



<p><b>A.</b></p>	<p><b><u>CALL TO ORDER</u></b></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><b>BE IT RESOLVED THAT</b>, pursuant to Section 92 of the <i>Community Charter</i>, that this meeting of Council be closed to the public under Section 90 (1)(c) of the Community Charter.</p> <p>Regular meeting to be called back to order at 7:00 PM.</p>
<p><b>B.</b></p>	<p><b><u>APPROVAL OF AGENDA:</u></b></p>
	<p><b>B1</b></p> <p><b>BE IT RESOLVED THAT</b> the February 14<sup>th</sup>, 2023 Regular Council agenda <u>be approved</u>.</p>
<p><b>C.</b></p>	<p><b><u>INTRODUCTION OF LATE ITEMS AND FROM COMMITTEE OF THE WHOLE:</u></b></p>
<p><b>D.</b></p>	<p><b><u>DELEGATIONS:</u></b></p>
<p><b>E.</b></p>	<p><b><u>MINUTES:</u></b></p>
<p><b>Regular Council – January 10<sup>th</sup>, 2023</b></p>	<p><b>E1</b></p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of January 10<sup>th</sup> 2023 <u>be adopted</u>.</p>
<p><b>Public Hearing – January 10<sup>th</sup>, 2023</b></p>	<p><b>E2</b></p> <p><b>BE IT RESOLVED THAT</b> the report of the Public Hearing of January 10<sup>th</sup> 2023 <u>be received</u>.</p>
<p><b>Committee of the Whole – January 10<sup>th</sup>, 2023</b></p>	<p><b>E3</b></p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Committee of the Whole meeting of January 10<sup>th</sup> 2023 <u>be adopted</u>.</p>

<p><b>Committee of the Whole – January 20<sup>th</sup>, 2023</b></p>	<p><b>E4</b></p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Committee of the Whole meeting of January 20<sup>th</sup> 2023 <u>be adopted</u>.</p>
<p><b>F.</b></p>	<p><b><u>UNFINISHED BUSINESS:</u></b></p>
<p><b>G.</b></p>	<p><b><u>MAYOR'S REPORT:</u></b></p>
<p><b>H.</b></p>	<p><b><u>CORRESPONDENCE:</u></b></p>
<p><b>Commissionaires Report January 2023</b></p>	<p><b>H1</b></p> <p><b>BE IT RESOLVED THAT</b> the By-Law Officer report for the period of January 1<sup>st</sup> to January 31<sup>st</sup>, 2023 <u>be received</u>.</p>
<p><b>Farmers Market Street Closure Request</b></p>	<p><b>H2</b></p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated February 10, 2023, regarding the Farmers Market Street Closure request be received; and further</p> <p><b>BE IT RESOLVED THAT</b> Council authorize the closure of Third St from Birch Ave east to the intersecting laneway behind the Community Hall on Fridays during the operating season from May 12th thru to September 29th, 2023.</p>
<p><b>South Cariboo Sustainability Society Request</b></p>	<p><b>H3</b></p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated February 10th, 2023, regarding the South Cariboo Sustainability Society's request for the continuation of increased composting at the Community Garden be received; and</p> <p><b><i>“Further action at the direction of Council”</i></b></p>
<p><b>I.</b></p>	<p><b><u>STAFF REPORTS:</u></b></p>
<p><b>Purchasing Policy</b></p>	<p><b>I1</b></p> <p><b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House approves the amendments to the Purchasing Policy as described in the Administration memo dated February 3, 2023</p>

<p><b>Cell Phone Policy</b></p>	<p><b>I2</b></p> <p><b>BE IT RESOLVED THAT</b> the 100 Mile House Personnel Policy be amended as per Administration memo dated February 6, 2023.</p>
<p><b>DVP – 438 Birch Ave</b></p>	<p><b>I3</b></p> <p><b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House issue a Development Variance Permit to New Wine Deliverance and Healing Fellowship and Kenneth and Latisha Smith for the property located at 438 Birch Avenue, and legally described as Lot 1, Plan 29403, except Plan KAP44592, DL 32, Lillooet District to vary Zoning Bylaw No. 1290, 2016, s. 5.0 from the requirement for 27 parking spaces to only 16 parking spaces, in substantial accordance with the application as submitted on Dec. 8, 2022; and further</p> <p><b>BE IT RESOLVED THAT</b> the Deputy Corporate Officer duly executes the Permit.</p>
<p><b>Street Closure Request – March into Spring District Event</b></p>	<p><b>I4</b></p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated February 10, 2023, be received; and further</p> <p><b>BE IT RESOLVED THAT</b> Council authorize the closure of Third St from Birch Ave east to the intersecting laneway behind the Community Hall between the hours of 9:00 AM and 1:00 PM on Saturday March 25th, 2023.</p>
<p><b>J.</b></p>	<p><b><u>BYLAWS:</u></b></p>
<p><b>K.</b></p>	<p><b><u>VOUCHERS</u></b></p>
<p><b>Paid Vouchers (January) #27984 to 28105 &amp; EFTs</b></p>	<p><b>K1</b></p> <p><b>BE IT RESOLVED THAT</b> the paid manual vouchers #27984 to #28105 and EFT's totaling \$ <b>478,480.57</b> <u>be received.</u></p>
<p><b>L.</b></p>	<p><b><u>OTHER BUSINESS:</u></b></p>
<p><b>M.</b></p>	<p><b><u>QUESTION PERIOD:</u></b></p>
<p><b>N.</b></p>	<p><b><u>ADJOURNMENT</u></b></p> <p><b>BE IT RESOLVED THAT</b> this February 14<sup>th</sup>, 2023 meeting of Council be adjourned:           Time:</p>



**DISTRICT OF 100 MILE HOUSE**

**MEETING HELD IN DISTRICT COUNCIL CHAMBERS**

**Tuesday, January 10<sup>th</sup>, 2023, AT 7:00 PM**

PRESENT: Mayor  
Councillor  
Councillor  
Councillor  
Councillor

Maureen Pinkney  
Donna Barnett  
Ralph Fossum  
Jenni Guimond  
Dave Mingo

STAFF: D/Corp Officer  
Dir. of Finance  
Dir. Ec Dev & Planning

Sheena Elias  
Tammy Boulanger  
Joanne Doddridge

Media (1)

<p><b>A</b></p>	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the meeting to order at 7:00 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Secwepemculecw.</p>
<p><b>B</b></p>	<p><b><u>APPROVAL OF AGENDA</u></b></p>
	<p><b>B1</b></p> <p><b>Res: 01/23</b> Moved By: Councillor Fossum Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the January 10<sup>th</sup>, 2023, Regular Council agenda be approved.</p> <p style="text-align: center;">CARRIED.</p>

<p><b>C</b></p>	<p><b><u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u></b></p> <p>No late items.</p>
<p><b>D</b></p>	<p><b><u>DELEGATIONS</u></b></p> <p>No Delegations</p>
<p><b>E</b></p>	<p><b><u>MINUTES</u></b></p>
<p><b>Regular Council – December 13<sup>th</sup>, 2022</b></p>	<p><b>E1</b></p> <p><b>Res: 02/23</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Fossum</p> <p>BE IT RESOLVED THAT the minutes of the Regular Council meeting of December 13<sup>th</sup>, 2022, <u>be adopted.</u></p> <p style="text-align: center;">CARRIED.</p>
	<p><b><u>UNFINISHED BUSINESS</u></b></p> <p>No unfinished business.</p>
<p><b>G</b></p>	<p><b><u>MAYOR'S REPORT</u></b></p>
	<p>Mayor Pinkney welcomed everyone back for the New Year. Mayor Pinkney was honored to attend the Cadet Christmas dinner where they celebrated 60 years. Mayor Pinkney commented on how much progress the District has made towards replacing and repairing critical infrastructure, with plans to continue monitoring for future planning.</p> <p>Councillor Mingo commented that the Wranglers are doing very well and will be on the road for the next 3 games.</p>



<b>H</b>	<b><u>CORRESPONDENCE</u></b>
<b>Commissionaires Report December 2022</b>	<p><b>H1</b></p> <p><b>Res: 03/23</b>                  Moved By: Councillor Barnett                  Seconded By: Councillor Fossum</p> <p>BE IT RESOLVED THAT the By-Law Officer report for the period of December 1<sup>st</sup> to December 31<sup>st</sup>, 2022 <u>be received</u>.</p> <p style="text-align: center;">CARRIED.</p>
<b>I.</b>	<b><u>STAFF REPORTS</u></b>
<b>DVP – 438 Birch Ave</b>	<p><b>I1</b></p> <p><b>Res: 04/23</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the memo received from planning regarding a DVP application for 438 Birch Avenue be received: and further</p> <p>BE IT RESOLVED THAT Council of the District of 100 Mile House authorize staff to proceed with advertising and notification of adjoining property owners, of Council's intent to consider issuance of a Development Variance Permit to New Wine Deliverance and Healing Fellowship and Kenneth and Latisha Smith for the property located at 438 Birch Avenue, and legally described a Lot 1, Plan 29403, except Plan KAP44592, DL32, Lillooet District to vary Zoning Bylaw No. 120, 2016, s. 5.0 from the requirement for 27 parking spaces to only 16 parking spaces, in substantial accordance with the application as submitted on Dec. 8, 2022.</p> <p style="text-align: center;">CARRIED.</p> <p>Council expressed concerns with allowing such a decrease in required parking space.</p>



**Cask and Cleaver  
Change of Hours of  
Liquor Service**

**I2**

**Res: 05/23**

Moved By: Councillor Barnett

Seconded By: Councillor Mingo

WHEREAS Cask & Cleaver Brewing has applied for a Change of Hours of Liquor Service FROM 10 am to 7 pm, 8 pm or 10pm depending on the day of the week, TO 10 am to midnight daily; and

WHEREAS

- The Change of Hours of Liquor Service 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; and

WHEREAS the impact of approval of the Change of Hours of Liquor Service 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 change of hours of liquor service on the community will not generate a significant increase in traffic volumes, nor cause late-night policing concerns;
- 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 Jan. 10, 2023 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 Dec. 29, 2022 and Jan. 5, 2023 issues of the Free Press;



