



## **DISTRICT OF 100 MILE HOUSE**

### **AGENDA FOR THE REGULAR MEETING OF THE MUNICIPAL COUNCIL TO BE HELD IN MUNICIPAL COUNCIL CHAMBERS Tuesday, July 9<sup>th</sup> at 4:00 PM**

<b>A.</b>	<b><u>CALL TO ORDER</u></b>
	Mayor to call the regular meeting to order at 4:00 PM. Acknowledgement that this meeting is being held on Tsq'escencú'ecw.
<b>Oath of Office</b>	<b><u>Council:</u></b> Councilor Norgren to take his Oath of Office.
<b>In Camera</b>	<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)(e) of the Community Charter.  <b>Regular meeting to be called back to order at 5:00 PM</b>
<b>B.</b>	<b><u>APPROVAL OF AGENDA:</u></b>
	<b>B1</b>  <b>BE IT RESOLVED THAT</b> the July 9 <sup>th</sup> , 2024 Regular Council agenda <u>be approved</u> .
<b>C.</b>	<b><u>INTRODUCTION OF LATE ITEMS AND FROM COMMITTEE OF THE WHOLE:</u></b>
<b>D.</b>	<b><u>DELEGATIONS / PUBLIC HEARING:</u></b>

<b>E.</b>	<b><u>MINUTES:</u></b>
<b>Regular Council –June 11<sup>th</sup>, 2024</b>	<b>E1</b> <b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of June 11 <sup>th</sup> , 2024 <u>be adopted as amended.</u>
<b>Accessibility Committee –May 23<sup>rd</sup>, 2024</b>	<b>E2</b> <b>BE IT RESOLVED THAT</b> the minutes of the Accessibility Committee meeting of May 23 <sup>rd</sup> , 2024 <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>For Information Correspondence</b>	<b>H1</b> <b>BE IT RESOLVED THAT</b> the For Information Correspondence List dated June 27 <sup>th</sup> , 2024 <u>be received.</u>
<b>2024 Santa Claus Parade – Street Closure</b>	<b>H2</b> <b>BE IT RESOLVED THAT</b> the correspondence from the South Cariboo Chamber of commerce requesting street closure be received; and further  <b>BE IT RESOLVED THAT</b> the District of 100 Mile House Council authorize the closure of Birch Ave from First Street to Fifth Street on November 23 <sup>rd</sup> , 2024 between the hours of 3:00 PM and 7:00 PM to accommodate the 2024 Santa Clause parade; and further  <b>BE IT RESOLVED THAT</b> the proponents be directed to coordinate all activities with the District Director of Community Services.

<b>100 Mile Community Band</b>	<p><b>H3</b></p> <p><b>BE IT RESOLVED THAT</b> the Council report dated June 18<sup>th</sup>, 2024 correspondence from the Director of Finance regarding the request from the 100 Mile Community Band <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House approve a \$125.00 contribution to the 100 Mile Community Band from Grants for Assistance funds.</p>
<b>I.</b>	<b><u>STAFF REPORTS:</u></b>
<b>Board of Variance Appointments 2024-2027</b>	<p><b>I1</b></p> <p><b>BE IT RESOLVED THAT</b> the Council Report dated June 7<sup>th</sup>, 2024 from the Director of Economic Development and Planning regarding the Board of Variance Appointments 2024-2027 <u>be received</u>.</p>
<b>Accessibility Committee Terms of Reference Amendment</b>	<p><b>I2</b></p> <p><b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House endorse the Accessibility Committee Terms of Reference and Accessibility Plan as amended.</p> <hr/> <p>At the June 11<sup>th</sup> regular Council meeting Council directed staff to amend the Terms of Reference and Accessibility Plan to allow for a membership of minimum of five (5) and maximum of nine (9).</p>
<b>2024 By-Election Results</b>	<p><b>I3</b></p> <p><b>BE IT RESOLVED THAT</b> the memo dated June 24<sup>th</sup>, 2024 from the Chief Election Officer regarding the 2024 by-election results <u>be received</u>;</p>
<b>Community Works Agreement</b>	<p><b>I4</b></p> <p><b>BE IT RESOLVED THAT</b> The District of 100 Mile House Council authorize the Mayor and Corporate Officer to enter into a Community Works Fund agreement with UBCM for the specified ten (10) year term (2024 - 2034).</p>

<b>Salaried Staff Compensation Policy</b>	<p><b>I5</b></p> <p><b>BE IT RESOLVED THAT</b> the Council report from Administration dated June 27<sup>th</sup>, 2024 <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> the District Salaried Staff Compensation Schedule “A” be adopted as amended.</p>
<b>Development Variance Permit</b>	<p><b>I6</b></p> <p><b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House issue a Development Variance Permit to Macon Construction Ltd. for the property located at #8-105 Forest Ridge Road, and legally described as Strata Lot 8, Plan EPS9628, DL 2138, Lillooet District to vary Zoning Bylaw No. 1290, 2016, s.8.6.6 a) from the requirement for a 15 metre interior side setback to only 0.659 metre on the south westerly interior side setback for the principal dwelling only, in substantial accordance with the application as submitted on May 30<sup>th</sup>, 2024; and further</p> <p><b>BE IT RESOLVED THAT</b> the Corporate Officer duly executes the Permit.</p>
<b>J.</b>	<b><u>BYLAWS:</u></b>
<b>Development Works Bylaw</b>	<p><b>J1</b></p> <p><b>BE IT RESOLVED THAT</b> the Development Works Bylaw 1426, 2024 <u>be adopted</u> this 9<sup>th</sup> day of June, 2024.</p>
<b>Board of Variance Bylaw</b>	<p><b>J2</b></p> <p><b>BE IT RESOLVED THAT</b> the Council Report dated June 7<sup>th</sup>, 2024 from the Director of Economic Development and Planning regarding the Board of Variance Bylaw update <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> Bylaw 1427, 2024 be read a first, second and third time this 9<sup>th</sup> day of July 2024.</p>
<b>K.</b>	<b><u>VOUCHERS</u></b>
<b>Paid Vouchers (June 7<sup>th</sup> – June 30<sup>th</sup>, 2024) #29745 – 29862 &amp; EFTs</b>	<p><b>K1</b></p> <p><b>BE IT RESOLVED THAT</b> the paid manual vouchers #29745 to #29862 and EFT’s totaling <b>\$746,707.71</b> <u>be received</u>.</p>

L.	<u>OTHER BUSINESS:</u>
M.	<u>QUESTION PERIOD:</u>
N.	<u>ADJOURNMENT :</u>  <b>BE IT RESOLVED THAT</b> this July 9 <sup>th</sup> , meeting of Council be adjourned: Time:

**OATH OF OFFICE**

CANADA )  
PROVINCE OF BRITISH COLUMBIA )

I, \_\_\_\_\_, do swear that:

I am qualified to hold the office of Councillor for the District of 100 Mile House to which I have been elected;

I have complied with the provisions of the *Local Government Act* in relation to my election to this office;

I will abide by all rules related to conflicts of interest under the *Community Charter*

I will carry out my duties with integrity;

I will be accountable for the decisions that I make, and the actions that I take, in the course of my duties;

I will be respectful of others;

I will demonstrate leadership and collaboration;

I will perform the duties of my office in accordance with the law.

SWORN by the above-named Councillor  
before me at 100 Mile House,  
British Columbia the 9<sup>th</sup> day of  
July, 2024.

\_\_\_\_\_) \_\_\_\_\_  
)  
)  
)  
Tammy Boulanger, Corporate Officer )



E1

**DISTRICT OF 100 MILE HOUSE**

**MEETING HELD IN DISTRICT COUNCIL CHAMBERS  
Tuesday, June 11<sup>th</sup>, 2024, AT 5:00 PM**

PRESENT:	Mayor	Maureen Pinkney
	Councillor	Donna Barnett (Via Teams)
	Councillor	Jenni Guimond
	Councillor	Dave Mingo
STAFF:	CAO	Tammy Boulanger
	Dir. of Com. Services	Todd Conway
	Dir. of Planning & Ec. Dev.	Joanne Doddridge
	Dir. of Finance	Sheena Elias
Other:	(3)	Media: (1)

*Regretfully Ralph Fossum was unable to attend, the certificate for the Freedom of the Municipality will be presented at a later date.*

<b>A</b>	<b><u>CALL TO ORDER</u></b>  Mayor Pinkney called the meeting to order at 5:00 PM  Mayor Pinkney acknowledged that this meeting is being held on Tsqescencúłecw.  Mayor Pinkney noted the Free Press is recording the meeting for reporting purposes
<b>B</b>	<b><u>APPROVAL OF AGENDA</u></b>

	<p><b>B1</b></p> <p><b>Res: 117/24</b>  Moved By: Councillor Guimond  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the June 11<sup>th</sup>, 2024, Regular Council agenda <u>be approved</u>.</p> <p>CARRIED</p>
<b>2023 Annual Report</b>	<p><b>Res: 118/24</b>  Moved By: Councillor Mingo  Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the 2023 Annual Report <u>be approved</u>.</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 / PUBLIC HEARINGS:</u></b>
<b>Ministry of Agriculture</b>	<p>Greg Bartle and Julian Idrobo from the Ministry of Agriculture provided Council with a presentation that provided and update on the current economic and socio-economic state of the agriculture section in B.C. and discussed available land use planning tools local governments can use to help ensure farmers can continue to farm successfully in the province.</p>
<b>E</b>	<b><u>MINUTES</u></b>



<p><b>Regular Council – May 28<sup>th</sup>, 2024</b></p>	<p><b>E1</b></p> <p><b>Res: 119/24</b>  Moved By: Councillor Barnett  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of May 28<sup>th</sup>, 2024, <u>be adopted.</u></p> <p>CARRIED.</p>
<p><b>Committee of the Whole – May 28<sup>th</sup>, 2024</b></p>	<p><b>E2</b></p> <p><b>Res: 120/24</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 meeting of May 28<sup>th</sup>, 2024, <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>MAYORS REPORT:</u></b></p> <p>Mayor Pinkney had a meeting with UTV BC and local representatives of the ATV Club discussing way to promote 100 Mile House as a unique area to visit and recreate.</p> <p>Mayor Pinkney attended the Federation of Canadian Municipalities in Calgary where topics of discussion included drought management, RCMP challenges, infrastructure funding, food bank security, harassment of local officials and securing additional funding sources.</p> <p>Councillor Mingo recently attended the Lone Butte Fish &amp; Wildlife Club open house, farm fair at the agriplex and the all candidates forum. Councillor Mingo also attended the event at the Sikh temple where visiting members showcased their motorcycles and shared their culture and ways they give back to the community.</p> <p>Mayor Pinkney, Councillor Mingo and Councillor Barnett</p>

	<p>all congratulated the Wranglers on a successful season and becoming a Junior A hockey club – Stepping up their game! Reminder to all that volunteers are always welcome.</p> <p>Councillor Barnett noted <u>all</u> organizations need volunteers!</p> <p>Councillor Barnett also attended the Sikh event, the Forest Grove Rod &amp; Gun Club event, farm fair and represented the Chamber of Commerce as the moderator for the all candidates forum. Councillor Barnett virtually joined the meeting today from Prince George where she is attending the True North Business Development Forum hosted by the PG Chamber of Commerce.</p>
<b>H</b>	<b><u>CORRESPONDENCE:</u></b>
<b>Re/Max – Music in the Park</b>	<p><b>H1</b></p> <p><b>Res: 121/24</b>  Moved By: Councillor Barnett  Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the correspondence from Re/Max requesting sponsorship for music in the park <u>be</u> received.</p> <p>CARRIED.</p>
<b>Hot July Nights Request for Support</b>	<p><b>H2</b></p> <p><b>Res: 122/24</b>  Moved By: Councillor Mingo  Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the correspondence from Hot July Nights Car &amp; Bike Show requesting support to offset parking lot fees <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House supports the Hot July Nights request for support by providing the additional \$472.00 through the grants for assistance budget.</p> <p>CARRIED.</p>

<b>BC DragIT Challenge Request for Support</b>	<p><b>H3</b></p> <p><b>Res: 123/24</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the correspondence from BC DragIT requesting support to offset facility rental fees <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House supports the BC DragIT request for support by providing the additional \$262.50 through the grants for assistance budget.</p> <p style="text-align: center;">CARRIED.</p>
<b>Commissionaires Report – May 204</b>	<p><b>H4</b></p> <p><b>Res: 124/24</b>  Moved By: Councillor Guimond  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the Bylaw reports for the period of May 1<sup>st</sup> to 31<sup>st</sup> <u>be received</u>;</p> <p style="text-align: center;">CARRIED</p>
<b>For Information Correspondence</b>	<p><b>H5</b></p> <p><b>Res: 125/24</b>  Moved By: Councillor Barnett  Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the For Information Correspondence List dated June 6<sup>th</sup>, 2024, <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> a letter of support be provided to Enbridge relating to the Sunrise Expansion Program.</p> <p style="text-align: center;">CARRIED</p>
<b>I</b>	<b>STAFF REPORTS:</b>

<b>2023 SOFI Report</b>	<p><b>I1</b></p> <p><b>Res: 126/24</b> Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the Council Report dated May 24<sup>th</sup>, 2024 from the Director of Finance regarding the Statement of Financial Information <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> the Statement of Financial Information of the fiscal year ending 2023 be approved and authorized for signature</p> <p>CARRIED</p>
<b>BC Transit Operating Agreement</b>	<p><b>I2</b></p> <p><b>Res: 127/24</b> Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House hereby authorizes Administration to execute the Annual Operating Agreement between the District and BC Transit.</p> <p>CARRIED</p>

<b>Airport Master Plan</b>	<p><b>I3</b></p> <p><b>Res: 128/24</b> Moved By: Councillor Mingo Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the Council Report dated June 3<sup>rd</sup>, 2024 from the Director of Finance regarding the Airport Master Plan RFP award <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> the RFP to supply the District of 100 Mile House with the development of an Airport Master Plan be awarded to HM Aero Aviation Consulting for the stipulated price of \$34,880 plus applicable taxes.</p> <p>CARRIED</p>
<b>LGCAP Reporting</b>	<p><b>I4</b></p> <p><b>Res: 129/24</b> Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the Council Report dated June 4<sup>th</sup>, 2024 from the Director of Economic Development &amp; Planning regarding climate actions reporting <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> the Local Government Climate Action Program report <u>be received</u>.</p> <p>CARRIED</p>
<b>Charge North Update</b>	<p><b>I5</b></p> <p><b>Res: 130/24</b> Moved By: Councillor Barnett Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the staff report titled Charge North Level 2 Charging Stations Update dated June 4<sup>th</sup>, 2024 <u>be received</u>;</p> <p>CARRIED</p>

<b>Community Hall Commercial Kitchen Design award</b>	<p><b>I6</b></p> <p><b>Res: 131/24</b> Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the Council Report dated June 5<sup>th</sup>, 2024 from the Director of Economic Development &amp; Planning regarding the Community Hall design <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> Council authorizes the waiver of the Policy and Procedures Purchasing Policy 4.12 requiring a Formal Competitive Process for purchases over \$30,000; and further</p> <p><b>BE IT RESOLVED THAT</b> the commercial kitchen design incubator project (Community Hall Design) be direct awarded to Bluegreen Architecture Inc. and associated consultant for the estimated price of \$82,240 plus applicable taxes.</p> <p style="text-align: center;">CARRIED</p> <p style="text-align: center;"><i>Council directed staff to ensure that any mural changes must be consulted with the associated families.</i></p>
<b>Development Variance Permit</b>	<p><b>I7</b></p> <p><b>Res: 132/24</b> Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the Council Report dated June 3<sup>rd</sup>, 2024 from the Director of Economic Development &amp; Planning regarding the Development Variance Permit for #8 – 105 Forest Ridge Road <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House authorize staff to proceed with the notification process, including notification of adjoining property owners, of Council's intent to consider issuance of a Development Variance Permit to Macon Construction Ltd. for the property located at #8-105 Forest Ridge Road, and legally described as Strata Lot 8, Plan EPS9628, DL 2138,</p>

	<p>Lillooet District to vary Zoning Bylaw No. 1290, 2016, s. 8.6.6 a) from the requirement for a 1.5 metre interior side setback to only 0.659 metre on the south westerly interior side setback for the principal dwelling only, in substantial accordance with the application as submitted on May 30<sup>th</sup>, 2024.</p> <p>CARRIED</p>
<b>J</b>	<b><u>BYLAWS:</u></b>
<b>Development Works Bylaw</b>	<p><b>J1</b></p> <p><b>Res: 133/24</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the Development Works Bylaw 1426, 2024 <u>be read</u> a first, second and third time this 11<sup>th</sup> day of June, 2024.</p> <p>CARRIED</p>
<b>K</b>	<b><u>GENERAL VOUCHERS:</u></b>
<b>Paid Vouchers (May 16<sup>th</sup> – June 6<sup>th</sup>, 2024 #29631 to #29744 &amp; EFTs</b>	<p><b>K1</b></p> <p><b>Res: 134/24</b>  Moved By: Councillor Guimond  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the paid manual vouchers #29631 to #29744 and EFT's totaling <b>\$866,190.79</b> <u>be received</u>.</p> <p>CARRIED.</p>
<b>L</b>	<b><u>OTHER BUSINESS:</u></b>

<b>CAO Verbal Update Accessibility Committee</b>	<p>The current terms of reference for the accessibility committee (Section 3.2 Recruitment &amp; Membership) notes that membership shall consist of five (5) voting members. Currently the committee consist of six (6) members and the District has received two additional applications.</p> <p>Council directed staff to amend the Terms of Reference to allow a minimum of five (5) and a maximum of nine (9).</p>
<b>M</b>	<b><u>QUESTION PERIOD:</u></b>
<b>N</b>	<b><u>ADJOURNMENT:</u></b>  <b>Res: 135/24</b> Moved By: Councillor Mingo Seconded By: Councillor Guimond  <b>BE IT RESOLVED THAT</b> this June 11 <sup>th</sup> , 2024 meeting of Council be adjourned: 6:30 PM  CARRIED.
	<p>I hereby certify these minutes to be correct.</p> <p>_____ Mayor</p> <p>_____ Corporate Officer</p>



**E2**

**100 MILE HOUSE ACCESSIBILITY COMMITTEE**  
**MINUTES OF ACCESSIBILITY COMMITTEE MEETING**  
**HELD IN DISTRICT COUNCIL CHAMBERS**  
**THURSDAY MAY 23<sup>rd</sup>, 2024, AT 12:00 PM**

PRESENT: Donna Barnett  
Lori Fry  
Brian Brown  
Ben Vinje (Via Teams)  
Kristin Wells  
Kim Irvine

District Staff: T. Boulanger

	<b><u>CALL TO ORDER</u></b>  Chair D. Barnett called the meeting to order at 12:00 PM
	<b><u>APPROVAL OF AGENDA</u></b>
	Moved By: L. Fry Seconded By: B. Brown  That the May 23 <sup>rd</sup> , 2024, Accessibility Committee meeting agenda be approved.
	<b><u>MINUTES</u></b>
	Moved By: B. Vinje Seconded By: K. Wells  That the minutes from the March 13 <sup>th</sup> , 2024, meeting be approved as received.

	<b><u>UNFINISHED BUSINESS</u></b>
<b>Recommendations to Council</b>	It was clarified that all accessibility committee meeting minutes once adopted will be received by Mayor and Council at their regular meeting. Chair Barnett also can comment on any matters of note and the committee can compose a formal report or memo to Council at any time to bring forward any recommendations.
<b>Terms of Reference and Accessibility Plan</b>	The committee is content with the current Terms of Reference and Accessibility Plan and does not have any recommended updates at this time.
<b>Sandwich Boards</b>	<p>Discussion was had around sandwich boards placed on sidewalks and the need to educate business owners on why they can be problematic. As per the District Bylaw sandwich boards are not permitted. The District Bylaw officer will deliver notices informing businesses they cannot be placed on municipal sidewalks.</p> <p>Red Cross utilizes a sandwich board to notify visiting patrons to limit parking in the front area for drop off/pick up only. Chair Barnett recommended the District change out the current 2 hour limit parking sign with 15 Min Max sign to eliminate the need of a sandwich board.</p>
<b>Promoting Accessibility and Community Feedback</b>	<p>Committee acknowledged that there is a lot of work to be done in and about the community to bring awareness and educate what accessibility means and how people can help. Ideas brought forward included:</p> <ul style="list-style-type: none"> <li>• Notices on garbage day to inform residents not to place totes on the sidewalk.</li> <li>• Attend public events to raise awareness, create banner for display.</li> <li>• Attend trade shows and seniors' fairs.</li> <li>• Create promotional material such as pamphlets, magnets and one-page flyers. Also include QR codes and Social Media postings</li> <li>• Include awareness material in business licence renewals.</li> <li>• Bring awareness to elementary and secondary schools.</li> <li>• Acquire a schedule of events within the community to plan and prepare for attendance.</li> </ul>

<b>Hidden Disabilities Sunflower</b>	<p>B. Brown informed the committee of the Hidden Disabilities Sunflower, a simple tool for people to voluntarily share that they have a disability or condition that may not be immediately apparent and that you may need a helping hand, understanding, or more time in shops, at work, on transport, or in public spaces.</p> <p>The committee believed this is a great tool and requested B. Brown bring more information back to the committee.</p>
	<b><u>NEW BUSINESS</u></b>
<b>Meeting Schedule</b>	<p>Committee would like to meet once a month. Third Thursday of the month - noon. Delegations are welcome, 15 min Max per delegate and up to two delegates at one meeting.</p> <p>T.Boulanger will prepare a new schedule and circulate.</p>
<b>Accessibility Tour</b>	<p>Committee agreed to schedule a tour of a small section of town, to walk the area and then return to discuss and record the findings. Recommendation to meet earlier in the day over the summer months to avoid possible heat stress.</p>
	<b><u>CORRESPONDENCE</u></b>
	<p>A letter along with drawings was previously received by the District of 100 Mile House from a local mother and daughter about the struggles in Centennial Park when trying to visit using a wheelchair. The District Director of Community Services is going to meet with them in the park to discuss possible solutions.</p>
	<b><u>OTHER BUSINESS</u></b>
	<b><u>ADJOURNMENT</u></b>
	<p>The Committee meeting was adjourned at 12:55 PM.</p>

**DISTRICT OF 100 MILE HOUSE****FOR INFORMATION CORRESPONDENCE – June 27<sup>th</sup>, 2024  
Received July 9<sup>th</sup>, 2024 - Regular Council Meeting**

1. South Cariboo Joint Committee Minutes – May 6<sup>th</sup>, 2024
2. Correspondence from City of Kamloops – Downloading Costs on Municipalities
3. Correspondence from City of Campbell River – Forest Practices Management
4. Correspondence from City of Prince George – Tax Sale Process Amendments
  - a. City of Prince George Committee Report to Council
5. Public Petition – Obscene materials



**CARIBOO REGIONAL DISTRICT**  
**SOUTH CARIBOO JOINT COMMITTEE MINUTES**

**May 6, 2024**

**12:00 p.m.**

**District of 100 Mile House Council Chambers**  
**385 Birch Avenue**  
**100 Mile House, BC**

**PRESENT:** Co-Chair M. Wagner, Director A. Richmond, Director E. de Vries, Co-Chair M. Pinkney, Councillor D. Barnett, Councillor J. Guimond, Councillor D. Mingo

**STAFF:** M. Daly, Chief Administrative Officer, D. Campbell, Manager of Community Services, Cariboo Regional District, T. Boulanger, CAO, District of 100 Mile House, R. Scott, Deputy CAO, District of 100 Mile House, Todd Conway, Manager of Community Services, District of 100 Mile House, J. Dickerson, Manager of Recreation, District of 100 Mile House

**1. CALL TO ORDER**

**1.1 Adoption of Agenda**

**SCJ.2024-5-1**

That the agenda be adopted as presented.

**By Consensus**

**2. ADOPTION OF MINUTES**

**2.1 Minutes of the South Cariboo Joint Committee Meeting - April 8, 2024**

**SCJ.2024-5-2**

That the minutes of the South Cariboo Joint Committee meeting, held April 8, 2024, be adopted.

**By Consensus**

**3. DELEGATIONS**

**3.1 Delegation - Environmental 360 Solutions and Solid Waste BC**

Cindy Wallace, Office Manager and Jordan Rintoul, Vice-President, Solid Waste BC, of Environmental 360 Solutions presented information regarding their services in the region.

**5. DISCUSSION ITEMS**

**5.1 South Cariboo Transit Fares**

**SCJ.2024-5-3**

That the discussion regarding South Cariboo Transit Fares be deferred to the next meeting of the South Cariboo Joint Committee and that staff be requested to provide information regarding BC Transit ridership statistics, acquisition of a smaller bus and a proposed fare increase.

