

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

March 7, 2023  
7:00 PM



<p><b>A.</b></p>	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor to call the regular meeting to order at 7:00 PM.</p> <p>Acknowledgement 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>BE IT RESOLVED THAT</b> the March 7<sup>th</sup>, 2023 Regular Council agenda be approved.</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>100 Mile and District Seniors Housing Society</b></p>	<p><b>D1</b></p> <p>The 100 Mile and District Seniors Housing Society to request the assistance of Council in applying for funding to proceed with planning of a rental facility for seniors.</p>
<p><b>Health Care Landing Program - City of Williams Lake</b></p>	<p><b>D2</b></p> <p>Beth Veenkamp, Melissa LaPointe and Jeanie Ryduk will provide Council with an update on the progress to date with the Health Care Landing program.</p>
<p><b>E.</b></p>	<p><b><u>MINUTES:</u></b></p>
<p><b>Special Council – February 8<sup>th</sup>, 2023</b></p>	<p><b>E1</b></p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Special Regular Council meeting of February 8<sup>th</sup> 2023 be adopted.</p>

<p><b>Committee of the Whole – February 8<sup>th</sup>, 2023</b></p>	<p><b>E2</b></p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Committee of the Whole meeting of February 8<sup>th</sup> 2023 <u>be adopted</u>.</p>
<p><b>Regular Council – February 14<sup>th</sup>, 2023</b></p>	<p><b>E3</b></p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of February 14<sup>th</sup> 2023 <u>be adopted</u>.</p>
<p><b>Committee of the Whole – February 14<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 February 14<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 February 2023</b></p>	<p><b>H1</b></p> <p><b>BE IT RESOLVED THAT</b> the By-Law Officer report for the period of February 1<sup>st</sup> to February 28<sup>th</sup>, 2023 <u>be received</u>.</p>
<p><b>Hot July Nights Street Closure Request</b></p>	<p><b>H2</b></p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated March 1<sup>st</sup>, 2023 regarding a request to authorize the closure of Birch Ave for the Hot July Nights car show be received; and further</p> <p><b>BE IT RESOLVED THAT</b> Council authorize the closure of Birch Ave. between the hours of 6:00 AM and 5:00 PM from First Street to Fourth Street and Fourth Street to Fifth Street on Sunday July 16<sup>th</sup>, 2023.</p>
<p><b>I.</b></p>	<p><b><u>STAFF REPORTS:</u></b></p>
<p><b>Privacy Policy</b></p>	<p><b>I1</b></p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated March 1<sup>st</sup>, 2023 regarding the FOIPPA amendments be received; and further</p> <p><b>BE IT RESOLVED THAT</b> the Freedom of Information and Protection of Privacy Policy dated March 1<sup>st</sup>, 2023, be approved.</p>

<p><b>Rural Health Network Membership</b></p>	<p><b>I2</b></p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated March 2<sup>nd</sup>, 2023 regarding the FOIPPA amendments be received; and further</p> <p><b>BE IT RESOLVED THAT</b> the District of 100 Mile House join the BC Rural Health Network.</p>
<p><b>J.</b></p>	<p><b><u>BYLAWS:</u></b></p>
<p><b>Financial Plan Bylaw #1399 - 2023</b></p>	<p><b>J1</b></p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated March 3<sup>rd</sup>, 2023 be received; and further</p> <p><b>BE IT RESOLVED THAT</b> By-Law 1399, 2023 be read a first, second and third time this 7<sup>th</sup> day of March, 2023</p>
<p><b>K.</b></p>	<p><b><u>VOUCHERS</u></b></p>
<p><b>Paid Vouchers (February) #28106 to #28212 &amp; EFTs</b></p>	<p><b>K1</b></p> <p><b>BE IT RESOLVED THAT</b> the paid manual vouchers #28106 to #28212 and EFT's totaling \$ <b>332,954.08</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 March 7<sup>th</sup>, 2023 meeting of Council be adjourned:                      Time:</p>

RECEIVED D1

JAN 19 2023

DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA

100 Mile and District Seniors Housing Society  
Box 561  
100 Mile House, BC  
V0K 2E0  
[REDACTED]

January 19<sup>th</sup>, 2023

Regarding: Seniors Housing Project

Dear Mayor and Council:

The 100 Mile and District Housing Society requests your assistance in applying for funding to proceed with planning and for the proposal required to apply BC Housing and CMHC. This will allow us to proceed with the construction of a much needed Rental facility for our seniors.

Our Society has been struggling for the past year and a half. We have been working with a private entrepreneur and unfortunately have had no success. With the new Ministry of Housing for British Columbia and your assistance we are hopeful we can soon move forward and fulfill this need for our seniors.

Our executive is available to meet with Council at any time.

Thanking you in advance for your consideration.

Yours Truly,



Diane Collens  
Secretary for the 100 Mile and District Seniors Housing Society



# Healthcare Landing Program

## OVERVIEW + UPDATES

## GENERAL PROGRAM OVERVIEW:

- Funded by the Cariboo Chilcotin Regional Hospital District
- Supporting the municipalities of both Williams Lake and 100 Mile House
- Managed by Beth Veenkamp, Manager of Economic Development for City of Williams Lake
- Supported by two Healthcare Landing Coordinators

The ultimate goal of this program is to provide more support to physicians/healthcare professionals who are visiting or relocating to the Cariboo, with a focus on accommodation support and community integration.

INTRODUCING OUR HEALTHCARE LANDING COORDINATORS:

*Jeannie Rudyk + Melissa LaPointe*



## What we've been up to in Williams Lake since September:

- Individualized support has been provided to practitioners in regards to accommodations + community support:
  - Eighteen Emergency Department Locums
  - Six UBC Med School Students
  - Three Family Practice Locums
  - One Resident Physicians
- We've also helped to support the permanent residency application for two Family Practice Physicians that have relocated to our community

# One of our long-term rentals in Williams Lake:





# Getting our physicians out and about in the community:







## What we've been up to in 100 Mile House since September:

- Welcome Survey specific to 100 Mile House
- Individualized support has been provided to practitioners in regards to accommodations + community support:
  - Five Emergency Department Locums
  - One UBC Med School Student
  - Two Family Practice Locums
  - Three internationally-trained family physicians through the PRA-BC Program
  - One internationally-trained family physician through the BC PNP Immigration Program

## One of our long-term rentals on the 108 Mile Lake:



## Personalized Welcomes to 100 Mile House:



## Soft Landing for International Arrivals:

- Winterizing Vehicles
- Gift Cards for Groceries
- Support with Banking
- Help with Accommodations
- Coordinating Specialized Food Orders
- Support with Daycare



# Practical + thoughtful community outreach...



# Williams Lake Networking Event

- Monthly luncheon for local physicians
- HLC provided support with scheduling, coordination + admin
- First event took place in January with 18 physicians in attendance and great feedback!

**MR MIKES**  
SteakhouseCasual

**Other Program Details:**

## Development of Systems + Program Operations:

- Communication Guidelines
- Invoicing System
- Car Rental + Airport Pickups
- Locum Expense Submissions
- Accommodation Bookings
- Calendar Management
- Correspondence with CIRD
- Project Management



# Budget Overview:

- Total program budget of \$150,000
- Accommodations
  - Williams Lake
  - 100 Mile House
- Healthcare Landing Coordinators
  - Wages
  - Travel/Mileage
- Locum Travel Expenses
- Welcome Baskets/Community Activities

# Budget Overview:

- Total program budget of \$150,000
- Accommodations
  - Williams Lake
  - 100 Mile House
- Healthcare Landing Coordinators
  - Wages
  - Travel/Mileage
- Locum Travel Expenses
- Welcome Baskets/Community Activities

## Overview of Cost Recovery for Accommodations:

- Networking with local home owners willing to rent out accommodations on temporary basis
- Working with Interior Health -  
Travel Incentive for ER Locum Physicians

# Program Testimonials:

“ —

We've experienced great support on multiple fronts. Work-related, as well as immigration difficulties have not been too much for our Healthcare Landing Coordinators to assist with. They have played a pivotal role in recruitment and retention of physicians in the community of Williams Lake!

**Drs. Jacques + Mariska Neuhoff  
Family Physicians, Atwood Clinic**

“ —

The Healthcare Landing Coordinators are greatly valued in our community. Melissa and Jeannie have gone above and beyond to welcome healthcare workers and their families in their transition to 100 Mile House. In addition, they're helping to build local resource networks and strengthen relationships. To have friendly, knowledgeable people a phone call away is a great foundation to 'more of the good life' in 100 Mile House.

**Joanne Doddridge**  
**Director of Economic Development + Planning**  
**District of 100 Mile House**

“

I have found the Healthcare Landing Program to be extremely helpful with all of the locums we have coming to both Emergency Departments. I have only received positive feedback from our locum physicians about this program.

We're also seeing more locum physicians return to our community for additional shifts as Melissa and Jeannie have done a great in making their trips here more enjoyable!

**Allana Jones**

**Medical Administrative Assistant to Dr. J Owega, OMH Chief of Staff**

**Medical Administrative Assistant to Dr. Paul Magnuson, CMH Chief of Staff**



“ —

Thank you for all your help, you've been an awesome host and I'm very grateful for all the little things you've done to make this such a great trip!

**Dr. Patti Massel, Family Practice Locum**



““——

I don't think that I've ever felt so welcomed in a community!

**Dr. Jamie Powell, ED Locum**

““——

Thank you so much for taking such great care of me and my family! We truly appreciate all the things you've done for us during our time in Williams Lake.

**Dr. Jocelyn Black, ED Locum**

““ —

The locum feedback has been extremely positive. Nothing but gratitude and compliments from the locums. Your program has improved the locum experience for sure! I think it has contributed to ER locums returning given their positive experience.

**Dr. Sarah Dressler**  
**Head of Emergency Department**  
**Cariboo Memorial Hospital**

# Program Recommendations:

## Retention of Local Physicians:

- Advocating for increased signing bonus with increased time commitment (3 to 4 years)

# Next Steps:

- Networking Event(s) in 100 Mile House
- Long-Term Rental Closer to 100 Mile House Hospital
- Family-Friendly Social Events (both WL and OMH)
- Look Into Program Expansion for Non-Physicians
- Continue Collaborating With Community Partners
- Continue Rolling Out Small Town Charm
- Continue Improving Systems + Operations
- Continue to Support Local Practitioners
- Continue to Instill Hope for the Future



Questions?



**DISTRICT OF 100 MILE HOUSE**

**MEETING HELD IN DISTRICT COUNCIL CHAMBERS**

**Wednesday, February 8<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 Soctt
	D/Corp Officer	Sheena Elias
	Dir. of Finance	Tammy Boulanger
	Dir. of Com Services	Todd Conway

<b>A</b>	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the meeting to order at 12:00 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Secwepemculecw.</p> <p><b>Res: 11/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT, pursuant to Section 92 of the Community Charter, that this meeting of Council be closed to the public under Section 90 (1)(c,e) of the Community Charter.</p>
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<b>B</b>	<b><u>APPROVAL OF AGENDA</u></b>
	<p><b>B1</b></p> <p><b>Res: 12/23</b>                  Moved By: Councillor Barnett                  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the February 8th Special Regular Council agenda be approved.</p> <p style="text-align: center;">CARRIED.</p>
<b>C</b>	<b><u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u></b>
<b>D</b>	<b><u>DELEGATIONS</u></b>
<b>E</b>	<b><u>MINUTES</u></b>
	<b><u>UNFINISHED BUSINESS</u></b>
<b>G</b>	<b><u>MAYOR'S REPORT</u></b>
<b>H</b>	<b><u>CORRESPONDENCE</u></b>
<b>I</b>	<b><u>STAFF REPORTS</u></b>
<b>J</b>	<b><u>BYLAWS</u></b>
<b>K</b>	<b><u>GENERAL VOUCHERS</u></b>
<b>L</b>	<b><u>OTHER BUSINESS:</u></b>
<b>M</b>	<b><u>QUESTION PERIOD:</u></b>





Special Council

February 8th, 2023

<b>N</b>	<p><b><u>ADJOURNMENT</u></b></p> <p><b>Res: 13/23</b> Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT this February 8<sup>th</sup> ,2023 meeting of Council be adjourned: Time: 12:20 PM</p> <p>CARRIED.</p>
	<p>I hereby certify these minutes to be correct.</p> <p>_____ Mayor</p> <p>_____ Corporate Officer</p>





**DISTRICT OF 100 MILE HOUSE**

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

**WEDNESDAY FEBRUARY 8<sup>th</sup>, 2023, AT 1:00 PM**

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

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

OTHERS: None

	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the Committee of the Whole meeting to order at 1:00 PM</p>
<b>A</b>	<p><b><u>APPROVAL OF AGENDA</u></b></p>
	<p><b>A1</b></p> <p><b>Res: 06/23</b> Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the February 8<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>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>Financial Plan Bylaw #1399 - 2023</b>	<b>F1</b>  <b>Res: 07/23</b> Moved By: Councillor Mingo Seconded By: Councillor Fossum  BE IT RESOLVED THAT the memo from Finance dated February 1st regarding the 2023 Financial Plan Bylaw be received.  <p style="text-align: center;">CARRIED.</p> Director of Finance, Tammy Boulanger, provided an overview of the Five-Year Financial Plan. CAO R. Scott provided supporting information complimentary to the presentation.  The underpinning principles of the plan were: <ul style="list-style-type: none"> <li>➤ Maintain current service levels</li> <li>➤ Continue to build Reserve Funds</li> <li>➤ Focus on minimizing long term debt – a “pay as you go” philosophy.</li> <li>➤ Utilize grants when available to fund projects.</li> </ul> Ms. Boulanger outlined the inflationary pressures affecting long term financial planning for the community. The effects of the recent collective agreement renewal; utility, fuel, and insurance costs are factored into the plan, based on known and historical trend analysis.  It was reported that in the fiscal year 2023 tax rates across primary property classes would change due to changes in the assessment base.

	It was also noted that over the years there was a conscious effort to reduce the gap between Major Industry taxation and Residential/Commercial taxation. This was done primarily to reduce the dependence on industry as the primary source of tax revenue and also create a more equitable distribution of taxation.
<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: 08/23</b>  Moved By: Councillor Barnett  Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT this Committee of the Whole meeting for February 8<sup>th</sup>, 2023, be adjourned at 3:00 PM.</p> <p style="text-align: right;">CARRIED.</p>
I hereby certify these minutes to be correct.	
_____ Mayor	_____ Corporate Officer



**DISTRICT OF 100 MILE HOUSE**

**MEETING HELD IN DISTRICT COUNCIL CHAMBERS**

**Tuesday, February 14<sup>th</sup>, 2023, AT 7:00 PM**

- PRESENT: Mayor  
Councillor  
Councillor
- Maureen Pinkney  
Jenni Guimond  
Dave Mingo
- STAFF: D/Corp Officer  
Dir. of Finance  
Dir. of Com Services  
Dir. Ec Dev & Planning
- Sheena Elias  
Tammy Boulanger  
Todd Conway  
Joanne Doddridge (via Teams)
- OTHERS: (1)  
(1) Media

<b>A</b>	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the meeting to order at 6:00 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Secwepemculew.</p> <p><b>Res: 14/23</b>        Moved By: Councillor Mingo        Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT, pursuant to Section 92 of the <i>Community Charter</i>, that this meeting of Council be closed to the public under Section 90 (1)(c) of the <i>Community Charter</i>.</p> <p>Regular meeting called back to order at 7:00 PM.</p>
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<b>B</b>	<b><u>APPROVAL OF AGENDA</u></b>
	<p><b>B1</b></p> <p><b>Res: 15/23</b>                  Moved By: Councillor Guimond                  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the February 14<sup>th</sup>, 2023, Regular Council agenda be approved.</p> <p style="text-align: center;">CARRIED.</p>
<b>C</b>	<p><b><u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u></b></p> <p>No late items.</p>
<b>D</b>	<p><b><u>DELEGATIONS</u></b></p> <p>No Delegations</p>
<b>E</b>	<b><u>MINUTES</u></b>
<b>Regular Council – January 10<sup>th</sup>, 2023</b>	<p><b>E1</b></p> <p><b>Res: 16/23</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the minutes of the Regular Council meeting of January 10<sup>th</sup>, 2023, <u>be adopted</u>.</p> <p style="text-align: center;">CARRIED.</p>
<b>Public Hearing – January 10<sup>th</sup>, 2023</b>	<p><b>E2</b></p> <p><b>Res: 17/23</b>                  Moved By: Councillor Guimond                  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the report of the Public Hearing of January 10<sup>th</sup>, 2023, <u>be received</u>.</p> <p style="text-align: center;">CARRIED.</p>





<p><b>Committee of the Whole – January 10<sup>th</sup>, 2023</b></p>	<p><b>E3</b></p> <p><b>Res: 18/23</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the minutes of the Committee of the Whole meeting of January 10<sup>th</sup>, 2023, <u>be adopted</u>.</p> <p style="text-align: center;">CARRIED.</p>
<p><b>Committee of the Whole – January 20<sup>th</sup>, 2023</b></p>	<p><b>E4</b></p> <p><b>Res: 19/23</b>                  Moved By: Councillor Guimond                  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the minutes of the Committee of the Whole meeting of January 20<sup>th</sup>, 2023, <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 announced the District's "March into Spring" event that includes a Canucks Alumni hockey game and a Variety Show. The March into Spring event will take place March 24<sup>th</sup> and 25<sup>th</sup> and all activities are free.</p> <p>It is BC Chamber week, Mayor Pinkney acknowledged our local Chamber and the work they do to assist businesses be inclusive, competitive, and set up to succeed.</p>



H	<u>CORRESPONDENCE</u>
<p><b>Commissionaires Report January 2023</b></p>	<p><b>H1</b></p> <p><b>Res: 20/23</b>                      Moved By: Councillor Mingo                      Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT 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>CARRIED.</p>
<p><b>Farmers Market Street Closure Request</b></p>	<p><b>H2</b></p> <p><b>Res: 21/23</b>                      Moved By: Councillor Guimond                      Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the memo from Administration dated February 10, 2023, regarding the Farmers Market Street Closure request be received; and further</p> <p>BE IT RESOLVED THAT Council authorize the closure of Third St from Birch Ave east to the intersecting laneway behind the Community Hall on Fridays during the operating season from May 12<sup>th</sup> thru to September 29<sup>th</sup>, 2023.</p> <p>CARRIED.</p> <p>Council had concerns over the parking for the Farmers Market filling up downtown business's parking spots. The Market will be asked to encourage market patrons to use municipal parking lots.</p>



