



## **DISTRICT OF 100 MILE HOUSE**

### **AGENDA FOR THE REGULAR MEETING OF THE MUNICIPAL COUNCIL TO BE HELD IN MUNICIPAL COUNCIL CHAMBERS Tuesday, May 6<sup>th</sup>, 2025 at 5:30 PM**

<b>A.</b>	<b><u>CALL TO ORDER</u></b>
	Mayor to call the regular meeting to order at 5:30 PM. Acknowledgement that this meeting is being held on Tsqescencúlecw.
<b>B.</b>	<b><u>APPROVAL OF AGENDA:</u></b>
	<b>B1</b> <b>BE IT RESOLVED THAT</b> the May 6 <sup>th</sup> , 2025 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>BDO – 2024 Financial Statements &amp; Audit Presentation</b>	<b>D1 - Delegation</b> BDO representative Mario Piroddi will appear before Mayor & Council to present the 2024 Audited Financial Statements.  <b>BE IT RESOLVED THAT</b> the District of 100 Mile House 2024 Audited Financial Statements <u>be approved</u> as presented.

<b>Public Hearing – Capacity Increase</b>	<b>D2 – Public Hearing</b>  <b>OPEN PUBLIC HEARING</b>  Mayor Pinkney to read the opening statement summary to call for verbal and written submissions regarding the Capacity Increase for Cask & Cleaver Brewing.
	<b>CLOSE PUBLIC HEARING</b>  Mayor Pinkney to read closing statement.
<b>E.</b>	<b><u>MINUTES:</u></b>
<b>Regular – April 22<sup>nd</sup>, 2025</b>	<b>E1</b>  <b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of April 22 <sup>nd</sup> , 2025 <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>FYI Correspondence</b>	<b>H1</b>  <b>BE IT RESOLVED THAT</b> the For Information Correspondence List dated May 2 <sup>nd</sup> , 2025 <u>be received</u> .
<b>I.</b>	<b><u>STAFF REPORTS:</u></b>
<b>BC Transit Operating Agreement</b>	<b>I1</b>  <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.
<b>2024 Annual Report</b>	<b>I2</b>  <b>BE IT RESOLVED THAT</b> The District of 100 Mile House 2024 Annual Report <u>be received</u> and advertised for public inspection.

**Cask & Cleaver –  
Capacity Increase****I3**

**WHEREAS** Cask & Cleaver Brewing has applied for a Capacity Increase from 60 patrons to a maximum of 94 seats; and

**WHEREAS**

- The Capacity Increase is an amendment to an existing Manufacturer's Licence for Structural Changes to an Approved Lounge or Special Event Area;
- The location of the establishment is in a commercial highway corridor, zoned C-2, and is removed from nearby residences;
- The maximum patron capacity is presently 60 persons; and

**WHEREAS** the impact of approval of the Capacity Increase on the community has been considered, and comments from the surrounding property owners, tenants, and the community at large have been solicited and heard by written comment and Public Hearing; therefore

**BE IT RESOLVED THAT**

- Council of the District of 100 Mile House confirms that it considers the impact of noise on nearby residents to be minimal;
- Council of the District of 100 Mile House confirms the capacity increase on the community will not generate a significant increase in traffic volumes, nor cause late-night policing concerns;
- Council of the District of 100 Mile House confirms that the capacity increase will demand adequate on-site parking be achieved, and therefore requires the applicant to delineate 25 on-site parking spaces with painted markings as well as arrows to show traffic circulation routes;
- Council of the District of 100 Mile House confirms that the views of residents and businesses within 60 metres of the establishment were gathered by written invitation to provide comments in writing or in person at a Public Hearing, held May 6, 2025 at 5:30 pm. Notices were mailed to property owners and hand delivered to commercial tenants within a 60 metre radius and posted on the District of 100 Mile House website on April 25, 2025, and sent to the District's subscription service on May 1, 2025;

	<p>➤ Council of the District of 100 Mile House confirms its support of the license amendment to a maximum of 94 seats, which would prove favorable to the local economy; support tourism and have a positive social impact in the community; and further</p> <p><b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House <b>recommends</b> the issuance of the Capacity Increase.</p>
<b>Commissionaires Report April 2025</b>	<p><b>I4</b></p> <p><b>BE IT RESOLVED THAT</b> the Bylaw report for the period of April 1<sup>st</sup> to 30<sup>th</sup>, 2025 <u>be received</u>.</p>
<b>J.</b>	<b><u>BYLAWS:</u></b>
<b>2025 Tax Rate Bylaw No. 1449, 2025</b>	<p><b>J1</b></p> <p><b>BE IT RESOLVED THAT</b> Tax Rates Bylaw No. 1449, 2025 be adopted this 6<sup>th</sup> day of May 2025.</p>
<b>OCP &amp; Zoning Amendment Bylaw No. 1450 &amp; 1451, 2025</b>	<p><b>J2</b></p> <p><b>BE IT RESOLVED THAT</b> Official Community Plan Amendment Bylaw No. 1450, 2025 be read a first and second time this 6<sup>th</sup> day of May, 2025; and further</p> <p><b>BE IT RESOLVED THAT</b> Zoning Amendment Bylaw No. 1451, 2025 be read a first and second time this 6<sup>th</sup> day of May, 2025</p>
<b>K.</b>	<b><u>VOUCHERS</u></b>
<b>Paid Vouchers (April 18<sup>th</sup> – 30<sup>th</sup>, 2025) #30645 – #30664 &amp; EFTs</b>	<p><b>K1</b></p> <p><b>BE IT RESOLVED THAT</b> the paid manual vouchers #30645 to #30664 and EFT's totaling <b>\$207,630.28</b> <u>be received</u>.</p>



<b>L.</b>	<b><u>OTHER BUSINESS:</u></b>
<b>M.</b>	<b><u>QUESTION PERIOD:</u></b>  Call for questions from the public for items relevant to the agenda.
	<b><u>IN CAMERA SESSION:</u></b>
<b>In Camera</b>	<b>BE IT RESOLVED THAT</b> , pursuant to Section 92 of the <i>Community Charter</i> , this meeting of the Council be closed to the public under Section 90 (1)(g) of the Community Charter.  Regular meeting called back to order at:
<b>N.</b>	<b><u>ADJOURNMENT:</u></b>  <b>BE IT RESOLVED THAT</b> this May 6 <sup>th</sup> , 2025, meeting of Council be adjourned:      Time:



DISTRICT OF  
**100 Mile House**

**D1**

# District of 100 Mile House

## Financial Statement Highlights

For the year ended December 31, 2024



# Audit Opinion

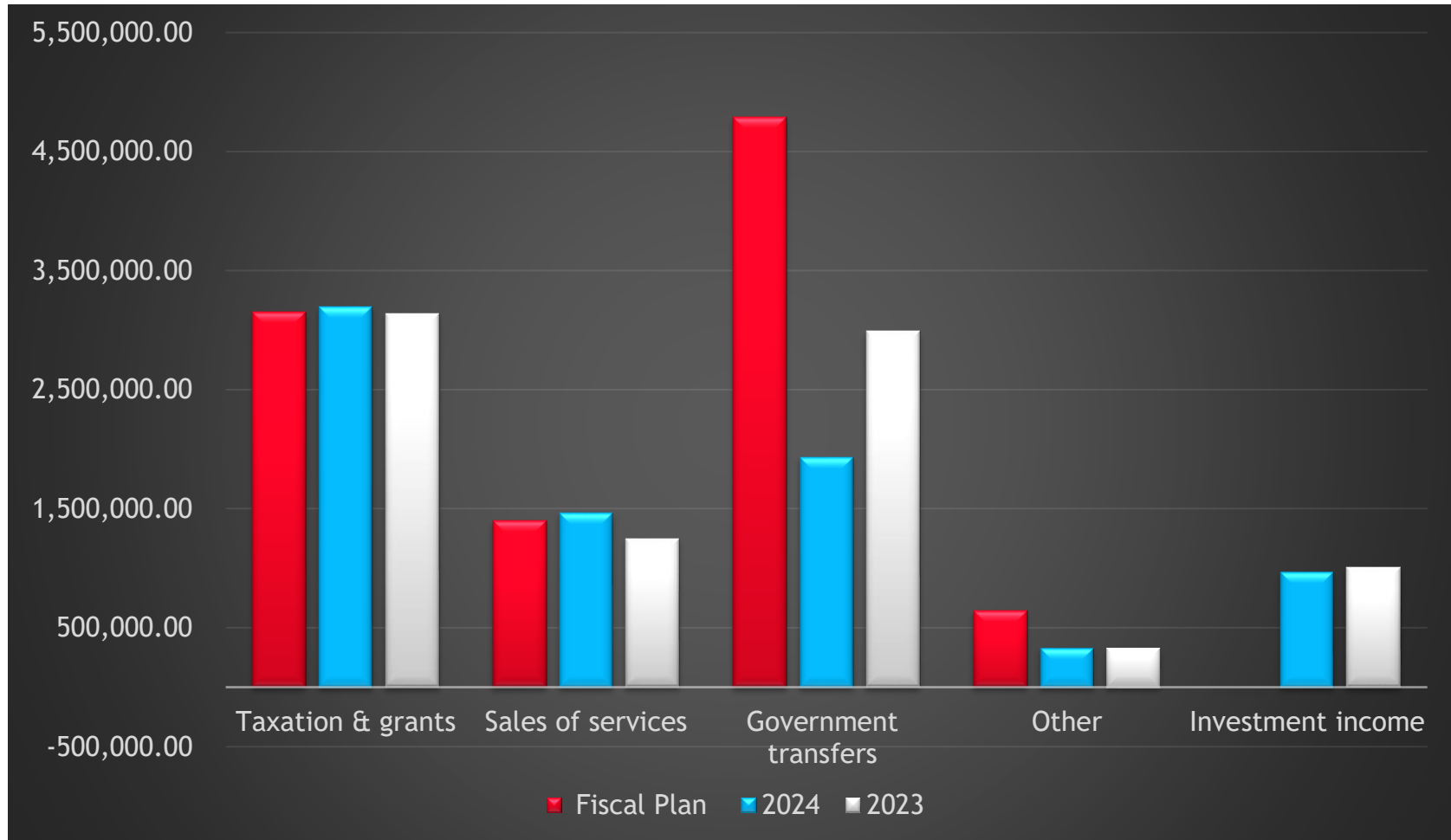
We have audited the financial statements of the District of 100 Mile House (the “District”), which comprise the statement of financial position as at December 31, 2024, and the statement of change in net financial assets, statement of operations, and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2024, and its results of operations, change in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

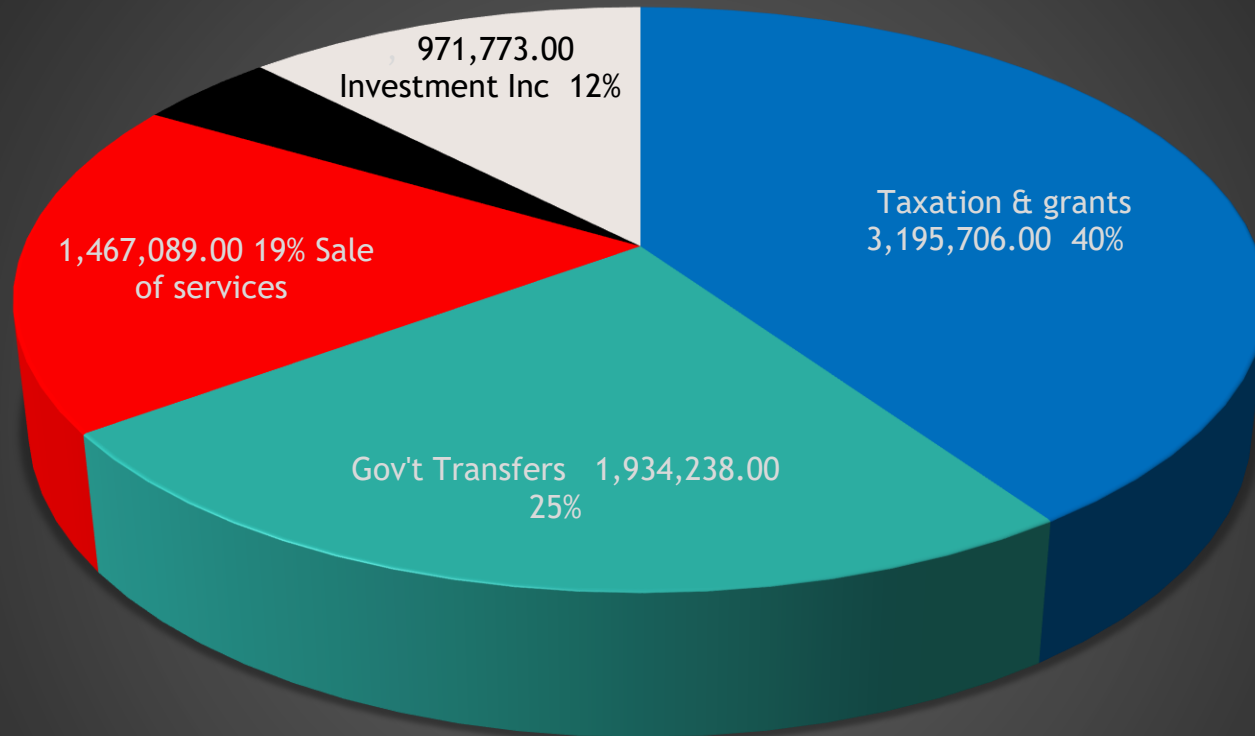
# Financial Position

	2024	2023
Financial assets	\$ 20,027,579	\$ 20,435,262
Liabilities (excluding ARO)	1,770,355	1,623,704
Asset retirement obligations	671,090	880,462
Net financial assets	17,586,134	17,931,096
Tangible capital assets	\$42,417,550	\$40,958,043

# Revenues - Comparison of Budget to Actuals

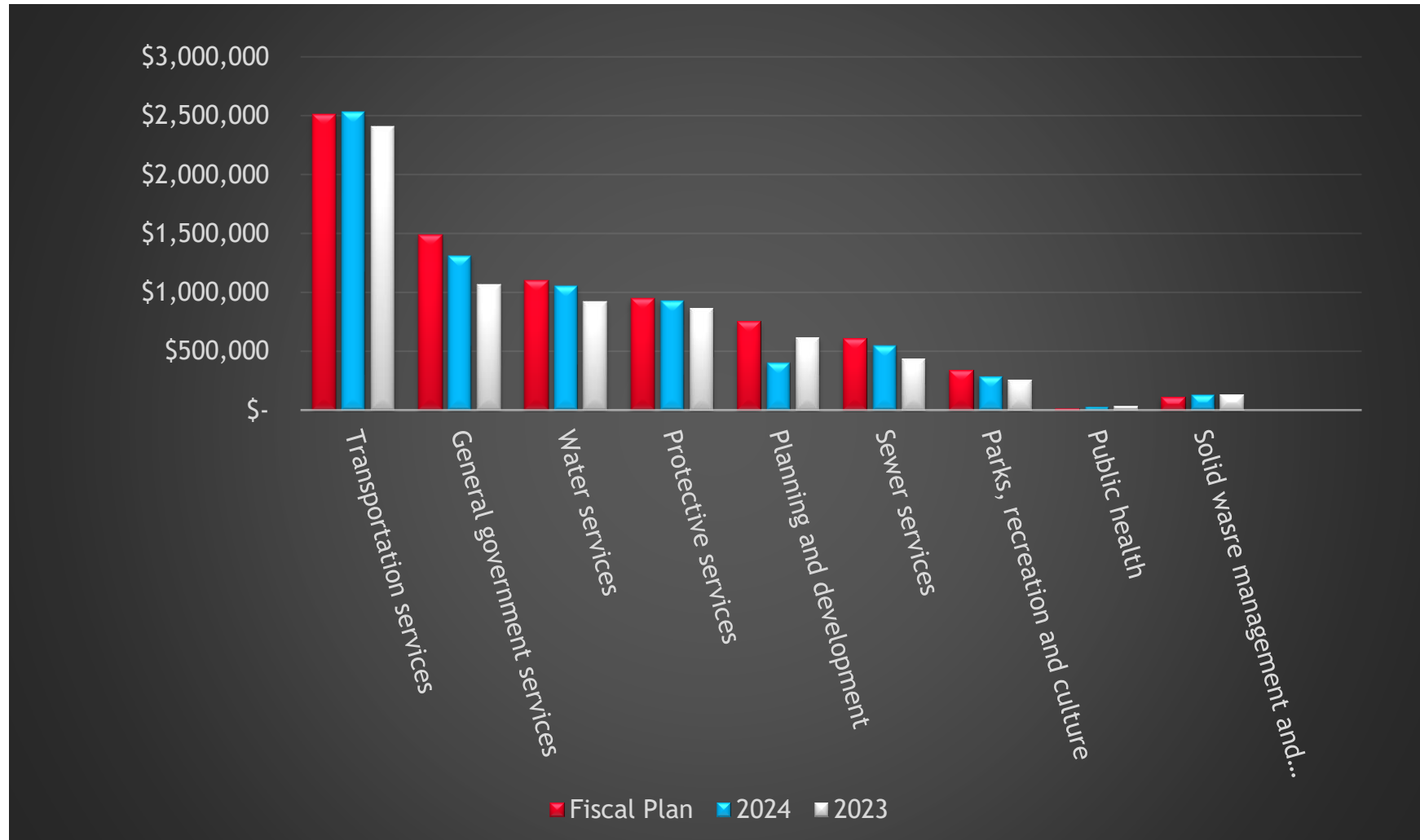


# Revenues - Breakdown by Source

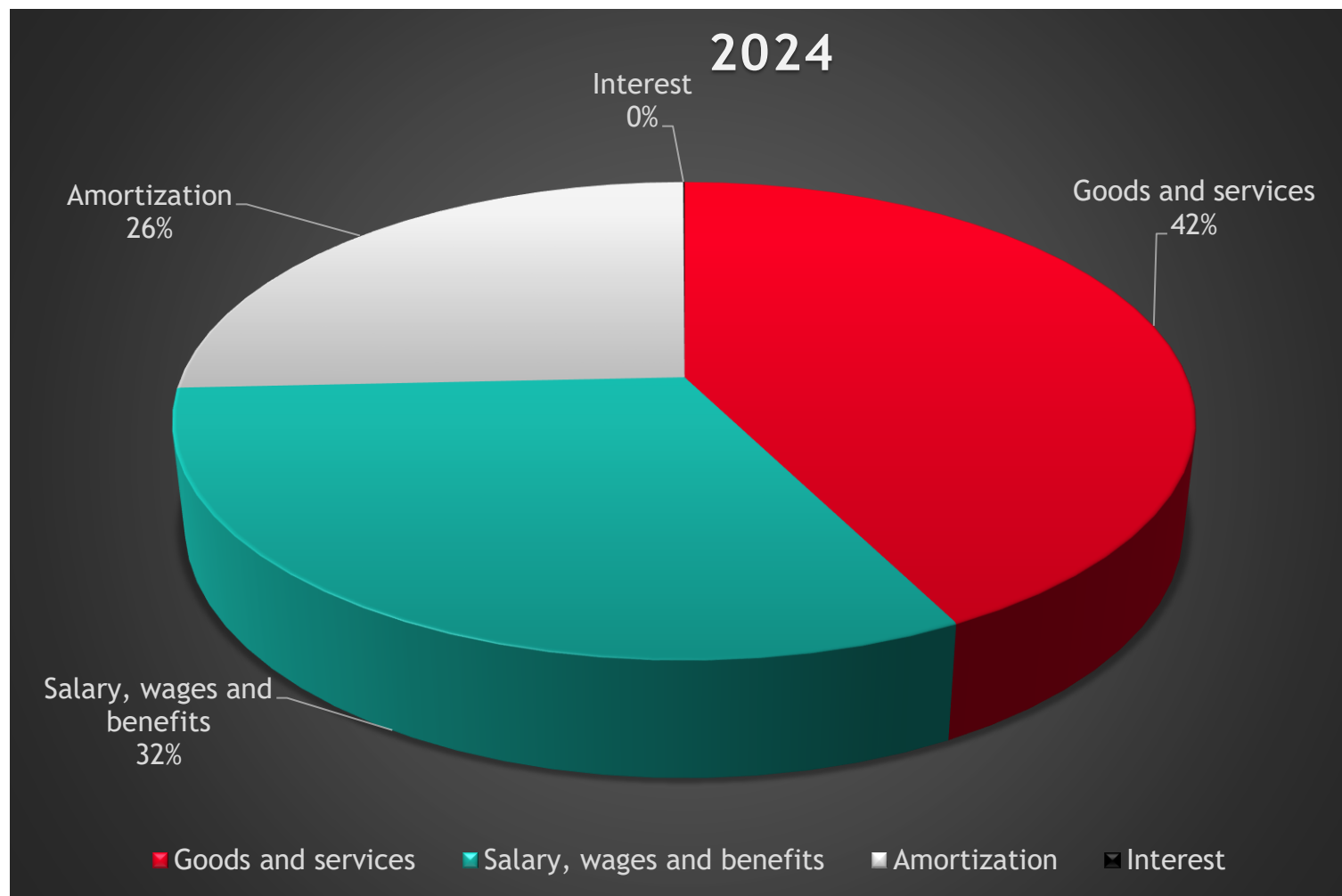


■ Taxation & grants ■ Gov't Transfers ■ Sale of services ■ Other ■ Investment Inc

# Expenses - Comparison of Budget to Actuals



# Expense - Breakdown by Type





# Annual Surplus

	Financial Plan	2024	2023
Annual surplus	3,502,940	706,381	1,957,145
Acquisition of capital assets	(11,552,775)	(3,338,540)	(2,126,824)
Amortization	1,681,445	1,860,712	1,846,957
Gain on disposal of capital assets	-	47,096	17,618
(Deficit) Surplus before transfers	(6,368,390)	(724,351)	1,694,896
Debt repayment	-	(5,277)	(5,278)
Transfers to/from reserves	6,368,390	1,380,320	320,761
(Deficit)/Surplus after transfers	-	650,692	2,010,379

# Accumulated Surplus 2024

	2024
General	\$2,467,379
Water	387,050
Sewer	<u>426,091</u>
	3,280,520
Invested in tangible capital assets	41,323,040
Reserves	<u>15,647,339</u>
	<u>\$60,250,899</u>

# Accumulated Surplus - Reserves

## Reserves

Municipal infrastructure	2,193,128
Utility infrastructure	3,619,331
Parkland	20,203
Machinery & equipment	1,668,281
Covid-19	26,473
Woodlot	329,036
Community forest	5,941,246
Growing communities	1,291,704
Community works fund	557,937
Total reserves	<u>\$15,647,339</u>



# Audit Results

- Audit completed on time
- No deviations required from planned approach
- Testing of transactions with management performed without issue.

# QUESTIONS?

**District of 100 Mile House**  
**Financial Statements**  
For the year ended December 31, 2024

**District of 100 Mile House**  
**Financial Statements**  
**For the year ended December 31, 2024**

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## Management's Responsibility for Financial Reporting

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The accompanying financial statements of the District of 100 Mile House (the "District") are the responsibility of management and have been approved by the Mayor and Council of the District.

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

The District of 100 Mile House maintains systems of internal accounting and administrative controls of reasonable quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the District's assets are appropriately accounted for and adequately safeguarded.

The Mayor and Council are responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements.

The Mayor and Council review the District's financial statements and recommend their approval. The Mayor and Council meet periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the annual report, the financial statements and the external auditor's report. The Mayor and Council take this information into consideration when approving the financial statements for issuance to the taxpayers. The Mayor and Council also appoint the engagement of the external auditors.

The financial statements have been audited by BDO Canada LLP in accordance with Canadian generally accepted auditing standards on behalf of the taxpayers. BDO Canada LLP has full access to the Council and management.

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Director of Finance



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## Independent Auditor's Report

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To the Members of Council, Inhabitants and Taxpayers of the District of 100 Mile House

### Opinion

We have audited the financial statements of the District of 100 Mile House (the "District"), which comprise of the statement of financial position as at December 31, 2024, and the statement of change in net financial assets, statement of operations, and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2024, and the results of its operations, change in net financial assets, and cash flow for the year then ended in accordance with Canadian public sector accounting standards.

### Other Matters

We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of Schedule 1 on page 33 and Schedule 2 on page 34 of these financial statements.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities with the District to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Chartered Professional Accountants**

**Kamloops, British Columbia  
May 6, 2025**

**District of 100 Mile House**  
**Statement of Financial Position**

**As at December 31**

**2024**

**2023**

**Financial assets**

Cash (Note 2)	\$12,850,525	\$ 8,317,681
Short-term investments (Note 2)	5,680,229	10,838,914
Accounts receivable (Note 3)	977,843	751,284
Investment in 100 Mile Development Corporation (Note 6)	518,982	518,982
Municipal Finance Authority deposits (Note 7)	-	8,401
	<u>20,027,579</u>	<u>20,435,262</u>

**Liabilities**

Accounts payable and accrued liabilities (Note 5)	655,586	802,917
Deferred revenue (Note 8)	574,331	277,641
Development cost charges (Note 8)	540,438	521,408
Municipal Finance Authority debt reserve (Note 7)	-	8,401
Long-term debt (Note 9)	-	13,337
Asset retirement obligation liability (Note 15)	671,090	880,462
	<u>2,441,445</u>	<u>2,504,166</u>

**Net financial assets**

17,586,134      17,931,096

**Non-financial assets**

Tangible capital assets (Note 10)	42,417,550	40,958,043
Supply inventory	187,205	163,900
Prepaid expenses and deposits	60,010	491,479
	<u>42,664,765</u>	<u>41,613,422</u>

**Accumulated surplus (Note 11)**

\$60,250,899      \$ 59,544,518

**Contingent Liabilities and Commitments (Note 14)**

\_\_\_\_\_  
Director of  
Finance

\_\_\_\_\_  
Mayor

**District of 100 Mile House**  
**Statement of Operations**

<b>For the year ended December 31</b>	<b>Fiscal Plan</b>	<b>2024</b>	<b>2023</b>
<b>Revenue</b>			
Property taxation & grants in lieu (Note 12)	\$ 3,150,615	\$ 3,195,706	\$ 3,138,613
Government transfers (Note 13)	4,788,900	1,934,238	2,989,878
Sales of services	1,401,215	1,467,089	1,244,154
Income of 100 Mile Development Corporation	1,400,000	13,846	-
Other revenue	643,290	333,898	328,044
Investment income	-	971,773	1,004,644
Gain (loss) on sale of tangible capital assets	-	25,805	(17,618)
	<b>11,384,020</b>	<b>7,942,355</b>	<b>8,687,715</b>
<b>Expenses</b>			
General government	1,490,365	1,311,943	1,062,263
Protective services	949,550	930,107	868,925
Solid waste management and recycling	109,195	132,598	127,752
Public Health	13,290	28,512	32,527
Planning and development	754,090	404,317	616,960
Transportation	2,512,580	2,535,183	2,405,752
Parks, recreation and culture	341,835	286,520	255,888
Water services	1,103,645	1,056,299	922,779
Sewer services	606,530	550,495	437,724
	<b>7,881,080</b>	<b>7,235,974</b>	<b>6,730,570</b>
<b>Annual surplus</b>	<b>3,502,940</b>	<b>706,381</b>	<b>1,957,145</b>
<b>Accumulated surplus, beginning of year</b>	<b>58,222,030</b>	<b>59,544,518</b>	<b>57,587,373</b>
<b>Accumulated surplus, end of year</b>	<b>\$61,724,970</b>	<b>\$60,250,899</b>	<b>\$ 59,544,518</b>

**District of 100 Mile House**  
**Statement of Change in Net Financial Assets**

<u>For the year ended December 31</u>	<u>Fiscal Plan</u>	<u>2024</u>	<u>2023</u>
Annual surplus	\$ 3,502,940	\$ 706,381	\$ 1,957,145
Acquisition of tangible capital assets	(11,552,775)	(3,338,540)	(2,126,824)
Amortization of tangible capital assets	1,681,445	1,860,712	1,846,957
Loss (gain) on sale of tangible capital assets	-	47,096	17,618
Proceeds on sale of tangible capital assets	-	(28,775)	(17,618)
Change in supply inventory	-	(23,305)	(102,156)
Change in prepaid expenses	-	431,469	(3,665)
	(6,368,390)	(344,962)	1,571,457
Net change in net financial assets	(6,368,390)	(344,962)	1,571,457
Net financial assets, beginning of year	17,931,096	17,931,096	16,359,639
Net financial assets, end of year	\$11,562,706	\$17,586,134	\$ 17,931,096

The accompanying notes are an integral part of these financial statements.

