



**MEETING TO BE HELD IN THE MUNICIPAL COUNCIL CHAMBERS  
TUESDAY MARCH 19, 2024, AT 12:00 PM**

	<b><u>CALL TO ORDER</u></b>  The Chair to call the Board meeting to order.  Acknowledgement that this meeting is being held on Tsqescencúlecw.
<b>A.</b>	<b><u>APPROVAL OF AGENDA:</u></b>
	<b>A1</b>  <b>BE IT RESOLVED THAT</b> the March 19 <sup>th</sup> , 2024 100 Mile Development Corporation Board agenda <u>be approved</u> .
<b>B.</b>	<b><u>INTRODUCTION OF LATE ITEMS</u></b>
<b>C.</b>	<b><u>DELEGATIONS</u></b>
<b>D.</b>	<b><u>MINUTES:</u></b>
<b>E.</b>	<b><u>UNFINISHED BUSINESS:</u></b>
<b>F.</b>	<b><u>CORRESPONDENCE</u></b>

<b>G.</b>	<b><u>STAFF REPORTS:</u></b>						
<b>2024 100 Mile Development Corporation Financial Plan</b>	<p><b>G1</b></p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated March 11<sup>th</sup>, 2024 regarding the 100 Mile Development Corporation Financial Plan be received, and further;</p> <p><b>BE IT RESOLVED THAT</b> the 100 Mile Development Corporation 2024 Financial Plan be approved.</p>						
<b>Board Resignation</b>	<p><b>G2</b></p> <p><b>BE IT RESOLVED THAT</b> the signing authorities for the 100 Mile Development Corporation beginning March 1, 2024, through to November 30th, 2026, to be:</p> <p>One (1) of any of the following Directors: Director Maureen Pinkney or Director Dave Mingo and</p> <p>One (1) of any of the following staff members: CAO Tammy Boulanger or Director of Finance Sheena Elias.</p> <p><b>BE IT RESOLVED THAT</b> the authorized signatories for the 100 Mile Development Corporation be:</p> <p>One (1) of any of the following: Director Maureen Pinkney or CAO Tammy Boulanger or Director of Finance Sheena Elias.</p> <p><b>BE IT RESOLVED THAT</b> the Board of the 100 Mile Development Corporation appoints the Directors as Acting Chair of the Corporation meetings as follows:</p> <table> <tr> <td>Mar 2024 – Nov 30, 2024</td><td>Director Dave Mingo</td></tr> <tr> <td>Dec 2024 – Nov 30, 2025</td><td>Director Donna Barnett</td></tr> <tr> <td>Dec 2025 – Nov 30, 2026</td><td>Director Jenni Guimond</td></tr> </table>	Mar 2024 – Nov 30, 2024	Director Dave Mingo	Dec 2024 – Nov 30, 2025	Director Donna Barnett	Dec 2025 – Nov 30, 2026	Director Jenni Guimond
Mar 2024 – Nov 30, 2024	Director Dave Mingo						
Dec 2024 – Nov 30, 2025	Director Donna Barnett						
Dec 2025 – Nov 30, 2026	Director Jenni Guimond						
<b>Credit Card – Recreation Services</b>	<p><b>G3</b></p> <p><b>BE IT RESOLVED THAT</b> the 100 Mile Development Corporation authorize the Royal Bank (RBC) to issue a credit card to Manager Josh Dickerson with a limit of \$5000.</p>						

<b>H.</b>	<b><u>VOUCHERS</u></b>
<b>I.</b>	<b><u>OTHER BUSINESS:</u></b>
<b>J</b>	<b><u>QUESTION PERIOD:</u></b>
<b>K</b>	<b><u>ADJOURNMENT</u></b>  <b>BE IT RESOLVED THAT</b> the March 19 <sup>th</sup> , 2024, 100 Mile Development Corporation meeting now adjourn: Time:



## **100 MILE DEVELOPMENT CORPORATION**

### **MEMO**

---

**Date:** March 11<sup>th</sup>, 2024  
**To:** Mayor & Council  
**From:** Administration / Finance  
**Subject:** 2024 100 Mile Development Corporation Financial Plan

---

**Attached is the 2024 Financial Plan for the 100 Mile Development Corporation.**

**The cumulative effects of adjustments are somewhat minor in nature. Inflationary items were employee benefits, utilities, and insurance.**

**It is anticipated that logging may begin in the 4<sup>th</sup> quarter of 2024.**

**The net result of adjustment is an increase in the revenue offset required from the District to balance the operating budget.**

**BE IT RESOLVED THAT the memo from Administration dated March 11<sup>th</sup>, 2024 regarding the 100 Mile Development Corporation Financial Plan be received, and further;**

**BE IT RESOLVED THAT the "100 Mile Development Corporation 2024 Financial Plan be approved."**

  
\_\_\_\_\_  
S.Elias, DOF

\_\_\_\_\_  
T.Boulanger, CAO



# 100 MILE DEVELOPMENT CORPORATION 2024 ANNUAL BUDGET SUMMARY

## REVENUE

Unaudited

	Budget 2024 DRAFT	Budget 2023	Actual 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
Administration	- 500	- 50,500	- 68,894	- 67,570	- 59,932	- 58,967	- 110,019
SCCMP	- 55,750	- 52,000	- 50,388	- 50,612	- 47,120	- 55,125	- 58,876
Visitor Centre	- 74,250	- 79,750	- 66,837	- 78,660	- 69,446	- 68,918	- 104,442
Lodge/Martin Exeter	- 80,050	- 90,050	- 68,605	- 64,500	- 62,108	- 70,593	- 122,243
Community Forest	- 550,000	- 31,075	- 6,563	- 727,476	- 1,735,479	- 2,277,052	- 980,433
District Fee for Service	- 126,115	- 93,000	- 62,928	-	- 71,901	- 35,912	-
	-\$ 886,665	-\$ 396,375	-\$ 324,215	-\$ 988,818	-\$ 2,045,986	-\$ 2,566,567	-\$ 1,376,013