<p><b>South Cariboo Sustainability Society Request</b></p>	<p><b>H3</b></p> <p><b>Res: 22/23</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Guimond</p> <p>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</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House approve a one-year term for increased composting at the Community Garden.</p> <p style="text-align: center;">CARRIED.</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>Res: 23/23</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Guimond</p> <p>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</p> <p style="text-align: center;">CARRIED.</p>
<p><b>Cell Phone Policy</b></p>	<p><b>I2</b></p> <p><b>Res: 24/23</b>                  Moved By: Councillor Guimond                  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the 100 Mile House Personnel Policy be amended as per Administration memo dated February 6, 2023.</p> <p style="text-align: center;">CARRIED.</p>



<p><b>DVP – 438 Birch Ave</b></p>	<p><b>I3</b></p> <p><b>Res: 25/23</b> Moved By: Councillor Mingo Seconded By: Councillor Guimond</p> <p>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</p> <p>BE IT RESOLVED THAT the Deputy Corporate Officer duly executes the Permit.</p> <p>CARRIED.</p>
<p><b>Street Closure Request – March into Spring District Event</b></p>	<p><b>I4</b></p> <p><b>Res: 26/23</b> Moved By: Councillor Guimond Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the memo from Administration dated February 10, 2023, be received; and further</p> <p>BE IT RESOLVED THAT Council authorize the closure of Third St from Birch Ave east to the intersecting laneway behind the Community Hall between the hours of 9:00 AM and 1:00 PM on Saturday March 25th, 2023.</p> <p>CARRIED.</p>



<b>J</b>	<b><u>BYLAWS</u></b>
<b>K</b>	<b><u>GENERAL VOUCHERS</u></b>
<b>Paid Vouchers (January) #27984 to 28105 &amp; EFTs</b>	<p><b>K1</b></p> <p><b>Res: 27/23</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the paid manual vouchers #27984 to #28105 and EFT's totaling \$ 478,480.57 <u>be received.</u></p> <p style="text-align: center;">CARRIED.</p>
<b>L</b>	<b><u>OTHER BUSINESS:</u></b>
<b>M</b>	<b><u>QUESTION PERIOD:</u></b>
<b>N</b>	<p><b><u>ADJOURNMENT</u></b></p> <p><b>Res: 28/23</b>                  Moved By: Councillor Guimond                  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT this February 14<sup>th</sup> ,2023 meeting of Council be adjourned: Time: 7:30 PM</p> <p style="text-align: center;">CARRIED.</p>
	<p>I hereby certify these minutes to be correct.</p> <p>_____</p> <p>Mayor</p> <p style="text-align: right;">_____</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, February 14<sup>th</sup>, 2023, AT 6:15 PM**

PRESENT: Mayor Maureen Pinkney  
Councillor Jenni Guimond  
Councillor Dave Mingo

STAFF: Dir. Finance Tammy Boulanger  
Dir. of Com. Services Todd Conway  
Dir. Ec-Dev/Planning Joanne Doddridge (via Teams)  
D/Corporate Officer Sheena Elias

OTHERS: (1)  
(8) (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 6:15 PM</p>
<b>A</b>	<p><b><u>APPROVAL OF AGENDA</u></b></p>
	<p><b>A1</b></p> <p><b>Res: 09/23</b> Moved By: Councillor Mingo Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the February 14<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>100 Mile House &amp; District White Cane Club</b>	<p><b>C1</b></p> <p>Lori Fry along with 5 members of the 100 Mile House &amp; District White Cane Club presented to Council regarding their organization to bring awareness for sight loss.</p> <p>Council was given the opportunity to wear eyesight loss simulation glasses during the presentation to feel what it is like for various types of sight loss.</p> <p>The Club lists lack of transportation as their biggest challenge in the community. They would like to have a future meeting regarding improvement that could be done in the community to make navigating 100 Mile House easier.</p>
<b>BC Rural Health Network</b>	<p><b>C2</b></p> <p>Paul Adams presented via MS Teams to request Council consider membership for 100 Mile House to their network.</p> <p>The Rural Health network is a voice for Rural health care on a range of topics including rural resident travel costs, rural maternity care, and healthcare policy. The BC Rural Health Network meets quarterly with the Interior Health Authority to discuss what they are seeing in rural healthcare and where improvements could be made.</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>G</b>	<b><u>BYLAWS</u></b>
<b>H</b>	<b><u>OTHER BUSINESS</u></b>

I	<b><u>QUESTION PERIOD</u></b>
J	<b><u>ADJOURNMENT</u></b>  <b>Res: 10/23</b> Moved By: Councillor Mingo Seconded By: Councillor Guimond  BE IT RESOLVED THAT this Committee of the Whole meeting for February 14 <sup>th</sup> , 2023, be adjourned at 6:55 PM.  CARRIED.
I hereby certify these minutes to be correct.	
_____ Mayor	_____ Corporate Officer



# COMMISSIONAIRES

TRUSTED · EVERYDAY · EVERYWHERE

H1

## Monthly Progress Report

### District of 100 Mile House – Bylaw Enforcement Site 545 February 1<sup>st</sup> to February 28<sup>th</sup>, 2023

In January there were 3 Requests for Service:

- Business Licenses – contact 49 businesses that have not renewed licence for 2023.
- Parking – Call from resident, car parking blocking her driveway – left note on car. Car was removed.
- Deliver notices of Development variance to businesses in area – 12 businesses.

Other issues dealt with in February:

- No Parking zones – 2 - talked to drivers. Vehicles were moved.
- Dog off leash in town – talked to owner of dog. Dog was put on leash.
- 2 Hour Parking – 2 vehicles. Left District warning.

Harold Underhill  
Employee No.3258  
Commissionaires B.C.

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

---

**Date:** March 1, 2023  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** Hot July Nights – Street Closure (Birch Ave)

---

The Hot July Nights Society has submitted a request letter to the District to authorize the closure of Birch Ave. between First Street and Fifth Street on Sunday July 16<sup>th</sup>, 2023 during the hours of 6:00 AM to 5:00 PM for purposes of hosting the Hot July Nights Car Show.

Community Services has been in contact with the Hot July Nights Society, and it was agreed that keeping Fourth Street open to traffic while closing Birch Ave. from First St. to Fifth St. and from Fourth St. to Fifth St would be the best option.

The Hot July Nights Society will manage the road closures during the day with barricades supplied by Community Services.

If Council is supportive of this closure of Birch Ave for the event; the following recommendation is provided for Council consideration.

**Recommendation:**

**BE IT RESOLVED THAT** the memo from Administration dated March 1, 2023 regarding a request to authorize the closure of Birch Ave for the Hot July Nights car show be received; and further.

**BE IT RESOLVED THAT** Council authorize the closure of Birch Ave. between the hours of 6:00 AM and 5:00 PM from First Street to Fourth Street and Fourth Street to Fifth Street on Sunday July 16<sup>th</sup>, 2023.

Handwritten signature of Sheena Elias in blue ink.

---

Sheena Elias, DCO

Handwritten signature of R. Scott in blue ink.

---

R. Scott, CAO



**South Cariboo  
Chamber of Commerce**

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

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

---

January 25, 2023.

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

Dear Mayor & Council,

I am writing to you on behalf of the Hot July Nights Car Show which is to be held July 14, 15, and 16 2023 in 100 Mile House.

The Hot July Nights Society requests the closure of Birch Avenue 1<sup>st</sup> to 5<sup>th</sup> Street on July 16 for the purpose of the Car Show. We are very optimistic we will need the extra area from 4<sup>th</sup> to 5<sup>th</sup> for the show on Sunday the 16. All indications from calls etc our show will be bigger than ever.

A copy of the Hot July Nights insurance policy covering the District will be forth coming.

Should you have any questions please contact the office anytime.

Yours truly,



Donna Barnett  
South Cariboo Chamber of Commerce  
Hot July Nights Board Director.

**RECEIVED**

JAN 25 2023

DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA



## DISTRICT OF 100 MILE HOUSE

### M E M O

---

**Date:** March 1, 2023  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** FOIPPA Amendments - Privacy Management Program

---

#### **PURPOSE:**

On November 25<sup>th</sup>, 2021, the Freedom of Information and Protection of Privacy Amendment Act received royal assent. While most amendments took effect immediately there were select larger amendments that were to come into effect at later dates to allow public bodies more time to develop implementation plans.

Two of these amendments have now been brought into force effective February 1, 2023.

- The requirement of public bodies to have a privacy management program.
- Implementing mandatory privacy breach reporting.

#### **Privacy Management Program Components**

The new legislation outlines 7 components that must be included in a Privacy Management Program:

1. Designation a Privacy Contact Person
2. Privacy Impact Assessments and Information Sharing agreements.
3. Privacy Complaints and Privacy Breeches
4. Privacy Awareness and Education Activities
5. Making Privacy Practices and Policies Available
6. Informing Service Providers of Privacy Obligations
7. Monitoring and Updating



In researching the best way to implement the new amendments it was apparent that amending the current "Freedom of Information and Protection of Privacy" policy was the most practical course of action.

The proposed "2023 Freedom of Information and Protection of Privacy" policy was written to include the current amendments as well as any housekeeping updates required.

**ATTACHMENTS:**

- 1. 2023 Freedom of Information and Protection of Privacy Policy**
- 2. Privacy Management Program Guidance for B.C. Public Bodies**
- 3. Order in Council – Privacy Breech Notifications**

**CONCLUSION:**

BE IT RESOLVED THAT the Freedom of Information and Protection of Privacy Policy dated March 1, 2023, be approved.

Respectfully submitted,

Reviewed by,



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



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



---

# Freedom of Information and Protection of Privacy

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Policies & Procedures

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March 2023

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Office of the Chief Administrative Officer  
District of 100 Mile House  
385 Birch Avenue  
100 Mile House, BC V0K 2E0  
T: 250-395-2434  
F: 250-395-3625

Approved by Council:



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## 1. Freedom of Information and Protection of Privacy Act

The *Freedom of Information and Protection of Privacy Act* establishes a process by which any person may request access to records held by the District of 100 Mile House. Individuals also have the right to review their own personal information held by the District.

The general right of access to information is restricted by certain specified and limited exceptions, necessary to protect a variety of needs of confidentiality and the right of individuals to privacy.

Individuals requesting answers to questions (rather than requesting copies of records will not be treated as a formal request for information). Staff is expected to assist such individuals through routine procedures.

## 2. Privacy Management Program

### Privacy Contact Person

The Director/Deputy Director of Corporate Administration will be designated as the privacy contact person and will be responsible for the following:

- ✚ Being a point of contact for privacy-related matters such as privacy questions or concerns;
- ✚ Supporting the development, implementation, and maintenance of privacy policies and/or procedures; and
- ✚ Supporting the Districts compliance with FOIPPA.

### Collection of Personal Information

The Act protects the personal privacy of individuals by restricting the collection, use and disclosure of personal information. Disclosure of personal information, even to other public bodies, is strictly limited under Part 3 of the Act.

The District of 100 Mile House may only collect personal information:

- ✚ where it has clear authority to collect (ie: expressly authorized under an Act or information is collected for the purposes of law enforcement), or
- ✚ where collection is directly related to and is necessary for the operating, **planning or evaluating** of a program or activity of the District; or
- ✚ **at presentations, ceremonies, performances, or similar events, that are open to the public and where you voluntarily appear, such as public meetings and public hearings.**





Personal information can be used only for the reasons it was originally obtained; multiple and inconsistent uses of information are restricted by the Act.

Before collecting personal information from an individual, you are required to let them know why you're collecting it, your legal authority to request the information, how you will use the information, and the contact information of someone in the organization who can answer their questions about the collection. See Appendix 2 for "Collecting PI" form.

### What is Personal Information?

Personal information is simply defined as "recorded information about an identifiable individual." The Personal Information can be in any format (e.g. digital, paper, recording) and can include any detail about an individual in a personal capacity that makes it reasonably possible to identify who the person is.

Examples of personal information that **cannot** be disclosed by the District of 100 Mile House include but are not limited to the following:

- 📁 An individual's name, home address, personal e-mail or telephone number;
- 📁 The individual's race, national or ethnic origin, color or religious or political beliefs or associations;
- 📁 An individual's age, sex, sexual orientation, marital status or family status;
- 📁 An identifying number, symbol or other particular assigned to the individual (ie: social insurance number, driver's license number, customer ID, etc.)
- 📁 Information about the individual's health care history, including a physical or mental disability;
- 📁 Information about the individual's education, financial, criminal or employment history;
- 📁 Anyone else's opinion about the individual (but not the identity of the opinion holder); you can know what is said about you, but not who said it.
- 📁 The individual's personal view or opinion, except if it is about someone else, belongs to the individual and is considered personal information; and
- 📁 Images of identifiable individuals captured by surveillance systems.

### What is NOT Personal Information

Someone's business contact information is not considered personal information. Any information that is typically found on a business card (name, job title, work phone, work email, work address) is not protected under privacy legislation.

### Accuracy of Personal Information

The District will make every reasonable effort to ensure that the personal information it uses to make a decision directly affecting the individual is accurate and complete.



### Use and Disclosure of Personal Information

The Act embodies the principle that individuals own their personal information and have the right to exercise control over its use and disclosure. Public bodies are only permitted to use personal information for the following purposes:

- The purpose of which it was collected or a use consistent with that purpose;
- A purpose for which the person concerned has consented in writing; or
- A purpose for which the information may be disclosed to the public body under section 33 to 36.

Public bodies are only permitted to disclose personal information in certain circumstances; that most common of which are as follows:

- If the individual the information is about has consented in writing
- For the purpose of complying with a law of British Columbia or Canada
- For the purpose of complying with a subpoena, warrant or court order
- To a public body or a law enforcement agency in Canada to assist in a law enforcement matter
- To an officer or employee of the public body if the information is necessary for the performance of his or her duties or safety (“need-to-know” principle)
- For research, statistical, archival or historical purposes

### Access to Personal Information

Requests for an individual’s personal information that is in our custody or control can be obtained from the Privacy Contact Person.

Before disclosing personal information with an individual, employee, third party, or authorized representative, it is important to verify the individual’s identity and, where appropriate, their authority to act on behalf of an individual.

Verification can be obtained in person by requesting to see a photo identification. When an individual is unable to produce photo identification, the “three facts” verification protocol will be used. The “three facts” protocol will be used for telephone and email inquiries. The “Three facts” protocol requires three of the below four facts to be supplied:

- Full Name
- Address
- Telephone Number
- 100 Mile House account number or Folio number



### **Retention and Disposal of Information**

If an individual's personal information is used to make a decision that directly affects them, it will be kept for at least one year after the decision is made. The personal information is also kept in accordance with the Districts relevant record retention schedules. Reasonable efforts to ensure that the personal information is destroyed securely when the time comes under our records retention schedule.

### **Responsible Use of Information and Information Technology**

Reasonable security arrangements will be used to protect an individual's personal information against such risks as unauthorized access, collection, use and disclosure. These arrangements may include information technology measures, as well as policies and practices. A Confidentiality Notice shall be inserted in all e-mails as set out in [Appendix 2](#)

Reasonable efforts will be made to impose contractual protections on a service provider should personal information be disclosed to them.

All employees are required to respect the confidentiality of personal information they receive or compile and are required to use and disclose it only in accordance with this policy and the Act.

### **Privacy Complaints and Privacy Breaches**

Any complaint about any privacy-related matter under this policy or under the Act must be made in writing.

Employees will immediately report actual or suspected breaches to a supervisor and the privacy contact person so that the alleged breach can be confirmed and dealt with.

Determining the level of harm and the need for breach notification will be made in accordance with the *Freedom of Information and Protection of Privacy Regulation*. [Complete Privacy Breach Form in Appendix 2.](#)

If applicable, notify affected individuals and the Information and Privacy Commissioner as required under Section 36.3 of FOIPPA.

### **Education and Awareness**

All District employees will receive training on the Act and privacy generally as appropriate to their work function. ( <https://mytrainingbc.ca/FOIPPA/>)

Additional training may be given in the following circumstances:



## Freedom of Information and Protection of Privacy Policy

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- 👤 Employees handling what is considered high-risk or sensitive personal information electronically, receive training related to information systems and their security;
- 👤 Employees managing programs or activities receive training related to privacy impact assessments; and
- 👤 Employees managing common or integrated programs or activities receive training related to information sharing agreements.

### **Privacy Practices and Policies**

Upon request, a Privacy Statement (Appendix 2) will be made available to any resident or client.

All new employee packages will be given a Records Management and Privacy Protection Employee Agreement (Appendix 2) to sign and return.

### **Privacy Impact Assessments**

Privacy Impact Assessments (PIAs) are conducted to determine if a proposed system, project, program or activity meets or will meet the requirements of Part 3 of FIPPA. A PIA will be done for any new system project, program or activity involving personal information and for any new collection, use or disclosure of personal information. A PIA will also be conducted for common or integrated programs or activities and data-linking initiatives, as well as when significant modifications are made to existing systems, projects programs or activities.

The Ministry's "Privacy Impact Assessment for Non-Ministry Bodies" can be used and be found at:

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/privacy/privacy-impact-assessments/complete-a-privacy-impact-assessment>

### **Service Provider Management**

Employees who prepare or manage contracts with service providers are to include the privacy protection schedule or standard privacy language, as designated by the Corporate Officer, in all contracts that involve the service provider having access to, or collecting, using or disclosing, personal information in the custody or under the control of the District.

Privacy Language for service provider contract:

#### **"Acknowledgements**

1. The Contractor acknowledges and agrees that



- (a) it is a service provider and, as such, the requirements and restrictions established by Part 3 of the Freedom of Information and Protection of Privacy Act apply to the Contractor in respect of personal information;
- (b) unless the Agreement otherwise specifies, all personal information in the custody of the Contractor is and remains under the control of the District; and
- (c) unless the Agreement otherwise specifies or the District otherwise directs in writing, the Contractor may only collect, use, disclose or store personal information that relates directly to and is necessary for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement."

### Monitoring and Updating

A review of the Privacy Management Program will be done annually or when there is a large change in the District's operations. This is to ensure that the program is still relevant to District's current activities and personal information holdings.

## 3. Requests for Information

### What is a Record?

The definition of a "record" under the *Interpretation Act* applies to the interpretation of the *Freedom of Information and Protection of Privacy Act* as follows:

**"includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise."**

Records include memos, letters, reports, e-mails, maps, calendars, post-it notes, annotations, doodles, etc. **Remember, if it is recorded, it is a record which may be subject to release under the Act.**

The information contained in records could be produced by a public body or received from other sources, such as third parties, service providers or other public bodies.

All records created or received by employees during the course of their work duties or during the conduct of District business belong to the corporation, not the individual employee.

All District records must be treated in accordance with the Records and Information Management (RIM) program.





**Routine requests** – Are requests for information that is easily accessible and not subject to the *Freedom of Information and Protection of Privacy Act*. A fee may be charged for this information as set out the most current Fees & Charges bylaw or other applicable bylaws. The request can be verbal and does not require the involvement of the Information and Privacy Coordinator.

