

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

Feb 8, 2022  
6:15 PM



A.	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor to call the regular meeting to order at 6:15 PM</p> <p>Acknowledgement that this meeting is being held on Secwepemculecw.</p> <hr/> <p><b>BE IT RESOLVED THAT</b>, pursuant to Section 92 of the <i>Community Charter</i>, that this meeting of Council be closed to the public under Section 90 (2)(a,e,k) of the Community Charter.</p> <p>Regular meeting to be called back to order at 7:00 PM</p>
B.	<p><b><u>APPROVAL OF AGENDA:</u></b></p>
	<p><b>B1</b></p> <p><b>BE IT RESOLVED THAT</b> the February 8<sup>th</sup>, 2022 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>
	<p><b>D1</b></p> <p>Sydney Redpath from Cariboo Chilcotin Coast Tourism Marketing Association will join virtually to speak about their request for a letter of support for their application for renewal of the regional MRDT program.</p>
E.	<p><b><u>MINUTES:</u></b></p>
<p><b>Regular Council – January 11, 2022</b></p>	<p><b>E1</b></p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of January 11<sup>th</sup>, 2022 <u>be adopted</u>.</p>
F.	<p><b><u>UNFINISHED BUSINESS:</u></b></p>

<b>G.</b>	<b><u>MAYOR'S REPORT:</u></b>
<b>H.</b>	<b><u>CORRESPONDENCE:</u></b>
<b>Commissionaires Report January 2022</b>	<p><b>H1</b></p> <p><b>BE IT RESOLVED THAT</b> the By-Law Officer report for the period of January 1<sup>st</sup> to January 31<sup>st</sup> , 2022 <u>be received</u>.</p>
<b>Hot July Nights – Street Closure (Birch Ave) 100 Mile House Flying Club – Airport Use</b>	<p><b>H2</b></p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated January 25, 2022 be received; and further.</p> <p><b>BE IT RESOLVED THAT</b> Council authorize the closure of Birch Ave. between the hours of 5:00 AM and 5:00 PM on Sunday July 17<sup>th</sup>, 2022; and further,</p> <p><b>BE IT RESOLVED THAT</b> Council approves the 100 Mile House Flying Club request for use of the 100 Mile Airport on July 16<sup>th</sup>, 2022 to host a demonstration; and further,</p> <p><b>BE IT RESOLVED THAT</b> the Hot July Nights Society be directed to work closely with District of 100 Mile House Community Services Dept to coordinate their events.</p>
<b>Easter Walking Parade – Street Closure (Birch Ave)  Community Appreciation Parade – Street Closure (Birch Ave)</b>	<p><b>H3</b></p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated February 2<sup>nd</sup>, 2022 be received; and further.</p> <p><b>BE IT RESOLVED THAT</b> Council authorize the closure of Birch Ave. between the hours of 2:00 PM and 4:00 PM on Saturday April 16<sup>th</sup>, 2022; and further,</p> <p><b>BE IT RESOLVED THAT</b> Council authorize the closure of Birch Ave. between the hours of 9:30 AM and 11:00 AM on Saturday June 4<sup>th</sup>, 2022; and further,</p> <p><b>BE IT RESOLVED THAT</b> the South Cariboo Chamber of Commerce be directed to work closely with District of 100 Mile House Community Services Dept to coordinate their events.</p>

<b>I.</b>	<b><u>STAFF REPORTS:</u></b>
<b>2022 Local Government Elections – Appoint Officers</b>	<p><b>I1</b></p> <p><b>BE IT RESOLVED THAT</b> pursuant to Section 58 (1) and (2) of the <i>Local Government Act</i>, Sheena Elias be appointed Chief Election Officer for conducting the 2022 general local elections with power to appoint other election officials as required for the administration and conduct of the 2022 general local elections; further</p> <p><b>BE IT RESOLVED THAT</b> Tammy Boulanger be appointed Deputy Chief Election Officer for the 2022 general local elections.</p>
<b>2022 Local Government Elections – Bylaws</b>	<p><b>I2</b></p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated January 18, 2022 regarding Elections Bylaws be received.</p>
<b>UBCM Funding Application – Community Emergency Preparedness Fund</b>	<p><b>I3</b></p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated January 19, 2022 regarding a funding application to the UBCM in support of Community Emergency Preparedness Fund be received; and further</p> <p><b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House supports the application to the UBCM Community Emergency Preparedness Fund to access funding for the South Cariboo Emergency Support Services response team.</p> <p><b>BE IT RESOLVED THAT</b> the email poll conducted on January 19<sup>th</sup>, 2022 is hereby ratified.</p>

<p><b>Community Support Guide Contracts – Direct Award</b></p>	<p><b>I4</b></p> <p><b>BE IT RESOLVED</b> that Council endorses waiving of the District of 100 Mile House Purchasing Policy, requiring 3 telephone quotations be received for contracts estimated between \$2,000 and \$5,000, for the Community Support Guide Project interview consultant and content writer; and further</p> <p><b>BE IT RESOLVED</b> that the interview consultant contract be awarded to Barbara Perrey; and further</p> <p><b>BE IT RESOLVED</b> that the content writer contract be direct awarded to a qualified local writer with suitable skills and qualifications, at a suitable stage of the project.</p> <p><b>BE IT RESOLVED THAT</b> the email poll conducted on February 2<sup>nd</sup> , 2022 is hereby ratified.</p>
<p><b>WTP - Bulk Softening Technology Project</b></p>	<p><b>I5</b></p> <p><b>BE IT RESOLVED THAT</b> Administration be authorized to apply for grant funding for the WTP – Bulk Softening Technology Project through the Investing in Canada Infrastructure Program – Environmental Quality; and further</p> <p><b>BE IT RESOLVED THAT</b> Council supports the project and commits to its share (\$75,000) of the project, as well as cost overruns. District contribution to be identified in the Utilities Reserve Fund.</p>
<p><b>J.</b></p>	<p><b><u>BYLAWS:</u></b></p>
<p><b>Cemetery Amendment Bylaw No. 1384-2022</b></p>	<p><b>J1</b></p> <p><b>BE IT RESOLVED THAT</b> Cemetery Amendment Bylaw 1384-2022 be received, and further;</p> <p><b>BE IT RESOLVED THAT</b> Cemetery Bylaw Amendment 1384-2022 be read a first, second, and third time this 8<sup>th</sup> day of February, 2022.</p>
<p><b>OCP Amendment Bylaw No. 1385,2022</b>  <b>Zoning Amendment Bylaw No. 1386, 2022</b></p>	<p><b>J2</b></p> <p><b>BE IT RESOLVED THAT</b> Official Community Amendment Bylaw No. 1385, 2022 be read a first and second time this 8<sup>th</sup> day of February, 2022.</p> <p><b>BE IT RESOLVED THAT</b> Zoning Amendment Bylaw No. 1386, 2022 be read a first and second time this 8<sup>th</sup> day of February, 2022</p>

<b>K.</b>	<b><u>VOUCHERS</u></b>
<b>Paid Vouchers (January) #26802 to #26905 &amp; EFTs</b>	<b>K1</b> <b>BE IT RESOLVED THAT</b> the paid manual vouchers #26802 to #26905 and EFT's totaling <b>\$465,737.32</b> <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>  <b>BE IT RESOLVED THAT</b> this February 8 <sup>th</sup> , 2022 meeting of Council be adjourned:                      Time:



D1

January 20, 2022

**District of 100 Mile House  
P.O. Box 340, #1-385 Birch Ave  
100 Mile House, BC V0K 2E0**

Dear Mayor & Council:

On behalf of the Cariboo Chilcotin Coast Tourism Marketing Association (CCCTMA) and our supporting accommodation businesses, I respectfully request inclusion of this letter to the **February 8, 2022** regular council agenda.

The CCCTMA became an eligible entity for regional MRDT collection for the purposes of tourism marketing beginning May 2018. Since then, the value of this program has been undeniable for our region and invaluable to our businesses, especially throughout the COVID-19 pandemic.

We will submit our first application for renewal of the regional MRDT collection program by August 1, 2022. A summary document of this program's importance, key results since 2018 and strategies for 2023-2028 is included [HERE](#) (*the full-length version of the 5-Year Strategy is additionally available [HERE](#)*).

The CCCTMA has consulted with and obtained the signature support of eligible overnight accommodators in the **District of 100 Mile House** for the continuation of this program and submission of the renewal application.

We respectfully request a letter of support from the **District of 100 Mile House** to the CCCTMA for the regional MRDT application for renewal, thus supporting the majority of accommodators.

If you have any further questions, please contact the office at (250) 392-2226 or by email at [sydney@landwithoutlimits.com](mailto:sydney@landwithoutlimits.com).

Sincerely,

Sydney Redpath  
Director of Marketing





INSIDE

HISTORY OF MRDT

WHAT WE'VE DONE

OUR 2023-28 PLAN

CARIBOO  
CHILCOTIN  
COAST



# 2018-2023 MRDT RESULTS

TO-DATE (2022)



# HISTORY OF MRDT

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Municipal & Regional District Tax (MRDT) is an up to 3% consumer tax applied to sales of short-term accommodations (including online accommodation providers) within designated collection areas. The full 3% of MRDT collected within the Cariboo Chilcotin Coast is allocated to tourism marketing.

**In 2019, over \$74 MILLION in MRDT dollars was collected and used by destinations throughout British Columbia to market tourism to their respective communities.**

The Cariboo Chilcotin Coast Tourism Marketing Association, headquartered in Williams Lake, began collecting MRDT in 2018. This regional approach was identified by our tourism businesses as being the most effective way to compete against larger destinations on behalf of our smaller communities and rural areas.

The process to enable and renew the collection of MRDT occurs every 5 years, and is contingent on the signed support of our tourism businesses, municipalities and regional districts.

We are looking for your support to renew this crucial source of tourism marketing dollars to continue the growth and fostering of the Cariboo Chilcotin Coast region.





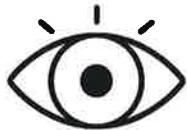
# WHAT WE'VE DONE

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## WE'VE INVESTED...

\$2.5 MILLION in MRDT Dollars  
leveraged into  
**\$4.4 MILLION of marketing to Cariboo Chilcotin Coast  
tourism businesses.**

## RESULTING IN...



250,000,000+ Impressions



105,000+ Direct Referrals to Tourism Businesses



1,000,000+ Website Visits



27,000+ Emails Sent



20,600,000+ Television Impressions  
across 1,500+ Commercials Placed

# OUR 2023-28 PLAN

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1. Promote targeted campaigns to our domestic and international markets to yield greater return-on-investment.
2. Refine our regional identity to further prioritize our natural, outdoor recreational spaces.
3. Implement and disseminate research and performance monitoring to our businesses.
4. Utilize marketing program data to determine campaign conversion and economic impact.
5. Work with Indigenous Tourism BC to promote and support Indigenous tourism.
6. Work with stakeholders and community groups to leverage the Destination BC Co-Op program.
7. Increase individual stakeholder digital literacy capacities.
8. Protect our region's natural environment by educating and attracting responsible visitors.
9. Support our sport, meetings, events and incentives markets.





