836.79 |
| 03245-0001 | 07-Jan-2020 | TELU50 | TELUS COMMUNICATIONS COMPANY | Issued | 24 | E | 72.80 |
| 03246-0001 | 07-Jan-2020 | TELU50 | TELUS COMMUNICATIONS COMPANY | Issued | 25 | E | 775.62 |
| 03247-0001 | 16-Jan-2020 | WORK50 | WORKERS' COMPENSATION BOARD | Issued | 26 | E | 5,451.33 |
| 03248-0001 | 08-Jan-2020 | PENS50 | PENSION CORPORATION | Issued | 27 | E | 6,772.23 |
| 03249-0001 | 09-Jan-2020 | PITW50 | PITNEYWORKS | Issued | 28 | E | 820.00 |
| 03250-0001 | 24-Jan-2020 | RECE50 | RECEIVER GENERAL OF CANADA | Issued | 29 | E | 15,110.12 |
| 03251-0001 | 24-Jan-2020 | RECE50 | RECEIVER GENERAL OF CANADA | Issued | 30 | E | 1,554.91 |
| 03252-0001 | 16-Jan-2020 | SHAW50 | SHAW CABLE | Issued | 31 | E | 187.03 |
| 03253-0001 | 16-Jan-2020 | SHAW50 | SHAW CABLE | Issued | 32 | E | 192.46 |
| 03254-0001 | 16-Jan-2020 | TELU50 | TELUS COMMUNICATIONS COMPANY | Issued | 33 | E | 256.46 |
| 03255-0001 | 01-Jan-2020 | GRWL50 | THE GREAT-WEST LIFE ASSURANCE COMPA | Issued | 34 | E | 7,858.64 |

Total Computer Paid : 198,407.18

Total EFT PAP : 320,207.48

Total Paid : 518,614.66

Total Manually Paid : 0.00

Total EFT File : 0.00

142 Total No. Of Cheque(s) ...

Capital \$ 52,741.84

DISTRICT OF 100 MILE HOUSE
Cheque Register-Summary-Bank



AP5090

Page : 2

Date : Feb 03, 2020

Time : 9:20 a

Supplier : 079850 To ZZ9950
 Pay Date : 01-Jan-2020 To 31-Jan-2020
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 10C

