

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

**November 14<sup>th</sup>,  
2023  
6:30 PM**



<b>A.</b>	<b><u>CALL TO ORDER</u></b>
	<p>Mayor to call the regular meeting to order at 6:30 PM.</p> <p>Acknowledgement that this meeting is being held on Secwepemculecw.</p> <p><b>BE IT RESOLVED THAT</b>, pursuant to Section 92 of the <i>Community Charter</i>, that this meeting of Council be closed to the public under Section 90 (1)(j)(k) of the Community Charter.</p> <p>Regular meeting to be called back to order at 7:00 PM.</p>
<b>B.</b>	<b><u>APPROVAL OF AGENDA:</u></b>
	<p><b>B1</b></p> <p><b>BE IT RESOLVED THAT</b> the November 14<sup>th</sup>, 2023 Regular Council agenda <u>be approved</u>.</p>
<b>C.</b>	<b><u>INTRODUCTION OF LATE ITEMS AND FROM COMMITTEE OF THE WHOLE:</u></b>
<b>D.</b>	<b><u>DELEGATIONS:</u></b>
<b>Cariboo Chilcotin Coast Tourism Association</b>	<p><b>D1</b></p> <p>Soren Christensen, Destination Experience Manager with Cariboo Chilcotin Coast Tourism Association (CCCTA) will provide Council with an presentation on tourism in the region as well as an overview of ongoing work in the local area.</p>
<b>Mr. Scott Myers</b>	<p><b>D2</b></p> <p>Mr. Scott Myers has requested to address Mayor and Council to discuss the Sexual Orientation Gender Identity (SOGI) program.</p>

<b>E.</b>	<b><u>MINUTES:</u></b>
<b>Regular Council – October 10<sup>th</sup>, 2023</b>	<b>E1</b> <b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of October 10 <sup>th</sup> , 2023 <u>be adopted</u> .
<b>Committee of the Whole – October 12<sup>th</sup>, 2023</b>	<b>E2</b> <b>BE IT RESOLVED THAT</b> the minutes of the Committee of the Whole Council meeting of October 12 <sup>th</sup> , 2023 <u>be adopted</u> .
<b>Committee of the Whole – October 30<sup>th</sup>, 2023</b>	<b>E3</b> <b>BE IT RESOLVED THAT</b> the minutes of the Committee of the Whole Council meeting of October 30 <sup>th</sup> , 2023 <u>be adopted</u> .
<b>F.</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>Bill C-310 Support</b>	<b>H1</b> <b>BE IT RESOLVED THAT</b> the correspondence from the Fire Underwriters Survey to support Bill C-310 amendments to the Income Tax Act <u>be received</u> .
<b>Remembrance Day Parade – Street Closure</b>	<b>H2</b> <b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House ratifies the email poll authorizing the closure of Birch Avenue between First Street and Third Street on November 11 <sup>th</sup> , 2023 between the hours of 10:00 AM and 11:30 AM; and further  <b>BE IT RESOLVED THAT</b> the proponents be directed to coordinate all activities with the Director of Community Services
<b>Commissionaires Report September 2023</b>	<b>H3</b> <b>BE IT RESOLVED THAT</b> the By-Law Officer report for the period of September 1 <sup>st</sup> to 30 <sup>th</sup> , 2023 <u>be received</u> .
<b>Commissionaires Report October 2023</b>	<b>H4</b> <b>BE IT RESOLVED THAT</b> the By-Law Officer report for the period of October 1 <sup>st</sup> to 31 <sup>st</sup> , 2023 <u>be received</u> .

<b>I.</b>	<b><u>STAFF REPORTS:</u></b>
<b>Declassify In-Camera Resolution</b>	<b>I1</b>  <b>BE IT RESOLVED THAT</b> In-Camera Resolution 35-23 be declassified.
<b>ALR Exclusion Policy</b>	<b>I2</b>  <b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House endorses Agricultural land Reserve Exclusion Policy No. 7.5; and further  <b>BE IT RESOLVED THAT</b> staff be directed to make the necessary changes to the Fees and Charges Bylaw and the Land Use and Development Application Procedures Bylaw and return them to Council for review at the next Regular Meeting
<b>NDI – Business Façade Program</b>	<b>I3</b>  <b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House supports the application to Northern Development Initiative Trust for a grant up to \$20,000 for the 2024 Business Façade Program from the Cariboo-Chilcotin /Lillooet Regional Development Account.
<b>Hinsche Pit Referral</b>	<b>I4</b>  <b>BE IT RESOLVED THAT</b> the memo from J. Doddridge, Director of Planning for the Hinsche Pit referral <u>be received</u> .  <i><b>Further Direction at the discretion of Council</b></i>
<b>Rural Economic Diversification and Infrastructure Program (REDIP)</b>	<b>I5</b>  <b>BE IT RESOLVED THAT</b> the memo from J. Doddridge, Director of Planning for REDIP funding application <u>be received</u> .
<b>Accessibility Committee</b>	<b>I6</b>  <b>BE IT RESOLVED THAT</b> the report from T. Boulanger, Administration on the Accessibility Committee update <u>be received</u> .

<b>J.</b>	<b><u>BYLAWS:</u></b>
<b>OCP Amendment Bylaw No. 1411, 2023</b>	<b>J1</b> <b>BE IT RESOLVED THAT</b> Official Community Plan Amendment Bylaw No. 1411, 2023 be read a first and second time this 14 <sup>th</sup> day of November, 2023
<b>Zoning Amendment Bylaw No. 1412, 2023</b>	<b>J2</b> <b>BE IT RESOLVED THAT</b> Zoning Amendment Bylaw No. 1412, 2023 be read a first and second time this 14 <sup>th</sup> day of November, 2023; and further  <b>BE IT RESOLVED THAT</b> a covenant be prepared and registered over part of Lot 3, Plan EPP 62833, except plan EPP117522, DL31, Lillooet District, at the property owner's sole expense, and approved by District of 100 Mile House, limiting outdoor storage to non-hazardous materials on, and not visible from Cariboo Highway 97, and the requirement for District approval prior to any construction on the lots.
<b>Council Procedure Bylaw Amendment</b>	<b>J3</b> <b>BE IT RESOLVED THAT</b> the report on amending the Council Procedure Bylaw from T. Boulanger, Administration <u>be received</u> ; and further  <b>BE IT RESOLVED THAT</b> Council Procedure Bylaw Amendment No. 1413, 2023 be read a first, second and third time this 14 <sup>th</sup> day of November.
<b>Financial Plan Amendment Bylaw</b>	<b>J4</b> <b>BE IT RESOLVED THAT</b> the Financial Plan Amendment Bylaw No. 1414, 2023 be read a first, second and third time this 14 <sup>th</sup> day of November.
<b>K.</b>	<b><u>VOUCHERS</u></b>
<b>Paid Vouchers (September) #28877 to #28923 &amp; EFTs</b>	<b>K1</b> <b>BE IT RESOLVED THAT</b> the paid manual vouchers #28877 to #28923 and EFT's totaling <b>\$387,713.33</b> <u>be received</u> .
<b>L.</b>	<b><u>OTHER BUSINESS:</u></b>

<b>M.</b>	<b><u>QUESTION PERIOD:</u></b>
<b>N.</b>	<b><u>ADJOURNMENT :</u></b>  <b>BE IT RESOLVED THAT</b> this November 14 <sup>th</sup> , 2023 meeting of Council be adjourned:                      Time:

CARIBOO  
CHILCOTIN  
COAST



D1

BOARD PRESENTATION  
District of 100 Mile House



# Cariboo Chilcotin Coast Tourism

- We are a non-profit, stakeholder-based Regional Destination Management Organization (DMO)
  - We promote responsible tourism development, market the tourism products and experiences of the region, and support the regional film, motion picture and creative industries
  - CCCT has operated in the region for 61 years, supporting our stakeholders
-

## Our Vision

**We** invite and welcome visitors,  
who embrace, celebrate and respect our vibrant destination,  
our heritage, people and cultures, and  
**We** advance innovative, sustainable visitor economy solutions,  
that increase business intelligence and performance  
**so that**  
our residents, local businesses, communities and region thrive.

## Our Mission

To conscientiously steward our region's tourism assets  
to support responsible growth of the sector,  
ensuring a sustainable equilibrium between  
our socio-cultural, economic and natural environment  
while being inclusive of all Cariboo Chilcotin Coast citizens.

## CCC Partner Pledge

Our CCC team adds value to Government by providing:  
real-time industry information,  
timely effective responses to opportunity,  
proactive guidance and counsel on potential challenges,  
and advancing insights on behalf of the  
visitor economy within our region.

## Our Team



• Left to Right

- **Flavia Marcondes,**
- Social Media
- **Idelette Badenhorst,**
- Finance Manager
- **Soren Christensen,**
- Destination and Experience Manager
- **Alexandra Shuba,**
- Destination Sustainability Manager
- **Frank Creasey,**
- Chief Experience and Commercial Officer
- **Amy Thacker,**
- Chief Executive Officer
- **Judith Call,**
- Destination, Experience and Accessibility Manager
- **Julia Gentsch,**
- Office Administrator and Emergency Coordinator
- **Ethan Moore,**
- Summer Accessibility Student
- **(non-staff) Elder Patrick from Nemiah Valley Lodge**
- **Rodrigo Landim,**
- Director of Marketing
- **Patti Gerhardi,**
- Destination and Experience Manager

## Destination Experience Managers

- Destination Experience Managers (DEMs) are the first point of contact for our operators and partners in the region
  - Chilcotin/Bella Coola Valley – Judith Call
  - Gold Rush Trail South/Land of Hidden Waters – Soren Christensen
  - Gold Rush Trail North – Patti Gerhardi
- We provide tools and resources from federal, provincial and regional partners to keep operators up-to-date and better able to succeed

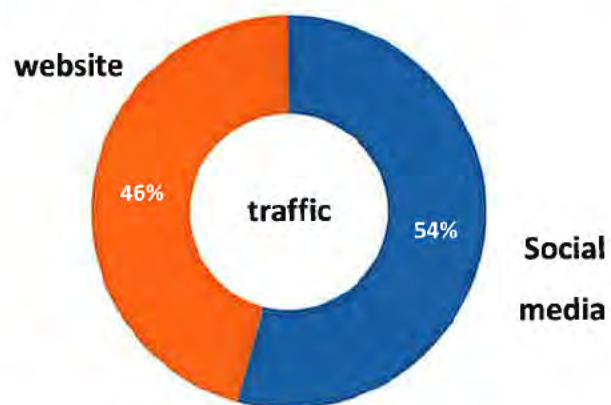
## Current Programs

- Destination Development
- Emergency Management
- Sustainability Program and Biosphere Certification
- Accessibility Program
- Annual Funding
- Updating content about your communities
- Annual Tourism Summit and AGM

## Regional Partner Collaboration

- Relationship building and networking
- Advocating for tourism and tourism businesses
- Sharing impacts and successes in the region
- Reaching out for feedback/concerns from local governments
- Sharing opportunities to participate

## Q2 Marketing Performance



### Generated 24.2K online referrals to stakeholders

Key Results	Website	Social
impressions   views	300K	1.2M
Search & paid campaigns	4.5M	4.5M
engagement rate	64%	6%
awareness goals	520K	1.6M
conversion rate	11%	28%

Traffic geographic source



Other Campaigns	Impressions
E-newsletters	540K
Print ads	185K
3 <sup>rd</sup> party banners	2.3M
TV ads	2.1M

# Regional Marketing Performance

## GRT South

### Key Results

Online referrals	3,042
Percentage of CCC total online referrals	13%
Content pieces create promoting the region	5,726

### Marketing Opportunities

- Tourism experiences content creation
- Paid digital marketing
- Marketing Campaign & Consumer Show Funding (Fiscal year 2024-25)
  - Applications opening late October

### Marketing contact information:

Rodrigo Landim

Director of Marketing

T: 250-392-2226

[marketing@landwithoutlimits.com](mailto:marketing@landwithoutlimits.com)

# Regional Marketing Performance

## LoHW

### Key Results

Online referrals	6,839
Percentage of CCC total online referrals	28%
Content pieces create promoting the region	8,906

### Marketing Opportunities

- Tourism experiences content creation
- Paid digital marketing
- Marketing Campaign & Consumer Show Funding (Fiscal year 2024-25)
  - Applications opening late October

### Marketing contact information:

Rodrigo Landim

Director of Marketing

T: 250-392-2226

[marketing@landwithoutlimits.com](mailto:marketing@landwithoutlimits.com)

## Contact

### Soren Christensen

Destination Experience Manager

### GRT South and Hwy 24



[advisor3@landwithoutlimits.com](mailto:advisor3@landwithoutlimits.com)

250-392-2226 Ext 202

1-800-663-5885

**Thank you,  
Any Questions?**





E1

## DISTRICT OF 100 MILE HOUSE

### MEETING HELD IN DISTRICT COUNCIL CHAMBERS

Tuesday, October 10<sup>th</sup>, 2023, AT 6:30 PM

PRESENT:	Mayor	Maureen Pinkney
	Councillor	Donna Barnett
	Councillor	Ralph Fossum
	Councillor	Jenni Guimond
	Councillor	Dave Mingo
STAFF:	CAO	Tammy Boulanger
	Dep. CAO	Roy Scott
	Dir. of Planning	Joanne Doddridge
	Dir. of Com. Services	Todd Conway
OTHERS:	(2)	
	(1) Media (Via Teams)	

A	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the meeting to order at 6:30 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Secwepemculecw.</p> <p><b>Res:158/23</b>  Moved By: Councillor Fossum  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b>, pursuant to Section 92 of the <i>Community Charter</i>, that this meeting of Council be closed to the public under Section 90 (1)(a)(k) of the <i>Community Charter</i>.</p> <p style="text-align: right;">CARRIED.</p>
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<b>B</b>	<b><u>APPROVAL OF AGENDA</u></b>
	<p><b>B1</b></p> <p><b>Res: 159/23</b>  Moved By: Councillor Fossum  Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT the October 10<sup>th</sup>, 2023, Regular Council agenda be approved.</p> <p>CARRIED.</p>
<b>C</b>	<b><u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u></b>
<b>D</b>	<b><u>DELEGATIONS</u></b>
<b>TRU Students Union</b>	<p><b>D1</b></p> <p>Anel &amp; Nathan from the TRU Student Union provided a presentation to Council on their mission to modernize the academic governance system at TRU to provide more local input into decision making.</p>
<b>E</b>	<b><u>MINUTES</u></b>
<b>Regular Council – September 12<sup>th</sup>, 2023</b>	<p><b>E1</b></p> <p><b>Res: 160/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of September 12<sup>th</sup>, 2023, <u>be adopted</u>.</p> <p>CARRIED</p>



<p><b>Committee of the Whole September 12<sup>th</sup>, 2023</b></p>	<p><b>E2</b></p> <p><b>Res: 161/23</b>  Moved By: Councillor Guimond  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Committee of the Whole Council meeting of September 12<sup>th</sup>, 2023 <u>be adopted</u>.</p> <p>CARRIED</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>Mayor Pinkney highlighted the receipt of four blooms from the Communities in Bloom program accompanied by an additional community appearance award. Mayor Pinkney recently attended the National Truth and Reconciliation Day events in Williams Lake that were well attended.</p> <p>Councillor Mingo encouraged residents to support the Wranglers in their 10<sup>th</sup> season. Councillor Mingo noted the attended UBCM emergency preparedness sessions were very informative.</p> <p>Councillor Fossum also highlighted UBCM and participated in an accessibility information tour, this was an opportunity to explore accessibility barriers and challenges.</p> <p>Councillor Barnett encouraged residents to attend the upcoming event on October 28<sup>th</sup> at the 108 Heritage site. Councillor Barnett also highlighted the progress with the Seniors Housing Society and the 153 Mile Restoration Project. The Restorative Justice Committee once up and running will possibly be an avenue to assist in dealing with the community vandalism that has been occurring.</p>



<b>H</b>	<b><u>CORRESPONDENCE</u></b>
<b>Fuel Pricing Fairness</b>	<p><b>H1</b></p> <p><b>Res: 162/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the email from Mr. Noonan on the fuel prices in 100 Mile House <u>be received</u>; and further;</p> <p><b>BE IT RESOLVED THAT</b> staff be directed to compose a letter to each individual service station operator in 100 Mile House, requesting a written response on the justifications of higher than average fuel prices within our community.</p> <p style="text-align: center;">CARRIED</p>
<b>I</b>	<b><u>STAFF REPORTS</u></b>
<b>Development Variance Permit – 185 Cedar Avenue</b>	<p><b>I1</b></p> <p><b>Res: 162/23</b>  Moved By: Councillor Barnett  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the memo dated October 5th, 2023 from the Director of Planning be received; and further,</p> <p><b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House issue a Development Variance Permit to Sidney and Carley Goldschmidt for the property located at 185 Cedar Avenue, and legally described as Lot 11, Plan 8066, DL 31, Lillooet District to vary Zoning Bylaw No. 1290, 2016, s. 8.5.6 b) from the requirement for a 1.5 metre interior side setback to only 1.0 metre on the southerly interior side setback, and to vary s. 8.5.7 b) from a maximum height of 5.0 metres for an accessory building to 6.1 metres, in substantial accordance with the application as submitted on Aug. 9, 2023; and further</p> <p><b>BE IT RESOLVED THAT</b> the Corporate Officer duly executes the Permit.</p> <p style="text-align: center;">CARRIED</p>



<b>Basket of Goods Project</b>	<p><b>I2</b></p> <p><b>Res: 163/23</b>  Moved By: Councillor Fossum  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the basket of goods project summary memo dated September 20<sup>th</sup>, 2023, <u>be received</u>.</p> <p style="text-align: center;">CARRIED</p>
<b>Agricultural Land Commission Exclusion Policy</b>	<p><b>I3</b></p> <p><b>Res: 164/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the memo dated September 27<sup>th</sup>, 2023 from Director of Planning and Economic Development <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> staff be directed to modify the draft policy to provide for timely review of exclusion application processing and return to Council for further consideration.</p> <p style="text-align: center;">CARRIED</p>
<b>UBCM Funding – Community to Community Forum</b>	<p><b>I4</b></p> <p><b>Res: 165/23</b>  Moved By: Councillor Barnett  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated October 3<sup>rd</sup>, 2023 regarding an application to the UBCM Regional Community to Community Program <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House endorse the UBCM Regional Community to Community Program 2023/2024 application for the purposes of hosting a relationship building forum with first nations.</p> <p style="text-align: center;">CARRIED</p>



<b>J</b>	<b><u>BYLAWS</u></b>
<b>Tax Exemption Bylaw #1408</b>	<p><b>J1</b></p> <p><b>Res: 166/23</b>  Moved By: Councillor Fossum  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the Tax Exemption Bylaw Amendment 1408-2023 be adopted this 10<sup>th</sup> day of October 2023.</p> <p>CARRIED</p>
<b>Business Licence Bylaw #1407</b>	<p><b>J2</b></p> <p><b>Res: 167/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the District of 100 Mile House Business License Bylaw No. 1407, 2023 be adopted this 10<sup>th</sup> day of October, 2023.</p> <p>CARRIED</p>
<b>K</b>	<b><u>GENERAL VOUCHERS</u></b>
<b>Paid Vouchers (September) #28824 to #28923 &amp; EFTs</b>	<p><b>K1</b></p> <p><b>Res: 168/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the paid manual vouchers # 28824 to # 28923 and EFT's totaling <b>\$404,450.07</b> <u>be received</u>.</p> <p>CARRIED</p>
<b>L</b>	<b><u>OTHER BUSINESS:</u></b>
<b>M</b>	<b><u>QUESTION PERIOD:</u></b>



<b>N</b>	<b><u>ADJOURNMENT</u></b>  <b>Res: 169/23</b> Moved By: Councillor Barnett Seconded By: Councillor Guimond  <b>BE IT RESOLVED THAT</b> this October 10 <sup>th</sup> , 2023 meeting of Council be adjourned: Time: 8:20 PM  CARRIED.
	I hereby certify these minutes to be correct.  _____ Mayor  _____ Corporate Officer



**E2**

## DISTRICT OF 100 MILE HOUSE

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

THURSDAY, October 12<sup>th</sup>, 2023, AT 6:00 PM

PRESENT:	Mayor Councillor Councillor Councillor Councillor	Maureen Pinkney Jenni Guimond Dave Mingo Ralph Fossum Donna Barnett
STAFF:	CAO Dir. Ec-Dev/Planning	Tammy Boulanger Joanne Doddridge (Via Teams)
OTHERS:	(3)	
MEDIA:	(0)	

	<b><u>CALL TO ORDER</u></b>  Mayor Pinkney called the Committee of the Whole meeting to order at 6:00 PM  Mayor Pinkney acknowledged that this meeting is being held on Secwepemculecw.
<b>A</b>	<b><u>APPROVAL OF AGENDA</u></b>
	<b>A1</b>  <b>Res:16/23</b> Moved By: Councillor Barnett Seconded By: Councillor Mingo  BE IT RESOLVED THAT the October 12 <sup>th</sup> , 2023 Committee of the Whole agenda <u>be approved</u> . <div style="text-align: right;">CARRIED.</div>

<b>B</b>	<b><u>INTRODUCTION OF LATE ITEMS</u></b>
<b>C</b>	<b><u>DELEGATIONS</u></b>
<b>SWMP Presentation</b>	<p><b>C1</b></p> <p>Terra Grady, Manager of Solid Waste Management presented a review of the CRD's Updated Solid Waste Management Plan including financial overview and next steps.</p> <hr/> <p>Mayor and Council appreciated the detailed presentation and will gladly provide a letter of support. District Council also encourages residents to do their part by making recycling part of their daily habits.</p>
<b>D</b>	<b><u>UNFINISHED BUSINESS</u></b>
<b>E</b>	<b><u>CORRESPONDENCE</u></b>
<b>F</b>	<b><u>STAFF REPORTS</u></b>
<b>G</b>	<b><u>BYLAWS</u></b>
<b>H</b>	<b><u>OTHER BUSINESS</u></b>
<b>I</b>	<b><u>QUESTION PERIOD</u></b>
<b>J</b>	<p><b><u>ADJOURNMENT</u></b></p> <p><b>Res: 17/23</b>  Moved By: Councillor Barnett  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT this Committee of the Whole meeting for October 12<sup>th</sup>, 2023, be adjourned at 7:30 PM.</p> <p style="text-align: right;">CARRIED.</p>
<p>I hereby certify these minutes to be correct.</p> <div style="display: flex; justify-content: space-between;"> <div> <p>_____</p> <p>Mayor</p> </div> <div> <p>_____</p> <p>Corporate Officer</p> </div> </div>	

**E3**

**DISTRICT OF 100 MILE HOUSE**

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

**MONDAY, October 30<sup>th</sup>, 2023, AT 12:00 PM**

PRESENT:	Mayor	Maureen Pinkney
	Councillor	Jenni Guimond
	Councillor	Dave Mingo
	Councillor	Ralph Fossum
	Councillor	Donna Barnett
STAFF:	CAO	Tammy Boulanger
	Dir. Ec-Dev/Planning	Joanne Doddridge
	Dir. Of Com. Services	Todd Conway
OTHERS:	(0)	
MEDIA:	(0)	

	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the Committee of the Whole meeting to order at 12:00 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Secwepemculecw.</p>
<b>A</b>	<p><b><u>APPROVAL OF AGENDA</u></b></p>
	<p><b>A1</b></p> <p><b>Res:18/23</b>  Moved By: Councillor Barnett  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the October 30<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>
<b>E</b>	<b><u>CORRESPONDENCE</u></b>
<b>F</b>	<b><u>STAFF REPORTS</u></b>
<b>Secondary Suites</b>	<p><b>F1</b></p> <p><b>Res: 19/23</b>  Moved By: Councillor Barnett  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the memo from J. Doddridge, Director of Planning and Economic Development <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> staff is directed to draft a secondary suite policy for consideration based on suite recognition (option 3) and to prepare for a public information session in March 2024.</p> <p style="text-align: center;"><b>CARRIED</b></p> <hr/> <p>Council is supportive of affordable housing and supporting home owners. Public safety, ESS, garbage collection, addressing, fairness in utility and taxation are all contributing factors to recognizing secondary suites.</p> <p>Council would like to hold a public information session to provide an opportunity for residents to attend, ask questions of Council and staff on secondary suite concerns. In addition, Council would like to extend an invitation to BCAA and insurance providers to attend.</p> <p>Further, Council requested staff contact the Municipal Insurance Association to clarify any municipal liability concerns.</p>
<b>G</b>	<b><u>BYLAWS</u></b>
<b>H</b>	<b><u>OTHER BUSINESS</u></b>
<b>I</b>	<b><u>QUESTION PERIOD</u></b>

J

**ADJOURNMENT****Res: 20/23**

Moved By: Councillor Barnett

Seconded By: Councillor Mingo

BE IT RESOLVED THAT this Committee of the Whole meeting for October 30<sup>th</sup>, 2023, be adjourned at 1:30 PM.

CARRIED.

I hereby certify these minutes to be correct.

---

Mayor

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Corporate Officer

## Fire Underwriters Survey supports Canada's volunteer firefighters, our first responders

*To continue protecting lives and property and ensuring a minimum level of public fire safety in Canada, we strongly invite you to add your voices to this wake-up call initiative of the Canadian Association of Fire Chiefs*

71% of firefighters in the Country are part-time, that's more than 90,000 firefighters. This essential profession no longer attracts these valiant workers we desperately need, because of their low pay, if any. It is only their passion that motivates them: **Protecting our communities**. But that's no longer enough in today's inflationary world. Their remuneration often consists of an annual tax credit of \$3,000 when they fight a minimum of 200 hours per year. And when they exceed that threshold, the tax credit decreases!!

Please take a minute to sign this petition proposed by the Canadian Association of Fire Chiefs to the Government of Canada <https://cafc.ca/page/Bill-C310-Petition> to support Bill C-310's amendments to the Income Tax Act to increase the amount of the tax credit from \$3,000 to \$10,000.

## Petition in Support of Volunteer Firefighters and Search and Rescue personnel

Advocacy » National Issues for the Fire Service » Petition in Support of Bill C-310



**Petition in Support of Bill C-310:**  
An Act to Amend the Income Tax Act  
(Volunteer Firefighting and  
Search and Rescue Volunteer Tax Credit)

**Pétition à l'appui du projet de loi C-310 :**  
Loi modifiant la Loi de l'impôt sur le revenu  
(services de pompier volontaire et  
de volontaire en recherche et sauvetage)

[Click here to view and sign the e-petition](#)

Pour la version en français, veuillez [appuyer ici](#)



CANADIAN ASSOCIATION  
OF FIRE CHIEFS

ASSOCIATION CANADIENNE  
DES CHEFS DE POMPIERS

<https://www.cbc.ca/news/canada/new-brunswick/volunteer-firefighter-shortage-new-brunswick-1.6865721>

<https://globalnews.ca/news/9754788/canada-firefighter-shortage-recruitment/#:~:text=But%20the%20number%20of%20volunteers,census%20report%20for%202022%20showed>

First Session, Forty-fourth Parliament,  
70-71 Elizabeth II – 1 Charles III, 2021-2022

Première session, quarante-quatrième législature,  
70-71 Elizabeth II – 1 Charles III, 2021-2022

HOUSE OF COMMONS OF CANADA

CHAMBRE DES COMMUNES DU CANADA

## BILL C-310

## PROJET DE LOI C-310

An Act to amend the Income Tax Act  
(volunteer firefighting and search and rescue  
volunteer tax credit)

Loi modifiant la Loi de l'impôt sur le revenu  
(crédit d'impôt pour les pompiers volontaires  
et les volontaires en recherche et sauvetage)

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FIRST READING, DECEMBER 8, 2022

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PREMIÈRE LECTURE LE 8 DÉCEMBRE 2022

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MR. JOHNS

M. JOHNS

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## SUMMARY

This enactment amends subsections 118.06(2) and 118.07(2) of the *Income Tax Act* in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000. The enactment also modifies the definition of "eligible volunteer firefighting services".

## SOMMAIRE

Le texte modifie les paragraphes 118.06(2) et 118.07(2) de la *Loi de l'impôt sur le revenu* afin de faire passer le montant des crédits d'impôt pour les services de pompier volontaire et de volontaire en recherche et sauvetage de 3 000 \$ à 10 000 \$. Le texte apporte aussi des modifications à la définition de « services admissibles de pompier volontaire ».

## BILL C-310

An Act to amend the Income Tax Act (volunteer firefighting and search and rescue volunteer tax credit)

His Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

R.S., c. 1 (5th Supp.)

### Income Tax Act

**1 (1) Subsection 118.06(1) of the *Income Tax Act* is replaced by the following:**

#### Definition of *eligible volunteer firefighting services*

**118.06 (1)** In this section and section 118.07, *eligible volunteer firefighting services* means services provided by an individual in the individual's capacity as a volunteer firefighter to a fire department that consist of being available or on call to perform firefighting services, emergency services and non-emergency duties for that fire department as needed. In return for their time, the individual may receive a nominal remuneration that does not constitute a liveable wage.

