



A.	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor to call the regular meeting to order at 7:00 PM</p>
B.	<p><b><u>APPROVAL OF AGENDA:</u></b></p>
	<p><b>B1</b></p> <p>BE IT RESOLVED THAT the May 7<sup>th</sup>, 2020 Regular Council agenda <u>be approved.</u></p>
C.	<p><b><u>INTRODUCTION OF LATE ITEMS AND FROM COMMITTEE OF THE WHOLE:</u></b></p>
D.	<p><b><u>DELEGATIONS:</u></b></p>
E.	<p><b><u>MINUTES:</u></b></p>
<p><b>Court of Revision</b></p>	<p><b>E1</b></p> <p>BE IT RESOLVED THAT the minutes of the 2020 Court of Revision held April 21<sup>st</sup>, 2020 be approved.</p>
<p><b>Regular Council – April 21st 2020</b></p>	<p><b>E2</b></p> <p>BE IT RESOLVED THAT the minutes of the regular meeting of April 21<sup>st</sup>, 2020, <u>be adopted.</u></p>
<p><b>Special Regular Council – May 7<sup>th</sup> 2020</b></p>	<p><b>E3</b></p> <p>BE IT RESOLVED THAT the minutes of the special regular meeting of May 7<sup>th</sup>, 2020, <u>be adopted.</u></p>

F.	<b><u>UNFINISHED BUSINESS:</u></b>
G.	<b><u>MAYOR'S REPORT:</u></b>
H.	<b><u>CORRESPONDENCE:</u></b>
<b>Commissionaires Report – April 2020</b>	<b>H1</b> 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>
I.	<b><u>STAFF REPORTS:</u></b>
<b>2019 Corporate &amp; Community Carbon Emissions Report</b>	<b>I1</b> BE IT RESOLVED THAT the memo dated April 29 <sup>th</sup> , 2020 regarding the 2019 Corporate & Community Carbon Emissions report be received.
<b>Joint Use Renewal Agreement</b>	<b>I2</b> 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  BE IT RESOLVED THAT THE Martin Exeter Hall/Valley Room complex is excluded from the Joint Use Facilities Agreement.
<b>BC Transit Operating Agreement</b>	<b>I3</b> 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.
<b>CRD Contribution Agreement Renewal - Transit</b>	<b>I4</b> 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><b>Cariboo Trail Sidewalk Tender</b></p>	<p><b>I5</b> BE IT RESOLVED THAT all tenders received for the Cariboo Trail Sidewalk Project are hereby rejected.</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> 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><b>Adopt 2020 Tax Rate Financial Plan By-Law #1366-2020</b></p>	<p><b>J2</b> 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><b>K.</b></p>	<p><b><u>VOUCHERS</u></b></p>
<p><b>Paid Vouchers – #24689 to # 24785 &amp; EFTs</b></p>	<p><b>K1</b> BE IT RESOLVED THAT the paid manual vouchers #24689 to #24785 and EFT's totaling \$ 687,304.56 <u>be received</u>.</p>
<p><b>L.</b></p>	<p><b><u>OTHER BUSINESS:</u></b></p>
<p><b>M.</b></p>	<p><b><u>QUESTION PERIOD:</u></b></p>
<p><b>N.</b></p>	<p><b><u>ADJOURNMENT</u></b>  BE IT RESOLVED THAT this May 12<sup>th</sup>, 2020 meeting of Council be adjourned:                      Time:</p>



DISTRICT OF 100 MILE HOUSE

**MINUTES OF THE COURT OF REVISION OF THE DISTRICT OF 100 MILE HOUSE  
HELD IN THE MUNICIPAL COUNCIL CHAMBERS  
TUESDAY APRIL 21<sup>st</sup>, 2020**

PRESENT:	Mayor	Mitch Campsall
	Councilor	Ralph Fossum
	Councilor	Dave Mingo
	Councilor	Chris Pettman (via zoom)
	Councilor	Maureen Pinkney
STAFF:	CAO	Roy Scott
	Dir. of Finance	Tammy Boulanger (via zoom)

**CALL TO ORDER:** Mayor Mitch Campsall called the Court of Revision to order at 6:45 p.m.

**Approval of the Agenda**

**Res: 01/20**

Moved by:	Councilor Mingo
Seconded by:	Councilor Fossum

That the Court of Revision agenda for April 21<sup>st</sup> 2020 be approved.

CARRIED.

**Assessment Roll**

Mayor Campsall noted that the purpose of the Court of Revision is to hear any objections to the Sewer & Water Frontage Tax Rolls, and Blackstock Specified Area Sewer Parcel Tax Roll.

The Dir of Finance provided a brief overview of roll changes and noted that there were no written submissions received from those properties directly affected by any changes to the roll.

**Res: 02/20**

Moved By: Councilor Fossum  
Seconded By: Councilor Mingo

BE IT RESOLVED THAT the frontage tax rolls for Water, Sewer, and Blackstock Specified Area Sewer Parcel Tax be approved.

CARRIED.

**ADJOURNMENT**

**Res: 03/20**

Moved By: Councilor Mingo  
Seconded By: Councilor Pinkney

There being no further business the meeting adjourned at 6:50 p.m.

CARRIED.

I hereby certify these minutes to be correct:

\_\_\_\_\_  
Mayor:

\_\_\_\_\_  
Corporate Administrator:



E2

**DISTRICT OF 100 MILE HOUSE**  
**MEETING HELD IN DISTRICT COUNCIL CHAMBERS**  
**TUESDAY, APRIL 21, 2020 AT 7:00 PM**

PRESENT: Mayor Mitch Campsall  
Councillor Ralph Fossum  
Councillor Dave Mingo  
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>	<b><u>CALL TO ORDER</u></b>  Mayor Campsall called the meeting to order at 7:00 PM
<b>B</b>	<b><u>APPROVAL OF AGENDA</u></b>
	<b>B1</b>  <b>Res: 37/20</b> Moved By: Councillor Pinkney Seconded By: Councillor Mingo  BE IT RESOLVED THAT the April 21 <sup>st</sup> 2020 Regular Council Agenda <u>be approved</u> .  CARRIED.

<b>C</b>	<b><u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u></b>
<b>D</b>	<b><u>DELEGATIONS</u></b>
<b>E</b>	<b><u>MINUTES</u></b>
<b>2020 Financial Plan Public Meeting Report</b>	<p><b>E1</b></p> <p><b>Res: 38/20</b>                  Moved By: Councillor Fossum                  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the report for the Financial Plan Public Meeting of March 10<sup>th</sup>, 2020 be approved.</p> <p style="text-align: center;">CARRIED.</p>
<b>Regular Council – March 10<sup>th</sup> 2020</b>	<p><b>E2</b></p> <p><b>Res: 39/20</b>                  Moved By: Councillor Pettman                  Seconded By: Councillor Pinkney</p> <p>BE IT RESOLVED THAT the minutes of the Regular meeting of Council held March 10<sup>th</sup> 2020 <u>be adopted.</u></p> <p style="text-align: center;">CARRIED.</p>
	<p><b><u>UNFINISHED BUSINESS</u></b></p> <p>No unfinished business.</p>
<b>G</b>	<p><b><u>MAYOR'S REPORT</u></b></p> <p>Mayor Campsall noted that a good deal of his time has been spent on the phone with concerned residents, conference calls and media speaking to issues associated with the Covid pandemic.</p>



<p><b>H</b></p>	<p><b><u>CORRESPONDENCE</u></b></p>
<p><b>Commissionaires Report – March 2020</b></p>	<p><b>H1</b></p> <p><b>Res: 40/20</b>                  Moved by: Councillor Mingo                  Seconded by: Councillor Pinkney</p> <p>BE IT RESOLVED THAT the By-Law Officer report for the period of March 1<sup>st</sup> to 31<sup>st</sup> 2020 <u>be received</u>.</p> <p style="text-align: center;">CARRIED.</p> <p>Councillor Fossum enquired as how the new enforcement authorities provided to bylaw officers were working out in the community. The CAO advised that in 100 Mile House, Administration has called upon the RCMP to assist with enforcement issues associated with Covid-19 orders.</p>
	<p><b><u>STAFF REPORTS</u></b></p>
<p><b>Asset Disposal – Turnout Gear</b></p>	<p><b>I1</b></p> <p><b>Res: 41/20</b>                  Moved by: Councillor Fossum                  Seconded by: Councillor Pinkney</p> <p>BE IT RESOLVED THAT the District of 100 Mile House Asset Disposal Policy be waived in order to transfer expired Fire Dept turnout gear to the Likely Fire Dept. and further</p> <p>BE IT RESOLVED THAT the Likely Fire Dept be required to sign a waiver/release document absolving the District of all liability associated with the identified equipment; and further</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House hereby ratify the email poll of January 16, 2020 to approve disposal of expired turnout gear to the Likely Fire Dept.</p> <p style="text-align: center;">CARRIED.</p>





<p><b>Utility Due Date Amendment</b></p>	<p><b>12</b></p> <p><b>Res: 42/20</b> Moved by: Councillor Pinkney Seconded by: Councillor Mingo</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House approve the due date for Utilities to June 30<sup>th</sup> 2020 from April 30<sup>th</sup> 2020</p> <p>CARRIED.</p>
<p><b>100 Mile House Emergency Response Plan Amendment</b></p>	<p><b>13</b></p> <p><b>Res: 43/20</b> Moved by: Councillor Pinkney Seconded by: Councillor Mingo</p> <p>BE IT RESOLVED THAT the 100 Mile House Emergency Response and Evacuation Plan be amended to include a Pandemic Hazard Plan, and further</p> <p>BE IT RESOLVED THAT section 6.4.6 of the 100 Mile Emergency Response and Evacuation Plan be amended to include Appendix A – Pandemic Hazard Plan</p> <p>CARRIED.</p>
<p><b>Farmers Market Street Operation and Street Closure</b></p>	<p><b>14</b></p> <p><b>Res: 44/20</b> Moved by: Councillor Mingo Seconded by: Councillor Pinkney</p> <p>BE IT RESOLVED THAT the 100 Mile House District Council supports the operation of the South Cariboo Farmers' Market for 2020 operating season: and further</p> <p>BE IT RESOLVED THAT Council authorize the closure of Third St from Birch Ave east to the intersecting laneway behind the Community Hall on Fridays during the operating season from May 1<sup>st</sup> thru to September 30<sup>th</sup> 2020.</p> <p>CARRIED.</p>



