

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

**June 23<sup>rd</sup>**  
**2020**  
**7:00 PM**



<p><b>A.</b></p>	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor to call the regular meeting to order at 7:00 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,d,g) of the Community Charter.</p>
<p><b>B.</b></p>	<p><b><u>APPROVAL OF AGENDA:</u></b></p>
	<p><b>B1</b></p> <p>BE IT RESOLVED THAT the June 23<sup>rd</sup>, 2020 Regular Council agenda <u>be approved</u>.</p>
<p><b>C.</b></p>	<p><b><u>INTRODUCTION OF LATE ITEMS AND FROM COMMITTEE OF THE WHOLE:</u></b></p>
<p><b>D.</b></p>	<p><b><u>DELEGATIONS:</u></b></p>
<p><b>E.</b></p>	<p><b><u>MINUTES:</u></b></p>
<p><b>Regular Council – May 12<sup>th</sup> 2020</b></p>	<p><b>E1</b></p> <p>BE IT RESOLVED THAT the minutes of the Regular Council meeting of May 12<sup>th</sup> 2020 <u>be adopted</u>.</p>
<p><b>Special Regular Council – May 27<sup>th</sup> 2020</b></p>	<p><b>E2</b></p> <p>BE IT RESOLVED THAT the minutes of the Special Regular Council meeting of May 27<sup>th</sup> 2020 <u>be adopted</u>.</p>
<p><b>F.</b></p>	<p><b><u>UNFINISHED BUSINESS:</u></b></p>

G.	<b><u>MAYOR'S REPORT:</u></b>
H.	<b><u>CORRESPONDENCE:</u></b>
<b>Commissionaires Report – May 2020</b>	<b>H1</b> BE IT RESOLVED THAT the By-Law Officer report for the period of May 1 <sup>st</sup> to 31 <sup>st</sup> 2020 <u>be received</u> .
I.	<b><u>STAFF REPORTS:</u></b>
<b>2019 Annual Report</b>	<b>I1</b> BE IT RESOLVED THAT the 2019 Annual Report be received and made available for public inspection.
<b>SC Arts &amp; Culture Society – NDI Grant App</b>	<b>I2</b> BE IT RESOLVED THAT the District of 100 Mile House Council support the South Cariboo Arts & Culture Society 2020 funding application to the Northern Development Initiative Trust Community Halls and Recreation Facilities program.
<b>Purchasing Policy Amendments</b>	<b>I3</b> BE IT RESOLVED THAT the memo from Administration dated June 18, 2020 regarding the District of 100 Mile House Purchasing Policy Amendment be received; and further  BE IT RESOLVED THAT the proposed policy amendments be approved.
J.	<b><u>BYLAWS:</u></b>
<b>Zoning Amendment By-Law 1368-2020</b>	<b>J1</b> BE IT RESOLVED THAT <b><u>“Zoning Amendment By-Law No. 1368-2020”</u></b> be read a first and second time this 23 <sup>rd</sup> day of June 2020.
<b>Zoning Amendment By-Law 1369-2020</b>	<b>J2</b> BE IT RESOLVED THAT <b><u>“Zoning Amendment By-Law No. 1369-2020”</u></b> be read a first and second time this 23 <sup>rd</sup> day of June 2020.

<b>Zoning Amendment By-Law 1370-2020</b>	<b>J3</b> BE IT RESOLVED THAT <b><u>“Zoning Amendment By-Law No. 1370-2020”</u></b> be read a first and second time this 23 <sup>rd</sup> day of June 2020.
<b>Zoning Amendment By-Law 1371-2020</b>	<b>J4</b> BE IT RESOLVED THAT <b><u>“Zoning Amendment By-Law No. 1371-2020”</u></b> be read a first and second time this 23 <sup>rd</sup> day of June 2020.
<b>K.</b>	<b><u>VOUCHERS</u></b>
<b>Paid Vouchers (May) – #24786 to # 24877 &amp; EFTs</b>	<b>K1</b> BE IT RESOLVED THAT the paid manual vouchers #24786 to #24877 and EFT’s totaling \$ 362,946.28 <u>be received.</u>
<b>L.</b>	<b><u>OTHER BUSINESS:</u></b>
<b>M.</b>	<b><u>QUESTION PERIOD:</u></b>
<b>N.</b>	<b><u>ADJOURNMENT</u></b> BE IT RESOLVED THAT this June 23 <sup>rd</sup> , 2020 meeting of Council be adjourned:           Time:



**DISTRICT OF 100 MILE HOUSE**

**MEETING HELD IN DISTRICT COUNCIL CHAMBERS**

**THURSDAY, MAY 12, 2020 AT 7:00 PM**

PRESENT:	Mayor	Mitch Campsall
	Councillor	Ralph Fossum
	Councillor	Dave Mingo (via zoom)
	Councillor	Chris Pettman (via zoom)
	Councillor	Maureen Pinkney

STAFF:	CAO	Roy Scott
	Dir. of Finance	Tammy Boulanger (via zoom)

OTHERS: Media (0)

<b>A</b>	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Campsall called the meeting to order at 7:00 PM</p>
<b>B</b>	<p><b><u>APPROVAL OF AGENDA</u></b></p>
	<p><b>B1</b></p> <p><b>Res: 52/20</b>  Moved By: Councillor Pinkney  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the May 12<sup>th</sup> 2020 Regular Council Agenda <u>be approved</u>.</p> <p style="text-align: center;">CARRIED.</p>

<p><b>C</b></p>	<p><b><u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u></b></p> <p>Item 16 was a late item added to the Agenda. Copies of the memo were distributed to Council, media and posted to the District web site prior to the meeting.</p>
<p><b>D</b></p>	<p><b><u>DELEGATIONS</u></b></p>
<p><b>E</b></p>	<p><b><u>MINUTES</u></b></p>
<p><b>Court of Revision</b></p>	<p><b>E1</b></p> <p><b>Res: 53/20</b>                  Moved By: Councillor Fossum                  Seconded By: Councillor Pinkney</p> <p>BE IT RESOLVED THAT the Minutes of the Court of Revision held April 21<sup>st</sup> 2020 be approved.</p> <p style="text-align: center;">CARRIED.</p>
<p><b>Regular Council – April 21<sup>st</sup> 2020</b></p>	<p><b>E2</b></p> <p><b>Res: 54/20</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Pettman</p> <p>BE IT RESOLVED THAT the Minutes of the Regular meeting of Council held April 21<sup>st</sup> 2020 be adopted.</p> <p style="text-align: center;">CARRIED.</p>
<p><b>Special Council – May 7<sup>th</sup> 2020</b></p>	<p><b>E2</b></p> <p><b>Res: 55/20</b>                  Moved By: Councillor Pinkney                  Seconded By: Councillor Fossum</p> <p>BE IT RESOLVED THAT the Minutes of the Special Regular meeting of Council held May 7<sup>th</sup> 2020 be adopted.</p> <p style="text-align: center;">CARRIED.</p>



	<b><u>UNFINISHED BUSINESS</u></b>
<b>G</b>	<p><b><u>MAYOR'S REPORT</u></b></p> <p>Mayor Campsall noted that he was satisfied with the response and criteria/procedures established by the Province to address public concerns regarding the influx of tree planters into BC and in 100 Mile House in particular. Those guidelines will only work with industry cooperation and vigilance on the part of the FLNRO</p>
<b>H</b>	<b><u>CORRESPONDENCE</u></b>
<b>Commissionaires Report – April 2020</b>	<p><b>H1</b></p> <p><b>Res: 56/20</b>  Moved By: Councillor Mingo  Seconded By: Councillor Pettman</p> <p>BE IT RESOLVED THAT the By-Law Officer report for the period of April 1<sup>st</sup> to 30<sup>th</sup> 2020 <u>be received</u>.</p> <p style="text-align: center;">CARRIED.</p>
<b>I</b>	<b><u>STAFF REPORTS</u></b>
<b>2019 Corporate &amp; Community Carbon Emissions Report</b>	<p><b>I1</b></p> <p><b>Res: 57/20</b>  Moved By: Councillor Mingo  Seconded By: Councillor Pinkney</p> <p>BE IT RESOLVED THAT the memo dated April 29<sup>th</sup>, 2020 regarding the 2019 Corporate &amp; Community Carbon Emissions report be received.</p> <p style="text-align: center;">CARRIED.</p>



<p><b>Joint Use Renewal Agreement</b></p>	<p><b>I2</b></p> <p><b>Res: 58/20</b> Moved By: Councillor Fossum Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT Council approve renewal of the Joint Use Facilities Agreement between the District of 100 Mile House, the Cariboo Regional District, School District 27, Thompson Rivers University (Wms Lake Campus, and the City of Wms Lake; and further</p> <p>BE IT RESOLVED THAT THE Martin Exeter Hall/Valley Room complex is excluded from the Joint Use Facilities Agreement.</p> <p>CARRIED.</p>
<p><b>BC Transit Operating Agreement</b></p>	<p><b>I3</b></p> <p><b>Res: 59/20</b> Moved By: Councillor Pinkney Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House hereby authorizes Administration to execute the Annual Operating Agreement between the District and BC Transit.</p> <p>CARRIED.</p>
<p><b>CRD Contribution Agreement Renewal - Transit</b></p>	<p><b>I4</b></p> <p><b>Res: 60/20</b> Moved By: Councillor Pinkney Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House hereby authorizes Administration to execute the Contribution Renewal Agreement between the District and the Cariboo Regional District for Transit Services.</p> <p>CARRIED.</p>



<p><b>Cariboo Trail Sidewalk Tender</b></p>	<p><b>I5</b></p> <p><b>Res: 61/20</b>                  Moved By: Councillor Pinkney                  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT all tenders received for the Cariboo Trail Sidewalk Project are hereby rejected.</p> <p style="text-align: center;">CARRIED.</p>
<p><b>9<sup>th</sup> Street Watermain Project (late item)</b></p>	<p><b>I6</b></p> <p><b>Res: 62/20</b>                  Moved By: Councillor Pinkney                  Seconded By: Councillor Fossum</p> <p>BE IT RESOLVED THAT the memo from Administration dated May 11, 2020 regarding water system upgrades on 9<sup>th</sup> Street be received, and further</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House approves the 9<sup>th</sup> Street water main upgrades, and further</p> <p>BE IT RESOLVED THAT the District of 100 Mile House Purchasing Policy be waived for the 9<sup>th</sup> Street water system upgrade project.</p> <p style="text-align: center;">CARRIED.</p>
<p><b>J</b></p>	<p><b><u>BYLAWS</u></b></p>
<p><b>2020 Tax Rate Financial Plan By-Law #1366-2020</b></p>	<p><b>J1</b></p> <p><b>Res: 63/20</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Pettman</p> <p>BE IT RESOLVED THAT District of 100 Mile House <b><u>"Tax Rates Bylaw No. 1366-2020"</u></b> be read a first, second and third time this 12<sup>th</sup> day of May 2020.</p> <p style="text-align: center;">CARRIED.</p>





<p><b>Adopt 2020 Tax Rate Financial Plan By-Law #1366-2020</b></p>	<p><b>J2</b></p> <p>In finalizing the Tax Rate By-Law 1366 Council agreed on the following points:</p> <ul style="list-style-type: none"><li>➤ <b>Zero percent property tax increase for 2020</b></li><li>➤ <b>Due date for taxes remains at July 1<sup>st</sup></b></li><li>➤ <b>Penalty date is October 1<sup>st</sup> instead of the normal date of July 2<sup>nd</sup></b></li><li>➤ <b>Approved water and sewer rates would be implemented as planned</b></li><li>➤ <b>Approved water/sewer frontage taxes to be implemented as planned</b></li><li>➤ <b>Temporary student hiring freeze – reviewed monthly</b></li><li>➤ <b>Minimizing travel, training, legal and other discretionary costs</b></li><li>➤ <b>Petition BC transit to fund operating shortfall for 2020</b></li><li>➤ <b>Reject all tenders for the Cariboo Trail sidewalk project</b></li><li>➤ <b>Deferral of Valley Room Upgrade project</b></li></ul> <p>The financial impacts of COVID-19 on municipal operations will be an ongoing process throughout the year. Administration will bring a Financial Plan Amendment request to Council late in the fall of 2020 should the need arise.</p> <hr/> <p><b>Res: 64/20</b> Moved By: Councillor Pinkney Seconded By: Councillor Pettman</p> <p>BE IT RESOLVED THAT District of 100 Mile House <b><u>"Tax Rates Bylaw No. 1366-2020"</u></b> be adopted this 12<sup>th</sup> day of May 2020.</p> <p style="text-align: center;">CARRIED.</p>
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<b>K</b>	<b><u>GENERAL VOUCHERS</u></b>
<p><b>Paid Vouchers – #24689 to # 24785 &amp; EFTs</b></p>	<p><b>K1</b></p> <p><b>Res: 65/20</b>                  Moved By: Councillor Fossum                  Seconded By: Councillor Pinkney</p> <p>BE IT RESOLVED THAT the paid manual vouchers #24689 to #24785 and EFT's totaling \$ 687,304.56 <u>be received</u>.</p> <p style="text-align: center;">CARRIED.</p>
<b>L</b>	<b><u>OTHER BUSINESS:</u></b>
<b>M</b>	<b><u>QUESTION PERIOD</u></b>
<b>N</b>	<p><b><u>ADJOURNMENT</u></b></p> <p><b>Res: 66/20</b>                  Moved By: Councillor Fossum                  Seconded By: Councillor Pinkney</p> <p>BE IT RESOLVED THAT this Regular meeting for May 12<sup>th</sup> 2020 be adjourned: Time: 7:20 PM.</p> <p style="text-align: center;">CARRIED.</p>
	<p>I hereby certify these minutes to be correct.</p> <p>_____</p> <p>Mayor</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Corporate Officer</p>





**DISTRICT OF 100 MILE HOUSE**

**MEETING HELD IN DISTRICT COUNCIL CHAMBERS**

**THURSDAY, MAY 27, 2020 AT 12:00 PM**

PRESENT: Mayor Mitch Campsall  
Councillor Ralph Fossum  
Councillor Dave Mingo  
Councillor Chris Pettman  
Councillor Maureen Pinkney (via zoom)

STAFF: CAO Roy Scott

OTHERS: Media (0)

<b>A</b>	<b><u>CALL TO ORDER</u></b>  Mayor Campsall called the meeting to order at 12:00 PM
<b>B</b>	<b><u>APPROVAL OF AGENDA</u></b>
	<b>B1</b>  <b>Res: 67/20</b> Moved By: Councillor Mingo Seconded By: Councillor Pettman  BE IT RESOLVED THAT the May 27 <sup>th</sup> 2020 Special Regular Council Agenda <u>be approved</u> .  CARRIED.

C	<b><u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u></b>
D	<b><u>DELEGATIONS</u></b>
E	<b><u>MINUTES</u></b>
	<b><u>UNFINISHED BUSINESS</u></b>
G	<b><u>MAYOR'S REPORT</u></b>
H	<b><u>CORRESPONDENCE</u></b>
I	<b><u>STAFF REPORTS</u></b>
<b>Covid-19 Reopening Policy/Procedures</b>	<p><b>I1</b></p> <p><b>Res: 68/20</b>                  Moved By: Councillor Pettman                  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the memo dated May 21<sup>st</sup>, 2020 regarding the COVID-19 Reopening Policy be received; and further</p> <p>BE IT RESOLVED THAT the District of 100 Mile House Covid-19 Reopening Policy be approved.</p> <p style="text-align: center;"><b>CARRIED.</b></p> <hr/> <p>Council also agreed the following facilities will remain closed to the public:</p> <ul style="list-style-type: none"> <li>➤ Municipal Campground</li> <li>➤ Marten Exeter Hall/Valley Room complex</li> <li>➤ All outdoor washrooms w/out handwash capabilities</li> </ul> <p>At such time as all safety precautions &amp; protocols are in place and staff trained; the main office will reopen to the general public.</p>



<p><b>J</b></p>	<p><b><u>BYLAWS</u></b></p>
<p><b>Parks &amp; Community Facilities Amendment By-Law #1367-2020</b></p>	<p><b>J1</b></p> <p><b>Res: 69/20</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Fossum</p> <p>BE IT RESOLVED THAT District of 100 Mile House <b><u>"District of 100 Mile House Parks and Community Facilities Amendment Bylaw No. 1367-2020"</u></b> be read a first, second and third time this 27<sup>th</sup> day of May 2020.</p> <p style="text-align: center;">CARRIED.</p>
<p><b>Adoption Parks &amp; Community Facilities Amendment By-Law #1367-2020</b></p>	<p><b>J2</b></p> <p><b>Res: 70/20</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Pettman</p> <p>BE IT RESOLVED THAT District of 100 Mile House <b><u>"District of 100 Mile House Parks and Community Facilities Amendment Bylaw No. 1367-2020"</u></b> be adopted this 27<sup>th</sup> day of May 2020.</p> <p style="text-align: center;">CARRIED.</p>
<p><b>K</b></p>	<p><b><u>GENERAL VOUCHERS</u></b></p>
<p><b>L</b></p>	<p><b><u>OTHER BUSINESS:</u></b></p>



<b>M</b>	<b><u>QUESTION PERIOD</u></b>
<b>N</b>	<b><u>ADJOURNMENT</u></b>  <b>Res: 71/20</b> Moved By: Councillor Mingo Seconded By: Councillor Pettman  BE IT RESOLVED THAT this Regular meeting for May 27 <sup>th</sup> 2020 be adjourned: Time: 12:14 PM.  CARRIED.
	I hereby certify these minutes to be correct.   <p>_____</p> <p>Mayor</p> <p>_____</p> <p>Corporate Officer</p>





# COMMISSIONAIRES

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## Monthly Progress Report

District of 100 Mile House – Bylaw Enforcement Site 545  
May 1<sup>st</sup> to May 31<sup>st</sup>, 2020

In May, there were 4 Requests for Service:

- Building – Neighbor building a large shed and blocking view – Checked with the neighbor, he has all permits and approvals.
- Garbage – Garbage in the bush behind trailer in Scenic Place trailer park. Most likely due to bears. Will check to see who owns the property.
- Garbage cans – Cans being put out at night attracting bears. Talked to residents and asked them to put cans out in the morning – will monitor.
- Noise – Contractor dropping off large equipment very early in the morning, waking up residences. Talked to the contractor, it was a one-time thing.

Other issues dealt with in May:

- Vehicle parked 2 hours out on the road. Left note if vehicle is not moved it will be towed. Vehicle was removed off the road.
- Barking dog- Dog barking for long periods disturbing neighbors. Talk to the owner, dog was put inside.
- No Parking – 2 – Talked to drivers, vehicles were moved.

Harold Underhill  
Employee No. 3258  
Commissionaires B.C.