**(2) The portion of subsection 118.06(2) of the Act before paragraph (a) is replaced by the following:**

#### Volunteer firefighter tax credit

**(2)** For the purpose of computing the tax payable under this Part for a taxation year by an individual who performs eligible volunteer firefighting services in the year, there may be deducted the amount determined by multiplying \$10,000 by the appropriate percentage for the taxation year if the individual

## PROJET DE LOI C-310

Loi modifiant la Loi de l'impôt sur le revenu (crédit d'impôt pour les pompiers volontaires et les volontaires en recherche et sauvetage)

Sa Majesté, sur l'avis et avec le consentement du Sénat et de la Chambre des communes du Canada, édicte :

L.R., ch. 1 (5<sup>e</sup> suppl.)

### Loi de l'impôt sur le revenu

**1 (1) Le paragraphe 118.06(1) de la *Loi de l'impôt sur le revenu* est remplacé par ce qui suit :**

#### Définition de *services admissibles de pompier volontaire*

**118.06 (1)** Au présent article et à l'article 118.07, *services admissibles de pompier volontaire* s'entend des services fournis par un particulier en sa qualité de pompier volontaire auprès d'un service d'incendie, qui consistent à être disponible ou de permanence pour offrir des services de lutte contre les incendies et des services d'urgence et accomplir des fonctions non urgentes, au besoin, pour le service d'incendie. Le particulier peut recevoir, en contrepartie de son temps, une rémunération symbolique laquelle ne représente pas un salaire suffisant pour vivre.

**(2) Le passage du paragraphe 118.06(2) de la même loi précédant l'alinéa a) est remplacé par ce qui suit :**

#### Crédit d'impôt pour les pompiers volontaires

**(2)** Est déductible dans le calcul de l'impôt payable en vertu de la présente partie pour une année d'imposition par un particulier qui fournit des services admissibles de pompier volontaire au cours de l'année le produit de 10 000 \$ par le taux de base pour l'année si le particulier, à la fois :

**2 The portion of subsection 118.07(2) of the Act before paragraph (a) is replaced by the following:**

**Search and rescue volunteer tax credit**

**(2)** For the purpose of computing the tax payable under this Part for a taxation year by an individual who performs eligible search and rescue volunteer services in the year, there may be deducted the amount determined by multiplying \$10,000 by the appropriate percentage for the taxation year if the individual

**Application**

**3 Sections 1 and 2 apply to the 2022 and subsequent taxation years.**

**2 Le passage du paragraphe 118.07(2) de la même loi précédant l'alinéa a) est remplacé par ce qui suit :**

**Crédit d'impôt pour les volontaires en recherche et sauvetage**

**(2)** Est déductible dans le calcul de l'impôt payable en vertu de la présente partie pour une année d'imposition par un particulier qui fournit des services admissibles de volontaire en recherche et sauvetage au cours de l'année le produit de 10 000 \$ par le taux de base pour l'année si le particulier, à la fois :

**Application**

**3 Les articles 1 et 2 s'appliquent aux années d'imposition 2022 et suivantes.**

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

---

**Date:** October 27, 2023  
**To:** Mayor & Council  
**From:** T. Boulanger, CAO  
**Subject:** Remembrance Day Street Closure

---

The local Legion has approached the District and requested Council authorize the closure of Birch Avenue between First Street and Third Street.

Street Closure is to be between the hours of 10:00 AM to 11:30 AM.

The plan is to begin the parade on Birch Avenue across from the 100 Mile elementary school and march down Birch Avenue to the Community Hall.

Council authorized Administration to proceed with the road closure via email.

**Recommendation:**

**BE IT RESOLVED THAT the Council of the District of 100 Mile House ratifies the email poll authorizing the closure of Birch Avenue between First Street and Third Street on November 11<sup>th</sup>, 2023 between the hours of 10:00 AM and 11:30 AM.**

  
T. Boulanger, CAO



# COMMISSIONAIRES

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H3

## Monthly Progress Report

District of 100 Mile House – Bylaw Enforcement Site 545  
September 1<sup>st</sup> to September 30<sup>th</sup> 2023

In September there were 3 Requests for Service:

- Barking dog x 2 calls – talked to owner and he was not very cooperative. This is an ongoing issue, will monitor.
- Junk – chesterfield was left beside road. Talked to resident. Chesterfield was removed.
- Delivered 23 notices to residence for zoning variance @ 185 Cedar Street

Other issues dealt with in September:

- No parking zone – 2, talked to drivers and vehicles were removed.
- Dogs off leash – 3, talked to owners and dogs were put on leash.
- Checked food trailer @ Freshco. They had health certificate.

Harold Underhill  
Employee No.3258  
Commissionaires B.C.



# COMMISSIONAIRES

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H4

## Monthly Progress Report

District of 100 Mile House – Bylaw Enforcement Site 545  
October 1<sup>st</sup> to October 31<sup>st</sup> 2023

In October there were 2 Requests for Service:

- Garbage – garbage behind Cedars building is up – called owner of apartment – he will clean up ASAP – suggested he build fence around garbage can.
- Dog – call from resident on North Birch on October 31<sup>st</sup> saying her neighbor throwing something over her fence making her dogs sick. Have not been able to get hold of neighbor yet – ongoing.

Other issues dealt with in September:

- Delivered 6 notices to businesses
- 3 dogs off leash – talked to owners – dogs put on leash
- 2 hr parking limit x 4 vehicles – left District warning
- No parking zones x 2 vehicles – talked to drivers – vehicles were moved

(October was a quiet month)

Harold Underhill  
Employee No.3258  
Commissionaires B.C.



## DISTRICT OF 100 MILE HOUSE

### MEMO

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**Date:** November 3<sup>rd</sup>, 2023  
**To:** Mayor & Council  
**From:** T.Boulanger, Administration  
**Subject:** Declassify In-Camera Resolution

---

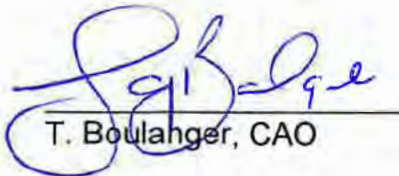
The following In-Camera resolution is to be declassified by Council decision.

**IC Resolution #35-23**

**Unauthorized Bike Park Removal**

Recommendation:

**BE IT RESOLVED THAT** In-Camera Resolution #35-23 be declassified

  
T. Boulanger, CAO

  
S.Elias, D/Corporate Officer



## DISTRICT OF 100 MILE HOUSE

### MEMO

---

**Date:** Oct. 19, 2023  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** Agricultural Land Commission Exclusion Policy

---

Further to Council's direction at the October 10<sup>th</sup>, 2023 Regular Council meeting, enclosed is a revised draft Agricultural Land Reserve (ALR) Exclusion Policy for Council's consideration. The revisions consist of amended eligibility requirements to accept ad hoc ALR exclusion requests at any time.

Note that the revised draft policy has not been referred to any other internal or external agencies for comment.

Should Council wish to endorse the revised policy as written, the following resolutions would be in order:

BE IT RESOLVED THAT Council of the District of 100 Mile House endorses Agricultural Land Reserve Exclusion Policy No. 7.5; and further

BE IT RESOLVED THAT staff be directed to make the necessary changes to the Fees and Charges Bylaw and the Land Use and Development Application Procedures Bylaw and return them to Council for review at the next Regular Meeting.

Council direction is requested.

  
J. Doddridge, Director Ec Dev / Planning

  
Tammy Boullanger, CAO



## POLICY

Reference: Land Development Policies	Supersedes: n/a
Subject: <b>Agricultural Land Reserve Exclusion Policy</b>	

### PURPOSE

As a result of amendments to the *Agricultural Land Commission Act*, private landowners are no longer permitted to make Agricultural Land Reserve (ALR) exclusion applications. Only local governments, certain First Nations governments, and other prescribed public bodies may apply to exclude land from the ALR.

This Policy guides the District of 100 Mile House's response to requests by landowners for the District to apply on their behalf to the Agricultural Land Commission (ALC) for exclusion. This Policy may be amended from time to time, as deemed necessary by the District. All stages of a particular expression of interest or exclusion application will be processed in accordance with this Policy in place at the time.

### POLICY

#### 1. Eligibility

- 1.1 The District of 100 Mile House will consider ALR exclusion requests as they are made.
- 1.2 Landowners will be encouraged to seek approvals from the ALC as an alternative to exclusion applications, such as filing a non-farm use application.
- 1.3 The District of 100 Mile House will generally support maintaining the integrity of the ALR and its existing boundaries.

#### 2. Procedure

All eligible landowner ALR exclusion requests must follow the procedure outlined below:

- 2.1 The Applicant is responsible for all fees and costs associated with the Exclusion Application, including, without limitation: all fees payable to the District pursuant to this Policy and the applicable District bylaws, all fees payable to the ALC, all notice, advertising and public hearing costs, the District's legal fees, the District's agent fees, the Applicant's own legal and agent fees, the cost of all reports, analyses and other information or documentation required by the District or the ALC, and all other ancillary fees and costs required to advance the Exclusion Application. All fees and costs must be paid in advance, and any unpaid fees or costs may result in the District abandoning or withdrawing the application.

- 2.2 Landowners wishing to seek an ALR exclusion (an "Applicant") must provide to the District's Planning Department a written expression of interest ("Expression of Interest") together with the applicable non-refundable fee stipulated in the *District of 100 Mile Fees and Charges Bylaw No. XXX, 2023*, as amended (the "*Fees and Charges Bylaw*").
- 2.3 The Planning Department staff will review Expressions of Interest for eligibility, then staff will contact the landowner and invite them to submit a complete Exclusion Application.
- 2.4 A complete Exclusion Application will consist of:
  - (a) an "*OCP Bylaw Amendment Application Form*", together with all required attachments, and payment of the applicable OCP amendment fee(s) stipulated in the *Fees and Charges Bylaw*; and
  - (b) an "*ALR Exclusion Private Landowner's Application Form*", together with all supporting documents and information specified in the Application Form and payment of the applicable fee(s) stipulated in the *Fees and Charges Bylaw*.
- 2.5 Upon receipt of a complete Exclusion Application, District staff will review it for completeness, and if complete:
  - (a) both the *OCP Bylaw Amendment Application* procedures and the Exclusion Application procedures may be initiated and run concurrently;
  - (b) the District, at its sole discretion, may defer adoption of an *OCP Bylaw* amendment, or any portion thereof, until the ALC has issued a final decision regarding the Exclusion Application; and
  - (c) District staff will refer the Exclusion Application to applicable agencies and departments for comment.
- 2.6 District staff will evaluate an Exclusion Application with reference to:
  - (a) relevant District bylaws, policies, and future land use and planning priorities and strategies for the area;
  - (b) surrounding land uses;
  - (c) the continuity of the ALR in the area;
  - (d) the parcel size;
  - (e) the soil and agricultural capability; and
  - (f) other site-specific and area considerations, deemed appropriate by the District.
- 2.7 District staff will present the Exclusion Application to Council for consideration, together with a recommendation whether or not to authorize a public hearing.

- 2.8 If Council adopts a resolution to proceed with a public hearing, the Exclusion Application will continue forward upon receipt of the non-refundable Public Consultation Fee and the non-refundable Notice Fee stipulated in the *Fees and Charges Bylaw*.
- 2.9 If Council does not adopt a resolution to proceed with a public hearing, the Exclusion Application is officially denied and proceeds no further.
- 2.10 Upon authorization of a public hearing, the Applicant must place signage on all lands that are the subject of an Exclusion Application. District staff will provide the Applicant with particulars of required content for the signs. The Applicant is responsible for production and placement of required signage and must provide staff with photo documentation confirming that the signage has been posted on the subject lands.
- 2.11 Upon receipt of the non-refundable Notice Fee stipulated in the *Fees and Charges Bylaw*, the District will publish notice of the public hearing in accordance with statutory requirements. The District will include the following information in the notice:
- (a) the general intent of the proposed exclusion;
  - (b) the civic and legal description of all lands proposed to be excluded;
  - (c) the date, time, and place of the public hearing; and
  - (d) when and where a copy of the Exclusion Application may be inspected.
- 2.12 District staff will invite the Applicant to attend the public hearing at which Council will consider the Exclusion Application. The District may request that the Applicant attend in person or electronically.
- 2.13 At the public hearing of an Exclusion Application:
- (a) a Public Hearing Report will be presented to District Council, which will include: staff evaluations, referral comments, and a summary of comments received in response to the signage and advertising; and
  - (b) more than one Exclusion Application may be considered at the same public hearing.
- 2.14 Upon considering the matter, at a subsequent meeting, Council will either:
- (a) adopt a resolution in favour of the Exclusion Application, and direct District staff to submit the appropriate materials to the ALC; or
  - (b) decline to adopt a resolution in favour of the Exclusion Application, in which case, the Exclusion Application is officially denied and proceeds no further.
- 2.15 Upon receiving direction from Council pursuant to section 2.14(a) of this Policy, District staff will submit the Exclusion Application on behalf of the Applicant by means of the ALC application portal.

- 2.16 The ALC considers and decides on the Exclusion Application in its sole and absolute discretion. The District does not make any representations whatsoever regarding the ALC's processing time or its ultimate decision. While the ALC's decision is pending, the required signage must remain in place on the subject lands.
- 2.17 The District will notify the Applicant once the ALC has advised the District of its decision.
- 2.18 If the ALC approves the Exclusion Application, the *OCP Bylaw* amendment procedure may resume. Any other requirements of the Exclusion Application, such as rezoning, subdivision, Development Permit or Building Permit may then proceed in the usual manner.
- 2.19 ALC approval of an Exclusion Application does not guarantee that other approvals such as rezoning, subdivision, Development Permits, or Building Permits will be granted by the District, and the District's willingness to participate in the procedures associated with the Exclusion Application shall not derogate from, prejudice or otherwise affect the rights and powers of the District in respect of such matters.



## DISTRICT OF 100 MILE HOUSE

### M E M O

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Date: Oct. 16, 2023

To: Mayor & Council

From: Administration

Subject: Northern Development Application – Request for Resolution

---

An application has been submitted to Northern Development Initiative Trust (NDIT) for the 2024 Business Façade Improvement Program. A copy of the application is attached.

Council will recall that the program was not made available to 100 Mile House in 2023.

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

BE IT RESOLVED THAT Council of the District of 100 Mile House supports the application to Northern Development Initiative Trust for a grant up to \$20,000 for the 2024 Business Façade Improvement Program from the Cariboo-Chilcotin/Lillooet Regional Development Account.

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

J. Doddridge, Director Ec Dev / Planning

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

T. Boulanger, CAO



10/10/2023 PST

2024 Business Facade Improvement Program

Joanne Doddridge

Application Summary

DATE SUBMITTED	FUNDING PROGRAM	STATUS
10/10/2023 PST	Business Facade Improvement	Application Submitted

APPLICANT PROFILE

Local Government Name

District of 100 Mile House

Mailing Address

Box 340  
V0K 2E0, 100 Mile House

Email

jdoddridge@100milehouse.com

Phone Number

2503952434

PRIMARY CONTACT INFORMATION

Contact Name

Joanne Doddridge

Position / Title

Director of Economic Development & Planning

Mailing Address

Box 340  
V0K 2E0, 100 Mile House

Email

jdoddridge@100milehouse.com

Phone

2503952434

FUNDING REQUEST

Amount Requested

\$20,000

For the Year

2024

**PRIOR YEAR FUNDING****Were you approved for funding last year?**

No

**RESOLUTION OF SUPPORT****Council Meeting Date**

11/14/2023 PST

**PLAN/GUIDELINES****Guideline Document**

2024 Business Facade Improvement Guidelines.docx

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

website, Business Licence renewal packages, personal visits to shops, posters.

Marketing materials to be developed.

**Marketing Documents****APPLICATION CONFIRMATION**

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

Name (organization signing authority)

Position / Title

Tammy Boulanger

CAO



## DISTRICT OF 100 MILE HOUSE

### MEMO

---

**Date:** Oct. 26, 2023  
**To:** Mayor & Council  
**From:** Planning  
**Subject:** Hinsche Pit Referral

---

Attached is a FrontCounter BC referral for a Notice of Work for a Mines Act Permit for Hinsche Pit (formerly Doman Pit).

The District received this referral, presumably due to the proximity to the Community Forest and is offered the opportunity to provide comment.

Staff has reviewed the referral and offers the following recommendations:

No objection to the proposal provided:

- a. Horse Lake is not impacted by the proposal, as it is the District's secondary water supply;
- b. Load restrictions are followed on the Bridge Creek bridge in 100 Mile House municipal boundary for any hauling of material that takes place; and
- c. All access to the pit be through Horse Lake Road and Doman Road and not in any way using the roads in the Community Forest K2W that we are responsible for.

If Council concurs, staff will prepare and submit the comments to FrontCounter BC on behalf of the District.

Council direction is requested.

  
J. Doddridge, Director Ec Dev / Planning

  
T. Boulanger, CAO



# Notice of Work

## Hinsche Pit (Formerly Doman Pit)

Tracking Number: 100422236

### Applicant Information

If approved, will the authorization be issued to an individual or Company/Organization?  
What is your relationship to the Company/Organization?

Company/Organization  
Consultant

### APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION

Applicant is an Individual or an Organization to whom this authorization Permit / Tenure / Licence will be issued, if approved.

Name: J. Hinsche Contracting Ltd.  
Doing Business As: J. Hinsche Contracting Ltd.  
Phone: [REDACTED]  
Fax: [REDACTED]  
Email: [REDACTED]  
BC Incorporation Number:  
Extra Provincial Inc. No:  
Society Number:  
GST Registration Number:  
Contact Name: Jason Hinsche  
Mailing Address: [REDACTED]

100 Mile House British Columbia [REDACTED]  
Canada

### CONSULTANT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: Bryan James  
Phone: [REDACTED]  
Daytime Phone: [REDACTED]  
Fax: [REDACTED]  
Email: [REDACTED]  
Mailing Address: [REDACTED]

Letter(s) Attached: Yes (IMG\_0970.jpg)

### TECHNICAL INFORMATION

#### APPLICATION INFORMATION

This mine is proposed to be for: Production Mining  
Type of Notice of Work: Sand & Gravel  
Is this a New Permit or an Amendment to an existing permit for this property? Amendment  
Mine Number: 0300236  
Permit Number: G-3-018

What is the life of the mine? 50 years

HSRC 10.4.1 After commencement of operations, mine plans, including programs for reclamation and closure, shall be updated, at a minimum every 5 years

### MINE INFORMATION

<b>Name of the Mine:</b>	Hinsche Pit (Formerly Doman Pit)	
<b>Tenure Numbers:</b>	N/A	
<b>Crown Grant / District Lot Numbers:</b>	Lot 1, Plan EPP84422, SW 1/4 of DL 3707 LLD	
<b>Directions to site from nearest municipality:</b>	From the junction of Highway 97 and the Horse Lake Road in 100 Mile House, BC, 24.4km east on the Horse Lake Road then 2.9km northeast on Doman Road to the pit entrance.	
<b>Geographic Coordinates of Mine:</b>	<b>Latitude:</b> 51.5231720	<b>Longitude:</b> -120.9986140
<b>Proposed maximum annual tonnage to be extracted:</b>	9,999 tonnes 5,000 m3	

This information is for calculating the application fee as laid out in the Mines Fee Regulation

## INFORMATION ABOUT PROPOSED ACTIVITIES

**Activities to be undertaken:** Sand & Gravel / Quarry Operations

## DESCRIPTION OF WORK PROGRAM

If you prefer to upload a document, please enter "see attached document" and attach the document in the "Document Upload" step later in the application under "Other".

**Sufficient details of your work program to enable a good understanding of the types and scope of the activities that will be conducted:**

Clearing small non merchantable tress, grubbing and stockpiling slash and stumps, stripping, stockpiling and seeding overburden and topsoil, excavating and transporting pit run to the 100 Mile house area for sale. A crushing plant may be utilized periodically to produce aggregate at the pit if crushing and stockpiling aggregate for sale.

## TIME OF PROPOSED ACTIVITIES

**The work will be:** Seasonal

**Proposed start and end date:** April 1 to November 31

Please remember that you need to give 10 days notice to the Inspector of Mines of your intention to start work, and 7 days notice of your intention to stop work.

## ACCESS

**Access presently gated:** Yes

Be sure to provide the inspector with a key to the gate.

**Gate Location:** Latitude: 51.6219870 Longitude: -121.0022142

**Key provided to the Inspector:** No

## PRESENT STATE OF LAND

Please identify what the present state of the land is where you would like to undertake your activities. If some of the questions do not apply to you please enter n/a in the space provided.

<b>Present condition of the land:</b>	The site was developed as a permitted sand and gravel pit by the previous owner (Katchmar Construction (1997) Ltd. Areas of the pit have been previously reclaimed. The remaining sand and gravel mining area has a thin cover or immature deciduous trees.
<b>Type of vegetation:</b>	The mining area was logged of merchantable trees in 2000, remaining trees are small and non merchantable. Vegetation on the the remaining portions of the pit consist of grass.
<b>Physiography:</b>	There is a knoll of gravel (kame deposit) at the eastern end of the mine site. Elevation of the knoll ranges from 1036 in the south to 1060 metres in the north. The remaining area is fairly level. There is a creek (Longbow Creek) and wetlands to the south of the mine.
<b>Current means of access:</b>	The pit is accessed directly off of Doman Road.
<b>Old equipment:</b>	There are no old buildings or old equipment on site.

Recreational trails / use:

There are no recreational trails on the mine site.

## ACCESS TO TENURE

Do you need to build a road, create stream crossings or other surface disturbance that will not be on your tenure?

No

## LAND OWNERSHIP

Application area in a community watershed:

No

Proposed activities on private land:

Yes

Please note that under Section 19 of the Mineral Tenure Act and Section 2.1 of the Mineral Tenure Act Regulation you must not begin any mining activities until 8 days after giving notice to every owner of the surface area on which the recorded holder intends to carry out that activity.

Please attach a copy of the letter of authorization signed by the landowner. The document can be uploaded at the "Document Upload" step later in the application process.

Legal description of land:

Lot 1, Plan EPP84422, SW 1/4 of DL 3707 LLD

Proposed activities on Crown land:

No

Activities in a park:

No

## Indigenous Engagement

As part of the Province's work to create true and lasting reconciliation with Indigenous peoples in B.C., the provincial government has committed to implementing the United Nations Declaration on the Rights of Indigenous Peoples, and adopting the Truth and Reconciliation Commission of Canada's Calls to Action (TCR's calls to Action).

The provincial government passed the Declaration on the Rights of Indigenous Peoples Act (Declaration Act) into law in November 2019. The Declaration Act establishes the UN Declaration as the Province's framework for reconciliation, as called for by the TRC's Calls to Action. This historic legislation was developed in collaboration and consultation with Indigenous partners. The Declaration Act requires the Province to develop and implement an action plan, in consultation and co-operation with Indigenous peoples, to meet the objectives of the UN Declaration. The government has committed to implementing these principles in the Province's institutions, laws, policies, and practices to advance reconciliation and address the legacy and harms of colonialism on Indigenous peoples.

Some Provincial laws related to mining have been updated to align them with the principles of the Declaration Act, such as the Environmental Assessment Act, and the Interpretations Act.

I have read and understood the United Nations Declaration on the Rights of Indigenous Peoples and the Truth and Reconciliation Commission of Canada's Calls to Action.

Yes

Establishing good relations with Indigenous Nations who might be affected by a proposed mining activities is a key part of any successful mining operation. The Ministry of Energy, Mines, and Low Carbon Innovation (EMLI) encourages applicants to engage and share information with Indigenous Nations that might be affected by a proposed development prior to applying. Please use Explore by Location to identify the Nation(s) with interests over your proposed mine area. The earlier in the life of a proposed activity that the avenues of communication are established the greater the likelihood that the relationships formed will be constructive and beneficial to all parties. Proactive information sharing and engagement by applicants may result in reduced timelines for decision. Proponent resources for engaging with Indigenous Nations are available here, including a formatted communication log to record your interactions with Nations.

Upload the description of the Indigenous engagement activities you have undertaken to date, and/or are planning.

### Documents

Description	Filename
Hinsche Pit First Nation SOE Report	Hinsche Pit First Nation SOE Report.pdf
Canim Lake Band Letter	Canim Lake Indian Band Memo.pdf
Neskonlith Indian Band Letter	Neskonlith Indian Band Memo.pdf
NSTQ Letter	Northern Shuswap Tribal Council Memo.pdf
Whispering Pines/Clinton Indian Band Letter	Whispering Pines_Clinton Indian Band Memo.pdf

Establishing good relations with Indigenous Nations who might be affected by a proposed mining activities is a key part of any successful mining operation. The Ministry of Energy, Mines, and Low Carbon Innovation (EMLI) encourages applicants to engage and share information with Indigenous Nations that might be affected by a proposed development prior to applying. Please use Explore by Location to identify the Nation(s) with interests over your proposed mine area. The earlier in the life of a proposed activity that the avenues of communication are established the greater the likelihood that the relationships formed will be constructive and beneficial to all parties. Proactive information sharing and engagement by applicants may result in reduced timelines for decision. Proponent resources for engaging with Indigenous Nations are available here, including a formatted communication log to record your interactions with Nations.

Upload the description of the Indigenous engagement activities you have undertaken to date, and/or are planning.

### Cultural Heritage Resources

As part of a Notice of Work application, there must be filed with an inspector a program for the conservation, protection, and reclamation of cultural heritage resources, as per Section 10(1) of the Mines Act.

The Mines Act and Mineral Tenures Act define a Cultural Heritage Resource as "an object, a site or the location of a traditional societal practice that is of historical, cultural or archaeological significance to British Columbia, a community or an aboriginal people." Where such a resource is known, or likely to be present, EMLI seeks to minimize negative mining-related impacts.

As noted above, the applicant is encouraged to proactively engage with Indigenous groups with interests in the area of application. Through those discussions, appropriate mitigations/protections for potentially impacted cultural heritage resources may become clearer.

The following are some examples of sites and locations potentially of historical, cultural, or archaeological significance to Indigenous people: (note this list is not exhaustive)

- Historical and contemporary village sites
- Hunting/fishing/traditional use camps
- Burial sites

- Harvesting areas
- Traditional trails
- Spiritual sites
- Areas used for cultural activities
- Ecologically productive areas for culturally important species
- Archaeological sites

Information on some of the locations of the above values may be available online via iMap, ExploreByLocation, and Mineral Titles Online (MTO). Additional information may become available through an applicant's direct engagement with Indigenous Nations.

Please note, further information on potential impacts to Cultural Heritage Resources may be brought forward to the Province during our consultation process with potentially affected Indigenous people on this application, that may require additional information or measures for their protection, conservation, and reclamation."

### Documents

Please describe, to the best of your knowledge, any objects, sites, or locations within and around your proposed work area, that may be considered of historical, cultural, or archaeological significance to an Indigenous people, and provide a plan for their protection, conservation, and reclamation. Upload this document to the Document Upload below.

### SAND & GRAVEL / QUARRY OPERATIONS

#### MAPS

All plans and sections must indicate the scale and orientation of the drawing and must include:

1) Plan View of Proposed Development illustrating:

- Property boundaries and set back of excavation from property boundary
- Watercourses and drainage (wet, dry or intermittent) on the property and within 150 metres of its boundaries
- All previous surface workings, the final boundaries of proposed excavation, and boundaries of excavation at the end of development described in the Notice of Work
- Access roads, including development roads within the pit and access to the public roads
- All proposed and existing stockpiles (topsoil, overburden, product etc.)
- All settling ponds (for both surface run off and process water) and source of process water
- Buildings and other facilities (fuel/lubricant storage, sanitary facilities, weigh scale, etc.)
- Sediment control structures and the location of any point discharges from the property
- Fencing, berms and/or vegetative buffers.

2) Cross and longitudinal sections of Proposed Development illustrating:

- The original land surface and, if applicable, the groundwater table elevation
- Typical configuration during mining, indicating angle of slope and, where applicable, bench locations
- Proposed configuration on completion of reclamation

3) A copy of the land title/crown land tenure map must be provided.

#### SOIL CONSERVATION

<b>Average depth of overburden:</b>	0.30 m
<b>Average depth of topsoil:</b>	0.30 m
<b>Measures to stabilize soil overburden stockpiles and control noxious weeds:</b>	Topsoil and overburden will be stripped and stockpiled separately. The piles will be neatly trimmed and seeded with grass in order to prevent erosion and the spread of noxious weeds. A Weed Management Plan has been prepared for the mine and has been included in the application.

#### LAND USE

<b>Is the site within the Agricultural Land Reserve?</b>	Yes
<b>Does the local government have a Soil Removal Bylaw?</b>	No
	<b>Permit application number:</b> 68948

**Official Community Plan for the site:** N/A  
**Current land use zoning for the site:** RR1-3  
**Proposed end land use is:** Agricultural  
**Estimate total minable reserves over the life of the mine:** 260,690 m<sup>3</sup>  
**Estimate annual extraction from site:** 5,000 m<sup>3</sup>/year

Application must be made to the Environmental Assessment Office if estimated extraction for sand/gravel production is 500,000 tonnes/year or 1,000,000 tonnes over 4 years; or if estimated extraction is 250,000 tonnes/year for quarried product.

#### ACTIVITIES

Click on the "Add Activity" button to add one or more activities. Select your activity out of the list and enter the tonnes, the total disturbed area and the total timber volume.

