

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

December 13, 2022
 7:00 PM



A.	<p><u>CALL TO ORDER</u></p> <p>Mayor to call the regular meeting to order at 6:00 PM</p> <p>Acknowledgement that this meeting is being held on Secwepemculecw.</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 (1)(c,e) of the Community Charter.</p> <p>Regular meeting to be called back to order at 7:00 PM</p>
B.	<p><u>APPROVAL OF AGENDA:</u></p>
	<p>B1</p> <p>BE IT RESOLVED THAT the December 13th, 2022 Regular Council agenda <u>be approved</u>.</p>
C.	<p><u>INTRODUCTION OF LATE ITEMS AND FROM COMMITTEE OF THE WHOLE:</u></p>
D.	<p><u>DELEGATIONS:</u></p>
E.	<p><u>MINUTES:</u></p>
Regular Council – October 11th, 2022	<p>E1</p> <p>BE IT RESOLVED THAT the minutes of the Regular Council meeting of October 11th, 2022 <u>be adopted</u>.</p>
Public Hearing – October 11th, 2022	<p>E2</p> <p>BE IT RESOLVED THAT the report of the Public Hearing of October 11th, 2022 <u>be received</u>.</p>

Regular Council (Inaugural) – November 8th, 2022	E3 BE IT RESOLVED THAT the minutes of the Inaugural Council meeting of November 8 th , 2022 <u>be adopted</u> .
Special Council– November 29th, 2022	E4 BE IT RESOLVED THAT the minutes of the Special Council meeting of November 29 th , 2022 <u>be adopted</u> .
F.	<u>UNFINISHED BUSINESS:</u>
G.	<u>MAYOR’S REPORT:</u>
Mayor’s Appointments	G1 BE IT RESOLVED THAT the Mayor’s Appointment listing for the 2022-2026 term of office be approved.
H.	<u>CORRESPONDENCE:</u>
Commissionaires Report October 2022	H1 BE IT RESOLVED THAT the By-Law Officer report for the period of October 1 st to October 31 st , 2022 <u>be received</u> .
Commissionaires Report November 2022	H2 BE IT RESOLVED THAT the By-Law Officer report for the period of November 1 st to November 30 th , 2022 <u>be received</u> .
Airport Usage – Drag Race Event	H3 BE IT RESOLVED THAT the memo from Administration dated December 2, 2022, be received; and further, <i>“Further action at the direction of Council”</i>

I.	<u>STAFF REPORTS:</u>
Cask and Cleaver Change of Hours of Liquor Service	<p>I1</p> <p>BE IT RESOLVED THAT the memo from Administration dated December 5th, 2022, regarding the Cask and Cleaver Change of Hours of Liquor Service be received.</p> <p><i>“Further action at the direction of Council”</i></p>
NDIT – Façade Program Support	<p>I2</p> <p>BE IT RESOLVED THAT Council of the District of 100 Mile House supports the application to Northern Development Initiative Trust for a grant up to \$20,000 for the 2023 Business Façade Improvement Program from the Cariboo-Chilcotin/Lillooet Regional Development Account.</p>
UBCM Volunteer & Composite Fire Department Equipment & Training funding	<p>I3</p> <p>BE IT RESOLVED THAT the memo from Administration dated October 12, 2022, regarding a funding application to the UBCM in support of Community Emergency Preparedness Fund be received; and further</p> <p>BE IT RESOLVED THAT the Council of the District of One Hundred Mile House endorse the UBCM Volunteer & Composite Fire Department Equipment & Training 2022 funding application for purposes of procuring a Sprinkler Protection Unit; and further</p> <p>BE IT RESOLVED THAT the remaining \$20,000.00 be allocated from the District Equipment Reserve Fund.</p> <p>BE IT RESOLVED THAT the email poll conducted on October 12th, 2022, is hereby ratified.</p>
2022 Local Government Elections Results	<p>I4</p> <p>BE IT RESOLVED THAT the memo dated October 19th 2022 from the Chief Election Officer regarding the 2022 Local Government Elections results be received, as per the provisions of the Local Government Act.</p>
Council Meeting Schedule 2023	<p>I5</p> <p>BE IT RESOLVED THAT the 2023 Regular Council meeting schedule be approved.</p>

Wayfinding Strategy	<p>I6</p> <p>BE IT RESOLVED THAT the memo dated November 28th 2022 in regard to the District of 100 Mile House Wayfinding Strategy be received; and further</p> <p>BE IT RESOLVED THAT Council of the District of 100 Mile House endorse the District of 100 Mile House Wayfinding Strategy.</p>
Community Support Grant- The Path Forward	<p>I7</p> <p>BE IT RESOLVED THAT Council of the District of 100 Mile House receive the document titled: The Path Forward: Navigating Unexpected Job Loss.</p>
Love 100 Mile House.com - Options	<p>I8</p> <p>BE IT RESOLVED THAT the memo dated November 28th 2022 in regard to the options for the Love 100 Mile House.com program be received.</p> <p><i>“Further action at the direction of Council”</i></p>
South Cariboo Tourism Asset Inventory	<p>I9</p> <p>BE IT RESOLVED THAT Council of the District of 100 Mile House receive the South Cariboo Tourism Asset Inventory.</p>
Permissive Tax Exemption – Royal Canadian Legion	<p>I10</p> <p>BE IT RESOLVED THAT the memo from Administration dated November 29th, 2022, regarding the Permissive Tax Exemption request by the Royal Canadian Legion be received.</p> <p><i>“Further action at the direction of Council”</i></p>
Declassify In Camera Resolution	<p>I11</p> <p>BE IT RESOLVED THAT In-Camera resolution 33-22 be declassified.</p>

Rural Economic Diversification and Infrastructure Program (REDIP)	I12 BE IT RESOLVED THAT the memo dated December 8 th 2022 regarding the Rural Economic Diversification and Infrastructure program be received. <i>“Further action at the direction of Council”</i>
Authorized Signatories	I13 BE IT RESOLVED THAT the authorized signatories for the District for 100 Mile House be: One (1) of any of the following: Mayor Maureen Pinkney or CAO Roy Scott or Director of Finance Tammy Boulanger.
J.	<u>BYLAWS:</u>
K.	<u>VOUCHERS</u>
Paid Vouchers (October) #27655 to 27768 & EFTs	K1 BE IT RESOLVED THAT the paid manual vouchers #27655 to #27768 and EFT's totaling \$ 603,046.53 <u>be received</u> .
Paid Vouchers (November) #27769 to #27863 & EFTs	K2 BE IT RESOLVED THAT the paid manual vouchers #27769 to #27863 and EFT's totaling \$ 900,633.59 <u>be received</u> .
L.	<u>OTHER BUSINESS:</u>
M.	<u>QUESTION PERIOD:</u>
N.	<u>ADJOURNMENT</u> BE IT RESOLVED THAT this December 13 th , 2022 meeting of Council be adjourned: Time:



DISTRICT OF 100 MILE HOUSE

MEETING HELD IN DISTRICT COUNCIL CHAMBERS

Tuesday, October 11th, 2022, AT 6:45 PM

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

STAFF: CAO Roy Scott
 D/Corp Officer Sheena Elias
 Dir. Of Finance Tammy Boulanger
 Dir. Of Com. Services Todd Conway
 Dir. of Planning & Joanne Doddridge
 Economic Development

OTHERS: (6)

A	<p><u>CALL TO ORDER</u></p> <p>Mayor Campsall called the meeting to order at 6:45 PM</p> <p>Mayor Campsall acknowledged that this meeting is being held on Secwepemculecw.</p> <p>Res: 129/22 Moved By: Councillor Pinkney Seconded By: Councillor Fossum</p> <p>BE IT RESOLVED THAT, pursuant to Section 92 of the <i>Community Charter</i>, that this meeting of Council be closed to the public under Section 90 (1)(e) of the <i>Community Charter</i>.</p> <p style="text-align: center;">CARRIED</p> <p>Mayor called the regular meeting back to order at 7:00 PM</p>
----------	---

B	<u>APPROVAL OF AGENDA</u>
	B1 Res: 130/22 Moved By: Councillor Mingo Seconded By: Councillor Pinkney BE IT RESOLVED THAT October 11 th , 2022, Regular Council agenda be approved. CARRIED.
C	<u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u> No late items.
D	<u>DELEGATIONS</u> No Delegations
E	<u>MINUTES</u>
Regular Council – September 6th, 2022	E1 Res: 131/22 Moved By: Councillor Fossum Seconded By: Councillor Pinkney BE IT RESOLVED THAT the minutes of the Regular Council meeting of September 6 th , 2022, <u>be adopted</u> . CARRIED.
Public Hearing – September 6th, 2022	E2 Res: 132/22 Moved By: Councillor Pinkney Seconded By: Councillor Pettman BE IT RESOLVED THAT the report of the Public Hearing of September 6 th , 2022, <u>be received</u> . CARRIED.



	<u>UNFINISHED BUSINESS</u> No unfinished business.
G	<u>MAYOR'S REPORT</u> Mayor Campsall acknowledged that this was his last meeting, and it is a bittersweet time for him. He is looking forward to spending more time with family but will miss being a part of the community government. While looking back at the last 25 years of council Mayor Campsall recognized the 2017 fires as the most memorable event. To see so many people working together for the good of the community in the face of an emergency was remarkable. Mayor Campsall noted that he was especially proud of leaving the community in an exemplary financial position; noting that the District, for a community of our size, was likely one of the strongest in western Canada in terms of financial stability. Mayor Campsall thanked the community, the staff, and all Council members past and present for the last 25 years. Councillor Mingo took the opportunity to thank Mayor Campsall for his service to the community. Councillor Pinkney wanted to let everyone know that the Wranglers regular season has begun and while the season is off to a slow start for the Wranglers, they have a good solid young team with a lot of potential. Councillor Pinkney also announced that the District of 100 Mile House won "4 Blooms" from Communities in Bloom and a special award for the flowers on Birch Ave. Councillor Fossum commented on this being an emotional time for many, saying goodbye to Mayor Campsall after 25 years.



H	<u>CORRESPONDENCE</u>
Commissionaires Report September 2022	<p>H1</p> <p>Res: 133/22 Moved By: Councillor Fossum Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the By-Law Officer report for the period of September 1st to September 30th, 2022, <u>be received</u>.</p> <p style="text-align: right;">CARRIED.</p>
Temporary Street Closure – Santa Claus Parade	<p>H2</p> <p>Res: 134/22 Moved By: Councillor Mingo Seconded By: Councillor Pinkney</p> <p>BE IT RESOLVED THAT the memo from Administration dated October 4th, 2022, regarding the Annual Santa Claus Parade temporary street closure be received; and further</p> <p>BE IT RESOLVED THAT the District of 100 Mile House Council authorize the closure of Birch Ave from First Street to Fifth Street on November 18th, 2022, between the hours of 4:30 PM and 6:30 PM to accommodate the 2022 Santa Claus Parade; and further</p> <p>BE IT RESOLVED THAT the proponents be directed to coordinate all activities with the Director of Community Services.</p> <p style="text-align: right;">CARRIED.</p>



<p>Temporary Street Closure – Remembrance Day</p>	<p>H3</p> <p>Res: 135/22 Moved By: Councillor Fossum Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the memo from Administration dated October 5th, 2022, regarding Remembrance Day temporary street closure be received; and further</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House, approve the closure of Birch Ave. between Second St. and Fourth St. and the closure of Third St between Birch Ave and Cedar Ave on November 11th, 2022, between the hours of 10:00AM and 12 o'clock noon.</p> <p style="text-align: center;">CARRIED.</p>
<p>I.</p>	<p><u>STAFF REPORTS</u></p>
<p>Capacity Increase – Cask & Cleaver Brewing – Memo #1</p>	<p>I1</p> <p>Res: 136/22 Moved By: Councillor Pinkney Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the memo from Administration dated September 16th, 2022, regarding the Cask and Cleaver Capacity increase be received, and further</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House ratify the email poll conducted September 16th, 2022, requesting staff to begin the public input process.</p> <p style="text-align: center;">CARRIED.</p>



**Capacity Increase –
Cask & Cleaver
Brewing – Memo #2**

12

Res: 137/22

Moved By: Councillor Pinkney

Seconded By: Councillor Mingo

BE IT RESOLVED THAT the memo from Administration dated October 6th, 2022, regarding the Cask and Cleaver Capacity increase be received, and further

WHEREAS Cask & Cleaver Brewing has applied for a Capacity Increase from 30 seats to 50 seats plus 10 seats on the patio (60 total); and

WHEREAS

- The Capacity Increase is an amendment to an existing Manufacturer's Licence.
- The location of the establishment is in a commercial highway corridor, zoned C-2, and is removed from nearby residences.
- The maximum patron capacity is 30 persons: and

WHEREAS the impact of approval of the Capacity Increase on the community has been considered, and comments from the surrounding property owners, tenants, and the community at large have been solicited and heard by written comment and Public Hearing; therefore

BE IT RESOLVED THAT

- The Council of the District of 100 Mile House confirms that it considers the impact of noise on nearby residents to be minimal.
- The Council of the District of 100 Mile House confirms the capacity increase on the community will not generate a significant increase in traffic volumes, nor cause late-night policing concerns.



	<ul style="list-style-type: none"> ➤ The Council of the District of 100 Mile House confirms that the views of residents and businesses within 60 metres of the establishment were gathered by written invitation to provide comments in writing or in person at a Public Hearing, held Oct. 11, 2022, at 6:30 pm. Notices were hand delivered to commercial tenants within a 60-metre radius, ads were posted on the District of 100 Mile House website and social media channels, and in the Sept. 29 and Oct 6, 2022, issues of the Free Press. ➤ The Council of the District of 100 Mile House confirms its support of the license amendment, which would prove favorable to the local economy; support tourism and have a positive social impact in the community; and further <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House recommends the issuance of the Capacity Increase.</p> <p style="text-align: center;">CARRIED.</p>
<p>RFP – Community Profile Design & Development</p>	<p>I3</p> <p>Res: 138/22 Moved By: Councillor Pinkney Seconded By: Councillor Pettman</p> <p>BE IT RESOLVED THAT the report from Administration dated Oct. 4, 2022, regarding the RFP for the Community Profile Design and Development project be received; and further</p> <p>BE IT RESOLVED THAT the RFP to supply the District of 100 Mile House with a Community Profile be awarded to EDCC Consulting for the stipulated price of \$ 14,800 plus applicable taxes.</p> <p style="text-align: center;">CARRIED.</p>



J	<u>BYLAWS</u>
Official Community Plan Amendment Bylaw No. 1393-2022	<p>J1</p> <p>Res: 139/22 Moved By: Councillor Fossum Seconded By: Councillor Pinkney</p> <p>BE IT RESOLVED THAT Official Community Plan Amendment Bylaw No. 1393-2022 be adopted this 11th of October 2022.</p> <p>CARRIED.</p>
Zoning Amendment Bylaw No. 1394-2022	<p>J2</p> <p>Res: 140/22 Moved By: Councillor Pettman Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT Zoning Amendment Bylaw No. 1394-2022 be adopted this 11th day of October 2022.</p> <p>CARRIED.</p>
Water Frontage Tax Bylaw 1396-2022	<p>J3</p> <p>Res: 141/22 Moved By: Councillor Fossum Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT Water Frontage Tax Bylaw No. 1396-2022 be adopted this 11th day of October 2022.</p> <p>CARRIED.</p>



<p>Sewer Frontage Tax Bylaw 1397-2022</p>	<p>J4</p> <p>Res: 142/22 Moved By: Councillor Pinkney Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT Sewer Frontage Tax Bylaw No. 1397- 2022 be adopted this 11th day of October 2022.</p> <p>CARRIED.</p>
<p>Financial Plan Amendment Bylaw No. 1398-2022</p>	<p>J5</p> <p>Res: 143/22 Moved By: Councillor Mingo Seconded By: Councillor Pinkney</p> <p>BE IT RESOLVED THAT Financial Plan Amendment Bylaw No.1398- 2022 adopted this 11th day of October 2022.</p> <p>CARRIED.</p>
<p>K</p>	<p><u>GENERAL VOUCHERS</u></p>
<p>Paid Vouchers (September) #27560 to #27654 & EFTs</p>	<p>K1</p> <p>Res: 144/22 Moved By: Councillor Fossum Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the paid manual vouchers #27560 to #27654 and EFT's totaling \$1,334,004.44 <u>be received</u>.</p> <p>CARRIED.</p>



<p>L</p>	<p><u>OTHER BUSINESS:</u></p> <p>Mayor Campsall was presented with awards to recognize his 25 years with the District of 100 Mill House Council.</p> <ul style="list-style-type: none"> • Councillor Pinkney presented a recognition plaque from UBCM for 25 years of civic leadership. • Councillor Fossum presented a Letter of Appreciation from the Minister of Municipal Affairs, acknowledging service to the community. • Councillor Mingo presented a plaque from the District of 100 Mile House recognizing Mayor Campsall's dedication to the District. • Councillor Pettman presented a Spirit Stone – signifying raising up leaders.
<p>M</p>	<p><u>QUESTION PERIOD:</u></p>
<p>N</p>	<p><u>ADJOURNMENT</u></p> <p>Res: 145/22 Moved By: Councillor Mingo Seconded By: Councillor Pinkney</p> <p>BE IT RESOLVED THAT this October 11th, 2022 meeting of Council be adjourned: Time: 7:30 PM</p> <p style="text-align: center;">CARRIED.</p>
	<p>I hereby certify these minutes to be correct.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Mayor</p> </div> <div style="text-align: center;"> <p>_____</p> <p>Corporate Officer</p> </div> </div>



**DISTRICT OF 100 MILE HOUSE
REPORT OF THE PUBLIC HEARING
OF THE MUNICIPAL COUNCIL HELD IN COUNCIL CHAMBERS
TUESDAY October 11th, 2022 AT 6:30 PM**

<u>PRESENT:</u>	Chair	Mitch Campsall
	Councillor	Ralph Fossum
	Councillor	Dave Mingo
	Councillor	Chris Pettman (via Teams)
	Councillor	Maureen Pinkney

<u>STAFF:</u>	CAO	Roy Scott
	Director of Finance	Tammy Boulanger
	Dir. Of Community Services	Todd Conway
	Dir. Ec-Dev/Planning	Joanne Doddridge
	D/ Corporate Officer	Sheena Elias

OTHERS: (2)

Chair Campsall called the Public Hearing to order at 6:30 p.m.

Chair Campsall acknowledged that this meeting is being held on the Traditional Territory of the Secwepemc People.

Chair Campsall stated that the purpose of the Public Hearing is to receive public input regarding a LCRB Capacity Increase application for the Cask and Cleaver. 175 Cariboo Highway, Lot 1, Plan KAP134445, District Lot 31, Land District 27 Except Plan 38708.

DCO outlined the process for receiving public comment to the proposed capacity increase.

DCO reported no written submissions were received. There were no members of the public wanting to speak.

Chair Campsall kept the meeting open to see if any late comers arrived, no additional people attended. With no further input forthcoming, this Public Hearing for the Cask and Cleaver LCRB Capacity increase was adjourned at 6:40 PM

I hereby certify this report to be correct:

Chair



Corporate Officer



DISTRICT OF 100 MILE HOUSE

MEETING HELD IN DISTRICT COUNCIL CHAMBERS

TUESDAY, NOVEMBER 8th, 2022, AT 12:00 PM

PRESENT:	Mayor	Maureen Pinkney
	Councillor	Donna Barnett
	Councillor	Ralph Fossum
	Councillor	Jenni Guimond
	Councillor	Dave Mingo
STAFF:	DCO	Sheena Elias
	Dir. Finance	Tammy Boulanger
	Dir. Com. Services	Todd Conway
	Dir. ED/Planning	Joanne Doddridge
OTHERS:	Stanley Daniels - Canim Lake Band	
	Others (8)	Media (1)

A	<p><u>CALL TO ORDER</u></p> <p>Being the inaugural meeting of the newly elected Council; the meeting was called to order by DCO Sheena Elias at 12:00 PM.</p> <p>DCO S. Elias acknowledged that this meeting is being held on Secwepemculecw.</p>
Welcome	<p>Stanley Daniels was present from Canim Lake Band to offer a welcome to the new Council. Mr. Daniels thanked the outgoing council and offered regrets from Kukpi7 Helen Henderson that she was unable to attend.</p> <p>Mr. Daniels expressed that what is good for the Secwepemc is good for 100 Mile House and what is good for 100 Mile House is also good for the Secwepemc. Canim Lake band is looking forward to working together with the new council.</p>

November 8, 2022

	Mr. Daniels finished up by offering his congratulations to those elected and shared a song.
Oath of Office	<p>DCO S. Elias Administered the Oath of Office to Mayor-elect Maureen Pinkney for the four-(4) year term ending November 2026.</p> <p>DCO S. Elias administered the Oath of Office to Councillor(s) elect Donna Barnett, Ralph Fossum, Dave Mingo and Jenni Guimond for the four-(4) year term ending November 2026.</p>
B	<u>APPROVAL OF AGENDA</u>
	<p>B1</p> <p>Res: 146/22 Moved By: Councillor Fossum Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the November 8th, 2022, Inaugural Council agenda be approved.</p> <p style="text-align: center;">CARRIED.</p>
C	<u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u>
D	<u>DELEGATIONS</u>
E	<u>MINUTES</u>
F	<u>UNFINISHED BUSINESS</u>
G	<p><u>MAYOR'S REPORT</u></p> <p>Mayor Pinkney began her address with a thank you to everyone involved in the 2022 Local Government Elections and a congratulation to all that were elected to council this term.</p> <p>Mayor Pinkney thanked the outgoing council for all the work that was done through some extraordinary circumstances.</p>



November 8, 2022

	<p>The past four years had hard times, but 100 Mile House is in a great position to move forward.</p> <p>Mayor Pinkney committed to maintaining a safe, welcoming community.</p> <p>Mayor Pinkney expressed a desire to work together with all of Council to continue meeting the challenges facing our community and addressing resident needs.</p>								
CRD & RAC Appointments	<p>G1</p> <p>Res: 147/22 Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT the District of 100 Mile House makes the following appointments:</p> <table> <tr> <td>Cariboo Regional District:</td><td>Mayor Maureen Pinkney</td></tr> <tr> <td>Alternate:</td><td>Councillor Dave Mingo</td></tr> <tr> <td>Cariboo-Chilcotin/Lillooet RAC</td><td>Mayor Maureen Pinkney</td></tr> <tr> <td>Alternate:</td><td>Councillor Dave Mingo</td></tr> </table> <p style="text-align: center;">CARRIED.</p>	Cariboo Regional District:	Mayor Maureen Pinkney	Alternate:	Councillor Dave Mingo	Cariboo-Chilcotin/Lillooet RAC	Mayor Maureen Pinkney	Alternate:	Councillor Dave Mingo
Cariboo Regional District:	Mayor Maureen Pinkney								
Alternate:	Councillor Dave Mingo								
Cariboo-Chilcotin/Lillooet RAC	Mayor Maureen Pinkney								
Alternate:	Councillor Dave Mingo								
H	<u>CORRESPONDENCE</u>								



November 8, 2022

	<u>STAFF REPORTS</u>
Royal Bank Signing Authorities	<p>I1</p> <p>Res: 148/22 Moved by: Councillor Barnett Seconded by: Councillor Mingo</p> <p>BE IT RESOLVED THAT the signing authorities for the District of 100 Mile House be as follows, for the term of November 2022, through to November 30th, 2026:</p> <p>One (1) of any of the following Council members: Mayor Maureen Pinkney or Councillor Dave Mingo or Councillor Ralph Fossum;</p> <p>AND</p> <p>One (1) of any of the following staff members: Chief Administrative Officer Roy Scott or Director of Finance Tammy Boulanger or D/Director of Corporate Administration Sheena Elias.</p> <p style="text-align: right;">CARRIED.</p>
J	<u>BYLAWS</u>
K	<u>GENERAL VOUCHERS</u>
L	<u>OTHER BUSINESS:</u>
M	<u>QUESTION PERIOD</u>



November 8, 2022

N

ADJOURNMENT

Res: 149/22

Moved By: Councillor Mingo

Seconded By: Councillor Barnett

BE IT RESOLVED THAT this Inaugural meeting of Council for November 8th, 2022, be adjourned at 12:20 PM.

CARRIED.

I hereby certify these minutes to be correct.

Mayor

Corporate Officer





DISTRICT OF 100 MILE HOUSE

MEETING HELD IN DISTRICT COUNCIL CHAMBERS

Tuesday November 29th, 2022, AT 11:00 AM

PRESENT:	Mayor	Maureen Pinkney
	Councillor	Donna Barnett
	Councillor	Ralph Fossum
	Councillor	Jenni Guimond
	Councillor	Dave Mingo
STAFF:	D/Corp Officer	Sheena Elias

A	<p><u>CALL TO ORDER</u></p> <p>Mayor Pinkney called the meeting to order at 11:00 AM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Secwepemculecw.</p> <p>Res: 150/22 Moved By: Councillor Fossum Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT, pursuant to Section 92 o the <i>Community Charter</i>, that this meeting of Council be closed to the public under Section 90 (1)(a,e,g) of the Community Charter.</p>
---	--

B	<u>APPROVAL OF AGENDA</u>
	B1 Res: 151/22 Moved By: Councillor Barnett Seconded By: Councillor Mingo BE IT RESOLVED THAT the November 29 th , 2022, Special Regular Council agenda be approved. CARRIED.
C	<u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u>
D	<u>DELEGATIONS</u> There were no delegations.
E	<u>MINUTES</u>
	<u>UNFINISHED BUSINESS</u>
G	<u>MAYOR'S REPORT</u>
H	<u>CORRESPONDENCE</u>
I.	<u>STAFF REPORTS</u>
J	<u>BYLAWS</u>
K	<u>GENERAL VOUCHERS</u>
L	<u>OTHER BUSINESS:</u>
M	<u>QUESTION PERIOD:</u>



N	<u>ADJOURNMENT</u> Res: 152/22 Moved By: Councillor Barnett Seconded By: Councillor Guimond BE IT RESOLVED THAT this November 29 th , 2022 meeting of Council be adjourned: Time: 12:30 PM. CARRIED.
	I hereby certify these minutes to be correct. _____ Mayor _____ Corporate Officer



Mayors Appointments for 2022 - 2026

G1

Administration Liaison	Mayor Maureen Pinkney
Alternate	Councillor Dave Mingo
Age Friendly Liaison	Councillor Ralph Fossum
	Councillor Donna Barnett
Budget Committee	All of Council
Cariboo Regional District	Mayor Maureen Pinkney
Alternate	Councillor Dave Mingo
Chamber of Commerce Rep	Councillor Jenni Guimond
Collective Bargaining Agreement	Mayor Maureen Pinkney
Community Forest	<i>Mayor Maureen Pinkney</i>
Community Volunteer Development	Councillor Donna Barnett
Hospital Liaison	Mayor Maureen Pinkney
Alternate	Councillor Donna Barnett
NDI Reg. Advisory Committee	Mayor Maureen Pinkney
Alternate	Councillor Dave Mingo
RCMP	Mayor Maureen Pinkney
	Councillor Donna Barnett
Sewer Frontage Tax/Water	All of Council
South Cariboo Joint Comm.	All of Council
Treaty Advisory Committee	Mayor Maureen Pinkney
Alternate	Councillor Dave Mingo
Woodlot Management	<i>Mayor Maureen Pinkney</i>
Acting Mayors	
Councillor Dave Mingo	Nov 8 - Nov 30 2023
Councillor Ralph Fossum	Dec 2023 - Nov 30 2024
Councillor Donna Barnett	Dec 2024 - Nov 30 2025
Councillor Jenni Guimond	Dec 2025 - Nov 30, 2026



COMMISSIONAIRES

TRUSTED · EVERYDAY · EVERYWHERE

H1

Monthly Progress Report

District of 100 Mile House – Bylaw Enforcement Site 545
October 1st to October 31st, 2022

In October there were 4 Request for Service:

- Complaint that neighbour had garbage in driveway and overflowing garbage cans causing a bear to be in the area. Spoke to the individual and gave her a copy of the bylaw. Garbage has been cleaned up.
- Complaint of dog barking on Evergreen. Unable to locate dog.
- Complaint about apple tree not being cleaned up causing a bear to be in the area. Spoke to owner and apples were removed.
- Complaint of someone parking on right of way. Spoke with owner car removed

Other issues dealt with in October:

- Delivered notices for District offices
- 3 vehicles parking overnight in District Parking lot. Gave warning notices.
- Back door to Lodge on Cecil Place was open. Notified Dir. of Com. Services.
- Received a call from an individual who was concerned his neighbour is trying to poison his dog. Already been reported to RCMP wanted to give the information to the Bylaws Officer also

Marianne Lawrence
Employee No.92080
Commissionaires B.C.



COMMISSIONAIRES

TRUSTED · EVERYDAY · EVERYWHERE

H2

Monthly Progress Report

District of 100 Mile House – Bylaw Enforcement Site 545
November 1st to November 30th, 2022

In November there were 4 Request for Service:

- Complaint about 2 vehicles parking overnight in municipal parking lot. Issued two warnings. Both vehicles were removed.
- Complaint of garbage behind apartment building. Contacted owner and garbage was removed.
- A restaurant owner was plowing the snow from his property into the ditch and right of way. Left information about snow removal with owner.
- Resident on Burghley Crescent was plowing snow from his property onto the road. Spoke with owner and gave him a copy of the bylaw.
- Complaint of dog barking, unable to contact owner will send a letter out
- Complaint of vehicles and garbage in a yard on the corner of Dogwood and Evergreen. Will send out a letter to owner
- Complaint of neighbour having too many cats. Not sure how many but more than the permitted 3. Will talk to the owner of the cats.

Other issues dealt with in November:

- Delivered notices for the District office.
- Spoke to 2 dog owners about keeping their dogs on a lease

Marianne Lawrence
Employee No.92080
Commissionaires B.C.



DISTRICT OF 100 MILE HOUSE

M E M O

Date: December 2, 2022
To: Mayor & Council
From: Administration
Subject: Airport Closure request – Drag race event

A request was received in office November 29th, 2022 from Mark Boutilier regarding a proposed drag race event that would require closure of the 100 Mile House airport on June 17th 2023.

The request is for the District to authorize the closure of the airport on Saturday June 17th, 2023 during the tentative hours of 6:00 AM to 7:00 PM for purposes of hosting a drag race event.

The event would involve 75-100 race cars coming into 100 Mile House for the race.

The request letter includes details on the organizers plans for the event, including:

- Specialty insurance that covers racing and the District of 100 Mile House
- Onsite First Aid (required by their insurance)
- Security and parking attendants
- Safety measures laid out by the NHRA rules

The organizers have met with the South Cariboo Recreation Centre to arrange use of the parking lot and washroom facilities.

A meeting with the organizer was attended by Dir. Of Community Services Todd Conway after being in communication with the District Airport Manager regarding any concerns.

Concerns raised by the District Airport Manager:

- Several Hanger owners are not in favor of the event
- Several members of the 100 Mile Flying club are not in favor of the event
- The runway surface is already in poor condition and tire spinning could cause divots and bumps.
- There are fairly large cracks and voids the width of the runway that are being worked on every year by filling and sealing with tar. Tire spinning will damage the tar.

Dir. of Community Services Todd Conway shares the concern for potential damage to the runway surface.


It is important to note that June 17th 2023 is also the day of the 2023 Grad parade and park event. Community Services will not be able to offer any staff or resources for this event should the need arise.

Recommendation:

BE IT RESOLVED THAT the memo from Administration dated December 2, 2022, be received; and further,

"Further action at the direction of Council"

Sheena Elias, D/CO



Roy Scott, CAO

We have been asked to send in information regarding our proposed drag race event at the 100 mile airstrip June 17th 2023

A small introduction as to who we are;

Mark Boutilier has been involved in drag racing both as a participant and as an official in the organizing and operation of many successful drag racing events at Mission, Port Alberni, Ashcroft and most recently Cache Creek. As a previous SFI Certified N.H.R.A. Tech Inspector he was involved in every aspect of the safe operation of drag racing.

I have been organizing events such as car shows, fundraising car cruises (including a cross Canada fundraisers for ALS) and drag races. My duties were arranging all the details that make these events happen & work as successfully as they have.

Information regarding our proposed drag race event at the 100 mile airstrip... for our community of 100 mile....

* Event date... June 17th 20230600 – 1900 (times tentative) 1 day race event

* Location 100 mile airstrip

* Insurance is purchased thru Motorsports ins. /Stoneridge Speciality Insurance, which covers the racing and the town of 100 Mile House (the standard company for racing events)

* First aid will be onsite during all event times, as per our insurance policy

- * Select volunteers will be assigned to work on security/ parking & spectators safety while viewing the races.
- * All race safety measures (for volunteers, staff, racers & spectators) will be taken as laid out in NHRA rules & our insurance policy
- * Our rough estimated # of race cars, 75–100 (will know # closer to date)
- * Our idea would be to use the rec centre lot for parking as well for spectators viewing area
- * All event needs, such as porta potties & concessions will be arranged
- * Concessions... I will seek out non–profit groups... local sports/ minor sports teams, school fundraiser groups...
- * 50/50 raffle ...can be done by a non–profit group (100 mile hospice was arranged by us to sell 50/50 tix @ cache creek in 2022)

We look forward to working with the counsel & car club to make this a success.



DISTRICT OF 100 MILE HOUSE

M E M O

Date: Dec. 5, 2022

To: Mayor & Council

From: Administration

Subject: Cask and Cleaver Change of Hours of Liquor Service

Enclosed is an application from the Cask and Cleaver for a change of hours of liquor service. The proposal is to change liquor service hours FROM: M – Th 10 am – 8 pm, F – Sat 10 am – 10 pm, Sun 10 am – 7 pm. They currently do not operate to the full extent of their permitted hours, as they are open T – Sat Noon – 8 pm for the fall/winter season. The change of hours proposed is for 10 am to midnight daily. The Cask and Cleaver is located at 175 Cariboo Hwy 97.


According to the Liquor and Cannabis Regulation Branch (LCRB) and the District's Liquor Licensing Policy / Procedure, Council must choose whether to provide comments (by resolution) or "opt out", in which case LCRB will conduct the public input process instead of Council. Public input can be collected by receiving written comments and holding a Public Hearing. **Council is asked whether they wish to collect public input and provide comments on the application, or whether they wish to "opt out".**

Should Council be in favour of gathering public input, the following timeline is in order:

Dec. 23, 2022	Notification of property owners within a 60m radius
Dec. 29, 2022 & Jan. 5, 2023	Advertise Public Hearing in 100 Mile Free Press / District website
Jan. 10, 2023	Hold Public Hearing
Jan. 10, 2023	Consider application, public input and all factors which must be taken into account

Council direction is requested.


J. Doddridge, Director Ec Dev / Planning


Roy Scott, CAO

The following is in regards the proposed hour change application by the owners of Cask & Cleaver Brewing, Neale WARD and Daniel BRAATEN, for the Brewery located at 175 Cariboo Hwy, 100 Mile House. Lot 1 Plan KAP13445 District Lot 31 Land District 27 Except Plan 38708 PID: 008-485-232.

Cask & Cleaver Brewery Ltd, owned and represented by Neale WARD and Daniel BRAATEN, is applying to have the current licensed service hours changed from the existing limited hours to 1000hrs-0000hrs (midnight) daily. This change would allow for more flexibility with the seasonally changing demands of service for our quality crafted food and locally brewed beer for locals, travellers and vacationers alike.

The location of Cask & Cleaver is at 175 Cariboo Hwy, across the highway from the Tim Hortons and beside 7-Eleven/PetroCanada. Situated on the North end of town it is the only local non-chain option offering local draught beer and hand-crafted, restaurant style meals. This had led to an increased demand, not previously seen by earlier iterations of local breweries. To enable and support future growth of this local endeavor we are seeking set hours with a wide flexibility to accommodate the varied and changing demands of our ever-growing client base.

The intention of the enhanced hours is to be able to accommodate the increasing request for events such as Christmas Parties, Corporate Events, wedding receptions and service that more closely follows daylight hours in the summer. To date, Cask & Cleaver has participated in many local events providing its' handcrafted foods and local beer including the Christmas Craft Fair and First Annual Softball Tournament. During the summer months, when daylight extends well past current service hours, numerous requests were received to be open later into the evening while the sun was still out and the patio provided a great spot for socializing after summer activities had concluded. The inability to meet this expectation led to missed opportunities and no other option for those seeking to relax in town where children are welcome that is not a traditional restaurant.

Cask & Cleaver does not intend to become a night-life styled location and will continue to provide a safe, community focused and family friendly environment which encourages moderation of consumption in a safe, comfortable, social atmosphere. This is demonstrated through our family friendly events such as Trivia, Crib League and Paint Nights. All of which have drawn a widespread demographic, whom have all provided nothing but positive feedback and gratitude for bringing new and exciting opportunities for social gathering and artistic expression.


The impact of this request to the Community will continue be positive as Cask & Cleaver persists in its goal of securing its niche in the Community and develop both a local and transient following. As it continues to grow it will continue to provide a unique flare and flavour which strives to support the local economy and businesses. Other small communities around B.C., such as Penticton with Bad Tattoo and Slackwater Brewing, Sidney with Beacon Brewing and Port McNeill with Devil's Bath, have benefited from quality craft breweries as they draw both tourists and locals for a unique and memorable experience that helps put the towns front of mind. These establishments operate much the same as Cask & Cleaver intends to. The future and ongoing benefits from the successful growth of Cask & Cleaver will be reflected in tourism, community support, involvement and ultimately, growth in the local economy.



Provide Comment on Change to Hours of Liquor Service (LOUNGE - Outside Service Hours) Application

Licensees may apply to revise hours of liquor service, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and/or original terms and conditions of licensing.

The application fee is \$330.

 If you leave this page, the information you input will be saved. You can continue later from the dashboard.

BEFORE STARTING THE APPLICATION

This application is to request a change to the hours of service **outside the hours currently approved** for the **Lounge Area** for your manufacturer licence. To make a change within the hours currently approved, or to change the hours of service for Special Event Area you must submit a different application.

If an LG/IN is the applicant, the Branch will gather community input and consider the regulatory criteria; the LG/IN is not permitted to conduct public input or provide comments on their own application. This is to prevent conflicts of interest. The applicant must pay any costs incurred to obtain the views of residents.

☒ If you have any questions about this application, contact the Liquor and Cannabis Regulation Branch (LCRB) at LCRBLiquor@gov.bc.ca (<mailto:LCRBLiquor@gov.bc.ca>).

ESTABLISHMENT DETAILS

Establishment Name

Cask & Cleaver Brewery

MANUFACTURER LOCATION ADDRESS

The licensed establishment is currently located at the following address:

Address

175 Cariboo Highway 97

City

100 MILE HOUSE

Province

British Columbia

Postal Code

V0K2E0

Country

Canada

Parcel Identifier (PID)

008-485-232

LOCAL GOVERNMENT/INDIGENOUS NATION AND POLICE JURISDICTION

Enter the local government or Indigenous Nation (<https://www2.gov.bc.ca/gov/content?id=85744089A70F428FA189E5FF5CAE4E4A>) and police jurisdiction where the establishment will be located. Suggestions will be provided after you type the first three characters of the name.

Local Government/Indigenous Nation

100 Mile House

Selected Local Government/Indigenous Nation**Name:** 100 Mile House

Please ensure you have made yourself familiar with the application requirements for this local government (or Indigenous Nation) prior to submitting your application. You may need to contact them prior to submitting to ensure your successful submission.

Police Jurisdiction

One Hundred Mile House RCMP

Selected Police Jurisdiction**Name:** One Hundred Mile House RCMP**ESTABLISHMENT CONTACT DETAILS**

The phone and email address used to contact your establishment:

Establishment Email

aegir@caskandcleaver.com

Establishment Phone

(778) 482-5180

HOURS OF SALE

Indicate the proposed hours of sales below.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	10:00	10:00	10:00	10:00	10:00	10:00	10:00
Close	00:00	00:00	00:00	00:00	00:00	00:00	00:00

APPLICATION CONTACT DETAILS

Please provide contact information for the contact that the LCRB should communicate with regarding this application.

First Name *

Neale

Last Name *

Ward

Title/Position

Owner/Operator

Phone Number (main) *

7782286485

Email *

By submitting the email address, you agree that the Liquor and Cannabis Regulation Branch can use it to communicate with you about this application.

Aegir@caskandcleaver.com

DECLARATIONS

The application must only be submitted by an individual with the authority to bind the applicant. The branch relies on the applicant to ensure that the individual who submits this application is authorized to do so. Typically, an appropriate individual in a corporation will be a duly authorized signatory who will usually be an officer or, in some cases, a director

Note: A lawyer or consultant, may NOT submit this application on behalf of the applicant.

☐ * I understand and affirm that I am authorized to submit the application

Section 20 (1) of the Liquor Control and Licensing Act states: "The general manager may refuse to issue, renew, transfer or amend a licence if the applicant fails to disclose a material fact required by the application or makes a false or misleading statement in the application."

☐ * I understand and affirm that all of the information provided for this application is true and complete

LOCAL GOVERNMENT/INDIGENOUS NATION CONFIRMATION OF RECEIPT OF APPLICATION

LG/IN

100 Mile House

Name of Official

Joanne Doddridge

Title/Position

Director of Economic Development & Planning

Phone

(250) 395-2434

Email

jdoddridge@100milehouse.com

The Branch requests that you consider this application (application form and floor plan) and provide the Branch with a resolution within 90 days of the above received date. Alternatively, LG/IN can delegate staff with the authority to provide comment.

- The applicant will bring their completed application form to LG/IN.
- If there are any major issues (e.g. bylaws), LG/IN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/IN is comfortable with the application proceeding, LG/IN staff will sign above and return it to the applicant. LG/IN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.
- Branch staff and LG/IN staff will advise each other if there are any concerns with the proposed application.

To provide a resolution or comment:

- Gather public input for the community in the immediate vicinity of the proposed endorsement service area(s).
- Consider these factors which must be taken into account when providing resolution/comment:
 - The location of the establishment.
 - The person capacity and hours of liquor service of the establishment. • Provide a resolution/comment with comments on:
 - The impact of noise on nearby residents.
 - The impact on the community if the application is approved.
 - If the application is to amend a Food Primary licence, whether the amendment will result in the service area being operated in a manner that is contrary to primary purpose
 - The view of residents and a description of the method used to gather views.
 - The LG/IN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/IN opts out, or is the applicant, the Branch will gather public input and contact LG/IN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111.

TO UPLOAD DOCUMENTS, DRAG FILES HERE OR [BROWSE](#).