**By Consensus**

**5.2 Outdoor Rink**

**SCJ.2024-5-4**

That the discussion regarding an outdoor rink be referred to the next meeting of the South Cariboo Joint Committee, and that staff be requested to provide information regarding site plan development and cost as well as the commitment from the Outdoor Rink Society for volunteer and financial support for the project.

**By Consensus**

**6. ADJOURNMENT**

**SCJ.2024-5-5**

That the meeting of the South Cariboo Joint Committee be adjourned at 1:35 p.m., May 6, 2024.

**By Consensus**

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Co-Chair



June 11, 2024

B.C. Municipalities and Regional Districts

CR-6871

RE: Support for Downloading Costs on Municipalities

Dear Municipalities of BC,

Kamloops City Council recently received a report titled "The Financial Impacts of Higher-Level Government Policy Change" at a May 28, 2024, Council meeting. The report highlighted a number of significant costs that have been downloaded to the municipality due to changes in policies or lack of Provincial action. It is attached for your reference.

Next steps are necessary in order to create a call to action for all provincial party leaders in British Columbia as the election approaches.

It is also crucial that we bring these costs to the attention of our constituents as they grapple with significant increases to taxation at the local level and seek to bring responsibilities and associated costs back into appropriate scope for all levels of Canadian government. We are therefore urging fellow municipalities in British Columbia to perform a similar evaluation of the costs of higher-level government policy changes on your communities so that we can effectively bolster the advocacy already happening through UBCM in concrete terms.

Through our collective strength, and as one unified voice committed to seeing positive change in our communities, we can make a difference for the citizens who have chosen to make British Columbia home.

Sincerely,

A handwritten signature in black ink, appearing to read "Katie Neustaeter".

Councillor Katie Neustaeter  
Deputy Mayor, City of Kamloops

cc: Council  
David Hallinan, Corporate Services Director, City of Kamloops



Canada's Tournament Capital





ADMINISTRATIVE REPORT TO COUNCIL  
ON  
FINANCIAL IMPACTS OF HIGHER-LEVEL GOVERNMENT POLICY CHANGE

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PURPOSE

The purpose of this report is to provide Council with information pertaining to the impact that various changes at senior levels of government have had on City operations and budgets over the past five years.

COUNCIL STRATEGIC PLAN

This report supports Council's strategic priorities and areas of focus regarding:

- **Safety and Security**
  - Safety: We prioritize the safety of our community for residents, businesses, and visitors.
  - Housing: We proactively create opportunities to increase the inventory of diverse housing supply so that residents can access and move throughout the housing continuum.
  - Social Supports: We intentionally collaborate with key partners to create innovative solutions that respond to and address the community's needs.
  - Emergency Preparedness and Response: We build community resiliency, mitigate the impacts of emergency events, streamline response, and ensure our protective services align with evolving needs.
- **Governance and Service Excellence**
  - Asset Management: We plan for the development, improvement, repair, and replacement of our infrastructure.
  - Fiscal Responsibility: We are accountable to Kamloops residents and businesses in providing effective management, best value, and responsible use of tax dollars.
  - Service Excellence: We promote the continuous development of staff and encourage innovation in process and service delivery.
- **Livability and Sustainability**
  - Healthy Community: We foster an environment that supports and promotes healthy living through community, recreation, and social connection.
  - Inclusivity: We reduce barriers for underrepresented groups to bring inclusivity, diversity, and fairness to our community.
  - Climate Action: We practice discipline in our environmental responsibility by enhancing the City's resiliency and capacity for mitigating climate change. We actively implement actions to reduce our environmental impacts.
- **Economic Health**
  - Business Development: We ensure our efforts and investments are measurable and accountable.
  - Economic Strength: We build strategies to increase our competitive advantage, cultivate growth, and support our residents.

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## SUMMARY

On January 9, 2024, Council requested staff bring forward a summary of the City's costs associated with senior levels of government downloading services onto municipalities. The issue of downloading is complex and has become muddled by the impact of the various services that are expected to be provided by various levels of government. Services such as medical response become less clear when the interdependence between policing, fire, and ambulance services are called upon to address an emergency.

Other conditions are very clear and easily identified, as the relationship between federal and provincial responsibilities and those of local governments is easily distinguishable. Growing centres face increasing demands for service delivery to address growing social and health needs related to poverty, homelessness, and medical support. At the same time, the financial challenges facing all levels of government require alignment to provide services effectively. This report will focus on the different forms of downloading in six key focus areas:

- gaps in service delivery - areas where policy and/or service delivery should fall under federal or provincial jurisdiction
- senior government services shortfalls - areas where service is delivered by senior government and there are gaps in the service level addressed by the local government
- legislative and regulatory framework - changes to senior government legislative and regulatory framework that impacts municipal budgets
- property taxation policy and partnering - changes by senior government to property tax policy that impacts the City's ability to collect or increase taxes and partnering on infrastructure upgrades
- emerging service - areas of emerging service need that have resulted in an expanded mandate or increased cost on local governments
- future impacts - changes that are either known or are still in a phase of materializing with an impact on local governments

## RECOMMENDATION:

**For information only.**

## DISCUSSION

Senior levels of government have been shifting services or costs onto local governments for many years. The period of review of this report is from the beginning of 2019 through the end of 2023. As a starting point, since 2019, both levels of senior government have continued to introduce changes to policy, legislation, and regulatory compliance during a period of considerable challenges in the employment market, the social environment, and the economy. As these impacts ripple through municipalities across the province, the impact is being felt at the local government level in the delivery of services and the need to adapt to address these changes is being felt by City operations and residents.

Many of the impacts being felt at the local level are attributed to changes initiated by the federal or provincial governments and gaps in the ability to deliver the requested services are becoming increasingly evident.

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Several of the policy changes in effect have yet to impact the City financially; however, these changes are expected to affect the organization's future financial position.

## Gaps in Service Delivery

### *Shelters, Social Housing, and Affordable Housing*

In support of responding to the housing crisis and increasing homelessness, the following is a list of City-owned properties currently being leased or previously leased at a nominal fee (\$1) to the Province to provide shelter services, social housing, or affordable housing.

- Shelter Services
  - Memorial Arena and Kamloops Curling Club - leased during the pandemic (2020/2021) to provide up to 90 temporary shelter beds (\$250,000 lost revenue).
  - Kamloops Yacht Club - leased to provide 20 temporary winter shelter beds winter 2021/2022 and 2022/2023 (\$24,000 lost revenue).
  - Stuart Wood School - leased through joint approvals by the City and Tk'emlúps te Secwépemc to provide temporary winter shelter in winter 2017/2018 and 2021/2022 and served as a temporary shelter on an ongoing basis since November 2022 with a current lease to April 2024 (likely to be further extended).
  - 600 Kingston Avenue - leased for \$1 in 2021 to provide a 41-bed temporary shelter (Moira House) through to end of 2026.
- Supportive Housing
  - Idle City property located at 785, 805, 807, and 809 Mission Flats Road - leased to BC Housing for \$1 in 2018 to provide 54 temporary supportive housing units (ongoing) (the City's cost to acquire adjacent property (773 Mission Flats Road) and demolish older dwelling to accommodate displaced public works operations - \$727,000).
  - 317 Tranquille Road - long-term (60 years) lease to provide 58 supportive housing units (Spero House) (City cost to acquire and demolish the existing building - \$1.4 million).
- Subsidized Affordable Housing:
  - City property located at 445 5th Avenue and 527, 533, and 537 St. Paul Street was provided under a long-term lease (60 years) to provide 60 subsidized affordable rental housing units (Diversity Flats) (City cost to acquire the property - \$1.41 million).
  - City property located at 975 Singh Street was provided under a long-term lease (60 years) to provide 31 housing units for Indigenous youths and Elders (Kikekyelc: A Place of Belonging).
  - City property located at 440 MacKenzie Avenue was provided under a long-term lease (60 years) to provide 43 housing units for seniors.

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The City's total expenditures to accommodate the housing projects identified above is approximately \$3.537 million.

#### *Housing Regulations (Bill 44 or 46)*

The City works in partnership with the provincial government and BC Housing through a memorandum of understanding to support the planning, development, operations, and communications for future shelter, social housing, and subsidized affordable housing sites.

In 2023, the Province began issuing non-market and market housing targets to municipalities, including the City of Kamloops. Non-market housing is primarily achieved through provincial and federal funds, and market housing relies on investment and development by private landowners and developers.

Zoning changes required under Bill 44 to allow increased densities in urban areas will require significant infrastructure upgrades, which have not been accounted for in the Development Cost Charges Bylaw.

The Province also looks to the City to cover the costs for servicing and off-site improvements to assist in moving specific Province-led housing projects forward.

In summary, the costs in areas where policy and/or service delivery should fall under federal or provincial jurisdiction and where current gaps exist have negatively impacted the municipality either from a reduction in revenue, or the City costs to acquire property to support these forms of initiatives, along with recognizing the impact due to the loss of access and revenues on assets that are held for other civic purposes.

Gaps in Service Delivery	
Summary of Identified Costs	
Lost Revenue	\$274,000
Costs	\$3,537,000
<b>Total</b>	<b>\$3,811,000</b>

#### **Senior Government Services Shortfall**

This category impacts City service delivery and costs but is also difficult to quantify because they impact services in different ways and can be difficult to track. Costs that can be identified have been indicated.

Many of these cost impacts had been experienced by the local government; however, the COVID-19 pandemic placed a brighter spotlight on the growing opioid epidemic and the challenges in overall access to housing access and market affordability. Senior levels of government's response to these crises has been felt on the front lines of many municipalities, including Kamloops.

#### *Mental Health and the Toxic Drug Crisis*

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### Kamloops Fire Rescue Medical Response

In addition to fire suppression, Kamloops Fire Rescue firefighters provide pre-hospital care as first responders to medical calls. Kamloops Fire Rescue's response to medical calls is approximately 66% of their annual calls for service. In the last three years, medical responses have increased by 57% between 2021 (4,600) and 2023 (7,200). Of the total annual medical calls, overdose/poisoning responses have increased by 57% between 2021 (540) and 2023 (845).

For 2023 medical responses, Kamloops Fire Rescue arrived on scene 75% of the time and an average of 4 minutes and 42 seconds before BC Emergency Health Services. Given an average call duration of 26 minutes for Kamloops Fire Rescue's medical responses, the 2,600 additional responses put significant pressure on existing crews and resources.

The 2023 budget for fire suppression and medical response was \$21.6 million. Given the large portion of response calls that are medical in nature, there is an implicit cost related to the increase in on-scene time due to delays in BC Emergency Health Services responses.

Overtime costs have increased by approximately 58% (\$180,000) since 2020, and sick leave hours have increased by 31% (4,800 hours) over the same period. Several factors contributed to these increases, but there is a correlation between the increased call volume, member fatigue, and rising leaves taken.

The City incurs a range of costs, including supplying medical supplies and Naloxone costs of about \$1,000 per year, as these supplies are consumed through these forms of Kamloops Fire Rescue responses.

In addition to the increase in overall operating costs, an additional complication is the potential risk of delayed responses to other calls or a future need for increased staffing to meet rising demand. Medical response is a value-added service that Kamloops Fire Rescue provides as the primary responsibility for pre-hospital care lies with the Province through BC Emergency Health Services.

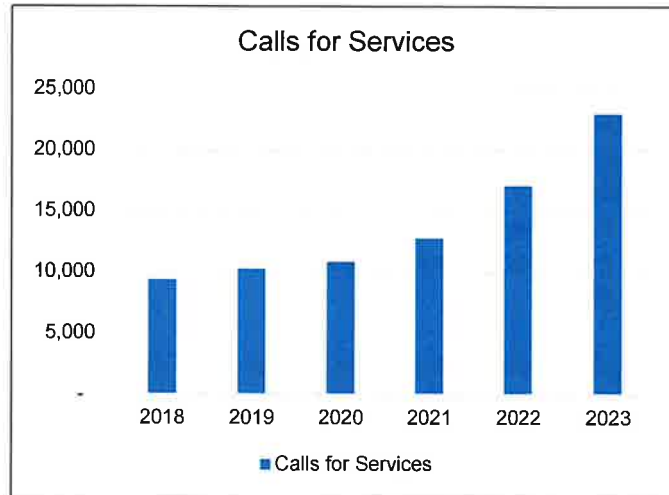
### Community Services

Leading up to 2019, it became apparent that social issues were increasing at the community level, and traditional Bylaw Officers lacked the skills to respond to these types of incidents safely. In response, the division was rebranded to Community Services, and Bylaw Officer positions were transitioned to Community Service Officers. This reorganization was intended to provide augmented services to support bylaw enforcement and to partner with the RCMP to introduce a greater combined presence within the city.



In 2018, 9,400 bylaw-related calls for service were received. Under the Community Services model, this has sharply increased each year, with 23,000 calls for service received in 2023. Of these calls, 24% were classified as social related.

This growth in call volume is attributed to residents' increased awareness of the supports provided by Community Services and a continuation of the rising social issues that precipitated the creation of the department in the first place.



To respond to this rising call volume, Community Services has added six new full-time equivalents over the past five years, with those additional salaries and wages adding approximately \$860,000 to the budget annually. Community Services Officers receive a higher level of training (up to \$20,000) and equipment profile (up to \$20,000) than previously required, and more vehicles (five at approximately \$90,000 once fully outfitted each plus operating costs) have been required to support the increased officer numbers and call volume. The cost for homeless camp cleanup is a specific cost that has increased \$140,000 from 2018 levels.

#### Community Services Budget and Staff Levels<sup>1</sup>

	2019	2020	2021	2022	2023
Salaries and Wages	\$2,581,000	\$2,851,000	\$2,975,000	\$2,775,000	\$3,788,000
Other	1,152,000	1,345,000	1,045,000	966,000	896,000
<b>Total</b>	<b>\$3,733,000</b>	<b>\$4,196,000</b>	<b>\$4,020,000</b>	<b>\$3,741,000</b>	<b>\$4,684,000</b>
Full-Time Equivalents	28.9	30.9	30.9	31.3	38.0

In fall 2022, BC's Attorney General and the Minister of Public Safety and Solicitor General commissioned the Transforming Policing and Community Safety in British Columbia report. The report contained many recommendations to address the gaps in the system around the care of people with mental health and substance use needs involved in the criminal justice system. Central to this was the understanding of the need to increase non-police resources to address mental health and substance use issues.

An additional impact of the rising call volume and the resulting Community Service Officer resource constraints led to a temporarily reduced focus on parking enforcement in the key business corridors. Parking ticket revenues in 2021 decreased by approximately \$40,000 and by a further \$5,000 in 2022. Once additional Community Service Officer resources were added as part of the 2023 supplemental budget process, Community Services Officers were able to refocus on enforcement, and revenue returned to historical levels.

<sup>1</sup> Combined custody of prisoners, Community Services, and parking budgets. The salaries and wages decrease in 2022 is attributable to a realignment of budgets and positions to the new model.

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#### On-Street and Off-Street Parking and Ticket Revenue

	2019	2020	2021	2022	2023
Parking Revenue	\$2,000,900	\$1,111,700	\$1,432,300	\$1,468,200	\$1,482,700
Ticket Revenue	166,400	105,900	62,500	56,300	113,100
<b>Total</b>	<b>\$2,167,300</b>	<b>\$1,217,600</b>	<b>\$1,494,800</b>	<b>\$1,524,500</b>	<b>\$1,595,800</b>

Parking revenue was significantly impacted by COVID-19 measures and has been slow to recover. This is partially a result of changes in demand due to an increase in remote office workers and the effects of reduced enforcement due to Community Service Officers' capacity constraints.

#### Contracted Security

During the transition period to the Community Services model, the need to supplement the emerging program with private security services was identified. These security firms were engaged to support and minimize community impacts brought on by an increase in social conditions caused by the COVID-19 pandemic, opioid crisis, and lack of safe and secure housing for marginalized people.

While the City implemented these supports, funding was provided received through provincial Strengthening Communities' Services Program grants provided for security services in the city's key commercial corridors. This funding package expired in summer 2023. To keep this important support in place, the City approved using \$450,000 from the Gaming Reserve to maintain this service until the end of 2023.

The costs for security services over the past three years were \$689,000 in 2021, \$1.023 million in 2022, and approximately \$1.177 million in 2023. These costs were offset by grant funding totalling \$1.650 million over the same period. Security is still utilized in park areas and overnight; however, Community Services now has capacity to reduce usage.

Continuing security costs for 2024 are estimated at \$75,000 per month to provide ongoing patrols at transit exchanges, parkades, and surface lots and to perform washroom lockups and night patrols in the parks.

Having initiatives being funded by non-taxation-based revenues (e.g. the Gaming Fund) creates a challenge for the organization in that these funds have traditionally been used to introduce specific projects or initiatives that are completed in a short-term period. With these funds being diverted, it limits the introduction of broader community-based amenities or initiatives that would be added with these non-taxation forms of funding.

#### Homelessness

On March 2, 2021, Council directed staff to create comprehensive short-, medium-, and long-term plans for preventing and alleviating street issues. One of the medium-term options proposed in the original Notice of Motion was to identify daytime space for street-involved

individuals. In July 2021, Council authorized Administration to enter into a short-term facility use permit with the Kamloops Aboriginal Friendship Society and The Mustard Seed to provide The Gathering Place, a seasonal outdoor day space for people experiencing homelessness that was operated in a City-owned parking lot at 48 Victoria Street West. Council authorized the seasonal day space for unhoused individuals at 48 Victoria Street West again in 2022, 2023 and 2024. This initiative operates from April or May to October and is funded through the federal Reaching Home program.

In March 2023, Council approved \$450,000 in funding from the Gaming Reserve to support social-related initiatives beyond the August 2023 conclusion of the Strengthening Communities' Services Program funding. This funding was to continue operating the Envision Outreach Shuttle, the Community Service Officers Outreach Response Program, and the Clean Team through the end of the year.

In November 2023, for the 2024 budget, Council approved \$682,000 in annual funding (the initial year from the Gaming Reserve) to support the Community Service Officers Outreach Response Program (\$422,000) and the Clean Team (\$260,000) on an ongoing basis. The Envision Outreach Shuttle is now supported by funding from the federal Reaching Home program.

#### Social and Community Development Section

In 2009, Council adopted the Kamloops Social Plan, which resulted in the creation of the Social and Community Development Section to address community needs through the provision of programs and services to support community well-being and an inclusive, accessible, healthy community.

This portfolio puts particular emphasis on supports for vulnerable demographic groups, including, among others, seniors, children and youth, low-income families, Indigenous people, people with disabilities, and people experiencing homelessness. All municipalities have undertaken a social planning and community development function.

For many years through this portfolio, the City has provided affordable access to recreation and transportation; programs for youth, seniors, people with disabilities, and low-income families; food security initiatives; engagement with neighbourhood associations and support for community development initiatives; social and community development grants to community -based programs in alignment with Council and community priorities; coordination and support for community partners in addressing social issues; and social plans in the areas of food security, youth homelessness, childcare, affordable housing, accessibility and inclusion, and housing needs.

Over the past decade, new and growing social issues and community needs have arisen that municipalities, government agencies, and community partners are responding to. These include, among others:

- the toxic drug supply crisis
- the housing crisis and an increasing scale of homelessness
- limited access to and availability of childcare spaces
- increasing food insecurity

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These issues are compounded by strains on our health care system and social safety net, climate change impacts, and demographic transitions. While housing, childcare, health care, and social services fall under the jurisdiction of senior government, these emerging social and community needs require municipalities to respond to address gaps where provincial and federal partners are not meeting them. This has resulted in the growth of social planning and community development portfolios in municipalities across the province and the country.

Prior to 2021, the City's Social and Community Development Section included five staff: a supervisor, two union coordinators, one union coordinator specifically for the Emergency Support Services program, and a project manager to support administration of the federal Reaching Home program.

In 2021, with escalating social issues creating increased impacts in the community, a new management position was created to provide oversight, direction, and additional capacity to the portfolio and to support relationship-building and partnership development with senior government agencies, including BC Housing, Interior Health, the Ministry of Social Development and Poverty Reduction, and the Ministry of Mental Health and Addictions. An additional Reaching Home project manager position was also created to support the program's increasing scale.

In 2022, a new supervisor position, predominantly funded through the federal Reaching Home program, was created to provide oversight and management support for the expanding program and to address new responsibilities given to the City as the local administrator of the program, including the development of a coordinated access and assessment system and a homelessness information management system. This new supervisory role also increased capacity to support the Emergency Support Services program, which is being activated with increasing frequency and duration to support regional evacuees fleeing the increasing number and scale of wildfires and floods.

#### Social and Community Development Section 2019–2023

The federal Reaching Home program funds the Social and Community Development Section. Most of the Reaching Home funds are provided to community programs and services to prevent and reduce homelessness in Kamloops, with the City utilizing an allocated portion for program administration, staffing, and specific projects like the Point-in-Time Count or extreme weather supplies for unhoused individuals.

The following table does not include salaries and wages for the Emergency Support Services program staff, which come from a different program. The federal government invested significant additional funds into the Reaching Home program during the COVID-19 pandemic.

	2019	2020	2021	2022	2023
Salaries and Wages	\$131,000	\$163,000	\$405,000	\$388,000	\$582,000
Community Programs and Services (Reaching Home, Service Agreements, Social and Community Development Grants)	1,219,000	2,211,000	4,664,000	2,258,000	2,577,000
Grant Funding	(569,000)	(1,426,000)	(4,036,000)	(1,640,000)	(1,874,000)
<b>Total</b>	<b>\$781,000</b>	<b>\$948,000</b>	<b>\$1,033,000</b>	<b>\$1,006,000</b>	<b>\$1,285,000</b>
Full-Time Equivalents (not including Reaching Home and Emergency Support Services program staff)	3.0	3.0	4.0	4.0	4.0
Full-Time Equivalents (including Reaching Home and Emergency Support Services program staff)	5.0	5.0	7.0	8.0	8.0

The ownership of the services identified under senior government services shortfalls can be described as shared between all three levels of government. These services, specifically the ability to clearly delineate where one level of government's responsibility starts and another's ends, are muddy at best. The service that best shows this is emergency/medical response. It is commonplace to see multiple first responders dealing with a situation, so while the local government incurs some of these costs, it is reasonable that those costs would be incurred regardless of the nature of the situation being responded to.

<b>Government Shortfalls</b>	
<b>Summary of Identified Costs</b>	
Overtime Costs	\$400,000
Medical Supplies	\$5,000
Camp Cleanup	\$210,000
Community Service Officers	\$813,000
Security	\$1,239,000
Community Programs	\$787,000
<b>Total</b>	<b>\$3,454,000</b>

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## Legislative and Regulatory Framework

Municipalities are often impacted by senior government policy and legislation that result in increased spending by municipalities. While not directly considered downloading, these collectively require the City to increase its budgets or staffing. In a number of these circumstances, a stronger consultation process would improve coordination and help municipalities minimize additional costs.

### *Response to Emergency Situations*

Kamloops is centrally located in BC's Interior. In many circumstances, it becomes the destination for many other Interior residents during periods of local evacuation orders. Over the past number of years, Kamloops has been relied on as a host community for displaced residents from Merritt, Williams Lake, and Lytton.

With the changes to the *Emergency and Disaster Management Act* and a new potential requirement to be a host community, these services are necessary for evacuees, and supplying them is very impactful to the corporation's ability to maintain its brand of Canada's Tournament Capital.

Many City facilities become unavailable during host community activations to support many of the displaced residents or responding agencies. As these types of events become more frequent, the City is expected to experience a larger financial impact and that there will be less access for sports organizations and residents. In many circumstances, a number of these residents chose to remain in the city after many of the displaced people have returned home.

The Province covers some of these expenses; however, some costs, such as technology access and lost revenues, are not covered while the facility is unavailable. Potentially adding to the situation is the impact on reputation as the public becomes increasingly aware of the impacts that, for example, wildfires have on evacuation and air quality. Areas where these conditions exist become less desirable, and tourists and visitors are booked elsewhere where there is a greater level of comfort that these conditions will not impact their plans or events.

Adding to the delay in resuming normal City activities is that staff time is required to clean and prepare the facility to support program delivery.

### *Bail Reform*

Kamloops RCMP experienced an increase in calls for service from 45,000 in 2019 to almost 47,000 in 2022. Of those calls for service, criminal code offences increased by 3,500 over the same period. Many of these calls were related to mental health issues, addiction issues, and level of homelessness are a common theme with many missing person files. These investigations are challenging as those closest to these missing individuals are often difficult to locate. These investigations can be costly and resource intensive.

In response to rising case files per member, Council authorized an increase in the number of authorized RCMP members. For 2024, the budgeted target is 138 members, an increase of nine members over the previous budget level of 129. At the current estimated cost of \$225,000 per member, this equates to a \$2.0 million budget increase.