	<b><u>BYLAWS</u></b>
<b>2020 Financial Plan By-Law #1365-2020</b>	<p><b>J1</b></p> <p><b>Res: 45/20</b>                  Moved by: Councillor Pinkney                  Seconded by: Councillor Mingo</p> <p>BE IT RESOLVED THAT District of 100 Mile House "<b><u>2020 Financial Plan Bylaw No. 1365-2020</u></b>" be adopted this 21<sup>st</sup> day of April 2020.</p> <p style="text-align: center;">CARRIED.</p>
	<b><u>GENERAL VOUCHERS</u></b>
<b>Paid Vouchers – #24613 to #24688 &amp; EFTs</b>	<p><b>K1</b></p> <p><b>Res: 46/20</b>                  Moved by: Councillor Mingo                  Seconded by: Councillor Fossum</p> <p>BE IT RESOLVED THAT the paid manual vouchers #24613 to #24688 and EFT's totaling \$ 321,955.77 <u>be received.</u></p> <p style="text-align: center;">CARRIED.</p> <p>Mayor Campsall called attention to cheque number 24688</p>
<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>  <b>Res: 47/20</b> Moved By: Councillor Mingo Seconded By: Councillor Pinkney  BE IT RESOLVED THAT this Regular meeting for April 21 <sup>st</sup> 2020 be adjourned: Time: 7:15 PM.  CARRIED.
	I hereby certify these minutes to be correct.  _____ Mayor  _____ Corporate Officer





**DISTRICT OF 100 MILE HOUSE**

**MEETING HELD IN DISTRICT COUNCIL CHAMBERS**

**THURSDAY, MAY 7, 2020 AT 12:15 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

OTHERS: Keith Greenhalgh-PMT; Media (0)

<p><b>A</b></p>	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Campsall called the meeting to order at 12:15 PM</p>
<p><b>B</b></p>	<p><b><u>APPROVAL OF AGENDA</u></b></p>
	<p><b>B1</b></p> <p><b>Res: 48/20</b>                  Moved By: Councillor Fossum                  Seconded By: Councillor Pinkney</p> <p>BE IT RESOLVED THAT the May 7<sup>th</sup> 2020 Special 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><b>D</b></p>	<p><b><u>DELEGATIONS</u></b></p>
<p><b>PMT – 2019 Audit Presentation</b></p>	<p><b>D1</b></p> <p>District auditors PMT Accounting; represented by Keith Greenhalgh presented a brief overview of the District of 100 Mile 2019 Audited Financial Statements. Mr. Greenhalgh outlined responsibilities of both the Auditors and the District as it pertained to the reporting process. The Corporation remains in a strong and stable financial position as at Dec. 31, 2019 – very healthy bank account.</p> <hr/> <p><b>Res: 49/20</b>                  Moved By: Councillor Pinkney                  Seconded By: Councillor Fossum</p> <p>BE IT RESOLVED THAT the District of 100 Mile 2019 Audited Financial Statements be approved as presented.</p> <p style="text-align: center;">CARRIED.</p>
<p><b>I</b></p> <p><b>In-Camera Session</b></p>	<p><b>Res: 50/20</b>                  Moved By: Councillor Pinkney                  Seconded By: Councillor Pettman</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)(d,g) of the Community Charter.</p> <p style="text-align: center;">CARRIED.</p>
<p><b>E</b></p>	<p><b><u>MINUTES</u></b></p>



	<b><u>UNFINISHED BUSINESS</u></b>
<b>G</b>	<b><u>MAYOR'S REPORT</u></b>
<b>H</b>	<b><u>CORRESPONDENCE</u></b>
	<b><u>STAFF REPORTS</u></b>
	<b><u>BYLAWS</u></b>
	<b><u>GENERAL VOUCHERS</u></b>
<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: 51/20</b>                  Moved By: Councillor Fossum                  Seconded By: Councillor Pinkney</p> <p>BE IT RESOLVED THAT this Special Regular meeting for May 7<sup>th</sup> 2020 be adjourned: Time: 12:30 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>





# COMMISSIONAIRES

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## Monthly Progress Report

District of 100 Mile House – Bylaw Enforcement Site 545  
April 1<sup>st</sup> to April 30<sup>th</sup> , 2020

In April, there were 4 Requests for Service:

- Aggressive dog – Lady was walking her dog down the street on leash when a dog from a residence came out and attacked her dog, causing minor injuries. She took the dog to the vet's office. Bylaw talked to the owner of the aggressive dog, he stated the dog got out of the fenced area somehow. Gave the aggressive dog owner the complainants phone number with her consent. Aggressive dog owner paid all vet bills and secured better fencing. (Not a problem dog)
- Dog – Dog bothering people walking down the street, gave the owner a copy of the Animal Bylaws and told him to keep the dog in fenced back yard, Will monitor.
- Unsightly and Noise- Resident dismantling vehicle and causing noise disturbance to neighbors. Have talked to resident as well as landlord as this is a rental unit. Gave a copy of the bylaws. This issue is ongoing.
- Aggressive dog in apartment building – Complaint of aggressive dog on apartment property. Called apartment owner and manager and told them it was an internal problem they will have to deal with. Not on public property. They said they will. They are aware of the problem.

Other issues dealt with in April:

- Dog off leash in town – Talked to owner, dog was put on leash.
- Garbage – Talked to some residences about garbage cans out all night because of bear in the area.

Harold Underhill  
Employee No. 3258  
Commissionaires B.C.

**DISTRICT OF 100 MILE HOUSE****M E M O**

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**Date:** Apr. 29, 2020

**To:** Mayor & Council

**From:** Planning

**Subject:** Corporate & Community Carbon Emissions

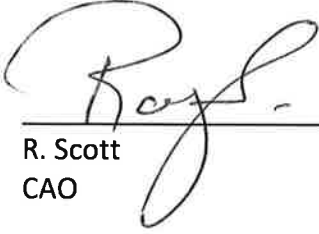
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**CARIP**

The Climate Action Revenue Incentive Program (CARIP) is a conditional grant, designed to offset the carbon tax paid by local governments who have signed onto the BC Climate Action Charter. Our 2019 report is attached, which fulfills the requirement to report publicly on the District's plan and progress toward meeting our climate action goals. The District paid approximately \$7,560 last year in carbon taxes, and the CARIP grant directly offsets this amount.

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J. Doddridge  
Director Economic Development & Planning



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R. Scott  
CAO



# 2019 Climate Action Revenue Incentive Program (CARIP) Survey

## 2019 Climate Action Revenue Incentive Program (CARIP) Survey Overview

### INTRODUCTION:

The 2019 CARIP survey highlights and celebrates local government climate action in British Columbia.

Local governments are **required to submit** the 2019 CARIP/ Carbon Neutral Progress Survey **by June 1, 2020**.

Detailed survey instructions, FAQs and definitions can be found in the [CARIP Program Guide for 2019 Claims](#).

**Once the survey is complete, please download a copy of your responses (you will be given the download link at the end of the survey).**

## SURVEY CONTENT:

1. **Section 1: Local Government Information**
2. **Section 2: Narrative Focus** 2019 Corporate Climate Action 2019 Community-wide Climate Action 2019 Climate Change Adaptation Action
3. **Section 3: 2019 Carbon Neutral Reporting**

## Section 1 – Local Government Information

Name of Local Government:\*

- 100 Mile House, District of
- Abbotsford, City of
- Alert Bay, The Corporation of the Village of
- Anmore, Village of
- Armstrong, City of
- Ashcroft, The Corporation of the Village of
- Barriere, District of
- Belcarra, Village of
- Bowen Island, Municipality
- Burnaby, City of
- Burns Lake, The Corporation of the Village of
- Cache Creek, Village of
- Campbell River, City of
- Canal Flats, Village of
- Capital Regional District
- Cariboo Regional District
- Castlegar, City of
- Central Coast Regional District
- Central Saanich, The Corporation of the District of
- Chase, Village of
- Chetwynd, District
- Chilliwack, City of
- Clearwater, District of
- Clinton, Village of
- Coldstream, The Corporation of the District of
- Columbia Shuswap Regional District
- Colwood, City of
- Comox Valley Regional District
- Comox, Town of
- Coquitlam, City of
- Courtenay, The Corporation of the City of
- Cowichan Valley Regional District
- Cranbrook, The Corporation of the City of
- Creston, Town of
- Cumberland, The Corporation of the Village of
- Dawson Creek, The Corporation of the City of
- Delta, The Corporation of
- Duncan, The Corporation of the City of
- Elkford, District of
- Enderby, The Corporation of the City of
- Esquimalt, The Corporation of the Township of

- ( ) Fernie, The Corporation of the City of
- ( ) Fort St. James, District of
- ( ) Fort St. John, City of
- ( ) Fraser Lake, Village of
- ( ) Fraser Valley Regional District
- ( ) Fruitvale, The Corporation of the Village of
- ( ) Gibsons, Town of
- ( ) Gold River, Village of
- ( ) Golden, Town of
- ( ) Grand Forks, The Corporation of the City of
- ( ) Granisle, Village of
- ( ) Greenwood, The Corporation of the City of
- ( ) Harrison Hot Springs, Village of
- ( ) Hazelton, The Corporation of the Village of
- ( ) Highlands, District of
- ( ) Hope, District of
- ( ) Houston, District of
- ( ) Hudson's Hope, District of
- ( ) Invermere, District of
- ( ) Islands Trust
- ( ) Kamloops, City of
- ( ) Kaslo, Village of
- ( ) Kelowna, City of
- ( ) Kent, The Corporation of the District of
- ( ) Keremeos, The Corporation of the Village of
- ( ) Kimberley, City of
- ( ) Kitimat, District of
- ( ) Ladysmith, Town of
- ( ) Lake Country, District of
- ( ) Lake Cowichan, Town of
- ( ) Langford, City of
- ( ) Langley, City of
- ( ) Langley, The Corporation of the Township of
- ( ) Lantzville, District of
- ( ) Lillooet, District of
- ( ) Lions Bay, Village of
- ( ) Logan Lake, District of
- ( ) Lumby, The Corporation of the Village of
- ( ) Lytton, The Corporation of the Village of
- ( ) Mackenzie, District of
- ( ) Maple Ridge, The Corporation of the District of
- ( ) Masset, Village of
- ( ) McBride, The Corporation of the Village of