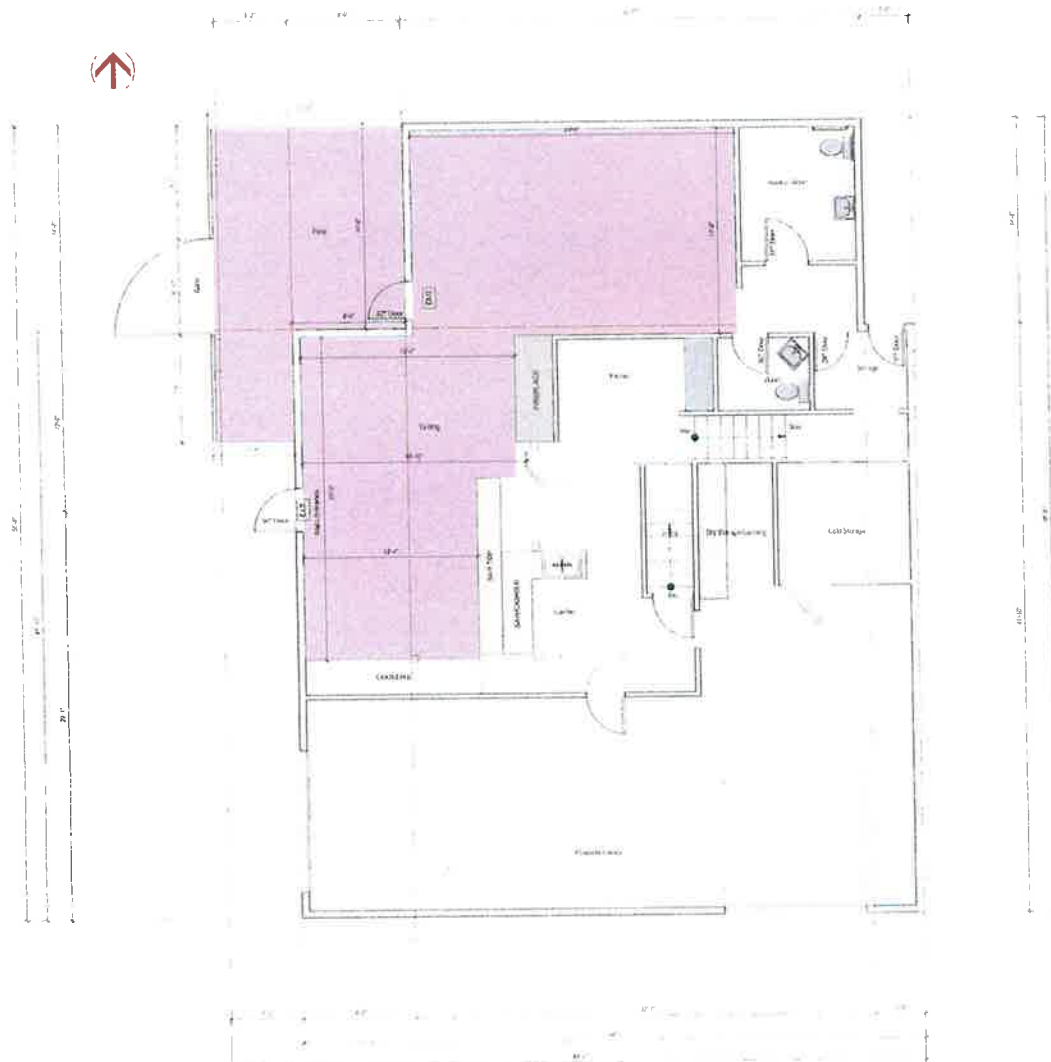
FILES MUST BE IN PDF, JPEG, OR PNG FORMAT.

MAX FILE SIZE: 25MB.

Opt Out of Comment

Reject Application

Provide Resolution



Floor Plan

Scale: 1/4" = 1'-0"

NOTE:
This plan has been generated from electronic data
by the Owner. All dimensions should be verified on site.

DISCLAIMER:
These drawings and designs are the sole property of Mackinnon Architects Inc. The client will not be responsible for any errors or omissions that may occur in the drawings and designs.
NOT TO BE USED FOR CONSTRUCTION
The drawings are a part of a complete set of project documents and are not to be used for construction without the complete set of documents being provided to the project.
Do not scale the drawings.
Custom dimensions and details are recommended.

PRELIMINARY
NOT FOR CONSTRUCTION

 Mackinnon Architects Inc. 1111 11th Avenue, Suite 100 Calgary, Alberta T2M 4K6 Phone: (403) 243-1111 Fax: (403) 243-1112 Email: info@mackinnon.ca	
Project: Cask & Clever 1111 11th Avenue, Suite 100 Calgary, Alberta T2M 4K6	
Drawn By: J. MacAuliffe	
Check By: J. MacAuliffe	
Scale: 1/4" = 1'-0"	
Date: 2022 06 22	
Drawn: J. MacAuliffe	
Checked: J. MacAuliffe	
Drawn By:	

A2.0



DISTRICT OF 100 MILE HOUSE

MEMO

Date: Oct. 11, 2022

To: Mayor & Council

From: Administration

Subject: Northern Development Application – Request for Resolution

An application has been submitted to Northern Development Initiative Trust (NDIT) for the 2023 Business Façade Improvement Program. A copy of the application is attached.

Uptake to the program has been slow in 2022. No applications were received. NDIT advises that this has been a common theme in many communities this year.

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

BE IT RESOLVED THAT Council of the District of 100 Mile House supports the application to Northern Development Initiative Trust for a grant up to \$20,000 for the 2023 Business Façade Improvement Program from the Cariboo-Chilcotin/Lillooet Regional Development Account.

Handwritten signature of J. Doddridge in black ink.

J. Doddridge, Director Ec Dev / Planning

Handwritten signature of R. Scott in black ink.

R. Scott, CAO

**NORTHERN**
DEVELOPMENT**Online Funding Application**

10/11/2022 PST

2023 Business Facade Improvement Program

Joanne Doddridge

Application Summary

DATE SUBMITTED

10/11/2022 PST

FUNDING PROGRAM

Business Facade Improvement

STATUS

Application Submitted

APPLICANT PROFILE**Local Government Name**

District of 100 Mile House

Mailing AddressBox 340
V0K 2E0, 100 Mile House**Email**

jdoddridge@100milehouse.com

Phone Number

2503952434

PRIMARY CONTACT INFORMATION**Contact Name**

Joanne Doddridge

Position / Title

Director of Economic Development & Planning

Mailing AddressBox 340
V0K 2E0, 100 Mile House**Email**

jdoddridge@100milehouse.com

Phone

2503952434

FUNDING REQUEST

Amount Requested

\$20,000

For the Year

2023

PRIOR YEAR FUNDING

Were you approved for funding last year?

Yes

of Participating Businesses

0

Amount Approved for Businesses

\$0

RESOLUTION OF SUPPORT

Council Meeting Date

11/08/2022 PST

PLAN/GUIDELINES

Guideline Document

2023 Business Facade Improvement Guidelines.docx

MARKETING PLAN

What marketing methods will be used to advertise the program? (i.e. brochure, website, newspaper advertisement, newsletter)

- Attached to annual Business License renewals
- News Release – in cooperation with NDIT
- Post on www.100milehouse.com
- Poster format in various locations
- Chamber of Commerce electronic newsletter and website

Marketing Documents

APPLICATION CONFIRMATION

- ☒ I have read and understand the Business Facade Improvement Application Guide including the eligible and ineligible costs.
- ☒ I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

- ☒ I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I agree to publicly acknowledge funding and assistance by Northern Development.
- ☒ I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- ☒ I agree that information provided in this application form may be shared with the appropriate regional advisory committee(s), board of directors, and consultants.
- ☒ If approved for the Business Façade Improvement grant funding, our organization agrees to:
1. Implement a business façade improvement program for the year in which funding is provided or delegate the authority and oversee the implementation of a business façade improvement program
 2. Ensure that the program is marketed effectively to optimize program uptake
 3. Submit a report within one month of the calendar year end (by January 31st) to verify the performance measures for the program

Name (organization signing authority)

Roy Scott

Position / Title

CAO

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

Date: October 12, 2022

To: Mayor & Council

From: Administration

Subject: UBCM Funding Application – Community Emergency Preparedness Fund

The District has applied through the UBCM “**2022 Community Emergency Preparedness Fund**” Volunteer & Composite Fire Departments Equipment & Training funding stream. Funding is being requested for the purchase a Sprinkler Protection Unit.

The project cost is estimated at \$50,000; the maximum funding request is \$30,000 with the balance to be allocated from the District Equipment Reserve Fund.

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 October 12th, 2022.

BE IT RESOLVED THAT the memo from Administration dated October 12, 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 One Hundred Mile House endorse the UBCM Volunteer & Composite Fire Department Equipment & Training 2022 funding application for purposes of procuring a Sprinkler Protection Unit; and further

BE IT RESOLVED THAT the remaining \$20,000.00 be allocated from the District Equipment Reserve Fund.

BE IT RESOLVED THAT the email poll conducted on October 12th, 2022, is hereby ratified.

S. Elias, DCO

R.Scott, CAO

Community Emergency Preparedness Fund

Volunteer & Composite Fire Departments

Equipment & Training

2022 Application Form

Please complete and return the application form by **October 21, 2022**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP (for administrative use only)
Name of Primary Applicant: District of 100 Mile House	Date of Application: October 7, 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. an employee or elected official).

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering applicants included in this application. Refer to Sections 2 and 3 in the <i>Program & Application Guide</i> for eligibility.</p> <p>No partnering applicants</p>
<p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>N/A</p>

SECTION 3: Project Summary
<p>3. Project Information</p> <p>A. Project Title: Sprinkler Protection Unit</p> <p>B. Proposed start and end dates. Start: Dec.2022 End: Apr. 2023</p>

4. Project Cost & Grant Request:

- A. Total proposed project budget: \$50,000.00
- B. Total proposed grant request: \$30,000.00
- C. 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. Although the maximum allowable funding is being requested, it is the intent of the department to request the remaining funds from the District of 100 Mile House during the 2023 approved budget year.

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

The largest threat to life and property for 100 Mile House and surrounding areas is by interface wildfire. The South Cariboo is surrounded by an abundance of trees which are often dead from pine beetle kill or old growth forest that have a large amount of ground fuels. 2017 and 2018 have been the worst wildfire years in British Columbia's history and in 2017, the Gustafson Lake wildfire was responsible for the evacuation of the entire District of 100 Mile House as well as most neighbouring communities. Many homes, structures, and other property were destroyed by wildfire and the recovery from those fires is still occurring today. Thousands of citizens were uprooted from their communities and displaced around the Province. The psychological trauma caused by those fires have had a negative effect on the citizens and businesses of 100 Mile House to date. Although wildfires are nothing new to the area, focus is now greater on the topic of wildfires threatening the area. In 2021, our District nearly missed evacuating the town once again due to the Flat Lake fire which threatened 100 Mile House and its citizens.

100 Mile House Fire Rescue responds to multiple wildfires each year within its fire protection area. Although the department has one brush apparatus dedicated to small grass fires and slash piles, it is not an effective way to battle interface fires threatening the community of 100 Mile House. Best practices suggests that sprinkler protection units (SPU) or trailers are an effective way to help mitigate the risk of property loss by creating a humidity zone around the home. This was proven in 2017 when a large amount of SPU's from around the Province convened into 100 Mile House area and effectively deployed their equipment on many homes. The challenge however, is that those Provincial resources take hours to days to respond.

The department has procured much of the equipment needed to outfit an SPU trailer however, the intent of this project is to now purchase the empty cargo trailer itself.

SECTION 4: Detailed Project Information

- 6. Requirement to be Volunteer or Composite Fire Department.** Please list the name and location of each eligible fire department that is included in this application, describe the composition (volunteer or composite) of each department, and state the declared level of service of each department.

100 Mile House Fire Rescue is a composite fire department consisting of one career fire chief and deputy chief with 27 paid on call firefighters. Our department is located in the District of 100 Mile House BC and although not declared, operates as a full service level department as defined in the OFC BC Minimum Training Standards (AKA Playbook).

Copies or extracts of the available evidence of declared level of service is required to be submitted with the application.

The BC Structure Firefighter Minimum Training Standards include the requirement for fire departments to declare their level of service. This applies to all local government, Treaty First Nation and society-run fire departments. The training standards are not automatically applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications.

7. Operating Budget(s).

- a. Please indicate the annual operating budgets of each fire department included in this application.

Total dept. operational budget in 2022 was \$715,000

- b. Describe the extent to which that budget enables each fire department to purchase essential equipment and/or obtain training.

Line items are broken down to specific operational and equipment needs such as training courses for personnel, firefighting equipment, maintenance of apparatus, as well as fire hall administration functions.

8. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4 and 6 of the *Program & Application Guide* for eligibility.

- a. Purchase of equipment.

The intent of the grant funding if approved, would be to purchase an empty "type 2" 20' (approx.) cargo trailer so that it could be outfitted with the department's current wildfire equipment. When complete, the trailer would be able to respond to the many wildfire events in the surrounding area.

- b. Training. *Note: training is for fire department members only and not community members. All proposed training activities must include the name of course and the instructor and/or agency who will provide the training.*

Training would take place with respect to the procedures of towing the trailer, accessing wildfire equipment from the trailer, as well as operational strategies and tactics with respect to SPU operations.

9. Resiliency. Describe how the proposed project will build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies.

Currently, the SPU wildfire equipment the department has, is located in plastic storage totes in the hall. When an interface wildfire occurs, firefighters must locate the many bins and load them inside the cab of various fire apparatus. These large bins are unsafe inside the cabs and interfere with the firefighters sitting in the seats of the trucks. By having a dedicated SPU trailer, all the equipment needed can remain in the trailer

without causing a safety issue for the fire members. Additionally, not having to load up multiple bins will positively increase the response time to the actual emergency as the trailer would be ready to be deployed immediately. These actions help prepare and contribute to positive outcomes when seconds matter.

10. Mental Well-Being. Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.

Although mental well being is not often believed to be connected to material equipment, I can say with certainty, our firefighters have been extremely disappointed in not being able to receive the equipment they need to do their job with respect to interface/SPU wildfire events. The firefighters are willing to respond (when available) to assist their community in times of need but require the financial support of many in obtaining the equipment necessary. When we support our firefighters, they will support the community in times of crisis.

11. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies to other communities (e.g. trained staff and/or equipment that will be made available to other communities, training resources other communities will be invited to utilize, etc.).

Although the intent of the trailer is to primarily be available to the District of 100 Mile fire protection area, there is a blanket South Cariboo mutual aid agreement in place. As a result, this trailer could certainly be deployed (if available) to the entire south Cariboo when required. A similar situation took place recently with the interface fires near Deka Lake located in the Cariboo region. Unfortunately, no SPU trailer was initially available, so our department loaded up our plastic totes mentioned above and attended the community deploying multiple sprinklers to various houses. By not having an SPU trailer, this was extremely difficult operationally and logistically speaking.

12. Partnerships. Identify any other organizations or stakeholders you will collaborate with on the proposed project and specifically outline how you intend to work together.

No partners will be required for this project however, many will benefit (as indicated above) if this project were to be approved.

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

This project has been a long time coming for the District of 100 Mile and surrounding areas. Over many years, the department has responded to increasing interface fires without the capacity necessary to help mitigate community loss. Our firefighters have struggled deploying the required equipment, riding in apparatus with rubber totes, and navigating discussions with various agencies such as BC Wildfire, OFC, and other fire departments where they are constantly told that "you guys really need an SPU trailer for all this stuff". It is now time to support the department and its firefighters so that they can simply do their job!

SECTION 5: Required Application Materials

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

All applicants are required to submit:

- ☒ Completed application form;
- ☐ Evidence of declared service level (e.g. bylaw, resolution); and
- ☐ Detailed project budget

Local government, First Nation, or improvement district applicants must submit:

- ☒ Council or Board resolution, Band Council Resolution or Treaty First Nation resolution, or improvement district Trustee resolution indicating support for the current proposed activities and willingness to provide overall grant management.

Legally incorporated society-run fire department applicants must submit:

- ☐ Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management.
- ☐ Current Certificate of Good Standing.

Regional project applicants are required to submit:

- ☐ Resolution or motion from each partnering applicant clearly stating their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

SECTION 6: Signature

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

Name: Roy Scott

Title: CAO

Signature:


An electronic or original signature is required.

Date: October 12, 2022

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

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

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

Date: October 19th, 2022
To: Mayor & Council
From: Chief Election Officer
Subject: 2022 Local Government Election

PURPOSE:

To inform Council of the election results from the 2022 Local Government Elections, as per the *Local Government Act*.

RESULTS:# Votes

Mayor Candidates: Maureen Pinkney **Elected by Acclamation**

Councillor Candidates:	Donna Barnett	Elected	344
	Jenni Guimond	Elected	242
	Ralph Fossum	Elected	216
	Dave Mingo	Elected	208
	Chris Pettman		202
	Annemarie Byers		156
	Amanda Patterson		111

A copy of the Tally Sheet Summaries and Ballot Account is attached for your reference.

CONCLUSION:

THAT the memo dated October 19th, 2022 from the Chief Election Officer regarding the results of the 2022 Local Government Elections be received.

Respectfully Submitted,


S. Elias Chief Election Officer


Roy Scott, CAO

2022 MUNICIPAL ELECTIONS - BALLOT ACCOUNT

NUMBER OF BALLOTS RECEIVED

1500 - COUNCILLOR

BALLOTS COUNTED & CONFIRMED SEPTEMBER 29, 2022

S. Q. U. Oct 17/22

BALLOT BOOK #'S

MAIL

USED IN
ADVANCE

REGULAR

BALLOTS REMAINING IN BOOK
(IF ANY)

TOTAL
USED

0001 - 0050	X			33	17
0051 - 0100		X		0	50
0101 - 0150		X		0	50
0151 - 0200		X		0	50
0201 - 0250		X		9	41
0251 - 0300			X	50	50
0301 - 0350			X	50	50
0351 - 0400			X	50	50
0401 - 0450			X	50	50
0451 - 0500			X	33	17
0501 - 0550				50	0
0551 - 0600				50	0
0601 - 0650				50	0
0651 - 0700				50	0
0701 - 0750				50	0
0751 - 0800				50	0
0801 - 0850				50	0
0851 - 0900				50	0
0901 - 0950				50	0
0951 - 1000				50	0
1001 - 1050				50	0
1051 - 1100				50	0
1101 - 1150				50	0
1151 - 1200				50	0
1201 - 1250				50	0
1251 - 1300				50	0
1301 - 1350				50	0
1351 - 1400				50	0
1401 - 1450				50	0
1451 - 1500				50	0

425



District of 100 Mile House

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

Tally Sheet Summary

Christopher Pettman:

Advance Ballots

Regular Ballots

Total

85

117

202 ✓

Ralph Fossum:

Advance Ballots

Regular Ballots

Total

112

104

216 ✓

Jenni Guimond:

Advance Ballots

Regular Ballots

Total

112

130

242 ✓

Dave Mingo:

Advance Ballots

Regular Ballots

Total

96

112

208 ✓

Amanda Patterson:

Advance Ballots

Regular Ballots

Total

35

76

111 ✓

Annemarie Byers:

Advance Ballots

Regular Ballots

Total

73

83

156 ✓



Donna Barnett:

Advance Ballots

Regular Ballots

Total

160
184
344 ✓

Official Tally Clerks:

Joanne Doddridge

Tammy Boulanger

Joanne Doddridge
Tammy Boulanger

T. Boulanger
Deputy Chief Election Officer

S. Elias
Chief Election Officer





I5

DISTRICT OF 100 MILE HOUSE

M E M O

Date: October 25, 2022
To: Mayor & Council
From: Administration
Subject: 2023 Council Meeting Schedule

Pursuant to Section 127 of the Community Charter (notice of council meetings), Council must prepare annually on or before December 20th a schedule of the dates, times and place of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.

Please find attached the proposed meeting schedule for the calendar year 2023.

Due to LGLA, COFI, and NCLGA the February, March and April meetings are proposed to be the first Tuesday of the month instead of the second Tuesday.

It is important to note that Council has historically called special meetings of Council to address any matter deemed to be urgent in nature. This has pretty much applied to planning matters where the District wishes to be as expeditious as possible in assisting our client base. There have been (2) special meetings called so far in 2022.

Committee of the Whole meetings will be called as required throughout the year according to Council Procedure Bylaw No. 1336.

RECOMMENDATION:

BE IT RESOLVED THAT the 2023 Regular Council meeting Schedule be approved.

A handwritten signature in blue ink, appearing to read "S. Elias", written over a horizontal line.

S.Elias, D/Corporate Officer

A handwritten signature in blue ink, appearing to read "R. Scott", written over a horizontal line.

R. Scott, CAO



District of 100 Mile House

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

SCHEDULE OF REGULAR COUNCIL MEETINGS FOR JANUARY TO DECEMBER 2023

Regular Council Meetings are generally held on the second (2nd) Tuesday of every month commencing at 7 p.m. and held in Council Chambers located at 385 Birch Avenue (Fourth Street entrance). Notices are posted on the bulletin board in the foyer at the District Office.

<u>MONTH</u>	<u>2ND TUESDAY</u>	<u>AMENDMENTS</u>
January	10	
February	14	
March	7*	
April	4*	
May	2*	
June	13	
July	11	
August	8	
September	12	
October	10	
November	14	
December	12	

*March, April and May meetings have been moved one week forward to accommodate the LGLA, COFI and NCLGA Events.



DISTRICT OF 100 MILE HOUSE

M E M O

Date: Nov. 28, 2022
To: Mayor & Council
From: Administration
Subject: Wayfinding Strategy

Attached is the District of 100 Mile House Wayfinding Strategy which was 100% grant funded by Pacifican's Tourism Relief Fund and the Province of BC Rural Community Development Grant.

The District of 100 Mile House Economic Development Strategy: 2021 and Beyond identified wayfinding as a way of supporting economic diversity and opportunities in tourism. Creating a wayfinding strategy would help determine the best mix of tools to increase awareness of the region.

A Wayfinding Strategy provides a system design, which when implemented, the infrastructure investment highlights local assets and facilities to support visitors, new residents, and businesses. It also guides people moving throughout the community, giving visitors a positive experience. A Wayfinding Strategy provides clear guidance for visitors and encourages them to explore destinations not immediately visible from the highway.

Discussions with Ministry of Transportation have been initiated for the wayfinding signage proposed for the highway corridor. The Wayfinding Strategy also proposes phasing.

The Province's Destination Development Fund was recently announced, with a short intake window for applications. Staff considers implementation of the Wayfinding Strategy would be an excellent fit for the "Activate" Stream 1 funding, which seeks to support the development and rejuvenation of tourism infrastructure, assets and experiences.

It funds up to \$1,000,000 per project. Expressions of Interest (Eoi) for this one-time grant is due by Dec. 7, 2022. Should our project be deemed acceptable, we will be contacted again as a shortlisted candidate, to provide a full application. At that time, the funder would be seeking Council endorsement of the Strategy and the full application.

In order to not miss out on this one-time funding opportunity and given the short timeline to express interest in the funding, staff has prepared and submitted an Eoi to the Destination Development Fund for funding to implement the Wayfinding Strategy.


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

BE IT RESOLVED THAT the memo dated November 28th 2022 in regard to the District of 100 Mile House Wayfinding Strategy be received; and further

BE IT RESOLVED THAT Council of the District of 100 Mile House endorse the District of 100 Mile House Wayfinding Strategy.



J. Doddridge, Director Ec Dev / Planning



Roy Scott, CAO



Wayfinding Strategy

DISTRICT OF 100 MILE HOUSE / DECEMBER 02, 2022

Detailed Design,
Signage & Phasing Plan



100 Mile House

public



ABOUT THIS DOCUMENT

This document contains the final Wayfinding Plan for the District of 100 Mile House.

CONTENTS

1	Sign Design	
	Colours & Typography	4
	Sign Family	5
	Sign Material & Assembly	6
	Sign Type Details	7-12
	Map Graphics	13
	Gateway Sign Graphic Renovations	14-15
2	Sign Removal & Replacement	
	Sign Location Plan	17-18
	Message Schedule	19-24
	Proposed Sign Replacement (HWY 97)	25-28
3	Sign Removal Schedule	
	Sign Removal Location Plan	30-31
	Sign Removal Schedule	32-35
4	Proposed Phasing Plan	
	Phase 1	37
	Phase 2	38
5	Appendix	
	Recommendations	40
	Monument Signs	41
	Centennial Park Gateway	42
	Street Blade Template	43

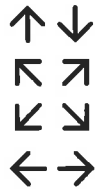


1

SIGN DESIGN

Typography, Icons, Colours

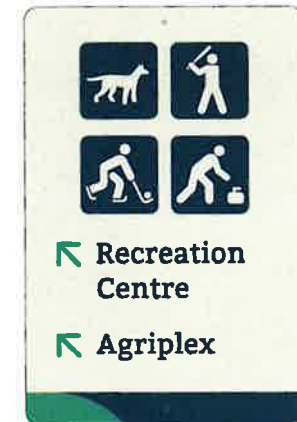
Bitter Regular	Bitter Bold
AaBbCcDdEe	AaBbCcDdEe
FfGgHhIiJjKk	FfGgHhIiJjKk
LlMmNnOoPp	LlMmNnOoPp
QqRrSsTtUu	QqRrSsTtUu
VvWwXxYyZz	VvWwXxYyZz
1234567890	1234567890
!@#%&*^	!@#%&*^



GRAPHIC DESIGN PALETTE

Based on comments supplied by the District of 100 Mile House council, staff and stakeholders, the palette of colour and typography shown on this page was selected for implementation in the sign family, see following page. This option builds upon the visual themes and colours found in some iconic heritage signs, combined with the contemporary brand of the district.

The typography ties in the past with the present to creates a timeless composition. The systems colours are a modest extension of the district's identity, and speak to nature and urbanism.



SIGN FAMILY

Based on the feedback provided, the sign family design has been adjusted and expanded as shown below. This takes into account new signs and renovations to existing sign types.



MATERIALS

(1/8") Aluminum



1/8" aluminum panels are the base material for 100 Mile House wayfinding. They are used for all self supporting sign blades and as the primary components for the faces of all fabricated signs.

Graphic Printed Vinyl



Graphic printed vinyl is to be used for 100 Mile House wayfinding. All signs must be digitally direct printed to 3M™ Reflective Sheeting with full 7, 10, or 12 year 3M™ MCS™ Warranty. Fully reflective sign faces provide functionality day and night. Combined with unlimited colours and fine detail, signs are clear and crisp both up close and personal and from a distance under lower light conditions. Sign faces must be produced in compliance with national and regional regulatory standards, following 3M processing methods. This method provides the highest quality and longest lasting reflective signage available on the market.

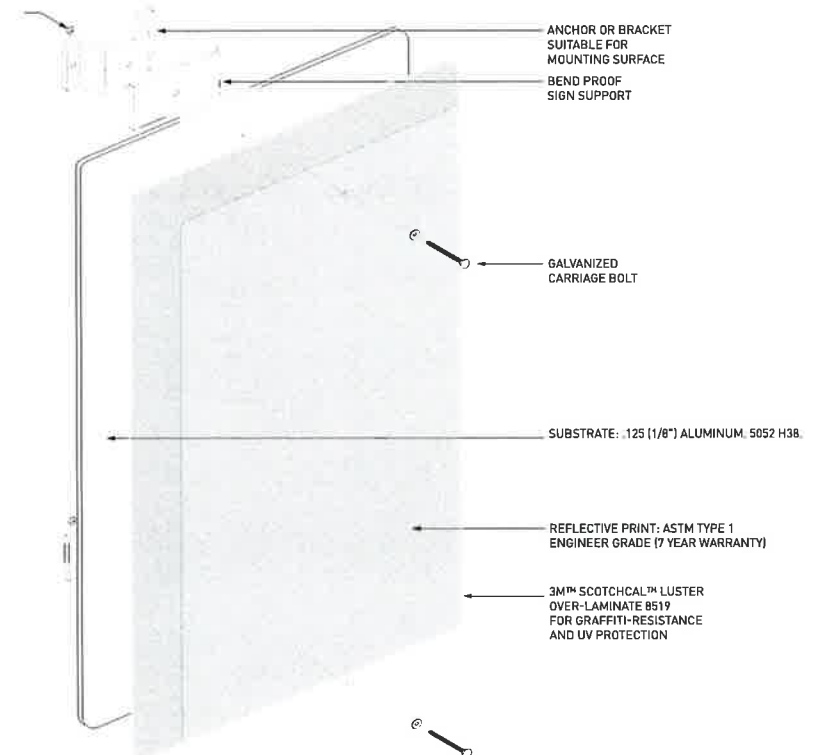
Galvanized Carriage Bolts



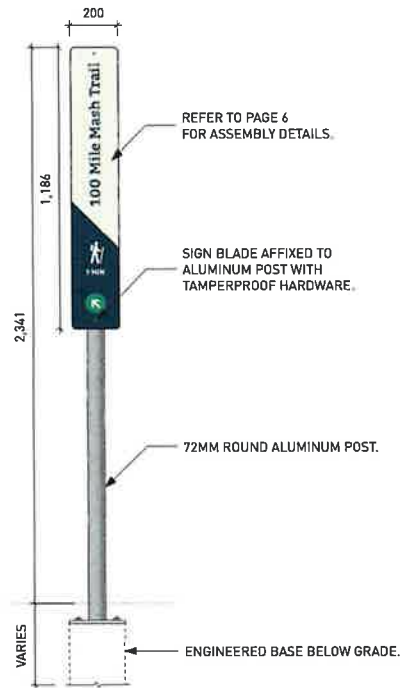
Carriage bolts should be the preferred method for mounting signs wherever possible. All signs should have bend-proof supports behind to prevent panels from warping when installed. If necessary, mounting brackets or bolt anchors should be used to facilitate the use of carriage bolts in mounting sign panels directly to the docks or other surfaces where using hex nuts on the reverse of the panel is not feasible.

SIGN ASSEMBLY

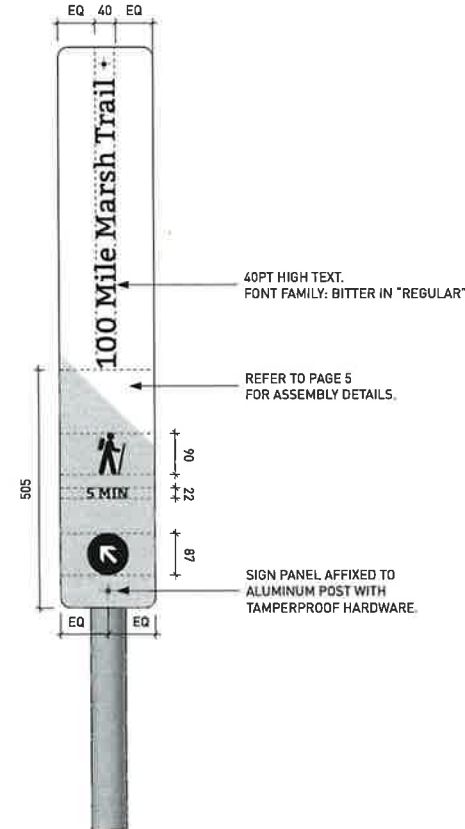
The materials and fabrication method should be familiar to all sign shops. The supplies should be easy to access and replace or add to as necessary.



PLAN VIEW
1:20



ELEVATION
1:20

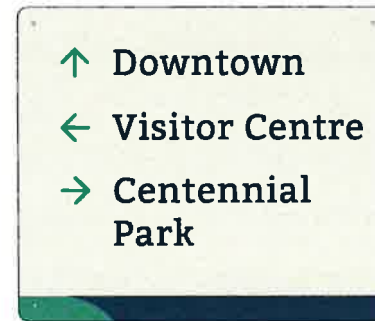
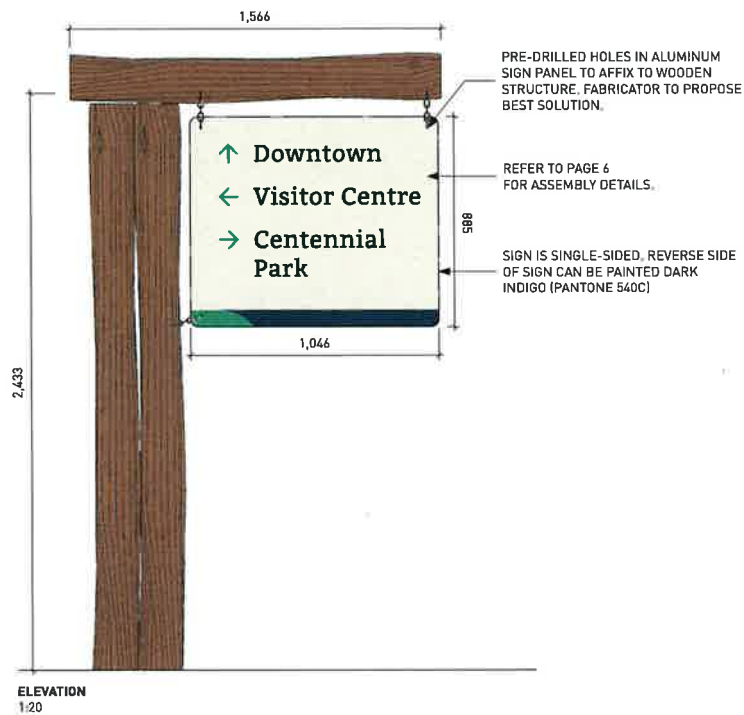


SIGN DETAILS - TYP.
1:10

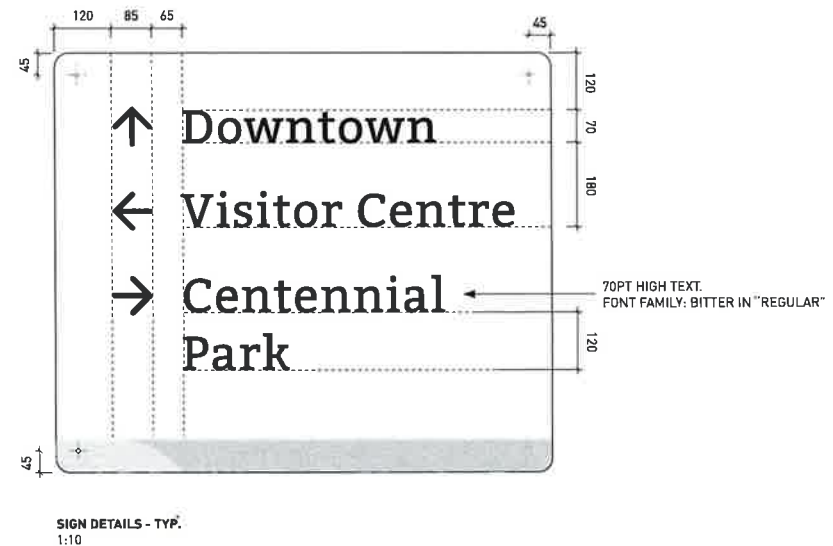
GRAPHIC DETAILS
1:10

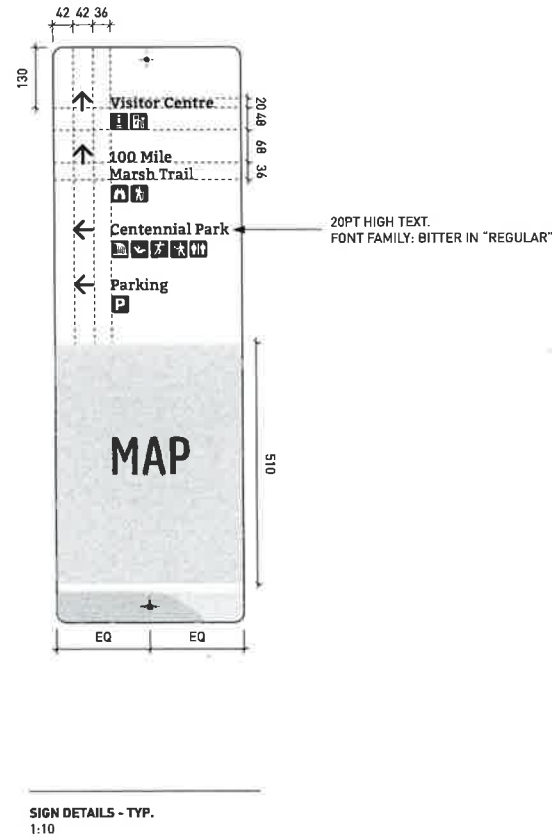
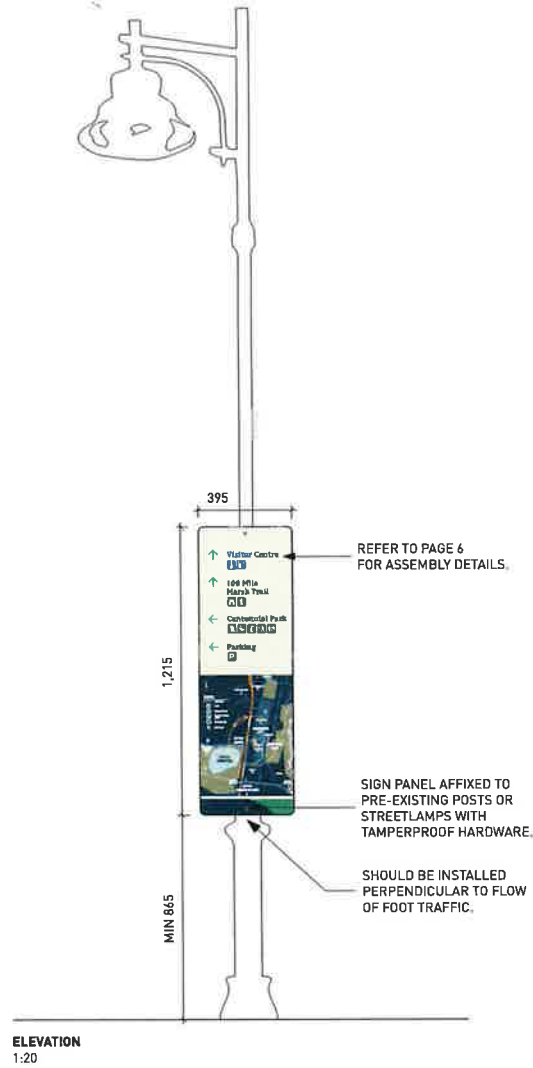


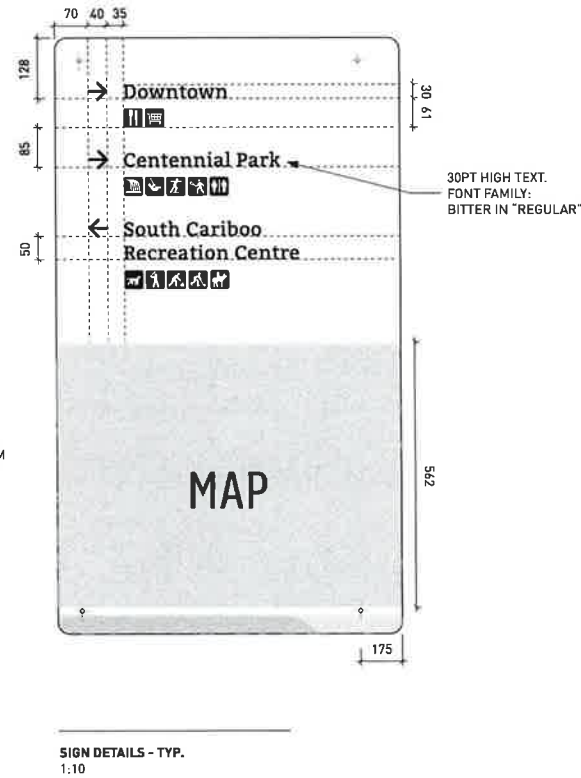
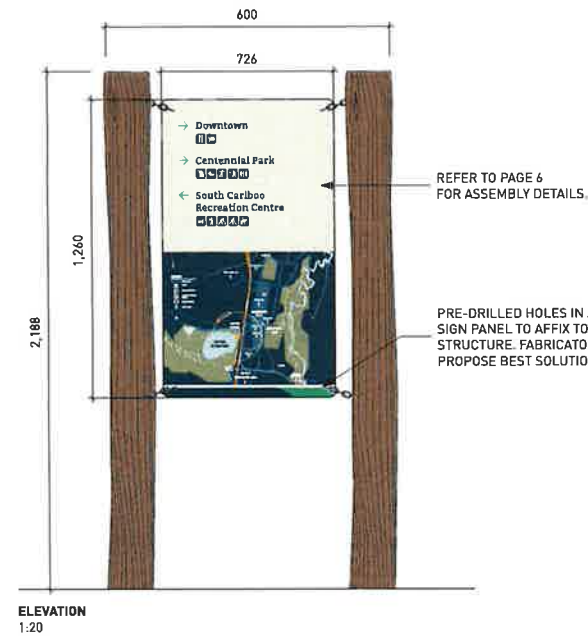
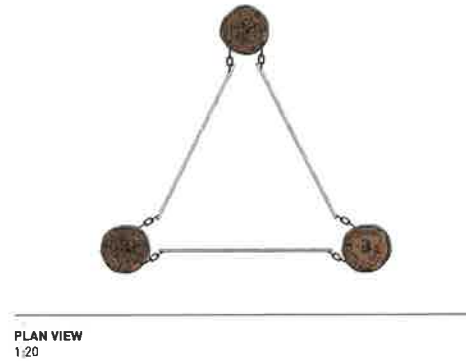




GRAPHIC DETAILS - ALTERNATE FORMATS
1:10



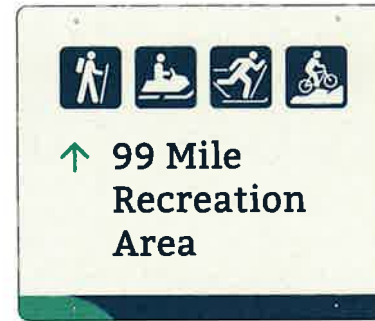




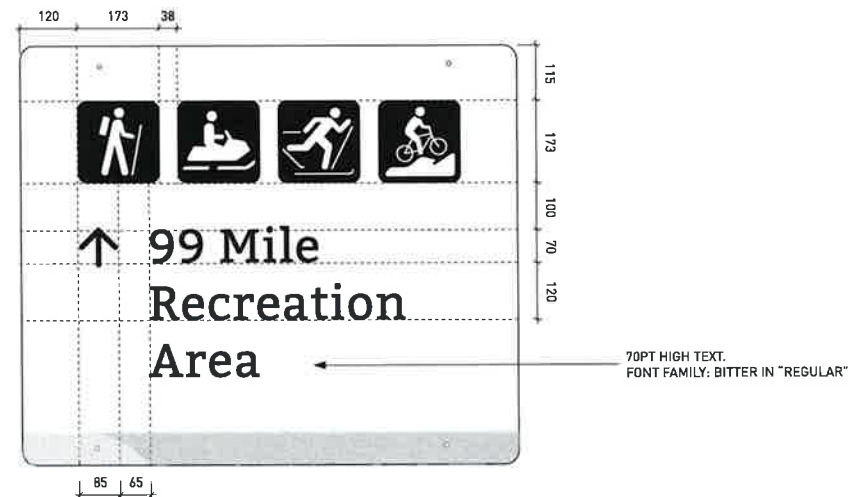
PLAN VIEW
1:20



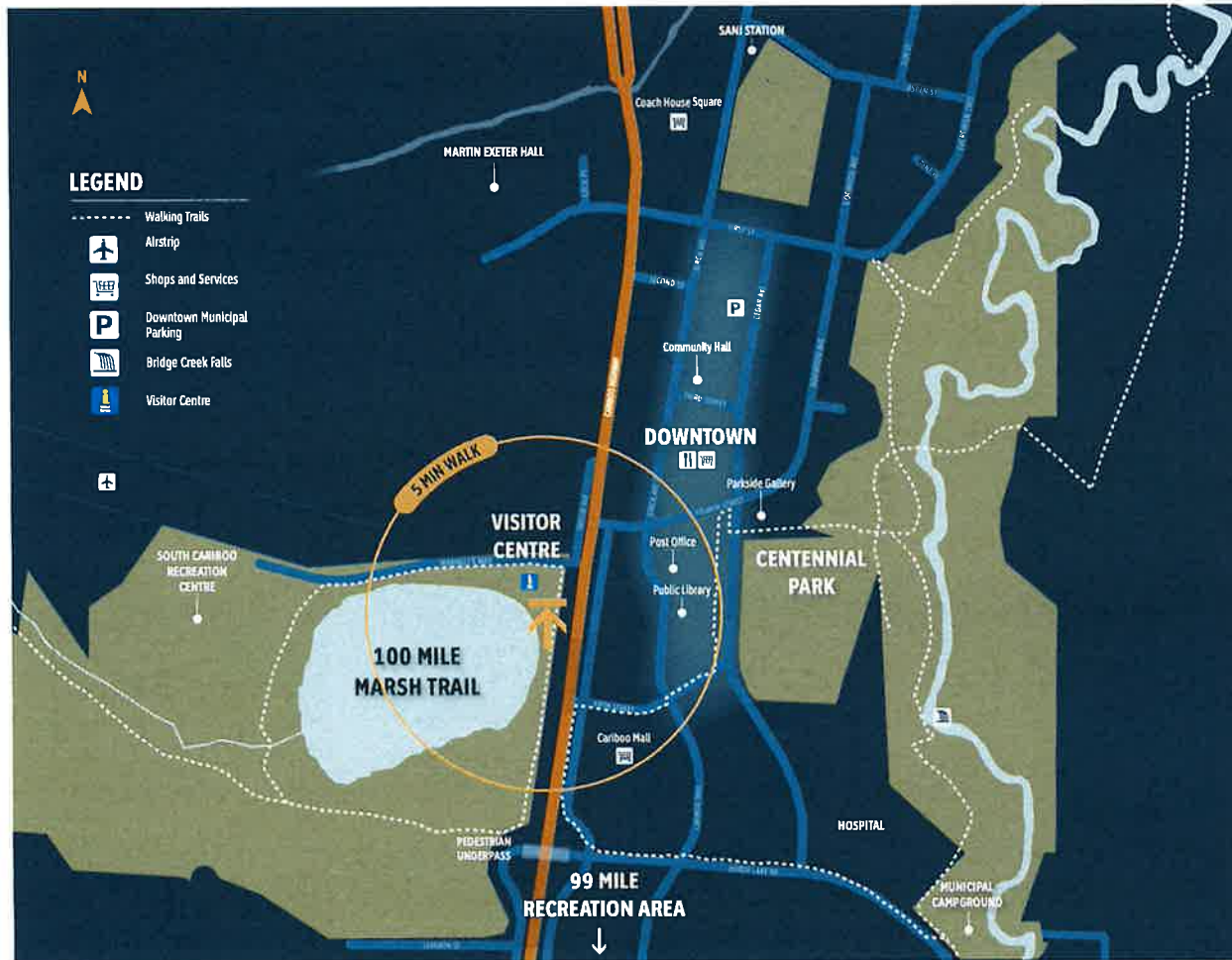
ELEVATION
1:20



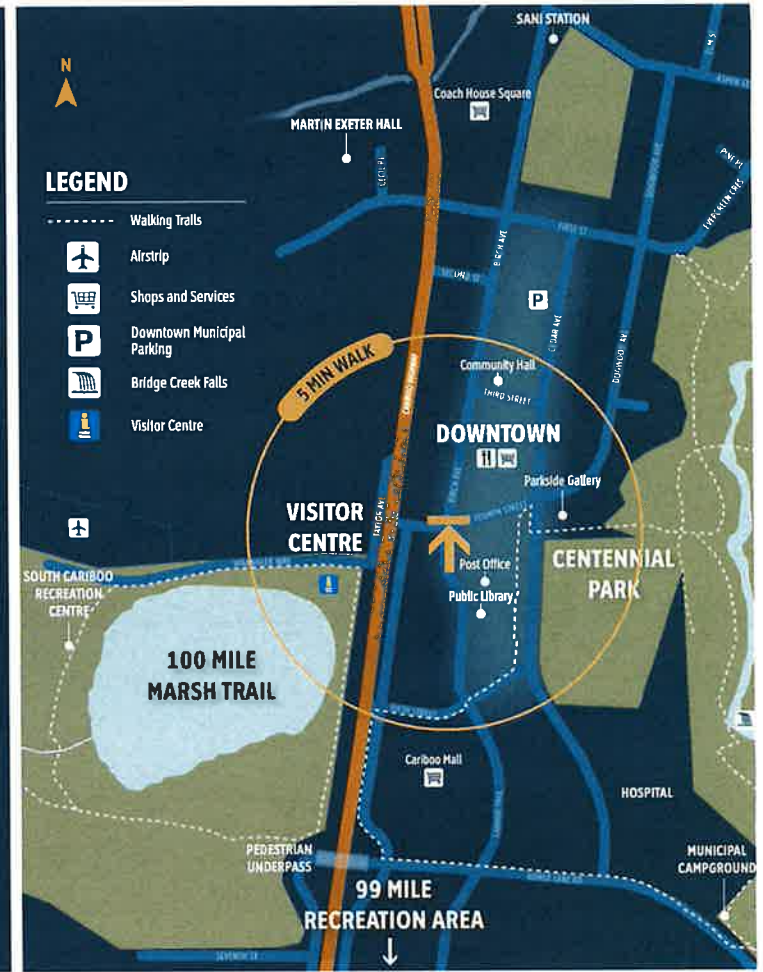
GRAPHIC DETAILS - ALTERNATE FORMATS
1:10



SIGN DETAILS - TYP.
1:10



ORIENTATION KIOSK MAP



DOWNTOWN WALKING MAP



CURRENT LETTERS WILL NEED TO BE REMOVED; LOGS TO BE SANDED AND REFINISHED LIGHTLY BEFORE INSTALLATION.