## EXPENSE

	Budget 2024 DRAFT	Budget 2023	Actual 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
Administration	36,060	29,085	35,231	28,419	31,716	29,853	29,422
SCCMP	49,750	62,050	51,898	50,250	25,395	67,434	59,823
Visitor Centre	133,440	146,810	108,626	102,821	114,991	117,065	140,667
Lodge/Martin Exeter	117,415	127,355	114,030	114,970	138,783	117,119	154,629
Community Forest	550,000	31,075	14,431	62,135	538,365	1,623,564	755,638
	\$ 886,665	\$ 396,375	\$ 324,216	\$ 358,595	\$ 849,249	\$ 1,955,035	\$ 1,140,179

\$ - \$ - \$ 0 -\$ 630,223 -\$ 1,196,737 -\$ 611,532 -\$ 235,834

## SC RECREATION COMPLEX

	Budget 2024 DRAFT
Revenue	(480,100)
Expenses	480,100

## 2024 ANNUAL BUDGET ADMINISTRATION/ECONOMIC DEVELOPMENT

### REVENUE

Unaudited

	Account No.	Budget 2024 DRAFT	Budget 2023	Actual 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
<b>Admin/Economic Development</b>								
Grant Funding (NDI)	9743900	-	50,000	- 50,000	- 50,000	- 50,000	- 50,000	- 94,863
District Funding	9744000	- 126,115	- 93,000	- 62,928	-	- 71,901	- 35,912	-
Interest Income	9750200	- 500	- 500	- 18,894	- 17,570	- 9,932	- 8,967	- 15,156
Transfer from Own Funds	9780000	-	-	-	-	-	-	-
		<b>-\$ 126,615</b>	<b>-\$ 143,500</b>	<b>-\$ 131,822</b>	<b>-\$ 67,570</b>	<b>-\$ 131,833</b>	<b>-\$ 94,879</b>	<b>-\$ 110,019</b>

#### **1. Grant Funding**

\$ -

NDI Funds Received are specific to the District of 100 Mile House.  
Removed from Dev Corp Budget & Included in District as per Auditors.

#### **2. District Funding**

-\$ 126,115

District Contribution to balance budget

#### **3. Interest Income**

-\$ 500

Bank interest / Administration maintains a conservative approach to estimated interest

#### **4. Transfer from Own Funds**

\$ -

Funds from Retained Earnings if directed

## 2024 ANNUAL BUDGET ADMINISTRATION/ECONOMIC DEVELOPMENT

### EXPENDITURES

#### Admin/Economic Development

	Account No.	Budget 2024 DRAFT	Budget 2023	Actual 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
Membership Fees	9951028	150	150	151	151	225	331	148
Audit Services	9951029	15,425	8,450	14,500	7,478	7,633	7,283	7,109
Legal Services	9951031	500	500	328	1,412	306	302	247
Contract Services	9951035		-		-	-	-	-
Bad Debts	9951039		-		-	3,812	-	-
All Risk Insurance	9951037		-	872	-	-	2,503	2,002
Public Reception	9951048	250	250	-	-	-	-	-
Misc Expenditures	9951069		-		-	-	-	-
Rent	9951072	17,985	17,985	17,985	17,985	17,985	17,985	17,985
Grant In Aid	9951073		-		-	-	-	-
Bank Charges & Interst	9951077	1,500	1,500	1,395	1,393	1,525	1,143	1,523
Depreciation	9951087	250	250	-	-	230	306	408
Gain/Loss on Disposal	9951084		-		-	-	-	-
Wages	9951203		-		-	-	-	-
Wages - Part Time	9951205		-		-	-	-	-
Employee Benefits	9951206		-		-	-	-	-
Public Reception	9951248		-		-	-	-	-
Contract Services	9951235		-		-	-	-	-
Office Supplies	9951261		-		-	-	-	-
Transfer to Reserve	9951284		-		-	-	-	-
		\$ 36,060	\$ 29,085	\$ 35,231	\$ 28,419	\$ 31,716	\$ 29,853	\$ 29,422

## 2024 ANNUAL BUDGET ADMINISTRATION/ECONOMIC DEVELOPMENT

### Expenditures Cont'd

1. <u>Membership Fees</u>	\$ 150
SC Chamber of Commerce	
2. <u>Audit Services</u>	\$ 15,425
BDO annual audit and review	
3. <u>Legal Services</u>	\$ 500
Annual Corporate Filings	
4. <u>Contract Services</u>	\$ -
5. <u>Liability Insurance</u>	\$ -
6. <u>All Risk Insurance</u>	\$ -
Building Insurance - Moved to VIC Building Section	
7. <u>Public Reception</u>	\$ 250
TAC & Misc Meetings	
8. <u>Misc Expenditures</u>	\$ -
9. <u>Rent</u>	\$ 17,985
Visitor Information Centre - \$8/sq.ft x 2248 sq.ft	