- ( ) Merritt, City of
- ( ) Metchosin, District of
- ( ) Midway, Village of
- ( ) Mission, District of
- ( ) Montrose, The Corporation of the Village of
- ( ) Nakusp, Village of
- ( ) Nanaimo, City of
- ( ) Nelson, The Corporation of the City of
- ( ) New Denver, The Corporation of the Village of
- ( ) New Hazelton, District of
- ( ) New Westminster, The Corporation of the City of
- ( ) North Coast Regional District
- ( ) North Cowichan, The Corporation of the District of
- ( ) North Saanich, District of
- ( ) North Vancouver, The Corporation of the City of
- ( ) North Vancouver, The Corporation of the District of
- ( ) Northern Rockies Regional Municipality
- ( ) Oak Bay, The Corporation of the District of
- ( ) Oliver, Town of
- ( ) Osoyoos, Town of
- ( ) Parksville, City of
- ( ) Peace River Regional District
- ( ) Peachland, The Corporation of the District of
- ( ) Pemberton, Village of
- ( ) Penticton, The Corporation of the City of
- ( ) Pitt Meadows, City of
- ( ) Port Alberni, City of
- ( ) Port Alice, City of
- ( ) Port Clements, Village of
- ( ) Port Coquitlam, The Corporation of the City of
- ( ) Port Edward, District of
- ( ) Port Hardy, District of
- ( ) Port McNeill, Town of
- ( ) Port Moody, City of
- ( ) Pouce Coupe, The Corporation of the Village of
- ( ) Powell River, City of
- ( ) Prince George, City of
- ( ) Prince Rupert, City of
- ( ) Princeton, Town of
- ( ) qathet Regional District
- ( ) Qualicum Beach, Town of
- ( ) Queen Charlotte, Village of
- ( ) Quesnel, City of

- ( ) Radium Hot Springs, Village of
- ( ) Regional District of Alberni-Clayoquot
- ( ) Regional District of Bulkley-Nechako
- ( ) Regional District of Central Kootenay
- ( ) Regional District of Central Okanagan
- ( ) Regional District of East Kootenay
- ( ) Regional District of Fraser-Fort George
- ( ) Regional District of Kitimat-Stikine
- ( ) Regional District of Kootenay Boundary
- ( ) Regional District of Metro Vancouver
- ( ) Regional District of Mount Waddington
- ( ) Regional District of Nanaimo
- ( ) Regional District of North Okanagan
- ( ) Regional District of Okanagan-Similkameen
- ( ) Revelstoke, City of
- ( ) Richmond, City of
- ( ) Rossland, The Corporation of the City of
- ( ) Saanich, The Corporation of the District of
- ( ) Salmo, The Corporation of the Village of
- ( ) Salmon Arm, City of
- ( ) Sayward, Village of
- ( ) Sechelt, District of
- ( ) Sicamous, District of
- ( ) Sidney, Town of
- ( ) Silverton, The Corporation of the Village of
- ( ) Slocan, Village of
- ( ) Smithers, Town of
- ( ) Sooke, District of
- ( ) Spallumcheen, The Corporation of the Township of
- ( ) Sparwood, District of
- ( ) Squamish, District of
- ( ) Squamish-Lillooet Regional District
- ( ) Stewart, District of
- ( ) Strathcona Regional District
- ( ) Summerland, The Corporation of the District of
- ( ) Sun Peaks, Mountain Resort Municipality
- ( ) Sunshine Coast Regional District
- ( ) Surrey, City of
- ( ) Tahsis, Village of
- ( ) Taylor, District of
- ( ) Telkwa, The Corporation of the Village of
- ( ) Terrace, City of
- ( ) Thompson-Nicola Regional District

- Tofino, District of
- Trail, City of
- Tumbler Ridge, District of
- Ucluelet, District of
- Valemount, Village of
- Vancouver, City of
- Vanderhoof, District of
- Vernon, The Corporation of the City of
- Victoria, The Corporation of the City of
- View Royal, Town of
- Warfield, The Corporation of the Village of
- Wells, District of
- West Kelowna, City of
- West Vancouver, The Corporation of the District of
- Whistler, Resort Municipality of
- White Rock, The Corporation of the City of
- Williams Lake, City of

Name of Regional District:\*

- Alberni-Clayoquot (Regional District)
- Bulkley-Nechako (Regional District)
- Capital (Regional District)
- Cariboo (Regional District)
- Central Coast (Regional District)
- Central Kootenay (Regional District)
- Central Okanagan (Regional District)
- Columbia Shuswap (Regional District)
- Comox Valley (Regional District)
- Cowichan Valley (Regional District)
- East Kootenay (Regional District)
- Fraser Valley (Regional District)
- Fraser-Fort George (Regional District)
- Islands Trust (Islands Trust)
- Kitimat-Stikine (Regional District)
- Kootenay Boundary (Regional District)
- Metro Vancouver (Regional District)
- Mount Waddington (Regional District)
- Nanaimo (Regional District)
- North Coast (Regional District)
- North Okanagan (Regional District)
- Okanagan-Similkameen (Regional District)
- Peace River (Regional District)
- qathet (Regional District)

- Squamish-Lillooet (Regional District)
- Strathcona (Regional District)
- Sunshine Coast (Regional District)
- Thompson-Nicola (Regional District)

Does your region have a Regional Growth Strategy (RGS):\*

- Yes
- No
- Don't know

Population:\*

- 0-4,999
- 5,000 to 9,999
- 10,000 to 49,999
- 50,000 to 99,999
- 100,000+

Submitted by:\*

Name

*Joanne Doddridge*

Position

*Director of Economic Development & Planning*

Email Address

*jdoddridge@100milehouse.com*

Phone Number

*250-395-2434*



## Section 2 - Narrative Focus

Local government signatories to the B.C. Climate Action Charter have committed to taking climate action by:

- Working towards achieving corporate carbon neutrality;
- Measuring and reporting on their community-wide GHG emissions; and
- Creating complete, compact, energy-efficient communities.

A key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia.

In 2019, what actions has your local government taken to support the creation of compact, complete, and energy efficient communities?

*The District of 100 Mile House has continued implementing our OCP with broad goals and policies to support a compact, complete and energy efficient community.*

### 2019 CORPORATE CLIMATE ACTION:

Corporate climate actions refer to actions that reduce the GHG emissions produced as a result of a local government's delivery of "traditional services" , including fire protection, solid waste management, recreational/cultural services, road and traffic operations, water and wastewater management, and local government administration.

In 2019, when it comes to corporate climate action, did your local government undertake any of the following (PLEASE SELECT ALL THAT APPLY):\*

- Building and Lighting Actions
- Energy Generation Actions
- Greenspace Actions
- Planning Actions
- Solid Waste Actions
- Transportation Actions
- Water and Wastewater Actions
- Other Climate Actions <em>(PLEASE SPECIFY)</em>
- Don't know

Please specify 'Other Climate Actions'

---

When it comes to corporate Building and Lighting Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- New or upgraded energy-efficient lighting systems
- New or upgraded energy-efficient heating systems
- New or upgraded building envelope initiatives
- Upgrades to amenities in recreation facilities
- Studies related to building and/or lighting energy efficiency
- Other <em>(PLEASE SPECIFY)</em>
- Don't know

Please specify 'Other'

---

When it comes to corporate Greenspace Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Tree planting
- Greenspace acquisition
- New or upgraded amenities in parks
- Invasive species management
- Plans or strategies related to greenspace
- Other <em>(PLEASE SPECIFY)</em>
- Don't know

Please specify 'Other'

---

When it comes to corporate Planning Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Energy/Emissions Management Plan (New or Updated)
- Asset Management Plan (New or Updated)
- Corporate Climate Action Plan (New or Updated)
- Strategic Plan (New or Updated)
- Other <em>(PLEASE SPECIFY)</em>
- Don't know

Please specify 'Other'

---

When it comes to corporate Transportation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Fleet replacement or upgrades
- New or improved electric vehicle initiatives
- New or improved active transportation infrastructure for staff
- Communication or outreach for staff related to corporate transportation initiatives
- New or improved public transportation initiatives for staff
- Other <em>(PLEASE SPECIFY)</em>
- Don't know

Please specify 'Other'

---

When it comes to corporate Water and Wastewater Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- New or improved water or wastewater infrastructure

Studies or research related to water conservation

Plans or strategies related to water or wastewater

Water reduction initiative(s)

Other *(PLEASE SPECIFY)*

Don't know

Please specify 'Other'

---

As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to reduce corporate GHG emissions.

When it comes to the corporate climate action, please highlight up to three significant actions focused on reducing GHG emissions that your local government undertook in 2019:

*We have explored opportunity to replace municipal street lights with LED lights.*

Corporate Action #2

*We have pursued fleet upgrades.*

Corporate Action #3

*We have acquired property to preserve greenspace.*

## 2019 COMMUNITY-WIDE CLIMATE ACTION:

Community-wide actions refer to actions that reduce GHG emissions across the community (i.e. actions not related to "traditional services" in corporate operations).

When it comes to community-wide climate action in 2019, did your local government undertake any of the following (PLEASE SELECT ALL THAT APPLY):\*

- Building and Lighting Actions
- Energy Generation Actions
- Greenspace Actions
- Planning Actions
- Solid Waste Actions
- Transportation Actions
- Water and Wastewater Actions
- Other Climate Actions <em>(PLEASE SPECIFY)</em>
- Don't know

Please specify 'Other Climate Actions'

When it comes to community-wide Greenspace Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Tree planting
- Greenspace restoration or maintenance
- Greenspace acquisition
- Invasive species management
- Plans or strategies related to greenspace
- Other <em>(PLEASE SPECIFY)</em>
- Don't know

Please specify 'Other'

---

When it comes to community-wide Solid Waste Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Introduction, expansion or improvement of recycling initiatives
- Introduction, expansion or improvement of composting initiatives
- Community clean-up initiatives
- General waste reduction initiative (including landfill diversion strategies)
- Outreach, education or communication related to solid waste
- Other<em> (PLEASE SPECIFY)</em>
- Don't know

Please specify 'Other'

---

When it comes to community-wide Transportation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- New or improved active transportation infrastructure
- New or improved public transportation initiatives
- New or improved electric vehicle initiatives
- Outreach, education or communication related to transportation
- Plans or strategies related to transportation
- Other <em>(PLEASE SPECIFY)</em>
- Don't know

Please specify 'Other'

---

When it comes to community-wide Water and Wastewater Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Water restrictions
- Incentives/rebate programs related to water or wastewater
- Outreach, education or communication related to water or wastewater
- Studies or research related to water or wastewater
- Plans or strategies related to water or wastewater
- Other <em>(PLEASE SPECIFY)</em>
- Don't know

Please specify 'Other'

---

As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to reduce community-wide GHG emissions.