DIRECT PRINT 3M VINYL
ON ALUMINUM BLADE;
CUSTOM CUT TO FIT THE SPACE.
A TEMPLATE WILL BE REQUIRED
FOR CUTTING.



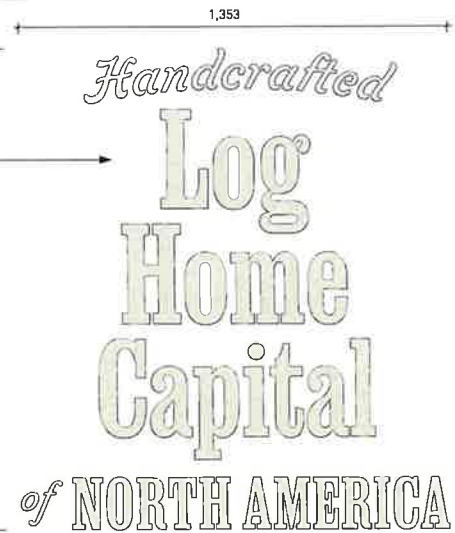
GRAPHIC DETAILS
1:20

WATER-JET CUT ALUMINUM
LETTERS MOUNTED TO A BACKING
RAIL FOR PERMANENT FIXING TO
LOG BACKING.



ELEVATION
1:30

GRAPHIC DETAILS
1:15





CURRENT SIGNS TO BE REMOVED; LOGS TO BE SANDED AND REFINISHED LIGHTLY BEFORE INSTALLATION.



GRAPHIC DETAILS
1:15

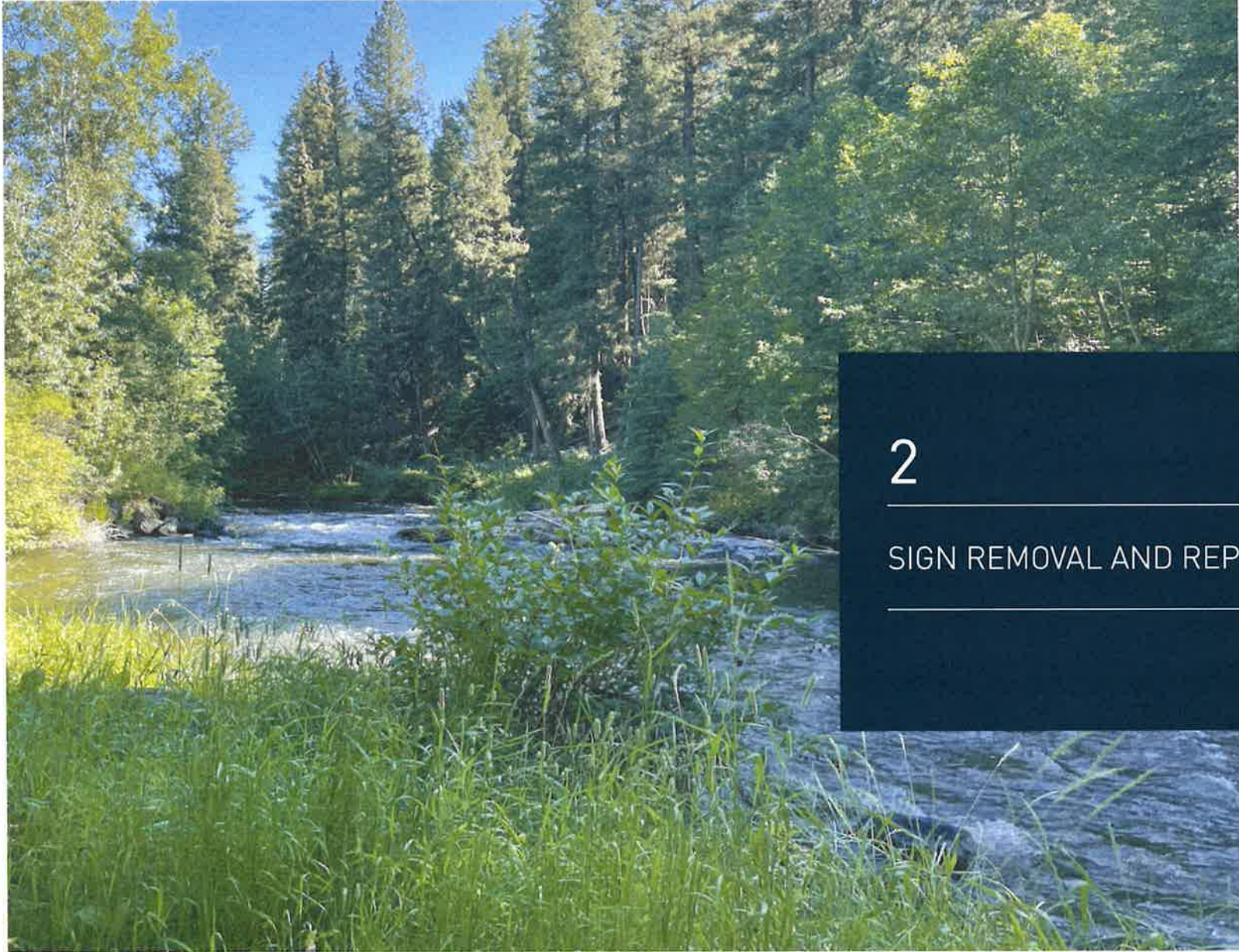
THIS WILL BE PROVIDED AS AN ILLUSTRATOR TEMPLATE MESSAGING TO BE UPDATED AS NEEDED BY THE DISTRICT. GRAPHICS TO BE PRINTED ON COROPLAST.



ELEVATION
1:30



GRAPHIC DETAILS
1:15



2

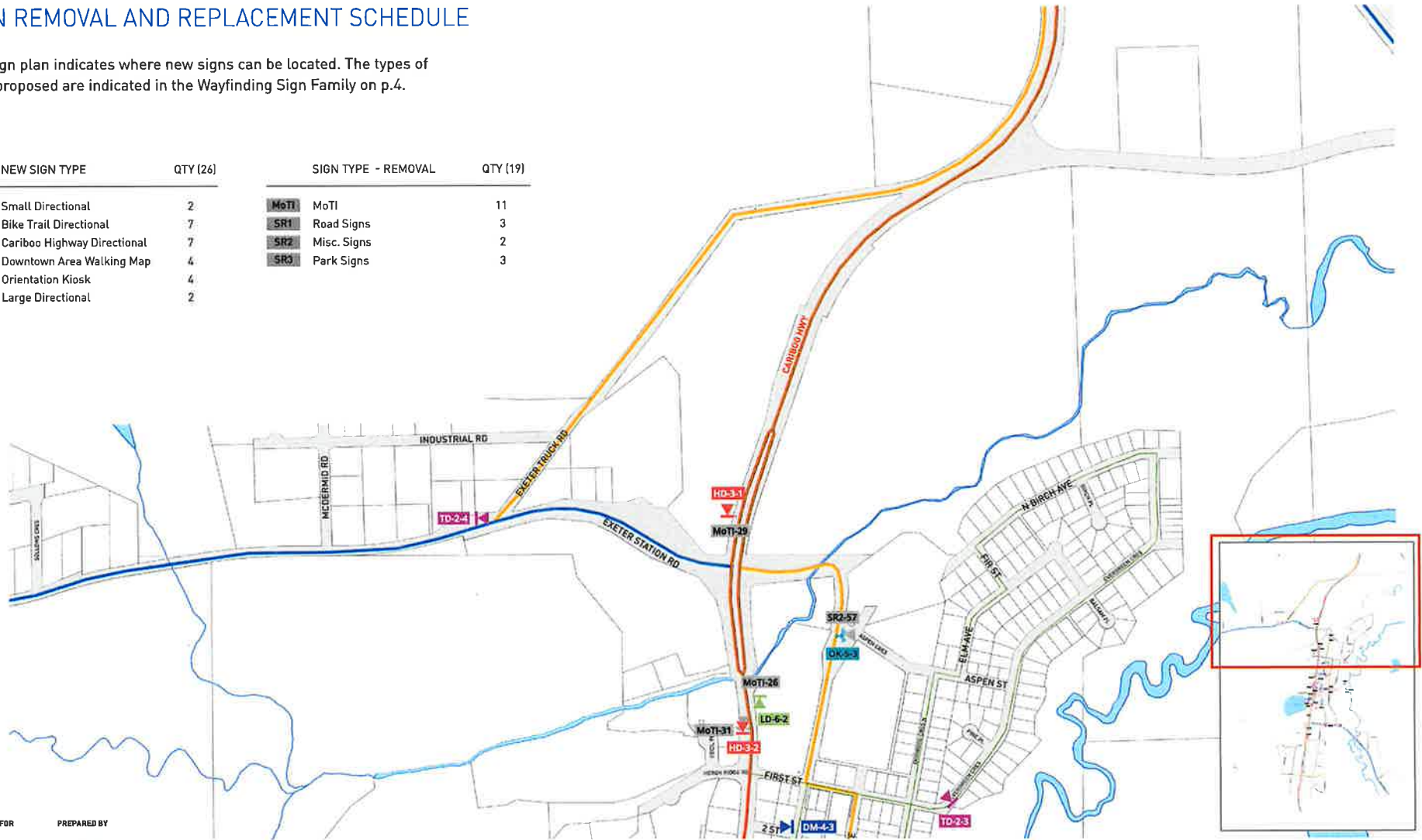
SIGN REMOVAL AND REPLACEMENT

Sign Plan - North Crop

SIGN REMOVAL AND REPLACEMENT SCHEDULE

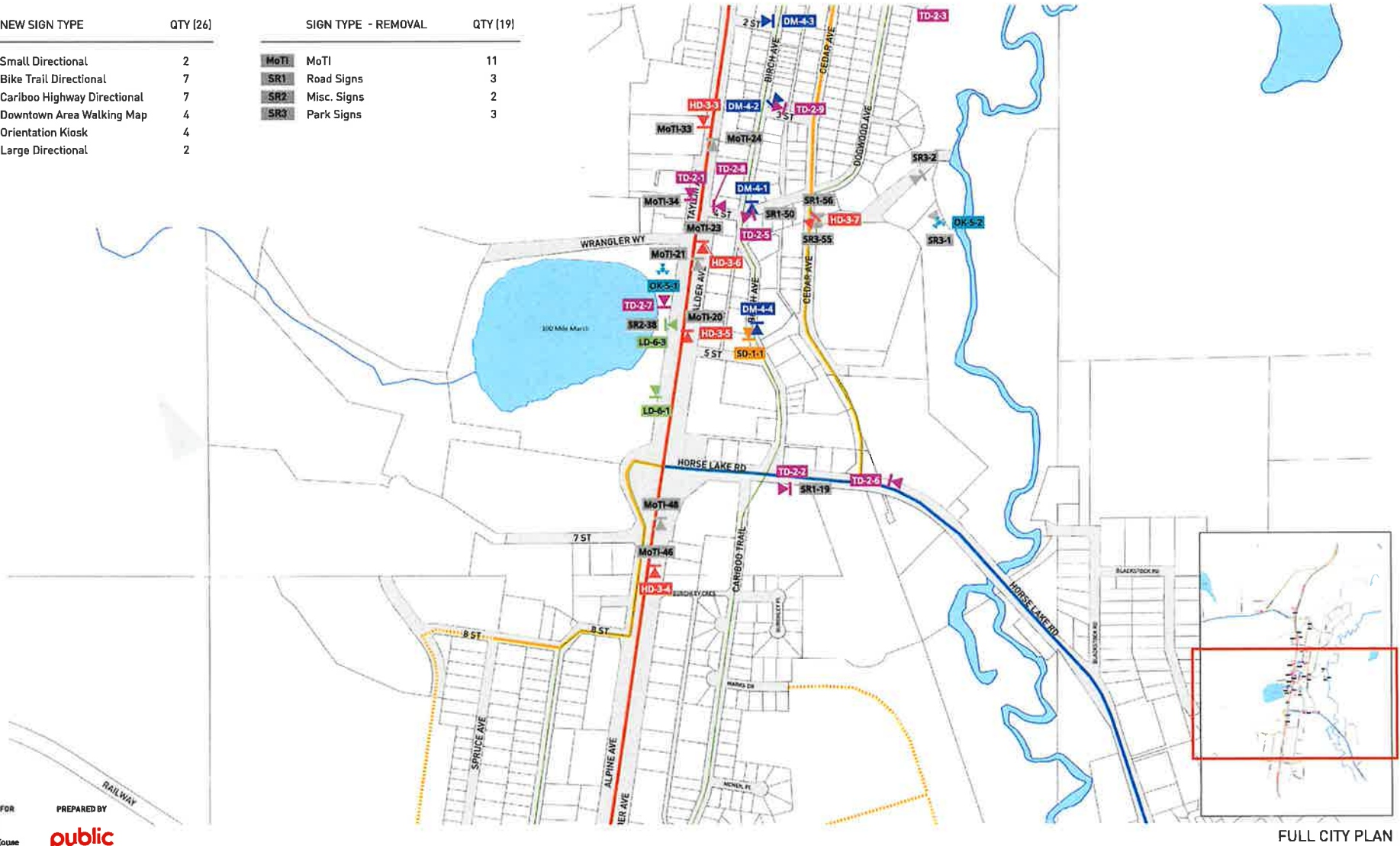
This sign plan indicates where new signs can be located. The types of signs proposed are indicated in the Wayfinding Sign Family on p.4.







NEW SIGN TYPE	QTY (26)	SIGN TYPE - REMOVAL	QTY (19)
SD-1 Small Directional	2	MoTi MoTi	11
TD-2 Bike Trail Directional	7	SR1 Road Signs	3
HD-3 Cariboo Highway Directional	7	SR2 Misc. Signs	2
DM-4 Downtown Area Walking Map	4	SR3 Park Signs	3
OK-5 Orientation Kiosk	4		
LD-6 Large Directional	2		


















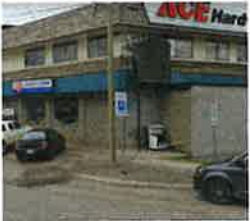







Sign Plan - Center Crop













NEW SIGN TYPE	QTY (26)	SIGN TYPE - REMOVAL	QTY (19)
SD-1 Small Directional	2	MoT1 MoT1	11
TD-2 Bike Trail Directional	7	SR1 Road Signs	3
HD-3 Cariboo Highway Directional	7	SR2 Misc. Signs	2
DM-4 Downtown Area Walking Map	4	SR3 Park Signs	3
OK-5 Orientation Kiosk	4		
LD-6 Large Directional	2		




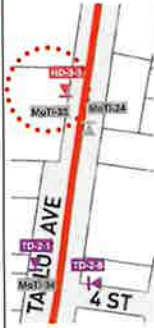





New Sign ID	Message	Sign Removal and/or Installation	Key Map
SD-1-1 SD - Small Directional Phase 1	 100 Mile Marsh 5 MINS 	 Notes New sign installation on existing structure.	
TD-2-1 TD - Trail Directional Phase 2	<div> <div>→ Recreation Centre</div> <div>→ Agriplex</div> <div>← Centennial Park</div> <div>↑ Visitor Centre</div> </div>	 Sign Type Removal MoTi-34 Notes Remove "Wildlife Viewing" sign; requires further discussion with MoTi. Straighten post before replacing with new trail directional sign.	




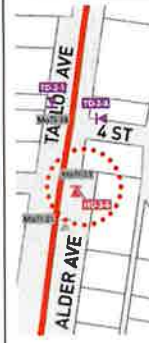
New Sign ID	Message	Sign Removal and/or Installation	Key Map
TD-2-2 TD - Trail Directional Phase 2	Icon 1  Icon 2  <div> <div>← Downtown</div> <div>← Hospital</div> <div>↑ Municipal Campground</div> </div>	 Sign Type Removal SR-19 Notes Remove "Campground" sign; existing pole to be straightened before mounting new trail directional sign.	
TD-2-3 TD - Trail Directional Phase 1	Icon 1  Icon 2  Icon 3  Icon 4  <div> <div>↑ Centennial Park</div> <div>→ Downtown</div> </div>	 Notes New sign installation.	
TD-2-4 TD - Trail Directional Phase 2	Icon 1  <div> <div>↑ Recycling</div> <div>↑ Landfill</div> </div>	 Notes New sign installation.	





New Sign ID	Message	Sign Removal and/or Installation	Key Map
TD-2-5 TD - Trail Directional Phase 1	Icon 1  Icon 2  → Centennial Park → Municipal Campground	 Sign Type Removal SR-50 Notes Remove "Centennial Park" sign; replace with new trail directional sign on existing structure.	
TD-2-6 TD - Trail Directional Phase 2	→ Hospital → Centennial Park ↑ 100 Mile Marsh Trail ↑ Visitor Centre	 Notes New sign Installation.	
TD-2-7 TD - Trail Directional Phase 2	Icon 1  Icon 2  ↗ 100 Mile Marsh Trail ↑ Pedestrian Underpass	 Notes New sign Installation.	







New Sign ID	Message	Sign Removal and/or Installation	Key Map
TD-2-8 TD - Trail Directional Phase 2	Icon 1  Icon 2  Icon 3  Icon 4  ↗ Recreation Centre ↗ Agriplex	 Notes New sign Installation on existing structure.	
TD-2-9 TD - Trail Directional Phase 2	Icon 1  Icon 2  ← Downtown Parking ↗ Centennial Park	 Notes New sign Installation on existing structure.	
HD-3-1 HD - Cariboo Highway Directional Phase 2	→ Industrial Area ↑ Downtown	 Sign Type Removal MOTI-29 Notes Remove "Golf" sign and replace with new sign.	






New Sign ID	Message	Sign Removal and/or Installation	Key Map
HD-3-2 HD - Cariboo Highway Directional Phase 1	<div>← Downtown</div> <div>← Centennial Park</div> <div>→ Martin Exeter Hall</div>	 <p>Sign Type Removal MoTI-31</p> <p>Notes Remove "Artisan" and "Sculptor" sign; requires further discussion with MoTI. If Blue & White sign stays, HD-3-2 location will move a few meters south.</p>	
HD-3-3 HD - Cariboo Highway Directional Phase 2	<div>← Downtown</div> <div>← Centennial Park</div> <div>↗ Visitor Centre</div>	 <p>Sign Type Removal MoTI-33</p> <p>Notes Remove "Campground" and "Gallery" sign; requires further discussion with MoTI. Replace with new highway directional sign.</p>	









New Sign ID	Message	Sign Removal and/or Installation	Key Map
HD-3-4 HD - Cariboo Highway Directional Phase 1	<div>→ Downtown</div> <div>→ Centennial Park</div> <div>→ Municipal Campground</div>	  <p>Sign Type Removal MoTI-46, MoTI-48</p> <p>Notes Remove "Business Centre" and "Municipal Campground" sign; requires further discussion with MoTI. New highway directional sign located at MoTI-46 location.</p>	





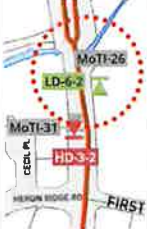






New Sign ID	Message	Sign Removal and/or Installation	Key Map
HD-3-5 HD - Cariboo Highway Directional Phase 1	<div>← Visitor Centre</div> <div>← Alstrip</div> <div>→ Downtown</div>	 <p>Sign Type Removal MoTI-20</p> <p>Notes Remove "Wildlife Viewing" sign. Will require further discussion with MoTI. Replace with new highway directional sign.</p>	
HD-3-6 HD - Cariboo Highway Directional Phase 2	<div>→ Downtown</div> <div>→ Centennial Park</div> <div>↑ Sanl Station</div>	 <p>Sign Type Removal MoTI-25</p> <p>Notes Remove municipal sign and replace with new highway directional sign.</p>	

New Sign ID	Message	Sign Removal and/or Installation	Key Map
HD-3-7 HD - Cariboo Highway Directional Phase 1	<div>Icon 1</div> <div>Icon 2</div> <div>Icon 3</div> <div>Icon 4</div> <div>Icon 5</div> <div>Icon 6</div> <div>Icon 7</div> <div>Icon 8</div> <div>Centennial Park</div> <div>403 Cedar Ave</div>	 <p>Sign Type Removal SR-55, SR-56</p> <p>Notes Remove "Park ID" and "District Address" sign; replace with new sign that combines ID and address.</p>	
DM-4-1 DM - Downtown Area Walking Map Phase 1	<div>→ Visitor Centre</div> <div>→ 100 Mile Marsh Trail</div> <div>→ South Cariboo Recreation Centre</div> <div>← Centennial Park</div>	 <p>Notes New sign installation on existing structure.</p>	

New Sign ID	Message	Sign Removal and/or Installation	Key Map
DM-4-2 DM - Downtown Area Walking Map Phase 2	<div> <div>← Centennial Park</div> <div>← Parking</div> <div>↑ Visitor Centre</div> <div>↑ 100 Mile Marsh Trail</div> </div>	 <p>Notes New sign Installation on existing structure.</p>	
DM-4-3 DM - Downtown Area Walking Map Phase 1	<div> <div>→ Centennial Park</div> <div>→ Visitor Centre</div> <div>→ 100 Mile Marsh Trail</div> <div>→ Parking</div> </div>	 <p>Notes New sign Installation on existing structure.</p>	
DM-4-4 DM - Downtown Area Walking Map Phase 2	<div> <div>→ Centennial Park</div> <div>← Visitor Centre</div> <div>← 100 Mile Marsh</div> </div>	 <p>Notes New sign Installation on existing structure.</p>	

New Sign ID	Message	Sign Removal and/or Installation	Key Map
OK-5-1 OK - Orientation Kiosk Phase 1	Destination Messaging TBD; walking map included.		
OK-5-2 OK - Orientation Kiosk Phase 2	Destination Messaging TBD; walking map included.	  <p>Sign Type Removal SR-1, SR-2</p> <p>Notes Remove nearby regulatory info and park map signs; replace with orientation kiosk sign at current park map sign (SR-1) location. *Replace existing sign with current sign program to connect this District asset to other outdoor amenities. Additional trail map required to replace downtown walking map. Additional layout required for information outside of wayfinding, eg. Animal behaviour and safety*</p>	

New Sign ID	Message	Sign Removal and/or Installation	Key Map
OK-51 OK - Orientation Kiosk Phase 2	Destination Messaging TBD; walking map included.	 Sign Type Removal ST-57 Notes For discussion: replace or repurpose current District Informational sign; see Sign Removal Schedule SA-ST3-57	
LD-6-1 LD - Large Directional Phase 2	Icon 1  Icon 2  Icon 3  Icon 4  ↑ 99 Mile Recreation Area	 Notes New sign Installation.	

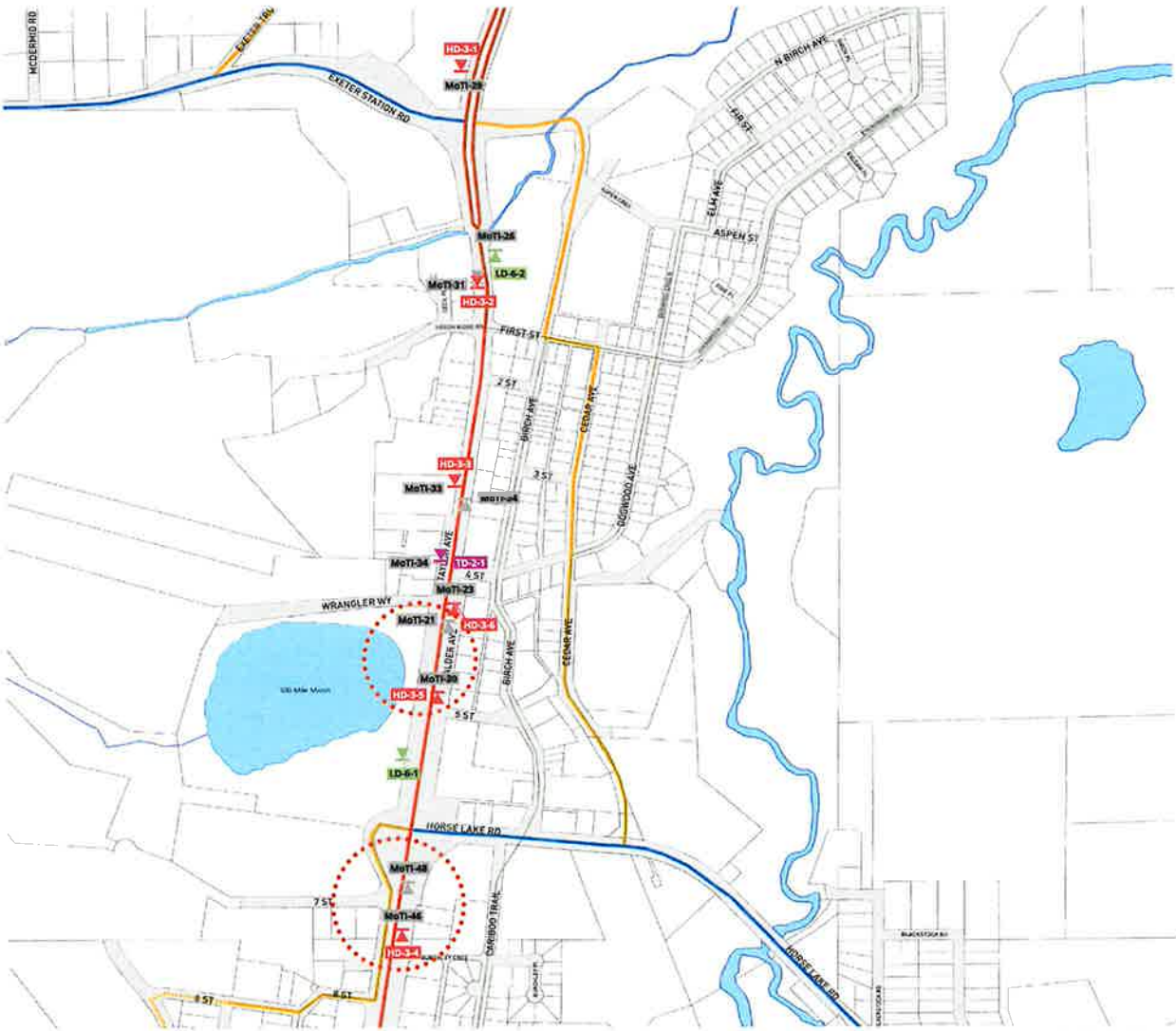
New Sign ID	Message	Sign Removal and/or Installation	Key Map
LD-6-2 LD - Large Directional Phase 2	Icon 1  Icon 2  Icon 3  → Sani Station → Downtown	 Sign Type Removal MoTI-26 Notes Remove "Sani Station Icon" sign and replace with new large directional sign.	
LD-6-3 LD - Large Directional Phase 2	Icon 1  Icon 2  Icon 3  Icon 4  100 Mile Marsh Wetland Conservation Project	 Sign Type Removal SR-38 Notes Remove "100 Mile Marsh" sign; replace with large directional..	





PROPOSED SIGN REPLACEMENT (HWY 97)




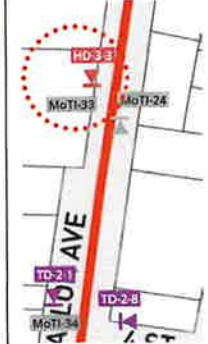
This sign plan recommends where existing signs should be removed along HWY 97 and replaced with new directional signage.



SIGN TYPE	STATE	QTY
MoT1	MoT1 Signs	Existing 11
TD-2	Trail Directional	New 1
HD-3	Cariboo Highway Directional	New 6
LD-4	Large Directional	New 1





 Combine multiple signs for replacement

















New Sign ID	Message	Sign Removal and/or Installation	Key Map
TD-2-1 TD - Trail Directional Phase 2	<div>→ Recreation Centre</div> <div>→ Agriplex</div> <div>← Centennial Park</div> <div>↑ Visitor Centre</div>	 <p>Sign Type Removal MoTI-34</p> <p>Notes Remove "Wildlife Viewing" sign; requires further discussion with MoTI. Straighten post before replacing with new trail directional sign.</p>	
HD-3-1 HD - Cariboo Highway Directional Phase 2	<div>→ Industrial Area</div> <div>↑ Downtown</div>	 <p>Sign Type Removal MoTI-29</p> <p>Notes Remove "Golf" sign and replace with new sign.</p>	

New Sign ID	Message	Sign Removal and/or Installation	Key Map
HD-3-2 HD - Cariboo Highway Directional Phase 1	<div>← Downtown</div> <div>← Centennial Park</div> <div>→ Martin Exeter Hall</div>	 <p>Sign Type Removal MoTI-31</p> <p>Notes Remove "Artisan" and "Sculptor" sign; requires further discussion with MoTI. If Blue & White sign stays, HD-3-2 location will move a few meters south.</p>	
HD-3-3 HD - Cariboo Highway Directional Phase 2	<div>← Downtown</div> <div>← Centennial Park</div> <div>↗ Visitor Centre</div>	 <p>Sign Type Removal MoTI-33</p> <p>Notes Remove "Campground" and "Gallery" sign; requires further discussion with MoTI. Replace with new highway directional sign.</p>	

New Sign ID	Message	Sign Removal and/or Installation	Key Map
HD-3-4 HD - Cariboo Highway Directional Phase 1	<div>→ Downtown</div> <div>→ Centennial Park</div> <div>→ Municipal Campground</div>	 <p>Sign Type Removal MoTI-46, MoTI-48</p> <p>Notes Remove "Business Centre" and "Municipal Campground" sign, requires further discussion with MoTI. New highway directional sign located at MoTI-46 location.</p>	

New Sign ID	Message	Sign Removal and/or Installation	Key Map
HD-3-5 HD - Cariboo Highway Directional Phase 1	<div>← Visitor Centre</div> <div>← Airstrip</div> <div>→ Downtown</div>	 <p>Sign Type Removal MoTI-21</p> <p>Details Remove "Airplane" and "Binocular" signs; move "Gallery" sign up on the pole. Info replaced by new highway directional sign (HD-3-5).</p> <p>Sign Type Removal MoTI-20</p> <p>Notes Remove "Wildlife Viewing" sign. Will require further discussion with MoTI. Replace with new highway directional sign.</p>	
HD-3-6 HD - Cariboo Highway Directional Phase 2	<div>→ Downtown</div> <div>→ Centennial Park</div> <div>↑ Sanl Station</div>	 <p>Sign Type Removal MoTI-23</p> <p>Notes Remove municipal sign and replace with new highway directional sign.</p>	

New Sign ID	Message	Sign Removal and/or Installation	Key Map
LD-6-1 LD - Large Directional Phase 2	Icon 1  Icon 2  Icon 3  Icon 4   99 Mile Recreation Area	 Notes New sign installation.	
LD-6-2 LD - Large Directional Phase 2	Icon 1  Icon 2  Icon 3   Sanl Station  Downtown	 Sign Type Removal MoTi-26 Notes Remove "Sanl Station Icon" sign and replace with new large directional sign.	



3

SIGN REMOVAL PLAN

Sign Plan - North Crop

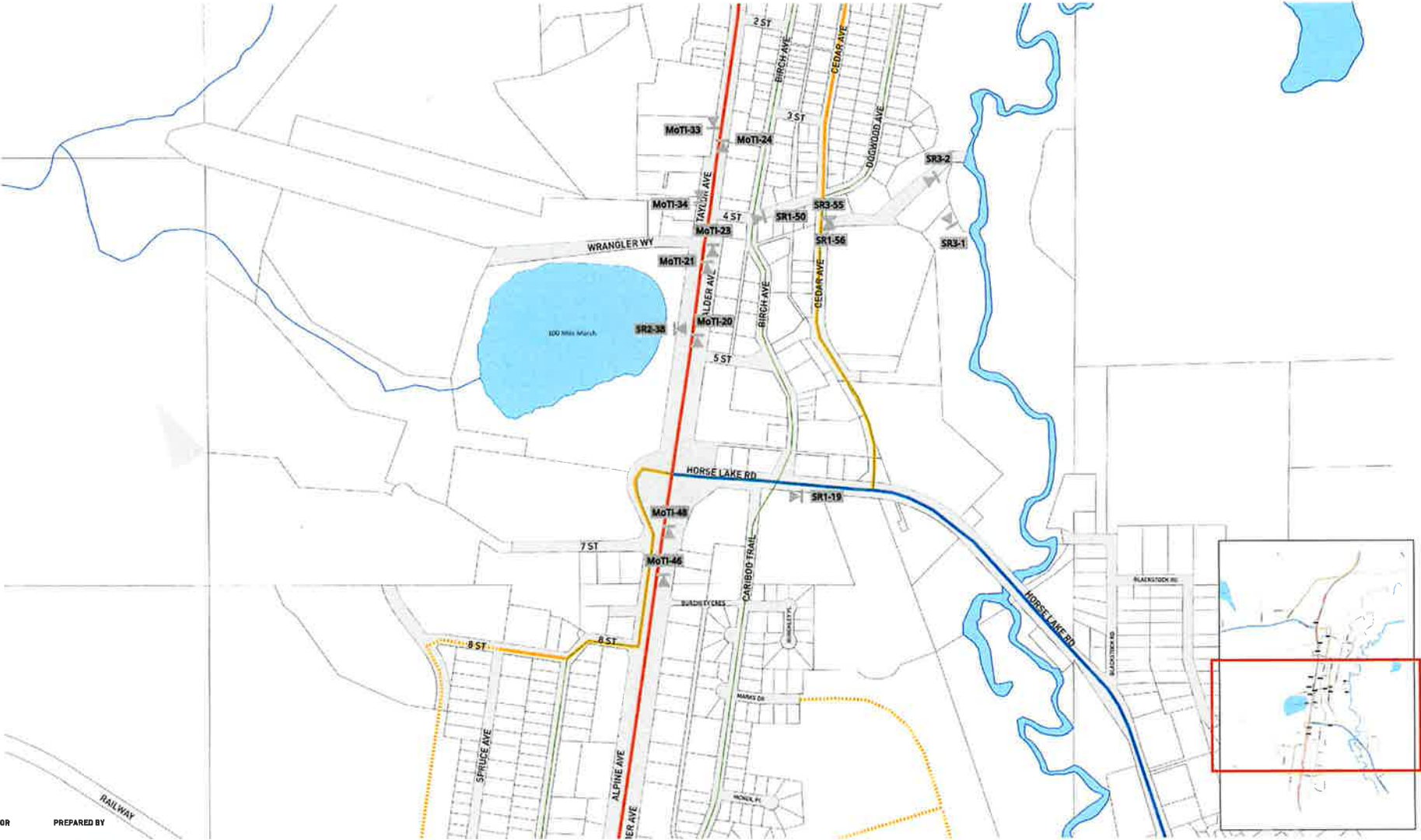
SIGN REMOVAL PLAN



This sign plan recommends where signs should be removed. Those indicated with "MoTI" require further discussion with MoTI.


SIGN TYPE - REMOVAL		QTY (19)
MoTI	MoTI	11
SR1	Road Signs	3
SR2	Misc. Signs	2
SR3	Park Signs	3










Sign Plan - Center Crop










Sign ID	Photo	Notes
SP - Site Plan		
 Existing Sign Removal		Notes Replace with LD-6-3 Details District ID sign for Marsh and Conservation Project.




Sign ID	Photo	Notes
 Existing Sign Removal		Notes Replace or repurpose with OK-5-3. Details District informational: "Centennial Park, Log Home Industry, Local Attractions" (replace with most relevant information to tourists); log structure with chain supports; Map features: BX Red Coach, Downtown Shopping, Visitor Centre, 100 Mile Marsh Accessible Trail, Demonstration Forest and Trails, Municipal Hall, Centennial Park and Bridge Creek Falls, Library, Hospital, Municipal Campground (recommend clarifying audience and purpose of sign to refine content for more directly relevant information) (not in scope)

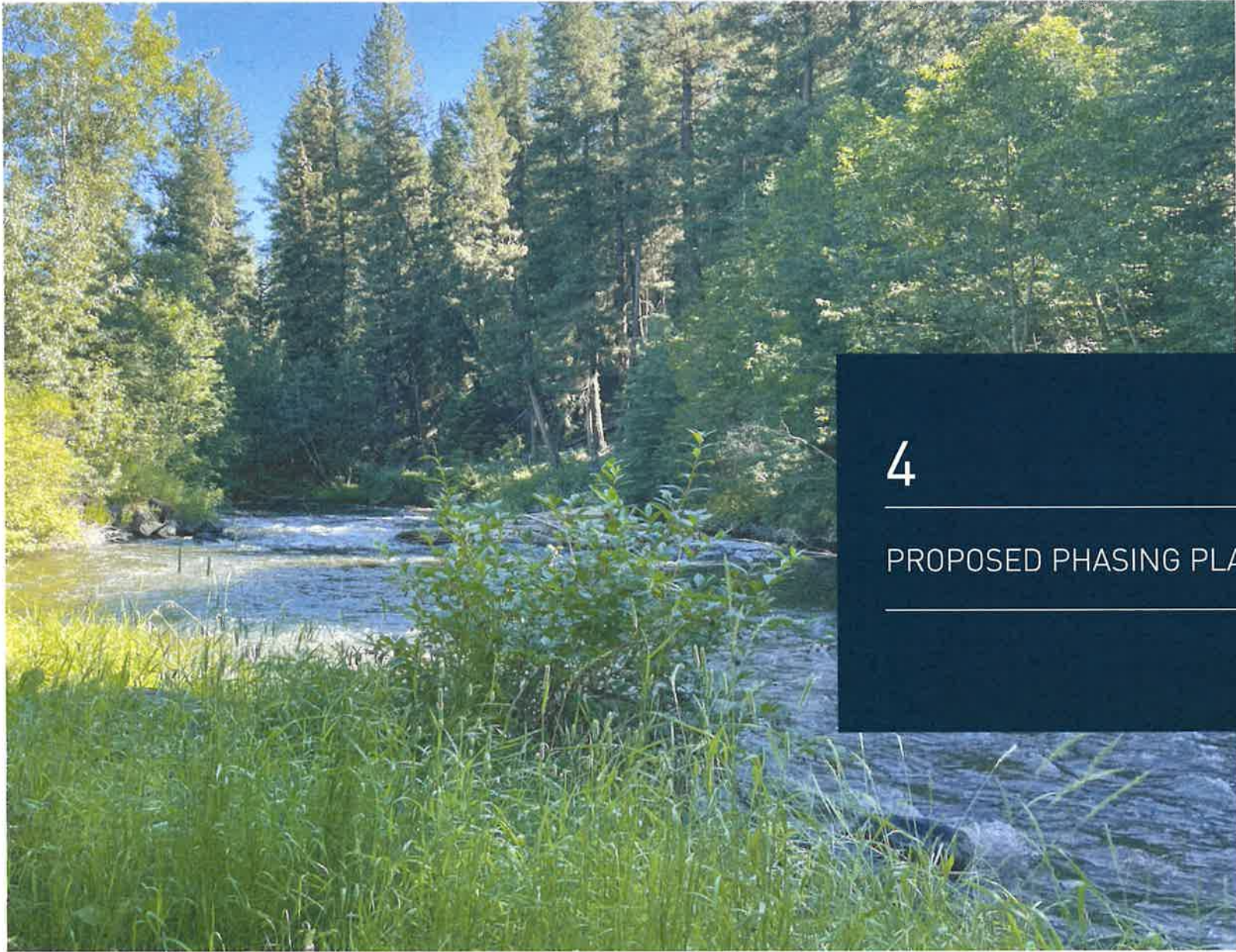
Sign ID	Photo	Notes
SR1-16 Existing Sign Removal		Notes Replace with TD-2-2 Details District campground directional; straighten post.
SR1-55 Existing Sign Removal		Notes Replace with TD-2-5 Details MOTI or District small "Centennial Park" blue sign with picnic table icon and arrow ahead.
SR1-56 Existing Sign Removal		Notes Replace with HD-6-7 Details District address sign "Centennial Park, 403 Cedar Ave"

Sign ID	Photo	Notes
SR3-1 Existing Sign Removal		Notes Combine with nearby regulatory info signs (SA-PS1-2) to be replaced by OK-5-2 Details Park trail map sign with rules (NIS)
SR3-2 Existing Sign Removal		Notes Possible to combine with nearby park sign (SA-PS1-1) to be replaced by OK-5-2 Details Stacked pole of regulatory, possible to combine with park entrance ID
SR1-55 Existing Sign Removal		Notes Replace with LD-6-3 Details "Centennial Park" with icons for washrooms, parking, picnic, dogs on leash and hiking as well as photos; somewhat hidden in planting with a conflicting District sign in front (update for visibility and remove viewing conflicts)
SR1-56 Existing Sign Removal		Notes Requires further discussion with MOTI. Details MOTI Wildlife Viewing directional sign (single sided, arrow toward VC entry)

Sign ID	Photo	Notes
MoTI-21: Existing Sign Removal		<p>Notes Requires further discussion with MoTI.</p> <p>Details Remove "Airplane" and "Binocular" signs; move "Gallery" sign up on the pole. Info replaced by new highway directional sign (HD-3-5).</p>
MoTI-23: Existing Sign Removal		<p>Notes For discussion: replace with HD-3-5</p> <p>Details District directional side reading: DOWNTOWN, CENTENNIAL PARK, MUNICIPAL HALL; replace and update</p>
MoTI-24: Existing Sign Removal		<p>Notes Requires further discussion with MoTI.</p> <p>Details Remove MoTI camping icon sign.</p>

Sign ID	Photo	Notes
MoTI-26: Existing Sign Removal		<p>Notes Replace with LD-6-2</p> <p>Details Remove MoTI "Sani icon" sign.</p>
MoTI-29: Existing Sign Removal		<p>Notes Replace with HD-3-1</p> <p>Details Remove MoTI "Golf" sign and replace with new highway directional sign.</p>
MoTI-31: Existing Sign Removal		<p>Notes Replace with HD-3-2</p> <p>Details MoTI Artisan icon sign with directional arrow and message "Sculptor"</p>
MoTI-33: Existing Sign Removal		<p>Notes Replace with HD-3-3; requires further discussion with MoTI.</p> <p>Details MoTI icon sign for "Gallery" left and "Camping" right</p>

Sign ID	Photo	Notes
MoTI-34 Existing Sign Removal		Notes Replace with TD-2-1 Details Directional "Centennial Park Entrance" and left arrow.
MoTI-45 Existing Sign Removal		Notes Replace with HD-3-4 Details Remove MoTI "Business Centre" sign and replace with new highway directional sign. Requires further discussion with MoTI.
MoTI-46 Existing Sign Removal		Notes Replace with HD-3-4 Details Remove District "Municipal Campground" with right arrow; requires further discussion with MoTI.



