



**MEETING TO BE HELD IN THE MUNICIPAL COUNCIL CHAMBERS
TUESDAY FEBRUARY 27TH, 2024, AT 3:00 PM**

	<u>CALL TO ORDER</u> The Chair to call the Board meeting to order. Acknowledgement that this meeting is being held on Tsqescencú'ecw.
A.	<u>APPROVAL OF AGENDA:</u>
	A1 BE IT RESOLVED THAT the February 27th, 2024 100 Mile Development Corporation Board agenda <u>be approved</u>.
B.	<u>INTRODUCTION OF LATE ITEMS</u>
C.	<u>DELEGATIONS</u>
D.	<u>MINUTES:</u>
Board Minutes – December 12th, 2023	D1 BE IT RESOLVED THAT the minutes of the Board meeting held December 12th, 2023, <u>be adopted</u>.
E.	<u>UNFINISHED BUSINESS:</u>
F.	<u>CORRESPONDENCE</u>

G.	<u>STAFF REPORTS:</u>
H.	<u>VOUCHERS</u>
Paid Vouchers & EFT's – December 2023	H1 BE IT RESOLVED THAT the paid manual vouchers #9020 to #9028 and EFT's totaling \$11,931.52 <u>be received</u> .
Paid Vouchers & EFT's – January 2024	H2 BE IT RESOLVED THAT the paid manual vouchers #9029 to #9040 and EFT's totaling \$14,042.90 <u>be received</u> .
I.	<u>OTHER BUSINESS:</u>
Tourism, Marketing & Budget Discussion	I1 Council discussion relating to the 100 Mile Development Corporation operations, Visitor Center, Tourism, Marketing and 2023 Financials.
J	<u>QUESTION PERIOD:</u>
K	<u>ADJOURNMENT</u> BE IT RESOLVED THAT the February 27 th , 2024, 100 Mile Development Corporation meeting now adjourn: Time:



MEETING HELD IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Chair
Directors

Maureen Pinkney
Donna Barnett
Ralph Fossum (Via Teams)
Jenni Guimond
Dave Mingo

STAFF: CAO
Dir. of Com. Serv.
Dir. of Planning & Ec.Dev.
Dir. Of Finance

Tammy Boulanger
Todd Conway
Joanne Doddridge
Sheena Elias

OTHER: (1)

	<u>CALL TO ORDER</u> Chair Pinkney called the meeting to order at 5:00 PM Chair Pinkney acknowledged that this meeting is being held on Secwepemculecw.
A	<u>APPROVAL OF AGENDA</u>
	A1 Res: 27/23 Moved By: Director Barnett Seconded By: Director Mingo BE IT RESOLVED THAT the December 12th, 2023, 100 Mile Development Corporation Board agenda <u>be approved</u>. CARRIED
B	<u>INTRODUCTION OF LATE ITEMS</u>
C	<u>DELEGATIONS</u>

D	<u>MINUTES</u>
Board Minutes - June 13th, 2023	D1 Res: 28/23 Moved By: Director Mingo Seconded By: Director Guimond BE IT RESOLVED THAT the minutes of the Board meeting held June 13th, 2023, <u>be adopted</u>. CARRIED.
E.	<u>UNFINISHED BUSINESS:</u>
F	<u>CORRESPONDENCE</u>
Councillor Barnett excused herself declaring a conflict of interest.	
MEH Rental Space1	F1 Res: 29/23 Moved By: Director Guimond Seconded By: Director Mingo BE IT RESOLVED THAT correspondence received regarding the continuation of lease space from Vintage Athletics <u>be received</u>; and further BE IT RESOLVED THAT the rental agreement be extended for six months at the rate of \$500/month CARRIED Council directed staff to monitor utility costs to ensure that the use of the facility is not drastically increasing operational costs.
Councillor Barnett re-joined the meeting	