**Information requests (Review)** – Are requests for information that is generally routinely available but requires an information review of the records, usually by a department director or the Information and Privacy Coordinator. This can also be a request for records that are not readily at hand, such as records stored in semi-active or archived files. Applicable fees may be charged as set out in the most current Fees & Charges bylaw. These requests should be responded to within a time frame that is reasonable for the size of the request or the location of the records.

**Formal requests** – Are requests for records that are neither routinely available nor available through more informal procedures. Formal requests under the *Act* must be made in writing. A form for this purpose is available, but a letter, fax or e-mail is also acceptable. Formal requests are to be directed to the Information and Privacy Coordinator as soon as received, as the *Act* stipulates a deadline for response.

### **Timelines**

The *Freedom of Information and Protection of Privacy Act* requires that a response be provided to the applicant within 30 business days of receipt of the request. Weekends and statutory holidays are not included in the calculation of time limits under the *Act*.

Occasionally it might be necessary to extend the timeline by an additional 30 business days. Should this situation arise, the Information and Privacy Coordinator will advise the applicant of the time extension in advance.

### **Standard Request Process**

This standard process is for a simple *Freedom of Information and Protection of Privacy Act* request and the number of records requested is not large. If the number of records requested is very large, the process and timeline to accomplishing the process will be extended as appropriate.

- 1) FOI request file number is assigned and file created;
- 2) Acknowledgement letter to applicant;
- 3) Request for information sent to the applicable department director;
- 4) Director calculates and provides an estimate of staff time required to locate and provide copies of records to FOI Coordinator;
- 5) FOI Coordinator prepares and provides a response letter to the applicant advising of the fee payable for the production of the requested records;
- 6) Records are produced and provided to the FOI Coordinator who reviews and prepares documents for disclosure;



- 7) Applicant confirms associated fee for the production is acceptable;
- 8) FOI Coordinator provides a response package.

#### **4. Routinely Available Records**

The following list identifies some of the most common record types that are routinely available to the public at the District of 100 Mile House. The list should be used to help determine whether or not a particular record can be released routinely or whether a more formal review is required. It is by no means an exhaustive listing; is meant only as a guide.

Copies of routinely available records may be provided at a cost in accordance with the current Fees & Charges Bylaw or any other applicable bylaw.

Examples of routinely available records include:

- Annual Reports
- Brochures
- Budgets
- Building Permits (Except personal information supplied in support of the application)
- Building Plans (Exterior views and site plans only)
- Bylaws
- Council agendas and minutes (Except from meetings closed to the public)
- Council Committee agendas and minutes (Except from meetings closed to the public)
- Licenses (Except personal information supplied in support of an application)
- Maps
- Policies/Manuals
- Official Community Plans
- Permits (Except personal information supplied in support of the application)
- Public Hearing agendas and minutes
- Records published to the District's website
- Staff reports supporting items on Council agendas (Except from meetings closed to the public)
- Statistical Information

Reviews and FOI requests are handled by the Office of the Clerk Administrator. Any requests for records not available routinely should be made in writing and directed to the FOI Coordinator.

Fees may apply to the provision of records requested under the Act as per District of 100 Mile House Freedom of Information and Protection of Privacy Bylaw No. 1108, 2008.





### 5. Record Types

#### Accident Reports

Full disclosure to a lawyer acting for the District. Lawyers representing a client must provide written confirmation/consent they are acting for an individual before they are provided with any personal information of their client. Personal information regarding others must be severed.

#### Accounts Payable

General information is available. Individual files and invoices require an FOI request to ensure no proprietary information is being disclosed.

#### Accounts Receivable

General information including total amount due is available. Individual files, outstanding or paid amounts on individual files requires an FOI request.

#### Agents and Contractors

Agents and contractors contact information is available. Agents on development applications are operating in a business capacity and their contact information is therefore available, even if they provided their personal information.

#### Agreements

See "Contracts and Agreements"

#### Application Forms

Applications forms generally contain personal information and contact information may be harmful to business interests and must be reviewed before being released. A description of the application, name of the applicant, name and contact information for the agent, contractor or a business and property information related to the application, are routinely releasable.

If a home address of the applicant is different than the property information, it is not releasable. The applicant's email, phone and other contact information are not releasable.

#### Appraisals

Land appraisals commissioned or received by the District are not routinely available to the public. Requests for appraisals are to be forwarded to the FOI Coordinator for response.

#### Assessment Roll

~~The Assessment roll is under the control of BC Assessment and the District receives a copy which must be available for public inspection with the intent of permitting the comparison of one property assessment to another. The personal information in the assessment roll is publicly~~



~~available for the purposes of complying with legislation but may only be searched by property information, not individual property owner information. The District cannot confirm the address of an individual based on the Assessment roll. Members of the public must inspect the roll themselves.~~

### Auditor's Report

Confidential until released with Financial Statements and requires an FOI request.

### Building Permits and Plans

Issued building permits are available. The application and supporting materials for the building permit are not available and should be subject to a formal FOI request.

Where a request is made to view building plans, access should be provided to plans showing site layout and any exterior elevations. These plans may be viewed, but not copied as they are protected by copyright law. Copies of such plans will only be provided upon receipt of a written release from the owner and the professional that created the plans or as part of an FOI request. The federal Copyright Act provides for the copying of copyright materials as part of an access request. However, copyright restrictions still apply to the use of the copied plan by the applicant or by any other person. Any released plan must be stamped with an appropriate "Copyright Act Information" stamp.

The District will **not** make available those plans showing interiors of a building. Interior plans could harm the business interest of 3<sup>rd</sup> parties such as builders who have designed layouts, and could cause security harm by potentially showing the layout of the home.

### Business Licenses

The following business license information contained within the Business License System may be released in the form of a Business License Summary Report – FOI to the public upon request:

- Business License Number
- Business License type code
- Location
- Business Name
- Mailing Address
- Business Phone number
- Description of Business

Additional information regarding license details, fee payment and license restrictions can also be routinely disclosed. The release of business license information must **NOT** disclose any additional personal information supplied in support of the license application.



## Freedom of Information and Protection of Privacy Policy

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For home-based businesses, the applicant's home address is considered public information because it is the location of the business.

A list of business licenses cannot be disclosed if it is to be used for solicitation purposes.

### **Bylaws**

Bylaws are routinely available. Draft bylaws must not be disclosed.

### **Bylaw Enforcement**

Records may be released once the investigation has been completed. Personal information and personal identifiers, anything in the context or substance that identifies the individual, must be severed. Bylaw enforcement can disclose personal information to another public body or law enforcement agency inside Canada.

The person the complaint is about has the right to know the substance of the complaint, but **not** the identity of the individual who made the complaint. The requestor should be made aware that the complainant's identity will not be revealed.

Requests for copies of complaints must be directed to the FOI Coordinator.

### **Cemetery Records**

Copies of issued cemetery permits for interments can routinely be provided upon request based on the following information:

- The name of the person to whom the permit was issued
- The date the permit was issued
- The location of the plot or grave
- The name of service provider (the Funeral Home)
- The value of the permit

Requests for copies of cemetery permits for interments that contain personal information supplied in support of the application, must be forwarded to the FOI Coordinator.

### **Cheques/Cheque Requisitions**

An FOI request is required to obtain information regarding cheques and cheque requisitions issued.

### **Collective Agreements**

Final version of collective agreements are available. Drafts not releasable.



### **Closed Meetings**

Records relating to a closed meeting will not be released unless the matter has been discussed at length in an open meeting, or if the report or minutes have been in existence for more than 15 years. No other exemptions under the *Freedom of Information and Protection of Privacy Act* apply.

### **Comments on Planning Proposals**

Notices for a planning or development proposal must be made available to the public prior to the application appearing before Council through such means as public hearings. Members of the public that object to proposals may submit their objection before the applicable deadline.

If the planning process in question is governed by a section of the *Local Government Act* that authorizes public disclosure in relation to planning matters and liquor licensing, staff may disclose personal information as required by the *Local Government Act*. Section 33.1 of the *Freedom of Information & Protection of Privacy Act* permits a public body to disclose personal information for the purpose of complying with an enactment of BC.

### **Contact Information**

Contact information is information that allows an individual to be contacted at **a place of business** and includes the name, position or title, business telephone number, business address, business email or business fax number of the individual.

### **Contracts and Agreements**

Generally, most contracts or agreements signed by the Mayor and Clerk or staff with any other party are available to the public through an FOI request. Wording and clauses of the agreement must be examined to ensure that it does not reveal trade secrets, proprietary information or information which could possibly harm the business interest of a third party which must be severed before the record is released.

### **Council Records**

All "Non-Confidential" Council records, such as agendas for regular Council meetings, are available to the public only after they have been approved by the CAO.

Correspondence to Mayor and Council and letters in response to Development applications are treated as public documents and may be disclosed and included in agenda packages.

### **Council's Personal Information**

Mayor and Council's personal information is not releasable unless written consent has been provided annually and clearly states that staff have authority to release the personal information.

### **Debt and Debenture Debt**

An FOI request is required for information in relation to debt and debenture debt.



### **Dog Licenses**

Dog licenses are considered a permit and it is therefore not an unreasonable invasion of privacy to disclose details of a permit. Permit holder's name can be released but not the home address or any other personal information.

### **E-Mail**

E-Mail is subject to the Freedom of Information and Protection of Privacy Act.

If the information contained in an e-mail message is of value to the organization and is to be retained, it must be filed in the appropriate paper file within the records management system.

### **Employee Files**

Employees are entitled to view their employee file. Employees are entitled to see comments made about them, that is their personal information, however, the identity of the person making the comments may be withheld. Information regarding a person's employment history is personal information and will not be disclosed to third parties, unless express permission of the employee is obtained first, this includes information regarding benefits paid to the employee. If a request for salary information is received, the requestor will be told of the salary range for that particular position without identifying any individuals' specific salary unless express permission from the employee has been obtained first. Verbal requests from outside agencies wanting to confirm whether a particular individual employee is currently employed should not be confirmed without the employees consent.

Personal information about staff can be disclosed to a union representative if the employee has given authorization in writing. Elected officials do not have access to personnel files or personal information.

### **Financial Disclosure Forms**

Council Financial disclosure forms are available for disclosure. Employee financial disclosure forms are **not** releasable.

### **Financial Statements**

Available once adopted by Council.

### **Fire Incident Reports**

Requests for these reports and related records must be forwarded to the FOI Coordinator. Fire Incident Report records may not be released until the investigation has been completed.

Requests for Fire Department records that are prepared for and submitted to the provincial Fire Commissioner must be directed to the Office of the Fire Commissioner.





### Grants for Assistance

All applications forms must be requested under FOI in order to review for personal information. General information is available.

### Legal

All legal advice, invoices and correspondence must **not** be disclosed as its confidential communications between a solicitor and client. If a lawyer indicates in writing that he or she is acting on behalf of an employee, the local government body may disclose the information based on the written proof of the lawyer's authority to act for the employee. May disclose personal information to another public body or a law enforcement agency inside Canada if satisfied that there is an active investigation underway however, this precludes the sharing of information for the purposes of a "fishing expedition". Full disclosure for lawyer acting on behalf of the District.

### Petitions

Citizens may provide input or feedback in the form of petitions and form letters listing their names, addresses and signatures to express support or opposition to an issue and to establish their legitimate interest in the matter. Since the intent of such petitions is to demonstrate the degree of public support or opposition to the subject matter of the petition, individuals who complete them normally expect that they will be used for discussion purposes and that it will be part of the District's public record.

If the petition is discussed in an open meeting, then staff can provide copies of requested petitions under Section 33.1(1)(c) and (c.1) of the Freedom of Information and Protection of Privacy Act, which permits disclosure for a consistent purpose. Otherwise, the request must be in writing and forwarded to the FOI Coordinator for response.

Note: Alternative Appeal Process petitions are not normally available for public inspection.

### Property Information

Routine access to property files is available to the registered owner or individuals who have permission from the owner to access the file. General property information is available including: civic address, legal description, assessed property value, roll number, PID number, physical condition, bylaw infractions, notices or actions on a property, including if the property has been used as a grow op. This is information about the property and not an identifiable individual. **Do not disclose:** property owner or information, address other than the property, email, phone.

### Property Owner

Owner of the property is personal information and cannot be disclosed. Ownership information is available ~~in the assessment roll and~~ through BC Assessment or through Lands Title & Survey Office for a fee.



### **Property Taxes**

The total amount of property taxes for a property is available, but not the outstanding or paid amounts on individual files without the consent of the property owner. This information may be disclosed through tax searches/certificates and through utility searches to banks and mortgage companies upon the sale of the property. Information on outstanding taxes may be disclosed to a bank in order to comply with an enactment.

### **Request for Proposals**

Request for proposals are available to the public on the website or by request. RFP's should contain a statement advising that "All proposals received may be made publicly available, except information relating to unit pricing, confidential third party business information, and employment history of employees."

### **Surveys of the Public**

Surveys conducted by the District or agents are public information and should be routinely disclosed, however, survey forms themselves will likely contain personal information which should not be disclosed. An FOI request must be made for the completed forms. Survey's must include a statement informing the person filing it out, why the information is being collected, under what authority and for what purposes the information will be used.

### **Remuneration**

It is not an unreasonable invasion of personal privacy to release information on an employee's position, functions or remuneration as an officer, employee or member of the local government. The description of functions, the position title, a generic list of the benefit package attached to that position, and the gross salary may all be released. The list of employees with salaries over \$75,000 and contractors with contracts of \$50,000 are available or available for purchase.

### **Staff Meetings, Minutes & Agendas**

Information must be reviewed to ensure no personal information or other information that may be withheld, is disclosed.

### **Tax Sale**

Publicly available – disclose personal information for the purpose of complying with an enactment.

### **Tenders**

Tenders submitted in response to a call for bids or request for proposals are available to the public, except for information regarding unit pricing, employment histories and other confidential third party business information. Section 21 of the Act recognizes that the release of such information could potentially harm the company's business interests and provide access to





## Freedom of Information and Protection of Privacy Policy

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personal information of their employees. Unit pricing information is considered proprietary information belonging to the third party. This information is therefore “blacked out” or severed prior to disclosure by the FOI Coordinator.

Requests for copies of tenders submitted to the District should be directed to the FOI Coordinator.

### **State of Title Certificate**

Available for purchase from LTSA, Notary, Lawyer or authorized agent (real estate agent, local government, etc.)

## **6. Charging Fees**

*The Freedom of Information and Protection of Privacy Act* permits public bodies to charge applicants fees for costs associated with processing requests to access records under the Act.

The Act prohibits public bodies from charging applicants for access to their own personal information. Please note that a property file may contain personal information but the file itself is not the homeowner’s personal information.

*The Freedom of Information and Privacy Act* stipulates that an applicant may be required to pay a public body for the following services:

- Locating, retrieving and producing the record
- Preparing the record for disclosure
- Shipping and handling the record
- Providing a copy of the record

The Act further states that an applicant must not be required to pay a fee for the following:

- The first three hours spent locating and retrieving a record, or
- Time spent severing information from a record

If an applicant is required to pay fees for services, the Act states that the public body shall give the applicant an estimate of the total fee before providing the service.

Records provided routinely to applicants by departments may charge the applicant for copies in accordance with the current Fees & Charges bylaw.



### Fee Estimates

In order to prepare and provide fee estimates to applicants in a timely fashion, departments may be asked to provide the FOI Coordinator with an estimate of the number of records that respond to the request, as well as the amount of staff time that would be involved with the following:

- Locating records that respond to the request (includes time spent searching for both physical and electronic records in the Records and Information Management Systems and on the computer network, e-mail archives, etc.)
- Preparing the records for photocopying (removing staples, etc.)
- Photocopying the records
- Time spent reassembling the original files

The Act provides that the head of a public body may excuse (upon written request) “an applicant from paying all or part of a fee if, in the head’s opinion,

- The applicant cannot afford the payment, or for any other reason it is fair to excuse payment, or
- The record relates to a matter of public interest, including the environment or public health or safety.”

**Note:** “Public Interest” is a specifically defined term and should not be confused with records that may be of interest to some members of the public or that the public may find interesting.



## Records Release Reference Table

TYPE OF RECORD	Source of Record	Routine Release	Review or FOI Request Req'd
Access to Information Request (FOI)	Administration		X
Accident Reports	Administration		X
Accounts Payable (General Information)	Finance	X	
Accounts Payable (Individual Vendor Files)	Finance		X
Accounts Payable (Invoices)	Finance		X
Accounts Receivable (General Information)	Finance	X	
Accounts Receivable (Individual Accounts Files)	Finance		X
Acts and Legislation	Administration	X	
Advertising - Public Hearing Notices	Administration	X	
Advertising - Public Meeting Notices	Administration	X	
Advertising - Other	Administration	X	
Agendas - Committees of Council	Administration	X	
Agendas - Open Meetings of Council	Administration	X	
Agendas - Closed (In-Camera) Meetings of Council	Administration		X
Agreements	Administration		X
Alternative Appeal Process Petitions	Administration		X
Annual Budgets	Finance	X	
Annual Financial Statements	Finance	X	
Annual Reports	Administration	X	
Application Forms - Blank	Administration	X	
Application Forms - Completed	Administration		X
Appraisals	Administration		X



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Agricultural Land Commission - Application Files	Lands Title Office		X
Arbitration Decisions	Administration		X
<del>Assessment Roll Information – Assessed Values</del>	<del>BCAA</del>		<del>X</del>
<del>Assessment Roll Information – Ownership info</del>	<del>BCAA</del>		<del>X</del>
Audits/Auditor's Report	Finance		X
<b>B</b>			
Benefits - Employee	Finance		X
Board of Variance - Applications/supporting docs	Planning	X	
Board of Variance - Agendas & Minutes	Planning	X	
Bonds & Letters of Credit	Finance		X
Brochures	Administration	X	
Budgets - General Information	Finance	X	
Budgets - Operating Final	Finance	X	
Budgets - Capital Final	Finance	X	
Budgets - Draft	Finance		X
Budgets - Financial Plan	Finance	X	
Building Permits - Applications	Administration		X
Building Permits - Elevation Drawings (View only)	Administration	X	
Building Permits - Floor Plans	Administration		X
Building Permits - Inspection Reports	Administration		X
Building & Occupancy Permits - Issued	Administration	X	
Building Permits - Name of Building/Architect/Engineer & contact info	Administration	X	
Building Permits - Name of Owner & Info	Administration		X
Building Permits - Site Plans (View only)	Administration	X	
Building Regulations & General Information	Administration	X	
Buildings - Individual files	Administration		X
Buildings - District owned - Individual files	Administration		X
Business Licences - Total issued	Administration	X	