4

PROPOSED PHASING PLAN

PHASE 1

This sign plan indicates the proposed sign locations for Phase 1 based on costing estimates.

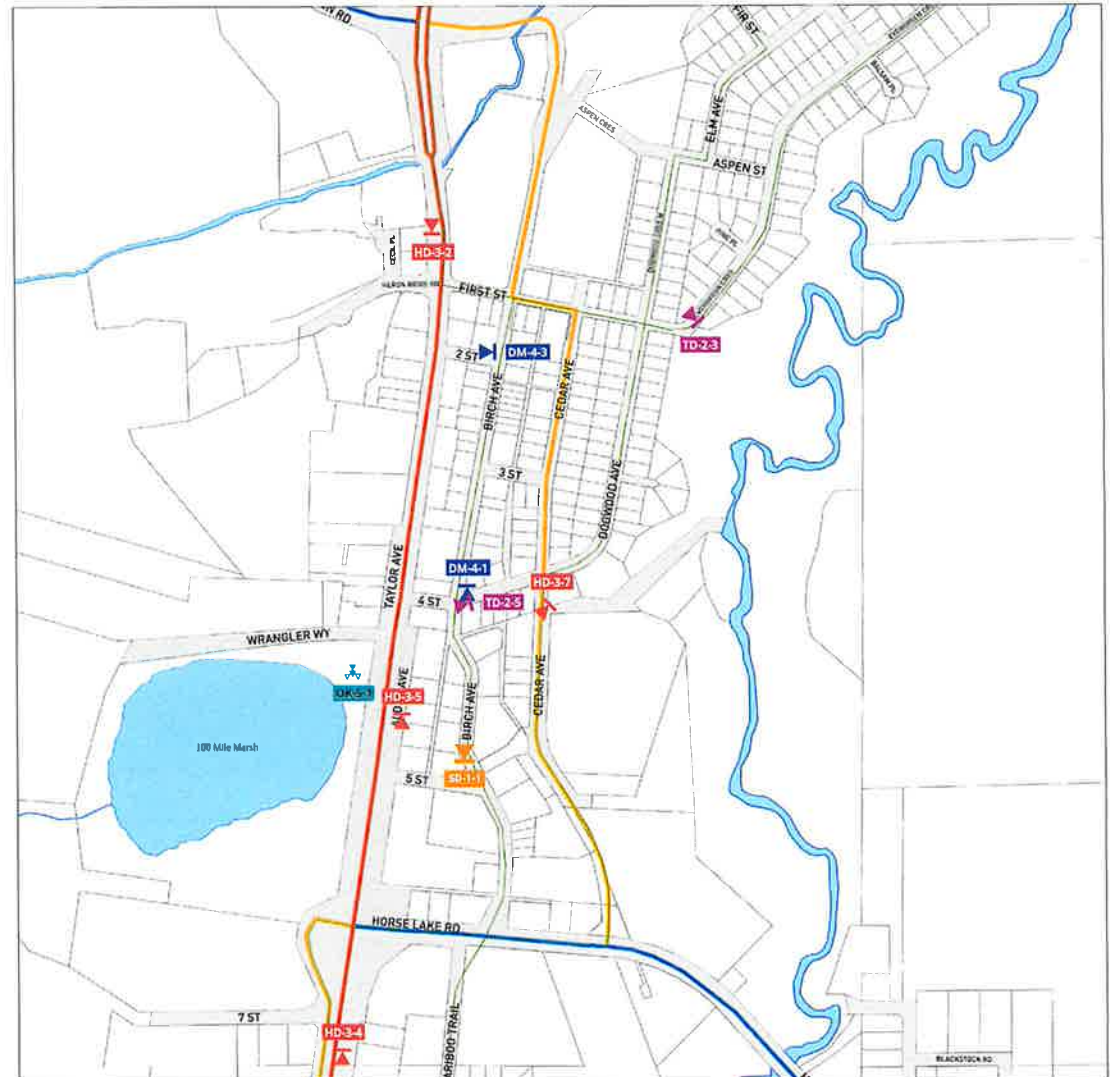
SIGN ID	SIGN TYPE	DETAILS	QTY.	UNIT COST	TOTAL
SD	Small Directional	Existing structure	1	\$500	\$500
TD	Trail Directional	New sign installation	1	\$1,500	\$1,500
TD	Trail Directional	Existing structure	1	\$500	\$500
HD	Highway Directional	New sign installation	4	\$6,000	\$24,000
DM	Downtown Walking Map	Existing structure	2	\$500	\$1,000
OK	Orientation Kiosk	New sign installation	1	\$5,000	\$5,000
GT	Gateway Renovation	Existing structure	4	\$2,500	\$10,000
Subtotal			14		\$42,500
Contingency			25%		\$10,625
Estimate Total					\$53,125

The strategy for this phasing proposal is to capture signs which match these criteria:

1. extend the current renovation work being done at the Visitor Centre;
2. direct visitors to downtown and Centennial Park;
3. refresh the District log-style gateway signs such that they coordinate with the new style of wayfinding signs that visitors will see in town in cars and on foot.

Cost reductions in this phase could be leveraged by reducing the number of Highway Directional (HD) signs which are among the most costly to build, engineer and install. However, it would be effective to do the engineering and gain permissions for each of these signs from MoTI as a package.

Please note all costs are rough order of magnitude estimates based on recent experience with similar projects. The Consultants have not taken any of this work to the market for pricing or tender which will be the true test of actual costs. A contingency is included to cover soft costs, demolition, cost escalation and other unknown factors. Installation and replacement of signs other than Highway Directional (HD) and Orientation Kiosks (OR) are anticipated as being done by District crew. Costs for this are not captured.

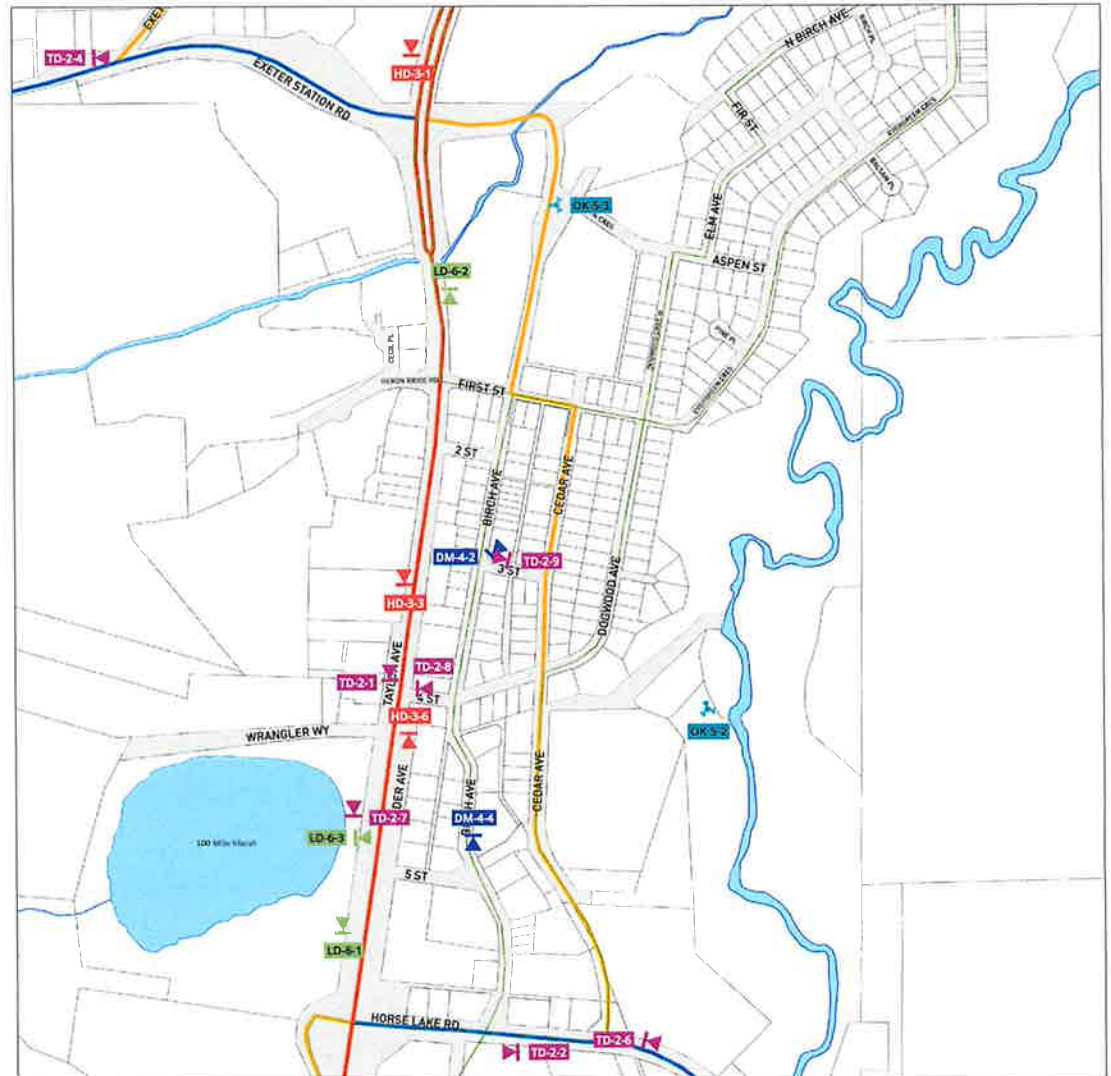


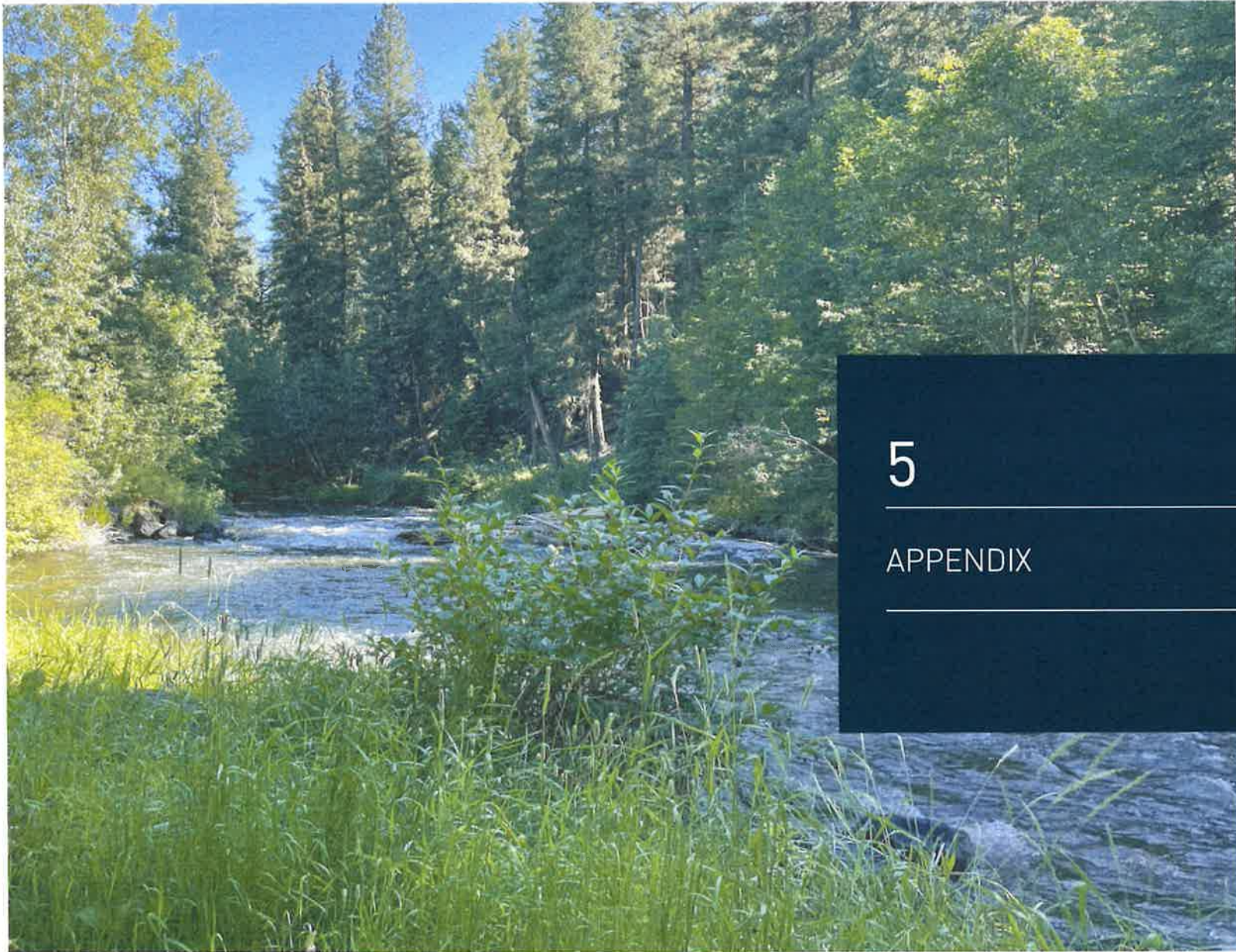
PHASE 2

This sign plan indicates the proposed sign locations for Phase 2 based on costing estimates.

SIGN ID	SIGN TYPE	DETAILS	QTY.	UNIT COST	TOTAL
TD	Trail Directional	New sign installation	3	\$1,500	\$4,500
TD	Trail Directional	Existing structure	4	\$500	\$2,000
HD	Highway Directional	New sign installation	3	\$6,000	\$18,000
DM	Downtown Walking Map	Existing structure	2	\$500	\$1,000
OK	Orientation Kiosk	New sign installation	2	\$5,000	\$10,000
LD	Large Directional	New sign installation	3	\$2,500	\$7,500
Subtotal			17		\$43,000
Contingency			25%		\$10,750
Estimate Total					\$53,750

Please note all costs are rough order of magnitude estimates based on recent experience with similar projects. The Consultants have not taken any of this work to the market for pricing or tender which will be the true test of actual costs. A contingency is included to cover soft costs, demolition, cost escalation and other unknown factors. Installation and replacement of signs other than Highway Directional (HD) and Orientation Kiosks (OR) are anticipated as being done by District crew. Costs for this are not captured.





5

APPENDIX

OBSERVATIONS & IDEAS

The following are observations and ideas in relation to the project goals. They are based on what the Consultants saw on the site tours, and heard in the wayfinding workshop, and discovered in the sign.

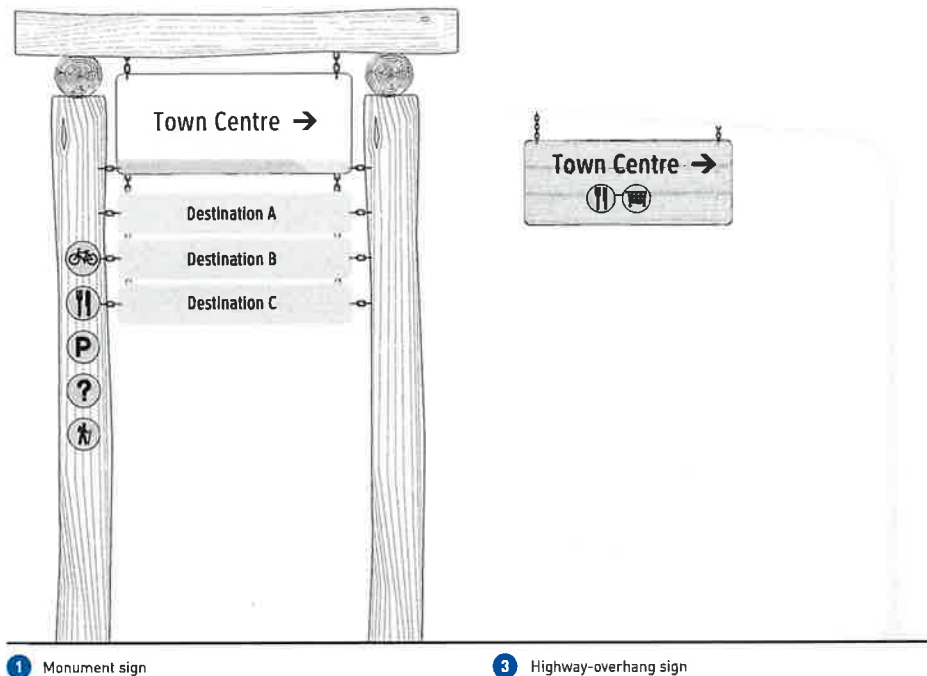
Because wayfinding touches on many categories of civic planning, comprising branding, economic development and urban design, there are many related ideas. **While all of this is related to the stated goals of the project, some of the ideas fall outside the specific scope of wayfinding.** Signage can be helpful in creating a welcoming impression for visitors, as well as a positive experience and pride of place. However, other measures can support this effort beyond what signs alone can do. Recommendations to consider these measures are captured here for potential further discussion and exploration from a town design, marketing, or development perspective.



Above, two examples of roadside attractions that speak to the handcrafted log home story (Cache Creek, left, Spences Bridge, right).



Observation	Idea
Street name signs are quite small and hard to read from a vehicle. Most tourists will not require them in order to satisfy the goals of this project, however they could be designed to coordinate with new civic wayfinding signage.	A template is proposed to be designed to match wayfinding signs such that street signs can be replaced as resources permit, over time. Once graphic elements are resolved, if desired, the Consultants can put resources to completing this sign template.
Large highway-scaled signs proliferate along the centre of town. This gives a suburban edge of city feel that is contradictory to the home of the handcrafted log home story and more typical of many urban and suburban locations throughout North America.	Refine civic sign by-law to preclude over-sized highway scaled signs, particularly related to national chains. Encourage use of character signage, incorporating hand hewn logs or other elements which better align with character and tourism goals.
100 Mile House has an interesting name that begs the question ("100 miles from...?") Perhaps locals are tired of this, but sharing interpretive stories that answer this question could be a great way to get people to want to pull over and feel closer to history.	Consider creating a few recorded stories about the Cariboo that can be heard as a podcast, or even better as a medium range FM station, like at the drive in. Signs along the highway could read "Tune to 100.0 FM for Tales of the Cariboo." By the time the tourists get to 100 Mile House they will be super curious to stop and look around.
100 Mile House is fortunate that the speed limit on the Cariboo Highway is low and there are four stop lights through town. This slows down the traffic, but the large distance between businesses and drivers still makes understanding the local offerings of businesses and downtown challenging. Signage can help, but people need to see life.	Consider revised urban design guidelines which make use of the streets, boulevards and plazas along Hwy 97. Additional street life such as markets, parks, cafes or other amenities would be helpful "signs" that the downtown is worth stopping in to.
100 Mile House has an abundance of parking both on streets and in lots. And, the diverse local offerings of businesses in 100 Mile House that would appeal to tourists are not easy to see from Hwy 97. Signage can direct passersby to downtown and has been proposed in this plan. However, it will be important that if tourists pull off the highway that streetlife is evident and that the mix of shops and services are obvious and appealing.	Encourage use of street parking lots for outdoor dining, shopping, or other community activities, such as farmers' markets or food trucks/stalls, see photo right which reads more as strip mall than downtown. Create density of offerings that require people to get out of their cars to explore. Allow locals to display what makes this downtown different than others that tourists pass through.
The home of the handcrafted log cabin is an appealing theme for a wide audience. The built environment that is evident upon arrival doesn't show a lot of log homes.	Change civic design guidelines to require much greater use of log architecture and building facades in order to make the story clearer.
Signs don't give people a reason to stop. But charging an EV does. The addition of EV chargers (2 CHAdeMO DCFCs, 2 CCS DCFCs) are a good step. Charging an EV takes between 45 mins to 6 hours or more, and allows people the time to really explore the offerings of a location.	Longer distance journeys in an electric car require faster charging stations than the VC ones. Consider adding a Tesla Supercharging specifically in the new downtown lot (250 kw). Currently there are Tesla stations in Cache Creek and Williams Lake which encourages people who drive them to stop for lunch or to shop. Promote 100 MH as a Tesla road trip friendly destination and it is very likely more drivers will show up.
Long blank walls on rear of shopping mall (Birch Ave) feel disconnected from streetscape and provide little indication of what might lie behind them or past the buildings in north or south direction, photo X.	Murals, while not specifically wayfinding, are a placemaking device that can put a locale on the map, depending on how the works are curated and promoted. Encourage use of large blank industrial or commercial walls as spaces for mural festival, combining art and event.



1 Monument sign

3 Highway-overhang sign

GATEWAY SIGNS: DOWNTOWN ↗

Drawing inspiration from log house design, below are two concepts for what a gateway or monument sign along Cariboo Highway could be like. Such signs / installations can help draw visitors to the town centre and provide clear direction to visitors.

Along Cariboo Highway are a number of locations which we have identified as opportunities for a more significant, large scale directional wayfinding element. From our research we've been able to identify locations where new large scale signs can be placed, or where existing infrastructure can be reused.

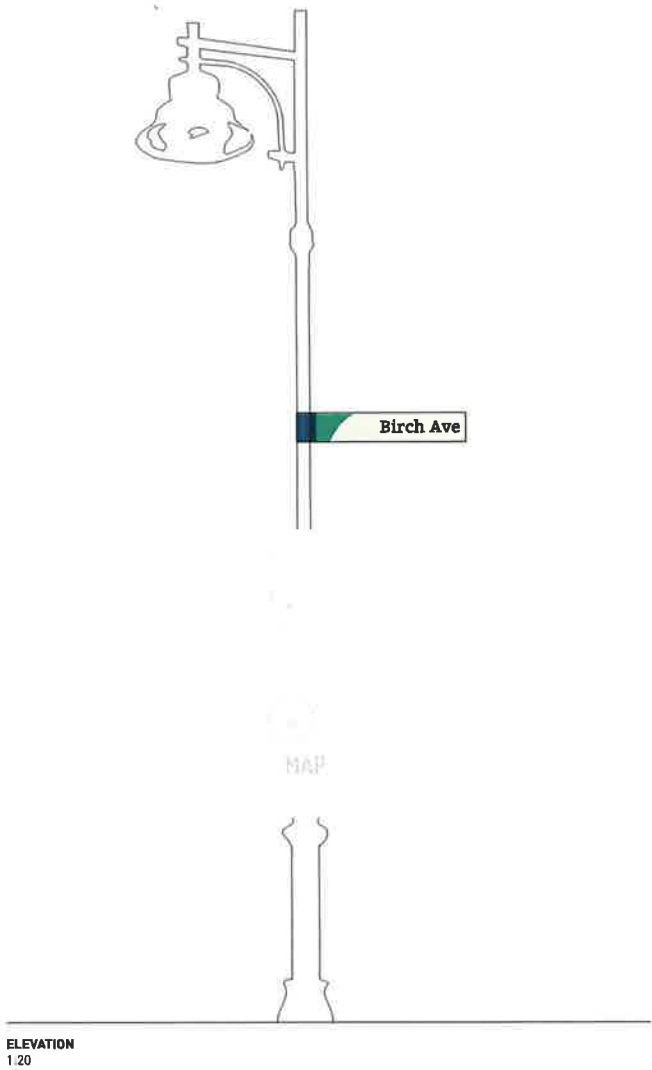


KEY MAP

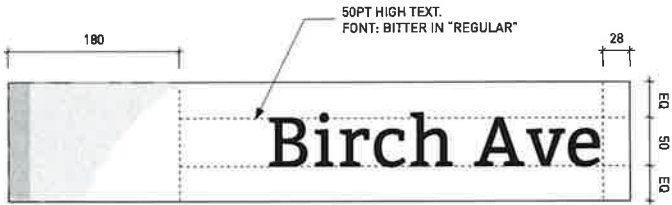
CENTENNIAL PARK GATEWAY SIGN

The current Centennial Park gate feels institutional and is recommended to be upgraded in the future. A similar wood log approach to future upgrades will tie into other district signage and create a more welcoming presence. Structures could pick upon design clues in the sketch below, designed in 2012 by Sitka Log Homes.





GRAPHIC DETAILS
1:5



GRAPHIC DETAILS
1:5



DISTRICT OF 100 MILE HOUSE

M E M O

Date: Nov. 28, 2022

To: Mayor & Council

From: Administration

Subject: Community Support Grant – The Path Forward: Navigating Unexpected Job Loss

Please find attached *The Path Forward: Navigating Unexpected Job Loss*.

This guide was created as a shelf-ready resource for our community in case we experience forestry industry closures in the future. It will allow employees, employers, unions, and agencies a supportive resource if they are supporting workers who experience unexpected job loss.

Funding for this project was approved March 2021 by the Province of BC's Community Support Grant Program, after Norbord announced that the 100 Mile House operation would be a permanent closure. After a period of project planning, we launched in early 2022.

The resource was created by first engaging a researcher to conduct confidential interviews with affected forestry workers and their families, contractors, various helping agencies, and government representatives to document and share their lived experiences. The findings and insights from this research were compiled into a report titled: When a Tree Falls: Finding the Path Forward. If you are interested in the report, please request it from staff. To respect those who were interviewed, this interview findings report is not being widely distributed.

Next, content was created based on these experiences and the challenges specific to individuals who were affected by mill closures in 100 Mile House and Chasm. Finally, the resource was designed to resonate with impacted workers in a format that would be useful, engaging and supportive.

Upon Council receipt of the report, staff will distribute *The Path Forward: Navigating Unexpected Job Loss* to local helping agencies, including all those listed in the document. We anticipate also making it available to our local forest industry partners and to other communities who may be faced with forest sector layoffs.

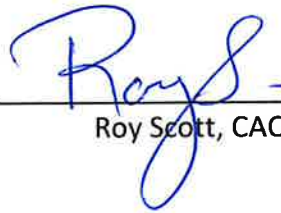
Clearly, this is a resource that most people don't willingly want to access. But it contains a large amount of practical information that should be helpful for those experiencing job loss. While the content is geared to the forest industry, it may also be applicable to other sectors, should industry changes result in job losses.

Proposed resolution:

BE IT RESOLVED THAT Council of the District of 100 Mile House receive the document titled: *The Path Forward: Navigating Unexpected Job Loss*.



J. Doddridge, Director Ec Dev / Planning



Roy Scott, CAO

The Path Forward

NAVIGATING UNEXPECTED JOB LOSS



BRITISH
COLUMBIA

Supported by the Province of British Columbia




DISTRICT OF
100 Mile House




Table of contents

Introduction	5
How to use this book	6
What can the government do for me?	7


SECTION 1

How are we going to pay the bills?	9
Step 1	10
Step 2	11
Step 3	11
 ACTION SCENARIO	12




SECTION 2

What am I going to do about a job?	15
Employment Insurance	16
 RESOURCES	16
Job and retraining readiness	16
 ACTION SCENARIO	16
 RESOURCES	17
Temporary and new income streams	18






SECTION 3

I didn't expect to retire so soon.	21
The Bridging to Retirement program	22
How to plan for retirement	22
 RESOURCES	22

SECTION 4

I'm worried about my kids.	25
 RESOURCES	26
Recognizing stress and its effects on children	26
 RESOURCES	27
 RESOURCES	28
Taking care of things at home when working away	28

SECTION 5

Looking after myself	31
The five stages of grief	32
 RESOURCES	32
My family is worried about me	32
 ACTION SCENARIO	32
What if I need some help?	33
 ACTION SCENARIO	33
 RESOURCES	34
What can I do to help myself?	35
 RESOURCES	36
What if I need some help?	36
 The path forward	 38
Acknowledgements	39
Resource directory	40



Introduction

Folks in the South Cariboo region have been faced with a great deal of uncertainty over the past five years. Wildfires, the declining economic health of the forestry sector in B.C., a global pandemic, and inflation all threaten our ability to keep a roof over our heads and food on the table.

We know that it can be hard to know what to do when trouble strikes, but we also know that everyone needs a hand sometimes. This guide has been designed to provide help when help is needed.

Lessons learned from forestry workers who lost their jobs during the 2019 curtailments and closures of local mills in 100 Mile House, B.C. guide the information offered here. Our hope is to honour the lived experiences of those forestry workers and their families, and to lighten the load for those impacted by industry changes and unexpected job loss in the future.

Lastly, a sincere thank you to the people who shared their stories of job loss and recovery with the researcher whose work informed this project. When a tree falls in the woods, it really does make a sound.



“

*Hardships don't wait
until you're ready.*

– Canadian author
Marty Rubin

How to use this book

By nature, humans are hardwired to resist change (unless we know for sure it will be beneficial, like a lottery win). When change happens to us, especially when we're taken by surprise, most of us resist and react first, and problem-solve later. Keep this information handy for a time when you are ready to read it. That may be before a job loss, soon after, or many months down the road.

By taking time to become:

- ➡ Informed (What do I need to know?),
- ➡ Prepared (What can I do now?), and
- ➡ Proactive (How can I regain some control of my future?)

...it will be easier to find and take the right path forward.

The local and provincial resources shared throughout this guide were selected as "first points of contact" for people experiencing unexpected job loss. There are many more services that could be of great help to people in this situation. It is anticipated that the services included a) will be operating with the same contact information in the foreseeable future and b) are informed and able to direct people in crisis to any service needed throughout the community and province.

This guide is organized by sections:

Each section addresses a different issue that a person might face when dealing with job loss. The sections are colour-coded and labelled on the outside of each page.

SECTION 1

How are we going to pay the bills?

SECTION 2

What am I going to do about a job?

SECTION 3

I didn't expect to retire so soon.

SECTION 4

I'm worried about my kids.

SECTION 5

Looking after myself

The sections also contain the following:



Checklists: These lists identify steps to take and different people to talk to.



Workbook features: These are areas you can use to write down your thoughts, useful information, and other things that you may do to help as you plan for your future.



Resources: Within the sections, for quick reference, useful resources are contained in coloured boxes.



Action scenarios: These are descriptions of what to do in specific situations, such as calling a resource provider. They include examples of what to say.

What can the government do for me?

Local governments try to anticipate and prepare for economic changes, challenges, and opportunities in the community. Provincial governments and the federal government track industry trends and allocate funding to respond to unemployment needs across the country.

In times of crisis in a community, all levels of government work together to support everyone impacted. This includes helping the appropriate support agencies with transition responses, such as coordination, facilitation, and implementation of services, to make sure that workers have access to the resources they need to deal with the challenges they are facing and get back on their feet.

Keep these contacts handy. You can phone, email, write letters, and ask for appointments to request advocacy during industry instability and layoffs.




RESOURCES

Local municipal government

District of 100 Mile House

The local government liaises with all levels of government, service providers, educational representatives, and industry to identify needs, advocate for the community, and respond to the closure of major manufacturing facilities.

 250-395-2434


 www.100milehouse.com


Regional government

Cariboo Regional District

The regional government's role is very similar to that of local government in terms of participating in the response effort during major economic disruptions and advocating for the region as a whole.


Find your area director by:

 1-800-665-1636

 www.cariboord.ca


Provincial representative

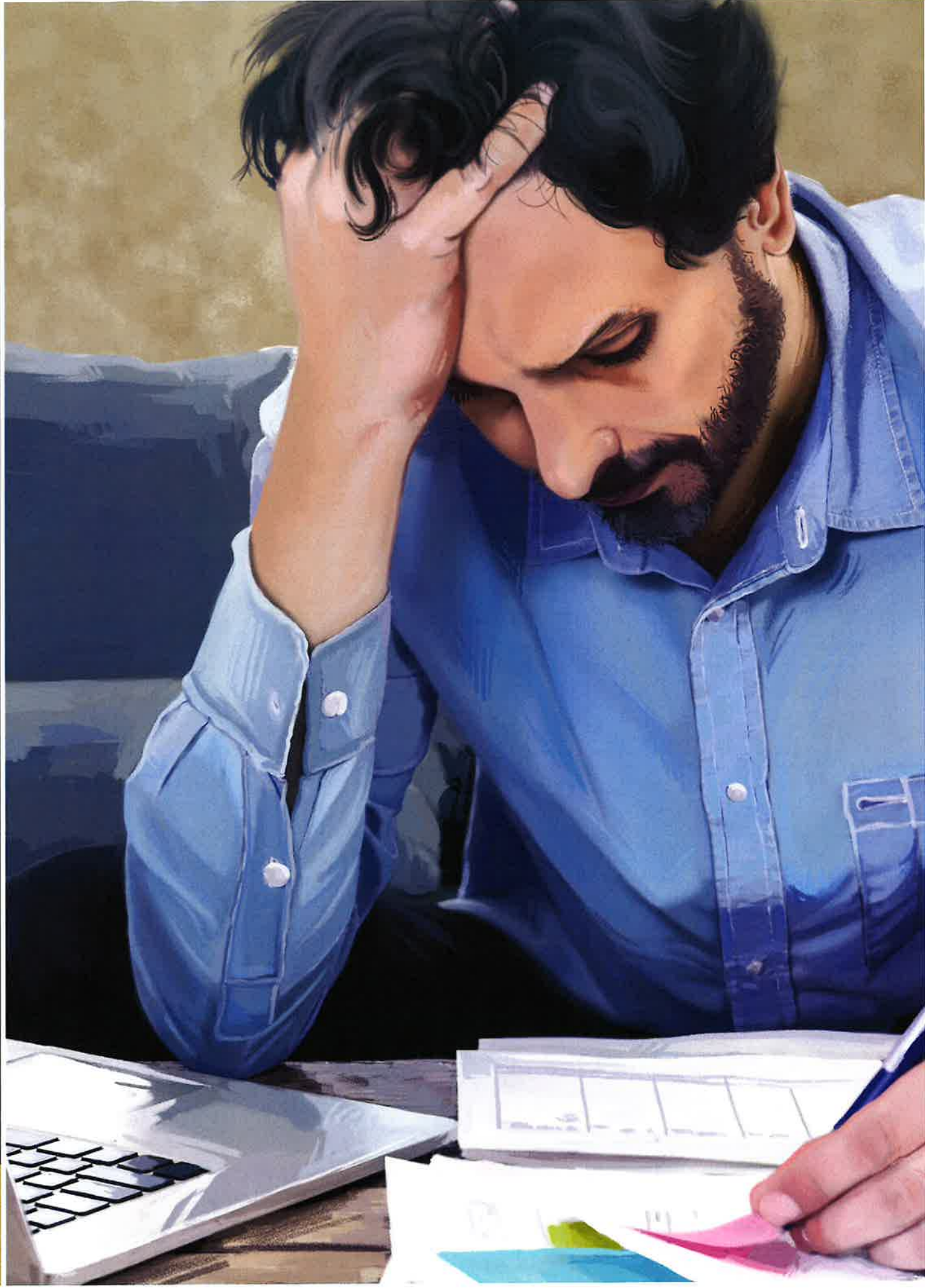
Local MLAs advocate to the Legislative Assembly for the needs and interests of their constituents. Find your local MLA at:

 www.leg.bc.ca

Federal representative

Local MPs advocate to Parliament for the needs and interests of their constituents. Find your local MP at:

 www.ourcommons.ca



“

We were on a pretty good path in life until the mill closed. It was like this giant tree crashed down right in front of us and everything stopped. It took us almost the last two years to crawl through that debris and to find a way to get back on track.

– laid-off forestry worker

SECTION 1

How are we going to pay the bills?

Let's tackle the biggest worry first. In a survival situation, shelter, water, fire, and food are key priorities. It's no wonder paying the bills and getting food on the table is the first concern when facing job loss. Without a reliable income, our very livelihoods are threatened.

**Take stock of current expenses ...
and cut them where you can.**

- 



- 

(e.g. Enquire about cheaper cell phone plans.)



- ➔ Consider cutting down on discretionary spending.



WAYS TO SAVE:

(e.g. Cancel entertainment subscriptions or apps you don't use as often.)

Step 2:

Have a family meeting and discuss “needs” vs. “wants”.

- ➔ This may sound obvious, but there is nothing easy about a change in lifestyle—even a temporary one. Include everyone in the household. Job loss is a family crisis.
- ➔ Expect that kids and teens won't adjust to going without as well as their parents. Resiliency is one the most important skills young people can practice, and this is an opportunity to do so.
- ➔ Be creative. Maybe some items on the “wants” list can be achieved at lower to no cost? Most wants can be planned and saved for, and some can wait for better economic times.

Step 3:

Call in the professionals.

- ➔ Make an appointment with the bank. Discuss mortgage, credit payment deferrals, or debt consolidation, and the implications. Sometimes, it's just not worth it. Sometimes, it helps you keep your assets.
- ➔ Seek out financial support available through your employer, union, the government (Employment Insurance), provincial programs set up to address job loss, and short-term help that may be available through local nonprofits. The provincial government sends small pockets of funding to local nonprofits to address the needs of people in crisis. These funds are given with stipulations as to how they can be spent. The key is to ask the right questions to the right person.





ACTION SCENARIO

**When calling a resource,
you might say:**

"Hi, my name is Joe Clarke. I was recently let go from the mill. I'm on E.I. now but I can't make ends meet. Is there any help available to cover:

- ➡ Rent/Utilities
- ➡ Food
- ➡ Gas cards
- ➡ Diapers/Formula
- ➡ School clothing/Supplies
- ➡ Sports fees/Equipment

I'd like to come in to talk with someone about what is available. What time works?"

If you don't feel your request was heard, request the email of the manager and ask again. It may be that they need to better understand your situation to help you. It may be that they can direct you to another program in town that can help. Be your own advocate or appoint one (a spouse, adult child, neighbour, or friend).



ADDITIONAL NOTES:



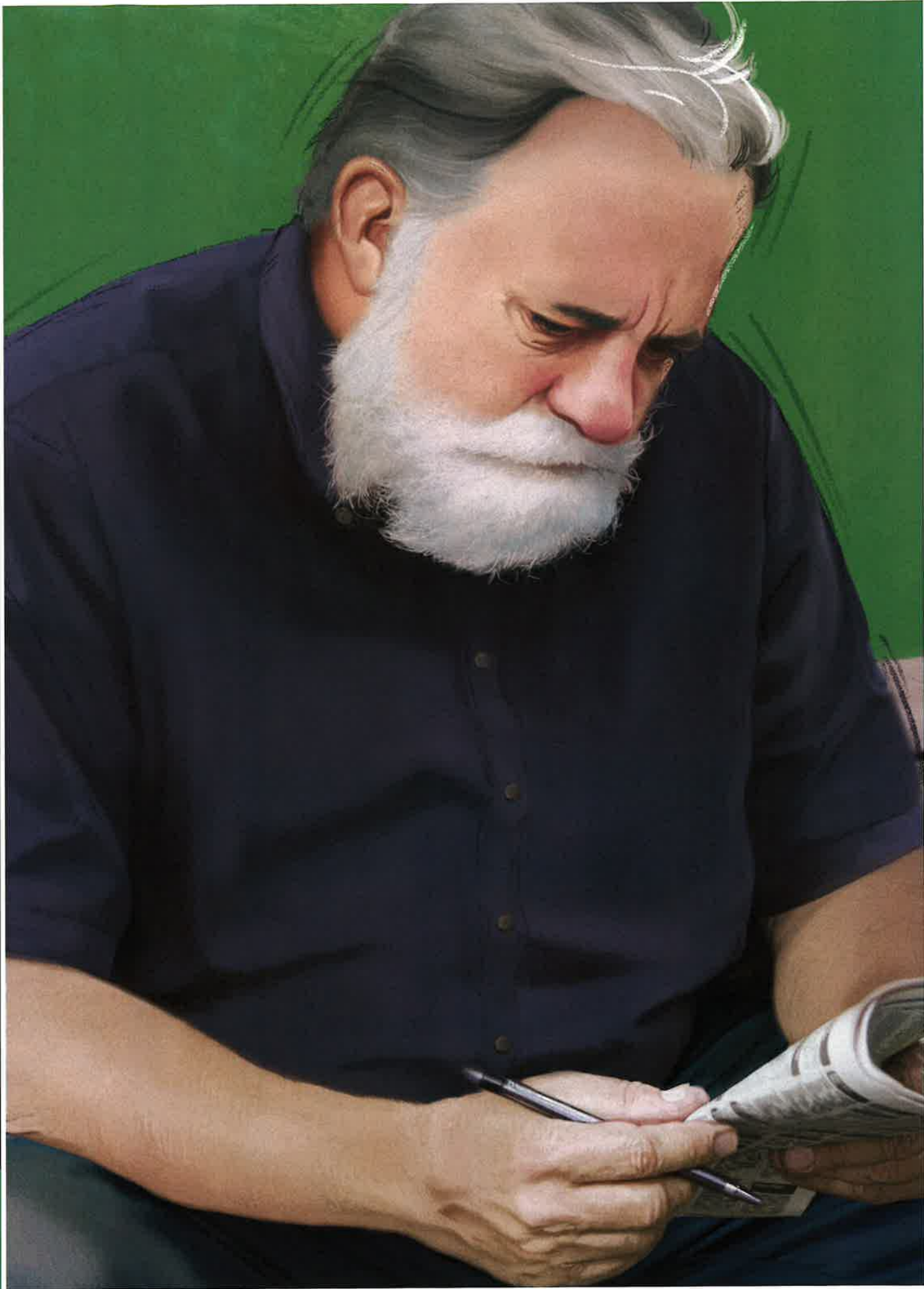
“

Remember, this help is there for people who need it. If you cannot cover your fixed expenses due to unexpected income loss, you need it and you deserve it.