When it comes to the community-wide climate action, please highlight up to three significant actions focused on reducing GHG emissions that your local government undertook in 2019:

*Worked closely with MoTI to bring EV Fast Charging Stations to town.*

Community-Wide Action #2

*Supporting partner with Charge North to bring EV Level 2 Charging Stations to town.*

Community-Wide Action #3

*Worked with CRD to support composter sales.*

## 2019 CLIMATE PREPAREDNESS AND ADAPTATION ACTION:

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

Please identify the climate impacts that are most relevant to your local government (PLEASE SELECT ALL THAT APPLY):\*

- Increased temperatures increasing wildfire activity
- Extreme weather events contributing to urban and overland flooding
- Changes to temperature and precipitation causing seasonal drought
- Warmer winter temperatures reducing snowpack
- Sea level rise and storms causing coastal flooding and/or erosion
- Other <em>(PLEASE SPECIFY)</em>
- Don't know

Please specify 'Other'

In 2019, did your local government take any of the following actions in an effort to consider or address the impacts of climate change? (PLEASE SELECT ALL THAT APPLY)\*

- Emergency response planning
- Asset management
- Infrastructure upgrades
- Public education and awareness
- Strategic and financial planning
- Risk and vulnerability assessments
- Risk reduction strategies
- Official Community Plan policy changes
- Other <em>(PLEASE SPECIFY)</em>
- Don't know

Please specify 'Other'

In 2019, did your local government partnered with any of the following organizations to prepare for, and adapt to, a changing climate? (PLEASE SELECT ALL THAT APPLY)\*

- Adaptation to Climate Change Team (SFU)
- Columbia Basin Trust
- Community Emergency Preparedness Fund (UBCM)
- Federation of Canadian Municipalities
- Fraser Basin Council
- Pacific Institute for Climate Solutions (UVIC)
- Other <em>(PLEASE SPECIFY)</em>
- Don't know

Please specify 'Other'

*Forest Enhancement Society of BC - re wildfire mitigation projects*



As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to adapting to a changing climate.

When it comes to climate preparedness and adaptation actions, please highlight up to three significant actions/initiatives that your local government undertook in 2019:

*Worked extensively to undertake fuel mitigations projects in the Community Forest and municipal woodlot as well as municipally owned property.*

Adaptation Action #2

Adaptation Action #3

### Section 3: 2019 Carbon Neutral Reporting

Local governments are required to report on their progress in achieving their corporate carbon neutral goal under the [B.C. Climate Action Charter](#). Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee has established a common approach to determining corporate carbon neutrality for the purposes of the Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the [B.C. Climate Action Toolkit website](#), specifically the [Workbook](#) and [Becoming Carbon Neutral: A Guide for Local Governments in British Columbia](#).

*Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for GHG emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual Climate Action Revenue Incentive Program (CARIP) reports.*

#### 2019 CARBON EMISSIONS

Did your local government measure corporate GHG emissions for 2019?\*

Yes

No

Don't Know

If your local government measured 2019 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) from:

##### Service Delivery Type

	2019 Corporate GHG Emissions
Services Delivered Directly by your Local Government	
Contracted Services	310

TOTAL A - CORPORATE GHG EMISSIONS (DIRECT + CONTRACTED) FOR 2019:

TOTAL A - CORPORATE GHG EMISSIONS (DIRECT + CONTRACTED) FOR 2019: 310

#### 2019 CARBON REDUCTIONS

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2019 by one or a combination of the following actions:

- Undertake Green Communities Committee-supported Option 1 Project(s)
- Undertake Green Communities Committee-supported Option 2 Project(s)
- Purchase carbon offsets from a credible offset provider

For more information about options to balance or offset corporate GHG emissions please refer to [Becoming Carbon Neutral: A Guidebook for Local Governments in British Columbia](#).

If applicable, please report the 2019 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from any of the following Option 1 GHG Reduction Projects:

##### Option 1 GHG Reduction Projects

	2019 GHG Emissions Reductions
1A Energy Efficiency Retrofits	
1B Solar Thermal	
1C Household Organic Waste	
1D Low Emission Vehicles	
1E Avoided Forest Conversion	
1F Trenchless Technology	

TOTAL B - REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2019:

TOTAL B - REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2019: 0

If applicable, please report the names and 2019 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from Option 2 GHG Reduction Projects:

	Names of Option 2 GHG Reduction Projects	2019 GHG Emissions Reductions
1.		
2.		
3.		
4.		
5.		
6.		

TOTAL C - REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2019:

TOTAL C - REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2019: 0

**2019 CARBON OFFSETS**

If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO2e)) from an offset provider for the 2019 reporting year:

	Name of Offset Provider	Name of Project	2019 GHG Emissions Reductions
1.			
2.			
3.			
4.			
5.			
6.			

TOTAL D - OFFSETS PURCHASED FOR 2019:

TOTAL D - OFFSETS PURCHASED FOR 2019: 0

TOTAL REDUCTIONS AND OFFSETS FOR 2019 (Total B+C+D):

TOTAL REDUCTIONS AND OFFSETS FOR 2019 (Total B+C+D): 0

**Corporate GHG Emissions Balance for 2019**

Your local government's corporate GHG emissions balance is the difference between total corporate offsetable GHG emissions (direct + contracted emissions) and the GHG emissions reduced through Green Communities Committee Option 1 and Option 2 projects and/or the purchase of offsets.

CORPORATE GHG EMISSIONS BALANCE FOR 2019 = (Total A - (B+C+D))

CORPORATE GHG EMISSIONS BALANCE FOR 2019 (Total A - (B+C+D)) 310

If your corporate GHG emissions balance is negative or zero, your local government is carbon neutral. **CONGRATULATIONS!**

If your local government was carbon neutral in 2019, please record any emissions reductions you will be carrying over for future years and the source of the reductions, including the year they were earned (e.g. organics diversion, 2019 100 tCO2e):

	Source of Carryover Emission Reduction	Year Earned	GHG Emissions Reductions
1.			
2.			
3.			
4.			
5.			
6.			

TOTAL E - BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR

TOTAL E - BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR 0

## GREEN COMMUNITIES COMMITTEE CLIMATE ACTION RECOGNITION PROGRAM:

The joint Provincial-UBCM Green Communities Committee is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the Green Communities Committee with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

**Level 1 – Demonstrating Progress on Charter Commitments:** For local governments who demonstrate progress on fulfilling one or more of their Charter commitments.

**Level 2 – Measuring GHG Emissions:** For local governments that achieve Level 1, who measure their corporate GHG emissions for the reporting year and demonstrate that they are familiar with their community's energy and emissions inventory (i.e. CEEI).

**Level 3 – Accelerating Progress on Charter Commitments:** For those local governments who have achieved Level 1 and 2 and demonstrate significant action (corporately or community-wide) in reducing GHG emissions in the reporting year (e.g. through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

**Level 4 - Achievement of Carbon Neutrality:** For local governments who achieve corporate carbon neutrality in the reporting year.

Based on your local government's 2018 CARIP Climate Action/Carbon Neutral Progress Survey, please check the Green Communities Committee Climate Action Recognition Program level that best applies:\*

- Level 1 – Demonstrating Progress on Charter Commitments
- Level 2 – Measuring GHG Emissions
- Level 3 – Accelerating Progress on Charter Commitments
- Level 4 - Achievement of Carbon Neutrality
- Don't know

Related to Level 3 recognition, if applicable, please identify any new or ongoing corporate or community-wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time and/or financial resources and is intended to result in significant GHG reductions:

Does your local government set aside funds in a climate reserve fund or similar?\*

- Yes
- No
- Don't know



**DISTRICT OF 100 MILE HOUSE**

**M E M O**

---

**Date:** May 8, 2020  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** Joint Use of Facilities Agreement

---

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 expired on December 31<sup>st</sup> 2019.


Attached is a renewal agreement for the three year term ending December 31, 2022.

The District historically excludes the use of the Martin Exeter Hall/Valley Room complex from this agreement.

**Recommendation:**

**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**

**BE IT RESOLVED THAT THE Martin Exeter Hall/Valley Room complex is excluded from the Joint Use Facilities Agreement.**

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



# CITY OF WILLIAMS LAKE

450 MART STREET, WILLIAMS LAKE, BRITISH COLUMBIA V2G 1N3  
TELEPHONE 250-392-2311 FAX 250-392-4408

March 10, 2020

File: 2-6-2A

District of 100 Mile House  
PO Box 340, 385 Birch Avenue  
100 Mile House, BC  
V0K 2E0

Attention: Roy Scott, Administrator

Dear Mr. Scott:

**RE: Letter of Understanding re Joint Use of Facilities Agreement**

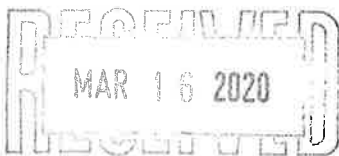
Enclosed are five copies of the Letter of Understanding for the Joint Use of Facilities Agreement between the City of Williams Lake, the Cariboo Regional District, School District #27, Thompson Rivers University (Williams Lake Campus) and the District of 100 Mile House.

Please have all copies executed on behalf of the District of 100 Mile House, and return all copies to the undersigned. Once fully executed, a signed original copy will be returned for your records.

Yours truly,

Rena Schill  
Acting Corporate Officer

RS  
Encl. (5)



[www.williamslake.ca](http://www.williamslake.ca)



**LETTER OF UNDERSTANDING**  
**JOINT USE AGREEMENT – FACILITIES**

BETWEEN: CARIBOO REGIONAL  
DISTRICT (CRD)  
Suite D, 180 North 3<sup>rd</sup> Avenue  
Williams Lake BC V2G 2A4

AND: SCHOOL DISTRICT #27 (SD)  
350 North 2<sup>nd</sup> Avenue  
Williams Lake BC V2G 1Z5

AND: CITY OF WILLIAMS LAKE  
(CITY)  
450 Mart Street  
Williams Lake BC V2G 1N3

AND: THOMPSON RIVERS UNIVERSITY  
WILLIAMS LAKE CAMPUS (TRU\_WL)  
1250 Western Avenue  
Williams Lake BC V2G 1H7

AND: DISTRICT OF 100 MILE HOUSE  
(DISTRICT)  
PO Box 340, 385 Birch Ave  
100 Mile House BC V0K 2E0

WHEREAS the parties each own, lease, develop, construct, operate and/or maintain recreational properties, parks and facilities within the Central and South Cariboo;

NOW THEREFORE the parties agree, each with the other, as follows:

1. The term of this Agreement shall be from January 1, 2020 to December 31, 2022.
2. For use of respective facilities by the parties to this agreement, there shall be no rental or admin fees. However, charges may apply for bookings requiring extra costs such as security, staff, supervision and/or extra cleaning. Such costs shall be established at the time of booking. Every effort will be made to minimize, or eliminate, extra charges wherever possible and these extra fees should not be charged "as matter of fact".
3. Parties to this Agreement shall have priority booking privileges over community use bookings and should be permitted to book facilities prior to any public process being completed. Cancellation of any Joint Use bookings should be given as much notice as possible.
4. Every effort will be made by the parties to this agreement to accommodate booking requests that may fall outside the "norm" for hours, days or facilities. Senior Staff for parties of this Agreement will be permitted to negotiate arrangements for such use as long as there is no net additional "cost" to any one party, or the arrangement is deemed to be mutually beneficial.