**QUESTIONS?**

SYDNEY REDPATH, DIRECTOR OF MARKETING

E: [SYDNEY@LANDWITHOUTLIMITS.COM](mailto:SYDNEY@LANDWITHOUTLIMITS.COM)

C: 250-617-4954



## **DISTRICT OF 100 MILE HOUSE**

### **MEETING HELD IN DISTRICT COUNCIL CHAMBERS**

**Tuesday, January 11, 2022 AT 6:30 PM**

PRESENT: A/Mayor Dave Mingo  
 Councillor Ralph Fossum  
 Councillor Chris Pettman  
 Councillor Maureen Pinkney

STAFF: CAO Roy Scott  
 Dir. of Finance Tammy Boulanger (via Teams)  
 D/Corp Officer Sheena Elias  
 Finance Clerk Madisson Montgomery (via Teams)

Media (1) (via Teams)

A	<p><b><u>CALL TO ORDER</u></b></p> <p>A/Mayor Mingo called the meeting to order at 6:30 PM</p> <p>A/Mayor Mingo acknowledged that this meeting is being held on Secwepemculecw.</p> <p><b>Res: 01/22</b>        Moved By: Councillor Fossum        Seconded By: Councillor Pinkney</p> <p>BE IT RESOLVED THAT, pursuant to Section 92 of the Community Charter, that this meeting of Council be closed to the public under Section 90 (2)(d,e,f,g) of the Community Charter.</p> <p style="text-align: center;">CARRIED.</p> <p>Regular meeting resumed at 7:00 PM</p>
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<b>B</b>	<b><u>APPROVAL OF AGENDA</u></b>
	<p><b>B1</b></p> <p><b>Res: 02/22</b>            Moved By: Councillor Pinkney            Seconded By: Councillor Pettman</p> <p>BE IT RESOLVED THAT the January 11, 2022 Regular Council agenda be approved.</p> <p>CARRIED.</p>
<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>
<p><b>Regular Council – December 14th, 2021</b></p>	<p><b>E1</b></p> <p><b>Res: 03/22</b>            Moved By: Councillor Fossum            Seconded By: Councillor Pinkney</p> <p>BE IT RESOLVED THAT the minutes of the Regular Council meeting of December 14<sup>th</sup>, 2021 <u>be adopted</u></p> <p>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>A/Mayor Mingo commented on the noticeable weather systems recently. Large volumes of snow and sub-zero temperatures now to above zero temperatures and rain.</p> <p>Councillor Pinkney reported back on her involvement with the Heavy Metal Rocks program. This program is ongoing and is an exceptional coordination between PSO and the equipment community that allows accepted students to try different pieces of equipment for use in mining, logging and civil work.</p>





	Councillor Fossum wanted to take the opportunity to acknowledge the passing of Ken Greenall. Mr. Greenall volunteered many years with the 100 Mile House Airport. Condolences were offered for his family.
<b>H</b>	<b><u>CORRESPONDENCE</u></b>
<b>Commissionaires Report – December 2021</b>	<p><b>H1</b></p> <p><b>Res: 04/22</b>  Moved By: Councillor Pinkney  Seconded By: Councillor Pettman</p> <p>BE IT RESOLVED THAT the By-Law Officer report for the period of December 1<sup>st</sup> to 31<sup>st</sup>, 2021 be received.</p> <p>CARRIED.</p>
<b>I.</b>	<b><u>STAFF REPORTS</u></b>
<b>Vaccination Policy</b>	<p><b>I1</b></p> <p><b>Res: 05/22</b>  Moved By: Councillor Pinkney  Seconded By: Councillor Pettman</p> <p>BE IT RESOLVED THAT the memo from Administration dated January 6<sup>th</sup>, 2022, regarding a Mandatory Vaccination be received; and further</p> <p>BE IT RESOLVED THAT the District of 100 Mile House Mandatory Covid 19 Vaccination be approved.</p> <p>CARRIED.</p> <p>Speaking notes regarding the Covid-19 Mandatory Vaccination requirement is attached forming part of the minutes.</p>



January 11th, 2022

<b>J</b>	<b><u>BYLAWS</u></b>
<b>K</b>	<b><u>GENERAL VOUCHERS</u></b>
<b>Paid Vouchers (December) #26716 to #26801 &amp; EFTs</b>	<p><b>K1</b></p> <p><b>Res: 06/22</b>  Moved By: Councillor Pettman  Seconded By: Councillor Pinkney</p> <p>BE IT RESOLVED THAT the paid manual vouchers #26716 to #26801 and EFT's totaling \$537,933.20 <u>be received</u>.</p> <p>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: 07/22</b>  Moved By: Councillor Fossum  Seconded By: Councillor Pettman</p> <p>BE IT RESOLVED THAT this January 11<sup>th</sup>,2022 meeting of Council be adjourned: Time: 7:10 PM.</p> <p>CARRIED.</p>
	<p>I hereby certify these minutes to be correct.</p> <p>_____  Mayor</p> <p>_____  Corporate Officer</p>





## Monthly Progress Report

### District of 100 Mile House – Bylaw Enforcement Site 545 January 1<sup>st</sup> to January 31<sup>st</sup>, 2022

#### **In January there were 4 Requests for Service:**

- **Business Licence** - New Business on Birch had not applied for a business licence. Owner was contacted.
- **Dogs at Large** - Complaint made about 2 dogs at large barking at a pedestrian who was walking her dog. She yelled at them, and they went back into their yard, then came back out and followed her for a short distance before returning home. Several attempts made to contact dog owner. Letter sent. Possibly the same dogs that harassed another pedestrian in November.
- **Parking** - Complaint about a vehicle that parked on 1<sup>st</sup> Street for several days. Disrupted snow removal. Left warning and copy of bylaws on the door. Vehicle was removed by owner.
- **Garbage** - Neighbour putting their garbage containers out too early. Will monitor.

#### **Other issues dealt with in January:**

- **Parking** - Spoke with RCMP about a cube van parked on Alder Ave. RCMP contacted owner. Van was removed by owner
- **Parking** - Gooseneck trailer parked for several days on Alder Ave. across from the Super 8 Motel. Left warning and copy of bylaws on windshield. Trailer removed by owner.
- **Parking** - Unlicensed Motor Home parked on Sollows Cres. Contacted owner. Vehicle was removed by owner
- **Parking** - Complaint made by a motorist who said he was unable to get out of the parking lot behind Fresco because a delivery truck was unloading. Was able to find the truck and driver at Save on Foods. Driver says that is the only way he can unload at Fresco, and he was only there for a short time. Will monitor.
- **Hand delivered several letters for District Office.**

**Marianne Lawrence**  
**Employee No.92080**  
**Commissionaires B.C.**

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

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**Date:** January 25, 2022

**To:** Mayor & Council

**From:** Administration

**Subject:** Hot July Nights – Street Closure (Birch Ave)  
100 Mile House Flying Club – Airport Use

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A letter was received in office January 18<sup>th</sup>, 2022 from the South Cariboo Chamber of Commerce manager Donna Barnett. The letter contained two requests on behalf of the Hot July Nights Society.

The first is a request to the District to authorize the closure of Birch Ave. from First St. to Firth St. on Sunday July 17<sup>th</sup>, 2022 during the hours of 5:00 AM to 5:00 PM for purposes of hosting the Hot July Nights Car Show. The Society has also requested the closure of the alley behind Birch Ave. for a swap meet, the letter included the understanding that this may not be possible due to emergency access.

The second request is for the use of the 100 Mile House Airport on Saturday July 16<sup>th</sup>, 2022 for a demonstration by the 100 Mile House Flying Club.

The Society is expected to comply by all Public Health orders in effect at the time of their events.

If Council is supportive of the requests; the following recommendation is provided for Council consideration.

**Recommendation:**

**BE IT RESOLVED THAT** the memo from Administration dated January 25, 2022 be received; and further.

**BE IT RESOLVED THAT** Council authorize the closure of Birch Ave. between the hours of 5:00 AM and 5:00 PM on Sunday July 17<sup>th</sup>, 2022; and further,

**BE IT RESOLVED THAT** Council approves the 100 Mile House Flying Club request for use of the 100 Mile Airport on July 16<sup>th</sup>, 2022 to host a demonstration; and further,

**BE IT RESOLVED THAT** the Hot July Nights Society be directed to work closely with District of 100 Mile House Community Services Dept to coordinate their events.



**Sheena Elias, D/CO**



**Roy Scott, CAO**





Box 2312,  
100 Mile House, B.C. V0K 2E0  
(250) 395-6124  
manager@southcariboochamber.org  
[www.southcariboochamber.org](http://www.southcariboochamber.org)

*Providing a united voice for business and working to enhance the economic prosperity of the South Cariboo Community.*

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January 15, 2022.

District of 100 Mile House  
Box 340  
100 Mile House  
B.C. V0K 2E0

Attention Mr. Roy Scott  
CEO

Dear Mr. Scott,

I am writing to you on behalf of the Hot July Nights Car Show Society. I am representing them both as the Chamber Manager and a director of the Society.

We are requesting the closure of Birch Avenue from 1<sup>st</sup> to 5<sup>th</sup> on July 17 2022 from 5 am till 5pm. The Society would also like to have the back alley from 1<sup>st</sup> to 4<sup>th</sup> closed off for vendors and a possible swap meet. I told them I did not think this could be accomplished due to the fact if there is an emergency such as health or fire having both the street and lane closed off for access is not a possibility. The Society is also requesting the use of the 100 Mile Airport on Saturday July 16, 2022 for a demonstration by the 100 Mile House Flying Club.

Thank you for all your help.

  
Yours truly,

Donna Barnett  
Volunteer Manager  
South Cariboo Chamber of Commerce.

RECEIVED

JAN 18 2022

DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA



## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** February 2, 2022

**To:** Mayor & Council

**From:** Administration

**Subject:** Easter Walking Parade – Street Closure (Birch Ave)  
Community Appreciation Parade – Street Closure (Birch Ave)

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A letter was received in office February 2<sup>nd</sup>, 2022, from the South Cariboo Chamber of Commerce. The letter contained two-(2) requests for street closures on Birch Ave.

The first is a request to the District to authorize the closure of Birch Ave. from First Street to Third Street as well as Third Street on Saturday April 16<sup>th</sup>, 2022, during the hours of 2:00 PM to 4:00 PM for the purpose of a walking Easter parade and events for families and children.

The second is a request to the District to authorize the closure of Birch Ave. from First Street to Firth Street on Saturday June 4<sup>th</sup>, 2022, during the hours of 9:30 AM to 11:00 AM for the purpose of a Community Appreciation Parade. The chamber of Commerce will be hosting a park event on this day as well.

The Society is expected to comply by all Public Health orders in effect at the time of their events.

If Council is supportive of the requests; the following recommendation is provided for Council consideration.