Please note that you must notify the Inspector at least two weeks before if you are planning to bring a crusher on site.

Activity	Average Length (m)	Average Width (m)	Disturbed Area (ha)	Timber volume (m <sup>3</sup> )
Excavation of Pit Run	100.0	237.0	2.37	20.00
<b>Total:</b>			<b>2.37</b>	<b>20.00</b>

**Is the work year round or only seasonal?**

Seasonal

**Brief description of operation, including proposed work schedule:**

Clearing, grubbing and stockpiling slash, stripping topsoil and overburden and placing them in neatly trimmed stockpiles. Seeding topsoil and overburden with grass. Excavation and trucking pit run gravel for sale. A crusher may be brought in from time to time depending on the demand for aggregate products in the area. Crushing will be sub contracted to a separate crushing company.

#### RECLAMATION PROGRAM

**Describe the proposed reclamation and timing for this specific activity:**

The maximum disturbance at the pit will be 2.37 hectares at any one time. Reclamation will consist of loosening any compacted area with a disk or ripper, evenly spreading overburden and topsoil over the reclamation area then seeding the site with an appropriate grass mixture. The site will be monitored to ensure vegetation regrowth is self sustaining. If required the areas will be reseeded and or fertilized.

**If backfilling of pits or pit slopes is proposed in the final configuration for reclamation, details of materials to be used and placement procedures:**

Slopes will not be infilled to obtain the required minimum 2:1 reclamation slope.

**Estimated cost of reclamation activities described above:**

\$23,473.00

**Will progressive reclamation be carried out?**

Yes

**Maximum unreclaimed disturbance at any given time:**

2.37 ha

#### GROUNDWATER PROTECTION

**Average depth to the high groundwater table at the proposed excavation:**

10.0 m

**Elevation of the groundwater table was determined from:**

- ☐ Existing area wells
- ☐ Test pits
- ☐ Test wells drilled for this purpose
- ☒ Other: Elevation of Longbow Creek

**Measures proposed to protect groundwater from potential impacts of the proposed mining activity:**

Mining will not occur within 1.5 metres of the water table. If groundwater is encountered during mining the pit floor/mining depth will be raised accordingly to ensure an adequate buffer zone is maintained. No fuel will be stored at the site. Fuel for equipment will be contained in Tidy Tanks in the back of pickups. Pick ups with tidy tanks will also carry certified spill kits.

## IMPACT MINIMIZATION

**Shortest distance between proposed excavation to nearest residence:** 300 m

**Shortest distance between proposed excavation to nearest residential water source:** 314 m

**Measures proposed to prevent inadvertent access of unauthorized persons to the mine site:**

The perimeter of the pit has been fully fenced. There is a gate and pit sign at the entrance road to the pit. The gate will be shut and locked when the pit is not operational.

**Measures proposed to minimize noise impacts of the operation:**

Existing trees will only be removed as the deposit is worked to the east. Overburden and topsoil will be placed adjacent to Doman Road as well as the property line to the east.

**Measures proposed to minimize the dust impacts of the operation:**

In hot, dry conditions the access roads, stockpile area and mining floor will be watered as needed. If a crusher is utilized to produce aggregate spray bars will be installed on the cone crusher if dust is created by the crushing process. The Mine Manager will assess the need for dust mitigation measures on a daily basis during periods of dry, hot weather.

**Measures proposed to minimize visual impacts of the operation:**

Overburden and topsoil stockpiles will be placed adjacent to Doman Road and the property boundary to the east. Trees within the mining area will only be removed as development proceeds to the east as per the progressive reclamation plan for the pit.

## TIMBER CUTTING

**Total timber volume:** 20.00 m3

Free Use Permit

Based on the information provided you will require a Free Use Permit as the total volume of timber to be cut does not exceed 50 m3. This permit will be automatically applied for as part of this Notice of Work.

## EQUIPMENT

Click on the "Add Equipment" button to add one type of equipment at a time. All equipment must comply with the requirements of the Health, Safety and Reclamation Code.

Quantity	Type	Size / Capacity
1	Bulldozer/Crawler Tractors	D7
1	Crusher	Cone
1	Excavator	Ex 200
1	Loader	960
1	Other: Fire fighting tools, pumps and hoses, etc. when required.	Various
1	Other: Water Truck (as needed)	2500 litres
1	Power Supply	Jenset
2	Truck	8m3

## SUMMARY OF RECLAMATION

Based on the information you have provided on the previous screens the Summary of Reclamation is:

Activity	Total Affected area (ha)	Estimated cost of reclamation (\$)
Sand & Gravel / Quarry	2.37	23,473.00
<b>Subtotal:</b>	2.37	23,473.00
<b>Unreclaimed disturbance from previous year:</b>	0.00	
<b>Disturbance planned for reclamation this year:</b>	0.00	
<b>Total:</b>	<b>2.37</b>	<b>23,473.00</b>

## OTHER CONTACTS

Please enter the contacts that are applicable to your application.

**Contact Info**

**Type of Contact**

<b>Name:</b>	Jason Hinsche	Mine manager
<b>Phone:</b>	[REDACTED]	
<b>Daytime Phone:</b>	[REDACTED]	
<b>Fax:</b>		
<b>Email:</b>	[REDACTED]	
<b>Mailing Address:</b>	100 Mile House British Columbia [REDACTED] Canada	

Contact Info	Type of Contact
--------------	-----------------

<b>Name:</b>	J. Hinsche Contracting Ltd.	Permittee
<b>Doing Business As:</b>	J. Hinsche Contracting Ltd.	
<b>Phone:</b>	[REDACTED]	
<b>Fax:</b>		
<b>Email:</b>	[REDACTED]	
<b>BC Inc. Number:</b>		
<b>Extra Provincial Number:</b>		
<b>Society Number:</b>		
<b>GST Registration Number:</b>		
<b>Contact Name:</b>	Jason Hinsche	
<b>Mailing Address:</b>	[REDACTED] 100 Mile House British Columbia [REDACTED] Canada	

<b>Name:</b>	J. Hinsche Contracting Ltd.	Tenure Holder
<b>Doing Business As:</b>	J. Hinsche Contracting Ltd.	
<b>Phone:</b>	[REDACTED]	
<b>Fax:</b>		
<b>Email:</b>	[REDACTED]	
<b>BC Inc. Number:</b>		
<b>Extra Provincial Number:</b>		
<b>Society Number:</b>		
<b>GST Registration Number:</b>		
<b>Contact Name:</b>	Jason Hinsche	
<b>Mailing Address:</b>	[REDACTED] 100 Mile House British Columbia [REDACTED] Canada	

<b>Name:</b>	J. Hinsche Contracting Ltd.	Site operator
<b>Doing Business As:</b>	J. Hinsche Contracting Ltd.	
<b>Phone:</b>	[REDACTED]	
<b>Fax:</b>		
<b>Email:</b>	[REDACTED]	
<b>BC Inc. Number:</b>		
<b>Extra Provincial Number:</b>		
<b>Society Number:</b>		
<b>GST Registration Number:</b>		
<b>Contact Name:</b>	Jason Hinsche	
<b>Mailing Address:</b>	[REDACTED] 100 Mile House British Columbia [REDACTED] Canada	

## LOCATION INFORMATION

### LAND DETAILS

Do you have the legal description of the land or the civic address then click on 'Add Land Information'.

### DRAWINGS

Please refer to the Notice of Work authorization guide for General map requirements and required map elements.

\*A minimum of 3 maps are required for the Notice of Work authorization:

1. Location Map
  2. Title Map
  3. Proposed Permit Mine Area Map
- Below are sub-lists of the items required on each of these maps

#### 1. Location Map – all applications

- a. Appropriate base mapping for understanding where the general location of the mine is in relation to communities/highways/landmarks
- b. A labeled point location of the mine with its coordinates (same as the Geographic Coordinates of Mines Latitude and Longitude in the application form)
- c. A labelled polygon representing the proposed and/or existing permitted mine area
- d. A labelled access route highlighting the exact directions to the site
- e. The nearest service community labelled with name

#### 2.a. Title (Tenure) Map – mineral/coal exploration, industrial mineral quarries, and placer applications

- a. Mineral, placer, or coal title(s), including crown grant(s), and indicate ownership
  - b. Proposed and/or existing permitted mine area
- #### 2.b. Land Title (or Licence of Occupation) Map – sand and gravel applications
- a. Land title(s) and/or licence(s) of occupation in and surrounding the site, and indicate ownership
  - b. Proposed and/or existing permitted mine area

#### 3.a. Proposed and/or Permitted Mine Area Map – mineral/coal exploration, and placer applications

- a. Proposed and/or existing permitted mine area (same as proposed and/or existing MYAB area(s))
  - b. Site specific proposed disturbance and reclamation activities (separate map needed for MYAB Year 1 program)
  - c. Existing disturbance and reclamation activities
  - d. Elevation contours in metres
- #### 3.b. Proposed and/or Permitted Mine Area Map – sand and gravel, industrial mineral quarry, and bulk sample applications
- a. Proposed and/or existing permitted mine area
  - b. Site specific proposed disturbance and reclamation activities, including phased mining activities and progressive reclamation
  - c. Existing disturbance and reclamation activities
  - d. Elevation contours in metres
  - e. Excavation setbacks as per HSRC 10.5.8 or 10.5.11
  - f. Cross and long section traces

#### 4. Overview Map(s) – if necessary

- a. Appropriate base mapping for understanding where the general location of the mine is in relation to communities/highways/landmarks
- b. Location and extent of the larger scale maps included in the application

Need help with mapping? Don't have access to GIS software to produce geospatial files?

Please use the Mines Act Application iMapBC Reference Guide to produce maps and geospatial files that meet the above standards, and the Mineral and Coal Exploration Notice of Work Application Companion Part 1.4, or hire an agent to help you.

☒ I have files with Location, Title AND Proposed Permit Mine Area maps (PDF, JPG, etc.)

### MAP FILES

Do you have a PDF or image file of a drawn map? You can upload it here.

Description	Filename
Hinsche Pit Cross Sections A and B	XSEC Hinsche Pit-AB.pdf

Hinsche Pit Cross Sections C and D

XSEC Hinsche Pit-CD.pdf

Hinsche Pit Development Plan

PDP Hinsche Pit-B.pdf

Hinsche Pit Location Plan

Hinsche Pit Location Plan.pdf

Hinsche Pit Reclamation Plan

PRP Hinsche Pit-B.pdf

☒ I have files with geospatial data of the PROPOSED PERMIT MINE AREA

#### SPATIAL FILES

Do you have a spatial file from your GIS system? You can upload it here.

NOTE: Shapefile is the preferred format and requires a closed polygon, projection in BC Albers/NAD 83 and the .dbf, .shp, .shx and .prj files. Other Commonly Used Spatial File Formats may also be submitted.

Description	Filename
Hinsche Pit dbf file	HinschePitBoundary-UTM10-NA...
Hinsche Pit prj file	HinschePitBoundary-UTM10-NA...
Hinsche Pit shp file	HinschePitBoundary-UTM10-NA...
Hinsche Pit shx file	HinschePitBoundary-UTM10-NA...

#### ATTACHED DOCUMENTS

Document Type	Description	Filename
Archaeological Chance Find Procedure	Hinsche Pit Archaeological Chance Find Procedures	Hinsche Pit Archaeological ...
Other	Hinsche Pit CRD Zoning Information	Hinsche Pit Zoning .pdf
Other	Hinsche Pit Mine Emergency Response Plan	Hinsche Pit Mine Emergency ...
Other	Hinsche Pit Noxious Weed Management Plan	Hinsche Pit Noxious Weed Ma...
Other	Hinsche Pit Reclamation Calculator	Hinsche Pit Reclamation Cal...
Other	Hinsche Pit Site Photographs	Hinsche Pit Site Photograph...
Other	Hinsche Pit State of Title Certificate	Land Title - Doman Pit .pdf

#### PRIVACY DECLARATION

##### PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal information is collected by FrontCounter BC under the legal authority of section 26 (c) and 27 (1)(a)(i) of the Freedom of Information and Protection of Privacy Act (the Act).

The collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner

agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes. For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at:

FrontCounter BC Program Director  
FrontCounter BC, Provincial Operation  
441 Columbia Street  
Kamloops, BC V2C 2T3

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

#### REFERRAL INFORMATION

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

Please enter contact information below for the person who would best answer questions about your application that may arise from anyone who received a referral or notification.

Company /  
Organization:  
Contact Name:  
Contact Address:

J. Hinsche Contracting Ltd.

Jason Hinsche

100 Mile House British Columbia  
Canada

Contact Phone:  
Contact Email:

☒ I hereby consent to the disclosure of the information contained in this application to other agencies, government ministries or other affected parties for referral or First Nation consultation purposes.

#### IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

#### DECLARATION

☒ I declare that the information contained on this form is complete and accurate.

#### APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Mines Notice of Work Application Fee	\$1,500.00		\$1,500.00	\$0.00

#### OFFICE

Office to submit application to: Kamloops

#### PROJECT INFORMATION

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? Yes

What is the name of your project? Hinsche Pit

Please provide any of the following: reference ALC Notice of Intent Application 68948

number(s), project number(s), tracking number(s), or other descriptive information which would allow us to group these applications together:

APPLICANT SIGNATURE	
Applicant Signature	Date

OFFICE USE ONLY		
Office Kamloops	File Number	Project Number
	Disposition ID	Client Number



## Hinsche Pit Access Route

### Legend

### Hinsche Pit Location Plan

0 5.08 10.16 km

1: 250,000

#### Copyright/Disclaimer

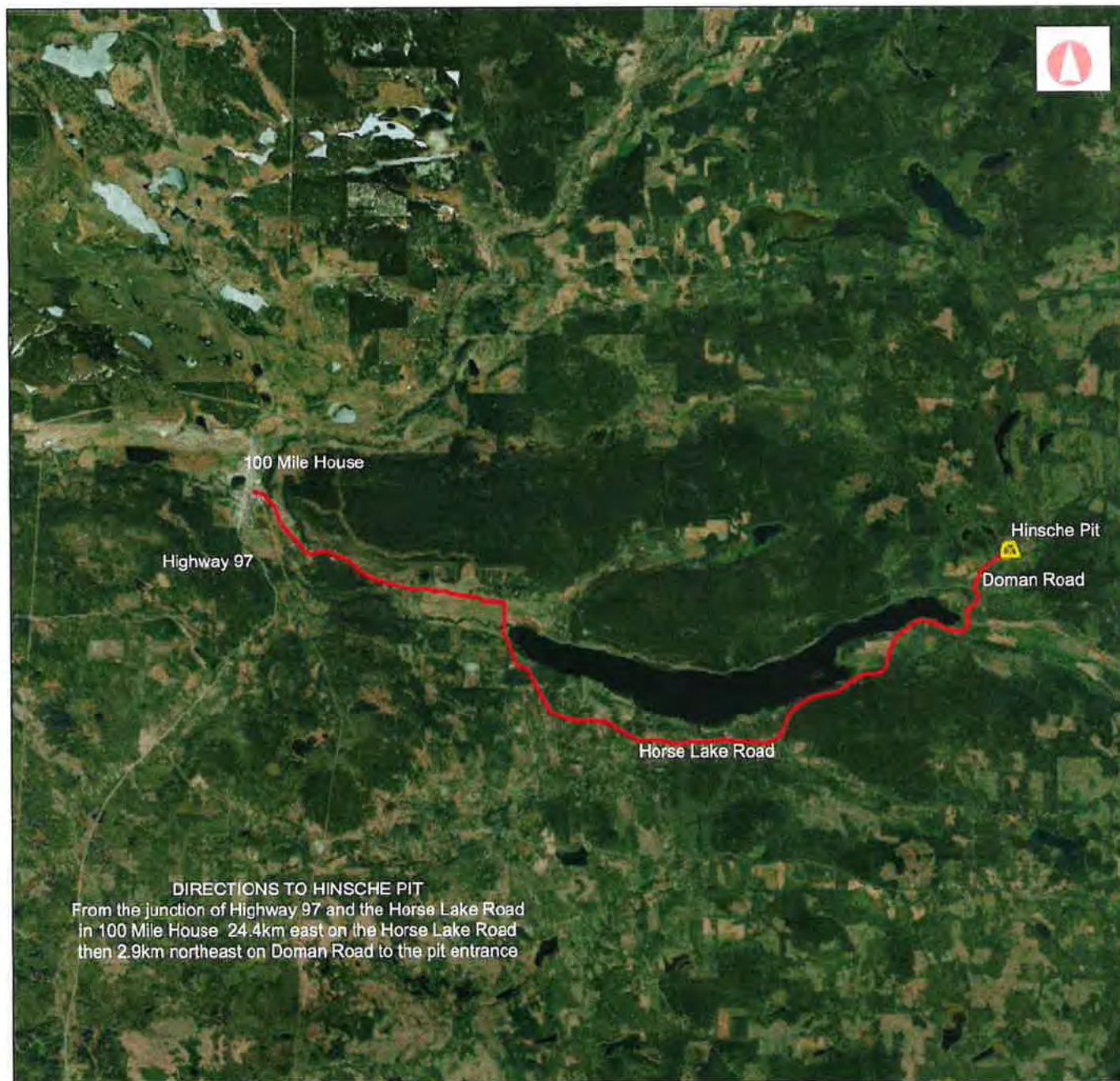
The material contained in this web site is owned by the Government of British Columbia and protected by copyright law. It may not be reproduced or redistributed without the prior written permission of the Province of British Columbia. To request permission to reproduce all or part of the material on this web site please complete the Copyright Permission Request Form which can be accessed through the Copyright Information Page.

CAUTION: Maps obtained using this site are not designed to assist in navigation. These maps may be generalized and may not reflect current conditions. Uncharted hazards may exist. DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.

Datum: NAD83

Projection: WGS\_1984\_Web\_Mercator\_Auxiliary  
Sphere

#### Key Map of British Columbia



#### DIRECTIONS TO HINSCHÉ PIT

From the junction of Highway 97 and the Horse Lake Road in 100 Mile House 24.4km east on the Horse Lake Road then 2.9km northeast on Doman Road to the pit entrance

# **J. HINSCHÉ**

*Contracting Ltd.*

## **Hinsche Pit**

Mine Number 0300236

Permit G-3-018

## **Site Photographs**



**Sand and Gravel Mining Pit Face**



**Overburden and Topsoil**



**Eastern Property Boundary-Looking South**



Reclaimed Pit Area-Looking West



## DISTRICT OF 100 MILE HOUSE

### MEMO

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Date: Oct. 26, 2023

To: Mayor & Council

From: Administration

Subject: Rural Economic Diversification and Infrastructure Program (REDIP)

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Staff has prepared and submitted an application today to the Rural Economic Diversification and Infrastructure Program (REDIP) for the civil engineering and design for the Community Hall, with a focus on the commercial kitchen aspect of the project. The application and supporting materials are attached.

Advice to strengthen the application was solicited from the REDIP program staff and subsequently incorporated into the 2023 application. The deadline to apply is Oct. 30, 2023.

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

J. Doddridge, Director Ec Dev / Planning

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

T. Boulanger, CAO

Actions ▾



Ministry of  
Jobs, Economic Development  
and Innovation



This application was completed on **2023-10-26 22:49:49 UTC** and is now read-only.



## Rural Economic Diversification and Infrastructure Program

**PLEASE READ THE RURAL ECONOMIC DIVERSIFICATION AND INFRASTRUCTURE PROGRAM (REDIP) INFORMATION GUIDE** before completing this application form. You can download the program guide here <https://www2.gov.bc.ca/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27>. It is important to review the eligibility and selection criteria and submit a fully completed application online by October 30, 2023 (11:59 pm PST).

**NOTE:** This online application form is dynamic, meaning you can use navigation bars to go back and forth through sections prior to submitting. Some questions are responsive: additional questions will appear based on your responses.

The online application form will auto-save while you work on it, even if you close your browser window. If you clear your browser history or select "Start Over" progress will be lost. To ensure progress is not lost, we recommend saving a back-up of your answers in the Word version of the application form available on the REDIP website. When you start an online application, we recommend bookmarking the link for easier access to your in-progress application."

**ALL TEXT-BASED QUESTIONS CAN BE ANSWERED IN BULLET FORM.**

### REDIP - Contact Information

#### Rural Policy and Programs Branch

Phone: (250) 356-7950

Email: [ruraldevelopment@gov.bc.ca](mailto:ruraldevelopment@gov.bc.ca) (mailto:ruraldevelopment@gov.bc.ca?subject=REDIP Application Form Question)

## Eligibility Criteria

Let's make sure you're in the right place. Start by answering these basic eligibility questions.

### REDIP Funding Streams

REDIP is comprised of three distinct funding streams. Each stream has a specific purpose and targets different project types and communities.

**Economic Capacity:** Building capacity in small rural communities and Indigenous communities. Up to \$100,000, 100% of project costs.

**Economic Diversification:** Development and implementation of projects aimed at local economic diversification and development. The Development sub funding stream has a maximum of \$100,000, 80% of project costs and the Implementation sub funding stream has a maximum of \$1,000,000, 80% of project costs.

**Forest Impact Transition:** Supporting economic recovery and transition in areas impacted by changes in the forest sector. Max \$500,000, 100% of project costs.

THE ONLINE APPLICATION FORM REQUIRES YOU TO CONFIRM ELIGIBILITY PRIOR TO THE APPLICATION QUESTIONS OUTLINED BELOW

### Which funding stream are you applying for?

- ☐ Economic Capacity
- ☐ Economic Diversification
- ☐ Forest Impact Transition

### Eligible Target Communities for the Forest Impact Transition Funding Stream:

Communities located outside of Metro Vancouver and the Capital Regional District experiencing or anticipating the impacts of changes in the forest sector, including old growth deferrals.

### Is the target community for this project eligible for this funding stream?

- ☐ Yes
- ☐ No

### Eligible Lead Applicants for the Forest Impact Transition Funding Stream:

- Local Government.
- Indigenous communities and organizations.
- Indigenous Dev. Corp.
- Not-for-profits.

### Additionally:

All applications must have one lead applicant identified for contact purposes.

Applications can have multiple partner organizations (eligible partners outlined below).

All applicants (lead and partners) must have a physical or service presence in the area of the proposed activity/project.

**Ineligible lead applicants are:**

Federal entities, including federal Crown Corporations.

Applicants not operating within the Province of British Columbia.

Businesses.

A political party, political action group or lobby group.

Registered charities.

Please click to expand the definitions for the eligible applicants above.

**Is the lead applicant for this project eligible for this funding stream?**

☒ Yes

☐ No

**Partnership applications are intended to support collaboration between communities and organizations to pursue regional economic development and diversification projects. Are you partnering with any other organizations for this project?**

☐ Yes

☐ No

## Page 3

## Eligibility Criteria (continued)

Let's make sure you're in the right place. Start by answering these basic eligibility questions.

### Eligible Projects for the Forest Impact Transition Funding Stream:

**A broad range of potential activities based on local needs. Examples of activities include:**

#### Hard Infrastructure - physical infrastructure, including:

Improvements to industrial lands (connectivity, electrical upgrades).  
 Repurpose and reinvention of industrial lands for new sectors.  
 Infrastructure to support development, stability, and scaling up of businesses.  
 Assets to support resident and visitor attraction.

#### Soft Infrastructure - activities related to development of infrastructure projects as well as programs and services, including:

Programs and services related to workforce development, business development, and industry/sector development, retention, and expansion.  
 Feasibility assessment.  
 Business case development.  
 Infrastructure design, engineering, and assessment costs for infrastructure required to develop industrial and residential lands.

#### Regulatory Considerations

Projects must meet all applicable federal and provincial environmental legislation and standards including consultation with Indigenous nations. Where a project is excluded from a review under federal or provincial environmental assessment legislation it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.


### Is your project eligible for this funding stream?

☐ Yes

☐ No

**Please note, this application asks for the following documents.**

#### Required

Budget Form (templates can be downloaded from [gov.bc.ca/redip](https://www2.gov.bc.ca/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27)   
 (<https://www2.gov.bc.ca/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27>))

For partnerships: Partnership letters/emails

#### Optional

Project quotes and plans

List of required/anticipated permits

Evidence of Funding Confirmation

Letters of support

## Page 4

ALL TEXT BASED QUESTIONS CAN BE ANSWERED IN BULLET FORM.

## Applicant Information

**Legal Name of Lead Applicant:**

District of 100 Mile House

**Please provide your valid BC Registration/Incorporation Number or Business Number (whichever applies)**

108181199

**Please provide your valid GST#**

108181199RT

**Address**

385 Birch Avenue

**Address (line 2) (optional)**

PO Box 340

**City**

100 Mile House

**Postal Code**

V0K 2E0

(Optional) Please attach your direct deposit application (<https://www2.gov.bc.ca/gov/content/employment-business/economic-development/support-organizations-community-partners/rural-economic-development/redip>) form: ?

Please provide contact information for the primary contact for this request.

**Primary Contact First name ?**

Joanne

**Last name**

Doddridge

**Title**

Director of Economic Development & Planning

**Phone number**

**Email****Please confirm your email****Financial/Decision Making Authority Name/Title ?****Financial/Decision Making Authority Name Email address****Financial/Decision Making Authority Phone Number****Who is the lead applicant for this project?**

- ☒ Local Government
- ☐ Regional District
- ☐ Indigenous Government
- ☐ Indigenous Development Corporation
- ☐ Non-profit
- ☐ Indigenous Non-Profit

**Please tell us about your organization and describe any key economic development priorities or goals. (Max 250 words)**

The District of 100 Mile House has been active and progressive in advancing economic development goals. We are looking to diversify economic opportunities in our community. Our Economic Development Strategy: 2021 and Beyond, identifies 43 recommendations within the following 6 pillars:

- An inclusive & effective economic development program
- A modern & comprehensive economic development toolbox
- The Cariboo leader in business development & support
- A desirable community for living & working
- Supporting economic diversity & opportunities in tourism, agriculture, forestry & retail
- Be prepared for disasters

## Project Information

### Project Title

Commercial Kitchen Design Incubator Project

**Please briefly describe your project in 1-2 sentences. This answer may be used for public communications. (Max 100 words)**

The District of 100 Mile House plans to prepare for Commercial Kitchen upgrades by engaging registered professionals to design and prepare engineering and drawings, and otherwise fully specify the project through to the Building Permit stage.

**Is this request for Project Development, or Project Implementation?**

Project Development

**What project type best describes your project?**

Service planning

**Select the BC Economic Development Region **

(<https://www2.gov.bc.ca/gov/content/data/geographic-data-services/land-use/administrative-boundaries/census-boundaries>) where the project will take place:

Cariboo

**Select the Cariboo Regional District where the project will take place.**

Cariboo

**Which Cariboo community will the project will take place (Select One)**

One Hundred Mile House

**Optional: What other community(ies) will benefit from the project? Please list**

Cariboo Regional District Areas G, H, L

**Select the Band # for the Nation that will benefit from the project **

713 Tsq'escen' (Canim Lake)

**Please tell us about the community(ies). In particular, what are the key economic sectors or drivers within the community(ies)? (Max 250 words)**

Throughout its history, 100 Mile House has been deeply rooted in forestry, but tourism and agriculture have also served as pivotal economic pillars. The District has made persistent efforts to broaden the local economic landscape while acknowledging that forestry will remain an integral part of our economic foundation.

On a regional scale, we boast a robust tourism sector, a resilient agriculture industry, and a surprisingly multifaceted manufacturing sector. As the primary service hub for the South Cariboo, 100 Mile

House caters to a population much larger than the municipality itself. This unique position enables us to provide commercial services and support business sectors that are typically beyond the reach of a small community.

**What community need are you trying to address? (Max 200 words)**

The sole commercial kitchen facility in the District has suffered irreparable damage. This unfortunate situation has created a significant void in the local food processing capacity. To bridge this gap, the District has acquired the aging Community Hall, which currently houses a kitchen space that is outdated (photos included) and no longer aligns with the needs and expectations of food entrepreneurs looking to engage in commercial manufacturing activities. As a result, the District is actively pursuing a REDIP grant to secure professional services to design and develop engineering plans for a modern, certifiable commercial kitchen facility within the upgraded community hall setting.

Our aim is to establish a commercial kitchen facility that serves multiple purposes. Firstly, it will support small-scale food processors in expanding and growing their businesses. It will also provide a platform for new processors to test their products before committing to substantial investments in their own kitchen equipment. Additionally, catering businesses can benefit from utilizing this commercial kitchen for event food preparation while maintaining their restaurant operations at full capacity. Moreover, we envision the commercial kitchen as an educational resource for workforce training in professional cooking programs and provide broad support to the local agri-food industry.

**What are the intended outcomes of the project? (Max 200 words) ?**

**Immediate Outcomes**

– To have the professional design, engineering, drawings, and all project specifications prepared to enable construction of a new Commercial Kitchen.

**Longer Term Outcomes** – To have a modern commercial kitchen facility to facilitate a certified space for entrepreneurs to prepare, process and package their food products, and thereby generate additional revenue.

- To support agricultural producers who may be providing raw products or seeking to add value to their farm product.