**District of 100 Mile House**  
**Statement of Cash Flows**

<b>For the year ended December 31</b>	<b>2024</b>	<b>2023</b>
<b>Operating transactions</b>		
Annual surplus	\$ 706,381	\$ 1,957,145
Items not involving cash		
Amortization	1,860,712	1,846,957
Gain (loss) on disposal of tangible capital assets	47,096	17,618
Actuarial adjustment on debt	(8,059)	(7,424)
Changes in non-cash operating balances		
Accounts receivable	(226,560)	580,456
Inventories for resale	(23,305)	(102,156)
Asset retirement obligation liability	(209,372)	41,687
Accounts payable and accrued liabilities	(77,665)	217,549
Deferred revenue and development cost charges	315,720	(218,220)
Prepaid expenses	431,469	(3,665)
Other liabilities	(69,665)	7,148
	<u>2,746,752</u>	<u>4,337,095</u>
<b>Capital transactions</b>		
Acquisition of tangible capital assets	(3,338,540)	(2,126,824)
Proceeds on sale of tangible capital assets	(28,775)	(17,618)
	<u>(3,367,315)</u>	<u>(2,144,442)</u>
<b>Investing transaction</b>		
Redemption (purchase) of short-term investments	<u>5,158,684</u>	<u>(10,375,433)</u>
<b>Financing transaction</b>		
Principal payment on long-term debt	<u>(5,277)</u>	<u>(5,278)</u>
<b>Net decrease in cash</b>	<u>4,532,844</u>	<u>(8,188,058)</u>
<b>Cash, beginning of year</b>	<u>8,317,681</u>	<u>16,505,739</u>
<b>Cash, end of year</b>	<u>\$12,850,525</u>	<u>\$ 8,317,681</u>

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**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

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**1. Significant Accounting Policies**

**Government Reporting  
Entity**

The District of 100 Mile House (the "District") was incorporated in 1965 and operates under the statute of the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. The District provides municipal services including administrative, protective, transportation, environmental, recreational, water, sewer and fiscal management.

**Reporting Entity**

The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the District and which are owned or controlled by the District except for the District's government business enterprise, 100 Mile Development Corporation which is accounted for on the modified equity basis of accounting.

The Perpetual Care Fund is excluded from the financial statements.

**Basis of Accounting**

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

The financial statements of the District have been prepared in accordance with Canadian Public Sector Accounting Standards.

**Asset Retirement  
Obligation**

A liability for an asset retirement obligation is recognized when there is a legal obligation to incur retirement costs in relation to a tangible capital asset; the past transaction or event giving rise to the liability has occurred; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date. This liability is subsequently reviewed at each financial reporting date and adjusted for the passage of time and for any revisions to the timing, amount required to settle the obligation or the discount rate. Upon the initial measurement of an asset retirement obligation, a corresponding asset retirement cost is added to the carrying value of the related tangible capital asset if it is still in productive use. This cost is amortized over the useful life of the tangible capital asset. If the related tangible capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed.

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**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

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**1. Significant Accounting Policies (continued)**

**Cash and  
Cash Equivalents**

Cash and cash equivalents consist of cash on hand less outstanding cheques and deposits with a maturity of less than three months at the time of purchase.

**Investment in  
Government Business  
Enterprise**

The investment in 100 Mile Development Corporation (the "Corporation"), a government business enterprise, is accounted for on a modified equity basis. Under the modified equity basis, the Corporation's accounting policies are not adjusted to conform with those of the municipality and inter-organizational transactions and balances are not eliminated. The District recognizes its equity interest in the annual income or loss of the Corporation in its statement of operations with a corresponding increase or decrease in its investment asset account. Any dividends that the District may receive from the Corporation will be reflected as reductions in the investment asset account.

**Revenue Recognition**

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. As taxes recorded are initially based on management's best estimate of the taxes that will be received, it is possible that changes in future conditions, such as reassessments due to audits, appeals and court decisions, could result in a change in the amount of tax revenue recognized. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts.

Revenues from transactions with performance obligations are recognized when (at a point in time) or as (over a period of time) the District satisfies the performance obligations, which occurs when control of the benefits associated with the promised goods or services has passed to the payor.

The District recognizes revenue from users of the water, sewer, solid waste disposal, and rentals of Village property services on a straight-line basis over the period of time that the relevant performance obligations are satisfied by the District.

The District recognizes revenue from administrative services, building permits, development permits, sales of goods and other licenses and permits at the point in time that the District has performed the related performance obligations and control of the related benefits has passed to the payors.

Revenue from transactions without performance obligation is recognized at realizable value when the District has the authority to claim or retain an inflow of economic resources received or receivable and there is a past transaction or event that gives rise to the economic resources.



**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

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**1. Significant Accounting Policies (continued)**

**Revenue Recognition (continued)**

The District recognizes revenue from tax penalties and interest, parking ticket fines, and other revenue without associated performance obligations at the realizable value at the point in time when the District is authorized to collect these revenues.

Conditional non-government grant revenue is recognized to the extent the conditions imposed on it have been fulfilled. Unconditional non-government grant revenue is recognized when monies are receivable.

Grants for the acquisition of tangible capital assets are recognized in the period in which eligible expenditures are made.

**Government Transfers** Government transfers, which include legislative grants, are recognized in the financial statements in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amount can be made.

**Collection of Taxes on Behalf of Other Taxation Authorities** The District collects taxation revenue on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of entities are not reflected in these financial statements.

**Tangible Capital Assets** Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development, or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as set out in the Capital Asset Policy. Estimated useful lives are as follows:

Buildings	40 to 75 years
Building Improvements	10 to 40 years
Furniture, Equipment & IT Technology	4 to 20 years
Machinery, Equipment & Vehicles	5 to 20 years
Roads	10 to 100 years
Underground & Other Engineered Structures	10 to 100 years

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the statement of operations.

**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

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**1. Significant Accounting Policies (continued)**

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

**Contributions of  
Tangible Capital  
Assets**

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and recorded as revenue.

**Leased Assets**

Leased assets which transfer substantially all the benefits and risk incidental to ownership of property, are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are included in expenses as incurred.

**Supply Inventory**

Inventories are valued at the lower of cost and replacement cost. Cost is determined using average costing.

**Employee  
Future Benefits**

The District's contributions due during the period to its multi-employer defined benefit plan are expensed as incurred.

**Investment Income**

The District follows the practice of investing individually significant unspent funds within individual funds. Interest earned is allocated on the basis of actual earnings from the specific instruments. Excess funds or temporary borrowings of all functions and capital projects are pooled and interest income or expense is allocated to the individual function on a monthly basis.

**Long-term Debt**

Long term debt is recorded net of any related sinking fund balances. Debt service charges, including principal and interest, are charged against current revenue in the period in which they occur.

**Measurement  
Uncertainty**

The preparation of financial statements in conformity with PSAB requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure on contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the reporting period. Significant areas requiring use of management estimates relate to amortization of capital assets and measurement of asset retirement obligations. Actual results could differ from those estimates.

**Reserve Funds**

Reserves represent amounts set aside for specific or future expenditures. Statutory reserves require the passing of a by-law before funds can be expended. Reserve accounts require an approved council budget and resolution.

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**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

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**1. Significant Accounting Policies (continued)**

**Financial Instruments** Cash and equity instruments quoted in an active market are measured at fair value (hierarchy level one - quoted market prices). All other financial instruments, are measured at cost or amortized cost. The carrying amount of each of these financial instruments is presented on the statement of financial position.

Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations.

When investment income and realized and unrealized gains and losses from changes in the fair value of financial instruments are externally restricted, the investment income and fair value changes are recognized as revenue in the period in which the resources are used for the purpose specified.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

For portfolio measurements measured at cost, the cost method records the initial investment at cost and earnings from such investments are recognized only to the extent received or receivable. When an investment is written down to recognize an impairment loss, the new carrying value is deemed to be the new cost basis for subsequent accounting purposes.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

Transaction costs are added to the carrying value for financial instruments measured using cost or amortized cost. Transaction costs are expensed for financial instruments measured at fair value.

**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

**2. Cash and Short-term Investments**

	<u>2024</u>	<u>2023</u>
Bank	\$12,850,525	\$ 8,317,681
Municipal Finance Authority Money Market Fund	428,204	408,549
Municipal Finance Authority Short Term Bond Fund	82,635	78,541
Royal Bank of Canada GIC, interest at 5.16% per annum, matured April 2024	-	5,178,082
Royal Bank of Canada GIC, interest at 4.95% per annum, matured October 2024	-	5,173,742
Royal Bank of Canada GIC, interest at 4.94% per annum, maturing April 2025	5,169,390	-
	<u>\$18,530,754</u>	<u>\$ 19,156,595</u>

Short Term Investments are held with the Municipal Finance Authority of BC in a pooled money market fund at a cost of \$428,204 and an annual rate of return of approximately 2.95% (2023 - 2.95%). A short term bond is held with the Municipal Finance Authority of BC at a cost of \$85,058 and an annual rate of return of approximately 5.33%.

**3. Accounts Receivable**

	<u>2024</u>	<u>2023</u>
Property Taxes and Utilities	\$ 533,768	\$ 529,311
Other Governments	78,833	68,684
100 Mile Development Corporation	-	315
Trade and Other	365,242	152,974
	<u>\$ 977,843</u>	<u>\$ 751,284</u>

As of December 31, 2024, 97% (2023 - 99%) of trade accounts receivable are aged less than 60 days.

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**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

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**4. Related Party transactions**

During the year, the District provided operational funding of \$80,499 (2023 - \$138,062) to the 100 Mile Development Corporation, a wholly owned subsidiary. The District also charged rent of \$17,985 (2023 - \$17,985) to the 100 Mile Development Corporation for the Visitor Information Centre.

The District and the Cariboo Regional District signed a 3-year agreement commencing January 1, 2020 to support the operation of the Martin Exeter Hall Complex through the District up to a maximum of \$60,000 annually. This complex is owned by the District but operated by the 100 Mile Development Corporation. This contribution is recognized in the subsidiary's revenue.

Included in accounts receivable on December 31, 2024 is \$34,286 (2023 - \$511) due from the 100 Mile Development Corporation. Included in accounts payable on December 31, 2024 is \$55,499 (2023 - \$88,062) due to the 100 Mile Development Corporation.

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**5. Accounts Payable & Accrued Liabilities**

	<u>2024</u>	<u>2023</u>
Other Government	\$ 13,941	\$ 12,740
Accrued Wages & Benefits	72,861	67,544
Trade & Other	568,784	722,633
	<u>\$ 655,586</u>	<u>\$ 802,917</u>

As of December 31, 2024, 76% (2023 - 99%) of trade accounts payable are aged less than 60 days.

**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

**6. Investment in 100 Mile Development Corporation**

The Corporation is owned and controlled by the District and is considered a Government Business Enterprise. As such, the Corporation is accounted for on the modified equity basis in these financial statements. The Corporation is charged with responsibility for economic development activities, operation of the Visitor Information Centre and management of the Community Forest.

The following provides condensed supplementary financial information for the Corporation for the year ended December 31:

<u>Financial Position</u>	<u>2024</u>	<u>2023</u>
<b>Assets:</b>		
Current	\$ 694,295	\$ 536,925
Tangible Capital Assets	345	445
<b>Total Assets</b>	<b>\$ 694,640</b>	<b>\$ 537,370</b>
<b>Liabilities:</b>		
Accounts Payable	\$ 141,371	\$ 17,877
District of 100 Mile House	34,287	511
<b>Total Liabilities</b>	<b>\$ 175,658</b>	<b>\$ 18,388</b>
<b>Equity:</b>		
Share Capital	\$ 100	\$ 100
Retained Earnings	518,882	518,882
<b>Total Equity</b>	<b>518,982</b>	<b>518,982</b>
<b>Total Liabilities and Equity</b>	<b>\$ 694,640</b>	<b>\$ 537,370</b>
<b>Operations:</b>		
Revenue	\$ 820,237	\$ 324,350
Expenses	820,237	324,350
Net Income (loss)	-	-
Dividend	-	-
<b>Change in equity</b>	<b>\$ -</b>	<b>\$ -</b>

## District of 100 Mile House Notes to the Financial Statements

December 31, 2024

### 7. Deposit and Reserve Municipal Finance Authority

The Municipal Finance Authority of British Columbia (MFA) provides capital financing for regional districts and their member municipalities. MFA is required to establish a Debt Reserve Fund. Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. MFA pays into the Debt Reserve Fund these monies from which interest earned thereon less administration expenses becomes an obligation to the regional districts. It must then use this Fund, if at any time there are insufficient funds, to meet payments on its obligations. If this occurs, the regional districts may be called upon to restore the Fund.

As of December 31, 2024 the total of the Debt reserve fund was comprised of cash deposits of \$NIL (2023 - \$3,144) and deposit notes of \$NIL (2023 - \$5,257).

### 8. Deferred Revenue

	December 31, 2023	Collected	Interest	Recognized	December 31, 2024
<b>Deferred revenue</b>					
Taxes	\$ 195,720	\$ 229,545	\$ -	\$ (195,720)	\$ 229,545
Other	81,921	335,568	-	(72,703)	344,786
	<u>277,641</u>	<u>565,113</u>	<u>-</u>	<u>(268,423)</u>	<u>574,331</u>
<b>Development cost charges</b>					
	521,408	7,640	11,390	-	540,438
	<u>\$ 799,049</u>	<u>\$ 572,753</u>	<u>\$ 11,390</u>	<u>\$ (268,423)</u>	<u>\$ 1,114,769</u>

Development cost charges are restricted revenue liabilities representing funds received from developers and deposited into a separate reserve fund for capital expenses. In accordance with generally accepted accounting principles, the District records these funds as restricted revenue which is then recognized as revenue when the related costs are incurred.

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**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

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**9. Long-term Debt**

Regular payments are made in accordance with the loan terms. Final payment amounts are based on actuarial calculations. Interest paid on long-term debt is included in the Sewer Revenue Fund \$3,927 (2023 - \$3,927).

	Balance Beginning of Year	Principal Amount	Actuarial Adjustment	Balance End of Year
Sewer Fund				
MFA Issue 85	\$ 13,337	\$ 5,278	\$ 8,059	\$ -

MFA 85 matured in 2024.



**District of 100 Mile House  
Notes to the Financial Statements**

**December 31, 2024**

**10. Tangible Capital Assets**

	2024									
	Land	Buildings	Vehicles, Furniture & Equipment	Transportation	Recreation Facilities	Water	Sewer	Assets under construction	Total	
Cost, beginning of year	\$ 2,114,120	\$ 4,614,636	\$ 5,957,363	\$ 28,171,027	\$ 2,301,034	\$ 17,611,688	\$ 8,325,015	\$ 1,864,370	\$ 70,959,253	
Additions	58,742	24,636	1,557,210	327,498	26,999	3,661	-	1,340,794	3,339,540	
Disposals	-	(501,397)	(465,459)	(28,194)	-	-	-	-	(995,050)	
Transfers	-	-	-	-	-	-	-	(1,000)	(1,000)	
Cost, end of year	2,172,862	4,137,875	7,049,114	28,470,331	2,328,033	17,615,349	8,325,015	3,204,164	73,302,743	
Accumulated amortization, beginning of year	-	2,883,046	3,451,391	12,354,069	1,171,755	5,635,967	4,504,982	-	30,001,210	
Amortization	-	160,259	377,297	694,033	96,502	358,387	174,234	-	1,860,712	
Disposals	-	(494,595)	(453,940)	(28,194)	-	-	-	-	(976,729)	
Accumulated amortization, end of year	-	2,548,710	3,374,748	13,019,908	1,268,257	5,994,354	4,679,216	-	30,885,193	
Net carrying amount, end of year	\$ 2,172,862	\$ 1,589,165	\$ 3,674,366	\$ 15,450,423	\$ 1,059,776	\$ 11,620,995	\$ 3,645,799	\$ 3,204,164	\$ 42,417,550	

**District of 100 Mile House  
Notes to the Financial Statements**

**December 31, 2024**

**10. Tangible Capital Assets (continued)**

2023

	Land	Buildings	Vehicles, Furniture & Equipment	Transportation	Recreation Facilities	Water	Sewer	Assets under construction	Total
Cost, beginning of year	\$ 2,114,120	\$ 4,253,148	\$ 5,438,037	\$ 27,492,874	\$ 2,097,546	\$ 16,646,732	\$ 8,325,015	\$ 2,573,063	\$ 68,940,535
Additions	-	361,488	519,326	772,915	216,832	964,956	-	565,997	3,401,514
Disposals	-	-	-	(94,762)	(13,344)	-	-	-	(108,106)
Transfers	-	-	-	-	-	-	-	(1,274,690)	(1,274,690)
Cost, end of year	2,114,120	4,614,636	5,957,363	28,171,027	2,301,034	17,611,688	8,325,015	1,864,370	70,959,253
Accumulated amortization, beginning of year	-	2,744,727	3,082,072	11,755,121	1,070,779	5,278,907	4,330,753	-	28,262,359
Amortization	-	138,319	369,319	693,710	114,320	357,060	174,229	-	1,846,957
Disposals	-	-	-	(94,762)	(13,344)	-	-	-	(108,106)
Accumulated amortization, end of year	-	2,883,046	3,451,391	12,354,069	1,171,755	5,635,967	4,504,982	-	30,001,210
Net carrying amount, end of year	\$ 2,114,120	\$ 1,731,590	\$ 2,505,972	\$ 15,816,958	\$ 1,129,279	\$ 11,975,721	\$ 3,820,033	\$ 1,864,370	\$ 40,958,043

Contributed tangible capital assets are recognized at fair value at the date of contribution. The value received during the year is \$nil (2023 -\$nil).

**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

**11. Accumulated Surplus**

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	<u>2024</u>	<u>2023</u>
<b>Operating Surplus:</b>		
General operating fund	\$ 2,467,379	\$ 1,816,687
Sewer operating fund	426,091	308,942
Water operating fund	<u>387,050</u>	<u>451,340</u>
	<u>3,280,520</u>	<u>2,576,969</u>
	<u>2024</u>	<u>2023</u>
<b>Investment in tangible capital assets</b>	<u>41,323,040</u>	<u>40,064,245</u>
	<u>2024</u>	<u>2023</u>
<b>Reserves:</b>		
Municipal infrastructure	2,193,128	2,388,868
Utility infrastructure	3,619,331	3,287,072
Parkland	20,203	6,279
Machinery & equipment	1,668,281	2,867,790
Covid-19	26,473	27,408
Woodlot	329,036	358,170
Community Forest	5,941,246	6,290,111
Growing communities	1,291,704	1,275,857
Community works fund	<u>557,937</u>	<u>401,747</u>
	<u>15,647,339</u>	<u>16,903,302</u>
<b>Accumulated surplus</b>	<u><b>\$60,250,899</b></u>	<u><b>\$ 59,544,516</b></u>

- a) Included in the General Operating Fund are internally restricted funds of \$100,000 (2023 - \$100,000) for the purposes of planning.

**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

**12. Property Taxation and Grants in Lieu**

	2024	2023
<b>Taxes Collected</b>		
Property taxes	\$ 5,662,317	\$ 5,391,027
Special assessments	238,643	223,913
1% Utility tax	64,784	64,872
Grants in Lieu of taxes	92,506	84,898
Penalties and interest on taxes	51,594	57,454
	<u>6,109,844</u>	<u>5,822,164</u>
<b>Transfers to other governments</b>		
School District	1,372,102	1,297,974
Regional District	825,506	693,052
Regional Hospital District	504,274	490,950
Joint Boards & Commissions	33,834	34,145
Other	178,422	167,430
	<u>2,914,138</u>	<u>2,683,551</u>
<b>Available for municipal purposes</b>	<u>\$ 3,195,706</u>	<u>\$ 3,138,613</u>

**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

**13. Government Grants and Transfers**

	<u>2024</u>	<u>2023</u>
<b>Provincial transfers</b>		
IBA-ICIP	\$ -	\$ 35,852
ICIP - Rural and Northern Communities Project	-	92,287
Community Transition Capacity project	-	84,401
Growing Communities Fund	-	1,265,000
Ministry of Forests - Forestry Employment Program	-	20,266
Small Community Protection	431,200	387,000
Community Works	151,201	151,754
Other	845,696	188,663
	<u>1,428,097</u>	<u>2,225,223</u>
<b>Federal transfers</b>		
Tourism Development	-	207,500
<b>Regional transfers</b>		
Cariboo Regional District	506,141	437,195
NDI Trust	-	15,000
UBCM	-	104,960
	<u>506,141</u>	<u>557,155</u>
	<u>\$ 1,934,238</u>	<u>\$ 2,782,378</u>

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**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

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**14. Contingent Liabilities and Commitments**

**a) Municipal Pension Plan**

The District of 100 Mile House and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2022, the Plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as of December 31, 2021 indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The District of 100 Mile House paid \$119,844 (2023 - \$113,032) for employer contributions while employees contributed \$106,282 (2023 - \$99,915) to the Plan in fiscal 2024.

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

**b) Joint and Several Liability**

The District of 100 Mile House, as a member of the Cariboo Regional District, is jointly and severally liable under the provisions of Sections 815 and 816 of the Local Government Act for any default on monies borrowed by the Cariboo Regional District.

**c) Potential Litigation**

From time to time the District is brought forth as a defendant in various lawsuits. The District reviews its exposure to any potential litigation for which it would not be covered by insurance and assesses whether a successful claim against would materially affect the financial statements. The District is currently not aware of any claims brought against it that if not defended successfully would result in a material change to the financial statements of the District.

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**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

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**14. Contingent Liabilities and Commitments (continued)**

**d) Municipal Insurance Association**

The District is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible the District, along with the other participants, would be required to contribute towards the deficit.

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**15. Asset Retirement Obligations**

The District's asset retirement obligations consist of the following:

**a) Asbestos abatement obligation**

The District recognized an obligation relating to the removal and post-removal care of the asbestos in its buildings. The buildings all have an estimated useful life of between 40 and 75 years from the date of completion of construction, of which various numbers of years remain. Estimated costs of \$1,255,216 have been discounted to the present value using a discount rate of 4.97% per annum (2023 - 4.97%).

**b) Wells decommissioning obligation**

The District owns water wells which will require decommissioning at the end of their useful lives under BC Regulations. The District recognized an obligation relating to the decommissioning of the wells. The wells are estimated to have 60 year useful lives, of which various numbers of years remain. Estimated costs of \$63,000 have been discounted to the present value using a discount rate of 4.97% per annum (2023 - 4.97%).

**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

**15. Asset Retirement Obligations (continued)**

Changes in the asset retirement obligation in the year are as follows:

Asset Retirement Obligation	Asbestos remediation	Well decommissioning	2024
Opening balance	\$ 849,386	\$ 31,076	\$ 880,462
Additions	-	10,139	10,139
Retirement expense	(251,285)	-	(251,285)
Accretion expense	29,726	2,048	31,774
Closing balance	\$ 627,827	\$ 43,263	\$ 671,090

Asset Retirement Obligation	Asbestos remediation	Well decommissioning	2023
Opening balance	\$ 809,170	\$ 29,605	\$ 838,775
Accretion expense	40,216	1,471	41,687
Closing balance	\$ 849,386	\$ 31,076	\$ 880,462

The asset retirement liability has been estimated using a net present value technique using the assumptions as described above. The related asset retirement costs are being amortized on a straight-line basis over the remaining useful lives of the assets.

Significant estimates and assumptions are made in determining the asset retirement costs as there are numerous factors that will affect the amount ultimately payable. Those uncertainties may result in future actual expenditures that are different than the amounts currently recorded. At each reporting date, as more information and experience is obtained as it relates to these asset retirement obligations, the estimates of the timing, the undiscounted cash flows and the discount rates may change.



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**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

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**16. Budget**

The budget data presented in these financial statements is based upon the 2024 operating and capital budgets approved as the 2024 to 2028 Financial Plan by Council on April 23, 2024. The legislative requirements for the Financial Plan are that the cash inflows for the period must equal planned cash outflows.

Cash inflows and outflows budgeted for include such items as transfers to and from reserves, transfers to and from operating surpluses and proceeds on sale of assets. These items are not recognized as revenues and expenses in the Statement of Operations as they do not meet the definition of such under public sector accounting standards. PSAB requires that budget figures be presented on the same basis of accounting as actual figures.

The chart below reconciles the budget figures reported in these financial statements.

	<u>2024</u>
Budget surplus per Statement of Financial Activities	<b>\$ 3,502,940</b>
Adjust for budgeted items not included in Statement of Financial Activities:	
Transfers from reserve funds	<b>6,368,390</b>
Acquisition of tangible capital assets	<b>(11,552,775)</b>
Non-cash items - amortization	<b>1,681,445</b>
Financial Plan (Budget) Bylaw surplus for the year	<b>\$ <u>-</u></b>

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## District of 100 Mile House Notes to the Financial Statements

December 31, 2024

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### 17. Financial Instruments

The District is potentially exposed to credit risk, market and interest rate risk, and liquidity risk from the District's financial instruments. Qualitative and quantitative analysis of the significant risks from the District's financial instruments is provided below by type of risk.

There have not been any changes from the prior year in the District's exposure to above risks or the policies, procedures and methods it uses to manage and measure the risks.

#### Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The District is exposed to credit risk through its cash, accounts receivable, and short-term investments.

The District manages its credit risk by managing its credit risk by:

- Ensuring receivables are primarily government organizations
- Having legislated collateral over taxes receivable from highly diversified nature of residents of the District
- Holding cash and guaranteed investment certificates at federally regulated chartered banks with cash accounts insured

The District measures its exposure to credit risk based on:

- By how long amounts have been outstanding from government organizations regarding capital projects and other
- Based on historical experience regarding collections

The maximum exposure to credit risk at the financial statement date is the carrying value of its cash and accounts receivable as outlined in Note 3. Accounts receivable arise primarily as a result of utilities, and grants receivable. Based on this knowledge, credit risk of cash and accounts receivable are assessed as low.

The District manages exposure to credit risk for short-term investments by ensuring adequate diversification and by maintaining its investments in the Ministry of Finance Authority which meets the investment requirements of Section 183 of the Community Charter of the Province of BC. As a result, the District has reduced exposure to market or value risk. The maximum exposure to credit risk on short-term investments is outlined in Note 2.

#### Liquidity risk

Liquidity risk is the risk that the District will encounter difficulty in meeting obligations associated with financial liabilities. The District is exposed to liquidity risk through its accounts payable, long-term debt, and investments.

The District manages this risk by staggering maturity dates of investments based on cash flow needs. Also to help manage the risk, the District has in place a planning, budgeting and forecasting process to help determine the funds required to support the normal operating requirements. The District's five-year financial plan is approved by the Mayor and Council, which includes operational activities and capital investments. The District measures its exposure to liquidity risk based on cash flow needs versus available cash.

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**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

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**17. Financial Instruments (continued)**

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The District is exposed to interest rate risk through its long-term debt and the value of short-term investments.

The District manages interest rate risk on its long-term debt by holding all debt through MFA at a fixed rate, with refinancing typically being completed at the ten or fifteen year mark. Therefore, fluctuations in market interest rates would not impact future cash flows and operations relating to long-term debt. See Note 9 for interest rates and maturity dates for long term debt.

Investments that are subject to interest rate risk are MFA pooled investment funds (see Note 2). The risk is caused by changes in interest rates. As interest rates rise, the fair value of the MFA pooled investment funds notes decrease and, as interest rates fall, the fair value of these investments increase.