**Recommendation:**

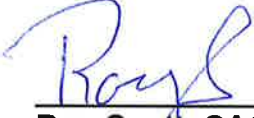
**BE IT RESOLVED THAT the memo from Administration dated February 2<sup>nd</sup>, 2022, be received; and further.**

**BE IT RESOLVED THAT Council authorize the closure of Birch Ave. between the hours of 2:00 PM and 4:00 PM on Saturday April 16<sup>th</sup>, 2022; and further,**

**BE IT RESOLVED THAT Council authorize the closure of Birch Ave. between the hours of 9:30 AM and 11:00 AM on Saturday June 4<sup>th</sup>, 2022; and further,**

**BE IT RESOLVED THAT the South Cariboo Chamber of Commerce be directed to work closely with District of 100 Mile House Community Services Dept to coordinate their events.**

  
\_\_\_\_\_  
Sheena Elias, D/CO

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



# South Cariboo Chamber of Commerce

Box 2312,  
100 Mile House, B.C. V0K 2E0  
(250) 395-6124  
manager@southcariboochamber.org  
[www.southcariboochamber.org](http://www.southcariboochamber.org)

*Providing a united voice for business and working to enhance the economic prosperity of the South Cariboo Community.*

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February 2, 2022

Mayor & Council  
District of 100 Mile House  
Box 340  
100 Mile House  
B.C. V0K 2E0

RECEIVED  
1 2022  
DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA

Dear Mayor & Council

On behalf of the Board of Directors of the South Cariboo Chamber of Commerce I am requesting the Councils permission for road closures on the following dates for community events.

April 16, 2022 from First to Third Avenue from 2pm to 4pm as well as Third Avenue being closed for that time period for the purpose of a walk only Easter Parade and events for families and children during that time period.

June 4<sup>th</sup>, 2022 from First to Fifth from 9:30 am till 11am being closed for the purpose of once again hoping to have our Community Appreciation Event which was scheduled last year but due to Provincial Health Orders had to be cancelled. The parade will be of Fire Departments RCMP Paramedics Search and Rescue Citizens of the Year along with other others who helped our communities through the Fires of 2021 and COVID.

Should you have any questions please contact me anytime.



Yours truly,

Donna Barnett Manager



## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** January 18, 2022  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** 2022 Local Government Elections

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October 15<sup>th</sup>, 2022 is the general voting date for Local Government Elections.

Pursuant to Section 58 (1) of the *Local Government Act* local government must appoint a Chief Election Officer and a Deputy Chief Election Officer for the purpose of conducting an election.

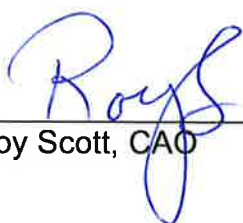
#### CONCLUSION:

Should Council be favorable the following resolution would be in order:

**BE IT RESOLVED THAT** pursuant to Section 58 (1) and (2) of the *Local Government Act*, Sheena Elias be appointed Chief Election Officer for conducting the 2022 general local elections with power to appoint other election officials as required for the administration and conduct of the 2022 general local elections; further

**BE IT RESOLVED THAT** Tammy Boulanger be appointed Deputy Chief Election Officer for the 2022 general local elections.

Respectfully submitted,

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





## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** January 18, 2022

**To:** Mayor & Council

**From:** Administration

**Subject:** 2022 Local Government Elections

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#### **PURPOSE:**

October 15<sup>th</sup>, 2022 is the date for the Local Government Elections; therefore Council will be informed of the current Election Bylaws that are active for the District of 100 Mile House.

The following is a list of active bylaws that pertain to Local Government Elections (copies of each bylaw are attached for your reference):

- Provincial Voters List Adoption Bylaw No. 976, 2005;
- General Local Government Election Bylaw No. 1048, 2006; and
- Mail Ballot Authorization & Procedure Bylaw No. 1136, 2008

Aside from the discussion points below, all three bylaws will require changes due to legislative reference changes. Due to changes required in all three bylaws, one consolidated new bylaw is suggested.

#### **DISCUSSION:**

##### **Provincial Voters List Bylaw:**

The District has used the Provincial Voters List as our list of electors and this has worked very well over the years, and staff wishes to keep using the voters list.

### **General Local Government Election Bylaw:**

Staff would like council to discuss and review the following:

- The option of eliminating **Section 3 – Special Voting Opportunities**. Any elector who is unable to attend either advance or regular voting day can request a mail ballot and the District will ensure that the elector has the opportunity to easily cast their vote.
- A new section will need to be added pertaining to required advanced voting opportunities. The District has historically run the one required advanced voting opportunity 10 day prior to regular voting day. This practice can continue as a community under 5000 residents. There is a legislated requirement to add to the bylaw that we will not be doing additional advanced voting opportunities.

### **Mail Ballot Authorization and Procedure Bylaw:**

Recent legislative changes now allow local governments to offer mail ballots to all that request them. Section 2.2 of the current bylaw reads:

The only electors who may vote by mail ballot are the following:

- (a) persons who have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity;
- (b) persons who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities;

Staff would like council to discuss the option of removing the restrictions to who can request a mail ballot.


### **CONCLUSION:**

Should Council desire any changes, direction would be in order.

Respectfully submitted,

Reviewed by,

  
Sheena Elias, D/CO

  
Roy Scott, CAO

## DISTRICT OF 100 MILE HOUSE

## BYLAW NO. 976, 2005

A bylaw to provide that the most current available Provincial list of voters be the register of resident electors.

---

WHEREAS Section 59 of the *Local Government Act* empowers the Council, by bylaw, to provide that the most current available Provincial list of voters prepared under the *Election Act* is to be the register of resident electors;

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

1. This bylaw may be cited as "**Provincial Voters List Adoption Bylaw No. 976, 2005**".
2. For the purposes of all local elections and submissions to the electors under Part 3 and 4 of the *Local Government Act*, the most current available Provincial list of voters prepared under the *Election Act*, shall become the register of resident electors on the 52<sup>nd</sup> day prior to the general voting day for such elections and submissions to the electors.

READ A FIRST, SECOND, AND THIRD TIME this 12th day of July, 2005.

PASSED AND ADOPTED this 21st day of July, 2005.

  
MAYOR

  
CORPORATE OFFICER

## DISTRICT OF 100 MILE HOUSE

## BYLAW NO. 1048

A bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting.

---

WHEREAS under the *Local Government Act*, Council of the District of 100 Mile House may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and other voting;

AND WHEREAS Council of the District of 100 Mile House wishes to establish voting procedures and requirements under that authority;

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

**1. CITATION**

(a) This Bylaw may be cited for all purposes as "**General Local Government Election Bylaw No. 1048, 2006**".

(b) That Election Bylaw 977, 2005 is hereby repealed.

**2. ADDITIONAL ADVANCE VOTING OPPORTUNITIES**

(a) As authorized under section 98 of the *Local Government Act*, the Council authorizes the chief election officer to establish additional advance voting opportunities for each election to be held in advance of general voting day and to designate the voting places, and to establish the date and voting hours for these voting opportunities.

**3. SPECIAL VOTING OPPORTUNITIES**

(a) To give electors who may otherwise be unable to vote an opportunity to do so, the Council will provide a special voting opportunity as authorized under section 99 of the *Local Government Act* for each election, and authorizes the chief election officer to establish a special voting opportunity for each election, and to designate the location, the date and the voting hours within the limits set out in section 99 of the *Local Government Act*, for the special voting opportunity.

(b) The following restrictions apply to persons who may vote at a Special Voting Opportunity:

The only electors who may vote at a Special Voting Opportunity on the date when the Special Voting Opportunity is held are those voters who are residents of the facilities or those who have been admitted as patients to the Hospital.

- (c) Council authorizes the chief election officer to limit the number of candidate's representatives who may be present at the special voting opportunity.

**4. ADDITIONAL GENERAL VOTING OPPORTUNITIES**

- (a) Council will provide additional general voting opportunities as authorized under section 96 of the *Local Government Act* for each election and authorizes the chief election officer to designate the location, the date and the voting hours within the limits set out in section 96 of the *Local Government Act*, for the additional general voting opportunities.

**5. ORDER OF NAMES ON BALLOT**

- (a) The order of names of candidates on the ballot will be determined by lot in accordance with section 107 of the *Local Government Act*.

**6. NUMBER OF SCRUTINEERS AT VOTING PLACES**

- (a) As authorized under section 110(3) of the *Local Government Act*, the number of scrutineers for each candidate that may attend at an election is one [1] scrutineer for each ballot box in use;

**7. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT**

- (a) In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 141 of the *Local Government Act*.

READ A FIRST TIME this      28th day of November, 2006.

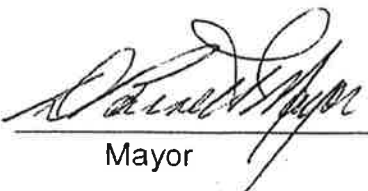
READ A SECOND TIME this      28th day of November, 2006

READ A THIRD TIME this      28th day of November, 2006

RESCIND THIRD READING      12th day of December, 2006.

READ A THIRD TIME this      12th day of December, 2006.

ADOPTED this      14th day of December, 2006.

  
\_\_\_\_\_  
Mayor

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



**DISTRICT OF 100 MILE HOUSE  
BYLAW NO. 1136, 2008**

Being a bylaw to permit Mail Ballot Voting

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**WHEREAS** Council of the District of 100 Mile House wishes to provide a provision to permit voting by mail ballot and establish procedures therefore;

**NOW THEREFORE** the Council of the District of 100 Mile House, in open meeting, enacts as follows:

**1. CITATION**

- 1.1 This bylaw may be cited as “**Mail Ballot Authorization and Procedure Bylaw No. 1136, 2008**”.

**2. AUTHORIZATION**

- 2.1 Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized.
- 2.2 The only electors who may vote by mail ballot are the following:
- (a) persons who have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity;
  - (b) persons who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities;

**3. APPLICATION PROCEDURE**

- 3.1 A person wishing to vote by mail ballot shall apply by giving their name and address to the Chief Election Officer or to the person designated by the Chief Election Officer for such purposes, during the period commencing 7 days before the first day of advance voting and ending at 4:00 pm on the Thursday two days before general voting day.
- 3.2 Upon receipt of a request for a mail ballot, the Chief Election Officer or designate shall, between the first day of advanced voting and 4:00 pm on the Thursday two days before general voting day:
- (a) make available to the applicant, a mail ballot package as specified in Section 100(7) of the *Local Government Act*, together with a statement advising the elector that the elector must meet one or more of the mail ballot criteria specified in Section 2.2 of this bylaw, and that they must attest to such fact; and
  - (b) immediately record and, upon request, make available for inspection:
    - (i) the name and address of the person to whom the mail ballot package was issued; and

- (ii) the number of the voting division in which the person is registered as an elector, or "new elector", if that person is not on the register of electors.

#### **4. VOTING PROCEDURE**

4.1 To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.

4.2 After marking the ballot, the elector shall:

- (a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
- (b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
- (c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope;
- (d) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received no later than the close of voting on general voting day.

#### **5. BALLOT ACCEPTANCE OR REJECTION**

5.1 Until 4:00 pm on the Thursday two days before general voting day, upon receipt of the outer envelope and its contents, the Chief Election Officer or designate shall immediately record the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:

- (a) the identity and entitlement to vote of the elector whose ballot is enclosed; and
- (b) the completeness of the certification; and
- (c) the fulfilment of the requirements of Section 55 of the *Local Government Act* in the case of a person who is registering as a new elector;

the Chief Election Officer or designate shall mark the certification envelope as "accepted", and shall retain in his custody all such certification envelopes in order to deal with any challenges made in accordance with Section 6 of this bylaw.