5. For the purposes of this Agreement "Senior Staff" shall be defined as follows;
  - a. School District #27 – Superintendent, Secretary Treasurer or Designate
  - b. CRD – CAO, Manager of Community Services or Designate
  - c. City of Williams Lake – CAO, Director of Corporate Services or Designate
  - d. TRU\_WL – Vice President, Administration and Finance or Designate
  - e. District of 100 Mile – CAO or Designate
  
6. a) The CRD and Complex Management shall make available the Cariboo Memorial Complex and CRD the South Cariboo Recreation Centre facilities for use by the SD on regular school days from 8:00am to 3:30pm, provided that periods available to the SD are scheduled to ensure maximum use of the facility by the SD and the general public, as well as other recreation groups.  
  
b) In addition, the CRD and Complex Management will allow additional use of the CMRC outside normal overhead hours for the purpose of (Cap and Gown) graduation ceremonies. Any costs associated with extending hours of operation will be the responsibility of the SD.
  
7. The CITY and DISTRICT shall make available parks, recreational areas and facilities for use by the SD on school days from 8:00am to 3:30pm provided that periods available to the SD are scheduled to ensure maximum use of the facility by the SD and by the general public and other recreation groups.
  
8. The SD shall make available, school fields and school facilities for parties to the Agreement first, and general public recreation (community use) activities second. Parties to this agreement are not subject to Clause (C) rental fees in SD policy #3513.
  
9. TRU\_WL shall make available the gymnasium and fields for use by the Joint Use Agreement members first and public recreation users second. Classrooms may also be made available to parties of this Agreement and shall be negotiated by Senior Staff based on availability and appropriateness.
  - a) Gymnasium Use: the gymnasium shall be made available for use Monday through Friday 8:30am to 9:00pm during the Academic school year (September through April) and will be available for use "as required" on weekends and during the summer months.
  - b) Field Use: the field shall be made available year-round for use "as required". The field will be maintained by TRU\_WL, the City and School District.
  - c) Excluded Space: the following rooms and/or space are excluded from the Joint Use Agreement:



- i) Laboratories and their associated preparatory rooms and support space: (including but not limited to: Biology, Chemistry/Physics, Electronics and Nursing).
- ii) Trade Shops: (including but not limited to: Automobile, Construction Trade, Grinding/Plasma and Welding).

In consideration, current (valid) TRU\_WL students will be granted complimentary drop-in access to the pool, gym, arena and drop-in fitness classes at Cariboo Memorial Complex with display of a Valid TRU\_WL Student Card.

- 10. Each party represents and warrants to insure their respective liabilities relating to the use of the facilities provided by the other(s) pursuant to this Agreement.
- 11. Each party will use the facilities provided by the other(s) at its own risk and will indemnify and hold the owner (and its directors, governors and employees) harmless from any and all liability for loss, cost or damages either before or after the expiration or termination of this agreement, resulting from bodily injury (including death) to any person or persons, or from damage to the property, arising from its use or occupancy of the owner's facility, including the deductible amount for which the owner is liable under the terms of the owner's insurance coverage.
- 12. Any party to this agreement may withdraw from this Agreement upon giving ninety (90) days written notice of its intention to withdraw.
- 13. Nothing in this Agreement limits the ability of any party to enter into other arrangements or agreements with either of the other parties individually or with any other party.
- 14. This agreement constitutes the entire Agreement of the parties with regard to the matters herein and may only be amended in writing signed by all the parties.

THE CARIBOO REGIONAL DISTRICT  
by its authorized signatories:

SCHOOL DISTRICT #27 (CARIBOO-  
CHILCOTIN)  
by its authorized signatories:

\_\_\_\_\_

Chair

\_\_\_\_\_

Chair

\_\_\_\_\_

Corporate Officer

\_\_\_\_\_

Secretary Treasurer

THE CITY OF WILLIAMS LAKE  
by its authorized signatories:

\_\_\_\_\_  
Mayor

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

THOMPSON RIVERS UNIVERSITY  
WILLIAMS LAKE CAMPUS (TRU\_WL)  
by its authorized signatories:

Matt Milovick  
\_\_\_\_\_  
Vice-President, Administration and Finance

  
\_\_\_\_\_  
Authorized Signatory

THE DISTRICT OF 100 MILE HOUSE  
(DISTRICT)  
by its authorized signatories:

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Authorized Signatory



**DISTRICT OF 100 MILE HOUSE**

**M E M O**

---

**Date:** May 8, 2020  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** Annual Operating Agreement – BC Transit

---

Attached is the Annual Operating Agreement between the District and BC Transit.

The net operating cost for the 2020/21 operating season is estimated to be \$200,022. This net cost is shared equally between the District of 100 Mile House and the Cariboo Regional District.

**Recommendation:**

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.

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

**100 Mile House  
ANNUAL OPERATING AGREEMENT**

**between**

**District of 100 Mile House**

**and**

**BRITISH COLUMBIA TRANSIT**

**Effective**

**April 1, 2020**

INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

## **ANNUAL OPERATING AGREEMENT**

**BETWEEN:**

**District of 100 Mile House**

(the "Municipality")

**AND:**

**BRITISH COLUMBIA TRANSIT**

(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the British Columbia Transit Act;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

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## SECTION 1: DEFINITIONS

Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "Transit Service Agreement" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;

## SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

## SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

## SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2020, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2021 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
  - a. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
  - b. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.

## SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom Of Information And Protection Of Privacy Act* ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant

to this Agreement, including database information, shall be deemed confidential and subject to the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

## SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

## SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.
  - a. BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses.
  - b. Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected.
  - c. Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:
    - i. *For Conventional Transit Service:*
      1. the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
      2. the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
      3. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement;
      4. an amount of the annual operating costs of BC Transit not exceeding 8 percent of the direct operating costs payable under an Annual Operating Agreement;
    - ii. *For Custom Transit Service:*



1. the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
  2. the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;
  3. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement; and,
  4. an amount of the annual operating costs of BC Transit not exceeding 8 percent of the direct operating costs payable under an Annual Operating Agreement;
- d. Eligible Expenses exclude the costs of providing third-party 100 percent-funded services; and,
  - e. BC Transit will provide an annual statement of account of the reserves received and utilized, including any interest earned for each local government.
- e) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the British Columbia Transit Act.

#### SECTION 8: GOVERNING LAW

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

#### SECTION 9: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

## SECTION 10: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

### **British Columbia Transit**

c/o Executive Assistant, Business Development

P.O. Box 9861

520 Gorge Road East

Victoria, British Columbia V8W 9T5

and to the Municipality at:

### **District of 100 Mile House**

c/o Administrator

385 South Birch Street

PO Box 340

100 Mile House, B.C. V0K 2E0

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**District of 100 Mile House**

\_\_\_\_\_

\_\_\_\_\_

**BRITISH COLUMBIA TRANSIT**

\_\_\_\_\_

Vice President, Business Development

\_\_\_\_\_

Vice President, Finance and Chief Financial Officer

## SCHEDULE "A": TARIFF AND FARES

### Appendix 1: Tariff Notes

None.

Appendix 2: Tariff and Fares

**SCHEDULE "A": TARIFF AND FARES**

**Fare Zones:**

Zone 1: travel within the Corporate Boundaries of 100 Mile House.

Zone 2: travel within specified areas of the Cariboo Regional District between 100 Mile House and 103 Mile and 108 Mile.

Zone 3: travel within specified areas of the Cariboo Regional District to/from Lac La Hache.

**Fares:**

**Conventional Transit Service:**

*Effective as of December 1, 2008*

a) Single Cash Fares:	<b><u>One Zone</u></b>	<b><u>Two Zone</u></b>
i) Adult	\$1.50	\$2.00
ii) Senior/Student *	\$1.25	\$1.75
iv) Child 4 years and under	Free	Free
v) Accessible Transit Attendant	Free	Free
b) Tickets: (Book of 10)	<b><u>One Zone</u></b>	<b><u>Two Zone</u></b>
i) Adult	\$13.50	\$18.00
ii) Senior/Student*	\$11.25	\$15.75
c) Monthly Bus Pass		<b><u>All Zones</u></b>
i) Adult		\$35.00
ii) Senior/Student*		\$28.00
*Reduced fare for persons 65 years or over with valid I.D. and for students in full-time attendance to Grade 12, with valid Student I.D.		
d) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program. NOT valid on Health Connection service.		
e) CNIB Pass available from the local office of the CNIB.		
f) BC Transit Employee Bus Pass		

**handyDART & Rural Service:**

a)	<b><u>One Zone</u></b>	<b><u>Two Zone</u></b>	<b><u>Three Zone</u></b>
Adult	\$1.75	\$2.25	\$2.75
Senior/Student	\$1.75	\$2.25	\$2.50
Companion accompanying registered user	\$1.75	\$2.25	\$2.75/\$2.50
Attendant required for travel	Free	Free	Free

**Health Connection:**

All passengers, one-way travel to/from Williams Lake \$5.00

## SCHEDULE "B": SERVICE SPECIFICATIONS

The Local Transit Service Area for the 100 Mile House Transit Service Area shall be the corporate boundaries of the District of 100 Mile House and Electoral Area "G" of the Cariboo Regional District.

For the purposes of Health Connections the boundaries also include all areas between 100 Mile House and Williams Lake.

The Annual Service Level for 100 Mile House Transit Service shall be 3200 Revenue Service Hours.

The Exception Days recognized annually for the 100 Mile House Transit Transit Service are:

<b>Exception Day</b>	<b>Service Level</b>
Good Friday	No Service
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Years Day	No Service
Family Day	No Service

## SCHEDULE "C": BUDGET

### 100 MILE HOUSE PARA TRANSIT

	OFFICIAL AOA 2020/21
TOTAL REVENUE	\$19,255
TOTAL OPERATING COSTS	\$270,670
TOTAL COSTS (including Local Government Share of Lease Fees)	\$323,320
NET LOCAL GOVERNMENT SHARE OF COSTS	\$200,022



## DISTRICT OF 100 MILE HOUSE

### M E M O

---

**Date:** May 8, 2020  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** CRD Contribution Renewal Agreement – Transit Services

---

Attached is the Contribution Renewal Agreement between the District of 100 Mile House and the Cariboo Regional District for the cost sharing of BC Transit Services net operating costs. .