	<p>➤ 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> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House recommends the issuance of the Change of Hours of Liquor Service.</p> <p>CARRIED.</p>
<p><b>Grants for Assistance</b></p>	<p><b>I3</b></p> <p><b>Res: 06/23</b> Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House approves the 2023 Grants for Assistance contributions in the amount of \$ 7,726.00.</p> <p>CARRIED.</p>
<p><b>Permissive Tax Exemption Case Law</b></p>	<p><b>I4</b></p> <p><b>Res: 07/23</b> Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the memo from Administration dated December 23<sup>rd</sup>, 2022, regarding Permissive Tax exemption Case Law be received for information.</p> <p>CARRIED.</p>





<p><b>Communities in Bloom</b></p>	<p><b>I5</b></p> <p><b>Res: 08/23</b>                  Moved By: Councillor Fossum                  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the District of 100 Mile House fund the application fees for the 2023 Communities in Bloom program.</p> <p style="text-align: center;">CARRIED.</p>
<p><b>J</b></p>	<p><b><u>BYLAWS</u></b></p>
<p><b>K</b></p>	<p><b><u>GENERAL VOUCHERS</u></b></p>
<p><b>Paid Vouchers (December) #27864 to 27983 &amp; EFTs</b></p>	<p><b>K1</b></p> <p><b>Res: 09/23</b>                  Moved By: Councillor Barnett                  Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the paid manual vouchers #27864 to #27983 and EFT's totaling \$ 723,662.53 <u>be received.</u></p> <p style="text-align: center;">CARRIED.</p>
<p><b>L</b></p>	<p><b><u>OTHER BUSINESS:</u></b></p>
<p><b>M</b></p>	<p><b><u>QUESTION PERIOD:</u></b></p>



Regular Council

January 10<sup>th</sup>, 2023

<b>N</b>	<b><u>ADJOURNMENT</u></b>  <b>Res: 10/23</b> Moved By: Councillor Barnett Seconded By: Councillor Mingo  BE IT RESOLVED THAT this January 10 <sup>th</sup> ,2023 meeting of Council be adjourned: Time: 7:10 PM  CARRIED.
	I hereby certify these minutes to be correct.  _____ Mayor  _____ Corporate Officer



**DISTRICT OF 100 MILE HOUSE  
REPORT OF THE PUBLIC HEARING  
OF THE MUNICIPAL COUNCIL HELD IN COUNCIL CHAMBERS  
TUESDAY January 10<sup>th</sup>, 2023 AT 6:30 PM**

**E2**

<b><u>PRESENT:</u></b>	Chair	Maureen Pinkney
	Councillor	Donna Barnett
	Councillor	Ralph Fossum
	Councillor	Jenni Guimond
	Councillor	Dave Mingo

<b><u>STAFF:</u></b>	Director of Finance	Tammy Boulanger
	Dir. Ec-Dev/Planning	Joanne Doddridge
	D/ Corporate Officer	Sheena Elias

**OTHERS:** (1)

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

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

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

**Chair Pinkney outlined the process for receiving public comment to the proposed Change of Hours of Liquor Service application.**

**Director of Planning reported one (1) written submission was received.**

Kelly MacDonald from Interior Health sent an email with an attached document that was created to support informed decision making for local governments about alcohol distribution and consumption in the community setting. Email and document attached forming part of this report.

**There were no members of the public wanting to speak.**

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Chair Pinkney 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 Change of Hours of Liquor Service was adjourned at 6:40 PM

I hereby certify this report to be correct:

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Chair

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Corporate Officer

**From:** MacDonald, Kelly <[Kelly.MacDonald2@interiorhealth.ca](mailto:Kelly.MacDonald2@interiorhealth.ca)>  
**Sent:** December 22, 2022 9:21 AM  
**To:** Joanne Doddridge <[JDoddridge@100milehouse.com](mailto:JDoddridge@100milehouse.com)>  
**Subject:** December 2022 Healthy Communities Newsletter

Hi Joanne,

I wasn't sure if you were on our Healthy Communities Newsletter distribution list, so I wanted to share this month's (below my signature). We featured the District of 100 Mile House in our Community Recognition section. We loved showcasing the work of your community as an example for others. Highlighting what smaller communities can do, serves as a great example for other communities who are reticent to jump into active transportation and injury prevention work.

I try to keep up with the happenings in 100 Mile House, to see where there may be opportunities to further support the community from a healthy development perspective. This morning I was reading the 100 Mile Free Press and saw an [article](#) relating to Cask and Cleaver Brewery and the request to extend hours of operation.

Recently IH developed and released a resource specifically for local government to support informed decision making about alcohol distribution and consumption in a community setting. Please find attached a document entitled 'Community Actions to Reduce Alcohol Related Harms' or click [here](#) to view the document.

I did send this info to Mayor and Council this morning as well, but thought it may also be helpful for staff to have as well.

We were really glad to connect with TRUE consulting regarding your Active Transportation Master Plan and hope we can work together more in 2023.

Thanks Joanne and stay warm!

*Kelly MacDonald, BA, MA*  
**Community Health Facilitator**  
**(she/her/hers)**  
Healthy Communities | Population Health  
Kamloops Public Health Unit  
Cell: 250-819-7655  
[kelly.macdonald2@interiorhealth.ca](mailto:kelly.macdonald2@interiorhealth.ca)  
[www.interiorhealth.ca](http://www.interiorhealth.ca)



Interior Health

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*Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tsilhqot'in Nations where we live, learn, collaborate and work together.*

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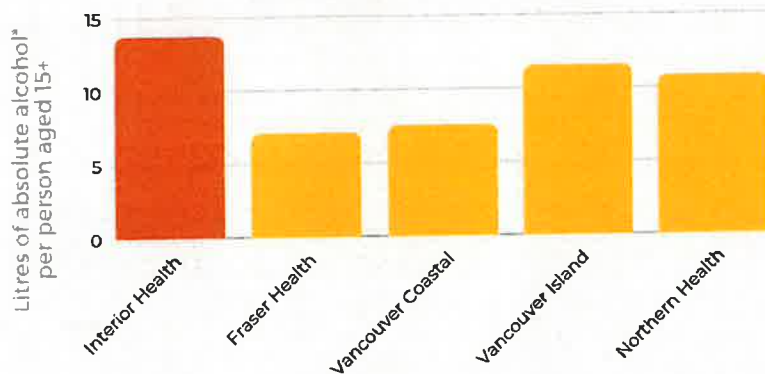
# Community Actions to Reduce Alcohol-Related Harms



Alcohol use comes with health risks. At the same time, it is often viewed as socially acceptable and has become normalized in our society. Local governments may unknowingly have a hand in this normalization by contributing to environments that lead to greater access, advertisement, or consumption of alcohol. When building a healthy community, goals can include fostering a culture of moderation, and taking pragmatic steps to lessen the negative impacts of alcohol consumption. Local governments are in a unique position to foster healthy environments and shape culture. Therefore, the purpose of this document is to provide an overview of the costs and effects of alcohol consumption so communities can continue to have informed conversations about how to best reduce the associated risks.

## EVIDENCE Interior BC has the highest alcohol consumption rates and related health costs in the province.

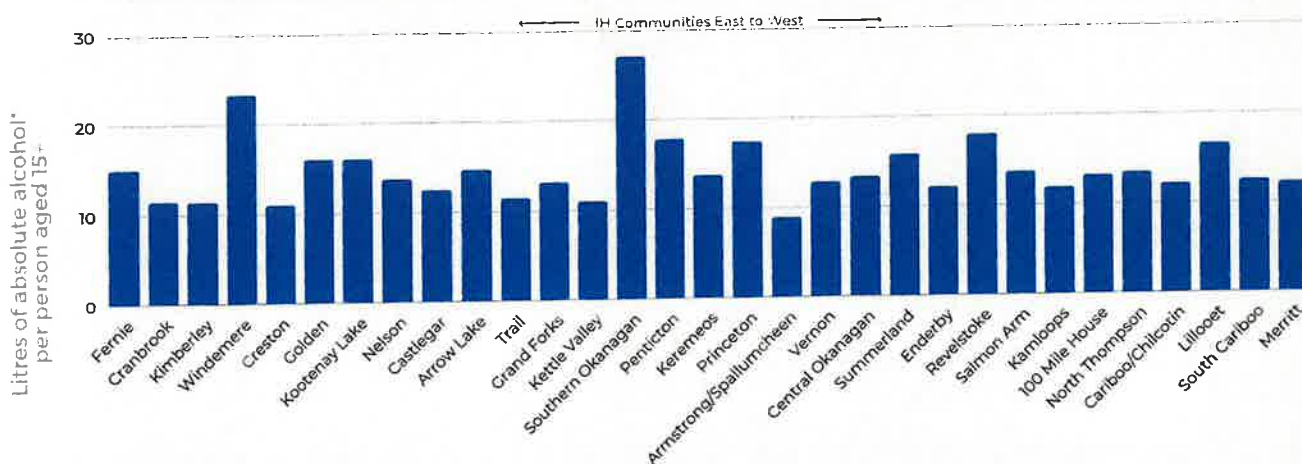
**2020 Per Capita Alcohol Consumption by BC Health Authorities <sup>1</sup>**



Since 2002, the Interior Health (IH) region has had the highest per capita alcohol consumption rates; 2020 being the highest year of consumption on record.<sup>2</sup>

**2020/21 Annual per Capita Litres of Alcohol Consumed <sup>3</sup>**

**2020 per Capita Alcohol Purchasing & Sales by Local Health Area, Interior Health <sup>1</sup>**



\*1 litre of absolute alcohol = 58.65 beers, glasses of wine or cocktails per person aged 15+ per year

As per the Canadian Institute for Substance Use Research, consumption is measured by litres of alcohol purchased in that local health area.<sup>1</sup> Alcohol sales data is used as a proxy for alcohol consumption because it tends to be more accurate than population surveys, which underestimate alcohol consumption.<sup>4</sup>

# LEGAL YET HARMFUL

Alcohol is a legal and regulated **drug**. Despite how normalized alcohol is in our culture, the harms, costs, and quantity of consumption are greatly underestimated.



**75%**  
% of men and women who drink underestimate how much they consume<sup>5</sup>



**DRUG**  
**/drug/**

A substance which has a physiological effect when ingested or otherwise introduced into the body.<sup>6</sup>

“

There's no level of alcohol use that is good for you. None is best for your health.