Seq : Cheque No. Status :
 Medium : M=Manual C=Computer E=Electronic PA

K1

| Cheque # | Cheque Date | Supplier | Supplier Name | Status | Batch | Medium | Amount |
|-----------------|-------------------------------------|----------|--|--------|-------|--------|-----------|
| Bank : 4 | ROYAL BANK - CURRENT ACCOUNT | | | | | | |
| 24450 | 17-Jan-2020 | ACEC50 | ACE COURIER SERVICES | Issued | 7 | C | 47.68 |
| 24451 | 17-Jan-2020 | CARN50 | CARO ANALYTICAL SERVICES | Issued | 7 | C | 181.04 |
| 24452 | 17-Jan-2020 | CINT50 | CINTAS THE UNIFORM PEOPLE | Issued | 7 | C | 141.15 |
| 24453 | 17-Jan-2020 | DODJ50 | DODDRIDGE, JOANNE | Issued | 7 | C | 143.25 |
| 24454 | 17-Jan-2020 | INNO50 | INNOV8 DIGITAL SOLUTIONS | Issued | 7 | C | 357.55 |
| 24455 | 17-Jan-2020 | INTO50 | INTERIOR LOCKSMITH | Issued | 7 | C | 58.81 |
| 24456 | 17-Jan-2020 | IRLT50 | IRL INTERNATIONAL TRUCK CENTRES LTD | Issued | 7 | C | 289.12 |
| 24457 | 17-Jan-2020 | JUIC50 | JUICE BOBCAT & EXCAVATING SERVICES | Issued | 7 | C | 420.00 |
| 24458 | 17-Jan-2020 | KENT50 | KENTREE ENTERPRISES LTD | Issued | 7 | C | 672.63 |
| 24459 | 17-Jan-2020 | KING50 | KINGSGATE AUTO (1974) LTD | Issued | 7 | C | 8,350.14 |
| 24460 | 17-Jan-2020 | VANH50 | VAN HOUTTE COFFEE SERVICES INC | Issued | 7 | C | 285.35 |
| 24461 | 20-Jan-2020 | CAME50 | CAMEO PLUMBING LTD | Issued | 8 | C | 9.37 |
| 24462 | 20-Jan-2020 | CENU50 | CENTURY HARDWARE LTD | Issued | 8 | C | 162.66 |
| 24463 | 20-Jan-2020 | GART50 | GARTH'S ELECTRIC CO LTD - INC NO. 248102 | Issued | 8 | C | 441.00 |
| 24464 | 20-Jan-2020 | GRIN50 | GRINYER BUSINESS EQUIPMENT LTD | Issued | 8 | C | 197.67 |
| 24465 | 20-Jan-2020 | LONE50 | LONE BUTTE SUPPLY LTD | Issued | 8 | C | 44.79 |
| 24466 | 20-Jan-2020 | LORD50 | LORDCO AUTO PARTS LTD | Issued | 8 | C | 739.43 |
| 24467 | 20-Jan-2020 | NAPA50 | NAPA AUTO PARTS - 100 MILE HOUSE | Issued | 8 | C | 44.35 |
| 24468 | 20-Jan-2020 | SAVE50 | SAVE ON FOODS | Issued | 8 | C | 373.87 |
| 24469 | 20-Jan-2020 | TASC50 | TASCO SUPPLIES LTD | Issued | 8 | C | 1,260.66 |
| 24470 | 20-Jan-2020 | WESR50 | WESTERRA EQUIPMENT LP | Issued | 8 | C | 961.40 |
| 24471 | 23-Jan-2020 | 108E50 | 108 RESOURCE MANAGEMENT LTD | Issued | 35 | C | 525.00 |
| 24472 | 23-Jan-2020 | ACEC50 | ACE COURIER SERVICES | Issued | 35 | C | 69.47 |
| 24473 | 23-Jan-2020 | BCOE50 | BC ONE CALL | Issued | 35 | C | 23.62 |
| 24474 | 23-Jan-2020 | BCTR50 | BC TRANSIT | Issued | 35 | C | 19,178.88 |
| 24475 | 23-Jan-2020 | BRID50 | BRIDGE LAKE TOWING | Issued | 35 | C | 189.00 |
| 24476 | 23-Jan-2020 | CINT50 | CINTAS THE UNIFORM PEOPLE | Issued | 35 | C | 413.90 |
| 24477 | 23-Jan-2020 | COMI50 | COMMISSIONAIRES BRITISH COLUMBIA | Issued | 35 | C | 541.80 |
| 24478 | 23-Jan-2020 | FORT50 | FORTIS BC - NATURAL GAS | Issued | 35 | C | 1,801.75 |
| 24479 | 23-Jan-2020 | GART50 | GARTH'S ELECTRIC CO LTD - INC NO. 248102 | Issued | 35 | C | 268.51 |
| 24480 | 23-Jan-2020 | HIGT50 | HIGH TECH WATER | Issued | 35 | C | 55.00 |
| 24481 | 23-Jan-2020 | LAFR50 | LAFARGE - LAT DIV OF LAFARGE CANADA IN | Issued | 35 | C | 7,497.94 |
| 24482 | 23-Jan-2020 | TRUE50 | TRUE CONSULTING GROUP | Issued | 35 | C | 18,523.08 |
| 24483 | 23-Jan-2020 | 1MFR50 | 100 MILE FREE PRESS | Issued | 36 | C | 70.00 |
| 24484 | 23-Jan-2020 | ACEC50 | ACE COURIER SERVICES | Issued | 36 | C | 24.96 |
| 24485 | 23-Jan-2020 | CARN50 | CARO ANALYTICAL SERVICES | Issued | 36 | C | 117.68 |
| 24486 | 23-Jan-2020 | CINT50 | CINTAS THE UNIFORM PEOPLE | Issued | 36 | C | 84.63 |
| 24487 | 23-Jan-2020 | CIVI50 | CIVICINFO BC | Issued | 36 | C | 150.15 |
| 24488 | 23-Jan-2020 | COMI50 | COMMISSIONAIRES BRITISH COLUMBIA | Issued | 36 | C | 948.15 |
| 24489 | 23-Jan-2020 | GART50 | GARTH'S ELECTRIC CO LTD - INC NO. 248102 | Issued | 36 | C | 768.02 |
| 24490 | 23-Jan-2020 | INTU50 | INTERNATIONAL UNION OF OPERATING ENG | Issued | 36 | C | 431.46 |
| 24491 | 23-Jan-2020 | MINI50 | MINISTER OF FINANCE | Issued | 36 | C | 1,250.00 |
| 24492 | 23-Jan-2020 | NORM50 | NORTHERN COMPUTER | Issued | 36 | C | 60.48 |
| 24493 | 23-Jan-2020 | SCOO50 | SCOTT, ROY | Issued | 36 | C | 851.40 |
| 24494 | 23-Jan-2020 | SMIT50 | SMITTY'S JANITORIAL SERVICES (1993) | Issued | 36 | C | 2,047.50 |
| 24495 | 31-Jan-2020 | COMI50 | COMMISSIONAIRES BRITISH COLUMBIA | Issued | 37 | C | 2,167.20 |
| 24496 | 31-Jan-2020 | 1MFE50 | 100 MILE FEED & RANCH SUPPLY LTD | Issued | 38 | C | 24.53 |
| 24497 | 31-Jan-2020 | ACEC50 | ACE COURIER SERVICES | Issued | 38 | C | 24.96 |
| 24498 | 31-Jan-2020 | ALBE50 | ALBERTA FIRE CHIEFS ASSOCIATION | Issued | 38 | C | 1,613.26 |
| 24499 | 31-Jan-2020 | ANDR50 | ANDRE'S ELECTRONIC EXPERTS | Issued | 38 | C | 65.76 |
| 24500 | 31-Jan-2020 | BLAJ50 | BLAKLEY, JAMES DOUGLAS | Issued | 38 | C | 200.00 |
| 24501 | 31-Jan-2020 | CARN50 | CARO ANALYTICAL SERVICES | Issued | 38 | C | 158.00 |
| 24502 | 31-Jan-2020 | CINT50 | CINTAS THE UNIFORM PEOPLE | Issued | 38 | C | 64.11 |