The net operating cost for the 2020/21 operating season is estimated to be \$200,022. This net cost is shared equally between the District of 100 Mile House and the Cariboo Regional District. The net cost for 2020/21 has decreased by 12% over the prior year.

This renewal agreement is for a three-(3) year period ending March 31<sup>st</sup> 2023

#### **Recommendation:**

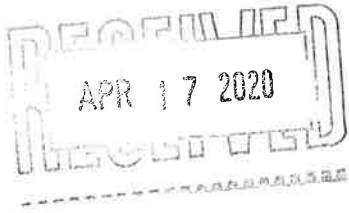
BE IT RESOLVED THAT the Council of the District of 100 Mile House hereby authorizes Administration to execute the Contribution Renewal Agreement between the District and the Cariboo Regional District for Transit Services.

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R. Scott, CAO



File: 2240-20-8500



April 14, 2020

District of 100 Mile House  
PO Box 340  
100 Mile House, BC V0K 2E0

Dear Mr. Scott:

Re: Contribution Renewal Agreement – Transit Service

Please find enclosed two (2) copies of the above-noted contracts for your signature. Once you have endorsed both copies, please return them to our office. An original executed copy of the contract will be sent back to you.

Should you require any further information, please do not hesitate to contact the undersigned.

Yours truly,



Darron Campbell  
Manager of Community Services

DC/lv

Enclosures (2)

building communities together

## CONTRIBUTION RENEWAL AGREEMENT

THIS AGREEMENT, made the 1st day of April, 2020.

**BETWEEN:**

**CARIBOO REGIONAL DISTRICT**

180 North Third Avenue, Suite D  
Williams Lake, BC V2G 2A4

(the "Region")

**AND:**

**DISTRICT OF 100 MILE HOUSE**

PO Box 340  
100 Mile House, BC V0K 2E0

(the "District")

**WITNESSES THAT WHEREAS:**

- A. The Region and the District are parties to a Transit Service Contribution Agreement (the "Agreement") dated April 1, 2017 for the provision of transit services to the District of 100 Mile House and to a specified portion of Electoral Area "G";
- B. The Agreement terminated on March 31, 2020 and the parties agree to renew the Agreement for a further period; and
- C. The Region and the District have agreed to renew the Agreement for a three-year term to commence April 1, 2020 and terminate March 31, 2023.

NOW THEREFORE, in consideration of the premises and covenants contained herein and for other good valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto, the parties agree and covenant, each with the other, that

1. **RENEWAL:** Effective upon expiry, the Agreement will be renewed, on the same conditions as the previous Agreement, for a three-year term commencing April 1, 2020 and terminating March 31, 2023.

IN WITNESS WHEREOF the said parties hereto have set their hands to as of the date written below.

\_\_\_\_\_  
**CARIBOO REGIONAL DISTRICT**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
**DISTRICT OF 100 MILE HOUSE**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME



**DISTRICT OF 100 MILE HOUSE**

**M E M O**

---

**Date:** May 8, 2020  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** Cariboo Trail Sidewalk Tender

---

The District issued an invitation to tender for the above captioned project; with a closing date of March 17<sup>th</sup> 2020.


Two compliant tenders were received and a recommendation letter from the District's consulting engineers was received in March 2020. The tenders were valid for a period of 60 days after the closing date.

In the interim, from date of closing of the tender to today the world has changed dramatically due to the COVID-19 Pandemic. With the pandemic comes a great deal of uncertainty and very real cash flow concerns.

Despite the recommendation from the consulting engineers to award the tender; Administration recommends that the District formally reject all tenders for the Cariboo Trail Sidewalk Project. It is further recommended that the project be reconsidered during the 2021 financial planning process.

**Recommendation:**

BE IT RESOLVED THAT all tenders received for the Cariboo Trail Sidewalk Project are hereby rejected.

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





**DISTRICT OF 100 MILE HOUSE**

**M E M O**

---

**Date:** May 11, 2020  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** 9<sup>th</sup> Street Paving/Water Main

---

The attached project substantiation briefing note is from the Community Services Dept.

The Dept. is seeking Council approval to proceed with installation of 100 Meters of 8" water main complete with hydrant and valving upgrades.

Project is to be cost shared with Cariboo Ridge Homes on a 50/50 basis plus a \$5K contingency on the District side of the cost sharing.

The Department is also requesting waiver of the purchasing policy in order to complete the project prior to planned paving in late May.

**Recommendation:**

BE IT RESOLVED THAT the memo from Administration dated May 11, 2020 regarding water system upgrades on 9<sup>th</sup> Street be received.

***Other action at the direction of Council.***

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

## PROJECT SUBSTANTIATION

**Project Title:** 9<sup>th</sup> Street from Scott Rd to Spruce Ave

**Department:** Community Services

**DATE:** May 11, 2020

<b>Fiscal Year:</b>	<b>Prior</b>	<b>Current</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Future</b>
<b>Capital Costs: (Budgeted)</b>		\$ 30,000					
<b>O&amp;M Costs:</b>							

### BACKGROUND

The 2020 paving program includes all of Spruce Street from 8<sup>th</sup> Ave. to 9<sup>th</sup> Ave. and also 9<sup>th</sup> Ave from Spruce St. to Scott Road.

As a condition of subdivision Cariboo Ridge Homes is required to upgrade the watermain along 9<sup>th</sup> Ave. from Scott Road to Spruce Street. This upgrade will obviously create substantial work along 9<sup>th</sup> Ave. hence impacting the new asphalt scheduled for this year. The developer is only responsible for the 100 Meters of 8" water main.

We also know that the Spruce St. section of the water system does not have sufficient fire flows and we're unable to isolate Spruce should the need arise. Therefore, there is a benefit to the District to move this project ahead before the paving program moves forward this year.

Community services is seeking Council approval to cost share (50/50) with Cariboo Ridge Homes to upgrade the water line prior to paving this year. The District would upgrade the fire hydrant at this location, reconfigure the alignment and install valving to provide for isolation of Spruce St.

Staff has reached out to Cariboo Ridge Homes to work collaboratively with the District to complete all the underground infrastructure work before paving. Cariboo Ridge Homes has agreed to a 50/50 split on the above work with the project being managed by the District.

Community Services is of the view this is of benefit to the District and should move forward prior to the paving program scheduled for late May.



Given the timing of this request; Community Services is requesting waiver of the purchasing policy in order to sole source for the timely completion of this project.

**Alternatively, Council has the option of delaying the paving project to 2021. This would provide ample time for a competitive tender process.**

**SCOPE OF WORK**

- Install new 8” watermain
- Upgrade fire hydrant
- Configure watermain and valving to isolate Spruce St.

**CAPITAL REQUIREMENTS**

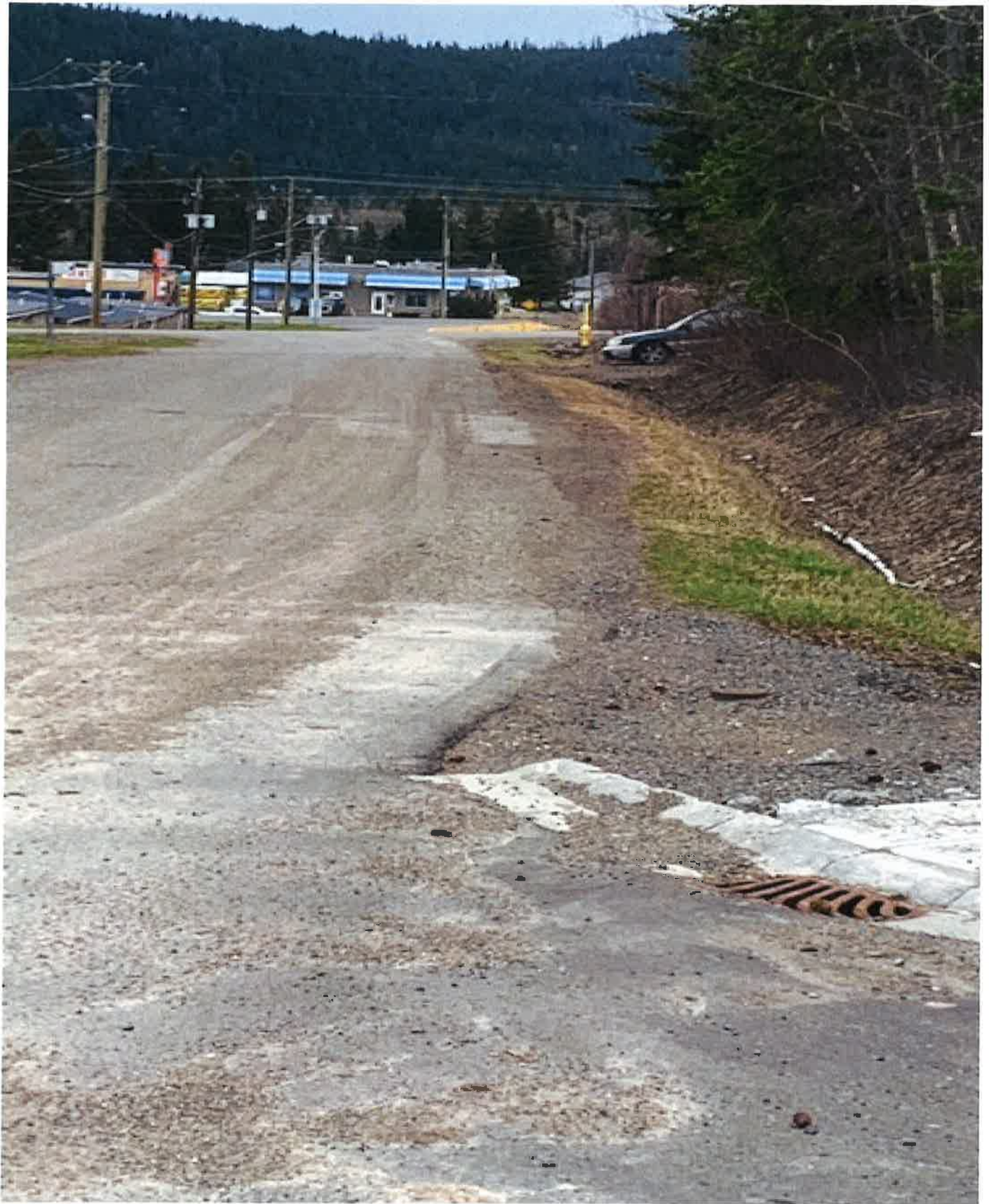
District	\$	30,000
Cariboo Ridge Homes		25,000

- District allocation (\$30K) provides \$5K contingency
- Funding to be allocated from Utility Infrastructure Reserve

**ADDITIONAL COMPONENTS TO CONSIDER:**

This work will require 9<sup>th</sup> Street to be closed from Scott Rd to Spruce Rd for a week and water would be interrupted periodically in the area. All residents will be notified, and work will be scheduled accordingly.