As a result of diversification by security type, only a portion of the overall investment portfolio is exposed to interest rate risk. As at December 31, 2024 the amount of the investment portfolio exposed was \$5,680,229 (2023 - \$10,838,914) per Note 2.

To mitigate interest rate risk and market risk on its short-term investments, the District holds its MFA long term pooled investment funds for 10 years or longer.

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**18. Segmented Information**

The District is a diversified municipal government institution that provides a wide range of services to its citizens such as transit, public housing, police, fire and water. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

**General government**

General government operations provide the functions of corporate administration, finance, human resources, legislative services, building services and maintenance, and any other functions not categorized to a specific department.

**Protective services**

Protective services is comprised of bylaw enforcement, and the fire department.

**Solid waste management and recycling**

Solid waste management and recycling comprises of the collection, disposal and recycling of solid waste.

**Public Health**

Public health services comprises of cemetery services.

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**District of 100 Mile House**  
**Notes to the Financial Statements**

**December 31, 2024**

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**18. Segmented Information (continued)**

**Planning and development**

Planning and development includes services related to planning and zoning, Woodlot #577, logging, weed control and 100 Mile Development Corporation.

**Transportation services**

Transportation services includes the municipal public works services related to the planning, development, and maintenance of roadway systems, street lighting, airport, snow removal, parking and transit services.

**Parks, recreation and culture**

Parks, recreation and culture provides for the delivery of municipal recreation programs and the services related to the planning, development and maintenance of parklands and park infrastructure, and the maintenance of open space and other recreation space and facilities.

**Water and sewer utilities**

The District is responsible for environmental programs including the engineering and operation of the potable water and wastewater systems.

Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation and payments-in-lieu of taxes are allocated to the segments based on the segment's budget net expenditure. The various user charges and other revenues have been allocated to the segments based upon the segment that generated the revenue. Government transfers have been allocated to the segment based upon the purpose for which the transfer is made. Development charges earned and developer contributions received are allocated to the segment for which the charge was collected.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

**District of 100 Mile House**  
**Notes to the Financial Statements**

December 31, 2024

**18. Segmented Information (continued)**

**2024**

	General government	Protective services	Solid waste management and recycling	Public health	Planning and development	Transportation	Parks, recreation and culture	Water services	Sewer services	Total
<b>Revenue</b>										
Property taxation & grants in lieu	\$ 2,957,063	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124,406	\$ 114,237	\$ 3,195,706
Government transfers	1,290,520	310,245	51,506	5,000	-	200,967	76,000	-	-	1,934,238
Sale of services	226,715	16,196	28,926	76,576	2,587	-	-	623,588	492,501	1,467,089
Developer Contributions	13,846	-	-	-	-	-	-	-	-	13,846
Other revenue	187,057	104,912	-	400	-	30,328	120	5,210	5,871	333,898
Investment income	963,714	-	-	-	-	-	-	-	8,059	971,773
Loss on disposal of assets	25,805	-	-	-	-	-	-	-	-	25,805
	<u>5,664,720</u>	<u>431,353</u>	<u>80,432</u>	<u>81,976</u>	<u>2,587</u>	<u>231,295</u>	<u>76,120</u>	<u>753,204</u>	<u>620,668</u>	<u>7,942,355</u>
<b>Expenditures</b>										
Goods and services	695,417	312,116	80,432	15,199	166,577	968,732	96,669	475,728	227,286	3,038,156
Salary, wages and benefits	551,739	450,608	52,166	13,313	237,740	539,787	93,349	213,660	145,360	2,297,722
Amortization	35,061	167,383	-	-	-	1,026,664	96,502	357,127	174,234	1,856,971
Interest and finance charges	29,726	-	-	-	-	-	-	9,784	3,615	43,125
	<u>1,311,943</u>	<u>930,107</u>	<u>132,598</u>	<u>28,512</u>	<u>404,317</u>	<u>2,535,183</u>	<u>286,520</u>	<u>1,056,299</u>	<u>550,495</u>	<u>7,235,974</u>
<b>Surplus (deficit)</b>	<u>\$ 4,352,777</u>	<u>\$ (498,754)</u>	<u>\$ (52,166)</u>	<u>\$ 53,464</u>	<u>\$ (401,730)</u>	<u>\$ (2,303,888)</u>	<u>\$ (210,400)</u>	<u>\$ (303,095)</u>	<u>\$ 70,173</u>	<u>\$ 706,381</u>

**District of 100 Mile House  
Notes to the Financial Statements**

December 31, 2024

**18. Segmented Information (continued)**

2023

	General government	Protective services	Solid waste management and recycling	Public health	Planning and development	Transportation	Parks, recreation and culture	Water services	Sewer services	Total
<b>Revenue</b>										
Property taxation & grants in lieu	\$ 2,914,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,615	\$ 107,298	\$ 3,138,613
Government transfers	2,427,967	244,815	49,772	3,000	-	188,324	76,000	-	-	2,989,878
Sale of services	133,849	-	28,634	22,878	5,000	-	-	585,157	468,636	1,244,154
Other revenue	208,605	86,981	-	3,380	-	19,583	9,495	-	-	328,044
Investment income	997,220	-	-	-	-	-	-	-	7,424	1,004,644
Gain on disposal of assets	(17,618)	-	-	-	-	-	-	-	-	(17,618)
	<u>6,664,723</u>	<u>331,796</u>	<u>78,406</u>	<u>29,258</u>	<u>5,000</u>	<u>207,907</u>	<u>85,495</u>	<u>701,772</u>	<u>583,358</u>	<u>8,687,715</u>
<b>Expenditures</b>										
Goods and services	490,630	324,695	78,406	10,382	394,145	855,040	87,615	396,492	125,982	2,763,387
Salary, wages and benefits	490,546	421,847	49,346	22,145	222,815	512,678	53,893	167,756	133,586	2,074,612
Amortization	40,871	122,383	-	-	-	1,038,034	114,380	357,060	174,229	1,846,957
Interest and finance charges	40,216	-	-	-	-	-	-	1,471	3,927	45,614
	<u>1,062,263</u>	<u>868,925</u>	<u>127,752</u>	<u>32,527</u>	<u>616,960</u>	<u>2,405,752</u>	<u>255,888</u>	<u>922,779</u>	<u>437,724</u>	<u>6,730,570</u>
<b>Surplus (deficit)</b>	<u>\$ 5,602,460</u>	<u>\$ (537,129)</u>	<u>\$ (49,346)</u>	<u>\$ (3,269)</u>	<u>\$ (611,960)</u>	<u>\$ (2,197,845)</u>	<u>\$ (170,393)</u>	<u>\$ (221,007)</u>	<u>\$ 145,634</u>	<u>\$ 1,957,145</u>

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**District of 100 Mile House**  
**Schedule 1: COVID-19 Safe Restart Grant**  
**(Unaudited)**

**December 31, 2024**

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	<u>2024</u>	<u>2023</u>
<b>Eligible costs incurred</b>		
Computer & IT Costs - Virtual Communications	\$ 935	\$ 10,896
Reserve balance, beginning of year	<u>27,408</u>	<u>38,304</u>
<b>Reserve balance, end of year</b>	<u>\$ 26,473</u>	<u>\$ 27,408</u>

**District of 100 Mile House**  
**Schedule 2: Growing Communities Fund**  
**(Unaudited)**

**December 31, 2024**

	2024	2023
<b>Revenue</b>		
Grant funding	\$ -	\$ 1,265,000
Interest income	15,846	10,857
	15,847	
Reserve balance, beginning of year	1,275,857	-
<b>Reserve balance, end of year</b>	<b>\$ 1,291,704</b>	<b>\$ 1,275,857</b>



1. Ask those present to sign and complete the attendance record sheet.
2. The Mayor/Acting Mayor call the Public Hearing to order.

This public hearing is being convened pursuant to the Liquor Control and Licensing Act and the Liquor Control and Licensing Regulation in order to gather the views of residents and businesses; to consider the community impact of the liquor and licence amendment; and to decide whether to recommend the capacity increase request to the Liquor and Cannabis Licensing Branch.

3. Read the ***“Protocol for Public Hearings”***.
4. Ask staff if any correspondence or petitions have been received. If YES, read submissions.
5. Call for comments from the public (allow enough time for comments)
6. Read the ***“Closing Statement”***

## **PROTOCOL FOR PUBLIC HEARINGS**

As Chair of this public hearing, I would like to draw to your attention to the general rules of conduct to which will apply throughout the public hearing:

1. All persons who believe their interest in the property is affected by the proposed amendment will be given a reasonable opportunity to be heard or to present written submissions on matters contained in the amendment that is the subject of the hearing.
2. Persons will only speak when identified by the Chair. Please clearly state your name at the beginning of your address.
3. All comments will be directed through the chair.
4. Direct and/or personal criticisms or comments will be discouraged.
5. Members of Council may, if they so wish, ask questions of you following your presentation.
6. If you wish to provide a written submission to be included in the record of the Public Hearing, you must hand in that submission to the Corporate Officer PRIOR to the close of the Public Hearing.
7. Once the Public Hearing has been adjourned, Council is not able to receive any further information from the public on that matter. Council may, without further notice, give whatever effect Council believes proper to the representations made at this Public Hearing.

## **CLOSING STATEMENT**

Before closing this hearing I'm going to call three times for any further speakers on any of the matters contained in the proposed Bylaws.

For the First Time, is there anyone who wishes to make any further representations?

For the Second Time, is there anyone who wishes to make any further representations?

For the third and final time, is there anyone who wishes to make any further representations?

There being no further representations, I declare this public hearing closed.

Public Hearing Closed at **Time**



E1

## **DISTRICT OF 100 MILE HOUSE**

### **MEETING HELD IN DISTRICT COUNCIL CHAMBERS**

**Tuesday, April 22<sup>nd</sup>, 2025, AT 5:30 PM**

PRESENT: Mayor Maureen Pinkney  
 Councillor Donna Barnett  
 Councillor Jenni Guimond  
 Councillor David Mingo  
 Councillor Marty Norgren

STAFF: CAO Tammy Boulanger  
 Dir. of Community Services Todd Conway  
 Dir. of Finance Sheena Elias  
 Dir. of Planning & Ec. Dev. Joanne Doddridge

Other: (2) Media: (1)

<b>A</b>	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the meeting to order at 5:30 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Tsq'escencú'lecw.</p>
<b>B</b>	<p><b><u>APPROVAL OF AGENDA</u></b></p>
	<p><b>B1</b></p> <p><b>Res: 98/25</b>        Moved By: Councillor Norgren        Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the April 22<sup>nd</sup>, 2025, Regular Council agenda <u>be approved.</u></p> <p><b>CARRIED</b></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>E</b>	<b><u>MINUTES</u></b>
<b>COW – April 8<sup>th</sup>, 2025</b>	<p><b>E1</b></p> <p><b>Res: 99/25</b>  Moved By: Councillor Mingo  Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Committee of the Whole meeting of April 8<sup>th</sup>, 2025 <u>be adopted.</u></p> <p><b>CARRIED</b></p>
<b>Regular – April 8<sup>th</sup>, 2025</b>	<p><b>E2</b></p> <p><b>Res: 100/25</b>  Moved By: Councillor Barnett  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Regular meeting of April 8<sup>th</sup>, 2025 <u>be adopted.</u></p> <p><b>CARRIED</b></p>
<b>F</b>	<b><u>UNFINISHED BUSINESS:</u></b>
<b>G</b>	<b><u>MAYORS REPORT:</u></b>
	<p><b><u>MAYORS REPORT:</u></b></p> <p>Mayor Pinkney noted the following:</p> <ul style="list-style-type: none"> <li>➤ Thank you to all the volunteers for making What's Hopping a success!</li> <li>➤ It was a sad moment to see the Marmot Ridge site being cleared, however an exciting and promising future for the veterinary clinic.</li> <li>➤ At the recent CRD meeting the presentation from the Fraser Basin Council and Cariboo Fire Centre were fantastic.</li> </ul>

- Attended the retirement party for Don Dixon, head of the natural resources department for many years in Canim Lake.
- Reminder to everyone – Be Fire Smart! There have already been a couple of fires in the area.
- OCP & Zoning Bylaw open house is on April 30<sup>th</sup>, please come out and get engaged!

Councillor Mingo noted the following:

- Outdoor show at the South Cariboo Recreation Center is gearing up for next weekend, hope to see everyone there!

Councillor Guimond noted the following:

- Women's fair is May 2<sup>nd</sup> & 3<sup>rd</sup> at the South Cariboo Recreation Center.
- Party in the Park Ball Tournament will be June 27-30, 2025. Spots are being taken up quickly and the funds are being contributed towards the Cariboo Family Enrichment Center.

Councillor Barnett noted the following:

- What's Hoppening was a success, kids had a great time!
- Work BC Job Fair is April 23<sup>rd</sup>
- The South Cariboo Health Foundation will be at the Women's Fair.
- May 24<sup>th</sup> there will be a fraud prevention seminar at the Creekside Seniors Center.

Councillor Norgren noted the following:

- The Parkside Art Gallery is hosting the "Pieces of Me" art show presented by the Canadian Mental Health Association, hope to see the community come out and support the artists. Show runs from April 18<sup>th</sup> – May 17<sup>th</sup>.

**CORRESPONDENCE:**

<b>I</b>	<b><u>STAFF REPORTS:</u></b>
<b>Asset Disposal – Pickleball Nets &amp; Posts</b>	<p><b>I1</b></p> <p><b>Res: 101/25</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 approve a donation of the pickleball posts and nets portion of asset PG-021 at an original value of \$7,645.05 to the South Cariboo Pickleball Association.</p> <p>1 Opposed / 4 In favour  <b>CARRIED</b></p>
<b>Public Input for Capacity Increase</b>	<p><b>I2</b></p> <p><b>Res: 102/25</b>  Moved By: Councillor Barnett  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House elects to conduct the public input process for a Liquor and Cannabis Licensing application from Cask &amp; Cleaver Brewing to increase their seating capacity.</p> <p><b>CARRIED</b></p>
<b>2025 CRD Tax Levy and Contributions</b>	<p><b>I3</b></p> <p><b>Res: 103/25</b>  Moved By: Councillor Barnett  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the Council Report from the Director of Finance dated April 17<sup>th</sup>, 2025 regarding the Cariboo Regional District 2025 Tax Levy <u>be received</u></p> <p><b>CARRIED</b></p>
<b>J</b>	<b><u>BYLAWS:</u></b>

<b>2025 Financial Plan Bylaw No. 1448, 2025</b>	<b>J1</b>  <b>Res: 104/25</b> Moved By: Councillor Barnett Seconded By: Councillor Mingo  <b>BE IT RESOLVED THAT</b> the District of 100 Mile House 2025 Financial Plan Bylaw No. 1448, 2025 be adopted this 22 <sup>nd</sup> day of April 2025.  <p style="text-align: center;"><b>CARRIED</b></p>
<b>2025 Tax Rate Bylaw No. 1449, 2025</b>	<b>J2</b>  <b>Res: 105/25</b> Moved By: Councillor Mingo Seconded By: Councillor Guimond  <b>BE IT RESOLVED THAT</b> the memo from Administration regarding Tax Rates Bylaw 1449-2025 be received; and further  <b>BE IT RESOLVED THAT</b> Tax Rates Bylaw No. 1449, 2025 be read a first, second and third time this 22 <sup>nd</sup> day of April 2025.  <p style="text-align: center;"><b>CARRIED</b></p>
<b>K</b>	<u><b>GENERAL VOUCHERS:</b></u>
<b>Paid Vouchers (April 4<sup>th</sup> – 17<sup>th</sup>, 2025) #30613 – #30644 &amp; EFTs</b>	<b>K1</b>  <b>Res: 106/25</b> Moved By: Councillor Guimond Seconded By: Councillor Mingo  <b>BE IT RESOLVED THAT</b> the paid manual vouchers #30613 to #30644 and EFT's totaling <b>\$198,404.13</b> <u>be received.</u>  <p style="text-align: center;"><b>CARRIED</b></p>
<b>L</b>	<u><b>OTHER BUSINESS:</b></u>
<b>M</b>	<u><b>QUESTION PERIOD:</b></u> No questions from the gallery.



In Camera	<p><b><u>IN CAMERA SESSION:</u></b></p> <p><b>Res: 107/25</b>  Moved By: Councillor Guimond  Seconded By: Councillor Norgren</p> <p><b>BE IT RESOLVED THAT</b>, pursuant to Section 92 of the <i>Community Charter</i>, this meeting of the Council be closed to the public under Section 90 (1)(g) of the Community Charter.</p> <p style="text-align: center;"><b>CARRIED</b></p> <p>Motion to go into in camera at: 6:00 PM  Regular meeting called back to order at: 6:40 PM</p>
N	<p><b><u>ADJOURNMENT:</u></b></p> <p><b>Res: 108/25</b>  Moved By: Councillor Guimond  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> this April 22<sup>nd</sup>, 2025 meeting of Council be adjourned: 6:40 PM</p> <p style="text-align: center;"><b>CARRIED</b></p>
	<p>I hereby certify these minutes to be correct.</p> <p>_____  Mayor</p> <p>_____  Corporate Officer</p>

**DISTRICT OF 100 MILE HOUSE****FOR INFORMATION CORRESPONDENCE – May 2<sup>nd</sup>, 2025  
Received May 6<sup>th</sup> - Regular Council Meeting**

- March 10, 2025 – Minutes – South Cariboo Joint Committee
- January 16<sup>th</sup>, 2025 – Minutes – 100 Mile House Accessibility Committee
- February 20<sup>th</sup>, 2025 – Minutes – 100 Mile House Accessibility Committee
- March 20<sup>th</sup>, 2025 – Minutes – 100 Mile House Accessibility Committee
- Correspondence from BC Transit – Transit Contracting Strategy Update
- Correspondence Ministry of Tourism, Arts, Culture & Sport – BC Fairs, Festivals and Events Fund.
- NCLGA Connections Newsletter – April 2025
- Communities in Bloom Newsletter – April 2025
- Correspondence from the Village of Telkwa – PNG
- Correspondence from members of the legislative assembly – Request for support in redesigning the Kamloops BC Cancer Care Centre
- Correspondence from Enbridge – Request for letter of support for the Sunrise Expansion Program

# FOR INFORMATION CORRESPONDENCE



## CARIBOO REGIONAL DISTRICT SOUTH CARIBOO JOINT COMMITTEE MINUTES

March 10, 2025

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 (via phone), Director E. de Vries, Co-Chair M. Pinkney, Councillor J. Guimond, Councillor D. Mingo

ABSENT: Councillor D. Barnett, Councillor M. Norgren

STAFF: D. Campbell, Manager of Community Services, Cariboo Regional District, T. Boulanger, CAO, District of 100 Mile House, T. Conway, Director of Community Services, District of 100 Mile House

### 1. CALL TO ORDER - By Co-Chair M. Pinkney

#### 1.1 Adoption of Agenda

SCJ.2025-03-01

That the agenda be adopted as presented.

By Consensus

### 2. ADOPTION OF MINUTES

#### 2.1 Minutes of the South Cariboo Joint Committee Meeting - February 10, 2025

SCJ.2025-03-02

That the minutes of the South Cariboo Joint Committee meeting, held February 10, 2025, be adopted.

By Consensus

# FOR INFORMATION CORRESPONDENCE

## 3. INFORMATION ITEMS

### 3.1 South Cariboo Recreation Annual Report

**SCJ.2025-03-03**

That the South Cariboo Recreation Annual Report be included with the 2025 first quarter summary to be presented at the April joint committee meeting.

**By Consensus**

## 4. DISCUSSION ITEMS

### 4.1 100 Mile Youth Initiative - Skate Park

**SCJ.2025-03-04**

That Centennial Park Tsecwiléculécw is the preferred location for the skate park proposed by the 100 Mile Youth Initiative. Further, that this recommendation be forwarded to 100 Mile District Council for confirmation prior to investigation of additional site requirements.

**By Consensus**

**SCJ.2025-03-05**

That Dawson Road Maintenance be invited as a delegation to update the committee on spring and summer planning.

**By Consensus**

**SCJ.2025-03-06**

That a representative of West Fraser Mills be invited to provide an industry update to the committee.

**By Consensus**

## 5. ADJOURNMENT

**SCJ.2025-03-07**

That the meeting of the South Cariboo Joint Committee be adjourned at 1:04 p.m., March 10, 2025.

# FOR INFORMATION CORRESPONDENCE

By Consensus

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Co-Chair

**FOR INFORMATION CORRESPONDENCE****100 MILE HOUSE ACCESSIBILITY COMMITTEE****MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING****Thursday January 16<sup>th</sup>, 2025, AT 12:00 PM**

PRESENT: Donna Barnett  
Lori Fry  
Michael McMurray

Brian Brown  
Ben Vinje

District Staff: T. Boulanger

Media: (0)                      Other: (1)

	<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>
<b>Approval of the Agenda</b>	Moved By: B. Brown Seconded By: M. McMurray  That the January 16 <sup>th</sup> , 2025, Accessibility Committee meeting agenda be approved.
	<b><u>MINUTES</u></b>
<b>Minutes –October 17<sup>th</sup>, 2024</b>	Moved By: L. Fry Seconded By: B. Brown  That the minutes from the October 17 <sup>th</sup> , 2024, meeting be approved as received.

**FOR INFORMATION CORRESPONDENCE**

<b>Report – November 21<sup>st</sup>, 2024</b>	<p>Moved By: L. Fry Seconded By: B. Brown</p> <p>That the minutes from the November 21<sup>st</sup>, 2024, meeting be approved as received.</p>
	<b><u>DELEGATIONS</u></b>
<b>Sparc BC</b>	<p>L. Oshea from Sparc BC gave a brief overview of Sparc BC and the funding program they provide. \$25,000. Local Community Accessible Grants to assist in removing barriers identified by the Accessibility Committee.</p> <hr/> <p>T. Boulanger will circulate information on the program and the Committee will discuss at the next meeting.</p>
	<b><u>UNFINISHED BUSINESS</u></b>
<b>Signage</b>	D. Barnett will work with T. Conway, Director of Community Services to re-locate some low-hanging signs.
<b>South Cariboo Recreation Centre</b>	Items identified in report still pending. T. Boulanger will follow up with Recreation Manager J. Dickerson.
<b>Canadian Mental Health</b>	T. Boulanger to inquire with Canadian Mental Health and if they would like to be a delegation at the upcoming meeting.
<b>Promoting to youth / schools</b>	<p>Letter will be sent to School District, the committee will await their response.</p> <p>Committee discussed the opportunity to engage through sport and contacts that could be helpful.</p>
	<b><u>NEW BUSINESS</u></b>

**FOR INFORMATION CORRESPONDENCE**

<b>Sparc BC Grant Funding</b>	T. Boulanger will circulate information on the Local Government Community Grants. Committee will discuss further at next meeting.
<b>Committee Promotion</b>	<p>B. Brown questioned when the next opportunity will be to promote the accessibility committee.</p> <p>Staff is working on promotional material. There will be no volunteer fair this spring – next large event will be the Women's fair.</p>
	<b><u>CORRESPONDENCE</u></b>
	<b><u>OTHER BUSINESS</u></b>
	<b><u>ADJOURNMENT</u></b>  Moved By: B. Brown Seconded By: L. Fry  That the Committee meeting is adjourned at 12:35 PM.
	Next meeting – February 20 <sup>th</sup> , 2025 @ 12:00



**FOR INFORMATION CORRESPONDENCE****100 MILE HOUSE ACCESSIBILITY COMMITTEE****MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING****Thursday, February 20<sup>th</sup>, 2025, AT 12:00 PM**

PRESENT: Donna Barnett  
Lori Fry  
Kristin Wells

Brian Brown  
Ben Vinje  
Mike Dewing

ABSENT: Elliesia Parkins  
Michael McMurray

Kim Irvine

District Staff: T. Boulanger

Media: (0)

Other: (2)

	<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>
<b>Approval of the Agenda</b>	Moved By: K. Wells Seconded By: M. Dewing  That the February 20 <sup>th</sup> , 2025, Accessibility Committee meeting agenda be approved.
	<b><u>MINUTES</u></b>
<b>Minutes – January 16<sup>th</sup>, 2025</b>	Moved By: B. Vinje Seconded By: K. Wells  That the minutes from the January 16 <sup>th</sup> , 2025, meeting be approved as received.

**FOR INFORMATION CORRESPONDENCE****Canadian Mental Health Association (CMHA)**

M.Norgren & M.Jensen from the CMHA graciously provided the committee with a glimpse into the variety of programming and challenges they face. Some of the key highlights include:

- Established in 1918 it is the oldest national charity organization.
- Run by board of directors, volunteers, and staff (14). Staff can vary from one year to the next due to charitable funding.
- The word “Canadian” in the title can be perceived as a federal organization with associated funding.
- Annual budget of 1.4 million that runs a variety of programs including subsidized housing, mental health and wellness programs and support, life skills, homeless outreach, safe house program, women’s support, brain injury support, community navigator, soup-de-tour, and more!
- Funding is supported by BC Housing, Interior Health, Red Cross, BC Gaming and other organizations and people that choose to donate.
- The world is changing and the importance of mental health is starting to receive the attention it deserves.
- The CMHA is a great resource for people to reach out to, if they cannot provide services they will most likely know who to refer to so people can receive the help they need.

- The committee was extremely grateful to have the CMHA join the accessibility committee meeting, enough cannot be said about the benefits the organization brings to the community.
- Core funding should be provided to organizations such as these.
- Mental health can accompany disabilities of all types.
- How can the committee help spread the word about the CMHA?
- Larger companies are starting to offer more support and raising awareness on the importance of mental health.
- Key organizations like the CMHA, Interior Health, etc. should all be working together to achieve common goals.

**FOR INFORMATION CORRESPONDENCE**

<b>Signage</b>	Ongoing - D. Barnett will work with T. Conway, Director of Community Services to re-locate some low-hanging signs.
<b>SD#27</b>	No response to date received.
<b>SPARC BC</b>	<p>Committee will consider projects for the SPARC BC grant and will discuss at the next meeting. Possible projects included playground equipment, accessible picnic shelter improvements, crosswalk improvements, etc.</p> <p>Tour additional District facilities in the spring to identify possible areas.</p>
<b>Promotional Material</b>	<p>Committee will reflect on the purpose of the promotional material and discuss at the next meeting.</p> <p>Could try to promote accessibility awareness through other means, i.e., radio.</p>
	<b><u>NEW BUSINESS</u></b>
	<b><u>CORRESPONDENCE</u></b>
	<b><u>OTHER BUSINESS</u></b>
	<b><u>ADJOURNMENT</u></b>  Moved By: B.Brown Seconded By: L. Fry  That the Committee meeting is adjourned at 1:05 PM.
	Next meeting – March 20 <sup>th</sup> , 2025 @ 12:00

**FOR INFORMATION CORRESPONDENCE****100 MILE HOUSE ACCESSIBILITY COMMITTEE****MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING****Thursday, March 20<sup>th</sup>, 2025, AT 12:00 PM**

PRESENT: Donna Barnett                      Brian Brown  
                   Lori Fry                               Ben Vinje  
                   Kristin Wells                      Kim Irvine - Virtual  
                   Michael McMurray              Mike Dewing

ABSENT:    Elliesia Parkins

District Staff: S. Elias              A. Vinje

Media: (0)                      Other: (0)

	<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>  
<b>Approval of the Agenda</b>	Moved By:    B. Brown Seconded By: M. Dewing  That the March 20 <sup>th</sup> , 2025, Accessibility Committee meeting agenda be approved.
	<b><u>MINUTES</u></b>  
<b>Minutes – February 20<sup>th</sup>, 2025</b>	Moved By:    B. Vinje Seconded By: B. Brown  That the minutes from the February 20 <sup>th</sup> , 2025, meeting be approved as received.