”

- Adam Sherik, UVic<sup>8</sup>

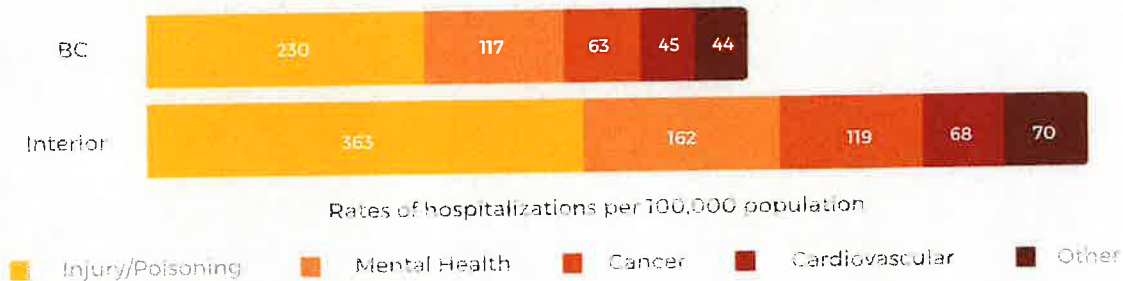
## HEALTH RISKS

Alcohol is linked to more than 200 health conditions, ranging from cancer and cardiovascular illness to physical injuries and mental illness.<sup>7</sup>

Alcohol-related deaths typically arise from complications of alcohol use itself or alcohol-related injuries (motor vehicle accident, drowning, suicide).

Alcohol-related hospitalizations and deaths have been consistently increasing in the Interior region since 2012.<sup>4</sup>

### Hospitalization Rates Attributable to Alcohol by Condition, 2015<sup>9</sup>



## COSTS<sup>4, 10, 11</sup>

The direct societal costs of alcohol in BC due to health care, lost productivity, and enforcement costs were over \$2 billion in 2017. The government gross profit from alcohol that year was \$1.4 billion, creating a net negative balance. These costs were related to policing as well as social costs (disability/injury from impaired driving, domestic violence, and lost work time/productivity).

### Substance use-attributable costs, BC, 2017<sup>10</sup>

	Emergency Department Visits	Policing
Alcohol	\$59.1 M	\$157.6M
Tobacco	\$18.3M	\$0.0
Opioids	\$5.04 M	\$80.3M



# WHAT CAN LOCAL GOVERNMENTS DO?

Local governments are uniquely situated to create healthy environments. Through healthy public policies and partnerships, it is possible to both support the economic and social benefits of alcohol, and reduce negative impacts.

## 1 PUBLIC SPACES & EVENTS<sup>12</sup>

Permitting alcohol use on public property can create a sense of “normalization,” and increased consumption, resulting in increased risk of health impacts and social harms. Limiting the availability of alcohol can reduce a range of alcohol-related harms. Event organizers can help reduce alcohol-related harms by managing the availability of alcohol and strategically designing environments where alcohol is served.

### Possible Actions:

- Regulate, manage, and evaluate alcohol consumption in public places and on municipally owned and managed properties during public and private events, including festivals.
- Enclose licensed areas at events if alcohol is permitted and ensure they are not accessible to minors.
- Establish clear consequences for non-compliance (e.g. fines, loss of hosting/renting privileges).
- Implement policies to restrict and limit exposure to alcohol marketing and sponsorship.
- Provide alcohol-free spaces and incentives for alcohol-free events (lower booking fees, priority dates).
- When alcohol is served at events, follow the suggestions outlined in the [Public Health Guidelines on Major Planned Events: Fact Sheet #5: Harm Reduction \(gov.bc.ca\)](#)
- Limit the number of alcoholic drinks that can be purchased, provide easily accessible/free drinking water and low-cost non-alcoholic options, provide incentives for designated drivers and safe options for people to get home.

## 2 LAND USE PLANNING<sup>12,13</sup>

A greater density of alcohol retail outlets/places that allow alcohol consumption have been shown to increase community-level harms such as injury, poor mental health, and acute and chronic diseases. Having alcohol establishments close to areas frequented by children and youth normalizes the consumption of alcohol.

### Possible Actions:

- Establish bylaws that restrict where off-premise alcohol outlets can be located.
- Prohibit/challenge alcohol establishments from operating within a certain distance of areas frequented by children/youth (e.g., schools, daycares, community facilities).



## 3 COMMUNITY SAFETY<sup>12,13</sup>

Alcohol-related collisions remain one of the leading causes of alcohol-related death and injury in Canada and internationally.

### Possible Actions:

- Invest in transit options and pedestrian pathways when considering on-site alcohol location.
- Leverage partnerships with bylaw officers and police around enforcement and penalties for disorderly conduct and drinking and driving.



# 4

## BUSINESS BYLAWS <sup>12, 13</sup>

Longer hours of sale increases access to alcohol. In particular, late night retail hours are associated with levels of heavy drinking. Limiting hours of operation reduces the overall access and availability of alcohol, which has been shown to reduce alcohol-related harms.

### Possible Actions:

- Create a business license bylaw to reduce operating hours of on-premise and off-premise alcohol sales.
- Implement a business bylaw for alcohol serving locations to communicate the health harms of alcohol use.
- Consider a business bylaw that prohibits the sale of alcohol less than \$3.00/standard serving.



# 5

## PUBLIC AWARENESS <sup>12, 13</sup>

Alcohol marketing and advertising can impact all sectors of the population in many ways (e.g. through normalizing many drinking contexts, trivializing risks, encouraging early onset of drinking, and potentially triggering people who are trying to abstain from alcohol).

### Possible Actions:

- Ensure citizens know drinking in public is prohibited by provincial law and ensure equitable enforcement/penalties for non-compliance.
- Implement policies to restrict and limit exposure to alcohol marketing, advertising, and sponsorship.

### What is Equitable Enforcement?

A process of ensuring that law or bylaw enforcement doesn't target, harm, or discriminate based on age, skin colour, etc.

# 6

## ADVOCACY <sup>12, 13</sup>

Increased taxes and minimum pricing are effective approaches for reducing consumption and importantly, alcohol-related health and social harm. Adjusting alcohol prices for inflation ensures that alcohol products do not become cheaper relative to other goods in the marketplace, thus maintaining their ability to protect public health over time.

### Possible Actions:

- Advocate for a pricing structure that ensures alcohol costs deter high levels of consumption, keeps pace with inflation, and reflects alcohol content (including beer and cider).
- Advocate for preventative alcohol policy/harm reduction at the provincial and federal level.
- Advocate at the federal level about nutrition and warning labelling on alcohol products.
- Advocate for greater marketing restrictions at the provincial and federal levels.

### References

1. Canadian Institute for Substance Use Research. (n.d.). Alcohol consumption - University of Victoria. UVic.ca. Retrieved June 9, 2022, from <https://www.uvic.ca/research/centres/cisur/stats/alcohol/index.php>
2. University of Victoria - Canadian Institute for Substance Use Research. (2022). Per Capita Alcohol Consumption vs years (2002-2023). Interactive Data Visualization Tool. Retrieved July 29, 2022 from <http://adtool.cfar.uvic.ca/pca/tool.php>
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E3

**DISTRICT OF 100 MILE HOUSE**

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE  
MUNICIPAL COUNCIL HELD IN DISTRICT COUNCIL CHAMBERS**

**TUESDAY, JANUARY 10<sup>th</sup>, 2023, AT 5:30 PM**

PRESENT: Mayor Maureen Pinkney  
Councillor Donna Barnett  
Councillor Ralph Fossum  
Councillor Jenni Guimond  
Councillor Dave Mingo

STAFF: Dir. Finance Tammy Boulanger  
Dir. Ec-Dev/Planning Joanne Doddridge  
D/Corporate Officer Sheena Elias

OTHERS: (2)  
(2) **via Teams**

	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the Committee of the Whole meeting to order at 5:30 PM</p>
<b>A</b>	<p><b><u>APPROVAL OF AGENDA</u></b></p>
	<p><b>A1</b></p> <p><b>Res: 01/23</b> Moved By: Councillor Fossum Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the January 10<sup>th</sup>, 2023, Committee of the Whole agenda <u>be approved</u>. CARRIED.</p>

<b>B</b>	<b><u>INTRODUCTION OF LATE ITEMS</u></b>
<b>C</b>	<b><u>DELEGATIONS</u></b>
	<p><b>C1</b></p> <p>Melissa Hermiston, Shelly Joyner, Kimberly Vance-Lundsbye and Brenda Vallee presented to Council as representatives of the Cariboo-Chilcotin Partners for Literacy Society (CCPL). They showed a video of their various activities and updated Council on their operations and recent accomplishments.</p> <p>CCPL requested more collaboration at the Municipal level similar to the Community Planning Council that used to happen.</p> <p>This term Councillor Barnett has been appointed as the Councillor responsible for Community Volunteer Development. Councillor Barnett will be in contact with CCPL for further discussions.</p>
	<p><b>C2</b></p> <p>Troy Clifford and Keith Taylor presented on behalf of the Ambulance Paramedics of British Columbia. They encourage local governments to engage in communication with BCHS to ensure service levels are maintained.</p>
<b>D</b>	<b><u>UNFINISHED BUSINESS</u></b>
	There was no unfinished business brought forward for discussion.
<b>E</b>	<b><u>CORRESPONDENCE</u></b>

<b>F</b>	<b><u>STAFF REPORTS</u></b>
<b>Economic Development Strategy: 2021 and Beyond - Update</b>	<p><b>F1</b></p> <p><b>Res: 02/23</b>  Moved By: Councillor Barnett  Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the memo from administration dated January 3<sup>rd</sup>, 2023, regarding the Economic Development Strategy: 2021 and Beyond – Update be received.</p> <p style="text-align: center;">CARRIED.</p> <p>District Planner Joanne Doddridge explained that an extension to the funding for the Community Transition Assistant Position was underway and outlined the items that require more immediate decision. Council endorsed proceeding with the Business Opportunity Scan, the Basket of Goods Comparison, and the Event Hosting Guide projects. Councillor Barnett requested a separate Council-staff meeting to discuss her questions regarding the Economic Development Strategy update.</p>
<b>G</b>	<b><u>BYLAWS</u></b>
<b>H</b>	<b><u>OTHER BUSINESS</u></b>
<b>I</b>	<b><u>QUESTION PERIOD</u></b>
<b>J</b>	<p><b><u>ADJOURNMENT</u></b></p> <p><b>Res: 03/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT this Committee of the Whole meeting for January 10<sup>th</sup>, 2023, be adjourned at 6:25 PM.</p> <p style="text-align: right;">CARRIED.</p>
<p>I hereby certify these minutes to be correct.</p> <p>_____  Mayor</p> <p style="text-align: right;">_____  Corporate Officer</p>	