5.2 The unopened certification envelopes shall remain in the custody of the chief election officer or designate until 4:00 pm on the Thursday two days before general voting day, at which time the certification envelopes

containing the secrecy envelopes shall be opened in the presence of at least one other person, including any scrutineers present.

- 5.3 At 4:00 pm on the Thursday two days before general voting day, the Chief Election Officer or designate shall place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.
- 5.4 Where an outer envelope and its contents are received by the Chief Election Officer or designate between 4:00 pm on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of Section 5.1 of this bylaw with regard to ballot acceptance shall apply and the Chief Election Officer or designate shall retain such envelopes in their possession until the close of voting and at that time shall open such certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.
- 5.5 As soon as possible after all of the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box shall be opened under the supervision of the chief election officer or designate, and in the presence of at least one other person and any scrutineers present, the secrecy envelopes shall be opened and the ballots contained therein counted in accordance with the provisions of the *Local Government Act*.
- 5.6 Where:
- (a) upon receipt of an outer envelope, the chief election officer is not satisfied as to the identity of the elector whose ballot is enclosed; or
  - (b) in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with Section 56 of the *Local Government Act*; or
  - (c) the outer envelope is received by the Chief Election Officer or designate after the close of voting on general voting day,
- the certification envelope shall remain unopened and the chief election officer shall mark such envelope as "rejected", and shall note the reasons therefore, and the ballot contained therein shall not be counted in the election.
- 5.7 Any certification envelopes and their contents rejected in accordance with Section 5.6 of the bylaw shall remain unopened and shall be subject to the provisions of Section 150(6) of the *Local Government Act* with regard to their destruction.

## **6. CHALLENGE OF ELECTOR**

- 6.1 A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in Section 116 of the *Local Government Act*, until 4:00 pm on the Thursday two days before general voting day.

- 6.2 The provisions of Section 116(2) to (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

**7. ELECTOR'S NAME ALREADY USED**

- 7.1 Where, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the provisions of Section 117 of the *Local Government Act* shall apply, so far as applicable.

**8. REPLACEMENT OF SPOILED BALLOT**

- 8.1 Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the chief election officer or designate.
- 8.2 The Chief Election Officer shall, upon receipt of the spoiled ballot package, record such fact, and proceed in accordance with Section 3.2 of this bylaw.

**9. REPEAL**

- 9.1 That "Mail Ballot Authorization and Procedure Bylaw No. 1130, 2008" is hereby repealed in its entirety.

READ A FIRST, SECOND, AND THIRD TIME this 26<sup>th</sup> day of August, 2008.

ADOPTED this 9<sup>th</sup> day of September, 2008.

  
\_\_\_\_\_  
Mayor

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

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

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**Date:** January 19, 2022

**To:** Mayor & Council

**From:** Administration

**Subject:** UBCM Funding Application – Community Emergency Preparedness Fund

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The District has applied through the UBCM “**2022 Community Emergency Preparedness Fund**” CEPF funding stream. Funding is being requested for the purchase of supplies and equipment that will support the modernization and mobilization of the South Cariboo ESS team.

There is no cost to the District of 100 Mile House, other than administration of the funds if approved. A project summary is hereto attached.

One of the established criteria to support the funding application is a resolution from the governing body associated with the applicant agency. Due to a short timeline for application, an email poll of Council was conducted on January 19<sup>th</sup>, 2022.

**BE IT RESOLVED THAT the memo from Administration dated January 19, 2022 regarding a funding application to the UBCM in support of Community Emergency Preparedness Fund be received; and further**

**BE IT RESOLVED THAT the Council of the District of 100 Mile House supports the application to the UBCM Community Emergency Preparedness Fund to access funding for the South Cariboo Emergency Support Services response team; and further**

**BE IT RESOLVED THAT the email poll conducted on January 19<sup>th</sup>, 2022 is hereby ratified.**

S. Elias, D/CO

R. Scott, CAO

## Community Emergency Preparedness Fund Emergency Support Services 2022 Application Form

Please complete and return the application form by **January 28, 2022**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

<b>SECTION 1: Applicant Information</b>	<b>AP</b> <span style="float: right;"><i>(for administrative use only)</i></span>
Local Government or First Nation Applicant: District of 100 Mile House	Date of Application: January 18, 2022
Contact Person*: Roger Hollander	Position: Fire Chief/EPC
Phone: 250-395-2152	E-mail: rhollander@100milehouse.com

\* Contact person must be an authorized representative of the applicant (i.e. staff member or elected official).

<b>SECTION 2: For <u>Regional Projects Only</u></b>
<p><b>1. Identification of Partnering Applicants.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 4 in the Program &amp; Application Guide for eligibility.</p> <p>N/A</p>
<p><b>2. Rationale for Regional Projects.</b> Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>N/A</p>

<b>SECTION 3: Project Information</b>
<p><b>3. Project Information</b></p> <p style="margin-left: 20px;">A. Project Title: 100 Mile House &amp; District ESS Reception Center Mobilization</p> <p style="margin-left: 20px;">B. Proposed start and end dates. Start: April 2022    End: November 2022</p>
<p><b>4. Project Cost &amp; Grant Request:</b></p> <p style="margin-left: 20px;">Total proposed project cost: \$24,143.28                      Total proposed grant request: \$24,143.28</p>



Have you applied for or received funding for this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.

No

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

100 Mile House and surrounding areas have experienced several recent emergencies such as wildfires and COVID-19 events, and which seem to be increasing each year. As a result, our volunteer ESS team has activated and opened up a reception center many times helping thousands of evacuees. A major challenge for the ESS team is that the reception center often needs to be relocated multiple times during an event sometimes due to other agencies requiring the location for their personnel and equipment being used for the same emergency. Most times, these new locations lack the infrastructure and equipment needed to operate a functional reception center.

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

The funding for the requested supplies will ensure that the District of 100 Mile House and surrounding areas in the South Cariboo have the necessary equipment and support required to operate a reception center. As a result, the local emergency plan and EOC can rely on a reception center having the ability to operate when required.

#### **SECTION 4: Detailed Project Information**

**7. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the Program & Application Guide for eligibility.

The purchase of supplies and equipment will support the modernization and mobilization of the ESS team as well as the ERA tool.

**8. Modernization of local ESS programs.** How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration & Assistance (ERA) Tool be implemented?

Utilizing the proposed equipment will allow for the ESS team set up registration and referral stations when using the ERA Tool.

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

By increasing the ability to initiate a reception center, the ESS team can continue to operate and have the equipment necessary to quickly switch locations on short notice in order to sustain registration continuity. Further, by increasing the capabilities of modern equipment and training, the ESS team can further the use of the ERA Tool. Efficiency is critical when operating a reception center.

**10. Host Community Capacity.** Describe how the proposed project will increase emergency response capacity as a host community?

100 Mile House is often used as the host community for ESS, including in 2017 and 2021 wildfires as well as the City of Merrit evacuated residents. This funding will support hosting and supporting those evacuees.

**11. Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies and knowledge sharing with other local governments and/or First Nations (e.g. ESS volunteers/responders, training resources, cots, blankets, etc.).

The proposed funding will allow the volunteer ESS team to be able to move around the communities in the South Cariboo often supporting those residents in time of need.

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

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

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

If approved, the equipment purchased will be immediately used at regular ESS training events in order for the team to be familiar with same. The training sessions of said equipment will be monitored by the ESS Director and reported back to the Fire Chief/EPC.

**14. Progress to Date.** If you received funding under prior intakes for the Emergency Support Services funding stream, please describe the progress you have made in increasing ESS capacity through prior projects.

Funding was received in 2020 to purchase associated computer equipment (laptops) and is functioning well. That equipment was the initial required equipment to start the ESS modernization process. The proposed equipment will assist and supplement the existing equipment so that multiple evacuees can be registered at once as well as having the additional support equipment such as wifi boosters, power bars, sat phone etc.

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

The 2017 and 2021 wildfires were an extreme demand on our local resources and capabilities including our small ESS team. The team was relentless in providing support, registration, and accommodations to thousands of our community members in both of

those years. All too often we rely on these volunteers to provide professional, first class customer services to the public without providing the essential equipment and training they require. The goal is to provide this local ESS team with essential equipment and training they need to do their jobs. By doing so, it will provide the continued support and service to the public and community members in the future.

### SECTION 5: Required Attachments

Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

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

**SECTION 6: Signature** Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name: Roy Scott

Title: CAO, District of 100 Mile House

Signature\*

*A certified electronic or original signature is required.*

Date:

24-01-22

\* Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

# 100 Mile House ESS Reception Centre Support - UMBC Grant 2022

Item	Quantity	Cost /Per	Total Cost
heavy duty aluminum pop up canopy tent with roller bag	1	\$1,300.00	\$1,300.00
tent - 4-walls	2	\$120.00	\$240.00
Ready-Portable-Inverter-Generator	2	\$899.99	\$1,799.98
	2	\$14.99	\$29.98
	1	\$2,800.00	\$2,800.00
5-x-14	20	\$80.00	\$1,600.00
power bars to computers - printers	6	\$40.00	\$240.00
generator to power bars	2	\$70.00	\$140.00
power bar	6	\$35.99	\$215.94
	4	\$300.00	\$1,200.00
LED-Adjustable Worklight	8	\$35.00	\$280.00
	30	\$62.00	\$1,860.00
tables	12	\$248.00	\$2,976.00
chair	1	\$160.00	\$160.00
water	2	\$189.99	\$379.98
	2	\$39.99	\$79.98
	2	\$32.99	\$65.98
	2	\$22.99	\$45.98
	1	\$99.99	\$99.99
laser Printers )	4	\$300.00	\$1,200.00
	2	\$300.00	\$600.00
	1	\$500.00	\$500.00
	1	\$800.00	\$800.00
	1	\$200.00	\$200.00
	25	\$150.00	\$3,750.00
S/TOTAL			\$22,563.81
TAXES			\$1,579.47
TOTAL			\$24,143.28



## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** Feb. 1, 2022

**To:** Mayor & Council

**From:** Administration

**Subject:** Community Support Guide Contracts - Direct Award

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The Community Support Guide project is funded by the Community Support Grant Program, short term funding in response to mill shift reductions, temporary and eventual permanent closure of the Norbord OSB mill and the closure of the West Fraser Chasm sawmill. Funding was allocated to provide support services for impacted forestry workers.

The project will capture community resources with a focus on what workers and their families would need when facing challenges with layoffs, including new employment opportunities that may either be in our area or in a remote work situation.

The first step in the project is to identify the needs of impacted families, workers, and others affected within the broader community. We will do this by hiring a contractor to undertake interviews, begin to identify trends, and conduct some early analysis on possible resources. The interviewer skill set and connection to the local social service industry is paramount to the success of the project.

In total, 2 small contracts totalling an estimated maximum of \$5,000 each are anticipated, one for the interview consultant and one for a content writer. A smaller contract for design of the guide is expected to be \$2,000.

While the content writer has yet to be identified, staff have successfully secured the services of Barbara Perrey to conduct the interviews. Ms. Perrey meets all the qualifications, skills and experience to undertake this component of the project.