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This increased amount does not account for the municipal support employees and facilities requirements needed to support a growing RCMP contingent. It should be noted that rapid population growth in Kamloops would have resulted in the need for additional policing resources regardless, but the timing was accelerated due to the rising caseload.

#### *Changing Policies Towards Substance Use and Safe Supply Access*

These policies impact the overdose crisis and the overall community. They add to the cost of delivering City services across multiple departments, as outlined in the medical response section.

#### *WorkSafeBC Regulation Changes*

##### Mental Health/Psychological

In 2012, WorkSafeBC introduced amendments to the *Workers Compensation Act* recognizing the impact of traumatic workplace events. These types of events have grown over the years as the impacts of mental health and psychological conditions are becoming more prevalent in the workplace, increasing psychological injuries.

The cost of a psychological injury in 2021 was \$220,270, which is five times more than a physical injury. As the number of accepted psychological injuries is increasing, the City has responded by providing various resources around mental health through benefits and an employee and family assistance program.

In support of these changing developments, the City has developed a wellness committee that focuses on mental and physical health. Through this committee, the City completes a Workplace Mental Health Essentials Canada to review where the city is currently at regarding mental health and to provide some guidance on the next steps to become a psychologically safe workplace.

##### Asbestos Certification and Licensing

WorkSafeBC introduced more stringent requirements for additional training with asbestos, which led to increased training for staff and contractors. These are all positive changes from a safety perspective but come with a cost to the City. The regulation changes required any City staff who handle asbestos or oversee contractors who handle asbestos to take additional training.

Of the staff who handle asbestos, 38 have achieved in level 1 certification at a total cost of \$4,500, and two staff have achieved level 3 certification at a total cost of \$3,000. Level 1 training is one full day, level 2 training is three full days, and level 3 training is one full day. Completion of levels 1 and 2 is a prerequisite for level 3.

In these circumstances, there is an additional cost to the City, either for employees who, while receiving training, are not available to deliver on City services or for contractors who, with training, pass this time on to the City as part of the overall cost to deliver the work that they are undertaking.

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### Traffic Control

The updated Traffic Management Manual (2020) required flashing arrow boards to be added to the tops of 25 City vehicles. Each of these arrow boards costs approximately \$3,000, for a total spend of \$75,000. Another requirement with the new regulations is the use of portable traffic signals. The City needed to purchase two portable traffic signals for \$57,500 each. In addition to these capital costs, any projects which require traffic control are seeing cost increases due to the new regulatory requirements.

Adding to overall safety awareness, in 2021, the change in requirements to provide a more stringent level of traffic control led to an increase in training requirements for training, staff time on site for assessments, and overall projects costs. These are all positive changes from a safety perspective but come with a cost to the City.

### *Other Financial Impacts*

### Employer Health Tax

Effective January 1, 2020, the provincial government introduced the employer health tax as a replacement for the previous premium-based BC Medical program. The BC Medical premium was a fixed amount per person, or couple as opposed to a percentage allocation based on total payroll. The City's annual payroll is more than the \$1.5 million threshold that results in the provincially mandated tax rate of 1.95% of gross salaries and wages.

	2019	2020	2021	2022	2023
BC Medical	\$516,800				
Employer Health Tax	-	\$1,224,336	\$1,295,694	\$1,391,639	\$1,440,000
Difference Over 2019	-	\$707,536	\$778,894	\$874,839	\$923,200

When introduced in 2020, organizations with an annual payroll of less than \$500,000 were exempt from paying the employer health tax. As a result, many of the larger organizations, such as municipalities, were placed in the position of carrying the cost burden of these smaller businesses. This impact is expected to continue and to grow, proposed legislation changes for 2024 are expected to see the exemption limit double to organizations with an annual payroll of less than \$1.0 million.

### Provincially Legislated Five Paid Sick Days

In addition to the number of sick days identified in the City of Kamloops collective agreement with CUPE Local 900, at the start of 2022, the Province legislated five sick days for staff who are not part of the union. The cost to the City in 2023 was \$24,467.

### BC Carbon Tax

Since 2008, the provincial carbon tax has been applied to the purchase or use of fossil fuels, such as gasoline, diesel, natural gas, heating fuel, and propane. The carbon tax is collected at the fuel's point of retail consumption. In 2008, the BC carbon tax rate was calculated based on



\$10 per tonne of carbon dioxide equivalent emissions (tCO<sub>2</sub>e) produced at combustion. In 2023, the rate used by the Province and the federal government is \$65/tCO<sub>2</sub>e.

#### Carbon Tax Rate by Fuel Type by Year

Fuel Type	2019	2020	2021	2022	2023
Gasoline (\$/L)	\$0.089	\$0.089	\$0.099	\$0.110	\$0.143
Diesel (\$/L)	\$0.102	\$0.102	\$0.117	\$0.130	\$0.169
Natural Gas (\$/GJ)	\$1.99	\$1.99	\$2.31	\$2.56	\$3.24

[Gov.BC.ca/Assets/Download/2B773FE65B2E4370A4369A92311CA780](http://Gov.BC.ca/Assets/Download/2B773FE65B2E4370A4369A92311CA780)

#### Carbon Tax Cost on Operations by Fuel Type by Year

Fuel Type	Average Consumption /Year*	2019	2020	2021	2022	2023
Gasoline \$/L	400,000 L	\$35,600	\$35,600	\$39,600	\$44,000	\$57,200
Diesel \$/L	930,000 L	\$94,860	\$94,860	\$108,810	\$120,900	\$157,170
Natural Gas \$/GJ	81,433 GJ	\$162,072	\$162,072	\$188,110	\$208,468	\$263,843
<b>Total Carbon Tax Estimate</b>		<b>\$292,532</b>	<b>\$292,532</b>	<b>\$336,520</b>	<b>\$373,368</b>	<b>\$483,213</b>

\*Average consumption volume has been kept flat to show the impacts of the change in the carbon tax on operations.

Based on the estimates in the table above, carbon tax represents \$483,213 of the \$3,329,400 paid for fossil fuels used in the delivery of municipal services in 2023. These carbon tax expenses are partially offset by the \$325,000 of revenue the City receives through the Local Government Climate Action Program.

The Local Government Climate Action Program replaced the former Climate Action Revenue Incentive Program that was retired in 2021 and effectively reimbursed 100% of the carbon tax paid by municipalities for publicly reporting their annual greenhouse gas emissions.

This taxation impact on the City is expected to grow and increase as planned increases have already been identified at the provincial and federal government levels. As of April 1, 2024, the carbon tax rate increased by 23.0% from \$65 to \$80 per tonne.

#### Various Permitting (or Licensing)

Part of the ongoing relationship between City staff and other ministries of both governments or other government agencies is working within the regulatory and compliance requirements that are in place. Many of the requirements result in the need to secure "permission" before performing specific project works.

In many of these situations, delays are encountered in securing the completed permit in a timely manner. In some instances, these delays extend over many months and even years and, as a result, increase the project's costs due to these delays. In addition to this cost increase, there is a domino effect where the delay in one year will impact future years' project timing, priorities, funding, and access to resources.

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The financial impact of these forms of delays is difficult to measure as inflationary impact due to supply and demand, supply chain issues, and contractor availability all contribute to cost increase caused by permitting delays.

### Regulations

Enhanced enforcement of regulations has led to higher project costs as we comply with building permitting, the *Heritage Conservation Act*, and the *Wildlife Act*.

Changes to existing regulations affect our ongoing operations, as staff need to ensure compliance with the regulations and change existing capital plans where they no longer fit the regulations. Changes in regulations for things like wastewater, organic matter, drinking water, and privacy require a lot of internal and external resources to ensure we are continually compliant. In cases such as the Commercial Vehicle Safety Enforcement hour of work regulation changes, it affects how we can meet our service level within our approved staffing.

While many of the regulatory changes are resulting in a positive impact on City operations, particularly those that help provide a safer working environment for the nearly 1,000 employees, others do not. Introduction of the employer health tax and the bc carbon tax add to the City's overall costs, and while they are intended to provide a greater value to the Province, they leave little being returned to the municipality.

Legislative and Regulatory Framework	
Summary of Identified Costs	
RCMP	\$2,030,000
Asbestos Training	\$185,000
Traffic Management	\$132,500
Employer Health Tax	\$3,284,469
Provincially Mandated Five Paid Sick Days	\$24,467
BC Carbon Tax	\$206,581
<b>Total</b>	<b>\$5,863,017</b>

### **Property Taxation Policy and Partnering**

#### *Supportive Housing Exemption*

In addition to statutory and permissive exemptions, eligible properties designated as supportive housing (Class 3) are assessed at a nominal value and are effectively exempt from property taxes.

The Province created this property class pursuant to the *Small Business and Revenue Statutes Amendment Act, 2008*. This exemption is applied to 19 Class 3 properties. It is difficult to project what the assessed value and corresponding taxes of these properties would be.

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### *Provincial Partnership in Municipal Upgrades*

In many instances when City infrastructure is being revitalized, such as work recently completed on the Victoria Street West corridor, partnerships with Crown agencies or private companies result in increased costs to the City. Many of these agencies benefit from activities like installing infrastructure underground instead of maintaining it overhead or relocating their infrastructure to provide easier access. In many of these situations, there is no fair consideration of the value the third party provides. In these situations, the City identifies an overall fully funded budget to deliver the project uninterrupted.

This situation also exists when Crown agencies upgrade their infrastructure and restore the location. However, rather than restoring the area to a preferred standard, these agencies restore to a like-for-like deliverable instead. For example, instead of installing curb, gutter and sidewalk to current design standards, they replace it to the same standard curb as the existing outdated infrastructure.

### **Emerging Services**

#### *Implementation of Surrey Policing Service*

Kamloops is a large municipality in relation to the surrounding communities and as a result, the city has the largest comparative contingent of RCMP members in the Thompson region. This allows for additional specialty members, such as a dog team, identification and forensic specialists, and emergency response team members. The Kamloops RCMP Detachment also has two provincially funded forensic members.

These specialty members are expected to cover the entire Thompson region and are often tasked outside the community to support smaller municipalities and rural areas. There is currently no cost-sharing initiative to support this central resource, so the City bears an outsized portion of the carrying costs for these shared resources.

The City of Surrey is transitioning from the RCMP to a municipal police force. Surrey has had the largest RCMP contingent in the province, so its departure will have a significant, although currently unknown, impact on ongoing operations. For example, ticket revenue for the province is pooled and paid to member communities through a pro-rata allocation based on member full-time equivalents. Surrey's pending transition from the RCMP will decrease the RCMP's total full-time equivalents and likely reduce the total ticket revenue collected and distributed. The City has already experienced a \$100,000–\$150,000 per year reduction in ticket revenue.

On the contract cost side, the impacts of Surrey's departure on divisional overhead, recruitment, and training expenses remain unknown. These costs are also allocated based on the full-time equivalents model, with an expectation that with fewer province-wide full-time equivalents to allocate against, the City would see an increase in the cost per member.

### **Future Impacts**

#### *Orphan Dikes*

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During flooding, mainly in the 1970s, many dikes were constructed on an emergency basis and not to applicable standards. Responsibility for these dikes was never established, and they became known as orphan dikes. In 2020, the Province contracted a consultant to assess all orphan dikes in BC.

The estimated cost to upgrade the orphan dikes within Kamloops' jurisdiction was \$115 million. We can assume that the cost has drastically increased with the inflation of construction services. If the Province continues with the strategy of assigning responsibility for orphan dikes to local governments, the cost and liability of this assignment would be immense.

### **Dams (Inherited)**

During its amalgamation, the City of Kamloops inherited several small dams operated by the BC Fruitlands Irrigation District. The City has never used or operated these dams but is responsible for their liability.

The current cost estimate for decommissioning these dams is \$5 million, and this estimate is included in both the 2027 and 2028 water utility capital budgets. There are ongoing discussions with the Province and Tk'emlúps te Secwépemc to find more cost-effective and less environmentally disruptive options.

### **Childcare**

As the demand on working parents increases, local governments have started to be drawn into the area of childcare. As Kamloops continues to grow, there is a need to support current municipal employees, other residents, and future residents. This concern may materialize in several ways. Subsidized childcare services may be provided, property or venues may be identified and provided, or local government may take on the responsibility of filling the gaps in the marketplace. Any costs associated with childcare are unknown until the details and nature of the programs and responsibilities are known.

With the ChildCareBC New Spaces Fund, 100% of project costs are covered if the applicant and landowner is a local government, Indigenous organization or governing entity, or a public body such as a health authority, board of education, post-secondary institution, or Crown Corporation. However, only 90% of project costs are covered if the applicant and landowner is a non-profit entity or independent school. This places additional pressure on the City to sponsor applications and provide land.

### *Sustainability*

In March 2021, the Province redefined and introduced new 2030 emissions targets within four target sectors to meet provincial greenhouse gas targets. Many of these targets transcend the service activities of the municipality.

These changes to the provincial emissions targets align with the federal 2030 Emissions Reduction Plan. The plan reflects input from provinces, territories, Indigenous Peoples, the Net-Zero Advisory Body, and interested Canadians on what is needed to reach Canada's more ambitious climate target of 40%–45% emissions reductions by 2030.

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In October 2023, amendments to the *Zero-Emission Vehicles Act* implemented accelerated sales targets for new light-duty vehicles sold in BC, which were initially announced in the CleanBC Roadmap to 2030, so that 26% of light-duty (cars and trucks) vehicle sales in the province are zero-emission vehicles, 90% by 2030, and 100% by 2035.

The *Canadian Net-Zero Emissions Accountability Act* sets out Canada's commitment to achieving net-zero emissions by 2050. The act ensures transparency and accountability as the government works to deliver on its targets and requires public participation and independent advice to guide the Government of Canada's efforts.

While there are currently revenue streams providing funding to either the federal or provincial governments through the carbon tax, the level of revenues that are anticipated to be collected is greatly outpacing the amount of funding being provided back to local governments to support the implementation of these program and help achieve the emissions targets. This shortfall in funding is going to be required to meet the targets, and unless there is a change in the funding allocation from higher levels of government, it is going to fall on the local governments to identify funding opportunities.

### BC Carbon Tax

In 2024, the BC carbon tax as a component to consumable fuels is expected to increase to \$0.1761 per litre for gasoline and \$0.1525 per m<sup>3</sup> of natural gas consumption. Under the current government, this form of taxation is expected to triple by 2030. For this impact, average consumption volume has been kept flat to show the impacts of the change in the carbon tax on operations.

#### BC Carbon Tax Rates

	2024	2025	2026	2027	2028
Gasoline \$/L	0.1761	0.2091	0.2422	0.2752	0.3082
Diesel \$/L	0.2074	0.2462	0.2851	0.3239	0.3628
Natural Gas \$/GJ	4.0951	4.8631	5.6311	6.3991	7.1671

#### BC Carbon Tax Cost on Operations

	Estimated Volumes	2024	2025	2026	2027	2028
Gasoline L	400,000	\$70,440	\$83,640	\$96,880	\$110,080	\$123,280
Diesel L	905,000	\$187,697	\$222,811	\$258,016	\$293,170	\$328,325
Natural Gas GJ	84,378	\$336,324	\$399,398	\$462,473	\$525,548	\$588,622
<b>Total Carbon Tax Estimate</b>		<b>\$664,901</b>	<b>\$789,489</b>	<b>\$914,248</b>	<b>\$1,038,878</b>	<b>\$1,163,507</b>

### Occupational First Aid

The requirement for the number of staff trained in Level 1 and Level 2 first aid will change at the end of 2024. This change will require the City to train more staff in Level 1 first aid. In 2024,

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there are 16 first aid courses scheduled, each costing \$1,200, for a total of \$19,200. The training requirements will continue in future years.

Future Impacts	
Summary of Potential Costs	
Orphan Dikes	\$115,000,000
Dams	\$5,000,000
BC Carbon Tax	\$2,194,548
First Aid	\$19,200
<b>Total</b>	<b>\$122,213,748</b>

## SUMMARY

Policy changes at both senior levels of government over the past five years have resulted in many impacts on local governments. In addition to these changes, the overall social and economic environments have added new challenges that are needing to be addressed by local governments. In some situations, the relationship between cause and effect is apparent and obvious, while in other situations, the impact is more challenging to identify and quantify.

As local government service delivery is placed on the front line to address the community's concerns, municipalities must find ways to meet new or changed regulatory requirements and address the growing gaps in services of other levels of government.

The following table summarizes the costs for each impact area from higher-level government policy changes or the expanded role that the City has had to undertake. The costs that the City has been able to quantify are included; however, as noted throughout the report, many significant impacts are not possible to quantify.

Identified Costs	
Gaps in Service Delivery	\$3,811,000
Senior Government Services Shortfalls	\$3,454,000
Legislative and Regulatory Framework	\$5,863,017
Property Taxation Policy and Partnering	Unknown
Emerging Service	Unknown
Future Impacts	\$122,213,748
<b>Total</b>	<b>\$135,341,765</b>

These costs have created and are likely going to continue to create an ongoing financial challenge for the City and provide opportunities to build partnerships with senior government to

explore improved co-operation and coordination and expand access to funding provide stable and predictable funding solution that does not lie solely on the municipal tax-payer.



D. Hallinan, FCPA, FCMA  
Corporate Services Director



Approved for Council

DR/kjm

Concurrence: J. Luison, Civic Operations Assistant  
Director  
C. Mazzotta, MA, Assistant Community and  
Culture Director  
M. Kwiatkowski, P. Eng. Development,  
Engineering and Sustainability Director

Author: D. Rutsatz, CPA, CGA, Financial Planning  
and Procurement Manager

Reviewed by: L. Hill, BCom, CPA, CMA, Financial  
Services Manager  
M. Helfrich, CPA, CA, Business Operations  
Manager

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**From:** Lisa Sanders <Lisa.Sanders@campbellriver.ca>  
**Sent:** June 5, 2024 11:00 AM  
**To:** FLNR.Minister@gov.b.ca  
**Cc:** \_Mayor and Council Operations; Rose Klukas; GWunderlich@fortstjohn.ca; District of 100 Mile; info@abbotsford.ca; mailbox@acrd.bc.ca; officeclerk@alertbay.ca; village.hall@anmore.com; info@cityofarmstrong.bc.ca; admin@ashcroftbc.ca; inquiry@barriere.ca; belcarra@belcarra.ca; bim@bimbc.ca; inquiries@rdbn.bc.ca; legislativeservices@burnaby.ca; village@burnslake.ca; admin@cachecreek.ca; Front Reception; village@canalflats.ca; crdreception@crd.bc.ca; mailbox@cariboord.ca; castlegar@castlegar.ca; info@ccrd.ca; info@rdck.bc.ca; info@rdco.com; municipalhall@csaanich.ca; chase@chasebc.ca; d-chet@gochetwynd.com; info@chilliwick.com; admin@docbc.ca; admin@village.clinton.bc.ca; info@coldstream.ca; info@csrd.bc.ca; info@colwood.ca; town@comox.ca; administration@comoxvalleyrd.ca; feedback@coquitlam.ca; info@courtenay.ca; cvrd@cvrd.bc.ca; info@cranbrook.ca; info@creston.ca; info@cumberland.ca; office@daajinggiids.ca; admin@dawsoncreek.ca; cityclerk@delta.ca; duncan@duncan.ca; info@rdek.bc.ca; info@elkford.ca; info@cityofenderby.com; corporate.services@esquimalt.ca; cityhall@fernie.ca; district@fortstjames.ca; cao@fraserlake.ca; info@fvrld.ca; district@rdffg.bc.ca; info@village.fruitvale.bc.ca; info@gibsons.ca; info@goldriver.ca; enquiries@golden.ca; info@grandforks.ca; general@villageofgranisle.ca; cao@greenwoodcity.ca; info@harrisonhotsprings.ca; info@hazelton.ca; info@highlands.ca; info@hope.ca; doh@houston.ca; tonia@hudsonshope.ca; info@invermere.net; information@islandstrust.bc.ca; info@kamloops.ca; admin@kaslo.ca; ask@kelowna.ca; clee@kentbc.ca; info@keremeos.ca; info@kimberley.ca; districtofkitimat@kitimat.ca; info@rdks.bc.ca; info@rdkb.com; info@ladysmith.ca; admin@lakecountry.bc.ca; general@lakecowichan.ca; administration@langford.ca; info@langleycity.ca; info@tol.ca; district@lantzville.ca; info@lillooet.ca; reception@lionsbay.ca; districtofloganlake@loganlake.ca; info@lumby.ca; finance@lytton.ca; info@districtofmackenzie.ca; enquiries@mapleridge.ca; cao@masset.ca; mcbride@mcbride.ca; info@merritt.ca; info@metchosin.ca; icentre@metrovancouver.org; midwaybc@shaw.ca; info@mission.ca; admin@montrose.ca; info@rdmw.bc.ca; cao@nakusp.com; victoria.bowering@nanaimo.ca; inquiries@rdn.bc.ca; swinton@nelson.ca; office@newdenver.ca; info@newhazelton.ca; info@newwestcity.ca; info@ncrdbc.com; info@northcowichan.ca; info@rdno.ca; admin@northsaanich.ca; info@cnv.org; infoweb@dnv.org; justask@northernrockies.ca; administration@oakbay.ca; info@rdos.bc.ca; admin@oliver.ca; info@osoyoos.ca; info@parksville.ca; prrd.dc@prrd.bc.ca; info@peachland.ca; admin@pemberton.ca; ask@penticton.ca; info@pittmeadows.ca; citypa@portalberni.ca; info@portalice.ca; cao@portclements.ca; info@portcoquitlam.ca; info@portedward.ca; general@porthardy.ca; reception@portmcneill.ca; info@portmoody.ca; sstokes@poucecoupe.ca; info@powellriver.ca; cityclerk@princegeorge.ca; cityhall@princerupert.ca; admin@princeton.ca; administration@qathet.ca; qbtown@qualicumbeach.com; cityhall@quesnel.ca; cao@radiumhotsprings.ca; admin@revelstoke.ca; cityclerk@richmond.ca; cityhall@rossland.ca; clerksec@saanich.ca; cao@salmo.ca; cityhall@salmonarm.ca; village@saywardvalley.ca; info@sechelt.ca; SIGD@shishalh.com; corporate@sicamous.ca; admin@sidney.ca; info@silverton.ca; info@villageofslocan.ca; general@smithers.ca; info@sooke.ca; mail@spallumcheentwp.bc.ca;

**Cc:** sparwood@sparwood.ca; admdept@squamish.ca; Info@slrd.bc.ca; info@districtofstewart.com; administration@srd.ca; corporateofficer@summerland.ca; reception@sunpeaksmunicipality.ca; info@scrd.ca; clerks@surrey.ca; reception@villageoftahsis.com; feedback@districtoftaylor.com; info@telkwa.ca; cityhall@terrace.ca; admin@tnrd.ca; office@tofino.ca; info@trail.ca; cao@dtr.ca; info@ucluelet.ca; adminservices@valemount.ca; ccclerk@vancouver.ca; corporate@district.vanderhoof.ca; ssmith@vernon.ca; mayorandcouncil@victoria.ca; info@viewroyal.ca; info@warfield.ca; admin1@wells.ca; info@westkelownacity.ca; info@westvancouver.ca; corporate@whistler.ca; webmaster@whiterockcity.ca; corporateservices@williamslake.ca; cao@zeballos.com; hfntribunal@gmail.com; executiveassistant@peopleofthegrizzly.com; harry.nyce@gitwinksihlkw.ca; lvg\_reception@nisgaa.net; reception@tn-bc.ca; info@tsawwassenfirstnation.com; reception@uchucklesaht.ca; CBrace@fortstjohn.ca; BMcCue@fortstjohn.ca

**Subject:** Letter to Minister Bruce Ralston regarding the state of forestry in B.C.

**Attachments:** Corr\_Min.Ralston\_28May2024.pdf

Good morning,

Please see the attached letter to the Honorable Bruce Ralston regarding the state of forestry in B.C.

Kind regards,

**Lisa Sanders**  
*Executive Assistant*



City of Campbell River

Tel: 250.286.5708

[Lisa.Sanders@campbellriver.ca](mailto:Lisa.Sanders@campbellriver.ca)

**I acknowledge we are on the territory of the Laich-Kwil-Tach people of the Wei Wai Kum and We Wai Kai First Nations.**

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City of Campbell River  
From the Office of the Mayor

May 28, 2024

The Honorable Bruce Ralston  
Minister of Forests  
Room 138 Parliament Buildings  
Victoria, BC V8V 1X4

Via email: [FLNR.Minister@gov.bc.ca](mailto:FLNR.Minister@gov.bc.ca)

Dear Minister Ralston,

I am writing to express my deep concern regarding the provincial government's recent management of forest practices, which are having severe repercussions on local communities and the broader provincial economy. As you may be aware, two weeks ago, Canfor Corporation announced its decision to close a sawmill in Bear Lake, curtail production at a pulp mill in Prince George, and suspend plans for a new mill in Houston, BC. This announcement has sent shockwaves through these three BC communities, resulting in hundreds of job losses that support families and sustain local economies.