G	<u>STAFF REPORTS</u>
Visitor Information Center – YTD Financials & Stats	G1 Res: 30/23 Moved By: Director Mingo Seconded By: Director Guimond BE IT RESOLVED THAT the year-to-date financials and visitor stats <u>be received</u> CARRIED Council directed staff to schedule a 100 Mile Development Corp meeting in the new year to discuss economic development and the tier marketing program.
H	<u>VOUCHERS</u>
Paid Vouchers & EFT's – June – November 2023	H1 Res: 31/23 Moved By: Director Mingo Seconded By: Director Barnett BE IT RESOLVED THAT the paid manual vouchers #8948 to #9019 and EFT's totaling \$ 118,416.17 <u>be received</u>. CARRIED.
I	<u>OTHER BUSINESS</u>
J	<u>QUESTION PERIOD</u>

K	<u>ADJOURNMENT</u>
	K1 Res: 32/23 Moved By: Director Barnett Seconded By: Director Guimond BE IT RESOLVED THAT the December 12 th , 2023, 100 Mile Development Corporation meeting now adjourn: Time:5:20 PM CARRIED.
I hereby certify these minutes to be correct. _____ President _____ Secretary	

Cheque Register-Summary-Bank



AP5090

Date : Feb 22, 2024

Page :

Time :

H1

Supplier : 100E20 To ZZ0820

Pay Date : 01-Jan-2024 To 31-Jan-2024

Bank : 099 - 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
9029	11-Jan-2024	DIST20	DISTRICT OF 100 MILE HOUSE	Issued	3	C	510.79
9030	11-Jan-2024	E36020	ENVIRONMENTAL 360 SOLUTIONS CENTRAL	Issued	3	C	46.60
9031	11-Jan-2024	INNO20	INNOV8 DIGITAL SOLUTIONS	Issued	3	C	7.82
9032	11-Jan-2024	RIVE20	RIVERSIDE E-RIDE INC	Issued	3	C	154.98
9033	11-Jan-2024	WILA20	WILLIAM LOVE	Issued	3	C	1,372.88
9034	29-Jan-2024	FEST20	FESTIVAL OF THE ARTS	Issued	17	C	235.00
9035	29-Jan-2024	FULT20	FULTON & COMPANY LLP	Issued	17	C	520.68
9036	29-Jan-2024	GART20	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	17	C	1,339.13
9037	29-Jan-2024	SMIT20	SMITTY'S JANITORIAL SERVICES (1993)	Issued	17	C	813.75
9038	29-Jan-2024	ULIN20	U-LINE CANADA CORPORATION	Issued	17	C	300.54
9039	29-Jan-2024	WILA20	WILLIAM LOVE	Issued	17	C	1,655.06
9040	30-Jan-2024	WILA20	WILLIAM LOVE	Issued	18	C	431.81
01613-0001	11-Jan-2024	BCHY20	BC HYDRO & POWER AUTHORITY	Issued	166	E	382.75
01614-0001	11-Jan-2024	BCHY20	BC HYDRO & POWER AUTHORITY	Issued	1	E	1,624.22
01615-0001	09-Jan-2024	FORT20	FORTIS BC	Issued	2	E	2,216.95
01616-0001	19-Jan-2024	MINI20	MINISTER OF FINANCE	Cancelled	4	E	53.50
01617-0001	11-Jan-2024	WORK20	WORKERS' COMPENSATION BOARD	Issued	6	E	150.91
01618-0001	23-Jan-2024	RECG20	RECEIVER GENERAL FOR CANADA	Issued	7	E	1,092.11
01619-0001	12-Jan-2024	SHAW20	SHAW CABLE	Issued	8	E	75.26
01620-0001	11-Jan-2024	SHAW20	SHAW CABLE	Issued	9	E	120.91
01621-0001	02-Jan-2024	SHAW20	SHAW CABLE	Issued	10	E	172.37
01622-0001	02-Jan-2024	SHAW20	SHAW CABLE	Issued	11	E	72.80
01623-0001	02-Jan-2024	CLIF20	CANADA LIFE	Issued	12	E	312.72
01624-0001	23-Jan-2024	SHAW20	SHAW CABLE	Issued	13	E	120.91
01625-0001	23-Jan-2024	SHAW20	SHAW CABLE	Issued	14	E	172.37
01626-0001	24-Jan-2024	GRAY20	TELUS CUSTOM SECURITY SYSTEMS	Issued	15	E	137.39
01628-0001	29-Jan-2024	ROYB20	ROYAL BANK VISA	Issued	16	E	-51.31