Given the skill set required and the time sensitive nature of the contract, staff requests Council consideration to waive the requirement for obtaining 3 telephone quotations for the interview consultant and the content writer.

Should Council be in favour, the following resolution would be in order:

BE IT RESOLVED that Council endorses waiving of the District of 100 Mile House Purchasing Policy, requiring 3 telephone quotations be received for contracts estimated between \$2,000 and \$5,000, for the Community Support Guide Project interview consultant and content writer; and further

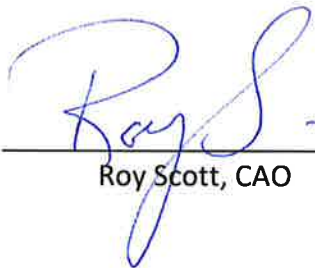
BE IT RESOLVED that the interview consultant contract be awarded to Barbara Perrey; and further

BE IT RESOLVED that the content writer contract be direct awarded to a qualified local writer with suitable skills and qualifications, at a suitable stage of the project.

Council direction is requested.



J. Doddridge, Director Ec Dev / Planning



Roy Scott, CAO



## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** February 4, 2022  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** WTP - Bulk Softening Technology Project

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In 2014 the District undertook a study to review the potable water system. The water system had been drawing water from Bridge Creek and from wells located near the junction of Exeter Station Road and the Cariboo Highway. Periods of drought in recent years have meant that the Bridge Creek source could not be relied on to provide the maximum daily demand. There had also been periods of high turbidity that exceeded the capability of the slow sand filtration system.

Due to these factors and the high operating cost of the Bridge Creek WTP, the District changed its water source from a combination of surface water and groundwater to exclusively groundwater in 2017. A new water treatment plant was constructed to reduce the levels of manganese and iron in the well water.

The treated well water is characterized as very high in hardness, alkalinity, and total dissolved solids. The hardness level makes the water prone to scaling, which is the deposition of calcium carbonate onto surfaces. It has become common for 100 Mile House residents to install water softeners in their homes to reduce scaling and to make the water more pleasant to use.

The District proposes to investigate the use of bulk softening technology to reduce the use of point of entry softening systems.

Because the well system yield is limited, the technology would need to minimize waste volumes. The most promising technology is lime softening. This is a conventional technology, but it is rare that an application would arise for its use in Western Canada. The nearest known examples of lime softening plants in Canada are in Manitoba.



Because the technology is not commonly used, the District wishes to take a cautious approach and undertake pilot trials to prove its effectiveness and obtain design data. The application under the ICIP program would be to conduct pilot trials with the objective of informing a larger full-scale project in the future.

The projected budget for this undertaking would be \$300,000+/- of which the District would be responsible for 25% (\$75,000) providing our application for ICIP-Environmental Quality funding was successful.

If Council is supportive of this initiative the following resolution would be in order.

**Recommendation:**

**BE IT RESOLVED THAT Administration be authorized to apply for grant funding for the WTP – Bulk Softening Technology Project through the Investing in Canada Infrastructure Program – Environmental Quality; and further**

**BE IT RESOLVED THAT Council supports the project and commits to its share (\$75,000) of the project, as well as cost overruns. District contribution to be identified in the Utilities Reserve Fund.**

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



## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** January 6<sup>th</sup> 2022  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** Cemetery Bylaw Amendment 1384-2022

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#### **Amendment #1**

It has become common to have many items per gravesite, this creates obstacles in maintaining a peaceful space for all that visit. While this is a sensitive subject, and the staff make every attempt to respect the memorial objects, they do get broken and do degrade in appearance.

The current Cemetery Bylaw No. 1341-2019 allows a small amount of regulation as to what can be placed on gravesites and how it can be removed.

Part 8 of Cemetery Bylaw No.1341-2019:

8. a) Cut or artificial flowers, wreaths and floral offerings may be placed on plots but may be removed by the Caretaker when their condition is considered to be detrimental to the Cemetery.

Based on research, Cemetery Amendment Bylaw No. 1384-2021 would replace section a) of Part 8 with the following:

8. a) Placing memorial items on plots
- i. No glass permitted year round
  - ii. Cut real flowers only between May 1<sup>st</sup> and October 31<sup>st</sup> (flowers will be disposed of when condition degrades)
  - iii. Between November 1<sup>st</sup> and April 30<sup>th</sup> memorial items are permitted, including artificial flowers and wreaths. An opportunity for the collection of items prior to the May 1<sup>st</sup> date will be advertised.
  - iv. A one-month grace period for placing of memorial items is permitted preceding a burial.

- v. Any memorial items placed on plots may be removed by the Caretaker when their condition is considered to be detrimental to the Cemetery.

**Amendment #2**

Due to rising costs of goods and shipping rates recently, grave liners are currently under priced in Schedule A. The District currently charges \$300.00 for casket liners while the cost to the District is now at \$360.00 plus shipping per liner. Amending the fee to \$450.00 would allow for shipping.

Should Council agree with the amendments, the following resolutions are in order:

**BE IT RESOLVED THAT Cemetery Amendment Bylaw 1384-2022 be received, and further;**

**BE IT RESOLVED THAT Cemetery Bylaw Amendment 1384-2022 be read a first, second, and third time this 8<sup>th</sup> day of February, 2022.**



S. Elias, D/Corporate Officer



R. Scott, CAO

## DISTRICT OF 100 MILE HOUSE

### Bylaw No. 1384

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Being a Bylaw to amend the District of 100 Mile House Cemetery Bylaw 1341-2019

---

This bylaw may be cited for all purposes as “**District of 100 Mile House Cemetery Amendment Bylaw No. 1384-2022.**”

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

1) That the District of 100 Mile House Cemetery Bylaw No. 1341, 2019 is hereby amended as follows:

8. a) Placing memorial items on plots

- i. No glass permitted year round
- ii. Cut real flowers only between May 1<sup>st</sup> and October 31<sup>st</sup> (flowers will be disposed of when condition degrades)
- iii. Between November 1<sup>st</sup> and April 30<sup>th</sup> memorial items are permitted, including artificial flowers and wreaths. An opportunity for the collection of items prior to the May 1<sup>st</sup> date will be advertised.
- iv. A one-month grace period for placing of memorial items is permitted preceding a burial.
- v. Any memorial items placed on plots may be removed by the Caretaker when their condition is considered to be detrimental to the Cemetery.

(a) THAT, Bylaw No. 1341-2019 Cemetery Bylaw Schedule “A” be repealed and replaced with the Schedule “A” attached to and forming part of this bylaw.

READ A FIRST, SECOND AND THIRD TIME this 8<sup>th</sup> day of February, 2022.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

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

**SCHEDULE "A"**

**100 MILE HOUSE CEMETERY  
DISTRICT OF 100 MILE HOUSE  
385 Birch Avenue, Box 340  
100 Mile House, BC V0K 2E0**

**Price List Effective:** \_\_\_\_\_  
(date adopted)

**RESIDENT FEES**

Grave Space	Right of Interment (Including Care Fund)	Care Fund (@ 50%)	Burial Fees Monday to Sunday (except statutory holidays)	Burial Fees After hours (less than 24 hours notice or statutory holidays)	Liner (Supplied by District)
Adult	\$ 550.00	\$ 275.00	\$ 650.00	\$ 910.00	\$ 450.00
Child	415.00	207.50	490.00	680.00	450.00
Infant	275.00	137.50	325.00	455.00	450.00
Cremated Remains	210.00	105.00	300.00	450.00	100.00

**NON-RESIDENT FEES**

Grave Space	Right of Interment (Including Care Fund)	Care Fund (@ 50%)	Burial Fees Monday to Sunday (except statutory holidays)	Burial Fees After hours (less than 24 hours notice or statutory holidays)	Liner (Supplied by District)
Adult	\$ 715.00	\$ 357.50	\$ 650.00	\$ 910.00	\$ 300.00
Child	525.00	262.50	490.00	680.00	300.00
Infant	355.00	177.50	325.00	455.00	300.00
Cremated Remains	245.00	122.50	300.00	450.00	100.00

**DISINTERMENT/EXHUMATION  
FEES**

Grave Space	Burial Fees Monday to Sunday (except statutory holidays)	Burial Fees After hours (less than 24 hours notice or statutory holidays)			
Adult	\$ 1,025.00	\$ 1,650.00			
Child	810.00	1,295.00			
Infant	665.00	1,115.00			
Cremated Remains	415.00	825.00			

## Schedule "A"

**100 MILE HOUSE CEMETERY**  
**DISTRICT OF 100 MILE HOUSE**  
**385 Birch Ave., Box 340**  
**100 Mile House, BC V0K 2E0**

**Price List Effective:**

\_\_\_\_\_  
 (date adopted)

COLUMBARIUM	Niche (Including Care Fund)	Care Fund (@ 20%)	Replacement Fund (@ 50%)	Inurnment	Inurnment Less than 24hrs notice or Statutory Holidays	Engraving and Handling of Niche Plates (Flat Rate)
Resident	\$ 900.00	\$ 180.00	\$ 450.00	\$ 105.00	\$ 105.00	\$ 175.00
Non-Resident	1,250.00	250.00	625.00	130.00	130.00	200.00

Niche plates engraving font: Century School Book 34 characters per line. Maximum 6 lines.

### Cemetery Goods and Services

Scattering of Ashes	(including Care Fund)	100.00	Care Fund (@ 50%)	50.00
Memory Wall Name Reservation	(Flat Rate)	100.00	Replacement Fund (@ 100%)	100.00
Engraving for Memory Wall	(Flat Rate)	175.00	Replacement Fund (@ 100%)	175.00
Memorial Installation	(including Care Fund)	125.00	Care Fund (flat rate)	50.00
Deep burial (Two (2) burials placed in one (1) adult grave space)		200.00		
Transfer of License		25.00		



## DISTRICT OF 100 MILE HOUSE

### MEMO

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**Date:** Jan. 28, 2022

**To:** Mayor & Council

**From:** Planning

**Subject:** OCP Amendment Bylaw No. 1385, 2022  
Zoning Amendment Bylaw No. 1386, 2022

---

#### Introduction

Attached is an application from Khotan Holdings Inc. for a joint Official Community Plan (OCP) and Zoning Bylaw Amendment for Lot A, Plan EPP112456, DL 2138, Lillooet District, with a civic address of 105 Forest Ridge Road. The owner is planning to subdivide the property and an OCP and Zoning Amendment are required prior to future subdivision.

The application is proposing to amend the Official Community Plan:

**From:** Rural Residential

**To:** Low Density Residential

The application is proposing to amend the Zoning Bylaw:

**From:** Horse Lake Road Residential (ER-2) Zone

**To:** Residential Small Lot (R-3) Zone

#### Planning Considerations and Impacts

##### Official Community Plan

The Official Community Plan provides guidance on future land use decisions. The zoning amendment will be consistent with the OCP upon approval of both amendment bylaws.

##### Zoning

The proposed rezoning of the parcel to R-3 (attached), would allow small lots to be created, either as fee simple lots or strata lots. Allowable uses include a single detached dwelling similar to the

neighbourhood across Forest Ridge Rd, or one side or unit of a duplex, similar to the smaller home lots in the Heron Ridge neighbourhood.