The forest sector in BC is facing significant challenges, compounded by uncertainties surrounding fibre supply and the BC Government's Forest policies and directives. Our forests have supported communities and families for generations, and it is essential to maintain this legacy.

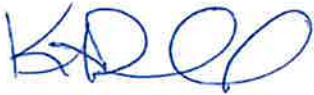
According to the BC Council of Forest Industries' 2024 report, the forest industry in BC supports approximately 100,000 jobs across the province. The industry contributes \$17.4 billion in value-added activity, with significant portions derived from forestry, logging supported activities, wood products manufacturing, and pulp and paper manufacturing. Additionally, the sector generates approximately \$9.1 billion in labour income and contributes \$6.6 billion in government revenue, benefitting provincial, federal and municipal levels.

This decline in the forest sector is not just a statistic; it represents a real crisis affecting people and communities. It is imperative that all levels of government take immediate and decisive action to protect good forestry jobs and ensure a sustainable future for this vital industry.

Without significant change, announcements like the one Canfor made two weeks ago will become more frequent, affecting communities across BC, including Campbell River. It is vital that we prioritize the health and sustainability of our forest sector to protect our communities, families, and the economy. I urge you to consider the far-reaching impacts of current forest management practices and to work

collaboratively with industry stakeholders to develop policies that support the long-term viability of BC's Forest sector.

Sincerely,

A handwritten signature in blue ink, appearing to read 'KD' followed by a stylized flourish.

Kermit Dahl  
Mayor





## OFFICE OF CITY COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
p: 250.561.7600 | [www.princegeorge.ca](http://www.princegeorge.ca)

14 June 2024

Honourable Anne Kang  
Minister of Municipal Affairs  
Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Kang,

On behalf of the City of Prince George, we write to express concern regarding the proposed changes to the tax sale process, as outlined in Parts 5 and 6 of Bills 3 – 2023 and 42 – 2023 respectively (the “Amendments”) and to request that you work with municipalities to address concerns.

As you know, the proposed Amendments are in response to recommendations from the Office of the Ombudsperson following a complaint regarding a property sold at tax sale in the City of Penticton. While perhaps well intentioned, the Amendments in their current form present a risk of non-compliance on the part of municipal governments, while failing to provide the safeguards sought by the BC Ombudsperson.

Our staff share the concerns expressed by other municipalities. Specifically, we believe that the obligation to notify property owners and charge holders that a property is subject to tax sale by means of registered mail or personal service, no less than 60 days prior to the tax sale is unworkable. The City is mandated to wait for several independent taxing authorities (e.g. BC Assessment as one example) to provide their collection requisitions or taxing rates before finalizing the tax notices and before identification of delinquent accounts can be verified. As the taxing authority information is generally not provided until April of the given year, this adds additional pressures to this process without a recognized benefit.

Additionally, based on past experience with providing post-sale notice, we anticipate a large number of applications for substitute service will be required to come before the Courts to complete service, due to the City's inability to confirm receipt of registered mail or effect personal service. Not only does this impose an unbearable administrative and financial burden on the City of Prince George and other local governments, but it will also overwhelm the Court system with an enormous number of substitute service applications by local governments at a time when there is already pressure on court services. Moreover, work performed to try and meet these new requirements will in turn detract from existing efforts made by our staff to work with property owners to bring their accounts into good standing prior to tax sale.

Also, in our experience a significant number of property owners wait until shortly before the day of the annual tax sale before clearing their outstanding balances. It is also known that financial institutions regularly take action in response to tax sale notices and initiate foreclosure proceedings to avoid the risk of monetary loss in the event of a change in ownership as a result of a tax sale. By mandating that all charge holders are notified in advance of the tax sale, there is real risk that financial institutions may initiate foreclosure proceedings at this earlier stage, which could result in property owners losing their homes.

We believe that these changes are unworkable and do not guarantee improvements to an already well managed process. We believe a broader review of the entire tax sale process should take place. We strongly urge you to take our concerns into consideration and work in partnership with municipalities to build a process that is workable to achieve the original desired objectives of the BC Ombudsperson.

Sincerely,

Prince George City Council

Document Number: 719574

**DATE:** June 4, 2024

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** Councillor Garth Frizzell, Chair, Standing Committee on Intergovernmental Affairs

**SUBJECT:** TAX SALE MANDATED PROCEDURAL CHANGES 2024

**ATTACHMENT(S):** 1. Draft Letter to Minister Municipal Affairs

## RECOMMENDATIONS:

1. THAT Council RECEIVES FOR INFORMATION the report dated June 4, 2024 from the Standing Committee on Intergovernmental Affairs, titled "Tax Sale Mandated Procedural Changes 2024".
2. THAT Council DIRECTS administration to send a letter to the Ministry of Municipal Affairs to raise concerns regarding the challenges faced by the City in implementing the proposed changes to the municipal tax sale, substantially similar to the draft letter attached to the report dated June 4, 2024 from the Standing Committee on Intergovernmental Affairs, titled "Tax Sale Mandated Procedural Changes 2024".
3. THAT Council DIRECTS administration to send a copy of the letter addressed to the Ministry of Municipal Affairs referenced in the report dated June 4, 2024 from the Standing Committee on Intergovernmental Affairs titled "Tax Sale Mandated Procedural Changes 2024" to North Central Local Government Association members.

## PURPOSE:

This report sets out the context for pending legislative changes proposed by the Ministry of Municipal Affairs with respect to how municipalities notify homeowners and charge holders before the annual Tax Sale. This matter has been reviewed by the Standing Committee on Intergovernmental Affairs at the May 27<sup>th</sup>, 2024 meeting and the recommendations presented here are suggested by the committee.

## BACKGROUND:

Under section 254 of the *Community Charter*, a municipality must recover unpaid property taxes, including any interest and penalties owing on those taxes by tax sale. Every year at 10:00 a.m. on the last Monday of September, the collectors must conduct the annual tax sale, by offering for sale by public auction each parcel of real property on which taxes are delinquent. The minimum bid is the upset price, what equals the sum of all outstanding taxes (current, arrears and delinquent taxes, penalties, and interest as at the date of the tax sale), plus 5% administrative fee based on the outstanding taxes and applicable Land Title and Survey Authority of BC (LTSA) fees.

After the property is sold at tax sale, the current owners, registered charge holders or another person on behalf of them, have one year from the date of the tax sale to redeem the property. Redemption requires payment of the upset price, and daily interest accrued on the bid price up to and including the date of redemption. The interest rate is set quarterly by the Province of BC and currently sits at 10.20%.

Failure of the property owner or charge holder(s) to redeem the property within the stated redemption period will result in the title of the property transferring to the tax sale purchaser.

In September 2017 the Office of the Ombudsperson received a complaint regarding a property sold in a tax sale held by the City of Penticton, which the complainer considered unfair. The property with a market value of \$420,000 had delinquent outstanding taxes and was put to sale for the upset price of \$10,083.26 with a successful bidder at \$150,000. The property was not redeemed and transferred to the successful bidder one (1) year after the sale.

The Ombudsperson examined the steps undertaken by the City of Penticton and further examined the entire tax sale process as a whole. In December 2021, the Ombudsperson published a comprehensive report, with six (6) recommendations, including five (5) addressed to the Ministry of Municipal Affairs, for the tax sale process to be fairer.

In February 2023, Bill 3 received third reading. This bill was introduced, adding section 647.1 to the *Local Government Act* with the requirement for municipalities to notify all owners and charge holders 60 days before the annual tax sale date either by serving the notice or by sending it by registered mail. In November 2023, Bill 4 was introduced, modifying section 647.1 (2)(e) regarding the amount to be paid to avoid a property going to tax sale.

Even if the current tax sale legislation does not mandate municipalities to inform an owner or charge holder of an upcoming tax sale, many municipalities have that process in place. Every year the property tax notice includes a message explaining that if current taxes are not paid by December 31 of that year, they will become arrears and daily interest will apply. The same messages are added when a property already has an arrears balance and can possibly become delinquent. Every year the City sends property tax notices in May and reminder notices on unpaid balances later in the year.

In the year a property has delinquent taxes, the City will send letters explaining the tax sale process; including legislation, important dates, steps to avoid the tax sale, and office contact details for further information. After the property tax due date, the tax office assigns staff members dedicated to contacting the owners and charge holders of properties with delinquent balances. Staff spend hours retrieving property title on LTSA to find out any type of information that could help the search of these owners. Multiple search engines are used to try to contact the owners and charge holders. A list is created to keep track of all contact made. It should be noted that several properties in delinquent status are reoccurring properties, where the tax office already has contact information from previous years.

As the sale approaches, staff continue to attempt to contact owners and charge holders, with attention focused on those for which no information can be found. When Bill 3 and Bill 42 were first introduced to the municipalities in 2023, it prompted questions as to if the recommended changes to the notification pre-tax sale to property owners and charge holders would actually address the problems with the current tax sale process. Overall, municipal staff felt that the measures put forward would not have avoided the issues raised in the City of Penticton case.

Many municipalities have contacted the Ministry of Municipal Affairs, individually or on the Government Finance Officers Association of BC (GFOA) quarterly Collectors Forum, including Burnaby, White Rock, and Surrey with concerns such as:

- The obligation to serve the owners and charge holders or send registered mail does not guarantee an understanding of the tax sale process. A single national registered mail costs \$9.75 while international costs \$19.50.
- The increase in administrative work is significant, as preparing registered mail and monitoring for acceptance takes a lot of time.
- The cost and time involved in having to possibly hire a process service for all non-recipients of the registered mail is around \$200.00 per person that needs to be contacted.
- If registered mail and process servers are unsuccessful, the City must engage a lawyer to perform substituted service, which would involve obtaining external lawyers. This service historically can cost approximately \$1500 - \$2500. Consideration must also be given to the availability of court time, considering all municipalities in BC will have to do the same.
- Failure to meet these requirements may cause the tax sale to be declared invalid.

The number of properties that are auctioned is very small (less than 10) compared to the number of properties with delinquent balance at the start of the year (greater than 300). Municipalities are already doing their due diligence before the sale and trying all attempts to contact owners. It is Administration's opinion that the extra time and cost related to servicing the owners should remain focused on the properties that are sold, and not the ones that have delinquent balances. In addition, it is unclear whether any of the measures listed above correlate to a person paying their property taxes.

It is recommended that Council write a letter to the Ministry of Municipal Affairs explaining the challenges faced by municipalities in implementing the changes proposed, to strongly indicate that the changes do not guarantee improvements to what is already a well-managed process undertaken by municipalities. It is also recommended that a copy of the letter be sent to neighboring municipalities (NCLGA members) with intent of encouraging them to do the same.

#### **STRATEGIC PRIORITIES:**

This advocacy may be viewed under the strategic pillar of City Government and Infrastructure Priorities, specifically, continuing to improve processes and practices to support effective and efficient service delivery.

#### **FINANCIAL CONSIDERATIONS:**

The cost of administering changes proposed in the discussed legislation are significant and would result in a need to hire additional staff to meet the requirements of the new legislation. It is also important to note that the municipality has no legislated authority to add the costs of registered mail, process servers or substituted service to the upset price so there is no means to recover those costs.

#### **SUMMARY AND CONCLUSION:**

This report offers Council with a committee recommendations on advocacy related to proposed changes related to the tax sale process.

#### **RESPECTFULLY SUBMITTED:**

Councillor Garth Frizzell, Chair, Standing Committee on Intergovernmental Affairs

Report prepared by: Eric Depenau, Director Administrative Services, Staff Liaison.

#### **APPROVED:**

Walter Babicz, City Manager

Meeting Date: 2024/06/12

## Public Petition: 2024-03-01

Whereas Section 163 of the Criminal Code of Canada states as follows:

### **Corrupting Morals : 163 Obscene materials**

**163 (1)** Every person commits an offence who makes, prints, publishes, distributes, circulates or has in their possession for the purpose of publication, distribution or circulation any obscene written matter, picture, model, phonograph record or any other obscene thing. **(2)** Every person commits an offence who knowingly, without lawful justification or excuse, **(a)** sells, exposes to public view or has in their possession for that purpose any obscene written matter, picture, model, phonograph record or any other obscene thing; or **(b)** publicly exhibits a disgusting object or an indecent show.

### To the District of 100 Mile House Mayor and Council and the Board of South Cariboo Regional District :

It has come to our attention that there has been an orchestrated effort to introduce the Children of the Regional District of 100 Mile House and South Cariboo Regional District to publications and books, sexually explicit, pornographic and obscene in nature. We as a populace believe that the distribution and circulation of such sexually explicit materials through the Cariboo Regional Library and School District 27 libraries is not only morally offensive and inherently harmful to children, we also believe that it is breach of Canadian Criminal Law contrary to Section 163 of the Criminal Code of Canada to displayed such publications and books in our Public Libraries for the purpose of distribution and circulation. As such, as citizens of the District of 100 Mile and South Cariboo Regional District in British Columbia, we ask the Mayor and Council of 100 Mile House and the board of the South Cariboo Regional District to make respective motions to have all publications, books and other child corrupting materials which inappropriately display, showcase or describe any sexually explicit and/or obscene act to be removed from the Public Libraries of our respective communities.










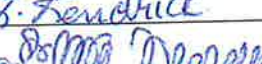



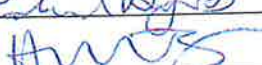

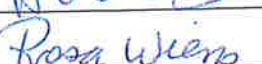

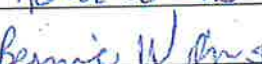

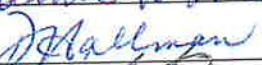
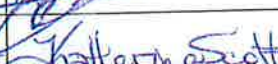










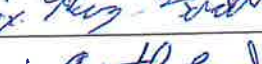


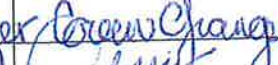

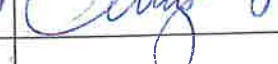



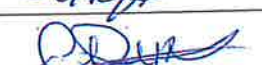
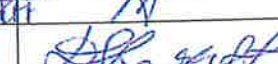

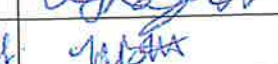

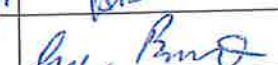

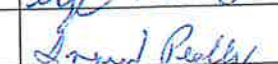
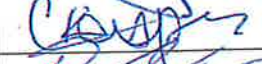
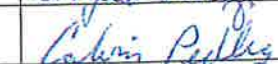





RECEIVED

JUN - 7 2024

DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA



**South Cariboo Regional District Board and District of 100 Mile House Mayor and Council: In recognition of Canadian law prohibiting the moral corruption of Children, I petition in support of the initiative to purge from our public schools and libraries all sexually indecent, inappropriate and obscene educational materials**

Name (printed)	Signature	Date	Name (printed)	Signature	Date
Clint Lange		March 1 2024	Bob Baurman		MARCH 3/2024
Virginia Lange		March 1 2024	Ray Hartwig		MARCH 3/2024
Kim Haggard		March 1 2024	LINDA GERMOND		MARCH 3/2024
LAWRENCE JOHNSON		March 1 2024	donna Adolph		March 3/2024
MAXINE TOMAHUNNE		03/24	Lewel Kendrick		March 3/2024
HEIKO SPRENG		Mar. 3/24	Jordan Newsum		March 3/24
Byce Unrau		Mar. 3/24	Edward Byers		March 3/24
Ingrid Viitanen		Mar 3/24	Holly Broddy		March 3/24
Doug Wilding		MARCH 3/24	Rosa Wiens		March 3/24
Karl Wiers		Mar 3/24	Bernice Wiens		Mar. 3/24
DION CRANE		Mar 3/24	DAN HALLMAN		MARCH 3/24
Katherine Scott		Mar 3/24	BRUCE MANKY		MARCH 5/24
Heather Griffin		Mar 3/24	Steve Newfeld		Mar. 5/24
RANDALL SCOTT		MARCH 3/24	Daniel Broddy		March 10/24
Henry Griffin		Mar 3/24	Charlene Jinks		March 10/24
Lily Kiewitz		Mar 3/24	SARAH PORTERFIELD		MAR. 10/24
Kory Kiewitz		Mar 3/24	HENRY BRADSHAW		Mar 10/24
Jeremy Granger		Mar 3/24	AGATHA GIESBRECHT		Mar 10/24
Coreen Granger		Mar. 3/24	Rhonda Tol		Mar 10/24
Martha Wilding		Mar 3/24	Andrew Tol		Mar 10/24
<del>Doug Wilding</del>		Mar 3/24	ANTON KEFER		Mar 10/24
GIL ADOLPH		MARCH 3/24	COLLEEN HEFER		MAR 10/24
STEPHAN STONEF		Mar. 3/24	Carmen Dykstra		MAR. 10/24
Deanna Stogneff		Mar 3/24	Richard Dykstra		Mar 10/24
Helen Burnatoff		Mar. 3/24	KEVIN HARRER		Mar 11/24
George Burnatoff		Mar. 3/24	TIM JAMES		MAR 12/24
FREDERICK BECKLEY		Mar 3/24	Courtenay Kasper		Mar 17/24
Calvin Beckley		Mar 3/24	Verck Schneider		Mar 17/24



[illegible]



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

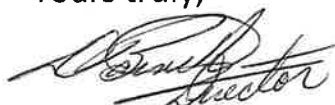
July 3, 2024.

Dear Mayor & Council.

On behalf of the South Cariboo Chamber of Commerce kindly accept this letter as a request to close Birch Avenue between 1<sup>st</sup> and 5<sup>th</sup> Street on November 23, 2024 for the purpose of holding the 2024 Santa Claus Parade, from 3pm to 7pm.

Thank you for your consideration and should you have any questions please contact myself at the Chamber of Commerce anytime.

Yours truly,



Donna Barnett  
South Cariboo Chamber of Commerce

**RECEIVED**

JUL 03 2024

DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA



**District of  
100 MILE HOUSE**

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

**Regular Council – July 9<sup>th</sup>, 2024**

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**REPORT DATE:** June 18<sup>th</sup> 2024

**TITLE:** 2024 Grants for Assistance – 100 Mile Community Band

**PREPARED BY:** S.Elias, Director of Finance

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**PURPOSE:** *For Council to approve a Grants for Assistance contribution to the 100 Mile Community Band.*

**RECOMMENDATION:**

BE IT RESOLVED THAT the Council of the District of 100 Mile House approve a \$125.00 contribution to the 100 Mile Community Band from Grants for Assistance funds.

**BACKGROUND INFORMATION / DISCUSSION:**

At the June 17<sup>th</sup> South Cariboo Joint Committee, a request from the 100 Mile Community Band for \$500 in funding was received.

The members of the committee agreed to a four way split, (100 Mile House / Areas G, H, and L) each paying \$125.00.

Requests for funding being received outside of the grants for assistance cycle have been increasing, attached is the District policy on Grants for Assistance.

Staff is seeking direction from Council on if the policy requires amendment to allow year-round grant applications or clarification on how requests will be handled that are received out of cycle.

**OPTIONS:**

Council may decide to deny this request as it does not meet Policy 4.9 Grants for Assistance.



**BUDGETARY IMPACT:**

The contribution fits within the maximum set by Policy 4.9 – Grants for Assistance and is included in the budget annually.

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

**ATTACHMENTS:**

100 Mile Community Band Request Letter  
District of 100 Mile House Grants for Assistance Policy

Prepared By: S. Elias  
S. Elias, Director of Finance

Date: July 4/24

Reviewed By: \_\_\_\_\_  
T. Boulanger, CAO

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

## 100 Mile House Community Band

District of 100 Mile House  
PO Box 340,  
#1 – 385 Birch Ave  
100 Mile House, BC  
V0K 2E0



March 18<sup>th</sup>, 2024

RE: Request for grant

Dear Sir/Madam,

My name is Eric Grummisch. I am the president of the 100 Mile House Community Band Steering Committee. We are asking the District of 100 Mile House to support our band by way of a grant in the amount of \$500.

Our band has been an active part of the community for many years, playing concerts in the general community at Exeter Hall, Centennial Park, the community hall, Peter Skene Ogden High School, the 100 Mile House United Church and various farmers' markets. We also perform for residents of Fischer Place and Carefree Manor, normally at Christmas but sometimes also at different times of the year.

Not only do the band's performances benefit the concert-going community and organisations such as the Food Bank and the South Cariboo Health Foundation, which are often the financial beneficiaries of our efforts, the existence of this band also provides community members the opportunity to explore their artistic side by playing in the band. The band is open to all members of the community from teenagers to old-age pensioners and beyond. We regularly rehearse each Tuesday evening at Christ The King Lutheran Church, except for summer holidays and two or three week Christmas break.

Currently, our members pay \$50 each per season to play in the band. The fee is waived for students. The band has expenses which include the purchase of sheet music, venue rental, association dues and equipment repair and replacement. We used to be able to borrow sheet music from the BC Band Association but that organization's lending library is no longer available, so all sheet music must be purchased.

We ask for your financial assistance in enabling us to continue to provide a valuable service to our community.

Yours truly,

  
Eric Grummisch,  
Chair of the 100 Mile House Community Band Steering Committee



## DISTRICT OF 100 MILE HOUSE

### Policy & Procedures Manual

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#### 4.9 GRANTS FOR ASSISTANCE

##### **PURPOSE**

To establish a policy for the District of 100 Mile House Council to deal with requests for Grants for Assistance.

##### **POLICY**

In approving a grant for assistance to an organization, the District will take into account the following:

- Applications must be submitted on the form provided, with all supporting documents attached, between August 1<sup>st</sup> and September 30<sup>th</sup> for the year prior to the budget from which funds are being requested.
- Applications received before August 1<sup>st</sup> will be returned to the applicant by staff and will not be included in the approval process. Applications received after the September 30<sup>th</sup> deadline will be forwarded to the South Cariboo Joint Committee for consideration.
- Two (2) advertisements will be placed in a local newspaper prior to the deadline date as well as posted on the District's website.
- The total amount for grants-in-aid set aside annually for budget purposes shall be a maximum of \$25,000.
- Grant requests and uses must be for the purpose of benefiting the community or any aspect of the community.
- Grants for Assistance must be approved by an affirmative vote of at least two-thirds of all Council members.
- The Grants for Assistance process will be governed by this policy along with the "South Cariboo Joint Grants for Assistance" agreement with the Cariboo Regional District.





**District of  
100 MILE HOUSE**

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

**Regular Council Meeting  
July 9, 2024**

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**REPORT DATE:** June 7, 2024  
**TITLE:** Board of Variance Appointments 2024-2027  
**PREPARED BY:** J. Doddridge, Director of Economic Development & Planning

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**PURPOSE:** To request names of potential individuals for appointment to the Board of Variance

**RECOMMENDATION:**

Recommended Resolution

**BE IT RESOLVED THAT** the Council Report dated June 7, 2024 from the Director of Economic Development and Planning regarding the Board of Variance Appointments 2024-2027 be received.

**BACKGROUND INFORMATION / DISCUSSION:**

Division 15 of the *Local Government Act* requires the municipality to have a Board of Variance consisting of 3 persons appointed by Council. Appointments are for a 3 year term.

Currently, the Board of Variance members are Mr. Ronald Graves, Mr. Mel Torgerson and Mr. Josh Dickerson. Their term expires on July 21, 2024.

With Mr. Dickerson now a District staff member, he is no longer eligible to serve on the Board. Staff has contacted Mr. Graves and Mr. Torgerson, and both are all willing to let their names stand for another 3 year term.



Council is asked to confirm the following:

- a) Does Council wish to appoint Mr. Graves and Mr. Torgerson to the Board of Variance for another 3 year term?
- b) Does Council have other names to bring forward for consideration?
- c) Does Council wish to advertise for interested individuals to apply?

Upon Council direction, staff will return this item to the next Council meeting for formal resolution.

**OPTIONS:** N/A

**BUDGETARY IMPACT:** N/A

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

**ATTACHMENTS:** N/A

**Prepared By:** J. Doddridge  
J. Doddridge, Dir Ec Dev & Planning

**Date:** June 7/24

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

**Date:** July 4-24



# 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 a minimum of five (5) and a maximum of nine (9) voting members appointed by

Council, with the composition aligning with the requirements of the Act as Follows:

- ✓ One Council member (Chair)
- ✓ At least half of its ~~Three~~ members are be persons with disabilities or represent a disability serving organizations
- ✓ Indigenous representation
- ✓ Other members 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

The District of 100 Mile House acknowledges municipal buildings, facilities and electronic documents do not fully meet current accessibility standards. As funding and staffing permits upgrades will be considered removing identified barriers and fostering an accessible environment within our community.