DISTRICT OF 100 MILE HOUSE

Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Feb 03, 2020

Time : 9:20 am

Supplier : 079850 To ZZ9950
 Pay Date : 01-Jan-2020 To 31-Jan-2020
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 10C

Seq : Cheque No. Status : **K1**
 Medium : M=Manual C=Computer E=E T=PA

| Cheque # | Cheque Date | Supplier | Supplier Name | Status | Batch | Medium | Amount |
|----------|-------------|----------|---------------------------------------|-----------|-------|--------|-------------|
| 24311 | 05-Dec-2019 | DWBF50 | DWB CONSULTING SERVICES LTD | Cancelled | 560 | C | -525.00 |
| 24397 | 10-Jan-2020 | 1MFI50 | 100 MILE FIREMEN'S SOCIETY | Issued | 4 | C | 1,350.00 |
| 24398 | 10-Jan-2020 | 1MFR50 | 100 MILE FREE PRESS | Issued | 4 | C | 527.36 |
| 24399 | 10-Jan-2020 | ACEC50 | ACE COURIER SERVICES | Issued | 4 | C | 360.45 |
| 24400 | 10-Jan-2020 | BCTR50 | BC TRANSIT | Issued | 4 | C | 19,067.76 |
| 24401 | 10-Jan-2020 | BURG50 | BURGESS PLUMBING HEATING & ELECTRIC/ | Issued | 4 | C | 130.29 |
| 24402 | 10-Jan-2020 | CAND50 | CANADIAN NATIONAL | Issued | 4 | C | 812.10 |
| 24403 | 10-Jan-2020 | CARN50 | CARO ANALYTICAL SERVICES | Issued | 4 | C | 181.04 |
| 24404 | 10-Jan-2020 | CDMS50 | CDM SERVICES & REPAIRS | Issued | 4 | C | 572.86 |
| 24405 | 10-Jan-2020 | CENT50 | CENTRAL CARIBOO DISPOSAL SERVICES LT | Issued | 4 | C | 6,751.24 |
| 24406 | 10-Jan-2020 | CHUB50 | CHUBB LIFE INSURANCE COMPANY OF CAN/ | Issued | 4 | C | 240.80 |
| 24407 | 10-Jan-2020 | CINT50 | CINTAS THE UNIFORM PEOPLE | Issued | 4 | C | 309.87 |
| 24408 | 10-Jan-2020 | CLEA50 | CLEARTECH INDUSTRIES INC | Issued | 4 | C | 978.60 |
| 24409 | 10-Jan-2020 | COMI50 | COMMISSIONAIRES BRITISH COLUMBIA | Issued | 4 | C | 1,083.60 |
| 24410 | 10-Jan-2020 | DONE50 | DONEX PHARMACY & DEPARTMENT STORE | Issued | 4 | C | 29.12 |
| 24411 | 10-Jan-2020 | DWBF50 | DWB CONSULTING SERVICES LTD | Issued | 4 | C | 1,180.07 |
| 24412 | 10-Jan-2020 | EXEV50 | EXETER VALLEY TRUCK & CAR WASH | Issued | 4 | C | 24.68 |
| 24413 | 10-Jan-2020 | HERA50 | HERITAGE SIGNWORKS | Issued | 4 | C | 274.40 |
| 24414 | 10-Jan-2020 | INTU50 | INTERNATIONAL UNION OF OPERATING ENG | Issued | 4 | C | 378.82 |
| 24415 | 10-Jan-2020 | JUST50 | JUSTICE INSTITUTE OF BC | Issued | 4 | C | 1,060.20 |
| 24416 | 10-Jan-2020 | LEXI50 | LEXISNEXIS CANADA INC | Issued | 4 | C | 404.78 |
| 24417 | 10-Jan-2020 | MINI50 | MINISTER OF FINANCE | Issued | 4 | C | 214.85 |
| 24418 | 10-Jan-2020 | NORI50 | NORTHERN LIGHTS KENNELS | Issued | 4 | C | 200.00 |
| 24419 | 10-Jan-2020 | NORM50 | NORTHERN COMPUTER | Issued | 4 | C | 271.69 |