Help is there for those who need it.

Asking for help can be difficult. It may feel uncomfortable or even downright impossible. Many people prefer a private life and are hesitant to ask for or accept help.

These programs are largely paid for through government funding. These funds are a result of taxes collected from working Canadians. You have paid into this system and deserve to benefit from it in times of need.



“

Your head is just not on straight when you have ten decisions you have to make. You are quick to make decisions that might not be good.

– laid-off forestry worker

SECTION 2

What am I going to do about a job?

Making more money goes hand in hand with making the money you do have stretch. But it can be overwhelming to take stock of everything when making life-changing decisions around new employment, finances, and possible relocation. Here are some ways and resources to help with the process.

Employment Insurance

It isn't easy to live on Employment Insurance (E.I.). For most people, it's a significant reduction in income and it doesn't cover all fixed expenses, like housing or food. Even so, make sure you apply for and get E.I. if you qualify for it.

Check your eligibility for E.I., and apply online at www.canada.ca by searching "employment insurance benefits". The process is tricky and many people need help. To get help, you can call 1-800-206-7218 or go to a Service Canada location.



RESOURCES

Service Canada locations

100 Mile House

📍 300 HWY 97, 100 Mile House, BC

Williams Lake

📍 79 4th Ave, Williams Lake, BC

WorkBC

The local centre offers free help with resumes, job search, skills assessment, and training.

📍 808 Alpine Ave, 100 Mile House, BC
(across from the RCMP station)

📞 250-395-5121

💻 www.workbccariboo.ca/100MileHouse.html

Important: Unless you've been working in human resources, don't go about resume-building and job-hunting alone. The local WorkBC Centre is funded by the provincial government to help you at no cost. They will also be aware of any training and education opportunities that are available to you. Some programs are partially or completely funded, and some have a cost to the participant.

Job and retraining readiness

You may not feel ready to look for a job. Don't worry, you're not alone. Most people don't have an up-to-date resume but they should! Workers gain new skills over the years, whether by obtaining a certificate for a one-day safety course or by gaining experience. But it can be hard to remember all that you have accomplished over the years, especially when stressed over job loss.



ACTION SCENARIO

Here's how you can get started:

- ➡ Jot down notes of all the courses you've done over the years.
- ➡ List career highlights, moments you're proud of, and problems you've solved.
- ➡ What "hard skills" do you have?
e.g. certifications or experience doing specific tasks
- ➡ What "soft skills" do you have?
e.g. communication skills, teamwork abilities, ethics, or your ability to prioritize and organize tasks



The employment centre did an amazing job of communicating about what they offered, the courses on how to use computers, webpages, and telling businesses about us as potential employees.

– laid-off forestry worker

Hard and soft skills

Hard skills are something *you have*, and soft skills are something *you are*. When you've been working in the forestry sector for a long time, it may feel intimidating to try to transfer your hard skills to new employment in a new industry. This is where your soft skills can help you along the path forward.



YOUR HARD SKILLS:

(e.g. forklift licence, heavy equipment operation/maintenance, mathematics)



YOUR SOFT SKILLS:

(e.g. training others, attention to detail, problem-solving)



RESOURCES

Thompson Rivers University

Check with the local university to find out what training opportunities may be available. They can also let you know what programs they are offering and what prerequisites you need to enter. You do not need to have completed secondary school to enter post-secondary. There are entrance exams and upgrading courses offered instead.

100 Mile House location

📍 750 Exeter Station Rd,
100 Mile House, BC

☎ 250-395-3115

🌐 www.tru.ca/regionalcentres/100mh.html

Williams Lake location

📍 1250 Western Ave, Williams Lake, BC

☎ 250-392-8000

🌐 www.tru.ca/williamslake.html

Cariboo-Chilcotin

Partners for Literacy:

They provide free help to support people with computers/technology, filling out government forms, upgrading math or English courses for continuing education, and more.

Call/email to book an appointment:

📍 205, 475 Birch Ave,
100 Mile House, BC

☎ 250-644-5869

🌐 www.caribooliteracy.com

Temporary and new income streams

Families of forestry workers laid off during the 2019 curtailments and closures of local mills have shared a variety of ways they pivoted to cover expenses before longer-term solutions were found, as follows:

- Spouses returned to work or increased their hours.
- Laid-off forestry workers sought work out of town, with some families staying behind in the South Cariboo and some following along to new communities.
- Some workers retrained for complementary sectors or sought work in other industries.
- Others who qualified for the Bridging to Retirement program were faced with unique challenges as they left the workforce earlier than planned.

Ultimately, what a person decides to do will depend on their personal circumstances. Family size and ages, mental and physical health, financial commitments and resources, and transferable skills are some factors to consider.

Check in with your:

- ➡ Union
- ➡ Coworkers
- ➡ Employer
- ➡ Peers

Ask about possible:

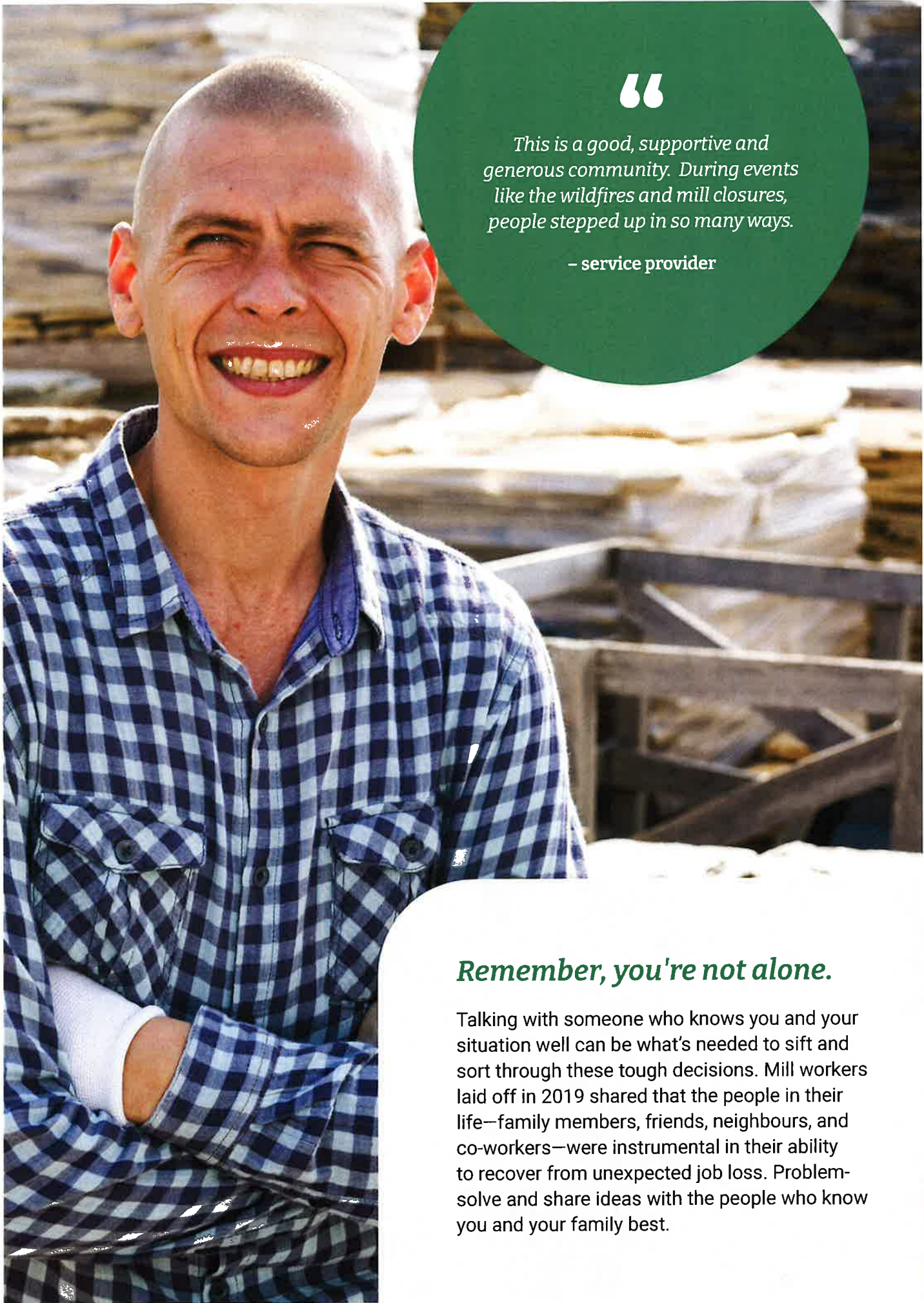
- ➡ Training opportunities
- ➡ Financial supports
- ➡ Employment opportunities

“

If you are moving out of province there are a lot of things you need to know. Different tax systems, health systems that don't connect with other provinces, moving bank accounts, and remembering that automatic withdrawals stop when you change accounts. Sometimes there are multiple moves—all expensive and disrupting to a family.

– laid-off forestry worker





“

This is a good, supportive and generous community. During events like the wildfires and mill closures, people stepped up in so many ways.

– service provider

Remember, you're not alone.

Talking with someone who knows you and your situation well can be what's needed to sift and sort through these tough decisions. Mill workers laid off in 2019 shared that the people in their life—family members, friends, neighbours, and co-workers—were instrumental in their ability to recover from unexpected job loss. Problem-solve and share ideas with the people who know you and your family best.





SECTION 3

I didn't expect to retire so soon.

In most cases, retirement is a welcome milestone. It's something people look forward to for decades. But when retirement happens early and unexpectedly, it can feel like a consolation prize.

Some workers who took the Bridging to Retirement program option during the 2019 mill closure and curtailments in 100 Mile House shared that the sudden end to their careers excluded the typical celebration of what is normally seen as a huge accomplishment. They felt they needed to hold back any positive talk about their retirement from coworkers who had other worries like young children and large mortgages. It's hard to celebrate leaving when other people in your life are grieving the loss of the same workplace.

The Bridging to Retirement program

As of 2022, the Bridging to Retirement program is an option for people in B.C. 55+ years old who have worked full-time for a B.C. mill or as a contractor for the forestry sector for at least two consecutive years. Provincial programs may change eligibility criteria, titles, or availability over time.

How to plan for retirement

Retirement is one of the biggest transitions to happen in life and it's one that people typically prepare for in advance. Some things to consider are:

- ➡ Where and how you want to live
- ➡ Changes in monthly income/budget
- ➡ Extended medical coverage and insurance
- ➡ Tax deductions, credits, and expenses



RESOURCES

Bridging to Retirement

For information about the Bridging to Retirement program, visit:

📁 <https://www2.gov.bc.ca/gov/content/industry/forestry/supports-for-forestry-workers/retirement-bridging-program>

For a current list of other support programs, eligibility requirements, and more, visit:

📁 <https://www2.gov.bc.ca/gov/content/industry/forestry/supports-for-forestry-workers>



RESOURCES

How to plan for retirement

Retirement planning checklist: This resource will help you to take steps to manage your financial well-being, including things like budgeting, insurance, taxes, and pensions.

📁 <https://www.canada.ca/en/financial-consumer-agency/services/retirement-planning/retirement-checklist.html>

Personal bank: Making an appointment with your bank to discuss mortgage deferrals, debt consolidation, investments, retirement income, and more is an important first step. Ask about penalties for mortgage/debt payment deferrals, consolidation, interest savings/increases, and other opportunities.

Seniors First BC: Retirement is personal and there are a lot of considerations. For links to credible guidelines for retirement costs and considerations for Canadians, check out:

📁 <https://seniorsfirstbc.ca/getting-help/retirement-planning>

Financial planners: Available at banks and via investor businesses, financial planners help you take stock of your assets and your debts, and make choices around how to make your money work best for you in retirement.

Early retirement programs/Severance: A union representative can help explain your options. Consult with coworkers who are making the same decision. Look into the Bridging to Retirement program for the forestry sector, 2022.

“

*Life in retirement will unfold
and become clearer as time
goes on. Celebrate with the
people close to you.
You've earned it.*



You have worked hard.

When retirement comes early, a person may feel unprepared and overwhelmed. Even with the best planning and preparedness, people may find themselves unsure of how to best spend their time. What you thought you would do may look different when the time comes to do it.



“

It was very upsetting watching the younger guys, those you knew had little kids. [There was] fear and confusion—people were overwhelmed.

– laid-off forestry worker

“

We're going to have to sell the house.

SECTION 4


I'm worried about my kids.


Job loss is a family crisis. While parents have life experience that helps them keep faith that the dust will settle, kids see economic insecurity as absolute. There is a lot to discuss when there is sudden unemployment in the family. Worries and ideas are shared back and forth among parents, and small ears often take these as inevitable facts.


RESOURCES

Cariboo Family Enrichment Centre


Free services including counselling, parenting support, infant supplies, and more. The staff can direct you to other child and family supports in the community and province.


 1-486 Birch Ave, 100 Mile House, BC

 250-395-5155

 www.cariboofamily.org

Axis Family Resources

 212-475 Birch Ave, 100 Mile House, BC


 250-395-3145

 <https://axis.bc.ca/contact-us/williams-lake>

KidSport

A family of four that earns less than \$51,000 is eligible for up to \$400/per year per child to cover registration costs of a sport/activity.


Apply online at:

 kidsportcanada.ca

Apply with a paper application by mailing:

 100 Mile House Rotary Club
South Cariboo Business Centre
Room #114, 475 Birch Ave,
100 Mile House, BC, V0K 2E0

For questions, email:

 kidsport100milehouse@gmail.com

Note: Local sports clubs may have alternative ways to ensure kids can continue their activities through financial hardship. Ask about sponsorships, reduced fees, volunteer opportunities to reduce fees, and equipment swaps. For example, offer to clean the space in lieu of registration fees.





Recognizing stress and its effects on children

When facing job loss, it's hard to not have stressful discussions or to not express frustration, anger, or worry around the kids. Even if you manage to keep it to a minimum, kids pick up on the stress their parents are under. You can help them by including them in the conversation and letting them ask questions and share their thoughts.

One of the ways kids show they are struggling is through their behaviour. Some kids will act out or behave younger than their age. Others will try to fix their parents' troubles by stepping up to help in any way they can. Behaviours, especially challenging ones, are outcomes of emotions. Figuring out what emotions are behind the behaviour and helping kids process them is what leads kids back to balance.

Signs of life

You might have to dig deep to do this, but everyone in the family will benefit from keeping "signs of life" in the family. Survival can't take centre stage all the time. It isn't good for the kids and it isn't good for you. Ask yourself what activities give you energy and what activities drain it. Identify and take the time to do fun family activities, such as:

-  Walking the dog together
-  Playing catch
-  Joking around
-  Spending time with friends

Getting help


Free counselling and crisis support for kids are available but some are out of town, and those that are offered locally often have wait lists. Kids who have the most complex mental health needs or who are at risk of self-harm are seen first. Private counselling is costly.

Navigating the mental health system is difficult, especially while under stress. One way your family doctor or local nonprofits can help is by finding out what supports are available and helping improve your access to them. If you're feeling overwhelmed, let someone help you simplify the process.


RESOURCES

Kelty Mental Health Resource Centre

The centre helps families across the province navigate the mental health system, connect with peer support, and access resources and tools to support well-being. Learn more about mental health for children at:

 <https://keltymentalhealth.ca>

Read more about how unemployment impacts kids and how to help:

 <https://childdevelopmentinfo.com/parenting/helping-kids-deal-with-parents-unemployment/#qs.4vtel1>





RESOURCES

Getting winter ready

Taking care of things at home before the snow flies makes life easier, especially when working away. By planning ahead, losing heat during a cold snap is less likely, and everyone will feel more comfortable. Read about ways to prepare your home for winter at:

<https://blog.renovationfind.com/winter-maintenance-checklist-for-canadian-homeowners>

Vehicles require a lot of care to carry your family safely to work, school, and sports in the winter. Taking steps to get ready is a way a person who finds themselves working out of town can care for their family and their assets. It also might mean there is less work to do around home on your days off. Plan ahead and prepare your vehicles for winter by looking at:

<https://www.carhelpcanada.com/winter-maintenance-checklist-vehicle>

Working as a family unit

Learning to operate as a family unit in a new way while working away takes some "buy-in" from everyone in the family. The Metlakatla Development Corporation (near Prince Rupert, B.C.) published an excellent BC Work Camp Survival Guide for families in 2017. Check it out here for tips on how to thrive as a family and as an employee while working away:

<https://workcampsurvivalguide.ca>

Taking care of things at home when working away.

For those who choose to keep their homes in the South Cariboo and go to work out of town, new considerations arise. Preparing for seasonal home and vehicle maintenance, making emergency plans, and finding child care are a few of the things that might be on your mind.

If you have a partner who works as well, you may be scrambling to cover the school run. If you live alone, you might be seeking out a service to care for pets. Each person who works away from home has their own unique ducks to get in a row before setting on a new path. To help prepare, think about the following:

- Plan ahead: What is likely to come up while I'm away?
- Close to home: Help neighbours and let them help you.
- Barter and borrow: What do you need help with, and what can you offer?
- Simplify: Are you taking on too much? Is there anything you can drop for a while?

It's unlikely life will carry on as usual when a person goes from working in town to away, especially unexpectedly. Here are some ways you can be ready:

- Expect that things will change and new challenges will arise.
- Drop what you can and find creative ways to take care of things at home.
- Offer after-school child care to another family in exchange for snow removal in the winter.
- Pick up groceries in town for the neighbours who are quick to help you when the sink springs a leak.

“

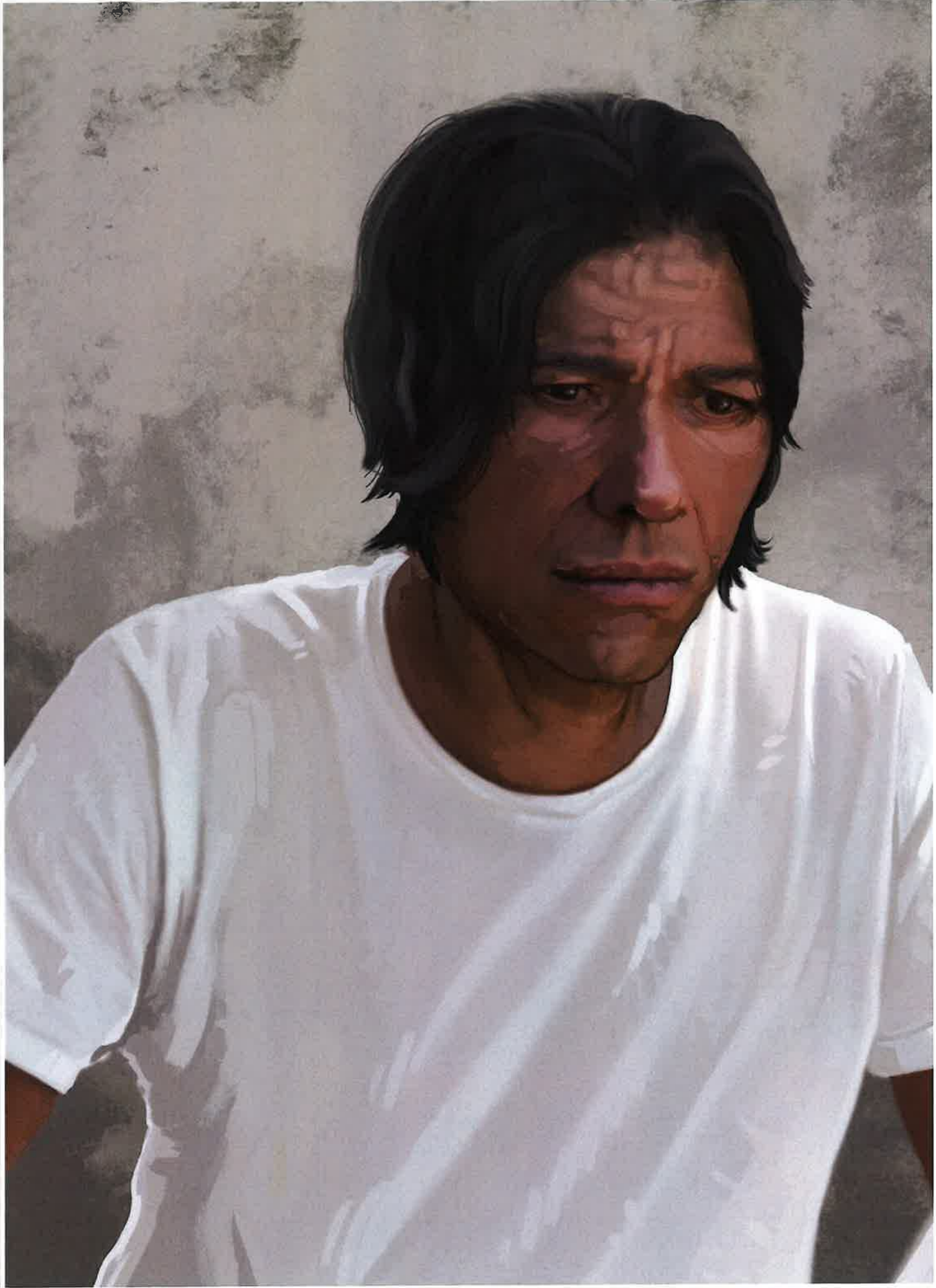
My family would come babysit so I could take a break, during my husband's time off he would take the kids out for the day giving me time to unwind ... I realized if I don't take care of myself, I can't take care of everything else.

– worker's wife (BC Work Camp Survival Guide, Metlakatla Development Corporation)



Community is for everyone.

There are some things we either can't pay for or that can't be bought. Building into a community can cover those gaps and makes life easier for everyone. The saying "it takes a village" isn't only for raising children. It takes a village to raise a barn, too.



“

*Anxiety was high and I found that
when making major decisions,
anxiety outrode logical thinking.*

– laid-off forestry worker

SECTION 5

Looking after myself

People work hard for what they have. That includes their jobs. When a person loses their job and steady income, they face a lot of unknowns. The job search isn't easy, especially when you're still recovering from the shock of an unexpected closure.

Job loss is one of the major stressors a person goes through in life. Job loss is loss. Not everyone grieves unexpected layoffs the same, and some people have a harder time than others.

The five stages of grief

1. Denial: "This can't be happening to me."

A person feels stunned, in disbelief, and may be convinced that a mistake has been made or that the employer won't follow through with layoffs.

2. Anger: "How could they do this to me?"

A person may feel angry at their employer, coworkers, union, politicians, or even themselves. Anger can be misdirected, and a person might take it out on their families at home. But anger can also serve a purpose when it comes to job loss. It can help a person muster the energy to push through the disappointment of losing what was to go find out what can be.

3. Bargaining/Desperation: "What if..."

Applying for every job in town in a panic or cycling through all possible scenarios that could have been or should be are ways people may react next.

4. Depression: "It's hopeless."

Whether it creeps in or hits you early on, some sadness is to be expected when facing job loss.

5. Acceptance: "I have to get on with life."

A person doesn't have to like that something happened to accept that it did happen. One person may get to this stage quite quickly, but for others, it may take years. It all comes down to a person's ability to cope with what has taken place.



In small towns, when big things happen, everyone knows everyone, so sometimes it's hard to reach out for help.

– laid-off forestry worker

My family is worried about me.

For the most part, kids are emotionally healthy if their parents are ... but what if a parent is not doing okay? How would you know?

Our work shapes our identity. It is the cornerstone of how we plan our week. An abrupt stop to that routine is like having the rug pulled out from under you.

But that rug is a steady pay cheque.

It is no wonder that a person feels shocked first, in disbelief. It is common to feel frustrated, low, worried, or even humiliated. You may even feel angry one minute and sad the next. Taking care of yourself is key to taking care of your kids and your family. Put on your own oxygen mask first.



ACTION SCENARIO

How can I take care of myself?

- ➡ Let your friends and family know what is going on.
- ➡ Get enough sleep.
- ➡ Avoid increased alcohol/cannabis use.
- ➡ Keep your routines (the best you can).
- ➡ Exercise—take your dog for a walk!
- ➡ Tackle a project you've been putting off at home.
- ➡ Focus on the things you CAN control.

What if I need some help?

Local community organizations will have heard the news of curtailments and closures as well. They will have met to discuss how this is likely to result in a greater need for crisis counselling and accessing resources to help make ends meet. That means they are anticipating your call and are getting prepared to help you the best they can. Take this as reassurance that your needs are important enough to ask for help.


How do I know if I can't do it alone?

- ➡ If people who know you well are telling you that you need help
- ➡ If you have increased alcohol and/or cannabis use
- ➡ If you haven't been able to enjoy things that you used to for some time
- ➡ If you have panic attacks or uncontrollable anger
- ➡ If you have (or have persistent thoughts to) hurt yourself or others



RESOURCES

This is the beginning of the path forward. Read about a different perspective on job loss as being an opportunity to re-evaluate and re-imagine the future:

 <https://www.psychologytoday.com/ca/blog/the-new-resilience/201012/why-the-loss-your-job-could-be-gain-your-life>



ACTION SCENARIO

Calling to ask for help

It is hard to ask for help, especially the first time. For people who have supported themselves and never needed to ask for anything, it can seem impossible. We do live in a small town, but mental health and community services are confidential. Let them know you're nervous about that right off the bat. The person on the other end of the phone should be able to explain to you their confidentiality policy and put your mind at ease.

Try starting your call by saying:

"Hi. I'd like to talk to someone. I was let go from my job and I'm not coping well. I'm hesitant to ask for help because I don't want everyone in town to know about it."



HERE'S SOME THINGS I'D LIKE TO TALK ABOUT...

⚙️ RESOURCES

Read more about signs that you or a loved one may need **support with mental health**:

📄 <https://northmemorial.com/10-signs-that-you-or-a-loved-one-may-need-mental-health-support>

Nonprofits that can let you know about free services

Canadian Mental Health Association – South Cariboo

Free services include connecting people with mental health services available in the community, domestic violence counselling, and support to navigate accessing community and government services.

📍 555B Cedar Ave (building left of entrance to the hospital parking lot), 100 Mile House, BC

📞 250-395-4883

✉️ southcariboo@cmha.bc.ca

Cariboo Family Enrichment Centre

Free services including counselling.

📍 1-486 Birch Ave, 100 Mile House, BC

📞 250-395-5155

✉️ cfec@caribooofamily.org

Read more about how job loss impacts mental health, and strategies to bounce back at:

📄 <https://cmha.bc.ca/documents/unemployment-mental-health-and-substance-use>

Read more about mental health for all ages at:

📄 <https://www2.gov.bc.ca/gov/content/mental-health-support-in-bc>

There is some stigma around mental health and illness, but it's getting better. People are sharing their stories about how getting help from a doctor or a counsellor got them through hard times.

If you can't get your mind around taking care of your mental health for your own sake, do it for your family. Start with a call to your family doctor. General practitioners can prescribe anti-depressant and anxiety medication. Aside from some free services available via local nonprofit organizations and government programs, there are local counsellors and counsellors who work virtually and have fees. Typically, a private counselling session costs over \$80/hour.

Some employers have extended medical coverage to cover part or all of the fees for a set number of sessions.

“

There was just so much going on it would be easy to just shut down and not know what steps to take to move forward.

– laid-off forestry worker

What can I do to help myself?

Taking care of your well-being while working your way out of job loss is like paddling to shore against the wind. You know it's the only way to get where you want to go, but it's hard work.

1. Make time:

Do things you enjoy, and take time to rest. It takes a lot of mental energy to undergo a job search or adjust to early retirement. You can't draw water from an empty well and you won't have the reserves you need to take the path forward without taking care of yourself.

2. Give time:

Offering time and skills to make your community a better place, like coaching youth sports or volunteer firefighting, is a good way to keep your feet on the ground when life feels out of control due to job loss. These opportunities give you somewhere to be, let you regain some sense of purpose, and might even offer new employment leads through building community connections.

3. Give it time:

Most people take at least six months to find meaningful work after a lay-off. When people do things in a rushed way, they make more mistakes. And if they're impatient and stressed, they can't think clearly. Big decisions need to be made when it comes to employment, possible relocation, and retirement. Tread carefully and thoughtfully.

Health is important and caring for it is a priority. People have different barriers to feeling strong and ready to take the next step. Age, chronic conditions or pain, and genetics all play a role in how healthy a person feels. Do what you can with what you have.

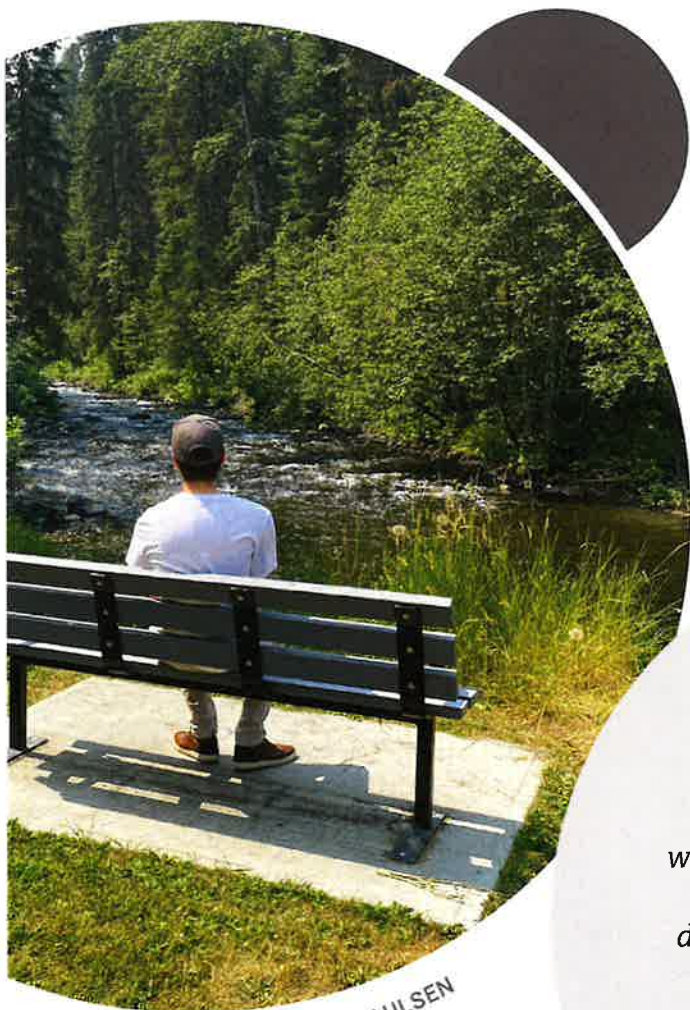


PHOTO: PAULSEN

“

I think if there are any pre-existing problems these will definitely surface when you go through something like this. There might be things you have never dealt with that will begin to surface and that sure adds to how you cope.


– laid-off forestry worker




RESOURCES

Loaves & Fishes


Food, clothing, and household goods available for people going through emergencies. Volunteer opportunities are available.

 Hillside Church – 550 Exeter Truck Route, 100 Mile House, BC


 250-395-2708

100 Mile Food Bank

Food hampers.


 199 7th St (across from PSO), 100 Mile House, BC


 250-395-3923

 info@100milehousefoodbank.ca

Canadian Mental Health Association – South Cariboo

Programs vary, but support for seniors, emergency housing, food, and other help may be available. Programs are not restricted to mental health clients.


 555B Cedar Ave (building left of entrance to the hospital parking lot), 100 Mile House, BC


 250-395-4883

 southcariboo@cmha.bc.ca

100 Mile Free Store

Monthly free store for clothing and household items. Distributes winter coats.

 St. Timothy's Anglican Church, 106 Blackstock Rd, 100 Mile House, BC

 250-395-4241

What if I need some help?

Locally, we have a range of services and supports for people in need, at little to no cost. Many people are unaware of what is available and how to access it if they haven't needed to do so before. Local services include:

- Free counselling
- Programs and help for children and families
- Access to computers/printers
- Resume-building and job search help
- Free food and clothing
- And more

100 Mile House has free services for seniors, people with disabilities, domestic violence counselling/emergency housing, and addictions help.

Living in a rural community means that there isn't access to the same services available in Kamloops or Vancouver. You may find you are redirected to call a number, look online, or travel out of town for the help you need.

If you're feeling frustrated and ready to give up, let a local non-profit bridge the gap and do some of the run-around for you. They can support you in the process by giving you a quiet space to do a virtual appointment or by helping you understand how to complete forms for a child care subsidy or a training application.

Lighten the load where you can. That could mean that even though your most pressing need is to find a new job, you lessen your overall stress by getting some help with the technology aspect of the job search. It could be getting free diapers and formula for a month so you can make the truck payment.



Take a hand, lend a hand.

Whatever you do to lessen your stress during unexpected job loss or retirement helps. Take a hand when you need one, and give one when you can.

The path forward

When times are toughest, putting one foot in front of the other is sometimes all a person can do. Moving forward is just that; one step at a time. Finding the path itself isn't always easy, and moving forward takes courage, tenacity, and some blind faith that better times are on the horizon.

Job loss is not the end of the road. Even retirement is a new beginning.

To find your path forward, stay:

- ➔ **Informed:** Find out what is happening and how it will impact your life.
- ➔ **Prepared:** Take stock of what you can get done now to make life easier later.
- ➔ **Proactive:** Stay behind the driver's wheel of your life. Make things happen.

Life doesn't unfold in a straight line. When setbacks happen, reorient and keep on moving along the path forward.

Major industry changes are a community crisis. All along the path are neighbours, friends, and coworkers. Some chip in and clear the way of obstacles where they can. Others offer shortcuts or supplies to make the journey easier. If we do what we can and take what we need, everyone will make their way through to the other side.





“

*Thank you for all your efforts to improve
all of this and make it a better process
for the future. [It's a] huge project and
many complexities in so many areas.
Thank you for reaching out.*

– forestry worker



Acknowledgements

We would like to thank all the forestry workers and families impacted by job loss for graciously sharing their stories, the service agencies for their support, and Barbara Perrey, M.S.W. (interviewer) and Kimberly Vance-Lundsbye, BTR (content writer) for capturing the materials for this guide.

We gratefully acknowledge that the gathering of knowledge and development of this guide took place on the Traditional Territory of the Secwepemc People.

We gratefully acknowledge the financial support of the Province of British Columbia.



RESOURCE DIRECTORY

100 Mile Food Bank

Food hampers.

📍 199 7th St (across from PSO),
100 Mile House, BC

☎ 250-395-3923

✉ info@100milehousefoodbank.ca

100 Mile Free Store

Monthly free store for clothing and household items. Distributes winter coats.

📍 St. Timothy's Anglican Church, 106
Blackstock Rd, 100 Mile House, BC

☎ 250-395-4241

Axis Family Resources

📍 212-475 Birch Ave, 100 Mile House, BC

☎ 250-395-3145

📄 <https://axis.bc.ca/contact-us/williams-lake>

Bridging to Retirement

For information about the Bridging to Retirement program, visit:

📄 <https://www2.gov.bc.ca/gov/content/industry/forestry/supports-for-forestry-workers/retirement-bridging-program>

For a current list of other support programs, eligibility requirements, and more, visit:

📄 <https://www2.gov.bc.ca/gov/content/industry/forestry/supports-for-forestry-workers>

Canadian Mental Health Association – South Cariboo

Free services include connecting people with mental health services available in the community, domestic violence counselling, and support to navigate accessing community and government services.

📍 555B South Cedar Ave (building left of entrance to the hospital parking lot)
100 Mile House, BC

☎ 250-395-4883

✉ southcariboo@cmha.bc.ca

Cariboo-Chilcotin Partners for Literacy:

They provide free help to support people with computers/technology, filling out government forms, upgrading math or English courses for continuing education, and more.

Call/email to book an appointment:

📍 205, 475 Birch Ave,
100 Mile House, BC

☎ 250-644-5869

📄 www.caribooliteracy.com

Cariboo Family Enrichment Centre

Free services including counselling, parenting support, infant supplies, and more. The staff can direct you to other child and family supports in the community and province.


📍 1-486 Birch Ave, 100 Mile House, BC

☎ 250-395-5155

✉ cfec@caribooofamily.org

Government


District of 100 Mile House

 250-395-2434

 www.100milehouse.com

Cariboo Regional District

Find your area director by:

 1-800-665-1636

 www.cariboord.ca

Provincial representative

Local MLAs advocate to the Legislative Assembly for the needs and interests of their constituents. Find your local MLA at:

 www.leg.bc.ca


Federal representative

Local MPs advocate to Parliament for the needs and interests of their constituents. Find your local MP at:

 www.ourcommons.ca

Kelty Mental Health Resource Centre

The centre helps families across the province navigate the mental health system, connect with peer support, and access resources and tools to support well-being. Learn more about mental health for children at:

 <https://keltymentalhealth.ca>


KidSport

A family of four that earns less than \$51,000 is eligible for up to \$400/per year per child to cover registration costs of a sport/activity.

Apply online at:

 kidsportcanada.ca

Apply with a paper application by mailing:


 100 Mile House Rotary Club
South Cariboo Business Centre
Room #114, 475 Birch Ave,
100 Mile House, BC, V0K 2E0


For questions, email:

 kidsport100milehouse@gmail.com

Loaves & Fishes

Food, clothing, and household goods available for people going through emergencies. Volunteer opportunities are available.

 Hillside Church – 550 Exeter Truck Route,
100 Mile House, BC


 250-395-2708




RESOURCE DIRECTORY

Mental health

Read more about how unemployment impacts kids and how to help:

 <https://childdevelopmentinfo.com/parenting/helping-kids-deal-with-parents-unemployment/#gs.4vtel1>


Read more about signs that you or a loved one may need **support with mental health**:

 <https://northmemorial.com/10-signs-that-you-or-a-loved-one-may-need-mental-health-support>

Read more about how job loss impacts mental health, and strategies to bounce back at:


 <https://cmha.bc.ca/documents/unemployment-mental-health-and-substance-use>

Read more about mental health for all ages at:

 <https://www2.gov.bc.ca/gov/content/mental-health-support-in-bc>

Psychology Today

This is the beginning of the path forward. Read about a different perspective on job loss as being an opportunity to re-evaluate and re-imagine the future:

 <https://www.psychologytoday.com/ca/blog/the-new-resilience/201012/why-the-loss-your-job-could-be-gain-your-life>


Retirement planning checklist

This resource will help you to take steps to manage your financial well-being, including things like budgeting, insurance, taxes, and pensions.

 <https://www.canada.ca/en/financial-consumer-agency/services/retirement-planning/retirement-checklist.html>

Seniors First BC

Retirement is personal and there are a lot of considerations. For links to credible guidelines for retirement costs and considerations for Canadians, check out:

 <https://seniorsfirstbc.ca/getting-help/retirement-planning>

Service Canada locations

100 Mile House

 300 HWY 97, 100 Mile House, BC

Williams Lake


 79 4th Ave, Williams Lake, BC

Thompson Rivers University

Check with the local university to find out what training opportunities may be available. They can also let you know what programs they are offering and what prerequisites you need to enter. You do not need to have completed secondary school to enter post-secondary. There are entrance exams and upgrading courses offered instead.

100 Mile House location


 750 Exeter Station Rd,
100 Mile House, BC

 250-395-3115

 www.tru.ca/regionalcentres/100mh.html

Williams Lake location

 1250 Western Ave, Williams Lake, BC

 250-392-8000

 www.tru.ca/williamslake.html


Winter checklist for homeowners

Taking care of things at home before the snow flies makes life easier, especially when working away. By planning ahead, losing heat during a cold snap is less likely and everyone will feel more comfortable. Read about ways to prepare your home for winter at:

 <https://blog.renovationfind.com/winter-maintenance-checklist-for-canadian-homeowners>


Winter checklist for vehicles


Vehicles require a lot of care to carry your family safely to work, school, and sports in the winter. Taking steps to get ready is a way a person who finds themselves working out of town can care for their family and their assets. It also might mean there is less work to do around home on your days off. Plan ahead and prepare your vehicles for winter by looking at:

 <https://www.carhelpcanada.com/winter-maintenance-checklist-vehicle>

WorkBC

The local centre offers free help with resumes, job search, skills assessment, and training.

 808 Alpine Ave, 100 Mile House, BC
(across from the RCMP station)

 250-395-5121

 www.workbccariboo.ca/100MileHouse.html

Working as a family unit

Learning to operate as a family unit in a new way while working away takes some “buy-in” from everyone in the family. The Metlakatla Development Corporation (near Prince Rupert, B.C.) published an excellent BC Work Camp Survival Guide for families in 2017. Check it out here for tips on how to thrive as a family and as an employee while working away:

 <https://workcampsurvivalguide.ca>



More ways to connect

 www.100milehouse.com

 facebook.com/districtof100milehouse



BRITISH
COLUMBIA

Supported by the Province of British Columbia



DISTRICT OF
100 Mile House



DISTRICT OF 100 MILE HOUSE

M E M O

Date: Nov. 28, 2022

To: Mayor & Council

From: Administration

Subject: Love 100 Mile House.com – Options

Northern Development Initiative Trust (NDIT) has decided to retire the Love Northern BC program, citing that it has become redundant. The current Love Northern BC site (including love100milehouse.com) will remain live until December 31, 2024. Participating communities need to decide how they want to move forward, and several options have been made available.

A summary of the available options is outlined below, with a fuller options list attached that includes cost implications and program considerations:

Option A – Take Over Love100milehouse.com

- NDIT will pay to transition the site to the District (est. \$10,000 value)
- Primary benefits of this option are that we can keep all the graphics, photos, and business profiles, but would not be required to adhere to the current branding rules
- Primary drawbacks of this option is that we would need to charge considerably more for businesses to participate, in order to cover costs, and there are onerous technical requirements and many associated fees, leading to potential additional costs for the District.

Option B – Create Our Own Shop Local Program

- NDIT will provide a one-time grant of \$10,000 for us to create our own shop local program
- Primary benefit of this option is that we have the freedom to develop any type of shop local campaign

- Primary drawbacks of this option are we cannot use any of the existing photography. However, note that much of the existing photography is out of date anyways.
- Staff has some ideas about a new shop local program that would involve development of an online Business Directory. More details can be provided by staff.

Option C – Turn Over to Another Organization

- Option A or B can be turned over to another interested organization
- Primary benefit of this option is no administrative time for District staff
- Primary drawback of this option is that opting out does not align well with our economic development goals to support businesses and local shopping.

Option D – Disengage All Together

- The benefits and drawbacks are the same as for Option C.

For all options, NDIT will stop supporting the marketing of the program, which has been \$1,200 in annual marketing funding, and dedicated staff time to building marketing resources.

100 Mile House was one of the original pilot group of 6 communities to sign onto the program. Nearly all the original business profiles now require updating. We presently have 50 businesses online, down from an all-time high of 75. There is only modest interest from new businesses wishing to sign up. While not arduous, there is a fair amount of staff time being spent on administering the love100milehouse.com web and Facebook pages.