E4

**DISTRICT OF 100 MILE HOUSE**

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE  
MUNICIPAL COUNCIL HELD IN DISTRICT COUNCIL CHAMBERS**

**TUESDAY, JANUARY 20<sup>th</sup>, 2023, AT 12:00 PM**

PRESENT: Mayor Maureen Pinkney  
Councillor Donna Barnett  
Councillor Ralph Fossum  
Councillor Jenni Guimond  
Councillor Dave Mingo

STAFF: CAO Roy Scott  
Dir. Ec-Dev/Planning Joanne Doddridge  
D/Corporate Officer Sheena Elias  
Dir. of Com. Services Todd Conway

OTHERS: (1- Tera Grady)  
(1- Tamara Shulman) **via Teams**

	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the Committee of the Whole meeting to order at 12:00 PM</p>
<b>A</b>	<p><b><u>APPROVAL OF AGENDA</u></b></p>
	<p><b>A1</b></p> <p><b>Res: 04/23</b> Moved By: Councillor Fossum Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the January 20<sup>th</sup>, 2023, Committee of the Whole agenda <u>be approved</u>. CARRIED.</p>

<b>B</b>	<b><u>INTRODUCTION OF LATE ITEMS</u></b>
<b>C</b>	<b><u>DELEGATIONS</u></b>
	<b>C1</b>  Tera Grady from the CRD presented on the direction of focus of the upcoming public consultation regarding the Solid Waste Management Plan.
<b>D</b>	<b><u>UNFINISHED BUSINESS</u></b>
	There was no unfinished business brought forward for discussion.
<b>E</b>	<b><u>CORRESPONDENCE</u></b>
<b>F</b>	<b><u>STAFF REPORTS</u></b>
<b>G</b>	<b><u>BYLAWS</u></b>
<b>H</b>	<b><u>OTHER BUSINESS</u></b>
<b>I</b>	<b><u>QUESTION PERIOD</u></b>
<b>J</b>	<b><u>ADJOURNMENT</u></b>  <b>Res: 05/23</b> Moved By: Councillor Barnett Seconded By: Councillor Mingo  BE IT RESOLVED THAT this Committee of the Whole meeting for January 20 <sup>th</sup> , 2023, be adjourned at 2:10 PM.  <p style="text-align: right;">CARRIED.</p>
I hereby certify these minutes to be correct.	
_____ Mayor	_____ Corporate Officer



# COMMISSIONAIRES

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H1

## Monthly Progress Report

### District of 100 Mile House – Bylaw Enforcement Site 545

January 1<sup>st</sup> to January 31<sup>st</sup>, 2023

In January there were 2 Requests for Service:

- Complaint of dog being tied up outside for several hours and barking continually on Burghley Place. Owner claims dog is outside for only short periods of time. Told owner to monitor dog. This is an ongoing problem.
- Complaint by business owner on Birch Avenue about cars parked in a two-hour parking zone all day. Gave 3 written warnings to owners of vehicles.

Other issues dealt with in January:

- Obtained mailing addresses and phone numbers for District Office
- Spoke to 2 dog owners about keeping their dogs on a leash.
- Spoke to owner of a vehicle that was parked in a no parking zone. Vehicle was moved.

Marianne Lawrence  
Employee No.92080  
Commissionaires B.C.



## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** February 10, 2023

**To:** Mayor & Council

**From:** Administration

**Subject:** Farmers Market Street Closure Request

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A letter was received in office February 7, 2023 from the South Cariboo Farmers Market Society.

The Society would like to see the market return to their previous location downtown at the Community Hall for the 2023 market season.

The Society has made arrangements to rent the Community Hall during each Friday Market. To accommodate the market's return downtown, the Society requests closure of Third Street from 7:00 am until 3:00 pm each Friday from May 12<sup>th</sup> to September 29<sup>th</sup>.

This requires Council approval and a resolution to permit the closure of Third St for the season.

Should Council be supportive of the South Cariboo Farmers Market being held in downtown 100 Mile House the following resolution would be in order.

**Recommendation:**

**BE IT RESOLVED THAT** the memo from Administration dated February 10, 2023, regarding the Farmers Market Street Closure request be received; and further

**BE IT RESOLVED THAT** Council authorize the closure of Third St from Birch Ave east to the intersecting laneway behind the Community Hall on Fridays during the operating season from May 12<sup>th</sup> thru to September 29<sup>th</sup>, 2023.

S.Elias, D/Corporate Officer

R. Scott, CAO





South Cariboo Farmers Market Society  
Box 495  
100 Mile House, BC  
V0K 2E0

February 7th, 2023

District of 100 Mile House  
Birch Avenue  
100 Mile House, BC  
V0K 2E0

Attention: 100 Mile House District Council

Dear Mayor and Council,

The South Cariboo Farmers Market Society has made arrangements to rent the 100 Mile Community Hall and grounds for the 2023 market season.

The market is respectfully requesting that the District provide for the closure of Third Street between Birch Avenue and the alley on market Fridays from 7:00 AM to 3:00 PM. The market will operate between May 12<sup>th</sup> and September 29<sup>th</sup> except for July 14<sup>th</sup> and September 1<sup>st</sup>.

We are capable and willing to carry out the organization and facilitation of the Third Street closure including setting up traffic barricades.

For your information we are most pleased that Will Love will again manage the organization and operation of the Friday markets.

We look forward to working with the District and the entire community to present a successful farmers market in downtown 100 Mile House.

Most sincerely yours,

Rob Diether,  
Acting chairperson SCFM Society

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

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**Date:** February 10, 2023  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** South Cariboo Sustainability Society Compost Request

---

A request was received by email February 6<sup>th</sup>, 2023 from the South Cariboo Sustainability Society.

The Society is seeking to continue the increased composting that was approved by Council in April of 2022 for a one-year trial. The 2022 request was to install two to three additional one cubic meter compost bins to accept compostable materials from residents at the Community Place Garden located at Birch Ave and First Street.

The Community Services Department did not receive complaints or concerns during the trial period.

**Recommendation:**

**BE IT RESOLVED THAT** the memo from Administration dated February 10<sup>th</sup>, 2023, regarding the South Cariboo Sustainability Society's request for the continuation of increased composting at the Community Garden be received; and

***"Further action at the direction of Council"***

Handwritten signature of Sheena Elias in blue ink.

---

Sheena Elias, D/CO

Handwritten signature of R. Scott in blue ink.

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R. Scott, CAO



## **South Cariboo Sustainability Society**

Hi Sheena, the SCSS would like to continue the increased compost program the town gave us approval for last year. The attached approval was for a one year trail and therefore we need to reapply. Can you run it past your service department, we were not aware of any issues attracting animals etc., and the council for their approval, please.

I don't think this should be a problem as the increase in composting was quite small – by the time we built the extra bins and did a small amount of advertising the summer was half over. We should have a better response this year.

Thanks

Peter Jarvis  
Secretary/Director  
South Cariboo Sustainability Society

250 791 7284



## DISTRICT OF 100 MILE HOUSE

### MEMO

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**Date:** February 3, 2023  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** Purchasing Policy Amendment

---

Administration has reviewed the purchasing policy and have made the following changes:

- Updated the purchasing authority table to include the Director of Planning & Economic Development up to \$5,000.
- Increase the amount for purchases to utilize the Limited Value Purchase method from \$5,000. to \$10,000.
- Increase the range amount for purchases to utility the Competitive Quotations method to \$10,000. - \$30,000.
- Increase the amount required for the public tendering process from \$25,000 to \$30,000.
- Modified Purchase Order section to indicate a minimum dollar value of \$2,500. whereas purchase orders must be issued.
- Removed the “standing purchase order” section.
- Issuance of cheques updated to read “Invoices are processed and paid Bi-monthly.

All references to purchase amounts have been updated within the policy. These policy amendments are recommended to update the payment process and reflect rising cost related to purchasing operational items.

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

“BE IT RESOLVED THAT Council of the District of 100 Mile House approves the amendments to the Purchasing Policy as described in the Administration memo dated February 3, 2023.”

Tammy Boulanger  
Director of Finance

Endorsed by:



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



## DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

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### 4.12 PURCHASING POLICY

#### PURPOSE

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

#### GENERAL STATEMENT

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

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

#### PURCHASING AUTHORITY

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

Amended Feb 14/23

Purchases	Authority
Up to \$ 500	Designated Staff Members
Up to \$ 5,000	Deputy Director of Corp. Admin / <b>Director of Planning &amp; Ec. Dev.</b>
Up to \$10,000	Fire Chief & Operations Supervisor
Up to \$25,000	Director of Engineering & Community Services co-signed by Director of Finance
Over \$25,000 - \$50,000	Administrator & Director of Finance



## DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

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

### **PURCHASING METHODS**

Amended Oct 24/17

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

- a) Purchases up to **\$10,000** utilize the **Limited Value Purchase** method
- b) Purchases between **\$10,000 and \$30,000** utilize the **Competitive Quotations** method
- c) Purchases over **\$30,000** utilize the Formal Competitive Process (FCP), described below.

Amended June 23/20 / Amended Feb 14/23

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

### **GROUP PURCHASING**

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

### **LAND ACQUISITIONS**

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

### **PREFERENCE TO LOCAL SUPPLIERS**

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

### **EMERGENCY PURCHASES**

There may be times that the direct acquisition of goods and services is required to maintain public health and safety. If the emergency occurs during normal working hours, the Department Head may issue a purchase order verbally without following the normal procedures. If an emergency occurs during non-working hours, the goods and services should be obtained by the department as required. Under both circumstances, the proper documentation and account codes should be prepared as soon as possible after the emergency.



## DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

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### LIMITED VALUE PURCHASE – PURCHASES UP TO \$10,000

Amended Feb 14/23

#### 1) Direct Acquisition

Goods or services that have an estimated cost of up to but not exceeding \$2,500 may be purchased directly from a local supplier by the appropriate Department or by an employee who has authorization to expend funds.

#### 2) Telephone Quotations

For goods or services with an estimated cost between \$2,500 and \$10,000 the department head is responsible for ensuring that at least three (3) verbal quotations have been received and documented.

### PROCEDURE

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

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

#### 1) Petty Cash

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

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

#### 2) Corporate Purchasing Card (CPC)

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





## DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

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- a) The CPC must be used only by the person whose name appears on the card, or has authorized signing approval.
- b) The CPC must be used only for official Municipal procurement and be within the limitations established for the card and for which budget provisions have been made.
- c) Upon request from the appropriate Director or Deputy, the Cardholder must return the CPC to the Director or Deputy who shall forward it to the Director of Financial Administration if required.
- d) The Cardholder, upon transfer from a department or termination of employment, must return the CPC to the appropriate Director for immediate cancellation. Action must be taken to ensure that all outstanding transaction slips have been verified and passed to the appropriate Director or Deputy.
- e) Each time the CPC is used:
  - i. Ensure that an adequate description and quantity of the goods/services purchased with the CPC is entered either on the transaction slip, cash register tape, or on a separate paper attached to the transaction slip, and that the taxes are shown as a separate amount.
  - ii. Clearly mark each transaction slip with account number or code to which the purchase is to be debited.
  - iii. All transaction slips are to be promptly forwarded to the appropriate Director or Deputy and then to the Accounts Payable Clerk within 5 business days.
- f) CPC transactions shall not be split to stay within the limits for individual transactions.
- g) Back orders shall not be accepted.

### 3) Purchase Orders (PO)

Amended Feb 14/23

Purchase orders must be used for all purchases over \$2,500, ~~where the Limited Value and Competitive Quotations methods of purchase are used~~ except when the acquisition of goods and/or services ~~is made by petty cash or if goods and/or services~~ are identified



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under "PO's not required" from the list below. ~~A standing PO may be used for the regular purchase of goods or services.~~

Amended Oct  
20/16

- Copies of Purchase Orders are to be distributed immediately as follows:
  - i. White Copy – Supplier, if requested
  - ii. Yellow Copy – Accounts Payable with packing slip, if applicable
- Purchase orders are issued at the time the commitment is made to the supplier. Purchase Orders are required even if the invoice is received at the time of purchasing the goods or services. Purchase orders and Invoices must be coded and approved then forwarded to Accounts Payable Clerk immediately. All invoices for payment require proper authorizations before cheques are issued.
- Purchase Orders must clearly specify supplier name, account codes, unit prices, and product or service descriptions. Applicable taxes & shipping charges shall be noted as "+ taxes and shipping".
- Where telephone quotations are required, they are to be documented on the last copy of the Purchase Order or as an attachment. If a quote is received via e-mail, print and attach quote to purchase order.
- Where union staff members issue a purchase order it must be forwarded to the department director immediately for approval and coding.
- ~~If a "standing purchase order" is issued it is the Directors' responsibility to ensure that all of the items recorded on the purchase order are reflected on the statement/invoice and coded to the appropriate department.~~
- All purchase orders must indicate the fleet unit number when applicable.
- The Accounts Payable Clerk will match the invoice to the purchase order and process payment. If there is a discrepancy between the purchase order and the invoice the AP Clerk will put the documents in the appropriate department folder for the Director/Manager to review and approve.
- Departments who purchase products that are controlled by WHMIS (Workplace Hazardous Material Information System) must obtain the MSDS (Material Safety Data Sheet) and then forward to the appropriate Director or Deputy. Material Safety Data Sheets are to then be appropriately filed for future evaluations.



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### **Backorders**

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

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

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

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

#### **EMPLOYER GENERAL EXPENSES**

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



## DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

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### ISSUANCE OF CHEQUES

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

### COMPETITIVE QUOTATIONS – PURCHASES BETWEEN \$10,000 AND \$30,000

#### 1) Written Quotations

Amended Oct 24/17 / Amended Feb 14/23

For goods and services that have an estimated cost of between \$10,000 and \$30,000 the department head is required to ensure that a minimum of three (3) written quotes are received, where sufficient number of suppliers are readily available.

#### 2) Sole Source or Single Source Purchases

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

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



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Dollar values that exceed \$30,000 must receive approval of Council.

Amended June 23/20 / Feb 14/23

### FORMAL COMPETITIVE PROCESS (FCP) – PURCHASES OVER \$30,000

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

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

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

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

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

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



## DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

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### **GOODS AND SERVICES REQUIRING FCPs**

The purchases of the following goods or services over **\$30,000** must be completed by way of the FCP process outlined below.

- All projects in excess of \$30,000
- Capital construction programs exceeding \$30,000
- Capital equipment purchase exceeding \$30,000
- Acquisition of goods or services for professional or technical support estimated to exceed \$30,000 or two years in duration
- Operating expenditures exceeding -\$30,000

### **Exemptions**

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

- 1) **Emergency or Time Sensitive Situations** – In emergency or time sensitive situations, where the need for goods and/or services is under a tight timeline or otherwise necessary on an urgent basis in order to address a risk to public health or safety, or a risk to property.
- 2) **Limited Availability** – Where there is an absence of competition for technical reasons, or where the goods or services are only available from a single supplier.
- 3) **Monopolies** – In cases where the market for the goods and/or services is controlled by a statutory or natural monopoly.
- 4) **Compatibility With Existing Goods and/or Services** – To ensure compatibility with existing goods or services, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized goods or services that must be maintained by the supplier or its representative.
- 5) **Prototypes** – For the procurement of a prototype of a first good or service to be developed during and under a particular contract for research, experiment, study or original development.
- 6) **Unique Experience** – Where previous work of a vendor has resulted in that vendor having a unique understanding and/or knowledge of local systems and circumstances



## DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

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such that the awarding of a contract to another vendor would cause the District to incur additional expense because of the lack of this understanding and/or knowledge.

- 7) **Co-operative Agreements** – In cases where co-operative purchasing agreements are made with other agencies or other levels of government.
- 8) **Council Discretion** – Where Council, by Resolution, has authorized a direct purchase or sole sourcing in circumstances it considers necessary or appropriate for the purposes of:
  - (a) Addressing any of the circumstances described in paragraphs 1 through 7 above;
  - (b) Leveraging resources and/or relationships that increase economic opportunities for the District and/or District residents; and
  - (c) Benefitting from goods or services that can be purchased under exceptionally advantageous circumstances.
- 9) **Real Property** – For the procurement of real property.
- 10) **Software** – For the procurement of any computer software.

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

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

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



## DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

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





## DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

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- 10) All bids/submissions received after the deadline shall be returned unopened, to the proponent.
- 11) Proponents for all FCP projects may be required to include a Bid Deposit in the form of a bid bond, certified cheque or Irrevocable Letter of Credit payable to the District of 100 Mile House.

Amended Oct 24/17

### **BONDING**

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

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

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

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

### **Bid Bonds:**

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

### **Performance Bonds:**

The Performance Bond guarantees that the work will be completed on time and in accordance with the contract specifications. If another supplier has to be engaged for rework or to get the



## DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

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project completed, the Performance bond will cover the District for these extra costs. The Performance Bond is 50% of the total contract price.

### **Labour and Material Payment Bonds:**

A Labour and Material Payment Bond protects the District from liens against the project, as a result of the contractor failing to make proper payment to its suppliers in respect of either materials or labour. This bond is issued simultaneously with a Performance Bond for an amount equal to the amount of the Performance Bond.

Refund Time Frame:

Amended Oct 24/17

- a) Projects under **\$30,000** within three (3) months of completion and
- b) Projects over **\$30,000** at the discretion of the Director of Financial Administration's and the appropriate departmental Director, if there shall be a minimum six (6) month period; maximum twelve (12) month period

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

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

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

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

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



## DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

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Amended Oct 24/17

### **AWARD OF TENDERS (Applicable to RFT's only)**

- 1) All public tenders exceeding **\$30,000** will be awarded by Resolution of Council upon receiving a Staff Report from the appropriate Director and the Director of Financial Administration.
- 2) Tenders will be awarded to the best overall tender, recognizing that the lowest price is important, but other elements of value, including quality, future maintenance costs, ability to deliver at required times and service and customer relations constitute total cost to the District.
- 3) Upon notification of award, the Director of Financial Administration will advise proponents that submitted a tender, the name of the successful bidder and the amount of the bid.
- 4) The Director of Financial Administration will prepare the "Notice of Award" letter, contract and the "Notice to Proceed" letter and will notify the appropriate Director when completed.

### **WITHDRAWAL OF BIDS (Applicable to all FCPs)**

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



## DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

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### CONTINGENCY AND CHANGE ORDERS

- 1) The District recognizes that capital construction projects may require, from time to time, the overall contract to expend monies in the Contingency Section of the contract, or require the construction contract to be altered through a change order.
- 2) Capital construction projects will only be altered through the use of a change order/contingency requirement from, duly executed by both parties in triplicate. A copy of the change form will be provided to the contractor, consulting engineer (if applicable) and the District.
- 3) Contingency funds within capital construction projects may be agreed upon by the appropriate Director, or designate, the consulting engineer and the project's contractor. At no time should the draw upon the contingency funds exceed the amount provided in the contract award. Should contingency funds be required, greater than that provided in the contract, a Staff Report will be prepared for Council's consideration noting a revised budget.
- 4) Capital construction projects may require additional works to be undertaken during the course of a project. Should a construction project require additional works, the following District authorizations will be required **prior** to the issuance of a project change form.
  - a) \$ 0 to \$ 5,000 but not to exceed 10% of the total project costs and is within budgeted contingency dollar value, will require the authorization of the appropriate Director and Director of Financial Administration.
  - b) \$ 5,000 - \$ 10,000 but not to exceed 15% of the total project costs and is within budgeted contingency dollar value, will require the authorization of the Director of Financial Administration and Administrator.
  - c) \$ 10,000 and over, or exceeding 15% of the total project costs and is within budgeted contingency dollar value, will require a Staff Report to be present to Council for its authorization.



## DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

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- d) All additional work that exceeds the budgeted value will require a Staff Report to be presented to Council for its authorization.

### **PROHIBITIONS**

The following activities are prohibited:

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

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

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**Date:** February 6, 2023  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** Personnel Policy Amendment – Cell Phone Usage

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When the Personnel Policy was written in 2013 the use of cellular devices by District staff was minimal compared to what it is currently. District staff are now using their own mobile devices for phone calls, text messages and emails as part of their regular workday.

In order to align current practices of cell phone usage by staff with policy, Personnel Policy #2013.12 – Cell Phone Policy Usage needs to be replaced by #2023.12 to include an option for staff to be reimbursed for use of their person cell phones for work purposes.

**Recommendation:**

**BE IT RESOLVED THAT the 100 Mile House Personnel Policy be amended as per Administration memo dated February 6, 2023.**

Handwritten signature of S. Elias in blue ink.

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S.Elias, D/Corporate Officer

Handwritten signature of R. Scott in blue ink.

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R. Scott, CAO

## Personnel Policy

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### **#2023.12**

#### **CELL PHONE USAGE**

The District of 100 Mile House provides cellular phones to selected Council and staff so they may safely, effectively and efficiently perform their job duties. Staff may use it for any aspect of their day-to-day duties where immediate communication is required or desired.

#### **General Guidelines**

Cellular phones are a tool to assist the employee with their job functions and are to be used for District business only.

Employees are not to use a cell phone when operating a District owned vehicle or piece of equipment. Before initiating or responding to a call, employees **MUST** pull the District vehicle or equipment off to the side of the road so that it is not in motion until the call is completed.

#### **BYOD Option**

Employees who are required to carry a cellular device for District business may already possess a personal device. In recognition of the impracticability of carrying two devices, a bring your own device option is available (BYOD).

Staff using the BYOD will be reimbursed by the District to cover some of the costs of their device. The reimbursement amount considers District cellular use and wear and tear on the hardware while being used for District business. Any loss or damage reimbursement will be at the discretion of the CAO.

Reimbursement amount: \$ 50.00 per month

#### **Disciplinary**

Any employee who continually or intentionally misuses a cellular phone will be subject to the District's Progressive Disciplinary Policy.

## Personnel Policy

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### **Definitions**

“Day to day duties” is defined as any job-related task that an employee has been requested to perform as part of the position’s regular activities.

### **Procedure**

It will be the responsibility of the Department Director to decide which staff require a cellular device and eligible for reimbursement as provided for in this policy.

The Mayor for the District of 100 Mile House shall be eligible automatically for a reimbursement of \$50.00 per month.

Upon authorization from the CAO, employees will be reimbursed for their personal cell phone up to a maximum of \$50.00 per month, for conducting District business.

Reimbursement will be made end of June for the period of January 1<sup>st</sup> to June 30<sup>th</sup>, and the end of December for the period of July 1<sup>st</sup> to December 31<sup>st</sup>.

Staff using a personal cellular device for work purposes will submit a copy of their cellular phone bill to their Department Director in June and December of each year.





## DISTRICT OF 100 MILE HOUSE Personnel Policy

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**#2013.12**

### **CELL PHONE USAGE**

The District of 100 Mile House provides cellular phones to selected staff so they may safely, effectively and efficiently perform their job duties. Staff may use it for any aspect of their day to day duties where immediate communication is required or desired.

#### **General Guidelines**

Cellular phones are a tool to assist the employee with their job functions and are to be used for District business only.

From time to time employees will need to use a cellular phone for personal reasons in unforeseen circumstances. Employees will be expected to reimburse the District for these calls. Employees will not be reimbursed for using their personal cell phone for District business unless previously authorized by their Department Director to do so.

Cellular phone calls should be kept as short as possible. Long distance calls are to be avoided whenever possible. Employees are to consider using conventional means of communication when the opportunity presents itself.

Employees are not to use a cell phone when operating a District owned vehicle or piece of equipment. Before initiating or responding to a call, employees MUST pull the District vehicle or equipment off to the side of the road so that it is not in motion until the call is completed. A cellular phone is similar to any District owned piece of equipment; proper care and diligence is required when it is being used.

#### **Disciplinary**

Any employee who continually or intentionally misuses a cellular phone will be subject to the District's Progressive Disciplinary Policy and may lose cell phone privileges.

#### **Definitions**



## DISTRICT OF 100 MILE HOUSE Personnel Policy

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“Day to day duties” is defined as any job-related task that an employee has been requested to perform as part of the position’s regular activities.

### **Procedure**

It will be the responsibility of the Department Director to purchase and obtain the cellular phone required for their department and then educate staff as to the cell phone functions.

All union staff cellular accounts will be set according to the standard corporate plan package provided by Telus Mobility.

All exempt staff cellular accounts will be set according to the data corporate plan package provided by Telus Mobility.

Additional services will require approval from the CAO. Cellular phone bills will be submitted to the appropriate Department Director’s attention for approval.



## DISTRICT OF 100 MILE HOUSE

### MEMO

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Date: Feb. 10, 2023

To: Mayor & Council

From: Planning

Subject: Development Variance Permit  
New Wine Deliverance & Healing Fellowship; Kenneth and Latisha Smith  
Lot 1, Plan 29403, except Plan KAP44592, DL 32, Lillooet District  
438 Birch Avenue

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Notifications to adjoining property owners and tenants were delivered Feb. 1, 2023, a notice was posted on the District of 100 Mile House website also Feb. 1, 2023, and published in the 100 Mile Free Press on Feb. 9, 2023.

To date, three (3) written submissions were received. They are attached. Two of the submissions are from nearby business property owners authorizing use of their parking spaces on Sundays. One submission is from the applicant in response to parking concerns. Any additional written submissions received by 4:00 pm on Feb. 14, 2023, will be presented at the Regular Council Meeting.

Should Council wish to consider issuing the DVP, the following resolutions would be in order:

BE IT RESOLVED THAT Council of the District of 100 Mile House issue a Development Variance Permit to New Wine Deliverance and Healing Fellowship and Kenneth and Latisha Smith for the property located at 438 Birch Avenue, and legally described as Lot 1, Plan 29403, except Plan KAP44592, DL 32, Lillooet District to vary Zoning Bylaw No. 1290, 2016, s. 5.0 from the requirement for 27 parking spaces to only 16 parking spaces, in substantial accordance with the application as submitted on Dec. 8, 2022; and further

BE IT RESOLVED THAT the Deputy Corporate Officer duly executes the Permit.

  
J. Doddridge, Dir. Ec Dev / Planning

  
R. Scott, CAO

February 1 2023

# NEW WINE FELLOWSHIP

To the District of 100 Mile House:

I want to thank you for your time in considering our request for a variance in regards to our parking for our new church location.

We meet On Sundays and our service starts @ 11:00 am. Usually we are done by 12:30 to 1:00 for those that linger afterward visiting, and talking.

So I have canvased the area, and let each business know that we are planning to open soon, and are applying for a variance to allow more parking. We have 16 to 17 stalls already, and I would like to add that last Sunday we counted 17 vehicles, with 22 adults attending and about 8 teenagers, and another 15 children. This was a typical Sunday. However from time to time we may have less, or a few more. Churches are sometimes up, and sometimes down. For the previous few years we averaged no more than 25 to 30 people.

So I formally asked the CRD library, Larry Loveng for permission to use the library parking which he was so gracious to take the time to write out a note granting us permission. Also Konrad Schmid-Meil owner/manager of the South Cariboo Business Center, as well took the time to write out a formal letter granting us permission as well. As for the remainder of the surrounding area, I went into the three business just south of our facility, The "Focus Fitness" The "Grooming Parlor" and the "Laundromat " all are opened for business on Sundays. Fortunately all owners/operator were at work and I was able to let them know what we were planning. Each of the people spoke quite favorable, and offered us permission to use the "buttress" (behind the storefront parking) adjoining our parking lots for any needed overflow parking . A total of 8 stalls.

I went over to the post office and again asked if they were okay with usage of their parking facilities on Sundays and she gave me an assurance that it would be fine, as Sundays they are closed and see no concerns with that .

The other business in proximity, would be Smitty's. I got a chance to talk to Greg Sehn whom I have known for many decades here in 100 Mile House. I told him our plan which he was aware of, and of course, he asked that we do not use his parking facility, unless folks come for brunch (or breakfast) before service, then they are welcomed to leave there car at the parking lot during service.

The only other business I talked to was the Liquid Fumes. We would not need to use there facility as they are opened Sundays, but I let him know what we were planning and again the young man there was favorable, and I mentioned that we would not need his facility for parking. The sushi place is far away enough where I did not talk to anyone there about this.

I would like to add that should we reach capacity, we have opened to us to have a second separate service to start @ 9:00 on Sunday.

So I hope that with these letters and the verbal permission given, that it will satisfy the need for our parking. During the week there are an extra 9 stalls available for our facility along with the Law firm above. So we are well covered.

I wish you all the best

Dennis Smith

Pastor

RECEIVED

FEB 01 2023

DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA



South Cariboo Business Centre LTD #BC0875942

January 19. 2023

RECEIVED

FEB 01 2023

DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA

Council of  
District of 100 Mile House  
100 Mile House, BC  
V0K 2E0

To Whom It May Concern”

We give permission to the Members of New wine Church to use our parking facility Known as The South Cariboo Business Centre, permission to use the off road parking area for their Sunday meetings.  
This is valid for the next 24 Month and needs to be re considered.

Konrad Schmid-Meil  
South Cariboo Business Centre LTD  
General Manager

**If possible, make payment per e-transfer to:** [manager@southcariboobusinesscentre.ca](mailto:manager@southcariboobusinesscentre.ca)

**Mat Dundas, President, Ryan Liebe Vice President, Konrad Schmid-Meil Treasurer**  
100-475 Birch Avenue, PO. Box 1067, 100 Mile House, BC, V0K 2E0, Tel. 250 395-2233  
[manager@southcariboobusinesscentre.ca](mailto:manager@southcariboobusinesscentre.ca)

File: 810-20

January 30, 2023

RECEIVED

FEB 01 2023

DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA

VIA EMAIL: [dennismith7221@gmail.com](mailto:dennismith7221@gmail.com)  
New Wine Fellowship  
100 Mile House, BC

Dear Dennis Smith:

Re: Parking Spaces at 100 Mile House Library

Regarding your request for parking spaces in the 100 Mile House Library parking lot located at 449 Birch Avenue South, we agree to allow the members of the New Wine Fellowship Church nonexclusive use of the parking lot located on the south side of the building for overflow parking on Sunday mornings only.