## Freedom of Information and Protection of Privacy Policy

Business Licences - Applications	Administration		X
Business Licences - Individual Files	Administration		X
Bylaws - After First Reading	Administration	X	
Bylaws - Draft	Administration		X
Bylaws - Enforcement/Complaints	Administration		X
<b>C</b>			
Cemetery - Burial Permits Issued > 20 yrs ago	Administration	X	
Cemetery - Burial Permits Issued < 20 yrs ago	Administration		X
Cemetery - Licenses Issued > 20 yrs ago	Administration	X	
Cemetery - Licenses Issued < 20 yrs ago	Administration		X
Cemetery - Personal Information	Administration		X
Cheques/Cheque Requisitions	Finance		X
Claims - General Information	Administration	X	
Claims - Individual Files	Administration		X
Closed Meetings	Administration		X
Collective Agreement - Draft	Administration		X
Collective Agreement - Final	Administration	X	
Comments on Planning Proposals	Planning	X	
Committee Appointments - Applications	Administration		X
Committee - Internal/Staff-Agendas/Minutes	Administration		X
Committee - Agendas/Minutes	Administration	X	
Complaints & Service Requests	Administration		X
Contracts/Agreements/Leases	Administration		X
Council - Financial Disclosure Forms	Administration	X	
Council - Indemnities/Remunerations	Administration	X	
Council - Personal Information	Administration		X
Council - Meetings Agendas/Minutes/Reports-Open Meetings	Administration	X	
Council - Meetings Agendas/Minutes/Reports-In-Camera Meetings	Administration		X
Council- Resolutions - Open Meetings	Administration	X	



## Freedom of Information and Protection of Privacy Policy

Council - Resolutions - Closed (In-Camera) Meetings	Administration		x
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Covenants - Restrictive Covenants	Lands Title Office	x	
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Criminal Records Checks - Staff & Volunteers	Administration		x
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### D

Debt & Debenture	Finance		x
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Demographics Data	Planning	x	
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Design Guidelines	Planning	x	
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Development - Individual Area Plans	Planning	x	
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Development - Cost Charges	Planning	x	
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Development - Guidelines	Planning	x	
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Development - Permits - Applications	Planning		x
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Development - Permits - Individual Files	Planning	x	
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Development - Permits - Issued	Planning		x
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Development - Variance Permits - Applications	Planning	x	
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Development - Variance Permits - Individual files	Planning		x
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Development - Variance Permits - Issued	Planning	x	
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Dog Licences	Administration		x
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### E

E-Mail	Administration		x
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Easements/Rights of Way/Encroachments	Planning	x	
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Elections - Campaign Financing Disclosure	Administration	x	
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Elections - Forms	Administration	x	
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Elections - Nomination Papers	Administration	x	
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Elections - Results	Administration	x	
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Emergency Plan	Fire Dept		x
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Employee - Benefits	Finance		x
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Employee - Classification	Finance	x	
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## Freedom of Information and Protection of Privacy Policy

Employee - Individual File	Finance		x
Employee - Financial Disclosure Forms	Finance		x
Employment Applications/Resumes	Administration		x
Environmental Reports	Planning	x	
Expense Accounts - Council/Staff	Finance	x	
Expense Claims - Council/Staff	Finance		x

### F

Fire Incident Reports	Fire Dept		x
Fire Inspection Reports	Fire Dept	x	
First Aid/Worksafe BC Reports	Administration		x
Fleet Statistics - Vehicles/Equipment/Fuel Usage	Administration		x
FOI-Individual Requests for Information	Administration		x

### G

Garbage Collection/Recycling Calendar	Administration	x	
Grants from the District - General Information	Finance	x	
Grants from the District - Applications/Requests	Finance		x
Grants to the District - General Information	Finance	x	
Grievances - Individual files	Administration		x

### H

Homeowner Grants - Provincial	Finance		x
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### I

Illegal Suites - Complaints	Administration		x
Incident Reporting Forms	Administration		x





## Freedom of Information and Protection of Privacy Policy

Insurance Policies	Finance		x
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Inventories & Asset Control	Finance		x
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Invoices	Finance		x
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### J

Job - Classifications	Administration		x
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Job - Competitions	Administration		x
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Job - Descriptions	Administration	x	
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Job - Evaluations	Administration		x
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### K

### L

Labour Negotiations	Administration		x
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Land Sale/Options/Exchange/Transfer	Administration		x
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Legal Opinions	Administration		x
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Legal Opinions - Invoices/Costs	Administration		x
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Letter of Credit - Held by the District	Finance		x
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Licenses - Applications	Administration		x
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Licenses - Individual Files	Administration		x
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Licenses - Issued	Administration	x	
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Licenses - Liquor -Applications	Administration		x
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Licenses - Liquor - Individual files	Administration		x
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Litigation - Individual files	Administration		x
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Litigation - Invoices/Costs	Administration		x
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Long Term Disability - Individual Files	Administration		x
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### M

Management Reviews	Administration		x
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## Freedom of Information and Protection of Privacy Policy

<b>Manuals - Policy &amp; Procedure</b>	<b>Administration</b>	<b>x</b>	
<b>Maps</b>	<b>Planning</b>	<b>x</b>	
<b>Media Releases</b>	<b>Administration</b>	<b>x</b>	
<b>Mission Statement</b>	<b>Administration</b>	<b>x</b>	
<b>N</b>			
<b>O</b>			
<b>Official Community Plan (OCP)</b>	<b>Planning</b>	<b>x</b>	
<b>Operational Certificates/Permits</b>	<b>Administration</b>	<b>x</b>	
<b>Organizational Chart</b>	<b>Administration</b>	<b>x</b>	
<b>Organization Reviews/Audits</b>	<b>Administration</b>	<b>x</b>	
<b>P</b>			
<b>Parking Tickets/Enforcement</b>	<b>Administration</b>		<b>x</b>
<b>Payroll</b>	<b>Finance</b>		<b>x</b>
<b>Performance Planning &amp; Review</b>	<b>Administration</b>		<b>x</b>
<b>Permits Issued - All Types</b>	<b>Administration</b>	<b>x</b>	
<b>Pesticide Use Permits</b>	<b>Administration</b>	<b>x</b>	
<b>Petitions - Discussed in Open Meeting</b>	<b>Administration</b>	<b>x</b>	
<b>Petitions - Alternative Appeal Process</b>	<b>Administration</b>		<b>x</b>
<b>Policies - Council, Corporate, Departmental</b>	<b>Administration</b>	<b>x</b>	
<b>Policies - Draft</b>	<b>Administration</b>		<b>x</b>
<b>Project Files</b>	<b>Administration</b>		<b>x</b>



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Property files (to property owner or authorized agent only)	Finance	x	
Property Information (Except Ownership)	Finance	x	
Property Taxes/ <del>Tax Roll</del>	Finance	x	
Proposals	Administration		x
Purchase Orders	Finance		x
<b>Q</b>			
Quotation	Finance		x
<b>R</b>			
Remuneration - Council	Administration	x	
Remuneration - Staff	Administration	x	
Reports & Statistics	Administration	x	
Reports to Council - Open Meeting	Administration	x	
Reports to Council - Closed (In-Camera) Meeting	Administration		x
Requests for Proposals (RFPs)	Finance	x	
Request for Proposals - Submission	Finance		x
Rezoning - General Information	Planning	x	
Rezoning - Individual Files	Planning		x
Rezoning - Public Hearing Notifications	Planning	x	
Rights of Way & Easements	Planning	x	
Rights of Way & Easements-Individual Files	Planning		x
<b>S</b>			
Signs - Permits	Planning	x	
Signs - Inspections	Planning	x	
Soil Permits - Applications	Administration		x
Soil Permits - Individual Files	Administration		x
Soil Permits - Issued	Administration	x	
Special Events/Occasion Permits	Administration	x	



## Freedom of Information and Protection of Privacy Policy

Speeches	Administration	x	
Staff Meetings - Agendas & Minutes	Administration		x
Staff Reports - Open Meetings	Administration	x	
Staff Reports - Closed (In-Camera) Meetings	Administration		x
Statutory Declaration	Administration		x
Subdivision - Applications	Planning		x
Subdivision - Individual Files	Planning		x
Subdivision - General Information	Planning	x	
Subdivision - Registered Plans	Planning	x	
Subdivision - Unregistered Plans	Planning		x
Survey Forms - completed (Survey of the Public)	Administration		x
Survey Results (Survey of the Public)	Administration	x	
<b>T</b>			
Tax Exemptions	Finance	x	
Taxation Assessments	Finance	x	
Taxes Paid	Finance	x	
Telephone Bills	Finance		x
Tenders	Finance	x	
Tenders - Submissions	Finance		x
Timesheets	Finance		x
Traffic Signal Information	Administration		x
Traffic System Information	Administration		x
Training & Development - General Information	Finance	x	
Training & Development - Individual Employee	Finance		x
Travel Advances	Finance		x
Travel Allowances & Expense	Finance	x	
Tree Cutting Permits - Applications	Administration		x
Tree Cutting Permits - Individual Files	Administration		x



## Freedom of Information and Protection of Privacy Policy

Tree Cutting Permits - Issued	Administration	x
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### U

Unsightly Premises	Administration	x
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Utility Connections	Administration	x
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### V

Variance Permits	Planning	x
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Vendors/Suppliers - Individual Files	Finance	x
--------------------------------------	---------	---

### W

Water Quality Data	Administration	x
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WorkSafe BC Claims	Administration	x
--------------------	----------------	---

Workplace Inspection Reports	Administration	x
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### X,Y,Z

Zoning - Applications	Planning	x
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Zoning - General Information	Planning	x
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Zoning - Individual Files	Planning	x
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Zoning - Public Hearing Agendas/Notices/Letters of Support or Objection/Reports to Council	Planning	x
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Zoning - Regulations	Planning	x
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## **Appendix 2**

# **PRIVACY MANAGEMENT PROGRAM FORMS**



**DISTRICT OF 100 MILE HOUSE**  
**Collecting Personal Information**  
**In Person/Telephone/Website**

The collection of personal information is authorized under section (A) of the *Freedom of Information and Protection of Privacy Act* (FIPPA) and (B). This information will be used for (C). Questions can be directed to: Privacy Contact Person, 385 Birch Avenue, 100 Mile House, BC V0K 2E0 250.395.2434, selias@100milehouse.com.

Key for completing privacy notification:

- A. In this space enter the paragraph of section 26 of FIPPA that provides the general legal authority for collecting the personal information. At the District we generally use the authority in section 26(c) (the information relates directly to and is necessary for operating a program or activity of the public body).
- B. In this space, where applicable, enter any Federal or Provincial Laws other than FIPPA that provide specific legal authority for collecting the personal information. If you don't know of any, then delete this part.
- C. In this space, enter a simple statement regarding the purpose for collecting the personal information. Sample statements of purpose include:
  - a. Processing this application;
  - b. Processing your registration;
  - c. Evaluating your employment application;
  - d. Administering employee benefits;
  - e. Considering your views and communicating with you.





## Freedom of Information and Protection of Privacy Policy

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Sometimes, personal information is collected in person without using a form (e.g. taking a name and phone number over the phone to return a phone call; registering someone for a program over the phone). A verbal privacy notification needs to be provide in these circumstances. This can be done by advising them how their personal information will be used, that is may be retained for future communications, and that the citizen may contact the Privacy Contact if they have any questions.

Script to be used:

***"We'll be sure to protect your personal information will only use it to (communicate with your/process your registration/etc.). Our Privacy Officer would be happy to answer any questions that you might have."***



### E-MAIL CONFIDENTIALITY NOTICE

All District of 100 Mile House e-mail account holders shall ensure that the following statement is inserted on each e-mail:

***CONFIDENTIALITY NOTICE:*** *If you choose to respond to this email, any emails received by the District are subject to the Freedom on Information and Protection of Privacy Act and may be released or shared in accordance with the law. This electronic transmission, and any documents attached to it, may contain confidential information belonging to the District of 100 Mile House. If you are not the intended recipient, you are hereby notified that any disclosure, copying distribution or the taking of any action in reliance upon the contents of this information is prohibited. If you have received this transmission in error, please notify the sender immediately and delete the message and all documents.*



**DISTRICT OF 100 MILE HOUSE**  
Privacy Breach Report

FILE: YYYY-###

Date of Report:	
Department:	
Main Contact:	
Position:	
Phone:	
E-Mail:	

**1. Incident Description**

Date and time of breach:	
Location of incident:	
Date that breach was discovered:	
Description of breach:	
Type of personal information ("PI") compromised: (e.g. name, address, SIN, financial, medical; <i>do not include identifiable personal information</i> )	



## Freedom of Information and Protection of Privacy Policy

Estimated number of individuals affected:	
Type of individuals affected:	<input type="checkbox"/> Employees <input type="checkbox"/> Customers/Citizens <input type="checkbox"/> Businesses <input type="checkbox"/> Children/Youth <input type="checkbox"/> Other (specify):
Immediate steps taken to contain the breach: <i>(e.g. locks changed, computer access codes changed, records moved/secured, etc.)</i>	
<b>2. Safeguards</b>	
Describe physical security measures taken to protect PI: <i>(e.g. location, locks, alarm systems, etc.)</i>	
Describe technical security measures in place to protect PI: <i>(e.g. encryption, passwords, etc.)</i>	
Describe other measures in place to protect PI <i>(e.g. policies, role-based access, training, contractual provisions, etc.)</i>	
<b>3. Harm from Breach</b>	
Identify the type of harm(s) that may result from the breach:	<input type="checkbox"/> <b>Identity theft</b> <i>(most likely when the breach includes loss of SIN, credit card numbers, driver's licence numbers, personal health numbers, debit card numbers with password information and any other information that can be used to commit financial fraud)</i>



## Freedom of Information and Protection of Privacy Policy

	<p><input type="checkbox"/> <b>Risk of physical harm</b> <i>(when the loss of information places any individual at risk of physical harm, stalking or harassment)</i></p> <p><input type="checkbox"/> <b>Hurt, humiliation, damage to reputation</b> <i>(associated with the loss of information such as mental health records, medical records, disciplinary records)</i></p> <p><input type="checkbox"/> <b>Loss of business or employment opportunities</b> <i>(usually as a result of damage to reputation to an individual)</i></p> <p><input type="checkbox"/> <b>Breach of contractual obligations</b> <i>(contractual provisions may require notification of third parties in the case of a data loss or privacy breach)</i></p> <p><input type="checkbox"/> <b>Future breaches due to similar technical failures</b> <i>(notification to the manufacturer may be necessary if a recall is warranted and/or to prevent a future breach by other users)</i></p> <p><input type="checkbox"/> <b>Failure to meet professional standards or certification standards</b> <i>(notification may be required to professional regulatory body or certification authority)</i></p> <p><input type="checkbox"/> <b>Other (specify):</b></p>
<b>4. Notification</b>	
<b>Has the Privacy Officer been notified?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, who was notified and when?	
If No, who will be notified and when?	
<b>Have the police or other authorities been notified?</b> <i>(e.g. professional bodies or persons required under contract)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:



## Freedom of Information and Protection of Privacy Policy

<p><b>Based on the harms identified in section 3, do the affected individuals need to be notified?</b></p>	<p><input type="checkbox"/> No</p> <p>Explain:</p> <p><input type="checkbox"/> Yes</p> <p>Manner and date of notification:</p>
<p><b>Confirm inclusion of the following information in the notification:</b></p> <p><i>*attach copy of the notification to this report, if applicable</i></p>	<p><input type="checkbox"/> <i>n/a (notice was not given)</i></p> <p><input type="checkbox"/> Date of the breach</p> <p><input type="checkbox"/> Description of the breach</p> <p><input type="checkbox"/> Description of the information inappropriately accessed, collected, used or disclosed</p> <p><input type="checkbox"/> Steps taken so far to control or reduce the harm</p> <p><input type="checkbox"/> Future steps planned to prevent further privacy breaches</p> <p><input type="checkbox"/> Steps the individual can take to reduce the harm</p> <p><input type="checkbox"/> Privacy Commissioner contact information and their right to complain</p> <p><input type="checkbox"/> Organization contact information for further assistance</p>
<p><b>Consider (and check off) the following factors to determine if the Office of the Information and Privacy Commissioner needs to be notified of the breach:</b></p>	<p><input type="checkbox"/> The personal information involved is sensitive</p> <p><input type="checkbox"/> There is a risk of identity theft or other harm including pain and suffering or loss of reputation</p> <p><input type="checkbox"/> A large number of people are affected by the breach The information has not been fully recovered</p> <p><input type="checkbox"/> The breach is the result of a systemic problem or a similar breach has occurred before</p> <p><input type="checkbox"/> Your organization or public body requires assistance in responding to the privacy breach</p> <p><input type="checkbox"/> You want to ensure that the steps taken comply with the organization's or public body's obligations under privacy legislation</p>



## Freedom of Information and Protection of Privacy Policy

Will the OIPC be given notice?

Yes

No

*\*If yes, please attach copy of notification to this report*

### 5. Prevention

**Describe the long-term strategies that will be implemented to correct the situation and ensure future breaches like this do not occur:**

*(e.g. staff training, policy development, privacy and security audit, contractor supervision strategies, improved technical security architecture, improved physical security):*

**Privacy Officer comments:**

Attachments:

A –

B –

**Department Review/Approval:**

**Privacy Officer Review/Approval**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





## DISTRICT OF 100 MILE HOUSE PRIVACY STATEMENT

**The District of 100 Mile House is committed to protecting the privacy of residents, employees, and clients.**

The District is subject to the *Freedom of Information and Protection of Privacy Act* (the Act). It is the goal of the District to not only meet the requirements of the Act, but to exceed them by implementing “best practices” with respect to the collection, use and disclosure of personal information.

The District requires third party service providers to demonstrate full compliance with its privacy obligations, principles and processes as outlined in this Statement.

The District collects personal information for a variety of purposes. Only that information which relates directly to, and is necessary for the operation of, related programs and services is collected. The District does not collect personal information unlawfully or unfairly. Indirect collection occurs in limited and specific circumstances, or as required by law.

Personal information will only be used by authorized District employees and third-party service providers to fulfill the purpose for which it was originally collected, a consistent purpose or a specific purpose as directed by the relevant individual.

The District and its service providers treat personal information in its custody and/or control with a high degree of confidentiality and only disclose it for the purposes of providing related programs and services, in specific circumstances (with consent of the relevant individual), or as required by law. The District will not disclose personal information outside of Canada without an individual's explicit consent unless required by law.

The District does not sell, share, or disclose personal information to others for any type of mailing list.

The District administers the highest security standards to ensure that personal information in its custody and/or control is secure. Security measures include: secure facilities and departments, limited user access, password protection, firewalls and encryption software.

### **Questions Regarding Privacy**

Questions regarding privacy protection at the District of 100 Mile House may be directed to Sheena Elias, Privacy Officer, at 250.395-2434 or [selias@100milehouse.com](mailto:selias@100milehouse.com).



## DISTRICT OF 100 MILE HOUSE

### Records Management & Privacy Protection

### EMPLOYEE AGREEMENT

The District of 100 Mile House (the “District”) is committed to the security, confidentiality and management of records in its custody and/or control (including records containing personal information). These terms and conditions document the required, ongoing compliance of District employees with regard to provincial, legislative and regulatory obligations.