**Please list the key project activities and how they relate to the intended outcomes (Max 300 words)**

The main project activity will be to hire a qualified professional firm to prepare all design and engineering drawings and requirements to be Building Permit ready. We will then be prepared to implement the plans and move to the construction and implementation phase.

Page 6

## Project Information (continued)

**Please select at least one economic sector that this project will contribute to. (Select all that apply)**

- ☒ Services
- ☐ Technology
- ☒ Commercial/Retail
- ☐ Aquaculture
- ☐ Transportation
- ☐ Manufacturing/Value Added Manufacturing
- ☒ Agriculture
- ☐ Natural Resources [please specify]
- ☐ Tourism/Hospitality
- ☐ Clean growth/Circular Economy/Green Technology
- ☐ Other [please specify]

**Please select up to three economic development/diversification indicators that relate to your project**

- ☒ Creating a new business
- ☒ Increasing revenue for local businesses or organizations
- ☒ Supporting a new or emerging industry or sector
- ☒ Attracting investment to the community
- ☒ Attracting skilled workers to the community
- ☒ Increasing tourist visitation
- ☒ Supporting clean growth/circular economy opportunities
- ☒ Other [please specify]

**Please explain how your project will contribute to the economic development/diversification indicators you selected.**

This project will begin the process toward creation of a commercial kitchen space that can act as a local food processing incubator.

Creating a new business: Start-ups needing commercial kitchen space for product development or testing new products will be able to access the certified kitchen to help launch their product in their new business. Having the option to rent space at the early business formation stage will also help reduce start-up expenses, allowing earlier profitability potential.

**Support for emerging industry:** The commercial kitchen will support the emerging agri-food sector and small-scale food manufacturers.

Presently there are several food processors seeking a commercial kitchen space to scale up their production. With no suitable kitchen space available in 100 Mile House, this is holding back these entrepreneurs from business expansion opportunities. The preparation for a commercial kitchen will expand small business' ability to access larger markets and increase economic capacity. The upgraded kitchen will also be a great resource for educational courses in commercial catering, commercial canning, and camp cook type of programs, which will support entrepreneurs' entry to new markets and bolster workforce training in the region.

**Increasing revenue:** Existing catering businesses will also be able to utilize the space. Having the ability to prepare food for catering events will free up their restaurant space for day to day business. This support should help them increase revenues, be more profitable and more efficient with expanding their current business operations.

**Will this project create direct jobs in the community? **

☒ Yes

☐ No

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## Project Timeline

Indicate the estimated start and end dates of the project. Please refer to the Program Guide for additional information on project timelines. [https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/economic-development/find-support-organizations/rural-economic-development/photos/redip\\_program\\_guide.pdf](https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/economic-development/find-support-organizations/rural-economic-development/photos/redip_program_guide.pdf)

**When will the project start? ?**

2024-03-01

**When is the project expected to be complete? (All projects should be completed by March 2026)**

2024-12-31



Please provide a project timeline with up to ten project milestones. If your project require obtaining permits and approvals, include the time required to obtain them in the project timeline.

*For each milestone, please include estimate completion (month, year) and a description of milestone (maximum 100 words)*

**Description of milestone (Max 100 words) ?**

1. Tender the Design and Engineering for the Project

**Estimated completion of milestone**

2024-03-29

**Would you like to include another project milestone?**☒ Yes☐ No**Description of milestone (Max 100 words)**

2. Award Tender

**Estimated completion of milestone**

2024-05-03

**Would you like to include another project milestone?**☒ Yes☐ No**Description of milestone (Max 100 words)**

3. Receive Design and Engineering Specifications / Deliverables

**Estimated completion of milestone**

2024-12-31

**Would you like to include another project milestone?**☒ Yes☐ No

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## Project Budget

Please complete and submit the separate detailed Budget Form, available on the REDIP website [🔗](https://www2.gov.bc.ca/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27) (https://www2.gov.bc.ca/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27) including eligible and ineligible costs, application contributions and other sources of funding.



budget\_form\_redip-fit\_23-24.xlsx (https://forms.benevity.org/api/upload/590uFh  
47.26 kB

### Total Project Cost

### Funding Request from REDIP

### Other sources of Funding (if applicable)

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## Project Risk & Feasibility

The information in this section is used to assess the level of preparedness of the applicant to identify and mitigate potential risks to the project implementation and completion

**Please provide any relevant details about how the budget was prepared (e.g. from where did you receive quotes, how recent are the quotes etc.). (Max 200 words) ?**

The District engaged an architecture firm (Bluegreen Architecture) to prepare conceptual drawings and layout design for the commercial kitchen and community hall space. This firm prepared a Scope of Fees in November 2021. We anticipate that fees have increased since then, so we estimated an additional 30% to the proposed fee breakdown provided by Bluegreen Architecture.

**How will you address an overrun in project costs that meets or exceeds the contingency provided in the budget? Successful applicants will have a contractual obligation to address costs overruns to ensure project delivery, and additional funding through this program will not be available." (Maximum 200 words) ?**

The District of 100 Mile House will cover any cost overruns or contingency not provided for in the project budget.

**Please select (minimum of two) project risks from the list provided. Provide your plan to mitigate and address each risk if it occurs. (Select all that apply; select a minimum of two) ?**

- ☒ Timeline risks/delays
- ☐ Permit/approvals risks
- ☒ Financial risks/other sources of funding
- ☐ Staff capacity/availability
- ☐ Availability of materials/supplies
- ☐ Conflicts of interest
- ☐ Potential scope changes
- ☐ Lack of community support
- ☐ Natural disasters
- ☐ Changes in organizational/community priorities
- ☐ Other [please specify]

**Please provide mitigation considerations for this risk for timelines**

Consultants are all busy. However, this project should be of significant enough project value that qualified firms will be interested in bidding on it. The District will employ all avenues at our disposal to advertise the

tender opportunity, including: BC Bid, Civic Info BC, District website, and direct distribution to known firms with relevant experience.

**Please provide mitigation considerations for this risk for Financial risks/other sources of funding**

Financial Risks are related to cost escalation. Projects of all kinds throughout the province are suffering from cost escalations beyond project manager's control. The District will tender the project as soon as possible in 2024 to halt any further cost escalations, and will prepare for accessing financial reserves should the project costs be beyond that budgeted.

**Please describe who will be responsible for ongoing operational costs and maintenance of the project when complete. (Max 200 words)**

The District of 100 Mile House will be responsible for all costs related to the project.

**Are there potential environmental impacts of the project to consider?**

☒ Yes

☐ No

**Please describe the resources and skills of your organization and project partners (if applicable) to manage and complete the project, including past achievements or experience implementing similar projects. (Max 300 words)**

The District of 100 Mile House is a municipal government, accountable to its citizens, and governed by stringent auditing procedures, including audited financial statements and adherence to legislative budget requirements. We have extensive experience dealing with Federal, Provincial, and other funding agencies, and administer many projects simultaneously each year, which exceed values in the millions of dollars in some years. Our staff is qualified and experienced in project management and financial management responsibilities.

## Community Support/Planning

### How does the project support existing community or economic plans? (Max 200 words)

Among the opportunities identified in the District of 100 Mile House Economic Development Strategy: 2021 and Beyond, is a recommendation to create an environment that encourages entrepreneurship, which falls under the Pillar of being "the Cariboo Leader in Business Development & Support." This project to design a Commercial Kitchen will encourage development and growth of local start-ups. It will also foster an entrepreneurial ecosystem and help build local innovation and talent, build and keep wealth in our area, and demonstrate support for start-ups.

Another one of our Economic Development Strategy Pillars is "Supporting Economic Diversity and Opportunities in Agriculture. This project supports recommendations regarding exploration of opportunities for year-round locally grown products and enhancing agriculture public awareness.

These economic plans will be further supportive of the local agri-food industry in terms of greater participation within the Sprout Kitchen network, where local producers can access Sprout Kitchen's Delivery Service to acquire locally sourced raw materials or to market their semi or fully finished food products throughout central BC. See attached information sheet about Sprout Kitchen.

### Is there community support for the project either through public consultation or letters of support?

- ☒ Yes
- ☐ In progress
- ☐ No

### Please describe this community support and how it is demonstrated. (Max 200 words)

Local entrepreneurs looking to scale up their business by adding processing capacity and utilizing commercial facilities are interested in seeing progress towards the necessary commercial kitchen upgrades. Two entrepreneurs seeking to expand have provided letters of support.

We also have the support of Spelqweqs, the business division of the Canim Lake Band. Letter of Support attached.








Community Futures Cariboo Chilcotin and Sprout Kitchen also support the project, and have provided letters indicating support for the economic benefits of the project for entrepreneurs in our region.

Several area restaurants have also demonstrated support for this project, as they welcome the additional catering capacity it will eventually generate. One restaurant has provided a letter of support.

The Cariboo Regional District has also shown support for this project,

recognizing it will fill a much needed commercial facility gap for businesses throughout the South Cariboo. Letter attached.

**If you have acquired letters of support please attach them now.**  
(optional) ?

-  Sprout Kitchen District of 100 Mile House Letter of support.docx (<https://forms.benevity.org/api/upload/mkterZFTo>) 63.28 kB
-  LoS - Community Futures.pdf (<https://forms.benevity.org/api/upload/mkterZFTo>) 40.90 kB
-  Peggy Grant LOS Hall Kitchen.pdf (<https://forms.benevity.org/api/upload/d42tsf>) 61.97 kB
-  The EATERY Hall Kitchen Support Letter.pdf (<https://forms.benevity.org/api/upl>) 125.94 kB
-  Sherries Perogies.pdf (<https://forms.benevity.org/api/upload/tjqC9rGE6XQfCgq>) 86.99 kB
-  CRD Letter - Chair Wagner to District of 100 Mile House - Support for Commere 700.83 kB
-  Spelqweqs LoS.pdf (<https://forms.benevity.org/api/upload/M6KqZ1aGXiES4mZj>) 41.47 kB










## Additional Documentation

**Do you have any additional documentation that you would like to add?** ?

☒ Yes

☐ No

**Please upload the additional documentation you would like to add.**  
?

-  PXL\_20231016\_183938160.jpg (<https://forms.benevity.org/api/upload/OpPv3f>) 2.95 MB
-  PXL\_20231016\_184004932.jpg (<https://forms.benevity.org/api/upload/DLwZW>) 2.26 MB
-  PXL\_20231016\_184024222.jpg (<https://forms.benevity.org/api/upload/Wv6bp>) 2.57 MB
-  PXL\_20231016\_183957609.jpg (<https://forms.benevity.org/api/upload/OrO4ta>) 3.00 MB
-  PXL\_20231016\_184012678.jpg (<https://forms.benevity.org/api/upload/lAcuptl>) 3.01 MB
-  PXL\_20231016\_183954684.jpg (<https://forms.benevity.org/api/upload/tS8XA6>) 3.05 MB
-  PXL\_20231016\_183944369.jpg (<https://forms.benevity.org/api/upload/GA5Sa>) 3.05 MB
-  Sprout Kitchen Network.docx (<https://forms.benevity.org/api/upload/Q8pTLC>) 144.45 kB
-  659\_100-Mile\_Community\_Resource\_Guide\_s3 COMPRESSED.pdf (<https://f>) 18.96 MB

## Diversity, Inclusion and Reconciliation

**Is there Indigenous support for this project either through engagement or partnerships?**

☒ Yes

☐ In progress

☐ No

**Please describe the Indigenous support and how it is demonstrated. (Max 200 words)**

Spelqweqs is the business arm of Canim Lake Band. They pursue a variety of business opportunities throughout their territory, and they have provided a letter of support for this project.

**What are the potential impacts of the project on all community members (e.g., sex, gender, ethnicity, race, culture, language, age, ability, geography, economic status)? How have these impacts been identified and understood? (Max 200 words)**

Presently, the kitchen at the community hall is not accessible. The architectural and engineering drawings and plans will have accessibility at the forefront to ensure the space is accessible by all commercial kitchen users.

**Does your organization have policy or guiding principles related to diversity, inclusion and/or Indigenous reconciliation?**

☒ Yes

☐ No

**How will this project help strengthen diversity, inclusion and/or Indigenous reconciliation within your organization and community? (Max 200 words)**

The commercial kitchen will be accessible to all entrepreneurs within our broader community. As a local government, we strive to offer fair, equitable and universal opportunity to our residents and our neighbours.

## Forest-Sector Impacts

Applicants must demonstrate recent or anticipated forest sector economic impacts to be eligible for funding.

Preference will be given to projects that take place in communities with recent or anticipated forest sector economic impacts.

**How dependent is your community on the forestry sector?**

☐ Not at all dependant ☐ Somewhat dependant ☒ Dependant

☐ Very Dependant ☐ Completely Dependant

**Please describe the forestry sector's role in your community? (Max 200 words)**

The forestry sector has played a significant role in the history of 100 Mile House and has been the primary economic driver for many years. The local employment generated in this sector is important to all our businesses and organizations. We have one major sawmill in town that employs 150 people directly, and many more contractors and secondary service jobs are supported by this sawmill. We are experiencing fewer forestry jobs overall than we had in the past, but there are still many area residents employed by the forest sector, whether directly or indirectly. Despite fewer overall jobs, the forest industry locally continues to actively recruit forestry workers. They are challenged by labour shortages just as in other economic sectors.

**Has the forestry sector in your community been impacted or is it projected to be impacted by closures or curtailments within the sector or recent regulatory changes such as old growth deferrals and pauses in BC Timber Sales?**

☒ Yes

☐ No

**Please explain the impacts of closures or curtailments within the sector or recent regulatory changes such as old growth deferrals and pauses in BC Timber Sales. (Max 200 words)**

We have been significantly impacted by mill closures and curtailments. The Norbord OSB facility and West Fraser Mill at Chasm closed permanently in 2019. These closures resulted in the loss of 400 direct jobs, and many indirect jobs.

Jobs were lost, and families were forced to move away or work remotely. These impacts are still being felt in our community and continue to challenge local workers and families and our economy in general. Many of the impacts are highlighted in our Path Forward: Navigating Unexpected Job Loss resource guide (attached).

West Fraser Mill in 100 Mile House is still operating, although shift reductions and curtailments continue to occur, creating uncertainty within that workplace.

Forest health issues (beetle infestations) and wildfires have created pressures on our timber supply. While some of it has been predictable (ie: reduced timber supply based on forest health events), other events were not foreseeable. Wildfires, for example, have severely reduced timber supply in our TSA. The 100 Mile TSA is also impacted by old growth deferrals.

The District of 100 Mile House is actively seeking to transition our economy to better prepare for future forestry disruptions.

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## Applicant Feedback

We are always looking for ways to improve our grant application process and our communication with applicants. This section is optional, but your answers will help us improve the services we provide.

### How did you learn about REDIP?

- ☐ Press/Media Announcement
- ☐ Regional Economic Trust
- ☐ Community Organization
- ☒ Government of BC Regional Manager
- ☐ Word of Mouth
- ☐ Other

If applicable, select the provincial rural economic development programs you have applied to in the past. (Select all that apply.)

☐ Rural Dividend Program☐ Community Economic Recovery Infrastructure Program☐ Rural Economic Diversification and Infrastructure Program

### Were you successful in receiving funding?

- ☒ Yes
- ☐ No

### How long did this application take you to complete (hours)?

Do you have any additional comments about the application process? (Max 250 words)

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## Almost Done!

First, here's some information about our grant review process.

### What's next?

Before submitting your application, please use the tabs at the top of the screen to review your responses. Once you click submit, you will receive an email notification that we have received your application. Following internal review, we'll let you know if your request has been approved or declined, provided no additional information is required.

### Applicant Attestation

By submitting this application, I confirm that I have the authority to submit this request and agree to the conditions described below.

All information contained herein is correct and complete to the best of my knowledge;

Awarding of funding to successful applicants will be conditional upon finalization of a grant agreement that sets out the terms and conditions of the funding;

I consent to receiving email notifications regarding this application and any subsequent emails from the Rural Economic Diversification and Infrastructure Program or those working on behalf of the Rural Economic Diversification and Infrastructure Program that relate to this application.

*Applications submitted under the program are subject to the Freedom of Information and Protection of Privacy Act. The information being collected is for the purpose of administering the program and will be used for the purpose of evaluating eligibility under the program.*

*Information collected through the application process may be disclosed to Government of British Columbia staff outside the Rural Policy and Programs Branch in order to conduct due diligence on this application.*

*In addition, the applicant organization's name, location, funded activity and award amount may be made publicly available, including worldwide by way of the Internet, should funding be awarded.*

### Attachment Checklist

Please ensure you have included the following:

Budget document in correct template (mandatory)

Partnership letters (mandatory for partnership projects)

Letters of support (optional)

Supporting documents such as project plans, permits and quotes (optional)

Direct deposit application form (optional)

**BEFORE SUBMITTING, PLEASE SAVE A PDF COPY OF YOUR APPLICATION:**

Click the "Actions" button in the top righthand side of the application.

Select "Print"

In your print settings, select "Print to PDF" – the application will save as a PDF for your records.

☒ I have read the Attestation above and agree to all the terms therein.

- ☐ I have the support of the lead applicant's leadership to submit this application and can provide documentation upon request.
  
- ☐ I would like to be informed about future funding opportunities via email communications. (optional)

# Rural Economic Diversification and Infrastructure Program - Forest Impact Transition Category (REDIP-FIT)

REDIP-FIT is a new category within the REDIP program. It is designed to support the transition of forest land to other uses, including agriculture, recreation, and conservation. The program is funded by the Government of Canada and the Province of Ontario.



## Detailed Cost Estimate

Applicant Name: [Name]  
 Project Title: [Title]  
 Funding Source: [Source]  
 Date of Cost Estimate: [Date]  
 Cost Estimate (Base): \$[Amount]  
 Cost Estimate (Total): \$[Amount]

This cost estimate is based on the information provided by the applicant and is subject to change. It is not a guarantee of funding and is not a contract. The applicant is responsible for ensuring that the project is feasible and that the costs are reasonable.

REDIP-FIT COSTS					
Category	Description	Total Quantity	Unit Price (\$/Unit)	Total Cost (\$)	Funding Source
Administrative Costs	Administrative Costs				
	Administrative Costs				
	Administrative Costs				
	Administrative Costs				
	Administrative Costs				
Administrative Costs Sub-Total					
Consulting & Professional Fees	Consulting & Professional Fees				
	Consulting & Professional Fees				
	Consulting & Professional Fees				
	Consulting & Professional Fees				
	Consulting & Professional Fees				
Consulting & Professional Fees Sub-Total					
Construction Materials & Labour	Construction Materials & Labour				
	Construction Materials & Labour				
	Construction Materials & Labour				
	Construction Materials & Labour				
	Construction Materials & Labour				
Construction Materials & Labour Sub-Total					
Contingency	Contingency				
	Contingency				
	Contingency				
	Contingency				
	Contingency				
Contingency Sub-Total					
Training	Training				
	Training				
	Training				
	Training				
	Training				
Training Sub-Total					
Capital Purchases	Capital Purchases				
	Capital Purchases				
	Capital Purchases				
	Capital Purchases				
	Capital Purchases				
Capital Purchases Sub-Total					
Marketing, Promotion and Engagement	Marketing, Promotion and Engagement				
	Marketing, Promotion and Engagement				
	Marketing, Promotion and Engagement				
	Marketing, Promotion and Engagement				
	Marketing, Promotion and Engagement				
Marketing, Promotion and Engagement Sub-Total					
Other Eligible Costs	Other Eligible Costs				
	Other Eligible Costs				
	Other Eligible Costs				
	Other Eligible Costs				
	Other Eligible Costs				
Other Eligible Costs Sub-Total					
TOTAL ELIGIBLE COSTS					
REDIP-FIT COSTS					
Description				Total Cost	Funding Source
Description					
Description					
Description					
Description					
TOTAL ELIGIBLE COSTS					
TOTAL REDIP-FIT COSTS (Budget & Budget)					
If costs are not budgeted in the Budget section of the Application Form:					
PROJECT FUNDING					
REDIP-FIT FUNDING	REDIP-FIT FUNDING				
	REDIP-FIT FUNDING				
	REDIP-FIT FUNDING				
OTHER FUNDING SOURCES	OTHER FUNDING SOURCES				
	OTHER FUNDING SOURCES				
	OTHER FUNDING SOURCES				
TOTAL OTHER FUNDING					
TOTAL FUNDING BALANCE (CHECK)					
Summary					
TOTAL REDIP-FIT FUNDING					
TOTAL OTHER FUNDING					
TOTAL PROJECT BUDGET					
Cost (Amount) Category (Indicate) (Indicate) (Indicate) (Indicate) (Indicate) (Indicate)					
Cost (Amount) Category	Indicate (Indicate)				
Cost (Amount) Category	Indicate (Indicate)				
Cost (Amount) Category	Indicate (Indicate)				
Cost (Amount) Category	Indicate (Indicate)				
Cost (Amount) Category	Indicate (Indicate)				



DATE: 10/15/10  
 DRAWN BY: [illegible]  
 CHECKED BY: [illegible]  
 PROJECT: 100 Mile House CC

**BUILDING RENOVATION & ADDED ON**  
 200 Birch St., 100 Mile House BC

**CONCEPTUAL RENDERING**

DATE: 10/15/10  
 DRAWN BY: [illegible]  
 CHECKED BY: [illegible]  
 PROJECT: 100 Mile House CC  
**A1.00**



PROJECT: NINE HOUSE COMMUNITY HALL  
 LOCATION: 296 BIRCH AVE., 100 AVE. HAVEN, DC  
 DATE: 10/10/10

BUILDING RENOVATION & ADDITION  
 296 BIRCH AVE., 100 AVE. HAVEN, DC

CONCEPTUAL RENDERING

DATE: 10/10/10  
 SCALE: 1" = 10'  
 DRAWN BY: [illegible]  
 CHECKED BY: [illegible]

A1.01

### Scope of Fees:

#### Phase 1: Design Intent for Project Approval

• Architectural Fees (As Built, DP, Design Intent, Rendering)	\$7,500.00
• Mechanical Fees (Site Review of Equipment)	\$1,500.00
• Electrical Fees (Site Review of Equipment)	\$1,500.00

**Phase 1 Total:** \$10,500.00

#### Phase 2: Architectural Fees for Construction

• Program & Preliminary Design Completed Phase 1	\$0.000.00
• Design Development & Preliminary Coordination	\$1,800.00
• Construction Documents (Architectural & Interior)	\$12,000.00
• Construction Administration	\$8,000.00
• Site Reviews (based on 5 site visits) @ \$1250.00	\$6,250.00

**Phase 2 Architectural Total:** \$28,050.00

#### Phase 2: Consultant Fees for Construction

• CRS Commercial Kitchen Designer estimate	\$4,000.00
• Rocky Point Mechanical Engineer	\$6,500.00
• Exceed Electrical Engineer	\$10,675.00
• Structural Engineer estimate	\$8,000.00

**Phase 2 Consultant Total:** \$29,175.00

#### Total Fee:

• Phase 1	\$10,500.00
• Phase 2	\$57,225.00

**Total Fee Proposal:** \$67,725.00

## Proposed Fee Breakdown

265 Birch Ave Upgrades, 100 Mile house, British Columbia

Prepared for Todd Conway// [tconway@100milehouse.com](mailto:tconway@100milehouse.com)

November 05, 2021 - Submitted by Kevin Ryan

Upon acceptance of this proposal a standard Doc Six - Client Architect agreement, based on the particulars of this proposal, will form the operating contract.

If the above meets with your approval, please sign and return a copy to BlueGreen Architecture Inc.

Respectfully submitted,

Kevin Ryan, Architect



Accepted by:

**Signature**

**Print Name**

**Date**

**Company Name**

**Billing & Contact Information**

SUSTAINABILITY | COMMITMENT | INNOVATION | COMMUNITY

**BLUEGREEN**  
ARCHITECTURE INC

File: 1855-01

October 26, 2023

VIA EMAIL: [JDoddridge@100milehouse.com](mailto:JDoddridge@100milehouse.com)

District of 100 Mile House  
385 Birch Ave,  
100 Mile House, BC V0K 2E0

To Whom It May Concern:

Re: District of 100 Mile House's Application for Funding for a Commercial Kitchen

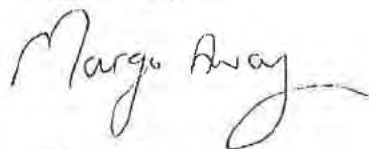
I am writing to express support for the proposal to establish a commercial kitchen in the community hall within the District of 100 Mile House. This initiative has the potential to bring several significant benefits to the community and region.

The creation of a commercial kitchen will provide a dedicated space for small-scale food producers, which can bolster the local agri-food sector. This, in turn, can stimulate entrepreneurship, generate economic growth, and create job opportunities in our region.

Moreover, this project can serve as a platform for community events and educational programs, strengthening community bonds and enriching our cultural life.

In summary, the establishment of a commercial kitchen is an investment in the future of the District of 100 Mile House and the surrounding region. I endorse this project and encourage its development.

Yours truly,



Margo A. Wagner  
Chair

building communities together

Peggy Grant

Lone Butte BC

VOK 2E1

Oct 24, 2023

Dist. 100 Mile House

Economic Dev. Dep.

Re: commercial kitchen

Hello

To whom it may concern

I am a health care professional working with mentally disabled youth, through a Society, Gateway Family Services. One of the mental health calming devices is cooking and baking with autistic persons.

Currently, I do that at my home kitchen which is barely adequate for just two at a time. To have a commercial kitchen that that could be done at would aid in teaching more students with less teaching time.

I also help out the elderly with home cooked meals and provide those right now through which ever church kitchen happens to be available when I need to prepare the meals.

It would be a great benefit to our community and all the organizations that help out our aging population and our specific needs groups to ensure healthier life styles.

Thank you

Peggy Grant



# Sherries Perogies

100 Mile House

Oct 21, 2023

To the District of 100 Mile House

Economic Development Department

100 Mile House BC

Re: Commercial Kitchen

I am writing this letter in support of the application for funding for the much needed commercial kitchen in the community hall.

In the past I had rented the Lodge kitchen many times to make my perogies, which is my home based business. I currently use the basement of the United Church which is not always available due to their own functions. As I also have a weekly day job, I am not as flexible on hours of use as it is always necessary to be and there for I do run out from time to time and loose sales when I do.

A commercial kitchen would mean that I could make larger batches and expand my sales. As a young mom, that would also free up time for my family and since the mill closure, with my husband working out of town, that would be very helpful in not requiring as much day care.

Thank you for asking for my input and I am in full support of a commercial kitchen for our community.

Sincerely

Sherry



## **The EATERY Restaurant**

4799 Telqua Drive

108 Mile Ranch BC V0K 2Z0

Oct. 23, 2023

District of 100 Mile House

Economic Development Dept.

100 Mile House

Re: Community Hall Kitchen Upgrade

We are excited to hear and fully support the renovation of the existing, non functioning kitchen, to a commercial kitchen enabling many of us to be able to then cater functions that we can not currently partake in.

Many times our own facilities are completely used for our own restaurants and there fore e can not even bid on events at the Hall because we simply cannot facilitate the amount of food required on large events without shutting down our own facilities to do that.

Many times we get asked about catering for an event, we don't bid and find out later that no one could provide the food and therefore the event does not happen.

A proper commercial kitchen will allow at lot more functions at the facility, as well as provide many other opportunities for food producers, meals, banquets, etc the ability to expand their businesses.

Thank you for reaching out for our support and we fully support this application and wish the District the best in achieving this goal.

Regards

Jason Poetschke

Owner, the EATERY, the Farrier Pub



October 24, 2023

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**RE: Commercial Kitchen Incubator Design Project**

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To Whom it May Concern:

The District of 100 Mile House is seeking funding to design a commercial kitchen project in the Community Hall in 100 Mile House.

The proposed project will provide opportunities for small food businesses by providing commercial workspace and equipment to help them scale up and access new markets. The Sprout Kitchen Food Hub and Business Incubator is a very similar space located in Quesnel and has been in operation since 2021, with a delivery service that has been in operation since 2023. Sprout Kitchen supports this project as the Sprout Kitchen delivery service has the potential to connect with other Food Hubs throughout the region, which will only strengthen the overall impact of the Food Hubs in the communities that they serve and help to connect businesses to more regional opportunities.

The Sprout Kitchen Regional Food Hub and Business Incubator located in Quesnel, is part of the BC Food Hub Network. Sprout Kitchen recently acquired a refrigerated delivery vehicle, which serves the region from 100 Mile House to Vanderhoof. The Sprout Kitchen delivery service aims to connect local food producers to retailers throughout the region, thus helping small businesses to expand their markets beyond their immediate communities. It is often difficult for small businesses to find affordable shipping options if they are not shipping pallet quantities. The Sprout Kitchen van is capable of transporting products produced in 100 Mile House to retailers in Williams Lake, Quesnel, Prince George and Vanderhoof. It can also connect local agricultural producers in the region to processors that are using the commercial kitchen in 100 Mile House.

A network of Food Hubs throughout the region that could be connected by a distribution service will strengthen the success of each individual Food Hub and the businesses that they support.