## 2024 ANNUAL BUDGET ADMINISTRATION/ECONOMIC DEVELOPMENT

### Expenditures Cont'd

<b>10. <u>Grant in Aid</u></b>	\$ -
Board Approved Waiver of Rent	
<b>11. <u>Bank Charges &amp; Interest</u></b>	\$ 1,500
Monthly bank charges / Moneris Fees	
<b>12. <u>Depreciation</u></b>	\$ 250
Annual amortization allowance on TCAs	
<b>13. <u>Salaries</u></b>	\$ -
<b>14. <u>Wages</u></b>	\$ -
<b>15. <u>Wages - Part Time</u></b>	\$ -
<b>16. <u>Employee Benefits</u></b>	\$ -
<b>17. <u>Public Reception</u></b>	\$ -
<b>18. <u>Contract Services</u></b>	\$ -
<b>17. <u>Office Supplies</u></b>	\$ -
<b>18. <u>Transfer to Reserve</u></b>	\$ -
Community Forest net proceeds transferred to retain earnings.	

## 2024 ANNUAL BUDGET SCCMP

### REVENUE

#### Marketing Program

	Account No.	Budget 2024 DRAFT	Budget 2023	Actual 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
Transfer from Prior Year								
SCCMP Tier Buy-In	9741100	- 10,000	- 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	- 5,750	-		-	-	-	-
Local Government Funding	9743500	- 15,000	- 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	- 25,000
		<b>-\$ 55,750</b>	<b>-\$ 52,000</b>	<b>-\$ 50,388</b>	<b>-\$ 50,612</b>	<b>-\$ 47,120</b>	<b>-\$ 55,125</b>	<b>-\$ 58,876</b>

1. Transfer from Prior Year \$ -  
Surplus funds from prior year transferred in to offset current years expenses
2. SCCMP Tier Buy-In -\$ 10,000  
Buy-In Co-Operative Partner packages - Lowered to reflect recent actuals
- 4 Misc Revenue -\$ 5,750  
CCCTA - \$5000 for visitor guides CCCTA - \$750 for trade show
6. Local Government Funding -\$ 15,000  
CRD: \$15,000
7. District Funding -\$ 25,000  
Grant in aid from District - maintained the same amount from 2010



## 2024 ANNUAL BUDGET SCCMP

### EXPENSES

#### Marketing

	Account No.	Budget 2024 DRAFT	Budget 2023	Actual 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
Salaries	9971001	15,195	14,285	14,325	14,003	13,728	13,728	10,387
Wages	9971003	6,055	11,140	4,284	3,945	2,037	9,299	14,319
Wages - Part Time	9971005	1,320	1,120	1,277	692	803	686	1,026
Employee Benefits	9971006	2,985	3,505	2,983	2,796	2,202	4,467	3,836
Trade Shows/Fam Tours	9971021	5,000	5,000	7,907	4,405	261	2,432	1,427
Postage	9971022	1,000	1,000	1,325	1,149	434	541	1,217
Telephone	9971024	1,000	1,000	888	-	811	894	819
Advertising/Publications/Visitor Guide/Website	9971026	17,195	25,000	18,909	23,262	5,079	25,387	26,792
Contract Services	9971035	-	-	-	-	40	10,000	-
Transfer to Reserves	9971084	-	-	-	-	-	-	-
		\$ 49,750	\$ 62,050	\$ 51,898	\$ 50,250	\$ 25,395	\$ 67,434	\$ 59,823

#### 1. Salaries

\$ 15,195

30% of Visitor Services Coordinator

#### 2. Wages

\$ 6,055

30% of Senior Visitor Information Councillor - Part time position vacant

#### 4. Wages - Part Time

\$ 1,320

5% seasonal students

## 2024 ANNUAL BUDGET SCCMP

### EXPENSES - cont'd

<b>5. <u>Fringe Benefits</u></b>	<b>\$ 2,985</b>
EI/CPP/WCB/Vacation/Group Benefits - Salary & Wages @ 17% Part Time Student wages @ 15%	
<b>6. <u>Trade Show/Fam Tours</u></b>	<b>\$ 5,000</b>
1 tradeshow \$3,000 Community Fam Tours including van rental \$2,000	
<b>7. <u>Postage</u></b>	<b>\$ 1,000</b>
SCCMP mail outs, bill payments (45% SCCMP and 55% VIC)	
<b>8. <u>Telephone</u></b>	<b>\$ 1,000</b>
Split 30% SCCMP & 70% VIC. Phone, fax, debit, toll-free and internet	
<b>9. <u>Advertising/Publications/Visitor Guide/Website</u></b>	<b>\$ 17,195</b>
Visitor Guide & Pad Maps / Freshwater Regulation Synopsis, Hunting Regulations, BC, Mile Post, Web Site, etc. No new PAD maps for 2024 / Lowered quantities of Visitor guides to prevent waste	
<b>10. <u>Website &amp; Visitor Guide</u></b>	<b>\$ -</b>



## 2024 ANNUAL BUDGET SOUTH CARIBOO VISITOR CENTRE

### REVENUE

	Account No.	Budget 2024 DRAFT	Budget 2023	Actual 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
<b>Visitor Info Center</b>								
Mechandising	9741200	- 12,000	- 15,000	- 8,935	- 14,283	- 7,599	- 6,037	- 22,106
Food & Beverage	9741300	- 1,000	- 1,500	- 391	- 1,676	- 129	- 560	- 1,784
Postage	9741400	- 500	- 500	- 425	- 489	- 51	- 6	- 1,101
Post Cards/Books/Maps	9741900	- 6,000	- 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	- 5,000	- 2,263	- 4,385	- 7,246	- 8,176	- 19,650
Grant Funding	9743100	- 49,750	- 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					\$ -	\$ -		
		<b>-\$ 74,250</b>	<b>-\$ 79,750</b>	<b>-\$ 66,837</b>	<b>-\$ 78,660</b>	<b>-\$ 69,446</b>	<b>-\$ 68,918</b>	<b>-\$ 104,442</b>

1. **Merchandising** -\$ 12,000  
Sale of souvenirs, clothing, locally made products, jade.
  