Total Computer Paid : 7,389.04

Total EFT PAP : 6,653.86

Total Paid : 14,042.90

Total Manually Paid : 0.00

Total EFT File : 0.00

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

100 MILE DEVELOPMENT CORPORATION
Cheque Register-Summary-Bank



AP5090

Date : Feb 22, 2024

Page :

Time :

H2

Supplier : 100E20 To ZZ0820
Pay Date : 01-Dec-2023 To 31-Dec-2023
Bank : 099 - 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
9020	13-Dec-2023	ABCC20	ABC WEB LINK	Cleared	159	C	41.95
9021	13-Dec-2023	BDOC20	BDO CANADA LLP	Cleared	159	C	4,494.00
9022	13-Dec-2023	E36020	ENVIRONMENTAL 360 SOLUTIONS CENTRAL	Cleared	159	C	23.47
9023	13-Dec-2023	KINJ20	KINCAID, JAMES	Issued	159	C	235.00
9024	13-Dec-2023	NAPA20	NAPAAUTO PARTS (0374)	Cancelled	159	C	0.00
9025	13-Dec-2023	VERD20	VERBOOM, DEBORAH	Issued	159	C	200.00
9026	13-Dec-2023	WILA20	WILLIAM LOVE	Cleared	159	C	815.07
9027	21-Dec-2023	SMIT20	SMITTY'S JANITORIAL SERVICES (1993)	Cleared	163	C	813.75
9028	21-Dec-2023	WILA20	WILLIAM LOVE	Cleared	163	C	1,443.75
01606-0001	01-Dec-2023	SHAW20	SHAW CABLE	Cleared	156	E	72.80
01607-0001	11-Dec-2023	FORT20	FORTIS BC	Cleared	157	E	1,912.83
01608-0001	12-Dec-2023	SHAW20	SHAW CABLE	Cleared	158	E	75.26
01609-0001	19-Dec-2023	GRAY20	TELUS CUSTOM SECURITY SYSTEMS	Cleared	161	E	137.39
01610-0001	28-Dec-2023	RECG20	RECEIVER GENERAL FOR CANADA	Cleared	162	E	1,081.14
01611-0001	31-Dec-2023	CLIF20	CANADA LIFE	Cleared	164	E	311.50
01612-0001	29-Dec-2023	ROYB20	ROYAL BANK VISA	Cleared	165	E	273.61
Total Computer Paid :		8,066.99	Total EFT PAP :	3,864.53	Total Paid :		11,931.52
Total Manually Paid :		0.00	Total EFT File :	0.00			