Sincerely,

Kate Patterson

Sprout Kitchen Food Hub and Business Incubator

October 23, 2023

To whom it may concern:

**Re: Letter of Support for a new community kitchen for the District of 100 Mile House.**

Our Community Futures has dealt with multiple clients over the years who use community commercial kitchen facilities. These community kitchens give opportunities for businesses, and those who have part-time businesses the ability to increase their sales. And/or for a business to venture in value-added products which include anything from soups to jams to bakery goods. In the Williams Lake area several of our local community organizations use these facilities for their fund raising events. The above-mentioned business and community organizations wouldn't be in the financial position to build a commercial kitchen due to the building costs.

Additional financial benefits include for both the rent income of the facility and the extra income that it generates stays in the community.

Community Futures with our past and present business history believe this new community commercial kitchen will support expansion of existing and emerging businesses in the agri-food industry in the South Cariboo.

Any questions, feel free to contact us at your convenience.

Happy trails,



Larry Stranberg  
Projects Manager

## Joanne Doddridge

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**From:** arlene.gojevic@spelqweqs.ca  
**Sent:** October 17, 2023 8:59 AM  
**To:** Joanne Doddridge  
**Subject:** FW: REDIP application

Good morning Joanne,

It was a pleasure to meet with you yesterday and discuss your ideas for the refurbishment of the aging Community Hall and its kitchen space. We fully support your application for professional services to design and prepare schematics for a modern, functional, and certifiable kitchen. The benefit to the District of 100 Mile, and surrounding areas will be the additional employment of community members and the opportunity for local businesses to expand.

We wish you success in your endeavour.

Kukwstsetsemc (Thank you),  
Arlene Gojevic  
Executive Assistant  
Spelqweqs Development LP  
401 Exeter Station Road  
P.O. Box 8  
100 Mile House, B.C. V0K 2E0  
[Arlene.gojevic@spelqweqs.ca](mailto:Arlene.gojevic@spelqweqs.ca)  
250-644-3444





**District of  
100 MILE HOUSE**

**COUNCIL REPORT  
File No. 570-01**

**Regular Council Meeting – Nov.14<sup>th</sup>, 2023**

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**REPORT DATE:** November 9<sup>th</sup>, 2023  
**TITLE:** Accessibility Committee  
**PREPARED BY:** T. Boulanger, Administration

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**PURPOSE:**

The purpose of this report is to provide Council with an update on the status of the Accessibility Committee.

**RECOMMENDATION:**

That Council receive this report and attachments for information.

**BACKGROUND INFORMATION / DISCUSSION:**

Councillor Fossum, Chair of the Accessibility Committee had the opportunity in October to meet with the volunteers for the recently established committee.

The first meeting was held on November 8<sup>th</sup>, 2023 at 12:00 pm in District Council Chambers. Members present represented a diverse group of eager volunteers willing to assist the District of 100 Mile House remove barriers and improve accessibility.

The next scheduled meeting will be December 13<sup>th</sup>, 2023. Meetings are open to the public and residents are welcome to attend.

**OPTIONS:** N/A

**BUDGETARY IMPACT:** N/A

**LEGISLATIVE CONSIDERATIONS (Applicable Policies and/or Bylaws):** N/A



**ATTACHMENTS:**

- **Accessibility Committee Nov.8<sup>th</sup>, 2023 Agenda Package and draft Minutes**

**Prepared By:**   
T. Boulanger, CAO

**Date:** Nov. 9<sup>th</sup> 23

**Reviewed By:**   
Sheena Elias, Deputy Corporate Officer

**Date:** Nov 9 23

# DISTRICT OF 100 MILE HOUSE ACCESSIBILITY COMMITTEE

## AGENDA FOR THE MEETING OF THE ACCESSIBILITY COMMITTEE TO BE HELD IN THE MUNICIPAL COUNCIL CHAMBERS WEDNESDAY, NOVEMBER 8<sup>TH</sup>, 2023 AT 12:00 P.M.

### CALL TO ORDER

Call the Meeting to order at 12:00 p.m.

### LAND ACKNOWLEDGMENT

Acknowledgement that this meeting is being held on  
Secwepemculecw

### APPROVAL OF AGENDA

THAT the November 8<sup>th</sup>, 2023 Accessibility Committee  
meeting agenda be approved.

### MINUTES

No Minutes – First Meeting of the Committee

### UNFINISHED BUSINESS

None

### NEW BUSINESS

#### Appointments

Accessibility Committee must appoint a chair and co-chair.

*\*District of 100 Mile House staff will act as recording secretary.*

#### Terms of Reference

Accessibility Committee shall receive the Terms of Reference

#### Accessibility Plan

Committee shall receive the Draft Accessibility Plan.

*The Draft plan will be updated where needed as the Accessibility Committee proceeds.*

## CORRESPONDENCE

### Letters from the Chair

Committee shall receive correspondence drafted to the following organizations:

- Disability Alliance BC
- Canucks Autism Network
- Rick Hansen Foundation
- SparcBC

## OTHER BUSINESS

### Next Scheduled Meeting

Next scheduled committee meeting will be December 13<sup>th</sup>, 2023 @ 12:00.

The Committee shall receive the 2024 Meeting Schedule.

## ADJOURNMENT

Attachments:

Terms of Reference

Draft Accessibility Plan

Correspondence to:

- Disability Alliance BC
- Canucks Autism Network
- Rick Hansen Foundation
- Spark BC

2024 Meeting Schedule



## **ACCESSIBILITY ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **ESTABLISHMENT AND AUTHORITY**

Select Committees of Council are established under the authority of Section 142 of the *Community Charter*. Membership must include at least one individual from Council. It is the general purpose of select committees to inquire into any matter and to report its findings and recommendations to the Council for determination. Select Committee terms are typically finite, and their purposes are focused and task-oriented.

An Accessibility Committee must be established under the *Accessible British Columbia Act*, Section 9(1), to assist the municipality to identify barriers to individuals in or interacting with the municipality and advise the municipality on how to remove and prevent barriers to individuals in or interacting with the municipality.

#### **MANDATE**

The Accessibility Advisory Committee will work collaboratively to assess community accessibility and inclusion focusing on the experiences of people with disabilities, encompassing the whole community. The Committee will provide advice to Council on strategies to reduce social, physical, and sensory barriers that prevent people from fully participating in all aspects of community life. People with disabilities will be an active part of this work.

Advisory Committee members are expected to bring a wide range of nonpartisan views and experience with disability issues to ensure that Council hears the widest possible perspective.

The Advisory Committee will provide a cross-disability perspective on disability issues and not the perspective of the disability groups with which members may be involved.

#### **ROLE AND FUNCTIONS**

The Advisory Committee is an advisory body to the Mayor and Council on disability issues that does not duplicate the role of community advocates. The Advisory Committee is expected to engage in a broader reflection on issues and develop some consensus regarding public policy advice relating to people with disabilities. Committee members, therefore, need to be not only cognizant of issues and concerns of the disability community but also need to be able to apply this understanding within a public policy context.

The Advisory Committee will have three primary functions:

- To convey knowledge and understanding of disability issues to local government;
- to advise the local government as it establishes the Accessibility Plan;
- to establish and maintain ongoing consultation with the disability community. This is to be accomplished through informal contact made by individual members and possibly through more formal consultations with the disability community.

## **DUTIES AND RESPONSIBILITIES OF THE CHAIR**

An appointed member of Council to be the Chair of the Committee. An Alternate Chair will be selected by the members of the committee in the event of an absence.

The Chair shall preside at all meetings of the committee, preserve order, and decide all points of order.

## **TERM**

The term of the Committee shall commence upon approval of the Terms of Reference document and terminate upon the sooner of:

- December 31, 2026;
- A resolution of the District of 100 Mile House.

## **MEMBERSHIP**

The Accessibility Advisory Committee shall consist of five (5) voting members appointed by District Council, with the composition aligning with the requirements of the *Accessible British Columbia Act* as follows:

- One Council member
- Three members that are persons with disabilities or represent disability-serving organizations.
- One member at-large

As per the *Accessible BC Act*, Committee membership should include half of the representatives be people with disabilities or individuals who support, or are from organizations that support people with disabilities, and at least one of the committee members should be an Indigenous person. The Committee should reflect the diversity of people in British Columbia. Particular attention will be paid to ensure a cross-disability perspective.

The committee shall appoint a recording secretary. District department staff will be referred to as needed.

Appointments to the Committee must be made by Council and shall be effective until its disbandment. Should a Committee member resign, replacement members must also be appointed by Council. District Council shall have the power to remove any member of the Committee from office at any time.

If an Advisory Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Chair of the Advisory Committee and copied to the Recording Secretary.

## **REMUNERATION**

Advisory Committee members serve as volunteers and shall serve without remuneration.

## **CONFLICT OF INTEREST GUIDELINES**

Advisory Committee members shall absent themselves from discussions or decision-making at Committee meetings if there is a potential conflict of interest, and this shall be recorded in the Minutes of Committee meetings.

Advisory Committee members shall not knowingly take advantage of, or benefit from, information that is obtained through their Committee duties and responsibilities and which is not generally available to the public.

Any member whose personal or financial interest could conflict with the subject matter discussed should immediately disclose this information.

As soon as a potential conflict of interest arises, the member will declare it for discussion and recording, after which the member will vacate the meeting for the discussion and vote.

## **CONFIDENTIALITY**

Advisory Committee members may be privy to confidential material and as such are expected to sign a "Conflict of Interest/Confidentiality Form."

Should the municipality suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.

## **MEETING PROCEDURES:**

The Advisory Committee will meet a minimum of once per year and additional meetings will be held at the call of the Chair.

The location of meetings will be at the District of 100 Mile House Council Chambers.

All Committee meetings will be conducted in an orderly and business-like manner abiding consistent with the District of 100 Mile House Procedure Bylaw, as amended or replaced from time to time.

Meetings are open to the public.

Quorum shall consist of three (3) members.

All Committee meetings shall commence at the stated time.

The conduct of meetings shall enable members of the committee to consider information presented, weigh evidence related thereto, and make informed decisions in a democratic, consensually driven environment. Each member shall have one vote and will respect the following rules of meeting conduct:

- Group discussion is important; everyone participates;
- Provide honest, open opinions;
- Agree to disagree; consensus may not always be achieved;
- Promise to stay on track and on topic, and
- Promise of anonymity; names are not associated with comments.

## **AGENDAS**

The Chairperson in collaboration with staff shall prepare an Agenda for each meeting. Agenda items and supporting material must be submitted to the Chair with a copy to staff prior to the agenda cut-off in order to be placed on the Committee agenda, as per Council's Procedure Bylaw. Agendas will be circulated to each Committee member via email.

## **MINUTES**

Minutes for the Advisory Committee meetings will be the appointed recording secretary.

## **COMMUNICATIONS**

The Mayor is the official spokesperson on Council business or matters before Council. The Committee Chair may be asked by the Mayor to be the spokesperson on matters within the Committee's purview.

On technical matters, or where the status is still at the staff proposal level, the Chief Administrative Officer or senior staff may be the appropriate spokesperson.



DISTRICT OF

**100 Mile House**

# Accessibility Plan

## 1. Introduction

### 1.1 About the District of 100 Mile House

Located in the heart of the South Cariboo, 100 Mile House offers a huge range of activities and limitless adventure, providing many of the conveniences of the city; along with open space, new opportunities, and a welcoming community. We offer multiple residential services that include water, sewer, roads, parks and playing fields, community and performing arts centers, emergency services and administrative support.

### 1.1 Accessibility Vision

The District of 100 Mile House continuously works towards providing a safer community, based on mutual respect and acceptance of every person. One of our primary community goals is to provide a safe and healthy community for all residents of 100 Mile House. Our vision is to ensure that all municipal programs, services and environments are accessible without barriers and everyone in society is able to participate fully.

## **2. Framework**

### **2.1 Accessible British Columbia Act**

The Accessible British Columbia Act (ABCA) received royal assent on June 17<sup>th</sup>, 2021 and in 2022 the Accessible British Columbia Regulation came into effect. The District of 100 Mile House must meet the requirements of the Act outlined in Part 3 – Accessible Organizations. The Act requires municipalities to:

- ✓ Establish an accessibility committee
- ✓ Develop a plan to identify, remove and prevent barriers to individuals in or interacting with the organization
- ✓ Implement a process for receiving feedback

### **2.2 Our approach**

The District of 100 Mile House has established an Accessibility Committee and created Terms of Reference to guide the work of the Committee members. The District advertised for volunteers and appointed a member of Council as chair of the Accessibility Committee. The Draft Plan will be reviewed by the Committee, posted on the District website and feedback from the public will be collected for the committee to review. Once the Committee has had the opportunity to review the plan and composed any comments it will present recommendations to Council for consideration.

### 3. Accessibility Committee

#### 3.1 Terms of Reference

The Terms of Reference for the Accessibility Committee were presented to Council at the May regular meeting and adopted at that time.

As determined by the Terms of Reference the primary functions of the committee will be:

- ✓ Convey knowledge and understanding of disability issues to local government
- ✓ To advise the local government as it establishes the Accessibility Plan
- ✓ To establish and maintain an ongoing consultation with the disability community. This is to be accomplished through informal contact made by individual members and possibly through more formal consultations with the disability community.

#### 3.2 Recruitment & Membership

The District of 100 Mile House posted notices in July 2023 looking for volunteers interested in serving the community on the newly formed Accessibility Committee. The District received five (5) applications. Applicants were invited to an orientation session on October 3<sup>rd</sup> and October 6<sup>th</sup>, 2023.

The Accessibility Committee shall consist of five (5) voting members appointed by Council, with the composition aligning with the requirements of the Act as Follows:

- ✓ One Council member (Chair)
- ✓ Three members that are persons with disabilities or represent disability-serving organizations
- ✓ One member at large

Applications to be a volunteer member of the Accessibility Committee will be accepted throughout the year and will be considered by the Committee during regularly scheduled meetings.

#### 4. Consultation

##### 4.1 Methods, Process and Key Areas

To be determined by the Accessibility Committee

#### 5. Feedback

Members of the public will be able to provide feedback to the District either in written form (Mail, E-Mail, Webform Submission) or by requesting to be a delegate at an Accessibility Committee meeting. Any feedback received by the District will be forwarded to the Accessibility Committee for consideration.

The Accessibility Committee Terms of Reference and draft plan will be available on the District website.

## 6. Barriers Identified

### 6.1 Internal Review

An internal review of municipal buildings will be conducted to compile a list of barriers identified.

### 6.2 Committee Input

To be determined by the Accessibility Committee

## 7. Priorities

Committee Goals and Action Plans to be determined by the Accessibility Committee.

## 8. Review

### 8.1 Monitoring

The Accessibility Committee will review any feedback that has been collected and will report to District Council with any recommendations.

### 8.2 Evaluation

The District of 100 Mile House Council will receive reports from the Accessibility Committee and will consider recommendations on amendments to the overall plan, priorities and goals. Any actionable items considered will be measured against funding and staff availability.

## 9. Feedback / Contact Us

The District of 100 Mile House always welcomes feedback, input and ideas to improve accessibility. To assist the Accessibility Committee we invite residents to reach out to the District through the following methods:

In person: #1-385 Birch Avenue, 100 Mile House

Phone: 250-395-2434

E-Mail: [district@100milehouse.com](mailto:district@100milehouse.com)

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



Disability Alliance BC  
#1450-605 Robson Street  
Vancouver, BC  
V6B 5J3

**RE: New Accessibility BC Act**

To whom it may concern:

Greetings from 100 Mile House. I am a newly appointed chairperson of our 100 Mile House Accessibility Committee. I had the good fortune of meeting some of your team while doing an accessibility tour during the UBCM convention in Vancouver. Your organization has experience in accessibility/disability matters.

100 Mile House is a small community (about 1900 people), but it is a service centre and hub for 15,000 to 20,000 people who orient to our town for medical, shopping, business, education, and related services. I, personally, am new to dealing with accessibility issues, solutions, and support. I would be most appreciative of any suggestions, comments, or help that you be able to offer.

We note that you help people with disabilities to live with independence, dignity, and equality. We know that these are skills that our committee will seek to access. We are just in the early stages of forming our accessibility committee so, we are hopeful we will hear from you and can establish a connection in this process.

Sincerely,

Ralph Fossum  
Councillor, District of 100 Mile House  
Chair, Accessibility Committee

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File# 550



Canucks Autism Network  
1788 West 8<sup>th</sup> Avenue  
Vancouver, BC  
V6J 1V6

**RE: New Accessibility BC Act**

To whom it may concern:

Greetings from 100 Mile House. I am a newly appointed chairperson of our 100 Mile House Accessibility Committee. I had the good fortune of meeting some of your team while doing an accessibility tour during the UBCM convention in Vancouver. Your organization has experience in accessibility/disability matters.

100 Mile House is a small community (about 1900 people), but it is a service centre and hub for 15,000 to 20,000 people who orient to our town for medical, shopping, business, education, and related services. I, personally, am new to dealing with accessibility issues, solutions, and support. I would be most appreciative of any suggestions, comments, or help that you be able to offer.

We note that you "are proud to provide consultation, services, and training to improve accessibility, acceptance, and support of individuals on the autism spectrum.." We are just in the early stage of forming our accessibility committee so, we are hopeful we will hear from you and establish a connection in this process.

Sincerely,

Ralph Fossum  
Councillor, District of 100 Mile House  
Chair, Accessibility Committee

---

File# 550



Rick Hansen Foundation  
300-3820 Cessna Drive  
Richmond, BC  
V7B 0A2

**RE: New Accessibility BC Act**

To whom it may concern:

Greetings from 100 Mile House. I am a newly appointed chairperson of our 100 Mile House Accessibility Committee. I had the good fortune of meeting some of your team while doing an accessibility tour during the UBCM convention in Vancouver. Your organization has experience in accessibility/disability matters.

100 Mile House is a small community (about 1900 people), but it is a service centre and hub for 15,000 to 20,000 people who orient to our town for medical, shopping, business, education, and related services. I, personally, am new to dealing with accessibility issues, solutions, and support. I would be most appreciative of any suggestions, comments, or help that you be able to offer.

We are just in the early stages of forming our accessibility committee so, we are hopeful we will hear from you and establish a connection in this process. We know that you have considerable experience in supporting communities who wish to improve accessibility in their communities. We hope to be one of those communities.

Sincerely,

Ralph Fossum  
Councillor, District of 100 Mile House  
Chair, Accessibility Committee

---

File# 550



SparcBC  
4445 Norfolk Street  
Burnaby, BC  
V5G 0A7

**RE: New Accessibility BC Act**

To whom it may concern:

Greetings from 100 Mile House. I am a newly appointed chairperson of our 100 Mile House Accessibility Committee. I had the good fortune of meeting some of your team while doing an accessibility tour during the UBCM convention in Vancouver. Your organization has experience in accessibility/disability matters.

100 Mile House is a small community (about 1900 people), but it is a service centre and hub for 15,000 to 20,000 people who orient to our town for medical, shopping, business, education, and related services. I, personally, am new to dealing with accessibility issues, solutions, and support. I would be most appreciative of any suggestions, comments, or help that you be able to offer.

Of particular interest to our community are the Local Community Accessibility Grants; specifically, *Stream 2 – Capacity Building and Support*. We are unsure about where to start in terms of implementing a project. At this moment, we have graciously accepted applications from volunteers who are willing, interested, and capable of participating on our Committee.

Once our committee is formed, we will appreciate the opportunity to participate in your workshop that includes the development of tools, resources, or other materials.

Sincerely,

Ralph Fossum  
Councillor, District of 100 Mile House  
Chair, Accessibility Committee

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File# 550



DISTRICT OF

100 Mile House

## 2024 Accessibility Committee

Meetings are scheduled for 12:00 p.m. in Council Chambers,  
385 Birch Avenue (Fourth Street Entrance)

January						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
Mo	Tu	We	Th	Fr	Sa	Su
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28	29	30	31			

November						
Mo	Tu	We	Th	Fr	Sa	Su
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December						
Mo	Tu	We	Th	Fr	Sa	Su
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Statutory Holiday  
Accessibility Committee



**100 MILE HOUSE ACCESSIBILITY COMMITTEE**  
**MINUTES OF ACCESSIBILITY COMMITTEE MEETING**  
**HELD IN DISTRICT COUNCIL CHAMBERS**  
**WEDNESDAY NOVEMBER 8<sup>th</sup>, 2023, AT 12:00 PM**

PRESENT: Ralph Fossum  
Lori Fry  
Bryan Bown  
Ben Vinje  
Kristin Wells

District Staff: T. Boulanger, S. Elias

Absent: Kim Irvine

	<b><u>CALL TO ORDER</u></b>  Chair R. Fossum called the meeting to order at 12:00 PM
	<b><u>APPROVAL OF AGENDA</u></b>
	Moved By: B. Brown Seconded By: L. Fry  That the November 8 <sup>th</sup> , 2023, agenda be approved.
	<b><u>UNFINISHED BUSINESS</u></b>
	There was no unfinished business – First Meeting  Each Committee member shared their motivation on volunteering for the committee.  R. Fossum reviewed the Accessibility Act.

	<b><u>NEW BUSINESS</u></b>
	<p>R. Fossum the appointed chair requested nominations for Co-Chair.</p> <p>B. Brown nominated L. Fry.</p> <p>L. Fry graciously accepted.</p> <p>Committee agreed to appointment, accepting L. Fry as Co-Chair to the Accessibility Committee.</p>
	<p>Committee received the following:</p> <ul style="list-style-type: none"> <li>• Terms of Reference</li> <li>• Draft Accessibility Plan.</li> </ul> <p>Committee discussed the draft plan and the overall scope of the Committee is to work together and with the community to identify barriers and areas where accessibility can be improved and forward those recommendations to the District Council.</p> <p>A feedback mechanism is currently under construction on the District website and paper forms in office; the committee discussed other methods that could include business cards, rack cards and posters.</p> <p>Committee is hopeful that the community will participate in the feedback. Recommendation of placing posters in areas throughout the community to be proactive on the request for feedback was received. In addition, District of 100 Mile House Council promoting the formation of the Committee and engaging 100 Mile Free Press would be supportive.</p>
	<p>Committee discussed barriers and disabilities, acknowledging that this is a working list and will grow with any feedback received; areas identified include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Vision</li> <li>• Hearing</li> <li>• Cognitive</li> <li>• Age</li> <li>• Mental &amp; Emotional Health, Depression</li> <li>• Mobility (walkers, wheelchairs, canes, balance, dexterity, physical limitations)</li> <li>• Autism, Cerebral Palsy, Down Syndrome</li> </ul>

	<p>Committee members will continue to broaden their perspectives on the meaning of disability, accessibility and work at expanding this listing.</p>
	<p>Committee discussed on having guest speakers at the meetings whom can share their experiences and knowledge to help members have a better understanding of living in the community while experiencing barriers.</p> <p>R. Fossum requested that L. Fry present to the committee at the next meeting to share her experiences.</p> <p>Committee requested other members of the community be invited to future meetings to provide better insight. The District of 100 Mile House Building Inspector/Director of Public Works will be invited to the next meeting to be available to the Committee for any questions.</p>
	<p>Committee discussed completing tours throughout the community to assist in discovering barriers and areas of improvement. They noted the importance of performing tours in both winter and summer months as weather conditions can pose new groups of challenges. During tours committee could examine locations under alternative conditions (example: navigating doorway with stroller, wheelchair, mobility challenges or signage)</p> <p>L. Fry noted that in 2021 the White Cane Club invited the Mayor M. Campsall on a small tour with a blindfold to discover the challenges navigating the sidewalks, crosswalks, and businesses without the advantage of sight. Many challenges were identified at that time, the Committee members agreed and noted items on sidewalk do pose a risk (Poles, cracks, sandwich boards)</p> <p>R. Fossum noted the washroom facilities at the Lumberman Ballpark where the access is difficult to manage.</p>
	<b><u>CORRESPONDENCE</u></b>
	<p>Committee received letters submitted to:</p> <ul style="list-style-type: none"> <li>• Disability Alliance of BC</li> <li>• Canucks Autism Network</li> <li>• Rick Hansen Foundation</li> <li>• Sparc BC</li> </ul>

	R. Fossum indicated that as the Committee identifies areas or projects, there are grant funds available that could be applied for.
	Next meeting scheduled for December 13 <sup>th</sup> , 2023
	<b><u>ADJOURNMENT</u></b> The Committee meeting was adjourned at 12:45 PM.



## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** October 17, 2023

**To:** Mayor & Council

**From:** Planning

**Subject:** OCP Amendment Bylaw No. 1411, 2023  
Zoning Amendment Bylaw No. 1412, 2023  
Exeter Station Road

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#### Introduction

Attached is an application from Manacorp Properties Ltd. for a joint Official Community Plan (OCP) and Zoning Bylaw Amendment for part of Lot 3, Plan EPP62833, except Plan EPP117522, DL 31, Lillooet District, located on Exeter Station Road. The owner is proposing to subdivide the land into 3 light industrial lots, and an OCP and Zoning Bylaw amendment are required first. A subject property map is attached.

The application is proposing to amend the Official Community Plan:

**From:** Commercial Vehicle Oriented

**To:** Industrial

The application is proposing to amend the Zoning Bylaw:

**From:** Small Holdings Zone (A-2)

**To:** Light Industrial Zone (I-1)

#### Planning Considerations and Impacts

##### Official Community Plan

The Official Community Plan (OCP) provides guidance on future land use decisions and the District's industrial policies are attached for Council's reference. Upon adoption of both amendment bylaws, the zoning amendment will be consistent with the OCP.

The subject property is designated Commercial in the OCP and would be redesignated Industrial with approval of this application. The remainder of the property has some conceptual plans for future commercial and residential. Although residential land uses are not currently subject to Development Permits, commercial lands are. Therefore, it is recommended that the remainder of the parcel (the area which is not subject to the current OCP & Zoning amendment), be added to the Highway 97 Corridor Development Permit Area.

### **Zoning**

The proposed rezoning of the parcel to I-1 (attached), would allow for a large number of industrial uses. Not all of the uses would be suited to a highly visible Highway 97 corridor location. In addition, some of the permitted uses are not compatible with adjacency to the municipal well and water treatment plant.

### **Conditions**

Staff is of the view that a covenant would be an appropriate tool to help ensure groundwater protection measures and limit the outdoor storage of materials, vehicles, equipment, and other items commonly associated with industrial uses. The covenant would be written to require District approval prior to any construction on the proposed lots. This would help to limit potentially harmful industrial uses that could jeopardize the groundwater, municipal well or water treatment facility. The covenant would also specify that any outdoor storage be only of a non-hazardous nature, and only permitted where it is not visible whatsoever from Cariboo Hwy 97.

If Council agrees with the requirement for a covenant as a condition of moving forward with the OCP and Zoning amendment process, the covenant will need to be in place prior to adoption of the amendment bylaws.

It should be noted that approval of the OCP and Zoning alone, does not guarantee future subdivision approval. In addition, only the area shown as 3 proposed industrial lots are under consideration with this OCP and Zoning Amendment application. The remainder of the property is conceptual at this time and is not under consideration for the purposes of this application.

### **Referrals**

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

**Fire Department** – The Fire Department has no concerns with the proposal at this time but wishes to be consulted at future phases.

**Community Services** – No objection. Water and sewer review underway to determine if the sewer and water systems in that area can sustain additional development at future phases.

**Ministry of Transportation & Infrastructure** – No objection.

**BC Hydro** – We have some poles in the general area and an anchor or two potentially within the property limits. However, we will be getting a full blanket joint Telus/Hydro right of way at that

time. We will likely have to relocate some of our existing infrastructure as well and bring in underground primary and secondary servicing for this development. We cannot scope costing for energization for this large potential project but have no objections to this rezoning.

