



**MEETING TO BE HELD IN THE MUNICIPAL COUNCIL CHAMBERS**  
**Thursday April 25<sup>th</sup>, 2024, AT 4:00 PM**

	<p><b><u>CALL TO ORDER</u></b></p> <p>The Chair to call the Board meeting to order.</p> <p>Acknowledgement that this meeting is being held on Tsqescencúlecw.</p>
<b>A.</b>	<p><b><u>APPROVAL OF AGENDA:</u></b></p>
	<p><b>A1</b></p> <p><b>BE IT RESOLVED THAT</b> the April 25<sup>th</sup>, 2024 100 Mile Development Corporation Board agenda <u>be approved</u>.</p>
<b>B.</b>	<p><b><u>INTRODUCTION OF LATE ITEMS</u></b></p>
<b>C.</b>	<p><b><u>DELEGATIONS</u></b></p>
<p><b>BDO – Financial Statements &amp; 2023 Audit Presentation</b></p>	<p><b>C1</b></p> <p>BDO will appear before the Board to present the 2023 Audited Financial Statements</p> <hr/> <p><b>BE IT RESOLVED THAT</b> the 100 Mile Development Corporation 2023 Audited Financial Statements <u>be approved</u> as presented.</p>

<b>D.</b>	<b><u>MINUTES:</u></b>
<b>Board Minutes – February 27<sup>th</sup>, 2024</b>	<b>D1</b> <b>BE IT RESOLVED THAT</b> the minutes of the Board meeting held February 27 <sup>th</sup> , 2024, <u>be adopted.</u>
<b>Board Minutes – March 19<sup>th</sup>, 2024</b>	<b>D2</b> <b>BE IT RESOLVED THAT</b> the minutes of the Board meeting held March 19 <sup>th</sup> , 2024, <u>be adopted.</u>
<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>Annual Report</b>	<b>G1</b> BE IT RESOLVED THAT the Board of the 100 Mile Development Corporation authorizes the President, Maureen Ann Pinkney, to sign the Annual Report Form 6 as required by the Ministry of Finance.
<b>Directors Resolutions</b>	<b>G2</b> BE IT RESOLVED THAT:  <ol style="list-style-type: none"> <li>1) The financial statements of the Company for the financial year ended December 31<sup>st</sup>, 2023. and auditor's report thereon, be approved for submission to the shareholders and that any one director of the Company be authorized to sign the financial statements as evidence of such approval.</li> <li>2) The following officers of the Company be appointed for the next Annual Reference Period, or until their successors are appointed: Maureen Ann Pinkney-President and David Edward Mingo-Secretary.</li> <li>3) Fulton &amp; Co. LLP be and they are hereby appointed solicitors for the Company to hold office until the next annual general meeting of the shareholders.</li> <li>4) Each copy of this document when signed by a signatory and sent by electronic communication medium will be deemed to be an original and if signed in counterpart will constitute one and the</li> </ol>

	<p>same instrument and notwithstanding the date of execution will be deemed to bear the date of February 22<sup>nd</sup>, 2024.</p>
<p><b>Shareholders Resolutions</b></p>	<p><b>G3</b></p> <p>BE IT RESOLVED THAT:</p> <ol style="list-style-type: none"> <li>1) The financial statements as approved by the Directors for the Company's financial year ending December 31<sup>st</sup>, 2023 be approved.</li> <li>2) BDO Canada LLP be appointed auditors for the Company for the financial year ending December 31<sup>st</sup>, 2024 and the remuneration of the auditors be fixed by the directors.</li> <li>3) All lawful contracts, act, proceedings, appointment and payments, made by the directors of the Company during the last Annual Reference Period, and which have previously been disclosed to the shareholders, are approved, ratified and confirmed.</li> <li>4) The following persons be elected as directors of the Company for the next Annual Reference Period or until their successors are elected or appointed. David Edward Mingo; Maureen Ann Pinkney; Donna Arlene Barnett; Jenni Hoelle Guimond</li> <li>5) The annual general meeting of the Company for the year 2024 will be deemed to have been held on the date of these resolutions and the date of these resolutions be confirmed as the Annual Reference Date for the Company.</li> <li>6) Each copy of this document when signed by a signatory and sent by electronic communication medium will be deemed to be an original and if signed in counterpart will constitute one and the same instrument and notwithstanding the date of execution will be deemed to be effective February 22<sup>nd</sup>, 2024.</li> </ol>