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

2023 Dev Corp Budget with Actuals

I1

REVENUES

	Account No.	2023 Budget	2023 ACTUAL	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	2019 Actual
Admin/Economic Development							
Grant Funding	9743900	- 50,000	- 50,000	- 50,000	- 50,000	- 50,000	- 94,863
District Funding	9744000	- 93,000	- 67,208	- 35,343	- 71,901	- 35,912	-
Interest Income	9750200	- 500	- 18,894	- 17,570	- 9,932	- 8,967	- 15,156
Transfer from Own Funds	9780000	-	-	-	-	-	-
TOTAL ADMIN REVENUE		-\$ 143,500	-\$ 136,102	-\$ 102,913	-\$ 131,833	-\$ 94,879	-\$ 110,019
Marketing Program							
Transfer from Prior Year							
SCCMP Tier Buy-In	9741100	- 12,000	- 10,388	- 10,612	- 5,798	- 15,125	- 16,876
Advertising - Visitor Guide	9741500	-	-	-	- 1,322	-	-
Corporate Sponsorship	9743200	-	-	-	-	-	-
CCCTA Membership Discount	9743300	-	-	-	-	-	-
Misc Revenue	9750400	-	-	-	-	-	-
Local Government Funding	9743500	- 15,000	- 15,000	- 15,000	- 15,000	- 15,000	- 17,000
District Funding	9744100	- 25,000	- 25,000	- 25,000	- 25,000	- 25,000	- 25,000
TOTAL MARKETING PROGRAM REVENUE		-\$ 52,000	-\$ 50,388	-\$ 50,612	-\$ 47,120	-\$ 55,125	-\$ 58,876
Visitor Info Center							
Merchandising	9741200	- 15,000	- 8,935	- 14,283	- 7,599	- 6,037	- 22,106
Food & Snacks	9741300	- 1,500	- 391	- 1,676	- 129	- 560	- 1,784
Postage	9741400	- 500	- 425	- 489	- 51	- 6	- 1,101
Post Cards/Books/Maps	9741900	- 8,000	- 4,411	- 8,044	- 4,596	- 3,140	- 9,585
Cash Over/Short	9742000	-	- 1	- 141	- 3	- 1	- 3
Wage Subsidy	9743000	- 5,000	- 2,263	- 4,385	- 7,246	- 8,176	- 19,650
Grant Funding	9743100	- 49,750	- 49,750	- 49,750	- 49,750	- 50,750	- 49,750
Donations & Misc Income	9750000	-	- 663	- 157	- 73	- 248	- 463
Commissions	9750100	-	-	- 16	-	-	-
US Exchange	9750300	-	-	-	-	-	-
Transfer From Surplus - VIC							
TOTAL VIC REVENUE		-\$ 79,750	-\$ 66,837	-\$ 78,660	-\$ 69,447	-\$ 68,918	-\$ 104,435

Tammy Boulanger:
NDI Ec Dev Capacity Funding
***This will be removed in 2024**

Tammy Boulanger:
District's contribution to balance budget

Projected around **\$145,000** for 2024

Sheena Elias:
Unaudited 2023 District Contribution estimate.

Tammy Boulanger:
CRD \$15,000.

Tammy Boulanger:
District annual contribution to SCCMP

Sheena Elias:
\$14,162 sales in 2023

Tammy Boulanger:
CRD Contribution \$31,000.
Destication BC \$18,750.

2023 Dev Corp Budget with Actuals

	Account No.	2023 Budget	2023 ACTUAL	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	2019 Actual
Lodge / MEH Complex							
District Funding-Fee for Service				-		-	
Rental Income	9771400	- 30,000	- 8,605	- 4,500	- 2,108	- 10,230	- 31,540
South Cariboo Culture & Rec. Contr.	9771500	- 60,000	- 60,000	- 60,000	- 60,000	- 60,300	- 59,187
Other Income	9771500	-		-	-	-	- 31,421
Socan Society	9771700	- 50		-	-	- 63	- 95
Transfer from Surplus - Lodge MEH	9771800	-		-	-	-	-
TOTAL LODGE MEH REVENUE		-\$ 90,050	-\$ 68,605	-\$ 64,500	-\$ 62,108	-\$ 70,593	-\$ 122,243
Community Forest							
Logging Contract Revenue	9742500	-		- 612,056	- 1,212,294	- 1,785,437	- 813,306
Other Income	9750500	-		-	-	-	-
Other Funding - Community Forest	9772000	- 31,075	- 6,563	- 115,419	- 523,185	- 491,615	- 167,127
Transfer from Surplus				-			
TOTAL CF REVENUE		-\$ 31,075	-\$ 6,563	-\$ 727,476	-\$ 1,735,479	-\$ 2,277,052	-\$ 980,433
TOTAL REVENUE		-\$ 396,375	-\$ 328,495	-\$ 1,024,161	-\$ 2,045,987	-\$ 2,566,567	-\$ 1,376,005