### Resolution

Official Community Plan Amendment Bylaw No. 1411, 2023 and Zoning Amendment Bylaw No. 1412, 2023 are attached. If Council is in favour of the amendments as presented, the following resolutions are in order:

BE IT RESOLVED THAT Official Community Plan Amendment Bylaw No. 1411, 2023 be read a first and second time this 14<sup>th</sup> day of November, 2023; and further

BE IT RESOLVED THAT Zoning Amendment Bylaw No. 1412, 2023 be read a first and second time this 14<sup>th</sup> day of November, 2023; and finally

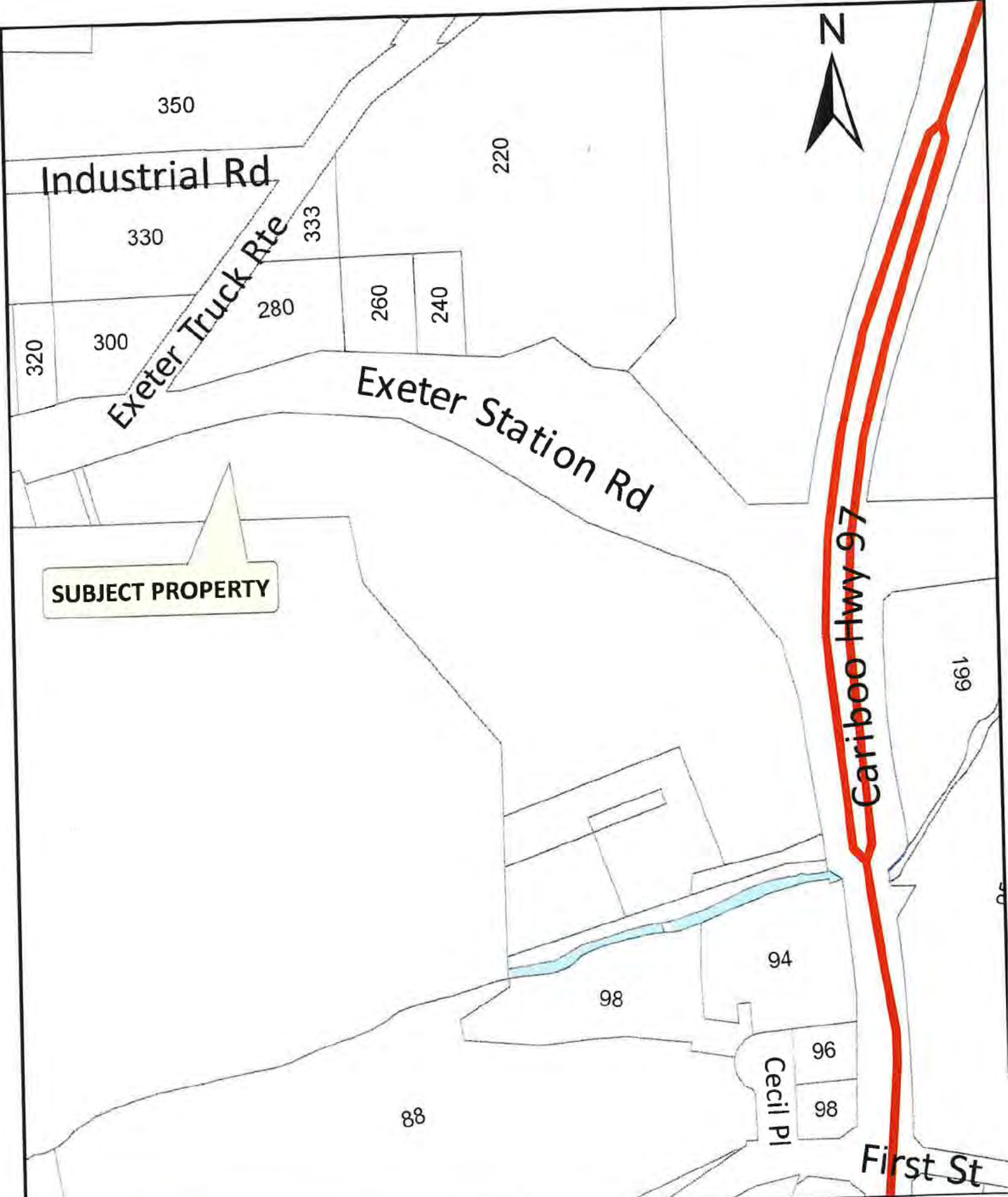
BE IT RESOLVED THAT a covenant be prepared and registered over part of Lot 3, Plan EPP 62833, except Plan EPP117522, DL 31, Lillooet District, at the property owner's sole expense, and approved by District of 100 Mile House, limiting outdoor storage to non-hazardous materials only, and not visible from Cariboo Highway 97, and the requirement for District approval prior to any construction on the lots.

The following process and timeline are in order:

1 <sup>st</sup> and 2 <sup>nd</sup> Reading	Nov. 14, 2023
Advertisements – Free Press	Nov. 30 & Dec. 7, 2023
Notify adjacent property owners	Nov. 30, 2023
Public Hearing	Dec. 12, 2023
3 <sup>rd</sup> Reading	Dec. 12, 2023
Adoption	Jan. 9, 2024

  
J. Doddridge, Director Ec Dev / Planning

  
T. Boulanger, CAO



SUBJECT PROPERTY

0 15 30 60 Meters



DISTRICT OF  
**100 Mile House**

#1-385 Birch Avenue, PO Box 340  
100 Mile House, BC, V0K 2E0  
250-395-2434  
district@100milehouse.com

RECEIVED

AUG 10 2023

**LAND USE APPLICATION**

DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA

Reference to Land Use Application Procedure and Fees Bylaw No. 1258

Official Community Plan  
Zoning Amendment  
Board of Variance

Development Permit  
Development Variance Permit

**Applicants are advised to consult with the District of 100 Mile House staff  
before submitting an application.**

**\*\*This application will not be accepted unless it is complete, and the required fee(s) and plans are attached\*\***

**APPLICATION TYPE**

Check appropriate box(s)

<input checked="" type="checkbox"/> Development Permit	Fee \$
<input type="checkbox"/> Development Variance Permit	Fee \$
<input checked="" type="checkbox"/> Zoning Bylaw Amendment	Fee \$
<input type="checkbox"/> Official Community Plan Bylaw Amendment	Fee \$
<input checked="" type="checkbox"/> Joint Zoning and Official Community Plan Bylaw Amendment	Fee \$ 1000.00
<input type="checkbox"/> Board of Variance	Fee \$
Total Fee \$ 1000.00	

**PROPERTY INFORMATION**

Legal Description of Property(s): Rem Lot 3, Epp62833

Civic Address of Property(s): Corner Hwy 97 + Exeter Stn Rd

Size of Property(s): 13.21 acres BC Assessment Roll No.: 40027.300

Current Zoning: A2 Current OCP Designation: commercial vehicle oriented

Proposed Zoning: Various as per plans attached Proposed OCP Designation: various

I-1

Industrial

**FOR OFFICE USE ONLY**

Application Fee Paid: \$ 1000.00

Receipt Number: 97660

Received by:

Date: Aug. 10/23

# INFORMATION FORM

APPLICANT/AGENT	OWNER(S)
Name: <u>Manacorp Properties Ltd</u>	Name: <u>1370570 B.C. Ltd</u>
Mailing Address: <u>28005 Mctavish Road</u> <u>Abbotsford, B.C.</u>	Mailing Address: <u>28005 Mctavish Road</u> <u>Abbotsford, B.C.</u>
Postal Code: <u>V4X2B9</u>	Postal Code: <u>V4X2B9</u>
Phone Numbers: (Bus): <u>7788783100</u>	Phone Numbers: (Bus): <u>778-878-3100</u>
(Home): _____	(Home): _____
(Fax): _____	(Fax): _____
E-mail: <u>Will@manacorp.com</u>	E-mail: <u>will@manacorp.com</u>

If the applicant is not the registered owner, complete the owner information and have the property owner(s) sign the application form. Note also the owner requirement in Attachment H.

As owner(s) of the land described in this application, I/we hereby authorize Will@manacorp.com to act as applicant in regard to this land development application.

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

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

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

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

I have attached the required documentation as noted on the Application Submission Checklist, along with the required application fee and hereby agree to submit further information deemed necessary for processing this application. Furthermore, I hereby acknowledge that any fees paid are non-refundable except as noted on the fee schedule, if applicable.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **this application, including any plans submitted, is public information.** I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

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

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

I/We MANACORP PROPERTIES LTD agree to allow the agents of the District of 100 Mile House to enter onto the subject property to inspect the land and buildings.  
(Applicant's Name)

Mile House to enter onto the subject property to inspect the land and buildings.

**A copy of a State Title of Certificate, or a copy of a Certificate of Indefeasible Title, dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.**

**DESCRIPTION OF EXISTING LAND USE: (use separate sheet if necessary)**

existing property is undeveloped and adjacent to highway 97 and Exeter station Road

**DESCRIPTION OF PROPOSED DEVELOPMENT/USE/BYLAWS CHANGE:**

(use separate sheet if necessary)

Proposed Development including ~~() 2-4 storey Residential Apartment Buildings,~~  
~~as well as various commercial buildings as per site plan attached.~~

3 INDUSTRIAL LOTS

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

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

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

#### Proposed Water Supply Method

CITY WATER

#### Proposed Sewage Disposal Method

~~Pump station that would be connected to current city sewage system~~

SEPTIC POND

#### Approximate Commencement Date of Proposed Project

as soon as city approval is received

#### Reasons in Support of Application

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

~~create residential housing units as well as commercial units to accommodate the influx of people moving into the community.~~

CREATE 3 INDUSTRIAL LOTS TO SUPPLY  
A NEED THAT IS REQUIRED BY CITY.

**Maps and Drawings:**

The following maps and drawings must accompany the application:

1. A dimensional Sketch Plan drawn to scale showing the parcel(s) or part of the parcel(s) and the location of existing buildings, structures and uses.

Minimum size required: 11 x 17 (ledger size)

2. A dimensional Site Plan drawn to scale showing the proposed use, buildings and structures, elevations, highway access etc.

Minimum size required: 11 x 17 (ledger size)

3. A Contour Map (Plan) drawn to scale with contour interval of up to no more than 10 metres, if warranted by the topographic condition (of the subject site).

Required: Yes ☒ No ☐

**FOR OFFICE USE ONLY**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Application Form Complete                        | <input checked="" type="checkbox"/> Dimensioned Sketch Plan Submitted           |
| <input checked="" type="checkbox"/> Application Fee Received                         | <input checked="" type="checkbox"/> Dimensioned Site Development Plan Submitted |
| <input checked="" type="checkbox"/> Certificate of Title Received                    | <input type="checkbox"/> Contour Map Submitted                                  |
| <input checked="" type="checkbox"/> Authorization of Owner Submitted (if applicable) | <input type="checkbox"/> Other studies/Reports Submitted (if applicable)        |
| <input checked="" type="checkbox"/> Contaminated Sites Declaration Form              |   |



PLANTED 'GREEN' BUFFER  
LOCAL TREE SPECIES PLANTED TO  
CREATE BUFFER BETWEEN INDUSTRIAL  
AND RESIDENTIAL



PESTRIAN WALKING TRAIL  
NEIGHBORHOOD TRAIL PROVIDING  
PEDESTRIAN CONNECTION AND WALKING



RETAINING WALLS  
NATURAL STONE RETAINING WALLS  
WHERE REQUIRED BY FINAL SITE GRADING



MIXED USE - MAIN FLOOR RETAIL WITH RESIDENTIAL ABOVE



HIGH DENSITY RESIDENTIAL APARTMENT

NO.	DATE	DESCRIPTION
3	2023.05.02	ISSUED FOR CLIENT REVIEW
2	2023.02.02	ISSUED FOR CLIENT REVIEW
1	2023.01.06	ISSUED FOR CLIENT REVIEW

**larry podhora / architect**  
1715 BRANTFAX WAY, NORTH SUITE 101, V2S 2E3  
P. 775.255.0248

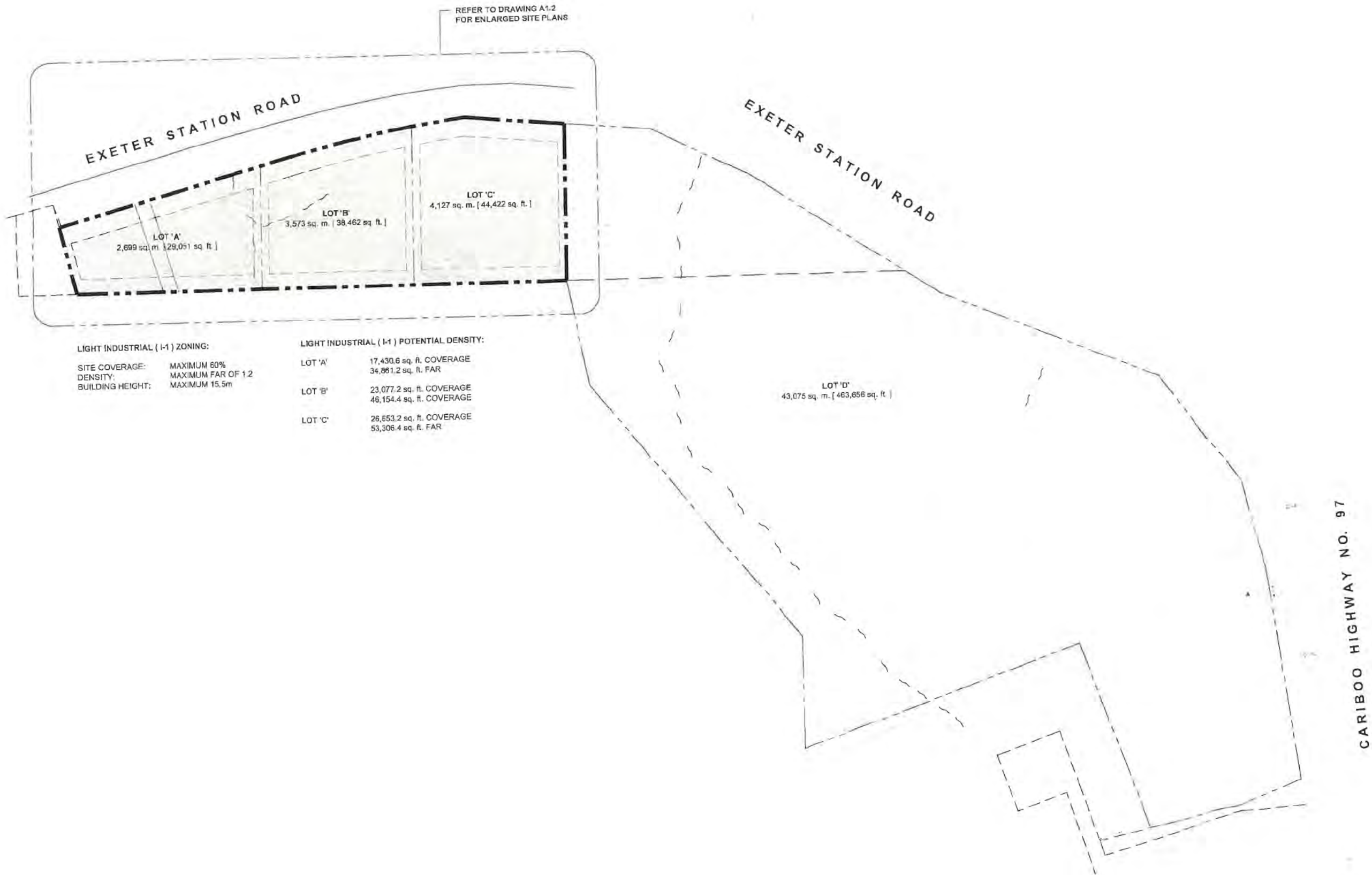
PROJECT NAME  
**97 + EXETER MIXED USE**

PROJECT ADDRESS  
TBD.

DRAWN BY  
DEVELOPMENT MASTER PLAN

SCALE	AS NOTED
REVISION	MR
DATE	2023.05.02
PROJECT NO	220759
DESIGNED BY	

# EXETER + 97 CONCEPT



REV	DATE	DESCRIPTION
1	2023.03.02	ISSUED FOR CLIENT REVIEW
2	2023.02.02	ISSUED FOR CLIENT REVIEW
3	2023.01.06	ISSUED FOR CLIENT REVIEW

**larry podhora / architect**  
1953 BRIDLEWAY - NORTH SAANICH BC V8L 0C1  
P. 779.255.8268

PROJECT NAME  
**97 + EXETER MIXED USE**

PROJECT ADDRESS  
**TBD.**

DRAWING TITLE  
**MASTER SUBDIVISION PLAN  
PHASE 1**

DATE	AS NOTED
THROW	MB
CHE. TAIL	
PROJECT NO	220759
DRAWING NO	

**EXETER + 97 - PHASE 1**



NO.	DATE	DESCRIPTION
1	2023.05.02	ISSUED FOR CLIENT REVIEW
2	2023.02.02	ISSUED FOR CLIENT REVIEW
3	2023.01.05	ISSUED FOR CLIENT REVIEW
16	DATE: 11-16	CLIENT REVIEW
ISSUES & REVISIONS		

**larry podhora / architect**  
1353 BRIDGEWAY, ABBOTSFORD, BC, V2S 2B8  
P. 778 235 0240

PROJECT NAME  
**97 + EXETER MIXED USE**

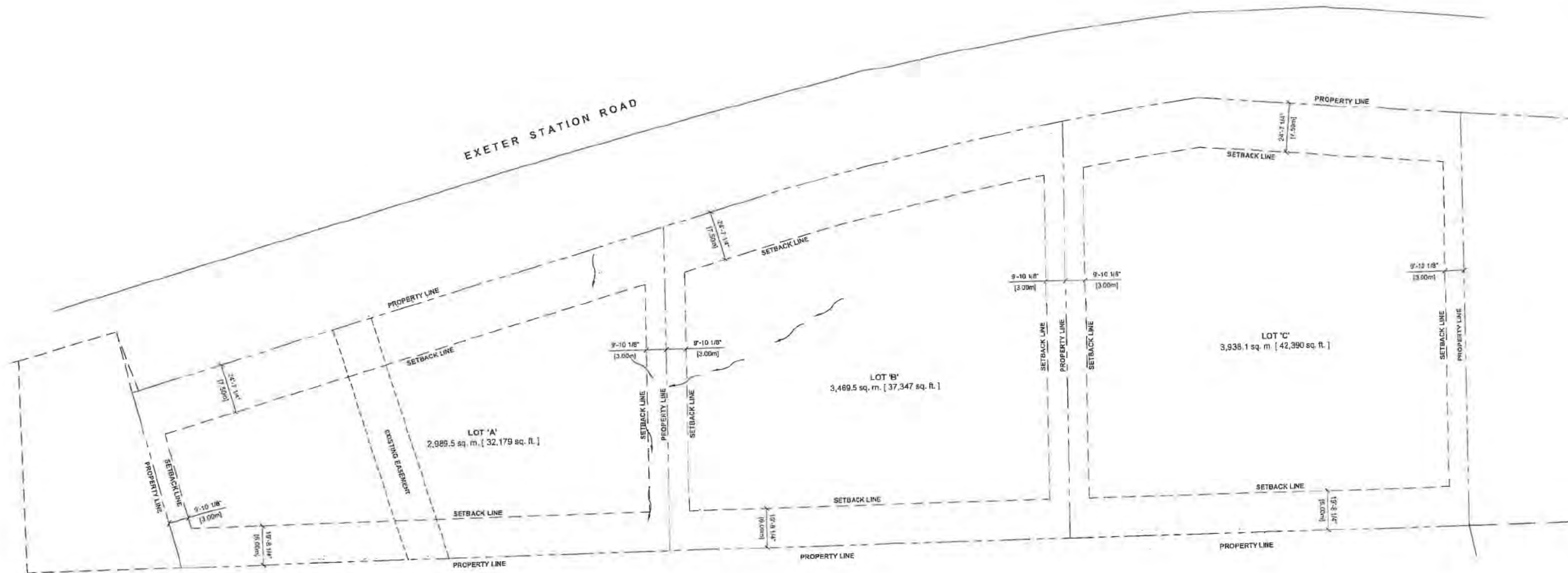
PROJECT ADDRESS  
TBD.

DRAWING TITLE  
**MASTER SUBDIVISION PLAN  
PHASE 2**

SCALE	AS NOTED
1" = 100'	MB
CHECKED	
DATE	2023.05
DESIGNED BY	

A1.3

# EXETER + 97 - PHASE 2



#	DATE	DESCRIPTION
4	2023.05.02	ISSUED FOR CLIENT REVIEW
2	2023.07.01	ISSUED FOR CLIENT REVIEW
1	2023.01.06	ISSUED FOR CLIENT REVIEW
HC	DATE	DESCRIPTION
ISSUES & REVISIONS		

**larry podhora / architect**  
1932 BRACCOU AVENUE, NORTH SAARICH, BC V8L 0C3  
P. 775.255.0246

PROJECT NAME:  
**97 + EXETER MIXED USE**

PROJECT ADDRESS:  
**TBD.**

DRAWING TITLE:  
**MASTER SUBDIVISION PLAN  
PHASE 1 - ENLARGED PLAN**

SCALE	AS NOTED
DRAWN	MB
CHECKED	
PROJECT NO	320759
DRAWING NO	

A1.2



## 7.0 INDUSTRIAL

## OCP

### 7.1 Introduction

Council would like to strengthen and build upon the industrial base of the community. A key element of the District's economic development initiatives is to provide for the proper servicing of industrial areas and to ensure that there is compatibility between various types of industrial use.

### 7.2 Existing Conditions

The District of 100 Mile House is an industrial service centre for the South Cariboo. Two major forest product manufacturing facilities are located in the northwest of the District in the Exeter Station Road area. These and other industries are located in the same vicinity, with good rail access and good separation from residential development.

### 7.3 Land Use Map Designations

Industrial uses are directed to lands designated Industrial on Schedule B: Land Use – District Wide and Main Community inset.

### 7.4 Objectives

The District's industrial objectives are to:

- 7.4.1. Ensure an adequate supply of land designated Industrial is available to accommodate future industrial development and opportunities in 100 Mile House.
- 7.4.2. Minimize potential conflicts between industrial and non-industrial uses.
- 7.4.3. Ensure the long term availability and range of industrial opportunities by retaining existing and attracting new businesses that provide jobs for residents and improve the District's tax base.

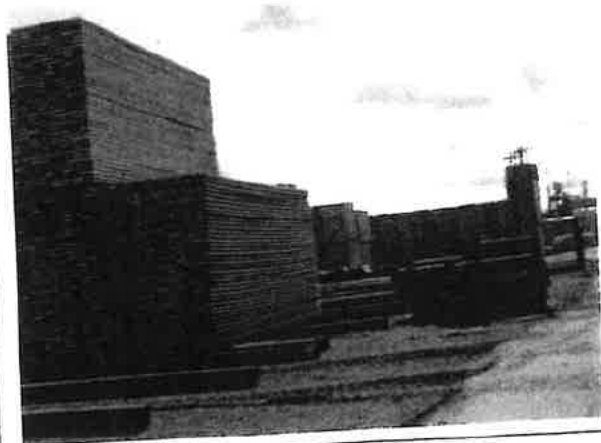
### 7.5 Policies

The District will:

- 7.5.1. Direct industrial uses, including heavy industry and activities requiring extensive outdoor storage, to lands designated Industrial as indicated on Schedule B: Land Use – District Wide and Main Community inset.
- 7.5.2. Encourage infill of existing vacant or redevelopment of underutilized sites, for a range of industrial activities rather than designate additional industrial lands.
- 7.5.3. In order to address concerns over the possible industrial pollution of Little Bridge Creek, require a stormwater management plan to be prepared for new developments in the Exeter industrial area, during the rezoning or subdivision process.



- 7.5.4. Work towards extending the community water system capable of delivering fire flows that meet Fire Underwriters Survey requirements, and extending sanitary sewer services to portions of the Exeter Road industrial area.
- 7.5.5. Over the long term, consider expanding the industrial land base beyond the Exeter Road area and into the Canim siding area, as part of D.L. 964.
- 7.5.6. Ensure land uses on the north side of Airport Road designated for Industrial uses are maintained for air transportation and related uses.
- 7.5.7. Encourage heavy equipment and automobile-oriented industrial uses on Highway 97 to relocate to land designated for industrial use north of Exeter Station Road.



# CURRENT ZONING



## 7.2 Small Holdings Zone (A-2)

### 7.2.1 Purpose:

The purpose of this zone is to provide rural residential parcels outside of Agricultural Reserve Lands and urban development areas.

### 7.2.2 Principal Permitted Uses:

- a) agriculture;
- b) kennel;
- c) single detached dwelling; and
- d) veterinary services.

### 7.2.3 Accessory Permitted Uses:

- a) accessory buildings and structures;
- b) child care;
- c) home industry;
- d) home occupation; and
- e) secondary suite.

### 7.2.4 Minimum Parcel Area for Subdivision:

The minimum parcel area for subdivision is 2 hectares.

### 7.2.5 Minimum Parcel Width:

The minimum parcel width is 50 metres.

### 7.2.6 Minimum Setbacks:

- a) The principal dwelling must be setback a minimum of 7.5 metres from any parcel line;
- b) Accessory buildings and structures must be setback a minimum of 5.0 metres from any rear or side parcel line, and 7.5 metres from the front parcel line; and

- c) Farm buildings and structures must be setback in accordance with Tables 5 and 6 in Section 7.1.



7.2.7 Maximum Building Height:

The maximum height is 10 metres for the principal building and 15 metres for all other buildings and structures.

7.2.8 Maximum Density:

No more than one single detached dwelling is permitted on a parcel.

7.2.9 Minimum Floor Area:

The minimum floor area for a single detached dwelling is 85 square metres.

7.2.10 Maximum Site Coverage:

The maximum site coverage for all buildings and structures is 15% of the parcel area.

7.2.11 Off-Street Parking and Loading:

Off-street parking and loading must be in accordance with the provisions of Section 5.0 of this Bylaw.

7.2.12 General Regulations:

General regulations, where applicable, must be followed in accordance with the provisions of Section 4.0 of this Bylaw.

7.2.13 Specific Use Regulations:

- a) Agriculture uses exclude intensive agriculture uses as specified in Section 555 of the *Local Government Act*.

# PROPOSED ZONING



## SECTION 11.0 INDUSTRIAL ZONES

### 11.1 Light Industrial Zone (I-1)

#### 11.1.1 Purpose:

The purpose of this zone is to designate sites for the manufacturing, processing, assembly, distribution, service and repair of industrial businesses including uses required to support such industry.

#### 11.1.2 Principal Permitted Uses:

- a) agricultural sales and service;
- b) auctioneering establishment;
- c) auto towing and storage;
- d) auto wrecking, salvage of materials and storage;
- e) building supplies;
- f) bulk fuel storage and distribution;
- g) cannabis production;
- h) educational institution;
- i) equipment sales and service;
- j) fleet services;
- k) greenhouse and plant nursery;
- l) health and fitness facility;
- m) household repair services;
- n) industrial/utilities oriented office;
- o) industrial uses, general;
- p) industrial storage;
- q) kennel;

Bylaw No. 1348



- r) recycling depot;
- s) restaurant;
- t) service station;
- u) trade contractor;
- v) truck and mobile home sales and rental;
- w) veterinary services;
- x) vehicle sales, rental and repair;
- y) warehouse; and
- z) wholesale sales.

#### 11.1.3 Accessory Permitted Uses:

- a) caretaker residence;
- b) accessory buildings and structures; and
- c) accessory office to a principal use.

#### 11.1.4 Minimum Parcel Area:

The minimum parcel area is 925 square metres.

#### 11.1.5 Minimum Parcel Width:

The minimum parcel width is 30 metres.

#### 11.1.6 Minimum Setbacks:

- a) The minimum setback for principal buildings is 7.5 metres to the front parcel line; 3 metres to the interior side parcel line; 4.5 metres to the exterior parcel line; and 6 metres to a rear parcel line;
- b) The minimum setback for accessory buildings and structures is 7.5 metres to the front parcel line; 1.5 metres to the interior side and rear parcel lines; and 4.5 metres to the exterior parcel line;



c) Despite Sections 11.1.6(a) and (b), the minimum setback for all buildings and structures abutting a residential zone is 7.5 metres to the residential parcel line; and

d) Despite Sections 11.1.6(a) and (b), fuel pump islands must be set back a minimum of 4.5 metres from any parcel line.

#### 11.1.7 Maximum Height:

The maximum height for all buildings and structures is 15.5 metres, not exceeding 2 storeys.

#### 11.1.8 Maximum Density:

The maximum density is a floor area ratio of 1.2.

#### 11.1.9 Maximum Site Coverage:

The maximum site coverage for all buildings and structures is 60% of the parcel area.

#### 11.1.10 Off-Street Parking and Loading:

Off-street parking and loading must be in accordance with the provisions of Section 5.0 of this Bylaw.

#### 11.1.11 General Regulations:

a) General regulations, where applicable, must be followed in accordance with the provisions of Section 4.0 of this Bylaw.

#### 11.1.12 Specific Use Regulations:

- a) An auto towing and storage is not permitted east of the Exeter Truck Route;
- b) An auto wrecking, salvage of materials and storage use is not permitted east of the Exeter Truck Route;
- c) The outdoor storage of motor vehicles, recreation vehicles, boats and related equipment is permitted in association with a warehouse; equipment sales and service; truck and mobile home sales and rental; and vehicle sales, rental and repair uses;

- d) All materials and equipment for a trade contractor use must be kept within an enclosed building;
- e) No more than one caretaker residence to a maximum area of 90 square metres is permitted on a site; and
- f) A caretaker residence may be located in a mobile home or within a principal building.



**DISTRICT OF 100 MILE HOUSE**

**Bylaw No. 1411**

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

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This bylaw may be cited for all purposes as "**Official Community Plan Amendment Bylaw No. 1411, 2023.**"

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

- (1) That District of 100 Mile House Official Community Plan Bylaw No. 1288, 2016 is hereby amended as follows:
  - a. Amend Schedule B: Land Use District Wide and Main Community Inset to change the designation of part of Lot 3, Plan EPP62833, except: Plan EPP117522, DL 31, Lillooet District, located on Exeter Station Road and shown in heavy black outline on attached Schedule A, from Commercial Vehicle Oriented to **Industrial**.
  - b. Amend Schedule G: Development Permit Areas to add part of Lot 3, Plan EPP62833, except Plan EPP117522, DL 31, Lillooet District, located on Exeter Station Road and shown in heavy black outline on attached Schedule B to **DPA #2 Highway 97 Corridor Development Permit Area**.

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

ADVERTISEMENTS in the paper \_\_\_\_\_, 2023.