### **Subdivision**

It is important to note that approval of the OCP and Zoning Amendments do not guarantee future subdivision approval. It is simply the first step in moving forward with the proposal. Municipal departments have reviewed the application with a rezoning perspective only and neither preliminary nor detailed subdivision and servicing matters have been reviewed for the purposes of this application.

### **Referrals**

The application has been referred to municipal departments and other agencies with an interest in the property. Comments received to date are summarized below.

**Fire Department** – The Fire Department does have some concerns regarding emergency fire truck access (comments attached). These concerns will be addressed at the subdivision stage of development.

**Community Services** – No concerns at the rezoning stage. Detailed review of the lot layout, engineering and servicing plans will be completed at the subdivision application stage.

**Fortis** – No concerns.

**BC Hydro** – No objection to the proposal at this time.

### **Resolution**

Official Community Plan Amendment Bylaw No. 1385, 2022 and Zoning Amendment Bylaw No. 1386, 2022 are attached. If Council is in favour of the amendments as presented, the following resolution is in order:


BE IT RESOLVED THAT Official Community Plan Amendment Bylaw No. 1385, 2022 be read a first and second time this 8<sup>th</sup> day of February, 2022; and further

BE IT RESOLVED THAT Zoning Amendment Bylaw No. 1386, 2022 be read a first and second time this 8<sup>th</sup> day of February, 2022.

The following process and timeline are in order:

1 <sup>st</sup> and 2 <sup>nd</sup> Reading	Feb. 8, 2022
Advertisements – Free Press	Feb. 24 & Mar. 3, 2022
Notify adjacent property owners	Feb. 18, 2022
Public Hearing	Mar. 8, 2022
3 <sup>rd</sup> Reading	Mar. 8, 2022
Adoption	Apr. 12, 2022* or by Special Council Meeting

  
J. Doddridge, Director Ec Dev / Planning

  
R. Scott, CAO





DISTRICT OF  
**100 Mile House**

#1-385 Birch Avenue, PO Box 340  
100 Mile House, BC, V0K 2E0  
250-395-2434  
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 type="checkbox"/> Zoning Bylaw Amendment  | Fee \$ | _____   |
| <input type="checkbox"/> Official Community Plan Bylaw Amendment                             | Fee \$ | _____   |
| <input checked="" type="checkbox"/> Joint Zoning and Official Community Plan Bylaw Amendment | Fee \$ | 1000.00 |
| <input type="checkbox"/> Board of Variance   | Fee \$ | _____   |

**Total Fee \$** 1000.00

### PROPERTY INFORMATION

Legal Description of Property(s): Lot A, DL 2138, Lillooet District, Plan EPP112456

Civic Address of Property(s): 105 Forest Ridge Road

Size of Property(s): 1.40 hectares BC Assessment Roll No.: 24-557-41051.570

Current Zoning: Estate Residential 2 ER2 Current OCP Designation: Rural Residential

Proposed Zoning: Residential Small Lot Zone (R-3) Proposed OCP Designation: Low Density Residential

### FOR OFFICE USE ONLY

Application Fee Paid: \$ 1000.00

Receipt Number: 92067

Received by: 

Date: Jan. 12, 2022

# INFORMATION FORM

APPLICANT/AGENT	OWNER(S)
Name: Cariboo Geographic Systems, Nigel Hemingway	Name: Khotan Holdings Inc.
Mailing Address: PO Box 1270 100 Mile House, BC	Mailing Address: PO Box 309 100 Mile House, BC
Postal Code: V0K 2E0	Postal Code: V0K 2E0
Phone Numbers: (Bus): 250-395-4577	Phone Numbers: (Bus): 250-706-9395
(Home): _____	(Home): _____
(Fax): _____	(Fax): _____
E-mail: cgs_nigel@telus.net	E-mail: trevor@breecon.ca

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 See Attached sheet to act as applicant in regard to this land development application.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

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: 

Date: JANUARY 11 2022

I/We Nigel Hemingway

(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)**

The land is currently vacant and unused.

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

The creation of 22 bare land strata lots for residential purposes.

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

Services	Currently Existing		Readily Available*	
	YES	NO	YES	NO
Road Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water Supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hydro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School Bus Service	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

### Proposed Water Supply Method

Municipal Water System

### Proposed Sewage Disposal Method

Municipal Sewage System

### Approximate Commencement Date of Proposed Project

Summer 2022

### Reasons in Support of Application

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

See Attached Sheet

This application is requesting that Lot A, District Lot 2138, Lillooet District, Plan EPP112456 be rezoned and re-designated to accommodate a residential bare land strata development. The property is 1.40 hectares in size and is located at 105 Forest Ridge Road in the Blackstock neighbourhood. To the west is Horse Lake Road, to the north is Forest Ridge Road, to the east are residential lots and to the south is the old Findlay Meat facility.

The proposal is to create 22 bare land strata lots to be used for future residential purposes, similar to the strata development across Forest Ridge Road in Plan EPS487. Municipal services and other utility infrastructure are at the property line and can easily be extended into the development. Access will be by a circular common property access route from Forest Ridge Road and no access will be required to Horse Lake Road. There will be 0.189 hectares of common property amenity areas provided.

The land is presently designated Rural Residential in the Official Community Plan. The last few years have shown that the lot sizes allowed by this designation do not provide for smaller properties which many people moving to 100 Mile House desire. There is a strong demand and need for the type of residential properties proposed in this application as demonstrated by the sales in the Heron Ridge development and the homes in the strata development across the road.

This property was originally zoned commercial but was rezoned to the existing zone for residential development several years ago. The current application is now applying for a different residential zone to accommodate the proposed development and the demand for these types of lots in 100 Mile House. It supplies another type of residential opportunity of which there is not much of in the municipality.

This land is well suited for the development proposed. It is a vacant property adjacent to other lands used for residential purposes. The land is lower than the residential lots to the east so the development of it will not impact the views of the Bridge Creek valley. It is near the commercial Uptown Mall on Horse Lake Road, is close to the hospital and other medical services and is a short walk to the commercial downtown center. For residents that need a vehicle to access work and services in 100 Mile House, access to Horse Lake Road at the Forest Ridge Road intersection is safe and is built to current intersection standards.

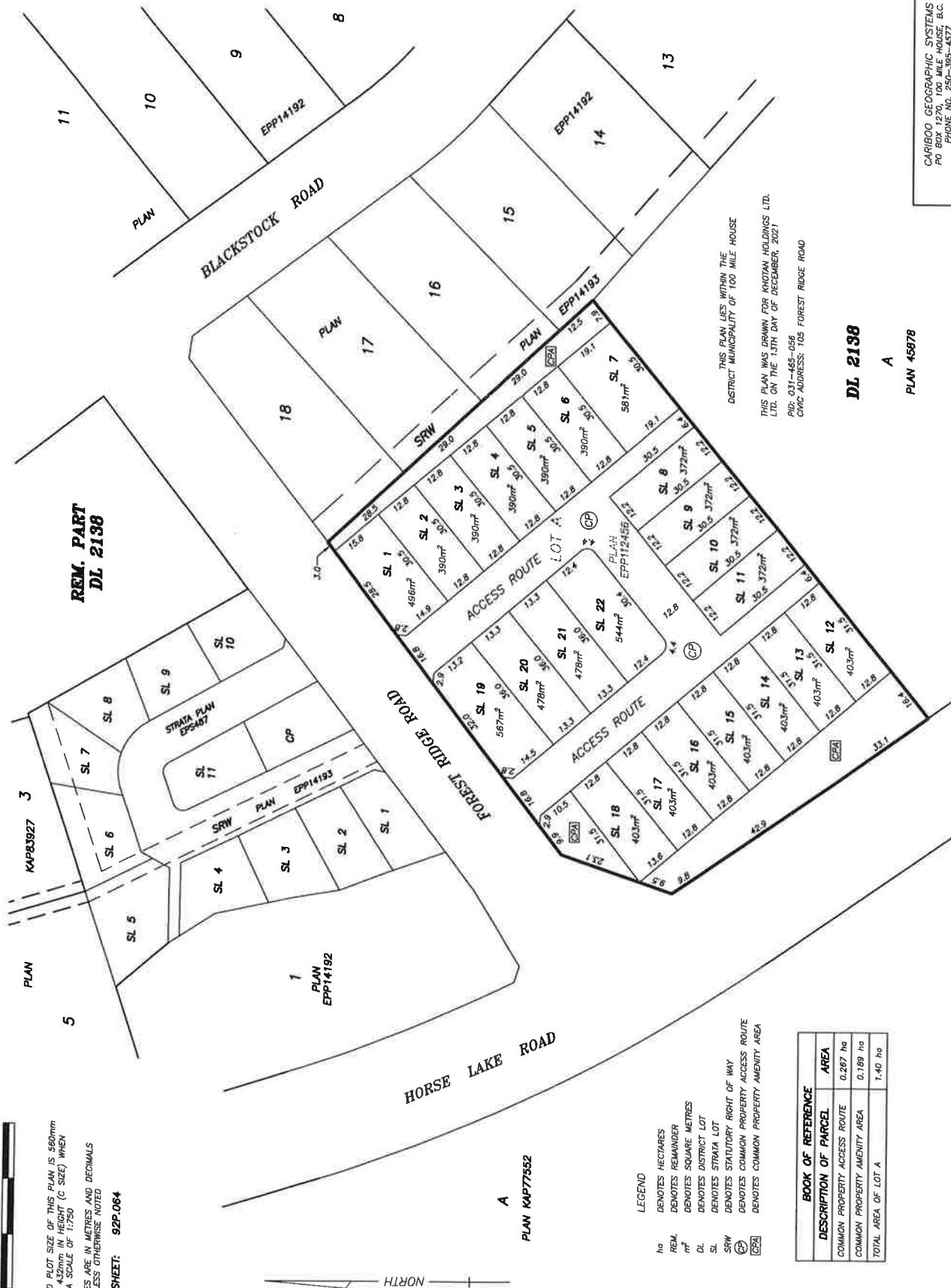
The Official Community Plan has a community goal to support a range of housing types and tenures to meet the needs of existing and future residents. There are currently only two developments in the municipality that meet this goal for this type of development, Heron Ridge and the strata development opposite the land on Forest Ridge Road. Neither have lots for sale to meet this goal. As mentioned previously there is a strong demand for housing like this inside the municipality. It is our understanding that the South Cariboo Area Housing Needs Assessment is underway and that the initial findings of the study indicate that there is a housing shortage in the area with an ageing local population. This development will help meet the need and seniors like the smaller lot sizes and the strong sense of neighbourhood that strata developments such as this provide.