2. **Food & Beverage** -\$ 1,000  
To reflect 3 year average
  
3. **Postage** -\$ 500  
Sale of European, USA and Canadian postage

## 2024 ANNUAL BUDGET SOUTH CARIBOO VISITOR CENTRE

### REVENUE - cont'd

<b>4. <u>Post Cards/Books/Maps</u></b>	<b>-\$ 6,000</b>
Sales of all postcards, gift cards, books, maps and topo maps	
<b>5. <u>Cash Over/Short</u></b>	<b>\$ -</b>
Clearing account for over/short on daily cash-outs	
<b>6. <u>Wages Subsidy</u></b>	<b>-\$ 5,000</b>
Application Canada Summer Jobs	
<b>6. <u>Grant Funding</u></b>	<b>-\$ 49,750</b>
Ministry of Jobs & Innovations: Tourism BC \$18,750 CRD \$31,000	
<b>8. <u>Donations &amp; Misc Income</u></b>	<b>\$ -</b>
Bank interest, donations & PST commissions	
<b>9. <u>Commissions</u></b>	<b>\$ -</b>
BC Ferries	
<b>10. <u>U.S. Exchange</u></b>	<b>\$ -</b>
Exchange received	

## 2024 ANNUAL BUDGET - SOUTH CARIBOO VISITOR CENTRE

### **EXPENSES**

#### **Visitor Info Center**

	Account No.	Budget 2024 DRAFT	Budget 2023	Actual 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
Clothing/Souvenirs	9841200	9,350	9,350	6,329	7,382	2,515	3,453	14,653
Food & Beverage	9841300	800	800	280	1,307	208	185	1,562
Postage	9841400	1,900	1,900	82	419	75	505	3,369
Post Cards/Books/Maps	9841900	6,000	6,000	1,736	5,309	2,668	2,633	5,078
Salaries	9961001	20,260	19,045	19,100	20,824	19,536	18,304	13,850
Wages	9961003	13,115	24,135	9,281	8,561	4,413	22,421	33,401
Wages - Over Time	9961004	1,000	1,000		-	-	-	-
Wages - Part Time	9961005	25,065	21,320	24,263	15,234	15,452	13,154	20,666
Employee Benefits	9961006	5,870	8,375	7,205	6,517	6,567	9,243	10,018
Travel	9961021	2,000	2,000		-	-	174	952
Postage	9961022	1,100	1,100	1,647	1,702	650	769	1,487
Freight	9961023	-	-	157	-	-	-	-
Telephone	9961024	2,500	2,500	2,071	1,966	2,081	2,299	1,988
Alarm System	9961025	500	500	499	484	462	491	418
Advertising	9961026	5,000	5,000	886	1,278	1,819	7,813	3,232
Training	9961033	1,000	1,000	516	600	634	552	416
Contract Services	9961035	9,500	9,500	10,300	9,470	9,074	8,652	8,245
Insurance	9961036	3,700	3,550	2,559	3,523	3,383	-	-
Building Repairs & Maintenance	9961041	10,000	15,000	6,235	5,936	23,152	14,128	8,551
Public Reception	9961048	300	300	454	86	-	75	55
Office Supplies	9961061	4,000	4,000	6,847	6,780	5,397	6,692	6,132
Janitorial Supplies	9961062	500	500	99	702	8	1,079	280
Water	9961063	345	325	324	308	293	279	277
Heat	9961064	1,350	1,350	1,124	1,498	1,287	802	1,255
Hydro	9961065	2,800	2,800	2,253	1,634	2,082	1,548	2,566
Garbage Collection	9961066	-	-		-	925	974	1,110
Sewer	9961067	485	460	457	436	535	395	391
Supplies & Banners	9961069	5,000	5,000	4,086	866	11,775	445	715
		<b>\$ 133,440</b>	<b>\$ 146,810</b>	<b>\$ 108,626</b>	<b>\$ 102,821</b>	<b>\$ 114,991</b>	<b>\$ 117,065</b>	<b>\$ 140,667</b>

## 2024 ANNUAL BUDGET - SOUTH CARIBOO VISITOR CENTRE

<b>1. <u>Clothing/Souvenirs</u></b>	<b>\$ 9,350</b>
Estimated @ 60% of sales-Considers items sold at reduced rates. Includes clothing lines and souvenirs	
<b>2. <u>Food &amp; Beverage - Left High</u></b>	<b>\$ 800</b>
Estimated @ 80% of sales	
<b>2. <u>Postage - Left High</u></b>	<b>\$ 1,900</b>
95% of sales - Stamps sold for retail	
<b>3. <u>Freight</u></b>	<b>\$ -</b>
Freight charged on retail/merchandise shipments	
<b>4. <u>Post Cards/Books/Maps - Left High</u></b>	<b>\$ 6,000</b>
60% of sales. Cost of inventory for postcards, books, maps	
<b>5. <u>Salaries</u></b>	<b>\$ 20,260</b>
40% of Visitor Services Manager	
<b>6. <u>Wages</u></b>	<b>\$ 13,115</b>
65% of Senior Visitor Information Counsellor - Part-time Position Vacant	
<b>7. <u>Wages - Part Time</u></b>	<b>\$ 25,065</b>
95% part-time seasonal students.	
<b>8. <u>Fringe Benefits</u></b>	<b>\$ 5,870</b>
EI, CPP, WCB, Group Benefits-Salary & Wages @ 17%	
Part Time student wages @ 15%	