DISTRICT OF 100 MILE HOUSE  
2019 ANNUAL REPORT







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Cover photo credit: Dave Mingo

## The History of 100 Mile House

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

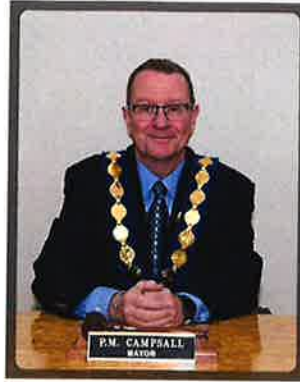
Throughout this gold fever, certain roadhouses, because of their favorable locations along the Cariboo Wagon Road from Lillooet to Soda Creek, grew to be supply points for the gold seekers and the surrounding district, 100 Mile House, South Cariboo's dominant community, was originally one of these stopping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

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



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

## Mayor's Message



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

### Highlights from 2019

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

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

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

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

➤ **Maintain Strong Financial Stewardship**

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

➤ **Infrastructure Upgrades and Development**

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

➤ **Staff Development & Succession Planning**

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

➤ **Planning & Economic Development**

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

## District Council

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

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

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



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

## Council Biographies



### Mayor Mitch Campsall

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

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

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

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

### Appointments

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



### Councilor Ralph Fossum

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

### Appointments

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



### Councilor Dave Mingo

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

### Appointments

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



### Councilor Chris Pettman

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

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

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

### Appointments

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



### Councilor Maureen Pinkney

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

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



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

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

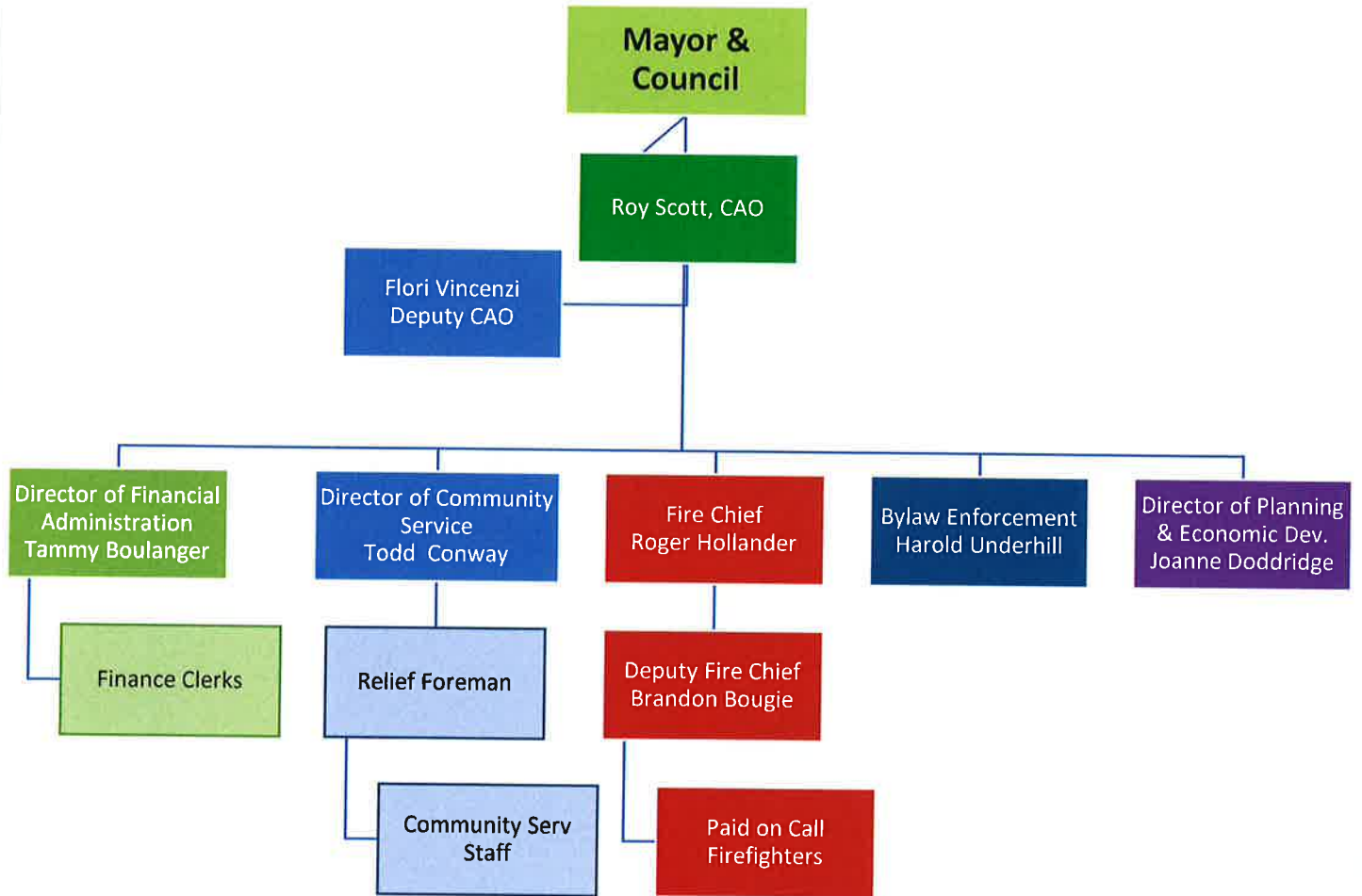
### **Appointments**

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



*Centennial Park Water Falls*

# Organizational Chart



## 2019 HIGHLIGHTS

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

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

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

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



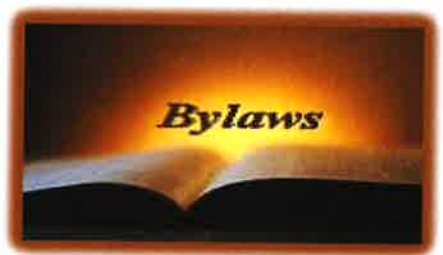
*Municipal Office*



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

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

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



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



## Planning & Development

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

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

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

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

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

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

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

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

Secondary Suite policy – conduct research, prepare discussion memo, prepare policy. Policy direction to be provided by Council. Full policy development research is ongoing.

Update investment materials. Project funding has been identified and approved. The Community Profile has been updated.

Conduct Housing Needs Assessment – funding has been identified, prepare RFP, engage consultant in 2020.

Conduct Regional/Sub-Regional Labour Market Study – funding has been identified through regional network and have partnered to project manage the study development. Completion slated for March 2020.

Enrolled in BC PNP Entrepreneur Immigration Regional Pilot Project - establish processes and administer interest.



## Fire Department

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

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

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



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

Complete fire inspection frequency policy reviewing solution with existing resources.

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

## Community Services

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

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



*A Look Inside the Water Treatment Plant*

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

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





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

**The Alpine Watermain project was completed in 2019.**

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

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

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



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





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

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

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

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



## **2020 ANTICIPATED**

### **Administration**

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

### **Finance**

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

### **Planning & Development**

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

## 2020 ANTICIPATED

### Fire Department

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

### Community Services

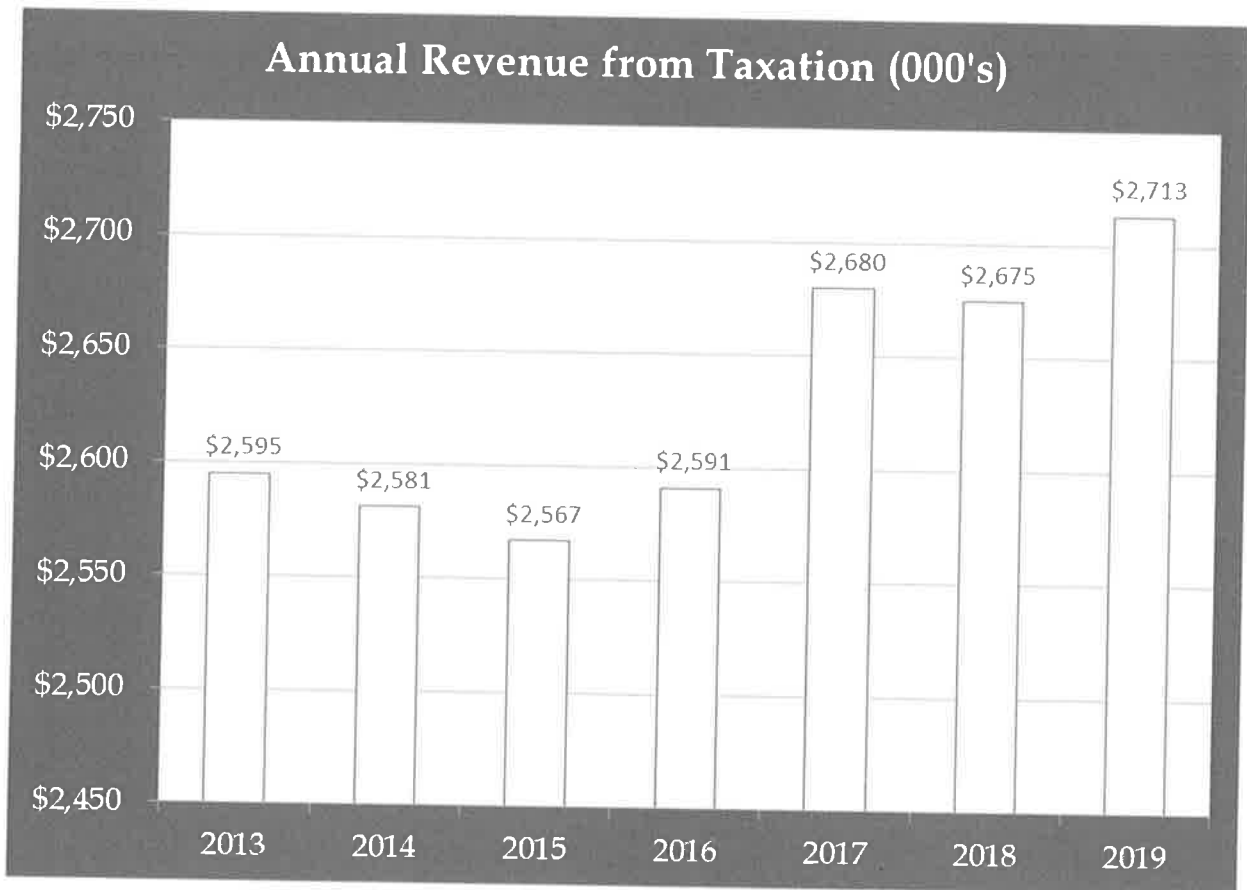
- Fleet Upgrades: Elgin Crosswind Sweeper Replacement
- Fleet Upgrades: Truck Replacement
- Paving Program Continued - various areas throughout the District
- Cariboo Trail Sidewalk Project
- Centennial Park Gateway Project
- Lodge & Martin Exeter Hall upgrade
- Emergency overflow at lagoons
- Sani dump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



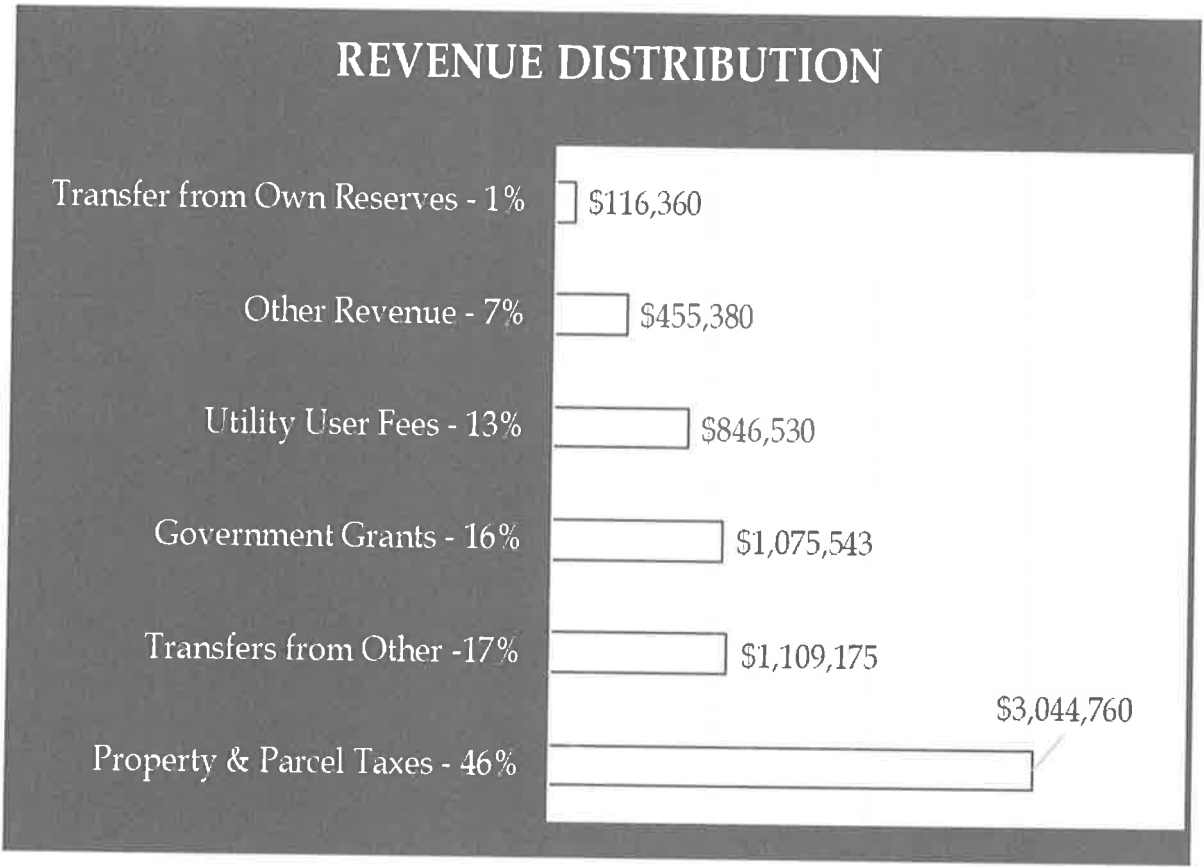
# STATISTICAL DATA

## Tax Collection - Revenues / Expenditures

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

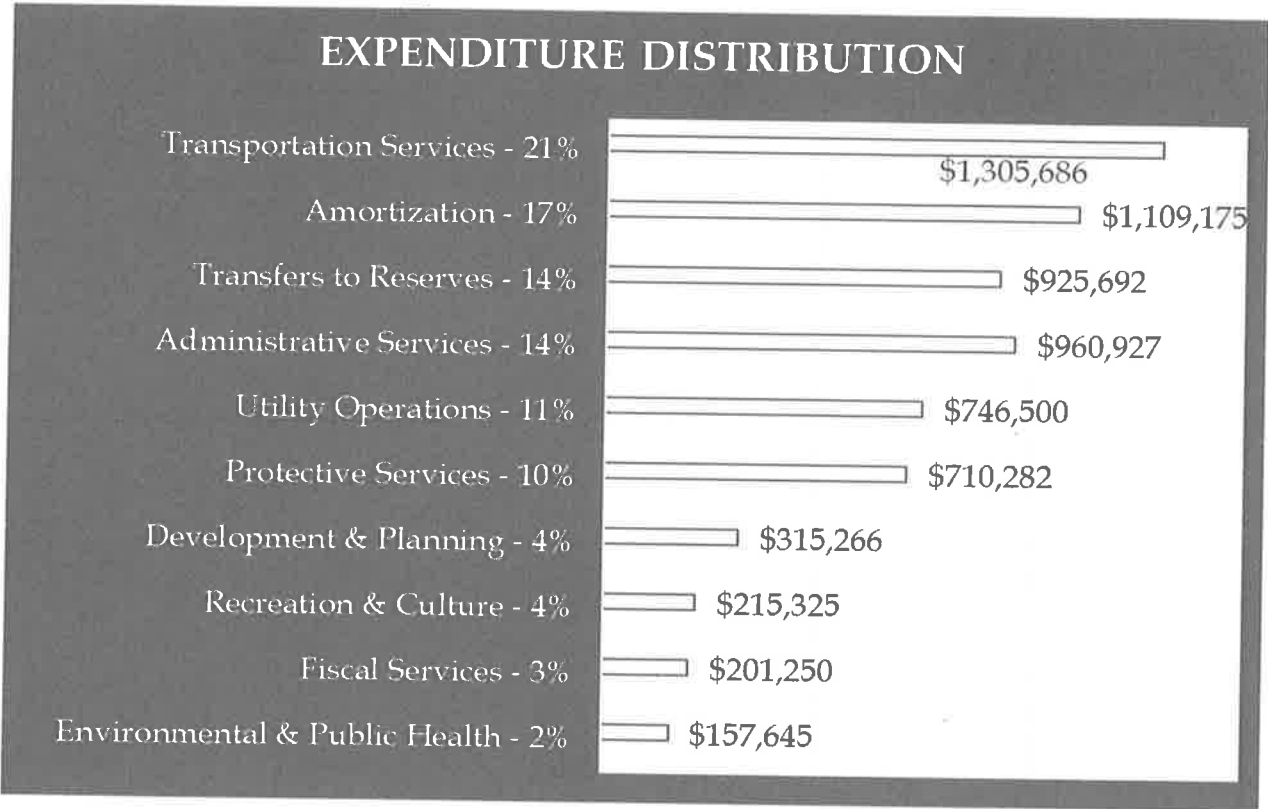


# 2019 Revenue Distribution

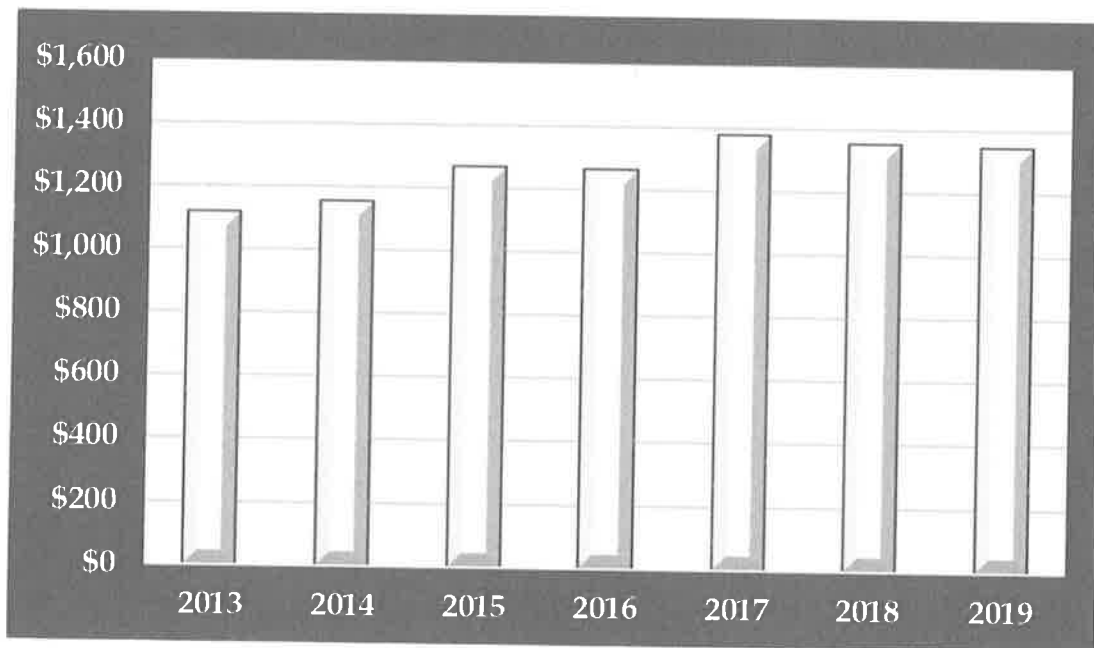




# 2019 Expenditure Distribution



# Gross Salaries / Wages (\$,000)



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

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



# Permissive Tax Exemptions

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

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

# Development Cost Charges

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

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

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

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

**Note:**

Collections are reported net of Waivers & Reductions.

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

Tammy Boulanger, Director of Finance

# Community Forest Operations

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

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



**Pile/Debris Burning:**

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

**Cost Recovery:**

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

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

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

**Consolidated Financial Statements**  
**ATTACHED**

**DISTRICT OF 100 MILE HOUSE**  
**Consolidated Financial Statements**  
**Year Ended December 31, 2019**



**DISTRICT OF 100 MILE HOUSE**  
**Index to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

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# District of 100 Mile House

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## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

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The accompanying consolidated financial statements of the District of 100 Mile House (the "District") are the responsibility of management and have been approved by the Mayor and Council of the District.

The consolidated financial statements have been prepared by management in compliance with legislation, and in accordance with Canadian public sector accounting standards. The significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District maintains systems of internal accounting and administrative controls, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the District's assets are appropriately accounted for and adequately safeguarded.

The District is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements.

The District of 100 Mile House's Mayor and Council reviews and approves the financial statements. The District's Mayor and Council meets periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities. The Mayor and Council also appoint the engagement of the external auditors.

PMT Chartered Professional Accountants LLP, the auditors appointed by the Council, have reviewed the systems of internal control and examined the financial statements in accordance with Canadian generally accepted auditing standards to enable them to express an independent opinion on the financial statements. Their report accompanies these statements.

  
Tammy Boulanger  
Director of Financial Administration

  
Mitch Campsall  
Mayor





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## **INDEPENDENT AUDITOR'S REPORT**

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**To the Mayor and Council of the District of 100 Mile House**

**Report on the Consolidated Financial Statements**

**Opinion**

We have audited the consolidated financial statements of the District of 100 Mile House (the District), which comprise of the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of financial activities, changes in net financial assets and consolidated statement of cash flow for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2019, and the consolidated results of its operations and consolidated cash flow for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

**Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the District in accordance with ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements**

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

(continues)



**CHARTERED PROFESSIONAL ACCOUNTANTS LLP**

208 - 475 Birch Avenue, PO Box 160  
100 Mile House, BC V0K 2E0  
Telephone 250-395-2274  
Fax 250-395-2256  
www.pmtcpa.com

Independent Auditor's Report to the councillors of District of 100 Mile House (continued)

**Auditor's Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

100 Mile House, BC  
May 7, 2020

**PMT CHARTERED PROFESSIONAL  
ACCOUNTANTS LLP**

**DISTRICT OF 100 MILE HOUSE**  
**Consolidated Statement of Financial Position**  
**Year Ended December 31, 2019**

	2019	2018
<b>Financial Assets</b>		
Cash and short term investments (Note 3)	\$ 13,607,758	\$ 12,867,902
Accounts receivable (Note 4)	1,147,163	742,098
Investment in 100 Mile Development Corporation (Note 5)	544,477	308,651
MFA deposits (Note 7)	20,941	113,110
Other assets	8,116	-
	<u>15,328,455</u>	<u>14,031,761</u>
<b>Financial Liabilities</b>		
Accounts payable and accrued liabilities (Note 8)	696,700	760,800
Deferred revenue (Note 9)	1,435,802	1,054,003
Development cost charges (Note 9)	389,555	367,461
MFA debt reserve (Note 7)	20,941	113,110
Long term debt (Note 10)	77,230	1,396,752
Other liabilities	-	1,924
	<u>2,620,228</u>	<u>3,694,050</u>
<b>Net Financial Assets</b>	<u>12,708,227</u>	<u>10,337,711</u>
<b>Non-Financial Assets</b>		
Tangible capital assets (Note 11)	35,763,668	34,853,125
Supply inventory	75,128	73,783
Prepays	43,141	41,927
	<u>35,881,937</u>	<u>34,968,835</u>
	<u>48,590,164</u>	<u>45,306,546</u>
<b>Represented by</b>		
Operating fund (Note 15)	7,179,440	10,443,820
Statutory reserves (Note 15)	11,914,045	8,768,276
Equity in tangible capital assets (Note 16)	29,496,679	26,094,450
	<u>48,590,164</u>	<u>45,306,546</u>
<b>Accumulated surplus</b>	<u>\$ 48,590,164</u>	<u>\$ 45,306,546</u>

Contingent liabilities and commitments (Note 18)  
Subsequent events (Note 20)