PUBLIC HEARING HELD this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

RECEIVED MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL

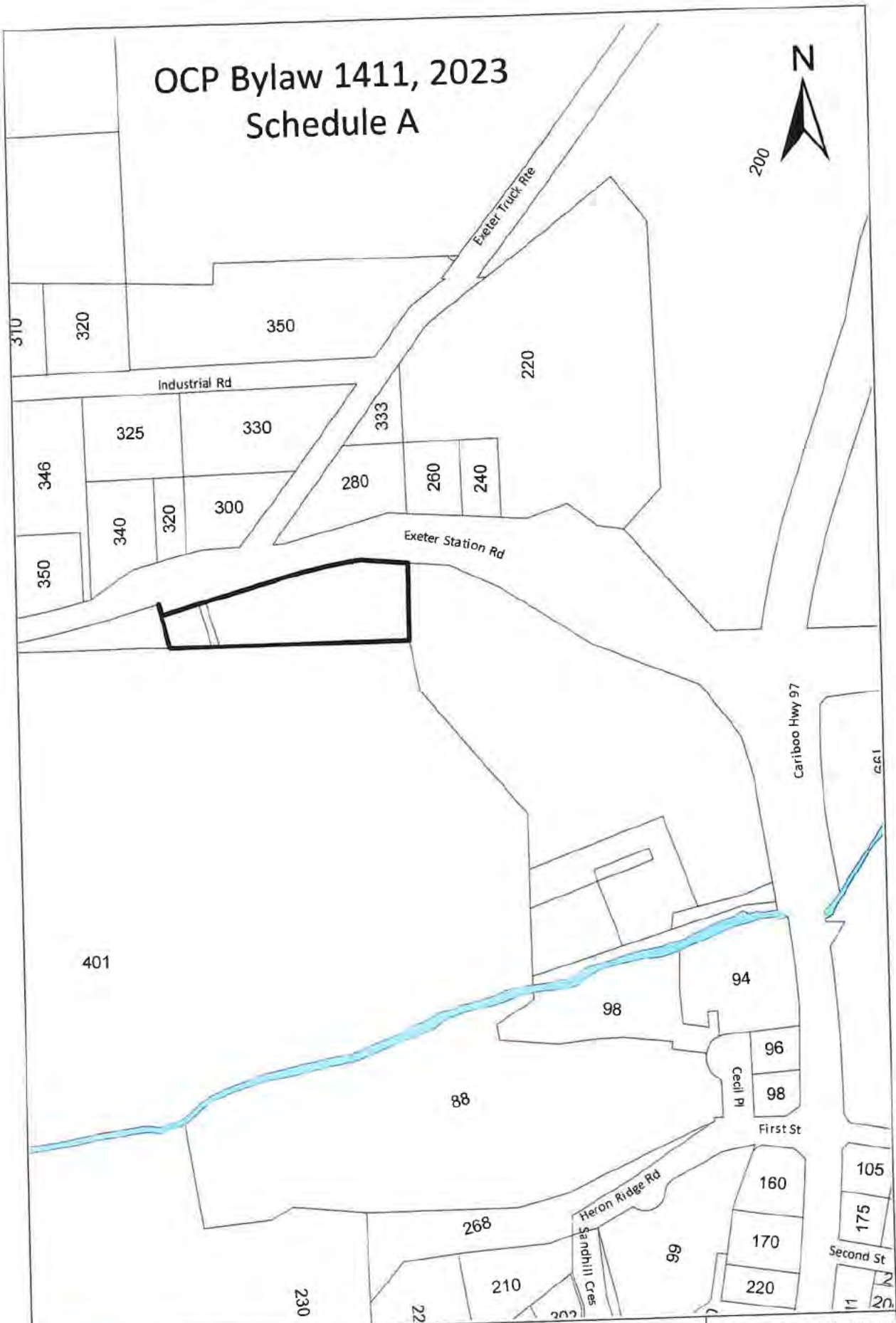
this \_\_\_\_\_ day of \_\_\_\_\_, 2023. \_\_\_\_\_  
Ministry of Transportation and Infrastructure

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

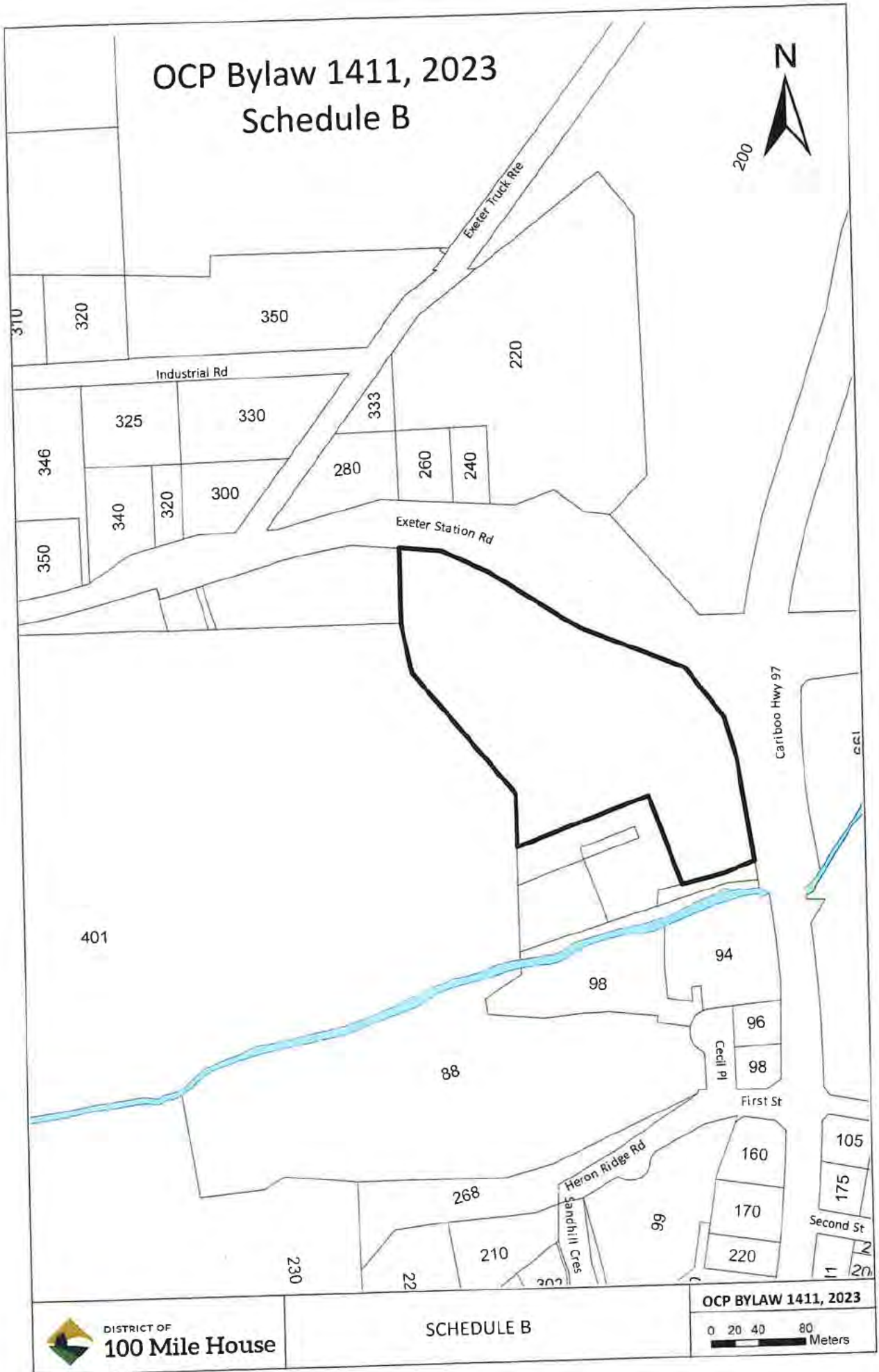
\_\_\_\_\_  
Mayor

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

# OCP Bylaw 1411, 2023 Schedule A



# OCP Bylaw 1411, 2023 Schedule B



**DISTRICT OF 100 MILE HOUSE**

**Bylaw No. 1412**

A bylaw to amend the District of 100 Mile House Zoning Bylaw No. 1290, 2016

This bylaw may be cited for all purposes as "***Zoning Amendment Bylaw No. 1412, 2023***".

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

- (1) That District of 100 Mile House Zoning Bylaw No. 1290, 2016 is hereby amended for part of Lot 3, Plan EPP62833, except Plan EPP117522, DL 31, Lillooet District, located on Exeter Station Road and shown in heavy black outline on attached Schedule A, to be rezoned from Small Holdings Zone (A-2) to **Light Industrial Zone (I-1)**;
- (2) That consequential map changes be made to Schedule 2 Zoning Bylaw Map District Wide and Main Community Inset.

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

ADVERTISED \_\_\_\_\_, 2023.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

RECEIVED MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL

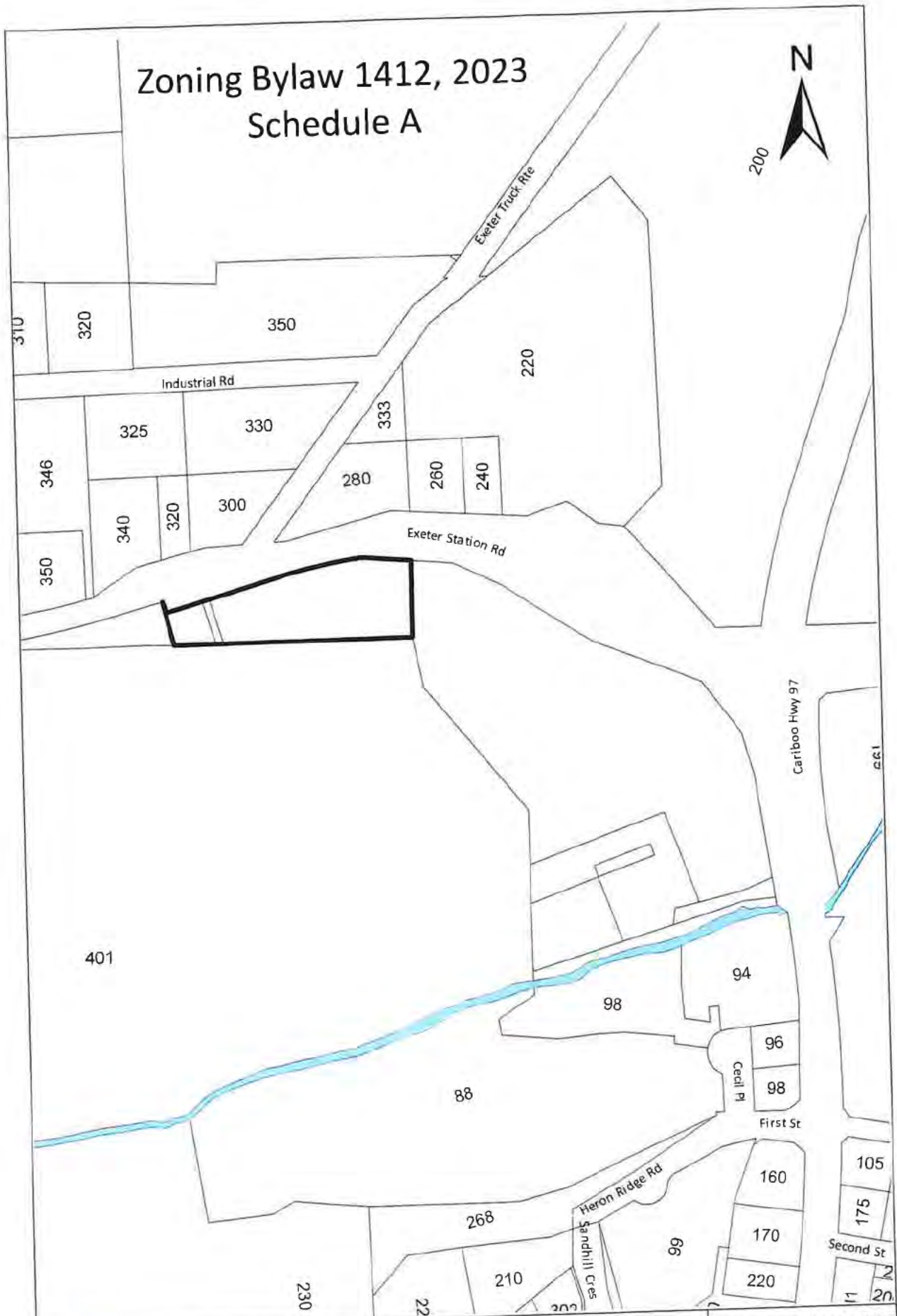
this \_\_\_\_\_ day of \_\_\_\_\_, 2023. \_\_\_\_\_  
Ministry of Transportation and Infrastructure

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

\_\_\_\_\_  
Mayor

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

# Zoning Bylaw 1412, 2023 Schedule A





**District of  
100 MILE HOUSE**

**COUNCIL REPORT  
File No. 570-01**

**Regular Council – Nov. 14, 2023**

**TITLE:** Council Procedure Bylaw Amendment 1413 - 2023

**PREPARED BY:** T. Boulanger, Administration

**PURPOSE:** To amend Council Procedure Bylaw 1336-2018

**BE IT RESOLVED THAT Council Procedure Bylaw Amendment 1413-2023 be read a first, second, and third time this 14<sup>th</sup> day of November 2023.**

**BACKGROUND INFORMATION:**

The proposed amendment to the Council Procedure Bylaw is to insert public hearings in section (c) as part of the regular council meeting order of proceedings. This would be beneficial as any public hearings would be part of the regularly scheduled meetings.

The amendment would be as follows:

**Order of Proceedings**

15. 1.

~~c) Delegations~~

**c) Delegations / Public Hearings**

Under Section 124 (3) of the Community Charter the Council Procedure Bylaw must not be amended, or repealed and substituted, unless the council first gives notice in accordance with section 94 [public notice] describing the proposed changed in general terms. The notice of proposed amendment was posted on the District notice board, District website and advertised through the Free Press.

**ALTERNATIVE:** n/a

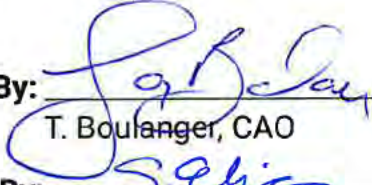
**BUDGETARY IMPACT:** n/a



**POLICY IMPLICATION:** n/a

**ATTACHMENTS:** Council Procedure Bylaw Amendment 1413- 2023  
Council Procedure Bylaw 1336-2018

**Prepared By:**

  
T. Boulanger, CAO

**Date:**

Nov. 6/23

**Reviewed By:**

  
S.Elias, Deputy Corp Officer

**Date:**

Nov 6/23

**DISTRICT OF 100 MILE HOUSE**  
**Bylaw No. 1413-2023**

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A bylaw to amend Council Procedure Bylaw No. 1336 - 2018

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This bylaw may be cited for all purposes as **"Council Procedure Amendment Bylaw No. 1413, 2023"**.

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

1. That the "District of 100 Mile House Council Procedure Bylaw No. 1336, 2018, as amended, is hereby amended as follows:
  - a) By adding Public Hearings to Order of Proceedings within Section 15. 1. (c)

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

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

\_\_\_\_\_  
Mayor

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

**DISTRICT OF 100 MILE HOUSE**  
**Bylaw No. 1336-2018**

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A bylaw to provide for the procedures of Council and Council Meetings.

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WHEREAS pursuant to Section 124 of the *Community Charter*, Council must, by bylaw, establish general procedures to be followed by Council and committees in conducting their business.

NOW THEREFORE, the Council of the District of 10 Mile House in open meeting assembled enacts as follows:

**TABLE OF CONTENTS**

**PART 1 – INTRODUCTION**

1. Title
2. Table of Contents
3. Definitions
4. Application of Rules of Procedure

**PART 2 – COUNCIL MEETINGS**

5. Inaugural Meeting
6. Time and Location of Meetings
7. Notice of Regular Council Meetings
8. Notice of Special Meetings
9. Electronic Participation at Meetings

**PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

10. Appointment of Acting Mayor

**PART 4 – ATTENDANCE OF PUBLIC MEETINGS**

11. Attendance of Public Meetings

**PART 5 – COUNCIL PROCEEDINGS**

12. Calling a Meeting to Order
13. No Quorum
14. Agenda
15. Order of Proceedings
16. Late Items
17. Voting at Meetings
18. Delegations
19. Points of Order
20. Conduct and Debate

- 21. Motions Generally
- 22. Motion for the Main Question
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- 25. Privilege
- 26. Reports from Committees
- 27. Adjournment
- 28. Minutes of Meetings to be Maintained and Available to Public

#### **PART 6 – BYLAWS**

- 29. Copies of Proposed Bylaws to Council Members
- 30. Form of Bylaws
- 31. Bylaws to be considered separately or jointly
- 32. Reading and Adopting Bylaws
- 33. Bylaws must be signed
- 34. Bylaws requiring Provincial or Electoral Approvals

#### **PART 7 – RESOLUTIONS**

- 35. Form of Resolution
- 36. Copies of Resolutions to Council Members

#### **PART 8 – COMMITTEE OF THE WHOLE**

- 37. Going into Committee of the Whole
- 38. Notice for COW meetings
- 39. Minutes of COW meetings to be Maintained and Available to Public
- 40. Presiding members at COW meetings and Quorum
- 41. Points of Order at Meetings
- 42. Conduct and Debate
- 43. Voting at Meetings
- 44. Reports

#### **PART 9 – COMMITTEES**

- 45. Duties of Standing Committees
- 46. Duties of Select Committees
- 47. Schedule of Committee Meetings
- 48. Notice of Committee Meetings
- 49. Attendance at Committee Meetings
- 50. Minutes of Committee Meetings to be Maintained and Available to Public
- 51. Quorum
- 52. Conduct and debate
- 53. Voting at Meetings

#### **PART 10 – GENERAL**

## PART 1 – INTRODUCTION

### Title

1. This Bylaw may be cited as Council Procedure Bylaw No. 1336-2018.

### Table of Contents

2. The table of contents is for convenience of reference only and is not for use in interpreting or enforcing this Bylaw.

### Definitions

3. In this Bylaw:

**“Chair”** means the Mayor, Acting Mayor, or presiding officer appointed under the *Community Charter* or this Bylaw, who is chairing a meeting;

**“Committee”** means a standing, select, or other committee of Council, but does not include COW;

**“Committee of the Whole”** means a committee comprised of all Council Members of the District of 100 Mile House to consider and recommend on matters of the Districts’ business. The Committee sits in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting action.

**“Corporate Officer”** means the Corporate Officer for the District as defined in Section 148 of the *Community Charter* and the Deputy;

**“Council”** means the Council of the District of 100 Mile House;

**“Councillor”** means a member of Council other than the mayor;

**“Inaugural Meeting”** means the first meeting of the newly elected Council at which the members elected at the most recent general local election are sworn in or are meeting for the first time after the swearing in ceremony;

**“Mayor”** means the mayor or acting mayor of the District;

**“Public Notice Posting Place”** means the Notice Board at the District Office;

**“Quorum”** means:

- (a) In the case of Council, a majority of the number of members of which the Council consists under the *Community Charter*; and

- (b) In the case of a committee or other body, a majority of the voting members appointed;

**"Select Committee"** means a committee established by Council to consider or inquire into any matter, which acts in an advisory capacity to Council;

**"Special Meeting"** means a meeting of Council or its Committees that was not scheduled and has been called in accordance with the provisions of this bylaw or another applicable bylaw.

**"Standing Committee"** means a committee established by the Mayor, for matters that the Mayor considers would be better dealt with by committee, which acts in an advisory capacity to Council.

### **Application of Rules of Procedure**

4. (1) The provisions of this bylaw govern the proceedings of Council, COW and all committees established by Council, as applicable, and
- (2) In cases not provided for under this Bylaw, Robert's Rules of Order apply to the proceedings of Council, COW and Council committees to the extent that those Rules are
- (a) applicable in the circumstances, and
  - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.
- (3) The rules of procedure contained in this bylaw except those that are governed by statutory provisions, may be temporarily suspended, by unanimous vote of members.

## **PART 2 – COUNCIL MEETINGS**

### **Inaugural Meeting**

5. (1) Following a general local election, the first Council meeting must be held on the first Tuesday in November in the year of the election.
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

### **Time and Location of Meetings**

6. (1) All Council meetings must take place within the District Council Chambers except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must:
  - (a) be held on Tuesdays the dates and times shall be established by Council resolution on or before December 15<sup>th</sup> of each year for the subsequent year;
  - (b) be adjourned not later than three (3) hours after being called to order unless Council resolves to proceed beyond that time in accordance with section 27;
  - (c) if the day in 2(a) falls on a statutory holiday, the regular meeting will be held on the next business day.

### **Notice of Regular Council Meeting**

7. (1) A schedule of the date, time and place of Regular Council meetings shall be prepared annually on or before December 20<sup>th</sup> and must be made available to the public by posting it at the Public Notice Posting Place.
- (2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting place which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.
- (3) The Corporate Officer need not give public notice of a cancelled or rescheduled meeting in respect of which Council has resolved to exclude the public.

### **Notice of Special Meetings**

8. (1) Special Council meetings may be subject to the provisions of s.126 of the *Community Charter*.
- (2) Except where notice of a special meeting is waived by unanimous vote of all council members pursuant to provisions of the Community Charter, a notice of date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting by:
  - (a) posting a copy of the notice at the Public Notice Posting Place; and
  - (b) e-mailing members at the usual address with a follow up phone call or message to the member's home or cellular telephone number.
- (3) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

## Electronic Meetings

9. (1) Provided the conditions set out in subsection 128(2) of the *Community Charter* are met,
- (a) a special Council meeting may be conducted by means of audio electronic or other communication facilities if:
- i) the Mayor requires
  - ii) the Council requires
- (b) a member of Council or a Council Committee member who is unable to attend at a council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of audio electronic or other communication facilities, if:
- i) the meeting is a regular, special and/or committee meeting;
  - ii) the member is unable to attend because of extraordinary circumstances.
- (2) The member presiding at a special council or council committee meeting must not participate electronically.
- (3) No more than two members of council at one time may participate at a council meeting under section 9(1)(b)
- (4) No more than two members of a Council Committee at one time may participate at a Council Committee meeting under section 9(1)(b).
- (5) If communication is lost to one or more electronic participants during a meeting:
- (a) On the first occasion a ten-minute recess will be called to try and reestablish the link(s).
  - (b) If, after the recess a link cannot be reestablished the member(s) affected will be deemed to have left the meeting;
  - (c) If, after a link is reestablished there is a subsequent loss of communication, no further attempts shall be made to reestablish a link and the member affected will be deemed to have left the meeting;
  - (d) If, after the recess a link cannot be established and there is not a quorum of members, the meeting shall be deemed to be adjourned.

### **PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

10. (1) At the beginning of each term of office; Council must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councilor designated under section 10(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 10(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 10(1) or chosen under section 10(3) has the same powers and duties as the Mayor in relation to the applicable matter.

### **PART 4 – ATTENDANCE OF PUBLIC MEETINGS**

11. (1) Except where the provisions of Section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with Section 92 of the *Community Charter*.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
  - (a) COW,
  - (b) standing and select committees,
  - (c) parcel tax review panel,
  - (d) board of variance,
  - (e) advisory bodies,
  - (f) commissions
- (4) Despite section 11(1), the Mayor or the Councilor designated as the member responsible for acting in the place of the Mayor under section 10 may expel or exclude from a Council meeting a person in accordance with section 20(9).

## **PART 5 COUNCIL PROCEEDINGS**

### **Calling a Meeting to Order**

12. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 10 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 10 do not attend within 5 minutes of the scheduled time for a Council meeting:
  - (a) the Corporate Officer must call to order the members present, and
  - (b) the members present must choose a member to preside at the meeting.

### **No. Quorum**

13. If there is no quorum of Council present within 30 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
  - (a) record the names of the members present, and those absent, and
  - (b) adjourn the meeting until the next scheduled meeting.

### **Agenda**

14. (1) Prior to each Regular Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions of general correspondence by the public to the Corporate Officer of items for inclusion on the Regular Council meeting Agenda must be 12 noon on the Thursday prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of Council by 4:00 p.m. on the Friday before the meeting, and to the public on the Tuesday morning of the meeting.
- (4) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 16.

## **Order of Proceedings**

15. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
  - (a) Approval of agenda;
  - (b) Introduction of late items and from Committee of the Whole;
  - (c) Delegation(s);
  - (d) Adoption of minutes;
  - (e) Unfinished business;
  - (f) Mayor's report;
  - (g) Correspondence;
  - (h) Staff and committee reports;
  - (i) Bylaws;
  - (j) General vouchers;
  - (k) Other business;
  - (l) Question period;
  - (m) Adjournment.
- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

## **Late Items**

16. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the Agenda for such matters.
- (2) If the Council makes a resolution under section 16(1), information pertaining to late items must be distributed to the members.

## **Voting at Meetings**

17. (1) The following procedures apply to voting at Council meetings:
  - (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
  - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:

"Those in favour raise your hands." and then "those opposed raise your hands."

- (a) When the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not
  - (i) Cross or leave the room,
  - (ii) Make a noise or other disturbance, or
  - (iii) Interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
- (b) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
- (c) the presiding member's decision about whether a question has been finally put is conclusive; and
- (d) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand, and
- (e) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

## **Delegations**

18. (1) Delegations or persons wishing to appear before Council to present briefs or submissions may be received by Council at the meeting provided that written notice of the subject matter is delivered to the Corporate Officer by 12:00 p.m. on the Thursday prior to the meeting. Each address must be limited to 15 minutes unless a longer period is agreed to by unanimous vote of those members present. Delegations shall be limited to two per meeting.
- (2) Where written application has not been received by the Corporate Officer as prescribed in Section 18(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

## **Points of Order**

19. (1) Without limiting the presiding member's duty under the Community Charter, the presiding member must apply the correct procedure to a motion
  - (a) if the motion is contrary to the rules of procedure in this bylaw, and
  - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order
  - (a) the presiding member must cite the applicable rule or authority if requested by another Council member;
  - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a), and
  - (c) the presiding member may reserve the decision until the next Council meeting.

## **Conduct and Debate**

20. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) It shall be for officers and employees of the District, upon receiving permission from the presiding member to do so, to comment on matters before Council, and in so doing they shall direct their comments to the presiding member and shall confine themselves to the question before Council.
- (6) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (7) Members who are called to order by the presiding member
  - (a) must immediately stop speaking,
  - (b) may explain their position on the point of order, and
  - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*.

- (8) Members speaking at a Council meeting
  - (a) must use respectful language,
  - (b) must not use offensive gestures or signs,
  - (c) must speak only in connection with the matter being debated,
  - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
  - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (9) If a member does not adhere to subsection (8), the presiding member may order the member to leave the member's seat, and
  - (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat, and
  - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
  - (a) a member may speak more than once in connection with the same question
    - (i) with the permission of Council, or
    - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
  - (b) a member who has made a substantive motion to the Council may reply to the debate;
  - (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
  - (d) a member may speak to a question, or may speak in reply, for longer than a total time of 10 minutes only with the permission of Council.

### **Motions Generally**

- 21. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.

- (3) A Council member may make only the following motions, when the Council is considering a question:
  - (a) to refer (to committee or staff for further information)
  - (b) to amend;
  - (c) to lay on the table;
  - (d) to postpone indefinitely;
  - (e) to postpone to a certain time;
  - (f) to move the previous question;
  - (g) to adjourn.
- (4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

### **Motions for the Main Question**

- 22. (1) In this section, "main question" in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
  - (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
  - (b) if the motion for the main question, or for the main question as amended, is defeated, the Council may again debate the question, or proceed to other business.
- (3) Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

### **Amendments Generally**

- 23. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been defeated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
  - (a) a motion to amend a motion amending the main question;
  - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive.

### **Reconsideration by Member**

- 24. (1) Without limiting the authority of Council to reconsider a matter, the Mayor may require Council to reconsider and vote again on a matter that was the subject of a vote subject to the provisions of section 131 of the Community Charter.
- (2) Subject to subsection (6), a Council member may, at the next Council meeting,
  - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (3) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (4) Council must not discuss the main matter referred to in subsection (2) unless a motion to reconsider that matter is adopted by 2/3 of the votes cast. If the motion to reconsider is successful, the matter shall be put before Council for reconsideration and may be dealt with by Council by a majority vote.
- (5) A vote to reconsider must not be reconsidered.
- (6) Council may only reconsider a matter that has not
  - (a) had the approval or assent of the electors and been adopted,
  - (b) been reconsidered under subsection (1) or section 131 of the Community Charter,

- (c) been acted on by an officer, employee, or agent of the District.
- (7) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (8) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.

### **Privilege**

25. (1) In this section, a matter of privilege refers to any of the following motions:
- (a) fix the time to adjourn;
  - (b) adjourn;
  - (c) recess;
  - (d) raise a question of privilege of the Council;
  - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

### **Reports from Committees**

26. Council may take any of the following actions in connection with a resolution it receives from COW:
- (a) agree or disagree with the resolution;
  - (b) amend the resolution;
  - (c) refer the resolution back to COW;
  - (d) postpone its consideration of the resolution.