## 2024 ANNUAL BUDGET - SOUTH CARIBOO VISITOR CENTRE

### Expenditures - cont'd

<b>9. <u>Travel</u></b>	<b>\$ 2,000</b>
Training travel (including accomodations, meals, km's, extended insurance). Seminars, student Networking Conference, sales trips, 2 extra days training Visitor Service Coordinator	
<b>10. <u>Postage</u></b>	<b>\$ 1,100</b>
Mail out requests, sponsorship letters. Split 55% VIC & 45% SCCMP	
<b>11. <u>Freight</u></b>	<b>\$ -</b>
<b>12. <u>Telephone</u></b>	<b>\$ 2,500</b>
Phone/Fax/Internet/Debit Machine & Toll Free. Wireless service. Split 30/70 SCCMP and VIC	
<b>13. <u>Alarm System</u></b>	<b>\$ 500</b>
Service and programming	
<b>14. <u>Advertising</u></b>	<b>\$ 5,000</b>
Advertising for employment postings, signs @ VIC, xmas radio ads, RFP for Visitor Guide & website	
<b>15. <u>Training</u></b>	<b>\$ 1,000</b>
Registration for classes, seminars, TBC requirements training for Visitor Service Counsellor, or workshops, uniforms and name tags	
<b>16. <u>Contract Services</u></b>	<b>\$ 9,500</b>
Janitorial services (\$790/mo)	

## 2024 ANNUAL BUDGET - SOUTH CARIBOO VISITOR CENTRE

### Expenditures - cont'd

<b>17. <u>Building Repairs &amp; Maintenance</u></b>	<b>\$ 10,000</b>
Incl. lawn care, maintenance, septic pump 4X yearly	
<b>18. <u>Public Reception</u></b>	<b>\$ 300</b>
Staff gifts, dinners, xmas bonus	
<b>19. <u>Office Supplies</u></b>	<b>\$ 4,000</b>
Printer/Fax cartridges, paper supplies, pens/pencils/folding machine, copier maintenance	
<b>20. <u>Janitorial Supplies</u></b>	<b>\$ 500</b>
Cleaning products, bathroom paper, vacuum bags, light bulbs, xmas lights	
<b>21. <u>Water</u></b>	<b>\$ 345</b>
Water user fees to District 5% increase	
<b>22. <u>Heat</u></b>	<b>\$ 1,350</b>
Cost of heating building	
<b>23. <u>Hydro</u></b>	<b>\$ 2,800</b>
Cost of power, lighting, air conditioning	
<b>24. <u>Garbage Collection</u></b>	<b>\$ -</b>
Dumpster removed for construction of new washroom facility - kept line item for possible return in future	
<b>25. <u>Sewer</u></b>	<b>\$ 485</b>
Sewer user fees to District 5% increase	
<b>26. <u>Supplies &amp; Banners</u></b>	<b>\$ 5,000</b>
Coffee supplies, Community Banners. Misc	



## 2024 ANNUAL BUDGET - LODGE / MEH - REVENUE

### REVENUE

	Account No.	Budget 2024 DRAFT	Budget 2023	Actual 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
<b>Lodge - Martin Exeter Complex</b>								
District Funding-Fee for Service								
South Cariboo Culture & Rec. Contr	9771500	- 60,000	- 60,000	- 60,000	- 60,000	- 60,000	- 60,300	- 59,187
Rental Income	9771400	- 20,000	- 30,000	- 8,605	- 4,500	- 2,108	- 10,230	- 31,540
Other Income	9771500		-		-	-	-	- 31,421
Socan Society	9771700	- 50	- 50		-	-	- 63	- 95
Transfer from Surplus - Lodge MEH	9771800	-	-		-	-	-	-
		<b>-\$ 80,050</b>	<b>-\$ 90,050</b>	<b>-\$ 68,605</b>	<b>-\$ 64,500</b>	<b>-\$ 62,108</b>	<b>-\$ 70,593</b>	<b>-\$ 122,243</b>

1. **District Funding-Fee for Service** \$ -  
Gross District funding reported in Admin function
2. **Misc Revenue - CRD** -\$ 60,000  
South Cariboo Culture & Recreation Annual Contribution
3. **Rental Income** -\$ 20,000  
Income from rental fees collected for MEH and ValleyRoom
3. **Other Income** \$ -  
Fees collected for parking, cleaning up, technical support
4. **Socan Society** -\$ 50  
SOCAN fees collected