#### Definitions

For the purposes of this agreement, the term “**employee**” will extend to and include Council members, Committee members and other volunteers, and third-party service providers.

**Contact Information** is defined as any information that would enable an individual to be contacted at their place of work.

**Personal Information** is defined as recorded information about an identifiable individual excluding contact information. Examples include: name, residential address and telephone number, ethnic origin, sex, marital status, employment history, financial information (including financial history), health care history, etc.

**Record** is defined as any recorded information. Examples include: books, documents, maps, drawings, photographs, letters, vouchers, papers and any other medium on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise.

**Confidential Information** is defined as non-public information that contains administrative, operational or proprietary information requiring protection against unauthorized access or disclosure. It includes anything that has been acquired by, or made available to an individual or other legal entity in the course of the relationship between parties.

#### Terms and Conditions

While employed by the District, employees will abide by all provisions of the *Freedom of Information and Protection of Privacy Act* (FIPPA) including appropriate use, disclosure, access, and security of personal and confidential information. Employees are responsible for the protection and security of information and records in their custody to prevent unauthorized access, modification, use, disclosure, theft, or disposal of such records. Employees must not share, show, or discuss such records, or the personal or confidential information contained therein, except as appropriate and required in order to perform their operational duties for the District or as required by FIPPA and/or District policies.



## Freedom of Information and Protection of Privacy Policy

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Records created, maintained and used during the course of employment to meet the District's administrative and operational objectives remain the property of the District and will be retained and disposed of per approved retention and disposition schedules. District employees are accountable and responsible for records at all times which are the exclusive and confidential property of the District.

Within 24 hours of termination of employment, all records in the custody and/or control of employees must be returned to the District.

All standards, guidelines, procedures, and protocols related to these terms and conditions are documented and reflected in the Districts' Records Management & Privacy Program Manual. I have read and agree to the above terms and conditions:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## **Appendix 3**

### **Schedule of Fees & Charges**

SCHEDULE 1

Schedule of Maximum Fees

	COLUMN 1	COLUMN 2
Item	Description of Services	Management Fees
	For applicants other than commercial applicants:	
	(a) for locating and retrieving a record	\$7.50 per 1/4 hour after the first 3 hours
	(b) for producing a record manually	\$7.50 per 1/4 hour
	(c) for producing a record from a machine readable record from a server or computer	\$7.50 per 1/4 hour for developing a computer program to produce the record
	(d) for preparing a record for disclosure and handling a record	\$7.50 per 1/4 hour
	(e) for shipping copies	actual costs of shipping method chosen by applicant
	(f) for copying records	
	(i) floppy disks	\$2 per disk
	(ii) CDs and DVDs, recordable or rewritable	\$4 per disk
	(iii) computer tapes	\$40 per tape, up to 2 400 feet
	(iv) microfiche	\$3 per fiche
	(v) microfilm duplication	\$25 per roll for 16 mm microfilm, \$40 per roll for 35 mm microfilm
	(vi) microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
	(vii) photographs, colour or black and white	\$5 to produce a negative \$12 each for 16" x 20" photograph \$9 each for 11" x 14" photograph \$4 each for 8" x 10" photograph \$3 each for 5" x 7" photograph
	(viii) photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix) dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(x) dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(xi) scanned electronic copy of a paper record	\$0.10 per page
	(xii) photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
	(xiii) slide duplication	\$0.95 each
	(xiv) audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
	(xv) video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
2	For commercial applicants for each service listed in Item 1	the actual cost to the public body of providing that service



**Privacy Management Program Guidance  
for B.C. Public Bodies**

**Corporate Information and Records Management Office**

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December 2022 | Version 1

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## INTRODUCTION

[Section 36.2](#) of the [Freedom of Information and Protection of Privacy Act](#) (FOIPPA) requires B.C. public bodies to develop a privacy management program (PMP).<sup>1</sup> A PMP is an evolving set of policies, procedures and tools developed by a public body to enable systematic privacy protection throughout the personal information lifecycle.

The [Privacy Management Program Directions](#) (PMP Directions), issued by the minister responsible for FOIPPA, describe the mandatory components for PMPs.

Use this guidance to understand the requirements for PMPs. This guidance is for non-ministry public bodies in B.C.

For ministries, the B.C. government follows the [Privacy Management and Accountability Policy](#).

## PRIVACY MANAGEMENT PROGRAM COMPONENTS

### 1. DESIGNATING A PRIVACY CONTACT PERSON

The [PMP Directions](#) require that the head of the public body appoint a privacy contact.

The head of the public body may decide to assign more than one privacy contact depending on several factors, including the size and structure of the organization. While many public bodies may opt for a single privacy contact, a public body with multiple locations and/or a large amount of personal information may choose to appoint more than one privacy contact.

#### POINT OF CONTACT FOR PRIVACY MATTERS

The privacy contact is the point of contact for privacy-related matters such as privacy questions or concerns. The public body may wish to list the individual's contact information on their website and in their communications materials. It may also be helpful to incorporate the contact information and a role description in onboarding materials for new employees.

#### SUPPORT DEVELOPMENT OF PRIVACY POLICIES AND/OR PROCEDURES

The privacy contact supports the development, implementation, and maintenance of the public body's privacy policies and/or procedures. An example that can be used by public bodies is the B.C. government's [Privacy Management and Accountability Policy](#).

Whether or not a public body already has privacy policies and procedures in place, it could consider conducting a [self-assessment](#) to understand where policy gaps may exist or if existing policies and procedures need updating to ensure the public body meets the mandatory PMP components.

Public bodies may want to consider developing policies and procedures on the following topics:

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<sup>1</sup> Note that FOIPPA and the corresponding regulation are in the process of being updated to reflect the new requirements.

- [Collection notices](#);
- [Consent](#);
- Accuracy and correction of [personal information](#);
- Permitting individuals to access their own personal information;
- Records retention (and disposal) schedules;
- Reasonable security for the personal information in the public body's custody or under its control;<sup>2</sup> and
- Completing [privacy impact assessments](#) (PIAs).

Keep in mind that the PMP policies and procedures can be scaled in proportion to the volume and sensitivity of the personal information in the custody or under the control of the public body.

## SUPPORT COMPLIANCE WITH FOIPPA

There are numerous resources available for support:

- The B.C. government's [Guide to Good Privacy Practices](#) contains useful information relevant to both government ministries and non-ministry public bodies.
- The Office of the Information and Privacy Commissioner's (OIPC) [website](#) has guidance documents for dealing with FOIPPA obligations. Topics range from common privacy concerns to privacy best practices to interpreting FOIPPA requirements.
- The B.C. government's Privacy and Access Helpline (email: [privacy.helpline@gov.bc.ca](mailto:privacy.helpline@gov.bc.ca) or call 250-356-1851) is available for anyone who has questions related to privacy. This includes ministries, non-ministry public bodies, the private sector, and citizens. While the Privacy and Access Helpline staff cannot provide legal advice, they can provide guidance on privacy-related matters.

Executive support and commitment are also necessary factors in creating a culture of privacy within a public body, which helps support compliance with FOIPPA.

## 2. PRIVACY IMPACT ASSESSMENTS AND INFORMATION-SHARING AGREEMENTS

The [PMP Directions](#) require that a public body has a process in place for completing and documenting Privacy Impact Assessments (PIAs) and Information-Sharing Agreements (ISAs).

### PRIVACY IMPACT ASSESSMENTS

A PIA is a step-by-step review process to make sure that a public body is meeting its privacy requirements under FOIPPA and helps a public body identify and mitigate any privacy risks involved in a particular initiative. [Section 69 \(5.3\)](#) of FOIPPA requires that public bodies complete PIAs, and the [PMP Directions](#) require a process for completing and documenting PIAs.

---

<sup>2</sup> For definitions of "custody" and "control," see [Schedule 1](#) of FOIPPA or the [FOIPPA Policy and Procedures Manual](#).

PIAs are typically completed with the help of privacy contacts and the individuals working on the initiative. As noted in the [PIA Directions](#), the goal is to work together to identify, evaluate and manage privacy risks. The [PIA Directions](#) also provide guidance on the required elements of a PIA.

For example, the B.C. government has a [5-step PIA review process](#) to complete and document PIAs. There is also a [PIA template for non-ministry public bodies](#) that can be used.

## INFORMATION-SHARING AGREEMENTS

As defined under [section 69](#) of FOIPPA, an information-sharing agreement (ISA) is an agreement that sets the conditions on the collection, use or disclosure of personal information by the parties to the agreement.

The [PMP Directions](#) require public bodies to have a process in place for completing and documenting ISAs as appropriate under FOIPPA. Even if a public body does not expect to initiate ISAs, the process will be helpful if another entity wishes to initiate an ISA with the public body.

The B.C. government has developed [guidance for ISAs](#) and a [sample ISA template](#). Public bodies may have other pieces of legislation and/or regulations besides FOIPPA that authorize information sharing. It is recommended that public bodies confirm their legal requirements before adapting the government examples for their specific context.

## 3. PRIVACY COMPLAINTS AND PRIVACY BREACHES

A privacy breach is the theft or loss of personal information, or the access, collection, use or disclosure of personal information in the custody or control of a public body that is not authorized by FOIPPA. A privacy complaint is a complaint from an individual about a breach of their own personal information.

Note that a privacy breach is not limited to written or recorded information. Personal information that is breached verbally may need to be responded to in the same manner as other breaches.

The [PMP Directions](#) require public bodies to have a documented process in place to respond to any privacy breaches and complaints. As an example, the B.C. government has developed an [Information Incident Management Policy \(IIMP\)](#).

As outlined in [section 36.3](#) of FOIPPA, if a privacy breach is reasonably expected to result in significant harm to an individual, public bodies are required to issue a notification about that breach to the affected individual and to the Information and Privacy Commissioner. Refer to the [Guidance on Mandatory Privacy Breach Notifications](#) for more information.

A documented breach response process may include the following aspects:

1. Mechanism for employees to immediately report actual or suspected breaches to a supervisor and privacy contact so that the alleged breach can be confirmed and dealt with.
2. Determining the level of harm and the need for breach notification in accordance with the [Freedom of Information and Protection of Privacy Regulation](#). Refer to the [Guidance on Mandatory Privacy Breach Notifications](#).

3. Notifying affected individuals and the Information and Privacy Commissioner as required under [section 36.3](#) of FOIPPA.
4. Containment and recovery steps that the public body may take depending on the circumstances. Containment involves preventing further spread of the breached personal information. Recovery involves retrieving the records containing the breached personal information.
5. Mechanisms for investigating the nature, extent and/or cause of the breach.
6. Preventative measures to avoid breaches from occurring in the future. This may include improving security measures.
7. Documentation of breaches and keeping this documentation in accordance with the public body's records retention requirements.<sup>3</sup>
8. Responding to privacy complaints.<sup>4</sup>
9. Administrative fairness practices.<sup>5</sup> Examples of administrative fairness may include ensuring individuals under investigation are aware of the allegations against them and have a fair opportunity to respond to the allegations; and investigators and decisions-makers are free from conflict and are unbiased, and decisions are made based on evidence.

#### 4. PRIVACY AWARENESS AND EDUCATION ACTIVITIES

Privacy training and awareness helps employees identify personal information, understand their privacy obligations, and are an important part of breach prevention.

Awareness and education activities can be scaled based on the volume and sensitivity of the personal information in the public body's custody or control and based on the role of the employee. For example, the privacy obligations of an employee who infrequently handles low sensitivity personal information are different from the employee who often handles sensitive personal information. Therefore, the training and awareness required for those two employees is not necessarily the same.

Education activities should be timely. For example, training should be implemented when there are significant changes to how the public body collects personal information, when systems or processes change, as part of new employee onboarding processes, and periodically to refresh employees' knowledge.

The following privacy topics for education activities are relevant for most public bodies:

- An understanding of what constitutes personal information.
- Appropriate collection, use and disclosure of personal information.
- Reasonable security measures and access controls to protect personal information.

---

<sup>3</sup> [Section 31](#) of FOIPPA requires public bodies retain personal information for at least one year if it is used to make a decision that directly affects an individual.

<sup>4</sup> Privacy complaints may result when an individual has concerns about how a public body handled or processed their personal information.

<sup>5</sup> [Fairness in Practice Guide, the Office of the Ombudsperson](#). In B.C., fairness and good public administration is overseen by the BC Ombudsperson for the broader public sector.

- Identification and reporting of privacy breaches and privacy complaints.

Training on the following topics may also be included:

- Privacy impact assessments.
- Privacy and security requirements for storage of sensitive personal information outside of Canada.

The B.C. government has developed [FOIPPA Foundations: Privacy and Access Fundamentals](#). This course can be used by public bodies when educating their employees and service providers. This free, interactive, online course provides information on privacy and access fundamentals in B.C.

Employees may also benefit from understanding why privacy is important and the underlying principles for privacy protection. [The 10 Privacy Principles](#) and [Guide to Good Privacy Practices](#) can help with this understanding.

## 5. MAKING PRIVACY PRACTICES AND POLICIES AVAILABLE

As outlined in the [PMP Directions](#), public bodies are required to make their privacy policies and any documented privacy processes or practices available to employees and, where practicable, to the public.

For employees, this could include adding privacy information to onboarding materials and creating a privacy section on public body internal websites.

Public bodies can decide on the best approach for making these materials available to the public. For example, if the public body has a website, they may wish to publish their privacy policy and related privacy processes or practices online. Smaller public bodies may wish to have their privacy policies on hand in case someone from the public asks to see them. The key is to determine what is practicable for the public body or what the public body is capable of doing to make those policies, processes, or practices available.

In addition, public bodies should consider publishing any privacy awareness and education activities as well as summaries of PIAs and ISAs where appropriate. For example, the B.C. government publishes a summary of PIAs and ISAs through the [Personal Information Directory](#), which documents the management of personal information holdings of government and assists the public in identifying the location of personal information about them held by government.

## 6. INFORMING SERVICE PROVIDERS OF PRIVACY OBLIGATIONS

When service providers handle personal information related to the provision of services for a public body, the public body must inform them of their privacy obligations.

Contracts are one way to demonstrate privacy obligations for service providers. The B.C. government's [privacy protection schedule](#) is an example that can be modified by other public bodies to suit their needs.

PIAs are another useful tool to demonstrate how public bodies and service providers can meet their privacy obligations. By completing a PIA, a public body can assess the services, confirm compliance for



such things as collection, use and disclosure of personal information under FOIPPA, and identify privacy risks.

Privacy training, policies and processes will also support a service provider in complying with their privacy obligations when providing services for a public body.

## 7. MONITORING AND UPDATING

It is important to review the PMP regularly and ensure it is still relevant to the public body's activities and personal information holdings. For example, this could include an annual review or a review when there is a large change in the public body's operations.

Suggested guiding questions for the review include:

- What are the latest privacy or security threats and risks that the public body needs to be aware of?
- Are the public body's policies and procedures reflecting the latest guidance or complaint and audit findings of the OIPC?
- Are new services being offered that involve increased collection, use or disclosure of personal information? Has the PMP been updated to reflect these new services?
- Is training occurring? Is training effective?
- Are privacy policies and procedures being followed?
- Are contracts with service providers up to date and being followed?

Examples of PMP assessment tools include:

- [Privacy Maturity Assessment](#) (Saskatchewan)
- [Privacy Program Evaluation](#) (Yukon Ombudsman)
- [Privacy Management Program – Gap Analysis for Larger Public Bodies and Municipalities](#) (Nova Scotia)
- [Privacy Management Program – Gap Analysis for Smaller Public Bodies & Municipalities](#) (Nova Scotia)
- [Accountable Privacy Management in BC's Public Sector](#) (BC OIPC)

These tools and guiding questions can be used to ensure the public body's PMP remains appropriate to their activities and is compliant with FOIPPA.

## CONTACT


For questions or comments regarding these guidelines, please contact:

Privacy, Compliance and Training Branch  
Corporate Information and Records Management Office  
Ministry of Citizens' Services  
Telephone: (250) 356-1851  
Email: [privacy.helpline@gov.bc.ca](mailto:privacy.helpline@gov.bc.ca)

**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No. 638

, Approved and Ordered November 28, 2022



Lieutenant Governor

**Executive Council Chambers, Victoria**

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective February 1, 2023,

- (a) section 25 of the *Freedom of Information and Protection of Privacy Amendment Act, 2021*, S.B.C. 2021, c. 39, is brought into force, and
- (b) the Freedom of Information and Protection of Privacy Regulation, B.C. Reg. 155/2012, is amended as set out in the attached Schedule.



Minister of Citizens' Services



Presiding Member of the Executive Council

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*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

Act and section: *Freedom of Information and Protection of Privacy Amendment Act, 2021*, S.B.C. 2021, c. 39, s. 73;  
*Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165, ss. 36.3 and 76

Other: OIC 491/2012

R20625311



## SCHEDULE

**1 *The Freedom of Information and Protection of Privacy Regulation, B.C. Reg. 155/2012, is amended by adding the following sections:***

**Privacy breach notifications – affected individuals**

- 11.1** (1) A notification under section 36.3 (2) (a) of the Act must
- (a) subject to subsection (2) of this section, be given directly to each affected individual in writing, and
  - (b) include the following information:
    - (i) the name of the public body;
    - (ii) the date on which the privacy breach came to the attention of the public body;
    - (iii) a description of the privacy breach including, if known,
      - (A) the date on which or the period during which the privacy breach occurred, and
      - (B) a description of the nature of the personal information involved in the privacy breach;
    - (iv) confirmation that the commissioner has been or will be notified of the privacy breach;
    - (v) contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;
    - (vi) a description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individual;
    - (vii) a description of steps, if any, that the affected individual could take to reduce the risk of harm that could result from the privacy breach.
- (2) A notification may be given to an affected individual in an indirect manner if
- (a) the public body does not have accurate contact information for the affected individual,
  - (b) the head of the public body reasonably believes that providing the notice directly to the affected individual would unreasonably interfere with the operations of the public body, or
  - (c) the head of the public body reasonably believes that the information in the notification will come to the attention of the affected individual more quickly if it is given in an indirect manner.
- (3) If, under subsection (2), a notification may be given in an indirect manner, the notification must
- (a) be given by public communication that can reasonably be expected to reach the affected individual, and
  - (b) contain the information set out in subsection (1) (b).

**Privacy breach notifications – commissioner**

**11.2** A notification under section 36.3 (2) (b) of the Act must be given to the commissioner in writing and must include the following information:

- (a) the name of the public body;
- (b) the date on which the privacy breach came to the attention of the public body;
- (c) a description of the privacy breach including, if known,
  - (i) the date on which or the period during which the privacy breach occurred,
  - (ii) a description of the nature of the personal information involved in the privacy breach, and
  - (iii) an estimate of the number of affected individuals;
- (d) contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;
- (e) a description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individuals.



## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** March 2<sup>nd</sup>, 2023

**To:** Mayor & Council

**From:** Administration

**Subject:** BC Rural Health Network Membership

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At the February 14<sup>th</sup> Committee of the Whole meeting Council heard a presentation from Paul Adams and Colin Moss with the British Columbia Rural Health Network.

The intent of the presentation was to request the District of 100 Mile House become a member in the network.

The mission of the BC Rural Health Network is "To promote and support a health services system that improves and sustains the health and well- being of residents of rural communities across British Columbia."

Further information is available at: <https://bcruralhealth.org/>

Should Council wish the District to become a member in the BC Rural Health Network the following resolution would be recommended.

#### **RECOMMENDATION:**

**BE IT RESOLVED THAT** the District of 100 Mile House join the BC Rural Health Network.

**S. Elias D/Corporate Officer**

**R. Scott, CAO**

**BCRHN**British Columbia  
Rural Health Network

# BC Rural Health Network Membership/Renewal Information

## Membership Categories

### Regular Members:

- Any person, organization or association that support the purpose, principles, and objectives of the BCRHN is eligible to become a Regular Member.
- Regular Members are entitled to make motions, vote and/or hold office as Directors, receive minutes of all meetings, and receive written financial statements.

### Associate Members:

- Provincial organizations, associations or individuals that support the purpose, principles and objectives of the BCRHN are eligible to become Associate Members.
- Associate Members are not entitled to make motions, vote or hold office as Directors.
- Associate Members are entitled to receive minutes of all meetings and written financial statements as presented at the AGM.

### Affiliate Members:

- Provincial organizations that wish to participate as an observer and provide support to the BCRHN are eligible to become Affiliate Members.
- Affiliates may be included in meetings and activities at the discretion of the Board.
- Affiliates are not entitled to make motions, vote or hold office as Directors.

### Regular Member

Organization \$50.00

Individual \$30.00



# BCRHN

British Columbia  
Rural Health Network

## ADVANCING RURAL HEALTH IN BRITISH COLUMBIA: POSITION PAPERS FROM THE BC RURAL HEALTH NETWORK

Addressing Challenges in Community Participation in  
healthcare planning, Access to health services and  
Maternity Care

### Abstract

The BC Rural Health Network presents three position papers addressing key issues affecting rural healthcare in British Columbia. The papers propose solutions-based approaches to improve community participation in healthcare planning and decision-making. The papers aim to bring about positive change for all rural residents of BC through collaboration with the government and other stakeholders.

BC RURAL HEALTH NETWORK  
[info@bcruralhealth.org](mailto:info@bcruralhealth.org)

Contents

**THE BC RURAL HEALTH NETWORK APPLYING RESEARCH AND EVIDENCE TO RURAL HEALTH POLICIES AND PRACTICE ..... 2**  
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**LOGIC MODEL ..... 3**  
    **Optimizing Community Participation in Healthcare Planning, ..... 4**  
    **Decision-Making and Delivery ..... 4**  
    **BC RURAL HEALTH NETWORK POSITION PAPER: ..... 5**  
    **TRAVEL SUBSIDIES FOR RURAL RESIDENTS WHO ARE REQUIRED TO TRAVEL FOR HEALTH CARE ..... 5**  
    **RELOCATION SUPPORT FOR RURAL BIRTHERS ..... 7**

## THE BC RURAL HEALTH NETWORK APPLYING RESEARCH AND EVIDENCE TO RURAL HEALTH POLICIES AND PRACTICE

Introduction:

The BC Rural Health Network is dedicated to advocating for the health interests of all the rural residents of British Columbia.

Our organization is solutions based and champions sound science and policy positions that are supported by research and evidence.

As part of this effort, we have developed three position papers on key issues affecting rural health care in our province. The first paper, "Optimizing Community Participation in Healthcare Planning, Decision-Making and Delivery," addresses the need for greater involvement of rural communities in local healthcare planning and delivery. The second paper, "Travel Subsidies for Rural Residents Who Are Required to Travel for Health Care," addresses the financial burden placed on rural residents who must travel long distances to access medical care. The third paper, "Ensuring Access to Quality Care for Rural Birthers," addresses the challenges faced by rural residents who give birth and the need for improved access to obstetric care in rural areas.

In each position paper, we propose solutions-based approaches that will work in collaboration with the BC government to improve access to and quality of healthcare for rural residents. We recognize the importance of community and regionally based health councils, the need to harness the knowledge and experience of lay individuals and rural community organizations, and the importance of culturally sensitive approaches to health planning in the transformation of the healthcare system.

As we present these position papers, we look forward to engaging in constructive dialogue with government organizations and other stakeholders to bring about positive change for the rural residents of British Columbia.

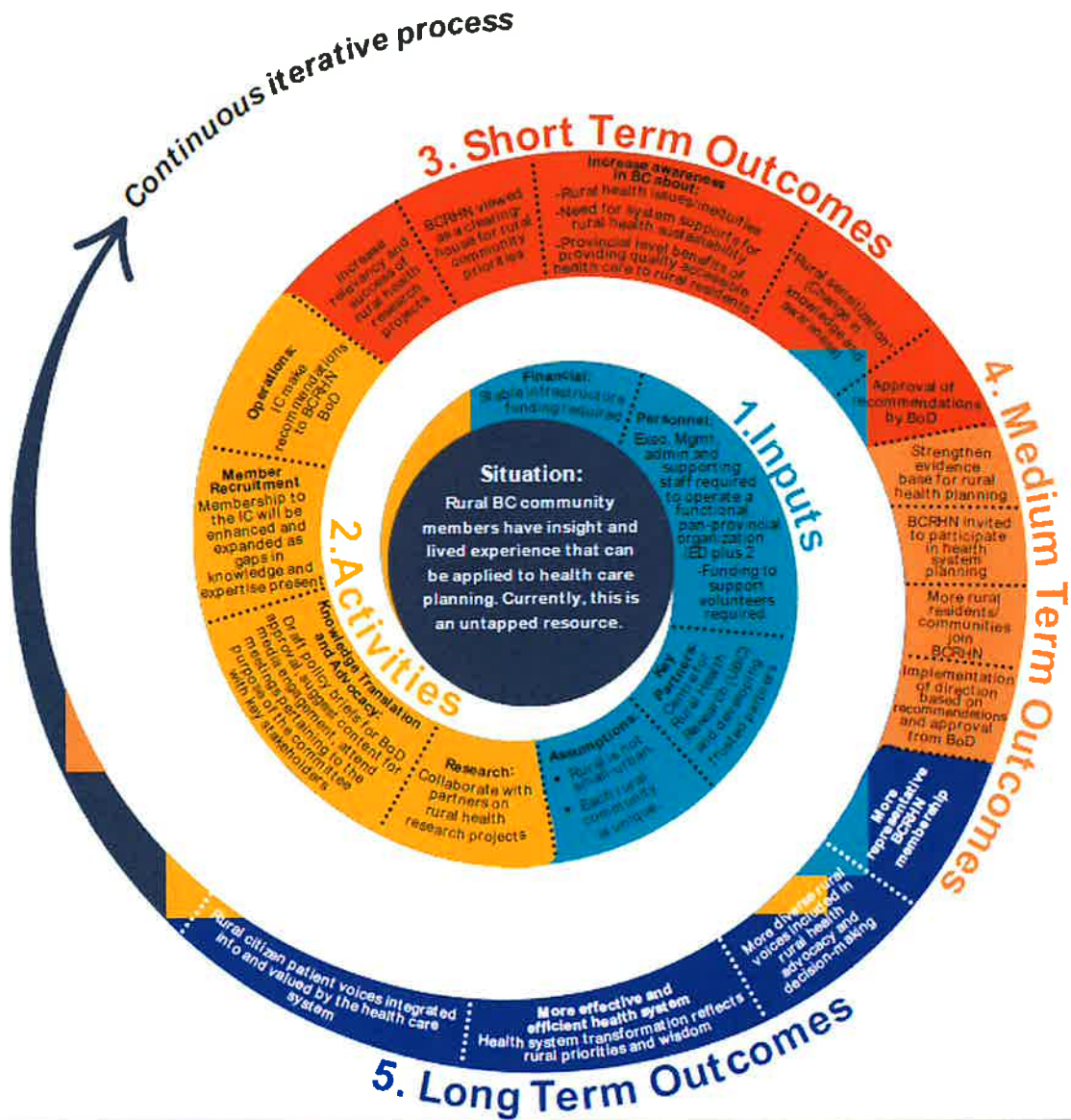


LOGIC MODEL



BCRHN Implementation Logic Model

**IMPACT:**  
 Thriving rural communities with stable health services  
 rooted in the reality of local conditions



## Optimizing Community Participation in Healthcare Planning, Decision-Making and Delivery

### A Position Statement from the BC Rural Health Network

Rural community involvement in local healthcare planning and local healthcare delivery is a key priority for rural residents across British Columbia. It is widely recognized that meaningful involvement of residents in decisions, investment, and innovation, ensures results that are appropriately patient centered, locally relevant and aligned with local care experiences and expectations.

As an umbrella organization representing the health interests of 1.5 million rural residents across BC, the BC Rural Health Network recognizes that rural communities continue to disproportionately experience the negative effects of a health system under stress. As a solution driven group, we advocate for equitable rural representation in health planning and implementation. This position is based on the growing evidence on the value of community and regionally based health councils and from the voices of our membership. We advocate for a two-step process to work towards optimizing rural residents' voices:

- (1) Based on best available international evidence and pan-provincial community consultation, that the BC Government work with the BC Rural Health Network to co-create an implementation plan tailored to British Columbia's geography and rural health service realities.
- (2) Recognize that innovation is driven from within rural communities and occurs at the grassroots level across rural BC. Local knowledge, local cultures, indigenous priorities and cultural sensitive approaches, need to be the foundation in health planning and healthcare practice. This foundation will create the models that will inform an overall, BC-relevant approach to the residents' voice in their health and healthcare planning.

**We propose this work be provincially funded and occur in collaboration with the BC Rural Health Network.**

These first steps in ensuring representation of the residents' voices in health planning is an up-stream response to the continued attrition of rural health services across BC. We must recognize and appreciate the experience and knowledge of lay individuals and rural community organizations which can be harnessed for health system transformation. The BC Rural Health Network is well-positioned to be the conduit between provincial processes and rural communities.

## BC RURAL HEALTH NETWORK POSITION PAPER: TRAVEL SUBSIDIES FOR RURAL RESIDENTS WHO ARE REQUIRED TO TRAVEL FOR HEALTH CARE

Access to care is dealt with in Section 12 of the Canada Health Act, which states that "Every province or territory shall provide for the insured services on a basis that does not impede or preclude, either directly or indirectly, whether by charges made to insured persons or otherwise, reasonable access to those services for insured persons."

British Columbia (BC) has infrastructure for emergency patient transport through the BC Emergency Health Services (BC Ambulance Service). Yet, rural British Columbians and their families are often required to bear the costs to access urgent and routine medical care sometimes hundreds of kilometers away. We believe that those costs should be the responsibility of the health care system. The removal of the expense for rural residents to access care (especially for the most vulnerable), will help ensure equity and contribute towards reducing health disparities for rural residents.

Rural residents are particularly vulnerable to the effects of health human resource shortages. For example, a vacant position for a physician, nurse, medical laboratory technician, ultrasound technician, physiotherapist or occupational therapist in a community, will transfer the cost burden to rural residents when they have to leave the community for care. There is a risk that the significant out of pocket cost for travel may lead to rural residents foregoing care thereby increasing the risk of long-term detrimental impacts of care-seeking when the disease or condition has progressed. When rural residents are transported by ambulance in acute situations, they are often left to secure their own transport back to their communities. These out-of-pocket costs include expenses for care that are not reimbursed by any insurance providers (MSP or private,) as well as patient-specific costs such as travel to the referral site, food, accommodation, and travel-companion costs.

A survey undertaken by the Centre for Rural Health Research 2019-2020 found that among the 381 rural respondents, average expenses per course of care outside the community was \$2,044 (with an average of \$856 spent on travel and \$674 on accommodation). Among those who responded, close to 80% reported they had difficulty paying for their costs and 60% reported traveling to access care negatively affected their health.

Compounding the impacts to rural residents accessing care out of community are lost wages, childcare challenges, unnecessary repeated travel, appointment times that do not reflect the reality of out-of-town travel and absence of public transportation options. This is further exacerbated for residents who lack access to a vehicle or may not have social support to facilitate transportation. For many rural respondents, the challenge of out-of-community travel to access health care led to delayed or diminished care provision, particularly among those who relied on others to access care.

These challenges all may have a trickle-down effect on health status. Beyond this is the potential for additional health care costs when health conditions are not address expediently.

Although there is provincial funding for patient travel through the Travel Assistance Program (TAP), it is limited in scope. Additionally, current practices in booking rural residents for diagnostics over numerous visits increase the burden on the patient and the burden on the system, which further increases the cost

to the taxpayer. Improvements to streamlining and reducing administrative overhead would also increase efficacy and decrease costs involved in re-imbursing expenses to the resident.

Given the challenges for rural residents to access health care outside their communities and within the context of the right to accessibility enshrined in the Canada Health Act, **the BC Rural Health Network is advocating, on behalf of rural residents, for increased government funding for those who are required to travel from their community to access health care.** Specifically, we advocate for:

- Full coverage for travel and accommodation expenses;
- Escort coverage;
- That coverage be available either in advance of the required treatment or at point of treatment to ensure treatment is sought;
- Expanded and coordinated public transit options such as BC Bus that enable rural residents to have same-day appointments in the larger centres (and avoid overnight stays);
- Develop a sustainable and coordinated rural non-emergency patient transport system to support interfacility transfers and to enable rural residents to get home after an out-of-town hospital stay;
- Development of strategic partnerships with car-sharing organizations to provide affordable options for rural residents;
- Expansion of sustainable and effective virtual care services so rural residents do not have to travel to routine consultations (e.g., psychiatry, pre-surgical consults, etc.);
- Expansion of a sustainable virtual pharmacy service for remote rural communities so residents don't have to travel to fill routine prescriptions;
- Engage with community organizations, service clubs and travel sector organizations to explore options for discounted accommodation or other options (e.g., Bulter House, Dawson Creek) to remove barriers for patients and families who must travel for medical care.

*Link to full paper: Kornelsen J, Khowaja A, Av-Gay G, Sullivan E, Parajulee A, Dunnebacke M, Egan D, Balas M, Williamson P. [The rural tax: comprehensive out-of-pocket costs associated with patient travel in British Columbia](#). BMC Health Services Research. 2021;21(1). doi:10.1186/s12913-021-06833-2*

## RELOCATION SUPPORT FOR RURAL BIRTHERS

The maternity care needs of rural birthers, their families and communities have been well documented. Universal recommendations include access to safe care as close to home as possible<sup>1</sup>. There is consolidated evidence on the health, psycho-social and cultural consequences of not providing this care. Our position context, starting with the Canada Health Act and including BC-specific issuances such as the Royal Commission on Health Care and Costs (1991) and successive Ministry of Health service plans (2005, 2013, 2014, 2015) emphasize the need for such care. Our national obstetrical organization (Society of Obstetricians and Gynecologists of Canada) endorses this through two Policy Statements (Returning Birth to Rural, Remote and Aboriginal Communities and the Joint Position Paper on Rural Maternity Care). More recently, both the national Truth and Reconciliation Commission and the provincial Health Partnership Accord have paved the way for actioning local birth as a cultural mandate and a part of the reconciliation process. Finally, BC has recently completed a provincial Maternity Services Strategy that recommends care close to home.

However, there are instances when rural population density cannot safely support local maternity services due to the low volume of deliveries and birthers will be required to travel to access care. There have also been increasing instances of rural maternity services going on diversion due to staffing and emergency transportation issues. In these cases, birthing families are required to travel from their communities to the intended place of delivery before the onset of labour. This may be 2-3 weeks prior to their due date and if follow up care is required after the birth, families may spend a month – or longer – outside of their community. Although travel and accommodation expenses may be covered for status First Nations families, expenses are not covered for others, leading to substantial out of pocket costs for many rural residents. This creates an undue burden on rural families and effectively limits access to care.

The BC Rural Health Network represents the voice of rural communities across BC and is committed to ensuring health service planning responds to the needs of communities; that all key-stakeholders are involved in decisions regarding local services; that service planning be done through a rural lens, appreciating the unique and varied conditions of rural communities and that we honor our policy commitment of returning birth to Indigenous communities.

In alignment with BC's provincial Maternity Services Strategy, we advocate for the Ministry of Health to partner with the BCRHN to determine appropriate system supports needed to access intrapartum care in rural communities across BC. Specifically, we advocate for financial and social supports for accommodation and travel in instances when care is not available locally. This should include:

- Full coverage for travel and accommodation expenses;
- Escort coverage, and;
- That coverage be available in advance of relocation.

We recognize this as an urgent need for birthing families across rural BC and urge immediate consideration of this evidence-informed position.

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<sup>1</sup> Access includes five key areas: availability, accessibility, accommodation, acceptability, and affordability. Availability refers to the presence of services and resources, accessibility refers to the physical and geographic proximity of services, accommodation refers to the ability of services to meet the needs of diverse populations, acceptability refers to the cultural and linguistic appropriateness of services, and affordability refers to the financial accessibility of services. From: Levesque J-F, Harris MF, Russell G. Patient-centred access to health care: conceptualizing access at the interface of health systems and populations. *International Journal for Equity in Health*. 2013; 18. doi:10.1186/1475-9276-12-18





## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** March 3<sup>rd</sup>, 2023  
**To:** Mayor & Council  
**From:** Finance  
**Subject:** Financial Plan Bylaw #1399 - 2023

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Section 165 of the Community Charter requires each municipality in British Columbia adopt a five-(5) year financial plan, updated and approved annually. The plan must include the following:

Objectives and Policies related to:

- Funding sources
- Distribution of property taxes by assessment class
- The use of Permissive Tax Exemptions

Proposed expenditures indicating:

- Interest & Principal payments on municipal debt
- Amounts required for Capital purposes
- Deficiencies from previous years, if applicable
- Other purposes

Proposed funding sources indicating:

- Revenue from property and parcel taxes
- Fees & charges
- Other sources
- Proceeds from borrowing

Proposed transfers to or between funds and the total of proposed expenditures and transfers to other funds for a year must not exceed the total of the proposed funding sources and transfers from other funds for the year.

If actual expenditures and transfer to other funds for a year exceed actual revenues and transfers from other funds for the year, the resulting deficiency must be included in the next year's financial plan as an expenditure in that year.

Members of the public are provided an opportunity to address Council to discuss the proposed plan. A financial plan may be amended by bylaw at any time.

### Purpose

This memo provides a brief review of the purposes of the financial plan, and summarizes changes posted to the draft budget received and reviewed at the February 8<sup>th</sup>, 2023 Committee of the Whole meeting.