**FOR INFORMATION CORRESPONDENCE**

	No delegations.
	<b><u>UNFINISHED BUSINESS</u></b>
<b>Signage</b>	<p>Ongoing - D. Barnett will work with T. Conway, Director of Community Services to re-locate some low-hanging signs.</p> <p>Inquired about provincial regulations for sign placement and height.</p>
<b>SD#27</b>	No response to date received. Wait a bit longer and consider a second letter be sent.
<b>SPARC BC</b>	<p>Committee considered an accessible musical equipment project for the SPARC BC grant.</p> <p>Shared video from Committee member E. Parkins on thoughts for accessible playground project.</p> <p>Suggested locations include: Along side existing pathway in Centennial Park, Community Hall grounds or Visitor Information Centre.</p> <p>Request staff put together different options/configurations of musical equipment / locations including installation. Not to exceed the \$25,000 grant.</p> <p>Possible future expansion by private donors purchasing additional musical equipment.</p> <p>Clarification on deadline of March 2026 to have project completed.</p>

**FOR INFORMATION CORRESPONDENCE**

<b>Promotional Material</b>	<p>Committee liked how the layout, colors, font size and overall design for an accessibility brochure. The selected photos were appreciated regarding the sandwich boards and parking.</p> <p>Moved By: B. Vinje Seconded By: L. Fry</p> <p>That the promotional brochure be approved for printing with added descriptions under photos.</p>
	<b><u>NEW BUSINESS</u></b>
<b>Community Benches</b>	<p>Inquiry into how the District can work with Private property owners to improve accessibility with regards to benches at the malls in town. D.Barnett will reach out to the business owner and see if they are interested in installing a bench.</p> <p>BC Transit – What opportunity is there for the accessibility committee to share concerns with BC Transit with stop location and potential bench location.</p> <p>Staff will discuss with BC Transit the concerns and report back with potential opportunities to share concerns. Staff will watch for funding opportunities for possible BC Transit accessibility improvements.</p>
<b>Williams Lake Accessibility Committee</b>	<p>M. Dewing as a member of the Williams Lake Accessibility Committee to reach out and ask what recommendations they might have to help the committee moving forward. Possibility to invite a member to speak at a future meeting.</p>
	<b><u>CORRESPONDENCE</u></b>
	<b><u>OTHER BUSINESS</u></b>
	<p><b><u>ADJOURNMENT</u></b></p> <p>Moved By: B.Brown Seconded By: M. Dewing</p> <p>That the Committee meeting is adjourned at 12:55 PM.</p>
	Next meeting – April 17th, 2025 @ 12:00





## FOR INFORMATION CORRESPONDENCE

April 11, 2025

Mayor and Council  
District of 100 Mile House  
Box 340, #1-385 Birch Ave  
100 Mile House, BC V0K 2E0

Dear Mayor Maureen Pinkney and Council,

**RE: BC Transit Contracting Strategy Update – Central North**

Thank you for your continued partnership and dedication to supporting public transit in your community.

Earlier this year, the District of 100 Mile House Council raised thoughtful and valid concerns about the potential for increased costs associated with a regional contracting approach to transit operations and maintenance proposed by BC Transit. Also emphasized was the need for early consultation in future contracting decisions. We fully acknowledge and appreciate the feedback that you have provided.

In response to these concerns, BC Transit has cancelled the request for proposal that was scheduled for early 2025, which would have grouped the operating company operations and maintenance under a single contract for District of 100 Mile House, City of Williams Lake and City of Quesnel. Instead, BC Transit will continue to maintain the current contractual relationships for transit operations in each the District of 100 Mile House, City of Williams Lake and City of Quesnel.

BC Transit is committed to ensuring safe, reliable and cost-effective service delivery. While regionalized contracting has demonstrated benefits in other parts of the province, we recognize that every community faces unique challenges. Given the affordability pressures that many local governments are currently experiencing, we will not be pursuing this strategy at this time.

Going forward, we will engage with the District of 100 Mile House in advance of any major shifts in contracting strategy. Your input will play an important role in informing future decisions, and we remain committed to working collaboratively to address the unique challenges of providing transit in rural communities.

Thank you again for your ongoing collaboration and support.

Sincerely,

A handwritten signature in black ink, appearing to read "Elise Wren".

Elise Wren

Government Relations Manager  
BC Transit  
ewren@bctransit.com

## FOR INFORMATION CORRESPONDENCE



Ref: 88497

Mayor Maureen Pinkney  
PO Box 340  
#1-385 Birch Ave  
100 Mile House, B.C.  
V0K 2E0

Dear Mayor Pinkney:

Thank you for your letter of March 18, 2025, addressed to the Honourable Chandra Herbert, Minister of Tourism, Arts, Culture and Sport, regarding the B.C. Fairs, Festivals and Events (BCFFE) fund. As the Assistant Deputy Minister of Tourism, I am pleased to respond.

The Province of British Columbia recognizes that events are important to British Columbia's tourism, arts, culture, and sport sectors. They bring economic benefits to communities, support local businesses, and enhance tourism offerings. I am pleased to share that the Ministry has recently launched the Destination Events Program, which will provide annual funding to the event sector. The program will open for applications on April 7, 2025.

The Program will support events that attract overnight visitors, create jobs, boost local economies, and help communities thrive. To be eligible, events must have a minimum operating budget of \$150,000, take place between June 2025 and September 2026, and meet all other program eligibility criteria. For more information on eligibility and the application process, please visit the Program website: [www.gov.bc.ca/DestinationEventsProgram](http://www.gov.bc.ca/DestinationEventsProgram).

The Ministry also provides support to events through Community Gaming Grants, the BC Arts Council, and Creative BC. I encourage you to review the Funding Opportunities website: <https://www2.gov.bc.ca/gov/content/funding> and subscribe to the B.C Government's 'News on Demand' to be notified of future funding opportunities.

Thank you again for writing.

Sincerely,  
Nick Grant  
Assistant Deputy Minister



### In This Issue

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### NCLGA:

Representing over 240 elected officials in over 42 local and First Nations governments.

Established in 1955, The NCLGA is a non-profit, non-partisan association comprised of local government elected officials in North Central BC.

## A Message from the NCLGA President

by Judy Greenaway, NCLGA President

As I am coming to the end of my term as your President, I would like to thank the NCLGA Executive Committee, the Board members, the administration, and all of you for your support. The NCLGA is a strong association because of all of you.

This has been a busy year for us, with the provincial election and getting to know new Ministers and their changing portfolios. The NCLGA is working hard for you, our members, including sending out letters to the Province advocating for the resolutions that were passed at our last AGM in Smithers. Thank you to the community of Smithers for hosting the successful 2024 AGM, held from May 13-16, 2024.

Our administration has recently been working on getting a signed Memorandum of Understanding with the Chamber of Commerce of British Columbia, inviting collaboration on shared advocacy goals.

Thanks to our Past President, Sheila Boehm, who started the important work to spearhead the development of a Mental Health and Addictions Symposium and Accord. The inaugural Symposium was held on November 13 and 14, 2024 and was a great success with over 300 participants and 30 Accord signatories to date. With much enthusiasm and broad support, we are planning to co-host a one-day Symposium again this fall.

We are working on legislative reform, as a joint collaboration with the other four Area Associations, to bring the *Local Government Act* into the 21st century. I sit on the ad hoc committee as an elected official member, and we are working with Don Lidstone to do this work. The *Local Government Act* (1998) has not had significant reforms since between 1998 and 2000 and many changes are needed, including alignment with the *BC Declaration on the Rights of Indigenous Peoples Act* of 2019.

Our next AGM will be held in Prince Rupert from May 12-15, 2025 and we look forward to welcoming you all there.

*"There is only one corner of the universe you can be certain of improving, and that's your own self."*

— Aldous Huxley



Judy is an active member of the NCLGA Board and sits on the Resolution Committee, Governance Committee and Finance Committee.

Read more about Judy here: [Board of Director Bio's](#)

## FOR INFORMATION CORRESPONDENCE

### 2025 NCLGA AGM and Convention

Please join us at the upcoming **NCLGA Annual General Meeting and Convention**, co-hosted by the communities of the [City of Prince Rupert](#), the [District of Port Edward](#) and the [North Coast Regional District](#) in Prince Rupert, BC, on May 12-15, 2025.

**Event Location:** North Coast Hall Meeting and Event Centre

**Theme:** The Tides of Change

[Register here](#)

Please visit the website [2025 AGM & Convention](#) for more information.

For any questions on the AGM and Convention, please contact Sandra Moore at [admin@nclga.ca](mailto:admin@nclga.ca).

For questions on sponsorship or tradeshow booths, please contact Heidi Martel at [hmartel@nclga.ca](mailto:hmartel@nclga.ca).

### Healthy Communities Forum

Join Northern Health for the Northern Health Healthy Communities Forum.

**Date:** Monday, May 12, 2025, 9:00 a.m. to 4:00 p.m. (lunch provided)

**Location:** Crest Hotel, 222 1st Avenue West Prince Rupert, BC

[Register here](#)

This event is a fantastic opportunity to learn about and engage in meaningful discussions on strengthening healthy communities in Northern BC.



## NCLGA Advocacy and Activities

### 2025/26 NCLGA Resolutions

In preparation for the 2025 AGM and Convention on May 12-15, 2025, in Prince Rupert, BC, we are in the process of collating resolutions received for 2025/26, which will be printed in the Annual Report.

Please note: Late resolutions will be accepted until noon on April 18, 2025, but the topic must have arisen since the March 14, 2025, regular resolution deadline. For more information, see [resolution guidelines](#).



There are eight Executive Resolutions in development for 2025/26, on the following topics:

- E1** Short-Term Rental Act Exemption Flexibility for Small Communities
- E2** Advancing Recovery-Informed Workplace Practices
- E3** Provincial Support for Area Associations through Regional Program Development
- E4** Engagement Protocols for Regional Directors in Resource Development Processes
- E5** Supporting a Regulated Mushroom Picking Industry
- E6** Blood Plasma Donor Centre for Northern BC.
- E7** Canada-First Local Government Procurement Strategy
- E8** Eliminating Interprovincial Trade Barriers
- E9** Modernization of Regional District Legislation

## FOR INFORMATION CORRESPONDENCE

### Process for Requesting NCLGA Support Letters

Local governments and organizations that wish to receive a letter of support from the NCLGA are invited to submit a formal request to NCLGA.

Please allow up to 3 weeks to process the letter of support request.

All letter of support requests require NCLGA Board approval and are subject to the [Policy for Letters of Support](#).

### Reforming the *Local Government Act*: A Roadmap

NCLGA members are asked to participate in an important initiative to modernize the *Local Government Act* (LGA).

The insights and experiences of local government elected officials and staff are essential in shaping legislative reforms, and we encourage you to take part in this process.

Don Lidstone K.C. has developed the [Regional District Legislation Roadmap](#), a framework designed to gather input from all five area associations on the challenges facing local governments under the LGA.

Please complete the survey: [Reforming the Local Government Act: A Roadmap Survey](#).



## FOR INFORMATION CORRESPONDENCE

### Webinar Report

As part of our quarterly webinar series, on February 25, 2025, the NCLGA hosted a webinar by the Prince Rupert Port Authority titled, *"Economic Impacts of Port Activities on Local Communities"*.

The webinar was presented by Kevin Moraes, Director, Government and External Relations, and Halie Osmar, Government Relations Associate, and included information on the Port's historic \$3 billion expansion, the economic impact to Northern BC, and the community engagement initiatives to support safe and sustainable trade growth across the corridor.

All NCLGA members are invited to join our quarterly webinars. The next webinar is titled, *"Bridging Gaps in Care within Northern and Central BC - A Presentation from the BC Rural Health Network"*, and being hosted by Paul Adams, Executive Director, BC Rural Health Network, May 21, 2025, 12:00 – 1:00 p.m. [Register here](#)

If you have suggestions for future webinars of interest to NCLGA membership, please email Bettina Johnson at [bjohnson@nclga.ca](mailto:bjohnson@nclga.ca).

### FESBC Presentation to the NCLGA Board

At the March 1, 2025, NCLGA Board of Directors Meeting, presentations to the Board included a presentation by Jason Fisher, Executive Director, Forest Enhancement Society ([FESBC](#)).

Executive Director Fisher presented on the key role that FESBC plays in working with partners to support innovative projects throughout the province, delivered by Indigenous groups, communities, and contractors. The projects ensure value is generated from residual forest waste while reducing the risk from wildfires, improving wildlife habitat, and generating economic activity.

### Help Us Understand the Impact of Accommodation Challenges for Medical Travel to Prince George

NCLGA is seeking your input on an important issue affecting Northern and Central BC communities. We've heard growing concerns about the difficulty residents face when trying to find short-term accommodation near the **University Hospital of Northern British Columbia (UHNBC)** in Prince George while attending medical appointments or supporting loved ones receiving care.

To better understand the scope of the issue, we are asking elected officials to share whether they are hearing similar concerns from their constituents and to help us estimate how many individuals in our communities may be affected.

Your feedback will help guide potential advocacy and collaboration opportunities aimed at improving access to medical travel supports in the region.

| Please take a moment to complete this short [survey](#).



## FOR INFORMATION CORRESPONDENCE

### 2025 Mental Health and Addictions Symposium and Accord

SAVE-THE-DATE! The **2025 Mental Health and Addictions Symposium** is being planned for October 15, 2025, in Prince George, BC.



Bringing together representatives from multiple agencies and governments, the Symposium is a pivotal event aimed at addressing critical issues in mental health and addictions through comprehensive discussions and collaborative efforts.

#### Mental Health and Addictions - Advocacy Opportunities

We invited all Accord signatory agencies to a virtual strategy meeting on January 31, 2025, to discuss and strategize on advocacy activities and opportunities.

Core themes that were discussed included the importance of establishing northern models for northern communities, promoting inclusive discussions to address disconnect between ministries, RCMP and service providers, and advocating for dedicated longer-term funding that would free up more time for education/training and the providing of services, such as more cost-effective peer-driven programs.

A follow up meeting is scheduled for **Tuesday, April 22, 2025, 12:00 - 1:00 p.m.**

#### Living Document and Next Iteration in 2025

The Accord is intended to be a living document, outlining shared principles and actions to drive improvements in mental health and addictions services across Central and Northern British Columbia. Recognizing the need to continuously engage and understand the diverse needs of communities and organizations, the Accord is set for review and an update in mid-2025.

To learn more on the Accord purpose and vision, visit [nclga.ca/accord](https://nclga.ca/accord).

We invite all NCLGA members to consider endorsing and adopting the Mental Health and Addictions Accord in their communities.

Please reach out to [bjohnson@nclga.ca](mailto:bjohnson@nclga.ca) if your local government or agency is interested in endorsing the Accord or would like to be included in the next round of commentary.

## Upcoming Meetings and Events

### Northern Regional Energy Dialogues

[Regional Energy Dialogues](#) have been convened across Northern BC in the winter and spring of 2025, working with communities and First Nations to identify their interests, needs and opportunities in support of energy transitions. The goals of the workshops include facilitating peer learning amongst participating communities, sparking dialogue, and building collective regional action on energy issues across northern BC.

If you'd like to have the energy conversation brought to your community, please contact **Sarah Korn, Community Coordinator**, [sarah.korn@alumni.unbc.ca](mailto:sarah.korn@alumni.unbc.ca).

### Upcoming Dialogues

**April 15, 2025, 5:30 – 7:30 p.m.**

[Mackenzie Community Energy Open House](#)

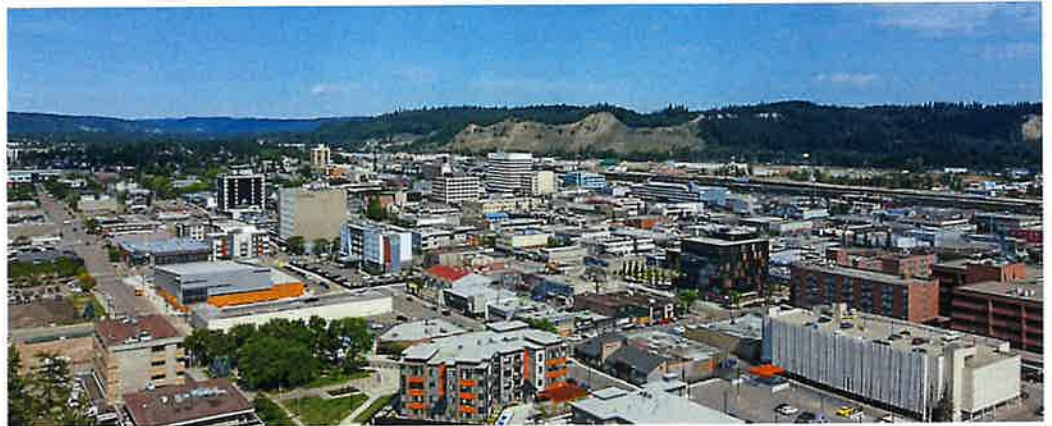
Stop by to learn about the Northern Regional Energy Dialogues project, share your thoughts and ideas on community energy development, and take part in planning the future of energy in Mackenzie!

**April 29 - April 30, 2025**

Ramada Plaza by Wyndham Prince George

[NorthCAN Forum](#)

The premiere event of 2025 exploring opportunities for climate action and the energy transition in Northern BC.



# FOR INFORMATION CORRESPONDENCE

## Rural Minds Matter Awareness Campaign - Upcoming Townhall Events in Northern BC



**Stigma-Free Mental Health Society** will be hosting townhall events, with speakers and local panelists breaking down stigma and discussing the challenges and opportunities for mental health and wellbeing in Northern BC communities in May of 2025. A collaboration with *AgSafe BC* and *DoMoreAg*, these townhall chats will offer informative and engaging mental wellness dialogue, share personal stories and lived experience, while highlighting the resources available to support rural residents today and in the future, including information on the exciting potential of peer supported groups.

### Save-the-Dates!

- **May 13, 2025**, Terrace, BC
- **May 14, 2025**, Prince George, BC
- **May 15, 2025**, Fort St John, BC

*All evening events - Times and locations TBC*

For more information, please visit <https://stigmafreementalhealth.com/campaigns/rural-minds-matter/>.

If your organization would like to co-host a townhall event, please email [mike.skrypnek@stigmafreementalhealth.com](mailto:mike.skrypnek@stigmafreementalhealth.com).

## 2025 Northern BC Recreation Conference

**June 1-3, 2025**

Prince George, BC

Join your host Engage Sport North for an inspiring and action-packed conference bringing together recreation leaders, community builders, and passionate changemakers from across Northern BC. Connect, learn, and explore innovative ways to shape the future of physical activity and recreation in your community through engaging keynotes, hands-on workshops, and active experiences. Don't miss this chance to collaborate, grow, and have fun with others from the Northern BC recreation sector — mark your calendar and stay tuned for more details to come.

Questions can be directed to [sarah@engagesportnorth.com](mailto:sarah@engagesportnorth.com).

[Register here](#)





## FOR INFORMATION CORRESPONDENCE

### Upcoming Board Meetings

#### Strategy Session on NCLGA AGM

May 11, 2025, 6:00 – 8:00 p.m.

In-person, Prince Rupert, BC

#### NCLGA Board Meeting

June 20-21, 2025

In-person, Prince George, BC and Via [zoom](#)

#### UBCM Luncheon

September 21, 2025

In-person, Victoria, BC

#### NCLGA Board Meeting

October 17-18, 2025

Via [zoom](#)

### Upcoming Meetings & Events

#### Member Webinar

May 21, 2025, 12:00 – 1:00 p.m.

***“Bridging Gaps in Care within Northern and Central BC -  
A Presentation from the BC Rural Health Network”***

Presenter: Paul Adams, Executive Director, BC Rural Health Network

[Register here](#)

#### NCLGA Annual General Meeting and Convention 2025

May 12-15, 2025

Prince Rupert, BC

[Register here](#)

Visit: [2025 AGM & Convention](#) for more information

#### Healthy Communities Forum

May 12, 2025, 9:00 a.m. – 4:00 p.m.

Crest Hotel, Prince Rupert, BC

[Register here](#)

#### UBCM Annual Convention

September 20-26, 2025

Victoria, BC

More information at: [UBCM 2025 Convention](#)

#### 2025 Mental Health and Addictions Symposium

October 15, 2025

Prince George, BC

More information to be posted at:

[2025 Mental Health and Addictions Symposium](#)

### CONTACT US

**NCLGA - North Central  
Local Government  
Association**

Suite 507 - 1488 4th Avenue, Prince  
George, BC, V2L 4Y2

[admin@nclga.ca](mailto:admin@nclga.ca)

[www.nclga.ca](http://www.nclga.ca)

## NCLGA Newsletter

### NCLGA Newsletter Contributions

We encourage our members to contribute content for the newsletter. We welcome your submission ideas, including:

- Member Spotlight and Success Stories: highlighting achievements and activities of our member communities
- Upcoming Events, Resources

Please submit content to Bettina Johnson at [bjohnson@nclga.ca](mailto:bjohnson@nclga.ca).

# Growing Together

GREAT PLACES

B.C. COMMUNITIES IN BLOOM NEWSLETTER

## IN THIS ISSUE:

- Program Registration Deadlines
- Memories from past newsletters
  - Dec 2004
  - Jan 2005

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BC Recreation & Parks Association  
Invasive Species Council of BC

## MEMBER OF

Gardens BC

BC Council of Garden Clubs



## UPDATED MAILING ADDRESS:

4451 212-Street, Langley, V3A 7Z8  
(604) 576-6506

[www.bccib.ca](http://www.bccib.ca)

[Facebook](#) [BC CiB](#) [Privacy Policy](#)

Coordinator Catherine Kennedy  
[c.kennedy@telus.net](mailto:c.kennedy@telus.net)

## UPDATES:

Community Registrations are being accepted for the  
**BLOOM and GROW EVALUATED**  
programs until April 25.

[Link to Registration Form](#)

All Non-Evaluated program options:

**Friends, Showcase, Membership will be**  
accepted before August 31 (new Date).

Link to [Showcase](#), [Membership](#), Friends (same form as above)

## 2025 BC CiB Society Board of Directors:



AGM held April 1: Darlene Kalawsky, Chair; Kerry Bysouth, Vice Chair;  
Shirley Fowler, Treasurer; Linda Tomlinson, Secretary; Members at Large:  
Edward Stanford, Heather Doheny, Anne Kulla, Tom Meyer, 2 Vacant

## REGISTERED TO DATE:

Village of Chase, Bloom  
District of Hope, Bloom  
Village of Harrison Hot Springs, Grow  
City of Kelowna, Grow  
District of 100 Mile, Friends  
Town of Qualicum Beach, Friends  
District of Sicamous, Friends



*People, Plants and Pride... Growing Together*

## Thanks for the Memories...from 2004 & 2005

### British Columbia – Communities in Bloom (BC-CiB)

VOLUME 1 • ISSUE 1 • DECEMBER 2004

### Welcome to our First Newsletter!

The purpose of this newsletter will be to develop better communication from the BC Chair and committee to past, present and future participants as well as judges and other BC-CiB support people.

The newsletter will be published quarterly and will contain information about the program, upcoming events, stories, and tips for showing your community at its best. There will also be an area for sponsor logos and contributor's names. As we develop, there may be contests for stories or photos, space for advertising and perhaps more frequent newsletter publication.

**New organizational structure** - Early in 2004 it was recognized that the program needed help to fulfill its potential. A variety of organizations (identified as key stakeholders) were approached to become involved in a planning session for the BC-CiB program.

It was decided to form a small working group from these key stakeholders to plan and structure the future of the program. Currently there are representatives from the BCLNA, BCRPA, BCSLA, Tourism BC, BC Dept. of Agriculture, United Flower Growers and some national and provincial judges. The group reflects a broad cross section of interests throughout the province that will help to guide the future of the BC-CiB program.

**2004 Community participants** – this year there were 17 communities in the provincial program and 14 in the national competition. 2004 Provincial Winners - Congratulations to Pender Harbour (1-3000), Chemainus (3-5000), Trail (5-10,000), Quesnel (10-20,000), Langford (20-50,000) and Prince George (50-100,000), all with the top scores in their population category.

**2004 National Winners** – Four BC communities took top honours out of the ten national population categories. They were Taylor (1-2000), Fort St. John (10-20,000), City of Langley (20-50,000) and Kamloops (50-100,000). Qualicum Beach and Parksville won the Canadian Classic category for twinning a community with a past winner and a first time participant. Merritt won an award for excellence in Turf and Groundcover and Kelowna won for Waste Management & Environmental Awareness.

**Story ideas** – This newsletter will be a great venue for telling your community's success story. We would love to hear about how obstacles were overcome, tips for building a community team or what you would do differently the next time. We can all learn from your stories so please send them to: [c.kennedy@telus.net](mailto:c.kennedy@telus.net)

- Limit the story to 500 words, written as it is to appear, perhaps with one Jpeg photo. (Shorter stories are more likely to be published as is)
- Announcements or events suited to the whole province (allow 3 months lead time).

**Sponsorship Opportunities** – To develop the BC-CiB program further, fundraising through corporate sponsorship will be necessary to offset the extensive travelling costs for judging and the many other program related expenses that the minimal registration costs do not cover. Organizations that have a province wide focus and that are suited to the People, plants and pride...growing together philosophy will benefit from the BC-CiB exposure on published materials and at the Awards Ceremony.

To obtain a detailed fundraising package, please contact Catherine Kennedy, BC-CiB Project Coordinator for more information by emailing [c.kennedy@telus.net](mailto:c.kennedy@telus.net)



Thank you for  
the continuing  
support from:

▪

BC Landscape &  
Nursery Association  
(BCLNA)

▪

BC Recreation & Parks  
Association (BCRPA)

▪

United Flower Growers  
Association (UFG)

▪

Tourism BC

▪

Ministry of Agriculture,  
Food and Fisheries

▪



## British Columbia – Communities in Bloom

*People, Plants and Pride...Growing Together*

VOLUME 1 ▪ ISSUE 2 ▪ JANUARY 2005

### *In this issue:*

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- What's Been Happening:
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  - Registrations Are Rolling In
  - Sponsorship Opportunities
- A Community's Success Story
- What's Your Story?

### Growing Support for BC-CiB

The Honourable John van Dongen of the Ministry of Agriculture, Food and Fisheries has recently given support to the BC-CiB program: *"The Communities in Bloom program increases environmental awareness, preserves the natural heritage in people and plants, and creates a legacy for future generations. It supports the British Columbia ornamental industry and adds to the aesthetic appeal of the community for the people who work, live and visit there. The program is a primary benefit for our tourism industry, which continues to be one of the most valuable sectors of British Columbia's economy."*

Tourism British Columbia's Laura Plant, Manager of Industry Development, also comments: *"I am pleased to learn that the BC-CiB program is aiming to increase its presence in British Columbia communities. Clearly, there is an increased need for promoting community beautification for several purposes – increasing tourism visitation, enticing new residents and attracting new businesses. Assistance with this task is provided by the Communities in Bloom program for a very reasonable cost to participants. I look forward to working with you and the BC - Communities in Bloom team to develop and promote this program."*

### What's Been Happening

***BC-CiB Officially Recognized!*** As of December, we have official recognition of our name British Columbia – Communities in Bloom (BC-CiB), this now allows us to begin the process of corporate registration as a society, with the goal of one day having non-profit status. The committee continues to develop plans for the future of the BC-CiB program.

***Registrations Are Rolling In*** – Information has been sent to 160 Communities throughout the province via the Union of BC Municipalities, and the response so far has been excellent. Registration forms are emailed to the interested communities with a package of program information being mailed upon receipt of their application. The registration deadline for 2005 BC – Communities in Bloom is May 15<sup>th</sup>.





Members of the working committee are:

Randy Greenizan – BC-CiB Chair,

Bill Manning – BCRPA,

Donna Anaka – Ministry of Agriculture, Food and Fisheries,

Heather Edwards – National CiB Judge,

Henk Grasmeyer – United Flower Growers Assoc.,

Ruth Olde – BCLNA,

Michelle Pain – BCLNA,

Kathy Reinheimer – BC-CiB Judge,

Laura Plant - Tourism BC,

Len Walters – BCRPA,

Leona Ashcroft – CiB Nelson,

Mark Vaughn – BC Society of Landscape Architects,

Robin McConkey – CiB Prince George,

Daphne Kelly – CiB City of Langley,

Jane Stock – BCLNA.