## 2023 ANNUAL BUDGET - LODGE / MEH - OPERATIONS

### **EXPENSES**

#### **Lodge Complex**

	Account No.	Budget 2024 DRAFT	Budget 2023	Actual 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
Salaries	9971301	15,195	14,285	14,325	14,023	13,728	13,728	10,387
Wages	9971303	1,010	1,855	713	655	339	1,389	-
Wages - Part Time	9971305	-	-	-	-	-	-	-
Fringe Benefits	9971306	2,520	2,605	2,256	2,199	2,037	2,712	2,238
Postage	9971322	300	300	-	-	-	-	-
Telephone	9971324	2,200	2,200	1,538	2,190	1,390	1,382	1,136
Alarm System	9971325	2,000	2,000	1,830	1,712	1,121	1,079	1,410
Advertising	9971326	-	-	-	-	-	-	-
Contract Services / Socan	9971335	24,050	24,050	33,686	37,999	43,122	35,952	29,201
Insurance - All Risk	9971337	22,960	22,960	21,318	21,104	21,876	19,122	13,982
Building Repairs & Mtnce	9971341	15,000	25,000	14,762	8,833	28,363	14,722	63,953
Equipment & Supplies	9971341	-	-	-	-	-	-	-
Office Supplies	9971361	500	500	-	-	-	-	1,012
Janitorial Supplies	9971362	1,500	1,500	600	-	-	388	2,100
Water	9971363	830	790	738	738	1,186	1,225	1,167
Heat	9971364	17,750	17,750	14,977	17,725	16,033	13,884	13,214
Hydro	9971365	10,000	10,000	6,003	6,632	8,011	7,949	13,348
Garbage	9971366	520	520	357	460	398	2,437	602
Sewer	9971367	780	740	775	702	1,139	923	879
Groceries & Supplies	9971369	300	300	151	-	39	227	-
		<b>\$ 117,415</b>	<b>\$ 127,355</b>	<b>\$ 114,030</b>	<b>\$ 114,970</b>	<b>\$ 138,783</b>	<b>\$ 117,119</b>	<b>\$ 154,629</b>



## 2023 ANNUAL BUDGET - LODGE / MEH - OPERATIONS

1.	<b><u>Salaries</u></b>	\$ 15,195
	30% of Manager's salary	
2.	<b><u>Wages</u></b>	\$ 1,010
	5% of Councillor wages	
3.	<b><u>Wages - Part Time</u></b>	\$ -
4.	<b><u>Employee Benefits</u></b>	\$ 2,520
	EI, CPP, WCB , Group Benefits - Salary @ 17%	
5.	<b><u>Postage</u></b>	\$ 300
	Mailing costs for MEH	
6.	<b><u>Telephone</u></b>	\$ 2,200
	Lodge main line removed in 2016 / Wi-Fi	
7.	<b><u>Alarm System</u></b>	\$ 2,000
	Alarm System monitoring	
8.	<b><u>Advertising</u></b>	\$ -
9.	<b><u>Contract Services</u></b>	\$ 24,050
	Will Love's maintenance services for MEH. Will see a decrease with the Valley room gone.	
10.	<b><u>Insurance - All Risk</u></b>	\$ 22,960
	Building & content coverage	

## 2023 ANNUAL BUDGET - LODGE / MEH - OPERATIONS

### Expenditures - cont'd

<b>15. <u>Building Repairs &amp; Mtnce</u></b>	<b>\$ 15,000</b>
District Wages & Benefits for building & additional maintenance contracted	
<b>16. <u>Equipment &amp; Supplies</u></b>	<b>\$ -</b>
<b>17. <u>Office Supplies</u></b>	<b>\$ 500</b>
Copy paper, pens, note pads, staples, etc.	
<b>18. <u>Janitorial Supplies</u></b>	<b>\$ 1,500</b>
Paper products, cleaning supplies, vacuum bags	
<b>19. <u>Water</u></b>	<b>\$ 830</b>
Annual water fees charged by District - 5% increase	
<b>20. <u>Heat</u></b>	<b>\$ 17,750</b>
Annual heating costs for Valley Room & MEH - will see decrease post Valley room demolition	
<b>21. <u>Hydro</u></b>	<b>\$ 10,000</b>
Annual electricity costs for Valley Room & MEH-6% inc - will see decrease post Valley room demolition	
<b>22. <u>Garbage</u></b>	<b>\$ 520</b>
Annual cost of garbage collection	
<b>23. <u>Sewer</u></b>	<b>\$ 780</b>
Annual cost of sewer disposal services - 5% inc	
<b>24. <u>Groceries &amp; Supplies</u></b>	<b>\$ 300</b>
Beverage services supplies	

## 2023 ANNUAL BUDGET - COMMUNITY FOREST

### REVENUES

	Account No.	Budget 2024 DRAFT	Budget 2023	Actual 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
<b>Community Forest</b>								
Contract Revenue	9742500	-\$ 550,000	\$ -		-\$ 612,056	-\$ 1,212,294	-\$ 1,785,437	-\$ 813,306
Other Income	9750500		\$ -		\$ -	\$ -	\$ -	\$ -
Other Funding	9772000		-\$ 31,075	-\$ 6,563	-\$ 115,419	-\$ 523,185	-\$ 491,615	-\$ 167,127
Transfer From Surplus								
		-\$ 550,000	-\$ 31,075	-\$ 6,563	-\$ 727,476	-\$ 1,735,479	-\$ 2,277,052	-\$ 980,433

**1. Contract Revenue** -\$ 550,000

Dev Corp has a harvesting agreement with West Fraser. Fees paid to Dev Corp based on volumes harvested. Conservative projection of logging - fall/winter

**2. Other Income** \$ -

**3. Other Funding** \$ -

## 2023 ANNUAL BUDGET - COMMUNITY FOREST

### **EXPENDITURES**

#### **Community Forest**

	Account No.	Budget 2024 DRAFT	Budget 2023	Actual 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
Wages	9971503	-	-	-	-	13,495	10,782	-
Benefits	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 O	9971546	-	-	2,000	2,000	-	-	30,000
Office Supplies	9971561	-	-	-	-	-	1,233	-
Transfer to Surplus	9971584	541,675	-	-	-	-	1,000,000	500,000
Licences & Permits	9971598	8,325	7,000	8,325	8,325	8,325	8,325	694
		<b>\$ 550,000</b>	<b>\$ 31,075</b>	<b>\$ 14,431</b>	<b>\$ 62,135</b>	<b>\$ 538,365</b>	<b>\$ 1,623,564</b>	<b>\$ 755,638</b>

#### **1. Wages**

**\$0**

Allocation of Community Forest manager wages.