Does Council have a preference of which option to pursue? We must indicate our preference to NDIT by June 23, 2023, but sooner than that will allow maximum flexibility to start the process for whichever option is selected.

Council direction is requested.



J. Doddridge, Director Ec Dev / Planning



Roy Scott, CAO

Love 100 Mile House - Moving Forward

Love100milehouse.com

Northern Development Initiative Trust (NDIT) has decided to suspend the Love Northern BC program. They say it has become redundant. The current Love Northern BC site will remain live until December 31, 2024. Communities need to decide how they want to move forward, and several options have been made available. Application intake opens January 1, 2023, and closes June 30, 2023 for the various options.

Option A – Take over Love 100 Mile House.com

- We can take over the www.Love100MileHouse.com and Love 100 Mile House Facebook (1692 followers as of Nov. 7, 2022) platforms.

Option A Cost

- The cost to transition is approximately \$10K and would be covered by NDIT.
- The primary benefit of this option is that we can keep all the graphics, business profiles and photos; but we are not required to follow branding guidelines or photography rules after we take over.
- At present, the District receives \$1,200 annually from NDIT to market the program; upon assuming responsibility for love100milehouse.com, we will no longer receive this funding.
- Currently, businesses pay \$100 to establish a profile.
- The actual cost to NDIT is: \$400+
 - Content writer \$ 50
 - Photographer \$350
 - Plus the cost of website maintenance, domain fees, etc.
 - Administration - the program can be relatively time consuming to administer

Option A Considerations

- If we select this option, the District may wish to consider:
 - Increasing the fee to cover expenses
 - Withdrawing from all external advertising and promotions unless cost recovery can be achieved
 - Revising the program registration process and requirements so that businesses provide more of their own information, including photos.
 - Administrative time (enquiries, registration, processing payments, tracking costs, FB posts, content created, and website administration and maintenance)
 - As an example, we created 75 FB posts in 2022
 - Costs associated with website domain, developer (costs to be determined), and ads if we run any
 - There are considerable technical requirements, with associated costs

recommendation. The District could modify the eligibility under either option to open it up to more businesses if this was desired.

Originally, we were part of the pilot group of 6 communities to sign on to the love program with NDIT. Since then, it has grown to 34 communities in Northern BC. The love100milehouse page presently has 50 businesses signed on, a combination from 100 Mile House and the South Cariboo. In recent years, we have seen businesses sold or moved, and our participation is down from an all-time high of 75. Still, we are receiving some, albeit modest interest from new businesses wanting to join the program.

The administrative time required to run the Love100milehouse page, while not arduous, has been higher than anticipated. With NDIT stepping back, all the administrative load would rest with the District. Also, the current cost structure and NDIT's subsidy, does not cover expenses. So changes to the existing platforms are likely.

Businesses have not yet been advised of this pending change, preferring instead to make a larger announcement when they know how each community wants to proceed. This approach will better inform businesses what to expect.

From: 100 Mile House Economic Development Strategy: 2021 and Beyond

39. Establish a Robust Shop Local Program

"Buy local" (local first, shop local, etc.) programs and local branding educate consumers about the economic and social advantages that independent and local businesses bring to a community. The ultimate goal of these campaigns is to create a thriving local economy by maximizing the potential of local businesses and increasing their market share relative to non-locally owned businesses.

With the proximity of Williams Lake, Kamloops, and the increase in online shopping, many residents are drawn to the larger retail offerings there than local retailers. While buy local campaigns are not new to 100 Mile House, an event or a strong program that promotes local purchasing to residents, local procurement to businesses, and positions 100 Mile House as a valid retail option is seen as having value.

The program would be an addition or expansion to the existing shop local programs including the Love 100 Mile House, the Chamber of Commerce and the Free Press programs. There is value to having all the "players" (i.e. Chamber and First Press) be partners in the new shop local program.

An expanded program would better define 100 Mile House's identity and brand to residents, visitors and businesses. The shop-local program could also help businesses identify a better or more intriguing value proposition and articulate their competitive advantage to attract residents to their offerings instead of the retailers outside the community.



DISTRICT OF 100 MILE HOUSE

M E M O

Date: Nov. 28, 2022

To: Mayor & Council

From: Administration

Subject: South Cariboo Tourism Asset Inventory

Kindly find attached the South Cariboo Tourism Asset Inventory, which was 100% grant funded by Pacifican's Tourism Relief Fund and the Province of BC Rural Community Development Grant.

The District of 100 Mile House Economic Development Strategy: 2021 and Beyond identified tourism as a sector for future regional growth potential, in a community online survey. To better understand the tourism potential, it was important to first identify our tourism assets, including where our greatest strengths and opportunities lie, and which assets have the greatest potential for tourism development and promotion.

Identifying tourism gaps is equally important. Understanding these gaps will enable the District, tourism operators, economic development partners, visitor services agencies, and others to target tourism investment that is most needed in the region. It may also assist current tourism operators scale up or otherwise adjust their business models to meet gaps in demand, or achieve greater market readiness of their product offerings.

For now, staff is working to use the Tourism Asset Inventory to create an event planning guide to assist event coordinators with identifying our capacity to host tournaments and events. The guide should result in greater facilitation to host events in 100 Mile House, and therefore bring participants, spectators, and others to our community, with economic spinoffs generated.

Recommended next steps are listed on page 19 of the Tourism Asset Inventory and can be pursued at the direction of Council.

For now, should Council be in favour, the following resolution would be in order:

BE IT RESOLVED THAT Council of the District of 100 Mile House receive the South Cariboo Tourism Asset Inventory.



J. Doddridge, Director Ec Dev / Planning



Roy Scott, CAO

Fly fishing near Canim Lake
Photo Credit: Destination BC, Andrew Strain



South Cariboo Tourism Asset Inventory

Final Report: November 4, 2022



DISTRICT OF
100 Mile House

expedition
MANAGEMENT CONSULTING

expedition

MANAGEMENT CONSULTING

November 4, 2022

Joanne Doddridge
Director of Economic Development & Planning
District of 100 Mile House
385 Birch Ave
100 Mile House, British Columbia, V0K 2E0

Dear Ms. Doddridge,

Please find enclosed the final South Cariboo Tourism Asset Inventory. It has been a pleasure working with you to develop this important document.

If you have any questions or require clarification on the attached report, please feel free to contact me at 780.266.7888.

Sincerely,



Justin Rousseau, Managing Director
Expedition Management Consulting Ltd.

Bird Watching
Photo Credit: Bednar



South Cariboo Visitor Centre
Photo Credit: Expedition Management Consulting Ltd.



Table of Contents

01 PROJECT OVERVIEW	3
02 ENGAGEMENT PROCESS AND DESTINATION TOUR.....	6
03 TOURISM ASSET INVENTORY	9
04 OPPORTUNITY ASSESSMENT.....	13
05 NEXT STEPS AND CONCLUSION.....	18
06 APPENDIX.....	20
Appendix A: Destination BC Market Ready Standards	21
Appendix B: One-Page Information Flat Sheet	23
Appendix C: References.....	24

1

PROJECT OVERVIEW

The South Cariboo Region

The South Cariboo region is an attractive destination that offers excellent access to outdoor recreational activities. The area's unique guest ranches and lakeshore resorts are highly popular destinations.¹ Visitors from across British Columbia and further afield flock to the region to enjoy renowned fishing, cross-country skiing, snowmobiling, ATVing, horseback riding, mountain biking, hiking, camping, and much more.² The District of 100 Mile House serves as a visitor service hub for the region and is a central gathering place for the South Cariboo. The community offers an excellent Visitor Information Centre, campground, restaurants, an attractive downtown, interesting events, and important recreational assets such as Centennial Park, trails, and various indoor facilities.

100 Mile House serves as a visitor service hub for the region and is a central gathering place for the South Cariboo.

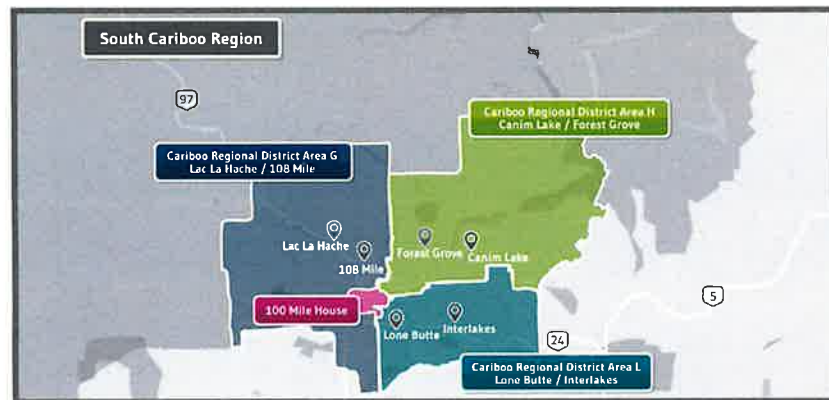
Tourism is already a significant economic driver in the region, and local communities see tourism as having strong potential for future growth.³ To better understand this potential, the District of 100 Mile House commissioned this tourism asset inventory study.

Project Purpose

The purpose of this project is to develop a comprehensive inventory of tourism assets in the South Cariboo region. The inventory will assist in future planning, business development and attraction, and help to align tourism offerings.

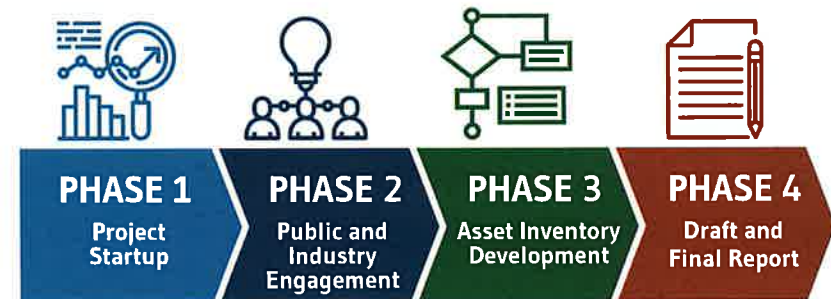
Study Area

The study area includes the District of 100 Mile House and Cariboo Regional District Areas G, H, and L.



Process

The project had four, interconnected phases as described below.



Project Team

The South Cariboo Tourism Asset Inventory was overseen and developed by the Project Team. Below is a list of Project Team representatives.

Project Team	
Organization	Representatives
District of 100 Mile House	Joanne Doddridge – Director of Economic Development and Planning
	Susan Paulsen – Community Transition Assistant
	Julie Gilmore – Manager, South Cariboo Visitor Centre
	Justin Rousseau – Managing Director
Expedition Management Consulting Ltd.	Maxwell Harrison – Senior Associate
	Zoe Arnold – Associate
	Breanna Hives – Graphic Designer

“The natural beauty, relaxed pace, and experience of being outdoors without too many people makes the South Cariboo a summer vacation destination that families choose year after year.”

- Survey Respondent

Overview of Research

A variety of primary and secondary research activities were conducted to develop this report. Primary research was gathered through a survey of residents and industry stakeholders, an in-person community assessment, and one-on-one interviews with key stakeholders. Secondary research was gathered from local, regional, provincial, and national data sources, information requests of the Client, and a review of relevant literature.

1. Surveys Administered

- a. South Cariboo Tourism Asset Identification Survey (35 responses)

2. One-on-One Interviews Completed

- a. South Cariboo Visitor Centre
- b. Cariboo Regional District
- c. Cariboo Chilcotin Coast Tourism Association
- d. Fishing Highway Tourist Association
- e. Community Futures Cariboo Chilcotin

3. In-Person Destination Tour

Members of the consulting team toured the South Cariboo region in August of 2022 to gain a first-hand perspective of the destination and its tourism assets.

4. Documents Reviewed

- a. Existing inventories of tourism assets.
- b. Existing tourism-related planning and support studies.
- c. Business listing databases.

“The South Cariboo is a great place to unplug from city living and enjoy fresh air and outdoor activities.”

- Survey Respondent

Lac La Hache
Photo Credit: Destination BC, Michael Bednar



2

ENGAGEMENT PROCESS AND DESTINATION TOUR

This section provides a summary of the engagement process and destination tour that were conducted to collect input toward the study.

Summary of Engagement Process

As an input into the process, South Cariboo region residents and tourism industry stakeholders were engaged through a variety of consultation activities, including an online survey, one-on-one interviews, and in-person discussions during the destination tour.

Key Themes

Five key themes were synthesized from all the engagement inputs received. They are as follows.



1. Strong Knowledge of Tourism Assets

Participants in the engagement process were found to have strong knowledge of tourism assets in the South Cariboo region. Respondents to the survey identified 246 assets and several dozen more were identified by interviewees and operators our team spoke with during the destination tour. Furthermore, many participants took the time to describe what made these assets special from a tourism standpoint, which was very helpful input toward the study.



2. Welcoming to Visitors

The South Cariboo region was described as being very welcoming to visitors. Participants spoke to the friendliness and warmth of the people, their service-oriented mindsets, and the high level of hospitality that is shown to visitors. There were no shortage of stories where residents and businesses went the extra mile to help a visitor in need.



3. Opportunities for Product Development

Participants saw many opportunities to expand and enhance tourism products in the South Cariboo region. The most common opportunities described by participants included:

- **Trail Tourism** – There is an abundance of old trails in the region, but many have not been upkeep or are no longer widely known about. Trails are an important supporting product that give visitors more to do while they are in the region. Trails can also support a wide variety of activities, including non-mechanized pursuits (e.g. hiking, mountain biking, horse riding, cross country skiing, etc.) and mechanized pursuits (e.g. ATVing, dirt biking, snowmobiling, etc.). Additionally, trails can be leveraged by tour operators for guided hikes and activities.
- **Shoulder and Off-Season Experiences** – Offering more tourism products in the shoulder and off seasons is an opportunity to bring more visitors to the South Cariboo and reduce the seasonality of the tourism industry. There is potential to leverage existing assets, such as lake-side resorts and trails, for winter product like fat biking, cross-country skiing, ice fishing, skating, and dog sledding.
- **Family Friendly Entertainment** – There is wide-spread recognition that the region's lakes and natural attractions are the South Cariboo's main visitor draw. However, there is a need to develop supporting activities that will keep visitors in the region longer.
- **Itineraries** – Attractions in the region can be grouped together into itineraries to make it easier for visitors to enjoy them. Similar attractions can be grouped together into single or multi-day itineraries that appeal to visitors seeking particular kinds of experiences (e.g. best fishing spots, best swimming lakes, best hiking trails, etc.).

Other notable product development opportunities included ecotourism, stargazing, and vehicle rentals (e.g. boats, ATVs, snowmobiles).



4. Maintaining Lake Access

Maintaining ready access to the region's many lakes was viewed by respondents as critically important to tourism in the South Cariboo. Concerns were raised over the quality of access roads and the quantity of parking at boat launches. Stories were also shared of visitors who avoided travelling in certain areas because their RV rental contracts do not permit driving on gravel roads. Respondents would like to see more done to maintain and expand access to the region's lakes.



5. Improving Tourism Marketing

In general, respondents felt that more could be done to market the South Cariboo region to visitors. Opportunities for improvement included developing updated visitor information materials, such as maps and brochures, increasing advertising, particularly in the shoulder and off-seasons, and developing additional signage, especially in rural/remote areas and to under utilized assets like Centennial Park.

Photos from the Destination Tour
Source: Expedition Management Consulting Ltd.

Destination Tour

From August 13–20, 2022, an assessment team from Expedition Management Consulting Ltd. toured the South Cariboo region. The main purpose of the tour was to experience the destination from a visitor's point of view in order to help identify strengths and growth areas in the visitor experience. The other purpose of the tour was to ground-truth information collected remotely about tourism assets.

The team travelled throughout the region, stayed at beautiful lake-side resorts, visited some of the main attractions, shopped at local restaurants and stores, and took in the sights and sounds of the stunning South Cariboo. During the tour, the team recorded what they observed through photographs and notes. The assessment team found tourism operators, businesses, and residents to be open and accommodating. They made us feel welcome.

Highlights of the team's time in the South Cariboo included paddling on the many pristine lakes, visiting the Bridge Lake Ice Caves, exploring the beautiful Mahood Falls and Canim Falls, shopping the Interlakes Market, experiencing the 108 Mile Heritage Site, and relaxing at Centennial Park in 100 Mile House.

Tourism Marketing

The assessment team utilized existing digital and hard copy tourism marketing materials to inform the schedule for the destination tour. For the most part, the materials were found to be visually appealing and contained engaging images. However, some of the materials did not support a seamless visitor experience. For example, the Discover South Cariboo website had links to external websites that did not work, outdated information (particularly in relation to festivals and events), and in some cases insufficient information for readers to access sought-after experiences. As an example, our team had difficulty finding the exact location of lakeside resorts and attractions along the Fishing Highway. We needed to zoom in on Google Maps to find out where to go to visit these assets. Furthermore, we found there to be a gap in terms of what is presented to visitors in tourism marketing and the large amount of experiences that are actually available to visitors. More can be done to tell the story of all the region has to offer.

The barriers described above make it challenging for visitors to find the experiences they are looking for and, ultimately, to convince them to visit. Updating and improving tourism marketing materials would serve the region well.



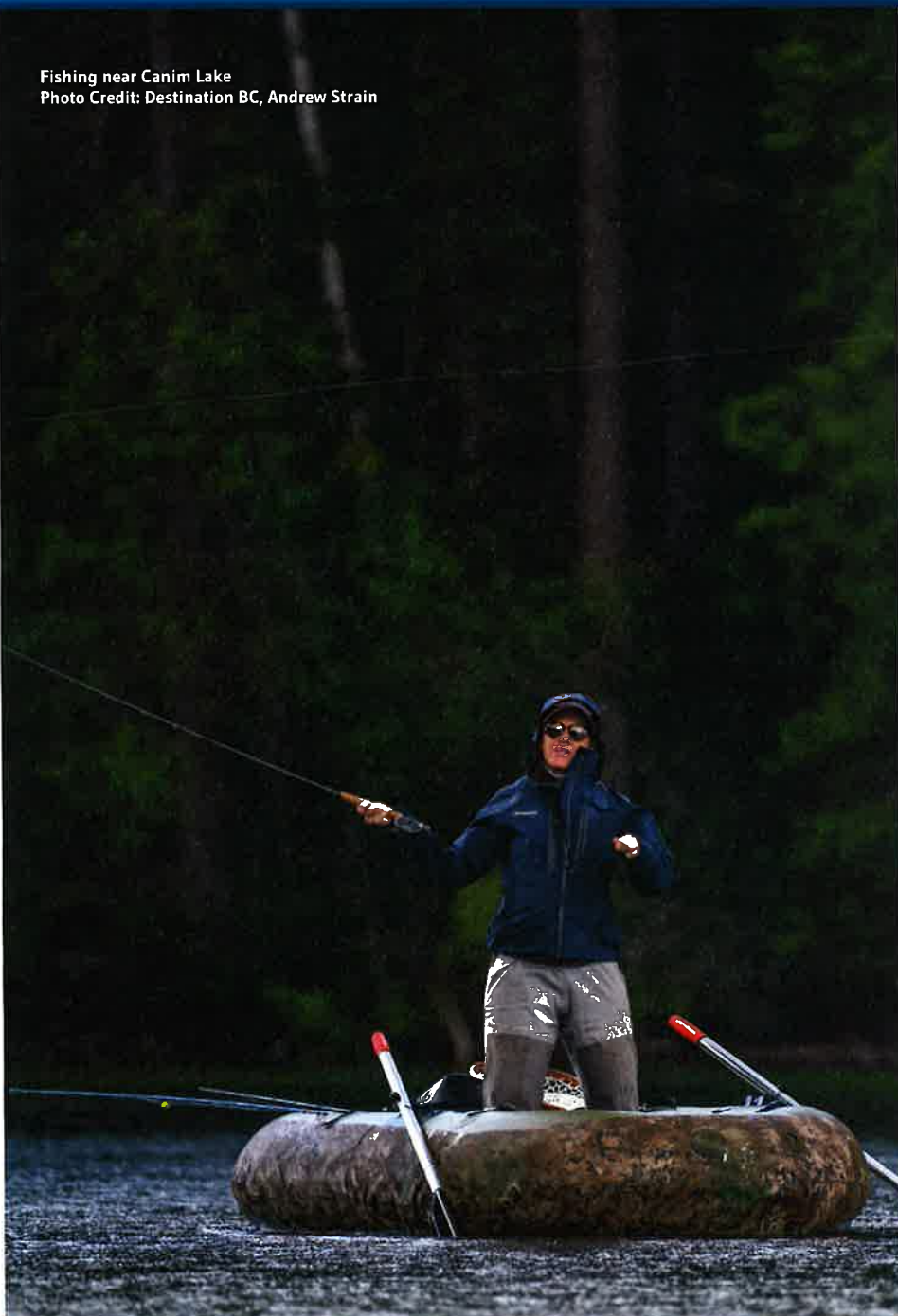
1. We rented a beautiful lakefront cottage on Lac des Roche.
2. We were fortunate to catch a glimpse of a bear on our way to the Bridge Lake Ice Caves.
3. We picked several buckets of saskatoon berries on our way to see the majestic Mahood Falls and Canim Falls.
4. View of Bridge Creek Falls in Centennial Park.
5. We visited downtown 100 Mile House for lunch and shopping. Centennial Park is a real gem!
6. 108 Mile Ranch Heritage Site (team member for scale). A very impressive log barn!

Family Biking
Photo Credit: Bednar

3

TOURISM ASSET INVENTORY

Fishing near Canim Lake
Photo Credit: Destination BC, Andrew Strain



This section provides the findings from the tourism asset inventory process. The asset inventory is intended to be a helpful resource that grows alongside the South Cariboo's tourism industry. As new assets are developed and existing assets are enhanced or change, the inventory should be updated to reflect these developments. Additionally, the inventory is focused on assets that are directly related to tourism. It is recognized that there are many more services and businesses located in the region that support and contribute in some way to the visitor economy (e.g. grocery stores, pharmacies, repair shops, etc.).

Summary of Inventory

The tourism asset inventory recorded 370 assets across 15 inventory categories. For each asset, the inventory identified the following information (where available):

- Asset Name
- Location
- Contact Information
- Description of the Product Offering
- Source of the Inventory Information
- Market Readiness (see Appendix A for a description of market ready standards)

Figure 1. Number of Assets per Category

Asset Inventory Category	Number of Assets Identified
Natural Attractions	123
Outdoor Recreation Attractions	15
Agritourism Attractions	4
Culture and Heritage Attractions	7
Indigenous Attractions	3
Culinary Attractions	13
Specialty Shops	13
Tour Operators	14
Festivals and Events	Small/Local (12) Large/Regional (8)
Fixed Roof Accommodations*	49 (548 rooms)
Campgrounds	37 (885 sites)
Food and Beverage Providers	20
Meeting Venues	14
Tourism Services	16
Community Assets	22
Total Number of Assets	370

*Many of these properties are lake-front resorts that also offer amenities to enhance the visitor experience, such as paddleboards, kayaks, boats, and other equipment rentals.

The number of assets recorded for each category is shown in Figure 1. To view the full asset inventory in Excel format, please follow this [link](#).

As a result of the asset inventory process, engagement process, and destination tour, we have identified strengths and gaps in the tourism product offering that is currently available to visitors and residents.

Tourism Product Strengths:

Accessible Lakes

The South Cariboo's many lakes are widely considered to be the region's main tourism draw. The lakes tend to be clean, well stocked with fish, and support excellent opportunities for water-based recreation such as boating, swimming, fishing, and paddling. The asset inventory identified 81 lakes in the South Cariboo region that are accessible to visitors. This significant supply of high-quality lakes is an important product strength of the region.

Resorts, Lodges, and Guest Ranches

Over the years, the region has attracted entrepreneurial hosts who built up a strong supply of resorts, lodges, and guest ranches. No two properties are the same and each has its own unique character. These special accommodations, and the activities they support, are a significant draw to the region for visitors seeking a stronger connection to the land and a more relaxed atmosphere.

Fishing

The region's many lakes support an abundance of fish species, which attracts anglers from far and wide. The famous Fishing Highway 24 runs through part of the South Cariboo, and fishing opportunities abound throughout the region. The South Cariboo is a fisherman's paradise.

Natural Attractions

The South Cariboo region is an attractive destination for those seeking to connect with nature and explore wild places. The region is well appointed with natural attractions such as lakes, forests, waterfalls, mountains, provincial parks, and wildlife. Highlights include the Bridge Lake Ice Caves, Mahood Falls, and Canim Falls. The region's large size can also be considered an asset with respect to natural attractions because few places become overcrowded. Outdoor enthusiasts flock to the region every year to experience the South Cariboo's natural offering.

Horseback Riding

Eight tour operators who offer horseback riding experiences were identified through the asset inventory process. This high number of operators indicates that this is an area of strength for the region.

Rodeos

Three rodeos were identified through the asset inventory process, including the Interlakes Rodeo, Bridge Lake Stampede, and the Little Britches Rodeo. These large events attract visitors from outside the region and showcase the South Cariboo's ranching heritage and cowboy culture.

Meeting Venues

The region, and the District of 100 Mile House in particular, is well-served for meeting venues that support business tourism. 100 Mile House is the commercial and business centre of the South Cariboo and regularly hosts meetings.

RV and Camp Sites

The region has 978 RV and camping sites, which provide ample opportunity for visitors to enjoy a more rustic stay in the South Cariboo.

Regional Service Hub

The District of 100 Mile House is a regional service hub for the South Cariboo. Visitors and tourism operators frequently travel to 100 Mile House to access services that support their experiences and product offerings. The community has an excellent VIC and has a variety of attractive assets like Centennial Park, events, and shopping.

Jumping into a Lake
Photo Credit: Jan Monteyne



Tourism Product Gaps:

Trails

The quantity and quality of formalized trails in the region is low. Existing trails lack variety in terms of length, difficulty, and appropriate use. The region would be well-served through the development and promotion of tourism orientated trails that can support a diversity of user types and skill levels.

Culture and Heritage

The South Cariboo region is rich in Indigenous and pioneer history. There are many compelling stories from the past including ancient Indigenous traditions, first contact and the fur trade, gold rushes, and cowboy culture. Unfortunately, the interesting culture and heritage of the region is not being shared in a way that is easily accessible or consumable for visitors. There is a lack of interpretation through museum facilities, signage, and tourism programs. More could be done to share this history with visitors, which has the added benefit of preserving it for future generations.

Supporting Attractions, Activities, and Entertainment

There is a lack of attractions, activities, and entertainment that support the region's main draw (i.e. the lakes). Activities that have broad appeal, particularly for families, are important drivers of extending visitor stays and spending. They also serve to diversify the product offering, which makes the destination a more appealing place to visit for a wider visitor market.

Agritourism Experiences

The South Cariboo has a long history of farming and ranching and maintains strong linkages to agriculture to this day. However, these linkages have not translated into significant agritourism development. Potential exists to transform the South Cariboo into an agritourism cluster given the number of farms, ranches, and locally produced food available in the region.

Market Ready Tourism Products

The South Cariboo region currently lacks market ready tourism products. This includes things like packages, guided tours, facility admissions, and other experiences that can be sold to visitors. Currently, exploration of the region and participation in activities is primarily self-directed by visitors. It is good that visitors are welcome to explore the region independently; however, the region could benefit through the development of purchasable tourism products that leverage existing assets and product strengths.

Shoulder and Off-Season Offerings

There is a lack of tourism-related offerings to draw visitors to the region in the shoulder and off-seasons. Mount Timothy Recreational Resort and the Fishing Highway's Ice Fishing Derby are notable exceptions. Although, more could be offered to consistently attract visitors outside of the high summer season. Particular opportunity lies with the region's lodges and resorts. These high-quality assets could be leveraged

to a greater degree for off-season product offerings (e.g. ice fishing, snowmobiling, dark sky viewing, etc.).

Indigenous Experiences

Indigenous history and culture in the form of tourism products is largely unavailable in the South Cariboo region. Several Indigenous-related events are hosted annually, such as the Canim Lake Pow Wow. However, these events primarily serve community purposes rather than tourism purposes. Given the area's long history as the Traditional Territory of the Secwepemc People, there may be opportunities for First Nations to leverage their cultural history for tourism growth.

Public Beaches

Public beaches are lacking at the region's many lakes. Visitors must often stay at a lake-front resort to access beach areas, and swimming next to boat launches is not an ideal alternative, especially for families with young children.

Transportation

There are no public transportation options or taxi services in the region. Therefore, all visitors must rely on themselves and their vehicles to travel throughout the destination.

Luxury Accommodations

There is a lack of high-end, luxury accommodations in the region as well as ecolodges not focused on fishing.

Mt. Timothy Chair Lift
Photo Credit: Tourism Activities



"The South Cariboo is a place where you can find absolute quiet. This is so hard to find in this busy world."

- Survey Respondent

4

OPPORTUNITY ASSESSMENT

A tourism opportunity assessment was conducted using Expedition Management Consulting Ltd.'s Tourism Opportunity Evaluation Tool. Several high potential product development opportunities were identified for future consideration. These are explained in further detail in this section.

Tourism Opportunity Evaluation Tool

The following set of criteria was used to assist in determining which tourism products and clusters have the greatest potential for development. The evaluation process placed high value on the current availability of assets and their level of market readiness. The assessment also carefully considered the product/market match of each opportunity.

Figure 2. Opportunity Assessment Criteria

Criteria	Description
1. Availability and Market Readiness	<ul style="list-style-type: none"> The opportunity is currently available in the South Cariboo region or could be developed with limited investment. The market readiness of the opportunity.
2. Unique and Authentic	<ul style="list-style-type: none"> Promotes an authentic experience that highlights what is unique and valuable about the South Cariboo region.
3. Market Demand	<ul style="list-style-type: none"> The opportunity reaches identified target markets. Limited competition exists relative to market demand.
4. Market Reach	<ul style="list-style-type: none"> The opportunity has the potential to be promoted year-round to leverage the brand of the region. The opportunity has the potential to attract the attention of the media.
5. Growth Potential	<ul style="list-style-type: none"> The opportunity has potential to achieve year over year growth in revenue, product, and visitation.
6. Return on Investment	<ul style="list-style-type: none"> The opportunity will produce a high return on investment.
7. Human Resource Requirements	<ul style="list-style-type: none"> Development of the opportunity will not put un-due stress on existing human resources.
8. Partner and Community Buy-In	<ul style="list-style-type: none"> The opportunity demonstrates commitment from partners. The community is open to sharing the opportunity with visitors.
9. Strategic Alignment	<ul style="list-style-type: none"> Development of the opportunity aligns with the strategic intent and organizational strategy of stakeholders.
10. Community Impact	<ul style="list-style-type: none"> The opportunity fosters the culture, health, and development of the community by enhancing community spirit.
11. Environmental Impact	<ul style="list-style-type: none"> The opportunity has minimal negative environmental impacts.
12. Physical Infrastructure Requirements	<ul style="list-style-type: none"> The community has the physical infrastructure in place to support development (e.g. roads, public facilities, accommodations, etc.).

Tourism Product Development Opportunities

The following product development opportunities are intended to be used as a guide to demonstrate high potential tourism offerings that can be offered in the South Cariboo region in the future. It is hoped that experience providers will use these examples to spark their own unique ideas, generate enthusiasm, and encourage collaboration in the development of new tourism product.

Fishing Highway Programs and Events

British Columbia possesses one of the best freshwater fisheries in North America. With over 20,000 lakes and 750,000 kilometres of fishable rivers and streams.⁴ One of BC's most exciting freshwater fishing destinations is the South Cariboo, and specifically the Fishing Highway. There is an opportunity to further develop the tourism experience surrounding the fishing industry. For example, there are clear links to culinary tourism. During our tour of the region no restaurants we visited served local fish, there were no fish fry events, and there were generally limited opportunities to consume local fish. There may also be an opportunity to develop a large signature event in the summer, fall, or spring focussed on celebrating and promoting the Fishing Highway. The District of 100 Mile House could be the central hub of such an event with the spokes being fishing lodges and lakes throughout the region. In addition, Highway 24 itself has limited reference to the Fishing Highway brand and limited promotions of this key tourism attraction.

As described below, the vast majority of anglers are male, and they tend to be older. Therefore, complementary programming focussed on females and youths will encourage the whole family to take a trip to the Fishing Highway.

Market Insights:

1. BC's Fresh Water Anglers spend \$498 million annually in BC.⁵
2. BC's Fresh Water Fishing generated \$299 million towards BC's GDP.⁶
3. During the 2018/19 season, 79% of all licenced anglers were male, while 21% were female. Additionally, 9% of licenced anglers were under 25 years of age, while 38% were 55 years or older.⁷
4. The top motivator for taking a fishing trip to BC is "to be close to nature". This is followed by "for relaxation" and "to get away from the routine".⁸

"The South Cariboo is a fishing haven."

- Survey Respondent

Family Friendly Entertainment

As described earlier, there is a need to provide activities that will encourage visitors to stay in the region longer. The region lacks the diversity of family activities and entertainment that many competitive destinations have. Examples of family friendly entertainment that could be developed include mini golf courses, adventure playgrounds, zip lines, petting zoos, events, and paintball courses. Cultural activities and performances suitable to multiple generations, experiential learning opportunities, and other immersive experiences would help round out the experience for visitors. Agritourism experiences are also a big hit with multiple generations (agritourism opportunities are described on the next page). As the central service hub and meeting place of the region, the District of 100 Mile House would be a logical location for these types of attractions to be located. Particular attention could be paid to indoor activities given that there is a lack of things for visitors to do on rainy days.

Family friendliness also means focusing on safety and security in all aspects of tourism development and delivery. Families should clearly recognize the region as a safe destination to eat, stay, and play.

Market Insights:

1. 83% of travelers plan trips together as a family.¹⁰
2. Family travel is predicted to grow at a faster rate than all other forms of leisure travel, partly because it represents a way to reunite the family and for family members to spend time with each other, away from the demands of work.¹¹
3. An estimated 75% of travellers plan their holiday around a milestone event such as a birthday, reunion, wedding, anniversary, or even holidays themselves to bring family members together.¹²
4. More families than ever are taking 'ed-ventures', which are long-term trips where children learn on the road.¹³

"The South Cariboo is rich in pioneer history, railroads, gold panning, and homesteading."

- Survey Respondent

Agritourism and Culinary

The South Cariboo Region has a significant opportunity to further develop its agritourism offering. One example of an agritourism offering is farm tours. Farm tours offer an experiential and often educational opportunity for visitors to celebrate agriculture and foster a deeper connection with their food and the people who produce it. The region has many farms and ranches that could offer farm tour experiences that would be attractive to visitors interested in learning about their food and agricultural lifestyles.

Closely linked to Agritourism is Culinary tourism, which is big business and is a focus of many competitive destinations. More than simply eating at local restaurants, culinary tourism adds value to the visitor experience by connecting producers and chefs; by featuring local culinary talent; and by creating new and memorable experiences that enable visitors to see, touch, smell, hear and taste the destination.¹⁴ The region lacks unique culinary experience offerings at the present time. Therefore, some development work will be needed to encourage enhanced culinary experiences. These could be located in the District of 100 Mile House to leverage its position as the central service hub of the region.

Market Insights:

1. Sampling local cuisine is consistently ranked among the top 5 activity preferences among BC's top domestic and international visitor markets.¹⁴
2. Culinary offerings are a top driver of domestic travel for 18 – 34 year olds. Eating and drinking local food is among the most popular activities for this travel segment when visiting a destination.¹⁵
3. Destination Canada targets Explorer Quotient profiles domestically and internationally that seek activities related to agritourism, including attending farmers' markets, visiting small towns and villages, and dining at restaurants offering local ingredients.¹⁶

"All the rodeos in our area are such great cultural entertainment for families."
- Survey Respondent

Outdoor Adventure

In British Columbia, outdoor adventure tourism is often defined as activities that present the participant with risk and challenge. Activities are often divided into two types: hard and soft adventure. Hard outdoor adventure, such as white-water rafting, tends to require more experience, better physical fitness, and presents more potential danger than soft outdoor adventure, such as wildlife viewing.¹⁶

The region has some stunning geography and terrain that could lend itself to a further developed outdoor adventure tourism offering. For example, there is an opportunity to enhance mountain biking trails and to build a mountain bike tourism cluster through enhancements to the trail infrastructure, rentals, tours, and programs. The region is in close proximity to Wells Gray Provincial Park and the District of Clearwater, which is an established outdoor adventure focal point. The region could leverage this opportunity through shared programming and promotions.

Market Insights:

1. 42% of Europeans and North and South Americans reported the main activity of their most recent trip (domestic or international) to be adventure related.¹⁷
2. Over 1.2 million people participate in British Columbia's commercial outdoor adventure tourism. US visitors and British Columbia residents are the most common participants in outdoor adventure tourism in British Columbia.¹⁸
3. According to the 2009/10 Outdoor Recreation Study: BC Resident Participants, published by Destination BC in 2013, the majority of British Columbia residents (91%) participated in at least one outdoor recreation activity during the past year.¹⁹

"The South Cariboo is special because of its beautiful nature, welcoming people, and relaxed atmosphere. Also, you can actually see the stars at night!"
- Survey Respondent

Activate 100 Mile House Downtown

There is potential to drive visitation to 100 Mile House's downtown area and transform it into a focal point for tourism activity in the region. This can be accomplished by activating the area with programming and events that would draw visitors in. Examples could include street markets and festivals, destination animation during peak visitation periods (see definition below), adding outdoor dining options such as patios, enhancing interpretation of historical and cultural aspects of the downtown, and other offerings that resonate with the region's visitor markets. New program development should always be paired with strong advertising and promotions to ensure the offerings are being shared with visitors.

Destination Animation

Smaller performances, interactive displays, and other experiences that take place repeatedly, mostly in the heart of a town, and help enliven the visitor experience²¹

Another asset in 100 Mile House that could be better leveraged for tourism is Centennial Park. This park is a fantastic community asset that both residents and visitors can enjoy. The park is located in close proximity to the downtown and includes a spray park, playground, picnic area, tennis courts, walking trails, waterfalls, skateboard park, washrooms, and campground facilities. The park can also be rented for large events. There is opportunity to expand the promotion of this park as a destination for visitors through enhanced signage and greater inclusion in tourism marketing materials.

Market Insights:

1. 80% of non-lodging visitor spending is estimated to take place in downtown areas.²²
2. Shopping and sampling local cuisine are among the top 5 activities for British Columbia's visitor markets.²³ These experiences are often provided in downtown areas.

"100 Mile House is an incredibly service-oriented and friendly town."

- Survey Respondent



Crafter's Market in 100 Mile House
Photo Credit: Expedition Management Consulting

5

NEXT STEPS AND CONCLUSION

Next Steps

In order to move forward with tourism development in the South Cariboo region, the following next steps are recommended.

1. Seek approval of the South Cariboo Tourism Asset Inventory from District of 100 Mile House Council.
2. Share the report and asset inventory resource widely with stakeholders, including businesses, tourism organizations, and governments.
3. Using this report as a key input, develop a Tourism Product Development Plan for the South Cariboo region.
4. Utilize this report to update and refresh digital and hard copy tourism marketing materials and ensure they provide sufficient information to visitors.
5. Consider completing a Value of Tourism Study to quantify the economic impact of tourism in the region.
6. Seek to leverage available grant funding and cooperative marketing funding to spur tourism planning and development.
7. Update the tourism asset inventory on an annual basis to ensure it will be a useful tool moving forward.

Tourism Product Development Planning

To begin bridging the gap in terms of the availability of market ready tourism product, the region should utilize the Tourism Asset Inventory as an input to undertake a Tourism Product Development Plan. The purpose of this initiative would be to produce a tactical plan that will set the local tourism industry on a path toward developing high potential tourism experience clusters in the South Cariboo region.

The report should develop action plans for each product development opportunity that will identify what steps stakeholders need to take in the short to medium term to develop the opportunity further. For example, the Tourism Asset Inventory suggests that family friendly experiences are an important opportunity for further development in the region. The Tourism Product Development Plan would identify key action items to move this product category closer to market ready status. That may include suggestions for itineraries, packaging, experience offerings, promotion, physical enhancements (such as equipment rentals and signage), and could identify partnerships with key organizations. The end result will be a document that will encourage action from private and public stakeholders interested in further developing tourism products in the South Cariboo region.

Conclusion

The South Cariboo Tourism Asset Inventory provides a comprehensive inventory of tourism assets in the region, identifies product strengths and gaps, and puts forward high potential product development opportunities for consideration. It is anticipated that this resource will be used by tourism stakeholders to support their efforts to grow the visitor economy in the South Cariboo and plan for future development.

Tourism operators in the South Cariboo are keen to continue their recovery from the impacts of COVID and get back to growing their businesses. Furthermore, with the resumption of travel activities, the visitor economy in the region is poised for growth. Now is the time for stakeholders to invest in tourism and expand the many economic, social, and environmental benefits it can provide.

Family Visiting Bridge Creek Waterfall
Photo Credit: Paulsen



108 Mile Ranch
Photo Credit: Destination BC, Michael Bednar

6

APPENDIX

Appendix A: Destination BC Market Ready Standards

Destination BC Market Ready Standards are broken down into three categories of “readiness” to assist tourism-related businesses in progressively increasing the quality and professionalism of their operation.²⁴

Visitor Ready

These criteria are used to determine if a tourism supplier is ready to offer “visitor ready” product to consumers.

Visitor Ready

- Refers to a business which has all of their licenses, permits and insurance in place in order to operate legally.

Criteria

The following criteria must be met if a business is to be classified as “visitor ready”. The business must:

- Maintain good standing of all applicable business licenses, insurance, and legislative requirements.
- Maintain a staffed business location with a set schedule of operating hours.
- Provide a contact telephone number or email contact year-round. If closed for season, provide automated response through voicemail and or email.
- Have branded on-site signage.

Market Ready

These criteria are used to determine if a tourism supplier is ready to offer “market ready” product to consumers.

Market Ready

- Refers to a business that markets to potential visitors; communicates with potential visitors year-round and is ready to accept advanced reservations.

Criteria

The following criteria must be met if a business is to be classified as “market ready”. The business must meet visitor ready criteria plus:

- Provide a published pricing policy.
- Have a published consumer billing, payment, and cancellation policy.
- Have marketing materials such as brochure, rack card or website.
- Have site based parking in close proximity.
- During operating season, maintain a 24-48 hour response time; or less, to inquiries and a 24 hour response time to reservation/booking requests.
- Be prepared to communicate and accept reservations by telephone, fax and/or e-mail and provide same day confirmation of booking arrangements.
- Have high resolution images and video footage for promotional and training purposes.
- Have frontline staff who are trained in customer service (such as WorldHost® or equivalent customer training program)
- Be an active stakeholder or eligible to become a stakeholder of your local tourism association.

Export Ready

These criteria are used to determine if a tourism supplier is ready to offer “export ready” product to international markets.

Export Ready

Refers to a business that markets to and through travel trade distribution sales channels, understands commission or net rate pricing, agrees to trade bookings and a cancellation policy.

Criteria

The following criteria must be met if a business is to be classified as “export ready”. The business must meet “visitor and market ready” criteria plus:

- Be in business at least one year, with a proven track record for safe and professional operation.
- Demonstrate an adequate budget and marketing plan that includes international tourism operators.
- Understand the roles played by receptive tour operators, tour operators, travel wholesalers, and retail travel agents and understand rack or retail pricing, agent commissions and wholesale net rates at each level.
- Be willing to include receptive tour operators in your marketing and sales plan and provide contracted wholesale net rates to receptive tour operators.
- Provide detailed pricing and program information to tour operators and wholesalers at least one year in advance of selling season.
- Be prepared to set up billing arrangements with the tour operator, wholesale agency or receptive tour operator.
- If you plan to pursue group business, ensure you are able to accommodate and adapt to the needs of the market (e.g. tour bus access and parking, washroom facilities, maximum group size, group pricing, and frontline staff that speak the language of your target markets).
- Carry adequate insurance (discuss this with your receptive operator as sometimes they can add suppliers to their existing policies at nominal cost).
- Provide support (free or reduced rates) for international media and travel trade familiarization tours.
- Offer currency exchange rates consistent with industry norms.