**Sponsorship Opportunities – Don't Miss Out!** The provincial scope of the BC-CiB development program will appeal to companies and organizations that desire to gain a community profile throughout the province. To obtain a detailed sponsorship prospectus, please contact Catherine Kennedy, BC-CiB Program Coordinator for more information by emailing [c.kennedy@telus.net](mailto:c.kennedy@telus.net)

## Communities in Bloom Is More than Just Flowers - A Community's Success Story

By Daphne Kelly, Past Chair of CiB-City of Langley

In the City of Langley, Communities in Bloom is becoming a household phrase. It was only a few years ago that people would refer to Communities in Bloom as 'that flower thing'.

Our community is now aware that Communities in Bloom is more than just flowers. People, plants and pride...growing together is what it is all about.



Participating in BC-CiB is an opportunity to build community pride through involvement of the whole community, from the youngest to the oldest and everyone in between. In Langley City last year we embarked on painting the 50 gallon metal drums used as garbage cans throughout the city. Over 50 garbage cans were painted and placed throughout the city at parks, ball diamonds, soccer fields and along the floodplain trails. The artists included a local 'Beaver Colony', several elementary school classes, a group of teens, and a senior couple in the mid 80's! The colourful cans have brightened the areas they grace, served a very useful purpose, created an interest in that people try to see how many of the cans they can locate. The result of the garbage can painting has grown and our first mural was painted on a park pump house – a building that was constantly tagged with graffiti. To date none of the garbage cans or the pump house has been tagged.

The business community has become involved in various initiatives. When the Langley Field Naturalists needed new tents in which to raise the beetles used to control the Purple Loosestrife that was taking over a local pond it was Canadian Tire who came to the rescue. Not only did the owners of our local Canadian Tire Store donate money to purchase the tents, their staff also helped rear and release the beetles into the infected area of the pond. In 2004 the City of Langley received special mention for the Purple Loosestrife Management Project.

The Garden of the Week project was introduced last year – members of the CiB committee chose a different residential, business or commercial building's garden each week from June to September. The recipient received a certificate of recognition and a sign which they kept in their garden for the duration. The local newspaper printed a Garden of the Week ad each month with the four recipients and their addresses. It wasn't long until members of the community were calling us to see how they could get their garden recognized!

These are just a few of the ways your community can become involved. The signage at the entrance to your town or city, and the information at your Tourist Bureau or Chamber of Commerce will alert travelers that you are a CiB community – you can be assured they will stop and check you out.

**What's Your Story?** – We can all learn from your stories so please send them to: [c.kennedy@telus.net](mailto:c.kennedy@telus.net) –Limit the story to 500 words, written as it is to appear, perhaps with one Jpeg photo. (Shorter stories are more likely to be published as is)  
- Announcements or events suited to the whole province (allow 3 months lead time).

## FOR INFORMATION CORRESPONDENCE



### Showcase your Canadian Pride!

**Feature a Place or Project that is unique to your community.**

Get recognition for special green spaces or community enhancing projects.

This is also a great opportunity to acknowledge volunteers and service groups.

#### HOW TO GET INVOLVED:

- Register as a Friends non-evaluated participant before the end of April. ([Provincial Edition Form](#))
- Send in photos and copy per the Friend Showcase form on the back page.

#### DETAILS:

- All entries will be featured in the BC CiB Growing Together Newsletter, website and social media as they are received.
- All entries will receive special recognition and a frameable certificate if submitted by the deadline.
- Photos must be from the 2025 season.
- Submit 3 of your best photos with full rights in high resolution (a minimum of 300dpi at print size or a minimum weight of 800kb). Submitted photos will be used by BC Communities in Bloom for the promotion of your community and the BC CiB Program.



CITY OF KELOWNA – Gateway Garden with Zephyr sculpture and seasonal plantings near the William R. Bennett Bridge. 2024 Showcase entry featured in our September Newsletter.



CITY of CASTLEGAR – Castle Playground collaborative project. 2024 Showcase entry featured in our October Newsletter.

# FOR INFORMATION CORRESPONDENCE

To be recognized in this year's BC CIB Provincial Awards, please **submit before August 31.**

This form is for communities registered in the Friends Non-Evaluated program.

There is no extra charge for this submission.

Municipality	
Area or Group being featured	
Address	
Contact Person	
Phone	Email (required)
Social Media/Facebook	Website
Please supply a Description of your Showcase (250 words Maximum) and three JPEG or TIFF photos	

## FOR INFORMATION CORRESPONDENCE



Village of Telkwa, PO Box 220, Telkwa, BC V0J 2X0  
(250) 846-5212 • [info@telkwa.ca](mailto:info@telkwa.ca) • [www.telkwa.ca](http://www.telkwa.ca)  
WHERE RIVERS MEET AND FRIENDS GATHER

April 29, 2025

The Honourable David Eby  
Premier of the Province of British Columbia  
PO Box 9041, STN PROV GOVT  
Victoria, BC V8W 9E2  
[Premier@gov.bc.ca](mailto:Premier@gov.bc.ca)

Dear Premier:

Council is writing on behalf of the Village of Telkwa to formally call for a comprehensive reset of Pacific Northern Gas (PNG) and an audit of the organization's operations and expenditures. The proposed increases in natural gas delivery rates, which are anticipated to take effect on May 1, 2025, have raised significant concerns among our residents, particularly families, seniors, and youth who are already facing economic hardships.

The current trajectory of PNG's rate increases will force households to make difficult choices between heating their homes and buying food during the coldest parts of the year. As such, the Village of Telkwa opposes any and all increases to PNG rates. We are particularly concerned about the projected \$200 million expenditure on the new pipeline, which has not demonstrated sufficient accountability or transparency. It is imperative that PNG be held accountable for its past decisions and operational practices that have led to this situation, including the lack of foresight that failed to ensure that forestry and other industries benefited from the new infrastructure.

Furthermore, while PNG asserts that these rate changes are necessary for the continued safety and reliability of its natural gas system, we believe that a public review of their expenditures is warranted. The purpose of the carbon tax should not be overlooked, as it adds another layer of concern regarding the recommendations put forth by PNG.

We urge the British Columbia Utilities Commission (BCUC) to conduct a thorough and transparent audit of PNG's financial practices and decision-making processes. It is essential to ensure that no further financial burdens are placed on our residents and that the well being of our communities is prioritized.



**FOR INFORMATION CORRESPONDENCE**



Village of Telkwa, PO Box 220, Telkwa, BC V0J 2X0  
(250) 846-5212 • [info@telkwa.ca](mailto:info@telkwa.ca) • [www.telkwa.ca](http://www.telkwa.ca)  
**WHERE RIVERS MEET AND FRIENDS GATHER**

We appreciate your attention to this urgent matter and look forward to your prompt action in addressing our concerns.

A handwritten signature in black ink, appearing to be "L. Dekens", written over a horizontal line.

Mayor Leroy Dekens  
Councillor Annette Morgan  
Councillor Simon Schatt  
Councillor Cathy Frenette  
Councillor Lee Ewald

cc: BC Utilities Commission  
Municipalities and Regional Districts of BC  
Sharon Hartwell, MLA for Bulkley-Stikine  
Adrian Dix, Minister of Energy and Climate Solutions  
Brittney Anderson, Minister of State for Local Governments and Rural Communities



**LEGISLATIVE ASSEMBLY**  
of BRITISH COLUMBIA

Peter Milobar, MLA  
Kamloops Centre

Ward Stamer, MLA  
Kamloops – North Thompson

Tony Luck, MLA  
Fraser – Nicola

Lorne Doerkson, MLA  
Cariboo – Chilcotin

Rosalyn Bird, MLA  
Prince George – Valemount

April 28, 2025

Dear Chief, Mayor and Councils,

**RE: Request for Support in Redesigning the Kamloops BC Cancer Care Centre**

---

As MLAs for Kamloops Centre, Kamloops – North Thompson, Fraser – Nicola, Cariboo – Chilcotin and Prince George-Valemount, we are writing to request your support and advocacy for the redesign of the Kamloops BC Cancer Care Centre to ensure it provides the same level of care, resources, and services as other cancer centers throughout British Columbia.

Currently, the proposed Kamloops Cancer Centre differs significantly from other provincial cancer facilities in terms of being designed as a site with two different locations, one of which will be overseen by the local health authority and the other site overseen by B.C. Cancer; neither of their data and information software work with each other and lastly, the Kamloops centre will not include a PET-CT scanner.

These inconsistencies create inequitable access to cancer care for residents in our region compared to other areas of the province and will also create major challenges for proper recruitment and retention. Many communities across BC have benefited from comprehensively designed cancer centres that follow a provincial standard. Our community deserves the same level of care and consideration.

Although we have brought this to the Minister of Health's attention by way of letter, an in person meeting and most recently questioning the Minister during debate on budget estimates, we respectfully request that you advocate for this redesign by either using the enclosed letter template or drafting your own letter, requesting the Minister of Health address the concerns being raised by the medical community to ensuring the healthcare needs of the region are being adequately met not only now, but in the years to come.

We kindly ask that you email your letter to us by May 22<sup>nd</sup> as we are hoping to present your letters en masse to Minister Osborne at the legislature before the end of session.

Thank you for your consideration of this important matter. We would welcome the opportunity to discuss this further and provide additional information as needed.

---

**Kamloops Centre**  
Constituency Office  
446 Victoria Street  
Kamloops, BC V2C 2A7  
T 778.471.9371 | F 250.554.5417

**Kamloops – North Thompson**  
Constituency Office  
618B Tranquille Road  
Kamloops, B.C. V2B 3H6  
T 250.554.5416 | F 250.377.3448

**Fraser - Nicola**  
Constituency Office  
T 250.318.0355

# FOR INFORMATION CORRESPONDENCE

- 2 -

April 28, 2025

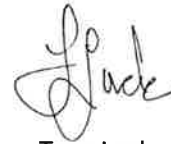
Sincerely,



Peter Milobar  
MLA Kamloops Centre



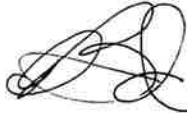
Ward Stamer  
MLA Kamloops – North Thompson



Tony Luck  
MLA Fraser – Nicola



Lorne Doerkson  
MLA Cariboo-Chilcotin



Rosalyn Bird  
MLA Prince George-Valemount

Cc. Chair and Board, Columbia-Shuswap Regional District  
Chair and Board, Squamish-Lillooet Regional District  
Chair and Board, Thompson Regional Hospital District  
Chair and Board, Thompson-Nicola Regional District  
Mayor and Council, Village of Ashcroft  
Mayor and Council, District of Barriere  
Mayor and Council, Village of Cache Creek  
Mayor and Council, Village of Chase  
Mayor and Council, District of Clearwater  
Mayor and Council, Village of Clinton  
Mayor and Council, City of Kamloops  
Mayor and Council, District of Lillooet  
Mayor and Council, District of Logan Lake  
Mayor and Council, Village of Lytton  
Mayor and Council, City of Merritt  
Mayor and Council, Sun Peaks Mountain Resort Municipality  
Mayor and Council, City of Williams Lake  
Mayor and Council, District of 100 Mile House  
Chief and Council, ?Esdilagh First Nation (Alexandria Indian Band)  
Chief and Council, Adams Lake Indian Band (Sexqeltqin)  
Chief and Council, Ashcroft Indian Band (Nlaka'pamux)  
Chief and Council, Bonaparte First Nation (St'uxwtews)  
Chief and Council, Boothroyd Band  
Chief and Council, Boston Bar First Nation  
Chief and Council, Bridge River Indian Band (Nxwisten)  
Chief and Council, Cayoose Creek Band (Sekw'el'was)  
Chief and Council, Chawathil First Nation (Lexw Siyo:les, Hope)  
Chief and Council, Coldwater Indian Band (C'eletkwmx)  
Chief and Council, Cook's Ferry Indian Band  
Chief and Council, High Bar First Nation (Llenlney'ten)

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Constituency Office  
T 250.318.0355

# FOR INFORMATION CORRESPONDENCE

- 3 -

April 28, 2025

Chief and Council, Kanaka Bar Band (T'eqt'aqtn'mux)  
Chief and Council, Lheidli T'enneh First Nation (Fort George Indian Band)  
Chief and Council, Lhoosk'uz Dene Government (Kluskus Indian Band)  
Chief and Council, Little Shuswap Lake Band (Skwlax te Secwepemculecw)  
Chief and Council, Lower Nicola Indian Band  
Chief and Council, Lower Similkameen Indian Band (Skichistan)  
Chief and Council, Lytton First Nation (TI'kemtsin)  
Chief and Council, Nazko First Nation (Ndazkoh)  
Chief and Council, Neskonlith Indian Band (Neskainlith)  
Chief and Council, Nicomen Indian Band (Nicoamen, Nicomeen, Nikaomin)  
Chief and Council, Nooaitch Indian Band  
Chief and Council, Oregon Jack Creek Band  
Chief and Council, Peters First Nation  
Chief and Council, Shackan Indian Band  
Chief and Council, Shxw'ow'hamel First Nation  
Chief and Council, Simpcw First Nation (North Thompson River)  
Chief and Council, Siska Indian Band  
Chief and Council, Skeetchestn Indian Band (Deadman's Creek)  
Chief and Council, Skuppah Indian Band  
Chief and Council, Soda Creek Indian Band (Xat'x'li First Nation)  
Chief and Council, T'it'q'et First Nation (Lillooet Indian Band)  
Chief and Council, Takla First Nation  
Chief and Council, Tk'emlúps te Secwépemc (Kamloops Indian Band)  
Chief and Council, Ts'kw'aylaxw First Nation (Ts'kw'aylaxw First Nation)  
Chief and Council, Tsay Keh Dene First Nation  
Chief and Council, Tsilhqot'in National Government (Chilcotin First Nation)  
Chief and Council, Tsq'ésceñ First Nation (Canim Lake Band)  
Chief and Council, Union Bar First Nation  
Chief and Council, Upper Nicola Band (Nicoamen)  
Chief and Council, Whispering Pines/Clinton First Nation (Pelltiq't)  
Chief and Council, Williams Lake First Nation (T'exelc, U12 T'exelc)  
Chief and Council, Xaxli'p First Nation (Fountain Indian Band)  
Chief and Council, Yale First Nation  
Chief and Council, Yekooche First Nation (Yekoochet'en)

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**Fraser - Nicola  
Constituency Office**  
T 250.318.0355

# FOR INFORMATION CORRESPONDENCE

[Address]  
[City, BC Postal Code]  
[Municipal Website]

[Date]

Honourable Josie Osborne  
Minister of Health  
PO Box 9050 Stn Prov Govt  
Victoria BC, V8W 9E2  
SENT VIA EMAIL: [HLTH.Minister@gov.bc.ca](mailto:HLTH.Minister@gov.bc.ca)

Dear Minister Osborne,

**RE: Urgent Request for the Redesign of Kamloops Cancer Care Centre**

---

On behalf of the Mayor and Council of [Municipality], we are writing to express our strong support for the redesign of the Kamloops BC Cancer Care Centre to ensure it meets the same comprehensive standards as other cancer treatment facilities across British Columbia.

Our Council has been made aware of significant concerns raised by medical professionals regarding the current design proposal for the Kamloops Cancer Care Centre. These healthcare experts have clearly articulated that the current design will not deliver the comprehensive Regional Cancer Centre that our region desperately needs. As elected representatives responsible for the wellbeing of our citizens, we find these concerns deeply troubling.

The Interior Health region serves a large geographic area with diverse communities that deserve equitable access to cancer care. Residents of Kamloops and surrounding communities should not have to travel to Kelowna or Vancouver to receive the same level of cancer treatment available elsewhere in the province. A properly designed comprehensive Regional Cancer Centre in Kamloops would:

- Ensure equitable access to life-saving cancer treatments for all residents in our region
- Reduce travel burden on patients and families already facing significant health challenges
- Enable local recruitment and retention of specialized healthcare professionals
- Support integrated care that addresses both physical and emotional needs of cancer patients
- Prepare our region for projected increases in cancer incidence due to our aging population

We respectfully request that you direct your Ministry to engage meaningfully with local medical professionals and stakeholders to address their concerns and revise the current design to ensure the Kamloops Cancer Care Centre is designed on one site, as is the standard of other BC Cancer sites including builds currently under construction across BC.

Our citizens deserve nothing less than the same quality of cancer care provided to British Columbians in other regions of the province. We are confident that with proper consultation and a commitment to equitable healthcare delivery, an appropriate design can be achieved that will serve the needs of cancer patients throughout the Interior for decades to come.

## FOR INFORMATION CORRESPONDENCE

RECIPIENT NAME \_\_\_\_\_

DATE, 2025

We would welcome the opportunity to discuss this further and to work collaboratively toward a solution that ensures our region receives a cancer centre that truly meets the needs of our communities.

Respectfully submitted,

[Mayor's Name]

Mayor of [Municipality]

On behalf of [Municipality] Council:

[Councillor Names Listed]

Cc: Peter Milobar, MLA Kamloops Centre  
Ward Stamer, MLA Kamloops & North Thompson  
Tony Luck, MLA Fraser – Nicola  
Lorne Doerkson, MLA Cariboo – Chilcotin  
Rosalyn Bird, MLA Prince George – Valemount

# FOR INFORMATION CORRESPONDENCE

**Subject:** FW: Letter of Support - Sunrise Expansion Project  
**Attachments:** 2024\_Sunrise\_Expansion\_Support.pdf

Dear Mayor Pinkney and Ms. Boulanger,

I hope all is well with you and you're enjoying the spring so far. I am writing on behalf of Enbridge regarding your previously provided letter of support for the Sunrise Expansion Program (again, THANK YOU!)

I am hoping you will consider submitting this letter (or similar) to the Canada Energy Regulator. **They are currently accepting letters of comments from interested parties until May 13, 2025.**

This is an important opportunity to share your views in writing, making them part of the public record during the project's hearing process, which we are currently in. We appreciate the engagement and relationship we have had with 100 Mile House over the years – your voice and experience are important to this process to be able to share perspectives from local communities where Enbridge builds and operates.

The CER will consider all submissions when making its decision or recommendation on the Project.

If you are so inclined, below are the instructions for submitting the letter. You can also [check here to see other letters of comments](#) that have been submitted.

We look forward to connecting with you soon at the community round table at the end of next month.

If you have any questions, please reach out!

Emma Shea  
Enbridge Community and Indigenous Engagement Team

## **Instructions for submitting your letter of comment**

- Electronically with the [Participation Portal](#)
- By fax at 1-877-288-8803
- By mail/hand delivery at:
  - Secretary of the Commission
  - Canada Energy Regulator
  - Suite 210, 517 Tenth Avenue SW
  - Calgary, AB T2R 0A8

## **Please include Project application details:**

- Project Name: Westcoast Energy Inc. – Sunrise Expansion Program
- Company: Westcoast Energy Inc.
- File Number: 5965593
- Hearing Order: GH-001-2024





## DISTRICT OF 100 MILE HOUSE

### M E M O

---

**Date:** April 28<sup>th</sup>, 2025

**To:** Mayor & Council

**From:** T. Boulanger, Administration

**Subject:** BC Transit Annual Operating Agreement Renewal

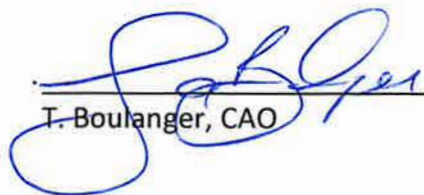
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Attached is the Annual Operating Agreement between the District and BC Transit.

The District works in partnership with BC Transit, Cariboo Regional District and Interior Health to fund transit services in and around the District of 100 Mile House. The Annual Operating Agreement is renewed on an annual basis, terms have not been amended and the fares are unchanged. The net budgeted cost to the District for 2025 is \$78,730.50.

**Recommendation:**

**BE IT RESOLVED THAT** the Council of the District of 100 Mile House hereby authorizes Administration to execute the Annual Operating Agreement between the District and BC Transit.

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





April 16, 2025

**BY EMAIL:** TBoulanger@100milehouse.com

Tammy Boulanger  
Chief Administrative Officer  
District of 100 Mile House  
Box 340, #1-385 South Ave  
100 Mile House, BC V0K 2E0

Dear Tammy,

**Re: 2025-26 Annual Operating Agreement – District of 100 Mile House**

As we provide you with your 2025-2026 Annual Operating Agreement (AOA), we want to take the opportunity to update you on changes reflected in your agreement and highlight key pieces of information for your consideration.

BC Transit's approved 2025/26 operating budget will enable the continued delivery of safe and reliable public transit service to the more than 130 communities that we serve around the province. Our budget will also support service expansion in a number of transit systems, allowing improvements to service reliability, additional frequency and more capacity for handyDART customers. This investment in public transit across B.C. will help ensure that our customers can access their work, school and community services with an affordable and reliable transportation service that they can rely on.

Increasing ridership, as well as making investments into new and innovative projects to support this growth, will be key objectives for our organization. The introduction of new battery electric buses to our fleet in the coming months will be a significant milestone for BC Transit, while at the same time we pursue a broader fleet acquisition strategy to achieve GHG emissions targets and replace aging vehicles. Our Umo electronic fare collection system will begin offering customers the option of paying by tapping their debit or credit cards. Finally, we will begin to pursue opportunities to expand our OnDemand service to additional communities following a successful pilot program in Kelowna.

The language contained in the Annual Operating Agreement is regularly reviewed and updated to reflect any material changes to our funding model or other special circumstances. You will note that what was previously referred to as *Section 9: Safe Restart Contribution* has been removed as provisions outlined in our agreement with the Province for the Safe Restart Program are no longer in effect.

Finally, a reminder that the information contained in your Detailed AOA budget (which is distributed to you separately from your AOA) includes commercially confidential information from our operating company and is subject to protection afforded by the *Freedom of Information & Protection of Privacy Act*. Any reports to Council or Regional District Boards, or any discussions which may be made within the public realm must be limited to the line items showing Revenues, Total Operating Costs, Total Costs and Total Local Government's Share of Costs. The schedules attached to your Annual Operating Agreement have been modified accordingly.

As required by the Provincial Operating Contribution Agreement, all AOAs must be signed and returned to BC Transit **no later than June 30, 2025**.

If you have any questions regarding your agreement or the associated budget, please contact me at your earliest convenience so I can provide you with any additional information that you require.

Sincerely,



Elise Wren  
Government Relations Manager

Enclosed: FY2026 Annual Operating Agreement – District of 100 Mile House

ANNUAL OPERATING AGREEMENT

between

**District of 100 Mile House**

and

**British Columbia Transit**

Effective  
**April 1, 2025**

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**ANNUAL OPERATING AGREEMENT**

April 1, 2025 – March 31, 2026

**BETWEEN:**     **District of 100 Mile House**  
                  (the "Municipality")

**AND:**           **British Columbia Transit**  
                  (the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

**SECTION 1: DEFINITIONS**

Unless agreed to otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) *"Annual Operating Agreement"* shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) *"Transit Service Agreement"* shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;
- c) *"Incurred"* means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

**SECTION 2: INCORPORATION OF SCHEDULES**

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

**SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT**

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

#### SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2025, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2026, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
  - i. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 11.
  - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 11.

#### SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Any information developed in the performance of this Agreement, or any personal information obtained, collected, or stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of FOIPPA.

#### SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

#### SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing as signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.



- e) BC Transit acknowledges receipt of a copy of the Community Transit Partnership Agreement between the Municipality and the Cariboo Regional District (the "Partner") effective October 10, 2023, and the Community Transit Partnership Agreement between the Municipality and Interior Health (the "Partner") effective November 1, 2006. BC Transit hereby provides written consent for the Municipality to enter into the Community Transit Partnership Agreement provided, however, that:
- i. In the event the Partner provides one year's notice of its intention to terminate the Community Transit Partnership Agreement, the Municipality will immediately notify the Authority in writing of such termination;
  - ii. In the event the Partner provides the Municipality with a payment in lieu of providing notice of termination pursuant to Section 4 of the Community Transit Partnership Agreement, the Municipality will immediately forward to BC Transit the full amount of such payment, without set-off whatsoever; and,
  - iii. In the event the Partner provides the Municipality with payment in accordance with the subsection above, and the Municipality fails or neglects to forward such payment to the Authority, the Authority shall have the right to include such amount in its monthly invoice to the Municipality for immediate payment by the Municipality.

## SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost-sharing model. Where any transit-related contributions are received and/or third-party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit-related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost-sharing ratios between the Municipality and the Authority.

### Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly invoices based on incurred eligible operating expenses to provide Transit Service. Eligible operating expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) *For Conventional Transit Service:*
  - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
  - ii. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
  - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
  - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement;
- b) *For Custom Transit Service:*
  - i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
  - ii. the amount of any operating lease costs of the Authority for Custom Transit Service;
  - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and,
  - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement;
- c) Eligible operating expenses exclude the costs of providing third-party 100%-funded services.

- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis, based on the nature of the costs.

### Lease Fees

The Authority will invoice the Municipality and collect on monthly invoices for lease fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease fees are comprised of the following:

- a) The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b) Debt financing and risk-related charges or costs payable on assets;
- c) Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- d) Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where lease fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future lease fees as outlined above.

### Reserve Funds

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a. **Local Transit Fund:** Contributions by the Municipality towards eligible operating expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
  - i. Any expenditure of monies from the Local Transit Fund will:
    - 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
    - 2. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
  - ii. The Local Transit Fund may be used towards lease fees.
  - iii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

## SECTION 9: GOVERNING LAW

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

## SECTION 10: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or PDF copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.



**SECTION 11: NOTICES AND COMMUNICATIONS**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:


British Columbia Transit  
c/o Executive Assistant, Strategy, Planning and Public Affairs  
PO Box 9861  
520 Gorge Road East  
Victoria, BC V8W 9T5

and to the Municipality at:

District of 100 Mile House  
Box 340, #1-385 South Ave  
100 Mile House, BC V0K 2E0

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.  
IN WITNESS WHEREOF, the parties have hereunto set their hand this 7th day of May, 2025.

**District of 100 Mile House**

 T. Boulanger, CAO  
m. Linkney, Mayor

**British Columbia Transit**

\_\_\_\_\_  
Vice President, Strategy, Planning and Public Affairs

\_\_\_\_\_  
Vice President, Finance and Chief Financial Officer

## SCHEDULE A: TARIFF AND FARES

## APPENDIX 1: TARIFF AND FARES

**Fare Zones:**

Zone 1: Travel within the Corporate Boundaries of 100 Mile House.

Zone 2: Travel within specified areas of the Cariboo Regional District between 100 Mile House and 103 Mile and 108 Mile.

Zone 3: Travel within specified areas of the Cariboo Regional District to and from Lac La Hache.

**Fares:****Conventional Transit Service:**

*Effective as of April 1, 2025*

TYPE	ZONE 1	ZONE 2	ZONE 3	NOTES
<b>a) Adult</b>				
Cash Fare	\$1.25	\$2.00		
10 Tickets	\$13.50	\$18.00		
Monthly Pass		\$35.00		
On Request	\$1.75	\$2.25	\$2.75	An attendant is free
<b>b) Senior 65+ and Student, Aged 13 to Grade 12*</b>				
Cash Fare	\$1.25	\$1.75		
10 Tickets	\$11.25	\$15.75		
Monthly Pass		\$28.00		
On Request	\$1.75	\$2.25	\$2.50	An attendant is free
<b>c) Child, 12 and under</b>				
All Transit		Free		

\*Reduced fare for persons 65 years or over with valid I.D. and for students in full-time attendance to Grade 12, with valid Student I.D.

d) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program. BC Bus Pass is not valid on Health Connections service.

e) CNIB Pass available from the local office of the CNIB.

f) BC Transit Employee Bus Pass

**Health Connections:**

ROUTE	FARE
Williams Lake/Kamloops	\$5.00
100 Mile House/Williams Lake	\$5.00
Children 12 and under – All Routes	Free

## SCHEDULE B: SERVICE SPECIFICATIONS

The Local Transit Service Area for the 100 Mile House Transit Service Area shall be the corporate boundaries of the District of 100 Mile House and Electoral Area "G" of the Cariboo Regional District.