### **Adjournment**

27. (1) A Council may continue a Council meeting after 10 p.m. only by an affirmative vote of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

(3) Subsection (2) does not apply to either of the following motions:

- (a) a motion to adjourn to a specific day;
- (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

### **Minutes of Meetings to be Maintained and Available to Public**

28. (1) Minutes of the proceedings of Council must be
- (a) legibly recorded,
  - (b) certified as correct by the Corporate Officer, and
  - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) District staff are authorized to amend the working of Council's motions provided intent of the motion is not altered.
- (3) The minutes of the previous meeting and reports of committees may, by Resolution of Council, be received.
- (4) Subject to subsection (3), and in accordance with section 97(1)(b) of the *Community Charter* minutes of the proceedings of Council must be open for public inspection at City Hall during regular office hours.
- (5) District staff is authorized, once the item has been dealt with in a public forum, to release any In-Camera meeting Resolution with respect thereto.
- (6) Subsection 4 does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

## **PART 6 – BYLAWS**

### **Copies of Proposed Bylaws to Council Members**

29. (1) Bylaws to be considered by Council must be included in the prepared agenda.
- (2) A bylaw that is not on the published agenda may be introduced at a Council Meeting with unanimous consent of Council.

## **Form of Bylaws**

30. A bylaw introduced at a Council meeting must:
- (a) be printed;
  - (b) have a distinguishing name;
  - (c) have a distinguishing number;
  - (d) contain an introductory statement of purpose;
  - (e) be divided into sections.

## **Bylaws to be Considered Separately or Jointly**

31. Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the presiding member or requested by another Council member, or
  - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

## **Reading and Adopting Bylaws**

32. (1) The presiding member of a Council meeting may
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
  - (b) request a motion that the proposed bylaw or group of bylaws be read;
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter* and if amended motion at third reading shall be "to give the bylaw third reading as amended."
- (4) Unless otherwise specified by statute, each reading of a proposed bylaw must receive the affirmative vote of a majority of the members present.
- (5) In accordance with section 135 of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Despite section 135(3) of the *Community Charter* and in accordance with section 890(9) of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

- (7) All bylaws which have not completed the requirements to be adopted after a 2-year period will be deemed stale dated and closed.
- (8) The Corporate Officer is hereby authorized to consolidate one or more of the bylaws of the municipality pursuant to Section 139 of the *Community Charter*.

### **Bylaws Must be Signed**

- 33. After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it place in the District's records for safekeeping and endorse upon it:
  - (a) the District's corporate seal;
  - (b) the dates of its readings and adoption; and
  - (c) the date of Ministerial approval or approval of the electorate if applicable.

### **Bylaws Requiring Provincial or Electoral Approvals**

- 34. Where a bylaw requires approval of the Lieutenant Governor in Council, a Minister, Inspector of Municipalities, or the approval or assent of the electors, approval or assent must be obtained after the bylaw has received third reading and before it is adopted.

## **PART 7 – RESOLUTIONS**

### **Copies of Resolutions to Council Members**

- 35. A resolution may be introduced at a Council meeting if a written copy of it has been delivered to each Councillor at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

### **Form of Resolution**

- 36. A Council Resolution is effective from the date and time passed, must be printed and have a distinguishing number.

## **PART 8 – COMMITTEE OF THE WHOLE**

### **Going into Committee of the Whole**

37. (1) At any time during a Council meeting, Council may by Resolution go into a COW.
- (2) In addition to subsection (1), a meeting, other than a standing or select committee meeting, to which all Council members are invited to consider but not to decide on matters on the District's business, is a meeting of COW.

### **Notice of COW Meetings**

38. A notice of the day, hour and place of a COW meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Place; and
  - (b) providing the notice and agenda electronically by email as well as providing a copy of the notice in the member's mailbox at the District's office as requested.

### **Minutes of COW Meetings to be Maintained and Available to Public**

39. (1) Minutes of the proceedings of COW must be
- (a) legibly recorded,
  - (b) certified by the Corporate Officer,
  - (c) signed by the member presiding at the meeting, and
  - (d) open for public inspection in accordance with section 97(1)(c) of the Community Charter.

### **Presiding Members at COW Meetings and Quorum**

40. The Mayor shall preside the COW if present, however, where the Mayor is absent the member responsible for acting in the place of the Mayor must take the Chair and call the meeting to order. The quorum of COW is the majority of Council members.

### **Points of Order at Meetings**

41. The presiding member must preserve order at a COW meeting and, subject to an appeal to other members present, decide points of order that may arise.

### **Conduct and Debate**

42. The following rules apply to COW meetings:

- (a) a member may speak any number of times on the same question;
- (b) a member must not speak longer than a total of 10 minutes on any one question.

### **Voting at Meetings**

43. (1) Votes at a COW meeting must be taken by a show of hands if requested by a member.

### **Reports**

44. (1) COW may consider reports and bylaws only if
- (a) they are printed and the members each have a copy, or
  - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for COW to rise and report to Council must be decided without debate.
- (3) The COW's reports and recommendations to Council must be presented by the Corporate Officer.

## **PART 9 - COMMITTEES**

### **Duties of Standing Committees**

45. (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
  - (b) matters that are assigned by Council;
  - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
  - (b) on matters that are assigned by Council or the Mayor,
    - (i) as required by Council or the Mayor, or
    - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

### **Duties of Select Committees**

46. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

### **Schedule of Committee Meetings**

47. (1) At its first meeting after its establishment of standing or select committee must establish a regular schedule of meetings.
- (2) The chair of the committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

### **Notice of Committee Meetings**

48. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Place; and
  - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The chair of the committee must cause a notice of the day, time and place of a meeting called under section 48(2) to be given to all members of the committee at least 12 hours before the time of the meeting.

### **Attendance at Committee Meetings**

49. Council members who are not members of a committee may attend the meetings of the committee.

### **Minutes of Committee Meetings to be Maintained and Available to Public**

50. Minutes of the proceedings of a committee must be
- (a) legibly recorded,
  - (b) certified by the Corporate Officer,
  - (c) signed by the chair or member presiding at the meeting, and
  - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

### **Quorum**

51. The quorum for a committee is a majority of all of its members.

### **Conduct and Debate**

52. (1) The rules of the Council procedure must be observed during committee meetings so far as is possible and unless as otherwise provided in this Bylaw.

- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- (3) A motion made at a meeting of a committee is not required to be seconded.

### **Voting at Meetings**

- 53. Council members attending a meeting of a committee of which they are not a member must not vote on a question.

## **PART 10 – GENERAL**

- 54. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- 55. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
- 56. This District of 100 Mile House Council Procedure Bylaw No. 939, 2004, is repealed in its entirety.

READ A FIRST, SECOND AND THIRD TIME THIS 13<sup>th</sup> day of November, 2018.

ADOPTED THIS 11<sup>th</sup> day of December, 2018.

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Mayor

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Corporate Officer



**District of  
100 MILE HOUSE**

**COUNCIL REPORT  
File No. 570-01**

**Regular – November 14, 2023**

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**REPORT DATE:** November 7, 2023

**TITLE:** Financial Plan Amendment Bylaw No. 1414, 2023

**PREPARED BY:** S. Elias, Director of Finance

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**PURPOSE:** *To amend Financial Plan Bylaw No. 1399, 2023.*

**RECOMMENDATION:**

BE IT RESOLVED THAT Bylaw 1414, 2023 be read a first, second and third time this 14th day of November 2023

**BACKGROUND INFORMATION / DISCUSSION:**

The following items have been amended/added to the 2023 Budget/Financial Plan:

**General Operations Revenue**

<u>2-1-550-00 Return on Investments</u>	\$ 300,000.00
Increased return on investments due to higher interest rates	
<u>2-1-717-00 Other Grants</u>	\$ 1,748,000.00
Horse Lake Bridge Grant	
<u>2-1-874-00 Project Funding</u>	(\$ 225,000.00)
Remove Cariboo Regional District funding for Pickle Ball Courts	
<u>2-1-920-00 General Revenue Fund Surplus</u>	\$ 111,500.00
\$31,500.00 – A/C Council Chambers added to Capital	
\$80,000.00 – Community Hall added to Capital	



2-1-921-00 Transfers from Reserves \$ 1,789,395.00

\$1,400,000.00 – Horse Lake Bridge  
\$175,000.00 – Horse Lake Road Rehabilitation  
\$225,000.00 – Centennial Park Tennis Courts

## **General Operations Expenditures**

2-2-121-01 Administration Salaries & Wages (\$53,135.00)

2-2-121-06 Administration Employee Benefits (\$15,405.00)

Staffing Changes

2-2-123-35 Contract Services \$110,780.00

Administration/Council Advisory Services

2-2-122-29 Audit Services \$14,740.00

New Auditor Contract

2-2-123-39 Grants Various \$11,395.00

Covid funds for IT/Computers

2-2-326-03 Street Signs Wages \$5,000.00

2-2-326-07 Street Signs Employee Benefits \$1,450.00

Wayfinding Project (Transfer from Soccer fields)

2-2-326-69 Misc Maintenance Parts \$10,000.00

Wayfinding Project

2-2-395-41 Fleet Operations & Maintenance \$70,000.00

Increase in parts cost and fuel

2-2-431-03 Garbage Collection Wages \$5,000.00

2-2-431-07 Garbage Collection Employee Benefits \$1,450.00

Transfer from Park Maintenance

2-2-711-03 Park Maintenance Wages (\$5,000.00)

2-2-711-07 Park Maintenance Employee Benefits (\$1,450.00)



Transfer to Garbage Collection

2-2-711-41 Parks Purchase Maintenance \$10,000.00

Parkland Reclamation

2-2-717-03 Soccer Fields Wages (\$5,000.00)

2-2-717-07 Soccer Fields Employee Benefits (\$1,450.00)

Transfer to Street Signs

2-2-822-84 Transfer to General Capital \$3,402,500.00

Horse Lake Bridge - \$3,148,000.

Horse Lake Road Rehab - \$ 175,000.

A/C Council Chambers - \$ 31,500

Community Hall - \$ 80,000

2-2-828-84 Transfer to Other Reserves \$163,020.00

Increase budgeted surplus

## **Sewer Fund Operations & Capital**

### **Revenue**

4-1-912-00 Transfer from Reserves \$35,000.00

Sewer Lift Station Study

### **Expenditures**

4-2-822-84 Transfer to Capital \$35,000.00

Sewer Lift Station Study



## **Water Operations & Capital**

### **Revenue**

<u>6-1-911-00</u>	<u>Water Revenue Surplus</u>	\$30,000.00
Chlorine Pump		
<u>6-1-912-00</u>	<u>Transfer from Reserves</u>	\$200,000.00
Bulk Water Station Move - \$50,000.00		
Water Quality Improvement- \$150,000.00		

### **Expenditures**

<u>6-2-410-35</u>	<u>Administration Contract Services</u>	\$50,000.00
Bulk Water Station Move		
<u>6-2-431-35</u>	<u>Water Treatment Plant Contract Services</u>	\$30,000.00
Chlorine Pump		
<u>6-2-822-84</u>	<u>Transfer to Water Capital</u>	\$150,000.00
Water Quality Improvement		

**ATTACHMENTS:** Financial Plan Amendment Bylaw No. 1414, 2023

**Prepared By:** S. Elias  
S. Elias, Director of Finance

**Date:** Nov 8 2023

**Reviewed By:** T. Boulanger  
T. Boulanger, CAO

**Date:** Nov. 8. 2023

**DISTRICT OF 100 MILE HOUSE  
Bylaw No. 1414, 2023**

A bylaw to amend the 2023 to 2027 Financial Plan.

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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 Amendment Bylaw No. 1414, 2023**".

**ENACTMENT**

2. THAT, Bylaw No. 1399-2023 Financial Plan Schedule "A" be repealed and replaced with the Schedule "A" attached to and forming part of this bylaw.

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

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

\_\_\_\_\_  
Mayor

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

**DISTRICT OF 100 MILE HOUSE**  
**2023 Financial Plan Amendment Bylaw No. 1414, 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	612,585	311,385	311,385	311,385	311,385
Transfer from Reserves	168,510	43,500	43,500	43,500	43,500
Transfer from Other	1,497,660	1,464,585	1,411,350	1,373,490	1,333,595
	<b>\$ 8,061,263</b>	<b>\$ 7,308,056</b>	<b>\$ 7,348,980</b>	<b>\$ 7,413,377</b>	<b>\$ 7,475,222</b>

<b>EXPENDITURES</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
General Government	\$ 1,087,000	\$ 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	1,591,475	1,478,225	1,510,240	1,528,695	\$ 1,538,120
Environmental & Public Health	141,580	139,135	141,295	145,000	145,895
Recreation & Culture	211,785	210,440	212,240	218,065	218,585
Utility Operations	1,054,394	947,514	962,517	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	661,320	451,446	428,367	369,478	388,364
	<b>\$ 8,061,263</b>	<b>\$ 7,308,056</b>	<b>\$ 7,348,980</b>	<b>\$ 7,413,377</b>	<b>\$ 7,475,222</b>

	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>CAPITAL</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Capital Expenditure	9,206,775	6,302,345	1,083,000	530,000	544,000
Transfer from Operating Surplus	111,500	-	-	-	-
Transfer from Reserves	6,356,515	6,302,345	1,083,000	530,000	544,000
Grant Funding	2,738,760	-	-	-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## DISTRICT OF 100 MILE HOUSE

## Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Nov 02, 2023

Time : 3:51 pm

Supplier : 079850 To ZZ9950

Pay Date : 01-Sep-2023 To 30-Sep-2023

Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. Status : All

Medium : M=Manual C=Computer E=EFT-PA

K1

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
28752	17-Aug-2023	LEAV50	LEA, VALERIE	Cancelled	290	C	-517.00
28824	15-Sep-2023	1MFE50	100 MILE FEED & RANCH SUPPLY LTD	Cleared	293	C	24.53
28825	15-Sep-2023	ACEC50	ACE COURIER SERVICES	Cleared	293	C	535.55
28826	15-Sep-2023	BCTR50	BC TRANSIT	Cleared	293	C	20,719.75
28827	15-Sep-2023	BEHR50	BEHREND'S BRONZE INC	Cleared	293	C	349.36
28828	15-Sep-2023	BLAK50	BLACK PRESS GROUP LTD	Cleared	293	C	246.46
28829	15-Sep-2023	BOBS50	COUNTRY TIRE SERVICE	Cleared	293	C	2,882.16
28830	15-Sep-2023	BURG50	BURGESS PLUMBING HEATING & ELECTRIC	Cleared	293	C	119.18
28831	15-Sep-2023	CAFM50	CARIBOO FAMILY ENRICHMENT CENTRE	Cleared	293	C	1,000.00
28832	15-Sep-2023	CAME50	CAMEO PLUMBING LTD	Cleared	293	C	8,019.60
28833	15-Sep-2023	CARN50	CARO ANALYTICAL SERVICES	Issued	293	C	355.96
28834	15-Sep-2023	CCAD50	CANCADD IMAGING SOLUTIONS LTD.	Cleared	293	C	637.39
28835	15-Sep-2023	CCCT50	CARIBOO CHILCOTIN COAST TOURISM ASSC	Cleared	293	C	105.00
28836	15-Sep-2023	CENT50	CENTRAL CARIBOO DISPOSAL SERVICES LT	Cleared	293	C	7,588.28
28837	15-Sep-2023	CENU50	CENTURY HARDWARE LTD	Issued	293	C	15.10
28838	15-Sep-2023	CHER50	CHERKOWSKI MARSDEN LLP	Cancelled	293	C	25.00
28839	15-Sep-2023	CINT50	CINTAS CANADA LIMITED	Cleared	293	C	576.39
28840	15-Sep-2023	CLEA50	CLEARTECH INDUSTRIES INC	Cleared	293	C	1,572.00
28841	15-Sep-2023	CODG50	COD GONE WILD	Cleared	293	C	235.00
28842	15-Sep-2023	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	293	C	2,270.36
28843	15-Sep-2023	COMP50	COMPASS VENTURES ENVIROMENTAL SOLL	Cleared	293	C	4,186.35
28844	15-Sep-2023	DHLE50	LOOMIS EXPRESS	Cleared	293	C	158.50
28845	15-Sep-2023	DIXP50	DIXIT, POOJA	Issued	293	C	275.00
28846	15-Sep-2023	DONA50	DONAHUE AIRFIELD SERVICES	Issued	293	C	1,050.00
28847	15-Sep-2023	DWBF50	DWB CONSULTING SERVICES LTD	Issued	293	C	2,434.95
28848	15-Sep-2023	ENGA50	ENGAGE SPORT NORTH	Cleared	293	C	150.00
28849	15-Sep-2023	ENGP50	ENGINEERED PUMP SYSTEMS LTD.	Cleared	293	C	1,904.00
28850	15-Sep-2023	FINN50	FINNING	Cleared	293	C	23.37
28851	15-Sep-2023	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Cleared	293	C	9,611.48
28852	15-Sep-2023	GOLT50	GOLD TRAIL RECYCLING LTD	Cleared	293	C	60.10
28853	15-Sep-2023	HLCF50	HORSE LAKE CHRISTIAN FELLOWSHIP	Cleared	293	C	435.00
28854	15-Sep-2023	INLA50	INLAND KENWORTH PARTNERSHIP	Cleared	293	C	790.93
28855	15-Sep-2023	INNO50	INNOV8 DIGITAL SOLUTIONS	Cleared	293	C	433.85
28856	15-Sep-2023	INTO50	INTERIOR LOCKSMITH	Cleared	293	C	52.09
28857	15-Sep-2023	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Issued	293	C	546.61
28858	15-Sep-2023	KALT50	KAL TIRE	Cleared	293	C	4,211.34
28859	15-Sep-2023	LEAV50	LEA, VALERIE	Issued	293	C	517.00
28860	15-Sep-2023	LORD50	LORDCO AUTO PARTS LTD	Cleared	293	C	17.62
28861	15-Sep-2023	MCLM50	MCLAUCHLIN, MITCHELL	Cleared	293	C	200.00
28862	15-Sep-2023	MDA50	1277284 BC LTD - DBA MDA FABRICATION	Issued	293	C	2,800.00
28863	15-Sep-2023	MORR50	MORRISON, ROB	Cleared	293	C	1,000.00
28864	15-Sep-2023	MTSM50	MTS MAINTENANCE TRAINING SYSTEMS INC	Cleared	293	C	973.35
28865	15-Sep-2023	NAPA50	NAPAAUTO PARTS - 100 MILE HOUSE	Cleared	293	C	1,232.67
28866	15-Sep-2023	NORM50	NORTHERN COMPUTER	Cleared	293	C	2,756.54
28867	15-Sep-2023	NORW50	NORTH-WESTERN SPRINTER GLASS INC.	Cleared	293	C	466.13
28868	15-Sep-2023	PARA50	LASZLO RETI	Issued	293	C	270.00
28869	15-Sep-2023	PATE50	PATERSON SEPTIC SERVICE	Cleared	293	C	157.50
28870	15-Sep-2023	PERF50	PERFORMANCE ALL TERRAIN & RENTALS LT	Cleared	293	C	2,352.00
28871	15-Sep-2023	POIN50	POINTER SIGN SHOP	Cleared	293	C	1,610.56
28872	15-Sep-2023	PURO50	PUROLATOR INC	Cleared	293	C	208.59
28873	15-Sep-2023	QUIL50	QUILTS FOR SURVIVORS	Issued	293	C	250.00
28874	15-Sep-2023	REMAX50	REMAX100	Cleared	293	C	1,000.00
28875	15-Sep-2023	SHAS50	SHAW'S ENTERPRISES LTD	Cleared	293	C	153.47
28876	15-Sep-2023	TASC50	TASCO SUPPLIES LTD	Cleared	293	C	275.28

## DISTRICT OF 100 MILE HOUSE

## Cheque Register-Summary-Bank



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Date : Nov 02, 2023

Time : 3:51 pm

Supplier : 079850 To ZZ9950  
 Pay Date : 01-Sep-2023 To 30-Sep-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>							
28877	15-Sep-2023	TLCL50	TLC LOGGING LTD	Cleared	293	C	939.33
28878	15-Sep-2023	TOMK50	TOMKO SPORT SYSTEMS INC.	Issued	293	C	42,721.11 ✓
28879	15-Sep-2023	TRUE50	TRUE CONSULTING GROUP	Cleared	293	C	5,733.00 ✓
28880	15-Sep-2023	TSUN50	TSUNAMI SOLUTIONS LTD.	Issued	293	C	52.08
28881	15-Sep-2023	UNIT50	UNITED CONCRETE & GRAVEL LTD	Cleared	293	C	7,334.88 ✓
28882	15-Sep-2023	WESR50	WESTERRA EQUIPMENT LP	Cleared	293	C	1,583.59
28883	15-Sep-2023	WILO50	WILLIAM LOVE	Cleared	293	C	1,422.75
28884	15-Sep-2023	WURT50	WURTH CANADA LTD	Cleared	293	C	588.94
28885	28-Sep-2023	ACEC50	ACE COURIER SERVICES	Issued	308	C	1,490.08
28886	28-Sep-2023	ALBE50	ALBERTA FIRE CHIEFS ASSOCIATION	Issued	308	C	3,624.64
28887	28-Sep-2023	BISR50	BISHOP, RANDY	Cleared	308	C	1,000.00
28888	28-Sep-2023	BLAS50	BLASER, JACK	Issued	308	C	112.00
28889	28-Sep-2023	BOBS50	COUNTRY TIRE SERVICE	Issued	308	C	1,223.58
28890	28-Sep-2023	BOUT50	BOULANGER, TAMMY	Issued	308	C	1,311.26
28891	28-Sep-2023	BRAN50	BRANDT TRACTOR LTD	Issued	308	C	1,062.26
28892	28-Sep-2023	BURG50	BURGESS PLUMBING HEATING & ELECTRIC/	Issued	308	C	943.69
28893	28-Sep-2023	CANA50	CANADIAN MENTAL HEALTH ASSOCIATION	Issued	308	C	1,000.00
28894	28-Sep-2023	CARN50	CARO ANALYTICAL SERVICES	Issued	308	C	3,637.73
28895	28-Sep-2023	CENU50	CENTURY HARDWARE LTD	Issued	308	C	33.58
28896	28-Sep-2023	CIBM50	CIBC MORTGAGES INC	Issued	308	C	76.60
28897	28-Sep-2023	CINT50	CINTAS CANADA LIMITED	Issued	308	C	646.85
28898	28-Sep-2023	CLEA50	CLEARTECH INDUSTRIES INC	Issued	308	C	467.96
28899	28-Sep-2023	DHLE50	LOOMIS EXPRESS	Issued	308	C	248.10
28900	28-Sep-2023	DONP50	DONNELLY, PAUL	Issued	308	C	200.00
28901	28-Sep-2023	ELIS50	ELIAS, SHEENA	Issued	308	C	700.92
28902	28-Sep-2023	EMCO50	EMCO CORPORATION	Issued	308	C	1,737.26
28903	28-Sep-2023	FALC50	FALCON EQUIPMENT LTD	Issued	308	C	3,507.31
28904	28-Sep-2023	FINN50	FINNING	Issued	308	C	256.09
28905	28-Sep-2023	FIRT50	FIRST TRUCK CENTRE	Issued	308	C	2,597.97
28906	28-Sep-2023	FOSR50	FOSSUM, RALPH	Cleared	308	C	1,792.08
28907	28-Sep-2023	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	308	C	1,581.70
28908	28-Sep-2023	INLA50	INLAND KENWORTH PARTNERSHIP	Issued	308	C	563.29
28909	28-Sep-2023	LEGA50	LEGACY LOWERING DEVICE	Issued	308	C	293.48
28910	28-Sep-2023	LONE50	LONE BUTTE SUPPLY LTD	Issued	308	C	202.67
28911	28-Sep-2023	PARA50	LASZLO RETI	Issued	308	C	360.00
28912	28-Sep-2023	PATE50	PATERSON SEPTIC SERVICE	Issued	308	C	1,456.88
28913	28-Sep-2023	PERF50	PERFORMANCE ALL TERRAIN & RENTALS LT	Issued	308	C	838.65
28914	28-Sep-2023	SHAS50	SHAWS ENTERPRISES LTD	Issued	308	C	44.71
28915	28-Sep-2023	SITK50	SITKA LOG HOMES INC	Issued	308	C	9,728.25
28916	28-Sep-2023	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	308	C	2,352.00
28917	28-Sep-2023	STEP50	STEPHEN PELLIZZARI NOTARY PUBLIC	Issued	308	C	84.00
28918	28-Sep-2023	TRUE50	TRUE CONSULTING GROUP	Issued	308	C	40,807.91 ✓
28919	28-Sep-2023	VADI50	CENTRAL SQUARE CANADA SOFTWARE INC	Issued	308	C	16,408.83 ✓
28920	28-Sep-2023	VIMA50	VIMAR EQUIPMENT LTD	Issued	308	C	1,035.79
28921	28-Sep-2023	WESE50	100 MILE LUMBER - A DIVISION OF WEST FR	Issued	308	C	10,014.11
28922	28-Sep-2023	WILO50	WILLIAM LOVE	Issued	308	C	1,317.75
28923	28-Sep-2023	WURT50	WURTH CANADA LTD	Issued	308	C	503.58
04276-0001	01-Sep-2023	PENS50	PENSION CORPORATION	Cleared	274	E	8,015.73
04277-0001	01-Sep-2023	RECE50	RECEIVER GENERAL OF CANADA	Cleared	275	E	3,850.17
04278-0001	01-Sep-2023	RECE50	RECEIVER GENERAL OF CANADA	Cleared	276	E	14,886.55
04279-0001	08-Sep-2023	SHAW50	SHAW CABLE	Cleared	278	E	100.75
04280-0001	08-Sep-2023	SHAW50	SHAW CABLE	Cleared	279	E	151.20
04281-0001	08-Sep-2023	FORT50	FORTIS BC - NATURAL GAS	Cleared	280	E	327.54

# DISTRICT OF 100 MILE HOUSE

## Cheque Register-Summary-Bank



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Page : 3

Date : Nov 02, 2023

Time : 3:51 pm

Supplier : 079850 To ZZ9950

Pay Date : 01-Sep-2023 To 30-Sep-2023

Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. Status : All

Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
Bank : 4 ROYAL BANK - CURRENT ACCOUNT							
04282-0001	08-Sep-2023	SHAW50	SHAW CABLE	Cleared	281	E	190.40
04283-0001	01-Sep-2023	CLIF50	CANADA LIFE	Cleared	282	E	7,965.18
04284-0001	08-Sep-2023	SCOO50	SCOTT, ROY	Cleared	283	E	11,865.00
04285-0001	08-Sep-2023	LIFW50	LIFEWORCS	Cleared	284	E	669.06
04286-0001	08-Sep-2023	ETAX50	EMPLOYER HEALTH TAX	Cleared	285	E	7,470.50
04287-0001	11-Sep-2023	BCHY50	BC HYDRO & POWER AUTHORITY	Cleared	286	E	91.14
04288-0001	11-Sep-2023	FORT50	FORTIS BC - NATURAL GAS	Cleared	287	E	34.35
04289-0001	12-Sep-2023	BCHY50	BC HYDRO & POWER AUTHORITY	Cleared	288	E	13,497.99
04290-0001	12-Sep-2023	FRCO50	FOUR RIVERS CO-OPERATIVE	Cleared	289	E	9,851.93
04291-0001	13-Sep-2023	ROYL50	ROYAL BANK VISA	Cleared	291	E	6,538.73
04292-0001	13-Sep-2023	TELU50	TELUS COMMUNICATIONS COMPANY	Cleared	292	E	34.36
04293-0001	18-Sep-2023	PENS50	PENSION CORPORATION	Cleared	294	E	8,350.11
04294-0001	25-Sep-2023	RECE50	RECEIVER GENERAL OF CANADA	Cleared	295	E	2,005.77
04295-0001	25-Sep-2023	RECE50	RECEIVER GENERAL OF CANADA	Cleared	296	E	13,713.24
04296-0001	19-Sep-2023	ROYL50	ROYAL BANK VISA	Cleared	297	E	1,404.64
04297-0001	19-Sep-2023	GRAY50	ADT SECURITY SERVICES CANADA INC	Cleared	298	E	193.99
04298-0001	19-Sep-2023	TELM50	TELUS MOBILITY CELLULAR INC	Cleared	299	E	644.54
04299-0001	19-Sep-2023	SHAW50	SHAW CABLE	Cleared	300	E	395.14
04300-0001	25-Sep-2023	SHAW50	SHAW CABLE	Cleared	302	E	254.19
04301-0001	25-Sep-2023	ROYL50	ROYAL BANK VISA	Cleared	303	E	2,309.70
04302-0001	26-Sep-2023	SHAW50	SHAW CABLE	Cleared	304	E	305.54
04303-0001	26-Sep-2023	BCHY50	BC HYDRO & POWER AUTHORITY	Cleared	305	E	7,441.35
04304-0001	26-Sep-2023	VANH50	VAN HOUTTE COFFEE SERVICES INC	Cleared	306	E	190.95
Total Computer Paid :		264,963.59	Total EFT PAP :	122,749.74	Total Paid :		387,713.33
Total Manually Paid :		0.00	Total EFT File :	0.00			

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

**\$113,005.73 Capital**