### 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)



DISTRICT OF

**100 Mile House**

## **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 a **minimum of five (5)** voting members **and a maximum of nine (9)** appointed by District Council, with the composition aligning with the requirements of the *Accessible British Columbia Act* as follows:

- One Council member
- Half of the members are persons with disabilities or represent disability-serving organizations.
- **Indigenous representation**
- Other members 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****M E M O**

---

**Date:** June 24, 2024  
**To:** Mayor & Council  
**From:** Chief Election Officer  
**Subject:** 2024 By-Election Results

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**PURPOSE:**

To inform Council of the election results from the 2024 By-Election, as per the *Local Government Act*.

**RESULTS:**

		<u># Votes</u>
Councillor Candidates:	<b>Marty Norgren</b>	<b>Elected 86</b>
	<b>Lori Fry</b>	<b>65</b>
	<b>Cameron McSorley</b>	<b>40</b>
	<b>Dave Wishnowski</b>	<b>37</b>

A copy of the Tally Sheet Summaries and Ballot Account is attached for your reference.

**CONCLUSION:**

THAT the memo dated June 24<sup>th</sup>, 2024, from the Chief Election Officer regarding the results of the 2024 By-Elections be received.

Respectfully Submitted,

  
\_\_\_\_\_  
S. Elias Chief Election Officer

  
\_\_\_\_\_  
Tammy Boulanger, CAO



# District of 100 Mile House

385 Birch Avenue, P.O. Box 340, 100 Mile House, British Columbia Canada V0K 2E0  
T: 250.395.2434 • F: 250.395.3625 • E: district@100milehouse.com

## Tally Sheet Summary

**Dave Wishnowski**

Advance Ballots

13

Regular Ballots

24

**Total**

37

**Marty Norgren**

Advance Ballots

25

Regular Ballots

61

**Total**

86

**Lori Fry**

Advance Ballots

23

Regular Ballots

42

**Total**

65

**Cam McSorley**

Advance Ballots

14

Regular Ballots

26


**Total**

40



Official Tally Clerks:

Andria Frisby

Tammy Boulanger

  
Deputy Chief Election Officer

  
Chief Election Officer



2024 BY-ELECTION - ALLOT ACCOUNT

NUMBER OF BALLOTS RECEIVED 500 - COUNCILLOR

BALLOTS COUNTED & CONFIRMED MAY 30, 2024

*S. Selvi*

BALLOT BOOK #'S	MAIL	USED IN ADVANCE	REGULAR	BALLOTS REMAINING IN BOOK (IF ANY)	TOTAL USED
0001 - 0050	X			38	12
0051 - 0100		X		0	50
0101 - 0150		X		23	27
0151 - 0200			X	0	50
0201 - 0250			X	0	50
0251 - 0300			X	8	42
0301 - 0350				50	0
0351 - 0400				50	0
0401 - 0450				50	0
0451 - 0500				50	0

231

June 21, 2024

Tammy Boulanger  
Chief Administrative Officer  
District of 100 Mile House  
Box 340  
100 Mile House, BC V0K 2E0

**SENT VIA E-MAIL:** [tboulanger@100milehouse.com](mailto:tboulanger@100milehouse.com)

Dear Tammy Boulanger:

**RE: 2024-2034 CANADA COMMUNITY-BUILDING FUND AGREEMENT**

Please find enclosed the 2024-2034 Community Works Fund Agreement between the District of 100 Mile House and the Union of BC Municipalities. As part of the renewed Canada Community-Building Fund Agreement, the CWF will continue to provide dedicated and predictable funds to each local government in British Columbia for investments in local infrastructure and capacity-building priorities.

In order to receive your first CWF payment for the 2024/25 funding year, please review the Agreement, sign, and return to [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca).

Once we have received the Agreement, we will return an executed version for your records.

Please also include a Council resolution authorizing the Mayor and Corporate Officer to sign on behalf of your local government.

We have provided a program guide, an information sheet, and estimated funding for the first five years of the program on our UBCM CCBF [website](https://www.ubcm.ca/ccbf).

If you have any questions, please email us at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or call us at 250-356-5134.

Sincerely,



Brant Felker  
Manager, CCBF Program Services

## **2024-2034 COMMUNITY WORKS FUND AGREEMENT**

under the

### **ADMINISTRATIVE AGREEMENT ON THE CANADA COMMUNITY-BUILDING FUND**

This Agreement made as of \_\_\_\_\_, 202\_\_,

BETWEEN:

District of 100 Mile House (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act* RSBC 2006, c.1, as represented by the President (the "UBCM")

#### **1. PURPOSE**

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM.

#### **2. SCHEDULES**

The following annexes and schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

Schedule A:	Ultimate Recipient Requirements
Schedule B:	Eligible Project Categories
Schedule C:	Eligible and Ineligible Expenditures
Schedule D:	Program Reporting
Schedule E:	Communications Protocol
Schedule F:	Asset Management
Schedule G:	Housing Report

#### **3. ROLE OF UBCM**

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

- a) receive CCBF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
- b) report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and



- c) fulfill other roles and responsibilities as set out in the Agreement.

#### **4. CONTRIBUTION PROVISIONS**

- 4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.
- 4.2 Payments under section 4.1 are subject to UBCM receiving sufficient CCBF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the Prior Agreement.
- 4.3 Annual allocation is based on a formula set out in section 1.1 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$75,600, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and between November 15, 2024 and March 31, 2025.
- 4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 1.1 of Annex B of the Agreement due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.
- 4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

#### **5. USE OF FUNDS BY LOCAL GOVERNMENT**

- 5.1 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).
- 5.2 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

#### **6. COMMITMENTS OF THE LOCAL GOVERNMENT**

- 6.1 The Local Government shall:
  - a) Be responsible for the completion of each Eligible Project in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
  - b) Comply with all requirements outlined in Schedule D (Program Reporting), Schedule E (Communications Protocol) and Schedule G (Housing Report).

- c) Continue to strengthen the development and implementation of asset management best practices over the course of the Agreement, in accordance with Schedule F.
- d) Invest, in a distinct account, Community Works Fund funding it receives from UBCM in advance of it paying Eligible Expenditures.
- e) With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on International Trade and applicable international trade agreements, and all other applicable laws.
- f) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within (5) years of the date of completion of the Eligible Project.
- g) Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of CWF funding and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by Canada or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Administrative Agreement.
- h) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada and UBCM. Keep proper and accurate accounts and records relevant to the CWF program for a period of at least six (6) years after the termination of this Administrative Agreement.
- i) Ensure your actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Local Government, or between Canada and a Third-Party.
- j) Ensure that the Local Government do not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada.
- k) Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from CCBF funding, Unspent Funds, and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.
- l) Ensure that the Local Government will not, at any time, hold the Government of Canada, British Columbia, or UBCM, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Local Government, Third Parties or any other person or entity may suffer in relation to any matter related to CCBF funding or an Eligible Project and that the Local Government will, at all times, compensate the Government of Canada, British Columbia, or UBCM, its officers, servants, employees, and agents for any claims or losses of any kind that any of the Local Government may suffer in relation to any matter related to CCBF funding or an Eligible Project.
- m) Agree that any CCBF funding received will be treated as federal funds for the purpose of other federal infrastructure programs.
- n) Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Administrative Agreement, will extend beyond such

expiration or termination.

**7. TERM**

This Community Works Fund Agreement will be effective as of April 1, 2024 and will be in effect until March 31, 2034 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any CCBF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2034 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

**8. SURVIVAL**

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

**9. AMENDMENT**

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall from part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

**10. WAIVER**

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

**11. NO ASSIGNMENT**

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

**12. NOTICE**

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

**Any notice to UBCM will be addressed to:**

Executive Director

525 Government Street

Victoria, British Columbia

V8V 0A8

Email: [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca)

**Any notice to the Local Government will be addressed to:**

The Corporate Officer at the place designated as the Local Government office.

**SIGNATURES**

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

District of 100 Mile House	UNION OF BC MUNICIPALITIES
Original signed by:	Original signed by:
<div></div>	<div></div>
Mayor	Corporate Officer
<div></div>	<div></div>
Corporate Officer	General Manager, Victoria Operations
<div></div>	<div></div>
Signed by District of 100 Mile House on the _____ day of _____, 202__.	The Community Works Fund Agreement have been executed by UBCM on the _____ day of _____, 202__.

### Schedule A – Definitions

**“Affordable Housing”** means a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30% of before-tax household income. The household income is defined as 80% or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the Ultimate Recipient.

**“Administrative Agreement or Agreement”** means the 2024-2034 Administrative Agreement on the Canada Community-Building Fund in British Columbia and UBCM.

**“Asset Management”** means an integrated process, bringing together skills, expertise, and activities of people; with information about a community’s physical and natural assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery.

**“Canada Community-Building Fund” (CCBF)** means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

**“Chief Financial Officer”** means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

**“Community Works Fund”** means the fund provided from the Canada Community-Building Fund to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

**“Community Works Fund Agreement”** means this Agreement made between UBCM and Local Government.

**“Contract”** means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

**“Core Housing Need”** means a household living in an unsuitable, inadequate or unaffordable dwelling and cannot afford alternative housing in their community.

**“Eligible Expenditures”** means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

**“Eligible Projects”** means projects as described in Schedule B (Eligible Project Categories).

**“Funding Agreement”** means an agreement between British Columbia and UBCM and an Ultimate Recipient setting out the terms and conditions of the CCBF funding to be provided to the Ultimate Recipient, containing, at a minimum, the elements in Schedule A (Ultimate Recipient Requirements).



**“Gender Based Analysis Plus” (GBA Plus or GBA+)** is an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs and initiatives. The “plus” in GBA Plus acknowledges that GBA Plus is not just about differences between biological (sexes) and socio-cultural (genders). GBA Plus considers many other identity factors such as race, ethnicity, religion, age, and mental or physical disability, and how the interaction between these factors influences the way we might experience government policies and initiatives. Conducting a GBA Plus analysis involves considering all intersecting identity factors as part of GBA Plus, not only sex and gender. GBA+ is a priority for the Government of Canada.

**“Housing Needs Assessment”** means a report informed by data and research describing the current and future housing needs of a municipality or community according to guidance provided by Canada.

**“Housing Report”** means the duly completed housing report to be prepared and delivered by British Columbia and UBCM to Canada annually by September 30, as described in Schedule G (Housing Report).

**“Ineligible Expenditures”** means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

**“Infrastructure”** means municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or benefit.

**“Local Government”** means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

**“Oversight Committee”** means the committee established to monitor the overall implementation of this Administrative Agreement as outlined in section 7 (Oversight Committee) of this Administrative Agreement.

**“Party”** means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

**“Previous Agreements”** means any agreements between Canada, British Columbia and UBCM for the purposes of administering the Gas Tax Fund or Canada Community-Building Fund (CCBF).

**“Prior Community Works Fund Agreement”** means the 2014-2024 Community Works Fund Agreement between this Local Government and the UBCM.

**Third Party** means any person or legal entity, other than Canada, British Columbia and UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

**“Sustainable Service Delivery”** means ensuring that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible

manner), do not compromise the ability of future generations to meet their own needs. Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.

**“Ultimate Recipient”** means this Local Government

- (i) a Local Government or its agent (including its wholly owned corporation);
- (ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government.
- (iii) TransLink, BC Transit, and Islands Trust

**“Unspent Funds”** means funds that have not been spent towards an Eligible Project or eligible costs in accordance with this Agreement or the Previous Agreements prior to the effective date of this Agreement.

## **SCHEDULE B - Eligible Project Categories**

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges and active transportation infrastructure
2. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
3. Short-line rail – railway related infrastructure for carriage of passengers or freight
4. Regional and local airports – airport-related infrastructure (excludes the National Airport System)
5. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities
6. Public transit – infrastructure which supports a shared passenger transport system which is

available for public use

7. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems
8. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems
9. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage
10. Community energy systems – infrastructure that generates or increases the efficient usage of energy
11. Brownfield Redevelopment - remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
  - the construction of public infrastructure as identified in the context of any other category under the Canada Community-Building Fund, and/or;
  - the construction of local government public parks and publicly-owned social housing.
12. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League))
13. Recreational Infrastructure – recreational facilities or networks
14. Cultural Infrastructure – infrastructure that supports arts, humanities, and heritage
15. Tourism Infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes
16. Resilience – Infrastructure and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters and extreme weather events.
17. Fire halls – fire halls and fire station infrastructure – including fire trucks
18. Capacity building - includes investments related to strengthening the ability of municipalities to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments and housing planning, and/or asset management plans, related to strengthening the ability of recipients to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

**SCHEDULE C - Eligible and Ineligible Expenditures****1. Eligible Expenditures**

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

- a) the expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of infrastructure and any related debt financing charges specifically identified with that asset;
- b) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:
  - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
  - i. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
  - ii. training directly related to asset management planning; and
  - iii. long-term infrastructure plans.
- c) the expenditures directly associated with joint federal communication activities and with federal project signage.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
- c) the arrangement is approved in advance and in writing by UBCM.

**2. Ineligible Expenditures**

The following are deemed Ineligible Expenditures:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following investment categories:
  - i. highways;
  - ii. regional and local airports;
  - iii. short-line rail;

- iv. short-sea shipping;
  - v. disaster mitigation;
  - vi. broadband connectivity;
  - vii. brownfield redevelopment;
  - viii. cultural infrastructure;
  - ix. tourism infrastructure;
  - x. sport infrastructure; and
  - xi. recreational infrastructure.
- c) Fire Hall project expenditures incurred before April 1, 2021;
- d) Fire Truck purchases as stand-alone expenditures and expenditures under the Resilience Infrastructure category before April 1, 2024;
- e) the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
- f) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- g) purchase of land or any interest therein, and related costs;
- h) legal fees;
- i) routine repair or maintenance costs; and
- j) costs associated with healthcare infrastructure or assets.

## **SCHEDULE D - Program Reporting**

### **Ultimate Recipient Reporting**

Ultimate Recipient requirements for program reporting under the CWF consist of the submission of an Annual Expenditure Report, and an outcomes report, which will be submitted to UBCM for review and acceptance. The reporting year is from January 1 to December 31. In addition to overall program reporting, specific asset management reporting and housing reporting obligations are described in Schedule F and G.

#### **1. Ultimate Recipient Annual Expenditure Report**

The Ultimate Recipient will provide UBCM an Annual Expenditure Report by June 1 of each year for the prior calendar year reporting which will include the following elements: unique project identifier, project title, project description, investment category, project start date, project end date, geo-location, total project cost, CCBF funding spent, closing balance, output indicator, and where applicable, a housing indicator and an outcomes indicator. A reporting template will be provided by UBCM.

The Annual Expenditure Report may also include a communications and signage report, and confirmation by the Ultimate Recipient's CFO that expenditures are eligible use of funds in accordance with the terms and conditions of this Agreement.

#### **2. Audited Financial Report**

The Ultimate Recipient must submit an Audited Financial Statement to British Columbia in order to receive funds in each reporting year.

##### **2.1 Independent Audit or Audit Based Attestation:**

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by UBCM, as to:

- a) the accuracy of the information submitted in the Financial Report Table; and
- b) that CCBF funding and Unspent Funds, and any interest earned thereon, were expended for the purposes intended.

##### **2.2 Ultimate Recipient audit:**

UBCM and Canada may perform an audit or of an Ultimate Recipient annually.

#### **3. Housing Report**



By September of 30 each year British Columbia and UBCM will provide to Canada a report on housing as outlined in Schedule G (Housing Report).

#### **4. Outcomes Report**

By March 31 of each year, British Columbia and UBCM will provide to Canada an outcomes report that will outline the following program benefits:

- a) beneficial impacts on communities of completed Eligible Projects, supported by specific outcomes examples in communities;
- b) the impact of CCBF as a predictable source of funding;
- c) progress made on improving Local Government planning and asset management, including development or update of Housing Needs Assessments; and
- d) a description of how CCBF funding has alleviated housing pressures tied to infrastructure gaps and contributed to housing supply and affordability outcomes (further details on this requirement may be found in Schedule G – Housing Report).

The outcomes report will present a narrative on how each program benefit is being met. A template and guidance document will be provided by Canada.

## **SCHEDULE E – Communications Protocol**

In support of transparency and accountability of the CCBF, the following communications protocol will apply to all communications activities undertaken regarding any CCBF funding and will apply to the Parties and Ultimate Recipients. Communicating to Canadians on the use of CCBF funding is clearly linked with our joint accountability to Canadians. Compliance with this protocol will inform the timing and flow of any CCBF funding and is critical to meeting our joint commitment to transparency.

### **1. Purpose**

- 1.1 The Communications Protocol applies to all communications activities related to any CCBF funding, including annual allocations and the identification and communication of projects under this Administrative Agreement. Communications activities may include, but are not limited to: public or media events, news releases, reports, digital and social media products, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.
- 1.2 Through collaboration, Canada, British Columbia and UBCM agree to work to ensure consistency in the communications activities meant for the public. This will include the importance of managing the delivery of communications activities based on the principle of transparent and open discussion.
- 1.3 Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this communication protocol may affect the timing and flow of any CCBF funding that may be transferred by Canada.

### **2. Joint communications approach**

- a. British Columbia and UBCM agree to work in collaboration with Canada to develop a joint communications approach to ensure visibility for the program, the provision of upfront project information and planned communications activities throughout the year.

Canada will provide a “Communications Approach” template to be completed by British Columbia and UBCM. This approach will then be reviewed and approved by Canada as well as British Columbia and UBCM.

This joint communications approach will have the objective of ensuring that proactive communications activities are undertaken each year to communicate the annual allocations and key projects, as identified in the communications approach, located in both large and small communities by using a wide range of communications tools to ensure local visibility.

To accomplish this, Canada, British Columbia and UBCM agree to establish a communications subcommittee that will meet biannually. This committee will review and approve a communications plan at the beginning of each year.

- b. Canada, British Columbia and UBCM will work together on the initial annual joint communications approach, which will be finalized and approved by Canada's Co-Chair and British Columbia and UBCM agree that achievements under the joint communications approaches will be reported to the

Oversight Committee once a year.

- c. Through the communications subcommittee, British Columbia and UBCM agree to assess, with Canada, the effectiveness of communications approaches on an annual basis and, as required, update and modify the joint communications approach, as required. Any modifications will be brought to Canada's Co-Chair, British Columbia's Co-Chair and UBCM's Co-Chair, as appropriate for approval.
- d. If informed of a communications opportunity (ex. milestone event, news release) by an Ultimate Recipient, Canada, British Columbia and UBCM agree to share information promptly and coordinate participation in alignment with section 4.3, 4.5 and 5.2 of this communications protocol.
- e. Canada, British Columbia and UBCM agree to ensure the timely sharing of information, products (ex. news releases, media advisories), and approvals in support of communications delivery.

### **3. Inform Canada on allocation and intended use of CCBF funding for communications planning purposes**

- 3.1 British Columbia and UBCM to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. Canada, British Columbia and UBCM will each agree, in this joint communications approach, on the date this information will be provided. Through the creation of a sub-committee, Canada, British Columbia and UBCM will be required to enact a communications approach that will be assessed bi-annually through the sub-committee mechanism.

In this agreement the information will include, at a minimum:

- Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; expected project outcomes including housing (if applicable); federal contribution; anticipated start date; anticipated end date; and a status indicator: not started, underway, completed.

Canada will link to the UBCM's CCBF website where this information will be accessible to the general public.

- 3.2 British Columbia and UBCM agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada.
- 3.3 Canada, British Columbia and UBCM each agree that their joint communications approach will ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements (see 4.2 for full definition) for Eligible Projects.

### **4. Announcements and media events for Eligible Projects**

- 4.1 At Canada's request, Canada, British Columbia and UBCM agree to coordinate an announcement regarding annual allocations of CCBF funding.

- 4.2 Media events and announcements include, but are not limited to: news conferences, public announcements, and the issuing of news releases to communicate funding of projects or key milestones (e.g. ground breaking ceremonies, completions).
- 4.3 Key milestones events and announcements (such as ground breaking ceremonies and grand openings) may also be marked by media events and announcements, news releases, or through other communications activities. Ultimate recipients, Canada, British Columbia and UBCM will have equal visibility through quotes and will follow the [Table of Precedence for Canada](#).
- 4.4 Media events and announcements related to Eligible Projects will not occur without the prior knowledge and agreement of British Columbia and UBCM, as appropriate, Canada and the Ultimate Recipient.
- 4.5 The requester of a media event or an announcement will provide at least 15 working days' notice to other parties of their intention to undertake such an event or announcement. An event will take place at a mutually agreed date and location. British Columbia and UBCM, and, as appropriate, Canada and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. If communications is proposed through the issuing of a news release (with no supporting event), Canada requires at least 15 working days' notice and 5 working days with the draft news release to secure approvals and confirm the federal representative's quote.
- 4.6 For media events, each participant will choose its own designated representative. UBCM and Ultimate Recipients are responsible for coordinating all onsite logistics.
- 4.7 British Columbia and UBCM shall not unreasonably delay the announcement of opportunities identified in annual communications plans that have been pre-approved in advance.
- 4.8 The conduct of all joint media events, announcements for project funding, and supporting communications materials (ex. News releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 4.9 All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of the parties.
- 4.10 All joint communications material for funding announcements must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 4.11 Canada, British Columbia and UBCM and Ultimate Recipients agree to ensure equal visibility in all communications activities.

## **5. Program communications**

- 4.1 Canada, British Columbia, UBCM and Ultimate Recipients may include messaging in their own communications products and activities with regard to the CCBF.

- 4.2 The party undertaking these activities will recognize the funding of all contributors.
- 4.3 The conduct of all joint events and delivery of supporting communications materials (ex. News releases) that support program communications (ex. Such as intake launches) will follow the [Table of Precedence for Canada](#).
- 4.4 Canada, British Columbia and UBCM agree that they will not unreasonably restrict the other parties from using, for their own purposes, public communications products related to the CCBF prepared by Canada, British Columbia and UBCM or Ultimate Recipients, or, if web-based, from linking to it.
- 4.5 Notwithstanding Section 4 of Schedule E (Communications Protocol), Canada retains the right to meet its obligations to communicate to Canadians about the CCBF and the use of funding.

## **6. Operational communications**

- 6.1 British Columbia, UBCM or the Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.
- 6.2 Canada does not need to be informed on operational communications. However, such products should include, where appropriate, the following statement, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable.
- 6.3 British Columbia, UBCM and the Ultimate Recipient will share information as available with Canada should significant emerging media or stakeholder issues relating to an Eligible Project arise. Canada, British Columbia and UBCM will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

## **7. Communicating success stories**

- 7.1 British Columbia and UBCM to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including, but not limited to Eligible Project success stories, including the positive impacts on housing, Eligible Project vignettes, and Eligible Project start-to-finish features.

## **8. Advertising campaigns**

- 8.1 Canada, British Columbia, UBCM or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the CCBF or Eligible Projects. However, such a campaign must respect the provisions of this Administrative Agreement. In the event of such a campaign, the sponsoring party or Ultimate Recipient agrees to inform the other parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

## **9. Digital Communications, Websites and webpages**

- 9.1 Where British Columbia and UBCM produce social media content to provide visibility to CCBF programs or projects, they shall @mention the relevant Infrastructure Canada official social media account.
- 9.2 Where a website or webpage is created to promote or communicate progress on an Eligible Project or Projects, it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable. The Canada wordmark or digital sign must link to Canada's website, at [www.infrastructure.gc.ca](http://www.infrastructure.gc.ca). The guidelines for how this recognition is to appear and language requirements are published on Canada's website, at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

## **10. Project signage**

- 10.1 Unless otherwise approved by Canada, British Columbia, UBCM or Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.
- 10.2 Where British Columbia, UBCM or an Ultimate Recipient decides to install a sign, a permanent plaque or other suitable marker recognizing their contribution with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.
- 10.3 British Columbia, UBCM or the Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.
- 10.4 British Columbia and UBCM to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approaches.

## **11. Communication Costs**

- 11.1 The eligibility of costs related to communication activities that provide public information on this Administrative Agreement will be subject to Schedule C (Eligible and Ineligible Expenditures).



**SCHEDULE F – Asset Management**

Canada, British Columbia and UBCM agree that the measures contained in the Previous Agreements to create and foster a culture of asset management planning were effective in increasing the capacity of the diverse range of Ultimate Recipients in British Columbia and UBCM to enhance their community's sustainability.

Under the previous Agreement (2014-2024), local governments in BC demonstrated a commitment to improving asset management practices within their respective communities. As awareness and knowledge has grown, asset management practices and culture has matured. However, as noted in the *2022 Status of Asset Management in BC Report*, while moving in the right direction, there remains significant gaps and priority areas where local governments need to improve if they are to realize the full benefits of asset management.

Using the results from the *2022 Status of Asset Management in BC Report* as a guide, the Oversight Committee will develop and approve Asset Management Commitments, over the duration of this Agreement for ultimate recipients, consistent with the Asset Management for Sustainable Service Delivery: A BC Framework. Asset Management BC will be asked to provide expertise and input where appropriate.