Centennial Park Playground
Photo Credit: Mitch Cheek



South Cariboo Tourism Asset Inventory Snapshot - Tourism Assets



South Cariboo Region

Cariboo Regional District Area G
Lac La Hache / 100 Miles

Cariboo Regional District Area H
Cawston Lake / Forest Service

Cariboo Regional District Area I
Lorneville / Interlakes

Cariboo Regional District Area J
Lorneville / Interlakes

Appendix C: References

- ¹ District of 100 Mile House. 2021. Capitalize on the 100 Mile Edge in Tourism.
- ² Expedition Management Consulting Ltd. (2022). South Cariboo Tourism Asset Inventory Proposal.
- ³ District of 100 Mile House. 2022. Request for Proposal – Tourism Asset Inventory.
- ⁴ Go Fish BC. (2019). BC Freshwater Sport Fishing Economic Impact Report.
- ⁵ Go Fish BC. (2019). BC Freshwater Sport Fishing Economic Impact Report.
- ⁶ Go Fish BC. (2019). BC Freshwater Sport Fishing Economic Impact Report.
- ⁷ Go Fish BC. (2019). BC Freshwater Sport Fishing Economic Impact Report.
- ⁸ Go Fish BC. (2019). BC Freshwater Sport Fishing Economic Impact Report.
- ⁹ Retrieved from: <https://www.traveldailynews.com/post/83-of-travelers-plan-trips-together-as-a-family>
- ¹⁰ Schanzel, H., Yeoman, I. and Backer, E. (Eds) (2012), Family Tourism: Multidisciplinary Perspectives, Channel View, Bristol.
- ¹¹ Heike A. Schänzel Ian Yeoman , (2015), "Trends in family tourism", Journal of Tourism Futures, Vol. 1 Iss 2 pp. 141 - 147
- ¹² Retrieved from: <https://www.theguardian.com/travel/2016/jan/29/is-world-schooling-kids-selfish-family-travel-adventures>
- ¹³ Alberta Culinary Tourism Alliance. (n.d.). Culinary Tourism Event Handbook.
- ¹⁴ Destination British Columbia. (2021). Market Profiles.
- ¹⁵ Destination Canada. (2015). Canada Millennial Domestic Travel Summary Report.
- ¹⁶ Foothills Tourism Association. (2021). Agritourism Research Summary Report.
- ¹⁷ Destination BC. (2014). Outdoor Adventure Sector Profile.
- ¹⁸ Destination BC. (2014). Outdoor Adventure Sector Profile.
- ¹⁹ Destination BC. (2014). Outdoor Adventure Sector Profile.
- ²⁰ Destination BC. (2014). Outdoor Adventure Sector Profile.
- ²¹ Tourism Whistler. (2008). Whistler Event Tourism Strategy.
- ²² Roger Brooks. (2019). Downtowns and Tourism.
- ²³ Destination BC. (2021). British Columbia Market Profile.
- ²⁴ Destination BC. (nd). Market Ready Standards.



DISTRICT OF 100 MILE HOUSE

M E M O

Date: November 29, 2022
To: Mayor & Council
From: Administration
Subject: Permissive Tax Exemption

The Royal Canadian Legion Branch No. 260 has requested to have their property located at 933 Alder Avenue exempt from taxation.

The current legislation within the Community Charter Division 7, Section 224 reads as follows:

A council may, by bylaw in accordance with this section, exempt land or improvements, or both, referred to in subsection (2) from taxation under section 197 (1) (a) [*municipal property taxes*], to the extent, for the period and subject to the conditions provided in the bylaw.

(2) Tax exemptions may be provided under this section for the following:

(a) land or improvements that

(i) are owned or held by a charitable, philanthropic or other not for profit corporation, and

(ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;

The Royal Canadian Legion was denied a previously requested permissive tax exemption in 2011. Council had assessed the request acknowledging the generous contributions and community involvement, subsequently it was denied on the basis that the Legion was, in Council's view, a duly licensed club/lounge that directly or indirectly

competes with other business entities serving food/alcohol in the community – Council viewed a tax exemption as an unfair competitive advantage.

The current District Permissive Tax Exemption policy (4.11) clearly states:

s.3. Principal use of property meets Council's objectives. The "Principal use of the property" refers to the use related directly to the principal purpose of the organization owning the property. Permissive tax exemptions will be based on the principal use of the property, not the non-profit or charitable services of the organization.

s.5. Applications will NOT be considered that:

- (a) Conduct any retail operation as an independent business on commercial property that could compete with privately owned facilities providing a similar service; or*
- (b) Provide liquor and/or meal services as their primary function.*

The Royal Canadian Legion is currently a Class 01 (Residential) and Class 06 (Business) property. The total 2022 assessment of the property was \$326,100. The 2022 property taxes collected were \$5,222.26 and broken out as follows:

MFA:	\$0.16
BC Assessment:	\$30.06
Arena:	\$170.10
Police:	\$173.49
CCRHD:	\$490.34
CRD:	\$590.90
School:	\$1,056.42
Municipal:	\$2,322.20
Frontage Tax:	\$388.60 (N/A to Exemption)

Exploring how other municipalities consider exemptions for Legions the amount provided varies; decisions were to provide none, partial, or full exemptions based on the property classification.

It is of interest that one municipality had granted an exemption and it was overturned by the BC Assessment Board based that the sale and consumption of alcohol was not a purpose that was directly related to the purpose of a charitable, philanthropic or not for profit corporation. The board based their decision that the portion of the building that is used as a bar, lounge or restaurant is not eligible for a Permissive Exemption.

Should Council approve an exemption the deadline has since past for the 2023 Assessment Roll, it would not be applied until the 2024 taxation year. The amended Bylaw must be submitted to BC Assessment no later than October 31st.

Included for your reference are the current Property Tax Exemption Bylaw #1354, the Property Tax Exemption Policy and the BCAA Appeal Board decision and order related to a Legion property tax exemption.

Council may grant a tax exemption or other options agreed to through discussion, or, Council may deny the tax exemption request.

Council's direction is requested.

Tammy Boulanger
Director of Finance

Endorsed by:


Roy Scott, CAO



THE ROYAL CANADIAN LEGION

BRANCH No. 260
P.O. BOX 547,
100 MILE HOUSE, B.C.
V0K 2E0

RECEIVED

NOV 29 2022

DISTRICT OF 100 MILE HOUSE
BRITISH COLUMBIA

November 29, 2022

Mayor Maureen Pinkney and City Council

City Hall, #1-385 Birch Avenue,

100 Mile House, BC V0K 2E0

Dear Mayor Pinkney and Council Members:

We, the members, Executive Committee and volunteers of Royal Canadian Legion Branch @260 have reopened and are delighted to once again be able to participate and donate to community events and organizations.

Accordingly, the purpose of this letter is to request that Council give consideration towards granting Branch #260 a property tax exemption. We have faced financial difficulties and various other problems in reopening, being able to pay staff and help support the community as we are dedicated to doing. This assistance takes the form of bursaries for students who require financial assistance, numerous community organizations and individuals. All written requests are considered as long as the requests reflect a Legion, military or RCMP affiliation.

Even though we operate a social lounge, all proceeds after expenses, are committed to assisting in the community. We are a not-for-profit facility.

Enclosed please find letters of support submitted by Captain Shawn Dulmage of 2887 Canadian Army Cadet Corps /regional Cadet Support Unit (Pacific); Caitlin Currie, Principal of Peter Skene Ogden Secondary School; Lori Fry of the White Cane Club; and Patsy Granberg of the Parkside Art Gallery. Also enclosed is a brief list of organizations to which we donate. Individual bequests maintain strictest confidentiality.

Should this request for property tax exemption be granted, all proceeds will go toward further enhancing Branch #260's support to the community.

Your consideration of this request for property tax exemption is most appreciated. Ken Mills, past President, members of the new executive and I look forward to attending the December 13th Council Meeting. On behalf of the members, Executive Committee and volunteers of Branch#260,

Most sincerely,

Joni Guenther, President

ROYAL CANADIAN LEGION BRANCH #260

P.O Box 547, 100 Mile House, BC V0K 2E0

Some of the organizations to which Legion #260 donates:

From 2016 – Eclectica Choir \$250.00

2887 Cadet Corps \$2550.00

100 Mile Community Club \$200.00 for Christmas

100 Mile Food Bank \$250.00 for 10 turkeys for Turkey Day Christmas Fund

South Cariboo Health Foundation \$1000.00 for Christmas Fund Drive for medical equipment

Donations made in 2019:

Kokoro Judo Club \$500.00

Loaves and Fishes \$500.00

Special Olympics \$500.00

White Cane Club \$500.00

100 Mile Hospital Auxiliary \$2200.00 for Sara Lift

Eclectica Choir \$600.00

Peter Skene Ogden \$950.00 for barbecue

The Goat radio station \$625.00 for Christmas turkey day

There was then an hiatus during Covid and Legion closure: however, in October of this year we donated \$6000.00 to 2887 Cadet Corps.



To 100 Mile District Council.

02Nov2022

Please accept this letter to confirm that Branch 260 Royal Canadian Legion serves as Sponsor to 2887 Royal Canadian Army Cadets. This Corps has served the community of 100 Mile house for over 50 years, and provides a safe, structured, and welcoming activity for youths aged 12-18 years inclusive, both boys and girls.

Branch 260 is the primary sponsor of this Cadet Corps and as such provides us with significant financial as well as Ceremonial support of our Cadet Program. Without a sponsor the Cadet Corps cannot function and would no longer continue in our community.

During the course of our training year, we receive funds from Branch 260 to enable us to provide a program to the youth of 100 Mile House which promotes Leadership, Citizenship, and Physical fitness. This is done at no cost to the parents of the youth involved. The Cadets take part in events such as the Remembrance Day parade, the Poppy campaign, as well as the Veteran's dinner given by the Legion.

The Legion also provides the Corps with the venue to hold our annual Kiska Dinner, the Cadets' Christmas banquet.

Camp Canama is a property leased by the Legion which they provide to the Cadets as a field training area. This year the Corps will conduct between 4-5 week-end exercises with the Cadets training in Survival skills, Map and Compass, Improvised shelters, Canoeing and Marksmanship, among other activities at Camp Canama. This facility enables us to provide our Cadets with first class opportunities in the outdoors.

Officers from the Legion attend parades and ceremonies at the Cadet Corps, such as our Annual Ceremonial Review, presenting awards and medals to deserving youth in the Corps.

In closing, 2887 RCACC wishes to express our appreciation for the continued support of the Legion Branch 260 in 100 Mile House, and look forward to the continuing support of the Royal Canadian Legion.

Sincerely,

Captain/ Capitaine Shawn Dulmage

Administration Officer, 2887 Royal Canadian Army Cadet Corps/ regional Cadet Support Unit (Pacific)

Vice Chief of Defence Staff/ Canadian Armed Forces

shawn.dulmage@cadets.gc.ca /Tel:250-395-1181 or 250-395-5290 cell 250-706-9448

Officier d'Administration, 2887 Corps de cadets royaux de l'Armée canadienne/Unité régionale de soutien aux cadets (Pacifique)

Vice-Chef d'état-major de la Défense/ Forces armées canadiennes

shawn.dulmage@cadets.gc.ca /Tél:250-395-1181 ou 250-395-5290 cellulaire 250-706-9448

south cariboo arts
& culture society (scacs)

250-395-2021
parksidcentre@shaw.ca



Physical Address:
Parkside Art Gallery
401 Cedar Ave
100 Mile House, BC

Mailing Address:
SCACS
Box 1210,
100 Mile House, BC V0K 2E0

November 7, 2022

To Whom it may concern:

I wish to state that the 100 Mile House branch of Royal Canadian Legion has shown support to our Gallery in its goal to raise funds.

Although our project did not go through, they showed compassion to our cause and follow-through, in providing a grant of \$950 to support a project intended to improve accessibility to our building.

We are grateful that this organization exists and that they are willing to respond to community interests, by providing financial support.

Trusting this is satisfactory.

A handwritten signature in blue ink, appearing to read 'P. Granberg'. The signature is fluid and cursive.

Patsy Granberg,
Parkside Art Gallery



Serving the Cariboo Since 1991

100 Mile House & District
Blind & Visually Impaired White Cane Club
PO Box 1232, 100 Mile House, BC V0K 2E0
Tel: 250-395-2452 Email: ODIFRY@shaw.ca
A Chapter of the Canadian Council of the Blind (CCB)
"The CCB not the CNIB"

November 9, 2022

ROYAL CANADIAN LEGION BRANCH #260

PO Box 547

100 Mile House, BC V0K 2E0

C/O President, Joni Guenther

Joniguenther1942@gmail.com

**RE: Letter of Support For Property Tax Exemption
On Behalf Of Royal Canadian Legion Branch #260**

TO WHOM IT MAY CONCERN

I am writing as a representative for the 100 Mile House & District Blind & Visually Impaired White Cane Club, best known locally as the White Cane Club (WCC).

As a member and volunteer of the White Cane Club which is a Chapter of the Canadian Council of the Blind (CCB), I am proud to tell you that the CCB was founded in 1944 by blinded war veterans and as a result, has allowed the CCB to develop a good working and support based relationship with Legion Branches across Canada.

Locally, the WCC and the RCL Branch #260 have a long standing relationship that has been most beneficial to the low vision and blind community. Support provided to the WCC from RCL Branch #260, both financially and otherwise, have helped to provide resources that may not have been possible without such assistance.

Over the past thirty one years, the WCC has been able to establish, implement and maintain a variety of programs that include Eye Care; Assistive Devices & Technology along with social and recreational activities. Resources such as these are extremely important and valuable to people who are visually impaired, blind, or deaf-blind. Extreme emphasis is placed on community involvement, integration, rehabilitation, education and awareness of vision loss along with efforts towards prevention of eye disease and the overall promotion of good and fair eye care.

There is no doubt that the Royal Canadian Legion Branch #260 has been an integral part of the WCC in 100 Mile House over the past three decades. Without the support from the Legion, The White Cane Club may not have had such longevity or been able to provide the support to their members and others in the community as needed.

It is difficult to describe the vital role that the RCL Branch #260 plays within our community in a few short words or paragraphs so I will conclude by saying as we have so many times over the years, That we are so very proud and grateful to have this relationship and how much we need and benefit from the services and support provided to the blind community by the Legion. It is about community helping community and the Legion helps to make this possible so it seems rather sensible to help the Legion Branch #260 by seriously considering a decision in their favour for a property tax exemption.

L'est We Forget,

Lori Fry

Director, Public Relations & Fund Development



Peter Skene Ogden Secondary School

OFFICE OF THE PRINCIPAL

PO Box 910
100 Mile House, BC
V0K 2E0
Ph: 250-395-2461
Fax: 250-395-2649

Royal Canadian Legion #260
Box 547,
100 Mile House, BC
V0K 2E0

November 9, 2022

To Whom it May Concern,

The Royal Canadian Legion provides a bursary to a graduating student in financial need at Peter Skene Ogden in the amount of \$500.00 every year. The student must show proof to be a child or grandchild of a veteran and provide a 250-500 essay about themselves.

This bursary has benefited our students immensely since 2020 and we hope continues to do so.

Sincerely,

Caitlin Currie
Principal



DISTRICT OF 100 MILE HOUSE

Policy & Procedures Manual

4.11 PERMISSIVE TAX EXEMPTION

A permissive tax exemption is a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically.

There is no obligation for Council to grant a permissive tax exemption.

BACKGROUND

Municipalities in British Columbia may exempt certain properties from property taxes by passing a bylaw in accordance with Division 7-Permissive Exemptions of the *Community Charter*.

ELIGIBILITY CRITERIA

1. Subject Property must be one of the following:
 - (a) Land and/or improvements owned, or in specific situations, leases, or;
 - (b) Land and/or improvements ancillary to a statutory exemption under section 220 of the *Community Charter*
2. Nature of organization must be:
 - (a) Non-profit organization;
 - (b) Charitable/philanthropic organization;
 - (c) Athletic or Service Club/Associations;
 - (d) Partner of the municipality by agreement under section 225 of the *Community Charter*;
 - (e) Other local authority; (i.e. Regional District), or
 - (f) Organization eligible under statutory exempt under section 220 of the *Community Charter*.
3. Principal use of property meets Council's objectives. The "principal use of the property" refers to the use related directly to the principal purpose of the organization owning the property.

Permissive tax exemptions will be based on the principal use of the property, not the non-profit or charitable services of the organization.



DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

4. No permissive exemptions will be considered for organizations or properties providing housing services considered to be the responsibility/authority of senior levels of government such as care homes and private health care facilities.
5. Applications will **NOT** be considered that:
 - (a) Conduct any retail operation as an independent business on commercial property that could compete with privately owned facilities providing a similar service; or
 - (b) Provide liquor and/or meal services as their primary function.

APPLICATION PROCESS

1. Permissive exemptions will normally be provided for a period of up to five years. Applications received off cycle will be corresponded with the tax exemption cycle. During the five-year period, updated information is not necessary unless significant changes, financial or otherwise, occur. All permissive tax exemptions must be renewed by application every five years on the District of 100 Mile House Permissive Tax Exemption application form. (**Attachment "C"**) Exemption must not be assumed, even if obtained in a prior cycle.
2. The opportunity to apply will be advertised once in the local newspaper the first week in June and on the District's web page. Letters will be mailed to tax exemption recipients whose exemption duration is expiring.
3. Applications must be received by July 15th in each applicable year for exemptions that begin in the subsequent year. Applications received after the deadline or applications which do not include all required information will not be considered.
4. Applications must be in the prescribed form and must include:
 - a) copy of most current Financial Statement
 - b) copy of Financial Budget for the current year;
 - c) scale drawing of property, that includes buildings, parking lots, landscaping, playgrounds, fields, etc.;



DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

- d) copy of State of Title Certificate or Lease Agreement, as applicable;
 - e) description of any third party use of the subject land/improvements including user group names, fees charged, conditions of use.
5. All recipients of tax exemptions from the District of 100 Mile House are required to publicly acknowledge the exemption.
 6. The organization must justify the need for the services and may be required to make a presentation to Council.
 7. The organization must be seen to be working towards self-sufficiency by seeking funding from other sources.
 8. The organization may be required to show evidence of ongoing, active volunteer involvement.
 9. Where the applicant leases a portion of the land/improvements from a third party or where the applicant leases a portion of land/improvements to a third party, the applicant must provide assessment details from the British Columbia Assessment Authority regarding the leased versus un-leased portions.
 10. Only that part of the property used for non-profit activities will be considered for exemption. Commercial activities will be excluded.

ADMINISTRATION

1. The Financial Administration Department will review all applications for completeness and contact the applicant if additional information is necessary.
2. The Financial Administration Department will prepare a summary report of applications and bylaw for presentation to Council no later than the first week of October for approval and adoption prior to October 31st of each year.



DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

3. A public notice will be placed in the local newspaper of the proposed bylaw. The notice will include:
- a) Property subject to bylaw;
 - b) Description of the proposed exemption
 - c) Number of years the exemption will be provided
 - d) Estimate of the amount of taxes that would be imposed on the property if it were not exempt for the year of exemption and following 4 years.

Public notice will be in accordance with Section 94 of the *Community Charter*.

DISTRICT OF 100 MILE HOUSE

Bylaw No. 1354

**A bylaw to provide tax exemption in accordance with Section 220 and Section 224 of the
Community Charter for a five year term.**

WHEREAS Division 6, Section 220 of the Community Charter exempts from taxation certain buildings and the lands on which the buildings stand;

AND WHEREAS Division 7, Section 224 the Community Charter provides that the Municipal Council may by bylaw, exempt from taxation certain lands and improvements and the lands surrounding certain buildings;

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

- 1) That the following properties are hereby exempted from taxation, provided that such properties are used for the purpose of public worship as set out in section 220(1)(h) and section 224(2)(f) of the Community Charter:
 - a) Lot 16, Plan KAP12075, District Lot 31, Lillooet Land District,
Civic Address: 49 Dogwood Avenue
Owner: Trustees of the 100 Mile House Pastoral Charge
Folio 557-00140.000
 - b) Lot 1, Plan KAP18910, District Lot 32, Lillooet Land District,
Civic Address: 566 Birch Avenue
Owner: Evangelical Free Church of America
Folio 557-00295.240
 - c) Lot 1, Plan EPP17183 District Lot 32, Lillooet Land District & DL 2136
Civic Address: 440 Horse Lake Road
Owner: Christ the King Evangelical Lutheran Church
Folio 557-00600.072
 - d) Lot B, Plan KAP89661, District Lot 33& 4175, Lillooet Land District,
Civic Address: 550 Exeter Truck Route
Owner: Bethel Chapel Society
Folio 557-40029.550
 - e) Lot 13, Plan KAP11931, District Lot 2138, Lillooet Land District
Civic Address: 106 Blackstock Road
Owner: Fraser Basin Property Society
Folio 557-41051.065
 - f) Lot 1, Plan 15598, District Lot 2142, Lillooet Land District,
Civic Address: 146 Blackstock Road
Owner: 100 Mile House Sikh Society
Folio 557-41053.025

- 2) That the following properties are hereby exempted from taxation, provided that such properties are used for the purposes of a hospital as set out in section 220(1)(j) and 224(2)(h) of the Community Charter:
- a) Lot A, Plan KAP14958, District Lot 32, Lillooet Land District, except Plan H8042 & KAP56903
Civic Address: 555 Cedar Avenue
Owner: Interior Health Authority
Folio 557-00277.000
 - b) Lot 1, Plan KAP61939, District Lot 32, Lillooet Land District.
Civic Address: Horse Lake Road
Owner: Interior Health Authority
Folio 557-00600.180
- 3) That the following properties are hereby exempted from taxation, provided that such properties are used for the purposes of a charitable, philanthropic or other not for profit activities and are used for a purpose that is directly related to the purposes of the corporation as set out in section 224(2)(a) of the Community Charter:
- a) Lot 4, Plan KAP8751, District Lot 32, Lillooet Land District
Civic Address: 410 Cedar Avenue
Owner: Cedar Crest Society for Community Living
Folio 557-00254.500
 - b) Parcel A, Plan KAP18594, District Lot 4847, Lillooet Land District.
Civic Address: 811 Spruce Avenue
Owner: Cedar Crest Society for Community Living
Folio 557-00656.000
 - c) Lot 11, Plan KAP8930, District Lot 31, Lillooet Land District
Civic Address: 345 Cedar Avenue
Owner: Cedar Crest Society for Community Living
Folio 557-00081.000
 - d) Lot B, Plan KAP25848, District Lot 32, Lillooet Land District except Plan KAP81196 and DL2139
Civic Address: 155 Wrangler Way
Owner: The Nature Trust of B.C.
Folio 557-00295.263
 - e) Lot 8, Plan KAP8751, District Lot 32, Lillooet Land District
Specifically that portion of the building as outlined on Schedule "A" attached to and forming part of this bylaw.
Civic Address: 215 Fourth Street
Owner: Roberta & Ronald Bazan
Lessee: Canadian Red Cross
Folio 557 00258.000

- 4) That the following properties are hereby exempted from taxation, provided that such properties are used for the purposes of a public park or recreation ground or for public athletic or recreational use as set out in section 224(2)(i) of the Community Charter:
- a) Lot 17, Plan KAP8066, District Lot 31, Lillooet Land District,
Civic Address: 250 Cedar Avenue
Owner: 100 Mile House Community Club
Folio 557-00042.000
 - b) Lot B, Plan KAP21383, District Lot 31, Lillooet Land District
Civic Address: 265 Birch Avenue
Owner: 100 Mile House Community Club
Folio 557-00066.500
 - c) District Lot 1999, Lillooet Land District, Covering that PCL or Tract of Land in the Vicinity of for Community Recreational Purposes, Lease/Permit/Licence #705384
Civic Address: 500 Ainsworth Road
Owner: 100 Mile Nordic Ski Society
Folio 557-00249.004
 - d) Lot 1, Plan KAP48360, District Lot 32, Lillooet Land District
Civic Address: 501 Cedar Avenue
Owner: Cariboo Elders Building and Recreation Society
Folio 557-00295.560
 - e) District Lot 1999, Lillooet Land District,
Civic Address: 900 Ainsworth Road
Owner: 100 Mile House Snowmobile Club 1987
Folio 557-40981.620
- 5) That the following properties are hereby exempted from taxation, provided that such property is used or occupied by a religious organization, as tenant or licensee, for the propose of public worship as set out in section 224(2)(g) of the Community Charter:
- a) Lot 1 Plan KAP87068, District Lot 31, Lillooet Land District
Specifically the building known as the Chapel and the corresponding portions of land as outlined in Schedule "B", attached to and forming part of this bylaw.
Civic Address: 98 Cecil Place
Owner: District of 100 Mile House
Lessee: Emissaries of Divine Light, British Columbia
Folio # 557-00175.253
- 6) That the land and improvements described above shall be exempt from taxation, imposed under Section 197(1)(a) of the *Community Charter*, for the years 2020, 2021, 2022, 2023 and 2024.
- 7) That "Tax Exemption Bylaw No. 1269, 2014 is hereby repealed in its entirety and all amendments thereto.

- 8) That this Bylaw may be cited as the ***"Tax Exemption Bylaw No. 1354-2019."***
-

READ A FIRST, SECOND AND THIRD TIME this 10th day of September, 2019.

ADVERTISED this 19th day of September, 2019.

ADVERTISED this 26th day of September, 2019..

ADOPTED this 8th day of October, 2019.

Mayor

Corporate Administrator

Decision and Order

Legion Properties/Issues: Board's jurisdiction to determine whether permissive tax exemptions were improperly allowed/Do properties meet requirements of s. 341 of the *Local Government Act* with respect to ownership and use?/Equity in exemptions/Decision: Subject properties are 2 strata title properties owned by the Legion (one is a lounge and the other is a hall) and one property owned by the Order of Eagles consisting of a meeting hall and lounge/Board has jurisdiction to determine whether the municipal decision was beyond the powers granted by legislation/If it is clear that a property does not fit the description in the Act, Board can determine exemptions were improper/Equity in exemptions applies within municipality or rural area, not throughout province/Legion is a charitable or philanthropic organization; not necessary to make this determination for the Eagles/Legion hall meets requirements for exemption/Legion lounge and Eagles property do not as they are not used exclusively for charitable or philanthropic purposes

IN THE MATTER OF AN APPEAL PURSUANT TO S. 50 OF THE ASSESSMENT ACT

CONCERNING:

Assessor Of Area #08 - North Shore/Squamish Valley

APPELLANT

AND

Royal Canadian Legion North Shore #118
Fraternal Order Of Eagles North West Aerie #2638

RESPONDENTS

Appeal Nos.: 2003-08-00082; 2003-08-00083
Refer to as: Area 08 v. Royal Canadian Legion North Shore Et Al
(2004 PAABBC 20040565)
Date of Decision: July 14, 2004
Properties: 08-44-221-133030.000 170 3rd St W, City of North Vancouver
08-44-221-994102.001 121 15th St W, City of North Vancouver
08-44-221-994102.002 121 15th St W, City of North Vancouver
Heard: By Written Submissions, last received on June 18, 2004
Panel: Sheldon Seigel, Panel Chair
Submissions By: Guy Holeska, for the Appellant
Donald Livingstone, for the Respondent

INTRODUCTION

Royal Canadian Legion Branch #118 (Legion)

[1] The Legion owns two strata-titled properties, which are subject of this appeal. The Legion properties are located at 123 15th Street West, North Vancouver. They are located in a strata-titled residential complex consisting of 52 residential units, 1 commercial unit, and the two strata titled Legion properties. The Building is described by several distinct legal titles. The two Legion properties occupy one floor of the building and consist of Strata Lots 1 and 2.

[2] Strata Lot 1, is used as a lounge. It is comprised of 5,241 square feet. It contains a bar with refrigeration and alcohol storage, indoor seating, two patios with additional seating, washrooms, two offices a storage area and fixtures, and facilities consistent with a lounge. It is open seven days per week. It is not used for any purpose other than those of a drinking establishment or lounge.

[3] Strata Lot No. 2 is a meeting room used by both the Legion and by the public for meetings. It is comprised of 2,924 square feet. It contains the main meeting hall, a small meeting room, washrooms and a food preparation and storage area. The large hall is used for meetings of the general members of the Legion and small meeting room for meetings of the executive of the Legion. The two rooms are used as such approximately three times per month on a scheduled basis. There is a covenant on title requiring that the meeting halls be available to community non-profit groups for meetings at no charge 50% of the time. The remainder of the time, the halls may be used for Legion meetings or rentals to the public.

[4] The Royal Canadian Legion is a body corporate, incorporated by federal enactment. The Legion is a branch of the Royal Canadian Legion.

[5] The Legion received a grant of \$32,000 from the City of North Vancouver in 2003.

The Fraternal Order of Eagles North West Aerie #2368 (Eagles)

[6] The Eagles owns a property located at 170 3rd Street West, North Vancouver. This property is also subject of this appeal. The Eagles property is improved with a two story masonry concrete block building. The main floor is comprised of 7,350 square feet and consists of two meeting halls, an office, a kitchen, washrooms and a storage area. The second floor is comprised of 4,361 square feet. It contains a lounge with a bar area, a smoking room, a storage closet, washrooms, and a small office.

[7] The main floor halls are used by the members, four times per month on a scheduled basis and for Bingo, twice per week in the evenings. It is also available for dances, weddings, and for miscellaneous day rentals on an irregular basis.

[8] The second floor lounge is restricted to use by members and their guests. It is open regular hours, seven days per week. It is not used for any purpose other than those of a drinking establishment or lounge.

[9] The Eagles is an incorporated society. It does not receive any public funds from any level of government.

General

[10] Both the Legion and the Eagles donate funds raised to charities and charitable causes.

[11] On October 7, 2002, the Corporation of the City of North Vancouver (the City) passed Bylaw No. 7450, exempting the Legion properties and the Eagles property from property tax along with several other properties.

[12] The exemptions were granted pursuant to section 341 of the *Local Government Act* R.S.B.C. 1996, c. 323 (Act). No subsection was identified in the Bylaw.

[13] The exemptions were granted for the single taxation year 2003.

[14] The Appellant challenged the exemption on the basis that the requirements of section 341 of the *Act*, as to ownership and use of the properties, was not met and the exemptions therefore are *ultra vires* of the City.

[15] By *Interim* decision 2004 PAABBC 20031730, this Board determined that it has the jurisdiction to determine the issue of whether permissive tax exemptions granted in relation to the Respondents' properties by bylaws passed by the City were improperly allowed because of relevant ownership and use requirements specified in section 341 of the *Act*.

ISSUES

[16] The issues are:

1. Should the Board exercise its jurisdiction to determine the issue of whether permissive tax exemptions granted in relation to the Respondents' properties by bylaws passed by the City were improperly allowed?
2. Do the properties fit within the requirements of section 341 of the *Act*, with respect to ownership and use?

SUBMISSIONS

Should this Board exercise its jurisdiction?

[17] The Respondents argued that notwithstanding the *interim* decision that this Board has jurisdiction to review the propriety of the exemptions allowed by Bylaw, it should not exercise that jurisdiction. In support of their argument, the Respondents' cited:

- *Nanaimo (City) v. Rascal Trucking Ltd.* [2002] 1 S.C.R. 342
- *Kruse v. Johnson* [1898] 2 Q.C. 91
- *Shell Canada Products Ltd. v. City of Vancouver* [1997] 1 S.C. R. 31

[18] The thrust of these cases is that judicial deference should be paid to elected government officials with respect to decisions they make because those officials are in the best position to balance complex and divergent interests and are accountable to their constituents. Further, municipal bylaws should not be reviewed for reasonableness by another authority.

[19] The Respondents also argued that this Board decided in *Area 14 v. Iglesia Ni Christo Et Al* (2003 PAABBC 20030824), that the change from the *Municipal Act* to the *Act* indicated a clear legislative intent to expand the discretionary power of a municipal council.

An effect of this change in legislation is that a municipal council is relieved from the burden of identifying all that may qualify for a permissive exemption and is empowered to put in place its own policies for identifying properties that it will consider for the discretionary exemption.

[20] The Assessor replied to this position with another quote from *Nanaimo (City)*, *supra*:

At p. 354

Municipalities are entirely the creatures of provincial statutes. Accordingly, they can exercise only those powers, which are explicitly conferred upon them by a provincial statute.

[21] The Assessor's position is that the test with respect to jurisdiction is "correctness". The only question is whether the bylaw exempts properties, which by their very nature do not comply with the statutory requirements for exemption, and is therefore "incorrect".

Fairness and Consistency

[22] The Respondents argued that the Assessor is a quasi-judicial body with statutory obligations to ensure conformity and consistency of assessments with other similar properties. They asserted that a number of Legions and like organizations have been granted exemptions in British Columbia, and these exemptions have not been opposed by the Assessor.

[23] The Assessor quoted the *Assessment Act* R.S.B.C. 1996, c.20 and replied that it is only within the municipality or rural area, that the Assessor has an obligation to ensure consistency of assessment.

Do the properties fit within section 341 of the *Local Government Act*?

[24] The *Act* states:

341 (1) On or before October 31 in any year, a council may, by bylaw adopted by 2/3 of its members, exempt land or improvements referred to in subsection (2), or both, from taxation under section 359(1)(a) [*municipal property taxes*]

- (a) for the next calendar year, or
- (b) with the assent of the electors, for a period not longer than 10 years.

341 (2)(b) The following may be exempted under subsection (1);

land or improvements owned or held by an athletic or service club or association and used principally as a public park or recreation ground or for public athletic or recreational purposes.

341 (2)(c) The following may be exempted under subsection (1):

land or improvements not being operated for profit or gain and owned by a charitable or philanthropic organization supported in whole or in part by public funds and used exclusively for charitable or philanthropic purposes;

Section 341(2)(b)

[25] The Respondents argued that both the Legion and the Eagles qualify for the exemptions granted them under section 341(2)(b) of the *Act*. They say that both organizations are *service clubs* within the definition of the *Act*, being "associations of persons meeting periodically for entertainment and social intercourse". Further, the Respondents argued that the premises are used by both members and local groups for recreational and social purposes.

[26] The Assessor submitted that this is an improbable characterization of the use of the facilities. He argued that a service club is "an association of persons which have the primary characteristic and focus of helping those other than members of its own group...this is exemplified by groups such as the Lions and Kiwanis." He points out that each of the facilities operates a lounge, more or less private, which must be seen as primary in the operation of the premises, and therefore the properties do not fit the description in section 341(2)(b). The Assessor referred to evidence that the Legion hall is used by Legion executive and members for meetings, and rented out to such groups as the North Shore Group for Domestic Violence, and Remax Realty, and for weddings and post funeral gatherings. The Hall portion of the

Eagles property is similarly used for meetings, social rentals and weddings and cannot be interpreted as primarily for "recreational use" in accordance with the language of this section of the *Act*

Section 341(2)(c)

1. Are the owners, charitable or philanthropic organizations?

[27] The Assessor submitted that neither the Eagles nor the Legion are charitable or philanthropic organizations, and therefore do not fit within the definition of the section. The Assessor says that both Respondents are fraternal organizations and that notwithstanding their contributions to charity, their central purpose is not charitable or philanthropic. In support of this proposition, the Assessor cited several cases, which grapple with the definition of "fraternal". In each of the cases, the issue is how broadly to interpret that word and whether the fact situation allows the organization in question to be reasonably described by that word.

[28] In these cases:

- *Union Club of British Columbia v. Assessor of Area 01-Saanich /Capital* (1993) B.C. Stated Case 314 (C.A.)
- *Marpole Curling Club v. Assessor of Area 09-Vancouver* (1988) B.C. Stated Case 259 (S.C.)
- *Assessor of Area #14-Surrey White Rock v. White Rock Players Club*, 96-14-00064, PAAB, December 12, 1996
- *Arts Umbrella v. Area 08* (2004 PAABBC 20030906)

the non-profit status of each of the organizations was determined to be no bar to determining that they were "fraternal" in nature. The definition was found to include societies organized for some common objective, consisting of members of the same trade or occupation, and carrying with it "the notion of mutual help", or "mutual assistance and support," and for social benefit among their members.

[29] The Assessor argued that, as the *Act* does not define "charitable or philanthropic", common interpretation should be applied. Further, they say that as the word "philanthropic" has no significant difference from the word "charitable" in the context of the *Act*, it is necessary only to consult a well-regarded source for the definition of "charitable".

[30] A charitable organization, is an organization which has as its main purpose:

- a. the relief of poverty;
- b. the advancement of education;
- c. the advancement of religion; or
- d. certain other purposes that benefit the community in a way the courts have said are charitable.

Bourgeois, *The Law of Charitable and Not-For-Profit Organizations* (Butterworths, 3rd edition)

[31] Lastly, the Assessor argued that neither the Legion nor the Eagles are registered with Canada Customs and Revenue Agency under the *Income Tax Act* as a registered charity.

[32] The Respondents countered that it is not obligatory to apply for such status and that the registered status is irrelevant to the actual determination of the nature of the organization.

Legion

[33] The Assessor provided excerpts from the legislative enactment, which constituted the Legion:

[34] Section 4, of Schedule G of that act states the purpose of the Legion, in part:

- a. to constitute an association of those who have served in His Majesty's navy, army, air force or any auxiliary force, which associations shall be democratic and non-sectarian; and shall not be affiliated to or connected directly or indirectly with any political party or organization;
- b. to bring about the unity of all who have so served;
- c. to further among them the spirit of comradeship and mutual help and the close and kindly ties of active service;

An Act to Incorporate The Canadian Legion of the British Empire Service League, S.C., 1948, c.84 as amended.

[35] In 1959, the section was amended to include:

(v) to encourage, promote, engage in or support all forms of national, provincial municipal or community service, or any charitable or philanthropic purpose.

[36] The Assessor characterized this legislation as confirming that the organization was designed for the mutual support of veterans of the armed forces and to provide a social and financial network for its members.

[37] Further, the following case was cited to describe that a Legion does not provide a demonstrable benefit to the community:

Assessor of Area #01- Capital v. Royal Canadian Legion Branch 92, 97-01-00038, PAAB, June 30, 1998.

[38] The Respondents confirmed the evidence that the Legion has donated \$94,000 to charitable causes in the community over the past five years from their Poppy Drive. The Legion has also donated almost \$70,000 more in the last two years, to local charities. These funds were accumulated through bar sales, bingos, Meat Draws etc. They argued that the scope of the donations have an impact on the interpretation of the nature of the organization.

[39] The Respondents also pointed to the 1959 amendment to the *Act to Incorporate the Legion* as being definitive of one of the primary purposes of the organization from that date forward.

Eagles

[40] The Assessor submitted that the published objects of the Society which constitutes the Eagles, establishes the primary purpose of the organization as a social network for members and notwithstanding that it is authorized to support charitable enterprises, the principal purpose of the society is clearly not charitable.

[41] The Respondents interpreted the objects differently. They suggested that the permissive nature of the objects should be considered primary in light of the evidence of significant charitable donations of somewhat more than \$60,000 in the past three years.

2. Are the properties used exclusively for charitable or philanthropic purposes?

Legion

[42] The Assessor submitted that the language of the *Act* requires that the entire land and building (improvements) have to be used exclusively for charitable or philanthropic purposes in order to be entitled to the exemption granted in the bylaw.

[43] He cited *Royal Canadian Legion v. Assessor of Area #24 - Cariboo* 00-24-00007, PAAB, September 21, 2000 in support of the proposition that the Board does not have the discretion to effectively split a property for tax purposes, into taxable and exempt portions. In that case, the subject was a Legion with both a lounge and a meeting hall.

[44] The Assessor submitted that in the case at bar, the lounge is used for the benefit of the members and is not used for charitable or philanthropic purposes. Further, *Royal Canadian Legion v. Assessor of Area #24, supra*, should be followed to disentitle the Hall portion of the property from exemption.

[45] In the alternative, the Assessor submitted that the Hall should not be considered charitable or philanthropic as a distinct unit. He said that the principal purpose of the Hall is to conduct business meetings of the executive and membership of the fraternal organization.

[46] While the Assessor acknowledged the use of the Hall for community and non-profit groups at no charge, and for others at rental cost (contributing the operating cost of the Hall), he submitted that this does not constitute a charitable or philanthropic purpose.

[47] The Respondents argued that the Legion Hall is available 50% of the time for community groups and organizations free of charge, and that the remainder of the time, the Hall generates revenues, which after paying operating expenses alone, are donated to charity. They submitted that this is a clear case of exclusive charitable or philanthropic use.

[48] The Respondents provided evidence that the revenues generated from the Lounge were used first to cover operating expenses of the facility, and the remainder of any revenues were donated to charitable causes. They argued that this constitutes a charitable purpose.

Eagles

[49] The Assessor pointed to the Eagles property as one facility with two functions. Much like the Legion, it has a lounge and a meeting hall. The Assessor submitted that the lounge cannot be considered to be used for a charitable purpose for the same reasons that he put forward with respect to the Legion Lounge, and that this use negates any possibility that the Hall could change the overall nature of the whole.

[50] The Respondents submitted that the overall purpose of the Eagles property is charitable. The proceeds of the lounge as well as any from the rental of the hall are donated to charitable causes after paying operating expenses.

3. Are the Respondents supported by public funds?

Legion

[51] The Respondents pointed to the evidence that they have received funds from government sources. In particular, they identify sizeable grants from the City of North Vancouver.

[52] The Assessor said that the funds appear to have been granted after the bylaw and therefore the *Act* was not complied with at the time that the exemption was granted.

[53] The Respondents replied that the evidence (a letter dated September 3, 2003 acknowledging receipt of a request for a grant from the City, together with a copy of a portion of the minutes of a City Council meeting making reference to the funding decision) supports that the grant was made before the exemption.

Eagles

[54] There were no submissions that the Eagles are supported by public funds.

DECISION

Should this Board exercise its jurisdiction?

[55] In *Shell Canada, infra*, at p. 244, McLaughlin, J. Says:

Barring clear demonstration that a municipal decision was beyond its powers, courts should not [interfere]. In cases where powers are not expressly conferred but may be implied courts must adopt the benevolent construction which this court referred to in *Greenbaum* and confer the powers by reasonable implication.

[56] The question here is indeed whether the Municipal decision was beyond the powers granted to the City. The wording and intention of the *Act* is not in dispute in this case. The issue is whether on the facts, the properties fit the description in the *Act*. I find that if it is clear that one or more of the properties do not fit the description in the *Act*, the Board must exercise its jurisdiction to determine that the exemptions were improperly allowed

[57] As to *Assessor of Area #14- Surrey/ White Rock, supra*, this Board determined that a municipal council may put in place its own policies for determining which properties may qualify for a permissive exemption, and to a limited extent, I agree. I interpret this decision to mean that the Board should not interfere with the municipality's choice of properties to bestow with exemptions. The decision does not, however, instruct that the statutory requirements for qualification for such exemptions should be dispensed with. A municipality is free to choose from among properties that fit the description in the *Act* and to formulate their own policy for so choosing. A municipality is not free to exceed its statutory authority and bestow exemptions to properties, which do not meet the minimum requirements of the empowering legislation.