The accompanying notes are an integral part of this statement

**DISTRICT OF 100 MILE HOUSE**  
**Consolidated Statement of Financial Activities**  
**Year Ended December 31, 2019**

	Budget (Unaudited) (Note 21) 2019	2019	2018
<b>Revenue</b>			
Property taxation & grants in lieu (Note 12)	\$ 3,020,444	\$ 3,072,768	\$ 3,031,606
Government transfers (Note 13)	3,714,427	2,583,600	2,983,076
Sale of services (Note 14)	1,321,860	1,474,865	1,718,144
Other revenue	214,495	1,668,899	596,030
Investment income	1,000	288,672	241,373
Earnings of 100 Mile Development Corporation (Note 5)	80,000	735,827	26,109
Development cost charges	4,090	-	-
Gain on disposal of assets	-	1,055	44,453
	8,356,316	9,825,686	8,640,791
<b>Direct costs</b>			
General government	955,251	806,355	886,895
Protective services	799,600	774,648	785,443
Solid waste management and recycling	115,700	129,164	124,241
Public health	31,185	29,142	37,508
Planning and development	545,703	418,669	473,932
Transportation	1,992,440	1,872,890	1,948,396
Parks, recreation and culture	318,055	194,629	198,840
Water services	608,820	528,817	500,792
Sewer services	486,330	512,575	393,970
Debt financing	1,303,615	1,275,179	81,552
Loss from sale/write down of tangible capital assets	-	-	57,400
	7,156,699	6,542,068	5,488,969
<b>Annual surplus</b>	1,199,617	3,283,618	3,151,822
Accumulated surplus, beginning of year	45,306,546	45,306,546	42,154,724
<b>Accumulated surplus, end of year</b>	\$ 46,506,163	\$ 48,590,164	\$ 45,306,546

The accompanying notes are an integral part of this statement

**DISTRICT OF 100 MILE HOUSE**  
**Consolidated Statement of Changes in Net Financial Assets**  
**Year Ended December 31, 2019**

	Budget (Unaudited) 2019	2019	2018
<b>Annual surplus</b>	\$ -	\$ 3,283,618	\$ 3,151,822
Acquisition of tangible capital assets	-	(3,371,108)	(2,470,628)
Amortization	1,103,395	1,231,439	1,186,441
Loss on disposal of tangible capital assets	-	-	57,400
Gain on disposal of tangible capital assets	-	(1,055)	(44,453)
Proceeds on disposal of tangible capital assets	-	58,016	160,863
	1,103,395	(2,082,708)	(1,110,377)
	1,103,395	1,200,910	2,041,445
Acquisition of supply inventory	-	(75,128)	(73,783)
Acquisition of prepaid expenses	-	(43,141)	(41,927)
Consumption of inventories of supplies	-	73,783	64,271
Use of prepaid expenses	-	41,927	92,515
Net change in work-in-progress	-	1,172,165	(2,563,529)
	-	1,169,606	(2,522,453)
Net financial assets, beginning of year	1,103,395	2,370,516	(481,008)
	10,337,711	10,337,711	10,818,719
<b>Net financial assets, end of year</b>	\$ 11,441,106	\$ 12,708,227	\$ 10,337,711

The accompanying notes are an integral part of this statement

**DISTRICT OF 100 MILE HOUSE**  
**Consolidated Statement of Cash Flow**  
**Year Ended December 31, 2019**

	2019	2018
<b>Operating activities</b>		
Annual surplus	\$ 3,283,618	\$ 3,151,822
Items not affecting cash:		
Amortization	1,231,439	1,186,441
Gain on disposal of assets	(1,055)	(44,453)
Loss from sale/write down of tangible capital assets	-	57,400
Earnings of 100 Mile Development Corporation	(735,827)	(26,109)
	<u>3,778,175</u>	<u>4,325,101</u>
Changes in non-cash working capital:		
Accounts receivable	(405,065)	1,614,871
Supply inventory	(1,345)	(9,512)
Accounts payable and accrued liabilities	(64,099)	(663,972)
Deferred revenue	403,891	(216,561)
Prepays	(1,214)	50,588
Other liabilities	(10,040)	10,478
	<u>(77,872)</u>	<u>785,892</u>
Cash flow from operating activities	<u>3,700,303</u>	<u>5,110,993</u>
<b>Investing and capital activity</b>		
Acquisition of tangible capital assets and work in progress	(2,198,941)	(5,034,163)
Proceeds on disposal of tangible capital assets	58,016	160,863
Dividend paid from 100 Mile Development Corporation	500,000	250,000
Cash flow used by investing and capital activity	<u>(1,640,925)</u>	<u>(4,623,300)</u>
<b>Financing activity</b>		
Debt repayment	<u>(1,319,522)</u>	<u>(120,864)</u>
<b>Increase in cash flow</b>	<b>739,856</b>	<b>366,829</b>
Cash - beginning of year	<u>12,867,902</u>	<u>12,501,073</u>
<b>Cash - end of year</b>	<b>\$ 13,607,758</b>	<b>\$ 12,867,902</b>

The accompanying notes are an integral part of this statement



**DISTRICT OF 100 MILE HOUSE**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

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The District of 100 Mile House was incorporated in 1965 and operates under the provision of the *Local Government Act* and the *Community Charter of British Columbia*. The District provides municipal services such as administrative, protective, transportation, environmental, recreational, water, sewer, and fiscal management.

**1. Significant Accounting Policies**

The consolidated financial statements of the District have been prepared in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of Chartered Professional Accountants of Canada. Significant aspects of the accompanying policies adopted by the District are as follows:

a) Reporting Entity

The consolidated financial statements reflect a combination of the assets, liabilities, revenues, expenditures, and changes in fund balances and in financial position of the District's General, Water, Sewer and Reserve Funds. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the District and which are owned or controlled by the District except for the District's government business enterprise, 100 Mile Development Corporation which is accounted for on the modified equity basis of accounting.

The Perpetual Care fund is excluded from the consolidated financial statements.

b) Basis of Accounting

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

Funds within the consolidated financial statements consist of General, Water, Sewer and Reserve Funds. Transfers between funds are recorded as adjustments to the appropriate fund balance.

The resources and operations of the District have been separated for accounting and financial reporting purposes into eight Funds. Each Fund is treated as a separate centre of operations responsible for the resources or activities allocated to it.

- i. **Capital Funds:**  
The purpose of the Capital Funds is to reflect capital assets and the related financing and equity therein.
- ii. **Operating Funds:**  
The purpose of the Operating Funds is to reflect the operating activities, administration, and debt servicing functions of the District.
- iii. **Trust and Reserve Funds:**  
The purpose of these funds is to hold assets of a trust nature and funds provided to finance future capital expenditures.

The Capital Funds and Operating Funds have been segregated into the functions of sewer, water, and general operations.

**DISTRICT OF 100 MILE HOUSE**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

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**1. Significant Accounting Policies continued**

c) Cash and Short Term Investments

Cash and short term investments consist of cash on hand less outstanding cheques and deposits with a maturity of less than three months at the time of purchase, term deposits with a maturity of less than one year, and investments in the Municipal Finance Authority of British Columbia pooled investments that can be liquidated on demand. When outstanding cheques are in excess of cash on hand, the excess is reported in bank indebtedness.

d) Investment in Government Business Enterprise

The investment in 100 Mile Development Corporation ("Corporation"), a government business enterprise, is accounted for on a modified equity basis, consistent with Canadian generally accepted accounting principles as recommended by PSAB for investments in Government Business Enterprises. Under the modified equity basis, the Corporation's accounting policies are not adjusted to conform with those of the municipality and inter-organizational transactions and balances are not eliminated. The District recognizes its equity interest in the annual income or loss of the Corporation in its consolidated statement of operations with a corresponding increase or decrease in its investment asset account. Any dividends that the District may receive from the Corporation will be reflected as reductions in the investment asset account.

e) Deferred Revenue

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired.

f) Long-Term Debt

Debt charges, including principal, interest, and foreign exchange losses, are charged against current revenue in the periods in which they are paid.

g) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

i. Tangible Capital Assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development, or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as set out in the Capital Asset Policy. Estimated useful lives are as follows:

<u>Asset Category</u>	<u>Useful Life Range</u>
Buildings	40 to 75 years
Building Improvements	10 to 40 years
Furniture, Equipment & IT Technology	4 to 20 years
Machinery, Equipment & Vehicles	5 to 20 years
Roads	10 to 100 years
Underground & Other Engineered Structures	10 to 100 years

**DISTRICT OF 100 MILE HOUSE**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

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**1. Significant Accounting Policies continued**

II. Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and recorded as revenue.

III. Leased Assets

Leases which transfer substantially all the benefits and risk incidental to ownership of property, are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are included in expenses as incurred.

IV. Inventories

Inventories are valued at the lower of cost and net realizable value. Cost is determined using average costing.

h) Government Transfers

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made. Transfers received for which expenses are not yet incurred are included in deferred revenue.

i) Investment Income

The District follows the practice of investing individually significant unspent funds within individual funds. Interest earned is allocated on the basis of actual earnings from the specific instruments. Excess funds or temporary borrowings of all functions and capital projects are pooled and interest income or expense is allocated to the individual function on a monthly basis.

j) Management Uncertainty

The preparation of consolidated financial statements in conformity with PSAB requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure on contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenditures during the reporting period. Significant areas requiring use of management estimates relate to valuation of inventory and the collectability of accounts receivable and amortization of capital assets. Actual results could differ from those estimates.

k) Budget Reporting

Unaudited budget figures shown represent the Financial Plan Bylaw adopted by Council on April 9, 2019. These figures do not reflect subsequent amendments made by the Board of Directors to reflect changes in the budget throughout the year.

l) Employee Future Benefits

The cost of multi-employer defined contribution pension plan benefits, such as the Municipal Pension Plan pensions, are the employer's contributions due to the plan in the period.

**DISTRICT OF 100 MILE HOUSE**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

**2. Financial Instruments**

The District is exposed to various risks through the financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the District's risk exposure and concentration as of December 31, 2019.

a) Fair Value

Assets and liabilities designated as available-for-sale include cash, short term deposits and investments are measured in the statement of financial position at fair value where it is practical to determine the fair value. The fair value for accounts receivable, accounts payable and accrued liabilities approximate their carrying value due to the relatively short-term to maturity of these instruments. The carrying value of long-term debt approximates the fair value as the interest at rates consistent with the current rates offered to the District for debt with similar terms.

b) Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the District manages exposure through its normal operating and financing activities. The District is exposed to interest rate risk primarily through its term deposits and long-term debt where the interest rates are based on market rates.

c) Credit Risk

It is management's opinion that the District is not subject to significant credit risk associated with its financial instruments.

**3. Cash and Short-Term Investments**

	<b>2019</b>		<b>2018</b>
Bank	\$ 13,156,930	\$	12,426,205
Short Term Investments	450,828		441,697
	<b>\$ 13,607,758</b>	<b>\$</b>	<b>12,867,902</b>

Short Term Investments consist of investments with the Municipal Finance Authority of BC in a Money Market Fund and Bond Fund.

**4. Accounts Receivable**

	<b>2019</b>		<b>2018</b>
Property Taxes and Utilities	\$ 307,672	\$	304,764
Other Governments	59,665		81,312
Trade and Other	779,826		356,022
Less Allowance for Doubtful Accounts	-		-
<b>Total Accounts Receivable</b>	<b>\$ 1,147,163</b>	<b>\$</b>	<b>742,098</b>

**DISTRICT OF 100 MILE HOUSE**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

**5. Investment in 100 Mile Development Corporation**

The Corporation is owned and controlled by the District and is considered a Government Business Enterprise. As such, the Corporation is accounted for on the modified equity basis in these consolidated financial statements. The Corporation is charged with responsibility for economic development activities, operation of the Visitor Information Centre and management of the Community Forest.

	<b>2019</b>		<b>2018</b>	
100 Mile Development Corporation 100 Class A Shares (100%)	\$	100	\$	100
Opening retained earnings		308,551		282,442
Net income for the year		735,827		26,109
Dividend		500,000		-
Closing Retained Earnings	\$	<b>544,377</b>	\$	<b>308,551</b>
<b>Investment in the Corporation</b>	<b>\$</b>	<b>544,477</b>	<b>\$</b>	<b>308,651</b>

The following provides condensed supplementary financial information for the Corporation for the year ended December 31:

**Financial Position**

	<b>2019</b>		<b>2018</b>	
<b>Assets:</b>				
Current		605,152		362,330
Tangible Capital Assets		1,287		1,696
<b>Total Assets</b>	<b>\$</b>	<b>606,439</b>	<b>\$</b>	<b>364,026</b>

**Liabilities:**

Current		61,962		55,375
<b>Total Liabilities</b>	<b>\$</b>	<b>61,962</b>	<b>\$</b>	<b>55,375</b>

**Equity:**

Share Capital		100		100
Retained Earnings		544,377		308,551
<b>Total Equity</b>	<b>\$</b>	<b>544,477</b>	<b>\$</b>	<b>308,651</b>
<b>Total Liabilities and Equity</b>	<b>\$</b>	<b>606,439</b>	<b>\$</b>	<b>364,026</b>

**Operations:**

Revenue		1,376,009		559,433
Expenses		640,182		533,324
Net Income	<b>\$</b>	<b>735,827</b>	<b>\$</b>	<b>26,109</b>
Dividend		500,000		-
<b>Change In Equity</b>	<b>\$</b>	<b>235,827</b>	<b>\$</b>	<b>26,109</b>

**DISTRICT OF 100 MILE HOUSE**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

**6. Related party transactions**

During the year, the District provided operational funding of \$75,000 (2018 - \$25,000) to the 100 Mile Development Corporation, a wholly owned subsidiary. The District also charged rent of \$17,985 (2018 - \$17,985) to the 100 Mile Development Corporation for the Visitor Information Center.

The District and the Cariboo Regional District signed a 3-year agreement commencing January 1, 2017 to support the operation of the Martin Exeter Hall Complex through the District up to a maximum of \$55,000 annually. This complex is owned by the District but operated by the 100 Mile Development Corporation. This contribution is recognized in the subsidiary's revenue.

The 100 Mile Development Corporation declared a dividend payable of \$500,000 (2018 - \$0) to the District on November 12, 2019, which was paid on November 28, 2019.

Included in accounts receivable on December 31, 2019 is \$3,003 (2019 - \$3,976) due from the 100 Mile Development Corporation. Included in accounts payable on December 31, 2019 is \$2,094 (2018 - \$184) due to the 100 Mile Development Corporation.

These transactions are in the normal course of business and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

**7. Deposit and Reserve Municipal Finance Authority**

The Municipal Finance Authority of British Columbia (MFA) provides capital financing for regional districts and their member municipalities. MFA is required to establish a Debt Reserve Fund. Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. MFA pays into the Debt Reserve Fund these monies from which interest earned thereon less administration expenses becomes an obligation to the regional districts. It must then use this Fund, if at any time there are insufficient funds, to meet payments on its obligations. If this occurs, the regional districts may be called upon to restore the Fund.

Upon the maturity of a debt issue, the unused portion of the Debt Reserve Fund established for that issue will be discharged to the District. The District has estimated that there is only a remote possibility that these funds will not be paid to it and therefore these funds have been included in other assets. As of December 31, the total of the Debt reserve fund was comprised of:

	<b>2019</b>		<b>2018</b>
Cash Deposits	\$ 7,464	\$	35,029
Demand Notes	13,477		78,081
	<b>\$ 20,941</b>	<b>\$</b>	<b>113,110</b>

**8. Accounts Payable & Accrued Liabilities**

	<b>2019</b>		<b>2018</b>
Other Government	\$ 356	\$	13,434
Accrued Wages & Benefits	85,969		147,036
Trade & Other	610,375		600,330
	<b>\$ 696,700</b>	<b>\$</b>	<b>760,800</b>

**DISTRICT OF 100 MILE HOUSE**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

**9. Deferred Revenue**

	<b>2019</b>		<b>2018</b>
Federal Gas Tax Funds	\$ 1,232,651	\$	944,353
Prepaid taxes	125,779		107,273
Miscellaneous	77,372		2,377
Total Deferred Revenue	<u>1,435,802</u>		<u>1,054,003</u>
Development Cost Charges	389,555		367,461
Total Deferred Revenue & Development Cost Charges	<u>\$ 1,825,357</u>	<u>\$</u>	<u>1,421,464</u>

<b>Balance, beginning of year:</b>	<b>2019</b>		<b>2018</b>
Development Cost Charges – sewer utility fund	\$ 127,042	\$	124,849
Development Cost Charges – water utility fund	192,028		185,963
Development Cost Charges – drainage utility fund	13,829		13,591
Development Cost Charges – roads utility fund	34,562		16,736
Federal Gas Tax Funds	944,354		798,728
Prepaid taxes	107,273		126,841
Capital projects	-		320,273
Miscellaneous	2,376		51,045
	<u>1,421,464</u>		<u>1,638,026</u>
Add:			
Gas Tax Agreement funds received	276,929		138,460
Interest income restricted for projects	20,212		13,156
Development Cost Charges	13,251		20,332
Capital projects	-		177,500
Other amounts received	202,379		107,684
Total contributions	<u>512,770</u>		<u>457,131</u>
Less: Amount spent on projects and recorded as revenue	108,878		673,693
<b>Closing balance of unspent funds</b>	<u>\$ 1,825,357</u>	<u>\$</u>	<u>1,421,464</u>

**Federal Gas Tax Funds**

Gas Tax Agreement funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used towards designated public transit, community energy, water, wastewater, solid waste, and capacity building projects as specified in the funding agreements.

**Development Cost Charges**

Development Cost Charges are restricted revenue liabilities representing funds received from developers and deposited into a separate reserve fund for capital expenses. In accordance with generally accepted accounting principles, the District records these funds as restricted revenue which is then recognized as revenue when the related costs are incurred.

**DISTRICT OF 100 MILE HOUSE**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

**10. Long Term Debt**

Regular payments are made in accordance with the loan terms. Final payment amounts are based on actuarial calculations. Interest paid on long-term debt is included in the General Revenue Fund, the Water Revenue Fund and the Sewer Revenue Fund is \$59,557 (2018 - \$116,868).

	<b>Balance Beginning of Year</b>	<b>Additions</b>	<b>Principal Amount</b>	<b>Actuarial Adjustment</b>	<b>Balance End of Year</b>
<b>General Fund</b>					
MFA Issue 73	32,489		7,359	8,528	16,602
MFA Issue 105	1,173,193		1,147,320	25,873	-
	<b>\$ 1,205,682</b>	<b>\$ -</b>	<b>\$ 1,154,679</b>	<b>\$ 34,401</b>	<b>\$ 16,602</b>
<b>Water Fund</b>					
MFA Issue 70	3,962		1,751	2,211	-
MFA Issue 105	116,030		113,471	2,559	-
	<b>\$ 119,992</b>	<b>\$ -</b>	<b>\$ 115,222</b>	<b>\$ 4,770</b>	<b>\$ -</b>
<b>Sewer Fund</b>					
MFA Issue 85	71,078		5,278	5,172	60,628
	<b>\$ 71,078</b>	<b>\$ -</b>	<b>\$ 5,278</b>	<b>\$ 5,172</b>	<b>\$ 60,628</b>
<b>Total</b>	<b>\$ 1,396,752</b>	<b>\$ -</b>	<b>\$ 1,275,179</b>	<b>\$ 44,343</b>	<b>\$ 77,230</b>

**MFA 73:** Maturity Date 2020 Interest Rate 3.15% **MFA 85** Maturity Date 2024 Interest Rate 4.575%

The following principal amounts are payable over the next five years:

	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
General Fund	7,359	-	-	-	-
Water Fund	-	-	-	-	-
Sewer Fund	5,278	5,278	5,278	5,278	5,278
	<b>\$ 12,637</b>	<b>\$ 5,278</b>	<b>\$ 5,278</b>	<b>\$ 5,278</b>	<b>\$ 5,278</b>