<p><b>South Cariboo Recreation Management Agreement</b></p>	<p><b>G4</b></p> <p><b>BE IT RESOLVED THAT</b> the South Cariboo Recreation Management Agreement between the Cariboo Regional District and 100 Mile Development Corporation <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> the management agreement be approved for a five-year term (2024-2029) and staff be directed to execute the agreement.</p>
<p><b>H.</b></p>	<p><b><u>VOUCHERS</u></b></p>
<p><b>Paid Vouchers &amp; EFT's – February 1<sup>st</sup> – April 15<sup>th</sup>, 2024</b></p>	<p><b>H1</b></p> <p><b>BE IT RESOLVED THAT</b> the paid manual vouchers #9041 to #9067 and EFT's totaling <b>\$62,889.55</b> <u>be received</u>.</p>
<p><b>I.</b></p>	<p><b><u>OTHER BUSINESS:</u></b></p>
<p><b>J</b></p>	<p><b><u>QUESTION PERIOD:</u></b></p>
<p><b>K</b></p>	<p><b><u>ADJOURNMENT</u></b></p> <p><b>BE IT RESOLVED THAT</b> the April 25<sup>th</sup>, 2024, 100 Mile Development Corporation meeting now adjourn: Time:</p>



# 100 Mile Development Corporation

Audit final communication to the Board of Directors for the year ended December 31, 2023



START



BDO



**MEETING HELD IN THE MUNICIPAL COUNCIL CHAMBERS  
TUESDAY FEBRUARY 27<sup>TH</sup>, 2024, AT 3:00 PM**

Present: Chair Maureen Pinkney  
Directors Donna Barnett  
Jenni Guimond  
Dave Mingo

Staff: CAO Tammy Boulanger  
Dir. of Com. Serv. Todd Conway  
Dir. of Planning & Ec. Dev. Joanne Doddridge  
Dir. of Finance Sheena Elias  
VIC Manager Julie Gilmore

	<p><b><u>CALL TO ORDER</u></b></p> <p>Chair Pinkney called the meeting to order at 3:00 PM</p> <p>Chair Pinkney acknowledged that this meeting is being held on Tsjescencúlecw.</p>
<p><b>A.</b></p>	<p><b><u>APPROVAL OF AGENDA:</u></b></p>
	<p><b>A1</b></p> <p><b>Res: 01/24</b>                  Moved By: Director Guimond                  Seconded By: Director Barnett</p> <p><b>BE IT RESOLVED THAT</b> the February 27<sup>th</sup>, 2024 100 Mile Development Corporation Board agenda <u>be approved.</u></p> <p style="text-align: center;">CARRIED</p>

B.	<b><u>INTRODUCTION OF LATE ITEMS</u></b>
C.	<b><u>DELEGATIONS</u></b>
D.	<b><u>MINUTES:</u></b>
<b>Board Minutes – December 12<sup>th</sup>, 2023</b>	<p><b>D1</b></p> <p><b>Res: 02/24</b>  Moved By: Director Barnett  Seconded By: Director Mingo</p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Board meeting held December 12<sup>th</sup>, 2023, <u>be adopted.</u></p>
E.	<b><u>UNFINISHED BUSINESS:</u></b>
F.	<b><u>CORRESPONDENCE</u></b>
G.	<b><u>STAFF REPORTS:</u></b>
H.	<b><u>VOUCHERS</u></b>
<b>Paid Vouchers &amp; EFT's – December 2023</b>	<p><b>H1</b></p> <p><b>Res: 03/24</b>  Moved By: Director Mingo  Seconded By: Director Guimond</p> <p><b>BE IT RESOLVED THAT</b> the paid manual vouchers #9020 to #9028 and EFT's totaling <b>\$11,931.52</b> <u>be received.</u></p> <p style="text-align: center;">CARRIED</p>
<b>Paid Vouchers &amp; EFT's – January 2024</b>	<p><b>H2</b></p> <p><b>Res: 04/24</b>  Moved By: Director Guimond  Seconded By: Director Mingo</p> <p><b>BE IT RESOLVED THAT</b> the paid manual vouchers #9029 to #9040 and EFT's totaling <b>\$14,042.90</b> <u>be received.</u></p> <p style="text-align: center;">CARRIED</p>