Tammy Boulanger:
MEH Rental Fees Collected
Actual in 2023 \$8,605

Tammy Boulanger:
Annual Contribution from SC
Culture & Recreation

2023 Dev Corp Budget with Actuals

EXPENDITURES

Admin/Economic Development

	Account No.	2023 Budget	2023 ACTUAL	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	2019 Actual
Membership Fees	9951028	150	151	151	225	331	148
Audit Services	9951029	8,450	14,500	7,478	7,633	7,283	7,109
Legal Services	9951031	500	328	1,412	306	302	247
Contract Services	9951035	-	4,280	-	-	-	-
Bad Debts	9951039	-	-	-	3,812	-	-
All Risk Insurance	9951037	-	872	-	-	2,503	2,002
Public Reception	9951048	250	-	-	-	-	-
Misc Expenditures	9951069	-	-	-	-	-	-
Rent	9951072	17,985	17,985	17,985	17,985	17,985	17,985
Grant In Aid	9951073	-	-	-	-	-	-
Bank Charges & Interest	9951077	1,500	1,395	1,393	1,525	1,143	1,523
Gain/Loss on Disposal of Asset	9951084	-	-	-	-	-	-
Depreciation	9951087	250	-	250	230	306	408
Transfer to Reserve	9951284	-	-	-	-	-	-
TOTAL ADMIN EXPENSES		\$ 29,085	\$ 39,511	\$ 28,669	\$ 31,716	\$ 29,853	\$ 29,422

Marketing

Salaries (30% of VIC Manager)	9971001	14,285	14,325	14,003	13,728	13,728	10,387
Wages (30% of Councillor)	9971003	11,140	4,284	3,945	2,037	9,299	14,319
Wages - Part Time	9971005	1,120	1,277	692	803	686	1,026
Employee Benefits	9971006	3,505	2,983	2,796	2,202	4,467	3,836
Trade Shows/Fam Tours	9971021	5,000	7,907	4,405	261	2,432	1,427
Postage	9971022	1,000	1,325	1,149	434	541	1,217
Telephone	9971024	1,000	888	-	811	894	819
Print, Advertising & Publications	9971026	25,000	18,909	23,262	5,079	25,387	26,792
Website & Visitor Guide	9971035	-	-	-	40	10,000	-
Transfer to Reserves	9971084	-	-	-	-	-	-
TOTAL MARKETING EXPENSES		\$ 62,050	\$ 51,898	\$ 50,250	\$ 25,395	\$ 67,434	\$ 59,823

Sheena Elias:
Vacant Position

2023 Dev Corp Budget with Actuals

Visitor Info Center

	Account No.	2023 Budget	2023 ACTUAL	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	2019 Actual
Clothing/Souvenirs	9841200	9,350	6,329	7,382	2,515	3,453	14,653
Food & Snacks	9841300	800	280	1,307	208	185	1,562
Postage	9841400	1,900	82	419	75	505	3,369
Post Cards/Books/Maps	9841900	6,000	1,736	5,303	2,668	2,633	5,078
Salaries (40% of VIC Manager)	9961001	19,045	19,100	20,824	19,536	18,304	13,850
Wages (65% of VIC Councillor)	9961003	24,135	9,281	8,561	4,413	22,421	33,401
Wages - Over Time	9961004	1,000	-	-	-	-	-
Wages - Part Time	9961005	21,320	24,263	15,234	15,452	13,154	20,666
Employee Benefits	9961006	8,375	7,205	6,517	6,567	9,243	10,018
Travel	9961021	2,000	-	-	-	174	952
Postage	9961022	1,100	1,647	1,702	650	769	1,487
Freight	9961023	-	157	-	-	-	-
Telephone	9961024	2,500	2,071	1,965	2,081	2,299	1,988
Alarm System	9961025	500	499	484	462	491	418
Advertising	9961026	5,000	886	1,278	1,819	7,813	3,232
Training	9961033	1,000	516	600	634	552	416
Contract Services	9961035	9,500	10,300	9,470	9,074	8,652	8,245
Insurance	9961036	3,550	2,559	3,523	3,383	-	-
Building Repairs & Maintenance	9961041	15,000	6,235	5,936	23,152	14,128	8,551
Public Reception	9961048	300	454	86	-	75	55
Office Supplies	9961061	4,000	6,847	6,780	5,397	6,692	6,132
Janitorial Supplies	9961062	500	99	702	8	1,079	280
Water	9961063	325	324	308	293	279	277
Heat	9961064	1,350	1,124	1,498	1,287	802	1,255
Hydro	9961065	2,800	2,253	1,634	2,082	1,548	2,566
Garbage Collection	9961066	-	-	-	925	974	1,110
Sewer	9961067	460	457	436	535	395	391
Supplies & Banners	9961069	5,000	4,086	866	11,775	445	715
TOTAL VIC EXPENSES		\$ 146,810	\$ 108,626	\$ 102,813	\$ 114,991	\$ 117,064	\$ 140,665