**DISTRICT OF 100 MILE HOUSE**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

**11. Tangible Capital Assets**

	Land	Buildings	Vehicles, Furniture & Equipment	Transportation	Recreation Facilities	Water	Sewer	Assets Under Construction	Total
<b>2019</b>									
<b>Cost</b>									
Balance, beginning of year	\$ 1,578,160	\$ 3,364,462	\$ 4,564,679	\$ 21,862,265	\$ 2,106,926	\$ 8,550,245	\$ 8,004,607	\$ 7,570,871	\$ 57,602,215
Add: Acquisitions	338,141	35,424	80,823	1,658,870	13,897	1,243,953	-	1,799,405	5,170,513
Less: Disposals/ WIP allocation	-	-	62,736	-	-	-	-	2,971,569	3,034,305
Less: Writedowns	-	-	-	-	-	-	-	-	-
<b>Balance, end of year</b>	<b>\$ 1,916,301</b>	<b>\$ 3,399,886</b>	<b>\$ 4,582,766</b>	<b>\$ 23,521,135</b>	<b>\$ 2,120,823</b>	<b>\$ 9,794,198</b>	<b>\$ 8,004,607</b>	<b>\$ 6,398,706</b>	<b>\$ 59,738,423</b>
<b>Accumulated amortization</b>									
Balance, beginning of year	\$ -	\$ 2,251,546	\$ 2,552,522	\$ 9,431,209	\$ 768,608	\$ 4,104,346	\$ 3,640,859	\$ -	\$ 22,749,090
Add: Amortization	-	78,713	202,025	548,119	79,942	151,655	170,985	-	1,231,439
Less: Disposals	-	-	5,774	-	-	-	-	-	5,774
<b>Balance, end of year</b>	<b>\$ -</b>	<b>\$ 2,330,259</b>	<b>\$ 2,748,773</b>	<b>\$ 9,979,328</b>	<b>\$ 848,550</b>	<b>\$ 4,256,001</b>	<b>\$ 3,811,844</b>	<b>\$ -</b>	<b>\$ 23,974,755</b>
<b>Net book value, end of year</b>	<b>\$ 1,916,301</b>	<b>\$ 1,069,627</b>	<b>\$ 1,833,993</b>	<b>\$ 13,541,807</b>	<b>\$ 1,272,273</b>	<b>\$ 5,538,197</b>	<b>\$ 4,192,763</b>	<b>\$ 6,398,706</b>	<b>\$ 35,763,668</b>
<b>2018</b>									
<b>Cost</b>									
Balance, beginning of year	\$ 1,286,507	\$ 2,815,843	\$ 4,547,929	\$ 21,087,317	\$ 1,750,937	\$ 8,550,245	\$ 7,888,695	\$ 5,007,342	\$ 52,934,815
Add: Acquisitions	291,654	548,619	383,507	774,948	355,989	-	115,912	2,563,529	5,034,158
Less: Disposals/ WIP allocation	-	-	366,757	-	-	-	-	-	366,757
Less: Writedowns	-	-	-	-	-	-	-	-	-
<b>Balance, end of year</b>	<b>\$ 1,578,160</b>	<b>\$ 3,364,462</b>	<b>\$ 4,564,679</b>	<b>\$ 21,862,265</b>	<b>\$ 2,106,926</b>	<b>\$ 8,550,245</b>	<b>\$ 8,004,607</b>	<b>\$ 7,570,871</b>	<b>\$ 57,602,215</b>
<b>Accumulated amortization</b>									
Balance, beginning of year	\$ -	\$ 2,176,440	\$ 2,522,219	\$ 8,918,259	\$ 693,519	\$ 3,977,571	\$ 3,467,588	\$ -	\$ 21,755,596
Add: Amortization	-	75,106	223,250	512,950	75,089	126,775	173,271	-	1,186,441
Less: Disposals	-	-	192,947	-	-	-	-	-	192,947
<b>Balance, end of year</b>	<b>\$ -</b>	<b>\$ 2,251,546</b>	<b>\$ 2,552,522</b>	<b>\$ 9,431,209</b>	<b>\$ 768,608</b>	<b>\$ 4,104,346</b>	<b>\$ 3,640,859</b>	<b>\$ -</b>	<b>\$ 22,749,090</b>
<b>Net book value, end of year</b>	<b>\$ 1,578,160</b>	<b>\$ 1,112,916</b>	<b>\$ 2,012,157</b>	<b>\$ 12,431,056</b>	<b>\$ 1,338,318</b>	<b>\$ 4,445,899</b>	<b>\$ 4,363,748</b>	<b>\$ 7,570,871</b>	<b>\$ 34,853,125</b>

a) Contributed tangible capital asset

The value of contributed tangible capital assets during the year was nil (2018 - \$49,672)

**DISTRICT OF 100 MILE HOUSE**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

**12. Property Taxation and Grants in Lieu**

<b>Taxes Collected</b>	<b>2019</b>	<b>2018</b>
Property taxes	\$ 5,055,424	\$ 4,805,155
Special assessments	171,814	163,785
1% Utility tax	90,751	84,977
Grants In Lieu of taxes	81,529	90,162
Penalties and interest on taxes	15,370	17,650
	<b>\$ 5,414,888</b>	<b>\$ 5,161,729</b>
<b>Less transfers to other governments</b>		
School District	1,119,357	1,036,499
Regional District	687,130	628,739
Regional Hospital District	352,732	293,940
Joint Boards & Commissions	31,801	30,244
Other	151,100	140,701
	<b>\$ 2,342,120</b>	<b>\$ 2,130,123</b>
<b>Net Taxes available for municipal purposes</b>	<b>\$ 3,072,768</b>	<b>\$ 3,031,606</b>

**13. Government Transfers**

<u>Provincial grants</u>	<b>2019</b>	<b>2018</b>
Conditional: Union of BC Municipalities Well Upgrade	\$ 713,341	\$ 1,185,041
Clean Water and Wastewater Fund Upgrade	925,456	188,913
Martin Exeter Hall Renovation	-	386,986
Other	118,481	122,829
Unconditional: Small Community Protection	379,566	372,044
<u>Federal grants</u>		
Conditional and Unconditional:	-	-
<u>Regional &amp; other grants</u>		
Unconditional: Regional	-	-
Conditional: Cariboo Regional District	441,756	692,522
NDI Trust	5,000	13,889
CCBAC	-	20,852
	<b>\$ 2,583,600</b>	<b>\$ 2,983,076</b>

**DISTRICT OF 100 MILE HOUSE**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

**14. Sales of Services**

	<b>2019</b>	<b>2018</b>
Water user rates	\$ 486,091	\$ 456,074
Sewer user rates	401,676	374,553
Garbage/Recycling	24,929	26,192
Wildfire season	-	38,528
Timber sales	410,312	676,620
Other	151,857	146,200
	<b>\$ 1,474,865</b>	<b>\$ 1,718,144</b>

**15. Accumulated Surplus**

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

**Surplus**

	<b>2019</b>	<b>2018</b>
General operating fund	\$ 5,783,851	\$ 9,121,077
Sewer operating fund	372,105	716,713
Water operating fund	1,023,484	606,030
<b>Operating fund surplus</b>	<b>\$ 7,179,440</b>	<b>\$ 10,443,820</b>

**Reserves**

	<b>2019</b>	<b>2018</b>
Municipal infrastructure	\$ 3,740,633	\$ 2,234,897
Utility infrastructure	2,998,053	2,480,932
Parkland	6,010	5,928
Machinery & Equipment	2,392,314	1,942,493
Woodlot	134,690	163,786
Community Forest	2,642,345	1,940,240
<b>Total reserves</b>	<b>\$ 11,914,045</b>	<b>\$ 8,768,276</b>

- a) Included in the General Operating Fund are internally restricted funds of \$0 (2018 - \$1,290,000) for the repayment of debenture debt in 2019.
- b) Included in the General Operating Fund are internally restricted funds of \$100,000 (2018 - \$100,000) for the purposes of planning.
- c) Included in the General Operating Fund are internally restricted funds of \$41,956 (2018 - \$49,596) to be used to fund Interior Health Transit expense.

**DISTRICT OF 100 MILE HOUSE**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

**16. Equity in Tangible Capital Assets**

Equity in tangible capital assets (TCA) represents the net book value (NBV) of total capital assets less long term obligations assumed to acquire those assets. The change in consolidated equity in tangible capital assets is as follows:

	<b>2019</b>	<b>2018</b>
Equity in TCA, beginning of year	\$ 26,094,450	\$ 24,863,209
Add: Capital acquisitions	3,371,108	2,470,628
Debt principal repayment	1,275,180	81,552
Actuarial adjustment	44,342	39,312
Less: Proceeds from the issue of debt	-	-
Disposition at NBV	56,962	173,810
Amortization	1,231,439	1,186,441
Equity in TCA, end of year	<b>\$ 29,496,679</b>	<b>\$ 26,094,450</b>

**17. Expenses by Object**

	<b>2019</b>	<b>2018</b>
Goods and services	\$ 2,046,583	\$ 2,074,195
Salary, wages and benefits	1,925,308	1,971,284
Amortization	1,231,439	1,186,441
Interest and finance charges	63,559	118,097
Debenture debt payments	1,275,179	81,552
Loss from sale/write down of tangible capital assets	-	57,400
	<b>\$ 6,542,068</b>	<b>\$ 5,488,969</b>

**18. Contingent Liabilities and Commitments**

**a) Municipal Pension Plan**

The District of 100 Mile House and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the Plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

**DISTRICT OF 100 MILE HOUSE**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

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**18. Contingent Liabilities and Commitments continued**

The most recent actuarial valuation for the Municipal Pension Plan as of December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2021 with results available in 2022.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

The District of 100 Mile House paid \$91,045 for employer contributions to the Plan in fiscal 2019 (2018 - \$100,491)

**b) Joint and Several Liability**

The District of 100 Mile House, as a member of the Cariboo Regional District, is jointly and severally liable under the provisions of Sections 815 and 816 of the Local Government Act for any default on monies borrowed by the Cariboo Regional District.

**c) Well #4 and Exeter Water System Upgrade Project**

The District entered a contract with the Union of British Columbia Municipalities on March 1, 2016 for this project. Work in progress as of December 31, 2019 is \$6,317,600 (2018 - \$5,599,833) and is 97% complete; deadline to complete is December 31, 2020. The total cost for the project is estimated to be \$6,500,000. The project costs are financed to a maximum of \$5,850,000 by contribution from the Strategic Priorities Fund under the Administrative Agreement on the Federal Gas Tax Fund (GTF) in British Columbia and \$650,000 from capital reserves.

**19. Trust**

The District operates the 100 Mile Cemetery and maintains a Cemetery Perpetual Care Fund in trust, in accordance with the Cremation, Internment and Funeral Services Act of British Columbia. The funds held in trust amount to \$180,713 (2018 - \$173,984) and have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations.

**20. Subsequent events**

The following events occurred subsequent to the fiscal year end:

**a) Pandemic**

On March 12, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic. On March 18, 2020, the Province of BC declared a state of emergency to support the provincewide response to the COVID-19 pandemic. The effect of this pandemic and the resulting state of emergency on the future operations of the District at this time is unknown and therefore an estimate of the financial effect on the District is not practicable at this time.

**DISTRICT OF 100 MILE HOUSE**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2019**

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**b) Tangible Capital Assets**

The District entered into a contract with ITB – Intercontinental Truck Body on December 18, 2018 for a Fire Rescue Apparatus costing \$389,539 plus tax.

The District entered into a contract with Vimar Equipment Ltd. for a Regenerative Air Street Sweeper in April 2019 costing \$322,710 plus tax.

**21. Budget data**

The budget data presented in these consolidated financial statements is based upon the 2019 operating and capital budgets approved as the 2019 to 2023 Financial Plan by Council on April 9, 2019. The legislative requirements for the Financial Plan are that the cash inflows for the period must equal planned cash outflows.

Cash inflows and outflows budgeted for include such items as transfers to and from reserves, transfers to and from operating surpluses and proceeds on sale of assets. These items are not recognized as revenues and expenses in the Statement of Operations as they do not meet the definition of such under public sector accounting standards. PSAB requires that budget figures be presented on the same basis of accounting as actual figures.

The chart below reconciles the budget figures reported in these consolidated financial statements

Budget surplus per Statement of Financial Activities	<u>Budget Amount</u> \$ 1,199,617
Adjust for budgeted items not included in Statement of Financial Activities:	
Transfers from reserve funds	4,790,315
Transfer from operating surplus	(801,565)
Acquisition of tangible capital assets	(6,291,762)
Non-cash items - amortization	1,103,395
Financial Plan (Budget) Bylaw surplus for the year	<u>\$ -</u>



12

## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** June 10, 2020  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** SC Arts & Culture Society – NDI Funding Application

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The South Cariboo Arts & Culture Society is applying for funding under the NDI Community Halls and Recreation Facilities program. The purpose of the grant is to assist with installation of a wheelchair lift to improve accessibility in the gallery.

NDI criteria requires a Council resolution in support of the funding application.

Historically Council has provided resolutions supporting applications of this nature. Providing Council is supportive of the Arts Society proposal, as per the attached materials. The following resolution would be in order.

#### Recommendation:

**BE IT RESOLVED THAT the District of 100 Mile House Council support the South Cariboo Arts & Culture Society 2020 funding application to the Northern Development Initiative Trust Community Halls and Recreation Facilities program.**

  
\_\_\_\_\_  
Roy Scott, CAO

**Adobe Reader 8.0+ is required to complete this application form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>

**+ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

**1. Project Name**

Provide a name for the project that is proposed in this funding application:  Art for Everyone!	Have you previously received any Northern Development funding for this facility?  <input type="radio"/> Yes <input checked="" type="radio"/> No
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**2. Applicant Profile**

Applicant organization (legal name): South Cariboo Arts & Culture Society [operates ascParkside Art Gallery]	Non-profit society registration no. (if applicable): BC Society # S 0041089 Federal Charity # 87380 8323 RR0001
Mailing address: Box 1210, 100 Mile House, BC	Telephone: 250-395-2021 [Gallery number] 250-791-7233 [Primary contact]
Email: parksideartgallery@shaw.ca	Website (URL): parksideartgallery.100mile.com

**3. Primary Contact Information**

Primary contact (for this application): Tammie Ozanne	Position/title: Vice-President
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Complete the following if different from applicant organization contact information:

Mailing address: Box 570, 108 Mile Ranch, BC V0K 2Z0	Email: tammox@hotmail	Telephone: 250-791-7233
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4. Resolution of Support

★ If you are in the Northeast region, use the [Northeast Funding Application Form](#).

Identify the local or First Nations government that is providing a resolution of support for this funding application\*:

District of 100 Mile House

The resolution of support is:

Attached.

Not yet secured. The scheduled council meeting date is: April 21st, 2020, but have had favourable discussions.

★ Applicants are responsible for securing a resolution outlining support for the Northern Development funding request and must provide a copy to Northern Development before an application can be considered for funding.

\* The appropriate government agency should be determined based on the location of the project. For example:

- A project within a First Nations community requires a band resolution of support.
- A project within the municipal boundary requires a resolution of support from the municipality.
- A project outside the municipal boundary requires a resolution of support from the regional district.

★ Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert project name) from the (insert regional development account name).

5. Project Overview

Identify the project's **primary** investment area:

Agriculture       Energy       Mining       Pine Beetle Recovery       Tourism

Economic Development       Forestry       Olympic Opportunities       Small Business       Transportation

★ Northern Development project investments must fall within the ten investment areas above as identified in the Northern Development Initiative Trust Act.

Provide a description of the project:

Our project, "Art for Everyone", is to make Parkside Art Gallery [a non-profit community gallery], accessible to everyone who would like to view the wonderful talents of the South Cariboo artists and artisans. At the moment, people who cannot climb stairs are not able to enjoy art from the South Cariboo. We also have local artists and artisans who cannot be involved in the art gallery because of mobility issues. We want to change this by buying and installing a wheelchair lift, which also has a small bench seat. This would allow for all people who are mobility challenged to have free, unfettered access to the art gallery. There is a full set of stairs to climb, but it is wide enough to accommodate a lift.

Explain the rationale for the project:

*+ Focus on long term community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.*

The South Cariboo Arts & Culture Society, as the Parkside Art Gallery; see that we have a real need at the gallery to make it accessible to everyone. We have been in operation for twenty years [come June], and we know that one thing is badly missing; a wheelchair lift up our set of stairs, for those visitors who cannot walk up to the main floor. Our project, after consultation and meetings, was decided to raise funds to install a wheelchair lift with a bench seat, for those that are mobility challenged. There are artists and artisans, who can no longer make it up the stairs to see their own work or others. There are new people constantly moving into the community, who may not be able to gain access, as well as tourists passing through. A wheelchair lift will make our gallery finally accessible for everyone.

As an example for why this project is so important; a woman, Shirley Williams, a wonderful artist in our community who sold much of her art through Parkside Art Gallery, was a volunteer and involved member for many, many years. In the last few years, she has been in a wheelchair not able to enjoy the place she so loved. She always asks me when I see her, on how the project is going, excited to someday soon be able to return to a beloved place. To be able to make the gallery again accessible to her, is a personal and vital reason why this wheelchair lift is so important, for Shirley, and so many others.

We have an aging population, and though someone may not be in a wheelchair, they may not be able to climb our stairs, or be exhausted when they come to the main floor. A person may want to volunteer, but can't as they are mobility challenged. A wheelchair lift has a bench seat that is easily used. Since we are a place where people can gather; roam quietly from the main gallery to other rooms, or just browse in the gift shop, we need to make our gallery accessible to everyone.

**6. Sustainability**

Explain how funds will be generated to operate the facility for three years:

Funds will be used in year one. We will likely use Western Elevator, as they had the best quote, and their experience in the area is good. Within these three years, we will be promoting our new accessibility, and the Gallery's commitment to the community. This project will open the doors for so many new people indefinitely. We are also hoping to again be open six days a week.

Describe how the project will support population growth or help sustain population in the community or region:

The project of making our gallery accessible to everyone, will absolutely increase our membership from the 100 Mile and District area. Our desire in meeting the needs of the population, is what we always want to grow, as we have so many talented artisans and artists, who may not be participating in the gallery events or shows, because of mobility issues. We hope the new accessibility will change this for the better.

Describe how the project will contribute to environmental sustainability:

At the Gallery we have always promoted sustainability in the environment. We have an actual Nature's Gallery, where we promote art made from the environment, such as art with driftwood, and other natural wood products. We also have a natural garden, where anyone may come to enjoy. In promoting art in nature, we are showcasing the health of our world and how we may contribute to the desired health of our community.

7. Direct Economic Benefits

Outline the direct economic benefits to the local or regional economy:

In Making Parkside Art Gallery accessible to everyone, we will see new economic benefits through new membership, new volunteers, and new sales. We will have new artists and artisans now able to participate, who have not been able to before. Parkside Art Gallery also currently is open five days a week, since we don't have enough volunteers for six days. As an example, Shirley Williams, a wonderful artist in our community who sold much of her art through Parkside Art Gallery, was a volunteer and involved member for many, many years. In the last few years, she has been in a wheelchair not able to enjoy the place she so loved. To be able to make the gallery again accessible to her, is a personal and vital reason why this wheelchair lift is so important, for Shirley and so many others.

8. Current Employment

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):	How does the proposed funding help to sustain the existing positions?
Direct permanent full-time jobs:	0	35+ hours/week	12 months/year	We do not have paid employees, but a small core group of volunteers. We will likely see an increase in volunteers when the stairs no longer become an issue.
Direct permanent part-time jobs:	0	0 hours/week	12 months/year	
Direct permanent seasonal jobs:	0	0 hours/week	0 months/year	

9. New Employment (job creation)

✦ The following job creation will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/title(s):
Direct permanent full-time jobs:	0	35+ hours/week	12 months/year	We will likely see an increase in volunteers when the stairs no longer become an issue. We also
Direct permanent part-time jobs:	0	0 hours/week	12 months/year	We may be able to be open six days a week, rather than five, if we have new memberships.
Direct permanent seasonal jobs:	0	0 hours/week	0 months/year	
Direct temporary jobs (construction or consulting):	0	0 hours/week	0 months/year	
<b>TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:</b>				
<p>✦ Full-time equivalent (FTE) job creation is aggregated from information provided above.                      1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.</p>				

10. Increased Revenue Generation

✦ The following annual revenue generation will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Current annual revenues:	Projected annual revenues		
	Year 1	Year 2	Year 3
\$ 26,769	\$ 28,107	\$ 29,512	\$ 30,988
<b>INCREASED REVENUE EXPECTED OVER THREE YEARS:</b>			<b>\$ 8,299.37</b>
<p>✦ Incremental revenue expected is the sum of the <b>projected annual revenues</b> for the three years after the project, minus the <b>current annual revenues</b> over the same three year period.</p>			
<p>Describe how the revenue will be generated and the sources of revenue:</p> <p>The revenue shown, is the net revenue after art commissions are paid out. This includes donations and membership sales. It also includes rents from other user groups, using our facility. This is not before expenses are taken. Revenue will increase, as accessibility will increase because there will no longer be a barrier to coming into the gallery. I have used 5% as a viable increase in sales over three years. This is only an estimated guess.</p>			

11. Operational Cost Savings

✦ The following operational cost savings will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Current costs:	Projected costs		
	Year 1	Year 2	Year 3
\$ 28,156	\$ 26,748	\$ 25,410	\$ 26,680
<b>COST SAVINGS EXPECTED OVER THREE YEARS:</b>			<b>\$ (5,630)</b>
<p>✦ Cost savings expected is the sum of the <b>projected costs</b> for the three years after the project, minus the <b>current costs</b> over the same three year period.</p>			
<p>Describe how the operational cost savings will be generated (for example, energy efficient upgrades):</p> <p>I have used the expenses for the year end of 2019, and subtracted 5% per year as an estimate, for year one. When revenue does go up with the completion of the project, commissions will also increase. We also had a large cost in maintenance this past year, as we painted the entire two floors. A new floor in one areas was also laid down. That's why we are showing a negative profit and loss. Maintenance and repairs for the previous year was only \$1300. As we are a non-profit society, we do not have any large gains from year to year. When we do achieve a point where we can do it, our next project is to change the lighting system of the art gallery, and improve the natural garden with low upkeep plants.</p>			

12. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)	Describe the current stage of the project:
1) Project start date	31-Jul-2020	At this moment, we do not have enough funds to begin a project start date, as yet, however, we have two quotes and we only have to order and install, when we have the funds in place. As we are hoping to celebrate our 20th year in September, with an anniversary event, we would like to have it in by then.
2)		
3)		
4)		
5)		
6)		
7)		
8) Project completion date	30-Sep-2020	

✦ Complete the above, however if you wish to provide a more detailed project schedule, please attach separately to this application.

13. Project Budget

✦ Quotes must outline the proposed scope of work, the vendor and cost(s) excluding GST.

Expense item:	Amount (\$):	Vendor:	Verification:
Savaria Wheelchair lift	\$32,000.00	Western Elevator	<input checked="" type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
<b>TOTAL PROJECT BUDGET:</b>		<b>\$32,000.00</b>	

✦ Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

✦ Please refer to the [Community Halls and Recreation Facilities Application Guide](#) for eligible and ineligible costs.

14. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$ 22,400	✦ Maximum allowable grant is \$30,000 per community hall or recreation facility project, with the remainder available in the form of a loan.
Loan	\$ 0	✦ For term of 1-7 years, interest rate = prime. For term of 8-10 years, interest rate = prime+1%. Prime is taken at the time of initial release of funds.
Length of repayment term requested:	0 years (max 10)	
<b>TOTAL REQUESTED:</b>	<b>\$ 22,400</b>	

✦ Projects must be completed and funding disbursed by Northern Development prior to applying for additional funding for the same facility. In the Cariboo-Chilcotin/Lillooet, Northwest, and Prince George regions, applications seeking additional funding for a previously funded facility are limited to a maximum \$15,000 grant.