Fairness and Consistency

[58] Section 38(1) of the *Assessment Act, infra*, states that the assessment should be "...at actual value applied in a consistent manner in the municipality or rural area." The *Assessment Act* does not anywhere indicate that a province-wide consistency is required, or indeed desirable. The impact of particular properties, the relative value of exemptions to a particular community, and the nature of the communities themselves conspire to make province-wide consistency in assessment impractical. Further, it is established law that this Board may not consider comparable properties from outside of the municipality or rural area of the subject property in terms of equity [*Duke Point v. Assessor of Area #04*, (2003) B.C. Stated Case 463 (S.C.)]. I find, therefore that the Respondent's argument that a fair and consistent assessment requires a consideration of various like properties across the province, must fail.

Do the properties fit within section 341 of the Act?

Section 341(2)(b)

[59] Whether the Legion or the Eagles could be properly called a "service club" for the purposes of this section of the *Act*, is doubtful. I need not, however, make that determination because I find on the facts that none of the premises are being used "principally as a public park or recreation ground or for public athletic or recreational purposes". It is clear on the plain language of this section that this section is intended to capture activities different from those, which the evidence discloses is common in the properties. In the Eagles property, the principal activity is drinking in the Lounge, as is the principle activity in the Lounge of the Legion property. I find that drinking in a social environment is not an athletic or recreational purpose in accordance with this section of the *Act*, and that neither of these lounges constitute public recreational grounds. I find that the Legion Hall, similarly does not constitute a public recreational ground. Although the activities there are more inclusive of the public, and some recreational activities are carried out there, it is not used primarily for recreational purposes.

Section 341(2)(c)

1. Are the owners charitable or philanthropic organizations?

[60] The Assessor argued that the organizations were fraternal in nature and therefore not charitable or philanthropic. There was no evidence supplied to indicate that those phrases are mutually exclusive. I find that a description of the Eagles or the Legion as fraternal would not disentitle them to be considered charitable or philanthropic. In each of the cited cases in support of this proposition, the issue was whether or not the organization in question fit the language of the relevant statute, which in each case included the word "fraternal". In this case, the *Act* does not require the organization to be fraternal. The cases cited are therefore not helpful in the context of this case.

Legion

[61] The Assessor cited *Assessor of Area #01- Capital v. Royal Canadian Legion Branch 92, supra*. In that case the test required of the applicable legislation was whether or not the Legion branch in question provided a demonstrable benefit to the community. That test is different from the one at issue, namely whether the Legion organization is a charitable or philanthropic one, and I therefore do not find this case useful to the current issue.

[62] The amendment to the constituting statute of the organization, clearly identifies a primary purpose of the organization (after 1959) as;

"...to encourage, promote, engage in or support all forms of national, provincial municipal or community service, or any charitable or philanthropic purpose."

[63] There is some evidence before me that would indicate that the Legion organization should be characterized by this stated purpose. The evidence supports that the widespread activities of the Legion, the degree of charitable contribution relative to the revenue generated by its activities and the general nature of the activities sponsored by the Legion constitute a charitable or philanthropic disposition. I accept that the Legion also has in its interests the benefit of its members, but I find that those interests may co-exist within the context of a charitable or philanthropic organization. Further, it is worth noting that its members, are a subset of a group armed and assembled for the purpose of protecting and maintaining the community as a whole. This is clearly a larger community purpose, which may be interpreted as philanthropic. I find that on the facts, the legion is a charitable or philanthropic organization for purposes of the *Act*.

Eagles

[64] I cannot make a determination on the facts presented that the Eagles are, or are not a charitable or philanthropic organization. There is simply insufficient evidence to make such a finding. There is no

evidence as to the nature of the organization but for the constitution of their society, which reads in part as follows:

The objects of the society are:

- a. To unite fraternally for mutual benefit, protection, improvement, social enjoyment and association, generally all persons of good moral character who believe in a Supreme Being
- b. to inculcate the principles of Liberty, Truth, Justice, and Equality.
- c. To perpetuate itself as a Fraternal Organization, and to provide for its government.
- d. To render support from time to time to such charitable and community enterprises as may be approved by the Society.
- e. To provide benefits for its members (excluding any form of insurance).

[65] The nature of the organization must be determined by its activities, on the facts. The stated objects are useful in making that determination, but not conclusive absent evidence of the actual conduct of the organization. The constitution of the Eagles indicates some potential that its activities could be charitable and philanthropic, and some potential that its activities could be otherwise. But for a very limited description of the activities occurring at the branch in question, there is no indication of which route the organization has taken. Even with respect to the Branch in question, there is evidence of the amount of contributions to charitable causes, but no indication of the total revenue generated from all sources (including the Lounge) or the percentage of the revenues that were contributed to charitable causes. There is also no evidence as to the nature of other activities, which may or may not be carried on by the Eagles Branch.

[66] In light of my findings with respect to the use of the property, below, it is not necessary to make a determination as to whether the Eagles are a charitable or philanthropic organization.

[67] With respect to the issue of registered charities, I do not accept that having such a status is a prerequisite to a finding that an organization is a charitable or philanthropic one. The *Income Tax Act* does not require an organization with such objectives to register. I find that the status as registered charity or otherwise is irrelevant to the issues at hand.

2. Are the properties used exclusively for charitable or philanthropic purposes?

Legion

[68] The Assessor argued that the Hall and the Lounge cannot be severed for the purposes of this appeal. He said that the land and building must be considered as a whole and that the nature of the Lounge, being not for charitable or philanthropic purposes disentitles the Hall from consideration. I respectfully disagree. A building is not a legal entity. The Legion is indeed two properties. The Lounge and the Hall are described by two legal titles, two legal descriptions, and two Taxation Roll Numbers. Each is distinct in law. Each is distinct in use. Only in common lexicon and ownership are they aligned as one.

[69] In *Royal Canadian Legion v. Assessor of Area #24*, *supra*, the Board said:

The activities occurring on the Legion's property consist primarily of serving alcoholic and other beverages to the members and guests of a private club. The Legion's evidence was that it is open for serving six days a week, and that occasionally part of the premises is used by ... and the occasional wedding and funeral. The Board finds that the predominant use of the premises is for the activities of the members. It is a private club, with restrictive membership that excludes anyone under 19 years of age. The weight of the evidence points clearly to a conclusion that the primary or dominant use of the land and improvements is a private one, for private benefit.

[70] This is consistent with the evidence in this case, relating to the Lounge. I find that the Lounge, Strata Lot No. 1 is used as a lounge, and for no other purpose. The fact that proceeds are donated to charity does not make the purpose of the Lounge, a charitable one. I find that the Lounge, Strata Lot No. 1, is not used exclusively for charitable or philanthropic purposes in accordance with section 341(2)(c) of the *Act*.

[71] The evidence with respect to the Hall is uncontroverted. The Hall serves both members and non-members as a venue for meetings and functions. The requirement that the Hall be available for use free of charge to community and non-profit groups 50% of the time, is significant. The fact that all of the revenues generated when the Hall is rented go to charitable causes, is significant. The evidence supports some Legion executive and membership meetings, but I find that does not disentitle the Hall to a charitable or philanthropic description of purpose. On the evidence I find that the Legion Hall, Strata Lot No. 2 is used exclusively for charitable or philanthropic purposes in accordance with the language of section 341(2)(c) of the *Act*.

Eagles

[72] In contrast to the Legion properties, the Eagles property consist of one legal description, and one Taxation Roll Number. I find that the lounge is operated for no other purpose than as a drinking and entertainment establishment primarily for the benefit of Eagles members. I find this to be other than a charitable or philanthropic purpose. By any description, the Hall is part of the same legal entity, and as such the property cannot be said to be used exclusively for charitable or philanthropic purposes. I find the Eagles property does not fit within the definition in section 341(2)(c) of the *Act*.

3. Are the Respondents supported by public funds?

Legion

[73] The language of the *Act* requires that the organization be supported in part by public funds. In light of the uncontroverted evidence of contributions by the City of North Vancouver, I find that the Legion is so supported and as such fits within this requirement of section 341(2)(c) of the *Act*.

Eagles

[74] There was no evidence provided to indicate that the Eagles were supported in any way by public funds and to that extent, I find that they do not fit within this requirement of section 341(2)(c) of the *Act*

CONCLUSION

[75] The Legion Lounge, Strata Lot No. 1, does not fit within the requirements of section 341 of the *Act*. Therefore the City exceeded its authority in granting a permissive tax exemption to strata lot #1 and the exemption is *ultra vires*.

[76] The Legion Hall, Strata Lot No. 2 does fit on all fours with the language of section 341(2)(c) of the *Act*. Therefore the City did not exceed its authority in granting a permissive tax exemption and the exemption was validly granted.

[77] Bylaw 7450 describes, over two pages, a list of properties to which permissive exemptions were granted. In paragraph 2(xxi) both strata lots no.1, and no. 2 are listed. As I have noted above, these properties have distinct legal identities and are capable of (and entitled to) independent treatment. The potentially confusing listing in the bylaw (co-joining them in form) does not affect the nature of the properties, or the effect of distinct grants of exemption professed in that bylaw.

[78] The Eagles property does not fit within the requirements of section 341 of the *Act*. Therefore the City exceeded its authority in granting a permissive tax exemption to it. The exemption is *ultra vires* of the city, and invalid.

ORDER

[79] The Board orders the Assessor to amend Roll No. 08-44-221-994102.001 by removing the permissive exemption applied to both land and improvements.

[80] The Board confirms Roll No. 08-44-221-994102.002 as assessed.

[81] The Board orders the Assessor to amend Roll No. 08-44-221-133030.000 by removing the permissive exemption applied to both land and improvements identified as Class 06, and by removing the permissive exemption applied to both land and improvements identified as Class 08.



DISTRICT OF 100 MILE HOUSE

M E M O

Date: December 6, 2022
To: Mayor & Council
From: Administration
Subject: Declassify In-Camera Resolution

The following In-Camera resolution is to be declassified by Council decision.

IC Resolution 33-22 1125 Exeter McKinley Rd

Recommendation:

BE IT RESOLVED THAT In-Camera Resolution 33-22 be declassified.


 S.Elias, D/Corporate Officer


 R.Scott, CAO



DISTRICT OF 100 MILE HOUSE

MEMO

Date: Dec. 8, 2022

To: Mayor & Council

From: Administration

Subject: Rural Economic Diversification and Infrastructure Program (REDIP)

A Provincial funding opportunity has become available, called the Rural Economic Diversification and Infrastructure Program (REDIP). This funding provides \$33 million this year to support projects that promote economic diversification, resilience, and clean growth opportunities. Funding intakes will be available again in 2023 and 2024.

There are 3 funding streams as follows:

- a. **Economic Capacity (REDIP-EC)** 100% funding over 2 years
- b. **Economic Diversification (REDIP-ED)**
 - i. **Development** 80% funding to maximum of \$100,000
 - ii. **Implementation** 80% funding to maximum of \$1M
- c. **Forest Impact Transition (REDIP-FIT)** 100% funding to maximum of \$500,000

The 2 projects that are in the greatest state of readiness for submission are:

- **REDIP EC** – Hire Economic Development Assistant for 2 years, with portfolio to include Economic Development projects, Community Hall administration, grant management, etc. This would provide a temporary increase in economic development capacity, and fits within the Economic Development Strategy: 2021 and Beyond.
- **REDIP ED (Development Stream)** – Design and Engineering for the Community Hall Upgrades. The following year, we could apply for actual construction under the Implementation Stream.

We can submit one application this year. The timeline is very short; applications are due Jan. 4th.

Staff is requesting Council's priority for accessing this funding.


J. Doddridge, Director Ec Dev / Planning


R. Scott, CAO

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

Date: December 6, 2022
To: Mayor & Council
From: Administration
Subject: Authorized Signatory

After each municipal election the District of 100 Mile House appoints new authorized signatories.

Recommendation:

BE IT RESOLVED THAT the authorized signatories for the District for 100 Mile House be:

One (1) of any of the following: Mayor Maureen Pinkney or CAO Roy Scott or Director of Finance Tammy Boulanger.



S.Elias, D/Corporate Officer



R.Scott, CAO

DISTRICT OF 100 MILE HOUSE
Cheque Register-Summary-Bank



AP5090
Date : Dec 05, 2022
Page : 1
Time : 9:37 am

K1

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

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
27655	14-Oct-2022	ACEC50	ACE COURIER SERVICES	Cleared	246	C	79.05
27656	14-Oct-2022	ALBE50	ALBERTA FIRE CHIEFS ASSOCIATION	Cleared	246	C	2,299.79
27657	14-Oct-2022	BISD50	BISSAT, DAVID	Cleared	246	C	677.96
27658	14-Oct-2022	BLAK50	BLACK PRESS GROUP LTD	Cleared	246	C	3,322.32
27659	14-Oct-2022	BOUT50	BOULANGER, TAMMY	Issued	246	C	1,000.00
27660	14-Oct-2022	BRAM50	BRASNETT, MIKE	Issued	246	C	67.00
27661	14-Oct-2022	BRID50	BRIDGE LAKE TOWING	Cleared	246	C	63.00
27662	14-Oct-2022	BURG50	BURGESS PLUMBING HEATING & ELECTRICA	Cleared	246	C	176.35
27663	14-Oct-2022	CARN50	CARO ANALYTICAL SERVICES	Cleared	246	C	319.62
27664	14-Oct-2022	CENT50	CENTRAL CARIBOO DISPOSAL SERVICES LTI	Cleared	246	C	7,459.44
27665	14-Oct-2022	CENU50	CENTURY HARDWARE LTD	Cleared	246	C	20.15
27666	14-Oct-2022	CINT50	CINTAS CANADA LIMITED	Cleared	246	C	385.28
27667	14-Oct-2022	CITN50	CITY OF NANAIMO	Cleared	246	C	315.00
27668	14-Oct-2022	CLEA50	CLEARTECH INDUSTRIES INC	Cleared	246	C	2,977.46
27669	14-Oct-2022	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Cleared	246	C	1,148.28
27670	14-Oct-2022	CRCB50	CARWEN CUSTOM BUILDERS LTD	Cleared	246	C	3,587.85
27671	14-Oct-2022	DHLE50	LOOMIS EXPRESS	Cleared	246	C	119.46
27672	14-Oct-2022	DODJ50	DODDRIDGE, JOANNE	Issued	246	C	400.00
27673	14-Oct-2022	DONA50	DONAHUE AIRFIELD SERVICES	Cleared	246	C	6,412.98
27674	14-Oct-2022	DURC50	DURAGLAS COMPOSITES (2013)	Cleared	246	C	4,305.35
27675	14-Oct-2022	DWBF50	DWB CONSULTING SERVICES LTD	Issued	246	C	893.03
27676	14-Oct-2022	ELIS50	ELIAS, SHEENA	Cleared	246	C	1,500.00
27677	14-Oct-2022	EXCO50	PACIFIC BENDING INC	Cleared	246	C	701.42
27678	14-Oct-2022	EXEV50	EXETER VALLEY TRUCK & CAR WASH	Cleared	246	C	24.68
27679	14-Oct-2022	FRIA50	FRISBY, ANDRIA	Issued	246	C	400.00
27680	14-Oct-2022	FULT50	FULTON & COMPANY	Cleared	246	C	4,024.16
27681	14-Oct-2022	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Cleared	246	C	6,549.01
27682	14-Oct-2022	GRIN50	GRINYER BUSINESS EQUIPMENT LTD	Cleared	246	C	321.56
27683	14-Oct-2022	HIRI50	HIGHRIDGE EXCAVATING LTD	Cleared	246	C	1,617.00
27684	14-Oct-2022	INTO50	INTERIOR LOCKSMITH	Cleared	246	C	45.92
27685	14-Oct-2022	INTU50	INTERNATIONAL UNION OF OPERATING ENGI	Issued	246	C	398.69
27686	14-Oct-2022	JAMT50	JAMES, TIM	Cleared	246	C	100.00
27687	14-Oct-2022	JUST50	JUSTICE INSTITUTE OF BC	Cleared	246	C	1,260.57
27688	14-Oct-2022	LEGU50	LEGUERRIER CONSTRUCTION LTD	Cleared	246	C	70,896.71
27689	14-Oct-2022	LONE50	LONE BUTTE SUPPLY LTD	Cleared	246	C	421.69
27690	14-Oct-2022	LORD50	LORDCO AUTO PARTS LTD	Cleared	246	C	447.95
27691	14-Oct-2022	MINI50	MINISTER OF FINANCE	Cleared	246	C	214.85
27692	14-Oct-2022	MVAN50	M. VAN NOORT & SONS BULB CO LTD	Cleared	246	C	2,209.39
27693	14-Oct-2022	NASH50	NASH, JASON & KRISTEN	Issued	246	C	500.00
27694	14-Oct-2022	NICH50	NICK H.M. WEISER	Cleared	246	C	2,833.35
27695	14-Oct-2022	NORM50	NORTHERN COMPUTER	Cleared	246	C	1,837.50
27696	14-Oct-2022	PATE50	PATERSON SEPTIC SERVICE	Cleared	246	C	661.49
27697	14-Oct-2022	PECH50	PETTMAN, CHRISTOPHER	Cleared	246	C	2,729.80
27698	14-Oct-2022	PETR50	PETERS BROS CONSTRUCTION LTD	Cleared	246	C	5,202.75
27699	14-Oct-2022	PINM50	PINKNEY, MAUREEN	Cleared	246	C	777.30
27700	14-Oct-2022	PRAR50	PRAIRIECOAST EQUIPMENT	Cleared	246	C	598.69
27701	14-Oct-2022	PREI50	PREMIUM TRUCK & TRAILER INC	Cleared	246	C	303.23
27702	14-Oct-2022	PRIM50	PRIMAL ELECTRIC LTD	Issued	246	C	681.99
27703	14-Oct-2022	PUBL50	WMW PUBLIC COMMUNICATION	Cleared	246	C	2,835.00
27704	14-Oct-2022	SHER50	SHEREE'S SHIRT SHACK	Cleared	246	C	461.72
27705	14-Oct-2022	TASC50	TASCO SUPPLIES LTD	Cleared	246	C	1,652.43
27706	14-Oct-2022	TSUN50	TSUNAMI SOLUTIONS LTD.	Issued	246	C	61.32
27707	14-Oct-2022	UNBC50	UNION OF BC MUNICIPALITIES	Cleared	246	C	53.01
27708	14-Oct-2022	UNIT50	UNITED CONCRETE & GRAVEL LTD	Cleared	246	C	1,572.77
27709	14-Oct-2022	WILL50	WILLIAMS LAKE WATER FACTORY	Cleared	246	C	48.00
27710	14-Oct-2022	WILO50	WILLIAM LOVE	Cleared	246	C	105.00

DISTRICT OF 100 MILE HOUSE

Cheque Register-Summary-Bank



AP5090

Page : 2

Date : Dec 05, 2022

Time : 9:37 am

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

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
Bank : 4 ROYAL BANK - CURRENT ACCOUNT							
27711	14-Oct-2022	WURT50	WURTH CANADA LTD	Cleared	246	C	1,537.50
27712	14-Oct-2022	XMAU50	XM AUTO LTD	Cleared	246	C	1,588.53
27713	31-Oct-2022	1MCC50	100 MILE HOUSE CURLING CLUB	Issued	258	C	73.50
27714	31-Oct-2022	ACEC50	ACE COURIER SERVICES	Issued	258	C	61.23
27715	31-Oct-2022	ANDF50	ANDRE, FAITH	Cancelled	258	C	435.00
27716	31-Oct-2022	BBGC50	BBG CONSTRUCTION	Issued	258	C	2,500.00
27717	31-Oct-2022	BCOE50	BC ONE CALL	Issued	258	C	136.50
27718	31-Oct-2022	BCTR50	BC TRANSIT	Issued	258	C	20,094.03
27719	31-Oct-2022	BEA50	THE BEACON DESIGN COLLECTIVE INC.	Issued	258	C	16,500.00
27720	31-Oct-2022	BREE50	BREE CONTRACTING LTD	Issued	258	C	170,628.64
27721	31-Oct-2022	BURG50	BURGESS PLUMBING HEATING & ELECTRICAL	Issued	258	C	1,104.85
27722	31-Oct-2022	CAN250	CANADIAN 2 FOR 1 PIZZA	Issued	258	C	186.85
27723	31-Oct-2022	CARE50	CARIBOO REGIONAL DISTRICT	Issued	258	C	7,241.08
27724	31-Oct-2022	CARN50	CARO ANALYTICAL SERVICES	Issued	258	C	621.81
27725	31-Oct-2022	CCAD50	CANCADD IMAGING SOLUTIONS LTD.	Issued	258	C	545.13
27726	31-Oct-2022	CEDR50	CEDAR CREST SOCIETY FOR COMMUNITY LI	Issued	258	C	8,268.00
27727	31-Oct-2022	CENU50	CENTURY HARDWARE LTD	Issued	258	C	110.82
27728	31-Oct-2022	CINT50	CINTAS CANADA LIMITED	Issued	258	C	459.91
27729	31-Oct-2022	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	258	C	861.21
27730	31-Oct-2022	CROK50	CROUSE, KATRINA	Issued	258	C	200.00
27731	31-Oct-2022	DACI50	DANCING QUILTS	Issued	258	C	435.00
27732	31-Oct-2022	DHLE50	LOOMIS EXPRESS	Issued	258	C	194.03
27733	31-Oct-2022	DONA50	DONAHUE AIRFIELD SERVICES	Issued	258	C	220.50
27734	31-Oct-2022	ESIE50	ESI ELEVATOR SOLUTIONS INC.	Issued	258	C	3,445.40
27735	31-Oct-2022	EXEE50	EXCEED ELECTRICAL ENGINEERING	Issued	258	C	552.57
27736	31-Oct-2022	EXET50	EXETER RIDGE MECHANICAL LTD.	Issued	258	C	243.60
27737	31-Oct-2022	FULT50	FULTON & COMPANY	Issued	258	C	504.00
27738	31-Oct-2022	INNO50	INNNOV8 DIGITAL SOLUTIONS	Issued	258	C	511.65
27739	31-Oct-2022	INTO50	INTERIOR LOCKSMITH	Issued	258	C	456.82
27740	31-Oct-2022	INTU50	INTERNATIONAL UNION OF OPERATING ENGI	Issued	258	C	393.33
27741	31-Oct-2022	JAYC50	JAYCO PLUMBING	Issued	258	C	1,552.65
27742	31-Oct-2022	LAFR10	LAFRENTZ ROAD MARKING	Issued	258	C	22,318.30
27743	31-Oct-2022	LONE50	LONE BUTTE SUPPLY LTD	Issued	258	C	89.37
27744	31-Oct-2022	LORD50	LORDCO AUTO PARTS LTD	Issued	258	C	39.87
27745	31-Oct-2022	MACO50	MACON CONSTRUCTION LTD	Issued	258	C	1,000.00
27746	31-Oct-2022	MAWN50	MAWNELL HOMES LTD.	Issued	258	C	1,000.00
27747	31-Oct-2022	MINI50	MINISTER OF FINANCE	Issued	258	C	435.00
27748	31-Oct-2022	MUNC50	MUNICIPAL INSURANCE ASSOCIATION OF BR	Issued	258	C	9,857.00
27749	31-Oct-2022	NICH50	NICK H.M. WEISER	Issued	258	C	1,374.65
27750	31-Oct-2022	NORM50	NORTHERN COMPUTER	Issued	258	C	88.48
27751	31-Oct-2022	PAPY50	PAPYRUS PRINTING	Issued	258	C	1,789.76
27752	31-Oct-2022	PARJ50	PARKER, JOHN	Issued	258	C	200.00
27753	31-Oct-2022	PATE50	PATERSON SEPTIC SERVICE	Issued	258	C	2,313.50
27754	31-Oct-2022	PERF50	PERFORMANCE ALL TERRAIN & RENTALS LTI	Issued	258	C	9.07
27755	31-Oct-2022	PUBL50	WMW PUBLIC COMMUNICATION	Issued	258	C	7,638.75
27756	31-Oct-2022	ROBT50	ROBERT MORRISON	Issued	258	C	1,050.00
27757	31-Oct-2022	S&DW50	S & D WELDING & FABRICATING	Issued	258	C	2,749.37
27758	31-Oct-2022	SAVE50	SAVE ON FOODS	Issued	258	C	156.63
27759	31-Oct-2022	SCMO50	SOUTH CARIBOO MOTOR SPORTS LTD	Issued	258	C	1,004.34
27760	31-Oct-2022	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	258	C	2,352.00
27761	31-Oct-2022	TASC50	TASCO SUPPLIES LTD	Issued	258	C	530.55
27762	31-Oct-2022	THCH50	THE CHARTREUSE MOOSE	Issued	258	C	174.88
27763	31-Oct-2022	TRUE50	TRUE CONSULTING GROUP	Issued	258	C	39,334.19
27764	31-Oct-2022	VADI50	CENTRAL SQUARE CANADA SOFTWARE INC	Issued	258	C	14,917.12
27765	31-Oct-2022	VIMA50	VIMAR EQUIPMENT LTD	Issued	258	C	498.98

DISTRICT OF 100 MILE HOUSE
Cheque Register-Summary-Bank



AP5090

Page : 3

Date : Dec 05, 2022

Time : 9:37 am

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

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
Bank : 4 ROYAL BANK - CURRENT ACCOUNT							
27766	31-Oct-2022	WESR50	WESTERRA EQUIPMENT LP	Issued	258	C	2,557.86
27767	31-Oct-2022	WILO50	WILLIAM LOVE	Issued	258	C	3,381.00
27768	31-Oct-2022	WURT50	WURTH CANADA LTD	Issued	258	C	264.49
03961-0001	07-Oct-2022	RECE50	RECEIVER GENERAL OF CANADA	Cleared	226	E	13,245.71
03962-0001	07-Oct-2022	RECE50	RECEIVER GENERAL OF CANADA	Cleared	227	E	7,505.26
03964-0001	04-Oct-2022	FRCO50	FOUR RIVERS CO-OPERATIVE	Cleared	231	E	6,137.84
03965-0001	04-Oct-2022	SHAW50	SHAW CABLE	Cleared	232	E	190.40
03966-0001	04-Oct-2022	SHAW50	SHAW CABLE	Cleared	233	E	151.20
03967-0001	04-Oct-2022	SHAW50	SHAW CABLE	Cleared	234	E	100.75
03968-0001	04-Oct-2022	BCLA50	BC LAND TITLE & SURVEY	Cleared	235	E	100.00
03969-0001	06-Oct-2022	POST50	POSTAGE BY PHONE	Cleared	236	E	820.00
03970-0001	07-Oct-2022	MINI50	MINISTER OF FINANCE	Cleared	237	E	311.20
03971-0001	14-Oct-2022	PENS50	PENSION CORPORATION	Cleared	238	E	7,023.62
03972-0001	14-Oct-2022	RECE50	RECEIVER GENERAL OF CANADA	Cleared	239	E	2,350.86
03973-0001	14-Oct-2022	RECE50	RECEIVER GENERAL OF CANADA	Cleared	240	E	12,601.39
03974-0001	31-Oct-2022	SHAW50	SHAW CABLE	Cleared	241	E	395.14
03975-0001	14-Oct-2022	FORT50	FORTIS BC - NATURAL GAS	Cleared	242	E	567.72
03976-0001	14-Oct-2022	TELU50	TELUS COMMUNICATIONS COMPANY	Cleared	243	E	17.01
03977-0001	14-Oct-2022	FORT50	FORTIS BC - NATURAL GAS	Cleared	244	E	33.93
03978-0001	14-Oct-2022	BCHY50	BC HYDRO & POWER AUTHORITY	Cleared	245	E	16,346.90
03980-0001	19-Oct-2022	TELM50	TELUS MOBILITY CELLULAR INC	Cleared	248	E	496.50
03981-0001	14-Oct-2022	ROYL50	ROYAL BANK VISA	Cleared	249	E	1,242.22
03982-0001	14-Oct-2022	ROYL50	ROYAL BANK VISA	Cleared	250	E	533.15
03983-0001	14-Oct-2022	ROYL50	ROYAL BANK VISA	Cleared	251	E	2,655.13
03984-0001	25-Oct-2022	PENS50	PENSION CORPORATION	Cleared	252	E	7,167.84
03985-0001	31-Oct-2022	RECE50	RECEIVER GENERAL OF CANADA	Cleared	253	E	11,838.00
03986-0001	31-Oct-2022	RECE50	RECEIVER GENERAL OF CANADA	Cleared	254	E	1,593.42
03987-0001	31-Oct-2022	SHAW50	SHAW CABLE	Cleared	255	E	254.19
03988-0001	31-Oct-2022	SHAW50	SHAW CABLE	Cleared	256	E	305.54
03989-0001	31-Oct-2022	GRAY50	TELUS CUSTOM SECURITY SYSTEMS	Cleared	257	E	193.99
Total Computer Paid :		508,867.62	Total EFT PAP :	94,178.91	Total Paid :		603,046.53
Total Manually Paid :		0.00	Total EFT File :	0.00			

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

Capital \$288,167.51

DISTRICT OF 100 MILE HOUSE
Cheque Register-Summary-Bank



AP5090

Date : Dec 05, 2022

Page : 1

Time : 11:24 am

K2

Supplier : 079850 To ZZ9950
 Pay Date : 01-Nov-2022 To 30-Nov-2022
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
27140	29-Apr-2022	WATE50	WATERPLAY SOLUTIONS CORP.	Cancelled	271	C	-2,419.72
27715	31-Oct-2022	ANDF50	ANDRE, FAITH	Cancelled	265	C	-435.00
27769	17-Nov-2022	1MFE50	100 MILE FEED & RANCH SUPPLY LTD	Issued	279	C	209.78
27770	17-Nov-2022	ABRC50	ABRAMS, COLE	Issued	279	C	200.00
27771	17-Nov-2022	ACEC50	ACE COURIER SERVICES	Issued	279	C	93.18
27772	17-Nov-2022	ANDR50	ANDRE'S ELECTRONIC EXPERTS	Issued	279	C	888.29
27773	17-Nov-2022	BEHR50	BEHREND'S BRONZE INC	Issued	279	C	324.83
27774	17-Nov-2022	BICS50	BIG COUNTRY STORAGE TERMINALS LTD	Issued	279	C	87.50
27775	17-Nov-2022	BLAK50	BLACK PRESS GROUP LTD	Issued	279	C	2,042.05
27776	17-Nov-2022	BOUT50	BOULANGER, TAMMY	Issued	279	C	712.30
27777	17-Nov-2022	BREE50	BREE CONTRACTING LTD	Issued	279	C	119,791.62
27778	17-Nov-2022	CAN250	CANADIAN 2 FOR 1 PIZZA	Issued	279	C	234.40
27779	17-Nov-2022	CARN50	CARO ANALYTICAL SERVICES	Issued	279	C	538.23
27780	17-Nov-2022	CCCT50	CARIBOO CHILCOTIN COAST TOURISM ASSC	Issued	279	C	126.00
27781	17-Nov-2022	CENT50	CENTRAL CARIBOO DISPOSAL SERVICES LTI	Issued	279	C	7,459.44
27782	17-Nov-2022	CENU50	CENTURY HARDWARE LTD	Issued	279	C	77.26
27783	17-Nov-2022	CINT50	CINTAS CANADA LIMITED	Issued	279	C	585.84
27784	17-Nov-2022	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	279	C	1,148.28
27785	17-Nov-2022	CONN50	CONNECT HEARING	Issued	279	C	630.00
27786	17-Nov-2022	CPMJ50	CPMJ CONSULTING INC	Issued	279	C	3,885.00
27787	17-Nov-2022	DHLE50	LOOMIS EXPRESS	Issued	279	C	142.39
27788	17-Nov-2022	DONA50	DONAHUE AIRFIELD SERVICES	Issued	279	C	1,050.00
27789	17-Nov-2022	DONP50	DONNELLY, PAUL	Issued	279	C	200.00
27790	17-Nov-2022	DOWL50	DOWLING C MONETTE LOGGING LTD - INC N	Issued	279	C	3,766.87
27791	17-Nov-2022	DWBF50	DWB CONSULTING SERVICES LTD	Issued	279	C	93.71
27792	17-Nov-2022	EXEV50	EXETER VALLEY TRUCK & CAR WASH	Issued	279	C	17.85
27793	17-Nov-2022	EXPE50	EXPEDITION MANAGEMENT CONSULTING LT	Issued	279	C	26,223.75
27794	17-Nov-2022	FRES50	FRESHCO #8943 / 1225288 BC LTD	Issued	279	C	19.94
27795	17-Nov-2022	GRIN50	GRINYER BUSINESS EQUIPMENT LTD	Issued	279	C	107.30
27796	17-Nov-2022	GROS50	GROSSO PRE-CAST INC	Issued	279	C	4,194.40
27797	17-Nov-2022	HIRI50	HIGHRIDGE EXCAVATING LTD	Issued	279	C	1,911.00
27798	17-Nov-2022	HORT50	HORTON VENTURES INC	Issued	279	C	200.00
27799	17-Nov-2022	INLA50	INLAND KENWORTH PARTNERSHIP	Issued	279	C	188.07
27800	17-Nov-2022	INTO50	INTERIOR LOCKSMITH	Issued	279	C	461.87
27801	17-Nov-2022	INTU50	INTERNATIONAL UNION OF OPERATING ENGI	Issued	279	C	412.49
27802	17-Nov-2022	IRID50	IRIDIA MEDICAL INC	Issued	279	C	670.60
27803	17-Nov-2022	LORD50	LORDCO AUTO PARTS LTD	Issued	279	C	874.95
27804	17-Nov-2022	MACO50	MACON CONSTRUCTION LTD	Issued	279	C	500.00
27805	17-Nov-2022	NEWE50	NEW ERA FALLING & FORESTRY LTD	Issued	279	C	2,950.50
27806	17-Nov-2022	NORM50	NORTHERN COMPUTER	Issued	279	C	2,237.21
27807	17-Nov-2022	POLA50	POLAR BATTERY	Issued	279	C	128.52
27808	17-Nov-2022	PURO50	PUROLATOR INC	Issued	279	C	117.35
27809	17-Nov-2022	SCMO50	SOUTH CARIBOO MOTOR SPORTS LTD	Issued	279	C	176.90
27810	17-Nov-2022	SCOO50	SCOTT, ROY	Issued	279	C	816.30
27811	17-Nov-2022	SHEN50	SHERINE INDUSTRIES LTD	Issued	279	C	698.71
27812	17-Nov-2022	TAFC50	THE ACE FILM COMPANY	Issued	279	C	3,499.97
27813	17-Nov-2022	TASC50	TASCO SUPPLIES LTD	Issued	279	C	674.73
27814	17-Nov-2022	TRUE50	TRUE CONSULTING GROUP	Issued	279	C	3,045.00
27815	17-Nov-2022	TSUN50	TSUNAMI SOLUTIONS LTD.	Issued	279	C	73.08
27816	17-Nov-2022	WESW50	WESTERN WATER ASSOCIATES LTD	Issued	279	C	630.00
27817	17-Nov-2022	WILO50	WILLIAM LOVE	Issued	279	C	693.00
27818	30-Nov-2022	ACEC50	ACE COURIER SERVICES	Issued	289	C	136.17
27819	30-Nov-2022	ALBE50	ALBERTA FIRE CHIEFS ASSOCIATION	Issued	289	C	301.62
27820	30-Nov-2022	BCRE50	BC RECREATION & PARKS ASSOCIATION	Issued	289	C	369.50
27821	30-Nov-2022	BCTR50	BC TRANSIT	Issued	289	C	22,143.66
27822	30-Nov-2022	BREE50	BREE CONTRACTING LTD	Issued	289	C	399,423.11

DISTRICT OF 100 MILE HOUSE
Cheque Register-Summary-Bank



AP5090

Page : 2

Date : Dec 05, 2022

Time : 11:24 am

Supplier : 079850 To ZZ9950
 Pay Date : 01-Nov-2022 To 30-Nov-2022
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
Bank : 4 ROYAL BANK - CURRENT ACCOUNT							
27823	30-Nov-2022	BRID50	BRIDGE LAKE TOWING	Issued	289	C	1,102.50
27824	30-Nov-2022	BURG50	BURGESS PLUMBING HEATING & ELECTRICAL	Issued	289	C	80.95
27825	30-Nov-2022	CAME50	CAMEO PLUMBING LTD	Issued	289	C	159.32
27826	30-Nov-2022	CARE50	CARIBOO REGIONAL DISTRICT	Issued	289	C	7,135.53
27827	30-Nov-2022	CARN50	CARO ANALYTICAL SERVICES	Issued	289	C	2,319.03
27828	30-Nov-2022	CDMS50	CDM SERVICES & REPAIRS	Issued	289	C	1,272.55
27829	30-Nov-2022	CINT50	CINTAS CANADA LIMITED	Issued	289	C	456.97
27830	30-Nov-2022	CITN50	CITY OF NANAIMO	Issued	289	C	105.00
27831	30-Nov-2022	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	289	C	861.21
27832	30-Nov-2022	CONT50	CONTINUING LEGAL EDUCATION SOCIETY OF	Issued	289	C	372.75
27833	30-Nov-2022	CRCB50	CARWEN CUSTOM BUILDERS LTD	Issued	289	C	3,094.88
27834	30-Nov-2022	DHLE50	LOOMIS EXPRESS	Issued	289	C	184.19
27835	30-Nov-2022	ELIS50	ELIAS, SHEENA	Issued	289	C	1,639.83
27836	30-Nov-2022	FALC50	FALCON EQUIPMENT LTD	Issued	289	C	47,568.91
27837	30-Nov-2022	FIRT50	FIRST TRUCK CENTRE	Issued	289	C	3,209.15
27838	30-Nov-2022	FIVE50	FIVE STAR UNIFORMS	Issued	289	C	3,654.89
27839	30-Nov-2022	FRON50	FRONTLINE FIRE DEPARTMENT TRAINING INC	Issued	289	C	4,362.75
27840	30-Nov-2022	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	289	C	5,385.27
27841	30-Nov-2022	HUBF50	HUB FIRE ENGINES & EQUIPMENT LTD	Issued	289	C	10,726.29
27842	30-Nov-2022	INLA50	INLAND KENWORTH PARTNERSHIP	Issued	289	C	515.31
27843	30-Nov-2022	INNO50	INNNOV8 DIGITAL SOLUTIONS	Issued	289	C	592.62
27844	30-Nov-2022	INTO50	INTERIOR LOCKSMITH	Issued	289	C	222.60
27845	30-Nov-2022	INTU50	INTERNATIONAL UNION OF OPERATING ENGINEERS	Issued	289	C	477.32
27846	30-Nov-2022	LAFR50	LAFARGE CANADA INC.	Issued	289	C	9,736.37
27847	30-Nov-2022	LORD50	LORDCO AUTO PARTS LTD	Issued	289	C	105.73
27848	30-Nov-2022	MOBJ50	MOBBS, JESSICA	Issued	289	C	1,000.00
27849	30-Nov-2022	NEWE50	NEW ERA FALLING & FORESTRY LTD	Issued	289	C	10,708.43
27850	30-Nov-2022	NORM50	NORTHERN COMPUTER	Issued	289	C	64.96
27851	30-Nov-2022	PATE50	PATERSON SEPTIC SERVICE	Issued	289	C	2,092.12
27852	30-Nov-2022	PURO50	PUROLATOR INC	Issued	289	C	58.29
27853	30-Nov-2022	SAVE50	SAVE ON FOODS	Issued	289	C	97.72
27854	30-Nov-2022	SCMO50	SOUTH CARIBOO MOTOR SPORTS LTD	Issued	289	C	654.77
27855	30-Nov-2022	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	289	C	2,352.00
27856	30-Nov-2022	SOUT50	SOUTHERN IRRIGATION	Issued	289	C	524.89
27857	30-Nov-2022	SUNR50	SUNRISE FORD SALES LTD	Issued	289	C	31.17
27858	30-Nov-2022	SUTT50	SUTTON SPECIAL RISK INC	Issued	289	C	216.15
27859	30-Nov-2022	TASC50	TASCO SUPPLIES LTD	Issued	289	C	178.75
27860	30-Nov-2022	VALE50	VALLEY TRAFFIC SYSTEMS	Issued	289	C	6,393.09
27861	30-Nov-2022	WCEL50	W.C. ELECTRIC LTD	Issued	289	C	3,138.59
27862	30-Nov-2022	WESR50	WESTERRA EQUIPMENT LP	Issued	289	C	588.74
27863	30-Nov-2022	WILO50	WILLIAM LOVE	Issued	289	C	354.38
03990-0001	01-Nov-2022	CLIF50	CANADA LIFE	Issued	260	E	9,538.13
03991-0001	04-Nov-2022	FRCO50	FOUR RIVERS CO-OPERATIVE	Issued	261	E	7,555.63
03992-0001	04-Nov-2022	SHAW50	SHAW CABLE	Issued	262	E	100.75
03993-0001	04-Nov-2022	SHAW50	SHAW CABLE	Issued	263	E	151.20
03994-0001	04-Nov-2022	SHAW50	SHAW CABLE	Issued	264	E	190.40
03995-0001	15-Nov-2022	FORT50	FORTIS BC - NATURAL GAS	Issued	266	E	59.09
03996-0001	15-Nov-2022	FORT50	FORTIS BC - NATURAL GAS	Issued	267	E	1,683.65
03997-0001	10-Nov-2022	PENS50	PENSION CORPORATION	Issued	268	E	7,823.38
03998-0001	17-Nov-2022	RECE50	RECEIVER GENERAL OF CANADA	Issued	269	E	12,521.97
03999-0001	17-Nov-2022	RECE50	RECEIVER GENERAL OF CANADA	Issued	270	E	769.74
04000-0001	08-Nov-2022	ROYL50	ROYAL BANK VISA	Issued	272	E	622.69
04001-0001	08-Nov-2022	ROYL50	ROYAL BANK VISA	Issued	273	E	3,117.15
04002-0001	08-Nov-2022	ROYL50	ROYAL BANK VISA	Issued	274	E	10,986.40
04003-0001	18-Nov-2022	VANH50	VAN HOUTTE COFFEE SERVICES INC	Issued	275	E	343.32

DISTRICT OF 100 MILE HOUSE
Cheque Register-Summary-Bank



AP5090
Date : Dec 05, 2022
Page : 3
Time : 11:24 am

Supplier : 079850 To ZZ9950
Pay Date : 01-Nov-2022 To 30-Nov-2022
Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount	
Bank : 4	ROYAL BANK - CURRENT ACCOUNT							
04004-0001	18-Nov-2022	SHAW50	SHAW CABLE	Issued	276	E	395.14	
04005-0001	18-Nov-2022	TELU50	TELUS COMMUNICATIONS COMPANY	Issued	277	E	17.01	
04006-0001	15-Nov-2022	BCHY50	BC HYDRO & POWER AUTHORITY	Issued	278	E	69.27	
04007-0001	22-Nov-2022	ROYL50	ROYAL BANK VISA	Issued	280	E	761.78	
04008-0001	30-Nov-2022	RECE50	RECEIVER GENERAL OF CANADA	Issued	281	E	72,359.98	
04009-0001	25-Nov-2022	PENS50	PENSION CORPORATION	Issued	282	E	8,308.59	
04010-0001	22-Nov-2022	VANH50	VAN HOUTTE COFFEE SERVICES INC	Issued	283	E	145.59	
04011-0001	22-Nov-2022	TELM50	TELUS MOBILITY CELLULAR INC	Issued	284	E	697.18	
04012-0001	22-Nov-2022	TELM50	TELUS MOBILITY CELLULAR INC	Issued	285	E	315.22	
04013-0001	30-Nov-2022	SHAW50	SHAW CABLE	Issued	286	E	305.54	
04014-0001	30-Nov-2022	SHAW50	SHAW CABLE	Issued	287	E	254.19	
04015-0001	30-Nov-2022	BCHY50	BC HYDRO & POWER AUTHORITY	Issued	288	E	12,414.83	
Total Computer Paid :		749,125.77	Total EFT PAP :		151,507.82	Total Paid :		900,633.59
Total Manually Paid :		0.00	Total EFT File :		0.00			

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

Capital \$ 574,023.04