All Ultimate Recipients will be required to meet the Asset Management Commitments. Asset Management Commitments may vary depending on whether the Ultimate Recipient is; a Local Government, a non-local government entity, Translink, and/or BC Transit. Asset Management Commitments will focus on strengthening asset management capacity over the term of the Agreement while continuing to recognize the varying capacities of Ultimate Recipients and the range of ongoing asset management activities.

The Oversight Committee will consider Asset Management Commitments under the following areas;

- Reporting on continuous improvement of Asset Management practices over the duration of the Agreement, including reporting through the Ministry of Municipal Affairs Local Government Data Entry (LGDE) System,
- Development and implementation of Long-term Financial Plans
- Ongoing Asset Management education and training, and
- Implementing asset management performance measurement.

## **SCHEDULE G – Housing Report**

### **1. Housing Needs Assessments**

- 1.1 By March 31, 2025, or as otherwise agreed upon by Canada and British Columbia, municipalities with a 2021 Census population of 30,000 or more are required to complete and make available to Canada a Housing Needs Assessment (HNA) prepared in accordance with provincial legislation and additional details provided, as agreed to by Canada and British Columbia, which together align with the information requirements, spirit and intent of the federal Housing Needs Assessment template and the guidance document.
- 1.2 HNAs should be used by British Columbia and UBCM in preparing the Project-Level Housing Report and the Housing Narrative in the CCBF Outcomes Report in order to identify housing pressures related to infrastructure. HNAs should also be used by municipalities to prioritize infrastructure projects that support increased housing supply where it makes sense to do so.
- 1.3 HNAs must be made publicly available on the municipal website and municipalities are to provide links to the page where the HNAs are posted to Canada for all Ultimate Recipients in their jurisdiction that have a 2021 Census population of 30,000 or more.
- 1.4 A separate HNA Guidance Document has been provided by Canada.

### **2. Project-Level Housing Report**

By September 30 of each year, starting in 2025, British Columbia and UBCM will provide Canada a Housing Report in an electronic format deemed acceptable by Canada consisting of the following:

#### **2.1 Methodology**

British Columbia and UBCM will provide a description of the process used to collect data and information presented in the Housing Report. The methodology section should include the following information:

- Scope of the report and related rationale.
- Reporting process used to collect data from Ultimate Recipients.
- Identification of baseline data and other data sets used for the purposes of the report and which data has been excluded.
- How performance indicators were assessed in British Columbia.

## 2.2 Municipalities Identified for Project-Level Reporting

### Criteria for Project-Level Reporting

Municipalities with a population of 30,000 or more, outside of the Metro Vancouver Region, that have housing pressures that can be addressed through closing infrastructure gaps or building capacity where it makes sense to do so, must:

- be included in Table 1 (below); and,
- provide project-level data on housing requirements to British Columbia and UBCM, for inclusion in the Housing Report that will be submitted by British Columbia and UBCM to Canada.

HNA and project-level reporting requirements can also be applied to other municipalities as agreed to by Canada, British Columbia and UBCM. Municipalities that do not meet these criteria may additionally be included at the discretion of British Columbia and UBCM, but are not required by Canada to include project-level data in the annual Housing Report.

British Columbia and UBCM will be expected to summarize project-level information from the municipalities identified by the above criteria to report to Canada annually.

The following table (**Table 1**) is to be used as a template to identify municipalities required to provide project-level reporting and to identify housing pressures related to infrastructure needs. Housing pressures should be consistent with needs and pressures identified by Ultimate Recipients in their HNAs. British Columbia and UBCM will provide an aggregate of this table to Canada in their annual Housing Report.

<b>Ultimate Recipient</b>	<b>Project Level Reporting Criteria</b>	<b>Key Infrastructure-Related Housing Pressures</b>
<i>Name of the municipality</i>	<i>Identify which criteria as noted above applies</i>	<i>Identify key housing gaps and needs that are related to infrastructure</i>

**Table 1: Ultimate Recipients Identified for Project Level Reporting**

## 2.3 Project-Level Housing Outcomes

For municipalities required to provide project-level reporting, British Columbia and UBCM are required to collect project-level data on housing outcomes and to complete the table below (Table 2) on an annual basis.

Table 2 is intended to link the housing pressures identified in Table 1 and in HNAs with outcomes supported by CCBF projects that can help Ultimate Recipients to address their specific housing pressures. More specifically, Table 2 is to be completed by Ultimate Recipients outlined in Section 1.2. It will include a subset of the projects from the above project list and this subset represents projects with housing outcomes.

Project ID	Ultimate Recipient	Project Title	Project Description	Investment Category	Housing Outcomes and Indicators
<i>As provided in program reporting (Schedule D)</i>	<i>As provided in Table 1</i>	<i>As provided in program reporting (Schedule D)</i>	<i>Provide a brief description of the project</i>	<i>Indicate which CCBF category the project falls under</i>	<i>Identify key housing outcomes and indicators (section 2.3) that will be used to measure success.</i>

**Table 2: Project-Level Reporting on Housing Outcomes**

### 2.3.1 Housing Outcome Indicators

For each of the projects listed in Table 2, British Columbia and UBCM shall report on the following core indicators, as relevant to each investment category.

- # of housing units supported or preserved; and
- # of affordable housing units supported or preserved.

Units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development (e.g., building social housing as part of brownfield remediation category, may include new units directly supported by CCBF funding).

## 3. Housing Narrative in the CCBF Outcomes Report

By March 31st each year, starting in 2026, British Columbia and UBCM shall provide Canada with a narrative report on program-level housing outcomes. This narrative report will be aligned with and incorporated into the annual CCBF Outcomes Report.

The housing narrative should outline how CCBF has supported housing supply and affordability pressures within British Columbia and UBCM's jurisdiction, over the reporting period, and measures taken between British Columbia, UBCM and Ultimate Recipients to improve housing supply and improve housing affordability for Canadians. It should also align with identified needs within Ultimate Recipients Housing Needs Assessments once they have been developed.

Further, British Columbia and UBCM must include in their Outcomes Report a narrative assessment of measures they have taken to improve housing outcomes through CCBF funded infrastructure projects. This should include:

- How Ultimate Recipients have prioritized specific infrastructure investments, where it made sense to do so, that support an increased supply of housing (e.g., upgrading pipes to support densification rather than sprawl, or remediating a brownfield site that could then be used for affordable housing);
- How Ultimate Recipients are utilizing CCBF funding to build local capacity for sound land use and development planning (e.g., through the capacity building category).
- Any measures taken to preserve and/or increase supply and mix of affordable housing (e.g., minimizing displacement, making land available for non-market housing, minimum affordability requirements for private developers); and

This housing narrative must also include responses to the following questions:

- How many or what percentage of projects from the total CCBF project list contribute to an increase in housing supply and how many housing units were supported or preserved (as outlined in 2.3.1)?
- What percentage of total housing units supported or preserved are affordable?
- How many communities have published a new Housing Needs Assessment or an updated one within the last 5 years?

For further information and details on the housing narrative portion of the Outcomes Report please refer to the Housing Report Template and Guidance document.

#### **4. Assessment of the Housing Reports and Compliance**

##### **4.1 Assessment of Housing Reports**

Both the project-level housing report and the housing narrative on program-level housing outcomes will be assessed against the Government of Canada's Evaluation Framework as well as HNAs.

##### **4.2 Compliance**

Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this Schedule may affect the timing and flow of any CCBF funding that may be transferred by Canada. Repeated or sustained failures to comply with the terms of this Schedule could result in downward adjustment of allocations for British Columbia, UBCM or Ultimate Recipient for future Infrastructure Canada programs.



**District of  
100 MILE HOUSE**

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

**Regular – July 9<sup>th</sup>, 2024**

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**REPORT DATE:** June 27<sup>th</sup>, 2024

**TITLE:** Salaried Staff Compensation – Schedule Amendment

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

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**PURPOSE:**

The purpose of this Council report is to seek approval of the amended Salaried Staff Compensation – Schedule “A”.

**RECOMMENDATION:**

Recommended Resolution

**BE IT RESOLVED THAT** the Council report from Administration dated June 27<sup>th</sup>, 2024 be received; and further

**BE IT RESOLVED THAT** the District Salaried Staff Compensation – Schedule “A” be approved as amended.

**BACKGROUND INFORMATION / DISCUSSION:**

In April 2024 the District of 100 Mile House undertook the overall management of the South Cariboo Recreation Centre under the 100 Mile Development Corporation. Sequentially the exempt position, Manager of Recreation operating within the District of 100 Mile House must be added to the exempt staff compensation schedule.

**OPTIONS:** N/A

**BUDGETARY IMPACT:**

Costs associated with the SCRC management are billed to the 100 Mile Development Corporation. A budget amendment will be completed in the fall of 2024 to account for the new management and the associated accounting.



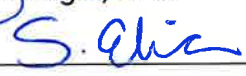
**LEGISLATIVE CONSIDERATIONS (Applicable Policies and/or Bylaws):**

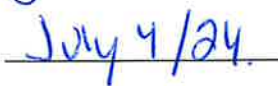
Policy amendment

**ATTACHMENTS:** Salaried Staff Compensation – Schedule A

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

**Date:** 

**Reviewed By:**   
S. Elias, CAO

**Date:** 





DISTRICT OF 100 MILE HOUSE  
Exempt Employees Personnel Policy

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**DISTRICT OF 100 MILE HOUSE  
SALARIED STAFF COMPENSATION  
SCHEDULE "A"**

Position	85% of Market	90% of Market	95% of Market	100% of Market	105% of Market
Chief Administrative Officer (CAO)	121,037	128,157	135,277	142,397	149,517
Director of Community Service	91,152	96,514	101,876	107,238	112,600
Director of Financial Administration	97,032	102,740	108,447	114,155	119,863
Fire Chief	84,055	88,999	93,944	98,888	103,832
Deputy Fire Chief	73,968	78,319	82,670	87,021	91,373
Director of Economic Development/Planning	82,424	87,272	92,121	96,969	101,817
Operations Supervisor	69,755	73,859	77,962	82,065	86,168
Deputy Director of Corporate Administration	65,686	69,550	73,414	77,278	81,142
Manager of Recreation	73,738	78,075	82,413	86,750	91,088

**Amendment Endorsed: July 2024**



**District of  
100 MILE HOUSE**

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

**Regular Council Meeting  
July 9, 2024**

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**REPORT DATE:** July 2, 2024

**TITLE:** Development Variance Permit – 8-105 Forest Ridge Rd

**PREPARED BY:** J. Doddridge, Director of Economic Development & Planning

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**PURPOSE:** To present Council with a Development Variance Permit (DVP) application for a decision.

**RECOMMENDATION:**

**Recommended Resolution**

**BE IT RESOLVED THAT** Council of the District of 100 Mile House issue a Development Variance Permit to Macon Construction Ltd. for the property located at 8 – 105 Forest Ridge Road, and legally described as Strata Lot 8, Plan EPS9628, DL 2138, Lillooet District to vary Zoning Bylaw No. 1290, 2016, s. 8.6.6 a) from the requirement for a 1.5 metre interior side setback to only 0.659 metre on the south westerly interior side setback for the principal dwelling only, in substantial accordance with the application as submitted on May 30, 2024; and further

**BE IT RESOLVED THAT** the Corporate Officer duly executes the Permit.

**BACKGROUND INFORMATION / DISCUSSION:**

On June 28, 2024, the following notifications were made:

- Notifications delivered by mail to property owners within a 60m radius of the subject property;
- Notice was posted at the District's posting place; and
- Notice was posted on the District of 100 Mile House website and sent to subscribers.



To date, no written submissions have been received. Any written submissions received by 4:00 pm on July 9, 2024 will be presented at the July 9<sup>th</sup> Regular Council Meeting.

**OPTIONS:** Authorize the Development Permit; or  
Deny the Development Permit

**BUDGETARY IMPACT:** N/A

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

**ATTACHMENTS:**

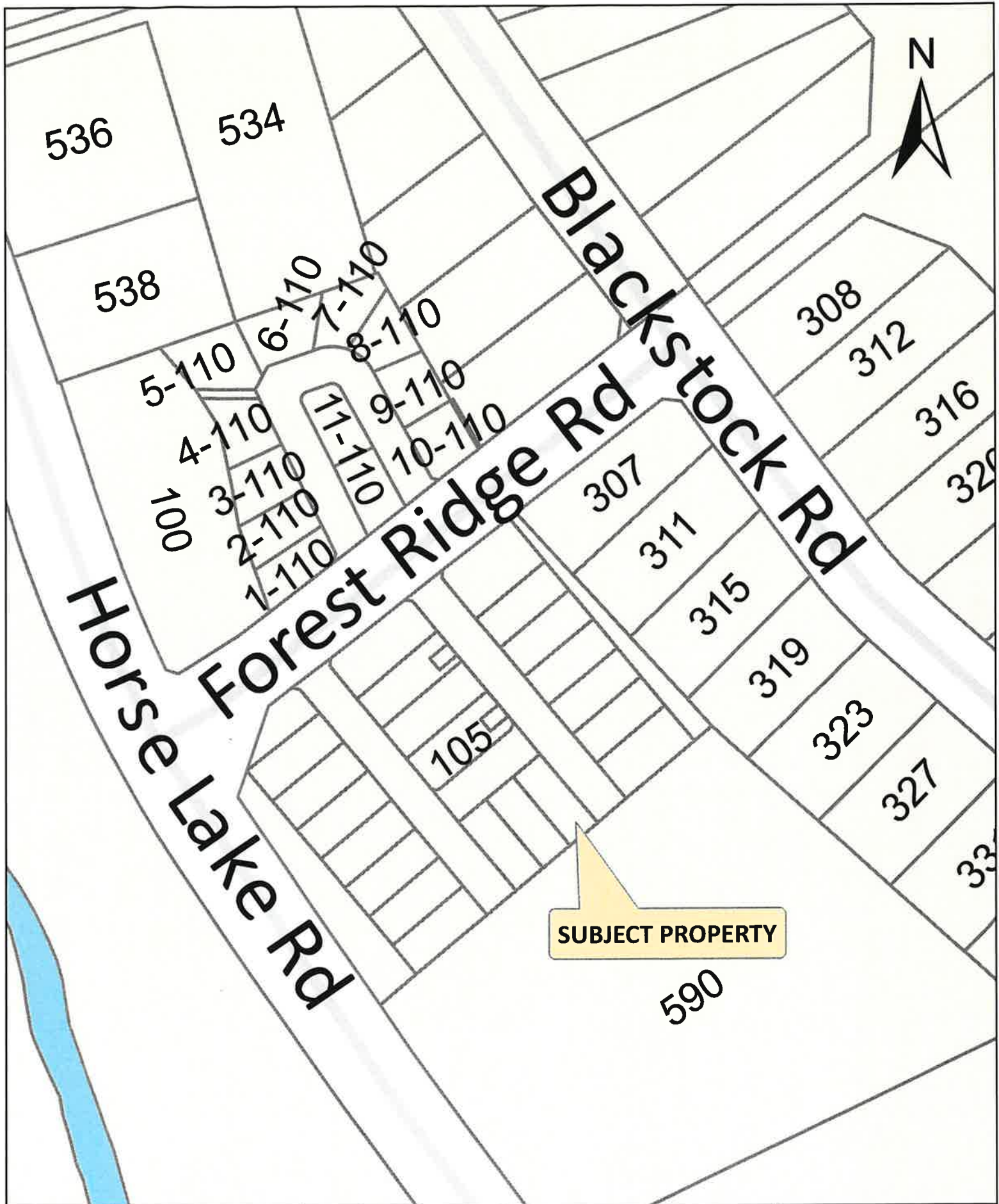
DVP application  
Subject property map

**Prepared By:** J. Doddridge  
J. Doddridge, Dir Ec Dev & Planning

**Date:** July 4/24

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

**Date:** July 4. 24



100 Mile House

— Cariboo Hwy 97

SUBJECT PROPERTY

0 10 20 40 Meters

Date: May 2024



# District of 100 Mile House MAY 30 2024

385 Birch Avenue • P.O. Box 340 • 100 Mile House • British Columbia • Canada • V0K 2E0  
T: 250.395.2434 • F: 250.395.3625 • E: [district@dist100milehouse.bc.ca](mailto:district@dist100milehouse.bc.ca)

DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA

## LAND USE APPLICATION

Reference to Land Use Application Procedure and Fees Bylaw No. 1275

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 type="checkbox"/> Development Permit	Fee \$
<input checked="" type="checkbox"/> Development Variance Permit	Fee \$ <u>400.00</u>
<input type="checkbox"/> Zoning Bylaw Amendment	Fee \$
<input type="checkbox"/> Official Community Plan Bylaw Amendment	Fee \$
<input type="checkbox"/> Joint Zoning and Official Community Plan Bylaw Amendment	Fee \$
<input type="checkbox"/> Board of Variance	Fee \$
Total Fee \$	

## PROPERTY INFORMATION

Legal Description of Property(s): SL8, DL2138, Plan EPS 9628

Civic Address of Property(s): 8-105 Forest Ridge Rd.

Size of Property(s): 365 m<sup>2</sup> BC Assessment Roll No.: \_\_\_\_\_

Current Zoning: R3 Current OCP Designation: Low Density Res.

Proposed Zoning: R3 Proposed OCP Designation: N/C.

FOR OFFICE USE ONLY	
Application Fee Paid: \$ <u>400.00</u>	Receipt Number: <u>100005</u>
Received By: <u>[Signature]</u>	Date: <u>May 30/24</u>



**INFORMATION FORM**

APPLICANT/AGENT	OWNER(S)
Name: <u>Macon Construction Ltd</u>	Name: <u>KHOTAN HOLDINGS Ltd.</u>
Mailing Address: <u>6473 Okanagan</u> <u>Landing Rd. Vernon BC</u>	Mailing Address: <u>P.O. Box 309</u> <u>245 CEDAR. AVE 100MH.</u>
Postal Code: <u>V1H 1M5</u>	Postal Code: <u>V0K 2E0</u>
Phone Numbers: (Bus): <u>250-302-1777</u>	Phone Numbers: (Bus): <u>250 706 9395</u>
(Home): _____	(Home): <u>-</u>
(Fax): _____	(Fax): <u>-</u>
E-mail: <u>steve@maconconstruction.ca</u>	E-mail: <u>khovan@khotan.ca</u>

**NOTICE OF COLLECTION OF PERSONAL INFORMATION**

All information you provide is collected under the authority of the Freedom of Information and Protection of Privacy Act and will only be used for District of 100 Mile House purposes. Any questions regarding the collection of personal information should be directed to the Director of Corporate Administration – 1-385 Birch Avenue, P.O. Box 340, 100 Mile House, BC, V0K 2E0, 250-395-2434 or by email [district@100milehouse.com](mailto:district@100milehouse.com)

**OWNER AUTHORIZATION**

As owner(s) of the land described in this application, I/we hereby authorize \_\_\_\_\_

\_\_\_\_\_ to act as applicant/agent regarding this application.

Owner Signature:  Date: May 29/2024

(Attach additional pages if necessary)

**DECLARATION**

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.

I acknowledge that any fees paid are non-refundable except as noted on the fee schedule, if applicable.

I confirm 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.

I declare that all subdivision works will be completed in compliance with the current **"District of 100 Mile House Works and Services Bylaw"** and amendments thereto.

I 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 Signature: 

Date: May 29/2024

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

See Attached

**DESCRIPTION OF PROPOSED DEVELOPMENT/USE:** (use separate sheet if necessary)

See Attached



**SERVICES CURRENTLY EXISTING OR READILY AVAILABLE TO THE PROPERTY**

Services	Currently Existing		Readily Available*	
	YES	NO	YES	NO
Road Access	—	—	—	—
Water Supply	—	—	—	—
Sewage Disposal	—	—	—	—
Hydro	—	—	—	—
Telephone	—	—	—	—
School Bus Service	—	—	—	—

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

**PROPOSED WATER SUPPLY METHOD**

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**PROPOSED SEWAGE DISPOSAL METHOD**

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**APPROXIMATE COMMENCEMENT DATE OF PROPOSED PROJECT**

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**REASONS IN SUPPORT OF APPLICATION (use separate sheet if necessary)**

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## MAPS AND DRAWINGS

The following maps and drawings must accompany the application:

1. A dimensional Sketch Plan drawn to scale showing 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

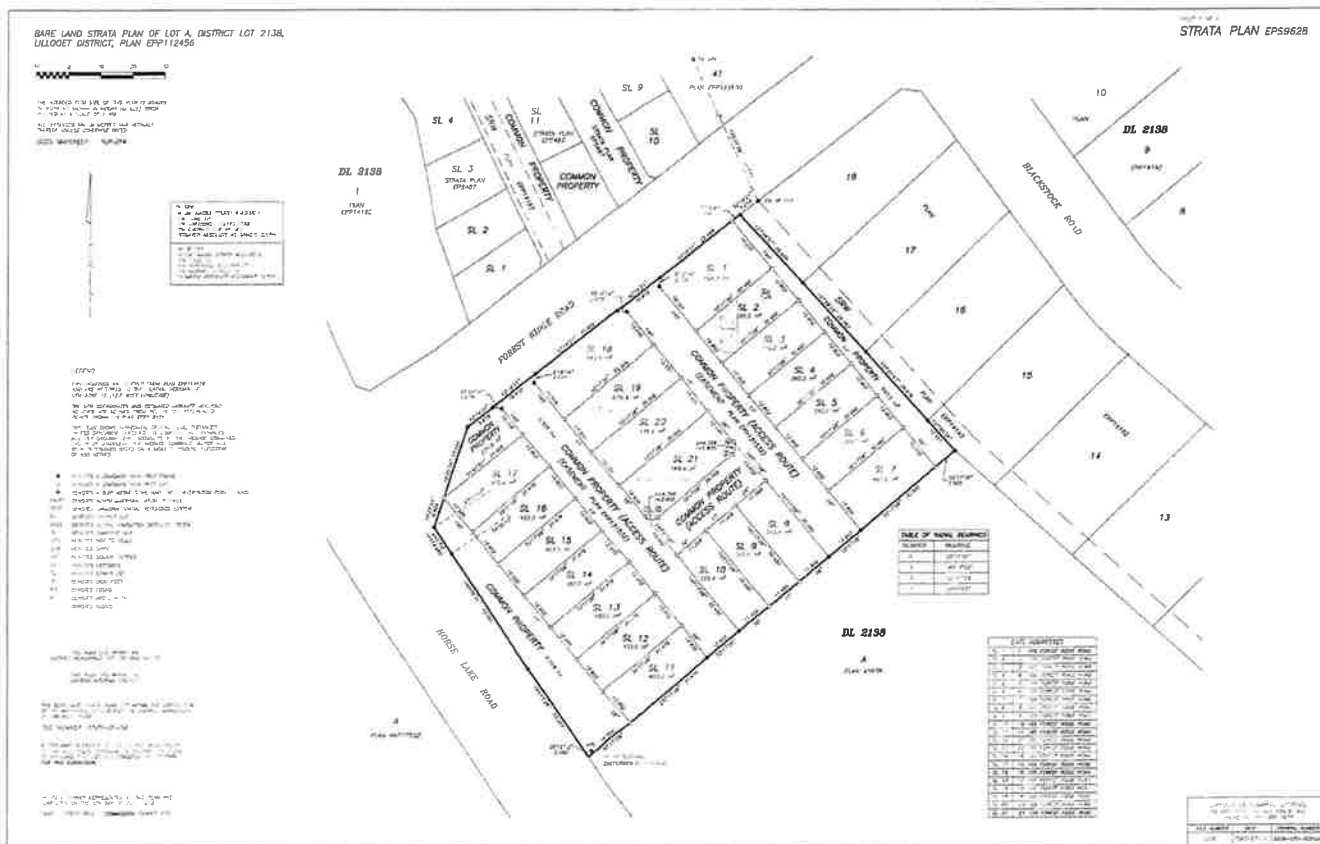
<input checked="" type="checkbox"/> Application Form Complete	<input type="checkbox"/> Dimensioned Sketch Plan Submitted
<input checked="" type="checkbox"/> Application Fee Received	<input checked="" type="checkbox"/> Dimensioned Site Development Plan Submitted
<input checked="" type="checkbox"/> Certificate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

### **Description of Proposed Development Variance**

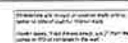
- Vary Interior side setback line on lot 8, from 1.5 meters to .659 meters
- The adjoining lot 9 will have extra side setback of 2.26 meters plus the minimum required interior setback of 1.5 meters, for a total of 3.76 meters to the property line
- With this proposed variance the total distance from the building of lot 8 and lot 9 will be 4.419 meters. See attached site plan.