This agreement may be cancelled by the Cariboo Regional District at any time and for any reason.

Yours truly,



Larry Loveng  
Manager of Procurement

LL/lv



## DISTRICT OF 100 MILE HOUSE

### MEMO

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**Date:** February 10, 2023

**To:** Mayor & Council

**From:** Administration

**Subject:** March into Spring – Street Closure

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The District will be hosting a community wide event March 24<sup>th</sup> and 25<sup>th</sup>. The event “March into Spring – Commemorate Canada in 100 Mile House” is federally funded by a Canadian Heritage grant.

Included in the event the South Cariboo Chamber of Commerce will be hosting “What’s Hopping” – Easter fun for kids at the Community Hall from 11AM until 1PM.

The closure of Third Street between 9AM and 1PM has been requested to allow more of the event to be outdoors should weather permit.

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

**Recommendation:**

**BE IT RESOLVED THAT the memo from Administration dated February 10, 2023, be received; and further**

**BE IT RESOLVED THAT Council authorize the closure of Third St from Birch Ave east to the intersecting laneway behind the Community Hall between the hours of 9:00 AM and 1:00 PM on Saturday March 25th, 2023.**

*S. Elias*

Sheena Elias, D/CO

Roy Scott, CAO

## Cheque Register-Summary-Bank



Supplier : 079850 To ZZ9950  
 Pay Date : 01-Jan-2023 To 31-Jan-2023  
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 10C

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
27864	15-Dec-2022	131450	1314304 B.C LTD	Cancelled	27	C	-500.00
27984	13-Jan-2023	1MGL50	100 MILE GLASS LTD	Issued	27	C	1,050.18
27985	13-Jan-2023	ACEC50	ACE COURIER SERVICES	Issued	27	C	125.25
27986	13-Jan-2023	ALBE50	ALBERTA FIRE CHIEFS ASSOCIATION	Issued	27	C	347.73
27987	13-Jan-2023	ALSE50	ALS CANADA LTD	Issued	27	C	315.00
27988	13-Jan-2023	BCCU50	BC COMMUNITIES IN BLOOM	Issued	27	C	630.00
27989	13-Jan-2023	BCFU50	BRITISH COLUMBIA FUNERAL ASSOCIATION	Issued	27	C	147.00
27990	13-Jan-2023	BLAK50	BLACK PRESS GROUP LTD	Issued	27	C	1,139.18
27991	13-Jan-2023	BREE50	BREE CONTRACTING LTD	Issued	27	C	4,725.01
27992	13-Jan-2023	BURG50	BURGESS PLUMBING HEATING & ELECTRIC/	Issued	27	C	69.92
27993	13-Jan-2023	CARN50	CARO ANALYTICAL SERVICES	Issued	27	C	184.17
27994	13-Jan-2023	CENT50	CENTRAL CARIBOO DISPOSAL SERVICES LT	Issued	27	C	7,416.50
27995	13-Jan-2023	CENU50	CENTURY HARDWARE LTD	Issued	27	C	139.98
27996	13-Jan-2023	CHEC50	CHECKMATE FIRE PREVENTION LTD	Issued	27	C	3,264.66
27997	13-Jan-2023	CINT50	CINTAS CANADA LIMITED	Issued	27	C	2,235.46
27998	13-Jan-2023	CITN50	CITY OF NANAIMO	Issued	27	C	525.00
27999	13-Jan-2023	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	27	C	1,148.28
28000	13-Jan-2023	CORI50	ICONIX WATERWORKS	Issued	27	C	577.25
28001	13-Jan-2023	CRCB50	CARWEN CUSTOM BUILDERS LTD	Issued	27	C	3,055.50
28002	13-Jan-2023	DHLE50	LOOMIS EXPRESS	Issued	27	C	61.07
28003	13-Jan-2023	DONA50	DONAHUE AIRFIELD SERVICES	Issued	27	C	1,050.00
28004	13-Jan-2023	DOWL50	DOWLING C MONETTE LOGGING LTD - INC N	Issued	27	C	157.50
28005	13-Jan-2023	DWBF50	DWB CONSULTING SERVICES LTD	Issued	27	C	140.57
28006	13-Jan-2023	EXEV50	EXETER VALLEY TRUCK & CAR WASH	Issued	27	C	6.83
28007	13-Jan-2023	FIVE50	5 STAR SERVICES AND PRODUCTS INC.	Issued	27	C	2,890.13
28008	13-Jan-2023	FORT50	FORTIS BC - NATURAL GAS	Issued	27	C	806.17
28009	13-Jan-2023	FULT50	FULTON & COMPANY	Issued	27	C	907.20
28010	13-Jan-2023	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	27	C	2,189.53
28011	13-Jan-2023	GFOA50	GOVERNMENT FINANCE OFFICERS ASSOCIAT	Issued	27	C	510.30
28012	13-Jan-2023	GOLT50	GOLD TRAIL RECYCLING LTD	Issued	27	C	84.49
28013	13-Jan-2023	GRIN50	GRINYER BUSINESS EQUIPMENT LTD	Issued	27	C	204.67
28014	13-Jan-2023	INLA50	INLAND KENWORTH PARTNERSHIP	Issued	27	C	1,524.70
28015	13-Jan-2023	INNO50	INNOV8 DIGITAL SOLUTIONS	Issued	27	C	476.41
28016	13-Jan-2023	INTO50	INTERIOR LOCKSMITH	Issued	27	C	1,151.83
28017	13-Jan-2023	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Issued	27	C	522.68
28018	13-Jan-2023	JAYC50	JAYCO PLUMBING	Issued	27	C	1,205.78
28019	13-Jan-2023	JUST50	JUSTICE INSTITUTE OF BC	Issued	27	C	829.24
28020	13-Jan-2023	LEXI50	LEXISNEXIS CANADA INC	Issued	27	C	679.30
28021	13-Jan-2023	LORD50	LORDCO AUTO PARTS LTD	Issued	27	C	57.85
28022	13-Jan-2023	MINI50	MINISTER OF FINANCE	Issued	27	C	214.85
28023	13-Jan-2023	MUNC50	MUNICIPAL INSURANCE ASSOCIATION OF BF	Issued	27	C	23,860.00
28024	13-Jan-2023	NAPA50	NAPA AUTO PARTS - 100 MILE HOUSE	Issued	27	C	228.34
28025	13-Jan-2023	NORM50	NORTHERN COMPUTER	Issued	27	C	3,161.08
28026	13-Jan-2023	PATE50	PATERSON SEPTIC SERVICE	Issued	27	C	4,442.50
28027	13-Jan-2023	PETT50	PETTY CASH	Issued	27	C	196.40
28028	13-Jan-2023	RISJ50	RISLUND, JOEY	Issued	27	C	60.00
28029	13-Jan-2023	ROCY50	ROCKY MOUNTAIN PHOENIX	Issued	27	C	957.60
28030	13-Jan-2023	SAVE50	SAVE ON FOODS	Issued	27	C	83.81
28031	13-Jan-2023	SCMO50	SOUTH CARIBOO MOTOR SPORTS LTD	Issued	27	C	55.44
28032	13-Jan-2023	SMIR10	SMITH, ROY	Issued	27	C	500.00
28033	13-Jan-2023	SPAB50	SPARREBOOM, BOB	Issued	27	C	121.00
28034	13-Jan-2023	TASC50	TASCO SUPPLIES LTD	Issued	27	C	432.58
28035	13-Jan-2023	TRUE50	TRUE CONSULTING GROUP	Issued	27	C	30,583.62
28036	13-Jan-2023	TSUN50	TSUNAMI SOLUTIONS LTD.	Issued	27	C	54.60