J1

## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** May 8, 2020  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** Tax Rate By-Law 1366-2020

---

Attached is the 2020 Tax Rate By-Law.

Prior to bringing forward the 2020 Rate By-Law, Administration and Council reviewed the impacts of the COVID-19 Pandemic on the 2020 Financial Plan.

Recognizing that the pandemic is an ongoing event; Administration identified several revenue streams that will be adversely affected during 2020. Those line items will likely exceed \$200,000+/- in reduced revenues.

Also identified were expenditure line items that would likely result in reduced year-end operating costs. Those reductions would have a positive effect on the 2020 Financial Plan results estimated to be in the \$60,000 to \$70,000 range.

In the interest of preserving cash flow during 2020 Council agreed to defer Capital Projects valued at approx. \$1.6 Million dollars. These projects will be considered again during the 2021 financial planning process.

Council also recognizes the uncertainties associated with the forest industry in the foreseeable future in setting tax rates for 2020.

In finalizing the Tax Rate By-Law 1366 Council agreed on the following points:

- **Zero percent property tax increase for 2020**
- **Due date for taxes remains at July 1<sup>st</sup>**
- **Penalty date is October 1<sup>st</sup> instead of the normal date of July 2<sup>nd</sup>**

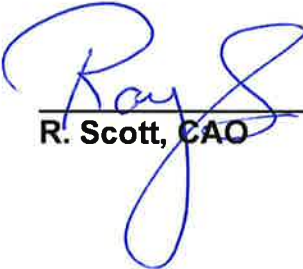
- **Approved water and sewer rates would be implemented as planned**
- **Approved water/sewer frontage taxes to be implemented as planned**
- **Temporary student hiring freeze – reviewed monthly**
- **Minimizing travel, training, legal and other discretionary costs**
- **Petition BC transit to fund operating shortfall for 2020**
- **Reject all tenders for the Cariboo Trail sidewalk project**
- **Deferral of Valley Room Upgrade project**

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.

**Recommendation:**

1. BE IT RESOLVED THAT District of 100 Mile House **"Tax Rates Bylaw No. 1366-2020"** be read a first, second and third time this 12<sup>th</sup> day of May 2020.
2. BE IT RESOLVED THAT District of 100 Mile House **"Tax Rates Bylaw No. 1366-2020"** be adopted this 12<sup>th</sup> day of May 2020.

NOTE: The Province has changed legislative requirements such that three readings and adoption of bylaws may occur on the same day.

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

**DISTRICT OF 100 MILE HOUSE**



**Bylaw No. 1366**

Being a Bylaw to impose a percentage addition to unpaid taxes, establish the date on which property taxes are due and for the levying of rates, for Municipal, Hospital and Regional District purposes for the year 2020.

---

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

- (1) This bylaw may be cited as **"Tax Rates Bylaw No. 1366-2020"**
- (2) THAT Bylaw No. 759, 1998 Penalty Date Imposition be repealed.
- (3) The following rates are hereby imposed and levied for the year 2020.
  - (a) For all lawful general purposes of the District of 100 Mile House on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of the Schedule attached hereto and forming a part hereof.
  - (b) For debt purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of the Schedule attached hereto and forming a part hereof.
  - (c) For Regional Hospital District purposes on the assessed value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column "C" of the Schedule attached hereto and forming a part hereof.
  - (d) For Regional District purposes on the assessed value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column "D" of the Schedule attached hereto and forming a part of hereof.
  - (e) For South Cariboo Recreation purposes of the Cariboo Regional District on the assessed value of land and improvements taxable for General Municipal purposes, rates appearing in Column "E" of the Schedule attached hereto and forming a part of hereof.
  - (f) For Regional District residential garbage collection purposes on the assessed value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column "F" of the Schedule attached hereto and forming a part of hereof.
- (4) The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
- (5) (a) As per Section 235 (1) of the Community Charter, all Municipal Property Taxes levied by and due to the District of 100 Mile House for the 2020 taxation year must be received by 4:30 PM on July 2<sup>nd</sup>, 2020.

(b) The District of 100 Mile House Collector, shall add to the unpaid taxes of the current year, for each parcel of land and its improvements on the property tax roll, 10% of the current amount unpaid at 4:30 pm on September 30<sup>th</sup>, 2020.

READ A FIRST, SECOND AND THIRD TIME this 12<sup>th</sup> day of May, 2020.

ADOPTED this 12<sup>th</sup> day of May 2020.

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Mayor

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Corporate Officer

DISTRICT OF 100 MILE HOUSE  
2020 Tax Rates Bylaw No. 1366, 2020  
Schedule "A"

	"A" General	"B" Municipal Debt	Total	"C" Cariboo-Chilcotin Regional Hospital District	"D" Cariboo Regional District	"E" CRD South Cariboo Recreation	"F" CRD Residential Garbage
1 Residential	3.77038	0.02959	<b>3.79997</b>	0.68026	0.91905	0.29967	0.09120
2 Utilities	39.68842	0.31158	<b>40.00000</b>	2.38091	3.21668	3.15553	
3 Supportive Housing	3.77038	0.02959	<b>3.79997</b>	0.68026	0.91905	0.29967	
4 Major Industry	56.50911	0.44355	<b>56.95266</b>	2.31288	3.12477	4.49205	
5 Light Industry	9.93516	0.07812	<b>10.01328</b>	2.31288	3.12477	0.79113	
6 Business	7.97171	0.06243	<b>8.03414</b>	1.66664	2.25167	0.63230	
7 Managed Forest	10.21773	0.08019	<b>10.29792</b>	2.04078	2.75715	0.81211	
8 Recreational/Non Profit	3.23278	0.02545	<b>3.25823</b>	0.68026	0.91905	0.25772	
9 Farm	3.71938	0.02929	<b>3.74867</b>	0.68026	0.91905	0.29667	



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

Paid  
of  
EFT



AP5090

Page : 1

Date : May 05, 2020

Time : 3:58 pm

K1

Supplier : 079850 To ZZ9950  
 Pay Date : 01-Apr-2020 To 30-Apr-2020  
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. Status : All  
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
24689	01-Apr-2020	1MF150	100 MILE FIREMEN'S SOCIETY	Issued	122	C	1,250.00
24690	01-Apr-2020	ACEC50	ACE COURIER SERVICES	Issued	122	C	114.43
24691	01-Apr-2020	BYWY50	BYSTEDT, WYLIE	Issued	122	C	1,125.00
24692	01-Apr-2020	CARN50	CARO ANALYTICAL SERVICES	Issued	122	C	330.75
24693	01-Apr-2020	CINT50	CINTAS THE UNIFORM PEOPLE	Issued	122	C	141.14
24694	01-Apr-2020	CITQ50	CITY OF QUESNEL	Issued	122	C	2,000.00
24695	01-Apr-2020	CIVI50	CIVICINFO BC	Issued	122	C	357.00
24696	01-Apr-2020	CLEA50	CLEARTECH INDUSTRIES INC	Issued	122	C	732.06
24697	01-Apr-2020	DWBF50	DWB CONSULTING SERVICES LTD	Issued	122	C	872.24
24698	01-Apr-2020	EMCO50	EMCO CORPORATION	Issued	122	C	1,176.00
24699	01-Apr-2020	EXCO50	PACIFIC BENDING INC	Issued	122	C	120.78
24700	01-Apr-2020	GUIL50	GUILLEVIN INTERNATIONAL CO	Issued	122	C	11,547.20
24701	01-Apr-2020	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Issued	122	C	393.62
24702	01-Apr-2020	JONE50	JONES, LIZ	Issued	122	C	103.68
24703	01-Apr-2020	LAFR50	LAFARGE - LAT DIV OF LAFARGE CANADA IN	Issued	122	C	7,307.23
24704	01-Apr-2020	MINI50	MINISTER OF FINANCE	Issued	122	C	214.85
24705	01-Apr-2020	NORI50	NORTHERN LIGHTS KENNELS	Issued	122	C	200.00
24706	01-Apr-2020	NORM50	NORTHERN COMPUTER	Issued	122	C	1,296.07
24707	01-Apr-2020	PERS50	PERFECT SOLUTIONS LTD	Issued	122	C	396.00
24708	01-Apr-2020	PITW50	PITNEYWORKS	Issued	122	C	295.65
24709	01-Apr-2020	PLEW50	PLEWES, LYNN	Issued	122	C	207.36
24710	01-Apr-2020	PMTA50	PMT CHARTERED PROFESSIONAL ACCOUNT	Issued	122	C	11,550.00
24711	01-Apr-2020	TERI50	TERRAIN TECHNICAL SERVICES	Issued	122	C	1,011.78
24712	01-Apr-2020	ULIN50	ULINE CANADA CORPORATION	Issued	122	C	202.06
24713	01-Apr-2020	VANH50	VAN HOUTTE COFFEE SERVICES INC	Issued	122	C	109.55
24714	01-Apr-2020	WILO50	WILLIAM LOVE	Issued	122	C	111.24
24715	09-Apr-2020	ABCC50	ABC COMMUNICATIONS LTD	Issued	126	C	36.70
24716	09-Apr-2020	CAN250	CANADIAN 2 FOR 1 PIZZA	Issued	126	C	136.03
24717	09-Apr-2020	CARN50	CARO ANALYTICAL SERVICES	Issued	126	C	126.00
24718	09-Apr-2020	DURC50	DURAGLAS COMPOSITES (2013)	Issued	126	C	2,525.95
24719	09-Apr-2020	GRAY50	GRAYDON GROUP MANAGEMENT INC	Issued	126	C	193.99
24720	09-Apr-2020	NORM50	NORTHERN COMPUTER	Issued	126	C	2,290.57
24721	09-Apr-2020	PERS50	PERFECT SOLUTIONS LTD	Issued	126	C	442.86
24722	09-Apr-2020	TODC50	TODCO ENT. LTD	Issued	126	C	500.00
24723	09-Apr-2020	VANH50	VAN HOUTTE COFFEE SERVICES INC	Issued	126	C	212.21
24724	09-Apr-2020	ACEC50	ACE COURIER SERVICES	Issued	127	C	81.17
24725	09-Apr-2020	BJSD50	BJ'S DONUTS & EATERY	Issued	127	C	14.50
24726	09-Apr-2020	BLAK50	BLACK PRESS GROUP LTD	Issued	127	C	1,096.41
24727	09-Apr-2020	BRAN50	BRANDT TRACTOR LTD	Issued	127	C	280.52
24728	09-Apr-2020	BURG50	BURGESS PLUMBING HEATING & ELECTRIC	Issued	127	C	29.94
24729	09-Apr-2020	CAMP50	CAMPALL, PATRICK MICHEL	Issued	127	C	130.00
24730	09-Apr-2020	CARO50	CARIBOO RADIO	Issued	127	C	210.00
24731	09-Apr-2020	CENC50	CENTRIX CONTROL SOLUTIONS LP	Issued	127	C	1,790.88
24732	09-Apr-2020	CENT50	CENTRAL CARIBOO DISPOSAL SERVICES LT	Issued	127	C	6,711.86
24733	09-Apr-2020	CENU50	CENTURY HARDWARE LTD	Issued	127	C	221.18
24734	09-Apr-2020	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	127	C	1,083.60
24735	09-Apr-2020	DWBF50	DWB CONSULTING SERVICES LTD	Issued	127	C	2,163.26
24736	09-Apr-2020	EXEE50	EXCEED ELECTRICAL ENGINEERING	Issued	127	C	118.13
24737	09-Apr-2020	EXEV50	EXETER VALLEY TRUCK & CAR WASH	Issued	127	C	11.55
24738	09-Apr-2020	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	127	C	2,792.25
24739	09-Apr-2020	GRIN50	GRINYER BUSINESS EQUIPMENT LTD	Issued	127	C	857.30
24740	09-Apr-2020	ICBC50	ICBC	Issued	127	C	4,073.00
24741	09-Apr-2020	LONE50	LONE BUTTE SUPPLY LTD	Issued	127	C	69.42
24742	09-Apr-2020	LORD50	LORDCO AUTO PARTS LTD	Issued	127	C	273.95