Age Group	No (%)	Yes (%)	Don't know (%)	No answer (%)
15	~10	~10	~80	0
0	~10	~10	~80	0
15	~10	~10	~80	0
30	~10	~10	~80	0
45	~10	~10	~80	0

THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm IN WIDTH BY 432mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:750

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE NOTED

BCGS MAPSHEET: 92P.064



THIS PLAN LIES WITHIN THE  
DISTRICT MUNICIPALITY OF 100 MILE HOUSE

THIS PLAN WAS DRAWN FOR KHOTAN HOLDINGS LTD.  
LTD. ON THE 13TH DAY OF DECEMBER, 2021

PID: 031-485-056  
CIVIC ADDRESS: 105 FOREST RIDGE ROAD

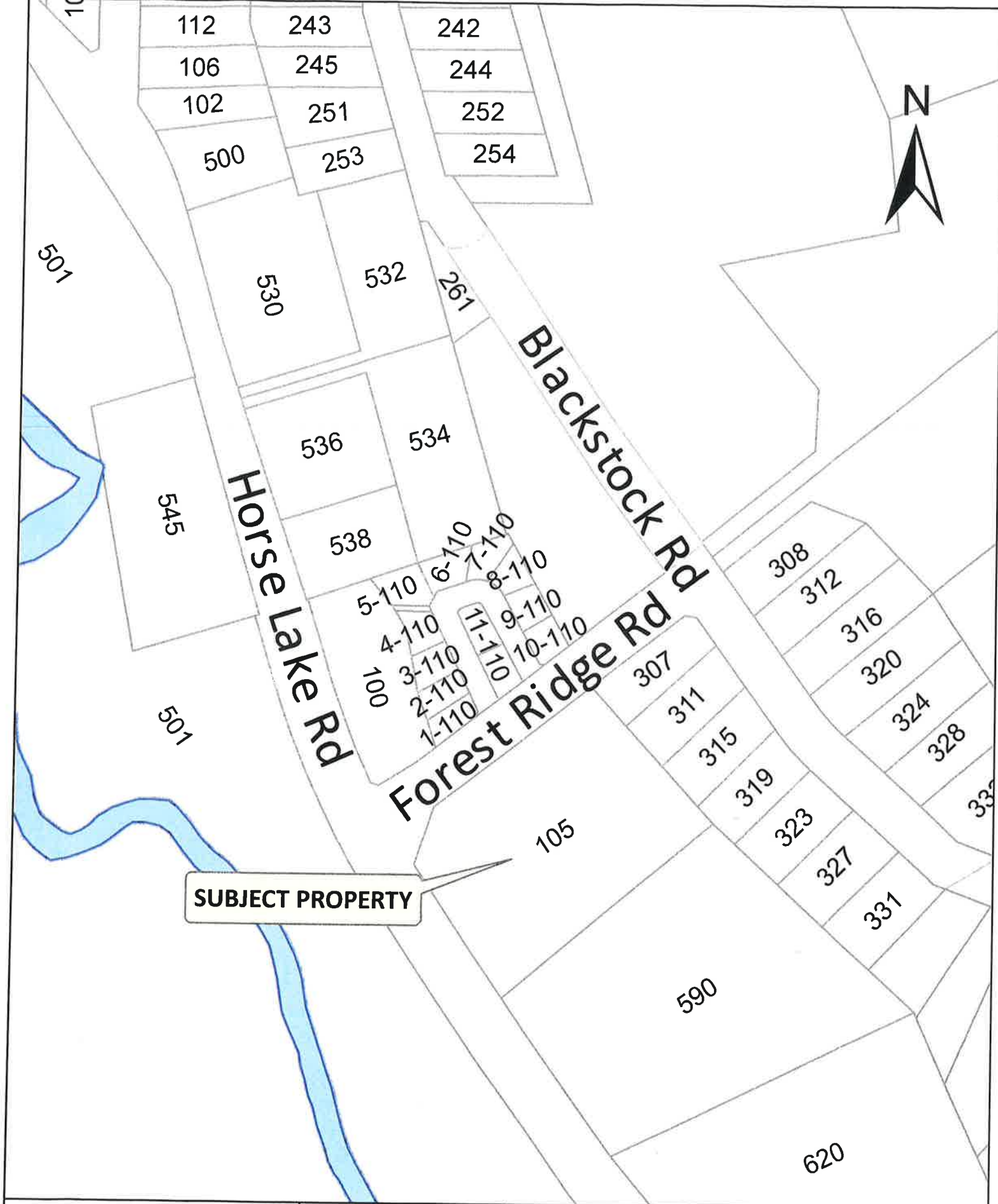
DL 2138

A

PLAN 45878

BOOK OF REFERENCE	
DESCRIPTION OF PARCEL	AREA
COMMON PROPERTY ACCESS ROUTE	0.267 ha
COMMON PROPERTY AMENITY AREA	0.189 ha
TOTAL AREA OF LOT A	1.40 ha

FILE NUMBER	DATE	DRAWING NUMBER
2236	2021-12-13	2236-075-2021b1a



100 Mile House

105 Forest Ridge Rd

0 15 30 60 Meters

Date: January 2022



# PROPOSED



## 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.

Bylaw No.  
1369,2020

- c) Despite Section 8.6.12 a) a duplex is permitted on a fee simple 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.





## **DISTRICT OF 100 MILE HOUSE**

### **M E M O**

---

**Date:** January 17, 2022  
**To:** Joanne Doddridge  
**From:** Roger Hollander  
**Subject:** 105 Forest Ridge Rd. Referral

---

The fire department does have some concerns/questions regarding emergency fire truck access out front of lots 6, 7, 12, 13, 14.

Due to the dead end and narrowing of these two access points, it would be recommended that the roads are either widened in these areas or, if remain, that "no parking emergency access" signs be erected and enforced so that street parking would be prohibited in front of these properties. The department would also like to be informed as to the locations of fire hydrants on this property.

The fire department is willing to meet with staff/developer to further these discussions.

Regards,

Roger Hollander  
Fire Chief

**DISTRICT OF 100 MILE HOUSE**

**Bylaw No. 1385**

A bylaw to amend the District of 100 Mile House Official Community Plan  
Bylaw No. 1288-2016

---

This bylaw may be cited for all purposes as ***"Official Community Plan Amendment Bylaw No. 1385-2022."***

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

- (1) That District of 100 Mile House Official Community Plan Bylaw No. 1288, 2016 is hereby amended as follows:
  - a. Amend Schedule B: Land Use District Wide and Main Community Inset to change the designation of Lot A, Plan EPP112456, DL 2138, Lillooet District, located at 105 Forest Ridge Road **from** Rural Residential **to** Low Density Residential.

READ A FIRST AND SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ADVERTISEMENTS in the paper \_\_\_\_\_, 2022.

PUBLIC HEARING HELD this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

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

**DISTRICT OF 100 MILE HOUSE**

**Bylaw No. 1386**

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. 1386, 2022"***.

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

- (1) That District of 100 Mile House Zoning Bylaw No. 1290, 2016 is hereby amended for Lot A, Plan EPP112456, DL 2138, Lillooet District, located at 105 Forest Ridge Road to be rezoned **from** Horse Lake Road Residential Zone (ER-2) **to Residential Small Lot Zone (R-3)**;
- (2) That consequential map changes be made to Schedule 2 Zoning Bylaw Map District Wide and Main Community Inset.

READ A FIRST AND SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ADVERTISED \_\_\_\_\_ & \_\_\_\_\_, 2022.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

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

# Request Register-Summary-Bank



AR 3020

Date : Feb 03, 2022

Page : 1

Time : 11:56 am

Supplier : 079850 To ZZ9950  
 Date : 01-Jan-2022 To 31-Jan-2022  
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

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

K1

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
26802	14-Jan-2022	1MFE50	100 MILE FEED & RANCH SUPPLY LTD	Issued	7	C	643.33
26803	14-Jan-2022	1MFI50	100 MILE FIREMEN'S SOCIETY	Issued	7	C	1,000.00
26804	14-Jan-2022	1MNW50	100 MILE NEW & USED AUTO PARTS LTD	Issued	7	C	4,725.00
26805	14-Jan-2022	ACEC50	ACE COURIER SERVICES	Issued	7	C	111.69
26806	14-Jan-2022	ALBE50	ALBERTA FIRE CHIEFS ASSOCIATION	Issued	7	C	155.06
26807	14-Jan-2022	BLAK50	BLACK PRESS GROUP LTD	Issued	7	C	844.41
26808	14-Jan-2022	BUCK50	BUCKIN' HORSE CONTRACTING	Issued	7	C	1,039.50
26809	14-Jan-2022	CARN50	CARO ANALYTICAL SERVICES	Issued	7	C	205.07
26810	14-Jan-2022	CENH50	GUSTAFSON'S CENTRAL CHEVROLET GMC B	Issued	7	C	89.09
26811	14-Jan-2022	CENT50	CENTRAL CARIBOO DISPOSAL SERVICES LTD	Issued	7	C	7,220.07
26812	14-Jan-2022	CENU50	CENTURY HARDWARE LTD	Issued	7	C	141.06
26813	14-Jan-2022	CINT50	CINTAS CANADA LIMITED	Issued	7	C	555.30
26814	14-Jan-2022	CIVI50	CIVICINFO BC	Issued	7	C	154.35
26815	14-Jan-2022	CLEA50	CLEARTECH INDUSTRIES INC	Issued	7	C	799.76
26816	14-Jan-2022	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	7	C	2,093.96
26817	14-Jan-2022	CRCB50	CARWEN CUSTOM BUILDERS LTD	Issued	7	C	16,156.30
26818	14-Jan-2022	DENT50	DENT-X CANADA	Issued	7	C	545.97
26819	14-Jan-2022	DHLE50	LOOMIS EXPRESS	Issued	7	C	200.93
26820	14-Jan-2022	DWBF50	DWB CONSULTING SERVICES LTD	Issued	7	C	4,618.22
26821	14-Jan-2022	EXCO50	PACIFIC BENDING INC	Issued	7	C	136.50
26822	14-Jan-2022	EXEV50	EXETER VALLEY TRUCK & CAR WASH	Issued	7	C	6.83
26823	14-Jan-2022	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	7	C	224.43
26824	14-Jan-2022	HUBF50	HUB FIRE ENGINES & EQUIPMENT LTD	Issued	7	C	514.58
26825	14-Jan-2022	INNO50	INNOV8 DIGITAL SOLUTIONS	Issued	7	C	389.38
26826	14-Jan-2022	INTO50	INTERIOR LOCKSMITH	Issued	7	C	462.42
26827	14-Jan-2022	INTU50	INTERNATIONAL UNION OF OPERATING ENGI	Issued	7	C	495.83
26828	14-Jan-2022	JUST50	JUSTICE INSTITUTE OF BC	Issued	7	C	26.78
26829	14-Jan-2022	KCSE50	KC'S EXCAVATING	Issued	7	C	1,026.38
26830	14-Jan-2022	LAND50	LAND TITLE & SURVEY EY AUTHORITY OF BC	Issued	7	C	30.09
26831	14-Jan-2022	LEXI50	LEXISNEXIS CANADA INC	Issued	7	C	572.78
26832	14-Jan-2022	LONE50	LONE BUTTE SUPPLY LTD	Issued	7	C	13.72
26833	14-Jan-2022	LORD50	LORDCO AUTO PARTS LTD	Issued	7	C	470.83
26834	14-Jan-2022	MINI50	MINISTER OF FINANCE	Issued	7	C	214.85
26835	14-Jan-2022	MUNC50	MUNICIPAL INSURANCE ASSOCIATION OF BR	Issued	7	C	19,486.00
26836	14-Jan-2022	NEWE50	NEW ERA FALLING & FORESTRY LTD	Issued	7	C	9,673.13
26837	14-Jan-2022	NORI50	NORTHERN LIGHTS KENNELS	Issued	7	C	200.00
26838	14-Jan-2022	NORM50	NORTHERN COMPUTER	Issued	7	C	1,411.38
26839	14-Jan-2022	PERF50	PERFORMANCE ALL TERRAIN & RENTALS LTD	Issued	7	C	98.07
26840	14-Jan-2022	PREI50	PREMIUM TRUCK & TRAILER INC	Issued	7	C	1,048.73
26841	14-Jan-2022	REDR50	RED ROCK GRILL LTD	Issued	7	C	2,500.00
26842	14-Jan-2022	ROCY50	ROCKY MOUNTAIN PHOENIX	Issued	7	C	869.40
26843	14-Jan-2022	SCMO50	SOUTH CARIBOO MOTOR SPORTS LTD	Issued	7	C	1,097.38
26844	14-Jan-2022	SMIR10	SMITH, ROY	Issued	7	C	700.00
26845	14-Jan-2022	TASC50	TASCO SUPPLIES LTD	Issued	7	C	1,173.65
26846	14-Jan-2022	TRUE50	TRUE CONSULTING GROUP	Issued	7	C	1,897.35
26847	14-Jan-2022	WCEL50	W.C. ELECTRIC LTD	Issued	7	C	3,342.56
26848	14-Jan-2022	WILL50	WILLIAMS LAKE WATER FACTORY	Issued	7	C	45.00
26849	14-Jan-2022	WISH50	WISHBONE INDUSTRIES LIMITED	Issued	7	C	1,485.12
26850	18-Jan-2022	DOWL50	DOWLING C. MONETTE LOGGING LTD - INC N	Issued	8	C	4,822.12
26851	31-Jan-2022	1MBI50	INTEGRA TIRE AND AUTO CENTER	Issued	14	C	203.61
26852	31-Jan-2022	1MDE50	100 MILE DEVELOPMENT CORPORATION	Issued	14	C	25,115.50
26853	31-Jan-2022	1MFR50	100 MILE FREE PRESS	Issued	14	C	70.00
26854	31-Jan-2022	ACEC50	ACE COURIER SERVICES	Issued	14	C	162.96
26855	31-Jan-2022	ACKL50	ACKLANDS - GRAINGER INC	Issued	14	C	364.03
26856	31-Jan-2022	AIRC50	AIRCHEKLAB INC	Issued	14	C	598.50
26857	31-Jan-2022	APRP50	APRIL'S PORTRAITS	Issued	14	C	262.50