I.	<b><u>OTHER BUSINESS:</u></b>
<b>Tourism, Marketing &amp; Budget Discussion</b>	<p><b>I1</b></p> <p>Board discussion relating to the 100 Mile Development Corporation operations, Visitor Center, Tourism, Marketing and 2023 Financials.</p> <p>Director of Finance Sheena Elias reviewed the unaudited 2023 YTD Figures, some highlighted and discussed areas included:</p> <p>Annual contribution from the District of 100 Mile House to balance the budget and support the visitor services.</p> <p>Current vacant Visitor Info Centre position. Board agreed with the decision to reduce the position to part-time and to proceed with the process of filling the position.</p> <p>Recognizing the multiple funding partners in tourism including the CRD, Destinations BC and the CCCTA. Canada Summer Jobs grant has been declining, 2024 application approval pending.</p> <p>Cutting permits for community forest logging operations are currently under development.</p> <p>Expenses including audit services, utilities, insurance and minimum wage costs that are out of the Boards control continue to increase on an annual basis.</p> <p>SCCMP Package sales have remained steady over the years, staff is exploring how this engagement with the tourism sector can be improved. There has been minimal change to the package fees over the years.</p> <p>VIC operational hours continue to be 7 days a week over the peak season and during the remainder of the year is closed intermittently to accommodate staff holidays. The Board directed staff to change the operational hours in the 2024/2025 winter season to accommodate keeping the centre open on Saturdays, closing Sundays and Mondays.</p>



	<p>Merchandise purchased in 2023 was minimal, staff is working at reducing older inventory and bringing in fresh ideas. The Board agreed to compliment the community, direct visitors to local businesses and focus on service vs retail.</p> <p>Building maintenance, repairs and facility management was discussed. All public facilities should be held to the highest standard. Staff was directed to ensure the appropriate contract is in place for the facility caretaker.</p> <p>The Board supports the services at the VIC and the service it provides to tourists and locals. Acknowledging that ensuring all visitors have appropriate places to stay is challenging with the decline in area accommodations.</p> <p>The South Cariboo Recreation Centre is now under new management by the 100 Mile Development Corporation. The Board endorsed using the <i>Stagecoach</i> logo on items associated with the facility, showcasing the history of the community and the grand showcase of the coach on Wrangler Way welcoming all to the facility.</p>
J	<b><u>QUESTION PERIOD:</u></b>
K	<p><b><u>ADJOURNMENT</u></b></p> <p><b>Res: 05/24</b>  Moved By: Director Barnett  Seconded By: Director Guimond</p> <p><b>BE IT RESOLVED THAT</b> the February 27<sup>th</sup>, 2024, 100 Mile Development Corporation meeting now adjourn:  Time: 4:11 PM</p> <p style="text-align: center;">CARRIED</p>
	<p>I hereby certify these minutes to be correct.</p> <p>_____</p> <p>Chair <span style="float: right;">Corporate Officer</span></p>



**MEETING HELD IN THE MUNICIPAL COUNCIL CHAMBERS  
TUESDAY MARCH 19<sup>th</sup>, 2024 AT 12:00 PM**

Present:            Chair                            Maureen Pinkney  
                         Directors                           Donna Barnett  
                                                           Jenni Guimond  
                                                           Dave Mingo

Staff:            CAO    Tammy Boulanger  
                         Dir. of Com. Serv.                           Todd Conway  
                         Policy Analyst                                Flori Vincenzi  
                         Dir. of Finance                                Sheena Elias  
                         Fire Chief                                        David Bissat

Other:            (1) Roy Scott

	<p><b><u>CALL TO ORDER</u></b></p> <p>Chair Pinkney called the meeting to order at 12:05 PM</p> <p>Chair Pinkney acknowledged that this meeting is being held on Tsjescencúlecw.</p>
<p><b>A.</b></p>	<p><b><u>APPROVAL OF AGENDA:</u></b></p>
	<p><b>A1</b></p> <p><b>Res: 06/24</b>                  Moved By:    Director Barnett                  Seconded By: Director Mingo</p> <p><b>BE IT RESOLVED THAT</b> the March 19<sup>th</sup>, 2024 100 Mile Development Corporation Board agenda <u>be approved</u>.</p> <p style="text-align: center;">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>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>Res: 07/24</b>  Moved By: Director Mingo  Seconded By: Director Barnett</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> <p style="text-align: center;"><b>CARRIED</b></p>