For the purposes of Health Connections, the boundaries also include all areas between 100 Mile House and Williams Lake.

The Annual Service Level for 100 Mile House Transit Service shall be **3,200** Service Hours.

The Exception Days recognized annually for the 100 Mile House Transit Service are:

Exception Day	Service Level
Good Friday	No Service
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Truth and Reconciliation Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Year's Day	No Service
Family Day	No Service

SCHEDULE C: BUDGET

100 MILE HOUSE PARA TRANSIT

	OFFICIAL AOA 2025/26
TOTAL REVENUE	25,931
TOTAL OPERATING COSTS	377,176
TOTAL COSTS (including Local Government Share of	434,644
NET LOCAL GOVERNMENT SHARE OF COSTS	286,193

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# 2024



DISTRICT OF  
**100 Mile House**

# ANNUAL REPORT

Fiscal Year Ended: December 31st, 2024



250-395-2434 | [district@100milehouse.com](mailto:district@100milehouse.com) | [www.100milehouse.com](http://www.100milehouse.com)



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# DISTRICT COUNCIL

## 2022 - 2026

*Consistent with the Community Charter the mission statement for the District of 100 Mile House Council is to provide good governance for the community, services for community benefit, stewardship of community public assets, and fostering the economic, social and environment well-being of the community.*



### **Core Services - What We Do**

*Core services are the foundation of our work and the focus of the vast majority of the District's resources. The District of 100 Mile strives to deliver the following core services:*

- *Public works and infrastructure*
- *Parks, recreation, arts and culture*
- *Community Planning and economic development*
- *Good governance and administration*





## Mayor Maureen Pinkney

mpinkney@100milehouse.com

- Administration liaison
- Budget Committee
- CRD Representative
- Collective Bargaining
- Community Forest & Woodlot Management
- Emergency Executive Committee
- Hospital Liaison
- NDI Regional Advisory Committee
- Northern Medical Program Trust
- RCMP Liaison
- South Cariboo Joint Committee



## Councillor Donna Barnett

dbarnett@100milehouse.com

- Acting Mayor Dec. 2024-Nov. 2025
- Budget Committee
- Community Volunteer Development
- Hospital & RCMP Liaison
- Accessibility & Safety Committee
- South Cariboo Joint Committee



## Councillor Jenni Guimond

jguimond@100milehouse.com

- Acting Mayor Dec. 2025-Nov. 2026
- Budget Committee
- Chamber of Commerce Representative
- South Cariboo Joint Committee



## Councillor David Mingo

dmingo@100milehouse.com

- Administrative Liaison
- Budget Committee
- CRD Representative
- South Cariboo Joint Committee



## Councillor Marty Norgren

mnorgren@100milehouse.com

- Canadian Mental Health Liaison
- Budget Committee
- South Cariboo Joint Committee

# MESSAGE FROM THE MAYOR

*On behalf of the District of 100 Mile House Council, it is my honor and privilege to present the 2024 annual report for the District of 100 Mile House.*

*The District of 100 Mile House is located within the Secwepemculecw and we are grateful to the Tsq'escenemc for continuing to be the caretakers and stewards over these lands. We shared a proud moment in 2024 where we collaborated to incorporate Shuswap language into our community by erecting the new Centennial Park – Tsecwiléculécw signage which translates to "a place on the land to enjoy the company of children." We look forward to 2025 and will continue to work together on community projects.*

*Council continues to advocate to the province and held meetings with a variety of Ministers on important issues relating to infrastructure funding, watershed security and heritage preservation.*

*Good progress is being made in meeting the Provincial housing requirements. The Interim Housing Report was completed in 2024, and the 20 year housing needs identified in the report will be incorporated into the Official Community Plan and Zoning Bylaw with plenty of opportunities for public engagement in 2025.*

*Infrastructure continues to be at the forefront of our priorities, with 2024 seeing the completion of the following projects: Horse Lake Road paving, Marsh Trail Improvements and an accessible picnic shelter in Centennial Park.*

*Additionally purchases of two new mowers, a new fire engine, a wildland fire brush truck, emergency responder and shop equipment upgrades.*

*In 2024 we approved the demolition of the Valley Room, a difficult decision for Council. But it was necessary as the next step of preserving the original Lodge, which one day will become 100 Mile House's Museum - so long overdue.*



*The South Cariboo Community Tourism Plan was completed and subsequently the District hosted a very successful South Cariboo Tourism Forum that drew nearly 100 participants. This is one of many economic development initiatives the District is working on to encourage business retention as well as attract new businesses.*

*A strong interest was shown in the Façade Grant program and multiple businesses received financial assistance to improve their storefronts. Hopefully a continued interest will be seen in 2025.*

*By having the privilege of working with many small businesses, the District will continue to advocate for shopping local. Thank you to all for choosing our community to invest in.*

*Our businesses and residents are to be commended for taking such quick action to conserve water by adhering to strict water restrictions throughout the summer. The District has completed a Drought Risk Assessment and began the well redevelopment program in 2024 to improve the capacity of the groundwater wells. The program will continue into 2025 and Council is proceeding with the design of a new surface water treatment plant.*

*In 2024, a FireSmart Coordinator, Community Forest/Woodlot Manager and a Visitor Center Assistant Manager were welcomed to our staff. Council looks forward to their contributions to our dedicated and hard-working staff team.*

*In 2024 we were saddened to see Councillor Fossum resign from Council. His years of service were recognized, and he was granted the Freedom of the Municipality. Successively we welcome Councillor Norgren, the successful candidate and newest Council member for the remainder of the term.*

*Thank you to all of Council. staff, volunteers and associations. The value and hours you dedicate to this community are immeasurable and make 100 Mile House a wonderful place to be.*

*I invite you to review the 2024 Annual Report and continue to provide feedback and engage with us. We held many successful Coffee with Council events in 2024, and in 2025 we aim to provide ample opportunities for engagement.*

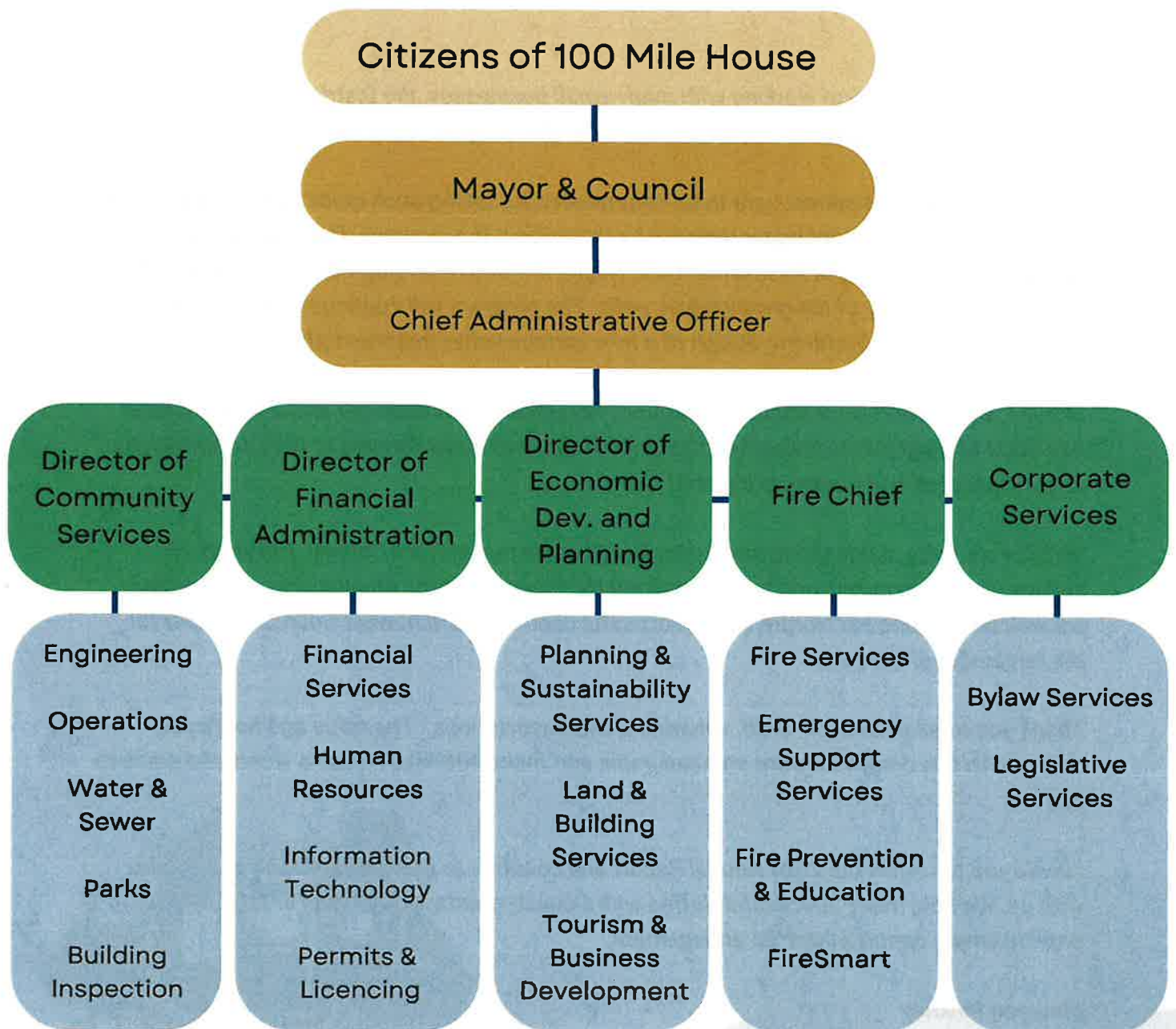
*Maureen Pinkney  
Mayor, District of 100 Mile House*







# ORGANIZATIONAL STRUCTURE



# CORPORATE SERVICES

Corporate Services oversees municipal office operations, Freedom of Information requests, Council agendas and minutes, bylaws, bylaw enforcement services and media relations.

Additionally, corporate services assists Council in establishing and implementing policies through municipal staff and ensures that all departments are working towards the same goals and objectives of Council.

## 2024 ACHIEVEMENTS

- Conducted Cultural Safety Training for staff and emergency response personnel
- Facilitated Coffee with Council public engagements
- Uniting with Tsqescen First Nations on the preparation for a C2C Forum and implementing Shuswap language within the community
- Conducted Council parliamentary processes training

## 2025 GOALS

- Hold a C2C Forum & continue to foster First Nations relationships
- Implement green municipal building improvements using LGCAP funding
- Coordinate Watershed Stewardship Committee
- Facilitate Coffee with Council engagements
- Continue to advocate community accessibility and implement projects
- Draft Bylaw Notice Enforcement Bylaw
- Draft revised Local Emergency Response Plan



***The District of 100 Mile House is located on the traditional territories of the Tsqescencúlecw.***

***Mayor, Council and staff recognize the importance of building respectful relations that contribute to stewarding the land and waters in the community with integrity and considerations for future generations.***

# ACCESSIBILITY COMMITTEE

The District of 100 Mile House accessibility committee meets the third Thursday of every month and encourages feedback from the community. They work at identifying barriers that may be preventing the community from accessing services provided by the District of 100 Mile House.

In 2024 the committee toured the South Cariboo Recreation Centre and identified areas of improvement and worked with Community Services to incorporate an improved accessible picnic shelter in Centennial Park.

In 2025 the committee will continue to advocate for accessible services for all!







# PLANNING & DEVELOPMENT

The planning and economic development department is responsible for land use planning, like development approvals, subdivisions, the Official Community Plan, and more. Economic Development responsibilities include preparing and managing grant applications and responding to development inquiries.

The District has continued to leverage grant funding and in 2024 prepared and submitted numerous applications including:

- Lodge preservation
- Airport Master Plan and Improvement
- Centennial Park Washrooms design
- Community Hall renovation engineering
- BC Hydro Regreening - Marsh trail improvements
- Business Façade Improvement
- Drought Assessment
- Intersection Improvement
- Road Signage
- FireSmart Program

In 2024 the department administered a very successful Business Façade Improvement program. Three significant projects were supported and made a substantial impact to the commercial facades, the business owners, and the community overall. The projects leveraged private sector investment and made a visible impact resulting in increasing property values.

2025 will mark the 10th year the District has been extended the grant from Northern Development Initiative Trust!





# PLANNING & DEVELOPMENT

## 2024 ACHIEVEMENTS

- Completed South Cariboo Interim Housing Needs Assessment
- Completed Community Tourism Plan
- Adoption of Mobile Homes Parks Bylaw
- Concluded Community Transition Capacity Project
- Hosted South Cariboo Tourism Forum
- Applied for Community Resiliency Investment Program for FireSmart Initiatives
- Project and grant administration, including preparing grant applications
- Implementation of Economic Development Strategies
- Continued *Make the Move* labor recruitment and *Explore Cariboo* - partnership projects with the Cariboo Regional District

## 2025 GOALS

- Undertake OCP and Zoning Bylaw Update
- Complete Airport Master Plan
- Finalize Illegal Secondary Suite Policy
- Conclude Forest Employment Program Projects
- Complete Community Hall Upgrade Engineering Project
- Establish Tourism Task Force
- Initiate Sign Bylaw Review
- Undertake FireSmart Initiatives
- Conclude Vision Zero program - Planning for First & Birch Intersection Safety
- Initiate ICBC Road Marking Project
- Support Empowered Filmmaker Program
- Advance DCC Bylaw Review, preparation for late 2025 or 2026



# DEVELOPMENT COST CHARGES

New development typically triggers the need for expansion of services like roads, sewer, drainage and water systems. The level of investment needed to support new development is significant and one of the mechanisms available to municipalities to help finance this investment is Development Cost Charges (DCC's).

DCCs are monies collected from developers to help offset the costs of the infrastructure investments needed to service new development. They are imposed by bylaw, pursuant to the Local Government Act, and provide the municipality with a way to finance capital investment related to roads, sewer, drainage, water and parks.

In 2024 , there were some new homes constructed on lots where DCCs had been collected previously - at the time of subdivisions. Only one new industrial building permit was issued which triggered DCCs. This resulted in weaker collection than the previous year. Staff have been working with several developers on various commercial and industrial projects. If many of them proceed, 2025 should see a strong collection of DCCs. In addition, the DCC Bylaw is slated for review and this process will be pursued in 2025.



**2024 BUILDING PERMITS**  
**31 BUILDING PERMITS ISSUED**  
**\$6,836,799. IN CONSTRUCTION VALUE**

The following table provides information about DCC collections and expenditures from 2024 for each of the infrastructure types.

	<b>Sewer</b>	<b>Water</b>	<b>Drainage</b>	<b>Roads</b>	<b>Total</b>
Opening Balance	\$139,866.	\$227,702.	\$15,083.	\$138,753.	\$521,408.
Collections	-	\$931.	-	\$6,709.	\$7,640.
Interest	\$3,075.	\$5,012.	\$342.	\$2,961.	\$11,390.
Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$142,941.</b>	<b>\$233,645.</b>	<b>\$15,425.</b>	<b>\$148,427.</b>	<b>\$540,438.</b>
Waivers & Reductions	-	-	-	-	-

Note: Collections are reported net of Waivers and Reductions. In some instances, a developer will undertake work that would otherwise be done by the Municipality and funded by DCC's. When this occurs, the amount of DCC's related to those works may be forgiven. The amounts forgiven are reported as Waivers & Reductions.

S. Elias  
Director of Finance

# COMMUNITY SERVICES

The Community Services department is dedicated to providing quality and efficient municipal services while maintaining community infrastructure and nurturing local beautification.

The department is responsible for roads, transportation infrastructure, recreation, cemetery, airport, water & sewer facilities, vehicle and equipment fleet and municipal buildings. The department plays an integral role in the long-term planning of infrastructure design and costing, and managing the District's infrastructure to promote sustainability.

## 2024 ACHEVEMENTS

- Paving - Horse Lake Road & Cedar Avenue
- Building improvements - Shop Hoist / Municipal Roof
- New addition to Water/Sewer fleet
- Two (2) new mowers
- Wayfinding signage installation
- New Centennial Park entryway installation
- Two (2) new columbaria
- 100 Mile Marsh picnic area & Centennial Park accessibility improvements
- Martin Exeter Hall stage lighting improvements
- Staff training & development
- Demolition of Valley Room
- Planning for Water Quality & Quantity upgrades
- Waste Water Treatment and management improvements





# COMMUNITY SERVICES

In 2025 Community Services will continue to work on the long term plan of water quality/quantity improvements with the design of a new membrane water treatment plant to be located along Bridge Creek. The well redevelopment project will be undertaken in 2025 and will have three wells completed and back in service by the end of the year.

## 2025 GOALS

- Horse Lake Road Bridge replacement
- Well redevelopment
- Water treatment plant design
- Paving - Horse Lake Rd from bridge to boundary
- Bridge Creek weir assessment
- Toolcat replacements
- Yard washdown pad
- Complete Airport Master Plan & infrastructure improvements
- Martin Exeter Hall heating/cooling improvements
- Community Hall & Centennial Park washroom engineering and design
- Staff training & development
- Lodge preservation
- WWTP project completion
- Exeter Lift Station completion



# 100 MILE FIRE-RESCUE

## Recruitment Success!

We're thrilled to welcome six new members to our team! Their dedication and enthusiasm will strengthen our department and help us continue serving our community with pride.

## Equipment & Fleet Upgrades

Our brand-new fire engine has officially arrived and is now in service, enhancing our firefighting capabilities!

Our Brush Truck has also been delivered and is ready to roll, improving our response to wildland fires and off-road emergencies.

## Grant Application for Sprinkler Protection Equipment!

We've received grant funding for crucial sprinkler protection equipment for our Structure Protection Trailer, ensuring we're even better prepared to protect homes and businesses during wildfires.

## 2024 STATS

- 95 FIRE & ALARM
- 127 MVI & RESCUE
- 224 MEDICAL CALLS
- 50 ADMIN



# 100 MILE FIRE-RESCUE

## 2024 Achievements

Continued collaboration with the CRD, to provide fire protection services to the surrounding communities and provide a state of the art training facility.

## Training

The department maintained its "full service" fire designation through continuous training efforts, covering medical response, auto extrication, embankment rescue, and public safety programs. Several "Train the Trainer" courses were completed, enabling department members to become instructors—reducing training costs while ensuring compliance with NFPA and WorkSafe requirements.

## Key training achievements:

Members successfully completed multiple disciplines including driver instructor programs, emergency scene traffic control train-the-trainer certification, NFPA 1403 and 1001, Resilient Mind, Incident Safety Officer, Fire Service Instructor I, and Hazmat Awareness and Ops.

These advancements strengthen our training capabilities, enhance firefighter safety, and ensure operational excellence.



## 2025 Goals

Ongoing training efforts will be prioritized to uphold the department's "full service" fire designation and other specialized services. The department aims to recruit up to six new members in 2025.

## Additional goals include:

- Replacement of Live Fire Training Building
- Acquisition of additional SPU Equipment
- Hosting public fire prevention education events
- Partner with Wildfire BC on community projects



# EMERGENCY SUPPORT SERVICES



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The Emergency Support Services (ESS) team is always present in the community, communicating the importance of preparedness, and supporting those in times of need. In 2024, 100 Mile ESS volunteers attended 3 house fires and 1 apartment fire. They also assisted in 3 neighbouring communities that were evacuated. In total the ESS team has logged over 1,450 volunteer hours!

Training is an important element for the team; keeping up to date and ready at all hours of the day and night.

Included in the training, 16 members of 100 Mile ESS team joined 300 other ESS volunteers from around the province at the NESST (Network of Emergency Support Services Teams) Conference held in Kamloops. 100 Mile ESS encourages the community to be prepared, and have a plan for emergencies.



# 100 MILE DEVELOPMENT CORPORATION



The 100 Mile Development Corporation is a wholly owned subsidiary of the District of 100 Mile House. The Board of the Corporation is comprised of the Mayor and Council for the District of 100 Mile House. The Corporation is charged with responsibility for economic development activities for the District of 100 Mile House, the operation of the Visitor Centre, South Cariboo Recreation Centre, Martin Exeter Hall and the Lodge.



Additionally the Corporation owns and manages the Community Forest. On December 1, 2009 the corporation signed a 25-year Community Forest Agreement with the Province of British Columbia. The agreement provides for the right to harvest timber and subsequently reforest. Funds generated from the harvesting of timber are allocated to the Community Forest reserve.





# SOUTH CARIBOO VISITOR CENTRE

The South Cariboo Visitor Centre has been developing a merchandising plan to introduce fresh souvenirs, clothing, stickers, and magnets, carefully crafted & chosen to reflect the true spirit of 100 Mile House and the South Cariboo. In 2024 as part of the ongoing commitment to growth, the Visitor Centre successfully finalized the Tourism Plan and is now actively implement its key strategies. A standout initiative was the Tourism Forum, hosted in partnership with the District of 100 Mile House, CRD, CCCTA, Community Futures & South Cariboo Chamber of Commerce, which allowed the Visitor Centre to gather crucial insights from stakeholders and deepen understanding of the region's changing tourism needs. As part of the forum, a Tourism Task Force has been established, set to meet to gather information and implement tourism initiatives for the South Cariboo Area.



Looking ahead to **2025** we anticipate an increase in Canadian visitors and the continued influx of international travelers. We are thrilled to launch the Discover South Cariboo Membership Program to bring a range of valuable new services to our members. In addition a new partnership with the South Cariboo Chamber of Commerce has been established to help promote local businesses.

# SOUTH CARIBOO RECREATION CENTER

In April of 2024 the South Cariboo Recreation Centre (which is owned by the Cariboo Regional District) transitioned from Canlan Sports to the 100 Mile House Development Corp. With the hard work of both Canlan Sports and the District of 100 Mile House staff, the changeover went smoothly minimizing disruption to customers and the public that use the facility.

The staff did a great job in hosting 2024 events. Some of those highlights are; 9th Annual Women's Fair, 2024 Grad Ceremonies, over 150 kids from ages 8 to 14 attended various kids camps through the months of July and August, from cooking and crafts to sports and hockey camps. Ice went back in Aug 19 to accommodate the local Minor Hockey, Figure Skating and Wranglers Jr A clubs.

During 2024 there were multiple Capital projects that were completed, including:

- New office IT equipment
- 2 new spare compressors for the ice plant
- Concession equipment. Double door freezer, griddle and floor mats
- Curling Rink dehumidifier
- Aluminum Bleachers for softball fields





# SCRC



Staff are excited to work towards accomplishing our 2025 Goals. Of course there will be 2 seasonal editions of the Active Living Guide produced for the community to see all the great activities and clubs that they can be a part of.

The South Cariboo Rec Centre will be host to some great events in 2025!

- Seniors Resource Fair
- Job Fair
- 1st Annual Outdoor and Recreation Show
- 10th Annual Women's Fair
- 2025 Cap and Gown Ceremonies
- Pow Wow

In addition, 2025 Capital projects that will be underway include:

- Dehumidifier for arena area.
- New LED lighting for the upper softball field
- Arena flooring
- Replace roofing over office areas
- New electric ice Zamboni.





# COMMUNITY FOREST



In 2024 the 100 Mile Development Corporation welcomed a new Community Forest manager who is responsible for operations rooted in good environmental stewardship.

Due to drought mortality, a replant of 8,955 seedlings (a mix of Lodgepole Pine and Spruce Hybrid) were planted on part of one block. 16 blocks covering 609 hectares were surveyed.

No brushing was required.

In 2025 the Community Forest goals will include:

- Look for opportunities for fuel and forest health management.
- To have the majority of the permitting complete for the current 5 year cut control.

Recce is now largely complete and layout is underway in various stages to obtain permitting for future harvesting.





# FINANCIAL SERVICES

The primary purpose of the Annual Report is to provide residents with a clear representation of the financial position and financial activities of the District. Finance staff provides accurate and full disclosure on the financial affairs of the District as set out in the Community Charter and the Local Government Act.

This information includes annual municipal reporting forms, operational and capital budgets, setting of annual property tax, water and sewer rates, annual financial statements, long term financial plans, investments, statement of financial information report and grant reporting.

A strong financial position with adequate reserves will allow the District to work towards its strategic priorities and ensure ongoing financial viability. It is essential that local governments maintain adequate levels of reserve balances to mitigate current and future risks, ensure stable tax rates and demonstrate a financial commitment to long range infrastructure planning.

Service to our client base remains our number one priority. The department ensures financial and information technology controls are in place to safeguard District assets and prevent fraud and error.



# FINANCIAL SERVICES

## 2024 Achievements

- \$2.0 Million invested in 12 Completed District Capital Projects.
- Staff training & cross-training
- Upgrades to Fire Departments and Community Services Fleet
- Promoted enhanced communication through website, social media and subscription service
- Incorporated technology processes to streamline operations and service delivery.
- Continued work on new financial reporting requirements for Asset Retirement Obligations.
- Began financial management of the South Cariboo Recreation Center Operations
- Retired the Blackstock Sewer Debt Payments

Many of the project's staff are working on in one year can spill over into multiple years. Our project list is a living document that can grow with grant funding opportunities. With direction and support of Council, the Finance Department strives to build fiscal capacity that supports future equipment and capital projects with a focus on debt avoidance, thus reducing or eliminating any negative impact to rate payers. First and foremost, our priority is to continue contributions to reserves, with a view of reducing our infrastructure deficit. This has been and will continue to be our number one goal.

## 2025 Goals

- Continue to build reserves to support infrastructure projects
- Staff Training & Development
- Begin planning work on a long-term asset management plan
- Continue to source grant opportunities to support community projects
- Research alternate procurement options for potential cost savings
- Continue to increase utilization of available technology for time and cost savings.





# FINANCIAL STATEMENTS

Fiscal Year Ended: December 31, 2024



DISTRICT OF

**100 Mile House**

## CONNECT WITH US



**EMAIL**

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



**WEBSITE**

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



**PHONE**

250-395-2434

**District of 100 Mile House**

Municipal Office  
#1-385 Birch Avenue  
PO Box 340  
100 Mile House, BC  
V0K 2E0

**COMMUNITY EVENTS CALENDAR**

Looking for events?

Looking to advertise your event?

Go to: [discoversouthcariboo.ca/things--do/events-calendar](https://discoversouthcariboo.ca/things--do/events-calendar)

**COUNCIL MEETINGS**

District Council meetings are generally held the second and fourth Tuesday of every month in Council Chambers at the municipal office. Council meetings are open to the public and residents are encouraged to attend. For schedules, agendas and minutes go to:

[100milehouse.com/city-hall/council-meetings](http://100milehouse.com/city-hall/council-meetings)

**UPDATES**

Receive updates from the District of 100 mile house right to your email inbox by signing up to our subscription service! Go to:

[100milehouse.com/subscribe](http://100milehouse.com/subscribe)



**District of  
100 MILE HOUSE**

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

**Public Hearing and  
Regular Council Meeting  
May 6, 2025**

---

**REPORT DATE:** May 1, 2025

**TITLE:** Cask & Cleaver Brewing – Capacity Increase

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

---

**PURPOSE:** To hold a Public Hearing to gather the views of residents and businesses; to consider the community impact of the liquor licence amendment; and to decide whether to recommend the capacity increase request to the Liquor and Cannabis Licensing Branch.