## **Reasons for support of the proposed variance of an interior setback property line on lot 8-105 Forest ridge Rd. (Known as Creekside development)**

- 105 Forest Ridge Rd is designed to be an affordable senior "wheelchair friendly" development
- The current units are all 3-bedroom ranchers. There are 21 lots in this Bare land Strata development. There is currently 8 units built and under construction in this "Creekside" development. (Sold units)
- Allowing the proposed interior lot line setback variance, on lot 8, will allow a few smaller units with a lower and more affordable selling price. These smaller units will be 2 bedrooms, but still maintaining the wheelchair friendly design.
- Lots 8,9 & 10 are smaller lots in width, and with the future development (phase 2) planned to the east of lots 8,9&10, the required exterior side setback is 3 meters (on lot 8) compared to the interior setbacks of 1.5 meters. This future road allowance for Phase 2, changed the exterior side setbacks to the 3 meters on the exterior of lot 8. This leaves the single unit (lot 8) with an interior setback of .659 meters rather than the required 1.5 meters. (that's the reason required for the variance). But still allowing the exterior side setback to remain at 3 meters. See attached plans.
- The proposed "semidetached" units (same units, smaller and more affordable units) to be built on lots 9&10, will leave "extra 2.26 meters" of interior side setback on lot 9. The total distance between the buildings of lot 8 and 9 will be 4.41 meters. Minimum interior setbacks would be 1.5 meters on each unit, for a total of 3 meters. We will have 4.41 meters in total between the building of lot 8 and 9. 1.4 meters more than the minimum required under normal setback requirements.
- If we reduce the width of the smaller unit/plan on lot 8, to comply with a regular interior side setback of 1.5 meters, it will lose the ability of being a wheel chair friendly design, not to mention a very skinny design and not in keeping with all the rest of the units.
- We feel very strongly and with the inquiries and sales that we have had, some more affordable units, will be a very positive addition to the development and the community.







**For Variance v1.2**







**DISTRICT OF 100 MILE HOUSE  
DEVELOPMENT WORKS AGREEMENT – EXETER LIFT STATION  
Bylaw No. 1426, 2024**

A bylaw to enter into a development works agreement to construct works as identified in the development works agreement and to service the identified properties; to define the benefiting real property and to establish that the shared cost of the works shall be borne by the owners of real property within such defined area.

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WHEREAS Council may by bylaw pursuant to Section 570 of the Local Government Act, R.S.B.C. 2016, c. 1, as amended (The “Local Government Act”) enter into a development works agreement to provide, construct, alter, or expand works by the District with the cost of constructing the works shall be recovered in part or in whole from the owners of real property in the area subject to the agreement;

AND WHEREAS Council has been petitioned to construct works to serve the properties identified pursuant to Section 570(4)(c) of the Local Government Act;

AND WHEREAS the District has certified that the petition is sufficient;

AND WHEREAS it is deemed expedient to grant the request of the petitioners in the manner hereinafter provided and proceed with the construction of the works.

NOW THEREFORE, the District of 100 Mile House Council, ENACTS AS FOLLOWS:

1. This Bylaw shall be cited for all purposes as “Development Works Agreement – Exeter Sewer Lift Station Bylaw, No. 1426, 2024.”
2. The District Council is hereby authorized to enter into that certain development works agreement attached hereto as Schedule 1 to this Bylaw (the “Development Works Agreement”).
3. The Mayor and Corporate Officer are authorized on behalf of the Council to sign and seal the Development Works Agreement.

READ A FIRST, SECOND AND THIRD TIME this 11<sup>th</sup> day of June, 2024.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

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

**PETITION  
DEVELOPMENT WORKS AGREEMENT  
EXETER LIFT STATION PROJECT**

TO THE COUNCIL OF THE DISTRICT OF 100 MILE HOUSE:

WE, THE UNDERSIGNED owners of parcels of land, which parcels of land will be specifically charged to pay for the costs hereinafter described, do HEREBY PETITION the District of 100 Mile House (the "District") under subsections 570(4)(c) and 570(5) of the *Local Government Act*, R.S.B.C. 2016, Chapter 1 and section 212 of the *Community Charter*, S.B.C. 2003, Chapter 26 to, by by-law, enter into a development works agreement with us for the purposes of funding, providing and constructing a municipal sanitary sewer lift station and sanitary sewer forcemain extension and related appurtenances for the "Exeter Lift Station Project" (the "**Development Works Agreement**");

#	Owner	Civic Address	PID	Legal Description
1	1370570 B.C. LTD.	Hwy 97, 100 Mile House, BC	029-943-710	LOT 3 DISTRICT LOT 31 LILLOOET DISTRICT PLAN EPP62833 EXCEPT PLAN EPP117522
2	KHOTAN HOLDINGS LTD.	600 Exeter Truck Route, 100 Mile House, BC	028-016-947	LOT A DISTRICT LOTS 33, 625, 4175 AND 4179 LILLOOET DISTRICT PLAN KAP89661 EXCEPT PLANS EPP68819 AND EPP86721

We understand and agree that the Development Works Agreement (a draft copy of which has been provided to the owners), shall be on the terms and subject to the following conditions:

1. The area that is the subject of the Development Works Agreement is the area of our two parcels only (as set out above);
2. The works to be provided under the Development Works Agreement are: a municipal sanitary sewer lift station and sanitary sewer forcemain extension and related appurtenances for the "Exeter Lift Station Project" (the "Works");
3. The District will be responsible for providing and constructing the Works;
4. The target date for completion of the Works is June 25, 2025;
5. Each of the two owners shall be responsible for funding one-third (1/3) of the actual cost of the Works including cost overruns (if any), as confirmed by the District upon completion of construction of the Works (the "Specified Charges"). The District shall be responsible for the remaining one-third (1/3) of the actual cost of the Works;
6. The Specified Charges payable by the owners will be a debt to the District, to be paid on the terms and conditions set out in the Development Works Agreement and by a date that is not later than ninety (90) days from completion of construction of the Works;
7. The estimated cost of the Works is \$2,081,310 and the estimated Specified Charge of each owner is \$693,770 (estimates only, subject to confirmation of actual cost of the Works upon completion of construction);
8. Until such time as each of the Specified Charges are paid in full by the owners, the District shall not be required to approve a subdivision plan, strata plan, building permit, development permit, development variance permit or zoning bylaw necessary for the development of the owners' parcels of real property, respectively, or do any other thing necessary for the development of those parcels; and
9. If 2 or more persons are owners of a parcel, they must be considered as one owner only, they are not entitled to petition unless a majority of them concurs, and, unless the Petition is signed by a majority of them (i.e. if there are 2 owners, both must sign the Petition), their signatures must be disregarded in determining whether the Petition is sufficient. Where the owner is a corporation, the Petition must be signed by the duly authorized signatories.

**1370570 B.C. LTD.**  
by its authorized signatories:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**KHOTAN HOLDINGS LTD.**  
by its authorized signatories:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**Signed Petitions must be delivered to the District of 100 Mile House by June 7<sup>th</sup>, 2024 and  
Petitions may not be revoked or withdrawn after that date**



**District of  
100 MILE HOUSE**

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

**Regular Council Meeting  
July 9, 2024**

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**REPORT DATE:** June 7, 2024  
**TITLE:** Board of Variance Bylaw update  
**PREPARED BY:** J. Doddridge, Director of Economic Development & Planning

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**PURPOSE:** To present an updated Board of Variance Bylaw

**RECOMMENDATION:**

Recommended Resolution

**BE IT RESOLVED THAT** the Council Report dated June 7, 2024 from the Director of Economic Development and Planning regarding the Board of Variance Bylaw update be received; and further

**BE IT RESOLVED THAT** Bylaw 1427, 2024 be read a first, second and third time this 9<sup>th</sup> day of July 2024.

**BACKGROUND INFORMATION / DISCUSSION:**

The District's current Board of Variance Bylaw was adopted in 1993 and it no longer reflects current provincial legislation. Staff has drafted a new Board of Variance Bylaw that incorporates the provisions of the *Local Government Act*.

It should be noted that the District of 100 Mile House has not typically utilized the Board of Variance in the past. However, legislation stipulates that a municipality must have a Board of Variance if they have adopted a Zoning Bylaw.

**OPTIONS:** N/A


**BUDGETARY IMPACT:** N/A



**LEGISLATIVE CONSIDERATIONS (Applicable Policies and/or Bylaws):** The District's Board of Variance Policy and the Fees and Charges Bylaw do not require updating at this time. Applicable provincial legislation is attached.

**ATTACHMENTS:**

Current Board of Variance Bylaw 593, 1993  
DRAFT Board of Variance Bylaw 1427, 2024  
Province of BC Board of Variance overview  
Local Government Act Part 14 - Division 15 Board of Variance  
District of 100 Mile House Policy 7.1 Board of Variance Policy

**Prepared By:**   
J. Doddridge, Dir Ec Dev & Planning

**Date:** June 7/24

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

**Date:** July 4.24

## **DISTRICT OF 100 MILE HOUSE**

### **100 MILE HOUSE BOARD OF VARIANCE BYLAW**

#### **District of 100 Mile House Bylaw No. 593, 1993**

A bylaw to establish the board of variance for the District of 100 Mile House and to establish its procedures.

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

#### **Short Name**

1. This Bylaw may be cited as the 100 Mile House Board of Variance Bylaw.

#### **Interpretation**

2. In this Bylaw

“board” means the board of variance established by section 3,

“chair” means the chair of the board,

“District” means the District of 100 Mile House,

“member” means a member of the board, and

“secretary” means the secretary of the board.

#### **Creation of Board**

3. This section establishes the board of variance for the District.

#### **Members of Board**

4. The board has three members. One member must be appointed by resolution of the District Council, one member must be appointed by the Minister of Municipal Affairs, Recreation and Housing and the third member must be appointed by the other two members. A member may not also be a councillor, a member of the District advisory planning commission or a District officer or employee.



### **Length of Term**

5. The term of office of each member is 3 years. If a member ceases to hold office before the end of the member's term, a successor must be appointed in the same manner as the member who ceased to hold office. Until the appointment of a successor member, the remaining members constitute the board. If a successor has not been appointed at the end of the term of a member, the term of that member is extended until the successor has been appointed.

### **Appointment of Chair**

6. A simple majority of the members must elect one of them as the chair of the board at the board's first meeting after adoption of this bylaw. The term of office of the chair is one year beginning on January 1 of each calendar year, but the term of office for the first chair elected after adoption of this bylaw expires on December 31 following that chair's election. The board must elect a new chair before expiry of the current chair's term. The chair in writing may appoint a member as acting chair to preside in the chair's temporary absence.

### **Appointment of Secretary**

7. The District Council by resolution must appoint a secretary to the board. Subject to this bylaw and the Municipal act, the secretary must:
  - a) Record the decisions of the board,
  - b) Receive applications to the board and present them to the board,
  - c) Cause notice to be given of applications to the board and of meetings of the board,
  - d) Prepare and keep minutes of board meetings and prepare and keep all other board records,
  - e) Notify each applicant of the decision of the board, and
  - f) Perform all other duties, and exercise all other rights, as are set out in this bylaw and as are customarily incidental to those duties and rights or to the office of secretary.

### **Applications**

8. An application to the board must be made to the secretary in the form set out in schedule A to this bylaw. The secretary may require an applicant to provide such further information in writing as the secretary reasonably considers necessary for the board to understand the nature of or grounds for the application.

### **Time Limit for Certain Applications**

9. Where the subject of an application to the board is a decision, requirement or determination made by a District employee, the application to the board must be made within 30 days after the decision, requirement or determination was communicated to the applicant. The board may extend the time for making an application at any time.

### **Time for Hearing**

10. The board must hear an application at the next meeting after the date on which the application was made. If an application is made within 10 days before a meeting, the application must be heard at the next meeting after that meeting.

### **Meetings**

11. At its first meeting after adoption of this bylaw the board must fix the day of the week on which its meetings are held, at which applications to the board must be heard. The board may not meet on a Saturday or Sunday. The board must meet in the calendar month following any calendar month during which an application has been made to the board. Board meetings may be adjourned from time to time and no further notice of an adjourned meeting is necessary if the time and place for the resumption of the meeting is stated to those present at the time the meeting is adjourned.

### **Procedures at Meetings**

12. At a meeting the board may hear the applicant and any other person whose evidence or submissions the board considers may assist it in reaching its decision. Board meetings must be open to the public at all times, but the board may adjourn to deliberate its decisions. Proceedings before the board are informal. The board may admit any evidence it considers to be of assistance to it, on oath or otherwise and written or oral, and may inspect the land which is the subject of the application.

### **Board's Procedures**

13. Subject to the Municipal Act, the board may by majority vote establish its procedures for the conduct of its meetings and other business. The secretary must keep an updated copy of those procedures and must make it available for inspection by applicants and the others on request during normal District business hours.

### **Board Decisions**

14. The decision in writing of all, or of a majority, of the members of the board is the decision of the board. Each decision of the board must be filed with the secretary, who must communicate it in writing to the applicant promptly after its filing with the secretary.

READ A FIRST TIME this        23<sup>rd</sup> day of February, 1993.

READ A SECOND TIME this        23<sup>rd</sup> day of February, 1993.

READ A THIRD TIME this        23<sup>rd</sup> day of February, 1993.

RECONSIDERED AND FINALLY PASSED AND ADOPTED 9<sup>TH</sup> day  
of March, 1993.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

DISTRICT OF 100 MILE HOUSE  
100 MILE HOUSE BOARD OF VARIANCE BYLAW  
(District of 100 Mile House Bylaw No. 593, 1993)

Schedule A

Board of Variance Application Form

The form set out below in this schedule is the prescribed form which must be used in each application to the board.

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DISTRICT OF 100 MILE HOUSE

APPLICATION TO THE DISTRICT'S BOARD OF VARIANCE

All information required below must be given. Please type or print. The secretary to the board may require further information from you, which may be given on a separate sheet.

Applicant's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Bus.: \_\_\_\_\_ Res.: \_\_\_\_\_

Address of property in question: \_\_\_\_\_  
\_\_\_\_\_

Legal description of property: \_\_\_\_\_  
\_\_\_\_\_

Registered owner of property: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Bus.: \_\_\_\_\_ Res.: \_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. There is no handwriting or other markings on the page.

Signature of registered owner or applicant, who signs as authorized representative of the registered owner.

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

# DISTRICT OF 100 MILE HOUSE

## Bylaw No. 1427

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### Being a bylaw to establish a Board of Variance and its procedures

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

#### 1. Citation

This bylaw may be cited for all purposes as “District of 100 Mile House Board of Variance Bylaw No. 1427, 2024.”

#### 2. Definitions

1) In this bylaw:

“**Board**” means the District of 100 Mile House Board of Variance

“**Chair**” means the Chair of the Board of Variance

“**Corporate Officer**” means the Corporate Officer of the District of 100 Mile House

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

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

“**Member**” means a member of the Board of Variance

“**Secretary**” means the Secretary to the Board of Variance appointed under this bylaw

#### 3. Appointment of Board Members

- 1) The Board shall consist of three members appointed by Council for a three-year term each.
- 2) The Board must elect one of their members as Chair and the Chair may appoint an acting Chair in the absence of the elected Chair.
- 3) A person who is a Councillor, a member of the planning committee, or an officer or employee of the District is not eligible to be appointed to the Board.

#### 4. Vacancies

- 1) In the event a member ceases to hold office, a successor shall be appointed by Council, and until the appointment, the remaining members constitute the Board of Variance.

**5. Secretary**

- 1) The Corporate Officer or their designate will be the Secretary of the Board of Variance.
- 2) The Secretary will carry out the duties assigned under this Bylaw and by the Board of Variance.

**6. Applications to the Board of Variance**

- 1) A person may apply to the Board of Variance by:
  - (a) Submitting to the Secretary a written application that is signed by the applicant and that contains:
    - i. the legal description and civic address that is the subject of the application;
    - ii. a site plan indicating the requested variance;
    - iii. the evidence and arguments on which the application is based;
    - iv. the relief sought;
    - v. the address to which the notice of the hearing should be mailed;
    - vi. any other information that the applicant intends to present to the Board at the hearing; and
  - (b) Paying the applicable fee prescribed in the District of 100 Mile House Fees and Charges Bylaw No. 1409, 2023 as amended or substituted from time to time.
- 2) Upon receiving an application, the Secretary of the Board must notify the Chair of the Board of Variance of the application as soon as practicable.
- 3) The Chair must set a time, date, and place for the Board of Variance to conduct a hearing of the application.

**7. Notices**

- 1) At least 10 days before the date set for a hearing, the Board of Variance, through the Secretary, will mail or deliver a notice of the hearing to the last known address of the following persons:
  - i. the applicant;
  - ii. the owners and tenants occupying the land that is the subject of the application;
  - iii. the owners and tenants occupying land that is adjacent to the land that is the subject of the application;
  - iv. the District of 100 Mile House Planning department;
  - v. the Building Inspector or their designate; and
  - vi. each member of the Board of Variance.

2) A notice of hearing must state:

- i. the subject matter of the application;
- ii. the time, date and place the application will be heard; and
- iii. if the meeting at which the application is heard is conducted by means of electronic or other communication facilities, the way in which the meeting is to be conducted by those means.

## 8. **Conduct of Hearing**

- 1) A quorum for the Board of Variance is (2) members, one of whom must be the Chair or designated Chair.
- 2) If a quorum is not present within 15 minutes after the scheduled time of a hearing, then the hearing will be deemed to have been cancelled and the Chair must set a new time, date and place for the Board to conduct a hearing of the application.
- 3) Any person or body with interest in property within the District is entitled to be heard at the hearing.
- 4) Evidence at a hearing may be given orally or in writing.
- 5) The Board of Variance may receive written submissions and hear oral submissions with respect to an application only during the hearing at which the application is considered.
- 6) The Board of Variance will permit submissions to be presented at a hearing in the following order:
  - i. the applicant;
  - ii. the Corporate Officer or their designate;
  - iii. the Building Inspector or their designate; and
  - iv. all other parties with an interest in the application in the sequence directed by the Chair until all such parties have been given a reasonable opportunity to present their submissions.
- 7) The Board may view the property affected by the application and surrounding properties. The Board may adjourn the hearing from time to time and may reconvene without further notice if the time, date, and place of reconvening is announced at adjournment.
- 8) The Secretary must record and keep minutes of the Board of Variance's proceedings.
- 9) The minutes of the Board of Variance's proceedings must be signed by the Chair.

## 9. **Decisions**

- 1) The Board of Variance may proceed to decide an application if the applicant fails to appear at the hearing.



- 2) The decision of the Board to either grant or deny an order must be made by a motion adopted by the majority of the Board members present at the meeting.
- 3) All members of the Board of Variance are voting members and any member who abstains from voting will be deemed to have voted in favour of the motion.
- 4) In the event that the members of the Board are equally divided in their votes for and against a motion, it will be disposed of in the negative.
- 5) Decisions of the Board of Variance will be filed with the Secretary and available for public inspection at the District of 100 Mile House municipal office during normal business hours.
- 6) The Secretary will mail or deliver a copy of the Board of Variance's decision to the last known address of those persons who were entitled to notice of the hearing and to any other person indicated by the Board.
- 7) The Board must not re-hear an appeal covering the identical grounds or principles upon which the Board has previously rendered a decision.
- 8) A decision of the Board is final and may only be overturned by the Supreme Court of Canada.

10. **Expenses**

- 1) No member of the Board of Variance shall receive compensation for his or her services other than allowances for actual expenses necessarily incurred in the discharge of official duties.

11. **Severability**

- 1) If any part of this bylaw is for any reason held to be invalid by a decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

12. **Repeals**

- 1) Board of Variance Bylaw No. 593, 1993 is hereby repealed.

READ A FIRST, SECOND, and THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2024.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2024.

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Mayor

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Corporate Administrator



# Board of variance

✦ Last updated on June 29, 2023

A local government that has adopted a zoning bylaw must establish one or more boards of variance to allow people to request relief from provisions of that bylaw.

As an alternative to applying for a development variance permit from a local government, a person may apply to the board of variance if they feel compliance with the bylaw would cause them hardship. For example, if an outcrop in a person's yard prevented them from siting the house in conformity with the normal setbacks, a person could apply for a variance.

## Board membership

Each member of a board of variance is appointed to a three-year term by the municipal council or regional board. Members of an advisory planning commission or officers or employees of the local government are prohibited from being appointed to a board of variance. An appointment may be rescinded at any time.

In a municipality, a board of variance consists of three or five people, depending upon the population of the municipality.

A regional district board may establish one or more boards of variance, each consisting of three people. If it establishes more than one board, the board jurisdictions must not overlap.

## Board of variance proceedings

Board of variance meetings must be open to the public.



The board may grant a variance if they find that compliance with the bylaw would cause undue hardship and have considered the following factors and are of the opinion that the variance does not:

- Result in inappropriate development of the site
- Adversely affect the natural environment
- Substantially affect the use and enjoyment of adjacent land
- Vary permitted uses and densities
- Defeat the intent of the bylaw

## Board of variance focus

The board of variance focuses primarily on hardship relating to matters such as siting, dimensions and size of buildings. A board of variance order cannot conflict with *Land Title Act* covenants or deal with matters in land use permits, land use contracts, floodplain bylaw specifications or phased development agreements.

A board of variance may also consider applications to vary the terms of an early termination of land use contract bylaw and order the continuation of the land use contract to no later than June 30, 2024.

## Board of variance appeals

A decision of the board of variance is final. However, there may be an appeal to the Supreme Court in the specific case where a person alleges that there has been an error by the building inspector in the determination of the amount of damage to a non-conforming building above its foundation. Non-conforming buildings that have been damaged or destroyed by 75% or more of their value may only be reconstructed to conform with zoning.

As a board of variance operates as a tribunal, its decisions may be assessed by the courts under the *Judicial Review Procedure Act* if it is alleged that proper procedure was not followed.

- [Judicial Review Procedure Act](#)

**Local Government Act**  
**Part 14 – Planning and Land Use Management**

**Division 15 — Board of Variance**

**Requirement for board of variance**

- 536** (1) A local government that has adopted a zoning bylaw must, by bylaw, establish a board of variance.
- (2) A person is not eligible to be appointed to a board of variance if the person is
- (a) a member of the local government or the advisory planning commission, or
  - (b) an officer or employee of the local government.
- (3) Subject to subsections (4) and (5) and to the rules established under section 538 (2) (b) (i) [*rules for joint board of variance*], an appointment to a board of variance is for a 3 year period.
- (4) If no successor has been appointed at the end of the 3 year period referred to in subsection (3), the appointment continues until the time that a successor is appointed.
- (5) A local government may rescind an appointment to a board of variance at any time.
- (6) If a member of a board of variance ceases to hold office, the person's successor is to be appointed in the same manner as the member who ceased to hold office, and, until the appointment of the successor, the remaining members constitute the board of variance.
- (7) Members of a board of variance must not receive compensation for their services as members, but must be paid reasonable and necessary expenses that arise directly out of the performance of their duties.
- (8) A local government must provide in its annual budget for the necessary funds to pay for the costs of the board of variance.

**Board of variance for municipality or regional district**

- 537** (1) If the population of a municipality is 25 000 or less, the municipal board of variance is to consist of 3 persons appointed by the council.
- (2) If the population of a municipality is more than 25 000, the municipal board of variance is to consist of 5 persons appointed by the council.
- (3) A regional district board of variance is to consist of 3 persons appointed by the board.
- (4) The board of a regional district may establish one or more boards of variance for the regional district, but, if more than one board of variance is established, the bylaw establishing them must specify the area of the regional district over which each board of variance has jurisdiction and those areas must not overlap.

### **Joint board of variance**

- 538** (1) Two or more local governments may satisfy the obligation under section 536 (1) [requirement for board of *variance*] by jointly establishing a board of variance by bylaw adopted by all participating local governments.
- (2) A bylaw under subsection (1) must
- (a) specify the area of jurisdiction for the board of variance, which may be all or part of the participating local governments, but must not overlap with the area of jurisdiction of any other board of variance, and
  - (b) establish rules for the following that apply in place of those established by sections 536 [requirement for board of *variance*] and 539 [chair and procedures]:
    - (i) appointment and removal of members of the board of variance;
    - (ii) appointment and removal of a chair of the board of variance.
- (3) As exceptions to section 537 [local board of *variance*], the following apply to a board of variance established under this section:
- (a) if a municipality is one of the participating local governments, the board of variance is to consist of
    - (i) 3 persons, if the population of the area of the jurisdiction of the board of variance is 25 000 or less, and
    - (ii) 5 persons, if the population of the area of the jurisdiction of the board of variance is more than 25 000;
  - (b) if a municipality is not one of the participating local governments, the board of variance is to consist of 3 persons.