First 4 line items
represent Cost of Goods
Sold at VIC.

2023 Dev Corp Budget with Actuals

Lodge / MEH Complex

	Account No.	2023 Budget	2023 ACTUAL	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	2019 Actual
Salaries (30% of VIC Manager)	9971301	14,285	14,325	14,003	13,728	13,728	10,387
Wages (5% of VIC Councillor)	9971303	1,855	713	655	339	1,389	-
Wages - Part Time	9971305	-	-	-	-	-	-
Fringe Benefits	9971306	2,605	2,256	2,199	2,037	2,712	2,238
Postage	9971322	300	-	-	-	-	-
Telephone	9971324	2,200	1,538	2,190	1,390	1,382	1,136
Alarm System	9971325	2,000	1,830	1,712	1,121	1,079	1,410
Contract Services	9971335	24,000	33,686	37,999	43,122	35,952	29,201
SOCAN	9971335	50	-	-	-	-	-
Insurance - All Risk	9971337	22,960	21,318	21,107	21,876	19,122	13,982
Building Repairs & Mtnc	9971341	25,000	14,762	8,833	28,362	14,722	63,953
Equipment & Supplies	9971341	-	-	-	-	-	-
Office Supplies	9971361	500	-	-	-	-	1,012
Janitorial Supplies	9971362	1,500	600	-	-	388	2,100
Water	9971363	790	738	738	1,186	1,225	1,167
Heat	9971364	17,750	14,977	17,725	16,033	13,884	13,214
Hydro	9971365	10,000	6,003	6,632	8,011	7,949	13,348
Garbage	9971366	520	357	460	398	2,437	602
Sewer	9971367	740	775	702	1,139	923	879
Groceries & Supplies	9971369	300	151	-	39	227	-
		\$ 127,355	\$ 114,030	\$ 114,953	\$ 138,782	\$ 117,118	\$ 154,629

Community Forest

	Account No.	2023 Budget	2023 ACTUAL	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	2019 Actual
Wages (Comm Forest Manager)	9971503	-	-	-	13,495	10,782	-
Benefits (Comm Forest Manager)	9971506	-	-	-	10,357	5,056	-
Travel	9971521	-	-	-	-	-	-
Advertising	9971526	-	-	163	817	280	1,334
Memberships	9971528	-	-	-	-	-	1,782
Contract Services	9971535	24,075	4,106	51,648	505,371	597,888	221,828
Contributions to Community Org	9971546	-	2,000	2,000	-	-	30,000
Office Supplies	9971561	-	-	-	-	1,233	-
Transfer to Surplus	9971584	-	-	1,000,000	-	1,000,000	500,000
Licences & Permits	9971598	7,000	8,325	8,325	8,325	8,325	694
TOTAL CF EXPENSES		\$ 31,075	\$ 14,431	\$ 1,062,135	\$ 538,365	\$ 1,623,564	\$ 755,638
TOTAL EXPENDITURES		\$ 396,375	\$ 328,496	\$ 1,358,821	\$ 849,249	\$ 1,955,034	\$ 1,140,177

\$ - \$ 0 \$ 334,660 -\$ 1,196,738 -\$ 611,533 -\$ 235,827