15. Other Funding Sources

Funding source: ✦ Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
South Cariboo Arts & Culture Society [operates ascParkside Art Gallery]	\$ 8,300.00	Applicant contribution	<input checked="" type="checkbox"/> Confirmation letter attached
Donations from South Cariboo Arts & Culture Society	\$ 1,300.00	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other:	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
<b>TOTAL OTHER FUNDING:</b>	<b>\$ 9,600.00</b>	<b>TOTAL PROJECT FUNDING:</b>	<b>\$ 32,000.00</b> (Northern Development + Other Sources)

✦ Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than eight other funding sources, attach a complete list separately.

16. Leveraging

Northern Development’s funding leverage for the project:

The funding request as a percentage of total project funding is: **70.00** %

+ Leverage % = (Northern Development funding request) ÷ (Total project funding)

+ Northern Development provides funding up to a maximum of 70% of an eligible project budget.

17. Attachments

List all documents attached to this application:

Document name:

- 1) **Required: Local government or band resolution of support** (as outlined in section 4. Resolution of Support)
- 2) **Required: Detailed quotes** (as outlined in section 13. Project Budget)
- 3) **Required (if applicable): Funding approval letters** (as outlined in section 15. Other Funding Sources)
- 4) **Required (if applicable): Society incorporation document** (not applicable for local governments or First Nations)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

**18. Authorization**

- I have read and understand the [Community Halls and Recreation Facilities Application Guide](#) including the eligible and ineligible costs.
- I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.
- I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).
- I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.
- I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- I agree to publicly acknowledge funding and assistance by Northern Development.
- I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): ✦ Please type name. Patsy Granberg	Position/title: President	Date: March 25th, 2020
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**19. Submitting Your Application**

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. ✦ Please do not scan this form (if possible).

Email: [info@northerndevlopment.bc.ca](mailto:info@northerndevlopment.bc.ca)





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## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** June 18, 2020  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** Purchasing Policy Amendment

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In its review of the District Purchasing Policy, Administration noted that the current wording of the policy is somewhat dated.

In consultation with legal counsel, we present some immediate amendments to the policy in order to make it more current and relevant in today's litigious environment.

Further changes will evolve as our review continues; however it was felt important to submit the attached amendments for immediate consideration.

If Council concurs with the proposed amendments, the attached amended policy is recommended for approval.

**Recommendation:**

**BE IT RESOLVED THAT the memo from Administration dated June 18, 2020 regarding the District of 100 Mile House Purchasing Policy Amendment be received; and further**

**BE IT RESOLVED THAT the proposed policy amendments be approved.**

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R. Scott, CAO

## 11 PURCHASING POLICY

### PURPOSE

The District of 100 Mile House is committed to obtaining the best possible value for its citizens on all purchases, through an open, fair, equitable and competitive opportunity for meeting Municipal objectives. This policy and procedure will confirm authorizations and approval limits for purchasing goods and service.

### GENERAL STATEMENT

Goods, Services, Equipment and Materials purchased on behalf of the District will be selected based on what is determined to be in the best interest of the District. While the price of the services, products or materials is important the following will be used to help determine what is in the best interest of the District and its taxpayers:

- Quality of Workmanship and/or product
- Dependability of Service
- Standardization with other District equipment
- Timely delivery of service, produce or materials
- Maintenance costs associated with the product of material
- Parts and Service availability
- Suitability for the intended use
- Ease of operation
- Resale value

### PURCHASING AUTHORITY

The following limitations apply as to the signing of Purchases and approval for purchases of goods and services:

<b>Purchases</b>	<b>Authority</b>
Up to \$ 500	Designated Staff Members
Up to \$ 5,000	Deputy Director of Corporate Administration
Up to \$10,000	Fire Chief & Operations Supervisor
Up to \$25,000	Director of Engineering & Community Services co-signed by Director of Finance
Over \$25,000 - \$50,000	Administrator & Director of Finance

Directors or the designated employee making the purchase are to ensure that funds are included in the current year's financial plan (budget) and the expenditure amount is the same or lower than the budgeted amount. Council shall approve all purchases which are not included in the budget or which exceed the budgeted amount.

## **PURCHASING METHODS**

Where goods and services to be purchased are contained in the current budget approved by Council, the general practice to be followed shall be:

- a) Purchases up to \$5,000 utilize the **Limited Value Purchase** method
- b) Purchases between \$5,000 and \$25,000 utilize the **Competitive Quotations** method
- c) Purchases over \$25,000 utilize ~~Public Tender Process~~ method (Tenders, RFP's and RFQ's) **the Formal-Competitive Process (FCP), described below.**

When situations arise that require a determination to be made with regards to the method of purchasing to be used, the Director of Financial Administration in consultation with the appropriate Director will make the final decision.

## **GROUP PURCHASING**

The District will participate in group purchasing when it meets the District's best value selection criteria and where it is in the Districts best interest to do so. Group purchasing is still restricted by the purchasing limits contained herein.

## **LAND ACQUISITIONS**

Land acquisitions are not covered by this purchasing policy and shall be conducted by the Administrator or Designate and Council.

## **PREFERENCE TO LOCAL SUPPLIERS**

No percentage differences or dollar preferences will be given to purchasing locally. This would represent a direct grant to local suppliers; however, full consideration will be given to potential future costs or savings that may be experienced by using a local supplier.

## **EMERGENCY PURCHASES**

There may be times that the direct acquisition of goods and services is required to maintain public health and safety. If the emergency occurs during normal working hours, the Department Head may issue a purchase order verbally without following the normal procedures. If an emergency occurs during non-working hours, the goods and services should

be obtained by the department as required. Under both circumstances, the proper documentation and account codes should be prepared as soon as possible after the emergency.

## **LIMITED VALUE PURCHASE – PURCHASES UP TO \$5,000**

### **1) Direct Acquisition**

Goods or services that have an estimated cost of up to but not exceeding \$2,000 may be purchased directly from a local supplier by the appropriate Department or by an employee who has authorization to expend funds.

2) Telephone Quotations

For goods or services with an estimated cost between \$2,000 and \$5,000 the department head is responsible for ensuring that at least three (3) verbal quotations have been received and documented.

**PROCEDURE**

The following procedures will be used to acquire goods, services or materials from a supplier. Each Director is responsible for purchases charged against his/her area of responsibility, and has the authority to delegate to their staff for the acquisition of goods, services, equipment and materials according to the purchasing authority limitations.

Directors or the designated employee making the purchase are to ensure that funds are included in the current years financial plan (budget). The purchase of goods and/or services for which no budget is available is prohibited.

1) Petty Cash

When the direct acquisition of goods or service is required and the value does not exceed \$50, petty cash may be issued to the supplier with whom the District does not have a regular charge account, or reimbursed to an authorized employee.

Petty cash will be issued by the Finance Department who will ensure all appropriate control functions for transactions are met. Receipts must be provided for all petty cash functions and shall include account coding and signatures.

2) Corporate Purchasing Card (CPC)

.....The District may from time to time as it sees fit use CPC's, Supplier charge cards or Credit  
.....Cards during the course of its operations, the use of which is restricted to the following  
.....guidelines:

- a) The CPC must be used only by the person whose name appears on the card, or has authorized signing approval.
- b) The CPC must be used only for official Municipal procurement and be within the limitations established for the card and for which budget provisions have been made.
- c) Upon request from the appropriate Director or Deputy, the Cardholder must return the CPC to the Director or Deputy who shall forward it to the Director of Financial Administration if required.
- d) The Cardholder, upon transfer from a department or termination of employment, must return the CPC to the appropriate Director for immediate cancellation. Action must be taken to ensure that all outstanding transaction slips have been verified and passed to the appropriate Director or Deputy.

- e) Each time the CPC is used:
- i. Ensure that an adequate description and quantity of the goods/services purchased with the CPC is entered either on the transaction slip, cash register tape, or on a separate paper attached to the transaction slip, and that the taxes are shown as a separate amount.
  - ii. Clearly mark each transaction slip with account number or code to which the purchase is to be debited.
  - iii. All transaction slips are to be promptly forwarded to the appropriate Director or Deputy and then to the Accounts Payable Clerk within 5 business days.
- f) CPC transactions shall not be split to stay within the limits for individual transactions.
- g) Back orders shall not be accepted.

### 3) Purchase Orders (PO)

Purchase orders are to be used for all purchases, where the Limited Value and Competitive Quotations methods of purchase are used except when the acquisition of goods and/or services is made by petty cash or if goods and/ or services are identified under "PO's not required" from the list below. A standing PO may be used for the regular purchase of goods or services.

Amended Oct  
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- Copies of Purchase Orders are to be distributed immediately as follows:
  - i. White Copy – Supplier, if requested
  - ii. Yellow Copy – Accounts Payable with packing slip, if applicable
- Purchase orders are issued at the time the commitment is made to the supplier. Purchase Orders are required even if the invoice is received at the time of purchasing the goods or services. Purchase orders and Invoices must be coded and approved then forwarded to Accounts Payable Clerk immediately. All invoices for payment require proper authorizations before cheques are issued.
- Purchase Orders must clearly specify supplier name, account codes, unit prices, and product or service descriptions. Applicable taxes & shipping charges shall be noted as "+ taxes and shipping".
- Where telephone quotations are required, they are to be documented on the last copy of the Purchase Order or as an attachment. If a quote is received via e-mail, print and attach quote to purchase order.
- Where union staff members issue a purchase order it must be forwarded to the department director immediately for approval and coding.

- If a “standing purchase order” is issued it is the Directors’ responsibility to ensure that all of the items recorded on the purchase order are reflected on the statement/invoice and coded to the appropriate department.
- All purchase orders must indicate the fleet unit number when applicable.
- The Accounts Payable Clerk will match the invoice to the purchase order and process payment. If there is a discrepancy between the purchase order and the invoice the AP Clerk will put the documents in the appropriate department folder for the Director/Manager to review and approve.
- Departments who purchase products that are controlled by WHMIS (Workplace Hazardous Material Information System) must obtain the MSDS (Material Safety Data Sheet) and then forward to the appropriate Director or Deputy. Material Safety Data Sheets are to then be appropriately filed for future evaluations.

### **Backorders**

- Backorders should be avoided, when possible, by issuing a separate Purchase Order for the item(s) which are unavailable at that time.
- When this is not practical, the yellow copy of the Purchase Order shall remain with the issuing department until all items have been received, at which time it can be attached to the final packing slip and forwarded to the Accounts Payable Clerk for processing.
- When submitting partial orders for payment, a photocopy of the Purchase Order shall be attached to the packing slip/invoice and forwarded to the Accounts Payable Clerk for processing. It shall be clearly indicated that the items represent only a portion of the original order and the original purchase order will follow when complete.

### **PO’s NOT REQUIRED FOR THE FOLLOWING**

#### **PROFESSIONAL AND TRAINING ACTIVITIES**

- Training / Workshops and Education
- Conference / Convention / Seminar Fees
- Magazines/Subscriptions/Periodicals
- Meeting Expenses
- Memberships
- Hotel accommodation
- Vehicle mileage Allowance
- Meal Allowances
- Employee Cash Advances
- Miscellaneous Travel Expense (e.g. Airport Fees)

## EMPLOYER GENERAL EXPENSES

- All Utility Expenses
- Debt Payments
- Grants to Agencies
- Licenses & Insurance
- Group Benefits (i.e.: Medical, dental etc.)
- Payment of Damages
- Payroll Deduction Remittances
- Petty Cash Replenishments

## ISSUANCE OF CHEQUES

- Manual cheques are to be issued once a week.
- Monthly vendor cheques are to be issued as close as possible to the last week of each month in which they are due.
- Council cheques are to be issued according to Council meeting dates

## COMPETITIVE QUOTATIONS – PURCHASES BETWEEN \$5,000 AND \$25,000

### 1) Written Quotations

Amended Oct 24/17

For goods and services that have an estimated cost of between \$5,000 and \$25,000 the department head is required to ensure that a minimum of three (3) written quotes are received, where enough suppliers are readily available.

### 2) Sole Source or Single Source Purchases

A competition may be waived and direct awarded in circumstances such as, but not limited to sole source or single source purchases:

- to ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative;
- where vendor's staff have specialized training and/or extensive experience;
- where there is an absence of competition and no acceptable alternative or substitute exists;
- for the purchase of used equipment or at auction;
- where it can be demonstrated the product or service is available only through one authorized manufacturer, distributor, dealer, or service provider;
- item is purchased for testing or trial use;
- for matters involving high security and/or to protect the confidentiality of the District;
- urgently required on an emergency basis (e.g. life/death, health, safety, critical equipment or facility breakdown);
- where there is demonstrated value to continue consultant services into the next project phase (i.e. from design to construction);

- any other situation where it is clearly demonstrated there is only one viable source of supply.

Dollar values that exceed \$25,000 must receive approval of Council.

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**PUBLIC TENDERING PROCESS — PURCHASES OVER \$25,000** Amended Oct 24/17

~~When the method of purchasing to be used is by way of Invitation to Tender, Request For Quotation (RFQ) or Request For Proposal (RFP) for any purchase over \$25,000, the following will be used to acquire the goods, services or materials from the appropriate supplier.~~

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~~**Agreement of Internal Trade (AIT)** — Compliance with the AIT is mandatory for all goods and services contracts in excess of \$100,000 and all construction contracts in excess of \$250,000.~~

~~**Invitation to Tender** — Is used in response to competitive bidding. The invitation to tender describes in significant detail (the specifications) what it seeks to have provided.~~

~~**Request for Proposal** — Is used when there are limited specifications to work with, or when the District is searching the marketplace for new or innovative ideas and has decided not to use specifications.~~

~~**Expression of Interest** — Is used to survey the marketplace for firms who are interested in an opportunity to be short listed to receive a tender or request for proposal from the District.~~

~~**Request for Quotations** — Is used to invite suppliers into a bidding process to bid on specific products or services.~~

**FORMAL COMPETITIVE PROCESS (FCP) – PURCHASES OVER \$25,000**

This FCP process is for internal District use only and may not be relied upon by any third party for any purposes whatsoever, including, without limitation, as a basis for any claim against the District. Where the terms and conditions of any FCP documents conflict with the terms and conditions of this FCP process, the terms and conditions of the FCP documents shall prevail.

FCPs are characterized by the solicitation of bids or proposals. There are several types of FCPs, the most common of which are: Request for Information (RFI), Request for Proposals (RFP), Request for Quotations (RFQ) and Request for Tenders (RFT), as defined below:



**Request for Information (RFI)**. An RFI is used to solicit information about goods or services, as well as the availability of the goods or services. The RFI is generally used to gather needed information to decide on whether a competitive selection process will be necessary and appropriate. Based on the information received through the RFI, the District may proceed to solicit proposals, quotations or tenders consistent with this procedure.

**Request for Proposal (RFP)**. An RFP is an invitation for suppliers to submit a proposal for the provision of goods or services. It is used when there are alternative ways to meet a specific need. The vendor is invited to propose what they consider the best way of meeting the District's needs, which may include providing unique skills. Specifications are general in nature and performance-based with pre-established criteria and weighting factors. The selection of the successful vendor is based on the best evaluated score rather than just the lowest bid price.

**Request for Quotation (RFQ)**. An RFQ is used to solicit competitive bids when the solution(s), specifications, performance standard(s), and timeframe(s) are defined. It is an opportunity for suppliers to competitively cost the chosen solutions. Potential bidders are provided with all pertinent information and the award is made to the bidder with the lowest total cost for the goods or services.

**Request for Tender (RFT)**. An RFT is used to solicit competitive bids when detailed specifications are available. Tenders can be evaluated against clearly stated criteria and specifications. The bids and prices are provided without condition and the award is made without negotiation, notwithstanding the District's right to negotiate with the successful vendor after the award has been made.

## **GOODS AND SERVICES REQUIRING PUBLIC TENDERING FCPs**

Amended Oct 24/17

The purchases of the following goods or services over \$25,000 must be completed by way of the FCP process outlined below.

- All projects in excess of \$25,000
- Capital construction programs exceeding \$25,000
- Capital equipment purchase exceeding \$25,000
- Acquisition of goods and—**or** services for professional or technical support estimated to exceed \$25,000 or two years in duration
- Operating expenditures exceeding -\$25,000

For the purposes of ensuring efficiency and effectiveness, the following exceptions to the normal tendering process are authorized and the normal tendering procedures “Do Not Apply” when:

- 1) ~~Services and/or supplies are provided by utility companies on a monopoly basis.~~
- 2) ~~Cooperative purchasing agreements made with other agencies or level of government.~~
- 3) ~~Due to emergency, a situation exists which could adversely affect the life, health or safety of citizens. The Administrator shall have the authority to bypass normal procedures in the event of disaster or emergency. Where an item is only available from a single supplier, the Administrator is authorized to take whatever action is necessary to secure the most beneficial contract for the District.~~
- 4) ~~Council and/or Management have determined that the best method to proceed with a capital project is by way of Request for Quotation (RFQ) or Request for Proposal (RFP).~~
- 5) ~~The District Council, by Resolution, authorized a direct purchase in circumstances they consider “appropriate”.~~
- 6) ~~All computer software shall be excluded.~~
- 7) ~~Should a dispute occur as to an item/project’s classification, the Director of Financial Administration will make the final decision.~~

### **Exemptions**

For the purposes of ensuring efficiency and effectiveness, the following categories are not subject to the Formal Competitive Process:

- 1) **Emergency or Time Sensitive Situations** – In emergency or time sensitive situations, where the need for goods and/or services is under a tight timeline or otherwise necessary on an urgent basis in order to address a risk to public health or safety, or a risk to property.
- 2) **Limited Availability** – Where there is an absence of competition for technical reasons, or where the goods or services are only available from a single supplier.
- 3) **Monopolies** – In cases where the market for the goods and/or services is controlled by a statutory or natural monopoly.
- 4) **Compatibility With Existing Goods and/or Services** – To ensure compatibility with existing goods or services, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized goods or services that must be

maintained by the supplier or its representative.

- 5) **Prototypes** – For the procurement of a prototype of a first good or service to be developed during and under a particular contract for research, experiment, study or original development.
- 6) **Unique Experience** – Where previous work of a vendor has resulted in that vendor having a unique understanding and/or knowledge of local systems and circumstances such that the awarding of a contract to another vendor would cause the District to incur additional expense because of the lack of this understanding and/or knowledge.
- 7) **Co-operative Agreements** – In cases where co-operative purchasing agreements are made with other agencies or other levels of government.
- 8) **Council Discretion** – Where Council, by Resolution, has authorized a direct purchase or sole sourcing in circumstances it considers necessary or appropriate for the purposes of:
  - (a) Addressing any of the circumstances described in paragraphs 1 through 7 above;
  - (b) Leveraging resources and/or relationships that increase economic opportunities for the District and/or District residents; and
  - (c) Benefitting from goods or services that can be purchased under exceptionally advantageous circumstances.
- 9) **Real Property** – For the procurement of real property.
- 10) **Software** – For the procurement of any computer software.

Should a dispute occur as to an item/project's classification falls within one of these exemptions, the Director of Financial Administration will make the final decision.

#### **~~INVITATION TO TENDER, REQUEST FOR PROPOSALS (RFP's) or REQUEST FOR QUOTATIONS (RFQ's)~~**

#### **General Requirements for Formal Competitive Processes (FCPs)**

- 1) The appropriate Director (or his/her delegate), will prepare the ~~tender~~ **FCP** documents along with the necessary drawings, specifications and ~~tender~~ notices and submit **them** to the Director of Financial Administration (or his/her delegate) for review prior to being released. ~~Tenders~~ **FCPs** may be solicited by the District by means of “selective invitations to particular suppliers” or “public advertising”.
- 2) The Director of Financial Administration, in consultation with the Administrator and if applicable, member(s) of staff experienced in the specific matter, are authorized to have

professional or technical services prepare and implement all works necessary for tendering, **FCPs including** implementation and completion of programs considered appropriate.

- 3) It shall be the appropriate Director's responsibility to ensure the specifications satisfy the department's objectives/requirements. Brand products or equivalent may be specified if prospective proponents have an equal opportunity to provide the product.
- 4) The Deputy Director of Corporate Administration ~~will be~~ is responsible for ensuring that the ~~tender~~ **FCP** notices appear at least twice in the appropriate media. Advertising of ~~tender~~ **FCP** calls shall be made in the local newspaper or other appropriate Provincial or Municipal newspapers or electronic mail formats. The Deputy Director of Corporate Administration will also post "Notice of Tender" on the BC Bid website <http://www.bcbid.ca>. ~~Compliance with the AIT to carry out procurements is mandatory for all Goods & Service Contracts in excess of \$100,000 and all Construction Contracts in excess of \$250,000. Contracts of lesser amounts are encouraged to be posted as well.~~
- 5) All tenders ~~It is preferable that FCPs~~ close at 2:00 p.m. local time, on the specified date and the ~~tender~~ **FCP** notice ~~will contain the date tenders are to close and that they are to~~ **confirms: (a) the date and time on which the FCP closes; and (b) that all bids/submissions must** be submitted to the contact person named in the ~~tender~~ **FCP** documents at District of 100 Mile House, Box 340, 385 Birch Avenue, 100 Mile House, BC V0K 2E0 or the office of the District's Representative. The time and date the tenders were ~~FCP bids/responses~~ **are** received shall be recorded.
- 6) The appropriate Director will provide ~~tender~~ **FCP** packages along with the "Distribution List" to the Municipal office staff for distribution when required.
- 7) Proponents ~~tenders~~ **All bids/submissions must** ~~are to~~ be placed in sealed envelopes, containing the firm's ~~proponent's~~ **proponent's** name and address and identified "~~Tender: (Project Name)~~". Proponents shall complete and submit all required documents as stated in the ~~tender~~ **FCP** documents.
- 8) Unless otherwise stated in the ~~tender~~ **FCP** documents, advise proponents **will be advised** that **bids/submissions** will be opened following the deadline for closing ~~of tenders~~, at the District's Offices or other location as appropriate.
- 9) All questions must be received in written format (fax or email) to the **District's** contact person names in the ~~tender~~ **FCP** documents. No verbal answers ~~are to~~ **may** be given **provided by District representatives**. All answers are to be written as "Addendum" and forwarded to all those proponents listed in the ~~RFP~~ **FCP** "Distribution List" that have submitted their "Receipt of Confirmation Form" and posted on the District's website. No ~~more~~ questions will be accepted **within** 48 hours ~~prior to the tender~~ **of the FCP** closing date.
- 10) All ~~tenders~~ **bids/submissions** received after the deadline shall be returned unopened, to the proponent.