### General Fund – Revenues & Expenditures

The façade grant received from Northern Development Initiative trust in previous years will not be available in the current fiscal year and was removed. (\$20,000.)

The collective agreement negotiations are complete, and the negotiated rates and conditions were applied over the term (5% increase was applied for 2023, 1% for 2024, and 4% for 2025).

The contribution to the 100 Mile Development Corporation was adjusted to reflect the 2023 Budget (\$93,000.)

### Sewer & Water Fund Expenditures

No amendments apart from wage rates were made to the Sewer & Water funds.

Prior to the adoption of the 2023-2027 Financial Plan Bylaw, an opportunity for public consultation was provided on March 2<sup>nd</sup>, 2023 prior to the three readings of the bylaw during the regular scheduled council meeting on March 7<sup>th</sup>, 2023. 100 Mile Free Press and two residential taxpayers attended, topics of interest included funding for projects, economic development, business and industry attraction and retention, water quality, sidewalk improvements, pet friendly trail development, and pedestrian safety. No written public comments were received.

**BE IT RESOLVED THAT the memo from Administration dated March 3<sup>rd</sup>, 2023 be received; and further**

**BE IT RESOLVED THAT By-Law 1399, 2023 be read a first, second and third time this 7<sup>th</sup> day of March, 2023**

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**T. Boulanger; Dir. of Finance**

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**R. Scott, CAO**





DISTRICT OF  
**100 Mile House**

**2023 - 2027**

**Financial Plan**



# Mayor & Council

*100 Mile House is a vibrant community set within a healthy natural environment, where people can thrive personally and economically. Simply put - It is Miles Ahead!*





The Community Charter requires all Municipalities to adopt a five-year financial plan on an annual basis.

This presentation is a brief overview of the proposed Financial Plan Bylaw #1399 and provides an opportunity for public consultation and comment.

The District welcomes input from all residents and taxpayers.





# Topics Covered

Revenue Distribution & Funding

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Permissive Tax Exemptions

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Expenditures

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Surplus & Reserves - Capital Outlook

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Debt Management

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# REVENUE DISTRIBUTION



# Funding Sources

Revenue Source	% of Total Revenue	Dollar Value
Property & Parcel Taxes	40%	\$ 3,091,975
Government Grants	21%	\$ 1,504,880
Transfers from Others	19%	\$ 1,467,660
Utility User Fees	13%	\$ 1,018,183
Other Revenue	6%	\$ 485,860
Transfer from Own Reserves	1%	\$ 97,115



# Distribution of Property Taxes



# Distribution of Property Tax

Assessment Class	% of Total Collection	Dollar Value
Class 1 - Residential	26%	\$ 700,758
Class 2 - Utilities	20%	\$ 541,554
Class 4 - Major Industry	23%	\$ 625,661
Class 5 - Light Industry	1%	\$ 22,451
Class 6 - Business	30%	\$ 809,824
Class 8 - Recreation & Non-Profit	0.07%	\$ 1,808
Class 9 - Farm	0.05%	\$ 1,356

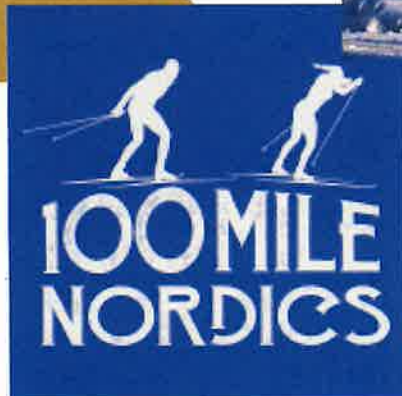


**2022 - Total of  
504 Home  
Owner Grants  
Claimed**

60% Over 65

# Permissive Tax Exemptions

Providing exemptions to organizations that the District feels are a benefit to the entire community - 2022 Exemptions valued over \$25,000





# Community Goals

*Celebrate the strong sense of community and attractive lifestyle of 100 Mile House and maintain these qualities as the community grows.*



**EXPENSES**



# Community Services

Transportation Admin  
Roadway Surfaces  
    Boulevards  
    Sidewalks  
Street Lighting  
Street Signs  
Parking Lots  
Storm Sewer  
Lane Marking  
    Airport  
    Sani-Station  
Snow Removal  
Sweeping  
Railway Crossing  
Transit  
Community Events  
Vandalism  
Fleet

2023 Budget	2022 Budget
\$1,505,030	\$ 1,422,360
<b>5.8% increase in overall budget</b>	<b><u>Contributing Factors:</u></b> <b>Wages</b> <b>Fleet Maintenance</b> <b>Insurance</b> <b>Contracted Services</b> <b>Utilities</b>



# Utility Services

Sewer Connections  
Sewer Mains  
Stephenson Lake  
Lift Stations  
Generators

Water Connections  
Water Mains  
Water Treatment  
Hydrants  
Water Towers  
Water Pumping

2023 Budget	2022 Budget
\$ 1,745,075	\$ 1,711,335
<b>1.9% increase in overall budget</b>	<b><u>Contributing Factors:</u></b> Wages Supplies Insurance Sampling Utilities





<b>2023 Budget</b>	<b>2022 Budget</b>
<b>\$ 774,075</b>	<b>\$ 786, 040</b>
<b>Decrease in overall budget</b>	<b><u>Contributing Factors:</u> Wages Grant Funding</b>

## **Protective Services**

- Administration
- Investigation
- Prevention
- Fire Fighter Force
- Fire Hall
- Fire Training Center
- Supplies
- ESS
- Fleet
- Building Inspection
- Bylaw Enforcement





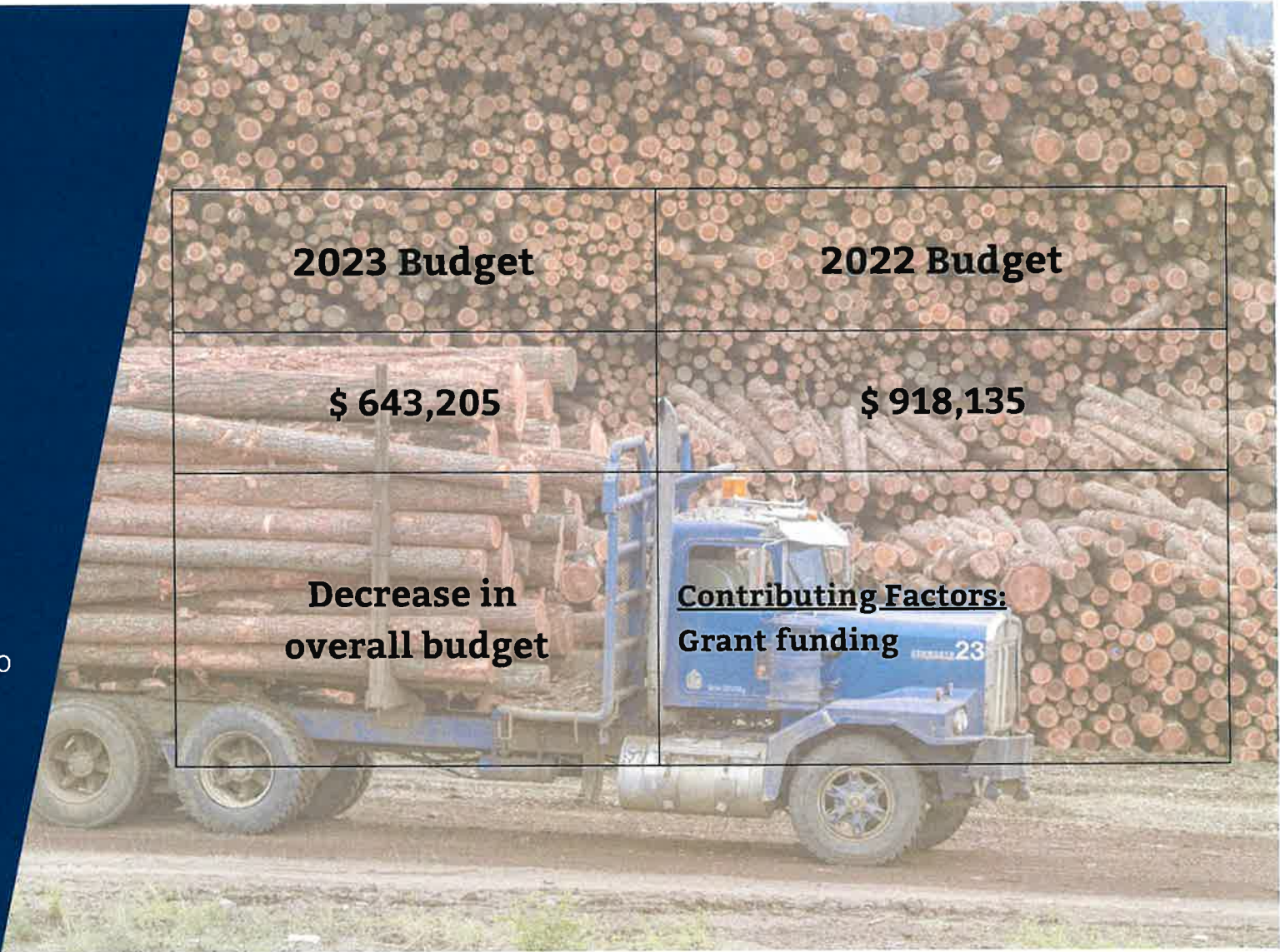
2023 Budget	2022 Budget
\$ 214,685	\$ 208,800
2.8% Increase in overall budget	<u>Contributing Factors:</u> Wages Supplies Utilities

## **PARKS & RECREATION**

Park Maintenance  
Park Development  
100 Mile Marsh  
Campsite  
Ballfields  
Soccer Fields  
Skatepark

# Planning & Economic Development

Planning  
Economic Development  
Woodlot  
Logging  
100 Mile Development Corp



2023 Budget	2022 Budget
\$ 643,205	\$ 918,135
<b>Decrease in overall budget</b>	<b><u>Contributing Factors:</u> Grant funding</b>



2023 Budget	2022 Budget
\$ 135,130	\$ 127,670
<b>5.8% Overall increase in overall budget</b>	<u>Contributing Factors:</u> <b>Wages</b> <b>Contracted Services</b>

## Environmental Health

Gargbage  
Recycling

Cemetery Services

Central  
Cariboo  
DISPOSAL



# General Government

Mayor & Council  
Administration  
Financial Management  
Office operations  
Municipal Office  
Community Hall  
Parkside Art Center  
Elections

2023 Budget	2022 Budget
\$1,038,630	\$ 941,340
10.3% Increase in overall budget	<u>Contributing Factors:</u> Wages Grant Funding Insurance Utilities Community Hall



# Surplus & Reserves

● Maintaining healthy and functional surplus accounts and reserve funds to support long term financial sustainability

● **Future & Current projects funded by reserves:**

- Watermain & water system upgrades
- Sewer infrastructure upgrades
- Horse Lake Road bridge
- Paving Upgrades

## 2022 Completed Capital Projects

Cariboo Trail Sidewalk  
\$1,370,000

Dogwood Cr Upgrades  
\$1,500,000

Bylaw Truck \$51,000



# Capital Projects - 2023

Community Services	Fire Department	General	Sewer	Water
Fleet - Water Service	Fleet - Fire Engine	Outdoor Washrooms	Wastewater Facility	Watermain Upgrades
Fleet Upgrades	Small Equipment	Municipal Roof		
Building - Hoist/Door	Communication Tower	Court Facilities		
	SPU Unit			



# 100 Mile House Fire-Rescue

The new engine build is almost complete and is scheduled for delivery in 2023!

Total cost \$841,000.



# Capital Projects - 2024 - 2027

- Horse Lake Road Bridge Replacement
- Water quality study/improvement
- FD & CS Fleet Upgrades
- Pavement improvements

Remaining  
Blackstock Sewer  
specified debt to  
be complete in  
2024

# Debt Management

The District strives to minimize debt costs by seeking out and applying for provincial and federal government grants whenever possible.



# Reach Out!



Phone: 250-395-2434

Email: [info@100milehouse.com](mailto:info@100milehouse.com)

[www.100milehouse.com](http://www.100milehouse.com)





DISTRICT OF  
**100 Mile House**

**THANK YOU!**



**DISTRICT OF 100 MILE HOUSE  
Bylaw No. 1399, 2023**

A bylaw to adopt the 2023 to 2027 Financial Plan.

---

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

**TITLE**

1. This bylaw may be cited for all purposes as "**District of 100 Mile House 2023 Financial Plan Bylaw No. 1399, 2023**".

**ENACTMENT**

2. THAT, the Five-Year Financial Plan hereto annexed and marked as Schedule "A" and Schedule "B" is hereby approved and authorized and shall be in full force and effect from January 1, 2023 until amended, repealed or replaced.

READ A FIRST, SECOND AND THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

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

**DISTRICT OF 100 MILE HOUSE**  
**2023 Financial Plan Bylaw No. 1399, 2023**  
**Schedule "A"**

<b>REVENUES</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Taxes & Grants In Lieu	\$ 3,091,970	\$ 3,125,690	\$ 3,159,905	\$ 3,199,405	\$ 3,239,780
Utility Rates	1,018,183	1,068,950	1,122,155	1,178,020	1,236,680
Sales of Services	183,385	177,394	179,425	181,520	183,685
Government Grants	1,484,880	1,112,462	1,117,170	1,121,967	1,122,507
Contributions & DCC	4,090	4,090	4,090	4,090	4,090
Other Revenue	312,585	311,385	311,385	311,385	311,385
Transfer from Reserves	97,115	43,500	43,500	43,500	43,500
Transfer from Other	1,467,660	1,464,585	1,411,350	1,373,490	1,333,595
	<b>\$ 7,659,868</b>	<b>\$ 7,308,056</b>	<b>\$ 7,348,980</b>	<b>\$ 7,413,377</b>	<b>\$ 7,475,222</b>

<b>EXPENDITURES</b>					
General Government	\$ 1,018,625	\$ 1,039,390	\$ 1,052,625	\$ 1,095,900	\$ 1,093,225
Protective Services	774,075	761,965	767,815	782,795	785,890
Transportation Services	1,505,025	1,478,225	1,510,240	1,528,695	\$ 1,538,120
Environmental & Public Health	135,130	139,135	141,295	145,000	145,895
Recreation & Culture	214,685	210,440	212,240	218,065	218,585
Utility Operations	974,394	947,514	962,518	988,970	1,000,650
Development & Planning	648,510	303,215	305,278	312,399	312,813
Interest & Bank Charges	7,130	7,130	7,130	3,200	3,200
Principal Debt Payment	5,275	5,280	5,280	-	-
Amortization	1,467,655	1,464,585	1,411,350	1,373,490	1,333,595
Transfer to Capital Reserve	255,064	343,731	388,843	439,385	498,885
Transfer to Equipment Reserve	156,000	156,000	156,000	156,000	156,000
Transfer to Other Reserves	498,300	451,446	428,367	369,478	388,364
	<b>\$ 7,659,868</b>	<b>\$ 7,308,056</b>	<b>\$ 7,348,981</b>	<b>\$ 7,413,377</b>	<b>\$ 7,475,222</b>

	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.50</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>CAPITAL</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Capital Expenditure	5,619,275	9,450,345	1,083,000	530,000	544,000
Transfer from Operating Surplus	-	-	-	-	-
Transfer from Reserves	4,403,515	7,702,345	1,083,000	530,000	544,000
Grant Funding	1,215,760	1,748,000	-	-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**DISTRICT OF 100 MILE HOUSE**  
**2023 Financial Plan Bylaw No. 1399, 2023**  
**Schedule “B”**

**STATEMENT OF OBJECTIVES & POLICIES**

In accordance with the Sec 165 (3.1) of the *Community Charter*, the Council of the District of 100 Mile House must set out objectives and policies of the municipality in relation to the following:

- a) The proportion of total revenue that is proposed to come from each of the funding sources;
- b) The distribution of property taxes among the property classes; and
- c) The use of permissive tax exemptions.

**FUNDING SOURCES**

The table below shows the proportion of total revenue to be raised from each funding source in 2023. Property taxes, which provide a stable and consistent source of funding, are the primary revenue source for the District, while Government grants and transfers from other and reserves, (which will fluctuate year to year) are second highest for planned funding sources.

Revenue Distribution	% of Total Revenue	Dollar Value
Property & Parcel Taxes	40.0%	\$ 3,091,970
Government Grants	20.0%	1,484,880
Transfers from Other	19.0%	1,467,660
Utility User Fees	13.0%	1,018,183
Other Revenue	7.0%	500,060
Transfer from Own Reserves	1.0%	97,115
	<b>100%</b>	<b>\$ 7,659,868</b>

**Objectives**

- To adequately maintain core municipal services exclusive of alternative local government funding programs.
- That the cost of living increases reduce the net worth of municipal taxation dollars.
- To review user fees and charges on an ongoing basis.

**DISTRICT OF 100 MILE HOUSE**  
**2023 Financial Plan Bylaw No. 1399, 2023**  
**Schedule “B”**

**Policies**

- Utility user fees have been established and if needed, will be adjusted to ensure that these funds are self-liquidating.
  - Other revenues including franchise fees will be considered as general revenue in the financial plan and any restrictions placed on these revenues will be determined annually.
  - The District will ensure that all government transfers are used in accordance with the terms and conditions attached to the funding and that all reporting requirements are met. Unconditional government transfers will be considered as general revenue in the financial plan. The District will continue to apply for grant funding to support projects and initiatives.
  - The District will initiate partnerships and other measures that will diversify revenues in order to provide services and opportunities to the community that may have not otherwise been possible.
-



**DISTRICT OF 100 MILE HOUSE**  
**2023 Financial Plan Bylaw No. 1399, 2023**  
**Schedule “B”**

**DISTRIBUTION OF PROPERTY TAXES**

The projected distribution of property tax values included in the financial plan among the property classes for 2023 is as follows:

Assessment Class	% of Total Collection	Collection Dollar Value
Class 1 - Residential	26%	700,758
Class 2 - Utilities	20%	541,554
Class 4 - Major Industry	23%	625,661
Class 5 - Light Industry	1%	22,451
Class 6 - Business	30%	809,824
Class 8 - Recreation & Non-Profit	0.07%	1,808
Class 9 - Farm	0.05%	1,356
	100%	\$ 2,703,412

**Objectives**

- To have stable taxation rates and that Council give consideration to cost of living increase for all classes.
- To have user fees that cover the cost of the service and reduce the burden on the entire tax base.
- Continue to encourage economic development initiatives designed to attract more investment in the community to expand the tax base.

**Policy**

- It is the policy of Council to approve Municipal property tax rates annually by considering changes in the assessment base, inflationary factors and economic conditions and costs of providing ongoing and new District services.