## Cheque Register-Summary-Bank



Supplier : 079850 To ZZ9950  
 Pay Date : 01-Jan-2023 To 31-Jan-2023  
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 4</b>	<b>ROYAL BANK - CURRENT ACCOUNT</b>						
28037	13-Jan-2023	VALE50	VALLEY TRAFFIC SYSTEMS	Issued	27	C	201.59
28038	13-Jan-2023	WESR50	WESTERRA EQUIPMENT LP	Issued	27	C	307.61
28039	13-Jan-2023	WILL50	WILLIAMS LAKE WATER FACTORY	Issued	27	C	150.00
28040	13-Jan-2023	WILO50	WILLIAM LOVE	Issued	27	C	157.50
28041	13-Jan-2023	WORN50	WORK n PLAY CLOTHING COMPANY	Issued	27	C	224.00
28042	30-Jan-2023	131450	1314304 B.C LTD	Issued	38	C	500.00
28043	30-Jan-2023	1MFS50	100 MILE FESTIVAL OF THE ARTS	Issued	38	C	500.00
28044	30-Jan-2023	1MHL50	100 MILE HOUSE FLYING CLUB	Issued	38	C	500.00
28045	30-Jan-2023	1MNO50	100 MILE NORDIC SKI SOCIETY	Issued	38	C	500.00
28046	30-Jan-2023	ACEC50	ACE COURIER SERVICES	Issued	38	C	104.21
28047	30-Jan-2023	ACKL50	ACKLANDS - GRAINGER INC	Issued	38	C	370.03
28048	30-Jan-2023	AIKG50	AIKEN, GREG	Issued	38	C	400.00
28049	30-Jan-2023	BCHC50	BC HOUSING MANAGEMENT COMMISSION	Issued	38	C	304.38
28050	30-Jan-2023	BCOE50	BC ONE CALL	Issued	38	C	102.38
28051	30-Jan-2023	BCTR50	BC TRANSIT	Issued	38	C	19,521.61
28052	30-Jan-2023	BOOS50	BOOSTER SERVICES INC. BSI CONSTRUCTI	Issued	38	C	2,500.00
28053	30-Jan-2023	BREE50	BREE CONTRACTING LTD	Issued	38	C	25,076.57
28054	30-Jan-2023	BRID50	BRIDGE LAKE TOWING	Issued	38	C	252.00
28055	30-Jan-2023	BURG50	BURGESS PLUMBING HEATING & ELECTRIC/	Issued	38	C	28.18
28056	30-Jan-2023	CACO50	CANCOM SALES INC.	Issued	38	C	148.05
28057	30-Jan-2023	CARN50	CARO ANALYTICAL SERVICES	Issued	38	C	1,267.35
28058	30-Jan-2023	CENU50	CENTURY HARDWARE LTD	Issued	38	C	72.53
28059	30-Jan-2023	CINT50	CINTAS CANADA LIMITED	Issued	38	C	556.73
28060	30-Jan-2023	CIVI50	CIVICINFO BC	Issued	38	C	157.50
28061	30-Jan-2023	CLEA50	CLEARTECH INDUSTRIES INC	Issued	38	C	934.04
28062	30-Jan-2023	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	38	C	1,004.75
28063	30-Jan-2023	CORI50	ICONIX WATERWORKS	Issued	38	C	123.21
28064	30-Jan-2023	CREE50	CREEKSIDE SENIOR SOCIETY	Issued	38	C	1,500.00
28065	30-Jan-2023	DHLE50	LOOMIS EXPRESS	Issued	38	C	214.69
28066	30-Jan-2023	DOMO50	DO-MORE PROMOTIONAL	Issued	38	C	254.96
28067	30-Jan-2023	DONP50	DONNELLY, PAUL	Issued	38	C	244.00
28068	30-Jan-2023	DSTA50	DS TACTICAL LTD	Issued	38	C	440.60
28069	30-Jan-2023	EBEK50	EBERT, KIMBERLY A	Issued	38	C	250.00
28070	30-Jan-2023	ECLE50	ECLECTICA COMMUNITY CHOIR	Issued	38	C	125.00
28071	30-Jan-2023	ELIB50	BRAD ELIAS	Issued	38	C	60.00
28072	30-Jan-2023	FIRT50	FIRST TRUCK CENTRE	Issued	38	C	1,596.96
28073	30-Jan-2023	FIVE50	5 STAR SERVICES AND PRODUCTS INC.	Issued	38	C	1,032.68
28074	30-Jan-2023	FRAS50	FRASER BASIN COUNCIL SOCIETY	Issued	38	C	134,768.37
28075	30-Jan-2023	FRES50	FRESHCO #8943 / 1225288 BC LTD	Issued	38	C	7.70
28076	30-Jan-2023	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	38	C	442.93
28077	30-Jan-2023	GATS50	GATEWAY SERVICES FOR FAMILIES WITH SF	Issued	38	C	540.00
28078	30-Jan-2023	HOTJ50	HOT JULY NIGHTS	Issued	38	C	1,500.00
28079	30-Jan-2023	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Issued	38	C	813.16
28080	30-Jan-2023	JAYC50	JAYCO PLUMBING	Issued	38	C	7,033.43
28081	30-Jan-2023	KALT50	KAL TIRE	Issued	38	C	173.05
28082	30-Jan-2023	LOGC50	LOG CABIN QUILTERS	Issued	38	C	375.00
28083	30-Jan-2023	LORD50	LORDCO AUTO PARTS LTD	Issued	38	C	549.82
28084	30-Jan-2023	MACO50	MACON CONSTRUCTION LTD	Issued	38	C	500.00
28085	30-Jan-2023	MDAC50	100 MILE DISTRICT ARTS COUNCIL	Issued	38	C	186.00
28086	30-Jan-2023	MIAP50	MILWARD, APRYL	Issued	38	C	400.00
28087	30-Jan-2023	MONT50	MONTANE VENTURES LTD - INC NO. 363440	Issued	38	C	500.00
28088	30-Jan-2023	NEWW50	NEW WAVE DOCKS LTD	Issued	38	C	2,500.00
28089	30-Jan-2023	PATE50	PATERSON SEPTIC SERVICE	Issued	38	C	792.75

Cheque Register-Summary-Bank



Supplier : 079850 To ZZ9950  
 Pay Date : 01-Jan-2023 To 31-Jan-2023  
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 10C

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 4 ROYAL BANK - CURRENT ACCOUNT</b>							
28090	30-Jan-2023	PINM50	PINKNEY, MAUREEN	Issued	38	C	1,875.32
28091	30-Jan-2023	PSOD50	PSO GRAD COMMITTEE	Issued	38	C	500.00
28092	30-Jan-2023	PUBL50	WMW PUBLIC COMMUNICATION	Issued	38	C	953.50
28093	30-Jan-2023	PURO50	PUROLATOR INC	Issued	38	C	33.96
28094	30-Jan-2023	RIDG50	RIGID TRUCK & TRAILER LTD	Issued	38	C	500.12
28095	30-Jan-2023	SAVE50	SAVE ON FOODS	Issued	38	C	47.10
28096	30-Jan-2023	SCCE50	SOUTH CARIBOO COMMUNITY ENHANCEMEI	Issued	38	C	500.00
28097	30-Jan-2023	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	38	C	2,352.00
28098	30-Jan-2023	SOUC50	SOUTH CARIBOO CHAMBER OF COMMERCE	Issued	38	C	1,500.00
28099	30-Jan-2023	TASC50	TASCO SUPPLIES LTD	Issued	38	C	822.53
28100	30-Jan-2023	WEES50	WESTEDGE ENGINEERING LTD	Issued	38	C	872.55
28101	30-Jan-2023	WESR50	WESTERRA EQUIPMENT LP	Issued	38	C	2,003.78
28102	30-Jan-2023	WHOL50	WHOLESALE FIRE & RESCUE LTD	Issued	38	C	240.74
28103	30-Jan-2023	WILO50	WILLIAM LOVE	Issued	38	C	420.00
28104	30-Jan-2023	WISH50	WISHBONE INDUSTRIES LIMITED	Issued	38	C	3,857.28
28105	30-Jan-2023	WURT50	WURTH CANADA LTD	Issued	38	C	512.89
04016-0001	01-Jan-2023	SHAW50	SHAW CABLE	Issued	2	E	190.40
04017-0001	01-Jan-2023	SHAW50	SHAW CABLE	Issued	3	E	151.20
04018-0001	01-Jan-2023	SHAW50	SHAW CABLE	Issued	4	E	100.75
04042-0001	06-Jan-2023	PENS50	PENSION CORPORATION	Issued	5	E	7,953.58
04043-0001	13-Jan-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	6	E	674.73
04044-0001	13-Jan-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	7	E	38,370.49
04045-0001	03-Jan-2023	PITN50	PITNEY BOWES GLOBAL CREDIT SERVICES	Issued	8	E	436.80
04046-0001	04-Jan-2023	MINI50	MINISTER OF FINANCE	Issued	9	E	107.36
04047-0001	02-Jan-2023	CLIF50	CANADA LIFE	Issued	10	E	10,095.81
04048-0001	05-Jan-2023	FRCO50	FOUR RIVERS CO-OPERATIVE	Issued	11	E	51.41
04049-0001	03-Jan-2023	FRCO50	FOUR RIVERS CO-OPERATIVE	Issued	12	E	12,999.04
04050-0001	15-Jan-2023	SHAW50	SHAW CABLE	Issued	13	E	190.40
04051-0001	15-Jan-2023	SHAW50	SHAW CABLE	Issued	14	E	151.20
04052-0001	15-Jan-2023	SHAW50	SHAW CABLE	Issued	15	E	100.75
04053-0001	15-Jan-2023	SHAW50	SHAW CABLE	Issued	16	E	254.19
04054-0001	15-Jan-2023	SHAW50	SHAW CABLE	Issued	17	E	305.54
04055-0001	06-Jan-2023	ROYL50	ROYAL BANK VISA	Issued	18	E	2,051.80
04056-0001	06-Jan-2023	ROYL50	ROYAL BANK VISA	Issued	19	E	4,796.33
04057-0001	06-Jan-2023	ROYL50	ROYAL BANK VISA	Issued	20	E	901.74
04058-0001	06-Jan-2023	ROYL50	ROYAL BANK VISA	Issued	21	E	2,946.38
04059-0001	13-Jan-2023	BCHY50	BC HYDRO & POWER AUTHORITY	Issued	22	E	5,692.82
04060-0001	13-Jan-2023	BCHY50	BC HYDRO & POWER AUTHORITY	Issued	23	E	103.69
04061-0001	13-Jan-2023	FORT50	FORTIS BC - NATURAL GAS	Issued	24	E	6,388.16
04062-0001	13-Jan-2023	FORT50	FORTIS BC - NATURAL GAS	Issued	25	E	155.48
04063-0001	11-Jan-2023	PITW50	PITNEYWORKS	Issued	26	E	820.00
04064-0001	20-Jan-2023	PENS50	PENSION CORPORATION	Issued	28	E	7,966.29
04065-0001	20-Jan-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	29	E	13,609.82
04066-0001	20-Jan-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	30	E	1,384.46
04067-0001	20-Jan-2023	TELM50	TELUS MOBILITY CELLULAR INC	Issued	31	E	536.59
04068-0001	20-Jan-2023	SHAW50	SHAW CABLE	Issued	32	E	395.14
04069-0001	20-Jan-2023	TELU50	TELUS COMMUNICATIONS COMPANY	Issued	33	E	17.01
04070-0001	19-Jan-2023	GRAY50	TELUS CUSTOM SECURITY SYSTEMS	Issued	34	E	193.99
04071-0001	31-Jan-2023	SHAW50	SHAW CABLE	Issued	35	E	305.58
04072-0001	31-Jan-2023	SHAW50	SHAW CABLE	Issued	36	E	254.19
04073-0001	26-Jan-2023	PITN50	PITNEY BOWES GLOBAL CREDIT SERVICES	Issued	37	E	436.80
04074-0001	09-Jan-2023	WORK50	WORKERS' COMPENSATION BOARD	Issued	39	E	10,014.19
04078-0001	31-Jan-2023	MINI50	MINISTER OF FINANCE	Issued	44	E	11,615.23

Cheque Register-Summary-Bank



Supplier : 079850 To ZZ9950  
Pay Date : 01-Jan-2023 To 31-Jan-2023  
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							
Total Computer Paid :		336,761.23	Total EFT PAP :		142,719.34	Total Paid : 479,480.57	
Total Manually Paid :		0.00	Total EFT File :		0.00		

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

Capital \$ 55,660.19