### **Chair and procedures for board of variance**

- 539** (1) The members of a board of variance must elect one of their number as chair.
- (2) The chair may appoint a member of the board of variance as acting chair to preside in the absence of the chair.
- (3) A bylaw establishing a board of variance must set out the procedures to be followed by the board of variance, including the manner in which appeals are to be brought and notices under section 541 [notice of application for *variance*] or 543 (2) [notice of application in relation to early termination of land use contract] are to be given.
- (4) A board of variance must maintain a record of all its decisions and must ensure that the record is available for public inspection during regular office hours.

### **Application for variance or exemption to relieve hardship**

- 540** A person may apply to a board of variance for an order under section 542 [*board powers on application*] if the person alleges that compliance with any of the following would cause the person hardship:
- (a) a bylaw respecting
    - (i) the siting, size or dimensions of a building or other structure, or
    - (ii) the siting of a manufactured home in a manufactured home park;
  - (b) a subdivision servicing requirement under section 506 (1) (c) [*provision of water, sewer and other systems*] in an area zoned for agricultural or industrial use;
  - (c) the prohibition of a structural alteration or addition under section 531 (1) [*restrictions on alteration or addition while non-conforming use continued*];
  - (d) a bylaw under section 8 (3) (c) [*fundamental powers — trees*] of the *Community Charter*, other than a bylaw that has an effect referred to in section 50 (2) [*restrictions on authority — preventing all uses*] of that Act if the council has taken action under subsection (3) of that section to compensate or mitigate the hardship that is caused to the person.

### **Notice of application for variance**

- 541** (1) If a person makes an application under section 540, the board of variance must notify all owners and tenants in occupation of
- (a) the land that is the subject of the application, and
  - (b) the land that is adjacent to land that is the subject of the application.
- (2) A notice under subsection (1) must state the subject matter of the application and the time and place where the application will be heard.
- (3) The obligation to give notice under subsection (1) is satisfied if the board of variance made a reasonable effort to mail or otherwise deliver the notice.

### **Board powers on application**

- 542** (1) On an application under section 540, the board of variance may order that a minor variance be permitted from the requirements of the applicable bylaw, or that the applicant be exempted from section 531 (1) [*alteration or addition while non-conforming use continued*], if the board of variance
- (a) has heard the applicant and any person notified under section 541,
  - (b) finds that undue hardship would be caused to the applicant if the bylaw or section 531 (1) is complied with, and
  - (c) is of the opinion that the variance or exemption does not do any of the following:
    - (i) result in inappropriate development of the site;
    - (ii) adversely affect the natural environment;
    - (iii) substantially affect the use and enjoyment of adjacent land;

- (iv) vary permitted uses and densities under the applicable bylaw;
  - (v) defeat the intent of the bylaw.
- (2) The board of variance must not make an order under subsection (1) that would do any of the following:
  - (a) be in conflict with a covenant registered under section 219 of the *Land Title Act* or section 24A of the *Land Registry Act*, R.S.B.C. 1960, c. 208;
  - (b) deal with a matter that is covered in a land use permit or covered in a land use contract;
  - (c) deal with a matter that is covered by a phased development agreement under Division 12 [*Phased Development Agreements*];
  - (d) deal with a flood plain specification under section 524 (3);
  - (e) apply to a property
    - (i) for which an authorization for alterations is required under Part 15 [*Heritage Conservation*],
    - (ii) for which a heritage revitalization agreement under section 610 is in effect, or
    - (iii) that is scheduled under section 614 (3) (b) [*protected heritage property*] or contains a feature or characteristic identified under section 614 (3) (c) [*heritage value or character*].
- (3) In relation to an order under subsection (1),
  - (a) if the order sets a time within which the construction of the building, structure or manufactured home park must be completed and the construction is not completed within that time, or
  - (b) if that construction is not substantially started within 2 years after the order was made, or within a longer or shorter time period established by the order,the permission or exemption terminates and the bylaw or section 531 (1), as the case may be, applies.
- (4) A decision of the board of variance under subsection (1) is final.

**Exemption to relieve hardship from early termination of land use contract**

- 543** (1) The owner of land subject to a land use contract that will be terminated by a bylaw adopted under section 548 [*early termination of land use contracts*] may apply to a board of variance for an order under subsection (5) of this section if
- (a) the owner alleges that the timing of the termination of the land use contract by the bylaw would cause the owner hardship, and
  - (b) the application is received by the board of variance within 6 months after the adoption of the bylaw.

- (2) If an application is made under subsection (1), the board of variance must notify all owners and tenants in occupation of
  - (a) the land that is the subject of the application, and
  - (b) the land that is adjacent to land that is the subject of the application.
- (3) A notice under subsection (2) must state the subject matter of the application and the time and place where the application will be heard.
- (4) The obligation to give notice under subsection (2) must be considered satisfied if the board of variance made a reasonable effort to mail or otherwise deliver the notice.
- (5) On an application under subsection (1), the board of variance may order that, despite the termination of the land use contract and despite any zoning bylaw, the provisions of that land use contract continue to apply in relation to the applicant for a specified period of time ending no later than June 30, 2024, if the board of variance
  - (a) has heard the applicant, and
  - (b) finds that the timing of the termination of the land use contract by the bylaw would cause undue hardship to the applicant.
- (6) An order under subsection (5) does not run with the land.
- (7) The board of variance must make a decision on an application under subsection (1) within 6 months after the application is received by the board of variance.
- (8) A decision of the board of variance under subsection (5) is final.

**Extent of damage to non-conforming use property**

- 544**
- (1) A person may apply to a board of variance for an order under subsection (2) if the person alleges that the determination by a building inspector of the amount of damage under section 532 (1) *[end of non-conforming use protection if building of other structure is seriously damaged]* is in error.
  - (2) On an application under subsection (1), the board of variance may set aside the determination of the building inspector and make the determination under section 532 (1) in its place.
  - (3) The applicant or the local government may appeal a decision of the board of variance under subsection (2) to the Supreme Court.





## DISTRICT OF 100 MILE HOUSE

### Policy & Procedures Manual

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## 7. LAND AND DEVELOPMENT

### 7..1 BOARD OF VARIANCE

#### PURPOSE

To establish a policy for the District of 100 Mile House, setting out criteria for considering under what circumstances an individual will be referred to the Board of Variance.

#### POLICY

In considering whether a person may apply for a Board of Variance Order, the District will take into account the following:

- A person may apply for a Board of Variance Order if:
  - a. there is **undue hardship\*** caused by a Bylaw regulation as to the siting, size or dimension of a building, the prohibition against structural additions or alterations to a legal non-conforming use or subdivision servicing requirements in an area zoned for agricultural or industrial use;
  - b. the development and the variance are **minor\*\*** in nature;
  - c. an individual feels there has been an error in judgment by the Building Inspector as to the extent of damage to a non-conforming structure.
- A person may **not** apply for a Board of Variance Order if the variance will:
  - a. vary permitted uses or densities under the applicable bylaw
  - b. defeat the intent of the bylaw;
  - c. result in inappropriate development of the site;
  - d. substantially affect the use and enjoyment of adjacent lands; or
  - e. adversely affect the natural environment.
- The fee charged is equivalent to the Development Variance Permit application fee.

The District considers that:

**\*Hardship is related to aspects of the site (ie: a large rock or steep topography) as opposed to general hardships in the area, or hardships generated by the owner. Expense is not a hardship.\***

**\*\* A minor variance is approximately 10%.**



## DISTRICT OF 100 MILE HOUSE

## Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Jul 04, 2024

Time : 9:18 am

Supplier : 079850 To ZZ9950

Pay Date : 07-Jun-2024 To 30-Jun-2024

Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. Status : A

Medium : M=Manual C=Computer E=EFT-PA

K1

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
29745	14-Jun-2024	101850	1018173 BC LTD.	Cleared	221	C	1,955.10
29746	14-Jun-2024	1MHS50	100 MILE HOUSE & DISTRICT SOCCER ASSO	Cleared	221	C	250.00
29747	14-Jun-2024	1MTC50	100 MILE TRAFFIC CONTROL	Cleared	221	C	917.43
29748	14-Jun-2024	93MI50	93 MILE AGGREGATES	Cleared	221	C	1,045.80
29749	14-Jun-2024	ABCC50	ABC WEblink	Cleared	221	C	89.20
29750	14-Jun-2024	ABRC50	ABRAMS, COLE	Cleared	221	C	300.00
29751	14-Jun-2024	ACEC50	ACE COURIER SERVICES	Cleared	221	C	444.46
29752	14-Jun-2024	BOUD50	BOUTILIER, MARK JON AND BOUTILIER, DIAM	Issued	221	C	262.50
29753	14-Jun-2024	BOUT50	BOULANGER, TAMMY	Cleared	221	C	700.00
29754	14-Jun-2024	BREE50	BREE CONTRACTING LTD	Cleared	221	C	20,701.73
29755	14-Jun-2024	BRID50	BRIDGE LAKE TOWING	Issued	221	C	210.00
29756	14-Jun-2024	BURG50	BURGESS PLUMBING HEATING & ELECTRIC/	Issued	221	C	238.95
29757	14-Jun-2024	CAGE50	CARIBOO GEOGRAPHIC SYSTEMS	Cleared	221	C	1,980.73
29758	14-Jun-2024	CAME50	CAMEO PLUMBING LTD	Cleared	221	C	288.12
29759	14-Jun-2024	CARN50	CARO ANALYTICAL SERVICES	Cleared	221	C	508.20
29760	14-Jun-2024	CENU50	CENTURY HARDWARE LTD	Cleared	221	C	305.09
29761	14-Jun-2024	CINT50	CINTAS CANADA LIMITED	Cleared	221	C	947.15
29762	14-Jun-2024	CITN50	CITY OF NANAIMO	Cleared	221	C	105.00
29763	14-Jun-2024	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Cleared	221	C	1,103.24
29764	14-Jun-2024	CONW50	CONWAY, TODD M	Issued	221	C	148.36
29765	14-Jun-2024	CORI50	ICONIX WATERWORKS	Cleared	221	C	572.09
29766	14-Jun-2024	DHLE50	LOOMIS EXPRESS	Cleared	221	C	151.68
29767	14-Jun-2024	DONA50	DONAHUE AIRFIELD SERVICES	Issued	221	C	1,050.00
29768	14-Jun-2024	E36050	ENVIRONMENTAL 360 SOLUTIONS CENTRAL	Cleared	221	C	7,636.28
29769	14-Jun-2024	EDED50	EDGE, DAVE	Cleared	221	C	300.00
29770	14-Jun-2024	ELIS50	ELIAS, SHEENA	Issued	221	C	1,800.00
29771	14-Jun-2024	EXEE50	EXCEED ELECTRICAL ENGINEERING	Cleared	221	C	735.01
29772	14-Jun-2024	EYVE50	EYVETTE, ELLIOTT	Cleared	221	C	2,450.00
29773	14-Jun-2024	FIPR50	FIRE-PRO FIRE DEPARTMENT TRAINING INC	Cancelled	221	C	4,462.50
29774	14-Jun-2024	FIRM50	FIREMEDIX FIRE ACADEMY	Issued	221	C	1,350.00
29775	14-Jun-2024	FRIA50	FRISBY, ANDRIA	Issued	221	C	1,000.00
29776	14-Jun-2024	FULT50	FULTON & COMPANY	Cleared	221	C	4,750.87
29777	14-Jun-2024	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Cleared	221	C	5,937.39
29778	14-Jun-2024	GOLT50	GOLD TRAIL RECYCLING LTD	Cleared	221	C	58.49
29779	14-Jun-2024	HORS50	HORSE LAKE GARDEN CENTER	Cleared	221	C	24,984.29
29780	14-Jun-2024	HOTJ50	HOT JULY NIGHTS	Cleared	221	C	472.00
29781	14-Jun-2024	INLA50	INLAND KENWORTH PARTNERSHIP	Cleared	221	C	863.75
29782	14-Jun-2024	INNO50	INNOV8 DIGITAL SOLUTIONS	Cleared	221	C	825.23
29783	14-Jun-2024	INTA50	INTERIOR HEALTH	Issued	221	C	2,500.00
29784	14-Jun-2024	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Cleared	221	C	1,211.50
29785	14-Jun-2024	JUST50	JUSTICE INSTITUTE OF BC	Cleared	221	C	150.00
29786	14-Jun-2024	KALT50	KAL TIRE	Cleared	221	C	1,300.36
29787	14-Jun-2024	KRUC50	KRUSE, CHRISSY	Cleared	221	C	128.80
29788	14-Jun-2024	LONE50	LONE BUTTE SUPPLY LTD	Cleared	221	C	851.98
29789	14-Jun-2024	MCLM50	MCLAUCHLIN, MITCHELL	Issued	221	C	300.00
29790	14-Jun-2024	MOEP50	MOES, PAUL	Issued	221	C	500.00
29791	14-Jun-2024	NAPA50	NAPAAUTO PARTS - 100 MILE HOUSE	Cleared	221	C	5,915.84
29792	14-Jun-2024	NORM50	NORTHERN COMPUTER	Cleared	221	C	2,601.64
29793	14-Jun-2024	NORW50	NORTH-WESTERN SPRINTER GLASS INC.	Cleared	221	C	224.00
29794	14-Jun-2024	PAPY50	PAPYRUS PRINTING	Cleared	221	C	355.04
29795	14-Jun-2024	PARJ50	PARKER, JOHN	Cleared	221	C	300.00
29796	14-Jun-2024	PETR50	PETERS BROS CONSTRUCTION LTD	Cleared	221	C	343,872.38
29797	14-Jun-2024	PINM50	PINKNEY, MAUREEN	Cleared	221	C	300.00
29798	14-Jun-2024	PRAR50	PRAIRIECOAST EQUIPMENT	Cleared	221	C	1,751.92

## DISTRICT OF 100 MILE HOUSE

## Cheque Register-Summary-Bank



AP5090

Page : 2

Date : Jul 04, 2024

Time : 9:18 am

Supplier : 079850 To ZZ9950  
 Pay Date : 07-Jun-2024 To 30-Jun-2024  
 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
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29799	14-Jun-2024	PROF50	PROFIRE EMERGENCY EQUIPMENT INC	Cleared	221	C	416.80
29800	14-Jun-2024	RISJ50	RISLUND, JOEY	Cleared	221	C	300.00
29801	14-Jun-2024	SCMO50	SOUTH CARIBOO MOTOR SPORTS LTD	Cleared	221	C	2,959.48
29802	14-Jun-2024	SPAC50	SPARREBOOM, COLE AUSTIN	Cleared	221	C	402.00
29803	14-Jun-2024	TASC50	TASCO SUPPLIES LTD	Cleared	221	C	738.12
29804	14-Jun-2024	TEAB50	TERRA ABRASIVES	Cleared	221	C	5,870.00
29805	14-Jun-2024	THOK50	THOMAS, KURTIS	Cleared	221	C	100.00
29806	14-Jun-2024	TODB50	TODD, BARRY	Cleared	221	C	300.00
29807	14-Jun-2024	TSUN50	TSUNAMI SOLUTIONS LTD.	Issued	221	C	50.40
29808	14-Jun-2024	UPSB50	UPS CANADA	Cleared	221	C	190.63
29809	14-Jun-2024	WCEL50	W.C. ELECTRIC LTD	Cleared	221	C	6,111.00
29810	14-Jun-2024	WILO50	WILLIAM LOVE	Cleared	221	C	1,023.75
29811	14-Jun-2024	WURT50	WURTH CANADA LTD	Cleared	221	C	23.86
29812	28-Jun-2024	1MDE50	100 MILE DEVELOPMENT CORPORATION	Issued	230	C	4,297.68
29813	28-Jun-2024	1MNO50	100 MILE NORDIC SKI SOCIETY	Issued	230	C	2,500.00
29814	28-Jun-2024	1MTC50	100 MILE TRAFFIC CONTROL	Issued	230	C	998.72
29815	28-Jun-2024	93MI50	93 MILE AGGREGATES	Issued	230	C	2,419.20
29816	28-Jun-2024	ABRC50	ABRAMS, COLE	Issued	230	C	200.00
29817	28-Jun-2024	ACEC50	ACE COURIER SERVICES	Issued	230	C	235.27
29818	28-Jun-2024	BCTR50	BC TRANSIT	Issued	230	C	23,761.11
29819	28-Jun-2024	BEHR50	BEHREND'S BRONZE INC	Issued	230	C	398.84
29820	28-Jun-2024	BITM50	BITTERSWEET MANAGEMENT SERVICES INC	Issued	230	C	39,208.20
29821	28-Jun-2024	BROG50	BROGAN FIRE AND SAFETY	Issued	230	C	984.90
29822	28-Jun-2024	BURG50	BURGESS PLUMBING HEATING & ELECTRIC	Issued	230	C	14.99
29823	28-Jun-2024	CAME50	CAMEO PLUMBING LTD	Issued	230	C	51.89
29824	28-Jun-2024	CARN50	CARO ANALYTICAL SERVICES	Issued	230	C	1,292.03
29825	28-Jun-2024	CENC50	CENTRIX CONTROL SOLUTIONS LP	Issued	230	C	181.44
29826	28-Jun-2024	CENU50	CENTURY HARDWARE LTD	Issued	230	C	240.18
29827	28-Jun-2024	CINT50	CINTAS CANADA LIMITED	Issued	230	C	647.05
29828	28-Jun-2024	CITN50	CITY OF NANAIMO	Issued	230	C	105.00
29829	28-Jun-2024	CLEA50	CLEARTECH INDUSTRIES INC	Issued	230	C	1,421.77
29830	28-Jun-2024	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	230	C	1,260.84
29831	28-Jun-2024	COSN50	COMMUNITY SAFETY NET	Issued	230	C	250.00
29832	28-Jun-2024	DHLE50	LOOMIS EXPRESS	Issued	230	C	281.42
29833	28-Jun-2024	DICJ50	DICKERSON, JOSH	Issued	230	C	323.90
29834	28-Jun-2024	EQUE50	EQUINOX INDUSTRIES LTD.	Issued	230	C	1,765.05
29835	28-Jun-2024	EXEC50	EXETER COUNTRY TIRE	Issued	230	C	30.26
29836	28-Jun-2024	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	230	C	2,215.93
29837	28-Jun-2024	INLA50	INLAND KENWORTH PARTNERSHIP	Issued	230	C	202.20
29838	28-Jun-2024	INNO50	INNOV8 DIGITAL SOLUTIONS	Issued	230	C	45.49
29839	28-Jun-2024	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Issued	230	C	1,173.50
29840	28-Jun-2024	KAMO50	KAMLOOPS COMMUNICATIONS INC	Issued	230	C	1,615.33
29841	28-Jun-2024	KAUL50	KAUPP, LEANNE	Issued	230	C	235.00
29842	28-Jun-2024	NORM50	NORTHERN COMPUTER	Issued	230	C	7,520.73
29843	28-Jun-2024	NORW50	NORTH-WESTERN SPRINTER GLASS INC.	Issued	230	C	231.96
29844	28-Jun-2024	PARA50	LASZLO RETI	Issued	230	C	1,080.00
29845	28-Jun-2024	PATE50	PATERSON SEPTIC SERVICE	Issued	230	C	4,870.75
29846	28-Jun-2024	PERF50	PERFORMANCE ALL TERRAIN & RENTALS LT	Issued	230	C	260.05
29847	28-Jun-2024	PERS50	PERFECT SOLUTIONS LTD	Issued	230	C	702.95
29848	28-Jun-2024	PETR50	PETERS BROS CONSTRUCTION LTD	Issued	230	C	2,362.50
29849	28-Jun-2024	PINM50	PINKNEY, MAUREEN	Cleared	230	C	2,132.90
29850	28-Jun-2024	PLEW50	PLEWES, LYNN	Issued	230	C	109.90
29851	28-Jun-2024	PSOD50	PSO GRAD COMMITTEE	Issued	230	C	150.00

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



AP5090

Page : 3

Date : Jul 04, 2024

Time : 9:18 am

Supplier : 079850 To ZZ9950  
Pay Date : 07-Jun-2024 To 30-Jun-2024  
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								
29852	28-Jun-2024	PURO50	PUROLATOR INC	Issued	230	C	95.20	
29853	28-Jun-2024	ROCY50	ROCKY MOUNTAIN PHOENIX	Issued	230	C	1,192.80	
29854	28-Jun-2024	SAVE50	SAVE ON FOODS	Issued	230	C	101.52	
29855	28-Jun-2024	SCMO50	SOUTH CARIBOO MOTOR SPORTS LTD	Issued	230	C	115.35	
29856	28-Jun-2024	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	230	C	2,388.75	
29857	28-Jun-2024	TERR50	TERRALINK CANADA	Issued	230	C	10,589.25	
29858	28-Jun-2024	TRUE50	TRUE CONSULTING GROUP	Issued	230	C	19,757.93	
29859	28-Jun-2024	UNIT50	UNITED CONCRETE & GRAVEL LTD	Issued	230	C	1,794.86	
29860	28-Jun-2024	WILL50	WILLIAMS LAKE WATER FACTORY	Issued	230	C	87.50	
29861	28-Jun-2024	WILO50	WILLIAM LOVE	Cleared	230	C	1,653.75	
29862	28-Jun-2024	WURT50	WURTH CANADA LTD	Issued	230	C	881.71	
00000-0008	14-Jun-2024	RECE50	RECEIVER GENERAL OF CANADA	Cleared	197	E	5,209.36	
00000-0009	14-Jun-2024	RECE50	RECEIVER GENERAL OF CANADA	Cleared	198	E	16,228.09	
00000-0010	07-Jun-2024	PENS50	PENSION CORPORATION	Cleared	199	E	8,543.84	
00000-0011	07-Jun-2024	FRCO50	FOUR RIVERS CO-OPERATIVE	Cleared	200	E	8,911.06	
00000-0013	07-Jun-2024	FORT50	FORTIS BC - NATURAL GAS	Cleared	202	E	54.17	
00000-0014	07-Jun-2024	ROYL50	ROYAL BANK VISA	Cleared	203	E	891.60	
00000-0015	10-Jun-2024	ETAX50	EMPLOYER HEALTH TAX	Cleared	204	E	15,882.89	
00000-0016	12-Jun-2024	BCHY50	BC HYDRO & POWER AUTHORITY	Cleared	205	E	13,871.14	
00000-0017	10-Jun-2024	SCOO50	SCOTT, ROY	Cleared	206	E	7,350.00	
00000-0018	12-Jun-2024	ROYL50	ROYAL BANK VISA	Cleared	207	E	1,954.02	
00000-0019	12-Jun-2024	ROYL50	ROYAL BANK VISA	Cleared	208	E	3,490.82	
00000-0020	12-Jun-2024	ROYL50	ROYAL BANK VISA	Cleared	209	E	950.78	
00000-0021	12-Jun-2024	ROYL50	ROYAL BANK VISA	Cleared	210	E	2,312.34	
00000-0022	12-Jun-2024	SHAW50	SHAW CABLE	Cleared	211	E	107.47	
00000-0023	12-Jun-2024	SHAW50	SHAW CABLE	Cleared	212	E	151.20	
00000-0024	12-Jun-2024	SHAW50	SHAW CABLE	Cleared	213	E	190.40	
00000-0025	12-Jun-2024	BLAK50	BLACK PRESS GROUP LTD	Cleared	214	E	253.00	
00000-0026	12-Jun-2024	BLAK50	BLACK PRESS GROUP LTD	Cleared	215	E	851.72	
00000-0027	12-Jun-2024	BCHY50	BC HYDRO & POWER AUTHORITY	Cleared	216	E	2,000.00	
00000-0028	12-Jun-2024	FORT50	FORTIS BC - NATURAL GAS	Cleared	217	E	839.49	
00000-0029	12-Jun-2024	BCHY50	BC HYDRO & POWER AUTHORITY	Cleared	218	E	157.53	
00000-0030	14-Jun-2024	SHAW50	SHAW CABLE	Cleared	219	E	395.14	
00000-0031	14-Jun-2024	TELM50	TELUS MOBILITY CELLULAR INC	Cleared	220	E	689.36	
00000-0032	28-Jun-2024	RECE50	RECEIVER GENERAL OF CANADA	Cleared	222	E	4,567.62	
00000-0033	28-Jun-2024	RECE50	RECEIVER GENERAL OF CANADA	Cleared	223	E	14,714.52	
00000-0034	21-Jun-2024	PENS50	PENSION CORPORATION	Cleared	224	E	8,463.54	
00000-0035	30-Jun-2024	SHAW50	SHAW CABLE	Cleared	226	E	305.54	
00000-0036	30-Jun-2024	SHAW50	SHAW CABLE	Cleared	227	E	254.19	
00000-0037	30-Jun-2024	GRAY50	ADT SECURITY SERVICES CANADA INC	Cleared	228	E	193.99	
00000-0038	30-Jun-2024	CLIF50	CANADA LIFE	Issued	229	E	7,835.20	
Total Computer Paid :		619,087.69	Total EFT PAP :		127,620.02	Total Paid :		746,707.71
Total Manually Paid :		0.00	Total EFT File :		0.00			

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