- 11) Proponents for all tendered FCP projects may be required to include a Bid Deposit in the form of a bid bond, certified cheque or Irrevocable Letter of Credit payable to the District of 100 Mile House. (~~RFP's & RFQ's excluded~~).

Amended Oct 24/17

## **BONDING**

In general, a Bond is a three part contract, where the bonding company guarantees that the contractor will fulfill certain obligations to the District. The bonding company is without loss so long as the contractor fulfills his obligation to the District; however, if the contractor fails in his contractual commitments, then the bonding company must assume this obligation.

The use of Bonding or Surety Bonds throughout the procurement process serves a number of different functions;

- The District can be assured that the ~~bidder~~ **proponent** has demonstrated some level of financial stability to the bonding company.
- The District is obtaining a level of surety or assurance that the project will start and be completed in a timely manner and in accordance with the terms of the contract.

The use of bonding is critical to the District and must be used where project assurances are required. The District will adopt industry standard bonding practices for all construction projects. All other projects/contracts must be assessed on their own merit. Each type of bond provides coverage of its own area of risk as described below.

### **Bid Bonds:**

The Bid bond guarantees that if the contract is awarded to a specific ~~bidder~~, **proponent** that ~~bidder~~ **proponent** will accept the contract. If the ~~bidder~~ **proponent** refuses, the extra costs to the owner of awarding the contract to the next highest bidder are borne by the bonding company, not the District. Current industry standard for a Bid Bond is 10% of the amount bid. However, this percentage can vary depending on the complexity of the project and will be determined by the CAO.

### **Performance Bonds:**

The Performance Bond guarantees that the work will be completed on time and in accordance with the contract specifications. If another supplier must be engaged for rework or to get the project completed, the Performance bond will cover the District for these extra costs. The Performance Bond is 50% of the total contract price.

## Labour and Material Payment Bonds:

A Labour and Material Payment Bond protects the District from liens against the project, liens ~~which would arise in the event that~~ **as a result of** the contractor ~~did not~~ **failing to** make proper payment to its suppliers **in respect of** either materials or labour. This bond is issued simultaneously with a Performance Bond for an amount equal to the amount of the Performance Bond.

Refund Time Frame:

Amended Oct 24/17

- a) Projects under \$25,000 within three (3) months of completion; **and**
- b) Projects over \$25,000 **at the discretion of the** Director of Financial Administration's and the appropriate **departmental** Director, ~~of Department's discretion.~~ **if there shall be** a minimum six (6) month period; maximum twelve (12) month period

When required, a maintenance security shall be posted for a period of one year after substantial completion.

Bid Bonds and Letters of Credit will be returned to unsuccessful ~~bidders~~ **proponents** upon execution of contract. Certified cheques will be deposited and cheques in an equal amount will be re-issued to unsuccessful bidders.

IN THE EVENT OF A WITHDRAWAL BY THE SUCCESSFUL ~~BIDDER~~ **PROPONENT**, THE BID BOND MAY BE FORFEITED.

## OPENING OF TENDERS (Applicable to RFT's only)

- 1) Tenders are opened at the specified time by the appropriate Director along with the Director of Financial Administration (or his/her delegate) or the District's Representative.
- 2) The "Tender Submission Sheet" is completed and signed by both persons attending the opening as specified above.
- 3) The appropriate Director along with the Director of Financial Administration will analyze each bid and the provide a staff report to Council.

## AWARD OF TENDERS (Applicable to RFT's Only)

Amended Oct 24/17

- 1) All public tenders exceeding \$25,000 will be awarded by Resolution of Council upon receiving a Staff Report from the appropriate Director and the Director of Financial Administration.
- 2) Tenders will be awarded to the best overall tender, recognizing that the lowest price is important, but other elements of value, including quality, future maintenance costs, ability to deliver at required times and service and customer relations constitute total cost to the District.

- 3) Upon notification of award, the Director of Financial Administration will advise all firms **proponents** that submitted a tender, the name of the successful bidder and the amount of the bid.
- 4) The Director of Financial Administration will prepare the "Notice of Award" letter, contract and the "Notice to Proceed" letter and will notify the appropriate Director when completed.

#### **WITHDRAWAL OF BIDS (including RFP's & RFQ's) (Applicable to all FCPs)**

- 1) Any or all proponents may withdraw their bids/**submission** prior to the ~~tender~~ **designated** opening time. All withdrawal requests shall be made in writing on the ~~corporation~~ **proponent's** letterhead, with an authorized signatory. Facsimile letters of withdrawal will be accepted if all conditions are met and the facsimile is legible.
- 2) Where the proponent requests permission to withdraw ~~his~~ **its** bid/**submission** because of a miscalculation of extending unit prices through clerical error, and upon submission of such evidence, no penalty shall be charged.
- 3) Where the proponent requests permission to withdraw ~~his~~ **its** bid/**submission** due to an error in business judgment, or when it becomes reasonable to assume questionable bidding tactics have been employed, **as** evidenced by a large disparity between prices offered, the matter may be referred by the Administrator to the District Solicitors for recommended action.

#### **CONTINGENCY AND CHANGE ORDERS**

- 1) The District recognizes that capital construction projects may require, from time to time, the overall contract to expend monies in the Contingency Section of the contract, or require the construction contract to be altered through a change order.
- 2) Capital construction projects will only be altered using a change order/contingency requirement from, duly executed by both parties in triplicate. A copy of the change form will be provided to the contractor, consulting engineer (if applicable) and the District.
- 3) Contingency funds within capital construction projects may be agreed upon by the appropriate Director, or designate, the consulting engineer and the project's contractor. At no time should the draw upon the contingency funds exceed the amount provided in the contract award. Should contingency funds be required, greater than that provided in the contract, a Staff Report will be prepared for Council's consideration noting a revised budget.
- 4) Capital construction projects may require additional works to be undertaken during a project. Should a construction project require additional works, the following District authorizations will be required **prior** to the issuance of a project change form.

- a) \$ 0 to \$ 5,000 but not to exceed 10% of the total project costs and is within budgeted contingency dollar value, will require the authorization of the appropriate Director and Director of Financial Administration.
- b) \$ 5,000 - \$ 10,000 but not to exceed 15% of the total project costs and is within budgeted contingency dollar value, will require the authorization of the Director of Financial Administration and Administrator.
- c) \$ 10,000 and over, or exceeding 15% of the total project costs and is within budgeted contingency dollar value, will require a Staff Report to be present to Council for its authorization.
- d) All additional work that exceeds the budgeted value will require a Staff Report to be presented to Council for its authorization.

## **PROHIBITIONS**

The following activities are prohibited:

- 1) The division of contracts to avoid using the tools and practices as described in the Purchasing Policy.
- 2) Purchase by the District of any goods or services for personal use by or on behalf of any member of Council, appointed officers, employees of the District or their immediate families.
- 3) The Unauthorized release of a supplier's written or oral information. This practice is unethical and may be illegal as well as damaging to the Districts competitive position. Requests of this nature are to be managed through the Director of Financial Administration.





**J-1**

## DISTRICT OF 100 MILE HOUSE

### MEMO

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**Date:** June 10, 2020

**To:** Mayor & Council

**From:** Planning

**Subject:** Zoning Amendment Bylaw No. 1368, 2020

Part of Lot 2, Plan KAP91096, DLs 31 and 2139, Lillooet District (Proposed Lots 2-13), Heron Ridge Road area

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#### Introduction

Attached is an application for a Zoning Bylaw Amendment for Part of Lot 2, Plan KAP91096, DLs 31 and 2139, Lillooet District, (Proposed Lots 2-13) in the Heron Ridge Road area. A drawing is attached showing the lands under consideration.

The application is being made to allow for the construction of duplex (semi-detached) units on Proposed Lots 2-13 as fee simple lots, rather than as part of a bareland strata development in the Residential Small Lot (R-3) Zone, also attached.

#### Planning Considerations and Impacts

##### Official Community Plan

The Official Community Plan (OCP) provides guidance on future land use decisions. The property is designated Low Density Residential in the OCP. This Zoning Amendment remains consistent with the OCP designation.

##### Zoning

The R-3 Zone presently allows either single detached dwellings or one side of a duplex, where the other side is on a separate lot. Duplexes, though, are only permitted if they are part of a bareland

strata development. The purchaser of the lots under application (which are not yet registered by subdivision plan), wishes to construct semi-detached units suitable for seniors on these lots, under fee simple ownership.

**Referrals**

The application has been referred to municipal departments and other agencies, including the Ministry of Transportation and Infrastructure, whose approval is required. Comments received to date express no concerns. Any additional referral comments will be returned to Council at the time of Public Hearing.

**Resolutions**

Zoning Amendment Bylaw No. 1368, 2020 is attached. If Council is in favour of the amendments as presented, the following resolution is in order:

BE IT RESOLVED THAT Zoning Amendment Bylaw No. 1368, 2020  
be read a first and second time this 23<sup>rd</sup> day of June, 2020.


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The following process and timeline are in order:

1 <sup>st</sup> and 2 <sup>nd</sup> Reading	June 23, 2020
Advertisements – Free Press	July 2 & 9, 2020
Notify adjacent property owners	June 30, 2020
Public Hearing	July 14, 2020
3 <sup>rd</sup> Reading	July 14, 2020
Ministry of Transportation approval	July 15-Aug. 10, 2020
Adoption	Aug. 11, 2020*

\*Unless Special Council Meeting is called

  
\_\_\_\_\_  
J. Doddridge, Director Ec Dev / Planning

  
\_\_\_\_\_  
R. Scott, CAO



# District of 100 Mile House

385 Birch Avenue • P.O. Box 340 • 100 Mile House • British Columbia • Canada • V0K 2E0  
T: 250.395.2434 • F: 250.395.3625 • E: [district@100milehouse.com](mailto:district@100milehouse.com)

## LAND USE APPLICATION

Reference to Land Use Application Procedure and Fees Bylaw No. 1258

Official Community Plan  
Zoning Amendment  
Board of Variance

Development Permit  
Development Variance Permit

**Applicants are advised to consult with the District of 100 Mile House staff before submitting an application.**

**\*\*This application will not be accepted unless it is complete and the required fee(s) and plans are attached\*\***

APPLICATION TYPE	
Check appropriate box(s)	
<input type="checkbox"/> Development Permit -----	Fee \$ _____
<input type="checkbox"/> Development Variance Permit-----	Fee \$ _____
<input checked="" type="checkbox"/> Zoning Bylaw Amendment -----	Fee \$ <u>800.00</u>
<input type="checkbox"/> Official Community Plan Bylaw Amendment -----	Fee \$ _____
<input type="checkbox"/> Joint Zoning and Official Community Plan Bylaw Amendment -----	Fee \$ _____
<input type="checkbox"/> Board of Variance-----	Fee \$ _____
<b>Total Fee \$ <u>800.00</u></b>	

### PROPERTY INFORMATION

*PID 028-280-440*

Legal Description of Property(s): lot 2, Plan KAP 91096

*D.L. 31 Land District 27<sup>d</sup> DL 2139*

Civic Address of Property(s): Heron Ridge Rd lot 1

Size of Property(s): 13.81 Acres BC Assessment Roll No.: 24-557-00175.258

Current Zoning: R3 Current OCP Designation: Low Density Residential

Proposed Zoning: R3<sub>4</sub> Proposed OCP Designation: n/c  
*semi-detached*

### FOR OFFICE USE ONLY

Application Fee Paid: \$ 800.00

Receipt Number: 86448

Received By *[Signature]*

Date: May 26, 2020

*Add info rec'd:  
May 28, 2020*

### INFORMATION FORM

APPLICANT/AGENT	OWNER(S)
Name: <u>Macon Construction Ltd.</u>	Name: <u>Khotan Holdings</u>
Mailing Address: <u>6473 Okanagan Landing Rd</u> <u>Vernon BC.</u>	Mailing Address: <u>45 Cedar Ave</u> <u>16177e House</u>
Postal Code: <u>V1T 1M5</u>	Postal Code: <u>V0K 2E0</u>
Phone Numbers: (Bus): <u>250-302-1777</u>	Phone Numbers: (Bus): <u>250-706-9395</u>
(Home): _____	(Home): _____
(Fax): _____	(Fax): _____
E-mail: <u>steve@maconconstruction.ca</u>	E-mail: <u>trevor@breecon.ca</u>

If the applicant is not the registered owner, complete the owner information and have the property owner(s) sign the application form. Note also the owner requirement in Attachment H.

As owner(s) of the land described in this application, I/we hereby authorize STEVE MAHON to act as applicant in regard to this land development application.

Signature: [Signature]

Signature: [Signature]

Date: May 25/2020

Date: MAY 28, 2020

I have attached the required documentation as noted on the Application Submission Checklist, along with the required application fee and hereby agree to submit further information deemed necessary for processing this application. Furthermore, I hereby acknowledge that any fees paid are non-refundable except as noted on the fee schedule, if applicable.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **this application, including any plans submitted, is public information.** I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

Signature: [Signature]

Date: \_\_\_\_\_

I/We Steve Mahon / Macon Const. (Applicant's Name) agree to allow the agents of the District of 100

Mile House to enter onto the subject property to inspect the land and buildings.

**A copy of a State Title of Certificate, or a copy of a Certificate of Indefeasible Title, dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.**

**DESCRIPTION OF EXISTING LAND USE: (use separate sheet if necessary)**

R3 - small lot subdivision  
lots 1-13 - R3

**DESCRIPTION OF PROPOSED DEVELOPMENT/USE/BYLAW CHANGE:**  
(use separate sheet if necessary)

- keep existing zoning of R3 (small lot)
- keep same size of proposed units -
  - wheel chair accessible homes
- See attached site plan.
- Allow for "Semi-Detached" units.
- Property line will separate each unit.

Services Currently Existing or Readily Available to the Property (check applicable area)

Services	Currently Existing		Readily Available*	
	YES	NO	YES	NO
Road Access	✓	---	---	---
Water Supply	✓	---	---	---
Sewage Disposal	✓	---	---	---
Hydro	✓	---	---	---
Telephone	✓	---	---	---
School Bus Service	---	---	---	---

**NOTE:**\*Readily available means existing services can be easily extended to the subject property.

**Proposed Water Supply Method**

*District*

**Proposed Sewage Disposal Method**

*District*

**Approximate Commencement Date of Proposed Project**

*July 2020*

**Reasons in Support of Application**

Reasons and comments in support of the application (use separate sheet if necessary)

- ① Allow more green space between units
- ② Better energy efficiency having 1 common wall
- ③ Cost saving in construction & selling price to buyer.

**Maps and Drawings:**

The following maps and drawings must accompany the application:

1. A dimensional Sketch Plan drawn to scale showing the parcel(s) or part of the parcel(s) and the location of existing buildings, structures and uses.

Minimum size required: 11 x 17 (ledger size)

2. A dimensional Site Plan drawn to scale showing the proposed use, buildings and structures, elevations, highway access etc.

*Attached*

Minimum size required: 11 x 17 (ledger size)

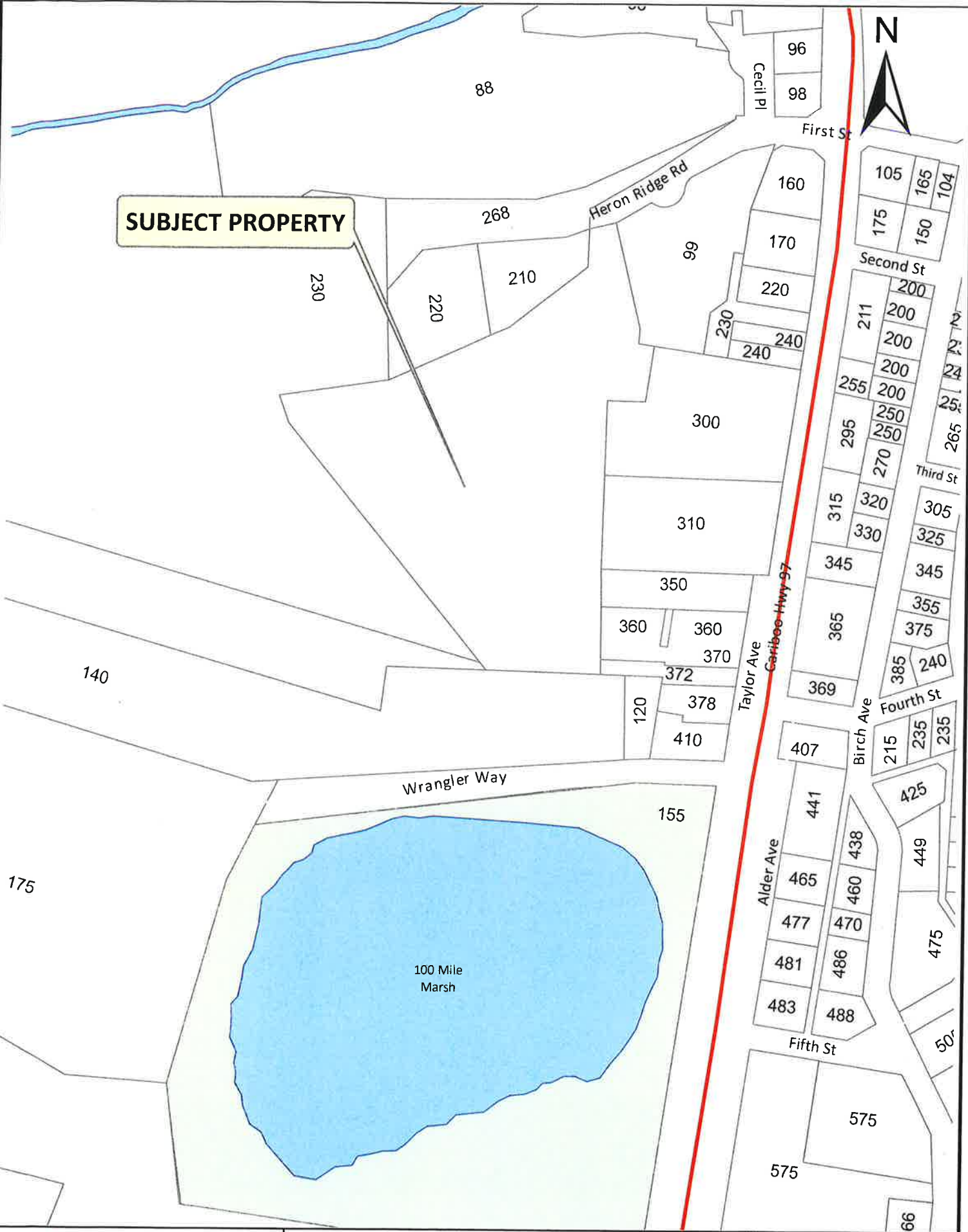
3. A Contour Map (Plan) drawn to scale with contour interval of up to no more than 10 metres, if warranted by the topographic condition (of the subject site).

**Required:** Yes \_\_\_\_\_ No \_\_\_\_\_

**FOR OFFICE USE ONLY**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Application Form Complete <i>May 28/20</i>       | <input checked="" type="checkbox"/> Dimensioned Sketch Plan Submitted           |
| <input checked="" type="checkbox"/> Application Fee Received                         | <input checked="" type="checkbox"/> Dimensioned Site Development Plan Submitted |
| <input checked="" type="checkbox"/> Certificate of Title Received <i>May 28/20</i>   | <input type="checkbox"/> Contour Map Submitted                                  |
| <input checked="" type="checkbox"/> Authorization of Owner Submitted (if applicable) | <input type="checkbox"/> Other studies/Reports Submitted (if applicable)        |
| <input checked="" type="checkbox"/> Site Profile / Declaration <i>May 28/20</i>      |   |

**SUBJECT PROPERTY**



District of  
100 Mile House

— Cariboo Hwy 97

**SUBJECT PROPERTY**



Date: January 2018





## **8.6 Residential Small Lot Zone (R-3)**

### **8.6.1 Purpose:**

The purpose of this zone is to provide low density residential housing on smaller lots on a traditional “fee simple” parcel or as part of comprehensively planned bareland strata development.

### **8.6.2 Principal Permitted Uses:**

- a) single detached dwelling; and
- b) one side or unit of a duplex.

### **8.6.3 Accessory Permitted Uses:**

- a) accessory buildings and structures;
- b) child care; and
- c) home occupation.

### **8.6.4 Minimum Parcel Area:**

The minimum parcel area is 360 square metres for a fee simple parcel or strata lot.

### **8.6.5 Minimum Parcel Width:**

The minimum parcel width is 11 metres for an individual interior parcel or strata lot and 12 metres for a corner parcel or strata lot. The minimum parcel width for a bareland strata development is 40 metres.