#### **2. Benefits**

**\$0**

CF Manager Benefits - 22%

#### **3. Travel**

**\$0**

Attendance at annual BCCFA metings

#### **4. Advertising**

**\$0**

Public Notices / Logging / Misc

#### **5. Memberships**

**\$0**

Annual membership fees to BCCFA (fee based on annual allowable cut) - Did not renew membership in 2020

#### **6. Contract Services**

**\$0**

CF Logging / Contractors - Logging, Road Maintenance & Repairs, Burning, Planning

#### **7. Contributions to Community Organizations**

**\$0**

As per Boards direction - funding to local community organizations

## 2023 ANNUAL BUDGET - COMMUNITY FOREST

### 8. Transfer to Surplus

**\$541,675**

Surplus of logging operations transfer to Community Forest Reserve

### 9. Licences & Permits

**\$8,325**

Annual licencing fee paid to Province for Com Forest Licence

## 2024 ANNUAL BUDGET - SC RECREATION COMPLEX

### REVENUE

	Account No.	Budget 2024 DRAFT
<b>SC RECREATION COMPLEX</b>		
<b>Administration</b>		
Subsidy	9781000	- 210,000
Recoverable Expenses	9781100	- 12,000
Memberships / Rec Passes	9781200	- 5,000
Space Rental	9781300	- 12,500
<b>Marketing</b>		
Community Programs (one day)	9782000	- 12,000
Camps	9782100	- 20,000
Grounds Rental/Other	9782200	- 3,000
Special Events	9782300	- 8,000
<b>Operations</b>		
Contracts	9783000	- 150,000
Spot Ice	9783100	- 3,500
Dry Floor Contracts	9783200	- 5,000
Youth Leagues	9783300	- 6,000
In-House Tournaments	9783400	- 2,500
3rd Party Tournaments	9783500	- 15,600
Public Skate	9783600	- 4,000
Shinny Hockey	9783700	- 10,000
Locker Rental	9783800	- 1,000
<b>TOTAL SC REC REVENUE</b>		<b>- 480,100</b>

## 2024 ANNUAL BUDGET - SC RECREATION COMPLEX

1. <u>Subsidy</u>	-\$ 210,000
2. <u>Recoverable Expenses</u>	-\$ 12,000
3. <u>Memberships / Rec Passes</u>	-\$ 5,000
4. <u>Space Rental</u>	-\$ 12,500
5. <u>Community Programs</u>	-\$ 12,000
6. <u>Camps</u>	-\$ 20,000
6. <u>Ground Rental/ Other</u>	-\$ 3,000
8. <u>Special Events</u>	-\$ 8,000
9. <u>Contracts</u>	-\$ 150,000
10. <u>Spot Ice</u>	-\$ 3,500
11. <u>Dry Floor Contracts</u>	-\$ 5,000
12. <u>Youth Leagues</u>	-\$ 6,000
13. <u>In-House Tournaments</u>	-\$ 2,500
14. <u>3rd Party Tournaments</u>	-\$ 15,600
15. <u>Public Skate</u>	-\$ 4,000
16. <u>Shinny Hockey</u>	-\$ 10,000
17. <u>Locker Rental</u>	-\$ 1,000

**EXPENSES****2024 ANNUAL BUDGET - SC RECREATION COMPLEX****SC RECREATION COMPLEX**

	Account No.	Budget 2024 DRAFT
<b>Administration</b>		
Salaries (Manager)	9971601	82,415
Fringe Benefits	9971606	23,900
Training / Travel	9971621	1,000
Postage	9971622	200
Telephone / Internet	9971624	22,200
Advertising	9971626	500
Dues, Membership, Subscriptions	9971628	500
Contract Services	9971635	500
Insurance	9971636	3,000
Office Equipment	9971644	16,980
Public Reception	9971648	200
Office Supplies	9971661	2,000
Bank Fees	9971677	500
CRD Expenses (Leisure Guide etc.)	9971669	5,000
Transition Expense	9971671	3,000
Licence Fees	9917698	500
<b>Marketing</b>		
Wages (Operations & Programmer)	9971703	80,540
Fringe Benefits	9971706	13,090
Training / Travel	9971721	3,000
Camps	9971741	17,000
Community Programs	9971769	11,095

	Account No.	Budget 2024 DRAFT
<b>Operations</b>		
Wages - Part Time (Icemen & Janitorial)	9971805	56,000
Wages (Overtime)	9971804	1,000
Fringe Benefits	9971806	4,880
Alarm System	9971825	1,000
Contract Services (inc Snow removal)	9971835	12,000
R&M Zamboni	9971836	5,000
R&M Building	9971837	8,000
R&M Ice	9971838	10,000
R&M Equipment	9971839	10,000
Uniforms	9971855	1,000
Janitorial Supplies	9971862	5,000
Sewer	9971867	2,300
Water	9971863	5,200
Heat	9971864	35,000
Hydro	9971865	35,000
Garbage	9971866	1,600
<b>Total Recreation Expenses</b>		<b>\$ 480,100</b>