**RECOMMENDATION:**

Recommended Resolution

**WHEREAS** Cask & Cleaver Brewing has applied for a Capacity Increase from 60 patrons to a maximum of 94 seats; and

**WHEREAS**

- The Capacity Increase is an amendment to an existing Manufacturer's Licence for Structural Changes to an Approved Lounge or Special Event Area;
- The location of the establishment is in a commercial highway corridor, zoned C-2, and is removed from nearby residences;
- The maximum patron capacity is presently 60 persons; and

**WHEREAS** the impact of approval of the Capacity Increase on the community has been considered, and comments from the surrounding property owners, tenants, and the community at large have been solicited and heard by written comment and Public Hearing; therefore



### **BE IT RESOLVED THAT**

- Council of the District of 100 Mile House confirms that it considers the impact of noise on nearby residents to be minimal;
- Council of the District of 100 Mile House confirms the capacity increase on the community will not generate a significant increase in traffic volumes, nor cause late-night policing concerns;
- Council of the District of 100 Mile House confirms that the capacity increase will demand adequate on-site parking be achieved, and therefore requires the applicant to delineate 25 on-site parking spaces with painted markings as well as arrows to show traffic circulation routes;
- Council of the District of 100 Mile House confirms that the views of residents and businesses within 60 metres of the establishment were gathered by written invitation to provide comments in writing or in person at a Public Hearing, held May 6, 2025 at 5:30 pm. Notices were mailed to property owners and hand delivered to commercial tenants within a 60 metre radius and posted on the District of 100 Mile House website on April 25, 2025, and sent to the District's subscription service on May 1, 2025;
- Council of the District of 100 Mile House confirms its support of the license amendment to a maximum of 94 seats, which would prove favorable to the local economy; support tourism and have a positive social impact in the community; and further

**BE IT RESOLVED THAT** the Council of the District of 100 Mile House **recommends** the issuance of the Capacity Increase.

### **BACKGROUND INFORMATION / DISCUSSION:**

Enclosed is an application from Cask and Cleaver Brewing for a capacity increase from a maximum of 60 seats to a maximum of 94 seats. The 94-seat maximum includes seating inside, on the front patio, and on a proposed new outdoor patio, all combined. The Cask and Cleaver is located at 175 Cariboo Hwy 97.

Please note that the Liquor and Cannabis Regulation Branch (LCRB) application auto-calculates capacity in the various service areas of an establishment. This auto-calculation has resulted in an incorrect maximum number of seats shown on the application. The applicant has indicated a maximum of 94 seats will be pursued.



Surrounding land uses include: 7-11 / Petro Can to the north, Chevron to the south, Rosewood Building (mixed service and retail) to the east, Tim Horton's and Dairy Queen to the west.

The nearest proximity to other uses are:

- Residential - Heron Ridge, Sandhill Crescent, Cecil Place;
- Institutional - Service BC, Community Hall, 100 Mile Elementary, Martin Exeter Hall
- Liquor and cannabis retail - Lakewood Inn, BC Liquor Store

The property is zoned C-2, which allows for the current brewery use. The Zoning Bylaw parking requirement for Liquor Primary uses are 1 parking space for every 4 seats. 94 seats would require 24 spaces, and the property has parking equal to 25 spaces, as indicated by a scaled drawing provided by the applicant. However, given the importance of maintaining the patron parking on-site, Council consideration should be given to a requirement to clearly delineate the parking spaces by painted lines. This delineation is also required by section 5.2.10 of Zoning Bylaw 1290, 2016.

Council must gather the views of residents and businesses that may be affected by the amendment to an existing liquor licence. The notice of Public Hearing was posted on the District website and mailed or delivered to property owners and known tenants within a 60 meter radius of the subject property on April 25, 2025, and sent via the District's website subscription service May 1, 2025.

To collect the views of residents that may be impacted by the application, the District will hold a Public Hearing in accordance with District of 100 Mile House Liquor and Cannabis Licencing Policy. Written comments received to date are attached.

In addition, Council **must** consider and comment on the following in determining whether the license amendment should be issued:

- the impact of noise on nearby residents
- the impact on the community if the application is approved
- the views of residents and a description of the method used to gather views
- the local government recommendations (including whether or not the application is approved) and the reasons on which they are based



Council **may** consider the following criteria when determining community impact:

- location of establishment
- proximity of establishment to other social or recreational facilities and public buildings
- proximity of establishment to other similar establishments
- occupant load and hours of operation
- traffic, noise, parking and zoning
- population, density and trends
- relevant socio-economic information
- applicant's security plan
- overall business proposal
- any other criteria that Council considers relevant

**OPTIONS:** N/A

**BUDGETARY IMPACT:** N/A

**LEGISLATIVE CONSIDERATIONS (Applicable Policies and/or Bylaws):** Liquor & Cannabis Regulation; District Liquor Licencing Policy / Procedure

**ATTACHMENTS:**

Liquor & Cannabis Licensing application for Structural Changes to an Approved Lounge or Special Event Area (cap increase) from Cask & Cleaver; subject property map, parking proposal

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

**Date:** May 1 / 25

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

**Date:** May 1 / 25





April 9th, 2025

Re: Letter of Intent – Capacity Increase and Structural Changes

Dear City Council Members,

We are writing to submit our letter of intent for a proposed capacity increase at Cask & Cleaver Brewery. In compliance with the BC Liquor Code, BC Building Code, and Interior Health Code, we seek approval for a structural change that will allow us to safely and responsibly increase our on-premise capacity.

Our proposal includes the following key changes:

• **Capacity Increase:**

We propose to increase our overall capacity from 60 patrons and staff to a maximum of 94. Specifically, our establishment will accommodate a maximum of 50 patrons inside and up to 74 patrons on our outdoor fair weather patio, ensuring that the total occupancy never exceeds 94.

• **Patio Addition:**

We plan to add a 768 square-foot fair weather patio. This outdoor area is designed to support additional patron capacity, especially during the peak tourism season when outdoor patronage significantly increases. The patio will be fully compliant with all applicable regulations regarding outdoor service areas.

• **Additional Bathroom Facility:**

To support the increased occupancy and to comply with health and safety standards, an additional bathroom will be constructed within the premises.

• **Commitment to Responsible Service:**

Our business remains dedicated to maintaining a family-friendly, safe environment. We will continue to emphasize responsible beverage service and offer quality, craft food and beer to our patrons.



[www.caskandcleaver.com](http://www.caskandcleaver.com)



778-482-5180





We believe these enhancements will not only meet current regulatory requirements but also contribute positively to our community by providing a welcoming venue for residents and visitors alike. We are having detailed floor plans and an occupancy load calculations prepared and sealed by the appropriate authority and will be submitted upon project completion. The preliminary documents are attached to our application package for your reference.

Thank you for considering our proposal. We look forward to working with the City Council and all relevant authorities to ensure a seamless and compliant transition. Please feel free to contact me at [REDACTED] or [REDACTED] if you have any questions or require further information.

Sincerely,

Neale Ward  
Owner/Director  
Cask & Cleaver Brewery Ltd.



[www.caskandcleaver.com](http://www.caskandcleaver.com)



778-482-5180





## Provide Comment on Structural Changes to an Approved Lounge or Special Event Area (cap increase) Application

Complete this application only if you have an existing and approved lounge or special event area(s) and you wish to increase the person capacity. If you have both endorsements, you must submit separate applications to describe the changes to your facility. Structural changes that do not include an increase in capacity are submitted through a different application.

☒ If you leave this page, the information you input will be saved. You can continue later from the dashboard.

### ESTABLISHMENT DETAILS

#### Establishment Name

Cask & Cleaver Brewery (306732)

#### MANUFACTURER LOCATION ADDRESS

The establishment is currently located at the following address:

#### Address

175 Cariboo Highway 97

#### City

100 MILE HOUSE

#### Province

British Columbia

#### Postal Code

V0K2E0

#### Country

Canada

#### Parcel Identifier (PID)

008-485-232

### LOCAL GOVERNMENT/INDIGENOUS NATION AND POLICE JURISDICTION

Enter the local government or Indigenous Nation (<https://www2.gov.bc.ca/gov/content?id=B5744089A70F428FA189E5FF5CAE4E4A>) and police jurisdiction where the establishment will be located. Suggestions will be provided after you type the first three characters of the name.

#### Local Government/Indigenous Nation

100 Mile House

#### Selected Local Government/Indigenous Nation

Name: 100 Mile House

Please ensure you have made yourself familiar with the application requirements for this local government (or Indigenous Nation) prior to submitting your application. You may need to contact them prior to submitting to ensure your successful submission.

#### Police Jurisdiction

One Hundred Mile House RCMP

Chat with us

Feedback

**Selected Police Jurisdiction****Name:** One Hundred Mile House RCMP**DESCRIPTION OF PROPOSED CHANGE****Please briefly outline the proposed change, including the general construction proposal and time frames for construction: \***

Addition of accessible washroom, update of non structural wall installed not reflected on old floor plan, general update and tidy of existing floor plan to accurately reflect service areas, furniture and exits. These changes will allow our current capacity to be increased from 30 persons to 50 (60 with weather permitting patio).

**Floor Plan**

Attach a high-quality copy of the proposed floor plan(s).

The floor plan(s) must be stamped with an occupant load for each proposed service area. The occupant load stamp must be signed and dated by the issuing authority within 1 year prior to the date of submission of this application.

Occupant load is the maximum number of persons (patrons plus staff) permitted in the service area and is generally determined by the Local Government (LG) / Indigenous nation (IN) fire and/or building authorities. If the LG/IN authority will not provide the occupant load, you must request they provide a letter confirming they do not issue occupant load and submit it with this application. The Branch will then accept your floor plan(s) with the occupant load calculation determined, and stamped/dated/signed, by a registered professional architect or engineer.

It is an application requirement to submit a floor plan with an occupant load stamp. An application will not be considered complete until a current (within the last 12 months) occupant load stamped floor plan is received.

Plans must show all service areas and the following details:

- labels for each room
- patio(s)
- liquor service bars
- stage
- dance floor
- sound or DJ booth
- stairs, entrances and exits
- kitchen
- washrooms

Plans must also show the physical separation (e.g. pony wall or full height wall) separating the proposed endorsement service area(s) from other liquor licences or unlicensed areas. If there is another liquor licence, or another business (such as a retail store) at the same site, provide floor plans showing the other business in relation to the proposed endorsement area(s).

[Floor Plan 1.pdf \(api/file/b182e347-07d3-ec11-b832-005056836bf0/download-file/application/Floor Plan 1.pdf?serverRelativeUrl=%2Fadoxio\\_application%2F052951\\_B182E34707D3EC11B832005056836BF0%2FFloor%20Plan 1.pdf&documentType=Floorkb Plan\)](#) 4596

[Floor Plan 2.pdf \(api/file/b182e347-07d3-ec11-b832-005056836bf0/download-file/application/Floor Plan 2.pdf?serverRelativeUrl=%2Fadoxio\\_application%2F052951\\_B182E34707D3EC11B832005056836BF0%2FFloor%20Plan 2.pdf&documentType=Floorkb Plan\)](#) 12536

[Floor Plan AIP Job 052951.pdf \(api/file/b182e347-07d3-ec11-b832-005056836bf0/download-file/application/Floor Plan AIP Job 052951.pdf?serverRelativeUrl=%2Fadoxio\\_application%2F052951\\_B182E34707D3EC11B832005056836BF0%2FFloor%20Plan AIP Job%20052951.pdf&documentType=Floorkb Plan\)](#) 14154

Enter the total occupant load as indicated by your local government. This number can be either the total stamped on the floor plan or the sum of occupant loads across all service areas, as listed in the occupant load stamp.

**Total occupant load \***

Total occupant load

**SERVICE AREAS**

Use the following table to list the service areas and provide their proposed person capacity (patrons and staff combined) for your establishment. Use names like **Patio** to refer to a patio service area.

**Note:** Proposed capacity cannot exceed occupant load issued by the local authority.

**Total Requested Capacity:**

**OUTSIDE AREAS**

Proposed capacity of Outdoor Special Event Area(s):

Total Requested Capacity:

**Alert**

If this applicant has answered YES to this question please contact LCRB (via email: [LCRB.SLA@gov.bc.ca](mailto:LCRB.SLA@gov.bc.ca) (mailto:LCRB.SLA@gov.bc.ca)) prior to starting your related processes (i.e. for conducting public input and providing comment) to confirm whether these steps are required for this application. When an applicant proposes to have overlapping service areas it is often not necessary to conduct further public input or provide comment

**Site Plan**

Provide a scaled site plan of your property.

The site plan must identify the location of the proposed patio and show the following:

- All buildings and their uses (i.e., storage, manufacturing buildings, personal residences, garage, other businesses, etc.)
- All licensed areas (other endorsements or licences approved by the Liquor and Cannabis Regulation Branch)
- Vineyards/orchards/agricultural crops
- Private and public roadways and parking areas

[Site Plan\\_1.pdf/api/file/b182e347-07d3-ec11-b832-005056836bf0/download-file/application/Site Plan\\_1.pdf?serverRelativeUrl=%2Fadoxio\\_application%2F052951\\_8182E34707D3EC11B832005056836BF0%2FSite%20Plan\\_1.pdf&documentType=Sitekb](#) 832  
Plan)

For Distillers Only: The Office of the Fire Commissioner (OFC) requires that a distillery be constructed and maintained in conformance with the BC Fire Code. The OFC will be provided a copy of the Approval in Principle for your application, if issued.

**MANUFACTURER TIED HOUSE EXEMPTION**

☐ The application will tied house exemption.

**APPLICATION CONTACT DETAILS**

Please provide contact information for the contact that the LCRB should communicate with regarding this application.

**First Name \***

Neale

**Last Name \***

Ward

**Title/Position**

Owner/Operator

**Phone Number (main) \***

[REDACTED]

**Email \***

By submitting the email address, you agree that the Liquor and Cannabis Regulation Branch can use it to communicate with you about this application.

Aegir@caskandcleaver.com

**DECLARATIONS**

The application must only be submitted by an individual with the authority to bind the applicant. The branch relies on the applicant to ensure that the individual who submits this application is authorized to do so. Typically, an appropriate individual in a corporation will be a duly authorized signatory who will usually be an officer or, in some cases, a director

Note: A lawyer or consultant, may NOT submit this application on behalf of the applicant.

☐ \* I understand and affirm that I am authorized to submit the application

Section 20 (1) of the Liquor Control and Licensing Act states: "The general manager may refuse to issue, renew, transfer or amend a licence if the applicant fails to disclose a material fact required by the application or makes a false or misleading statement in the application."

☐ \* I understand and affirm that all of the information provided for this application is true and complete

**LOCAL GOVERNMENT/INDIGENOUS NATION CONFIRMATION OF RECEIPT OF APPLICATION**

LG/IN

100 Mile House

**Name of Official**

Joanne Doddridge

**Title/Position**

Director of Economic Development & Planning

**Phone**

(250) 395-2434

**Email**

jdoddridge@100milehouse.com

**Provide a Resolution/Comment and any supporting reports with comments on:**

- The impact of noise on nearby residents
- The impact on the community if the application is approved
- The views of residents and a description of the method used to gather views
- The LG/In recommendations (including whether or not the application is approved) and the reasons on which they are based

TO UPLOAD DOCUMENTS, DRAG FILES HERE OR [BROWSE](#).

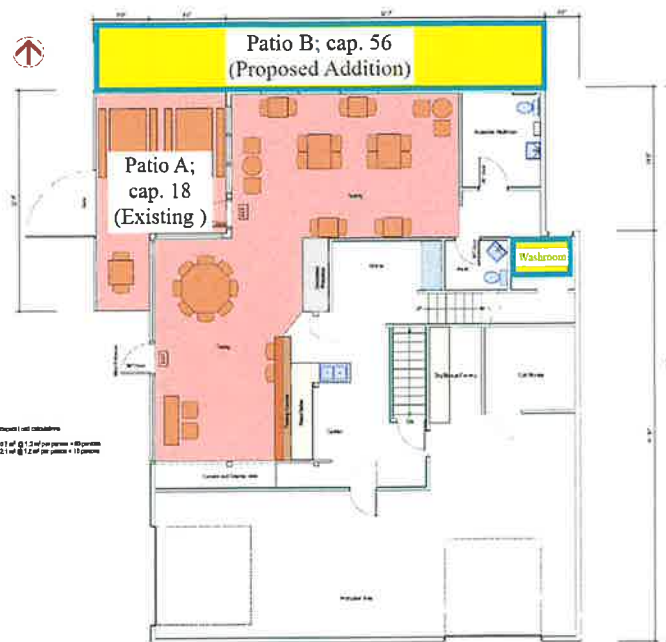
FILES MUST BE IN PDF, JPEG, OR PNG FORMAT.

MAX FILE SIZE: 25MB.

[Council Resolution.pdf \(api/file/b182e347-07d3-ec11-b832-005056836bf0/download-file/application/Council Resolution.pdf?serverRelativeUrl=%2Fadoxio\\_application%2F052951\\_B182E34707D3EC11B832005056836BF0%2FLOGIN%20Resolution\\_Council%20Resolution.pdf&documentType=LGINkbResolution\).](#)

79





Unseated Area (Patios) and calculations:  
 Seating on site: 107 sq ft @ 1.5 sq ft per person = 60 persons  
 Outdoor Patio: 22.1 sq ft @ 1.2 sq ft per person = 10 persons

#### Floor Plan

Scale: 1/8" = 1'-0"  
 Notes:  
 1. See all notes on specifications sheets for details.  
 2. Verify all dimensions and locations with owner.

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 All rights reserved. No part of this document may be reproduced or transmitted in any form or by any means electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system, without permission in writing from the copyright owner.  
 DESIGN BY: [Signature]  
 The drawings are prepared by a professional engineer, architect, or other qualified person, and the design is based on the information provided. The user assumes all responsibility for the accuracy and completeness of the information provided.

<b>MacKinnon</b> Engineering & Architecture	
1111 14th Street Columbia, SC 29201	Tel: 803.737.7700 Fax: 803.737.7701
<b>Project</b> Capital Campus Renovation for <b>Clark &amp; Clevor</b> 1000 North Main Street Columbia, SC 29201	
<b>Drawn By</b> Floor Plan	
<b>Date</b> 08/10/2020	<b>Scale</b> 1/8" = 1'-0"
<b>Drawn By</b> [Signature]	<b>Checked By</b> [Signature]
<b>Sheet No.</b> <b>A2.0</b>	





100 Mile House

175 Cariboo Hwy 97

0 5 10 20 Meters

Date: April 2025



## Joanne Doddridge

---

**From:** Katchmar, Cindy TT:EX <Cindy.Katchmar@gov.bc.ca>  
**Sent:** April 23, 2025 2:25 PM  
**To:** Joanne Doddridge  
**Subject:** RE: Liquor licence amendment

Hi Joanne,

Thank-you for the opportunity to comment.

The Ministry has no objection. As this was a courtesy referral there is no file #.

Cindy



Ministry of  
Transportation  
and Transit

Cindy Katchmar | Development Officer  
Cariboo District Area Office 100 Mile House  
Phone: 250-706-6304 | Fax: 250-395-6062  
[Cindy.katchmar@gov.bc.ca](mailto:Cindy.katchmar@gov.bc.ca)  
<https://www.drivebc.ca>

\*At this time the Cariboo District is receiving a high volume of inquiries and applications. Inquiries and applications are reviewed in the order in which they are received. Your patience during this time is appreciated and the District will get back to you as soon as possible.\*

**From:** Joanne Doddridge <JDoddridge@100milehouse.com>  
**Sent:** Wednesday, April 23, 2025 10:46 AM  
**To:** Katchmar, Cindy TT:EX <Cindy.Katchmar@gov.bc.ca>  
**Subject:** Liquor licence amendment

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Cindy,

As a courtesy and for your information, I am referring this to you.

The Cask & Cleaver is applying to construct a patio and increase their total seating capacity from 60 to a maximum of 94.

They have sufficient space on site to meet their parking requirements.

The application and parking plan are attached.

Regards,

## Joanne Doddridge

---

**From:** Tammy Boulanger  
**Sent:** April 25, 2025 1:43 PM  
**To:** Joanne Doddridge  
**Subject:** FW: Letter in Support for Cask & Cleaver Capacity Increase

FYI



100 Mile House

**Tammy Boulanger**  
Chief Administrative Officer  
District of 100 Mile House

(250) 395-2434 | [tboulanger@100milehouse.com](mailto:tboulanger@100milehouse.com)  
[100milehouse.com](http://100milehouse.com)

**CONFIDENTIALITY NOTICE:** If you choose to respond to this email, any emails received by the District are subject to the Freedom of Information and Protection of Privacy Act and may be released or shared in accordance with the law. This electronic transmission, and any documents attached to it, may contain confidential information belonging to the District of 100 Mile House. If you are not the intended recipient, you are hereby notified that any disclosure, copying distribution or the taking of any action in reliance upon the contents of this information is prohibited. If you have received this transmission in error, please notify the sender immediately and delete the message and all documents.

**From:** Saturn Zezza <[saturn.zezza@gmail.com](mailto:saturn.zezza@gmail.com)>  
**Sent:** Friday, April 25, 2025 12:11 PM  
**To:** District of 100 Mile <[district@100milehouse.com](mailto:district@100milehouse.com)>; Tammy Boulanger <[TBoulanger@100milehouse.com](mailto:TBoulanger@100milehouse.com)>  
**Subject:** Letter in Support for Cask & Cleaver Capacity Increase

Hello Tammy, Joanne, and whoever else may be reading this letter,

I'm writing to express my full support for the proposed increase in capacity for Cask & Cleaver Brewery.

Cask & Cleaver has quickly become a local favourite, offering not just great brews but a welcoming, community-oriented space. They have the best patio in town and has created a lively and inviting atmosphere right on the main strip.

Now that Cask & Cleaver is part of the BC Ale Trail, it's more important than ever to support their growth. Increased capacity means greater potential for tourism, economic development, and community connection. I believe this expansion would be a positive move for both the business and the town as a whole.

I fully support this application and look forward to seeing their patio space continue to thrive.

Sincerely,  
Saturn Zezza (they/them)

## Joanne Doddridge

---

**From:** District of 100 Mile  
**Sent:** April 28, 2025 7:02 AM  
**To:** Joanne Doddridge  
**Subject:** FW: Cask and cleaver



**100 Mile House**

**Tammy Boulanger**

Chief Administrative Officer  
District of 100 Mile House

(250) 395-2434 | [tboulanger@100milehouse.com](mailto:tboulanger@100milehouse.com)  
[100milehouse.com](http://100milehouse.com)

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**From:** MDA Fabrication <[sales@mdafabrication.com](mailto:sales@mdafabrication.com)>  
**Sent:** Friday, April 25, 2025 4:27 PM  
**To:** District of 100 Mile <[district@100milehouse.com](mailto:district@100milehouse.com)>  
**Subject:** Cask and cleaver

Good afternoon 100 mile house district.

We at Mda fabrication are writing in regards to the cask an cleaver capacity increase request. we think this would be a great addition to the facility and help our growing community !

Thank you for your time and consideration  
Mac Harris  
MDA Fabrication

Get [Outlook for iOS](#)



**Cal Wilson** 3870 Trout Drive Lac La Hache, BC V0K 1T1 (250) 396-4989 April 18, 2025

**100 Mile House Town Council #1**-385 Birch Avenue 100 Mile House, BC V0K 2E0

**Subject:** Endorsement of Cast and Cleaver Brewery Deck Expansion Proposal

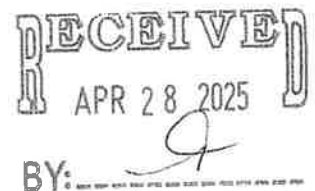
Dear Council Members,

I am writing to express my strong support for the proposal by Cast and Cleaver Brewery to expand their outdoor deck. As a local musician, I perform there twice a month alongside friends, contributing to the vibrant cultural and social atmosphere that the brewery fosters within our community.

In addition to providing live entertainment, we have donated all funds received in tips to the 100 Mile House Seniors Development, reinforcing our commitment to supporting local initiatives. However, due to space limitations, the venue often becomes overcrowded, affecting both the experience for patrons and the ability of musicians to perform comfortably. The proposed deck expansion would significantly improve accessibility and create a more inviting space for residents and visitors alike.

I strongly encourage the Town Council to consider this proposal.

Sincerely, Cal Wilson



## Joanne Doddridge

---

**From:** Dave Dickie <dave.dickie1@gmail.com>  
**Sent:** May 1, 2025 8:53 AM  
**To:** Joanne Doddridge  
**Cc:** John Mix; colin@teamrx.org  
**Subject:** Cask and Clever expansion

Hi Joanne

As the owner of the Donex Pharmacy building and parking lot, I am concerned that the Cask and Clever expansion proposal does not include enough parking.

Currently there is a parking crisis on the north end of Birch Ave. The Donex parking lot is congested. There are six other businesses that rely on the Donex lot for their customer parking, Didi's down to the health food store. The Donex staff are continually policing the parking lot for abuse.

My concern is the Cask and Clever expansion is going to put additional pressure on the Donex lot. When i spoke with you the other day you indicated that the District bylaws require one parking spot per four seats for this class of business. You said the expansion plan includes 25 parking stalls. I think this is inadequate parking. The majority of customers live outside the District or are traveling through. Four people traveling together is very rare.

I am also having a hard time visualizing how they are going to fit 25 parking stalls on the lot with the expansion of the building footprint. There has to be proper flow in and out of the lot as well.

No matter how you slice it Donex parking will take a hit.

Could you please forward me the parking plan for the proposed expansion?

Thanks Dave

- is fair and equitable to both the residents and the applicant;
- provides all nearby residents with reasonable notice and opportunity to comment;
- avoids bias;
- is appropriate to local circumstances; and
- provides sufficient information for residents to understand the nature of the application including:
  - the type of licence or licence change
  - the proposed person capacity and/or hours of liquor service, if applicable.

The LG/FN may combine this process with the public input process for considering a rezoning application for the proposed site, as long as the input process provides sufficient detail about the proposed establishment or licence change as noted above (see [11.5.1](#)).

[*Liquor Control and Licensing Act*, section 38(3) (c); Liquor Control and Licensing Regulation, sections 71(8) and (9) (c) and (d)]

#### 11.4.2 Requirements for providing comments and recommendations to the Branch

If an LG/FN wants to provide comments and recommendations on an application, they must consider:

- the location of the proposed establishment, event site, or service area;
- the person capacity; and
- the hours of liquor service.

If an LG/FN wants to provide comments and recommendations on an application, they must comment, in writing, on:

- the impact of noise on the community in the immediate vicinity of the establishment or event site (in the case of a temporary use area application) or service area (in the case of a manufacturer lounge or special event area); and
- the general impact on the community if the application is approved; and
- in the case of a food primary, whether the application for hours after midnight or patron participation may result in the focus of the establishment shifting away from food service.

Recommendations to the Branch must include whether the application should be approved or rejected and must include the reasons on which those recommendations are based.

If an application will affect nearby residents, local governments must also:

- comment on the views of local residents; and
- provide a description of the method used to gather those views.

The Branch can only consider LG/FN input if the LG/FN has completed both:

- Part 1: a public input process (unless there are no nearby residents who may be affected) and
- Part 2: provided comments to the Branch.

If the LG/FN is not prepared to do the complete process, the Branch will conclude that the LG/FN has opted out (see section [11.7](#)).

## 11.3 Application Submissions to LG/FN Requiring the Community Input Process

### 11.3.1 Initial submission of the application

The applicant is responsible for submitting the required components to the LG/FN before submitting their application to the Branch. The required components include:

- The entire application package, except:
  - corporate documentation, and
  - the information relating to applicant suitability (i.e., completed criminal record and judicial matters check and the Personal History Summary form).

Applicants are encouraged to familiarize themselves with LG/FN requirements before applying.

Once the applicant completes the application via the online portal, the application is automatically forwarded to the LG/FN. If the LG/FN decides to consider the application, the LG/FN will “accept” the application via the online portal. Accepting the application initiates a 90-day period for the LG/FN to gather input and provide comments to the Branch.

Throughout this process, both the Branch and LG/FN will maintain open communication and inform each other of any issues, clarifications, or changes to the application.

[*Liquor Control and Licensing Act*, section 38(1); *Liquor Control and Licensing Regulation*, section 71(6) and (10)]

### 11.3.2 Applicant suitability issues

In some cases, the Branch may determine that an applicant is not suitable to hold a licence. This may be because of a history of serious or recent criminal or unlawful activity, or other issues.

To prevent unnecessary consideration of an application where concerns have been identified that will likely lead to an application being denied, the Branch will notify the LG/FN as quickly as possible. The LG/FN may choose to withhold their comment until the Branch has made a final decision regarding the applicant’s suitability.