# Reque Register-Summary-Bank



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Date : Feb 03, 2022

Time : 11:56 am

Supplier : 079850 To ZZ9950  
 Date : 01-Jan-2022 To 31-Jan-2022  
 nk : 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
nk : 4 ROYAL BANK - CURRENT ACCOUNT							
26858	31-Jan-2022	BCTR50	BC TRANSIT	Issued	14	C	17,521.56
26859	31-Jan-2022	BRAN50	BRANDT TRACTOR LTD	Issued	14	C	125.48
26860	31-Jan-2022	BRID50	BRIDGE LAKE TOWING	Issued	14	C	147.00
26861	31-Jan-2022	BURG50	BURGESS PLUMBING HEATING & ELECTRICA	Issued	14	C	28.04
26862	31-Jan-2022	CAME50	CAMEO PLUMBING LTD	Issued	14	C	44.79
26863	31-Jan-2022	CARN50	CARO ANALYTICAL SERVICES	Issued	14	C	2,089.97
26864	31-Jan-2022	CENU50	CENTURY HARDWARE LTD	Issued	14	C	194.83
26865	31-Jan-2022	CINT50	CINTAS CANADA LIMITED	Issued	14	C	436.74
26866	31-Jan-2022	CITN50	CITY OF NANAIMO	Issued	14	C	105.00
26867	31-Jan-2022	CITQ50	CITY OF QUESNEL	Issued	14	C	2,000.00
26868	31-Jan-2022	CRCB50	CARWEN CUSTOM BUILDERS LTD	Issued	14	C	21,505.13
26869	31-Jan-2022	DEMC50	DEREK MCNIECE PROMOTIONS	Issued	14	C	296.80
26870	31-Jan-2022	DHLE50	LOOMIS EXPRESS	Issued	14	C	77.59
26871	31-Jan-2022	EXCO50	PACIFIC BENDING INC	Issued	14	C	1,521.08
26872	31-Jan-2022	FALC50	FALCON EQUIPMENT LTD	Issued	14	C	2,979.73
26873	31-Jan-2022	FAST50	FAST	Issued	14	C	467.25
26874	31-Jan-2022	FRAP50	FRASER & PINE	Issued	14	C	22.40
26875	31-Jan-2022	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	14	C	14,361.85
26876	31-Jan-2022	GRIN50	GRINYER BUSINESS EQUIPMENT LTD	Issued	14	C	162.12
26877	31-Jan-2022	GUIL50	GUILLEVIN INTERNATIONAL CO	Issued	14	C	819.17
26878	31-Jan-2022	H2FL50	H2FLOW TANKS & SYSTEMS INC	Issued	14	C	532.71
26879	31-Jan-2022	INTU50	INTERNATIONAL UNION OF OPERATING ENGI	Issued	14	C	522.96
26880	31-Jan-2022	IRLT50	DAWSON INTERNATIONAL TRUCK CENTRES	Issued	14	C	1,152.42
26881	31-Jan-2022	JUIC50	JUICE BOBCAT & EXCAVATING SERVICES	Issued	14	C	2,483.25
26882	31-Jan-2022	JUST50	JUSTICE INSTITUTE OF BC	Issued	14	C	483.12
26883	31-Jan-2022	LORD50	LORDCO AUTO PARTS LTD	Issued	14	C	414.99
26884	31-Jan-2022	MICB50	MICHAEL BEDNAR	Issued	14	C	2,625.00
26885	31-Jan-2022	MUNC50	MUNICIPAL INSURANCE ASSOCIATION OF BR	Issued	14	C	1,205.00
26886	31-Jan-2022	NORM50	NORTHERN COMPUTER	Issued	14	C	1,891.69
26887	31-Jan-2022	OMHS50	OMHSA	Issued	14	C	250.00
26888	31-Jan-2022	PATE50	PATERSON SEPTIC SERVICE	Issued	14	C	472.50
26889	31-Jan-2022	PREI50	PREMIUM TRUCK & TRAILER INC	Issued	14	C	981.40
26890	31-Jan-2022	PURO50	PUROLATOR INC	Issued	14	C	79.19
26891	31-Jan-2022	QUIC50	QUICKSCRIBE SERVICES LTD	Issued	14	C	432.60
26892	31-Jan-2022	RRRC50	RRR+CONTRACTING	Issued	14	C	689.92
26893	31-Jan-2022	SCMO50	SOUTH CARIBOO MOTOR SPORTS LTD	Issued	14	C	1,793.22
26894	31-Jan-2022	SHAS50	SHAWS ENTERPRISES LTD	Issued	14	C	5,126.37
26895	31-Jan-2022	SMIH50	SMITH CAMERON PROCESS SOLUTIONS	Issued	14	C	4,306.36
26896	31-Jan-2022	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	14	C	2,352.00
26897	31-Jan-2022	SPOC50	SOUTH POINT RESORT	Issued	14	C	350.00
26898	31-Jan-2022	SUNR50	SUNRISE FORD SALES LTD	Issued	14	C	379.27
26899	31-Jan-2022	SUTT50	SUTTON SPECIAL RISK INC	Issued	14	C	140.25
26900	31-Jan-2022	TASC50	TASCO SUPPLIES LTD	Issued	14	C	1,250.13
26901	31-Jan-2022	TODB50	TODD, BARRY	Issued	14	C	131.24
26902	31-Jan-2022	TRUE50	TRUE CONSULTING GROUP	Issued	14	C	45,599.89
26903	31-Jan-2022	WASP50	WASP MANUFACTURING LTD	Issued	14	C	2,749.77
26904	31-Jan-2022	WESR50	WESTERRA EQUIPMENT LP	Issued	14	C	986.41
26905	31-Jan-2022	WURT50	WURTH CANADA LTD	Issued	14	C	492.28
03796-0001	14-Jan-2022	CLIF50	CANADA LIFE	Issued	2	E	9,710.07
03796-0002	14-Jan-2022	PENS50	PENSION CORPORATION	Issued	2	E	7,809.69
03796-0003	14-Jan-2022	RECE50	RECEIVER GENERAL OF CANADA	Issued	2	E	19,599.76
03796-0004	14-Jan-2022	SHAW50	SHAW CABLE	Issued	2	E	811.68
03798-0001	06-Jan-2022	WORK50	WORKERS' COMPENSATION BOARD	Issued	3	E	7,882.54
03799-0001	14-Jan-2022	MINI50	MINISTER OF FINANCE	Issued	4	E	82,666.00
03800-0001	11-Jan-2022	FORT50	FORTIS BC - NATURAL GAS	Issued	5	E	3,866.95

# Cheque Register-Summary-Bank



Supplier : 079850 To ZZ9950  
 Date : 01-Jan-2022 To 31-Jan-2022  
 nk : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Date : Feb 03, 2022 Time : 11:56 am

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
nk : 4 ROYAL BANK - CURRENT ACCOUNT							
03801-0001	14-Jan-2022	BCHY50	BC HYDRO & POWER AUTHORITY	Issued	6	E	19,478.06
03801-0002	14-Jan-2022	FRCO50	FOUR RIVERS CO-OPERATIVE	Issued	6	E	10,894.11
03802-0001	21-Jan-2022	SHAW50	SHAW CABLE	Issued	9	E	395.14
03803-0001	31-Jan-2022	MINI50	MINISTER OF FINANCE	Issued	10	E	139.96
03803-0002	31-Jan-2022	PENS50	PENSION CORPORATION	Issued	10	E	10,844.51
03803-0003	31-Jan-2022	POST50	POSTAGE BY PHONE	Issued	10	E	820.00
03803-0004	31-Jan-2022	RECE50	RECEIVER GENERAL OF CANADA	Issued	10	E	20,918.38
03803-0005	31-Jan-2022	TELM50	TELUS MOBILITY CELLULAR INC	Issued	10	E	539.17
03803-0006	31-Jan-2022	TELU50	TELUS COMMUNICATIONS COMPANY	Issued	10	E	17.01
03804-0001	31-Jan-2022	PITN50	PITNEY BOWES GLOBAL CREDIT SERVICES	Issued	11	E	437.64
03804-0002	31-Jan-2022	PITW50	PITNEYWORKS	Issued	11	E	861.00
03804-0003	31-Jan-2022	SHAW50	SHAW CABLE	Issued	11	E	559.73
03805-0001	31-Jan-2022	GRAY50	TELUS CUSTOM SECURITY SYSTEMS	Issued	13	E	193.99

Total Computer Paid :	267,291.93	Total EFT PAP :	198,445.39	Total Paid :	465,737.32
Total Manually Paid :	0.00	Total EFT File :	0.00		

Total No. Of Cheque(s) ...

Capital \$ 45,599.89