<p><b>Board Resignation</b></p>	<p><b>G2</b></p> <p><b>Res: 08/24</b>  Moved By: Director Barnett  Seconded By: Director Guimond</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 data-bbox="634 1226 1458 1335"> <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> <p style="text-align: center;">CARRIED</p>	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						
<p><b>Credit Card – Recreation Services</b></p>	<p><b>G3</b></p> <p><b>Res: 09/24</b>  Moved By: Director Mingo  Seconded By: Director Guimond</p> <p><b>BE IT RESOLVED THAT</b> the board issue a Development Corporation Credit card to Josh Dickerson – Manager of Recreation Services with a credit limit of \$5,000.</p> <p style="text-align: center;">CARRIED</p>						



Cheque Register-Summary-Bank



Supplier : 100E20 To ZZ0820  
 Pay Date : 01-Feb-2024 To 15-Apr-2024  
 Bank : 099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

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



Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
9041	14-Feb-2024	E36020	ENVIRONMENTAL 360 SOLUTIONS CENTRAL	Cleared	26	C	46.60
9042	14-Feb-2024	INNO20	INNOV8 DIGITAL SOLUTIONS	Cleared	26	C	15.36
9043	14-Feb-2024	JAYP20	JAYCO PLUMBING LTD	Cleared	26	C	4,042.96
9044	14-Feb-2024	UPUP20	UPANUP STUDIOS INC.	Issued	26	C	210.00
9045	14-Feb-2024	WILA20	WILLIAM LOVE	Cleared	26	C	2,308.69
9046	27-Feb-2024	FULT20	FULTON & COMPANY LLP	Issued	31	C	110.30
9047	27-Feb-2024	INTO20	INTERIOR LOCKSMITH	Issued	31	C	94.75
9048	27-Feb-2024	JAYP20	JAYCO PLUMBING LTD	Issued	31	C	589.03
9049	27-Feb-2024	SMIT20	SMITTY'S JANITORIAL SERVICES (1993)	Cleared	31	C	813.75
9050	27-Feb-2024	WILA20	WILLIAM LOVE	Cleared	31	C	2,617.12
9051	14-Mar-2024	ACCE20	ACCELERATE COMMUNICATIONS GROUP INC	Issued	39	C	493.92
9052	14-Mar-2024	GART20	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	39	C	1,685.89
9053	14-Mar-2024	INNO20	INNOV8 DIGITAL SOLUTIONS	Issued	39	C	32.84
9054	14-Mar-2024	WILA20	WILLIAM LOVE	Issued	39	C	1,582.88
9055	28-Mar-2024	CHEK20	CHECKMATE FIRE PREVENTION	Issued	44	C	2,496.39
9056	28-Mar-2024	E36020	ENVIRONMENTAL 360 SOLUTIONS CENTRAL	Issued	44	C	72.72
9057	28-Mar-2024	EXCD20	EXCEED ELECTRICAL ENGINEERING	Issued	44	C	524.63
9058	28-Mar-2024	GART20	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	44	C	1,275.75
9059	28-Mar-2024	SMIT20	SMITTY'S JANITORIAL SERVICES (1993)	Issued	44	C	813.75
9060	28-Mar-2024	WILA20	WILLIAM LOVE	Issued	44	C	2,555.44
9061	12-Apr-2024	CHEK20	CHECKMATE FIRE PREVENTION	Issued	56	C	914.55
9062	12-Apr-2024	E36020	ENVIRONMENTAL 360 SOLUTIONS CENTRAL	Issued	56	C	49.17
9063	12-Apr-2024	GART20	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	56	C	1,559.25
9064	12-Apr-2024	GILJ20	GILMORE, JULIE	Issued	56	C	798.20
9065	12-Apr-2024	INNO20	INNOV8 DIGITAL SOLUTIONS	Issued	56	C	24.91