**DISTRICT OF 100 MILE HOUSE**  
**2023 Financial Plan Bylaw No. 1399, 2023**  
**Schedule "B"**

**PERMISSIVE TAX EXEMPTIONS**

**Objectives**

- To exempt certain parcels of land in the District of 100 Mile House from taxation as provided by Section 220 and 224 of the Community Charter, Chapter 26.

**Policy**

- To continue to provide permissive exemptions to include religious institutions, not for profit societies and service organizations that the District feels are a benefit to the community. Historically these exemptions have been granted at 100% of taxes payable.
-

**DISTRICT OF 100 MILE HOUSE**  
**2023 Financial Plan Bylaw No. 1399, 2023**  
**Schedule “B”**

**SURPLUS AND RESERVES**

It is in the best interest of the District of 100 Mile House to maintain healthy and functional surplus accounts and reserve funds in order to ensure long term financial sustainability.

**Objectives**

- Capital funding provided through the annual process will be adequate to maintain the District's capital assets and infrastructure and provide for the replenishment of capital assets.
- Establish and maintain reserves to provide stability to municipal operations and ensure the District can meet both current fiscal requirements and future obligations.
- Strive to increase the sum of the balances of the reserve funds and unappropriated surplus accounts.

**Policies**

- To establish a target of operational surplus in the General Fund in the amount of twenty percent (20%), of the total revenues to a maximum of \$500,000, in a given fiscal year. Any accumulated surplus which exceeds this amount shall be allocated to capital reserves.
  - To establish a target of operational surplus in each of the Sewer and Water funds in the amount of twenty percent (20%) of the total revenues from sales of sewer and water services in a given fiscal year and any accumulated surplus which exceeds these amounts shall be allocated to the Utility Infrastructure Reserve Fund.
  - To increase the following reserves annually from revenues in accordance with the annual approved budget:
    - Municipal Infrastructure Reserve Fund
    - Mobile Equipment Replacement Reserve Fund
    - Emergency Equipment Replacement Reserve Fund
    - Computer System Reserve Fund
-

**DISTRICT OF 100 MILE HOUSE**  
**2023 Financial Plan Bylaw No. 1399, 2023**  
**Schedule “B”**

**DEBT MANAGEMENT**

Proceeds from borrowing will be used within the guidelines of the bylaw established to borrow the funds. The maximum amount of accumulated borrowings will be in accordance with the regulations outlined in the Community Charter.

**Objectives**

- Maintain the long-term debt servicing liability at a manageable level.

**Policies**

- Limit the creation of long-term debt to the financing of large infrastructure and economic development projects.
- Minimize debt costs by seeking out and applying for provincial and federal government grants whenever possible.

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The objectives and policies as stated above are broad in nature to assist Council in their decision-making process. Rate capping and ratio limitations on property tax were intentionally excluded so as not to restrict Council's ability to make future decisions.

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



AP5090

Page : 1

Date : Mar 03, 2023

Time : 9:54 am

**K1**

Supplier : 079850 To ZZ9950  
 Pay Date : 01-Feb-2023 To 28-Feb-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
27956	30-Dec-2022	CCPL50	CARIBOO CHILCOTIN PARTNERS FOR LITERA	Cancelled	52	C	-235.00
27989	13-Jan-2023	BCFU50	BRITISH COLUMBIA FUNERAL ASSOCIATION	Cancelled	72	C	-147.00
28064	30-Jan-2023	CREE50	CARIBOO ELDERS BUILDING AND RECREATI	Cancelled	45	C	-1,500.00
28106	16-Feb-2023	1MAG50	100 MILE AGRIPLEX SOCIETY	Issued	53	C	200.00
28107	16-Feb-2023	1MFE50	100 MILE FEED & RANCH SUPPLY LTD	Issued	53	C	348.10
28108	16-Feb-2023	1MFR50	100 MILE FREE PRESS	Issued	53	C	70.00
28109	16-Feb-2023	ABCC50	ABC WEblink	Issued	53	C	1,880.93
28110	16-Feb-2023	ACEC50	ACE COURIER SERVICES	Issued	53	C	275.99
28111	16-Feb-2023	ACKL50	ACKLANDS - GRAINGER INC	Issued	53	C	93.76
28112	16-Feb-2023	ANDR50	ANDRE'S ELECTRONIC EXPERTS	Issued	53	C	2,161.97
28113	16-Feb-2023	APRP50	APRIL'S PORTRAITS	Issued	53	C	375.00
28114	16-Feb-2023	BCRA50	BOBBIE CRANE ART	Issued	53	C	500.00
28115	16-Feb-2023	BJSD50	BJ'S DONUTS & EATERY	Issued	53	C	1,308.00
28116	16-Feb-2023	BLAK50	BLACK PRESS GROUP LTD	Issued	53	C	417.41
28117	16-Feb-2023	BRAN50	BRANDT TRACTOR LTD	Issued	53	C	1,113.52
28118	16-Feb-2023	BURG50	BURGESS PLUMBING HEATING & ELECTRICA	Issued	53	C	1,403.68
28119	16-Feb-2023	CAEL50	CARIBOO ELDERS BUILDING AND RECREATI	Issued	53	C	1,500.00
28120	16-Feb-2023	CAEL50	CARIBOO ELDERS BUILDING AND RECREATI	Issued	53	C	200.00
28121	16-Feb-2023	CARN50	CARO ANALYTICAL SERVICES	Issued	53	C	1,591.29
28122	16-Feb-2023	CCPL50	CARIBOO CHILCOTIN PARTNERS FOR LITERA	Issued	53	C	235.00
28123	16-Feb-2023	CENT50	CENTRAL CARIBOO DISPOSAL SERVICES LTI	Issued	53	C	7,416.50
28124	16-Feb-2023	CENU50	CENTURY HARDWARE LTD	Issued	53	C	114.20
28125	16-Feb-2023	CINT50	CINTAS CANADA LIMITED	Issued	53	C	805.42
28126	16-Feb-2023	CITN50	CITY OF NANAIMO	Issued	53	C	283.50
28127	16-Feb-2023	CIVI50	CIVICINFO BC	Issued	53	C	357.00
28128	16-Feb-2023	CLEN50	CLEANWAY SUPPLY INC	Issued	53	C	103.96
28129	16-Feb-2023	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	53	C	1,578.90
28130	16-Feb-2023	DHLE50	LOOMIS EXPRESS	Issued	53	C	143.18
28131	16-Feb-2023	DONA50	DONAHUE AIRFIELD SERVICES	Issued	53	C	1,050.00
28132	16-Feb-2023	EXEE50	EXCEED ELECTRICAL ENGINEERING	Issued	53	C	4,637.87
28133	16-Feb-2023	FIRT50	FIRST TRUCK CENTRE	Issued	53	C	373.02
28134	16-Feb-2023	FROT50	FRONTIER POWER PRODUCTS	Issued	53	C	6,873.95
28135	16-Feb-2023	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	53	C	9,638.37
28136	16-Feb-2023	GOLT50	GOLD TRAIL RECYCLING LTD	Issued	53	C	60.10
28137	16-Feb-2023	GRIN50	GRINYER BUSINESS EQUIPMENT LTD	Issued	53	C	129.01
28138	16-Feb-2023	INLA50	INLAND KENWORTH PARTNERSHIP	Issued	53	C	3,353.89
28139	16-Feb-2023	INNO50	INNOV8 DIGITAL SOLUTIONS	Issued	53	C	421.86
28140	16-Feb-2023	INTA50	INTERIOR HEALTH	Issued	53	C	250.00
28141	16-Feb-2023	INTU50	INTERNATIONAL UNION OF OPERATING ENGI	Issued	53	C	455.30
28142	16-Feb-2023	IRID50	IRIDIA MEDICAL INC	Issued	53	C	105.00
28143	16-Feb-2023	JUST50	JUSTICE INSTITUTE OF BC	Issued	53	C	573.74
28144	16-Feb-2023	LONE50	LONE BUTTE SUPPLY LTD	Issued	53	C	3,061.65
28145	16-Feb-2023	LORD50	LORDCO AUTO PARTS LTD	Issued	53	C	20.25
28146	16-Feb-2023	MANA50	MANACORP PROPERTIES LTD.	Issued	53	C	20,000.00
28147	16-Feb-2023	MUNC50	MUNICIPAL INSURANCE ASSOCIATION OF BR	Issued	53	C	5,947.00
28148	16-Feb-2023	NAPA50	NAPA AUTO PARTS - 100 MILE HOUSE	Issued	53	C	362.12
28149	16-Feb-2023	NORM50	NORTHERN COMPUTER	Issued	53	C	3,989.46
28150	16-Feb-2023	NURN50	NURNDY-FORFIRE EMERGENCY GRAPHICS L	Issued	53	C	152.48
28151	16-Feb-2023	PERS50	PERFECT SOLUTIONS LTD	Issued	53	C	162.39
28152	16-Feb-2023	ROCY50	ROCKY MOUNTAIN PHOENIX	Issued	53	C	2,741.62
28153	16-Feb-2023	SAVE50	SAVE ON FOODS	Issued	53	C	27.94
28154	16-Feb-2023	SCHO50	SCHOOL DISTRICT NO. 27	Issued	53	C	259.35
28155	16-Feb-2023	SCMO50	SOUTH CARIBOO MOTOR SPORTS LTD	Issued	53	C	211.78
28156	16-Feb-2023	SHRD50	STERICYCLE ULC	Issued	53	C	641.51
28157	16-Feb-2023	SOUC50	SOUTH CARIBOO CHAMBER OF COMMERCE	Issued	53	C	1,000.00
28158	16-Feb-2023	TASC50	TASCO SUPPLIES LTD	Issued	53	C	2,698.85

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



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Date : Mar 03, 2023

Time : 9:54 am

Supplier : 079850 To ZZ9950  
 Pay Date : 01-Feb-2023 To 28-Feb-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>						
28159	16-Feb-2023	TSUN50	TSUNAMI SOLUTIONS LTD.	Issued	53	C	46.20
28160	16-Feb-2023	WCLE50	W.C. ELECTRIC LTD	Issued	53	C	26,309.92
28161	16-Feb-2023	WILO50	WILLIAM LOVE	Issued	53	C	210.00
28162	16-Feb-2023	WURT50	WURTH CANADA LTD	Issued	53	C	779.46
28163	16-Feb-2023	XMAU50	XM AUTO LTD	Issued	53	C	673.11
28164	16-Feb-2023	CHEC50	CHECKMATE FIRE PREVENTION LTD	Issued	63	C	785.05
28165	28-Feb-2023	1MHS50	100 MILE HOUSE & DISTRICT SOCCER ASSO	Issued	77	C	250.00
28166	28-Feb-2023	1MWR50	100 MILE HOUSE WRANGLERS JUNIOR B HO	Issued	77	C	400.00
28167	28-Feb-2023	ACEC50	ACE COURIER SERVICES	Issued	77	C	106.06
28168	28-Feb-2023	ACKL50	ACKLANDS - GRAINGER INC	Issued	77	C	160.09
28169	28-Feb-2023	BCCD50	BCCD ENTERPRISES LTD	Issued	77	C	126.73
28170	28-Feb-2023	BCFU50	BRITISH COLUMBIA FUNERAL ASSOCIATION	Issued	77	C	147.00
28171	28-Feb-2023	BCHD50	BC HYDRO	Issued	77	C	200.00
28172	28-Feb-2023	BCRA50	BOBBIE CRANE ART	Issued	77	C	570.00
28173	28-Feb-2023	BCTR50	BC TRANSIT	Issued	77	C	20,828.76
28174	28-Feb-2023	BITM50	BITTERSWEET MANAGEMENT SERVICES INC	Issued	77	C	500.00
28175	28-Feb-2023	BRAN50	BRANDT TRACTOR LTD	Issued	77	C	754.77
28176	28-Feb-2023	BREE50	BREE CONTRACTING LTD	Issued	77	C	2,100.01
28177	28-Feb-2023	BURG50	BURGESS PLUMBING HEATING & ELECTRICA	Issued	77	C	71.61
28178	28-Feb-2023	CAEL50	CARIBOO ELDERS BUILDING AND RECREATI	Issued	77	C	300.00
28179	28-Feb-2023	CARN50	CARO ANALYTICAL SERVICES	Issued	77	C	355.96
28180	28-Feb-2023	GENU50	CENTURY HARDWARE LTD	Issued	77	C	21.82
28181	28-Feb-2023	CERI50	CERTIFIED ENSEMBLE SERVICES	Issued	77	C	262.50
28182	28-Feb-2023	CINT50	CINTAS CANADA LIMITED	Issued	77	C	486.27
28183	28-Feb-2023	CITN50	CITY OF NANAIMO	Issued	77	C	525.00
28184	28-Feb-2023	CLEA50	CLEARTECH INDUSTRIES INC	Issued	77	C	1,628.20
28185	28-Feb-2023	CLEN50	CLEANWAY SUPPLY INC	Issued	77	C	41.46
28186	28-Feb-2023	COMB50	COMBINED WORKPLACE SAFETY CONSULTI	Issued	77	C	235.00
28187	28-Feb-2023	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	77	C	1,148.28
28188	28-Feb-2023	CPMJ50	CPMJ CONSULTING INC	Issued	77	C	11,655.00
28189	28-Feb-2023	CRCB50	CARWEN CUSTOM BUILDERS LTD	Issued	77	C	5,802.30
28190	28-Feb-2023	DHLE50	LOOMIS EXPRESS	Issued	77	C	83.83
28191	28-Feb-2023	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	77	C	169.08
28192	28-Feb-2023	HUBF50	HUB FIRE ENGINES & EQUIPMENT LTD	Issued	77	C	135.49
28193	28-Feb-2023	INLA50	INLAND KENWORTH PARTNERSHIP	Issued	77	C	1,159.85
28194	28-Feb-2023	INTO50	INTERIOR LOCKSMITH	Issued	77	C	423.13
28195	28-Feb-2023	INTU50	INTERNATIONAL UNION OF OPERATING ENGI	Issued	77	C	473.15
28196	28-Feb-2023	LABD50	LABOSSIERE, DAVID MICHAEL	Issued	77	C	2,139.40
28197	28-Feb-2023	LAND50	LAND TITLE & SURVEY AUTHORITY OF BC	Issued	77	C	30.53
28198	28-Feb-2023	LESC50	LES CARTES SPORTIVES DE LA CAPITALE IN	Issued	77	C	200.00
28199	28-Feb-2023	LORD50	LORDCO AUTO PARTS LTD	Issued	77	C	120.92
28200	28-Feb-2023	PAPY50	PAPYRUS PRINTING	Issued	77	C	716.80
28201	28-Feb-2023	PURO50	PUROLATOR INC	Issued	77	C	69.57
28202	28-Feb-2023	REVR50	REVELRY ART & DANCE	Issued	77	C	105.00
28203	28-Feb-2023	SCMO50	SOUTH CARIBOO MOTOR SPORTS LTD	Issued	77	C	503.39
28204	28-Feb-2023	SCTH50	SOUTH CARIBOO THEATRE	Issued	77	C	1,500.00
28205	28-Feb-2023	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	77	C	2,352.00
28206	28-Feb-2023	T AFC50	THE ACE FILM COMPANY	Issued	77	C	3,499.97
28207	28-Feb-2023	TASC50	TASCO SUPPLIES LTD	Issued	77	C	3,069.07
28208	28-Feb-2023	TRUE50	TRUE CONSULTING GROUP	Issued	77	C	44,795.67
28209	28-Feb-2023	ULIN50	ULINE CANADA CORPORATION	Issued	77	C	3,962.87
28210	28-Feb-2023	WILL50	WILLIAMS LAKE WATER FACTORY	Issued	77	C	56.25
28211	28-Feb-2023	WILO50	WILLIAM LOVE	Issued	77	C	1,218.00
28212	28-Feb-2023	WURT50	WURTH CANADA LTD	Issued	77	C	703.15
04075-0001	03-Feb-2023	PENS50	PENSION CORPORATION	Issued	41	E	7,822.86



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



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Date : Mar 03, 2023

Time : 9:54 am

Supplier : 079850 To ZZ9950  
 Pay Date : 01-Feb-2023 To 28-Feb-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 ROYAL BANK - CURRENT ACCOUNT</b>							
04076-0001	03-Feb-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	42	E	13,462.94
04077-0001	03-Feb-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	43	E	967.44
04079-0001	17-Feb-2023	PENS50	PENSION CORPORATION	Issued	46	E	8,449.63
04082-0001	17-Feb-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	49	E	14,308.03
04083-0001	17-Feb-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	50	E	1,224.50
04084-0001	17-Feb-2023	VANH50	VAN HOUTTE COFFEE SERVICES INC	Issued	51	E	99.68
04085-0001	13-Feb-2023	ROYL50	ROYAL BANK VISA	Issued	54	E	3,703.30
04086-0001	13-Feb-2023	POST50	POSTAGE BY PHONE	Issued	55	E	820.00
04087-0001	13-Feb-2023	ROYL50	ROYAL BANK VISA	Issued	56	E	1,024.14
04088-0001	10-Feb-2023	ROYL50	ROYAL BANK VISA	Issued	57	E	1,264.07
04089-0001	10-Feb-2023	ROYL50	ROYAL BANK VISA	Issued	58	E	682.50
04090-0001	02-Feb-2023	FRCO50	FOUR RIVERS CO-OPERATIVE	Issued	59	E	10,174.59
04091-0001	02-Feb-2023	SHAW50	SHAW CABLE	Issued	60	E	151.20
04092-0001	02-Feb-2023	SHAW50	SHAW CABLE	Issued	61	E	100.75
04093-0001	02-Feb-2023	SHAW50	SHAW CABLE	Issued	62	E	190.40
04094-0001	21-Feb-2023	SHAW50	SHAW CABLE	Issued	64	E	395.14
04095-0001	21-Feb-2023	FORT50	FORTIS BC - NATURAL GAS	Issued	65	E	1,789.29
04096-0001	21-Feb-2023	BCHY50	BC HYDRO & POWER AUTHORITY	Issued	66	E	19,036.32
04097-0001	21-Feb-2023	TELU50	TELUS COMMUNICATIONS COMPANY	Issued	67	E	17.01
04098-0001	21-Feb-2023	TELM50	TELUS MOBILITY CELLULAR INC	Issued	68	E	621.15
04099-0001	23-Feb-2023	VANH50	VAN HOUTTE COFFEE SERVICES INC	Issued	69	E	145.59
04100-0001	24-Feb-2023	SHAW50	SHAW CABLE	Issued	70	E	305.58
04101-0001	24-Feb-2023	SHAW50	SHAW CABLE	Issued	71	E	254.19
04104-0001	01-Feb-2023	CLIF50	CANADA LIFE	Issued	75	E	9,182.28

Total Computer Paid : 236,761.50

Total EFT PAP : 96,192.58

Total Paid : 332,954.08

Total Manually Paid : 0.00

Total EFT File : 0.00

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

**Capital \$ 44,795.67**