### **8.6.6 Minimum Setbacks:**

- a) The principal dwelling must be 4 metres from a front parcel line or bareland strata lot line; 6 metres from a rear parcel line or bareland strata lot line; 1.5 metres from the interior side parcel line or bareland strata lot line; 3.0 metres from an exterior side parcel line or bareland strata lot line; and 0 metres to the interior side parcel line or strata lot line where one unit of the duplex is located on each parcel or strata lot;



- b) Accessory buildings or structures must be 6 metres from a front parcel line or bareland strata lot line; 1.5 metres from an interior side parcel line or bareland strata lot line; 1 metre from the rear parcel line or bareland strata lot line; and 3.0 metres from an exterior side parcel line or bareland strata lot line; and
- c) Despite the above setback provisions, detached and semi-detached dwellings in a bareland land strata subdivision must be 4.5 metres from any exterior parcel line, abutting another zone.

**8.6.7 Maximum Height:**

- a) The maximum height is 10 metres for the principal dwelling; and
- b) 5 metres for accessory buildings or structures.

**8.6.8 Minimum floor Area:**

The minimum floor area for the principal dwelling is 85 square metres.

**8.6.9 Maximum Site Coverage:**

The maximum site coverage for all buildings and structures is 50% of the parcel area.

**8.6.10 Off-Street Parking and Loading:**

Off-street parking and loading must be in accordance with the provisions of Section 5.0 of this Bylaw.

**8.6.11 General Regulations:**

General regulations, where applicable, must be followed in accordance with the provisions of Section 4.0 of this Bylaw.

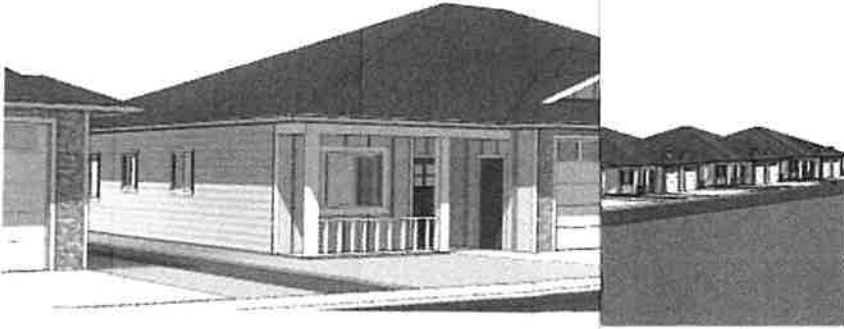
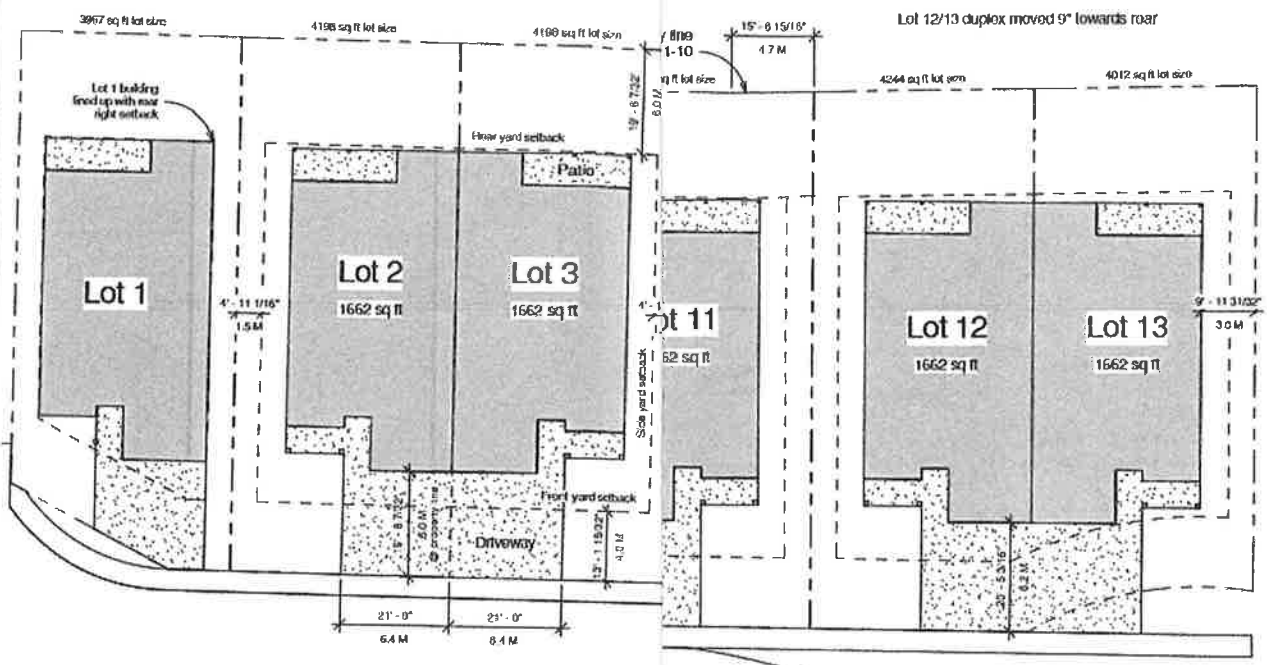
**8.6.12 Specific Use Regulations:**

- a) A duplex is only permitted as part of a bareland strata development; and
- b) An amenity area not less than 10% of the site area must be provided for a bareland strata development.



PHOTO OF SIMILAR

DEVELOPMENT ON 8TH STREET



② Street Per

For Variance v1.0

  
**MEYER**  
 DESIGNS LTD  
 600 Mt Tod Drive  
 Coldstream, BC  
 V1B 3Y6  
 250-503-4579  
 Kelly@MeyerDesigns.ca  
 MeyerDesigns.ca

<b>Site Plan</b>	
Project number	2020-019
Date	May 13 2020
Drawn by	Nathan Meyer
Proposed Development for Heron Ridge Lots 1-13	1

**DISTRICT OF 100 MILE HOUSE**

**Bylaw No. 1368**

A bylaw to amend the District of 100 Mile House Zoning Bylaw No. 1290, 2016

---

This bylaw may be cited for all purposes as "***Zoning Amendment Bylaw No. 1368, 2020***".

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

(1) That Section 8.6.12 Specific Use Regulations is amended by adding:

- c) Despite Section 8.6.12 a) a duplex is permitted on a fee simple lot for that part of Lot 2, Plan KAP91096, DLs 31 and 2139, Lillooet District, labelled Lots 2-13 on attached Schedule A, and located in the Heron Ridge Road area.

READ A FIRST AND SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ADVERTISED \_\_\_\_\_, 2020.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

RECEIVED MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL

this \_\_\_\_\_ day of \_\_\_\_\_ 2020. \_\_\_\_\_  
Ministry of Transportation and Infrastructure

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Mayor

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Corporate Officer

SKETCH SHOWING LANDS UNDER APPLICATION WITHIN THE DISTRICT OF 100 MILE HOUSE AND A PROPOSED DEVELOPMENT WITHIN LOT 2, DISTRICT LOTS 31 AND 2139, LILLOOET DISTRICT, PLAN KAP91096.

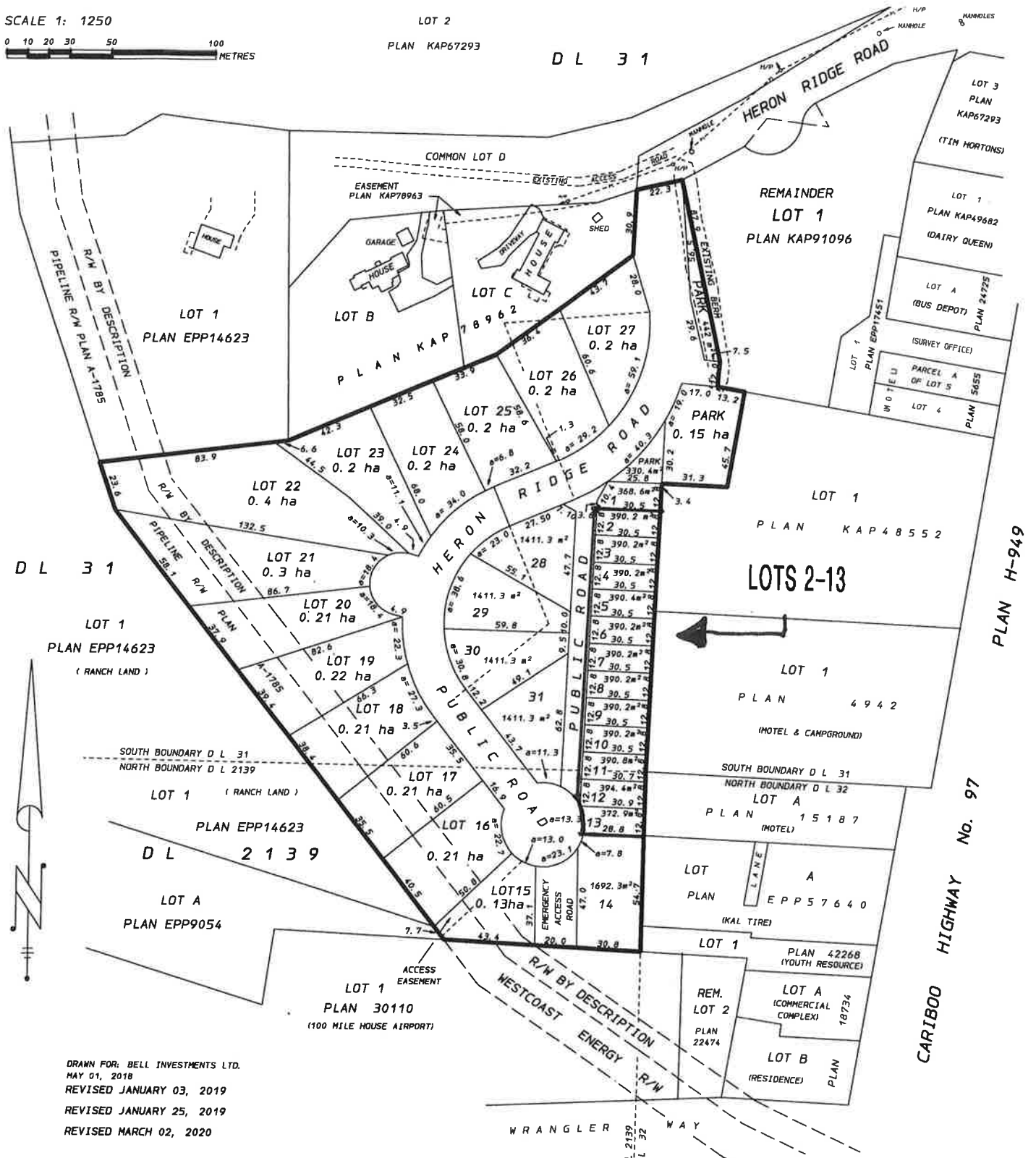
# BYLAW 1368 SCHEDULE A

SCALE 1: 1250



LOT 2  
PLAN KAP67293

D L 3 1



DRAWN FOR: BELL INVESTMENTS LTD.  
MAY 01, 2018  
REVISED JANUARY 03, 2019  
REVISED JANUARY 25, 2019  
REVISED MARCH 02, 2020

- NOTE:
- 1) PROPOSED LOT 13 TO BE TRANSFERRED TO MUNICIPALITY BECAUSE PARK DEDICATION CANNOT BE DONE OVER PIPELINE R/W
  - 2) TOTAL PARK DEDICATION INCLUDING LOT 13 3635.1 m<sup>2</sup> 6.5%
  - 3) TOTAL PARK AREA INCREASED BY 330.4 m<sup>2</sup> WITHIN AREA PROPOSED FOR REZONING.

D L 3 2

CARIBOO GEOGRAPHIC SYSTEMS  
PO BOX 1270  
100 MILE HOUSE, B.C.  
PHONE No. 250-395-4577  
ONG. NO. 2051587 / 020



**J-2**

## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** June 11, 2020  
**To:** Mayor & Council  
**From:** Planning  
**Subject:** Zoning Amendment Bylaw No. 1369, 2020

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Originally, the R-3 Zone was created to accommodate potential small lots that may appeal to seniors. These were envisioned under bareland strata ownership.

A portion of the Aspen Ridge development was rezoned R-3; it remains vacant. Several lots on Forest Ridge Road were zoned R-3 and this development is nearly fully built out under bareland strata ownership. The only other R-3 lots are those in the Heron Ridge area being considered for a Zoning Amendment to allow for duplex type units on fee simple lots.

Council has previously indicated a preference to avoid Site Specific Zoning Amendments where possible, as it doesn't provide certainty and clarity when exceptions become common. Given there are only 3 neighbourhoods that presently have R-3 zoning, it would be more clear to remove the bareland strata condition for duplexes for all R-3 zoned lands.

Note: staff is presenting this as two separate items to ensure it's very clear that the applicant in the previous agenda item has full consideration of the site-specific proposal, should Council not be in favour of a subsequent wider sweeping amendment.

If Council concurs, a District-initiated zoning amendment would see s. 8.6.12 a) be deleted from the Zoning Bylaw, thereby enabling duplex units to be constructed on all R-3 fee simple lots.

Staff has taken the initiative to refer this item to the Ministry of Transportation and Infrastructure, whose approval is required, along with municipal departments to enable both zoning amendments to travel through the legislated process together. Any referral comments will be returned to Council at the time of Public Hearing.

Zoning Amendment Bylaw No. 1369, 2020 is attached. If Council is in favour of the amendments as presented, the following resolution is in order:

BE IT RESOLVED THAT Zoning Amendment Bylaw No. 1369, 2020  
be read a first and second time this 23<sup>rd</sup> day of June, 2020.


---

The following process and timeline are in order:

1 <sup>st</sup> and 2 <sup>nd</sup> Reading	June 23, 2020
Advertisements – Free Press	July 2 & 9, 2020
Public Hearing	July 14, 2020
3 <sup>rd</sup> Reading	July 14, 2020
Ministry of Transportation approval	July 15-Aug. 10, 2020
Adoption	Aug. 11, 2020*

**\*Unless Special Council Meeting is called**

  
\_\_\_\_\_  
J. Doddridge, Director Ec Dev / Planning

  
\_\_\_\_\_  
R. Scott, CAO





## **8.6 Residential Small Lot Zone (R-3)**

### **8.6.1 Purpose:**

The purpose of this zone is to provide low density residential housing on smaller lots on a traditional “fee simple” parcel or as part of comprehensively planned bareland strata development.

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- a) accessory buildings and structures;
- b) child care; and
- c) home occupation.

### **8.6.4 Minimum Parcel Area:**

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The minimum parcel width is 11 metres for an individual interior parcel or strata lot and 12 metres for a corner parcel or strata lot. The minimum parcel width for a bareland strata development is 40 metres.

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**DISTRICT OF 100 MILE HOUSE**

**Bylaw No. 1369**

A bylaw to amend the District of 100 Mile House Zoning Bylaw No. 1290, 2016

---

This bylaw may be cited for all purposes as ***"Zoning Amendment Bylaw No. 1369, 2020"***.

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

(1) That Section 8.6.12 Specific Use Regulations is amended by deleting:

a) A duplex is only permitted as part of a bareland strata development; and

READ A FIRST AND SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ADVERTISED \_\_\_\_\_, 2020.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

RECEIVED MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL

this \_\_\_\_\_ day of \_\_\_\_\_ 2020. \_\_\_\_\_  
Ministry of Transportation and Infrastructure

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Mayor

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Corporate Officer



J-3

DISTRICT OF 100 MILE HOUSE

MEMO

Date: June 11, 2020
To: Mayor & Council
From: Planning
Subject: Zoning Amendment Bylaw No. 1370, 2020

Further to direction from Council on Feb. 11, 2020 (applicable minutes attached), Zoning Amendment Bylaw No. 1370, 2020 is presented here to add personal services as allowable home occupations in residential zones. For reference, the current Home Occupation regulations are also included.

This item has been referred to the Ministry of Transportation and Infrastructure, whose approval is required, along with municipal departments. Any referral comments will be returned to Council at the time of Public Hearing.

If Council is in favour of the amendments as presented, the following resolution is in order:

BE IT RESOLVED THAT Zoning Amendment Bylaw No. 1370, 2020 be read a first and second time this 23rd day of June, 2020.

The following process and timeline are in order:

- 1st and 2nd Reading: June 23, 2020
Advertisements – Free Press: July 2 & 9, 2020
Public Hearing: July 14, 2020
3rd Reading: July 14, 2020
Ministry of Transportation approval: July 15-Aug. 10, 2020
Adoption: Aug. 11, 2020\*

\* Unless Special Council Meeting is called

J. Doddridge, Director Ec Dev / Planning

R. Scott, CAO

**DISTRICT OF 100 MILE HOUSE**

**Bylaw No. 1370**

A bylaw to amend the District of 100 Mile House Zoning Bylaw No. 1290, 2016

---

This bylaw may be cited for all purposes as ***“Zoning Amendment Bylaw No. 1370, 2020”***.

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

(1) That Section 4.17.1 Home Occupation is amended by adding:

g) Personal service establishment, except for laundry and dry cleaning services.

READ A FIRST AND SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ADVERTISED \_\_\_\_\_, 2020.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

RECEIVED MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL

this \_\_\_\_\_ day of \_\_\_\_\_ 2020. \_\_\_\_\_  
Ministry of Transportation and Infrastructure

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Mayor

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Corporate Officer



~~4.16.7 Shipping containers are not permitted to be used as components of buildings. This includes, among other things, that roofs are prohibited unless the roof is self-supporting, and completely independent of the shipping container.~~

~~4.16.8 Shipping containers are not permitted to be used as fencing, screening, principal purpose of advertising, or as a commercial storage facility.~~

~~4.16.9 A maximum of 1 shipping container per parcel is permitted except where parcels are larger than 0.4 hectare in area, one additional shipping container shall be permitted.~~

~~4.16.10 Where multiple shipping containers are permitted, no more than two shipping containers may be stacked on top of one another.~~

#### **4.17 Home Occupation**

4.17.1 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.

4.17.2 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.

4.17.3 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.

4.17.4 A home occupation is not permitted to have any commercial vehicle, exceeding a 1 tonne truck, to be located outside of an unenclosed building.

4.17.5 Only the occupants of the principal dwelling unit may carry on the home occupation located on the same parcel.



- 4.17.6 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.
- 4.17.7 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.
- 4.17.8 The home occupation must not use materials or that produce flammable or explosive vapours or gasses.
- 4.17.9 No retail sales are permitted on the premises except the sale of goods directly associated with the home occupation.
- 4.17.10 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.

#### 4.18 Home Industry

4.18.1 A home industry may include the following uses:

- a) enclosed maintenance, storage and repair of vehicles and machinery owned or operated by the resident;
- b) small-scale processing of food, the assembly or repair of wood, repair of small engines, electronic devices, electrical components, home craft or hobby and similar products;
- c) printing shops; and
- d) contractors' offices
- e) computer repair or other small electronic equipment

Bylaw No. 1327

Bylaw No. 1327

- 4.18.2 A home industry does not include salvage or storage of derelict vehicles and equipment, used building or domestic products and similar discarded or recyclable materials.
- 4.18.3 Any home industry must be carried on in the principal dwelling unit and/or in an accessory building.
- 4.18.4 No more than 55 square metres or 50% of the gross floor area of the principal dwelling unit whichever is less may be used for a home industry.



**“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

<b><u>STAFF REPORTS</u></b>	
<b>Home Occupation – Personal Services</b>	<p><b>I1</b></p> <p><b>Res: 16/20</b> Moved by: Councillor Mingo Seconded by: Councillor Pinkney</p> <p>BE IT RESOLVED THAT the memo from Administration dated February 3, 2020 regarding Home Occupations – Personal Services be received; and further</p> <p>BE IT RESOLVED THAT Administration be directed to prepare a zoning amendment by-law to incorporate personal services in residential zones, with the exception of Laundry and Dry-Cleaning Services.</p> <p style="text-align: center;">CARRIED.</p> <hr/> <p>The District Planner noted that proof of insurance is a requirement in the District’s Business Licence Bylaw. Interior Health has their own permit requirements for personal services.</p>
<b>Retail Cannabis - Hours of Operation</b>	<p><b>I2</b></p> <p><b>Res: 17/20</b> Moved by: Councillor Pinkney Seconded by: Councillor Mingo</p> <p>BE IT RESOLVED THAT the memo from Administration dated February 3<sup>rd</sup>, 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> <p style="text-align: center;">CARRIED.</p>







**J-4**

## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** June 11, 2020  
**To:** Mayor & Council  
**From:** Planning  
**Subject:** Zoning Amendment Bylaw No. 1371, 2020

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Planning and Building Inspection staff have identified two areas where refinement of the Shipping Container Regulation in the Zoning Bylaw would be helpful for clarification and administration. They include:

- a) Implementing a 2 year maximum for temporary shipping containers in residential zones; and
- b) Ensuring full professional involvement (architects, engineering, etc) if shipping containers are used as building components in zones where this is allowed.

The full text of the Shipping Container regulation is attached for Council's reference.

This item has been referred to the Ministry of Transportation and Infrastructure, whose approval is required, along with municipal departments. Any referral comments will be returned to Council at the time of Public Hearing.