## 2024 ANNUAL BUDGET - SC RECREATION COMPLEX

1. Salaries (Manager)	\$	82,415
2. Fringe Benefits	\$	23,900
3. Training and Travel	\$	1,000
4. Postage	\$	200
5. Telephone / Internet	\$	22,200
6. Advertising	\$	500
7. Dues, Memberships, Subscriptions	\$	500
8. Contract Services	\$	500
9. Insurance	\$	3,000
10. Office Equipment	\$	16,980
11. Public Reception	\$	200
12. Office Supplies	\$	2,000
13. Bank Fees	\$	500
14. CRD Expenses (Leisure Guide, etc)	\$	5,000
15. Transition Expense	\$	3,000
16. Licence Fees	\$	500
17. Marketing Wages (Operations & Programmer)	\$	80,540
18. Marketing Fringe Benefits	\$	13,090
19. Marketing Training & Travel	\$	3,000
20. Camps	\$	17,000
21. Community Programs	\$	11,095
22. Operations Wages (Icemen & Janitorial)	\$	56,000
23. Operations Wages (Overtime)	\$	1,000
24. Operations Fringe Benefits	\$	4,880
25. Alarm System	\$	1,000
26. Contract Services (Inc. snow removal)	\$	12,000
27. R&M Zamboni	\$	5,000
28. R&M Building	\$	8,000
29. R&M Ice	\$	10,000
30. R&M Equipment	\$	10,000
31. Uniforms	\$	1,000
32. Janitorial Supplies	\$	5,000
33. Sewer	\$	2,300
34. Water	\$	5,200
35. Heat	\$	35,000
36. Hydro	\$	35,000
36. Garbage	\$	1,600



# 100 Mile Development Corporation

## MEMO

---

**Date:** March 1, 2024  
**To:** Board of Directors  
**From:** Administration  
**Subject:** Board Resignation – Signing Authorities

---

Effective February 28<sup>th</sup>, 2024 Councillor Fossum resigned his position on the Board of the 100 Mile Development Corporation. Development Corporation signing authority and acting chair designations require updating. Formal resignation documents as a Director of the Development Corporation will follow at a future meeting.

Resignation Attached.

### **RECOMMENDATION:**

#### **Development Corporation Bank Signing Authority:**

**BE IT RESOLVED THAT** the signing authorities for the 100 Mile Development Corporation beginning March 1, 2024, through to November 30<sup>th</sup>, 2026, to be:

One (1) of any of the following Directors: Director Maureen Pinkney or Director Dave Mingo and  
One (1) of any of the following staff members: CAO Tammy Boulanger or Director of Finance Sheena Elias.

#### **Development Corporation Signing Authority:**

**BE IT RESOLVED THAT** the authorized signatories for the 100 Mile Development Corporation be:  
One (1) of any of the following: Director Maureen Pinkney or CAO Tammy Boulanger or Director of Finance Sheena Elias.

**Acting Chair Appointment:**

**BE IT RESOLVED THAT** the Board of the 100 Mile Development Corporation appoints the Directors as Acting Chair of the Corporation meetings as follows:

Mar 2024 – Nov 30, 2024	Director Dave Mingo
Dec 2024 – Nov 30, 2025	Director Donna Barnett
Dec 2025 – Nov 30, 2026	Director Jenni Guimond



---

**Sheena Elias, DCO**

---

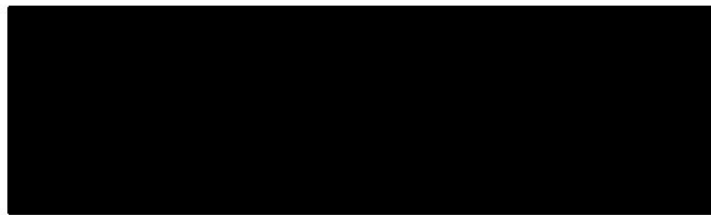
**Tammy Boulanger, CAO**

RECEIVED

FEB 28 2024

DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA

RALPH FOSSUM



*February 28, 2024*

**To: Mayor, Council, and the Residents of 100 Mile House**

Please accept this letter as my formal letter of Resignation from my position of Councillor and all related Committees and duties.

The "unhealthy health" cycle consisting of Covid, the Flu, respiratory issues, etc. of the past two years has caught up with me and I have just been released from 8 days in Hospital with various health matters being investigated. I realize that I have just over 2 and 1/2 years left in this, my 6th my term of office but I also know my current health issues have been very taxing and that there are no guarantees that the state of my health could not act up again.

My time in community and on Council has been a tremendous experience of learning, loving, caring, and giving for me. The expression "I love 100 Mile House" has come to have true meaning and experience! This is why I choose to live, work, and play here!

Thank you for your understanding,  
with love and respect,

A handwritten signature in dark ink, appearing to read "Ralph Fossum", written over a faint circular stamp.

Ralph Fossum

cc: 100 Mile House Free Press



# 100 Mile Development Corporation

## MEMO

---

**Date:** March 1, 2024  
**To:** Board of Directors  
**From:** Administration  
**Subject:** Credit Card – Manager of Recreation Services

---

Effective April 1<sup>st</sup> 2024 the 100 Mile Development Corporation will be assuming management of the South Cariboo Recreation Centre.

Administration is requesting approval of the Board to issue a credit card to Josh Dickerson – Manager of Recreation Services with a credit limit of \$5000.

### **RECOMMENDATION:**

**BE IT RESOLVED THAT** the 100 Mile Development Corporation authorize the Royal Bank (RBC) to issue a credit card to Manager Josh Dickerson with a limit of \$5000.

---

Sheena Elias, Director of Finance

---

Tammy Boulanger, CAO