9066	12-Apr-2024	JAYP20	JAYCO PLUMBING LTD	Issued	56	C	1,124.60
9067	12-Apr-2024	WILA20	WILLIAM LOVE	Issued	56	C	1,837.50
01616-0001	05-Feb-2024	MINI20	MINISTER OF FINANCE	Cancelled	19	E	-53.50
01629-0001	05-Feb-2024	100F20	BLACK PRESS MEDIA	Cleared	21	E	1.24
01629-0002	05-Feb-2024	MINI20	MINISTER OF FINANCE	Cleared	21	E	53.50
01630-0001	01-Feb-2024	CLIF20	CANADA LIFE	Cleared	22	E	314.08
01631-0001	02-Feb-2024	SHAW20	SHAW CABLE	Cleared	23	E	72.80
01632-0001	07-Feb-2024	FORT20	FORTIS BC	Cleared	24	E	2,524.24
01633-0001	13-Feb-2024	SHAW20	SHAW CABLE	Cleared	25	E	75.26
01634-0001	23-Feb-2024	RECG20	RECEIVER GENERAL FOR CANADA	Cleared	27	E	1,115.93
01635-0001	26-Feb-2024	SHAW20	SHAW CABLE	Cleared	28	E	120.91
01636-0001	26-Feb-2024	SHAW20	SHAW CABLE	Cleared	29	E	172.73
01637-0001	27-Feb-2024	GRAY20	TELUS CUSTOM SECURITY SYSTEMS	Cleared	30	E	137.39
01638-0001	01-Mar-2024	SHAW20	SHAW CABLE	Issued	33	E	72.80
01639-0001	01-Mar-2024	CLIF20	CANADA LIFE	Issued	34	E	313.40
01640-0001	07-Mar-2024	BCHY20	BC HYDRO & POWER AUTHORITY	Issued	35	E	408.53
01641-0001	07-Mar-2024	BCHY20	BC HYDRO & POWER AUTHORITY	Issued	36	E	1,749.43
01642-0001	08-Mar-2024	FORT20	FORTIS BC	Issued	37	E	2,446.31
01643-0001	13-Mar-2024	SHAW20	SHAW CABLE	Issued	38	E	75.26
01644-0001	18-Mar-2024	GRAY20	TELUS CUSTOM SECURITY SYSTEMS	Issued	40	E	137.39
01645-0001	21-Mar-2024	ROYB20	ROYAL BANK VISA	Issued	41	E	640.90
01646-0001	21-Mar-2024	SHAW20	SHAW CABLE	Issued	42	E	120.91
01647-0001	25-Mar-2024	SHAW20	SHAW CABLE	Issued	43	E	172.37
01648-0001	02-Apr-2024	SHAW20	SHAW CABLE	Issued	46	E	72.80
01649-0001	01-Apr-2024	CLIF20	CANADA LIFE	Issued	47	E	313.40
01650-0001	04-Apr-2024	100F20	BLACK PRESS MEDIA	Issued	48	E	8,400.00
01651-0001	04-Apr-2024	DIST20	DISTRICT OF 100 MILE HOUSE	Issued	49	E	205.11
01652-0001	10-Apr-2024	BDOC20	BDO CANADA LLP	Cancelled	50	E	10,982.21
01653-0001	10-Apr-2024	FORT20	FORTIS BC	Issued	51	E	1,899.31

**Cheque Register-Summary-Bank**



AP5090

Page : 2

Date : Apr 22, 2024

Time : 1:07 pm

Supplier : 100E20 To ZZ0820  
 Pay Date : 01-Feb-2024 To 15-Apr-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
<b>Bank : 6 100 MILE DEVELOPMENT CORP</b>							
01652-0001	10-Apr-2024	BDOC20	BDO CANADA LLP	Cancelled	52	E	-10,982.21
01654-0001	10-Apr-2024	BDOC20	BDO CANADA LLP	Issued	53	E	10,982.21
01655-0001	10-Apr-2024	GRAY20	TELUS CUSTOM SECURITY SYSTEMS	Issued	54	E	137.39
01656-0001	11-Apr-2024	SHAW20	SHAW CABLE	Issued	55	E	75.26
01659-0001	08-Apr-2024	ROYB20	ROYAL BANK VISA	Issued	59	E	1,441.24
<b>Total Computer Paid :</b>		<b>28,690.95</b>	<b>Total EFT PAP :</b>		<b>34,198.60</b>	<b>Total Paid : 62,889.55</b>	
<b>Total Manually Paid :</b>		<b>0.00</b>	<b>Total EFT File :</b>		<b>0.00</b>		

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