| 24420 | 10-Jan-2020 | PATE50 | PATERSON SEPTIC SERVICE | Issued | 4 | C | 315.00 |
| 24421 | 10-Jan-2020 | PMIN50 | PM INDUSTRIES LTD SIDNEY | Issued | 4 | C | 556.58 |
| 24422 | 10-Jan-2020 | TRUE50 | TRUE CONSULTING GROUP | Issued | 4 | C | 1,263.72 * |
| 24423 | 10-Jan-2020 | WCEL50 | W.C. ELECTRIC LTD | Issued | 4 | C | 193.18 * |
| 24424 | 10-Jan-2020 | WESG50 | WESTEDGE ENGINEERING LTD | Issued | 4 | C | 3,284.93 * |
| 24425 | 10-Jan-2020 | WESW50 | WESTERN WATER ASSOCIATES LTD | Issued | 4 | C | 5,442.95 * |
| 24426 | 10-Jan-2020 | ARFH50 | ARF HOLDINGS LTD | Issued | 5 | C | 500.00 |
| 24427 | 10-Jan-2020 | BLAJ50 | BLAKLEY, JAMES DOUGLAS | Issued | 5 | C | 500.00 |
| 24428 | 10-Jan-2020 | CARN50 | CARO ANALYTICAL SERVICES | Issued | 5 | C | 298.72 |
| 24429 | 10-Jan-2020 | CINT50 | CINTAS THE UNIFORM PEOPLE | Issued | 5 | C | 24.33 |
| 24430 | 10-Jan-2020 | FIVE50 | FIVE STAR UNIFORMS | Issued | 5 | C | 1,520.08 |
| 24431 | 10-Jan-2020 | GFOA50 | GOVERNMENT FINANCE OFFICERS ASSOCI/ | Issued | 5 | C | 243.60 |
| 24432 | 10-Jan-2020 | GRAY50 | GRAYDON GROUP MANAGEMENT INC | Issued | 5 | C | 193.99 |
| 24433 | 10-Jan-2020 | INTU50 | INTERNATIONAL UNION OF OPERATING ENG | Issued | 5 | C | 418.17 |
| 24434 | 10-Jan-2020 | LEGU50 | LEGUERRIER CONSTRUCTION LTD | Issued | 5 | C | 500.00 |
| 24435 | 10-Jan-2020 | MUNI50 | MUNICIPAL INSURANCE ASSOCIATION OF BC | Issued | 5 | C | 15,906.00 |
| 24436 | 10-Jan-2020 | NATP50 | NATIONAL PROCESS EQUIPMENT INC | Issued | 5 | C | 18,988.48 ✓ |
| 24437 | 10-Jan-2020 | NORM50 | NORTHERN COMPUTER | Issued | 5 | C | 1,584.94 |
| 24438 | 10-Jan-2020 | VADI50 | VADIM COMPUTER MANAGEMENT GROUP | Issued | 5 | C | 12,885.93 |
| 24439 | 17-Jan-2020 | 1MDE50 | 100 MILE DEVELOPMENT CORPORATION | Issued | 6 | C | 2,093.00 |
| 24440 | 17-Jan-2020 | ACEC50 | ACE COURIER SERVICES | Issued | 6 | C | 166.30 |
| 24441 | 17-Jan-2020 | ANTL50 | ANTLE TOWING LTD | Issued | 6 | C | 291.37 |
| 24442 | 17-Jan-2020 | BURG50 | BURGESS PLUMBING HEATING & ELECTRIC/ | Issued | 6 | C | 455.79 |
| 24443 | 17-Jan-2020 | CAMP50 | CAMPSALL, PATRICK MICHEL | Issued | 6 | C | 65.00 |
| 24444 | 17-Jan-2020 | FULT50 | FULTON & COMPANY | Issued | 6 | C | 796.71 |
| 24445 | 17-Jan-2020 | LAMB50 | LAMBOURNE ENVIRONMENTAL LTD | Issued | 6 | C | 7,875.00 ✓ |
| 24446 | 17-Jan-2020 | PERF50 | PERFORMANCE ALL TERRAIN & RENTALS LT | Issued | 6 | C | 152.89 |
| 24447 | 17-Jan-2020 | S&DW50 | S & D WELDING & FABRICATING | Issued | 6 | C | 168.00 |
| 24448 | 17-Jan-2020 | SPAT50 | SPATIAL TECHNOLOGIES (2017) INC | Issued | 6 | C | 656.25 |
| 24449 | 17-Jan-2020 | TERI50 | TERRAIN TECHNICAL SERVICES | Issued | 6 | C | 546.00 ✓ |