[*Liquor Control and Licensing Act*, section 13(1)]

## 11.4 Completing the Community Input Process Where LG/FN opts In

Note: LG/FNs must complete both the public input process (part 1) and provide comments (part 2) in order to participate in the decision-making process. LG/FNs that do not complete both parts of the process will be considered to have opted out (see section [11.8](#)).

### 11.4.1 Requirements for gathering public input

The views of local residents may be gathered either by conducting a public hearing, posting site signage, conducting a mail-out to residents, and/or any other method the LG/FN considers appropriate.

The public input process is required unless there are no residents in the area that in the opinion of the general manager may be affected by the proposed establishment or licence amendment.

The LG/FN must ensure the method they choose:



**District of 100 Mile House – Bylaw Enforcement Site 545**  
**Monthly Progress Report**

Period: April, 2025

In April there were 4 Requests for Service:

- A resident called to complain about a neighbour who had placed long pieces of lumber on their fence and that they were leaning over the property line.
- A business complained about a neighbouring property's cleanliness and fire safety.
- A resident complained about their neighbour who had a shipping container in their yard beyond allowable time limits.
- A resident called to inquire about a small piece of property that needs to have overgrown weeds/grass cut.

Other issues dealt with in April:

- RV's being used overnight inside town.
- Licensing issues at multiple businesses.
- Parking issues including vehicles parked in handicapped zones and backwards parking.

Jamie Suggitt  
Commissionaires B.C.

**DISTRICT OF 100 MILE HOUSE****Bylaw No. 1449**

Being a Bylaw to impose a percentage addition to unpaid taxes, establish the date on which property taxes are due and for the levying of rates, for Municipal, Hospital and Regional District purposes for the year 2025.

---

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

- (1) This bylaw may be cited as **"Tax Rates Bylaw No. 1449-2025"**
- (2) The following rates are hereby imposed and levied for the year 2025.
  - (a) For all lawful general purposes of the District of 100 Mile House on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of the Schedule attached hereto and forming a part hereof.
  - (b) For debt purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of the Schedule attached hereto and forming a part hereof.
  - (c) For Regional Hospital District purposes on the assessed value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column "C" of the Schedule attached hereto and forming a part hereof.
  - (d) For Regional District purposes on the assessed value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column "D" of the Schedule attached hereto and forming a part of hereof.
  - (e) For South Cariboo Recreation purposes of the Cariboo Regional District on the assessed value of land and improvements taxable for General Municipal purposes, rates appearing in Column "E" of the Schedule attached hereto and forming a part of hereof.
  - (f) For Regional District residential garbage collection purposes on the assessed value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column "F" of the Schedule attached hereto and forming a part of hereof.
- (3) The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).

READ A FIRST, SECOND AND THIRD TIME this 22<sup>nd</sup> day of April, 2025

ADOPTED this 6<sup>th</sup> day of May, 2025

---

Mayor

---

Corporate Officer



# DISTRICT OF 100 MILE HOUSE

## Tax Rates Bylaw No. 1449, 2025 Schedule "A"

	"A" General	"B" Municipal Debt	Total	"C" Cariboo-Chilcotin Regional Hospital District	"D" Cariboo Regional District	"E" CRD South Cariboo Recreation	"F" CRD Residential Garbage
1 Residential	2.70689	-	<b>2.70689</b>	0.73029	0.83325	0.21647	0.04635
2 Utilities	40.00000	-	<b>40.00000</b>	2.55602	2.91638	3.19943	
3 Supportive Housing	2.70689	-	<b>2.70689</b>	0.73029	0.83325	0.21647	
4 Major Industry	63.72024	-	<b>63.72024</b>	2.48299	2.83305	5.09570	
5 Light Industry	8.73996	-	<b>8.73996</b>	2.48299	2.83305	0.69920	
6 Business	8.24531	-	<b>8.24531</b>	1.78921	2.04146	0.66023	
7 Managed Forest	7.33567	-	<b>7.33567</b>	2.19087	2.49975	0.58663	
8 Recreational/Non Profit	2.75720	-	<b>2.75720</b>	0.73029	0.83325	0.22080	
9 Farm	4.11538	-	<b>4.11538</b>	0.73029	0.83325	0.32903	



**District of  
100 MILE HOUSE**

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

**Regular Meeting  
May 6, 2025**

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**REPORT DATE:** Apr. 25, 2025

**TITLE:** 532 Horse Lake Rd – OCP & Zoning Amendment Application

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

---

**PURPOSE:** To present a joint Official Community Plan and Zoning amendment application to Council for consideration

**RECOMMENDATION:** Recommended Resolution:

BE IT RESOLVED THAT Official Community Plan Amendment Bylaw No. 1450, 2025 be read a first and second time this 6<sup>th</sup> day of May, 2025; and further

BE IT RESOLVED THAT Zoning Amendment Bylaw No. 1451, 2025 be read a first and second time this 6<sup>th</sup> day of May, 2025.

### **BACKGROUND INFORMATION / DISCUSSION:**

Attached is an Official Community Plan (OCP) and Zoning amendment application from Cariboo Geographic Systems for Larry Pinkney. The application requests changes to the District of 100 Mile House bylaws to allow for residential use on part of a commercial property on Horse Lake Road. These amendments are required before subdivision approval can be obtained.

The subject property is located at 532 Horse Lake Road, legally known as Lot 2, Plan KAP83927, DL 2138, Lillooet District. A subject property map and an ortho photo are also attached.

### **Planning Considerations and Impacts**

#### **Official Community Plan**

The Official Community Plan (OCP) provides guidance on future land use decisions. The subject properties are designated Commercial Vehicle Oriented in the OCP. The



application seeks to amend the designation of a portion of the lands to Low Density Residential.

## **Zoning**

The subject property is in the Horse Lake Road Commercial (C-5) Zone. The zoning application seeks to change a portion to Residential Duplex (R-2) Zone. This use would fit with the adjacent neighbourhood and match the residential zoning that currently comprises most of the Blackstock area. R-2 zoning allows for single family homes or duplexes.

## **Referrals**

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

**Building Inspection / Community Services** – *At the time of subdivision the District will require a Storm Easement along the north side of the property.*

**Fire Department** - *The Fire Department has nothing to add regarding this referral at this time.*

**Ministry of Transportation** - *The Ministry has no objection in principal to the proposed rezoning. Please be advised this in no way constitutes subdivision approval.*

Note: Ministry approval is required for all zoning amendments within 800m of a controlled access highway.

**BUDGETARY IMPACT:** N/A

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

## **ATTACHMENTS:**

- Joint OCP & Zoning Amendment application
- Subject property map
- Ortho photo
- Current (C-5) and proposed zoning (R-2)



## PROCESS & TIMELINE:

Should Council concur, the following process and timeline are in order:

- |   |               |
|---|---------------|
| • 1 <sup>st</sup> and 2 <sup>nd</sup> Reading         | May 6, 2025   |
| • Notify adjacent property owners (within 60m radius) | May 22, 2025  |
| • Posting on District website                         | May 22, 2025  |
| • Distribution to District subscription service       | May 30, 2025  |
| • Public Hearing                                      | June 3, 2025  |
| • 3 <sup>rd</sup> Reading                             | June 3, 2025  |
| • Adoption  | June 10, 2025 |

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

Date: May 1/25

Reviewed By: T. Boulanger  
T. Boulanger, CAO

Date: May 1/25



DISTRICT OF  
**100 Mile House**

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

## LAND USE APPLICATION

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

Official Community Plan  
Zoning Amendment  
Board of Variance

Development Permit  
Development Variance Permit

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

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

### APPLICATION TYPE

Check appropriate box(s)

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

### PROPERTY INFORMATION

Legal Description of Property(s): Lot 2, District Lot 2138, Lillooet District, Plan KAP83927

Civic Address of Property(s): 532 Horse Lake Road

Size of Property(s): 0.512 hectares BC Assessment Roll No.: 24-557-4 1051.550

Current Zoning: C-5 Horse Lake Road Commercial Zone Current OCP Designation: Commercial Vehicle Oriented

Proposed Zoning: R-2 Residential Duplex Zone Proposed OCP Designation: Low Density Residential

### FOR OFFICE USE ONLY

Application Fee Paid: \$ \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Received by: \_\_\_\_\_

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

# INFORMATION FORM

APPLICANT/AGENT	OWNER(S)
Name: Cariboo Geographic Systems, Nigel Hemingway	Name: Larry Wayne Pinkney
Mailing Address: PO Box 1270	Mailing Address: [REDACTED]
100 Mile House, BC	100 Mile House, BC
Postal Code: V0K 2E0	Postal Code: V0K 2E0
Phone Numbers: (Bus): 250-706-8155	Phone Numbers: (Bus): [REDACTED]
(Home): _____	(Home): _____
(Fax): _____	(Fax): _____
E-mail: cgs_nigel@telus.net	E-mail: [REDACTED]

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

As owner(s) of the land described in this application, I/we hereby authorize See Attached Sheet to act as applicant in regard to this land development application.

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

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

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

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

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

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

Signature: [REDACTED]

Date: APRIL 4 2025

I/We NIGEL HEMINGWAY agree to allow the agents of the District of 100  
(Applicant's Name)

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

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



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

The property is presently vacant.

There is a 6 metre wide Statutory Right of Way in favor of the municipality for sewage purposes crossing the western boundary of the property. 3 metres of it is on the land under application and the other 3 metres is on the adjacent property.

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

(use separate sheet if necessary)

The creation of one residential lot for the current owner.

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

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

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

#### Proposed Water Supply Method

Municipal Water System

#### Proposed Sewage Disposal Method

Municipal Sewer System

#### Approximate Commencement Date of Proposed Project

Upon completion of the rezoning process.

#### Reasons in Support of Application

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

See attached sheet

## **Reasons in Support of Application**

This Application is requesting that part of Lot 2, District Lot 2138, Lillooet District, Plan KAP83927 be rezoned and redesignated in the Official Community Plan to allow for the creation of one residential property.

Lot 2 is one of the properties within the Uptown Plaza on Horse Lake Road. It is presently zoned C-5, Horse Lake Road Commercial Zone and is designated Commercial Vehicle Orientated in the Official Community Plan. It has never been developed and is presently vacant land. Lot 2 is 0.512 hectares in size, and we are proposing to rezone and redesignate 0.122 hectares of it for residential use.

The proposed area for the residential use is at the northerly end of the property adjacent to the existing Blackstock residential neighbourhood. This location has frontage on the paved Blackstock Road, and we are proposing 17.5 metres of frontage on it. The remainder of Lot 2 will become Lot B at the subdivision stage, and we are proposing a design that will leave 12.0 metres of frontage on Blackstock Road in addition to the existing frontage it has on Horse Lake Road.

We are proposing the R-2, Residential Duplex Zone and the Low Density designation for the proposed residential lot (Proposed Lot A). The rest of the property (Proposed Lot B) will retain the existing zone and designation to accommodate future commercial development. The proposed residential zone and designation were chosen to conform to the existing zone and designation for the majority of the existing residential properties to the north along Blackstock Road.

The proposal is being made to create a lot for the current landowner to build a smaller single-family home than what he currently resides in. The home will be a single detached dwelling even though duplexes are permitted within the zone. Presently the landowner resides in a larger home outside the municipality. He wants to downsize and move back into 100 Mile House to be closer to all services offered in the community. The owner's wishes were identified in the South Cariboo Housing Needs Assessment Report prepared in April 2022 as a change in housing demand and an anticipated challenge within the region. The Official Community Plan also has a residential objective to "Encourage a wide range of

housing types, and densities in order to accommodate the full range of socio-economic groups, age groups and lifestyles in 100 Mile House”.

The location of the proposed residential lot extends an existing residential neighbourhood, it is on vacant land that is not required for the uses allowed in the existing zone for Uptown Plaza, is on an existing paved road and can be easily serviced. It is an efficient use of a part of the property that is currently not used while providing a location that meets all of the owner’s hopes because of the proximity to all of the municipalities services.

# CURRENT ZONING



## 10.5 Horse Lake Road Commercial Zone (C-5)

### 10.5.1 Purpose:

The purpose of this zone is to designate large parcel multi-use sites for the development of business areas intended to serve local vehicular traffic.

### 10.5.2 Principal Permitted Uses:

- a) assembly use;
- b) club or lodge;
- c) drive-through food service;
- d) educational institution;
- e) farmers market;
- f) fleet services;
- g) funeral home;
- h) greenhouse and plant nursery;
- i) health and fitness facility;
- j) health care office;
- k) household repair services;
- l) liquor store;
- m) manufacturing, light impact;
- n) motel;
- o) office;
- p) pet services;
- q) personal service establishment;
- r) restaurant;
- s) retail sales;
- t) service station;

Bylaw No. 1296



- u) trade contractor; and
- v) veterinary services.

#### 10.5.3 Accessory Permitted Uses:

- a) accessory buildings and structures; and
- b) assembly use, accessory to a motel use.

#### 10.5.4 Minimum Parcel Area:

The minimum parcel area is 2,000 square metres.

#### 10.5.5 Minimum Parcel Width:

- a) The minimum parcel width is 20 metres; and
- b) Despite Section 10.5.5(a), a motel must have a minimum parcel width of 30 metres.

#### 10.5.6 Minimum Setbacks:

- a) The minimum front and exterior side parcel line setback for all buildings and structures is 6 metres;
- b) No rear and interior side parcel line setback is required except where it is adjacent to a residential zone in which case the setback is 4.5 metres; and
- c) Despite Sections 10.5.6(a) and (b), fuel pump islands must be set back a minimum of 4.5 metres from any parcel line.

#### 10.5.7 Maximum Height:

- a) The maximum height for all buildings and structures is 12 metres.

#### 10.5.8 Maximum Density:

The maximum density is a floor area ratio of 0.5.

#### 10.5.9 Maximum Site Coverage:

The maximum site coverage for all buildings and structures is 55% of the parcel area.





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

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

#### 10.5.11 General Regulations:

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

#### 10.5.12 Specific Use Regulations:

- a) The repair of equipment and any storage for any vehicle sales, rental and minor repair use must take place within an enclosed building;
- b) Despite Section 10.5.4, the minimum parcel area for District Lot 2138, Lillooet District, except Plans, 11931, 15598, 17748, 22190, 29545, 32060, KAP45878 and KAP77552 with a known civic address of 105 Forest Range Road is 0.5 hectares; and
- c) All materials and equipment for a trade contractor use must be kept within an enclosed building.
- d) Light impact manufacturing must take place entirely within an enclosed building, and must not be offensive by reason of smoke, vibration, smell, toxic fumes, electrical interference, or significant noise.

Bylaw No. 1296

# PROPOSED ZONING



## 8.5 Residential Duplex Zone (R-2)

### 8.5.1 Purpose:

The purpose of this zone is to provide low density residential housing in the form of single family or duplex dwellings.

### 8.5.2 Principal Permitted Uses:

- a) duplex; and
- b) single detached dwelling.

### 8.5.3 Accessory Permitted Uses:

- a) accessory buildings and structures;
- b) child care;
- c) home occupation;
- d) secondary suite, accessory to a single detached dwelling.

### 8.5.4 Minimum Parcel Area:

- a) The minimum parcel area is 825 square metres for a duplex; and
- b) 450 square metres where one unit of a duplex dwelling is on a single parcel or for a single detached dwelling.

### 8.5.5 Minimum Parcel Width:

- a) The minimum parcel width for a duplex is 20 metres;
- b) The minimum parcel width for a single detached dwelling on an interior parcel is 11 metres; and
- c) The minimum parcel width for a single detached dwelling on a corner parcel is 12 metres.

### 8.5.6 Minimum Setbacks:

- a) The principal dwelling must be 6 metres from a front parcel line; 7.5 metres from a rear parcel line; 1.5 metres from an interior side parcel, unless attached at the property line to other half of a

duplex in which case no setback is required; and 3.0 metres from an exterior side parcel line; and



- b) Accessory buildings or structures must be 6 metres from a front parcel line; 1.5 metres from an interior side parcel line; 1 metre from the rear parcel line; and 3.0 metres from an exterior side parcel line.

**8.5.7 Maximum Height:**

- a) The maximum height is 10 metres for the principal dwelling; and
- b) 5 metres for accessory buildings and structures.

**8.5.8 Minimum Floor Area:**

The minimum floor area for a single detached dwelling is 85 square metres and 70 square metres for each unit of a duplex.

**8.5.9 Minimum Building Width:**

The minimum building width for a principal dwelling is 6 metres.

**8.5.10 Maximum Site Coverage:**

The maximum site coverage for all buildings and structures is 40% of the parcel area.

**8.5.11 Off-Street Parking and Loading:**

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

**8.5.12 General Regulations:**

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

**8.5.13 Specific Use Regulations:**

Not Applicable.







**DISTRICT OF 100 MILE HOUSE**

**Bylaw No. 1450**

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

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This bylaw may be cited for all purposes as ***“Official Community Plan Amendment Bylaw No. 1450, 2025.”***

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

- (1) That District of 100 Mile House Official Community Plan Bylaw No. 1288, 2016 is hereby amended as follows:
  - a. Amend Schedule B: Land Use District Wide and Main Community Inset to change the designation of part of Lot 2, Plan KAP83927, DL 2138, Lillooet District, located at 532 Horse Lake Road and shown in heavy black outline and labelled Proposed Lot B on attached Schedule A, from Commercial Vehicle Oriented to **Low Density Residential**.

READ A FIRST AND SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2025.

POSTED on WEBSITE this \_\_\_\_ day of \_\_\_\_\_, 2025.

DISTRIBUTED by EMAIL SUBSCRIPTION SERVICE this \_\_\_\_ day of \_\_\_\_\_, 2025.

PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_, 2025.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2025.

RECEIVED MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL

this \_\_\_\_ day of \_\_\_\_\_, 2025. \_\_\_\_\_  
Ministry of Transportation and Infrastructure

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025.

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Mayor

---

Corporate Officer

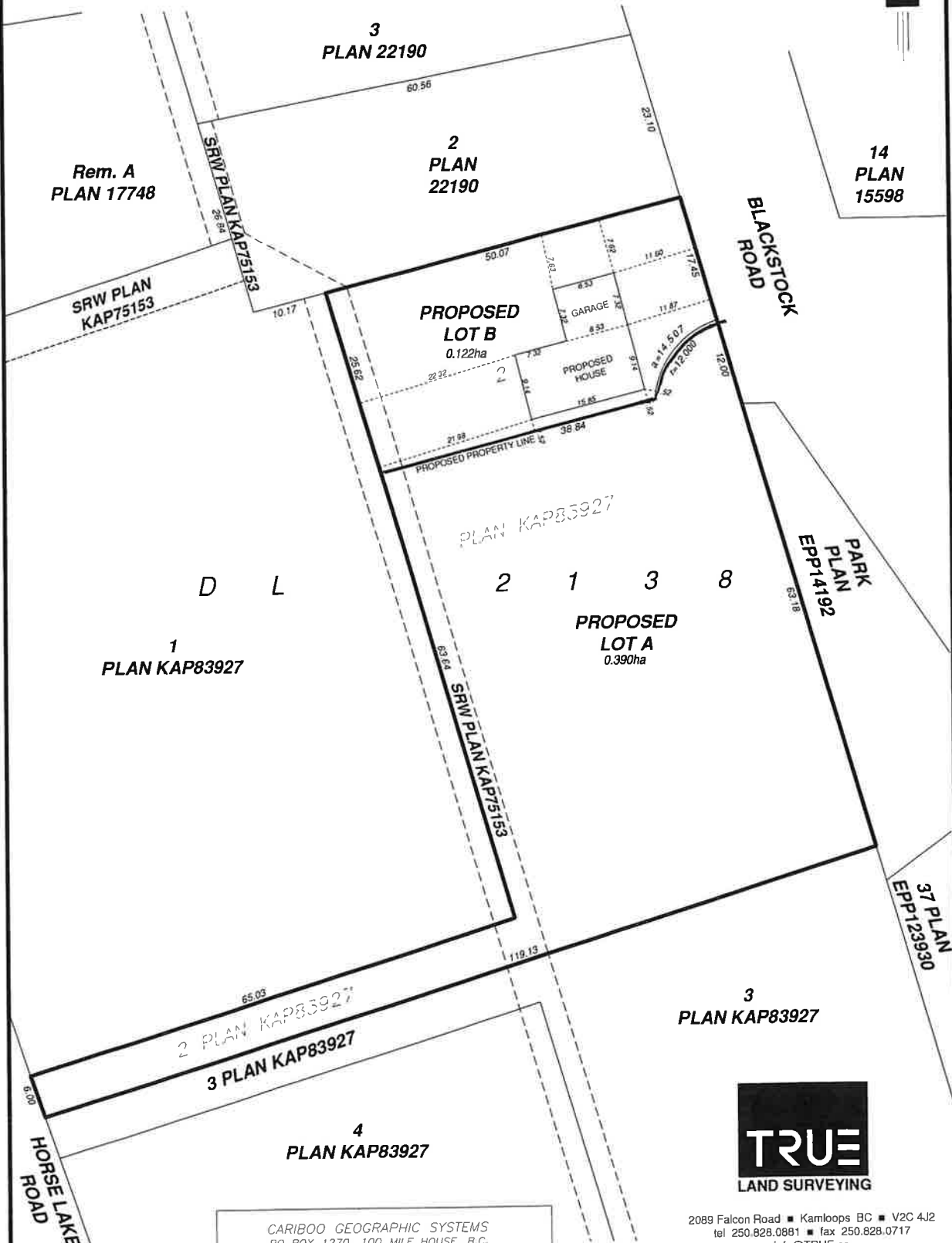


# SCHEDULE A

SKETCH PLAN TO ACCOMPANY A  
RE-ZONING APPLICATION ON  
LOT 2, DL 2138, LILLOOET DISTRICT,  
PLAN KAP83927

BYLAW 1450, 2025

THIS PLAN LIES WITHIN THE CARIBOO REGIONAL DISTRICT.



CARIBOO GEOGRAPHIC SYSTEMS PO BOX 1270, 100 MILE HOUSE, B.C. PHONE NO. 250-395-4577		
FILE NUMBER	DATE	DRAWING NUMBER
2233	2025-03-10	



2089 Falcon Road ■ Kamloops BC ■ V2C 4J2  
tel 250.828.0881 ■ fax 250.828.0717  
info@TRUE.ca

DRAWN BY: MJ  
DWG FILE: 3266-031-HS  
JOB NO: 3266-031

FB: LL ■ P: LL

**DISTRICT OF 100 MILE HOUSE**

**Bylaw No. 1451**

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

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This bylaw may be cited for all purposes as ***"Zoning Amendment Bylaw No. 1451, 2025"***.

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

- (1) That District of 100 Mile House Zoning Bylaw No. 1290, 2016 is hereby amended for part of Lot 2, Plan KAP83927, DL 2138, Lillooet District, located at 532 Horse Lake Road and shown in heavy black outline and labelled Proposed Lot B on attached Schedule A, to be rezoned from Horse Lake Road Commercial Zone (C-5) to **Residential Duplex Zone (R-2)**;
- (2) That consequential map changes be made to Schedule 2 Zoning Bylaw Map District Wide and Main Community Inset.

READ A FIRST AND SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2025.

POSTED on WEBSITE this \_\_\_\_ day of \_\_\_\_\_, 2025.

DISTRIBUTED by EMAIL SUBSCRIPTION SERVICE this \_\_\_\_ day of \_\_\_\_\_, 2025.

PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_, 2025.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2025.

RECEIVED MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL

this \_\_\_\_ day of \_\_\_\_\_, 2025. \_\_\_\_\_  
Ministry of Transportation and Infrastructure

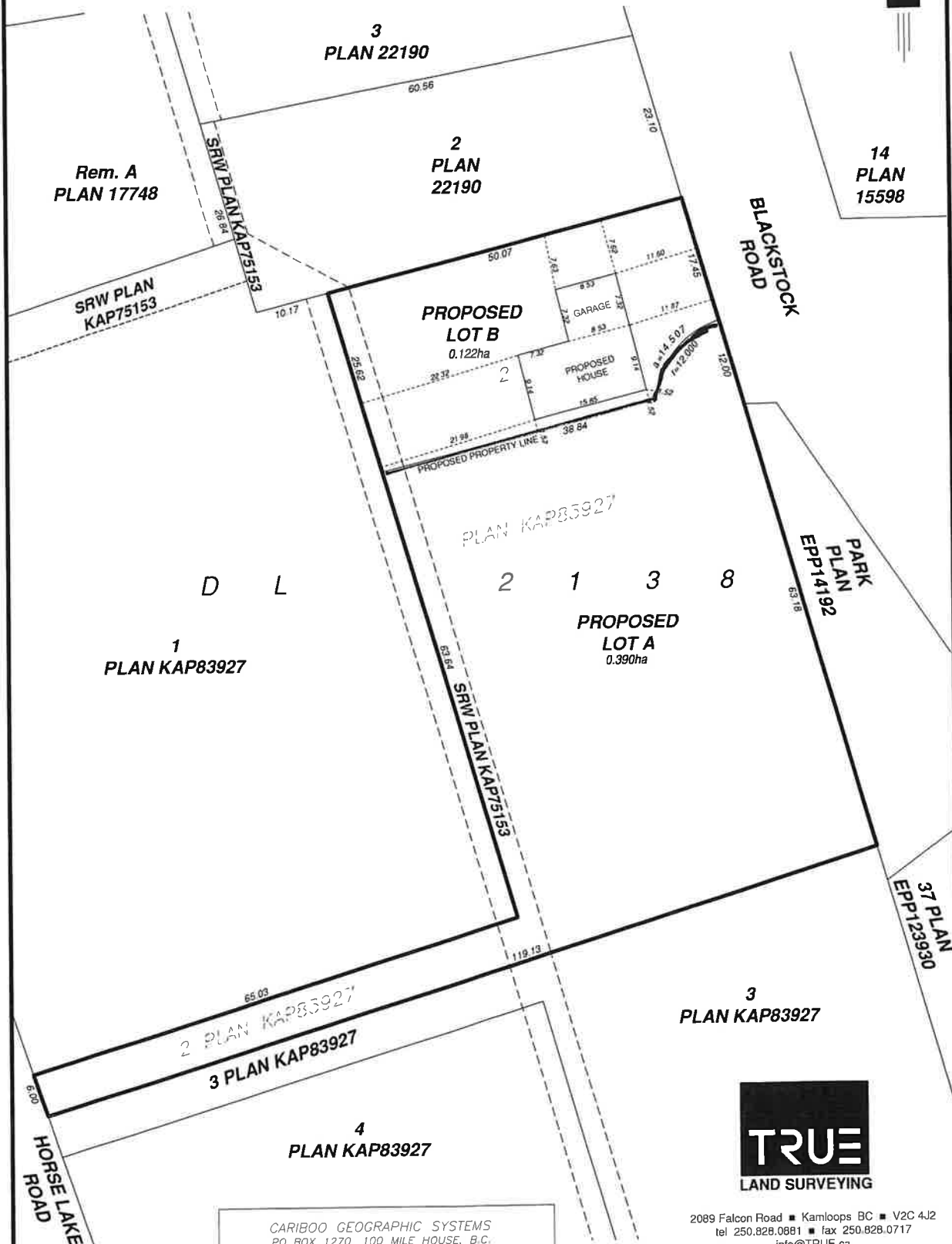
ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

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

**SKETCH PLAN TO ACCOMPANY A  
RE-ZONING APPLICATION ON  
LOT 2, DL 2138, LILLOOET DISTRICT,  
PLAN KAP83927**

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432r



**MATHEW JACCARD, BCLS (1016)**

CARIBOO GEOGRAPHIC SYSTEMS  
PO BOX 1270, 100 MILE HOUSE, B.C.  
PHONE NO. 250-395-4577

FILE NUMBER	DATE	DRAWING NUMBER
2233	2025-03-10	



**TRUE**  
LAND SURVEYING

2089 Falcon Road ■ Kamloops BC ■ V2C 4J2  
tel 250.828.0881 ■ fax 250.828.0717  
info@TRUE.ca

DRAWN BY: MJ  
DWG FILE: 3266-031-HS  
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