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

*Paid  
EFT*



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Time : 3:58 pm

**K1**

Supplier : 079850 To ZZ9950  
 Pay Date : 01-Apr-2020 To 30-Apr-2020  
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 10C

Seq : Cheque No. Status : All  
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 4 ROYAL BANK - CURRENT ACCOUNT</b>							
24743	09-Apr-2020	MINI50	MINISTER OF FINANCE	Issued	127	C	189.06
24744	09-Apr-2020	NAPA50	NAPA AUTO PARTS - 100 MILE HOUSE	Issued	127	C	299.20
24745	09-Apr-2020	PATE50	PATERSON SEPTIC SERVICE	Issued	127	C	367.50
24746	09-Apr-2020	PURL50	PUROLATOR FREIGHT	Issued	127	C	206.38
24747	09-Apr-2020	SAVE50	SAVE ON FOODS	Issued	127	C	174.90
24748	09-Apr-2020	SCMO50	SOUTH CARIBOO MOTOR SPORTS LTD	Issued	127	C	47.64
24749	09-Apr-2020	SMIH50	SMITH CAMERON PROCESS SOLUTIONS	Issued	127	C	2,206.40
24750	09-Apr-2020	SUNR50	SUNRISE FORD SALES LTD	Issued	127	C	350.52
24751	09-Apr-2020	TASC50	TASCO SUPPLIES LTD	Issued	127	C	4,489.94
24752	09-Apr-2020	TRUE50	TRUE CONSULTING GROUP	Issued	127	C	43,125.52 *
24753	09-Apr-2020	VIMA50	VIMAR EQUIPMENT LTD	Issued	127	C	135.92
24754	15-Apr-2020	ACEC50	ACE COURIER SERVICES	Issued	128	C	23.10
24755	15-Apr-2020	BARD50	BARNETT, DONNA	Issued	128	C	279.99
24756	15-Apr-2020	CARN50	CARO ANALYTICAL SERVICES	Issued	128	C	204.75
24757	15-Apr-2020	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	128	C	1,083.60
24758	15-Apr-2020	EMCO50	EMCO CORPORATION	Issued	128	C	94.08
24759	15-Apr-2020	HERA50	HERITAGE SIGNWORKS	Issued	128	C	533.12
24760	15-Apr-2020	INNO50	INNOV8 DIGITAL SOLUTIONS	Issued	128	C	410.70
24761	15-Apr-2020	INTC50	INTERCONTINENTAL TRUCK BO	Issued	128	C	436,283.68 *
24762	15-Apr-2020	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Issued	128	C	399.90
24763	15-Apr-2020	IRID50	IRIDIA MEDICAL INC	Issued	128	C	105.00
24764	15-Apr-2020	KENT50	KENTREE ENTERPRISES LTD	Issued	128	C	2,026.08
24765	15-Apr-2020	REGE50	REGENCY CHRYSLER	Issued	128	C	447.75
24766	15-Apr-2020	TRUE50	TRUE CONSULTING GROUP	Issued	128	C	6,373.50 *
24767	15-Apr-2020	ULIN50	ULINE CANADA CORPORATION	Issued	128	C	619.38
24768	15-Apr-2020	VANH50	VAN HOUTTE COFFEE SERVICES INC	Issued	128	C	84.35
24769	24-Apr-2020	A&BP50	A&B PHOTO	Issued	129	C	37.41
24770	24-Apr-2020	ACEC50	ACE COURIER SERVICES	Issued	129	C	282.38
24771	24-Apr-2020	BOUT50	BOULANGER, TAMMY	Issued	129	C	100.00
24772	24-Apr-2020	BRAH50	BRALL HOLDINGS LTD - INC NO. 466626	Issued	129	C	500.00
24773	24-Apr-2020	CAMP50	CAMPSALL, PATRICK MICHEL	Issued	129	C	195.00
24774	24-Apr-2020	CARN50	CARO ANALYTICAL SERVICES	Issued	129	C	330.75
24775	24-Apr-2020	CARO50	CARIBOO RADIO	Issued	129	C	420.00
24776	24-Apr-2020	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	129	C	1,083.60
24777	24-Apr-2020	DSTA50	DS TACTICAL LTD	Issued	129	C	302.37
24778	24-Apr-2020	FIXA50	FIX AUTO 100 MILE HOUSE	Issued	129	C	200.00
24779	24-Apr-2020	HUBF50	HUB FIRE ENGINES & EQUIPMENT LTD	Issued	129	C	157.75
24780	24-Apr-2020	INTC50	INTERCONTINENTAL TRUCK BO	Issued	129	C	5,012.00 *
24781	24-Apr-2020	MINI50	MINISTER OF FINANCE	Issued	129	C	559.47
24782	24-Apr-2020	PATE50	PATERSON SEPTIC SERVICE	Issued	129	C	1,606.50
24783	24-Apr-2020	PURO50	PUROLATOR INC	Issued	129	C	42.11
24784	24-Apr-2020	ROCY50	ROCKY MOUNTAIN PHOENIX	Issued	129	C	129.92
24785	24-Apr-2020	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	129	C	2,047.50
03316-0001	17-Apr-2020	FORT50	FORTIS BC - NATURAL GAS	Issued	130	E	93.61
03317-0001	21-Apr-2020	FORT50	FORTIS BC - NATURAL GAS	Issued	131	E	1,272.20
03318-0001	02-Apr-2020	PENS50	PENSION CORPORATION	Issued	132	E	6,841.74
03319-0001	09-Apr-2020	PETC50	PETRO CANADA	Issued	133	E	3,746.26
03320-0001	01-Apr-2020	POST50	POSTAGE BY PHONE	Issued	134	E	820.00
03321-0001	24-Apr-2020	RECE50	RECEIVER GENERAL OF CANADA	Issued	135	E	14,082.68
03322-0001	24-Apr-2020	RECE50	RECEIVER GENERAL OF CANADA	Issued	136	E	5,633.69
03323-0001	09-Apr-2020	RECE50	RECEIVER GENERAL OF CANADA	Issued	137	E	14,422.78
03324-0001	09-Apr-2020	RECE50	RECEIVER GENERAL OF CANADA	Issued	138	E	2,032.53
03325-0001	16-Apr-2020	SHAW50	SHAW CABLE	Issued	139	E	186.95



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

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Date : May 05, 2020

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**K1**

Supplier : 079850 To ZZ9950  
 Pay Date : 01-Apr-2020 To 30-Apr-2020  
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. Status : All  
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 4 ROYAL BANK - CURRENT ACCOUNT</b>							
03326-0001	16-Apr-2020	SHAW50	SHAW CABLE	Issued	140	E	192.68
03327-0001	03-Apr-2020	TELU50	TELUS COMMUNICATIONS COMPANY	Issued	141	E	775.62
03328-0001	03-Apr-2020	TELU50	TELUS COMMUNICATIONS COMPANY	Issued	142	E	72.80
03329-0001	01-Apr-2020	TELM50	TELUS MOBILITY CELLULAR INC	Issued	143	E	701.03
03330-0001	01-Apr-2020	GRWL50	THE GREAT-WEST LIFE ASSURANCE COMPA	Issued	144	E	7,864.17
03331-0001	22-Apr-2020	BCHY50	BC HYDRO & POWER AUTHORITY	Issued	145	E	19,206.51
03332-0001	17-Apr-2020	PENS50	PENSION CORPORATION	Issued	146	E	7,010.10
03333-0001	17-Apr-2020	ROYL50	ROYAL BANK VISA	Issued	147	E	1,138.69
03334-0001	17-Apr-2020	ROYL50	ROYAL BANK VISA	Issued	148	E	1,185.00
03335-0001	17-Apr-2020	ROYL50	ROYAL BANK VISA	Issued	149	E	391.71
03336-0001	17-Apr-2020	ROYL50	ROYAL BANK VISA	Issued	150	E	3,617.08
03337-0001	16-Apr-2020	SHAW50	SHAW CABLE	Issued	151	E	406.87
03338-0001	24-Apr-2020	TELU50	TELUS COMMUNICATIONS COMPANY	Issued	152	E	17.01
03339-0001	17-Apr-2020	TELU50	TELUS COMMUNICATIONS COMPANY	Issued	153	E	256.46
03340-0001	16-Apr-2020	WORK50	WORKERS' COMPENSATION BOARD	Issued	154	E	7,931.62
03341-0001	23-Apr-2020	FRCO50	FOUR RIVERS CO-OPERATIVE	Issued	155	E	2,197.13

Total Computer Paid : 585,207.64      Total EFT PAP : 102,096.92      Total Paid : 687,304.56  
 Total Manually Paid : 0.00      Total EFT File : 0.00

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

*Capital \$ 491,806.48*