Zoning Amendment Bylaw 1371, 2020 is attached. If Council is in favour of the amendments as presented, the following resolution is in order:

**BE IT RESOLVED THAT Zoning Amendment Bylaw No. 1371, 2020  
be read a first and second time this 23<sup>rd</sup> day of June, 2020.**

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The following process and timeline are in order:

1<sup>st</sup> and 2<sup>nd</sup> Reading  
Advertisements – Free Press  
Public Hearing  
3<sup>rd</sup> Reading  
Ministry of Transportation approval  
Adoption

June 23, 2020  
July 2 & 9, 2020  
July 14, 2020  
July 14, 2020  
July 15-Aug. 10, 2020  
Aug. 11, 2020\*

\* Unless Special Council Meeting is called



J. Doddridge, Director Ec Dev / Planning



R. Scott, CAO



- b) Accessory buildings or structures must be 6 metres from a front parcel line or bareland strata lot line; 1.5 metres from an interior side parcel line or bareland strata lot line; 1 metre from the rear parcel line or bareland strata lot line; and 3.0 metres from an exterior side parcel line or bareland strata lot line; and
- c) Despite the above setback provisions, detached and semi-detached dwellings in a bareland land strata subdivision must be 4.5 metres from any exterior parcel line, abutting another zone.

**8.6.7 Maximum Height:**

- a) The maximum height is 10 metres for the principal dwelling; and
- b) 5 metres for accessory buildings or structures.

**8.6.8 Minimum floor Area:**

The minimum floor area for the principal dwelling is 85 square metres.

**8.6.9 Maximum Site Coverage:**

The maximum site coverage for all buildings and structures is 50% of the parcel area.

**8.6.10 Off-Street Parking and Loading:**

Off-street parking and loading must be in accordance with the provisions of Section 5.0 of this Bylaw.

**8.6.11 General Regulations:**

General regulations, where applicable, must be followed in accordance with the provisions of Section 4.0 of this Bylaw.

**8.6.12 Specific Use Regulations:**

- a) A duplex is only permitted as part of a bareland strata development; and
- b) An amenity area not less than 10% of the site area must be provided for a bareland strata development.

**DISTRICT OF 100 MILE HOUSE**

**Bylaw No. 1371**

A bylaw to amend the District of 100 Mile House Zoning Bylaw No. 1290, 2016

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This bylaw may be cited for all purposes as ***“Zoning Amendment Bylaw No. 1371, 2020”***.

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

(1) That Section 4.16 Shipping Containers be amended as follows:

a) Section 4.16.2 is amended to read:

In residential zones, one shipping container per parcel is permitted only on a temporary basis, **to a maximum of 2 years**, during active construction on the property, such construction the subject of a valid Building Permit, provided the shipping container is removed within two weeks of the completion of construction or the expiration of the permit.

b) Section 4.16.7 is deleted and replaced with the following:

Shipping containers are not to be used as habitable buildings or building components, unless professional involvement is provided.

READ A FIRST AND SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ADVERTISED \_\_\_\_\_, 2020.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

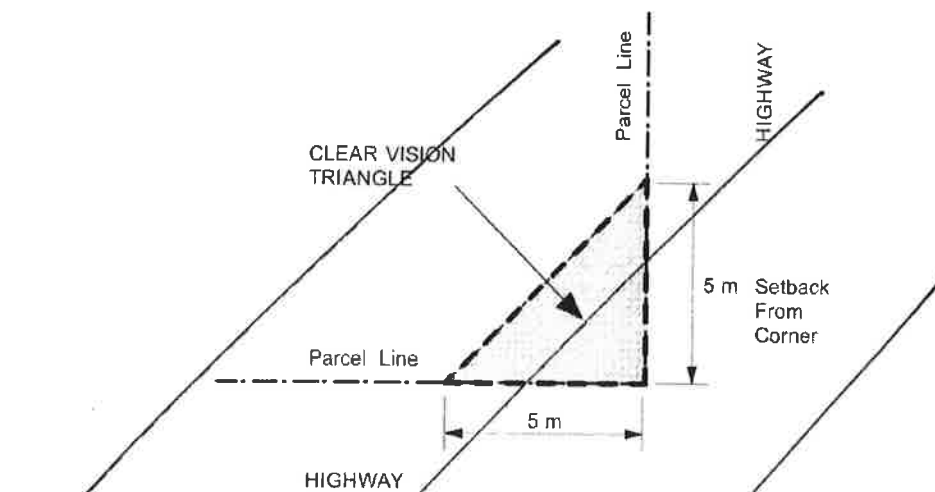
RECEIVED MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL

this \_\_\_\_\_ day of \_\_\_\_\_ 2020. \_\_\_\_\_  
Ministry of Transportation and Infrastructure

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



4.15.2 In the C-1 Zone no structure or vegetation except a supporting column or pillar or a sign, pylon/pole, or a tree trunk will be erected or permitted to grow between the heights of 1 metre and 3 metres above the highway grade that abuts the lot line adjacent to the highway line for a distance of 3 metres from their point of intersection.

#### 4.16 Shipping Containers

- 4.16.1 Shipping containers are permitted in all zones subject to the following regulations.
- 4.16.2 In residential zones, one shipping container per parcel is permitted only on a temporary basis during active construction on the property, such construction the subject of a valid Building Permit, provided the shipping container is removed within two weeks of the completion of construction or the expiration of the permit.
- 4.16.3 In all other zones, shipping containers are permitted on either a temporary or permanent basis.
- 4.16.4 Shipping containers may not comprise the sole use of the property; they must be ancillary to an existing principal permitted use.
- 4.16.5 Placement of shipping containers is subject to all zoning regulations, including setbacks, site coverage, maximum height.
- 4.16.6 Shipping containers which are placed permanently must be screened from a highway or roadway, and the container must not be visible above the screening. This applies to all zones except industrial zones, where screening is only required if visible from Cariboo Highway 97.



- 4.16.7 Shipping containers are not permitted to be used as components of buildings. This includes, among other things, that roofs are prohibited unless the roof is self-supporting, and completely independent of the shipping container.
- 4.16.8 Shipping containers are not permitted to be used as fencing, screening, principal purpose of advertising, or as a commercial storage facility.
- 4.16.9 A maximum of 1 shipping container per parcel is permitted except where parcels are larger than 0.4 hectare in area, one additional shipping container shall be permitted.
- 4.16.10 Where multiple shipping containers are permitted, no more than two shipping containers may be stacked on top of one another.

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#### 4.17 Home Occupation

- 4.17.1 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.
- 4.17.2 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.
- 4.17.3 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.
- 4.17.4 A home occupation is not permitted to have any commercial vehicle, exceeding a 1 tonne truck, to be located outside of an unenclosed building.
- 4.17.5 Only the occupants of the principal dwelling unit may carry on the home occupation located on the same parcel.

**DISTRICT OF 100 MILE HOUSE**  
**Cheque Register-Summary-Bank**



AP5090

Page : 2

Date : Jun 05, 2020

Time : 1:37 pm

**K1**

Supplier : 079850 To ZZ9950  
 Pay Date : 01-May-2020 To 31-May-2020  
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. Status : All  
 Medium : M=Manual C=Computer

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 4 ROYAL BANK - CURRENT ACCOUNT</b>							
24840	15-May-2020	GRAY50	TELUS CUSTOM SECURITY SYSTEMS	Issued	163	C	193.99
24841	15-May-2020	GUIL50	GUILLEVIN INTERNATIONAL CO	Cleared	163	C	832.51
24842	15-May-2020	GWRR50	GWRRRA DISTRICT NWC	Issued	163	C	150.00
24843	15-May-2020	INNO50	INNOV8 DIGITAL SOLUTIONS	Cleared	163	C	211.74
24844	15-May-2020	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Issued	163	C	407.93
24845	15-May-2020	KGCF50	KGC FIRE RESCUE INC	Cleared	163	C	16,800.00
24846	15-May-2020	NORM50	NORTHERN COMPUTER	Cleared	163	C	5,129.74
24847	15-May-2020	PARK50	PARKINSON SOCIETY OF BC	Cleared	163	C	150.00
24848	15-May-2020	PERS50	PERFECT SOLUTIONS LTD	Cleared	163	C	594.83
24849	15-May-2020	PITN50	PITNEY BOWES GLOBAL CREDIT SERVICES	Cleared	163	C	437.64
24850	15-May-2020	PURO50	PUROLATOR INC	Cleared	163	C	146.22
24851	15-May-2020	VANH50	VAN HOUTTE COFFEE SERVICES INC	Issued	163	C	204.09
24852	15-May-2020	VIST50	VISTA RADIO LTD	Cleared	163	C	504.00
24853	19-May-2020	LONE50	LONE BUTTE SUPPLY LTD	Cleared	165	C	265.31
24854	29-May-2020	ACEC50	ACE COURIER SERVICES	Issued	195	C	59.24
24855	29-May-2020	AGEF50	AGE FRIENDLY SOCIETY OF THE SOUTH CAI	Issued	195	C	10,409.00
24856	29-May-2020	CAMP50	CAMPSALL, PATRICK MICHEL	Issued	195	C	65.00
24857	29-May-2020	CARN50	CARO ANALYTICAL SERVICES	Issued	195	C	409.50
24858	29-May-2020	CARO50	CARIBOO RADIO	Issued	195	C	210.00
24859	29-May-2020	CHUB50	CHUBB LIFE INSURANCE COMPANY OF CAN/	Issued	195	C	73.60
24860	29-May-2020	CINT50	CINTAS THE UNIFORM PEOPLE	Issued	195	C	402.56
24861	29-May-2020	CLEA50	CLEARTECH INDUSTRIES INC	Issued	195	C	459.06
24862	29-May-2020	EBHO50	E B HORSMAN & SON	Issued	195	C	340.82
24863	29-May-2020	EXCO50	PACIFIC BENDING INC	Issued	195	C	66.94
24864	29-May-2020	HUBF50	HUB FIRE ENGINES & EQUIPMENT LTD	Issued	195	C	1,641.54
24865	29-May-2020	HUUM001	HUUMO, JOUNI	Issued	195	C	80.00
24866	29-May-2020	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Issued	195	C	410.70
24867	29-May-2020	MINI50	MINISTER OF FINANCE	Issued	195	C	869.96
24868	29-May-2020	MINI50	MINISTER OF FINANCE	Issued	195	C	171.26
24869	29-May-2020	NCMA50	NORTH CENTRAL LOCAL GOVERNMENT ASS	Issued	195	C	1,324.28
24870	29-May-2020	PROV50	PROVINCE-WIDE COMMUNICATIONS	Issued	195	C	3,075.39
24871	29-May-2020	PURO50	PUROLATOR INC	Issued	195	C	45.82
24872	29-May-2020	SHER50	SHEREE'S SHIRT SHACK	Issued	195	C	1,162.35
24873	29-May-2020	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	195	C	2,068.50
24874	29-May-2020	TODB50	TODD, BARRY	Issued	195	C	100.00
24875	29-May-2020	UPSB50	UPS CANADA	Issued	195	C	258.31
24876	29-May-2020	WHOL50	WHOLESALE FIRE & RESCUE LTD	Issued	195	C	399.95
24877	29-May-2020	WURT50	WURTH CANADA LTD	Issued	195	C	69.66

Total Computer Paid : 256,559.38      Total EFT PAP : 0.00      Total Paid : 256,559.38  
 Total Manually Paid : 0.00      Total EFT File : 0.00

+ EFT 106,386.90

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

362,946.28

Capital \$ 36,980.49

**DISTRICT OF 100 MILE HOUSE**  
**Cheque Register-Summary-Bank**



AP5090

Page : 1

Date : Jun 05, 2020

Time : 1:37 PM

**K1**

Supplier : 079850 To ZZ9950  
 Pay Date : 01-May-2020 To 31-May-2020  
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. Status : All  
 Medium : M=Manual C=Computer

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24786	05-May-2020	ACEC50	ACE COURIER SERVICES	Cleared	156	C	82.78
24787	05-May-2020	AONP50	AON PARIZEAU INC	Cleared	156	C	2,346.00
24788	05-May-2020	B&BT50	B & B TREE TOPPING	Cleared	156	C	577.50
24789	05-May-2020	BCOE50	BC ONE CALL	Issued	156	C	33.81
24790	05-May-2020	BCTR50	BC TRANSIT	Cleared	156	C	19,637.69
24791	05-May-2020	CARE50	CARIBOO REGIONAL DISTRICT	Cleared	156	C	9,006.24
24792	05-May-2020	CARN50	CARO ANALYTICAL SERVICES	Cleared	156	C	78.75
24793	05-May-2020	CARO50	CARIBOO RADIO	Cleared	156	C	210.00
24794	05-May-2020	CHUB50	CHUBB LIFE INSURANCE COMPANY OF CAN/	Cleared	156	C	147.20
24795	05-May-2020	CINT50	CINTAS THE UNIFORM PEOPLE	Cleared	156	C	168.50
24796	05-May-2020	DWBF50	DWB CONSULTING SERVICES LTD	Cleared	156	C	102.38
24797	05-May-2020	EXEE50	EXCEED ELECTRICAL ENGINEERING	Cleared	156	C	1,275.75
24798	05-May-2020	HUBI50	HUB INTERNATIONAL BARTON LTD	Cleared	156	C	90,562.00
24799	05-May-2020	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Issued	156	C	414.99
24800	05-May-2020	JUST50	JUSTICE INSTITUTE OF BC	Cleared	156	C	543.66
24801	05-May-2020	KGCF50	KGC FIRE RESCUE INC	Cleared	156	C	1,095.39
24802	05-May-2020	MINI50	MINISTER OF FINANCE	Cleared	156	C	56.71
24803	05-May-2020	MINI50	MINISTER OF FINANCE	Cleared	156	C	111.82
24804	05-May-2020	NORI50	NORTHERN LIGHTS KENNELS	Cleared	156	C	200.00
24805	05-May-2020	PERS50	PERFECT SOLUTIONS LTD	Cleared	156	C	769.51
24806	05-May-2020	PMTA50	PMT CHARTERED PROFESSIONAL ACCOUNT	Cleared	156	C	10,941.00
24807	05-May-2020	PROV50	PROVINCE-WIDE COMMUNICATIONS	Cleared	156	C	1,441.83
24808	05-May-2020	TITA50	TITAN MARKETING & SALES INC.	Cleared	156	C	535.46
24809	05-May-2020	TRUE50	TRUE CONSULTING GROUP	Cleared	156	C	34,884.69
24810	05-May-2020	UNBC50	UNION OF BC MUNICIPALITIES	Cleared	156	C	141.65
24811	05-May-2020	VIST50	VISTA RADIO LTD	Cleared	156	C	756.00
24812	15-May-2020	1MFE50	100 MILE FEED & RANCH SUPPLY LTD	Cleared	162	C	136.57
24813	15-May-2020	ACEC50	ACE COURIER SERVICES	Cleared	162	C	96.56
24814	15-May-2020	BLAK50	BLACK PRESS GROUP LTD	Cleared	162	C	1,974.63
24815	15-May-2020	BURG50	BURGESS PLUMBING HEATING & ELECTRIC/	Cleared	162	C	8.63
24816	15-May-2020	CAGE50	CARIBOO GEOGRAPHIC SYSTEMS	Cleared	162	C	572.25
24817	15-May-2020	CENT50	CENTRAL CARIBOO DISPOSAL SERVICES LT	Cleared	162	C	6,958.88
24818	15-May-2020	CENU50	CENTURY HARDWARE LTD	Cleared	162	C	45.91
24819	15-May-2020	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	162	C	2,031.75
24820	15-May-2020	EXEV50	EXETER VALLEY TRUCK & CAR WASH	Cleared	162	C	18.90
24821	15-May-2020	FULT50	FULTON & COMPANY	Cleared	162	C	5,936.05
24822	15-May-2020	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Cleared	162	C	286.21
24823	15-May-2020	LORD50	LORDCO AUTO PARTS LTD	Cleared	162	C	22.12
24824	15-May-2020	NAPA50	NAPAAUTO PARTS - 100 MILE HOUSE	Cleared	162	C	302.71
24825	15-May-2020	NORM50	NORTHERN COMPUTER	Cleared	162	C	513.19
24826	15-May-2020	PREI50	PREMIUM TRUCK & TRAILER INC	Cleared	162	C	367.94
24827	15-May-2020	ROCY50	ROCKY MOUNTAIN PHOENIX	Cleared	162	C	993.44
24828	15-May-2020	SCMO50	SOUTH CARIBOO MOTOR SPORTS LTD	Cleared	162	C	26.59
24829	15-May-2020	SUNR50	SUNRISE FORD SALES LTD	Cleared	162	C	3.63
24830	15-May-2020	TASC50	TASCO SUPPLIES LTD	Cleared	162	C	4,252.37
24831	15-May-2020	TERI50	TERRAIN TECHNICAL SERVICES	Cleared	162	C	247.80
24832	15-May-2020	UNIT50	UNITED CONCRETE & GRAVEL LTD	Cleared	162	C	330.40
24833	15-May-2020	ACEC50	ACE COURIER SERVICES	Cleared	163	C	43.73
24834	15-May-2020	AQUA50	AQUAVISION SERVICES	Cleared	163	C	2,924.35
24835	15-May-2020	CARN50	CARO ANALYTICAL SERVICES	Cleared	163	C	294.00
24836	15-May-2020	CARO50	CARIBOO RADIO	Cleared	163	C	420.00
24837	15-May-2020	CINT50	CINTAS THE UNIFORM PEOPLE	Cleared	163	C	177.25
24838	15-May-2020	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	163	C	1,083.60
24839	15-May-2020	EBHO50	E B HORSMAN & SON	Cleared	163	C	167.17



**DISTRICT OF 100 MILE HOUSE**  
**Cheque Register-Summary-Bank**

EFT'S



AP5090

Page : 1

Date : Jun 05, 2020

Time : 1:37 PM

K1

Supplier : 079850 To ZZ9950  
 Pay Date : 25-Apr-2020 To 31-May-2020  
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. Status : All  
 Medium : E=EFT-PAP T=EFT-File

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03342-0001	28-Apr-2020	SHAW50	SHAW CABLE	Cleared	157	E	45.87
03343-0001	28-Apr-2020	SHAW50	SHAW CABLE	Cleared	158	E	72.75
03344-0001	30-Apr-2020	PENS50	PENSION CORPORATION	Cleared	164	E	7,153.65
03345-0001	22-May-2020	BCHY50	BC HYDRO & POWER AUTHORITY	Cleared	166	E	87.03
03346-0001	22-May-2020	BCHY50	BC HYDRO & POWER AUTHORITY	Cleared	167	E	15,773.50
03347-0001	22-May-2020	FORT50	FORTIS BC - NATURAL GAS	Cleared	168	E	771.22
03348-0001	22-May-2020	FORT50	FORTIS BC - NATURAL GAS	Cleared	169	E	55.97
03349-0001	25-May-2020	FRCO50	FOUR RIVERS CO-OPERATIVE	Cleared	170	E	1,718.98
03350-0001	14-May-2020	PENS50	PENSION CORPORATION	Cleared	171	E	6,819.34
03351-0001	14-May-2020	PETC50	PETRO CANADA	Cleared	172	E	2,402.12
03352-0001	13-May-2020	POST50	POSTAGE BY PHONE	Cleared	173	E	1,400.00
03353-0001	25-May-2020	RECE50	RECEIVER GENERAL OF CANADA	Cleared	174	E	14,853.04
03354-0001	25-May-2020	RECE50	RECEIVER GENERAL OF CANADA	Cleared	175	E	1,504.57
03355-0001	08-May-2020	RECE50	RECEIVER GENERAL OF CANADA	Cleared	176	E	14,205.01
03356-0001	08-May-2020	RECE50	RECEIVER GENERAL OF CANADA	Cleared	177	E	1,513.98
03357-0001	25-May-2020	RECE50	RECEIVER GENERAL OF CANADA	Cleared	178	E	845.19
03358-0001	25-May-2020	RECE50	RECEIVER GENERAL OF CANADA	Cleared	179	E	14,748.70
03359-0001	14-May-2020	ROYL50	ROYAL BANK VISA	Cleared	180	E	1,746.92
03360-0001	14-May-2020	ROYL50	ROYAL BANK VISA	Cleared	181	E	911.15
03361-0001	14-May-2020	ROYL50	ROYAL BANK VISA	Cleared	182	E	1,740.33
03362-0001	14-May-2020	ROYL50	ROYAL BANK VISA	Cleared	183	E	1,192.85
03363-0001	25-May-2020	SHAW50	SHAW CABLE	Cleared	184	E	72.75
03364-0001	25-May-2020	SHAW50	SHAW CABLE	Cleared	185	E	45.87
03365-0001	15-May-2020	SHAW50	SHAW CABLE	Cleared	186	E	187.04
03366-0001	15-May-2020	SHAW50	SHAW CABLE	Cleared	187	E	192.42
03367-0001	14-May-2020	SHAW50	SHAW CABLE	Cleared	188	E	406.38
03368-0001	15-May-2020	TELU50	TELUS COMMUNICATIONS COMPANY	Cleared	189	E	256.46
03369-0001	25-May-2020	TELU50	TELUS COMMUNICATIONS COMPANY	Cleared	190	E	17.01
03370-0001	06-May-2020	TELU50	TELUS COMMUNICATIONS COMPANY	Cleared	191	E	775.62
03371-0001	06-May-2020	TELU50	TELUS COMMUNICATIONS COMPANY	Cleared	192	E	72.80
03372-0001	01-May-2020	TELM50	TELUS MOBILITY CELLULAR INC	Cleared	193	E	940.47
03373-0001	01-May-2020	GRWL50	THE GREAT-WEST LIFE ASSURANCE COMPA	Cleared	194	E	6,566.96
03374-0001	27-May-2020	PENS50	PENSION CORPORATION	Cleared	196	E	7,029.85
03375-0001	22-May-2020	BCAS50	BC ASSESSMENT AUTHORITY	Cleared	197	E	261.10

<b>Total Computer Paid :</b>	<b>0.00</b>	<b>Total EFT PAP :</b>	<b>106,386.90</b>	<b>Total Paid :</b>	<b>106,386.90</b>
<b>Total Manually Paid :</b>	<b>0.00</b>	<b>Total EFT File :</b>	<b>0.00</b>		

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